

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, November 22, 2016
4:00 p.m.

Chairman Sabo, Presiding

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

Chairman Sabo asked that everyone take a moment to pray to our God for Peace and for the passing of Oceana County Commissioner Evelyn Kolbe, and for the recent passing of William (Bill) Wright, the husband of 92nd State House Representative Marcia Hovey-Wright.

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

Roll Call

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

Excused: Jeff Lohman

Also Present: Beth Dick, Finance Director/Assistant County Administrator;
Nancy A. Waters, County Clerk;
Jeanne Pezet, Administrative Secretary to the County Clerk;
Doug Hughes, Corporate Counsel

2016-429 **APPROVAL OF THE AGENDA**

Moved by Vice-Chairman Cross, seconded by Commissioner Wilkins, to approve the agenda.

Voice vote

Motion Carried

2016-430 **APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 8, 2016**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to approve the Regular Meeting Minutes of November 8, 2016.

Voice vote

Motion Carried

PUBLIC COMMENT (on an agenda item)

Jim Fisher, Member of the Department of Health & Human Services/Brookhaven Board, addressed the Board in support of the recommended appointment of Aslyn Scott to the Department of Health & Human Services/Brookhaven Board. Mr. Fisher said that she will be a great asset to the Board.

COMMITTEE/BOARD REPORTS

2016-431 **AUTHORIZE THE PURCHASE OF A NEW KUBOTA RTVX1140 UTILITY CART FROM WOLF KUBOTA FOR A TOTAL OF \$13,560, THE LOWEST OF THREE QUOTES, WITH FUNDING FROM THE PARKS FUND**

CD/SP16/11-23

The Community Development/Strategic Planning Committee recommends, moved by Commissioner Scolnik, seconded by Vice Chair Cross, to authorize the purchase of a new Kubota RTVX1140 Utility Cart from Wolf Kubota for a total of \$13,560, the lowest of three quotes, with funding from the Parks fund.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-432 **APPROVE THE CONTRACT ADDENDUM WITH GREYHOUND LINES, INC. EFFECTIVE NOVEMBER 1, 2016, AND TO AUTHORIZE THE CHAIRPERSON TO EXECUTE THE CONTRACT**

TR16/11-25

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Nash, to approve the Contract Addendum with Greyhound Lines, Inc. effective November 1, 2016, and to authorize the Chairperson to execute the contract.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-433 **AUTHORIZE MATS TO ISSUE A REQUEST FOR PROPOSALS FOR CONSULTING SERVICES FOR A MUSKEGON HEIGHTS TRANSIT FACILITY STUDY**

TR16/11-26

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commssioner Nash, to authorize MATS to issue a Request for Proposals for consulting services for a Muskegon Heights Transit Facility Study.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-434 **APPROVE CONTRACT MODIFICATION NO. 4 TO MDOT CONTRACT #61192-126324 (AIP PROJECT #3-26-0071-3915) FOR THE FINAL PHASE OF THE AIRPORT'S TERMINAL AND GENERAL AVIATION RAMP RECONSTRUCTION PROJECT FOR FLORENCE CEMENT COMPANY TO CREDIT THE PROJECT \$20,000 FOR ASSESSED LIQUIDATED DAMAGES**

TR16/11-27

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commssioner Nash, to approve Contract Modification No. 4 to MDOT Contract #61192-126324 (AIP Project #3-26-0071-3915) for the final phase of the Airport's Terminal and General Aviation Ramp Reconstruction Project for Florence Cement Company to credit the project \$20,000 for assessed liquidated damages.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-435 **APPROVE CHANGE ORDER #1 TO THE JJ CUNNINGHAM LLC CONTRACT, MDOT PROJECT #FM 61-01-C110 (AIP PROJECT #3-26-0071-4016) FOR FINAL QUANTITIES ADJUSTMENT OF THE AIRPORT'S CRACK SEALING AND REMARKING PROJECT FOR \$27,878.10, WITH THE COUNTY'S 2.5% SHARE OF THE PROJECT TO INCREASE TO \$7,257.45**

TR16/11-28

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Nash, to approve Change Order #1 to the JJ Cunningham LLC contract, MDOT Project #FM 61-01-C110 (AIP Project #3-26-0071-4016) for final quantities adjustment of the Airport's Crack Sealing and Remarketing Project for \$27,878.10, with the County's 2.5% share of the project to increase to \$7,257.45.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-436 **APPROVE ASSIGNMENT OF THE AGREEMENT FOR LEASE AND AGREEMENT FOR PROVIDING OF AIRCRAFT STORAGE FROM RSB AVIATION TO TANGO BRAVO VENTURES LLC**

TR16/11-29

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Nash, to approve assignment of the Agreement for Lease and Agreement for Providing of Aircraft Storage from RSB Aviation to Tango Bravo Ventures LLC.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-437 **APPROVE ALLOWING THE PURCHASING DEPARTMENT TO ISSUE A REQUEST FOR PROPOSALS (RFP), ON BEHALF OF THE AIRPORT, SEEKING PROPOSALS FOR OPERATION OF A RESTAURANT IN THE MUSKEGON COUNTY AIRPORT**

TR16/11-30

The Transportation Committee recommends, moved by Commissioner Wilkins, seconded by Commissioner Nash, to approve allowing the Purchasing Department to issue a Request for Proposals (RFP), on behalf of the Airport, seeking proposals for Operation of a Restaurant in the Muskegon County Airport.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-438 **APPROVE PAYMENT OF THE ACCOUNTS PAYABLE OF \$5,974,087.48 COVERING THE PERIOD OF OCTOBER 21, 2016, THROUGH NOVEMBER 3, 2016, AS PRESENTED BY THE COUNTY CLERK**

WM16/11-155

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve payment of the accounts payable of \$5,974,087.48 covering the period of October 21, 2016, through November 3, 2016, as presented by the County Clerk.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-439 **APPROVE THE ISSUANCE OF A REQUEST FOR PROPOSAL TO DEVELOP A LONG RANGE (5 YEAR) FINANCIAL FORECAST FOR THE COUNTY'S GENERAL FUND**

WM16/11-156

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the issuance of a Request for Proposal to develop a long range (5 year) financial forecast for the County's General Fund.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-440 **APPROVE THE VENDOR AND CONTRACT RELATIONSHIPS OUTLINED ON THE SCHEDULE TO CONTINUE UNDER EXISTING ARRANGEMENTS FOR THE TIME PERIOD FROM OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017**

WM16/11-157

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the vendor and contract relationships outlined on the schedule to continue under existing arrangements for the time period from October 1, 2016 through September 30, 2017.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-441 **AUTHORIZE THE RELEASE OF A REQUEST FOR BID FOR TEMPORARY STAFFING SERVICES FOR MUSKEGON COUNTY DEPARTMENTS**

WM16/11-158

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to authorize the release of a Request for Bid for temporary staffing services for Muskegon County departments.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-442 **AUTHORIZE MUSKEGON COUNTY TO CONTINUE MICHIGAN TRANSIT POOL MEMBERSHIP FOR MATS GENERAL LIABILITY AND AUTO LIABILITY INSURANCE COVERAGE FOR POLICY PERIOD 12/1/2016 THROUGH 11/30/2017 WITH AN ANNUAL CONTRIBUTION OF \$109,536.00 PAID IN QUARTERLY INSTALLMENTS**

WM16/11-159

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to authorize Muskegon County to continue Michigan Transit Pool membership for MATS General Liability and Auto Liability Insurance coverage for policy period 12/1/2016 through 11/30/2017 with an annual contribution of \$109,536.00 paid in quarterly installments.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-443 **AUTHORIZE A REQUEST FOR PROPOSALS FOR REDESIGN OF THE COUNTY WEBSITES**

WM16/11-160

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to authorize a request for proposals for redesign of the county websites.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-444 **AUTHORIZE THE DEPARTMENT OF PUBLIC WORKS TO SUBMIT AN APPLICATION TO THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY 2016/17 SCRAP TIRE CLEANUP GRANT PROGRAM**

WM16/11-161

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to authorize the Department of Public Works to submit an application to the Michigan Department of Environmental Quality 2016/17 Scrap Tire Cleanup Grant Program.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

2016-445 **APPROVE THE REQUEST TO REUSE, AUCTION, SCRAP THE VEHICLES FOR THEIR HIGHEST VALUE FOLLOWING POLICY #2014-37**

WM16/11-162

The Ways and Means Committee recommends, moved by Commissioner Nash, seconded by Commissioner Hughes, to approve the request to reuse, auction, scrap the vehicles for their highest value following Policy #2014-37.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

CHAIRMAN'S REPORT/COMMITTEE LIAISON REPORTS

2016-446 **APPOINT ASALINE SCOTT TO THE DEPARTMENT OF HEALTH & HUMAN SERVICES/BROOKHAVEN BOARD (TERM THROUGH 12/31/2019)**

The Chairman recommends, moved by Commissioner Engle, seconded by Commissioner Mahoney, to appoint Asaline Scott to the Department of Health & Human Services/Brookhaven Board (term through 12/31/2019).

Chairman Sabo noted two capable applicants applied and Ms. Scott was the best choice.

Voice vote

Motion Carried

Chairman Sabo asked Commissioners to notify Lisa Chalko of any issues with the 2017 Proposed Calendar. It was noted that the Swearing In Ceremony will take place at 3:30 p.m. so it is recommended that the Organizational Meeting be scheduled for 4:30 p.m. on Wednesday, January 4, 2017.

2016-447 **SCHEDULE THE 2017 COUNTY COMMISSIONERS ORGANIZATIONAL MEETING ON WEDNESDAY, JANUARY 4, 2017 AT 4:30 P.M.**

Moved by Commission Mahoney, seconded by Vice Chair Cross, to schedule the 2017 County Commissioners Organizational Meeting on Wednesday, January 4, 2017 at 4:30 p.m.

Voice vote

Motion Carried

Chairman Sabo indicated the Administrator Evaluations will be reviewed at the next Full Board Meeting on Tuesday, December 13th.

ADMINISTRATOR'S REPORT

2016-447 **APPROVE THE CHANGE INPAY GRADE FOR YOUTH SPECIALISTS FULL-TIME AND HOURLY FROM GU 00170 (\$12.57 - \$18.10/HR) TO THE GU 00180 (\$13.30-\$19.64/HR) TO MORE ACCURATELY REFLECT THE DUTIES OF THESE POSITIONS WITH AN EFFECTIVE DATE OF 10/12/2016**

The Administrator recommends, moved by Commissioner Hughes, seconded by Vice Chair Cross, to approve the change inpay grade for Youth Specialists full-time and hourly from GU 00170 (\$12.57 - \$18.10/hr) to the GU 00180 (\$13.30-\$19.64/hr) to more accurately reflect the duties of these positions with an effective date of 10/12/2016.

Commissioner Scolnik asked how many employees are part-time Youth Specialists. Eric Stevens, Circuit Court Administrator, estimated 12 to 20 but will confirm the actual number.

Beth Dick, Finance Director/Assistant County Administrator, noted dollars were already budgeted for both full time and hourly.

Roll Call:

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

No: None

Excused: Jeff Lohman

Motion Carried

Beth Dick, Finance Director/Assistant County Administrator, reported that during last week's open enrollment, 34% of staff took advantage of the newly offered HSA. She thanked Kristen Wade, Human Resources Director, for coordination of information sessions.

Commissioner Hughes stated she had attended an information session and the presentation was excellent.

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

Eric Stevens, Circuit Court Administrator, addressed the Board regarding changes in the Child Care fund that has had a huge impact on the Counties and urged the Members to contact their organizations and legislators for support in funding in this program.

Julia Rupp, HealthWest Executive Director, remembered Evelyn Kolbe as a friend to Mental Health not only in Oceana County but Muskegon, too, and will be very much missed.

Commissioner Nash reminded everyone of the Jazz and Soul fundraiser by the Optimist Club and encouraged purchase and donation of tickets to be given out as prizes on the radio tomorrow.

Chairman Sabo noted the Work Session will begin at 4:25 p.m.

2016-448 **MOVED BY VICE CHAIR CROSS, SECONDED BY COMMISSIONER MAHONEY, TO ADJOURN**

Voice vote

Motion Carried

Meeting adjourned at 4:22 p.m.

Nancy A. Waters, County Clerk

NAW/jmp

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





**WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION**

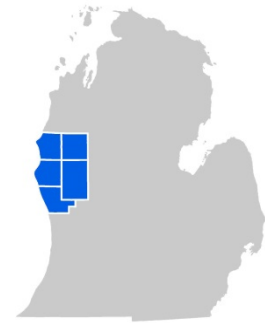
Erin Kuhn, Executive Director

November 22, 2016

WMSRDC

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION

- Federal & State Designated Regional Planning & Development Agency serving 120 units of government in the counties of Lake, Mason, Muskegon, Newaygo, & Oceana
- Formed in 1970
- Michigan Public Acts
 - 281 (Regional Planning Commission Act) of 1945
 - 46 (Regional Economic Development Commission) of 1966



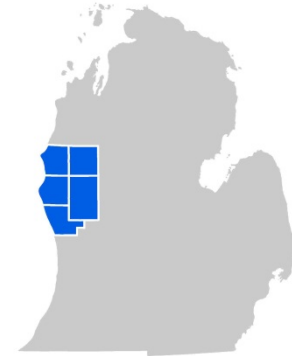
Our mission is to promote and foster regional development in West Michigan through cooperation amongst local governments...

WMSRDC

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION

WMSRDC Board

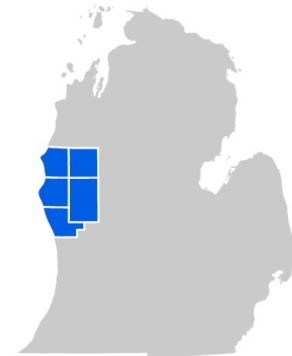
- Kay Beecham, City of Norton Shores
- James Brown, Oceana County
- Bill Carpenter, Mason County
- Susie Hughes, Muskegon County
- David Kieft, Jr. Muskegon Township
- Evelyn Kolbe, Oceana County
- Michael Krauch, City of Ludington
- Joseph Lenius, WMSRDC Appointee
- James Maike, Newaygo County
- Bonnie McGlothlin, City of Muskegon Heights
- Chris McGuigan, WMSRDC Appointee
- Dale Nesbary, Muskegon Community College
- Chris Ortwein, Newaygo County
- James Rynberg, City of Fremont
- Terry Sabo, Muskegon County
- Ron Steiner, WMSRDC Appointee
- Barb Stenger, Lake County
- Wally Taranko, Mason County
- Byron Turnquist, City of Muskegon
- Rillastine Wilkins, Muskegon County
- Crystal Young, West Shore Community College





WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

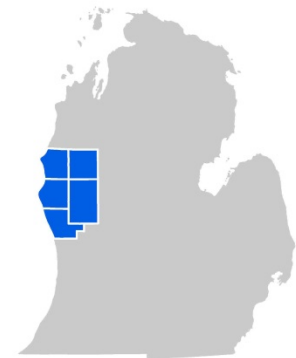
- Program Areas
 - Transportation
 - Economic Development
 - Environmental
 - Homeland Security
 - Local Government Services
 - Special Projects



WMSRDC

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION

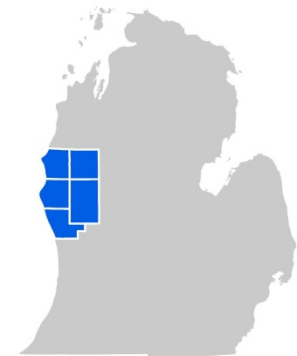
- Transportation
 - MPO
 - Rural Transportation
 - Regional Transportation
 - Asset Management/Road Ratings
 - Traffic Counts
 - Air Quality





WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

- Economic Development
 - EDA Designated Economic Development District
 - Comprehensive Economic Development (CEDS) Plan
 - CEDS Committee
 - Technical Assistance





WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION

- **Environmental**

- Federally designated area-wide water quality management planning agency for the region under section 208 of the Clean Water Act
- Maintenance of the region's Area-wide Water Quality Management Plan
- Review and comment of wastewater expansion and other public noticed water quality improvement projects, for consistency with regional plans and programs
- Preparation of specialized water resource and watershed projects.
- Liaison to local governments, watershed, and conservation partners in the region
- West Michigan Regional Watershed Conference in partnership with the U.S. Environmental Protection Agency and the Lake Michigan Lakewide Management Plan (LaMP)





WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

- Homeland Security

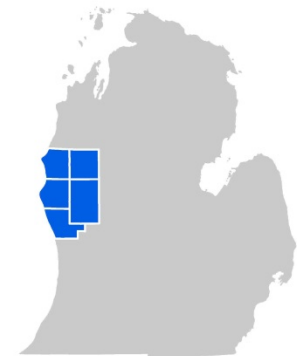
- Fiduciary for Region Six Homeland Security Planning Board
- Responsible for the management and administration of the homeland security program
- The counties of Clare, Ionia, Isabella, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa





WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

- Local Government Services
 - Assist with Plan Writing & Development
 - Master Plans
 - Recreation Plans
 - GIS Mapping





WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION

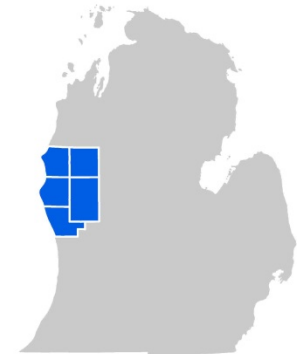
- **Special Projects & Other Programs**

- Hazard Mitigation Planning
- West Michigan Industrial Parks & Sites Study
- West Michigan Shoreline Brownfields Inventory & Plan for Implementation
- West Michigan Blueways & Greenways Plan & Lake Michigan Water Trail Plan
- Muskegon Lake Vision 2020 & Port of Muskegon

- **Federal Project Review**

- **Information & Communication**

- Local Census Affiliate
- Bi-Monthly Newsletter
- Website Updates





WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

QUESTIONS