

**Muskegon County  
Ways & Means Committee  
January 8, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney,  
Charles Nash, Terry J. Sabo, Rillastine Wilkins

Excused: Robert Scolnik

**APPROVAL OF MINUTES**

It was moved by Mahoney, supported by Wilkins, to approve the Regular Session and Closed Session minutes of the December 16, 2014 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/01 - 01 It was moved by Cross, supported by Mahoney, to approve payment of the accounts payable of \$9,042,886.18 covering the period of December 6, 2014 through December 23, 2014 as presented by the County Clerk. Motion carried.

WM15/01 – 02 It was moved by Lohman, supported by Hughes, to approve Pioneer Resources to undertake a demonstration cleaning project in the Hall of Justice until the cleaning contracts can be bid with costs to be \$1.08 per square foot per year for the Hall of Justice (fund 1010-0265). Motion carried.

## **OLD BUSINESS**

Commissioner Hughes discussed a new law recently enacted which would allow a small business (whose personal property tax is less than \$80,000) to request a tax exemption each year. She noted that request must be filed annually with their local municipality. This year's request deadline is February 10th. She encouraged Commissioners to share this information with small business owners in their respective districts.

## **NEW BUSINESS**

Chairman Sabo noted Friday, January 9th was designated as National Law Enforcement Appreciation Day. He asked those present to recognize and show appreciation for those law enforcement officers in the community.

Commissioner Lohman noted he was recently requested to provide his perspective as a new County Commissioner to Mr. Dave Alexander, Muskegon Chronicle. He will share his thoughts with Commissioners as well. Chairman Sabo noted he also was asked to provide his perspective as a new County Board Chair. His information is slated to be published on January 28th.

## **PUBLIC COMMENT**

Commissioner Hughes noted the Democratic Party meeting scheduled for this evening (Thursday, January 8th) is being rescheduled, due to the weather, for Thursday, January 22nd, 2015.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:10 p.m.

**Muskegon County  
Ways & Means Committee  
January 20, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Mahoney, to approve the minutes of the January 8, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

- WM15/01 - 03      It was moved by Sabo, supported by Cross, to approve payment of the accounts payable of \$4,659,272.16 covering the period of December 24, 2014 through January 10, 2015, as presented by the County Clerk. Motion carried.
- WM15/01 – 04      It was moved by Hughes, supported by Wilkins, to authorize the Chairman of the Board of Commissioners for the County of Muskegon to execute closing documents and related closing costs on parcel number 03-036-300-0007-00. Motion carried.
- WM15/01 - 05      It was moved by Cross, supported by Mahoney, to authorize the Chairman of the Board of Commissioners or the County Administrator to sign the Purchase Agreement in the amount of \$24,900 for property located at 1132 Green Street on behalf of the County of Muskegon. Motion carried.

- WM15/01 - 06 It was moved by Lohman, supported by Hughes, to reclassify the Human Resources Director (Y23001) salary range to ND0030, re-establish the Michigan Works! Director at the ND0030 salary range, reclassifying the position of Typist/NB (N86001) to Secretary/NB, NO00105 and change the labor distribution as described. Motion carried.
- WM15/01 - 07 It was moved by Cross, supported by Engle, to approve the one (1) year agreement with Williams Hughes, PLLC as Corporate Counsel for the term beginning January 1, 2015 through December 31, 2015. Motion carried.
- WM15/01 - 08 It was moved by Lohman, supported by Hughes, to approve the Administrator's recommendation to appoint Andrew Stone as Interim Human Resources Director to pay scale ND35 step #5 (\$45.487/hour). Motion carried.
- WM15/01 - 09 It was moved by Mahoney, supported by Hughes, to approve hiring a consultant, Mary Villanueva, at the rate of \$35/hour to conduct EEO compliance obligation training on the Board's Responsible Engineering and Construction Contracting Policy (#2007-512) and authorize the Board Chair to sign. Motion carried.
- WM15/01 - 10 It was moved by Hughes, supported by Mahoney, to award the cleaning demonstration project work at 1611 Oak Street to Reliant Professional Cleaning for their quoted price of \$270.00 per week and at the Juvenile Transition Center to Truclean Building Services, LLC for their quoted price of \$164.50 per week for a period commencing on or about 28 January 2015 through 20 March 2015 or until such time as a new contractor selected through a bid process is ready to commence work, with both awards being contingent upon the selected vendors' ability to produce acceptable insurance coverage and have their employees pass our background check prior to commencement of the work. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Commissioner Hughes reminded those present and requested the word be spread that the personal property tax exemption request for disabled veterans must be filed each year. She noted the request form and additional information can be found on the County of Muskegon Equalization Department's webpage.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:14 p.m.

**Muskegon County  
Ways & Means Committee  
February 5, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Hughes, to approve the minutes of the January 20, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

- WM15/02 - 11 It was moved by Engle, supported by Mahoney, to approve payment of the accounts payable of \$22,526,904.83 covering the period of January 11, 2015 through January 23, 2015, as presented by the County Clerk. Motion carried.
- WM15/02 – 12 It was moved by Cross, supported by Wilkins, to authorize the Purchasing Department to request and purchase computer equipment as indicated by IT to complete the ongoing installation of Point Click Care (electronic health record software) at Brookhaven. Motion carried.
- WM15/02 - 13 It was moved by Mahoney, supported by Hughes, to authorize payments to Havens Long Term Care Billing Specialists for services during FY 2015 based on the current contract. Motion carried.

WM15/02 - 14      It was moved by Hughes, supported by Lohman, to provide Geographic Information System (GIS) basic level of service to Egelston Township and to authorize the Board Chairman to execute the Inter-Governmental Agreement as prepared by and to be carried out by the Information Systems Department.      Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Commissioner Hughes reminded those present of the Polar Plunge Pre-Party at Fricano's, Friday, February 6, 2015. She noted proceeds from the Polar Plunge will benefit the Special Olympics and the Muskegon County Dive Team.

Commissioner Lohman noted the actual Polar Plunge will take place on Saturday, February 7th at 2:00 p.m. at Fricano's Event Center and Hartshorn Marina.

Commissioner Scolnik noted Michigan State University Basketball Coach Tom Izzo will be in Muskegon on Saturday, February 7th, to speak at a rally for the Boys & Girls Club of Muskegon. He is also expected to attend the Muskegon Big Reds basketball game.

Commissioner Nash gave congratulations to Muskegon High School's Deyonta Davis who was chosen as one of twenty-four McDonald's All-Americans, a national basketball honor.

## **PUBLIC COMMENT**

None.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:17 p.m.

**Muskegon County  
Ways & Means Committee  
February 17, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Charles Nash,  
Terry J. Sabo, Robert Scolnik, Rillastine Wilkins

Excused: Kenneth Mahoney

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Wilkins, to approve the minutes of the February 5, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/02 - 15      It was moved by Engle, supported by Hughes, to approve payment of the accounts payable of \$9,848,109.01 covering the period of January 24, 2015 through February 6, 2015, as presented by the County Clerk. Motion carried.

WM15/02 – 16      It was moved by Cross, supported by Lohman, to reclassify: the vacant Senior Fiscal Analyst (X83401) to Fiscal Analyst; the Buyer (G14001) to Procurement Analyst; and the Accountant I (X01502) to Accountant II with the three reclassified positions using NX-00220 (\$21.048 - \$26.653/hour) effective March 1, 2015. Motion carried.

WM15/02 - 17      It was moved by Sabo, supported by Hughes, to authorize the adoption of the resolution allowing the County of Muskegon to borrow up to twelve million dollars (\$12,000,000) against the anticipated 2014 delinquent real property taxes. Motion carried.





**Muskegon County  
Ways & Means Committee  
March 5, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine Wilkins

Excused: Marvin Engle

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Mahoney, to approve the minutes of the February 17, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

- WM15/03 - 22      It was moved by Hughes, supported by Lohman, to approve payment of the accounts payable of \$7,902,764.11 covering the period of February 7, 2015 through February 20, 2015, as presented by the County Clerk. Motion carried.
- WM15/03 – 23      It was moved by Hughes, supported by Cross, to approve the award of the custodial contracts for RFB-15-2170 (HOJ & Heritage Landing Restrooms), RFB-15-2171 (HealthWest) and RFB-15-2172 (South Campus) to Reliant Professional Cleaning Company of 216 N. 7<sup>th</sup> Street, Grand Haven Michigan for their annual bid costs of \$69,600 for RFB-15-2170,\$77,568 for RFB-15-2171 and \$97,692 for RFB-15-2172 (total annual cost of \$244,860) for one year with the option to renew for up to two additional years dependent upon quality with costs being paid from the respective building maintenance funds. Motion carried.

WM15/03 - 24      It was moved by Sabo, supported by Wilkins, to award the contract for the provision of Communication Equipment be awarded to T&W Electronics, Inc., 1045 S. Division Avenue, Grand Rapids, Michigan in the amount of \$35,116.48; with costs being paid from the adult jail complex project owner budget.      Motion carried.

## **OLD BUSINESS**

Chairman Sabo discussed, in moving forward, Pioneer Resources should be considered for future janitorial projects so the County of Muskegon can set the example and use the skills and talents of these disabled employees.

Commissioner Hughes noted HealthWest currently sends consumers to Grand Haven to Kandu Industries for employment. She expressed a desire to be able to instead keep those consumers employed in Muskegon.

Commissioner Lohman noted spending more money is sometimes well worth the price to keep employees in Muskegon County and to assist in employing individuals with disabilities.

## **NEW BUSINESS**

Ms. Connie Maxim-Sparrow, Grants Coordinator, shared information with Commissioners regarding a stakeholders meeting scheduled for Second Harvest - Muskegon County's Deconstruction Research and Training Facility.

Commissioners directed Ms. Maxim-Sparrow to provide an update report following the two day strategic planning sessions.

Commissioner Nash directed Commissioners to a recent NACo (National Association of Counties) article regarding establishing "Job Ready" counties. He noted this was an initiative from the Federal government.

Chairman Sabo noted the County lost two employees recently: Mr. Mark Boes, Transit Center, and Deputy Joe Gabriel, Sheriff's Department. He asked those present to keep family and staff in their thoughts and offer support to those effected departments.

## **PUBLIC COMMENT**

Mr. Ron Jenkins, West Michigan Lake Hawks Head Coach, shared information with the Board regarding the team's season. He noted the Lake Hawks are 2nd in their division and are ranked 14th nationally in the ABA (American Basketball Association), of which there are approximately 102 teams. The Lake Hawks will be hosting the first round of playoffs this weekend at Reeths-Puffer High School. He noted he continues to reach out for help and support.

Ways & Means Committee  
Minutes  
March 5, 2015  
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Commissioner Hughes thanked Mr. Jenkins and the players for all they do in the community. She noted their efforts are appreciated.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:29 p.m.

**Muskegon County  
Ways & Means Committee  
March 17, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine Wilkins

Excused: Jeff Lohman

**APPROVAL OF MINUTES**

It was moved by Hughes, supported by Sabo, to approve the minutes of the March 5, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/03 - 25      It was moved by Cross, supported by Mahoney, to approve payment of the accounts payable of \$7,563,848.14 covering the period of February 21, 2015 through March 6, 2015, as presented by the County Clerk. Motion carried.

WM15/03 – 26      It was moved by Hughes, supported by Mahoney, to approve authorization of a one-time lump sum payment for Accounting Manager FT Employee Class XF026 Position X02601 of \$3,506.45 for services rendered during the following dates: August 6, 2014, through November 6, 2014, and December 13, 2014, through March 8, 2015. Motion carried.

WM15/03 - 27      It was moved by Cross, supported by Mahoney, to support administration application to the John D. and Catherine T. MacArthur Foundation - Safety and Justice Challenge Grant program. Motion carried.

- WM15/03 - 28 It was moved by Mahoney, supported by Wilkins, to accept the DNR Trust Fund grant award of \$30,000 for capital improvements to Deremo Park with budgeted capital outlined in grant application of \$15,000 from the Parks Fund (2080) fund balance as well as \$15,000 in direct labor and supplies expenses. Motion carried.
- WM15/ 03 - 29 It was moved by Mahoney, supported by Engle, to approve a one (1) year contract for temporary staffing services with GoodTemps, Inc. Staffing Services with the option of two subsequent one (1) year renewals based on mutual agreement. Motion carried.
- WM15/03 - 30 It was moved by Cross, supported by Mahoney, to support application to the State of Michigan, Department of Environmental Quality 2015 Community Pollution Prevention Grant which will include \$100,000 in grant funding and \$99,716.89 of match provided by the Department of Public Works (Solid Waste) for the hazardous waste facility at White Lake Transfer Station and staff salary. Motion carried.
- WM15/03 - 31 It was moved by Hughes, supported by Wilkins, to approve the Facilities Management Department to purchase a 2012 - 3/4 ton Ford F-250 pickup truck from the Drain Commission for a cost of \$22,569.20. Motion carried.
- WM15/03 - 32 It was moved by Hughes, supported by Mahoney, to accept the funding in the amount of \$24,000 from the Michigan Department of Environmental Quality to cover the tire collection and transportation expenses and further authorize the Chairman of the County Board of Commissioners to sign the grant agreement and contract with the Department of Environmental Quality. Motion carried.
- WM15/ 03 - 33 It was moved by Cross, supported by Hughes, to approve purchase of ten (10) "Proximity Pipe" from TimeKeeping Systems at an approximate cost of \$6,200.00 with an anticipated reimbursement from Michigan Municipal Risk Management Authority (MMRMA) of up to 50%. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Commissioner Engle discussed recent communication with the Public Works Board regarding the location of a future cell for the Muskegon County solid waste facility. Commissioner Engle was in support of the County Board of Commissioners making such a recommendation as opposed to the Public Works Board.

WM15/03 - 34      It was moved by Hughes, supported by Mahoney, to postpone further discussion and decisions regarding the expansion of the landfill to allow Corporate Counsel to further investigate the appropriate approval governing board.

## **ROLL CALL**

Yes:              Cross, Engle, Hughes, Mahoney, Nash, Sabo, Scolnik, Wilkins

Excused:      Lohman

Motion carried.

Commissioner Nash reminded those present of the upcoming celebration for Ms. Kimberly Grimm, Elections Coordinator, who has accepted the position of Muskegon City Deputy Clerk with the City of Muskegon. The celebration will take place on Friday, March 20th, from noon to 2 p.m., in the Law Library, 6th Floor, Hall of Justice.

## **PUBLIC COMMENT**

None.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:35 p.m.

**Muskegon County  
Ways & Means Committee  
April 2, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Marvin Engle, Susie Hughes, Jeff Lohman, Charles Nash, Terry J. Sabo,  
Robert Scolnik, Rillastine Wilkins [arrived 4:25 p.m.]

Excused: Ben Cross, Kenneth Mahoney

**APPROVAL OF MINUTES**

It was moved by Lohman, supported by Engle, to approve the minutes of the March 17, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/04 - 35      It was moved by Hughes, supported by Engle, to approve payment of the accounts payable of \$8,461,319.47 covering the period of March 7, 2015 through March 20, 2015, as presented by the County Clerk. Motion carried.

WM15/04 – 36      It was moved by Hughes, supported by Sabo, to approve the Administrator's recommendation to appoint Brenda Isenhardt as Michigan Works! Director at pay scale ND00030, Step #6 (\$45.4870/hour); appointment to expire with the completion of the regionalization process. Motion carried.

WM15/04 - 37      It was moved by Engle, supported by Lohman, to create a position of Michigan Works! Deputy Director (salary sale NX00390 \$32.3410 to \$41.2570/hour) and approve the Administrator's recommendation to appoint Brittany Lenertz as Michigan Works! Deputy Director at Step #4

(\$37.4290/hour); appointment to expire with the completion of the regionalization process. Motion carried.

WM15/04 - 38 It was moved by Engle, supported by Hughes, to authorize continuation of the existing contract with HomeTown Pharmacy for services through March 31, 2016, and increase the prior authorized expense for FY 2015 by \$90,000 for a total fiscal year expense of \$143,400.

Motion carried.

WM15/ 04 - 39 It was moved by Lohman, supported by Hughes, to approve the County Clerk's recommendation to appoint Jeanne Pezet as Interim Elections Coordinator at pay scale NO-00245 step 4 (\$21.423/hour), effective March 23, 2015, until a permanent Elections Coordinator is hired.

Motion carried.

WM15/04 - 40 It was moved by Sabo, supported by Hughes, to award RFB 15-2162 for Booking Classification Software to Northpoint, Inc., at a total cost of \$32,092.00 as submitted.

Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Chairman Sabo requested further explanation on the HealthWest projected lay-offs and program discontinuation. It was noted HealthWest received a cut of Medicaid funds of approximately \$2 million due to new adjusted rates. They also received a loss of funds of \$1.5 million due to a significant decrease in individuals enrolled in traditional Medicaid. HealthWest intends to discontinue skill building services directly but will instead offer these services through contracted providers.

Commissioner Lohman discussed the need to continue communication with our legislators to stay focused and to provide the voice for the individuals losing these services. Chairman Sabo was in agreement in keeping legislators informed of local community funding cuts.

## **PUBLIC COMMENT**

Mr. Dennis Nauss, Muskegon Representative for Teamsters Local 214, addressed the Board regarding the HealthWest projected lay-offs.

## **CLOSED SESSION**

It was moved by Engle, supported by Wilkins, to go into closed session for the purpose of discussing legal opinion.

Roll Call Vote:

Yes: Engle, Hughes, Lohman, Nash, Sabo, Scolnik, Wilkins

Excused: Cross, Mahoney

Motion carried.

The Ways & Means Committee went into closed session at 4:43 p.m.

The Ways & Means Committee returned to open session at 5:17 p.m.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:19 p.m.

**Muskegon County  
Ways & Means Committee  
April 14, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Engle, supported by Mahoney, to approve the minutes of the Regular and Closed Session April 2, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

- WM15/04 - 41 It was moved by Hughes, supported by Engle, to approve payment of the accounts payable of \$3,861,403.52 covering the period of March 21, 2015 through April 3, 2015, as presented by the County Clerk. Motion carried.
- WM15/04 – 42 It was moved by Wilkins, supported by Hughes, to authorize to award the bid to Midwest Builders in the amount of \$91,230.00 and authorize the Chairman of the County Board of Commissioners to sign the contract upon approval. Motion carried.
- WM15/04 - 43 It was moved by Cross, supported by Mahoney, to authorize staff to solicit offers from water system contacts to purchase the surplus water treatment system. Motion carried.

- WM15/04 - 44 It was moved by Mahoney, supported by Lohman, to continue collection of the local 9-1-1 surcharge at \$0.34 as approved by Michigan Public Service Commission U-15489 for the time period July 1, 2015 to June 30, 2016, and to provide proper notification of this to the State 9-1-1 Committee. Motion carried.
- WM15/ 04 - 45 It was moved by Sabo, supported by Engle, to approve the resolution adopting the 2015 equalized valuation for Muskegon County as determined and submitted by the Muskegon County Equalization Department. Motion carried.
- WM15/04 - 46 It was moved by Cross, supported by Mahoney, to approve the Agreement for Internet Bandwidth between the County of Muskegon and the Muskegon Area Intermediate School District for the provision of 50 Mb at a cost of \$150.00 per Mb through June 30, 2015. Motion carried.
- WM15/04 - 47 It was moved by Sabo, supported by Mahoney, to approve the Administrator's recommendation to appoint Kristen Wade, HR Manager/Benefits & Risk Management to the position of Human Resources Director at step #4 - \$41.2570/hour, effective immediately. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

None.

## **PUBLIC COMMENT**

None.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:11 p.m.

**Muskegon County  
Ways & Means Committee  
May 7, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle [arrived at 4:04 p.m.], Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Rillastine Wilkins

Excused: Robert Scolnik

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Hughes, to approve the minutes of the April 14, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/05 - 48      It was moved by Mahoney, supported by Cross, to approve payment of the accounts payable of \$13,521,081.12 covering the period of April 4, 2015 through April 24, 2015, as presented by the County Clerk. Motion carried.

WM15/05 – 49      It was moved by Lohman, supported by Cross, to develop a Request for Proposals for Concept Design Services for potential development of a downtown Muskegon convention center, sited in close proximity to the Walker Arena and the largest downtown hotel, with a cost not to exceed \$40,000 and with funding available through the Accommodations Tax Reserve Fund. Motion carried.

- WM15/05 - 50 It was moved by Lohman, supported by Cross, to approve the payment of state awards granted to area employers under the Skilled Trades Training Fund program as outlined on the attached schedule to continue for the time period from October 1, 2014 through September 30, 2015.  
Motion carried.
- WM15/05 - 51 It was moved by Hughes, supported by Mahoney, to approve the Human Resources Department reorganization efforts to reclassify vacant position X42901 to a Human Resources Manager NX-00330, reclassify vacant position N39701 to a Recruitment Coordinator NO-00250 and re-title position X42801 to a Human Resources Manager for an overall reorganization net savings of \$39,880.  
Motion carried.
- WM15/ 05 - 52 It was moved by Wilkins, supported by Mahoney, to award RFB 15-2160 for Office Furniture and Installation to Interphase Office Interiors - \$8,237.19; Kentwood Office Furniture - \$12,873.14; and Taylor Office Furniture - \$7,768.07 as submitted.  
Motion carried.
- WM15/05 - 53 It was moved by Hughes, supported by Cross, to award RFB 15-2161 for Detention Furniture and Installation to Norix Group, Inc., at the total cost of \$7,574.00 as submitted.  
Motion carried.
- WM15/05 - 54 It was moved by Engle, supported by Cross, to award RFB 15-2164 for Detention Supplies be awarded to Charm-Tex - \$21,033.10; Correctional Technologies, Inc. - \$15,120.00; CPR Savers & First Aid Supply - \$39,430.52 and Uniforms Manufacturing, Inc. - \$8,736.34 as submitted.  
Motion carried.
- WM15/05 - 55 It was moved by Wilkins, supported by Engle, to award RFB 15-2167 for Network Equipment to Micro Wise, Inc. at a total cost of \$39,064.00 as submitted.  
Motion carried.
- WM15/05 - 56 It was moved by Hughes, supported by Lohman, to approve Muskegon County Housing programs to obtain lead inspections from ETC and AAA Lead Inspections as needed to meet program requirements and as funding allows.  
Motion carried.
- WM15/05 - 57 It was moved by Hughes, supported by Cross, to approve the following ballot language and to submit it to the County Clerk for placement on the August 4, 2015 ballot: "Shall the total constitutional tax rate limitation in the County of Muskegon be renewed the amount of up to .30 cents (\$.30) per one thousand dollars (\$1,000) (.30 mill) against all taxable property in the County of Muskegon for a period of 7 years beginning

with December 1, 2016 levy and ending with the December 1, 2022 levy so as to provide funding for the operation of the "9-1-1" Central Dispatch? If approved and levied in its entirety on December 1, 2016, this millage would raise an estimated \$1,250,000 in the first year."  
Motion carried.

WM15/05 - 58 It was moved by Hughes, supported by Lohman, to approve the Pathway Easement for Dalton Township across parts of the NW 1/4 of the SW 1/4 of Section 32, T11N, R16W, Dalton Township for the construction and maintenance of the non-motorized vehicle and pedestrian pathway, more commonly known as the Fred Meijer Berry Junction Trail, and authorize the Board Chair to execute the easement document. Motion carried.

WM15/05 - 59 It was moved by Hughes, supported by Engle, to approve the updated Declaration of Restrictive Covenant documents, MDEQ reference numbers RC-SF-201-14-009, RC-SF-201-010 and RC-SF-201-011 associated with the former chemical company property and authorize the Board Chair to execute the documents. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Discussion ensued regarding the time by which the Central Dispatch ballot language was to be submitted to the County Clerk on Tuesday, May 12th, which was 4:00 p.m. Commissioners then discussed a change in start time of the Full Board meeting of May 12, 2015.

WM15/05 - 60 It was moved by Hughes, supported by Mahoney, to change the time of the Full Board meeting of the Muskegon County Board of Commissioners on Tuesday, May 12th from 4:00 p.m. to 2:00 p.m. with no change in location. Motion carried.

## **PUBLIC COMMENT**

None.

## **CLOSED SESSION**

It was moved by Engle, supported by Hughes, to go into closed session for the purpose of discussing pending litigation.

Roll Call Vote:

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Wilkins

Excused Scolnik

Motion carried.

The Ways & Means Committee went into closed session at 4:15 p.m.

The Ways & Means Committee returned to open session at 4:32 p.m.

WM15/05 - 61 It was moved by Hughes, supported by Mahoney, to approve Corporate Counsel settlement recommendation.

Roll Call Vote:

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Wilkins

Excused: Scolnik

Motion carried.

**ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:35 p.m.

**Muskegon County  
Ways & Means Committee  
May 19, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash,  
Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

Excused: Jeff Lohman

**APPROVAL OF MINUTES**

It was moved by Engle, supported by Cross, to approve the minutes of the May 7, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/05 - 62      It was moved by Hughes, supported by Mahoney, to approve payment of the accounts payable of \$7,344,991.90 covering the period of April 25, 2015 through May 8, 2015, as presented by the County Clerk. Motion carried.

WM15/05 – 63      It was moved by Wilkins, supported by Hughes, to support a Resolution for application by West Michigan Shoreline Regional Development Commission and Michigan State University to the US Economic Development Administration for funding to conduct a feasibility study in an effort to establish a new and sustainable reuse market cluster of the US Economy in Muskegon County with a committed cash match of \$7,500. Motion carried.

- WM15/05 - 64 It was moved by Hughes, supported by Mahoney, to create a Certified General Appraiser position with a salary grade of GU00300 (\$22.06 - \$27.96/hour) and eliminate Senior Appraiser position #G09007 with a salary grade of GU00250 (\$17.23 - \$24.72/hour) upon retirement of the current incumbent. Motion carried.
- WM15/05 - 65 It was moved by Hughes, supported by Mahoney, to accept the Indirect and Allocated Costs Consulting Services proposal from MGT OF AMERICA, INC., and authorize the Chair of the Muskegon County Board of Commissioners to sign separate multi-year contracts for each of the three services: Central Services Indirect Cost Allocation Plan; IT Services Rate Study; Title IV-D Cooperative Reimbursement Program Claims Analysis and Reporting. Motion carried.
- WM15/ 05 - 66 It was moved by Engle, supported by Wilkins, to approve the Truth In Taxation public hearing schedule and to adopt the resolution setting June 9, 2015 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 2015, the proposed tentative levy of 0.3221 mills for Lakeshore Museum Center operating in December 2015, the proposed tentative levy of 0.0752 mills for Department of Veterans Affairs operating in December 2015, the proposed tentative levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2015, and the proposed tentative levy of 0.2400 mills for Quality of Life Bond repayment in December 2015. Motion carried.
- WM15/05 - 67 It was moved by Hughes, supported by Sabo, to authorize the Sheriff's Office to replace one (1) Ford Police Interceptor SUV from Borgman Ford with the associated cost covered by insurance reimbursement and existing funds within the Sheriff's budget. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

- WM15/05 - 68 It was moved by Mahoney, supported by Hughes, to authorize Resolution of Achievements for Adam Hoeker and Myles Montgomery, both Montague High School students, who have reached the rank of Eagle Scout. Motion carried.

WM15/05 - 69      It was moved by Cross, supported by Hughes, to authorize a Resolution of Achievement to the Career Tech Center students who participated in the Skills USA State Leadership and Skills Conference.  
Motion carried.

Commissioner Mahoney noted the Girls on the Run event coordinated by Every Woman's Place was a huge success with 1,100 girls participating. He noted this event is a 5k run for girls in grades three through eight.

Commissioner Scolnik noted he recently attended the Muskegon Lakeshore Chamber 2015 Outstanding Entrepreneurial Awards Luncheon. Mr. Jon Rooks was named the 2015 Outstanding Entrepreneur. Commissioner Scolnik also noted a total of 18 local Entrepreneurs of Excellence were recognized at this event.

#### **PUBLIC COMMENT**

None.

#### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:19 p.m.

**Muskegon County  
Ways & Means Committee  
June 4, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Jeff Lohman, Kenneth Mahoney, Charles Nash,  
Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

Excused: Susie Hughes

**APPROVAL OF MINUTES**

It was moved by Wilkins, supported by Mahoney, to approve the minutes of the May 19, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/06 - 70 It was moved by Engle, supported by Cross, to approve payment of the accounts payable of \$14,859,836.97 covering the period of May 9, 2015 through May 22, 2015, as presented by the County Clerk. Motion carried.

WM15/06 – 71 It was moved by Sabo, supported by Lohman, to instruct County Administration and staff to enter into negotiations between the County of Muskegon and the City of Muskegon to develop an owner/tenant business model and contractual language for future management and operation of the L.C. Walker Arena for one year. Motion carried.

WM15/06 - 72 It was moved by Cross, supported by Mahoney, to accept City of Muskegon and Muskegon Heights JAG funding to support prosecutor services provided for city ordinance enforcement and execute the associated memorandum of understanding. Motion carried.

WM15/06 - 73 It was moved by Mahoney, supported by Lohman, to approve the operating levy of 5.6984 mills for Muskegon County to be levied in July 2015, the operating levy of 0.3221 mills for the Lakeshore Museum Center to be levied in December 2015, the operating levy of 0.0752 mills for the Department of Veteran's Affairs to be levied in December 2015, the operating levy of 0.3000 mills for Muskegon County Central Dispatch to be levied in December 2015 and the debt repayment levy of 0.2400 mills for the Quality of Life bond issuance to be levied in December 2015 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. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Commissioners were reminded of a Work Session following the Ways & Means Committee meeting regarding changes to the Freedom of Information Act Policy. All in attendance were invited to attend.

## **PUBLIC COMMENT**

None.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:06 p.m.

**Muskegon County  
Ways & Means Committee  
June 16, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Wilkins, to approve the minutes of the June 4, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/06 - 74 It was moved by Mahoney, supported by Engle, to approve payment of the accounts payable of \$4,094,177.08 covering the period of May 23, 2015 through June 5, 2015, as presented by the County Clerk. Motion carried.

WM15/06 – 75 It was moved by Hughes, supported by Mahoney, to adopt revisions to the Donated Leave Policy, regarding clarification of the "significant medical condition" eligibility criteria, define the "year" for employment criteria and establish the Review Process Committee. Motion carried.

WM15/06 - 76 It was moved by Cross, supported by Mahoney, to authorize the Human Resources Department to make the recommended salary range adjustments to TS-00105 (\$8.50 - \$9.00/hour) and TS-00325 (\$9.50 -

\$10.00/hour), effective May 1, 2015 due to the increase in the State of Michigan minimum wage. Motion carried.

WM15/06 - 77 It was moved by Hughes, supported by Cross, to authorize the Human Resources Department to contract with AFLAC for employee voluntary benefits, for the period 10/1/2015 through 9/30/2017. Motion carried.

WM15/06 - 78 It was moved by Hughes, supported by Wilkins, to authorize the Human Resources Department to renew Basic Life/AD&D and Long Term Disability coverage with Reliance Standard for the benefit period July 1, 2015 through September 30, 2017. Motion carried.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

WM15/06 - 79 It was moved by Lohman, supported by Hughes, to authorize a Resolution in Recognition of Eagle Alloy being recognized and named as Modern Casting's 2015 Metalcaster of the Year. Motion carried.

Chairman Sabo reminded Commissioners and those present of the upcoming County Employee Picnic being held on Sunday, July 12th from 11 a.m. to 5:00 p.m. at Heritage Landing. He noted tickets are necessary and are of no cost to the employee. He also noted this event is made available by private donations.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:18 p.m.

**Muskegon County  
Ways & Means Committee  
July 9, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney,  
Bob Scolnik, Rillastine Wilkins

Excused: Charles Nash, Terry J. Sabo

**APPROVAL OF MINUTES**

It was moved by Wilkins, supported by Lohman, to approve the minutes of the June 16, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/07 - 80 It was moved by Engle, supported by Cross, to approve payment of the accounts payable of \$18,079,210.21 covering the period of June 6, 2015 through June 26, 2015, as presented by the County Clerk. Motion carried.

WM15/07 – 81 It was moved by Cross, supported by Mahoney, to support application to National Maritime Heritage Program to support funding to install the Lyman Davis sculpture and create small casted replicas of the Ship for a ship walk in downtown Muskegon. Motion carried.

- WM15/07 - 82      It was moved by Wilkins, supported by Lohman, to support application to the Michigan Department of Environmental Quality for a brownfield assessment grant to cover costs for completion of a phase 1 environmental assessment of the Dymet facility located at 1901 Peck Street and 1915 Sanford Street in the City of Muskegon, Michigan.  
Motion carried.
- WM15/07 - 83      It was moved by Mahoney, supported by Lohman, to support request grant application match of \$5,000 for Muskegon Area First application to Michigan Department of Urban and Rural Development Strategic Growth Initiative to complete barley product study conducted by Michigan State University Product Lab.  
Motion carried.
- WM15/07 - 84      It was moved by Engle, supported by Cross, to support application in partnership with the Community Foundation for Muskegon County application to the Partners for Place program to support urban farming infrastructure activity on blighted and abandoned property in Muskegon Heights.  
Motion carried.
- WM15/07 - 85      It was moved by Wilkins, supported by Mahoney, to approve a Vehicle Rental Concession Agreement between the County and Enterprise Leasing Company of Detroit, LLC, d/b/a Enterprise Rent-A-car and National Car Rental, providing car rental services in the Airport terminal building, in the amount of \$4,726.88 per year for terminal rent, \$250 per year for snow removal, 10% of gross revenue, and \$3.00 per assigned Vehicle Ready/Storage lot space.  
Motion carried.
- WM15/07 - 86      It was moved by Wilkins, supported by Mahoney, to approve a Service Facility Lease Agreement between the County and Enterprise Leasing Company of Detroit, LLC, d/b/a Enterprise Rent-A-Car and National Car Rental, providing space in an Airport building to detail vehicles that are rented to the public under the terms of their Vehicle Rental Concession Agreement, in the amount of \$5,328.00 per year.      Motion carried.
- WM15/07 - 87      It was moved by Mahoney, supported by Cross, to accept the Fourth Amended and Restated Interlocal agreement realigning Muskegon County with Allegan County, Barry County, Ionia County, Kent County, Montcalm County, Ottawa County and the City of Grand Rapids for the purpose of having the Area Community Services Employment and Training Council administer employment and training programs in Muskegon County, effective October 1, 2015.      Motion carried.



**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:27 p.m.

**Muskegon County  
Ways & Means Committee  
July 21, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Hughes, supported by Cross, to approve the minutes of the July 9, 2015 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

None.

**ITEMS FOR CONSIDERATION**

WM15/07 - 91      It was moved by Engle, supported by Cross, to approve payment of the accounts payable of \$9,893,378.80 covering the period of June 27, 2015 through July 10, 2015, as presented by the County Clerk. Motion carried.

WM15/07 – 92      It was moved by Cross, supported by Sabo, to approve that the medical opt out payments be increased to \$2,500 for a single person and \$4,500 for a 2 person and family for those employees that choose to not take the County's medical insurance and have alternate insurance through another employer provided plan or insurance through the Affordable Care Act; and that these new rates be incorporated into the County's next open enrollment cycle to be effective October 1, 2015. Motion carried.

- WM15/07 - 93 It was moved by Engle, supported by Lohman, to approve the implementation of the Retirement Incentive program offering all county employees eligible for regular retirement benefits the option of selecting one of the following:
- 1) A taxable lump sum cash payment of \$7,500
  - 2) A tax deferred lump sum payment of \$7,500 into a 457 retirement plan
  - 3) A tax deferred lump sum payment of \$7,500 towards purchase of MERS generic service
  - 4) 1 year of COBRA medical insurance coverage for spouse
  - 5) Up to 3 years service credit toward retirees medical insurance
- The retirement window would be from August 1, 2015 through September 30, 2015 with a subsequent budget savings strategy from the resulting retirements to be included in the FY2016 budget. Motion carried.
- WM15/07 - 94 It was moved by Sabo, supported by Cross, to authorize the development of a hiring approval and justification process effective immediately for all County departments (all positions that are currently in the process of being recruited are exempt from this process); further, authorize County Administration to develop an appeal process procedure and form a committee to evaluate and make determinations on these appeals. Motion carried.
- WM15/07 - 95 It was moved by Mahoney, supported by Hughes, to approve the Equalization Department's contract to provide Assessment Administration Services to Dalton Township and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services and to allow the Equalization Department to establish and fill two hourly Appraisal Technician positions with a salary grade of GU00160 (\$13.43 - \$16.69/hour) for a period of five years to accommodate the Assessment Administration Agreement. Motion carried.
- WM15/07 - 96 It was moved by Cross, supported by Mahoney, to approve renewal of Assessment Administration Services being provided by the Equalization Department to Fruitport Township and authorize the Chair of the County Board of Commissioners to execute a temporary agreement prepared by the Equalization Department to provide the services. Motion carried.

- WM15/07 - 97 It was moved by Hughes, supported by Lohman, to authorize the Muskegon County Board Chair to sign the 2016 Title IV-D Cooperative Reimbursement Program Application Extension in the amount of \$2,910,001.58. Motion carried.
- WM15/07 - 98 It was moved by Hughes, supported by Engle, to authorize the Human Resources Department to eliminate position X42501, Human Resources Manager, grant a step increase to position X42502, Human Resources Manager, create a Risk Coordinator position and create a non-bargaining Typist position. Motion carried.
- WM15/07 - 99 It was moved by Cross, supported by Lohman, to award the architectural services contract for the design and specifications of a replacement roof and repairs to the gutters, fascia and soffit at the Union Depot to the team of Andrea Riegler and Historic Restoration Consulting Group for their total not-to-exceed cost of \$7,986 with costs being paid from the Accommodations Tax Fund 2300. Motion carried.
- WM15/07 - 100 It was moved by Wilkins, supported by Sabo, to approve the modified restrictive covenant MDEQ Reference No. RC-SF-201-011 for the Muskegon County Business Park North property and authorize the Chair to execute it. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Mr. Eisenbarth, County Administrator, made recommendations regarding a scheduled community jail tour to be held in August. He discussed a tentative date of Saturday, August 22nd. Commissioners noted their approval and also provided input as to the format of the tour to include having appropriate staff at different locations or stations throughout the building to provide information to those individuals touring the facility.

## **PUBLIC COMMENT**

Mr. Jonathan Wilson, Economic Development Coordinator, noted the Muskegon County Port Advisory Committee is hosting the summer meeting of the American Great Lakes Port Association, being hosted by Grand Valley State University at the Michigan Alternative and Renewable Energy Center (MAREC). He noted the annual summer meeting, being held July 22nd and 23rd, will bring together representatives of the major ports from the Great Lakes region including representatives from several U.S. states, Canada and the Saint Lawrence

Seaway system. Muskegon's location will showcase and acquaint the Great Lakes port industry with Muskegon's port and related community assets.

Mr. Wilson also discussed that the West Michigan Economic Partnership has launched a new, proactive marketing approach to spur the development of strategic real estate in Muskegon and Kent Counties. This campaign, branded as "Greenlight", focuses on six strategic development sites containing 35 individual properties for development in Kent and Muskegon Counties with the goal being to target large businesses and developers that specialize in logistically intensive industries and market the sites and properties for redevelopment. He shared the campaign website info of [www.greenlightwm.com](http://www.greenlightwm.com) and asked those present to visit the site for further information.

Commissioners commended Mr. Wilson for his enthusiasm and marketing strategies in highlighting Muskegon County and its port.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:36 p.m.

**Muskegon County  
Ways & Means Committee  
August 6, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Commissioner Cross, supported by Commissioner Mahoney, to approve the minutes of the July 21, 2015, meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

Finance Director / Assistant County Administrator, Beth Dick, spoke regarding the proposed budget under item #102. A printed, summarized version was prepared for distribution. The full, line item version will be available on the County's internet page later today. A PowerPoint presentation of the FY2016 Proposed Budget will be given for discussion on August 11 at the Full Board meeting.

**PRESENTATION**

Executive Director, Annoesjka Steinman, gave a budget presentation and updated the Board of Commissioners on events at the Lakeshore Museum Center.

- As outlined in the County's FY2016 Proposed Budget, the museum hopes to grow and diversify Michigan's Heritage Park as a revenue source.
- Millage dollars went up with the gap to be covered by fund raising.
- Grant potential for repairs and capital improvements.
- Personnel costs have declined due to retirements of long term employees.
- The facility utilizes a combination of 18 year round employees, 20 plus seasonal staff and 30 to 50 active volunteers.

- Upcoming Events
  - Michigan's Heritage Park Taste of Yesterday – The history of producing and preparing food in Michigan.
  - Lumber Baron's Ball – A steam punk themed annual fund raiser at Hackley Administration Building, a possible future home of the museum.

## ITEMS FOR CONSIDERATION

- WM15/08 - 101      It was moved by Commissioner Engle, supported by Commissioner Hughes, to approve payment of the accounts payable of \$3,734,087.36 covering the period of July 11, 2015, through July 24, 2015, as presented by the County Clerk. Motion Carried.
- WM15/08 – 102      It was moved by Commissioner Cross, supported by Commissioner Sabo, to approve setting the Public Hearing date for the FY2016 Proposed Muskegon County Budget for Thursday, September 3, 2015, 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 23, 2015. Motion Carried.
- WM15/08 - 103      It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to authorize the Muskegon County Board of Commissioner's Chairman to execute closing documents and related closing costs on parcel number 61-07-031-400-0012-00. Motion Carried.

## OLD BUSINESS

None.

## NEW BUSINESS

Muskegon County Administrator, Mark Eisenbarth, requested on behalf of Pam Curtis and Sharon TerHaar with Senior Resources that they make their presentation regarding a senior millage prior to the closed session.

- WM15/08 – 104      It was moved by Commissioner Hughes, supported by Commissioner Engle, to honor Senior Resources request to present "Senior Services" prior to the closed session. Motion carried.

Commissioner Sabo requested to be excused from the remainder of the meeting due to a previous commitment. [4:25 p.m.]

The Administrator announced the Jail Open House is scheduled for Saturday, August 22<sup>nd</sup>, 11:00am to 2:00pm. A flyer will be forthcoming.

Commissioner Mahoney announced the Northside Family Fun Fest Thursday, August 6, through Saturday, August 8. Commissioner Sabo will be participating in the parade August 6. Other events at the festival include Taste of North Muskegon on the 7<sup>th</sup>, and the Art Fair on the 8<sup>th</sup>.

### **PUBLIC COMMENT**

None.

### **CLOSED SESSION**

WM15/08 – 105 It was moved by Commissioner Hughes, supported by Commissioner Engle, to go into closed session for a personnel issue. Motion carried.

The Ways & Means Committee went into closed session at 4:48pm.

The Ways & Means Committee returned to open session at 5:09pm.

WM15/08 – 106 It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to go back into open session. Motion carried.

### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:10 p.m.

**Muskegon County  
Ways & Means Committee  
August 18, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Ben Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Commissioner Hughes, supported by Commissioner Lohman, to approve the minutes of the August 6, 2015, regular and closed sessions as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**PRESENTATION**

Ms. Beth Dick, Assistant County Administrator / Finance Director, presented the FY2016 Proposed All Funds Budget.

She noted a Budget Hearing will be held at the Full Board meeting of Tuesday, August 25, 2015 and the FY2016 Budget Public Hearing will be held on Thursday, September 3rd at the Ways & Means Committee meeting.

For more information on the Muskegon County Budget, please see <http://www.co.muskegon.mi.us/budget/>

## ITEMS FOR CONSIDERATION

- WM15/08 - 107      It was moved by Commissioner Cross, supported by Commissioner Engle, to approve payment of the accounts payable of \$11,179,520.71 covering the period of July 25, 2015 through August 7, 2015, as presented by the County Clerk.      Motion carried.
- WM15/08 – 108      It was moved by Commissioner Hughes, supported by Commissioner Engle, to approve 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 of October 1, 2015 to September 30, 2016 and authorize the County Administrator to sign this document.      Motion carried.
- WM15/08 - 109      It was moved by Commissioner Lohman, supported by Commissioner Mahoney, to support accepting a grant of \$20,000 from Alcoa Foundation to support development of Sustainable Muskegon - a comprehensive education campaign for Muskegon County.      Motion carried.
- WM15/08 - 110      It was moved by Commissioner Mahoney, supported by Commissioner Hughes, to approve the Equalization Department's software upgrade to Assessing.NET to fulfill the recently authorized Assessment Administration Services Agreement to the Township of Dalton and authorize the Chair of the County Board of Commissioners to execute a proposal/agreement prepared by BS&A for the software upgrade to accommodate the Assessment Administration Agreement.      Motion carried.
- WM15/08 - 111      It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to authorize Public Health to reduce the ASTHO Million Hearts collaborative grant award from \$85,558 to \$59,000; and to enter into an agreement with the Michigan County Citizen Corps Council to identify and set up blood pressure screening stations within high risk zip code area of 49442, 49441 and 49444 at a total cost not to exceed \$9,000 with no impact on general fund; and authorize the Public Health Director to sign the collaborative agreement.      Motion carried.
- WM15/08 - 112      It was moved by Commissioner Sabo, supported by Commissioner Lohman, to approve the Sheriff's Office to apply for and accept the fiscal year 2016 Secondary Road Patrol grant from the Office of Highway Safety Planning.      Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Commissioner Scolnik invited those present to the public rededication and celebration for the two World War I cannons that were recently restored, being held on Wednesday, August 26th at 7:00 p.m., Veteran's Memorial Park, Causeway, Muskegon.

## **PUBLIC COMMENT**

None.

## **CLOSED SESSION - Pending Litigation**

It was moved by Commissioner Cross, supported by Commissioner Engle, to go into closed session.

### **ROLL CALL:**

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Scolnik, Wilkins  
Motion carried.

The Ways & Means Committee went into closed session at 4:26 p.m.

The Ways & Means Committee returned to open session at 5:22 p.m.

WM15/08 - 113      It was moved by Commissioner Hughes, supported by Commissioner Cross, to approve the recommendations from Corporate Counsel and the Human Resources Director.

### **ROLL CALL:**

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Scolnik, Wilkins  
Motion carried.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:24 p.m.

**Muskegon County  
Ways & Means Committee  
September 3, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney,  
Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

Excused: Benjamin Cross

**APPROVAL OF MINUTES**

It was moved by Commissioner Hughes, supported by Commissioner Engle, to approve the minutes of the August 18, 2015, regular and closed sessions as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**FY2016 BUDGET PUBLIC HEARING**

It was moved by Commissioner Mahoney, supported by Commissioner Sabo, to open the public hearing on the 2016 Proposed General Operating Budget. Motion carried.

Ms. Dick, Assistant County Administrator / Finance Director, presented the FY2016 Proposed budget to those present.

It was moved by Commissioner Mahoney, supported by Commissioner Hughes, to close the public hearing. Motion carried.



the cost of attending for the employer and employee delegate and alternates to paid from the Risk Management Fund. Motion carried.

WM15/09 - 120 It was moved by Commissioner Engle, supported by Commissioner Wilkins, to award the contract for the construction of a sheet pile seawall at Heritage Landing to Great Lakes Dock & Material for their low bid of \$643,770 contingent upon the approval by the Board of Public Works of a loan of funds in the amount of \$343,770 plus any funds needed to cover change orders from the Solid Waste fund and receipt of permits from the MDEQ and the Corps of Engineers and authorize the Chair to execute the contract. Motion carried.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

WM15/09 - 121 It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to approve a resolution in support of Culturally and Linguistically Appropriate Standards to join the national efforts to collaborate with diverse stakeholders. Motion carried.

WM15/09 - 122 It was moved by Commissioner Engle, supported by Commissioner Mahoney, to approve a change in start time of the Muskegon County Public Works Board meeting of Thursday, September 10, 2015, to 3:00 p.m. Motion carried.

### **PUBLIC COMMENT**

None.

### **CLOSED SESSION - Legal Opinion**

It was moved by Commissioner Mahoney, supported by Commissioner Wilkins, to go into closed session.

### **ROLL CALL:**

Yes: Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Scolnik, Wilkins

Excused: Cross Motion carried.

The Ways & Means Committee went into closed session at 4:39 p.m.

The Ways & Means Committee returned to open session at 4:53 p.m.

**ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:54 p.m.

**Muskegon County  
Ways & Means Committee  
September 15, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Jeff Lohman,  
Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik,  
Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Commissioner Engle, supported by Commissioner Mahoney, to  
approve the minutes of the September 3, 2015, regular and closed sessions as written.  
Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**ITEMS FOR CONSIDERATION**

WM15/09 - 123 It was moved by Commissioner Hughes, supported by  
Commissioner Cross, to approve payment of the accounts payable  
of \$9,621,191.86 covering the period of August 22, 2015 through  
September 4, 2015, as presented by the County Clerk.  
Motion carried.

WM15/09 – 124 It was moved by Commissioner Sabo, supported by Commissioner  
Hughes, to amend the current adopted FY2015 budget as  
presented.  
Motion carried.

WM15/09 - 125 It was moved by Commissioner Cross, supported by Commissioner Hughes, to adopt the FY2016 County of Muskegon Appropriation Ordinance including the Budget Amendments, position changes, FY2016 Equipment Items and FY2016 Capital Projects, which collectively represent the implementation of the County of Muskegon's FY2016 Operating Budget.

Commissioners thanked the Administrator and Assistant Administrator for their efforts and also thanked the department directors for their continued teamwork and collaboration in this budget process.

It was noted that mandated services of the County of Muskegon will not change to the citizens and many services are still able to be provided that are not mandated.

Commissioner Lohman discussed the need for a systems analysis to be performed of the services of the County.

It was discussed that the FY2016 budget remains a work in progress and work will continue to further reduce the deficit.

VOICE VOTE: Motion carried.

WM15/09 - 126 It was moved by Commissioner Hughes, supported by Commissioner Cross, to authorize Michigan Works to purchase their share of the furniture currently included in the Terrace Plaza building lease. Motion carried.

WM15/09 - 127 It was moved by Commissioner Mahoney, supported by Commissioner Cross, to authorize the Muskegon County Equalization Department Director to collaborate with and act as the Newaygo County Equalization Department Director and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Muskegon County Equalization Department to accommodate the agreement and; approve the salary adjustments of the Equalization Director position from ND-0030 (\$35.719-\$45.487/hr) to an ND-0040 (\$41.956-\$52.42/hr) changing the title of the position to Muskegon/Newaygo County Equalization Director and place the incumbent at step 5 of the new salary grade. Motion carried.

WM15/09 - 128 It was moved by Commissioner Lohman, supported by Commissioner Mahoney, 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 fiscal 2016, and that 15 percent of the medical benefit plan's premium equivalent amount shall be deducted from compensation due to each covered employee and elected public official; and that authorization by the employee or elected public official for the County to make the deduction shall be a condition for eligibility for the medical benefit plan. Motion carried.

WM15/09 - 129 It was moved by Commissioner Cross, supported by Commissioner Sabo, to approve the contract with the City of Muskegon for the Muskegon County Human Resources Department to provide Human Resource functions for the City of Muskegon in the annual amount of \$82,500 for the period July 1, 2015 through June 30, 2018, \$83,700 for the period July 1, 2018 through June 30, 2019 and \$85,000 for the period July 1, 2019 through June 30, 2020 and authorize the Board Chair and County Clerk to sign the contract. Motion carried.

WM15/09 - 130 It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to authorize staff to bid the project for placement of a fire hydrant on the backside of the Brookhaven building. Motion carried.

WM15/09 - 131 It was moved by Commissioner Hughes, supported by Commissioner Lohman, to authorize the Board Chair and County Clerk to sign an Operating Agreement with Muskegon County Sheriff's Office to reimburse for mental health services from HealthWest for Fiscal Year 2016. Motion carried.

## **OLD BUSINESS**

Commissioner Engle noted he received a call recently from a citizen who had concerns about the lack of available handicap parking in the Hall of Justice parking lot. Mr. John Warner, Public Works Director, noted the former parking lot had 10 handicap parking spots designated and the new lot has eight available. Mr. Mark Eisenbarth, County Administrator, noted this is something that continues to be monitored.

Commissioner Wilkins thought perhaps an idea for additional parking might be to utilize the area in the front of the building on Terrace.

## **NEW BUSINESS**

Chairman Sabo introduced Ms. Marie Sorensen, a student from Muskegon Community College, who was in the audience.

## **PUBLIC COMMENT**

None.

## **CLOSED SESSION - Legal Opinion**

It was moved by Commissioner Cross, supported by Commissioner Engle, to go into closed session.

## **ROLL CALL:**

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Scolnik,  
Wilkins

Motion carried.

The Ways & Means Committee went into closed session at 4:30 p.m.

The Ways & Means Committee returned to open session at 4:52 p.m.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:52 p.m.

**Muskegon County  
Ways & Means Committee  
October 1, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Jeff Lohman,  
Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik,  
Rillastine Wilkins

**MOMENT OF SILENCE**

A moment of silence was observed for firefighter Richard Crosby, Sr., from Casnovia Township who lost his life in the line of duty.

**APPROVAL OF MINUTES**

It was moved by Commissioner Mahoney, supported by Chairman Sabo, to approve the minutes of the September 15, 2015, regular and closed sessions as written.

Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**ITEMS FOR CONSIDERATION**

WM15/10 - 132      It was moved by Commissioner Engle, supported by Commissioner Hughes, to approve payment of the accounts payable of \$5,981,396.56 covering the period of September 5, 2015 through September 15, 2015, as presented by the County Clerk.

A friendly amendment was offered by Commissioner Hughes, supported by Chairman Sabo to approve the accounts payables with the exception of the propane invoice for the Muskegon County Fairgrounds.

ROLL CALL VOTE:

Yes: Hughes

No: Cross, Engle, Lohman, Mahoney, Nash, Sabo, Scolnik, Wilkins

Motion defeated.

ROLL CALL VOTE ON ORIGINAL MOTION #WM15/10 - 132:

Yes: Cross, Engle, Lohman, Mahoney, Nash, Sabo, Scolnik, Wilkins

No: Hughes

Original motion carried.

WM15/10 – 133 It was moved by Commissioner Lohman, supported by Commissioner Cross, to approve MSU Extension's Annual Work Plan for FY2016 and authorize the Board Chair to sign.  
Motion carried.

WM15/10 - 134 It was moved by Commissioner Lohman, supported by Commissioner Mahoney, to support application to Michigan State University's Urban Planning Practicum for the Winter Semester.  
Motion carried.

WM15/10 - 135 It was moved by Commissioner Mahoney, supported by Commissioner Hughes, to support application to the US Department of Education Juvenile Justice Reentry Education Program.  
Motion carried.

WM15/10 - 136 It was moved by Commissioner Cross, supported by Commissioner Engle, to support application to America Walks Program.  
Motion carried.

WM15/10 - 137 It was moved by Chairman Sabo, supported by Commissioner Mahoney, to award bid #15-2196 for Ice Deck for LC Walker Arena to Becker Arena Products, 6611 W. Highway 13, Savage, MN 55378 for the total cost of \$132,544.00, to be paid for with funds from the County's Accommodations Tax Reserve Fund with the County retaining ownership of the ice deck in the event of an arena management change.  
Motion carried.

- WM15/10 - 138 It was moved by Commissioner Hughes, supported by Commissioner Cross, to approve Rehmann Robson's engagement letter and related documents for the 2015 financial audit and Single Audit and that the Chairman of the Muskegon County Board of Commissioners be authorized to sign the engagement letter and any other documents regarding associated audit-related services, including the Letter of Understanding regarding F-65 preparation and the addendums relating to the financial assurance letter and new pension reporting procedures. Motion carried.
- WM15/10 - 139 It was moved by Commissioner Hughes, supported by Commissioner Engle, to authorize the Board Chair to sign the Intergovernmental Agreement for Access to Geographic Information System Data Between Muskegon County and the State of Michigan DTMB, and to authorize GIS staff to participate in and transmit data to the State of Michigan as part of the cadastral (parcel) data sharing pilot program. Motion carried.
- WM15/10 - 140 It was moved by Commissioner Hughes, supported by Commissioner Lohman, to grant the requested easement across the property located at 616 W. Giles Road to Muskegon Township for the Fred Meijer-Berry Junction Non-Motorized Trail and authorize the Chair to execute the easement on behalf of Muskegon County. Motion carried.

## **OLD BUSINESS**

Commissioner Hughes noted the approved easement across the property at 616 W. Giles is the last easement needed for the Berry Junction Trail.

Chairman Sabo noted at last Ways & Means Committee, discussion ensued regarding handicapped parking availability in the HOJ lot. It was noted there were eight spots currently as opposed to 10 spots previously. That number was in error as there are currently 12 handicapped parking spots available.

Commissioner Scolnik requested an update on the Arena wood floor grant request. Mr. Bob Lukens, Community Development Director, will follow up with Ms. Connie Maxim Sparrow, Grants Coordinator to provide an update.

## **NEW BUSINESS**

Mr. Mark Eisenbarth, County Administrator, noted the Board Work Sessions would be starting up again during the month of October. It was noted the next Session would be

following the Full Board meeting of October 13th, and will include discussion regarding the Muskegon County's Dive Team.

#### **PUBLIC COMMENT**

Mr. Eric Stevens, Family Court Administrator, thanked the Commissioners for their support of the juvenile justice grant. He noted this grant would involve technical education for the juveniles involved in the juvenile justice system.

#### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:29 p.m.

**Muskegon County  
Ways & Means Committee  
October 20, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Commissioner Engle, supported by Commissioner Lohman, to approve the minutes of the October 1, 2015, as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**ITEMS FOR CONSIDERATION**

WM15/10 - 141 It was moved by Commissioner Engle, supported by Commissioner Cross, to approve payment of the accounts payable of \$15,880,419.63 covering the period of September 16, 2015 through October 9, 2015, as presented by the County Clerk. Motion Carried.

WM15/10 – 142 It was moved by Commissioner Cross, supported by Commissioner Hughes, to approve the County of Muskegon Cell Phone Policy including reimbursement for personal use of \$25/month for a smart phone and \$10/month for all other phones. Motion Carried.

- WM15/10 - 143 It was moved by Commissioner Mahoney, supported by Commissioner Wilkins, to approve the discharge of the \$5,000 Accommodations Tax Lien recorded on April 22, 2008 on the property at 3450 Hoyt Street for a total waiver of taxes, interest and penalties of \$57,986.66 and authorize the Board Chair to sign the discharge document. Motion Carried.
- WM15/10 - 144 It was moved by Commissioner Lohman, supported by Commissioner Mahoney, to approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Holton and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services. Motion Carried.
- WM15/10 - 145 It was moved by Commissioner Cross, supported by Chairman Sabo, to adopt the 2015 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department. Motion Carried.
- WM15/10 - 146 It was moved by Commissioner Wilkins, supported by Commissioner Engle, to approve the vendor and contractor relationships outlined on the schedule to continue under existing arrangements for the time period from October 1, 2015 through September 30, 2016. Motion Carried.
- WM15/10 - 147 It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to authorize the Human Resources Department to reclassify Typist position #N86005 to a Departmental Clerk, leave the Human Resources Specialist position #N39703 vacant and amend the budget to reflect the resulting \$28,727 in General Fund savings and \$43,090 in Insurance Fund savings. Motion Carried.
- WM15/10 - 148 It as moved by Commissioner Lohman, supported by Commissioner Cross, to authorize a salary adjustment of the incumbent in the Land Bank Coordinator position (X48701) from Step 2 (\$22.552/hr) to Step 5 (\$25.94/hr) of the current salary range NX-00220 (\$21.548-\$27.153/hr) retroactive back to October 1, 2015, for the additional responsibilities taken on as a result of the Land Management consolidation and to amend the budget accordingly. Motion Carried.

- WM15/10 - 149 It was moved by Chairman Sabo, supported by Commissioner Mahoney, to authorize the Department of Public Works to submit an application to the Michigan Department of Environmental Quality 2015/16 Scrap Tire Cleanup Grant Program. Motion Carried.
- WM15/10 - 150 It was moved by Commissioner Mahoney, supported by Chairman Sabo, to approve the "Second Amended Fairgrounds Management Agreement Between the County of Muskegon and the Muskegon County Fair Association" and authorize the Board Chair to execute the agreement. Motion Carried.
- WM15/10 - 151 It was moved by Chairman Sabo, supported by Commissioner Wilkins, to award the contract for the placement of a new fire hydrant and associated piping to Accurate Excavators for their low responsible bid of \$64,245.00 with costs being paid by Brookhaven funding, and authorize the Chair to execute the contract documents. Motion Carried.
- WM15/10 - 152 It was moved by Commissioner Cross, supported by Commissioner Lohman, to approve the proposal from Prein & Newhof for construction engineering services for the construction of the sheet pile wall at Heritage Landing for a cost not-to-exceed \$10,000 without further Board approval with costs being paid currently by a loan from the Solid Waste fund 5710-0526 and being reimbursed to Solid Waste by the General Fund over a 20 year period. Motion Carried.
- WM15/10 - 153 It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to authorize the Circuit Court Administrator to purchase (3) electronic recording systems from Jefferson Audio Video Systems, Inc. (JAVS) in the amount not to exceed \$95,000. Motion Carried.
- WM15/10 - 154 It was moved by Commissioner Cross, supported by Commissioner Hughes, to authorize the Muskegon County Board of Commissioners to approve a resolution to authorize the County Board Chair as Certifying Officer and the Economic Development Coordinator as Environmental Review Officer, to sign official MSF documents as a representative of Muskegon County for CDBG Grant Number R4-RLF-1-2015. Motion Carried.

## **OLD BUSINESS**

Commissioner Nash discussed health insurance issues and rising costs and the possibility of obtaining a new insurance broker. Mr. Eisenbarth noted he and Ms. Dick have been working with the Human Resources Director and will continue to keep the Board informed with insurance options. Chairman Sabo noted the Board will wait for a final recommendation from appropriate staff.

WM15/10 - 155      It was moved by Commissioner Engle, supported by Chairman Sabo, to amend the Resolution in Support of a Class III Casino Operation to the Little River Band of Ottawa Indians within the County of Muskegon Resolution to include requesting the support of Senator Debbie Stabenow, Senator Gary Peters and Representative Bill Huizenga. Motion Carried.

## **NEW BUSINESS**

None.

## **PUBLIC COMMENT**

None.

## **CLOSED SESSION - PENDING LITIGATION**

It was moved by Commissioner Mahoney, supported by Commissioner Hughes, to go into closed session for the purpose of discussing pending litigation.

Roll Call Vote:

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo, Scolnik, Wilkins

Motion Carried.

The Ways & Means Committee went into closed session at 4:36 p.m.

The Ways & Means Committee returned to open session at 4:42 p.m.

WM15/10 - 156      It was moved by Commissioner Mahoney, supported by Commissioner Lohman, to approve the recommendation of Corporate Counsel regarding pending litigation. Motion Carried.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:43 p.m.

**Muskegon County  
Ways & Means Committee  
November 5, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to approve the regular and closed session minutes of October 20, 2015, as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**ITEMS FOR CONSIDERATION**

WM15/11 - 157 It was moved by Commissioner Mahoney, supported by Commissioner Hughes, to approve payment of the accounts payable of \$10,067,004.16 covering the period of October 10, 2015 through October 23, 2015, as presented by the County Clerk. Motion carried.

WM15/11 – 158 It was moved by Commissioner Cross, supported by Chairman Sabo, to support application to the EPA Urban Waters program to support development of the Muskegon County Trails Towns - Community Greening master plan. Motion carried.

WM15/11 - 159      It was moved by Commissioner Hughes, supported by Commissioner Lohman, to approve contract with Community Foundation for Muskegon County and accept \$25,000 grant to go toward the purchase of a wood floor for the LC Walker Arena. Motion carried.

### **OLD BUSINESS**

Commissioner Scolnik noted he is gearing up to raise the money needed for the balance of the wood floor for the LC Walker Arena. He also noted there are issues with the storage of this wood floor and options are currently being discussed.

### **NEW BUSINESS**

None.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:14 p.m.

**Muskegon County  
Ways & Means Committee  
November 17, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Rillastine Wilkins

Excused: Bob Scolnik

**MOMENT OF SILENCE**

A moment of silence was held for those who lost their lives in the recent Paris attacks.

**APPROVAL OF MINUTES**

It was moved by Chairman Sabo, supported by Commissioner Cross, to approve the minutes of November 5, 2015, as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**ITEMS FOR CONSIDERATION**

WM15/11 - 160 It was moved by Commissioner Mahoney, supported by Commissioner Cross, to approve payment of the accounts payable of \$9,133,884.61 covering the period of October 24, 2015 through November 6, 2015, as presented by the County Clerk. Motion carried.

WM15/11 – 161 It was moved by Commissioner Engle, supported by Commissioner Cross, to authorize staff to negotiate a three-year contract for legal counsel services with Williams Hughes, PLLC.

ROLL CALL:

Yes: Cross, Engle, Hughes, Lohman, Mahoney, Nash, Sabo

No: Wilkins

Excused: Scolnik

Motion carried.

WM15/11 - 162 It was moved by Commissioner Wilkins, supported by Commissioner Hughes, to award a contract to Trinity Health Corporation D/B/A Mercy Health Life Counseling in the amount of \$110,198.00 for the treatment of sobriety court participants and to authorize the Chairman of the Muskegon County Board of Commissioners to sign the contract with Mercy Health life Counseling. Motion carried.

WM15/11 - 163 It was moved by Commissioner Mahoney, supported by Chairman Sabo, to approve Assessment Administration Services being provided by the Equalization Department to the Township of Fruitport and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services and to amend the budget accordingly. Motion carried.

WM15/11 - 164 It was moved by Commissioner Hughes, supported by Commissioner Engle, to authorize the Equalization Department to reclassify Assessment Administration Supervisor position X06801 with a salary grade of NX 00280 (\$23.635 - \$29.822 /hour) to an Assessment/Equalization Manager position with a salary grade of NX00320 (\$28.466 - \$36.002/hour) with incumbent filling reclassified position at step 5 and amend the budget accordingly. Motion carried.

WM15/11 - 165 It was moved by Commissioner Cross, supported by Commissioner Mahoney, to adopt the revised 2015 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department. Motion carried.

WM15/11 - 166 It was moved by Commissioner Hughes, supported by Chairman Sabo, to authorize the Human Resources Department to implement the BC/BS rates for the coverage period 1/1/16 - 9/30/16, in addition, provide the Reduced Medical plan to employees at a flat increase and the High Deductible plan at zero cost. Motion carried.

WM15/11 - 167 It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to authorize the Human Resources Department to release a Request for Proposal for a 457 Retirement Plan Broker. Motion carried.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

County Clerk Nancy A. Waters updated Commissioners on the Lunchtime Learning regarding identify theft that was held during the lunchhour for employees wishing to attend. She noted much information was shared from 5/3rd Bank and the Sheriff regarding safety.

Commissioner Hughes showed those present a “clip” she uses when shopping that attaches her purse to the shopping cart making it harder for someone to lift her purse from the cart.

Mr. Doug Hughes, Corporate Counsel, thanked Commissioners for their vote of the contract with Williams|Hughes. He also introduced Ms. Sarah R. Miller a new associate at his office.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:22 p.m.

**Muskegon County  
Ways & Means Committee  
December 3, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Bob Scolnik

Excused: Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Commissioner Mahoney, supported by Commissioner Lohman, to approve the minutes of November 17, 2015, as written. Motion carried.

**PUBLIC COMMENT (On an agenda item.)**

None.

**PRESENTATION: Honeywell's Energy Audit**

Mr. Dick Williams, Honeywell Government Market Leader - Michigan, presented the Honeywell Energy Audit. He noted solutions are performing well and are exceeding expectations. The savings breakdown to date include a 46% savings in electricity/lighting, a 25% savings in control systems (regulating) and a 14% savings in water conservation. Mr. Williams provided a four-year summary of energy unit avoidance to include 6 million kilowatt hours and 20 million gallons of water leading to a total energy cost avoidance of \$1,129,906.00.

The Board commended Mr. Williams and Public Works staff assisting with this project.

## **ITEMS FOR CONSIDERATION**

- WM15/12 - 168      It was moved by Commissioner Cross, supported by Commissioner Mahoney, to approve payment of the accounts payable of \$10,879,503.00 covering the period of November 7, 2015 through November 20, 2015, as presented by the County Clerk. Motion carried.
- WM15/12 – 169      It was moved by Commissioner Mahoney, supported by Commissioner Lohman, to support the Resolution to accept the DNR Land and Water Conservation Fund grant agreement for improvements to Deremo Access Site; total grant being \$60,000 - \$30,000 grant award and \$30,000 budgeted match (\$15,000 monetary and \$15,000 in-kind construction and engineering). Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

None.

## **PUBLIC COMMENT**

None.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:35 p.m.

**Muskegon County  
Ways & Means Committee  
December 15, 2015  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Charles Nash, Chair**

**Susie Hughes, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

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

**ROLL CALL**

Present: Marvin Engle, Susie Hughes, Jeff Lohman, Charles Nash, Terry J. Sabo,  
Bob Scolnik, Rillastine Wilkins

Excused: Benjamin Cross, Kenneth Mahoney

**APPROVAL OF MINUTES**

It was moved by Commissioner Engle, supported by Commissioner Lohman, to approve the minutes of December 3, 2015, as written. Motion carried.

**APPROVAL OF THE AGENDA**

It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to remove agenda item WM15/12 - 177 from the agenda. Motion carried.

Commissioner Nash noted the item will be brought back at a later date once further details were finalized.

**PUBLIC COMMENT (On an agenda item.)**

None.

## ITEMS FOR CONSIDERATION

- WM15/12 - 170      It was moved by Commissioner Engle, supported by Commissioner Hughes, to approve payment of the accounts payable of \$2,081,092.65 covering the period of November 21, 2015 through December 4, 2015, as presented by the County Clerk. Motion carried.
- WM15/12 – 171      It was moved by Commissioner Hughes, supported by Commissioner Lohman, to authorize staff to continue administering the DTE Test and Tune-Up Program for the residents of Muskegon County through December 31, 2017. Motion carried.
- WM15/12 - 172      It was moved by Commissioner Lohman, supported by Commissioner Engle, to approve the Grant Management Policy and Cash Management Policy and to adopt the updated cost principles of Part 200 of Title 2 of the Code of Federal Regulations, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, effective retroactively back to October 1, 2014. Motion carried.
- WM15/12 - 173      It was moved by Commissioner Engle, supported by Commissioner Hughes, to approve the vendor and contract relationships outlined on the schedule to continue under existing arrangements for the time period from October 1, 2015 through September 30, 2016. Motion carried.
- WM15/12 - 174      It was moved by Commissioner Hughes, supported by Commissioner Wilkins, to approve the continued membership for Muskegon County with the Michigan Municipal Risk Management Authority for general liability and property insurance coverage with a 2016 annual contribution of \$864,042. Motion carried.
- WM15/12 - 175      It was moved by Commissioner Lohman, supported by Commissioner Wilkins, to approve the continued membership for Muskegon County with the Michigan Transit Pool for MATS general liability and auto liability insurance coverage for policy period 12/1/15 through 11/30/16 with an annual contribution of \$84,700. Motion carried.
- WM15/12 - 176      It was moved by Chairman Sabo, supported by Commissioner Lohman, to authorize Human Resources to solicit proposals for insurance brokerage services for medical, dental, vision, life, long-

term disability insurances, voluntary benefits and Section 125 Flexible Spending Account Third Party Administration. Motion carried.

WM15/12 - 177 REMOVED FROM AGENDA PRIOR TO VOTE:

Move to approve the following ballot language and to submit it to the County Clerk for placement on the Tuesday, August 2, 2016, ballot: *“Shall the limitation on the amount of taxes on the general ad valorem taxes within the County of Muskegon imposed under Article IX, Section 6, of the Michigan Constitution be increased for said County by 0.50 mills (\$0.50 per \$1000 of taxable value) for the period of 2017 to 2024, inclusive, for the intended purpose of planning, coordinating and providing services to older persons in Muskegon County, as provided by Public Act 39 of 1976 (Activities or Services for Older Persons Act)? If approved and levied in its entirety on January 1, 2017, this millage would raise an estimated \$2,115,870 in the first year.”*

WM15/12 - 178 It was moved by Commissioner Hughes, supported by Commissioner Engle, to approve the purchase of a Ford F-250 pickup for the Facilities Management department from Signature Ford for \$27,541 plus a Boss 9.2' plow from Monroe Equipment for \$6,140 for a total of \$33,681 with costs being paid from the equipment revolving fund. Motion carried.

WM15/12 - 179 It was moved by Commissioner Wilkins, supported by Commissioner Engle, to approve the transfer of a 2009 Ford F-250 from Wastewater to Facilities Management for a cost of \$9,833.65 and a 2002 Chevrolet 2500HD from Wastewater to Facilities Management for \$4,414.90 with a cost being paid from the equipment revolving fund. Motion carried.

WM15/12 - 180 It was moved by Commissioner Engle, supported by Chairman Sabo, to allow the County's construction-related RFBs to be promulgated on the Engineer/Architect plan room in addition to MITN.info. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

None.

## **PUBLIC COMMENT**

None.

## **CLOSED SESSION**

It was moved by Commissioner Lohman, supported by Commissioner Engle, to go into closed session for the purpose of discussing Corporate Counsel legal opinion.

Roll Call Vote:

Yes: Engle, Hughes, Lohman, Nash, Sabo, Scolnik, Wilkins  
Excused: Cross, Mahoney  
Motion carried.

The Ways & Means Committee went into closed session at 4:17 p.m.

The Ways & Means Committee returned to open session at 4.48 p.m.

## **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:48 p.m.