

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN  
AGENDA

**WAYS AND MEANS**

Hall of Justice  
990 Terrace, Muskegon, MI  
August 2, 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 24, 2012
  4. Public Comment (on an agenda item)
  5. Items for Consideration
    - WM12/08 – 108 (Administration) Approve Accounts Payable
    - WM12/08 – 109 (Administration) Authorize the Port/Rail/Transportation Strategic Planning Committee to Continue its Work and Implement Recommendations
    - WM12/08 – 110 (Finance & Management) Approve Setting the Public Hearing Date for the FY2013 Proposed Budget for Thursday, September 6, 2012
    - WM12/08 – 111 (Human Resources/DET) Award the Building Request for Proposal RFQ 12-1991 to Hinman Company
  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 24, 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, 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 Engle, to approve the minutes of the July 12, 2012, meeting as written. Motion carried.

**PUBLIC COMMENT/AGENDA ITEM**

None.

**ITEMS FOR CONSIDERATION**

WM12/07-103 It was moved by Engle, supported by Cross, to approve the 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. Motion carried.

WM12/07-104 It was moved by Plummer, supported by Engle, to approve the FY 2013 Budget Hearing Schedule. Motion carried.

WM12/07-105 It was moved by Derezinski, supported by Cross, to authorize the Community Mental Health Services of Muskegon County Director to sign a contract with Sidran Speakers & Trainers for Ruth Mazelis'

presentation of "Positive Solutions for Stress and Trauma" Recover 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.

Motion carried.

WM12/07-106 It was moved by Engle, supported by Cross, 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. Motion carried.

WM12/07-107 It was moved by Derezhinski, supported by Mahoney, 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. Motion carried.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

Commissioner Derezhinski thanked the County Administrator and Muskegon County Sheriff for their efforts in helping make the 2012 Bike Time event successful. He noted preliminary numbers show an increase of 30 percent in beverage sales on Saturday, July 21<sup>st</sup>. More information about this event will be shared as it becomes available.

Commissioner Longmire invited those present to the Muskegon branch of the NAACP local and state candidate forum being held, Saturday, July 28<sup>th</sup> at 9 a.m., at the William Burrell Multiplex, 412 E. Sherman.

Mr. Heath Kaplan, Finance and Management Services Director, shared information with the Board and those present regarding agendas being posted on the County's website now containing "hot links" for better ease navigating through the agendas.

Sheriff Dean Roesler invited those present to the upcoming Sheriff's Posse Steak Fry being held on Friday, July 27<sup>th</sup> from 4 to 7 p.m. at the Muskegon County Fairgrounds.

Sheriff Roesler also invited those present to the Cruz'In event being held in Montague and Whitehall on Friday, July 27<sup>th</sup>.

Ways & Means Committee  
Minutes  
July 24, 2012  
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**PUBLIC COMMENT/NEW TOPIC**

None.

**ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:59 p.m.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE August 2, 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 \$3,188,659.45 covering the period of July 18, 2012 through July 27, 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: <i>8/2/12</i>	AGENDA NO.: <i>WM 12/08-108</i>	BOARD DATE: <i>8/14/12</i>	PAGE NO.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X		
REQUESTING DEPARTMENT Administration		COMMITTEE DATE August 2, 2012		REQUESTOR SIGNATURE Judith Kell
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Port/Rail/Transportation Strategic Planning Committee has been meeting to determine the role of the County of Muskegon in the further development of the port. The charge of the Committee was to determine if the County of Muskegon should be a: leader, cheerleader or team member in the development of the port. Early in the strategic planning process the Committee determined that it wished to expand its review of the port to include rail and other transportation access to the port. The Committee met with a variety of stakeholder groups, reviewed past planning reports, past and current usage data and other documents to assist them in their strategic planning process. Two of the Committee members attended the Michigan Port Collaborative meeting to further expand their knowledge base.</p> <p>As a result of the initial strategic planning process, the Port/Rail/Transportation Committee is making the following recommendations to the County Board of Commissioners for actions to be taken: 1) the County of Muskegon will be the leader in the development of the port; 2) the County of Muskegon will develop and implement a website dedicated to the port as well as other public relations efforts; 3) the County of Muskegon will facilitate regional cooperation in the development of the port through the recently formed New Michigan Corporation and by seeking out and building strong regional, private/public partnership as well as other resources; 4) the County of Muskegon will evaluate the assets and liabilities that impede or support port development (infrastructure: education, roads, rail, environmental issues, utilities, etc.); 5) the County of Muskegon will join port associations such as the Michigan Port Collaborative and the Seaway Task Force; and 6) the County of Muskegon will continue to seek public input for future port development activities.</p> <p>The Port/Rail/Transportation Committee in making these recommendations understands there will be costs associated with memberships in associations as well as staff and commissioner time in attending meetings. It is anticipated that the cost of memberships could be \$500 per year but the cost in both staff and commissioner time is unknown.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to authorize the Port/Rail/Transportation Strategic Planning Committee to continue its work and to implement the following recommendations: 1) the County of Muskegon will be the leader in the development of the port; 2) the County of Muskegon will develop and implement a website dedicated to the port as well as other public relations efforts; 3) the County of Muskegon will facilitate regional cooperation in the development of the port through the recently formed New Michigan Corporation and by seeking out and building strong regional, private/public partnership as well as other resources; 4) the County of Muskegon will evaluate the assets and liabilities that impede or support port development (infrastructure: education, roads, rail, environmental issues, utilities, etc.); 5) The County of Muskegon will join port associations such as the Michigan Port Collaborative and the Seaway Task Force; and 6) the County of Muskegon will continue to seek public input for future port development activities.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u> <i>Recommended Approval JK</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <i>approval BBA</i>		
AGENDA DATE: <i>8/2/12</i>	AGENDA NO.: <i>WM12/08-109</i>	BOARD DATE: <i>8/14/12</i>	PAGE NO.	

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED		
REQUESTING DEPARTMENT    Finance & Management		COMMITTEE DATE    08-02-12	REQUESTOR SIGNATURE Heath Kaplan	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Act 2 of 1968, as amended (The Uniform Budgeting and Accounting Act) and Act 43 of 1963, as amended (Budget Hearings of Local Governments) require that a local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation within the local unit at least 6 days before the hearing. This Request for Board Consideration requests authorization to set the Public Hearing date for the FY2013 Proposed Muskegon County Budget for Thursday, September 6, 2012 at 3:30 P.M. at the Board of Commissioners room on the 4<sup>th</sup> floor of the Michael E. Kobza Hall of Justice, located at 990 Terrace Street, Muskegon, MI. In addition, this Request for Board Consideration requests authorization to publish the attached Notice of Public Hearing in a newspaper of general circulation on or before August 21, 2012 as required by the referenced state laws.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to approve setting the Public Hearing date for the FY2013 Proposed Muskegon County Budget for Thursday, September 6, 2012 at 3:30 P.M. at the Board of Commissioners room on the 4<sup>th</sup> floor of the Michael E. Kobza Hall of Justice and to authorize the publication of a Notice of Public Hearing in a newspaper of general circulation on or before August 21, 2012.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>  <i>Recommended Approval MK</i>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>  <i>approval BBA</i>		
AGENDA DATE:    8/2/12		AGENDA NO.:    WM12/08-110	BOARD DATE:    8/14/12	PAGE NO.

NOTICE OF PUBLIC HEARING  
ON THE ADOPTION OF THE PROPOSED BUDGET FOR  
FISCAL YEAR 2011-2012  
FOR THE COUNTY OF MUSKEGON

Please take notice that a public hearing will be held with the Muskegon County Board of Commissioners on the proposed FY2013 general operating budgets on Thursday, September 6, 2012 at 3:30 p.m. at the Board of Commissioners room on the 4<sup>th</sup> floor of the Michael E. Kobza Hall of Justice, located at 990 Terrace Street, Muskegon, MI, 49442.

**The anticipated property tax millage rate proposed to be levied on July 1, 2013 to support the proposed budget will be a subject of this hearing.**

The public has the right to provide written and oral comments on the budget. A copy of the budget proposed for adoption is available for public inspection in the Muskegon County Clerk's Office (temporarily located in the Muskegon County Central Services Building, 141 E. Apple Avenue, 2<sup>nd</sup> floor, Muskegon, MI 49442), the Muskegon County Administrator's Office (located in the Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442), the Hackley Public Library, the White Lake Community Library, the Norton Shores and Muskegon Heights branches of the Muskegon Area District Library and on the internet at [www.co.muskegon.mi.us/budget](http://www.co.muskegon.mi.us/budget).

The Muskegon County Central Services Building, the Michael E. Kobza Hall of Justice, the Hackley Public Library, the White Lake Community Library and the Norton Shores and Muskegon Heights branches of the Muskegon Area District Library are all barrier-free. If further assistance is needed, handicapped citizens should contact the Muskegon County Administrator's Office on the fourth floor of the Michael E. Kobza Hall of Justice.

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 at the meeting/hearing 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 the following:

Bonnie B. Hammersley, Administrator  
Michael E. Kobza Hall of Justice, Fourth Floor  
990 Terrace Street  
Muskegon, MI 49442  
(231) 724-6520

\_\_\_\_\_  
Nancy A. Waters, County Clerk  
Muskegon County, Michigan

Publish: August 21, 2012



**REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON**

COMMITTEE Ways & Means		BUDGETED    NON-BUDGETED    PARTIALLY BUDGETED X	
REQUESTING DEPARTMENT Human Resources/Employment & Training	COMMITTEE DATE August 2, 2012	REQUESTOR SIGNATURE Deborah Groeneveld	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Muskegon County Department of Employment &amp; Training received two (2) proposals for a new or existing facility for services delivered by Muskegon/Oceana Michigan Works!. This new facility will consolidate services to one (1) location which are currently being delivered from three (3) Muskegon locations. The Muskegon/Oceana Workforce Development Board voted on July 18, 2012 to recommend to the Muskegon County Board of Commissioners to award the Building Request for Proposal RFQ 12-1991 to the Hinman Company in the amount of \$5,959,645.12 for a ten (10) year lease contingent upon availability of federal funding.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
Move to award the Building Request for Proposal RFQ 12-1991 to the Hinman Company.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>	
Recommend Approval    Deborah Groeneveld		<i>Recommend Approval</i>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
		<i>approval</i>	
AGENDA DATE: 8/2/12	AGENDA NO.: Wm12/08-111	BOARD DATE: 8/14/12	PAGE NO.

### MUSKEGON COUNTY BID SUMMARY

Commodity Number: 971-45

Proposal: RFP 12-1991  
Product / Service: Lease Of Building

Department: Human Resources/Department Of Employment & Training

Opening Date: 07/02/2012  
Release Date: 04/18/2012

**MITN Solicitation Statistics**

Received Notices: 175

Accessed Attachments: 23

Proposals Received: 2

No-Proposal Forms Received: 0

Vendor Name & Address	Option I Building Only 1 Year Lease	Option I Building Only 2 Year Lease	Option I Building Only 3 Year Lease	Option I Building Only 4 Year Lease	Option I Building Only 5 Year Lease	Option I Building Only 6 Year Lease	Option I Building Only 7 Year Lease	Option I Building Only 8 Year Lease	Option I Building Only 9 Year Lease	Option I Building Only 10 Year Lease	Option I Building Only Total Lease Cost	Option II Furnishings Total Lease Cost	
NextWork Innovation Center Urban Renaissance Group, LLC 111 Division South Grand Rapids, MI 49503	\$634,542.20	\$647,233.25	\$660,177.91	\$673,381.47	\$686,849.10	\$700,588.08	\$714,597.80	\$728,889.76	\$743,467.56	\$758,336.91	\$6,948,082.04	Traditional Style \$1,044,976.30	Collaborative Style \$1,306,220.40
The Hinman Company 316 Morris Avenue, Suite 110 Muskegon, MI 49440	\$484,038.28	\$496,230.68	\$508,423.08	\$521,225.10	\$534,331.83	\$547,743.57	\$561,460.02	\$575,481.28	\$589,807.35	\$604,438.23	\$5,423,179.52	\$536,465.60	N/A
<b>Vendor Name</b>	<b>Building / Location</b>												
NextWork Innovation Center Urban Renaissance Group, LLC	Muskegon Chronicle Building 981 Third Street Muskegon, MI 49440												
The Hinman Company	Terrace Plaza Building 316 Morris Avenue Muskegon, MI 49440												

Department Recommendation: The Hinman Company  
Terrace Plaza - 10 Year Lease with Furnishings

See Evaluation Summary

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

Name of Witness: Tina Nash  
Buyer's Name: Christine R. Johnson

Heath Kaplan,  
Finance & Management Services Director:

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

Signature: 

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

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

**EVALUATION SUMMARY**

**Lease Of Building  
For Muskegon County Human Resources/Department Of Employment & Training  
RFP 12-1991**

Summary of Evaluation

<b>Firm Name</b>	<b>E1</b>	<b>E2</b>	<b>E3</b>	<b>E4</b>	<b>E5</b>	<b>E6</b>	<b>E7</b>	<b>E8</b>	<b>Rating Average</b>
<b>NextWork Innovation Center</b>	<b>138.4</b>	<b>136.0</b>	<b>123.2</b>	<b>88.0</b>	<b>101.6</b>	<b>112.8</b>	<b>124.0</b>	<b>92.0</b>	<b>114.5</b>
<b>The Hinman Company</b>	<b>209.6</b>	<b>179.6</b>	<b>184.8</b>	<b>145.6</b>	<b>196.8</b>	<b>194.4</b>	<b>196.8</b>	<b>145.6</b>	<b>181.7</b>