

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN
AGENDA

WAYS AND MEANS

Hall of Justice
990 Terrace, Muskegon, MI 49442
February 7, 2013 - 3:30 p.m

James Derezinski, Chair
Charles Nash, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of the Minutes of January 22, 2013
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - WM13/02 – 10 (Administration) Approve Accounts Payable
 - WM13/02 – 11 (Administration) Authorize the Board Chair to Sign Resolution Approving the 2013 Amendment to the County of Muskegon Recreation Plan Following the Public Hearing
 - WM13/02 – 12 (Human Resources) Approve the Rejection of All Bids for RFP 13-2025, Fleet Repair Services
 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-hour 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) 724-6620

**Muskegon County
Ways & Means Committee Meeting
January 22, 2013
3:30 p.m.
Hall of Justice, 4th Floor
990 Terrace
Muskegon, MI**

James Derezinski, Chair

Charles Nash, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Derezinski at 3:30 p.m.

ROLL CALL

Present: Benjamin Cross, James Derezinski, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry Sabo, Bob Scolnik, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Cross, supported by Wilkins, to approve the regular and closed session minutes of the January 8, 2013, meeting as written. Motion carried.

PUBLIC COMMENT/AGENDA ITEM

None.

ITEMS FOR CONSIDERATION

- WM13/01 – 04a It was moved by Cross, supported by Mahoney, to approve the payment of the accounts payable of \$5,060,636.00 covering the period of December 29, 2012 through January 15, 2013 as presented by the County Clerk. Motion carried.
- WM13/01 – 05 It was moved by Sabo, supported by Wilkins, to approve the recommended changes to Board Policy #2007-512 as presented. Motion carried.
- WM13/01 – 06 It was moved by Cross, supported by Mahoney, to approve a public hearing on February 12, 2013 to accept citizen comments on the Muskegon County Recreation Plan Update, 2013. Motion carried.

WM13/01 – 07 It was moved by Cross, supported by Mahoney, to authorize the Chairman of the County Board of Commissioners to sign a contract with Detect P.I. & Recovery, LLC at a flat fee of \$30.00 for review of discovery and an hourly rate of \$45.00 per hour and mileage reimbursement at \$.55.5 per mile and pre-approved overnight or out of state costs beginning on January 1, 2013 through September 30, 2013 pending monthly review of expenditures.

Motion carried.

WM13/01 – 08 It was moved by Nash, supported by Mahoney, to revise the County of Muskegon purchasing Policy, Section V. Bid Process, E. Tie Bids language to state: "in the case of a tie bid or quote, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied bidders receive the award".

Motion carried.

WM13/01 – 09 It was moved by Cross, supported by Sabo, to authorize the Prosecutor to initiate the RFP process for collection agency services for collection of outstanding balances for prosecution costs assessed to individuals pursuant to County Ordinance 2011-393.

Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Hughes requested a report from the Prosecutor's Office in the future regarding the status of the outstanding balances once the collection agency is utilized.

Commissioner Derezinski requested information regarding the need to cancel a Committee or Board meeting due to inclement weather. Mr. Williams, Corporate Counsel, noted a policy regarding Board/Committee meeting cancellation could be developed.

PUBLIC COMMENT/NEW TOPIC

Mr. Jim Riley approached the Board and discussed the Board/Committee meeting cancelation policy. He noted cancellation would most likely be noted on the Board's agenda page as well as on Twitter. He also recommended an e-mail blast to interested citizens.



Ways & Means Committee
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Mr. Riley discussed the Mackinac Center article regarding prevailing wage. He asked Commissioners to look at the issue closely.

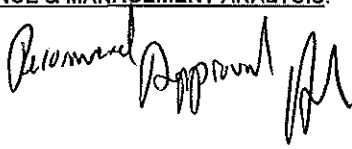

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:13 p.m.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE February 7, 2013	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 \$6,381,594.47 covering the period of January 16, 2013 through February 1, 2013, as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> <i>Recommended Approval</i> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <i>approval</i> 	
AGENDA DATE: <i>2/7/13</i>	AGENDA NO.: <i>Wm 13/02-10</i>	BOARD DATE: <i>2/12/13</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 February 7, 2012	REQUESTOR SIGNATURE Judith Kell		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Approval is being requested to allow the Board Chairman to sign the attached resolution to approve the 2013 Amendment to the County of Muskegon Recreation Plan after the public hearing which will be held on February 12, 2013. The amendment includes two projects: the Michigan Heritage Park at Hilts Landing and an urban park in the City of Muskegon. The County of Muskegon must include these projects to the Recreation Plan in order to apply for grant funding from the various Michigan Department of Natural Resources funding opportunities. By approving the Amendment to the Plan, the County of Muskegon is not committing that it will either be developing such projects or applying for the funding for the projects, only that if there was approval to do so in the future, it would be in the Plan as required by the Michigan Department of Natural Resources.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
I move to authorize the Board Chairman to sign the Resolution approving the 2013 Amendment to the County of Muskegon Recreation Plan following the public hearing on February 12, 2013.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
AGENDA DATE: 2/7/13 AGENDA NO.: wm13/02-11 BOARD DATE: 2/12/13 PAGE NO.				

**COMMUNITY RECREATION AND NATURAL RESOURCE CONSERVATION PLAN
AMENDMENT**

**For
County of Muskegon**

WHEREAS, the County of Muskegon has adopted the County of Muskegon Recreation Plan as a guideline for improving recreation and enhancing natural resource conservation during a five year period covering the years, 2011- 2016 and;

WHEREAS, the County of Muskegon began the process of amending the community recreation and natural resource conservation plan in accordance with the most appropriate guidelines developed by the Department of Natural Resources and made available to local communities, based on the version of guidelines under which the current plan was developed;

WHEREAS the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan amendment for a period of at least two weeks, and;

WHEREAS , final public comment session was held on February 12, 2013 in the County Board of Commissioner Chambers, 4th Floor, Hall of Justice, 990 Terrace, Muskegon, MI 49442 and;

WHEREAS, after the public meeting, the Muskegon County Board of Commissioners voted to adopt said amendment to the County of Muskegon Recreation Plan, 2011-2016;

NOW THEREFORE IT BE RESOLVED, the Muskegon County Board of Commissioners hereby adopts the County of Muskegon Recreation Plan as amended in 2013, Amendment.

Yeas:
Nays:
Absent:

I, Nancy A. Waters, Clerk of Muskegon County, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Muskegon County Board of Commissioners at its regular Board Meeting, thereof held on 12th day of February, 2013

Nancy A. Waters
County Clerk

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED <input checked="" type="checkbox"/> NON-BUDGETED <input type="checkbox"/> PARTIALLY BUDGETED <input type="checkbox"/>	
REQUESTING DEPARTMENT Human Resources	COMMITTEE DATE February 7, 2013	REQUESTOR SIGNATURE D. Groeneveld	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
Request authorization to reject all bids for RFP 13-2025, Fleet Repair Services, due to lack of response.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
I move to approve the rejection of all bids for RFP 13-2025, Fleet Repair Services, due to lack of response.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
HUMAN RESOURCES ANALYSIS: Recommend Approval - Deborah Groeneveld		FINANCE & MANAGEMENT ANALYSIS: <i>Recommend Approval DG</i>	
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION: <i>approval BBA</i>	
AGENDA DATE: 2/7/13 AGENDA NO.: Wm 13/02-12 BOARD DATE: 2/12/13 PAGE NO.			

MUSKEGON COUNTY PROPOSAL SUMMARY

Commodity Number: 928-47

Proposal: RFP 12-2025
 Product / Service: Fleet Repair Services

Department: Human Resources / Risk Management

Opening Date: 10/10/2012
 Release Date: 09/18/2012

MITN Solicitation Statistics
Vendors Received Notice: 60
Vendors Accessed Attachments: 13
Proposals Received: 2
No-Bid Form Received: 0

Vendor Name & Address	Proposal Received					Comments
DownTown Tire & Auto Repair 952 S. Terrace Street Muskegon, MI 49440	Yes					
Emergency Services, LLC 3011 S. Mill Iron Road, Suite B Fruitport, MI 49444	Yes					2% 10 Days Early Payment Discount

Department Recommendation: Reject All Proposals

Name of Witness: Tina Nash

Purchasing Recommendation: Concur

Buyer's Name: Christine R. Johnson

Signature: *Christine R. Johnson*

Finance & Management Services Director: Heath Kaplan

Signature: *[Signature]*

Vendor Awarded: _____

Board Approval Date: _____

Purchase Order Number: _____

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