

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Ways & Means Committee

AGENDA

via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

December 7, 2021 - 3:00 p.m.

Kim Cyr, Chair
Doug Brown, Vice-Chair

Connect to Zoom from your computer, tablet or smartphone at:

<https://us06web.zoom.us/j/88574121437?pwd=T1hWNXdLemVOYzN4S1FCQzdiaVB4dz09>

Phone: (312) 626-6799

Meeting ID: 885 7412 1437

Passcode: 560891

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"

View the meeting on Facebook at:

<https://www.facebook.com/MuskegonCountyMI>

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- 1) Call to Order
 - 2) Roll Call
 - 3) Approval of Minutes of November 16, 2021
 - 4) Public Comment (on an agenda item)
 - 5) Items for Consideration
 - WM21/12 – 128 (Accounting/Angela Gasiewski) Move to approve payment of the accounts payable of \$11,491,025.94 covering the period November 5, 2021 through November 24, 2021 for checks and P Cards and EFT payments for the period covering October 1, 2021 through October 31, 2021 as presented by the County Clerk.
 - WM21/12 – 129 (Accounting/Angela Gasiewski) Move to approve exercising the two-year optional contract with Lewis & Ellis, Inc. to perform OPEB actuarial Services for FY2021 and FY2022 for \$18,000.
 - WM21/12 – 130 (Accounting/Angela Gasiewski) Move to approve exercising the first one-year optional contract extension with Universal Credit Services, Inc. to perform debt collection for FY2022 for the original negotiated price.
 - WM21/12 – 131 (Administration/Mark Eisenbarth) Move to approve the use of American Rescue Plan grant funds for the listed items and adjust the budget accordingly.

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Ways & Means Committee

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via Zoom and in-person at: Michael E. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

WM21/12 – 132 (Public Works/Matt Farrar) Move to exercise the third and final year of the remonumentation and remonumentation maintenance services contract equally to Moore & Bruggink, Driesenga & Associates, and Westshore Consulting and direct the County Surveyor to oversee the work pursuant to the terms and conditions of the grant for the 2021 calendar year and further authorize staff to solicit bids for remonumentation and remonumentation maintenance services for the next three years.

WM21/12 – 133 (IT/Ivan Phillips) Move to enter into a contract with Disability Network of West Michigan to provide a Hosting Agreement between the County of Muskegon and Disability Network of West Michigan to provide Hosting services for Data, Application and Support Services effective November 1, 2021 for (1) year.

- 6) Unfinished Business
- 7) New Business
- 8) Public Comment
- 9) Final Board Comment
- 10) Adjourn to the call of the Chair

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** for each participant, unless time is extended prior to the public comment period by a vote of the majority of the Commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours' notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Ways & Means Committee

Via Zoom and in-person at: Michael K. Kobza Hall of Justice, 990 Terrace Street, Muskegon, MI 49442

November 16, 2021 – 3:00 p.m.

Kim Cyr, Chair
Doug Brown, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Cyr at 3:28 p.m.

ROLL CALL

Present: Doug Brown (Remote – City of Muskegon), Marcia Hovey-Wright, Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Kim Cyr

Excused: Susie Hughes

Also Present: Mark Eisenbarth, County Administrator; Kathy Tharp, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Wilkins, supported by Commissioner Nash, to approve the minutes of the November 2, 2021 meeting as written. [Voice Vote] **Motion Carried.**

PUBLIC COMMENT

Fruitport Township Public Safety Director Brian Michelli and White Lake Fire Authority Chief Pete McCarthy addressed the board regarding the necessity of the HAZMAT team in the county.

PRESENTATION: HAZMAT Chief Tony Gutierrez and Deputy HAZMAT Chief Christopher Dean presented to the Board regarding the functions, costs, and need for the HAZMAT team in Muskegon County.

ITEMS FOR CONSIDERATION

WM21/11 - 126 It was moved by Commissioner Hovey-Wright, supported by Commissioner Nash, to approve payment of the accounts payable of \$7,914,498.47 covering the period October 23, 2021 through November 4, 2021 as presented by the County Clerk.

Roll Call:

Yes: Zach Lahring, Charles Nash, Bob Scolnik, Rillastine Wilkins, Doug Brown, Marcia Hovey-Wright, Kim Cyr

No: Malinda Pego

Motion Carried.

WM21/11 - 127 It was moved by Commissioner Nash, supported by Commissioner Hovey-Wright, to reorganize the Human Resources Department as presented and adjust the budget accordingly.

Roll Call:

Yes: Zach Lahring, Charles Nash, Malinda Pego, Bob Scolnik, Rillastine Wilkins, Doug Brown, Marcia Hovey-Wright, Kim Cyr

No: None

Motion Carried.

UNFINISHED BUSINESS

WM21/11 - 125 It was moved by Commissioner Lahring, supported by Commissioner Pego, to eliminate the HAZMAT team and liquidate the assets.

Roll Call:

Yes: Malinda Pego, Zach Lahring

No: Charles Nash, Robert Scolnik, Rillastine Wilkins, Doug Brown, Marcia Hovey-Wright, Kim Cyr

Motion Failed.

NEW BUSINESS

Health Directory Kathy Moore provided an update regarding the COVID-19 in Muskegon County.

Circuit Court Administrator Sandra Vanderhyde gave an update on the directives from the Supreme Court to close the courts to conduct in-person business until at least December 6, 2021.

Both Corporate Counsel Laura Genovich and HealthWest Chief Finance Office Brandy Carlson explained the options regarding the CMS directive for HealthWest.

WM12/11 – 126 Commissioner Pego moved, supported by Commissioner Cyr, to have legal counsel explore privatizing HAZMAT

Roll Call:

Yes: Zach Lahring, Malinda Pego, Kim Cyr

No: Bob Scolnik, Rillastine Wilkins, Doug Brown, Marcia Hovey-Wright

Motion Failed.

PUBLIC COMMENT

Deputy HAZMAT Chief Christopher Dean explained that the HAZMAT is already privatized.

Chris Kaijala supported keeping HAZMAT and urged the Board to keep the services.

Joseph Camp addressed the board regarding fossil fuels.

FINAL BOARD COMMENT

None

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:09 p.m.

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Angela Gasiewski

Committee Date: 12/07/2021

Requesting Department: Finance

Full Board Date: 12/14/2021

Budget: Partially Budgeted

Agenda Number: WM21/12 - 128

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve payment of the accounts payable of \$11,491,025.94 covering the period November 5, 2021 through November 24, 2021 for checks and P Cards and EFT payments for the period covering October 1, 2021 through October 31, 2021 as presented by the County Clerk.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Expenditures for checks covering the period November 5, 2021 through November 24, 2021 and P Card and EFT payments covering the period October 1, 2021 through October 31, 2021 totaled \$11,491,025.94 and included the following large or unusual items:


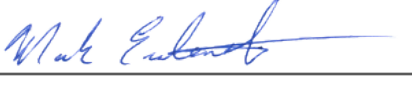
- 1) Payments to Gabe's Construction Co Inc for \$1,996,478.32 for work performed on the Channel Crossing Project. (Board Approved Contract)
- 2) Payments to Jackson-Merkey Contractors Inc for \$863,372.34 for work performed on the Black Creek Consolidated Drain. (Water Resources Approved Contract)
- 3) Payments to State of Michigan for \$505,865.65 for October State Education Tax and various court filing fees. (Tax Pass Through)
- 4) Payments to Business Information Systems Inc for \$435,893.05 for the Muskegon County Courts' Court Recording Project. (Board Approved Contract)
- 5) Payments to Scott Pavlak Excavating for \$214,572.60 for work performed on the Black Creek Consolidated Drain. (Water Resources Approved Contract)
- 6) Payments to Randall G Meyer Excavating for \$180,940.85 for work performed on the Pierson Swamp Drain. (Water Resources Approved Contract)
- 7) Payment to Consumers Energy for \$169,021.52 for services countywide. (Board Approved Contract)
- 8) Payment to Imagesoft, Inc for \$134,553.90 for Onbase Annual Maintenance FY2022. (Board Approved Contract)
- 9) Payments to Stein Construction Company for \$102,308.40 for work performed on the Montague Drain. (Water Resources Approved Contract)
- 10) Electronic Funds Transfer (EFT) payments to Blue Cross Blue Shield for \$486,979.94 for medical insurance premiums. (Board Approved Contract)
- 11) Electronic Funds Transfer (EFT) payments to Muskegon County Road Commission for \$1,666,612.71 for distribution of Act 51 funds. (Tax Pass Through)
- 12) Electronic Funds Transfer (EFT) payments to US Bank for \$209,537.92 for November Resource Recovery Center bond payments. (Debt Payments)
- 13) Payment to Senior Resources of West Michigan for \$220,594.25 for July-Sept grant activities. This payment will bring the Senior Millage Fund expenditures over-budget. This payment is included in the approved board motion 2020-336, however the FY2022 budget was not amended to include this payment. There is sufficient fund balance available for this payment. (board approved contract)

Muskegon County Ways & Means Committee

Request for Board Consideration

14) Payment to City of Muskegon for \$4,439.10 for FY2021 OHSP Grant pass through. This payment will bring the Highway Safety Programs fund (1210) over-budget.

Current and previous accounts payable detail may be viewed on the Accounting Services website at <https://www.co.muskegon.mi.us/Archive.aspx?AMID=36>

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

COUNTY OF MUSKEGON
RECAP FOR ACCOUNTS PAYABLE

Total Checks Issued	11/05/21	through	11/24/21	\$	6,613,046.27
Total P-Card Purchases	10/01/21	through	10/31/21	\$	186,021.45
Total Electronic Fund Transfers	10/01/21	through	10/31/21	\$	4,691,958.22
					<hr/>
TOTAL ACCOUNTS PAYABLE				\$	11,491,025.94

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Angela Gasiewski

Committee Date: 12/07/2021

Requesting Department: Finance

Full Board Date: 12/14/2021

Budget: Budgeted

Agenda Number: WM21/12 - 129


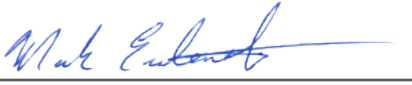
Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve exercising the two-year optional contract with Lewis & Ellis, Inc. to perform OPEB actuarial Services for FY2021 and FY2022 for \$18,000 and further authorize staff to seek proposals for Other Post Employment Benefits (OPEB) actuarial services.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

In June 2018 the Board approved seeking proposals for actuarial services for Other Post Employment Benefits (OPEB). A RFP was completed and a two year contract covering FY2019 and FY2020 with option for a two year extension to cover FY2021 and FY2022 was awarded per Board Motion 2019-240 to Lewis & Ellis, Inc.

We are seeking approval to exercise the two-year optional contract extension for FY2021 and FY2022 services, for the original negotiated price of \$18,000. This is the same price paid for the two prior years, there is no increase. Since FY2022 will be the last year of the contract, staff further requests authorization to seek proposals for Other Post Employment Benefits (OPEB) actuarial services.

Kristen Wade, HR Director Analysis Required? Yes	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Angela Gasiewski

Committee Date: 12/07/2021

Requesting Department: Finance

Full Board Date: 12/14/2021

Budget: Budgeted

Agenda Number: WM21/12 - 130


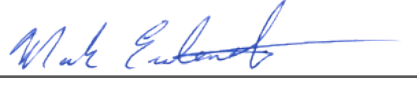
Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve exercising the first one-year optional contract extension with Universal Credit Services, Inc. to perform debt collection for FY2022 for the original negotiated price.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

In November 2020, the Board approved selection of Universal Credit Services, Inc. for the County's debt collection agency (RFP 20-2388) for a one-year contract with two optional one-year renewals per Board Motion 2020-423.

We are seeking approval to exercise the first one-year optional contract extension for FY2022 for the original negotiated price.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Mark Eisenbarth

Committee Date: 12/07/2021

Requesting Department: Administration

Full Board Date: 12/14/2021

Budget: Partially Budgeted

Agenda Number: WM21/12 - 131

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to approve the use of American Rescue Plan grant funds for the listed items and adjust the budget accordingly.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

The following items are likely to fit the criteria set forth for the use of American Rescue Plan (ARP) grant funds.

We are seeking approval to use American Rescue Plan grant funds for the following projects:

1. Muskegon County Courts' Court Recording Project in the amount of \$871,786.10. Approved with Board Motion 2021-353 and awarded to Business Information Systems (BIS). This project will eliminate obsolete equipment and allow for a more seamless integration of virtual and in-person court proceedings. This will result in a General Fund savings of approximately \$775,956.00. This project is eligible under the American Rescue Plan Section 1, Support for Public Health Response. This will counter the spread of COVID by supporting isolation. Also, it represents capital investment/adaptation to public facilities, & improvement to data or technology infrastructure to allow for a more efficient Public Health response.
2. CivicClerk Agenda and Meeting Management Software in the amount of \$64,560. This was approved with Board Motion 2021-357 and awarded to Civicplus, Inc. The agenda and meeting management software for local governments will streamline the agenda management process from creating agenda items to managing live meetings. It will provide time-saving automation and will not only significantly reduce staff time, it will avoid duplication and potential errors. This will result in a General Fund savings of approximately \$32,280.00. This project is eligible under the American Rescue Plan Section 1, Support for Public Health Response. This will counter the spread of COVID by supporting isolation. Also, it represents capital investment/adaptation to public facilities, & improvement to data or technology infrastructure to allow for a more efficient Public Health response.
3. Jail Dishwasher in the amount of approximately \$45,000. The current dishwasher results in overspray that enters the hallway, restricts movement, and poses a safety hazard. This project is eligible under the American Rescue Plan Section 1, Support for Public Health Response. This represents capital investment/adaptation to public facilities to efficient Public Health response. This will improve air quality and help enable prevention of illness in congregate living facilities.

Kristen Wade, HR Director Analysis Required? Yes	Finance Manager:
	<input checked="" type="checkbox"/>
	



Muskegon County Ways & Means Committee

Request for Board Consideration

Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> <u>Mark Eisenbarth</u>
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Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Matthew Farrar

Committee Date: 12/07/2021

Requesting Department: Public Works

Full Board Date: 12/14/2021

Budget: Budgeted

Agenda Number: WM21/12-132

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to exercise the third and final year of the remonumentation and remonumentation maintenance services contract equally to Moore & Bruggink, Driesenga & Associates, and Westshore Consulting and direct the County Surveyor to oversee the work pursuant to the terms and conditions of the grant for the 2021 calendar year and further authorize staff to solicit bids for remonumentation and remonumentation maintenance services for the next three years.



Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

Staff requests authorization to exercise the final 2021 option for the remonumentation contract and to authorize staff to solicit bids for remonumentation services

In 2018, the Department of Public Works solicited bids for remonumentation and remonumentation maintenance services. The Board awarded the work for remonumentation and remonumentation maintenance services equally to Moore & Bruggink, Driesenga & Associates, and Westshore Consulting and directed the County Surveyor to oversee the work pursuant to the terms and conditions of the grant.

The RFP stated the work would be for a 1 year period with 2-1 year renewal options. Staff recommends exercising the County's third and final year option for 2021. Since this is the last year of the contract, staff further requests authorization to bid remonumentation and remonumentation maintenance services

The funds to cover the cost for this required service is provided by a grant from the State of Michigan's Remonumentation and Survey office. The amount of work done each year is dependent on the level of funds distributed by the State; therefore, no general fund participation is required.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Finance Manager:</p> <p><input checked="" type="checkbox"/> </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p><input checked="" type="checkbox"/> </p>

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Ivan Phillips

Committee Date: 12/07/2021

Requesting Department: IT Department

Full Board Date: 12/14/2021

Budget: Non- Budgeted

Agenda Number: WM21/12-133

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to enter into a contract between Disability Network of West Michigan and the County of Muskegon to provide hosting services for data, application and support services effective November 1, 2021 for (1) year.


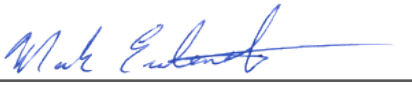
Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

The Information Technology Department is requesting approval to enter into a hosting agreement between the County of Muskegon and Disability Network of West Michigan. This agreement covers:

- Hosting to the client
- 100 gigabytes of hard drive space
- Maintenance and support for Client's server
- Virtual desktop licensing for Microsoft Office and Windows for 20 users
- Network licensing for (1) network printer
- Connectivity services through Muskegon County Fiber Network
- Remote access to the systems via laptop computers, lpads, and phones.
- Service for 20 telephones on the County's telecommunication servers and 1 phone menu

Disability Network of West Michigan shall pay the County an annual fee in the amount of \$18,903.03 with an initial one time setup fee of \$1,000.00, bringing the first-year total revenue to \$19,903.09.

This fee shall be received monthly in the amount of \$2,575.26 for the first month and \$1,575.26 each month thereafter, with the first payment due within 5 days of the effective date of the contract. Subsequent payments will be due on the first of each month thereafter during the term and any renewal term(s) of this agreement.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Finance Manager:</p> <p><input type="checkbox"/> </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p><input checked="" type="checkbox"/> </p>