

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN  
AGENDA

**WAYS AND MEANS**

Hall of Justice  
990 Terrace, Muskegon, MI  
April 5, 2012 - 3:30 p.m.

Lewis Collins, Chair  
Scott Plummer, Vice-Chair

- 
1. Call to Order
  2. Roll Call
  3. Approval of the Minutes
    - A) Regular Meeting of March 20, 2012
    - B) Closed Session Meeting of March 20, 2012
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - WM 12/04 – 42 (Administration) Approve accounts payable
    - WM 12/04 – 43 (Administration) Authorize staff to issue a Request for Proposal to replace the Information (ticket) Booth at Heritage Landing and use the Reserve for Heritage Landing Improvements Fund to pay for the replacement of the Information Booth
    - WM 12/04 – 44 (Administration) Authorize staff to issue a Request for Proposal to upgrade the electrical capacity at Heritage Landing and to use funds from the Reserve for Heritage Landing Improvement Fund to pay for the electrical improvements
    - WM 12/04 – 45 (Administration) Reclassify position G14002 – Buyer FT (GU 00180) to Admin Analyst NX 00220 step 1
    - WM 12/04 – 46 (Administration) Authorize the Muskegon County Board of Commissioners to enter into an agreement with National Oceanic and Atmospheric Administration (NOAA) contingent upon approval of the City Council of North Muskegon and authorize the Chairman of the County Board of Commissioners to sign all required documents
    - WM 12/04 – 47 (Administration) Commit the County of Muskegon to the Veterans Memorial Park Enhancement Grant project

Public Comment

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

Ways and Means Committee Meeting

Agenda

April 5, 2012

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5. Items for Consideration (Continued)

- WM 12/04 – 48 (County Clerk) Continue collection of the local 9-1-1 surcharge as approved by Michigan Public Services Commission for the time period July 1, 2012 to June 30, 2013 and to provide proper notification of this to the State 9-1-1 Committee
- WM 12/04 – 49 (Employment and Training) Authorize the Muskegon County Department of Employment and Training to apply for the USDOL Administration Grant to serve young adult ex-offenders through training and service learning
- WM 12/04 – 50 (Human Resources) Request that Muskegon County issue a Request for Proposals for actuarial services for the preparation of the Muskegon County OPEB valuation, calculated as of December 31, 2011
- WM 12/04 – 51 (Public Works) Approve Bulletin #9 costs for the Hall of Justice renovation project

6. Old Business

7. New Business

8. Public Comment (on a new topic)

9. Adjournment

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

**Muskegon County  
Ways & Means Committee Meeting  
March 20, 2012  
3:30 p.m.  
Hall of Justice, 4<sup>th</sup> Floor  
990 Terrace  
Muskegon, MI**

**Lewis Collins, Chair**

**Scott Plummer, Vice-Chair**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Commissioner Collins at 3:30 p.m.

**ROLL CALL**

Present: Lewis Collins, Benjamin Cross, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

Excused: James Derezinski

**APPROVAL OF MINUTES**

It was moved by Plummer, supported by Longmire, to approve the regular minutes of the March 1, 2012, meeting as written. Motion carried.

**PUBLIC COMMENT/AGENDA ITEM**

None

**ITEMS FOR CONSIDERATION**

WM 12/03 – 29 It was moved by Engle, supported by Mahoney, to approve payment of the accounts payable of \$4,233,994.35 covering the period of February 25, 2012 through March 13, 2012, as presented by the County Clerk. Motion carried.

Ways and Means Committee Meeting  
Minutes  
March 20, 2012

WM 12/03 – 30 It was moved by Snider, supported by Longmire, to authorize the Chairman of the County Board of Commissioners to sign the Inter Local Agreement for the West Michigan Economic Development Partnership.

It was moved by Cross, supported by Snider, to suspend the rules to allow the audience to speak. Motion carried.

Presentations were made by Ed Garner, President and CEO, Muskegon Area First, and Rick Chapala, Vice President, Business Development, The Right Place, Inc., to share information in support of this motion. Original Motion carried.

WM 12/03 – 31 It was moved by Engle, supported by Cross, to award the lead risk assessment and clearance inspections to Midwest Environmental Services as the primary contractor with secondary contractors awarded a contract in the event that Midwest Environmental Services is not available to perform the work in the following order: 1) Environmental Testing; 2) Micro Air; 3) Analytical Testing; and 4) AAA Lead Inspection and to authorize the County Board Chairman to sign the contracts. Motion carried.

WM 12/03 – 32 It was moved by Mahoney, supported by Cross, to formally request that Muskegon County issue a Request for Proposals for new buildings/facilities for Michigan Works in Muskegon and Oceana Counties. Original Motion carried.

It was moved by Jager, supported by Cross, to amend the motion to include "existing" facilities. Motion carried.

WM 12/03 – 33 It was moved by Engle, supported by Plummer, to award a contract to the Oceana County Economic Development Corporation. in the amount of \$4,999.58 for one year that may be renewed for up to a total of three years based on performance and the availability of funding to provide a regularly updated directory of contacts for Oceana County's employers and workforce to the Muskegon/Oceana Workforce Development Board. Motion carried.



Ways and Means Committee Meeting  
Minutes  
March 20, 2012

WM12/03 – 38      It was moved by Engle, supported by Plummer, to authorize the Chairman of the County Board of Commissioners to sign the Resolution designating the Capital Fund Services to manage and administer the revolving loan fund as the Regional Fund Manager for Region IV, which includes Muskegon County.  
Original Motion carried.

It was moved by Engle, supported by Snider, to suspend the rules to allow the audience to speak.      Motion carried.

Presentations were made by Jacob Horner, CPA, Great Lakes Capital Fund, and Rick Ballard, Housing and Community Development Services, to share information in support of this motion.

WM12/03 – 39      It was moved by Engle, supported by Cross, to approve the County of Muskegon Disadvantaged Business (DBE) Program for Department of Transportation Financial Assistance Programs.  
Motion carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT/NEW TOPIC**

None.

Ways and Means Committee Meeting  
Minutes  
March 20, 2012

## CLOSED SESSION

It was moved by Engle, supported by Snider, to proceed into closed session for the purpose of discussing Pending Litigation.

### ROLL CALL:

Ayes: Collins, Cross, Engle, Jager, Longmire, Mahoney, Plummer, Scolnik, Snider, Wilkins

Nays: None

Excused: Derezinski

The Muskegon County Ways & Means Committee went into closed session at 4:08 p.m.

It was moved by Snider, supported by Longmire, to return to open session.

Motion carried.

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

WM12/03 – 40 It was moved by Snider, supported by Longmire, to approve the attorney's recommendation regarding Workers Compensation litigation. Motion carried.

WM 12/03 – 41 It was moved by Snider, supported by Engle, to authorize the Finance & Management Services Director to adjust the FY2011 allocation to Brookhaven, adjust the accounts receivable allowance and execute a loan agreement in the amount of \$2,325,000 payable on a ten (10) year amortization schedule at an interest rate equal to prime. Motion carried.

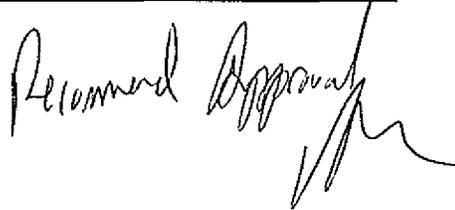
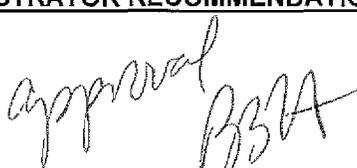
## ADJOURNMENT

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

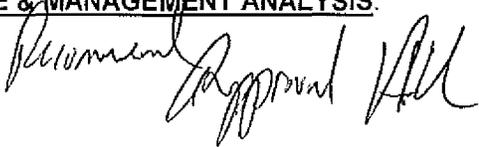
# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<b>COMMITTEE</b> Ways & Means		<b>BUDGETED</b> <input type="checkbox"/>	<b>NON-BUDGETED</b> <input type="checkbox"/>	<b>PARTIALLY BUDGETED</b> <input type="checkbox"/>
<b>REQUESTING DEPARTMENT</b> Administration	<b>COMMITTEE DATE</b> April 5, 2012	<b>REQUESTOR SIGNATURE</b> Bonnie Hammersley		
<b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>  Accounts payable - already distributed.				
<b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>  I move to approve payment of the accounts payable of \$4,716,844.76 covering the period of March 14, 2012 through March 30, 2012, as presented by the County Clerk.				
<b>ADMINISTRATIVE ANALYSIS (AS APPLICABLE)</b>				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>  <i>Recommend Approval [Signature]</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>  <i>Approval BBA</i>		
<b>AGENDA DATE:</b> 4/5/12	<b>AGENDA NO.:</b> WM12/04-42	<b>BOARD DATE:</b> 4/10/12	<b>PAGE NO.</b>	

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

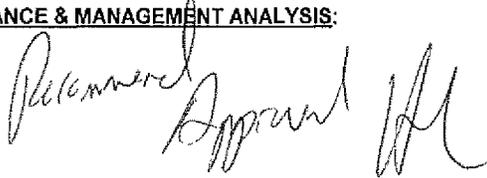
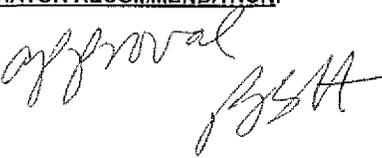
<b>COMMITTEE</b> Ways and Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
<b>REQUESTING DEPARTMENT</b> Administration		<b>COMMITTEE DATE</b> April 5, 2011	<b>REQUESTOR SIGNATURE</b> Judith Kell
<b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>  Approval is being requested to issue a Request for Proposal to replace the information (ticket) booth at Heritage Landing. The structure is in need of extensive repair. In addition, only one or two customers can be serviced at a time due to the limited number of service windows. Accessibility is also an issue as all patrons must navigate stairs to purchase event tickets. Brochures about the County of Muskegon as well as the habitat restoration of Muskegon Lake will be stored at the information booth for distribution to visitors. The Reserve for Heritage Landing Improvements Fund will be used to pay for the replacement of the information booth.			
<b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>  I move to authorize staff to issue a Request for Proposal to replace the information (ticket) booth at Heritage Landing and use the Reserve for Heritage Landing Improvements Fund to pay for the replacement of the Information Booth.			
<b>ADMINISTRATIVE ANALYSIS (AS APPLICABLE)</b>			
<b><u>HUMAN RESOURCES ANALYSIS:</u></b>		<b><u>FINANCE &amp; MANAGEMENT ANALYSIS:</u></b>  	
<b><u>CORPORATE COUNSEL ANALYSIS:</u></b>  Concur - T. Williams		<b><u>ADMINISTRATOR RECOMMENDATION:</u></b>  	
(Empty space for additional notes)			
<b>AGENDA DATE:</b> 4/5/12	<b>AGENDA NO.:</b> WM 12/04-43	<b>BOARD DATE:</b> 4/10/12	<b>PAGE NO.</b>

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<b>COMMITTEE</b> Ways and Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
<b>REQUESTING DEPARTMENT</b> Administration		<b>COMMITTEE DATE</b> April 5, 2011	<b>REQUESTOR SIGNATURE</b> Judith Kell
<b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>  Approval is being requested to issue a Request for Proposal to perform various electrical improvements around the Heritage Landing site. The Reserve for Heritage Landing Improvements Fund will be used to pay for the electrical improvements.			
<b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>  I move to authorize staff to issue a Request for Proposal to upgrade the electrical capacity at Heritage Landing and use funds from the Reserve for Heritage Landing Improvement Fund to pay for the electrical improvements.			
<b>ADMINISTRATIVE ANALYSIS (AS APPLICABLE)</b>			
<b><u>HUMAN RESOURCES ANALYSIS:</u></b>		<b><u>FINANCE &amp; MANAGEMENT ANALYSIS:</u></b> 	
<b><u>CORPORATE COUNSEL ANALYSIS:</u></b>  Concur - T. Williams		<b><u>ADMINISTRATOR RECOMMENDATION:</u></b>  	
<b>AGENDA DATE:</b> 4/5/12	<b>AGENDA NO.:</b> WM 12/04-44	<b>BOARD DATE:</b> 4/10/12	<b>PAGE NO.</b>

Revised 3/27/12

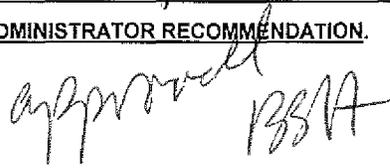
# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE April 5, 2012	REQUESTOR SIGNATURE Heath Kaplan	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Due to the recent vacancy in the Sheriff's Office, staff is recommending a new cooperative arrangement with Finance & Management Services. The proposal is the reclassification of position G14002 (Buyer FT) GU 00180 (\$12.42 – 18.57/per hour) to Admin Analyst NX 00220 (\$20.634 - \$26.128/per hour). The net effect of the change is \$1,092.82 per fiscal year. Finance & Management Services would not fill the vacancy to gain the appropriate economies of scale and reallocate duties to the existing Purchasing Staff.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to reclassify position G14002 – Buyer FT (GU 00180) to Admin Analyst NX 00220 step 1 (\$20.634 per hour).				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 4/5/12    AGENDA NO.: WM 12/04-45    BOARD DATE: 4/10/12    PAGE NO.				

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<b>COMMITTEE</b> Ways and Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
<b>REQUESTING DEPARTMENT</b> Administration	<b>COMMITTEE DATE</b> April 5, 2011	<b>REQUESTOR SIGNATURE</b> Judith Kell	
<b>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</b>  Staff is requesting that the County of Muskegon become the sub-grantee for the National Oceanic and Atmospheric Administration (NOAA) grant that was awarded to the City of North Muskegon to purchase 17 acres of the Willbrandt property. The acquisition will allow future restoration of the wetlands using NOAA or Great Lakes Restoration Initiative Funds. Future restoration of the wetlands would re-connect Bear Creek for sediment and nutrient filtering and uptake. The City of North Muskegon is unable to manage the grant at this time and will be requesting that the County of Muskegon become the sub-grantee, manage the grant and ultimately take title of the property once it is acquired. The North Muskegon City Council will be taking formal action requesting that the County of Muskegon become the sub-grantee at their meeting on April 16, 2012. NOAA is requesting that the action taken by the North Muskegon City Council and the Muskegon County Board of Commissioners to allow the County of Muskegon to become the sub-grantee occur by April 30, 2012.			
<b>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</b>  I move to authorize the Muskegon County Board of Commissioners to enter into an agreement with NOAA, as either the sub-grantee or grantee depending upon NOAA's designation of the role, to administer the City of North Muskegon's Area of Concern grant contingent upon the approval of the City Council of North Muskegon and authorize the Chairman of the County Board of Commissioners to sign all required documents.			
<b>ADMINISTRATIVE ANALYSIS (AS APPLICABLE)</b>			
<b><u>HUMAN RESOURCES ANALYSIS:</u></b>		<b><u>FINANCE &amp; MANAGEMENT ANALYSIS:</u></b> 	
<b><u>CORPORATE COUNSEL ANALYSIS:</u></b>  Concur – T. Williams		<b><u>ADMINISTRATOR RECOMMENDATION:</u></b>  	
<b>AGENDA DATE:</b> 4/5/12	<b>AGENDA NO.:</b> WM12/04-46	<b>BOARD DATE:</b> 4/10/12	<b>PAGE NO</b>

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE      Ways & Means	BUDGETED      NON-BUDGETED      PARTIALLY BUDGETED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
REQUESTING DEPARTMENT    Administration	COMMITTEE DATE    04/05/12	REQUESTOR SIGNATURE
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)		
<p>A community and intergovernmental effort, led by Lupe Alviar, for continued improvements to Veterans Memorial Park has resulted in the potential for significant capital improvements for the park significantly funded by an anticipated MDOT grant and sources from the Muskegon Community. Project details are attached to this request and currently provide for total project costs of \$973,000 (\$900,000 construction and \$73,000 engineering). 95% of the Construction costs (\$855,000) would be covered by a MDOT grant. Other funding identified for the project at present includes local Veterans fundraising efforts (to date) totaling approximately \$50,000 which includes a grant from the Muskegon County Community Foundation along with other fundraising proceeds and a \$31,500 contribution from Hooker DeJong Architects &amp; Engineering. While it is anticipated that all needed funding to cover the cost of the estimated project will be covered by future fundraising or other sources, at present, a project shortfall of \$36,000 exists. The grant application which is due in April, 2012 requires commitment letters for the entire estimated project cost. Therefore, it is being recommended by the Veterans Park Maintenance Committee that the participating members of the Veterans Park Maintenance agreement (the County of Muskegon, the City of Muskegon and the City of North Muskegon) each commit to the project and pledge \$12,000 each to complete the needed pledges for the project so the grant application deadline can be met. If needed, the \$12,000 commitment from the County of Muskegon would be covered by the Public Improvement fund.</p>		
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)		
<p>I move to commit the County of Muskegon to the Veterans Memorial Park Enhancement Grant project as presented totaling up to \$973,000 in project costs and to commit up to a \$12,000 financial contribution from the County of Muskegon towards the project from the Public Improvement fund if other funding sources are not secured, with the project commitment subject to grant funding and other identified funding sources and that a County of Muskegon commitment letter be authorized accordingly for inclusion in the grant application package.</p>		
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)		
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> 	
AGENDA DATE: 4/15/12	AGENDA NO: WM 12/04-47	BOARD DATE: 4/10/12
PAGE NO.		

## Veteran's Memorial Park Enhancement Grant

### SCHEDULE

Commitment letters from local agencies and others needed: April 2012

Funding commitments from local agencies needed: mid April 2012

Draft grant application (MDOT): March and April 2012

Coordination with enhancement grant staff: April 2012

Next application deadline: April 30, 2012

Award of grant: July 2012

Design plans: August to December 2012

Submit permit applications to Army Corp and DEQ: September 2012

Plan Turn In: January 2013

Letting: March 2013

## Veteran's Park Enhancement Grant Funding

March 19, 2012

### Project Costs

Construction (see detail below)	\$900,000
Engineering (see detail below)	\$73,000
<b>Total Costs</b>	<b>\$973,000</b>

### Funding Sources

Enhancement Grant (95% of construction)	\$855,000
Veterans Fundraising Efforts (to date)	\$50,000
Hooker DeJong Contribution	\$31,500
Remainder of Funding Requirement	<b>\$36,500</b>
<b>Total Funding</b>	<b>\$973,000</b>

### Participation beyond Fed/State

5% of construction costs	\$45,000
Engineering (see estimate below)	\$73,000
<b>Total Needed</b>	<b>\$118,000</b>

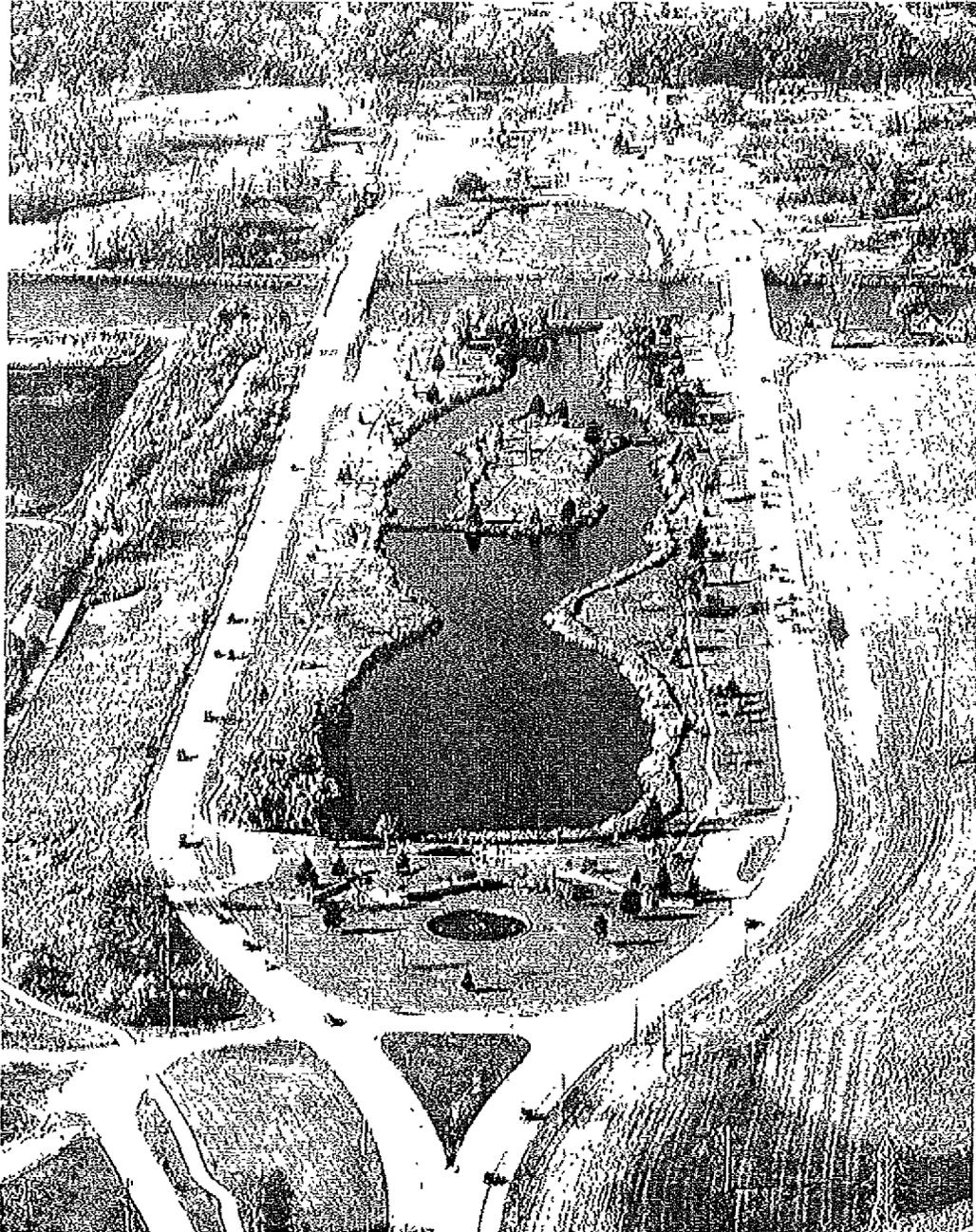
### Construction Estimate Detail

Parking Lot north side	\$70,000
Sidewalk Loop north side	\$37,000
Boardwalk across north pond	\$64,000
Removal of streetlights	\$19,000
Pedestrian Lighting and assoc. electrical	\$421,000
Signs, Benches, Landscaping, Monuments	\$153,000
Pave existing parking lots	\$54,000
Contingency	\$82,000
<b>Total Construction Costs</b>	<b>\$900,000</b>

### Engineering Estimate Detail (from HDJ)

HDJ Work (Sidewalk, boardwalk, lighting, permitting, construction oversight, etc.)	\$63,000
Subconsultant Work (survey, landscape, site civil)	\$10,000
<b>Total Engineering</b>	<b>\$73,000</b>

Muskegon Veteran's Park  
Potential Items for Inclusion in Grant Applications



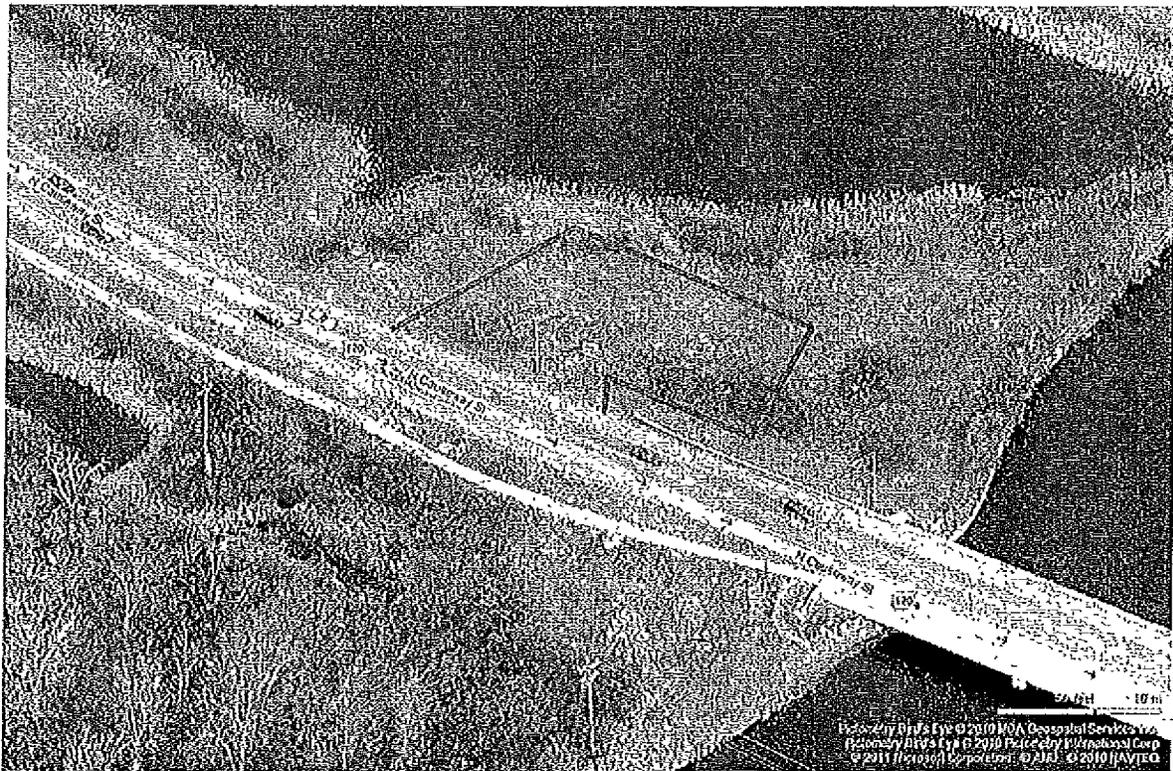
Prepared 6/2/11 by MDOT – Muskegon TSC  
Revised 7/14/11 by MDOT – Muskegon TSC  
Revised 10/18/11 by MDOT – Muskegon TSC  
Revised 03/20/2012 by MDOT – Muskegon TSC

**Item #1 – Parking for the Northern Portion of the Park**

Construct a new parking area on the north side of the river along the SB lanes of M-120. Parking area will be similar in design and size to the two existing parking areas located on the south bank of the Muskogee River.

**ITEM #1 - CONSTRUCT NEW PARKING LOT ON NORTH SIDE**

<i>Work Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Estimate</i>
Excavation, Earth	Cyd	790	\$10.00	\$7,900.00
Embankment, CIP, Special	Cyd	2370	\$10.00	\$23,700.00
Curb and Gutter, Det B2	Ft	130	\$20.00	\$2,600.00
Driveway Opening, Conc, Det M	Ft	70	\$20.00	\$1,400.00
Aggregate Base	Syd	1670	\$7.00	\$11,690.00
HMA (3.5")	Ton	325	\$65.00	\$21,125.00
Slope Restoration	Syd	700	\$2.00	\$1,400.00
<b>Item #1 Subtotal (Rounded)</b>				<b>\$70,000.00</b>



**Item #2 – New Sidewalk Loop for Northern Portion of Park**

Construct a sidewalk loop around the northern portion of the park. This would be made similar to the walkway that was included in the original construction, but would need to be modified to connect to the existing sidewalk that crosses on the inside of the northbound bridge, and would include an elevated boardwalk over the channel connecting the northern lagoon to the river.

**ITEM #2 - EXPANSION OF SIDEWALK TO NORTH SIDE LOOP**

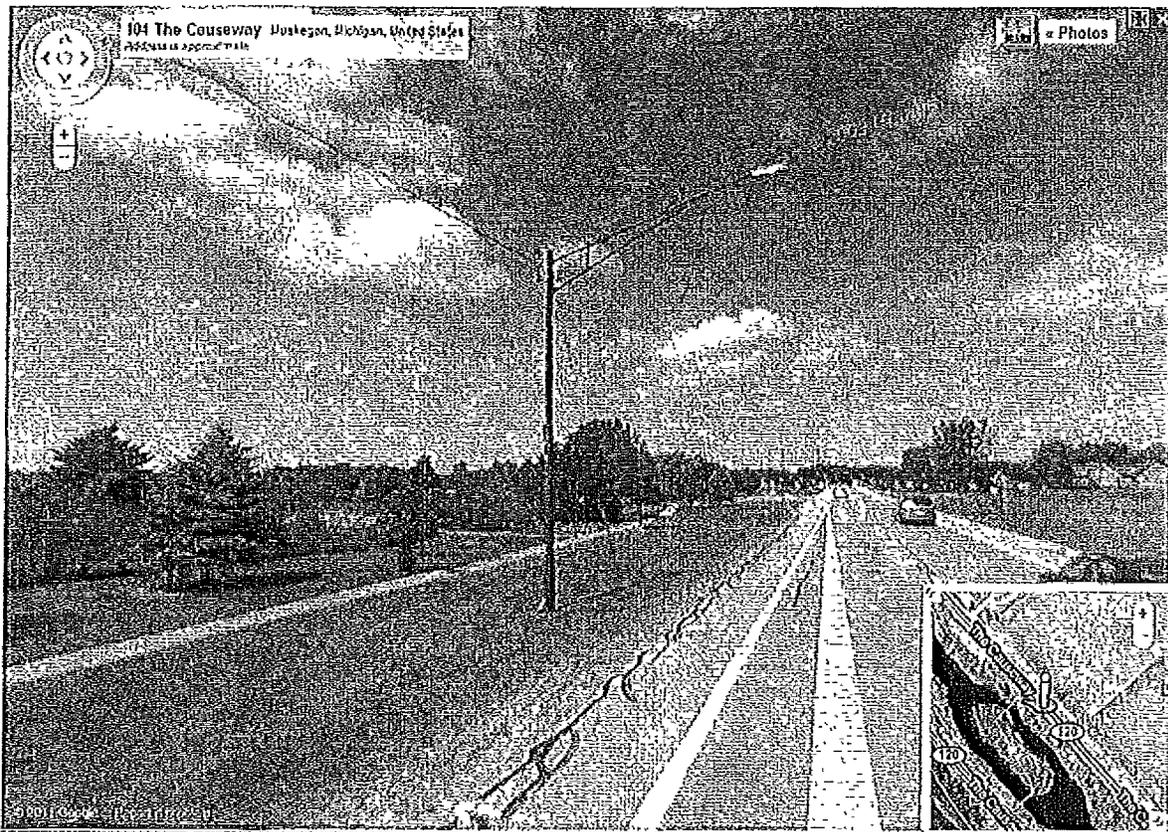
<i>Work Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Estimate</i>
Excavation, Earth	CYD	220	\$10.00	\$2,200.00
Embankment, CIP, Special	CYD	440	\$10.00	\$4,400.00
Sidewalk, Conc, 4 inch	SFT	10000	\$2.50	\$25,000.00
Timber Boardwalk	Ft	160	\$400.00	\$64,000.00
Slope Restoration	SYD	2670	\$2.00	\$5,340.00
<i>Item #2 Subtotal (Rounded)</i>				<i>\$101,000.00</i>



**Item #3 – Removal of Existing Streetlights**

Remove the existing street lights along M-120. The existing street lights would be replaced by item #2B. MDOT has reviewed the location and determined that the lights are not warranted for traffic purposes.

<i>Work Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Estimate</i>
Light Std Arm, Rem	Ea	50	\$50.00	\$2,500.00
Light Std Fdn, Rem	Ea	50	\$200.00	\$10,000.00
Light Std Shaft, Rem	Ea	50	\$100.00	\$5,000.00
Luminaire, Rem	Ea	50	\$30.00	\$1,500.00
<b>Item #3 Subtotal (Rounded)</b>				<b>\$19,000.00</b>

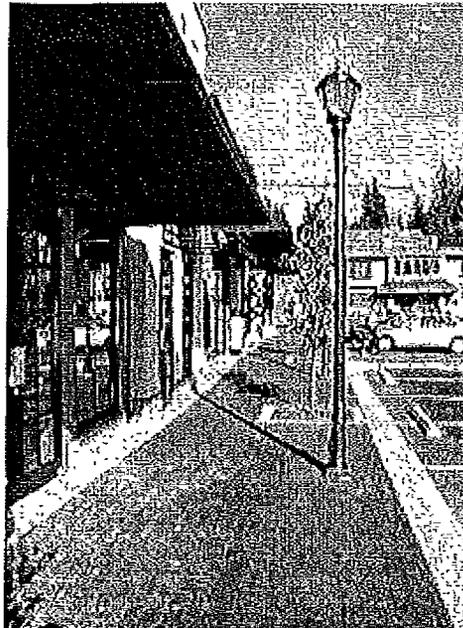


**Item #4 – Construction of Pedestrian Lighting and Electrical System Upgrades**

Construct a system of low level pedestrian lights that would follow the existing and proposed walkways throughout the park. Included would be a general upgrade of the electrical system throughout the park to accommodate the new lights.

**ITEM #4 - INSTALLATION OF PEDESTRIAN LIGHTING, AND UPGRADED ELECTRICAL SYSTEM**

<i>Work Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Estimate</i>
Light Standard Foundation	Ea	80	\$200.00	\$16,000.00
Light Standard Shaft, Round, 16'	Ea	80	\$1,500.00	\$120,000.00
Luminaire, LED, 250 W	Ea	80	\$1,600.00	\$128,000.00
Conduit, Direct Bury, 1, 2 inch	Ft	10000	\$3.50	\$35,000.00
Conduit, Direct Bury, 1, 3 inch	Ft	500	\$6.00	\$3,000.00
Conduit, Direct Bury, 1, 4 inch	Ft	500	\$8.00	\$4,000.00
Conduit, Directional Bore, 3 inch	Ft	1000	\$15.00	\$15,000.00
DB Cable in Conduit, 600V, 1/C#4	Ft	1000	\$1.50	\$1,500.00
DB Cable in Conduit, 600V, 1/C#6	Ft	32000	\$1.25	\$40,000.00
Cable Equipment Grounding Wire, 1/C#4	Ft	500	\$1.50	\$750.00
Cable Equipment Grounding Wire, 1/C#6	Ft	5000	\$1.25	\$6,250.00
Handhole, Heavy Duty Cover	Ea	10	\$700.00	\$7,000.00
Handhold, Light Duty Cover	Ea	30	\$500.00	\$15,000.00
Outdoor Outlet	Ea	10	\$400.00	\$4,000.00
Flag Pole Light	Ea	10	\$500.00	\$5,000.00
Utility Connection Charge	LS	1	\$20,000.00	\$20,000.00
<b>Item #4 Subtotal (Rounded)</b>				<b>\$421,000.00</b>



**Item #5 -- Additional Signs, Benches, and Landscaping**

Additional signage concerning the construction and history of the park, and the veteran's for which it was built. Benches placed at convenient locations along the walkways throughout the park, and some additional landscaping to improve the aesthetics of the park and recreate some of the historical/original landscaping.

**ITEM #5 - INSTALLATION OF SIGNAGE, MEMORIALS AND BENCHES**

<i>Work Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Estimate</i>
Benches	Ea	15	\$1,500.00	\$22,500.00
Signs	Ea	10	\$1,000.00	\$10,000.00
Landscaping	LS	1	\$120,000.00	\$120,000.00
<i>Item #5 Subtotal (Rounded)</i>				<i>\$153,000.00</i>

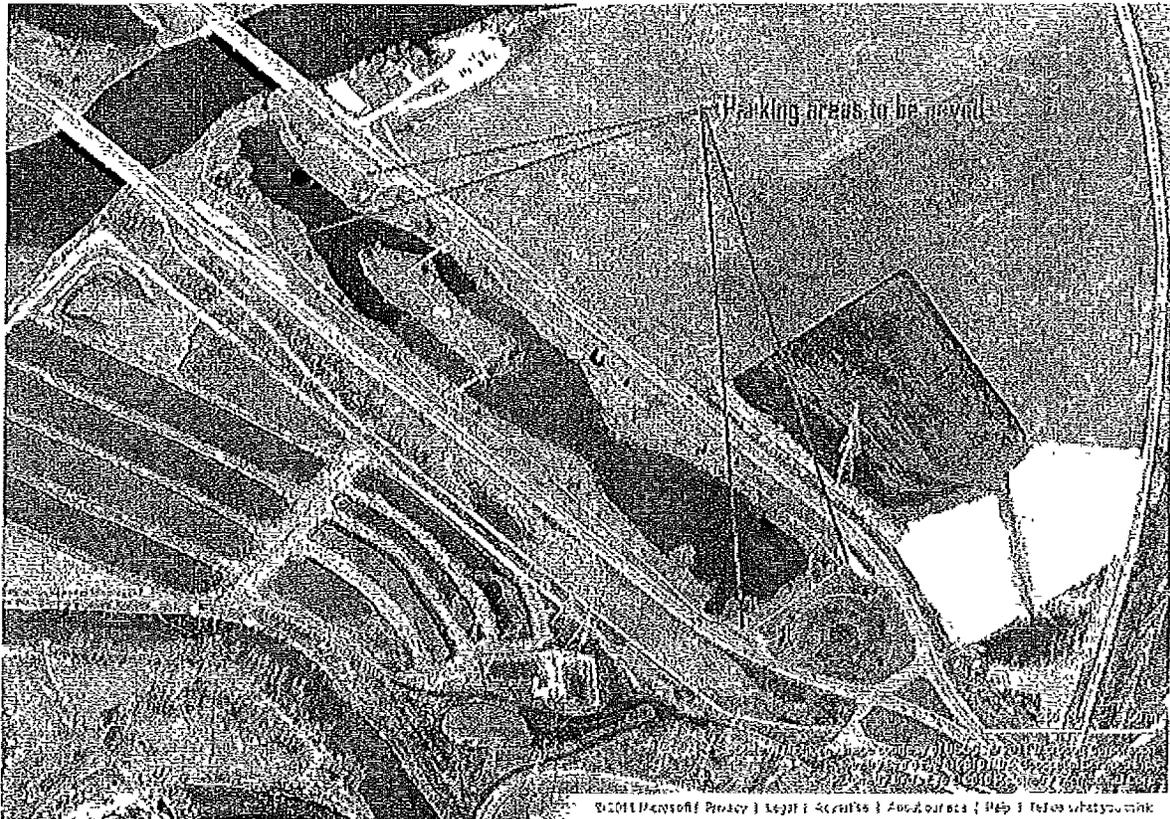


**Item #6 – Pave the Existing Parking Lots**

Apply two courses of hot mixed asphalt to the existing parking lots to improve access, and create an ADA friendly environment. Complete hard path, ADA compliant connections from the parking lots to the existing and proposed walkways.

**ITEM #6 - PAVE EXISTING LOTS**

<i>Work Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Estimate</i>
OGDC, 6 inch, Modified	Syd	2750	\$7.00	\$19,250.00
HMA (3.5")	Ton	530	\$65.00	\$34,450.00
<b>Item #6 Subtotal (Rounded)</b>				<b>\$54,000.00</b>



### Summary of Estimated Costs

Item #	Brief Description	Estimated Cost
1	New Parking Area	\$70,000.00
2	Northern Portion Sidewalk Loop	\$101,000.00
3	Remove Streetlights	\$19,000.00
4	Construct Pedestrian Lights	\$421,000.00
5	Signage, Benches and Landscaping	\$153,000.00
6	Pave Existing Parking Lots	\$54,000.00
	Contingency (~10%)	\$82,000.00

Construction Cost Total \$900,000.00

Engineering and Oversight Cost Total \$73,000.00

Total Estimated Cost \$973,000.00

### Summary of Proposed Funding

Construction	State / Federal Enhancement Grant (95%)	\$855,000.00
Construction	Veterans Groups / Lions Club / Community Foundation (5%) (Cash & Community Foundation Grant)	\$45,000.00

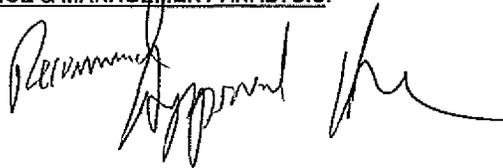
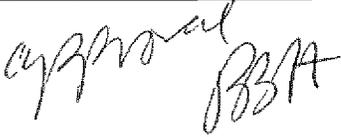
Construction Funding Total \$900,000.00

Engineering and Oversight	Local Participation (City of Muskegon & North Muskegon & Muskegon County)	\$73,000.00
Engineering and Oversight	Veterans Groups / Lions Club / Community Foundation (Additional Potential Fund Raising)	???

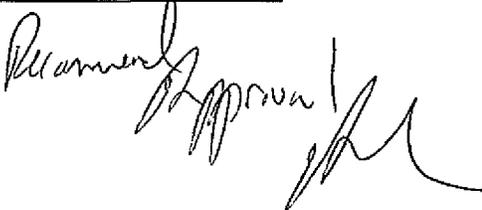
Engineering and Oversight Funding Total \$73,000.00

Total Estimated Funding \$973,000.00

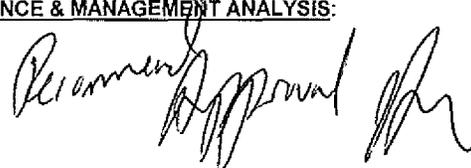
# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED <input checked="" type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT County Clerk		COMMITTEE DATE 04/05/12	REQUESTOR SIGNATURE Nancy Waters	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Under MCL484.1714(1) (g) the State 9-1-1 Committee is required to provide notice to communication providers of the 9-1-1 surcharges in Michigan. This includes the counties 9-1-1 operational, the state 9-1-1, and the monthly prepaid surcharges.</p> <p>If the county is going to continue collection of its local 9-1-1 surcharge with no change in the amount between July 1, 2012 and June 30, 2013, a letter to the State 9-1-1 Office is due no later than Tuesday, May 15, 2012, stating that the county is going to continue collection of the local 9-1-1 surcharge.</p> <p>The Muskegon Central Dispatch 9-1-1 Board of Directors, at their February 8, 2012 meeting, recommended the County Board of Commissioners approve that the local county 9-1-1 surcharge remain at \$0.34 for the annual period of July 1, 2012 to June 30, 2013 and notify the State 9-1-1 Committee of this decision.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move 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, 2012 to June 30, 2013, and to provide proper notification of this to the State 9-1-1 Committee.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>		
				
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
AGENDA DATE: 4/5/12	AGENDA NO.: WM12/01-48	BOARD DATE: 4/10/12	PAGE NO.	

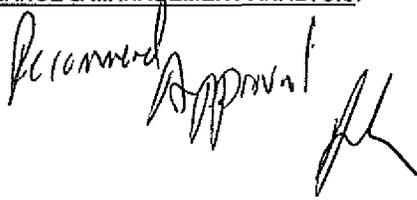
# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED <input type="checkbox"/> NON-BUDGETED <input type="checkbox"/> PARTIALLY BUDGETED <input type="checkbox"/>	
REQUESTING DEPARTMENT Employment & Training	COMMITTEE DATE April 5, 2012	REQUESTOR SIGNATURE D. Groeneveld	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Muskegon County Department of Employment &amp; Training is requesting authorization to apply for the USDOL Employment and Training Administration Grant to serve young adult ex-offenders through training and service learning to reduce the recidivism rate. The funds are authorized by the Workforce Investment Act for Reintegration of Ex-Offenders Training and Service-Learning to serve offenders ages 18 to 21 who have been involved in the juvenile justice system from the age of 14 or above and have never been convicted as an adult. The training provided is expected to lead to credentials recognized by in demand employers in the Muskegon area. Service learning community service projects will offer the ex-offender the opportunity to reestablish community based trust while enhancing their work-based skills and status in their community. In applying for this grant we are seeking collaboration with the Muskegon County Prosecutor, Muskegon County Sheriff, Muskegon County Circuit Court, Muskegon County Juvenile Transition Center, City of Muskegon Mayor's Task Force on Violence, City of Muskegon Heights, Department of Human Services, Muskegon County Health Department, Muskegon County Health Project, Muskegon Community College and Muskegon/Oceana Michigan Works!</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Authorize the Muskegon County Department of Employment &amp; Training to apply for the USDOL Employment and Training Administration Grant to serve young adult ex-offenders through training and service learning.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u> Recommend approval – D. Groeneveld		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 	
AGENDA DATE 4/5/12	AGENDA NO.: WMI2/04-49	BOARD DATE: 4/10/12	PAGE NO.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Human Resources		COMMITTEE DATE April 5, 2012	REQUESTOR SIGNATURE Deborah Groeneveld	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Request authorization to bid actuarial services to prepare a valuation of the cost to fund Muskegon County Retiree Health benefits for years 2013 and 2014. The actuarial determination will be calculated as of December 31, 2011. The OPEB, Other Postemployment Benefits, valuation is required under Statement No. 45 of the Governmental Accounting Standards Board (GASB) to determine the liability associated with these benefits.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to request that Muskegon County issue a Request for Proposals for actuarial services for the preparation of the Muskegon County OPEB valuation, calculated as of December 31, 2011.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>		
Recommend Approval - Deborah Groeneveld				
<u>CORPORATE COUNSEL ANALYSIS</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
AGENDA DATE: 4/5/12	AGENDA NO: WMI 12/04-50	BOARD DATE: 4/10/12	PAGE NO.	

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE    Ways & Means	BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
REQUESTING DEPARTMENT    Public Works	COMMITTEE DATE April 5, 2012	REQUESTOR SIGNATURE John Warner	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>Attached is Bulletin #9 for the Hall of Justice 1st floor remodel project (RFB-10-1739). There are 14 items on the Bulletin which total \$85,237. Item #14 on the Bulletin staff recommends against which will bring the total cost of Bulletin #9 to \$68,967. Staff and Administration are working with the contractor to reduce the costs of some items on Bulletin #9. Staff recommends the approved of Bulletin #9 with the exception of item #14 with costs not-to-exceed \$68,967. This will bring the total project cost to \$2,130,917.22.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to approve Bulletin #9 costs for the Hall of Justice renovation project (RFB-10-1739) with the exception of item #14 for a total cost not-to-exceed \$68,967 with costs being paid from the Hall of Justice renovation project fund 4130-4131.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE 4/5/12	AGENDA NO. WM12/04-51	BOARD DATE 4/10/12	PAGE NO.

## BULLETIN NO. 9

DATE OF ISSUANCE	February 28, 2012
PROJECT	1 <sup>st</sup> and 2 <sup>nd</sup> Floor Michael E. Kozba Hall of Justice Renovation 990 Terrace Street Muskegon, Michigan 49442
OWNER	Muskegon County
ARCHITECT'S PROJECT NO.	06-840.32
ORIGINAL CONTRACT DATE	February 24, 2010

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### GENERAL NOTICE

This information is issued after release of original Contract to inform the Contractor of the intent to make changes and/or additions to the Project.

This is not an order to proceed. The Contractor shall submit changes in Contract Sum and Contract Time, for each item for approval and direction before proceeding.

If accepted, the Contractor will be required to furnish all materials, labor, and supervision required to properly and completely execute the Work described in that item.

The provisions of the Contract Documents shall govern all Work included herein unless otherwise noted.

### DOCUMENTS INCLUDED IN THIS BULLETIN

This Bulletin includes five (5) pages of text and the following documents:

- Contract Conditions: None.
- Specification Sections: None.
- Sketches: B9-A1, B9-A2, B9-A3, B9-A4, B9-A5, B9-A6, B9-P1, B9-P2, B9-M1, B9-M2, B9-M3, B9-E1, B9-E2, B9-E3, B9-E4
- Drawings: None.

**BUL-9 Item No. 1 - Revisions to 137 Traff/Crim/Dispo office areas**

Refer to Sketch B9-A1: Revised room layouts for room 137 Traff/Crim/Dispo, 138 Closet, 139 Break Room, 140 Toilet and 141 Toilet. Interior finishes are to remain the same as originally specified.

Revise door hardware at Doors 140 and 141 at toilet rooms.

**DOOR 140, 141:**

1 Closer	DC6200 A10 M71	689	CR
1 Wall Stop	409	US32D	RO

Balance of existing hardware from hardware set 16 to be reused

Add door 139 at Break Room, door type B, Oak, Stain, frame elevation 1, hollow metal – paint, glass – LG-1, new door hardware set #39.

**DOOR 139 – Provide new hardware set 39**

**SET #39**

3 Hinges	TA2714 4 1/2 X 4 1/2	26D	MC
1 Passage Set	ML2010 NSA	626	CR
1 Closer	DC6200 A10	689	CR
1 Kick Plate	K1050 - 8" x 2" LDW	US32D	RO
1 Wall Stop	409	US32D	RO

Revise swing of door 138 Storage, revise door hardware set.

**DOOR 138**

1 Closer	DC6210	689	CR
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Balance of existing hardware from hardware set 10 to be reused.

Refer to Sketch B9-A6 for enlarged toilet room plan. Install 2" rigid insulation with 1/2" gypsum cover board on south wall of toilet rooms.

Refer to Sketches B9-P1 and B9-P2 (Sheet P100 – Not Reissued): Revise sanitary piping serving 1st floor Toilet Rooms 140 and 141.

Refer to Sketch B9-P2 (Sheet P101 – Not Reissued): Revise sanitary, vent, domestic hot and cold water piping serving Toilet Rooms 140 and 141.

Refer to Sketch B9-M1 (Sheet M101 – Not Reissued): Revise supply, return and exhaust ductwork serving new two (2) new work spaces in Room 137, Closet 138, Break Room 139 and Toilet Rooms 140 and 141.

Refer to Sketches B9-E1 and B9-E3. Revise first floor power and communications and lighting plans as indicated.

BUL-9 Item No. 2 - Revisions to 126 Coll/Prob Open Office

Refer to Sketch B9-A1: Add walls to create room 161 Prob Office. Refer to Room Finish Schedule Room 130 for finishes in this new room. Door 161, type B, Oak, Stain, frame elevation 2, hollow metal - paint, glass - LG-1, Hardware Set #15.

DOOR 161 - Provide hardware set 15

SET #15

3 Hinges	TA2714 4 1/2 X 4 1/2	26D	MC
1 Office Lockset	ML2051 NSA x EXISTING KEYWAY	626	CR
1 Wall Stop	409	US32D	RO

Delete colling door 126E and window system W-1 from south wall of new room 161 Prob. Office.

Refer to Sketch B9-E1 and B9-E3: Revise first floor power and communications and lighting plans as indicated.

BUL-9 Item No. 3 - Revisions to 112 Magistrate's Courtroom / 115 Magistrate's Corridor / 116 and 117 Magistrate Offices

Refer to Sketch B9-A2: Delete the raised platform in 115 Magistrate's Corridor and in the Court Recorders area, thus bring the Magistrate's bench down 6 3/4". Add a 6 3/4" platform at the witness stand. Refer to existing details for floor construction.

Revise Magistrate's bench heights per Sketch's B9-A3 and B9-A4.

Delete the swing door/gate (121B) at the "bar" and build swing door/gate to match second floor courtrooms.

Finishes are to remain the same as originally specified.

Revise door hardware at door 115B to include the following:

DOOR 115B

1 Sound Seal	S773D	PE
1 Auto Door Bottom	434APKL	PE

Balance of existing hardware from hardware set 10 to be reused

Refer to Sketch B9-A2: Add walls and doors for Magistrate Offices 116 and 117 due to demolition during abatement process. Doors to be type A, Cherry, Stain, frame elevation 1, hollow metal – paint and hardware set #40.

DOOR 116, 117 – Provide new hardware set 40  
SET #40

3 Hinges	TA2714 4 1/2 X 4 1/2	26D	MC
1 Office Lockset	ML2051 NSA x EXISTING KEYWAY	626	CR
1 Wall Stop	409	US32D	RO
1 Sound Seal	S773D		PE
1 Auto Door Bottom	434APKL		PE

Refer to Sketch B9-E4: Revise light location in the Magistrate Courtroom 112. Architect and/or Engineer to field verify locations due to field revisions made on March 5, 2012.

**BUL-9 Item No. 4 - 154 Clerk Open Office**

Refer to Sketch B9-A2: Delete wall / door (gate) / countertop at northeast corner of the room.

Delete detail 7/A312.

Finishes are to remain the same as originally specified.

**BUL-9 Item No. 5 - 127 Collections Chief**

Delete Bulletin 1 Item 1: Due to as asbestos abatement wall was demolished. Replace wall as shown in Bulletin 1 Item 1 – width to accommodate mechanical piping. Refer to Sketch B9-A1.

Refer to Sketch B9-E1: Relocate data / phone to west end of north wall.

**BUL-9 Item No. 6 - First Floor Perimeter**

Delete Mullion Mates and replace with standard construction to windows.

**BUL-9 Item No. 7 - 147 Storage**

Refer to Sketch B9-A1: Install new 2 hour rated access panel at chase due to asbestos abatement. If this is not accepted, patch and repair wall to match existing CMU construction.

**BUL-9 Item No. 8 - 102 Elevator Lobby**

Refer to Sketch B9-A5: Install new dropped gypsum board ceiling at the same height as the center portion of the new lobby ceiling.

Refer to Sketch B9-E3: Reinstall existing lights with existing switching and re-circuit existing lights to new panel LC in this area.

Refer to Sketch B9-M1 (Sheet M101 – Not Reissued): Revise supply air duct serving this TU-102. Provide additional SA-6 to serve this area. Balance diffusers as shown.

**BUL-9 Item No. 9 - 107 North Corridor**

Refer to Sketch B9-E1. Add power and data at the previously indicated TV.

**BUL-9 Item No. 10 - Lobby 103 and Vestibule 105**

Refer to Sheet P101 (Not Reissued): Revise storm piping serving entry of Lobby 103 and Vestibule 105. Provide new piping through floor to basement level and connect to existing storm piping as required. Field verify all locations and sizes.

**BUL-9 Item No. 11 - Piping Revisions**

Refer to Sketch B9-M2 (Sheet M201 - Not Reissued): Revise HS/R mains serving 1<sup>st</sup> floor VAV boxes, above main room from 1-1/2" to 2". Revise 1-1/2" HR piping main from 1-1/4" to 1-1/2" in South Vestibule 105 Ceiling Space. Locate Space sensor serving TU-139 to Break Room 139.

**BUL-9 Item No. 12 - South Corridor 104**

Refer to Sketch B9-A1: At remaining existing plaster walls, glue one layer 5/8" gypsum board over existing walls due to damage. Locations are as follows at the East wall: from the mail room south to the new window openings at the Coll/Prob Open Office 126 and the stairwell wall. West wall starts at the north end of the electrical closets and ends at the new window to Traff/Crim/Dispo Open Office 137.

**BUL-9 Item No. 13 - Mail Room 125**

Install metal stud / gypsum board chases around the existing pipes in two locations this room. Paint and base to match walls.

**BUL-9 Item No. 14 - Info Room 248**

Refer to Sketch B9-M3 (Sheets M102 and M202 – Not Reissued): Provide new TU-248. Re-assign existing TU-248 to TU-249 serving Conf. 249. TU-248 to be 8" round connection, 2-row coil, 150 cfm cooling, 100 cfm heating, 1 gpm flow. Provide new room sensor. Connect new 3/4" HS/R piping to 1" branch piping above Conf. 249. Field verify all conditions.

**END OF BULLETIN**