

MUSKEGON COUNTY BOARD OF COMMISSIONERS
Ways & Means Committee
AGENDA

July 7, 2020 – 3:30 PM
Via Zoom



Robert Scolnik, Chair
Charles Nash, Vice-Chair

Join Zoom Meeting
<https://healthwest.zoom.us/j/99937279868>

Phone: (312) 626 6799 US
Meeting ID: 999 3727 9868

Cell phones may mute & unmute by dialing *6
Raise and lower hand to speak by dialing *9

To raise your digital hand from your PC or
MAC, at the bottom of the window on the right
side of the screen, click the button labeled
"Raise Hand"

- 1) Call to Order
- 2) Roll Call
- 3) Approval of the Minutes of June 16, 2020
- 4) Public Comment (on an agenda item)
- 5) Communication: Budget Report
- 6) Items for Consideration

- WM20/07 – 51 (Administration) To approve payment of the accounts payable of \$21,083,612.96 covering the period of June 6, 2020 through June 19, 2020 for checks, PCard and EFT payments covering the period May 1, 2020 through May 31, 2020 as presented by the County Clerk.
- WM20/07 – 52 (Equalization) To approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Dalton and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes**

6) Items for Consideration Continued

WM20/07 – 53 (Human Resources) To waive the Personnel Rules Review Committee and authorize the Human Resources department to maintain the current Personnel Rules.

WM20/07 – 54 (Facilities) To reclassify the vacant Building Maintenance Mechanic II/HVAC, G12601, pay scale GU-00245 (\$19.88/hr - \$25.03/hr) to a Building Maintenance Building Mechanic II position pay scale GU-00240 (\$17.35/hr - \$25.03/hr).

7) Old Business

8) New Business

9) Public Comment

10) Final Board Comment

11) Adjournment

**Muskegon County
Ways & Means Committee
June 16, 2020
3:30 p.m.
Zoom**

Robert Scolnik, Chair

Charles Nash, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Scolnik at 3:30 p.m.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Bob Scolnik, I. John Snider, II
[Rillastine Wilkins and Kenneth Mahoney had technical difficulties and attended after roll call]

Also

Present: Kristin Barnhill, Executive Assistant/Community Relations Coordinator
Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Hovey-Wright, supported by Commissioner Snider, to approve the minutes of June 2, 2020, as written.

Roll Call:

Yes:

Susie Hughes, Zach Lahring, Kenneth Mahoney, Charles Nash, Rillastine Wilkins, Robert Scolnik, I. John Snider, II, Gary Foster, Marcia Hovey-Wright,

No: None

Motion carried.

PUBLIC COMMENT (On an agenda item.)

None

ITEMS FOR CONSIDERATION

WM20/06 – 48 It was moved by Chairman Hughes, supported by Commissioner Snider, to approve payment of the accounts payable of \$2,187,067.04, covering the period of May 22, 2020 through June 5, 2020 for checks as presented by the County Clerk.

Roll Call:

Yes: Marcia Hovey-Wright, Susie Hughes, Kenneth Mahoney, Charles Nash, I. John Snider, II, Rillastine Wilkins, Gary Foster, Robert Scolnik

No: Zach Lahring

Motion carried.

WM20/06 – 49 It was moved by Commissioner Mahoney, supported by Commissioner Hovey-Wright, to approve selecting US Bank as the County's Procurement Card service provider with an implementation no later than October 31, 2020 under the State of Michigan's contract number 200000000047 and authorize the Board Chair to execute the attached Political Subdivision Addendum upon corporate counsel review.

Roll Call:

Yes: Zach Lahring, Kenneth Mahoney, Charles Nash, I. John Snider, II, Rillastine Wilkins, Gary Foster, Marcia Hovey-Wright, Susie Hughes, Robert Scolnik,
No: None Motion carried.

WM20/06 – 50 It was moved by Chairman Hughes, supported by Commissioner Nash, to approve the Prosecutor to apply for and accept the FY2021 Crime Victim Rights Grant in the amount of \$328,671.00 and affix the signature of the Board Chairperson to the letter of authorization required by the Michigan Department of Health and Human Services.

Roll Call:

Yes: Charles Nash, I. John Snider, II, Rillastine Wilkins, Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Kenneth Mahoney, Robert Scolnik
No: None Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None



FINAL BOARD COMMENT

None

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 3:51 p.m.



REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Administration	COMMITTEE DATE July 7, 2020	REQUESTOR SIGNATURE Beth Dick	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES) Expenditures for checks covering the period June 6, 2020 through June 19, 2020, totaled \$21,083,612.96 PCard and EFT payments covering the period May 1, 2020 through May 31, 2020 and included the following large or unusual items:			
<ol style="list-style-type: none"> 1) Payment to Beacon Services for \$130,182.40 for HealthWest residential services. 2) Payments to various cities, townships, villages, schools, libraries and the State of Michigan for \$9,054,611.96 for 2019 delinquent property tax settlements. 3) Payment to the City of Muskegon for \$285,000.84 for reimbursement under the Windward Pointe grant. 4) Payments to Correct Care Solutions for \$121,107.57 for July inmate medical care services. 5) Payment to HGA Nonprofit Homes for \$150,402.60 for HealthWest adult foster care, autism, supported employment and SED services. 6) Payment to MOKA for \$349,956.37 for HealthWest skill building, CLS, children's waiver, autism, and supported employment services. 7) Payment to Sierra Health and Life Insurance Co. for \$120,600.00 for July Medicare Advantage premium. 8) Payment to the State of Michigan for \$220,983.75 for May state transfer taxes. 9) EFT payment to US Bank for \$3,770,947.03 for various bond principle and interest payments. 10) EFT payment to Highpoint Bank for \$251,581.85 for Kent, Taylor, Mason, Stewart, Saxe and Walsworth Drain note debt service. 11) EFT payment to Road Commissioner for \$1,295,390.60 for Act 51 distribution payments. 12) EFT payments to State of Michigan for \$490,571.58 for County share of mental health inpatient services in state institutions. 			
Current and previous accounts payable detail may be viewed on the Accounting Services website at https://www.co.muskegon.mi.us/ArchiveCenter/ViewFile/Item/1712			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
Move to approve payment of the accounts payable of \$21,083,612.96 covering the period of June 6, 2020 through June 19, 2020 for checks, PCard and EFT payments covering the period May 1, 2020 through May 31, 2020 as presented by the County Clerk.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 	
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			Date
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RECAP
FOR ACCOUNTS PAYABLE

Total Checks Issued	06/06/20	through	06/19/20	\$ 12,309,258.65
Total P-Card Purchases	05/01/20	through	05/31/20	161,631.17
Total Electronic Fund Transfers	05/01/20	through	05/31/20	8,612,723.14
				<hr/>
			TOTAL ACCOUNTS PAYABLE	\$ 21,083,612.96

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED X	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Equalization		COMMITTEE DATE July 7, 2020		REQUESTOR SIGNATURE Donna VanderVries
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Equalization Department is requesting authorization to continue providing Assessment Administration Services to the Township of Dalton. An agreement was approved by the Township of Dalton on June 15, 2020, that provides for a property assessment program to be administered by the County Equalization Director, or designated representative, which will list, appraise, and maintain a complete set of electronic records for all real and personal property, subject to ad valorem taxation, specific taxes, in-lieu-of tax agreements, and exempt properties within the Corporate limits of the Township pursuant to Public Act No. 160 of 1972. The fee structure is \$94,000 annually beginning August 1, 2020 for a five-year term ending July 31, 2025.</p> <p>The current budgetary appropriation for the department contains the funding to support this activity, as well as the revenue; therefore, there is no need for any changes to the current year appropriation.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to approve renewal of Assessment Administration Services provided by the Equalization Department to the Township of Dalton and authorize the Chair of the County Board of Commissioners to execute an agreement prepared by the Equalization Department to provide the services.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
				
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				Date
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**AGREEMENT BETWEEN DALTON TOWNSHIP
AND
MUSKEGON COUNTY BOARD OF COMMISSIONERS**

THIS AGREEMENT, entered into as of the 1st day of August, 2020, between the Township of Dalton, a municipal corporation, by its Township Board, hereinafter referred to as "The Municipality", and the County of Muskegon, by its Board of Commissioners, hereinafter referred to as the "County", is as follows:

PURPOSE

The purpose of this Agreement is to provide for a property assessment administration program to be administered by the County Equalization Director, or designated representative, which will list, appraise, and maintain a complete set of records for all real and personal property, subject to ad valorem taxation, specific taxes, and in-lieu-of tax agreements within the Corporate limits of The Municipality pursuant to Public Act No. 160 of 1972.

TERM AND TERMINATION

This agreement shall commence August 1, 2020, and terminate August 1, 2025, provided that either party may terminate the Agreement on August 1 of each year upon ninety (90) days prior written notice. The notice shall be sent by certified mail to the County Equalization Director if terminated by The Municipality. The notice shall be sent by certified mail to the Supervisor if terminated by the County.

- I. The County agrees to perform the following services and provide the materials set forth herein:
 - A. **Scope of Service** - To classify and appraise, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the confines of The Municipality, and to process all assessable personal property that is in such Municipality, and use the methods prescribed by the Michigan State Tax Commission. The Equalization Department will provide an assessment roll that will equal the tentative State Equalized Values for each classification of property. The final factor will be determined by the action of The Municipality's Board of Review and the process of state equalization as determined by the State Tax Commission.
 - B. **Qualified Staff** - All County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained in property appraisal techniques. The assessor shall be certified by the State Tax Commission, as required for The Municipality's size and State Equalized Value.
 - C. **Equipment and Supplies** - The County will provide all equipment and supplies needed for the routine performance of its duties without additional expenses, except as otherwise set forth herein.

- D. **Maps and Records** - The Municipality shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data which may be of use in making the appraisal, without cost to the County. The County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in sub-point "M" of this agreement.
- E. **Appraisal Manuals/Schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- F. **Record Cards** - The County will maintain the master file at a specified location. The master file shall become the property of the Municipality when delivered.
- G. **Public Relations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the term of this Agreement, County employees shall endeavor to promote understanding and amicable relations with all members of the public. County staff will be assigned by the Equalization Director to report at the designated Municipal Building to conduct their duties, interact with Municipal staff, attend meetings, and promote community relations. An Equalization Department staff member will be on site at the Township Hall for eight hours per week. The Municipality will provide adequate office area and operational infrastructure, such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with County information protocols and standards.

When systems or resources are scheduled to be shut down, notice shall be relayed in advance to the County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed on the computer equipment owned by the County by representatives of The Municipality it should be coordinated with a representative of the Information Systems Department of the County to avert conflicts in configuration and application issues.

- H. **Property Owner Notification and Official Statements** - It shall be the responsibility of the County to notify all property owners annually of assessed and taxable values, as provided by law, whether values increase or decrease, as well as distribute personal property statements and other official forms.
- I. **Assessment Roll** - The County shall prepare the assessment roll and certify the same for The Municipality in a timely manner.

- J. **Board of Review** - County staff will advise and assist The Municipality's Board of Review in preparing for, conducting, and implementing any changes resulting from the required meeting of the Board.
- K. **Appeals** - The County Equalization Director, or designated representative, shall represent The Municipality in all property assessment appeals and in proceedings before the Tax Tribunal concerning properties under this Agreement. The Municipality shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses which may be incurred by the County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions shall be paid by The Municipality provided that the Equalization Director seeks and obtains approval from The Municipality prior to incurring such costs or expenses. Additionally, should either party terminate this agreement, the County, or designated representative, shall represent The Municipality in all property assessment appeals and in proceedings filed during the existence of this agreement. The fee shall be \$100.00 per hour for preparation, appearance, and travel after termination of the agreement.
- L. **Computerized Appraisals and Information Technology** - The County will provide staff, equipment, and software to maintain electronic property records using a computer assisted mass appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software shall be prescribed by the County. All property information shall adhere to the requirements of the County Wide Area Network and its specifications. The records will be utilized for annual valuation updates. The County may request the assistance of designated staff of The Municipality to determine proper neighborhoods for market value determinations. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with applicable General Property Tax Law requirements. The computer assisted mass appraisal system and its attributes shall become the property of The Municipality upon termination of this agreement.

Additionally, the County and The Municipality shall participate in an electronic building permit system that will transfer such data to the computer aided assessment administration system without modification or hesitation. The system and its attributes shall be determined by the County.

- M. **Geographical Information Systems** - The County and The Municipality may implement a geographical information system. An independent formal mutual agreement will govern this function.
- N. **Special Assessments**- Special assessment benefit analysis, roll preparation, processing, and related reports will be provided by the County when formally requested. The fee shall be \$100.00 per hour.

G. Pursuant to Public Act 453 of 1976, neither party shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract.

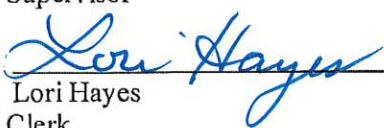
II. The County will perform all the above services for The Municipality, subject to costs and expenses set forth, under the terms and conditions below:

- A. **Annual Fees** - For each year of this agreement the annual fee shall be \$94,000. This annual fee does not include the cost associated with a re-inspection. An additional annual fee for re-inspection would be \$20,000 per year to be completed over a five year period to ensure record accuracy. The re-inspection can be initiated by an agreement between the County Equalization Director and Township Supervisor if staff field reviews determine this to be necessary. Additionally, this re-inspection may be required by the State following an Audit of Minimum Assessing Requirements (AMAR).
- B. **Payments** - The Municipality shall remit the annual fee in equal quarterly payments commencing September 30 of each year of this agreement.
- C. **Relationship of the Parties** - The parties acknowledge that the agreement between the County and The Municipality is one of an independent contractor. Neither of the parties should represent that an employment relationship is created or exists with regard to the employees of the other. This independent contractor relationship shall be given its full scope and intent including without limitation as it pertains to liability, wages, benefits, and taxation.

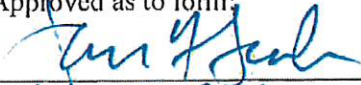
ACKNOWLEDGEMENTS

Dalton Township:

By: 
Tony Barnes
Its: Supervisor

By: 
Lori Hayes
Its: Clerk

Approved as to form:


James E. Scalos
Dalton Township Attorney

County of Muskegon:



By: _____
Susie Hughes
Its: Chair Board of Commissioners

By: _____
Nancy A. Waters
Its: Clerk



Approved as to form:

Michael D. Homier
Corporate Counsel

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED		
REQUESTING DEPARTMENT Human Resources		COMMITTEE DATE July 7, 2020		REQUESTOR SIGNATURE Kristen N. Wade
The Muskegon County Personnel Rules are reviewed every other year. With this year's unique challenges, and the fact that minimal changes were necessary, it is recommended to maintain the current Personnel Rules which were reviewed and then adopted on December 20, 2018.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES) Move to waive the Personnel Rules Review Committee and authorize the Human Resources department to maintain the current Personnel Rules.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u> Recommend Approval K. Wade		<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				<input style="width: 100px; height: 20px;" type="text" value="Date"/>
AGENDA DATE: 7/7/2020	AGENDA NO.: WM20/07 – 53	BOARD DATE: 7/14/2020	PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED		
REQUESTING DEPARTMENT Facilities Management		COMMITTEE DATE July 7, 2020		REQUESTOR SIGNATURE Matthew Farrar
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
Staff requests reclassifying the vacant Building Maintenance Mechanic II/HVAC position, G12601, to a Building Maintenance Mechanic II position with pay scale GU-00240 (\$17.35/hr - \$25.03/hr). The Building Maintenance Mechanic II/HVAC position has not been able to be filled after several months of being advertised. This action will have no general fund impact.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
Move to reclassify the vacant Building Maintenance Mechanic II/HVAC, G12601, pay scale GU-00245 (\$19.88/hr - \$25.03/hr) to a Building Maintenance Building Mechanic II position pay scale GU-00240 (\$17.35/hr - \$25.03/hr).				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u> Approved: K. Wade		<u>FINANCE & MANAGEMENT ANALYSIS</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> 		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee				Date
AGENDA DATE: 7/7/2020	AGENDA NO.: WM20/07 - 54	BOARD DATE: 7/14/2020	PAGE NO.	