

Muskegon County
Board of Commissioners
Hall of Justice, 990 Terrace Street, 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, October 25, 2016
4:00 p.m.

Vice Chairman Cross, Presiding

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

The Invocation was given by Pastor Justin Thornton of Jericho Road Church.

The Pledge of Allegiance was led by Commissioner Mahoney 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

Excused: Terry J. Sabo

Also Present: Mark Eisenbarth, County Administrator;
Nancy A. Waters, County Clerk;
Jeanne Pezet, Administrative Secretary;
Doug Hughes, Corporate Counsel

2016-388 **APPROVAL OF THE AGENDA**

Moved by Commissioner Hughes, seconded by Commissioner Lohman, to approve the agenda.

Voice vote

Motion Carried

2016-389 **APPROVE THE CLOSED SESSION MEETING MINUTES, THE SPECIAL MEETING MINUTES AND THE REGULAR MEETING MINUTES OF OCTOBER 11, 2016**

Moved by Commissioner Nash, seconded by Commissioner Wilkins, to approve the Closed Session Meeting Minutes, the Special Meeting Minutes and the Regular Meeting Minutes of October 11, 2016.

Voice vote

Motion Carried

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

PRESENTATION – UNITED WAY ACTIVITIES AND ALICE PROGRAM INFORMATION

Jana Routt, Labor Liaison for United Way informed Commissioners about activities at United Way with the focus on the ALICE Project which stands for Asset Limited, Income Constrained, Employed, which represents the growing number of individuals and families who are working, but are unable to afford the basic necessities of house, food, child care, health care, and transportation. Ms. Routt noted the contributions of Muskegon County can be leveraged for local, state and federal grants to go further than our contributions alone.

Discussion ensued regarding United Way programs, community development plans, the importance of recognizing the ALICE population and the issues they face, and how the data collected for ALICE is useful to other organizations. Ms. Routt anticipates a new ALICE report in April. (Muskegon County ALICE Report is available at:

<http://www.unitedwaylakeshore.org/sites/unitedwaylakeshore.oneeach.org/files/counties-alice-muskegon.pdf>)

COMMITTEE/BOARD REPORTS

2016-390 **ADOPT THE FY17 TOURISM AGREEMENT WITH THE WHITE LAKE CHAMBER OF COMMERCE IN THE AMOUNT OF \$83,500 BE EXPENDED ON TOURISM ADVERTISING AND PROMOTION FOR THE NORTHERN PORTION OF MUSKEGON, AND TO AUTHORIZE THE CHAIRPERSON OF THE COUNTY BOARD TO EXECUTE THE AGREEMENT**

CD/SP16/10-19

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Lohman, to adopt the FY17 Tourism Agreement with the White Lake Chamber of Commerce in the amount of \$83,500 be expended on tourism advertising and promotion for the northern portion of Muskegon, and to authorize the Chairperson of the County Board to execute the agreement.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-391 **PROCEED WITH THE DEVELOPMENT OF THE LAKESHORE SPORTS COMMISSION, TO INITIALLY BE COORDINATED BY THE MUSKEGON COUNTY CONVENTION & VISITORS BUREAU, WITH THE INTENT OF THE COMMISSION TO SEPARATE FROM THE CVB AT A FUTURE DATE WHEN THE COMMISSION HAS A SUSTAINABLE BUSINESS MODEL**

CD/SP16/10-20

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Lohman, to proceed with the development of the Lakeshore Sports Commission, to initially be coordinated by the Muskegon County Convention & Visitors Bureau, with the intent of the Commission to separate from the CVB at a future date when the Commission has a sustainable business model.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-392 **CHANGE THE NAME OF THE MUSKEGON COUNTY CONVENTION & VISITORS BUREAU TO "VISIT MUSKEGON" FOR DESTINATION MARKETING PURPOSES**

CD/SP16/10-21

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Lohman, to change the name of the Muskegon County Convention & Visitors Bureau to "Visit Muskegon" for destination marketing purposes.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-393 **AUTHORIZE USE OF THE UNION DEPOT (CVB) GROUNDS FOR A KENTUCKY DERBY DAY FUNDRAISING EVENT BENEFITTING THE FRIENDS OF THE MUSKEGON COUNTY PARKS TO BE HELD ON SATURDAY, MAY 6, 2017, FROM THE HOURS OF 2:00 P.M. - 9:00 P.M. (+/-)**

CD/SP16/10-22

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Commissioner Lohman, to authorize use of the Union Depot (CVB) grounds for a Kentucky Derby Day fundraising event benefitting the Friends of the Muskegon County Parks to be held on Saturday, May 6, 2017, from the hours of 2:00 p.m. - 9:00 p.m. (+/-).

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-394 **ADOPT THE MATS PROCUREMENT MANUAL AS THE PREVAILING POLICY AND PROCEDURAL DOCUMENT FOR MATS' USE IN ALL PROCUREMENTS INVOLVING FEDERAL TRANSIT ADMINISTRATION FUNDS**

TR16/10-23

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Mahoney, to adopt the MATS Procurement Manual as the prevailing policy and procedural document for MATS' use in all procurements involving Federal Transit Administration funds.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-395 **APPROVE OPTION AGREEMENT, EXPIRING ON TUESDAY, JANUARY 17, 2017, BETWEEN THE COUNTY AND INTER DYNE SYSTEMS INC.**

TR16/10-24

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Mahoney, to approve Option Agreement, expiring on Tuesday, January 17, 2017, between the County and Inter Dyne Systems Inc.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-396 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF \$4,396,667.19 COVERING THE PERIOD OF SEPTEMBER 23, 2016, THROUGH OCTOBER 6, 2016, AS PRESENTED BY THE COUNTY CLERK**

WM16/10-144

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve payment of the accounts payable of \$4,396,667.19 covering the period of September 23, 2016, through October 6, 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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-397 **APPROVE THE TRUTH IN TAXATION PUBLIC HEARING SCHEDULE AND TO ADOPT THE RESOLUTION SETTING NOVEMBER 8, 2016 AS THE DATE FOR THE TRUTH IN TAXATION PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING AND RECEIVING TESTIMONY REGARDING THE PROPOSED TENTATIVE LEVY OF .5000 MILLS FOR PUBLIC ACT 39 OF 1976 (ACTIVITIES OR SERVICES FOR OLDER PERSONS ACT) GENERAL OPERATING IN DECEMBER 2016**

WM16/10-145

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the Truth in Taxation public hearing schedule and to adopt the resolution setting November 8, 2016 as the date for the Truth in Taxation public hearing for the purpose of discussing and receiving testimony regarding the proposed tentative levy of .5000 mills for Public Act 39 of 1976 (Activities or Services for Older Persons Act) general operating in December 2016.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-398 **APPROVE MEMORANDUM OF UNDERSTANDING (MOU), EXPIRING ON MAY 31, 2018, BETWEEN THE COUNTY AND THE DEFENSE MANUFACTURING ASSISTANCE PROGRAM (DMAP)**

WM16/10-146

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve Memorandum of Understanding (MOU), expiring on May 31, 2018, between the County and the Defense Manufacturing Assistance Program (DMAP).

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-399 **AUTHORIZE ADMINISTRATION TO IMPLEMENT A QUALIFIED HIGH DEDUCTIBLE HEALTH SAVINGS ACCOUNT EFFECTIVE JANUARY 1, 2017 WITH A \$1300/\$2600 DEDUCTIBLE AND \$2250/\$4500 OUT-OF-POCKET LIMITS, WITH A COUNTY CONTRIBUTION OF \$900/\$1800 IN 2017 AND \$675/\$1350 IN 2018**

WM16/10-147

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to authorize Administration to implement a Qualified High Deductible Health Savings Account effective January 1, 2017 with a \$1300/\$2600 deductible and \$2250/\$4500 out-of-pocket limits, with a County contribution of \$900/\$1800 in 2017 and \$675/\$1350 in 2018.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-400 **APPROVE THE FOLLOWING VENDORS FOR IMMEDIATE RELEASE OF PAYMENT IN FY2017 FOR COUNTY CLERK VITAL RECORDS, JURY COMMISSION, CONCEALED PISTOL LICENSING, CIRCUIT COURT RECORDS AND ELECTIONS: CUSTOMER SERVICE PRINTERS, ES&S ELECTION SYSTEMS AND SOFTWARE, EBCO COMPANY, LLC, HERALD PUBLISHING CO., GOVERNMENT BUSINESS SYSTEMS, JURY SYSTEMS, INC., KENT RECORD MANAGEMENT, MEDIATION & RESTORATIVE SERVICES, WHITEWATER VALLEY PUBLISHING, PSI PRINTING SYSTEMS INC. AND US POSTMASTER**

WM16/10-148

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the following vendors for immediate release of payment in FY2017 for County Clerk Vital Records, Jury Commission, Concealed Pistol Licensing, Circuit Court Records and Elections: Customer Service Printers, ES&S Election Systems and Software, Ebco Company, LLC, Herald Publishing Co., Government Business Systems, Jury Systems, Inc., Kent Record Management, Mediation & Restorative Services, Whitewater Valley Publishing, PSI Printing Systems Inc. and US Postmaster.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-401 **ADOPT THE 2016 APPORTIONMENT REPORT AS PREPARED AND SUBMITTED BY THE MUSKEGON COUNTY EQUALIZATION DEPARTMENT**

WM16/10-149

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to adopt the 2016 Apportionment Report as prepared and submitted by the Muskegon County Equalization Department.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-402 **AUTHORIZE THE PUBLIC HEALTH DEPARTMENT TO AMEND ITS FY17 BUDGETED REVENUES AND EXPENDITURES (FUND #2210) FROM \$5,815,174 TO \$5,899,674 TO REFLECT ADDITIONAL STATE GRANTS, MEDICAID REIMBURSEMENT AND FEES FOR WIC (ORG#6413) AND CSHCS (ORG#6416) ACTIVITIES AND SERVICES; AND TO FUND THE VACANT PUBLIC HEALTH NURSE POSITION #H05027 TO PERFORM THE RELATED PROGRAM ACTIVITIES**

WM16/10-150

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to authorize the Public Health Department to amend its FY17 budgeted revenues and expenditures (Fund #2210) from \$5,815,174 to \$5,899,674 to reflect additional state grants, Medicaid reimbursement and fees for WIC (org#6413) and CSHCS (org#6416) activities and services; and to fund the vacant Public Health Nurse position #H05027 to perform the related program activities.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

2016-403 **APPROVE A PROCLAMATION NAMING OCTOBER 21ST AND 22ND, 2016 AS MUSKEGON COUNTY MAKE A DIFFERENCE DAYS**

WM16/10-151

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve a Proclamation naming October 21st and 22nd, 2016 as Muskegon County Make a Difference Days.

Roll Call:

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

No: None

Excused: Terry J. Sabo

Motion Carried

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2016-404 **APPROVE THE APPOINTMENT OF JONATHAN WILSON (ADMIN LIAISON) (TERM THROUGH 12/31/2018) TO MUSKEGON AREA FIRST**

The Vice Chairman Cross recommends, moved by Commissioner Engle, seconded by Commissioner Lohman, to approve the appointment of Jonathan Wilson (Admin Liaison) (term through 12/31/2018) to Muskegon Area First.

Voice vote

Motion Carried

2016-405 **APPROVE THE APPOINTMENT OF KATHY MOORE (COUNTY COMMISSIONER LIAISON) (TERM THROUGH 12/31/2018) TO SENIOR RESOURCES**

The Vice Chairman Cross recommends, moved by Commissioner Engle, seconded by Commissioner Wilkins, to approve the appointment of Kathy Moore (County Commissioner Liaison) (term through 12/31/2018) to Senior Resources.

Vice Chairman Cross reported as Liaison for the Muskegon Area District Library Board the plans to build a blind and physically handicapped library on Airline Road are moving forward with the Sidock Group approved for the construction.

Commissioner Engle reminded everyone that the Haunted Hall is taking place at the County Fair Grounds. For details, see the calendar of events at:
<http://www.muskegonfairgrounds.com/events.htm>

ADMINISTRATOR'S REPORT

2016-406 **APPOINT MATTHEW FARRAR AS DIRECTOR OF PUBLIC WORKS #Y28201 (ND-0030), AT STEP 5 EFFECTIVE DECEMBER 5TH, 2016**

The Administrator recommends, moved by Commissioner Hughes, seconded by Commissioner Mahoney, to appoint Matthew Farrar as Director of Public Works #Y28201 (ND-0030), at Step 5 effective December 5th, 2016.

Commissioners agreed that Mr. Farrar was a good choice and good fit for Muskegon County with an impressive resume.

Voice vote.

Motion Carried

Administrator Eisenbarth commended Dwight D. Avery, CPA, CCM, CGFM, Accounting Manager and the Muskegon County Accounting Department staff for their achievement and recognition in receipt of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

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

Jack Daniel Berends addressed the Board requesting an appointment with Jim Koens, Transit Systems Manager, to promote a product to save the County money. County Administrator Eisenbarth will arrange this appointment.

2016-407 **MOVED BY COMMISSIONER MAHONEY, SECONDED BY COMMISSIONER NASH, TO ADJOURN**

Voice vote

Motion Carried

Vice Chairman Cross noted the Work Session on the Senior Millage Committee Structure will begin at 4:38 p.m. and is open to the public.

Meeting adjourned at 4:33 p.m.

Nancy A. Waters, County Clerk

NAW/jmp

Preliminary Minutes
To be approved at the Full Board Meeting on November 8, 2016