

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

*Gary Foster  
Marcia Hovey-Wright  
Susie Hughes  
Zach Lahring  
Kenneth Mahoney*

*Charles Nash  
Robert Scolnik  
I. John Snider II  
Rillastine R. Wilkins*

*Board Minutes may be found on the web at <http://co.muskegon.mi.us/clerk>*

**Organizational Meeting**

Friday, January 3, 2020  
3:30 p.m.

Chairman Susie Hughes, Presiding

The Organizational Meeting of the Board of Commissioners was called to order by Chairman Susie Hughes. The Invocation was given by Commissioner Lahring. The Pledge of Allegiance was led by Commissioner Mahoney and recited in unison.

**Roll Call**

Present: Gary Foster, Susie Hughes, Zach Lahring, Kenneth Mahoney, Charles Nash, Robert Scolnik, I. John Snider II, Rillastine Wilkins

Excused: Marcia Hovey-Wright

Also Present: Beth Dick, Assistant County Administrator  
Nancy A. Waters, County Clerk  
Linda Schutter, Deputy County Clerk  
Sean Summerville, Information Systems

**PUBLIC COMMENT (on an agenda item)**

Anna Derouin, Larry Houseman, and Jeremy Hooker all spoke regarding committee assignments and changing the Board meeting time from 3:30 p.m. to 4:30 p.m.

2020-1 **RESOLUTION AUTHORIZING ADOPTION OF THE RULES OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS FOR 2020**

Moved by Commissioner Foster, seconded by Commissioner Mahoney, to adopt the Resolution authorizing adoption of the Rules of the Muskegon County Board of Commissioners for 2020. (Board Rules may be reviewed at the following website: <https://mi-muskegoncounty.civicplus.com/DocumentCenter/View/177/Rules-of-the-Muskegon-County-Board-of-Commissioners> )

Roll Call:

Yes: Gary Foster, Zach Lahring, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider II, Rillastine Wilkins, Susie Hughes

No: None

Excused: Marcia Hovey-Wright

**Motion Carried**

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

2020-2 **NOMINATE COMMISSIONER FOSTER AS VICE-CHAIR TO THE MUSKEGON COUNTY BOARD OF COMMISSIONERS**

Moved by Commissioner Lahring, seconded by Commissioner Wilkins, to nominate Commissioner Foster as Vice-Chair to the Muskegon County Board of Commissioners.

Chairman Hughes asked if there were any other nominations. There being none, Chairman Hughes asked for a motion to close nominations and elect Commissioner Foster and cast a unanimous vote. There being no motion, roll call was taken to elect Commissioner Foster as Vice-Chair.

Roll Call:

Yes: Gary Foster, Zach Lahring, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider II, Rillastine Wilkins, Susie Hughes

No: None

Excused: Marcia Hovey-Wright

**Motion Carried**

Muskegon County Clerk Nancy A. Waters issued the Oath of Office to Commissioner Foster and congratulated him as Vice-Chair to the Muskegon County Board of Commissioners.

2020-3 **ADOPT THE 2020 CALENDAR FOR THE MUSKEGON COUNTY BOARD OF COMMISSIONERS WITH MEETINGS BEGINNING AT 3:30 P.M.**

Moved by Commissioner Mahoney, seconded by Vice-Chair Foster, to adopt the 2020 Calendar for the Muskegon County Board of Commissioners with meetings beginning at 3:30 p.m. (See attached.)

Voice Vote.

**Motion Carried**

2020-4 **ADOPT THE ADMINISTRATIVE SETTLEMENT AUTHORITY**

Moved by Commissioner Mahoney, seconded by Commissioner Wilkins, to adopt the Administrative Settlement Authority.

Discussion ensued.

Moved by Chairman Hughes, seconded by Commissioner Nash to amend the Settlement Authority to include language that this information will be included in the Administrator's report at the next Full Board meeting. (See attached.)

Voice vote.

**Motion Carried**

2020-5 **ADOPT THE ADMINISTRATIVE SPENDING AUTHORITY**

Moved by Commissioner Nash, seconded by Vice-Chair Foster, to adopt the Administrative Spending Authority. (See attached.)

Roll Call:

Yes: Gary Foster, Zach Lahring, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider II, Rillastine Wilkins, Susie Hughes

No: None

Excused: Marcia Hovey-Wright

**Motion Carried**

2020-6 **APPROVE THE 2020 COMMITTEE ASSIGNMENTS/CHAIR AND VICE-CHAIR APPOINTMENTS**

It was recommended by Chairman Hughes, moved by Commissioner Nash, seconded by Commissioner Mahoney, to approve the 2020 Committee Assignments/Chair and Vice-Chair Appointments. (See attached.)

Commissioner Lahring moved to amend to nominate himself for the Health and Human Services Committee. Chairman Hughes indicated that these are the same appointments as before and that these were her recommendations, not nominations.

Voice vote.

**Motion Carried**

Commissioner Snider volunteered for the Foreign Trade Zone Appointment. Chairman Hughes thanked Commissioner Snider.

**PUBLIC COMMENT**

Virginia Greenlee spoke on changing the meeting time to 4:30 p.m., and refugee resettlement and the costs associated with that.

Jim Riley spoke on refugee resettlement.

Mary Lou Nitz spoke on welcoming community, and the 2<sup>nd</sup> Amendment rights.

Nola Twining spoke on changing the meeting time to 4:30, 2<sup>nd</sup> Amendment rights, and opting out of being a Sanctuary City.

**BOARD COMMENT**

Vice-Chair Foster thanked the Board for their trust.

2020-7        **MOVED BY COMMISSIONER MAHONEY, AND SECONDED, TO ADJOURN**

Meeting adjourned at 3:54 p.m.

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Nancy A. Waters, Muskegon County Clerk

NAW/lss

To Be Approved at Full Board Meeting on Tuesday, January 14, 2020

## 2020 MUSKEGON COUNTY BOARD OF COMMISSIONERS MEETING SCHEDULE

Full Board

Tues. January 14<sup>th</sup>  
Tues. January 28<sup>th</sup>

Tues. February 11<sup>th</sup>  
Tues. February 25<sup>th</sup>

Tues. March 10<sup>th</sup>  
Tues. March 31<sup>st</sup>

Tues. April 14<sup>th</sup>  
Tues. April 28<sup>th</sup>

Tues. May 12<sup>th</sup>  
Thurs. May 21<sup>st</sup>

Tues. June 9<sup>th</sup>  
Tues. June 23<sup>rd</sup>

Tues. July 14<sup>th</sup>  
Tues. July 28<sup>th</sup>

Tues. August 11<sup>th</sup>  
Tues. August 25<sup>th</sup>

Tues. September 8<sup>th</sup>  
Tues. September 22<sup>nd</sup>

Tues. October 13<sup>th</sup>  
Tues. October 27<sup>th</sup>

Tues. November 10<sup>th</sup>  
Thurs. November 19<sup>th</sup>

Tues. December 8<sup>th</sup>  
Thurs. December 17<sup>th</sup>

Community Development & Transportation & Public Works

Thurs. January 9<sup>th</sup>

Thurs. February 13<sup>th</sup>

Thurs. March 12<sup>th</sup>

Thurs. April 9<sup>th</sup>

Thurs. May 14<sup>th</sup>

Thurs. June 11<sup>th</sup>

Thurs. July 9<sup>th</sup>

Thurs. August 13<sup>th</sup>

Thurs. September 10<sup>th</sup>

Thurs. October 8<sup>th</sup>

Thurs. November 12<sup>th</sup>

Thurs. December 10<sup>th</sup>

Courts/Public Safety & Human Services & Ways & Means

Tues. January 7<sup>th</sup>

Tues. February 4<sup>th</sup>

Tues. March 3<sup>rd</sup>

Thurs. April 2<sup>nd</sup>

Tues. May 5<sup>th</sup>

Tues. June 2<sup>nd</sup>

Tues. July 7<sup>th</sup>

Thurs. August 6<sup>th</sup>

Tues. September 1<sup>st</sup>

Tues. October 6<sup>th</sup>

Thurs. November 5<sup>th</sup>

Tues. December 1<sup>st</sup>

Ways & Means

Tues. January 21<sup>st</sup>

Tues. February 18<sup>th</sup>

Tues. March 24<sup>th</sup>

Tues. April 21<sup>st</sup>

Tues. May 19<sup>th</sup>

Tues. June 16<sup>th</sup>

Tues. July 21<sup>st</sup>

Thurs. August 20<sup>th</sup>

Tues. September 15<sup>th</sup>

Tues. October 20<sup>th</sup>

Tues. November 17<sup>th</sup>

Tues. December 15<sup>th</sup>

All meetings are held in the Board of Commissioners' Room on the 4<sup>th</sup> Floor of the Hall of Justice, 990 Terrace, Muskegon at 3:30 PM unless otherwise noted.

**Public Works Board meets at 4:00 PM**

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-line at <https://www.co.muskegon.mi.us/>

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 2020

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 2021, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2020

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 2021, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

**MUSKEGON COUNTY  
BOARD OF COMMISSIONERS  
2020 COMMITTEE ASSIGNMENTS  
Susie Hughes, Chair**

**Community Development/  
Strategic Planning**  
(Committee-of-the-Whole)

Charles Nash, Chair  
Ken Mahoney, Vice-Chair

**Courts/Public Safety**  
(Committee-of-the-Whole)

John Snider, Chair  
Rillastine Wilkins, Vice-Chair

**Human Services**  
(Committee-of-the-Whole)

Charles Nash, Chair  
Marcia Hovey-Wright, Vice-Chair

**Transportation Committee**  
(Committee-of-the-Whole)

Rillastine Wilkins, Chair  
Gary Foster, Vice-Chair

**Ways & Means Committee**  
(Committee-of-the-Whole)

Bob Scolnik, Chair  
Charles Nash, Vice-Chair

**Public Works Board**  
(9 member board which includes Drain  
Commissioner)

Gary Foster, Chair  
Susie Hughes  
Zach Lahring  
Ken Mahoney  
Charles Nash  
Bob Scolnik  
I. John Snider, II  
Rillastine Wilkins, Vice-Chair  
Brenda Moore, Drain Commissioner

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

Jennifer Hodges, Ex-Officio Member  
Muskegon Charter Township

Leo Evans, Ex-Officio Member  
City of Muskegon