

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

**AGENDA**

**ORGANIZATIONAL MEETING**

**Michael E. Kobza Hall of Justice**

**990 Terrace Street**

**January 4, 2011 - 3:30 p.m**

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1. Call to Order - Nancy A. Waters, County Clerk
  2. Invocation - Reverend Christopher J. Murry, Greater Harvest Missionary Baptist Church
  3. Pledge of Allegiance
  4. Roll Call
  5. Public Comment (on an agenda item)
  6. Resolution Authorizing Adoption of the Rules of the Muskegon County Board of Commissioners for 2011
  7. Election of Chair
  8. Election of Vice Chair
  9. Adoption of 2011 Calendar
  10. Approval of Board Standing Committee Chair and Vice-Chair Appointments
  11. Adoption of the Administrative Settlement Authority
  12. Adoption of the Policy Granting the Administrator Limited Spending Authority
  13. Adoption of the County Board Contribution Policy
  14. Public Comment (on a new topic)
  15. Adjournment
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**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  
Hall of Justice, Fourth Floor  
990 Terrace Street  
Muskegon, MI 49442  
(231) 724-6520

At the Organizational Meeting of the Muskegon County Board of Commissioners, held in the City of Muskegon, County of Muskegon on January 4, 2011, at 3:30 p.m. in the Commission Chambers.

PRESENT:

ABSENT:

**RESOLUTION AUTHORIZING THE ADOPTION OF THE RULES  
OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2011**

The following preamble and resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

WHEREAS, the Muskegon County Board of Commissioners is organized and operates pursuant to provisions of state statute, specifically MCL 46.1, et seq., and;

WHEREAS, this Board, in order to conduct the business of the County of Muskegon in an orderly fashion, deems it appropriate to operate under an established set of rules, and;

WHEREAS, the current Board Rules for the Muskegon County Board of Commissioners require that Board Rules be adopted by Resolution at each annual Organizational Meeting.

NOW THEREFORE, BE IT RESOLVED that the Muskegon County Board of Commissioners does hereby adopt the Board Rules, initially approved by it on October 31, 2005, with the intent that those Rules, as amended, shall govern its operation during the calendar year 2011, and until the date of the Board's 2012 Organizational Meeting.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Nancy A. Waters, County Clerk

I hereby certify that the following constitutes a true and complete copy of a resolution adopted by the Muskegon County Board of Commissioners at a regular meeting held on January 4, 2011, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267 of the Public Acts of Michigan of 1967.

\_\_\_\_\_  
Nancy A. Waters, County Clerk

## 2011 Muskegon County Board of Commissioners Meeting Schedule

<u>Full Board</u>	<u>Community Development/ Strategic Planning Transportation</u>	<u>Courts &amp; Public Safety Human Resources</u>	<u>Public Works</u>	<u>Ways &amp; Means</u>
January 13 <sup>th</sup> January 25 <sup>th</sup>	January 20 <sup>th</sup>	January 11 <sup>th</sup>	January 13 <sup>th</sup>	January 6 <sup>th</sup> January 18 <sup>th</sup>
February 8 <sup>th</sup> February 22 <sup>nd</sup>	February 17 <sup>th</sup>	February 1 <sup>st</sup>	February 10 <sup>th</sup>	February 3 <sup>rd</sup> February 15 <sup>th</sup>
March 8 <sup>th</sup> March 22 <sup>nd</sup>	March 17 <sup>th</sup>	March 1 <sup>st</sup>	March 10 <sup>th</sup>	March 3 <sup>rd</sup> March 15 <sup>th</sup>
April 12 <sup>th</sup> April 26 <sup>th</sup>	April 21 <sup>st</sup>	April 5 <sup>th</sup>	April 14 <sup>th</sup>	April 7 <sup>th</sup> April 19 <sup>th</sup>
May 10 <sup>th</sup> May 24 <sup>th</sup>	May 19 <sup>th</sup>	May 3 <sup>rd</sup>	May 12 <sup>th</sup>	May 5 <sup>th</sup> May 17 <sup>th</sup>
June 14 <sup>th</sup> June 28 <sup>th</sup>	June 16 <sup>th</sup>	June 7 <sup>th</sup>	June 9 <sup>th</sup>	June 2 <sup>nd</sup> June 21 <sup>st</sup>
July 12 <sup>th</sup> July 26 <sup>th</sup>	July 21 <sup>st</sup>	July 5 <sup>th</sup>	July 14 <sup>th</sup>	July 7 <sup>th</sup> July 19 <sup>th</sup>
August 9 <sup>th</sup> August 23 <sup>rd</sup>	August 18 <sup>th</sup>	August 2 <sup>nd</sup>	August 11 <sup>th</sup>	August 4 <sup>th</sup> August 16 <sup>th</sup>
September 13 <sup>th</sup> September 27 <sup>th</sup>	September 15 <sup>th</sup>	September 6 <sup>th</sup>	September 8 <sup>th</sup>	September 1 <sup>st</sup> September 20 <sup>th</sup>
October 11 <sup>th</sup> October 25 <sup>th</sup>	October 20 <sup>th</sup>	October 4 <sup>th</sup>	October 13 <sup>th</sup>	October 6 <sup>th</sup> October 18 <sup>th</sup>
November 8 <sup>th</sup> November 17 <sup>th</sup>	November 17 <sup>th</sup>	November 1 <sup>st</sup>	November 10 <sup>th</sup>	November 3 <sup>rd</sup> November 15 <sup>th</sup>
December 8 <sup>th</sup> December 15 <sup>th</sup>	December 15 <sup>th</sup>	December 6 <sup>th</sup>	December 8 <sup>th</sup>	December 1 <sup>st</sup> December 13 <sup>th</sup>

**Draft (Pending final Board approval)**

**All meetings are held in the Board of Commissioners' Room on the 4<sup>th</sup> Floor of the Hall of Justice, 990 Terrace Street, Muskegon, MI, at 3:30 p.m.**

Special meetings & changes to this schedule will be posted 18 hours in advance at the Hall of Justice. For further information, call 724-6520.

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 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 the County Administrator, Hall of Justice, 990 Terrace Street, Muskegon, MI 49442, (231)724-6520.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATIVE SETTLEMENT AUTHORITY 2011

I. POLICY

A. Any claim brought against the County involving more than Ten Thousand (\$10,000.00) Dollars shall be presented to the County Board of Commissioners for their consideration, and settlement authorization.

B. Any claim brought against the County involving sums of less than Ten Thousand (\$10,000.00) may be settled by the Administrator consistent with the procedure listed below.

II. PROCEDURE

A. The Administrator, in considering the settlement of any claim within the authority provided above, will prepare a written summary for the Chairperson of the Muskegon County Board of Commissioners and the Chairperson of the Muskegon County Board of Commissioners' Ways & Means Committee for their approval.

B. If the Administrator's recommendation is approved by both the Board Chair and the Chairperson of Ways & Means, the Administrator will be authorized to enter into a settlement on behalf of the County.

C. If the recommendation is approved, the settlement will be reported to all of the members of the County Board of Commissioners within thirty calendar (30) days of the approval.

III. TERM

This authority shall remain in effect until the Organizational Meeting of 2012, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2011

I. POLICY

It is the policy of the County of Muskegon to establish a uniform spending authority standard across the organization. In pursuit of that policy, the Administrator is delegated spending authority in matters of County business in accordance with the procedure listed below.

II. PROCEDURE

A. The County Administrator, through this Policy, is granted the authority to expend sums up to One Thousand (\$1,000.00) Dollars.

B. The County Administrator, prior to engaging in spending under this policy, in amounts in excess of One Thousand (\$1,000.00) Dollars, but no more than Ten Thousand (\$10,000.00) Dollars, will consult with and fully apprise the County Board Chair of the purpose of the proposed expenditure.

C. If the proposed expenditure is approved by the County Board Chair, the Administrator is authorized to engage in said spending, but is required to report the expenditure to all of the members of the Muskegon County Board of Commissioners, within thirty calendar (30) days of the expenditure.

III. TERM

This policy shall remain in effect until the Muskegon County Board of Commissioners Organizational Meeting of 2012, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

MUSKEGON COUNTY BOARD OF COMMISSIONERS

COUNTY BOARD CONTRIBUTION POLICY

POLICY NO. 2011-\_\_\_\_\_

APPROVAL DATE: JANUARY 4, 2011

I. POLICY

It is the general policy of the County Board of Commissioners that Muskegon County will not provide funds for community events, as funds collected by the County are taxpayer funds intended for County governmental purposes only. While there are many worthy causes to which County funds could be allocated, the County Board of Commissioners will only appropriate funds for purposes that are authorized by Michigan statute. This policy is intended to define the permitted purposes and procedures required for the County to allocate funds to any community public purpose. If a request for County funds does not adhere to this policy, the County Board of Commissioners will not appropriate funds for that request.

All recipients of funds will be required to submit an application and execute a contract with the County of Muskegon. Recipient shall also be required to report to the County Board of Commissioners regarding its activities and the degree to which the recipient has met the stated public purpose of the funding. The report may be either presented at a Board meeting or in writing, at the Board's discretion.

Any organization requesting and receiving funds shall provide to the County Board an accounting of the use of any funds received under this policy. The timing of this accounting shall be specified in the resolution authorizing the appropriation.

Generally, funds will only be approved for statutorily authorized purposes, which include, but are not limited to:

- A. Economic Development
- B. Promotion of Tourism
- C. Contributions Specifically Authorized by Statute

## II. ECONOMIC DEVELOPMENT

### A. Economic Development Grants From Federal or State Governments

1. The County may grant or loan funds derived from a federal or state grant or the proceeds of such a grant, that have been received by the County for the purposes of economic development, to a city, village, township, corporation or other business association or private person, unless the grant or loan is prohibited by the terms of the state or federal grant. These funds may only be appropriated for the purpose of encouraging and assisting businesses to locate and expand within the county.
2. These funds may only be derived from a grant, not from the County general fund.
3. A grant under this section may only be made after a public hearing of the County Board. The public shall be given the opportunity for comment on a grant at the public hearing.

### B. Economic Development Grants From the County

1. The County may provide grants or loans to a city, village or township within Muskegon County for the purpose of encouraging and assisting businesses to locate and expand within the County.
2. A grant under this section may not be derived from ad valorem taxes unless it is from ad valorem taxes approved by a vote of the people for economic development.
3. Any other grant by the County Board for economic development shall designate the fund from which the grant or loan is derived.
4. A grant may be made by the County Board only after a public hearing, with the opportunity for public comment.
5. An applicant for a grant or a loan shall be required to complete an application on a form approved by the Board. The application shall be reviewed at the public hearing.

### III . TOURISM

- A. The County Board may appropriate funds from the accommodations tax for the purpose of promotion and encouragement of tourist and convention business in the County. No ad valorem tax revenues may be used for this purpose.
- B. Funds derived from the accommodations tax may only be used for the promotion and encouragement of tourist and convention business in the County including but not limited to, advertising and marketing.
- C. Any request for funds under this section shall require an application in a form approved by the County Board.
- D. Approval of an application under this section shall be at a public hearing, with opportunity for public comment.

### IV. SPECIFIED STATUTORY AUTHORIZATION

In some cases, there are specific statutes which authorize the expenditure of general fund revenue on community events. If an organization is relying on a specific statute in connection with its request, the specific statute should be identified as part of its request.

#### A. Statutory Grant or Loan

- 1. The County may provide a grant or loan when specifically authorized by statute.
- 2. An organization seeking a grant or loan under this subsection must identify the authorizing statute.
- 3. Any request for funds under this section shall require an application in a form approved by the County Board.
- 4. Approval of an application under this section shall be at a public hearing, with opportunity for public comment.



V. PROCEDURE

In order for any organization or local unit to receive funds from the County of Muskegon, they must comply with the procedure shown below.

- A. All requests for contributions, grants or loans from the County of Muskegon, must be submitted on an application form provided by the County at least forty-five (45) days prior to the date the funds will be needed, in order to allow for staff review and a public hearing.
- B. After the application is reviewed and if it is recommended by staff, a public hearing will be scheduled at a meeting of the Muskegon County Ways and Means Committee.

VI. TERM

This Policy shall expire on odd numbered years on the same date as the Muskegon County Board of Commissioners' annual Organizational Meeting.

CERTIFICATION:

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adopt the foregoing policy at the Organizational Meeting of the Muskegon County Board of Commissioners held January 4, 2011 at 3:30 PM.

AYES:

NAYS:

I, Nancy A. Waters, Clerk of Muskegon County, State of Michigan, do hereby certify that the above is a true and correct copy of a policy adopted by the Muskegon County Board of Commissioners at the January 4, 2011, Organizational Meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this \_\_\_\_\_ day of January 2011.

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Nancy A. Waters, County Clerk