

FINANCE, PERSONNEL, & RULES COMMITTEE

February 13, 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 Finance, Personnel, & Rules Committee Transfers
 - 2. Consideration of a request for election overtime
 - 3. Review of the Public Improvement Fund balances
 - 4. Review of the Equipment Replacement Fund balances
- G. Limited Public Comments**
- H. Any other business**
- I. Adjournment**

Finance, Personnel, & Rules Committee Meeting
January 30, 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: Judge Sniegowski, IT Director Englebrecht, Airport Manager O'Connor, Deputy Administrator Szczypka, Administrator Knizacky and Clerk Kelly. Public: None.

Motion by Hull and seconded by Bacon to approve the agenda with the addition of the Consideration of Commissioners email. Motion carried.

Motion by Bacon and seconded by Hull to approve the minutes of the January 16, 2024 meeting. Motion carried.

Correspondence: None.

Limited Public Comment: None.

Committee Work:

Consideration of a request to make a temporary part-time position permanent: Judge Sniegowski presented to review the request to make the part-time position permanent. Noted is that funding was approved by the Board in the 2024 budget. Also of note, is if Judge Nellis fills his full time position, this position may not be needed and may be phased out. Motion by Bacon and seconded by Hull to send the consideration of a request to make a temporary part-time position permanent to the full Board contingent upon funding availability in the future. Motion carried.

Consideration of a Remote Access Policy: IT Director Englebrecht reviewed the request to adopt the new Remote Access Policy that was approved by the MCNABB Board. Motion by Hull and seconded by Bacon to send the Consideration of a Remote Access Policy to the full Board for approval Motion carried.

Consideration of an Employee Termination IT Checklist: IT Director Englebrecht reviewed the request to adopt an Employee Termination IT checklist. Motion by Bacon and seconded by Hull to send the Consideration of an Employee Termination IT Checklist to the full Board for approval. Motion carried.

Consideration of a request to issue a request for proposals for a website upgrade/redesign: IT Director Englebrecht noted that the current website is outdated and is requesting to obtain proposals for an upgrade/redesign. Motion by Hull and seconded by Bacon to send the Consideration of a request to issue a request for proposal for a website upgrade/redesign to the full Board to approve. Motion carried.

Consideration of a request to issue a request for proposals for computer services consultant: IT Director Englebrecht reviewed the request to seek proposals for computer services consultant. Motion by Hull and seconded by Bacon to send the Consideration of a request to issue a request for proposals for computer services consultant to the full Board for approval. Motion carried.

Consideration of an appointment to the Mason Count Computer Network Advisory Board: IT Director Englebrecht reviewed the request from the MCNABB Committee to appoint new Deputy Administrator Szczypka to the At-Large seat that is open due to the resignation of Emergency Manager Reimink. Motion by Hull and seconded by Bacon to send to the full Board the Consideration of appointing Deputy Administrator Szczypka to the Mason County Computer Network Advisory Board. Motion carried.

Consideration of a request to purchase two Wind Cones from the Airport Improvement Fund: Recommendation coming from BPDA Committee to approve the Korthase proposal, which was reviewed by Airport Manager O'Connor to replace the Wind Cones at a cost of \$21,000.00 with funds to come from the Airport Improvement Fund. Motion by Hull and seconded by Bacon to send the Consideration of a request to purchase two Wind Cones from the Airport Improvement Fund to the full Board. Motion carried.

Consideration of the purchase of property from the Public Improvement Fund: Recommendation come from the BPDA Committee to consider the purchase of the property. Administrator Knizacky provided historical information. Cost for the parcel slated at \$260,000.00 with funds to come from the Public Improvement Fund which were set aside as this project has been under consideration for the last 14 months. Recommended also was a Phase 1 Environmental study to be performed as well. Motion by Bacon and seconded by Hull to recommend to the full Board the Consideration of the

purchase of property from the Public Improvement Fund and with a Phase I environmental study to be completed as part of the purchase agreement. Motion carried.

Consideration of a request for part-time hours: Administrator Knizacky reviewed the request for the part-time hours related to the HMPG Grant in the Emergency Management office. Previous employee, Kate Carrigan, stated she would stay on for the 2024 year and provide the Sara Title III survey under the HMPG grant and train the new employee. Motion by Hull and seconded by Bacon to send the Consideration of a request for part-time hours to the full Board for the Sara Title III hours with recommendation. Motion carried.

Consideration of a request to purchase two ambulances from the Equipment Replacement Fund: Recommendation coming from the Public Safety and Courts Committee to purchase two ambulances one now and one later in 2024. Total cost for both units to be \$304,000.00, funds to come from Equipment Replacement that have been allocated. Motion by Hull and seconded by Bacon to send the Consideration of a request to purchase two ambulances from the Equipment Replacement Fund to the full Board for approval. Motion carried.

Consideration of a request to purchase two ballistic vests from the Equipment Replacement Fund: Recommendation from the Public Safety and Courts Committee to purchase two ballistic vests for the Animal Control officers with funds of approximately \$1,800.00 coming from the Equipment Replacement Fund. Motion by Bacon and seconded by Hull to send to the full Board for Consideration the request to purchase two ballistic vests from the Equipment Replacement Fund. Motion carried.

Consideration of 2024 Budget amendments: Administrator Knizacky reviewed the budget amendments needed for the following Departments: Administration, Drain Commissioner, and Register of Deeds. The first two request need to be funded from Contingency leaving \$20,550.00 for the 2024 calendar year. The Register of Deeds Automation Fund budget amendment came from the Equipment Replacement (EQR) Fund unallocated fund balance. Noted is that as funding comes in from the Automation fund, it will directly be placed into the EQR unallocated fund balance. The Board still needed to deal with the \$1 per hour raises that were given after the budget was finalized in December. Motion by Hull and seconded by Bacon to send to the full Board for approval the Consideration of the 2024 Budget Amendments. Motion carried.

Consideration of new physical forms: Clerk Kelly reviewed with the Committee the new physical forms and was given direction on how to proceed.

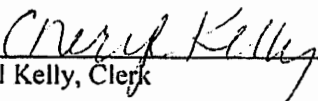
Consideration of an amendment to the 2021 Adoption Agreement Addendum: Administrator Knizacky reviewed with the Committee that an amendment needed to be adopted to allow for county employees (corrections union) who receive a lump sum payment for their holiday pay to have these monies be a part of their retirement through the MERS program. Motion by Hull and seconded by Bacon to send to the full Board for Consideration the Mason County 2021 Adoption Agreement Addendum. Motion carried.

Consideration of County email addresses for County Commissioners: It Director Englebrecht reviewed options for Commissioners emails at \$48/year per email address. Motion by Bacon and seconded by Hull to send the Consideration of County email addresses for County Commissioners to the full Board without recommendation.

Limited Public Comment: None

Any other business: None.

Meeting adjourned at 10:08 a.m.


Cheryl Kelly, Clerk



Mason County Board of Commissioners

5300 W. US10, Ludington, Michigan 49431
(P) (231) 843-7999 • (F) (231) 843-1972
www.masoncounty.net

Janet S. Andersen
Chair

Steven Hull
Vice Chair

Cheryl Kelly
County Clerk

Fabian L. Knizacky
Administrator

Nick Krieger
District 1

Road Patrol
Jail Operations

\$213,525.00
\$168,250.00

Les Johnson
District 2

Jody Hartley
District 3

Moved for your approval.

Lewis G. Squires, D.C.
District 4

Steven Hull
District 5

Janet S. Andersen
District 6

Ron Bacon
District 7

MASON COUNTY CLERK'S OFFICE

304 E. LUDINGTON AVENUE
LUDINGTON, MI 49431
231-843-8202

Cheryl Kelly, Clerk
Lori Holmes, Chief Deputy
Alesha Miller, Deputy
Penny Price, Deputy
Kayla Beaver, Deputy
Kimberly Quillan, Deputy

MEMORANDUM

TO: Finance, Rules & Personnel Committee

FROM: Cheryl Kelly, Clerk

DATE: January 30, 2024

SUBJECT: Election Overtime

Requesting to be able to have overtime hours for the upcoming Presidential Primary Election and to charge all staff overtime hours related to the upcoming Presidential Primary Election to the State of Michigan. Up to 10 hours per staff member, if needed.

Thank you for your consideration.

Mason County
Public Improvement Fund
Reserve breakdown
December 31, 2023

Description	12/31/2022 <u>Amount</u>	12/31/2023 <u>Amount</u>
Courthouse Improvements	\$ 1,269,614.76	\$ 1,409,874.10
Jail Improvements	1,265,373.44	1,369,013.51
Health Department	1,238,560.07	1,329,660.93
HVAC, Alarm and Fire Systems	844,557.51	896,594.55
Airport Terminal	488,142.75	526,917.58
Roof Reserves	471,469.41	487,878.51
Animal Control Building	457,487.37	483,234.92
Jail Court Building	400,000.00	453,176.47
Madden Center	409,962.57	419,410.24
Jail Annex	380,219.04	405,175.22
Parks	373,086.76	399,852.85
Sheriff Storage Building	225,532.31	328,009.18
Church land purchase 102 Fifth Street	-	260,000.00
Unallocated	228,771.39	243,698.59
Airport & fairgrounds sidewalks	179,919.23	185,318.89
Oakview Storage Building	116,857.78	120,318.83
Diana Street reserves	108,290.49	112,588.25
Courthouse Security	109,131.56	112,363.77
Land Bank	105,152.93	107,965.43
Courthouse Steps	-	100,000.00
Courthouse sidewalks & parking lots	62,400.33	64,766.63
Transmission Tower	45,664.51	47,157.13
Courthouse Clock Tower	39,955.03	42,568.51
Courthouse sprinklers	13,000.19	13,065.27
Asbestos Removal	12,246.73	12,574.30
Gun Lake Outlet Drain	12,124.30	12,448.59
Animal Control Kennel	10,770.65	11,058.73
Courthouse Floors	10,342.59	10,619.22
Storage File Cabinets	8,834.94	9,185.58
	3,117.25	3,240.96
Total	<u>\$ 8,890,585.89</u>	<u>\$ 9,977,736.74</u>

Mason County
Equipment Fund Reserve Breakdown
December 31, 2023

<u>Description</u>	12/31/2022	12/31/2023
	<u>Amount</u>	<u>Amount</u>
Ambulance	\$ 764,492.55	\$ 824,750.60
Broadband	303,200.83	305,570.40
Accounting Computer Equipment	215,566.81	225,870.11
Unallocated	231,129.84	221,733.86
Aerial Photos & Geographical Information System	203,268.11	205,708.31
Sheriff Department Radios	28,054.76	195,954.33
Clerk Imaging Equipment	145,896.35	149,313.59
Tax Computer Equipment	104,555.80	109,726.91
Jail Equipment	150,432.03	107,479.94
Phone System	91,311.21	104,555.99
Courthouse Security equipment	125,532.92	103,860.07
Road Patrol In Car Camera	87,592.54	93,595.92
Register of Deeds Reader Printer and Micro Film Camera	91,813.60	92,456.30
Emergency Management Equipment	69,185.19	79,786.44
Copy Machines	74,032.80	75,625.09
Sheriff Department Vehicles	44,858.24	75,221.09
Sheriff vests	61,717.14	73,081.46
Jail Vehicles	84,316.91	65,919.42
Fiber Optic	64,508.14	65,132.43
Microsoft Windows update	43,978.90	47,492.93
Large computer project	30,196.08	45,840.56
Diving Equipment	37,950.36	42,644.92
Maintenance Truck	38,395.81	41,716.53
Animal Control vehicles	30,334.88	36,879.63
SRO vehicle	125,286.83	34,916.13
Secondary Road Vehicles	20,661.81	32,733.18
Road Patrol Tasers	27,776.28	31,699.49
Clerk and Election computers	26,721.98	29,487.20
Prosecutor Computer Equipment	28,754.28	28,970.34
MCNAB Network	12,673.47	27,796.12
AS-400	24,819.52	25,654.42
Dive Trailer	22,201.29	24,712.63
Road Patrol Computers	19,930.65	24,161.71
SERT	21,149.69	23,798.18
Probate Court Computer Equipment	22,700.15	23,485.70
Circuit & District Court Computer Equipment	20,587.60	22,552.20
Airport Vehicle & Equipment	17,502.63	21,904.81
Sheriff Servers	18,394.51	21,789.02
Administrator Equipment	21,057.80	21,676.17
Forensic Computing Computer	17,924.18	21,050.17
Sheriff's firearm	11,244.43	20,713.07
Courthouse Vehicle	17,088.89	18,456.77
Road Patrol Software	15,875.02	17,598.54
Zoning Vehicle	16,083.38	17,300.00
Body Worn Cameras	8,351.17	16,996.38
Sheriff Radar	15,109.92	16,440.72
Sheriff Marine Boat	12,376.21	15,682.44
Courtroom equipment	14,510.70	15,507.48
Vital Records	16,961.83	14,415.75
Drain Commissioner's GIS System	12,561.66	13,989.72
Tower Generator	12,455.22	12,863.05
SERT Trailer	9,754.84	12,626.28
Canine Dog	11,320.22	12,580.01
102 Fifth Street Furniture	10,196.95	10,729.87
Jail Software	9,495.97	9,673.90
Drain and DPW computers	8,953.46	9,645.05
Commissioners Laptops	7,733.09	7,992.73
Total Station	6,230.44	7,325.95
Treasurer Equipment	5,199.75	5,752.06
Storage Units	5,355.69	5,421.52
Prosecutor's Furniture	4,501.57	4,655.96
Treasurer's Furniture	4,308.93	4,456.72
Probation Parole Equipment	2,764.34	2,840.77
Commissioners Chairs	2,634.65	2,805.28
ID Credentialing Equipment	2,551.30	2,583.98
Register of Deeds Furniture	-	2,034.64
Clerk Computer Equipment	-	1,017.32
Clerk Furniture	-	508.66
Total	<u>\$ 3,814,084.10</u>	<u>\$ 4,088,927.92</u>