

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

*Benjamin E. Cross
Marvin Engle
Susie Hughes
Jeff Lohman
Kenneth Mahoney*

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

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

Organizational Meeting

Tuesday, January 5, 2016
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. County Clerk Waters asked Commissioner Mahoney to give the invocation. The Pledge of Allegiance was led by Commissioner Wilkins and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine R. Wilkins

Also Present: Administrator Mark E. Eisenbarth, 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.

2016-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2016**

Moved by Commissioner Sabo, seconded by Commissioner Cross, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2016.

Voice vote

Motion Carried

Note: Board Rules located at <http://www.co.muskegon.mi.us/boardofcommissioners/rules.htm>

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

2016-2 **NOMINATE COMMISSIONER SABO AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Hughes, seconded by Commissioner Cross, to nominate Commissioner Sabo for Chair to the Muskegon County Board of Commissioners.

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

2016-3 **ELECT COMMISSIONER SABO AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS BY UNANIMOUS VOTE**

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

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Terry J. Sabo, Robert Scolnik, Rillastine R. Wilkins

No: None

Motion Carried

County Clerk Waters issued the Oath of Office to Commissioner Sabo 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 Sabo presiding.

Chair Sabo thanked Commissioners for their support. Chair Sabo opened the floor for Nominations for Vice-Chair to the Muskegon County Board of Commissioners.

2016-4 **NOMINATE COMMISSIONER CROSS AS VICE CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

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

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

2016-5 **ELECT COMMISSIONER CROSS AS VICE CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Engle, seconded by Commissioner Nash, to elect Commissioner Cross as Vice Chair to the Muskegon County Board of Commissioners by unanimous vote.

Roll Call:

Yes: Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Benjamin E. Cross, Marvin Engle, Terry J. Sabo

No: None

Motion Carried

County Clerk Waters issued the Oath of Office to Commissioner Cross and congratulated him as Vice Chair to the Muskegon County Board of Commissioners.

2016-6 **ADOPT THE 2016 CALENDAR FOR THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to adopt the 2016 Calendar for the Muskegon County Board of Commissioners. (See attached)

Voice vote. **Motion Carried**

2016-7 **ADOPT THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

Moved by Commissioner Cross, seconded by Commissioner Mahoney, to adopt the Administrative Settlement Authority. (See attached)

Voice vote **Motion Carried**

2016-8 **ADOPT THE ADMINISTRATOR'S SPENDING AUTHORITY**

Moved by Commissioner Hughes, seconded by Commissioner Wilkins, to adopt the Administrator's Spending Authority. (See attached)

Roll Call:

Yes: Benjamin E. Cross, Marvin Engle, Susie Hughes, Jeff Lohman, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine R. Wilkins, Terry J. Sabo

No: None **Motion Carried**

PUBLIC COMMENT

Commissioner Cross noted that the sheeting is being installed at Heritage Landing.

Commissioner Sabo noted he received a notification from Consumers Energy regarding a day long community tours at the Cobb Plant this Saturday, January 9, 2016 from 8:40 a.m. to 3:40 p.m., starting at the Masonic Temple building on Clay and will shuttle to the site. Some restrictions apply. (See attached)

2016-9 **MOVED BY COMMISSIONER HUGHES, SECONDED BY COMMISSIONER WILKINS, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:10 p.m.

Meeting reconvened at 4:12 p.m.

Chairman Sabo noted all Commissioners are still in attendance.

2016-10 **APPROVE THE BOARD STANDING COMMITTEE CHAIR AND VICE-CHAIR APPOINTMENTS AS RECOMMENDED BY CHAIRMAN SABO**

Moved by Commissioner Mahoney, seconded by Commissioner Nash, to approve the Board Standing Committee Chair and Vice-Chair appointments as recommended by Chairman Sabo. (See attached)

Voice vote **Motion Carried**

2016-11 **MOVED BY COMMISSIONER CROSS, SECONDED BY COMMISSIONER MAHONEY, TO ADJOURN**

Voice vote **Motion Carried**

Meeting adjourned at 4:14 p.m.

Nancy A. Waters, County Clerk

NAW/jmp

Approved at the Full Board Meeting on Thursday, January 14, 2015

At the Organizational Meeting of the Muskegon County Board of Commissioners, held in the City of Muskegon, County of Muskegon on January 5, 2016, 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 2016**

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, adopted by it on September 8, 2015, with the intent that those Rules, shall govern its operation during the calendar year 2016, and until the date of the Board's 2017 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 5, 2016, 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

2016 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 26 th | January 21 st | January 12 th | January 14 th (3:00 PM) | January 7 th January 19 th |
| February 9 th February 23 rd | February 18 th | February 2 nd | February 11 th | February 4 th February 16 th |
| March 10 th March 22 nd | March 17 th | March 8 th | March 10 th | March 3 rd March 15 th |
| April 12 th April 26 th | April 21 st | April 5 th | April 14 th | April 7 th April 19 th |
| May 10 th May 24 th | May 19 th | May 3 rd | May 12 th | May 5 th May 17 th |
| June 14 th June 28 th | June 23 rd | June 7 th | June 16 th | June 9 th June 21 st |
| July 12 th July 26 th | July 21 st | July 5 th | July 14 th | July 7 th July 19 th |
| August 9 th August 23 rd | August 18 th | August 2 nd | August 11 th | August 4 th August 16 th |
| September 13 th September 27 th | September 22 nd | September 6 th | September 15 th | September 8 th September 20 th |
| October 11 th October 25 th | October 20 th | October 4 th | October 13 th | October 6 th October 18 th |
| November 8 th November 22 nd | November 17 th | November 1 st | November 10 th | November 3 rd November 15 th |
| December 13 th December 20 th | December 15 th | December 6 th | December 8 th | December 1 st December 15 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, 4th Floor 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 2016

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, consistent with the procedure listed below.

B. Any claim brought against the County involving sums of less than Ten Thousand (\$10,000.00) may be settled by the Administrator without the approval of the County Board of Commissioners.

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 2017, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2016

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 2017, or until terminated by a majority vote of the Muskegon County Board of Commissioners.



MEDIA ADVISORY

Public and Media Invited to Attend Day Long Community Tours at the B.C. Cobb Plant

SATURDAY JAN. 9, 2016, 8:40 a.m.- 3:40 p.m.

Tours Departing from the Former Masonic Temple Building, 396 W. Clay, Muskegon, MI 49440

- The public is invited to attend a limited number of guided tours of the B.C. Cobb Plant, which is scheduled to close April 15, 2016 after providing reliable, affordable electricity to Michigan residents since 1948.
- Two trolleys will transport members of the public approximately every 50 minutes from outside the Masonic Temple site along Clay Street, beginning at 8:40 a.m. The final trolley is scheduled to depart at 3:40 p.m.
- With 15 guests on each trolley, it is anticipated 300 people will be able to tour the facility. People can sign up for trolley tours beginning at 8:30 a.m. at the Masonic Temple site, and will be issued a boarding pass. **While there is no cost for the tours, it is on a first-come, first-served basis and boarding passes must be presented to board the trolley.**
- While both the trolleys and plant entrance are barrier-free, the tour will involve a fair amount of walking.
- **Per company policy, absolutely no picture taking or video recording of any kind, including cell phones, is allowed inside the plant,** except for escorted news media with prior approval. All attendees should wear sturdy, closed-toe shoes and no high heels or sandals. Hard hats, safety glasses and hearing protection will be provided. This is an operational electric generating plant and strict adherence to safety is a top priority.

- All tour attendees will receive a commemorative program after the tour. Coffee, water and cookies will be available to tour attendees after they have received their boarding passes.
- As this is a secure site, all media must contact Roger Morgenstern prior to Jan. 9 to confirm their attendance. Media will be allowed to access the site via their own vehicles.

*For more information, contact:
Roger Morgenstern, (616) 530-4364, (517) 499-6320 or
roger.morgenstern@cmsenergy.com*

**MUSKEGON COUNTY
BOARD OF COMMISSIONERS
TERRY J. SABO, CHAIR
BEN CROSS, VICE-CHAIR
2016 COMMITTEE ASSIGNMENTS**

Community Development/Strategic Planning

(Committee-of-the-Whole)

Robert Scolnik, Chair
Ben Cross, Vice-Chair

Ways & Means Committee

(Committee-of-the-Whole)

Charles Nash, Chair
Susie Hughes, Vice-Chair

Courts/Public Safety

(Committee-of-the-Whole)

Ken Mahoney, Chair
Rillastine Wilkins, Vice-Chair

Public Works Board

(9-member board which includes Drain Commissioner)

Ben Cross
Marvin Engle
Susie Hughes
Jeff Lohman
Ken Mahoney
Charles Nash
Robert Scolnik
Rillastine Wilkins
Brenda Moore, Drain Commissioner

Human Services

(Committee-of-the-Whole)

Susie Hughes, Chair
Charles Nash, Vice-Chair

(2 non-voting members from the Users' Group)

Kim Arter, Ex-Officio Member
Laketon Township

Transportation Committee

(Committee-of-the-Whole)

Rillastine Wilkins, Chair
Jeff Lohman, Vice-Chair

Jerry Bartoszek, Ex-Officio Member
City of Norton Shores