Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross *Charles Nash*
Marvin Engle *Robert Scolnik*
Gary Foster I. John Snider II
Susie Hughes *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Organizational Meeting Thursday, January 4, 2018
3:30 p.m.

Chief Deputy County Clerk Marcia L. Wilkes, Presiding

The Organizational Meeting of the Board of Commissioners was called to order by Chief Deputy County Clerk Marcia L. Wilkes. Chief Deputy County Clerk Wilkes asked Commissioner Wilkins to give the invocation. The Pledge of Allegiance was led by Commissioner Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Marcia L. Wilkes, Chief Deputy County Clerk
Jeanne Pezet, Administrative Secretary
Brooke VanHouten, County Clerk Deputy
Doug Hughes, Corporate Counsel

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

2018-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2018**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2018.

Voice vote. **Motion Carried**

2018-2 **NOMINATE COMMISSIONER CROSS AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Hughes, seconded by Commissioner Foster, to nominate Commissioner Cross for Chair to the Muskegon County Board of Commissioners.

Voice vote. **Motion Carried**

2018-3 **ELECT COMMISSIONER CROSS AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS BY UNANIMOUS VOTE**

Moved by Commissioner Snider, seconded by Commissioner Hughes, to elect Commissioner Cross as Chair to the Muskegon County Board of Commissioners by unanimous vote.

Voice vote. **Motion Carried**

Chief Deputy County Clerk Wilkes issued the Oath of Office to Commissioner Cross and congratulated him as Chair to the Muskegon County Board of Commissioners and she passed the gavel for the new Chair to continue the meeting.

Chair Cross presiding.

Chairman Cross thanked Commissioners for their confidence.

Chair Cross opened the floor for Nominations for Vice-Chair to the Muskegon County Board of Commissioners.

2018-4 **NOMINATE COMMISSIONER NASH AS VICE-CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Hughes, seconded by Commissioner Foster to nominate Commissioner Nash as Vice-Chair to the Muskegon County Board of Commissioners.

Voice vote. **Motion Carried**

2018-5 **ELECT COMMISSIONER NASH AS VICE CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS BY UNANIMOUS VOTE**

Moved by Commissioner Engle, seconded by Commissioner Snider, to elect Commissioner Nash as Vice Chair to the Muskegon County Board of Commissioners by unanimous vote.

Voice vote. **Motion Carried**

Chief Deputy County Clerk Wilkes issued the Oath of Office to Commissioner Nash and congratulated him as Vice Chair to the Muskegon County Board of Commissioners.

2018-6 **ADOPT THE 2018 CALENDAR FOR THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to adopt the 2018 Calendar for the Muskegon County Board of Commissioners. (See attached).

2018-7 **AMEND THE START TIME OF COMMISSIONER MEETINGS TO 4 P.M.**

Moved by Commissioner Foster, seconded by Commissioner Hughes, to amend the start time of Commissioner Meetings to 4 p.m.

Commissioner Engle asked why. Commissioner Foster indicated that this would be standardized so all meetings start at 4 p.m. and that would allow the work sessions to begin at 3 p.m. Discussion

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: Marvin Engle, I. John Snider, II **Motion Carried**

2018-8 **ADOPT THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

Moved by Commissioner Wilkins, seconded by Vice Chair Nash, to adopt the Administrative Settlement Authority. (See attached).

Voice vote. **Motion Carried**

2018-9 **ADOPT THE ADMINISTRATOR'S SPENDING AUTHORITY**

Moved by Commissioner Snider, seconded by Commissioner Hughes, to adopt the Administrator's Spending Authority. (See attached).

Voice vote. **Motion Carried**

2018-10 **APPROVE THE 2018 COMMITTEE ASSIGNMENTS/CHAIR AND VICE-CHAIR APPOINTMENTS**

Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to approve the 2018 Committee assignments/Chair and Vice-Chair Appointments. (See attached)

Voice vote. **Motion Carried**

2018-11 **APPROVE THE COMMISSIONER LIAISON APPOINTMENTS**

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Commissioner Liaison Appointments. (See attached)

Voice vote. **Motion Carried**

PUBLIC COMMENT

K.P. Pelleran - United Way of the Lakeshore Director of Planning, Advocacy and Grants, addressed the Board, introducing LaTonya Beene – Senior Corp Director of RSVP; Beth Scheel – Program Director of Senior Corp Foster Grandparent; Larry Williams – Vista with AmeriCorp My Brother's Keeper; Amanda Grover – Muskegon County Landbank, Senior Companion Urban Safety Corp, AmeriCorps Program Director; Stephanie Stewart – Community Engagement Coordinator at United Way, and Shelby Bowen – Program Assistant. Ms. Pelleran noted that volunteerism is huge in Muskegon County. Ms. Pelleran provided a Proclamation for one of two National Day of Service events on Martin Luther King, Jr. Day. Ms. Pelleran invited everyone to attend the open house style "Soup & Service" event on Martin Luther King, Jr. Day and bring either a non-perishable food item or school supply to United Way of the Lakeshore, 31 E. Clay Avenue, between 11 a.m. and 2 p.m.

Ms. Pelleran noted the food items collected last year were donated to food banks in the community and the school supplies were donated to the schools sites where United Way of the Lakeshore had retired and senior volunteer stations to help kids improve their literacy in Muskegon County.

2018-12 **APPROVE A PROCLAMATION IN RECOGNITION OF THE 2018 MARTIN LUTHER KING JR. DAY OF SERVICE**

Moved by Commission Hughes, seconded by Commissioner Mahoney, to approve a Proclamation in recognition of the 2018 Martin Luther King Jr. Day of Service.

Voice vote. **Motion Carried**

2018-13 **MOVED BY COMMISSIONER MAHONEY, SECONDED BY COMMISSIONER HUGHES, TO ADJOURN.**

Voice vote. **Motion Carried**

Meeting adjourned at 3:44 p.m.

_____
Marcia L. Wilkes, Chief Deputy County Clerk

MLW/jmp

To Be Approved at Full Board Meeting on Tuesday, January 16, 2018

At the Organizational Meeting of the Muskegon County Board of Commissioners, held in the City of Muskegon, County of Muskegon on January 4, 2018, at 3:30 p.m. in the Commission Chambers.

PRESENT:

ABSENT:

RESOLUTION AUTHORIZING THE ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2018

The following preamble and resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the Muskegon County Board of Commissioners is organized and operates pursuant to provisions of state statute, specifically MCL 46.1, et seq., and;

WHEREAS, this Board, in order to conduct the business of the County of Muskegon in an orderly fashion, deems it appropriate to operate under an established set of rules, and;

WHEREAS, the current Board Rules for the Muskegon County Board of Commissioners require that Board Rules be adopted by Resolution at each annual Organizational Meeting.

NOW THEREFORE, BE IT RESOLVED that the Muskegon County Board of Commissioners does hereby adopt the Board Rules, adopted by it on January 3, 2013 and revised on September 21, 2017, with the intent that those Rules shall govern its operation during the calendar year 2018, and until the date of the Board's 2019 Organizational Meeting, unless properly amended before then.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

_____
Nancy A. Waters, County Clerk

I hereby certify that the following constitutes a true and complete copy of a resolution adopted by the Muskegon County Board of Commissioners at a regular meeting held on January 4, 2018, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267 of the Public Acts of Michigan of 1967.

_____
Nancy A. Waters, County Clerk

2018 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

Full Board	Community Development/ Strategic Planning & Transportation	Courts/Public Safety & Human Services	Public Works	Ways & Means
Tues. January 16th	Thurs. January 25th	Tues. January 9th	Thurs. January 18th	Thurs. January 11th
Tues. January 30th				Tues. January 23rd
Tues. February 13th	Thurs. February 22nd	Tues. February 6th	Thurs. February 15th	Thurs. February 8th
Tues. February 27th				Tues. February 20th
Tues. March 13th	Thurs. March 15th	Tues. March 6th	Thurs. March 8th	Thurs. March 1st
Thurs. March 22nd				Tues. March 20th
Tues. April 10th	Thurs. April 19th	Tues. April 3rd	Thurs. April 12th	Thurs. April 5th
Tues. April 24th				Tues. April 17th
Tues. May 8th	Thurs. May 17th	Tues. May 1st	Thurs. May 10th	Thurs. May 3rd
Tues. May 22nd				Tues. May 15th
Tues. June 12th	Thurs. June 21st	Tues. June 5th	Thurs. June 14th	Thurs. June 7th
Tues. June 26th				Tues. June 19th
Tues. July 17th	Thurs. July 26th	Tues. July 10th	Thurs. July 19th	Thurs. July 12th
Tues. July 31st				Tues. July 24th
Tues. August 14th	Thurs. August 23rd	Tues. August 7th	Thurs. August 16th	Thurs. August 9th
Tues. August 28th				Thurs. August 23rd
Tues. September 11th	Thurs. September 20th	Tues. September 4th	Thurs. September 13th	Thurs. September 6th
Tues. September 25th				Tues. September 18th
Tues. October 16th	Thurs. October 25th	Tues. October 9th	Thurs. October 18th	Thurs. October 11th
Tues. October 30th				Tues. October 23rd
Thurs. November 8th	Thurs. November 15th	Tues. November 6th	Thurs. November 8th	Thurs. November 1st
Tues. November 20th				Tues. November 13th
Tues. December 11th	Tues. December 18th	Tues. December 4th	Thurs. December 13th	Thurs. December 6th
Thurs. December 20th				Tues. December 18th

All meetings are held in the Board of Commissioners' Room on the 4th Floor of the Hall of Justice, 990 Terrace, Muskegon at 4:00 PM unless otherwise noted

Special meetings & changes to this schedule will be posted 18 hours in advance at the Hall of Justice, 4th Floor and also posted on Twitter. For further info, call 724-6520

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting upon 24 hours' notice by writing or calling the County Administrator, 990 Terrace Street, Muskegon, MI 49442; 231.724.6520

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATIVE SETTLEMENT AUTHORITY 2018

I. POLICY

A. Any claim brought against the County involving more than Fifteen Thousand ($15,000.00) Dollars shall be presented to the County Board of Commissioners for their consideration, and settlement authorization, consistent with the procedure listed below.

B. Any claim brought against the County involving sums of less than Fifteen Thousand ($15,000.00) may be settled by the Administrator without the approval of the County Board of Commissioners.

II. PROCEDURE

A. The Administrator, in considering the settlement of any claim within the authority provided above, will prepare a written summary for the Chairperson of the Muskegon County Board of Commissioners and the Chairperson of the Muskegon County Board of Commissioners' Ways & Means Committee for their approval.

B. If the Administrator's recommendation is approved by both the Board Chair and the Chairperson of Ways & Means, the Administrator will be authorized to enter into a settlement on behalf of the County.

C. If the recommendation is approved, the settlement will be reported to all of the members of the County Board of Commissioners within thirty calendar (30) days of the approval.

III. TERM

This authority shall remain in effect until the Organizational Meeting of 2019, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2018

I. POLICY

It is the policy of the County of Muskegon to establish a uniform spending authority standard across the organization. In pursuit of that policy, the Administrator is delegated spending authority in matters of County business in accordance with the procedure listed below.

II. PROCEDURE

A. The County Administrator, through this Policy, is granted the authority to expend sums up to One Thousand ($1,000.00) Dollars.

B. The County Administrator, prior to engaging in spending under this policy, in amounts in excess of One Thousand ($1,000.00) Dollars, but no more than Ten Thousand ($10,000.00) Dollars, will consult with and fully apprise the County Board Chair of the purpose of the proposed expenditure.

C. If the proposed expenditure is approved by the County Board Chair, the Administrator is authorized to engage in said spending, but is required to report the expenditure to all of the members of the Muskegon County Board of Commissioners, within thirty calendar (30) days of the expenditure.

III. TERM

This policy shall remain in effect until the Muskegon County Board of Commissioners Organizational Meeting of 2019, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

MUSKEGON COUNTY
BOARD OF COMMISSIONERS
2018 COMMITTEE ASSIGNMENTS

Community Development/ Strategic Planning
(Committee-of-the-Whole)

Robert Scolnik, Chair
Ken Mahoney, Vice-Chair

Courts/Public Safety
(Committee-of-the-Whole)

John Snider, Chair
Rillastine Wilkins, Vice-Chair

Human Services
(Committee-of-the-Whole)

Susie Hughes, Chair
Charles Nash, Vice-Chair

Transportation Committee
(Committee-of-the-Whole)

Rillastine Wilkins, Chair
Gary Foster, Vice-Chair

Ways & Means Committee
(Committee-of-the-Whole)

Ken Mahoney, Chair
Charles Nash, Vice-Chair

Public Works Board
(9 member board which includes Drain Commissioner)

Marvin Engle
Gary Foster
Susie Hughes
Ken Mahoney
Charles Nash
Bob Scolnik
I. John Snider, II
Rillastine Wilkins
Brenda Moore, Drain Commissioner

(2 non-voting members from the Users' Group)

Kim Arter, Ex-Officio Member
Laketon Township

LeighAnn Mikesell, Ex-Officio Member
City of Muskegon

Commissioner Liaison Appointments

Ben Cross
- ACSET (Area Community Service Employment & Training Governing Board)
- Economic Development Corporation
- Foreign Trade Zone
- Friends of the County Parks
- Local Emergency Planning Committee
- SMART Committee
- WMSRDC

Marve Engle
- Fair Board
- 457 Investment Committee
- HealthWest Board
- Public Works Board

Gary Foster
- MSU District Extension Council
- Public Works Board
- Road Commission
- Solid Waste Planning
- Veterans Advisory Committee
- Water System Policy Board (Alternate)

Susie Hughes
- Economic Development Corporation
- Lakeshore Museum Board
- Land Bank Fast Track Authority
- Public Works Board
- Road Commission Board
- Senior Activities Committee
- Veterans Advisory Committee
- Water System Policy Board
- WMSRDC (to include Transportation Policy Committee)

Ken Mahoney
- Accommodations Tax Committee
- ACSET Area Community Service Employment & Training Governing Board
- Airport Advisory Committee
- Central Dispatch
- Lakeshore Regional Entity Substance Use Disorder Oversight Policy Board
- Land Bank Fast Track Authority
- Local Emergency Planning Committee (at-large)
- MI Association of Local Public Health Officials (alternate)
- Muskegon Area First (alternate)
- Public Health Advisory Committee
- Public Works Board
- Senior Activities Committee
- Water System Policy Board (by contract)
- Whitehall LDFA

Charles Nash
- Friends of the County Parks
- HealthWest Board
- Public Works Board

Bob Scolnik
- Airport Advisory Committee
- Department of Health & Human Services Board
- Economic Development Corporation
- Muskegon Area District Library Board
- Muskegon Area-Wide Plan Advisory Committee
- Public Works Board
- Veterans Advisory Committee

I. John Snider, II
- Bear Lake Improvement Board
- Community Corrections Advisory Board
- HealthWest Board
- Lakeshore Sports Commission
- Land Bank Fast Track Authority
- Public Works Board
- Water System Policy Board

Rillastine Wilkins
- Airport Advisory Committee
- Muskegon Area-Wide Plan Advisory Committee
- Public Health Advisory Committee
- Public Works Board
- SMART Committee
- Senior Activities Committee
- WMSRDC (to include Transportation Policy Committee)
- WEMET

County of Muskegon

PROCLAMATION

2018 Martin Luther King Jr. Day of Service

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Muskegon citizens and all Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across Muskegon County, our state and the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens; and

Whereas, citizens of Muskegon County have the opportunity to participate in events throughout our city on the King Day of Service, January 15, 2018, as well as create and implement community service projects where they identify the need; and

Whereas, National Service Corps programs in Muskegon County that include: Senior Corps – Retired & Senior Volunteer Program (RSVP), Foster Grandparents, and Senior Companion; Urban Safety Corps; and AmeriCorps – My Brother's Keeper, Reading Corps, wish to collaborate with United Way of the Lakeshore – Youth United, United After Work, Women United, and its workplace campaigns; Young Brothers; Men of Color Read; the National Association for the Advancement of Colored People; Read Muskegon; the Muskegon Lakeshore Chamber of Commerce; and others, to offer a "Soup & Service" to honor Dr. King's legacy of service, on January 15, 2018, from 10 a.m. to 2 p.m., at the United Way of the Lakeshore office, where people are invited to donate school supplies and/or nonperishable food items and receive a cup of delicious, warm soup for their service;

NOW, THEREFORE BE IT RESOLVED, that the Muskegon County Board of Commissioners does hereby proclaim the Martin Luther King Jr. Holiday as a Day of Service throughout Muskegon County, and calls upon the people of the Muskegon County to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Charles Nash
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

Approved: January 4, 2018

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, January 16, 2018
4:02 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Commissioner Mahoney and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-14 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-15 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF DECEMBER 21, 2017 AND THE ORGANIZATIONAL MEETING OF JANUARY 4, 2018**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the minutes of the Full Board Meeting of December 21, 2017 and the Organizational Meeting of January 4, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment.

COMMUNICATIONS

The following communication item was distributed to Commissioners for information:

Huron County Resolution in Opposition of HB 5096-5098 (See attached)

COMMITTEE/BOARD REPORTS

2018-16 **AUTHORIZE THE BOARD CHAIR AND CIRCUIT COURT ADMINISTRATOR TO SIGN THE NEW THREE (3) YEAR LEASE AGREEMENT FOR THE COUNTY OF MUSKEGON AND 14TH JUDICIAL CIRCUIT COURT MUSKEGON WITH SATELLITE TRACKING OF PEOPLE, FROM 2017 THRU 2020, FOR THE USE OF TETHERS FOR JUVENILES ON PROBATION, WHEN NECESSARY, SUBJECT TO CORPORATE COUNSEL'S REVIEW AND APPROVAL OF THE LEASE AGREEMENT**

CPS18/01-01
The Courts and Public Safety Committee recommend, moved by Commissioner Engle, seconded by Commissioner Foster, to authorize the Board Chair and Circuit Court Administrator to sign the new three (3) year Lease Agreement for the County of Muskegon and 14th Judicial Circuit Court Muskegon with Satellite Tracking of People, from 2017 thru 2020, for the use of tethers for juveniles on probation, when necessary, subject to Corporate Counsel's review and approval of the Lease Agreement.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-17 **AUTHORIZE THE CIRCUIT COURT ADMINISTRATOR TO SIGN THE CONTRACT WITH MICHIGAN WORKS! FOR PASS GRANT PROGRAM POSITION**

CPS18/01-02
The Courts and Public Safety Committee recommend, moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize the Circuit Court Administrator to sign the contract with Michigan Works! for PASS grant program position.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-18 **AUTHORIZE THAT THE CURRENT INCUMBENT IN THE LIMITED TERM FULL-TIME PASS CHILD SUPPORT INVESTIGATOR (POSITION # N14202) BE MOVED INTO THE RECENTLY VACATED FULL-TIME CHILD SUPPORT INVESTIGATOR POSITION (POSITION # N14301), RECLASSIFY THE VACATED POSITION N14202 FROM LIMITED TERM FULL-TIME TO LIMITED TERM PART-TIME AND FURTHER AUTHORIZE THAT THE FUNDING OF THE FULL-TIME CHILD SUPPORT INVESTIGATOR (POSITION # N14301) BE CHANGED FROM100% 2150-0142 (COOPERATIVE REIMBURSEMENT PROGRAM) TO 50% 2150-0142 AND 50% 2150-0168 AND THE RECLASSIFIED PART-TIME/LIMITED TERM CHILD SUPPORT INVESTIGATOR (POSITION #N14202) BE CHANGED FROM 100% 2150-0168 TO 100% 2150-0142 WITH ALL CHANGES TO BE EFFECTIVE JANUARY 22, 2018**

CPS18/01-03

The Courts and Public Safety Committee recommend, moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize that the current incumbent in the limited term full-time PASS Child Support Investigator (Position # N14202) be moved into the recently vacated full-time Child Support Investigator position (Position # N14301), reclassify the vacated position N14202 from limited term full-time to limited term part-time and further authorize that the funding of the full-time Child Support Investigator (Position # N14301) be changed from100% 2150-0142 (Cooperative Reimbursement Program) to 50% 2150-0142 and 50% 2150-0168 and the reclassified part-time/limited term Child Support Investigator (Position #N14202) be changed from 100% 2150-0168 to 100% 2150-0142 with all changes to be effective January 22, 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-19 **ACCEPT THE 2017 HOMELAND SECURITY GRANT PROGRAM INTERGOVERNMENTAL AGREEMENT BETWEEN THE WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION AND THE MUSKEGON COUNTY ON BEHALF OF THE MUSKEGON COUNTY EMERGENCY SERVICES/MANAGEMENT, AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT**

CPS18/01-04

The Courts and Public Safety Committee recommend, moved by Commissioner Mahoney, seconded by Commissioner Engle, to accept the 2017 Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Shoreline Regional Development Commission and the Muskegon County on behalf of the Muskegon County Emergency Services/Management, and authorize the Board Chair to sign the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-20 **ACCEPT THE FY2017-18 SNOWMOBILE LAW ENFORCEMENT GRANT IN THE AMOUNT OF $4,000.00 FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES, AUTHORIZE THE SHERIFF SIGN THE AGREEMENT AND AMEND THE BUDGET ACCORDINGLY**

CPS18/01-05

The Courts and Public Safety Committee recommend, moved by Commissioner Engle, seconded by Commissioner Mahoney, to accept the FY2017-18 Snowmobile Law Enforcement Grant in the amount of $4,000.00 from the Michigan Department of Natural Resources, authorize the Sheriff sign the agreement and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-21 **ACCEPT AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN THE FY18 BYRNE JAG – WEMET GRANT (MSP #JAG 70834 WEMET-18) IN THE AMOUNT OF $11,200.00**

CPS18/01-06

The Courts and Public Safety Committee recommend, moved by Commissioner Mahoney, seconded by Commissioner Nash, to accept and authorize the County Administrator to sign the FY18 Byrne JAG – WEMET grant (MSP #JAG 70834 WEMET-18) in the amount of $11,200.00.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-22 **APPROVE THE CREATION OF THE COMMUNICATIONS DISPATCHER II POSITION WITH A PAY GRADE OF GU-00160 ($14.28-$17.62/HR) (SHERIFF'S OFFICE)**

CPS18/01-07

The Courts and Public Safety Committee recommend, moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the creation of the Communications Dispatcher II position with a pay grade of GU-00160 ($14.28-$17.62/hr). (Sheriff's Office)

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-23 **AUTHORIZE RETROACTIVE COMPENSATION TO PUBLIC HEALTH NURSE – UNIT LEADER POSITIONS #H05502 AND #H05501 FOR THE INCREASED LEVEL OF RESPONSIBILITIES/DUTIES PERFORMED DURING THE PERIOD FROM JUNE 26, 2017 THROUGH SEPTEMBER 30, 2017 AT AN ADDITIONAL $1.25 PER HOUR WORKED, WHICH IS APPROXIMATELY $700 PER POSITION**

HS18/01-01
The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to authorize retroactive compensation to Public Health Nurse – Unit Leader positions #H05502 and #H05501 for the increased level of responsibilities/duties performed during the period from June 26, 2017 through September 30, 2017 at an additional $1.25 per hour worked, which is approximately $700 per position

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-24 **AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR THE RENDERING OF TECHNICAL SERVICES IN THE AMOUNT OF $59,862, EFFECTIVE FROM OCTOBER 1, 2017, TO SEPTEMBER 30, 2018, WITH NO EFFECT ON COUNTY GENERAL FUNDS**

HS18/01-02
The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to authorize the Public Health Director to sign the agreement with the Michigan Department of Environmental Quality for the rendering of technical services in the amount of $59,862, effective from October 1, 2017, to September 30, 2018, with no effect on County General Funds.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-25 **AUTHORIZE PUBLIC HEALTH TO ACCEPT FUNDING FROM THE LAKESHORE REGIONAL ENTITY IN THE AMOUNT OF $410,000 FOR SUBSTANCE ABUSE PREVENTION SERVICES IN MUSKEGON COUNTY FOR FY2018; AND FURTHER AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE CONTRACT**

HS18/01-03

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to authorize Public Health to accept funding from the Lakeshore Regional Entity in the amount of $410,000 for substance abuse prevention services in Muskegon County for FY2018; and further authorize the Public Health Director to sign the contract.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-26 **APPROVE 16 SENIOR MILLAGE FUNDING AWARDS, TOTALING $875,462 AS RECOMMENDED BY THE SENIOR ACTIVITIES COMMITTEE AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISTRATOR, SENIOR RESOURCES, TO PROCEED WITH THE ADMINISTRATION OF THE PROGRAMS**

HS18/01-04

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to approve 16 senior millage funding awards, totaling $875,462 as recommended by the Senior Activities Committee and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to proceed with the administration of the programs. (See attached)

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-27 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $5,783,328.27, COVERING THE PERIOD OF DECEMBER 8, 2017 THROUGH DECEMBER 22, 2017 FOR CHECKS AND NOVEMBER 1, 2017 THROUGH NOVEMBER 30, 2017 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/01-01

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $5,783,328.27, covering the period of December 8, 2017 through December 22, 2017 for checks and November 1, 2017 through November 30, 2017 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-28 **AUTHORIZE THE RELEASE OF A REQUEST FOR PROPOSAL FOR TEMPORARY STAFFING SERVICES**

WM18/01-02

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the release of a Request for Proposal for temporary staffing services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

CHAIRMAN'S REPORT

2018-29 **APPOINT ANGEL MONTGOMERY TO THE ACCOMMODATIONS TAX COMMITTEE (HOTELS/MOTELS WHITE LAKE AREA SLOT) (TERM TRHOUGH 12/31/19)**

The Chairman recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to appoint Angel Montgomery to the Accommodations Tax Committee (Hotels/Motels White Lake Area Slot) (term through 12/31/19).

Commissioner Mahoney noted this is an excellent choice.

Voice vote **Motion Carried**

2018-30 **REAPPOINT JOY EVANS TO THE LAKESHORE MUSEUM BOARD (UNDESIGNATED SLOT) (TERM THROUGH 12/31/20)**

The Chairman recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to reappoint Joy Evans to the Lakeshore Museum Board (Undesignated Slot) (term through 12/31/20)

Voice vote **Motion Carried**

2018-31 **APPOINT THE FOLLOWING COMMISSIONERS TO THE MUSKEGON COUNTY PERSONNEL RULES COMMITTEE – 2018: COMMISSIONER HUGHES, COMMISSIONER MAHONEY, COMMISSIONER SCOLNIK**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Nash, to appoint the following Commissioners to the Muskegon County Personnel Rules Committee – 2018: Commissioner Hughes, Commissioner Mahoney, Commissioner Scolnik.

Chairman Cross invited all Commissioners to attend these meetings, too.

Voice vote **Motion Carried**

COMMITTEE LIAISON REPORTS

Commissioner Hughes noted the Senior Activity Committee met today. Mlive posted items that had not been passed prior to the Commissioner's meeting today where they were approved. Discussion has taken place with Mlive to prevent this from occurring again.

Commissioner Engle noted the first Muskegon County Fair Board meeting of the year will take place tonight.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth asked Bob Lukens, Community Development Director, to provide an update on the Downtown Convention Center.

Bob Lukens, Community Development Director, Progressive AE is a well know architecture and engineering firm that has worked on several Convention Centers in Michigan and Nationally. They have been working on several design concepts for a Downtown Convention Center. The current location being considered is the Fourth Street option between the Hotel and the LC Walker Arena, connected to the Hotel. The City of Muskegon will bond the project to the tune of $14 million to build the Convention Center. Mr. Lukens indicated that, to pay for this, a 4-4-1 Plan which was explained at a prior County Board Work Session. Discussion ensued.

Mr. Lukens said he would bring back the new design to the Board.

Administrator Eisenbarth noted the next Board Work Session will be Tuesday, January 23rd at 3 p.m. regarding the Veterans Millage. Mr. Eisenbarth noted Patrick Finnegan, District Court Administrator, has been asked to be available at that work session to answer any questions that the Board may have regarding the proposed Specialty Court Millage.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Commissioner Rillastine R. Wilkins thanked everyone for being recognized with the MLK Legacy Award at the Martin Luther King, Jr. Breakfast on Friday, January 12th. See attached.

PUBLIC COMMENT

There was no public comment.

2018-32 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER MAHONEY, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:43 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, January 30, 2018.

No. 17- 168c

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the SAFETY COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, HB 5096-5098 seek to amend various local government statutes and the County Road Law in a way that would significantly reduce the ability of local governments, county road agencies, and county drain commissions to charge adequate fees, provide safe and reasonable criteria to access public jurisdictions, and collect adequate bonding should these properties be damaged and need restoration from telecommunication providers and their contractors that wish to work, install, and maintain cable, fiber optics, extended poles/antennas, towers, and power units on public properties; and

WHEREAS, the effect of these bills would force local governments, county road agencies, public works departments, and drain commissions to subsidize telecommunications with local and Michigan Transportation funds; and

WHEREAS, as legal guardians of the public property and road right-of-way, local governments, county road agencies, and drain commissions must ensure work in their jurisdictions is performed safely, does not damage our infrastructure, and meets engineering standards (above/below ground), along with federal and state requirements; and

WHEREAS, local governments and county road agencies do not profit by issuing permits, but simply recover the costs of issuing permits, making site inspections, and performing related tasks; and when the project is completed, funds should be reconciled with the permit holder; and

WHEREAS, HB 5096-5098 limit fees to $300 per permit or $1,000 on multiple projects; and

WHEREAS, such a "one-size-fits-all" fee does not account for the type of work planned in a rural or urban setting, nor does it consider the risks a project may pose, and in general the Bills supplant engineering-based management with a "cookie-cutter" approach that puts public resources and workers at risk; and

WHEREAS, HB 5096-5098 limit security/bonding to $20,000 regardless of the potential risk and damage beyond that amount, rural vs. urban setting, and requires that bonds be returned within 60 days after a project is completed, even if damage is being contested; and

WHEREAS, these Bills do not take into consideration the statewide ramifications and precedent that these bills would create; and

WHEREAS, that while the telecommunications industry may be able to point to isolated instances of local obstacles, it is certainly not a statewide problem; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners opposes HB 5096-5098 and strongly urges State Representative Canfield and Senator Pavlov to oppose HB 5096-5098 as well; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Snyder, Representative Canfield, Senator Pavlov, the Michigan Association of Counties, and the other 82 counties.

Respectfully submitted,

SAFETY COMMITTEE

John L. Bodis, Chairman

Ron Wruble, Vice Chairman

Todd Talaski, Member

Dated: December 12, 2017

VOICE ~~/ ROLL CALL~~ VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	☑	☐	☐	JOHN L. BODIS	☑	☐	☐
DAVID G. PERUSKI	☑	☐	☐	RON WRUBLE	☑	☐	☐
TODD TALASKI	☑	☐	☐	JOHN A. NUGENT	☑	☐	☐
STEVE VAUGHAN	☑	☐	☐				

RESOLUTION: ☑ ADOPTED ☐ DEFEATED ☐ TABLED

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Human Services	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Senior Activities Committee	January 9, 2018	Kathy Moore

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

At the meeting held on 12/12/17, the Senior Activities Committee (SAC) reviewed 17 proposals for senior millage funding in the "Over $5,000" category. After much discussion and some clarifications, the Senior Activities Committee is recommending that the Muskegon County Board of Commissioners approve the following 16 requests for senior millage funding:

$ 7,500 to Access Health (Volunteer for Dental) to provide approx.15 units of full or partial dentures
$ 52,195 to Access Health (Volunteer for Dental) for 65 units full-service dental exams, x-rays and treatment
$ 19,600 to Agewell Services for 96 units (4 sessions) of health promotion/Enhanced Fitness classes
$ 74,240 to Agewell Services for 160 units for Dimensions of Wellness senior activities/classes
$ 66,675 to Alzheimer's Association for 134 units of education, support, engagement and referral activities
$ 35,250 to Arc Muskegon for 156 units of one-to-one seminar, meetings, and legacy planning sessions
$ 51,000 to Community EnCompass for 10 units of home repair consultations and 10 major home repairs
$ 5,000 to Community EnCompass for 50 units of "prescription for health" nutrition education sessions
$ 15,000 to Disability Network of West Michigan for 18,600 units (miles) for transportation voucher program
$ 75,000 to Love, INC for 20 units of handicap accessible ramps (purchase and installation)
$270,000 to Habitat for Humanity for 100 units of major home repairs
$ 43,320 to Muskegon Health Project for 540 units of Community Health Worker pathway services
$ 30,000 to Muskegon YMCA for 48 sessions of LiveStrong classes w/12 participants each class
$ 98,314 to Pioneer Resources for 43 units (weekly) of recreational programs in Eastern Muskegon County
$ 15,868 to Professional Med Team, Inc. for 312 units of Senior Safety Assessments
$ 16,500 to White Lake Community Education for 5 Matter of Balance enhanced fitness classes

The SAC also recommends not to fund the proposal received from the Reeths-Puffer Neighborhood Improvement Association at this time, but to work with the organization for resubmittal in the next phase. Recommend total of 16 funding awards to 13 local agencies totaling $875,462.

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

Move to approve 16 senior millage funding awards, totaling $875,462 as recommended by the Senior Activities Committee and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to proceed with the administration of the programs.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	**FINANCE & MANAGEMENT ANALYSIS**:
	BMP
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION**:
	MEE

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee: Date

AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.
1/9/18	HS18/01-01	1/16/18	

Revised 12/28/17



MLK LEGACY AWARD

Given to

Mrs. Rillistine Wilkins

In appreciation for the support and demonstration of justice and service to our community.

Friday, January 12th, 2018
MLK Unity Committee
Muskegon Community College

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, January 30, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins

Excused: I. John Snider II

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-33 **APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Hughes, to approve the agenda.

Voice vote **Motion Carried**

2018-34 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF JANUARY 16, 2018**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the minutes of the Full Board Meeting of January 16, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Laura Beechnau, taxpayer of Muskegon County, addressed the Board asking that they table and reconsider motion 2018-40 (WM18/01-04) to approve a one-time transfer of $1.7 million

from the senior millage fund (1060) to Brookhaven Medical Care Facility (2900) as of September 30, 2017, for services provided to seniors during FY2017 and further authorize the General Fund to transfer any remaining funds needed in FY2017 to cover the deficit. Ms. Beechnau indicated the group supporting the Senior Millage was repeatedly told that the money would not go to Brookhaven so this feels like a betrayal to the people that pushed to get the millage approved. The millage was also presented as going to new senior activities and services in the community. Ms. Beechnau also noted that the public may not approve this millage in the future if this motion passes.

COMMUNICATIONS

The following communication items were distributed to Commissioners for information:

A. Eaton County Resolution in Opposition of HB 5096-5098 (See attached)
B. Wexford County Resolution in Opposition of HB 5096-5098 (See attached)

PRESENTATION - BROOKHAVEN CLOSURE UPDATE (LISA THOMSON)

County Administrator, Mark Eisenbarth, introduced Lisa Thomson, Chief Marketing Strategy Officer of Pathways Health. Ms. Thomson presented an update for the approved closure plan for Brookhaven Medical Care Facility. Current Census, 16 residents, 3 discharged – 1 to community, by the end of this week will be down to 4 residents. We have found alternate living arrangements with 11 residents very successful discharged in the community using community waiver programs. Pathways Health continues to work with residents for final discharge plans with the closure date still set for Friday, February 9. The current staff remaining at the facility caring for residents will also help with post-closure process of inventory of every item in the building and closure of operational, financial, and medical records. Ms. Thomas commended the Brookhaven team, including staff, community, and state.

Commissioner Hughes asked how long the final closure process will take.

Ms. Thomas indicated that will depend since there will be a financial, clinical, and operational processes to be completed.

COMMITTEE/BOARD REPORTS

2018-35 **ACCEPT FUNDS TRANSFERRED BY THE PA 59 TO THE MUSKEGON COUNTY CONVENTION & VISITORS BUREAU (VISIT MUSKEGON) TO BE USED SPECIFICALLY AND EXCLUSIVELY FOR TOURISM MARKETING PURPOSES**

CD/SP18/010-01

The Community Development Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to accept funds transferred by the PA 59 to the Muskegon County Convention & Visitors Bureau (Visit Muskegon) to be used specifically and exclusively for tourism marketing purposes.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-36 **AUTHORIZE REIMBURSEMENT TO THE CITY OF MUSKEGON FROM THE COUNTY'S PA 263 ACCOMMODATIONS TAX FUNDS FOR THE PAYMENT OF INVOICES FOR ARCHITECTURE AND ENGINEERING SERVICES FOR DESIGN OF THE LAKESHORE CONVENTION CENTER**

CD/SP18/01-02

The Community Development Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to authorize reimbursement to the City of Muskegon from the County's PA 263 Accommodations Tax funds for the payment of invoices for architecture and engineering services for design of the Lakeshore Convention Center.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes

Excused: I. John Snider II **Motion Carried**

2018-37 **APPROVE ADDING AIRPORT JANITORIAL AND CLEANING SERVICES TO COUNTY CONTRACT RFB 15-2170 WITH RELIANT TO PROVIDE JANITORIAL AND CLEANING SERVICES FOR THE MUSKEGON COUNTY AIRPORT IN THE AMOUNT OF $26,445.00**

TR18/01-01

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Hughes, to approve adding airport janitorial and cleaning services to County Contract RFB 15-2170 with Reliant to provide janitorial and cleaning services for the Muskegon County Airport in the amount of $26,445.00.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: Charles Nash

Excused: I. John Snider II **Motion Carried**

2018-38 **SUPPORT A RESOLUTION RECOGNIZING BOY SCOUT MASON SCHAFLER WHO AGAIN SET A NATIONAL BOY SCOUT POPCORN SALES RECORD**

TR18/01-02

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Hughes, to support a resolution recognizing Boy Scout Mason Schafler who again set a national Boy Scout popcorn sales record.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-39 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $18,161,797.13, COVERING THE PERIOD OF DECEMBER 23, 2017 THROUGH JANUARY 11, 2018 FOR CHECKS AND DECEMBER 1, 2017 THROUGH DECEMBER 31, 2017 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/01-03

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $18,161,797.13, covering the period of December 23, 2017 through January 11, 2018 for checks and December 1, 2017 through December 31, 2017 for EFT payments, as presented by the County Clerk.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-40 **APPROVE A ONE-TIME TRANSFER OF $1.7 MILLION FROM THE SENIOR MILLAGE FUND (1060) TO BROOKHAVEN MEDICAL CARE FACILITY (2900) AS OF SEPTEMBER 30, 2017, FOR SERVICES PROVIDED TO SENIORS DURING FY2017 AND FURTHER AUTHORIZE THE GENERAL FUND TO TRANSFER ANY REMAINING FUNDS NEEDED IN FY2017 TO COVER THE DEFICIT**

WM18/01-04

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a one-time transfer of $1.7 million from the Senior Millage Fund (1060) to Brookhaven Medical Care Facility (2900) as of September 30, 2017, for services provided to seniors during FY2017 and further authorize the General Fund to transfer any remaining funds needed in FY2017 to cover the deficit.

Roll Call:

Yes: Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Rillastine Wilkins, Benjamin E. Cross

No: Gary Foster, Robert Scolnik

Excused: I. John Snider II **Motion Carried**

2018-41 **AUTHORIZE SALE OF PROPERTY AGREEMENT BETWEEN MUSKEGON COUNTY AND ERIKA PIOTROWSKI FOR 4752 AIRLINE ROAD FOR A SALE PRICE OF $80,000 WITH THE PROCEEDS FROM THE SALE BEING DEPOSITED IN THE PUBLIC IMPROVEMENT FUND, AND FOR THE BOARD CHAIR TO SIGN APPROPRIATE DOCUMENTS**

WM18/01-05

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Sale of Property agreement between Muskegon County and Erika Piotrowski for 4752 Airline Road for a sale price of $80,000 with the proceeds from the sale being deposited in the Public Improvement Fund, and for the Board Chair to sign appropriate documents.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-42 **AUTHORIZE TO AWARD THE BID TO BOWEN HEATING AND COOLING IN THE AMOUNT OF $12,350.00 AND AUTHORIZE THE CHAIRMAN OF THE COUNTY BOARD OF COMMISSIONERS TO SIGN THE CONTRACT**

WM18/01-06

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize to award the bid to Bowen Heating and Cooling in the amount of $12,350.00 and authorize the Chairman of the County Board of Commissioners to sign the contract.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-43 **AUTHORIZE TO AWARD THE BID TO MIDWEST BUILDERS IN THE AMOUNT OF $116,295.00 AND AUTHORIZE THE CHAIRMAN OF THE COUNTY BOARD OF COMMISSIONERS TO SIGN THE CONTRACT**

WM18/01-07

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize to award the bid to Midwest Builders in the amount of $116,295.00 and authorize the Chairman of the County Board of Commissioners to sign the contract.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-44 **WAIVE THE PURCHASING POLICY REQUIREMENT TO SEEK PROPOSALS AND AUTHORIZE ENTERING INTO AN AGREEMENT WITH KENT RECORDS MANAGEMENT, INC. FOR BROOKHAVEN RECORDS STORAGE AND RETRIEVAL THROUGH DECEMBER 31, 2018 AND FURTHER AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT**

WM18/01-08

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to waive the purchasing policy requirement to seek proposals and authorize entering into an agreement with Kent Records Management, Inc. for Brookhaven records storage and retrieval through December 31, 2018 and further authorize the Board Chair to sign the agreement.

Commissioner Nash asked why this would go through December 31, 2018 with Brookhaven closing February 9, 2018. Administrator Eisenbarth will look into this issue.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: Charles Nash

Excused: I. John Snider II **Motion Carried**

2018-45 **APPROVE THE RESOLUTION PLEDGING THE COUNTY'S FULL FAITH AND CREDIT FOR THE PIERSON SWAMP DRAINAGE DISTRICT BONDS, SERIES 2018 (GENERAL OBLIGATION, LIMITED TAX) FOR AN AMOUNT NOT TO EXCEED $3,259,000 FOR THE PURPOSES OF EXECUTING THE PIERSON SWAMP DRAINAGE DISTRICT PLANS**

WM18/01-10

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the resolution pledging the county's full faith and credit for the Pierson Swamp Drainage District Bonds, Series 2018 (General Obligation, Limited Tax) for an amount not to exceed $3,259,000 for the purposes of executing the Pierson Swamp Drainage District Plans.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-46 **AWARD THE DENTAL OPERATORY CONSTRUCTION BID, IFB 18-2278, TO CLIFFORD BUCK CONSTRUCTION, INC. IN THE AMOUNT OF $472,499 WITH $243,999 OF THE COST COVERED BY HEALTHWEST'S EQUIPMENT REVOLVING FUND RESERVES (6660-0000-349.222), WITH THE REMAINING BALANCE ($228,500) TO BE PAID BY A LOAN FROM THE GENERAL EQUIPMENT REVOLVING FUND (6660) AND THE TOTAL COST TO BE PAID BACK TO THE RESPECTIVE FUNDS OVER 25 YEARS**

WM18/01-12

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to award the Dental Operatory Construction bid, IFB 18-2278, to Clifford Buck Construction, Inc. in the amount of $472,499 with $243,999 of the cost covered by HealthWest's Equipment Revolving Fund reserves (6660-0000-349.222), with the remaining balance ($228,500) to be paid by a loan from the general Equipment Revolving fund (6660) and the total cost to be paid back to the respective funds over 25 years.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-47 **APPROVE THE RESOLUTION IN SUPPORT OF HEALTHWEST SUBMITTING A RESPONSE TO THE 298 PILOT**

WM18/01-13

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the Resolution in Support of HealthWest submitting a response to the 298 Pilot.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

2018-48 **AUTHORIZE THE COUNTY TREASURER TO FINALIZE THE SUBRECIPIENT AGREEMENT, PROJECT #752417 PROVIDED BY THE COMMISSION NOT TO EXCEED $15,000**

WM18/01-14
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the County Treasurer to finalize the Subrecipient Agreement, Project #752417 provided by the Commission not to exceed $15,000.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

REMOVED FROM AGENDA PRIOR TO CONSIDERATION:

WM18/01-09
To authorize Muskegon County court administrative staff to provide the Muskegon County Clerk with the following Problem Solving Court Millage language to be included on the _____election ballot:

> "Shall the County of Muskegon be authorized to levy against all property, an increase in the tax limitation imposed by Article IX, Section 6 of the Michigan Constitution, not to exceed .25 mills($0.25 per $1,000 of taxable value) for a period of ten (10) years, 2018 through 2028 inclusive, the sole purpose of such levy being to fund, equip, operate, maintain, and provide support and assistance services for the Muskegon County Veterans Treatment Court, Mental Health Treatment Courts, Sobriety Treatment Courts, Swift & Sure Sanctions Probation Program, and to create, fund, equip, operate, maintain and provide support and assistance services for a Muskegon County Opiate/Substance Abuse Treatment Court, resulting in annual estimated revenue of $957,000 for 2018?"

Also move, provided it is necessary, for the Board of Commissioners to appropriate necessary funds, not to exceed $110,000, for this question to appear on the ballot at all polling locations in each of Muskegon County's voting precincts.

MOTION DEFEATED:

WM18/01-11
To approve the resolution pledging the county's full faith and credit for the Kuis Drainage District Bonds, Series 2018 (General Obligation Limited Tax) for an amount not to exceed $3,000,000 for the purpose of executing the Kuis Drainage District plans.

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-49 **APPROVE THE FOLLOWING APPOINTMENTS AND REAPPOINTMENTS**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Nash, to approve the following appointments and reappointments:

Accommodations Tax Committee Appointment (term through 12/31/19)

- Brett Gilbert (Festival/Events Slot)

Friends of the County Parks Reappointments (terms through 12/31/19)

- Susan Crain (Disability Advocate Slot)
- Lupe Alviar (District #3 Slot)
- Jo-Lynn DeYoung (District #7 Slot)
- Veronica West (District #8 Slot)

Public Health Advisory Committee Reappointments (terms through 12/31/20)

- Laura Fitzpatrick (General Public Well-Informed of Public Health Matters Slot)
- Chris Patterson (Professional w/Background in Education Slot)

Senior Activities Committee Reappointments (terms through 12/31/20)

- Janet Perreault (At-Large Slot)
- Greg Scott (Grant Writer Slot)

Personnel Rules Review Committee 2018

- Commissioner Snider

Voice vote **Motion Carried**

Chairman Cross recognized one audience member, appointee to the Senior Activities Committee, Janet Perreault, and thanked her for her attendance and service on this committee.

Commissioner Wilkins provided a Committee Liaison Report from the West Michigan Shoreline Regional Development Commission (WMSRDC) where West Michigan Sustainable Watershed Funding Strategy was the topic of discussion. Commissioner Wilkins stated Muskegon County has 12 – 13 watersheds in our district and we want to determine the long term effect on the Port of Muskegon to determine sustainable finances, protect the quality and retain our assets. In 2016, 45 participants came together to determine and develop funding streams. It was also noted that this may require new legislation tailored to the State of Michigan.

Commissioner Hughes reported attending the Michigan Association of Townships where there had been a presentation from the Senior Millage Committee noting their Muskegon County Senior Millage website is active on the Senior Resources website.

ADMINISTRATOR'S REPORT

2018-50 **AUTHORIZE ENTERING INTO AN AUDIT ADJUSTMENT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR BROOKHAVEN'S FY2014 AND FY2015'S COST REPORTS AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Mahoney, to authorize entering into an Audit Adjustment Agreement with the Michigan Department of Health and Human Services for Brookhaven's FY2014 and FY2015's cost reports and authorize the Board Chair to sign the agreement.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: I. John Snider II **Motion Carried**

Future Board Work Sessions (3:00 PM)

- March 13th – Juvenile Transition Center Progress
- March 22nd – Airport Update
- April 10th – EEO Functions
- April 24th – West Michigan Shoreline Food Processing Initiatives

It was also noted there will be a Michigan Department of Civil Rights Racial Equity Initiative work session scheduled in February or March.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Tamara Ropp, former 16 year employee of Muskegon County Family Court, addressed the Board indicating she does not believe she has been heard when she reported a sexual assault by a fellow employee in the department which, in her opinion, has been covered up. Ms. Ropp indicated the assault consisted of him grabbing the back of her head and pushing it into his groin, which happened on two occasions. Ms. Ropp noted she had reported this to her Supervisor, the Union, the EEO Officer, the now Circuit Court Administrator, and the Police Department. Fifteen days after a meeting at the EEO Office, she was given an agreement to sign stating that she agrees that this matter shall be held strictly confidential and shall not be discussed particularly with co-workers, etc. The document also states that she agreed to move forward and let the past stay in the past and that she trust supervisory leadership. Ms. Ropp

indicated that the person is offensive and tells jokes such as wanting to start an abortion clinic on the 6th floor and pushing pregnant women down the stairs. When confronted about a girl being bullied, he said people choose to be victims, with the scenario, if a teenage girl is being raped by her father and doesn't tell anybody, whose fault is it. Regarding a co-workers 13 or 14 year-old daughter who came to the office to visit, he said, I can't wait until she's 18 so I can hit that. Ms. Ropp believes her witnesses have had an intimate relationship with the former Circuit Court Administrator. The person who assaulted her was made her supervisor after the assault. When Ms. Ropp asked for a different supervisor because it was clearly a conflict, she was told, no, because it (the assault) happened before he was her supervisor. She was reminded that she had signed a confidentiality paper. She indicated that the following 16 months were filled with him retaliating against her, targeting her, critiquing her work and making her stay after work off the clock so he could yell at her using the F-word, in a room with a lock that only he had the key to the door. Everyone else had gone home. He would bring up her deceased daughters name to get the upper hand in an argument. He was evil. He was intimidating because of his stature and position. Ms. Ropp indicated that by her reports to the EEO and others, he had been humiliated and he continued to bully her. Ms. Ropp indicated that the more she reported, the worse it became. Ms. Ropp is calling for those in power to become accountable for this cover-up. People are afraid to talk in that office. Ms. Ropp closed saying she is not the only one with a story to tell.

Chairman Cross thanked Ms. Ropp for coming forward. Chairman Cross stated it was very brave of her. He also assured her that he did not believe that anybody on the Commission was aware of that situation and they have zero tolerance for that (behavior) and it will definitely be addressed. Chairman Cross thanked her, again, stating he was extremely sorry.

2018-51 **MOVED BY COMMISSIONER ENGLE, SECONDED BY COMMISSIONER WILKINS, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:24 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, February 13, 2018.

NOTE:
We are attaching the following Memo which was issued to all County Employees by Chairman Cross and Administrator Eisenbarth on Wednesday, January 31, 2018, following the above Public Comment. It should be noted that it says "The County of Muskegon maintains zero tolerance for harassment of any kind."

EATON COUNTY BOARD OF COMMISSIONERS

January 17, 2018

RESOLUTION TO OPPOSE HB 5096-5098 IN EATON COUNTY

Introduced by the Public Works and Planning Commission

Commissioner Lautzenheiser moved for the approval of the following resolution. Seconded by Commissioner Freeman.

WHEREAS, HB 5096-5098 seek to amend various local government statutes and the County Road Law in a way that would significantly reduce the ability of local governments, county road agencies, and county drain commissions to charge adequate fees, provide safe and reasonable criteria to access public jurisdictions, and collect adequate bonding should these properties be damaged and need restoration from telecommunication providers and their contractors that wish to work, install, and maintain cable, fiber optics , extended poles/ antennas, towers, and power units on public properties; and

WHEREAS, the effect of these bills would force local governments, county road agencies, public works departments, and drain commissions to subsidize telecommunications with local and Michigan Transportation funds; and

WHEREAS, as legal guardians of the public property and road right-of-way, local governments, county road agencies, and drain commissions must ensure work in their jurisdictions is performed safely, does not damage our infrastructure and meets engineering standards (above/below ground), along with federal and state requirements; and

WHEREAS, local governments and county road agencies do not profit by issuing permits, but simply recover the costs of issuing permits, making site inspections, and performing related tasks; and when the project is completed, funds should be reconciled with the permit holder; and

WHEREAS, HB 5096-5098 limit fees to $300 per permit or $1,00 on multiple projects; and

WHEREAS, such a "one-size-fits-all" fee does not account for the type of work planned in a rural or urban setting, nor does it consider the risks a project may pose, and in general the Bills supplant engineering-based management with a "cookie-cutter" approach that puts public resources and workers at risk; and

WHEREAS, HB 5096-5098 limit security/bonding to $20,000 regardless of the potential risk and damage beyond that amount, rural vs. urban setting, and requires that bonds be returned within 60 days after a project is completed, even if damage is being contested; and

WHEREAS, these Bills do not take into consideration the statewide ramifications and precedent that these bills would create; and

WHEREAS, that while the telecommunications industry may be able to point to isolated instances of local obstacles, it is certainly not a statewide problem.

NOW, THEREFORE BE IT RESOLVED, that the Eaton County Board of Commissioners opposes HB 5096-5098 and strongly urges State Representatives Brett Roberts and Tom Barrett and Senator Rick Jones to oppose HB 5096-5098 as well; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Snyder, Representatives Roberts and Barrett and Senator Jones, the Michigan Association of Counties and the other 82 counties. Carried. Nays: Mulder and Spence.

COUNTY OF EATON)
STATE OF MICHIGAN) SS
I, Diana Bosworth, Clerk of the Eaton County Board of Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board at its meeting held on January 17, 2018 and is on file in the Eaton County Clerk's office.

Dated: 1-24-18

Deputy Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventeenth day of January, 2018, at 5:30 p.m.

PRESENT: Michael MacCready, Leslie Housler, Robert Hilty, Michael Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Judy Nichols, and Bill Goodwill;

ABSENT: None

The following preamble and resolution were offered by Commissioner Nichols and supported by Commissioner Goodwill.

RESOLUTION 18-04 OPPOSING HB 5096-5098

WHEREAS, HB 5096-5098 seek to amend various local government statutes and the County Road Law in a way that would significantly reduce the ability of local governments, county road agencies, and county drain commissions to charge adequate fees, provide safe and reasonable criteria to access public jurisdictions, and collect adequate bonding should these properties be damaged and need restoration from telecommunications providers and their contractors that wish to work, install, and maintain cable, fiber optics, extended poles/antennas, towers and power units on public properties; and

WHEREAS, the effect of these bills would force local governments, county road agencies, public works departments, and drain commissions to subsidize telecommunications with local and Michigan Transportation funds; and

WHEREAS, as legal guardians of the public property and road right-of-way, local governments, county road agencies, and drain commissions must ensure work in their jurisdictions is performed safely, does not damage our infrastructure, and meets engineering standards (above/below ground), along with federal and state requirements; and

WHEREAS, local governments and county road agencies do not profit by issuing permits, but simply recover the costs of issuing permits, making site inspections, and performing related tasks; and when the project is completed, funds should be reconciled with the permit holder; and

WHEREAS, HB 5096-5098 limit fees to $300 per permit or $1,000 on multiple projects; and

WHEREAS, such a "one-size-fits-all" fee does not account for the type of work planned in a rural or urban setting, nor does it consider the risks a project may pose, and in general the Bills supplant engineering-based management with a "cookie-cutter" approach that puts public resources and workers at risk; and

WHEREAS, HB 5096-5098 limit security/bonding to $20,000 regardless of the potential risk and damage beyond that amount, rural vs. urban setting, and requires that bonds be returned within 60 days after a project is completed, even if damage is being contested; and

WHEREAS, these Bills do not take into consideration the statewide ramifications and precedent that these bills would create; and

WHEREAS, that while the telecommunications industry may be able to point to isolated instances of local obstacles, it is certainly not a statewide problem; and

NOW, THEREFORE, BE IT RESOLVED, that the Wexford County Board of Commissioners opposes HB 5096-5098 and strongly urges State Representative Hoitenga and Senator Booher to oppose HB 5096-5098 as well.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Snyder, Representative Hoitenga, Senator Booher, the Michigan Association of Counties, and the other 82 counties.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Taylor, Nichols, Goodwill, Hilty, Bush, Theobald, and Housler;

NAYS: MacCready and Bengelink

RESOLUTION DECLARED ADOPTED.

Leslie D. Housler

Leslie D. Housler, Chairman, Wexford County Board of Commissioners

Elaine L. Richardson

Elaine L. Richardson, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 18-04 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on January 17, 2018, and I further certify that public notice of such meeting was given as provided by law.

Elaine L. Richardson

Elaine L. Richardson, County Clerk

Muskegon
a Lake Michigan must

MEMORANDUM

DATE: January 31, 2018

TO: All County Employees

FROM: Benjamin E. Cross, Chair
Muskegon County Board of Commissioners
Mark Eisenbarth, Muskegon County Administrator

SUBJECT: Anti-Harassment Policy

The County of Muskegon maintains zero tolerance for harassment of any kind. All County employees should be afforded the opportunity to work in an environment free of harassment. Harassment is a form of misconduct that undermines the employment relationship. No employee should be subjected verbally or physically to unsolicited and unwelcome overtures or offensive conduct.

Harassment refers to behavior that is not welcome, that is personally offensive, and that debilitates morale and, therefore, interferes with work effectiveness.

Behavior that amounts to harassment will not be tolerated and will result in disciplinary action, up to and including dismissal.

If you feel that you are being harassed, please report it immediately to your supervisor, Department Head and/or the new EEO office at 231-724-7139 or eeo@co.muskegon.mi.us. The EEO office contacts are Kristen Wade and Rayvene Bell.

Any retaliation against employees for reporting an incident will not be tolerated and will be subject to disciplinary action, up to and including dismissal.

The new EEO office is scheduling mandatory Anti-Harassment and Hostile Work Environment training starting in February 2018.

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, February 13, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Vice Chair Nash and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-52 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-53 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF JANUARY 30, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the minutes of the Full Board Meeting of January 30, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Marcia Hovey-Wright, former 92nd District State Representative, addressed the Board regarding the Communication Item from Alger County, noting that these bills are before the Committee now. HB5097 and 5098 would limit the County's ability to charge fees for communication infrastructure and pass on the cost to the County. MAC and MML are opposed and most Road Commissions are opposed. Ms. Hovey-Wright urged action by Commissioners to call representative Hughes and Senator Hansen and join with Alger County and oppose those bills. On item #10, Ms. Hovey-Wright noticed that none of the appointed positions include a woman and asked that this be held off until some women could be considered. Chair Cross noted there are women currently on these committees and that these spots were vacant and needed to be filled, stating that there are at least 3 women on the Friends of County Parks. Vice Chair Nash noted some committees have more women than men.

Commissioner Scolnik asked if the House Bill limits the size of the bond which is a problem for some contractors. Administrator Eisenbarth will look at this issue and respond. Commissioner Mahoney noted the concern for the Road Commission is that they cannot charge enough to cover the cost of completing projects.

COMMUNICATIONS

The following communication item was distributed to Commissioners for information:

- Alger County Resolution in Opposition of HB 5096-5098 (See attached)

COMMITTEE/BOARD REPORTS

2018-53 **APPROVE THE ADDITION OF THE FOLLOWING HOURLY FILL-IN POSITIONS FOR CIRCUIT/FAMILY/PROBATE COURT: FIVE CLERK BAILIFF HOURLY FILL-IN POSITIONS (NO170, $16.22-$20.08/HR) AND FIVE CIRCUIT COURT LEGAL AND SCHEDULING SECRETARY HOURLY FILL-IN POSITIONS (NO200, $16.74-$22.08/HR)**

CPS18/02-08

The Courts and Public Safety Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the addition of the following hourly fill-in positions for Circuit/Family/Probate Court: five Clerk Bailiff hourly fill-in positions (NO170, $16.22-$20.08/hr) and five Circuit Court Legal and Scheduling Secretary hourly fill-in positions (NO200, $16.74-$22.08/hr)

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Abstain: I. John Snider II **Motion Carried**

2018-54 **AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT WITH THE WEST MICHIGAN HAZARDOUS MATERIALS ASSOCIATION EFFECTIVE FROM OCTOBER 1, 2017 TO SEPTEMBER 30, 2020; SUBJECT TO A ONE-YEAR AUTOMATIC RENEWAL**

CPS18/02-09

The Courts and Public Safety Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize the Board Chair to sign the agreement with the West Michigan Hazardous Materials Association effective from October 1, 2017 to September 30, 2020; subject to a one-year automatic renewal.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Abstain: I. John Snider II **Motion Carried**

2018-55 **AUTHORIZE THE USE OF MMRMA PAYOFF FUNDS AND BUDGETED VEHICLE/EQUIPMENT FUNDS TO PURCHASE THREE (3) USED VEHICLES AT A COST NOT TO EXCEED $42,000**

CPS18/02-10

The Courts and Public Safety Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize the use of MMRMA payoff funds and budgeted vehicle/equipment funds to purchase three (3) used vehicles at a cost not to exceed $42,000.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Abstain: I. John Snider II **Motion Carried**

2018-56 **APPROVE THE MUSKEGON COUNTY SHERIFF TO EXTEND AN AGREEMENT WITH MEDIATION & RESTORATIVE SERVICES FOR THE PARTICIPATION IN THE WORK RELEASE PROGRAM AT A RATE OF $100.00 PER SPACE PER WEEK; VENDOR AGREEMENT NUMBER IS EXIT-MR&S-06 AND EXTENDS THE CONTRACT FROM 10/1/17 – 9/30/18 (CFDA #17.270 AND EXTENSION AMOUNT FOR THE PERIOD IS $62,400.00**

CPS18/02-11

The Courts and Public Safety Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Muskegon County Sheriff to extend an agreement with Mediation & Restorative Services for the participation in the work release program at a rate of $100.00 per space per week; Vendor Agreement Number is EXIT-MR&S-06 and extends the contract from 10/1/17 – 9/30/18 (CFDA #17.270 and extension amount for the period is $62,400.00.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: None

Abstain: I. John Snider II **Motion Carried**

2018-57 **ACCEPT THE "AGREEMENT FOR EXTENSION SERVICES" FOR FY2018 TO COLLABORATE WITH MICHIGAN STATE UNIVERSITY EXTENSION AND AUTHORIZE THE BOARD CHAIR TO SIGN**

HS18/02-05

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to accept the "Agreement for Extension Services" for FY2018 to collaborate with Michigan State University Extension and authorize the Board Chair to sign.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-58 **APPROVE FY18 MILLAGE FUNDING OF $329,280 FOR PURCHASE OF SERVICE ACTIVITIES AS PROPOSED/REQUESTED BY SENIOR RESOURCES AND RECOMMENDED BY THE SENIOR ACTIVITIES COMMITTEE; AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISTRATOR, SENIOR RESOURCES, TO PROCEED WITH THE ADMINISTRATION OF THE PROGRAM TO SERVE AN ADDITIONAL 120 MUSKEGON COUNTY RESIDENTS IN 2018, INCLUDING SNOW REMOVAL AND LAWN CARE FOR APPROXIMATELY 86 QUALIFIED PARTICIPANTS**

HS18/02-06

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve FY18 millage funding of $329,280 for Purchase of Service activities as proposed/requested by Senior Resources and recommended by the Senior Activities Committee; and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to proceed with the administration of the program to serve an additional 120 Muskegon County residents in 2018, including snow removal and lawn care for approximately 86 qualified participants.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-59 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $4,002,378.01, COVERING THE PERIOD OF JANUARY 12, 2018 THROUGH JANUARY 25, 2018 FOR CHECKS AND DECEMBER 1, 2017 THROUGH DECEMBER 31, 2017 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/02-15

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve payment of the accounts payable of $4,002,378.01, covering the period of January 12, 2018 through January 25, 2018 for checks and December 1, 2017 through December 31, 2017 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-60 **APPROVE CIRCUIT COURT AND DISTRICT COURT TO REQUEST REIMBURSEMENT FROM THE STATE TREASURER FOR JUROR COMPENSATION MILEAGE EXPENSE AT THE RATE OF 20 CENTS PER MILE ROUND TRIP FOR JURORS ACTUAL ATTENDANCE AND $30.00 PER DAY AND $15.00 PER ½ DAY FOR A FIRST DAY OR ½ DAY OF ACTUAL ATTENDANCE AT THE COURT AND FOR EACH SUBSEQUENT DAY OR ½ DAY OF ACTUAL ATTENDANCE AT THE COURT, NOT LESS THAN $45.00 PER DAY AND $22.50 PER ½ DAY, IN ACCORDANCE WITH PUBLIC ACT 236 OF 1961, 600.1344 (1), (2)(B)(I) AND (II)**

WM18/02-16

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve Circuit Court and District Court to request reimbursement from the state treasurer for juror compensation mileage expense at the rate of 20 cents per mile round trip for jurors actual attendance and $30.00 per day and $15.00 per ½ day for a first day or ½ day of actual attendance at the court and for each subsequent day or ½ day of actual attendance at the court, not less than $45.00 per day and $22.50 per ½ day, in accordance with Public Act 236 of 1961, 600.1344 (1), (2)(b)(i) and (ii).

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-61 **ALLOW COUNTY CLERK'S OFFICE TO BE OPENED ONE SATURDAY IN MARCH AND ONE SATURDAY IN OCTOBER FOR A SPECIAL FULL SERVICE SATURDAY, EMPLOYING TWO SHERIFF DEPUTIES FOR SECURITY**

WM18/02-17

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to allow County Clerk's office to be opened one Saturday in March and one Saturday in October for a special Full Service Saturday, employing two Sheriff Deputies for security.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-62 **APPROVE THE RECLASSIFICATION OF THE FISCAL ANALYST POSITION N37902 PAY TABLE NX-0220 ($22.089-$27.836/HR) TO A SENIOR FISCAL ANALYST POSITION PAY TABLE NX-0280 ($24.229-$30.572/HR) AND PLACE THE INCUMBENT AT STEP 4 TO BE EFFECTIVE ON THE INCUMBENT'S MOST RECENT ANNIVERSARY DATE**

WM18/02-18

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the reclassification of the Fiscal Analyst position N37902 pay table NX-0220 ($22.089-$27.836/hr) to a Senior Fiscal Analyst position pay table NX-0280 ($24.229-$30.572/hr) and place the incumbent at step 4 to be effective on the incumbent's most recent anniversary date.

Commissioner Snider asked if there was a change in the manner of payment.

Beth Dick, Finance Director/Assistant County Administrator, stated this is the reclassification with no increase at this time but allows for a couple additional steps.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-63 **AUTHORIZE THE BOARD CHAIR TO WAIVE THE BIDDING PROCESS AND EXECUTE THE PROPOSED EXTENSION WITH APPLIED IMAGING FOR A PERIOD OF 36 MONTHS AT AN ESTIMATED COST OF $4,934.44 PER MONTH (TO INCLUDE PRINTERS AND SUPPLIES) BASED ON AVERAGE NUMBER OF PAGES PRINTED PER MONTH**

WM18/02-19

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize the Board Chair to waive the bidding process and execute the proposed extension with Applied Imaging for a period of 36 months at an estimated cost of $4,934.44 per month (to include printers and supplies) based on average number of pages printed per month.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney,Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Charles Nash **Motion Carried**

2018-64 **AUTHORIZE THE ADOPTION OF THE RESOLUTION TO WAIVE THE MONTHLY INTEREST CHARGE OF 1% AND THE ADMINISTRATIVE FEE OF 4% FOR THE PERIOD MARCH 1ST TO APRIL 30TH FOR 2017 DELINQUENT TAXES (FIRST YEAR OF DELINQUENCY) FOR A SENIOR CITIZEN, PARAPLEGIC, HEMIPLEGIC, QUADRIPLEGIC, ELIGIBLE SERVICEMAN, ELIGIBLE VETERAN, ELIGIBLE WIDOW, TOTALLY AND PERMANENTLY DISABLED PERSON, OR BLIND PERSON IN ACCORDANCE WITH SECTIONS 211.59 AND 211.51 OF THE GENERAL PROPERTY TAX ACT 206 OF 1893, AS AMENDED**

WM18/02-20

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize the adoption of the resolution to waive the monthly interest charge of 1% and the administrative fee of 4% for the period March 1st to April 30th for 2017 delinquent taxes (first year of delinquency) for a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person in accordance with sections 211.59 and 211.51 of the General Property Tax Act 206 of 1893, as amended.

Commissioner Scolnik confirmed that senior is age 62 or older.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-65 **AUTHORIZE THE ADOPTION OF THE RESOLUTION ALLOWING THE COUNTY OF MUSKEGON TREASURER TO BORROW UP TO TWELVE MILLION DOLLARS ($12,000,000) AGAINST THE ANTICIPATED 2017 DELINQUENT REAL PROPERTY TAXES**

WM18/02-21

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize the adoption of the resolution allowing the County of Muskegon Treasurer to borrow up to twelve million dollars ($12,000,000) against the anticipated 2017 delinquent real property taxes.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-66 **APPOINT ROBERT GUSTAFSON TO THE PUBLIC SLOT OF THE AIRPORT ADVISORY COMMITTEE WITH A TERM ENDING 12/31/2019**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Hughes, to appoint Robert Gustafson to the Public Slot of the Airport Advisory Committee with a term ending 12/31/2019.

Voice vote **Motion Carried**

2018-67 **APPOINT ANDREW MANN TO THE BUILDING AUTHORITY FOR A TERM THROUGH 6/30/2020**

The Chairman recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to appoint Andrew Mann to the Building Authority for a term through 6/30/2020.

Voice vote **Motion Carried**

2018-68 **REAPPOINT WILLIE MINOR TO THE ECONOMIC DEVELOPMENT CORPORATION (UNDESIGNATED SLOT) TERM ENDING 12/31/2023**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Wilkins, to reappoint Willie Minor to the Economic Development Corporation (Undesignated Slot) term ending 12/31/2023

Voice vote **Motion Carried**

2018-69 **APPOINT STEPHEN CARLSON TO THE LOCAL PLANNER SLOT AND REAPPOINT TERRY MACALLISTER TO THE DISTRICT #6 SLOT AND REAPPOINT DAN PARKER TO THE DISTRICT #9 SLOT OF THE FRIENDS OF THE COUNTY PARKS WITH TERMS THROUGH 12/31/2019**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Hughes, to appoint Stephen Carlson to the Local Planner Slot and reappoint Terry MacAllister to the District #6 Slot and reappoint Dan Parker to the District #9 Slot of the Friends of the County Parks with terms through 12/31/2019.

Voice vote **Motion Carried**

2018-70 **THAT THE ADMINISTRATOR'S EMPLOYMENT CONTRACT BE ADOPTED AND THAT THE CHAIRMAN BE AUTHORIZED TO SIGN THE SAME**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Hughes, that the Administrator's employment contract be adopted and that the Chairman be authorized to sign the same.

Commissioner Scolnik asked why the document they received was already signed. Chairman Cross explained that it was not the final contract but a Tentative Agreement or TA per negotiations. The final decision would be at this meeting and if it is not approved then the Administrator, Corporate Counsel and the Chairman would return to negotiations. Commissioner Scolnik expressed that Commissioners should have seen it sooner.

Commissioner Hughes indicated it was a direct result of the Administrator's evaluation.

Commissioner Nash expressed concern with the contract regarding severance pay. Commissioner Nash indicated this should be monthly and should not be continued if they find other employment.

County Clerk Waters indicated that she did not have any knowledge of the issue being discussed and has not received or seen a copy of the document being discussed so cannot address it properly in the minutes.

Chairman Cross indicated it was the labor agreement between the County Administrator and this Board which was distributed to Commissioners on Friday.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Note: The Board approved a 3-year contract for the County Administrator (See attached).

ADMINISTRATOR'S REPORT

Administrator Eisenbarth expressed his honor and privilege to work with and for this Board and thanked the Board, Directors, Elected Officials and staff for their support and that he looks forward to continuing the great work with everyone to continue to make Muskegon County and the residents a better place to raise their families, work, and vacation.

Administrator Eisenbarth announced that there will be a Board Work Sessions at 3:00 p.m. on Tuesday, February 27th, Michigan Department of Civil Rights will be doing a presentation. Administrator Eisenbarth noted he will be inviting Directors or Supervisors to attend this presentation.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Dave Kieft Jr., Muskegon Township Supervisor for 2 more days, announced that he has been selected as County Administrator of Manistee County. Mr. Kieft thanked the Commissioners, Administrator, Corporate Counsel and many others in attendance for being a part of his career.

Chairman Cross wished Mr. Kieft congratulations.

Commissioner Scolnik noted Mr. Kieft's wife is a nurse at his doctor's office and that he will probably miss Mrs. Kieft even more.

2018-71 **MOVED BY COMMISSIONER MAHONEY, SECONDED BY COMMISSIONER HUGHES, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:20 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, February 27, 2018.

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk

101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-01

WHEREAS, HB 5096-5098 seek to amend various local government statutes and the County Road Law in a way that would significantly reduce the ability of local governments, county road agencies, and county drain commissions to charge adequate fees, provide safe and reasonable criteria to access public jurisdictions, and collect adequate bonding should these properties be damaged and need restoration from telecommunication providers and their contractors that wish to work, install, and maintain cable, fiber optics, extended poles/antennas, towers, and power units on public properties; and

WHEREAS, the effect of these bills would force local governments, county road agencies, public works departments, and drain commissions to subsidize telecommunications with local and Michigan Transportation funds; and

WHEREAS, as legal guardians of the public property and road right-of-way, local governments, county road agencies and drain commissions must ensure work in their jurisdictions is performed safely, does not damage our infrastructure, and meets engineering standards (above/below ground), along with federal and state requirements; and

WHEREAS, local governments and county road agencies do not profit by issuing permits, but simply recover the costs of issuing permits, making site inspections, and performing related tasks; and when the project is completed, funds should be reconciled with the permit holder; and

WHEREAS, HB 5096-5098 limit fees to $300 per permit or $1,000 on multiple projects; and

WHEREAS, this fee system with HB 5096-5098 has the potential to become an unfunded mandate; and

WHEREAS, such a "one-size-fits-all" fee does not account for the type of work planned in a rural or urban setting, nor does it consider the risks a project may pose, and in general the Bills supplant engineering-based management with a "cookie-cutter" approach that puts public resources and workers at risk; and

WHEREAS, HB 5096-5098 limit security/bonding to $20,000 regardless of the potential risk and damage beyond that amount, rural vs. urban setting, and requires that bonds be returned within 60 days after a project is completed, even if damage is being contested; and

WHEREAS, these Bills do not take into consideration the statewide ramifications and precedent that these bills would create; and

WHEREAS, that while the telecommunications industry may be able to point to isolated instances of local obstacles, it is certainly not a statewide problem; now

THEREFORE, BE IT RESOLVED, that the Alger County Board of Commissioners opposes HB 5096-5098 and strongly urges State Representative Cambensy and Senator Casperson to oppose HB 5096-5098 as well; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Snyder, Representative Cambensy, Senator Casperson, the Michigan Association of Counties, and the other 82 counties.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Mary Ann Froberg, Alger County Clerk

Dated: January 8, 2018

EMPLOYMENT AGREEMENT FOR
MUSKEGON COUNTY ADMINISTRATOR

THIS AGREEMENT is made and entered into this 1st day of January, 2018, by and between the COUNTY OF MUSKEGON, a political subdivision of the State of Michigan, by and through its elected COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as "Employer" and MARK EISENBARTH, hereinafter referred to as "Employee", both of whom understand as follows:

WITNESSETH:

WHEREAS, the Employer is empowered to retain the services of an Administrator pursuant to MCL 46.11; and

WHEREAS, Employer desires to employ the services of Mark Eisenbarth as County Administrator of Muskegon County; and,

WHEREAS, it is the desire of the Employer to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and,

WHEREAS, it is the desire of the Employer to (1) secure and retain the services of Employee and to provide inducement for Mark Eisenbarth to remain in such employment, and (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; and

WHEREAS, Employee desires to accept employment as County Administrator of Muskegon County, Michigan.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

I. APPOINTMENT AND EMPLOYMENT

The Employer hereby, by execution of this Agreement, confirms the appointment of Employee to serve in the position of County Administrator. The parties agree to Employee's continuing engagement in such capacity in accordance with the terms and conditions hereinafter set forth.

II. DUTIES

Employee shall perform the functions and duties specified by statute, the Muskegon County Board of Commissioners Personnel Rules ("Personnel Rules"), the Rules of the Muskegon County Board of Commissioners ("Board Rules"), as they may from time-to-time be amended, and/or the Muskegon County Ordinances. Employee shall also perform other legally permissible and proper duties and functions of the office of County Administrator as the Employer shall from time-to-time assign.

III. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall remain in full force and effect for three (3) years from January 1, 2018, or until terminated by one or both of the parties.

B. The Employee shall, on at-will basis, serve at the pleasure of the Employer. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of Employee.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from the County Administrator position with the Employer.

D. The employment offered to Employee by the Employer shall be the Employee's exclusive employment, and the Employee shall devote his full energies and efforts to the performance of his duties. Employee shall not engage in any outside employment (consulting,

teaching, etc.) without the knowledge and written consent of the Chairperson of the Muskegon County Board of Commissioners.

IV. COMPENSATION AND FRINGE BENEFITS

A. The parties agree to the benefit package described in Exhibit 1 and that the Employee's salary range for the County Administrator is as shown in Exhibit 2.

The parties agree that Employee's compensation will not be changed by this Agreement, provided, however, that any increase will be considered, but not guaranteed, consistent with any increase received by County Department Heads. Decreases shall not be permissible unless the salary reduction is in an amount proportional to applicable across-the-board reductions for all County Department Heads. An annual performance evaluation shall be conducted in accordance with Board Rule XIX, Section 3.

B. Retirement. Employee will be entitled to B-4 retirement benefits through the Municipal Employees Retirement System (MERS) and shall be included as a "member" of the B-4 retirement program [Division Code #17] offered to Department Heads and Elected Officials. This status shall require a "co-pay" contribution from Employee in an amount of 5.2% of salary. Employer agrees that any additional costs which may be actuarially determined to be necessary will be paid by Employer on behalf of Employee. It is understood that this provision will not be used for the purpose of purchasing extra service credits, but for the purpose of funding the benefit level in effect at the date of the signing of this Agreement.

C. Automobile Allowance. Employee shall be paid an automobile allowance of Eight Thousand Five Hundred Dollars ($8,500.00) annually. The parties stipulate and agree that this automobile allowance shall be deemed wages and, accordingly, reportable for tax purposes.

Provided, however, that Employee acknowledges that Employer may elect at any time to establish a new policy or program for automobile allowance which may result in either

reduction, change, or perhaps even elimination of this benefit. Provided, further that the parties stipulate and agree that any such change, reduction, or elimination of this benefit will not leave Employee in a position worse than is applicable to any other Department Head, it being stipulated and agreed that under no circumstances shall any Department Head be entitled to a greater benefit than is provided to County Administrator.

D. Expenses. Employee shall be entitled to reimbursement for Employee expenses, not otherwise covered by auto allowance or other specific provision, in accordance with County practice and procedures. In addition, Employee shall be entitled to a payment of One Hundred and Fifty Dollars ($150.00) per month to address miscellaneous costs which are not specifically provided for under County practices and procedures. Employee shall treat such payment as compensation subject to any allowable deductions.

E. Annual and Sick Leave. Employee shall be entitled to sixteen to twenty-four (16-24) days per year of annual leave, and twelve to eighteen (12-18) days sick leave, effective and commencing on his first day of employment and thereafter receive vacation and sick leave benefits consistent with all other unclassified employees in each succeeding year of service, pursuant to Rule 20 and Rule 21 of the Muskegon County Personnel Rules. In addition, all Employer's Personnel Rules regarding the accrual, retention, granting of additional vacation, use of vacation and sick leave benefits for management employees shall apply to the Employee in the same manner as such other employees, unless expressly superseded by this Agreement. Specifically, these benefits cannot be used before they are accrued.

F. Insurance. The Employee, and his spouse and dependants, shall receive the standard medical, life, and disability and related insurance benefits received by all Muskegon County employees from time-to-time. Employee, and his spouse and dependents, shall be provided coverage for health, dental and vision insurance premiums. Employee shall be required

to contribute 15% of the cost of those premiums. Employee shall receive the same life insurance as is provided to all Muskegon County employees with additional coverage, if necessary, to equal Employee's annual salary. Employer agrees to pay the cost of continuing Employee's current insurance coverage until fully covered by the Employer's plan.

G. Retiree Insurance. Graduated schedule for medical and dental with Employer paying 40-100% of premium based on years of service – 10 years = 40% and 20 years = 100% for retiree only.

V. TERMINATION AND SEVERANCE PAY

A. Notwithstanding any other term contained herein, this Agreement may be terminated without cause upon ninety (90) days written notice, given by either party. This Agreement may also be terminated by Employee's death or incapacity to perform the duties of his office.

B. If Employee is terminated for cause, which is defined as:

1. Being convicted by an agency of the State or Federal Government for committing a criminal act, or
2. Committing an act of moral turpitude, or
3. Committing an act of gross malfeasance,

then Employee is not entitled to severance pay as outlined in Section V.C.

C. Employer agrees to pay Employee severance pay after the date of termination, as a lump sum or periodically as determined by the Employee, in the amount of 9/12 of his annual salary, plus paid health insurance for 9/12 of a year, provided termination is not for cause as identified in Section V.B. If employment is terminated because of the incapacity of Employee to perform the duties of his office, he shall receive severance pay in the amount of 6/12 of his annual salary, plus paid health insurance for 6/12 of a year. All applicable and accrued benefits,

including unused vacation and sick time, will be paid to Employee in addition to the stipulated severance pay.

D. If Employer reduces the salary or other financial benefits of Employee in a greater percentage than applicable across-the-board reduction for all Department Heads, or if Employer refuses, following written notice, to comply with any other provision benefiting Employee herein, or if the Employee resigns following a suggestion by a majority of the Employer's Board of Commissioners, then Employee may, at his option, be deemed to be "terminated" at the date of such reduction, such refusal to comply, or such suggested resignation within the meaning and context of the severance pay provision herein.

E. If Employee shall resign his position as County Administrator, other than in circumstances wherein his removal is being sought, or is subject to being sought, pursuant to the provision immediately above, then Employee shall not be entitled to any severance compensation, other than payment of 100% accrued, but unpaid vacation and sick leave benefits. Should Employee resign from employment, Employee shall provide ninety (90) days written notice.

VI. PERFORMANCE EVALUATIONS

Employer shall review and evaluate the performance of Employee at least once annually at the end of each anniversary date of employment. Said review and evaluation shall be in accordance with specific performance goals and similar criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted from as Employer may from time-to-time determine, in consultation and agreement with Employee.

VII. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. Employer, in consultation with Employee, shall fix any such other terms and conditions of employment, as it may determine from time-to-time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Board Rules or any laws.

B. All provisions of the Board Rules, laws and ordinances, and regulations and rules of the Employer relating to retirement and pension system contributions, holidays, and other employee benefits and working conditions as they now exist or hereafter may be amended, shall apply to Employee as they would to other employees of the Employer, in addition to said benefits enumerated in this Agreement.

VIII. GENERAL PROVISIONS

A. Amendment. This Agreement may be amended only in writing executed by the parties hereto.

B. Entire Agreement. This Agreement represents the entire agreement between the parties.

C. Laws. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan. In the event any provision of this Agreement is deemed to be invalid as a consequence of being in violation of law, then such partial invalidity shall not affect its other provisions.

D. Employment Status. This Employment Agreement, for all purposes, shall be considered as an Employment Agreement giving rise to a master-servant relationship rather than an independent contractor relationship between Employer and Employee.

E. Notices. Notices pursuant to this Agreement shall be given to each party at:

Office of the Muskegon County Administrator
Michael E. Kobza Hall of Justice, Fourth Floor
990 Terrace Street
Muskegon, MI 49442

This Agreement has been executed by and between the Employer, by and through its Chairman, and the Employee.

EMPLOYER
COUNTY OF MUSKEGON

By: _____
Benjamin E. Cross, Chairman
County Board of Commissioners

EMPLOYEE

_____
Mark Eisenbarth

EXHIBIT 1

MUSKEGON COUNTY
COUNTY ADMINISTRATOR
CURRENT EMPLOYEE BENEFITS

Medical Insurance	Specified in agreement
Benefit Option	$2,500 per year for single or $4,500 per year for 2 person or family in lieu of medical insurance.
Dental Insurance	Specified in agreement
Life Insurance	Matches salary rounded up to next $1,000.
Vision Coverage	Specified in agreement
Long Term Disability	Provided after 6 month waiting period at 66 2/3% of salary.
Section 125	Employee participation available in pre-tax health care reimbursement and child care reimbursement accounts.
Deferred Compensation	$1,500 County non-matched contribution $4,500 County matched contribution with employee match contribution.
Retirement	Specified in agreement
Retiree Medical	Specified in agreement
Paid Holidays	12 days per year
Paid Vacation	Vacation accrual at 16-24 days per year based on years of service (Unlimited accumulation)
Paid Sick Leave	Sick leave accrual at 12-18 days per year (Unlimited accumulation)
Personal Days	2 days per year
Auto Allowance	$8,500.00 per year
Miscellaneous Allowance	Specified in agreement
Cellular Phone	Provided by the County

EXHIBIT 2

MUSKEGON COUNTY
COUNTY ADMINISTRATOR
SALARY RANGE

Steps	Hourly	HRS	WK	WK/YR	Annual	
1	59.791	40	$2,391.64	52	$124,365.28	
2	62.734	40	$2,509.36	52	$130,486.72	4.92%
3	65.834	40	$2,633.36	52	$136,934.72	4.94%
4	69.690	40	$2,787.60	52	$144,955.20	5.86%
5	73.175	40	$2,926.98	52	$152,202.96	5.00%
6	76.833	40	$3,073.33	52	$159,813.11	5.00%

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, February 27, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Pastor Matthew Sharpe of Evanston Avenue Baptist Church. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Susie Hughes,

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Susan Franklin, Corporate Counsel

2018-72 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-73 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF FEBRUARY 13, 2018**

Moved by Commissioner Engle, seconded by Commissioner Foster, to approve the minutes of the Full Board Meeting of February 13, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment.

COMMITTEE/BOARD REPORTS

2018-72 **INCREASE HERITAGE LANDING AND UNION DEPOT RENTAL FEES IN AN EFFORT TO HELP ALLEVIATE THE RISE IN OPERATIONAL COSTS AT THE FACILITIES**

CD/SP18/02-03
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to increase Heritage Landing and Union Depot rental fees in an effort to help alleviate the rise in operational costs at the facilities.

Roll Call:
Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-73 **AWARD DEREMO ACCESS SITE ROAD IMPROVEMENTS TO MICHIGAN PAVING & MATERIALS CO. FOR THEIR LOW BID OF $70,321.09, AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT WITH MATCH FUNDING AVAILABLE FROM THE PARKS RESERVE FUND AND AMEND THE BUDGET ACCORDINGLY**

CD/SP18/02-04
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to award Deremo Access Site Road Improvements to Michigan Paving & Materials Co. for their low bid of $70,321.09, authorize the Board Chair to sign the agreement with match funding available from the Parks reserve fund and amend the budget accordingly.

Roll Call:
Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-74 **APPROVE ACQUISITION OF A SURPLUS AIRPORT RESCUE AND FIREFIGHTING VEHICLE, AT NO CHARGE, FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR THE MUSKEGON COUNTY AIRPORT**

TR18/02-03

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve acquisition of a surplus Airport Rescue and Firefighting vehicle, at no charge, from the Michigan Department of Natural Resources for the Muskegon County Airport.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-75 **APPROVE AN EASEMENT FOR ELECTRICAL FACILITIES BETWEEN THE COUNTY OF MUSKEGON AND CONSUMERS ENERGY IN THE AMOUNT OF $1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION**

TR18/02-04

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve an Easement for Electrical Facilities between the County of Muskegon and Consumers Energy in the amount of $1.00 and other good and valuable consideration.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-76 **APPROVE A CONTRACT WITH ARFF SPECIALISTS TO PROVIDE AIRPORT RESCUE AND FIREFIGHTING "LIVE BURN" TRAINING IN THE AMOUNT OF $9,150.00 AND AUTHORIZE THE AIRPORT TO REQUEST AN MDOT ARFF GRANT IN THE AMOUNT OF $2,000**

TR18/02-05

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve a contract with ARFF Specialists to provide Airport Rescue and Firefighting "Live Burn" training in the amount of $9,150.00 and authorize the Airport to request an MDOT ARFF grant in the amount of $2,000.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-77 **APPROVE THE MATS FEBRUARY 2018 TITLE VI PLAN UPDATE AND THE INCLUDED MATS SERVICE STANDARDS AND SERVICE POLICIES**

TR18/02-06

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the MATS February 2018 Title VI Plan Update and the included MATS Service Standards and Service Policies.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-78 **APPROVE THE MUSKEGON AREA TRANSIT SYSTEM'S FY2019 APPLICATION TO THE STATE OF MICHIGAN FOR OPERATING AND CAPITAL ASSISTANCE, TO AUTHORIZE THE RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE, TO NAME THE COUNTY ADMINISTRATOR AS THE TRANSPORTATION COORDINATOR, AND TO PUBLISH THE PUBLIC NOTICE**

TR18/02-07

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Muskegon Area Transit System's FY2019 application to the State of Michigan for operating and capital assistance, to authorize the Resolution of Intent to apply for financial assistance, to name the County Administrator as the Transportation Coordinator, and to publish the public notice.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-79 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $12,820,355.38, COVERING THE PERIOD OF JANUARY 26, 2018 THROUGH FEBRUARY 8, 2018 FOR CHECKS AND JANUARY 1, 2018 THROUGH JANUARY 31, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/02-22

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $12,820,355.38, covering the period of January 26, 2018 through February 8, 2018 for checks and January 1, 2018 through January 31, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-80 **APPROVE THE CHANGE ORDER FOR ELECTRICAL COSTS FOR THE NSP3 PROJECT AT 907 MANGIN TO BOWEN HEATING AND COOLING TO INCREASE THE CONTRACT BY $12,000 BRINGING THE NEW TOTAL TO $24,350**

WM18/02-23

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the change order for electrical costs for the NSP3 project at 907 Mangin to Bowen Heating and Cooling to increase the contract by $12,000 bringing the new total to $24,350.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-81 **AUTHORIZE THE DISPOSAL OF A 2000 ½ TON TRUCK VIN# 1GCEK14V6YE290528 AND A 2000 CHEVY 2500 TRUCK VIN# 1GCGK23R2YF479562 AS SCRAP METAL**

WM18/02-24

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the disposal of a 2000 ½ ton truck VIN# 1GCEK14V6YE290528 and a 2000 Chevy 2500 Truck VIN# 1GCGK23R2YF479562 as scrap metal.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

2018-82 **AUTHORIZE THE SALE OF A 2002 CHEVY SILVERADO TRUCK VIN# 1GCHK24U32E245578 ON BIDDERGY**

WM18/02-25

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the sale of a 2002 Chevy Silverado truck VIN# 1GCHK24U32E245578 on Biddergy.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Susie Hughes, **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming community events

- West Michigan Lake Hawks Home Games
  Sat., March 3rd and Sun., March 4th – 5 PM – Reeths-Puffer High School
- Muskegon Home, Garden and DIY Show
  Fri., March 9th and Sat., March 10th – Fricano's Event Center
- Honoring Our Veterans Dinner
  Wed., March 14th – 5:30 PM – USS Silversides Submarine Museum

2018-83 **APPOINT AUDRA MAHAN, JASON COLEMAN, AND STEPHANIE UMLOR TO THE LIVED EXPERIENCE SLOTS ON THE HEALTHWEST BOARD WITH TERMS THROUGH 3/31/2021**

The Chairman recommends, moved by Commissioner Snider, seconded by Nash, to appoint Audra Mahan, Jason Coleman, and Stephanie Umlor to the lived experience slots on the HealthWest Board with terms through 3/31/2021.

Voice vote **Motion Carried**

Commissioner Snider presented recognition to Tom Best from HealthWest on his 43 years of service to Muskegon County, wishing him well on his retirement and future endeavors.

Tom Best thanked Commissioners for this recognition.

Chairman Cross thanked Tom Best for his years of service, noting he will be missed.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth noted he had three things for discussion, no motion needed. First, he would like to begin a Public Information or Strategic Communications Committee charged with working on public relations and other communities to disseminate public information on county initiatives, actions, financing and operations. In talking with Directors, asking for volunteers, Jonathan Wilson, Bob Lukens, and Julia Rupp have volunteered. Would like to get information to the public about the good things that are happening in the county.

Commissioners agreed this is well overdue.

Commissioner Nash indicated we need to educate the community in every single department and many in the community do not know what we do.

Commissioner Mahoney stated we need to get the positive message of what we are doing well.

Commissioner Nash stated HealthWest is one area that we need to get the word out to those who need these services.

Administrator Eisenbarth noted the upcoming Board Work Session (3:00 PM)

- Tuesday, March 13th – Juvenile Transition Center Progress
  All Work Sessions are open to the public.

Administrator Eisenbarth distributed a fact sheet regarding the City of Whitehall application for issuance of an industrial facilities exemption certificate by Arconic Power and Propulsion. (See attached)

Commissioner Cross noted this is a great opportunity for the City of Whitehall and the County of Muskegon to have a development of this size coming and staying in the Community.

Commission Scolnik indicated the cost to employ one person has increased and it takes a lot of money to employ anybody anymore and many corporations are looking at automation to replace employees they cannot find.

Commissioner Mahoney appreciates Arconic's confidence in Muskegon County and the Whitehall area to be able to sustain the project.

Commissioner Engle referred to the Work Session on Racial Equity Initiative Michigan Department of Civil Rights prior to the Board Meeting earlier today, part of the information to get to the general public is, what areas are available to young people and the requirements needed for these positions.

OLD BUSINESS

Commissioner Mahoney noted the White Lake Business Expo will be March 10th from 8 a..m. to 12:30 p.m. at the Whitehall High School, 3100 W. White Lake Drive, Whitehall, MI, at the same time as the Annual Rotary Pancake Breakfast.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Kristen Wade, representing the YMCA Board, inviting everyone to the Black Tie for the Y annual gala and auction. (See attached)

2018-84 **MOVED BY COMMISSIONER NASH, SECONDED BY COMMISSIONER ENGLE, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:20 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, February 27, 2018.

MUSKEGON COUNTY
MICHIGAN

Board of Commissioners

Benjamin Cross
Chair, District 2

Charles Nash
Vice-Chair, District 6

Marvin R. Engle
District 5

Gary Foster
District 7

Susie Hughes
District 3

Kenneth Mahoney
District 9

Robert Scolnik
District 4

I. John Snider, II
District 8

Rillastine R. Wilkins
District 1

ADMINISTRATION

MEMORANDUM

DATE: February 27, 2018

TO: Muskegon County Board of Commissioners

FROM: Mark Eisenbarth, Muskegon County Administrator

SUBJECT: City of Whitehall – Application for Issuance of an Industrial Facilities Exemption Certificate (Arconic Power and Propulsion)

Summary of Request – An application for an "Industrial Facilities Exemption Certificate" as provided by Public Act 198 of the Michigan Public Acts 1974, as amended, has been filed for Arconic Power and Propulsion.

A public hearing regarding the issuance of an Industrial Facilities Exemption Certificate has been set for Tuesday, February 27, 2018 at 6:00pm at the Whitehall City Hall, 405 East Colby, at which time the applicant, the City Assessor, and representatives of the affected taxing jurisdictions will have the opportunity to be heard.

County Administrative Staff has reviewed the request for an "Industrial Facilities Exemption Certificate" in an effort to quantify the effects of this exemption on future County property tax revenues:

- Current Base County Tax Revenue for parcel being improved $7,559.49
- Estimate amount of private investment on property improvements $100 million
- Estimate growth in taxable value based on investment $50 million
- Estimate additional County property taxes without Certificate $284,920
- Estimate additional County property taxes with Certificate $142,460

The company is planning up to $100 million in real property improvement and the creation of 50 new jobs. Additionally, this project is in a capture district. This means that any additional tax dollars that are levied, whether they are abated or not, will be captured by the district. The City of Whitehall passes through approximately $400,000 each year in unused revenue to the taxing jurisdictions including the County of Muskegon. This pass through will continue, and potentially increase, with the proposed expansion. The capture district is set to expire in 2024, at which point, 100% of the taxes can be levied.

Staff Recommendation – Support the Application for Issuance of an Industrial Facilities Exemption Certificate

CITY OF WHITEHALL

RECEIVED FEB 2 6 2018

RECEIVED FEB 2 6 2018

The City of Whitehall has received a request from Arconic Power and Propulsion for an Industrial Facilities Tax Exemption Certificate on real property investments in the amount of $41,200,000.

A hearing has been scheduled for Tuesday, February 27, 2018 commencing at 6:00 p.m. in the City Hall Council Chambers, 405 East Colby, as an opportunity for the assessor and all affected taxing units to be heard prior to action on the application. Written comments may be submitted at any time prior to the public hearing.

Sincerely,

Brenda Bourdon

Brenda Bourdon
City Clerk

405 E. Colby Street, Whitehall, MI 49461 • Ph 231-894-4048 • Fax 231-893-4708

CITY OF WHITEHALL
RESOLUTION 18-08
Industrial Facilities Exemption Certificate

WHEREAS, Arconic Power and Propulsion has applied for an Industrial Facilities Exemption Certificate on a proposed real property investment of up to $100 Million that will create in excess of 50 new full time jobs to be located at 116 Misco Drive.

WHEREAS, the assessor and each taxing unit that levies ad valorem property taxes in the City have been duly notified of the filing and the date at which they are afforded an opportunity to provide comment to the City Council on the Certificate application.

WHEREAS, the investment will occur wholly in the City and shall not transfer employment from any other local governmental units within the State.

WHEREAS, while the taxable value of this request plus the taxable value of previous exemptions granted by the City exceeds 5% of the total taxable value of the City, the granting of this exemption will not impede the operation nor impair the financial soundness of the City or any other unit of local government.

WHEREAS, the City Council has determined that the investment will have the reasonable likelihood of creating, retaining, or preventing the loss of employment.

NOW, THEREFORE, BE IT RESOLVED,

That the Whitehall City Council does hereby award an Industrial Facilities Exemption Certificate to Arconic Power and Propulsion for real property in an amount of $100,000,000 for twelve (12) years.

Moved by _____, seconded by _____, and thereafter adopted by the Whitehall City Council at a regular meeting held Tuesday, February 27, 2018, at 6:00 p.m.

(__ yes,__ no, __ absent).

_____
Debra Hillebrand, Mayor

_____
Brenda Bourdon, City Clerk

the YMCA

THE MUSKEGON YMCA PRESENTS

Black Tie for the Y

ANNUAL GALA AND AUCTION TO BENEFIT THE MUSKEGON YMCA

SATURDAY, MARCH 10, 2018

~ Now At ~

CENTURY CLUB BALLROOM

Downtown Muskegon

356 W. WESTERN • MUSKEGON, MICHIGAN 49440

7:00 P.M. HORS D'OEUVRES, CASH BAR, RAFFLES, LIVE AUCTION, AND DESSERT.

TICKETS ARE $50 PER PERSON
CORPORATE SPONSORSHIPS AVAILABLE

MUSKEGONYMCA.ORG/BLACKTIE

(Black Tie Optional)

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, March 13, 2018
4:02 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Pastor Matthew Eenigenburg, Celebration Community Church. The Pledge of Allegiance was led by Commissioner Mahoney and recited in unison.

Roll Call

Present: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Marvin Engle

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-85 **APPROVAL OF THE AGENDA**

Moved by Commissioner Nash, seconded by Commissioner Snider, to approve the agenda.

Voice vote **Motion Carried**

2018-86 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF FEBRUARY 27, 2018**

Moved by Commissioner Wilkins, seconded by Commissioner Mahoney, to approve the minutes of the Full Board Meeting of February 27, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment.

COMMUNICATION

The following communication item was provided to Commissioners for information purposes:

- Oakland County Board Resolution Opposing the State Budget Office's Proposed Amendments to the Michigan Indigent Defense Act

COMMITTEE/BOARD REPORTS

2018-87 **APPROVE PLACING TROY BOROFF AT STEP 3 OF THE PAY SCALE NO-00210 ($17.539-$22.089/HR) OF THE COLLECTIONS CASE MANAGER POSITION #N20102 EFFECTIVE JANUARY 22, 2018**

CPS18/03-12
The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Hughes, to approve placing Troy Boroff at Step 3 of the pay scale NO-00210 ($17.539-$22.089/hr) of the Collections Case Manager position #N20102 effective January 22, 2018.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-88 **AUTHORIZE THE SHERIFF'S OFFICE TO APPLY FOR THE 2018 CALENDAR YEAR MARINE SAFETY GRANT IN THE AMOUNT OF $172,120.00 FOR PERSONNEL AND OPERATING COSTS WITH A 25% MATCH REQUIREMENT**

CPS18/03-13
The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Hughes, to authorize the Sheriff's Office to apply for the 2018 calendar year Marine Safety grant in the amount of $172,120.00 for personnel and operating costs with a 25% match requirement.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-89 **APPROVE THE APPOINTMENT OF MICHELE PEER TO THE COMMUNICATIONS DISPATCHER POSITION G22001 (GU-00070 $12.19-$14.88/HR) AT STEP 1, ONCE IT BECOMES VACANT**

CPS18/03-14

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Hughes, to approve the appointment of Michele Peer to the Communications Dispatcher position G22001 (GU-00070 $12.19-$14.88/hr) at Step 1, once it becomes vacant.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-90 **APPROVE THE SHERIFF'S OFFICE ACCEPTING THE HURON-MANISTEE NATIONAL FOREST COOPERATIVE LAW ENFORCEMENT AGREEMENT (16-LE-11090400-017) BETWEEN THE MUSKEGON COUNTY SHERIFF'S OFFICE AND THE USDA, FOREST SERVICE AND TO AUTHORIZE THE BOARD CHAIR TO SIGN THIS AGREEMENT**

CPS18/03-15

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Hughes, to approve the Sheriff's Office accepting the Huron-Manistee National Forest Cooperative Law Enforcement Agreement (16-LE-11090400-017) between the Muskegon County Sheriff's Office and the USDA, Forest Service and to authorize the Board Chair to sign this agreement.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-91 **AUTHORIZE PUBLIC HEALTH-MUSKEGON COUNTY TO ACCEPT THE GRANT AWARD FROM SOUTHEASTERN MICHIGAN HEALTH ASSOCIATION IN THE AMOUNT OF $10,000; FURTHER AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE RELATED AGREEMENT; AMEND THE PUBLIC HEALTH (FUND 2210) CHILDREN'S SPECIAL HEALTH CARE SERVICES PROGRAM (ORG. 6416) BUDGET TO INCLUDE AN INCREASE IN REIMBURSEMENTS-OTHER (680.000) BY $10,000 AND INCREASE EXPENDITURES FOR PRINTING (728.000) BY $760, POSTAGE (730.000) BY $1,715 AND COMMUNITY EVENTS (902.020) BY $7,525; WITH NO EFFECT ON COUNTY GENERAL FUND**

HS18/03-07

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Scolnik, to authorize Public Health-Muskegon County to accept the grant award from Southeastern Michigan Health Association in the amount of $10,000; further authorize the Public Health Director to sign the related agreement; amend the Public Health (Fund 2210) Children's Special Health Care Services program (Org. 6416) budget to include an increase in Reimbursements-Other (680.000) by $10,000 and increase expenditures for printing (728.000) by $760, Postage (730.000) by $1,715 and Community Events (902.020) by $7,525; with no effect on county general fund.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-92 **APPROVE ADDITIONAL FY18 MILLAGE FUNDING OF $45,237 FOR SENIOR ACTIVITIES AND CLASSES (START-UP COSTS) AS PROPOSED/ REQUESTED BY AGEWELL SERVICES AND RECOMMENDED BY THE SENIOR ACTIVITIES COMMITTEE; AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISTRATOR, SENIOR RESOURCES, TO PROCEED WITH THE ADMINISTRATION OF THE PROGRAM**

HS18/03-08

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Scolnik, to approve additional FY18 millage funding of $45,237 for senior activities and classes (start-up costs) as proposed/requested by Agewell Services and recommended by the Senior Activities Committee; and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to proceed with the administration of the program.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-93 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $5,373,746.57, COVERING THE PERIOD OF FEBRUARY 9, 2018 THROUGH FEBRUARY 15, 2018 FOR CHECKS AND JANUARY 1, 2018 THROUGH JANUARY 31, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/03-26

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve payment of the accounts payable of $5,373,746.57, covering the period of February 9, 2018 through February 15, 2018 for checks and January 1, 2018 through January 31, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-94 **APPROVE THE RESOLUTION DECLARING INTENT TO REMEDIATE BONDS AND AUTHORIZING THE SELECTION OF AN ESCROW AGENT AND EXECUTION OF AN ESCROW AGREEMENT, INCLUDING THE AUTHORIZATION TO EXECUTE AND CIRCULATE A PRELIMINARY OFFICIAL STATEMENT AND FINAL OFFICIAL STATEMENT ON BEHALF OF THE COUNTY TO MARKET THE BUILDING AUTHORITY BONDS ADDING LANGUAGE REGARDING THE AMENDMENT OF THE REDEMPTION PROVISION OF THE 2013 BONDS**

WM18/03-27

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the Resolution Declaring Intent to Remediate Bonds and Authorizing the Selection of an Escrow Agent and Execution of an Escrow Agreement, including the authorization to execute and circulate a preliminary official statement and final official statement on behalf of the County to market the Building Authority Bonds adding language regarding the amendment of the redemption provision of the 2013 bonds.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-95 **AUTHORIZE A SIX (6) MONTH EXTENSION OF A DEVELOPMENT AGREEMENT BETWEEN MUSKEGON COUNTY AND GRAND TRUNK LLC FOR THE GRAND TRUNK DEPOT (PARCEL #61-24-205-318-0001-10) LOCATED AT 683 WEST WESTERN AVENUE, AND FOR THE BOARD CHAIR TO SIGN APPROPRIATE DOCUMENTS**

WM18/03-28

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize a six (6) month extension of a Development Agreement between Muskegon County and Grand Trunk LLC for the Grand Trunk Depot (parcel #61-24-205-318-0001-10) located at 683 West Western Avenue, and for the Board Chair to sign appropriate documents.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-96 **APPROVE THE INTERGOVERNMENTAL CONTRACT WITH THE LAKESHORE REGIONAL ENTITY FOR SUBSTANCE ABUSE TREATMENT AND SERVICE THROUGH DECEMBER 31, 2020 AND AUTHORIZE COUNTY ADMINISTRATOR TO SIGN**

WM18/03-29

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the Intergovernmental Contract with the Lakeshore Regional Entity for Substance Abuse Treatment and Service through December 31, 2020 and authorize County Administrator to sign.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-97 **AMEND LISTING AGREEMENT BETWEEN MUSKEGON COUNTY AND JONES LANG LASALLE TO INCLUDE THE BROOKHAVEN FACILITY WITH AN EXCEPTION CLAUSE TO INCLUDE COUNTY AND MUNICIPAL GOVERNMENT UTILIZATION**

WM18/03-30

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to amend listing agreement between Muskegon County and Jones Lang LaSalle to include the Brookhaven Facility with an exception clause to include county and municipal government utilization.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

2018-98 **AUTHORIZE THE TREASURER'S OFFICE SUBMISSION OF THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES, CHILD LEAD EXPOSURE ELIMINATION: INNOVATIONS GRANT APPLICATION, IN THE AMOUNT OF $75,000 AND AUTHORIZE THE ASSISTANT COUNTY ADMINISTRATOR TO SIGN THE RELEVANT APPLICATION DOCUMENTS ON BEHALF OF THE COUNTY**

WM18/03-31

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the Treasurer's Office submission of the Michigan Department of Health and Human Services, Child Lead Exposure Elimination: Innovations Grant application, in the amount of $75,000 and authorize the Assistant County Administrator to sign the relevant application documents on behalf of the County.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-99 **APPOINT DR. REMINGTON SPRAGUE TO AN UNDESIGNATED SLOT OF THE HEALTHWEST BOARD WITH A TERM THROUGH 3/31/21**

The Chairman recommends, moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to appoint Dr. Remington Sprague to an undesignated slot of the HealthWest Board with a term through 3/31/21.

Commissioner Hughes asked if Dr. Sprague was the only applicant and it was confirmed that he was.

Voice vote **Motion Carried**

Chairman Cross announced the following upcoming community events

- Honoring Our Veterans Dinner
  Wed., March 14th – 5:30 PM – USS Silversides Submarine Museum
- St. Patrick's Day Parade
  Saturday, March 17th – 11:00 AM – Downtown Muskegon

Commissioner Wilkins provided an update from the SMART Meeting held in Calhoun County, Marshall, Michigan at the Opioid Recovery Center. The treatment is a collaborative effort. Commissioner Wilkins circulated a brochure with Commissioners about the Center, indicating they have a beautiful new building which is owned by the City and leased to the County. A former addict who had completed the program addressed the SMART Meeting showcasing the positive results when treatment is received in a timely manner.

Commissioner Mahoney noted that, while the Muskegon County Airport is not receiving a subsidy this year, they are aggressively seeking additional early morning flights to Chicago and they are offering airfare to Chicago for $69 each way which is a great price as well as other offers that travelers should consider. Commissioner Scolnik agreed adding that just beginning reservations flying from Muskegon to Chicago can sometimes save hundreds of dollars when making travel plans.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth invited everyone to attend the upcoming Board Work Session at 3:00 p.m. on Thursday, March 22nd in this Board Room prior to the Full Board Meeting. Both meetings are open to the public and the subject of the Work Session is: Airport Update.

Administrator Eisenbarth noted the Annual Board and Directors Workshop is usually scheduled for April. He asked Directors at their last meeting what they would be interested in and they indicated topics: active shooter in the workplace violence, threat assessment, de-escalation techniques, customer service tactics and deescalating conflict. Staff found a recommended trainer who would be available 8:30 a.m. – 12:30 p.m. on a Monday, Tuesday, or Friday in April or May. Commissioners are to coordinate with administration to schedule this event.

Administrator Eisenbarth noted Ben McGuire with Hilltop Securities, and County Bond Council Tom Colis with Miller Canfield, were present in the audience. County staff met with raters for the County S & P on Tuesday of last week and reported Friday that Muskegon County maintains its AA rating which he noted is impressive for what the County is going through. Three decisions that this Board made saved the County rating: 1. cut $4.8 million to the general fund, 2. the tough decision on Brookhaven; and 3. $1.7 million transfer in January.

Ben McGuire, with Hilltop Securities, and Financial Advisor to Muskegon County and Tom Colis with Miller Canfield, addressed the board regarding the importance of a AA Bond rating. Discussion ensued.

OLD BUSINESS

Commissioner Scolnik asked if there will be a bus for Commissioners for the St. Patrick's Day parade and there will not.

Commissioner Mahoney reminded everyone of the April 28th recycling event at 1350 E. Keating, 9 a.m. to 1 p.m. and there will be Tire Collection events in various areas of the County over the course of the next few months beginning Saturday, April 21 in Casnovia at 577 Canada from 9 a.m. to 2 p.m. (See attached flyers)

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT

There was no public comment.

2018-100 **GO INTO CLOSED SESSION RE: LEGAL OPINION**

Moved by Commissioner Mahoney, seconded by Commissioner Hughes, to go into closed session Re: Legal Opinion.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Marvin Engle **Motion Carried**

Went into closed session at 4:36 p.m.

Returned to open session at 5:01 p.m.

2018-101 **AUTHORIZE SHERIFF TO WORK WITH CORPORATE COUNCIL TO RESOLVE MULTIPLE ISSUES WITH A 32' BOAT PURCHASED YEARS AGO WITH PORT SECURITY GRANT MONEY**

Moved by Hughes, Seconded by Foster to authorize Sheriff to work with Corporate Council to resolve multiple issues with a 32' boat purchased years ago with Port Security Grant money.

Voice vote **Motion Carried**

2018-102 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER NASH, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 5:02 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Thursday, March 22, 2018.

MUSKEGON COUNTY RECYCLING EVENT

Saturday April 28th, 2018

from 9am-1pm



RAIN OR SHINE*

FREE TO COUNTY RESIDENTS ONLY

BUSINESS WASTE AND REGULAR TRASH NOT ACCEPTED**

Our neighbor, **Beacon Recycling**, will also be open during these events to accept metals, appliances, and more! (standard rates apply)
www.beaconrecycling.com

SCRAP TIRES

No larger than 34" in diameter (car and truck tires only) and no more than 10 tires per household (with or without rims).

HAZARDOUS WASTE

Including mercury, petroleum products, antifreeze, pesticides, herbicides, acids, bases, CFL and fluorescent light bulbs, and oil based paint products. Must be in containers no greater than 6 gallons; NO drums of any kind. Latex paint will not be accepted!

ELECTRONICS

Including computers, peripherals, TV's, and other electronic devices.
Visit: ***http://www.goodwillwm.org/recycle-reuse/computer-recycling/*** for a full listing of accepted items. *Please note: CRT TV's WILL be accepted for this event

SENSITIVE DOCUMENT SHREDDING

Bring up to 100 lbs of sensitive documents (paper clips and staples ok) to have shredded.



*Severe weather may cause a halt or shut down of the event as determined by the event coordinator.
**Event staff reserve the right to limit any collected materials and refuse apparent business waste.

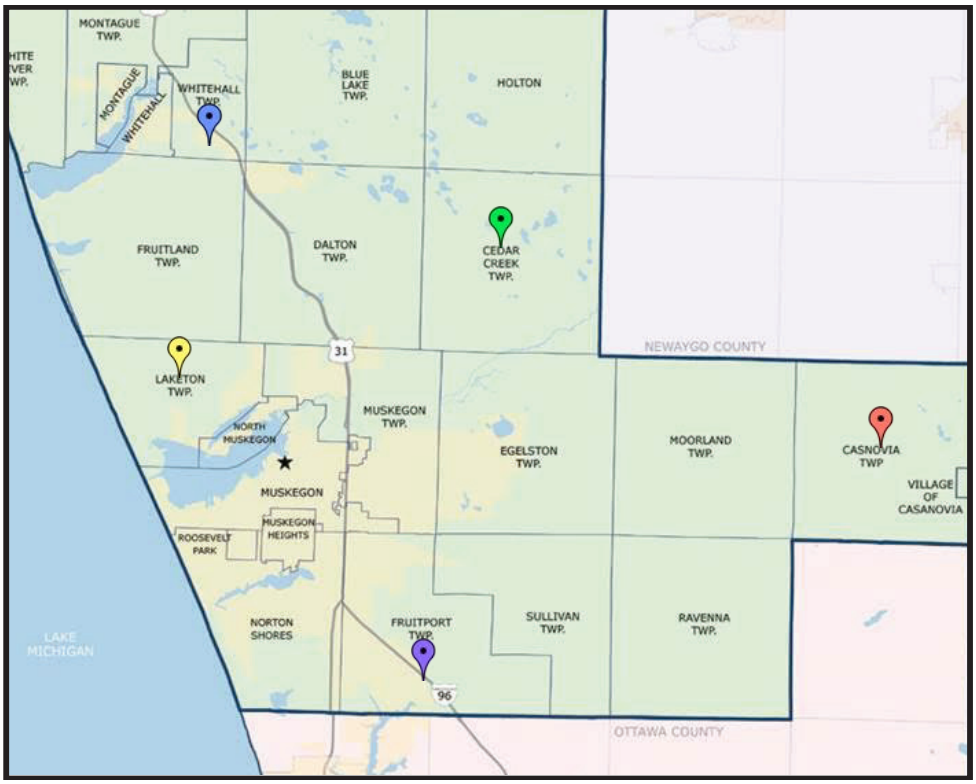
VISIT: WWW.CO.MUSKEGON.MI.US/HHW OR CALL: 231-724-6001

Funding for this event:
Muskegon County Solid Waste
Muskegon County Sustainability Office

2018 Muskegon County Tire Collection Events

Funding for these **FREE** events provided by
Michigan Department of Environmental Quality 2018 Scrap Tire Grant.

All events listed below are available to **Muskegon County Residents** ONLY.
NO business waste; business waste will be turned away.
Events will accept car and truck tires up to 34" in diameter, with or without rims.
If inclement weather should occur, site coordinators will determine the halt or closing of the event.



Saturday, April 21 9AM-2PM
Casnovia
577 Canada,
Casnovia, MI 49318

Saturday, May 5th 9AM-2PM
Mullally Park
1850 Horton Road
Muskegon, MI 49445

Saturday, May 12th 9AM-2PM
Fruitport Township Hall Fire Station
5865 Airline Road
Fruitport, MI 49415

Saturday, May 19th 9AM-2PM
Cedar Creek Township Hall
6556 Sweeter Road
Twin Lake, MI 49457

Saturday, June 2nd 9AM-2PM
Whitehall High School
3100 White Lake Drive
Whitehall, MI 49461

For more information, please contact:

Muskegon County Solid Waste Management at 231-724-6002

SUSTAINABLE MUSKEGON

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Thursday, March 22, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Director Jim Keck, First Priority of Muskegon. The Pledge of Allegiance was led by Commissioner Wilkins and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Marcia L. Wilkes, Chief Deputy County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-103 **APPROVAL OF THE AGENDA**

Moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-104 **APPROVE THE MINUTES OF THE FULL BOARD AND CLOSED SESSION MEETINGS OF MARCH 13, 2018**

Moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the minutes of the Full Board and Closed Session Meetings of March 13, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment.

COMMITTEE/BOARD REPORTS

2018-105 **AWARD HERITAGE LANDING PENINSULA EROSION REPAIRS TO RIVERWORKS CONSTRUCTION, INC. FOR THEIR LOW BID OF $65,600.00, TO BE COVERED WITH FUNDING FROM THE PUBLIC IMPROVEMENT FUND, AND AUTHORIZE THE BOARD CHAIR TO SIGN THE CONTRACT**

CD/SP18/03-05
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to award Heritage Landing peninsula erosion repairs to Riverworks Construction, Inc. for their low bid of $65,600.00, to be covered with funding from the Public Improvement Fund, and authorize the Board Chair to sign the contract.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-106 **ADOPT THE LICENSE AGREEMENT WITH THE MICHIGAN IRISH MUSIC FESTIVAL TO PROVIDE A LICENSE FOR THE USE OF HERITAGE LANDING THURSDAY, SEPTEMBER 13 THROUGH SUNDAY, SEPTEMBER 16, 2018 FOR THE MICHIGAN IRISH MUSIC FESTIVAL; AND TO AUTHORIZE THE CHAIRPERSON OF THE COUNTY BOARD TO EXECUTE THE AGREEMENT**

CD/SP18/03-06
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to adopt the License Agreement with the Michigan Irish Music Festival to provide a license for the use of Heritage Landing Thursday, September 13 through Sunday, September 16, 2018 for the Michigan Irish Music Festival; and to authorize the Chairperson of the County Board to execute the agreement.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-107 **ADOPT THE LICENSE AGREEMENT WITH THE CHILD ABUSE COUNCIL OF MUSKEGON COUNTY FOR USE OF THE UNION DEPOT GROUNDS FOR A BEVERAGE AND ENTERTAINMENT TENT JULY 18-22, 2018, DURING THE REBEL ROAD MOTORCYCLE RALLY AND TO AUTHORIZE THE CHAIRPERSON OF THE COUNTY BOARD TO EXECUTE THE AGREEMENT**

CD/SP18/03-07

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to adopt the license agreement with the Child Abuse Council of Muskegon County for use of the Union Depot grounds for a beverage and entertainment tent July 18-22, 2018, during the Rebel Road motorcycle rally and to authorize the Chairperson of the County Board to execute the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-108 **AUTHORIZE STAFF TO PREPARE REQUESTS FOR PROPOSALS (RFP) FOR THE ARCHITECTURE & ENGINEERING PHASE FOR A NEW PIONEER PARK BATHHOUSE/RESTROOM AND PARKS MAINTENANCE BUILDING**

CD/SP18/03-08

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to authorize staff to prepare Requests for Proposals (RFP) for the Architecture & Engineering phase for a new Pioneer Park Bathhouse/Restroom and Parks Maintenance Building.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-109 **APPROVE UP TO 8 ADDITIONAL PART-TIME, SEASONAL PARK RANGER/DOCK SECURITY POSITIONS FOR THE PARKS DEPARTMENT AT THE TS-105 PAY SCALE AT $10.50 - $11.00 PER HOUR**

CD/SP18/03-09

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve up to 8 additional part-time, seasonal Park Ranger/Dock Security positions for the Parks Department at the TS-105 pay scale at $10.50 - $11.00 per hour.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes **Motion Carried**

2018-110 **APPROVE RON ADAMS AS CARETAKER AT MOORE COUNTY PARK, PER THE TERMS OUTLINED IN THE CONTRACT AND APPROVE AN ANNUAL STIPEND FOR THE MOORE COUNTY PARK CARETAKER POSITION FOR $1,000**

CD/SP18/03-10

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve Ron Adams as caretaker at Moore County Park, per the terms outlined in the contract and approve an annual stipend for the Moore County Park caretaker position for $1,000.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-111 **AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO SUBMIT A MDNR RECREATION PASSPORT GRANT APPLICATION ON BEHALF OF THE COUNTY OF MUSKEGON FOR MOUNTAIN BIKING TRAIL DEVELOPMENT AT THE MUSKEGON COUNTY RECREATION AREA, LOCATED ON COUNTY PROPERTY NORTH OF THE WASTEWATER TREATMENT FACILITY**

CD/SP18/03-11

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to authorize the Public Works Department to submit a MDNR Recreation Passport Grant application on behalf of the County of Muskegon for mountain biking trail development at the Muskegon County Recreation Area, located on County property north of the Wastewater Treatment Facility.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-112 **APPROVE THE CHARTER OPERATOR RATES AND FEES AND MODIFY THE AIRPORT RATES AND FEES SCHEDULE**

TR18/03-08

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Charter Operator Rates and Fees and modify the Airport Rates and Fees Schedule.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-113 **APPROVE, AND AUTHORIZE THE CHAIRMAN TO SIGN, CONTRACT NO. 2018-0308 BETWEEN THE COUNTY AND MDOT AERONAUTICS, PROVIDING $2,000 IN FUNDS TO OFFSET AIRCRAFT RESCUE AND FIRE FIGHTING PERSONNEL TRAINING COSTS, AND FURTHER AUTHORIZE THE CLERK TO EXECUTE THE REQUIRED RESOLUTION**

TR18/03-09

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve, and authorize the Chairman to sign, Contract No. 2018-0308 between the County and MDOT Aeronautics, providing $2,000 in funds to offset Aircraft Rescue and Fire Fighting personnel training costs, and further authorize the Clerk to execute the required resolution.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-114 **SUBMIT AN APPLICATION FOR GRANT FUNDING TO THE FEDERAL HIGHWAY ADMINISTRATION TO FUND A REGIONAL MULTI-MODAL COLLABORATION STUDY**

TR18/03-10

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to submit an application for grant funding to the Federal Highway Administration to fund a Regional Multi-Modal Collaboration Study.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-115 **APPROVE THE AWARD OF RFP 18-2287 FOR A TWO-YEAR PERIOD OF AD-HOC ENGINE-RELATED DIAGNOSTIC AND REPAIR SERVICES ON DIESEL AND CNG VEHICLES WITH CUMMINS ENGINES TO CUMMINS SALES AND SERVICE**

TR18/03-11

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the award of RFP 18-2287 for a Two-Year Period of Ad-Hoc Engine-Related Diagnostic and Repair Services on Diesel and CNG Vehicles with Cummins Engines to Cummins Sales and Service.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-116 **AUTHORIZE MATS TO PURCHASE SIX (6) SMALL BUSES FROM HOEKSTRA TRANSPORTATION THROUGH THE STATE OF MICHIGAN EXTENDED PURCHASING PROGRAM FOR A PRICE NOT TO EXCEED $482,410, WITH GRANT FUNDING TO COVER 100% OF THE COST OF THE PURCHASE**

TR18/03-12

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize MATS to purchase six (6) small buses from Hoekstra Transportation through the State of Michigan Extended Purchasing Program for a price not to exceed $482,410, with grant funding to cover 100% of the cost of the purchase.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-117 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $13,483,772.36, COVERING THE PERIOD OF FEBRUARY 16, 2018 THROUGH MARCH 8, 2018 FOR CHECKS AND FEBRUARY 1, 2018 THROUGH FEBRUARY 28, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/03-32

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve payment of the accounts payable of $13,483,772.36, covering the period of February 16, 2018 through March 8, 2018 for checks and February 1, 2018 through February 28, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-118 **EXERCISE A ONE YEAR OPTIONAL RENEWAL OF THE ENTERPRISE FLEET MANAGEMENT CONTRACT AND AUTHORIZE THE BOARD CHAIR TO SIGN THE RENEWAL AGREEMENT**

WM18/03-33

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to exercise a one year optional renewal of the Enterprise Fleet Management contract and authorize the Board Chair to sign the renewal agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-119 **AUTHORIZE THE LEASING OF VEHICLES FOR PUBLIC HEALTH, OFFICE SERVICES AND PARKS AS OUTLINED IN THE FY2018 APPROVED CAPITAL IMPROVEMENT PLAN THROUGH THE ENTERPRISE FLEET MANAGEMENT AGREEMENT**

WM18/03-34

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the leasing of vehicles for Public Health, Office Services and Parks as outlined in the FY2018 Approved Capital Improvement Plan through the Enterprise Fleet Management Agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-120 **APPROVE THE IMMEDIATE CREATION OF AN ADDITIONAL PAYROLL SPECIALIST POSITION (GU-00240 $16.68-$24.06/HR) AND DELETION OF THE PAYROLL SPECIALIST POSITION G57701 UPON THE RETIREMENT OF THE INCUMBENT IN JUNE 2018**

WM18/03-35

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the immediate creation of an additional Payroll Specialist position (GU-00240 $16.68-$24.06/hr) and deletion of the Payroll Specialist position G57701 upon the retirement of the incumbent in June 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-121 **AUTHORIZE THE TEMPORARY STAFFING SERVICES RFP 18-2290 BE AWARDED TO GOODTEMPS FOR A ONE (1) YEAR CONTRACT, WITH THE OPTION OF TWO (2) SUBSEQUENT ONE (1) YEAR EXTENSIONS**

WM18/03-36

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the Temporary Staffing Services RFP 18-2290 be awarded to GoodTemps for a one (1) year contract, with the option of two (2) subsequent one (1) year extensions.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-122 **REAPPOINT JANET THOMAS TO AN UNDESIGNATED SLOT OF THE HEALTHWEST BOARD WITH A TERM THROUGH 3/31/21**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Snider, to reappoint Janet Thomas to an undesignated slot of the HealthWest Board with a term through 3/31/21.

Voice vote **Motion Carried**

2018-123 **REAPPOINT SCOTT DRIER TO THE PUBLIC SLOT OF THE LAND BANK AUTHORITY WITH A TERM THROUGH 12/31/2020**

The Chairman recommends, moved by Commissioner Mahoney, seconded by Commissioner Foster, to reappoint Scott Drier to the Public Slot of the Land Bank Authority with a term through 12/31/2020.

Commissioner Scolnik asked who is Scott Drier. Chairman Cross noted the recommendation came from the Land Bank committee. Commissioner Mahoney noted Mr. Drier is a Contractor and this is a reappointment. Commissioner Hughes noted Mr. Drier gets a lot of the business from the Land Bank and after the property is sold and it seems to be a conflict of interest.

Voice vote **Motion Carried**

Commissioner Engle reported on the Fair Board, noting the County Fair is already in the CVB schedule for the last week of July.

Commissioner Hughes reported attending an orientation for the Lakeshore Museum. She encouraged everyone to get out to see the Bee Exhibit with kids and grandkids.

Commissioner Wilkins distributed to Commissioners a report from the West Michigan Shoreline Regional Development Commission (WMSRDC) regarding opportunity zones.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth invited everyone to attend the upcoming Board Work Session at 3:00 p.m. on Thursday, April 5th in this Board Room prior to the Ways and Means Committee Meeting. Both meetings are open to the public and the subject of the Work Session is: 800 MHZ Communication Infrastructure.

2018-124 **WAIVE SITE PLAN REVIEW BY THE ARCHITECTURAL REVIEW COMMITTEE FOR THE INTER DYNE SYSTEMS EXPANSION PROJECT OF NORTON SHORES, AND TO AUTHORIZE BOARD CHAIR TO EXECUTE APPROPRIATE DOCUMENTS TO IMPLEMENT WAIVER**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Snider, to waive site plan review by the Architectural Review Committee for the Inter Dyne Systems expansion project of Norton Shores, and to authorize Board Chair to execute appropriate documents to implement waiver.

Voice vote. **Motion Carried**

Administrator Eisenbarth introduced Mike Baauw, Veterans Services Program Coordinator, to report on Veterans' Affair Funding. (See attached PowerPoint) It was noted the current programs are funded through 2019 with the current millage. Commissioner Hughes noted the Public Act 214 would also bring funding up to 1/10th of a mill.

OLD BUSINESS

There was no old business to come before the Board

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT

David Eling, registered non-partisan voter and Director of West Michigan Veterans Service Center and West Michigan Veterans Inc., the non-profit that has administered the Muskegon County Veterans Affairs for the past 24 years, addressed the Board to present educational information for the importance of the renewal of the Veterans millage that expires December 1, of this year. Mr. Eling requested that the County Board of Commissioners place before the voters, the request for the renewal of the Veterans millage as well as the request for funding of the Specialty Treatment Court millage as presented by District Court Administrator, Patrick Finnegan to be placed on the August 2018 ballot or on the November 2018 ballot. Mr. Eling indicated that the past 24 years have built the trust of the voters for Veteran services. Mr. Eling indicated that Muskegon County has the only certified Specialty Treatment Court in the State of Michigan and it saves lives. (Mr. Eling was notified that his two minutes for Public Comment had expired.)

Commissioner Engle asked Mr. Eling if members of the audience have been informed that Mr. Eling's company is in breach of contract with Muskegon County and that on two occasions in the last year the Veterans Board had asked that this Board terminate his contract. (Chairman Cross gaveled the audience and Board Members back into order and indicated this was not happening here and now.)

Joe Kemp, Muskegon Township Trustee, addressed the Board regarding Senate Bill 723 and House Bill 4362 which would require the State to reimburse local units for funds lost in regard to property tax exemptions for disabled veterans. Mr. Kemp noted it's a good law but it is detrimental to the local units. Mr. Kemp asked everyone to contact their legislators to get these bills through to reimburse the local units.

The following people also addressed the Board in support of a Veteran's/Specialty Courts millage to go to the voters and in support of Dave Eling: John Carey, Glenn Sheathelm, Gary Britton, Brock Rosema, Daniel Rabidoux (indicated the Veterans Court saved his life), Chuck Stark, John Casazza.

Nancy Beeman also addressed the Board as the creator of the Muskegon County's Modern Day Warrior Memorial, which the Board approved to be placed at the Veteran's Memorial Park in Muskegon County. Ms. Beeman noted her committee raised all the money within a month and a half but the place setting has not yet been approved by the Veteran's Advisory Council. The Veteran's Advisory Council made this very political and personal. This was not political, it was heartfelt and a gift to the County.

Jennifer Hernandez, new Muskegon Charter Township Supervisor, introduced herself to the Board. Ms. Hernandez fills the vacancy of Dave Kieft, Jr. who accepted the position of Manistee County Administrator.

Marvin Engle addressed the Board indicating that there was a lot of misinformation being put out to this group. Mr. Engle noted he never heard anyone on the Board indicating they would stop doing things for the veterans – that is not true.

2018-125 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER NASH, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:48 p.m.

_____
Marcia L. Wilkes, Chief Deputy County Clerk

MLW/jmp

To be approved at the Full Board Meeting on Tuesday, April 10, 2018.

Department of Veterans Affairs

Future Funding Options
(short summary recap from
1-23-18 presentation)

Department of Veterans Affairs

According the VA's Summary of Expenditures (GDX) for FY2016:

- 13,009 Veterans in Muskegon County
- $71,677,000 total spent by VA in Muskegon County
- $45,725,000 in Compensation and Pension Benefits spent by VA in Muskegon County

According the VA's Summary of Expenditures (GDX) for FY2015:

- 13,266 Veterans in Muskegon County
- $71,137,000 total spent by VA in Muskegon County
- $41,743,000 in Compensation and Pension Benefits spent by VA in Muskegon County

Department of Veterans Affairs

Muskegon County Veterans in our offices in FY 2017:

- More than 3,400 Veterans
- Nearly 130 Veterans used the Food Bank
- Nearly 200 Peace-time era Veterans received general assistance (food bank, gas cards, utility, rent, bills)
- Nearly 120 Veterans received Food Vouchers
- 174 Veterans received Soldiers/Sailors Relief
- Nearly 2,000 Veterans utilized our Service Officers
- Nearly 150 Veterans utilized the Volunteers of America for Housing Assistance
- Nearly 200 Veterans utilized the Volunteers of America for Jobs Assistance
- Women Injured in Combat (WINC) just added to our services in November, 2017 – no statistics yet.
- 104 Veterans received Burial Assistance
- 9 Veterans Families received Burial Markers

Department of Veterans Affairs

How our Department is funded today:

- General Assistance and Food Bank for all Veterans to include Peace-time era Veterans is funded by donations received by WMVI
- Service Officers are provided at NO COST by DAV and VFW ($140,000 value)
- Housing and Jobs assistance are provided at NO COST by Volunteers of America ($140,000 value)
- Military Sexual Trauma Support provided at NO COST by WINC ($70,000 value)
- General Funds and DTE EEA program funds cover the costs of the Veterans Services and Programs Coordinator
- Administrative costs, to include WMVI staff (3 employees), building rent, janitorial, equipment maintenance, Insurance, Veterans Memorial Park maintenance, Burial Assistance, Burial Markers, and Soldiers/Sailors Relief are funded by a 1/13th mill. (this required Voter Approval to expand the use of funds collected under PA 214)

Department of Veterans Affairs

How we will need to be funded after the County resumes the management of the Department (currently managed by WMVI)

- Service Officers will be provided at NO COST by DAV and VFW ($140,000 value)
- Housing and Jobs assistance will be provided at NO COST by Volunteers of America ($140,000 value)
- Military Sexual Trauma Support will be provided at NO COST by WINC ($70,000 value)
- Pursue VA Work-study and other Volunteer initiatives
- Administrative costs, to include 2 full time employees with fringes / benefits and 1 hourly employee without fringes / benefits, building rent, janitorial, equipment maintenance, Insurance, Veterans Memorial Park maintenance, Burial Assistance, Burial Markers, and Soldiers/Sailors Relief, General Assistance to include Food Vouchers for All Veterans including Peace-time era Veterans will need to be funded by a 1/10th mill
- Supported by Veterans Advisory Committee

Department of Veterans Affairs

- Public Act 214 of 1899 states that the County SHALL levy up to 1/10th of a mill to support Soldiers/Sailors relief
- Public Act 214 of 1899 also states that that the balance of what was levied may be transmitted to the General Fund (or in Muskegon's case, the Veterans Fund)
- Corporate Counsel has provided opinion on funding the Department of Veterans Affairs. You received a copy on 1/23/18
- The majority (90+%) of the Counties in Michigan operate under the General Fund and levy the 1/10th of a mill under PA 214

Department of Veterans Affairs

Summary

- Moving forward, in order to provide all of the identical services as are currently being provided, including the General Assistance / Food Bank we will need to increase our budget from 1/13th mill to 1/10th mill

- We can go before the voters and request a millage renewal with increase, which may or may not pass. If the millage passes, the Department can operate fully funded by the millage

- The Board of Commissioners can follow PA 214 and levy 1/10th mill without voter approval to continue the operation of the Department of Veterans Affairs. If this is enacted, the Department will operate under the General Fund and the levied funds not used for Soldiers/Sailors Relief will be transferred to the Veterans Fund at the end of each fiscal year

Department of Veterans Affairs

Summary

- How long is the Department currently funded for? Through FY2019
- Will either future funding option continue services? YES
- Will either future funding option result in less services? NO

Department of Veterans Affairs

QUESTIONS?

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, April 10, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Pastor Keith Sandison, Calvary Church 1070 Quarterline Road, Muskegon, MI 49442. The Pledge of Allegiance was led by Commissioner Foster and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins

Excused: Robert Scolnik

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-126 **APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the agenda.

Voice vote **Motion Carried**

2018-127 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF MARCH 22, 2018**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the minutes of the Full Board Meeting of March 22, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment.

COMMUNICATION

The following Communication items were provided to Commissioner for informational purposes and were placed on file:

A. Bay County Board of Commissioners Resolution: Support of "Cormorant Control Act: house Bill 4429

B. Wexford County Board of Commissioners Resolution: Opposing Amendatory Legislation to Michigan Public Act 93 of 2013

COMMITTEE/BOARD REPORTS

2018-128 **AUTHORIZE THE CONTRACT FOR ROXANNA HARTLINE OF HARTLINE AND ASSOCIATES, LLC, AS THE FY 18 GRANT ADMINISTRATOR FOR THE OFFICE OF HIGHWAY SAFETY PLANNING GRANT FOR MUSKEGON COUNTY'S ADULT DRUG TREATMENT COURT, FOR THE AMOUNT OF $9,000.00**

CPS18/04-16
The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the contract for Roxanna Hartline of Hartline and Associates, LLC, as the FY 18 Grant Administrator for the Office of Highway Safety Planning Grant for Muskegon County's Adult Drug Treatment Court, for the amount of $9,000.00.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-129 **INCREASE THE SALARY OF THE RESEARCH ATTORNEY POSITION X82601 BY CHANGING IT FROM THE NX-00155 PAY TABLE/GRADE ($18.489-$23.959/HR) TO THE NX-00260 PAY TABLE/GRADE ($23.12-$29.182/HR)**

CPS18/04-17

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to increase the salary of the Research Attorney position X82601 by changing it from the NX-00155 pay table/grade ($18.489-$23.959/hr) to the NX-00260 pay table/grade ($23.12- $29.182/hr).

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-130 **APPROVE THE FUNDING TRANSFERS, RECLASSIFICATION AND POSITION NUMBER TRANSFERS OF FAMILY COURT/CIRCUIT COURT**

CPS18/04-18

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the funding transfers, reclassification and position number transfers of Family Court/Circuit Court.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-131 **APPROVE THE SHERIFF'S OFFICE REQUESTING PERMISSION TO MOVE SIX (6) CURRENTLY UNFUNDED PT SHERIFF MARINE DEPUTY POSITIONS TO FUNDED STATUS AND TRAINING TO SUPPORT THESE POSITIONS; THESE POSITIONS WILL BE FUNDED BY SALARY SAVINGS FROM PREVIOUSLY UNFILLED POSITIONS**

CPS18/04-19

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the Sheriff's Office requesting permission to move six (6) currently unfunded PT Sheriff Marine Deputy Positions to funded status and training to support these positions; these positions will be funded by salary savings from previously unfilled positions.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-132 **APPROVE THE CONTRACT EXTENSION BETWEEN THE COUNTY AND CANTEEN SERVICES, INC. FOR A PERIOD OF TWO (2) YEARS WITH UP TO THREE (3) ONE YEAR EXTENSIONS AND A CONSUMER PRICE INDEX INCREASE OF $0.02 PER MEAL; AND AUTHORIZE THE BOARD CHAIR TO SIGN**

CPS18/04-20

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the contract extension between the County and Canteen Services, Inc. for a period of two (2) years with up to three (3) one year extensions and a consumer price index increase of $0.02 per meal; and authorize the Board Chair to sign.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Charles Nash

Excused: Robert Scolnik **Motion Carried**

2018-133 **EXTEND THE CONTRACT WITH CANTEEN SERVICES FOR A PERIOD OF TWO (2) YEARS WITH THE OPTION TO RENEW FOR UP THREE (3) YEARS TO PROVIDE INMATE COMMISSARY SERVICE AND TO AUTHORIZE THE BOARD CHAIR TO SIGN THIS AGREEMENT EXTENSION**

CPS18/04-21

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to extend the contract with Canteen Services for a period of two (2) years with the option to renew for up three (3) years to provide inmate commissary service and to authorize the Board Chair to sign this agreement extension.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Charles Nash

Excused: Robert Scolnik **Motion Carried**

2018-134 **ACCEPT THE FY2018 OFF-ROAD VEHICLE (ORV) LAW ENFORCEMENT GRANT IN THE AMOUNT OF $10,000.00 FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND AUTHORIZE THE SHERIFF TO SIGN THE AGREEMENT**

CPS18/04-22

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to accept the FY2018 Off-Road Vehicle (ORV) Law Enforcement Grant in the amount of $10,000.00 from the Michigan Department of Natural Resources and authorize the Sheriff to sign the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-135 **AUTHORIZE THE COUNTY ADMINISTRATOR TO CREATE THE POSITION VETERANS RESOURCE SPECIALIST (NO-00164 $14.964 - $18.962/HR) AND TO APPOINT DECENTHIA HATCHER TO THE POSITION EFFECTIVE APRIL 16, 2018 PROVIDED SHE PASS A PRE-EMPLOYMENT PHYSICAL**

HS18/04-09

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize the County Administrator to create the position Veterans Resource Specialist (NO-00164 $14.964 - $18.962/hr) and to appoint Decenthia Hatcher to the position effective April 16, 2018 provided she pass a pre-employment physical.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-136 **APPROVE PUBLIC HEALTH – MUSKEGON COUNTY'S PLAN OF ORGANIZATION AS PRESENTED**

HS18/04-10

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve Public Health – Muskegon County's *Plan of Organization* as presented.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-137 **APPROVE THE ESTABLISHMENT OF AN "UNMET NEEDS" FUND IN THE AMOUNT OF $50,000 TO COVER IDENTIFIED GAPS IN SENIOR NEEDS AND/OR SERVICES FOR WHICH NO OTHER FUNDING EXISTS, AS PROPOSED/REQUESTED BY SENIOR RESOURCES AND RECOMMENDED BY THE SENIOR ACTIVITIES COMMITTEE; AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISTRATOR, SENIOR RESOURCES, TO ADMINISTER THE FUNDS USING THE ESTABLISHED GUIDELINES**

HS18/04-11

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve the establishment of an "unmet needs" fund in the amount of $50,000 to cover identified gaps in senior needs and/or services for which no other funding exists, as proposed/requested by Senior Resources and recommended by the Senior Activities Committee; and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to administer the funds using the established guidelines.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-138 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $3,718,076.73, COVERING THE PERIOD OF MARCH 9, 2018 THROUGH MARCH 22, 2018 FOR CHECKS AND FEBRUARY 1, 2018 THROUGH FEBRUARY 28, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/04-37

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve payment of the accounts payable of $3,718,076.73, covering the period of March 9, 2018 through March 22, 2018 for checks and February 1, 2018 through February 28, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-139 **APPROVE THE COLLECTION OF THE LOCAL 911 SURCHARGE AT THE MAXIMUM RATE OF $0.42 AS ALLOWED BY MICHIGAN PUBLIC SERVICE COMMISSION U-15489 FOR THE TIME PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019, AND TO PROVIDE PROPER NOTIFICATION OF THIS TO THE STATE 911 COMMITTEE**

WM18/04-38

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the collection of the local 911 surcharge at the maximum rate of $0.42 as allowed by Michigan Public Service Commission U-15489 for the time period July 1, 2018 through June 30, 2019, and to provide proper notification of this to the State 911 Committee.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-140 **APPROVE THE FOLLOWING CHANGES EFFECTIVE APRIL 1, 2018: 1. CREATE AN INTERIM ELECTIONS COORDINATOR POSITION (NO-00245 $19.557-$24.624/HR); 2. APPOINT THE INCUMBENT IN THE ADMINISTRATIVE SECRETARY POSITION (N04008) TO THE INTERIM ELECTION COORDINATOR POSITION AT STEP 5 AND LEAVE THE ADMINISTRATIVE SECRETARY POSITION VACANT; 3. UNFUND THE COUNTY CLERK DEPUTY – HOURLY POSITION G27101; 4. ADJUST THE SALARY TABLE OF THE COUNTY CLERK DEPUTY FROM GU-00170 ($12.76-$18.37/HR) TO GU-00173 ($13.37-19.10/HR); 5. PLACE THE INCUMBENT IN COUNTY CLERK DEPUTY POSITION G27102 ON STEP 3 ($14.61/HR) OF GU-00173; 6. PLACE THE INCUMBENT IN COUNTY CLERK DEPUTY POSITION G27103 ON STEP 5 ($15.98/HR) OF GU-00173; 7. PLACE THE INCUMBENT IN COUNTY CLERK DEPUTY POSITION G27104 ON STEP 9 ($19.10/HR) OF GU-00173; 8. ADJUST THE SALARY TABLE OF THE CPL/JURY CLERK FROM GU-00170 ($12.76-18.37/HR) TO GU-00200 ($14.69-$20.82/HR) AND PLACE THE INCUMBENT IN POSITION G27901 AT STEP 5 ($17.52/HR)**

WM18/04-39

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve the following changes effective April 1, 2018:

1. Create an Interim Elections Coordinator position (NO-00245 $19.557-$24.624/hr).
2. Appoint the incumbent in the Administrative Secretary position (N04008) to the Interim Election Coordinator position at step 5 and leave the Administrative Secretary position vacant
3. Unfund the County Clerk Deputy – Hourly position G27101
4. Adjust the salary table of the County Clerk Deputy from GU-00170 ($12.76-$18.37/hr) to GU-00173 ($13.37-19.10/hr)
5. Place the incumbent in County Clerk Deputy position G27102 on step 3 ($14.61/hr) of GU-00173
6. Place the incumbent in County Clerk Deputy position G27103 on step 5 ($15.98/hr) of GU-00173
7. Place the incumbent in County Clerk Deputy position G27104 on step 9 ($19.10/hr) of GU-00173
8. Adjust the salary table of the CPL/Jury Clerk from GU-00170 ($12.76-18.37/hr) to GU-00200 ($14.69-$20.82/hr) and place the incumbent in position G27901 at step 5 ($17.52/hr)

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-141 **APPROVE THE PROCLAMATION: "READ EARLY. READ OFTEN." WEEK, MAY 12TH – 19TH, 2018**

The Chairman recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the Proclamation: "Read early. Read often." Week, May 12th – 19th, 2018

Voice vote **Motion Carried**

Chairman Cross announced the following upcoming local events:

A. West Michigan Student Showcase, Wednesday, April 11th and Thursday, April 12th at 7 p.m. at the Frauenthal Theater (for details, go to: http://www.mlive.com/expo/erry-2018/04/104c32bb499010/west_michigan_high_school_stud.html)

B. Child Abuse Prevention Day Ceremony, Wednesday, April 25th at 11 a.m., Blue Ribbon Garden, Michael E. Kobza Hall of Justice.

ADMINISTRATOR'S REPORT

2018-142 **APPROVE THE RESOLUTION OPENING THE 2018 EQUALIZATION SESSION FOR MUSKEGON COUNTY AND TO RECESS IT UNTIL THE NEXT FULL BOARD MEETING DATED APRIL 24, 2018**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve the resolution opening the 2018 Equalization Session for Muskegon County and to recess it until the next Full Board meeting dated April 24, 2018.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board

NEW BUSINESS

2018-143 **APPROVE A RESOLUTION FOR NATIONAL SERVICE RECOGNITION MONTH & SENIOR CORPS WEEK**

Moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve a resolution for National Service Recognition Month & Senior Corps Week.

Voice vote **Motion Carried**

PUBLIC COMMENT

Jack Berends addressed the Board about a product, Petron, which he believes could save the County money on Transit fuel costs and left items for Commissioners to pick up at Security on their way out.

Wyneice Hairston – United Way RSVP; Beth Scheel – Foster Grandparent Program; Amanda Grover – Urban Safety Corp and Land Bank and Larry Williams, Director – My Brother's Keeper, thanked the Board for their support of volunteers in Muskegon County and approval of the resolution for National Service Recognition Month & Senior Corps Week.

Commissioner Hughes inquired if there would be an Open House this year for the Foster Grandparents program. It was noted that the invitations have not gone out but it will be held at United Way this year on April 25th at 1:30 p.m.

Allison Keessen, Great Start – Read early. Read often, thanked Commissioners for their support and announced plans for a full week of more than 15 early literacy celebrations throughout the County. A flyer with complete information will be available at readearly.org and Read early Facebook page by April 21. Ms. Keessen focused on the following "Bookend" events:

Read Early Celebration at the Muskegon Farmer's Market
Saturday, May 12, 10 am - 1 pm
Receive a free book and/ or donate books you've outgrown. See Dr. Seuss characters. Hear a story and more!

Chapters of Muskegon at the Lakeshore Museum Center Hackley and Hume Historical Sites -484 W Webster Ave, Muskegon, Ml
Saturday, May 19, 12 - 3 pm
Hosted by Hope Network's Michigan Education Corps and the Lakeshore Museum Center. This is a FREE & family-friendly event for the entire community of Muskegon and beyond. Enjoy literacy activities, free books, prizes, crafts and so much more!

Great Start Community Baby Shower at Fellowship Church-4200 Apple Ave, Muskegon, Ml
Saturday, May 19, 1 - 4 pm
Hosted by the Great Start Parent Coalition. Win prizes, find resources, receive free books, play games, enjoy literacy activities and celebrate the family you're expecting at this Great Start celebration for new and expecting parents.

2018-144 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER MAHONEY, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:23 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, April 24, 2018.

Public Health
Prevent. Promote. Protect.

Muskegon County

Plan of Organization

Proposed April 2018

The Public Health Code (Michigan Law, Act 368 of 1978, as amended), Part 2235 and Section 2431, provides the legal basis for the Michigan Department of Health and Human Services to require local health departments to have an approved Plan of Organization, and to demonstrate the ability to provide required services.

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I. LEGAL RESPONSIBILITY AND AUTHORITY

A. State and Local Statutory Authority

In 1978, the Public Health Code (Public Act 368 as amended) was passed by the Legislature and signed by the Governor. The Code establishes a State/Local system to carry out the responsibility to protect and promote public health. Pursuant to section 2224 of this code, the Michigan Department of Public Health (now vested in the Department of Health and Human Services) is required to promote an adequate and appropriate system of local health services throughout the state; and to develop and establish arrangements and procedures for the effective coordination and integration of all public health services including effective cooperation between public and nonpublic entities to provide a unified system of statewide health care.

Laws applicable to local public health are outlined in **ATTACHMENT A**. This document serves as a survey of appropriate laws, but should not be considered exhaustive or as a limit to responsibilities required by law.

Local regulations are on file at the Health Department, can be accessed via the internet at www.muskegonhealth.net/laws/laws.htm and include the following:

Enforcement Guidelines and Administrative Hearing Process for the Food Service Sanitation Program (updated January 2013) - This document provides standard procedures for the enforcement of the Food Law (Act 92 of 2000, as amended) and Food Code as adopted by the Food Law. These procedures comply with sections 2441 and 2442 of Michigan's Public Health Code, the Food Law, and the Administrative Procedures Act.

Muskegon County Clean Indoor Air Regulation (as amended May 2010) – This regulation is to protect the public's health and welfare by regulating smoking in public places and places of employment and recreation.

Muskegon County Sanitary Regulations (as amended April 2005) – The objective of this local ordinance is to provide a means for safeguarding the environment necessary for the health and welfare of the consumer and all residents of Muskegon County.

Muskegon County Septic Tank Waste Disposal Rules and Regulations (adopted July 1978) – This document governs the disposition of all wastes removed from septic tanks, seepage pits or cesspools situated in Muskegon County.

B. Governing Entity Relationship

The Public Health Code requires every county to provide for a local health department. The County Board of Commissioners is required to organize county or district health departments in accordance to Act 368 of 1978 as amended, Sections 2413 and 2415.

Public Health – Muskegon County is organized as a county health department where the powers and duties are vested in the Muskegon County Board of Commissioners as the governing entity. The Board of Commissioners established the Public Health Advisory Committee to advocate and advise on public health matters; and make recommendations to the Board of Commissioners, County Administrator and the Public Health Director regarding public health issues.

Public Health – Muskegon County has a full-time administrative health officer entitled *Public Health Director* who is appointed by the Muskegon County Board of Commissioners and reports to the County Administrator. This position may take actions and make determinations necessary or appropriate to carry out local health department functions, to protect the public's health and to prevent disease.

Public Health – Muskegon County provides (via independent contract) a medical director who is available full-time (in person, by telephone or other electronic means) to provide direction in the formulation of medical public health policy and related clinical program operations.

C. Defend/Indemnify Employees for Civil Liability

Public Health – Muskegon County indemnifies, defends and holds its employees harmless from any civil liability or loss sustained in the performance of official duties (except for wanton and willful misconduct) through various policies and insurance companies.

Liability coverage is provided to Muskegon County through the Michigan Municipal Risk Management Authority, a public entity risk pool. Muskegon County may change carriers from time to time. Current copies of the liability declarations pages are on file.

D. Assistance with Food Service Sanitation Program Responsibilities

This section is not applicable. Currently, Public Health – Muskegon County does not have any agreements, contracts, or arrangements with any other entities to assist in carrying out its Food Service Sanitation Program responsibilities.

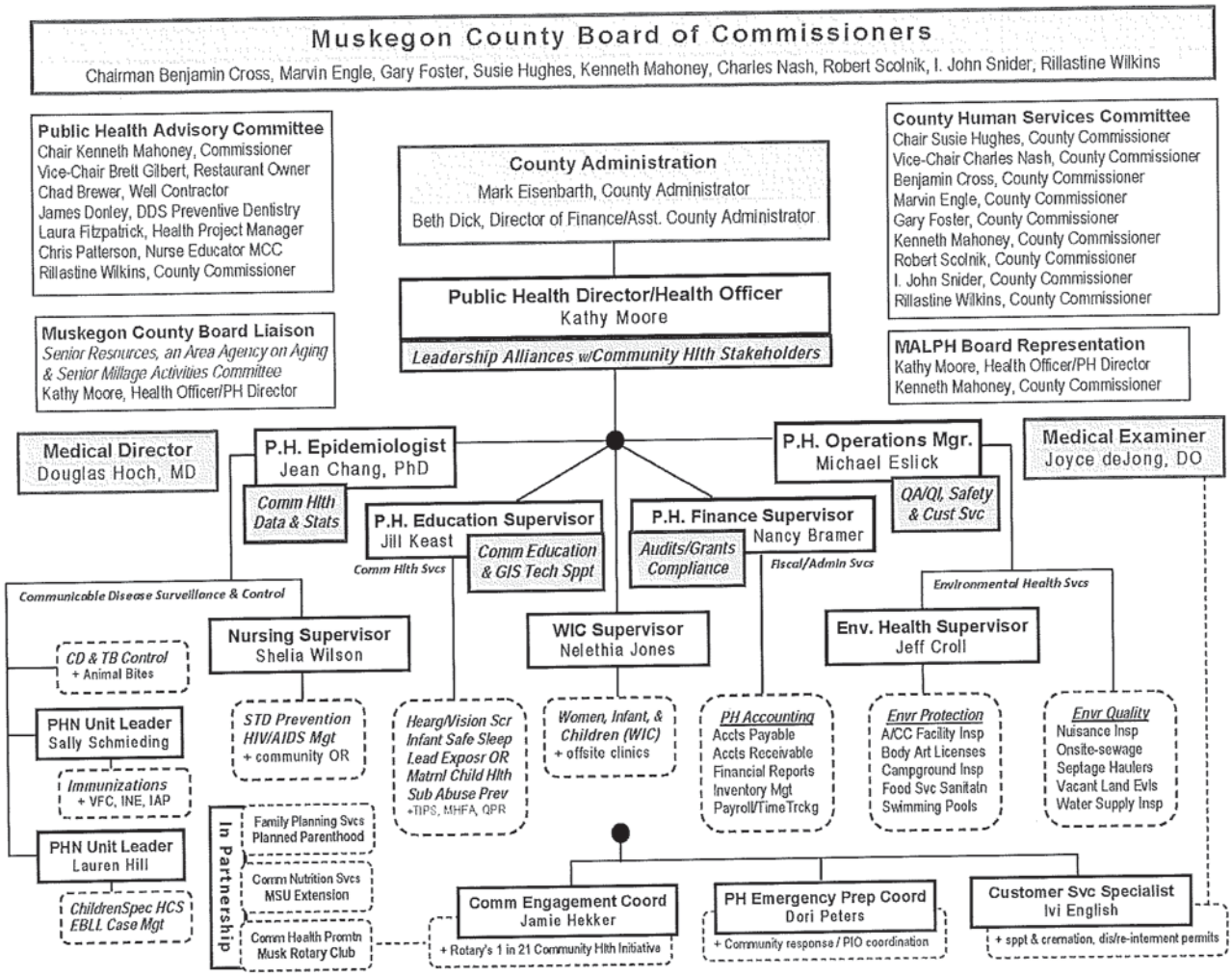
E. Blood Borne Pathogens Exposure and Chemical Hygiene Plans

See **ATTACHMENT B** for copy of the ***Exposure Plan for Blood Borne Pathogens*** and **ATTACHMENT C** for a copy of the ***Chemical Hygiene Plan***.

II. LOCAL HEALTH DEPARTMENT ORGANIZATION

A. Organizational Chart

The official governance lines of authority, titles, roles and names of PHMC's leadership team are depicted as follows:



B. Board Approval of LHD Plan of Organization

Muskegon County Board of Commissioners (local governing entity) approval of this organizational plan is documented in **ATTACHMENT D**.

C. Annual Operating Budget and Staffing Levels

Public Health – Muskegon County's operating budget for fiscal year 2017/2018 includes revenue and expenditures of $5,790,640 with 56 full-time equivalent staff positions. Documentation indicating Board of Commissioner's approval of the initial budget is provided in **ATTACHMENT E**.

D. Information Technology Capacity

The information systems used or made available to Public Health – Muskegon County to access and distribute current public health information are listed in the table below.

System	Purpose	Users
Arc GIS	Create maps that provide visual representation of health data integrated with geographical or spatial locations.	PHMC staff
BS&A	Financial data management for County level budgeting, purchasing, accounting, payroll and HR functions.	Muskegon County staff
VMware servers network	Virtual desktop and cloud-based data storage, file sharing, printer access, etc. Internet and intranet communication links.	Muskegon County IT staff
PHMC Website	Access to and information about PHMC programs, services, forms, applications, newsletters, publications, etc. Links to federal, state and community sites.	General public & staff
MDHHS (state systems)	EGRAMS, HAN, MCIR, MDSS, WIC, etc.: program specific web-based connections for data input, sharing, contracts, budgets, reports, etc.	PHMC staff, schools & healthcare providers
DBMS	Databases to collect, report and disseminate information to/from various public health programs.	PHMC staff
MS Outlook	Email access and data exchange utilities. Schedule staff time, departmental resources and client appointments.	Muskegon County IT staff
SPSS	DBMS used to generate reports and charts, track trends, conduct complex statistical analysis.	P.H. Epidemiologist and CD staff
SWORD	Food sanitation data collection and inspection reporting system	PHMC staff

E. Audit Findings, Responses and Corrective Actions

1. Audit Findings

The County of Muskegon's FY17 financial statements (year ending September 30, 2017) were audited by Rehmann Robson LLC, a firm of licensed certified public accountants. **There were no findings relative to this audit.**

In addition, there were **no findings** specific to Public Health – Muskegon County indicated in the most recent Muskegon County single audit report.

http://www.co.muskegon.mi.us/accounting/singleaudit/singleaudit_2017.pdf

The Michigan Department of Health and Human Services, Bureau of Audit, Reimbursement and Quality Assurance conducted an audit of PHMC's WIC program, covering FY15/16, and noted three (3) findings regarding FSR reporting, fringe benefit distributions, and working capital reserves. Copies of responses to the findings were submitted as requested.

2. Sub-recipient Monitoring

Public Health – Muskegon County monitors sub-recipient funds to ensure that federal and state awards are used for authorized purposes in accordance with laws, regulations, and the provisions of contract or grant agreements, and that the performance goals are achieved. There were **no significant issues** uncovered as a result of sub-recipient monitoring.

3. Corrective Actions

Evidence of corrective actions to address audit findings has been submitted as requested. There were no corrective actions required as a result of sub-recipient monitoring activity.

III. MISSION, VISION AND VALUES

A. Mission

To ***prevent disease***, ***promote health***, and ***protect the environment.*** To partner with community health stakeholders to promote and/or create the conditions necessary for Muskegon County residents to enjoy the best possible state of health and well-being.

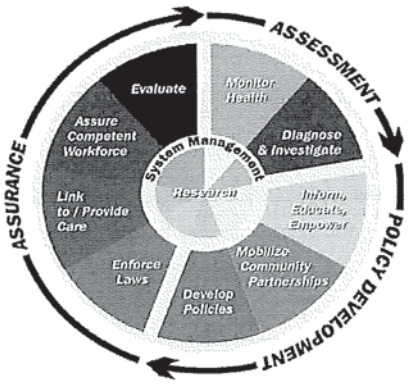
B. Vision

Healthy people *living, learning, working and playing* in a healthy community.

C. Role of Public Health

No other community entity has the legal responsibility and enforcement authority of local health departments *(Michigan Public Health Code, Public Act 368 of 1978).* PHMC's main role is to enforce public health laws and regulations; to investigate causes and take action to mitigate the spread of diseases; and to mobilize, coordinate and participate in community health partnerships to identify and solve community health issues.

The role of public health focuses on three functions: **assessment** of the health of the community, **policy development**, and **assurance** that community conditions exists to prevent disease, promote health, protect the environment and prolong life among the population as a whole, rather than a specific individual's healthcare. The goal is to prevent health problems before they occur.



The ***10 Essential Public Health Services*** Source: Centers for Disease Control and Prevention

1. Monitor health status to identify and solve community health problems
2. Diagnose and investigate health problems and health hazards in the community
3. Inform, educate, and empower people about health issues
4. Mobilize community partnerships and action to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts
6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable
8. Assure competent public and personal health care workforce
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services
10. Research for new insights and innovative solutions to health problems

IV. LOCAL PLANNING AND COLLABORATIVE INITIATIVES

Public health is the science of preventing disease, prolonging life and promoting health through the coordinated efforts of community agencies and individuals. This plan provides strategies to address mandated activities and other important public health services.

A. PHMC Priorities

The following priorities were identified for fiscal year 2017/2018:

1. Required Services

Assure the provision of required services as outlined in the Michigan Public Health Code, MCL 333.2431 (1)(b).

2. Accreditation

Achieve full accreditation status in Cycle 7 of the Michigan Local Public Health Accreditation Program (MLPHAP) by meeting all essential and important standards and indicators.

3. Continuous Quality Improvement and Performance Management

Pursue full compliance with Quality Improvement and Performance Management measures and indicators adopted by MLPHAP. Engage staff at all levels to assist in establishing and maintaining a departmental-wide performance management system to monitor achievement of organizational objectives.

4. Lead Community-driven Population Health Efforts

Encourage and align PHMC leadership staff to lead community health promotion efforts in partnership with stakeholders with a direct or indirect interest in improving the population's health and leaders in widely diverse sectors including, but not limited to: social services, environmental health, education, transportation, public safety, and community economic development.

5. Contractual Compliance

Meet (satisfy) the contractual and compliance standards, outputs, minimum program and reporting requirements for all required and allowable programs and services.

6. Improve Health Behaviors

Improve the health behaviors of Muskegon County residents through focused efforts, collaboration and leveraging of resources with Muskegon Rotary Club's *1 in 21 Healthy Muskegon* initiative and other partners with related objectives.

B. PHMC Activities to Plan/Pursue Priority Projects

Public Health – Muskegon County is part of a larger system of state and local agencies which together, impact the health and well-being of citizens. Our plan is to leverage limited resources and maximize federal, state and community partnerships to achieve and/or make progress towards PHMC priorities. Our goal is to mobilize, coordinate and participate in community health partnerships to identify and solve health problems.

C. Community Partnerships and Collaborative Efforts

Public Health – Muskegon County is actively involved in community partnerships and collaborative efforts that address or serve the needs, trends and issues impacting public health. Key personnel, including the Health Officer, Medical Director, Public Health Epidemiologist, Public Health Education Supervisor, and other supervisors/professional staff, all contribute to the alliances. Broad, multi-agency participation enhances networking, leadership and vision. It also enables the community service agencies to address a greater number of ideas, projects and issues with fewer resources.

Public Health – Muskegon County's community partnerships and collaborative efforts include membership and active leadership participation in the following: Community Coordinating Council and sub-committees; Michigan Association for Local Public Health (MALPH) and related forums; Muskegon Rotary Club Board and committees (with strong leadership and partnership on the 1 in 21 Healthy Muskegon initiative); United Way board and committees; Senior Resources – Agency on Aging; local and community taskforce groups; community-wide Emergency Preparedness planning committees; local advisory committees; local agency boards and related committees; community coalitions and consortiums; program outreach and planning groups.

A current, detailed listing of each initiative, staff representative, meeting frequency and descriptions is maintained on file at the health department.

V. SERVICE DELIVERY

A. Location

Public Health – Muskegon County is located at 209 East Apple Avenue, Muskegon, Michigan 49442. Our website address is www.muskegonhealth.net

B. Services

Refer to **ATTACHMENT G** for the most current list of Public Health – Muskegon County programs, services and/or activities.

C. Hours of Operation

The hours of operation for Public Health – Muskegon County are as follows:

Service Activity	Days	Hours
Environmental Health Food Service Sanitation	Mon, Tue, Wed, Thu, Fri	8:00 AM – 5:00 PM *(closed 11 AM – Noon)*
Hearing & Vision Screening	Mon, Tue, Wed, Thu, Fri *(by appointments & drop in)*	8:00 AM – 4:30 PM *(closed 12 Noon – 1:00 PM)*
Immunizations TB Skin Testing	Mon, Wed, Fri *(by appointments & drop in)* *TB skin testing with physician's order*	Noon – 4:30 PM
WIC Nutrition Services	**Main – Mon, Tue, Wed, Thu, Fri** 209 E. Apple Avenue **Twin Lake – 1st Wed of the month** Twin Lake United Methodist Church 5940 Main Street *(by appointments)* **Ravenna/Casnovia/Bailey – 2nd Wed** United Methodist Church 12348 Stafford *(by appointments)* **Whitehall/Montague – Mon & Tue** White Lake Community Education 541 Slocum *(by appointments)*	M-F 8:00 AM – 4:30 PM Tue 10:00 AM – 4:30 PM 9:00 AM – 3:30 PM 9:00 AM – 3:30 PM Mon 8:45 AM – 3:30 PM Tue 10:00 PM – 3:30 PM
All others	Mon, Tue, Wed, Thu, Fri	8:00 AM – 5:00 PM *(closed Noon – 1:00 PM)*

D. Matrix of Services

Refer to **ATTACHMENT H** for a matrix of services for local public health.

VI. REPORTING AND EVALUATION

A. Evaluation Efforts

Public Health – Muskegon County plans and monitors the efficiency and effectiveness of its organizational activities, programs and services. A computerized financial management system is utilized to collect, track, analyze and report fiscal activities. Financial audits are conducted annually by independent auditing firms following strict governmental accounting standards.

Management information systems are utilized to effectively gather data, allow easy integration and analysis to improve client services; evaluate program and service outcomes; monitor the health of populations; and support agency management decisions.

Public Health – Muskegon County has successfully achieved full accreditation status through six (6) review cycles of the Michigan Local Public Health Accreditation Program. With this review, we also participate in the Quality Improvement Supplement of the Powers and Duties section of Accreditation. We use this process to implement systematic methods to measure and monitor processes and programs; identify and map out processes to reduce time lags and increase internal communication; assess the root cause of an issue to address the underlying cause and not just a symptom; and help demonstrate improved health outcomes.

We continuously assess staffing and departmental operations to address the ever changing spectrum of public health demands.

B. Reporting Mechanisms

Public Health – Muskegon County collects and maintains data and information on health status, health risks, and health resources. Community Health Assessment is a core function of all programs and jobs at the health department. The results of the ongoing community health assessment and improvement process are presented to the community in general and the Muskegon County Board of Commissioners for information and appropriate action. Public Health – Muskegon County maintains communication with policy makers at all levels of government on a regular basis.

Information is gathered, organized and reported via numerous presentations, publications and formats. Local health reports such as youth risk behavior surveys, community profiles, comprehensive youth strategy, adult risk behavior surveys, and special reports are published on a regular basis and disseminated throughout the community to health care providers, human service agencies, governing entities and community residents. Public Health – Muskegon County summarizes its program accomplishments and departmental statistics in the annual report. Local health statistics, as well as information on emerging public health issues, fact sheets, advisories, etc. are presented at public and private gatherings on a regular basis.

A primary reporting mechanism utilized by the health department is its website www.muskegonhealth.net. This venue has proven to be a fast and effective tool for many public health stakeholders. Users will find a volume of information on this website, including current topics, program information, publications, forms, news and links to other health promotion, nutrition education and related sites.

C. Publications and Reports

Presentations, reports and other publications that were disseminated publicly are also published on the website:www.muskegonhealth.net/publications/publications.htm

VII. HEALTH OFFICER AND MEDICAL DIRECTOR

A. Procedure for Appointment of Health Officer and Medical Director

The Muskegon County Board of Commissioners follow the procedures outlined in **ATTACHMENT I** (LHD Health Officer & Medical Director Requirements and Qualifications Review) for the appointment of both the Health Officer and the Medical Director.

B. MDHHS Approval of Health Officer

ATTACHMENT J depicts the official records received from the Michigan Department Health and Human Services approving the Muskegon County Board of Commissioners appointment of Kathy Moore as the Health Officer of the Muskegon County local jurisdiction.

C. MDCH Approval of Medical Director

ATTACHMENT K provides documentation received from the Michigan Department Health and Human Services approving Dr. Douglas Hoch's status as a "fully qualified" Medical Director of the Muskegon County local jurisdiction.

VIII. ATTACHMENTS

A. **Laws Applicable to Local Public Health**

B. **Blood Borne Infectious Pathogens Exposure Plan**

C. **Chemical Hygiene Plan**

D. **Local Approval of Plan of Organization**

E. **Local Governing Entity Approval of Budget**

F. **LHD Copy of Most Recent Approved Budget**

G. **Current List of LHD Services**

H. **Matrix of Services of Local Public Health**

I. **LHD Health Officer & Medical Director Requirements/Qualifications**

J. **MDCH Approval Letter & Certificate for Health Officer**

K. **MDCH Approval Letter for Medical Director**

County of Muskegon

PROCLAMATION

"Read early. Read often." Week

May 12 - 19, 2018

WHEREAS, the Muskegon Area Intermediate School District launched a "Read early. Read often." campaign aimed at increasing early literacy of Muskegon County children ages birth to five; and

WHEREAS, the "Read early. Read often" campaign is a county-wide effort to urge parents, siblings, grandparents and community members to read to infants and toddlers every day; and

WHEREAS, statistics show reading early and reading often teaches children to listen and focus, introduces new words, builds imagination and improves school readiness and future success in school and life; and

WHEREAS, babies and toddlers who are read to often will have heard as many as thirty million more words than children who aren't read to; and

WHEREAS, young children who are read to at least three times per week are almost twice as likely to receive top reading scores; and

WHEREAS, research shows young children with the highest exposure to reading at home have advantages in spelling and alphabet knowledge through third grade;

THEREFORE BE IT RESOLVED, the Muskegon County Board of Commissioners hereby declares May 14th – 19th, 2018, "Read early. Read often." Week and encourages reading to infants and toddlers to aid in their future successes.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

County of Muskegon

PROCLAMATION

National Service Recognition Month
&
Senior Corps Week

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's local units of government are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century, to fighting the opioid epidemic, to responding to natural disasters, to supporting veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, more than 250 AmeriCorps and Senior Corps participants serve in approximately 50 locations across Muskegon County, bolstering the education, civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, Muskegon County, through the Lank Bank, is in its first year of having AmeriCorps Urban Safety Corps members increasing public safety, reducing blight, and engaging volunteers from across Muskegon County neighborhoods; and

WHEREAS, My Brother's Keeper, Reading Corps, and other AmeriCorps VISTA programs help to give our children and young people tools to navigate educational and social benchmarks with proficiency to ensure success in school and beyond; and

WHEREAS, for more than five decades, the three Senior Corps programs – Foster Grandparents, Senior Companions, and the Retired and Senior Volunteer Program (RSVP) – have proven to be a highly cost-effective way to engage Americans age 55 and over in volunteer service that meets pressing community needs; and

WHEREAS, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities;

THEREFORE, BE IT RESOLVED that the Muskegon County Commission does hereby proclaim the month of April 2018, as National Service Recognition Month as it recognizes the work of AmeriCorps and Senior Corps volunteers throughout Muskegon County; and

BE IT FURTHER RESOLVED that the Muskegon County Commission does hereby recognize the benefits of our Senior Corps to addressing community priorities and proclaims the week of April 30 through May 6 as Senior Corps Week in Muskegon County; and

BE IT FURTHER RESOLVED that the Muskegon County Commission encourages Muskegon County residents to recognize the positive impact of national service in our communities, to thank those who serve; and to find ways to give back to their communities. In celebration thereof, the public is invited to an open house for a National Service Recognition Celebration, on April 25, 2018, at 1:30 – 3:30 p.m., at the United Way of the Lakeshore, 31 E. Clay Ave., Muskegon.

Muskegon County Board of Commissioners

Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

April 10, 2018

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, April 24, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Pastor Wally Reames, Central Assembly of God Church 896 Home Street, Muskegon, MI 49442. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Marcia L. Wilkes, Chief Deputy County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-145 **APPROVAL OF THE AGENDA REMOVING ITEM 8. PRESENTATION: PROSECUTOR UPDATE**

Moved by Commissioner Nash, seconded by Commissioner Snider, to approve the agenda, removing item 8. Presentation: Prosecutor Update.

Voice vote **Motion Carried**

2018-146 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF APRIL 10, 2018**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the minutes of the Full Board Meeting of April 10, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Tim DeMumbrum, Muskegon County Surveyor, addressed the Board regarding Ways and Means motion 18/04-47 explaining the Remonumentation process. The County Surveyor cares for the monument markers that define the sections of the municipalities to be sure they have not been moved or misplaced due to road work, etc. If they are moved, it is the Surveyor's duty to move them back to their proper position to maintain property lines. The Remonumentation program is perpetual but requires the Surveyor to visit every 2168 monuments every 20 years so bids are going out for contractual services to assist in the process.

COMMITTEE/BOARD REPORTS

2018-147 **APPROVE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR DEVELOPMENT, DESIGN, PRODUCTION, ADVERTISING SALES, PRINTING, STORAGE AND DELIVERY OF THE 2019-2021 MUSKEGON COUNTY VISITORS GUIDE**

CD/SP18/04-12
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the issuance of a Request for Proposals for development, design, production, advertising sales, printing, storage and delivery of the 2019-2021 Muskegon County Visitors Guide.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-148 **ADOPT THE LICENSE AGREEMENT WITH UNITY CHRISTIAN EVENTS/ALIVE ON THE LAKESHORE TO PROVIDE A LICENSE FOR THE USE OF HERITAGE LANDING AUGUST 8 – 11, 2018 FOR THE UNITY CHRISTIAN MUSIC FESTIVAL AND TO AUTHORIZE THE CHAIRPERSON OF THE COUNTY BOARD TO EXECUTE THE AGREEMENT**

CD/SP18/04-13
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to adopt the License Agreement with Unity Christian Events/Alive On The Lakeshore to provide a license for the use of Heritage Landing August 8 – 11, 2018 for the Unity Christian Music Festival and to authorize the Chairperson of the County Board to execute the agreement.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-149 **ADOPT THE LICENSE AGREEMENT WITH COLES QUALITY FOODS, INC. TO PROVIDE A LICENSE FOR THE USE OF HERITAGE LANDING MAY 26, 2018 FOR THEIR 75TH ANNIVERSARY EVENT, AND TO AUTHORIZE THE COUNTY BOARD CHAIR TO EXECUTE THE AGREEMENT**

CD/SP18/04-14

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to adopt the License Agreement with Coles Quality Foods, Inc. to provide a license for the use of Heritage Landing May 26, 2018 for their 75th Anniversary event, and to authorize the County Board Chair to execute the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-150 **APPROVE THE CALENDAR OF EVENTS AND PROJECTS PROPOSED BY THE FAIR FOR 2018**

CD/SP18/04-15

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the calendar of events and projects proposed by the Fair for 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-151 **APPROVE A PROCLAMATION RECOGNIZING THE CITY OF NORTON SHORES FOR THE 50 YEAR ANNIVERSARY**

CD/SP18/04-16

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a Proclamation recognizing the City of Norton Shores for the 50 year anniversary.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-152 **APPROVE A RESOLUTION IN SUPPORT OF THE CLASS III CASINO OPERATION TO THE LITTLE RIVER BAND OF OTTAWA INDIANS WITHIN THE COUNTY OF MUSKEGON**

CD/SP18/04-17

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a Resolution in support of the Class III Casino operation to the Little River Band of Ottawa Indians within the County of Muskegon.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-153 **APPROVE A PROCLAMATION RECOGNIZING COLES QUALITY FOODS, INC., ON THEIR 75 YEAR ANNIVERSARY**

CD/SP18/04-8

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a Proclamation recognizing Coles Quality Foods, Inc., on their 75 year anniversary.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-154 **APPROVE, AND AUTHORIZE THE CHAIRMAN TO SIGN, AMENDMENT NO. 1 TO MDOT CONTRACT 2016-0457 (AIP PROJECT #3-26-0041-4016) BETWEEN THE COUNTY AND MDOT AERONAUTICS, FOR PROJECT CLOSE-OUT ITEMS IN THE AMOUNT OF $27,236.00, AND FURTHER AUTHORIZE THE CLERK TO EXECUTE THE REQUIRED RESOLUTION**

TR18/04-13

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve, and authorize the Chairman to sign, Amendment No. 1 to MDOT Contract 2016-0457 (AIP Project #3-26-0041-4016) between the County and MDOT Aeronautics, for project close-out items in the amount of $27,236.00, and further authorize the Clerk to execute the required resolution.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-155 **AUTHORIZE MATS TO REJECT ALL PROPOSALS FOR RFP 18-2285 FOR A TECHNOLOGY EVALUATION AND IMPLEMENTATION PLAN AND TO RESOLICIT THE PROCUREMENT**

TR18/04-14

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize MATS to reject all proposals for RFP 18-2285 for a Technology Evaluation and Implementation Plan and to resolicit the procurement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-156 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $13,486,901.37, COVERING THE PERIOD OF MARCH 23, 2018 THROUGH APRIL 5, 2018 FOR CHECKS AND MARCH 1, 2018 THROUGH MARCH 31, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/04-40

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $13,486,901.37, covering the period of March 23, 2018 through April 5, 2018 for checks and March 1, 2018 through March 31, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-157 **AUTHORIZE STAFF TO ISSUE A REQUEST FOR PROPOSAL FOR THE SALE OF SURPLUS COUNTY ITEMS INCLUDING BUT NOT LIMITED TO VEHICLES AND EQUIPMENT**

WM18/04-41

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize staff to issue a Request for Proposal for the sale of surplus county items including but not limited to vehicles and equipment.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-158 **ADD TWO (2) BUILDING MAINTENANCE MECHANIC I POSITIONS PAY GRADE GU-00150 ($12.44 – $17.52), APPOINT THE INCUMBENT IN THE HOUSEKEEPING SUPERVISOR POSITION (N39001) TO ONE OF THE BUILDING MAINTENANCE MECHANIC I POSITIONS, DELETE THE HOUSEKEEPING SUPERVISOR POSITION PAY GRADE NO-00105 ($13.984 – $16.749), AND MAKE A SALARY RANGE ADJUSTMENT TO THE HOUSEKEEPER (G42007) POSITION FROM PAY GRADE GU-00010 ($9.12 – $12.16) TO PAY GRADE GU-00020 ($11.27 - $13.74) EFFECTIVE APRIL 30, 2018**

WM18/04-42

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to add two (2) Building Maintenance Mechanic I positions pay grade GU-00150 ($12.44 – $17.52), appoint the incumbent in the Housekeeping Supervisor position (N39001) to one of the Building Maintenance Mechanic I positions, delete the Housekeeping Supervisor position pay grade NO-00105 ($13.984 – $16.749), and make a salary range adjustment to the Housekeeper (G42007) position from pay grade GU-00010 ($9.12 – $12.16) to pay grade GU-00020 ($11.27 - $13.74) at step 6 effective April 30, 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-159 **APPROVE REVERSING THE DELETION OF THE ADMINISTRATIVE ANALYST POSITION X04001 CURRENTLY FILLED BY KAREN SMITH AND INSTEAD CHANGE THE LABOR DISTRIBUTION OF THE POSITION FROM 100% 2900-0050 TO 50% 2220-7706 AND 50% 1010-0201 EFFECTIVE APRIL 30, 2018 AND AMEND THE BUDGET ACCORDINGLY**

WM18/04-43

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve reversing the deletion of the Administrative Analyst position X04001 currently filled by Karen Smith and instead change the labor distribution of the position from 100% 2900-0050 to 50% 2220-7706 and 50% 1010-0201 effective April 30, 2018 and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-160 **AUTHORIZE THE FUNDING FOR POSITION N61801, RECRUITMENT COORDINATOR, BE REINSTATED TO 40HRS/WK EFFECTIVE APRIL 30, 2018 AND THAT THE REQUIRED FUNDING BE TAKEN FROM LABOR DISTRIBUTION 6770-0203**

WM18/04-44

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the funding for Position N61801, Recruitment Coordinator, be reinstated to 40hrs/wk effective April 30, 2018 and that the required funding be taken from labor distribution 6770-0203.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-161 **AUTHORIZE LISA OLSON, MUSKEGON COUNTY SHERIFF DEPUTY, TO PURCHASE 1 YEAR AND 2 MONTHS OF MERS GENERIC SERVICE CREDIT AT A COST OF $23,139.00 AS PROVIDED BY THE MERS PLAN DOCUMENT AND IN KEEPING WITH THE COUNTY POLICY REGARDING PURCHASE OF GENERIC SERVICE CREDIT WITH 100 PERCENT OF THE TOTAL ACTUARIAL COST BEING PAID BY THE EMPLOYEE**

WM18/04-45

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Lisa Olson, Muskegon County Sheriff Deputy, to purchase 1 year and 2 months of MERS generic service credit at a cost of $23,139.00 as provided by the MERS Plan Document and in keeping with the County policy regarding purchase of generic service credit with 100 percent of the total actuarial cost being paid by the employee.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-162 **AUTHORIZE JAMES CHRISTIANSEN, MUSKEGON COUNTY CAPTAIN, TO PURCHASE 3 YEARS AND 11 MONTHS OF MERS GENERIC SERVICE CREDIT AT A COST OF $100,976.00 AS PROVIDED BY THE MERS PLAN DOCUMENT AND IN KEEPING WITH THE COUNTY POLICY REGARDING PURCHASE OF GENERIC SERVICE CREDIT WITH 100 PERCENT OF THE TOTAL ACTUARIAL COST BEING PAID BY THE EMPLOYEE**

WM18/04146

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize James Christiansen, Muskegon County Captain, to purchase 3 years and 11 months of MERS generic service credit at a cost of $100,976.00 as provided by the MERS Plan Document and in keeping with the County policy regarding purchase of generic service credit with 100 percent of the total actuarial cost being paid by the employee.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-163 **APPROVE THE ISSUANCE OF REQUESTS FOR PROPOSALS FOR SURVEYOR AND REMONUMENTATION SERVICES COVERING THE TIME PERIOD OF OCTOBER 1, 2018 TO SEPTEMBER 30, 2021**

WM18/04-47

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the issuance of Requests for Proposals for surveyor and remonumentation services covering the time period of October 1, 2018 to September 30, 2021.

Commissioner Hughes asked County Surveyor Tim DeMumbrum if the Road Commission notifies the Surveyor when a monument has been hit or moved. Surveyor DeMumbrum indicated that, generally, the Road Commission does notify the Surveyor if monuments have been moved.

Commissioner Nash asked how contractors are hired and how many will be hired. Surveyor DeMumbrum stated contractors must hold a professional surveying license and have some knowledge of Muskegon County. Surveyor DeMumbrum indicated that the past few years they have hired three contractors checking 90 corners a year.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross invited everyone to attend the Child Abuse Prevention Day Ceremony on Wednesday, April 25th at 11 a.m. at the Blue Ribbon Garden at the Michael E. Kobza Hall of Justice, 990 Terrace Street, by the circle drive.

2018-164 **SUPPORT THE ATTACHED NATIONAL DAY OF PRAYER PROCLAMATION**

The Chairman recommends, moved by Commissioner Nash, seconded by Commissioner Mahoney, to support the attached National Day of Prayer Proclamation.

Voice vote **Motion Carried**

Commissioner Mahoney reported for the Accommodations Tax Advisory Committee stating that 2017 pushed accommodation tax over $1,250,000.

ADMINISTRATOR'S REPORT

2018-165 **PLACE COUNTY STAFF MR. MICHAEL BAAUW IN CHARGE OF THE COUNTY DEPARTMENT OF VETERANS AFFAIRS EFFECTIVE APRIL 24, 2018 AND RELEASE CONTRACT SERVICES WITH WEST MICHIGAN VETERANS, INC. EFFECTIVE APRIL 24, 2018, PER THE ATTACHED RESOLUTION, THE TERMS OF WHICH ARE INCORPORATED HEREIN**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to place County staff Mr. Michael Baauw in charge of the County Department of Veterans Affairs effective April 24, 2018 and release contract services with West Michigan Veterans, Inc. effective April 24, 2018, per the attached Resolution, the terms of which are incorporated herein.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-166 **APPROVE THE RESOLUTION ADOPTING THE 2018 EQUALIZED VALUATION FOR MUSKEGON COUNTY AS DETERMINED AND SUBMITTED BY THE MUSKEGON COUNTY EQUALIZATION DEPARTMENT**

The Administrator recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the resolution adopting the 2018 equalized valuation for Muskegon County as determined and submitted by the Muskegon County Equalization Department.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Equalization Director, Donna VanderVries, reviewed highlights of the 2018 Equalized Valuation Report.

Commissioner Scolnik asked that Ms. VanderVries forward her review of the 2018 Equalized Valuation Report to the Commissioners.

Commissioner Nash asked about a downtown hotel that was supposed to be tax free. Ms. VanderVries indicated it may be that may have abatement or zone protection.

Commissioner Scolnik asked how much the tax revenue increase. Ms. VanderVries indicated the taxable value went up 3.06 and the CPI is 2.1 this year.

OLD BUSINESS

There was no old business to come before the Board

NEW BUSINESS

Commissioner Cross recognized Bob Lukens, Community Development Director, for his staff's due diligence in gaining an early flight out of the Muskegon County Airport.

PUBLIC COMMENT

There was no public comment.

2018-167 **MOVED BY COMMISSIONER MAHONEY, SECONDED BY COMMISSIONER ENGLE, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:20 p.m.

_____
Marcia L. Wilkes, Chief Deputy County Clerk

MLW/jmp

To be approved at the Full Board Meeting on Tuesday, May 8, 2018.

County of Muskegon

PROCLAMATION

National Day of Prayer

May 3, 2018

Whereas, the theme chosen for the 2018 National Day of Prayer is **UNITY**, based on Ephesians 4:3: , "making every effort to keep the unity of the Spirit through the bond of peace",

And whereas, we recognize that unity can only come through humility, cooperation, understanding and communication as well as our commitment to be ambassadors of your love in our neighborhoods, cities and country,
and whereas, our nation is struggling with several divisive, tragic and emotional elements which require extraordinary prayer and divine intervention for healing and justice in addition to discernment and wisdom on the part of leadership on every level

We declare, decree and pray, each in our own way, time and place, and request the heavenly gift of unity, which has strengthened and kept us throughout the history of this nation, including times of great upheaval and division.

In light of this desperate need and the gracious answers to our petitions on this day of prayer for 66 years, I, the Muskegon County Board of Commissioners, do hereby proclaim the 3rd day of May, 2018, a day of prayer for unity, standing together for good in every aspect of life, civil and personal, that we may live under God's holy peace and protection.

Muskegon County Board of Commissioners

Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

April 24, 2018

RESOLUTION
IN SUPPORT OF A CLASS III CASINO OPERATION TO THE LITTLE RIVER BAND OF OTTAWA INDIANS WITHIN THE COUNTY OF MUSKEGON

WHEREAS, the Muskegon County Board of Commissioners is in full support of a class III casino operation to be located in Fruitport Township and operated by the Little River Band of Ottawa Indians; and

WHEREAS, support from the local unit of Government will assist the Little River Band in its pursuit of a class III casino operation within Fruitport Township, and the Muskegon County Board of Commissioners believe such support to be beneficial and in the best interest of the County and its citizens; and

WHEREAS, the U.S. Department of Interior has already ruled elimination of a requirement that tribal casinos be located within a reasonable drive from the tribe's reservation; and

WHEREAS, the Muskegon County Board of Commissioners recommends that the Little River Band be granted approval for an amendment to the compact it currently has for operating the Manistee casino; and

WHEREAS, the Muskegon County Board of Commissioners believes that the opening of a casino in Muskegon County will have a positive economic impact on not only the local economy, but nearby counties as well;

NOW, THEREFORE, BE IT RESOLVED that the Muskegon County Board of Commissioners hereby support the Little River Band of Ottawa Indians in its pursuit of a class III casino operation within the township of Fruitport,

BE IT FURTHER RESOLVED THAT the Muskegon County Board of Commissioners hereby requests the support of Governor Rick Snyder, Senator Debbie Stabenow, Senator Gary Peters, Senator Geoff Hansen, Representative Bill Huizenga and Representatives Holly Hughes and Terry J. Sabo in moving forward with the process involved to grant a class III casino operation to the Little River Band of Ottawa Indians within the County of Muskegon in the most expedient manner.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

****

The Muskegon County Board of Commissioners, at its April 24, 2018, meeting recommended approval by Commissioner Mahoney, supported by Engle, the Resolution in Support of a Class III Casino Operation to the Little River Band of Ottawa Indians Within the County of Muskegon.

I, Nancy A. Waters, Clerk of the Muskegon County Board of Commissioners and Clerk of the County of Muskegon, do hereby certify that the above Resolution was duly adopted by said Board on April 24, 2018.

_____

Nancy A. Waters, Clerk
County of Muskegon

April 27, 2018

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, May 8, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Pastor D. W. Tolbert, New Hope Baptist Church, 560 Yuba Street, Muskegon, MI 49442. The Pledge of Allegiance was led by Commissioner Wilkins and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-168 **APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the agenda.

Voice vote **Motion Carried**

2018-169 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF APRIL 24, 2018**

Moved by Commissioner Hughes, seconded by Commissioner Engle, to approve the minutes of the Full Board Meeting of April 24, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

COMMUNICATION

The following Communication items were provided to Commissioners for informational purposes:

A. Antrim County Board Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93-2013
B. Charlevoix County Board Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013
C. Menominee County Board Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013
D. Roscommon County Board Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013

Commissioners discussed the issue and will determine if Muskegon County Board of Commissioners will also prepare a resolution regarding this Amendatory Legislation.

COMMITTEE/BOARD REPORTS

2018-170 **AUTHORIZE THE CIRCUIT COURT/FAMILY COURT TO ENTER INTO AN AGREEMENT WITH THE MUSKEGON COUNTY YMCA TO PROVIDE SUMMER EVENING RECREATIONAL PROGRAMMING FOR YOUTH INVOLVED WITH THE JUVENILE DIVISION; AND AUTHORIZE THE BOARD CHAIR TO SIGN**

CPS18/05-23

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Circuit Court/Family Court to enter into an agreement with the Muskegon County YMCA to provide summer evening recreational programming for youth involved with the Juvenile Division; and authorize the Board Chair to sign.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-171 **APPROVE ACCEPTANCE OF THE FY2018 MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT FROM THE DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS IN THE AMOUNT OF $48,699.00; AND AMEND THE BUDGET ACCORDINGLY**

CPS18/05-24

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve acceptance of the FY2018 Michigan Medical Marihuana Operation and Oversight Grant from the Department of Licensing and Regulatory Affairs in the amount of $48,699.00; and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-172 **DIRECT THE COUNTY ADMINISTRATOR TO INVESTIGATE AND PROVIDE A RECOMMENDATION ON POSSIBLE FUNDING SOURCES TO BE UTILIZED IN THE EVENT OF ADDITIONAL COSTS TO THE COUNTY DUE TO PROPOSALS OR ACTIVITIES RELATED TO MARIJUANA**

CPS18/05-25

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to direct the County Administrator to investigate and provide a recommendation on possible funding sources to be utilized in the event of additional costs to the County due to proposals or activities related to marijuana.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-173 **APPROVE THE PROPOSED WIC PARTICIPATION AND IMPROVEMENT STRATEGIES TO INCLUDE ESTABLISHING NEW OFF-SITE WIC CLINICS, EXPANDING COMMUNITY OUTREACH AND AWARENESS EFFORTS, AND CREATING 1 HOURLY (LESS THAN 25 HRS/WK) COMMUNITY NUTRITION COUNSELOR POSITION AT PAY TABLE NO-00280 ($21.102 - $26.562/HR); 1 HOURLY (LESS THAN 25 HRS/WK) COMMUNITY NUTRITION SPECIALIST POSITION AT PAY TABLE NO-00210 ($17.539 - $22.089/HR); AND 2 HOURLY (LESS THAN 25 HRS/WK) PUBLIC HEALTH TECHNICIAN POSITIONS AT PAY TABLE GU-00110 ($11.51 - $16.11/HR); AND RE-CLASSING THE COMMUNITY NUTRITION COUNSELOR (N20601, NO-00280) TO WIC QUALITY COORDINATOR AT PAY TABLE NX-00220 ($22.089 - $27.836/HR) WITH NO IMPACT ON GENERAL FUND APPROPRIATION**

HS18/05-12

The Human Services Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the proposed WIC participation and improvement strategies to include establishing new off-site WIC clinics, expanding community outreach and awareness efforts, and creating 1 hourly (less than 25 hrs/wk) Community Nutrition Counselor position at pay table NO-00280 ($21.102 - $26.562/hr); 1 hourly (less than 25 hrs/wk) Community Nutrition Specialist position at pay table NO-00210 ($17.539 - $22.089/hr); and 2 hourly (less than 25 hrs/wk) Public Health Technician positions at pay table GU-00110 ($11.51 - $16.11/hr); and re-classing the Community Nutrition Counselor (N20601, NO-00280) to WIC Quality Coordinator at pay table NX-00220 ($22.089 - $27.836/hr) with no impact on general fund appropriation.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-174 **AUTHORIZE PUBLIC HEALTH TO PARTICIPATE IN THE WIC PROJECT FRESH PROGRAM AS THE STATE AUTHORIZED WIC MARKET MASTER, TO ENTER INTO INDIVIDUAL AGREEMENTS WITH EACH OF THE APPROXIMATELY 20 LOCAL FARMERS AND TO REIMBURSE THE PARTICIPATING FARMERS FOR PROJECT FRESH COUPONS REDEEMED FOR FRESH FRUITS AND VEGETABLES SOLD TO ELIGIBLE WIC PROGRAM PARTICIPANTS; FURTHER AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE AGREEMENTS BETWEEN WIC MARKET MASTER AND FARMER AND WIC MARKET MASTER MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES, WITH NO CHANGE IN THE GENERAL FUND APPROPRIATION**

HS18/05-13

The Human Services Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize Public Health to participate in the WIC Project FRESH Program as the state authorized WIC Market Master, to enter into individual agreements with each of the approximately 20 local farmers and to reimburse the participating farmers for Project FRESH coupons redeemed for fresh fruits and vegetables sold to eligible WIC program participants; further authorize the Public Health Director to sign the Agreements between WIC Market Master and Farmer and WIC Market Master Michigan Department of Health and Human Services, with no change in the general fund appropriation.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-175 **REQUEST A PROCLAMATION FOR GIRL SCOUT TROOP 3800 OF EGELSTON TOWNSHIP FOR COMPLETING THEIR POLITICAL BADGES AND FOR HONORING THEIR LOCAL COMMUNITY HEROES**

HS18/05-14

The Human Services Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to request a Proclamation for Girl Scout Troop 3800 of Egelston Township for completing their political badges and for honoring their local community heroes

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-176 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $3,417,672.82, COVERING THE PERIOD OF APRIL 9, 2018 THROUGH APRIL 5, 2018 FOR CHECKS AND MARCH 1, 2018 THROUGH MARCH 31, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/05-48
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $3,417,672.82, covering the period of April 9, 2018 through April 5, 2018 for checks and March 1, 2018 through March 31, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-177 **APPROVE THE EXTENSION OF THE AGREEMENT WITH HILLTOP SECURITIES, INC. TO INCLUDE THE PENSION CONSULTING SERVICES FOR A COST OF $12,500 PLUS EXPENSES AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN THE ENGAGEMENT LETTER**

WM18/05-49
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the extension of the agreement with Hilltop Securities, Inc. to include the pension consulting services for a cost of $12,500 plus expenses and authorize the County Administrator to sign the engagement letter.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the Spring into Lakeside event on Saturday, May 19th, 10 a.m. to 5 p.m. in the Lakeside Business District (for details, visit: https://visitmuskegon.org/event/spring-into-lakeside-3/)

2018-178 **ADOPT A RESOLUTION FOR MEN AND LADIES OF HONOR PARTICIPANTS**

The Chairman recommends, moved by Commissioner Nash, seconded by Commissioner Wilkins, to adopt a resolution for Men and Ladies of Honor participants. (see attached)

Voice vote **Motion Carried**

2018-179 **ADOPT A RESOLUTION FOR MUSKEGON AREA SMART COMMUTE WEEK**

The Chairman recommends, moved by Commissioner Hughes, seconded by Commissioner Nash, to adopt a resolution for Muskegon Area Smart Commute Week (see attached)

Voice vote **Motion Carried**

ADMINISTRATOR'S REPORT

Administrator Eisenbarth provided information about the following upcoming events:

A. Friday, May 11th at 8 a.m.: 2 the Rescue Training Exercise for County of Muskegon Commissioners and Management.
B. Monday, May 14th at 3 p.m.: MATS Strategic Planning in the Louis McMurray Conference Room
C. Tuesday, May 15th at 2:30 p.m.: Board Work Session – Pension Bonds
D. Tuesday, May 22nd 3 p.m.: Board Work Session – Juvenile Transition Center Update
E. Opioid Litigation

On Item E., discussion ensued regarding the prior presentation by Sommers Schwartz, P.C. and authorized Corporate Counsel to get additional information from the Bernstein Law Firm and report back to the Board.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

Commissioner Hughes announced that the Express Professionals Clydesdales will be at 1848 E. Sherman Plaza, Friday night, May 11th, from 4 p.m. – 7 p.m.

PUBLIC COMMENT

There was no public comment.

2018-180 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER MAHONEY, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:17 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, May 22, 2018

County of Muskegon

Resolution

To Honor the Participants of the Men and Ladies of Honor

WHEREAS, students and participants of the Men and Ladies of Honor are hereby congratulated for their achievements; and

WHEREAS, the Men and Ladies of Honor programs focuses on Chivalry, Honor, Rites of Passage, the Father's Blessing, Courageous Leadership and Moral Excellence; and

WHEREAS, Chivalry can be defined as a choice, that choice being to do the right things for the right reasons; and

WHEREAS, Honor can be defined as honesty, fairness and integrity in one's beliefs and actions; and

WHEREAS, Rite of Passage, is the decision made by these celebrated students and participants to become a Man or Lady of Honor; and

WHEREAS, the Father's Blessing, is the blessing given to these students to help prepare and encourage their continued success; and

WHEREAS, Courageous Leadership, involves sharing the success and becoming a leader in living the life of a Man or Lady of Honor; and

WHEREAS, Moral Excellence, is making the commitment to do what is right and avoid what is wrong; and

WHEREAS, in the year 2018, these students are faced with challenges every day and have given their commitment to excellence to follow these practices and to help others in following these practices; and

THEREFORE BE IT RESOLVED, the students and participants of the Men and Ladies of Honor are to be congratulated for their accomplishments and are further encouraged to continue with their transformation, and wished much success in their futures.

Muskegon County Board of Commissioners

Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

THE MEN AND LADIES OF HONOR
DEVELOPING WORLD CHANGERS

Muskegon COUNTY

Approved:

County of Muskegon

RESOLUTION

Muskegon Area Smart Commute Week
June 11 – 15, 2018

WHEREAS, for the past nine years a committee comprised of local health organizations, non-profit groups, business leaders and government officials has advocated a bike to work week initiative known as "Ride On! Muskegon County Bikes to Work"; and

WHEREAS, in 2017 the focus of this effort expanded to include additional modes of environmentally friendly transportation including walking, carpooling, using public transportation; and

WHEREAS, this initiative is now known as "Muskegon Area Smart Commute Week" and includes incentives from local area businesses, team and individual challenges and prize drawing; and

WHEREAS, the Smart Commute committee encourages all citizens to bike, walk, carpool, and use public transportation as they travel to work, to the store, to the park, and throughout their neighborhoods with friends and family to promote the personal and societal benefits of shared transportation rather than driving single occupant vehicles; and

WHEREAS, the Muskegon County Board of Commissioners, recognize the benefits of commuting by means that decrease air pollution, conserve fuel, reduce traffic congestion, lower noise pollution and improve the health of its citizens; and

WHEREAS, the Muskegon County Board of Commissioners supports multi modes of transportation via its constructed miles of paved shoulder and sidewalk to increase bicycle and pedestrian accessibility throughout various locations in the county; and

NOW, THEREFORE, BE IT RESOLVED, that the Muskegon County Board of Commissioners does hereby proclaim June 11 – 15, 2018 as **Muskegon Area Smart Commute Week** and encourages its observation by its citizens.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Approved: May 10, 2018

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, May 22, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Pastor Matthew Sharpe of Evanston Avenue Baptist Church. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Susie Hughes

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Brianne Rodgers, Intern
Doug Hughes, Corporate Counsel

2018-181 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-182 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF MAY 22, 2018**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the minutes of the Full Board Meeting of February 13, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Beth Dick, Finance Director/Assistant County Administrator presented an update to the changes on the Truth In Taxation report due to the liquor committee increasing the tax. (See motion 2018-192)

COMMITTEE/BOARD REPORTS

2018-183 **ADOPT THE LICENSE AGREEMENT WITH B. BASKIN ENTERPRISES, LLC, TO PROVIDE A LICENSE FOR THE USE OF HERITAGE LANDING ON JULY 3 & 4, 2018 FOR ROCKSTOCK AND AN INDEPENDENCE DAY FIREWORKS DISPLAY, AND TO AUTHORIZE THE COUNTY BOARD CHAIR TO EXECUTE THE AGREEMENT**

CD/SP18/05-19

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to adopt the License Agreement with B. Baskin Enterprises, LLC, to provide a license for the use of Heritage Landing on July 3 & 4, 2018 for Rockstock and an Independence Day firework display, and to authorize the County Board Chair to execute the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: I. John Snider II **Motion Carried**

2018-184 **ADOPT THE LICENSE AGREEMENT WITH IHEARTRADIO/WMUS TO PROVIDE A LICENSE FOR THE USE OF HERITAGE LANDING AUGUST 18, 2018 FOR "MOOSEFEST", AND TO AUTHORIZE THE CHAIRPERSON OF THE COUNTY BOARD TO EXECUTE THE AGREEMENT**

CD/SP18/05-20

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to adopt the License Agreement with IheartRadio/WMUS to provide a license for the use of Heritage Landing August 18, 2018 for "Moosefest", and to authorize the Chairperson of the County Board to execute the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-185 **APPROVE THE LICENSE AGREEMENT BETWEEN THE COUNTY OF MUSKEGON AND HI-FALUTIN' MUSIC TO PROVIDE A LICENSE FOR THE USE OF HERITAGE LANDING FOR THE SHORELINE JAZZ FESTIVAL, AUGUST 25-26, 2018, AND TO AUTHORIZE THE COUNTY BOARD CHAIR TO EXECUTE THE AGREEMENT**

CD/SP18/05-21

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the license agreement between the County of Muskegon and Hi-Falutin' Music to provide a license for the use of Heritage Landing fir the Shoreline Jazz Festival, August 25-26, 2018, and to authorize the County Board Cahir to execute the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-186 **APPROVE THE AWARD OF RFP 18-2282 FIR A DIESEL STORAGE TANK AND FUEL DISPENSING AND FUEL MANAGEMENT SYSTEM UPGRADE TO OSCAR W. LARSON, CO. FOR THE SUM OF $175,102, CONTINGENT ON SATISFACTORY MDOT REVIEW OF THE PROCUREMENT PROCESS, AND TO AUTHROIZE THE CHAIR TO SIGN CONTRACT DOCUMENTS**

TR18/05-15

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the award of RFP 18-2282 for a diesel storage tank and fuel dispensing and fuel management system upgrade to Oscar W. Larson, Co. for the sum of $175,102, contingent on satisfactory MDOT review of the procurement process, and to authorize the chair to sign contract documents.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-187 **AUTHORIZE THE MUSKEGON AREA TRANSIT SYSTEM TO PUBLISH THE PUBLIC NOTICE REGARDING THE FY2018 FEDERAL OPERTAING AND CAPITAL ASSISTANCE AND TO AUTHORIZE STAFF TO EXECUTE THE ELECTRONIC GRANT APPLICATION IF THERE IS NO REQUEST FOR PUBLIC HEARING**

TR18/05-16

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize the Muskegon Area Transit System to publish the public notice regarding the FY2018 Federal Operating and Capital assistance and to authorize staff to execute the electronic grant application if there is no request for public hearing.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None

2018-189 **APPROVE THE APRIL 2018 MEMORANDUM OF UNDERSTANDING BETWEEN THE WEST MICHIGAN SHORELIONE REGIONAL DEVELOPMENT COMMISSION'S "WESTPLAN" METROPLITAN PLANNING ORGANIZATION PROGRAM AND THE COUNTY OF MUSKEGON'S MUSKEGON AREA TRANSIT SYSTEM REGARDING THE FEDERAL TRANSPORTATION PLANNING PROCESS**

TR18/05-18

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the April 2018 Memorandum of Understanding between the West Michigan Shoreline Regional Development Commission's "WestPlan" Metropolitan Planning Organization program and the County of Muskegon's Muskegon Area Transit System regarding the federal transportation planning process.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-190 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $8,691,505.03, COVERING THE PERIOD OF APRIL 20, 2018 THROUGH MAY 3, 2018 FOR CHECKS AND APRIL 1, 2018 THROUGH APRIL 30, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/05-50

The Ways and Means Committee Recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve payment of the accounts payable of $8,691,505.03, covering the period of April 20, 2018 through May 3, 2018 for checks and April 1, 2018 through April 30, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-191 **APPROVE THE CREATION OF A COUNTY CLERK DEPUTY SEASONAL POSITION PAY GRADE TS-00450 ($19.10/HR) TO ASSIST DURING ELECTIONS FOR A MAXIMUM OF 800 HOURS PER FISCAL YEAR AND TO APPOINT LYNNE FULLER TO THE POSITION EFFECTIVE MAY 23, 2018; AND FURTHER TO APPROVE THE CREATION OF A CIRCUIT COURT RECORDS SUPERVISOR PAY GRADE GU-00280 ($21.11-$26.56/HR) EFFECTIVE MAY 19, 2018**

WM18/05-51

The Ways and Means Committee Recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the creation of a County Clerk Deputy Seasonal position pay grade TS-00450 ($19.10/hr) to assist during elections for a maximum of 800 hours per fiscal year and to appoint Lynne Fuller to the position effective May 23, 2018; and further to approve the creation of a Circuit Court Records Supervisor pay grade GU-00280 ($21.11-$26.56/hr) effective May 29, 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-192 **APPROVE THE ATTACHED TRUTH IN TAXATION PUBLIC HEARING SCHEDULE AND TO ADOPT THE RESOLUTION SETTING JUNE 12, 2018 AS THE DATE FOR THE TRUTH IN TAXATION PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING AND RECEIVING TESTIMONY REGARDING THE PURPOSE TENTATIVE LEVY OF 5.6984 MILLS FOR MUSKEGON COUNTY GENERAL OPERATING IN JULY 2018, THE PROPOSED TENTATIVE LEVY OF 0.3221 MILLS FOR LAKESHORE MUSEUM CENTER OPERATING IN DECEMBER 2018, THE PROPSED TENTATIVE LEVY OF 0.0752 MILLS FOR DEPARTMENT OF VETERANS AFFAIRS OPERATING IN DECEMBER 2018, THE PROPOSED TENTATIVE LEVY OF 0.3000 MILLS FOR MUSKEGON COUNTY CENTRAL DISPATCH OPERATING IN DECEMBER 2018 AND THE PROPOSED TENTATIVE LEVY OF .5000 MILLS FOR PA 39 OF 1976 (ACTIVITIES OR SERVICES FOR OLDER PERSONS ACT) IN DECEMBER 2018**

WM18/05-52

The Ways and Means Committee Recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the attached Truth In Taxation public hearing schedule and to adopt the resolution setting June 12, 2018 as the date for the Truth In Taxation public hearing for the purpose of discussing and receiving testimony regarding the proposed tentative levy of 5.6984 mills for Muskegon County general operating in July 2018, the proposed tentative levy of 0.3221 mills for Lakeshore Museum Center operating in December 2018, the proposed tentative levy of 0.0752 mills for Department of Veterans Affairs operating in December 2018, the proposed tentative levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2018 and the proposed tentative levy of .5000 mills for PA 39 of 1976 (Activities or Services of Older Persons Act) in December 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-193 **AUTHORIZE STAFF TO ISSUE A REQUEST FOR BID FOR A THIRD PARTY ADMINISTRATION FOR THE COUNTY'S SELF INSURED WORKER'S COMPENSATION PROGRAM**

WM18/05-54

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize staff to issue a Request for Bid for a Third Party Administrator for the County's Self Insured Worker's Compensation Program.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-194 **APPROVE THE REVISIONS TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS' PERSONNEL RULES AS RECOMMENDED BY THE PERSONNEL RULES COMMITTEE**

WM18/05-54
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the revisions to the Muskegon County Board of Commissioners' Personnel Rules as recommended by the Personnel Rules Committee.

Roll Call:
Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

2018-195 **APPROVE THE ADDITION OF TWO (2) PT SHERIFF MARINE DEPUTY POSITIONS AT THE PAY GRADE OF TS-00315 ($9.25/HR)**

WM18/05-55
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the addition of two (2) PT Sheriff Marine Deputy positions at the pay grade of TS-00315 ($9.25/hr).

Roll Call:
Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross, Susie Hughes

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

- Fruitport Old Fashion Days, Wednesday, May 23rd- Monday May 28th
  https://www.wmta.org/event-detail/fruitport-old-fashioned-days-2/
- Coles Bakery 75th Anniversary @ Heritage Landing, Saturday, May 26th -5 PM
  https://downtownmuskegon.org/event/coles-bakery-75th-anniversary-2/
- Free Fishing Weekend, Saturday, June 9th & Sunday, June 10th
  https://visitmuskegon.org/event/free-fishing-weekend-3/
- Muskegon Clippers Home Games, Saturday, June 9th & Sunday, June 10th -7 PM
  http://www.muskegonclippers.com/view/clippers
- Civil War Weekend at Michigan's Heritage Landing @ Hilt's Landing
  Saturday, June 9th & Sunday, June 10th -10 AM- 4:30 PM
  http://www.mlive.com/news/muskegon/index.ssf/2017/05/civil_war_reenactments_to_take.html

Commissioner Hughes announced the following upcoming event:

- 30th Annual Lost Boat Ceremony @ USS Silversides Submarine Museum
  Sunday, May 28- 11 AM
  http://visitmuskegon.org/event/lost-boat-ceremony-2/

Commissioner Snider announced the following upcoming events:

- Lumberjacks Jr. Team Tryouts @ LC Walker Arena, Thursday, May 24- Sunday, May 27
  https://www.juniorlumberjacks.com/

Commissioner Susie Hughes said the West Michigan Shoreline Regional Development Commission (WMSRDC) announced that the Federal government has more money available for grants and she hopes we are applying for some of them.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth, Finance Director/Assistant County Administrator Dick, and Economic Development Coordinator Wilson presented to the Governance Group at Chamber of Commerce and they were invited to bring the information to the Chamber of Commerce Board.

Chairman Cross and Commissioner Mahoney stated that they have heard good reports on the presentation to the Chamber of Commerce.

Administrator Eisenbarth presented that seven headstones for the children at Shady Rest will be delivered with a dedication on Thursday, May, 31st 2018 at 4 p.m.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

There was no public comment.

2018-197 **MOVED BY COMMISSION MAHONEY, SECONDED BY COMMISSION ENGLE, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:20 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, June 12, 2018.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means	BUDGETED NON-BUDGETED PARTIALLY BUDGETED

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Finance & Management	5/15/18	Beth Dick

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

Two factors are considered in determining whether a Truth In Taxation Public Hearing is needed. The first is if the "Truth In Taxation" fraction, as required to be calculated by MCL 211.24e, is less than 1.0000. This fraction consists of the 2017 Muskegon County taxable value (less applicable taxable value losses) divided by the 2018 Muskegon County taxable value (less applicable taxable value additions). For the tax year 2018, this fraction is .9825, thereby slightly less than 1.0000. Therefore, from this perspective, a Truth In Taxation Public Hearing is required for this year.

The second factor (which is only applicable to the Muskegon County operating levy) that is considered in determining whether a Truth In Taxation Public Hearing is needed is the use of Convention Facilities Tax (Liquor Tax) and Cigarette Tax monies for their respective intended purposes. **This year, as was also the case for last year, this second factor does also require the need for a Truth In Taxation Public Hearing.** Generally speaking, a public hearing needs to be held to discuss the intended uses of Liquor Tax and Cigarette Tax monies, thereby enabling the county to use these monies for their intended purposes and therefore also allowing the use of the same county operating levy as last year. If a public hearing is not held this year, the county would be required to use the Liquor Tax and Cigarette Tax monies, not for their intended uses, but for regular county operations with an associated reduction in the county's operating levy.

This motion requests the approval of the attached FY2018 Truth In Taxation public hearing schedule and the adoption of the attached resolution which sets the Truth In Taxation public hearing date as June 12, 2018 at 4:00 p.m. at the Muskegon County Hall of Justice, 4th floor Board of Commissioners Room, located at 990 Terrace Street, Muskegon, MI, 49442.

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

I move to approve the attached Truth In Taxation public hearing schedule and to adopt the attached resolution setting June 12, 2018 as the date for the Truth In Taxation public hearing for the purpose of discussing and receiving testimony regarding the proposed tentative levy of 5.6984 mills for Muskegon County general operating in July 2018, the proposed tentative levy of 0.3221 mills for Lakeshore Museum Center operating in December 2018, the proposed tentative levy of 0.0752 mills for Department of Veterans Affairs operating in December 2018, the proposed tentative levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2018 and the proposed tentative levy of .5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) in December 2018.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
CORPORATE COUNSEL ANALYSIS:	ADMINISTRATOR RECOMMENDATION:

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee: -NA-

AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.

Revised 5/22/18

MUSKEGON COUNTY BOARD OF COMMISSIONERS
FY2018
TRUTH-IN-TAXATION HEARING SCHEDULE

DATE	MEETING	
May 15	Ways & Means	Request authorization for Truth-in-Taxation Public Hearing
May 22	Full Board	Approve authorization for Truth-in-Taxation Public Hearing
June 6		Deadline for the public hearing notice to be published in the Muskegon Chronicle
June 7	Ways & Means	Request authorization to approve the 2018 millage rates
June 12	Full Board	Truth-in-Taxation Public Hearing Board approves 2018 millage rates

RESOLUTION

WHEREAS, Michigan Compiled Law (MCL), Section 211.24e ("Truth In Taxation") provides that without specific action taken by the Muskegon County Board of Commissioners, the Board of Commissioners shall not levy ad valorem property taxes for Muskegon County general operating, Lakeshore Museum Center operating, Department of Veterans Affairs operating and Muskegon County Central Dispatch operating purposes for the ensuing fiscal year that yields an amount more than the sum of the taxes levied at the base rate on additions within Muskegon County for the ensuing fiscal year plus an amount equal to the taxes levied for Muskegon County general operating, Lakeshore Museum Center operating, Department of Veterans Affairs operating, Muskegon County Central Dispatch operating and PA 39 of 1976 (Activities or Services for Older Persons Act) operating purposes for the concluding fiscal year on existing property; and

WHEREAS, Michigan Compiled Law (MCL), Section 211.24e ("Truth In Taxation") provides that estimated Convention Facilities ("Liquor Tax") collections of $787,733 be included in the Truth In Taxation proceedings; and

WHEREAS, said MCL, Section 211.24e provides that the Muskegon County Board of Commissioners may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain pubic notice and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, the Muskegon County Board of Commissioners has been advised by the Muskegon County Equalization Director that the state equalized taxable valuation for Truth In Taxation purposes for the 2018 tax year for property located within Muskegon County is $4,457,166,388; and

WHEREAS, based upon the 2018 state equalized taxable valuation of Muskegon County, without said public hearing, tax levies would be limited to 5.4219 mills for Muskegon County general operating, 0.3164 mills for Lakeshore Museum Center operating, 0.0738 mills for Department of Veterans Affairs operating, 0.2947 mills for Muskegon County Central Dispatch operating and .4912 mills for PA 39 of 1976 (Activities or Services for Older Persons Act); and

WHEREAS, the Muskegon County Board of Commissioners are aware of the financial circumstances of Muskegon County, including estimated expenditures, estimated revenues and the state equalized taxable valuation of property located within Muskegon County and, determined that the levy of an additional millage rate will be necessary to ensure the sound financial management of the various operations and services of Muskegon County; and

WHEREAS, the Muskegon County Board of Commissioners, pursuant to MCL, Section 211.34d ("Headlee") and MCL, Section 211.24e ("Truth In Taxation") propose a tentative levy of not more than 5.6984 mills for Muskegon County general operating in

July 2018 which includes an additional millage rate of 0.2765 mills, a tentative levy of not more than 0.3221 mills for Lakeshore Museum Center operating in December 2018, which includes an additional millage rate of 0.0057 mills, a tentative levy of not more than 0.0752 mills for Department of Veterans Affairs operating in December 2018, which includes an additional millage rate of 0.0014 mills, a tentative levy of not more than 0.3000 mills for Muskegon County Central Dispatch operating in December 2018, which includes an additional millage rate of 0.0053 mills, and a tentative levy of not more than 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) operating in December 2018, which includes an additional millage rate of 0.0088 mills.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing shall be held on June 12, 2018 at 4:00 p.m. at the Muskegon County Hall of Justice, 4th floor Board of Commissioners room, located at 990 Terrace Street, Muskegon, MI, 49442, for the purpose of receiving testimony and discussing the proposed ad valorem property tax levies.

2. County Administration is hereby authorized and directed to publish notice of such public hearing, said notice to be substantially in the form of the attached notice, in a newspaper of general circulation within Muskegon County. The notice shall be published not less than six (6) days before the public hearing date and shall comply with all requirements of MCL, Section 211.24e.

3. County Administration is hereby authorized and directed to send timely written notice of the time, date, and place of the public hearing to all newspapers of general circulation within Muskegon County.

4. County Administration shall post notice of the public hearing in compliance with the Michigan Open Meetings Act.

5. Not more than ten (10) days after the public hearing on June 12, 2018, the Muskegon County Board of Commissioners may authorize a maximum total levy of 5.6984 mills for Muskegon County general operating in July 2018, which includes an additional millage rate of 0.2765 mills, a maximum total levy of 0.3221 mills for Lakeshore Museum Center operating in December 2018, which includes an additional millage rate of 0.0057 mills, a maximum total levy of 0.0752 mills for Department of Veterans Affairs operating in December 2018, which includes an additional millage rate of 0.0014 mills, a maximum total levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2018, which includes an additional millage rate of 0.0053 mills and a maximum levy of 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) operating in December 2018, which includes an additional millage rate of 0.0088 mills.

Notice of Public Hearing
On Increasing Property Taxes

The County Board of Commissioners
of the County of Muskegon
will hold a public hearing on a proposed
increase of 0.2977 mills in the operating tax millage rates (0.2765 mills increase for Muskegon County operating, 0.0057 mills increase for Lakeshore Museum Center operating, 0.0014 mills increase for Department of Veterans Affairs operating, 0.0053 mills increase for Muskegon County Central Dispatch operating and 0.0088 mills increase for PA 39 of 1976 (Activities or Services for Older Persons Act) operating) to be levied in 2018.

This annual procedure required by the State of Michigan takes into account the effect of inflation on Muskegon County's state equalized taxable value as well as allowing Muskegon County to use Liquor Tax and Cigarette Tax revenues for their intended purposes. Resulting revenues will allow continued sound financial management of the various operations and services Muskegon County provides to its residents.

The hearing will be held on Tuesday, June 12, 2018 at 4:00 p.m. at the Muskegon County Hall of Justice, 4th floor Board of Commissioners room, located at 990 Terrace Street, Muskegon, MI 49442.

Action on the proposed additional millage rate will occur at the same meeting on Tuesday, June 12, 2018 after the public hearing.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 4.51% over such revenues generated by levies permitted without holding a hearing. If the proposed additional millage rate is not approved the operating revenue will decrease by 1.33% over the preceding year's revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by :

County of Muskegon
County Administrator's Office
990 Terrace Street, Muskegon, MI 49442
(231) 724-6520

publish: Sunday, June 3, 2018

MUSKEGON COUNTY EQUALIZATION DEPARTMENT

MUSKEGON COUNTY VALUES ONLY !!!

L-4034 (Rev. 4-95)

2018 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET
excluding Renaissance Parcels and Senior / Disable Family Housing PILOTs

Michigan Department of Treasury

County: MUSKEGON	Taxing Jurisdiction:	COUNTY OF MUSKEGON

2017 Total Taxable Value	(TV)	4,322,214,419
2017 Losses		54,644,099
2018 Additions		113,483,529
2018 Total Taxable Value Based on SEV	(TV SEV)	4,457,166,388
2018 Total Taxable Value Based on Assessed Value	(TV AV)	4,457,166,388
2018 Total Taxable Value Based on County Equalized Value	(TV CEV)	4,457,166,388
2018 Inflation Rate	(IR)	2.10%

1. Section 211.34d, MCL, "Headlee" (for each unit of local government).
A Millage reduction fraction shall not exceed 1.0000 MCL 211.34d(7)

(2017 Total Taxable Value	-	Losses)	x	Inflation Rate			
4,322,214,419	-	54,644,099	x	1.021	=	4,357,189,297	1.0031
4,457,166,388	-	113,483,529			=	4,343,682,859	2018 Millage Reduction
(2018 Total TV	-	Additions)					Fraction (Headlee)

2a. Section 211.34, MCL, "Truth In Assessing" (for cities and townships if SEV exceeds AV for 2018 only).
(The Truth in Assessing Millage Rollback Fraction SHALL NOT exceed 1.0000)

2018 Total TV based on AV for all classes			
4,457,166,388	=	4,457,166,388	NA
4,457,166,388	=	4,457,166,388	2018 Rollback Fraction
2018 Total TV based on SEV for all classes			(Truth In Assessing)

2b. Section 211.34, MCL, "Truth In County Equalization"(for villages, counties and authorities if SEV exceeds CE for 2018 only). (The Truth in County Equalization Millage Rollback Fraction SHALL NOT exceed 1.0000)

2018 Total TV based on CEV for all classes			
4,457,166,388	=	4,457,166,388	1.0000
4,457,166,388	=	4,457,166,388	2018 Rollback Fraction
2018 Total TV based on SEV for all classes			(Truth In County Equalization)

3. Section 211.24e, MCL, "Truth In Taxation"(for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2018 only).

(2017 Total Taxable Value	-	Losses)			
4,322,214,419	-	54,644,099	=	4,267,570,320	0.9825
4,457,166,388	-	113,483,529	=	4,343,682,859	Base Tax Rate Fraction
(2018 Total TV	-	Additions)			(Truth in Taxation)

ALSO MINUS CONVENTION/LIQUOR/CIGARETTE TAX REVENUE

Convention /Liquor/Cigarette Tax Revenue(CLCTR)			
787,733	=	787,733	0.1767
4,457,166,388	=	4,457,166,388	(CLCTR)
2018 Total TV based on SEV			

NOTE: The truth in taxation BTRF is independent from the cumulative Millage reductions provided by sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2017 Operating Rate levied.

Michigan Department of Treasury
L-4029 (Rev. 4-96)

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk
COPY TO: Equalization Department
COPY TO: Each Township or City Clerk

2018 TAX RATE REQUEST (This form must be completed and submitted on or before October 1, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	2018 Taxable value as of 'Final State Equalization', towards the end of May
MUSKEGON	4,457,166,388
Local Government Unit	For LOCAL School Districts: 2018 Taxable value of NON-Homestead and Non-Qualified Agricultual Properties If a millage is Levied Against Them.
MUSKEGON COUNTY	

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.
The following tax rates have been authorized for levy on the 2018 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Millage Authorized by Election, Charter, etc.	(5) 2017 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2018 Current Year Millage Reduction Fraction	(7) 2018 Millage Rate Permanently Reduced by MCL 211.34d	(8) 2018 Sec 211.34 Millage Rollback Fraction	(9) 2018 Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Allocated	Operating	11/5/1974	6.2000	5.6984	1.0000	5.6984	1.0000	5.6984	5.6984		Fixed
Voted	Oper/Museum	5/3/2011	0.3250	0.3221	1.0000	0.3221	1.0000	0.3221		0.3221	12/31/2020
Voted	Oper/Veterans	8/5/2008	0.0770	0.0752	1.0000	0.0752	1.0000	0.0752		0.0752	12/31/2018
Voted	Central Dispatch	8/4/2015	0.3000	0.3000	1.0000	0.3000	1.0000	0.3000		0.3000	12/31/2022
Voted	PA 39 of 1976 Older Persons	8/2/2016	0.5000	N/A	1.0000	0.5000	1.0000	0.5000		0.5000	12/31/2024
TOTALS			7.4020					6.8957	5.6984	1.1973	

Prepared by	Title	Date
Donna B. VanderVries	Equalization Director	6/12/2018

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e and 211.34 for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3)

	Signature	Type Name	Date
■ Clerk ☐ Secretary		Nancy A. Waters	06/12/18
■ Chairperson ☐ President		Benjamin E. Cross	06/12/18

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9.*

The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

IMPORTANT: See instructions on the reverse side regarding where to find the millage rate used in column (6)

2018	787,733	Convention-Liquor-Cigarette Revenue
2017	4,322,214,419	Total Taxable Value

To be used on Operating Millage Only Schools Dist. use Non-Homestead Rate	
Truth in Taxation Multiplier	0.9825

	Current Year Revenue	Last Years Millage Rate	Current Millage w/o Hearing	Revenue W/O Hearing	Extra Revenue over Last Year	Percent Increase	Millage Increase
Operating	25,398,716	5.6984	5.5986	24,953,891	444,825	1.78%	0.0998
Oper/Museum	1,435,653	0.3221	0.3164	1,410,247	25,406	1.80%	0.0057
Oper/Veterans	335,178	0.0752	0.0738	328,938	6,240	1.90%	0.0014
Central Dispatch	1,337,149	0.3000	0.2947	1,313,526	23,623	1.80%	0.0053
PA 39 of 1976 Older Persons	2,228,583	0.5000	0.4912	2,189,360	39,223	1.79%	0.0088
	0						
	0						
	30,735,279	6.8957	6.7747	30,195,962	539,317	1.79%	0.1210

July Total	Dec Total
5.6984	1.1973

Grand Total	6.8957

NON HOMESTEAD OPER	0.0000

30,735,279	Current Operating Revenue - w/ hearing	4.51% w/ hearing
29,408,381	Current Operating Revenue - w/o hearing	-1.33% w/o hearing
29,804,693	Previous Year Operating Revenue	

ENTER CLCTR FROM L-4034

"ALLOCATED" Muskegon County Truth-in-Taxation & CLC Tax Revenue

CLCTR 0.1767 (multiplier for Convention/Liquor/Cigarette Tax Revenue)

25,398,716	5.6984	5.4219	24,166,310	1,232,406	5.10%	0.2765

Michigan Department of Treasury
L-4029 (Rev. 4-96)

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk
COPY TO: Equalization Department
COPY TO: Each Township or City Clerk

2018 TAX RATE REQUEST (This form must be completed and submitted on or before October 1, 2018)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County	2018 Taxable value as of 'Final State Equalization', towards the end of May
MUSKEGON	4,457,166,388
Local Government Unit	For LOCAL School Districts: 2018 Taxable value of NON-Homestead and Non-Qualified Agricultual
MUSKEGON COUNTY	Properties If a millage is Levied Against Them.

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Allocated	Operating	11/5/1974	6.2000	5.6984	1.0000	5.6984	1.0000	5.6984	5.6984	0.0000	Fixed

BTR calculations for Convention / Liquor / Cigarette revenue - Allocated millage only

2017 Total Millage Rate	5.6984	
2018 Truth in Taxation Rate Fraction	0.9825	
2018 Millage before/Convention - Liquor-Cigarette Revenue	5.5986	$24,953,891
2018 Truth in Taxation +Convention-Liquor-Cigarette Revenue	0.1767	
2018 Total Operation Levy w/o UBBA or Public Hearing	5.4219	$24,166,310

2018 Total Operation Millage with Public Hearing/UBAA 5.6984

2018 Monies with Public Hearing/UBAA $25,398,716

MILLAGE SUMMARY

	2017 Millage	2018 BTR	2018 Revenue W/O Hearing	2018 CLCTR	2018 Adjusted BTR	2018 ADJ Revenue W/O Hearing	2018 Millage With Hearing	2018 Revenue With Hearing
Operating - Allocated	5.6984	5.5986	24,953,891	0.1767	5.4219	24,166,310	5.6984	25,398,716
Operating - Museum	0.3221	0.3164	1,410,247		0.3164	1,410,247	0.3221	1,435,653
Operating - Veterans	0.0752	0.0738	328,938		0.0738	328,938	0.0752	335,178
Operating-Central Dispatch	0.3000	0.2947	1,313,526		0.2947	1,313,526	0.3000	1,337,149
Operating-Older Persons	0.5000	0.4912	2,189,360		0.4912	2,189,360	0.5000	2,228,583
Operating-Older Persons	0.0000						0.0000	0
OPERATING MILLAGES	6.8957	6.7747	30,195,962		6.598	29,408,381	6.8957	30,735,279
GRAND TOTAL	6.8957	6.7747	30,195,962		6.5980	29,408,381	6.8957	30,735,279

Note: Base Tax Rate (BTR) - represents prior years actual millage rate multipied by the 2018 Truth in Taxation Multiplier of 0.9825 for all operating millages.

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, June 12, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Matt Kaley, Love in the Name of Christ (Love Inc.). The Pledge of Allegiance was led by Egelston Township Girl Scout Troop #3800 and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes
Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Kenneth Mahoney

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Brianne Rodgers, Intern
Doug Hughes, Corporate Counsel

2018-197 **APPROVAL OF THE AGENDA**

Moved by Commissioner Snider, seconded by Commissioner Nash, to approve the agenda.

Voice vote **Motion Carried**

2018-198 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF MAY 22, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the minutes of the Full Board Meeting of May 22, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no comment on an agenda item.

PRESENTATION

Commissioner Foster presented Egelston Township Girl Scout Troop #3800 with a proclamation of recognition for all that they do for the community. Commissioners Foster and Hughes specifically thanked them for attending the ceremony at Shady Rest Cemetery when the headstones were delivered and read all 71 names. Girl Scout Troop #3800 is led by Amy Weiss and co-led by Laura Rose. The girls in the troop are Alayna Weiss, Gracie Clark, Quetzali Perez, Miley Wood, Laraina Wakefield, Cambria Guenthardt, Addison Schmitz, Leah Houseman, and Lyndsey Rose. A copy of the proclamation was given to each member. (See Attached)

COMMUNICATIONS

The following items were provided to Commissioners for information:

A. Bay County Board of Commissioners Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013

B. Board of Commissioners of the County of Allegan Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013

C. Board of Commissioners of the County of Kalkaska Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013

D. Mackinac County Board of Commissioners Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013

Commissioner Nash asked Commissioners to review for a similar resolution.

PUBLIC HEARING

2018-199 **OPEN PUBLIC HEARING- RE:TURTH AND TAXATION**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to open the Public Hearing Re:Truth and Taxation.

Voice vote **Motion Carried**

Beth Dick, Finance Director/Assistant County Administrator presented on the proposed operating millages and uses of liquor tax revenues. She stated that this year's millage rates are the same as last years, with the Truth Taxation Fraction being .9825. (See Attachment)

2018-200 **CLOSE PUBLIC HEARING- RE:TURTH AND TAXATION**

Moved by Commissioner Nash, seconded by Commissioner Hughes, to close the Public Hearing Re:Truth and Taxation.

Voice vote **Motion Carried**

COMMITTEE/BOARD REPORTS

2018-201 **APPROVE THE FUNDING TRANSFERS, RECLASSIFICATIONS AND CREATION OF NEW POSITIONS, EFFECTIVE JUNE 10TH, 2018, AND AMEND THE BUDGET ACCORDINGLY**

CPS18/06-26

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the funding transfers, reclassifications and creation of new positions, effective June 10th, 2018, and amend the budget accordingly. (See Attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-202 **AUTHORIZE THE MUSKEGON COUNTY FAMILY COURT TO SIGN THE COOPERATIVE AGREEMENT BETWEEN THE MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT AND MUSKEGON COUNTY FAMILY COURT- JTC, FOR THE PERIOD OF JULY 1, 2018 THRU JUNE 30, 2019**

CPS18/06-27

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Muskegon County Family Court to sign the Cooperative Agreement between the Muskegon Area Intermediate School District and Muskegon County Family Court- JTC, for the period of July 1, 2018 thru June 30, 2019. (See Attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-203 **APPROVE WAIVING THE PURCHASING POLICY AND AUTHORIZE THE CIRCUIT COURT ADMINISTRATOR TO SIGN THE JUVENILE SUMMER PROGRAM FOOD PROVIDER'S CONTRACT FOR THE MUSKEGON COUNTY 14TH CIRCUIT/FAMILY COURT WITH SAVORY AND SPICE FOR THE 2018 SUMMER IN THE AMOUNT OF $6,300.00**

CPS18/06-28

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve waiving the Purchasing Policy and authorize the Circuit Court Administrator to sign the Juvenile Summer Program food provider's contract for the Muskegon County 14th Circuit/Family Court with Savory and Spice for the 2018 summer in the amount of $6,300.00. (See Attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-204 **APPROVE THE ONE-YEAR EXTENSION OF THE AGREEMENT FOR THE PARTNERSHIP IN NEIGHBORHOOD SAFETY PROGRAM BETWEEN FRUITLAND TOWNSHIP, THE MUSKEGON COUNTY SHERIFF AND THE BOARD OF COMMISSIONERS WITH THE COUNTY'S SHARE OF THE COST BEING 50% OR $68,357.62; AND AUTHORIZE THE BOARD CHAIR AND SHERIFF TO SIGN THE DOCUMENT**

CPS18/06-29

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the one-year extension of the agreement for the Partnership in Neighborhood Safety Program between Fruitland Township, the Muskegon County Sheriff and the Board of Commissioners with the County's share of the cost being 50% or $68,357.62; and authorize the Board Chair and Sheriff to sign the document. (See Attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-205 **APPROVE THE ONE-YEAR EXTENSION OF THE AGREEMENT FOR THE PARTNERSHIP IN NEIGHBORHOOD SAFETY PROGRAM BETWEEN EGELSTON TOWNSHIP, THE MUSKEGON COUNTY SHERIFF AND THE BOARD OF COMMISSIONERS WITH THE COUNTY'S SHARE OF THE COST BEING 50% OR $71,168.48; AND AUTHORIZE THE BOARD CHAIR AND SHERIFF TO SIGN THE DOCUMENT**

CPS18/06-30

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the one-year extension of the agreement for the Partnership in Neighborhood Safety Program between Egelston Township, the Muskegon County Sheriff and the Board of Commissioners with the County's share of the cost being 50% or $71,168.48; and authorize the Board Chair and Sheriff to sign the document. (See Attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-206 **APPROVE THE ONE-YEAR EXTENSION OF THE AGREEMENT FOR THE PARTNERSHIP IN NEIGHBORHOOD SAFETY PROGRAM BETWEEN LAKETON TOWNSHIP, THE MUSKEGON COUNTY SHERIFF AND THE BOARD OF COMMISSIONERS WITH THE COUNTY'S SHARE OF THE COST BEING 50% OR $59,937.01; AND AUTHORIZE THE BOARD CHAIR AND SHERIFF TO SIGN THE DOCUMENT**

CPS18/06-31

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the one-year extension of the agreement for the Partnership in Neighborhood Safety Program between Laketon Township, the Muskegon County Sheriff and the Board of Commissioners with the County's share of the cost being 50% or $59,937.01; and authorize the Board Chair and Sheriff to sign the document. (See Attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-207 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $8,339,537.26, COVERING THE PERIOD OF MAY 4, 2018 THROUGH MAY 24, 2018 FOR CHECKS AND APRIL 1, 2018 THROUGH APRIL 30, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK.**

WM18/06-56

The Ways and Means Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve payment of the accounts payable of $8,339,537.26, covering the period of May 4, 2018 through May 24, 2018 for checks and April 1, 2018 through April 30, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-208 **APPROVE THE OPERATING LEVY OF 5.6984 MILLS FOR MUSKEGON COUNTY TO BE LEVIED IN JULY 2018, THE OPERATING LEVY OF 0.3221 MILLS FOR THE LAKESHORE MUSEUM CENTER TO BE LEVIED IN DECEMBER 2018, THE OPERATING LEVY OF 0.0752 MILLS FOR THE DEPARTMENT OF VETERAN'S AFFAIRS TO BE LEVIED IN DECEMBER 2018, THE OPERATING LEVY OF 0.3000 MILLS FOR MUSKEGON COUNTY CENTRAL DISPATCH TO BE LEVIED IN DECEMBER 2018 AND THE OPERATING LEVY OF 0.5000 MILLS FOR PA 39 OF 1976 (ACTIVITIES OR SERVICES FOR OLDER PERSONS ACT) TO BE LEVIED DECEMBER 2018 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.**

WM18/06-57

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve the operating levy of 5.6984 mills for Muskegon County to be levied in July 2018, the operating levy of 0.3221 mills for the Lakeshore Museum Center to be levied in December 2018, the operating levy of 0.0752 mills for the Department of Veteran's Affairs to be levied in December 2018, the operating levy of 0.3000 mills for Muskegon County Central Dispatch to be levied in December 2018 and the operating levy of 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) to be levied December 2018 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.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-209 **APPROVE AUTHORIZING THE AIRPORT TO SOLICIT PROPOSALS FOR THE FY2018 RUNWAY 6-24 PAVEMENT AND LIGHTING REHABILITATION PROJECT; AND MOVE TO APPROVE AUTHORIZING THE CHAIR TO EXECUTE, UPON RECEIPT, FEDERAL AND STATE GRANT OFFERS, PROVIDING FUNDING OF THE PROJECT, TO THE LOWEST RESPONSIVE BIDDER; AND FURTHER AUTHORIZE THE BOARD CHAIR TO EXECUTE ANY NECESSARY RESOLUTION FOR SAID GRANT OFFERS.**

WM18/06-58

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve authorizing the Airport to solicit proposals for the FY2018 Runway 6-24 Pavement and Lighting Rehabilitation Project; and move to approve authorizing the Chair to execute, upon receipt, Federal and State Grant Offers, providing funding of the project, to the lowest responsive bidder; and further authorize the Board Chair to execute any necessary resolution for said Grant Offers.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-2010 **APPROVE THE FOLLOWING CHANGES EFFECTIVE APRIL 1, 2018: CREATE A NEW SENIOR APPRAISER POSITION AND APPOINT ROBIN LEMAIRE TO THE POSITION AT STEP 2 ($23.13 PER HOUR); ADJUST THE SALARY RANGE FOR THE SENIOR APPRAISER POSITION FROM GU-00250 ($18.18-$25.85 PER HOUR) TO GU-00290 ($22.10-$27.83 PER HOUR); AND ADJUST THE SALARY RANGE OF THE CERTIFIED GENERAL APPRAISER FROM GU-00300 ($23.13 TO $29.17 PER HOUR) TO GU-00310 ($24.55 TO $31.39 PER HOUR).**

WM18/06-59

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve the following changes effective April 1, 2018: Create a new Senior Appraiser position and appoint Robin LeMaire to the position at Step 2 ($23.13 per hour); adjust the salary range for the Senior Appraiser position from GU- 00250 ($18.18-$25.85 per hour) to GU-00290 ($22.10-$27.83 per hour); and adjust the salary range of the Certified General Appraiser from GU-00300 ($23.13 to $29.17 per hour) to GU-00310 ($24.55 to $31.39 per hour).

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-211 **AUTHORIZE RENEWING THE CONTRACT WITH ALL SHRED SERVICES TO PROVIDE SHREDDING SERVICES AT $0.15 PER POUND FOR A TERM OF ONE (1) YEAR STARTING MARCH 10, 2018 PER THE TERMS STATED IN THE CONTRACT.**

WM18/06-60

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to authorize renewing the contract with All Shred Services to provide shredding services at $0.15 per pound for a term of one (1) year starting March 10, 2018 per the terms stated in the contract.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-212 **ALLOW THE FINANCE DEPARTMENT TO RELEASE A REQUEST FOR PROPOSAL FOR ACTUARIAL SERVICES FOR THE PREPARATION OF THE OPEB VALUATION FOR FISCAL YEARS 2018-2019 AND 2019-2020.**

WM18/06-61

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to allow the Finance Department to release a Request for Proposal for actuarial services for the preparation of the OPEB valuation for fiscal years 2018-2019 and 2019-2020.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-213 **APPROVE A RESOLUTION RECOGNIZING MR. JOHN NOLING FOR HIS RECENT 2018 GOVERNOR'S SERVICE AWARD AS "MENTOR OF THE YEAR" FOR MICHIGAN.**

WM18/06-62

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve a Resolution recognizing Mr. John Noling for his recent 2018 Governor's Service Award as "Mentor of the Year" for Michigan.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

2018-214 **APPROVE A RESOLUTION RECOGNIZING MS. MARY PAYNE FOR HER RECENT 2018 GOVERNOR'S SERVICE AWARD AS "SENIOR VOLUNTEER OF THE YEAR" FOR MICHIGAN.**

WM18/06-63
The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve a Resolution recognizing Ms. Mary Payne for her recent 2018 Governor's Service Award as "Senior Volunteer of the Year" for Michigan.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Kenneth Mahoney **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

Disability Pride Day, June 16, 2018 Proclamation
http://disabilitynetworkwm.org/event/disability-pride-day/

The Chairman recommends, moved by Commissioner Hughes, seconded by Commissioner Wilkins, to approve the Proclamation for Disability Pride Day Saturday, June 16, 2018. (See Attached)

Voice vote **Motion Carried**

A. Friday, June 15th and Saturday, June 16th – Taste of Muskegon – Hackley Park
https://www.tasteofmuskegon.org/

B. Saturday, June 16th and Sunday, June 17th – White Lake Area Arts & Crafts Festival – Goodrich Park
https://www.whitelake.org/event/40th-annual-white-lake-arts-crafts-festival/2018-06-16/

C. Saturday, June 23rd, 9 a.m. to 4 p.m. – West Michigan Business & Craft Fair- Hackley Park
https://www.fairsandfestivals.net/events/details/2018-west-michigan-business-and-craft-fair

Chairman Cross also stated during his report that the Muskegon County Road Commission has ratified their contract.

ADMINISTRATOR'S REPORT

2018-215 **AUTHORIZE MUSKEGON COUNTY 14TH CIRCUIT COURT TO APPLY FOR AN ADULT DRUG TREATMENT COURT FEDERAL BUREAU OF JUSTICE GRANT AND EITHER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MUSKEGON COUNTY 14TH CIRCUIT COURT, AS THE COUNTY OF MUSKEGON IS THE FUNDING UNIT FOR THE COURTS.**

The administrator recommends, moved by Commissioner Engle, seconded by Commissioner Foster, to authorize Muskegon County 14th Circuit Court to apply for an Adult Drug Treatment Court Federal Bureau of Justice Grant and either into a Memorandum of Understanding with the Muskegon County 14th Circuit Court, as the County of Muskegon is the funding unit for the Courts.

Discussion followed: Alisha Riedl, Deputy Circuit Court Administrator stated that the Adult Drug Treatment Court Federal Bureau of Justice Grant is expected to cover all the costs. The $500,000 is for a five year period and during this time they are looking to hire for multiple positions. Commissioner Hughes asked, if we have to hire new people for this and if the grant expires those jobs will leave, correct? Alisha said yes that if we don't have grant funds to support it, we will eliminate them. Commissioner Hughes then asked Alisha if she expected the cost of the grant to cover that and she stated it would.

Commissioner Scolnik asked if the grant was $500,000 per year or total. Alisha restated that the $500,000 is for a total of five years. Commissioner Scolnik then asked if it was $100,000 a year, and Alisha told him yes.

Commissioner Hughes asked if we are obligated to run this until 2023. Alisha stated that it was her understanding that the way the budget is drafted we have budgeted for the use each year. She also said that they have applied for two other state grants, hoping to combine the funds for operation. Commissioner Hughes asked if we are obligated to keep it open even if we are out of funds. Alisha replied that she was not sure how to answer that question, but stated that if we don't have the funds then we cannot operate it but she believes they have a good budget laid out for how they will spend each piece of the grant.

Commissioner Nash asked how many FTE's it will cover. Alisha stated that it would cover a Treatment Court Administrator, a Recovery Court Coordinator, a Case Manager, and a Surveillance Officer.

Voice vote **Motion Carried**

2018-216 **APPROVE THE WORDING CHANGE ON THE MODERN WARRIOR MONUMENT AS REQUESTED BY THE CREATOR OF THE MONUMENT**

The administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Foster, to approve the wording change on the Modern Warrior Monument located at Veterans Memorial Park as requested by the creator of the monument as follows:

In Remembrance of Muskegon County's Fallen Heroes
9/11/2001 to Present Day
Their Pledge to God and County is Complete
We Honor Their Sacrifices for our Freedom
Residents of Muskegon County
2018

Discussion ensued: Commissioner Scolnik asked Administrator Eisenbarth why the wording was changed. He stated that Nancy Bean is the creator of it and after review though that this was better.

Commissioner Hughes stated that she did believe this was a better way of connecting 9/11/2001 to present day.

Voice vote **Motion Carried**

2018-217 **RETAIN THE SUMMER SWARTZ LAW FIRM TO HANDLE THE OPIOID LITIGATION ON BEHALF OF THE COUNTY OF MUSKEGON AND TO AUTHORIZE THE BOARD CHAIRMAN TO EXECUTE THE RETAINER AGREEMENT**

Moved by Commissioner Nash, seconded by Commissioner Wilkins, to retain the Summer Swartz law firm to handle the Opioid litigation on behalf of the County of Muskegon and to authorize the Board Chairman to execute the retainer agreement.

Discussion followed: Corporate Counsel Hughes stated that he has reviewed the proposals from both the Summer Swartz and the Bernstein law firms, and asked other Commissioners for review. Corporate Counsel Hughes went on to say that they are getting the same product, he believes they are both competent. The only main difference is the way that they charge for services. He also stated that Bernstein tends to only represent Michigan clients and Summer Swartz have a more regional approach. He discussed how he presumed they would choose a couple sample cases to see how it goes. Then Corporate Counsel encouraged a Commissioner to make a motion to choose one or the other, and asked Chairman Cross to authorize and sign the retainer agreements.

Commission Hughes asked if Corporate Counsel Hughes had any recommendation on which one to choose. He replied that he has a bias for Michigan people and Bernstein is a Michigan graduate but he doesn't know where the Summer Swartz group went to school and doesn't want to emphasize that.

Commissioner Scolnik asked if every county in the U.S. is going to sue the opioid manufactures. Corporate Counsel Hughes stated that he was unsure. Commissioner Scolnik then asked if this

was going on in every state. Corporate Counsel Hughes said that it was and in this region we are in a Federal Court in Ohio. That everything is getting diverted to Ohio but he is unsure of what is going on nationally. Commissioner Scolnik asked if there will be hundreds of law firms divvying up what is left. Corporate Counsel Hughes said probably, and Commissioner Scolnik stated that there won't be any money left. Corporate Counsel then discussed that he understands but it has to be court approved.

Commissioner Nash said that he thinks it is going to come down to saving a little money if they choose the Summer Swartz group.

Commissioner Snider wanted to know if there would be any up-front costs. Chairman Cross stated that there is not.

Commissioner Hughes asked if this could end up costing us money. Chairman Cross replied, no.

Voice vote **Motion Carried**

Administrator Eisenbarth stated that Jill Booth from the State Court Administrative Office (SCAO) will be presenting at the Board Work Session on June 19th at 3 p.m. This is open to the public.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT

Steven Holke, retiree discussed retiree insurance and the decision of the commissioners going back on their word of 100% insurance coverage. He stated that he thought he would be rewarded for his hard work and patience, he was promised insurance in his retirement, and this is what he was told which got him to sign with collective bargaining. He said that he was lied to by omission because no one ever said anything about changes or out of pocket costs. Chairman Cross stated that he was unaware of any changes that were made.

Julie Glover discussed health benefits for retirees under 65. She stated that she worked for Health West and was promised insurance after years of her service. She stated that she received a letter from Human Resources asking for her input on the changes. She stated that she did her fair share of paying high premiums and thought it was fine because she would be rewarded and taken care of when she retires. She discussed the situation of changes as a hardship that should have been last resort. This shouldn't have been a first line item.

Sheree Boutell retired from working in district court for 38 years. She discussed retiree insurance and how she took a 22% cut due to retiring early, but the insurance was still 100% so she felt comfortable. She is angry, disappointed, and frustrated with everyone. When she got the letter from Human Resources she didn't like the options given and she questioned what happened to 100% coverage. She stated that she wanted commissioners to keep their promise in collective bargaining because she no longer has the power to bargain, only the power to vote.

Tim Breed from the Alzheimer's Association gave an update on the mid-summer launch of their volunteer recruitment efforts. He discussed an orientation, workshop, and training that will be provided and funded by the Senior Millage. He recognized Muskegon for all their volunteer work and called on the community for help.

Mike Krauch, MSU coordinator for region 5 including Muskegon County, announced his new position at the University of Missouri as the regional director. He also discussed his gratitude towards the commissioners and thanked them for all that they have done for him and MSU. Chairman Cross thanked him and wished him the best of luck.

Sanjuana Felt (Janie) spoke on retiree insurance. She mentioned working for Muskegon County since 1975. She said that she gave 27 years of service but was forced to retire due to being a cancer survivor. She then stated that she takes 7 to 8 prescriptions a day to maintain her life. She said that she worked hard with the court office. She always gave 100% to them and now she needs them to give 100% to her for insurance. She closed her discussion by saying that the most important thing in the lives of retirees is to keep going.

Susie Jowers- McCanahey discussed retiree insurance. She stated that she was forced to retired from Health West after the announcement of the day program closing. She discussed being given two options; one, she could retiree and keep her benefits, or two, wait to turn 60 years old, and get full pension but lose her health insurance. She stated that she needs her insurance so she retired. She asked the Commissioners why they are taking away the only thing that she has, and that is her health insurance.

2018-218 **MOVED BY COMMISSION ENGLE, SECONDED BY COMMISSION HUGHES, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:41 p.m.

_____
Nancy A. Waters, County Clerk

NAW/br

To be approved at the Full Board Meeting on Tuesday, June 26, 2018.

County of Muskegon

PROCLAMATION

Recognizing Egelston Township

Girl Scout Troop 3800

WHEREAS, Girl Scouts of the United States of America (Girl Scouts), is a youth organization for girls in the United States and American girls living abroad; and

WHEREAS, Girl Scouts prepares girls to empower themselves and promotes compassion, courage, confidence, character, leadership, entrepreneurship and active citizenship through activities involving camping, community service, learning first aid and earning badges by acquiring practical skills; and

WHEREAS, Egelston Township Girl Scout Troop 3800 all earned their “Take Action” badge, by researching heroes in their community; and

WHEREAS, they surprised these heroes in the community and honored them as Hometown Heroes; and

WHEREAS, they “took action” by delivering cookies and cards and telling their local heroes why they were chosen; and

WHEREAS, Girl Scout Troop 3800 is led by Girl Scout Leader Amy Weiss and Co-Leader Laura Rose; and

WHEREAS, Troop 3800 consists of Gracie Clark, Cambria Guenthardt, Leah Houseman, Quetzali Perez, Lynzie Rose, Addison Schmitz, Laraina Wakefield, Alayna Weiss and Miley Wood; and

THEREFORE BY IT RESOLVED, the Muskegon County Board of Commissioners does hereby congratulate Girl Scout Troop 3800 on their successful “Take Action” badge completion and on their initiative to honor their hometown heroes; and

NOW THEREFORE BE IT RESOLVED, the Muskegon County Board of Commissioners does also extend a thank you and appreciation to their Scout Leaders for the time they devote to mentor and to inspire today’s girls to become tomorrow’s leaders.



Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins



May 8, 2018

FY2018 Truth in Taxation Public Hearing

Muskegon County

FY2018 Truth in Taxation

- Discuss proposed operating millages for:
  - Muskegon County
  - Lakeshore Museum Center
  - Central Dispatch
  - Dept. of Veteran's Affairs
  - PA 39 of 1976 (Activities or Services for Older Persons Act)

FY2018 Truth in Taxation

- Discuss proposed operating millages for:
  - Muskegon County
  - Lakeshore Museum Center
  - Central Dispatch
  - Dept. of Veteran's Affairs
  - PA 39 of 1976 (Activities or Services for Older Persons Act)
- Discuss uses of Convention Facility (Liquor) Tax revenues

FY2018 Truth in Taxation

- Notice was published in the Muskegon Chronicle on June 3, 2018

FY2018 Truth in Taxation

- Notice was published in the Muskegon Chronicle on June 3, 2018
- Language of the notice is provided by the State and required

FY2018 Truth in Taxation

- Notice was published in the Muskegon Chronicle on June 3, 2018
- Language of the notice is provided by the State and required
- Refers to “Increasing Property Taxes” which is misleading

FY2018 Truth in Taxation

- Proposed operating millage rates are the same as last year

FY2018 Truth in Taxation

- Proposed operating millage rates are the same as last year
- Normally referred to as an “increase” because typically Property Tax Revenues are higher than last year due to the inflationary increase in taxable values

FY2018 Truth in Taxation

- Normally without this Public Hearing, the State would limit projected Property Tax Revenues to the same amount as last year by forcing the millage rates down

FY2018 Truth in Taxation

- Normally without this Public Hearing, the State would limit projected Property Tax Revenues to the same amount as last year by forcing the millage rates down
- This year the required Base Tax Rate Fraction (Truth in Taxation Fraction) is .9825 which is less than 1.0 and therefore a public hearing is required to be able to levy the same millage rates as last year.

FY2018 Truth in Taxation

- Normally without this Public Hearing, the State would limit projected Property Tax Revenues to the same amount as last year by forcing the millage rates down
- This year the required Base Tax Rate Fraction (Truth in Taxation Fraction) is .9825 which is less than 1.0 and therefore a public hearing is required to be able to levy the same millage rates as last year.
- Also without this Public Hearing, Liquor taxes could not be used for their intended purposes and instead would be used for general county operations

FY2018 Truth in Taxation

- With this Public Hearing, the operating millages remain the same as last year

FY2018 Truth in Taxation

- With this Public Hearing, the operating millages remain the same as last year
- With this Public Hearing, Liquor Tax Revenues are authorized to be used for their intended purposes

FY2018 Truth in Taxation

- Est. Liquor Tax money is $787,733

FY2018 Truth in Taxation

- Est. Liquor Tax money is $787,733
- ½ must be used for substance abuse treatment and prevention programming

FY2018 Truth in Taxation

- Est. Liquor Tax money is $787,733
- 1/2 must be used for substance abuse treatment and prevention programming
- Liquor Tax monies can be used to help support the Public Health and Healthwest depts. substance abuse prevention program

FY2018 Truth in Taxation

2017 MC Operating millage	5.6984
Reduction fraction for inflation	x .9825
Adjusted millage	5.5986
Liquor tax reduction	(.1767)
2018 millage w/o Public Hearing	5.4219
2018 millage w/ Public Hearing	5.6984

FY2018 Truth in Taxation

- In order to support various budgets, staff is recommending the Board approve the levying of the following millages:
  - County operating – 5.6984 mills on 7/1/18
  - Museum operating - .3221 mills on 12/1/18
  - Veterans Affairs operating - .0752 mills on 12/1/18
  - Central Dispatch operating - .3000 mills on 12/1/18
  - PA 39 of 1976 operating - .5000 mills on 12/1/18

The End

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	ON-BUDGETED	PARTIALLY BUDGETED
Courts & Public Safety	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Family Court/Circuit Court	June 5, 2018	Sandra Vanderhyde

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

The Muskegon County Family Court & JTC continues to be a leader in the state in its innovative and collaborative efforts. In an ongoing effort to improve the ability of the Family Court to best serve the families of Muskegon County, and as part of our overall reorganization efforts, the Circuit Court Administrator respectfully requests the following:

- Reclassification of X15401 Clinical Supervisor(NX290 $25.38-$32.03) to reflect the current needs of Family Court, to Family Division Supervisor(NX280 $24.23-$30.57) (Decrease to General Fund of $3,261.06)
- Reclassification and Funding Transfer of X04014 Administrative Analyst(NX220 $22.09-$27.84) to reflect the current duties of the position, to Senior Accountant(NX280 $24.23-$30.57) (Former: 2150-0142, 50%, 2150-0149, 15%, 2920-0152, 35% New: 2150-0142, 70%, 2150-0149, 15%, 2920-0152, 15%, Decrease to General Fund of $915.25)
- Creation of New Position- Family Counselor to meet the needs of the new residential portion of the Juvenile Transition (Increase to General Fund of $44,056.80)
- Funding Transfer of X37002 Family Counselor to reflect the new, fully domestic duties of the position (Former: 2150-0142, 50%, 2920-0152, 50%, New: 2150-0142, 100%; Decrease to the General Fund of $7,894.95)
- Deletion of G35301 Family Court Specialist, as this position is no longer needed due to shift in duties to better suited area (Decrease in General Fund of $32,493.22)
- Funding Transfer of G27517 Court Services Specialist to reflect the revised duties of the position (Former: 2150-0142, 25%, 2920-0662, 75%, New: 2150-0142, 42%, 2150-0149, 10%, 2920-0152, 10%, 2920-0662, 38%; Increase to the General Fund of $1,967.99)
- Funding Transfer of G27518 Court Services Specialist to reflect the revised duties of the position. This will be a shared position with the Sheriff's Department, assisting in consolidated collections to increase revenue. (Former: 2150-0142, 100%, New: 2150-0142, 33%, 2150-0149, 2%, 1010-0132, 12%, 2920-0152, 3%, 1010-0351, 50%; Decrease to the General Fund of $2,397.39)
- Reclassification of X83203 Senior Accountant to reflect the current duties of the position, to Circuit Court Finance Manager(NX310 $27.836-$35.198), an existing pay grade, but newly created position (Increase to General Fund of $2,442.65)
- Funding Transfer for X15201Circuit Court Administrator to reflect the current duties of the position (Former: 2150-0142, 40%, 2920-0152, 60%, New: 2150-0142, 60%, 2920-0152, 40%; Decrease to the General Fund of $4,127.41)

Please see attached Excel spreadsheet with a summary and Funding Transfer documents for more detailed information. The spreadsheet also contains a breakdown of the savings that are being combined with these requests, resulting in a total decrease to the General Fund by $2,621.84, effective June 10th, 2018.

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

To approve the funding transfers, reclassifications and creation of new positions, effective June 10th, 2018.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
Concur – K. Wade	
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:** MEB

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

Date

AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO
6/5/18	CPS18/06-26	6/12/18	

Revised 6/1/18

Summary of Funding Transfers, Reclassifications, and new positions for Family Court

Funding Transfers			Change to G/F Approp
X15201	Circuit Court Admin/FOC		-$4,127.41
G27518	Court Services Specialist		-$2,397.39
G27517	Court Services Specialist		$1,967.99
X37002	Family Counselor		-$7,894.95
Reclassifications			
X04014	Admin Analyst to Senior	Accountant* (with funding change)	-$915.25
X15401	Clinical Supervisor to	Family Division Supervisor	-$3,261.06
New Positions			
TBD	Circuit Court Finance Manager (promotion from Senior Accountant)		$2,442.65
TBD	Family Counselor		$44,056.80
Deletion			
G35301	Family Court Specialist		-$32,493.22
		Total	-$2,621.84

MUSKEGON COUNTY, MICHIGAN

CLASS TITLE **CIRCUIT COURT FINANCE MANAGER**

DISTINGUISHING FEATURES OF THE CLASS:
An employee in this class, under the general direction of the Circuit Court Administrator, is responsible for the direction of all overall funding and financial operations of the Circuit Court including the Family Division and the Juvenile Transition Center. This employee assumes primary responsibility and direct oversight of all accounting and fiscal duties for the above mentioned areas. Performs other related duties as assigned.

SUPERVISION RECEIVED
The Circuit Court Finance Manager, under the general supervision of the Circuit Court Administrator, performs duties on an independent basis in compliance with established policies and procedures.

SUPERVISION EXERCISED
The Circuit Court Finance Manager supervises the subordinate financial/accounting staff.

TYPICAL EXAMPLES OF WORK PREFORMED
(The following examples are intended to be descriptive but not restrictive.)
Supervises, evaluates and coordinates the work flow of lower level supervisory, professional and paraprofessional staff in the Accounting/Finance area.
Oversees the development and status of the Child Care Fund, IV-D/Cooperative Reimbursement contract and County of Muskegon budgets.
Develop and monitor processes/procedures used within the Consolidated Collections unit to ensure SCAO compliance and maximize revenue to the County of Muskegon.
Review and suggest improvements to internal processes to reduce the financial impact of the department to the County of Muskegon's General Fund.
Perform other related duties as assigned.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

A. Required Experience and Training
At the time of application, an applicant must:

Possess a Bachelor's degree from an accredited college or university with a major in Accounting or Finance; AND
Have a minimum of five (5) years of experience in Accounting or Finance, which shall have included supervisory experience.

B. Required Knowledge, Skills and Abilities
Considerable knowledge of accounting, budgetary, and management principles and practices;
Considerable knowledge of supervisory practices and procedures;
Considerable knowledge of general office practices and procedures;
Considerable ability in planning, organizing, and coordinating programs;
Considerable ability to exercise independent judgment and initiative in analyzing

problems and recommending appropriate solutions;
Considerable ability to establish and maintain effective working relationships with other supervisors and County Departments;
Considerable ability to give, as well as receive, complex oral and written instructions;
Considerable ability to devise and implement accounting methods;
Ability to maintain appropriate records and prepare reports pertaining to division planning and progress;
Ability to prepare fiscal and statistical reports.

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary or light physical work activities requiring the occasional lifting of objects weighing up to thirty-five (35) pounds.

ENVIRONMENTAL CONDITIONS

The Circuit Court Finance Manager generally works in the Family Court office.

CAREER OPPORTUNITIES

With sufficient experience and training, this employee may be considered for promotion to a higher level professional position with the County should a vacancy occur.

Approved by _____
Sandra Vanderhyde, Circuit Court Administrator

Date _____

Approved by _____
Kristen N. Wade, Human Resources Director

Date _____

MUSKEGON COUNTY, MICHIGAN

CLASS TITLE **FAMILY COUNSELOR- JUVENILE**

DISTINGUISHING FEATURES OF THE CLASS:
A Family Counselor, under general supervision, performs evidence-based practices according to nationally-recognized standards related to the delivery of services to youth involved in the juvenile justice system. An employee in this class writes initial assessments that accurately build on strengths and deficits resulting in a DSM diagnosis. These assessments will include a history of mental health treatment, relevant family history, and current treatment recommendations. The Family Counselor ensures that all documentation of client contact and treatment services is complete, thorough, and accurate, to meet all agency, state, and professional standards. The Family Counselor works as part of a multi-disciplinary team to help plan and implement a course of treatment that may include any of the following as indicated: behavioral support plan, counseling plan, skill coaching, staff/family training, and additional support services. Treatment plans will be designed to lead to meaningful, objective outcomes, and treatment monitoring will occur regularly. The Family Counselor will train individuals receiving services/family/caregivers on skills needed and will perform other related duties as required.

SUPERVISION RECEIVED
The Family Counselor, under the general direction of the Family Court and Juvenile Transition Center Administration, performs work related duties as required on an independent basis and is responsible for the quality of service provided and maintains compliance with policies and procedures.

SUPERVISION EXERCISED
Generally none; however, a Family Counselor may oversee the work of other Juvenile Transition Center Staff and/or bachelor level or paraprofessional level clinicians who are working on interventions authored by the clinician. This person may also help oversee the work of student interns within the scope of the clinician's practice.

TYPICAL EXAMPLES OF WORK PREFORMED
(The following examples are intended to be descriptive but not restrictive.)
Performs counseling and/or functional behavioral assessments on challenging behaviors;
Develops positive support plans to address challenging behaviors, trains persons who will implement plans, and oversees data collection and progress;
Uses standardized instruments/psychological tests within scope of credentials/practice;
Ensures that all documentation of client contact and treatment services is complete, thorough, and accurate to meet all agency, state, and professional standards;
Performs skill assessments where indicated, following professional standards and using standardized instruments where applicable.
Trains family and paraprofessional staff to follow treatment plans and strategies;
Teaches paraprofessional and other staff about positive behavioral supports;
Provides support for emergency and crisis situations involving challenging behaviors

during assigned work hours;
Assigned a caseload of patient/clients and provide individual or group therapy, including CBT models;
Works with professionals of other disciplines, departments, or agencies as needed in accordance with the patient/client's needs;
Performs other duties as assigned.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES:

A. Required Experience and Training

At the time of application, an applicant must:

1. Possess a Master's degree from an accredited/ CACREP approved college or university in Social Work, Psychology, or Counseling;
2. A minimum of one year of experience post graduate providing counseling.
3. Must have a State of Michigan Temporary Limited License Psychologist license, Limited Licensed Masters Social Worker license, or Limited Licensed Professional Counselor license at time of appointment.
4. Experience providing individual, family and group counseling, preferred.
5. Previous experience/ training in CBT and/or other modalities
6. Required to provide proof of limited or full license in one of the following areas: Social Work, Psychology, or Counseling.

B. Required Knowledge, Skills and Abilities

Considerable knowledge of/and ability to implement counseling techniques;
Considerable knowledge of working with children and adolescent;
Considerable knowledge and ability to apply various therapeutic techniques and modalities;
Assesses and prioritizes patient/client treatment needs including discharge needs;
Implement an action plan and collaborate with the team to assure a uniform plan of care;
Provides individual, group, and family therapy or interventions; psychosocial assessment;
Provides input to the interdisciplinary treatment plan, functioning as a team member;
Establishes therapeutic relationship with assigned patients/clients including engaging, deescalating, screening, and managing crises;
Serves as a liaison between community resources, family, and patient/client;
Assures appropriate length of stay based on continual reassessment of patient's/client's progress towards goals;
Works in various settings with diverse patient/client populations with Juvenile Transition Center's needs;
Ability to provide person-centered plan;
Basic knowledge of Family Court programs and procedures;
Considerable ability to communicate effectively with others both on a one-to-one basis and as a member of a group;
Ability to speak effectively before boards, committees and public groups;
Ability to prepare technical and narrative reports;
Ability to conduct and prepare bio-psycho-social assessments;
Ability to establish and maintain effective work relationships with administrators, professional personnel, and the general public;
Ability to effectively examine and provide possible solutions to youth and families involved in the juvenile court system;
Ability to ensure treatment is in compliance with court-operated facility licensing standards.
Performs other duties or functions as assigned.

PHYSICAL ACTIVITIES

An employee in this class performs generally sedentary or light physical work activities requiring the occasional lifting of objects weighing up to thirty-five (35) pounds.

ENVIRONMENTAL CONDITIONS

A Family Counselor generally works in either the Juvenile Transition Center or the Family Court office.

CAREER OPPORTUNITIES

With sufficient experience and training, this employee may be considered for promotion to a higher level professional position with the County should a vacancy occur.

Approved by _____
Sandra Vanderhyde, Circuit Court Administrator

Date _____

Approved by _____
Kristen N. Wade, Human Resources Director

Date _____

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Courts & Public Safety	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Family Court /Circuit Court	June 5, 2018	Sandra M. Vanderhyde

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

The Muskegon County Juvenile Transition Center (JTC) has been contracting with the Muskegon Area Intermediate School District (MAISD) since 2014, following the move of the JTC from Whitehall to Muskegon. The annual Cooperative Agreement lays out the terms of the educational program for the Muskegon County Family Court- JTC. The new annual Cooperative Agreement commences on July 1, 2018 and continues through June 30, 2019.

The MAISD annually submits for reimbursement under Section 24 of the State School Aid Act of 1979 (State Aid Act) for pupils who are placed at the Muskegon County JTC by court order. The balance to the county, which is expected to be lower than the budgeted amount, is the remainder after all other funding sources, such as Title I funding, SE 4096 funding, per pupil funding, and Section 24 funding sources are all exhausted. Currently, $105,000.00 has been included in the JTC FY19 budget request.

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

To authorize the Muskegon County Family Court to sign the Cooperative Agreement between the Muskegon Area Intermediate School District and Muskegon County Family Court- JTC, for the period of July 1, 2018 thru June 30, 2019.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	BMD
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:**
Concur D. Hughes	MJB

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee — Date

AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.
6/5/18	CPS18/06-27	6/12/18	

Revised 5/29/18

COOPERATIVE AGREEMENT
2018 – 2019 SCHOOL YEAR

MUSKEGON AREA ISD & MUSKEGON COUNTY FAMILY COURT - JUVENILE TRANSITION CENTER

PROVISIONS OF EDUCATIONAL PROGRAMMING

MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT | 630 Harvey Street, Muskegon, MI 49442

MAISD Muskegon Area Intermediate School District

Cooperative Agreement for the Provision of Education Programming at the Muskegon County Juvenile Transition Center

This agreement is made this 23rd day of April 2018 among the MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT, a Michigan Municipal Corporation of 630 Harvey Street, Muskegon, Michigan (hereinafter referred to as the MAISD), the Muskegon County Family Court, and the following Muskegon County local school districts and public school academies:

Fruitport Community Schools	North Muskegon Public Schools
Holton Public Schools	Oakridge Public Schools
Mona Shores Public Schools	Orchard View Schools
Montague Area Public Schools	Ravenna Public Schools
Muskegon Public Schools	Reeths-Puffer Schools
Whitehall District Schools	Timberland Charter Academy
Muskegon Covenant Academy	Muskegon Heights Public School Academy

These education entities desire to work together to provide an education program designed to serve area pupils who have been adjudicated at the Muskegon County Juvenile Transition Center (JTC).

This education program is intended to provide educational and service opportunities to students adjudicated by the Juvenile Court.

The MAISD has agreed to serve as both the fiscal agent and the operating school district for this education program and shall oversee the execution of all contracts, agreements, leases, waivers, and other documents and functions necessary for its operation.

THEREFORE, IT IS AGREED AS FOLLOWS:

I. General Agreement

a. The MAISD hereby agrees to establish and implement an educationally appropriate education program that meets all current Michigan Department of Education rules, laws, and standards.

b. The education program shall provide both traditional curriculum as well as approved support services to pupils placed within the Muskegon County Juvenile Transition Center by the Juvenile Court.

c. The MAISD shall provide or contract for required staffing and support services for pupils enrolled in this education program and shall ensure that all such services meet program goals and objectives.

d. The MAISD shall collect all applicable state aid for the students meeting the Michigan Department of Education count day requirements.

e. The MAISD shall submit for reimbursement under Section 24 of the State School Aid Act of 1979 (State Aid Act) for pupils who, by court order are placed at the Muskegon County Juvenile Transition Center.

f. This education program shall be available to both general and special education students.

II. Term

This Agreement shall commence on July 1, 2018 and shall continue through June 30, 2019. This Agreement will end on June 30, 2019.

This agreement may be terminated without cause by the MAISD or Muskegon County Family Court by providing a minimum of thirty (30)-days written notice to the other Parties.

III. Duties of the MAISD

The MAISD shall assume the following duties and responsibilities under the terms of this Agreement:

a. Will establish, implement, and oversee an educationally appropriate education program that meets all current Michigan Department of Education laws, rules, and standards.

b. Will ensure that instruction and support services are scheduled and provided for a minimum of 1098 hours as required by the State Aid Act.

c. For the 2018-19 school year, the MAISD agrees to provide 200 days of instruction (student days) and 205 staff days (5 State required professional development days).

# of Staff	Full Time Equivalence	Educational Role
3	1.0 FTE	General Education Teacher
1	0.5 FTE	General Education Teacher
1	0.5 FTE	Special Education Teacher
1	0.7 FTE	Transition Advocate
1	0.3 FTE	School Psychologist
1	0.2 FTE	Program Director
6	5.2 FTE	Staffing Total (5 at 1.0 FTE and 1 at 0.2 FTE)

*In the event that an employee resigns from their position, the MAISD will not rehire for the vacated position.

d. In the event that educational and county revenues do not meet these agreed upon expenses, the MAISD will only provide the hours and days required by state law. Any costs over 200 days will first be paid by Title I, Part D, Neglected and Delinquent funding.

e. Quarterly reviews will take place during the 2018 – 2019 School Year and will include estimates of revenues and expenditures.

f. Will provide or contract for provision of certificated staff and support services required for this program and will supervise said staff.

g. Will provide local school districts with suitable progress reports and assessment for all youth participating in the education program.

h. Will participate in the Individualized Education Program (IEP) process for special education students referred for participation and will ensure that specialized needs are met and the Free Appropriate Public Education (FAPE) requirements of the Rehabilitation Action of 1973 are upheld.

i. Will initiate the evaluation of any special education student, whose reevaluation date occurs while the student is a resident of the Juvenile Transition Center, with the student's resident district.

j. Will explore supplemental sources of funding for this program and will actively pursue available resources.

k. Will ensure that all required record keeping and reporting is completed in an accurate and timely manner.

l. Will adhere to written and provided policies and procedures of the Muskegon County Family Court and the JTC.

m. In the event that revenues exceed expenditures, any excess revenues will be used to offset unmet costs in the following year.

IV. Duties of Participating School District(s) and Public School Academies

a. Will participate in required IEPT meetings and reevaluations for special education students and will participate in any conferences and meetings scheduled to evaluate or report student progress for purposes of transitioning student(s) back to local school district educational programs.

b. Will determine and provide local district academic credit for education successfully completed by students in this program.

V. Duties of the Muskegon County Family Court

a. Will provide adequate space, furniture and network access for operation of classroom programs.

b. Will provide MAISD staff with written policies and procedures for the JTC.

c. If the educational revenues received by the MAISD based on the student count, under Section 24: Juvenile Detention Facility or Child Caring Institution, Title 1 Part D: Neglected and Delinquent funds are not sufficient to cover the costs of operation of the education program at the JTC, the Muskegon County Family Courts will be required to pay the difference.

VI. Employment Relationship

a. The Parties to this contract agree that employees assigned by the MAISD to provide educational services, as contemplated by this Agreement, shall remain employees of the MAISD. Nothing in this Agreement shall be construed to create an employment relationship between employees of the MAISD and the Muskegon County Family Court.

VII. Indemnity

To the full extent permitted by law, MAISD shall indemnify and hold harmless the other parties, and their directors, officers, commissioners, employees and agents from and against any and all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgements, costs and expenses (including reasonable attorneys' fees) arising out of, resulting from, in whole or in part, any negligence or misconduct of MAISD or its officers, agents, employees, or subcontractors in connection with the services provided under this Agreement. No party shall be indemnified hereunder if the claims are solely the result of the willful misconduct of said party or said party's

officers, agents, or employees. This indemnification provision shall survive the termination or expiration of this Agreement.

VIII. Miscellaneous

a. This Agreement contains all of the terms and conditions agreed upon by the Parties. No other understanding, oral agreement or otherwise regarding the subject matter of this Agreement shall be deemed to exist or bind any of the Parties hereto.

b. It is also agreed that the terms used in this contract will be given their common and ordinary meaning and not be construed against any Party.

c. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

d. All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, and its successors.

e. No person dealing with the Muskegon County Family Court or the MAISD shall be, nor shall any of them be deemed to be, third-party beneficiaries to this Agreement. This Agreement is not intended to, nor shall it be interpreted to create a special relationship between Muskegon County Family Court or MAISD and any staff, visitors, residents, or other individuals who may have business through the County.

f. This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the Parties shall preserve undestroyed, shall together constitute one and the same instrument.

IX. Default

This Agreement is made upon the condition that all Parties shall perform all covenants and conditions set forth herein to be performed by them, and if at any time any Party fails to comply with same and does not cure the noncompliance within a period of thirty (30) days after receipt of written notice of default in performance, the MAISD or the Muskegon County Family Court may exercise its right to terminate this Agreement effective at the expiration of the said thirty (30)-day notice period.

X. Notice

Any notice, reports, records, or statements required to be given under this Agreement shall be sufficiently given by first class mail or its equivalent addressed to any or all Parties as follows:

MUSKEGON AREA ISD
630 Harvey St.
Muskegon, MI 49442

FRUITPORT COMMUNITY SCHOOLS
3255 Pontaluna Road
Fruitport, MI 49415

HOLTON PUBLIC SCHOOLS
121 Randall Road
Holton, MI 49425

MONTAGUE AREA PUBLIC SCHOOLS
4900 Stanton Boulevard
Montague, MI 49437

MUSKEGON PUBLIC SCHOOLS
349 W. Webster Avenue
Muskegon, MI 49440

TIMBERLAND CHARTER ACADEMY
2574 McLaughlin
Muskegon, MI 49442

MUSKEGON HEIGHTS PUBLIC SCHOOL ACADEMY SYSTEM
2441 Sanford Street
Muskegon Heights, MI 49444

NORTH MUSKEGON PUBLIC SCHOOLS
1600 Mills Avenue
North Muskegon, MI 49445

OAKRIDGE PUBLIC SCHOOLS
275 S. Wolf Lake Road
Muskegon, MI 49442

RAVENNA PUBLIC SCHOOLS of MUSKEGON AND OTTAWA COUNTIES
12322 Stafford Street
Ravenna, MI 49451

REETHS-PUFFER SCHOOLS
991 W. Giles Road
Muskegon, MI 49445

WHITEHALL DISTRICT SCHOOLS
541 Slocum Street
Whitehall, MI 49461

MUSKEGON COVENANT ACADEMY
125 Catherine Avenue
Muskegon, MI 49442

MUSKEGON COUNTY FAMILY COURT
990 Terrace Street
Muskegon, MI 49442

*All notices shall be effective, when deposited in such mail.

XI. Authority to Execute

The Parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the Party to the Agreement.

The Parties hereto have executed this Agreement on the date and year first above written.

MAISD Muskegon Area Intermediate School District

Cooperative Agreement for the Provision of Education Programming at the Muskegon County Juvenile Transition Center
July 1, 2018 – June 30, 2019

MAISD Superintendent	Fruitport Superintendent
Holton Superintendent	Mona Shores Superintendent
Montague Superintendent	Muskegon Superintendent
North Muskegon Superintendent	Oakridge Superintendent
Orchard View Superintendent	Ravenna Superintendent
Reeths-Puffer Superintendent	Whitehall Superintendent
Muskegon Heights Public School Academy System Superintendent	Muskegon Covenant Academy Administrator
Timberland Charter Academy Principal	Muskegon County Family Court

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Courts and Public Safety	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Family Court/Circuit Court	June 5, 2018	Sandra M. Vanderhyde

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

The Family Court is doing a summer program for identified youth on intensive probation. The program will focus on decreasing the criminogenic risk factors to decrease the youths' risk of recidivating. While the youth are in the summer program, they will receive breakfast, lunch and a snack. The Family Court would like to contract with Savory & Spice, the contractor that the County of Muskegon currently uses as the food provider in the Hall of Justice based the quality of food and service level currently being provided.

The contract is for June 19th through August 9th, 2018, for 3 days per week, and will be off the week of July 4th. The contract is for 2.5 meals per day (breakfast, lunch, and snack), at a rate of $15.00 per day for 20 youth and staff, for 21 days, for a total of $6,300.00

Therefore, it is respectfully requested that the Board waive the requirement of the Purchasing Policy of obtaining 3 quotes and approve the Juvenile Summer Program food provider's contract for the Muskegon County 14th Circuit/Family Court with Savory and Spice for the 2018 summer in the amount of $6,300.00.

The Juvenile Summer Program is included in the FY 18 budget.

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

Move to approve waiving the Purchasing Policy and authorize the Circuit Court Administrator to sign the Juvenile Summer Program food provider's contract for the Muskegon County 14th Circuit/Family Court with Savory and Spice for the 2018 summer in the amount of $6,300.00.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	BMD
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:**
	MEE

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee Date

AGENDA DATE: 6/5/18	AGENDA NO.: CPS18/06-28	BOARD DATE: 6/12/18	PAGE NO.

Revised 5/29/18

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR BETWEEN THE COUNTY OF MUSKEGON FAMILY COURT AND SAVORY & SPICE, LLC

This Agreement (hereinafter referred to as "Agreement") is made by and between the County of Muskegon, a political subdivision of the State of Michigan (hereinafter referred to as "County"), having its principal place of business at 990 Terrace Street, Muskegon, Michigan 49442, and Savory & Spice, LLC, a Michigan limited liability company, whose address is 657 E. Lincoln Court, Muskegon Heights, Michigan 49444 (hereinafter referred to as "Contractor"), wherein Contractor agrees to provide and County agrees to accept the services specified herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. DESIGNATED REPRESENTATIVE. Sandra M. Vanderhyde, Muskegon County Circuit Court Administrator, is the representative of County and will administer this Agreement for and on behalf of County. Lynette Fife is the authorized representative for Contractor. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES. Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail, postage prepaid, or otherwise delivered to the addresses listed for County and Contractor as already specified above, or at such other address or to such other person that the parties may from time-to-time designate. Notices and consents under this section, which are sent by mail, shall be deemed to be received five (5) days following their deposit in the United States mail.

3. SCOPE OF SERVICE. Contractor agrees to provide services to County in accordance with Exhibit A attached hereto and incorporated herein by reference.

4. TERM. Contractor shall commence performance on June 19, 2018 and end performance on August 9, 2018, with no services provided during the week of July 2, 2018, unless otherwise directed by County or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR. Contractor shall be paid for performance under this Agreement in accordance with the terms of Exhibit B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by County and which is delivered to the address given in Section 2, "Notices" above, following completion of the increments identified in Exhibit B. Unless otherwise specified in Exhibit B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR. Contractor shall perform all of its services under this Agreement as an independent contractor and not as an employee of the County. Contractor understands and acknowledges that it shall not be entitled to any of the benefits of a County employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure.

7. STANDARD OF PERFORMANCE. Contractor represents that Contractor has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Contractor shall perform all services under this Agreement in the manner and according to the standards observed by a competent practitioner of the same profession in which Contractor is engaged. All products

of whatsoever nature, which contractor delivers to County pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in Contractor's profession. Contractor shall correct or revise any errors or omissions, at County's request without additional compensation. Permits and/or licenses shall be obtained and maintained by Contractor without additional compensation.

8. TAXES. County shall not be responsible for paying any taxes on Contractor's behalf, and should County be required to do so by State, Federal, or local taxing agencies, Contractor agrees to reimburse County promptly for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, without limitation the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance and workers' compensation insurance.

9. CONFLICT OF INTEREST. Contractor covenants that Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by Contractor.

10. RESPONSIBILITIES OF COUNTY. County shall provide all information reasonably necessary to the Contractor in performing the services provided herein.

11. OWNERSHIP OF DOCUMENTS. This Agreement is a written instrument, signed by County and the Contractor, for purposes of the Copyright Act of the United States and the copyright laws of any other country. County and Contractor agree that the copyright for any and all works of authorship, prepared under this Agreement, as a result of this Agreement, or in the course of performance of this Agreement, in any medium of expression, shall belong exclusively to County. County shall, for purposes of 17 U.S.C. § 201(a) and the copyright laws of any other country, be deemed the sole and exclusive author of any and all such works. If and to the extent necessary, any and all such works shall be deemed works made for hire, prepared for County and belonging exclusively to it. If necessary to secure County's exclusive ownership of any or all such copyrights, Contractor shall perform all actions and execute all documents required to transfer any and all such rights exclusively to County, including each and all of the exclusive rights identified in Section 106 of the Copyright Act.

Ownership of a copyright, or of any of the exclusive rights under a copyright, is distinct from ownership of any material object in which the work is embodied. 17 U.S.C. § 202. Accordingly, County shall be the exclusive owner (both of the copyright and of every embodiment) of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production. Contractor shall not release any such works, items, or embodiments thereof, to any third party, except with the prior written approval of County.

All items, works, or embodiments thereof, produced in whole or in part under this Agreement shall, if subject to the copyright laws of the United States or of any other country, belong (both the copyright and all embodiments of the work or item) exclusively to County. County shall have the unrestricted authority to publish, disclose, distribute, otherwise use in whole or in part, or to prepare derivative works based on, any reports, data, documents or other works or materials prepared under this Agreement.

12. RECORDS, AUDIT AND REVIEW. Contractor shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of Contractor's

profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting practices. County shall have the right to audit and review all such documents and records at any time during Contractor's regular business hours or upon reasonable notice.

13. INDEMNIFICATION. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its subsidiaries, departments, divisions, and agencies and their respective officials, officers, directors, employees, and agents from and against any and all liability, litigation, causes of action, and claims, by whomsoever brought or alleged, and regardless of the legal theories upon which based, and from and against all losses, costs, expenses, and fees and expenses of attorneys and expert witnesses resulting therefrom on account of, relating to, or arising out of bodily injury or death of any person, or on account of damage to property, including loss of use thereof, arising or allegedly arising out of or resulting from the services provided under this Agreement. The foregoing indemnity of the County shall include, but is not limited to, claims alleging or involving the negligence of Contractor, its subcontractors, or the joint negligence of Contractor, its subcontractors, and/or the County, but shall not extend to liability found by way of final judgment to have resulted from the sole negligence of the County.

14. INSURANCE. Contractor is required to provide proof of the minimum levels of insurance coverage as indicated by the attached Exhibit C. The purpose of this coverage shall be to protect the County from claims which may arise out of or result from the Contractor's performance of services under the terms of this Agreement, whether such services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The insurance shall be written for not less than the minimum coverage specified in Exhibit C or as required by law, whichever is greater. All deductible amounts for any of the required polices are subject to approval by the County. BEFORE THE AGREEMENT IS SIGNED BY BOTH PARTIES, THE CONTRACTOR'S INSURANCE AGENCY MUST FURNISH TO THE COUNTY AN ORIGINAL CERTIFICATE OF INSURANCE VERIFYING LIABILITY COVERAGE. THAT COVERAGE MUST NAME THE COUNTY OF MUSKEGON AS AN ADDITIONAL INSURED. All such certificates shall contain a provision indicating that coverage for it under the policy WILL NOT BE CANCELLED, MATERIALLY CHANGED OR NOT RENEWED without THIRTY (30) DAYS prior written notice except for ten (10) days for nonpayment of premium having been given to the County.

If a motor vehicle is used to provide services or products under this Agreement, the Contractor must have vehicle liability insurance on any automobile including owned, hired, and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

15. NONDISCRIMINATION. The Contractor assures that in accordance with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), Title IX of the Education Amendment of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), the Regulations issued thereunder by the U.S. Department of Health and Human Services (45 CFR Parts 80, 84, 86 and 91), the Michigan Handicapper's Civil Rights Act (1976, P.A. 220), and the Michigan Civil Rights Act (1976, P.A. 453), no individual shall, on the ground of race, creed, age, color, national origin or ancestry, religion, sex, marital status, or handicap be excluded from participation, be denied the benefit of, or be otherwise subjected to discrimination or harassment under any program or activity provided by this Contractor.

Additionally, assurance is given to County that good-faith efforts will be made to identify and encourage the participation of minority-, women- and handicapper-owned businesses in contract solicitations. The Contractor shall incorporate language in all contracts awarded: (1) prohibiting discrimination against minority-, women- and handicapper-owned business in subcontracting; and (2) making discrimination a material breach of contract.

16. NONEXCLUSIVE AGREEMENT. Contractor understands that this is not an exclusive Agreement and the County shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by Contractor as the County desires.

17. ASSIGNMENT. Contractor shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of County and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

18. TERMINATION.

A. By County. County may, by written notice to Contractor, terminate this Agreement in whole or in part at any time, whether for County's convenience or because of the failure of Contractor to fulfill the obligations herein. Upon receipt of this notice, Contractor shall immediately discontinue all services (unless the notice directs otherwise), and deliver to County all data estimates, graphs, summaries, reports, and all other records, documents or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether completed or in process.

i. For Convenience. County may terminate the Agreement upon thirty (30) days written notice. Following notice of such termination, Contractor shall promptly cease work and notify County as to the status of its performance.

Notwithstanding any other payment provisions of this Agreement, County shall pay Contractor for services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall Contractor be paid an amount in excess of the full price under this Agreement, nor for profit on unperformed portions of service. Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. In the event of a dispute as to the reasonable value of the services rendered by Contractor, the decision of County shall be final. The foregoing is cumulative and shall not affect any right or remedy which County may have in law or equity.

ii. For Cause. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County may, at County's sole option, terminate this Agreement by written notice, which shall be effective upon receipt by Contractor.

B. By Contractor. Should County fail to pay Contractor all or any part of the payment set forth in Exhibit B, Contractor may, at Contractor's option, terminate this Agreement if such failure is not remedied by County within thirty (30) days of written notice to County of such late payment.

19. SECTION HEADINGS. The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

20. SEVERABILITY. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

21. REMEDIES NOT EXCLUSIVE. No remedy herein conferred upon or reserved to County is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

22. TIME IS OF THE ESSENCE. Time is of the essence in this Agreement and each covenant and term is a condition herein.

23. NO WAIVER OF DEFAULT. No delay or omission of County to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to County shall be exercised from time-to-time and as often as may be deemed expedient in the sole discretion of County.

24. ENTIRE AGREEMENT AND AMENDMENT. In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

25. SUCCESSORS AND ASSIGNS. All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and permitted assigns.

26. NO THIRD-PARTY BENEFICIARY. No person dealing with the County or Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this Agreement. This Agreement is not intended to, nor shall it be interpreted to create a special relationship between the County or the Contractor and any staff, visitors, residents, or other individuals who may have business through the County.

27. COMPLIANCE WITH THE LAW. Contractor shall, at its sole cost and expense, comply with all local, State, and Federal ordinances, laws, rules, regulations and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of Contractor in any action or proceeding against Contractor, whether County be a party thereto or not, that Contractor has violated any such ordinance or statute shall be conclusive of that fact as between Contractor and County.

28. MICHIGAN LAW. This Agreement shall be governed by the laws of the State of Michigan. Any litigation regarding this Agreement or its contents shall be filed in the County of Muskegon, if in State Court, or in the United States District Court for the Western District of Michigan, if in Federal Court.

29. TERMS AND CONDITIONS. The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

30. EXECUTION OF COUNTERPARTS. This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

31. AUTHORITY. All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, person, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any State and/or Federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, Contractor hereby warrants that it shall not have breached the terms or conditions of any contract or agreement to which Contractor is obligated, which breach would have a material effect thereon.

32. PRECEDENCE. In the event of the conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

In Witness Whereof, the parties have executed this Agreement to be effective on the date executed by County.

COUNTY OF MUSKEGON

Dated:_____ By: _____
Sandra M. Vanderhyde,
Circuit Court Administrator

SAVORY & SPICE

Dated:_____ By: _____
Lynette Fife

Its: _____

EXHIBIT A

A. Scope of Service: Contractor will provide 2.5 meals (breakfast, lunch, and a snack) per day to the "Juvenile Summer Program" a program of the Muskegon County Family Court, three days per week. Contractor shall deliver meals to classrooms located on the South Campus.

B. Contractor will not provide meals during the week of July 2, 2018.

EXHIBIT B

A. 2.5 meals per day (breakfast, lunch & a snack).

B. The daily charge for the meals shall be $15.00, for twenty (20) youth and staff, for twenty-one (21) days, for a total of Six Thousand Three Hundred Dollars and no cents ($6,300

EXHIBIT C

COUNTY OF MUSKEGON
CONTRACTOR INSURANCE REQUIREMENTS

A. PROOF OF INSURANCE

The Contractor shall furnish the County with satisfactory proof of insurance (e.g. certificate of insurance, binder, copy of policy declaration page) prior to signing the County-Contractor agreements.

The Contractor shall not commence work under this contract until he has obtained all the insurance required under this section and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on his sub-contract until the insurance required of the subcontractor has been so obtained and approved.

B. REQUIRED COVERAGES

Liability policies shall include the County and its subsidiaries, departments, and agencies and their respective officials, officers, directors, employees, and agents named as Additional Insureds.

WORKERS' COMPENSATION

Coverage for its employees with statutory limits and Employers Liability coverage with limits of:

Coverage A - Compensation as required by Statute
Coverage B - Employer's Liability to $500,000

COMMERCIAL GENERAL LIABILITY

Coverage on the standard ISO 1993 Form, which includes contractual liability, personal injury, broad form property damage, extended liability, and, where applicable, products liability coverage, with coverage limits of:

Per occurrence	$1,000,000

COMPREHENSIVE AUTOMOBILE LIABILITY

Coverage on the standard ISO 1990 Form, which includes contractual liability coverage and coverage for all owned, hired, and non-owned vehicles with limits of:

Bodily Injury and Property Damage - Any One Accident or Loss	$1,000,000

OWNERS AND CONTRACTORS PROTECTIVE LIABILITY

Coverage on the Standard ISO 1992 Form, with limits of:

Per occurrence	$1,000,000

C. CANCELLATION OR REDUCTION IN COVERAGE

Notice: In the event of a lapse or reduction in the required coverages, the Contractor shall cease operations and shall not resume operations until new insurance is in force.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Courts & Public Safety	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Sheriff's Office	6/5/18	Michael Poulin, Sheriff

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

The current Partnership in Neighborhood Safety (PINS) Program Agreement expired on March 31, 2018. After meeting with the Fruitland Township Supervisor, all parties are in agreement to extend one-half of the cost of the Deputy assigned to their township and operating expenses with the County paying the other half. The total estimated program cost for Fruitland Township for the next contract period is $136,715.24 with the township paying $68,357.62 and the County paying $68,357.62. Approval of the Agreement is now being requested from the County Board.

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

I move to approve the one-year extension of the agreement for the Partnership in Neighborhood Safety Program between Fruitland Township, the Muskegon County Sheriff and the Board of Commissioners with the County's share of the cost being 50% or $68,357.62; and authorize the Board Chair and Sheriff to sign the document.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	BMD
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:**
	ALEC

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee Date

AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.
6/5/18	CPS 18/06-29	6/12/18	

Revised 5/29/18

PARTNERSHIP IN NEIGHBORHOOD SAFETY
FRUITLAND TOWNSHIP AGREEMENT

This Agreement is made this 19 day of March 2018, by and among the Township of Fruitland and the County of Muskegon, with reference to the following facts and circumstances:

A. Pursuant to the authority granted in MCL 41.181; MSA 5.45(1), townships may contract with sheriff's departments within the State of Michigan to provide special police protection within the townships and to enforce local ordinances.
B. The Township is interested in receiving additional and special police services from the County of Muskegon through the Muskegon County Sheriff's Office.
C. The County of Muskegon, through the Muskegon County Sheriff's Office, is able and willing to provide the additional and special police services, on the terms and conditions set forth herein.

Now, therefore, the parties agree as follows:

1. DUTIES OF THE COUNTY

The County, through the Muskegon County Sheriff's Office, agrees to provide one full-time (average of 40 hours per week) deputy to conduct community policing activities within the Township. The position will at all times be staffed by the County and the Muskegon County Sheriff's Office with staff who are qualified and trained in accordance with all requirements of the Michigan law for police officers who can be lawfully employed under Michigan law as full-time police officers. At the time that the appointed deputy takes vacation time, sick time, etc., to where the absence is greater than two continuous weeks (80 work hours) the County and the Muskegon County Sheriff's Office will provide replacement(s) or reimburse the Township the cost of the deputy for those days not covered. If the deputy is absent for less than two continuous weeks (80 work hours), the Township will pay its share of the cost. All work under this Agreement will be performed in accordance with the terms and conditions more fully set forth and detailed in Exhibit A, which is attached hereto and incorporated by reference herein.

2. FUNDING OF POSITIONS AND BUDGET

The costs of funding this position will be divided among the Township and the County of Muskegon as follows:

Deputy Position (Actual total costs)	
Wages & Benefits	Paid 50% by the Township
Non-Wage & Benefits	Paid 50% by the Township
Associated Administrative	Paid 50% by the Township
Deputy Equipment	Paid 50% by the Township

An estimate of the projected budget for providing these services for one (1) calendar year is attached as Exhibit B. The parties acknowledge that the costs set forth in Exhibit B are only projections and that reimbursement(s) to the County must be based upon the expenditures actually incurred and budgeted for, in the performance of this Agreement.

If the Township desires more coverage than one (1) additional deputy for the special police services, the Township shall pay 100% of the total actual costs to include but not limited to overtime wages (time and one half) plus all fringe benefit costs.

Notwithstanding the foregoing, the parties agree, subject to Sheriff's express approval, that any participating Township, or the County, may elect to receive funds from a non-participating township to offset the Township and County's cost, in exchange for a sharing of assigned deputy coverage. Sheriff approval for such is, of course, acknowledged as being necessary by the parties in order to assure logistic feasibility.

Commencing April 1, 2018 the Township agrees to appropriate and pay the County quarterly on or before May 1, August 1, November 1, and February of the subsequent year.

3. INDEMNITY AND LIABILITY INSURANCE

The Township shall provide adequate liability insurance to cover all claims arising from the enforcement of township zoning ordinances and other ordinances, and shall indemnify and hold Muskegon County (and its agents, officials and/or employees) harmless from any and all liability or obligation which might arise out of claims that such ordinances are lawful or unconstitutional.

In addition, the County agrees to indemnify, defend and hold harmless Townships, their officials, employees and agents, harmless, as against any and all liability, lawsuits, demands, or claims, losses, damages, actions, costs, expenses (including without limitation, settlement costs, attorney's fees and court costs) and judgements recovered from or asserted against by any third party which may arise out of, or be filed as a consequence of actions or inactions of deputies hired pursuant to this Agreement. In addition County shall request its insurance carrier to name Townships, their official, employees and agents, as additional insureds under its comprehensive general liability and shall maintain such endorsements throughout the terms of this Agreement. County shall produce evidence that Townships, their officials, employees and agents have been named as additional insureds upon request. The duty to indemnify, defend and hold harmless Townships, their officials, employees and agents shall be effective without regard to County's limits of coverage for insurance and shall survive termination of this Agreement.

4. TERMINATION OF THIS AGREEMENT

This Agreement shall run, subject to budgetary approval by the County and the Township, for a period from April 1, 2018 through March 31, 2019 and shall thereafter be automatically renewed from year to year for additional one (1) year periods, provided, however, any party shall have the right to notify the other parties, in writing, of its intention to terminate this Agreement on its anniversary date, any time within said contract period, provided notice of said termination is given at least ninety (90) days prior to the anniversary date.

5. INSPECTION OF BOOKS AND RECORDS

The Township or their designated agents, accountants or attorney's shall have the right, on reasonable notice to the County and Sheriff, to inspect the books and records of the County and Sheriff with respect to the operation of the position which is partially funded through this Agreement and all financial matters included within this Agreement.

6. OPERATIONAL CONTROL

The Muskegon County Sheriff's Office shall have sole and absolute control over the supervision and operation and conduct of the deputy providing services under this Agreement. The personnel thereof shall be a deputy sheriff who shall be hired or terminated by the Sheriff under the same terms and conditions of employment as any other deputy sheriff. The Township Board reserves the right to approve of the deputy appointed to the position, his/her permanent replacement(s) and the deputy's work schedule so long as any decisions do not conflict with the deputy's Collective Bargaining Agreement with the County.

Nothing herein shall be construed, nor have the effect of in any way limiting the Sheriff's ability or authority to re-deploy deputy(s), as may be necessary and appropriate, in order to respond to unusual circumstances or need or emergency situations as determined by the Sheriff or his/her designee; provided, however, that the Sheriff shall periodically advise the Township as to standards utilized by the Sheriff for determining such unusual circumstances of need or emergency situations. Examples of unusual circumstances or emergency situations include but are not limited to: officer down, fleeing felon, back-up needed or escaped prisoner.

7. REGULAR SHERIFFS OPERATIONS

The provisions of this contract shall be in addition to, and shall not replace the regular Muskegon County Sheriff's enforcement division, investigation services and other services as provided by the Muskegon County Sheriff's Office based on area population, number of complaints, accidents and other area needs.

8. VEHICLE COSTS

The Township shall pay vehicle and maintenance charges as part of an equipment rent revolving fund as determined by the County.

9. MAINTENANCE OF EFFORT

The parties agree for the duration of this agreement to undertake no act, which would have the purpose, or effect, of diminishing the level of service herein provided to the Township. Consistent therewith, the County, through the County Board and Sheriff, stipulate that a total of 18 enforcement deputies (consisting of 16 road deputies, plus 2 financed by Public Act 416) are currently assigned to law enforcement functions or primary traffic control functions, exclusive of Sergeants, Lieutenant's, and Captains and excluding deputies financed by townships under separate PINS agreements (These figures exclude the following: WEMET, Marine, Bailiff, Detectives. Nothing herein shall be construed as limiting authority of the County Board or Sheriff with regard to these specialized functions and assignments). The County, through the County Board and the Sheriff, agree that so long as this Agreement remains in force and effect, that the effect of same shall be to increase the total number of deputies customarily assigned to an enforcement duty from 18 to a number greater than 18.

Notwithstanding the foregoing, in the event the State of Michigan reduces the amount of Public Act 416 funding, that the County shall not be obliged to maintain the two current deputy positions funded by the grant from the State of Michigan for such purposes.

Finally, the parties agree that the County shall have an audit performed by a certified independent auditor in order to insure that such Maintenance of Effort obligation is honored. The parties stipulate and agree that such audit may be made a part of the County's annual audit process.

PARTNERSHIP IN NEIGHBORHOOD SAFETY
FRUITLAND TOWNSHIP AGREEMENT

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the date set forth above.

COUNTY OF MUSKEGON

By: _____
Chairperson – Ben Cross
Muskegon County Board of Commissioners

By: _____
County Sheriff – Michael J. Poulin

LAKETON TOWNSHIP

By: _____
Township Supervisor – Marcia Jeske

By: _____
Township Clerk – Karolyn Rillema

PARTNERSHIP IN NEIGHBORHOOD SAFETY
FRUITLAND TOWNSHIP AGREEMENT

EXHIBIT "A"

General Functions and Responsibilities
Fruitland Township Partners in Neighborhood Safety (PINS) deputy.

Maintain order of citizen population within the borders of the Township and nearby areas in need of emergency response; assist in preventing disturbances, traffic enforcement, ordinance enforcement, public relations activities and performs related duties as required.

Knowledge of:

- Township objectives
- Community behaviors
- Board policies and procedures
- Local ordinances
- Experienced in safety and law enforcement procedures at a public venue

Ability to:

- Maintain positive relationships with the community
- Identify and evaluate any potential security and safety issues
- Work in conjunction with the township board and supervisor
- Work with other law enforcement staff within the Sheriff's Office and other departments.

Other:

- Supervises township properties such as the township hall, parks and community areas
- Monitors all public properties to prevent loitering, littering, or disturbances
- Assists in preventing smoking, graffiti, or damage to buildings
- Prepare written reports
- Enforcement of laws, ordinances and traffic codes
- Conduct regular public relations contacts with local residents and businesses
- Attend township board meetings
- Performs any other duties assigned

Personal Expectations:

- Complex Thinker
- Problem Solver
- Cooperative and collaborative worker
- Caring individual
- Self-directed achiever and flexible adaptor
- Effective Communicator
- Skilled and active learner
- Innovative quality producer
- Responsible and involved citizen

PARTNERSHIP IN NEIGHBORHOOD SAFETY
FRUITLAND TOWNSHIP AGREEMENT

EXHIBIT "B"

	1ST YEAR
TOWNSHIP 50%	68,357.62
COUNTY 50%	68,357.62
TOTAL	136,715.24

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Courts & Public Safety	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Sheriff's Office	6/5/18	Michael Poulin, Sheriff

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

The current Partnership in Neighborhood Safety (PINS) Program agreement expired on March31, 2018. After meeting with the Egelston Township Supervisor, all parties are in agreement to extend one-half of the cost of the Deputy assigned to their township and operating expenses with the County paying the other half. The total estimated program cost for Egelston Township for the next contract period is $142,336.96 with the township paying $71,168.48 and the County paying $71,168.48. Approval of the Agreement is now being requested from the County Board.

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

I move to approve the one-year extension of the agreement for the Partnership in Neighborhood Safety Program between Egelston Township, the Muskegon County Sheriff and the Board of Commissioners with the County's share of the cost being 50% or $71,168.48; and authorize the Board Chair and Sheriff to sign the document.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	bmp
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:**
	MCC

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee Date

AGENDA DATE: 6/5/18	AGENDA NO.: CPS18/06-30	BOARD DATE: 6/12/18	PAGE NO.

Revised 5/29/18

PARTNERSHIP IN NEIGHBORHOOD SAFETY
EGELSTON TOWNSHIP AGREEMENT

This Agreement is made this 1st day of April, 2018, by and among the Township of Egelston and the County of Muskegon, with reference to the following facts and circumstances:

A. Pursuant to the authority granted in MCL 41.181; MSA 5.45(1), townships may contract with sheriff's departments within the State of Michigan to provide special police protection within the townships and to enforce local ordinances.
B. The Township is interested in receiving additional and special police services from the County of Muskegon through the Muskegon County Sheriff's Office.
C. The County of Muskegon, through the Muskegon County Sheriff's Office, is able and willing to provide the additional and special police services, on the terms and conditions set forth herein.

Now, therefore, the parties agree as follows:

1. DUTIES OF THE COUNTY

The County, through the Muskegon County Sheriff's Office, agrees to provide one full-time (average of 40 hours per week) deputy to conduct community policing activities within the Township. The position will at all times be staffed by the County and the Muskegon County Sheriff's Office with staff who are qualified and trained in accordance with all requirements of the Michigan law for police officers who can be lawfully employed under Michigan law as full-time police officers. At the time that the appointed deputy takes vacation time, sick time, etc., to where the absence is greater than two continuous weeks (80 work hours) the County and the Muskegon County Sheriff's Office will provide replacement(s) or reimburse the Township the cost of the deputy for those days not covered. If the deputy is absent for less than two continuous weeks (80 work hours), the Township will pay its share of the cost. All work under this Agreement will be performed in accordance with the terms and conditions more fully set forth and detailed in Exhibit A, which is attached hereto and incorporated by reference herein.

2. FUNDING OF POSITIONS AND BUDGET

The costs of funding this position will be divided among the Township and the County of Muskegon as follows:

Deputy Position (Actual total costs)

Wages & Benefits	Paid 50% by the Township
Non-Wage & Benefits	Paid 50% by the Township
Associated Administrative	Paid 50% by the Township
Deputy Equipment	Paid 50% by the Township

An estimate of the projected budget for providing these services for one (1) calendar year is attached as Exhibit B. The parties acknowledge that the costs set forth in Exhibit B are only projections and that reimbursement(s) to the County must be based upon the expenditures actually incurred and budgeted for, in the performance of this Agreement.

If the Township desires more coverage than one (1) additional deputy for the special police services, the Township shall pay 100% of the total actual costs to include but not limited to overtime wages (time and one half) plus all fringe benefit costs.

Notwithstanding the foregoing, the parties agree, subject to Sheriff's express approval, that any participating Township, or the County, may elect to receive funds from a non-participating township to offset the Township and County's cost, in exchange for a sharing of assigned deputy coverage. Sheriff approval for such is, of course, acknowledged as being necessary by the parties in order to assure logistic feasibility.

Commencing April 1, 2018 the Township agrees to appropriate and pay the County quarterly on or before May 1, August 1, November 1, and February of the subsequent year.

3. INDEMNITY AND LIABILITY INSURANCE

The Township shall provide adequate liability insurance to cover any County liability which might arise or result from claims that Township zoning or other ordinances enforced by the County are unlawful or unconstitutional. The Township shall indemnify and hold the County (and its agents, officials and/or employees) harmless from any and all such liability or obligation.

In addition, the County shall carry all necessary liability insurance to cover the operation of the sheriff's unit and to indemnify, defend and hold the Township (and its agents, officials and/or employees) harmless, against any and all liability, lawsuits, demands, claims losses, damages, actions, costs expenses (including, without limitation, settlement costs, attorney's fees and court costs) and judgements recovered for or asserted by any third party which may arise out of, or be filed as a consequence of actions or inactions of deputies hired with the exception of the liability in this section as described in the first paragraph of this section relating to ordinances, pursuant to this Agreement. The County shall request its insurance carrier name the Township, their officials, employees and agents, as additional insureds under its comprehensive general liability insurance policy and shall maintain such endorsements throughout the terms of the Agreement.

The duty to indemnify, defend and hold harmless the Township, their officials, employees and agents shall be effective without regard to the County's limits of coverage for insurance and shall survive termination of this Agreement.

4. TERMINATION OF THIS AGREEMENT

This Agreement shall run, subject to budgetary approval by the County and the Township, for a period from April 1, 2018 through March 31, 2019 and shall thereafter be automatically renewed from year to year for additional one (1) year periods, provided, however, any party shall have the right to notify the other parties, in writing, of its intention to terminate this Agreement on its anniversary date, any time within said contract period, provided notice of said termination is given at least ninety (90) days prior to the anniversary date.

5. INSPECTION OF BOOKS AND RECORDS

The Township or their designated agents, accountants or attorney's shall have the right, on reasonable notice to the County and Sheriff, to inspect the books and records of the County and Sheriff with respect to the operation of the position which is partially funded through this Agreement and all financial matters included within this Agreement.

6. OPERATIONAL CONTROL

The Muskegon County Sheriff's Office shall have sole and absolute control over the supervision and operation and conduct of the deputy providing services under this Agreement. The personnel thereof shall be a deputy sheriff who shall be hired or terminated by the Sheriff under the same terms and conditions of employment as any other deputy sheriff. The Township Board reserves the right to approve of the deputy appointed to the position, his/her permanent replacement(s) and the deputy's work schedule so long as any decisions do not conflict with the deputy's Collective Bargaining Agreement with the County.

Nothing herein shall be construed, nor have the effect of in any way limiting the Sheriff's ability or authority to re-deploy deputy(s), as may be necessary and appropriate, in order to respond to unusual circumstances or need or emergency situations as determined by the Sheriff or his/her designee; provided, however, that the Sheriff shall periodically advise the Township as to standards utilized by the Sheriff for determining such unusual circumstances of need or emergency situations. Examples of unusual circumstances or emergency situations include but are not limited to: officer down, fleeing felon, back-up needed or escaped prisoner.

7. REGULAR SHERIFFS OPERATIONS

The provisions of this contract shall be in addition to, and shall not replace the regular Muskegon County Sheriff's enforcement division, investigation services and other services as provided by the Muskegon County Sheriff's Office based on area population, number of complaints, accidents and other area needs.

8. VEHICLE COSTS

The Township shall pay vehicle and maintenance charges as part of an equipment rent revolving fund as determined by the County.

9. MAINTENANCE OF EFFORT

The parties agree for the duration of this agreement to undertake no act, which would have the purpose, or effect, of diminishing the level of service herein provided to the Township. Consistent therewith, the County, through the County Board and Sheriff, stipulate that a total of 18 enforcement deputies (consisting of 16 road deputies, plus 2 financed by Public Act 416) are currently assigned to law enforcement functions or primary traffic control functions, exclusive of Sergeants, Lieutenant's, and Captains and excluding deputies financed by townships under separate agreements (These figures exclude the following: WEMET, Marine, Bailiff, Detectives. Nothing herein shall be construed as limiting authority of the County Board or Sheriff with regard to these specialized functions and assignments). The County, through the County Board and the Sheriff, agree that so long as this Agreement remains in force and effect, that the effect of same shall be to increase the total number of deputies customarily assigned to an enforcement duty from 18 to a number greater than 18.

Notwithstanding the foregoing, in the event the State of Michigan reduces the amount of Public Act 416 funding, that the County shall not be obliged to maintain the two current deputy positions funded by the grant from the State of Michigan for such purposes.

Finally, the parties agree that the County shall have an audit performed by a certified independent auditor in order to insure that such Maintenance of Effort obligation is honored. The parties stipulate and agree that such audit may be made a part of the County's annual audit process.

PARTNERSHIP IN NEIGHBORHOOD SAFETY
EGELSTON TOWNSHIP AGREEMENT

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the date set forth above.

COUNTY OF MUSKEGON

By: _____
Chairperson – Ben Cross
Muskegon County Board of Commissioners

By: _____
County Sheriff – Michael J. Poulin

LAKETON TOWNSHIP

By: _____
Township Supervisor – John Holter

By: _____
Township Clerk – Joan J. Raap

PARTNERSHIP IN NEIGHBORHOOD SAFETY
EGELSTON TOWNSHIP AGREEMENT

EXHIBIT "A"

General Functions and Responsibilities
Egelston Township Partners In Neighborhood Safety (PINS) deputy.

Maintain order of citizen population within the borders of the Township and nearby areas in need of emergency response; assist in preventing disturbances, traffic enforcement, ordinance enforcement, public relations activities and performs related duties as required.

Knowledge of:

- Township objectives
- Community behaviors
- Board policies and procedures
- Local ordinances
- Experienced in safety and law enforcement procedures at a public venue

Ability to:

- Maintain positive relationships with the community
- Identify and evaluate any potential security and safety issues
- Work in conjunction with the township board and supervisor
- Work with other law enforcement staff within the Sheriff's Office and other departments.

Other:

- Supervises township properties such as the township hall, parks and community areas
- Monitors all public properties to prevent loitering, littering, or disturbances
- Assists in preventing smoking, graffiti, or damage to buildings
- Prepare written reports
- Enforcement of laws, ordinances and traffic codes
- Conduct regular public relations contacts with local residents and businesses
- Attend township board meetings
- Performs any other duties assigned

Personal Expectations:

- Complex Thinker
- Problem Solver
- Cooperative and collaborative worker
- Caring individual
- Self-directed achiever and flexible adaptor
- Effective Communicator
- Skilled and active learner
- Innovative quality producer
- Responsible and involved citizen

PARTNERSHIP IN NEIGHBORHOOD SAFETY
EGELSTON TOWNSHIP AGREEMENT

EXHIBIT "B"

	1ST YEAR
TOWNSHIP 50%	71,168.48
COUNTY 50%	71,168.48
TOTAL	142,336.96

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Courts & Public Safety	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Sheriff's Office	6/5/18	Michael Poulin, Sheriff

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

The current Partnership in Neighborhood Safety (PINS) Program Agreement expired on March 31, 2018. After meeting with the Laketon Township Supervisor, all parties are in agreement to extend one-half of the cost of the Deputy assigned to their township and operating expenses with the County paying the other half. The total estimated program cost for Laketon Township for the next contract period is $119,874.02 with the township paying $59,937.01 and the County paying $59,937.01. Approval of the Agreement is now being requested from the County Board.

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

I move to approve the one-year extension of the agreement for the Partnership in Neighborhood Safety Program between Laketon Township, the Muskegon County Sheriff and the Board of Commissioners with the County's share of the cost being 50% or $59,937.01; and authorize the Board Chair and Sheriff to sign the document.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	BMP
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:**
	MRR

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee Date

AGENDA DATE: 6/5/18	AGENDA NO.: CPS18/06-31	BOARD DATE: 6/12/18	PAGE NO.

Revised 5/29/18

PARTNERSHIP IN NEIGHBORHOOD SAFETY
LAKETON TOWNSHIP AGREEMENT

This Agreement is made this ____ day of _____, 2018, by and among the Township of Laketon and the County of Muskegon, with reference to the following facts and circumstances:

A. Pursuant to the authority granted in MCL 41.181; MSA 5.45(1), townships may contract with sheriff's departments within the State of Michigan to provide special police protection within the townships and to enforce local ordinances.
B. The Township is interested in receiving additional and special police services from the County of Muskegon through the Muskegon County Sheriff's Office.
C. The County of Muskegon, through the Muskegon County Sheriff's Office, is able and willing to provide the additional and special police services, on the terms and conditions set forth herein.

Now, therefore, the parties agree as follows:

1. DUTIES OF THE COUNTY

The County, through the Muskegon County Sheriff's Office, agrees to provide one full-time (average of 40 hours per week) deputy to conduct community policing activities within the Township. The position will at all times be staffed by the County and the Muskegon County Sheriff's Office with staff who are qualified and trained in accordance with all requirements of the Michigan law for police officers who can be lawfully employed under Michigan law as full-time police officers. At the time that the appointed deputy takes vacation time, sick time, etc., to where the absence is greater than two continuous weeks (80 work hours) the County and the Muskegon County Sheriff's Office will provide replacement(s) or reimburse the Township the cost of the deputy for those days not covered. If the deputy is absent for less than two continuous weeks (80 work hours), the Township will pay its share of the cost. All work under this Agreement will be performed in accordance with the terms and conditions more fully set forth and detailed in Exhibit A, which is attached hereto and incorporated by reference herein.

2. FUNDING OF POSITIONS AND BUDGET

The costs of funding this position will be divided among the Township and the County of Muskegon as follows:

Deputy Position (Actual total costs)

Wages & Benefits	Paid 50% by the Township
Non-Wage & Benefits	Paid 50% by the Township
Associated Administrative	Paid 50% by the Township
Deputy Equipment	Paid 50% by the Township

An estimate of the projected budget for providing these services for one (1) calendar year is attached as Exhibit B. The parties acknowledge that the costs set forth in Exhibit B are only projections and that reimbursement(s) to the County must be based upon the expenditures actually incurred and budgeted for, in the performance of this Agreement.

If the Township desires more coverage than one (1) additional deputy for the special police services, the Township shall pay 100% of the total actual costs to include but not limited to overtime wages (time and one half) plus all fringe benefit costs.

Notwithstanding the foregoing, the parties agree, subject to Sheriff's express approval, that any participating Township, or the County, may elect to receive funds from a non-participating township to offset the Township and County's cost, in exchange for a sharing of assigned deputy coverage. Sheriff approval for such is, of course, acknowledged as being necessary by the parties in order to assure logistic feasibility.

Commencing April 1, 2018 the Township agrees to appropriate and pay the County quarterly on or before May 1, August 1, November 1, and February of the subsequent year.

3. INDEMNITY AND LIABILITY INSURANCE

The Township shall provide adequate liability insurance to cover any County liability which might arise or result from claims that Township zoning or other ordinances enforced by the County are unlawful or unconstitutional. The Township shall indemnify and hold the County (and its agents, officials and/or employees) harmless from any and all such liability or obligation.

In addition, the County shall carry all necessary liability insurance to cover the operation of the sheriff's unit and to indemnify, defend and hold the Township (and its agents, officials and/or employees) harmless, against any and all liability, lawsuits, demands, claims losses, damages, actions, costs expenses (including, without limitation, settlement costs, attorney's fees and court costs) and judgements recovered for or asserted by any third party which may arise out of, or be filed as a consequence of actions or inactions of deputies hired with the exception of the liability in this section as described in the first paragraph of this section relating to ordinances, pursuant to this Agreement. The County shall request its insurance carrier name the Township, their officials, employees and agents, as additional insureds under its comprehensive general liability insurance policy and shall maintain such endorsements throughout the terms of the Agreement.

The duty to indemnify, defend and hold harmless the Township, their officials, employees and agents shall be effective without regard to the County's limits of coverage for insurance and shall survive termination of this Agreement.

4. TERMINATION OF THIS AGREEMENT

This Agreement shall run, subject to budgetary approval by the County and the Township, for a period from April 1, 2018 through March 31, 2019 and shall thereafter be automatically renewed from year to year for additional one (1) year periods, provided, however, any party shall have the right to notify the other parties, in writing, of its intention to terminate this Agreement on its anniversary date, any time within said contract period, provided notice of said termination is given at least ninety (90) days prior to the anniversary date.

5. INSPECTION OF BOOKS AND RECORDS

The Township or their designated agents, accountants or attorney's shall have the right, on reasonable notice to the County and Sheriff, to inspect the books and records of the County and Sheriff with respect to the operation of the position which is partially funded through this Agreement and all financial matters included within this Agreement.

6. OPERATIONAL CONTROL

The Muskegon County Sheriff's Office shall have sole and absolute control over the supervision and operation and conduct of the deputy providing services under this Agreement. The personnel thereof shall be a deputy sheriff who shall be hired or terminated by the Sheriff under the same terms and conditions of employment as any other deputy sheriff. The Township Board reserves the right to approve of the deputy appointed to the position, his/her permanent replacement(s) and the deputy's work schedule so long as any decisions do not conflict with the deputy's Collective Bargaining Agreement with the County.

Nothing herein shall be construed, nor have the effect of in any way limiting the Sheriff's ability or authority to re-deploy deputy(s), as may be necessary and appropriate, in order to respond to unusual circumstances or need or emergency situations as determined by the Sheriff or his/her designee; provided, however, that the Sheriff shall periodically advise the Township as to standards utilized by the Sheriff for determining such unusual circumstances of need or emergency situations. Examples of unusual circumstances or emergency situations include but are not limited to: officer down, fleeing felon, back-up needed or escaped prisoner.

7. REGULAR SHERIFFS OPERATIONS

The provisions of this contract shall be in addition to, and shall not replace the regular Muskegon County Sheriff's enforcement division, investigation services and other services as provided by the Muskegon County Sheriff's Office based on area population, number of complaints, accidents and other area needs.

8. VEHICLE COSTS

The Township shall pay vehicle and maintenance charges as part of an equipment rent revolving fund as determined by the County.

9. MAINTENANCE OF EFFORT

The parties agree for the duration of this agreement to undertake no act, which would have the purpose, or effect, of diminishing the level of service herein provided to the Township. Consistent therewith, the County, through the County Board and Sheriff, stipulate that a total of 18 enforcement deputies (consisting of 16 road deputies, plus 2 financed by Public Act 416) are currently assigned to law enforcement functions or primary traffic control functions, exclusive of Sergeants, Lieutenant's, and Captains and excluding deputies financed by townships under separate PINS agreements (These figures exclude the following: WEMET, Marine, Bailiff, Detectives. Nothing herein shall be construed as limiting authority of the County Board or Sheriff with regard to these specialized functions and assignments). The County, through the County Board and the Sheriff, agree that so long as this Agreement remains in force and effect, that the effect of same shall be to increase the total number of deputies customarily assigned to an enforcement duty from 18 to a number greater than 18.

Notwithstanding the foregoing, in the event the State of Michigan reduces the amount of Public Act 416 funding, that the County shall not be obliged to maintain the two current deputy positions funded by the grant from the State of Michigan for such purposes.

Finally, the parties agree that the County shall have an audit performed by a certified independent auditor in order to insure that such Maintenance of Effort obligation is honored. The parties stipulate and agree that such audit may be made a part of the County's annual audit process.

PARTNERSHIP IN NEIGHBORHOOD SAFETY
LAKETON TOWNSHIP AGREEMENT

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the date set forth above.

COUNTY OF MUSKEGON

By: _____
Chairperson – Ben Cross
Muskegon County Board of Commissioners

By: _____
County Sheriff – Michael J. Poulin

LAKETON TOWNSHIP

By: _____
Township Supervisor – Kim Arter

By: _____
Township Clerk – Christina Achterhoff

PARTNERSHIP IN NEIGHBORHOOD SAFETY
LAKETON TOWNSHIP AGREEMENT

EXHIBIT "A"

General Functions and Responsibilities
Laketon Township Partners In Neighborhood Safety (PINS) deputy.

Maintain order of citizen population within the borders of the Township and nearby areas in need of emergency response; assist in preventing disturbances, traffic enforcement, ordinance enforcement, public relations activities and performs related duties as required.

Knowledge of:

- Township objectives
- Community behaviors
- Board policies and procedures
- Local ordinances
- Experienced in safety and law enforcement procedures at a public venue

Ability to:

- Maintain positive relationships with the community
- Identify and evaluate any potential security and safety issues
- Work in conjunction with the township board and supervisor
- Work with other law enforcement staff within the Sheriff's Office and other departments.

Other:

- Supervises township properties such as the township hall, parks and community areas
- Monitors all public properties to prevent loitering, littering, or disturbances
- Assists in preventing smoking, graffiti, or damage to buildings
- Prepare written reports
- Enforcement of laws, ordinances and traffic codes
- Conduct regular public relations contacts with local residents and businesses
- Attend township board meetings
- Performs any other duties assigned

Personal Expectations:

- Complex Thinker
- Problem Solver
- Cooperative and collaborative worker
- Caring individual
- Self-directed achiever and flexible adaptor
- Effective Communicator
- Skilled and active learner
- Innovative quality producer
- Responsible and involved citizen

PARTNERSHIP IN NEIGHBORHOOD SAFETY
LAKETON TOWNSHIP AGREEMENT

EXHIBIT "B"

	1ST YEAR
TOWNSHIP 50%	59,937.01
COUNTY 50%	59,937.01
TOTAL	119,874.02

County of Muskegon

PROCLAMATION

Disability Pride Day
June 16, 2018

WHEREAS, citizens with disabilities represent all ages, races, gender identities, religions, and economic statuses; and

Whereas, people with disabilities are a vital part of our community; and

Whereas, Muskegon County is home to over 26,475 residents with disabilities; and

Whereas, the disability voice and the disability vote are an essential part of making our community strong and inclusive; and

Whereas, Disability Pride Day is an opportunity to gather together to educate our community about the power of disability activism; and

Now, therefore, be it therefore resolved that, in celebration of your advocacy and activism, the Muskegon County Board of Commissioners acknowledge the value of disabled citizens and we are honored to proclaim June 16, Disability Pride Day 2018.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, June 26, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. A moment of silence was observed. The Pledge of Allegiance was led by Commissioner Mahoney and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel

2018-219 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-220 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF JUNE 12, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the minutes of the Full Board Meeting of June 12, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no comment on an agenda item.

PRESENTATION

Amy Florea presented the Senior Resources Annual Implementation Plan for FY 2019 for Muskegon, Oceana, and Ottawa. (See attached PowerPoint).

Discussion ensued regarding the services and providers for seniors through the Senior Millage. Commissioner Hughes noted this information and more is available on the Senior Resources website: https://seniorresourceswmi.org/muskegon-county-senior-millage/

Commissioner Snider noted the Red Cross Program has been in place for over 30 years and the only one in the Country and he had the privilege of generating the first funding for that program.

COMMUNICATIONS

The following item was provided to Commissioners for information:

- Berrien County Board of Commissioners Resolution: Opposition to HB 6049/SB1025

COMMITTEE/BOARD REPORTS

2018-221 **INCREASE DEREMO ACCESS SITE ROAD IMPROVEMENTS CONTRACT TO MICHIGAN PAVING & MATERIALS CO. BY $8,212.07 FOR A TOTAL CONTRACT VALUE OF $78,533.16 WITH FUNDING AVAILABLE FROM THE PARKS RESERVE FUND AND AMEND THE BUDGET ACCORDINGLY**

CD/SP18/06-22

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to increase Deremo Access Site Road Improvements contract to Michigan Paving & Materials Co. by $8,212.07 for a total contract value of $78,533.16 with funding available from the Parks reserve fund and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-222 **TO APPROVE THE CONVENTION CENTER DEVELOPMENT AGREEMENT BETWEEN THE COUNTY OF MUSKEGON, THE CITY OF MUSKEGON AND PARKLAND ACQUISITION TWO, LLC FOR THE DOWNTOWN MUSKEGON CONVENTION CENTER AND AUTHORIZE THE CHAIRMAN OF THE COUNTY BOARD SIGN THE AGREEMENT**

CD/SP18/06-23

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve the Convention Center Development Agreement between the County of Muskegon, the City of Muskegon and Parkland Acquisition Two, LLC for the downtown Muskegon Convention Center and authorize the Chairman of the County Board sign the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes **Motion Carried**

2018-223 **INCREASE THE HERITAGE LANDING PENINSULA EROSION REPAIRS CONTRACT TO RIVERWORKS CONSTRUCTION, INC. $400 FOR A FINAL CONTRACT PRICE OF $66,000.00 AND AMEND THE BUDGET ACCORDINGLY**

CD/SP18/06-24

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to increase the Heritage Landing peninsula erosion repairs contract to Riverworks Construction, Inc. $400 for a final contract price of $66,000.00 and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-224 **DISBAND THE LAKESHORE SPORTS COMMISSION, EFFECTIVE JUNE 26, 2018**

CD/SP18/06-25

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to disband the Lakeshore Sports Commission, effective June 26, 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-225 **APPROVE THE CREATION OF AN ADDITIONAL SEASONAL CREW LEADER POSITION PAY GRADE TS00325 ($12.50-$13.00/HR) AND APPOINT RANDY ALLEN TO THE POSITION AT STEP 3 RETROACTIVELY TO 5/14/18**

CD/SP18/06-26
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve the creation of an additional seasonal crew leader position pay grade TS00325 ($12.50-$13.00/hr) and appoint Randy Allen to the position at Step 3 retroactively to 5/14/18.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-226 **DISBAND THE FRIENDS OF THE MUSKEGON COUNTY PARKS ADVISORY COMMITTEE, EFFECTIVE JUNE 12, 2018**

CD/SP18/06-27
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to disband the Friends of the Muskegon County Parks Advisory Committee, effective June 12, 2018.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-227 **DIRECT STAFF TO RESEARCH INFORMATION REGARDING DOCKING FEES AT HERITAGE LANDING AND EMBARKMENT FEES FOR CROSS LAKE FERRY ACTIVITY AND PROVIDE INSIGHT**

CD/SP18/06-28
The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to direct staff to research information regarding docking fees at Heritage Landing and embarkment fees for cross lake ferry activity and provide insight.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-228 **APPROVE AND AUTHORIZE THE CHAIRMAN TO SIGN AN AMENDMENT TO MDOT CAPITAL IMPROVEMENT AND EQUIPMENT PROJECT GRANT CONTRACT NO. 2017-0482 TO EXTEND THE TERM OF THE GRANT THROUGH JUNE 4, 2019, AND FURTHER AUTHORIZE THE CLERK TO EXECUTE THE REQUIRED RESOLUTION**

TR18/06-19

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve and authorize the Chairman to sign an amendment to MDOT Capital Improvement and Equipment Project Grant Contract No. 2017-0482 to extend the term of the grant through June 4, 2019, and further authorize the Clerk to execute the required resolution.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-229 **APPROVE AND AUTHORIZE THE CHAIRMAN TO SIGN MDOT 2018 CAPITAL IMPROVEMENT AND EQUIPMENT PROJECTS GRANT CONTRACT PROVIDING $10,000 OF STATE AVIATION FUNDS FOR TERMINAL FACILITY SECURITY ENHANCEMENTS AND REQUIRING A LOCAL MATCH OF $1,112, AND FURTHER AUTHORIZE THE CLERK TO EXECUTE THE REQUIRED RESOLUTION**

TR18/06-20

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve and authorize the Chairman to sign MDOT 2018 Capital Improvement and Equipment Projects Grant Contract providing $10,000 of State Aviation Funds for terminal facility security enhancements and requiring a local match of $1,112, and further authorize the Clerk to execute the required resolution.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-230 **APPROVE AND AUTHORIZE THE CHAIRMAN TO SIGN MDOT 2018 AIR SERVICE AWARENESS GRANT CONTRACT, PROVIDING $10,000 OF STATE AVIATION FUNDS FOR AIRPORT MARKETING AND PROMOTIONAL EFFORTS AND REQUIRING A LOCAL MATCH OF $1,112, AND FURTHER AUTHORIZE THE CLERK TO EXECUTE THE REQUIRED RESOLUTION**

TR18/06-21

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve and authorize the Chairman to sign MDOT 2018 Air Service Awareness Grant Contract, providing $10,000 of State Aviation Funds for Airport marketing and promotional efforts and requiring a local match of $1,112, and further authorize the Clerk to execute the required resolution.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-231 **APPROVE THE NON-AERONAUTICAL USE OF AIRPORT T-HANGARS POLICY, AGREEMENT, AND RATES WITH AN EFFECTIVE DATE OF JULY 1, 2018**

TR18/06-22

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Non-Aeronautical Use of Airport T-Hangars Policy, Agreement, and Rates with an effective date of July 1, 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-232 **APPROVE THE LETTER OF INTENT WITH TERRANAVIGATOR, LLC TO GRANT THE RIGHTS TO INSPECT AND ASSESS 7.5 ACRES OF NON-AERONAUTICAL USE LAND AT THE MUSKEGON COUNTY AIRPORT FOR A POTENTIAL SOLAR DEVELOPMENT PROJECT**

TR18/06-23

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Letter of Intent with TerraNavigator, LLC to grant the rights to inspect and assess 7.5 acres of non-aeronautical use land at the Muskegon County Airport for a potential solar development project.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-233 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $16,258,567.90, COVERING THE PERIOD OF MAY 25, 2018 THROUGH JUNE 7, 2018 FOR CHECKS AND MAY 1, 2018 THROUGH MAY 31, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/06-64

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $16,258,567.90, covering the period of May 25, 2018 through June 7, 2018 for checks and May 1, 2018 through May 31, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-234 **AUTHORIZE ADMINISTRATION TO SUBMIT A REQUEST TO EXTEND THE MUNICIPAL EMPLOYEES RETIREMENT SYSTEM**

WM18/06-66

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Administration to submit a request to extend the County's amortization period for its pension liabilities with the Municipal Employees Retirement System.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-235 **AUTHORIZE A ONE (1) YEAR CONTRACT EXTENSION WITH ARTHUR J. GALLAGHER, TO EXPIRE ON APRIL 30, 2019, WITH COMPENSATION SOLELY FROM BENEFIT VENDOR'S STANDARD COMMISSIONS**

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize a one (1) year contract extension with Arthur J. Gallagher, to expire on April 30, 2019, with compensation solely from benefit vendor's standard commissions.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-236 **AUTHORIZE THE PROSECUTOR'S OFFICE TO APPLY FOR FUNDS UNDER THE MDHHS PRVNT GRANT**

WM18/06-68
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the Prosecutor's Office to apply for funds under the MDHHS PRVNT grant.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Motion Postponed:

WM18/06-65
To authorize Pound Buddies to assume responsibilities assigned to an "Animal Control Officer" through the Muskegon County Sheriff's Office effective June 23, 2018 which includes compensation for the additional responsibility of $7,500 per year per FTE and animal control vehicle; and to delete the Animal Control Officer position (#G06001).

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. RockStock – Tuesday, July 3rd & Wednesday, July 4th – Heritage Landing
For more information, see: https://www.muskegonrockstock.com/event-info.html

B. Lakeshore Art Festival – Friday, July 6th & Saturday, July 7th – Downtown
For more information, see: https://lakeshoreartfestival.org/

2018-237 **ACCEPT THE SENIOR RESOURCES PLAN AS PRESENTED**

The Chairman Recommends, moved by Commissioner Nash, seconded by Commissioner Mahoney to accept the Senior Resources Plan as presented.

Voice vote **Motion Carried**

ADMINISTRATOR'S REPORT

2018-238 **ADOPT THE PREPARED RESOLUTION DECLARING THAT THE UNLAWFUL DISTRIBUTION OF PRESCRIPTION CONTROLLED SUBSTANCES HAS CREATED A PUBLIC NUISANCE AND A SERIOUS PUBLIC HEALTH AND SAFETY CRISIS FOR THE CITIZENS OF THE COUNTY OF MUSKEGON**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Mahoney, to adopt the prepared RESOLUTION DECLARING THAT THE UNLAWFUL DISTRIBUTION OF PRESCRIPTION CONTROLLED SUBSTANCES HAS CREATED A PUBLIC NUISANCE AND A SERIOUS PUBLIC HEALTH AND SAFETY CRISIS FOR THE CITIZENS OF THE COUNTY OF MUSKEGON. (See attached)

Commissioner Hughes asked what this will do. Administrator Eisenbarth noted it goes along with the lawsuit motion that was passed previously by this Board.

Commissioner Sconik noted that there is a law in Michigan that if the drug is approved by the FDA, you can't sue a manufacture in Michigan. Administrator Eisenbarth noted this is a Federal law suit. Commissioner Nash added the law suit is against the distributors, not the manufacturer, this shows that this Board is unified.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-239 **AUTHORIZE PAYMENT OF MUSKEGON ROTARY CLUB ANNUAL DUES FOR 2019 (NOT TO EXCEED $600.00) AND CONVENTION EXPENSES FOR THE DIRECTOR OF PUBLIC HEALTH WITH REIMBURSEMENT FROM THE MUSKEGON ROTARY CLUB FOR ALL TRAVEL EXPENSES PAID RELATIVE TO THE CONVENTION**

The Administrator recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize payment of Muskegon Rotary Club annual dues for 2019 (not to exceed $600.00) and convention expenses for the Director of Public Health with reimbursement from the Muskegon Rotary Club for all travel expenses paid relative to the convention.

Commissioner Scolnik noted that he has been a Rotary member for over 30 years and that the Rotary Club has over 240 members and for the Director of Public Health, Kathy Moore, to be elected President is a big deal and Ms. Moore deserves credit. He further stated she is a really good leader.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-240 **AUTHORIZE POUND BUDDIES TO ASSUME RESPONSIBILITIES ASSIGNED TO AN "ANIMAL CONTROL OFFICER" THROUGH THE MUSKEGON COUNTY SHERIFF'S OFFICE EFFECTIVE JUNE 29, 2018 WHICH INCLUDES COMPENSATION FOR THE ADDITIONAL RESPONSIBILITY OF $7,500 PER YEAR PER FTE AND ANIMAL CONTROL VEHICLE, AND TO UNFUND THE ANIMAL CONTROL OFFICER POSITION (G06001)**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Snider, to authorize Pound Buddies to assume responsibilities assigned to an "Animal Control Officer" through the Muskegon County Sheriff's Office effective June 29, 2018 which includes compensation for the additional responsibility of $7,500 per year per FTE and animal control vehicle, and to unfund the Animal Control Officer position (G06001).

Commissioner Hughes asked if this is a year contract. Administrator Eisenbarth noted it has an expiration of 30 days and is tied into the current contract with Pound Buddies which expires September 30th and is subject to renegotiation.

Commissioner Hughes ask if the savings from unfunding the Animal Control Officer position will go back to the General Fund. Administrator Eisenbarth noted the funds will be distributed for other uses that are running short throughout the year, all departments will be considered.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

OLD BUSINESS

There was no old business.

NEW BUSINESS

Commissioner Hughes reported that the Genealogical Society held a memorial service for a Civil War Veteran that is buried at the Shady Rest Cemetery. The Federal Government provided a headstone and a flag. Since there is no surviving family, the Genealogical Society asked if it could be displayed in the County Building. Administrator will look into this.

Commissioner Mahoney announced that the Lakewood Club Parade will be June 30th at 1 p.m. and the Whitehall/Montague 4th of July Parade will begin at 10 a.m.

Commissioner Engle noted he continues to get calls for placement of a monument for Metal of Honor winners for Muskegon County. Administrator Eisenbarth will report back on this.

Commissioner Scolnik pointed out audience member Mason Schlafer of Troop 1053, who is taking notes working on his communication merit badge with his dad, Matt and sister Mya. It was noted that Mason will return in August for popcorn sales. Mason was previously honored by the Board for achieving the National award for setting a national Boy Scout popcorn sales record for the second year in a row.

PUBLIC COMMENT

Sheriff Poulin, County Sheriff reported the loss of Muskegon County K-9 unit of Rex, over the weekend. Sheriff Poulin invited everyone to attend a Community Open House at Fricanos on Thursday, June 28th from 4 p.m. – 7 p.m.

Discussion ensued about replacing the K-9. It was noted the Golf Outing will help to fund the K-9 Unit. The cost to replace the K-9 is around $13,000.

On August 11 at 5 p.m. there will be a Support Service Spectacular at Hampton Greens Farms, with many of the non-profits units including the Dive Team and the Mounty Unit. It is $100 a ticket for two which includes a raffle for $10,000.

2018-241 **MOVED BY COMMISSION MAHONEY, SECONDED BY COMMISSION hUGHES, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:30 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, July 17, 2018.

SeniorResources
Our Name. Our Focus.



2019 Annual Implementation Plan

Area Agency Role

All Area Agencies play a key role in:

Planning | Developing | Coordinating | Delivering

A WIDE RANGE OF LONG-TERM SERVICES AND SUPPORTS
to consumers in their local planning and service area (PSA)

The Older Americans Act (OAA) was intentionally designed to mandate that AAAs use the flexibility granted in the Act to ensure that local needs and preferences of older adults are taken into consideration and that the resulting local delivery system is tailored to the community.

The Aging Network









Federal Administration on Community Living

States - In Michigan the Aging & Adult Services Agency

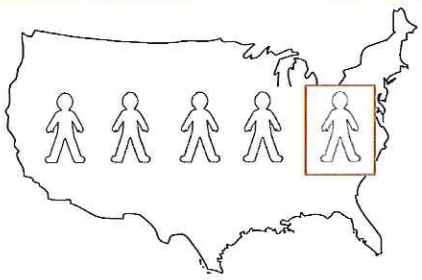
Area Agencies on Aging - Senior Resources in Muskegon, Oceana & Ottawa counties

Local Service Providers – Senior Resources contracts with over 100 providers

Core Services Under OAA



Demographics



By 2030, **1** in **5** Americans will be 65 or older

In Comparison

County	Total Population	60+ Population	60+ % of County	60+ % of Region
Muskegon	172,150	36,910	21%	39%
Oceana	26,150	6,850	26%	7%
Ottawa	276,585	51,960	19%	54%
Totals	474,885	95,720		20%

Overview

Annual Implementation Plan

- Respond to emerging needs of older adults and caregivers
- Allows Senior Resources to address changes in:
  - Regional demographics
  - Funding – federal/state/local
  - Available services to older adults
  - Priority services as identified by older adults and/or their families



Aging at Home

90% of adults age 65 and older say they hope to stay in their homes for as long as possible.



Priority Services:

Access Services
- Case Coordination & Support/Enhanced Support
- Transportation

In-Home Services
- Home-Delivered Meals
- Homemaking
- Personal Care
- Respite/Adult Day Services

Supportive Services
- Caregiver Support & Training
- Health Promotion/Disease Prevention

Program Development Progress



Health and Nutrition of Older Adults

- ServTracker software implemented
- AgeWell a proud partner of the Muskegon Food Hub
- 50% of meals are currently scratch cooking
- New congregate meal sites at Orchard View Community Center, once per month Coopersville Farm Museum, Holton
- Pair field trips and access to healthy foods for congregate participants with trips to the Farmers Markets
- 31 evidenced-based workshops held in the region in 2018

Program Development Progress

Protect Older Adults from Abuse and Neglect

- Vulnerable Adult Investigation Protocol agreement signed
- Tri County Protection Team hosted two conferences – A Senior Symposium and a Providers Conference



Program Development Progress



Age Friendly Communities

- Senior Resources part of a four-member organizing team in Southern Ottawa called Building an Age-Friendly Holland/Zeeland
- Senior Resources part of a housing exploration effort in Oceana County

Program Development Progress

Caregiver Services



- A six-month training module was developed specifically for caregiver self-care
- Two staff members and several community partners were trained in Powerful Tools for Caregivers

Program Development Progress

Enhance Transportation Availability

- Senior Resources staff attends all three counties' Specialized Transportation Committee meetings
- Part of the transportation committee for the Building an Age-Friendly Holland/Zeeland



Program Development Progress

Chronic Pain Management

- Two staff members master trained in Chronic Pain Management workshop program
- Five leaders trained in Oceana County
- Two workshops offered in 2017

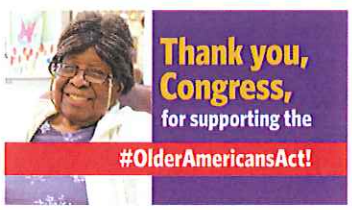


Advocacy Wins

State –

The Silver Key Coalition advocated at the state level. An additional $3.6 million dollars was added to the 2018 in-home services budget.

Silver Key Coalition



Federal –

Due to advocacy efforts Congress added more than $138 million to Older Americans Act funds for FY 2018. They could have invested in other worthy federal programs—but ongoing advocacy ensured that they didn't.

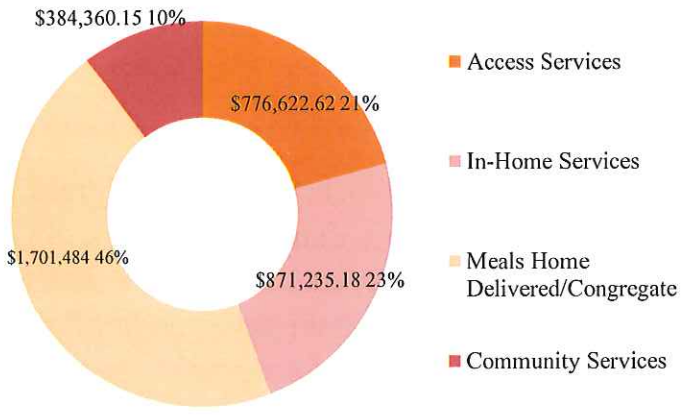
Advocacy 2019

- Improve access to the MI Choice Medicaid Waiver Program
  - Currently 3,200 people on a waitlist in Michigan
  - MI Choice program costs $78.20 per day Medicaid nursing home daily rate is $187 – cost savings of 58%
- Continue to support the Silver Key Coalition and their request for a $3 million funding increase for in-home services
- Support policies that recruit, train and provide adequate wages for direct care workers
- Support adequate funding for elder abuse prevention programs and policies



2019 Projected Expenditures

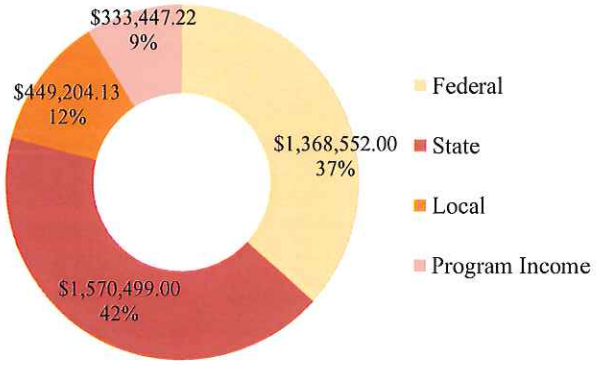
By Service Category



Total: $3,733,702.36

2019 Projected Revenues

By Funding Category



Total: $3,733,702.36

SeniorResources
Our Name. Our Focus.

Questions or Comments?

Amy Florea
231-733-3519
amy@srwmi.org

RESOLUTION DECLARING THAT THE UNLAWFUL DISTRIBUTION OF PRESCRIPTION CONTROLLED SUBSTANCES HAS CREATED A PUBLIC NUISANCE AND A SERIOUS PUBLIC HEALTH AND SAFETY CRISIS FOR THE CITIZENS OF THE COUNTY OF MUSKEGON.

RESOLUTION NO. 2018-238

WHEREAS, the Board of Commissioners has the authority to take action, and adopt such ordinances and resolutions, as shall be necessary to provide for the public peace and health and for the safety of persons within the County of Muskegon under the Constitution and Statutes of the State of Michigan;

WHEREAS , there exists a serious public health and safety crisis involving opiate and opioid abuse, addiction, morbidity, and mortality in the County of Muskegon; and

WHEREAS, the diversion of legally produced controlled substances into the illicit market causes or contributes to the serious public health and safety crisis involving opiate and opioid abuse, addiction, morbidity, and mortality in the County of Muskegon; and

WHEREAS, the violation of any laws of Michigan or of the United States of America controlling the distribution of a controlled substance is inimical, harmful, and adverse to the public welfare of the citizens of the County of Muskegon and represents a public nuisance; and

WHEREAS, the County of Muskegon has the authority to abate, or cause to be abated, any public nuisance including those acts that significantly interfere with the public health, safety, and welfare of the citizens of the County of Muskegon; and

WHEREAS, the County of Muskegon has expended, is expending, and will continue to expend in the future public funds to respond to the serious public health and safety crisis involving opiate and opioid abuse, addiction, morbidity, and mortality in the County of Muskegon; and

WHEREAS, the Board of Commissioners may sue to obtain any money due the County of Muskegon; and

WHEREAS, the County of Muskegon has received information that indicates that the manufacturers and wholesale distributors of controlled substances dispensed or otherwise diverted opioids to the County of Muskegon which may have violated Federal and State laws and regulations that were enacted to prevent the diversion of legally produced controlled substances into the illicit market; and

WHEREAS, the residents of the County of Muskegon will benefit from the retention of special outside counsel to investigate and pursue, if appropriate, the Township claims against the manufacturers and wholesale distributors of controlled substances that dispensed in or otherwise directed opioids to the County of Muskegon on a contingent fee basis, and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Commissioners of the County of Muskegon, Michigan with a majority of the Board concurring as follows:

> *That the County of Muskegon ordains that opiate and opioid abuse, addiction, morbidity and mortality has created a serious public health and safety crisis in the County of Muskegon and is a public nuisance.*

Ayes:
Nays:

This Resolution was duly passed on the _____day of _____, 2018.

ATTEST:

_____
Nancy A. Waters
Muskegon County Clerk

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, July 17, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Charles Nash

Also Present: Mark E. Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel
Brianne Rodgers, Intern

2018-242 **APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Hughes, to approve the agenda.

Voice vote **Motion Carried**

2018-243 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF JUNE 26, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the minutes of the Full Board Meeting of June 26, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Captain Nancy Smith from the Sheriffs Mounted Division discussed the Muskegon County Youth Fair. She also provided complimentary tickets to the Commissioners for the fair and Steak Fry.

PRESENTATION

Commissioner Scolnik and Commissioner Hughes introduced the Governor's Service Award Recipients. The County Board of Commissioners voted Mary Payne as Senior Volunteer of the Year and John Noling as Mentor of the Year. Both recipients were awarded a Resolution in recognition of all of their hard work.

COMMUNICATIONS

The following items were provided to Commissioners for information:

A. Berrien County Board of Commissioners Resolution: Opposition to SB 1031
B. County of Saginaw Board of Commissioners Resolution: Opposition to Amendatory Legislation to Public Act 93 or 2013
C. Gogebic County Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
D. Huron County Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
E. Kalkaska County Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
F. Montmorency County Board of Commissioners Resolution: Opposition of HB 6049 and SB 1025
G. Montmorency County Board of Commissioners Resolution: Opposition of SB 1031
H. Osceola County Board of Commissioners Resolution: Opposition to Amendatory Legislation to Michigan Public Act 93 of 2013
I. Wexford County Board of Commissioners Resolution: Opposition to House Bill 6049 and Senate Bill 1025

COMMITTEE/BOARD REPORTS

2018-244 **APPROVE THE ADDITION OF ONE CIRCUIT COURT LEGAL AND SCHEDULING SECRETARY FULL-TIME POSITION (NO-00200, $16.749-$22.089/HR), SPECIFICALLY, APPOINT AUTUMN WARD INTO THE POSITION, AT A STEP 4, $19.244/HR.**

CPS18/07-32

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the addition of one Circuit Court Legal and Scheduling Secretary full-time position (no-00200, $16.749-$22.089/hr), specifically, appoint Autumn Ward into the position, at a step 4, $19.244/hr.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-245 **APPROVE THE PROSECUTOR TO APPLY FOR AND ACCEPT THE FY2019 VOCA GRANT IN THE AMOUNT OF $55,805 AND AFFIX THE SIGNATURE OF THE CHAIRMAN OF THE BOARD TO THE LETTER OF AUTHORIZATION REQUIRED BY THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES.**

CPS18/07-33

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the Prosecutor to apply for and accept the FY2019 VOCA Grant in the amount of $55,805 and affix the signature of the Chairman of the Board to the letter of authorization required by the Michigan Department of Health and Human Services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-246 **APPROVE THE REQUEST TO APPLY FOR $187,100 FROM THE OFFICE OF COMMUNITY CORRECTIONS IN LANSING FOR FY2019.**

CPS18/07-34

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the request to apply for $187,100 from the Office of Community Corrections in Lansing for FY2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-247 **APPROVE NO CHANGES TO BE MADE TO THE CURRENT RETIREE INSURANCE PACKAGES.**

CPS18/07-35

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve no changes to be made to the current retiree insurance packages.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

Abstained: I. John Snider II,

No: None

Excused: Charles Nash **Motion Carried**

2018-248 **AUTHORIZE THE BOARD CHAIR TO SIGN MEMORANDUMS OF UNDERSTANDING WITH THE VETERANS OF FOREIGN WARS, DISABLED AMERICAN VETERANS, VOLUNTEERS OF AMERICA, WOMEN INJURED IN COMBAT, AND THE DEPARTMENT OF VETERANS AFFAIRS.**

HS18/07-15

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize the Board Chair to sign Memorandums of Understanding with the Veterans of Foreign Wars, Disabled American Veterans, Volunteers of America, Women Injured in Combat, and the Department of Veterans Affairs.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-249 **APPROVE PHASE 3 SENIOR MILLAGE FUNDING TO: THE ASSOCIATION FOR THE BLIND AND VISUALLY IMPAIRED ($11,720) FOR LOW VISION REHABILITATION AND COUNSELING SERVICES; THE MUSKEGON COMMUNITY HEALTH PROJECT ($26,730) TO PROVIDE OUTREACH AND ACCESS NAVIGATION SERVICES IN RURAL/MUNICIPAL TOWNSHIPS, VILLAGES, ETC.; CASNOVIA TOWNSHIP ($6,000) TO PROMOTE SOCIAL INTERACTIONS AND ACTIVITIES VIA MONTHLY SERVICE/ACTIVITY/ DINNER EVENTS FOR SENIOR RESIDENTS; FRUITPORT LIONS CLUB ($15,000) TO SUPPORT FARMER'S MARKET TOKENS TO BE EXCHANGED FOR FRESH FRUITS AND VEGETABLES VIA THE SENIOR POWER OF PRODUCE PROGRAM; APPROVE ALL PHASE 3 CONTRACT DATES EFFECTIVE 7/1/18 THROUGH 12/31/18; AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISRATOR, SENIOR RESOURCES, TO PROCEED WITH THE ADMINISTRATOR OF THE PROGRAMS.**

HS18/07-16

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve Phase 3 senior millage funding to: the Association for the Blind and Visually Impaired ($11,720) for low vision rehabilitation and counseling services; the Muskegon Community Health Project ($26,730) to provide outreach and access navigation services in rural/municipal townships, villages, etc.; Casnovia Township ($6,000) to promote social interactions and activities via monthly service/activity/dinner events for senior residents; Fruitport Lions Club ($15,000) to support farmer's market tokens to be exchanged for fresh fruits and vegetables via the Senior Power of Produce program; approve all phase 3 contract dates effective 7/1/18 through 12/31/18; and to authorize the designated senior millage grants administrator, Senior Resources, to proceed with the administration of the programs.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-250 **ALLOW AGEWELL SERVICES TO REALLOCATE SENIOR MILLAGE FUNDING AWARDED FOR CONGREGATE MEALS TO HOME DELIVERED MEALS ($68,000) AND ELDER ABUSE SERVICES ($2,000) WITH NO CHANGE IN THE OVERALL CONTRACT AMOUNT; APPROVE ADDITIONAL FUNDING TO RED CROSS FOR $15,000 TO PROVIDE CONTINUED MEDICAL TRANSPORTATION (UP TO 3,000 RIDES/UNITS) TO SENIOR RESIDENTS; APPROVE AN ADDITIONAL $5,000 TO DIANA'S SCHOOL OF INNOVATION FOR SENIOR YOGA CLASSES; APPROVE EXTENDING THE TERMINATION DATES FOR ALL THREE CONTRACTS TO 12/31/18; AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISTRATOR, SENIOR RESOURCES, TO PROCEED WITH THE ADMINISTRATION OF THE PROGRAMS.**

HS18/07-17

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to allow Agewell Services to reallocate senior millage funding awarded for congregate meals to home delivered meals ($68,000) and elder abuse services ($2,000) with no change in the overall contract amount; approve additional funding to Red Cross for $15,000 to provide continued medical transportation (up to 3,000 rides/units) to senior residents; approve an additional $5,000 to Diana's School of Innovation for senior yoga classes; approve extending the termination dates for all three contracts to 12/31/18; and to authorize the designated senior millage grants administrator, senior resources, to proceed with the administration of the programs.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-251 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $8,933,831.08, COVERING THE PERIOD OF JUNE 8, 2018 THROUGH JUNE 29, 2018 FOR CHECKS AND MAY 1, 2018 THROUGH MAY 31, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK.**

WM18/07-69

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $8,933,831.08, covering the period of June 8, 2018 through June 29, 2018 for checks and May 1, 2018 through May 31, 2018 for P-card payments, as presented by the county clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes

Excused: Charles Nash **Motion Carried**

2018-252 **APPROVE THE FOLLOWING BALLOT LANGUAGE AND TO SUBMIT TO THE COUNTY CLERK FOR PLACEMENT ON THE NOVEMBER 6, 2018 BALLOT: "9-1-1 MUSKEGON CENTRAL DISPATCH SURCHARGE INCREASE FOR THE EXCLUSIVE PURPOSE OF FUNDING FOR MUSKEGON CENTRAL DISPATCH 9-1-1 FOR OPERATIONAL, TECHNOLOGY AND MAINTENANCE REQUIREMENTS (INCLUDING EMERGENCY COMMUNICATION INFRASTRUCTURE; TOWERS, RADIOS, FACILITY REQUIREMENTS, MOBILE COMPUTERS, WIRELESS REDUNDANCY), SHALL MUSKEGON COUNTY BE AUTHORIZED TO ASSESS A MONTHLY SURCHARGE OF UP TO $2.75 SURCHARGE (CURRENT COLLECTION IS $0.42), ON ALL DEVICES CAPABLE OF ACCESSING 9-1-1, ON THE SERVICE SUPPLIERS MONTHLY BILLINGS TO SERVICE USERS WITHIN MUSKEGON COUNTY BEGINNING JULY 1, 2019 AND CONTINUING UNTIL THE REPEAL OF MCL §484.1401 [CURRENTLY SCHEDULED FOR DECEMBER 31,2021]?"**

WM18/07-70

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the following ballot language and to submit to the County Clerk for placement on the November 6, 2018 ballot: "9-1-1 Muskegon Central Dispatch Surcharge Increase for the exclusive purpose of funding for Muskegon Central Dispatch 9-1-1 for operational, technology and maintenance requirements (including emergency communication infrastructure; towers, radios, facility requirements, mobile computers, wireless redundancy), shall Muskegon County be authorized to assess a monthly surcharge of up to $2.75 surcharge (current collection is $0.42), on all devices capable of accessing 9-1-1, on the service suppliers monthly billings to service users within Muskegon county beginning July 1, 2019 and continuing until the repeal of mcl §484.1401 [currently scheduled for December 31,2021]?"

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-253 **APPROVE THE EQUALIZATION DEPARTMENT TO UPGRADE AND FILL THE CURRENTLY VACANT HOURLY ASSESSMENT ADMINISTRATION CLERK, G09302, PAY TABLE/GRADE GU-0007, $12.19/HR- $14.88/HR, POSITION TO FULL-TIME IN ORDER FOR APPRAISAL STAFF TO FULFILL THE ADDITIONAL CONTRACTUAL DUTIES. THE INCREASE IN GENERAL FUND COST WOULD BE OFFSET BY THE REVENUE GENERATED BY NEW ASSESSMENT CONTRACTS.**

WM18/07-71

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the Equalization Department to upgrade and fill the currently vacant hourly Assessment Administration Clerk, G09302, pay table/grade GU-0007, $12.19/hr- $14.88/hr, position to full-time in order for appraisal staff to fulfill the additional contractual duties. the increase in general fund cost would be offset by the revenue generated by new Assessment contracts.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-254 **APPROVE ASSESSMENT ADMINISTRATION SERVICES TO BE PROVIDED BY THE EQUALIZATION DEPARTMENT TO THE TOWNSHIP OF WHITEHALL AND AUTHORIZE THE CHAIR OF THE COUNTY BOARD OF COMMISSIONERS TO EXECUTE AN AGREEMENT PREPARED BY THE EQUALIZATION DEPARTMENT TO PROVIDE THE SERVICES.**

WM18/07-72

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve Assessment Administration Services to be provided by the Equalization Department to the Township of Whitehall and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-255 **APPROVE RENEWAL OF ASSESSMENT ADMINISTRATION SERVICES PROVIDED BY THE EQUALIZATION DEPARTMENT TO THE TOWNSHIP OF MOORLAND AND AUTHORIZE THE CHAIR OF THE COUNTY BOARD OF COMMISSIONERS TO EXECUTE AN AGREEMENT PREPARED BY THE EQUALIZATION DEPARTMENT TO PROVIDE THE SERVICES.**

WM18/07-73

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Moorland and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-256 **APPROVE RENEWAL OF ASSESSMENT ADMINISTRATION SERVICES PROVIDED BY THE EQUALIZATION DEPARTMENTS TO THE CITY OF WHITEHALL AND AUTHORIZE THE CHAIR OF THE COUNTY BOARD OF COMMISSIONERS TO EXECUTE AN AGREEMENT PREPARED BY THE EQUALIZATION DEPARTMENT TO PROVIDE THE SERVICES.**

WM18/07-74

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve renewal of Assessment Administration Services provided by the Equalization Departments to the City of Whitehall and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-257 **AUTHORIZE THE LIQUIDATION OF SURPLUS ITEMS LOCATED AT THE BROOKHAVEN BUILDING.**

WM18/07-75

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the liquidation of surplus items located at the Brookhaven building.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-258 **APPROVE THE CONTINUED APPOINTMENT OF JULIA RUPP AS THE EXECUTIVE DIRECTOR OF HEALTHWEST EFFECTIVE APRIL 2, 2018 TO APRIL 2, 2021, AND AUTHORIZE THE HEALTHWEST BOARD CHAIRPERSON, JANET THOMAS, TO SIGN THE EMPLOYMENT AGREEMENT.**

WM18/07-76

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the continued appointment of Julia Rupp as the Executive Director of HealthWest effective April 2, 2018 to April 2, 2021, and authorize the HealthWest Board Chairperson, Janet Thomas, to sign the employment agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes

Excused: Charles Nash **Motion Carried**

2018-259 **AUTHORIZE STAFF TO SOLICIT PROPOSALS FOR THE OPERATION OF THE FOOD SERVICES IN THE HALL OF JUSTICE.**

WM18/06-77

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize staff to solicit proposals for the operation of the food services in the hall of justice.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-260 **APPROVE THE PROSECUTOR TO APPLY FOR AND ACCEPT THE FY2019 CRIME VICTIM RIGHTS GRANT.**

WM18/06-78

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the Prosecutor to apply for and accept the FY2019 Crime Victim Rights Grant.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

2018-261 **ADOPT THE AGREEMENT WITH HARBOR HOUSE PUBLISHERS TO DEVELOP, DESIGN, PRODUCE, PROVIDE ADVERTISING SALES AND SERVICES, STORE AND DELIVER 70,000 COPIES OF THE OFFICIAL FY2019-FY2021 MUSKEGON COUNTY VISITORS GUIDE AND TO PRINT 100 DIRECTIONAL MAPS PADS FOR A COST THAT WILL BE OFFSET BY ADVERTISING SALES; ANY SHORTFALL WILL BE PAID FROM BUDGETED VISITORS GUIDE DEVELOPMENT FUNDS.**

WM18/07-79

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to adopt the Agreement with Harbor House Publishers to develop, design, produce, provide advertising sales and services, store and deliver 70,000 copies of the Official FY2019-FY2021 Muskegon County Visitors Guide and to print 100 directional maps pads for a cost that will be offset by advertising sales; any shortfall will be paid from budgeted visitors guide development funds.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. Rebel Road/Bike Time- Wednesday, July 18th- Sunday, July 22nd- Downtown Muskegon/Hot Rod Harley Davidson
http://muskegonbiketime.com/ & https://www.rebelroad.org/
B. 90th Annual Muskegon County Youth Fair- Monday, July 23rd- Saturday, July 28th- Muskegon County Fairgrounds
https://visitmuskegon.org/event/90th-annual-muskegon-county-youth-fair/
C. Muskegon County Sheriff's Mounted Unit Steak Fry- Thursday, July 26th @ 4:00 p.m.- 7:00 p.m., Muskegon County Fairgrounds, 6621 Heights Ravenna Road, Fruitport, MI Steak dinner $12.00, Chicken breast dinner $10.00, Hot dog dinner $5.00
http://www.muskegonfairgrounds.com/Calendar.aspx?EID=93&month=7&year=2018&day=16&calType=0

Commissioner Wilkins discussed the West Michigan Asset Management Pilot Program which took place in Grand Rapids. She stated that representatives from the Governor's Office, John Weis, and Aaron Coon attended. Commissioner Wilkins said that presentations have been made to all 13 counties in Michigan and that they are interesting.

Commissioner Engle discussed that the Fair Board works hard and uses their own resources. He said that is was a good thing.

ADMINISTRATOR'S REPORT

2018-262 **AUTHORIZE THE CHAIRMAN OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS TO SIGN THE APPLICATION AND OTHER DOCUMENTS REQUIRED BY THE LIQUOR CONTROL COMMISSION FOR THE APPLICATION FOR A LIQUOR LICENSE FOR THE MUSKEGON COUNTY AIRPORT**

The Administrator recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the Chairman of the Muskegon County Board of Commissioners to sign the application and other documents required by the Liquor Control Commission for the application for a Liquor License for the Muskegon County Airport.

Commissioner Scolnik asked if there was a reason for this. The Administrator stated that there used to be a Liquor License for the Muskegon Airport that was a partnership but it expired so we are getting a new one. Chairman Cross stated that there will be no partnership, that it will be the county's. Commissioner Hughes asked if the Liquor License will go to the restaurant in the Muskegon County Airport once there is one. Corporate Counsel Hughes said that even then he would encourage the county to keep owning the license and there will be something done to protect the license.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Charles Nash **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT

Tammy Barnhard spoke regarding her opposition to the Kuis Drain project and provided documents to the Commissioners. She mentioned suing the Drain Commissioner and beginning an injunction to stop the work. She stated that she was not informed of her right to appeal in circuit court for drains. She said that there needs to be a stop to the spending of public funds outside the legal boundaries.

Commissioner Engle asked Corporate Counsel Doug Hughes what the Board's responsibilities were and how long this process should take? weeks? Months?. Corporate Counsel Hughes told Ms. Barnhard that anything counsel can do, she can do. He also indicated that her time for public comment was up.

Ms. Barnhard then addressed County Clerk Waters indicating she had received an email from Clerk Waters' husband, attorney James Waters regarding Brenda Moore and this issue and she did not know how he knew her personal email address. She read a portion of the email in the open meeting: "Dear Ms. Barnhard: My client, Brenda Moore, requested that I respond to your deplorable, vicious, false allocations of public funds drain fraud, waste, and abuse. You should consult with an attorney regarding potential liability damages for liable, slander, and defamation of character, etc." She then directed County Clerk Waters that, "If your husband wishes to contact me, will you tell him to contact me by public . . . "

County Clerk Waters interrupted stating that she was not aware of any email or anything regarding this issue.

Chairman Cross ruled Ms. Barnhard out of order, indicating that has nothing to do with this Board or the Clerk. To which Ms. Barnhard responded, "Oh, it doesn't? I'll just pass it out publicly, then, thank you. Have a good day."

Others speaking on the Kuis Drain project were Linda Barnhard, Tim DeVos, Kristi Kozal, Jeremy Hooker, and Dale Wiesnee.

Supervisor from Dalton Township, Tony Barnes discussed the Board of Determination in 2015 in regard to the Ribe Drain and how the Drain Commissioner never answered or assessed the second question, as to whether there is an at large assessment for the municipality. There is nothing from the hearings online for the public to view. He also asked, on behalf of himself and Cedar Creek, if the AMA racing sanction that went through multiple townships was approved.

Commissioner Engle stated that having the right to appeal is not the same as having the Board of Commissioners appeal. He also said that they individually have the right to have their own attorney and appeal it.

Commissioner Foster said that the County is trying to address the situation in regards to the AMA race. He said that he knows there is something that needs to be looked at.

Steven Holke, who spoke at a previous Board meeting about retiree insurance benefits, thanked the Commissioners for keeping their promise. He said that he is very appreciative.

Commissioner Susie Hughes asked Corporate Counsel Doug Hughes if the public have the right to appeal the changing of the boundaries. Corporate Counsel Doug Hughes went on to say that it is a very complicated topic. He said the County Board can't confer on this group of people, or give any additional rights or appellate rights; the process comes out of the 1954 Drain Code. He encouraged the citizens to hire their own personal attorney.

2018-263 **MOVED BY COMMISSION MAHONEY, SECONDED BY COMMISSION ENGLE, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:34 p.m.

_____
Nancy A. Waters, County Clerk

NAW/bkr

To be approved at the Full Board Meeting on Tuesday, July 31, 2018.

County of Muskegon

RESOLUTION

In Recognition of Mary Payne

Recipient of the Governor's Service Award for

"Senior Volunteer of the Year"

WHEREAS, Mary Payne was recently awarded the Governor's Service Award for Senior Volunteer of the Year; and

WHEREAS, Mary has been recognized by more than 15 nonprofit organizations to which she personally gives her time, money and support; and

WHEREAS, Mary has dedicated thousands of hours to serving, advocating and giving to her community; and

WHEREAS, much of Mary's focus is on social justice, women and children and those under-represented; and

WHEREAS, she recently was a force in bringing playgrounds to inner city housing; and

WHEREAS, Mary has also worked to instill a love of music and art to underprivileged children; and

WHEREAS, Mary has been very active with mediation and restorative justice services as she was one of the first individuals to be trained as a mentor in 1993; and

WHEREAS, Mary has been described as one of the most humble, thoughtful and generous people known in our community; and

NOW, THEREFORE, BE IT RESOLVED, the Muskegon County Board of Commissioners does hereby congratulate Mary Payne on this prestigious award bestowed upon her by the Governor of the state of Michigan as "Senior Volunteer of the Year". Congratulations Mary, your efforts are appreciated.

VOLUNTEERS
A Gift To The Community

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

Approved: June 12, 2018

County of Muskegon

RESOLUTION

In Recognition of John Noling

Recipient of the Governor's Service Award for

"Mentor of the Year"

WHEREAS, John Noling was recently awarded the Governor's Service Award for Mentor of the Year; and

WHEREAS, John has spent his entire life helping to provide opportunities for Muskegon's youth; and

WHEREAS, John began his career as a teacher where he helped children develop their leadership skills; and

WHEREAS, John has mentored countless young people and helped them aspire to be leaders in their community; and

WHEREAS, John has served with the Muskegon Rotary Club since 2006 and took the lead on many youth initiatives; and

WHEREAS, he started youth Rotary Clubs in schools to help develop leadership skills of the youth through mentoring where over 150 students have been involved; and

WHEREAS, John will do the behind the scenes work that empowers other mentors to step into the lives of youth and make a lasting impact; and

WHEREAS, Commissioner Bob Scolnik said, "John is very humble, and he never seeks credit, but his tireless efforts have made a tremendous difference for youth in our community; and

NOW, THEREFORE, BE IT RESOLVED, the Muskegon County Board of Commissioners does hereby congratulate John Noling on this prestigious award bestowed upon him by the Governor of the state of Michigan as "Mentor of the Year". Congratulations John, your efforts are appreciated.



Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Approved: June 12, 2018

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, July 31, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Marvin Engle

Also Present: Beth Dick, Finance Director/Assistant County Administration
Nancy A. Waters, County Clerk
Jeanne Pezet, Administrative Secretary
Doug Hughes, Corporate Counsel
Brianne Rodgers, Intern

2018-264 **APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Foster, to approve the agenda.

Voice vote **Motion Carried**

2018-265 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF JULY 17, 2018**

Moved by Commissioner Snider, seconded by Commissioner Foster, to approve the minutes of the Full Board Meeting of July 17, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Rich Houtteman, Community Affairs Manager-Consumers Energy, addressed Communication Items Re: Senate Bill 1031 regarding Personal Property Tax in the Utility sector. He had said that there needs to be a lot of discussion because utility customer represent 26% of personal property tax that is paid currently and it is projected that by 2025 that will increase to 60%.

PRESENTATION

Stephan Currie, Executive Director Michigan Association of Counties gave a Legislative Update. (See Attachment)

COMMUNICATIONS

The following items were provided to Commissioners for information: (See Attachment)

A. Bay County Board of Commissioners Resolution: Opposition to HB 6049/ SB1025
B. Huron County Board of Commissioners Resolution: Opposition to SB 1031
C. Huron County Board of Commissioners Resolution: Opposition to Any Baiting Ban
D. Livingston County Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
E. Mecosta County Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
F. Otsego County Board of Commissioners Resolution: Opposition to the Legalization of Marijuana for General Use
G. Washtenaw County Board of Commissioners Resolution: Opposition of Extraction of Michigan's Waters by Nestle and Banning the Purchase of Nestle Brand Bottled Water by Washtenaw County

COMMITTEE/BOARD REPORTS

The Community Development/Strategic Planning Committee was cancelled for July 26, 2018, due to lack of action items.

2018-266 **APPROVE A LEASE BETWEEN THE COUNTY AND SAFELITE FULFILLMENT, INC., D/B/A SAFELITE AUTOGLASS, IN THE AMOUNT OF $695.20 PER MONTH, PLUS UTILITIES, FOR THE FACILITY LOCATED AT 102 SINCLAIR DRIVE**

TR18/07-24

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Foster, to approve a lease between the County and Safelite Fulfillment, Inc., d/b/a Safelite AutoGlass, in the amount of $695.20 per month, plus utilities, for the facility located at 102 Sinclair Drive.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-267 **AUTHORIZE THE MUSKEGON AREA TRANSIT SYSTEM TO OPERATE A MARQUETTE EXPRESS BUS ROUTE DURING THE 2018/19 ACADEMIC YEAR IN PARTNERSHIP WITH MUSKEGON COMMUNITY COLLEGE AND BAKER COLLEGE**

TR18/07-25

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Foster, to authorize the Muskegon Area Transit System to operate a Marquette Express bus route during the 2018/19 Academic Year in partnership with Muskegon Community College and Baker College.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-268 **AUTHORIZE STAFF TO PROCEED WITH PROJECT PLANNING, GRANT APPLICATION, AND ENVIRONMENTAL DOCUMENTATION STEPS NECESSARY TO SECURE FEDERAL AND STATE FUNDING PARTNER PARTICIPATION IN A MATS MUSKEGON HEIGHTS PASSENGER FACILITY CAPITAL PROJECT**

TR18/07-26

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Foster, to authorize staff to proceed with project planning, grant application, and environmental documentation steps necessary to secure federal and state funding partner participation in a MATS Muskegon Heights Passenger Facility capital project.

Roll Call:

Yes: Gary Foster, Kenneth Mahoney, Charles Nash**,** Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes **Motion Carried**

Excused: Marvin Engle

2018-269 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $14,919,089.46, COVERING THE PERIOD OF JUNE 30, 2018 THROUGH JULY 12, 2018 FOR CHECKS AND JUNE 1, 2018 THROUGH JUNE 30, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/07-80

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve payment of the accounts payable of $14,919,089.46, covering the period of June 30, 2018 through July 12, 2018 for checks and June 1, 2018 through June 30, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,** Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-270 **APPROVE SALARY RANGE ADJUSTMENTS FOR THE HUMAN RESOURCES ANALYST POSITION (N39502) FROM PAY TABLE/GRADE NO-00290, $22.089/HR - $27.836/HR, TO PAY TABLE/GRADE NO-00310, $23.12/HR - $29.182/HR, AND THE INCUMBENT BE PLACED AT STEP 4; AND THE HUMAN RESOURCES DIRECTOR POSITION (Y23001) FROM PAY TABLE/GRADE ND-00030, $37.13/HR-$47.144/HR, TO PAY TABLE/GRADE ND-00037, $40.794/HR - $51.925/HR AND THE INCUMBENT BE PLACED AT STEP 6, EFFECTIVE JANUARY 1, 2018, IN RECOGNITION OF ADDITIONAL JOB RESPONSIBILITIES**

WM18/07-81

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve salary range adjustments for the Human Resources Analyst position (N39502) from pay table/grade NO-00290, $22.089/hr - $27.836/hr, to pay table/grade NO-00310, $23.12/hr - $29.182/hr, and the incumbent be placed at step 4; and the Human Resources Director position (Y23001) from pay table/grade ND-00030, $37.13/hr-$47.144/hr, to pay table/grade ND-00037, $40.794/hr - $51.925/hr and the incumbent be placed at step 6, effective January 1, 2018, in recognition of additional job responsibilities.

Roll Call:

Yes: Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Gary Foster, Susie Hughes, and Charles Nash **Motion Carried**

Excused: Marvin Engle

2018-271 **APPROVE NEW CONTRACT ASSESSMENT ADMINISTRATION SERVICES TO BE PROVIDED BY THE EQUALIZATION DEPARTMENT TO THE TOWNSHIP OF WHITE RIVER AND AUTHORIZE THE CHAIR OF THE COUNTY BOARD OF COMMISSIONERS TO EXECUTE AN AGREEMENT PREPARED BY THE EQUALIZATION DEPARTMENT TO PROVIDE THE SERVICES**

WM18/07-82

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to approve new contract Assessment Administration Services to be provided by the Equalization Department to the Township of White River and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,** Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-272 **AUTHORIZE THE APPLICATION OF THE 2018 GREAT URBAN PARKS CAMPAIGN GRANT WITH FUNDING FROM THE NATIONAL RECREATION AND PARK ASSOCIATION AND AUTHORIZE THE BOARD CHAIR TO EXECUTE**

WM18/07-83
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize the application of the 2018 Great Urban Parks Campaign Grant with funding from the National Recreation and Park Association and authorize the Board Chair to Execute.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-273 **APPOINT SARA HOUGH AS EMPLOYER DELEGATE TO THE 2018 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING AND FOR THE COST OF ATTENDING FOR THE EMPLOYER AND EMPLOYEE DELEGATE AND ALTERNATE BE PAID FROM THE RISK MANAGEMENT FUND**

WM18/07-84
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to appoint Sara Hough as employer delegate to the 2018 Municipal Employees Retirement System (MERS) annual meeting and for the cost of attending for the employer and employee delegate and alternate be paid from the Risk Management Fund.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-274 **REQUEST ADDITIONAL INFORMATION FROM THE COUNTY ADMINISTRATOR REGARDING THE HALL OF JUSTICE PARKING LOT AND THE DESIGNATED PARKING SPACES**

WM18/07-85
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to request additional information from the County Administrator regarding the Hall of Justice parking lot and the designated parking spaces.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

2018-275 **REQUEST TO CANCEL THE COMMUNITY DEVELOPMENT/STRATEGIC PLANNING COMMITTEE MEETING OF THURSDAY, JULY 26, 2018, DUE TO LACK OF ACTION ITEMS**

WM18/07-86
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Snider, to request to cancel the Community Development/Strategic Planning Committee meeting of Thursday, July 26, 2018, due to lack of action items.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. Removal of Ms. Audra Mahan from the Muskegon HealthWest Board.

B. Michigan Primary Election Reminder – Tuesday, August 7th
https://www.michigan.gov/sos/0,4670,7-127-1633---,00.html

C. 89th Annual WMYA Championship Regatta; August 1st through August 4th – Muskegon Lake
http://www.wmya.org/race-information/2018-notice-of-race/

D. Unity Christian Music Festival: Wednesday, August 8th through Saturday, August 11th – Heritage Landing
http://www.unitymusicfestival.com/

Commissioner Hughes asked if they needed a motion to remove Audra Mahan from the HealthWest board. Nancy Waters, County Clerk replied yes.

2018-276 **REMOVAL OF MS. AUDRA MAHAN FROM THE MUSKEGON HEALTHWEST BOARD**.

Moved by Commissioner Hughes, seconded by Commissioner Mahoney to remove Ms. Audra Mahan.

Voice Vote **Motion Carried**

Commissioner Nash said there was a consumer slot available on the HealthWest Board. He asked the Commissioners if they know of anyone to nominate to this slot and, if so, to have them submit a Citizen Appointment Application through the following website: https://mi-muskegoncounty.civicplus.com/1045/Citizen-Appointments

ADMINISTRATOR'S REPORT

2018-277 **APPROVE THE ADDITION OF ONE FULL-TIME SHERIFF LEAD CUSTODIAN POSITION (PAY GRADE GU-00060 $10.64 - $14.82/HR)AND TO SPECIFICALLY APPOINT MR. THOMAS HOFFMAN AT STEP 9 ($14.82/HR) EFFECTIVE AUGUST 1, 2018; AND FURTHERMORE, DELETE THE LEAD CUSTODIAN POSITION G48002 UPON ITS VACANCY**

The Administrator recommends, moved by Commissioner Nash, seconded by Commissioner Snider, to approve the addition of one full-time Sheriff Lead Custodian position (pay grade GU-00060 $10.64 - $14.82/hr)and to specifically appoint Mr. Thomas Hoffman at step 9 ($14.82/hr) effective August 1, 2018; and furthermore, delete the Lead Custodian position G48002 upon its vacancy.

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

Commissioner Hughes said that Saturday, August 4, 2018 from 9 a.m. to 3 p.m. at the Veterans Memorial Park there will be volunteers working and anyone is free to join.

Commissioner Nash gave an up update after attending the annual NACo (National Association of Counties) Conference. He had said that there was a lot of attention paid to mental health and

the opioid crisis. He had also said that he is waiting for the language on tax capturing techniques, then he will share that information.

2018-278 **CANCEL THE HUMAN SERVICES COMMITTEE MEETING SCHEDULED FOR TUESDAY, AUGUST 7, 2018**

Moved by Commissioner Hughes, seconded by Commissioner Mahoney to cancel the Human Services Committee meeting scheduled for Tuesday, August 7, 2018.

Voice Vote **Motion Carried**

PUBLIC COMMENT (on a non-agenda item)

Krystal Smith, supervisor from Cedar Creek notified the Board that the Sheriff is aware of the dirt bike races. She said that she would be attending the Court and Public Safety meeting to ask for assistance because she believes that racing on the public roads either needs to end or they need to make it more safe.

Michael Poulin, County Sheriff guaranteed there is a race going on but had stated that the bikes are equipped with a scan device to monitor the drivers, as well as each having an ORV license. He did agree that there needs to be more coordination required of the event. Other than catching them at the time doing something wrong, legally there is not much to do. He also stated that he believes there needs to be better cooperation between the racing group and the townships.

Sheriff Poulin announced that there are still tickets available for the Support Services Spectacular on August 11th at 5 p.m. He also noted that the local Kennel Club will be donating over $17,000 for the Sheriff Department to purchase a new dog and training for the K-9 Officer.

Tammy Barnhard spoke about the Gladwin County Board of Commissioners, who on April 18th approved a resolution asking the Governor to remove their Drain Commissioner from office due to illegal work and failure to follow the Drain Code. Mrs. Barnhard recommended that the Muskegon County Board of Commissioners should submit a resolution to the Governor for the removal of the Muskegon County Drain Commissioner for her failures. Mrs. Barnhard also stated that as a resident she will not vote for any millages, and asked the Commissioners to have some discussion on the topic today.

Others who spoke about the Kuis Drain Project were Linda Barnhard and Zack Lahering.

CLOSED SESSION RE: LEGAL OPINION

2018-279 **MOVED BY COMMISSION MAHONEY, SECONDED BY COMMISSIONER SNIDER, TO GO INTO CLOSED SESSION**

Roll Call:
Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash**,**
Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Excused: Marvin Engle

Went into Closed Session at: 4:45 p.m.

Returned to Open Session at 4:59 p.m.

2018-280 **MOVED BY COMMISSION SNIDER, SECONDED BY COMMISSION MAHONEY, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:59 p.m.

_____
Nancy A. Waters, County Clerk

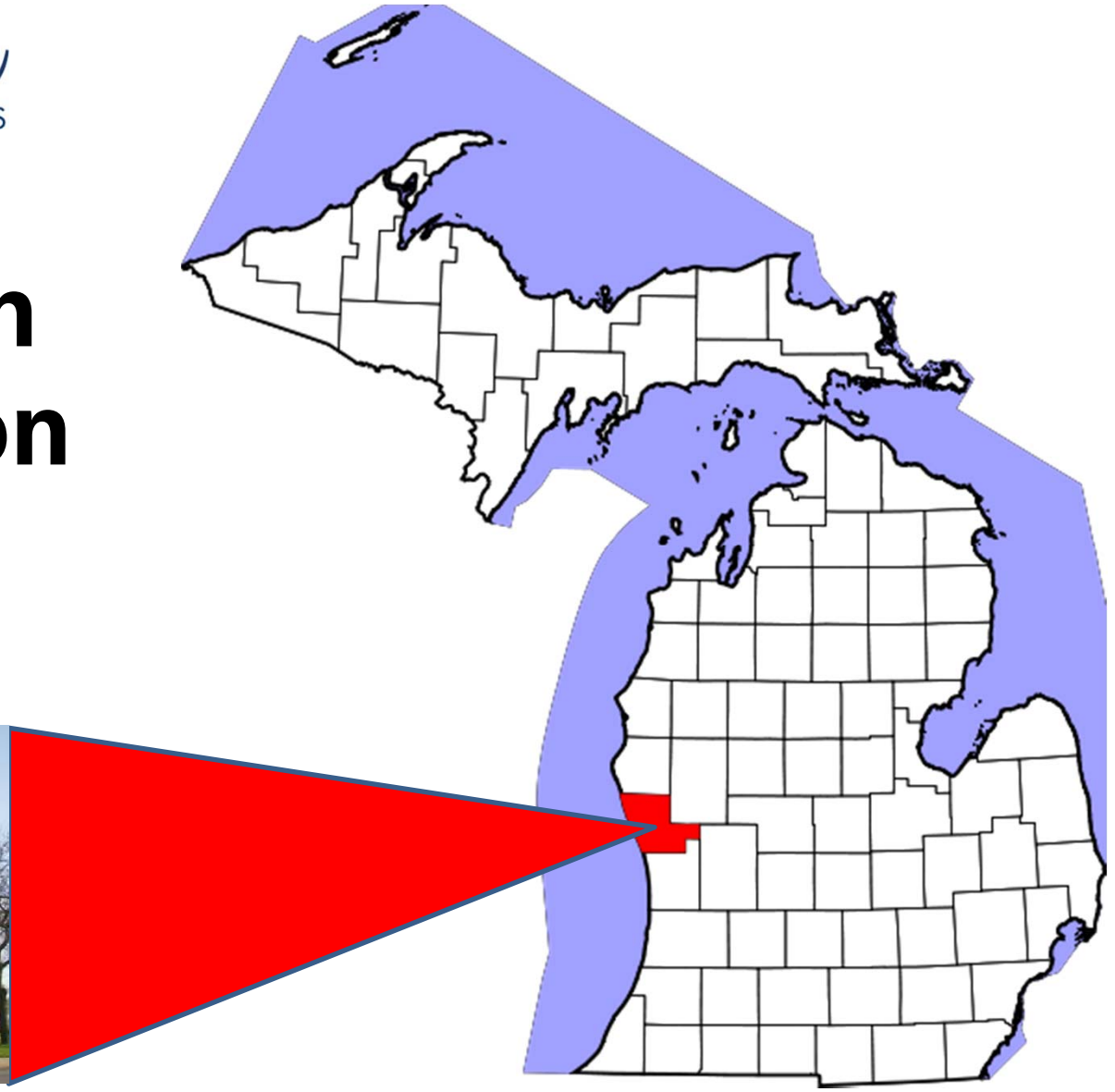
NAW/bkr

To be approved at the Full Board Meeting on Tuesday, August 14, 2018.

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Presentation to Muskegon County





July 2018

MAC Services

















WWW.MICOUNTYMATTERS.ORG

MCWCF
MICHIGAN COUNTIES WORKERS' COMPENSATION FUND

MAC Services

- Nonprofit owned by its members; managed by 11-member Board of Trustees whose counties participate in the fund
- The fund provides coverage to employees in counties and other public agencies, such as road commissions, medical care facilities and transit groups
- The fund has 80 members and routinely issues premium dividends in excess of $3 million each year
- **Bookmark NEW website: www.michigancountieswcf.org**



MAC Services

BEST PRACTICES

- MAC wants to hear your stories of innovation
- Ongoing coverage of examples in *Michigan Counties* e-newsletter
- **Send ideas and info to Derek at melot@micounties.org**



HOW COUNTIES ARE TURNING CHALLENGES INTO OPPORTUNITIES

MAC Services

NEW!: Commissioners Forum

- Online message board gives commissioners a way to communicate directly with their peers around the state

- **To register, go to http://micounties.boards.net/**

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COUNTY COMMISSIONERS FORUM

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Legislative Priorities

WINWINWIN

- **Ensuring Adequate Funding for Michigan's Courts: Legislation signed June 2017**
- **Improving the Performance of the Child Care Fund: Legislation signed February 2018**
- **Investing in Michigan's Infrastructure: $175 million additional invested for FY18**
- **Reforming Tax Capture Districts: Legislation signed March 2018**
- **Providing Proper Funding for Updated 911 System: Legislation signed March 2018**
- **Maintaining a Due Process Approach on Foster Care Appeals: Administration agreed to maintain status quo thru FY18**
- **Investing in and Properly Managing Michigan's Infrastructure: Legislation signed June 2018**

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Legislative Priorities



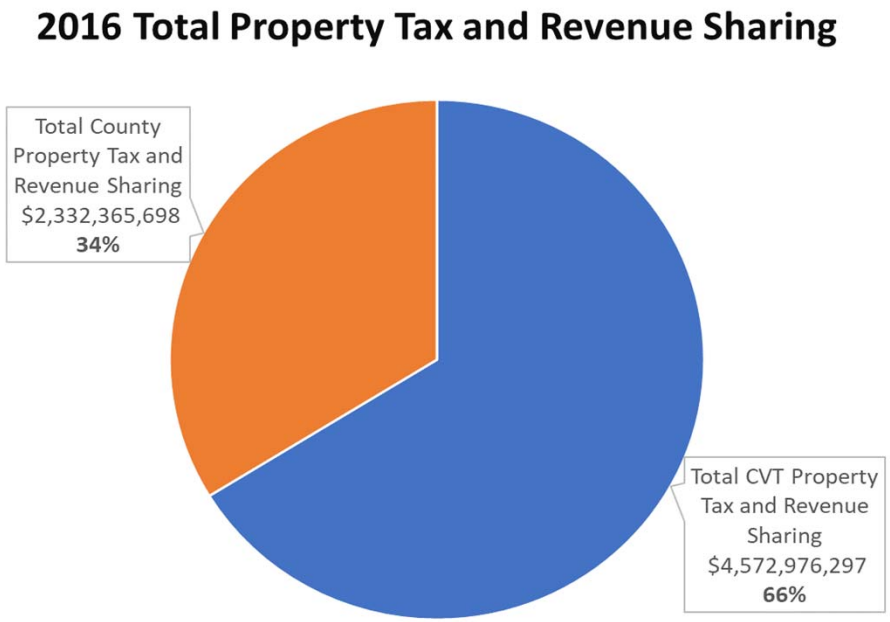
- **Improving the Legislative Process on Unfunded Mandates: (HB 4679)**
- **Reforming Michigan's System of Financing Local Government**
- **Reforming the Michigan Tax Tribunal: (HB 4937 and SB 578)**
- **Ensuring Adequate Funding for Community Mental Health**
- **Reforming Payments for Foster Child Placements**
- **Ensuring State Funding for 'Raise the Age' Changes: (HBs 4607, 4653, 4659, 4662, 4664, 4675-78, 4685, 4696, 4741, 4744, 4753, 4789, 4793)**

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Legislative Update

REVENUE SHARING

- FY19 amount: $221.4 million
- FY19 increase: $1.3 million or 0.5%
- CVTs (constitutional and statutory for FY19): ~ $1.1 billion



- FY19 constitutional increase for CVTs: $37 million
- Gap between CVT funding and county funding growing each year

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Legislative Update

INDIGENT DEFENSE COMMISSION



- Compliance on first four standards counties; total costs on plans approved 6/12/18 = $78 million (4 outstanding plans remaining, including Oakland and Isabella)
- Governor's FY19 proposal:
  - $46M of General Fund/ $15M clawback of collections from partially indigent
  - Cost-sharing formula change – add $32M to local cost share ($7.25 per capita)
- **FY19 budget provides $84M in GF dollars**
- **HB 5985 (PA 214) claws back 20% of partially indigent funds ($2.2M)**

Legislative Update

PPT TIER 3 FUNDS

- Governor proposed per capita funding distribution model – huge winners and losers
- Revenue sharing vs. lost growth – changes the discussion
- HB 5908: Makes technical changes to Tier 3 distribution
- Calculation and recalculations have resulted in unpredictable reimbursements and Tier 3 payments



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Legislative Update

ASSESSING



- Treasury Dept./State Tax Commission proposal includes:
  - o Quality standards for each assessing unit, incl. level 3 and level 4 assessors and minimum tax revenue per district
  - o Elimination of elected officials serving as assessors
  - o Units not meeting the standards will be required to meet them by contracting with other local units or having the county do assessing
  - o All counties will be required to have a level 4 assessor, subject to a phase-in period
  - o Start-up funds from state; operational funding via 1% admin fee or charged to the municipality where the property is located

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Legislative Update

FOSTER CARE

- SPRING SESSION: Counties will continue to be held harmless for foster care administrative rate payment (~ $8M)
- *D.O. v Glisson* (US 6th Circuit): States must provide foster care maintenance payments to certain unlicensed homes
- DHHS included $5M for administrative rate payments and $9M in maintenance payments in FY19 budget for ~ 3,100 youths, anticipating counties would cover other 50% of costs
- MAC position: DHHS broadened scope of Glisson; requiring counties to pay may be a Headlee violation



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Legislative Update

GOVERNMENTAL IMMUNITY



SBs 871-880 are response to Nassar scandal:

- extends criminal statute of limitations for 2nd/3rd degree criminal sexual conduct (CSC) involving a minor victim to 15 years
- extends civil statute of limitations for lawsuits to cover damages sustained because of CSC to 10 years past the age of majority.
- **SB 877, which specified agencies, including county boards, face liability in cases where they *should have known* about sexual misconduct by member/employee while working for entity, remains in committee (Not expected to move this year)**
- Extends reporting requirements to athletic trainers and physical therapists; subsequent failure to report = felony

Legislative Update

STATEWIDE SEPTIC CODE



- HB 5752 & 5753 introduced in the House.
- Bills aimed at improving inspection and maintenance of on-site wastewater systems
- Prohibits Point of Sale ordinances and requires phase out of existing ordinances
- Requires DEQ to develop standards and guidance for the construction and maintenance of different types of systems
- Requires system inspections every 5 years and septic tank evaluations ever 10 years.

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Legislative Update

TAX TRIBUNAL REFORM



- HB 4937 (Maturen):
  - Requires tribunal to consider all three appraisal methods (sales, income, cost)
  - Addresses misuse of deed restrictions to artificially lower property values
  - Process operated by fully trained tribunal members
- SB 578 (Casperson):
  - Requires the entire tribunal to consider the appeal
  - Highest and best use consideration
  - Addresses misuse of deed restrictions to artificially lower property values
- Case of *Menard Inc. v Escanaba* continues; MAC contributing to effort, but more help needed

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Reforming Local Government Finance

PENSION/OPEB

- Greater reporting and transparency
- For local units with fiscal years ending prior to 6/30/17, reports were due to Treasury by 1/31/18 (all other units to submit reports within 6 months of the end of their FY)
- About half of locals have submitted; 109 ordered to do corrective plans



- New Municipal Stability Board met in May to assist underfunded local units who did not receive a waiver
- All local units, going forward, will be required to pay OPEB normal costs for new hires, as well as retiree premiums, if offered

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Legislative Update

ASSET MANAGEMENT

- New law:
  - Creates new Michigan Infrastructure Council (MIC) – 9-member voting council with regional planning expertise; council includes WAMC and TAMC chairs
  - Creates new Water Asset Management Council (WAMC) under MIC – 9 members, appointed by statute
  - Alters Transportation Asset Management Council (TAMC), puts under MIC



Designed to establish a statewide asset management approach to our infrastructure systems

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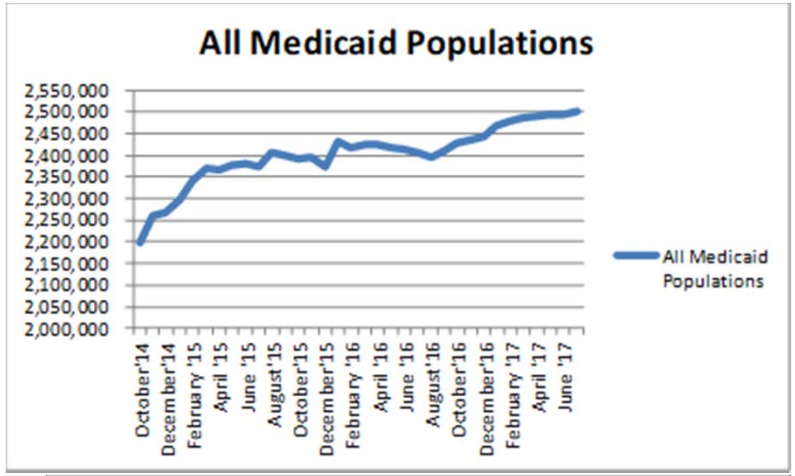
Legislative Update

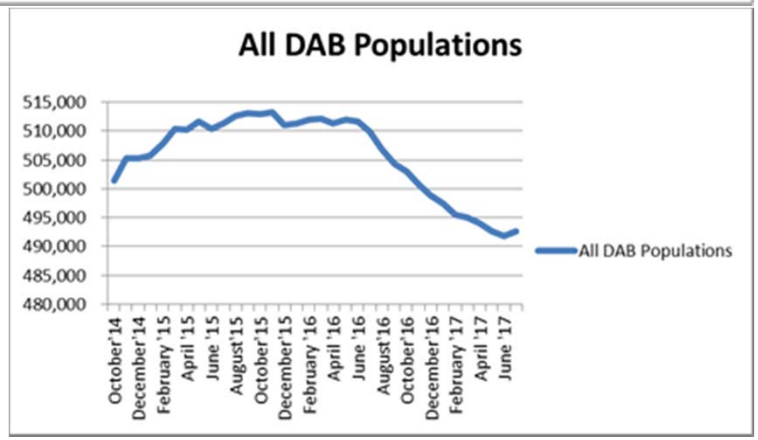
MENTAL HEALTH

- Population shift from Disabled, Aged and Blind (DAB) to Healthy Michigan (HMP), Temporary Assistance for Needy Families (TANF)

- On average:
  - DAB enrollee = $262.36/month
  - HMP enrollee = $37.30/mo
  - TANF enrollee = $16.68/mo

- Shift in enrollments resulted in net loss of $97.5M over FY17





- **FY '18 supplemental passed with $59.8M one-time funding to help cover unexpected enrollment shift.**

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MAC Advocacy

MAC POLICY COMMITTEES

- MAC has seven committees that study legislation and make recommendations to the MAC Board:
  - –Finance – Meets the 1st Friday at 10 a.m.
  - –Environmental, Natural Resources and Regulatory Affairs – Meets the 2nd Friday at 10 a.m.
  - –General Government – Meets the 3rd Friday at 10 a.m.
  - –Health and Human Services – Meets the 4th Monday at 10 a.m.
  - –Judiciary and Public Safety – Meets the 4th Monday at 2 p.m.
  - –Transportation – Meets the 4th Friday at 10 a.m.
  - –Agriculture and Tourism – Meets at the call of the chair
- To join a MAC committee, fill out application at micounties.org

Educational Opportunities

ANNUAL CONFERENCES

Legislative Conference (winter/spring)

- March 25-27, 2019
- March 30-April 1, 2020

Annual Conference (summer/fall)

- Aug. 19-21, 2018
- Aug. 18-20, 2019





MAC conferences provide top speakers, intensive policy workshops and plenty of opportunities to network with your fellow county leaders

MAC Advocacy

MACPAC
MICHIGAN ASSOCIATION OF COUNTIES POLITICAL ACTION COMMITTEE

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MAC's political action committee

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- Record number of former county commissioners now serving in the Michigan Legislature

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Deena Bosworth
bosworth@micounties.org



Chris Jones
jones@micounties.org



Meghann Keit
keit@micounties.org

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Matthew Bierlein
President



Stephan W. Currie
Executive Director
scurrie@micounties.org



Ken Borton
First Vice President



Veronica Klinefelt
Second Vice President



Shelley Taub
Immediate Past President

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No. 2018-170

BAY COUNTY BOARD OF COMMISSIONERS

JULY 10, 2018

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Bay County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Bay County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BOR's at the county level, HB 6049/SB 1205 has the potential to strip elected township supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, HB 6049/SB 1025 appears to have been designed without any input from existing assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its sweeping changes until nearly ready for introduction into the Michigan Legislature; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certification levels imposed by HB 6049/SB 1025; and

WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not simply imposing increased educational requirements that may be impossible to achieve and that do nothing to weed out the bad assessors; and

WHEREAS, Bay County views HB 6049/SB 1025 in its current form as an unfunded mandate which does little or nothing to accomplish its stated goals; Therefore, Be It

RESOLVED that the Bay County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be referred back to the House Tax Policy Committee and the Senate Finance Committee until the funding issues and other problems identified above can be properly addressed.

THOMAS M. HEREK, CHAIR
AND BOARD

Opposition to HB 6049/SB 1025
Resolution sponsored by 1st District Commissioner Michael J. Duranczyk

MOVED BY COMM. DURANCZYK

SUPPORTED BY COMM. BEGICK

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			TOM RYDER	X						

VOTE TOTALS:

ROLL CALL: YEAS_____ NAYS_____ EXCUSED_____

VOICE: X YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED____ WITHDRAWN____

AMENDED____ CORRECTED____ REFERRED____

-83-

No. 18- 70C

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property; electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies, that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Huron County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners hereby opposes SB 1031; and

BE IT FURTHER RESOLVED that this resolution shall be forwarded to all counties in Michigan, Representative Canfield, Senator Pavlov, Governor Rick Snyder, and the Michigan Association of Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE

David G. Peruski, Chairman

Steve Vaughan, Vice Chairman

John A. Nugent, Member

Dated: July 10, 2018

VOICE / ~~ROLL CALL~~ VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	☑	☐	☐	JOHN L. BODIS	☑	☐	☐
DAVID G. PERUSKI	☑	☐	☐	RON WRUBLE	☑	☐	☐
TODD TALASKI	☑	☐	☐	JOHN A. NUGENT	☑	☐	☐
STEVE VAUGHAN	☑	☐	☐				

RESOLUTION: ☑ ADOPTED ☐ DEFEATED ☐ TABLED

No. 18-79

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the SAFETY COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, the proposed Department of Natural Resource Commissions plan to eliminate baiting and the banning of the sale of bait in Huron County is not in the best interest in the overall economic impact for Huron County or State of Michigan; and

WHEREAS, the Huron County Board of Commissioners, at their July 24, 2018 board meeting, resolved to adamantly oppose any baiting ban within the State of Michigan, including banning the sale of bait within the Huron County; now

THEREFORE, BE IT RESOLVED, the Huron County Board of Commissioners adamantly opposes any baiting ban with the State of Michigan; and

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, Michigan House Representative Edward J. Canfield, Senator Philip Pavlov, Governor Rick Snyder, and the Michigan Association of Counties.

Respectfully submitted,

SAFETY COMMITTEE

John L. Bodis

John L. Bodis, Chairman

Absent

David G. Peruski, Vice Chairman

Ron Wruble

Ron Wruble, Member

Dated: July 24, 2018

~~VOICE~~ / ROLL CALL VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	☑	☐	☐	JOHN L. BODIS	☑	☐	☐
DAVID G. PERUSKI	☐	☐	☑	RON WRUBLE	☑	☐	☐
TODD TALASKI	☐	☑	☐	JOHN A. NUGENT	☑	☐	☐
STEVE VAUGHAN	☑	☐	☐				

RESOLUTION: ☑ ADOPTED ☐ DEFEATED ☐ TABLED

RESOLUTION	NO:	2018-07-125
LIVINGSTON COUNTY	DATE:	July 16, 2018

Resolution in Opposition to HB 6049 and SB 1025 - Equalization

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the assessing qualifications, process and boundaries of local assessing units within Michigan; and

WHEREAS, HB 6049 and SB 1025 will impose undue financial hardship on Livingston County by mandating staffing requirements, office space and technology while providing only the 80% of the 1% administration fee designated for assessing within the local unit and an undefined "start-up funding" to compensate the county; and

WHEREAS, HB 6049 and SB 1025 will undermine the good working relationship between the local governments officials and the County Board of Commissioners; and

WHEREAS, HB 6049 and SB 1025 mandates required staffing to comply with IAAO standards, also work full time, unless the STC determines less hours would be required based on the complexity of the parcel district and districts SEV.

WHEREAS, HB 6049 and SB 1025 mandates the assessor's review prior to Board of Review which can be done under the General Property Tax Act. The special Board of Review for commercial and industrial properties, which would require specialty members such as a MAI appraiser, is not needed, due to Michigan Tax Tribunal new guidelines allowing the taxpayer to appeal directly to the Tribunal, and

WHEREAS, general standards and transparence should be practiced and adhered to in a consistent efficient manner. Information such as land value adjustments and ECF's requiring an explanation should be made radially available to the taxpayer and explained by assessor, not posted on line, and

WHEREAS, when units do not meet, the AMAR standards and corrective plans a swift and effective action should be taken by the STC not punish the entire profession and all local units of government, and

WHEREAS, the education is currently more in depth, however for MCAO's there should be a mandated one to two years working under an MAAO or MMAO prior to signing an assessment roll, with a follow up AMAR review.

WHEREAS, HB 6049 and SB 1025 will not help with the 30% reduction in qualified assessors since 2004 nor will it help with the condition called the "gray tsunami" it will only exacerbate the problem.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners hereby oppose HB 6049 and SB 1025 and asks that it be withdrawn from consideration until funding and other issues addressed above can be addressed.

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to Governor Snyder, Senator Joe Hune, Representatives Lana Theis and Hank Vaupel, the Michigan Association of Counties, as well as the other 82 Michigan counties.

# # #

MOVED: **Commissioner Bezotte**
SECONDED: **Commissioner Griffith**
CARRIED: **Roll Call Vote: Yes (9): D. Parker, D. Dolan, K Lawrence, W. Green, D. Domas, D. Helzerman, R Bezotte, C. Griffith and G. Childs; No: (0); None; Absent (0): None**

CLERK'S CERTIFICATE
STATE OF MICHIGAN County of Livingston
I, Elizabeth Hundley, Clerk
of said County and Clerk of the
44th Circuit Court, do hereby certify
this copy as a correct and true
record of the original document
remaining on file in my office
Dated and sealed: July 25, 2018
Elizabeth Hundley, County Clerk
Elizabeth Hundley

CP 6-3

MECOSTA COUNTY RESOLUTION
#2018-08

Opposition to HB 6049 and SB 1025

The following preamble and resolution were offered by Commissioner STEINKE

and supported by Commissioner SOLIS:

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing process in Michigan by moving responsibility for assessing from the local units to the various County Equalization Offices, and

WHEREAS, HB 6049/SB 1025 will significantly increase Mecosta County's costs, to provide the assessing services that will be required thru the hiring of additional staff, building of additional office space, and the requirement to hire a Master Assessing Officer in addition to our current Advanced Assessing Officer/Equalization Director, and

WHEREAS, HB 6049/SB 1025 does not identify an adequate source of revenue to cover the County's additional costs, as the assumption that the 1% administrative fee will be adequate to fund the changes is in grave error, and

WHEREAS, HB 6049/SB 1025 will therefore result in an un/underfunded mandate to Mecosta County in violation of Article IX Section 29 of the Michigan Constitution which states in part: ***"A new activity or service or an increase in the level of any activity or service beyond that required by existing law shall not be required by the legislature or any state agency of units of Local Government, unless a state appropriation is made and disbursed to pay the unit of Local Government for any necessary increased costs."***, and

WHEREAS, HB 6049/SB 1025 mandated changes to Boards of Review will not be attainable as written due to inadequate numbers of qualified volunteers to staff the Boards, and

WHEREAS, HB 6049/SB 1025 appears to be a solution in search of a problem that does not exist in Mecosta County, or a one size fits all solution that will not in fact serve any jurisdiction well, now.

THEREFORE BE IT RESOLVED THAT, the Mecosta County Board of Commissioners does hereby oppose HB 6049/SB 1025.

AYES: Commissioners: R. Steinke, M. Solis, T. O'Neil, L. Howard, J. Strong, M. Vargo, W. Routley

NAYS: Commissioners: None

RESOLUTION DECLARED ADOPTED.

Marcee M. Purcell
Mecosta County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of the County of Mecosta, Michigan (the County) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 19th day of July, 2018, A.D.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this 19th day of July, 2018, A.D.

Marcee M. Purcell
Mecosta County Clerk

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 24th day of July, 2018 beginning at 9:30 a.m.

PRESENT: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

ABSENT: None.

The following preamble and resolution was offered by Commissioner Rob Pallarito, seconded by Commissioner Doug Johnson.

OCR 18-19

Resolution Opposing the Legalization of Marijuana for General Use

(This resolution does not relate to the use of marijuana approved for medical purposes in compliance with current state law)

Otsego County Board of Commissioners

July 24, 2018

WHEREAS, proposals to legalize the general use of marijuana are being placed on the ballot across Michigan; and

WHEREAS, general marijuana use and possession is not permitted by federal and state law; and

WHEREAS, *The National Institute on Drug Abuse* reports that 1 in 6 teens that use marijuana become addicted to its use; and Marijuana is now the number one reason kids enter treatment for substance abuse—more than alcohol, cocaine, heroin, meth, ecstasy, and other drugs combined; and

WHEREAS, *Monitoring the Future, 2017* reports that marijuana use increased to 24% among adolescents in 8th, 10th and 12th grades combined and one in ten 12th grade students vaped marijuana in the past year; and

WHEREAS, the University of Colorado, Denver reports that marijuana-impaired driver related fatalities have risen 114% in Colorado since that state legalized the use of marijuana; and

WHEREAS, increased consumption of Marijuana would likely lead to higher public health and financial costs for society. Addictive substances like alcohol and tobacco already result in much higher social costs than the revenue they generate. The cost to society of alcohol alone is estimated to be more than 15 times the revenue gained by their taxation; and

WHEREAS, emergency room admissions for Marijuana use now exceed those for heroin and are continuing to rise; the link between suicide and Marijuana is strong; and

WHEREAS, it is not possible to foresee and mitigate all the associated risks and impact to our communities through the legalization of marijuana for general use; and, therefore, be it

RESOLVED, that Otsego County is opposed to the legalization of marijuana for general use; and, be it further

RESOLVED, Otsego County encourages other communities to oppose the legalization of marijuana for general use including the adoption of similar resolutions in opposition to the legalization of non-medical marijuana.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: JULIE POWERS, PAUL BEACHNAU, PAUL LISS, DUANE SWITALSKI, ROB PALLARITO, DOUG JOHNSON, KEN BORTON, BRUCE BROWN.

NO: KEN GLASSER.

ABSTAIN: NONE.

THE RESOLUTION WAS DECLARED ADOPTED.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 24th day of July, 2018, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2018

A RESOLUTION Opposing Extraction of Michigan's Waters by Nestlé And Banning the Purchase of Nestlé Brand Bottled Water by Washtenaw County

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 11, 2018

WHEREAS, the Washtenaw County Board of Commissioners is committed to serving as an effective and careful steward of our natural resources and environment, including the waters of our state, and believes that doing so is a fundamental responsibility of government at all levels; and

WHEREAS, threats to Michigan's drinking water supply are an ongoing and serious public health concern, and include increasing problems with water scarcity and contamination due in part to overdraws from Michigan's aquifers and groundwater; and

WHEREAS, the Washtenaw County Board of Commissioners is committed to sustaining its substantial, ongoing efforts to reduce consumption of bottled water, which include installation and maintenance of water bottle filling stations in County buildings and provision of employee water dispensers; and

WHEREAS, Nestlé has acted in an aggressive way to dominate the bottled water industry in Michigan and elsewhere, acting recklessly with regard to the environment and without fair or adequate compensation to the People of Michigan or to local communities for the extraction of resources that are a public and common good; and

WHEREAS, Nestlé extracts more than twice as much water from Michigan than from any other Midwestern state; and

WHEREAS, Nestlé sells more than $340 million annually of bottled water extracted from Michigan, while paying only nominal fees for doing so; and

WHEREAS, Nestlé has persisted in pursuing increased pumping of Michigan groundwater against the strong and demonstrated desire of local communities, most recently in Osceola Township, where opposition to Nestlé increased pumping operations was expressed in over 80,000 comments and over 330,000 petition signatures submitted to the Michigan Department of Environmental Quality;

THEREFORE BE IT RESOLVED , the Washtenaw County Board of Commissioners opposes large-scale extraction of Michigan waters by Nestlé or any other corporate entity without rigorous environmental testing and monitoring designed to ensure long-term sustainable operations that do not affect the water supply of the people of Michigan, without agreement by all potentially affected local communities; and without fair compensation; and

THEREFORE BE IT RESOLVED, the Washtenaw County Board of Commissioners is committed to ensuring that Washtenaw County does not purchase bottled water from Nestlé; and

BE IT FURTHER RESOLVED, Washtenaw County will no longer purchase Nestlé bottled water under any brand name, including but not limited to the following brand names commonly sold in Michigan: "Ice Mountain," "Pure Life," and "Poland Spring"; and

BE IT FURTHER RESOLVED, Washtenaw County will update its procurement procedures, effective no later than September 1st, 2018, to reflect and implement the Board of Commissioners' intent to end the purchase of Nestlé bottled water; and

BE IT FURTHER RESOLVED, the Washtenaw County Board of Commissioners directs the County Administrator to send copies of this Resolution to the Michigan Association of Counties, the other 82 Michigan counties; and our representatives in the Michigan State House and Michigan State Senate.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Brabec			X	LaBarre	X			Smith	X		
Deatrick	X			Martinez-Kratz	X						
Jamnick	X			Morgan	X						
Jefferson	X			Ping			X				

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY ROLL CALL VOTE: 7 0 2

STATE OF MICHIGAN)

COUNTY OF WASHTENAW)SS.

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 11th, 2018, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 12th day of July, 2018.

LAWRENCE KESTENBAUM, Clerk/Register

BY:_____
Deputy Clerk

Res. No. 18-113

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, August 14, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. A moment of silence was observed. The Pledge of Allegiance was led by Commissioner Mahoney and recited in unison.

Roll Call

Present: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Marvin Engle

Also Present: Mark Eisenbarth, Administrator
Nancy A. Waters, County Clerk
Zaneta Adams, with Williams/Hughes, PLLC Corporate Council
Brianne Rodgers, Intern

2018-281 **APPROVAL OF THE AGENDA ADDING A PRESENTATION BY SHERIFF MICHAEL POULIN RE: K9 UNIT AND ADDING TO THE CHAIRMAN'S REPORT, REAPPOINTMENT OF JEFF FORTENBACHER TO THE HEALTHWEST BOARD**

Moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the agenda adding a Presentation by Sheriff Michael Poulin Re: K9 Unit and adding to the Chairman's Report, Reappointment of Jeff Fortenbacher to the HealthWest Board.

Voice vote **Motion Carried**

2018-282 **APPROVE THE OPEN AND CLOSED MINUTES OF THE FULL BOARD MEETING OF JULY 31, 2018.**

Moved by Commissioner Wilkins, seconded by Commissioner Hughes, to approve the Open and Closed Minutes of the Full Board Meeting of July 31, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

PRESENTATION

Michael Poulin, County Sheriff, discussed the K9-Unit Handlers and how proud he is of the community organizations for helping each other out.

Kevin Nieboer, President of the Greater Muskegon Kennel Club, discussed the importance of K9's community involvement and finding missing people. The Greater Muskegon Kennel Club awarded Deputy Jamie Ottinger with a check of $16,255.00. This amount will go towards a new dog and training.

COMMUNICATIONS

The following items were provided to Commissioners for information: (See Attachment)

A. Kalkaska Board of Commissioners Resolution: Opposition to HB 1031

B. Sanilac County Board of Commissioners Resolution: Opposition to SB 1031

COMMITTEE/BOARD REPORTS

2018-283 **ACCEPT THROUGH THE 2019 MICHIGAN STATE POLICE – EMERGENCY MANAGEMENT & HOMELAND SECURITY DIVISION (EMPG) REIMBURSEMENT FOR UP TO 35.69% OF THE MUSKEGON COUNTY EMERGENCY SERVICES DIRECTOR'S SALARY AND FRINGE BENEFITS.**

CPS18/08-36

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to accept through the 2019 Michigan State Police – Emergency Management & Homeland Security Division (EMPG) reimbursement for up to 35.69% of the Muskegon County Emergency Services Director's salary and fringe benefits.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-284 **ACCEPT THE COMMUNITY FOUNDATION FOR MUSKEGON COUNTY'S GRANT OF $21,350 FOR THE 60TH DISTRICT COURT EVICTION PREVENTION PROGRAM FOR THE PERIOD OF 9/10/18 THROUGH 9/9/19 AND TO AUTHORIZE THE BOARD CHAIR TO SIGN THE GRANT AGREEMENT**

CPS18/08-37

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to accept the Community Foundation for Muskegon County's Grant of $21,350 for the 60th District Court Eviction Prevention Program for the period of 9/10/18 through 9/9/19 and to authorize the Board Chair to sign the Grant Agreement.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-285 **APPROVE THE DECREASE IN FUNDING FROM MEDIATION & RESTORATIVE SERVICE FROM $62,400.00 TO $45,850.00**

CPS18/08-38

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the decrease in funding from Mediation & Restorative Service from $62,400.00 to $45,850.00.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-286 **APPROVE THE SHERIFF TO SELL THREE USED VEHICLES FROM THE FLEET AND PURCHASE A USED ADMINISTRATION VEHICLE AT A COST NOT TO EXCEED $14,000**

CPS18/08-39

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the Sheriff to sell three used vehicles from the fleet and purchase a used administration vehicle at a cost not to exceed $14,000.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-287 **APPROVE THE SHERIFF'S OFFICE TO APPLY FOR THE FISCAL YEAR 2019 SECONDARY ROAD PATROL GRANT FROM THE OFFICE OF HIGHWAY SAFETY PLANNING**

CPS18/08-40

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the Sheriff's Office to apply for the fiscal year 2019 Secondary Road Patrol grant from the Office of Highway Safety Planning.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-288 **APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MUSKEGON, CITY OF MUSKEGON HEIGHTS AND THE COUNTY OF MUSKEGON FOR THE FY2018 JUSTICE ASSISTANCE GRANT AWARD PROGRAM AND AUTHORIZE THE BOARD CHAIR TO SIGN THE MEMORANDUM**

CPS18/08-41

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Wilkins, to approve the Memorandum of Understanding between the City of Muskegon, City of Muskegon Heights and the County of Muskegon for the FY2018 Justice Assistance Grant Award Program and authorize the Board Chair to sign the memorandum.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

Commissioner Hughes reported that the Human Services Committee was cancelled for August 7, 2018, due to lack of action items.

2018-289 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $3,175,099.17, COVERING THE PERIOD OF JULY 13, 2018 THROUGH JULY 26, 2018 FOR CHECKS AND JUNE 1, 2018 THROUGH JUNE 30, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/08 - 87

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Foster, to approve payment of the accounts payable of $3,175,099.17, covering the period of July 13, 2018 through July 26, 2018 for checks and June 1, 2018 through June 30, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-290 **AMEND THE FY2018 BUDGET AS PRESENTED**

WM18/08-88

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Foster, to amend the FY2018 budget as presented.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-291 **APPROVE THE FY2019 BUDGET HEARING SCHEDULE AS PRESENTED**

WM18/08-89

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Foster, to approve the FY2019 Budget Hearing Schedule as presented.

Roll Call:

Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-292 **APPROVE SETTING THE PUBLIC HEARING DATE FOR THE FY2019 PROPOSED MUSKEGON COUNTY BUDGET FOR THURSDAY, SEPTEMBER 6, 2017 AT 4:00 P.M. AT THE BOARD OF COMMISSIONERS ROOM ON THE 4TH FLOOR OF THE MICHAEL E. KOBZA HALL OF JUSTICE AND TO AUTHORIZE THE PUBLICATION OF A NOTICE OF PUBLIC HEARING IN A NEWSPAPER OF GENERAL CIRCULATION ON OR BEFORE AUGUST 26, 2018**

WM18/08-90
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Foster, to approve setting the Public Hearing date for the FY2019 Proposed Muskegon County Budget for Thursday, September 6, 2017 at 4:00 P.M. at the Board of Commissioners room on the 4th floor of the Michael E. Kobza Hall of Justice and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before August 26, 2018.

Roll Call:
Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

2018-293 **AWARD THE SURPLUS EQUIPMENT AUCTION SERVICES BID TO MIEDEMA AUCTIONEERING INC. AND AUTHORIZE STAFF TO NEGOTIATE A ONE-YEAR CONTRACT WITH OPTION FOR TWO (2) ONE-YEAR RENEWALS PURSUANT TO THE TERMS IN THE RFP AND AUTHORIZE THE CHAIR SIGN THE SAME CONTINGENT UPON APPROVAL OF CORPORATE COUNSEL**

WM18/08-91
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Foster, to award the Surplus Equipment Auction Services bid to Miedema Auctioneering Inc. and authorize staff to negotiate a one-year contract with option for two (2) one-year renewals pursuant to the terms in the RFP and authorize the Chair sign the same contingent upon approval of Corporate Counsel.

Roll Call:
Yes: Benjamin E. Cross, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

Excused: Marvin Engle

Commissioner Hughes asked if there was a way to get a copy of the fiscal year 2018 budget where all the finances for each department is shown together.

Beth Dick, finance director/Assistant County Administrator said that she would meet with her after the meeting to make sure that she gets the information requested.

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. 8th Annual Health, Wellness & Recovery Fair: Thursday, August 16th
11:30 a.m. – 2:00 p.m. - Hackley Park
https://www.eventbrite.com/e/2018-health-wellness-recovery-fair-exhibitor-registration-tickets-46881915070

B. Arts & Drafts Festival: Friday, August 17th and Saturday, August 18th
Ross Park, Norton Shores
http://www.shoresartsanddrafts.com/

C. Moose Fest 2018: Saturday, August 18th – Heritage Landing
https://visitmuskegon.org/event/moose-fest-2/

2018-294 **REAPPOINTMENT OF JEFF FORTENBACHER TO THE HEALTHWEST BOARD (TERM 4/1/2018 – 3/31/2021**

The Chairman recommends, moved by Commissioner Nash, seconded by Commissioner Foster, to reappoint Jeff Fortenbacher to the HealthWest Board (term 4/1/2018 – 3/31/2021).

Voice Vote. **Motion Carried**

ADMINISTRATOR'S REPORT

Administrator Eisenbarth announced that the Proposed FY18/19 Budgets for Solid Waste, Regional Water System and Wastewater will be presented at the Board of Public Works Meeting on Thursday, August 16th.

OLD BUSINESS

Commissioner Hughes announced that she attended the Senior Millage meeting on August 14th. She said that there are new services being created and more people are being served. She noted a few people in the community have backed off on their donations due to the Senior Millage, even though this millage was supposed to increase those donations. She saidthat things are going well.

Commissioner Mahoney agreed with Commissioner Hughes adding that the senior programs are spreading through the county, even to rural areas.

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT (on a non-agenda item)

Josie James, representing Promote the Vote. discussed the Michigan state wide resolution. She stated that beginning March 4th petitions were circulated and on July 9th 435,000 Michigan signatures were submitted to the Secretary of State. She presented six things that Promote the Vote will cover:

- allow Michigan residents to have a secret ballot,
- make sure the military receives an absentee ballot in enough time to vote,
- make straight party voting an option,
- automatically register Michigan residents to vote,
- give access to absentee ballots for any reason, and
- make sure all election results are audited.

Ms. James thanked Commissioners for allowing her to speak and asked for their support of a resolution for Promote the Vote.

Chairman Cross indicated they will review the information provided.

2018-295 **MOVED BY COMMISSION MAHONEY, SECONDED BY COMMISSION CROSS, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:17 p.m.

_____
Nancy A. Waters, County Clerk

NAW/bkr

To be approved at the Full Board Meeting on Tuesday, August 28, 2018.

Kalkaska County Board of Commissioners
Resolution 2018-36

Opposition to Senate Bill 1031, A bill to amend 1893 PA 206, entitled, "The general property tax act," (MCL 211.1 to 211.155) by adding section 9p

At a Regular Meeting July 18, 2018:

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Kalkaska County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Kalkaska County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, State Representative Curt Vanderwall, State Senator Darwin Booher, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

Motion by Fisher. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Bicum, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. Carried

Stuart McKinnon, Chair of
Kalkaska County Board of Commissioners

I, the undersigned, County Clerk of Kalkaska County, Kalkaska, Michigan, do hereby certify that the foregoing is a true and correct copy of certain proceedings taken by the Kalkaska County Board of Commissioners of said municipality at a Regular Meeting held on July 18, 2018 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required b said Act.

STATE OF MICHIGAN)
County of Kalkaska)

July 18, 2018

Deborah Hill, County Clerk

SANILAC COUNTY

RESOLUTION

OPPOSE SENATE BILL 1031

UTILITY PERSONAL PROPERTY TAX EXEMPTION

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Sanilac County, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031, if exempting all existing eligible utility personal property, would have a revenue loss of $76.6 million in State Education Tax revenue to the School Aid Fund and a revenue loss of $576.3 million to local units of government.

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018;

NOW, THEREFORE BE IT RESOLVED that Sanilac County opposes SB 1031.

BE IF FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, State Representative 83rd District Shane Hernandez, State Senator 31st District Phil Pavlov, Governor Richard Snyder and the Michigan Township Association.

Daniel Dean

Daniel Dean, Chairman

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman *Charles Nash, Vice Chair*
Marvin Engle *Robert Scolnik*
Gary Foster *I. John Snider II*
Susie Hughes *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, August 28, 2018
4:00 p.m.

Commissioner Mahoney, Presiding

The Full Board of Commissioners meeting was called to order by Commissioner Mahoney. A moment of silence was observed for the passing for Senator John McCain and issues in Muskegon County. The Pledge of Allegiance was recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark Eisenbarth, Administrator
Jeanne Pezet, Interim Elections Coordinator
Lisa Chalko, Administrative Coordinator
Doug Hughes, Corporate Counsel

2018-296 **APPROVAL OF THE AGENDA REMOVING PRESENTATION B. SINCE THIS HAD BEEN PRESENTED AT A COMMITTEE MEETING**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda, removing Presentation B. since this had been presented at a Committee meeting.

Voice vote **Motion Carried**

2018-297 **APPROVE THE MINUTES OF THE FULL BOARD MEETING OF AUGUST 14, 2018.**

Moved by Commissioner Engle, seconded by Commissioner Foster, to approve the Minutes of the Full Board Meeting of August 14, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

PRESENTATIONS

Nathan Hollenbeck, GIS Specialist for the Muskegon County Urban Safety Corps, part of the AmeriCorps program through the Muskegon County Land Bank. Mr. Hollenbeck was an Intern from GVSU with Muskegon County GIS from October to November of 2017, presented an update on some of the AmeriCorps/GIS projects that he has been working on this year. Mr. Hollenbeck explained that AmeriCorp is an oversite for the Land Bank working in several ways to help reduce blight in Muskegon County. Mr. Hollenbeck also worked to revitalize the Land Bank website with a dashboard to show the status of different projects.

Commissioner Hughes thanked Mr. Hollenbeck for updating the Land Bank website.

Commissioner Scolnik noted he and Commissioner Snider were at a kick-off for Volunteer groups and Mr. Hollenbeck was also at that meeting.

COMMUNICATIONS

The following items were provided to Commissioners for information: (See Attachment)

A. Menominee Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
B. VanBuren County Board of Commissioners Resolution: Opposition to SB 1031
C. Chippewa County Board of Commissioners Resolution: Opposition to SB 1031

2018-298 **PLACE COMMUNICATION ITEMS ON FILE**

Moved by Commissioner Hughes, seconded by Commissioner Engle, to place Communication Items on file.

Voice vote **Motion Carried**

COMMITTEE/BOARD REPORTS

The Community Development/Strategic Planning Committee was cancelled for August 23, 2018, due to lack of action items.

2018-299 **APPROVE AUTHORIZING THE CLERK TO EXECUTE ANY NECESSARY RESOLUTIONS REQUIRED FOR THE FEDERAL AND STATE GRANT OFFERS ASSOCIATED WITH THE FY2018 RUNWAY 6-24 PAVEMENT AND LIGHTING REHABILITATION PROJECT**

TR18/08-27
The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve authorizing the Clerk to execute any necessary resolutions required for the Federal and State Grant Offers associated with the FY2018 Runway 6-24 Pavement and Lighting Rehabilitation Project.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-300 **APPROVE THE RELEASE OF A REQUEST FOR PROPOSALS FOR THE PURCHASE OF AIRPORT TERMINAL SNOW REMOVAL EQUIPMENT SUBJECT TO FINAL APPROVAL OF THE AIRPORT'S FISCAL YEAR 2019 CAPITAL BUDGET**

TR18/08-28
The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the release of a Request for Proposals for the purchase of Airport Terminal Snow Removal Equipment subject to final approval of the Airport's Fiscal Year 2019 Capital budget.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-301 **APPROVE THE AIRPORT RATES, CHARGES AND FEES SCHEDULE FOR FISCAL YEAR 2019 EFFECTIVE OCTOBER 1, 2018**

TR18/08-29
The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Airport Rates, Charges and Fees Schedule for Fiscal Year 2019 effective October 1, 2018.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-302 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $11,629,049.63, COVERING THE PERIOD OF JULY 27, 2018 THROUGH AUGUST 9, 2018 FOR CHECKS AND JULY 1, 2018 THROUGH JULY 31, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/08-92

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Scolnik, to approve payment of the accounts payable of $11,629,049.63, covering the period of July 27, 2018 through August 9, 2018 for checks and July 1, 2018 through July 31, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-303 **APPROVE THE CERTIFICATES OF CONSISTENCY UNDER THE CONTINUUM OF CARE PROGRAM AND AUTHORIZE THE BOARD CHAIR TO SIGN**

WM18/08-93

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Scolnik, to approve the Certificates of Consistency under the Continuum of Care Program and Authorize the Board Chair to sign.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-304 **AUTHORIZE A PILOT PROGRAM WITH CUP-HEALTH**

WM18/08-94

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Scolnik, to authorize a pilot program with CUP-Health.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-305 **AUTHORIZE STAFF TO WORK WITH THE MICHIGAN DEPARTMENT OF CIVIL RIGHTS TO DEVELOP STRATEGIES TO ADVANCE EQUITY AND PROVIDE TRAINING TO COUNTY DIRECTORS AND ELECTED OFFICIALS**

WM18/08-95

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Scolnik, to authorize staff to work with the Michigan Department of Civil Rights to develop strategies to advance equity and provide training to county directors and elected officials.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-306 **APPROVE TIER 1 ECM COORDINATOR POSITION AND APPOINT JULIA BUTLER-EHLE EFFECTIVE 8/29/18 AND APPROVE $3,000 FOR TRAINING**

WM18/08-96

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Scolnik, to approve Tier 1 ECM Coordinator position and appoint Julia Butler-Ehle effective 8/29/18 and approve $3,000 for training.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-307 **APPROVE ALLOCATION OF SENIOR MILLAGE FUNDING TO PIONEER RESOURCES FOR ITS MEAL PREPARATION PROGRAM**

WM18/08-97

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Scolnik, to approve allocation of Senior Millage funding to Pioneer Resources for its Meal Preparation Program.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Commissioner Mahoney announced the following upcoming events:

A. The 3rd Annual Muskegon Polish Festival will be held August 31st and September 1st at Hackley Park from 11 a.m. to 11 p.m. with a Mass at St. Michael Church at 11 a.m. on Sunday, September 2nd. http://www.muskegonpolishfest.com/

B. The Corn Maze at the Lewis Farm and Petting Zoo opens for the season on Saturday, September 1, 2018. https://lewisfarmmarket.com/

C. Roosevelt Park Day Taste of the Trucks 2 is Saturday, September 8, 2018. https://milakeshorekids.com/events/roosevelt-park-day/

D. Labor Day is on September 3, 2018, some events being held are:

   a. The 12th Annual Labor Day Walk/Run at 8:00 a.m. at Fisherman's Landing https://www.muskegon-mi.gov/laborday/ ;
   b. The White Lake Area Community Walk at 10:00 a.m. at Montague Foods https://www.whitelake.org/event/labor-day-community-walk-2/ ;
   c. The West Michigan United Labor Day Parade from 11:00 a.m. – 4:00 p.m. at Hackley Park, the city block bounded by Webster and Clay and Third and Fourth Streets https://www.michigan.org/event/west-michigan-united-labor-day-parade ;
   d. Roll On Muskegon community bike ride beginning at 6:30 p.m. at the Muskegon Farmer's Market https://visitmuskegon.org/event/roll-on-muskegon/all/ .

E. Friday, September 7th at 8:00 a.m. is the 25th Annual United Way Day of Caring: Operation United – supporting veterans and their families in Muskegon County https://www.unitedwaylakeshore.org/day-of-caring-mkg

F. On September 8, 2018, the Sportsmen for Youth Day event will be held at the Muskegon County Fairgrounds from 9:00 a.m. – 3:00 p.m. providing young people age 18 and under with the opportunity to try activities including archery, shooting sports, fishing, and many other events. For more information go to: https://sportsmenforyouth.com/events/

ADMINISTRATOR'S REPORT

A. Michigan Association of Convention and Visitor Bureaus – Local Support of SB 1065 – Special Events Fund initially funded with $2 million from Michigan Economic Development Corporation to attract large special events to the State of Michigan (i.e. Super Bowl in Detroit).

Administrator Eisenbarth asked Bob Lukens, Community Development Director, to explain SB 1065. Mr. Lukens indicated this would lend support for special events to come into the State of Michigan. The fund use can include bringing conventions and associations to larger areas in the state in an attempt to bring more people into the state. Michigan does not currently have such a fund.

2018-308 **PREPARE A RESOLUTION OF SUPPORT FOR THE MICHIGAN ASSOCIATION OF CONVENTION AND VISITOR BUREAUS – LOCAL SUPPORT OF SB 1065 – SPECIAL EVENTS FUND INITIALLY FUNDED WITH $2 MILLION FROM MICHIGAN ECONOMIC DEVELOPMENT CORPORATION TO ATTRACT LARGE SPECIAL EVENTS TO THE STATE OF MICHIGAN (I.E. SUPER BOWL IN DETROIT)**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Wilkins, to prepare a Resolution of Support for the Michigan Association of Convention and Visitor Bureaus – Local Support of SB 1065 – Special Events Fund initially funded with $2 million from Michigan Economic Development Corporation to attract large special events to the State of Michigan (i.e. Super Bowl in Detroit).

Voice vote **Motion Carried**

2018-309 **APPROVE THE PLACEMENT OF THE SCULPTURE "ALL MY RELATIONS" ON THE SIDE LAWN AT THE UNION DEPOT**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Snider, to approve the placement of the sculpture "All My Relations" on the side lawn at the Union Depot.

Bob Lukens, and Judy Hayner presented information about the sculpture and why this location was chosen.

Discussion ensued with comments including "a remarkable addition to our city". (See attachment.)

Voice vote **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

2018-310 **CALL A SPECIAL PUBLIC WORKS BOARD MEETING FOR TUESDAY, SEPTEMBER 4, 2018, FOLLOWING THE OTHER REGULARLY SCHEDULED COMMITTEE MEETINGS**

Move by Commissioner Hughes, seconded by Commissioner Foster, to call a Special Public Works Board Meeting for Tuesday, September 4, 2018, following the other regularly scheduled committee meetings.

Voice vote **Motion Carried**

Commission Wilkins shared information about the memorial service for Dr. James Jackson. (See attached.)

Commissioner Mahoney congratulated DJ Hilson who was elected President of the Prosecuting Attorneys Association of Michigan.

PUBLIC COMMENT (on a non-agenda item)

There was no public comment.

2018-310 **GO INTO CLOSED SESSION RE: A LEGAL OPINION**

Moved by Commissioner Snider, seconded by Commissioner Engle, to go into Closed Session Re: a Legal Opinion.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

Went into closed session at 4:43 p.m.

Returned to open session at 4:53 p.m.

2018-311 **ACCEPT THE RECOMMENDATION OF CORPORATE COUNSEL FOR THE SETTLEMENT AGREEMENT FOR THE WORKERS COMP CLAIM**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to accept the recommendation of Corporate Counsel for the settlement agreement for the Workers Comp Claim.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None

Excused: Benjamin E. Cross, Charles Nash **Motion Carried**

2018-312 **MOVED BY COMMISSION ENGLE, SECONDED BY COMMISSION SNIDER, TO ADJOURN**

Voice vote. **Motion Carried**

Meeting adjourned at 4:54 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, September 11, 2018.

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

RESOLUTION 2018-20

Resolution in Opposition of HB 6049 and SB 1025

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to revise the functions, qualifications, restrictions, and requirements of property tax assessors' statutory duties in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a potential financial burden on Menominee County and local assessing units due to the mandated structure of increased staffing while providing only a 1% administrative fee distributed by the local units and undefined "start-up funding" by January 1, 2019; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are managed and the locations throughout the County where they are conducted. By putting specialized BOR's at the county level, HB 6049/SB 1025 has the potential to remove local control over the tax administration process, and presents a hardship to taxpayers to travel great distances to appeal their valuations; and

WHEREAS, HB 6049/SB 1025 has neglected to include assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its extensive changes until just recently by introduction into the Michigan Legislature; and

WHEREAS, HB 6049/SB 1025 offers no guarantees that education will be available in the Upper Peninsula or even regionally to allow for the increased certification levels and increased staffing levels imposed; and

WHEREAS, HB 6049/SB 1025 proposed levels of certification for assessors will not achieve the ultimate result. The solution lies in improved and more thorough auditing procedures of current assessors by the State Tax Commission, and

WHEREAS, Menominee County views HB 6049/SB 1025 in its current form as unfunded mandates on already impoverished Counties without correcting the issues of establishing more accurate auditing measures.

Steven Gromala *Gerald Piche – Chairperson* *William Cech – Vice Chairperson* *Larry Phelps*
John Nelson *Jan Hafeman* *Charlie Meintz* *Bernie Lang* *Larry Schei*

4

Menominee County Is An EEO/AA Employer TDD (Michigan Relay Center) 1-800-649-37

NOW, THEREFORE, BE IT RESOLVED that the Menominee County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it remain in the House Tax Policy Committee and the Senate Finance Committee until the funding issues and other problems identified above can be properly addressed.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, Michigan House Representative Beau LaFave, Senator Tom Casperson, and Governor Rick Snyder.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES: 8 **NAYS:** 0

RESOLUTION DECLARED ADOPTED.

Gerald Piche, Chairman, Menominee County Board of Commissioners

I hereby certify that the foregoing is a true and complete copy of **Resolution 2018-20** adopted by the County Board of Commissioners at a regular meeting held on **August 14, 2018**, and I further certify that the public notice of such meeting was given as provided by law.

Marc Kleiman, Menominee County Clerk — Date 8/14/18

AA 27 / 8-14-2018

VAN BUREN COUNTY BOARD OF COMMISSIONERS

RESOLUTION ☐ MOTION ☐ REPORT OF **ADMINISTRATIVE AFFAIRS** COMMITTEE

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act, and;

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017, and;

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Van Buren County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase, and'

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on July 24, 2018.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Van Buren County Board of Commissioners hereby opposes SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, Michigan House Representatives Pagel and LaSata, Senator John Proos, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

Signed:

Date: August 14, 2018

FOR CLERK'S USE ONLY

MOTION BY: Freestone

SECONDED BY: Schincariol

CARRIED ☒

NOT CARRIED ☐

6

Minutes of a regular meeting of the Chippewa County Board of Commissioners, held at the Chippewa County Courthouse, 319 Court St., Sault Ste. Marie, Michigan on the 13th day of August, 2018 at 2:00 p.m.

PRESENT: Scott Shackleton, Don McLean, Jim Martin, Conor Egan and Robert Savoie

ABSENT: None

The following preamble and resolution was offered by Commissioner Savoie and seconded by Commissioner Martin.

RESOLUTION NO. 18-19
OPPOSING SENATE BILL 1031, A BILL TO AMEND 1893 PA 206, ENTITLED "THE GENERAL PROPERTY TAX ACT' (MCL 211.1 TO 211.155 BY ADDING SECTION 9P

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both the following utility personal property, electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Chippewa County and its local units, as it will not only reduce personal property tax revenue in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018.

NOW THEREFORE, BE IT RESOLVED that the Chippewa County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED this resolution will be forwarded to all counties in Michigan, State Representative Lee Chatfield, State Senator Wayne Schmidt, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League and the Michigan Association of Counties.

A VOTE WAS TAKEN AS FOLLOWS

AYES: Scott Shackleton, Don McLean, Jim Martin, Conor Egan and Robert Savoie

NAYS: None

ABSTAINED: None

RESOLUTION DECLARED ADOPTED.

Scott Shackleton, Chairman, Chippewa County Board of Commissioners

Catherine C. Maleport, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF CHIPPEWA)

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the County Board of Commissioners of Chippewa County at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

_____

Catherine C. Maleport, County Clerk



ABOUT THE SCULPTURE

Niikonii Kiinaa
All My Relations

Niikonii Kiinaa (Née-co-nee Kee-naw) or *All My Relations*, is an abstract sculpture created by Anishinaabe artist Jason Quigno. This contemporary sculpture has been carved to convey the spirit, stories and values of the Anishinaabe, the native peoples of the Great Lakes who migrated west to Michigan from the eastern areas of North America as early as the 1st century.

Niikonii Kiinaa features seven swirling circles on each of the four sides of the 16 ½ foot tall, 12,000-pound Canadian black granite column. Each of the carved circles connects to every other circle through continuous flowing lines, which curve and twist, ever upward, representing the smoke from the sacred pipe and the sacred fires carrying the prayers of the people to the Creator. The lines flowing from each circle also represent how our own life choices can lead to many different paths and places.

Surrounding the sculpture are four hand-carved benches by the artist made of natural stone boulders from the West Michigan region.

The design of Niikonii Kiinaa is inspired by the *Teachings of the Seven Grandfathers* – Love, Respect, Honesty, Bravery, Truth, Humility, and Wisdom – traditional and interconnected Anishinaabe knowledge that collectively represents the core values of what is needed for community.

To Quigno, *Niikonii Kiinaa* represents all ethnicity and cultures as well as his deep conviction that we are all related and connected. By looking past our conditioning and prejudices, Quigno hopes we can see the simple truth which is that we all share many same good qualities with each other.

Niikonii Kiinaa is intended as a lasting tribute to the shared humanity within us all. With this work, the artist hopes to remind us how we are all connected as we interact with each other, while at the same time beautifully conveying a deep respect for the people that were first on this land.

Installed September 2018

ABOUT THE ARTIST

Anishinaabe artist Jason Quigno works in stone, transforming large rough material into fluid, graceful forms. His work emphasizes and creates harmonious sculptures that convey movement in stark contrast to the very nature of the raw material he chooses as his medium. Tall columns and slender, twisting ribbons characterize his abstract shapes with surfaces ranging from high polish to rougher, more natural textures.

As an artist, Quigno pushes the boundaries of what is considered Native art. He strives to break out of preconceived expectations while maintaining his own purpose which is to tell the story of his people. He feels that often Native American artists have been expected to limit themselves to what others think of as Native imagery. Quigno's chosen path is to express his vision through contemporary and abstract forms.

Quigno believes his purpose in life is to tell the stories and beliefs of his Anishinaabe people through his art with stone so that hundreds and even thousands of years from now future generations will know the beautiful values and way of life of the Anishinaabe.

Quigno is a proud to be a direct descendant of Chief Cobmoosa, also known as the Great Walker, one of the most recognized and revered nineteenth-century Grand River Ottawa leaders. Quigno is also Chippewa and a member of the Saginaw Chippewa Indian Tribe.

Jason Quigno, a stone carver since he was 14, is originally from Alma and is a life-long resident of Michigan. He lives in Grand Rapids, Michigan, where he also has his studio.

Quigno's award-winning art can be found in many prestigious collections, most notably the Muskegon Museum of Art, Grand Valley State University, Frederick Meijer Gardens, the Ziibiiwing Cultural Center in Mt. Pleasant, Central Michigan University, Delta Community College, and the Grand Rapids Public Museum. Quigno is represented by LaFontsee Gallery, with locations in Grand Rapids and Douglas, Michigan.

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***Niikonii Kiinaa* has been made possible through the generous support of the following:**

Patrick O'Leary and Karen Yamasaki
Michigan Council for Arts and Cultural Affairs
Community Foundation for Muskegon County
Little River Band of Ottawa Indians
Nichols
Arconic Foundation
Muskegon Rotary Club Foundation
Dan and Sheryl Kuznar
Buzz and Wendy Kersman
Peter Turner
Orville and Susan Crain
Jan and Chris Deur
Judith Hayner and Charlene Romanosky
Norma Horan
Mary Price and Tom Schaub
Dr. Richard and Nancy Peters
Larry and Michele Romanelli
Don and Jane Tjarksen
Richard and Marilyn Witham
Women's Division Chamber of Commerce
Henry Matthews and Tim Chester
Muskegon Chapter-Daughters of the American Revolution
Ed and Pat Schroeder

Additional assistance and invaluable support has been provided by Larry Romanelli, Ogema, and Jay Sam, Historic Preservation Director, of the Little River Band of Ottawa Indians; Franklin Petersen and the City of Muskegon; Bob Lukens; the County of Muskegon; the Downtown Arts Committee of the Community Foundation for Muskegon County; and the Muskegon Museum of Art.

The James Jackson Museum

of African American History

The memorial service for Dr. James Jackson is set for Saturday, September 8th, at the Museum, 7 East Center Street, across from Heights City Hall.
Time will be 11:00 A.M.

Dr. Jackson passed on Tuesday, June 26th.

September 8th is the anniversary of Dr. Jackson's birth.

In place of flowers anyone wishing to make a donation or contribution to the Museum may send it to:

The James Jackson Museum

P.O. Box 4582

Muskegon Heights, MI-49444

For further information call:

William C. Muhammad

(231) 343-8396

James McFadden

(215) 470-2778

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, September 11, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark Eisenbarth, Administrator
Jeanne Pezet, Interim Elections Coordinator
Lisa Chalko, Administrative Coordinator
Doug Hughes, Corporate Counsel

2018-313 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-314 **APPROVE THE REGULAR MINUTES OF AUGUST 28, 2018, REGULAR AND CLOSED SESSION MINUTES OF AUGUST 28, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the Regular Minutes of August 28, 2018, Regular and Closed Session Minutes of August 28, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

COMMUNICATIONS

The following items were provided to Commissioners for information: (See Attachment)

A. Antrim County Board of Commissioners Resolution: Opposition to the Legalization of Marijuana for General Use
B. Antrim County Board of Commissioners Resolution: Opposition to the Department of Natural Resources Plan to Eliminate Baiting and Sale of Bait
C. Antrim County Board of Commissioners Resolution: Opposition to SB 1031
D. County of Marquette Board of Commissioners Resolution: Support of the Development and Funding of the Twinning of the Poe Lock
E. Tuscola County Board of Commissioners Resolution: Opposition to SB 1031
F. Tuscola County Board of Commissioners Resolution: Opposition to HB 6049 and SB 1025
G. Wexford County Board of Commissioners Resolution #2018-298: Opposition to SB1031

COMMITTEE/BOARD REPORTS

2018-315 **REQUEST PERMISSION TO ACCEPT THROUGH THE 2018 MICHIGAN STATE POLICE – EMERGENCY MANAGEMENT & HOMELAND SECURITY DIVISION (EMPG) REIMBURSEMENT FOR UP TO 35.69% OF THE MUSKEGON COUNTY EMERGENCY SERVICES DIRECTOR'S SALARY AND FRINGE BENEFITS**

CPS18/09-42

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to request permission to accept through the 2018 Michigan State Police – Emergency Management & Homeland Security Division (EMPG) reimbursement for up to 35.69% of the Muskegon County Emergency Services Director's salary and fringe benefits.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-316 **AUTHORIZE THE MUSKEGON COUNTY 14TH CIRCUIT COURT TO CREATE THREE NEW GRANT FUNDED RECOVERY COURT POSITIONS; SPECIFICALLY, A TREATMENT COURT ADMINISTRATOR (NX-00280, $24.229-$30.572/HR), A RECOVERY COURT COORDINATOR (NX-0220, $22.089 – $27.836/HR.), AND A RECOVERY COURT CASE MANAGER (NX-00190, 20.143 – 25.38/HR.), AND TO CHANGE THE GRANT FUNDED HOURLY POSITION OF THE SSSPP ENFORCEMENT OFFICER TO A FULL-TIME GRANT FUNDED SPECIALTY COURT ENFORCEMENT OFFICER POSITION, AT ITS CURRENT PAY GRADE AND SALARY RANGE (POSITION N74101, NO 270, SALARY RANGE $21.005-26.436)**

CPS18/09-43

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Muskegon County 14th Circuit Court to create three new grant funded Recovery Court positions; specifically, a Treatment Court Administrator (NX-00280, $24.229-$30.572/hr), a Recovery Court Coordinator (NX-0220, $22.089 – $27.836/hr.), and a Recovery Court Case Manager (NX-00190, 20.143 – 25.38/hr.), and to change the grant funded hourly position of the SSSPP Enforcement Officer to a full-time grant funded Specialty Court Enforcement Officer position, at its current pay grade and salary range (Position N74101, NO 270, salary range $21.005-26.436).

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-317 **AUTHORIZE JAIL/JTC PROJECT FUNDS TO BE UTILIZED FOR THE KITCHEN UPGRADE; SPECIFICALLY, A COMMERCIAL STOVE/OVEN COMBO, VENT HOOD, AND NECESSARY MECHANICAL WORK AT THE JUVENILE TRANSITION CENTER AND TO REQUEST BIDS FOR THIS WORK TO BE COMPLETED**

CPS18/09-44

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize Jail/JTC project funds to be utilized for the kitchen upgrade; specifically, a commercial stove/oven combo, vent hood, and necessary mechanical work at the Juvenile Transition Center and to request bids for this work to be completed.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-318 **APPROVE THE FY 2019 CHILD CARE FUND ANNUAL PLAN AND BUDGET AND AUTHORIZE THE BOARD CHAIR TO SIGN**

CPS18/09-45

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the FY 2019 Child Care Fund Annual Plan and Budget and authorize the Board Chair to sign. (See attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-319 **APPROVE THE CREATION OF AN ADDITIONAL ASSISTANT PROSECUTOR 1 POSITION FOR THE PROSECUTOR'S OFFICE (PAY TABLE NX-00288 $23.871-$31.808/HR) WITH THE INCREASE IN COST TO THE PROSECUTOR'S FY2019 BUDGET (1010-0229) TO BE OFFSET BY A DECREASE IN COST THE CHILD CARE FUND - RESIDENTIAL BUDGET (2920-0665) AND CORRESPONDING DECREASE IN GENERAL FUND APPROPRIATION TO THE CHILD CARE FUND (1010-0901-965.292)**

CPS18/09-46

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the creation of an additional Assistant Prosecutor 1 position for the Prosecutor's office (pay table NX-00288 $23.871-$31.808/hr) with the increase in cost to the Prosecutor's FY2019 budget (1010-0229) to be offset by a decrease in cost the Child Care Fund - Residential budget (2920-0665) and corresponding decrease in General Fund Appropriation to the Child Care Fund (1010-0901-965.292).

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-320 **AUTHORIZE THE PUBLIC DEFENDER'S OFFICE TO ENTER INTO THE FOLLOWING CONTRACTS (AND AUTHORIZE THE BOARD CHAIR TO SIGN) WITH SIX PRIVATE PRACTICE ATTORNEYS TO REPRESENT PARENTS AND CHILDREN ON NEGLECT/ABUSE AND DELINQUENCY CASES IN FAMILY COURT FOR THE 2018-2019 FISCAL YEAR BEGINNING ON OCTOBER 1, 2018 AND ENDING ON SEPTEMBER 30, 2019: LINDSEY MILLER AND JENNIE ROACH - $30,000; DAVID KORTERING AND ED WASIURA - $23,000; BELINDA BARBIER - $26,000; MANDI MARTINI - $19,000**

CPS18/09-47

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Public Defender's Office to enter into the following contracts (and authorize the Board Chair to sign) with six private practice attorneys to represent parents and children on neglect/abuse and delinquency cases in Family Court for the 2018-2019 fiscal year beginning on October 1, 2018 and ending on September 30, 2019:

- Lindsey Miller and Jennie Roach - $30,000
- David Kortering and Ed Wasiura - $23,000
- Belinda Barbier - $26,000
- Mandi Martini - $19,000

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-321 **APPLY FOR AND ACCEPTANCE OF THE FY2019 PEDESTRIAN AND BICYCLE SAFETY INITIATIVE GRANT IN THE AMOUNT OF $20,000.00 AND TO AMEND THE COUNTY BUDGET ACCORDINGLY**

CPS18/09-48

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to apply for and acceptance of the FY2019 Pedestrian and Bicycle Safety Initiative Grant in the amount of $20,000.00 and to amend the County budget accordingly.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-322 **AUTHORIZE MUSKEGON COUNTY DEPARTMENT OF VETERANS AFFAIRS STAFF TO APPLY FOR THE 2019 STATE OF MICHIGAN COUNTY VETERAN SERVICE FUND GRANT**

HS18/09-18

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize Muskegon County Department of Veterans Affairs staff to apply for the 2019 State of Michigan County Veteran Service Fund Grant.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-323 **AUTHORIZE PUBLIC HEALTH TO RECLASSIFY A PUBLIC HEALTH NURSE POSITION TO A PUBLIC HEALTH NURSE - UNIT LEADER POSITION TO PROVIDE OVERSIGHT AND GUIDANCE OF DAILY WORK ACTIVITIES IN THE STD (SEXUALLY TRANSMITTED DISEASES) AND HIV/AIDS PREVENTION PROGRAMS WITH NO CHANGE TO GENERAL FUND, EFFECTIVE SEPTEMBER 17, 2018**

HS18/09-19

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize Public Health to reclassify a Public Health Nurse position to a Public Health Nurse - Unit Leader position to provide oversight and guidance of daily work activities in the STD (Sexually Transmitted Diseases) and HIV/AIDS Prevention programs with no change to general fund, effective September 17, 2018.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-324 **UPDATE THE MUSKEGON COUNTY SMOKING POLICY TO INCLUDE THE STATEMENT, "IN ADDITION TO TRADITIONAL TOBACCO PRODUCTS SUCH AS CIGARETTES AND CHEWING TOBACCO, THE POLICY ALSO PROHIBITS USE OF E-CIGARETTES AND VAPORIZERS" AND PROVIDE A LIST OF RESOURCES FOR SMOKING CESSATION RESOURCES**

HS18/09-20

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to update the Muskegon County Smoking Policy to include the statement, "In addition to traditional tobacco products such as cigarettes and chewing tobacco, the policy also prohibits use of e-cigarettes and vaporizers" and provide a list of resources for smoking cessation resources.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-325 **AUTHORIZE PUBLIC HEALTH TO PAY GVSU ANNIS WATER RESOURCES INSTITUTE (AWRI) TO CONDUCT FY18 GREAT LAKES BEACH WATER AND INLAND LAKES BEACH WATER, USING PASS THROUGH FUNDS RECEIVED FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ), WITH NO EFFECT ON COUNTY GENERAL FUNDS**

HS18/09-21

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to Authorize Public Health to pay GVSU Annis Water Resources Institute (AWRI) to conduct FY18 Great Lakes Beach Water and Inland Lakes Beach water, using pass through funds received from the Michigan Department of Environmental Quality (MDEQ), with no effect on county general funds.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-326 **APPROVE AND/OR ADJUST SENIOR MILLAGE FUNDING AS FOLLOWS: HABITAT FOR HUMANITY (REDUCE BY $264,600), COMMUNITY ENCOMPASS (INCREASE BY $60,000), LOVE, INC. (INCREASE BY $70,000), SENIOR RESOURCES ($63,000 FOR MINOR HOME REPAIRS AND MODIFICATIONS); AND SENIOR RESOURCES ($2,500 FOR COMMUNITY AWARENESS SIGNS TO IDENTIFY SENIOR MILLAGE DOLLARS AT WORK)**

HS18/09-22

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve and/or adjust senior millage funding as follows: Habitat for Humanity (reduce by $264,600), Community encompass (increase by $60,000), Love, Inc. (increase by $70,000), Senior Resources ($63,000 for minor home repairs and modifications); and Senior Resources ($2,500 for community awareness signs to identify senior millage dollars at work).

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-327 **APPROVE A RESOLUTION IN SUPPORT OF DR. ALVEDA KING'S MESSAGE**

HS18/09-23

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve a resolution in support of Dr. Alveda King's message. (to be attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-328 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $7,780,414.35, COVERING THE PERIOD OF AUGUST 10, 2018 THROUGH AUGUST 23, 2018 FOR CHECKS AND JULY 1, 2018 THROUGH JULY 31, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/09-98

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $7,780,414.35, covering the period of August 10, 2018 through August 23, 2018 for checks and July 1, 2018 through July 31, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-329 **AMEND THE FY2018 BUDGET AS PRESENTED**

WM18/09-99

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to amend the FY2018 budget as presented. (See attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-330 **APPROVE THE *PROCUREMENT POLICY AND PROCEDURE MANUAL* SECTIONS 1-10 TO BE EFFECTIVE OCTOBER 1, 2018**

WM18/09-100

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the *Procurement Policy and Procedure Manual* Sections 1-10 to be effective October 1, 2018. (See attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-331 **AWARD THE WORK FOR REMONUMENTATION AND REMONUMENTATION MAINTENANCE SERVICES EQUALLY TO MOORE & BRUGGINK, DRIESENGA & ASSOCIATES, AND WESTSHORE CONSULTING AND DIRECT THE COUNTY SURVEYOR TO OVERSEE THE WORK PURSUANT TO THE TERMS AND CONDITIONS OF THE GRANT**

WM18/09-101

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to award the work for remonumentation and remonumentation maintenance services equally to Moore & Bruggink, Driesenga & Associates, and Westshore Consulting and direct the County Surveyor to oversee the work pursuant to the terms and conditions of the grant.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-332 **APPOINT BRIAN MULNIX AND JEFF AUCH TO THE WHITE RIVER ZONING BOARD WITH TERMS THROUGH 12/31/2021 AND APPOINT COMMISSIONER MAHONEY TO THE ALTERNATE SLOT WITH A TERM THROUGH 12/31/2018**

The Chairman recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to appoint Brian Mulnix and Jeff Auch to the White River Zoning Board with terms through 12/31/202.

2018-333 **FRIENDLY AMENDMENT TO APPOINT COMMISSIONER MAHONEY TO THE ALTERNATE SLOT OF THE WHITE RIVER ZONING BOARD WITH A TERM THROUGH 12/31/2018**

Moved by Engle, seconded by Snider to add a friendly amendment to appoint Commissioner Mahoney to the alternate slot of the White River Zoning Board with a term through 12/31/2018.

Voice vote **Motion Carried**

Voice vote on motion 2018-332 as amended. **Motion Carried**

Chairman Cross announced the following upcoming events:

A. Michigan Irish Music Festival – Sept. 13th – Sept. 16th – Heritage Landing. For more information, go to: https://michiganirish.org/

B. 4th Annual Halloween Harvest Weekend – Sept. 28th – Sept. 30th – Pioneer Park. For more information, go to: https://visitmuskegon.org/event/4th-annual-halloween-harvest-weekend/

ADMINISTRATOR'S REPORT

2018-334 **APPOINT LAURIE STEPHENS TO THE PAYROLL SPECIALIST POSITION G57702 PAY GRADE GU-00240 ($16.68-$24.06/HR) AT STEP 6 ($20.96/HR) AND AUTHORIZE THE PAYMENT OF THE 25% RECRUITING FEE TO ROBERT HALF OF APPROXIMATELY $10,900; FURTHER MOVE TO POSTPONE THE DELETION OF THE PAYROLL SPECIALIST POSITION G57701 TO ALLOW THE INCUMBENT TO WORK THROUGH GOOD TEMPS PART-TIME SUBSEQUENT TO HER RETIREMENT FOR A MAXIMUM OF 260 HOURS AT AN HOURLY RATE OF APPROXIMATELY $32.33/HR INCLUDING THE GOOD TEMPS MARK UP**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Mahoney, to appoint Laurie Stephens to the Payroll Specialist Position G57702 pay grade GU-00240 ($16.68-$24.06/hr) at step 6 ($20.96/hr) and authorize the payment of the 25% recruiting fee to Robert Half of approximately $10,900; further move to postpone the deletion of the Payroll Specialist position G57701 to allow the incumbent to work through Good Temps part-time subsequent to her retirement for a maximum of 260 hours at an hourly rate of approximately $32.33/hr including the Good Temps mark up.

Discussion ensued about the issues in filling this position.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

2018-335 **OFFER A RESOLUTION IN RECOGNITION OF MARTHA FERRIBY, DIRECTOR OF HACKLEY PUBLIC LIBRARY UPON HER RETIREMENT**

Moved by Commissioner Snider, seconded by Commissioner Engle, to offer a resolution in recognition of Martha Ferriby, Director of Hackley Public Library upon her retirement.

Voice vote **Motion Carried**

PUBLIC COMMENT (on a non-agenda item)

There was no public comment.

Commissioner Nash asked that we also keep the brother of Ivan Phillips, IT Director, in our thoughts and prayers.

2018-336 **MOVED BY COMMISSION ENGLE, SECONDED BY COMMISSION MAHONEY, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:14 p.m.

_____
Jeanne Pezet, Interim Elections Coordinator

JMP

To be approved at the Full Board Meeting on Tuesday, September 25, 2018.

ANTRIM COUNTY
BOARD OF COMMISSIONERS
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
Chairman: EDGAR BOETTCHER, III

August 27, 2018

At the August 9, 2018 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:
RESOLUTION #21-2018 By Christian Marcus, seconded by David Heeres

RESOLUTION OPPOSING THE LEGALIZATION OF MARIJUANA FOR GENERAL USE
(This resolution does not relate to the use of marijuana approved for medical purposed in compliance with current state law.)

WHEREAS, proposals to legalize the general use of marijuana are being placed on the ballot across Michigan; and

WHEREAS, general marijuana use and possession is not permitted by federal and state law; and

WHEREAS, The National Institute on Drug Abuse reports that 1 in 6 teens that use marijuana become addicted to its use; and Marijuana is now the number on reason kids enter treatment for substance abuse – more than alcohol, cocaine, heroin, meth, ecstasy, and other drugs combined; and

WHEREAS, THE University of Colorado, Denver reports that marijuana-impaired driver related facilities have risen 114% in Colorado since the state legalized the use of marijuana; and

WHEREAS, increased consumption of Marijuana would likely lead to higher public health and financial costs for society. Addictive substances like alcohol and tobacco already result in much higher social costs than the revenue they generate. The cost to society of alcohol alone is estimated to be more than 15 times the revenue gained by their taxation; and

WHEREAS, it is not possible to foresee and mitigate all the associated risks and impact to our communities through the legalization of marijuana for general use; and

WHEREAS, at this time there are no certified testing methods and or devices available to verify the levels of Tetrahydrocannabinol (THC) in a suspected marihuana users system; and

RESOLVED that the Antrim County Board of Commissioners is opposed to the legalization of marijuana for general use; and

BE IT FURTHER RESOLVED that Antrim County encourages other communities to oppose the legalization of marihuana for general use including the adoption of similar resolutions in opposition to the legalization on non-medical marijuana.
YES – David Heeres, Ed Boettcher, Smith, Ricksgers, LaVanway, Kruger, Marcus;
NO – Melissa Zelenak, Karen Bargy;
ABSENT: None.

RESOLUTION #21-2018 DECLARED ADOPTED.

ANTRIM COUNTY CLERK, BELLAIRE, MI
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss
I, Sheryl A. Guy, Clerk of the County of Antrim, do certify the above is a true and exact copy of the original record now remaining in this office.
IN TESTIMONY WHEREOF, I have set my hand and official seal of the County of Antrim this 27th day of August, 20 18
Sheryl A. Guy
County Clerk

ANTRIM COUNTY
BOARD OF COMMISSIONERS
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
Chairman: EDGAR BOETTCHER, III

August 27, 2018

At the August 9, 2018 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

RESOLUTION #20-2018 By Christian Marcus, seconded by David Heeres

OPPOSE THE DEPARTMENT OF NATURAL RESOURCES PLAN TO ELIMINATE BAITING AND SALE OF BAIT

WHEREAS, the Michigan Department of Natural Resources (DNR) will be recommending a bating ban to the Natural Resources Commission due to the discovery of Chronic Wasting Disease (CWD) in the deer population in Southwest Michigan, and

WHEREAS, in addition to other options, there has been discussions by the DNR regarding the potential of a baiting ban that would include the entire Lower Peninsula of Michigan, and

WHEREAS, Antrim County which is located on the shore of Lake Michigan in the upper northwestern portion of the Lower Peninsula and geographically at least 70 miles from any County in which deer has been tested and found to have Chronic Wasting Disease (CWD), and

WHEREAS, a baiting ban throughout the Lower Peninsula would include Antrim County, and

WHEREAS, a plan to eliminate baiting and a ban on the sale of bait in Antrim County is not in the best interest of the overall economy of Antrim County or the State of Michigan in general.

NOW, THEREFORE, BE IT RESOLVED that the Antrim County Board of Commissioners does hereby oppose any baiting ban and banning of the sale of bait that would include the entire Lower Peninsula of the State of Michigan.

BE IT FURTHER RESOLVED, that this resolution will be forwarded to all counties in Michigan, State Representative Tristan Cole, State Senator Wayne Schmidt, Governor Rick Snyder, Department of Natural Resources and the Natural Resource Commission.

YES – David Heeres, Melissa Zelenak, Karen Bargy, Ed Boettcher, Bryan Smith, Brenda Ricksgers, Dawn LaVanway, Scott Kruger, Christian Marcus;
NO – None;
ABSENT - None.

RESOLUTION #20-2018 DECLARED ADOPTED.

ANTRIM COUNTY CLERK, BELLAIRE, MI
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss
I, Sheryl A. Guy, Clerk of the County of Antrim, do certify the above is a true and exact copy of the original record now remaining in this office.
IN TESTIMONY WHEREOF, I have set my hand and official seal of the County of Antrim
this 27th day of August, 2018
Sheryl A. Guy
County Clerk

ANTRIM COUNTY
BOARD OF COMMISSIONERS
P.O. Box 520
Bellaire, Michigan 49615
Phone (231) 533-6353
Fax (231) 533-6935
Chairman: EDGAR BOETTCHER, III

August 27, 2018

At the August 9, 2018 meeting of the Antrim County Board of Commissioners, the following Resolution was offered:

RESOLUTION #19-2018 By Christian Marcus, seconded David Heeres

RESOLUTION IN OPPOSITION TO SENATE BILL 1031, A BILL TO AMEND 1893 PA 206, ENTITLED, "THE GENERAL PROPERTY TAX ACT, "(MCL 211.1 to 211.155)

By adding section 9p

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmissions and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Antrim County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 in its present form as introduced on May 29,2018, that the Antrim County Board of Commissioners supports the concerns of its Townships and the position taken of the Michigan Township Association; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018, and

NOW, THEREFORE, BE IT RESOLVED that the Antrim County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, State Representative Tristan Cole, State Senator Wayne Schmidt, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

YES – David Heeres, Melissa Zelenak, Karen Bargy, Ed Boettcher, Bryan Smith, Brenda Ricksgers, Dawn LaVanway, Scott Kruger, Christian Marcus;
NO – None;
ABSENT – None.

RESOLUTION #19-2018 DECLARED ADOPTED.

ANTRIM COUNTY CLERK, BELLAIRE, MI
STATE OF MICHIGAN, COUNTY OF ANTRIM, ss
I, Sheryl A. Guy, Clerk of the County of Antrim, do certify the above is a true and exact copy of the original record now remaining in this office.
IN TESTIMONY WHEREOF, I have set my hand and official seal of the County of Antrim
this 27th day of August, 20 18
Sheryl A. Guy
County Clerk

County of Marquette
BOARD OF COMMISSIONERS
Courthouse Complex
Marquette, Michigan 49855
Phone: (906) 225-8151
Fax: (906) 225-8155
www.co.marquette.mi.us

Gerald O. Corkin, *Chairman*

Joe Derocha, *Vice-Chair*
Karen Alholm
Bill Nordeen
Johnny DePetro
Stephen Adamini

RESOLUTION
THE DEVELOPMENT OF AN ADDITIONAL LOCK

WHEREAS, the Soo Locks are a vital economic contributor, not just for Michigan, but for the entire U.S. Economy as well. Currently, there are only two locks that are currently being utilized for shipping which are the Poe and MacArther. The 49-year-old Poe Lock is in need of repair and the MacArther Lock's size is not suitable for modern freighters to pass through, and;

WHEREAS, closing the Poe Lock would cause a negative economic impact of $160 million within a 30-day span, and;

WHEREAS, a shutdown of the Locks would result in the halt of the North American automotive production within a matter of weeks, and;

WHEREAS, the Soo Locks (out of 196 locks) is ranked number one in its significance to the economy and saves approximately $3.5 billion in costs for transportation each year, and;

WHEREAS, having the Locks closed for even six months would result in 11 million jobs being lost, and;

WHEREAS, the locks are a critical pathway to ship national resources such as iron ore and agricultural products critical to the economic vitality of the Upper Peninsula of Michigan that are exported nationally and internationally, so;

THEREFORE, building a new lock, in addition to the Poe Lock, would allow for more efficient and redundant transportation opportunities;

BE IT RESOLVED, that the Board of Commissioners of Marquette County supports the development and the funding of the twinning of the Poe Lock as soon as possible.

Yeas: Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen, Comm. Alholm and Chairperson Corkin

Nays: None

Absent: None

Gerald O. Corkin

Gerald Corkin, Chairman

Date: August 21, 2018

TUSCOLA COUNTY
BOARD OF COMMISSIONERS

125 W. Lincoln Street
Caro, MI 48723

Telephone: 989-672-3700
Fax: 989-672-4011

RESOLUTION OPPOSING SENATE BILL 1031, A bill to amend 1893 PA 206, entitled "The general property tax act," (MCL 211.1 to 211.155)

WHEREAS, Senate bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Tuscola County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018

NOW, THEREFORE, BE IT RESOLVED that the Tuscola County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, and each member of the Michigan State Senate and the Michigan House of Representatives representing Tuscola County and to the Governor of Michigan.

Date 8-16-18

Thom Bardwell, Chairperson
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, do herby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at a regular meeting on August 16, 2018

Date 8-16-18

Jodi Fetting
Tuscola County Clerk

TUSCOLA COUNTY
BOARD OF COMMISSIONERS

25 W. Lincoln Street
Caro, MI 48723

Telephone: 989-672-3700
Fax: 989-672-4011

RESOLUTION OPPOSING House Bill (HB) 6049 and SENATE BILL (SB) 1025 that seek to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Tuscola County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Tuscola County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BOR's at the county level, HB 6049/SB 1025 has the potential to strip elected townships supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certification levels imposed by HB 6049/SB 1025; and

WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not imply imposing increased educational requirement that may be impossible to achieve and that do nothing to weed out the bad assessors; and

WHEREAS, Tuscola County views HB 6049/SB 1025 in its current form as an unfunded mandate which does little or nothing to accomplish its stated goals; be it.

RESOLVED that the Tuscola County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be referred back to the House Tax Policy Committee and the Senate Finance Committee until the funding issues and other problems identified above can be properly addressed.

NOW, THEREFORE, BE IT RESOLVED that the Tuscola County Board of Commissioners does hereby oppose HB 6049/SB 1025.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, and each member of the Michigan State Senate and the Michigan House of Representatives representing Tuscola County and to the Governor of Michigan.

Date 8-16-18

Thom Bardwell, Chairperson
Tuscola County Board of Commissioners

, Jodi Fetting, Tuscola County Clerk, do herby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at a regular meeting on August 16, 2018

Date 8-16-18

Jodi Fetting
Tuscola County Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifteenth day of August, at 5:30 p.m.

PRESENT: Michael MacCready, Leslie D. Housler, Robert Hilty, Mike Bush, Julie Theobald, Gary Taylor, Judy Nichols, and Bill Goodwill;

ABSENT: Mike Bengelink

The following preamble and resolution were offered by Commissioner Theobald and supported by Commissioner Taylor.

RESOLUTION NO. 18-22
OPPOSITION TO SENATE BILL 1031, A BILL TO AMEND 1893 PA 206, ENTITLED, "THE GENERAL PROPERTY TAX ACT," (MCL 211.1 TO 211.155) BY ADDING SECTION 9P

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distributions systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Wexford County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners does hereby oppose SB 1031.

BE IT FURTHER RESOLVED, that this resolution will be forwarded to all counties in Michigan, State Representative Michelle Hoitenga, State Senator Darwin Booher, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Nichols, Goodwill, MacCready, Hilty, Bush, Theobald, Taylor, and Housler;

NAYS: None

RESOLUTION DECLARED ADOPTED.

Leslie Housler, Chairman, Wexford County Board of Commissioners

Elaine L. Richardson, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 18-22 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on August 15, 2018 and I further certify that public notice of such meeting was given as provided by law.

Elaine L. Richardson, County Clerk

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED NON-BUDGETED PARTIALLY BUDGETED
Courts & Public Safety	

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Circuit Court Family Division	September 4, 2018	Sandra Vanderhyde

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

Muskegon County is required to have a Child Care Fund Annual Plan and Budget on file with, and approved by, the State of Michigan to be eligible to receive State matching funds.

The Family Division, along with the Department of Health & Human Services, prepared the FY 2019 Child Care Fund Annual Plan and Budget. This plan requires the approval of the County Board of Commissioners.

The Child Care Fund Annual Plan and Budget does not commit the County of Muskegon to spend beyond its approved annual budget for FY 2019.

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

To approve the FY 2019 Child Care Fund Annual Plan and Budget and authorize the Board Chair to sign.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	
CORPORATE COUNSEL ANALYSIS:	ADMINISTRATOR RECOMMENDATION:
	

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee Date

AGENDA DATE: 9-4-18	AGENDA NO.: CPS 18/09-45	BOARD DATE: 9-11-18	PAGE NO.

Revised 8/27/18

County Child Care Budget Summary (DHS-2091)

Organization: Muskegon County | Fiscal Year: October 1, 2018 through September 30, 2019 | Status: In Progress

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Muskegon County for October 1, 2018 through September 30, 2019

Organization	Court Contact Person	Telephone Number	Email Address
Muskegon County	Jennifer Oneil - CCF Organizatio		Oneilje@co.muskegon.mi.us
Fiscal Year	**MDHHS Contact Person**	**Telephone Number**	**Email Address**
October 1, 2018 through September 30, 2019	Catrina Odneal - CCF Organizati	(231)733-3667	odnealc@michigan.gov

Type Of Care	Anticipated Expenditures		
I. Child Care Fund	**MDHHS**	**Court**	**Combined**
A. Family Foster Care	$1,045,312.00	$700,000.00	$1,745,312.00
B. Institutional Care	$2,504,081.00	$5,137,750.00	$7,641,831.00
C. In-Home Care	$155,000.00	$4,841,801.56	$4,996,801.56
D. Independent Living	$97,953.00	$0.00	$97,953.00
E. Subtotals	$3,802,346.00	$10,679,551.56	$14,481,897.56
F. Revenue	$100,000.00	$100,000.00	$200,000.00
G. Net Expenditure	$3,702,346.00	$10,579,551.56	$14,281,897.56

Cost Sharing Ratios	County 50% / State 50%

II. Child Care Fund	Court	Combined
Foster Care During Release Appeal Period	$0.00	$0.00

Cost Sharing Ratios	County 0% / State 100%

III. Juvenile Justice Services Fund	MDHHS	Court	Combined
Basic Grant	$0.00	$0.00	$0.00

Cost Sharing Ratios	County 0% / State 100% $15,000.00 Maximum

IV. Total Expenditure	$14,281,897.56

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2018 through September 30, 2019; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge		**Date**	
County Director of MDHHS Signature		**Date**	
Chairperson, Board of Commissioner's Signature		**Date**	
And/Or County Executive Signature		**Date**	

The Michigan Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your county.

AUTHORITY: Act 87, Publication of 1978, as amended.
COMPLETION: Required
PENALTY: State reimbursement will be withheld from local government.

Approval

Apply | Save | Cancel

County of Muskegon

RESOLUTION

Of Support of Dr. Alveda King's Message

Redeeming the Dream

Life. Worth Defending.

WHEREAS, Dr. Alveda King, is the daughter of the late civil rights activist Rev. A.D. King and Naomi Barber King; and

WHEREAS, she is also the niece of Dr. Martin Luther King, Jr.; and

WHEREAS, Dr. Alveda King is a passionate advocate for the pre-born; and

WHEREAS, she is a voice for the Silent No More Awareness Campaign; and

WHEREAS, Dr. Alveda King sees the pro-life movement as a continuation of the civil rights struggle; and

WHEREAS, she has been asked to provide the keynote speech for an educational, humanitarian and citywide event hosted by Muskegon Pregnancy Services; and

WHEREAS, her topic is entitled "Redeeming the Dream: Life. Worth Defending"; and

THEREFORE BE IT RESOLVED, the Muskegon County Board of Commissioners hereby supports Dr. Alveda King's message being brought to the citizens of Muskegon County and thank her for her continued advocacy.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

September 11, 2018

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED NON-BUDGETED PARTIALLY BUDGETED
Ways & Means	

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Administration	9/6/18	Beth Dick/Mark Eisenbarth

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

To amend the FY 2018 budget, the following adjustments are request to reflect the projected revenues and expenditures. Supporting detail for the requested revisions is attached and includes:

1) A summary of general fund revenues and expenditures by category as currently adopted as compared to the revised recommendations;
2) Descriptions of significant changes to the general fund and other funds as compared to the current FY2018 budget;
3) Summary reports for the general fund and other funds that compare the current amended budget and recommended FY2018 budget amounts. In the summary reports, current amended amounts are included in the "2017-18 Amended Budget" column and the new recommended amounts are included in the "2017-18 Projected Activity" column.

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

Move to amend the FY2018 budget as presented.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	BMD
CORPORATE COUNSEL ANALYSIS:	ADMINISTRATOR RECOMMENDATION:
	MEB

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee Date

AGENDA DATE: 9-6-18	AGENDA NO.: WM 18/09-99	BOARD DATE: 9-11-18	PAGE NO.

Revised 8/31/18

BUDGET REPORT FOR MUSKEGON COUNTY
GENERAL FUND

ACCOUNT CLASSIFICATION	DESCRIPTION	FY2018 CURRENT AMENDED BUDGET	REVISED PROJECTED FY2018 BUDGET	CHANGE FROM CURRENT FY2018 BUDGET TO PROJECTED BUDGET
Fund 1010 - General Fund				
ESTIMATED REVENUES				
	STATE	5,809,258	5,809,258	-
	CHARGES FOR SERVICES	8,872,170	8,872,170	-
	OTHER	1,041,485	1,052,039	10,554
	FINES AND FORFEITURES	572,386	572,386	-
	INVESTMENT INCOME	71,991	74,991	3,000
	FEDERAL	42,494	42,494	-
	CONTRIBUTIONS FROM PRIVATE SOURCES	1,490,222	1,490,222	-
	LICENSES AND PERMITS	6,200	6,200	-
	RENTALS	124,791	126,216	1,425
	TAXES	26,822,456	26,822,456	-
	SPECIAL ASSESSMENTS	53,006	53,006	-
TOTAL ESTIMATED REVENUES		44,906,459	44,921,438	14,979
ESTIMATED EXPENDITURES				
	SALARIES	16,017,843	16,016,143	(1,700)
	FRINGES	9,933,539	9,934,521	982
	SUPPLIES	876,915	868,140	(8,775)
	STAFF DEVELOPMENT AND TRAVEL	295,435	295,004	(431)
	UTILITIES	806,485	812,485	6,000
	CONTRACTUAL SERVICES	4,233,687	4,213,425	(20,262)
	OTHER	2,238,452	2,251,108	12,656
	OVERHEAD	2,244,527	2,257,466	12,939
	CAPITAL OUTLAY	55,407	69,407	14,000
	INTEREST EXPENSE	4,950	4,950	-
	INSURANCE PREMIUMS	785,480	785,480	-
		37,492,720	37,508,129	15,409
	REVENUES OVER EXPENDITURES	7,413,739	7,413,309	(430)
OTHER FINANCING SOURCES(USES)				
	TRANSFERS IN	2,660,840	2,660,840	-
	TRANSFERS OUT	(11,263,816)	(11,340,238)	(76,422)
	TOTAL OTHER FINANCING SOURCES (USES)	(8,602,976)	(8,679,398)	(76,422)
PROJECTED SURPLUS/(DEFICIT)		(1,189,237)	(1,266,089)	(76,852)
EXTRAORDINARY ITEM - TRANSFER TO BROOKHAVEN		(2,328,882)	(2,328,882)	-
PROJECTED SURPLUS/(DEFICIT) INCLUDING BROOKHAVEN		(3,518,119)	(3,594,971)	(76,852)

FY2018 Revised Budget Third Revision
Explanations of Significant Changes

1) Increase revenues and expenditures in the Sheriff's Operations budget (1010-0301) by $8,000 to account for the sale and purchase of vehicles approved by the Board on August 11, 2018 (2018-286). This transaction had a net zero impact to the General Fund budget.

2) Increase the revenues and expenditures in the Treasurer budget (1010-0253) by $3,000 to account for additional interest revenues and additional cost associated with printer maintenance.

3) Increase the revenues and expenditures in the Emergency Response Team budget (1010-0306) by $2,554 for additional reimbursement associated with additional training exercises.

4) Reallocation of budgeted expenditures in various County Clerk's budgets as follows:

   Decrease expenditures in the Jury Commission budget (1010-0145) by $990
   Increase expenditures in the Elections budget (1010-0191) by $500
   Decrease expenditures in the County Clerk's budget (1010-0215) by $1,740
   Increase expenditures in the Circuit Court Records budget (1010-0216) by $1,080
   Increase expenditures in the Juror Show cause budget (1010-0217) by $1,150

   All of these changes in total have a net zero impact to the General Fund budget.

5) Decrease the Drain Commissioner budget (1010-0275) by $3,185 and add an Appropriation to the Drain fund (1010-0901-965.801) of $10,164 to cover negative drain balances from prior years that will not be assessed.

6) Adjust various Facilities budgets to align with projected actual expenditures as follows:

   Decrease expenditures in the Brookhaven building budget (1010-0052) by $3,110
   Increase expenditures in Johnny O Harris building budget (1010-0241) by $13,324
   Increase expenditures in the Cordova Site budget (1010-0263) by $266
   Decrease expenditures in the Hall of Justice budget (1010-0265) by $6,431
   Increase revenues and expenditures in the Oak Avenue budget (1010-0268) by $1,425 and $3,000 respectively
   Increase expenditures in the New Jail building budget (1010-0270) by $12,000
   Increase expenditures in the Old Jail building budget (1010-0271) by $5,850
   Increase expenditures in the Agnes Potuznik building budget (1010-6496) by $363
   Increase expenditures in the Mental Health building budget (2970-6494) by $2,712

Increase the revenues and expenditures in the South Campus budget (6340-0241&0244) by $17,000.

7) Decrease expenditures in the Administration budget (1010-0171) by $20,262 due to contractual services expenditures projecting lower than anticipated.

8) Decrease revenues and expenditures in the Access & Visitation Program budget (fund 2151) by $1,410 through the maximization of grant funding and a reduction in General Fund Appropriation by the same amount (1010-0901).

9) Increase expenditures in the Department of Veterans Affairs budget (fund 2930) by $14,224 to reflect a reallocation of an employee's time.

10) Increase the revenues and expenditures of the Social Welfare budget (fund 2910) by $1,076 to cover the monthly per diems for the DHHS board members that had incorrectly been removed from the budget. These costs will be covered by an increase in General Fund Appropriation for the same amount.

11) Increase the revenues and expenditures in the Child Care Fund budget (fund 2920) by $260,614 primarily due to an increase in projected foster care expenditures. The impact also results in an increase in General Fund Appropriation of $66,591 (1010-0901).

12) Decrease expenditures in the Public Improvement Fund budget (fund 4930) by $11,000 due to lower than expected expenditures related to the 6th floor renovation project.

13) Decrease expenditures in the Wastewater budget (fund 5920) by $36,599 to more accurately reflect the year-end pension accrual adjustment.

14) Decrease expenditures in the Solid Waste budget (fund 5710) by $164,630 to adjust for year-end pension accrual adjustment and capital outlay reductions. Also increase the revenues for this budget by $6,000 based on projected activity.

15) Decrease the expenditures in the Delinquent Tax Revolving fund budget (fund 5166) by $78,000 for the removal of financing costs that had been duplicated.

16) Increase the revenues in the Land Bank budget (fund 5500) by $205,000 and the expenditures by $168,831 to more accurately reflect projected activity.

17) Increase revenues and expenditures in the Healthwest budget (fund 2200) by $1,942,846 primarily to reflect additional revenues for a Medicaid supplement of $1.445 million and additional grant revenues $.498 million along with the corresponding expenditures associated with providing additional services.

18) Decrease expenditures in the Solid Waste budget (fund 5710) by $136,017 to more accurately reflect the year end pension accrual adjustment.

19) Increase the expenditures in the Insurance Fund budget (fund 6770) for the inclusion of legal costs associated with various on-going lawsuits.

Total General Fund revenues current budget of $47,567,299 is amended to $47,582,278 to incorporate these changes.

Total General Fund expenditures current budget of $51,085,418 is amended to $51,177,249 to incorporate these changes.

The revised FY2018 General Fund budget has expenditures in excess of revenues of $3,594,971 which will reduce non spendable and unrestricted fund balance if needed at the end of the fiscal year.

Total All Funds revenues are increasing from $311,150,976 to $313,607,245 and total All Funds expenditures are increasing from $311,157,611 to $313,433,209.

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
GENERAL FUND REVENUES BY DEPARTMENT					
Fund 1010 - General Fund					
0131	Circuit Court	178,186	167,862	167,862	0
0132	Circuit Court Collections	47,218	46,100	46,100	0
0136	District Court	2,005,025	2,091,871	2,091,871	0
0137	District Ct Probation(Cobo Hall PA2 Tax)	41,726	40,000	40,000	0
0145	Jury Commission	923	1,300	1,300	0
0148	Probate Court	51,582	50,786	50,786	0
0151	State Probation	2,592	2,348	2,348	0
0164	Public Defender	113,887	99,550	99,550	0
0171	Administration	0	0	0	0
0175	Residential Energy Efficiency Pgm	944,974	1,490,222	1,490,222	0
0191	Elections	59,653	43,300	43,300	0
0201	Accounting	7	0	0	0
0210	Corporate Counsel	0	0	0	0
0215	County Clerk	330,900	328,430	328,430	0
0216	Circuit Court Records	136,866	142,296	142,296	0
0217	Juror Showcause	16,185	15,000	15,000	0
0225	Equalization	1,041,224	1,066,493	1,066,493	0
0226	Human Resources	82,500	82,800	82,800	0
0227	City of Muskegon	0	0	0	0
0229	Prosecutor	63,640	56,167	56,167	0
0236	Register of Deeds	1,533,967	1,287,800	1,287,800	0
0241	Bldg A-Johnny O. Harris	9,041	5,700	5,700	0
0242	Bldg B-Training Center	0	0	0	0
0252	Transfers	767,231	787,733	787,733	0
0253	Treasurer	37,682,626	37,335,239	37,338,239	3,000
0263	Cordova Site O&M	0	0	0	0
0265	Michael E. Kobza Hall of Justice	500	4,285	4,285	0
0268	Oak Ave. Building	98,455	111,559	112,984	1,425
0273	Heritage Landing O & M	0	0	0	0
0275	Drain Commissioner	4,652	53,006	53,006	0
0292	Law Library	0	9,000	9,000	0
0297	Vehicle Pool	25,787	22,000	22,000	0
0301	Sheriff Operations	110,508	84,485	92,485	8,000
0305	Sheriff Administration	414	486	486	0
0306	Emergency Response Team	0	0	2,554	2,554
0320	Officer Training Act 320	10,189	10,000	10,000	0
0350	Correction Officer Training	62,321	76,474	76,474	0
0351	Sheriff Jail	1,932,420	1,475,324	1,475,324	0
0355	Courtroom Security	0	1,200	1,200	0
0421	Dog Licensing/Animal Control	247,660	223,990	223,990	0
0758	Fairgrounds Training Center	0	0	0	0
0901	Appropriations	26,162	63,851	63,851	0
0941	Misc Contingency	(30,000)	125,234	125,234	0
0959	Information Systems	0	0	0	0
2320	DHHS Legal Representation Grant	0	120,000	120,000	0
6496	Agnes Potuznik/Wesley Roberts Building	0	0	0	0
7280	Economic Development	24,191	45,408	45,408	0
ESTIMATED REVENUES - FUND 1010		47,623,212	47,567,299	47,582,278	14,979

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
GENERAL FUND REVENUES BY CATEGORY					
Fund 1010 - General Fund					
ESTIMATED REVENUES					
STATE					
539.000	State Grant	0	60,000	60,000	0
541.000	Probate Judges Salary	209,805	206,385	206,385	0
545.010	State Aid-Caseflow Assistance	41,228	36,524	36,524	0
545.020	Drug Case Information Mgt Acct	3,908	4,298	4,298	0
574.001	State Revenue-PPT Replacement	1,835,561	788,030	788,030	0
575.000	State Revenue Sharing-Twshp Liq Tax	18,534	17,000	17,000	0
576.000	State Revenue Sharing Income Tax	3,636,237	3,672,598	3,672,598	0
577.000	State Court Fund Distibution	1,059,207	1,024,423	1,024,423	0
STATE		6,804,480	5,809,258	5,809,258	0
CHARGES FOR SERVICES					
477.000	Dog Licenses-1 year	55,200	52,295	52,295	0
477.001	Altered Licenses-1 year	141,295	130,000	130,000	0
477.002	Late Licenses	30,585	20,000	20,000	0
477.003	Senior Regular License-1 year	11,935	11,695	11,695	0
477.004	Puppy License	5,430	5,000	5,000	0
477.050	Kennel Licenses	1,860	2,000	2,000	0
510.800	Federal Pass Thru-Vendor	52,043	105,850	105,850	0
600.000	Charges for Service	56	0	0	0
603.010	Circuit Court Costs	221,867	209,348	209,348	0
603.020	District Court Costs	730,144	750,000	750,000	0
603.025	District Court No - Ins Fee	15,425	15,000	15,000	0
603.450	Forensic Fund Fee 5%	394	311	311	0
604.100	Bonding Fee	1,576	1,010	1,010	0
605.000	Alcohol Assess/Probation OS Fee	215,828	215,000	215,000	0
605.100	Domestic Violence Assess	3,300	3,000	3,000	0
605.200	Presentence Investigation Fee	2,768	3,000	3,000	0
607.050	Lease revenues	25,787	22,000	22,000	0
608.010	Court Filing Fee	34,100	29,300	29,300	0
608.040	Jury Fee	11,160	11,000	11,000	0
608.060	Appeal Fee	1,425	650	650	0
608.070	Motion Fees	41,100	45,100	45,100	0
608.080	WOG/ATTACH/EXEC/JDDS PA 189 FEES	4,715	5,500	5,500	0
608.100	Booking Fee	62,290	76,474	76,474	0
609.000	Crime Victim Rights Assess/Admin.	39,044	40,000	40,000	0
609.010	Filing Fees	164,841	170,300	170,300	0
609.030	Certified Mailing Fee	1,029	1,200	1,200	0
609.040	Writ, Garnish, Restit, Attach, Exec	250,844	250,000	250,000	0
609.050	Marriage Ceremony	4,740	5,500	5,500	0
609.060	Jury Demand Fees	920	500	500	0
609.070	DNA Assessment County Share	585	230	230	0
609.080	Clearance Fees	45,549	50,000	50,000	0
610.000	Copy Fees	871	2,000	2,000	0
610.030	Form Fees	0	1,000	1,000	0
611.000	Safety Deposit Fee	10	50	50	0
612.010	Notarial Certificates	50	100	100	0
612.025	Notary filing fee	2,700	3,100	3,100	0
612.030	Assumed Names	5,572	6,400	6,400	0
612.040	Notary Bond Filing Fee	1,908	1,800	1,800	0
612.050	Passport Execution Fee	5	0	0	0
612.100	Other Service Charges	21,040	25,400	25,400	0
613.010	Certification of Deeds	23,654	20,000	20,000	0
613.020	Tax history - Hard copy	0	25	25	0
613.070	Geographic Services	1,019	500	500	0
614.010	Estate Inventory Fee	26,679	28,000	28,000	0
614.030	Deposit of Wills	2,825	2,500	2,500	0

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
614.040	Secret Marriages	0	6	6	0
614.050	Marriage Ceremony	1	30	30	0
614.060	Motion and Petition Fee	5,420	4,500	4,500	0
614.065	Probate Home Study	2,140	3,200	3,200	0
614.070	Other Probate Fees and Charges	235	500	500	0
614.080	Certified Copies	11,895	10,000	10,000	0
614.090	Appeal Fees	25	0	0	0
615.010	Deeds Recording Fee	184,396	155,800	155,800	0
615.020	Mortgage Recording Fee	297,932	257,000	257,000	0
615.030	Financing Stmts Recording Fee	2,140	0	0	0
615.040	Miscellaneous Recording Fee	278,571	241,000	241,000	0
615.060	Transfer Tax	616,689	500,000	500,000	0
615.070	Recording Copy	24,392	20,000	20,000	0
615.080	Record Search	6,185	4,200	4,200	0
617.000	Sex Offender Registrations	6,060	7,000	7,000	0
626.000	Charges for Services	122,150	269,000	269,000	0
626.001	CPL Fee	6,105	100	100	0
626.011	Public Defend Svcs-Juvenile	1,671	1,800	1,800	0
626.016	Public Defender Svcs-Mental Health	12,850	10,100	10,100	0
626.017	Public Defend Svcs-Guard/Conserv Petitio	26,000	18,900	18,900	0
626.018	Public Defend Svcs-Felony	64,145	59,000	59,000	0
626.050	Freedom of Information Request	202	0	0	0
626.351	Jail Kit Revenue	8,591	8,000	8,000	0
628.010	Sheriff Services	33,975	33,000	33,000	0
628.040	State Prisoner Board	641,365	520,000	520,000	0
628.045	MDOC Beds Reimb	361,620	30,000	30,000	0
628.046	Detainer Medical Reimbursement	21,841	1,800	1,800	0
628.050	Prisoners Board-County	173,684	148,000	148,000	0
628.070	Restitutions	721	2,450	2,450	0
628.080	Prisoner Medical Services	35,499	33,400	33,400	0
628.090	Collection Agency-Inmate R&B	1,160	500	500	0
628.100	Breathalyzer Testing	116	18	18	0
628.250	Liquor Licenses	385	385	385	0
628.280	Salvage Vehicle Inspections	4,425	2,000	2,000	0
628.300	Abandoned Vehicle	14,475	10,000	10,000	0
629.000	Certified Copies	326,051	318,350	318,350	0
629.300	Forms Sales	11,574	11,000	11,000	0
629.900	Certified Copies MiCBCS	4,177	6,500	6,500	0
630.000	Photographic Services	8,262	7,180	7,180	0
630.040	BSA Web Fees	24,222	20,000	20,000	0
630.071	Fingerprinting Fees-CPL	12,420	17,000	17,000	0
630.072	Fingerprinting Fees-Expungement	0	1,000	1,000	0
630.073	Fingerprinting Fees-Name Changes	0	1,000	1,000	0
631.000	Assessments by Equalization	1,025,696	1,047,993	1,047,993	0
636.217	SSI	31,400	33,500	33,500	0
638.028	Advertising Sales	(15)	0	0	0
642.000	Charges for Services-Sales	5,262	600	600	0
642.010	Video Transcript Purchases	90	30	30	0
646.090	Commissions-Other	8,930	7,000	7,000	0
646.351	Misc Sales	9,282	6,000	6,000	0
648.500	Plat Book Sales	1,855	3,000	3,000	0
650.000	Provision for Uncollectible Accts Rec	(32,910)	(37,936)	(37,936)	0
651.010	Admin Costs	2,455,832	2,258,126	2,258,126	0
654.100	Training Fee Revenue	9,825	11,000	11,000	0
677.289	Juror Compensation Reim Fund	30,531	29,000	29,000	0
679.261	ATM Service Fees	0	500	500	0
680.010	Other Reimbursements-Bed Days	9,116	7,000	7,000	0
680.135	PPO Violation Hearings	125	800	800	0
680.140	Drivers License Restoration	0	300	300	0
680.145	Prosecutor Diverson Revenue	16,800	20,000	20,000	0
680.160	Prisoner Transport Reimbursement	12,251	8,500	8,500	0

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
680.170	Reimb-Food Stamp Fraud	855	500	500	0
680.182	Reimbursement DUIL Prosecution	20,369	14,000	14,000	0
680.393	Reimb Rev-Ord 393 Prosecution Costs	9,899	3,000	3,000	0
694.000	Other	(40)	0	0	0
694.020	Commission-Pay Phones	101,288	170,000	170,000	0
694.040	Commissions-Video Visits	29,149	28,000	28,000	0
694.050	Commissions-Lockers	243	400	400	0
694.351	Commissions-commissary	196,635	205,000	205,000	0
CHARGES FOR SERVICES		9,560,403	8,872,170	8,872,170	0
OTHER					
540.000	Judicial Salary Standardization	457,578	457,240	457,240	0
542.000	Juvenile Court Reimbursement	78,389	78,388	78,388	0
604.000	10% Bond Costs	4,869	5,700	5,700	0
628.020	Prisoners Incarceration Reimb.	232,988	214,545	214,545	0
630.020	Tax history - Digital	11,600	13,100	13,100	0
643.000	Sale of Scrap and Salvage	698	550	550	0
644.000	Sale of Office Supplies	125,802	110,000	110,000	0
675.000	Contributions and Donations	5,391	3,000	3,000	0
677.000	Miscellaneous Reimbursements	10,189	10,000	10,000	0
679.100	Rebate-PCard Program	34,343	38,383	38,383	0
680.000	Reimbursements-Other	92,151	100,229	102,783	2,554
695.000	Cash Over/Short	(427)	100	100	0
OTHER		1,053,571	1,031,235	1,033,789	2,554
FINES AND FORFEITURES					
614.110	Fines and Costs	17,108	16,300	16,300	0
656.000	Penal Fines	0	6,500	6,500	0
658.000	Bond Forfeiture	33,595	48,150	48,150	0
659.000	Ordinance Fines and Costs	440,064	500,000	500,000	0
660.010	Filiation Fees	99	36	36	0
663.000	Bond Forfeitures and Bond Costs	2,425	1,400	1,400	0
FINES AND FORFEITURES		493,291	572,386	572,386	0
INTERGOVERNMENTAL REVENUE					
529.710	Federal Revenue - Direct - CSPP	1,736	0	0	0
INTERGOVERNMENTAL REVENUE		1,736	0	0	0
INVESTMENT INCOME					
665.000	Interest Earned	66,191	50,000	53,000	3,000
665.010	Interest on Past Due Accounts	19,009	11,251	11,251	0
665.468	Interest Earned-Interfund	37,356	10,740	10,740	0
INVESTMENT INCOME		122,556	71,991	74,991	3,000
FEDERAL					
510.000	Federal Pass Thru-WEMET Ottawa Co	14,000	11,200	11,200	0
510.160	Federal Pass Through-DCESP	160	0	0	0
510.951	Federal Pass Through-HIDTA Program	3,272	1,000	1,000	0
529.000	Federal Grant Revenue-Direct	1,000	4,400	4,400	0
529.226	Federal Revenue-Pmts in Lieu of Taxes	29,108	25,894	25,894	0
FEDERAL		47,540	42,494	42,494	0
CONTRIBUTIONS FROM PRIVATE SOURCES					
675.175	DTE Program Revenue	944,974	1,490,222	1,490,222	0
CONTRIBUTIONS FROM PRIVATE SOURCES		944,974	1,490,222	1,490,222	0
LICENSES AND PERMITS					
481.000	Marriage License Fee	6,235	6,000	6,000	0
481.030	Marriage License Wait Period Waivers	1,450	200	200	0
LICENSES AND PERMITS		7,685	6,200	6,200	0

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
RENTALS					
669.000	Rents	103,387	116,491	117,916	1,425
669.010	Rental of property and Equipment	500	2,600	2,600	0
669.045	Meeting Room Rental	9,221	5,700	5,700	0
RENTALS		113,108	124,791	126,216	1,425
GAIN ON SALE					
673.100	Gain on Sale of Fixed Assets	0	10,250	18,250	8,000
GAIN ON SALE		0	10,250	18,250	8,000
TRANSFERS					
676.230	Contrib from Accom Tax	25,000	30,000	30,000	0
676.261	Approp From Fund 2610	1,162	0	0	0
676.293	Appropriation from Fund 2930	0	33,851	33,851	0
676.493	Approp from Public Improvement	0	204,056	204,056	0
676.510	Approp from Fund 5100	50,000	50,000	50,000	0
676.511	Approp from Fund 5110	0	400,000	400,000	0
676.516	Approp from Del Tax	3,469,809	1,942,933	1,942,933	0
TRANSFERS		3,545,971	2,660,840	2,660,840	0
TAXES					
403.000	Property Taxes-Current	22,888,381	24,864,451	24,864,451	0
409.000	Delinquent Prop Taxes-Current Yr	1,041,939	960,743	960,743	0
417.000	Delinquent Personal Prop tax	55,071	27,000	27,000	0
418.000	Swamp Land Tax Revenue 1994 PA 451	5,988	5,900	5,900	0
424.000	Commercial Forest Reserve	663	0	0	0
426.000	Payment in Lieu of taxes	68,725	35,000	35,000	0
426.010	IFT Taxes	75,316	116,629	116,629	0
427.000	Trailer Fees	19,931	25,000	25,000	0
449.000	4% Facility Liquor Control Tax	767,231	787,733	787,733	0
TAXES		24,923,245	26,822,456	26,822,456	0
SPECIAL ASSESSMENTS					
672.820	14a Drain Assessments Revenue	4,652	53,006	53,006	0
SPECIAL ASSESSMENTS		4,652	53,006	53,006	0
TOTAL ESTIMATED REVENUES		**47,623,212**	**47,567,299**	**47,582,278**	**14,979**

BUDGET REPORT FOR MUSKEGON COUNTY

	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
GENERAL FUND EXPENDITURES BY FUNCTION				
Fund 1010 - General Fund				
Function: 100-Legislative				
Totals for dept 0101 - Board of Commissioners	389,463	417,151	417,151	0
Total - Function 100-Legislative	389,463	417,151	417,151	0
Function: 200-Judicial				
Totals for dept 0131 - Circuit Court	1,181,080	1,359,481	1,359,481	0
Totals for dept 0132 - Circuit Court Collections	69,788	84,660	84,660	0
Totals for dept 0136 - District Court	3,400,923	3,561,484	3,561,484	0
Totals for dept 0137 - District Ct Probation(Cobo Hall PA2 Tax)	172,491	192,641	192,641	0
Totals for dept 0138 - District Court Collections	217,164	261,115	261,115	0
Totals for dept 0145 - Jury Commission	70,756	63,935	62,945	990
Totals for dept 0148 - Probate Court	842,290	863,351	863,351	0
Totals for dept 0151 - State Probation	59,107	65,173	65,173	0
Totals for dept 0164 - Public Defender	1,699,964	1,766,872	1,766,872	0
Totals for dept 0292 - Law Library	0	9,000	9,000	0
Total - Function 200-Judicial	7,713,563	8,227,712	8,226,722	990
Function: 300-General County Government				
Totals for dept 0171 - Administration	919,762	874,452	854,190	20,262
Totals for dept 0191 - Elections	153,689	192,878	193,378	(500)
Totals for dept 0201 - Accounting	849,348	934,830	934,830	0
Totals for dept 0210 - Corporate Counsel	362,813	200,425	200,425	0
Totals for dept 0212 - Budget	0	0	0	0
Totals for dept 0215 - County Clerk	430,157	454,509	452,769	1,740
Totals for dept 0216 - Circuit Court Records	433,736	504,899	505,979	(1,080)
Totals for dept 0217 - Juror Showcause	1,161	9,358	10,508	(1,150)
Totals for dept 0225 - Equalization	1,508,905	1,623,678	1,623,678	0
Totals for dept 0226 - Human Resources	277,726	294,502	294,502	0
Totals for dept 0227 - City of Muskegon	0	0	0	0
Totals for dept 0229 - Prosecutor	2,145,384	2,328,774	2,328,774	0
Totals for dept 0233 - Purchasing	0	0	0	0
Totals for dept 0236 - Register of Deeds	577,299	645,559	645,559	0
Totals for dept 0241 - Bldg A-Johnny O. Harris	58,057	81,421	94,745	(13,324)
Totals for dept 0242 - Bldg B-Training Center	53,698	52,235	52,235	0
Totals for dept 0243 - Bldg C-Treas/Equal/RoD	0	0	0	0
Totals for dept 0245 - Bldg E-Jewell Bldg (formerly Brinks)	17,032	17,474	17,474	0
Totals for dept 0246 - Bldg F-Veterans Center	14,187	16,011	16,011	0
Totals for dept 0247 - Bldg G-Central Services	0	0	0	0
Totals for dept 0248 - Bldg H-Stark Hall	16,144	18,343	18,343	0
Totals for dept 0253 - Treasurer	498,754	552,274	555,274	(3,000)
Totals for dept 0260 - Shady Grove Cemetery	2,690	2,795	2,795	0
Totals for dept 0263 - Cordova Site O&M	1,404	1,693	1,959	(266)
Totals for dept 0265 - Michael E. Kobza Hall of Justice	910,329	942,575	936,144	6,431
Totals for dept 0268 - Oak Ave. Building	151,404	161,914	164,914	(3,000)
Totals for dept 0271 - County Jail Building-Old	75,561	75,594	81,444	(5,850)
Totals for dept 0273 - Heritage Landing O & M	0	0	0	0
Totals for dept 0275 - Drain Commissioner	282,524	387,515	384,330	3,185
Totals for dept 0284 - Plat Board	0	700	700	0
Totals for dept 0285 - Gypsy Moth	0	0	0	0
Totals for dept 0297 - Vehicle Pool	19,964	18,000	18,000	0
Totals for dept 0650 - State Institutions	261,148	285,188	285,188	0
Totals for dept 0941 - Misc Contingency	1,756,460	2,003,873	2,003,873	0
Totals for dept 0942 - Current Year Unused Leave Payoffs	1	0	0	0
Totals for dept 0943 - Donated Leave Payments	0	0	0	0
Totals for dept 0947 - Early Retirement Incentive	0	0	0	0
Totals for dept 0959 - Information Systems	0	0	0	0
Totals for dept 2320 - DHHS Legal Representation Grant	0	247,317	247,317	0
Total - Function 300-General County Government	11,779,337	12,928,786	12,925,338	3,448

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
Function: 400-Public Safety					
Totals for dept 0266 - Sheriff Building Security		100,425	138,439	138,439	0
Totals for dept 0270 - County Jail Building 2015		501,380	541,604	553,604	(12,000)
Totals for dept 0301 - Sheriff Operations		4,085,110	4,163,025	4,171,025	(8,000)
Totals for dept 0305 - Sheriff Administration		446,870	437,714	437,714	0
Totals for dept 0306 - Emergency Response Team		0	1,500	4,094	(2,594)
Totals for dept 0317 - Traffic Safety-High Visability Enfo		0	0	0	0
Totals for dept 0320 - Officer Training Act 320		6,990	10,000	10,000	0
Totals for dept 0350 - Correction Officer Training		55,610	76,474	76,474	0
Totals for dept 0351 - Sheriff Jail		7,021,199	7,601,411	7,601,411	0
Totals for dept 0355 - Courtroom Security		1,208,751	1,241,032	1,241,032	0
Totals for dept 0371 - Administration		0	0	0	0
Totals for dept 0421 - Dog Licensing/Animal Control		353,392	381,805	381,805	0
Total - Function 400-Public Safety		13,779,727	14,593,004	14,615,598	(22,594)
Function: 500-Health					
Totals for dept 0052 - Brookhaven Plant O&M		0	112,831	109,721	3,110
Totals for dept 0244 - Bldg D-Health Dept		0	0	0	0
Totals for dept 0272 - Vector Control Building		1,886	10,029	10,029	0
Totals for dept 0662 - Juvenile Transition Center-Detention		0	0	0	0
Totals for dept 6496 - Agnes Potuznik/Wesley Roberts Building		6,931	36	399	(363)
Total - Function 500-Health		8,817	122,896	120,149	2,747
Function: 600-Welfare					
Totals for dept 0175 - Residential Energy Efficiency Pgm		830,970	1,392,249	1,392,249	0
Total - Function 600-Welfare		830,970	1,392,249	1,392,249	0
Function: 670-Economic Development					
Totals for dept 7280 - Economic Development		29,331	79,465	79,465	0
Total - Function 670-Economic Development		29,331	79,465	79,465	0
Function: 800-Recreation					
Totals for dept 0758 - Fairgrounds Training Center		7,690	11,958	11,958	0
Total - Function 800-Recreation		7,690	11,958	11,958	0
Function: 950-Other					
Dept 0252 - Transfers					
958.090	Liquor Tax Transfer Out	383,616	393,867	393,867	0
Totals for dept 0252 - Transfers		383,616	393,867	393,867	0
Dept 0901 - Appropriations					
965.117	Approp to Sobriety Court	90,158	51,969	51,969	0
965.119	Appropriation to Emergency Services	169,025	204,964	204,964	0
965.120	Appropriation to 1200-Marine Safety	36,577	149,617	149,617	0
965.121	Appropriation to 1210-Highway Safety	131,333	168,506	168,506	0
965.124	Approp. to Township Patrols	142,437	201,952	201,952	0
965.214	Approp to Fund 2140 Title IV-E	150,665	0	0	0
965.215	Approp. to Friend of the Court	1,542,831	1,535,755	1,535,755	0
965.221	Approp, to Health Department	1,771,886	1,701,666	1,701,666	0
965.222	Approp to HealthWest	1,068,899	736,934	736,934	0
965.251	Appropriation to Fund 2151	850	1,410	0	1,410
965.253	Approp. To SSSPP Fund 2153	2,781	3,533	3,533	0
965.260	Approp. to Community Corrections	124,180	160,555	160,555	0
965.280	Approp. to Crime Victim's Rights	36,138	38,619	38,619	0
965.289	Approp. to Remonumentation	486	931	931	0
965.290	Transfers to Brookhaven	765,748	82,840	82,840	0
965.291	Approp. to Social Services	5,767	3,717	4,793	(1,076)
965.292	Approp. to Child Care Fund	4,274,071	4,111,250	4,177,842	(66,592)
965.313	Approp. to County Facility Debt Ser	213,336	214,767	214,767	0
965.366	Transfers to Jail/JTC Debt Service Fund	1,789,050	924,391	924,391	0
965.369	Transfers to MCBA Jail/JTC Debt Service	0	0	0	0

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
965.581	Appropriation to Airport	62,420	50,000	50,000	0
965.588	Appropriation to Transit	0	203,244	203,244	0
965.666	Appropriation to Fund 6660	42,828	42,828	42,828	0
965.801	Appr to Drain Fund (8010)	0	0	10,164	(10,164)
Totals for dept 0901 - Appropriations		12,421,466	10,589,448	10,665,870	(76,422)
Total - Function 950-Other		12,805,082	10,983,315	11,059,737	(76,422)
Function: Extraordinary Item					
Totals for dept 9990 - Extraordinary Item		0	2,328,882	2,328,882	0
Total - Extraordinary Item		0	2,328,882	2,328,882	0
APPROPRIATIONS - FUND 1010		**47,343,980**	**51,085,418**	**51,177,249**	**(91,831)**
NET OF REVENUES/APPROPRIATIONS - FUND 1010		**279,232**	**(3,518,119)**	**(3,594,971)**	**(76,852)**

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
ALL FUND REVENUES					
1010	General Fund	47,623,212	47,567,299	47,582,278	14,979
1060	Senior Millage Fund	2,083,305	2,111,012	2,111,012	0
1170	Sobriety Court	443,230	371,469	371,469	0
1172	Adult Drug Treatment Court	0	15,000	15,000	0
1190	Emergency Services	353,088	364,120	364,120	0
1200	Marine Safety	109,126	231,845	231,845	0
1210	Highway Safety Programs	335,991	388,476	388,476	0
1240	Township Patrols	284,874	403,904	403,904	0
2080	Parks	836,553	814,000	814,000	0
2140	Title IV-E Abuse/Neglect	274,355	0	0	0
2150	Family Court	5,362,315	5,986,785	5,986,785	0
2151	Access & Visitation Program	4,350	6,810	5,400	(1,410)
2153	SSSPP Grant	277,774	313,533	313,533	0
2171	District Ct Eviction Prevention Docket	0	0	0	0
2210	Public Health	5,860,773	5,897,781	5,897,781	0
2212	Lead Hazard Control	521,540	289,997	289,997	0
2217	Community Health Improvement Fund	577,709	750,750	750,750	0
2220	HealthWest	66,254,861	66,823,551	68,766,397	1,942,846
2261	Sustainability Grant	33,720	38,000	38,000	0
2271	NOAA Habitat Conservation Grants	3,801	3,220	3,220	0
2300	Accommodations Tax	1,337,133	1,338,743	1,338,743	0
2411	Parks Development	57,197	30,000	30,000	0
2450	Economic Development Fund	25,000	0	0	0
2470	CDBG Housing Grant	45,553	16,250	16,250	0
2471	Neighborhood Stabilization Prog 3	64,831	115,832	115,832	0
2530	Pass-Through Grants Fund	11,607	4,931	4,931	0
2550	Blight Elimination	465,635	1,037,465	1,037,465	0
2560	Deeds Automation Fund	179,939	174,000	174,000	0
2610	Law Library	7,627	0	0	0
2630	Concealed Pistol Licensing	66,483	45,200	45,200	0
2640	Community Corrections	360,411	359,002	359,002	0
2671	Sheriff Drug	76	500	500	0
2673	Special Investigative Fund	46,420	59,899	59,899	0
2800	Crime Victims' Rights	287,495	300,101	300,101	0
2823	Muskegon Area Stormwater Committee	51,608	50,000	50,000	0
2890	Remonumentation	36,877	87,141	87,141	0
2900	Brookhaven	12,987,032	3,355,798	3,355,798	0
2910	Social Welfare	5,767	3,717	4,793	1,076
2920	Child Care Fund	8,991,308	9,588,263	9,848,877	260,614
2930	Veterans Affairs Dept	353,408	314,175	314,175	0
2970	Mental Health Buildings	276,727	375,017	375,017	0
2980	Victim Restitution	816	1,550	1,550	0
3010	General Debt Service Fund	73,670	72,790	72,790	0
3111	Quality of Life Bonds Debt Service	67,807	16,036	16,036	0
3130	Hall of Justice Bonds Debt Service	533,218	535,604	535,604	0
3140	HealthWest Building Bonds Debt Service	502,916	5,416,229	5,416,229	0
3660	Jail/JTC Debt Service Fund	1,789,050	44,105,964	44,105,964	0
3690	Building Authority Debt Service	0	43,455,000	43,455,000	0
4150	Northside Water Construction	19,287	13,000	13,000	0
4660	Jail/JTC Capital Projects Fund	2,082	1,380	1,380	0
4930	Public Improvement	168,949	298,957	298,957	0
5100	Delinquent Tax Revolving	73,720	80,850	80,850	0
5110	Tax Forfeitures	822,673	753,450	753,450	0
5165	2015 Delinquent Tax Revolving	1,178,783	0	0	0
5166	2016 Delinquent Tax Revolving	1,158,060	1,165,039	1,165,039	0
5167	2017 Delinquent Tax Revolving	0	1,102,633	1,102,633	0
5168	2018 Delinquent Tax Revolving	0	0	0	0
5500	Land Bank	768,949	910,056	1,115,056	205,000
5710	Solid Waste Management	3,637,973	3,355,991	3,361,991	6,000
5711	Fly Ash Program	5,655	5,500	5,500	0

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
5810	Airport	1,624,578	1,210,757	1,210,757	0
5880	Muskegon Area Transit System	4,977,330	7,745,633	7,745,633	0
5890	Muskegon Trolley Company	83,090	75,900	75,900	0
5910	Regional Water System	3,033,555	2,922,436	2,922,436	0
5920	Wastewater Management Operations	15,482,048	13,869,259	13,869,259	0
5935	WWMS#2 2011 Rev Refndg Bonds$12.38M GOLT	1,258,089	1,195,550	1,195,550	0
5937	WWMS#1 2005 Bonds $17.5M GOLT	833,438	1,019,600	1,019,600	0
5938	WWMS#2 2006 Revenue Bonds $14M GOLT	660,845	819,751	819,751	0
5941	WWMS#2 2008-B Revenue Bonds $16.79M	670,696	951,058	951,058	0
5942	WWMS#2 2008-C Revenue Bonds $17.48M	779,216	1,074,441	1,074,441	0
5944	WW SAW Grant Project Fund	454,975	0	0	0
6330	Office Services	469,855	522,300	522,300	0
6340	County South Campus	696,528	754,172	771,172	17,000
6345	Maintenance Garage	4,764	3,511	3,511	0
6350	Energy Improvements	897,171	692,157	692,157	0
6660	Equipment Revolving	1,152,760	824,815	824,815	0
6680	Information Technology Services ISF	3,310,946	3,228,293	3,228,293	0
6770	Insurance	23,132,311	22,341,661	22,341,661	0
8010	Drain Fund	16,788	49,000	59,164	10,164
8410	Lake Level Fund	12,318	171,084	171,084	0
8711	Water Supply-Fruitport #1	116,598	112,165	112,165	0
8718	Fruit/NS Reg. Water System II	55,604	41,451	41,451	0
8834	Laketon Twnshp 71-21-0	68,982	0	0	0
8841	Muskegon/Egelston/Dalton Sewer	614,903	587,284	587,284	0
8845	Whitehall Twnshp Water Project	18,297	15,083	15,083	0
ESTIMATED REVENUES - ALL FUNDS		**228,128,004**	**311,150,976**	**313,607,245**	**2,456,269**

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
ALL FUND EXPENDITURES					
1010	General Fund	47,343,980	51,085,418	51,177,249	(91,831)
1060	Senior Millage Fund	1,752,713	2,072,749	2,072,749	0
1170	Sobriety Court	443,234	371,469	371,469	0
1172	Adult Drug Treatment Court	0	15,000	15,000	0
1190	Emergency Services	353,088	362,169	362,169	0
1200	Marine Safety	109,122	231,845	231,845	0
1210	Highway Safety Programs	335,993	388,476	388,476	0
1240	Township Patrols	284,874	403,904	403,904	0
2080	Parks	789,341	821,224	821,224	0
2140	Title IV-E Abuse/Neglect	274,355	0	0	0
2150	Family Court	5,361,359	5,987,741	5,987,741	0
2151	Access & Visitation Program	4,380	6,810	5,400	1,410
2153	SSSPP Grant	277,774	313,533	313,533	0
2171	District Ct Eviction Prevention Docket	0	0	0	0
2210	Public Health	5,860,798	5,897,781	5,897,781	0
2212	Lead Hazard Control	521,540	289,997	289,997	0
2217	Community Health Improvement Fund	630,458	750,834	750,834	0
2220	HealthWest	66,122,520	66,823,551	68,766,397	(1,942,846)
2261	Sustainability Grant	33,722	38,000	38,000	0
2271	NOAA Habitat Conservation Grants	3,801	3,220	3,220	0
2300	Accommodations Tax	1,396,397	1,442,679	1,442,679	0
2411	Parks Development	57,196	30,000	30,000	0
2450	Economic Development Fund	25,000	0	0	0
2470	CDBG Housing Grant	951	16,108	16,108	0
2471	Neighborhood Stabilization Prog 3	1,005	179,658	179,658	0
2530	Pass-Through Grants Fund	11,607	4,931	4,931	0
2550	Blight Elimination	465,635	1,037,465	1,037,465	0
2560	Deeds Automation Fund	302,972	552,226	552,226	0
2610	Law Library	7,628	0	0	0
2630	Concealed Pistol Licensing	28,614	36,183	36,183	0
2640	Community Corrections	360,417	359,002	359,002	0
2671	Sheriff Drug	69	35	35	0
2672	Prosecutor Drug	37	35	35	0
2673	Special Investigative Fund	46,420	59,899	59,899	0
2800	Crime Victims' Rights	287,541	300,174	300,174	0
2823	Muskegon Area Stormwater Committee	15,975	50,000	50,000	0
2890	Remonumentation	36,879	87,141	87,141	0
2900	Brookhaven	13,665,788	(2,428,346)	(2,428,346)	0
2910	Social Welfare	5,767	3,717	4,793	(1,076)
2920	Child Care Fund	9,012,951	9,588,263	9,848,877	(260,614)
2930	Veterans Affairs Dept	309,918	317,763	331,987	(14,224)
2940	Veterans Trust Fund	0	2,325	2,325	0
2970	Mental Health Buildings	355,386	350,489	353,201	(2,712)
2980	Victim Restitution	8,331	10,000	10,000	0
3010	General Debt Service Fund	73,670	72,790	72,790	0
3111	Quality of Life Bonds Debt Service	1,544	6	6	0
3130	Hall of Justice Bonds Debt Service	533,218	535,604	535,604	0
3140	HealthWest Building Bonds Debt Service	508,405	5,278,003	5,278,003	0
3660	Jail/JTC Debt Service Fund	1,848,511	44,105,964	44,105,964	0
3690	Building Authority Debt Service	0	43,450,570	43,450,570	0
4010	Capital Projects Fund	8,000	203,306	203,306	0
4180	Heritage Landing Development	2,220	38,280	38,280	0
4660	Jail/JTC Capital Projects Fund	54,970	115,729	115,729	0
4911	Wastewater Construction	0	0	0	0
4930	Public Improvement	26,872	399,103	388,103	11,000
4960	Capital Improvement	0	0	0	0
5100	Delinquent Tax Revolving	50,861	51,101	51,101	0
5110	Tax Forfeitures	483,408	932,953	932,953	0
5165	2015 Delinquent Tax Revolving	3,789,818	0	0	0
5166	2016 Delinquent Tax Revolving	389,149	2,400,291	2,322,291	78,000

BUDGET REPORT FOR MUSKEGON COUNTY

		2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
5167	2017 Delinquent Tax Revolving	0	423,193	423,193	0
5168	2018 Delinquent Tax Revolving	0	0	0	0
5500	Land Bank	602,288	791,301	960,132	(168,831)
5710	Solid Waste Management	3,534,895	3,291,858	3,127,228	164,630
5711	Fly Ash Program	(357,049)	39,953	39,953	0
5810	Airport	2,629,855	2,668,802	2,668,802	0
5880	Muskegon Area Transit System	6,294,228	6,140,661	6,140,661	0
5890	Muskegon Trolley Company	53,108	67,657	67,657	0
5910	Regional Water System	3,146,899	3,377,811	3,378,914	(1,103)
5920	Wastewater Management Operations	15,119,019	13,968,372	13,931,773	36,599
5921	Wastewater Equipment	0	0	0	0
5935	WWMS#2 2011 Rev Refndg Bonds$12.38M GOLT	309,227	275,960	275,960	0
5937	WWMS#1 2005 Bonds $17.5M GOLT	604,905	590,783	590,783	0
5938	WWMS#2 2006 Revenue Bonds $14M GOLT	532,054	520,928	520,928	0
5939	WWMS#2 2007 Revenue Bonds $1.8M	60,844	59,381	59,381	0
5940	WWMS#2 2008 Revenue Bonds $945K	37,558	36,558	36,558	0
5941	WWMS#2 2008-B Revenue Bonds $16.79M	865,322	847,635	847,635	0
5942	WWMS#2 2008-C Revenue Bonds $17.48M	657,675	638,862	638,862	0
5943	WWMS#2 2010 Revenue Bonds $2.85M	109,867	107,992	107,992	0
5944	WW SAW Grant Project Fund	512,374	0	0	0
6330	Office Services	474,803	520,560	520,560	0
6340	County South Campus	696,527	754,172	771,172	(17,000)
6345	Maintenance Garage	13,989	12,736	12,736	0
6350	Energy Improvements	811,046	773,426	773,426	0
6660	Equipment Revolving	991,508	834,744	834,744	0
6680	Information Technology Services ISF	2,960,855	3,323,839	3,323,839	0
6770	Insurance	23,005,036	24,008,652	24,075,652	(67,000)
8010	Drain Fund	26,377	49,000	49,000	0
8410	Lake Level Fund	12,320	171,084	171,084	0
8711	Water Supply-Fruitport #1	1,336	770,705	770,705	0
8718	Fruit/NS Reg. Water System II	55,604	41,451	41,451	0
8834	Laketon Twnshp 71-21-0	68,982	0	0	0
8841	Muskegon/Egelston/Dalton Sewer	614,903	587,284	587,284	0
8845	Whitehall Twnshp Water Project	18,297	15,083	15,083	0
APPROPRIATIONS - ALL FUNDS		**229,140,834**	**311,157,611**	**313,433,209**	**(2,275,598)**

BUDGET REPORT FOR MUSKEGON COUNTY

	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)
FUND BALANCE DETAIL				
ENDING FUND BALANCE - FUND 1010	8,337,427	4,819,328	4,742,476	(76,852)
ENDING FUND BALANCE - FUND 1060	330,592	368,856	368,856	0
ENDING FUND BALANCE - FUND 1170	(4)	0	0	0
ENDING FUND BALANCE - FUND 1172	0	0	0	0
ENDING FUND BALANCE - FUND 1190	0	1,951	1,951	0
ENDING FUND BALANCE - FUND 1200	23,160	23,156	23,156	0
ENDING FUND BALANCE - FUND 1201	0	0	0	0
ENDING FUND BALANCE - FUND 1202	0	0	0	0
ENDING FUND BALANCE - FUND 1210	(2)	0	0	0
ENDING FUND BALANCE - FUND 1211	0	0	0	0
ENDING FUND BALANCE - FUND 1240	0	0	0	0
ENDING FUND BALANCE - FUND 2080	528,416	521,192	521,192	0
ENDING FUND BALANCE - FUND 2140	0	0	0	0
ENDING FUND BALANCE - FUND 2150	956	4	4	0
ENDING FUND BALANCE - FUND 2151	0	0	0	0
ENDING FUND BALANCE - FUND 2152	0	0	0	0
ENDING FUND BALANCE - FUND 2153	0	0	0	0
ENDING FUND BALANCE - FUND 2171	0	0	0	0
ENDING FUND BALANCE - FUND 2210	24,300	24,325	24,325	0
ENDING FUND BALANCE - FUND 2212	0	0	0	0
ENDING FUND BALANCE - FUND 2217	654	570	570	0
ENDING FUND BALANCE - FUND 2220	1,201,856	1,201,874	1,201,874	0
ENDING FUND BALANCE - FUND 2261	(2)	0	0	0
ENDING FUND BALANCE - FUND 2271	6	6	6	0
ENDING FUND BALANCE - FUND 2300	515,598	411,660	411,660	0
ENDING FUND BALANCE - FUND 2411	1	0	0	0
ENDING FUND BALANCE - FUND 2450	0	0	0	0
ENDING FUND BALANCE - FUND 2470	67,775	67,917	67,917	0
ENDING FUND BALANCE - FUND 2471	63,826	0	0	0
ENDING FUND BALANCE - FUND 2530	0	0	0	0
ENDING FUND BALANCE - FUND 2550	0	0	0	0
ENDING FUND BALANCE - FUND 2555	0	0	0	0
ENDING FUND BALANCE - FUND 2560	727,249	349,026	349,026	0
ENDING FUND BALANCE - FUND 2570	2,300,000	2,300,000	2,300,000	0
ENDING FUND BALANCE - FUND 2610	(1)	0	0	0
ENDING FUND BALANCE - FUND 2630	89,663	98,678	98,678	0
ENDING FUND BALANCE - FUND 2640	(6)	0	0	0
ENDING FUND BALANCE - FUND 2671	4,911	5,376	5,376	0
ENDING FUND BALANCE - FUND 2672	1,513	1,478	1,478	0
ENDING FUND BALANCE - FUND 2673	0	0	0	0
ENDING FUND BALANCE - FUND 2800	997	927	927	0
ENDING FUND BALANCE - FUND 2823	81,605	81,605	81,605	0
ENDING FUND BALANCE - FUND 2835	0	0	0	0
ENDING FUND BALANCE - FUND 2850	0	0	0	0
ENDING FUND BALANCE - FUND 2890	(2)	0	0	0
ENDING FUND BALANCE - FUND 2900	(5,784,144)	9	9	0
ENDING FUND BALANCE - FUND 2910	0	0	0	0
ENDING FUND BALANCE - FUND 2920	6	0	0	0
ENDING FUND BALANCE - FUND 2930	86,835	83,247	69,023	(14,224)
ENDING FUND BALANCE - FUND 2940	2,325	0	0	0
ENDING FUND BALANCE - FUND 2965	0	0	0	0
ENDING FUND BALANCE - FUND 2970	21,432	45,959	43,247	(2,712)
ENDING FUND BALANCE - FUND 2980	19,838	11,387	11,387	0
ENDING FUND BALANCE - FUND 3010	0	0	0	0
ENDING FUND BALANCE - FUND 3111	120,529	136,559	136,559	0
ENDING FUND BALANCE - FUND 3130	0	0	0	0
ENDING FUND BALANCE - FUND 3140	117,845	256,071	256,071	0
ENDING FUND BALANCE - FUND 3660	0	0	0	0
ENDING FUND BALANCE - FUND 3690	0	4,430	4,430	0
ENDING FUND BALANCE - FUND 4010	203,306	0	0	0

BUDGET REPORT FOR MUSKEGON COUNTY

	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 PROJECTED ACTIVITY	VARIANCE FAVORABLE/ (UNFAVORABLE)	
ENDING FUND BALANCE - FUND 4150	2,229,778	2,242,778	2,242,778	0	
ENDING FUND BALANCE - FUND 4180	38,280	1	1	0	
ENDING FUND BALANCE - FUND 4660	196,149	81,800	81,800	0	
ENDING FUND BALANCE - FUND 4911	770,958	770,958	770,958	0	
ENDING FUND BALANCE - FUND 4930	792,917	692,772	703,772	11,000	
ENDING FUND BALANCE - FUND 4960	300,000	300,000	300,000	0	
ENDING FUND BALANCE - FUND 5100	206,895	236,644	236,644	0	
ENDING FUND BALANCE - FUND 5110	1,495,394	1,315,891	1,315,891	0	
ENDING FUND BALANCE - FUND 5160	0	0	0	0	
ENDING FUND BALANCE - FUND 5161	0	0	0	0	
ENDING FUND BALANCE - FUND 5162	0	0	0	0	
ENDING FUND BALANCE - FUND 5163	0	0	0	0	
ENDING FUND BALANCE - FUND 5164	0	0	0	0	
ENDING FUND BALANCE - FUND 5165	224,951	224,950	224,950	0	
ENDING FUND BALANCE - FUND 5166	768,911	(466,340)	(388,340)	78,000	
ENDING FUND BALANCE - FUND 5167	0	679,440	679,440	0	
ENDING FUND BALANCE - FUND 5168	0	0	0	0	
ENDING FUND BALANCE - FUND 5169	0	0	0	0	
ENDING FUND BALANCE - FUND 5500	1,840,764	1,959,518	1,995,687	36,169	
ENDING FUND BALANCE - FUND 5710	6,717,369	6,781,507	6,952,137	170,630	
ENDING FUND BALANCE - FUND 5711	453,598	419,146	419,146	0	
ENDING FUND BALANCE - FUND 5810	27,828,987	26,370,947	26,370,947	0	
ENDING FUND BALANCE - FUND 5880	5,719,073	7,324,043	7,324,043	0	
ENDING FUND BALANCE - FUND 5890	246,757	254,999	254,999	0	
ENDING FUND BALANCE - FUND 5910	4,960,003	4,504,630	4,503,527	(1,103)	
ENDING FUND BALANCE - FUND 5920	53,299,250	53,200,133	53,236,732	36,599	
ENDING FUND BALANCE - FUND 5921	6,799,424	6,799,424	6,799,424	0	
ENDING FUND BALANCE - FUND 5935	(6,981,291)	(6,061,701)	(6,061,701)	0	
ENDING FUND BALANCE - FUND 5937	4,163,863	4,592,680	4,592,680	0	
ENDING FUND BALANCE - FUND 5938	4,607,503	4,906,327	4,906,327	0	
ENDING FUND BALANCE - FUND 5939	(63,357)	(122,737)	(122,737)	0	
ENDING FUND BALANCE - FUND 5940	(116,908)	(153,465)	(153,465)	0	
ENDING FUND BALANCE - FUND 5941	820,036	923,458	923,458	0	
ENDING FUND BALANCE - FUND 5942	2,270,139	2,705,719	2,705,719	0	
ENDING FUND BALANCE - FUND 5943	102,080	(5,912)	(5,912)	0	
ENDING FUND BALANCE - FUND 5944	(89,575)	(89,575)	(89,575)	0	
ENDING FUND BALANCE - FUND 6330	71,580	73,321	73,321	0	
ENDING FUND BALANCE - FUND 6340	1	0	0	0	
ENDING FUND BALANCE - FUND 6345	98,899	89,675	89,675	0	
ENDING FUND BALANCE - FUND 6350	129,766	48,498	48,498	0	
ENDING FUND BALANCE - FUND 6660	5,987,493	5,977,563	5,977,563	0	
ENDING FUND BALANCE - FUND 6680	(690,026)	(785,569)	(785,569)	0	**1)**
ENDING FUND BALANCE - FUND 6770	4,154,260	2,487,266	2,420,266	(67,000)	
ENDING FUND BALANCE - FUND 8010	21,099	21,099	31,263	10,164	
ENDING FUND BALANCE - FUND 8410	(2)	0	0	0	
ENDING FUND BALANCE - FUND 8711	700,553	42,014	42,014	0	
ENDING FUND BALANCE - FUND 8715	0	0	0	0	
ENDING FUND BALANCE - FUND 8718	0	0	0	0	
ENDING FUND BALANCE - FUND 8834	0	0	0	0	
ENDING FUND BALANCE - FUND 8841	0	0	0	0	
ENDING FUND BALANCE - FUND 8845	0	0	0	0	
ENDING FUND BALANCE - ALL FUNDS	**139,164,031**	**139,157,493**	**139,338,164**	**180,671**	

1) - The shortfall in this fund is being recouped through departmental charges per the Information Technology rate study provided by MGT of America. It is combined with fund 6660 in the Comprehensive Annual Financial Report.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED NON-BUDGETED PARTIALLY BUDGETED
Ways & Means	

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Finance	9/6/18	Beth Dick

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

Effective October 1, 2018, the County must implement the policy and procedure requirements as outlined in the Uniform Grant Guidance (UGG) for procurements involving federal funding. Many of the changes are not changes to current practice but are simply putting in writing what we are already doing. A committee of 9 individuals from various county departments met 7 times over the summer to review and update the policy to comply with the UGG requirements. While not all departments are procuring products and services with federal funding, it is the committee's recommendation that the updated policy apply to all procurements (with a few exclusions).

Therefore, staff recommends the approval of the attached *Procurement Policy and Procedure Manual* Sections 1-10 to be effective October 1, 2018. Exclusion of the Attachments (pages 30-47) and the Exhibits (pages 48-54) which are primarily detailed procedures and forms allows staff to make minor modifications when necessary.

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

Move to approve the *Procurement Policy and Procedure Manual* Sections 1-10 to be effective October 1, 2018.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS: BMP
CORPORATE COUNSEL ANALYSIS:	ADMINISTRATOR RECOMMENDATION: MGR

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee: Date

AGENDA DATE: 9.6.18	AGENDA NO.: WM18/09-100	BOARD DATE: 9-11-18	PAGE NO.

Revised 8/29/18

COUNTY OF MUSKEGON PROCUREMENT POLICY & PROCEDURE MANUAL

Policy No. 2018-XXX

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Section 1.0 Procurement Office

1.1 Policies / Objectives

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in procurement process of the County of Muskegon. This policy is intended to maximize the purchasing value of public funds in procurement and to provide safeguards for maintaining a procurement system of quality and integrity to serve the best interest of the County of Muskegon. This policy will also serve to utilize the most efficient method of operating the procurement process for the County of Muskegon.

County of Muskegon routinely procures products and services from third party vendors in the fulfillment of its operation for various departments. As a public entity the County of Muskegon has an obligation to conduct procurement activity in a timely, ethical, cost effective and efficient manner, and in accordance with all regulatory requirements of its funding and governing organizations. The County of Muskegon also has an obligation to treat all vendors with whom it conducts business in a fair and ethical manner.

This policy applies to contracts for the procurement of supplies, services and construction entered into by the County of Muskegon after the effective date of this policy. This includes all forms of procurement activities including written, telephone and online procurements. When the procurement involves the expenditure of federal or state assistance or contracted funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this policy shall prevent any department or agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

1.1.1 Mission Statement

The mission of the Procurement Office of the Finance Department is to facilitate the timely and efficient procurement of quality goods and services for use by County of Muskegon departments and agencies at the lowest price or as otherwise in the best interest of the County.

1.2 Code of Ethics

The Procurement Office subscribes to standards and code of ethics from the National Institute of Governmental Purchasing (NIGP) and the Michigan Public Purchasing Officers Association (MPPOA) which represent good and sound standards of conduct for purchasing professionals. See Exhibits 1 and 2 for a copy of the NIGP and MPPOA Code of Ethics.

1.3 Conflict of Interest

No employee, officer, agent, elected official or Board Member shall participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, or Board Member, or any member of their immediate family, or organization which employs or is about to employ any of the parties indicated herein, has a tangible personal benefit from a firm considered for contract.

All officers, employees, agents, elected officials and Board Members of the County of Muskegon will complete a Conflict of Interest & Evaluation Team Member Guidelines Agreement (Exhibit 3) to affirm that they have no real or apparent conflict of interest before participating in the evaluation process for formal solicitation projects.

1.4 Gratuities

No employee, officer, agent, elected official or Board Member may solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, food, lodging, loan or other thing of value if:

- It tends to influence the employee/elected official in the discharge of employee's official duties, or
- The employee/elected official recently has been, or is now, or in the near future may be involved in any official act or action directly affecting the donor or lender, or
- In the employee's/elected official's capacity and/or area of responsibility, the employee has, or appears to have, influence over actions of the County of Muskegon affecting the donor or lender.

Notwithstanding the above, this section shall not be applicable to:

- An occasional non-monetary gift of insignificant value such as accepting food or refreshment of nominal value ($50 or less) on infrequent occasions in the ordinary course of luncheon or dinner business or other meetings, or
- Unsolicited advertising or promotional materials such as pens, pencils, note pads, calendars, or other business items of nominal intrinsic value.
- Department heads and/or Elected Officials may implement a more restrictive value at their discretion.

1.5 Delegation of Authority

This section sets forth the delegation of authority for the commencement of procurement actions and the award of such actions including contract modifications.

Solicitations for budgeted expenditures for materials, supplies and/or services that cost $3,499.99 and less are authorized by departmental authority and do not require a purchase order. Use of County issued purchase cards are encouraged for procurements at this level in accordance with the *Purchasing Card Policy No. 2011-329 as amended.*

Solicitations for budgeted expenditures for materials, supplies and/or services that cost $3,500.00 to $24,999.99 are authorized by the departmental authority and will require three (3) written quotations. Quotations are completed at the department level or with the assistance of the Procurement Office, if requested. Upon receipt of the quotations, a purchase requisition will be entered for the department's internal required approvals, which may include the department head, elected official or court administrator approval. All supporting documentation, including the written quotes, must be attached to the purchase requisition request. Upon all required approvals, a purchase order will be sent to the vendor.

Solicitations for budgeted expenditures for materials, supplies and/or services expected to cost $25,000.00 to $149,999.99 are authorized by the appropriate County Board (i.e. Board of Commissioners, HealthWest, and Public Works) and are completed through a simplified acquisition procedure referred to as "procurement collected quotes" to be conducted by the Procurement Office (see section 3.3). Upon receipt of the quotations and the appropriate board approval, a purchase requisition will be entered for the department's internal required approvals, which may include the department head, elected official or court administrator approval. All supporting documentation, including the written quotes, must be attached to the purchase requisition request. Upon all required approvals, a purchase order will be sent to the vendor.

Solicitations for budgeted expenditures for materials, supplies and/or services expected to cost $150,000 or more require competitive formal solicitations. The formal solicitations are completed by the Procurement Office with the Finance Director's approval and the approval of the appropriate County Board (i.e. Board of Commissioners., HealthWest, and Public Works). Upon the County Boards' approval, a purchase requisition will be entered with department's internal required approvals, which may include the department head, elected official or court administrator approval. All supporting documentation must be attached to the purchase requisition request. Upon all required approvals, a purchase order will be sent to the vendor.

It is the responsibility of the department head, elected official or court administrator to set internal approvals. All procurements for materials, supplies and/or services $3,500.00 and over will be verified by the Procurement Office for compliance in accordance with the Procurement Manual.

The chart below represents a summary of the procurement thresholds and the method of procurement required for each.

PROCUREMENT SUMMARY

Amount of Procurement	Line Item Budgeted	Initial Authorization	Type of Solicitation	Award Authorization	Purchase Order Required
Petty Cash ($100 and less)	Yes	Department Head	N/A	Department Head	No
$3,499.99 and less	Yes	Department Head	N/A, Unless Required by Grant	Department Head	No
$3,500-$24,999.99	Yes	Department Head	Department Collected Quotes	Procurement Office	Yes
$25,000-$149,999.99	Yes	Appropriate Board	Procurement Collected Quotes	Appropriate Board	Yes
$150,000 and more	Yes	Appropriate Board	Formal Solicitations	Appropriate Board	Yes

1.6 Procurement Files

All procurement records shall be the responsibility of the Procurement Office. Procurement files will include, but not be limited to, rationale for the method of procurement used, selection of contract type, contractor selection or rejection, and documentation for the basis for the contract price. See Attachment 1 for document retention schedules. Departments must provide required written documents/reports as established by the Procurement Office for the procurement file.

Section 2.0 Procurement Process/Cycle

2.1 Requisition Policy

2.1.1 Policy Objective

The purpose of this policy is to outline the method by which materials, supplies and services will be requested and to indicate the manner in which purchase requisitions will be prepared and controlled. The requisition shall serve as a request for all procurements with the exception of petty cash, purchase card and individual procurements of $3,499.99 and less. In addition, the requisition will be used to initiate the entry of purchasing transactions $3,500 or more into the County's financial records. Properly executed purchase requisitions are required by the Procurement Office to initiate procurement action for materials, supplies and/or services. No department or employee is to make procurement in the name of the County of Muskegon without having authorization or approval. All procurements $3,500 or more require a purchase requisition as part of the approval process.

2.1.2 Initiator

The requesting department will initiate the purchase requisition and is responsible for the accuracy and adequacy of information supporting the request. Requests should be submitted early enough to have a purchase order or contract prepared, reviewed, and issued in time for the material or service to be obtained when needed. Due consideration must be given by the user department to the following points in making requests:

- The kind of request being made - routine item, one requiring considerable research, one requiring competitive quotes or solicitations, and those requiring management or Board approval ($25,000 and more).
- Sufficient time must be allowed for the vendor to prepare responses, deliver the merchandise or perform the service.
- That there are many other departments making similar requests.

All department heads should designate one or more employees as authorized Requisitioner with authority to prepare requisitions for their department.

The department is required to obtain approval from the appropriate authorizing source as defined in Section 1.5 for the procurement of the materials, supplies and/or services. See Attachment 2 for Purchase Requisition Procedures.

2.2 Purchase Order Policy

A purchase order will be prepared for procurement transactions $3,500 or more on the County's financial records system.

A purchase order will not be issued without an approved requisition from the ordering department and all required documentation. If needed, the procurement must have proper budget and/or Board approval before sending the requisition to the Procurement Office.

2.2.1 Special Procurement Commodities

Certain commodities need special approval from other departmental staff prior to making the procurement of the product or service. This approval is to assure that products or services are compatible or meet the County standard. Some of these commodities are furniture, computer equipment/software, telecommunications equipment, carpeting, etc. The Procurement Office will need to get this approval from the appropriate staff person before issuing a purchase order.

2.2.2 Transportation & Delivery Charges

All shipments are expected to be F.O.B. (Free On Board) destination, unless otherwise stated. When transportation charges are necessary, the purchase request will instruct the vendor on the purchase order to include shipping charges on the invoice. This eliminates the problem of shipping charges being presented to the user department unexpectedly.

2.2.3 Purchase Order Corrections

A purchase order should not be corrected to change the name of the vendor. The existing purchase order has to be cancelled and a new one issued. Changes can be made under certain circumstances; such as:

- an error in extension or addition, or
- an over - or under shipment which the County is willing to accept, or
- an increase in the dollar amount which the County is willing to accept.

2.2.4 Receiving / Inspection of Goods

Receiving departments should exercise care to ensure that the quantity and quality of the delivered goods are as ordered. It is good practice to ensure goods received are inspected for any discrepancies as compared to the purchase order, order receipts/packing slips, and final invoices.

2.2.5 Purchase Order Procedures

Purchase orders are intended to place an order with a vendor for a product or service during the current fiscal year and generally serve as the vendors authorization to proceed. In the financial software purchase orders are marked with the purchase order type "confirming" or "regular".

Confirming Purchase Order: A purchase order issued after the fact restating the same terms originally placed orally or by some other informal means. Confirming purchase orders should be rare in nature and only used when absolutely necessary and may be subject to the Finance Director's review.

Regular Purchase Order: A purchaser's written document to a vendor formalizing all the terms and conditions of a proposed transaction, such as a description of the requested items, delivery schedule, terms of payment, and transportation.

See Attachment 2 for details on creating purchase requisitions and purchase orders.

2.3 Contract Order Purpose

This area covers a broad spectrum from janitorial services and hiring of temporary personnel to professional consulting services of doctors, lawyers, accountants, architects, engineers and the rental of equipment such as copiers, vehicles and heavy equipment. Sometimes a request for proposal method is used for bidding this type of service and includes a work statement or performance specification, time frame in which the work is to be completed, and specification criteria to be used in evaluating the proposal. (These criteria can cover the offeror's proposed approach to accomplish the work, management capability, and price.)

2.3.1 Contract Order Policy

For procurement purposes, a contract is a formal written agreement between the Board and a selected vendor, consultant or contractor for a particular purpose. All contracts committing the County, such as those with consultants, contractors, attorneys, physicians, first time lease, etc., must be reviewed by the Corporate Counsel and approved by the appropriate County Board. For procedures pertaining to the preparation, execution and monitoring of contracts see Section 7.0 on Contract Administration and Attachment 3 for Contract Code Procedures.

2.4 Emergency Procurement Policy

2.4.1 Definition of an Emergency

For the purposes of the County of Muskegon, an Emergency is defined as: an unforeseen situation involving:

- a breakdown of essential machinery or equipment requiring immediate maintenance, repair, or replacement, or
- threatened termination of essential services provided by the County, or
- a dangerous condition develops, or
- an immediate need for supplies which may vitally affect the safety, health, property or welfare of the public and the normal procurement procedure is too time consuming.

2.4.2 Emergency Procurement Procedure

The County Administrator may waive established solicitation procedures for procurements $25,000 and less in accordance with the County of Muskegon emergency definition provided in section 2.4.1. Documentation in writing must be provided with the purchase request to confirm that the Emergency Procurement waiver was provided. Email, formal letter, or a notation on the Sole Source Justification Form (Exhibit 4) illustrates a few examples of how this documentation may be provided.

It should be noted that the waiver of procedures may not be allowable for certain grant funded procurements.

2.5 Sole Source & Non-Competitive Negotiation Procurement Policy

Sole source procurements are defined as those in which only one vendor possesses the unique and singularly available capability to meet the requirements set. Examples include technical qualifications, ability to deliver at a particular time, services from a public utility or in a situation where a particular supplier or person is identified as the only qualified source available. Although technical assistance and documentation may be needed from the using department/agency, the Procurement Office is responsible for confirming sole-source determinations. For procurements $25,000 and over refer to Section 4.11 Bid Waiver Policy.

2.5.1 Sole Source & Non-Competitive Negotiation Procurement Limitations

In determining a sole source or non-competitive procurement, at least one of the following circumstances must exist:

1. The item is only available from a single source and there is no equivalent or comparable product available to meet the overall need.
2. There is an unusual or compelling urgency or an emergency not permitting delay from competitive processes.
3. After solicitation of a number of sources, competition is determined inadequate
4. The product or service is patented, copyrighted or has other proprietary information or trade secrets retained by the owner.
5. The item is an associated maintenance item or item requiring compatibility to an existing County owned system that is procured directly from the original manufacturer or supplier as the only available source for such an item.
6. A grantor/funding agency or pass-through entity expressly authorizes a noncompetitive proposal in response to a written request.

A contract may be awarded without competition and approved by the Procurement Office when the following conditions exist:

- supporting documentation is provided;
- a good faith review has been conducted of available sources; and
- it is determined to be in the best interest of the County.

2.5.2 Sole Source & Non-Competitive Negotiation Procurement Procedures

A Sole-Source Justification Form is available in accordance with the County of Muskegon Sole-Source/Non-Competitive Negotiation Procurement Policy. In the event that a Sole-Source vendor is to be used, this form is to be attached to the purchase requisition to document the circumstances creating the sole-source situation. (See Exhibit 4)

2.6 Petty Cash Procurement Policy

The preferred method of payment for procurements less than $3,500 is the use of a County issued Purchase Card. Only departments having an authorized petty cash account can use petty cash for procurements of non-inventory items up to $100.00 or less. All petty cash expenditures must be approved by an authorized department manager and supported by appropriately detailed receipts. The County Finance Director is responsible for the establishment of petty cash accounts as well as procedures for reimbursement of petty cash expenditures and replenishment of petty cash funds. Also see *Cash Management Policy 2015-500 Section 6.*

2.6.1 Petty Cash Procedure

Each impress petty cash fund must have a custodian approved by the appropriate department. New custodians and changes of custodians must be approved by the Accounting Manager. Custodians must be county employees. Detailed Petty Cash

Procedures are provided in Attachment 4. Also see *Cash Management Policy 2015-500 Section 6.*

2.6.2 Re-evaluate need for Petty Cash

At least once per year, departments must re-examine whether the petty cash fund is still required to meet the department's business needs, or if alternative disbursement methods could suffice. Petty cash funds should be active. Inactive funds should be terminated. Funds are considered inactive if they have no activity during a fiscal year.

2.7 Unauthorized Procurements Policy

The County policy on unauthorized procurements is as follows:

- Any procurement made by a County of Muskegon employee that is not authorized and approved according to the Delegation of Authority for the commencement of procurement actions as set forth in Section 1.5 will be considered invalid and non-binding. Persons flagrantly violating this policy will be subject to discipline, up to and including discharge, consistent with Personnel Rules, collective bargaining agreements or applicable laws.

- This policy also pertains to contract or supply purchase orders that have a stated procurement limit. If the dollar amount of the procurement will exceed the procurement limit stated on the order, you must comply with the Delegation of Authority in Section 1.5 and receive an approved change order.

2.7.1 Unauthorized Procurements Procedures

Departments should first try to rectify unauthorized procurement. Unauthorized procurements will be reviewed and the employee found to initiate the procurement may be subject to disciplinary measures, up to and including discharge, and may include civil/criminal prosecution consistent with applicable laws. The employee found to have initiated the transaction may also be required to pay all cost associated to the unauthorized transaction.

If legal review would have been required for the procurement or Contract, then rectification must be managed between the County and Corporate Counsel.

2.8 Environmental Procurement Policy

In line with the Federal Water Pollution Control Act (33 USC 1251-1387); Clean Air Act (42 USC 151-1387; and Energy Policy and Conservation Act (42 USC 6201) as amended, the County of Muskegon promotes products and practices, which reduce our impact on the environment. The County of Muskegon's Environmental Procurement Policy is as follows:

- Minimize the environmental impact on water, air and energy use due to manufacturing, utilizing, or disposing of products procured by the County or its contractors
- Encourage private sector development of more environmentally benign products and

services by increasing demand for these products and services
- Encourage standards and promote energy efficiency in purchasing decisions

Section 3.0 Quotation Process

3.1 Definition

A Quotation is an informal process which solicits pricing information from several sources. Methods of price sourcing may include competitive bid, a letter, fax, e-mail, or other manner that does not require a formal sealed bid or proposal, public opening or other formalities that may be considered low value or fall under a stipulated price/cost threshold.

It is the policy of the County that written specifications will be used to obtain competitive quotes whenever possible. Competition is critical to public procurement and it is essential that specifications be developed so that a sufficient number of quality competitive quotes will be received.

Procurements $3,500.00 to $149,999.99 may use a simplified procurement method (see page 15). These procurements require a price or rate quotation from three (3) sources. All price or rate quotations must be documented and attached to the purchase request.

3.1.1 Specification Review

Department and the Procurement Office should exercise care to avoid solicitation language that may negatively impact the goodwill between the County and its suppliers which may include but is not limited to:

- Placing unreasonable requirements on firms
- Requiring unnecessary experience and excessive bonding
- Noncompetitive contracts to consultants that are on retainer contracts
- Organizational conflicts of interest
- Specifying only a "brand name" instead of allowing "an equal" product to be offered and describing the prominent features, the performance or other relevant requirements
- Clearly identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals

3.2 Department Collected Quotes

Department collected quotations are generally used for items with an estimated value of $3,500.00 to $24,999.99 and are completed at the department level. If requested, the assistance of the Procurement Office may be provided. All supporting documentation including written quotes must be attached to the purchase requisition request. The Procurement Office must be involved in approving procurements at this level. See Attachment 5 for Department Collected Quotes Procedure.

3.3 Procurement Collected Quotes

Procurement collected quotations are generally used for items with an estimated value of $25,000.00 to $149,999.99 and are completed at the Procurement Office with the assistance of the requesting department. All supporting documentation, including the written quotes, must be attached to the purchase requisition request. The procurements at

this level are approved by the appropriate County Board. See Attachment 6 for Procurement Collected Quote Procedure.

Section 4.0 Formal Solicitation Process

4.1 General Explanation

There are several types of Formal Solicitations. See the list below and their definitions:

- Request for Bids (RFB)/ Invitation for Bid (IFB): Method for acquiring goods, services, and construction for public use in which award is made to the lowest responsive bidder, based solely on the response to the criteria set forth in the solicitation; does not include discussions or negotiations with bidders.

- Request for Information (RFI): a non-binding method whereby a jurisdiction publishes via newspaper, Internet, or direct mail its need for input from interested parties for an upcoming solicitation. A procurement practice used to obtain comments, feedback, or reaction from potential responders (suppliers, contractors) prior to issuing a solicitation. Generally price or cost is not required. Feedback may include best practices, industry standards, technology issues, etc.

- Request for Proposals (RFP): the document used to solicit proposals from potential providers (proposers) for goods and services. Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of best and final offers. May be a single-step or multi-step process.

- Request for Qualifications (RFQu): a document, which is issued by procurement entity to obtain statements of the qualifications of potential responders for architectural and engineering services. The most qualified responder will be offered an opportunity to enter negotiations for award.

- Request for Quotation (RFQ): purchasing method generally used for small orders under a certain dollar threshold. A request is sent to suppliers along with a description of the commodity or service needed and the supplier is asked to respond with price and other information by a predetermined date. Evaluation and recommendation for award should be based on the quotation that best meets price, quality, delivery, service, past performance, and reliability.

Formal Solicitations represent major procurements ($150,000.00 or more) by the County and which under County Procurement Policy, require special or formal handling. The difference between a formal solicitation and a quotation is primarily in the requirement of notice and formal opening. Formal Solicitations may require advertising in a newspaper of general circulation in Muskegon County and West Michigan area. They also require the opening of the responses to be public with at least one (1) other person as a witness. The Formal Solicitation process requires a County Board approval to initiate, as well as, Board approval for vendor award.

Because of the scope of the contracts covered in the formal solicitation processes, the specifications, general terms and conditions and required award documentation (written contracts, insurance certificates and bonds where required) are considerably more detailed and complex.

4.2 Purpose and Policy

The purpose of this policy is to define the County's position regarding the formal solicitation process and the procedure for obtaining solicitations of $150,000.00 or more.

The formal solicitation process is required when:

- the estimated expenditure is $150,000.00 or more for the procurement of apparatus, supplies, materials, equipment, professional services or construction and/or repair projects; and/or
- a grant or funding source requires a formal solicitation.

Types of Formal Solicitations include:

Request for Bids:

- The procurement lends itself to a firm fixed price contract (lump sum or unit price) and the selection of the successful bidder can be made principally on the basis of price, and those price related factors listed in the solicitation, including but not limited to, transportation cost, life cycle cost, and discounts, expected to be taken.
- Discussions with bidders following receipt of bids are unnecessary, with the exception of those general discussions required to determine/confirm responsiveness and responsibility.
- A complete, adequate and realistic specification or procurement description is available.

Request for Proposals:

- The requirements of the solicitation are described in a performance or functional specification and contractors will propose differing products, services or approaches to meeting that requirement.
- Due to the nature of the procurement, award cannot be made on price or price related factors alone but are based on multiple selection criteria, including cost.
- Discussions with one or more proposers are necessary following submission of proposals within certain parameters.

4.2.1 Procedures

Formal solicitations are processed and published by the Procurement Office with assistance from the user departments and/or agencies in the preparation of technical specifications, plans and drawings, where required.

A general guideline for the preparation and execution of a formal solicitation is provided in Attachment 7. It is important to maintain a fair and equitable process that ensures information is kept confidential throughout the various steps. While some information can be released under the Freedom of Information Act not all information can be released during an open solicitation or may have a specific method of distribution. All requests for information or distribution of information will be processed through the Procurement Office.

4.3 Pre-Bid Meetings

Pre-bid meetings are an excellent way of increasing the possibility that the Procurement Office and potential vendors will have a common understanding. The intent of the pre-bid meeting is to inform potential suppliers of the complex requirements of the formal solicitation package and for the suppliers to ask questions relating to the solicitation package. Clarifications to the solicitation may be provided at the conference so long as the specification or condition alterations are addressed as soon as possible. When a decision is made to make a change, all bidders are formally notified by an addendum.

A pre-bid meeting will generally be non-mandatory but may be mandatory depending on the size and complexity or other requirements of the bid/proposal package. Attendance at a mandatory pre-bid meeting is required in order for the supplier to be considered responsive on the formal solicitation. The supplier may send a representative in their place should the main supplier be unable to attend the meeting. Notice of the meeting is included in the solicitation at the time of issuance. Vendors are required to sign an attendance sheet at a mandatory meeting. See Attachment 8 for Pre-Bid Meeting Procedures.

4.4 Formal Solicitation Opening Policy

It is the County's policy that all formal solicitations for procurements, construction projects, and services be opened publicly and impartially by the Procurement Office with at least one witness.

4.5 Solicitation Price Reasonableness (For Procurements over $150,000 only)

The County of Muskegon shall develop an independent cost estimate (ICE) for procurements $150,000 and over. The ICE should be developed prior to the solicitation of the bids and proposals. All independent cost estimates must be in writing and must be signed and dated. The ICE will establish a written record of the anticipated vendor price responses and will be used as one baseline for determining the reasonableness of vendor responses.

After responses are received, a cost or price analysis will be used for procurements $150,000 and over, including contract modifications, and when the funding source requires it. A cost or price analysis will be used as the basis for determination of whether a proposed cost or price is fair and reasonable. The method and degree of analysis will be dependent on the facts surrounding the particular procurement. See Attachment 9 for various methods for determining price reasonableness.

Contracts requiring a price analysis will be re-evaluated and documented at each of the following occurrences:

1. Contract Modifications:
   Modifications (including change orders) to a contract that changes the scope of work previously negotiated and authorized creates a sole source procurement that impacts the price or estimated cost, a price or cost analysis must be recalculated to determine reasonableness. An exception can be made if modification pricing was already established in the original document.

2. Contract Terminations / Settlements:
   Terminating a contract means unilaterally ending it before its stated end. Regardless of the reason for the early termination of a contract, the final amount of the settlement must go through a cost analysis to verify that the cost is fair and reasonable.

3. Cost-Reimbursement Contracts:
   Cost-Reimbursement Contracts are defined as contracts where a contractor is paid for all of their allowed expenses to a set limit, plus an additional payment to allow for a profit. These contracts must be analyzed and found fair and reasonable.

In the event of a variance that the low bidder's price greater than 15% of the independent cost estimate (ICE), up or down, the County of Muskegon will analyze the variance to determine whether the proposed price can be considered fair and reasonable. The analysis will consist of reviewing the ICE to determine if the estimate requires revision, and to examine market conditions to determine reasonableness. Any final acceptance of the submitted price must be documented in writing and retained in the contract file.

4.6 Construction Related Solicitations

For construction related solicitations also refer to:

- *Construction/Renovation Oversight Policy No. 2011-617 as amended*
- *Responsibility Contracting Policy No. 2007-512 as amended*

4.7 Tie Solicitation Policy

In the case of a tie, with all other factors including price are considered equal, a coin toss shall be used to determine which of the tied bidders receive the award.

4.8 Late Solicitation Policy

Late bids will not be considered. All formal solicitations sent out by the County have wording on the cover page, advertisement page and in the conditions to responders that no late bids/proposals will be accepted.

4.9 Modification and Withdrawal of Solicitations

4.9.1 Prior to Opening

It is not uncommon for a bidder to make a mistake of serious enough consequence to require a modification to or a withdrawal of his/her bid. Such modification or withdrawal is easily handled if the bidder discovers his/her mistake prior to the scheduled time and date of opening. When such a mistake is discovered, the bidder will be permitted to withdraw his/her bid or to correct the error, without revealing the amount of the bid. Preferably, the bidder should be permitted to submit a corrected sealed bid or a notice of withdrawal before bid opening time.

4.9.2 Following Opening

If a mistake or error is discovered by the bidder or by the Purchasing Authority after the bid opening, the resolution is somewhat more complex. If the mistake is an obvious one, the Procurement Office has the obligation to call it to the attention of the bidder and to request a verification of his/her bid. If the bidder acknowledges the mistake and requests relief, the Purchasing Authority then should proceed in the following manner:

- *Clerical Mistakes* - Any mistake which is obviously a clerical one, such as an error in price extension, in placement of decimal points, reversal of prices, FOB destination, FOB point of origin, etc., may be corrected by the Procurement Office after verification is made by the bidder.

- *Withdrawal* - Permission to allow a bidder to withdraw his/her bid without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is significant and obvious disparity between the lowest bidder and of the other bidders, a bidder may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred. This proof may be in the form of original work papers, computations, etc. It is neither reasonable nor fair to enforce a bid which is so low that the bidder will incur severe losses if awarded the contract.

- *Corrections* - The correction of mistakes other than clerical errors are not permitted. When there is no clear and convincing evidence of a mistake, the bidder will not be permitted to withdraw without prejudice or to correct his/her error. If he/she fails to enter into a contract, his/her bond or bid deposit should be forfeited.

4.10 Award Policy

This policy is to explain how bids/proposals/quotes are awarded and who is authorized to make the award for the County of Muskegon.

It is a policy of the County of Muskegon that all procurements in the amount of $25,000.00 or more are awarded by a Board of the County of Muskegon. This includes the Board of Commissioners, Public Works Board, Land Bank Authority Board, and HealthWest Board. Awards in the amount of $3,500.00 to $24,999.99 may be awarded by the requesting department head after conferring with the Procurement Office. Procurements of $3,499.99 and less may be awarded by the requesting department head.

The Boards of the County of Muskegon reserve the right to accept or reject any and all

bids, proposals or quotes, reserves all rights granted to it by law, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the County. The County of Muskegon Boards will maintain documentation for such actions in the appropriate minutes.

4.11 Bid Waiver Policy

This policy is to explain how a requesting department can forgo the solicitation process or procurement collected quotes for procurements of $25,000.00 or more.

Certain procurements may be acquired through a bid waiver from the appropriate County Board or the County Administrator. This bid waiver must be obtained in a written form and sent to the Procurement Office with the purchase requisition.

4.11.1 Bid Waiver Limitations

The appropriate County Board (i.e. Board of Commissioners, HealthWest, Public Works, Land Bank Authority) may authorize a bid waiver for procurements of $25,000 or more.

The waiver of formal solicitations and procurement collected quotes may be requested if:

1. An emergency exists which would result in a direct loss to the County or imminent damage to public safety or health by requiring competitive bids due to the time loss inherent in the bidding procedures. See section 2.4 for Emergency Procurements.

2. There is only a single source for a procurement. See section 2.5 for Sole-Source/Non-Competitive Negotiation Procurements.

3. Used items are available that would result in a substantial savings over procurement of new items.

4. It is something that may be procured through the State of Michigan Extended Purchasing Program. See section 8.1 Cooperative Procurement Policy.

Section 5.0 Prevailing Wage, Bonds, & Insurance

5.1 Prevailing Wage Policy

Any construction, remodeling or repair contract $100,000 or more (or $2,000 if Federal funds are used) requires the contractor to pay their employees prevailing wages as set forth in the Davis Bacon Act and/or Contract Work Hours and Safety Standards Act. Additional reporting requirements must be met to ensure compliance with this provision. Formal Solicitations must comply with the prevailing wage rates; a wage determination table will be included in the formal solicitation.

The successful bidder will be required to submit certified weekly payrolls for all laborers working on the project signifying compliance with prevailing wage guidelines. Such payrolls should be submitted to the construction manager on a weekly basis. Failure to

comply can result in delayed payment.

Also see Compliance with *Responsible Engineering & Construction Contracting Board Policy No. 2007-512 as amended.*

5.1.1 Prevailing Wage Procedures

When required by Federal program legislation all prime construction contracts in excess of $2,000 or for all projects $100,000 or more involving Public Works, State or Local funds refer to the Equal Employment Opportunity Standard Bid Packet Items Required for Compliance with *Responsible Engineering & Construction Contracting Board Policy No. 2007-512 as amended.*

5.2 Bonds Purpose

To help ensure a project will be completed in accordance with the construction/project requirement contract a number of bonds may be required as part of a bid or proposal package. A listing of the types of bonds is described in section 5.2.2.

5.2.1 Bond Policy

County construction projects and some highly technical projects over certain amounts may be subject to contractor bonding requirements as established in Act 213 of 1963 and the 40 U.S.C. (United States Code) 3141-3148 (aka: Davis-Bacon Act). Bonding requirements will be determined and reviewed by the Procurement Office.

- Michigan Act 213 of 1963 covers contracts $50,000 or more for the construction, alteration, or repair of any public building, or public work or improvement for the County, that is awarded, the proposed contractor, herein is to provide their cost to the County a performance bond and payment bond.

- 40 USC 3141-348 applies to contractors and subcontractors performing on federally or assisted contracts in excess of $2,000 or more for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates.

5.2.2 Types of Bonds

- Bid Bond - The bid bond is required as part of the bid or proposal submitted to the County at time of opening for:

  Construction, alteration, maintenance, repairs of any public work or structure or high technology contracts.

  A bid bond is submitted from each bidder equivalent to five (5%) percent of the bid price. The bid guarantee shall consist of a commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder upon acceptance of his or her bid will execute such contractual documents as may be

required within the time specified.

- Performance Bond - secures the faithful and complete performance on the part of the contractor for one hundred (100%) percent of the contract price. A performance Bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such a contract.

- Payment Bond or Labor Bond - on the part of the contractor. A payment bond is one executed in connection with a contract to insure payment, as required by law, of all persons supplying labor and material in the execution of the work provided for in the contract. Payment Bond amounts will be determined by the Risk Manager.

- Material Bond - Insures property/equipment used in the contract. Material Bond amounts will be determined by the Risk Manager.

All bonds, except the Bid Bond that is submitted with the formal solicitation, shall be submitted to the County at least ten (10) days prior to the commencement of work under the contract.

Return unnecessary Bid Guaranty - Because guarantees have a financial impact on proposers as long as they are in effect, unused bid guarantees should be returned to proposers as soon as it is determined that they have no reasonable chance of winning the contract.

5.2.3 Bond Procedures

Bond requirements will be reviewed by the Risk Manager. All formal solicitations will be forwarded to the Risk Manager before posting for review of the bonding requirements. All bonding documents from the bidders and awarded vendors must be submitted to the Risk Manager for inspection and approval before a project can start.

5.3 Insurance Requirements

5.3.1 Insurance Policy

This section describes the insurance requirements for various types of contracts entered into by the County. Insurance requirements can add protection for the County. Insurance requirements and Hold Harmless Agreements are intended to verify the financial responsibility of vendors and contractors to protect the public from injuries or damages arising out of the negligence of vendors and contractors, and protect the assets of the County, and the interest of its employees, resulting from such negligence of vendors and contractors.

5.3.2 Insurance Procedures

Insurance requirements will be written and reviewed by the Risk Manager. All formal solicitations will be forwarded to the Risk Manager before posting for review of writing of the insurance requirements. All insurance documents from the awarded vendor must be submitted to the Risk Manager for inspection and approval before a project can start.

Section 6.0 Vendors

6.1 County / Supplier Relations

It is essential to develop and maintain goodwill between the County and our suppliers. The reputation of the County can be promoted by:

- Giving all salespersons a full, fair, prompt and courteous service
- Keeping specifications fair, accurate and clear
- Being up front and truthful in all transactions and correspondence
- Establishing a relationship of mutual confidence and satisfaction
- Keeping competition open and fair
- Keeping specifications fair, accurate and clear
- Having consistent buying policies and principles
- Keeping free from any obligation to any vendor
- Keeping all meetings and relationships with salespersons professional

The relationship between County Staff and the vendor is intended to be one of mutual understanding. Fundamentally, no contract that proves unsatisfactory to the vendor is good for the County. It is the responsibility of all employees involved in the purchasing function to establish a relationship of mutual confidence and satisfaction between the County and its vendors within the confines of applicable law and policy.

6.2 Vendor Registration

The County of Muskegon does not maintain an independent Vendor Database. Vendors interested in conducting business with County of Muskegon are encouraged to register with the authorized third party online formal solicitation provider.

6.3 County of Muskegon Removal or Suspension

The Procurement Office may recommend removing or suspending any bidder from bidding, provided evidence is available for such action. Should a department have a complaint about a vendor the department should notify the Procurement Office in writing. The Procurement Office will then review the complaint and determine the course of action. The bidder will be given formal notice of such removal or suspension. The Procurement Office will maintain a list of any Vendor/Bidder's that are suspended or removed from the bidding processes.

6.3.1 Causes for Removal or Suspension of Vendor/Bidder

The following shall be sufficient grounds for removal or suspension. This list is not meant to be all inclusive, but serves as a guideline for vendor discipline and business ethics:

- Delivery of commodities, equipment or services which do not comply with the specifications
- Failure to make delivery or complete a project in the time specified on the contract or purchase order
- Failure to keep the offer firm for thirty (30) days after the date and time set for

opening bids

- Failure to provide a performance bond when required by the Invitation for Bid, following the award of a contract or purchase order
- Collusion with other bidders or prospective bidders to restrain competitive bidding
- Failure to accept orders offered that are based upon firm bids
- Failure to make applicable adjustments or replacement of damaged goods or services
- Failure to honor warranties and guarantees on products delivered
- Giving information on the application for placement in the bidder's database which is false or misleading
- For consecutive failure to respond with either a bid or an indication of "no bid" to Invitations for Bid
- Failure to follow administrative procedures set forth in this policy
- Any violation of the laws of the State of Michigan or the Federal Government

6.3.2 Reinstatement of a Bidder

At any time after the vendor receives notice of removal or suspension, the vendor may submit in writing or in person an explanation of the circumstances which caused the removal or suspension or may show that such circumstances have been corrected. On the basis of such explanation or showing, the Procurement Office may modify or rescind the removal or suspension.

The Procurement Office will also be responsible for reinstating vendors only after the vendor has satisfactorily demonstrated that the reasons they were removed will not happen in the future.

6.4 Vendor Complaints & Procedures

The County has established administrative procedures for handling vendor complaints in a fair and timely manner. Vendors must observe the following steps in order to file complaints:

Step 1

The vendor must contact the Director of Finance within seven (7) days of the incident about which he or she has a complaint. The Director of Finance may request the vendor to present the complaint in writing if it is serious and/or the vendor is requesting a delay of the procurement award.

The Director of Finance will investigate the complaint and review all findings with the County Administrator. The Director of Finance will reply verbally or in writing within seven (7) days to the vendor after discussion with the County Administrator.

Step 2

If the vendor is dissatisfied with the Director of Finance's reply, an appeal must be made in writing within seven (7) days to the County Administrator or the appropriate County Board (i.e. Public Works, HealthWest, Commissioners).

The administrative procedure herein will provide the vendor with the most

straightforward and effective method of handling vendor complaints.

Section 7.0 Contract Administration

7.1 Areas Included

The following are areas included in contract administration:

1. Follow-up and expediting contracts and purchase orders
2. Inspecting and testing products
3. Negotiation of changes and modifications
4. Administering terminations or cancellations
5. Settlement of claims, controversies and disputes
6. Invoice processing
7. Assuring compliance with special provisions; such as, performance and payment bond requirements and insurance requirements

7.2 Contract Amendments / Change Orders

A contract modification, supplemental agreement or change order is a change issued by the County of Muskegon to incorporate a change in any of the contract terms, including price, specifications, completion time, etc. The County of Muskegon has a right to order changes to existing contracts (including deletions) provided that those changes are determined to be "within the general scope" of the original contract. Changes that are not within the general scope of the original contract do not meet the standard of free and open competition and must be processed separately as sole source procurements or competed as separate competitive procurements.

7.3 Project Close-Out Sequence

- Prior to the contract completion date; the department head for the project shall contact the project manager to confirm that no contractor effort will be required after the specified contract completion date and that the contract may be closed out. This action shall be initiated at least sixty (60) days prior to the specified completion date, whenever possible. This is necessary to determine whether there will be an overrun to negotiate and extend the period of performance, if necessary; and to allow sufficient procurement lead time if there is a follow-up effort. If the contract is to be completed on schedule, the department head shall proceed with the contract closure; otherwise, appropriate action shall be taken to extend the contract.

- In formal procurements, contract close-out will not occur immediately after the completion date of the contract, but over a period of time. Some events will occur prior to the contract completion date and others; such as, final audit and indirect rate negotiations, may occur after the contract completion date. The Department Head for the project is responsible for insuring that contract files are closed in a timely manner and the close-out actions are documented in such details as appropriate.

- Upon completion of the work under the contract, the department head or project

manager shall send the close-out letter to the contractor. This letter contains the necessary forms for requesting assignment of rebates and credits, release of liability and contractor's closing statement.

- Upon return of the contractor's closing document, the department head or project manager shall review the documents for completeness and, if acceptable, take appropriate action to complete the project close-out. If the documents are not acceptable, the department head or project manager shall follow up with the contractor and obtain the information required.

- Retainage withheld pursuant to the contract provisions shall not be released to the contractor until the contractor has completed the required closing documents, made final disposition of county property and reached final agreement with county regarding the amount of final payment due. Withheld retainage shall be included in the final payment to the contractor.

- Upon completion of the project close-out, the contract file shall be reviewed for completeness and organization by the Procurement Office. The following should be included in the project file:

  a. Close-out documents, information and correspondence under separate tabs
  b. The purchase request, advertisement copy, RFP procurement summary, and cost and price analysis for contract and all changes

- The project close-out file will be sent to the Central Procurement Office for central record keeping.

7.4 Settlement of Claims / Disputes

Disputes over interpretation, misunderstandings and performance of a contract/purchase order which cannot be resolved by mutual agreement between the department and the vendor shall be referred to the Finance Director. The complaint filing procedure as established in Section 6.4 (Vendor Complaints) shall be followed.

Section 8.0 Cooperative Purchasing

8.1 Cooperative Purchasing Policy

The County of Muskegon encourages greater economy and efficiency, and in accordance with efforts to promote cost effective use of shared services across Federal and State Governments, the County encourages the agreements where appropriate for procurement or use of common or shared goods and services. A wide variety of State of Michigan contracts are available to the County of Muskegon agencies under the Extended Purchasing Program called MiDEAL.

Section 9.0 Minority / Disadvantaged Business

9.1 Policy

It is the policy of Muskegon County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or gender. The County of Muskegon encourages Disadvantaged Business Enterprises (DBE) to participate competitively in county procurement actions.

Section 10.0 Exclusions and Exceptions

10.1 Muskegon Area Transit System

The Muskegon Area Transit System (MATS) receives federal and state operating and capital assistance. As the designated recipient, the County of Muskegon is required to comply with various rules and regulations established by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT) as a condition of receiving this assistance.

10.1.1 MATS Responsibility

The MATS procurement function is the responsibility of the Procurement Office. The Procurement Office serves as MATS Contracting Officer. All purchase requisitions for FTA- funded capital grant procurements must be approved by the Procurement Office for budget review process.

10.1.2 MATS Procedures

In order to comply with federal and state regulations and to incorporate County procurement procedures, the Muskegon Area Transit System "Procurement Standards Manual" will be used to provide policy and detailed instructions for MATS procurements.

10.2 Airport

The Muskegon County Airport receives federal and state capital assistance. As the designated recipient, the County of Muskegon is required to comply with various rules and regulations established by the Federal Aviation Administration (FAA) and the Michigan Department of Transportation (MDOT) as a condition of receiving this assistance.

10.2.1 Airport Responsibility

The Muskegon County Airport procurement function is the responsibility of the Procurement Office. The Muskegon County Procurement Office serves as Muskegon County Airport's Contracting Officer

10.2.2 Airport Procedures

In order to comply with federal and state regulations and to incorporate County purchasing procedures, the Muskegon County Airport will follow County purchasing procedures and the Federal Aviation Administration's Airport Improvement Project guidelines when making procurements that are funded by federal and state grants.

10.3 Drain Commissioner

The Muskegon County Drain Commissioner elects to conduct procurements separate from the Muskegon County Procurement Office. The Muskegon County Drain Commissioner agrees to conduct procurements at a minimum in compliance to Public Act 40 of 1956.

10.4 Drain Commissioner Responsibility

The Muskegon County Drain Commissioner procurement function is the responsibility of the Drain Commission. The Central Procurement Office is not responsible for the records or processes of procurements conducted by the Drain Commissioner.

10.4.1 Drain Commission Procedures

The Drain Commission will conduct procurements outside of the Central Procurement Office. The Drain Commission agrees to conduct all procurements in accordance to all applicable Federal and State regulations.

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Attachment 1: Document Retention Records

Document Retention Schedule

Files maintained within the Procurement Office and their retention schedules shall be as follows:

Type of Document	Length of Retention
Acquisition, Supply, and Contract Related Records	
Purchase Requisitions and Purchase Orders: These documents may include but are not limited to price quotes, sole source forms, approvals, procurement logs, and receiving documents.	6 years after acquisition
Contracts and Related Records or Documents: These records document agreements between the County and other agencies, municipalities, entities or individuals. Types of agreements covered include contracts, purchase orders, leases, memoranda or agreement/understanding, service level agreements, etc. These files include, but may not be limited to: the supporting documentation (e.g. work statement), etc. Expiration is equal to the date the agreement expires and the final payment is made.	6 years after final payment
Contractors Payrolls under Construction Contracts: These documents may include contractor or subcontractor payroll or timesheets submitted to the EEO Officer for prevailing wage compliance and any auditing documents for verification related thereto.	3 years after contract completion
Solicitations Files: These documents may include but are not limited to documents related to the writing, issuing, responses, summaries, final award and contract.	6 years after cancellation or completion of contract
Bidder Records: These documents may include but are not limited to bidder registration forms, business cards, and contact information.	3 years while active, or until superseded

Type of Document	Length of Retention
Financial and Cost Accounting Records	
Invoices and Related Documents: These documents may include but are not limited to invoices, billings, packing slips, receivers, approvals for payment, procurement logs, documentation of petty cash, statement of reconciliations. Payments may be related to but not limited to travel expense reimbursements, inter agency billings, contracts, vendors, manual warrants, and fuel procurements.	7 years from end of current fiscal year
Procurement Cards and Fuel Card Program Records: These records pertain to County employees who are authorized to use a procurement card and/or fuel card owned by the County. Files may contain, but may not be limited to cardholder application, cardholder agreements form, cardholder acknowledgements etc.	5 years from end of Active date
Paid, Cancelled, and Voided Checks (other than Salary and Wages): These records document payments that are stopped, cancelled, undeliverable, and that need to be reissued. Files may contain signed affidavits, supporting documentation deemed necessary by the County, reissued warrants etc.	7 years from end of fiscal year
Year-End Closing Records: Documents related to the year-end closing process for financial accounts may include but are not limited to correspondence, documentation describing closeout problems and resolution, accounts payable documents, and encumbrance balances.	10 years from close of fiscal year

Attachment 2: Purchase Requisitions & Purchase Order Process

Requisition Procedure

Purchase Request will be entered into the financial software application for electronic routing and approval.

1. Requisitioner will obtain prices of the items or services desired using either the Quotation or Formal Solicitation Process.

2. Requisitioner will enter the information obtained from the Quotation or Formal Solicitation Process into the financial software application and attach supporting documentation.

3. Requisitioner will forward electronically for review to the appropriate department personnel for approval.

4. The designated department level reviewer will review the requisition for compliance with approval requirements, accuracy and completeness. Depending on the value of the requisition and if the requisition is over Budget, the requisition may also be sent for review by: Budget, and Procurement.

5. Requisitioner should watch the requisition through the approval process to ensure that their requisition gets approved by all required approvers and answer questions from any of the approvers.

6. The Procurement Office will review and complete the purchase request, by journalizing and posting the requisition, after all approvers have completed the approval process.

7. Central Accounting will verify that procurements over $3,500 are not to entities that are debarred by reviewing and attaching System for Award Management (SAM) reports to the Purchase Requisitions.

8. Requisitioner immediately reviews the completed purchase order, ensuring accuracy of detail, consistency with expected impact on the departmental budget, and all other relevant information. The Requisitioner creates a Change Order if any necessary changes need to be made.

9. Requisitioner will send the completed Purchase Order to the vendor when applicable.

Creating Purchase Orders

1. Requisitioner will initiate the purchase request and follow all steps as listed in 2.1 for Requesting a Requisition.

2. The Purchase Order Description Detail should specify the individual items / service being ordered.

3. Requisitioner is responsible for sending a copy of the Purchase Order to the vendor, when applicable.

Creating Confirming Purchase Orders

Confirming Purchase Orders should only be used in extreme situations when a Purchase Request could not be done in advance. Below is the process for obtaining a Confirming Purchase Order.

1. Requisitioner will initiate the purchase request and follow all steps as listed in 2.1 for Requesting a Requisition.

2. The Purchase Order Description Detail will state that it is a Confirming Purchase Order to inform the vendor that this is not a duplicate order.

3. Requisitioner is responsible for sending a copy of the Purchase Order to the vendor, when applicable.

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Attachment 3: Contract Order Document Retention Procedures

Because of the desired legal protection and formality of contracts, all vendor contracts must be approved by the appropriate County Board. These procedures cover the document retention and record keeping for Board approved vendor contracts.

1. Using Department will submit the contract draft to Corporate Counsel for legal review.

2. Legal review will work with the Using Department and vendor to finalize the contract.

3. User Department will present the final contract to the appropriate Board for approval.

4. Board Chair and Vendor will sign the contract.

5. User Department will forward a copy of the signed contract along with the board motion and supporting documentation to the Procurement Office.

6. Procurement Office will create a Contract Code in the financial software with an electronic copy of the contract, board motion and supporting documentation.

7. The Contract code will start with the letter K for contract followed by the board motion number.

8. The Contract Code will have the terms consistent with the board motion and the contract. If the two are not consistent the board motion will take priority.

Attachment 4: Petty Cash Procedures

1 Petty Cash –Establishment of Fund for a Department

1. To establish a petty cash fund, a Department must submit a Petty Cash request to the Finance Director detailing the necessity and purpose for the funds.

2. Before authorizing an establishment of a petty cash fund, the appropriate Department must determine who will be the custodian of the petty cash fund and the designated approvers.

3. After approval for the petty cash fund is determined, an initial funding request is entered in the Accounts Payable system written to the custodian of the petty cash fund. The payment request is approved by the petty cash approver.

4. Accounts Payable will process a petty cash funding check to the petty cash custodian.

5. The petty cash custodian will cash the check and keep the funds in a secure location.

2 Petty Cash –Safeguard the Cash

1. Keep petty cash funds in a secure area such as a locked drawer or small safe.

2. Ensure segregation of duties. Custodians should not self-approve replenishments or other changes to the petty cash account.

3. Reconcile the log of petty cash expenses to the amount in the cash box at least quarterly, or monthly if the petty cash account is associated with sponsored funds.

4. In the event of theft, the custodian should notify his/her department head immediately.

3 Petty Cash –Document Expenditures and Replenishment Funds

1. The department custodian is responsible for maintaining:

   a. A log of expenses on a Petty Cash Reconciliation and Request for Replenishment Form. (See Exhibit 5)

   b. Receipts for each transaction, which may be subject to review by the Accounting Manager.

2. The custodian is responsible for replenishing the account when a petty cash fund runs low. Replenishment with submission of receipts must be done at least quarterly. If grant funds have been used, or travel reimbursements were made replenishment must be done monthly.

3. When petty cash funds are replenished, the total on the replenishment form cannot exceed the full balance of the fund.

Attachment 5: Department Collected Quotes Procedure

Departments are authorized to obtain quotes for procurements expected to cost $3,500.00 to $24,999.99 in a fiscal year or contract term.

1. The requesting department needs to clearly identify the product or services needed in order to clearly communicate the product or service specifications to the vendor.

2. The requesting department needs to identify at least three or more qualified vendors that can provide the desired goods or services or equivalents that match the specifications provided. If the requesting department is unable to locate three or more qualified vendors, they may contact the Procurement Office for assistance.

3. The requesting department shall contact the qualified vendors with the specifications and request a quote for the product or services as specified.

4. The requesting department shall document all quotes in the financial system to create a requisition request. The request should include, but not be limited to:

    - All quotes received, and vendor selected for purchase
    - Description of item(s) or service to purchase
    - Address for shipment and invoicing
    - Payment Terms

5. If price quoted is determined to be reasonable and all other factors are reviewed and acceptable the Department Head or Authorized Designee shall approve the purchase request.

    - If the Department Head did not find the request to be acceptable, they can choose to decline the request and return it to the requestor for edits or cancel the request completely. Depending on the budget status the department head or budget approval may be the final step in the approval process.

6. After department level approval the financial system verifies whether the request is within budget. If the request is over budget the request will require an additional approval from the budget office.

    - If the Budget Office did not find the request to be acceptable, they can choose to decline the request and return the request back to a previous level for edits or cancel the request completely.

7. The Procurement Office will then review the purchase request to determine if it is complete, and reasonable. When all factors are determined to be acceptable it will be approved.

    - If the Procurement Office did not find the request to be acceptable, they can choose to

decline the request and return the request back to a previous level for edits or cancel the request completely.

8. Once the requisition is fully approved, the Procurement Office may journalize the requisition to create the purchase order and encumbrances.

9. The requestor is responsible for sending a copy of the purchase order to the vendor along with any additional documentation that the vendor may require to process the order.

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Attachment 6: Procurement Collected Quotes Procedure

The Procurement Office is authorized to assist departments in obtaining quotes are for procurements expected to cost $25,000 to $149,999 in a fiscal year or contract term.

1. The requesting department will initiate the process by requesting Administrator or Board Approval to seek quotes and complete a Request For Procurement Quote / Formal Solicitation Form (Exhibit 6).

2. The requesting department will assist the Procurement Office in writing clear identifiable specifications of the product or services needed in order to communicate the product or service to the vendor. The specifications will include any required insurance and bonding requirements that may apply.

3. The requesting department will work with the Procurement Office to identify at least three or more qualified vendors that can provide the desired goods or services that match the specifications provided and NIGP Codes.

4. The Procurement Office shall contact the qualified vendors with the specifications and request a quote for the product or services as specified.

5. The Procurement Office shall document all quotes received and create a file that includes, but not limited to:

    - All quotes received,
    - All vendor communications, question and answers
    - Descriptions of item(s) or services requested

6. The Procurement Office will share the vendor responses with the requesting department for review. If the price quoted is determined to be reasonable and all other factors are reviewed and acceptable the requesting department may request approval to award from the appropriate County Board.

7. The requesting department shall document all quotes in the financial system to create a requisition request. The request should include, but not limited to:

    - All quotes received, and vendor selected for purchase
    - Description of item(s) or service to purchase
    - Address for shipment and invoicing
    - Payment Terms

8. If price quoted is determined to be reasonable and all other factors are reviewed and acceptable the Department Head or Authorized Designee shall approve the purchase request.

- If the Department Head did not find the request to be acceptable, they can choose to decline the request and return the request back to the requestor for edits or cancel the request completely.

9. After Department Level Approval, the financial system verifies the request is within budget. If the request is over budget the request will require an additional approval from the Budget Office. Depending on the budget status the Department Head or Budget Approval may be the final step in the approval process.

    - If the Budget Office did not find the request to be acceptable, they can choose to decline the request and return the request back to a previous level for edits or cancel the request completely.

10. The Procurement Office will then review the purchase request to determine if it is complete, and reasonable. When all factors are determined to be acceptable it will be approved.

    - If the Procurement Office did not find the request to be acceptable, they can choose to decline the request and return the request back to a previous level for edits or cancel the request completely.

11. Once the requisition is fully approved, the Procurement Office may journalize the requisition to create the purchase order and encumbrances.

12. The requestor is responsible for sending a copy of the purchase order to the vendor along with any additional documentation that the vendor may require to process the order.

Attachment 7: Formal Solicitation Procedure

Phase 1: Information Gathering

1. Determine the user base (those using the service or goods), and discuss their needs including the product/service requirements.

2. Select a group of users to consult as a guidance committee for the solicitation process.

3. Determine if an outside consultant should be involved in the process including the evaluation.

4. Check for Cooperative opportunities with equitable Cooperatives including Federal, and State surplus property.

5. Determine the basket of products that will eventually be placed on the formal solicitation.

6. Consider if consolidating similar products in the basket of products as necessary or unbundling products may be a benefit or disadvantage.

7. Ask the Department Coordinator for input on suppliers.

8. Determine if holding a pre-solicitation meeting with potential suppliers and guidance committee is necessary.

9. If applicable, test potential products, or research various options.

10. Determine method of delivery, project time tables, and invoicing time cycles.

11. Determine evaluation criteria and performance standards.

12. Establish penalties (liquidated damages), if applicable, for not meeting performance standards.

13. The using department/agency obtains approval from their appropriate Committee and then approval from the appropriate Board or the Administrator to submit a Request for Formal Solicitation.

14. The using department/agency forwards a completed Request for Procurement Quote / Formal Solicitation (See Exhibit 6) form with technical specifications, drawings or any other necessary documents to complete the solicitation to the Procurement Office.

Phase 2: Writing the Specifications, Review and Approvals

1. Procurement works with Department Coordinator and prepares the final specification information into the solicitation template including a scope of work.

2. It is encouraged to use value engineering clauses in solicitations for construction projects

$150,000 or more. Value engineering clauses encourage the contractor to identify potential changes to the solicitation which may enhance its efficiency, reliability, serviceability or economy of operation, accelerate the construction schedule, reduce cost of construction, or otherwise enhance the system benefits to the County.

3. Solicitations must be written in a manner providing full and open competition. Some situations considered to be restrictive of competition include but are not limited to:

   a. Placing unreasonable requirements on firms in order for them to qualify to do business.
   b. Requiring unnecessary experience and excessive bonding
   c. Noncompetitive contracts to consultants that are on retainer contracts
   d. Organizational conflicts of interest
   e. Specifying only a "brand name" product instead of allowing "an equal"

4. Proposals will be written using the two envelope method where pricing will be in a second sealed envelope to be opened after the initial review.

5. After the solicitation has been finalized, submit to the following departments for approval:
   a. User Department Head
   b. Risk Management
   c. Budget
   d. Administration
   e. Prevailing Wage will be reviewed by the appropriate staff when applicable
   f. Information Technology – if IT equipment is being procured
   g. Facilities Department Head – if it involves one of the County owned buildings
   h. If federally funded, the solicitation will be made available for review and approval by the Federal awarding agency.

Phase 3: Issuance and While Posted

1. Post a notice of the solicitation on the County Webpage and if requested advertise the solicitation in the local paper.

2. Post solicitation publicly for potential suppliers to review.

3. If required by the solicitation, hold a pre-bid meeting with suppliers.

4. Allow vendors a window to ask questions and post answers publicly so all potential bidders have equal access to them.

5. Post addendums publicly so all potential bidders have equal access to them.

6. Make a list of negotiable items, if applicable.

7. Gather training materials for guidance / evaluation committee.

8. Select a panel to evaluate the solicitations.

9. Time stamp the solicitations as they are received.

10. Publicly conduct the bid opening.

Phase 4: Review of Responses after Opening

1. Determine if all of the bidders provided the required documents with their solicitations. (Responsiveness)

2. Complete the evaluation of the solicitations. Evaluation team members will complete the Conflict of Interest and Evaluation Team Member Guideline Agreement as provided in Exhibit 3. Evaluation team members are encouraged to include comments on evaluation forms that support the evaluation score. Evaluation Team members should know that their score cards may be requested under the Freedom of Information Act (FOIA) after the Board Awards a solicitation. All score cards requested under the FOIA will have the evaluator names will be removed to protect the evaluators' interest.

3. For Proposals, the second sealed envelope that contains pricing information will be opened after the initial evaluations are returned from the evaluation committee. The Procurement Office will calculate the combined score from the evaluation committee and the pricing for a final score.

4. Ask bidders for clarifications if needed.

5. Check references as needed.

6. Interview prospective supplier(s) if they are new to the district, visiting suppliers' locations as needed to verify qualifications.

7. Determine if the recommended for award bidder is "responsible", i.e. determine if they can adequately meet the requirements stated in the bid.

8. Negotiate with the supplier, if applicable.

9. Develop a pricing page for items that will be purchased through the contract.

10. The originating department will review the preliminary summary and make their recommendation with justification on the preliminary summary and send the preliminary summary back to the Procurement Office.

11. If federally funded, the solicitation responses may be reviewed by the Federal awarding agency or pass-through entity.

Phase 5: Award

1. Send the contract, including the pricing page, terms & conditions and signature page to Corporate Counsel for review and approval. If the supplier is providing the contract, it

should be sent to Corporate Counsel as early as possible to avoid delays.

2. At this time the Procurement Office will complete a Board Summary Form.
3. The requesting department will write board motion and submit for approval.
4. Award the contract or announce the award after Board approval.
5. Have the supplier and Board Chair sign the contract.
6. Maintain a copy of the contract at the Procurement Office. This copy will be scanned into the financial software and accessible for County Employees with access to view.
7. Publish results including the list of available products.

Phase 6: Contract Administration

1. Hold trainings for internal user groups if necessary.
2. Track usage and compare with projected usage.
3. Monitor invoices to insure that contract pricing is correct.
4. Track delivery times, quality, and returns to measure performance against preset standards.
5. Meet with supplier periodically to discuss performance issues and suggest remedies.
6. Refine the Solicitation process as needed.

Attachment 8: Pre-Bid Meeting Procedures

Mandatory and Non-Mandatory Pre-Bid Meetings will follow the same procedures.

Prior to the conference:

1. Procurement will review agenda for items to be covered with the department and get answers with Department Coordinator and create a sign-in sheet.

2. The Department Coordinator will make themselves knowledgeable of the project, market conditions, product lead times, and product availability.

3. The Department Coordinator will secure the site and review the plans reflect current building conditions.

During the conference:

1. Pass around the sign in sheet, and conduct Introductions

2. Review the Scope of Work

3. Review Contractor Questions and Concerns

4. Confirm solicitation Dates / Times

5. Conduct Project Walk-Through

After the conference:

1. Complete the Meeting Minutes and post in addendum with the meeting sign-in sheet.

2. Answer contractor questions and post answers for all to see in an addendum.

3. Re-examine the solicitation after vendor input and questions for any modifications or adjustments that may need to be made. Post an addendum and answers for all to see.

4. If Mandatory, check the sign-in sheet at the opening to those that submit solicitation to verify attendance and responsiveness.

Attachment 9: Price Analysis Methods

The following is a list of the most common price analysis methods used to determine fair and reasonableness. The method to use will vary dependent on the commodity and individual components of the item being procured.

1. Price Competition-(3 or more bidders respond)
   This method can be used when there are at least 3-bids and the difference in the top 2 solicitations is within 15% of each other. When these two conditions are met the solicitation responses will be called competitive and therefore determined fair and reasonable. If one price appears extremely low it should be verified with the bidder for understanding and checked for errors.

2. Comparable to Price sold to Federal or State Government
   This method involves checking the Federal contracts pricing at GSA (U.S. General Services Administration) or the Michigan contracts through the MiDeal program. These prices are already presumed to be fair and reasonable. If a similar product or service can be found on these sites a copy of the contract pricing information and number can be used for price analysis. NOTE: Pricing differences may occur due to discounts and quantity price break points. These should be reviewed when using this method.

3. Catalog or Established Price List- (only one bidder)
   If the bidder has a published catalog open the general public, not a government only catalog, pricing listed in this catalog can be used to determine fair and reasonable. The catalog must be current, within one year. A copy of the pricing page from the catalog and evidence of the date for the catalog will be kept on file. Note any pricing variations such as discounts or shipping.

4. Market Price- (traded commodities)
   Where an item has an established market price, verification of an equal or lower price also establishes the price to be fair and reasonable. Sample commodities that best fit this type of price analysis would be lead, coal, silver, grains or fossil fuels.

5. Historical Prices- (limited competition)
   If the buyer has a history of the purchase of the item over several years, this information, taking into account inflation factors, can be used to determine a price fair and reasonable. The historical pricing summary must be supported by appropriate documentation.

6. Comparison to a substantially similar item- (custom items)
   This method is typically used for custom orders. Typically a custom product can have a base product that has a standard product price that can price analyzed separately from the customization. This base product can be analyzed using any of the methods listed above to find the price fair and reasonable. The customization process will then be analyzed.

7. Sales of the same item sold to other purchases- (no competition & no history)
   In the event that there is no competition, history, or public catalogs to verify pricing, the pricing information can be determined reasonable and fair by verifying with others that have purchased from the bidder, however documentation from other purchasers must be collected.

8. Independent Estimate- (no other method available)
   When none of the other price analysis methods are available, an independent estimate can be made by the County and compared to determine fair and reasonable. The calculation to determine the estimate must be documented and not involve the bidders. Use of the bidders is not an independent estimate.

DRAFT

Attachment 10: Cooperative Purchasing Procedures

Prior to making the decision to join a cooperative contract, the Procurement Office will review the cooperative agreement for the following items:

1. Compare the cooperative contract for the required product or service to the County's practices, conduct market research, and evaluate whether the use of a cooperative contract is appropriate.

2. Analyze all costs associated with conducting a competitive solicitation.

3. Ensure that the use of the cooperative contract meets all competitive requirements.

4. Review the cooperative contract for conformance with all applicable laws and best practices.

5. Analyze the product or service specifications, price, terms and conditions and other factors such as: cost to utilize the contract, shipping, minimum spend requirements, and availability of contract documentation, to ensure that the cooperative contract produces best value.

6. Ensure that the organization/local required terms and conditions are incorporated into the contract.

7. Incorporate or remove additional terms and conditions by developing an addendum or purchase order that is signed by both procurement and the supplier.

8. Contact the cooperative lead government agency to verify contract application and eligibility.

Documents in the Cooperative Contract File Should Include:

1. Solicitation.

2. The bid tabulation or evaluation with the reason for award.

3. A copy of the winning proposal/bid.

4. A copy of all insurance/bond certifications required by the contract.

Contract Administration for Cooperatives

1. Keep the lead agency informed of any problems with the supplier.

2. Keep the lead agency informed of any specification adherence problems, issues, etc.

3. Resist any tendency to bargain against the contract's fixed pricing.

4. When pricing is established under the cooperative contract, ensure that invoices match the contract prices.

Exhibit 1: The NIGP Code of Ethics

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by any public sector procurement or materials management organization:

1. Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

2. Believes in the dignity and worth of the services rendered by the organization and the social responsibilities assumed as a trusted public servant.

3. Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

4. Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

5. Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

6. Believes that members of the Institute and its staff should at no time or under any circumstances, accept directly or indirectly, gifts, gratuities or other things of value from suppliers.

7. Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations, but personally remains in the background by emphasizing the importance of the facts.

8. Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis. Political, religious, racial, gender and age considerations carry no weight in personnel administration in the agency being directed or served.

9. Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically without discrimination.

10. Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

Exhibit 2: The MPPOA Code of Ethics

1. A member shall regard public service as a trust, giving primary consideration to the interest of the government we serve.

2. A member shall be governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

3. A member shall not seek or dispense personal favors, handling all administrative functions objectively on the basis of principle and law.

4. A member identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved and handles each administrative problem objectively and emphatically without discrimination.

5. A member at no time or under any circumstances accepts directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.

6. A member keeps their governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

7. A member shall strive to improve his/her knowledge of public purchasing methods, techniques, policies, practices and laws.

8. A member shall avoid unfair practices, and conduct all matters with fairness, dignity and honesty.

9. A member seeks nor dispenses personal favors and handles each administrative problem objectively and emphatically without discrimination.

10. A member shall endeavor to effectively and efficiently administer their purchasing responsibility by securing the greatest value for every tax dollar expended.

11. A member shall cooperate with all purchasing organizations engaged in activities which develop and further enhance the profession and counsel fellow procurement officers in the performance of their duties.

12. A member shall practice open competitive bidding based upon adequate and open specifications whenever practical.

13. A member subscribes to and supports the professional objectives of the Michigan Public Purchasing Officers Association.

Exhibit 3: Conflict of Interest

Muskegon County

Conflict of Interest & Evaluation Team Member Guidelines / Agreement

To protect the integrity of the evaluation process, it is essential that each member of the evaluation team understand and abide by the following guidelines.

Fairness and Integrity: It is the responsibility of every member of the evaluation team to ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort is extended to the evaluation of all vendor proposals.

Understanding of the Project: Your success as an effective member of the team depends on your comprehensive understanding of the project, and your familiarity with the requirements and specifications contained in the solicitation. It is your responsibility to familiarize yourself with those documents.

Attendance: Evaluation team members must attend all meetings including proposer interviews, presentations, and off-site visits. Team members who do not attend all of the meetings will not be allowed to participate in the evaluations. Committee members must not discuss the evaluation with one another unless all members are present.

Confidentiality: Evaluation team members must not communicate with individuals outside of the evaluation committee on the nature or content of the written proposals, product demonstrations, interviews, evaluation proceedings, deliberations of the evaluation team, or express individual opinions about the proposers or the project. The names of the proposers that have submitted responses must also be held in confidence. Some team members may be compelled to communicate the details of their involvement with their supervisor, department head, or other superior(s) from time to time. However, it is imperative that the panel member convey the importance of confidentiality to those individuals.

More importantly, evaluation team members must not communicate with proposers about this project outside of any scheduled and sanctioned evaluation activity, without the knowledge and approval of the Procurement Office. If any member of this evaluation team has any reason to contact one or more proposers participating in this solicitation, even if the matter is not directly or indirectly related to this project, they must immediately divulge the nature and reason for the contact to the Procurement Office. The Procurement Office will then determine if that activity poses a conflict with the person's participation on this evaluation committee.

Conflicts of Interest: You may not participate as a member of this committee if you, or a family member, have a personal interest in any company that may submit a proposal. A family member is defined as your spouse, children, grandchildren, brothers, sisters, half-brothers or half-sisters, brothers- and sisters-in-law, children of your spouse, and children of your brothers, sisters, half-brothers, or half-sisters. You must agree that if you currently have, or later discover, a conflict of interest which meets these criteria, you will declare the circumstances immediately to the Procurement Office, and remove yourself from the committee. You also acknowledge that you have a responsibility to prevent the appearance of a conflict of interest.

By signing below, you are confirming that you understand and will adhere to these guidelines. You are also confirming that you do not currently have a conflict of interest that would prevent your participation in this process.

Signature: _____ Date: _____

Printed Name: _____

Project Title: _____

Exhibit 4: Sole Source Justification Form

Single/ Sole Source Justification

Please explain why the recommended vendor is the only vendor that can meet the required needs. Are there other vendors who can do this job? What conditions (e.g. technological superiority, or performance risks, etc.) exist so that the recommended vendor has a significant advantage over any other vendor who can do this job?

It is important to sufficiently address the key reason for awarding an order without soliciting competitive bids/quotes. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

Vendor Name:_____ Requisition #: _____

Complete the Following Checklist	
A specific contractor is the only source of the required item because (check all that apply)	
☐	It is the only source capable of supplying the item/need in the local area where the required need is to be met. Using a provider outside of the local area will substantially increase the cost or not meet the need of the services requested.
☐	It is not possible to obtain competitive bids for consideration. Documentation* is attached to verify market research to preclude other brands or vendors considered and justification of Single Qualified Source.
☐	The required item(s) is proprietary to the Contractor. (Branded, Exclusive, Trademarked, Copyright...)
☐	The required item(s) is under warranty to the Contractor and all service agreements / maintenance agreements are exclusive to the Contractor.
☐	The required item(s) needed to be compatible or interchangeable with existing hardware or system currently in place. Only compatible items can be used for spares, replacements, or modifications to the current system.
☐	There is a substantial technical risk in contracting with any other contractor, (e.g. only one contractor has been successful to date in implementing / completing this process / project). Documentation* is attached to verify market research to preclude other brands or vendors considered and justification of Single Qualified Source.
☐	The service provider selected is predetermined by an outside source such as a Medical Provider, Courts, or other preapproved source and the services cannot be Bid
☐	A grantor/funding agency or pass-through entity expressly authorizes a noncompetitive proposal in response to a written request. Documentation is attached.

*Documentation- Examples of documentation to attach include: A narrative explaining market research, reference checks on vendors, or a clearly written explanation of why a vendor meets the Sole Source Justification Description and any written information gathered in making this determination.

Comments: _____

_____

_____

Signature_____ Date_____

Emergency Purchase:

☐	Emergency: It is the only source capable of supplying the item/need in time to meet the required need due to an unforeseen situation involving the breakdown of machinery and/or a threatened termination of essential services, including maintenance and repair of essential office equipment, or a dangerous condition develops, or when supplies are needed for immediate use which may vitally affect the safety, health, property or welfare of the public.

For Emergency Purchases:

Administrator Signature_____ Date_____

Exhibit 5: Petty Cash Reconciliation Form

PETTY CASH RECONCILIATION
To Be Filed With Request for Replenishment

Total Cash on Hand (bills and coins)	$		(1)	
Vouchers on Hand not turned in (should be $0)	$		(2)	
Other on Hand (Identify):				
			(3)	
Total Cash and Other (Sum 1-3)	$		---(4)->	$
Vouchers Being Turned In for Reimbursement			(5)	
Total Cash and Vouchers (Lines 4 + 5)			(6)	
Cash Over/Short			(7)	
Board Authorized Limit (Lines 6 + 7)			(8)	$

Petty Cash Custodian — Date

Department Review/Approval — Date

Instructions:

1 Fill in all amounts on form and sign/date
2 Attach each petty cash voucher with original receipt
3 Enter into BS&A AP module; scan/attach vouchers/receipts
4 Obtain department review/approval
5 Forward to Accounts Payable office for processing replenishment check

Exhibit 6: Request for Procurement Quote / Formal Solicitation Form

MUSKEGON COUNTY
REQUEST FOR PROCUREMENT QUOTE ☐ / FORMAL SOLICITATION ☐

DEPARTMENT:_____ DATE REQUESTED: _____

CONTACT: _____ TITLE: _____

PHONE:_____ EMAIL: _____

BOARD MOTION #: _____ WHICH BOARD? _____ BOARD APPROVAL DATE:_____

ESTIMATED COST:_____ BREAKDOWN: LABOR:_____$ / % MATERIAL:_____$ / %

PREFERRED CLOSE BY DATE:_____ ESTIMATED AWARD BY DATE: _____
(Please select a Tue or Fri)

PRE-BID MEETING: ☐ YES ☐ NO RECOMMENDED: ☐ YES ☐ NO MANDATORY: ☐ YES ☐ NO SUSTAINABILITY REVIEW ☐ YES ☐ NO

PREFERRED DATE_____ ☐ A.M ☐ P.M LOCATION:_____
(Please select a Mon or Wed)

PRODUCT / SERVICE: _____

BRIEF DESCRIPTION: _____

_____

_____

_____

SPECIFICATION CONSULTANT NAME:_____CONSULTANT CONTACT INFO: _____

SPECIFICATIONS: Please email as MS Word document to Purchasing@co.muskegon.mi.us. Images may be in PDF format.

GRANT FUNDED: ☐ YES ☐ NO GRANT NUMBER: _____

If yes, please indicate percentage of project funding in applicable funding source: (100%)

FEDERAL:_____% STATE:_____% LOCAL:_____% COUNTY MATCH:_____% _____

CONSTRUCTION CONTRACTS: LIQUIDATED DAMAGE, if applicable: $_____/ DAY

DOES THIS REQUEST NEED TO BE ADVERTISED? ☐ YES ☐ NO ACCOUNT TO CHARGE AD:_____

☐ MUSKEGON CHRONICLE ☐ OTHER? LIST: _____

_____

Please direct any suggested suppliers to register as a supplier at www.bidnetdirect.com/mitn/muskegon-county
DO NOT SEND COMPLETED SOLICITATION REQUESTS TO SUPPLIERS.

Exhibit 7: Unlawful Government Unit Procurements

Unlawful purchases for a Governmental Unit include:

1. Contributions to churches, veterans, non-profit organizations
2. Payment of funeral expenses for a person injured on government property
3. Donations to a private ambulance or EMS service not under contract with the governmental unit
4. Donations, including use of property or equipment to Little League, Scouts, Big Brothers/Big Sisters.
5. Donations to community organizations
6. Expenses for private road construction or maintenance
7. Office refreshments, picnics
8. Presents to officials and employees or retirement recognition events
9. Flowers to the sick or departed
10. Mileage of officials and employees to and from their residence to the city, township or village hall, county building or meeting rooms
11. Per Diem compensation to township supervisor, clerk and treasure on a salary basis for attending township board meetings. (Check City and Village Charters for their compensation procedures or restrictions) Extra compensation for summer tax collections unless part of the initial salary resolution or authorized within statutory procedures for an increase in salary
12. Extra compensation for special elections unless part of initial salary resolution or authorized under statutory procedures for an increase in salary.

*This information is a summary based on a narrative published by Michigan Department of Treasury Local Audit and Finance Division 4th Floor, Treasury Building Lansing, Michigan 48922 that was Copyright © 2001-2004 State of Michigan.

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, September 25, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Beth Dick, Finance Director/Assistant County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-337 **APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Nash, to approve the agenda.

Voice vote **Motion Carried**

2018-338 **APPROVE THE MINUTES OF SEPTEMBER 11, 2018**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the Minutes of September 11, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Beth Dick, Finance Director/Assistant County Administrator, noted Ways and Means report item 106 the original agenda approved at Ways and Means, the print range cut off some of the items on the last page so a revised attachment had been distributed to Commissioners to correct that printing error.

COMMUNICATIONS

The following item was provided to Commissioners for information: (See Attachment)

- Menominee Board of Commissioners Resolution: Opposition to HB 5752 & 5753

COMMITTEE/BOARD REPORTS

Commissioner Scolnik reported that the Community Development/Strategic Planning Committee met on September 20, 2018. There were no action items presented.

2018-339 **AUTHORIZE TO TERMINATE WIND ENERGY LEASE AND APPROVE NEW SOLAR ENERGY LEASE WITH SAME; AND AUTHORIZE THE BOARD CHAIR TO SIGN APPROPRIATE DOCUMENTS**

BPW-18-100
The Board of Public Works recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize to terminate wind energy lease and approve new solar energy lease with same; and authorize the Board Chair to sign appropriate documents.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-340 **AUTHORIZE TO RATIFY AND CONFIRM THE PURCHASE OPTION AGREEMENT WITH MUSKEGON COUNTY SOLAR PROJECT, LLC, TO CONSUMERS ENERGY PREVIOUSLY EXECUTED SOLAR ENERGY LEASE AND APPROVE THE AMENDMENT TO THE SOLAR ENERGY LEASE AND EASEMENT AGREEMENT, THE ASSOCIATED MEMORANDA, AND ESTOPPEL PERTAINING TO THE VARIOUS AGREEMENTS, AND AUTHORIZE BOARD CHAIR TO SIGN**

BPW-18-101
The Board of Public Works recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize to ratify and confirm the purchase option agreement with Muskegon County Solar Project, LLC, to Consumers Energy previously executed solar energy lease and approve the amendment to the solar energy lease and easement agreement, the associated memoranda, and estoppel pertaining to the various agreements, and authorize Board Chair to sign.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-341 **APPROVE THE MUSKEGON AREA TRANSIT SYSTEM WRITTEN POLICY FOR PUBLIC COMMENT ON FARE AND SERVICE CHANGES AS REVISED AUGUST 2018**

TR18/09-30

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Foster, to approve the Muskegon Area Transit System Written Policy for Public Comment on Fare and Service Changes as revised August 2018.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-342 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $8,153,234.54, COVERING THE PERIOD OF AUGUST 24, 2018 THROUGH SEPTEMBER 7, 2018 FOR CHECKS AND AUGUST 1, 2018 THROUGH AUGUST 31, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/09-102

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve payment of the accounts payable of $8,153,234.54, covering the period of August 24, 2018 through September 7, 2018 for checks and August 1, 2018 through August 31, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-343 **ADOPT THE FY2019 COUNTY OF MUSKEGON APPROPRIATION ORDINANCE INCLUDING THE BUDGET AMENDMENTS, POSITION CHANGES, FY2019 EQUIPMENT ITEMS AND FY2019 CAPITAL PROJECTS, WHICH COLLECTIVELY REPRESENT THE IMPLEMENTATION OF THE COUNTY OF MUSKEGON'S FY2019 OPERATING BUDGET**

WM18/09-103

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to adopt the FY2019 County of Muskegon Appropriation Ordinance including the Budget Amendments, position changes, FY2019 Equipment Items and FY2019 Capital Projects, which collectively represent the implementation of the County of Muskegon's FY2019 Operating Budget.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-344 **AUTHORIZE THE LIQUIDATION OF SURPLUS ITEMS LOCATED FROM CHILD HAVEN**

WM18/09-104

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize the liquidation of surplus items located from Child Haven.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-345 **AMEND THE FY2018 SHERIFF JAIL BUDGET (1010-0351) FOR AN INCREASE OF $109,000 FROM $7,601,411 TO $7,710,411 RESULTING IN A CORRESPONDING INCREASE TO TOTAL GENERAL FUND EXPENDITURES FROM $51,177,249 TO $51,286,249**

WM18/09-105

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to amend the FY2018 Sheriff Jail budget (1010-0351) for an increase of $109,000 from $7,601,411 to $7,710,411 resulting in a corresponding increase to total General Fund expenditures from $51,177,249 to $51,286,249.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-346 **AUTHORIZE THAT THE VENDOR AND CONTRACTOR RELATIONSHIPS OUTLINED ON THE ATTACHED SCHEDULE BE APPROVED TO CONTINUE UNDER EXISTING ARRANGEMENTS FOR THE TIME PERIOD FROM OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019**

WM18/09-106

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize that the vendor and contractor relationships outlined on the attached schedule be approved to continue under existing arrangements for the time period from October 1, 2018 through September 30, 2019.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-347 **AUTHORIZE THE ASU GROUP, AS MUSKEGON COUNTY'S THIRD PARTY ADMINISTRATOR FOR WORKERS' COMPENSATION, FOR THE THREE (3) YEAR PERIOD OF 1/1/2019 TO 12/31/2021 AT A FIXED RATE OF $8,500.00 PAID ANNUALLY AND A PER CLAIM FEE OF $140.00 FOR NEW/TAKE OVER MEDICAL ONLY CLAIMS AND $725.00 FOR NEW/TAKE OVER INDEMNITY CLAIMS, OPTION TO RENEW FOR TWO (2) SUBSEQUENT, ONE (1) YEAR EXTENSIONS, BASED ON MUTUAL AGREEMENT BETWEEN BOTH PARTIES AT A FIXED RATE OF $8,500.00 PAID ANNUALLY WITH A PER CLAIM FEE OF $150.00 FOR NEW/TAKE OVER MEDICAL ONLY CLAIMS AND $750.00 FOR NEW/TAKE OVER INDEMNITY CLAIMS EACH YEAR**

WM18/09-107

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize The ASU Group, as Muskegon County's Third Party Administrator for Workers' Compensation, for the three (3) year period of 1/1/2019 to 12/31/2021 at a fixed rate of $8,500.00 paid annually and a per claim fee of $140.00 for New/Take over Medical only claims and $725.00 for New/Take over Indemnity claims, option to renew for two (2) subsequent, one (1) year extensions, based on mutual agreement between both parties at a fixed rate of $8,500.00 paid annually with a per claim fee of $150.00 for New/Take over Medical only claims and $750.00 for New/Take over Indemnity claims each year.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-348 **AUTHORIZE A CONTRACT WITH UNITED HEALTH CARE TO PROVIDE THE MEDICARE ADVANTAGE PLAN TO MUSKEGON COUNTY POST-65 RETIREES FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2020 FOR A 2019 MONTHLY PREMIUM RATE OF $201.20 PER RETIREE**

WM18/09-108

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to authorize a contract with United Health Care to provide the Medicare Advantage Plan to Muskegon County post-65 retirees from January 1, 2019 through December 31, 2020 for a 2019 monthly premium rate of $201.20 per retiree.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-349 **APPROVE CREATING A NEW POSITION, LAND BANK SPECIALIST (NO-00195, $16.749/HR. - $21.102/HR.), FILLING THE POSITION THOUGH COUNTY STANDARD PROCEDURES AND AUTHORIZE DELETION OF THE LAND BANK SECRETARY, HOURLY POSITION NUMBER N47401**

WM18/09-109
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve creating a new position, Land Bank Specialist (NO-00195, $16.749/hr. - $21.102/hr.), filling the position though County standard procedures and authorize deletion of the Land Bank Secretary, Hourly position number N47401.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-350 **APPROVE THE COLLECTIVE BARGAINING AGREEMENTS FOR THE GENERAL EMPLOYEES UNIT, CIRCUIT/PROBATE COURT UNIT, DISTRICT COURT UNIT, CMH AIDE UNIT, SHERIFF DEPUTY UNIT AND CORRECTIONS OFFICER UNIT AND AUTHORIZE THE COUNTY BOARD CHAIR AND COUNTY CLERK TO SIGN**

WM18/09-110
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Hughes, to approve the collective bargaining agreements for the General Employees Unit, Circuit/Probate Court Unit, District Court Unit, CMH Aide Unit, Sheriff Deputy Unit and Corrections Officer Unit and authorize the County Board Chair and County Clerk to sign.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. 4th Annual Halloween Harvest Weekend – Friday, Sept. 28th and Saturday, Sept. 30th at Pioneer Park. For more information, go to: https://visitmuskegon.org/event/4th-annual-halloween-harvest-weekend/

B. Jason Quigno Sculpture Dedication, Reception & Lecture will be held Thursday, October 4: Sculpture Dedication @ 5:30 p.m. at the Muskegon County Visitor Center, 610 W. Western Ave. with the Reception & Artist Talk with Jason Quigno at 6:00 pm at the Muskegon Museum of Art, 380 W. Western Ave., Suite 202. For more information, go to: https://muskegonartmuseum.org/event/jason-quigno-sculpture-dedication-reception-lecture/

C. Dr. Alveda King: Redeeming the Dream on Thursday, October 4th at 7 p.m. at the Frauenthal Theater. For more information, go to: https://frauenthal.org/event/redeeming-the-dream/

D. Depot to Depot Fall Color Tour: the following Saturdays - October 6th, 13th & 20th, 10 a.m. to 4 p.m. Muskegon County Convention & Visitors Bureau/White Lake Area Chamber/CVB https://www.whitelake.org/event/depot-to-depot/2018-10-06/

E. Knowsmoke Zombie Walk will take place on Saturday, October 6th from noon to 3 p.m. at Heritage Landing. For more information, go to: https://visitmuskegon.org/event/knowsmoke-zombie-walk-2/

Commissioner Hughes reported on the MAC meeting for Health & Human Services where they approved making opioid medications dispensed with lockable tops although can request different top at pharmacy. New changes at HealthWest that will be more focused on the child.

ADMINISTRATOR'S REPORT

2018-351 **APPROVE A FORMAL BID PROCESS FOR THE BOARD AND CARE OF DOGS IMPOUNDED BY LAW ENFORCEMENT AGENCIES A/K/A ANIMAL CONTROL AND ENFORCEMENT FOR MUSKEGON COUNTY AS SET FORTH BY THE STATUTORY OBLIGATIONS UNDER MCL 2873.266-287.277; MICHIGAN PUBLIC ACT 339 OF 1919 (DOG LAW) AND FURTHER AUTHORIZE THE EXTENSION OF THE CURRENT CONTRACT WITH POUND BUDDIES UNTIL THIS FORMAL BID PROCESS IS COMPLETE**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to approve a formal bid process for the board and care of dogs impounded by law enforcement agencies a/k/a animal control and enforcement for Muskegon County as set forth by the statutory obligations under MCL 2873.266-287.277; Michigan Public Act 339 of 1919 (Dog Law) and further authorize the extension of the current contract with Pound Buddies until this formal bid process is complete.

Commissioner Foster asked for an update; he heard from a local Township Supervisor that Pound Buddies is not up and running.

Sheriff Michael Poulin noted members of Pound Buddies were in the audience but he understood things were moving right along.

Chairman Cross indicated that calls at 6 p.m. are not answered and messages are not returned.

Sheriff Poulin indicated that processes have not changed.

Lana Carson, Director of Pound Buddies reported that, effective the end of June, Pound Buddies is running Central Dispatch calls seven days a week, 8 a.m. to 8 p.m. Ms. Carson was not aware of any issues. Ms. Carson indicated there are 5 people trained and responding to calls with one or two going out depending on the call. The entire staff is being trained.

Commissioner Foster asked if this is for a temporary or long-term contract.

Beth Dick, Finance Director/Assistant County Administrator, indicated this is an extension until the bid process is complete.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins

No: Robert Scolnik **Motion Carried**

2018-352 **AUTHORIZE THE MUSKEGON COUNTY BOARD CHAIR TO EXECUTE A RELEASE OF THE REPURCHASE RIGHTS AND RIGHTS OF FIRST REFUSAL IN THE OPTION AGREEMENT DATED OCTOBER 10, 1994, AND WARRANTY DEEDS DATED JANUARY 26, 2995, AND MAY 2, 1995, AND CONSENT TO THE CHANGE OF OWNERSHIP**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Snider, to authorize the Muskegon County Board Chair to execute a release of the repurchase rights and rights of first refusal in the option agreement dated October 10, 1994, and warranty deeds dated January 26, 2995, and May 2, 1995, and consent to the change of ownership.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

2018-353 **AUTHORIZE SETTLEMENT OF THE SHERIFF COMMAND UNIT COLLECTIVE BARGAINING AGREEMENT AND AUTHORIZE THE COUNTY BOARD CHAIR AND COUNTY CLERK TO SIGN THE AGREEMENT SUBSEQUENT TO SIGNATURES BEING OBTAINED FROM UNION REPRESENTATIVES**

The Administrator recommends, moved by Commissioner Nash, seconded by Commissioner Mahoney, to authorize settlement of the Sheriff Command Unit collective bargaining agreement and authorize the County Board Chair and County Clerk to sign the agreement subsequent to signatures being obtained from union representatives.

Roll Call:
Yes: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

No: None **Motion Carried**

OLD BUSINESS

Commissioner Foster asked for an update on placement of a Veterans Monument at Veterans Memorial Park.

Beth Dick, Finance Director/Assistant County Administrator, indicated she will follow up on this.

Discussion ensued with Commissioner agreeing they would like the monument placed prior to Veterans Day, November 11, 2018.

Commission Snider inquired about the timing Veterans Memorial Park will be complete.

Matt Farrar, Director of Public Works, could not provide an exact completion date but provided an update and indicated it will comply with the timeframe set by the original grant document. Discussion ensued.

NEW BUSINESS

There was no new business.

PUBLIC COMMENT (on a non-agenda item)

Nancy Beeman, creator and designer of the Modern Day Warriors Monument, addressed the Board. Ms. Beeman stated she has been waiting for 10 months, with $14,000 secured from the general public, for a space to place a Monument to honor our four Modern Day Warriors that have been killed since 2011. Ms. Beeman stated she has been left in the dark; the money has been there for 10 months free and clear; not associated with any political party or what is going on with draining the swamp at the causeway; she just wants recognition for Muskegon County's four dead. Ms. Beeman would like to be able to tell the four families that their warriors are recognized by Muskegon County citizens. The Monument has not cost the County anything, Ms. Beeman is just asking for a square space. Ms. Beeman is also the curator of the Viet Nam Veterans Final Approach Memorial at the LST. Ms. Beeman is deeply committed to the Veterans of Muskegon County. Ms. Beeman stated she was appalled by the opposition she has faced since day one of trying to present this to the community.

Chairman Cross indicated that we are moving in the right direction and it will be done.

Ms. Beeman thanked Commissioners for their time.

Commissioner Engle noted Muskegon County had the offer to commemorate the two Medal of Honor winners that are from Muskegon, free of charge, and that has not come to fruition in over a year.

2018-354 **MOVED BY COMMISSION NASH, SECONDED BY COMMISSION ENGLE, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:31 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, October 16, 2018.

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

RESOLUTION 2018-22

OPPOSING HOUSE BILL 5752 & 5753

WHEREAS, House Bills 5752 and 5753 would add Part 128 to the Public Health Code and establish state and local standards for onsite wastewater treatment systems which would require the Michigan Department of Environmental Quality to develop a statewide code to govern the installation, operation, maintenance and inspection of septic systems;

WHEREAS, The Amendatory Act restricts and removes local controls and changes existing regulations and guidelines that have been effectively enforced by counties and health departments across the Upper Peninsula; and

WHEREAS, The Amendatory Act would add additional mandates that would increase the amount of personnel time and expenses that Upper Peninsula Health Departments would incur under the new Act without adequate funding from the state; and

WHEREAS, The Amendatory Act would gut existing regulations and grant the Michigan Department of Environmental Quality authority to approve local sanitary codes which, in effect, eliminates local control and undermines the duties of local health departments to implement and enforce laws; and

WHEREAS, The Michigan Department of Environmental Quality lacks the necessary budget and staffing levels to meet the mandates of this Amendatory Act which will place additional financial burden on local authorities; and

WHEREAS, The creation of the State Technical Advisory Committee under the Act would take away and replace local control of the design, permitting, inspection and management of onsite wastewater treatment facilities and limit input into the rulemaking process to four local health department representatives; and

WHEREAS, The Amendatory Act fails to address funding for distressed homeowners and vacated properties with onsite wastewater treatment systems;

THEREFORE BE IT RESOLVED,
That the Menominee County Board of Commissioners oppose HB 5752 and HB 5753 and requests State Legislators to oppose the legislation.

Steven Gromala *Gerald Piche – Chairperson* *William Cech – Vice Chairperson* *Larry Phelps*

John Nelson *Jan Hafeman* *Charlie Meintz* *Bernie Lang* *Larry Schei*

Menominee County Is An EEO/AA Employer TDD (Michigan Relay Center) 1-800-649-3777

Dated: 9/11/18

Chairman of the Board, Gerald Piche

STATE OF MICHIGAN)
) SS
COUNTY OF MENOMINEE)

I hereby certify that the foregoing is a true and complete copy of Resolution 2018-21 adopted by the County Board of Commissioners of Menominee County at a regular meeting held on September 11, 2018, and I further certify that public notice of such meeting was given as provided by law.

Marc Kleiman, County Clerk

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
Ways and Means	X		

REQUESTING DEPARTMENT	COMMITTEE DATE	REQUESTOR SIGNATURE
Finance – Accounting	9/18/2018	Dwight Avery

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

REQUEST FOR APPROVAL TO CONTINUE COUNTY-WIDE SERVICE PROVIDER ARRANGEMENTS

Authorization is requested by staff to continue the County's relationships with vendors and contractors on the attached schedule. These service vendors include:

- Utility services (Electricity, natural gas, retail water service, telephone, smartphone and tablet wireless equipment service)
- Longer term contracts, such as annual software service and support, contracted veterans services, and energy savings measurement and verification
- Record storage, armored transportation and media advertising vendors, as well as corporate counsel services used by departments County-wide
- Other ongoing specialized vendor/contractor relationships

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

I move that the vendor and contractor relationships outlined on the attached schedule be approved to continue under existing arrangements for the time period from October 1, 2018 through September 30, 2019.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS:
	BMP
CORPORATE COUNSEL ANALYSIS:	**ADMINISTRATOR RECOMMENDATION:**
	MAR

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee | Date

AGENDA DATE: 9-18-18	AGENDA NO.: WM18/09-106	BOARD DATE: 9-25-18	PAGE NO.

Revised 9/11/18

County of Muskegon
Fiscal Year 2019 Service Agreements submitted for County Board approval
County-wide Services Providers

Category	VENDOR NAME/ADDRESS	VENDOR SERVICE	PROJECTED EXPENDITURES
AcctDept	**Accountemps** 38 Commerce Ave SW Grand Rapids, MI 49503	Temporary Financial Staffing Services Based on experience/skills of temp workers (e.g., $18.85/hr clerical, $25.50 bookkeper, $28.28 specialist)	$ 2,500
AcctDept	**Vredeveld Haefner, LLC** 4001 Granada CT Grand Rapids MI 49534	Professional Accounting Support for FYE 2016 & 2017	$ 25,000
Admin	**Knight Consulting Inc** 115 W. Allegan, Ste 200 Lansing, MI 48933-1314	Legislative Consulting	$ 36,010
Admin	**West Michigan Shoreline Regional Dev Comm** 316 Morris Ave Ste 340 Muskegon MI 49440	Annual Dues	$ 39,500
Advertising	**DexMedia (Frontier Yellow Pages)** PO Box 130 Middleton, MA 01949	Community Mental Health listing	$ 4,200
Advertising	**Herald Publishing Company LLC** Mlive Media Group 3102 Walker Ridge Dr Grand Rapids, MI 49544	Local Advertising Service used by across County Departments	$ 40,000
Courts	**State of Michigan** Supreme Court Finance Office PO Box 30052 Lansing, MI 48909	Software Support for: Circuit Court District Court Probate Court	 $ 55,900 $ 55,150 $ 33,780
Employee/ Attorneys	**State Bar of Michigan** PO Box 1406 Grand Rapids, MI 49501-1406	Annual Bar Dues	$ 17,500
CVB	**Muskegon Area First** 900 Third St Ste 200 Muskegon MI 49440	Membership Dues	$ 10,000
CVB	**White Lake Chamber of Commerce** 124 W Hanson St Whitehall MI 49461	Membership Dues	$ 100,000
Human Resources	**Reliance Standard** PO Box 3124 Southern PA 19398	Life & LTD Insurance	$ 174,000
Human Resources	**GovernmentJobs.com Inc.** NeoGov 222 N. Sepulveda Ste 2000 El Segundo CA 90245	Software License & Support	$ 10,000
Human Resources	**Infinisource** PO Box 889 Coldwater, MI 49036	Administration of COBRA and Sec 125 Flex Spending	$ 11,000
MATS	**Gillig LLC** 25800 Clawitter Rd Hayward CA 94545	Bus Parts & Supplies	$ 55,000
Office Svcs	**Pitney Bowes -Global Financial Service** 1 Elmcroft Rd Stamford CT 06929	Mail Equipment Lease	$ 15,000

County of Muskegon
Fiscal Year 2019 Service Agreements submitted for County Board approval
County-wide Services Providers

Category	VENDOR NAME/ADDRESS	VENDOR SERVICE	PROJECTED EXPENDITURES
Office Svcs	**Reserve Account - Pitney Bowes** PO Box 223648 Pittsburgh PA 15250	Fiscal Year 2019 Postage for Meter	$ 250,000
Service	**DeLage Landen Public Finance** 1111 Old Eagle School Rd PO Box 6608 Wayne, PA 19087	Copier Leases across County Departments	$ 6,600
Service	**Brinks** 1583 Momentum Place Chicago, IL 60689	Treasurer/Family Court Armored Transportation	$ 10,000
Service	**Kohley's Superior Water & Propane** 2404 Glade St Muskegon Hts, MI 49444	Water Services across County Departments	$ 35,000
Service	**US Bank** 1310 Madrid St Ste 101 Marshall MN 56258	Copier Leases across County Departments	$ 33,700
Service	**Williams Hughes Law Offices PLLC** 120 W Apple Ave PO Box 599 Muskegon, MI 49443	Corporate Counsel Services across County Departments	$ 460,000
Service	**Workplace Health** 40 E Norton Ave Muskegon, MI 49444	Local Sole Source for Drug Screening & Work Physicals across County Departments	$ 30,000
Software	**BS&A Software** 14965 Abbey Ln Bath, MI 48808	Financial Software annual Service/Support Fees by Module: Assessing Personal Residence Exemption (PRE) Audit Delinquent Tax Property Tax Drain Assessment Human Resources Payroll Timesheets General Ledger/Budget Accounts Payable Purchase Order Cash Receipting Fixed Assets Misc Receivabales Utility Billing Animal License Employee Web Portal	$ 110,000
Software	**Emphasys Software** 9675 NW 117 Ave, Ste 305 Miami, FL 33178	SymPro debt management software	$ 7,447
Solid Waste	**Moorland Township Treasurer** PO Box 368 Ravenna MI 49451	Moorland Impact fees based on waste disposal	$ 40,000

County of Muskegon
Fiscal Year 2019 Service Agreements submitted for County Board approval
County-wide Services Providers

Category	VENDOR NAME/ADDRESS	VENDOR SERVICE	PROJECTED EXPENDITURES
Solid Waste	**State of Michigan** Mich Dept Environmental Quality Cashiers Office WB-SINV PO Box 3065 Lansing, MI 48909	Fiscal Year 2019 Surcharge fee based on waste disposal	$ 46,000
Utilitiy	**Consumers Energy** PO Box 740309 Cincinnati, OH 45274	Electrical Services County-Wide	$ 3,000,000
Utilitiy	**DTE Energy** PO Box 740786 Cincinnati OH 45274	Natural gal service County-Wide	$ 400,000
Utilitiy	**Republic Services Inc.** 2471 Wilshire Jenison, MI 49429	Trash removal services	$ 41,850
Utilitiy	**Great Lakes Energy** PO Box 232 Hart MI 4920	Electrical Service for Meinert Park	$ 6,000
Utility Cable	**Dish Network** DEPT 0063 Palatine, IL 60055	Cable Service across departments	$ 3,000
Utility Cable	**Comcast** PO Box 3002 Southeastern PA 19398	Cable Service and Advertising across departments	$ 31,650
Utility Phone	**Frontier Communications** PO Box 1804 Marion, OH 43301	Telephone Services (Included DSL for Parks, Greyhound terminal, Airport, and HealthWest TTY lines)	$ 20,000
Utility Phone	**TelNet WorldWide** 1175 W Long Lake Rd, Ste 1010 Troy, MI 48098	Telephone Services across dedpartments	$ 214,100

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, October 16, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Pastor Tim Cross of Living Word Church at 1551 Wood Street, Muskegon, MI 49442. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark Eisenbarth, County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-355 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-356 **APPROVE THE MINUTES OF SEPTEMBER 25, 2018**

Moved by Commissioner Engle, seconded by Commissioner Nash, to approve the Minutes of September 25, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Tammy Barnhard addressed the Board asking them to reconsider the bond approval item (Administrator's Report) and consider other options. She suggested reducing costs by voting "NO" on Ways and Means item 117 for Commissioners to give themselves a raise and to not take away from the hard working employees of the County.

Sheriff Michael Poulin addressed the Board regarding Ways and Means item 116 for 2% raise for the Elected Officials, stating that all the Elected Officials work very hard for their constituents and the people in their areas and are very deserving, but after sitting through contract negotiations, he indicated that he doesn't feel comfortable accepting the raise and asked that his name be removed and put the 2% toward the Sheriff Training budget. Sheriff Poulin asked that Commissioners approve the motion but remove the Sheriff's pay raise.

County Clerk Nancy A. Waters addressed the Board reminding them that the raise proposed would go into effect for the Commissioners to be elected in November and take office in January 2019. Clerk Waters also noted that the raise for the Elected Officials is justified, but noted that the 2% for her is only $1,600 for the year. She stated she also sat in on the bargaining negotiations and worked hard to give employees as much as they could and wished they could have provided more for employees.

COMMUNICATIONS

The following item was provided to Commissioners for information: (See Attachment)

- Alger County Board of Commissioners Resolutions:
  Opposition to HB 5752 & 5753
  Opposition to HB 6049 & SB 1025
  Opposition to SB 1031
  Opposition to Legalization of Marijuana for General Use
  Support of Development and Funding of the Twinning of the Poe Lock

COMMITTEE/BOARD REPORTS

2018-357 **EXERCISE A ONE YEAR CONTRACT RENEWAL OPTION WITH MERCY HEALTH PARTNERS - LIFE COUNSELING IN THE AMOUNT OF $69,900.00 FOR THE TREATMENT OF 60TH DISTRICT SOBRIETY COURT PARTICIPANTS**

CPS18/10-49

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to exercise a one year contract renewal option with Mercy Health Partners - Life Counseling in the amount of $69,900.00 for the treatment of 60th District Sobriety Court participants.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-358 **ACCEPT THE MICHIGAN VETERANS TREATMENT COURT GRANT IN THE AMOUNT OF $60,000 AND TO AMEND THE BUDGET ACCORDINGLY**

CPS18/10-50

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to accept the Michigan Veterans Treatment Court Grant in the amount of $60,000 and to amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-359 **ACCEPT THE MICHIGAN DRUG COURT GRANT IN THE AMOUNT OF $160,000 AND TO AMEND THE BUDGET ACCORDINGLY**

CPS18/10-51

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to accept the Michigan Drug Court Grant in the amount of $160,000 and to amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-360 **ACCEPT THE MICHIGAN MENTAL HEALTH COURT GRANT IN THE AMOUNT OF $155,000 AND TO AMEND THE BUDGET ACCORDINGLY**

CPS18/10-52

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to accept the Michigan Mental Health Court Grant in the amount of $155,000 and to amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-361 **APPROVE THE CREATION OF TWO NEW ASSISTANT PUBLIC DEFENDER I POSITIONS PAY TABLE/GRADE NX-0288 ($23.871-$31.808/HR) FOR THE MUSKEGON COUNTY PUBLIC DEFENDER'S OFFICE TO BE FUNDED BY THE PROCEEDS OF THE MICHIGAN INDIGENT DEFENSE COMMISSION STATE GRANT**

CPS18/10-53

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the creation of two new Assistant Public Defender I positions pay table/grade NX-0288 ($23.871-$31.808/hr) for the Muskegon County Public Defender's office to be funded by the proceeds of the Michigan Indigent Defense Commission state grant.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-362 **APPROVE THE CREATION OF ONE LEGAL SECRETARY 1 POSITION PAY TABLE/GRADE GU-00160 ($14.28-$17.62/HR) FOR THE MUSKEGON COUNTY PUBLIC DEFENDER'S OFFICE TO BE FUNDED BY THE PROCEEDS OF THE MICHIGAN INDIGENT DEFENSE COMMISSION STATE GRANT**

CPS18/10-54

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the creation of one Legal Secretary 1 position pay table/grade GU-00160 ($14.28-$17.62/hr) for the Muskegon County Public Defender's office to be funded by the proceeds of the Michigan Indigent Defense Commission state grant.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-363 **APPROVE THE SHERIFF'S OFFICE TO ACCEPT FOR THE FISCAL YEAR 2019 SECONDARY ROAD PATROL GRANT FROM THE OFFICE OF HIGHWAY SAFETY PLANNING IN THE AMOUNT OF $119,250**

CPS18/10-55

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the Sheriff's Office to accept for the Fiscal Year 2019 Secondary Road Patrol grant from the Office of Highway Safety Planning in the amount of $119,250.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-364 **ACCEPT THE INDEPENDENT CONTRACTOR AGREEMENT FOR LAW ENFORCEMENT SERVICE BETWEEN MICHIGAN WORKS! WEST CENTRAL AND THE MUSKEGON COUNTY SHERIFF'S OFFICE. FUNDING FOR THE FIRST YEAR OF THE AGREEMENT, OCTOBER 1 2017 THROUGH SEPTEMBER 30, 2018 IS INCREASED TO $12,500.00 AND THE FUNDING FOR THE SECOND YEAR IS $16,560.00**

CPS18/10-56

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to accept the Independent Contractor Agreement for Law Enforcement Service between Michigan Works! West Central and the Muskegon County Sheriff's Office. Funding for the first year of the agreement, October 1 2017 through September 30, 2018 is increased to $12,500.00 and the funding for the second year is $16,560.00.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-365 **AUTHORIZE MUSKEGON COUNTY DEPARTMENT OF VETERANS AFFAIRS PERSONNEL TO APPLY FOR THE 2019 STATE OF MICHIGAN COUNTY VETERAN SERVICE FUND GRANT TO OFFSET THE SALARY OF THE VETERANS RESOURCE SPECIALIST POSITION**

HS18/10-24

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Nash, to authorize Muskegon County Department of Veterans Affairs personnel to apply for the 2019 State of Michigan County Veteran Service Fund Grant to offset the salary of the Veterans Resource Specialist position.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-366 **AUTHORIZE MUSKEGON COUNTY DEPARTMENT OF VETERANS AFFAIRS PERSONNEL TO APPLY FOR THE 2019 STATE OF MICHIGAN COUNTY VETERAN SERVICE FUND GRANT FOR TECHNOLOGY UPGRADES/INVESTMENTS**

HS18/10-25

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Nash, to authorize Muskegon County Department of Veterans Affairs personnel to apply for the 2019 State of Michigan County Veteran Service Fund Grant for technology upgrades/investments.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-367 **AUTHORIZE PUBLIC HEALTH TO ENTER INTO THE COLLABORATIVE PARTNERSHIP AGREEMENT WITH MUSKEGON FAMILY CARE CENTER TO EXPAND COMMUNITY OUTREACH AND REFERRALS FOR THE WIC PROGRAM TO THE GETTY STREET OFF-SITE LOCATION; AND FURTHER AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE AGREEMENT**

HS18/10-26

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Nash, to authorize Public Health to enter into the Collaborative Partnership Agreement with Muskegon Family Care Center to expand community outreach and referrals for the WIC program to the Getty Street off-site location; and further authorize the Public Health Director to sign the agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-368 **ACCEPT THE "AGREEMENT FOR EXTENSION SERVICES" FOR FY2019 TO COLLABORATE WITH MICHIGAN STATE UNIVERSITY EXTENSION AND AUTHORIZE THE BOARD CHAIR TO SIGN**

HS18/10-27

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Nash, to accept the "Agreement for Extension Services" for FY2019 to collaborate with Michigan State University Extension and authorize the Board Chair to sign.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-369 **APPROVE $52,500 ADDITIONAL SENIOR MILLAGE FUNDING TO AGEWELL SERVICES FOR HOME DELIVERED MEALS TO COVER THE COST OF EXTENDING THE CONTRACT PERIOD FROM SEPTEMBER 30, 2018 TO DECEMBER 31, 2018**

HS18/10-28

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Nash, to approve $52,500 additional Senior Millage funding to Agewell Services for home delivered meals to cover the cost of extending the contract period from September 30, 2018 to December 31, 2018.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-370 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $16,002,628.62, COVERING THE PERIOD OF SEPTEMBER 8, 2018 THROUGH SEPTEMBER 28, 2018 FOR CHECKS AND AUGUST 1, 2018 THROUGH AUGUST 31, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/10-110

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $16,002,628.62, covering the period of September 8, 2018 through September 28, 2018 for checks and August 1, 2018 through August 31, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-371 **AUTHORIZE PROCUREMENT OF A NEW FACILITIES MANAGEMENT TRUCK UTILIZING MIDEAL**

WM18/10-111

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize procurement of a new Facilities Management truck utilizing MiDeal.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-372 **AUTHORIZE THE SALE OF THE ATTACHED LIST OF SURPLUS ITEMS THOUGH MIEDEMA AUCTIONEERING, INC.**

WM18/10-112

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the sale of the attached list of surplus items though Miedema Auctioneering, Inc.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-373 **AUTHORIZE TO SOLICIT BIDS FOR DOCUMENT SHREDDING SERVICES**

WM18/10-113

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize to solicit bids for document shredding services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-374 **AUTHORIZE STAFF TO SOLICIT BIDS FOR THE ROOF REPLACEMENT AND REPAIR/REPLACEMENT OF SKYLIGHTS FOR BUILDING A, 97 E. APPLE AVENUE AND BUILDING D, 209 E. APPLE AVENUE ON SOUTH CAMPUS**

WM18/10 -114

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize staff to solicit bids for the roof replacement and repair/replacement of skylights for Building A, 97 E. Apple Avenue and Building D, 209 E. Apple Avenue on South Campus.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-375 **AUTHORIZE SETTLEMENT OF THE MICHIGAN NURSES ASSOCIATION UNIT COLLECTIVE BARGAINING AGREEMENT AND AUTHORIZE THE COUNTY BOARD CHAIR AND COUNTY CLERK TO SIGN THE AGREEMENT SUBSEQUENT TO SIGNATURES BEING OBTAINED FROM UNION REPRESENTATIVES**

WM18/10-115

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize settlement of the Michigan Nurses Association Unit collective bargaining agreement and authorize the County Board Chair and County Clerk to sign the agreement subsequent to signatures being obtained from union representatives.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-376 **APPROVE A SALARY INCREASE OF 2.0% FOR THE SHERIFF, COUNTY CLERK, COUNTY TREASURER, REGISTER OF DEEDS, PROSECUTOR AND DRAIN COMMISSIONER ABOVE THEIR CURRENT SALARY TO BE EFFECTIVE THE FIRST PAY IN JANUARY 2019 AND ALL CHANGES IN BENEFITS CONSISTENT WITH THOSE IN THE GENERAL EMPLOYEES COLLECTIVE BARGAINING UNIT TO BE EFFECTIVE OCTOBER 1, 2018 WITH APPLICABLE CHANGES TO MEDICAL INSURANCE BENEFITS TAKING EFFECT JANUARY 1, 2019**

WM18/10-116

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a salary increase of 2.0% for the Sheriff, County Clerk, County Treasurer, Register of Deeds, Prosecutor and Drain Commissioner above their current salary to be effective the first pay in January 2019 and all changes in benefits consistent with those in the General Employees collective bargaining unit to be effective October 1, 2018 with applicable changes to medical insurance benefits taking effect January 1, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-377 **APPROVE A SALARY INCREASE OF 2.0% FOR THE COMMISSIONERS AND COMMISSIONER-CHAIR ABOVE THEIR CURRENT SALARY TO BE EFFECTIVE THE FIRST PAY IN JANUARY 2019 AND AN ADDITIONAL 2% THE FIRST PAY IN JANUARY 2020**

WM18/10-117a

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a salary increase of 2.0% for the Commissioners and Commissioner-Chair above their current salary to be effective the first pay in January 2019 and an additional 2% the first pay in January 2020.

Commission Hughes voiced her opinion that she did not think that the Commissioners should be taking a raise even though they have not taken a raise since 2008 and recommends that they should not take one now.

Commissioner Engle rebutted that the only people that will run for Commissioner will be people who don't need any money or who are supported by someone else. A young person needs compensation for the time they are giving up.

Commissioner Foster agrees with Commissioner Hughes, that Commissioners should not be giving themselves a raise and taking away from employees.

Roll Call:
Yes: Marvin Engle, Kenneth Mahoney, Charles Nash, Robert Scolnik, Benjamin E. Cross

No: Gary Foster, Susie Hughes, I. John Snider II, Rillastine Wilkins **Motion Carried**

During the Roll Call, Commissioner Scolnik asked if he could vote yes but exempt himself from the raise. County Clerk Waters informed Commissioners that the law does not allow an elected official to refuse a raise; the law requires that all elected officials must take the pay that is allocated and they cannot inform the Finance Director to exempt them from the raise. Commissioner Engle stated that an elected official may pay their taxes on the pay and then donate the money back.

Commissioner Scolnik explained that there has not been a raise for Commissioners in 10 years, it amounts to about $6 a week but in the interest of fairness that that raise is deserved based on the number of hours invested. He stated that he has hired hundreds of people over the years who knew what the pay was when they were hired but they didn't expect it to stay the same 10 years later.

Commissioner Engle indicated, to put things in perspective, that the Commissioners salary is the smallest part of the County Budget.

Commissioner Foster indicated that, as the junior Commissioner here, he had lost more respect for this Board than ever. He further stated that the Commissioners do not deserve to take raises and that all County employees have taken a hit this time around. Commissioner Foster said, "I, personally, think it was the wrong thing to do."

2018-378 **APPROVE ALL CHANGES IN BENEFITS CONSISTENT WITH THOSE IN THE GENERAL EMPLOYEES COLLECTIVE BARGAINING UNIT TO BE EFFECTIVE OCTOBER 1, 2018 WITH APPLICABLE CHANGES TO MEDICAL INSURANCE BENEFITS TAKING PLACE JANUARY 1, 2019, FOR ALL EMPLOYEES INCLUDING THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

WM18/10-117b

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve all changes in benefits consistent with those in the General Employees collective bargaining unit to be effective October 1, 2018 with applicable changes to medical insurance benefits taking place January 1, 2019, for all employees including the Muskegon County Board of Commissioners.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-379 **APPROVE THE BENEFITS NEGOTIATED FOR THE GENERAL EMPLOYEES COLLECTIVE BARGAINING UNIT FOR THE NON-BARGAINING EMPLOYEE CLASS DESIGNATIONS DH, JF, MH, NC, ND, NF, NH, NO, NR, NS, NT, NU, NV, NW, NX, SH, WH, XF, XH, XS, XT, XU, XV, AND XW AND EXEMPT HEALTHWEST NON-BARGAINING POSITIONS AND JUDGES FROM THE ACROSS THE BOARD WAGE INCREASES, EFFECTIVE OCTOBER 1, 2018. APPLICABLE CHANGES TO MEDICAL INSURANCE BENEFITS WILL TAKE EFFECT JANUARY 1, 2019, FOR ALL EMPLOYEES**

WM18/10-118

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the benefits negotiated for the General Employees collective bargaining unit for the non-bargaining employee class designations DH, JF, MH, NC, ND, NF, NH, NO, NR, NS, NT, NU, NV, NW, NX, SH, WH, XF, XH, XS, XT, XU, XV, and XW and exempt HealthWest non-bargaining positions and Judges from the across the board wage increases, effective October 1, 2018. Applicable changes to medical insurance benefits will take effect January 1, 2019, for all employees.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-380 **APPROVE A .25% MERS' DEFINED BENEFIT PLAN MULTIPLIER REDUCTION, WITH THE FROZEN FAC METHODOLOGY, WITH NO CHANGE TO CURRENT EMPLOYEE CONTRIBUTIONS, EFFECTIVE OCTOBER 1, 2018, FOR BENEFIT ELIGIBLE NON-BARGAINING EMPLOYEES, WHICH INCLUDES GENERAL NON-UNION – DIVISION 11; JUDGES – DIVISION 15; AND COMMISSIONERS/ELECTED OFFICIALS/ADMINISTRATOR/ DIRECTORS – DIVISION 17; HIRED PRIOR TO AUGUST 1, 2009**

WM18/10-119

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a .25% MERS' defined benefit plan multiplier reduction, with the frozen FAC methodology, with no change to current employee contributions, effective October 1, 2018, for benefit eligible non-bargaining employees, which includes General Non-Union – Division 11; Judges – Division 15; and Commissioners/Elected Officials/Administrator/ Directors – Division 17; hired prior to August 1, 2009.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-381 **AUTHORIZE THE SELECTION OF EYEMED AS THE VISION INSURANCE BENEFIT PROVIDER FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2022**

WM18/10-120

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the selection of EyeMed as the vision insurance benefit provider from January 1, 2019 through December 31, 2022.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-382 **AUTHORIZE BLUE CROSS BLUE SHIELD OF MICHIGAN (BCBSM) AS THE MEDICAL INSURANCE BENEFIT PROVIDER FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 FOR ACTIVE EMPLOYEES AND PRE-65 RETIREES**

WM18/10-121

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Blue Cross Blue Shield of Michigan (BCBSM) as the medical insurance benefit provider from January 1, 2019 through December 31, 2019 for active employees and pre-65 retirees.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-383 **AUTHORIZE THE SELECTION OF RELIANCE STANDARD AS THE BASIC LIFE/AD&D AND LONG TERM DISABILITY PROVIDER FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2020**

WM18/10-122

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the selection of Reliance Standard as the basic life/AD&D and long term disability provider from January 1, 2019 through December 31, 2020.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-384 **AUTHORIZE AFLAC AS THE VOLUNTARY INSURANCE BENEFIT PROVIDER FROM JANUARY 1, 2019 THROUGH DECEMBER 31, 2021**

WM18/10-123

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Aflac as the voluntary insurance benefit provider from January 1, 2019 through December 31, 2021.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-385 **AUTHORIZE DELTA DENTAL AS THE PROVIDER ON A SELF-INSURED BASIS FOR ACTIVE EMPLOYEES AND A FULLY-INSURED BASIS FOR RETIREES, EFFECTIVE JANUARY 1, 2019 THROUGH DECEMBER 31, 2019**

WM18/10-124

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Delta Dental as the provider on a self-insured basis for active employees and a fully-insured basis for retirees, effective January 1, 2019 through December 31, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-386 **APPROVE THE VENDOR RELATIONSHIPS FOR ANNUAL MAINTENANCE FOR HARDWARE, SOFTWARE AND INTERNET SERVICES TO CONTINUE UNDER EXISTING ARRANGEMENTS THROUGH SEPTEMBER 30, 2019 AS BUDGETED**

WM18/10-125

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the vendor relationships for annual maintenance for hardware, software and internet services to continue under existing arrangements through September 30, 2019 as budgeted.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-387 **AUTHORIZE THE CREATION OF A "TIER 1 I.T." POSITION WITH PAY TABLE/GRADE NO-00200 $16.749-$22.089 / HR. AND TO APPOINT NATHAN HOLLENBECK AT STEP 1 TO THE POSITION EFFECTIVE NOVEMBER 1, 2018, CONTINGENT UPON A SUCCESSFUL PRE-EMPLOYMENT PHYSICAL**

WM18/10-126

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the creation of a "Tier 1 I.T." position with pay table/grade NO-00200 $16.749-$22.089 / hr. and to appoint Nathan Hollenbeck at step 1 to the position effective November 1, 2018, contingent upon a successful pre-employment physical.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-388 **AUTHORIZE THE PURCHASE OF MAAS360 MOBILE DEVICE CONTROL SOFTWARE**

WM18/10-127

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the purchase of MAAS360 Mobile Device Control Software.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Motion Revised as reflected in WM18/10 – 117a and WM18/10 – 117b

WM18/10 – 117
To approve a salary increase of 2.0% for the Commissioners and Commissioner – Chair above their current salary to be effective the first pay in January 2019 and an additional 2% the first pay in January 2020 and all changes in benefits consistent with those in the General Employees collective bargaining unit to be effective October 1, 2018 with applicable changes to medical insurance benefits taking place January 1, 2019, for all employees.

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-389 **REAPPOINT TIM DEMUMBRUM, ALAN DAHL, AND STEVEN GREEN TO THE REMONUMENTATION PEER REVIEW GROUP WITH TERMS THROUGH 12/31/2021**

The Chairman recommends, moved by Commissioner Snider, seconded by Commissioner Mahoney, to reappoint Tim DeMumbrum, Alan Dahl, and Steven Green to the Remonumentation Peer Review Group with terms through 12/31/2021.

Voice vote **Motion Carried**

Chairman Cross announced the following upcoming events:

B. Color the World Orange Day is November 5, 2018, In Support of Awareness of Complex Regional Pain Syndrome (CRPS), also known as Reflex Sympathetic Dystrophy (RSD) (see attached) https://www.colortheworldorange.com/aboutus/

C. Depot to Depot Fall Color Tour: the following Saturdays - October 20th, 10 a.m. to 4 p.m. Muskegon County Convention & Visitors Bureau/White Lake Area Chamber/ CVB https://visitmuskegon.org/event/15014/2018-10-20/

ADMINISTRATOR'S REPORT

Administrator Eisenbarth announced that the City of Muskegon Board invited Muskegon County Board of Commissioners to attend on Tuesday, October 30, 2018 at 5:30 p.m. at the LC Walker Arena for a Downtown Muskegon Convention Center Plaza announcement. The architect has the external drawing of what it could look like and they would like to present it to the public with our County Board sitting with them.

2018-390 **APPROVE A RESOLUTION AUTHORIZING THE ISSUANCE OF LIMITED TAX GENERAL OBLIGATION PENSION OBLIGATION BONDS, SERIES 2018 NOT TO EXCEED $45,000,000 AND THE COMPREHENSIVE FINANCIAL PLAN**

The Administrator recommends, moved by Commission Mahoney, seconded by Commissioner Nash, to approve a Resolution Authorizing the Issuance of Limited Tax General Obligation Pension Obligation Bonds, Series 2018 not to exceed $45,000,000 and the Comprehensive Financial Plan.

Commissioner Foster indicated that this will make $90,000,000 that we have bonded in the two years since he has been here and stated that he is not comfortable with gambling with the market.

Commissioner Hughes asked about the changes from the original document.

Beth Dick, Finance Director/Assistant County Administrator, reviewed the changes.

Commissioner Mahoney thanked the Administrative team for coming up with a proposal to level out the budget over the next few years without destroying the budget. Commissioner Mahoney responded to Commissioner Foster, we do not gamble with the market, MERS, are the people who deal with the stock market, we do not.

Commissioner Engle stated that what we are doing is going from an unfixed amount to a fixed amount of about 2% which the County will net money or gain on this.

Commissioner Snider indicated that he is generally opposed to “kicking the can down the road” which is what this does, however, there have been substantial improvement in other areas that compensate for this. He further stated that he believes this is what the County should do to provide for the security of this County and the employees of this County, past and present.

Commissioner Hughes echoed Commissioner Snider indicating that Commissioners looked at a lot of other options but believes this is our best option.

Commissioner Scolnik clarified that the County is borrowing $45,000,000 that the County already owed and it is not a new liability; but we are paying 4% and earning 7% and insuring the pension of our current and retired employees; it’s a good thing.

Beth Dick recognized that the County Financial Advisors and Bond Counsel have also put in a significant amount of time in preparing all of this information and the analysis and the presentation and have done a significant amount of work and she extended her appreciation to Ben and Tom (both were in the audience) stating that it was not just the Administrative team but was with their assistance as well.

Roll Call:
Yes: Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Gary Foster **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT (on a non-agenda item)

Tammy Barnhard submitted for the record, a letter from Williams Hughes LLC law firm to Mark Eisenbarth regarding Custody and Use of Drain Funds. Ms. Barnhard asked that the Board recommend to the Governor to fire the Drain Commissioner for misappropriation of funds and that a forensic financial audit of the Drain Funds be ordered.

Patrick Finnegan, District Court Administrator, invited the Commissioner to attend a unique event that is coming to Muskegon County on Wednesday, October 24, at the Reeths-Puffer High School beginning at 8:30 a.m. The Supreme Court of the State of Michigan is going to be holding oral arguments in a pending case before students, local judges, local Bar Association, and all of the Commissioners should have received an invitation. Mr. Finnegan stated he was honored to serve on the committee to bring this event to our Community along with Sandra Vanderhyde, Alisha Riedl, and the County Prosecutor.

Commissioner Snider understood the event begins at 10 a.m.

Mr. Finnegan indicated they wanted everyone seated by 9:30 a.m. and there will be a reception beginning at 8 a.m.

Shawn Grabinski, 9-1-1 Central Dispatch Executive Director, addressed the Board with an update about the surcharge ballot proposal indicated that educational fact sheets are being distributed at local businesses and presentations have been made at about three dozen board and association meetings, combating misinformation.

Commissioner Hughes asked if the proposal does not pass, will the municipalities have additional expenses.

Ms. Grabiniski indicated that if the proposal passes, all end user radios will be replaced county-wide without cost to the municipalities.

Lynn Jazdyk, Pound Buddies Chairperson, said they are celebrating their 20 year anniversary having a presence at the Muskegon County Animal Shelter. Ms. Jazdyk thanked Commissioners for their support over the years. She indicated she would like to meet with each Commissioner and be a resource prior to the bid process to provide background on what it takes to properly and humanely run the shelter. Ms. Jazdyk left a handout for Commissioners. (see attached.)

2018-391 **GO INTO CLOSED SESSION RE: PENDING LITIGATION**

Moved by Commissioner Nash, seconded by Commissioner Wilkins, to go into Closed Session.

Corporate Counsel Hughes indicated, for the record, that Commissioners are going into closed session to talk about October 15, 2015 Court matters and ISI matters and remind Commissioners that nothing will be decided in closed session.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Went into Closed Session at 4:35.

Returned to Open Session at 4:48.

2018-392 **TO FOLLOW THE RECOMMENDATION OF CORPORATE COUNSEL FOR CONTINUED NEGOTIATIONS**

Moved by Commissioner Engle, seconded by Commissioner Nash, to follow the recommendation of Corporate Counsel for continued negotiations.

Voice vote **Motion Carried**

2018-393 **MOVED BY COMMISSION ENGLE, SECONDED BY COMMISSION HUGHES, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:49 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, October 30, 2018.

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk

101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-10
OPPOSING PROPOSED CHANGES TO THE STATEWIDE SEPTIC CODE (HB 5752 & HB 5753)

WHEREAS, House Bills 5752 and 5753 would add Part 128 to the Public Health Code and establish state and local standards for onsite wastewater treatment systems which would require the Michigan Department of Environmental Quality to develop a statewide code to govern the installation, operation, maintenance and inspection of septic systems;

WHEREAS, The Amendatory Act restricts and removes local controls and changes existing regulations and guidelines that have been effectively enforced by counties and health departments across the Upper Peninsula; and

WHEREAS, The Amendatory Act would add additional mandates that would increase the amount of personnel time and expenses that Upper Peninsula Health Departments would incur under the new Act without adequate funding from the state; and

WHEREAS, The Amendatory Act would gut existing regulations and grant the Michigan Department of Environmental Quality authority to approve local sanitary codes which, in effect, eliminates local control and undermines the duties of local health departments to implement and enforce laws; and

WHEREAS, The Michigan Department of Environmental Quality lacks the necessary budget and staffing levels to meet the mandates of this Amendatory Act which will place ad additional financial burden on local authorities; and

WHEREAS, The creation of the State Technical Advisory Committee under the Act would take away and replace local control of the design, permitting, inspection and management of onsite wastewater treatment facilities and limit input into the rulemaking process to four local health department representatives; and

WHEREAS, The Amendatory Act fails to address funding for distressed homeowners and vacated properties with onsite wastewater treatment systems;

THEREFORE BE IT RESOLVED,

That the Alger County Board of Commissioners opposes HB 5752 and HB 5753 and requests State Legislators to oppose the legislation.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Mary Ann Froberg, Alger County Clerk

Dated: July 16, 2018

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk

101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-11
IN OPPOSITION TO HB 6049 AND SB 1025

WHEREAS, House Bill (HB) 6049 and Senate Bill (SB) 1025 seeks to completely restructure the tax assessing qualifications, process and boundaries of local assessing units in Michigan; and

WHEREAS, HB 6049/SB 1025 will impose a huge financial burden on Alger County as well as Michigan's other counties and local units because its mandates will require increased staffing levels and office space while providing a woefully inadequate 1% administrative fee and undefined "start-up funding" to compensate the counties and other local units for the drastic expenses that will surely accompany the new mandates; and

WHEREAS, HB 6049/SB 1025 will put Alger County at odds with its local townships by requiring us to take the 1% administration fee from the local units to pay for our increased costs; and

WHEREAS, HB 6049/SB 1025 changes the manner in which local boards of review (BOR) are conducted. By putting specialized BORs at the county level, HB 6049/5B 1025 has the potential to strip elected township supervisors and local assessing units of control over the tax assessing process, depriving them of the ability to account for unique conditions and values unknown to county-wide, regional and/or statewide assessing units but well known in the local units; and

WHEREAS, HB 6049/SB 1025 appears to have been designed without any input from existing assessors or their associations and the previous drafts were not made public to the counties and townships directly affected by its sweeping changes until nearly ready for introduction into the Michigan Legislature. In this context, it is difficult to view HB 6049/SB 1025 as anything other than a power grab generating from Lansing; and

WHEREAS, there are no guarantees that quality education will be available locally or even regionally to allow for the increased certification levels imposed by HB 6049/SB 1025; and

WHEREAS, HB 6049/SB 1025's proposed levels of certification for assessors will not achieve the results that are being sought. The real problem is bad assessors, not their levels of certification. The solution lies in better policing of assessors by the State Tax Commission, not simply imposing increased educational requirements that may be impossible to achieve and that do nothing to weed out the bad actors; and

WHEREAS, Alger County views HB 6049/SB 1025 in its current form as an unconstitutional unfunded mandate which does little or nothing to accomplish its stated goals.

NOW, THEREFORE, BE IT RESOLVED, that the Alger County Board of Commissioners hereby opposes HB 6049/SB 1025 and asks that it be withdrawn from consideration until the funding issues and other problems identified above can be properly addressed.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Mary Ann Froberg

Mary Ann Froberg, Alger County Clerk

Dated: July 16, 2018

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk

101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-12
OPPOSING SB 1031

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both of the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmission and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018 will impose a financial burden on Alger County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Alger County Board of Commissioners hereby opposes SB 1031.

BE IT FURTHER RESOLVED that this resolution will be forwarded to all counties in Michigan, Michigan House Representative Sara Cambensy, Senator Tom Casperson, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Joel VandeVelde

Joel VandeVelde, Alger County Chief Deputy Clerk

Dated: July 16, 2018

Alger County is an Equal Opportunity Employer

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk

101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-13
RESOLUTIONAL OPPOSING THE LEGALIZATION OF MARIJUANA FOR GENERAL USE

(This resolution does not relate to the use of marijuana approved for medical purposes in compliance with current state law)

WHEREAS, proposals to legalize the general use of marijuana are being placed on the ballot across Michigan; and

WHEREAS, general marijuana use and possession is not permitted by federal and state law; and

WHEREAS, *The National Institute on Drug Abuse* reports that 1 in 6 teens that use marijuana become addicted to its use; and Marijuana is now the number one reason kids enter treatment for substance abuse—more than alcohol, cocaine, heroin, meth, ecstasy, and other drugs combined; and

WHEREAS, *Monitoring the Future, 2017* report's that marijuana use increased to 24% among adolescents in 8th, 10th and 12th grades combined and one in ten 12th grade students vaped marijuana in the past year; and

WHEREAS, the University of Colorado, Denver reports that marijuana-impaired driver related fatalities have risen **114%** in Colorado since that state legalized the use of marijuana; and

WHEREAS, increased consumption of Marijuana would likely lead to higher public health and financial costs for society. Addictive substances like alcohol and tobacco already result in much higher social costs than the revenue they generate. The cost to society of alcohol alone is estimated to be more than 15 times the revenue gained by their taxation; and

WHEREAS, emergency room admissions for Marijuana use now exceed those for heroin and are continuing to rise; the link between suicide and Marijuana is strong; and

WHEREAS, it is not possible to foresee and mitigate all the associated risks and impact to our communities through the legalization of marijuana for general use; and, therefore, be it

RESOLVED, that Alger County is opposed to the legalization of marijuana for general use; and, be it further

RESOLVED, Alger County encourages other communities to oppose the legalization of marijuana for general use including the adoption of similar resolutions in opposition to the legalization of non-medical marijuana.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Mary Ann Froberg, Alger County Clerk

Dated: August 20, 2018

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk
101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2018-14
THE DEVELOPMENT OF AN ADDITIONAL LOCK

WHEREAS, the Soo Locks are a vital economic contributor, not just for Michigan, but for the entire U.S. Economy as well. Currently, there are only two locks that are currently being utilized for shipping which are the Poe and MacArthur. The 49-year-ols Poe Lock is in need of repair and the MacArthur Lock's size is not suitable for modern freighters to pass through, and;

WHEREAS, closing the Poe Lock would cause a negative economic impact of $160 million within a 30-day span, and;

WHEREAS, a shutdown of the Locks would result in the halt of the North American automotive production with a matter of weeks, and;

WHEREAS, the Soo locks (out of 196 locks) is ranked number one in its significance to the economy and saves approximately $3.5 billion in costs for transportation each year, and;

WHEREAS, having the Locks closed for even six months would result in 11 million jobs being lost, and;

WHEREAS, the locks are a critical pathway to ship national resources such as iron ore and agricultural products critical to the economic vitality of the Upper Peninsula of Michigan that are exported nationally and internationally, so;

THEREFORE, building a new lock, in addition to the Poe Lock, would allow for more efficient and redundant transportation opportunities;

BE IT RESOLVED, that the Alger County Board of Commissioners supports the development and the funding of the twinning of the Poe Lock as soon as possible.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

Mary Ann Froberg

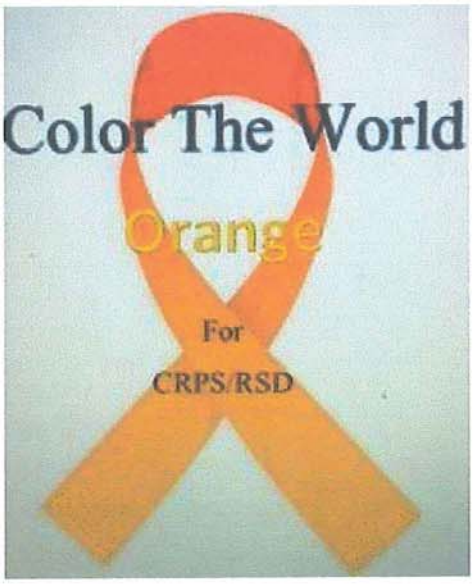
Mary Ann Froberg, Alger County Clerk

Dated: September 17, 2018

Surplus October 2018

Healthwest:
2003 Ford Taurus with over 134,984 miles VIN IFAFP53U33G137341;
2003 Ford Taurus with over 121,610 miles VIN IFAFP53U53G137339;
2004 Ford Taurus with over 130,091 miles VIN IFAFP52UX4G178228;
2005 Ford Taurus with over 120,436 miles VIN IFAFP53245A245715;
2005 Ford Taurus with over 116,231 miles VIN FAFP53295A245712;
2005 Ford Taurus with over 131,349 miles VIN FAFP53285A245717;
2003 Ford 12 Passenger Van with over 119,021 miles VIN IFBNE31L53HA43910;
2007 Ford 12 Passenger Van with over 148,175 miles VIN IFBNE31L57DA96085;
2009 Ford E350 Lift Van with over 115,980 miles VIN IFT5534L99DA27549;
Health Dept:
2004 Chevy Venture with over 110,227 miles VIN 1GNDX03E64D234394;
2004 Ford Taurus with over 81,931 miles VIN 1FAFP52U64G188545;
Facilities Management:
1996 Chevy S10 with over 97,337 miles VIN 1GCCS14X5TK208601;
2001 Chevy 1500 with over 211,733 miles VIN 1GCEC14W1Z275181.

Combi Oven Piper/Products/Servolift Eastern Model No. KMG 202X



09/27/2018

Dear Muskegon County Commissioners;

Supporters Unite for Fifth-Annual Color the World Orange™ for CRPS/RSD Awareness

As a CRPS/RSD sufferer and on behalf of others who do sufferer from this neurological disorder in Muskegon County, MI this event is a great way to spread awareness through our community. I am requesting a proclamation to have Muskegon County recognize November 5, 2018 as "COLOR THE WORLD ORANGE" .This is an amazing way to spread awareness locally, nationally, and globally.

The fifth-annual Color The World Orange™, aimed at spreading awareness of complex regional pain syndrome (CRPS), also known as reflex sympathetic dystrophy (RSD), is Nov. 5, 2018. Held globally on the first Monday of November each year, the event seeks to bring attention to this poorly understood pain disorder.

On Nov. 5, supporters around the world will wear orange and host events to spread awareness of CRPS/RSD, as well as raise funds to support research of this debilitating condition.

More than 70 buildings, bridges and landmarks around the world have agreed to turn orange for Color The World Orange™ including Niagara Falls, the Wrigley Building in Chicago, the CN Tower in Toronto and Blackpool Tower in Blackpool, England.

The easiest way to get involved is to wear orange and post a picture to social media with the

hashtag: #CRPSORANGEDAY.

"Color The World Orange™ was started in 2014 to bring awareness to a debilitating pain condition that too few people know about or understand," the Color The World Orange™ team said. "We hope this day, the fifth-annual Color The World Orange™, will allow all those affected by CRPS/RSD to join together and show the world that while we are in pain, we are strong."

The fourth-annual Color the World Orange in 2017 was the largest yet with more than 100 buildings, bridges and landmarks around the world lit orange to spread awareness including Niagara Falls, the fountains in Trafalgar Square in London, the Mercedes-Benz Superdome in New Orleans and five Billboards in Times Square, New York.

About Complex Regional Pain Syndrome:
CRPS/RSD is a chronic condition characterized by continuous, intense pain, often described as burning, that is out of proportion to the severity of the initial injury. For more information, please visit the National institutes of Health's website: For more information:
https://www.ninds.nih.gov/Disorders/Patient-Caregiver-Education/Fact-Sheets/Complex-Regional-Pain-Syndrome-Fact-Sheet

Contact:

Steph Umlor
(231)766-1799
stephumlor.crps@gmail.com

Contact Color the World Orange at: CRPSOrangeDay@yahoo.com
www.colortheworldorange.com
https://www.facebook.com/ColorTheWorldOrange

Pound Buddies

Animal Shelter & Adoption Center
"Putting People and Pets Together"



County Contract
Amount received from the County Contract in 2017 only covered 43% of what it takes to operate the shelter humanely and properly.
Current County Contract Amount: $235k

Average Intake: 1,200 dogs

Animal Care Costs
The majority of costs incurred for the animals occurs within the first 4-7 days primarily due to the following:

- Required immunizations
- Medical care, i.e. hit by car, mange, gun shot, illness, lacerations, etc.

If a pet is euthanized upon intake due to a medical issue, the pet owner may have a legal standing if they were unable to be consulted in the decision.

After the first 7 days, the cost to care for the animal is typically very minimal.

Services Provided by Pound Buddies:

- Abuse and court cases
- Animal Control
- Basic Animal Care
- Transfer to other shelters with space
- 911 Emergency Calls
- Spay & Neuter Programs
- Quarantined Animals
- Hoarding Cases
- Adoption

Michigan Animal Shelter Budgets & Intake for 2017
Kent County: $2.3m, Intake of 3,639 cats and dogs combined (more than 60% were cats in 2016)
Harbor Humane: $1.1m, Intake of 605 dogs, 1,518 cats (+ transfer in of 600 dogs, 30 cats)
Berrien Springs: $755k, Intake of 2,390 cats and dogs combined (average of 40% dogs, 60% cats)
Pound Buddies: $190k, Intake of 1,009 dogs

Mandatory Building Repairs
A new roof, not a repair, is required immediately. According to a report from Facilities Management in 2015, the roof needed total replacement immediately, along with other building repairs, with an estimate of $100k.
HVAC must be replaced since repair is not possible.
Ongoing plumbing and electrical issues must also be addressed.
The current state of the building is unsafe for staff, volunteers and the public.

Contract Term
Pound Buddies has been willing to implement a capital campaign to fund a new, or newly renovated building. Although, major donors are unwilling to donate to an organization that only holds a short-term contract.

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, October 30, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Pastor Keith Sandison, Calvary Church at 1070 Quarterline Road, Muskegon, MI 49442. The Pledge of Allegiance was led by Commissioner Snider and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II,

Excused: Kenneth Mahoney, Rillastine Wilkins

Also Present: Mark Eisenbarth, County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-394 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Snider, to approve the agenda.

Voice vote **Motion Carried**

2018-395 **APPROVE THE REGULAR AND CLOSED SESSION MINUTES OF OCTOBER 16, 2018**

Moved by Commissioner Engle, seconded by Commissioner Snider, to approve the Regular and Closed Session Minutes of October 16, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Beth Dick, Finance Director/Assistant County Administrator, addressed the Board regarding Ways and Means Agenda item #129, it had been approved "subsequent to receiving the agreement memorandum of understanding" but should read: "contingent upon the approval of the Bureau of Grants and Purchasing of the State of Michigan." A new copy was distributed to Commissioners.

2018-396 **REVISE WAYS AND MEANS ITEM WM18/10-129 TO REPLACE "SUBSEQUENT TO RECEIVING THE AGREEMENT MEMORANDUM OF UNDERSTANDING" TO READ: "CONTINGENT UPON THE APPROVAL OF THE BUREAU OF GRANTS AND PURCHASING OF THE STATE OF MICHIGAN"**

Moved by Commissioner Nash, seconded by Commissioner Hughes, to revise Ways and Means item WM18/10-129 to replace "subsequent to receiving the agreement memorandum of understanding" to read: "contingent upon the approval of the Bureau of Grants and Purchasing of the State of Michigan".

Voice vote **Motion Carried**

COMMUNICATIONS

The following item was provided to Commissioners for information: (See Attachment)

A. Correspondence from Tony Moulatsiotis, Muskegon County Treasurer, dated October 23, 2018, Regarding Animal Control Services

B. Bay County Board of Commissioners Resolution: Opposition to SB 1031

C. Berrien County Board of Commissioners Resolution: Opposition to the Legalization of Non-Medical and Recreational Marijuana

D. Houghton County Board of Commissioners Resolution: Support of Ojibway Correctional Facility

COMMITTEE/BOARD REPORTS

2018-397 **AUTHORIZE STAFF TO ISSUE AN RFP FOR ENGINEERING SERVICES FOR BOAT LAUNCH CONSTRUCTION, REPAIRS AND UPGRADES AT TWIN LAKE COUNTY PARK, THE DEREMO LAUNCH ON BIG BLUE LAKE, AND THE KAYAK LAUNCH AREA AT HERITAGE LANDING WITH FUNDING TO COME FROM PARKS RESERVES AND AMEND THE BUDGET ACCORDINGLY**

CD/SP18/10-29

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to authorize staff to issue an RFP for engineering services for boat launch construction, repairs and upgrades at Twin Lake County Park, the Deremo Launch on Big Blue Lake, and the Kayak Launch area at Heritage Landing with funding to come from Parks reserves and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-398 **APPROVE THE LOCATION CHANGE OF THE NOVEMBER 15, 2018 COMMUNITY DEVELOPMENT/STRATEGIC PLANNING COMMITTEE MEETING TO BLUE LAKE TOWNSHIP HALL, 1491 OWASIPPE ROAD, TWIN LAKE, MICHIGAN**

CD/SP18/10-30

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve the location change of the November 15, 2018 Community Development/Strategic Planning Committee meeting to Blue Lake Township Hall, 1491 Owasippe Road, Twin Lake, Michigan.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-399 **APPROVE THE RESOLUTION APPROVING REFUNDING CONTRACT AND BOND RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN THE BOND CONTRACT**

BPW-18-109

The Board of Public Works recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve the Resolution Approving Refunding Contract and Bond Resolution and authorize the Chair to sign the bond contract.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-400 **AUTHORIZE THE AIRPORT TO SUBMIT SUPPLEMENTAL GRANT FUNDING REQUEST TO FAA, SUBJECT TO FINAL APPROVAL AND AWARD BY FAA IN EITHER FISCAL YEAR 2019 AND/OR 2020, FOR DEVELOPMENT OF AN AIRPORT MASTER PLAN; ACQUISITION OF AN AIRPORT SWEEPER; DESIGN & CONSTRUCTION OF A SNOW REMOVAL EQUIPMENT FACILITY; AND DESIGN AND CONSTRUCTION OF TERMINAL EXPANSION AND MODERNIZATION SUBJECT TO RECEIPT OF FEDERAL AND STATE GRANT FUNDING IN FISCAL YEARS 2019 AND/OR 2020**

TR18/10-31

The Transportation Committee recommends, moved by Commissioner Foster, seconded by Commissioner Engle, to authorize the Airport to submit supplemental grant funding request to FAA, subject to final approval and award by FAA in either fiscal year 2019 and/or 2020, for Development of an Airport Master Plan; Acquisition of an airport sweeper; Design & construction of a Snow Removal Equipment facility; and Design and construction of terminal expansion and modernization subject to receipt of federal and state grant funding in fiscal years 2019 and/or 2020.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-401 **APPROVE CONTRACT #16-2236 YEAR 3 SCOPE OF SERVICES WITH MEAD & HUNT FOR AIR SERVICE CONSULTING SERVICES IN THE AMOUNT OF $17,560.00**

TR18/10-32

The Transportation Committee recommends, moved by Commissioner Foster, seconded by Commissioner Engle, to approve Contract #16-2236 Year 3 Scope of Services with Mead & Hunt for Air Service Consulting services in the amount of $17,560.00.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-402 **APPROVE AND AUTHORIZE THE CHAIR TO SIGN AMENDMENT NO. 1 TO A CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES WITH C & S ENGINEERS, INC. FOR CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES ASSOCIATED WITH THE FY2019 RUNWAY 6-24 PAVEMENT AND LIGHTING REHABILITATION CONSTRUCTION PROJECT FOR A LUMP SUM FEE OF $299,126.00 WITH THE COUNTY'S 2.5% SHARE OF THE AMENDMENT TO BE $7,478.15**

TR18/10-33

The Transportation Committee recommends, moved by Commissioner Foster, seconded by Commissioner Engle, to approve and authorize the Chair to sign Amendment No. 1 to a contract for professional engineering services with C & S Engineers, Inc. for construction observation and administration services associated with the FY2019 Runway 6-24 Pavement and Lighting Rehabilitation Construction Project for a lump sum fee of $299,126.00 with the County's 2.5% share of the amendment to be $7,478.15.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-403 **AUTHORIZE MATS TO WRITE OFF THE PAST DUE ACCOUNT OF SOLUTIONS UNLIMITED TOO IN THE AMOUNT OF $2,729.36, PLUS ANY ACCRUED INTEREST AT THE TIME OF WRITE-OFF**

TR18/20-34

The Transportation Committee recommends, moved by Commissioner Foster, seconded by Commissioner Engle, to authorize MATS to write off the past due account of Solutions Unlimited Too in the amount of $2,729.36, plus any accrued interest at the time of write-off.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-404 **APPROVE THE LOCATION CHANGE OF THE NOVEMBER 15, 2018 TRANSPORTATION COMMITTEE MEETING TO BLUE LAKE TOWNSHIP HALL, 1491 OWASIPPE ROAD, TWIN LAKE, MICHIGAN**

TR18/20-35

The Transportation Committee recommends, moved by Commissioner Foster, seconded by Commissioner Engle, to approve the location change of the November 15, 2018 Transportation Committee meeting to Blue Lake Township Hall, 1491 Owasippe Road, Twin Lake, Michigan.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-405 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $17,227,432.92, COVERING THE PERIOD OF SEPTEMBER 30, 2018 THROUGH OCTOBER 12, 2018 FOR CHECKS AND SEPTEMBER 1, 2018 THROUGH SEPTEMBER 30, 2018 FOR EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/10-128

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve payment of the accounts payable of $17,227,432.92, covering the period of September 30, 2018 through October 12, 2018 for checks and September 1, 2018 through September 30, 2018 for EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-406 **APPROVE A ONE YEAR RENEWAL OPTION FOR THE MEMORANDUM OF UNDERSTANDING WITH THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE PROCESSING OF COUNTY CHILD CARE FUND FOSTER CARE PAYMENTS OUT OF THE LANSING ACCOUNTING SERVICE CENTER FOR THE PERIOD FROM OCTOBER 1, 2018 TO SEPTEMBER 30, 2019 AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN THE AGREEMENT CONTINGENT UPON THE APPROVAL OF THE BUREAU OF GRANTS AND PURCHASING OF THE STATE OF MICHIGAN**

WM18/10-129

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve a one year renewal option for the Memorandum of Understanding with the State of Michigan Department of Health and Human Services for the processing of County Child Care Fund foster care payments out of the Lansing Accounting Service Center for the period from October 1, 2018 to September 30, 2019 and authorize the County Administrator to sign the agreement contingent upon the approval of the Bureau of Grants and Purchasing of the State of Michigan.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-407 **AUTHORIZE THE MUSKEGON COUNTY 14TH CIRCUIT COURT TO DELETE 3 HOURLY YOUTH SPECIALIST POSITIONS (QU-00180, $13.77-$20.33/HR); SPECIFICALLY, DELETION OF VACANT POSITION #S Q97003, Q97009, & Q97013, AND REQUEST FOR THE ADDITION OF 1 FULL-TIME YOUTH SPECIALIST POSITION (QU-000180, $13.77-$20.33/HR)**

WM18/10-130

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to authorize the Muskegon County 14th Circuit Court to delete 3 hourly Youth Specialist positions (QU-00180, $13.77-$20.33/hr); specifically, deletion of vacant position #s Q97003, Q97009, & Q97013, and request for the addition of 1 full-time Youth Specialist position (QU-000180, $13.77-$20.33/hr).

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-408 **ACCEPT THE BIDS FOR FOOD SERVICES FOR THE JUVENILE TRANSITION CENTER WITH LAKE EFFECT KITCHEN AND MONA SHORE PUBLIC SCHOOLS, BOTH EFFECTIVE NOVEMBER 1, 2018 THROUGH JUNE 30, 2019, AND AUTHORIZE THE CHIEF JUDGE TO SIGN BOTH FOOD SERVICE AGREEMENTS, SUBJECT TO CORPORATE COUNSEL'S REVIEW AND APPROVAL**

WM18/10-131

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to accept the bids for food services for the Juvenile Transition Center with Lake Effect Kitchen and Mona Shore Public Schools, both effective November 1, 2018 through June 30, 2019, and authorize the Chief Judge to sign both Food Service Agreements, subject to Corporate Counsel's review and approval.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-409 **APPROVE THE FOLLOWING VENDORS FOR IMMEDIATE RELEASE OF PAYMENT IN FY2019 FOR COUNTY CLERK VITAL RECORDS, JURY COMMISSION, CONCEALED PISTOL LICENSING, CIRCUIT COURT RECORDS AND ELECTIONS: ALLSHRED RECYCLING SERVICES, CAMPAIGN FINANCE US, LLC, HART INTERCIVIC, INC., EBCO, GOVERNMENT BUSINESS SYSTEMS, HERALD PUBLISHING, JURY SYSTEMS, INC., KENT RECORD MANAGEMENT, PSI PRINTING SYSTEMS, INC. AND WHITEWATER VALLEY PUBLISHING**

WM18/10-132

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve the following vendors for immediate release of payment in FY2019 for County Clerk Vital Records, Jury Commission, Concealed Pistol Licensing, Circuit Court Records and Elections: AllShred Recycling Services, Campaign Finance US, LLC, Hart Intercivic, Inc., EBCO, Government Business Systems, Herald Publishing, Jury Systems, Inc., Kent Record Management, PSI Printing Systems, Inc. and Whitewater Valley Publishing.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-410 **APPROVE ADOPTION OF THE 2018 APPORTIONMENT REPORT AS PREPARED AND SUBMITTED BY THE MUSKEGON COUNTY EQUALIZATION DEPARTMENT**

WM18/10-133
The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve adoption of the 2018 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-411 **AUTHORIZE TO SOLICIT BIDS FOR JANITORIAL AND CLEANING SERVICES FOR HALL OF JUSTICE, SOUTH CAMPUS, HEALTHWEST, AND HERITAGE LANDING BATHROOM**

WM18/10-134
The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to authorize to solicit bids for janitorial and cleaning services for Hall of Justice, South Campus, HealthWest, and Heritage Landing bathroom.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross remarked that the County Administrator's Annual Evaluation has been distributed to Commissioners and he has been doing a good job.

Administrator Eisenbarth thanked Commissioners and stated he enjoys the job and looks forward to working with Commissioner in the future and appreciates the opportunity.

Commissioners Nash, Foster, Engle, and Snider agreed that Mr. Eisenbarth is doing an excellent job moving the County forward.

Commissioner Engle reported that the Investment Committee for the Muskegon County 457 Deferred Compensation Plan met and that the County is doing well with employee investments.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth asked to remove item 11. B. to be brought back at a later date.

2018-412 **APPROVE THE EFFECTIVE DATE FOR THE DEFINED BENEFIT MULTIPLIER REDUCTION OF .25% BE DECEMBER 31, 2018 USING THE FROZEN FAC METHODOLOGY FOR THE NON-BARGAINING EMPLOYEES (GENERAL NON-UNION – DIVISION 11; JUDGES – DIVISION 15; AND COMMISSIONERS/ELECTED OFFICIALS/DIRECTORS – DIVISION 17)**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Snider, to approve the effective date for the defined benefit multiplier reduction of .25% be December 31, 2018 using the frozen FAC methodology for the non-bargaining employees (General Non-Union – Division 11; Judges – Division 15; and Commissioners/Elected Officials/Directors – Division 17).

Roll Call:
Yes: Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik,
I. John Snider II, Benjamin E. Cross

Abstain: Marvin Engle

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-413 **APPROVE A RESOLUTION AUTHORIZING MUSKEGON COUNTY WATERS SUPPLY SYSTEM REFUNDING BOND, SERIES 2018 (GENERAL OBLIGATION LIMITED TAX) AS ATTACHED**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Snider, to approve a Resolution Authorizing Muskegon County Waters Supply System Refunding Bond, Series 2018 (General Obligation Limited Tax) as attached.

Commissioner Scolnik asked the amount saved by refunding the bond. Matt Farrar, Public Works Director, stated the net present value savings was around $400,000+, budgetary savings would be a little more than that, around $425,000.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik,
I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

2018-414 **AUTHORIZE THE COUNTY'S FINANCIAL ADVISORS HILLTOP SECURITIES, INC. TO DEVELOP AND DISTRIBUTE A REQUEST FOR PROPOSAL (RFP) FOR BOND UNDERWRITER SERVICES AND TO ASSIST IN THE EVALUATION AND SELECTION PROCESS**

The Administrator recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to authorize the County's financial advisors Hilltop Securities, Inc. to develop and distribute a Request for Proposal (RFP) for bond underwriter services and to assist in the evaluation and selection process.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Charles Nash, Robert Scolnik, I. John Snider II, Benjamin E. Cross

No: None

Excused: Kenneth Mahoney, Rillastine Wilkins **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT (on a non-agenda item)

More than 40 people addressed the Board in support of Pound Buddies.

TC Nash addressed the Board regarding the Muskegon Heights Optimist Club Annual Jazz and Soul event to raise funds for children will be held on Saturday, November 10th at the Folkert Community Hub at 640 Seminole Rd. Tickets are $20 in advance and $25 at the door.

Commissioner Nash expressed appreciation for past support from Williams Hughes, LLC and County Clerk Nancy A. Waters.

Commissioner Engle noted that the Board has a statutory requirement for much of what the Board does, not having anything to do with Pound Buddies and what they do or do not do, but a procedure to be fair and equitable by going out for bids for the County's responsibility. He further noted that his family has, for generations, and will hopefully continue to support wild and domestic animals in this county.

2018-415 **MOVED BY COMMISSION HUGHES, SECONDED BY COMMISSION ENGLE, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 5:37 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Thursday, November 8, 2018.

MUSKEGON COUNTY
MICHIGAN

173 E. APPLE AVE., MUSKEGON, MICHIGAN 49442
(231) 724-6261 • FAX (231) 724-6549
TREASURER'S OFFICE

TONY MOULATSIOTIS
Treasurer

October 23, 2018

To The Muskegon County Board of Commissioners;

I would like to thank you for rebidding the Animal Control services contract and reiterate the importance of doing so.

For one, the current contract expired, so to rebid would be a normal and automatic procedure and one that is prescribed by the Board's Procurement Policy.

I will acknowledge that timing was last minute. However, the bid process for this service wouldn't typically fall under my jurisdiction. So, I can't support why a more reasonable timeframe wasn't established to avoid a lapse in contract.

For another, the existing contract that provides for the board and care of impounded dogs was altered in June with board motion # 2018-240 to include enforcement services. This validates an additional reason to re-bid the contract.

Because certain aspects of the enforcement process overlap with the function of the Treasurer's Office, I voiced my concern over the decision to not re-bid the contract in its "totality". My concern was addressed September 25th and board motion# 2018 351 was voted on and passed 8 to 1.

Aspects of enforcement that concern my office are expired dog licenses and impound fees. Expired licenses must be followed up on in a timely manner, a duty of enforcement. The statute clearly states that unlicensed dogs are to be considered a public nuisance. Impound fees would be assessed to owners whose dogs are impounded for running "stray". These fines should be collected and turned over to the County just as license fees are. The impound fees would be a dollar for dollar reduction in the cost of the contract.

I don't believe that limiting the contractual costs to the statutory 4 days for a licensed dog and 7 days for an unlicensed dog would suggest that we are encouraging euthanasia. I believe this to be the period that the County's financial obligation should cover. An animal control shelter is designed to impound strays and provide care for those strays until they can be reunited with their family. Dogs that go beyond the statutory timeframe would be made available for adoption for a fee. The adoption fees charged should offset costs for the care of the dog(s) beyond the holding period. This as defined by statute is in part of what an animal protection shelter does. The County has no statutory obligation for animal protection services. In addition, when the Health Department negotiated the contract, this "separation of financial responsibility" was standard language. For whatever reason, this was removed from the contract that just expired covering years 2016-2018.

It's important to understand that the County does not charge rent for use of the building during the contract and allows the contractor to conduct other existing animal protection activities that includes cats and/or other animals at no charge.

In closing, the Board must consider the financial costs related to this contract with respect to its statutory obligations. In order for that to be possible, there has to be a clear separation between animal control and animal protection financial obligations per state statute. How much is the County Board of Commissioners willing to spend beyond on its statutory responsibility for animal control to subsidize animal protection with taxpayer dollars?

I've attached a summary of Animal Control revenues and expenditures for the previous 16 years. This would include 8 years with Pound Buddies and 8 years without. In reviewing the "net" cost to the general fund revenue it would appear that outsourcing at the current level is comparative to the County employing this service. Also, I've asked staff to project costs associated with operating a solely run Animal Control agency. These projections are not available yet but will be useful in determining at what level the cost of outsourcing is greater than insourcing.

In good conscience and as a steward of the taxpayers I would ask you to consider keeping the financial impact and statutory responsibility in mind while negotiating any further increases in the contract for Animal Control services.

Sincerely,



Tony Moulatsiotis

Enclosure(s)

16 year snap shot

State of Michigan definition of shelter

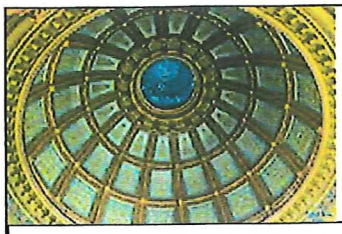
Pound Buddies mission statement

Animal Control
16-Year Snap Shot
Last 8 Years Partnering with Pound Buddies

Fiscal Year	9/30/2018	9/30/2017	9/30/2016	9/30/2015	9/30/2014	9/30/2013	9/30/2012	9/30/2011
				Last 8 Fiscal Years with Pound Buddies				
License Fees	219,383	246,305	279,565	255,872	256,103	298,586	313,541	458,681
Board & Confinement								
Impounds								
Quarantine								
Rabies								
Vet Pick Up								
Misc								
Other - Sheriff Svcs		1,355	2,935	4,208	15,573	16,021		
Other - FOIA							172	489
Other - City Cat Program								
Total Revenue	219,383	247,659	282,500	260,080	271,676	314,608	313,714	459,170
Total Expenditures	367,824	353,391	385,330	432,119	424,037	400,317	433,182	488,135
Pound Buddies ^^^	242,500	190,000	140,000	96,479	92,208	92,208	90,400	88,000
(Included in Total)	27.63%	35.71%	45.11%	4.63%	0.00%	2.00%	2.73%	
Cost to General Fund	(148,441)	(105,732)	(102,829)	(172,040)	(152,361)	(85,710)	(119,469)	(28,965)

Animal Control
16-Year Snap Shot
Previous 8 Years without Pound Buddies

Fiscal Year	9/30/2010	9/30/2009	9/30/2008	9/30/2007	9/30/2006	9/30/2005	9/30/2004	9/30/2003
				Previous 8 Fiscal Years without Pound Buddies				
License Fees	445,873	416,854	408,129	389,683	383,685	293,884	284,210	359,374
Board & Confinement	7,550	6,840	8,400	8,360	9,335	6,865	3,890	6,769
Impounds	9,575	16,410	18,600	16,760	16,870	15,179	16,383	20,088
Quarantine	1,000	690	590	580	160	877	784	464
Rabies	1,524	1,668	1,884	1,584	1,610	1,178	496	1,921
Vet Pick Up	370	1,040	1,621	1,760	825	3,070	2,987	5,337
Misc	336	153	924	1327.97	446	250	1,641	7,844
Other - Sheriff Svcs								
Other - FOIA	170	298	413	328	249	168	342	121
Other - City Cat Program	6,200	24,800	24,800	24,800	24,800	24,800	24,800	24,800
Total Revenue	472,598	468,754	465,360	445,183	437,980	346,270	335,534	426,718
Total Expenditures	514,136	475,636	596,388	592,268	545,218	528,074	507,207	724,170
Pound Buddies ^^^ (Included in Total)	1,913	1,695	612	5,302	-	-	-	-
Cost to General Fund	(41,539)	(6,882)	(131,028)	(147,085)	(107,238)	(181,804)	(171,673)	(297,452)



MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 341 of 2018
House: Adjourned until Wednesday, November 7, 2018 1:30:00 PM

Section 750.50

friendly link Printer Friendly

THE MICHIGAN PENAL CODE (EXCERPT)
Act 328 of 1931

750.50 Definitions; charge or custody of animal; prohibited conduct; forfeiture of animal; violation as misdemeanor or felony; penalty; psychiatric or psychological counseling; other violation of law arising out of same transaction; consecutive terms; order to pay costs; order prohibiting owning or possessing animal for certain period of time; violation of subsection (9); revocation of probation; certain conduct not prohibited by section.

Sec. 50.

(1) As used in this section and section 50b:

(a) "Adequate care" means the provision of sufficient food, water, shelter, sanitary conditions, exercise, and veterinary medical attention in order to maintain an animal in a state of good health.

(b) "Animal" means any vertebrate other than a human being.

(c) "Animal protection shelter" means a facility operated by a person, humane society, society for the prevention of cruelty to animals, or any other nonprofit organization, for the care of homeless animals.

(d) "Animal control shelter" means a facility operated by a county, city, village, or township to impound and care for animals found in streets or otherwise at large contrary to any ordinance of the county, city, village, or township or state law.

(e) "Licensed veterinarian" means a person licensed to practice veterinary medicine under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838.

(f) "Livestock" means that term as defined in the animal industry act of 1987, 1988 PA 466, MCL 287.701 to 287.747.

(g) "Person" means an individual, partnership, limited liability company, corporation, association, governmental entity, or other legal entity.

(h) "Neglect" means to fail to sufficiently and properly care for an animal to the extent that the animal's health is jeopardized.

(i) "Sanitary conditions" means space free from health hazards including excessive animal waste, overcrowding of animals, or other conditions

Putting People and Pets Together

Welcome to **Pound Buddies!** We are **Muskegon County's largest animal shelter** serving the needs of homeless animals and pet-loving people since 2002.

At Pound Buddies, our core purpose is to care for homeless dogs and cats and find them new loving families. Our mission is to be a guiding force to ensure the well-being of every dog and cat in Muskegon County.

We:

Animal Protection
- Provide shelter for homeless, abused or neglected dogs. To report a case of animal neglect or abuse, please call **(231) 724-6007** or **911**.

Animal Protection
- Facilitate the adoption of homeless dogs into loving new homes. View our adoptable dogs.

Animal Protection
- Increase community awareness of pet overpopulation and encourage owners to spay/neuter pets to decrease the number of adoptable dogs and cats euthanized simply because there aren't enough homes for them.

Animal Control
- Provide temporary shelter for lost or stray dogs who are picked up or brought in by law enforcement or concerned citizens. If you are looking for a lost dog, see how we can help you re-connect with your lost friend.

Last 3 Yr Contract

2018 - $235,000

2017 - $190,000

2016 - $140,000

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No. 2018-238

BAY COUNTY BOARD OF COMMISSIONERS

OCTOBER 9, 2018

RESOLUTION IN OPPOSITION TO SENATE BILL 1031, A BILL TO AMEND 1893 PA 206, ENTITLED, "THE GENERAL PROPERTY TAX ACT, "(MCL 211.1 to 211.155) By adding section 9p

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, Senate Bill (SB) 1031 seeks to amend the General Property Tax Act to exempt qualified utility personal property from the collection of taxes under the Act; and

WHEREAS, "Qualified utility personal property" under the Act would include both the following utility personal property: electric transmission and distribution systems, substation equipment, spare parts, gas distribution systems, water transmissions and distribution systems, gas storage equipment, and transmission lines of gas or oil transporting companies; that was initially installed in the State after December 31, 2017; and

WHEREAS, SB 1031 in its present form as introduced on May 29, 2018, will impose a financial burden on Bay County and its local units, as it will not only reduce personal property tax revenues in 2019, but every year thereafter those annual losses will continue to increase; and

WHEREAS, SB 1031 in its present form as introduced on May 29,2018, that the Bay County Board of Commissioners supports the concerns of its Townships and the position taken of the Michigan Township Association; and

WHEREAS, SB 1031 was reported favorably by the Senate Committee on Finance without amendment for immediate effect to the Committee of the Whole on June 6, 2018; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners does hereby oppose SB 1031; Be It Further

RESOLVED That this resolution will be forwarded to all counties In Michigan, State Representatives Brian Elder and Gary Glenn, State Senator Mike Green, Governor Rick Snyder, the Michigan Townships Association, the Michigan Municipal League, and the Michigan Association of Counties.

THOMAS M. HEREK, CHAIR
AND BOARD

Duranczyk - Opposition to SB 1031
Resolution sponsored by Commissioner Michael J. Duranczyk, 1st District

MOVED BY COMM. DURANCZYK

SUPPORTED BY COMM. BEGICK

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			TOM RYDER	X						

VOTE TOTALS:
ROLL CALL: YEAS____ NAYS____ EXCUSED____
VOICE: X YEAS 7 NAYS 0 EXCUSED 0

DISPOSITION: ADOPTED X DEFEATED____ WITHDRAWN____
AMENDED____ CORRECTED____ REFERRED____

B1810347
October 18, 2018

THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY MICHIGAN: respectfully recommends the adoption of the following:

Resolution Opposing the Legalization of Non-Medical and Recreational Marijuana

WHEREAS, proposals to legalize the general use of marijuana are being placed on the ballot in communities across Michigan; and

WHEREAS, there is significant evidence demonstrating that non-medical or recreational use of marijuana has a profoundly negative impact on our youth, particularly teenagers; and

WHEREAS, *the National Survey on Drug Use and Health* reports that since Colorado, Washington, Oregon, Alaska and the District of Columbia (Washington, DC) legalized marijuana, past-month use of the drug has continued to rise above the national average among youth aged 12-17 in all five jurisdictions; and

WHEREAS, *The National Institute on Drug Abuse* reports that one in six teens that use marijuana become addicted to its use; and

WHEREAS, *Monitoring the Future, 2013* reports that in states where medical marijuana use has been legalized, about one third of 12th graders reported access to another person's medical marijuana supply; and

WHEREAS, *Rocky Mountain HIDTA,* 2015 reports that there was a 40 percent increase in drug-related suspensions and expulsions in Colorado from school year 2008/2009 to 2013/2014; and

WHEREAS, *National Highway Traffic Association* reports that driving under the influence of marijuana is associated with an increased risk of car crashes, especially fatal crashes; and

WHEREAS, the *University of Colorado*, Denver reports that marijuana-impaired driver related fatalities have risen 114% in Colorado since that state legalized the use of marijuana; and

WHEREAS, *Join Together* reports that the active ingredient in marijuana, Tetrahydrocannabinol(THC), has increased significantly from an average of 1% in 1970 to 30% in 2013, making today's marijuana an alarmingly more potent drug; and

WHEREAS, general marijuana use and possession is not permitted by federal and state law; and

WHEREAS, it is not possible to foresee and mitigate all the associated risks and impact to our communities through the legalization of marijuana for general use; and

BH 10-18-18

10

WHEREAS, Berrien County recognizes the need to educate all sectors of our community regarding the dangers of non-medical marijuana use; and

WHEREAS, it is crucial that Berrien County maintain a healthy and drug free workforce.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Berrien County Board of Commissioners is opposed to the legalization of marijuana for non-medical, recreational and general use.

BE IT FURTHER RESOLVED that the Berrien County Board of Commissioners encourages other communities to oppose the legalization of marijuana for general use including the adoption of similar resolutions in opposition to the legalization of non- medical marijuana

Respectfully submitted,
BERRIEN COUNTY BOARD OF COMMISSIONERS

Jon Hinkelman, Board Chairman

R. McKinley Elliott, Chair Administration

William J. Chickering, Chair Finance

Mamie L. Yarbrough, Vice-Chair BOC

Jeanette Leahey, Chair PHSC

Debra Panozzo, Finance

Ezra A. Scott, Finance

Teri Sue Freehling, Administration

Michael J. Majerek, Administration

Don Meeks, Administration

Jim Curran, PHSC

David Vollrath, PHSC

RESOLUTION SUPPORTING OJIBWAY CORRECTIONAL FACILITY

WHEREAS, the State of Michigan Department of Corrections (DOC) has announced that the Ojibway Correctional Facility (OCF) in Marenisco Township, which is in Gogebic County, will be closed effective December 1, 2018; and

WHEREAS, the Gogebic County Facility is one of many historical examples of where a U.P. county stepped up to help the State by agreeing to place a prison in their area despite local resident opposition; and

WHEREAS, the OCF has been one of the most effectively operated prison facilities among the DOC's facilities; and

WHEREAS, OCF employs approximately 210 employees, and the payroll of those employees has a large economic impact, over $55 million, on the County, as well as significant future impact on overcrowding of its county jail; and

WHEREAS, one of the factors used to determine which facility would be closed was the distance that family has to travel to visit their loved ones at OCF; and

WHEREAS, the Department of Corrections has Upper Peninsula prison inmates within the system, scattered throughout the DOC facilities; and

WHEREAS, if one of the factors in determining the OCF closure was distance to visit inmates, then obviously Upper Peninsula facilities should be utilized for housing of Upper Peninsula prison inmates.

THEREFORE BE IT RESOLVED, the Houghton County Board of Commissioners strongly favors the continued operation of the Ojibway Correctional Facility in Marenisco Township, Gogebic County, Michigan, as a vital facility for the DOC and housing unit for Upper Peninsula prison inmates, and

BE IT FUTHER RESOLVED, that before any further Upper Peninsula prison is proposed for closure including the Ojibway Prison, an independent economic impact analysis must be conducted and funded by the State of Michigan. The State of Michigan shall also be required to provide adequate financial resources and economic aid and a facility re-use plan to mitigate the economic impact, loss of jobs, loss of local tax revenues and subsequent overcrowding of local county jails.

BE IT FINALLY RESOLVED, that a copy of this resolution be sent to U.P. Legislators, Governor Snyder, the MDOC Director and all Upper Peninsula counties.

STATE OF MICHIGAN)
)ss.
COUNTY OF HOUGHTON)

I, JENNIFER LORENZ, Clerk of the Houghton County Board of Commissioners and Clerk of the County of Houghton, do hereby certify that the above Resolution was duly adopted by the said Board on October 16, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County of Houghton, Houghton, Michigan, this 17th day of October, 2018.

_____

Jennifer Lorenz
Houghton County Clerk

Board of Commissioners
County of Muskegon
State of Michigan

RESOLUTION AUTHORIZING
MUSKEGON COUNTY WATER SUPPLY SYSTEM REFUNDING BONDS, SERIES 2018
(GENERAL OBLIGATION LIMITED TAX)

Minutes of a regular meeting of the Board of Commissioners of the County of Muskegon, State of Michigan (the "County"), held on October 30, 2018, at 4:00 o'clock p.m., prevailing Eastern Time.

PRESENT: Commissioners: _____

_____

ABSENT: Commissioners: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Board of Public Works (the "Board of Public Works" or "DPW") has been established by the County of Muskegon (the "County") under the terms of Act 185, Public Acts of Michigan, 1957, as amended ("Act 185"), with authority to acquire and finance improvements for public corporations through the establishment of water supply systems and sewage disposal systems; and

WHEREAS, the County has previously established the Northside Water System (the "System") within the County to service the Charter Township of Muskegon and the Townships of Dalton, Fruitland and Laketon (together, the "Local Units") and other local units within the County; and

WHEREAS, pursuant to the provisions of Act 185, the County through the Board of Public Works and the Local Units did enter into the DPW Contract, dated as of April 1, 2008 (the "Contract"), for the acquisition, construction and financing of certain improvements to the System; and

WHEREAS, pursuant to the Contract, the County issued its Muskegon County Water Supply System Bonds, Series 2008 (General Obligation Limited Tax), dated May 15, 2008 (the "2008 Bonds"), in the original aggregate authorized amount of $9,215,000; and

WHEREAS, the 2008 Bonds maturing November 1, 2019 through November 1, 2028 (the 2008 Bonds subject to optional redemption hereafter referred to as the "Prior Bonds") are subject to optional redemption beginning November 1, 2018; and

WHEREAS, the Local Units and the Board of Public Works have been advised that the current conditions in the bond market could permit the Prior Bonds to be refunded at a significant savings; and

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), permits the County to refund all or part of the funded indebtedness of the County; and

WHEREAS, the Local Units and the Board of Public Works have determined that it is in the best interest of the Local Units and the County to refund the Prior Bonds, and the Board of Public Works has recommended to the Board of Commissioners that such refunding be undertaken; and

WHEREAS, a Refunding Contract has been prepared pursuant to authority of Act 34 and Act 185 providing for the implementation of such refunding program and for other details in connection therewith, said Refunding Contract being attached hereto in full and made a part of this resolution pursuant to law; and

WHEREAS, all things necessary for the authorization of such refunding bonds pursuant to the provisions of law have been done, and the County is now empowered and desires to authorize the issuance of such refunding bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF MUSKEGON AS FOLLOWS:

1. Execution and delivery of the Refunding Contract by the Chairperson and the Secretary of DPW on behalf of the County is hereby approved, ratified and confirmed.

2. For the purpose of raising all or a portion of the money to refund all or a portion of the Prior Bonds, and pursuant to authority of Act 185 and Act 34, there shall be issued refunding bonds of the County (the "Refunding Bonds") as hereinafter set forth. The Refunding Bonds shall be designated Muskegon County Water Supply System Refunding Bonds, Series 2018 (General Obligation Limited Tax) and shall be in the aggregate principal amount of not to exceed Five Million Five Hundred Thousand Dollars ($5,500,000) as finally determined upon sale thereof, consisting of bonds registered as to principal and interest of the denomination of $5,000 or integral multiples of $5,000, dated as of the date of delivery thereof, numbered as determined by the Transfer Agent (as herein defined). The Refunding Bonds shall bear interest, mature and be payable at the times, in the amounts and in the manner set forth in paragraphs 7 and 8 hereof.

The Refunding Bonds shall be sold at a public sale at a price not less than 100% of the principal amount thereof. The Refunding Bonds may be issued as serial bonds or term bonds or both and shall be subject to redemption prior to maturity at the times and prices determined by the DPW at the time of sale and in the manner provided in paragraphs 7 and 8 of this resolution, and if term bonds are designated by the original purchaser of the bonds, then such bonds will be subject to mandatory redemption in accordance with the maturity schedule as provided in the form of notice of sale as set forth in paragraph 8 hereof.

Interest shall be paid by check drawn on the Transfer Agent mailed to the registered owner of the Refunding Bonds at the registered address, as shown on the registration books of the County maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment or the first day of the month, if the payment date is the fifteenth day of the month. The date of determination of registered owner for purposes of payment for interest as provided in this paragraph may be changed by the County to conform to market practice in the future. The principal of the Bonds shall be

payable at U.S. Bank National Association, Detroit, Michigan, as a registrar, paying agent and transfer agent for the Bonds (the "Transfer Agent"). The County may select another bank or trust company located in the State of Michigan to serve as transfer agent upon notice to the registered owner of the Refunding Bonds not less than sixty (60) days prior to an interest payment date.

The Refunding Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York ("DTC"), and the County Treasurer is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Refunding Bonds in book-entry-only form and to make such changes in the bond form within the parameters of this Resolution as may be required to accomplish the foregoing.

Unless waived by any registered owner of bonds to be redeemed, official notice of redemption shall be given by the Transfer Agent on behalf of the County. Such notice shall be dated and shall contain at a minimum the following information: original issue date; maturity dates; interest rates; CUSIP numbers, if any; certificate numbers, and in the case of partial redemption, the called amounts of each certificate; the redemption date; the redemption price or premium; the place where bonds called for redemption are to be surrendered for payment; and that interest on bonds or portions thereof called for redemption shall cease to accrue from and after the redemption date.

In addition, further notice shall be given by the Transfer Agent in such manner as may be required or suggested by regulations or market practice at the applicable time, but no defect in such further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as prescribed herein.

3. The Chairperson of the Board of Commissioners and the County Clerk are hereby authorized and directed to execute said Refunding Bonds by means of their manual or facsimile signatures when issued and sold for and on behalf of the County and to cause to be imprinted or impressed thereon the seal of the County. No Refunding Bond shall be valid until authenticated by an authorized officer of the Transfer Agent. The Refunding Bonds shall be delivered to the Transfer Agent for authentication and shall then be delivered to the purchaser upon payment of the purchase price for the Refunding Bonds. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

4. The Refunding Bonds and the interest thereon shall be payable primarily from the contractual payments of the Local Units received by the DPW on behalf of the County, for the payment of which each Local Unit has in the Refunding Contract pledged its limited tax full faith and credit pursuant to the provisions of Act 185 to pay its share of the contractual payments. Each Local Unit has covenanted and agreed to levy taxes annually to the extent necessary to provide the funds to meet its contractual payments when due in anticipation of which the Refunding Bonds are issued, which taxes shall be limited to applicable constitutional, statutory and charter tax rate limitations. All of such contractual payments are hereby pledged solely and only for the payment of principal of and interest on the Refunding Bonds. Pursuant to the authorization provided in Act 185, the full faith and credit of the County is hereby pledged for the prompt payment of the principal of and interest on the Refunding Bonds as the same shall become due. If for any reason there are not sufficient funds on hand from the contractual payments to pay the principal of and interest on the Refunding Bonds when due, upon written notification by the DPW to the County Treasurer of the amount of such deficiency, the County Treasurer shall promptly deposit into the debt retirement fund for said bonds the amount of such

deficiency out of general funds of the County. If it becomes necessary for the County to so advance any such moneys, it shall be entitled to reimbursement from any surplus from time to time existing in the fund which said principal and interest are primarily liable, or from any other legally available source. The County recognizes and covenants that its full faith and credit pledge hereunder is a first budget obligation, and, to the extent necessary to provide funds to meet such pledge herein provided, it is obligated to levy ad valorem taxes against the taxable property in the County, which taxes, however, shall be subject to constitutional and statutory tax rate limitations.

The security provided by this resolution shall continue until payment in full of the principal of and the interest on all the Refunding Bonds, or, until sufficient cash or non-callable direct obligations of the United States of America or non-callable direct obligations of the principal of and interest on which is fully guaranteed by the United States of America, not redeemable at the option of the County, the principal and interest payments on which, without reinvestment of interest, come due at such times and in such amounts as to be fully sufficient to pay, when due, the principal of, redemption premium, if any, and interest on the Refunding Bonds on the stated maturity date or earlier redemption, shall have been deposited in trust for payment in full for all Refunding Bonds with respect to which this resolution is to be defeased to their maturity, or, if called for redemption to the date fixed for redemption. Upon such deposit the security herein created shall be terminated with respect to the Refunding Bonds, the holders of the Refunding Bonds shall have no further rights under this Resolution except for payment from the deposited funds, and the Refunding Bonds shall no longer be considered to be outstanding under this resolution.

5. There shall be established a separate account to be designated Debt Retirement Fund – Muskegon County Water Supply System Refunding Bonds, Series 2018 (the "Debt Retirement Fund"), into which account the DPW shall deposit all contractual payments as received and into which account any advances made by the County pursuant to Section 4 of this resolution shall be deposited. The moneys from time to time on hand in the Debt Retirement Fund shall be used solely and only for the payment of the principal of and interest and redemption premiums, if any, on the Refunding Bonds, or, to the extent of any surplus, to reimburse the County for any advances made pursuant to Section 4 hereof. The accrued interest, if any, received upon delivery of the Refunding Bonds shall also be deposited in the Debt Retirement Fund. A Local Unit and the DPW may agree that the Local Unit may make contractual payments constituting payments of principal of and interest on the Refunding Bonds directly to the Transfer Agent, and such contractual payments shall be deemed to have been paid to the DPW, and the Local Unit shall be credited with such payment.

6. The proceeds of the Refunding Bonds, along with certain funds on hand of the Local Units to be made available pursuant to the Refunding Contract, if any, and funds from the debt retirement fund for the Prior Bonds shall be used to pay the costs of issuance thereof and to secure payment of the Prior Bonds as provided in this paragraph. Upon receipt of such proceeds the accrued interest, if any, shall be deposited in the Debt Retirement Fund. From such proceeds there shall next be set aside a sum sufficient to pay the costs of issuance of the Refunding Bonds. Proceeds designated to pay costs of issuance may be paid directly by the Underwriter, may be deposited with and paid by the Escrow Trustee (hereafter defined) or deposited into a separate 2018 Bonds Issuance Fund established by the DPW or the County Treasurer and paid by the DPW.

The balance of the proceeds of the Refunding Bonds shall be deposited in an escrow fund (the "Escrow Fund") consisting of cash and investments in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing and used to pay principal, interest and redemption premiums on the Prior Bonds. The Escrow Fund shall be held by U.S. Bank National Association, Detroit, Michigan, as escrow trustee (the "Escrow Trustee") pursuant to an escrow agreement (the "Escrow Agreement") which shall irrevocably direct the Prior Bonds transfer agent to take all necessary steps to pay the principal of and interest on the Prior Bonds being refunded when due, and to call the Prior Bonds being refunded for redemption on the first date such Prior Bonds may be called for redemption. The Chairperson or Secretary of the DPW, or the County Treasurer or County Administrator, is hereby authorized and directed to execute the Escrow Agreement on behalf of the County. The amounts held in the Escrow Fund shall be such that the cash and investments and income received thereon will be sufficient without reinvestment to pay the principal, interest and redemption premiums, if any, on the Prior Bonds when due at maturity or call for redemption as required by this Section. Following establishment of the Escrow Fund, any debt retirement funds held by the DPW or the Local Units for the Prior Bonds shall be transferred to the Escrow Fund or to the Debt Retirement Fund for the Refunding Bonds.

7. The Refunding Bonds shall be substantially in the following form:

Registered

R-___

United States of America
State of Michigan
COUNTY OF MUSKEGON

MUSKEGON COUNTY WATER SUPPLY SYSTEM REFUNDING BOND, SERIES 2018 (GENERAL OBLIGATION LIMITED TAX)

INTEREST RATE	DATE OF MATURITY	DATE OF ORIGINAL ISSUE	CUSIP
	November 1, ____	_____ 1, 2018	

Registered Owner:

Principal Amount: Dollars

The County of Muskegon, State of Michigan (the "Issuer"), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on May 1, 2019, and semiannually thereafter. Principal of this bond is payable at the designated corporate trust office of U.S. Bank National Association, Detroit, Michigan, or such other paying agent as the Issuer may hereafter designate by notice mailed to the registered owner not less than sixty (60) days prior to any interest payment date (the "Paying Agent"). Interest on this bond is payable to the registered owner of record as of the fifteenth (15th) day of the month preceding the payment date as shown on the registration books of the Issuer maintained by the Paying Agent, by check or draft mailed to the registered owner at the registered address.

The bonds of this issue are payable primarily from the proceeds of contractual payments to be paid by the Charter Township of Muskegon and the Townships of Dalton, Fruitland and Laketon, each located in the County of Muskegon, State of Michigan (each a "Local Unit" and together the "Local Units"), to the Board of Public Works, acting for and on behalf of the Issuer, pursuant to a certain contract dated as of April 1, 2008 (the "Contract"), between the Issuer and the Local Units, whereby said Board, on behalf of the Issuer, was authorized to construct water supply system improvements to service the Local Units, as supplemented by a Refunding Contract dated as of October 30, 2018. By the provisions of the Contract and pursuant to the authorization provided by law, the Local Units have pledged their full faith and credit for the payment of their respective contractual payments. The Issuer has irrevocably pledged to the payment of this issue of bonds the total contractual payments under the Contract, which said total payments are established in the amount required to pay the principal of and interest on the bonds

of this issue when due. As additional security for the payment of the bonds of this issue, the Issuer, pursuant to the provisions of Act 185, Public Acts of Michigan, 1957, as amended, and at least a three-fifths (3/5) vote of the members-elect of its Board of Commissioners, has pledged its full faith and credit for the prompt payment of the principal of and interest thereon. The full faith and credit pledges of the Local Units and the Issuer are limited tax general obligations of each severally, and each is required to pay its respective debt service commitments on the bonds as a first budget obligation from its general funds, including the collection of any ad valorem taxes which each is authorized to levy. However, the ability of each to levy such taxes is subject to applicable constitutional, statutory and charter tax rate limitations.

This bond is one of a total authorized issue of bonds of even Date of Original Issue, aggregating the principal sum of $_____, issued pursuant to a resolution duly adopted by the Board of Commissioners of the Issuer on October 30, 2018 and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 185, Public Acts of Michigan, 1957, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of refunding bonds previously issued by the Issuer. For a complete statement of the funds from which and the conditions under which this bond is payable, and the general covenants and provisions pursuant to which this bond is issued, reference is made to the above described resolution.

Bonds of this issue are not subject to redemption prior to maturity.

This bond is transferable only by the Registered Owner of record in person, or by the Registered Owner's attorney duly authorized in writing, upon the registration books of the Issuer kept by the Transfer Agent. Upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the Registered Owner or the Registered Owner's attorney duly authorized in writing, a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the resolution authorizing this bond and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law to be done precedent to and in the issuance of this bond, and the series of which this is one, have been done and performed in regular and due time and form as required by law.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the County of Muskegon, State of Michigan, by its Board of Commissioners, has caused this bond to be signed in the name of the County of Muskegon by [the facsimile signatures of] the Chairperson of the Board of Commissioners and the County Clerk, and a facsimile of its corporate seal shall be printed hereon, all as of the Date of Original Issue.

COUNTY OF MUSKEGON

By [manual or facsimile signature to appear here]
Chairperson, Board of Commissioners

By [manual or facsimile signature to appear here]
County Clerk

[FORM OF TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

Certificate of Authentication

This bond is one of the bonds described in the within-mentioned resolution.

U.S. BANK NATIONAL ASSOCIATION
Detroit, Michigan
Transfer Agent

By _____
Authorized Signatory

Date of Authentication: _____

[Standard form of Assignment to be inserted]

8. The DPW is hereby authorized to fix a date of sale of the Refunding Bonds and to publish a notice of sale of the Refunding Bonds in The Bond Buyer, New York, New York, which notice of sale shall be in substantially the following form:

FORM OF
OFFICIAL NOTICE OF SALE

$_____*
COUNTY OF MUSKEGON, STATE OF MICHIGAN
MUSKEGON COUNTY WATER SUPPLY SYSTEM REFUNDING BONDS, SERIES 2018
(GENERAL OBLIGATION LIMITED TAX)
**SUBJECT TO ADJUSTMENT AS SET FORTH IN THIS NOTICE OF SALE*

SEALED BIDS for purchase of the above bonds will be received by the undersigned at the offices of the County located at 990 Terrace Street, Muskegon, Michigan 49442 on _____, the ____th day of _____, 2018 until _____ a.m., prevailing Eastern Time at which time and place said bids will be publicly opened and read. The award or rejection of bids will occur within twenty-four hours after the time of sale.

SEALED BIDS will also be received on the same date and until the same time at the offices of the Municipal Advisory Council of Michigan (the "MAC"), 535 Griswold, Suite 1850, Detroit, Michigan 48226, when, simultaneously, the bids will be opened and read.

FAXED BIDS: Signed bids may be submitted by fax to the County at fax number (231) 724-6673, Attention: Beth Dick, Director of Finance /Assistant County Administrator or to the MAC at (313) 963-0943, provided that faxed bids must arrive before the time of sale, the bidder bears all risks of transmission failure.

ELECTRONIC BIDS: Electronic bids will also be received on the same date and until the same time by Bidcomp/Parity as agent of the undersigned. Further information about Bidcomp/Parity, including any fee charged, may be obtained from Bidcomp/Parity, Anthony Leyden or CLIENT SERVICES, 1359 Broadway, Second Floor, New York, New York 10018, (212) 849-5021. IF ANY PROVISIONS OF THIS NOTICE OF SALE SHALL CONFLICT WITH THE INFORMATION PROVIDED BY BIDCOMP/PARITY, AS THE APPROVED PROVIDER OF ELECTRONIC BIDDING SERVICES, THIS NOTICE OF SALE SHALL CONTROL.

Bidders may choose any means or location to present bids but a bidder may not present a bid in more than one location or by more than one means.

BOND DETAILS: The bonds will be registered bonds in the denomination of $5,000 or multiples thereof not exceeding for each maturity the maximum principal amount of that maturity, originally dated as of the date of delivery, numbered in order of registration, and will bear interest from their date payable on May 1, 2019 and semiannually thereafter.

The bonds will mature on the 1st day of November in each of the years, as follows:

YEAR	AMOUNT*	YEAR	AMOUNT*
2019	$435,000	2024	$520,000
2020	445,000	2025	540,000
2021	460,000	2026	565,000
2022	480,000	2027	585,000
2023	500,000	2028	610,000

*ADJUSTMENT OF TOTAL PAR AMOUNT OF BONDS AND PRINCIPAL MATURITIES: The County reserves the right to adjust the aggregate principal amount of the bonds after receipt of the bids and prior to final award, if necessary, so that the purchase price of the bonds will provide an amount determined by the County to be sufficient to refund the prior bonds and to pay costs of issuance of the bonds. The adjustments, if necessary, will be in increments of $5,000. If adjusted, the aggregate principal amount may not exceed Five Million Five Hundred Thousand Dollars ($5,500,000). The purchase price will be adjusted proportionately to the increase or decrease in issue size, but the interest rates specified by the successful bidder for all maturities will not change. The successful bidder may not withdraw its bid as a result of any changes made within these limits.

*ADJUSTMENT TO PURCHASE PRICE: Should any adjustment to the aggregate principal amount of the bonds be made by the County, the purchase price of the bonds will be adjusted by the County proportionally to the adjustment in principal amount of the bonds. The adjusted purchase price will reflect changes in the dollar amount of the underwriter's discount and original issue discount/premium, if any, but will not change the per-bond underwriter's discount as calculated from the bid and initial reoffering prices.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at rate or rates not exceeding four percent (4%) per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/100 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. The difference between the highest and lowest interest rates bid shall not exceed two percent (2%) per annum. No proposal for the purchase of less than all of the bonds or at a price less than 100% of their par value will be considered.

NO PRIOR OPTIONAL REDEMPTION OF BONDS: The bonds are not subject to redemption prior to maturity.

TERM BOND OPTION: The initial purchaser of the bonds may designate any one or more maturities as term bonds and the consecutive maturities shall be aggregated in the term bonds. The amounts of the maturities which are aggregated in a designated term bond shall be subject to mandatory redemption on November 1 of the years and in the amounts set forth in the above maturity schedule at a redemption price of par, plus accrued interest to the date of mandatory redemption. Term bonds or portions thereof mandatorily redeemed shall be selected by lot. Any such designation must be made at the time bids are submitted and must be listed on the bid.

BOOK-ENTRY ONLY: The bonds will be issued in book-entry only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of $5,000 or any multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. It will be the responsibility of the purchaser to obtain DTC eligibility. Failure of the purchaser to obtain DTC eligibility shall not

constitute cause for a failure or refusal by the purchaser to accept delivery of and pay for the bonds.

TRANSFER AGENT AND REGISTRATION: Principal shall be payable at the principal corporate trust office of U.S. Bank National Association, Detroit, Michigan, or such other transfer agent as the County may hereafter designate by notice mailed to the registered owner of record not less than 60 days prior to an interest payment date. Interest shall be paid by check or draft mailed to the registered owner of record as shown on the registration books of the County as of the 15th day of the month preceding the interest payment date. The bonds will be transferred only upon the registration books of the County kept by the transfer agent.

PURPOSE AND SECURITY: The bonds are being issued for the purpose of refunding all or a portion of certain outstanding prior bonds of the County. The bonds and the interest thereon shall be payable primarily from the contractual payments of the Charter Township of Muskegon and the Townships of Dalton, Fruitland and Laketon (each, a "Local Unit") received by the Department of Public Works (the "DPW") on behalf of the County pursuant to a refunding contract dated as of October 30, 2018 (the "Refunding Contract"). Each Local Unit has pledged its limited tax full faith and credit in the Refunding Contract pursuant to the provisions of Act 185, Public Acts of Michigan, 1957, as amended ("Act 185"), to pay its share of the contractual payments. Each Local Unit has covenanted and agreed to levy taxes annually to the extent necessary to provide the funds to meet its contractual payments when due in anticipation of which the bonds are issued, which taxes shall be limited to applicable constitutional, statutory and charter tax rate limitations. All of such contractual payments have been pledged by the County solely and only for the payment of principal of and interest on the bonds. Pursuant to the authorization provided in Act 185, the full faith and credit of the County has also been pledged for the prompt payment of the principal of and interest on the bonds as the same shall become due. The full faith and credit pledge is a first budget obligation, and, to the extent necessary to provide funds to meet such pledge, the County is obligated to levy ad valorem taxes against the taxable property in the County, which taxes, however, shall be subject to applicable constitutional and statutory tax rate limitations. The rights or remedies of bondholders may be affected by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally now existing or hereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.

GOOD FAITH : A good faith deposit in the form of a certified or cashier's check drawn upon an incorporated bank or trust company, or wire transfer, in the amount of $_____ (1%) payable to the order of the Treasurer of the County will be required of the successful bidder. The successful bidder is required to submit its good faith deposit to the County as instructed by the County not later than Noon, prevailing Eastern Time, on the next business day following the sale. The good faith deposit will be applied to the purchase price of the bonds. In the event the purchaser fails to honor its accepted bid, the good faith deposit will be retained by the County. No interest shall be allowed on the good faith check. The good faith check of the successful bidder will be cashed and payment for the balance of the purchase price of the bonds shall be made at the closing.

AWARD OF BONDS-TRUE INTEREST COST: The bonds will be awarded to the bidder whose bid produces the lowest true interest cost determined in the following manner: the lowest true interest cost will be the single interest rate (compounded on May 1, 2019 and

semiannually thereafter) necessary to discount the debt service payments from their respective payment date to _____, 2018, in an amount equal to the price bid, excluding accrued interest, if any.

LEGAL OPINION: Bids shall be conditioned upon the approving opinion of Miller, Canfield, Paddock and Stone, P.L.C., attorneys of Detroit, Michigan, a copy of which opinion will be furnished without expense to the purchaser of the bonds at the delivery thereof. The fees of Miller, Canfield, Paddock and Stone, P.L.C. for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to validity of the above bonds, Miller, Canfield, Paddock and Stone, P.L.C. has not been requested to examine or review and has not examined or reviewed any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds, and accordingly will not express any opinion with respect to the accuracy or completeness of any such financial documents, statements or materials. In submitting a bid for the bonds, the bidder agrees to the representation of the County by Miller, Canfield, Paddock and Stone, P.L.C., as bond counsel.

TAX MATTERS: In the opinion of Miller, Canfield, Paddock and Stone, P.L.C., bond counsel, under existing law, assuming compliance with certain covenants, interest on the bonds is excludable from gross income for federal income tax purposes as described in the opinion, and the bonds and interest thereon are exempt from all taxation by the State of Michigan or by any taxing authority within the State of Michigan except inheritance and estate taxes and taxes on gains realized from the sale, payment or other disposition thereof.

ISSUE PRICE: The winning bidder shall assist the County in establishing the issue price of the bonds and shall execute and deliver to the County at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form attached either as Appendix M-1 or Appendix M-2 of the preliminary official statement, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the County and Bond Counsel.

The County intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the "Competitive Sale Requirements") because:

a. the County is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;

b. all bidders shall have an equal opportunity to bid;

c. the County anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and

d. the County anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that all of the Competitive Sale Requirements are not satisfied, the County shall so advise the winning bidder. The County will not require bidders to comply with the "hold-the-offering price rule," and therefore does not intend to use the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity, though the winning bidder, in consultation with the County, may elect to apply the "hold-the-offering price rule" (as described below). Bids will not be subject to cancellation in the event the Competitive Sale Requirements are not satisfied. Unless a bidder intends to apply the "hold-the-offering price rule" (as described below), bidders should prepare their bids on the assumption that all of the maturities of the bonds will be subject to the 10% Test (as described below). The winning bidder must notify the County of its intention to apply either the "hold-the-price rule" or the 10% Test at or prior to the time the bonds are awarded.

If the winning bidder does not request that the "hold-the-offering price rule" apply to determine the issue price of the bonds, the following two paragraphs shall apply:

a. The County shall treat the first price at which 10% of a maturity of the bonds (the "10% Test") is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis. The winning bidder shall advise the County if any maturity of the Bonds satisfies the 10% Test as of the date and time of the award of the bonds; and

b. Until the 10% Test has been satisfied as to each maturity of the bonds, the winning bidder agrees to promptly report to the County the prices at which the unsold bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the closing date has occurred, until either (i) all bonds of that maturity have been sold or (ii) the 10% Test has been satisfied as to the bonds of that maturity, provided that, the winning bidder's reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the County or bond counsel.

If the winning bidder does request that the "hold-the-offering price rule" apply to determine the issue price of the bonds, then following three paragraphs shall apply:

a. The winning bidder, in consultation with the County, may determine to treat (i) pursuant to the 10% Test, the first price at which 10% of a maturity of the bonds is sold to the public as the issue price of that maturity and/or (ii) the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity (the "hold-the-offering price rule"), in each case applied on a maturity-by-maturity basis. The winning bidder shall advise the County if any maturity of the bonds satisfies the 10% Test as of the date and time of the award of the bonds. The winning bidder shall promptly advise the County, at or before the time of award of the bonds, which maturities of the bonds shall be subject to the 10% Test or shall be subject to the hold-the-offering price rule or both.

b. By submitting a bid, the winning bidder shall (i) confirm that the underwriters have offered or will offer the bonds to the public on or before the date of the award at the

offering price or prices (the "initial offering price"), or at the corresponding yield or yields, set forth in the bid submitted by the winning bidder, and (ii) if the hold-the-offering-price rule applies, agree, on behalf of the underwriters participating in the purchase of the bonds, that the underwriters will neither offer nor sell unsold bonds of any maturity to which the hold-the-offering-price rule shall apply to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:

i. the close of the fifth (5th) business day after the sale date; or

ii. the date on which the underwriters have sold at least 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public;

The winning bidder shall promptly advise the County when the underwriters have sold 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5th) business day after the sale date.

c. The County acknowledges that, in making the representation set forth above, the winning bidder will rely on (i) the agreement of each underwriter to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in an agreement among underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an underwriter or dealer who is a member of the selling group is a party to a third-party distribution agreement that was employed in connection with the initial sale of the bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, as set forth in the third-party distribution agreement and the related pricing wires. The County further acknowledges that each underwriter shall be solely liable for its failure to comply with its agreement regarding the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds, and that no underwriter shall be liable for the failure of any other underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a third-party distribution agreement to comply with its corresponding agreement to comply with the requirements for establishing issue price of the bonds, including, but not limited to, its agreement to comply with the hold-the-offering-price rule, if applicable to the bonds.

By submitting a bid, each bidder confirms that:

a. any agreement among underwriters, any selling group agreement and each third-party

distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such third-party distribution agreement, as applicable, (A)(i) to report the prices at which it sells to the public the unsold bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all bonds of that maturity allocated to it have been sold or it is notified by the winning bidder that the 10% Test has been satisfied as to the bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the winning bidder, and (ii) to comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the winning bidder and as set forth in the related pricing wires, (B) to promptly notify the winning bidder of any sales of bonds that, to its knowledge, are made to a purchaser who is a related party to an underwriter participating in the initial sale of the bonds to the public (each such term being used as defined below), and (C) to acknowledge that, unless otherwise advised by the underwriter, dealer or broker-dealer, the winning bidder shall assume that each order submitted by the underwriter, dealer or broker-dealer is a sale to the public.

b. any agreement among underwriters or selling group agreement relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter or dealer that is a party to a third-party distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such third-party distribution agreement to (i) report the prices at which it sells to the public the unsold bonds of each maturity allocated to it, whether or not the closing date has occurred, until either all bonds of that maturity allocated to it have been sold or it is notified by the winning bidder or such underwriter that the 10% Test has been satisfied as to the bonds of that maturity, provided that, the reporting obligation after the closing date may be at reasonable periodic intervals or otherwise upon request of the winning bidder or such underwriter, and (ii) comply with the hold-the-offering-price rule, if applicable, if and for so long as directed by the winning bidder or the underwriter and as set forth in the related pricing wires.

c. Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale.

Further, for purposes of this Notice of Sale:

a. "public" means any person other than an underwriter or a related party,

b. "underwriter" means (A) any person that agrees pursuant to a written contract with the County (or with the lead Underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a third-party distribution agreement participating in the initial sale of the bonds to the public);

c. a purchaser of any of the bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) more than 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other); and

d. "sale date" means the date that the bonds are awarded by the County to the winning bidder.

DELIVERY OF BONDS: The County will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC in New York, New York, or such other place to be agreed upon. The usual closing documents, including a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of delivery of the bonds. If the bonds are not tendered for delivery by Noon, prevailing Eastern Time, on the 45th day following the date of sale, or the first business day thereafter if said 45th day is not a business day, the successful bidder may on that day, or any time thereafter until delivery of the bonds, withdraw its proposal by serving notice of cancellation, in writing, on the undersigned in which event the County shall promptly return the good faith deposit. Payment for the bonds shall be made in immediately available funds.

CONTINUING DISCLOSURE: As described in greater detail in the Official Statement, the County and each Local Unit will agree to provide or cause to be provided, in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission, (i) on or prior to the first day of the sixth month following the end of the fiscal year of the County and each Local Unit, as the case may be, certain annual financial information and operating data or data of substantially the same nature, including audited financial statements for the preceding fiscal year, (or if audited financial statements are not available, unaudited financial statements) generally consistent with the information contained or cross-referenced in the Official Statement relating to the bonds, (ii) timely notice of the occurrence of certain material events with respect to the bonds and (iii) timely notice of a failure by the County or any Local Unit to provide the required annual financial information on or before the date specified in (i) above.

BOND INSURANCE AT PURCHASER'S OPTION: If the bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the bidder/purchaser, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser of the bonds. Any increased costs of issuance of the bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the County has requested and received a rating on the bonds from a rating agency, the County will pay the fee for the requested rating. Any other rating agency fees shall be the responsibility of the purchaser. FAILURE OF THE MUNICIPAL BOND INSURER TO ISSUE THE POLICY AFTER THE BONDS HAVE BEEN AWARDED TO THE PURCHASER SHALL NOT CONSTITUTE CAUSE FOR FAILURE OR REFUSAL BY THE PURCHASER TO ACCEPT DELIVERY OF THE BONDS FROM THE COUNTY.

CUSIP NUMBERS: It is anticipated that CUSIP identification numbers will be printed on the bonds, but neither the failure to print such numbers on any bonds nor any error with respect thereto shall constitute cause for a failure or refusal by the purchaser thereof to accept delivery of and pay for the bonds. All expenses in relation to the printing of CUSIP numbers on the bonds shall be paid for by the County; provided, however, that the CUSIP Service Bureau charge for the assignment of such numbers shall be the responsibility of and shall be paid for by the purchaser.

OFFICIAL STATEMENT: The County will provide the winning bidder with a reasonable number of final Official Statements within 7 business days from the date of sale so as to permit the underwriter to comply with the Securities and Exchange Commission Rule 15c2-12. Additional copies of the Official Statement will be supplied by Hilltop Securities, Inc., East Lansing, Michigan, financial advisor to the County, upon request and agreement by the underwriter to pay the cost of additional copies. Requests for additional copies should be made to the financial advisor within 24 hours of the date of sale.

BIDDER CERTIFICATION: NOT "IRAN-LINKED BUSINESS" By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act 517 Michigan Public Acts of 2012, being MCL 129.311 et. seq.

FINANCIAL ADVISOR: Further information relating to the bonds may be obtained from Hilltop Securities, 333 Albert Avenue, Suite 205, E. Lansing, Michigan 48823. Telephone (517) 275-9901.

ENVELOPES containing the bids should be plainly marked "PROPOSAL FOR COUNTY OF MUSKEGON WATER SUPPLY SYSTEM REFUNDING BONDS, SERIES 2018 (LIMITED TAX GENERAL OBLIGATION)."

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

Nancy A. Waters
County Clerk
COUNTY Of MUSKEGON

9. Nothing contained in this resolution or the Refunding Contract shall be construed to prevent the County from issuing additional bonds under the provisions of Act 185 for any of the purposes authorized by Act 185, but any such bonds shall in no way have any lien on or be payable out of the contractual payments pledged to the payment of the Refunding Bonds.

10. The provisions of this resolution, together with the Refunding Contract, shall constitute a contract between the County and the holder or holders of the Refunding Bonds from time to time, and after the issuance of such Refunding Bonds, no change, variation or alteration of the provisions of this resolution and the Refunding Contract may be made which would lessen the security for the Refunding Bonds. The provisions of this resolution and the Refunding Contract shall be enforceable by appropriate proceedings taken by such holder either at law or in equity.

11. The County covenants and agrees with the successive holders of the Refunding Bonds that as long as any Refunding Bonds remain outstanding and unpaid as to either principal or interest:

(a) The County and the DPW, as agent of the County, will punctually perform all of their obligations and duties under this resolution and the Refunding Contract, including all collection, segregation and application of the contractual payments in the manner required by the provisions of this resolution.

(b) The County and the DPW, as the agent of the County, will apply and use the proceeds of the sale of the Refunding Bonds for the purposes and in the manner required by the Refunding Contract and this resolution. The County will maintain and keep proper books of record and account relative to the application of such proceeds and the contractual payments received pursuant to the Refunding Contract or advanced by the County. Not later than six (6) months after the end of each year, the DPW shall cause to be prepared a statement, in reasonable detail, sworn to by its chief accounting officer, showing the application of the proceeds of the sale of the Refunding Bonds, the cash receipts from the contractual payments or advances by the County during such year, and the application thereof, and such other information as may be necessary to enable any taxpayer or any holder or owner of the Refunding Bonds, or anyone acting in their behalf, to be fully informed as to all matters pertaining to the application of funds therefor or for the payment of Refunding Bonds during such year. A certified copy of said statement shall be filed with the County Clerk and the Clerks of the Local Units and a copy shall also be sent to the Underwriter.

12. The DPW is hereby authorized, for and on behalf of the County, to (a) determine if, and when, to refund the Prior Bonds, (b) approve the circulation of a preliminary and a final official statement describing the Refunding Bonds if recommended or required by the County's financial advisor, Hilltop Securities, Inc.; (c) apply for and purchase municipal bond insurance if recommended by Hilltop Securities, Inc., and (e) take all other necessary actions required to effectuate the sale, issuance and delivery of the Refunding Bonds within the parameters authorized in this resolution; *provided* that the net present value savings to be realized upon the issuance of the Bonds will be equal to or greater than 3.00% of the debt service of the Prior Bonds to be refunded.

13. The DPW is hereby authorized to execute a sale order approving the sale of the Refunding Bonds and to adjust the final bond details set forth herein to the extent necessary or convenient to complete the transaction authorized herein, and in pursuance of the foregoing are authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of Act 34 including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, and other matters, provided that the principal amount of Bonds issued shall not exceed the principal amount authorized in this resolution and the interest rate per annum on the Bonds shall not exceed four percent (4%).

14. If the DPW determines, upon the advice of Hilltop Securities, Inc. that in light of current market conditions a negotiated sale of the Bonds is expected to achieve the most advantageous interest rates and costs to the County and/or allow more flexibility in assessing the municipal bond market, the County hereby determines and shall be deemed to have determined by the adoption of this resolution for purposes of Act 34 that a negotiated sale will provide the County with greater flexibility in structuring bond maturities and in the timing of the sale of the Bonds and will enable the County to market the bonds to the advantage of the County. In the event that a negotiated sale is pursued, the DPW is authorized to select an underwriter for the Bonds or to arrange for the private placement of the Bonds, negotiate and execute a bond purchase agreement with the underwriter or purchaser, as the case may be, execute a sale order awarding the sale of the Bonds and take all other necessary actions required to effectuate the sale, issuance and delivery of the Bonds within the parameters authorized in this resolution. In the event the Bonds are sold by negotiated sale, the term "Underwriter" as used in this resolution shall refer either to an underwriter for the Bonds or a purchaser of the Bonds by means of private placement.

15. The Chairperson of this Board, County Clerk, County Treasurer, members, staff, DPW and their staff, counsel, and bond counsel for the County, or any of them, are authorized on behalf of the County to apply for such rulings, order and approvals and file or submit such elections or other documents to any governmental agency in order that the Refunding Bonds may be validly issued and the interest thereon be exempt from federal income taxation and are further hereby authorized to execute, date and deliver such other certificates, documents, instruments, and opinions and other papers as may be necessary or convenient to effectuate the sale and delivery of the Refunding Bonds.

16. The County shall enter into an undertaking for the benefit of the holders and beneficial owners of the Refunding Bonds in accordance with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission. Each of the County Administrator, the County Treasurer and the Chairperson of the Board of Public Works is authorized to execute and deliver the Undertaking after completion and modification as provided in this resolution.

17. The County and the DPW shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditure and investment of bond proceeds and moneys deemed to be bond proceeds.

18. Miller, Canfield, Paddock and Stone, P.L.C. is retained as bond counsel in connection with the issuance of the Refunding Bonds. This Board has been advised that Miller, Canfield, Paddock and Stone, P.L.C. has represented the Underwriter in unrelated matters and is not representing the Underwriter in connection with the Refunding Bonds. This Board consents to the representation of Miller, Canfield, Paddock and Stone, P.L.C. of the Underwriter in unrelated matters.

19. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are repealed.

20. This resolution shall become effective immediately upon its passage.

AYES: Commissioners: _____

_____

NAYS: Commissioners: _____

RESOLUTION DECLARED ADOPTED.

_____
Nancy A. Waters, County Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners of the County of Muskegon, at a regular meeting held on October 30, 2018, at 4:00 o'clock p.m., prevailing Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

_____
Nancy A. Waters, County Clerk

32192568.8\063688-00078

Morgan Stanley

2018 Fiduciary Audit File

Muskegon County 457 Deferred Compensation Plan

Jessica Fitzgerald, CIMA®, CRPS®, CPM®
Senior Vice President – Financial Advisor
Corporate Retirement Director
Senior Institutional Consultant
U.S. Government Entity Specialist

The Fitzgerald Group of Morgan Stanley
Direct: 855-810-8610
Email: fitzgeraldgroup@morganstanley.com
Rochester | Grand Rapids | Traverse City

Damian Lockhart, CRPC®
Vice President – Financial Advisor
Portfolio Manager
U.S. Government Entity Specialist

Shannon Chase, *Financial Advisor*

Edwin Wetter, *Service Associate*

Lisa Redmon, *Portfolio Associate*

Brian Percy, *Client Service Associate*

October 29, 2018

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2. Executive Summary of Consulting Services
3. Fiduciary Calendar
4. Lincoln Financial Annual Plan Review
5. Quarterly Investment Report
6. Morgan Stanley Financial Wellness

State of the Industry

Department of Labor Fiduciary Rule

April 2015	DOL releases Fiduciary "Conflict of Interest" Rule
April 2016	Final Fiduciary Rule issued
June 2016	Fiduciary Rule becomes law
July 2019	Deadline for Full Compliance (after multiple delays)
March 2018	The Fifth Circuit of Appeals vacates Fiduciary Rule

Fiduciary Standards

- A qualified retirement plan Fiduciary must:
  1. Act solely in the interest of plan participants/beneficiaries;
  2. Act for the exclusive purpose of providing benefits to participants and their beneficiaries;
  3. Pay only reasonable plan expenses;
  4. Act with requisite care, skill, prudence, and diligence;
  5. Diversify the investments of the plan; and
  6. Act in accordance with the documents and instruments governing the plan.

> "Governmental plans are subject to various fiduciary rules under State Laws and Internal Revenue Code provisions. Although ERISA does not apply directly to governmental plans, courts frequently look to ERISA in interpreting state laws and Code provisions."
> - Alison Cline Earles Esq.

Diversification and asset allocation does not assure a profit or protect against loss in declining financial markets.

The Good News → Choosing a Fiduciary Partner Wisely

If a plan's named fiduciary does not have the requisite expertise to carry out all of its functions (such as investment of the plan's assets), a fiduciary has a duty to act prudently and hire a service provider with that professional knowledge:

The Strength of Morgan Stanley

- One of the largest, most established wealth management businesses in the industry
- Over 80 years of experience in wealth management[1]
- More than 254,000 employer-sponsored retirement plans under management
- Ranking in the top five in terms of plans and assets on many major recordkeeping platforms
- $2.2 trillion in client assets[1]
- 6.4 million accounts[1]

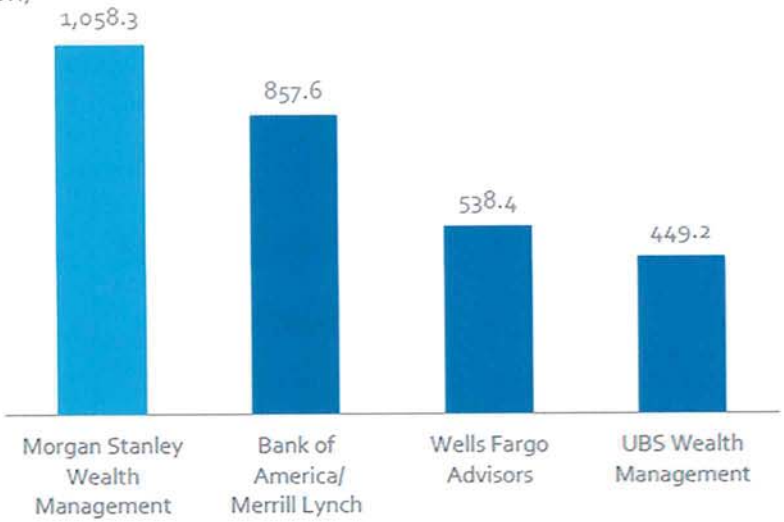
1. Information (unaudited) for Morgan Stanley's Wealth Management business as of April 19, 2017; as reported in Morgan Stanley's First Quarter Earnings Reports, 2017.

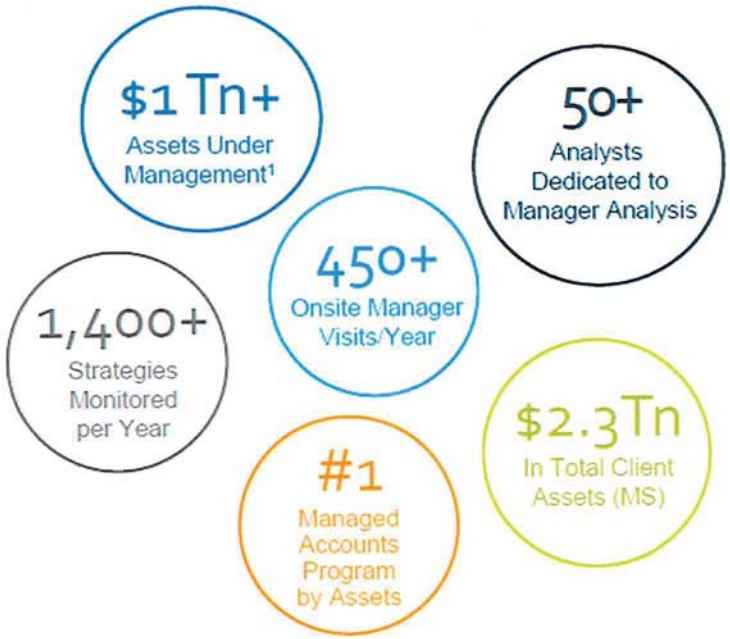
Leveraging the Firm's Key Resources – Our Platform

Morgan Stanley is #1 among all firms in investment advisory assets under management. Our clients can benefit from the scope and scale of resources in evaluating and selecting investments that only an industry leader can provide:

#1 IN INVESTMENT ADVISORY ASSETS UNDER MANAGEMENT[1]

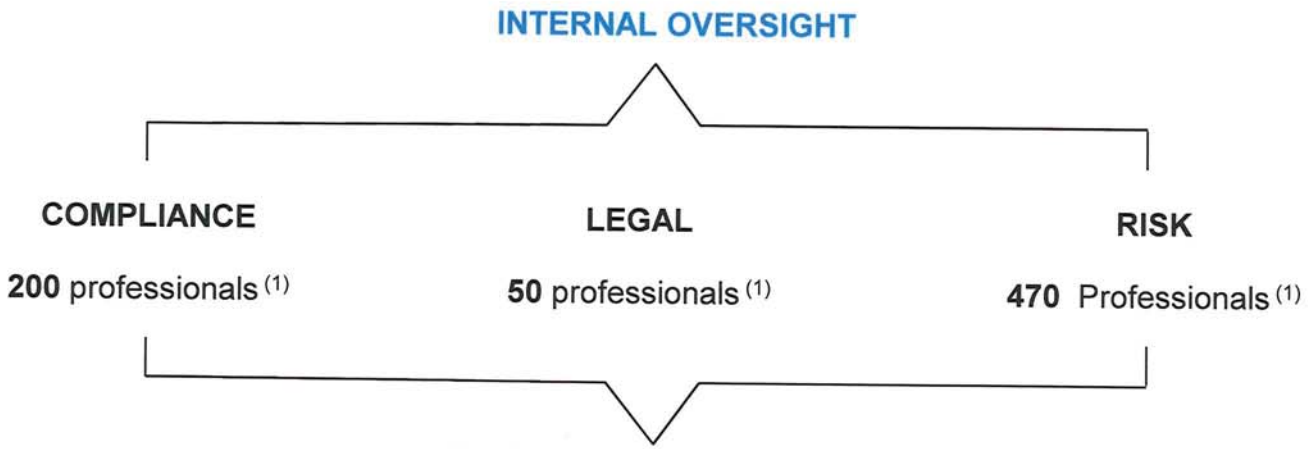
($Bn)





1. Cerulli Associates. 1Q 2018 Summary, Managed Account Research. Cerulli Associates' data are based on data submitted by firms participating in Cerulli's survey. Morgan Stanley Wealth Management was ranked No. 1 in terms of assets under management out of the firms listed in the industry for the quarter with respect to Top Managed Account Program Sponsors Across All Industry Segments. This category includes separate account consultant programs, mutual fund advisory programs, ETF advisory programs, rep as portfolio manager programs, rep as advisor programs and unified managed account programs. Separate account consultant programs are programs in which asset managers manage investors' assets in discretionary separate accounts. Mutual fund advisory programs and ETF advisory programs are discretionary and nondiscretionary programs designed to systematically allocate investors' assets across a wide range of mutual funds or ETFs. Rep as portfolio manager programs are discretionary programs in which advice is an essential element; planning is undertaken or advice is treated as a separate service from brokerage. Rep as advisor programs are nondiscretionary programs where the advisor has not been given discretion by the client and must obtain approval each time a change is made to the account or its investments. Unified managed accounts are vehicle-neutral platforms that simplify the delivery of multiple investment vehicles, such as separate accounts, mutual funds, exchange-traded funds and individual securities through their integration within a single environment. Rankings are subject to change.

Choosing a Fiduciary Partner Wisely



FOCUSED ON

- Inspections
- Surveillance and Technology Initiatives
- Regulatory Obligations
- Field and Home Office Compliance and Risk
- Operations, Technology and Data

1. As of July 2016.

The Fitzgerald Group of Morgan Stanley

Our Michigan-based team is a full service team to handle all aspects of the relationship



Jessica Fitzgerald, CIMA®, CRPS®, CPM®

Senior Vice President – Financial Advisor
Corporate Retirement Director
Senior Portfolio Manager
Senior Institutional Consultant
U.S. Government Entity Specialist

Jessica joined Morgan Stanley over 15 years ago, and holds a B.A. in Economics with a Concentration in the Financial Markets from Colby College. Prior to joining Morgan Stanley she worked as a Financial Analyst for an investment management company.

Jessica's focus is consulting for governmental defined contribution plans. This includes consulting on plan design, third-party vendor selection, fee benchmarking and cost analysis, investment selection and monitoring, and compliance and regulatory issues.

Her work with retirement plans has earned her the following recognitions:

- 2018 Financial Times Top 401 Retirement Advisors
- 2018 Five Star Wealth Manager (representing the top 3% in Metro Detroit)
- 2017 National Association of Plan Advisors Top Women Advisors
- 2017 National Association of Plan Advisors Top 50 Plan Advisors Under 40

Jessica serves on Morgan Stanley's Advisory Board, a board of ten (10) Retirement Directors who guide retirement plan policy and solutions for over 16,000 Financial Advisors. In 2017, she was named as a National Association of Plan Advisors (NAPA) delegate to meet with members of Congress on Capitol Hill to shape retirement plan legislation. She served as an advocate specifically for public sector employees and their right to fee disclosures and better quality retirement plans.

The Fitzgerald Group of Morgan Stanley



Damian Lockhart, CRPC®

Vice President – Financial Advisor
Portfolio Manager
U.S. Government Entity Specialist

Damian has over 13 years of industry experience and holds a B.A. in Economics from Grand Valley State University. He started his career at Merrill Lynch and Waddell & Reed before joining Morgan Stanley and The Fitzgerald Group in 2015.

Damian is a Chartered Retirement Plan Counselor®, a designation focused on navigating individuals through various retirement planning phases in their lives.



Edwin Wetter

Ed has 35 years of business experience and was the Director of Business Development at TTi Global before joining The Fitzgerald Group in 2018. Ed will lead the Morgan Stanley Financial Wellness initiative for the team's retirement plan clients. This includes conducting group and one-on-one meetings with retirement plan participants.



Shannon Chase, *Financial Advisor*

Shannon supports the team's private client business and her focus includes participant education for the team's defined contribution plans. This includes conducting one-on-one meetings with retirement plan participants.



Lisa Redmon, *Portfolio Associate*

Lisa joined The Fitzgerald Group in 2008 and brings 29 years of industry experience to the team. Her focus includes coordinating administration and operations for the team's institutional business.

Brian Percy

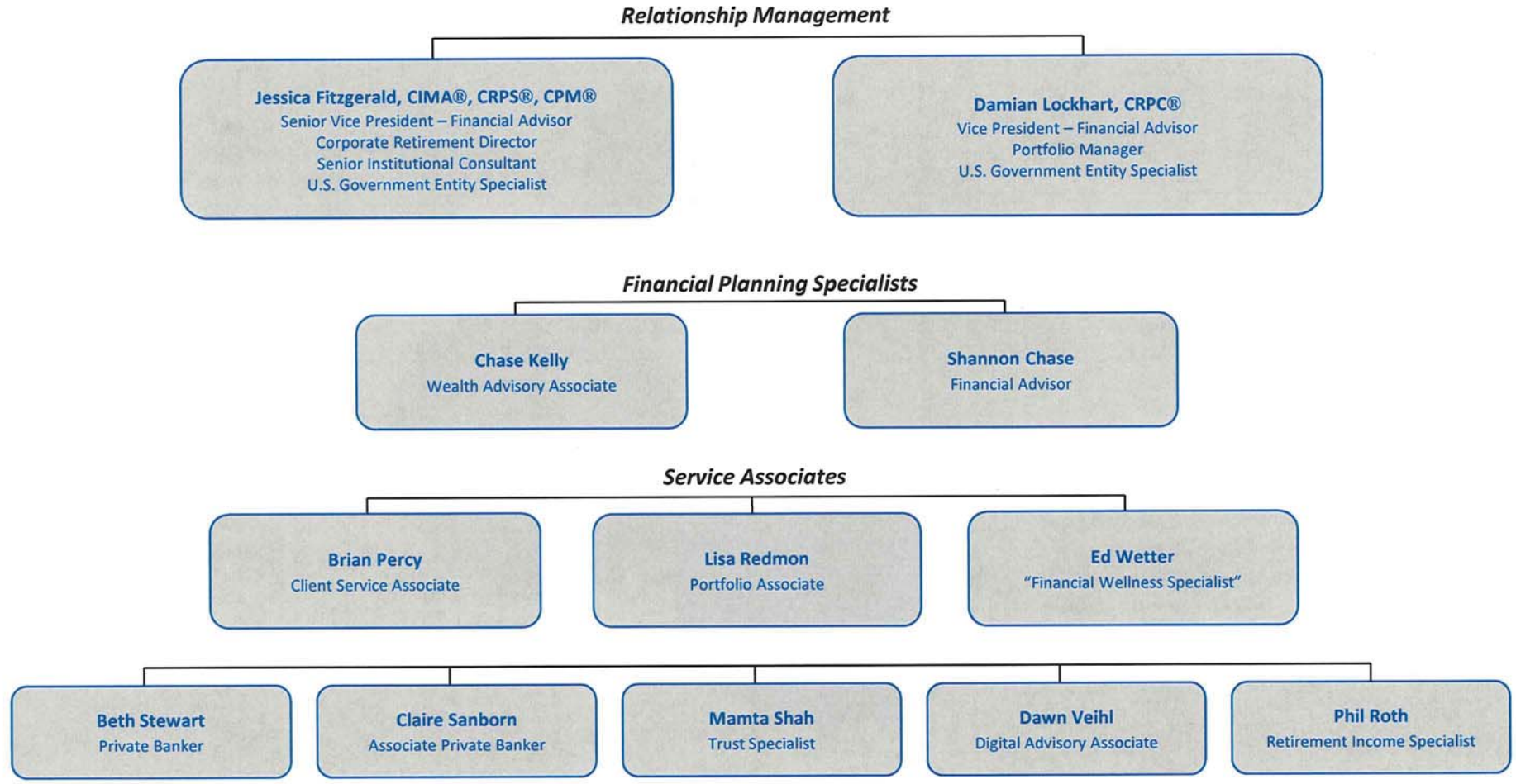
Client Service Associate

Brian brings 12 years of industry experience to the team. He began his career in 2007 at Members Credit Union of Traverse City working as a Service Representative and Loan Officer.

Brian's focus includes client performance reporting, meeting preparation, marketing and client communication.

The Fitzgerald Group

Morgan Stanley Wealth Management



The Fitzgerald Group of Morgan Stanley

Rochester Office:
1108 North Main St
Rochester, MI 48307
248-218-8260

Grand Rapids Office:
5211 Cascade Rd SE
Grand Rapids, MI 49546
616-974-8900

Traverse City Office:
300 E. Front St, Ste 300
Traverse City, MI 49684
231-932-7235

Morgan Stanley Smith Barney LLC. Member SIPC.

You Benefit from Vast Intellectual Capital

Insights from Throughout the Firm Influence the Decisions Made for Your Portfolio



7 Leading Thinkers

- An investment committee dedicated to wealth management
- Establish general allocation guidelines based on their forecasting
- Asset class recommendations to help Financial Advisors guide you

130+ Analysts & Strategists [1]

- Assess quality of investment managers
- Develop opportunistic trade ideas
- Implement ideas via model portfolios

450+ Research Analysts

- Analysts in 21 countries
- Cover over 3,400 securities
- Support the flow of ideas

1,400+ Investment Managers

- Wide selection of third-party investment managers share their market views

All information as of May 2018 and subject to change.

1. Includes all strategists and analysts within Wealth Management Investment Resources

Past performance is no guarantee of future results. Estimates of future performance are based on assumptions that may not be realized. This material is not a solicitation of any offer to buy or sell any security or other financial instrument or to participate in any trading strategy. Please refer to important information, disclosures and qualifications at the end of this material.

Executive Summary of Consulting Services

Executive Summary of Services

1. Cost Analysis → Reduction in Cost

Our analysis has resulted in cost savings for all of our new public plan clients (as of 12/31/2017).

2. Investment Analysis

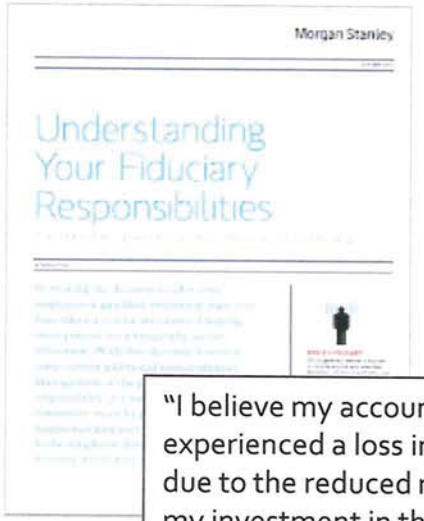
This is the cornerstone of our organization. One of the most important ways to meet your responsibilities as a fiduciary is to have a process to review and document investments in the plan.

3. Participant Education Strategy

We offer one of the most comprehensive Financial Wellness programs in the industry.

4. Fiduciary Support → Fiduciary Audit File

Fiduciary awareness is growing. Our program is designed towards assisting you with fulfilling your fiduciary responsibilities.

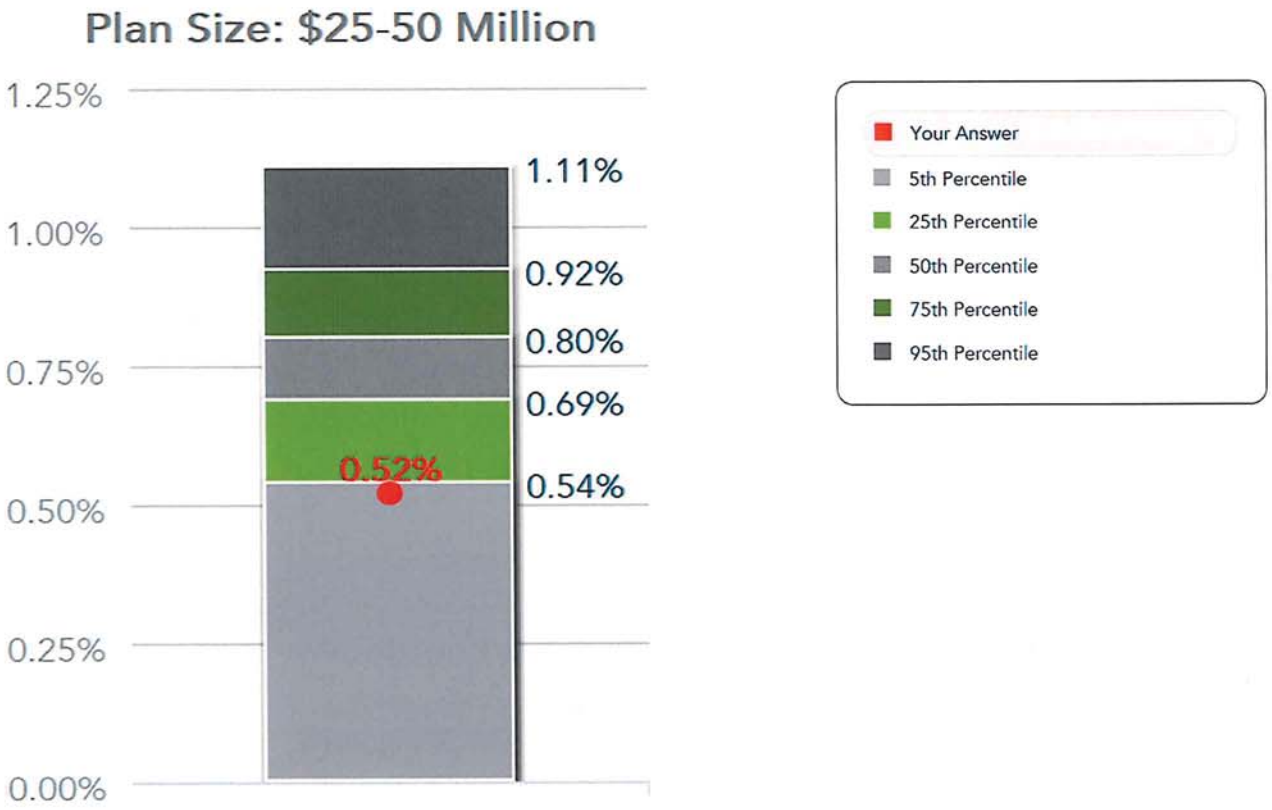


"I believe my account has experienced a loss in value, due to the reduced return on my investment in those plan investment options caused by the unreasonably high fees and expenses in those funds"

– Jeremy Braden, Plaintiff
(Braden v. Wal-Mart Stores)

Source: JEREMY BRADEN, individually and on behalf of all others similarly situated, Plaintiff, v. WAL-MART STORES, INC., et al., Defendants. United States District Court, W.D. Missouri, Southern Division. December 5, 2011.

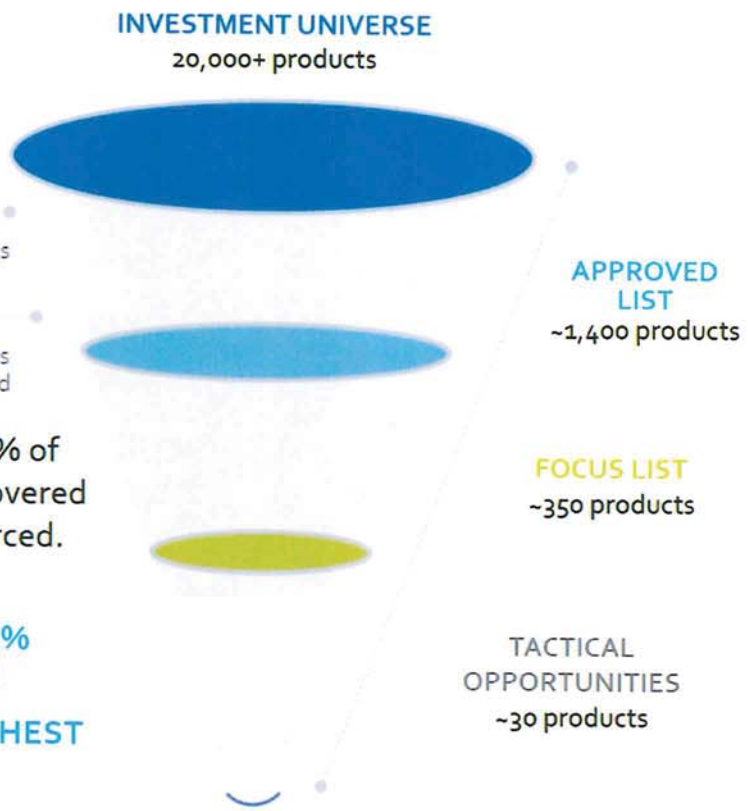
Fee Benchmark – powered by Fiduciary Benchmarks, Inc.



The total cost of the plan includes all fees paid by the plan, the participant and/or the plan sponsor.
This includes: fees from underlying investments, explicit fees on top of investment fees, other fees collected by plan service providers, fees for ancillary participant services (including managed account and SDA account services), and fee "treatments" (e.g., flow of revenue sharing for participant credit, and utilization of ERISA spending account credit).

Identifying High-Quality Managers for Your Plan

RIGOROUS MANAGER ANALYSIS



Approved List

Approved List managers meet an acceptable due diligence standard based upon GIMA's evaluation and are approved for use in advisory programs.

Focus List

Our high-conviction list of managers approved for use in advisory programs. Focus List status indicates GIMA's high confidence level in the overall quality of the investment option and its ability to outperform applicable benchmarks over a full market cycle

Tactical Opportunities List

Draws from the Approved and Focus Lists to identify traditional managers that may benefit from expected market trends, such as outperformance by a particular style, factor, or asset class over a somewhat shorter time period – typically defined as 1-3 years

All information as of June 2017 and subject to change.

1. The functions of manager analysis and review are available only through advisory accounts.

Past performance is no guarantee of future results. Estimates of future performance are based on assumptions that may not be realized. This material is not a solicitation of any offer to buy or sell any security or other financial instrument or to participate in any trading strategy. Please refer to important information, disclosures and qualifications at the end of this material.

A Financial Wellness Program for Employees

Did You Know?



#1

Finances largest cause of stress for Employees



52%

Find their financial situation stressful to think about



62%

Turning to their Employers for assistance



Institutions state that the significance of employee Financial Wellness has increased over the last two years



Institutions say that workplace Financial Wellness programs will be a standard benefit within the next decade

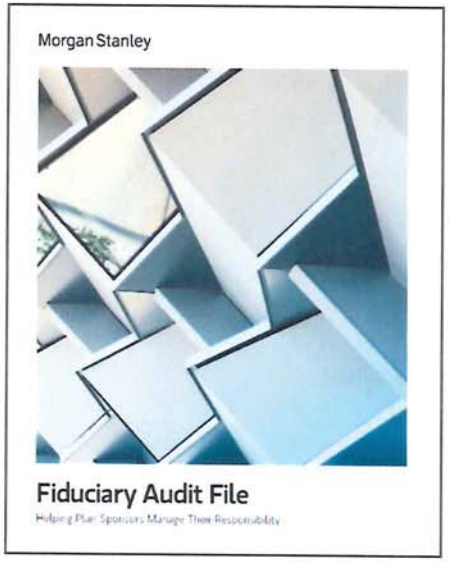


Institutions will offer at least one Financial Wellness program within the next year

Source: CNN, Ultimate Guide to Retirement, 2016, Prudential, The Next Frontier in Wellness Programs, 2015, CNBC, Your New Office Workout: Financial Fitness, 2016 USA Today, More Companies Offer Financial Wellness Programs, 2014

Fiduciary Support - Helping You With Risk Management

- Annual Fiduciary Audit File
- Fiduciary Education Workshop
- *Washington Update* Newsletter



We are active members in:

National Association of Governmental Defined Contribution Plan Administrators (NAGDCA)
Government Finance Officers Association (GFOA)
National Association of Plan Advisors (NAPA)
MI Association of Public Employee Retirement Systems (MAPERS)
Investment Management Consultants Association (IMCA)

Fiduciary Calendar

MorganStanley

2017 FIDUCIARY SERVICE CALENDAR

OBJECTIVE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fiduciary Review Roles and responsibility, plan statistics, industry trends, plan design updates					FIDUCIARY EDUCATION WORKSHOP (MAY 3RD)					FIDUCIARY MEETING (OCT/NOV)		
Investment Oversight & Monitoring Review of fund policies and performance	PLAN INVESTMENT REVIEW (JANUARY)			PLAN INVESTMENT REVIEW (APRIL)			PLAN INVESTMENT REVIEW (JULY)			PLAN INVESTMENT REVIEW (OCTOBER)		
Maintain Audit File Documentation of due diligence and plan records										REVIEW OF PROVIDER, PLAN COST, ERISA COMPLIANCE (OCT/NOV)		
Participant Education Meetings Coordinating communication to employees	MONTHLY EMPLOYEE EDUCATION MEETING (JAN)	MONTHLY EMPLOYEE EDUCATION MEETING (FEB)	MONTHLY EMPLOYEE EDUCATION MEETING (MARCH)	MONTHLY EMPLOYEE EDUCATION MEETING (APRIL)	MONTHLY EMPLOYEE EDUCATION MEETING (MAY)	MONTHLY EMPLOYEE EDUCATION MEETING (JUNE)	MONTHLY EMPLOYEE EDUCATION MEETING (JULY)	MONTHLY EMPLOYEE EDUCATION MEETING (AUG)	MONTHLY EMPLOYEE EDUCATION MEETING (SEPT)	MONTHLY EMPLOYEE EDUCATION MEETING (OCT)	MONTHLY EMPLOYEE EDUCATION MEETING (NOV)	MONTHLY EMPLOYEE EDUCATION MEETING (DEC)
NOTES:												

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2018 FIDUCIARY SERVICE CALENDAR

OBJECTIVE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fiduciary Review Roles and responsibility, plan statistics, industry trends, plan design updates								FINANCIAL WELLNESS PROGRAM (AUG 31ST)		FIDUCIARY MEETING (OCT 29TH)		
Investment Oversight & Monitoring Review of fund policies and performance	PLAN INVESTMENT REVIEW (JANUARY)			PLAN INVESTMENT REVIEW (APRIL)			PLAN INVESTMENT REVIEW (JULY)			PLAN INVESTMENT REVIEW (OCTOBER)		
Maintain Audit File Documentation of due diligence and plan records										REVIEW OF PROVIDER, PLAN COST, ERISA COMPLIANCE (OCTOBER)		
Participant Education Meetings Coordinating communication to employees	MONTHLY EMPLOYEE EDUCATION MEETING (JAN)	MONTHLY EMPLOYEE EDUCATION MEETING (FEB)	MONTHLY EMPLOYEE EDUCATION MEETING (MARCH)	MONTHLY EMPLOYEE EDUCATION MEETING (APRIL)	MONTHLY EMPLOYEE EDUCATION MEETING (MAY)	MONTHLY EMPLOYEE EDUCATION MEETING (JUNE)	MONTHLY EMPLOYEE EDUCATION MEETING (JULY)	MONTHLY EMPLOYEE EDUCATION MEETING (AUG)	MONTHLY EMPLOYEE EDUCATION MEETING (SEPT)	MONTHLY EMPLOYEE EDUCATION MEETING (OCT)	MONTHLY EMPLOYEE EDUCATION MEETING (NOV)	MONTHLY EMPLOYEE EDUCATION MEETING (DEC)
NOTES:												

Lincoln Financial Group®

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RETIREMENT PLAN SERVICES

MUSKEGON COUNTY

Annual review as of September 30, 2018

Lincoln Alliance® program

LCN1395448-011816

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Lincoln *Alliance*® program

This review booklet will be produced periodically as per client request and will provide important objective information for the plan sponsor and plan fiduciaries to enable them to make decisions regarding the operation of their retirement plan and evaluation of the investment options in their plan.

The illustrations and discussions contained within this review are not intended as investment advice. The information should not be construed as an endorsement or recommendation by Lincoln Financial Group, should it be the sole basis for any investment decisions. Any decision made regarding the investment choices within the plan is the responsibility of the plan sponsor.

Information for this review has been compiled by Lincoln Financial Advisors, Corp. (LFA) from Morningstar Direct® and our recordkeeping system. The information contained herein is taken from sources we believe to be reliable but Lincoln doesn't guarantee its accuracy or completeness; it is sent to you for informational purposes only. Any statements that are non-factual in nature constitute current opinions only, which are subject to change.

Past results are not necessarily indicative of future results. Neither the information, nor any opinion expressed herein shall be construed as an offer to buy or an offer to sell any securities, futures or other financial products.

- Executive Summary — Tab 1
- Plan Review — Tab 2
- Demographics — Tab 3
- Mutual Fund Summary Data — Tab 4
- Revenue History — Tab 5

Mutual Funds offered through the Lincoln Alliance® program by prospectus and Lincoln Financial Advisors Corp., a broker/dealer.

Annuity products offered through Lincoln Financial Group affiliates and other fine companies.

Supervising office: Lincoln Financial Advisors, 1300 South Clinton Street, Fort Wayne, IN 46802.

457(b) Executive summary

As of 9/30/2018

TOTAL PLAN ASSETS: $38,841,319

PARTICIPATION

Participation rate based on eligible employees contributing

N/A

457(b) Benchmarking

57.1%

Governmental Benchmarking

65.9%

DEFERRAL RATES

Average deferral of active participants

$171

DIVERSIFICATION

Average number of funds held by participants

3.2 Funds

457(b) Benchmarking

4.9

Governmental Benchmarking

5.4

CONTRIBUTIONS

Prior Period:
$1,806,740
Current Period:
$2,161,931

WITHDRAWALS

Prior Period:
$2,933,358
Current Period:
$4,083,634

LOAN BALANCE

N/A

Benchmark source: PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey Results.

PAD-1990438-011018

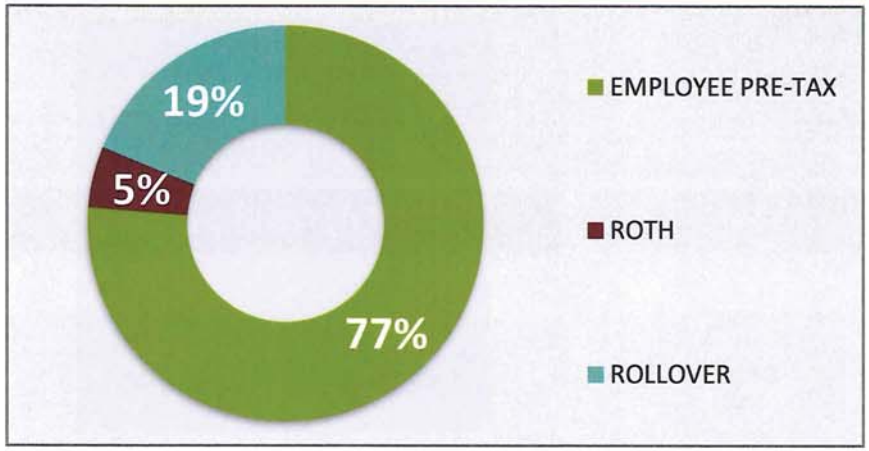
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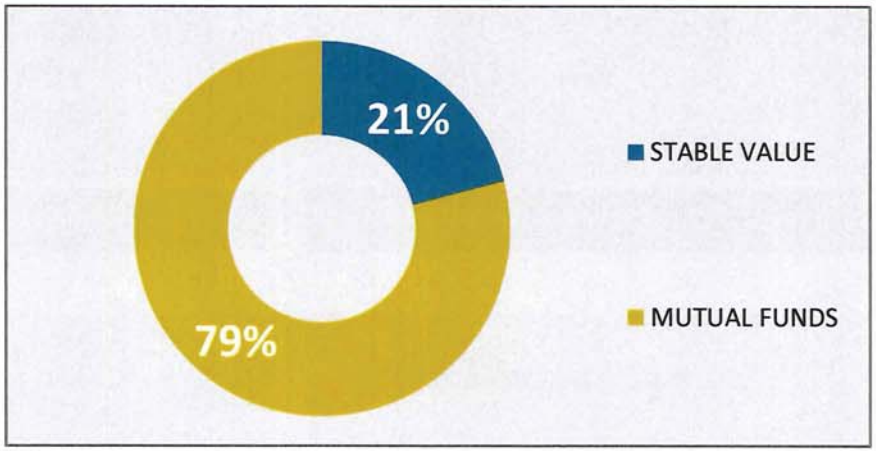
457(b) Executive summary

As of 9/30/2018

CONTRIBUTION TYPES



INVESTMENT ALLOCATIONS



AVERAGE ACCOUNT BALANCE	MEDIAN ACCOUNT BALANCE	PARTICIPANTS WITH A BALANCE	% OF PARTICIPANTS WITH A BENEFICIARY
$61,167	$24,399	635	57%
457(b) Benchmarking $53,219	457(b) Benchmarking $49,337		
Governmental Benchmarking $63,814	Governmental Benchmarking $50,342		

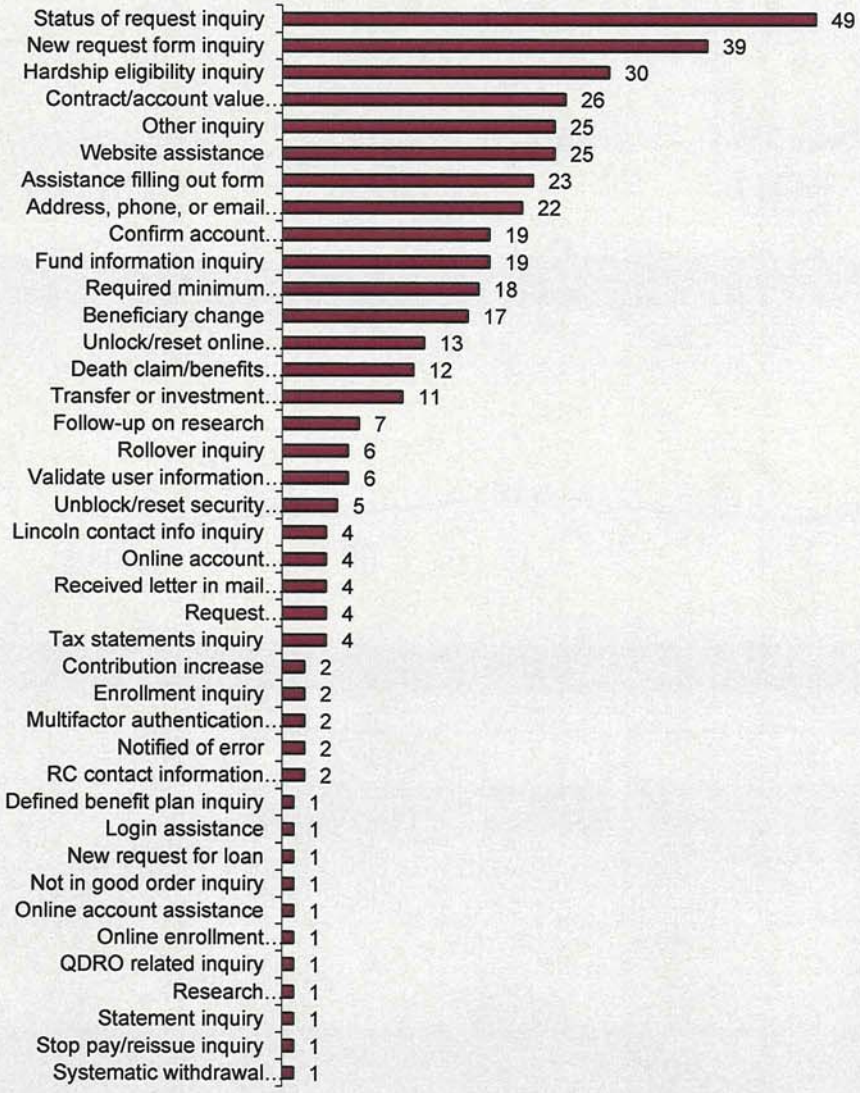
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Call types

Call Type	# of Calls
Status of request inquiry	49
New request form inquiry	39
Hardship eligibility inquiry	30
Contract/account value inquiry	26
Other inquiry	25
Website assistance	25
Assistance filling out form	23
Address, phone, or email change	22
Confirm account information	19
Fund information inquiry	19
Required minimum distribution inquiry	18
Beneficiary change	17
Unlock/reset online account password	13
Death claim/benefits inquiry	12
Transfer or investment election change	11
Follow-up on research	7
Rollover inquiry	6
Validate user information for online account	6
Unblock/reset security questions for online account	5
Lincoln contact info inquiry	4
Online account registration assistance	4
Received letter in mail inquiry	4
Request statement/letter/confirm	4
Tax statements inquiry	4
Contribution increase	2
Enrollment inquiry	2
Multifactor authentication for online account	2
Notified of error	2
RC contact information inquiry	2
Defined benefit plan inquiry	1
Login assistance	1
New request for loan	1
Not in good order inquiry	1
Online account assistance	1
Online enrollment assistance	1
QDRO related inquiry	1
Research fee/investments assistance	1
Statement inquiry	1
Stop pay/reissue inquiry	1
Systematic withdrawal change	1
Total Calls	**413**



Web Statistics

Plan Dashboard

COUNTY OF MUSKEGON (457)

Created by: ITES/Digital Experience -- Analytics

September 2018

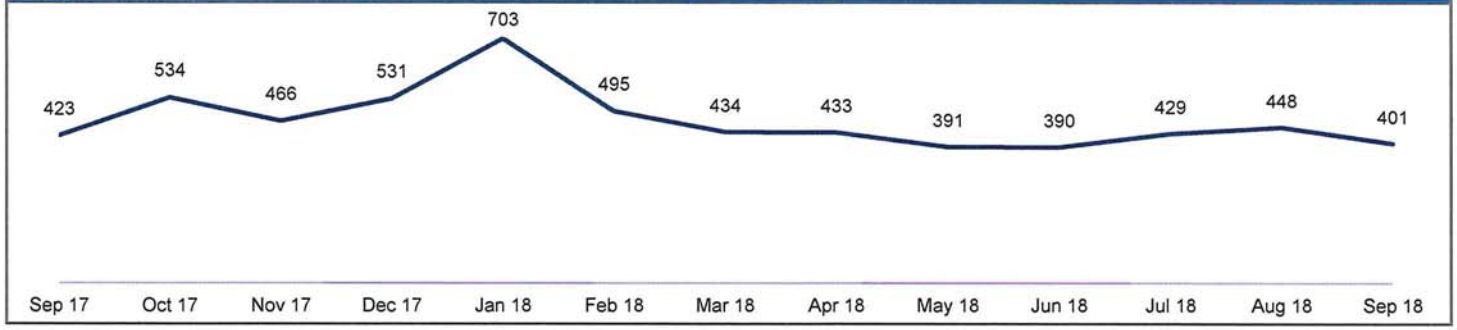
Pick a Plan Code:	Show Trended:
MUSK-001	Visits

Plan Details

71%
% Registered Ppts

243
Registered Ppts

Visits



Traffic

Visits		Unique Devices		Avg Visit Duration		% of Mobile Visits		Page Views	
401		247		1.4min		36%		894	
M/M	Y/Y	M/M	Y/Y	M/M	Y/Y	M/M	Y/Y	M/M	Y/Y
-10%	-5%	0%	14%	17%	75%	7%	18%	-8%	2%

2018 ALLIANCE CUSTOMER EXPERIENCE ROADMAP

Every day, Lincoln works to make it easier for our plan sponsors and advisors to evaluate the health of their plan, and help drive participants to take action. To that end, Lincoln has rolled out a number of market-leading technology features over the past three years. For plan sponsors and advisors, the new plan health analytics tool provides essential data to gauge plan performance. For participants, our enhanced mobile strategy — including a wearable app — and our easy-to-use online tools are designed to help them make positive decisions that can lead to better retirement outcomes.

- In 2017, Lincoln rolled out an enhanced web experience, including enrollment "in just a few clicks" and more intuitive navigation.
- For 2018, Lincoln will introduce several improvements, including a robust financial WellnessPATH solution, easier action steps, and online meeting scheduling.

Q1 2018

ENHANCED RETIREMENT INCOME MODELING TOOL makes it easier for participants to view and print their results; includes a "make it so" button that enables participants to immediately implement changes

CLICK2AUTOINCREASE CUSTOMIZATION provides participants with the option to automatically increase their contribution rate at the amount, time, and frequency of their choosing

Q2 2018

WELLNESSPATH provides an online financial wellness solution with powerful tools and calculators, along with Click2Meet appointments and educational content

Click the link below to watch a video highlighting the features and benefits of WellnessPATH.

http://marketingmedia.lfg.com/lfg/DOCS/lfd/emailMarketing/2018/Video/5800320317001.html

Q3/Q4 2018

REFRESHED PLAN SPONSOR SITE features simplified navigation, a mobile responsive design, and streamlined look and feel

VIEW OF CONTRIBUTIONS BY MONEY TYPES allows the participant to view their contributions by ER/EE money types

EXPANDED ASSET ALLOCATION SERVICES includes administrative enhancements focused on Registered Investment Adviser integration and the participant experience

COMING IN 2019: ENHANCED WEB EXPERIENCE FOR ADVISORS AND TPAs

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Plan activity summary

Plan summary

Your review begins with a high-level overview of plan activity, including opening balance, contributions by plan and contribution type, earnings, withdrawal activity and ending balance.

Total plans

	10/01/2016 - 09/30/2017	10/01/2017 - 09/30/2018	% Change
Opening balance	$0	$37,730,510	N/A
Contributions [1]			
457(b)			
Employee Salary Deferral	$1,493,050	$1,656,651	11%
Employee Rollover	$275,465	$393,196	43%
Roth	$38,225	$105,199	175%
Roth Rollover	$0	$6,886	N/A
Converted value	$35,375,119	$4,625	-100%
Earnings	$3,496,676	$3,151,622	-10%
Other [2]	($14,668)	($123,735)	-744%
Withdrawal Activity	($2,933,358)	($4,083,634)	39%
***Lincoln Alliance* program asset balance**	**$37,730,510**	**$38,841,319**	**3%**
Expense account assets	$3	$11	217%
Total ending balance for all assets	**$37,730,513**	**$38,841,330**	**3%**

[1] Contributions include any monies entering the plan, such as deferrals, company match, and/or rollovers

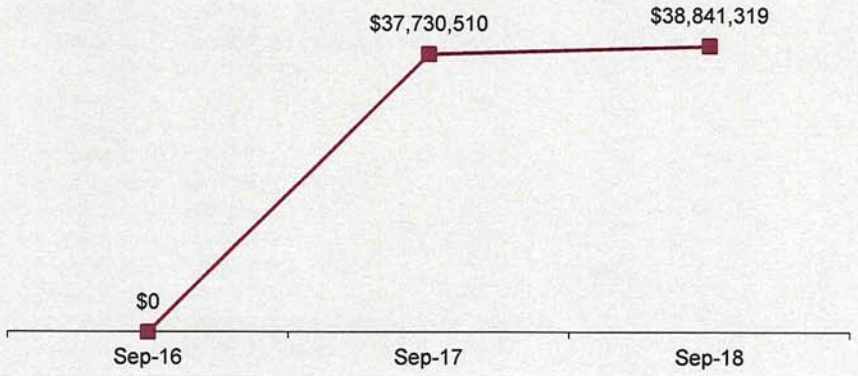
[2] The Other category contains monies from the following: Net Trustee Transfers, Exchange,

Plan asset trend

Changes in your plan's assets reflect market forces as well as contributions and participation levels. This overview may help you identify underlying contribution and participation trends.

Asset trend

Period	Total assets	% change
Sep-16	$0	N/A
Sep-17	$37,730,510	N/A
Sep-18	$38,841,319	3%



Plan asset allocation

The asset allocation information can help you determine if your employees are properly allocated among the investment options available to them in your retirement plans.

Total plan asset allocation

Asset category	Balance	% of plan
Stable Value	$8,156,540	21%
Intermediate-Term Bond	$1,877,124	5%
Mid-Cap Blend	$470,732	1%
Target-Date Retirement	$733,896	2%
World Bond	$95,437	0%
Allocation--30% to 50% Equi	$984,776	3%
Target-Date 2015	$1,251,353	3%
Target-Date 2020	$1,177,548	3%
Allocation--50% to 70% Equi	$2,778,716	7%
Target-Date 2025	$3,741,739	10%
Target-Date 2030	$596,951	2%
Allocation--70% to 85% Equi	$807,710	2%
Target-Date 2035	$1,851,334	5%
Target-Date 2040	$579,340	1%
Target-Date 2045	$622,109	2%
Target-Date 2050	$28,434	0%
Target-Date 2055	$39,116	0%
Target-Date 2060+	$4,554	0%
Allocation--85%+ Equity	$392,196	1%
Large Growth	$3,190,729	8%
World Large Stock	$557,732	1%
Large Value	$1,017,353	3%
Large Blend	$3,200,081	8%
Mid-Cap Growth	$1,367,407	3%
Foreign Large Growth	$752,332	2%
Health	$404,135	1%
Small Growth	$320,504	1%
Small Blend	$867,021	2%
Equity Energy	$52,374	0%
High Yield Bond	$324,104	1%
Foreign Large Blend	$144,105	0%
Diversified Emerging Mkts	$229,321	1%
Real Estate	$224,516	1%
Total assets	**$38,841,319**	**100%**



Total plan assets by fund

Total plan assets

This overview provides information about your total assets in dollars and as a percentage of your total assets by fund over the time periods illustrated.

Assets have increased by 3% from the prior period

			09/30/2017		09/30/2018	
Fund name	**Ticker**	**Fund style**	**Total assets**	**% of plan**	**Total assets**	**% of plan**
Lincoln Stable Value	LNGPA	Stable Value	$8,530,176	23%	$8,156,540	21%
Vanguard Interm-Term Bond Index Adm	VBILX	Intermediate-Term Bond	$1,198,275	3%	$1,049,013	3%
Metropolitan West Total Return Bd Plan	MWTSX	Intermediate-Term Bond	$754,318	2%	$828,110	2%
Vanguard Target Retirement Income Inv	VTINX	Target-Date Retirement	$825,185	2%	$733,896	2%
Templeton Global Bond R6	FBNRX	World Bond	$105,512	0%	$95,437	0%
Vanguard LifeStrategy Cnsrv Gr Inv	VSCGX	Allocation--30% to 50% Equi	$1,008,302	3%	$984,776	3%
AB High Income Z	AGDZX	High Yield Bond	$314,800	1%	$324,104	1%
Vanguard Target Retirement 2015 Inv	VTXVX	Target-Date 2015	$1,255,212	3%	$1,251,353	3%
Vanguard Target Retirement 2020 Inv	VTWNX	Target-Date 2020	$1,316,965	4%	$1,177,548	3%
LNL SRI 1-LVIP Global Moderate Allc Mgd Risk St	SRI01	Allocation--50% to 70% Equi	$33,413	0%	$36,215	0%
Vanguard LifeStrategy Moderate Gr Inv	VSMGX	Allocation--50% to 70% Equi	$2,702,986	7%	$2,742,500	7%
Vanguard Target Retirement 2025 Inv	VTTVX	Target-Date 2025	$4,184,054	11%	$3,741,739	10%
Vanguard Target Retirement 2030 Inv	VTHRX	Target-Date 2030	$732,098	2%	$596,951	2%
Vanguard LifeStrategy Growth Inv	VASGX	Allocation--70% to 85% Equi	$739,685	2%	$807,710	2%
Vanguard Target Retirement 2035 Inv	VTTHX	Target-Date 2035	$1,484,292	4%	$1,851,334	5%
Vanguard Target Retirement 2040 Inv	VFORX	Target-Date 2040	$398,373	1%	$579,340	1%
Vanguard Target Retirement 2045 Inv	VTIVX	Target-Date 2045	$540,836	2%	$622,109	2%
Vanguard Target Retirement 2050 Inv	VFIFX	Target-Date 2050	$7,884	0%	$28,434	0%
Vanguard Target Retirement 2055 Inv	VFFVX	Target-Date 2055	$3,995	0%	$39,116	0%
Vanguard Target Retirement 2060 Inv	VTTSX	Target-Date 2060+	$0	0%	$4,554	0%
Hotchkis & Wiley Value Opps Instl	HWAIX	Allocation--85%+ Equity	$411,393	1%	$392,196	1%
Vanguard 500 Index Admiral	VFIAX	Large Blend	$2,341,645	6%	$2,570,513	7%
Fidelity Advisor® Large Cap I	FALIX	Large Blend	$679,966	2%	$629,569	2%
DFA US Large Cap Value I	DFLVX	Large Value	$1,264,986	3%	$1,017,353	3%
Oppenheimer Global I	OGLIX	World Large Stock	$465,915	1%	$557,732	1%
JPMorgan Large Cap Growth R6	JLGMX	Large Growth	$2,421,553	6%	$3,190,729	8%
Vanguard Mid Cap Index Admiral	VIMAX	Mid-Cap Blend	$423,093	1%	$470,732	1%
American Funds Europacific Growth R6	RERGX	Foreign Large Growth	$734,240	2%	$752,332	2%

Total plan assets by fund

Total plan assets

This overview provides information about your total assets in dollars and as a percentage of your total assets by fund over the time periods illustrated.

Assets have increased by 3% from the prior period

			09/30/2017		09/30/2018	
Fund name	**Ticker**	**Fund style**	**Total assets**	**% of plan**	**Total assets**	**% of plan**
Vanguard FTSE All-Wld ex-US Idx Admiral	VFWAX	Foreign Large Blend	$140,386	0%	$144,105	0%
AB Discovery Growth Z	CHCZX	Mid-Cap Growth	$918,093	3%	$1,367,407	3%
Vanguard Small Cap Index Adm	VSMAX	Small Blend	$711,148	2%	$867,021	2%
PGIM Jennison Small Company R6	PJSQX	Small Growth	$345,110	1%	$320,504	1%
Vanguard Health Care Index Admiral	VHCIX	Health	$173,906	1%	$404,135	1%
Vanguard Emerging Mkts Stock Idx Adm	VEMAX	Diversified Emerging Mkts	$79,216	0%	$167,570	0%
Virtus Vontobel Emerging Markets Opps R6	VREMX	Diversified Emerging Mkts	$56,063	0%	$61,751	0%
Vanguard Real Estate Index Admiral	VGSLX	Real Estate	$351,532	1%	$224,516	1%
Vanguard Energy Index Admiral	VENAX	Equity Energy	$75,903	0%	$52,374	0%
Total			**$37,730,510**	**100%**	**$38,841,319**	**100%**

Total plan contributions by fund

Total plan contributions

Below you will find the total contributions in dollars and as a percent of your total contributions by fund over the time periods illustrated. Year-to-year changes in contributions may reveal trends that could be addressed by targeted communication and educational campaigns.

			10/01/2016 - 09/30/2017		10/01/2017 - 09/30/2018	
Fund name	**Ticker**	**Fund style**	**Contributions**	**% of plan**	**Contributions**	**% of plan**
Lincoln Stable Value	LNGPA	Stable Value	$89,790	5%	$147,566	7%
Vanguard Interm-Term Bond Index Adm	VBILX	Intermediate-Term Bond	$35,263	2%	$24,221	1%
Metropolitan West Total Return Bd Plan	MWTSX	Intermediate-Term Bond	$70,378	4%	$98,609	5%
Vanguard Target Retirement Income Inv	VTINX	Target-Date Retirement	$6,003	0%	$6,003	0%
Templeton Global Bond R6	FBNRX	World Bond	$10,742	1%	$18,082	1%
Vanguard LifeStrategy Cnsrv Gr Inv	VSCGX	Allocation--30% to 50% Equi	$64,916	4%	$77,472	4%
AB High Income Z	AGDZX	High Yield Bond	$20,103	1%	$53,416	2%
Vanguard Target Retirement 2015 Inv	VTXVX	Target-Date 2015	$63,838	4%	$33,274	1%
Vanguard Target Retirement 2020 Inv	VTWNX	Target-Date 2020	$134,709	7%	$123,047	6%
LNL SRI 1-LVIP Global Moderate Allc Mgd Risk St	SRI01	Allocation--50% to 70% Equi	$1,369	0%	$1,340	0%
Vanguard LifeStrategy Moderate Gr Inv	VSMGX	Allocation--50% to 70% Equi	$63,909	4%	$99,009	5%
Vanguard Target Retirement 2025 Inv	VTTVX	Target-Date 2025	$197,649	11%	$158,890	7%
Vanguard Target Retirement 2030 Inv	VTHRX	Target-Date 2030	$68,964	4%	$94,029	4%
Vanguard LifeStrategy Growth Inv	VASGX	Allocation--70% to 85% Equi	$46,506	3%	$39,921	2%
Vanguard Target Retirement 2035 Inv	VTTHX	Target-Date 2035	$212,657	12%	$187,238	9%
Vanguard Target Retirement 2040 Inv	VFORX	Target-Date 2040	$32,553	2%	$121,819	6%
Vanguard Target Retirement 2045 Inv	VTIVX	Target-Date 2045	$75,350	4%	$84,685	4%
Vanguard Target Retirement 2050 Inv	VFIFX	Target-Date 2050	$5,729	0%	$20,741	1%
Vanguard Target Retirement 2055 Inv	VFFVX	Target-Date 2055	$2,802	0%	$33,883	1%
Vanguard Target Retirement 2060 Inv	VTTSX	Target-Date 2060+	$0	0%	$4,471	0%
Hotchkis & Wiley Value Opps Instl	HWAIX	Allocation--85%+ Equity	$26,961	2%	$36,359	2%
Vanguard 500 Index Admiral	VFIAX	Large Blend	$72,789	4%	$90,118	4%
Fidelity Advisor® Large Cap I	FALIX	Large Blend	$36,910	2%	$33,159	1%
DFA US Large Cap Value I	DFLVX	Large Value	$58,010	3%	$71,387	3%
Oppenheimer Global I	OGLIX	World Large Stock	$44,013	2%	$38,187	2%
JPMorgan Large Cap Growth R6	JLGMX	Large Growth	$97,139	5%	$123,537	6%
Vanguard Mid Cap Index Admiral	VIMAX	Mid-Cap Blend	$26,173	1%	$30,901	1%
American Funds Europacific Growth R6	RERGX	Foreign Large Growth	$47,758	3%	$84,695	4%

Total plan contributions by fund

Total plan contributions

Below you will find the total contributions in dollars and as a percent of your total contributions by fund over the time periods illustrated. Year-to-year changes in contributions may reveal trends that could be addressed by targeted communication and educational campaigns.

			10/01/2016 - 09/30/2017		10/01/2017 - 09/30/2018	
Fund name	**Ticker**	**Fund style**	**Contributions**	**% of plan**	**Contributions**	**% of plan**
Vanguard FTSE All-Wld ex-US Idx Admiral	VFWAX	Foreign Large Blend	$26,443	1%	$17,172	1%
AB Discovery Growth Z	CHCZX	Mid-Cap Growth	$36,509	2%	$49,011	2%
Vanguard Small Cap Index Adm	VSMAX	Small Blend	$35,916	2%	$47,694	2%
PGIM Jennison Small Company R6	PJSQX	Small Growth	$29,837	2%	$24,217	1%
Vanguard Health Care Index Admiral	VHCIX	Health	$19,359	1%	$34,125	2%
Vanguard Emerging Mkts Stock Idx Adm	VEMAX	Diversified Emerging Mkts	$4,900	0%	$18,589	1%
Virtus Vontobel Emerging Markets Opps R6	VREMX	Diversified Emerging Mkts	$8,159	0%	$12,986	1%
Vanguard Real Estate Index Admiral	VGSLX	Real Estate	$29,078	2%	$19,885	1%
Vanguard Energy Index Admiral	VENAX	Equity Energy	$3,555	0%	$2,192	0%
Total			**$1,806,740**	**100%**	**$2,161,931**	**100%**

Plan assets and contributions

457(b) Plan assets and contributions

Assets have increased by 3% from the prior period

			09/30/2018		10/01/2017 - 09/30/2018	
Fund name	**Ticker**	**Fund style**	**Assets**	**% of plan**	**Contributions**	**% of plan**
Lincoln Stable Value	LNGPA	Stable Value	$8,156,540	21%	$147,566	7%
Vanguard Interm-Term Bond Index Adm	VBILX	Intermediate-Term Bond	$1,049,013	3%	$24,221	1%
Metropolitan West Total Return Bd Plan	MWTSX	Intermediate-Term Bond	$828,110	2%	$98,609	5%
Vanguard Target Retirement Income Inv	VTINX	Target-Date Retirement	$733,896	2%	$6,003	0%
Templeton Global Bond R6	FBNRX	World Bond	$95,437	0%	$18,082	1%
Vanguard LifeStrategy Cnsrv Gr Inv	VSCGX	Allocation--30% to 50% Equi	$984,776	3%	$77,472	4%
AB High Income Z	AGDZX	High Yield Bond	$324,104	1%	$53,416	2%
Vanguard Target Retirement 2015 Inv	VTXVX	Target-Date 2015	$1,251,353	3%	$33,274	1%
Vanguard Target Retirement 2020 Inv	VTWNX	Target-Date 2020	$1,177,548	3%	$123,047	6%
LNL SRI 1-LVIP Global Moderate Allc Mgd Risk St	SRI01	Allocation--50% to 70% Equi	$36,215	0%	$1,340	0%
Vanguard LifeStrategy Moderate Gr Inv	VSMGX	Allocation--50% to 70% Equi	$2,742,500	7%	$99,009	5%
Vanguard Target Retirement 2025 Inv	VTTVX	Target-Date 2025	$3,741,739	10%	$158,890	7%
Vanguard Target Retirement 2030 Inv	VTHRX	Target-Date 2030	$596,951	2%	$94,029	4%
Vanguard LifeStrategy Growth Inv	VASGX	Allocation--70% to 85% Equi	$807,710	2%	$39,921	2%
Vanguard Target Retirement 2035 Inv	VTTHX	Target-Date 2035	$1,851,334	5%	$187,238	9%
Vanguard Target Retirement 2040 Inv	VFORX	Target-Date 2040	$579,340	1%	$121,819	6%
Vanguard Target Retirement 2045 Inv	VTIVX	Target-Date 2045	$622,109	2%	$84,685	4%
Vanguard Target Retirement 2050 Inv	VFIFX	Target-Date 2050	$28,434	0%	$20,741	1%
Vanguard Target Retirement 2055 Inv	VFFVX	Target-Date 2055	$39,116	0%	$33,883	1%
Vanguard Target Retirement 2060 Inv	VTTSX	Target-Date 2060+	$4,554	0%	$4,471	0%
Hotchkis & Wiley Value Opps Instl	HWAIX	Allocation--85%+ Equity	$392,196	1%	$36,359	2%
Vanguard 500 Index Admiral	VFIAX	Large Blend	$2,570,513	7%	$90,118	4%
Fidelity Advisor® Large Cap I	FALIX	Large Blend	$629,569	2%	$33,159	1%
DFA US Large Cap Value I	DFLVX	Large Value	$1,017,353	3%	$71,387	3%
Oppenheimer Global I	OGLIX	World Large Stock	$557,732	1%	$38,187	2%
JPMorgan Large Cap Growth R6	JLGMX	Large Growth	$3,190,729	8%	$123,537	6%
Vanguard Mid Cap Index Admiral	VIMAX	Mid-Cap Blend	$470,732	1%	$30,901	1%
American Funds Europacific Growth R6	RERGX	Foreign Large Growth	$752,332	2%	$84,695	4%
Vanguard FTSE All-Wld ex-US Idx Admiral	VFWAX	Foreign Large Blend	$144,105	0%	$17,172	1%

Plan assets and contributions

457(b) Plan assets and contributions

Assets have increased by 3% from the prior period

			09/30/2018		10/01/2017 - 09/30/2018	
Fund name	**Ticker**	**Fund style**	**Assets**	**% of plan**	**Contributions**	**% of plan**
AB Discovery Growth Z	CHCZX	Mid-Cap Growth	$1,367,407	3%	$49,011	2%
Vanguard Small Cap Index Adm	VSMAX	Small Blend	$867,021	2%	$47,694	2%
PGIM Jennison Small Company R6	PJSQX	Small Growth	$320,504	1%	$24,217	1%
Vanguard Health Care Index Admiral	VHCIX	Health	$404,135	1%	$34,125	2%
Vanguard Emerging Mkts Stock Idx Adm	VEMAX	Diversified Emerging Mkts	$167,570	0%	$18,589	1%
Virtus Vontobel Emerging Markets Opps R6	VREMX	Diversified Emerging Mkts	$61,751	0%	$12,986	1%
Vanguard Real Estate Index Admiral	VGSLX	Real Estate	$224,516	1%	$19,885	1%
Vanguard Energy Index Admiral	VENAX	Equity Energy	$52,374	0%	$2,192	0%
Total			**$38,841,319**	**100%**	**$2,161,931**	**100%**

Terminology & calculations

Terminology

Participant

Active participant	Eligible participant who has a deferral rate greater than zero or made a contribution during the reporting period
Eligible participant	Employee who has an active, eligible but not contributing, or suspended employment status

Analysis

Age	Calculated from date of birth
Years of service	Calculated from the most recent date of hire
Account balance	Sum of assets in all funds, not including forfeitures

Calculations

Average deferral	An average of the elected deferral dollar amounts of active participants
Average account balance	An average of the account balances of all employees who have a balance in the plan
Fund utilization	The average number of funds used by employees with a balance in the plan, excluding Portfolio participants
Portfolio utilization	Number of employees with a balance in the plan who elected or defaulted into a portfolio

Plan progress report

457(b) Governmental

	Your plan 09/30/2017	Your plan 09/30/2018	National Benchmark	Industry Benchmark
Average deferral dollar among active savers	$165	$171	5.7%	6.6%
Average account balance among investors	$56,398	$61,167	$53,219	$63,814
Average number of investment options held by investors	3.2	3.2	4.9	5.4
Automatic enrollment	Not offered	Not offered	19.6%	29.2%
Organizational match on the participant contribution	Not offered	Not offered	29.3%	47.4%
Loan provision	Not offered	Not offered	63.7%	65.4%
Hardship withdrawal provision	Offered	Offered	87.0%	80.7%
Targeted maturity funds and/or Portfolio	Offered	Offered	86.9%	86.2%

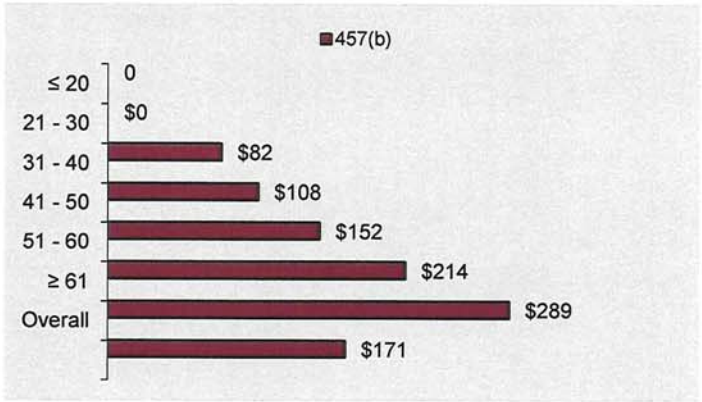
Average deferral

457(b)

This is a breakdown of average deferral percentage by participant age and years of service. Generally, older and longer-tenured employees contribute more. However, younger employees and newcomers should be informed that it's important to save as much as possible.

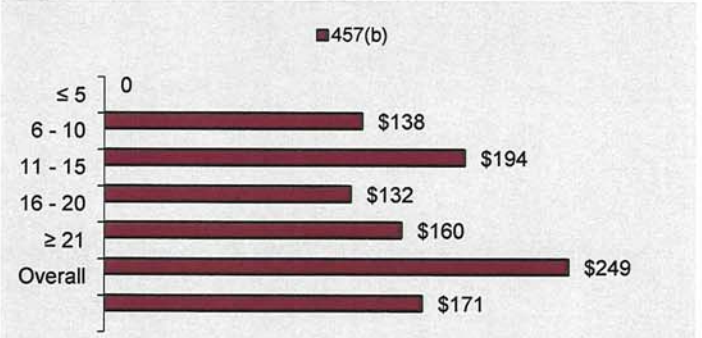
By age

	Contributing a Flat Dollar	Average deferral dollar
≤ 20	0	$0
21 - 30	27	$82
31 - 40	56	$108
41 - 50	104	$152
51 - 60	113	$214
≥ 61	25	$289
Overall	325	$171



By years of service

	Contributing a Flat Dollar	Average deferral dollar
≤ 5	113	$138
6 - 10	46	$194
11 - 15	38	$132
16 - 20	67	$160
≥ 21	61	$249
Overall	325	$171



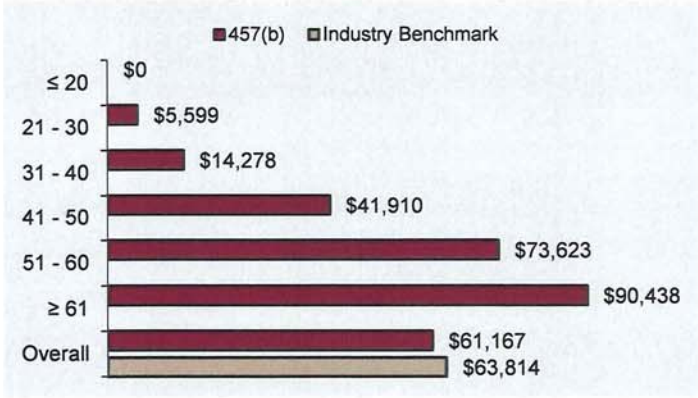
Average account balance

457(b)

Average account balance reflects market performance as well as contribution levels. Average account balance can be tracked over time and may increase with targeted communication and education campaigns.

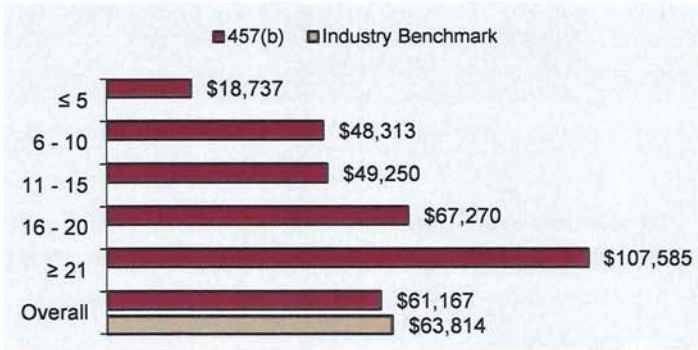
By age

	Average account balance
≤ 20	$0
21 - 30	$5,599
31 - 40	$14,278
41 - 50	$41,910
51 - 60	$73,623
≥ 61	$90,438
Overall	$61,167



By years of service

	Average account balance
≤ 5	$18,737
6 - 10	$48,313
11 - 15	$49,250
16 - 20	$67,270
≥ 21	$107,585
Overall	$61,167



Fund utilization

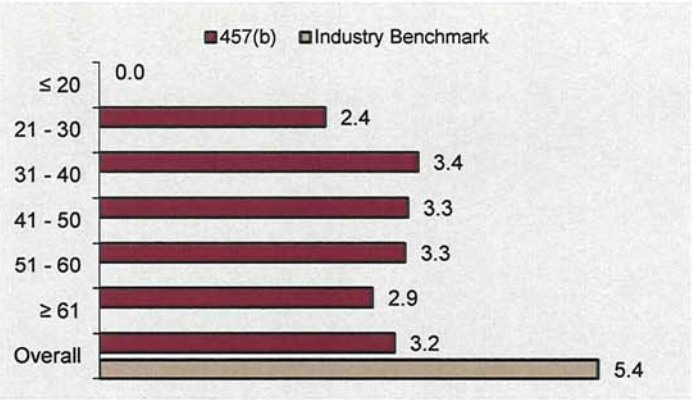
457(b)

This is a breakdown of fund utilization by participant age and years of service. Fund utilization can be tracked over time to determine trends in the average number of funds selected.

*Excludes Portfolio participants

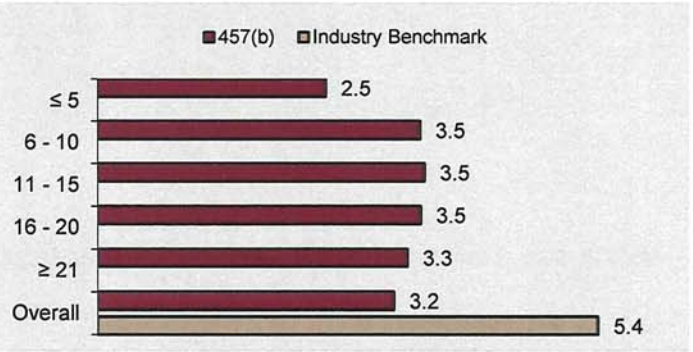
By age

	Average funds utilized
≤ 20	0.0
21 - 30	2.4
31 - 40	3.4
41 - 50	3.3
51 - 60	3.3
≥ 61	2.9
Overall	3.2



By years of service

	Average funds utilized
≤ 5	2.5
6 - 10	3.5
11 - 15	3.5
16 - 20	3.5
≥ 21	3.3
Overall	3.2

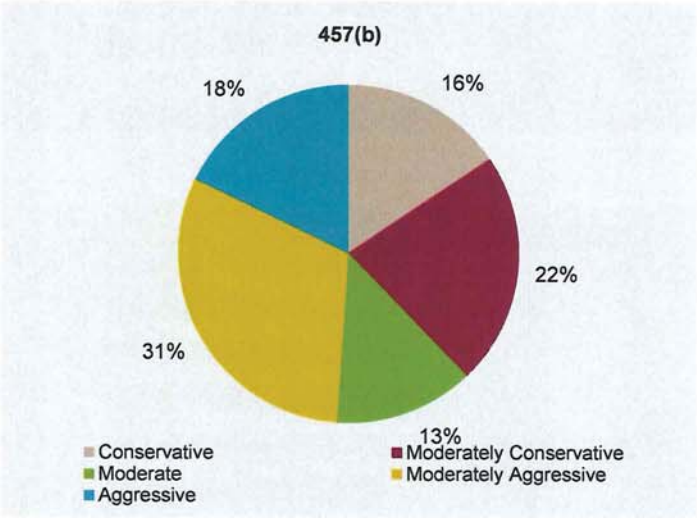


Portfolio utilization

457(b)

This snapshot of Portfolio utilization by age and years of service will help you determine whether participants are taking full advantage of the diversification opportunities available with the Portfolios.

	Number of participants
Conservative	7
Moderately Conservative	10
Moderate	6
Moderately Aggressive	14
Aggressive	8
Overall	45



Total number of Portfolio participants	45
Total number of employees with a closing balance	635
Portfolio participation rate	7%

*Includes employees who have elected a Portfolio and have a balance in the plan.

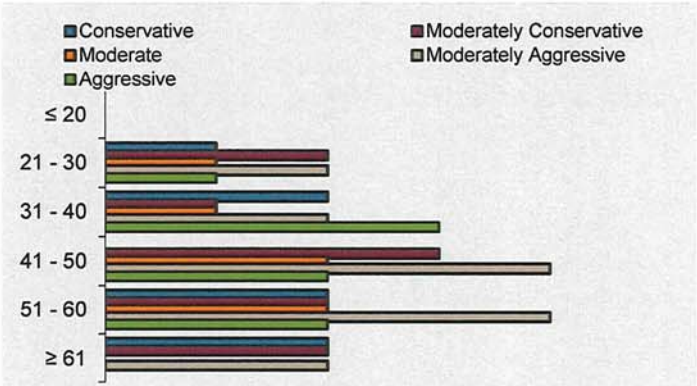
Portfolio utilization

457(b)

This snapshot of Portfolio utilization by age and years of service will help you determine whether participants are taking full advantage of the diversification opportunities available with the Portfolios.

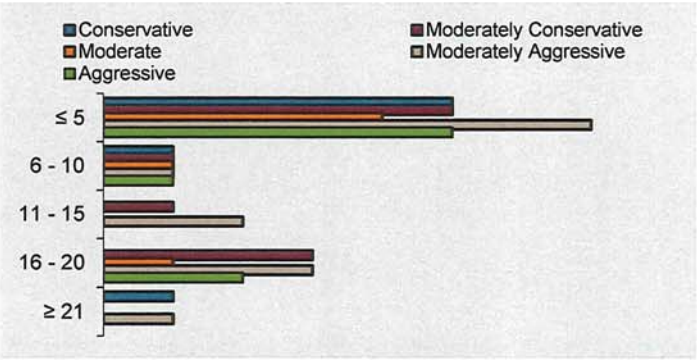
By age

	Conservative	Moderately Conservative	Moderate	Moderately Aggressive	Aggressive
≤ 20	0	0	0	0	0
21 - 30	1	2	1	2	1
31 - 40	2	1	1	2	3
41 - 50	0	3	2	4	2
51 - 60	2	2	2	4	2
≥ 61	2	2	0	2	0
Overall	7	10	6	14	8



By years of service

	Conservative	Moderately Conservative	Moderate	Moderately Aggressive	Aggressive
≤ 5	5	5	4	7	5
6 - 10	1	1	1	1	1
11 - 15	0	1	0	2	0
16 - 20	0	3	1	3	2
≥ 21	1	0	0	1	0
Overall	7	10	6	14	8



*Includes employees that have elected a Portfolio and have a balance in the plan.

Demographic Disclosures

National industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of retirement plans. Of these 3,437 respondents, *1,098 (31.9%)* were "For Profit Organization" plans, *148 (4.3%)* were "Corporate Non Profit" plans, *66 (1.9%)* were "K-12" plans, *75 (2.2%)* were "Higher Education" plans, *139 (4.0%)* were "Governmental" plans, *238 (6.9%)* were "Healthcare For Profit" plans, *184 (5.4%)* were "Healthcare Not For Profit" plans, and *1,489 (43.4%)* were "Other industries" plans.

For Profit Organization industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *1,098* respondents are from the *For Profit Organization* industry. Of these *For Profit Organization* respondents, *389 (35.4%)* are "Micro" plans (under $5 million in DC assets), *441 (40.2%)* are "Small" plans ($5-$49 million), *138 (12.6%)* are "Mid" plans ($50-$199 million), *91 (8.3%)* are "Large" plans ($200 million-$1 billion), and *39 (3.6%)* are "Mega" plans (over $1 billion).

Not For Profit Organization industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *148* respondents are from the *Not For Profit Organization* industry. Of these N*ot For Profit Organization* respondents, *66 (44.6%)* are "Micro" plans (under $5 million in DC assets), *62 (41.9%)* are "Small" plans ($5-$49 million), *10 (6.8%)* are "Mid" plans ($50-$199 million), *8 (5.4%)* are "Large" plans ($200 million-$1 billion), and *2 (1.4%)* are "Mega" plans (over $1 billion).

K-12 industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *66* respondents are from the *K-12* industry. Of these *K-12* respondents, *15 (22.7%)* are "Micro" plans (under $5 million in DC assets), *33 (50.0%)* are "Small" plans ($5-$49 million), *14 (21.2%)* are "Mid" plans ($50-$199 million), *2 (3.0%)* are "Large" plans ($200 million-$1 billion), and *2 (3.0%)* are "Mega" plans (over $1 billion).

Higher Education industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *75* respondents are from the *Higher Education* industry. Of these *Higher Education* respondents, *13 (17.3%)* are "Micro" plans (under $5 million in DC assets), *16 (21.3%)* are "Small" plans ($5-$49 million), *19 (25.3%)* are "Mid" plans ($50-$199 million), *14 (18.7%)* are "Large" plans ($200 million-$1 billion), and *13 (17.3%)* are "Mega" plans (over $1 billion).

Demographic Disclosures

Governmental industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *139* respondents are from the *Governmental* industry. Of these *Governmental* respondents, *28 (20%)* are "Micro" plans (under $5 million in DC assets), *29 (21%)* are "Small" plans ($5-$49 million), *20 (14%)* are "Mid" plans ($50-$199 million), *25 (18%)* are "Large" plans ($200 million-$1 billion), and *37 (27%)* are "Mega" plans (over $1 billion).

Healthcare for Profit industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *238* respondents are from the *Healthcare For Profit* industry. Of these *Healthcare For Profit* respondents, *115 (48.3%)* are "Micro" plans (under $5 million in DC assets), *71 (29.8%)* are "Small" plans ($5-$49 million), *32 (13.4%)* are "Mid" plans ($50-$199 million), *11 (4.6%)* are "Large" plans ($200 million-$1 billion), and *9 (3.8%)* are "Mega" plans (over $1 billion).

Healthcare Not for Profit industry
The PLANSPONSOR (Strategic Insight) 2017 Defined Contribution (DC) Survey results incorporate the responses of 3,437 plan sponsors from a broad variety of U.S. industries. Within the survey, *184* respondents are from the *Healthcare Not For Profit* industry. Of these *Healthcare Not For Profit* respondents, *30 (16.3%)* are "Micro" plans (under $5 million in DC assets), *59 (32.1%)* are "Small" plans ($5-$49 million), *34 (18.5%)* are "Mid" plans ($50-$199 million), *38 (20.7%)* are "Large" plans ($200 million-$1 billion), and *23 (12.5%)* are "Mega" plans (over $1 billion).

Morgan Stanley

Plan Investment Review

MUSKEGON COUNTY 457b PLAN

July 1 - September 30, 2018

Prepared By:

Jessica Fitzgerald
1108 North Main Street
Rochester, MI 48307
jessica.fitzgerald@morganstanley.com

Investments and services offered through Morgan Stanley Smith Barney LLC. Member SIPC.
For Plan Sponsor Use Only - Not For Use With Plan Participants

Monitoring Criteria for Investments

Monitoring Criteria	Threshold	Weightings
Return 1Yr	In top 50% of peer group	This criteria carries a weighting of 9.09%
Return 3Yr	In top 50% of peer group	This criteria carries a weighting of 9.1%
Return 5Yr	In top 50% of peer group	This criteria carries a weighting of 9.09%
Std. Dev. 5Yr	In bottom 50% of peer group	This criteria carries a weighting of 9.09%
Sharpe 3Yr	In top 50% of peer group	This criteria carries a weighting of 9.09%
Sharpe 5Yr	In top 50% of peer group	This criteria carries a weighting of 9.09%
Manager Tenure	At least a 3 year track record	This criteria carries a weighting of 9.09%
Expense Ratio	In bottom 50% of peer group	This criteria carries a weighting of 9.09%
AUM	$200 million or more	This criteria carries a weighting of 9.09%
MStar Rating Overall	3* or better	This criteria carries a weighting of 9.09%
Down Capture 5Yr	In bottom 50% of peer group	This criteria carries a weighting of 9.09%

A fund in the plan meets the criteria if total score is >= 55

See the Glossary at the end of this report for definitions. Monitoring criteria set out above and used in the "Scorecard" section of this report are based on the plan's investment monitoring criteria as provided to Morgan Stanley by the plan sponsor. Please inform your Financial Advisor of any changes to the plan's investment policy.

Monitoring Criteria for Investments

Index Criteria	Threshold	Weightings
Tracking Error 3Yr	Less than or Equal to 2%	This criteria carries a weighting of 33.33%
R-Sqrd 3Yr	Greater than or Equal to 90.0%	This criteria carries a weighting of 33.34%
Expense Ratio	In bottom 50% of peer group	This criteria carries a weighting of 33.33%

A fund in the plan meets the criteria if total score is >= 55

See the Glossary at the end of this report for definitions. Monitoring criteria set out above and used in the "Scorecard" section of this report are based on the plan's investment monitoring criteria as provided to Morgan Stanley by the plan sponsor. Please inform your Financial Advisor of any changes to the plan's investment policy.

Scorecard Detail

Morgan Stanley Approved - As of September 30, 2018

Monitoring Criteria	Quarterly Scores											
Peer Group / Investment	Return 1Yr	Return 3Yr	Return 5Yr	Std. Dev. 5Yr	Sharpe 3Yr	Sharpe 5Yr	Manager Tenure	Expense Ratio	AUM $(MM)	MStar Rating Overall	Down Capture 5Yr	Total Score (%)
	>50% of Peers	>50% of Peers	>50% of Peers	<50% of Peers	>50% of Peers	>50% of Peers	>=3 Years	<50% of Peers	>=200000000	>=3	<50% of Peers	55
Intermediate-Term Bond	(1039)	(902)	(796)	(796)	(902)	(796)	(1112)	(1112)			(796)	
Metropolitan West Total Return Bd Plan	32	54	36	25	52	29	21.50	13	$ 72,910.34	3	32	82
High Yield Bond	(693)	(595)	(503)	(503)	(595)	(503)	(734)	(734)			(503)	
AB High Income Z	92	28	22	50	55	32	16.08	9	$ 6,428.35	4	27	82
World Bond	(310)	(261)	(246)	(246)	(261)	(246)	(344)	(344)			(246)	
Templeton Global Bond R6	61	16	28	74	37	38	16.75	16	$ 35,000.15	4	2	82
Allocation--30% to 50% Equity	(511)	(440)	(355)	(355)	(440)	(355)	(531)	(531)			(355)	
Vanguard LifeStrategy Cnsrv Gr Inv	31	36	16	18	9	5	24.00	2	$ 9,614.03	3	10	100
Allocation--50% to 70% Equity	(771)	(704)	(620)	(620)	(704)	(620)	(804)	(804)			(620)	
Vanguard LifeStrategy Moderate Gr Inv	52	43	39	13	17	23	24.00	2	$ 16,155.36	3	21	91
Allocation--70% to 85% Equity	(359)	(324)	(280)	(280)	(324)	(280)	(380)	(380)			(280)	
Vanguard LifeStrategy Growth Inv	46	28	22	24	14	12	24.00	2	$ 15,087.44	4	24	100
Allocation--85%+ Equity	(196)	(177)	(152)	(152)	(177)	(152)	(205)	(205)			(152)	
Hotchkis & Wiley Value Opps Instl	5	6	3	96	89	31	15.75	28	$ 721.39	5	62	73
Target-Date Retirement	(189)	(164)	(137)	(137)	(164)	(137)	(209)	(209)			(137)	
Vanguard Target Retirement Income Inv	31	46	31	25	11	1	5.59	3	$ 16,613.09	4	20	100
Target-Date 2015	(139)	(111)	(77)	(77)	(111)	(77)	(160)	(160)			(77)	
Vanguard Target Retirement 2015 Inv	38	54	36	25	12	7	5.59	4	$ 16,409.96	4	20	91
Target-Date 2020	(253)	(205)	(171)	(171)	(205)	(171)	(278)	(278)			(171)	
Vanguard Target Retirement 2020 Inv	16	17	4	61	8	3	5.59	3	$ 33,113.62	5	54	82
Target-Date 2025	(223)	(180)	(141)	(141)	(180)	(141)	(248)	(248)			(141)	
Vanguard Target Retirement 2025 Inv	22	21	7	46	9	5	5.59	3	$ 41,859.74	4	42	100

Green Font - Meets Criteria Red Font - Does Not Meet Criteria --- - Data Not Available Fund Category Not Screened by MS Not MS Approved

Scorecard Detail

Morgan Stanley Approved - As of September 30, 2018

Monitoring Criteria												
							Quarterly Scores					
Peer Group / Investment	Return 1Yr	Return 3Yr	Return 5Yr	Std. Dev. 5Yr	Sharpe 3Yr	Sharpe 5Yr	Manager Tenure	Expense Ratio	AUM $(MM)	MStar Rating Overall	Down Capture 5Yr	Total Score (%)
	>50% of Peers	>50% of Peers	>50% of Peers	<50% of Peers	>50% of Peers	>50% of Peers	>=3 Years	<50% of Peers	>=200000000	>=3	<50% of Peers	55
Target-Date 2030	(242)	(195)	(161)	(161)	(195)	(161)	(267)	(267)			(161)	
Vanguard Target Retirement 2030 Inv	31	26	15	41	9	7	5.59	3	$ 35,913.49	4	39	100
Target-Date 2035	(218)	(175)	(136)	(136)	(175)	(136)	(243)	(243)			(136)	
Vanguard Target Retirement 2035 Inv	36	31	16	41	16	8	5.59	3	$ 34,521.74	4	43	100
Target-Date 2040	(242)	(195)	(161)	(161)	(195)	(161)	(267)	(267)			(161)	
Vanguard Target Retirement 2040 Inv	28	23	16	59	17	15	5.59	4	$ 26,445.32	4	50	91
Target-Date 2045	(218)	(175)	(136)	(136)	(175)	(136)	(243)	(243)			(136)	
Vanguard Target Retirement 2045 Inv	28	21	12	36	14	10	5.59	4	$ 24,329.57	4	39	100
Target-Date 2050	(238)	(190)	(156)	(156)	(190)	(156)	(263)	(263)			(156)	
Vanguard Target Retirement 2050 Inv	30	23	11	37	16	13	5.59	4	$ 16,804.01	4	35	100
Target-Date 2055	(218)	(173)	(112)	(112)	(173)	(112)	(243)	(243)			(112)	
Vanguard Target Retirement 2055 Inv	43	33	21	25	16	14	5.59	4	$ 8,010.66	4	33	100
Target-Date 2060+	(190)	(76)	(9)	(9)	(76)	(9)	(228)	(228)			(9)	
Vanguard Target Retirement 2060 Inv	53	46	1	50	30	1	5.59	4	$ 3,239.64	3	56	82
Vanguard Target Retirement 2065 Inv	56	---	---	---	---	---	1.17	4	201.51	---	---	75
Large Value	(1274)	(1109)	(948)	(948)	(1109)	(948)	(1314)	(1314)			(948)	
DFA US Large Cap Value I	45	15	16	84	43	40	6.58	6	$ 26,913.70	4	76	82
Large Blend	(1384)	(1197)	(1059)	(1059)	(1197)	(1059)	(1490)	(1490)			(1059)	
Fidelity Advisor® Large Cap I	60	34	54	94	73	75	12.91	33	$ 1,328.20	4	93	45
Large Growth	(1438)	(1267)	(1137)	(1137)	(1267)	(1137)	(1491)	(1490)			(1137)	
JPMorgan Large Cap Growth R6	5	8	8	86	35	26	14.08	8	$ 15,731.76	5	79	82
Mid-Cap Growth	(601)	(540)	(483)	(483)	(540)	(483)	(622)	(622)			(483)	
AB Discovery Growth Z	4	6	23	94	24	61	9.83	10	$ 2,746.61	5	92	73

Green Font - Meets Criteria Red Font - Does Not Meet Criteria --- - Data Not Available ● Fund Category Not Screened by MS ● Not MS Approved

Scorecard Detail

Morgan Stanley Approved - As of September 30, 2018

Monitoring Criteria	Quarterly Scores											
Peer Group / Investment	Return 1Yr	Return 3Yr	Return 5Yr	Std. Dev. 5Yr	Sharpe 3Yr	Sharpe 5Yr	Manager Tenure	Expense Ratio	AUM $(MM)	MStar Rating Overall	Down Capture 5Yr	Total Score (%)
	>50% of Peers	>50% of Peers	>50% of Peers	<50% of Peers	>50% of Peers	>50% of Peers	>=3 Years	<50% of Peers	>=200000000	>=3	<50% of Peers	55
Small Growth	(702)	(608)	(533)	(533)	(608)	(533)	(736)	(736)			(533)	
PGIM Jennison Small Company R6	90	87	68	5	47	34	18.33	7	$ 3,789.46	3	15	73
Foreign Large Growth	(426)	(347)	(313)	(313)	(347)	(313)	(447)	(447)			(313)	
American Funds Europacific Growth R6	79	50	28	27	50	25	26.75	5	$ 162,581.07	4	38	91
Diversified Emerging Mkts	(838)	(708)	(508)	(508)	(708)	(508)	(901)	(901)			(508)	
Virtus Vontobel Emerging Markets Opps R6	68	81	35	21	79	27	2.50	44	$ 7,301.33	2	26	55
World Large Stock	(895)	(742)	(614)	(614)	(742)	(614)	(962)	(962)			(614)	
Oppenheimer Global I	33	17	18	90	63	41	14.08	14	$ 11,245.74	4	80	73

Green Font - Meets Criteria Red Font - Does Not Meet Criteria --- - Data Not Available Fund Category Not Screened by MS Not MS Approved

Scorecard Detail

Morgan Stanley Approved - As of September 30, 2018

Index Criteria	Quarterly Scores			
Peer Group / Investment	Tracking Error 3Yr	R-Sqrd 3Yr	Expense Ratio	Total Score (%)
	<=2	>=90	<50% of Peers	55
Intermediate-Term Bond	(902)	(902)	(1112)	
Vanguard Interm-Term Bond Index Adm	1.02	97.16	4	100
Large Blend	(1197)	(1197)	(1490)	
Vanguard 500 Index Admiral	0.01	100.00	3	100
Mid-Cap Blend	(371)	(371)	(474)	
Vanguard Mid Cap Index Admiral	1.25	98.32	3	100
Small Blend	(652)	(652)	(810)	
Vanguard Small Cap Index Adm	3.02	96.05	2	67
Health	(129)	(129)	(146)	
Vanguard Health Care Index Admiral	1.50	98.59	2	100
Equity Energy	(86)	(86)	(104)	
Vanguard Energy Index Admiral	1.26	99.67	2	100
Foreign Large Blend	(655)	(655)	(848)	
Vanguard FTSE All-Wld ex-US Idx Admiral	1.80	97.39	6	100
Diversified Emerging Mkts	(708)	(708)	(901)	
Vanguard Emerging Mkts Stock Idx Adm	2.41	97.19	2	67
Real Estate	(222)	(222)	(272)	
Vanguard Real Estate Index Admiral	1.60	98.47	5	100

Green Font - Meets Criteria Red Font - Does Not Meet Criteria --- - Data Not Available Fund Category Not Screened by MS Not MS Approved

Scorecard Detail

Morgan Stanley Approved - As of September 30, 2018

See the Glossary at the end of this report for definitions of terms used in this report. Monitoring criteria set out above and used in the "Scorecard Detail" section of this report are based on the plan's investment monitoring criteria as provided to Morgan Stanley by the plan sponsor. Please inform your Financial Advisor of any changes to the plan's investment policy.

Fund data provided by Morningstar.

The Total Score equals the number of investment monitoring criteria passing (green) divided by total number of investment monitoring criteria for a given fund. Data displaying "NA" will not count towards the Total Score.

Summary Showing Funds Approved and Not Approved by Morgan Stanley

Investment	Ticker	MS Status	GIMA	GIMA Watch	High AAA	IWI	Reason for Fund Not Being Approved by Morgan Stanley
Metropolitan West Total Return Bd Plan	MWTSX	✔	Focus				
Vanguard Interm-Term Bond Index Adm	VBILX	✔	Screened				
AB High Income Z	AGDZX	✔	Focus		✔		
Templeton Global Bond R6	FBNRX	✔	Focus		✔		
Vanguard LifeStrategy Cnsrv Gr Inv	VSCGX	✔	Screened				
Vanguard LifeStrategy Moderate Gr Inv	VSMGX	✔	Screened				
Vanguard LifeStrategy Growth Inv	VASGX	✔	Screened				
Hotchkis & Wiley Value Opps Instl	HWAIX	✔	Screened				
Vanguard Target Retirement Income Inv	VTINX	✔	Screened				
Vanguard Target Retirement 2015 Inv	VTXVX	✔	Screened				
Vanguard Target Retirement 2020 Inv	VTWNX	✔	Screened				
Vanguard Target Retirement 2025 Inv	VTTVX	✔	Screened				
Vanguard Target Retirement 2030 Inv	VTHRX	✔	Screened				
Vanguard Target Retirement 2035 Inv	VTTHX	✔	Screened				
Vanguard Target Retirement 2040 Inv	VFORX	✔	Screened				
Vanguard Target Retirement 2045 Inv	VTIVX	✔	Screened				
Vanguard Target Retirement 2050 Inv	VFIFX	✔	Screened				
Vanguard Target Retirement 2055 Inv	VFFVX	✔	Screened				
Vanguard Target Retirement 2060 Inv	VTTSX	✔	Screened				
Vanguard Target Retirement 2065 Inv	VLXVX	✔	Screened				
DFA US Large Cap Value I	DFLVX	✔	Screened				
Fidelity Advisor® Large Cap I	FALIX	✔	Screened				
Vanguard 500 Index Admiral	VFIAX	✔	Screened				
JPMorgan Large Cap Growth R6	JLGMX	✔	Focus		✔		
Vanguard Mid Cap Index Admiral	VIMAX	✔	Screened				

✔ Approved using MS GIMA Process
✔ Approved using the MS Proprietary screening Process
Not MS Approved
Fund Category Not Screened by MS
--- Data Not Available
High AAA- Adverse Active Alpha℠
IWI- Investing with Impact

See the disclosure pages at the end of this report for an explanation of how Morgan Stanley approves and classifies funds for the Institutional Services Program.

Summary Showing Funds Approved and Not Approved by Morgan Stanley

Investment	Ticker	MS Status	GIMA	GIMA Watch	High AAA	IWI	Reason for Fund Not Being Approved by Morgan Stanley
AB Discovery Growth Z	CHCZX	○	Screened				
Vanguard Small Cap Index Adm	VSMAX	○	Screened				
PGIM Jennison Small Company R6	PJSQX	✔	Approved				
Vanguard Health Care Index Admiral	VHCIX	○	Screened				
Vanguard Energy Index Admiral	VENAX	○	Screened				
Vanguard FTSE All-Wld ex-US Idx Admiral	VFWAX	○	Screened				
American Funds Europacific Growth R6	RERGX	✔	Approved				
Vanguard Emerging Mkts Stock Idx Adm	VEMAX	○	Screened				
Virtus Vontobel Emerging Markets Opps R6	VREMX	✔	Approved				
Vanguard Real Estate Index Admiral	VGSLX	○	Screened				
Oppenheimer Global I	OGLIX	✔	Approved				

✔ Approved using MS GIMA Process ○ Approved using the MS Proprietary screening Process ● Not MS Approved ● Fund Category Not Screened by MS --- Data Not Available

High AAA- Adverse Active Alpha℠ IWI- Investing with Impact

See the disclosure pages at the end of this report for an explanation of how Morgan Stanley approves and classifies funds for the Institutional Services Program.

Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Metropolitan West Total Return Bd Plan	0.12	-1.19	-0.81 (32)	1.45 (54)	2.34 (36)	5.66 (7)	6.04	03/31/1997	0.37	0.88	0.75	2.39	3.55
Vanguard Interm-Term Bond Index Adm	0.18	-2.08	-2.03 (92)	1.17 (69)	2.40 (32)	4.95 (21)	5.79	03/01/1994	-0.34	1.37	0.51	3.76	---
Intermediate-Term Bond	*0.2*	*-1.37*	*-1.06*	*1.65*	*2.14*	*4.19*			*0.19*	*0.87*	*0.62*	*2.61*	---
BBgBarc US Agg Bond TR USD	*0.02*	*-1.60*	*-1.22*	*1.31*	*2.16*	*3.77*					*0.61*	*2.70*	
Funds in Peer Group			*1039*	*902*	*796*	*575*							
AB High Income Z	1.91	-0.10	0.20 (92)	7.19 (28)	5.13 (22)	9.59 (4)	10.10	02/25/1994	0.21	0.87	1.00	4.59	---
High Yield Bond	*2.03*	*1.84*	*2.36*	*6.43*	*4.32*	*7.61*			*-0.49*	*0.86*	*0.9*	*4.65*	---
ICE BofAML US High Yield TR USD	*2.44*	*2.52*	*2.94*	*8.19*	*5.54*	*9.38*					*1.01*	*4.97*	
Funds in Peer Group			*693*	*595*	*503*	*330*							
Templeton Global Bond R6	1.02	-0.18	-1.95 (61)	3.87 (16)	1.98 (28)	5.68 (11)	7.23	09/18/1986	1.59	-0.08	0.26	6.20	---
World Bond	*-0.25*	*-1.8*	*-1.23*	*2.53*	*1.05*	*3.52*			*0.89*	*0.48*	*0.27*	*4.7*	---
FTSE WGBI NonUSD USD	*-2.19*	*-3.09*	*-1.57*	*2.39*	*-0.23*	*1.99*					*-0.07*	*7.00*	
Funds in Peer Group			*310*	*261*	*246*	*137*							

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ITD = Inception To Date

Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Vanguard LifeStrategy Cnsrv Gr Inv	1.69	1.54	4.19 (31)	6.66 (36)	5.63 (16)	6.10 (46)	6.87	09/30/1994	0.74	0.98	1.27	3.99	---
Allocation--30% to 50% Equity	*1.77*	*1.08*	*3.35*	*6.34*	*4.74*	*6.05*			*-0.67*	*1.12*	*0.91*	*4.78*	---
Morningstar Mod Con Tgt Risk TR USD	*1.82*	*1.28*	*3.91*	*6.69*	*4.96*	*6.04*					*1.10*	*4.00*	
Funds in Peer Group			*511*	*440*	*355*	*256*							
Vanguard LifeStrategy Moderate Gr Inv	2.64	2.72	6.44 (52)	9.17 (43)	7.19 (39)	7.35 (57)	7.66	09/30/1994	1.05	0.74	1.16	5.69	---
Allocation--50% to 70% Equity	*3.19*	*3.11*	*6.75*	*8.8*	*6.67*	*7.58*			*0.33*	*0.79*	*0.98*	*6.56*	---
Morningstar Mod Agg Tgt Risk TR USD	*3.27*	*3.25*	*8.32*	*11.76*	*8.03*	*8.54*					*0.99*	*7.58*	
Funds in Peer Group			*771*	*704*	*620*	*450*							
Vanguard LifeStrategy Growth Inv	3.53	3.84	8.69 (46)	11.65 (28)	8.67 (22)	8.35 (42)	8.18	09/30/1994	0.84	0.83	1.08	7.55	---
Allocation--70% to 85% Equity	*3.5*	*3.94*	*8.52*	*10.43*	*7.55*	*7.92*			*-0.39*	*0.84*	*0.89*	*8.13*	---
Morningstar Agg Tgt Risk TR USD	*3.91*	*4.39*	*10.40*	*13.86*	*9.26*	*9.34*					*0.97*	*9.04*	
Funds in Peer Group			*359*	*324*	*280*	*201*							

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Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Hotchkis & Wiley Value Opps Instl	5.86	9.31	14.98 (5)	14.46 (6)	12.02 (3)	16.23 (1)	13.01	12/31/2002	1.74	1.12	0.97	11.98	---
Allocation--85%+ Equity	*3.94*	*5.1*	*10.08*	*12.4*	*8.71*	*9.01*			*-0.27*	*0.97*	*0.88*	*9.43*	---
Morningstar Agg Tgt Risk TR USD	*3.91*	*4.39*	*10.40*	*13.86*	*9.26*	*9.34*					*0.97*	*9.04*	
Funds in Peer Group			*196*	*177*	*152*	*108*							
Vanguard Target Retirement Income Inv	1.33	1.26	3.31 (31)	5.36 (46)	4.52 (31)	5.67 (35)	5.16	10/27/2003	0.73	0.86	1.25	3.17	---
Target-Date Retirement	*1.31*	*0.71*	*2.74*	*5.19*	*3.98*	*5.19*			*-0.22*	*0.98*	*0.94*	*3.69*	---
Morningstar Lifetime Mod Incm TR USD	*1.60*	*2.00*	*4.39*	*5.77*	*4.28*	*5.52*					*1.06*	*3.56*	
Funds in Peer Group			*189*	*164*	*137*	*93*							
Vanguard Target Retirement 2015 Inv	1.76	1.76	4.54 (38)	7.15 (54)	5.92 (36)	6.91 (30)	6.09	10/27/2003	0.52	0.98	1.15	4.66	---
Target-Date 2015	*1.76*	*1.55*	*4.24*	*7.04*	*5.34*	*6.4*			*-0.21*	*1.02*	*0.97*	*4.94*	---
Morningstar Lifetime Mod 2015 TR USD	*1.77*	*1.75*	*4.96*	*7.16*	*5.45*	*6.83*					*1.06*	*4.66*	
Funds in Peer Group			*139*	*111*	*77*	*49*							
Vanguard Target Retirement 2020 Inv	2.36	2.42	5.87 (16)	8.68 (17)	6.92 (4)	7.56 (13)	6.24	06/07/2006	0.61	1.05	1.14	5.59	---
Target-Date 2020	*1.93*	*1.68*	*4.7*	*7.51*	*5.59*	*6.56*			*-0.34*	*0.95*	*0.96*	*5.29*	---
Morningstar Lifetime Mod 2020 TR USD	*1.97*	*1.90*	*5.50*	*7.97*	*6.03*	*7.29*					*1.05*	*5.25*	
Funds in Peer Group			*253*	*205*	*171*	*107*							

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Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Vanguard Target Retirement 2025 Inv	2.76	2.81	6.79 (22)	9.71 (21)	7.56 (7)	7.98 (23)	6.80	10/27/2003	0.61	1.03	1.11	6.30	---
Target-Date 2025	*2.37*	*2.3*	*5.85*	*8.8*	*6.39*	*7.33*			*-0.27*	*0.99*	*0.96*	*6.16*	---
Morningstar Lifetime Mod 2025 TR USD	*2.28*	*2.27*	*6.34*	*9.08*	*6.76*	*7.82*					*1.03*	*6.07*	
Funds in Peer Group			*223*	*180*	*141*	*72*							
Vanguard Target Retirement 2030 Inv	3.09	3.30	7.65 (31)	10.66 (26)	8.13 (15)	8.36 (21)	6.66	06/07/2006	0.64	0.98	1.08	6.99	---
Target-Date 2030	*2.71*	*2.76*	*6.89*	*9.88*	*7.06*	*7.56*			*-0.21*	*0.96*	*0.94*	*6.97*	---
Morningstar Lifetime Mod 2030 TR USD	*2.70*	*2.86*	*7.49*	*10.44*	*7.56*	*8.38*					*1.00*	*7.04*	
Funds in Peer Group			*242*	*195*	*161*	*97*							
Vanguard Target Retirement 2035 Inv	3.47	3.72	8.51 (36)	11.61 (31)	8.69 (16)	8.78 (25)	7.50	10/27/2003	0.65	0.97	1.05	7.72	---
Target-Date 2035	*3.17*	*3.47*	*8.03*	*11.01*	*7.74*	*8.2*			*-0.17*	*0.96*	*0.94*	*7.74*	---
Morningstar Lifetime Mod 2035 TR USD	*3.14*	*3.48*	*8.65*	*11.72*	*8.22*	*8.83*					*0.98*	*7.91*	
Funds in Peer Group			*218*	*175*	*136*	*67*							
Vanguard Target Retirement 2040 Inv	3.79	4.17	9.37 (28)	12.54 (23)	9.17 (16)	9.14 (21)	7.21	06/07/2006	0.64	0.99	1.03	8.39	---
Target-Date 2040	*3.34*	*3.67*	*8.6*	*11.56*	*8.07*	*8.2*			*-0.04*	*0.94*	*0.93*	*8.16*	---
Morningstar Lifetime Mod 2040 TR USD	*3.43*	*3.87*	*9.42*	*12.57*	*8.60*	*9.07*					*0.96*	*8.46*	
Funds in Peer Group			*242*	*195*	*161*	*97*							

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ITD = Inception To Date

Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Vanguard Target Retirement 2045 Inv	4.03	4.40	9.85 (28)	12.91 (21)	9.39 (12)	9.24 (20)	7.99	10/27/2003	0.85	0.97	1.04	8.51	---
Target-Date 2045	*3.59*	*4.1*	*9.22*	*12.14*	*8.42*	*8.54*			*0.01*	*0.97*	*0.93*	*8.54*	---
Morningstar Lifetime Mod 2045 TR USD	*3.53*	*3.97*	*9.69*	*12.92*	*8.69*	*9.12*					*0.95*	*8.69*	
Funds in Peer Group			*218*	*175*	*136*	*66*							
Vanguard Target Retirement 2050 Inv	4.02	4.42	9.84 (30)	12.90 (23)	9.38 (11)	9.24 (19)	7.29	06/07/2006	0.99	0.96	1.04	8.50	---
Target-Date 2050	*3.55*	*3.98*	*9.23*	*12.16*	*8.45*	*8.38*			*0.21*	*0.95*	*0.93*	*8.58*	---
Morningstar Lifetime Mod 2050 TR USD	*3.49*	*3.86*	*9.62*	*12.97*	*8.62*	*9.08*					*0.93*	*8.77*	
Funds in Peer Group			*238*	*190*	*156*	*74*							
Vanguard Target Retirement 2055 Inv	3.99	4.38	9.79 (43)	12.89 (33)	9.34 (21)	---	11.61	08/18/2010	1.09	0.96	1.04	8.49	---
Target-Date 2055	*3.68*	*4.25*	*9.51*	*12.41*	*8.71*	*9.09*			*0.39*	*0.97*	*0.95*	*8.73*	---
Morningstar Lifetime Mod 2055 TR USD	*3.41*	*3.71*	*9.48*	*12.95*	*8.51*	*9.00*					*0.92*	*8.81*	
Funds in Peer Group			*218*	*173*	*112*	*9*							
Vanguard Target Retirement 2060 Inv	4.00	4.42	9.81 (53)	12.89 (46)	9.35 (1)	---	10.86	01/19/2012	1.21	0.95	1.04	8.50	---

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ITD = Inception To Date

Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Vanguard Target Retirement 2065 Inv	3.95	4.33	9.75 (56)	---	---	---	10.54	07/12/2017	---	---	---	---	---
Target-Date 2060+	*3.76*	*4.33*	*9.74*	*12.66*	*8.44*	*---*			*0.43*	*0.95*	*0.94*	*8.49*	*---*
Morningstar Lifetime Mod 2060 TR USD	*3.32*	*3.54*	*9.30*	*12.89*	*8.40*	*9.02*					*0.90*	*8.84*	
Funds in Peer Group			*190*	*76*	*9*	*0*							
DFA US Large Cap Value I	5.71	3.60	11.34 (45)	15.50 (15)	11.82 (16)	11.29 (13)	10.34	02/19/1993	0.01	1.11	1.03	10.95	---
Large Value	*5.49*	*4.5*	*10.84*	*13.45*	*10.19*	*9.69*			*-0.23*	*0.98*	*0.98*	*10.03*	*---*
Russell 1000 Value TR USD	*5.70*	*3.92*	*9.45*	*13.55*	*10.72*	*9.79*					*1.06*	*9.61*	
Funds in Peer Group			*1274*	*1109*	*948*	*703*							
Fidelity Advisor® Large Cap I	7.19	8.46	14.99 (60)	16.48 (34)	12.20 (54)	13.22 (3)	8.63	02/20/1996	-2.76	1.11	1.04	11.25	---
Vanguard 500 Index Admiral	7.70	10.53	17.87 (20)	17.27 (10)	13.91 (9)	11.95 (18)	11.22	08/31/1976	-0.03	1.00	1.37	9.55	---
Large Blend	*6.68*	*8.43*	*15.36*	*15.15*	*11.94*	*10.84*			*-1.68*	*0.99*	*1.15*	*9.9*	*---*
S&P 500 TR USD	*7.71*	*10.56*	*17.91*	*17.31*	*13.95*	*11.97*					*1.37*	*9.55*	
Funds in Peer Group			*1384*	*1197*	*1059*	*797*							
JPMorgan Large Cap Growth R6	9.28	23.63	33.64 (5)	21.82 (8)	17.29 (8)	14.97 (12)	9.75	02/28/1992	-0.46	1.08	1.35	12.09	---
Large Growth	*7.53*	*15.62*	*23.17*	*17.62*	*13.96*	*12.56*			*-2.03*	*0.99*	*1.21*	*11.04*	*---*
Russell 1000 Growth TR USD	*9.17*	*17.09*	*26.30*	*20.55*	*16.58*	*14.31*					*1.50*	*10.33*	
Funds in Peer Group			*1438*	*1267*	*1137*	*828*							

Performance data quoted is historical. Past performance does not guarantee future results.

ITD = Inception To Date

Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Vanguard Mid Cap Index Admiral	4.67	7.37	13.42 (42)	13.78 (47)	11.66 (18)	12.42 (12)	10.24	05/21/1998	0.04	1.00	1.11	9.94	---
Mid-Cap Blend	*3.94*	*5.94*	*11.68*	*12.85*	*9.78*	*10.76*			*-1.65*	*1.0*	*0.89*	*10.78*	---
Russell Mid Cap TR USD	*5.00*	*7.46*	*13.98*	*14.52*	*11.65*	*12.31*					*1.12*	*9.89*	
Funds in Peer Group			*457*	*371*	*334*	*230*							
AB Discovery Growth Z	7.74	23.50	34.59 (4)	21.55 (6)	13.40 (23)	15.25 (2)	10.63	07/07/1938	-1.29	1.16	0.95	13.71	---
Mid-Cap Growth	*6.48*	*13.42*	*20.31*	*15.81*	*11.68*	*11.97*			*-0.92*	*0.99*	*0.99*	*11.55*	---
Russell Mid Cap Growth TR USD	*7.57*	*13.38*	*21.10*	*16.65*	*13.00*	*13.46*					*1.16*	*10.70*	
Funds in Peer Group			*601*	*540*	*483*	*342*							
Vanguard Small Cap Index Adm	4.77	11.04	16.70 (14)	16.34 (31)	11.48 (17)	12.36 (15)	11.13	10/03/1960	1.80	0.85	0.95	11.68	---
Small Blend	*2.79*	*8.24*	*12.14*	*14.73*	*9.71*	*10.67*			*-0.35*	*0.91*	*0.75*	*12.94*	---
Russell 2000 TR USD	*3.58*	*11.51*	*15.24*	*17.12*	*11.07*	*11.11*					*0.81*	*13.47*	
Funds in Peer Group			*778*	*652*	*539*	*388*							
PGIM Jennison Small Company R6	1.35	7.95	13.33 (90)	14.68 (87)	10.71 (68)	10.93 (81)	10.14	11/13/1980	1.28	0.76	0.91	11.33	---
Small Growth	*7.0*	*18.94*	*24.44*	*18.36*	*11.76*	*12.54*			*0.74*	*0.9*	*0.85*	*13.8*	---
Russell 2000 Growth TR USD	*5.52*	*15.76*	*21.06*	*17.98*	*12.14*	*12.65*					*0.85*	*14.14*	
Funds in Peer Group			*702*	*608*	*533*	*406*							

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Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Vanguard Health Care Index Admiral	13.68	18.16	19.98 (40)	15.30 (28)	15.77 (35)	14.76 (49)	10.63	01/26/2004	-0.73	1.05	1.22	12.23	---
Health	*10.56*	*19.3*	*19.89*	*13.35*	*14.62*	*14.98*			*-2.84*	*1.16*	*0.96*	*16.01*	---
S&P 1500 Health Care TR	*14.29*	*18.03*	*19.95*	*15.58*	*15.89*	*14.66*					*1.29*	*11.61*	
Funds in Peer Group			*140*	*129*	*120*	*97*							
Vanguard Energy Index Admiral	0.73	8.26	15.22 (27)	10.46 (24)	0.33 (15)	3.42 (15)	7.33	09/23/2004	-0.24	1.03	0.08	18.79	---
Equity Energy	*0.35*	*6.23*	*13.16*	*7.26*	*-5.59*	*-0.07*			*-5.7*	*1.23*	*-0.12*	*23.76*	---
S&P 1500 Energy TR	*0.69*	*8.18*	*14.87*	*10.41*	*0.63*	*3.60*					*0.10*	*18.14*	
Funds in Peer Group			*102*	*86*	*73*	*57*							
Vanguard FTSE All-Wld ex-US Idx Admiral	0.90	-2.86	1.72 (52)	9.95 (22)	4.43 (38)	5.28 (38)	2.65	03/02/2007	0.41	0.96	0.40	10.90	---
Foreign Large Blend	*0.79*	*-2.3*	*1.55*	*8.72*	*4.05*	*4.98*			*0.26*	*0.91*	*0.38*	*10.8*	---
MSCI ACWI Ex USA NR USD	*0.71*	*-3.09*	*1.76*	*9.97*	*4.12*	*5.18*					*0.37*	*11.20*	
Funds in Peer Group			*783*	*655*	*535*	*379*							
American Funds Europacific Growth R6	-0.84	-2.65	1.47 (79)	9.93 (50)	6.20 (28)	6.83 (32)	10.78	04/16/1984	1.21	0.92	0.58	10.36	---
Foreign Large Growth	*0.21*	*-0.2*	*4.08*	*10.28*	*5.74*	*6.38*			*0.72*	*0.94*	*0.52*	*10.85*	---
MSCI ACWI Ex USA Growth NR USD	*-0.26*	*-2.54*	*3.08*	*10.59*	*5.32*	*5.83*					*0.49*	*10.80*	
Funds in Peer Group			*426*	*347*	*313*	*229*							
Vanguard Emerging Mkts Stock Idx Adm	-1.75	-8.84	-3.10 (47)	10.08 (55)	2.98 (45)	4.70 (50)	5.93	05/04/1994	-0.56	0.99	0.24	14.62	---

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Performance with Risk Measures

Investment/Peer Group/ Benchmark	Current Period Returns (%)			Annualized Returns (%)					Risk (5 Yr)				Yield(%)
	3 Mos	YTD	1 Yr	3 Yr	5 Yr	10 Yr	ITD	Inception Date	Alpha	Beta	Sharpe Ratio	Std Dev	7 Day
Virtus Vontobel Emerging Markets Opps R6	-3.48	-10.36	-5.34 (68)	7.47 (81)	3.40 (35)	6.95 (11)	6.94	10/20/1997	0.59	0.74	0.29	12.49	0.00
Diversified Emerging Mkts	*-2.47*	*-9.37*	*-3.63*	*10.09*	*2.54*	*4.88*			*-0.67*	*0.88*	*0.21*	*13.9*	---
MSCI EM NR USD	*-1.09*	*-7.68*	*-0.81*	*12.36*	*3.61*	*5.40*					*0.28*	*14.66*	
Funds in Peer Group			*838*	*708*	*508*	*219*							
Vanguard Real Estate Index Admiral	0.52	0.52	1.92 (83)	7.00 (45)	8.68 (51)	7.50 (36)	10.10	05/13/1996	-1.29	1.06	0.65	13.50	---
Real Estate	*0.58*	*1.22*	*3.39*	*7.24*	*8.56*	*7.13*			*-0.57*	*0.96*	*0.69*	*12.63*	---
FTSE Nareit All Equity REITs TR USD	*0.50*	*1.78*	*4.31*	*8.97*	*9.57*	*7.77*					*0.75*	*12.63*	
Funds in Peer Group			*253*	*222*	*191*	*138*							
Oppenheimer Global I	1.22	3.07	10.51 (33)	14.45 (17)	10.30 (18)	10.38 (10)	11.50	12/22/1969	0.82	1.09	0.86	11.67	---
World Large Stock	*3.47*	*3.7*	*8.88*	*12.43*	*8.24*	*8.24*			*-0.02*	*0.94*	*0.78*	*10.16*	---
MSCI ACWI Large Cap NR USD	*4.73*	*4.24*	*10.16*	*13.64*	*8.79*	*8.01*					*0.86*	*9.82*	
Funds in Peer Group			*895*	*742*	*614*	*360*							

Performance data quoted is historical. Past performance does not guarantee future results.

ITD = Inception To Date

Performance with Risk Measures

Money Market: Investments in a money market fund are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although a money market fund seeks to preserve the value of your investment at $1.00 per share, it is possible to lose money by investing in a money market fund.

Performance data quoted is historical. Past performance does not guarantee future results. Current performance may be higher or lower than the performance quoted. You can obtain performance data current to the most recent month-end for each fund by calling the toll-free number indicated on each fund's profile in the Fund Profiles section of this report. The investment return and principal value of an investment will fluctuate such that an investor's shares, when redeemed, may be worth more or less than their original cost. Total returns include reinvestment of dividends and capital gains and are net of all fund fees and expenses.

Performance figures are based on Net Asset Value (NAV) within a qualified retirement plan. If an individual were to purchase shares outside of a qualified plan, they would likely be subject to all, or a portion of, any applicable sales charges. These charges would lower the performance indicated above.

For plans that include exchange-traded funds: Market returns are based on the closing market price of an exchange-traded fund (ETF) whereas returns based on NAV are calculated by dividing an ETF's total net assets by its number of shares outstanding. Due to the fact that ETFs trade intraday in the market, they may be available for purchase at a premium or a discount to NAV.

Each fund's performance may, from time to time, have been affected significantly by material market and economic conditions, including interest rates, market trends, and general business and economic cycles, which may or may not be repeated in the future. Also, keep in mind that any double-digit returns are highly unusual and cannot be sustained. Such returns are primarily achieved during favorable market conditions.

Refer to the Disclosures section for primary risk definitions.

Morningstar provides adjusted historical returns for some mutual funds in its universe. Morningstar computes the fund's return stream by appending an adjusted return history of the oldest share class of the fund. Refer to the Disclosures for important Pre-inception Returns disclosure information.

Fees and Expenses

Investment	Peer Group	Expense Cat Avg Gross/Net	Expense Ratio Gross/Net	Funds In Category	Rank in Cat Gross/Net	12b-1 Fee	Fee Waiver Date
Metropolitan West Total Return Bd Plan	Intermediate-Term Bond	1.81/0.75	0.37/0.37	1112	10/13	---	---
Vanguard Interm-Term Bond Index Adm	Intermediate-Term Bond	1.81/0.75	0.07/0.07	1112	3/4	---	---
AB High Income Z	High Yield Bond	2.38/1.00	0.50/0.50	734	7/9	---	---
Templeton Global Bond R6	World Bond	4.95/0.90	0.63/0.56	344	16/16	---	06/12/2019[1]
Vanguard LifeStrategy Cnsrv Gr Inv	Allocation--30% to 50% Equity	1.62/1.14	0.12/0.12	531	2/2	---	---
Vanguard LifeStrategy Moderate Gr Inv	Allocation--50% to 70% Equity	1.36/1.12	0.13/0.13	804	2/2	---	---
Vanguard LifeStrategy Growth Inv	Allocation--70% to 85% Equity	1.40/1.24	0.14/0.14	380	2/2	---	---
Hotchkis & Wiley Value Opps Instl	Allocation--85%+ Equity	1.86/1.31	0.97/0.97	205	20/28	---	---
Vanguard Target Retirement Income Inv	Target-Date Retirement	4.40/0.78	0.13/0.13	209	2/3	---	---
Vanguard Target Retirement 2015 Inv	Target-Date 2015	5.94/0.73	0.13/0.13	160	2/4	---	---
Vanguard Target Retirement 2020 Inv	Target-Date 2020	3.57/0.80	0.13/0.13	278	2/3	---	---
Vanguard Target Retirement 2025 Inv	Target-Date 2025	2.36/0.78	0.14/0.14	248	2/3	---	---
Vanguard Target Retirement 2030 Inv	Target-Date 2030	3.37/0.82	0.14/0.14	267	2/3	---	---
Vanguard Target Retirement 2035 Inv	Target-Date 2035	3.32/0.79	0.14/0.14	243	2/3	---	---
Vanguard Target Retirement 2040 Inv	Target-Date 2040	3.71/0.83	0.15/0.15	267	2/4	---	---
Vanguard Target Retirement 2045 Inv	Target-Date 2045	3.32/0.80	0.15/0.15	243	2/4	---	---
Vanguard Target Retirement 2050 Inv	Target-Date 2050	3.36/0.84	0.15/0.15	263	2/4	---	---
Vanguard Target Retirement 2055 Inv	Target-Date 2055	4.07/0.80	0.15/0.15	243	2/4	---	---
Vanguard Target Retirement 2060 Inv	Target-Date 2060+	11.89/0.81	0.15/0.15	228	3/4	---	---
Vanguard Target Retirement 2065 Inv	Target-Date 2060+	11.89/0.81	0.15/0.15	228	3/4	---	---
DFA US Large Cap Value I	Large Value	1.17/0.96	0.37/0.27	1314	7/6	---	---
Fidelity Advisor® Large Cap I	Large Blend	2.38/0.91	0.64/0.64	1490	29/33	---	---
Vanguard 500 Index Admiral	Large Blend	2.38/0.91	0.04/0.04	1490	2/3	---	---
JPMorgan Large Cap Growth R6	Large Growth	1.57/1.07	0.60/0.44	1491	12/8	---	10/31/2019[1]
Vanguard Mid Cap Index Admiral	Mid-Cap Blend	1.24/1.01	0.05/0.05	474	3/3	---	---
AB Discovery Growth Z	Mid-Cap Growth	1.66/1.17	0.70/0.69	622	9/10	---	---
Vanguard Small Cap Index Adm	Small Blend	2.66/1.12	0.05/0.05	810	2/2	---	---
PGIM Jennison Small Company R6	Small Growth	4.73/1.24	0.68/0.68	736	6/7	---	---

1-Fee waiver is contractual, 2-Fee waiver is voluntary

Fees and Expenses

Investment	Peer Group	Expense Cat Avg Gross/Net	Expense Ratio Gross/Net	Funds In Category	Rank in Cat Gross/Net	12b-1 Fee	Fee Waiver Date
Vanguard Health Care Index Admiral	Health	1.16/1.09	0.10/0.10	146	2/2	---	---
Vanguard Energy Index Admiral	Equity Energy	1.51/1.16	0.10/0.10	104	2/2	---	---
Vanguard FTSE All-Wld ex-US Idx Admiral	Foreign Large Blend	4.54/0.99	0.11/0.11	848	5/6	---	---
American Funds Europacific Growth R6	Foreign Large Growth	1.50/1.15	0.49/0.49	447	4/5	---	---
Vanguard Emerging Mkts Stock Idx Adm	Diversified Emerging Mkts	2.87/1.31	0.14/0.14	901	2/2	---	---
Virtus Vontobel Emerging Markets Opps R6	Diversified Emerging Mkts	2.87/1.31	1.21/1.21	901	29/44	---	---
Vanguard Real Estate Index Admiral	Real Estate	2.26/1.11	0.12/0.12	272	4/5	---	---
Oppenheimer Global I	World Large Stock	2.41/1.15	0.70/0.70	962	10/14	---	---
Averages		**2.40/0.96**	**0.26/0.24**		**5/6**		

1-Fee waiver is contractual, 2-Fee waiver is voluntary

The expense ratio is a fund's total annual operating expenses(including management fees, distribution fees and other expenses)revealed as a percentage of the fund's average net assets.
The calculation of the averages illustrated herein only include the values for Current funds in the plan. The values for Proposed and Replacement fund(s) are not part of the calculation for the average values illustrated.

The Fitzgerald Group
Morgan Stanley Wealth Management

Muskegon County Designated Fund Lineup

These mutual funds are aligned with Department of Labor diversification guidelines and based on various quantitative and qualitative factors.

These factors include consistency of performance, cost efficiency, as well as management tenure.

You can always elect to add, replace, or remove any of these mutual funds at any time.

Large Cap U.S.

Fidelity Advisor Large Cap Fund
Vanguard 500 Index Fund
JP Morgan Large Cap Growth Fund
DFA US Large Value Fund

Small/Mid Cap U.S.

AllianceBernstein Discovery Growth Fund
Hotchkis & Wiley Value Opportunity Fund
Vanguard Mid Cap Index Fund
Prudential Jennison Small Company Fund
Vanguard Small Cap Index Fund

International/Global Equity

American EuroPacific Growth Fund
Vanguard All World Index Fund
Vanguard Emerging Markets Index Fund
Virtus Emerging Markets Fund
Oppenheimer Global Fund

Specialty Sector Funds

Vanguard Real Estate Index Fund
Vanguard Health Care Fund
Vanguard Energy Index Fund

Domestic Fixed Income

Metropolitan West Total Bond Return
Vanguard Intermediate Bond Index Fund
AllianceBernstein High Income Fund
Templeton Global Bond Fund
Guaranteed Stable Value Fund

Target Date / Risk Based Funds

Vanguard Target Retirement 2020 to 2060
Vanguard Target Retirement Income Fund
Vanguard LifeStrategy Conservative Growth Fund
Vanguard LifeStrategy Growth Fund
Vanguard LifeStrategy Moderate Growth Fund

Underperforming Manager Policy

The following Policy shall be made with respect to under-performing managers:

1) For each calendar quarter, fails to outperform the Benchmark Index; and,
2) Rolling 3 Year Return falls below the 50th percentile in their universe; and,
3) Rolling 3 Year Sharpe Ratio that is less than the Benchmark Index

We will review the investment manager on a calendar quarter basis, and will be issued a pass/fail grade based upon the above criteria. With respect to "Fail" grades for an investment manager, the following recommendation to the Board shall be made:

Watch/Notice	2 consecutive calendar quarters or 2 out of 3 quarters
Search is Initiated	3 consecutive calendar quarters or 3 out of 4 quarters
Possible Termination	4 consecutive calendar quarters or 4 out of 6 quarters

This policy is not meant to supersede any other causes for termination. The enforcement of any or all options for this policy, including but not limited to any deviation, amendment or alteration, regardless of time or reason; is the sole and exclusive prerogative of the client.

Underperforming Manager Policy – Domestic Equity

JPMorgan Large Cap Growth	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R1G)	Outperform	Outperform	Outperform	Outperform	Under	Outperform	Outperform	Under	Outperform
Universe Ranking (Large Growth Universe)	1%	5%	4%	12%	18%	7%	24%	58%	56%
Risk Adjusted Returns	Less	Less	Less	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Fail	Pass

Fidelity Advisor Large Cap	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R1)	Under	Outperform	Under	Under	Outperform	Under	Outperform	Outperform	Outperform
Universe Ranking (Large Blend Universe)	28%	59%	59%	44%	59%	60%	59%	39%	57%
Risk Adjusted Returns	Less	Less	Less	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Fail	Pass	Pass	Fail	Pass	Pass	Pass

Vanguard 500 Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (S&P500)	Outperform	Under	Under	Outperform	Outperform	Under	Outperform	Under	Under
Universe Ranking (Large Blend Universe)	3%	3%	5%	7%	6%	4%	1%	1%	1%
Risk Adjusted Returns	Less	Less	Less	Greater	Less	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

DFA US Large Cap Value	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R1V)	Outperform	Under	Outperform	Outperform	Outperform	Outperform	Outperform	Outperform	Outperform
Universe Ranking (Large Value Universe)	7%	15%	1%	1%	15%	20%	11%	16%	14%
Risk Adjusted Returns	Less	Greater	Greater	Greater	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Underperforming Manager Policy – Domestic Equity

AB Discovery Growth	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R2500G)	Outperform	Outperform	Outperform	Outperform	Outperform	Outperform	Outperform	Under	Under
Universe Ranking (Mid-Cap Growth Universe)	1%	4%	5%	14%	37%	54%	68%	79%	88%
Risk Adjusted Returns	Less	Greater	Greater	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Fail	Fail

Hotchkis and Wiley Value Opps	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R1V)	Outperform	Outperform	Outperform	Under	Outperform	Outperform	Under	Outperform	Outperform
Universe Ranking (Large Value Universe)	2%	17%	38%	30%	37%	39%	41%	17%	61%
Risk Adjusted Returns	Less	Less	Less	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Mid Cap Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (RMC)	Under	Under	Outperform	Under	Under	Outperform	Outperform	Outperform	Under
Universe Ranking (Mid-Cap Blend Universe)	34%	29%	35%	36%	26%	11%	19%	2%	4%
Risk Measure vs. Index	Less	Less	Greater	Less	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Prudential Jennison Small Company	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R2G)	Under	Under	Under	Outperform	Under	Under	Outperform	Outperform	Under
Universe Ranking (Small Growth Universe)	94%	68%	69%	61%	74%	49%	24%	21%	26%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Small Cap Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (R2)	Outperform	Under	Under	Outperform	Under	Under	Outperform	Under	Under
Universe Ranking (Small Blend Universe)	27%	30%	34%	33%	52%	38%	34%	39%	15%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Underperforming Manager Policy – Global Equity

American Funds EuroPacific Growth	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI ACWIxUSGr-Net)	Under	Under	Outperform	Under	Outperform	Outperform	Outperform	Outperform	Outperform
Universe Ranking (Foreign Large Growth Universe)	45%	42%	33%	32%	29%	18%	20%	18%	15%
Risk Adjusted Returns	Less	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard FTSE All-World ex-US Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI ACWIxUS-Net)	Outperform	Under	Outperform	Under	Under	Under	Outperform	Under	Under
Universe Ranking (Foreign Large Blend Universe)	12%	22%	16%	47%	44%	43%	26%	31%	45%
Risk Adjusted Returns	Greater	Less	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Oppenheimer Global	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI ACWIn)	Under	Outperform	Outperform	Outperform	Outperform	Outperform	Outperform	Under	Outperform
Universe Ranking (World Stock Universe)	13%	15%	11%	2%	26%	62%	91%	99%	95%
Risk Adjusted Returns	Less	Less	Less	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Fail	Pass

Vanguard Emerging Markets Stock Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI EMn)	Under	Under	Outperform	Under	Under	Under	Under	Outperform	Under
Universe Ranking (Diversified Emerging Mkts Universe)	56%	76%	70%	69%	65%	55%	30%	22%	38%
Risk Adjusted Returns	Less	Less	Less	Less	Less	Less	Greater	Greater	Greater
Pass / Fail	Fail	Fail	Pass	Fail	Fail	Fail	Pass	Pass	Pass

Virtus Emerging Markets Opportunities	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI EMn)	Under	Outperform	Under	Under	Under	Outperform	Outperform	Under	Under
Universe Ranking (Diversified Emerging Mkts Universe)	86%	75%	75%	67%	50%	9%	15%	6%	3%
Risk Adjusted Returns	Less	56	Less	Less	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Fail	Pass	Fail	Fail	Pass	Pass	Pass	Pass	Pass

Underperforming Manager Policy – Fixed Income

Metropolitan West Total Return Bond	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (BC Agg)	Outperform	Outperform	Outperform	Under	Under	Under	Outperform	Outperform	Outperform
Universe Ranking (Interm-Term Bond Universe)	58%	58%	55%	62%	56%	47%	42%	41%	36%
Risk Adjusted Returns	Greater	Less	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Interm-Term Bond Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (BC 5-10 Yr G/C)	Outperform	Under	Under	Outperform	Under	Under	Outperform	Under	Under
Universe Ranking (Interm-Term Bond Universe)	69%	44%	55%	24%	8%	8%	7%	5%	2%
Risk Adjusted Returns	Less	Greater	Less	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Fail	Pass	Pass	Pass	Pass	Pass	Pass

AB High Income Advisor	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (BC Cap Glb HY)	Under	Outperform	Under	Under	Under	Under	Outperform	Outperform	Under
Universe Ranking (Multisector Bond Universe)	28%	15%	4%	7%	4%	2%	1%	4%	12%
Risk Adjusted Returns	Greater	Less	Less	Less	Less	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Templeton Global Bond Fund Advisor	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (Citi WG)	Outperform	Outperform	Outperform	Under	Under	Under	Outperform	Outperform	Under
Universe Ranking (World Bond Universe)	15%	86%	70%	63%	45%	27%	17%	25%	95%
Risk Adjusted Returns	Greater	Less	Less	Less	Greater	Greater	Greater	Greater	Less
Pass / Fail	Pass	Pass	Pass	Fail	Pass	Pass	Pass	Pass	Fail

Underperforming Manager Policy – Specialty Sector Funds

Vanguard REIT Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI US REIT)	Under	Under	Under	Under	Under	Under	Under	Under	Under
Universe Ranking (Real Estate Universe)	36%	30%	48%	36%	17%	18%	15%	15%	18%
Risk Adjusted Returns	Less	Less	Less	Less	Less	Less	Less	Less	Less
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Energy Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI US IMI Energy 25/50n)	Outperform	Under	Outperform	Outperform	Outperform	Under	Under	Outperform	Outperform
Universe Ranking (Equity Energy Universe)	11%	9%	19%	27%	11%	11%	21%	31%	14%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Health Care Index	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MSCI US IMI HC 25/50n)	Outperform	Under	Under	Outperform	Outperform	Outperform	Under	Outperform	Outperform
Universe Ranking (Health Universe)	14%	14%	11%	17%	30%	22%	20%	18%	31%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Underperforming Manager Policy – Target Date Funds

Vanguard Target Retirement 2020 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2020)	Outperform	Under	Outperform	Under	Outperform	Outperform	Outperform	Outperform	Outperform
Universe Ranking (Target-Date 2020 Universe)	17%	12%	11%	13%	13%	4%	4%	1%	1%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2025 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2025)	Outperform	Under	Outperform	Under	Outperform	Outperform	Outperform	Outperform	Outperform
Universe Ranking (Target-Date 2025 Universe)	19%	16%	14%	18%	15%	6%	6%	1%	1%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2030 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2030)	Outperform	Under	Outperform	Under	Outperform	Outperform	Outperform	Under	Outperform
Universe Ranking (Target-Date 2030 Universe)	25%	24%	22%	27%	25%	9%	9%	3%	1%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2035 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2035)	Outperform	Under	Outperform	Under	Under	Outperform	Outperform	Outperform	Outperfrom
Universe Ranking (Target-Date 2035 Universe)	31%	29%	24%	30%	30%	17%	12%	7%	3%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2040 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2040)	Outperform	Under	Under	Under	Under	Outperform	Outperform	Under	Outperform
Universe Ranking (Target-Date 2040 Universe)	23%	27%	26%	26%	30%	18%	12%	14%	5%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Underperforming Manager Policy – Target Date Funds

Vanguard Target Retirement 2045 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2045)	Outperform	Under	Outperform	Under	Under	Outperform	Outperform	Under	Outperform
Universe Ranking (Target-Date 2045 Universe)	22%	27%	19%	23%	27%	18%	13%	11%	8%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2050 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2050)	Outperform	Under	Outperform	Under	Under	Outperform	Outperform	Under	Under
Universe Ranking (Target-Date 2050 Universe)	23%	31%	22%	32%	30%	19%	14%	20%	12%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2055 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2055)	Outperform	Under	Outperform	Under	Under	Outperform	Outperform	Under	Under
Universe Ranking (Target-Date 2055 Universe)	25%	39%	32%	38%	37%	23%	20%	14%	19%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard Target Retirement 2060 Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate 2060)	Outperform	Under	Outperform	Under	Under	Outperform	Outperform	Under	Under
Universe Ranking (TD 2060+ Universe)	41%	61%	49%	62%	61%	36%	1%	1%	1%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Underperforming Manager Policy – Risk-Based Funds

Vanguard Target Retirement Income Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Lifetime Moderate Income)	Under	Under	Outperform	Under	Under	Outperform	Outperform	Under	Outperform
Universe Ranking (Target-Date Retirement Universe)	42%	28%	27%	41%	33%	16%	13%	5%	9%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard LifeStrategy Growth Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Mod Aggressive Risk)	Outperform	Outperform	Outperform	Under	Under	Outperform	Outperform	Under	Under
Universe Ranking (70% to 85% Equity Universe)	29%	24%	17%	16%	21%	12%	14%	16%	15%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard LifeStrategy Moderate Growth Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Moderate Risk)	Outperform	Outperform	Outperform	Under	Under	Outperform	Outperform	Under	Greater
Universe Ranking (50% to 70% Equity Universe)	48%	31%	24%	24%	27%	28%	31%	34%	26%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Vanguard LifeStrategy Conservative Growth Inv	Sep-18	Jun-18	Mar-18	Dec-17	Sep-17	Jun-17	Mar-17	Dec-16	Sep-16
Outperform / Underperform (MS Mod Conservative Risk)	Under	Outperform	Outperform	Outperform	Under	Outperform	Under	Under	Outperform
Universe Ranking (30% to 50% Equity Universe)	39%	19%	21%	21%	13%	11%	11%	4%	4%
Risk Adjusted Returns	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater	Greater
Pass / Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

Disclosures

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The information in this report should not be considered as the sole basis for any investment decision.

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Charts and graphs are for illustrative purposes only and are not intended to represent the performance of any Morgan Stanley Smith Barney offering.

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Morgan Stanley Financial Wellness

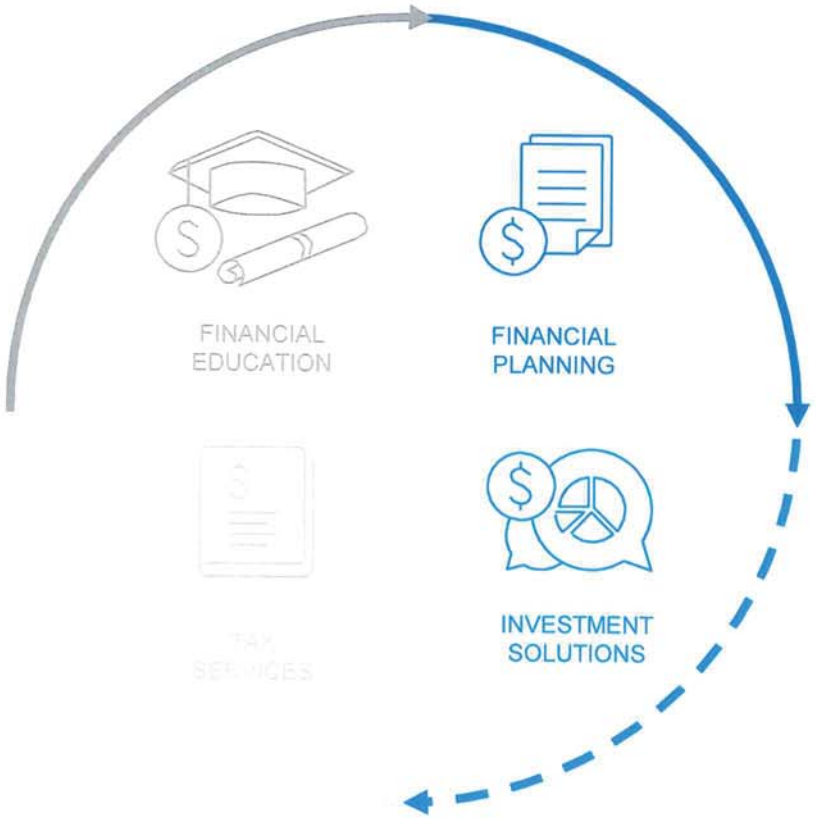
What Is Morgan Stanley Financial Wellness?

Financial Education
- Onsite and Online Seminars
- Online Financial Education Library

Financial Planning
- Delivered through Morgan Stanley's LifeView® Platform

Tax Services
- Partnership with EY, PWC and RSMUS
- Pre-negotiated Discounted Pricing and Service Levels

Investment and Cash Management Solutions
- Employees have the capability to implement their wealth plan to help meet their goals

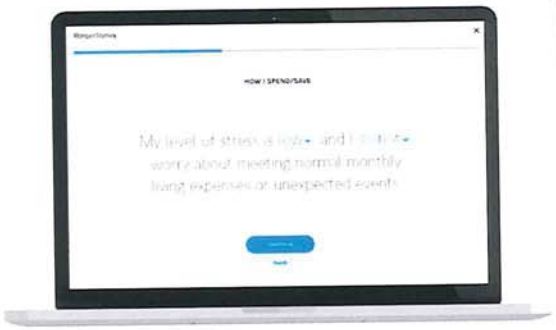


Financial Education: Wellness Assessment

Your employees have the option to measure their financial fitness through our wellness assessment.

Assessment

We start by asking questions to better understand who your employee is and how they feel about their finances to produce a financial wellness score



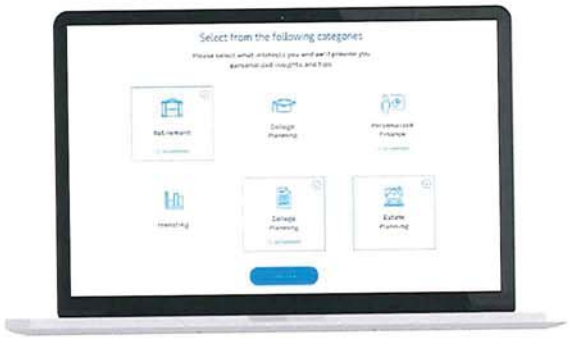
Outcome

The financial wellness score will guide the employee on the strength of their financial fitness



Action

We will then match the employee based on their financial needs to content that matters to them



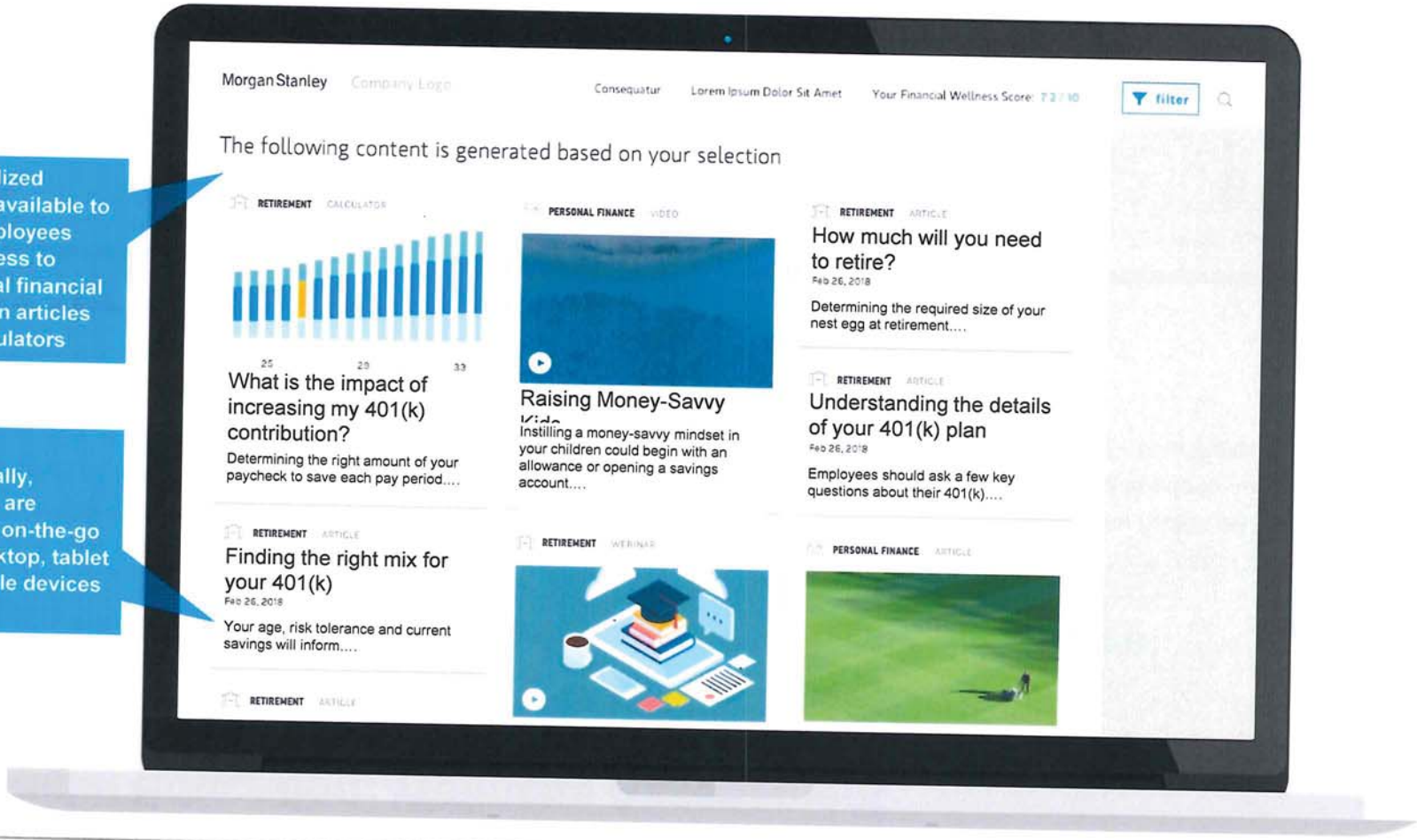
For Illustrative Purposes Only

Financial Education: Content

Articles and Webinars are provided to employees to help improve their knowledge across financial topics.

Personalized content available to your employees with access to additional financial education articles and calculators

Additionally, webinars are available on-the-go from desktop, tablet and mobile devices



For Illustrative Purposes Only

Financial Education: Live Seminars

In addition to our digital financial education offering, your employees also have the ability to increase the knowledge through 22 live seminars on a wide variety of topics.

WEALTH MANAGEMENT CAPABILITIES

Morgan Stanley



Helping You Manage Your Wealth While Achieving Your Financial Goals

Morgan Stanley and You

[Presenter(s) Name]
[Presenter Title]
[Date]

Morgan Stanley



Investing with Impact

Create Positive Economic, Social and Environmental Impact

[Presenter(s) Name]
[Presenter Title]
[Date]

FINANCIAL FUNDAMENTALS

Morgan Stanley



The Fundamentals of Investing

[Presenter(s) Name]
[Presenter Title]
[Date]

Morgan Stanley



Borrowing From Your Defined Contribution Retirement Plan

[Presenter Name]
[Presenter Title]
[Company]
[Date]

COMPREHENSIVE PLANNING

Morgan Stanley



Securing Your Legacy

[Presenter Name]
[Presenter Title]
[Date]

Morgan Stanley



Raising Money-Savvy Kids

Your Role as Chief Financial Parent

[Presenter (s) Name]
[Presenter Title]
[Date]

LIFE TRANSITIONS

Morgan Stanley



Making the Most of Your Sudden Wealth

[Presenter(s) Name]
[Presenter(s) Title]
[Date]

Morgan Stanley



Divorce: Planning for a New Beginning

[Presenter(s) Name]
[Presenter Title]
[Date]

CLIENT SEGMENTS

Morgan Stanley



Women and Wealth

[Presenter (s) Name]
[Presenter Title]
[Date]

Morgan Stanley



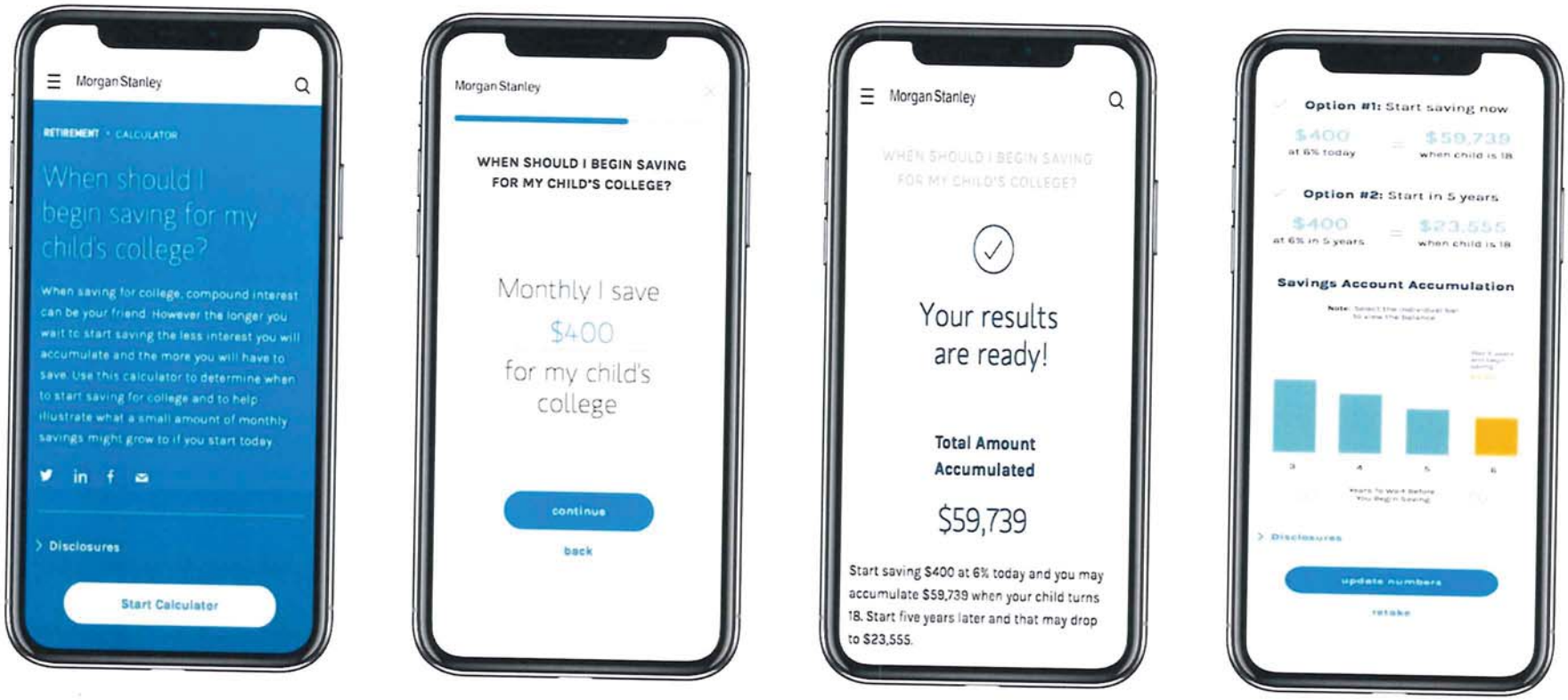
Wealth Planning for LGBT Couples

Life After the U.S. Supreme Court Decision in Obergefell v. Hodges[1]

[Presenter Name]
[Presenter Title]
[Date]

Financial Education: Calculators

Your employees can utilize calculators to help in planning for their future and in preparation for any in-person meetings with a Morgan Stanley Financial Advisor.



For Illustrative Purposes Only

Financial Advice: Needs Based Advice for All Employees

Beyond our financial education offerings, your employees will have the choice to receive financial advice focusing on their unique needs from our new online investing platform or through a Morgan Stanley Financial Advisor.

Sample Employee Needs

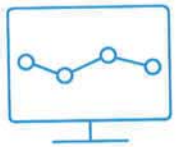
BUYING A HOME



PAYING FOR EDUCATION



GROWING YOUR MONEY



STARTING A BUSINESS



PLANNING A WEDDING



RETIRING



Selection for Employees

MORGAN STANLEY FINANCIAL ADVISOR



CLIENT ADVISORY CENTER



ONLINE INVESTING PLATFORM

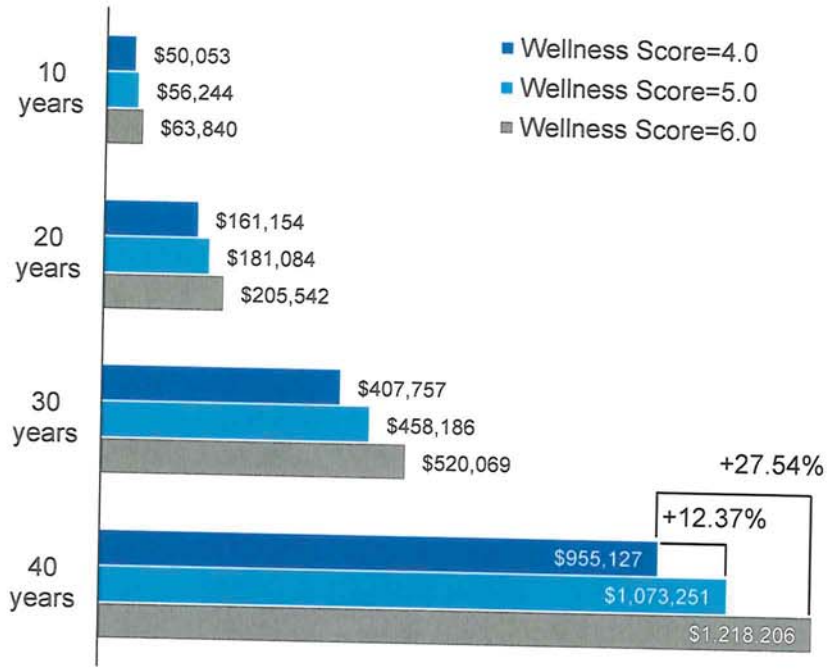


WELLNESS WORKS

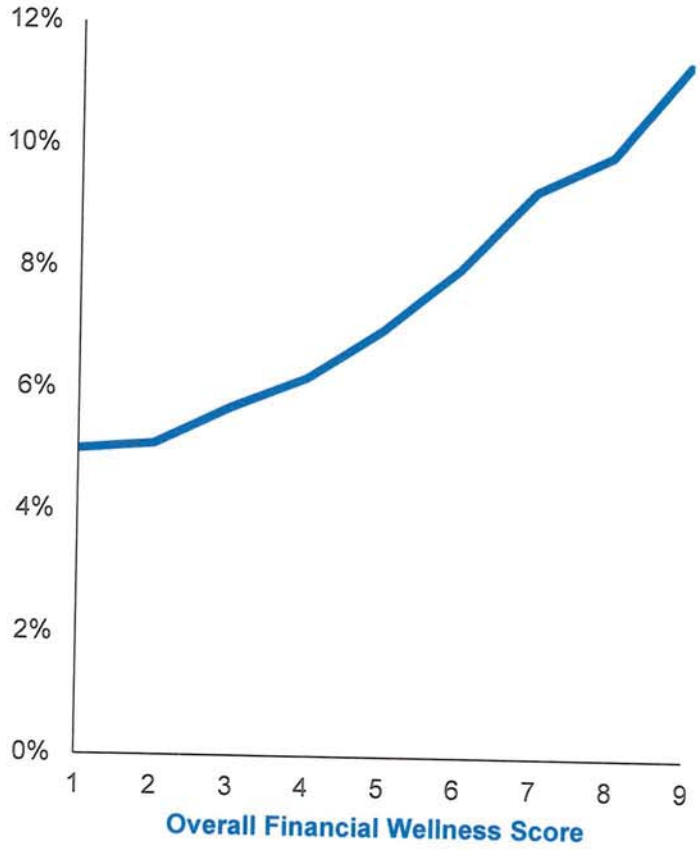
Results Matter

NOT A PRODUCT OF MORGAN STANLEY

POTENTIAL IMPROVEMENT IN RETIREMENT PLAN BALANCE FOR AN EMPLOYEE MAKING $50,000 A YEAR...



DEFERRAL ELECTION %



Based on an annualized 8% return on investment.
Results from 2016 Financial Finesse ROI Special Report.

Getting Started Is Easy



Our process begins with a deep understanding of you and your employees.

We assess the scope of your needs, identify the capabilities required to address those needs and package it all together into a seamless, executed plan that evolves with you and your employees over time.

Conduct a Discovery Meeting to understand the ins and outs of your organization and your current benefits offering

Develop a micro-site for your employees, custom-tailored to your brand and employee profile

Introduce employees to the Morgan Stanley Financial Wellness offering through a personalized email that outlines the benefits and details of the program

Enable employees to schedule one-on-one appointments with your local Financial Advisor team, who are trained on your benefit programs and can help employees develop a customized financial plan

Encourage employees to engage with their Financial Advisor team in a private setting on-site at your locations, or off-site at a convenient time and location for the employee

Invite employees to participate in quarterly financial planning seminars that promote awareness and the importance of financial planning

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Thursday, November 8, 2018
4:00 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. In lieu of an invocation, a moment of silent prayer was observed for the families and all those affected by shooting in California. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins

Excused: Robert Scolnik

Also Present: Mark Eisenbarth, County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-416 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the revised agenda.

Voice vote **Motion Carried**

2018-417 **APPROVE THE REGULAR MINUTES OF OCTOBER 30, 2018**

Moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the Regular Minutes of October 30, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

COMMITTEE/BOARD REPORTS

2018-418 **AUTHORIZE THE CIRCUIT COURT ADMINISTRATOR TO SIGN A 5 YEAR CONTRACT WITH WESTLAW BEGINNING ON JANUARY 1, 2019, ON BEHALF OF MUSKEGON COUNTY'S CIRCUIT COURT, PROBATE COURT, DISTRICT COURT, PUBLIC DEFENDER'S OFFICE AND PROSECUTOR'S OFFICE**

CPS18/11-57

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Circuit Court Administrator to sign a 5 year contract with Westlaw beginning on January 1, 2019, on behalf of Muskegon County's Circuit Court, Probate Court, District Court, Public Defender's Office and Prosecutor's Office.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-419 **AUTHORIZE THE MUSKEGON COUNTY 14TH CIRCUIT COURT'S ACCEPTANCE OF THE FEDERAL GRANT AWARD OF $499,994.00, EFFECTIVE 1/1/2019 THRU 12/31/2022, AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN AS THE AUTHORIZED GRANTEE OFFICIAL ACCEPTING THE AWARD**

CPS18/11-58

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Muskegon County 14th Circuit Court's acceptance of the federal grant award of $499,994.00, effective 1/1/2019 thru 12/31/2022, and authorize the County Administrator to sign as the Authorized Grantee Official accepting the award.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-420 **APPROVE PAYMENT TO JUSTICE AV SOLUTIONS, NOT TO EXCEED $48,000, TO COVER THE COST OF JAVS CLASSIC MAINTENANCE AGREEMENT FOR THE PERIOD OF JANUARY 1, 2019 – DECEMBER 31, 2019 TO COVER SERVICE AND MAINTENANCE OF ALL COURT RECORDING EQUIPMENT FOR THE 60TH DISTRICT COURT, 14TH CIRCUIT COURT AND MUSKEGON COUNTY PROBATE COURT**

CPS18/11-59

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve payment to Justice AV Solutions, not to exceed $48,000, to cover the cost of JAVS Classic Maintenance Agreement for the period of January 1, 2019 – December 31, 2019 to cover service and maintenance of all court recording equipment for the 60th District Court, 14th Circuit Court and Muskegon County Probate Court.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-421 **APPROVE THE CONTRACT WITH MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC) FOR THE PROVISION OF PUBLIC CRIMINAL DEFENSE SERVICES, ACCEPT A GRANT FOR THAT PURPOSE IN THE AMOUNT OF APPROXIMATELY $917,735, AUTHORIZE THE BOARD CHAIR TO SIGN SAID CONTRACT AND AMEND THE BUDGET ACCORDINGLY**

CPS18/11-60

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the contract with Michigan Indigent Defense Commission (MIDC) for the provision of public criminal defense services, accept a grant for that purpose in the amount of approximately $917,735, authorize the Board Chair to sign said contract and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-422 **APPROVE ACCEPTANCE OF THE FY2019 STRATEGIC TRAFFIC ENFORCEMENT GRANT IN THE AMOUNT OF $36,000.00 (PT-19-34)**

CPS18/11-61

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve acceptance of the FY2019 Strategic Traffic Enforcement Grant in the amount of $36,000.00 (PT-19-34).

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-423 **AUTHORIZE THE SHERIFF'S OFFICE TO LEASE SIX (6) ROAD READY FORD 4WD INTERCEPTOR SUV'S WITH ALL EQUIPMENT AND LETTERING THROUGH THE BOARD APPROVED SHERIFF VEHICLE MAINTENANCE PROVIDER; AND FURTHER AUTHORIZE THE SHERIFF'S OFFICE TO LEASE THESE POLICE INTERCEPTORS FROM FORD MOTOR CREDIT FOR A TERM OF FIVE (5) YEARS WITH A $1.00 BUYOUT AT THE TERMINATION OF THE LEASE**

CPS18/11-62

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Sheriff's Office to lease six (6) road ready Ford 4WD Interceptor SUV's with all equipment and lettering through the Board approved Sheriff vehicle maintenance provider; and further authorize the Sheriff's Office to lease these police Interceptors from Ford Motor Credit for a term of five (5) years with a $1.00 buyout at the termination of the lease.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes

Excused: Robert Scolnik **Motion Carried**

2018-424 **APPROVE THAT THE SUPPLIER/SERVICE CONTRACTOR/CONTRACTOR ARRANGEMENTS OUTLINED ON THE SCHEDULE BE APPROVED TO CONTINUE UNDER EXISTING ARRANGEMENTS FOR THE TIME PERIOD FROM OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019**

CPS18/11-63

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve that the supplier/service contractor/contractor arrangements outlined on the schedule be approved to continue under existing arrangements for the time period from October 1, 2018 through September 30, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-425 **APPROVE THE INCREASE IN FUNDING FROM MEDIATION & RESTORATIVE SERVICE FROM $45,850.00 TO $123,850.00 WHICH IS A $78,000.00 CHANGE AND TAKES PLACE ON OCTOBER 1, 2018 AND RUNS THROUGH SEPTEMBER 30, 2019**

CPS18/11-64

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the increase in funding from Mediation & Restorative Service from $45,850.00 to $123,850.00 which is a $78,000.00 change and takes place on October 1, 2018 and runs through September 30, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-426 **APPROVE THE ONE-YEAR OPTION EXTENSION OF THE CONTRACT WITH CATHOLIC CHARITIES FOR THE PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019 TO PROVIDE COGNITIVE BEHAVIORAL SERVICES IN THE COMMUNITY AND AUTHORIZE THE COUNTY BOARD CHAIRMAN TO SIGN THE CONTRACT EXTENSION FOR SERVICES WHEN IT BECOMES AVAILABLE**

CPS18/11-65

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the one-year option extension of the contract with Catholic Charities for the period October 1, 2018 to September 30, 2019 to provide cognitive behavioral services in the community and authorize the County Board Chairman to sign the contract extension for services when it becomes available.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-427 **APPROVE THE ONE-YEAR OPTION EXTENSION OF THE CONTRACT WITH KELLY SADLER-RADER FOR THE PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019 TO PROVIDE COGNITIVE BEHAVIORAL SERVICES IN THE JAIL AND AUTHORIZE THE COUNTY BOARD CHAIRMAN TO SIGN THE CONTRACT EXTENSION FOR SERVICES WHEN IT BECOMES AVAILABLE**

CPS18/11-66

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the one-year option extension of the contract with Kelly Sadler-Rader for the period October 1, 2018 to September 30, 2019 to provide cognitive behavioral services in the jail and authorize the County Board Chairman to sign the contract extension for services when it becomes available.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-428 **AUTHORIZE THE BOARD CHAIRPERSON TO SIGN THE CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS AND ACCEPT THE FY19 COMMUNITY CORRECTIONS GRANT IN THE AMOUNT OF $187,100**

CPS18/11-67

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to authorize the Board Chairperson to sign the contract with the Michigan Department of Corrections and accept the FY19 Community Corrections grant in the amount of $187,100.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-429 **AUTHORIZE PUBLIC HEALTH TO ACCEPT FUNDING FROM THE LAKESHORE REGIONAL ENTITY IN THE AMOUNT OF $410,000 FOR SUBSTANCE ABUSE PREVENTION SERVICES IN MUSKEGON COUNTY EFFECTIVE OCTOBER 1, 2018 TO SEPTEMBER 30, 2019; AND FURTHER AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE RELATED AGREEMENT**

HS18/11-29

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize Public Health to accept funding from the Lakeshore Regional Entity in the amount of $410,000 for substance abuse prevention services in Muskegon County effective October 1, 2018 to September 30, 2019; and further authorize the Public Health Director to sign the related agreement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-430 **AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR THE RENDERING OF TECHNICAL SERVICES IN THE AMOUNT OF $65,331 EFFECTIVE OCTOBER 1, 2018 TO SEPTEMBER 30, 2019**

HS18/11-30

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize the Public Health Director to sign the agreement with the Michigan Department of Environmental Quality for the rendering of technical services in the amount of $65,331 effective October 1, 2018 to September 30, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-431 **AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE COMPREHENSIVE, PLANNING, BUDGET AND CONTRACTING AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE PROVISION OF PUBLIC HEALTH PROGRAMS AND SERVICES IN THE AMOUNT OF $2,537,514 EFFECTIVE OCTOBER 1, 2018 TO SEPTEMBER 30, 2019**

HS18/11-31

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize the Public Health Director to sign the Comprehensive, Planning, Budget and Contracting Agreement with the Michigan Department of Health and Human Services for the provision of public health programs and services in the amount of $2,537,514 effective October 1, 2018 to September 30, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-432 **AUTHORIZE THE PUBLIC HEALTH DIRECTOR TO SIGN THE AGREEMENT WITH THE KENT COUNTY HEALTH DEPARTMENT FOR THE PROVISION OF SERVICES AND PARTICIPATION IN THE REGIONAL PERINATAL CARE SYSTEM QUALITY IMPROVEMENT INITIATIVE IN THE AMOUNT OF $9,500 EFFECTIVE OCTOBER 1, 2018 TO SEPTEMBER 30, 2019**

HS18/11-32

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to authorize the Public Health Director to sign the agreement with the Kent County Health Department for the provision of services and participation in the Regional Perinatal Care System Quality Improvement Initiative in the amount of $9,500 effective October 1, 2018 to September 30, 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-433 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $2,939,450.99, COVERING THE PERIOD OF OCTOBER 13, 2017 THROUGH OCTOBER 18, 2017 FOR CHECKS AND SEPTEMBER 1, 2018 THROUGH SEPTEMBER 30, 2018 FOR P-CARD PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/11-135

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to approve payment of the accounts payable of $2,939,450.99, covering the period of October 13, 2017 through October 18, 2017 for checks and September 1, 2018 through September 30, 2018 for P-Card payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes (see below), Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

Abstain: Susie Hughes on Pioneer Resources and MOKA portion of Accounts Payable

No: None

Excused: Robert Scolnik **Motion Carried**

2018-434 **AUTHORIZE AWARDING THE FOOD AND VENDING SERVICES CONTRACT, AS SPECIFIED IN COUNTY RFP18-2315 TO MORAT'S BAKERY**

WM18/11-136

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to authorize awarding the Food and Vending Services contract, as specified in County RFP18-2315 to Morat's Bakery.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-435 **TENTATIVELY APPROVE TO ALLOW THE LIBERTY MUSIC FESTIVAL AT THE MUSKEGON COUNTY FAIRGROUNDS, DURING THE JULY 4TH 2019 HOLIDAY, CONTINGENT UPON SULLIVAN TOWNSHIP APPROVAL OF THE PLAN**

WM18/11-137

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to tentatively approve to allow the Liberty Music Festival at the Muskegon County Fairgrounds, during the July 4th 2019 holiday, contingent upon Sullivan Township approval of the plan.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

4018-436 **UNANIMOUSLY APPROVE A RESOLUTION IN RECOGNITION OF THE HONORABLE GREGORY C. PITTMAN FOR HIS RECENT JURIST OF THE YEAR 2018 AWARD RECEIVED FROM THE MICHIGAN COURT APPOINTED SPECIAL ADVOCATE ASSOCIATION**

WM18/11-138

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to unanimously approve a Resolution in Recognition of the Honorable Gregory C. Pittman for his recent Jurist of the Year 2018 Award received from the Michigan Court Appointed Special Advocate Association.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross reminded everyone about the following events:

A. Veterans Day Ceremony on Sunday, November 11th at 11 a.m. at Veterans Memorial Park. For additional information visit: https://visitmuskegon.org/event/veterans-day-ceremony-at-veterans-memorial-park/

B. Global Entrepreneur Week Celebration on Tuesday, November 13th at 4 p.m. at the Muskegon Innovation Hub. For more information visit: https://visitmuskegon.org/event/global-entrepreneur-week-celebration/

C. 24th Annual White Lake Holiday Walk will take place Friday, November 16th beginning at 2 p.m. to 8 p.m. and on Saturday, November 17th beginning at 10 a.m. to 4 p.m. For more information visit: https://visitmuskegon.org/event/24th-annual-white-lake-holiday-walk/

ADMINISTRATOR'S REPORT

2018-437 **AUTHORIZE SETTLEMENT OF THE PUBLIC WORKS UNIT COLLECTIVE BARGAINING AGREEMENT WITH A TERM OF NOVEMBER 9, 2018 THROUGH SEPTEMBER 30, 2023 AND AUTHORIZE THE COUNTY BOARD CHAIR AND COUNTY CLERK TO SIGN THE AGREEMENT SUBSEQUENT TO SIGNATURES BEING OBTAINED FROM UNION REPRESENTATIVES AND AUTHORIZE SALARY ADJUSTMENTS FOR THE CHEMIST POSITION X12004 FROM NX-00220, $22.531/HR – $28.393/HR, TO NX-00225, $22.531/HR – $29.813/HR, LAB SUPERVISOR X48501 FROM NX-00290, $25.888/HR – $32.671/HR, TO NX-00295, $25.888/HR – $34.304/HR, ENVIRONMENTAL COMPLIANCE MANAGER X33401 FROM NX-00290, $25.888/HR – $32.671/HR, TO NX-00295, $25.888/HR – $34.304/HR AND QUALITY ASSURANCE SUPERVISOR X79901 FROM NX-00290, $25.888/HR – $32.671/HR, TO NX-00295, $25.888/HR – $34.304/HR**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Snider, to authorize settlement of the Public Works Unit collective bargaining agreement with a term of November 9, 2018 through September 30, 2023 and authorize the County Board Chair and County Clerk to sign the agreement subsequent to signatures being obtained from union representatives and authorize salary adjustments for the Chemist position X12004 from NX-00220, $22.531/hr – $28.393/hr, to NX-00225, $22.531/hr – $29.813/hr, Lab Supervisor X48501 from NX-00290, $25.888/hr – $32.671/hr, to NX-00295, $25.888/hr – $34.304/hr, Environmental Compliance Manager X33401 from NX-00290, $25.888/hr – $32.671/hr, to NX-00295, $25.888/hr – $34.304/hr and Quality Assurance Supervisor X79901 from NX-00290, $25.888/hr – $32.671/hr, to NX-00295, $25.888/hr – $34.304/hr.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-438 **APPROVE THE MAXIMUM AMORTIZATION EXTENSIONS PROVIDED BY MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM IN THE ATTACHED CERTIFIED REPORT CONTINGENT UPON THE ISSUANCE OF PENSION BONDS AND A LUMP SUM PAYMENT FROM WASTEWATER OF $6.9 MILLION AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AMORTIZATION EXTENSION AGREEMENT**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Snider, to approve the maximum amortization extensions provided by Municipal Employees' Retirement System in the attached certified report contingent upon the issuance of pension bonds and a lump sum payment from Wastewater of $6.9 million and authorize the Board Chair to sign the Amortization Extension Agreement.

Commissioner Hughes asked for an explanation of this motion.

Administrator Eisenbarth explained that this had been removed from the last full board agenda pending MERS final amortization, which has since been provided and it falls in line for the County to do the pension bonds and the Wastewater $6.9 million. The Administrator noted he is scheduled to meet with the County Treasurer next Tuesday, November 13th, and will be back at the Ways and Means Committee meeting and we will move forward on past motions approved by the Board.

Commissioner Hughes asked if this is good news and the Administrator replied that it is very good news.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

Administrator Eisenbarth asked Jonathan Wilson to provide an update on Brookhaven property.

Jonathan Wilson, Economic Development Manager, provided an update on the Brookhaven property since it was approved to be listed with the County's broker in March of 2018. Mr. Wilson noted the County has had several inquiries and tours of the property to developers and organizations although have not received any offers so waiting for proposals. He further noted interest has been from both local and national organizations.

Mr. Wilson announced that tomorrow, Friday, November 9th, will be his last day with Muskegon County as he has accepted a position with DTE Energy. He noted the Brookhaven project is being transferred to Matt Farrar, Director of Public Works and Steven Fink, P.E., Public Works Project Manager who has partnered with Mr. Wilson on the site tours. Mr. Wilson thanked all Commissioners, Administrator Eisenbarth, County Clerk Waters, and Corporate Counsel for their support, encouragement, and everything they have taught him during his four years of employment with Muskegon County.

Commissioners and Administrator Eisenbarth thanked Jonathan Wilson and wished him well on his endeavors.

2018-439 **PREPARE A RESOLUTION TO BE SIGNED BY ALL COMMISSIONERS AND TO BE PRESENTED TO JONATHAN WILSON THANKING HIM FOR HIS SERVICE**

Moved by Commissioner Snider, seconded by Commissioner Hughes, to prepare a resolution to be signed by all Commissioners and to be presented to Jonathan Wilson thanking him for his service.

Commissioner Snider noted Jonathan Wilson has been a blessing to the County, has a great reputation in the community and is a credit to the County.

Voice vote **Motion Carried**

Administrator Eisenbarth asked Matt Farrar to provide an update regarding Kent County and the State of Michigan's proposal for a 475'tower at the County's Moore Park facility and would like to partner with our Central Dispatch even though the recent millage failed, to determine if this is a good location for a radio tower since it is the highest elevation in Muskegon County and can cover a large area. No action needs to be taken at this time as they will also have to go to the Casnovia Township Planning Commission.

Administrator Eisenbarth noted that our Central Dispatch will not be connecting at this time, in the future we will have the option to hook into it. This information is just to update Commissioners and no motion is necessary.

PUBLIC COMMENT (on a non-agenda item)

County Clerk Nancy A. Waters addressed the Board thanking them for their support on the election. She stated to media that she expected a 60% and the turnout was actually 58.76%, which means we can expect 80% voter turnout in 2020.

County Clerk Waters also thanked Administrator Eisenbarth and Public Works Director Farrar for providing a designated parking spot for a Muskegon County Genealogical Society Volunteer for Wednesday between 1 p.m. and 5 p.m. After more than 45 years of volunteering and assisting researchers, the Genealogical Society informed County Clerk Waters that they would not be able to provide research assistance due to the parking issue, especially since most of their volunteers are seniors.

2018-440 **MOVED BY COMMISSION ENGLE, SECONDED BY COMMISSION MAHONEY, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:16 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, November 20, 2018.

Municipal Employees' Retirement System of Michigan

Amortization Extension Study – REVISED
Muskegon Co (6103)



GRS Retirement Consulting

800.521.0498 | P: 248.799.9000 | F: 248.799.9020 | www.grsconsulting.com

November 2, 2018

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report is a follow-up to our report issued October 29, 2019. This report includes additional analysis to supplement the prior report at the request of MERS staff. We understand that Muskegon Co is exploring issuing Long-Term Securities under PA 329 of 2012. At the direction of MERS Staff, we have incorporated anticipated proceeds from those securities to fund a portion of the Unfunded Actuarial Liability (UAL) in the analysis of the request for amortization extension. Our understanding is that reflecting such proceeds in advance is a departure from the standard request for amortization extensions anticipated in the MERS Actuarial Policy.

A discussion of pension obligation bonds is beyond the scope of this letter. However it is important for the County to understand and acknowledge the following implications of funding the UAL using pension obligation bonds:

1. **The County will continue to be responsible for funding the employer normal cost as long as there are active members in the plan,**
2. **The County will continue to be responsible for funding the remaining portion of the UAL after contributing the proceeds of the bonds,**
3. **The County will be responsible for funding any additional UAL resulting from future changes in actuarial assumptions adopted by the MERS Retirement Board,**
4. **If future financial or demographic experience is less favorable than assumed, additional UAL may emerge which would require additional County contributions, and**
5. **Fully funding the current UAL does not guarantee that there will be no employer contribution requirements in the future.**

This actuarial report was not developed for purposes of bond disclosures and may not be appropriate for that purpose. We are not experts at these types of disclosures. It is possible that we may have included material that is not appropriate to the situation, or that we may have omitted material that is appropriate or even required. We do not accept responsibility for errors in the bond disclosure even if such errors are directly related to the services we have performed. We are not registered municipal advisors with the SEC. Nothing in this report should be construed as advice to the County regarding the issuance of bonds.

The purpose of this report is to determine whether it is reasonable to extend the period over which the Outstanding Initial Unfunded Accrued Liability as of December 31, 2017 (the "UAL") is amortized, for participants covered by the MERS Defined Benefit plan sponsored by Muskegon Co. The County is requesting that the period for amortizing the UAL be extended to the maximum period allowed. Our analysis was prepared in the context of the MERS Defined benefit plan only. Any additional analysis regarding the financial condition of the employer is outside the scope of this project and it not our area of expertise.

This report should not be relied upon for any other purpose. Reliance on information contained in this report by anyone for anything other than the intended purpose could be misleading.

The information in this report is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting, and investment advice.

This report was prepared at the request of MERS and the municipality and may be provided only in its entirety by the municipality to other interested parties. Gabriel, Roeder, Smith & Company is not responsible for the consequences of any unauthorized use.

The results of this analysis and the conclusions drawn, are based on the unique participant data, benefit provisions, and funded status of Muskegon Co. Because each MERS municipality is unique in these respects, it is inappropriate to apply the conclusions in this report to another municipality.

The Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. This report was prepared using certain assumptions approved by the Board. The MERS Board adopted the actuarial assumptions based on the recommendations of the prior actuary. A description of these assumptions and methods can be found as follows:

- Plan Document, v03152018,
- Actuarial Policy, DOC 8062 (2018-05-01), and
- 2017 Appendix to the Annual Actuarial Valuation Report.

The Board is currently reviewing the Plan's economic assumptions and has a review of the demographic assumptions scheduled during 2019-2020. Changes resulting from these studies will have an impact on the level of calculated employer contributions.

Request for Extension of the Amortization Period

Muskegon Co has requested that the period for amortizing the Outstanding Initial UAL as of December 31, 2017 be extended from the current period (summarized in the following table) to the maximum period allowed, beginning with the 2019 fiscal year contribution. As a result of their overfunded status, Divisions 19 and 42 were excluded from the request.

Division(s)	Current Period (Years)
01, 04, 10, 14, 20, 22, 23, 24, 25, 90, 91	16
11, 15, 17	14
12	8
13	6
41	10

Actuarial standards of practice (ASOPs) provide guidance for actuaries selecting or making recommendations on contribution allocation procedures that are generally not prescriptive. In other words, the ASOPs do not spell out specific amortization periods or other policy elements for actuarial approval. As the actuary to the plan, we look to the MERS Retirement Board for stated goals and objectives to guide us in our analysis.

Our understanding is that the amortization extension policy as described in Section III. Subsection 4. of the MERS Actuarial Policy only applies to the Initial UAL, allows for flexibility in the length of reset period, the type of amortization (level percent of pay or level dollar), and the treatment of the number of years of decreasing amortization. Additional restrictions apply to closed (non-linked) division which is the case for each division requesting an extension.

Furthermore, we understand that many of the affected divisions in this plan closed prior to September 12, 2016 and adopted the first of the two stated amortization acceleration policies of Section III. Subsection 2. of the MERS Actuarial Policy, “accelerate to 5 years.” The second amortization acceleration policy, “accelerate to 15 years,” stated above provides clear guidance on an alternative amortization policy approved by the Board.

In the event that our understanding of the MERS Actuarial Policy as described in this report differ from MERS’ past practice or interpretation, please let us know and we will revise the report as needed.

We approve an extension to the accelerate to 15 years policy independent of whether or not the County issues bonds, as noted in our prior report dated October 29, 2018.

MERS Staff requested that we consider a period of at least 20 years in conjunction with the County’s bonding objectives. As the actuary for the System, our task is to advise the Retirement Board in their role as fiduciaries on the amount needed to fund the plan to accumulate sufficient assets to pay benefits when

due. To be clear, we are not the actuary for the County and any analysis of amortization periods of 20 years or longer at the request of MERS Staff is not to be construed as an actuarial opinion for the County in regards to their bonding. For purposes of the analysis in this report, Alternative Policy 1 is described as follows.

		Alternative Policy 1	
Division(s)	**Current Period (Years)**	**Extended Period (Years)**	**Policy for Future Changes to the Period**
01, 04, 10, 14, 20, 22, 23, 24, 25, 90, 91	16	20	Decrease by one year each year until paid off
11, 15, 17	14	20	Decrease by one year each year until paid off
12	8	20	Decrease by one year each year until paid off
13	6	11	Decrease by one year each year until paid off
41	10	20	Decrease by one year each year until paid off

Extending the amortization period does not alter the promised benefits, and so does not change the ultimate cost of providing those benefits. It does lower contribution levels in the short term, by extending the period of time over which the contributions are required to be made. Therefore, extending the amortization period is a deferral of contributions to future years. Depositing bond proceeds improves the funded status immediately which is expected to reduce future UAL contributions if all assumptions are met.

Whether or not the analysis includes bond proceeds, extending the amortization period does not improve the funding goal of adequacy, and runs counter to the goal of intergenerational equity. Lengthening the amortization period means missed opportunities for investment earnings, puts a greater burden on future taxpayers, and reduces the financial security for members covered under the plan. The MERS Actuarial Policy as adopted by the Retirement Board does not provide additional specific guidance on the definitions or relative weighting of the aforementioned policy objectives.

Analysis

We have prepared projections of the current funding policy and Alternative Policy 1, using the following:

- The same benefits that were used in preparing the December 31, 2017 annual actuarial valuation report.
- We understand that the County is evaluating a change in benefit structure (bridging benefits to a lower multiplier and freezing the FAC at the date of bridge) for Divisions 10, 11, 15, 17, 22, 23, 25, and 91. The proposed effective date for this change in benefit



structure is December 1, 2018. Due to the short turnaround of this request, no changes in benefits were modeled.

- The County anticipated receiving and contributing $42.7M of bonding proceeds. At the request of MERS Staff, our revised analysis includes this potential change in fiduciary net position, assumed to occur at January 1, 2019 and applied to the Outstanding Initial UAL. MERS Staff also indicated that the County intends to repay the issued debt over 20 years, that Treasury generally requires the debt repayment period to be no longer than the UAL amortization period, and that we consider amortization periods of at least 20 years in our analysis.
- The County may also contribute an additional $6.9M in employer contributions, disbursed among Divisions 01, 11, 17, and 90. At the request of MERS Staff our revised analysis includes this potential change in fiduciary net position, assumed to occur at January 1, 2019 and applied to the Outstanding Initial UAL, whereas the prior study excluded it.
- Current valuation assumptions (except where otherwise noted), and an assumed annual rate of return on the market value of assets of 7.75%. The results of these projections are shown on page 8 of this report.
- Sensitivity scenario assuming an annual rate of return on the market value of assets of 6.75%. Liabilities were based on a 6.75% discount rate to reflect the lower asset return assumption in this scenario. All other current valuation assumptions are unchanged. The results of these projections are shown on page 9 of this report.
- The calculations do not reflect the phase-in of the new assumptions.

As with the prior study, we also analyzed the following statistics for each division and for the entire plan in order to reach our conclusion:

- The current and projected funded percentage.
- Retiree funded percentage. This is the portion of retiree liability that is currently covered by plan assets (excluding any active or terminated vested account balances).
- Average age of retirees and average age of actives as of December 31, 2017.
- Ratio of actives to retirees.
- Net cash-flows of the plan and each division as a percent of assets.

Depositing the bond proceeds and the additional employer contributions will immediately improve the overall funded status and would improve the retiree funded percentage to 100% in most divisions. The net cash flows would be significantly positive in the year of deposit (the bond proceeds are expected to exceed the current year's benefit payment), but absent a change in policy, the reduction in future contributions would make the net cash flows as a percent of assets more negative changing from approximately (5.5)% to (6)% - (7)% of assets over the next few years. As discussed in our prior report, the more negative the net cash flow gets, the greater the risk that investment return will not be sufficient to prevent reduction in plan assets over time.

Other actuarial considerations include the average remaining service lifetime for future actives in closed divisions and the concept of negative amortization. For all divisions with active members, the remaining

active service lifetime varies between 3 and 13 years, well below the accelerate to 15 policy approved by the Board. Negative amortization is the scenario where the UAL dollar amount is expected to increase year-to-year because the amortization payment is smaller than the interest credit on the outstanding UAL balance. Negative amortization can be a natural consequence in an amortization policy with longer amortization periods. Prolonged periods of negative amortization can add risk to the plan if the UAL increases but is never paid off. Under the 7.75% assumed discount rate, negative amortization occurs until the amortization period reduces to approximately 18 years. These facts would support decreasing the amortization periods, not increasing them.

One other factor which we mentioned in our October 29, 2018 report but did not emphasize strongly is that the Retirement Board may adopt new actuarial assumptions which could increase contributions in the next few years. While we are unable to assess the County's financial conditions, we observe that the request for an amortization extension is a one-time request. If this request is granted now and contributions increase in the next few years, the County would not have the ability to request an additional extension. This was part of our analysis for our original conclusion.

Conclusion

In general, our preference as the actuary is to caution against decreasing employer contributions.

Based on the results of our current and prior analysis we have concluded that allowing an extension of the amortization period (for the Outstanding Initial UAL as of December 31, 2017) under the Alternative Policy (as shown in the October 29, 2018 letter) may be approved. As discussed in our prior report, the plan as a whole is projected to be 100% funded in all divisions by December 31, 2035, five years later than the current expectation.

Regarding the specific request to study periods of 20 years or longer, Alternative Policy 1, is also approved. However we believe that there is a risk that future contribution increases may occur that negatively affect the contributions to such an extent that the County may seek further relief after having exhausted their one opportunity for an amortization extension. We are unable to assess the County's ability to make contributions when due and such an assessment is outside our area of expertise and the scope of this assignment. However, we recommend that if the amortization periods are extended to 20 years, MERS begins invoicing future contributions to the County under the 6.75% assumed rate of return scenario.

Other alternative funding policies may also be acceptable such as a level dollar amortization or use of another lower discount rate. For reference, we have included a GRS publication on solvency liability which has a discussion on bonding, pension funding, and risk.

Ultimately, whether the plan accumulates enough assets to pay the benefits promised will depend, among other things, upon the plan sponsor's and the members' ability to make the contributions. If the plan sponsor makes at least the required minimum contributions (under the current policy or under the proposed longer amortization policy), the plan is expected to pay the benefits promised if future experience is in line with the actuarial assumptions used.

MERS staff and the actuaries will monitor the funding progress of all divisions. While not currently anticipated, the actuaries may recommend changes to the amortization policy in the future if it is deemed necessary for the financial security of the benefits promised under this plan.

David T. Kausch and Rebecca L. Stouffer are Members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

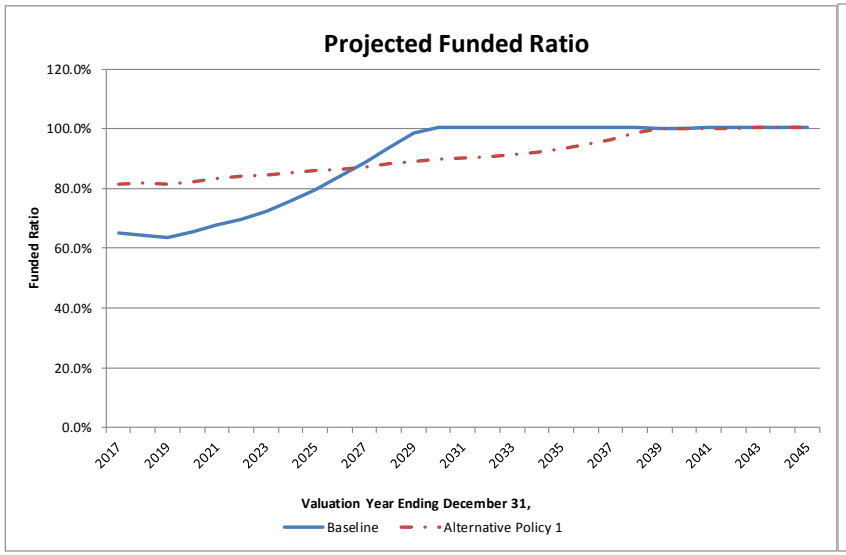
If you need further information to make an informed decision, please contact MERS at 800.767.6377 for assistance.

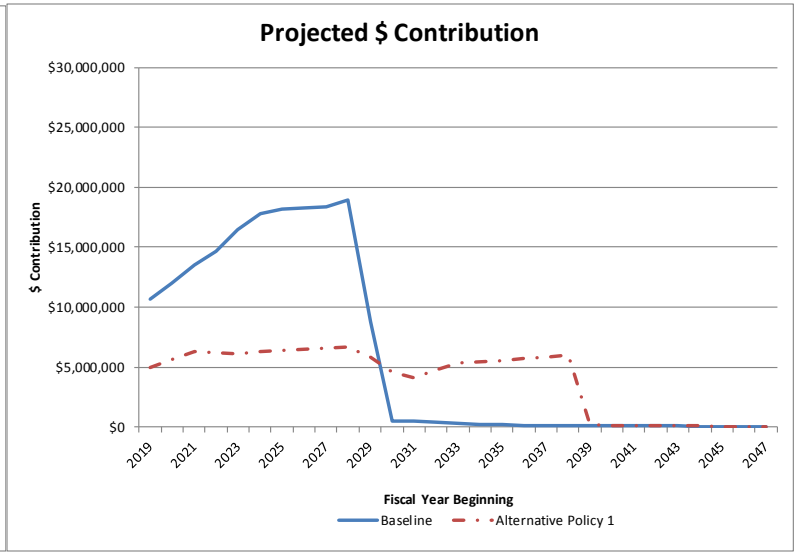
Sincerely,

David T. Kausch, FSA, EA, FCA, MAAA, PhD
Chief Actuary

Rebecca L. Stouffer, ASA, FCA, MAAA
Consultant

Municipal Employees' Retirement System of Michigan
Muskegon Co. (6103) – Total of All Divisions
7.75% Assumed Annual Market Return





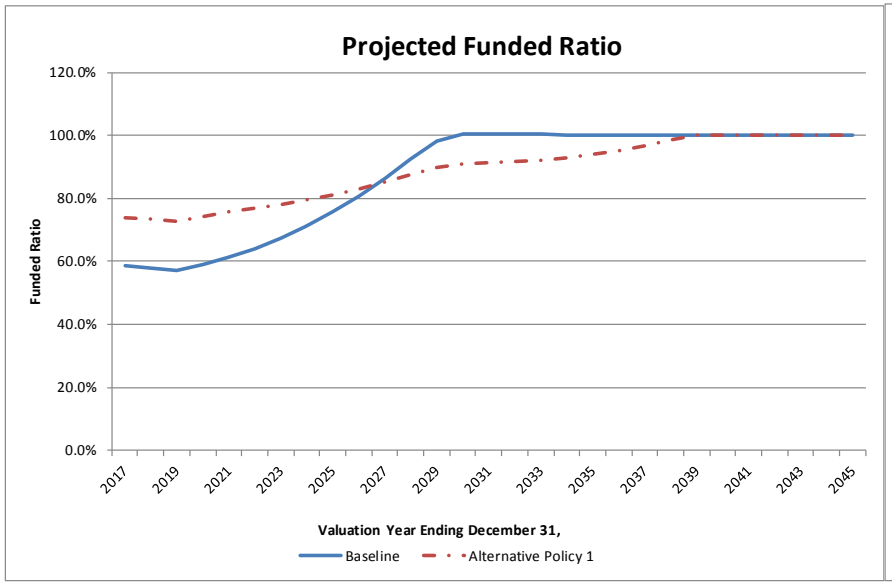
Baseline – Current Policy
Alternative Policy 1 – see description on page 6 of this report.

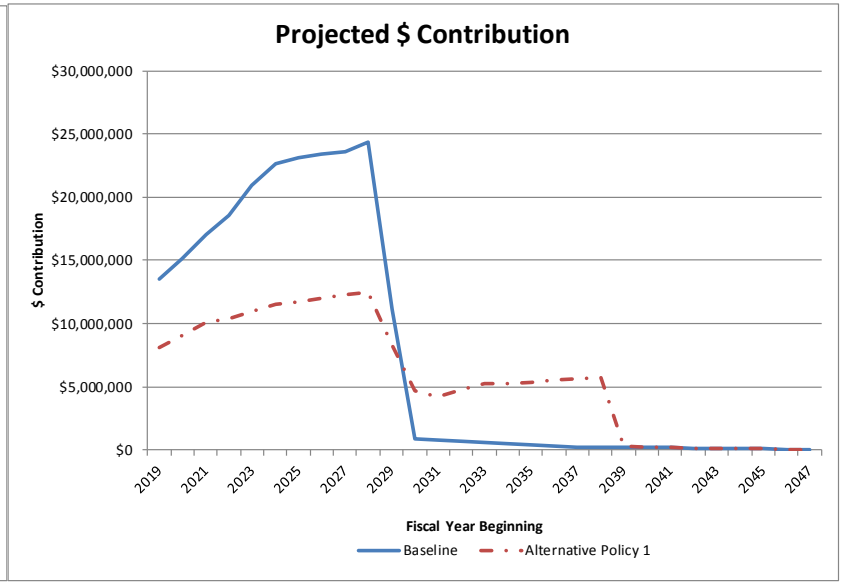
	Baseline			Alternative Policy 1				Baseline	Alternative Policy 1
Valuation Year Ending December 31,	Actuarial Accrued Liability	Valuation Assets	Funded Ratio	Actuarial Accrued Liability	Valuation Assets	Funded Ratio	Fiscal Year Beginning January 1,	Total Employer Contribution	Total Employer Contribution
2017	$280,700,000	$182,400,000	65%	$280,700,000	$229,000,000	82%	2019	$10,700,000	$5,000,000
2018	284,700,000	183,300,000	64%	284,700,000	232,900,000	82%	2020	12,000,000	5,600,000
2019	289,100,000	184,300,000	64%	289,100,000	235,300,000	81%	2021	13,600,000	6,340,000
2020	293,200,000	192,200,000	66%	293,200,000	241,600,000	82%	2022	14,700,000	6,170,000
2021	296,800,000	201,000,000	68%	296,800,000	247,900,000	84%	2023	16,500,000	6,120,000
2022	299,800,000	209,500,000	70%	299,800,000	252,200,000	84%	2024	17,800,000	6,320,000
2023	302,300,000	219,200,000	73%	302,300,000	255,900,000	85%	2025	18,100,000	6,410,000
2024	304,000,000	230,600,000	76%	304,000,000	259,000,000	85%	2026	18,300,000	6,510,000
2025	304,900,000	243,200,000	80%	304,900,000	261,800,000	86%	2027	18,400,000	6,590,000
2026	305,000,000	256,100,000	84%	305,000,000	264,000,000	87%	2028	18,900,000	6,690,000
2027	304,100,000	269,500,000	89%	304,100,000	265,700,000	87%	2029	8,740,000	5,810,000

* *The amortization schedules shown above assume all actuarial assumptions are met in future years, including actuarial and market rates of return at the stated interest rate.*

^ *There has been a change in actuary and actuarial software since the December 31, 2017 valuation. As a normal part of any actuarial transition, modeling the current benefits in new actuarial software may result in a change in value when compared to the published 2017 annual valuation.*

Municipal Employees' Retirement System of Michigan
Muskegon Co. (6103) – Total of All Divisions
6.75% Assumed Annual Market Return





Baseline – Current Policy
Alternative Policy 1 – see description on page 6 of this report.

	Baseline			Alternative Policy 1				Baseline	Alternative Policy 1
Valuation Year Ending December 31,	Actuarial Accrued Liability	Valuation Assets	Funded Ratio	Actuarial Accrued Liability	Valuation Assets	Funded Ratio	Fiscal Year Beginning January 1,	Total Employer Contribution	Total Employer Contribution
2017	$310,000,000	$182,400,000	59%	$310,000,000	$229,400,000	74%	2019	$13,500,000	$8,160,000
2018	314,000,000	181,600,000	58%	314,000,000	231,200,000	74%	2020	15,200,000	9,090,000
2019	318,400,000	181,500,000	57%	318,400,000	232,100,000	73%	2021	17,000,000	10,100,000
2020	322,400,000	190,300,000	59%	322,400,000	239,100,000	74%	2022	18,600,000	10,400,000
2021	325,800,000	200,400,000	62%	325,800,000	246,500,000	76%	2023	20,900,000	11,000,000
2022	328,700,000	210,500,000	64%	328,700,000	252,200,000	77%	2024	22,600,000	11,500,000
2023	330,800,000	222,400,000	67%	330,800,000	258,000,000	78%	2025	23,100,000	11,800,000
2024	332,100,000	236,500,000	71%	332,100,000	263,900,000	79%	2026	23,400,000	12,000,000
2025	332,600,000	252,200,000	76%	332,600,000	269,900,000	81%	2027	23,600,000	12,300,000
2026	332,100,000	268,500,000	81%	332,100,000	275,700,000	83%	2028	24,300,000	12,500,000
2027	330,600,000	285,500,000	86%	330,600,000	281,400,000	85%	2029	11,200,000	8,260,000

* *The amortization schedules shown above assume all actuarial assumptions are met in future years, including actuarial and market rates of return at the stated interest rate.*

^ *There has been a change in actuary and actuarial software since the December 31, 2017 valuation. As a normal part of any actuarial transition, modeling the current benefits in new actuarial software may result in a change in value when compared to the published 2017 annual valuation.*

Additional Supporting Data

We used the allocation of lump sum on POB proceeds as provided and did not review the allocation methodology.

Date of Contribution (Assumed January 1, 2019)			
Division	**Lump Sum**	**POB Proceeds**	**Total**
1	$4,305,000	$ 0	$4,305,000
4	0	0	0
10	0	5,356,680	5,356,680
11	1,627,000	12,689,530	14,316,530
12	0	920,000	920,000
13	0	657,155	657,155
14	0	0	0
15	0	362,000	362,000
17	894,000	8,514,460	9,408,460
19	0	0	0
20	0	1,054,200	1,054,200
22	0	5,756,332	5,756,332
23	0	6,862,800	6,862,800
24	0	33,550	33,550
25	0	0	0
41	0	478,542	478,542
42	0	0	0
90	77,000	0	77,000
91	0	0	0
	6,903,000	42,685,249	49,588,249

Important Comments

1. The actuarial value of assets used to determine both the funded ratio and the required employer contribution is based on a smoothed value of assets. Only a portion of each year's investment market gain or loss is recognized in the current actuarial value of assets; the remaining portions of gains and losses will be reflected in future years' actuarial value of assets. This reduces the asset volatility impact on the determined required employer contribution and funded ratio. The smoothed actuarial rate of return for 2017 was 6.08%.

   As of December 31, 2017, the actuarial value of assets is 101% of market value. This means that there is a net outstanding asset loss that is not yet recognized in the actuarial value of assets. Absent future asset gains offsetting the net outstanding asset loss, the net outstanding asset loss will be recognized in future actuarial valuations and is expected to decrease funded ratios and increase employer contribution requirements.

2. Unless otherwise indicated, a funded status measurement is based upon the actuarial accrued liability and the actuarial value of assets. The measurement is:

   a. Inappropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligations.
   b. Inappropriate for assessing benefit security for the membership.
   c. Dependent upon the actuarial cost method which, in combination with the amortization policy and asset valuation method, affects the timing and amounts of future contributions. The amounts of future contributions will differ from those assumed due to future actual experience differing from assumed.

   A funded status measurement of 100% is not synonymous with no required future contributions. If the funded status were 100%, the Plan would still require future normal cost contributions (i.e., the cost of the active membership accruing an additional year of service credit).

3. The results do not show the potential impact on other post-employment benefits (such as retiree health care insurance) or ancillary benefits (such as life insurance).

4. The results of separate actuarial valuations generally cannot be added together to produce a correct estimate of the employer contributions. The total can be considerably greater than the sum of the parts due to the interaction of various plan provisions and assumptions used.

5. Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of this supplemental actuarial valuation does not include an analysis of the potential range of such future measurements.

6. The calculations are based upon assumptions regarding future events, which may or may not materialize and proposed plan provisions. The actual impact of the proposed plan change(s) will change over time as actual experience emerges. Contact your MERS representative at 800.767.MERS if you believe that:

    a. The assumptions are unreasonable,
    b. The plan provisions are missing or incorrectly described,
    c. Conditions have changed since the calculations were made,
    d. The information provided in this report is inaccurate or is in any way incomplete, or
    e. You need further information to make an informed decision.

7. Unless otherwise noted, the following information, assumptions, and funding methods were used in the projections under the various options:

    a. Demographic, financial information, and benefit provisions provided by MERS for the December 31, 2017 valuation.
    b. The assumptions and methods used in the December 31, 2017 annual valuation.
    c. All demographic assumptions will be met during the projection period.
    d. If new hires are included in the valuation, the active population is assumed to remain stable during the projection period.
    e. Demographic assumptions under the DC plan are unchanged from those of the DB plan, if applicable.
    f. The Market Value of Assets will earn the assumed investment return each year during the projection period.
    g. There will be no benefit changes during the projection period.
    h. The employer contributions through September 30, 2019 are not affected, and are based on previous annual actuarial valuations.

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Thursday, November 20, 2018
4:01 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark Eisenbarth, County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-441 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-442 **APPROVE THE REGULAR MINUTES OF NOVEMBER 8, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the Regular Minutes of November 8, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

COMMUNICATIONS

The following item was provided to Commissioners for information: (See Attachment)

- Huron County Board of Commissioners Resolution: Opposition to SB 396 (S-5)

COMMITTEE/BOARD REPORTS

2018-443 **WAIVE SITE PLAN REVIEW BY THE ARCHITECTURAL REVIEW COMMITTEE FOR THE PREIN & NEWHOF PROJECT AT THE AIRPORT BUSINESS PARK, AND TO AUTHORIZE THE BOARD CHAIR TO EXECUTE APPROPRIATE DOCUMENTS TO IMPLEMENT WAIVER**

TR18/1-36
The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to waive site plan review by the Architectural Review Committee for the Prein & Newhof project at the Airport Business Park, and to authorize the Board Chair to execute appropriate documents to implement waiver.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-444 **AUTHORIZE STAFF TO ISSUE A REQUEST FOR QUALIFICATIONS FOR HYDROGEOLOGICAL ENVIRONMENTAL CONSULTANT SERVICES AT THE MUSKEGON COUNTY AIRPORT**

TR18/11-37
The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize staff to issue a Request for Qualifications for hydrogeological environmental consultant services at the Muskegon County Airport.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-445 **AUTHORIZE THE MUSKEGON AREA TRANSIT SYSTEM TO OFFER FOR SALE TO THE HIGHEST RESPONSIBLE BIDDER, AS IDENTIFIED THROUGH COUNTY VEHICLE DISPOSAL PROCEDURES, ONE (1) 2010 SMALL BUS, FOUR (4) 2011 SMALL BUSES, AND ONE (1) 1994 MINIVAN THAT HAVE MET THEIR USEFUL LIFE, AND AUTHORIZE THE MUSKEGON TROLLEY COMPANY TO PURCHASE UNIT 1104 IF THE AUCTION RESERVE VALUE IS NOT MET**

TR18/11-38

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize the Muskegon Area Transit System to offer for sale to the highest responsible bidder, as identified through County vehicle disposal procedures, one (1) 2010 small bus, four (4) 2011 small buses, and one (1) 1994 minivan that have met their useful life, and authorize the Muskegon Trolley Company to purchase Unit 1104 if the auction reserve value is not met.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-446 **AUTHORIZE THE MUSKEGON AREA TRANSIT SYSTEM TO CONDUCT SMALL PURCHASE SOLICITATIONS FOR UP TO 120 CONCRETE BUS STOP BENCHES AND UP TO 18 BUS SHELTERS**

TR18/11-39

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize the Muskegon Area Transit System to conduct small purchase solicitations for up to 120 concrete bus stop benches and up to 18 bus shelters.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-447 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $7,929,087.54, COVERING THE PERIOD OF OCTOBER 19, 2018 THROUGH NOVEMBER 2, 2018 FOR CHECKS AS PRESENTED BY THE COUNTY CLERK**

WM18/11-139

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $7,929,087.54, covering the period of October 19, 2018 through November 2, 2018 for checks as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-448 **APPROVE THE AMENDED FINANCIAL POLICIES AS ATTACHED**

WM18/11-140

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the amended Financial Policies as attached.

Administrator Eisenbarth noted a correction to page 11 for the Administrative Spending Authority which was revised this summer to be $15,000. (See attached)

2018-449 **FRIENDLY AMENDMENT TO CORRECT THE ATTACHMENT FOR THE ADMINISTRATIVE SPENDING AUTHORITY TO READ $15,000**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, for a friendly amendment to correct the attachment for the Administrative Spending Authority to read $15,000.

Voice vote **Motion Carried**

Roll Call on motion amended:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-450 **AUTHORIZE MUSKEGON COUNTY TO CONTINUE MEMBERSHIP WITH THE MICHIGAN TRANSIT POOL FOR MATS GENERAL LIABILITY AND AUTO LIABILITY INSURANCE COVERAGE FOR POLICY PERIOD 12/1/2018 THROUGH 11/30/2019 WITH AN ANNUAL CONTRIBUTION OF $134,396.00 PAID IN QUARTERLY INSTALLMENTS**

WM18/11-141

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Muskegon County to continue membership with the Michigan Transit Pool for MATS General Liability and Auto Liability Insurance coverage for policy period 12/1/2018 through 11/30/2019 with an annual contribution of $134,396.00 paid in quarterly installments.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-451 **APPROVE TO CANCEL THE COMMUNITY DEVELOPMENT/STRATEGIC PLANNING COMMITTEE MEETING FOR THURSDAY, NOVEMBER 15TH, 2018, DUE TO LACK OF ACTION ITEMS**

WM18/11-143
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve to cancel the Community Development/Strategic Planning Committee meeting for Thursday, November 15th, 2018, due to lack of action items.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

REMOVED FROM AGENDA PRIOR TO ACTION:

WM18/11-142
To award Board and Care of Impounded Dogs and Animal Control services, Alternate #_____ to _____ pursuant to RFP 19-2318; authorize Corporate Counsel to finalize the contract and authorize the Board Chair to sign contract.

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2018-452 **APPOINT THOMAS HARDY AND JANINE NORWOOD TO THE HEALTHWEST BOARD WITH TERMS THROUGH 3/31/2022**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Mahoney, to appoint Thomas Hardy and Janine Norwood to the HealthWest Board with terms through 3/31/2022.

Commissioner Hughes asked if the recommendation came to the County from the HealthWest Board or from applications. Commissioner Cross indicated the HealthWest Board reviewed the applications and made the recommendations and Commissioners were also involved.

Voice vote **Motion Carried**

2018-453 **REAPPOINT JUDY KELL AND PAT SHAFER TO THE SENIOR ACTIVITIES COMMITTEE WITH TERMS THROUGH 12/31/22 (AGED OVER 60 SLOTS)**

The Chairman recommends, moved by Commissioner Nash, seconded by Commissioner Mahoney, to reappoint Judy Kell and Pat Shafer to the Senior Activities Committee with terms through 12/31/22 (Aged Over 60 slots).

Voice vote **Motion Carried**

2018-454 **REAPPOINT LEWIS COLLINS AS A MUSKEGON COUNTY ROAD COMMISSIONER WITH A TERM THROUGH 12/31/25 (SERVICE AREA SLOT)**

The Chairman recommends, moved by Commissioner Nash, seconded by Commissioner Engle, to reappoint Lewis Collins as a Muskegon County Road Commissioner with a term through 12/31/25 (Service Area slot).

Voice vote **Motion Carried**

ADMINISTRATOR'S REPORT

Administrator Eisenbarth provided the State of Michigan Treasurer Update noting this is the first time they have seen a plan that involves the employees, through the union contract, being willing to reduce their multiplier; Users Committee of Wastewater willing to pay 6.9; MERS willing to re-evaluate amortization; and the Board willing to go out for a pension bond and we expect approval from them next week.

2018-455 **APPROVE THE REVISED COMPREHENSIVE FINANCIAL PLAN AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN AND RESUBMIT TO THE MICHIGAN DEPARTMENT OF TREASURY**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve the revised Comprehensive Financial Plan and authorize the County Administrator to sign and resubmit to the Michigan Department of Treasury.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

OLD BUSINESS

Commissioner Hughes asked about the Board Work Session that was cancelled, will that information be provided before the end of enrollment. Administrator Eisenbarth noted that presentation is a different item and does not deal with the enrollment.

NEW BUSINESS

Bob Lukens, Community Development Director, provided a presentation on the development of the Convention Center. It was noted that the City will own the Convention Center for the first 20 years and the County will be making the bond payments through Accommodation Tax funds. Expected completion date of the Convention Center is planned for the first quarter of 2021.

Mr. Lukens also informed Commissioners that two new hotels are going up on Sternberg for an additional 200 rooms and in Muskegon Heights, the former Holiday Inn on Hoyt will be Motel 6 for another 80 – 90 rooms and the former Red Roof Inn is going back to being a Days Inn.

Discussion continued about the benefits of the changes to the L.C. Walker Arena as more of an entertainment facility.
Commissioner Scolnik mentioned that a big deal is coming with the old K-Mart store in Norton Shores.

Administrator Eisenbarth noted a letter from the Muskegon County Chamber of Commerce has asked for support for the economic development of Muskegon and Muskegon Heights for three projects: the Sherman Corridor; Muskegon Waterfront Development; and expansion of the Muskegon Port City Industrial Park.

2018-456 **SUPPORT THE LETTER FROM THE CHAMBER OF COMMERCE**

Moved by Commissioner Hughes, seconded by Commissioner Foster, to support the letter from the Chamber of Commerce.

Voice vote **Motion Carried**

PUBLIC COMMENT (on a non-agenda item)

Kristen Wade, Human Resources Director, reminded everyone that Open Enrollment ends November 30th for Commissioners and Employees if they want the County Medical Insurance or to waive the County Medical and take the Benefit Option forms are due November 30th.

Commissioners wished everyone a happy and safe Thanksgiving.

2018-457 **MOVED BY COMMISSION NASH, SECONDED BY COMMISSION MAHONEY, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:40 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, December 11, 2018.

No. 18-131C

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, roads are the backbone to the social, cultural, and economic stability of Huron County and our region; and

WHEREAS, Senate Bill (SB) 396 (S-5) passed and reported out of the Senate Transportation Committee on September 6, 2018, allows exemptions from seasonal weight restrictions (also known as "frost laws") to the forest product industry during the spring thaw when roads are the most vulnerable to damage from heavy loads; and

WHEREAS, it is a fact that in Huron County and throughout all Northern states that roads become soft in the spring as frost melts, and applying unrestricted 164,000-pound truck loads and traffic on soft roads, whether paved or unpaved, is poor public policy that defies common sense when it comes to road preservation, and will lead to significant damage to the road system, economic damage in Huron County, and an increased risk to drivers in our region; and

WHEREAS, SB 396 also grants exemptions to the forest industry that will allow the hauling of forest products and transport of equipment on the public road system without obtaining proper permits from road authorities at all times of the year; and

WHEREAS, the provisions of SB 396 ***will result in costly damage to the public road system which is the opposite of what the Michigan Legislature and the people of Michigan called for in the 2015 Michigan Transportation Package***; and

WHEREAS, the provisions of SB 396 ***will negatively impact the traveling public*** accessing the road system, resulting in burdening road authorities with expensive reactive maintenance repairs and significantly increased taxpayer costs and township contributions to maintain the public road system; and

WHEREAS, the provisions in SB 396 and subsequent impacts to the local road system will negatively impact the health, safety, and welfare of the Huron County residents and the traveling public; and

WHEREAS, the Huron County Board of Commissioners and the Huron County Road Commission work closely with the logging industry to accommodate this valuable contributor to the Michigan economy, while also continuously monitoring road conditions and permitting the logging industry to move equipment and material on roads when the roads can structurally support such loading without negatively impacting the road system and the traveling public; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners hereby strongly opposes SB 396 (S-5); and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan counties, Representative Canfield, Senator Pavlov, Governor Snyder, and Michigan Association of Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE

David G. Peruski, Chairman

Steve Vaughan, Vice Chairman

John A. Nugent, Member

Dated: November 14, 2018

VOICE / ROLL CALL VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	☑	☐	☐	JOHN L. BODIS	☑	☐	☐
DAVID G. PERUSKI	☑	☐	☐	RON WRUBLE	☑	☐	☐
TODD TALASKI	☑	☐	☐	JOHN A. NUGENT	☑	☐	☐
STEVE VAUGHAN	☑	☐	☐				

RESOLUTION: ☑ ADOPTED ☐ DEFEATED ☐ TABLED

COUNTY OF MUSKEGON
MUSKEGON COUNTY BOARD OF COMMISSIONERS
FINANCIAL POLICIES
POLICY NO. 2010-536
APPROVAL DATE: SEPTEMBER 28, 2010
REVISION DATE: September 13, 2012
EFFECTIVE DATE: October 1, 2012
REVISION DATE: November 20, 2018

Travel Policy:
This policy applies to all Board members, elected officials, employees, and agents of the County as defined in Board Rule XVIII of the *Rules of the Muskegon County Board of Commissioners*.

Travel within the state by employees of the County shall require only the approval of their Director. Interstate travel requires that a travel authorization form be completed and prior approval must be obtained by the Administrator and Board of Commissioners Chair. The County will pay for all approved travel as long as these conditions are met:

1. If traveling by air, flights **must** be in and out of Muskegon County Airport. An exception to such rule shall be in the case of an emergency situation or if an undue delay in travel would result from the application of this rule.

2. The mode of transportation selected shall be the most economical available to provide necessary connections and to accommodate meeting schedules. County will pay for the most economical option of travel.

In the case that an employee decides to fly when it is more economical to drive, the County will only pay the expenses for driving, the employee is responsible for the difference.

Reimbursement for meals will be limited to the IRS per diem (M&IE, which is Meals and Incidental Expenses) rates. The County does not reimburse for alcoholic beverages. **Reimbursement for in-county meals for meetings including only County directors, department heads, managers and staff, is prohibited unless participants are working an extended period of time and approval has been received from the Administrator.**

Board of Commission members are eligible for reimbursement of a stipend of $50.00 per day for travel outside the County of Muskegon, while on official County business at a limit of 15 days per calendar year.

Department Heads and staff may attend conferences, meetings and seminars pertaining to their respective field of expertise or necessitated by county business as long as sufficient funds exist within their departmental budgets.

The Muskegon County Board of Commissioners Board Rule XVIII - *Governing Claims for Personal Expenses Incurred in the Official Conduct of County Business* further

defines the County's travel rules and regulations.

Cell Phone Policy:
The County will provide cellular phone service for select employees to be used for business purposes as determined by their Director. . The purchasing of equipment must flow through the Information Technology department and the most cost effective phone will be made available. Nonbusiness cell phone use shall be reimbursed by the employee. See separate Cell Phone Policy (2015-142)

Pay Correction Policy:
The County will make corrections to pay errors in the next pay, regardless of the origin of the error. However, if the error is greater than 8 hours of regular pay, an additional check may be issued to the employee in the current pay. If the error has no net pay effect, i.e. charged sick instead of vacation, even if it is greater than 8 hours, the adjustment will be made in the next pay.

The department must send a written request to payroll, either an e-mail or inter-office memo, stating the date and number of hours that need to be corrected.

Grants Policy:
A Grant Information form shall be completed and submitted with the grant request at the time Board approval is requested. A partially completed form can be submitted as a budget request to the budget office for initial review and for budget consideration. After Board approval, a completed copy of the form shall be submitted to the Accounting Office with a copy retained by the department.

No locally generated revenues will be used to replace original funding for activities, which are or have been the responsibilities of the Federal and State governments. Grant applications to fund new service programs with Federal and State funds should be reviewed by the County Board with significant consideration given to whether locally generated funds will be required to support these programs when original funding is no longer available.

Grant fund positions will automatically be sunsetted unless a majority affirmative vote by the Board of Commissioners to continue the positions is approved and the sources of continued funding are identified.

See separate Grant Management Policy and Procedure (2015-500)

Audit Policy:
A comprehensive financial audit and Federal Single Audit of the County of Muskegon shall occur annually in accordance with State and Federal regulations. Audits will be performed by certified public accountants who are licensed to practice in the State of Michigan and are in good standing with the Michigan Board of Accountancy. An audit contract will be signed for a period of not less than three and not

more than six years. The County Ways and Means committee shall serve as the audit committee and shall recommend all audit contracts and all annual financial audits of the County.

Board Held Checks Policy:
Accounts payable checks are held for Board approval. Exceptions to this policy are where the County receives a discount, where the County Board of Commissioners has given specific approval for the expenditure, where the holding of the check will cost additional funds (i.e. late fees), employee travel reimbursements, where the check is for personal services by an individual, where the check represents pass-through funds, where the check is making a payment required by an authoritative order, where the check is for community support critical relief efforts or when the County Administrator gives specific approval to release a check prior to Board approval.

Insurance and Reserve Policy:
The maintenance of insurance and reserves shall be in compliance with State, Federal and Local laws. Reserves shall only be held where there has been an actuarial completed or a third party with expertise in the area has provided a written estimate of reserves necessary in the normal course of business with the County. Excess reserves shall be returned to the funds by adjusting future charges in the same manner as was used for the initial charges.

Vendor Policy:
A completed Federal Form W-9 ("*Request for Taxpayer Identification Number and Certification*") should be on file with the County in advance of any accounts payable payment to a business, organization or individual.

When invoices and check requests are submitted for payment, Accounting Office staff may review vendor files for a Form W-9. If a Form W-9 is not currently on file and there is a phone number or e-mail for the payee, the Accounting Office may contact the vendor to request the Form W-9. If there is not a phone number or e-mail, the employee who approved the payment may be advised that payment is being withheld until a completed Form W-9 is received.

Procurement Policy:
The purchase of services, equipment, and other supplies shall be in accordance with the written Procurement Policy and Procedures Manual (2018-330) y as adopted by the Board of Commissioners. The main components of this policy are as follows:

- Budgeted expenditures of $3,499.99 and less do not require a Purchase Order. Use of a County issued purchase card is encouraged for purchases at this level in accordance with the purchasing card policy.

- Budgeted expenditures of $3,500.00 to $24,999.99 shall be secured through open market solicitation and, if practical, be based upon at least three (3) department collected written quotes and require a purchase requisition with department's internal required approvals which may include the Department Head,

Elected Official or Court Administrator approval.

- Expenditures between $25,000.00 and $149,999.99 require three (3) procurement collected written quotations and authorized by the appropriate County Board. Upon receipt of the formal quotations and the appropriate Board approval, a purchase requisition can be entered with department's internal required approvals which may include the Department Head, Elected Official or Court Administrator approval.

- Expenditures expected to cost $150,000.001 or more require competitive formal solicitations. The formal solicitations are completed by the Procurement Office with the Finance Director's authorization and the approval of the Board of Commissioners.

It is the responsibility of the Department Head, Elected Official or Court Administrator to set internal approvals.

All purchases $3,500.00 and over require the approval of the Procurement Office staff prior to making the purchase of the product or service. Approval by the Procurement Office will be made in accordance with the procedures set by the Director of Finance.

Administrator's Spending Authority:
The County Administrator has authority to expend sums up to $1,000 on his/her own authority. Prior to expending amounts in excess of $1,000 but no more than $15,000, the Administrator will consult and fully apprise the County Board Chair of the purpose of the proposed expenditure. With the Board Chair's approval, the Administrator is authorized to proceed with the expenditure but is required to report it to the Board of Commissioners within 30 days. See separate Administrator's Spending Authority Policy (2016-08)

Unallowable Purchases:
No expenditure shall be paid or reimbursed by public funds if it meets the Michigan Treasury Department definition of an unlawful expenditure. Examples include - but are not limited to - office refreshments, picnics, presents to officials or employees, and retirement recognition events.

Encumbrance Policy:
All encumbrances for approved purchase orders to a vendor, lapse at fiscal year end with the exception of the Public Health department and major multi-year capital projects.

Accounts Receivable and Debt Recovery Policy:
A policy for the collection of unpaid debts owed the County of Muskegon has been established by board motion 2004-316 and adopted on July 22, 2004, and last amended on November 19, 2009. When amounts are $500 or more, Corporate Counsel shall be responsible for filing of lawsuits in either District or Circuit Court for the departments. All other collection actions shall be done by the department responsible for the establishment of the receivable. Amounts of less than $500 can be written off administratively.

Debt Policy:
It is County policy to not issue debt to finance on-going operations. Debt may be issued to finance the construction of water and sewer disposal systems, buildings and infrastructure improvements, and to refund previously issued bonds. The County may pledge its full faith and credit behind these debt issues. These issues are only approved if the issuer has an established revenue stream to make the principal and interest payments.

State of Michigan law states that the County shall not increase its total debt beyond 10% of its assessed valuation. Muskegon County plans to always remain under this legal debt margin limitation. In order to keep bond interest costs down, the County will also strive to maintain or improve its bond ratings with Standard & Poors Financial Services and Moody's Investors Service. See separate Debt Management Policy (2011-192)

Investment Policy:
The County Treasurer shall invest public funds in a manner, which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the County. In accordance with Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of the County may be invested as follows:

a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.

c) Commercial paper rated as the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

d) Repurchase agreements consisting of instruments listed in subdivision (a).

e) Bankers' acceptances of United States banks.

f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

g) Mutual funds registered under the investment company act of 1940, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

h) Obligations described in (a) through (g) if purchased through an inter-local agreement under the urban cooperation act of 1967

i) The investment pools organized under the surplus investment pool act, 1985 PA 367,

129.111 to 129.118.

j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.41 to 129.150.

Indirect Cost Policy:
Central services indirect costs are allocated to user departments based on an allocable basis as established in a County-wide cost allocation plan. The plan is updated annually and submitted for federal approval with indirect costs charged back to the departments, generally on a monthly basis.

Accrual of Expense Policy:
Expense accrual procedures at fiscal year-end shall follow generally accepted accounting principles (GAAP) so that expenses are recognized when goods or services have been received on or before the last day of the fiscal year.

Accrual of Revenues Policy:
Revenues accrued at year end shall follow the County's revenue recognition procedures as outlined in the Summary of Significant Accounting Policies published in the annual audited financial statements.

Fees and Charges Policy:
The County will assess fees and charges as allowed by Federal or State law or local ordinances to provide established levels of County services as determined by the Board of Commissioners or by Federal or State mandates accepted by the Board.

Use of Non-Recurring Revenues Policy:
The County's policy is to avoid the use of one-time or non-recurring revenues for operational purposes and instead transfer those revenues to the Public Improvement Fund whenever practicable to be used for funding future capital projects.

Budgetary Approval Policy:
In accordance with Public Act 621, the Uniform Budgeting and Accounting Act, the County shall adopt a budget through an annual budget process, which concludes with the approval of an annual Appropriation Ordinance by the Board of Commissioners. Budget amendments after adoption of the Appropriation Ordinance require Board approval at the fund level for all funds except the General Fund. General Fund budget amendments require Board approval at the department level.

Any position labor distribution changes, regardless of financial impact, require Board approval except for Healthwest and within the Courts.

Balanced Budget Policy:
It is County policy for all funds to have a balanced budget either by having revenues greater than or equal expenditures or by allowing the use of excess fund equity/net position For any fund falling within

the State of Michigan definition of a deficit condition, a deficit elimination plan must be submitted to the State of Michigan Treasury Department following prescribed State rules.

Appropriations Policy:
All budget appropriations adopted by the Board of Commissioners to be spent in a particular fiscal year, lapse at the end of that fiscal year. Board approval for capital projects or other capital spending follows the timing stipulated by the approving Board resolution.

Position Control Policy:
The County of Muskegon generally maintains a "one position, one person" philosophy when it comes to position control. All County position additions, deletions and changes are to be authorized by the Board of Commissioners, Healthwest Board or Chief Judge. The Human Resources department maintains County position classifications and internally numbered identification. The Human Resources Office maintains individual position control based on Board of Commissioner Authorizations. The Payroll Office maintains individual position payroll records based on Human Resources authorizations.

Capital Budget Program Policy:
The County maintains a 5 year Capital Improvement Plan which is to be reviewed and updated in the annual budget process. Since capital improvements involve large sums of capital and long-term commitments, each capital project is carefully analyzed before it becomes a component of the program. Capital improvements recommendations include specific funding sources. Capital improvement projects are only recommended for approval if the funding sources are identified and available. The County takes a systematic approach to capital improvement programming to ensure that any personnel services or operating costs affected by capital spending decisions are included in the appropriate operating budget. The County insures and maintains its capital investments in order to reduce replacement cost.

Capitalization Policy:
The County capitalizes all fixed asset purchases with local funds costing $5,000 and over. Fixed asset purchases with Federal and State funds are capitalized at $5,000 and over. Federal and State funds fixed asset purchases between $1,000 and $5,000 are inventoried for internal tracking purposes.

Capital Asset Inventory Policy:
All major capital assets will be inventoried and their condition assessed on an annual basis. The information obtained from these procedures will be used in the financial planning of future capital asset purchases or construction.

Replacement of Physical Assets Policy:
If an equipment item becomes defective while under warranty and the item is replaced by the vendor/manufacturer, the Accounting Office will record the fixed asset number of the item to be replaced, description of item, serial number, serial number of the replacement equipment, location, and vendor/manufacturer name. The replaced equipment will be

assigned a new tag number.

Purchase Card Policy:
The use of County Purchase Cards shall be in accordance with the written Purchase Card Policy (2011-329) as adopted by the Board of Commissioners. In this policy, it is the responsibility of the Department Director, Court Administrator, Elected Official, and/or designated departmental assignee will be responsible for all activities relating to purchase cards in their department including, but not limited to the following:

a) Selection of employees authorized to use County purchase cards.

b) Execution of the Purchase Card Cardholder Agreement between the County of Muskegon and the employee for the use and care of the purchase card, before such purchase card is placed in the employee's custody for use.

c) Review of and proper implementation of the Purchase Card Policy and the provisions of the Purchase Card Procedures.

d) Determination of the specific official County business for which purchase cards may be used by departmental employees.

e) Determination of the type of categories of goods or services within the department for which the purchase cards may be used to purchase.

f) Determination of spending authorization limits for each employee receiving a purchase card in compliance with the Purchase Card Procedures.

g) Review and authorize all necessary documentation submitted by the employee using the County purchase card including, but not limited to:

i. documentation of the goods or services purchased
ii. the cost of the goods or services
iii. date of purchase
iv. the official County business for which purchased.

All documentation must be submitted by the employee with the monthly statement to the Department Director, Court Administrator, Elected Official and/or designated departmental assignee for approval within the timeframe outlined in the Purchase Card Procedures.

h) Monitor the system, policies and procedures within the department to ensure employees' responsibility for the purchase cards within the department and immediately notify the Program Administrator in the Accounting Office of any fraudulent or irresponsible use of purchase cards.

Unassigned General Fund Balance Policy:
The County of Muskegon shall strive to maintain a General Fund unassigned fund balance to provide a cushion for revenue shortfalls and emergencies. Based on prior year General Fund expenditures plus transfers out excluding extraordinary items, the target for the County is to have a 14-19 percent unassigned fund balance . In the event that the General Fund unassigned fund balance falls below 14-19 percent, the Board shall include in its financial priorities the objective of rebuilding the fund reserve back to the targeted 14-19 percent.

Fund Balance Policy:
In classifying components of fund balance of governmental funds presented in the audited financial statements, the County will follow the provisions of Government Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, including any subsequent GASB modifications.

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, December 11, 2018
4:01 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins

Excused: Robert Scolnik,

Also Present: Beth Dick, Finance Director/Assistant County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-458 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-459 **APPROVE THE REGULAR MINUTES OF NOVEMBER 20, 2018**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the Regular Minutes of November 20, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

PRESENTATIONS (See attached)

Commissioner Nash presented a Resolution to the Honorable Gregory C. Pittman in Recognition of being awarded the Michigan CASA Association Jurist of the Year 2018 Award. Judge Pittman thanked Commissioners and noted that it is an honor to work with the Court Appointed Special Advocates program (CASA) who work to serve the best interest of the children. Judge Pittman also recognized his Secretary, Jan Townsend for her support. (See attached)

Commissioner Wilkins presented a Resolution to Mr. Mr. Larry Gardner of Great Lakes Body Removal (GLBR) for his years of service to Muskegon County providing dignified transport to individuals who have lost their lives. Mr. Gardner thanked Commissioners. (See attached)

Commissioner Mahoney presented a Resolution to Jonathan Wilson for his service to Muskegon County as Economic Development Manager. Mr. Wilson thanked Commissioners and looks forward to working with the County through DTE Energy as a Community Partner. (See attached)

COMMITTEE/BOARD REPORTS

2018-460 **APPROVE THE PROSECUTOR TO APPLY FOR AND ACCEPT THE AMENDMENT TO THE FY2019 CRIME VICTIM RIGHTS GRANT, TO AMEND THE BUDGET ACCORDINGLY, AND TO APPROVE THE CREATION OF AN ADDITIONAL FULL-TIME CRIME VICTIM RIGHTS COORDINATOR AND AN HOURLY CRIME VICTIM RIGHTS COORDINATOR (PAY TABLE NO-00165 $15.590-$19.629). THE ESTIMATED SALARY AND FRINGE FOR THESE POSITIONS ($49,677-$79,495 AND $24,400-$30,721, RESPECTIVELY) WILL BE FULLY FUNDED BY THIS GRANT**

CPS18/12-68

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the Prosecutor to apply for and accept the amendment to the FY2019 Crime Victim Rights Grant, to amend the budget accordingly, and to approve the creation of an additional full-time Crime Victim Rights Coordinator and an hourly Crime Victim Rights Coordinator (pay table NO-00165 $15.590-$19.629). The estimated salary and fringe for these positions ($49,677-$79,495 and $24,400-$30,721, respectively) will be fully funded by this grant.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-461 **ACCEPT OF THE FY2019 PEDESTRIAN AND BICYCLE SAFETY INITIATIVE GRANT IN THE AMOUNT OF $20,000.00 AND TO AMEND THE COUNTY BUDGET ACCORDINGLY**

CPS18/12-69

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to accept of the FY2019 Pedestrian and Bicycle Safety Initiative Grant in the amount of $20,000.00 and to amend the County budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-462 **APPROVE THE CONTRACT EXTENSION BETWEEN THE MUSKEGON COUNTY SHERIFF'S OFFICE AND EMERGENCY SERVICES, LLC THROUGH APRIL 4, 2019 AND FURTHER APPROVE THE ISSUANCE OF REQUESTS FOR PROPOSALS FOR FLEET MAINTENANCE AND MANAGEMENT SERVICES**

CPS18/12-70

The Courts and Public Safety Committee recommends, moved by Commissioner Snider, seconded by Commissioner Engle, to approve the contract extension between the Muskegon County Sheriff's Office and Emergency Services, LLC through April 4, 2019 and further approve the issuance of requests for proposals for fleet maintenance and management services.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-463 **APPROVE 36 SENIOR MILLAGE FUNDING AWARDS AS RECOMMENDED BY THE SENIOR ACTIVITIES COMMITTEE AND TO AUTHORIZE THE DESIGNATED SENIOR MILLAGE GRANTS ADMINISTRATOR, SENIOR RESOURCES, TO PROCEED WITH THE ADMINISTRATION OF THE PROGRAMS**

HS18/12-33

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve 36 senior millage funding awards as recommended by the Senior Activities Committee and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to proceed with the administration of the programs.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-464 **APPROVE A RESOLUTION IN RECOGNITION OF MR. LARRY GARDNER FOR HIS SERVICES TO THE COMMUNITY**

HS18/12-34

The Human Services Committee recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to approve a Resolution in Recognition of Mr. Larry Gardner for his services to the community.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-465 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $12,105,048.24, COVERING THE PERIOD OF NOVEMBER 3, 2018 THROUGH NOVEMBER 16, 2018 FOR CHECKS AND OCTOBER 1, 2018 THROUGH OCTOBER 31, 2018 FOR P-CARD AND EFT PAYMENTS, AS PRESENTED BY THE COUNTY CLERK**

WM18/12-144

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to approve payment of the accounts payable of $12,105,048.24, covering the period of November 3, 2018 through November 16, 2018 for checks and October 1, 2018 through October 31, 2018 for P-Card and EFT payments, as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-466 **APPROVE THAT THE COUNTY'S EQUALIZATION DIRECTOR MS. DONNA VANDERVRIES BE ALLOWED TO ATTEND THE MEETINGS OF THE INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS BOARD OF DIRECTORS IN FULFILLING HER ROLE ON THE BOARD FOR THE CALENDAR YEAR 2019 WITHOUT THE USAGE OF ANNUAL LEAVE**

WM18/12-145

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to approve that the County's Equalization Director Ms. Donna VanderVries be allowed to attend the meetings of the International Association of Assessing Officers Board of Directors in fulfilling her role on the board for the calendar year 2019 without the usage of annual leave.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-467 **APPOINT MATTHEW FARRAR, PUBLIC WORKS DIRECTOR, AS GRANT ADMINISTRATOR FOR THE COUNTY REMONUMENTATION PROGRAM FOR THE 2019 THROUGH 2021 CONTRACTS WITH THE STATE OF MICHIGAN**

WM18/12-146

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to appoint Matthew Farrar, Public Works Director, as Grant Administrator for the County Remonumentation Program for the 2019 through 2021 contracts with the State of Michigan.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-468 **APPROVE THE PAYMENT OF THE PSI PRINTING SYSTEMS INVOICES #205517, #205518 AND #205611 TOTALING $37,995.93**

WM18/12-147

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to approve the payment of the PSI Printing Systems invoices #205517, #205518 and #205611 totaling $37,995.93.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-469 **AUTHORIZE THE SALE OF SURPLUS ITEMS THOUGH MIEDEMA AUCTIONEERING, INC.**

WM18/12-148

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to authorize the sale of surplus items though Miedema Auctioneering, Inc.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-470 **APPROVE, PURSUANT TO SECTION 8 OF THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (STATE OF MICHIGAN PUBLIC ACT 152 OF 2011), THE BOARD OF COMMISSIONERS OF THE COUNTY OF MUSKEGON HEREBY EXTENDS THE COUNTY'S EXEMPTION FROM THE REQUIREMENTS OF SAID ACT FOR AN ADDITIONAL YEAR THROUGH THE END OF CALENDAR 2019**

WM18/12-149

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to approve, pursuant to Section 8 of the Publicly Funded Health Insurance Contribution Act (State of Michigan Public Act 152 of 2011), the Board of Commissioners of the County of Muskegon hereby extends the County's exemption from the requirements of said act for an additional year through the end of calendar 2019.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-471 **APPROVE THE PAYMENT OF $10,000 TO BREMER LAW FIRM PER THE STATEMENT OF BILLING**

WM18/12-150

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to approve the payment of $10,000 to Bremer Law Firm per the statement of billing.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-472 **AWARD THE BOARD AND CARE OF IMPOUNDED DOGS AND ANIMAL CONTROL SERVICES, PROPOSAL ALTERNATE #1, THREE-YEAR CONTRACT WITH A COUNTY OPTION TO RENEW, TO VOLUNTEERS OF MUSKEGON COUNTY ANIMAL CONTROL, DBA "POUND BUDDIES", PURSUANT TO RFP 19-2318 AND AUTHORIZE THE CHAIR AND CLERK TO EXECUTE THE CONTRACTS**

WM18/12-151

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to award the Board and Care of Impounded Dogs and Animal Control Services, Proposal Alternate #1, three-year contract with a County option to renew, to Volunteers of Muskegon County Animal Control, DBA "Pound Buddies", pursuant to RFP 19-2318 and authorize the Chair and Clerk to execute the contracts.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-473 **AUTHORIZE A RESOLUTION IN RECOGNITION OF JOYANN LEHMAN, WHITE RIVER TOWNSHIP CLERK UPON HER RETIREMENT**

WM18/12-152

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to authorize a Resolution in Recognition of JoyAnn Lehman, White River Township Clerk upon her retirement.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-474 **AUTHORIZE A RESOLUTION IN SUPPORT OF THE DRAFT ENVIRONMENTAL IMPACT STATEMENT FOR THE LITTLE RIVER BAND OF OTTAWA INDIANS – TRUST ACQUISITION AND CASINO PROJECT, NOVEMBER 2018**

WM18/12-153
The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Nash, to authorize a Resolution in Support of the Draft Environmental Impact Statement for the Little River Band of Ottawa Indians – Trust Acquisition and Casino Project, November 2018.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. Reindeer at Hackley Park Library: Saturday, December 15th – 2 – 5 p.m.

B. Hackley & Hume Homes Holiday Tours: Saturday, December 15th – 4 – 8 p.m.

Commissioner Mahoney noted that the Senior Resources Millage is looking for December 14th deadline for new applicants for the 2019 year which may be changing from a calendar year to line up with the County's fiscal year to get reports on a more regular basis.

ADMINISTRATOR'S REPORT

Beth Dick, Finance Director/Assistant County Administrator, reported that the Convention Center Committee is moving forward with a search for a construction manager.

2018-475 **ADOPT THE REVISED 2018 APPORTIONMENT REPORT AS PREPARED AND SUBMITTED BY THE MUSKEGON COUNTY EQUALIZATION DEPARTMENT**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Engle, to adopt the revised 2018 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

2018-476 **REQUEST APPROVAL FOR ANIMAL SHELTER DISCUSSION WITH MUSKEGON TOWNSHIP OFFICIALS**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Foster, to request approval for Animal Shelter discussion with Muskegon Township Officials.

Commissioner Nash asked if there is a date and time for this discussion. Finance Director/Assistant County Administrator Dick noted there was a letter included with the agenda and asked Matt Farrar, Director of Public Works, to respond. Mr. Farrar stated that this is just to begin discussion on the facility and any agreement would come back to the Board so there has not been a date and time set for discussion but are asking approval to send the letter to the Township.

Voice vote **Motion Carried**

2018-477 **APPROVE THE INCREASE TO HILLTOP SECURITIES INC. FINANCIAL ADVISOR FEE TO $1.25 PER $1,000 BOND FOR THE PENSION OBLIGATION BOND ISSUE ONLY FOR AN AMOUNT NOT TO EXCEED $56,250**

The Administrator recommends, moved by Commissioner Nash, seconded by Commissioner Mahoney, to approve the increase to Hilltop Securities Inc. financial advisor fee to $1.25 per $1,000 bond for the pension obligation bond issue only for an amount not to exceed $56,250.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None

Excused: Robert Scolnik **Motion Carried**

Finance Director/Assistant County Administrator Dick provided an update on the Pension Bond, reporting that Muskegon County has maintained our Bond Rating of AA stable, therefore have gone forward on the market and were able to get an interest rate of overall 4.38% interest rate for taxable bonds with underwriter Bank of America Merrill Lynch.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT (on a non-agenda item)

Muskegon County Prosecutor, DJ Hilson addressed the Board and thanked Commissioners for their service this year with tough decisions. Mr. Hilson further thanked Commissioner Engle for his years of service on the Board and thanked Chairman Cross for his leadership and service.

Member from Great Lakes Body Removal (GLBR) members: Eric Hathorn, Wendy Little, Curtis Reese, Tory Turner, Quan Evan, Jethro Gay, Arthur Fry thanked the Board for honoring Larry Gardner recognizing Mr. Gardner for teaching them how to work with different people and different cultures to serve the community as part of this team and plan to continue to serve no matter what time, night, size, or color to honor these loved ones.

Joyce deJong, Chief Medical Examiner for 11 Counties, pleased that this honor could go to Larry Gardner noting Mr. Gardner and his team have been so reliable and responsive.

Sherry Spoelman, MSU Extension, introduced the new District 5 Director, James Kelly. Mr. Kelly stated hi is excited about starting the role and expanding services and programs to better serve Muskegon County.

2018-478 **MOVED BY COMMISSION WILKINS, SECONDED BY COMMISSION ENGLE, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:27 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Thursday, December 20, 2018.

County of Muskegon

RESOLUTION

In Recognition of
Honorable Gregory C. Pittman

WHEREAS, the Honorable Gregory C. Pittman was recently awarded the Michigan CASA Association Jurist of the year 2018 Award; and

WHEREAS, the core of the mission of the CASA (Court Appointed Special Advocate) is to speak for, to help, and to protect the most vulnerable members of our community (the abused and/or neglected children); and

WHEREAS, CASA programs all across the state of Michigan nominate a Jurist that they feel is deserving of this prestigious award; and

WHEREAS, Judge Pittman was nominated by the Muskegon County CASA Program; and

WHEREAS, selection criteria consists of a Jurist that exemplifies a high level of ethics and respect for their role; personal strengths and skills that make him/her an effective child advocate; and includes examples of how the Jurist has served as an inspiration to others; and

WHEREAS, Ms. Kyleen Gee, Executive Director of the Child Abuse Council of Muskegon County, was quoted as saying, “Judge Pittman is compassionate, honest, trustworthy, and truly cares about the children and families that come before him. He sees them as individuals, not case numbers, and he wants what’s best for them and their children”; and

WHEREAS, Judge Pittman is also an advocate for the community and was appointed to the Governor’s Task Force for Children’s Justice, is a former president of the Muskegon Heights Public Schools Board of Trustees, Member of the Community Foundation for Muskegon County Board of Trustees, Co-Founder of the Muskegon Responsible Fathers Initiative and is a Michigan Bar Association Foundation Fellow, to name a few; and

THEREFORE, BE IT RESOLVED that the Muskegon County Board of Commissioners does hereby recognize this prestigious award bestowed upon Judge Pittman and congratulates and thanks him for his continued support of those less fortunate and his continued volunteerism for our community.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

Approved: November 8. 2018

County of Muskegon

RESOLUTION

In Recognition of
Mr. Larry Gardner

WHEREAS, Mr. Larry Gardner has provided transportation of decedents, on behalf of the Medical Examiner in Muskegon County, for many years; and

WHEREAS, it is a significant responsibility to provide dignified transport to decedents who have died suddenly and unexpectedly; and

WHEREAS, this responsibility consists of being available 24 hours a day, 7 days a week, 365 days per year as well as responding anywhere in the County within minutes of being called to provide dignified removal and transport services for individuals who have lost their lives; and

WHEREAS, Mr. Gardner consistently exhibits an extremely high sense of dedication and selflessness in providing this service to the community; and

WHEREAS, his motivation, energy and demonstrations of respect for families and decedents in this community have enriched those who know him and work with him; and

WHEREAS, it is known this very important and necessary service is typically unacknowledged; and

THEREFORE, BE IT RESOLVED, the Muskegon County Board of Commissioners does hereby recognize the dedication and professionalism of Mr. Larry Gardner and thanks him for his continued service to the citizens of Muskegon County.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

Approved: December 11th, 2018

County of Muskegon

RESOLUTION

In Recognition of
Jonathan Wilson

WHEREAS, Jonathan Wilson has been the County of Muskegon's Economic Development Manager for the last four and a half years; and

WHEREAS, Jonathan was instrumental in making our region more competitive for attracting investment and job creation; and

WHEREAS, during his tenure with the County of Muskegon and with the support of the County Board of Commissioners, Jonathan was able to sell or lease County property that brought in approximately $1 million in new revenue and supported over $3 million in new investments; and

WHEREAS, he also provided funds through the Revolving Loan Fund and EDC Bonds to support local businesses that helped create and retain 50 jobs; advanced marketing efforts for the Wastewater System; targeted food processing companies and renewable energy development; and

WHEREAS, Jonathan also supported efforts to promote the Port of Muskegon as a logistics hub; and

WHEREAS, Jonathan has tendered his resignation to accept a position with DTE Energy as their Regional Manager; and

WHEREAS, the Muskegon County Board of Commissioners recognizes Jonathan Wilson will continue to do great things for the County of Muskegon and surrounding areas; and

THEREFORE, BE IT RESOLVED that the Muskegon County Board of Commissioners does hereby recognize Jonathan Wilson for his tremendous efforts in increasing economic development in the County of Muskegon and wishes him the best of luck in the future. DTE Energy is lucky to have you!

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

Approved: November 8. 2018

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442

Benjamin E. Cross, Chairman — *Charles Nash, Vice Chair*
Marvin Engle — *Robert Scolnik*
Gary Foster — *I. John Snider II*
Susie Hughes — *Rillastine R. Wilkins*
Kenneth Mahoney

Board Minutes may be found on the web at http://co.muskegon.mi.us/clerk

Full Board Meeting Tuesday, December 20, 2018
4:01 p.m.

Chairman Benjamin E. Cross, Presiding

The Full Board of Commissioners meeting was called to order by Chairman Cross. The Invocation was given by Commissioner Wilkins. The Pledge of Allegiance was led by Chairman Cross, and recited in unison.

Roll Call
Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark Eisenbarth, County Administrator
Nancy A. Waters, County Clerk
Jeanne Pezet, Interim Elections Coordinator
Doug Hughes, Corporate Counsel

2018-479 **APPROVAL OF THE AGENDA**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote **Motion Carried**

2018-480 **APPROVE THE REGULAR MINUTES OF DECEMBER 20, 2018**

Moved by Commissioner Hughes, seconded by Commissioner Engle, to approve the Regular Minutes of December 11, 2018.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

PRESENTATIONS (See attached)

Commissioner Mahoney presented a Resolution to M.L. Mickey Knight, Knight Consulting in recognition of his work in the Muskegon Public School Administration, Muskegon Area Chamber of Commerce Downtown Development Committee, served 12 years as a Michigan State Representative representing the greater Muskegon area, among other Muskegon community service organizations. Mr. Knight thanked Commissioner stating, "It is always nice to receive a tribute, particularly while above ground."

Commissioner Scolnik presented a Resolution to Marvin Engle, Muskegon County Commissioner in recognition of his years of service to Muskegon County. Commissioner Snider presented Commissioner Engle with a framed photo which had been signed by Commissioners, Administrators, Judges, Department Heads, and County-wide Elected Official recognizing his service as a Commissioner from 2003 – 2018. Commissioner Snider introduced Commissioner Engle's wife, Nancy, who was in the audience. Commissioner Engle thanked Commissioners noting that the County is better now than it was 20 years ago.

Commissioner Nash presented a Resolution to Benjamin Cross, Muskegon County Board Chair in recognition of his years of service. Commissioner Wilkins presented Chairman Cross with a framed photo which had been signed by Commissioners, Administrators, Judges, Department Heads, and County-wide Elected Official recognizing his service as a Commissioner from 2011 – 2018. Commissioner Wilkins invited Chairman Cross's wife and children to join him for a photo. Chairman Cross thanked Commissioners stating that it had been fun, interesting, a great opportunity and that he thinks the County is better than even 8 years ago and he believes good things are coming for Muskegon County.

COMMITTEE/BOARD REPORTS

2018-481 **APPROVE THE FY2019 LAKESHORE MUSEUM CENTER BUDGET**

CD/SP18/12-31

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve the FY2019 Lakeshore Museum Center budget.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-482 **APPROVE THE CHANGES TO THE ACCOMMODATIONS TAX ADVISORY COMMITTEE BYLAWS, AS PRESENTED**

CD/SP18/12-32

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Engle, to approve the changes to the Accommodations Tax Advisory Committee Bylaws, as presented.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-483 **APPROVE AND AUTHORIZE THE CHAIR TO SIGN AMENDMENT NO. 2 TO A CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES WITH C & S ENGINEERS, INC. FOR ASSISTANCE IN ADMINISTERING THE AIRPORT'S DOT-REQUIRED DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PROGRAMS IN A LUMP SUM FEE OF $12,725.00**

TR18/12-40

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve and authorize the Chair to sign Amendment No. 2 to a contract for professional engineering services with C & S Engineers, Inc. for assistance in administering the Airport's DOT-required Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) Programs in a lump sum fee of $12,725.00.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-484 **AUTHORIZE MATS TO ISSUE A SOLICITATION FOR PROPOSALS FOR CONSULTING SERVICES TO CONDUCT A ROUTE STUDY AND COMPREHENSIVE OPERATIONAL ANALYSIS**

TR18/12-41

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize MATS to issue a solicitation for proposals for consulting services to conduct a Route Study and Comprehensive Operational Analysis.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-485 **AUTHORIZE MATS TO ENGAGE A BROKERAGE FIRM AND TO OFFER FOR SALE THREE (3) 1999 CHANCE AH-28 TROLLEY REPLICA BUSES THAT HAVE MET THEIR USEFUL LIFE BY AGE CRITERIA**

TR18/12-42

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize MATS to engage a brokerage firm and to offer for sale three (3) 1999 Chance AH-28 Trolley Replica Buses that have met their useful life by age criteria.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-486 **APPROVE THE DISPOSAL OF MUSKEGON TROLLEY COMPANY VEHICLES 8201, 8202, 8203, AND 8401 AND TO ALLOW THE MUSKEGON TROLLEY COMPANY TO BEGIN THE SEARCH FOR A SUITABLE TROLLEY VEHICLE TO BE ADDED TO THE PROGRAM FOR THE 2019 SEASON**

TR18/12-43

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the disposal of Muskegon Trolley Company vehicles 8201, 8202, 8203, and 8401 and to allow the Muskegon Trolley Company to begin the search for a suitable trolley vehicle to be added to the program for the 2019 season.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-487 **AUTHORIZE STAFF TO WAIVE THE BID PROCESS AND TO NEGOTIATE PROCUREMENT OF A USED TROLLEY BUS FOR A PRICE NOT TO EXCEED $136,000 AND TO ADOPT NEW MUSKEGON TROLLEY COMPANY RENTAL RATES EFFECTIVE JANUARY 1, 2019, AS PRESENTED**

TR18/12-44

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to authorize staff to waive the bid process and to negotiate procurement of a used trolley bus for a price not to exceed $136,000 and to adopt new Muskegon Trolley Company rental rates effective January 1, 2019, as presented.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-488 **APPROVE THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE COUNTY AND MEGAN LATSCH FOR AIRPORT MARKETING CONSULTING SERVICES WITH AN INITIAL TERM OF 6 MONTHS AT A RATE OF $20.00 PER HOUR WITH AN OPTION TO EXTEND ON MONTHLY BASIS THEREAFTER WITH A NOT TO EXCEED AMOUNT OF $20,800 IN THE FISCAL YEAR**

TR18/12-45

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the professional services agreement between the County and Megan Latsch for airport marketing consulting services with an initial term of 6 months at a rate of $20.00 per hour with an option to extend on monthly basis thereafter with a not to exceed amount of $20,800 in the fiscal year.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-489 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF $5,615,730.91, COVERING THE PERIOD OF NOVEMBER 17, 2018 THROUGH DECEMBER 7, 2018 FOR CHECKS AS PRESENTED BY THE COUNTY CLERK**

WM18/12-154

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve payment of the accounts payable of $5,615,730.91, covering the period of November 17, 2018 through December 7, 2018 for checks as presented by the County Clerk.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-490 **APPROVE REVISIONS MADE TO THE MUSKEGON COUNTY DONATED LEAVE POLICY, #2011-472 AS PRESENTED**

WM18/12-155

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve revisions made to the Muskegon County Donated Leave Policy, #2011-472 as presented.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-491 **APPROVE A CHANGE ORDER OF $5,000 FOR THE FY2018 AUDIT AND $3,500 FOR SUBSEQUENT YEAR AUDITS TO THE REHMANN ROBSON CONTRACT FOR THEM TO ISSUE A SEPARATE AUDIT REPORT TO INCLUDE THE STAND-ALONE FINANCIAL STATEMENTS OF THE MUSKEGON COUNTY DRAINAGE DISTRICTS**

WM18/12-156

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a change order of $5,000 for the FY2018 audit and $3,500 for subsequent year audits to the Rehmann Robson contract for them to issue a separate audit report to include the stand-alone financial statements of the Muskegon County Drainage Districts.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-492 **APPROVE THE REMOVAL OF THE 59 ½ AGE REQUIREMENT FROM THE HEALTH CARE SAVINGS PLAN DOCUMENT AND FURTHER APPROVE THE RESTORATION OF THE 15 FORMER EMPLOYEES HEALTH CARE SAVINGS PLAN ACCOUNT BALANCES THAT HAD PREVIOUSLY ACHIEVED 6 YEARS OF SERVICE WITHOUT HAVING ACHIEVED 59 ½ YEARS OF AGE TO THEIR FORFEITED AMOUNT**

WM18/12-157

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the removal of the 59 ½ age requirement from the Health Care Savings Plan document and further approve the restoration of the 15 former employees Health Care Savings Plan account balances that had previously achieved 6 years of service without having achieved 59 ½ years of age to their forfeited amount.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-493 **APPROVE THE TRANSITION OF THE COUNTY'S PAYROLL FUNCTIONS TO THE HUMAN RESOURCES DEPARTMENT TO INCLUDE THE TRANSFER OF THE PAYROLL SPECIALIST POSITION, G57702, CREATION OF NEW ADMINISTRATIVE ANALYST POSITION NX-00220 ($22.531/HR – $28.393/HR) WITH A LABOR DISTRIBUTION OF 50% 1010-0226 AND 50% 6770-0203, AND A SALARY RANGE ADJUSTMENT FOR THE HUMAN RESOURCES MANAGER, POSITION X42502, FROM NX-00330 ($30.207/HR - $38.061/HR) TO NX-00362 ($31.579/HR - $39.796/HR), AND A $6,000 VEHICLE ALLOWANCE FOR THE HUMAN RESOURCES DIRECTOR Y23001, EFFECTIVE JANUARY 7, 2019 AND AMEND THE BUDGET ACCORDINGLY**

WM18/12-158

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the transition of the County's payroll functions to the Human Resources Department to include the transfer of the Payroll Specialist position, G57702, creation of new Administrative Analyst position NX-00220 ($22.531/hr – $28.393/hr) with a labor distribution of 50% 1010-0226 and 50% 6770-0203, and a salary range adjustment for the Human Resources Manager, position X42502, from NX-00330 ($30.207/hr - $38.061/hr) to NX-00362 ($31.579/hr - $39.796/hr), and a $6,000 vehicle allowance for the Human Resources Director Y23001, effective January 7, 2019 and amend the budget accordingly.

Commissioner Mahoney explained that a vehicle allowance for the Human Resources Director has been added to the motion which was not on the motion that went to the Ways and Means Committee.

Roll Call:

Yes: Marvin Engle, Gary Foster, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: Susie Hughes **Motion Carried**

2018-494 **AMEND PERSONNEL RULE 9, SECTION III, D. L. TO READ: "POSSESSION OF A CONCEALED WEAPON WITHOUT WRITTEN AUTHORIZATION IN THE COURSE OF EMPLOYMENT WITH THE COUNTY. FOR THE HALL OF JUSTICE, THE JAIL OR A SHERIFF'S DEPARTMENT VEHICLE, ADVANCE WRITTEN AUTHORIZATION MUST BE OBTAINED FROM THE SHERIFF. WITHIN ALL OTHER COUNTY BUILDINGS AND VEHICLES THE COUNTY ADMINISTRATOR MAKES ALL WRITTEN AUTHORIZATION DECISIONS. 'IN THE COURSE OF EMPLOYMENT WITH THE COUNTY' INCLUDES WITHOUT LIMITATION EMPLOYEE POSSESSION OF A CONCEALED WEAPON WITHIN COUNTY BUILDINGS OR IN A COUNTY VEHICLE."**

WM18/12-159

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to amend Personnel Rule 9, Section III, D. l. to read: "Possession of a concealed weapon without written authorization in the course of employment with the County. For the Hall of Justice, the Jail or a Sheriff's Department vehicle, advance written authorization must be obtained from the Sheriff. Within all other County buildings and vehicles the County Administrator makes all written authorization decisions. 'In the course of employment with the County' includes without limitation employee possession of a concealed weapon within County buildings or in a County vehicle."

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-495 **APPROVE THE PROPOSAL FOR EXCESS WORKERS' COMPENSATION INSURANCE WITH MIDWEST EMPLOYERS CASUALTY FOR THE PERIOD OF 1/1/19 TO 12/31/20 WITH A $600,000 SELF-INSURED RETENTION, A PREMIUM RATE OF $0.1339 PER $100 PAYROLL, AND AN ANNUAL DEPOSIT PREMIUM IS $69,867**

WM18/12-160

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the proposal for Excess Workers' Compensation insurance with Midwest Employers Casualty for the period of 1/1/19 to 12/31/20 with a $600,000 self-insured retention, a premium rate of $0.1339 per $100 payroll, and an annual deposit premium is $69,867.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-496 **APPROVE THE REQUEST FOR THE INFORMATION SYSTEMS DEPARTMENT TO GO OUT FOR REQUESTS FOR PROPOSALS FOR SERVERS AND STORAGE CAPACITY**

WM18/12-161

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve the request for the Information Systems department to go out for Requests for Proposals for servers and storage capacity.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-497 **AUTHORIZE THE MUSKEGON COUNTY INFORMATION SYSTEMS DEPARTMENT TO ENTER INTO A CONTRACT WITH PICTOMETRY INTERNATIONAL CORPORATION FOR ACQUISITION OF SPRING 2019 OBLIQUE AERIAL PHOTOGRAPHY AND ASSOCIATED DELIVERABLES FOR ENHANCEMENT INTO THE COUNTY GIS SYSTEM AND ASSOCIATED SYSTEMS AT A PRICE NOT TO EXCEED $243,326.00; AND TO FURTHER AUTHORIZE THE BOARD CHAIR TO SIGN**

WM18/12-162

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the Muskegon County Information Systems department to enter into a contract with Pictometry International Corporation for acquisition of Spring 2019 oblique aerial photography and associated deliverables for enhancement into the County GIS System and associated systems at a price not to exceed $243,326.00; and to further authorize the Board Chair to sign.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-498 **AUTHORIZE THE PUBLIC DEFENDER'S OFFICE TO APPLY FOR THE CONDUCT RESEARCH ON IMPROVING PRETRIAL COURT APPEARANCE GRANT THROUGH THE LAURA AND JOHN ARNOLD FOUNDATION**

WM18/12-163

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the Public Defender's Office to apply for the Conduct Research on Improving Pretrial Court Appearance grant through the Laura and John Arnold Foundation.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-499 **AUTHORIZE THE RECLASSIFICATION OF THE BUDGETED VACANT DEEDS RECORD TECHNICIAN POSITION G31203 WITH THE PAY TABLE/GRADE OF GU-00160 ($14.57-$17.97) TO A MICROFILM RECORDS TECHNICIAN WITH THE IDENTICAL PAY TABLE/GRADE OF GU-00160 ($14.57-$17.97), TO BE FUNDED BY AN 80% GENERAL FUND AND 20% DEEDS AUTOMATION FUND**

WM18/12-164

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize the reclassification of the budgeted vacant Deeds Record Technician position G31203 with the pay table/grade of GU-00160 ($14.57-$17.97) to a Microfilm Records Technician with the identical pay table/grade of GU-00160 ($14.57-$17.97), to be funded by an 80% General Fund and 20% Deeds Automation Fund.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-500 **ACCEPT THE FY19 SNOWMOBILE LAW ENFORCEMENT GRANT IN THE AMOUNT OF $2,000.00 FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES, AUTHORIZE THE SHERIFF SIGN THE AGREEMENT AND AMEND THE BUDGET ACCORDINGLY**

WM18/12-165

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to accept the FY19 Snowmobile Law Enforcement Grant in the amount of $2,000.00 from the Michigan Department of Natural Resources, authorize the Sheriff sign the agreement and amend the budget accordingly.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-501 **APPROVE A RESOLUTION FOR MUSKEGON COUNTY BOARD OF COMMISSIONER CHAIRMAN BENJAMIN CROSS IN RECOGNITION OF HIS YEARS OF SERVICE TO THE CITIZENS OF MUSKEGON COUNTY**

WM18/12-166

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a Resolution for Muskegon County Board of Commissioner Chairman Benjamin Cross in recognition of his years of service to the citizens of Muskegon County.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

2018-502 **APPROVE A RESOLUTION UPON THE RETIREMENT OF MUSKEGON COUNTY BOARD OF COMMISSIONER MARVIN ENGLE IN RECOGNITION OF HIS YEARS OF SERVICE TO THE CITIZENS OF MUSKEGON COUNTY**

WM18/12-167

The Ways and Means Committee recommends, moved by Commissioner Mahoney, seconded by Commissioner Engle, to approve a Resolution upon the retirement of Muskegon County Board of Commissioner Marvin Engle in recognition of his years of service to the citizens of Muskegon County.

Roll Call:

Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

Chairman Cross announced the following upcoming events:

A. Muskegon Risers Home Game – Friday, December 21st – 7:00 PM
L.C. Walker Arena (https://muskegonrisers.com/schedule/)

B. Indoor Farmers' Market – Saturdays – 9 a.m. – 2 p.m.
(https://www.muskegonfarmersmarket.com/)

C. 45th Annual Sergeant Preston Yukon King Run: Tuesday, January 1st – 11 a.m.
Muskegon Winter Sports Complex
(https://runsignup.com/Race/MI/Muskegon/sgtpreston)

Commissioner Wilkins reported on the December 5th SMART Meeting which was held at the Edward Lowe Foundation in Cassopolis Michigan, Cass County. The founder invented the countries first cat box Kitty Litter in 1947 which created an entirely new industry which now generates more than $3 billion in sales. Commissioner Wilkins noted there are box cars at the Foundation that are used as accommodations by the Boy Scouts for their retreats. She further reported that there is something that they are doing with the massasauga snakes which are Michigan rattlesnakes. She indicated it was a wonderful trip.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth ask Bob Lukens, Community Development Director, to provide an update on the Convention Center. Mr. Lukens stated the proposals for Construction Manager have been reduced to four and the reviews have gone well and they expect to have a Manager engaged by mid-January. Administrator Eisenbarth said the completion is September of 2020. Chairman Cross asked who is involved in the review team to which Mr. Lukens indicated the City of Muskegon, Muskegon County, the Hotel and the owner's representative.

2018-503 **APPROVE THE PROPOSED LANGUAGE TO RULE 1 – SESSIONS AND MEETINGS – SECTION 14 – DECORUM: NO FOOD OR CELL PHONE USAGE (TALKING) SHALL BE PERMITTED DURING THE FULL BOARD AND COMMITTEE MEETINGS. GENTLEMEN SHALL NOT WEAR A HAT IN THE BOARD ROOM DURING THE FULL BOARD AND COMMITTEE MEETINGS.**

The Administrator recommends, moved by Commissioner Engle, seconded by Commissioner Mahoney, to approve the proposed language to Rule 1 – Sessions and meetings – Section 14 – Decorum: No food or cell phone usage (talking) shall be permitted during the Full Board and Committee meetings. Gentlemen shall not wear a hat in the Board Room during the Full Board and Committee meetings.

Commissioner Mahoney asked for clarification regarding the cell phone usage indicating that is for conversation, but may be used for viewing the agenda. Administrator Eisenbarth agreed.

Voice vote **Motion Carried**

2018-504 **APPROVE THE SALARY RANGE ADJUSTMENT FOR THE PUBLIC HEALTH DIRECTOR POSITION Y28001 FROM ND-00030 ($37.873 – 48.087/HR) TO ND-00037 ($41.610 - $52.964/HR) AT STEP 5 AND ADD A VEHICLE ALLOWANCE OF $6,000 ANNUALLY**

The Administrator recommends, moved by Commissioner Nash, seconded by Commissioner Mahoney, to approve the salary range adjustment for the Public Health Director position Y28001 from ND-00030 ($37.873 – 48.087/hr) to ND-00037 ($41.610 - $52.964/hr) at step 5 and add a vehicle allowance of $6,000 annually.

Roll Call:
Yes: Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins, Benjamin E. Cross

No: None **Motion Carried**

Commissioner Sclonik commented that he has known and worked with Kathy Moore a number of years on different committees and that she is currently serving as the President of the Muskegon County Rotary Club and is an outstanding representative for the County and doing a great job as the Public Health Director and he added that he is happy that they are approving this motion.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

Administrator Eisenbarth thanked Chairman Cross for serving as Chair and he has learned a lot from him. Mr. Eisenbarth thanked Commissioner Engle, noting it was a pleasure working with him before being Administrator when Mr. Eisenbarth was still at Muskegon County Wastewater.

Mr. Eisenbarth announced that there is cake in the hallway following the meeting in honor of the outgoing Commissioners.

PUBLIC COMMENT (on a non-agenda item)

County Clerk Waters addressed the Board noting, as one door shuts, another opens and on Thursday, January 3rd, at 3 p.m., the newly elected Commissioners will be sworn in with the Organizational Meeting beginning at 3:30 p.m., the public is invited to attend both.

2018-505 **MOVED BY COMMISSION ENGLE, SECONDED BY COMMISSION MAHONEY, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:35 p.m.

_____
Nancy A. Waters, County Clerk

NAW/jmp

To be approved at the Full Board Meeting on Tuesday, January 15, 2019.

County of Muskegon

TRIBUTE

IN RECOGNITION OF
M. L. MICKEY KNIGHT

WHEREAS, Mickey Knight worked in Muskegon Public Schools in administration and became very active in many community service organizations including the Muskegon Irish American Society, of which he is still a member; and

WHEREAS, Mickey worked for the Muskegon Area Chamber of Commerce Downtown Development Committee; and

WHEREAS, he was appointed by Governor William Milliken in 1979 to the Grand Valley State University's Board of Trustees, where he was involved in the early planning of the Grand Rapids downtown campus as well as the Great Lakes Research Center in Muskegon; and

WHEREAS, Mickey ran for State Representative and was elected in 1980 and served 12 years representing the greater Muskegon area; and

WHEREAS, during his 12 years in the House of Representatives, Mickey served 8 years on the Appropriations Committee; and

WHEREAS, Mickey's previous planning experience helped to develop many Muskegon community projects including the Brownfield conversion of a downtown lakefront now known as Heritage Landing and the Muskegon State Park Luge/Winter Sports Complex; and

WHEREAS, after leaving the House of Representatives, Mickey founded Knight Consulting, a multi-client lobbying firm, in 1993; and

WHEREAS, through his lobbying efforts, Mickey was able to remain engaged in the issues affecting the County of Muskegon; and

NOW, THEREFORE BE IT RESOLVED, the Muskegon County Board of Commissioners does hereby recognize Mickey Knight for his years of service to the County of Muskegon and surrounding areas and his continued support of the community through his lobbying efforts.

Muskegon County Board of Commissioners
Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney
Charles Nash
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Muskegon COUNTY

December 20, 2018

County of Muskegon

TRIBUTE IN RECOGNITION
of
Marvin R. Engle
FOR HIS SERVICE TO MUSKEGON COUNTY & ITS CITIZENS

WHEREAS, Marve Engle was elected by the voters of the 5th District to represent them on the Muskegon County Board of Commissioners beginning with the 2003-2004 term and all subsequent terms through 2018, where it was his decision to retire; and

WHEREAS, Marve Engle served as Vice-Chair of the Muskegon County Board of Public Works from 2003 through 2008; and

WHEREAS, Marve Engle served as the Chair of the Muskegon County Board of Public Works from 2009 through 2012; and

WHEREAS, Marve Engle again served as Vice-Chair of the Muskegon County Board of Public Works from 2015 through 2016; and

WHEREAS, Marve Engle tirelessly supported the Little River Band of Ottawa Indian's plans for a casino in Fruitport Township; and

WHEREAS, Marve Engle served on the Fruitport Township Planning Commission for twenty-five years, serving many of those years as its Chairman; and

WHEREAS, while serving in the capacity of a Muskegon County Commissioner, Marve represented the Board on the Muskegon County Fair Board, Lakeshore Museum Board, HealthWest Board, Muskegon County Road Commission Board, US31/Sternberg Exchange Committee, MSU District Extension Council and Solid Waste Planning; and

NOW, THEREFORE BE IT RESOLVED that the Muskegon County Board of Commissioners does hereby present Commissioner Marve Engle with this tribute in recognition of his service to the citizens of Muskegon County.

Benjamin Cross, Chairman
Muskegon County Board of Commissioners

December 20, 2018

County of Muskegon

TRIBUTE IN RECOGNITION
of
Benjamin Cross
FOR HIS SERVICE TO MUSKEGON COUNTY & ITS CITIZENS

WHEREAS, Ben Cross was elected by the voters of the 2nd District to represent them on the Muskegon County Board of Commissioners beginning January 1, 2011 through December 31, 2018; and

WHEREAS, Ben served as the Vice-Chair of the Community Development/Strategic Planning Committee from 2011 through 2016; and

WHEREAS, Ben served as Chair of the Courts & Public Safety Committee from 2013 through 2014; and

WHEREAS, Ben served as the Public Works Board Vice-Chair from 2013 through 2014; and

WHEREAS, Ben served as the Public Work Board Chair from 2015 through 2016; and

WHEREAS, Ben served as the Muskegon County Board of Commissioners Vice-Chair from 2015 through 2016; and

WHEREAS, Ben served as the Muskegon County Board of Commissioners Chairman from 2017 through 2018; and

WHEREAS, Ben served as the Muskegon County Board of Commissioners liaison to the Port Advisory Committee, Economic Development Corporation, District Library Board; and

NOW, THEREFORE BE IT RESOLVED that the Muskegon County Board of Commissioners does hereby present Chairman Benjamin Cross with this tribute in recognition of his service to the citizens of Muskegon County.

Charles Nash, Vice-Chairman
Muskegon County Board of Commissioners

December 20, 2018