

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN
AGENDA

WAYS AND MEANS

Hall of Justice

990 Terrace, Muskegon, MI

September 6, 2012 - 3:30 p.m.

Lewis Collins, Chair

Scott Plummer, Vice-Chair

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1. Call to Order
 2. Roll Call
 3. Approval of Minutes of August 21, 2012
 4. Public Comment (on an agenda item)
 5. Public Hearing – 2013 Proposed General Operating Budget
 6. Items for Consideration
 - WM12/09 – 117 (Administration) Approve Accounts Payable
 - WM12/09 – 118 (Administration) Adopt the Resolution Accepting the Funds from the Michigan Department of Natural Resources, Authorize Chairman of the Board to Sign the Grant Agreement and Authorize Staff to Seek Bids for Architectural and Other Related Services
 - WM12/09 – 119 (Public Works) Approve the Proposed 2013 Parks Fee Schedule and Authorize the Proposed Early Season/Late Season Camping Special at Pioneer Park
 7. Old Business
 8. New Business
 9. Public Comment (on a new topic)
 10. 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
August 21, 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 3:32 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 Engle, supported by Plummer, to approve the minutes of the August 2, 2012, meeting as written. Motion carried.

PUBLIC COMMENT/AGENDA ITEM

None.

ITEMS FOR CONSIDERATION

WM12/08-112 It was moved by Engle, supported by Cross, to approve the payment of the accounts payable of \$7,862,772.38 covering the period of July 28, 2012 through August 14, 2012 as presented by the County Clerk. Motion carried.

WM12/08-113 It was moved by Engle, supported by Plummer, to endorse the recommendation of the Selection Committee to appoint Vernon Oard as Youth Services Director at Step 3 of salary grade ND00030 (\$80,119.52). Motion carried.

Mr. Vernon Oard, Youth Services Director candidate, introduced himself to the Board and noted he has worked with children in various capacities since 1983 and also has a background in Public Administration. He noted he would be honored to be appointed to the Youth Services Director position.

WM12/08-114 It was moved by Engle, supported by Plummer, to authorize the Chairman of the Board to execute the proposed extension from Pitney Bowes for a period of 60 months at a cost reduction of \$324 a month or \$3,888 per year. Motion carried.

WM12/08-115 It was moved by Engle, supported by Longmire, to amend the Sheriff's Road Patrol budget in organization 0315 to reflect the restored grant appropriation from the Department of State Police. Motion carried.

WM12/08-116 It was moved by Derezinski, supported by Cross, to approve the award of the Sheriff's Fleet Maintenance & Management Services to Emergency Services, LLC in the estimated annual amount of \$166,800.00. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT/NEW TOPIC

None.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:45 p.m.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE September 6, 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 \$5,174,825.79 covering the period of August 15, 2012 through August 30, 2012, as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>	
		Recommend Approval H. Kaplan	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>	
AGENDA DATE: 9/6/12	AGENDA NO.: WM 12/09-117	BOARD DATE: 9/11/12	PAGE NO.

Sources of Funds for the Capital Project:

County of Muskegon	\$265,000	Completed
DNR Trust Fund Grant (park equipment)	150,800	Awarded
Ice Mountain Grant (habitat restoration)	50,000	Awarded
Muskegon Rotary Club – cash match for DNR Grant	90,000	In-Process
Alcoa Foundation*	\$50,000	In-Process
Consumer’s Energy**	\$15,000	In-Process
Community Foundation for Muskegon County	\$10,000	Awarded – but not in County account
Disability Connections	\$2,000	Awarded and Deposited
Gerber Foundation	\$5,000	– Awarded and Deposited
Jerry Westgate	\$3,000	- Committed but not collected
SOURCE NOT IDENTIFIED	\$5,000	– Need to find and request

In-kind match for DNR Grant - \$25,000 Required

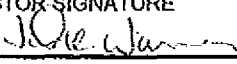
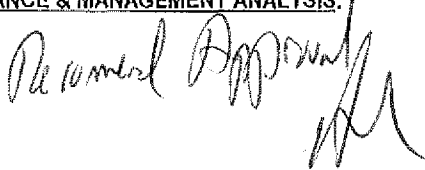
a. United Way of the Lakeshore Day of Caring (9/7/2012)	\$5,800
b. Hooker de Jong – preliminary design work	\$4,200
c. Ice Mountain Grant (non -federal, non-state source of funds)	15,000
Total Sources of Funds	\$580,800

Uses of Funds

Purchase of the land	\$245,000
Appraisal, Phase I Environmental Review, survey	20,000
Habitat Restoration of the Shoreline of the Park	50,000
Rotary Park Equipment Costs	
Handicapped Accessible Playground	110,100
Parking Lot	26,000
Trash Cans	500
Picnic Tables	2,400
Fishing Dock	50,000
Restrooms	52,000
MNTRF Sign (grant requirement)	1,800
Architect Fees (grant requirements set fee)	23,000
Total Uses of Funds	\$580,800

*Alcoa Foundation application is submitted. Very strong likelihood that it will be approved since the local Alcoa is supporting the application. Alcoa does not want the application submission to be public but understands once it is awarded that the County Board of Commissioners must accept the grant. The County will be informed by 12/31/2012, if funded. ** Consumers Energy Foundation is still reviewing application. We should know by November 15, 2012, if the funds will be awarded

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE September 6, 2012	REQUESTOR SIGNATURE 	
<p>SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)</p> <p>In association with the FY 2013 budget, staff is requesting to increase some of the rates/fees charged at the Muskegon County Parks. We would like to be able to put some money aside for funding future improvements to the Parks. Also recommended is an "early season" and "late season" special at Pioneer Park which would be to give 3 nights of camping for the price of 2 nights (for example, pay for Friday and Saturday nights, get Sunday night free) prior to Memorial Day weekend and after Labor Day weekend as a way to attract more campers. The increased fees are expected to bring in an additional \$23,000 based on 2011 park usage numbers. Staff requests approval of the increased fees for the 2013 camping season and the early/late season specials on a trial basis at Pioneer Park for the 2013 camping season.</p>			
<p>SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)</p> <p>I move to approve the proposed 2013 Parks fee schedule and to authorize the proposed early season/late season camping special (3 nights for the price of 2) as a trial at Pioneer Park in 2013.</p>			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS: 	
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:	
AGENDA DATE: 9/6/12		AGENDA NO.: Wm 12/09-119	BOARD DATE: 9/11/12
			PAGE NO.

Fee Recommendation 2013

Vehicle Permit Fee – No Change

Daily Permit	\$5.00
Annual Permit	\$20.00

Camping

Meinert Campsite Overnight – No Change

Current	\$25.00
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Meinert Seasonal

Current	\$1,800.00
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Proposed	\$1,900.00	Projected Revenue Increase \$3,000.00
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Pioneer and Blue Lake Campsite Overnight

Current	\$24.00
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Proposed	\$25.00	Projected Revenue Increase \$16,500.00
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Pioneer Group Camping Overnight

Current	\$300.00
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Proposed	\$350.00	Projected Revenue Increase \$3,000.00
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Meinert Cabin

Per Week

Current	\$700.00
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Proposed	\$800.00	Projected Revenue Increase \$600.00
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Per Night May & September

Current	\$90.00
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Proposed	\$100.00	Unknown
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Picnic Lodge and Shelter Fees

Picnic Lodges

Current	\$80.00
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Proposed	\$100.00	Projected Revenue Increase \$600.00
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Picnic Shelters

Current	\$45.00
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Proposed	\$50.00	Projected Revenue Increase \$100.00
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Ice – No Change

Cube and Block	\$2.00	No Change
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The projected revenue to be generated by the proposed fee increases is \$23,800.00

**FACILITY LEVELS OF USE
2008 Through 2011**

NIGHTS OF CAMPING

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Pioneer	17,180	16,901	16,407	16,623
Meinert	3,760	3,537	3,341	3,207
Blue Lake	1,466	1,267	1,247	1,192

**SEASONAL CAMPING AT MEINERT PARK
SEASONAL CAMPSITES OCCUPIED**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
	37	37	34	30

**MEINERT RENTAL CABIN
WEEKS RENTED**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
	12	11	12	12

MOTOR VEHICLE ENTRY PERMITS SOLD

		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Pioneer	Dailies	8,549	7,025	7,583	6,667
	Annuals	2,190	2,700	2,738	2,593
Meinert	Dailies	2,500	1,860	1,894	1,987
	Annuals	444	435	498	498
Twin Lake	Dailies	3,799	2,368	3,140	3,515
	Annuals	377	379	420	448

**PICNIC LODGES AND SHELTERS
NUMBER OF DATES OCCUPIED**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Pioneer Lodge	23	20	28	18
Twin Lake Lodge	15	12	15	17
Twin Lake Shelters	39	31	33	37
Meinert Shelter	10	2	5	3

PROPOSED EARLY AND LATE SEASON WEEKEND SPECIAL

The following is proposed as an incentive to attract additional campers during the slower business times in May before Memorial holiday and in September after Labor Day. These time periods are traditionally slow for camping and it is hoped that by offering "three nights for the price of two" more people will take advantage of the of the program. It is suggested the program be put in place as a pilot project and be ongoing for two to three years. If the program is successful in attracting a reasonable number of campers beyond our normal use it will be considered as a permanent incentive and possibly expanded to include Meiniert Pines and Blue Lake campgrounds.

Since there is no data available to make any kind of estimate, it is unknown and impossible to predict how much revenue may be generated by the proposed promotion. At the end of each camping season the number of camping nights in May and September will be assessed to determine if the promotion attracted more, fewer or the same number of campers to the campground during the targeted time periods.

Limitations and Rules of the Program

The proposed pilot program is limited to Pioneer Park.

Any long term campers wishing to stay for the entire period the promotion is in effect shall be eligible to take advantage of receiving one night of free camping each weekend.

The program will be limited to weekends only beginning in May when the campground opens, and shall include all weekends prior to the Memorial Day weekend which shall not be included. The program will also include all weekends after the Labor Day until closing in September.

Stay and pay for Friday and Saturday night and get Sunday night for free Or stay Thursday and Friday night and get Saturday night for free.

The camper's intent to take advantage of the promotion must be declared at the time of registration.

Parks staff will inform the camping public of the promotion at the time of the registration so campers will have knowledge of the potential savings and then declare their desire to take advantage of the savings.

This offer does not include the required Muskegon County Parks Motor Vehicle Entry Permit and the offer is not transferable to another camping party or to another time of the camping season.