

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

AGENDA

**ORGANIZATIONAL MEETING**  
**Michael E. Kobza Hall of Justice**  
**990 Terrace Street**  
**January 3, 2013 - 3:30 p.m**

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1. Call to Order - Nancy A. Waters, County Clerk
2. Invocation - Pastor Donald Wood – Fruitport Congregational United Church of Christ
3. Pledge of Allegiance (Lead by Hannah, Ben & Cory Cross; Children of Commissioner Ben and Jennifer Cross)
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 2013
7. Election of Chair
8. Swearing in of Board of Commission Chair (Oath of Office)
9. Election of Vice Chair
10. Swearing in of Board of Commission Vice-Chair (Oath of Office)
11. Adoption of 2013 Calendar
12. Approval of Board Standing Committee Chair and Vice-Chair Appointments

**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.

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13. Adoption of the Administrative Settlement Authority
14. Adoption of the Administrator's Spending Authority
15. Adoption of the County Board Contribution Policy
16. Public Comment (on a new topic)
17. 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 3, 2013, 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 2013**

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 2013, and until the date of the Board's 2013 Organizational Meeting.

YES:

NO:

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 3, 2013, 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

## 2013 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

<u>Full Board</u>	<u>Community Development/ Strategic Planning &amp; Transportation</u>	<u>Courts/Public Safety &amp; Human Resources</u>	<u>Public Works</u>	<u>Ways &amp; Means</u>
January 15 <sup>th</sup> January 29 <sup>th</sup>	January 17 <sup>th</sup>	January 8 <sup>th</sup>	January 10 <sup>th</sup>	January 8 <sup>th</sup> January 22 <sup>nd</sup>
February 12 <sup>th</sup> February 26 <sup>th</sup>	February 21 <sup>st</sup>	February 5 <sup>th</sup>	February 14 <sup>th</sup>	February 7 <sup>th</sup> February 19 <sup>th</sup>
March 12 <sup>th</sup> March 26 <sup>th</sup>	March 21 <sup>st</sup>	March 5 <sup>th</sup>	March 14 <sup>th</sup>	March 7 <sup>th</sup> March 21 <sup>st</sup>
April 9 <sup>th</sup> April 23 <sup>rd</sup>	April 18 <sup>th</sup>	April 2 <sup>nd</sup>	April 11 <sup>th</sup>	April 4 <sup>th</sup> April 16 <sup>th</sup>
May 14 <sup>th</sup> May 23 <sup>rd</sup>	May 16 <sup>th</sup>	May 7 <sup>th</sup>	May 9 <sup>th</sup>	May 2 <sup>nd</sup> May 21 <sup>st</sup>
June 11 <sup>th</sup> June 25 <sup>th</sup>	June 20 <sup>th</sup>	June 4 <sup>th</sup>	June 13 <sup>th</sup>	June 6 <sup>th</sup> June 18 <sup>th</sup>
July 16 <sup>th</sup> July 30 <sup>th</sup>	July 25 <sup>th</sup>	July 9 <sup>th</sup>	July 18 <sup>th</sup>	July 11 <sup>th</sup> July 23 <sup>rd</sup>
August 13 <sup>th</sup> August 27 <sup>th</sup>	August 15 <sup>th</sup>	August 6 <sup>th</sup>	August 8 <sup>th</sup>	August 1 <sup>st</sup> August 20 <sup>th</sup>
September 10 <sup>th</sup> September 24 <sup>th</sup>	September 19 <sup>th</sup>	September 3 <sup>rd</sup>	September 12 <sup>th</sup>	September 5 <sup>th</sup> September 19 <sup>th</sup>
October 8 <sup>th</sup> October 22 <sup>nd</sup>	October 17 <sup>th</sup>	October 1 <sup>st</sup>	October 10 <sup>th</sup>	October 3 <sup>rd</sup> October 15 <sup>th</sup>
November 12 <sup>th</sup> November 26 <sup>th</sup>	November 21 <sup>st</sup>	November 5 <sup>th</sup>	November 14 <sup>th</sup>	November 7 <sup>th</sup> November 19 <sup>th</sup>
December 10 <sup>th</sup> December 19 <sup>th</sup>	December 19 <sup>th</sup>	December 3 <sup>rd</sup>	December 12 <sup>th</sup>	December 5 <sup>th</sup> December 17 <sup>th</sup>

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

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 by writing or calling the County Administrator, 990 Terrace Street, Muskegon, MI 49442: 231.724.6520

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATIVE SETTLEMENT AUTHORITY 2013 -

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 2014, 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 3, 2013, at 3:30 PM.

Yes:

No:

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 3, 2013, organizational meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this \_\_ day of January 2013.

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Nancy A. Waters, County Clerk

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2013 -

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 2014, 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 3, 2013 at 3:30 PM.

Yes:

No:

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Nancy A. Waters, County Clerk



MUSKEGON COUNTY BOARD OF COMMISSIONERS

COUNTY BOARD CONTRIBUTION POLICY

POLICY NO. 2013-

I. POLICY

It is the general policy of the County Board of Commissioners that Muskegon County will not provide funds for community events, as money collected by the County is taxpayer money intended for County governmental purposes only. While there are many worthy causes to which County money 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 any 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 granted by the County Board 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 requires following the Muskegon County Convention and Visitors Bureau Tourism Event Marketing Program.

#### 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 the date of the Muskegon County Board of Commissioners' Organizational Meeting held on odd numbered years.

CERTIFICATION:

Motion by , second by , to adopt the foregoing policy at the organizational meeting of the Muskegon County Board of Commissioners held January 3, 2013 at 3:30 PM.

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 3, 2012 organizational meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this day of \_\_\_\_\_.

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Nancy A. Waters, County Clerk