

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

**AGENDA**

**FULL BOARD**

**Hall of Justice**

**990 Terrace, Muskegon, MI**

**June 14, 2011 - 3:30 PM**

**Kenneth Mahoney, Chair**  
**I. John Snider, II, Vice-Chair**

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1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Approval of Meeting Minutes of May 24, 2011
7. Presentation - Rev. Samuel Greer, Social Justice Commission Chair
8. Public Comment (on an agenda item)
9. Closed Session - Review Legal Opinion
10. Communication
11. Committee Reports
  - A. Courts & Public Safety Committee (Page 3)
  - B. Human Resources Committee (Page 4)
  - C. Ways & Means Committee (Page 5)

**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.

Full Board  
Agenda  
June 14, 2011

12. Chairman's Report/Committee Liaison Reports
  - Re-Appointment of Mark Fairchild to the Building Authority; term 7/1/11 - 6/30/14
13. Administrator's Report
  - A. Accept Proposal from RQAW Consulting Engineers and Architects to Complete Feasibility Plan
  - B. Approve Recruitment for Community Development Director Position and Upgrade Pay Scale
  - C. Authorize Staff to Purchase Laptop or Other Electronic Devices for the Muskegon County Board of Commissioners Utilizing the Board's Flower Fund
14. Old Business
15. New Business
16. Public Comment (on a new topic)
17. 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

The Courts/Public Safety Committee met on June 7, 2011, it was recommended and I move:

- CPS11/06 - 15 To authorize the Administration to solicit a proposal from RQAW Consulting Engineers and Architects to complete a Feasibility Plan for the Muskegon Prison facility.
- CPS11/06 - 16 To accept the 2009 Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Shoreline Regional Development Commission and the County of Muskegon on behalf of the Sheriff Department/Emergency Services, and direct the Board Chair and appropriate staff to sign the agreement.
- CPS11/06 - 17 To authorize the County Administrator to sign the Bullet Proof Vest Partnership grant application in the amount of \$17,680.00 with a federal share of \$8,840.00 and the local match of \$8,840.00 coming from the forfeiture funds from the Sheriff's Office.
- CPS11/06 - 18 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 \$1,000,000 (one million) dollars with no match.
- CPS11/06 - 19 To authorize staff to apply for funds from the Homeland Security Department under the Emergency Operations Center Grant Program, CFDA 97.502 in the amount of \$100,000 with Central Dispatch providing the 25% match (\$25,000).
- CPS11/06 - 20 To approve the Equitable Sharing Agreement between the Sheriff's Office and the federal government and to authorize the Sheriff and the Administrator to sign the Agreement on behalf of the County of Muskegon.
- CPS11/06 - 21 To approve the Sheriff's Office entering into Muskegon County Mutual Police Assistance Agreement and to affix the signatures of the Chairman of the Board of Commissioners and of the County Clerk to Mutual Aid Agreement.
- CPS11/06 - 22 To authorize staff to apply for continuation funds for Fiscal Year 2012 from the Michigan Department of Corrections, Office of Community Alternatives for Community Corrections and authorize the Chairman of the County Board of Commissioners and the Chairman of the Community Corrections Advisory Board to sign the grant application.

The Human Resources Committee met on June 7, 2011, it was recommended and I move:

- HR11/06 - 39      To approve the revisions to the Muskegon County Board of Commissioners' Personnel Rules 1, 5, 9, 14, 17, 18, 20, 23, 29, 32 and 33.
  
- HR11/06 - 40      To authorize the Community Mental Health Services of Muskegon County Director to amend the contract with Behavioral Resources and Institute for Neuropsychological Services (BRAINS) to include assessments, increased therapeutic services, consultation, and training, and other necessary mental health services, effective May 1, 2011 through September 30, 2011. The cap will also be increased to \$45,000.00 for the remainder of the fiscal year.
  
- HR11/06 - 41      To approve an increase in the Initial Assessment rates for both Mercy Health Partners Life Counseling and Catholic Charities West Michigan to \$90.00 per assessment from \$60.00 and \$70.00 respectively. Authorization is also requested to increase the caps for both of their Community Mental Health Outpatient Mental Health Contracts to \$20,000.00, effective May 1, 2011 through September 30, 2011.
  
- HR11/06 - 42      To authorize the Public Health Department to create and fill one Community Nutrition Specialist position to be funded 100% with WIC federal funds, with no effect on county general funds.

The Ways and Means Committee met on June 2, 2011, it was recommended, and I move:

- WM11/06 - 72 To approve payment of the accounts payable of \$17,411,252.59 covering the period of May 11, 2011 through May 24, 2011, as presented by the County Clerk.
- WM11/06 - 73 To accept the offer of purchase from Nugent Sand Inc., in the amount of \$7,925 (\$500/acre).
- WM11/06 - 74 To approve the operating levy of 56984 mills for Muskegon County to be levied in July 2011, the operating levy of 0.3221 mills for the Lakeshore Museum Center to be levied in December 2011, the operating levy of 0.0752 mills for the Department of Veteran's Affairs to be levied in December 2011, the operating levy of 0.3000 mills for Muskegon County Central Dispatch to be levied in December 2011 and the debt repayment levy of 0.3000 mills for the Quality of Life bond issuance to be levied in December 2011 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.
- WM11/06 - 75 To authorize the County Administrator to sign supplemental lease agreement #7 for the lease between the County of Muskegon and the US General Services Administration (#V515R-0015) for space occupied by the Veterans Administration on the County's South Campus thereby extending the lease termination date to August 31, 2011.
- WM11/06 - 76 To authorize the Human Resources/Employment and Training Department to solicit bids for an entity(s) to provide Energy Conservation Apprenticeship Readiness (ECAR) services for jobseekers from the City of Muskegon Heights.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Board	BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED <div style="text-align: center;">X</div>		
REQUESTING DEPARTMENT Administration	COMMITTEE DATE June 14, 2011	REQUESTOR SIGNATURE Bonnie Hammersley	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>In response to the State's offer to transfer the Muskegon Prison to the County, Administration recommends the committee consider a feasibility study. The Sheriff recommends the County consult with RQAW Consulting Engineers and Architects because they specialize in jails, prisons and Public Safety facilities. RQAW has toured the site and has submitted a proposal for consideration.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to accept the proposal from RQAW Consulting Engineers and Architects to complete a Feasibility Plan for the Muskegon Prison facility in an amount not to exceed \$44,200.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> <i>Recommend Approval</i> <i>WH</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> <i>approval</i> <i>BSA</i>		
AGENDA DATE:	AGENDA NO.:	BOARD DATE: <i>6/14/11</i>	PAGE NO.

June 9, 2011

Muskegon County Commissioners  
c/o Heath Kaplan, Finance and Management Services Director  
990 Terrace Street  
Muskegon, Michigan 49442

RE: Muskegon County Jail/Prison Conversion Feasibility Study

Dear Commissioners:

RQAW Corporation (RQAW)/Byce & Associates (Byce) is pleased to have the opportunity to offer the enclosed proposal for a Feasibility Study to convert the former Muskegon Correctional Facility into a new County Jail. We trust this proposal meets with your approval.

Per our discussion, this proposal is structured in an "ala cart" fashion so the Commissioners may select the services they feel are most relevant. Additionally, we have indicated a "Base Scope" which we believe to be the highest priority of first establishing the overall feasibility of the project for the lowest possible fee. Other services can be preformed later if it is determined that the project is feasible.

**A. Scope of Work** - The following items make up the scope of work anticipated for the Feasibility Study.

**1. Basic Service Scope**

- a. Delineate the differences between a prison and a jail including the philosophical, functional and operational differences. Discuss the challenges involved in converting a prison into a jail facility.
- b. Our main charge is to first answer the question "Does it work or not"?
- c. For purposes of this Study, we will assume the inmate capacity of the Jail will be between 600-800 beds. All programmatic elements including support spaces shall be sized appropriately for this number of inmates.

- d. **Develop a conceptual masterplan to convert all or part of the prison facility into a Jail Facility.**
  - 1) Develop an architectural program summary for the facility.
  - 2) Review existing surveys, plans and photos of the existing facility to understand the available space, components, current functionality and capacity for continued use.
  - 3) Determine the best use of the site including:
    - a) Parking
    - b) Utilities
    - c) Site Access
    - d) Expansion capabilities
  - 4) Develop conceptual site and floor plans to depict the best re-use of the prison facility:
    - a) Site
    - b) Demolition
    - c) Renovated and/or repurposed buildings
    - d) New construction
    - e) Future expansion capabilities
  - 5) Develop construction and project budget costs for the project including:
    - a) Land acquisition
    - b) Demolition
    - c) Utility relocation and improvements
    - d) Site improvements
    - e) Building Construction Costs
    - f) Furnishings and equipment
    - g) Professional compensation
    - h) Funding and financing
- e. **Develop a conceptual masterplan for a 250 bed and related support space addition and renovation to the existing jail facility.**
  - 1) Develop an architectural program summary for the facility
  - 2) Review existing surveys, plans and photos of the existing facility to understand the available space, components and current functionality.
  - 3) Determine the best use of the site including:
    - a) Parking
    - b) Utilities
    - c) Site Access



- d) Expansion capabilities
- 4) Develop conceptual site and floor plans to depict the best re-use and expansion of the Jail.
  - a) Site
  - b) Demolition
  - c) Renovated space
  - d) New construction
  - e) Future expansion capabilities
- 5) Develop construction and project budget costs for the project including:
  - a) Land acquisition
  - b) Demolition
  - c) Utility relocation and improvements
  - d) Site improvements
  - e) Building Construction Costs
  - f) Furnishings and equipment
  - g) Professional compensation
  - h) Funding and financing
- f. Develop a conceptual masterplan to include space for a **Juvenile Detention Facility** at the former prison site.
  - 1) Develop an architectural program summary for the facility.
  - 2) Review existing surveys, plans and photos of the existing facility to understand the available space, components and current functionality.
  - 3) Determine the best use of the site including:
    - a) Parking
    - b) Utilities
    - c) Site Access
    - d) Expansion capabilities
  - 4) Develop conceptual site and floor plans to depict the best re-use of the prison facility:
    - a) Site
    - b) Demolition
    - c) Renovated and/or repurposed building
    - d) New construction
    - e) Future expansion capabilities
  - 5) Develop construction and project budget costs for the project including:
    - a) Land acquisition

- b) Demolition
  - c) Utility relocation and improvements
  - d) Site improvements
  - e) Building Construction Costs
  - f) Furnishings and equipment
  - g) Professional compensation
  - h) Funding and financing
- g. Prepare a comparison of advantages and disadvantages of each option for the Commissioner's consideration.
  - h. Prepare recommendations for the Commissioner's consideration.

**2. Future Services 'A'; - Inmate Population Projections**

- a. Develop criteria to be utilized to determine the scale of the space needs, capacity and services required for adult detention facilities. Elements to consider include:
  - 1) Interview key criminal justice personnel. Conduct interviews with judges, sheriff and staff, prosecutor, county auditor, probation department, state jail inspector and county board members.
  - 2) Review demographics and statistical data used to determine the inmate population.
  - 3) Review previous research studies and jail inspection reports.
  - 4) Collect jail statistics – collect and review average daily population, length of stay by offense, net bookings, felony and misdemeanor inmates, pre-trial, adult males and females in jail, DWI, weekenders and work release.
  - 5) Determine county census for past 20 years and projected growth for the next 20 years.
  - 6) Explore any criminal code revisions which may impact future Average Daily Population (ADP).
  - 7) Inventory personnel staffing.

**3. Future Services - 'B' Architectural Programming**

- a. Review existing facilities, document existing functional and code related deficiencies.
- b. Determine needs components.
- c. Establish relationship of components.
- d. Determine spatial requirements and establish optimum square footage.

- e. Develop detailed architectural program.
- f. Compare existing space available versus the projected future needs.
- g. Review and evaluate the existing facilities' ability to accommodate the program in an economical manner.
- h. Compare existing cell count versus the component classification and standard requirements.
- i. Determine expansion capabilities.

**4. Future Services 'C' – Staffing and Operating Budgets**

- a. Inventory existing Jail Staffing:
  - 1) Administrative
  - 2) Supervisory
  - 3) Correctional Officers
  - 4) Program Staff
  - 5) Support Staff
    - a) Food Service
    - b) Medical/Mental Health
- b. Determine existing staffing plan.
- c. Obtain existing Jail budget ordinances.
  - a) Staffing expenses
  - b) Operating expenses
- d. Develop staffing and operating budgets for the recommend design alternatives.

**B. Assumptions** – The following assumptions have been made in the preparation of this proposal:

- 1. See "Owner's Responsibilities"

**C. Professional Services** – The services outlined in this proposal shall include the following:

- 1. Architectural Consulting
- 2. Civil Engineering Consulting
- 3. Structural Engineering Consulting
- 4. Mechanical/Electrical Engineering Consulting
- 5. Security/Detention Consulting and Planning

**D. Owner's Responsibilities:**

- 1. Provide project goals and mission requirements.
- 2. Provide as-built plans of existing prison and jail.

3. Provide site surveys as required.
4. County officials, department heads and designated staff will be available for interviews, official input and review of information prepared by the planning team.
5. The Owner will designate a committee and a single point of contact to work with RQAW/Byce during this process.
6. Complete the architectural programming questionnaire forms (For Future Service 'B').
7. Assist RQAW/Byce in compiling historical and statistical information of county and jail records (for Future Services 'A').

E. **Project Schedule** - RQAW/Byce is prepared to begin work immediately following your Authorization to Proceed, and proposes to complete the work per the following schedule:

- |    |  |                      |
|----|--|----------------------|
| 1. | Step 1 - Basic Scope                             | Thirty (30) Days     |
| 2. | Step 2 - Inmate Population Projections (Future)  | Add Thirty (30) Days |
| 3. | Step 3 - Architectural Programming (Future)      | Add Thirty (30) Days |
| 4. | Step 4 - Staffing and Operation Budgets (Future) | Add Thirty (30) Days |

F. **Project Fee:**

1. With consideration of the above mentioned items as the Scope of Work and Schedule, RQAW/Byce proposes to perform consulting services as required for the above mentioned scope of work as indicated in Item 3 below. This fee includes all professional fees and reimbursable expenses.
2. The fee shall be invoiced monthly in proportion to the work completed. All invoices not paid within thirty (30) days shall bear interest at 1-1/2% monthly.
3. Fee Schedule:
 

a.	Step 1 - Basic Scope:	\$41,500.00
b.	Step 2 - Inmate Population projections (Future)	TBD
c.	Step 3 - Architectural Programming (Future):	TBD
d.	Step 4 - Staffing and Operational Budgets (Future):	TBD
4. Reimbursable Expenses: Reimbursable expenses are in addition to the compensation outlined above and include actual expenditures made by RQAW/Byce and RQAW/Byce's employees in the interest of the project for

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the following expenses:

- |    |   |                   |
|----|---|-------------------|
| a. | Expenses of transportation in connection with the project; living expenses in connection with out-of-town travel authorized by the Owner. | \$2,000.00        |
| b. | Expense of document printing, postage and handling.   | \$ 700.00         |
|    |   | <b>\$2,700.00</b> |

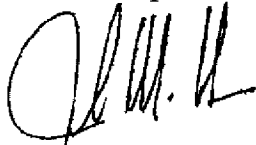
**AUTHORIZATION**

Your authorization can be given by returning a signed copy of the proposal or by issuing a purchase order referencing this Proposal. This proposal is valid for a period of thirty (30) days from the date of issuance.

RQAW/Byce appreciates the opportunity to offer our services to you. RQAW/Byce's goal is to establish and retain long-term relationships with our clients by meeting both their current and future needs. Upon your consideration, RQAW/Byce is hopeful that you will find this proposal to be satisfactory.

Very truly yours,

RQAW Corporation





Joseph M. Mrak, AIA  
Senior Vice President

JMM/aaj

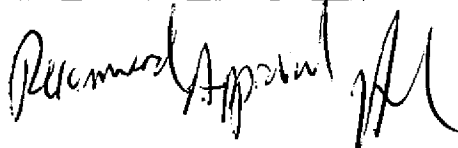
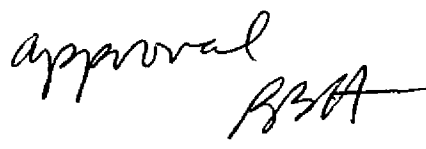
Accepted by: \_\_\_\_\_  
Joseph M. Mrak, AIA  
RQAW Corporation

Accepted by: \_\_\_\_\_  
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# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Full Board		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE June 14, 2011	REQUESTOR SIGNATURE Bonnie Hammersley	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Community Development Director position is responsible for oversight of the Community Development Department as created in the FY2010 budget which consists of the Convention and Visitors Bureau (CVB), the Muskegon County Airport, and the Muskegon Area Transit System (MATS). The position has been vacant since October 1, 2009; in the absence of the position the County Administrator has assumed the oversight responsibilities of the department programs. Based on other Director positions in the County with the same level of responsibility the pay scale should be upgraded from ND00018 (\$65,944 - \$84,126) to ND00030 (\$72,831 - \$92,749). In addition, the CVB Tourism Manager recently submitted a notice of resignation, filling the Director position is important to meet the demands of the CVB as well as fill an existing oversight need across the multiple programs. This position will be funded across the department programs, 60% from CVB, 20% from MATS, and 20% from Airport.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
Move to approve the recruitment for the Community Development Director position, and upgrade the pay scale from ND00018 (\$65,944 - \$84,126) to ND00030 (\$72,831 - \$92,749).			
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>  	
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# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE    Full Board		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
REQUESTING DEPARTMENT    Administration	COMMITTEE DATE June 14, 2011		REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Muskegon County Board of Commissioners has been discussing and investigating the probability of purchasing laptop computers or other electronic devices to assist in their role as Muskegon County Commissioners.</p> <p>It was suggested the Commissioners utilize their Flower Fund to purchase the electronic devices for each Commissioner. The software for the devices would be purchased via the Equipment Revolving Fund.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to authorize staff to purchase individual laptops or other electronic devices for the Muskegon County Board of Commissioners utilizing the Board's Flower Fund and to purchase the necessary software utilizing the Equipment Revolving Fund.</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>		
				
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