

The organizational meeting of the Mason County Board of Commissioners was held at 9:00 a.m. at the Mason County Airport Terminal Conference room at 5300 W. US 10 Ludington, Michigan.

The meeting was called to order by Clerk C. Kelly.

Roll call was taken. Present: N. Krieger, G. Castonia, J. Hartley, L. Squires,
S. Hull, J. Andersen, R. Bacon.

Absent:

Administrator Knizacky was present via Zoom

R. Bacon gave the Invocation and Pledge of Allegiance to the flag of the United States of America.

Motion by R. Bacon and seconded by S. Hull Motion to approve the agenda as presented. Motion carried.

Clerk Kelly had Commissioner Krieger bring forth a resolution electing the Board Chair for a one-year term.

Motion was made by N. Krieger and seconded by S. Hull to approve this resolution. Motion carried.

HONORABLE COMMISSIONERS

WHEREAS, Public Act 392 of 2000 amends section 3 of Public Act 156 of 1851 specifying that the chairperson of a county board of commissioners shall be elected each odd-numbered year to serve a two-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a one-year term; and

WHEREAS, Public Act 392 took effect on January 4, 2001; and

WHEREAS, the Board of Commissioners of the County of Mason desires to elect its chairperson on an annual basis.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason does hereby determine to elect its chairperson for annual one-year terms in accordance with the terms of Public Act 392 of 2000.

Moved for your approval.

Motion carried. (Signed) N. Krieger.

Clerk Kelly opened the floor for nominations of the Board Chairman position. Commissioner Bacon nominated Commissioner Andersen, which was seconded by S. Hull. Clerk Kelly asked if there were any more nominations. Clerk Kelly asking for the third time if there were any more nominations, hearing none, closed the floor for nominations.

Motion was made by R. Bacon and seconded by S. Hull to cast a unanimous vote for Commissioner Andersen as Chair. Motion unanimously carried.

Clerk Kelly turned the meeting over to Chair Andersen, who thanked her fellow Commissioners' for their vote of confidence.

Chair Andersen then opened the floor for nominations for Vice-Chair of the Mason County Board.

Commissioner Castonia nominated Commissioner Hull, this was seconded by Commission R. Bacon.

Commissioner Hartley nominated Commissioner Squires. Chair Andersen requested again two more times for more nominations. Nominations were closed and a roll call vote was taken:

Hull: Krieger, Castonia, Hull, Bacon, Andersen.

Squires: Hartley, Squires.

Commissioner Hull was appointed as Vice-Chair with a roll call vote of 5 to 2.

Clerk Kelly noted that a correction was made in the December 13, 2022 notes and a single page copy was given to each Commissioner with the update. Motion was made by N. Krieger and seconded by J. Hartley to approve the December 13, 2022 Regular meeting with the change on Page 4 regarding the vote, approve the December 13, 2022 Closed Meeting, and the December 28, 2022 Special Meeting. Motion carried.

Correspondence: Chair Andersen read an email received from MIHI regarding MIHI unveiling more stops on the MI Connected Future Listening Tour regarding broadband barriers in our Community and hosting a MI Connected Future Tour. All Commissioners were interested in this option and Chair Andersen noted she would talk with Administrator Knizacky.

Public comment: Deb DelZoppo, Ludington, Mason-Lake Conservation District, thanked the Commissioners for their continued support of the Conservation District. She noted that the Conservation District is hoping to have a presence at all future meetings. She thanked the Commissioners for their work as public servants and appreciated all that they do.

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Motion by N. Krieger and seconded by R. Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Metro Consulting Associates is applying for a Michigan Mobility Grant through the Office of Future Mobility and Electrification and is requesting a letter of support from Mason County; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee is recommending that the County Board authorize a letter of support.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves a letter of support for the Metro Consulting Associates application for a Michigan Mobility Grant through the Office of Future Mobility and Electrification and directs the Board Chair to submit the letter on their behalf.

Moved for your approval.

Motion carried. (Signed) N. Krieger.

Motion by Public Safety and Courts Committee Chair G. Castonia and seconded by J. Hartley to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Board of Commissioners has budgeted for a part-time Emergency Management Deputy Coordinator; and

WHEREAS, the Public Safety & Courts Committee is recommending authorizing Emergency Management Coordinator Reimink to start the hiring process for this Deputy Coordinator.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason authorizes Coordinator Reimink to hire a part-time Emergency Management Deputy Coordinator with a starting date of January 3, 2023; and

BE IT FURTHER RESOLVED, that the Board approves the attached wage schedule and job description for this position.

Moved for your approval.

Motion carried. (Signed) G. Castonia.

Commissioner Squires congratulated Chair Andersen on her election as Chair and thanked her for the responsibility of leading the board again for the year.

Motion by Buildings, Planning, Drains, and Airport Committee Chairman S. Hull and seconded by R. Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Finance, Personnel, & Rules Committee has reviewed the transfers for January 10, 2023.

THEREFORE, we, your Finance, Personnel, & Rules Committee, request your approval of the following transfers:

Road Patrol	\$187,500.00
Friend of the Court	\$146,750.00
Indigent Defense	\$ 38,375.00
Jail Operations	\$168,250.00
Probate Court Child Care	\$ 75,268.75
Property & Liability Insurance	\$ 11,250.00

Moved for your approval.

Motion carried. (Signed) S. Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chairman S. Hull and seconded by R. Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, it is necessary, from time to time, to review and update the adopted rules of the Mason County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the adopted rules of the Mason County Board of Commissioners.

Moved for your approval.

Motion carried. (Signed) S. Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chairman S. Hull and seconded by G. Castonia to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Summit Township Board of Election Commissioners (“Township Election Commission”) is charged with the possession and control of voting equipment owned and used by the township under the provisions of the Michigan Election Law, 1954 P.A. 116, MCL 168.1 *et seq.*; and

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WHEREAS, the Township Election Commission does not have adequate storage space for all of its electronic voting equipment and has asked the County Clerk to store some equipment on its behalf; and

WHEREAS, Mason County Clerk Kelly has offered to store these items for the Township Election Commission and is willing to hold the equipment in safekeeping in a locked, secure area; and

WHEREAS, it is in the best interests of the people of Mason County for the County Clerk to store this electronic voting equipment in a safe, secure facility where it will be protected from damage and available for the statutorily required public tests; now

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached Agreement to Store Voting Equipment between the County of Mason and the Township Election Commission and directs the Mason County Clerk and Chairperson of the Mason County Board of Commissioners to sign said agreement on its behalf.

Moved for your approval.

Motion carried. (Signed) S. Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chairman S. Hull and seconded by R. Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Airport Layout Plan has identified surplus property at the Mason County Airport; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee is recommending seeking proposals for Appraisal Services related to this property.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves seeking proposals for Appraisal Services related to surplus airport property.

Moved for your approval.

Commissioner Hartley questioned if these appraisals were for the intent to sell these parcels. Commissioner Krieger noted that he had asked the same question at the committee level and was informed that the land on the south side was slated to be used for road access, but that the Airport was required to do if these parcels were considered surplus.

Motion carried. (Signed) S. Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chairman S. Hull and seconded by N. Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Economic Development Corporation Board and Mason County Brownfield Redevelopment Authority Board have requested that Mason County provide services that include financial records, minutes, and dissemination of information, keeping of records, and other support duties necessary to keep both entities in order.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the Management Agreement with the Mason County Economic Development Corporation Board and Mason County Brownfield Redevelopment Authority Board; and

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Board Chair to sign the attached service agreement.

Moved for your approval.

Motion carried. (Signed) S. Hull.

Motion by Board Chair J. Andersen and seconded by S. Hull to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the 2023 schedule of meetings for the Mason County Board of Commissioners requires approval.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached 2023 schedule of meetings.

Moved for your approval.

PUBLIC NOTICE
2023 BOARD MEETING SCHEDULE
MASON COUNTY
BOARD OF COMMISSIONERS

JANUARY 10th	TUESDAY	9:00 A.M.
FEBRUARY 14th	TUESDAY	9:00 A.M.*****
MARCH 14th	TUESDAY	9:00 A.M.
APRIL 11th	TUESDAY	7:00 P.M.

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MAY 9th	TUESDAY	9:00 A.M.
JUNE 13th	TUESDAY	7:00 P.M.
JULY 11th	TUESDAY	9:00 A.M.
AUGUST 15th	TUESDAY	7:00 P.M.
SEPTEMBER 12th	TUESDAY	9:00 A.M.
OCTOBER 10 th	TUESDAY	7:00 P.M.
NOVEMBER 14th	TUESDAY	9:00 A.M.
DECEMBER 12th	TUESDAY	7:00 P.M.
<u>JANUARY 9th, 2024</u>	TUESDAY	<u>9:00 A.M.</u>

These meetings are open to the public.

******Board rules dictate if the February meeting falls on February 14 it will be held at 9:00 A.M.**

The Board of Commissioners Meetings will be held
in the Mason County Airport Terminal conference room.
Located 5300 W. US 10, Ludington MI 49431.

Motion carried. (Signed) J. Andersen.

Motion by Board Chair J. Andersen and seconded by R. Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Register of Deeds Englebrecht is recommending the purchase of a SSL certificate from the Register of Deeds Automation Fund; and

WHEREAS, the Finance, Personnel, & Rules Committee is recommending the approval of the purchase of this certificate.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the purchase of a SSL certificate from the Register of Deeds Automation Fund.

Moved for your approval.

Motion carried. (Signed) J. Andersen.

Commissioner Krieger inquired about the specific purpose of the Automation Fund in the Register of Deeds office. Administrator Knizacky clarified this by stating that prior Board members had set up rules that any funds paid out of the Automation Fund have to go to the full Board for approval.

Motion by Board Chair J. Andersen and seconded by N. Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Register of Deeds is recommending the purchase of the AVID Life Cycle Service from the Register of Deeds Automation Fund; and

WHEREAS, the Finance, Personnel, & Rules Committee is recommending the approval of the purchase of this service.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the purchase of the AVID Life Cycle Service from the Register of Deeds Automation Fund.

Moved for your approval.

Motion carried. (Signed) J. Andersen.

Motion by Board Chair J. Andersen and seconded by S. Hull to approve the following resolution:

HONORABLE COMMISSIONERS

The Finance, Personnel, and Rules Committee has audited the County's claims dated

December 08, 2022 totaling \$159,940.81; and
December 22, 2022 totaling \$521,389.91.

The Finance, Personnel, and Rules Committee found these claims to be in order and asks the Board to approve these claims.

Moved for your approval.

Motion carried. (Signed) R. Bacon, J. Andersen, S. Hull.

Motion by Board Chair J. Andersen and seconded by S. Hull to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, a citizen’s group approached the County Board related to a countywide broadband project; and

WHEREAS, the County Board instructed the Buildings, Planning, Drains, and Airport Committee to review the issue and make a recommendation on how to proceed for the Board to consider; and

WHEREAS, the Committee has reviewed various options to address the lack of adequate & affordable countywide broadband; and

WHEREAS, the Committee recommends that the County work towards creating a County owned broadband system and to contract with a private company to operate the system; and

WHEREAS, the Committee recommends that the County Board approve the creation of a Request for Proposals to design, build, and operate a County owned broadband system including services to write an application for a BEAD grant; and

WHEREAS, the Committee recommends that the County Board use voter approved taxes, bonds, user fees, ARPA funds, and County reserves to fund the various aspects of the project.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the creation of a Request for Proposals to design, build, and operate a County owned broadband system including services to write an application for a BEAD grant; funds to come from the Equipment Replacement Fund.

Moved for your approval.

Motion carried. (Signed) J. Andersen

Motion by R. Bacon and seconded by N. Krieger to approve the following resolution:

WHEREAS, the Finance, Personnel, and Rules Committee is recommending the approval of the attached agreement for third party administrator services for the Mason County Housing Program.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached agreement for third party administrator services for the Mason County Housing Program with FiveCap, Inc. and further directs the Board Chair to sign any necessary agreements on their behalf.

Moved for your approval.

Chair Andersen noted prior to the vote that she does serve on the Five Cap Board at this time.

Motion carried. (Signed) R. Bacon.

Motion by R. Bacon and seconded by S. Hull to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Sheridan Township Board of Election Commissioners (“Township Election Commission”) is charged with the possession and control of voting equipment owned and used by the township under the provisions of the Michigan Election Law, 1954 P.A. 116, MCL 168.1 *et seq.*; and

WHEREAS, the Township Election Commission does not have adequate storage space for all of its electronic voting equipment and has asked the County Clerk to store some equipment on its behalf; and

WHEREAS, Mason County Clerk Kelly has offered to store these items for the Township Election Commission and is willing to hold the equipment in safekeeping in a locked, secure area; and

WHEREAS, it is in the best interests of the people of Mason County for the County Clerk to store this electronic voting equipment in a safe, secure facility where it will be protected from damage and available for the statutorily required public tests; now

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached Agreement to Store Voting Equipment between the County of Mason and the Township Election Commission and directs the Mason County Clerk and Chairperson of the Mason County Board of Commissioners to sign said agreement on its behalf.

Moved for your approval.

Motion carried. (Signed) R. Bacon.

Motion by R. Bacon and seconded by N. Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the 2023 schedule of work sessions for the Mason County Board of Commissioners requires approval.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached 2023 schedule of work sessions.

MASON COUNTY
BOARD OF COMMISSIONERS
2023 BOARD WORKSESSIONS

JANUARY 24 th	TUESDAY	7:00 P.M.
	Topic: Senior Services	
MAY 23 rd	TUESDAY	7:00 P.M.
	Topic:	
JULY 25 th	TUESDAY	7:00 P.M.
	Topic: 2024 Budget	

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SEPTEMBER 26th TUESDAY 7:00 P.M.
Topic: 2024 Proposed Final Budget
NOVEMBER 28th TUESDAY 7:00 P.M.
Topic:

These meetings are open to the public.

**The Board of Commissioners Meetings will be held
in the Mason County Airport Terminal conference room.
Located 5300 W. US 10, Ludington MI 49431.**

Moved for your approval.

Motion carried. (Signed) R. Bacon

Motion by R. Bacon and seconded by L. Squires to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Mason County Sheriff Cole is seeking authorization to sell retiring Detective/ Sergeant Posma his duty pistol; and

WHEREAS, the Finance, Personnel, and Rules Committee is recommending board approval of this request.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason authorizes selling retiring Detective/ Sergeant Posma his duty pistol.

Moved for your approval.

Motion carried. (Signed) R. Bacon

Public Comment: James Kelley, Michigan State University Extension Director passed out the quarterly report for MSU-E. He invited the Commissioners to the Research Station in Hart, Michigan on January 12, 2023 from 1-2:30 p.m. for a presentation. He noted that MSU-E did hire a mental health and wellness person to work with the areas youth in grades 10 thru 12.

Unfinished business: Administrator Knizacky was directed to work on a definition of duties for a job description. The Board will need to look into whether they wished to work as a Committee of the Whole (COTW) or send to the Finance, Personnel, and Rules Committee. Discussion ensued. Commissioner Hartley agreed that a Committee of the Whole was prudent and meetings could be scheduled as needed. Commissioner Squires also agreed with the COTW noting that all are replaceable and new insights need to be looked at. Commissioners would like to hold a COTW meeting in February, the 24th was considered. Requested was to have Administrator Knizacky distribute his job duties so that the Commissioners can review prior to this meeting. Administrator Knizacky noted that he will provide a list of daily/weekly/monthly/quarterly/yearly of his job duties and will contact surrounding communities for any potential job descriptions, along with salary schedules.

Liz Reimink, Emergency Manager, announced her resignation from office effective mid-January. She wished to thank the Board, Administrator, and fellow employees for their proactive stance in assisting her over the last 16 years to the community. Chair Andersen thanked Emergency Manager Reimink for her dedication and service to Mason County and wished her well.

Meeting adjourned 9:53 a.m.

CHERYL KELLY, COUNTY CLERK

JANET S. ANDERSEN, BOARD CHAIR