

**Muskegon County
Ways & Means Committee
June 5, 2014
4:00 p.m.
Hall of Justice
990 Terrace
Muskegon, MI**

Vacant, Chair

Charles Nash, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Nash at 4:00 p.m.

ROLL CALL

Present: Benjamin Cross, Marvin Engle, Susie Hughes, Charles Nash, Terry Sabo,
Robert Scolnik, Rillastine Wilkins

Excused: Kenneth Mahoney

APPROVAL OF MINUTES

It was moved by Cross, supported by Hughes, to approve the minutes of May 20, 2014 as written.
Motion carried.

PUBLIC COMMENT (On an agenda item)

Mr. David Eling, Muskegon County Department of Veterans Affairs Director, addressed the Board regarding motion WM14/06 – 59. He requested the Muskegon County Board of Commissioners accept and approve a loan from the Department of Veterans Affairs in the amount of \$45,000 for the Veteran's Park Improvement Project.

Mr. Lupe Alviar, Muskegon County Veteran Affairs Advisory Board member, also addressed the Board regarding motion WM14/06 – 59.

ITEMS FOR CONSIDERATION

- WM14/06 – 58 It was moved by Cross, supported by Hughes, to approve payment of the accounts payable of \$3,323,436.44 covering the period of May 10, 2014 through May 23, 2014 as presented by the County Clerk.
Motion carried.
- WM14/06 – 59 It was moved by Sabo, supported by Engle, to amend the General Fund FY14 Budget in an amount not to exceed \$45,000 to provide a loan for the Veteran's Park Improvement Project. Motion carried.
- WM14/06 – 60 It was moved by Wilkins, supported by Cross, to approve the attached 2014 capital improvement project appropriation and the resolution

authorizing notice of intent to issue bonds and declaring intent to reimburse for expenditures. Motion carried.

WM14/06 – 61 It was moved by Cross, supported by Sabo, to change the reporting structure of the County Parks system and move it under the Convention and Visitors Bureau, make the range adjustment for the Community Development Director position to ND00035, and create the position of Public Works Technician NX00220 position in the Public Works Department effective June 11, 2014; when the Public Works Technician position becomes vacant the position will be deleted.

It was moved by Wilkins, supported by Engle, to postpone action on agenda item WM14/06 – 61 until the Ways & Means Committee meeting of July 10, 2014.

ROLL CALL:

Yes: Engle, Wilkins
No: Cross, Hughes, Nash, Sabo, Scolnik Motion defeated.
Excused: Mahoney

ROLL CALL ON ORIGINAL MOTION WM14/06 – 61:

Yes: Cross, Engle, Hughes, Nash, Sabo, Scolnik, Wilkins
Excused: Mahoney Motion carried.

WM14/06 – 62 It was moved by Cross, supported by Hughes, to approve the operating levy of 5.6984 mills for Muskegon County to be levied in July 2014, the operating levy of 0.3221 mills for the Lakeshore Museum Center to be levied in December 2014, the operating levy of 0.0752 mills for the Department of Veteran's Affairs to be levied in December 2014, the operating levy of 0.3000 mills for Muskegon County Central Dispatch to be levied in December 2014 and the debt repayment levy of 0.2600 mills for the Quality of Life bond issuance to be levied in December 2014 and to authorize the Muskegon County Clerk and the Chair of the Muskegon County Board of Commissioners to sign the associated forms required by the State of Michigan which will be submitted to the State of Michigan by the Muskegon County Equalization Department. Motion carried.

WM14/06 – 63 It was moved by Sabo, supported by Cross, to reorganize the Human Resources/Employment & Training Department as detailed on the attached document. Motion carried.

OLD BUSINESS

Commissioner Scolnik noted he recently received a mailing from the Convention and Visitors Bureau regarding meeting and event planning services.

Mr. Bob Lukens, CVB Director, noted a mailing was recently completed via Ms. Bernadette Benkert, CVB Sales Executive, which contained information about hosting meetings and events at various Muskegon County locations and the services being offered by the CVB.

NEW BUSINESS

None.

PUBLIC COMMENT

Mr. Heath Kaplan, Finance and Management Services Director, informed the Commissioners a revised Capital Improvement Plan would be available prior to Tuesday, June 10th, Full Board meeting containing Heritage Landing information.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:38 p.m.

COUNTY OF MUSKEGON
CAPITAL IMPROVEMENT PLAN FOR BOND ISSUANCE

UPDATED 05/28/14

| DEPARTMENT/PROJECT | BOND PROCEEDS | GRANT | TOTAL PROJECT COST | NOTES |
|---|------------------|-----------------------------|--------------------|-------|
| BROOKHAVEN / HOJ Projects | | | | |
| Building Facade-Hall of Justice | 4,725,538 | | 4,725,538 | |
| Centrail Air Conditioning-Brookhaven | 4,791,008 | | 4,791,008 | |
| Total Brookhaven/HOJ Projects | 9,516,546 | 0 | 9,516,546 | |
| COURTS/PUBLIC SAFETY | | | | |
| ECM Project | | | | |
| Phase 1-Contractual (Scanning, Development, Shredding, Etc.) | | exclude; not a capital item | | |
| Phase 2-Expand Current Data Storage Environment & Provide IT support | 213,600 | | 213,600 | |
| Phase 3-Operation Assessment & Recommendations for Improvement | | exclude; not a capital item | | |
| Phase 4-Implement New Work Flows | | | | |
| OnBase Software | 359,934 | | 359,934 | |
| AutoStore Software | 14,558 | | 14,558 | |
| ImageSoft Software | 27,600 | | 27,600 | |
| Annual Subscription Software | 18,500 | | 18,500 | |
| Professional Services | | | | |
| Phase 1 Planning & Installation | 19,980 | | 19,980 | |
| Agile Sprints | 410,700 | | 410,700 | |
| FileNet Data Conversion | 28,200 | | 28,200 | |
| System & Training Documentation | 11,840 | | 11,840 | |
| Solution Training | 0 | | 0 | |
| Solution Certification Training | 0 | | 0 | |
| Project Management (20% FTE for 11 months) | 0 | | 0 | |
| ImageSoft Customer Care Support Package (1st Year) | 0 | | 0 | |
| ImageSoft Services Discount | (60,400) | | (60,400) | |
| Travel & Expense | 0 | | 0 | |
| Total Phase 4 | 830,912 | | 830,912 | |
| Phase 5-OnBase Programming | 250,000 | | 250,000 | |
| Total Courts & Public Safety ECM Project | 1,294,512 | 0 | 1,294,512 | |
| COMMUNITY DEVELOPMENT | | | | |
| Union Depot | | | | |
| Roof, Soffit, Fascia & Gutters | 175,000 | | 175,000 | |
| Total Union Depot Projects | 175,000 | | 175,000 | |
| Heritage Landing | | | | |
| Electrical Upgrades and Expansion | 75,000 | | 75,000 | |
| Total Heritage Landing Projects | 75,000 | | 75,000 | |
| Total Community Development/Union Depot Projects | 250,000 | 0 | 250,000 | |
| COUNTY CLERK-CIRCUIT COURT RECORDS | | | | |
| Office Remodel | 7,500 | | 7,500 | |
| File Room Shelving Conversion-Electric Mobile System | 132,000 | | 132,000 | 1 |
| Total County Clerk-Circuit Court Records | 139,500 | 0 | 139,500 | |
| PUBLIC DEFENDER | | | | |
| Office Renovation Project | | | | |
| Original Construction | 89,830 | | 89,830 | |
| Construction Alternate #1-Toilet Rm Improvements | 22,470 | | 22,470 | |
| Construction Alternate #2-Remove & Replace Upper Floor Wall Panels | 41,720 | | 41,720 | |
| Performance Bond Cost | 3,300 | | 3,300 | |
| (Deduct alternate to remove railing baluster renovation from project) | (3,560) | | (3,560) | |
| Total Public Defender Office Renovation/Construction | 153,760 | | 153,760 | 2 |
| Electrical/Abatement/Furniture | | | | |
| Electric-Power Connections to All Systems Furniture | 7,423 | | 7,423 | |
| Electric-Voice/Data Connections to All Systems Furniture | 8,818 | | 8,818 | |
| Electric-Power Connections to Non-Furniture Related | 3,295 | | 3,295 | |
| Abatement-Trust Thermo Abatement & Luan Installation | 25,800 | | 25,800 | |
| Office Furniture | 111,452 | | 111,452 | 3 |
| Total Public Defender Electrical/Abatement/Furniture | 156,788 | | 156,788 | |

COUNTY OF MUSKEGON
CAPITAL IMPROVEMENT PLAN FOR BOND ISSUANCE

UPDATED 05/28/14

| DEPARTMENT/PROJECT | | BOND PROCEEDS | GRANT | TOTAL PROJECT COST | NOTES |
|---|------|------------------|-------|--------------------|-------|
| Total Public Defender Renovation Project | | 310,548 | 0 | 310,548 | 4 |
| PUBLIC WORKS-FACILITIES MANAGEMENT | Year | | | | |
| Peck St Bldg Emergency Management System (EMS) Upgrade | 2016 | 80,000 | | 80,000 | |
| Agnes Potuznik Bldg Exterior Window Replacement/Upgrade | 2017 | 80,000 | | 80,000 | |
| Total Public Works-Facilities Mgt. Projects | | 160,000 | 0 | 160,000 | |
| WASEWATER | Year | | | | |
| Downsizing of Cell 2 | 2015 | 2,000,000 | | 2,000,000 | |
| Cell 3 Electrical Replacement | 2015 | 430,000 | | 430,000 | |
| Telemetry Improvements at Metro Site | 2015 | 80,000 | | 80,000 | |
| Pump Station #3 Upgrade | 2015 | 800,000 | | 800,000 | |
| Irrigation Rig Replacement | 2015 | 800,000 | | 800,000 | |
| Total Wastewater Projects | | 4,110,000 | 0 | 4,110,000 | |
| TOTAL CAPITAL PROJECTS FOR BOND ISSUANCE CONSIDERATIONS | | 15,781,106 | 0 | 15,781,106 | |
| NOTES: | | | | | |
| 1. An option for mechanical Assist. Mobile System could also be considered at a cost of \$93,000. | | | | | |
| 2. The above construction cost estimate is lowest bidder. Second lowest bidder came in at \$185,500. | | | | | |
| 3. If all awarded items are approved for order through Taylor Office, includes cost reduction storage alternates. | | | | | |
| 4. Additional construction costs for floor prep & new ceiling work will need to be calculated and added to the project if the abatement costs are approved. This will be issued in the future/final construction post bid addendum, which will include all approved construction alternates selected. | | | | | |

**RESOLUTION AUTHORIZING NOTICE OF INTENT
AND DECLARING INTENT TO REIMBURSE FOR EXPENDITURES**

COUNTY OF MUSKEGON
State of Michigan

Minutes of a regular meeting of the Board of Commissioners of the County of Muskegon, State of Michigan, held on June __, 2014.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the County of Muskegon (the "County") intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in one or more series, in an aggregate principal amount of not to exceed Sixteen Million Dollars (\$16,000,000), for the purpose of paying the costs of acquiring and constructing various capital improvements in the County, including but not limited to, improvements to various County facilities, and wastewater system improvements, including related site improvements (the "Project"); and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the County intends at this time to state its intention to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the County for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The County Clerk is hereby authorized and directed to publish or cause to be published a notice of intent to issue the Bonds in the *Muskegon Chronicle*, a newspaper of general circulation in the County.

2. Said notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the following form:

NOTICE TO TAXPAYERS AND ELECTORS
OF THE COUNTY OF MUSKEGON, MICHIGAN
OF INTENT TO ISSUE BONDS
AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the County of Muskegon, State of Michigan (the "County"), intends to issue and sell its general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in one or more series, in an aggregate principal amount of not to exceed Sixteen Million Dollars (\$16,000,000), for the purpose of paying the costs of acquiring and constructing various capital improvements in the County, including, but not limited to, improvements to various County facilities, and wastewater system improvements, including related site improvements (the "Project").

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS SHALL BE PAYABLE from the general funds of the County lawfully available for such purposes property taxes levied within applicable statutory and constitutional limitations.

BOND DETAILS

THE BONDS WILL BE PAYABLE in annual installments not to exceed thirty (30) in number and will bear interest at a rate not to exceed the maximum rate permitted by law, as determined at the time of sale.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE COUNTY IS FILED WITH THE COUNTY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE COUNTY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

County Clerk
County of Muskegon

3. The Board of Commissioners does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the County's electors and taxpayers residing in the boundaries of the County of the County's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The County makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. §1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) As of the date hereof, the County reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the County.
- (b) The expenditures described in this paragraph (b) are for the costs of acquiring the Project which were paid or will be paid subsequent to sixty (60) days prior to the date hereof from the general funds of the County.
- (c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$16,000,000.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Commissioners: _____

NAYS Commissioners: _____

RESOLUTION DECLARED ADOPTED

County Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of the County of Muskegon, State of Michigan, at a regular meeting held on June __, 2014, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

County Clerk

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HUMAN RESOURCES DEPARTMENT REORGANIZATION

| <u>Current Classification</u> | <u>Funding</u> | | <u>New Classification</u> | <u>New Funding</u> | | <u>New Grade</u> |
|---------------------------------------|----------------|-----------|--|--------------------|-----------|------------------|
| Employment & Training Deputy Director | 100% | 2739-6913 | HR Deputy Director/ Human Resources/ Employment & Training | 85% | 2739-6913 | NX00424 |
| | | | | 10% | 1010-0226 | |
| | | | | 5% | 6770-0203 | |
| Human Resources Deputy Director | 25% | 1010-0226 | HR Manager/ Risk & Benefits | 10% | 6770-0202 | No Change |
| | 75% | 6770-0203 | | 50% | 6770-0203 | |
| | | | | 40% | 6770-0204 | |
| Human Resources Coordinator | 25% | 1010-0226 | HR Manager/Recruitment | 40% | 1010-0226 | NX00330 |
| | 20% | 6770-0203 | | 60% | 6770-0203 | |
| | 55% | 6770-0204 | | | | |
| Human Resources Analyst | 10% | 1010-0226 | No Change | 30% | 6770-0202 | No Change |
| | 30% | 6770-0202 | | 45% | 6770-0203 | |
| | 60% | 6770-0203 | | 25% | 6770-0204 | |