

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

ORGANIZATIONAL MEETING
Michael E. Kobza Hall of Justice
990 Terrace Street
January 4, 2018 - 3:30 p.m

1. Call to Order - Nancy A. Waters, County Clerk
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 2018
7. Election of Chair
8. Swearing in of Board of Commission Chair (Oath of Office)
9. Election of Vice Chair
10. Swearing in of Board of Commission Vice-Chair (Oath of Office)
11. Adoption of 2018 Calendar
12. Adoption of the Administrative Settlement Authority
13. Adoption of the Administrator's Spending Authority

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.

Organizational Meeting Agenda
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14. 2018 Committee Assignments/Chair and Vice-Chair Appointments
15. 2018 Commissioner Liaison Appointments
16. Public Comment
17. Adjournment

**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 4, 2018, 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 2018**

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 September 21, 2017, with the intent that those Rules shall govern its operation during the calendar year 2018, and until the date of the Board's 2019 Organizational Meeting, unless properly amended before then.

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 4, 2018, 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

2018 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

DRAFT

DRAFT

Full Board

Tues. January 16th
Tues. January 30th

Tues. February 13th
Tues. February 27th

Tues. March 13th
Thurs. March 22nd

Tues. April 10th
Tues. April 24th

Tues. May 8th
Tues. May 22nd

Tues. June 12th
Tues. June 26th

Tues. July 17th
Tues. July 31st

Tues. August 14th
Tues. August 28th

Tues. September 11th
Tues. September 25th

Tues. October 16th
Tues. October 30th

Thurs. November 8th
Tues. November 20th

Tues. December 11th
Thurs. December 20th

Community Development/
Strategic Planning &
Transportation

Thurs. January 25th

Thurs. February 22nd

Thurs. March 15th

Thurs. April 19th

Thurs. May 17th

Thurs. June 21st

Thurs. July 26th

Thurs. August 23rd

Thurs. September 20th

Thurs. October 25th

Thurs. November 15th

Tues. December 18th

Courts/Public Safety
& Human Services

Tues. January 9th

Tues. February 6th

Tues. March 6th

Tues. April 3rd

Tues. May 1st

Tues. June 5th

Tues. July 10th

Tues. August 7th

Tues. September 4th

Tues. October 9th

Tues. November 6th

Tues. December 4th

Public Works

Thurs. January 18th

Thurs. February 15th

Thurs. March 8th

Thurs. April 12th

Thurs. May 10th

Thurs. June 14th

Thurs. July 19th

Thurs. August 16th

Thurs. September 13th

Thurs. October 18th

Thurs. November 8th

Thurs. December 13th

Ways & Means

Thurs. January 11th
Tues. January 23rd

Thurs. February 8th
Tues. February 20th

Thurs. March 1st
Tues. March 20th

Thurs. April 5th
Tues. April 17th

Thurs. May 3rd
Tues. May 15th

Thurs. June 7th
Tues. June 19th

Thurs. July 12th
Tues. July 24th

Thurs. August 9th
Thurs. August 23rd

Thurs. September 6th
Tues. September 18th

Thurs. October 11th
Tues. October 23rd

Thurs. November 1st
Tues. November 13th

Thurs. December 6th
Tues. December 18th

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

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 2018

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 2019, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2018

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 2019, or until terminated by a majority vote of the Muskegon County Board of Commissioners.