

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

AGENDA

**ORGANIZATIONAL MEETING**  
**Michael E. Kobza Hall of Justice**  
**990 Terrace Street**  
**January 4, 2022 - 3:30 p.m**

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1. Call to Order – Chairman Scolnik
  2. Invocation
  3. Pledge of Allegiance
  4. Roll Call
  5. Public Comment (on an agenda item)
  6. Election of Vice Chair
  7. Swearing in of Board of Commission Vice-Chair (Oath of Office)
  8. Adoption of 2022 Calendar
  9. Adoption of the Administrative Settlement Authority
  10. Adoption of Administrator’s Spending Authority
  11. 2022 Committee Assignments/Chair and Vice-Chair Appointments
  12. 2022 Commissioner Liaison Appointments
  13. Public Comment
  14. Adjournment
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Connect to **Zoom** from your computer, tablet or smartphone at: <https://rb.gy/hg1rsy>  
Phone: (312) 626-6799 - Meeting ID: 819 77989 8310 - Passcode:391504  
Cell phones may mute & unmute by dialing \*6. Raise and lower hand to speak by dialing \*9

[View the meeting on Facebook at: https://www.facebook.com/MuskegonCountyMI](https://www.facebook.com/MuskegonCountyMI)

**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, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

## 2022 Muskegon County Board of Commissioners Meeting Schedule

Full Board	Community Development & Transportation	Courts & Public Safety and Human Services	Ways & Means	Public Works	<p>All meetings are held in the Board of Commissioners' Room on the 4th Floor of the Hall of Justice, 990 Terrace, Muskegon at 3:00 PM unless otherwise noted.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Special meetings and changes to this schedule will be posted 18 hours in advance at the Hall of Justice, 4th Floor. For further info, call 231.724.6520</p> </div> <p>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</p>
Tues. January 4th - Org Mtg Tues. January 18th	Tuesday, January 13th	Tuesday, January 11th	Tuesday, January 11th	Thursday, January 6th	
Tues. February 15th	Tuesday, February 10th	February, February 8th	Tuesday, February 8th	Thursday, February 3rd	
Tues. March 15th	Tuesday, March 10th	Thursday, March 8th	Tuesday, March 8th	Thursday, March 3rd	
Tues. April 19th	Tuesday, April 14th	Tuesday, April 12th	Tuesday, April 12th	Thursday, April 7th	
Tuesday, May 17th	Tuesday, May 12th	Tuesday, May 10th	Tuesday, May 10th	Thursday, May 5th	
Tuesday, June 14th	Thursday, June 9th	Tuesday, June 7th	Tuesday, June 7th	Thursday, June 2nd	
Tuesday, July 26th	Thursday, July 21st	Tuesday, July 19th	Tuesday, July 19th	Thursday, July 14th	
Tuesday, August 16th	Thursday, August 11th	Tuesday, August 9th	Tuesday, August 9th	Thursday, August 4th	
Tuesday, September 13th Tuesday, September 27th	Thursday, September 8th	Tuesday, September 6th	Tuesday, September 6th Thursday, September 22nd	Thursday, September 1st	
Tuesday, October 18th	Tuesday, October 13th	Tuesday, October 11th	Tuesday, October 11th	Thursday, October 6th	
Tuesday, November 15th	Thursday, November 10th	Tuesday, November 8th	Tuesday, November 8th	Thursday, November 3rd	
Tuesday, December 13th	Thursday, December 8th	Tuesday, December 6th	Tuesday, December 6th	Thursday, December 1st	

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATIVE SETTLEMENT AUTHORITY 2022

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 at the next Full Board meeting.

III. TERM

This authority shall remain in effect until the Organizational Meeting of 2023, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

## COUNTY OF MUSKEGON

### POLICY AND PROCEDURE

#### ADMINISTRATOR'S SPENDING AUTHORITY 2022

##### 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 waive the procurement policy and expend sums up to Fifteen Thousand (\$15,000.00) Dollars.

B. The County Administrator, prior to engaging in spending under this policy, is granted the authority to waive the procurement policy and expend sums 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 2023, or until terminated by a majority vote of the Muskegon County Board of Commissioners.