

**Muskegon County
Board of Commissioners**
*Hall of Justice, 990 Terrace, 4th 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

Friday, January 3, 2014

4:00 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 Commissioner Wilkins. The Pledge of Allegiance was led by Commissioner Derezinski. The County Clerk announced that Commissioner Derezinski did not plan to run for re-election and that his term will expire on December 31, 2014.

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: Chief Deputy County Clerk, Marcia L. Wilkes,
Secretary to the County Clerk, Jeanne Pezet,
Corporate Counsel, Doug Hughes

PUBLIC COMMENT

There was no public comment.

2014-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE
MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2014**

Moved by Commissioner Cross, seconded by Commissioner Sabo, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2014.

Roll Call:

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

No: None.

Motion Carried

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

County Clerk, Nancy A. Waters, opened the floor for Nomination for Chair of the Muskegon County Board of Commissioners.

2014-2 **NOMINATE COMMISSIONER MAHONEY AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

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

There being no other nomination for Chair, nominations were closed.

2014-3 **ELECT COMMISSIONER MAHONEY AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS BY UNANIMOUS VOTE**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to elect Commissioner Mahoney as Chair to the Muskegon County Board of Commissioners by unanimous vote.

Voice vote.

Motion Carried

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

Chair Mahoney presiding.

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

2014-4 **NOMINATE COMMISSIONER WILKINS AS VICE-CHAIR 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-Chair were declared closed.

2014-5 **CLOSE NOMINATIONS AND ELECT COMMISSIONER WILKINS AS VICE-CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Derezinski, seconded by Commissioner Nash, to close nominations and to elect Commissioner Wilkins as Vice-Chair to the Muskegon County Board of Commissioners by unanimous vote.

Voice vote.

Motion Carried

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

2014-6 **ADOPT THE 2014 CALENDAR FOR THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Engle, seconded by Commissioner Nash, to adopt the 2014 Calendar for the Muskegon County Board of Commissioners.

Voice vote. **Motion Carried**

2014-7 **APPROVE THE BOARD STANDING COMMITTEE CHAIR AND VICE-CHAIR APPOINTMENTS**

Moved by Commissioner Engle, seconded by Commissioner Nash, to approve the Board Standing Committee Chair and Vice-Chair appointments.

Voice vote. **Motion Carried**

2014-8 **ADOPT THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

Moved by Commissioner Wilkins, seconded by Commissioner Nash, to adopt the Administrative Settlement Authority.

Commissioner Sabo inquired, regarding the Settlement Authority and the Spending Authority, how often this has happened. Chairman Mahoney noted it is rare but he will request an update from Heath Kaplan, Finance and Management Services Director.

Roll Call:

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

No: None. **Motion Carried**

2014-9 **ADOPT THE ADMINISTRATOR'S SPENDING AUTHORITY**

Moved by Commissioner Cross, seconded by Commissioner Derezinski, to adopt the Administrator's Spending Authority.

Commissioner Hughes inquired as to why the amount for this differs from the Purchasing Policy. Commissioner Derezinski asked if this amount is adequate.

Roll Call:

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

No: None. **Motion Carried**

PUBLIC COMMENT

There was no public comment.

Chairman Mahoney recognized audience member and Egelston Township Supervisor, John Holter.

Chairman Mahoney reminded Commissioners that the close of books for Campaign Finance was December 31, 2013 and that reports must be filed by January 31, 2014.

2014-8 **MOVED BY COMMISSIONER CROSS, SECONDED BY COMMISSIONER HUGHES, TO ADJOURN**

Voice vote.

Motion Carried

Meeting adjourned at 4:16 p.m.

Nancy A. Waters, County Clerk

NAW/jmp

Approved at the Full Board Meeting on Tuesday, January 14, 2014

2014 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

<u>Full Board</u>	<u>Community Development/ Strategic Planning & Transportation</u>	<u>Courts/Public Safety & Human Services</u>	<u>Public Works</u>	<u>Ways & Means</u>
January 14 th January 28 th	January 23 rd	January 7 th	January 16 th	January 9 th January 21 st
February 11 th February 25 th	February 20 th	February 4 th	February 13 th	February 6 th February 18 th
March 11 th March 20 th	March 20 th	March 4 th	March 13 th	March 6 th March 18 th
April 8 th April 22 nd	April 17 th	April 1 st	April 10 th	April 3 rd April 15 th
May 13 th May 22 nd	May 15 th	May 6 th	May 8 th	May 1 st May 20 th
June 10 th June 24 th	June 19 th	June 3 rd	June 12 th	June 5 th June 17 th
July 15 th July 29 th	July 24 th	July 8 th	July 17 th	July 10 th July 22 nd
August 12 th August 26 th	August 21 st	August 5 th	August 14 th	August 7 th August 19 th
September 9 th September 30 th	September 25 th	September 2 nd	September 11 th	September 4 th September 23 rd
October 14 th October 28 th	October 16 th	October 7 th	October 9 th	October 2 nd October 21 st
November 6 th November 20 th	November 20 th	November 4 th	November 13 th	November 6 th November 18 th
December 9 th December 18 th	December 18 th	December 2 nd	December 11 th	December 4 th December 16 th

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 - 08

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 Commissioner Wilkins, second by Commissioner Nash, 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.

Roll Call:

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

No: None.

Motion Carried

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 9th day of January, 2014.

Nancy A. Waters, County Clerk
Muskegon County

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2014 - 09

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 Commissioner Cross, second by Commissioner Derezinski, 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.

Roll Call:

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

No: None.

Motion Carried

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 6th day of January, 2014.

Nancy A. Waters, County Clerk
Muskegon County