

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

ORGANIZATIONAL MEETING

Michael E. Kobza Hall of Justice

990 Terrace Street

January 5, 2010 - 3:30 p.m

1. Call to Order - Nancy A. Waters, County Clerk
 2. Invocation - Ann D. Oakes Muskegon Charter Township Clerk
Muskegon Community College Trustee
 3. Pledge of Allegiance
 4. Roll Call
 5. Resolution Authorizing Adoption of the Rules of the Muskegon County Board of Commissioners for 2010
 6. Election of Chair
 7. Election of Vice Chair
 8. Adoption of 2010 Calendar
 9. Approval of Board Standing Committee Chair and Vice-Chair Appointments
 10. Notice of Proposed Amendment of the Rules of the Muskegon County Board of Commissioners for 2010
 11. Adoption of the Administrative Settlement Authority
 12. Adoption of the Policy Granting the Administrator Limited Spending Authority
 13. Audience Participation
 14. Adjournment
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**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) 724-6505

At the Organizational Meeting of the Muskegon County Board of Commissioners, held in the City of Muskegon, County of Muskegon on January 5, 2010, 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 2010**

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 required 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, initially approved by it on October 31, 2005, with the intent that those Rules, as amended, shall govern its operation during the calendar year 2010, and until the date of the Board's 2011 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, 2010, 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

2010 Muskegon County Board of Commissioners Meeting Schedule

Community Development/ Strategic Planning Transportation

Full Board
January 12th
January 26th

February 9th
February 23rd

March 9th
March 23rd

April 13th
April 27th

May 11th
May 25th

June 8th
June 22nd

July 13th
July 27th

August 10th
August 24th

September 14th
September 28th

October 12th
October 26th

November 9th
November 23rd

December 9th
December 21st

Courts & Public Safety Human Resources

Public Works

January 21st

February 18th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

October 21st

November 18th

December 16th

Ways & Means

January 7th
January 19th

February 4th
February 16th

March 4th
March 16th

April 1st
April 20th

May 6th
May 18th

June 3rd
June 15th

July 8th
July 20th

August 5th
August 17th

September 2nd
September 21st

October 7th
October 19th

November 4th
November 16th

December 2nd
December 14th

All meetings are held in the Board of Commissioners' Room on the 4th Floor of the Hall of Justice, 990 Terrace Street, Muskegon, MI, at 3:30 p.m.

Special meetings & changes to this schedule will be posted 18 hours in advance at the Hall of Justice. For further information, 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 to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling the County Administrator, Hall of Justice, 990 Terrace Street, Muskegon, MI 49442; (231)724-6520.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Organizational/Full Board	BUDGETED NON-BUDGETED PARTIALLY BUDGETED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
REQUESTING DEPARTMENT Administration	COMMITTEE DATE 1/5/2010	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Muskegon County Board Rules, specifically Rule XVI-Amend - state that "After submission to the Human Resources Committee, and upon its recommendation, these rules may be amended at any regular or special meeting by a majority vote of the commission, provided that such notice has been given at the previous regular Board meeting, as reflected in the official minutes of the Board. Amendments to these rules shall not be made at any meeting at which any commissioner is unable to attend because of official county business."</p> <p>Therefore, notice is hereby given that Proposed Amendments to the Board Rules: Rule 1-Sessions & Meetings, Rule XIV-Committees, Rule XV-Departments and Rule XVIII-Governing Claims for Personal Expenses Incurred in the Official Conduct of County Business (Travel) will be presented to the Human Resources Committee scheduled for January 12, 2010 for review and recommendation to the Full Board on January 26, 2010.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
That the notice of Proposed Amendments to the Muskegon County Board Rules be made a part of the official Board minutes.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u>		
Concur T. Williams	<i>approved</i> <i>BTH</i>		
AGENDA DATE: 1/5/10	AGENDA NO.:	BOARD DATE:	PAGE NO.

**NOTICE OF PROPOSED AMENDMENTS TO
MUSKEGON COUNTY BOARD RULES**

Notice is hereby given pursuant to Muskegon County Board Rule XVI, the Muskegon County Board of Commissioners hereby proposed to amend the Muskegon County Board Rules listed below:

1. Rule I - Sessions & Meetings

Section 11 - Decorum be moved to Section 12 with a new Section 11 as follows:

The Board of Commissioners may, from time to time, hold public hearings as required by regulation, statute or funding source. The department head seeking a public hearing shall submit their request to the Administrator for submission to the Full Board for approval. The request from the department head will include such information as necessary for the Board to make its decision.

2. Rule XIV - Committees, Section 3

Under Human Resources Committee - delete "Library" and under Ways & Means delete "Employment & Training"

3. Rule XV - Departments, Section 4

Remove Department of Public Facilities

4. Rule XVIII - Governing Claims for Personal Expenses Incurred in the Official Conduct of County Business (Travel), Section 7

Add new language as follows:

- A. Each commissioner shall be allowed to attend both the annual and legislative Michigan Association of Counties conferences, but may select only one National Association of Counties to attend each calendar year.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Organizational/Full Board		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Administration		COMMITTEE DATE 1/5/2010	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Administrative Settlement Authority 2009 Policy and Procedure has been revised as attached and is recommended for approval.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to approve the Administrative Settlement Authority 2010 Policy and Procedure as presented.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
<p>Concur T. Williams</p>		<p style="text-align: center;"><i>approve</i> <i>RB/TA</i></p>		
AGENDA DATE: 1/5/10	AGENDA NO.:	BOARD DATE:	PAGE NO.	

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATIVE SETTLEMENT AUTHORITY 2010

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 ~~presentation to~~ 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 ~~procedure authority~~ shall remain in effect until the Organizational Meeting of 2011, **or until terminated by a majority vote of the Muskegon County Board of Commissioners.**

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Organizational/Full Board		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Administration		COMMITTEE DATE 1/5/2010	REQUESTOR SIGNATURE	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>The Administrator's Spending Authority 2009 Policy and Procedure has been revised as attached and is recommended for approval.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>Move to approve the Administrator's Spending Authority 2010 Policy and Procedure as presented.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
<p style="text-align: center;">Concur T. Williams</p>		<p style="text-align: center;"><i>approved</i> <i>PSH</i></p>		
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COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2010

I. POLICY

It is the policy of the County of Muskegon to ~~bring~~ **establish** a uniform spending authority standard across the organization. In pursuit of that policy, the Administrator is ~~given~~ **delegated** spending authority in matters of County business ~~and~~ 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 ~~it~~ **the expenditure to the 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 2011, **or until terminated by a majority vote of the Muskegon County Board of Commissioners.**