

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

*Robert Scolnik, Chairman
Doug Brown
Kim Cyr
Marcia Hovey-Wright
Susie Hughes*

*Charles Nash, Vice-Chair
Zach Lahring
Malinda Pego
Rillastine R. Wilkins*

Board Minutes may be found on the web at <https://www.co.muskegon.mi.us/AgendaCenter/Board-of-Commissioners-2>

Organizational Meeting

Tuesday, January 4, 2022
3:30 p.m.

The Organizational Meeting of the Board of Commissioners was called to order by Chairman Scolnik in person and was available to the public via Zoom. The Invocation was given by Commissioner Cyr. The Pledge of Allegiance was recited in unison.

Roll Call of Board Members:

Present: Doug Brown
Kim Cyr
Marcia Hovey-Wright
Susie Hughes
Zach Lahring
Charles Nash
Malinda Pego
Robert Scolnik
Rillastine R. Wilkins

Also

Present: Mark Eisenbarth, County Administrator
Linda M. Larsen, Chief Deputy County Clerk
Kristin Barnhill, Executive Assistant
Linda S. Schutter, Deputy County Clerk
Michael Homier, Corporate Counsel

PUBLIC COMMENT (on an agenda item)

None.

Chairman Scolnik opened the nominations for Vice-Chair of the Muskegon County Board of Commissioners.

2022-1 COMMISSIONER LAHRING NOMINATED COMMISSIONER HUGHES AS VICE-CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS

CHAIRMAN SCOLNIK NOMINATED COMMISSIONER NASH AS VICE-CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS

Chairman Scolnik asked if there were any additional nominations. There being no additional nominations, nominations for Vice-Chair were declared closed.

Roll call:

For Commissioner Hughes:

Doug Brown, Kim Cyr, Susie Hughes, Zach Lahring, Malinda Pego

For Commissioner Nash:

Marcia Hovey-Wright, Charles Nash, Robert Scolnik, Rillastine Wilkins

Muskegon County Chief Deputy County Clerk Linda M. Larsen issued the Oath of Office to Commissioner Hughes and congratulated her as Vice-Chair to the Muskegon County Board of Commissioners.

2022-2 ADOPT THE 2022 CALENDAR FOR THE MUSKEGON COUNTY BOARD OF COMMISSIONERS

Moved by Vice-Chair Hughes, seconded by Commissioner Brown, to adopt the 2022 Calendar for the Muskegon County Board of Commissioners. (See attached.)

Roll Call:

Yes: Doug Brown, Kim Cyr, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Charles Nash, Malinda Pego, Robert Scolnik, Rillastine Wilkins

No: None

Motion Carried

Administrator Eisenbarth indicated that there is normally an adoption of Board Rules on the agenda for the Organizational Meeting; however, since the Board Rules are in the process of being updated with proposed revisions, they will be brought before Full Board on January 18. Corporate Counsel Homier indicated that the Board will have a chance to review, adopt or reject the Board Rules at that time.

2022-9 ADJOURNED TO CALL OF THE CHAIR

Meeting adjourned at 4:06 p.m.

Linda M. Larsen, Chief Deputy County Clerk

LML/Iss

To be approved at the Full Board meeting on Tuesday, January 18, 2022.

2022 Muskegon County Board of Commissioners Meeting Schedule

Full Board	Community Development & Transportation	Courts & Public Safety and Human Services	Ways & Means	Public Works	
Tues. January 4th - Org Mtg Tues. January 18th	Thursday, January 13th	Tuesday, January 11th	Tuesday, January 11th	Thursday, January 6th	<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: 10px 0;"> 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 </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. February 15th	Thursday, February 10th	Tuesday, February 8th	Tuesday, February 8th	Thursday, February 3rd	
Tues. March 15th	Thursday, March 10th	Thursday, March 8th	Tuesday, March 8th	Thursday, March 3rd	
Tues. April 19th	Thursday, April 14th	Tuesday, April 12th	Tuesday, April 12th	Thursday, April 7th	
Tuesday, May 17th	Thursday, 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 19th	Thursday, July 14th	Tuesday, July 12th	Tuesday, July 12th	Thursday, July 7th	
Tuesday, August 16th	Thursday, August 11th	Tuesday, August 9th	Tuesday, August 9th	Thursday, August 4th	
Tuesday, September 13th	Thursday, September 8th	Tuesday, September 6th	Tuesday, September 6th	Thursday, September 1st	
Tuesday, September 27th		Thursday, September 22nd	Thursday, September 22nd		
Tuesday, October 18th	Thursday, 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	

Revised 1/4/2021

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.

**MUSKEGON COUNTY
BOARD OF COMMISSIONERS
2022 STANDING COMMITTEE ASSIGNMENTS**

Bob Scolnik, Board Chair
Susie Hughes, Vice-Chair

**Community Development/
Strategic Planning**

(Committee-of-the-Whole)

Chair: Doug Brown
Vice-Chair: Susie Hughes

Courts/Public Safety

(Committee-of-the-Whole)

Chair: Malinda Pego
Vice-Chair: Marcia Hovey-Wright

Human Services

(Committee-of-the-Whole)

Chair: Marcia Hovey-Wright
Vice-Chair: Zach Lahring

Transportation Committee

(Committee-of-the-Whole)

Chair: Doug Brown
Vice-Chair: Rillastine Wilkins

Ways & Means Committee

(Committee-of-the-Whole)

Chair: Kim Cyr
Vice-Chair: Doug Brown

Public Works Board

(9 member board which includes Water
Resource Commissioner)

Chair: Malinda Pego
Vice-Chair: Rillastine Wilkins
Water Resource Commissioner
Doug Brown
Kim Cyr
Susie Hughes
Zach Lahring
Charles Nash
Bob Scolnik

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

Jennifer Hodges, Ex-Officio Member
Muskegon Charter Township

Leo Evans, Ex-Officio Member
City of Muskegon

2021 - 2022 Commissioner Liaison Appointments

Doug Brown

- Bear Lake Improvement Board
- Department of Health & Human Services Board
- Economic Development Corporation
- Muskegon Area First (Alternate)
- Public Works Board
- Solid Waste Planning
- Veterans Advisory Committee
- Water System Policy Board

Kim Cyr

- Foreign Trade Zone
- Land Bank Fast Track Authority
- Public Works Board
- Senior Activities Committee
- Water System Policy Board
- WMSRDC
- Whitehall LDFA
- White River Zoning

Marcia Hovey-Wright

- HealthWest Board
- Lakeshore Regional Entity SUD Oversight Board
- SMART Committee
- Senior Activities Committee
- WMSRDC

Susie Hughes

- ACSET Area Community Service Employment & Training Governing Board
- Economic Development Corporation
- Land Bank Fast Track Authority
- Local Emergency Planning Committee
- Muskegon Area-Wide Plan Advisory
- Muskegon Central Dispatch 9-1-1 (Alternate)
- Public Works Board
- WMSRDC Transportation Policy (County Rep)
- Water System Policy Board

Zach Lahring

- 457 Investment Committee
- MSU District Extension Council
- Muskegon County Fair Board
- Public Health Advisory Committee
- Public Works Board
- Road Commission
- Veterans Advisory Committee

Charles Nash

- HealthWest Board
- Michigan Association of Local Public Health Officials (Alternate)
- Public Works Board

Malinda Pego

- ACSET Area Community Service Employment & Training Governing Board
- Airport Advisory Board
- Community Corrections Advisory Board
- Local Emergency Planning Committee (at-large)
- Public Works Board
- Road Commission
- SMART Committee
- Water System Policy Board (Alternate)
- WEMET

Bob Scolnik

- Accommodations Tax Committee
- Airport Advisory Committee
- Lakeshore Museum Board
- Land Bank Fast Track Authority
- Muskegon Area District Library Board
- Public Works Board
- Veterans Advisory Committee

Rillastine Wilkins

- Airport Advisory Committee
- Public Health Advisory Committee
- Public Works Board
- Senior Activities Committee
- WMSRDC & Transportation Policy (MATs Rep)

2021 - 2022 Administration/Designee Liaison Appointments

- Economic Development Corporation
- Foreign Trade Zone
- Local Development Finance Authority
- Muskegon Area First
- Muskegon Area-Wide Plan
- Muskegon Central Dispatch 9-1-1 Storm Water Technical Policy Committee
- Veterans' Memorial Park Board
- WEMET

Please be prepared to present a liaison report at future Full Board meetings