

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN  
AGENDA

**WAYS AND MEANS**

Hall of Justice  
990 Terrace, Muskegon, MI  
July 24, 2012 - 3:30 p.m.

Lewis Collins, Chair  
Scott Plummer, Vice-Chair

- 
1. Call to Order
  2. Roll Call
  3. Approval of Minutes of July 12, 2012
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - WM12/07 – 103 (Administration) Approve Accounts Payable
    - WM12/07 – 104 (Administration) Approve the 2013 Budget Hearing Schedule
    - WM12/07 – 105 (Mental Health) Authorize CMH Director to Sign a Contract with Sidran Speakers & Trainers
    - WM12/07 – 106 (Public Works ) Accept Quote from The Power Shop for a Kubota ZD221-48 Commercial Mower for Parks
    - WM12/07 – 107 (Sheriff's Office) Approve Purchase of Cabinet Configuration Live Scan Printer System
  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  
Ways & Means Committee Meeting  
July 12, 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 Plummer at 3:30 p.m.

**ROLL CALL**

Present: Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Bob Scolnik, I. John Snider, Rillastine Wilkins

Excused: Lewis Collins

**APPROVAL OF MINUTES**

It was moved by Snider, supported by Engle, to approve the minutes of the June 19, 2012, meeting as written. Motion carried.

**PUBLIC COMMENT/AGENDA ITEM**

None.

**ITEMS FOR CONSIDERATION**

WM12/07-98 It was moved by Snider, supported by Engle, to approve the payment of the accounts payable of \$9,611,564.02 covering the period of June 13, 2013 through July 6, 2012 as presented by the County Clerk. Motion carried.

WM12/07-99 It was moved by Derezinski, supported by Snider, 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. Motion carried.

Ways & Means Committee  
Minutes  
July 12, 2012  
Page 2

WM12/07-100 It was moved by Engle, supported by Wilkins, to authorize Brookhaven Medical Care Facility to award bid to Dependable Fire Protection, Inc. Motion carried.

WM12/07-101 It was moved by Snider, supported by Cross, 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. Motion carried.

WM12/07-102 It was moved by Derezinski, supported by Mahoney, 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. Motion carried.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Commissioner Mahoney urged citizens to refrain from using fireworks during this very drought period.

**PUBLIC COMMENT/NEW TOPIC**

Several citizens voiced their concern the issue of hydraulic fracturing and the public comment process.

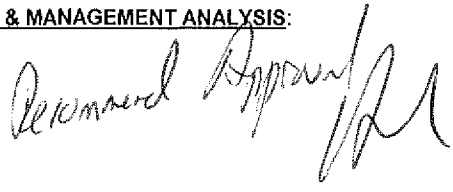

**ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:49 p.m.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE July 24, 2012	REQUESTOR SIGNATURE Bonnie Hammersley	
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 \$2,711,584.23 covering the period of July 7, 2012 through July 17, 2012, as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>	
		Recommended Approval <i>[Signature]</i>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
		approval <i>[Signature]</i>	
AGENDA DATE: 7/24/12	AGENDA NO.: wm 12/07-103	BOARD DATE: 7/31/12	PAGE NO.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE      Ways & Means	BUDGETED      NON-BUDGETED      PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT   Administration	COMMITTEE DATE 7/24/12	REQUESTOR SIGNATURE Heath Kaplan	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)  Request approval of the FY2013 Budget Hearing Schedule with the Board per attached.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)  Move to approve the FY2013 Budget Hearing Schedule			
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: 7/24/12	AGENDA NO.: WM 12/07 104	BOARD DATE: 7/31/12	PAGE NO.

**MUSKEGON COUNTY BOARD OF COMMISSIONERS  
FY2013  
BUDGET HEARING SCHEDULE**

DATE	MEETING	
August 2	Ways & Means	Proposed Budget Presented to Board Request Authorization for Budget Public Hearing
August 14	Full Board	Request Authorization for Budget Public Hearing Budget Presentation by County Administrator & Finance Director
August 15		Deliver public hearing notice to Muskegon Chronicle
August 21		Budget Public Hearing Notice Published in Muskegon Chronicle
September 6	Ways & Means	Budget Public Hearing
September 20	Ways & Means	Public Act 423 Resolution Appropriation Resolution FY2011-12 Budget Amendment Resolution
September 25	Full Board	Adoption

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Mental Health	DATE July 24, 2012	REQUESTOR SIGNATURE Julia Rupp, Executive Director	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>Authorization is requested for Community Mental Health (CMH) to enter into a contract with <b>Sidran Speakers &amp; Trainers</b> (P.O. Box 436, Brooklandville, MD 21022) for an amount not to exceed \$3,500.00 for Ruta Mazelis to present a "Positive Solutions for Stress and Trauma" training, including her related travel expenses.</p> <p>CMH is in its second year of the Recovery Adult Mental Health Block Grant proposal which was approved for funding by the Department of Community Health (DCH). A total of \$70,000.00 per year was requested in the grant proposal. The focus of the grant proposal is to create a Change Agent Team (CAT) for Recovery and to develop a strategic plan for system transformation related to mental health recovery. The CAT is partnering with a community workgroup on trauma to present this training. Providing information to the staff and the community-at-large on trauma is key to developing a recovery oriented community. This training will give those attending an understanding of the basic components of trauma-informed care, help them identify the impact of trauma on brain development, and identify various actions (individual as well as organizational) that promote healing and recovery from trauma and its repercussions.</p> <p>Costs related to this contract will be paid for by the CAT for Recovery Adult Mental Health Block Grant funds.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to authorize the Community Mental Health Services of Muskegon County Director to sign a contract with Sidran Speakers &amp; Trainers for Ruth Mazelis' presentation of "Positive Solutions for Stress and Trauma" Recovery Practices in Leading and Coaching: Developing and Sustaining a Recovery Organization" training, effective July 1, 2012 through September 30, 2012, at an amount not to exceed \$3,500.00.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:	
		<i>Recommend Approval JR</i>	
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:	
Concur T. Williams		<i>approval RBH</i>	
AGENDA DATE:	AGENDA NO.:	BOARD DATE:	PAGE NO.
<i>7/24/12</i>	<i>wm12/07-105</i>	<i>7/31/12</i>	



Sidran Speakers & Trainers  
PO Box 436, Brooklandville, MD 21022  
410-825-8888 • Fax 410-560-0134  
www.sidran.org

July 12, 2012

Kris Burgess  
Community Mental Health Services of Muskegon County  
376 E. Apple Ave.  
Muskegon, MI 49442

Dear Kris:

It is my pleasure to confirm the following engagement for an event with Ruta Mazelis:

Date of Engagement: July 27, 2012	Sponsor/Organization: Community Mental Health Services of Muskegon County
Primary Contact/Phone: Kris Burgess 231-724-1121	E-mail: burgess@cmhs.co.muskegon.mi.us
Purpose of Event: Trauma Workshop	Event Location: Muskegon, MI

The terms and conditions of Ruta Mazelis' appearance on your behalf are as follows:

Fee: \$ 1,500.00

Receipted Claims: Ruta Mazelis will be paid for her travel to and from Maryland by air, lodging, meals, airport parking fee, and mileage reimbursement at the current IRS rate upon submission of an invoice and receipts.

Please note the customary payment schedule:

- \$ 000.00 deposit due **now** to secure the date, please make check payable to Sidran Institute
- The total cost to CMHS of Muskegon County will not exceed \$3,500.00.
- Cost of the workshop: Make check payable to Sidran Institute to arrive 30 days from receipt of invoice.

In the unlikely event that you find it necessary to cancel this program, all of the deposit will be applied to a new, mutually agreed upon date to be scheduled within one year of the date of the original program. If you find it necessary to change the date/time of this engagement, any non-refundable travel payments or cancellation fees will be your responsibility to reimburse.

In the unlikely event of an emergency that would cause Ruta to be unavailable for the event, Sidran will provide a suitable replacement for the event at no additional cost.



Please sign and date this agreement and mail along with your deposit to Sidran at the address shown above within 7-10 days of receipt.

Sincerely,

Training Coordinator

**I have read and accept the terms of this agreement:**

\_\_\_\_\_  
Julia Rupp, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Sidran Institute

\_\_\_\_\_  
Date

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED <div style="text-align: center;">X</div>	
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE July 24, 2012	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The lawn tractor that we use at Patterson Park is in need of over \$2,500 in repairs. This is a 12 year old tractor and has reached the end of its useful life. Staff received quotes on a commercial zero-turn radius mower (RFQ-12-2008). We received only one quote which met the specification and that was from the Power Shop for a Kubota ZD221-48 for \$10,457.07 complete. Staff recommends approval of this unit with costs being paid from Parks fund 2080-0691.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
<p>I move to accept the quote of \$10,457.07 from The Power Shop for a Kubota ZD221-48 commercial mower for Parks (RFQ-12-2008) with costs being paid from Parks fund 2080-0691.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> <div style="text-align: right;"><i>Recommend Approval</i></div>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <div style="text-align: right;"><i>approval</i></div>	
AGENDA DATE: 7/24/12	AGENDA NO.: WM12/07-106	BOARD DATE: 7/31/12	PAGE NO.

**MUSKEGON COUNTY BID SUMMARY**

Commodity Number: 515-56

Quotation: RFQ 12-2008

Department: Public Works / Parks

Release Date: 06/25/2012

Product / Service: Diesel Zero Turn Tractor

Opening Date: 07/09/2012

**\*\*MITN Solicitation Statistics\*\***

Vendors Received Notice: 53

Vendors Accessed Attachments: 15

Bids Received: 1

No-Bid Form Received: 1

Vendor Name & Address	Tractor Brand/Model/Year	Equipment Cost	In-Bound Freight & Delivery Cost	Preparation & Service	Filter Set & Manuals	TOTAL COST
The Power Shop 7441 W. 48th Street Fremont, MI 49412	Brand Kubota Model ZD221-48 Year 2012	\$9,842.94	Freight \$110.00 Delivery \$100.00 Total Cost for Both \$210.00	\$220.00	\$184.13	\$10,457.07


Department Recommendation: The Power Shop

Name of Witness: Tina Nash

Purchasing Recommendation: Concur

Buyer's Name: Christine R. Johnson

Heath Kaplan,  
Finance & Management Services Director:

Signature: 

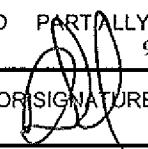
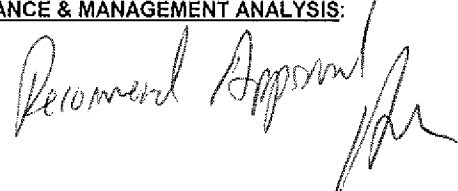

Signature: 

Vendor Awarded: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED 9	NON-BUDGETED 9	PARTIALLY BUDGETED 9
REQUESTING DEPARTMENT Sheriff		COMMITTEE DATE 7/24/12		REQUESTOR SIGNATURE 
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Purchasing Office recently solicited bids for the Sheriff's Office for the Purchase of a Live Scan Printer to be used on the 2<sup>nd</sup> floor of the HOJ. The original budgeted amount for the system was \$22,000.00. A cabinet configuration system was requested in the bid package which is movable for cleaning and also has a better appearance than the original table configuration system. The cabinet configuration from Identix Incorporated has a cost of \$25,428.00 which includes installation, training and on-site warranty.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to approve the purchase of the cabinet configuration Live Scan Printer system for the Sheriff's Office from Identix Incorporated at a total cost of \$25,428.00.</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: 7/24/12		AGENDA NO.: WM 12/07-107		BOARD DATE: 7/31/12
PAGE NO.				

**MUSKEGON COUNTY BID SUMMARY**

Commodity Number: 680-48

Bid: RFB 12-1999

Department: Sheriff

Release Date: 06/18/2012

Product / Service: Live Scan Printer

Opening Date: 06/29/2012

<b>**MTN Solicitation Statistics**</b>
Vendors Received Notice: 28
Vendors Accessed Attachments: 10
Bids Received: 1
No-Bid Form Received: 0

Vendor Name & Address	Make/Model	Equipment & Software Cost	Installation & Training Cost	Optional On-Site 9Hours for 5 Days Warranty Cost	Optional Cabinet Configuration	Comments
Identix Incorporated 5705 W. Old Shakopee Road Bloomington, MN 55437	L-1 Identix Solutions/Identix TPE-5300	\$22,126.00	\$1,620.00	\$1,016.00	\$1,682.00	
Vendor Name & Address	Shipping Charges & Travel Expenses	TOTAL COST EQUIPMENT	TOTAL COST WITH WARRANTY OPTION	TOTAL COST WITH CABINET OPTION	GRAND TOTAL WITH WARRANTY & CABINET OPTIONS	Comments
Identix Incorporated	No Charge	\$23,746.00	\$24,762.00	\$25,428.00	\$26,444.00	

Department Recommendation: Identix Incorporated  
(Live Scan Printer with Cabinet Configuration Option)

Name of Witness: Tina Nash

Purchasing Recommendation: Concur

Buyer's Name: Christine R. Johnson

Signature: \_\_\_\_\_

Heath Kaplan,  
Finance & Management Services Director:

Signature:  \_\_\_\_\_

Vendor Awarded: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

MUSKEGON COUNTY PRELIMINARY SUMMARY

\*\*\*\*\*DRAFT NOT FOR BOARD DISTRIBUTION / CONSIDERATION\*\*\*\*\*

SEND YOUR DECISION ASAP

Bid: RFS 12-1998  
Product / Service: Live Scan Printer

Department: Sheriff

Release Date: 06/18/2012  
Opening Date: 06/29/2012

**MITN Satisfaction Statistics**
Vendors Read Notice & Accessed Alerts: 39
Vendors Accessed Alerts: 10
Bids Received: 1
No-Bid Form Received: 0

Vendor Name & Address	Make/Model	Equipment & Software Cost	Installation & Training Cost	Optional On-Site 9Hours for 5 Days Warranty Cost	Optional Cabinet Configuration	Comments
Identix Incorporated 5705 W. Old Shakopee Road Bloomington, MN 55437	L-1 Identify Solutions/Identix TPE-5300	\$22,125.00	\$1,620.00	\$1,016.00	\$1,662.00	Travel Expenses & Shipping: No Charge Total Cost: \$23,745.00 Total Cost with Warranty Option:\$24,762.00 Total Cost with Cabinet Option: \$25,428.00 Grand Total with Warranty and Cabinet Options: \$26,444.00

Department Recommendation: Identix Inc.

Buyer's Name: Christine R. Johnson

Department Signature: \_\_\_\_\_

If recommendation is different than the lowest responsive bidder, please give an explanation as to why you are not recommending lowest bidder. (Attach additional sheets if necessary)

Unit w/ cabinet option