

**Muskegon County  
Ways & Means Committee  
October 21, 2014  
4:00 p.m.  
Hall of Justice  
990 Terrace  
Muskegon, MI**

**Susie Hughes, Chair**

**Charles Nash, Vice-Chair**

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**MINUTES**

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**CALL TO ORDER**

The meeting was called to order by Commissioner Hughes at 4:01 p.m.

**ROLL CALL**

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

**APPROVAL OF MINUTES**

It was moved by Cross, supported by Wilkins, to approve the minutes of the October 2,  
2014 meeting as written. Motion carried.

**PUBLIC COMMENT (On an agenda item)**

Mr. David Eling, Veterans' Center Director, addressed the Board regarding motion  
#WM14/10 – 138.

Mr. Hank Betten addressed the Board regarding motion #WM14/10 – 135.

**ITEMS FOR CONSIDERATION**

WM14/10 – 130 It was moved by Mahoney, supported by Cross, to approve payment  
of the accounts payable of \$26,807,989.72 covering the period of  
September 22, 2014 through October 10, 2014 as presented by the  
County Clerk. Motion carried.

Mr. Jim Elwell, Interim County Administrator, informed the Board changes are forthcoming  
regarding accounts payables being released to vendors after Board approval and not prior  
to Board approval with a few exceptions. Commissioners noted their approval of this  
process and complimented the Finance Department on their quick response time in getting  
invoices paid timely.

WM14/10 – 131 It was moved by Sabo, supported by Mahoney, to authorize staff to submit a site plan of the Muskegon County Fairgrounds to the Sullivan Township Planning Commission and to pay the \$250.00 filing fee.  
Motion carried.

WM14/10 – 132 It was moved by cross, supported by Wilkins, to approve up to 350 hours of Peter Haefner's time at \$135.00 per hour to assist with the financial close, audit preparation and other necessary work in the Finance Department.  
Motion carried.

Commissioners asked for clarification on how many hours were utilized for Mr. Haefner in the last fiscal year. Mr. Elwell will follow-up and provide that information to Commissioners.

WM14/10 – 133 It was moved by Engle, supported by Nash, to approve payment in full of \$40,950.00 to ISI for services rendered in the months of July and August, 2014 by Katrina Cooper and Bryan Buchan in conjunction with the ECM project.  
Motion carried.

WM14/10 – 134 It was moved by Cross, supported by Mahoney, to approve payment of \$27,480.00 to ISI for work completed on the Security Gap Analysis.  
Motion carried.

WM14/10 – 135 It was moved by Nash, supported by Mahoney, to enter into agreement with ISI of Wyoming, MI for management oversight of the Electronic Content Management Project at a cost of \$100 per hour with a maximum of 40 hours per week and as specified in the contract.  
Motion carried.

WM14/10 – 136 It was moved by Mahoney, supported by Cross, to approve the application to Michigan Department of Environmental Quality Scrap Tire Clean Up Grant Application, as well as authorize the Chairman of the Board to sign the grant application documents. Motion carried.

WM14/10 – 137 It was moved by Cross, supported by Nash, to accept the 2014 Department of Homeland Security, Port Security Grant, award number #EMW-20147-PU-00026 in the amount of \$604,575 as well as authorize the County Administrator to sign the electronic grant acceptance package for the Department of Homeland Security.  
Motion carried.

- WM14/10 – 138 It was moved by Nash, supported by Mahoney, to approve the County Clerk to process free Veteran ID cards for qualifying Veterans; and if a Veterans loses their card, a replacement may be purchased for \$5.00 with funds going to the Muskegon County General Fund.  
Motion carried.
- WM14/10 – 139 It was moved by Nash, supported by Mahoney, to approve renewal of Assessment Administration Services provided by the Equalization Department to Sullivan Township and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.  
Motion carried.
- WM14/10 – 140 It was moved by Wilkins, supported by Mahoney, to adopt the 2014 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.  
Motion carried.
- WM14/10 – 141 It was moved by Mahoney, supported by Wilkins, to approve renewal of Assessment Administration Services provided by the Equalization Department to Montague Township and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide services. Motion carried.
- WM14/10 – 142 It was moved by Sabo, supported by Engle, to approve a \$375 lump sum payment for eligible hourly employees in the employee class designations of AH, DH, GH, LH, MH, NH, SH and XH effective the first full pay period following October 1, 2014 and also authorize a wage increase of 50¢ per hour added to each step of the current range for eligible hourly employees in the employee class designations of AH, DH, GH, LH, MH, SH and XH effective the first full pay period following October 1, 2015.  
Motion carried.
- WM14/10 – 143 It was moved by Mahoney, supported by Wilkins, to approve, starting in 2015, the recognition of Presidents' Day as a recognized legal holiday and delete Good Friday from the recognized holiday listing.  
Motion carried.
- WM14/10 – 144 It was moved by Engle, supported by Wilkins, to approve the contract settlement with the Brookhaven LPN Unit and authorize the County Board Chair and County Clerk to sign the labor agreement subsequent to signatures being obtained from union representatives.  
Motion carried.

WM14/10 – 145 It was moved by Cross, supported by Mahoney, to authorize the creation of a Legal Secretary position (GU00160) in the Public Defenders' Office with the addition of the representation of indigent defendants for the 60<sup>th</sup> District Court. Motion carried.

WM14/10 – 146 It was moved by Cross, supported by Wilkins, to authorize Facilities Management to purchase three 2006 Chevy Cobalts and one 2003 Chevy Impala from MATS for a total cost of \$18,269 using the Equipment Revolving Fund and to repay the Equipment Revolving Fund over a period of five years at 3.25% interest. Motion carried.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Commissioner Nash commended County Departments for continuing to look at ways of saving money. He also commended the Interim Administrator Jim Elwell for following the Board's policies and directing staff to do the same.

### **PUBLIC COMMENT**

Mr. Henry Betten noted he too felt it refreshing to see the County following the Board's policies. He also suggested utilizing the following web sites when advertising technology positions: [dice.com](http://dice.com), [monster.com](http://monster.com) and [cybercoders.com](http://cybercoders.com).

### **ADJOURNMENT**

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:10 p.m.