

January 9, 2024

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 Kelly.

Roll call was taken. Present: Krieger, Johnson, Hartley, Squires,
Hull, Andersen, Bacon.
Absent: None.

Clerk Kelly gave the Invocation and Pledge of Allegiance to the flag of the United States of America.

Motion by Bacon and seconded by Hull Motion to approve the agenda with the addition of adding closed session meeting minutes from December 12, 2023 for approval. Motion carried.

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

Motion was made by Krieger and seconded by 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) Krieger.

Clerk Kelly opened the floor for nominations of the Board Chairman position. Commissioner Bacon nominated Commissioner Andersen. Clerk Kelly asked if there were any more nominations, this was seconded by Commissioner Krieger.

Commissioner Krieger made a motion to waive the board rules and cast a unanimous vote for Commissioner Andersen to be Chair. This was seconded by Commissioner Johnson. Motion 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 Hartley nominated Commissioner Squires. Commissioner Johnson nominated Commissioner Hull. Chair Andersen requested again two more times for more nominations. Nominations were closed and a roll call vote was taken:

Roll Call vote was requested for the Vice-Chair position:

Squires: Hartley, Squires

Hull: Johnson, Hull, Andersen, Bacon, Krieger

Appointment for Vice-Chair awarded to Commissioner Hull with a vote of 5-2 in his favor.

Motion was made by Krieger and seconded by Hartley to approve the December 12, 2023 Regular meeting and the closed session meeting minutes of December 12, 2023. Motion carried.

Correspondence: None.

Public comment: Teresa Hammond, Oakland County, DTE representative, spoke to the Board on behalf of a solar power project evaluation in Mason County. A handout was provided to all Board members for the record.

Daniel Ettinger, Grand Rapids, Land Use Counsel for DTE, is asking to amend the current solar power ordinance in Mason County. Cited was new legislation that is currently not in effect at this time, but he expressed a desire for DTE to work with local governments with regards to the solar power ordinances. He provided a handout from the law firm Warner Norcross + Judd LLP regarding amendments to Solar Ordinance for the Board to review.

Chair Andersen introduced new Deputy Administrator Kaitlyn Szczyпка.

Kristi Lucas-Zimmerman, Economic Development Director, employee of The Right Place, reviewed the 2023 Annual Report and provided a handout that was reviewed.

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

HONORABLE COMMISSIONERS

WHEREAS, the Buildings, Planning, Drains, and Airport Committee is recommending the approval of the purchase of the attached playground equipment from the Parks and Recreation Fund.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the purchase of the purchase of the attached playground equipment, funds to come from the Parks and Recreation Fund.

Moved for your approval.

Commissioner Krieger elaborated that funding for this purchase has already been appropriated in the Parks and Recreation budget.

Motion carried. (Signed) Krieger.

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

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Board of Commissioners authorized seeking proposals for architect services for a construction project at the Mason County Courthouse; and

WHEREAS, the Building, Planning, Drains and Airport Committee is recommending that the Board of Commissioners approve the proposal from Post Associates Architects.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the proposal from Post Associates Architects for architect services for a construction project at the Mason County Courthouse; funds to come from the Courthouse Preservation Fund.

Moved for your approval.

Motion carried. (Signed) Krieger.

Motion by Public Safety and Courts Committee Chairman Squires and seconded by Hull to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the County of Mason has a Paramedic Ambulance Service Agreement with Life EMS, Inc.; and

WHEREAS, Life EMS, Inc. has requested that the Service Agreement be amended to increase the base rates and mileage charge; and

WHEREAS, the Public Safety and Courts Committee is recommending that the Board of Commissioners approve the attached rate schedule.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached rate schedule for the Paramedic Ambulance Service Agreement between the County of Mason and Life EMS, Inc.

Moved for your consideration. It was noted that rates had not been increased since 2021.

Motion carried. (Signed) Squires.

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

HONORABLE COMMISSIONERS

WHEREAS, the Finance, Personnel, & Rules Committee has reviewed the transfers for January 09, 2024.

THEREFORE, we, your Finance, Personnel, & Rules Committee, request your approval of 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

Moved for your approval.

Motion carried. (Signed) Hull.

Motion by Hull and seconded by Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the 2024 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 2024 schedule of work sessions.

**MASON COUNTY BOARD OF COMMISSIONERS
2024 BOARD WORK SESSION DATES**

JANUARY 30th Topic:	TUESDAY	7:00 P.M.
MAY 28 th Topic:	TUESDAY	7:00 P.M.
JULY 30th Topic: 2025 Budget	TUESDAY	7:00 P.M.
SEPTEMBER 24th Topic: 2025 Proposed Final Budget	TUESDAY	7:00 P.M.
NOVEMBER 26th Topic:	TUESDAY	7:00 P.M.

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 consideration.

Motion carried. (Signed) Hull

Motion by Hull and seconded by Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Board of Commissioners has approved the update of the Airport Layout Plan for the Mason County Airport; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee has worked with Airport Manager O'Connor and Prein & Newhof to complete the update of the Airport Layout Plan for the Mason County Airport; and

WHEREAS, the Michigan Aeronautics Commission has conditionally approved the update of the Airport Layout Plan for the Mason County Airport.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached update of the Airport Layout Plan for the Mason County Airport and directs Committee Chair Janet S. Andersen to sign the Plan on its behalf.

Moved for your approval.

Airport Manger O'Connor provided a Power Point presentation regarding the Airport Layout Plan, which started back in 2018. With this updated plan, it will allow the County to continue to maintain the 5,003 foot runway.

Motion carried. (Signed) Hull.

Motion by Hull and seconded by 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) Hull.

Motion by Andersen and seconded by Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Larsen’s Landscaping, LLC has agreed to provide mowing services at the Mason County Airport in 2024; and

WHEREAS, the County has been satisfied with the services provided by Larsen’s Landscaping, LLC; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee recommends extending the contract with Larsen’s Landscaping, LLC for one year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves extending the contract with Larsen’s Landscaping, LLC for one year to provide grass mowing services and further directs it’s Chair to sign the contract on its behalf.

Motion carried. (Signed) Andersen.

Motion by Board Chair Andersen and seconded by Hull 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 attached amendment to the adopted rules of the Mason County Board of Commissioners.

**MASON COUNTY BOARD OF COMMISSIONERS
ADOPTED RULES (AS AMENDED JANUARY 9, 2024)**

1.0 MEETINGS

1.1 **REGULAR SCHEDULE** Regular meetings of the Board of Commissioners are held on the second Tuesday of each month except for months in which meetings are required by statute. Statutory meetings (Rule 1.2) shall take the place of one regular meeting unless otherwise determined by the Board. Any regular meeting that falls on an election day shall be automatically set over to the third Tuesday of the month unless the third Tuesday falls on November 15th. In the years, that the second Tuesday of November falls on Election Day and third Tuesday falls on November 15th then the November meeting will be held on November 1st.

Any regular or adjourned meeting of the Board which falls upon a legal holiday (New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving, December 24th, Christmas Day, and December 31) shall automatically be set over to the next secular day following that is not a legal holiday at the same time and place indicated for the regularly scheduled meeting, unless the Board, in session determines otherwise.

The Board shall hold four work sessions a year scheduled each year at the organizational meeting. The work sessions shall begin at 7:00 p.m.

1.2 **STATUTORY SCHEDULE** Statutory meetings of the Board of Commissioners are held on Tuesday following the second Monday in April, and on the second Tuesday in October.

1.3 **TIME** The first regular meeting of the Board of Commissioners for the months of January, March, May, July, September, and November shall begin at 9:00 a.m. The first regular meeting of the Board of Commissioners for the months of February, April, June, August, October, and December shall begin at 7:00 p.m. except when the February meeting falls on Valentine's Day in which case the meeting will be held at 9:00 a.m. Any second regular meeting of the month shall begin at 7:00 p.m.

1.4 **PLACE** The Board shall meet in the conference room of the Mason County Airport Terminal.

1.5 **CHANGE IN SCHEDULE** Changes in the meeting schedule, including time and place, additional meetings, and meetings adjourned or recessed to a specific time and place, may be made by majority vote of the Board of Commissioners, OR “AT THE CALL OF THE CHAIR”, such change to be recorded in the minutes of the meeting in which the change is made. Meetings may be adjourned or recessed “at the call of the chair” by majority vote of the Board of Commissioners. Meetings adjourned or recessed for more than 48 hours “at the call of the chair” unless the Board provides otherwise may be reconvened up by telephonic or other communication at least 24 hours before the time of reconvening and upon giving of public notice in accordance with rule 1.7.

1.6 **SPECIAL MEETINGS**

1.6.1 **PETITION AND NOTICE** A special meeting of the Board of Commissioners shall be held only when requested by the Chairperson or 1/3 of the members concurring or by the Vice-Chairperson in the absence or incapacity of the Chairperson. UPON RECEIPT OF THE REQUEST THE ADMINISTRATOR SHALL IMMEDIATELY GIVE NOTICE TO EACH OF THE MEMBERS.

1.7 **PUBLIC NOTICE OF MEETINGS** The Administrator of the Board of Commissioners each year shall give public notice according to the Open Meetings Public Act 267 as amended.

- 1.8 PUBLIC MEETINGS The Board of County Commissioners shall set with open meetings, and all persons may attend its meetings.
- 2.0 QUORUM
- 2.1 QUORUM A simple majority of commissioners of Mason County shall constitute a quorum for the transaction of the ordinary business of the County. Commissioners unable to attend due to military duty shall be permitted to participate in the discussion and votes of committee and board meetings by telephone or video conference provided that the requirements of the Open Meetings Act are met and that a quorum is physically present.
- 2.2 ABSENCE OF QUORUM Upon the absence of a quorum, the members present may adjourn from time to time or to a time certain. Public notice is not required if the time set for reconvening is less than 48 hours.
- 3.0 VOTING
- 3.1 MAJORITY VOTE All questions which shall arise at the meetings of the Board of Commissioners shall be determined by the votes of a simple majority of the members present, except upon the final adoption of any matters which by statute require a greater majority or any motion which requires a super majority vote under the Board's parliamentary authority.
- 3.2 ROLL CALL VOTES The names and votes of members shall be recorded on an action which is taken by the Board of County Commissioners if the action is on an ordinance, resolution, or appointment or election of an officer, except that for the election of a board chairperson the vote may be by secret ballot. Upon the demand of any member present, OR THE CHAIRPERSON, a roll call vote shall be ordered and recorded by the board clerk.
- 3.3 SECRET BALLOT VOTING No vote may be taken by secret ballot on any matter except on the question of electing the chairperson of the board.
- 3.4 VOTING MANDATORY Each member present shall be required to vote on every question unless excused by the Chairperson.
- 3.5 RECONSIDERATION OF VOTE When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move a reconsideration thereof. On all voice votes any member may move a reconsideration. However, no motion for reconsideration shall be in order unless it is made in the same meeting or the meeting next succeeding the meeting on which the vote to be reconsidered was taken. No matter may be twice reconsidered. For purposes of this rule, the term "meeting" shall mean any session which proceeds uninterrupted by an adjournment or recess of greater than three hours.
- 4.0 ORGANIZATION
- 4.1 CHAIRPERSON
- 4.1.1 ELECTION During the first meeting in each calendar year, the Board of Commissioners shall select, by simple majority vote of all the members, one of its members to serve as Chairperson of the Board. He/she shall take office and assume the duties immediately upon his/her election. The Board will select individuals for Chairperson and Vice-Chairperson by roll call vote using the following rules:
- By a roll call vote, each member of the County Board will vote for the number of applicants necessary to fill the open position(s) on the Board/Commission/Committee under consideration.
- If on the First Vote, one of the Applicants does not receive 4 or more votes, the Board will then go to an elimination procedure.
- At this time, each Board member will vote for 3 of the Applicants. The three Applicants with the largest number of votes will then be placed in nomination.
- Thereafter, by roll call vote each member of the Board will vote for one of the three Applicants. If one of the three receives four votes, the Applicant will be deemed appointed.
- If none receives four votes, the Board will then go to the 2nd elimination procedure voting for 2 of the three remaining applicants. The two applicants with the largest number of votes will then be placed in nomination. Thereafter, by roll call vote each member of the Board will vote for one of the two Applicants. The Board will continue to vote until we get four votes for one of the remaining two.
- If the Board ends in a tie vote, we will refer to 168.851 Tie vote: DETERMINATION OF ELECTION BY LOT, (In Part)
- If it shall appear that 2 or more persons have received an equal number of votes for the same office, they will appear before the county clerk for the purpose of determining by lot among such persons the right to office. The county clerk shall prepare as many slips of paper as there are such persons, and write the word "elected" on as many slips of paper as there are offices to be filled, and the words "not elected" on the remaining slips, and fold the same so as to conceal the writing and so that they may appear as near alike as possible. The slips shall be placed in a box and, at the time and place appointed for the drawing of the lots, each of the persons aforesaid may draw 1 of the slips from the box, and any person drawing a slip on which is written the word "elected" shall be deemed legally elected to the office in question and the county clerk shall forthwith give him/her a certificate of election. The county clerk may appoint any person present to draw a slip for any affected person who fails to appear at the time specified.

4.1.2 DUTIES

- 4.1.2A The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions of order subject to appeal of the Board.
- 4.1.2B The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board and in the certification of the tax rolls.
- 4.1.2C The Chairperson shall serve in such capacities and make appointments as the law shall require, subject to the approval of the commission.
- 4.1.2D The Chairperson shall serve ex-officio on all board committees. He/she shall have a right to vote in committee.
- 4.1.2E The Chairperson when he/she is present shall preside at all meetings of the committee of the whole.
- 4.1.2F The Chairperson, for purposes of representing the County in various functional or ceremonial capacities, shall be considered as the chief elected official of the County.
- 4.1.2G Upon his/her election and subject to the approval of a majority of all members of the Board, the Chairperson shall proceed to appoint all standing and special committees, and shall designate the chairperson of each committee.
- 4.1.2H The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance in the same manner as courts of law.
- 4.1.2I The Chairperson of the Board, when appropriate, shall refer matters coming before the Board to one of the committees of the board and he/she shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the Board.
- 4.1.3 The Chairperson of the Board shall have the power to authorize members to attend out-of-town meetings no more than three (3) days without Board approval.

4.2 VICE-CHAIRPERSON

- 4.2.1 ELECTION During the first meeting in each calendar year, the Board of Commissioners shall select, by simple majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. He/she shall take office and assume the duties immediately upon his/her election.

4.2.2 DUTIES

- 4.2.2A The Vice-Chairperson shall preside over meetings of the Board if the Chairperson is absent.
- 4.2.2B The Vice-Chairperson shall serve on the intra-county drainage board when the county commissioner member is disqualified.
- 4.2.2C ABSENCE IN THE EVENT THE CHAIRPERSON AND VICE-CHAIRPERSON ARE ABSENT, THE CLERK WILL CALL THE MEETING TO ORDER AND ELECT A TEMPORARY CHAIRPERSON FOR SAID SESSION.

4.3 CLERK

- 4.3.1 DESIGNATION The clerk of the county shall be ex-officio, clerk of the board. He/she, or his/her appointed deputy, shall perform all duties pertaining to such office.

4.3.2 DUTIES The Clerk's duties include the following:

- 4.3.2A To record all proceedings of the board in the official minute book provided for that purpose.
- 4.3.2B To make regular entries of all the board's resolutions and decisions upon all questions.
- 4.3.2C To record the vote of each commissioner on any question submitted to the board, if required by any member present.
- 4.3.2D To preserve and file all accounts acted upon by the board and for no reason allow such accounts to be taken from his/her office.
- 4.3.2E To certify, under the Seal of the Circuit Court of the official Seal of the County, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board of Commissioners, when required by the Board or any of its members; or when required by any other person upon payment as prescribed by state statute.
- 4.3.2F To preside, until a chairperson or temporary chairperson is elected, during the first meeting of the board of commissioners in each calendar year.
- 4.3.2G To perform such other and further duties as the Board, by resolution, may require.

- 4.3.3 ABSENCE In the event the clerk or his/her duly appointed deputy is absent from a meeting of the board, the chairperson, with approval of a majority of the commissioners present and voting, shall appoint another person to act as temporary clerk until the clerk or his/her duly appointed deputy arrives.

- 4.4 PARLIAMENTARIAN The parliamentarian shall preferably be a commissioner appointed by the Chairperson, and shall advise the Chairperson and the board of commissioners regarding questions of parliamentary procedures.

4.5 COMMITTEES

4.5.1 MINUTES OF COMMITTEE, MEETINGS WILL BE TAKEN AND FILED WITH A VOUCHER IN THE CLERKS OFFICE WITHIN 30 DAYS OF SAID MEETING.

4.5.2 DUTIES

4.5.2A Each standing committee shall report to the Board on all matters referred to the committees by the Board.

4.5.2B EACH STANDING COMMITTEE, SHALL FIRST REVIEW ALL UN-BUDGETED REQUESTS MOST DIRECTLY RELATED TO ITS OWN FUNCTIONS AND THEN AND ONLY THEN MAKE RECOMMENDATIONS THEREON FOR REFERRAL TO AND CONSIDERATION BY THE FINANCE, PERSONNEL, & RULES COMMITTEE AND THE BOARD.

4.5.2C Each standing committee shall report and recommend allowance or disallowance of all claims relating to the jurisdiction of the committee as prescribed by these rules. All motions for allowance shall indicate where funding is coming from.

4.5.2D Each standing committee shall act as liaison between the board of commissioners and the several county officers, boards, commissions and agencies respecting matters under the jurisdiction of the committee as prescribed by these rules, except as the board shall otherwise direct.

4.5.3 JURISDICTION

4.5.4 MEETINGS Meetings of a committee may be convened AT THE DISCRETION AND PRUDENCE OF ITS CHAIRPERSON OR BY A SIMPLE MAJORITY of its members at any time upon reasonable written or telephonic notice to its members and to the Chairperson of the Board of Commissioners. A quorum for the transaction of business shall consist of a simple majority of its voting members. All committee meetings are open meetings.

4.5.5 COMMITTEE VOTING The names and votes of members shall be recorded on an action which is taken by a committee of the board if the action is on an ordinance, resolution, or appointment or election of an officer. Upon the demand of 1/3 of the members of a committee present, a roll call vote on "other" questions shall be ordered and recorded by the chairperson or presiding officer of the committee.

4.5.6 COMMITTEES SUBJECT TO THE APPROVAL OF THE BOARD OF COMMISSIONERS, THE CHAIRPERSON OF THE BOARD MAY ESTABLISH COMMITTEES AND DESIGNATE COMMISSIONERS TO SERVE THEREON.

5.0 CONDUCT OF MEETINGS

5.1 ORDER OF BUSINESS

5.1.1A REGULAR ORDER The regular order shall be as follows:

MORNING SESSION:

1. Roll Call
2. Invocation
3. Pledge to flag
4. Consideration of agenda
5. Consideration of minutes
6. Read correspondence
7. Limited public comment
8. Individual reports
9. Complete agenda
 - A) Reading of a motion
 - B) Discussion of a motion
 - C) Take action on a motion
10. Limited public comment
11. Adjourn - recess

5.1.1B EVENING SESSION:

1. Roll Call
2. Invocation
3. Pledge to flag
4. Consideration of agenda
5. Consideration of minutes
6. Read correspondence
7. Limited public comment
8. Individual reports
9. Complete agenda
 - A) Reading of a motion
 - B) Discussion of a motion
 - C) Take action on a motion
10. Limited public comment
11. Adjourn - recess

6.0 RIGHTS AND DUTIES OF MEMBERS

6.1 SPEAKING PRIORITIES AND LIMITS

- 6.1.1 Each member desiring to speak shall address the chairperson and when recognized, speak from his/her place. If two or more members at the same time arise to speak, the Chairperson shall designate the order in which they shall speak.
- 6.1.2 No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon he/she shall immediately cease speaking and be seated (See 6.1.3).
- 6.1.3 The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, not appearing on the agenda for the meeting, shall have the right to speak for a time not longer than ten minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the chairperson of the board shall determine which person shall first speak under this rule.

7.0 NON-MEMBERS ADDRESSES TO COMMISSION

Only members of the board of commissioners shall be given the floor to speak during any board meeting except:

- 7.1 County officials who may speak with the consent of the majority of the board members present or the Chairperson of the board.
- 7.2 IF THE CHAIRPERSON OR A MAJORITY OF ANY BOARD COMMITTEE WISHES TO PLACE SOMEONE ON THE AGENDA THEY SHALL CONTACT THE COUNTY ADMINISTRATOR FOR AN APPROPRIATE DATE AND TIME.
- 7.3 Any person who calls the county administrator and requests to be placed on the agenda, shall first be screened by the county administrator and then placed on the agenda for no more than 15 minutes. No more than 4 different matters may come before the board per meeting.

If a person requests to be placed on the agenda with a non-related matter, the county administrator will suggest that they may come to the board and address them during the time set aside for “limited public comment” for up to 5 minutes per matter. If this is not acceptable by the person requesting time on the agenda, their request will be referred to the Finance, Personnel, & Rules Committee.

8.0 PARLIAMENTARY AUTHORITY AND PROCEDURE

- 8.1 AUTHORITY Robert’s “Rules of Order” shall govern all questions of procedures which are not otherwise provided by these rules or state law.

8.2 PROCEDURE

- 8.2.1 MOTIONS, RESOLUTIONS, COMMITTEE REPORTS No motion shall be debated or voted upon unless seconded. It shall be stated by the Chairperson before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. A major motion shall be presented in writing.
- 8.2.2 MOTION TO CLEAR THE FLOOR If in the judgment of the Chairperson, procedural matters have become confused, the Chairperson may request a “motion to clear the floor”. Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

- 8.2.3 ORDER OF PRECEDENCE OF MOTIONS When a motion is seconded and is before the Board, no other motion shall be received except the following:

- To fix the time to which to adjourn
- To adjourn
- To move the previous question
- To lay on the table
- To postpone indefinitely
- To postpone to a time certain
- To refer
- To amend

These motions shall have precedence in the order as named above.

- 8.2.4 DISCHARGE OF COMMITTEE A simple majority of all members of the Board may discharge any standing or special committee from further consideration of any matter referred to the committee if the motion to discharge was properly placed upon the meeting agenda at which action is desired. Any motion to discharge that was not placed upon the agenda of the meeting at which action is desired shall require a two-thirds (2/3) vote of all members of the board in order to secure passage.
- 8.2.5 SUSPENSION OF THE RULES These rules may be temporarily suspended only by a majority vote of all the members of the board in order to facilitate the accomplishment of any legal objective of the board in a legal manner.
- 8.2.6 MAJOR MOTIONS All motions shall be introduced, discussed and acted on in the same session. This does not prevent any member of the Board from making any of the exception motions outlined in rule 8.23.
- 9.0 APPOINTMENTS TO BOARDS AND COMMISSIONS All individuals seeking appointment or reappointment to Boards and Commissions appointed by the County Board of Commissioners including

vacancies on the County Board of Commissioners itself, must submit a letter of application to the County Administrator by the due date established for application. The County Administrator may accept a letter of application after the established due date if there are not sufficient candidates for a position. Any disputes related to the validity of a letter of application will be referred to the Finance, Personal, and Rules Committee for final determination. The Board will select individuals for appointment by roll call vote using the following rules:

By a roll call vote, each member of the County Board will vote for the number of applicants necessary to fill the open position(s) on the Board or Commission under consideration.

If on the First Vote, one of the Applicants does not receive 4 or more votes, the Board will then go to an elimination procedure.

At this time, each Board member will vote for the number of the Applicants needed to fill the positions plus one additional. (Example: If there are three positions, each Board member would vote for four applicants.) The required number of Applicants with the largest number of votes will then be placed in nomination.

Thereafter, by roll call vote each member of the Board will vote for the number of Applicants necessary to fill the position. If a sufficient number of Applicants receive four votes, the Applicants will be deemed appointed. If more Applicants than needed receive more than four votes, those applicants receiving the largest number of votes will be deemed appointed.

If an insufficient number of Applicants receive four votes, the Board will then go to the 2nd elimination procedure voting for the required number of applicants necessary to fill the still vacancies remaining applicants. (Example: If three positions are needed, and two out of four received four or more votes, the Board would vote for one of the two candidates not receiving four or more votes. The Board will continue to vote until we get four votes for the necessary number of positions.

If the Board ends in a tie vote, we will refer to 168.851 Tie vote: DETERMINATION OF ELECTION BY LOT, (In Part)

If it shall appear that 2 or more persons have received an equal number of votes for the same office, they will appear before the county clerk for the purpose of determining by lot among such persons the right to office. The county clerk shall prepare as many slips of paper as there are such persons, and write the word "elected" on as many slips of paper as there are offices to be filled, and the words "not elected" on the remaining slips, and fold the same so as to conceal the writing and so that they may appear as near alike as possible. The slips shall be placed in a box and, at the time and place appointed for the drawing of the lots, each of the persons aforesaid may draw 1 of the slips from the box, and any person drawing a slip on which is written the word "elected" shall be deemed legally elected to the office in question and the county clerk shall forthwith give him/her a certificate of election. The county clerk may appoint any person present to draw a slip for any affected person who fails to appear at the time specified.

- 10.0 ADOPTION AND AMENDMENT OF RULES These rules having been adopted by not less than a majority of all the members of the board, may be amended or rescinded by majority vote of all the members of the board. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the board at the time of adoption, stipulates otherwise.

Moved for your approval.

Commissioner Krieger thanked Administrator Knizacky for updating the items requested to be changed, as well as the numbering system.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, Director of Information Technology Englebrecht and the Finance, Personnel, & Rules Committee is recommending the approval of the request to purchase replacement switches at the Sheriff's Department from the Computer Network O&M Fund.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the request to purchase replacement switches at the Sheriff's Department; funds to come from the Computer Network O&M Fund.

Moved for your approval. Requested was what the switches were for and Commissioners were informed they were for the County network server.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, Lenz-Balder Insurance Inc. (LBI) has served as the insurance agent for the county's Blue Cross/Blue Shield insurance coverage for a number of years; and

WHEREAS, the Finance, Personnel, & Rules Committee is recommending that the Board approve the attached Employee Benefits Consulting Services Agreement with Lenz-Balder Insurance Inc.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached Employee Benefits Consulting Services Agreement with Lenz-Balder Insurance Inc. and directs the County Administrator to sign said agreement on its behalf.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

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.

Commissioner Squires inquired what the AVID Life Cycle Service is. He was informed by Chair Andersen that it is the software program utilized in the Register of Deeds office to allow individuals to access the records electronically. Commission Krieger further elaborated that funding is already set aside for this in the Automation fund.

Motion carried. (Signed) Bacon.

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

HONORABLE COMMISSIONERS

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

December 07, 2023 totaling \$288,616.77: and
December 21, 2023 totaling \$987,530.24.

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) Bacon, Andersen, Hull.

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

HONORABLE COMMISSIONERS

WHEREAS, the 2024 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 2024 schedule of meetings.

PUBLIC NOTICE

2024 BOARD MEETING SCHEDULE
MASON COUNTY BOARD OF COMMISSIONERS

JANUARY 9th	TUESDAY	9:00 A.M.
FEBRUARY 13th	TUESDAY	7:00 P.M.
MARCH 12th	TUESDAY	9:00 A.M.
APRIL 9th	TUESDAY	7:00 P.M.
MAY 14th	TUESDAY	9:00 A.M.
JUNE 11th	TUESDAY	7:00 P.M.
JULY 9th	TUESDAY	9:00 A.M.
AUGUST 13th	TUESDAY	7:00 P.M.
SEPTEMBER 10th	TUESDAY	9:00 A.M.
OCTOBER 8 th	TUESDAY	7:00 P.M.
NOVEMBER 12th	TUESDAY	9:00 A.M.

January 9, 2024

DECEMBER 10th	TUESDAY	7:00 P.M.
<u>JANUARY 14th, 2025</u>	<u>TUESDAY</u>	<u>9:00 A.M.</u>

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) Bacon

Public Comment: Teresa Hammond, Oakland County, DTE representative wished to follow-up further regarding the solar power conversation from earlier.

Daniel Ettinger, Grand Rapids, Land Use Counsel for DTE, additionally noted that legislation citing conditions needing to be met with regards to utility land/solar, including surety bonds. He also noted that at the end of life for the solar panel farms, landowners could return the farmland to its original state.

Willie Stakenas, Scottville, thanked the Board for the opportunity to allow the DTE representatives to speak regarding the solar power.

Steve Wessels-Mason County Road Commission, introduced himself as the new Manager.

Clerk Kelly informed the Board and audience that petition packets are available at the Clerk's office for Elected positions within Mason County.

Unfinished business: None.

Meeting adjourned 10:15 a.m.

CHERYL KELLY, COUNTY CLERK

JANET S. ANDERSEN, BOARD CHAIR