

***Muskegon County***  
***Board of Commissioners***  
*Hall of Justice, 990 Terrace, 4<sup>th</sup> Floor*  
*Muskegon, MI 49442*

*Benjamin E. Cross*  
*James Derezinski*  
*Marvin Engle*  
*Susie Hughes*  
*Kenneth Mahoney*

*Charles Nash*  
*Terry Sabo*  
*Robert Scolnik*  
*Rillastine R. Wilkins*

*Board Minutes may be found on the web at <http://co.muskegon.mi.us/clerk>*

**Organizational Meeting**

**January 3, 2013**  
**3:30 P.M.**

**County Clerk Nancy A. Waters, Presiding**

The Organizational Meeting of the Board of Commissioners was called to order by County Clerk Nancy A, Waters. The invocation was given by Pastor Donald Wood of Fruitport Congregational United Church of Christ. The Pledge of Allegiance was recited in unison led by Hannah, Ben, and Cory Cross, children of Commissioner Ben and Jennifer Cross.

**Roll Call**

Present: Benjamin Cross, James Derezinski, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry Sabo, Robert Scolnik, Rillastine Wilkins

Absent: None

Also Present: County Clerk Nancy A. Waters,  
 Chief Deputy County Clerk Marcia L. Wilkes,  
 Secretary to the County Clerk Jeanne Pezet,  
 Corporate Counsel Theodore N. Williams, Jr.

**PUBLIC COMMENT ON AN AGENDA ITEM**

There was no public comment on an agenda item.

2013-1      **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2013**

Moved by Engle, seconded by Wilkins, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2013. (See attached)

Voice vote.

**Motion Carried**

Note: Board Rules located at <http://co.muskegon.mi.us/boardofcommissioners/boardrules.pdf>

The County Clerk, Nancy A. Waters, opened the floor for Nominations for Chairman of the Muskegon County Board of Commissioners.

Moved by Commissioner Cross, seconded by Commissioner Derezinski, to nominate Commissioner Mahoney for Chairman to the Muskegon County Board of Commissioners.

There being no other nominations for Chairman, nominations were closed.

County Clerk Waters asked Commissioner Mahoney if he would accept the position of Chairman should he be elected. Commissioner Mahoney stated he would accept the position of Board Chair if elected.

2013-2      **APPOINT COMMISSIONER MAHONEY AS CHAIR BY UNANIMOUS BALLOT**

Moved by Nash, seconded by Cross, to appoint Commissioner Mahoney as Chair by unanimous ballot.

Voice vote.

**Motion Carried**

County Clerk Waters issued the Oath of Office to Commissioner Mahoney and congratulated him as Chairman to the Muskegon County Board of Commissioners as she passed the gavel for the new Chairman to continue the meeting.

**Chairman Mahoney presiding.**

Chairman Mahoney opened the floor for Nominations for Vice Chairman to the Muskegon County Board of Commissioners.

Moved by Commissioner Derezinski, seconded by Commissioner Hughes, to nominate Commissioner Wilkins as Vice Chair to the Muskegon County Board of Commissioners.

There being no other nominations, nominations for Vice Chairman were declared closed.

Chairman Mahoney asked Commissioner Wilkins if she would accept the position of Chairman should she be elected. Commissioner Wilkins stated she would accept the position of Vice Chair to the Muskegon County Board of Commissioners if elected.

2013-3      **CAST A UNANIMOUS BALLOT FOR COMMISSIONER WILKINS AS VICE CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Engle, seconded by Hughes, to cast a unanimous ballot for Commissioner Wilkins as Vice Chair to the Muskegon County Board of Commissioners.

Voice vote.

**Motion Carried**

County Clerk Waters issued the Oath of Office to Commissioner Wilkins and congratulated her as the new Vice Chairperson to the Muskegon County Board of Commissioners.

2013-4      **ADOPTION OF THE 2013 CALENDAR**

Moved by Engle, seconded by Sabo, to adopt the 2013 Board of Commissioners Meeting Schedule.

2013-5      **AMEND THE MOTION TO REVISE THE CALENDAR TO START BOARD MEETINGS AT 4:00 P.M.**

Moved by Cross, seconded by Hughes, to amend the motion to revise the calendar to start Board meetings at 4:00 p.m.

2013-6      **POSTPONE THE AMENDMENT OF MEETING STARTING TIMES PENDING STAFF REVIEW TO BE RECONSIDERED AT THE NEXT FULL BOARD MEETING**

Moved by Wilkins, seconded by Engle, to postpone the amendment of meeting starting times pending staff review to be reconsidered at the next Full Board meeting.

Voice vote. **Motion Carried**

Voice vote on motion 2013-4 **Motion Carried**

Note: 2013 Calendar located at [www.co.muskegon.mi.us/boardofcommissioners/meetings.pdf](http://www.co.muskegon.mi.us/boardofcommissioners/meetings.pdf)

2013-7      **APPROVAL OF BOARD STANDING COMMITTEE CHAIR AND VICE-CHAIR APPOINTMENTS**

Moved by Engle, seconded by Nash, to approve the Board Standing Committee Chair and Vice-Chair appointments as recommended by Chairman Mahoney.

Ways & Means Committee  
Chair - James Derezinski  
Vice Chair - Charles Nash

Transportation Committee  
Chair - Rillastine R. Wilkins  
Vice Chair - Terry Sabo

Courts and Public Safety Committee  
Chair - Benjamin E. Cross  
Vice Chair - Susie Hughes

Human Resources Committee

Chair - Charles Nash  
Vice Chair - Rillastine R. Wilkins

Community Development and Strategic Planning Committee

Chair - Robert Scolnik  
Vice Chair - Benjamin E. Cross

Public Works Committee (Comprised of the Drain Commissioner and all County Commissioners excluding the Chair.)

Drain Commissioner David Fisher  
Benjamin E. Cross  
James Derezinski  
Marvin Engle  
Susie Hughes

Charles Nash  
Terry Sabo  
Robert Scolnik  
Rillastine R. Wilkins

Voice vote.

**Motion Carried**

Note: Standing Committee Chair and Vice Chair information will be updated on the website at: [www.co.muskegon.mi.us/boardofcommissioners/committees.htm](http://www.co.muskegon.mi.us/boardofcommissioners/committees.htm)

Chairman Mahoney stated he had a recommendation on his own to appoint two people from the users group as ex-officio members of the Board of Public Works, they will be non-voting members and they will participate in the discussions at that level, this is primarily in response to some concerns of the users group.

2013-8 **APPROVE APPOINTMENT OF TWO (2) EX-OFFICIO, NON-VOTING MEMBERS TO THE BOARD OF PUBLIC WORKS FROM THE USERS GROUP FOR A TERM OF ONE YEAR**

The Chairman recommends, moved by Derezinski, seconded by Cross, to approve appointment of two (2) ex-officio, non-voting members to the Board of Public Works from the users group for a term of one year.

Voice vote.

**Motion Carried**

2013-9 **ADOPTION OF THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

Moved by Derezinski, seconded by Wilkins, to adopt the Administrative Settlement Authority. (See attached)

Roll Call

Yes: Ben Cross, James Derezinski, Marvin Engle, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry Sabo, Bob Scolnik, Rillastine Wilkins

No: None

**Motion Carried**

2013-10 **ADOPTION OF THE POLICY GRANTING THE ADMINISTRATOR LIMITED SPENDING AUTHORITY**

Moved by Cross, seconded by Engle, to adopt the policy granting the Administrator limited spending authority. (See attached)

Discussion ensued regarding the need for Commissioners to know what spending the Administrator is approving and it was noted that communication will be vital.

Roll Call

Yes: Ben Cross, James Derezinski, Marvin Engle, Susie Hughes, Kenneth Mahoney, Bob Scolnik, Rillastine Wilkins

No: Charles Nash, Terry Sabo

**Motion Carried**

2013-11 **ADOPTION OF THE COUNTY BOARD CONTRIBUTION POLICY**

Moved by Hughes, seconded by Engle, to adopt the County Board Contribution Policy.

Voice vote.

**Motion Carried**

To be updated online at:

[http://www.co.muskegon.mi.us/boardofcommissioners/policies/contributions\\_policy.pdf](http://www.co.muskegon.mi.us/boardofcommissioners/policies/contributions_policy.pdf)

**PUBLIC COMMENT (ON A NEW TOPIC)**

There was no public comment on a new topic.

**ADJOURN**

2013-12 **MOVED BY CROSS, SECONDED BY SABO, TO ADJOURN.**

Voice vote.

**Motion Carried**

Meeting adjourned at 3:55 p.m.

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Nancy A. Waters, County Clerk

NAW/jmp

***Approved at the Full Board Meeting on Tuesday, January 29, 2013***

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

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.

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.