

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

AGENDA

**ORGANIZATIONAL MEETING**

**Via: Zoom**

**January 5, 2021 - 3:30 p.m**

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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 2021
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 2021 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.

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14. 2021 Committee Assignments/Chair and Vice-Chair Appointments
15. Public Comment
16. 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) 724-6520

At the Organizational Meeting of the Muskegon County Board of Commissioners, held in the City of Muskegon, County of Muskegon on January 5, 2021, at 3:30 p.m. via Zoom:

PRESENT:

EXCUSED:

**RESOLUTION AUTHORIZING THE ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2021**

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 January 3, 2020, with the intent that those Rules shall govern its operation during the calendar year 2021, and until the date of the Board's 2022 Organizational Meeting, unless properly amended before then.

YES:

NO:

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, 2021, 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

## 2021 Muskegon County Board of Commissioners Meeting Schedule

Full Board	Community Development & Transportation	Courts & Public Safety and Human Services	Ways & Means	Public Works
Tues. January 12th Tues. January 26th	Thurs. January 21st	Thurs. January 7th	Thurs. January 7th Tues. January 19th	Thurs. January 14th
Tues. February 9th Tues. February 23rd	Thurs. February 11th	Tues. February 2nd	Tues. February 2nd Tues. February 16th	Thurs. February 4th
Tues. March 9th Tues. March 30th	Thurs. March 11th	Tues. March 2nd	Tues. March 2nd Tues. March 23rd	Thurs. March 4th
Tues. April 6th Tues. April 20th	Thurs. April 15th	Thurs. April 1st	Tues. March 2nd Tues. March 23rd	Thurs. April 8th
Tues. May 11th Tues. May 25th	Thurs. May 13th	Tues. May 4th	Thurs. April 1st Tues. April 13th	Thurs. May 6th
Tues. June 15th Tues. June 29th	Thurs. June 17th	Tues. June 8th	Tues. May 4th Tues. May 18th	Thurs. June 10th
Tues. July 13th Thurs. July 22nd	Thurs. July 15th	Tues. July 6th	Tues. May 4th Tues. May 18th	Thurs. July 8th
Tues. August 10th Tues. August 31st	Thurs. August 12th	Tues. August 3rd	Tues. June 8th Tues. June 22nd	Thurs. August 5th
Tues. Sept. 14th Thurs. Sept. 30th	Thurs. September 16th	Tues. September 7th	Tues. July 6th Tues. July 20th	Thurs. September 2nd
Tues. October 12th Tues. October 26th	Thurs. October 14th	Tues. October 5th	Tues. August 3rd Tues. August 24th	Thurs. October 7th
Tues. November 9th Tues. November 30th	Tues. November 16th	Tues. November 2nd	Tues. September 7th Tues. September 21st	Thurs. November 4th
Tues. December 14th	Thurs. December 9th	Tues. December 7th	Tues. October 5th Tues. October 19th	Thurs. December 2nd
			Tues. November 2nd Tues. November 16th	
			Tues. December 7th	

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 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

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

#### ADMINISTRATOR'S SPENDING AUTHORITY 2021

##### 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 Fifteen Thousand (\$15,000.00) Dollars.

B. The County Administrator, prior to engaging in spending under this policy, in amounts 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 2022, 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. 2015- 10

Approval Date: January 5, 2015

### 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 requires 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 an 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.