

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

ORGANIZATIONAL MEETING
Michael E. Kobza Hall of Justice
990 Terrace Street
January 3, 2020 - 3:30 p.m

Susie Hughes, Board Chair

1. Call to Order
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 2020
7. Election of Vice Chair
8. Swearing in of Board of Commission Vice-Chair (Oath of Office)
9. Adoption of 2020 Calendar
10. Adoption of the Administrative Settlement Authority
11. Adoption of the Administrative Spending Authority
12. 2020 Committee Assignments/Chair and Vice-Chair Appointments
13. 2020 Commissioner Liaison Appointments
14. Public Comment
15. Adjournment

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.

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, 2020, at 3:30 p.m. in the Commissioner Chambers:

PRESENT:

EXCUSED:

RESOLUTION AUTHORIZING THE ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2020

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 January 3, 2013 and revised on December 19, 2019, with the intent that those Rules shall govern its operation during the calendar year 2020, and until the date of the Board's 2021 Organizational Meeting, unless properly amended before then.

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, 2020, 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

2020 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

Full Board

Tues. January 14th
Tues. January 28th

Tues. February 11th
Tues. February 25th

Tues. March 10th
Tues. March 31st

Tues. April 14th
Tues. April 28th

Tues. May 12th
Thurs. May 21st

Tues. June 9th
Tues. June 23rd

Tues. July 14th
Tues. July 28th

Tues. August 11th
Tues. August 25th

Tues. September 8th
Tues. September 22nd

Tues. October 13th
Tues. October 27th

Tues. November 10th
Thurs. November 19th

Tues. December 8th
Thurs. December 17th

Community Development & Transportation & Public Works

Thurs. January 9th

Thurs. February 13th

Thurs. March 12th

Thurs. April 9th

Thurs. May 14th

Thurs. June 11th

Thurs. July 9th

Thurs. August 13th

Thurs. September 10th

Thurs. October 8th

Thurs. November 12th

Thurs. December 10th

Courts/Public Safety & Human Services & Ways & Means

Tues. January 7th

Tues. February 4th

Tues. March 3rd

Thurs. April 2nd

Tues. May 5th

Tues. June 2nd

Tues. July 7th

Thurs. August 6th

Tues. September 1st

Tues. October 6th

Thurs. November 5th

Tues. December 1st

Ways & Means

Tues. January 21st

Tues. February 18th

Tues. March 24th

Tues. April 21st

Tues. May 19th

Tues. June 16th

Tues. July 21st

Thurs. August 20th

Tues. September 15th

Tues. October 20th

Tues. November 17th

Tues. December 15th

All meetings are held in the Board of Commissioners' Room on the 4th Floor of the Hall of Justice, 990 Terrace, Muskegon at 3:30 PM unless otherwise noted.

Public Works Board meets 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-line at <https://www.co.muskegon.mi.us/>

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 2020

I. POLICY

A. Any claim brought against the County involving more than Fifteen Thousand (\$15,000.00) 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 Fifteen Thousand (\$15,000.00) 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 2021, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2020

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 Fifteen Thousand (\$15,000.00) Dollars.

B. The County Administrator, prior to engaging in spending under this policy, in amounts in excess of Fifteen Thousand (\$15,000.00) Dollars, but no more than Twenty-five Thousand (\$25,000.00) 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 2021, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

**MUSKEGON COUNTY
BOARD OF COMMISSIONERS
2020 COMMITTEE ASSIGNMENTS
Susie Hughes, Chair**

**Community Development/
Strategic Planning**
(Committee-of-the-Whole)

Charles Nash, Chair
Ken Mahoney, Vice-Chair

Courts/Public Safety
(Committee-of-the-Whole)

John Snider, Chair
Rillastine Wilkins, Vice-Chair

Human Services
(Committee-of-the-Whole)

Charles Nash, Chair
Marcia Hovey-Wright, Vice-Chair

Transportation Committee
(Committee-of-the-Whole)

Rillastine Wilkins, Chair
Gary Foster, Vice-Chair

Ways & Means Committee
(Committee-of-the-Whole)

Bob Scolnik, Chair
Charles Nash, Vice-Chair

Public Works Board
(9 member board which includes Drain
Commissioner)

Gary Foster, Chair
Susie Hughes
Zach Lahring
Ken Mahoney
Charles Nash
Bob Scolnik
I. John Snider, II
Rillastine Wilkins, Vice-Chair
Brenda Moore, Drain Commissioner

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

Jennifer Hodges, Ex-Officio Member
Muskegon Charter Township

Leo Evans, Ex-Officio Member
City of Muskegon