

MUSKEGON COUNTY BOARD OF COMMISSIONERS

Ways & Means Committee

AGENDA

April 1, 2021 - 4:00 p.m.
Hall of Justice, 4th Floor
990 Terrace, Muskegon, MI

Kim Cyr, Chair
Doug Brown, Vice-Chair

Due to MDHHS Capacity Guidelines the boardroom may only accommodate 18 people
The Public may attend via Zoom - Connect to Zoom from your computer, tablet or smartphone at:

<https://zoom.us/j/93943531492?pwd=cUtiUFRZMGs5Rmxhb2laVks5NWxhQT09>

Phone: (312) 626-6799

Meeting ID: 939 4353 1492

Passcode: 093863

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>

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes of March 23, 2021
- 4) Public Comment (on an agenda item)
- 5) Items for Consideration

WM21/04 - 36 (Finance – Beth Dick) To approve payment of the accounts payable of \$9,522,460.92 covering the period of March 5, 2021 through March 18, 2021 for checks and P Card and Electronic Funds Transfer (EFT) payments for the period covering February 1 through February 28, 2021 as presented by the County Clerk.

WM21/04 – 37 (County Clerk – Nancy Waters) To approve the continuation of the local surcharge rate of \$2.75 from July 1, 2021, to June 30, 2022, and authorize Muskegon Central Dispatch to provide proper notification of this to the State 9-1-1 Committee.

WM21/04 - 38 (Human Resources – Kristen Wade) To authorize Human Resources to adopt the increase in the maximum employee contribution for the Dependent Care FSA from \$5,000 to \$10,500 for calendar year 2021 as allowed by the American Rescue Plan Act. The maximum will revert back to a \$5,000 cap for calendar year 2022.

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.

WM21/04 - 39 (Information Technology – Ivan Phillips) To allow the County Information Technology Department to go out for a Request for Bids for up to 100 laptops/tablets pending future grant funding.

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

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

March 23, 2021
4:00 p.m. via Zoom

Kim Cyr, Chair
Doug Brown, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Cyr at 4:00 p.m.

ROLL CALL

Present: Doug Brown, 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 Lahring, to approve the minutes of the March 2, 2021 meeting as written.

Roll Call:

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

No: None Motion carried.

PUBLIC COMMENT

Larry Hall commented on item #28 and thanked the board regarding the DDA on behalf of Fruitport Township.

ITEMS FOR CONSIDERATION

WM21/03 - 27 It was moved by Commissioner Wilkins, supported by Commissioner Lahring, to approve payment of the accounts payable of \$8,265,429.10 covering the period of February 19, 2021 through March 4, 2021 for checks as presented by the County Clerk.

Roll Call:

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

No: None Motion carried.

WM21/03 - 28 It was moved by Commissioner Lahring, supported by Commissioner Brown, to approve the Agreement to Share Tax Increment Financing Revenue from Muskegon County Millage by and between Muskegon County, Fruitport Charter Township, and Fruitport Township Downtown Development Authority, upon review and approval by the County's corporate counsel, and authorize the Board Chair to sign the agreement.

Roll Call:

Yes: Zach Lahring, Malinda Pego, Bob Scolnik, Doug Brown, Kim Cyr

No: Charles Nash, Rillastine Wilkins, Marcia Hovey-Wright

Motion carried.

WM21/03 - 29

It was moved by Chairman Scolnik, supported by Commissioner Brown, to approve a reduction in Morgan Stanley's annual plan fees from 0.20% to 0.10% effective April 1, 2021 and to authorize the Human Resources Director to sign the amendment accordingly.

Roll Call:

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

No: None

Motion carried.

WM21/03 - 30

It was moved by Chairman Scolnik, supported by Commissioner Brown, to approve entering into a yearly service agreement with Bonfire Software beginning April 1, 2021 and authorize the Board Chair to sign the agreement with the cost of \$9,500 annually.

Roll Call:

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

No: Malinda Pego

Motion carried.

WM21/03 - 31

It was moved by Commissioner Wilkins, supported by Chairman Scolnik, to authorize the Information Technology Department to issue a Request for Proposal (RFP) for a vendor to service and maintain the security equipment and software at the Juvenile Transition Center and the Muskegon County Jail.

Roll Call:

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

No: Malinda Pego

Motion carried.

WM21/03 - 32

It was moved by Commissioner Hovey-Wright, supported by Commissioner Nash, to authorize Information Technology to purchase the needed Cisco phone system upgrade in the amount of \$222,350.00 and further authorize the Board Chair to sign the 50-month agreement from CDW-G.

Roll Call:

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

No: None

Motion carried.

WM21/03 - 33

It was moved by Commissioner Nash, supported by Commissioner Wilkins, to authorize Information Technology to purchase a renewal of Veeam Backup Software at a cost of \$30,433 for 5 years (\$6,086 per year) and authorize the Board Chair to sign the 5-year renewal contract.

Roll Call:

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

No: None

Motion carried.

WM21/03 - 34 It was moved by Commissioner Lahring, supported by Commissioner Wilkins, to approve the agreement between the County Board of Commissioners and the Water Resources Commissioner.

Roll Call:

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

No: None Motion carried.

WM21/03 - 35 It was moved by Commissioner Nash, supported by Commissioner Hovey-Wright, to approve the attached Resolution Authorizing Notice of Intent and Declaring Intent to Reimburse for Water Supply System Revenue Bonds not exceed \$15,000,000 and authorize the Clerk to sign the resolution.

Roll Call:

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

No: None Motion carried.

UNFINISHED BUSINESS

Commissioner Cyr informed the board that WMSRDC has 3 firms to do the transportation study and that they should have a decision by Friday.

NEW BUSINESS

Administrator Mark Eisenbarth indicated the Work Share program ended recently and a new one has begun which works the same way as the previous ones. Departments would like to have staff participate again. The courts will be participating again. He would like to bring this under his report to full board.

Administrator Mark Eisenbarth referenced the American Rescue Plan and indicated Muskegon County would be receiving \$33.6M. Awaiting a list of items will be coming out. You have 3 years to spend it. They would like you to take your time. He indicated these numbers are not final and that they may change a little bit.

Circuit Court Administrator Sandra Vanderhyde informed the Board that the courts will have to return to Phase II as required by the Michigan Supreme Court beginning March 24, 2021. They will be returning to working remotely and closing the windows to the public.

Administrator Mark Eisenbarth informed the board that the Open Meetings Act ends March 31, 2021, and we would return to the boardroom on April 1, 2021, and conduct in-person meetings. We will have the Zoom link for those that cannot attend in person. Corporate Counsel Michael Homier indicated there are 3 bills pending in the legislature and is not sure when those will pass. Many of his clients are declaring a state of emergency to have hybrid meetings continue. To comply with the MDHHS, you may only have 25 people in the meeting. We may have a logistics problem with the MDHHS and the OMA. Kalamazoo County declared a state of emergency through the end of the year so that they may hold virtual meetings. Mr. Eisenbarth indicated he spoke to Representative Sabo and that he indicated they do not intend to extend and that they take a break for two weeks.

Finance Director Beth Dick updated the Board on the FY2020 audit. She is confident that they will meet the deadline of March 31, 2021.

PUBLIC COMMENT

None

FINAL BOARD COMMENT

Commissioner Brown thanked everyone for the DDA. He also stated he saw an article regarding the return of the Air Fare to the Muskegon County Airport.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 5:23 p.m.

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Beth Dick

Committee Date: 04/01/2021

Requesting Department: Finance

Full Board Date: 04/06/2021

Budget: Budgeted

Agenda Number: WM21/04 - 36

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



Move to approve payment of the accounts payable of \$9,522,460.92 covering the period of March 5, 2021 through March 18, 2021 for checks and P Card and Electronic Funds Transfer (EFT) payments for the period covering February 1 through February 28, 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 March 5, 2021 through March 18, 2021 and P Card and Electronic Funds Transfer (EFT) payments covering the period February 1 through February 28, 2021 totaled \$9,522,460.92 and included the following large or unusual items:

- 1) Payments to Bowen Heating and Cooling for \$153,106.00 for DTE Test and Tune contractual services.
- 2) Payments to Mercy Health Partners for \$212,953.33 for HealthWest inpatient care and Public Health COVID-19 testing contractual services.
- 3) Payment to Michigan Municipal Risk Management Authority for \$228,702.50 for property, fire and general liability insurance pool funding.
- 4) Payment to Pioneer Resources for \$306,337.00 for HealthWest for room & board, personal care, community supports living, rec club and autism contractual services.
- 5) Payment to Samaritas – Lutheran Social Services of Michigan for \$124,359.74 for HealthWest adult foster care home contract services.
- 6) Payment to Senior Resources for \$180,765.78 for senior millage grant services and millage distribution advances.
- 7) Payment to the State of Michigan for \$332,692.50 for pass through of February state transfer taxes.
- 8) EFT payment to Highpoint Bank for \$810,427.00 for Black Creek drain note payoff from bond proceeds.
- 9) EFT payment to the Health and Human Services Department for \$145,004.69 for HealthWest repayment of Systems of Care grant funds that were not eligible to be carried over into FY2021.
- 10) EFT payment to Muskegon County Road Commission for \$1,422,912.69 for pass through of Act 51 distributions from the State of Michigan.

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>

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Beth Dick, Finance Director/Management Analysis:</p> <p>✓ </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p>➤ </p>

COUNTY OF MUSKEGON
RECAP FOR ACCOUNTS PAYABLE

Total Checks Issued	03/05/21	through	03/18/21	\$	3,173,730.39
Total P-Card Purchases	02/01/21	through	02/28/21	\$	137,833.19
Total Electronic Fund Transfers	02/01/21	through	02/28/21	\$	6,210,897.34
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TOTAL ACCOUNTS PAYABLE				\$	9,522,460.92

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Nancy A. Waters

Committee Date: 04/01/2021

Requesting Department: County Clerk

Full Board Date: 04/06/2021

Budget:

Agenda Number: WM21/04 - 37

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



Move to approve the continuation of the local surcharge rate of \$2.75 from July 1, 2021, to June 30, 2022, and authorize Muskegon Central Dispatch to provide proper notification of this to the State 9-1-1 Committee.

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

Under MCL484.1714(1)(g), the State 9-1-1 Committee is required to provide notice to communication providers of the 9-1-1 surcharges in Michigan. This includes the County's 9-1-1 operational, the State 9-1-1, and the monthly prepaid surcharges.

The current rate is \$2.75, collected on all landlines, wireless and VoIP services to users capable of accessing 9-1-1 in Muskegon County. This is the current rate approved by Muskegon County voters. Local surcharge collection rate, with approval from the Board of Commissioners, requires submission to the State 9-1-1 office by May 15, 2021.

This request is needed to complete submission to the State 9-1-1 Office, per Michigan law.

<p>Kristen Wade, HR Director Analysis Required? No</p>	<p>Beth Dick, Finance Director/Management Analysis:</p> <p>✓ </p>
<p>Michael Homier, Corporate Counsel Analysis Required? No</p>	<p>Mark Eisenbarth, County Administrator Recommendation:</p> <p>➤ </p>

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Kristen Wade

Committee Date: 04/01/2021

Requesting Department: Human Resources

Full Board Date: 04/06/2021

Budget: Budgeted

Agenda Number: WM21/04 - 38



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

Move to authorize Human Resources to adopt the increase in the maximum employee contribution for the Dependent Care FSA from \$5,000 to \$10,500 for calendar year 2021 as allowed by the American Rescue Plan Act. The maximum will revert back to a \$5,000 cap for calendar year 2022.

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

The Dependent Care Flexible Spending Account (FSA) allows employees to pay for qualified dependent care expenses with pre-tax dollars. Employees fund their Dependent Care FSA with pre-tax payroll deductions and can only access the funds that they have contributed to the account. There are currently 14 employees enrolled in the dependent care FSA and 6 employees contribute the maximum amount of \$5,000/year.

The American Rescue Plan Act was recently passed and allows employers to temporarily increase the annual employee contribution maximum from \$5,000 to \$10,500 for calendar year 2021. Employers can adopt this change retroactively to January 1, 2021. The annual maximum will revert back to a \$5,000 cap for calendar year 2022.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: ✓ 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: ➤ 

Muskegon County Ways & Means Committee

Request for Board Consideration

Requestor: Ivan Phillips

Committee Date: 04/01/2021

Requesting Department: IT Department

Full Board Date: 04/06/2021

Budget: Non-Budgeted - Pending Future Grant Funding


Agenda Number: WM21/04 - 39

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

Move to allow the County Information Technology Department to go out for a Request for Bids for up to 100 laptops/tablets pending future grant funding.

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

Pending future grant funding, the Courts, Public Defender, Prosecutor, and Information Technology would like to put out a Request for Bids for laptops and tablets to promote consistent streamlined communications that will interface with the new technology that will be coming with the Courts' current Request for Proposal. These laptops will also allow select staff to work from home as well as their office.

Kristen Wade, HR Director Analysis Required? No	Beth Dick, Finance Director/Management Analysis: ✓ 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: ➤ 