

The regular meeting of the Mason County Board of Commissioners was held at 7:00 p.m. in the Conference Room located in the Mason County Airport terminal, 5300 W. US 10, Ludington, MI.

The meeting was called to order by Chair Andersen.

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

Invocation was given by Hull and Pledge of Allegiance to the flag of the United States of America followed.

Motion by Bacon and seconded by Hull to approve the agenda. Motion carried.

Motion by Bacon and seconded by Hull to approve the minutes of the December 26, 2023 special meeting, January 09, 2023 regular meeting minutes and also approve the January 30, 2024 special meeting minutes. Motion carried.

Reading of Correspondence: None.

Public comments: Aldon Maleckas, Custer Township, expressed his opinions regarding the Pledge of Allegiance and passed out smart meter literature for the Board to review.

John Cotten, Veteran’s Officer, reviewed with the Board what has been done in 2023 for area veterans. Noted is that he has maintained the accreditation requirements for the Grant. The Veteran’s office was able to assist 173 vets, spouses, and surviving family members.

Mike Shaw, Planning Commission Chairman, reviewed the 2024 Annual Planning Commission Report.

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

HONORABLE COMMISSIONERS

WHEREAS, Mason County Surveyor Nordlund is recommending approval of attached revised Monumentation and Remonumentation Plan; and

WHEREAS, the Buildings, Planning, Drains, & Airport Committee is recommending approval of this recommendation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached revised Monumentation and Remonumentation Plan.

Moved for your approval.

Motion carried. (Signed) Krieger.

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

HONORABLE COMMISSIONERS

WHEREAS; the County of Mason needs to purchase new wind cones for the Mason County Airport; and

WHEREAS; the Buildings, Planning, Drains, and Airport Committee is recommending paying for this purchase with funds from the Airport Improvement Fund.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the purchase of new wind cones for the Mason County Airport; funds to come from the Airport Improvement Fund.

Moved for your approval.

Commissioner Krieger noted that three proposals were reviewed at the Buildings, Planning, Drain & Airport Committee with the recommendation for this proposal to be sent to the full Board.

Motion carried. (Signed) Krieger.

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

HONORABLE COMMISSIONERS

WHEREAS, Mason County has sought bids to rehabilitate Runway 8/26 and install Vertical/Visual Guidance System Runway 8 PAPI at the Mason County Airport; and

WHEREAS, Buildings, Planning, Drains, and Airport Committee is recommending approval of the construction contract with Reith-Riley.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the construction contract with Reith-Riley and directs the Board Chair Andersen to sign the contract on their behalf.

Moved for your approval.

Motion carried. (Signed) Krieger.

Motion by Johnson and seconded by Hartley to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Life EMS, Inc. has requested the purchase of two new ambulances; and

WHEREAS, the Public Safety and Courts Committee is recommending the approval of the purchase of two new ambulances from the Equipment Replacement Fund 402.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the purchase of two new ambulances; funds to come from the Equipment Replacement Fund 402.

Moved for your approval.

Commissioner Krieger inquired if the purchase of both ambulances was on the schedule for purchases this year? Administrator Knizacky informed Board members that one of the ambulances should have been purchased in 2023 and one in 2024 per the schedule.

Motion carried. (Signed) Johnson.

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

HONORABLE COMMISSIONERS

WHEREAS, Mason County Sheriff Cole is seeking approval of a contract with PACE Scheduler for their cloud based scheduling solution; and

WHEREAS, the Public Safety and Courts Committee is recommending approval of this contract request.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the contract with PACE Scheduler and directs the Board Chair to sign said contract.

Moved for your approval.

Motion carried. (Signed) Johnson.

Motion by Hartley and seconded by Squires to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Mason County Sheriff Cole is seeking authorization to sell retired Detective Hansen his duty pistol; and

WHEREAS, the Public Safety and Courts Committee is recommending board approval of this request.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason authorizes selling retired Detective Hansen his duty pistol.

Moved for your approval.

Motion carried. (Signed) Hartley.

Motion by Hartley and seconded by Squires to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Public Safety and Courts Committee is recommending approval of the attached amendment to the Standard Operating Procedures for the Mason County Animal Control Shelter.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached amendment to the Standard Operating Procedures for the Mason County Animal Control Shelter.

Moved for your approval.

Motion carried. (Signed) Hartley.

Motion by Public Safety and Courts Committee Chair Squires and seconded be Hartley to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Mason County Emergency Management Coordinator Scarbrough is requesting seventy-seven and a half (77.5) hours of part-time clerical hours to perform duties related to the FY 2023-24 Hazardous Material Emergency Preparedness (HMEP) Grant; and

WHEREAS, the Public Safety and Courts Committee is recommending the approval of seventy-seven and a half (77.5) of part-time clerical hours.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves seventy-seven and a half (77.5) of part-time clerical hours for Emergency Management for 2024; salary consistent with the part-time position salary schedule.

Moved for your approval.

Motion carried. (Signed) Squires.

Motion by Public Safety and Courts Committee Chair Squires and seconded by Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Animal Control Officer Colbrook is requesting approval to purchase protective vests for her office from the Equipment Replacement Fund; and

WHEREAS, the Public Safety and Courts Committee is recommending approval of this purchase from the Equipment Replacement Fund.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the purchase of two protective vests for Animal Control; funds to come from the Equipment Replacement Fund.

Moved for your approval.

Motion carried. (Signed) Squires.

Motion by Buildings, Planning, Drains, and Airport Committee Chair Hull and seconded by Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Finance, Personnel, & Rules Committee is recommending the attached budget amendments related to the hiring of a Deputy Administrator, the approval of a digitization project for the Register of Deeds, and health insurance coverage changes.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached budget amendments.

Moved for your approval.

Motion carried. (Signed) Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chair Hull and seconded by Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Section IV of the Mason County Remonumentation Plan states that the County Grant Administrator must submit surveyor contracts to the Mason County Board of Commissioners for approval and authorization; and

WHEREAS, Surveyor James Nordlund and the Buildings, Planning, Drains, and Airport Committee is recommending the approval of contracts with Mr. Noah Penn, Mr. Craig Stapley, and Surveyor Nordlund.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the related surveyor contracts and further directs the Board Chair to sign said contracts on its behalf.

Moved for your approval.

Motion carried. (Signed) Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chair Hull and seconded by Krieger to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Michigan Office of Land Survey and Remonumentation desires that the Board of Commissioners of the County of Mason appoint a Remonumentation Peer Group; and

WHEREAS, the Buildings, Planning, Drains, and Airport Committee is recommending approval of the appointment of Surveyor James Nordlund, Mr. Noah Penn, and Mr. Craig Stapley as members and Mr. Dennis Dunlap as alternate to the Remonumentation Peer Group.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the appointment of Surveyor James Nordlund, Mr. Noah Penn, Mr. Craig Stapley, and Mr. Dennis Dunlap, and further directs the Board Chair to sign the related contracts on its behalf.

Moved for your approval.

Motion carried. (Signed) Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chair Hull and seconded by Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, Municipal Employees' Retirement System (MERS) has requested clarification on whether holiday pay should be included in wages for the purpose of calculating pension benefits; and

WHEREAS, the Finance, Personnel, and Rules Committee is recommending that holiday pay be included for the purpose of calculating pension benefits.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the inclusion of holiday pay in the pension calculation and directs County Administrator Knizacky to advise MERS of their decision.

Moved for your approval.

Commissioner Hartley inquired as to how this came up and was informed that in 2021 MERS had the County fill out paperwork and a box was not checked. This determination needs to be done by the Board.

Motion carried. (Signed) Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chair Hull and seconded by Bacon to approve the following resolution:

HONORABLE COMMISSIONERS

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, Pension, & Life	\$322,000.00

Moved for your approval.

Motion carried. (Signed) Hull.

Motion by Buildings, Planning, Drains, and Airport Committee Chair Hull and seconded by Hartley to approve the following resolution:

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Computer Network Advisory Board (MCCNAB) is seeking authorization to seek proposals to update/redesign the Mason County website; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves seeking proposals for the update/redesign of the Mason County website.

Moved for your approval.

Motion carried. (Signed) Hull.

7:48 p.m. Break was taken as Commissioner Squires left the meeting.

7:51 p.m. Session resumes.

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

January 04, 2024 totaling \$555,535.47; and
 January 15, 2024 totaling \$434,214.86; and
 January 30, 2024 totaling \$384,651.09; and

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) Andersen, Hull, Bacon.

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

HONORABLE COMMISSIONERS

WHEREAS, Judge Sniegowski is requesting that the temporary part-time employee who was hired to assist the court in catching up with court trials be made into a permanent position; and

WHEREAS, the Finance, Personnel, & Rules Committee is recommending the approval of changing the classification of the temporary part-time employee to a permanent part-time employee working up to 28 hours a week starting February 14, 2024.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves changing the classification of the temporary part-time employee to a permanent part-time employee working up to 28 hours a week starting February 14, 2024.

Moved for your approval.

It was noted that hours for this position are flexible up to 28 hours a week, but will be maintained as a part-time position.

Motion carried. (Signed) Bacon.

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

HONORABLE COMMISSIONERS

WHEREAS, the Mason County Computer Network Advisory Board (MCCNAB) is seeking authorization to seek proposals for Computer Network Administration Services; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves seeking proposals for Computer Network Administration Services.

Moved for your approval.

Motion carried. (Signed) Bacon.

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

HONORABLE COMMISSIONERS

WHEREAS, the Michigan’s Solid Waste Program has been updated with the passage of significant amendments to Part 115; and

WHEREAS, these amendments require that existing county Solid Waste Management Plans be replaced with new Materials Management Plans (MMP) that focus on sustainable materials management approaches, such as recycling and composting, instead of just landfilling waste; and

WHEREAS, the State of Michigan is encouraging counties to prepare regional plans and is providing an incentive of an extra \$10,000.00 a year for three years to do so; and

WHEREAS, the administrators of Lake, Mason, Muskegon, Newaygo, and Oceana counties have been meeting to discuss seeking proposals for a regional plan.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves Mason County participating in seeking proposals for a regional plan to meet the requirements of the amendments to Part 115 to develop and implement the Materials Management Plan; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Mason appoints County Administrator Knizacky to a committee of the 5 county administrators authorized to seek and review bids, and select a consultant to recommend to each Board of Commissioners for approval.

Moved for your approval.

Discussion ensued. Administrator Knizacky informed the Board that he has already met three times with the five surrounding Counties with regards to this and there will be more meetings in the future.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, remote access to our network is essential to maintain productivity; and

WHEREAS, it is critical to ensure that devices connecting to our network do not compromise the security of our network; and

WHEREAS, the Mason County Computer Network Advisory Board has developed the attached Remote Access Policy to define rules and requirements for connecting to the Mason County Network; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached Remote Access Policy.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, there is one position on the Michigan State University Extension District 5 Advisory Council with a term that expired on December 31, 2023; and

WHEREAS, there was one response from the advertisement that was published in the Ludington Daily News and the Mason County Press from Mr. Nicholas Krieger.

THEREFORE BE IT RESOLVED, that Mr. Nicholas Krieger be considered for the one position on the Michigan State University District 5 Extension Advisory Council for a term that will expire December 31, 2025.

Moved for your approval.

Commissioner Krieger abstained from the vote.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, there is one vacancy on the Mason County Computer Network Advisory Board; and

WHEREAS, the Mason County Computer Network Advisory Board is recommending the appointment of Kaitlyn Szczypka to fill the vacancy.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the appointment of Kaitlyn Szczypka to the Mason County Computer Network Advisory Board for a term expiring on December 31, 2024.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, removal of former employees from the county computer network is critical to minimize the potential exposure to the County from damages which may result from unauthorized use of our network; and

WHEREAS, the Mason County Computer Network Advisory Board has developed the attached Employee Termination IT Checklist to define steps and requirements for disconnecting former employees from the Mason County Network; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached Employee Termination IT Checklist.

Moved for your approval.

Commissioners were informed that this practice had historically been done in Mason County, but that a recent Friend of the Court Audit noted that an actual “written policy” was required and the Board today would formally approve the policy.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, the Buildings, Planning, Drains, and Airport Committee is recommending that Mason County purchase the Seventh Day Adventists Church located at 303 N. Lavina Street, Ludington, Michigan for \$260,000.00 contingent on the completion of a Phase I Environment Site Assessment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves the attached purchase agreement for the purchase of the Seventh Day Adventists Church located at 303 N. Lavina Street, Ludington, Michigan; funds to come from the Public Improvement Fund; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Mason authorizes County Administrator Knizacky to hire a firm to complete a Phase I Environment Site Assessment; funds to come from the Public Improvement Fund; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the County of Mason authorizes Board Chair Andersen to sign the purchase agreement on their behalf once a satisfactory Phase I Environment Site Assessment is completed

Moved for your approval.

Commissioner Squires inquired as to what the County was going to do with that building? Administrator Knizacky informed Board members that the acquisition of the property has been a goal for the last twenty years of the County. Options for the property are to expand the jail, or to build a new Courts Building as the Courthouse is outgrowing its current space. Prior Boards had attempted to purchase the property back in 2005 with no success. Now, the opportunity is once again in front of the Board to purchase at a price of \$10,000 more than what that was offered 20 years ago.

Roll Call vote was requested.

AYES: Krieger, Johnson, Hartley, Squires, Hull, Bacon, Andersen

NAYS: None

ABSENT: None

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

WHEREAS, Clerk Kelly has expressed the need for overtime for the upcoming election.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Mason approves overtime for County Clerk employees working the February 27, 2024 election.

Moved for your approval.

Motion carried. (Signed) Andersen.

Treasurer Kmetz noted that the Landbank Committee had met and is looking at blight projects in Grant Township, two in City of Scottville, and a roof renovation on St. Jerome’s Church. Nineteen extension agreements were put in place on foreclosed parcels. Sixty-six parcels with no structures on them are slated for foreclosure. The Treasurer’s office continues to work with homeowners as to not displace them due to unpaid taxes.

Clerk Kelly noted the reports were previously emailed and she would answer any questions. She thanked the Board for their support of the overtime for the Election. The nine days of early voting will start on Saturday. She reviewed the Vitals, CPL and Court statistics that were emailed noting the increase in CPL’s for the 2023 calendar year, but most notable was the significant increase in Civil Court Filings. The online ordering report for Vitals was reviewed. This program has been live since June and allows individuals the ability to order allowable documents online and has been steadily increasing in its use. She has completed

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two-three hour election training sessions, with the final training to be Thursday at Custer Township. There will be a May Election for those voters who reside in the Pentwater School district only. Consolidation of precincts to Oceana County are taking place.

Administrator Knizacky noted that the Chill grant was filed on Thursday. At the recent MMRMA meeting he attended, their Board approved the distribution of over \$29 million dollars. Mason County will receive some of this distribution when they renew their membership in 2025.

Public comment: None.

Other business: Chair Andersen thanked Administrator Knizacky and Deputy Administrator Szczypka for their work on the Chill Grant.

With no other business the meeting was adjourned at 8:20 PM.

CHERYL KELLY, COUNTY CLERK

JANET S. ANDERSEN, BOARD CHAIR