

FINANCE, PERSONNEL, & RULES COMMITTEE

January 16, 2024

9:00 AM

Meeting will be at the conference room at the Mason County Airport Terminal

- A. Roll Call
- B. Approval of the Agenda
- C. Approval of the Minutes
- D. Reading of Correspondence
- E. Limited Public Comments
- F. Committee Work
 - 1. Consideration of a request to consider prior experience
 - 2. Consideration of Finance, Personnel, & Rules Committee Transfers
- G. Limited Public Comments
- H. Any other business
- I. Adjournment

Finance, Personnel, & Rules Committee Meeting
January 4, 2024
Mason County Airport

Commissioner Andersen called the Finance, Personnel, & Rules Committee Meeting (FPR) to order at 9:00 a.m. in the conference room of the Mason County Airport. Members present: Commissioners: Bacon, Andersen and Hull. Absent: None. Others present: Administrator Knizacky, Assistant Administrator Szczypka, Registrar Englebrecht and Chief Deputy Clerk Holmes. Public: None.

Motion by Bacon and seconded by Hull to approve the agenda with the addition of the consideration for a donation of sick time between employees. Motion carried.

Motion by Hull and seconded by Bacon to approve the minutes of the December 21, 2023 meeting. Motion carried.

Correspondence: None.

Limited Public Comment: None.

Committee Work:

Consideration of a request to purchase the AVID Life Cycle Service from the Register of Deeds Automation Fund:

Registrar Englebrecht described the service to the committee noting it would provide 24/7 support along with external support, access to new programs provided by Fidar, automatic billing for Laredo users and Anchor, which provides tools to check for document or clerical errors increasing accuracy. Motion by Hull and seconded by Bacon to send the request to the full Board with the recommendation to approve. Motion carried. Registrar Englebrecht left the meeting.

Consideration of Finance, Personnel, & Rules Committee Transfers: Motion by Bacon and seconded by Hull to send to the full Board the following Transfers: Road Patrol-\$213,475.00; Friend of the Court-\$153,750.00; Indigent Defense-\$38,375.00; Jail Operations-\$168,250.00; Probate Court Child Care-\$90,250.00; Property & Liability Insurance \$11,250.00; Motion carried.

Consideration of a proposal to hire an architect with funds from the Courthouse Preservation Fund: Motion by Bacon and seconded by Hull to recommend to the full Board the hiring of Post and Associates for projects including the new Probate Courtroom. Motion carried.

Consideration of a Brownfield Redevelopment Management Agreement: The agreement between the Brownfield Redevelopment Authority and the County of Mason would include the County being responsible for agendas and minutes, payments, and reporting to the State. Motion by Bacon and seconded by Hull to send the agreement to the full Board with the recommendation to approve. Motion carried.

Consideration of an Employee Benefits Consulting Services Agreement: Motion by Hull and seconded by Bacon to send a Consulting Services Agreement between Lenz Balder Insurance and the County of Mason to the full Board with the recommendation to approve. Motion carried.

Discussion of the 2024 Budget: Administrator Knizacky discussed with the Committee the changes in the 2024 budget that was approved at an October 2023 meeting. Said changes have resulted in a \$230,000 deficit. There was discussion on steps to bring the budget into balance with further discussion to take place at the January 30, 2024 Finance, Personnel and Rules Committee meeting.

Consideration of a request to donate sick time: A Part-time Airport employee is out due to a medical event. An employee has requested to donate sick time to assist as Part-time employees are not eligible for sick time. Motion by Bacon and seconded by Hull to approve the donation of sick hours requested by an employee to give to the Part-time Airport employee. Motion carried.

Limited Public Comment: None

Any other business: Administrator Knizacky informed the committee that he would be discussing with Life EMS, the requirements for purchasing new ambulances.

Meeting adjourned at 9:32 a.m.



Lori Holmes, Chief Deputy Clerk

TO: County Administrator Knizacky
FROM: Sheriff Kim C. Cole
REF.: Pay Rate Increase for Deputy Brooks

Fabian,

Neill Brooks started his employment with the Mason County Sheriff's Office on 12/27/2023 after accepting a position with our office.

Deputy Brooks comes to the Mason County Sheriff's Office from the Brevard County FL Sheriff's Office. He had worked for Brevard County for the past 8 years.

Deputy Brooks had amassed numerous certificates of training and was a "Field Training Officer" with Brevard County. Among his certificates are PBT Operator, SFST Certification, Radar Certification, and as previously mentioned, he had completed training as a Field Training Officer.

I kindly request Deputy Brooks be paid at top level per the Road Patrol Union contract as follows:

- December 27 and 28, 2023 a rate of \$26.14/hour
- As of January 01, 2024 a rate of \$27.19/hour

Respectfully,



Kim C. Cole
Sheriff



Mason County Board of Commissioners

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APPROVAL OF FINANCE, PERSONNEL, & RULES COMMITTEE TRANSFERS

Janet S. Andersen
Chair

Steven Hull
Vice Chair

Cheryl Kelly
County Clerk

Fabian L. Knizacky
Administrator

Nick Krieger
District 1

Les Johnson
District 2

Jody Hartley
District 3

Lewis G. Squires, D.C.
District 4

Steven Hull
District 5

Janet S. Andersen
District 6

Ron Bacon
District 7

WHEREAS, the Finance, Personnel, & Rules Committee has reviewed the transfers for February 13, 2024.

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

Road Patrol	\$213,525.00
Jail Operations	\$168,250.00
Law Library	\$ 2,500.00
Airport Operations	\$ 41,500.00
Health, Life, & Pension	\$322,000.00

Moved for your approval.
