

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

*Benjamin E. Cross
Marvin Engle
Gary Foster
Susie Hughes
Kenneth Mahoney*

*Charles Nash
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

Thursday, January 4, 2018
3:30 p.m.

Chief Deputy County Clerk Marcia L. Wilkes, Presiding

The Organizational Meeting of the Board of Commissioners was called to order by Chief Deputy County Clerk Marcia L. Wilkes. Chief Deputy County Clerk Wilkes asked Commissioner Wilkins to give the invocation. The Pledge of Allegiance was led by Commissioner Cross and recited in unison.

Roll Call

Present: Benjamin E. Cross, Marvin Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Also Present: Mark E. Eisenbarth, Administrator
Marcia L. Wilkes, Chief Deputy County Clerk
Jeanne Pezet, Administrative Secretary
Brooke VanHouten, County Clerk Deputy
Doug Hughes, Corporate Counsel

PUBLIC COMMENT (on an agenda item)

There was no public comment on an agenda item.

2018-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2018**

Moved by Commissioner Engle, seconded by Commissioner Wilkins, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2018.

Voice vote.

Motion Carried

2018-2 **NOMINATE COMMISSIONER CROSS AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

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

Voice vote.
2018-3

Motion Carried
ELECT COMMISSIONER CROSS AS CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS BY UNANIMOUS VOTE

Moved by Commissioner Snider, seconded by Commissioner Hughes, to elect Commissioner Cross as Chair to the Muskegon County Board of Commissioners by unanimous vote.

Voice vote.

Motion Carried

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

Chair Cross presiding.

Chairman Cross thanked Commissioners for their confidence.

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

2018-4 **NOMINATE COMMISSIONER NASH AS VICE-CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Hughes, seconded by Commissioner Foster to nominate Commissioner Nash as Vice-Chair to the Muskegon County Board of Commissioners.

Voice vote.

Motion Carried

2018-5 **ELECT COMMISSIONER NASH AS VICE CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS BY UNANIMOUS VOTE**

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

Voice vote.

Motion Carried

Chief Deputy County Clerk Wilkes issued the Oath of Office to Commissioner Nash and congratulated him as Vice Chair to the Muskegon County Board of Commissioners.

2018-6 **ADOPT THE 2018 CALENDAR FOR THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Engle, seconded by Commissioner Hughes, to adopt the 2018 Calendar for the Muskegon County Board of Commissioners. (See attached).

2018-7 **AMEND THE START TIME OF COMMISSIONER MEETINGS TO 4 P.M.**

Moved by Commissioner Foster, seconded by Commissioner Hughes, to amend the start time of Commissioner Meetings to 4 p.m.

Commissioner Engle asked why. Commissioner Foster indicated that this would be standardized so all meetings start at 4 p.m. and that would allow the work sessions to begin at 3 p.m. Discussion

Roll Call:

Yes: Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, Rillastine Wilkins, Benjamin E. Cross

No: Marvin Engle, I. John Snider, II

Motion Carried

2018-8 **ADOPT THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

Moved by Commissioner Wilkins, seconded by Vice Chair Nash, to adopt the Administrative Settlement Authority. (See attached).

Voice vote.

Motion Carried

2018-9 **ADOPT THE ADMINISTRATOR'S SPENDING AUTHORITY**

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

Voice vote.

Motion Carried

2018-10 **APPROVE THE 2018 COMMITTEE ASSIGNMENTS/CHAIR AND VICE-CHAIR APPOINTMENTS**

Moved by Commissioner Hughes, seconded by Commissioner Mahoney, to approve the 2018 Committee assignments/Chair and Vice-Chair Appointments. (See attached)

Voice vote.

Motion Carried

2018-11 **APPROVE THE COMMISSIONER LIAISON APPOINTMENTS**

Moved by Commissioner Wilkins, seconded by Commissioner Engle, to approve the Commissioner Liaison Appointments. (See attached)

Voice vote.

Motion Carried

PUBLIC COMMENT

K.P. Pelleran - United Way of the Lakeshore Director of Planning, Advocacy and Grants, addressed the Board, introducing LaTonya Beene – Senior Corp Director of RSVP; Beth Scheel – Program Director of Senior Corp Foster Grandparent; Larry Williams – Vista with AmeriCorp My Brother’s Keeper; Amanda Grover – Muskegon County Landbank, Senior Companion Urban Safety Corp, AmeriCorps Program Director; Stephanie Stewart – Community Engagement Coordinator at United Way, and Shelby Bowen – Program Assistant. Ms. Pelleran noted that volunteerism is huge in Muskegon County. Ms. Pelleran provided a Proclamation for one of two National Day of Service events on Martin Luther King, Jr. Day. Ms. Pelleran invited everyone to attend the open house style “Soup & Service” event on Martin Luther King, Jr. Day and bring either a non-perishable food item or school supply to United Way of the Lakeshore, 31 E. Clay Avenue, between 11 a.m. and 2 p.m.

Ms. Pelleran noted the food items collected last year were donated to food banks in the community and the school supplies were donated to the schools sites where United Way of the Lakeshore had retired and senior volunteer stations to help kids improve their literacy in Muskegon County.

2018-12 **APPROVE A PROCLAMATION IN RECOGNITION OF THE 2018 MARTIN LUTHER KING JR. DAY OF SERVICE**

Moved by Commission Hughes, seconded by Commissioner Mahoney, to approve a Proclamation in recognition of the 2018 Martin Luther King Jr. Day of Service.

Voice vote. **Motion Carried**

2018-13 **MOVED BY COMMISSIONER MAHONEY, SECONDED BY COMMISSIONER HUGHES, TO ADJOURN.**

Voice vote. **Motion Carried**

Meeting adjourned at 3:44 p.m.

Marcia L. Wilkes, Chief Deputy County Clerk

MLW/jmp

To Be Approved at Full Board Meeting on Tuesday, January 16, 2018

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

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 4:00 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 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 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.

**MUSKEGON COUNTY
BOARD OF COMMISSIONERS
2018 COMMITTEE ASSIGNMENTS**

**Community Development/
Strategic Planning**

(Committee-of-the-Whole)

Robert Scolnik, 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)

Susie Hughes, Chair
Charles Nash, Vice-Chair

Transportation Committee

(Committee-of-the-Whole)

Rillastine Wilkins, Chair
Gary Foster, Vice-Chair

Ways & Means Committee

(Committee-of-the-Whole)

Ken Mahoney, Chair
Charles Nash, Vice-Chair

Public Works Board

(9 member board which includes Drain
Commissioner)

Marvin Engle
Gary Foster
Susie Hughes
Ken Mahoney
Charles Nash
Bob Scolnik
I. John Snider, II
Rillastine Wilkins
Brenda Moore, Drain Commissioner

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

Kim Arter, Ex-Officio Member
Laketon Township

LeighAnn Mikesell, Ex-Officio Member
City of Muskegon

Commissioner Liaison Appointments

Ben Cross

- ACSET (Area Community Service Employment & Training Governing Board)
- Economic Development Corporation
- Foreign Trade Zone
- Friends of the County Parks
- Local Emergency Planning Committee
- SMART Committee
- WMSRDC

Marve Engle

- Fair Board
- 457 Investment Committee
- HealthWest Board
- Public Works Board

Gary Foster

- MSU District Extension Council
- Public Works Board
- Road Commission
- Solid Waste Planning
- Veterans Advisory Committee
- Water System Policy Board (Alternate)

Susie Hughes

- Economic Development Corporation
- Lakeshore Museum Board
- Land Bank Fast Track Authority
- Public Works Board
- Road Commission Board
- Senior Activities Committee
- Veterans Advisory Committee
- Water System Policy Board
- WMSRDC (to include Transportation Policy Committee)

Ken Mahoney

- Accommodations Tax Committee
- ACSET Area Community Service Employment & Training Governing Board
- Airport Advisory Committee
- Central Dispatch
- Lakeshore Regional Entity Substance Use Disorder Oversight Policy Board
- Land Bank Fast Track Authority
- Local Emergency Planning Committee (at-large)
- MI Association of Local Public Health Officials (alternate)
- Muskegon Area First (alternate)
- Public Health Advisory Committee
- Public Works Board
- Senior Activities Committee
- Water System Policy Board (by contract)
- Whitehall LDFA

Charles Nash

- Friends of the County Parks
- HealthWest Board
- Public Works Board

Bob Scolnik

- Airport Advisory Committee
- Department of Health & Human Services Board
- Economic Development Corporation
- Muskegon Area District Library Board
- Muskegon Area-Wide Plan Advisory Committee
- Public Works Board
- Veterans Advisory Committee

I. John Snider, II

- Bear Lake Improvement Board
- Community Corrections Advisory Board
- HealthWest Board
- Lakeshore Sports Commission
- Land Bank Fast Track Authority
- Public Works Board
- Water System Policy Board

Rillastine Wilkins

- Airport Advisory Committee
- Muskegon Area-Wide Plan Advisory Committee
- Public Health Advisory Committee
- Public Works Board
- SMART Committee
- Senior Activities Committee
- WMSRDC (to include Transportation Policy Committee)
- WEMET

County of Muskegon



PROCLAMATION

2018 Martin Luther King Jr. Day of Service

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Muskegon citizens and all Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across Muskegon County, our state and the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens; and

Whereas, citizens of Muskegon County have the opportunity to participate in events throughout our city on the King Day of Service, January 15, 2018, as well as create and implement community service projects where they identify the need; and

Whereas, National Service Corps programs in Muskegon County that include: Senior Corps – Retired & Senior Volunteer Program (RSVP), Foster Grandparents, and Senior Companion; Urban Safety Corps; and AmeriCorps – My Brother's Keeper, Reading Corps, wish to collaborate with United Way of the Lakeshore – Youth United, United After Work, Women United, and its workplace campaigns; Young Brothers; Men of Color Read; the National Association for the Advancement of Colored People; Read Muskegon; the Muskegon Lakeshore Chamber of Commerce; and others, to offer a "Soup & Service" to honor Dr. King's legacy of service, on January 15, 2018, from 10 a.m. to 2 p.m., at the United Way of the Lakeshore office, where people are invited to donate school supplies and/or nonperishable food items and receive a cup of delicious, warm soup for their service;

NOW, THEREFORE BE IT RESOLVED, that the Muskegon County Board of Commissioners does hereby proclaim the Martin Luther King Jr. Holiday as a Day of Service throughout Muskegon County, and calls upon the people of the Muskegon County to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

Muskegon County Board of Commissioners

Benjamin Cross, Chair
Charles Nash, Vice-Chair
Marvin Engle
Gary Foster
Susie Hughes
Charles Nash
Robert Scolnik
I. John Snider, II
Rillastine Wilkins

Approved: January 4, 2018

