

*Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace, 4th Floor
Muskegon, MI 49442*

*Terry J. Sabo, Chairman
Marvin Engle
Susie Hughes
Jeff Lohman
Kenneth Mahoney*

*Benjamin E. Cross, Vice Chair
Charles Nash
Robert Scolnik
Rillastine R. Wilkins*

Board Minutes may be found on the web at <http://co.muskegon.mi.us/clerk>

Regular Meeting

Tuesday, August 23, 2016
4:00 p.m.

Chairman Sabo, Presiding

The Full Board of Commissioners was called to order by Chairman Sabo.

The invocation was given by James Keck of First Priority of Muskegon.

The Pledge of Allegiance was led by Commissioner Lohman and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman
Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins,
Terry J. Sabo

Also Present: Mark Eisenbarth, County Administrator;
Marcia L. Wilkes, Chief Deputy County Clerk;
Jeanne Pezet, Administrative Secretary;
Douglas Hughes, Corporate Counsel

2016-303 **APPROVAL OF THE AGENDA**

Moved by Vice Chair Cross, seconded by Commissioner Engle, to approve the agenda.

Voice vote **Motion Carried**

2016-304 **APPROVE THE REGULAR AND CLOSED SESSION MEETING MINUTES OF
AUGUST 9, 2016**

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Regular
and Closed Session Meeting Minutes of August 9, 2016.

Voice vote **Motion Carried**

PUBLIC COMMENT (on an agenda item)

Cynthia Walls addressed the Board regarding her termination as an employee at Brookhaven. Chairman Sabo asked that she meet with Administrator Eisenbarth regarding this issue.

PRESENTATION

Chairman Sabo presented Mary Hoopes & Molly Huisingh with a recognition for their achievement as North Muskegon Tennis Division 4 All-State Doubles Winners

Beth Dick, Finance Director/Assistant County Administrator, presented a PowerPoint presentation on the FY2017 Positions and Capital. (See attached)

Commissioner Hughes suggested reducing County Commissioner meeting to once a week to save on utility and salary, asking Commissioners to be part of the solution.

COMMUNICATION

There were no communication items for the Board.

COMMITTEE/BOARD REPORTS

2016-305 **WAIVE THE BIDDING PROCESS AND AUTHORIZE THE PARKS DEPARTMENT TO USE THE ROAD COMMISSION TO OBTAIN THE BEST PRICE FROM API TO ACCOMPLISH THE NECESSARY PAVING AT MEINERT PINES CAMPGROUND; WITH FUNDING FOR THIS PROJECT COMING FROM THE 2015 CAPITAL IMPROVEMENT BOND PROCEEDS, WITH TOTAL COST NOT TO EXCEED \$92,586**

CD/SP16/08-16

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Hughes, to waive the bidding process and authorize the Parks Department to use the Road Commission to obtain the best price from API to accomplish the necessary paving at Meinert Pines Campground; with funding for this project coming from the 2015 Capital Improvement Bond proceeds, with total cost not to exceed \$92,586.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-306 **WAIVE THE BIDDING PROCESS AND AWARD THE PROJECT TO WINDY HILL LOG HOMES TO COMPLETE THE NECESSARY REPAIRS TO THE PICNIC LODGE AT PIONEER PARK AS PER ESTIMATE, FOR A TOTAL COST NOT TO EXCEED \$25,758**

CD/SP16/08-17

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Hughes, to waive the bidding process and award the project to Windy Hill Log Homes to complete the necessary repairs to the Picnic Lodge at Pioneer Park as per estimate, for a total cost not to exceed \$25,758.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-307 **APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION'S "WESTPLAN" METROPOLITAN PLANNING ORGANIZATION PROGRAM AND THE COUNTY OF MUSKEGON'S MUSKEGON AREA TRANSIT SYSTEM REGARDING THE FEDERAL TRANSPORTATION PLANNING PROCESS**

TR16/08-15

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Memorandum of Understanding between the West Michigan Shoreline Regional Development Commission's "WestPlan" Metropolitan Planning Organization program and the County of Muskegon's Muskegon Area Transit System regarding the federal transportation planning process.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-308 **APPROVE, AND AUTHORIZE THE CHAIR TO SIGN, AMENDMENT NO. 1 TO A CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES WITH PREIN & NEWHOF FOR SUPPLEMENTAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES ASSOCIATED WITH THE AIRFIELD CRACK SEALING AND REMARKING PROJECT FOR A LUMP SUM FEE OF \$32,000 WITH THE COUNTY'S 2.5% SHARE OF THE AMENDMENT TO BE \$800**

TR16/08-16

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve, and authorize the Chair to sign, Amendment No. 1 to a Contract for Professional Engineering Services with Prein & Newhof for supplemental design and construction administration services associated with the Airfield Crack Sealing and Marking project for a lump sum fee of \$32,000 with the County's 2.5% share of the Amendment to be \$800.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-309 **APPROVE A LEASE, EXPIRING ON DECEMBER 31, 2017, BETWEEN THE COUNTY AND SKYWEST AIRLINES, INC. (SKYWEST) IN FURTHERANCE OF SKYWEST'S INTENT TO CONTINUE TO PROVIDE COMMERCIAL AIRLINE SERVICE**

TR16/08-17

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve a lease, expiring on December 31, 2017, between the County and SkyWest Airlines, Inc. (SkyWest) in furtherance of SkyWest's intent to continue to provide commercial airline service.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-310 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF \$4,643,263.01 COVERING THE PERIOD OF JULY 22, 2016 THROUGH AUGUST 5, 2016 AS PRESENTED BY THE COUNTY CLERK**

WM16/08-116

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve payment of the accounts payable of \$4,643,263.01 covering the period of July 22, 2016 through August 5, 2016 as presented by the County Clerk.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-311 **APPROVE THE REVISED SUB-RENTAL AGREEMENT BETWEEN MUSKEGON COUNTY AND THE STATE OF MICHIGAN AS PER ATTACHED AND AUTHORIZE THE BOARD CHAIR TO SIGN THE AGREEMENT**

WM16/08-117

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the revised sub-rental agreement between Muskegon County and the State of Michigan as per attached and authorize the Board Chair to sign the agreement.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-312 **ACCEPT THE REVISIONS TO THE "SURPLUS DISPOSAL POLICY AND PROCEDURE" (POLICY #2014-37) AS PER ATTACHED**

WM16/08-118

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to accept the revisions to the "Surplus Disposal Policy and Procedure" (policy #2014-37) as per attached.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-313 **APPOINT SARA HOUGH AS EMPLOYER DELEGATE TO THE 2016 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING AND THE COST OF ATTENDING FOR THE EMPLOYER AND EMPLOYEE DELEGATE AND ALTERNATE BE PAID FROM THE RISK MANAGEMENT FUND**

WM16/08-119

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to appoint Sara Hough as employer delegate to the 2016 Municipal Employees Retirement System (MERS) annual meeting and the cost of attending for the employer and employee delegate and alternate be paid from the Risk Management Fund.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-314 **APPROVE THE SUMMER TAX COLLECTION BOND FROM 7/1/16 THROUGH 3/31/18 WITH HARTFORD INSURANCE COMPANY IN THE AMOUNT OF \$11,537**

WM16/08-120

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the Summer Tax Collection Bond from 7/1/16 through 3/31/18 with Hartford Insurance Company in the amount of \$11,537.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-315 **APPROVE PURSUANT TO SECTION 8 OF THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT (STATE OF MICHIGAN PUBLIC ACT 152 OF 2011), THE BOARD OF COMMISSIONERS OF THE COUNTY OF MUSKEGON HEREBY EXTENDS THE COUNTY'S EXEMPTION FROM THE REQUIREMENTS OF SAID ACT FOR AN ADDITIONAL YEAR THROUGH THE END OF CALENDAR 2017; FURTHER MOVE THE ONTINUATION OF THE CURRENT EMPLOYEE CONTRIBUTION LEVELS OF 15% OF THE TOTAL PREMIUM COST OF THE 2P AND REDUCED MEDICAL PLANS PLUS 1/2 OF THE DIFFERENCE BETWEEN THOSE PLANS AND 10% OF THE PREMIUM COST OF THE HIGH DEDUCTIBLE PLAN WITH A WAIVER OF THE 10% CONTRIBUTION OF THOSE CHOOSING HE HIGH DEDUCTIBLE; AND THAT THE EMPLOYEE CONTRIBUTION SHALL BE DEDUCTED FROM COMPENSATION DUE TO EACH COVERED EMPLOYEE AND ELECTED PUBLIC OFFICIAL; AND THAT AUTHORIZATION BY THE EMPLOYEE OR ELECTED PUBLI OFFICIAL FOR THE COUNTY TO MAKE THE DEDUCTION SHALL BE A CONDITION FOR ELIGIBILITY FOR THE MEDICAL BENEFIT PLAN**

WM16/08-121

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve pursuant to Section 8 of the Publicly Funded Health Insurance Contribution Act (State of Michigan Public Act 152 of 2011), the Board of Commissioners of the County of Muskegon hereby extends the County's exemption from the requirements of said Act for an additional year through the end of calendar 2017; further move the continuation of the current employee contribution levels of 15% of the total premium cost of the 2P and Reduced Medical Plans plus 1/2 of the difference between those plans and 10% of the premium cost of the High Deductible Plan with a waiver of the 10% contribution of those choosing he High Deductible; and that the employee contribution shall be deducted from compensation due to each covered employee and elected public official; and that authorization by the employee or elected public official for the county to make the deduction shall be a condition for eligibility for the medical benefit plan.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

2016-316 **PROVIDE GEOGRAPHIC INFORMATION SYSTEM (GIS) BASIC LEVEL OF SERVICE TO THE VILLAGE OF RAVENNA AND TO AUTHORIZE THE BOARD CHAIR TO EXECUTE THE INTER-GOVERNMENTAL AGREEMENT AS PREPARED BY AND TO BE CARRIED OUT BY THE INFORMATION SYSTEMS DEPARTMENT; WHICH WILL GENERATE REVENUES OF \$501.40 ANNUALLY**

WM16/08-122

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to provide Geographic Information System (GIS) basic level of service to the Village of Ravenna and to authorize the Board Chair to Execute the Inter-Governmental Agreement as prepared by and to be carried out by the Information Systems Department; which will generate revenues of \$501.40 annually.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

REMOVED FROM AGENDA PRIOR TO VOTE:

WM16/08-123 To release the two mortgages of \$10,234 and \$3,790 with Sherri Booker upon completion of the sale of the property at 1765 Langland.

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2016-317 **APPOINT TERRY MACALLISTER TO THE DISTRICT #6 SLOT OF THE FRIENDS OF THE COUNTY PARKS ADVISORY COMMITTEE WITH A TERM THROUGH 12/31/2017**

The Chairman recommends, moved by Commission Engle, seconded by Vice Chair Cross, to appoint Terry MacAllister to the District #6 slot of the Friends of the County Parks Advisory Committee with a term through 12/31/2017.

Voice vote

Motion Carried

Chairman Sabo reminded everyone that the Muskegon Polish Festival will take place Friday, Sept. 2 - 4, 2016 at Hackley Park

Chairman Sabo also encouraged everyone to attend the Labor Day Parade on Monday, Sept. 5th at 11 a.m., downtown, noting there will be a Free Post Parade Celebration at Hackley Park.

Commissioner Engle acknowledged the work of the Muskegon County Public Health Department and the CDC for their efforts at the County Fair concerning possible diseased pigs, which disease may be transferred to humans. Because of the precautions taken, no one was infected and other County Fairs determined the same issue.

Commissioner Mahoney reported that the Accommodations Tax Advisory Committee (ATAC) met and tourism is up and festivals are going well.

Commissioner Hughes reported that the MPO for Muskegon and Ottawa passed a Michigan Transportation plan through 2040.

Chairman Sabo reported that at Veterans Memorial Park, the cattails have been treated and encouraged everyone to keep watching as this area transforms over the coming years.

Commissioner Hughes noted the Muskegon County Veterans Authority will be taking Veterans out on two upcoming duck hunts.

ADMINISTRATOR'S REPORT

Administrator Eisenbarth announced that three staff members in the Equalization Department recently took the test for Michigan Certified Assessing Officer (MCAO) Level 1 Program. Administrator Eisenbarth also noted that only 20 out of 50 pass this test. Congratulations were announced to:

- Terson Bethea
- Wesley Dault
- Kylie Galligan

Commissioner Nash asked if a raise accompanies this certification. Administrator Eisenbarth did not believe so. Discussion ensued acknowledging that there needs to be some incentive to keep good staff with Muskegon County.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

There was no new business to come before the Board.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION: PENDING LITIGATION

2016-318 **GO INTO CLOSED SESSION REGARDING CORPORATE COUNSEL
OPINION**

Moved by Commissioner Engle, seconded by Commissioner Mahoney, to go into closed session regarding Corporate Counsel Opinion.

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney,
Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None

Motion Carried

Went into Closed Session at 4:36 p.m.

Returned to Open Session at 5:13 p.m.

2016-319 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER
LOHMAN TO ADJOURN**

Voice vote

Motion Carried

Meeting adjourned at 5:14 p.m.

Marcia L. Wilkes, Chief Deputy County Clerk

MLW/JMP

Preliminary Minutes
To be approved at the Full Board Meeting on September 13, 2016

FY2017 Proposed Budget – Positions and Capital

Muskegon County

8/23/2016

FY2017 Proposed Budget – New Positions

None

FY2017 Proposed Budget – Position Reclassifications

None

FY2017 Proposed Budget – Salary Adjustments

None

FY2017 Proposed Budget – Change in Hours

None

FY2017 Proposed Budget – Funding Transfers

- Numerous Funding Transfers are recommended in Register of Deeds, Prosecutor and Treasurer to align positions with the most advantageous funding for those depts.

FY2017 Proposed Budget – Deletions

None

FY2017 Proposed Budget – Unfunded

<u>Budget</u>	<u>Position</u>	<u>Savings</u>	<u>Status</u>
Accounting	Procurement Analyst	\$72,197	Vacant
Circuit Court Records	Circuit Court Liaisons (2)	\$111,667	Vacant
Drain	Clerk II	\$48,972	Vacant
Drain	Office Manager	\$58,056	Vacant
Facilities	Building Maintenance Mechanic II	\$101,286	Vacant
Family Court	Clinical Supervisor	\$78,446	Vacant

FY2017 Proposed Budget – Unfunded

<u>Budget</u>	<u>Position</u>	<u>Savings</u>	<u>Status</u>
Human Resources	HR Specialist	\$75,732	Vacant
Register of Deeds	Deeds Record Technician	\$49,387	Vacant
MSU Extension	Admin Secretary	\$67,850	Vacant
Sheriff - Jail	Corrections Officers (2)	\$153,072	Vacant
Sheriff – Jail/RP	Captain	\$149,327	Vacant
Wastewater	Admin Analyst	\$93,723	Vacant

FY2017 Proposed Budget – Capital Improvements

<u>Budget</u>	<u>Description</u>	<u>County Cost</u>
Airport	Runway 6/24 Pavement/Lighting Rehab	\$4,375
Brookhaven	Hot Water Heater, Boiler Holding Tank, Pellet Base Warmer	\$67,500
Parks	Water Well Replacements, Caretaker Residence Exterior Repair, Road Paving, ADA Restroom and Lodge Renovations	\$343,000

FY2017 Proposed Budget – Capital Improvements

<u>Budget</u>	<u>Description</u>	<u>County Cost</u>
HealthWest	Vehicles - lease	\$18,000
Facilities Management	HL stage canopy Harris Bldg roof and skylights	\$80,000
Register of Deeds – Automation Fund	Archive Writer	\$89,000
Sheriff	Jail door card readers	\$31,500

FY2017 Proposed Budget – Capital Improvements

<u>Budget</u>	<u>Description</u>	<u>County Cost</u>
Transit	3-4 Small Buses, Support, Security and Fueling Equipment, Technology Study, Support Vehicles	\$0 All Grant Funded
Solid Waste	HHW Storage Facility, Replace Flare Skid, Cell 4 Gas Collection, Daily Cover	\$750,000
Wastewater	Rapid Infiltration System Upgrade, Trash Rakes, D Station Pump Upgrades, Crop Tractors, Irrigation Rigs, Dump Truck	\$3,915,000 Bonds \$1,300,000

FY2017 Budget Hearing Schedule

Date	Meeting	
Sept. 8	Ways & Means	Budget Public Hearing
Sept. 20	Ways & Means	Budget Amendments
Sept. 27	Full Board	Adoption



The End