

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

ORGANIZATIONAL MEETING
Michael E. Kobza Hall of Justice
990 Terrace Street
January 3, 2014 - 4:00 p.m

1. Call to Order - Nancy A. Waters, County Clerk
2. Invocation
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 2014
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 2014 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.

13. Adoption of the Administrative Settlement Authority
14. Adoption of the Administrator's Spending Authority
15. Public Comment
16. 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
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, 2014, at 4:00 p.m. in the Commission Chambers.

PRESENT:

ABSENT:

**RESOLUTION AUTHORIZING THE ADOPTION OF THE RULES
OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2014**

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 2014, and until the date of the Board's 2015 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 3, 2014, 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

2014 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

DRAFT
Pending Board Approval on
January 3rd

DRAFT
Pending Board Approval on
January 3rd

Full Board
January 14th
January 28th

February 11th
February 25th

March 11th
March 20th

April 8th
April 22nd

May 13th
May 22nd

June 10th
June 24th

July 15th
July 29th

August 12th
August 26th

September 9th
September 30th

October 14th
October 28th

November 6th
November 20th

December 9th
December 18th

Community Development/ Strategic Planning & Transportation
January 23rd

February 20th

March 20th

April 17th

May 15th

June 19th

July 24th

August 21st

September 25th

October 16th

November 20th

December 18th

Courts/Public Safety & Human Services
January 7th

February 4th

March 4th

April 1st

May 6th

June 3rd

July 8th

August 5th

September 2nd

October 7th

November 4th

December 2nd

Public Works
January 16th

February 13th

March 13th

April 10th

May 8th

June 12th

July 17th

August 14th

September 11th

October 9th

November 13th

December 11th

Ways & Means
January 9th
January 21st

February 6th
February 18th

March 6th
March 18th

April 3rd
April 15th

May 1st
May 20th

June 5th
June 17th

July 10th
July 22nd

August 7th
August 19th

September 4th
September 23rd

October 2nd
October 21st

November 6th
November 18th

December 4th
December 16th

All meetings are held in the Board of Commissioners' Room on the 4th Floor of the Hall of Justice, 990 Terrace, Muskegon at 4:00 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 2014 -

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 2015, 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, 2014, at 4:00 p.m.

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, 2014, organizational meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this _____ day of January, 2014.

Nancy A. Waters, County Clerk
Muskegon County

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2014

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 2015, 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, 2014, at 4:00 p.m.

Yes:

No:

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Nancy A. Waters, County Clerk
Muskegon County