

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

AGENDA

**COURTS/PUBLIC SAFETY COMMITTEE**

Hall of Justice  
990 Terrace, Muskegon, MI  
June 4, 2013 - 4:00 PM

Benjamin Cross, Chair  
Susie Hughes, Vice-Chair

- 
1. Call to Order
  2. Roll Call
  3. Approval of Minutes of May 7, 2013
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - CPS13/06 – 21 (Circuit Court) Authorize Circuit Court Administrator to Extend the Contract with Plante and Moran to Provide Consulting Services Regarding Selection & Implementation of Electronic Content Management System and Authorize Chairman to Sign Contract
    - CPS13/06 – 22 (Circuit Court/Family Division) Authorize Circuit Court Family Division to Enter into Agreement with Muskegon County YMCA
    - CPS13/06 – 23 (District Court) Authorize Staff to Apply for Funding Under the Michigan Drug Court Program to Provide Treatment Services
    - CPS13/06 – 24 (Sheriff's Office) Authorize Sheriff's Office to Accept Marine Safety Grant
    - CPS13/06 – 25 (Sheriff's Office) Authorize Staff to Apply for Funds from the Homeland Security Department under the Port Security Grant Program
  6. Old Business
  7. New Business
  8. Public Comment (on a new topic)
  9. Adjournment

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.

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  
Courts/Public Safety Committee Meeting  
May 7, 2013  
4:00 p.m.  
Hall of Justice, 4<sup>th</sup> Floor  
Muskegon, MI**

**Benjamin Cross, 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 Cross at 4:00 p.m.

**ROLL CALL**

Present: Benjamin Cross, James Derezinski, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry Sabo, Robert Scolnik, Rillastine Wilkins

**APPROVAL OF MINUTES**

It was moved by Hughes, supported by Mahoney, to approve the minutes of the April 2, 2013, meeting as written. Motion carried.

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

None.

**ITEMS FOR CONSIDERATION**

CPS13/05 -16      It was moved by Derezinski, supported by Hughes, to authorize the Chairman of the County Board of Commissioners to sign the Inter Local Agreement for the implementation of the technology project for the Multi-Jurisdictional Task Force on Burglaries and Property Crime funded by the Michigan State Police with Byrne JAG funds. Motion carried.

CPS13/05 - 17      It was moved by Hughes, supported by Sabo, to authorize the Prosecutor to apply for the FY 2014 Crime Victim Rights Grant in the amount of \$16,724.00 with no local match requirement. Motion carried.

CPS13/05 – 18 It was moved by Derezinski, supported by Hughes, to approve the funding increase in the amount of \$9,540.00 from the Office of Highway Safety Planning for the Secondary Road Patrol Program.  
Motion carried.

CPS13/05 – 19 It was moved by Derezinski, supported by Hughes, to approve the Sheriff's Office purchasing the Side Scan Sonar Unit from Marine Sonic, Ltd in the amount of \$45,045.00 and to pay for this unit with monies from the Department of Homeland Security grant budget.  
Motion carried.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

CPS13/05 – 20 It was moved by Sabo, supported by Hughes, to approve a Proclamation in support of National Police Week, May 12, 2013 through May 18, 2013 to include National Peace Officers Memorial Day on May 15, 2013.  
Motion carried.

Commissioner Sabo invited those present to a gathering at the Police Memorial Monument on the front steps of the Hall of Justice on Wednesday, May 15<sup>th</sup> at 5:30 p.m., in special recognition of those law enforcement officers who have lost their lives in the line of duty.

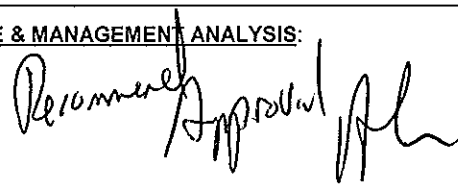
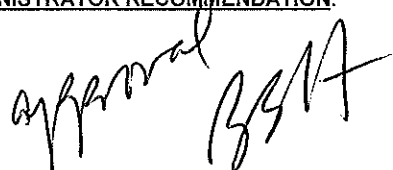
#### **PUBLIC COMMENT (On a new topic)**

None.

#### **ADJOURNMENT**

There being no further business to come before the Courts & Public Safety Committee, the meeting adjourned at 4:08 p.m.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts and Public Safety		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Circuit Court		COMMITTEE DATE June 4, 2013	REQUESTOR SIGNATURE Circuit Court Administrator
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>On February 14, 2012, the Muskegon County Board of Commissioners authorized the hiring of Plante and Moran to assist in the selection of a vendor to provide a comprehensive justice electronic management system (ECM) solution to replace the outdated and now expired imaging system in the Family Court. Since that time, Plante and Moran has provided key leadership in guiding the ECM Steering Committee through the Request for Proposal process, vendor demonstration and final selection of a comprehensive justice ECM vendor. It is important that Plante and Moran continue to provide guidance and direction to the ECM Steering Committee through the final two steps of the project: Contract Negotiation and Implementation.</p> <p>Therefore, I am asking the Board to approve extending the contract with Plante and Moran to assist the ECM Steering Committee in completing the ECM project.</p> <p>The request is budget neutral.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to authorize the Circuit Court Administrator to permit the Court and the County to extend the contract with Plante and Moran to provide consulting services in the selection and implementation of a comprehensive justice Electronic Content Management (ECM) system and authorize the County Board Chair to sign related contract.</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>	
<p>Concur T. Williams</p>			
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			N/A
AGENDA DATE: 6/4/13	AGENDA NO.: CPS13/06-21	BOARD DATE: 6/11/13	PAGE NO.



Plante & Moran, PLLC  
27400 Northwestern Highway  
P.O. Box 307  
Southfield, MI 48037-0307  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

May 28, 2013

Mr. Heath Kaplan, Finance and Management Services Director  
County of Muskegon  
990 Terrace St.  
Muskegon, MI 49442

Dear Heath:

Thank you for the opportunity to propose our professional services to continue our assistance to the County of Muskegon, MI ("the County"). We are pleased to present this engagement letter to modify our existing agreement with Muskegon County based on our proposal dated 12/19/2011, to the assist the County in the replacement of the current public safety / court electronic content management (ECM) software system. We are excited about the opportunity to continue working with you and other key staff at County of Muskegon, MI on this very important project.

**PROJECT BACKGROUND**

The County has been working with Plante & Moran on an engagement to evaluate and select a new public safety / court ECM software system to replace the ECM system that is currently in place. We have assisted the County in coordinating the key leaders and diverse stakeholders across the public safety / court entities, to collaboratively perform a thorough evaluation and due diligence process. At this time, the County is in the process of concluding its ECM evaluation and initiating a process of determining the specific components of the future ECM solution.

During the planning stage of the selection process, we worked with the County Steering Committee, consisting of stakeholders throughout the entire operation, to prepare an ECM project charter that detailed the County's project vision, mission and guiding principles. This document has served as a benchmark for success throughout the entire selection process and will continue to do so throughout the process of contracting for the system and implementation of the new ECM solution. Plante & Moran envisions that the ECM vision, mission and guiding principles will become the cornerstone of the future implementation phase of the project, which will be reviewed with the selected ECM provider and updated by the Steering Committee accordingly.

In connection with this effort, Plante & Moran has worked working with the County in providing the following Base Consulting Services:

- Phase 0: Project Management
- Phase 1: Needs Assessment
- Phase 2: ECM System Request for Proposal Development
- Phase 3: ECM Evaluation

**PROJECT SCOPE**

The County's Project Sponsor and Project Manager have requested additional Plante Moran assistance in upcoming phases of the project, further described in our existing agreement, dated 12/19/2011, and

summarized in the Appendix to this change order. As part of our continued assistance, Plante & Moran will assist the County with the following:

- Phase 4: ECM Solution Scoping and Contract Review
- Phase 5: FMIS Implementation Management Assistance

#### **PROJECT TIMING**

The Plante & Moran Government Technology Consulting team is available to begin providing project assistance upon approval of this change order. The duration of the ECM system implementation process is currently being planned by the County and is not fully defined at this time. As such, this engagement is limited in duration and expected to conclude after four months, at which time, we expect to have worked with the County and the finalist ECM vendor adequately to have collaborated on project plans which define the overall duration of the system implementation.

It is anticipated that County will continue to have a primary project manager who will be our main point of contact during the course of the project and will have the authority to make decisions on behalf of or in coordination with the County management team (i.e., the Project Steering Committee and/or Project Sponsors). Plante & Moran also anticipates active participation of County and software vendor staff throughout the implementation as necessary to ensure a successful implementation.

#### **PROJECT STAFFING**

The Partner responsible for deliverables on this project will be Mr. Adam Rujan. Mr. Mark Warner will continue to serve as your primary contact and project director. Mr. Dale Vanderford will be the project manager assigned to the project activities and will be most intimately involved with the day to day implementation activities. The Plante Moran team will be assisted by other consultants with specific technical expertise as needed, to support the continued efforts towards a successful project.

**Mr. Mark Warner**, a Senior Manager with Plante & Moran has over fifteen years of experience assisting clients make strategic management decisions to their particular situation in the ERP application system life cycle. He continually assists numerous governmental clients in all phases of technology assessment, planning, selection and implementation. Mr. Warner's educational background includes a BA with a concentration in accounting and finance from Hillsdale College. Currently the chair of MGFOA's Technology Resource Committee, he is a member of the Michigan Governmental Management Information Sciences, GLIMA southeast and is an AIIM Certified ECM Practitioner.

**Mr. Dale Vanderford**, a Manager with Plante & Moran has over fourteen years' experience assisting public sector clients customers with various technology related needs. He was Director of Technology and Operations for Washtenaw County, Michigan and spent 2 years implementing and managing the consolidation of the network infrastructure teams and data centers for Washtenaw County and the City of Ann Arbor. Dale's educational background includes a BS with a concentration in Communication Technology from Eastern Michigan University.

**Mr. Mark Carrier**, a Senior Consultant with Plante Moran has three years of experience in assisting various industries with information technology assessment, system selection, and system implementation. The majority of Mark's experience is in enterprise systems implementation – specifically, application and integration system testing. Mark has also assisted several public sector clients with information technology assessments, information technology strategic planning, ERP needs assessments, and ERP system selection. Mark earned a Bachelor of Science in Applied Engineering Sciences from Michigan State University with a concentration in Supply Chain Management.



## Appendix A: Summary of Sample Phase 4 & 5: Project Activities

### Summary of Potential Activities

#### *ECM Solution Scoping and Contract Review*

- a) Review of potential ECM collaboration opportunities with other local Michigan governments and related facilitation
- b) Review of the "a la carte" componentized offerings from the final ECM provider to assist the County in determining the scope of the desired solution
- c) Review of the services provided by the ECM provider
- d) Provide review comments related to the contract, for the County's negotiation

#### *Project Initiation and Implementation Planning*

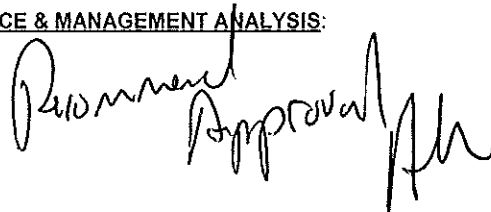

- e) Work with the County and selected ECM vendor in project start-up activities
- f) Conduct a project expectation alignment session with County staff
- g) Facilitate a risk management session with County staff and the selected ECM vendor
- h) Develop appropriate tools for managing the project
- i) Participate in select up-front kick off consulting sessions conducted by the selected ECM vendor

#### *Project Execution and Controlling Activities:*

- j) Monitor project timeline progress as updated by the selected ECM vendor
- k) Work with team leads and steering committee members to stay on task
- l) Assist in managing the issues/actions item list
- m) Monitor project risks
- n) Participate in project steering committee meetings
- o) Participate in project management meetings
- p) Review project change orders
- q) Review and comment on project deliverables
- r) Monitor vendor compliance to the negotiated contract
- s) Provide acceptance testing guidance
- t) Review and comment on project progress
- u) Assist in facilitating resolution to key project issues
- v) Participate in ad-hoc meetings as needed



# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts and Public Safety		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Circuit Court, Family Division		COMMITTEE DATE June 4, 2013	REQUESTOR SIGNATURE Circuit Court Administrator
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Circuit Court Administrator is requesting authority to sign an agreement to provide summer evening recreational opportunities to youth involved with the Juvenile Division. The agreement will be between the Circuit Court Family Division and the Muskegon County YMCA. The programming will provide educational and recreational activities for youth on informal and intensive probation. The YMCA will donate a \$20,000 grant from the Muskegon Community Foundation to the County of Muskegon to be used as a local match to the child care fund to assist in funding this summer program.</p> <p>This request is budget neutral.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to authorize the Circuit Court, Family Division to enter into an agreement with the Muskegon County YMCA to provide summer evening recreational programming for youth involved with the Juvenile Division.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>  		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>  <p style="text-align: center;">Concur T. Williams</p>		<u>ADMINISTRATOR RECOMMENDATION:</u>  	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			
			Date
AGENDA DATE: 6/4/13	AGENDA NO.: CPS 13/06-22	BOARD DATE: 6/11/13	PAGE NO.

## **AGREEMENT TO PROVIDE SUMMER EVENING RECREATIONAL PROGRAM**

This is an Agreement between the Muskegon County Family Court (Court), the County of Muskegon (County) and the Muskegon Family YMCA (YMCA). The Agreement shall be effective from June 1, 2013 through September 1, 2013.

### **RELATIONSHIP BETWEEN THE PARTIES**

The YMCA shall perform all of its services under this agreement as an Independent Contractor and there shall be no employee relationship with the Court or the County. The YMCA understands that they shall not be entitled to any benefits of a County employee, including, but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure.

### **ASSIGNMENT**

The YMCA shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of the County and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

### **TERMS AND CONDITIONS**

The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

### **AUTHORITY**

All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, person or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any State and/or Federal law in order to enter into this Agreement have been fully complied with.

### **COURT AND COUNTY RESPONSIBILITIES**

The Court agrees to refer all children currently on Intensive Probation and/or petitioned to the Family Court for services with a signed participation agreement by a parent to the Summer Evening Recreation Program. The County agrees to use the \$20,000 donated by the YMCA as a State Child Care Fund Match to provide a Summer Evening Recreation Program to Court children and their families. The County shall not use any of the donated \$20,000 for any other

activity then described in this Agreement. At the conclusion of the program any YMCA donated funds not used for State Child Care Fund match shall be returned to the YMCA.

### YMCA RESPONSIBILITIES

The YMCA agrees to provide a Summer Evening Recreation Program that includes but is not limited to the attached activities description. (See Attachment A). The YMCA agrees to donate the \$20,000 grant from the Muskegon Community Foundation to the Court and County to use as a State Child Care Fund Match for participants in the Summer Evening Recreation Program. The YMCA shall submit the donation in two installments to the Court as follows:

\$10,000 on July 1, 2013; and  
\$10,000 on August 1, 2013.

The total cost shall not exceed \$40,000.

### INSURANCE COVERAGE

The YMCA shall provide and maintain public liability insurance to cover all claims which may arise out of the YMCA's operations under the terms of the Agreement in an amount not less than One Million Dollars (\$1,000,000) per occurrence and provide proof of such insurance coverage to the Court and County prior to Agreement being signed. The YMCA agrees to provide evidence that all applicable insurance policies related to the YMCA's negligence arising out of the requirements of this Agreement will not cause the policy to be cancelled, materially changed, or not renewed without 30 days prior written notice to the Court and County.

Public liability insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The County of Muskegon, the Court, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the County of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the County of Muskegon may have in effect shall be considered secondary and/or excess.

### TERMINATION

Either the Court, the County or the YMCA may terminate this Agreement immediately upon providing written notice to the other party. Regardless of the reason for termination the Court and/or County shall have no financial liability and any unused portion of the donation shall be immediately returned to the YMCA.

This Agreement has been reviewed and accepted as indicated below:

**14<sup>th</sup> Circuit Court – Family Division**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Eric Stevens,  
Circuit Court Administrator

**COUNTY OF MUSKEGON**

Dated: \_\_\_\_\_

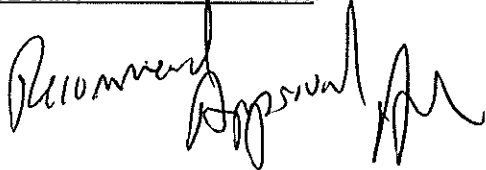

By: \_\_\_\_\_  
Kenneth Mahoney, Chairperson  
Muskegon Board of Directors

**Muskegon Family YMCA**

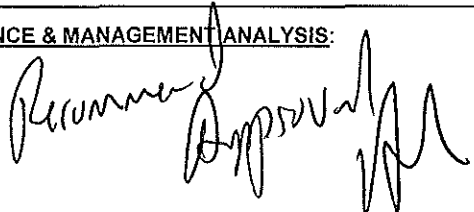

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Luke Seward  
Director

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts and Public Safety		BUDGETED	NON-BUDGETED x	PARTIALLY BUDGETED
REQUESTING DEPARTMENT 60 <sup>th</sup> District Court	COMMITTEE DATE June 4, 2013	REQUESTOR SIGNATURE Honorable Maria Ladas-Hoopes, Chief Judge		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Approval is requested to apply for a grant from the Michigan Drug Court Program administered through the Michigan State Court Administrative Office (SCAO) for the grant period October 1, 2013 through September 30, 2014 in the amount of \$70,000. Grant funding will be used for treatment services. There are no match requirements</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to authorize staff to apply for funding under the Michigan Drug Court program administered through the Michigan State Court Administrative Office (SCAO) for the grant period October 1, 2013 through September 30, 2014 in the amount of \$70,000 to provide treatment services. There are no match requirements.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:		
				
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:		
<p>Concur T. Williams</p>				
If motion originates from a Statutory Board, Authority, or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee:				
				Date
AGENDA DATE: 6/4/13	AGENDA NO.: CPS13/06-23	BOARD DATE: 6/11/13	PAGE NO.	

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts & Public Safety		BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Sheriff's Office		COMMITTEE DATE June 4, 2013	REQUESTOR SIGNATURE Dean Roesler	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Sheriff is requesting approval to accept the Marine Safety Grant for the 2013 calendar year in the amount of \$90,440 which provides 75% of funding for personnel costs and operating costs. This grant is provided by the State of Michigan Department of Natural Resources and requires a 25% local match in the amount of \$30,147. An additional General Fund appropriation of \$12,746 is requested in addition to the required local match in order to fully budget for the anticipated cost for the marine patrol operations in the amount of \$133,333. The total General fund appropriation is \$42,893.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to authorize the Sheriff's Office to accept the Marine Safety grant in the amount of \$91,000 for personnel and operating costs for the 2013 calendar year and to amend the County budget accordingly.</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>		
				
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee.				
				Date
AGENDA DATE: 6/4/13	AGENDA NO.: CPS13/06-24	BOARD DATE: 6/11/13	PAGE NO.	



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



KEITH CREAGH  
DIRECTOR

May 21, 2013

Mr. Christian Toebe  
Muskegon County Sheriff Department  
990 Terrace Street  
Muskegon, MI 49442

Dear Mr. Toebe:

**SUBJECT: 2013 Marine Safety Grant Agreement – Wages/CSS&M**

Enclosed are two copies of a grant agreement for the county's 2013 marine safety program. Funds may be used for boating safety education, marine safety patrols and related law enforcement activities, livery inspections, and program administration. Attendance at the Department's Annual Administrative Workshop and the Michigan Sheriff's Association's New Officer Training are pre-authorized. All other training must be pre-approved by the Department of Natural Resources (Department). No more than 40% of the funds may be used for CSS&M expenditures.

Please read the agreement carefully. If the county agrees with the terms of the grant, fill in the contact person information, have both copies signed and dated, and return both documents to us at the address below **by May 31, 2013**. A fully-executed grant agreement, with original signatures, will be returned to you once it has been signed by the Department and the State Administrative Board has approved the release of the funds.

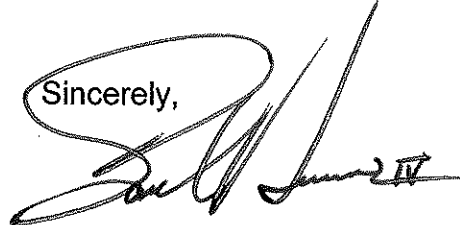
Eighty-two of Michigan's 83 counties applied to the Department for participation in the Marine Safety program in 2013. This year, due to the reduction in available funding and the time frame that the federal funds were received, we were unable to issue equipment grants. Therefore, we calculated the average actual grant amounts awarded to each county for the most recent three years that information was available (2010, 2011 and 2012). We then targeted approximately 75 percent of the three-year average grant amount awarded for each county with a minimum of \$3,000 and maximum of \$165,750.

Please note that we hope to issue equipment grants again next year, and that what you are receiving this year may be reduced next year, depending on the amount of funds we have to work with.

Mr. Christian Toebe  
Page 2  
May 21, 2013

If you have any questions, please feel free to contact me by telephone, email, or at Grants Management, Michigan Department of Natural Resources, P.O. Box 30425, Lansing, Michigan 48909-7925.

Sincerely,

A handwritten signature in black ink, appearing to read "Samuel Duncan, IV". The signature is stylized with a large, looping initial "S" and a long, sweeping underline.

Samuel Duncan, IV, Program Manager  
LWCF/Marine Safety/Recreation Passport  
Grants Management  
517-373-9443  
[duncans@michigan.gov](mailto:duncans@michigan.gov)

SD:lh

Enclosure

cc: Sheriff Dean Roesler

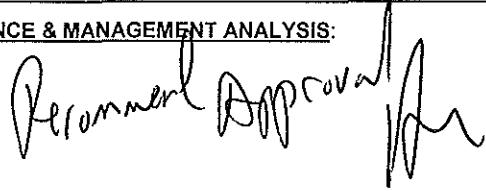
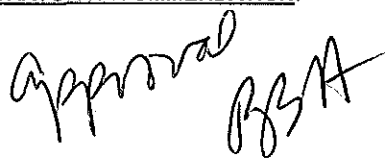
Mr. Terry Jungel, Michigan Sheriffs' Association

Lieutenant Andrew Turner, DNR

Ms. Kelly Parker, DNR



# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts and Public Safety		BUDGETED	NON-BUDGETED x	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Sheriff	COMMITTEE DATE June 4, 2013	REQUESTOR SIGNATURE Sheriff Dean Roesler		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Approval is being requested to apply for funds from the Homeland Security Department under the Port Security Grant Program (CFDA 97.056) in the amount of \$486,000 dollars with a 25% match. Grant funds would be used to purchase two 27' small boats, one underwater robot, four Infrared radar units for the boats, additional equipment for the dive team, radiation detection capability enhancements, patient decon clothing kits, four radio/computers to communicate with Muskegon Central Dispatch with two years' licensing; IED K-9 and deputy for two years and additional training.</p> <p>The 25% match or \$162,000 will come from in-kind sources such as staff time, storage costs for the boat and materials and other appropriate sources.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to authorize staff to apply for funds from the Homeland Security Department under the Port Security Grant Program (CFDA 97.056) in the amount of \$486,000 with a 25% County match of \$162,000.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:		
				
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:		
Concur T. Williams				
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee:				Date
AGENDA DATE: 6/4/13	AGENDA NO.: CPS13/06.25	BOARD DATE: 6/11/13	PAGE NO.	