

MUSKEGON COUNTY BOARD OF COMMISSIONERS
CONSTRUCTION/RENOVATION OVERSIGHT POLICY
POLICY NO. 2011-617

APPROVAL DATE: Thursday, December 15, 2011

POLICY

Responsibility for the administration and oversight of Muskegon County construction and renovation projects rests initially with the Public Works Director under the direction of the County Administrator. On each construction and/or renovation project, the particular department involved shall notify the Public Works Director to determine the need for the project and to formulate a proposal for the project. No construction or renovation project shall be undertaken or commitment made, unless specific appropriations have been made in annual budgets. For proposed projects not authorized in the budget prior approval by the County Board is required.

PROCEDURE

The Public Works Director's duties shall be to render assistance and give advice to departments of the county engaged in construction and/or renovation projects. Such assistance shall include: preparing specifications; obtaining cost estimates; preparing all forms and papers, except contract documents, to be used for such purposes; assisting in the appraisal of bids submitted; inspecting projects in progress in order to insure compliance with contract specification; assisting departments conducting construction and/or renovation projects in pre-auditing bills submitted by contractors for progress payments and final payment; and rendering such other assistance as may be requested by departments engaging in construction and/or renovation projects.

Motion by Collins, second by Engle, to adopt the foregoing policy at a regular meeting of the Muskegon County Board of Commissioners held December 15, 2011 at 4:24 PM.

Ayes: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Chairman Kenneth Mahoney, Scott Plummer, Robert Scolnik, Vice Chairman I. John Snider, Rillastine Wilkins

Nays: None

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 December 15, 2011, regular meeting, in testimony whereof, I have hereunto set my hand and affixed the seal of my office this 16th day of December 2011.


Nancy A. Waters, County Clerk