

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
**FULL BOARD**  
AGENDA

May 23, 2019 – 3:30 PM  
Hall of Justice, 4<sup>th</sup> Floor  
990 Terrace, Muskegon, MI



Susie Hughes, Chair  
Gary Foster, Vice-Chair

- 1) Call to Order
- 2) Invocation: Pastor Wally Reames, Central Assembly of God
- 3) Pledge of Allegiance
- 4) Roll Call
- 5) Approval of Agenda
- 6) Approval of the Minutes of May 14, 2019
- 7) Public Comment (on an agenda item)
- 8) Presentation: MSU Extension Annual Report  
Mr. James Kelly, District Director, MSU Extension
- 9) Committee/Board Reports
  - A. Community Development/Strategic Planning Committee
  - B. Transportation Committee
  - C. Ways & Means Committee

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 a majority of the commission.

- 10) Chairman's Report/Committee Liaison Reports
  - A. Fruitport Old Fashioned Days – Wednesday, May 22<sup>nd</sup> through Monday, May 27<sup>th</sup>
  - B. S.S. Milwaukee Clipper Opens for the Season – Thursday, May 23<sup>rd</sup> – 11 AM – 5 PM
  - C. Summer Luge Opens for the Season – Saturday, May 25<sup>th</sup> – Muskegon Winter Sports Complex
  - D. Western Market Chalets – Wednesdays, Thursdays, Fridays & Saturdays
  - E. Lost Boat Ceremony / Parade of Boats / Blessing of the Boats – Sunday, May 26<sup>th</sup>  
Lost Boat Ceremony – 11:00 AM (USS Silversides Museum)  
Parade of Boats – 12:45 PM (Muskegon Channel)  
Blessing of the Boats – 1:30 PM (South Breakwater Cove)
  - F. Veterans Final Approach Memorial Ceremony – Monday, May 27<sup>th</sup> – 2 PM  
Hidden Cove Park, Norton Shores
  - G. Memorial Day Parades (Monday, May 27<sup>th</sup>):  
Greater Muskegon Memorial Day Parade – Downtown 9 AM  
Lakeside Memorial Day Parade – Denmark/Harrison/McCracken/  
Lakeside Cemetery – 10:30 AM
- 11) Administrator's Report
- 12) Old Business
- 13) New Business
- 14) Public Comment
- 15) Adjournment

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

The Community Development/Strategic Planning Committee met on May 21, 2019, it was recommended and I move:

CD/SP19/05 – 10 To approve the following position related changes effective May 27, 2019:

Reclassify the CVB Meetings & Conventions Sales Executive position X21201, (pay grade NX-00155, \$18.859 - \$24.438/hr) to **Senior Sales Manager** at a pay grade of NX-00300 (\$27.093-\$34.251/hr), and appoint the incumbent to Step 1; reclassify the Sports & Niche Marketing Sales Executive position X85601, (pay grade NX-00219, \$22.433-\$28.393/hr) to **Marketing and Operations Manager** at a pay grade of NX-00300 (\$27.093-\$34.251/hr), and appoint the incumbent to Step 2, \$28.393/hr.; reclassify the Administrative Marketing Coordinator position N03801, (pay grade NO-00190, \$17.264 – \$21.393/hr) to **Digital Media and Marketing Coordinator** at a pay grade of NO-00214 (\$18.214-\$23.108/hr), and appoint the incumbent to Step 1.

CD/SP19/05 – 11 To approve the license agreement between the County of Muskegon and Hi-Falutin’ Music to provide a license for the use of Heritage Landing for the Shoreline Jazz Festival, August 24-25, 2019, and to authorize the Chairperson of the County Board to execute the agreement.

CD/SP19/05 – 12 To adopt the license agreement with the Child Abuse Council of Muskegon County for use of the Union Depot grounds for a beverage and entertainment tent July 17-21, 2019, during the Rebel Road motorcycle rally and to authorize the Chairperson of the County Board to execute the agreement.

The Transportation Committee met on May 21, 2019; it was recommended, and I move:

TR19/05-16 To restructure the Airport Advisory Committee and change the committee's name to the Airport Development Committee to leverage the airport's assets for local and regional economic growth and development, and to better engage the business community in the Airport's mission of serving and growing regional transportation needs and business infrastructure.

TR19/05-17 To approve and authorize the Chairman to sign MDOT 2019 Air Service Awareness Grant Contract No. 2019-0507, providing \$10,000 of State Aviation Funds for Airport marketing and promotional efforts and requiring a local match of \$1,112, and further authorize the Clerk to execute the required resolution.

The Ways & Means Committee met on May 21, 2019, it was recommended and I move:

- WM19/05 - 55 To approve payment of the accounts payable of \$7,046,650.34, covering the period of April 19, 2019 through May 10, 2019 for checks as presented by the County Clerk.
- WM19/05 – 56 To adjust the pay rate for the Chief Deputy County Clerk position X12701 from NX00280 (\$24.7140/hr - \$31.1830/hr) to NX00362 (\$31.5790/hr - \$39.7960/hr).
- WM19/05 – 57 To approve the reclassification of the Senior Accountant X83201 to Senior Procurement Analyst and Senior Accountant X83202 to Senior Fiscal Analyst. Furthermore approve the salary range adjustment for the Senior Procurement Analyst and the Senior Fiscal Analyst positions from NX-00280 (\$24.714-\$31.183/hr) to NX-00294 (\$24.714-\$32.671/hr) effective April 29, 2019.
- WM19/05 – 58 To award the proposal for office supplies to Integrity Business Solutions for a three year contract with two optional one-year renewals.
- WM19/05 – 59 To approve the attached Truth In Taxation public hearing schedule and to adopt the attached resolution setting June 11, 2019 as the date for the Truth In Taxation public hearing for the purpose of discussing and receiving testimony regarding the proposed tentative levy of 5.6984 mills for Muskegon County general operating in July 2019, the proposed tentative levy of 0.3221 mills for Lakeshore Museum Center operating in December 2019, the proposed tentative levy of 0.0752 mills for Department of Veterans Affairs operating in December 2019 (pending voter approval), the proposed tentative levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2019 and the proposed tentative levy of .5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) in December 2019.
- WM19/05 – 60 To approve seeking procurement level quotes for Arbitrage Rebate Calculation Services.
- WM19/05 – 61 To approve the issuance of request for proposals for debit and credit card processing services.
- WM19/05 – 62 To authorize the release of a Request For Proposal for IBNR, Incurred But Not Reported, actuarial services for Workers' Compensation, General Liability, Property, Automobile Liability, Automobile Physical Damage and Unemployment Insurance exposures.
- WM19/05 – 63 To approve awarding a 5 year contract for server and storage capacity to CDW Government, LLC for an annual amount not to exceed \$500,000 and authorize the Board Chair to sign the contract.

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
 FY2019  
 TRUTH-IN-TAXATION HEARING SCHEDULE

DATE	MEETING	
May 21	Ways & Means	Request authorization for Truth-in-Taxation Public Hearing
May 23	Full Board	Approve authorization for Truth-in-Taxation Public Hearing
June 2		Deadline for the public hearing notice to be published in the Muskegon Chronicle
June 6	Ways & Means	Request authorization to approve the 2019 millage rates
June 11	Full Board	Truth-in-Taxation Public Hearing Board approves 2019 millage rates

## RESOLUTION

WHEREAS, Michigan Compiled Law (MCL), Section 211.24e (“Truth In Taxation”) provides that without specific action taken by the Muskegon County Board of Commissioners, the Board of Commissioners shall not levy ad valorem property taxes for Muskegon County general operating, Lakeshore Museum Center operating, Department of Veterans Affairs operating and Muskegon County Central Dispatch operating purposes for the ensuing fiscal year that yields an amount more than the sum of the taxes levied at the base rate on additions within Muskegon County for the ensuing fiscal year plus an amount equal to the taxes levied for Muskegon County general operating, Lakeshore Museum Center operating, Department of Veterans Affairs operating, Muskegon County Central Dispatch operating and PA 39 of 1976 (Activities or Services for Older Persons Act) operating purposes for the concluding fiscal year on existing property; and

WHEREAS, Michigan Compiled Law (MCL), Section 211.24e (“Truth In Taxation”) provides that estimated Convention Facilities (“Liquor Tax”) collections of \$827,720 be included in the Truth In Taxation proceedings; and

WHEREAS, said MCL, Section 211.24e provides that the Muskegon County Board of Commissioners may approve the levy of an additional millage rate, within its present authorized or proposed millage rate, only after providing certain public notice and holding a public hearing for the purpose of receiving testimony and discussing the levy of an additional millage rate for the ensuing fiscal year; and

WHEREAS, the Muskegon County Board of Commissioners has been advised by the Muskegon County Equalization Director that the state equalized taxable valuation for Truth In Taxation purposes for the 2019 tax year for property located within Muskegon County is \$4,611,679,538; and

WHEREAS, based upon the 2019 state equalized taxable valuation of Muskegon County, without said public hearing, tax levies would be limited to 5.4066 mills for Muskegon County general operating, 0.3157 mills for Lakeshore Museum Center operating, 0.0737 mills for Department of Veterans Affairs operating (pending voter approval), 0.2940 mills for Muskegon County Central Dispatch operating and .4901 mills for PA 39 of 1976 (Activities or Services for Older Persons Act); and

WHEREAS, the Muskegon County Board of Commissioners are aware of the financial circumstances of Muskegon County, including estimated expenditures, estimated revenues and the state equalized taxable valuation of property located within Muskegon County and, determined that the levy of an additional millage rate will be necessary to ensure the sound financial management of the various operations and services of Muskegon County; and

WHEREAS, the Muskegon County Board of Commissioners, pursuant to MCL, Section 211.34d (“Headlee”) and MCL, Section 211.24e (“Truth In Taxation”) propose a tentative levy of not more than 5.6984 mills for Muskegon County general operating in

July 2019 which includes an additional millage rate of 0.2918 mills, a tentative levy of not more than 0.3221 mills for Lakeshore Museum Center operating in December 2019, which includes an additional millage rate of 0.0064 mills, a tentative levy of not more than 0.0752 mills for Department of Veterans Affairs operating in December 2019 (pending voter approval), which includes an additional millage rate of 0.0015 mills, a tentative levy of not more than 0.3000 mills for Muskegon County Central Dispatch operating in December 2019, which includes an additional millage rate of 0.0060 mills, and a tentative levy of not more than 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) operating in December 2019, which includes an additional millage rate of 0.0099 mills.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A public hearing shall be held on June 11, 2019 at 3:30 p.m. at the Muskegon County Hall of Justice, 4<sup>th</sup> floor Board of Commissioners room, located at 990 Terrace Street, Muskegon, MI, 49442, for the purpose of receiving testimony and discussing the proposed ad valorem property tax levies.
2. County Administration is hereby authorized and directed to publish notice of such public hearing, said notice to be substantially in the form of the attached notice, in a newspaper of general circulation within Muskegon County. The notice shall be published not less than six (6) days before the public hearing date and shall comply with all requirements of MCL, Section 211.24e.
3. County Administration is hereby authorized and directed to send timely written notice of the time, date, and place of the public hearing to all newspapers of general circulation within Muskegon County.
4. County Administration shall post notice of the public hearing in compliance with the Michigan Open Meetings Act.
5. Not more than ten (10) days after the public hearing on June 11, 2019, the Muskegon County Board of Commissioners may authorize a maximum total levy of 5.6984 mills for Muskegon County general operating in July 2019, which includes an additional millage rate of 0.2918 mills, a maximum total levy of 0.3221 mills for Lakeshore Museum Center operating in December 2019, which includes an additional millage rate of 0.0064 mills, a maximum total levy of 0.0752 mills for Department of Veterans Affairs operating in December 2019 (pending voter approval), which includes an additional millage rate of 0.0015 mills, a maximum total levy of 0.3000 mills for Muskegon County Central Dispatch operating in December 2019, which includes an additional millage rate of 0.0060 mills and a maximum levy of 0.5000 mills for PA 39 of 1976 (Activities or Services for Older Persons Act) operating in December 2019, which includes an additional millage rate of 0.0099 mills.