

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

ORGANIZATIONAL MEETING

Michael E. Kobza Hall of Justice

990 Terrace Street

January 4, 2012 - 3:30 p.m

1. Call to Order - Nancy A. Waters, County Clerk
 2. Invocation - Pastor Paul Burmeister - Fifth Reformed 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 2012
 7. Election of Chair
 8. Election of Vice Chair
 9. Adoption of 2012 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. Public Comment (on a new topic)
 14. 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, 2012, at 3:30 p.m., in the Commissioner Chambers:

PRESENT:

ABSENT:

RESOLUTION AUTHORIZING THE ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2012

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 2012, and until the date of the Board's 2013 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, 2012, 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. Wates, County Cerk

2012 Muskegon County Board of Commissioners Meeting Schedule

Community Development/Strategic Planning
Courts & Public Safety
Human Resources



<u>Full Board</u>	<u>Transportation</u>	<u>Resources</u>	<u>Public Works</u>	<u>Ways & Means</u>
January 12 th January 24 th	January 19 th	January 10 th	January 12 th	January 5 th January 17 th
February 14 th February 28 th	February 16 th	February 7 th	February 9 th	February 2 nd February 21 st
March 13 th March 22 nd	March 15 th	March 6 th	March 8 th	March 1 st March 20 th
April 10 th April 24 th	April 19 th	April 3 rd	April 12 th	April 5 th April 17 th
May 8 th May 22 nd	May 17 th	May 1 st	May 10 th	May 3 rd May 15 th
June 12 th June 26 th	June 21 st	June 5 th	June 14 th	June 7 th June 19 th
July 17 th July 31 st	July 26 th	July 10 th	July 19 th	July 12 th July 24 th
August 14 th August 21 st	August 16 th	August 7 th	August 9 th	August 2 nd August 21 st
September 11 th September 25 th	September 20 th	September 4 th	September 13 th	September 6 th September 20 th
October 16 th October 30 th	October 18 th	October 9 th	October 11 th	October 4 th October 23 rd
November 8 th November 27 th	November 15 th	November 6 th	November 8 th	November 1 st November 27 th
December 11 th December 20 th	December 13 th	December 4 th	December 13 th	December 6 th December 18 th

Special meetings & changes to this schedule will be posted 18 hours in advance at the Hall of Justice and also posted on Twitter. For further info, 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.

MUSKEGON COUNTY BOARD OF COMMISSIONERS

ADMINISTRATIVE SETTLEMENT AUTHORITY

POLICY NO. 2012-08

APPROVAL DATE: JANUARY 4, 2012

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 2013, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

CERTIFICATION:

Motion by _____, second by _____, to adopt the foregoing policy at the organizational meeting of the Muskegon County Board of Commissioners held January 4, 2012 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, 2012, regular meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this ____ day of _____.

Nancy A. Waters, County Clerk

MUSKEGON COUNTY BOARD OF COMMISSIONERS

ADMINISTRATOR'S SPENDING AUTHORITY

POLICY NO. 2012-09

APPROVAL DATE: JANUARY 4, 2012

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 procedures 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 2013, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

CERTIFICATION:

Motion by _____, second by _____, to adopt the foregoing policy at the organizational meeting of the Muskegon County Board of Commissioners held January 4, 2012 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, 2012, regular meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this _____ day of _____.

Nancy A. Waters, County Clerk