

Muskegon County  
Board of Public Works  
January 14, 2021  
4:00p.m.  
Via Zoom

Malinda Pego, Chair

Rillastine R. Wilkins, Vice Chair

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MINUTES

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**CALL TO ORDER**

The meeting was called to order by the Board of Commissioners Chair Scolnik at 4:00p.m.

ROLL / Location

Present: Doug Brown, Muskegon County Commissioner – Laketon Township  
Kim Cyr, Muskegon County Commissioner – Muskegon County  
Marcia Hovey-Wright, County Commissioner – Muskegon County  
Susie Hughes, Muskegon County Commissioner – Muskegon County  
Zach Lahring, Muskegon County Commissioner – Muskegon County Courthouse  
Brenda Moore, Water Resources Commissioner – City of Muskegon/South Campus  
Charles Nash, Muskegon County Commissioner – City of Muskegon  
Malinda Pego, Muskegon County Commissioner – Muskegon County Courthouse  
Robert Scolnik, Muskegon County Commissioner – City of Norton Shores  
Rillastine Wilkins, Muskegon County Commissioner – City of Muskegon Heights  
Leo Evans, Ex-officio Member – City of Muskegon  
Jennifer Hodges, Ex-officio Member – Muskegon Township

Excused:

Staff

Present: Matthew Farrar, Public Works Director  
Tina Nash, Public Works Coordinator  
Dave Johnson, Resource Recovery Center Director  
Christine Morris, Resource Recovery Center Administrative Analyst  
Mark Eisenbarth, County Administrator  
Beth Dick, Assistant Administrator & Finance Director  
Mark Hansen, Information Technology Manager

## **ELECTION OF OFFICERS**

Chair Scolnik opened nominations for Chair of the Muskegon County Board of Public Works.

Commissioner Wilkins nominated Commissioner Pego for Chair, seconded by Commissioner Lahring.

There were no other nominations for Chair.

Chair Scolnik closed the nominations.

**BPW-21-001** Moved by Commissioner Lahring, seconded by Commissioner Brown, to elect Commissioner Pego as Chair of the Muskegon County Board of Public Works by unanimous vote.

Roll call:

Yes – Cyr, Brown, Hughes, Lahring, Moore, Nash, Pego, Scolnik, Wilkins

No –

### **Motion carried**

Commissioner Pego was elected by unanimous vote as Chair of the Muskegon County Board of Public Works.

Commissioner Pego assumed the Chair.

Chair Pego presiding.

Chair Pego opened nominations for Vice Chair of the Muskegon County Board of Public Works.

Commissioner Lahring nominated Commissioner Wilkins for Vice Chair.

There were no other nominations for Vice Chair.

**BPW-21-002** Moved by Commissioner Lahring, seconded by Commissioner Cyr, to elect Commissioner Wilkins as Vice Chair of the Muskegon County Board of Public Works.

Roll call:

Yes – Brown, Hughes, Lahring, Moore, Nash, Scolnik, Wilkins, Cyr, Pego

No –

### **Motion carried**

Chair Pego opened nominations for Secretary of the Muskegon County Board of Public Works.

Commissioner Hughes nominated Water Resources Commissioner Moore for Secretary.

There were no other nominations for Secretary.

**BPW-21-003** Moved by Commissioner Hughes, seconded by Commissioner Wilkins, to elect Water Resources Commissioner Moore as Secretary of the Muskegon County Board of Public Works.

Roll call:

Yes – Lahring, Moore, Nash, Scolnik, Wilkins, Cyr, Brown, Hughes, Pego

No –

### **Motion carried**

Chair Pego opened nominations for Deputy Secretary of the Muskegon County Board of Public Works.

Commissioner Hughes nominated Matthew Farrar for Deputy Secretary.

Commissioner Lahring nominated Tina Nash for Deputy Secretary. Commissioner Lahring withdrew his nomination.

There were no other nominations for Deputy Secretary.

**BPW-21-004** Moved by Commissioner Hughes, seconded by Commissioner Wilkins, to elect Matthew Farrar for Deputy Secretary to the Muskegon County Board of Public Works.

Roll call:

Yes – Scolnik, Wilkins, Cyr, Brown, Hughes, Moore, Nash, Lahring, Pego

No –

**Motion carried**

**BPW-21-005 APPROVAL OF THE AGENDA**

Moved by Commissioner Lahring, seconded by Commissioner Wilkins, to approve the revised agenda as presented.

Roll call:

Yes – Cyr, Brown, Hughes, Lahring, Moore, Nash, Scolnik, Wilkins, Pego

No –

**Motion carried**

**BPW-21-006 APPROVAL OF MINUTES**

Moved by Commissioner Lahring, seconded by Commissioner Wilkins, to approve the minutes of the Board of Public Works meeting held on December 10, 2020.

Roll call:

Yes – Nash, Scolnik, Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Pego

No –

**Motion carried**

**PUBLIC COMMENT ON AN AGENDA ITEM**

None

**ITEMS FOR CONSIDERATION:**

**BPW-21-007 Solicit Bids for Phase II and Phase III of the Channel Crossing Project**

Moved by Commissioner Hughes, seconded by Commissioner Wilkins, to authorize staff to solicit bids for Phase II and Phase III of the Channel Crossing Project.

Roll call:

Yes – Nash, Scolnik, Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Pego

No –

**Motion carried**

**BPW-21-008 Approve Amendment No. 3 of the Contract with DLZ / Beach Street**

Moved by Commissioner Wilkins, seconded by Commissioner Lahring, to approve Amendment No. 3 of the contract with DLZ to include engineering services for Beach Street Parking and Pedestrian Facilities Improvements along Beach Street, for a not-to-exceed cost of \$31,000, to be paid by the City of Muskegon, and authorize the Chair to sign Amendment No. 3.

Roll call:

Yes – Scolnik, Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Nash, Pego

No –

**Motion carried**

**BPW-21-009 Salary Adjustment to the Water System Engineering Aide**

Moved by Commissioner Lahring, seconded by Commissioner Scolnik, to make a salary adjustment to the Water System Engineering Aide, position number T28001, from TS-00135 (\$8.50) to TS-00160 (\$9.87).

Roll call:

Yes – Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Nash, Scolnik, Pego

No –

**Motion carried**

**BPW-21-010 Authorize Sale of Used Wastewater Assets**

Moved by Commissioner Wilkins, seconded by Commissioner Brown, to authorize the sale of Wastewater assets listed below following the County's Surplus Disposal Policy & Procedure.

Dave Johnson stated items would be sold by Miedema Auctioneering, Inc.

Roll call:

Yes – Cyr, Brown, Hughes, Lahring, Moore, Nash, Scolnik, Wilkins, Pego

No –

**Motion carried**

**BPW-21-011 Approve the Refunding Bond Ordinance – 2011 Wastewater No. 2 Revenue Bonds**

Moved by Commissioner Hughes, seconded by Commissioner Wilkins, to approve the Refunding Bond Ordinance to refund the 2011 Wastewater No. 2 Revenue Bonds.

Leo Evans requested Beth Dick attend the next User Group meeting.

Roll call:

Yes – Brown, Hughes, Lahring, Moore, Nash, Scolnik, Wilkins, Cyr, Pego

No –

**Motion carried**

**BPW-21-012 Approve Admission of Polkton Township into the Muskegon County Wastewater Management System**

Moved by Commissioner Lahring, seconded by Commissioner Wilkins, to approve the admission of Polkton Township, with their request for specified excluded areas, into the Muskegon County Wastewater Management System with a capacity allocation of 1 MGD and to approve the Interjurisdictional Agreement between Polkton Township and the Muskegon County Board of Public Works, and authorize the Board Chair to sign same.

Roll call:

Yes – Nash, Scolnik, Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Pego

No –

**Motion carried**

**BPW-21-013 Approve Admission of Ravenna Township into the Muskegon County Wastewater Management System**

Moved by Commissioner Lahring, seconded by Commissioner Wilkins, to approve the admission of Ravenna Township, with their request for specified excluded areas, into the Muskegon County Wastewater Management System with a capacity allocation of 0.2 MGD and to approve the Interjurisdictional Agreement between Ravenna Township and the Muskegon County Board of Public Works, and authorize the Board Chair to sign same.

Dave Johnson stated the same rate would be charged.

Roll call:

Yes – Hughes, Lahring, Moore, Nash, Scolnik, Wilkins, Cyr, Brown, Pego

No –

**Motion carried**

**BPW-21-014 Approve Directly Connected User Status for the Brightmark Energy Digester**

Moved by Commissioner Scolnik, seconded by Commissioner Lahring, to approve Directly Connected User status for the Brightmark Energy digester.

Roll call:

Yes – Moore, Nash, Scolnik, Wilkins, Cyr, Brown, Hughes, Lahring, Pego

No –

**Motion carried**

**BPW-21-015 Approve Directly Connected User Status for Swanson Pickle Company**

Moved by Commissioner Lahring, seconded by Water Resources Commissioner Moore to approve Directly Connected User status for Swanson Pickle Company.

Dave Johnson stated Swanson Pickle would pipe the brine to the Resource Recovery Center instead of trucking.

Roll call:

Yes – Scolnik, Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Nash, Pego

No –

**Motion carried**

**Informational Items:**

The following informational items were received and placed on file:

1. Public Works Monthly Operations Report, December 2020.
2. Wastewater Monthly Operating Report, December 2020.
3. Muskegon County Regional Water Policy Board Minutes, December 2020 (draft).
4. Muskegon Municipal Wastewater Management Committee Minutes, Dec. 2020 (draft)

**OLD BUSINESS**

**BPW-20-132 Authorize a 60 Day Payment Grace Period for Industrial Customers**

Dave Johnson stated this is the same motion tabled last month. Dave Johnson stated this was not meant to be charitable but to allow companies with a cumbersome payment process more time.

Moved by Commissioner Nash, seconded by Commissioner Lahring to remove item BPW-20-132 from the table.

Discussion ensued regarding companies be treated equally. Dave Johnson stated this would be offered to everyone with the same circumstances.

Commissioner Lahring asked if early pay discounts could be offered. Some Board members stated they were not in favor of this.

Commissioner Nash suggested amending the motion by removing “large corporate” and “corporate” from the motion.

**BPW-21-016** Moved by Commissioner Nash, seconded by Commissioner Lahring to amend motion BPW-20-132 by removing “large corporate” and “corporate”.

Beth Dick addressed the County’s Debt Collection Policy and stated changes may need to be made for Wastewater or Wastewater may need to have a separate policy.

Discussion ensued.

Commissioner Lahring called for the question.

Commission Nash read the motion to the Board with suggested changes.

Commissioner Hughes asked Dave Johnson if Management Contract allow for this change. Dave Johnson stated the Management Contract has a 15 day term and explained they currently offer 30 days with a 30 day grace period.

Commissioner Nash stated Wastewater staff would have the discretion to offer the additional time.

Water Resources Commissioner Moore seconded Commissioner Lahring's request to call for the question.

Roll call:

Yes – Wilkins, Cyr, Brown, Hughes, Lahring, Moore, Nash, Scolnik, Pego

No –

**Motion carried**

Discussion ensued.

Commissioner Nash, seconded by Commissioner Lahring called for the question.

Chair Pego read the motion as amended and asked for a roll call vote.

**BPW-20-132** To authorize the Wastewater Department to offer a 60-day turnaround for bill payment to industrial customers whose structure and protracted procedures prevent them from meeting the standard 30-day turnaround.

Roll call:

Yes – Scolnik, Wilkins, Cyr, Brown, Lahring, Moore, Nash, Pego

No – Hughes

**Motion carried**

Commissioner Hughes stated the original motion needs to be voted on. Discussion ensued. Chair Pego moved forward with agenda items.

### **NEW BUSINESS**

Water Resources Commissioner Moore informed the Board her deputy, Stephanie Barrett, has decided to leave her position. Water Resources Commissioner Moore thanked the Board for raising the pay for the deputy position. Water Resources Commissioner Moore stated this will help her obtain qualified applicants.

Water Resources Commissioner Moore stated a commissioner needs to be appointed to the Bear Lake Improvement Board. Commissioner Scolnik stated Commissioner Brown was appointed.

Chair Pego sends her condolences to Stephanie Barrett.

**PUBLIC COMMENT ON A NEW ITEM**

Tony Barnes questioned if procedures were followed regarding motion BPW-20-132. Tony Barnes spoke about the Coopersville landfill in Polkton Township and stated they applied for an EGLE permit to pump waste below the aquifer. Tony Barnes requested this be looked into. Tony Barnes asked if it would be possible to hook them up to the wastewater system by partnering with Fair Life.

Discussion ensued regarding motion BPW-20-132 and if procedures were followed.

Commissioner Nash withdrew his motions. Commissioner Lahring did not withdraw his support of the motions.

Administrator Eisenbarth stated he would confer with Corporate Counsel and report back to the Board.

Commissioner Nash agreed to leave his motions as is.

**ADJOURN**

There being no further business to come before the Board of Public Works the meeting was adjourned at 5:34 p.m.

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Malinda Pego, Chair