

Muskegon County  
Board of Public Works  
February 16, 2017  
3:30 p.m.  
Michael E. Kobza Hall of Justice  
990 Terrace Street  
Muskegon, MI 49442

Susie Hughes, Chair

Gary Foster, Vice Chair

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by Chair Hughes at 3:30 p.m.

ROLL

Present: Marvin Engle, Muskegon County Commissioner  
Gary Foster, Muskegon County Commissioner  
Susie Hughes, Muskegon County Commissioner  
Ken Mahoney, Muskegon County Commissioner  
I. John Snider II, Muskegon County Commissioner  
Rillastine Wilkins, Muskegon County Commissioner  
Kim Arter, Ex-officio Member  
Jerry Bartoszek, Ex-officio Member

Excused: Brenda Moore, Drain Commissioner  
Charles Nash, Muskegon County Commissioner  
Robert Scolnik, Muskegon County Commissioner

Staff  
Present: Mark Eisenbarth, Muskegon County Administrator  
Beth Dick, Assistant Administrator & Finance Director  
Benjamin E. Cross, Board of Commissioners Chairman  
Doug Hughes, Corporate Counsel  
Tina Nash, DPW Departmental Clerk  
Matt Farrar, Public Works Director  
Dave Johnson, Wastewater Director  
Jonathan Wilson, Economic Development Coordinator  
Christine Morris, Wastewater Secretary  
Sara Damm, Sustainability Coordinator

**BPW-17-021 APPROVAL OF THE AGENDA**

Moved by Commissioner Wilkins, seconded by Commissioner Foster to approve the agenda as presented.

VOICE VOTE: **Motion carried**

**BPW-17-022 APPROVAL OF MINUTES**

Moved by Commissioner Snider, seconded by Commissioner Foster, to approve the minutes of the Board of Public Works meeting held on January 19, 2017.

VOICE VOTE: **Motion carried**

**PUBLIC COMMENT ON AN AGENDA ITEM**

None

**ITEMS FOR CONSIDERATION:**

**BPW-17-023 Meeting Time Change**

Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to approve the time change of the Public Works Board meetings for the months of March, July, September, November and December 2017 to 4:00PM.

**BPW-17-024** Friendly Amendment to motion BPW-17-023 was made by Commissioner Snider, seconded by Commissioner Mahoney, to move the meeting times of all the Public Works meetings to 4:00PM.

VOICE VOTE: **Motion carried**

**BPW-17-023** Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to approve the time change of the Public Works Board meetings to 4:00PM.

VOICE VOTE: **Motion carried**

**BPW-17-025 Grant Application to Michigan Department of Agriculture and Rural Development  
Fairground Facility Capital Improvement Fund**

Moved by Commissioner Engle, seconded by Commissioner Foster, to support an application to Michigan Department of Agricultural and Rural Development Fairgrounds Capital Improvement Fund in the amount of \$20,000 to add 50 camp sites at the Muskegon County Fairgrounds.

VOICE VOTE: **Motion carried**

**BPW-17-026 Procure a Used 30 Ton Off Road Truck**

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize staff to bypass the bid process and implement the quotation process to procure a 30 ton used off road dump truck not to exceed \$280,000.

Roll call:

Yes –Mahoney, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused – Moore, Nash, Scolnik

**Motion carried**

**BPW-17-027 Solicit Proposals for a Rate Study**

Moved by Commissioner Mahoney, seconded by Commissioner Snider, to authorize staff to solicit proposals from professional firms to conduct a rate study for the Muskegon County Regional Water System.

VOICE VOTE: **Motion carried**

**BPW-17-028 MI Tech Hub Advertisement**

Moved by Commissioner Mahoney, seconded by Commissioner Engle, to authorize Consumers Energy to place an advertisement featuring the Wastewater's proposed data center site known as the MI Tech Hub in the March, 2017, edition of *Site Selection Magazine* at no cost to the County.

VOICE VOTE: **Motion carried**

**BPW-17-029 Solicit Bids for Vehicles**

Moved by Commissioner Engle, seconded by Commissioner Snider, to authorize the Purchasing Department to advertise for bids for two new vehicles for the Wastewater Department.

VOICE VOTE: **Motion carried**

**BPW-17-030 Oil Lube Rack Purchase**

Moved by Commissioner Snider, seconded by Commissioner Mahoney, to authorize the Wastewater Department to purchase a new oil lube rack from Taylor Pump and Lift for the quoted price of \$11,108.39 plus freight.

Roll call:

Yes –Engle, Mahoney, Snider, Wilkins, Foster, Hughes

No – None

Excused – Moore, Nash, Scolnik

**Motion carried**

**BPW-17-031 Interim Farm Manager Position**

Moved by Commissioner Snider, seconded by Commissioner Engle, to create temporarily the position of Wastewater Interim Farm Manager, which will give the in-coming Wastewater Farm Manager a short time of orientation with current Farm Manager Joel Arends.

Roll call:

Yes –Wilkins, Foster, Engle, Mahoney, Snider, Hughes

No – None

Excused – Moore, Nash, Scolnik

**Motion carried**

**BPW-17-032 Preliminary Engineering Services for the Coopersville Regional Force Main Project**

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize Prein&Newhof to perform the preliminary engineering services for the Coopersville Regional Force Main Project at a cost not to exceed \$104,600.00.

Roll call:

Yes –Snider, Wilkins, Foster, Engle, Mahoney, Hughes

No – None

Excused – Moore, Nash, Scolnik

**Motion carried**

**BPW-17-033 National Auto Sport Association Agreement**

Moved by Commissioner Engle, seconded by Commissioner Foster, to approve the attached agreement between the Muskegon County Board of Public Works and the National Auto Sport Association (pending receipt of valid insurance documentation with the County of Muskegon listed as additionally insured) and I authorize the Public Works Board Chair to sign same.

VOICE VOTE: **Motion carried**

**BPW-17-034 Cell 2 Improvements – Replacement of Six Electrical Feed Lines**

Moved by Commissioner Engle, seconded by Commissioner Foster, to authorize the Wastewater Director to approve the replacement of six electrical feed lines for the Cell No. 2 Improvements project at a cost not to exceed \$175,000 and to bring the formal change order to the Board for approval when it becomes available.

Roll call:

Yes –Mahoney, Snider, Wilkins, Foster, Engle, Hughes

No – None

Excused – Moore, Nash, Scolnik

**Motion carried**

**BPW-17-035 Informational Items:**

Moved by Commissioner Engle, seconded by Commissioner Snider, that the following informational items be received and placed on file:

1. Public Works Monthly Operations Report, January 2017.
2. Wastewater Monthly Operating Report, January 2017.
3. Muskegon County Regional Water Policy Board Minutes, January 2017(draft)
4. Muskegon Municipal Wastewater Management Committee, January 2017 (draft)

VOICE VOTE: **Motion carried**

**OLD BUSINESS**

Dave Johnson informed the Board that he has received the results on the first six (6) mixers and it is looking like they may need replacing. Dave Johnson stated Prein&Newhof just received the report on the other six (6) mixers and they are currently reviewing the report.

**NEW BUSINESS**

Administrator Eisenbarth, Board Chairman Cross and Jonathan Wilson addressed the Board regarding the American Great Lakes Ports Association meeting they attended in Cleveland, Ohio. Administrator Eisenbarth spoke on various topics that were covered at the meeting. Board Chairman Cross spoke on some of the issues ports are facing. Jonathan Wilson informed the Board that other cruise ships have expressed interest in having cruises on the Great Lakes. Jonathan Wilson also informed the Board they were able to tour a shipping operation in Cleveland and the President of the company's wife is originally from Muskegon. Administrator Eisenbarth stated they received a lot of support from those in attendance at this meeting.

Commissioner Hughes congratulated Dave Johnson for providing vector truck services to the City of Hart and other municipalities.

Commissioner Hughes thanked Christine Morris for taking the initiative in the request for binder clips from other departments instead of going out and purchasing them.

**PUBLIC COMMENT ON A NEW ITEM**

Sara Damm introduced her intern Lea Dyga. Sara Damm also informed the Board that her new website will be launched on Tuesday and invited the Board members to her launch event at Unruly Brewery at 5 p.m., Tuesday, February 21, 2017 to network and discuss environmental programs.

Dave Johnson introduced Christine Morris the Administrative Secretary for Wastewater.

**ADJOURN**

There being no further business to come before the Board of Public Works the meeting was adjourned at 4:02 p.m.

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Susie Hughes, Chair