

MUSKEGON COUNTY BOARD OF COMMISSIONERS
FULL BOARD AGENDA

August 11, 2020 – 3:30 PM
Electronic / Zoom



Susie Hughes, Chair
Gary Foster, Vice-Chair

Connect to Zoom from your computer, tablet or smartphone.

Join Zoom Meeting

<https://healthwest.zoom.us/j/95888102372>

Phone: (312) 626 6799 US
Meeting ID: 958 8810 2372

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) Invocation: Commissioner Rillastine Wilkins
- 3) Pledge of Allegiance
- 4) Roll Call
- 5) Approval of Agenda
- 6) Approval of the Regular Session Minutes of July 28, 2020
- 7) Presentation:
Director of Public Health Kathy Moore – COVID-19
- 8) Public Comment (on an agenda item)
- 9) Committee/Board Reports
 - A) Courts & Public Safety
 - B) Human Services
 - C) Ways & Means

*Board Work Session
August 11, 2020
2:00 p.m. Via Zoom
Senior Millage
Public Invited to Attend*

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) On Friday, September 4, from 4:00-8:00 p.m. The Muskegon Polish Festival is offering a Drive-Thru Festival Dinner. Make your way through the parking lot of the Polish Falcons Club at 1014 W. Hackley Avenue and listen to the Duane Malinowski Polka Band while you wait for your dinner.
- B) The Lakeshore Convention Center is on schedule to open in January 2021 with over 20,000 sq. ft. of meeting space.
- C) Saturday and Sunday, August 15 and 16, Lewis Adventure Farm & Zoo is holding the Peach Harvest Festival. (4180 West M-20, New Era, Mi)

11) Administrator's Report

To authorize the Board Chair to sign the Letter of Interest for Community Development Block Grant Reimbursement of COVID Expenditures

Upcoming Board Work Sessions/Presentations

- Designated Assessor Work Session - Thursday, August 20, 2020
- Budget Presentation – Tuesday, August 25, 2020

12) Old Business

13) New Business

14) Public Comment

15) Final Board Comments

16) Closed Session: Pursuant to MCL 15.268(h) A closed session will be held for consideration of legal advice presented in a written legal opinion re: 19-K-2188-GA Muskegon, County of and Michigan Fraternal Order of Police Labor Council.

17) 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 Courts & Public Safety Committee met on August 6, 2020, it was recommended and I move:

CPS20/08 – 31 To approve the Memorandum of Understanding between the City of Muskegon, City of Muskegon Heights and the County of Muskegon for the FY20 Justice Assistance Grant Award Program and authorize the Board Chair to sign the Memorandum.

The Human Services Committee met on August 6, 2020, it was recommended and I move:

- HS20/08 – 16 To extend the senior millage grants administration services contract with Senior Resources of West Michigan through December 31, 2020.
- HS20/08 – 19 To authorize Public Health to contract with Mercy Health for expanded COVID-19 testing in Muskegon County for the 14 month period of August 2020 through September 2021; and further authorize the County Administrator to serve as the liaison to finalize the details of the agreement.
- HS20/08 – 20 To authorize Public Health to reconfigure the workspaces for Public Health Nursing, WIC, and Customer Service and add workspace at the building front entrance with an estimated cost not to exceed \$15,604.36, with no change in the general fund appropriation.

MOTIONS TABLED:

- HS20/08 – 17 To approve 3 senior millage funding awards totaling \$337,400 for FY21, effective October 1, 2020 through September 30, 2021 as recommended by the Senior Activities Committee to Senior Resources of West Michigan for the cost of Medicare Medicaid Assistant Program, In-Home Care and Supports Coordination; and to authorize the designated Senior Millage Grants Administrator, Senior Resources, to proceed with the administration of the programs.
- HS20/08 – 18 To approve 38 senior millage funding awards totaling \$1,661,357 for FY21, effective October 1, 2020 through September 30, 2021 as recommended by the Senior Activities Committee; and to authorize the designated Senior Millage Grants Administrator, Senior Resources to proceed with the administration of the programs.

The Ways & Means Committee met on August 6, 2020, it was recommended and I move:

- WM20/08 – 60 To approve payment of the accounts payable of \$21,285,886.24 covering the period of July 4, 2020 through July 23, 2020 for checks, PCard and EFT payments covering the period June 1, 2020 through June 30, 2020 as presented by the County Clerk.
- WM20/08 – 61 To approve the extension of the contract with MGT of America, Inc. for the preparation the FY2021 indirect cost allocation plan and the IT Rate Study for \$18,000 and \$10,800 respectively and to further authorize issuing Request for Proposals for future years upon the completion of the FY2021 plans.
- WM20/08 – 62 To waive procurement level quotes and enter into a contract with Everstream for the County's internet services, Telesystem for the County's VoIP phone services and Granite for the County Analog phone services.
- WM20/08 – 63 To approve moving Matt Wolff, Info. Systems Tech. II position #X43807, from Step 1 (\$21.954/hr) to Step 2 (\$22.982/hr) in pay grade NX-00210 (\$21.954 - \$27.635/hr) effective June 1, 2020.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Full Board	BUDGETED NON-BUDGETED PARTIALLY BUDGETED
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REQUESTING DEPARTMENT Administration	COMMITTEE DATE August 11, 2020	REQUESTOR SIGNATURE Beth Dick
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)


On July 31, 2020 Muskegon County received notification of funding available through the State of Michigan Community Development Block Grant (CDBG) Program to assist with COVID-19 related recovery efforts up to an allocation of \$433,470.41 (see attached). This was a notification of available funding only. A grant award will not occur until it has been approved by the Michigan Strategic Fund. However the County must first sign a Letter of Intent (see attached) signed by an Authorized Elected Official and submit it to the State no later than August 14th.


The grant covers expenditures for COVID related eligible expenses that benefited low and moderate income people, removed blight or met needs having a particular urgency that posed a serious threat to the health or welfare of the community and be eligible under the Housing Community Development Act. The allocation is made to the County and not cities and townships. However, if the County does not have enough eligible costs on its own, it can include costs incurred by other local units of government and pass through the reimbursement to them.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to authorize the Board Chair to sign the Letter of Interest for Community Development Block Grant Reimbursement of COVID Expenditures.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

<u>HUMAN RESOURCES ANALYSIS:</u> 	<u>FINANCE & MANAGEMENT ANALYSIS:</u> 
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<u>CORPORATE COUNSEL ANALYSIS:</u> 	<u>ADMINISTRATOR RECOMMENDATION:</u> 
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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:	AGENDA NO.:	BOARD DATE: 8/11/2020	PAGE NO.
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MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

July 31, 2020

Re: CDBG Reimbursement of COVID Expenditures Letter of Interest

Dear County Official:

The State of Michigan continues to respond to the needs of our cities and counties across the state that have been negatively impacted by the COVID-19 virus. We are writing to you today to make you aware of funding support available to the county through the State of Michigan's Community Development Block Grant (CDBG) Program to assist you in your COVID-19 related recovery efforts in the amount up to the allocation listed in Attachment A.

Please note that the funding is identified as an allocation to the county and is not a grant award until the potential grant offer has been approved by the Michigan Strategic Fund (MSF).

CDBG funding is awarded to the State by the U.S. Department of Housing and Urban Development (HUD) and administered by the Michigan Economic Development Corporation (MEDC), through the MSF. Expenditures must be made for a previously COVID related eligible expense that benefited low- and moderate-income people, removed blight, or met needs having a particular urgency that posed a serious and immediate threat to the health or welfare of the community and be eligible under the Housing Community Development Act (HCDA).

The counties that are allocated funds will be required to comply with all CDBG Program requirements as stated in the CDBG Grant Administration Manual ([Link](#)). To assist the county with making a decision on continuing with the process, the CDBG program requirements are summarized below. These requirements include, but are not limited to:



- **National Objective**
 - Ensuring that the project activities benefited low- and moderate-income people, removed blight, or met needs having a particular urgency that posed a serious and immediate threat to the health or welfare of the community.
- **Environmental Review**
 - Ensuring that the correct level of environmental review will be completed.
- **Financial Management**
 - Ensuring that the community has a sound financial management system.
 - Ensuring that costs are reasonable.
 - Ensuring that the correct procurement process will be followed when engaging consultants and contractors.
 - Ensuring that contractors are properly licensed, bonded, and insured.
- **Reporting requirements**
 - Single Audit Requirement due once per year.
 - Section 3 Summary Report due once per year. (depending on activities funded)
 - MEDC Payables due once per year.
 - Contract and Subcontract Activity Report once per year. (depending on activities funded)
- **Plan and Policy Requirements**
 - Procurement Policy
 - Public Participation Plan
 - Residential Anti-Displacement and Relocation Plan
 - Section 3 Policy
 - Section 3 Plan
 - Fair Housing Ordinance/Plan
 - Excessive Force Policy

The allocation to the county is contingent upon several factors, including (i) submission by the county of completed documentation required under the CDBG Program, (ii) satisfactory county support, (iii) available funding, (iv) the project activities occurring within the geographic boundary of the county, (v) approval of an award by the MSF, (vi) execution of a final grant agreement between the county and the MSF containing pre-disbursement, compliance and reporting requirements, and (vii) execution and certification of the Applicant section of the grant agreement, and all other detailed terms and conditions, required by the MSF.

A CDBG Specialist will be assigned after the return of Attachment B and will be available to assist you through the process.

This letter of interest is subject to the county's ability to receive approval from the MSF and execute a grant agreement with the MSF.

Due no later than **midnight, August 14, 2020**. Return to CDBG@michigan.org one of the following:

- a. This Letter of Interest, Attachment B, signed by the Authorized Elected Official, **accepting** the offer to continue in the CDBG COVID-19 allocation process.

OR;

- b. This Letter of Interest, Attachment B, signed by the Authorized Elected Official, **declining** the offer to continue in the CDBG COVID-19 allocation process. By electing to decline the offer to continue in the allocation process or by electing not to sign and return this Letter of Interest to CDBG@michigan.org no later than **midnight, August 14, 2020** the county is choosing not to pursue the proposed CDBG funding.

As indicated above, please return, Attachment B to CDBG@michigan.org no later than **midnight, August 14, 2020**, this Letter of Interest signed on Attachment B by the county's authorized elected official indicating whether this offer to continue in the process is being accepted or declined.

Submit the documents and/or questions to the State of Michigan CDBG Program via email at CDBG@michigan.org

We look forward to receiving your response and working with you to assist with your county's COVID-19 response efforts.

Sincerely,



Christine Whitz
Director, Community Development Block Grant Program

Attachment A – CDBG CARES Funding County Allocations
Attachment B – Letter of Interest Response

County	Allocation
Alcona County	\$ 143,812.67
Alger County	\$ 103,437.34
Allegan County	\$ 320,353.77
Alpena County	\$ 405,701.89
Antrim County	\$ 237,094.78
Arenac County	\$ 254,019.60
Baraga County	\$ 199,314.99
Barry County	\$ 291,255.72
Bay County	\$ 281,714.44
Benzie County	\$ 213,426.63
Berrien County	\$ 377,362.61
Branch County	\$ 311,901.52
Calhoun County	\$ 439,770.86
Cass County	\$ 189,299.49
Charlevoix County	\$ 340,868.31
Cheboygan County	\$ 271,084.14
Chippewa County	\$ 147,628.50
Clare County	\$ 181,402.77
Clinton County	\$ 393,410.95
Crawford County	\$ 287,332.34
Delta County	\$ 71,088.29
Dickinson County	\$ 27,976.00
Eaton County	\$ 355,322.07
Emmet County	\$ 347,398.25
Gladwin County	\$ 207,877.33
Gogebic County	\$ 65,776.95
Grand Traverse County	\$ 327,740.70
Gratiot County	\$ 278,336.42
Hillsdale County	\$ 220,792.39
Houghton County	\$ 280,202.85
Huron County	\$ 334,471.33
Ingham County	\$ 455,540.59
Ionia County	\$ 351,106.53
Iosco County	\$ 339,894.45
Iron County	\$ 42,877.73
Isabella County	\$ 298,557.96
Jackson County	\$ 390,601.16
Kalamazoo County	\$ 451,818.76
Kalkaska County	\$ 156,004.53
Keweenaw County	\$ 32,314.32
Lake County	\$ 292,455.68
Lapeer County	\$ 208,738.56
Leelanau County	\$ 368,775.71
Lenawee County	\$ 263,820.00
Livingston County	\$ 370,301.71
Luce County	\$ 155,461.71

CDBG CARES Funding County Allocation
June 30, 2020

ATTACHMENT A

Mackinac County	\$ 147,630.20
Manistee County	\$ 154,238.04
Marquette County	\$ 238,840.95
Mason County	\$ 130,160.02
Mecosta County	\$ 307,982.38
Menominee County	\$ 163,152.66
Midland County	\$ 284,627.55
Missaukee County	\$ 372,373.91
Monroe County	\$ 290,497.80
Montcalm County	\$ 287,021.55
Montmorency County	\$ 83,246.28
Muskegon County	\$ 433,470.41
Newaygo County	\$ 193,125.49
Oceana County	\$ 314,489.45
Ogemaw County	\$ 351,959.29
Ontonagon County	\$ 57,423.79
Osceola County	\$ 212,553.54
Oscoda County	\$ 151,417.24
Otsego County	\$ 259,766.21
Ottawa County	\$ 431,206.83
Presque Isle County	\$ 151,001.44
Roscommon County	\$ 251,634.07
Saginaw County	\$ 422,506.46
Sanilac County	\$ 93,666.57
Schoolcraft County	\$ 57,422.09
Shiawassee County	\$ 378,007.05
St. Clair County	\$ 442,810.14
St. Joseph County	\$ 217,975.82
Tuscola County	\$ 274,009.95
Van Buren County	\$ 290,602.81
Wexford County	\$ 355,659.11

ATTACHMENT B

Letter of Interest Response

Please select one of the two below options, sign, and return this Attachment B as explained in the Letter of Interest no later than **midnight on August 14, 2020** to CDBG@michigan.org

1. By checking this box, the county has agreed to **proceed with the process.**

Authorized County Official Signature

Date

Title

County of _____

2. The county has agreed **not to proceed** with the process and has chosen not to pursue the proposed Community Development Block Grant Program funding.

Authorized County Official Signature

Date

Title

County of _____

RETURN SIGNED COPY TO: CDBG@michigan.org

No later than midnight on August 14, 2020