

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN
AGENDA

WAYS AND MEANS

Hall of Justice
990 Terrace, Muskegon, MI
July 12, 2012 - 3:30 p.m.

Lewis Collins, Chair
Scott Plummer, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of Minutes of June 19, 2012
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - WM12/07 – 98 (Administration) Approve Accounts Payable
 - WM12/07 – 99 (Administration) Accept Funding from the Great Lakes Area of Concern Acquisition Grant and Authorize Board Chair to Sign all Agreements
 - WM12/07 – 100 (Brookhaven) Authorize Brookhaven Medical Care Facility to Award Bid to Dependable Fire Protection, Inc.
 - WM12/07 – 101 (Human Resources) Appoint Deborah Groeneveld as Employer Delegate and Kristen Wade as Employer Alternate to the 2012 Municipal Employees Retirement System Annual Meeting and Approve the Cost of Attending for the Employer and Employee Delegate and Alternate
 - WM12/07 – 102 (Human Resources) Approve Contract with the City of Muskegon for the Muskegon County Human Resources Department to Provide the HR Function for the City of Muskegon and Authorize Board Chair and County Clerk to Sign the Contract

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
July 12, 2012
Page two

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
June 19, 2012
3:30 p.m.
Hall of Justice, 4th 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, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Bob Scolnik, I. John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Plummer, supported by Cross, to approve the regular and closed session minutes of the June 7, 2012, meeting as written. Motion carried.

PUBLIC COMMENT/AGENDA ITEM

Mr. Joseph Mrak, Senior Vice-President of RQAW Consulting Engineers & Architects, introduced himself to the Board and deferred comment on motion #WM12/06-93 if needed.

ITEMS FOR CONSIDERATION

- WM12/06-92 It was moved by Engle, supported by Plummer, to approve the payment of the accounts payable of \$4,599,874.35 covering the period of May 31, 2012 through June 12, 2012 as presented by the County Clerk. Motion carried.
- WM12/06-93 It was moved by Engle, supported by Plummer, to award the qualifications to RQAW Corporation for Phase I for the Muskegon County Jail and Juvenile Transition Center. Motion carried.
- WM12/06-94 It was moved by Engle, supported by Plummer, to authorize staff to apply for funding in the amount of \$720,00 from the Center for Disease Control and Prevention (CFDA 93.737) to implement evidence and practice based community prevention and wellness

strategies that will lead to specific, measurable health outcomes to reduce chronic disease rates through its Community Transformation Grant Small Communities Program.

Motion carried.

WM12/06-95 It was moved by Engle, supported by Cross, to authorize acceptance of the proposal for Professional Liability Insurance with RSUI-Landmark for \$12,470.80 per year for currently employed CMH Psychiatrists and \$4,612.50 per year for each additional employed CMH Psychiatrist through June 30, 2013 with the deductible and premium paid by Community Mental Health.

Motion carried.

WM12/06-96 It was moved by Engle, supported by Plummer, to award the bid for Hall of Justice second floor lobby and corridor seating (RFB-12-1983) to Lakeshore Office Furniture for their bid price of \$22,323.00 with costs being paid from the Hall of Justice 1st and 2nd floor renovation fund, 4130-4131.

Motion carried.

WM12/06-97 It was moved by Engle, supported by Derezinski, to allow the Sheriff's Office to apply for the State Criminal Alien Assistance Program (SCAAP), Off-Road Vehicle (ORV) and the Snowmobile grants.

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Engle discussed the upcoming Emergency Services pharmaceutical medication dispensing exercise and directed Commissioners to contact Mr. Dan Stout, Emergency Services Director, if interested in participating.

PUBLIC COMMENT/NEW TOPIC

None.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:47 p.m.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE July 12, 2012		REQUESTOR SIGNATURE
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Accounts payable - already distributed.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to approve payment of the accounts payable of \$9,611,564.02 covering the period of June 13, 2012 through July 6, 2012, as presented by the County Clerk.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
		approval BBA		
AGENDA DATE: <i>7/12/12</i>	AGENDA NO.: <i>wm 10/07-98</i>	BOARD DATE: <i>7/17/12</i>	PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED	NON-BUDGETED x	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Administration		COMMITTEE DATE July 12, 2012		REQUESTOR SIGNATURE Judith Kell
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Approval is being requested to accept funding under the Great Lakes Area of Concern Acquisition Grant, CFDA Number 11.463 in the amount of \$200,000.00 to acquire the "Bosma" property which is a 64 acre parcel of prior converted wetland along a 4,571 foot stretch of the Muskegon River, located entirely within the surface water boundary of Muskegon Lake Area of Concern (AOC). It is part of the Lake Michigan watershed and the Great Lakes Coastal Wetlands System. The project site, referred to as the Former Muskegon River Celery Flats/Bosma Property is specifically listed as a habitat restoration project in the Muskegon Lake AOC Stage II Remedial Action Plan (MDEQ, 2011) and in the Muskegon Lake AOC Fish and Wildlife Habitat Restoration and Beneficial Use Impairment Removal Plan (MLWP, 2008).</p> <p>The acquisition of the Bosma property has been a priority for the Muskegon Lake Watershed Partnership. The acquisition of the land will meet the following objectives: to restore the wetlands, improve the water quality of Muskegon Lake over the long term and provide recreation opportunities along the Muskegon River. There is no match</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to accept funding in the amount of \$200,000.00 from the Great Lakes Area of Concern Acquisition Grant to acquire the lower Muskegon River flats (Bosma property) and authorize the Chairman of the County Board of Commissioners to sign all agreements related to the grant and the acquisition of the property.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> <i>Recommend Approval JKA</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <i>approval BSA</i>		
AGENDA DATE: <i>7/12/12</i>		AGENDA NO.: <i>WRM 12/07-99</i>		BOARD DATE: <i>7/17/12</i>
				PAGE NO.

MUSKEGON COUNTY SUMMARY

COMMODITY #: 340-84, 906-30, 912-20, 936-33 BID QUOTATION PROPOSAL RFP 12-1964
 PRODUCT / SERVICE: Fire Protection System Retrofit DEPT: Brookhaven RELEASE DATE: 03/16/12
 OPENING DATE: 04/19/12

Vendors Notified: 216
Vendors Search Only: 8
No. of Bids Downloaded: 23
No. of Bids Received: 2
No. of No-Bids Received: 2

Vendor Name	Proposal Received	Bid Bond	Total Project Cost				
Dependable Fire Protection, Inc. 13360 White Creek Avenue, NE Cedar Springs, MI 49319	Yes	Yes	\$385,315.00 *Equivalent *\$379,535.27				*1-1/2% 10th Early Payment Discount
Van Wall Fire Protection, Inc. 5250 Six Mile Court, NW Comstock Park, MI 49321	Yes	Yes	\$362,000.00 *Equivalent *\$354,760.00				*2% 10 Early Payment Discount
Confessco Fire Protection Hooker DeJong	No Bid No Bid						

DEPARTMENT RECOMMENDATION:
Dependable Fire Protection, Inc.

WITNESS Name: Christine R. Johnson


Please See Evaluation Summary

BUYER RESPONSIBLE FOR BID Name: C. Toebe/C. Johnson

FINANCE & MGMT DIRECTOR Name: Heath Kaplan

RESPONSIBLE CONTRACTOR / SUBCONTRACTOR CHECKLIST: Yes

THIS BID, PROPOSAL OR QUOTATION WAS AWARDED TO:

Signature: 
 Signature: _____

EVALUATION SUMMARY
Fire Protection System Retrofit
RFP 12-1964

Evaluation Summary

Firm Name	E1	E2	E3	Average	Score
<i>Dependable Fire</i>	64	74	68	68.67	1
<i>Van Wall Fire</i>	61	67	61	63	2

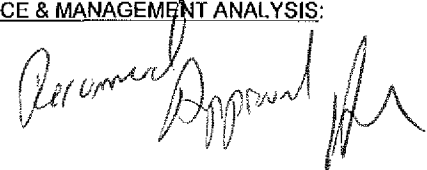
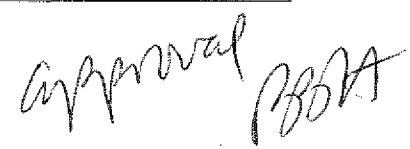
Pricing Summary

Firm Name	Project Cost	Score
<i>Dependable Fire</i>	*\$379,535.27	2
<i>Van Wall Fire</i>	**\$354,760.00	1

*1-1/2% 10th Early Payment Discount

**2% 10 Early Payment Discount

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Human Resources	REQUEST DATE July 12, 2012	REQUESTOR SIGNATURE Deborah Groeneveld		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Request that Deborah Groeneveld be appointed as employer delegate and Kristen Wade be appointed as employer alternate to the 2012 Municipal Employees Retirement System (MERS) annual meeting and be authorized to attend the annual meeting on October 3-5, 2012. Also employees Sheree Boutell and Roberta Dress were elected as employee delegate and employee alternate respectively (see attached election results). Request that the associated costs to attend the annual meeting for the delegates and alternates be paid from the Risk Management Fund.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to appoint Deborah Groeneveld as employer delegate and Kristen Wade as employer alternate to the 2012 Municipal Employees Retirement System (MERS) annual meeting and the cost of attending for the employer and employee delegates and alternates be paid from the Risk Management Fund.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u> Recommend Approval Deborah Groeneveld		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 7/12/12	AGENDA NO. WM12/07-101	BOARD DATE: 7/17/12	PAGE NO.	



COUNTY OF MUSKEGON

NANCY A. WATERS, COUNTY CLERK

VITAL RECORDS
141 E. APPLE AVE., 2nd FLOOR
MUSKEGON, MI 49442
(231) 724-6221
FAX (231) 724-6262

ELECTION/CAMPAIGN FINANCE
141 E. APPLE AVE., 2nd FLOOR
MUSKEGON, MI 49442
(231) 724-6425
FAX (231) 724-6262

CIRCUIT COURT RECORDS
990 TERRACE ST., 6th FLOOR
MUSKEGON, MI 49442
(231) 724-6251
FAX (231) 724-6695

June 29, 2012

MERS ELECTION

Mrs. Deborah Groeneveld, Human Resources Director
Sheree Boutell, 60th District Court
Roberta Dress, Public Health

Dear Ms. Groeneveld:

On Thursday, June 28, 2012, the ballots for the MERS election for delegate and alternate were counted by Margie Gorajec, representative from Muskegon County Accounting Department and the Sylvia Moulds and Jeanne Pezet from my office.

The results are as follows:

Delegate	Sheree Boutell	94
Alternate	Roberta Dress	71
	Mark Burns	69
	Colleen Tague	62

If you have any questions, please feel free to contact my office.

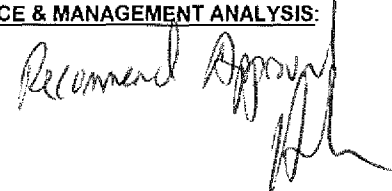
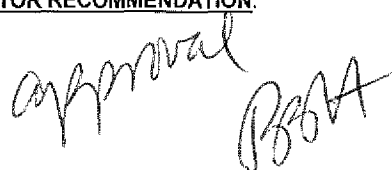
Sincerely,

Nancy A. Waters
County Clerk

NAW/jmp

cc: Mark Burns, Sheriff Dept.
Colleen Tague, 60th District Court

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Human Resources		COMMITTEE DATE July 12, 2012	REQUESTOR SIGNATURE Deborah Groeneveld
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The City of Muskegon, at their Commission Meeting on June 26, 2012 approved a motion to extend the current contract for one (1) year, from July 1, 2012 to June 30, 2013, with the County of Muskegon to provide the Human Resources function for the City. The County Human Resources Department will continue to provide a variety services such as the recruitment for vacancies, new hire pre-employment processing, some benefit administration, class and pay administration, unemployment responses, and some labor relations related issues. The City of Muskegon will pay to the County the amount of \$75,000 for such services.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>Move to approve a contract with the City of Muskegon for the Muskegon County Human Resources Department provide the Human Resources function for the City of Muskegon in the amount of \$75,000 for a period of one (1) year from July 1, 2012 to June 30, 2013 and authorize the County Board Chair and County Clerk to sign the contract.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
Recommend Approval Deborah Groeneveld			
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
			
AGENDA DATE: 7/12/12	AGENDA NO.: WM12/07-102	BOARD DATE: 7/17/12	PAGE NO.