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 2019
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 2019 Calendar
12. Adoption of the Administrative Settlement Authority
13. Approval of County Board Contribution Policy

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.
14. 2019 Committee Assignments/Chair and Vice-Chair Appointments
15. 2019 Commissioner Liaison Appointments
16. Public Comment
17. Adjournment
At the Organizational Meeting of the Muskegon County Board of Commissioners, held in
the City of Muskegon, County of Muskegon on January 3, 2019, 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 2019

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 2019, and until the date of the Board’s 2020 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 3, 2019, and that public notice of said meeting was given pursuant to and in full

________________________
Nancy A. Waters, County Clerk
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Special meetings & changes to this schedule will be posted 18 hours in advance at the Hall of Justice, 4<sup>th</sup> 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 2019

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 2020, or until terminated by a majority vote of the Muskegon County Board of Commissioners.
MUSKEGON COUNTY BOARD OF COMMISSIONERS

COUNTY BOARD CONTRIBUTION POLICY

POLICY NO. 2019-_____

APPROVAL DATE: JANUARY 3, 2019

I. POLICY

It is the general policy of the County Board of Commissioners that Muskegon County will not provide funds for community events, as funds collected by the County are taxpayer funds intended for County governmental purposes only. While there are many worthy causes to which County funds could be allocated, the County Board of Commissioners will only appropriate funds for purposes that are authorized by Michigan statute. This policy is intended to define the permitted purposes and procedures required for the County to allocate funds to any community public purpose. If a request for County funds does not adhere to this policy, the County Board of Commissioners will not appropriate funds for that request.

All recipients of funds will be required to submit an application and execute a contract with the County of Muskegon. Recipient shall also be required to report to the County Board of Commissioners regarding its activities and the degree to which the recipient has met the stated public purpose of the funding. The report may be either presented at a Board meeting or in writing, at the Board’s discretion.

Any organization requesting and receiving funds shall provide to the County Board an accounting of the use of any funds received under this policy. The timing of this accounting shall be specified in the resolution authorizing the appropriation.

Generally, funds will only be approved for statutorily authorized purposes, which include, but are not limited to:

A. Economic Development

B. Promotion of Tourism

C. Contributions Specifically Authorized by Statute
II. ECONOMIC DEVELOPMENT

A. Economic Development Grants From Federal or State Governments

1. The County may grant or loan funds derived from a federal or state grant or the proceeds of such a grant, that have been received by the County for the purposes of economic development, to a city, village, township, corporation or other business association or private person, unless the grant or loan is prohibited by the terms of the state or federal grant. These funds may only be appropriated for the purpose of encouraging and assisting businesses to locate and expand within the county.

2. These funds may only be derived from a grant, not from the County general fund.

3. A grant under this section may only be made after a public hearing of the County Board. The public shall be given the opportunity for comment on a grant at the public hearing.

B. Economic Development Grants From the County

1. The County may provide grants or loans to a city, village or township within Muskegon County for the purpose of encouraging and assisting businesses to locate and expand within the County.

2. A grant under this section may not be derived from ad valorem taxes unless it is from ad valorem taxes approved by a vote of the people for economic development.

3. Any other grant by the County Board for economic development shall designate the fund from which the grant or loan is derived.

4. A grant may be made by the County Board only after a public hearing, with the opportunity for public comment.

5. An applicant for a grant or a loan shall be required to complete an application on a form approved by the Board. The application shall be reviewed at the public hearing.
III. TOURISM

A. The County Board may appropriate funds from the accommodations tax for the purpose of promotion and encouragement of tourist and convention business in the County. No ad valorem tax revenues may be used for this purpose.

B. Funds derived from the accommodations tax may only be used for the promotion and encouragement of tourist and convention business in the County including but not limited to, advertising and marketing.

C. Any request for funds under this section shall require an application in a form approved by the County Board.

D. Approval of an application under this section shall be at a public hearing, with opportunity for public comment.

IV. SPECIFIED STATUTORY AUTHORIZATION

In some cases, there are specific statutes which authorize the expenditure of general fund revenue on community events. If an organization is relying on a specific statute in connection with its request, the specific statute should be identified as part of its request.

A. Statutory Grant or Loan

1. The County may provide a grant or loan when specifically authorized by statute.

2. An organization seeking a grant or loan under this subsection must identify the authorizing statute.

3. Any request for funds under this section shall require an application in a form approved by the County Board.

4. Approval of an application under this section shall be at a public hearing, with opportunity for public comment.

V. PROCEDURE

In order for any organization or local unit to receive funds from the County of Muskegon, they must comply with the procedure shown below.
A. All requests for contributions, grants or loans from the County of Muskegon, must be submitted on an application form provided by the County at least forty-five (45) days prior to the date the funds will be needed, in order to allow for staff review and a public hearing.

B. After the application is reviewed and if it is recommended by staff, a public hearing will be scheduled at a meeting of the Muskegon County Ways and Means Committee.

VI. TERM

This Policy shall expire on odd numbered years on the same date as the Muskegon County Board of Commissioners' annual Organizational Meeting.

CERTIFICATION:

Motion by ________________, second by ________________, to adopt the foregoing policy at the Organizational Meeting of the Muskegon County Board of Commissioners held January 3, 2019.

AYES:

NAYS:

I, Nancy A. Waters, Clerk of Muskegon County, State of Michigan, do hereby certify that the above is a true and correct copy of a policy adopted by the Muskegon County Board of Commissioners at the January 3, 2019, Organizational Meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this 3rd day of January 2019.

Nancy A. Waters, County Clerk