

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

*Lewis Collins*  
*Benjamin E. Cross*  
*James Derezinski*  
*Marvin Engle*  
*Alan Jager*  
*Anthony Longmire*

*Kenneth Mahoney*  
*Scott Plummer*  
*Robert Scolnik*  
*I. John Snider, II*  
*Rillastine R. Wilkins*

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

**Organizational Meeting**

**January 4, 2012**  
**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 Paul Burmeister. Pastor Paul is a naval chaplain, as well as the Pastor of Fifth Reformed Church on River Road. The Pledge of Allegiance was recited in unison.

**Roll Call**

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

Absent: None

Also Present: County Administrator Bonnie B. Hammersley,  
 County Clerk Nancy A. Waters,  
 Chief Deputy County Clerk Marcia L. Wilkes,  
 Corporate Counsel Theodore N. Williams, Jr.

**PUBLIC COMMENT ON AN AGENDA ITEM**

None

2012-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2012**

Moved by Engle, seconded by Mahoney, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2012.

Discussion followed.

2012-2 **AMEND RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2012 PRIOR TO ADOPTION**

Moved by Commissioner Jager, seconded by Commissioner Wilkins, that the rules regarding the committee agendas be amended to state that the agendas would be prepared and placed on the website seven (7) days prior to the meeting and e-mailed or mailed.

Discussion followed.

2012-3 **TABLE AMENDMENT OF RULES OF MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Snider and seconded by Commissioner Engle to table the amendment.

**Roll Call** (on tabling amendment)

Ayes: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider,

Nays: Alan Jager, Rillastine Wilkins

**Motion Carried**

Madam Chairman called for the vote on the original motion:

2012-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2012**

Moved by Engle, seconded by Mahoney, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2012.

**Roll Call**

Ayes: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

Nays: None

**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.

Commissioner Derezinski nominated Commissioner Snider for Chairman. Commissioner Derezinski requested time to explain his nomination.

Commissioner Plummer nominated Commissioner Mahoney for Chairman.

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

Commissioner Derezinski explained his nomination.

Commissioner Snider requested secret ballots.

Ballots were distributed and collected in a ballot box by Mary Villanueva, EEO Officer, who then read the votes aloud with there being seven (7) votes for Commissioner Mahoney and four (4) votes for Commissioner Snider.

County Clerk Nancy A. Waters congratulated Chairman Mahoney and passed the gavel.

**Chairman Mahoney presiding.**

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

Commissioner Plummer nominated Commissioner Snider.

Commissioner Derezinski nominated Commissioner Wilkins.

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

Commissioner Wilkins requested her name be withdrawn from nomination.

2012-4 **MOVED BY ENGLE, SECONDED BY PLUMMER, THAT COMMISSIONER I. JOHN SNIDER BE ELECTED VICE CHAIRMAN BY UNANIMOUS VOTE.**

**Roll Call**

Ayes: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Chairman Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

Nays: None

**Motion Carried**

2012-5 **ADOPTION OF THE 2012 CALENDAR**

Moved by Engle, seconded by Collins, to adopt the 2012 Board of Commissioners Meeting Schedule.

**Voice vote.**

**Motion Carried**

Note: 2012 Calendar located at [www.co.muskegon.mi.us/boardofcommissioners/meetings.pdf](http://www.co.muskegon.mi.us/boardofcommissioners/meetings.pdf)

2012-6 **APPROVAL OF BOARD STANDING COMMITTEE CHAIR AND VICE-CHAIR APPOINTMENTS**

Moved by Derezinski, seconded by Longmire, to approve the Board Standing Committee Chair and Vice-Chair appointments.

**Voice vote.**

**Motion Carried**

Note: Standing Committee Chair and Vice Chair information is located at:  
[www.co.muskegon.mi.us/boardofcommissioners/committees.htm](http://www.co.muskegon.mi.us/boardofcommissioners/committees.htm)

2012-7 **ADOPTION OF THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

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

**Roll Call**

Ayes: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Chairman Kenneth Mahoney, Scott Plummer, Robert Scolnik, Vice Chairman I. John Snider, Rillastine Wilkins

Nays: None

**Motion Carried**

2012-8 **ADOPTION OF THE POLICY GRANTING THE ADMINISTRATOR LIMITED SPENDING AUTHORITY**

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

**Roll Call**

Ayes: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Chairman Kenneth Mahoney, Scott Plummer, Robert Scolnik, Vice Chairman I. John Snider, Rillastine Wilkins

Nays: None

**Motion Carried**

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

None

Chairman Mahoney acknowledged the following people who were in the audience: Deb Ackerman, Egelston Township Treasurer; Dave Kieft, Muskegon Charter Township Supervisor, Mike Thompson, Egelston Township Supervisor; Donald E. Studaven, Blue Lake Township Supervisor; Sean Mullally, Muskegon Community College Trustee; and Tony Moulatsiotis, County Treasurer.

**ADJOURN**

2012-9      **MOVED BY COLLINS, SECONDED BY ENGLE, TO ADJOURN.**

**Voice vote.**

**Motion Carried**

Meeting adjourned at 3:56 p.m.

NAW:mlw

  
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Nancy A. Waters, County Clerk

***Approved at the Full Board Meeting on Thursday, January 12, 2012***

**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.

Policy #2012-08  
Administrative Settlement Authority  
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**CERTIFICATION:**

Motion by Snider, second by Wilkins, 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: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

Nays: None

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 5<sup>th</sup> day of January 2012.

  
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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.



**Muskegon County Board of Commissioner  
Organizational Meeting**

**January 4, 2012  
3:30 p.m.**

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Policy #2012-09  
Administrator's Spending Authority  
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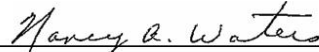
**CERTIFICATION:**

Motion by Plummer, second by Wilkins, 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: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, I. John Snider, Rillastine Wilkins

Nays: None

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 5<sup>th</sup> day of January 2012.

  
\_\_\_\_\_  
Nancy A. Waters, County Clerk