

FINANCE, PERSONNEL, & RULES COMMITTEE

April 1, 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 purchase an inmate transport vehicle from the Equipment Replacement Fund
 - 2. Consideration of a request to purchase a Dodge Durango from the Equipment Replacement Fund
 - 3. Consideration of a request to purchase a scanner from the Equipment Replacement Fund
 - 4. Consideration of a contract for the Household Hazard Waste Disposal Program
 - 5. Consideration of an agreement for election services for early vote site only
 - 6. Consideration of the 2025 Preliminary Budget
 - 7. Consideration of the Senior millage election
- G. Limited Public Comments**
- H. Any other business**
- I. Adjournment**

Finance, Personnel, & Rules Committee Meeting
March 12, 2024
Mason County Airport

Commissioner Andersen called the Finance, Personnel, & Rules Committee Meeting (FPR) to order at 10:32 a.m. in the conference room of the Mason County Airport. Members present: Commissioners Andersen, Bacon and Hull, Absent: None. Others present: Administrator Knizacky, Deputy Administrator Szczypka and Clerk Kelly. Public: Bill Kerans, Scottville.

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

Motion by Bacon and seconded by Hull to approve the minutes of the February 26, 2024 meeting. Motion carried.

Correspondence: None.

Limited Public Comment: None.

Committee Work:

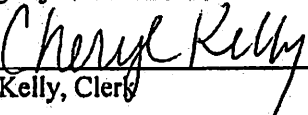
Consideration of Finance, Personnel & Rules Committee Transfers: Motion by Hull and seconded by Bacon to approve the following transfers and send to the full Board for approval: Road Patrol-\$213,475.00; Friend of the Court-\$153,750.00; Indigent Defense-\$38,375.00; Jail Operations-\$168,250.00; Probate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

Limited Public Comment: None

Any other business: Administrator Knizacky informed the FPR Committee that his office will be looking at the 2025 preliminary budget requests and he is requesting clarification for the Chamber fund and what dollar amount should he be placing in this line item. A letter was received requesting \$50,000.00 for the 2025 calendar year. Members noted to commit the same funding as last year, \$25,000.00.

Clerk Kelly informed the FPR Committee of an incident involving a disgruntled CPL applicant, who was threatening to sue the Clerk's office. Clerk Kelly informed the Committee that she will not be breaking the law in any way with regards to issues surrounding Concealed Pistol licenses.

Meeting adjourned at 10:40 a.m.



Cheryl Kelly, Clerk



OFFICE OF THE
SHERIFF
MASON COUNTY

Date: 05 March 2024

To: Administrator Knizacky/Mason County Board of Commissioners

Reference: Vehicle Purchase Request

KIM C. COLE
SHERIFF

DERREK L. WILSON
UNDERSHERIFF

Please consider this a formal request to purchase a new vehicle for the Mason County Sheriff's Office. This vehicle will be assigned as an inmate transport vehicle for the jail. The current jail transport vehicle (2019 Dodge Durango) with approximately 75,000 miles will be re-assigned to me to replace the vehicle (2018 Ford Edge) that was totaled in a serious car crash.

The attached quote is from Galeana's Van Dyke Dodge in Warren, Mi. The vehicle is a 2024 Dodge Durango Pursuit with the standard new car warranty. The total price is \$45,305.00 which includes transfer fees. I ask for a 5% buffer for any unforeseen costs. If approved, I ask that the monies for the vehicle purchase come from the Equipment Replacement Fund (Jail Vehicles).

Please note that all equipment in the current jail vehicle will be transferred to the new vehicle with no additional monies needed for up fitting. Please contact me with any questions that you may have.

Respectfully,

Undersheriff Derrek Wilson

OSCAR D. DAVILA
CHIEF DEPUTY - ROAD PATROL

KENNY VANSICKLE
CHIEF DEPUTY - CORRECTIONS

ANNA VANDEVEN
ADMINISTRATIVE ASSISTANT

GALEANA'S VAN DYKE DODGE
28400 VAN DYKE AVENUE
WARREN, MI 480937133

Date Printed:	2023-10-11 2:09 PM	VIN:		Quantity:	
Estimated Ship Date:		VON:	59978308	Status:	BA - Pending order
Date Ordered:	2023-10-11 2:08 PM	Ordered By:	S66657A	FAN 1:	00DDK Dealer / Police Inventory
				FAN 2:	
				Client Code:	
				Bld Number:	TB4071
				PO Number:	

Sold to:	Ship to:
GALEANA'S VAN DYKE DODGE (57081)	GALEANA'S VAN DYKE DODGE (57081)
28400 VAN DYKE AVENUE	28400 VAN DYKE AVENUE
WARREN, MI 480937133	WARREN, MI 480937133

Vehicle: 2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	43,076	42,881
Package:	22Z	Customer Preferred Package 22Z	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	3,116	2,803
	DPD	8-Spd Auto 8HP70 Trans (Buy)	0	0
Paint/Seal/Trim:	PXJ	DB Black Clear Coat	0	0
	APA	Monotone Paint	0	0
	*A7	Cloth Bucket Seats W/Rear Vinyl	150	138
	-X9	Black	0	0
Options:	YEP	Manuf Statement of Origin	0	0
	LNF	Black Left LED Spot Lamp	640	575
	LNA	Black Right LED Spot Lamp	610	549
	GXA	Entire Fleet Alike Key (FREQ 2)	350	316
	CW6	Deactivate Rear Doors/Windows	90	81
	ADL	Skid Plate Group	350	316
	4FT		0	0
	5N6	Easy Order	0	0
	4FT	Fleet Sales Order	0	0
	4EA	Sold Vehicle	0	0
	142	Zone 42-Detroit	0	0
Non Equipment:	4ES	Delivery Allowance Credit	0	-430
	4DH	Prepaid Holdback	0	-1,452
	4FA	Special Bid-Ineligible For Incentive	0	0
	MAF	Fleet Purchase Incentive	0	0
Bld Number:	TB4071	Government Incentives	0	-4,000
Discounts:	YG1	7.5 Additional Gallons of Gas	0	26
Destination Fees:			1,595	1,595
Total Price:			49,975	49,386

Order Type:	Fleet	PSP Month/Week:	
Scheduling Priority:	1-Sold Order	Build Priority:	99
Salesperson:			
Customer Name:			
Customer Address:	USA		
Instructions:			

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Total Price: 48,625.

Order Type:

Fleet

PSP Month/Week:

Scheduling Priority:

1-Bold Order

Build Priority:

01

Salesperson:

Customer Name:

2024 DODGE DURANGO PURSUITS

Customer Address:

02-29-2024

PRICE \$ 45,305.00

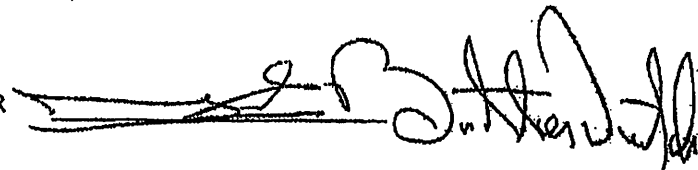
Instructions:

PLUS: MAX CARE WARRANTY: 60/100000

0 DEDUCTABLE

\$4,595.00

GLENN BUTTERWORTH FLEET MGR



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OFFICE OF THE

SHERIFF

MASON COUNTY

KIM C. COLF

SHERIFF

Derrek L. Wilson
Undersheriff

County Administrator Knizacky,

3/1/2024

County Board of Commissioners,

REF: Request to purchase Vehicles

I respectfully request the purchase of, (1) Dodge Durango to replace an aging patrol vehicles of the sheriff's office with high miles. The Dodge Charger that will be replaced is a 2018 with, 138,112 current miles on it.

The 2024 Dodge Durango will be assigned to Sergeant Brown and will replace his 2018 Charger. Some items will be removed from the Charger and be re-used in the Durango as part of the up fitting, but there will be some upgrades that will be needed since its moving from a Charger to a Durango.

Galeana's Van Dyke Dodge
28460 Van Dyke Avenue
Warren, MI 480937

Up fitting will be completed by,

Pro Comm Inc.
2099 Independence Drive
Mt. Pleasant MI 48858

2024 DODGE DURANGO	\$45,305.00
PROCOM UP-FITTING COST	\$21,650.34
DURANGO TOTAL:	\$66,955.34

Please allow for up to six percent additional charges for the potential that some equipment may not be serviceable from the tear down of the replaced vehicles.

We respectfully ask that the funding come from the Equipment Replacement fund #2, Road Patrol Vehicles Equipment. Thank you for your consideration.

Respectfully,

Chief Deputy Oscar Davila

OSCAR D. DAVILA
CHIEF DEPUTY— ROAD PATROL

KENNY VAN SICKLE
CHIEF DEPUTY- CORRECTIONS

ANNA GIAMMALVA
ADMINISTRATIVE ASSISTANT

231.843.3475 * FAX 231.843.1814 * TOLL FREE 800.442.0321

302 NORTH DELIA STREET LUDINGTON, MICHIGAN 49431-1706

GALEANA'S VAN DYKE DODGE
28400 VAN DYKE AVENUE
WARREN, MI 480937133

Date Printed: 2023-10-11 2:09 PM
Estimated Ship Date:
Date Ordered: 2023-10-11 2:08 PM

VIN:
VON: 59978308
Ordered By: S86657A

Quantity:
Status: "BA" - Pending order
FAN 1: 00DDK Dealer / Police Inventory
FAN 2:
Client Code:
Bld Number: TB4071
PO Number:

Sold to:
GALEANA'S VAN DYKE DODGE (57081)
28400 VAN DYKE AVENUE
WARREN, MI 480937133

Ship to:
GALEANA'S VAN DYKE DODGE (57081)
28400 VAN DYKE AVENUE
WARREN, MI 480937133

Vehicle: 2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

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Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	43,075	42,881
Package:	22Z	Customer Preferred Package 22Z	0	0
	EZH	5.7L V8 HEMI MDS VVT Engine	3,115	2,803
	DFD	8-Spd Auto 8HP70 Trans (Buy)	0	0
Paint/Seat/Trim:	PXJ	DB Black Clear Coat	0	0
	APA	Monotone Paint	0	0
	*A7	Cloth Bucket Seats W/Rear Vinyl	150	136
	-X9	Black	0	0
Options:	YEP	Manuf Statement of Origin	0	0
	LNF	Black Left LED Spot Lamp	640	575
	LNA	Black Right LED Spot Lamp	610	549
	GXA	Entire Fleet Alike Key (FREQ 2)	350	316
	CW6	Deactivate Rear Doors/Windows	90	81
	ADL	Skid Plate Group	350	316
	4FT		0	0
	5N6	Easy Order	0	0
	4FT	Fleet Sales Order	0	0
	4EA	Sold Vehicle	0	0
	142	Zone 42-Detroit	0	0
Non Equipment:	4ES	Delivery Allowance Credit	0	-430
	4DH	Prepaid Holdback	0	-1,452
	4FA	Special Bld-Ineligible For Incentive	0	0
	MAF	Fleet Purchase Incentive	0	0
Bld Number:	TB4071	Government Incentives	0	-4,000
Discounts:	YG1	7.5 Additional Gallons of Gas	0	26
Destination Fees:			1,595	1,595
Total Price:			<u>49,975</u>	<u>43,396</u>

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Salesperson:
Customer Name:
Customer Address: USA
Instructions:

PSP Month/Week:
Build Priority: 99

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Total Price: 49,625.

Order Type: Fleet PSP Month/Week:
Scheduling Priority: 1-Sold Order Build Priority: 01
Salesperson:
Customer Name: 2024 DODGE DURANGO PURSUITS
Customer Address: 02-29-2024

Instructions: PRICE \$ 45,305.00
PLUS: MAX CARE WARRANTY: 60/100000

0 DEDUCTABLE
\$4,595.00

GLENN BUTTERWORTH FLEET MGR



Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Estimate

Date	Est. #
3/4/2024	23600

Name / Address
MASON COUNTY SHERIFF 302 N DELIA ST LUDINGTON, MI 49431

Ship To
MASON COUNTY SHERIFF 302 N DELIA ST LUDINGTON, MI 49431

Purchase Order No.	Terms
	Net 15

Qty	Description	Cost	Total
	2024 DODGE DURANGO		
	GLANCE OVER FROM 2018 #23 DODGE CHARGER		
	FRONT OF DURANGO		
1	SETINA PB50L210R WHELEN ION	525.00	525.00
1	SETINA PB5 WRAP (DURANGO)	475.00	475.00
1	WHELEN ION DUO DUO/CLEAR	165.00	165.00
1	WHELEN ION DUO BLUE/CLEAR	165.00	165.00
2	WHELEN ION T SERIES DUO R4E	105.00	210.00
1	WHELEN SIREN SPEAKER-BLACK PLASTIC	75.00	75.00
	PROMO		
1	ACTIVATE FACTORY ULTIM ASHER	0.00	0.00
1	WHELEN UNDER MIRROR LIGHT-BLUE	245.00	245.00
1	WHELEN UNDER MIRROR LIGHT-RED	245.00	245.00
1	WHELEN LINSV MIRROR MNT KIT (DURANGO)	25.00	25.00
	INTERIOR OF DURANGO		
1	DODGE DURANGO 2021+ CONSOLE	495.00	495.00
1	REUSE CONSOLE FACEPLATES	0.00	0.00
1	REUSE DOCKING STATION AND COMPUTER STAND	0.00	0.00
1	STALKER DUAL 2 ANTENNA SYSTEM	2,295.00	2,295.00

Estimate is only valid for 30 days from date of issue
Please note that all freight costs are estimated unless
otherwise noted and will be billed at current rates.

Subtotal

Sales Tax (6.0%)

Total

Customer Signature _____ Date _____

Estimate

Date	Est. #
3/4/2024	23600

Name / Address
MASON COUNTY SHERIFF 302 N DELIA ST LUDINGTON, MI 49431

Ship To
MASON COUNTY SHERIFF 302 N DELIA ST LUDINGTON, MI 49431

Purchase Order No.	Terms
	Net 15

Qty	Description	Cost	Total
4	RADAR MOUNTS	225.00	900.00
1	REUSE GUN LOCK	0.00	0.00
1	SETINA #10XL HORIZONTAL SLIDING WINDOW (DURANGO 2021+)	975.00	975.00
1	SETINA #12VS CARGO BARRIER WITH REPLACEMENT SEAT	1,425.00	1,425.00
2	WHELEN ION T SERIES BLUE	135.00	270.00
2	WHELEN ION T-SERIES (RED) SURFACE MOUNT	135.00	270.00
1	WHELEN ION SURFACE MOUNT LED-RED	145.00	145.00
1	WHELEN ION SURFACE MOUNT LED-BLUE	145.00	145.00
1	SETINA POLY WINDOW BARRIER (DURANGO)	325.00	325.00
	*LIGHT BAR AND CONTROLLER**		
1	WHELEN WECANX 9SX 54" DUO	1,950.00	1,950.00
1	GENCOM CORE	895.00	895.00
1	OBDII CANPORT DODGE SERIES VEHICLES	0.00	0.00
1	WHELEN CCTL7 CONTROL HEAD	0.00	0.00
	*REAR OF DURANGO**		
1	TAIL LIGHT FLASHER	85.00	85.00
1	GENESIS LICENSE PLATE BRACKET 2 LIGHTS	85.00	85.00
2	WHELEN ION T SERIES DUO R/B **BRAKE FEATURE**	177.67	355.34
1	ACTIVABLE FACTORY TL FLASHER	0.00	0.00

Estimate is only valid for 30 days from date of issue
Please note that all freight costs are estimated unless
otherwise noted and will be billed at current rates.

Subtotal

Sales Tax (6.0%)

Total

Customer Signature _____ Date _____

Estimate

Date	Est. #
3/4/2024	23600

Name / Address
MASON COUNTY SHERIFF 302 N DELIA ST LUDINGTON, MI 49431

Ship To
MASON COUNTY SHERIFF 302 N DELIA ST LUDINGTON, MI 49431

Purchase Order No.	Terms
	Net 15

Qty	Description	Cost	Total
	CARGO AREA OF DURANGO		
1	DURANGO PURSUIT 2018+ SUBFRAME	450.00	450.00
1	ELECTRONICS BOX	450.00	450.00
1	DURANGO PURSUIT STORAGE BOX 2018+	1,595.00	1,595.00
	MISC. SHOP, LABOR AND SHIPPING		
1	POWER DISTRIBUTION KIT	265.00	265.00
1	80 AMP CIRCUIT BREAKER W/ MANUAL PUSH TRIP	65.00	65.00
1	MISC SHOP WIRE, CONNECTORS & FUSES	250.00	250.00
1	WIRE HARNESS TO CUSTOMER SPEC	95.00	95.00
1	WALKER DUAL 2 ANTENNA SYSTEM	2,316.00	2,316.00
1	INSTALLATION LABOR- OF NEW UNIT	2,350.00	2,350.00
1	SHIPPING	950.00	950.00

Estimate is only valid for 30 days from date of issue
Please note that all freight costs are estimated unless
otherwise noted and will be billed at current rates.

Customer Signature _____ Date _____

Subtotal \$21,650.34

Sales Tax (6.0%) \$0.00

Total \$21,650.34


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: March 8, 2024

SUBJECT: Scanner

With the increase in vitals coming through our office, I am requesting to purchase a new Ricoh FI-8170 document scanner from DMC at a cost of \$999.00 with funds to come from the Equipment Replacement Fund-Capital Outlay.

Vitals Deputy Price needs this new updated scanner to assist with scanning all vital documents. The current old Fujitsu scanner is not scanning documents clearly.

I have attached the quote from DMC for the new scanner (Ricoh-\$999.00). I did obtain a secondary quote from our APEX vendor for the exact unit (Fidlar cost-\$1165) but would prefer to purchase the product locally and support our local vendor with the added bonus that the same product is less expensive with the local purchase.

Thank you for your consideration.

604 E. Tinkham Avenue
Ludington, MI 49431
Phone: 231-843-2554

Estimate

DATE 03-08-24

Estimate # 03082024RW1

Estimate For:
Mason County Clerk

Quotation valid until: 03-18-24
Prepared by: Roger

Comments or Special Instructions: None

TECHNICIAN	P.O. NUMBER	DUE DATE			TERMS

[illegible]

SUBTOTAL	\$ 999.00
TAX RATE	6.00%
SALES TAX	-
OTHER	-
TOTAL	\$ 999.00

Before you press any key, call DMC!

Kelly, Cheryl

From: Rebekah Lowe <RebekahL@fidlar.com>
Sent: Thursday, March 7, 2024 6:17 PM
To: Kelly, Cheryl
Cc: Price, Penny
Subject: RE: list of auxiliary equipment

CAUTION: This email originated outside of Mason County's networks. Do not click links, reply or open attachments unless you have verified its authenticity.

Hi Cheryl,

Below are items that are used with APEX. These are the options we provide for ordering from Fidar but I will also list the requirements (if there are any) for other options if you decide to order elsewhere.

Scanner

FI-8170 Duplex Sheetfed Scanner 70PPM USB \$1165
Requirements: Twain Driver

*Dmc Rice bought Fujitsu
10,000 scans day.
\$999⁰⁰*

Mini PC/Kiosk

We no longer have the same version as the option you currently have.

Tegaur Model 4840 12" Screen (1 year warranty) \$1275

Tegaur Model 4840 12" Screen (5 year warranty) \$1495

Mini PC/Kiosk Stands

VidaBox 360 Tilting & Rotating VESA Surface Mount \$50

→ Mount It! Clamp Mount Stand \$90

Everything priced here are just item cost. Added Shipping & Handling will be billed with the ordered item. As always, please let me know if you have any questions.

Have a great evening!

REBEKAH LOWE

Partner Relationship Manager

563-345-1289 | Office

563-726-2316 | Cell

RebekahL@fidlar.com



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Household Hazardous Waste Disposal Program
Mason-Lake Conservation District
655 N. Scottville Rd.
Scottville, MI 49454
Mason-LakeConservation.org



March 5, 2024

Fabian Knizacky, Mason County Administrator
Mason County Court House
304 E. Ludington Ave.
Ludington, MI 49431

Dear Mr. Knizacky,

On behalf of the Household Hazardous Waste program, the Mason-Lake Conservation District would like to request the \$7,000 allocation for the 2024 Household Hazardous Waste Program. The sixteenth annual collection will take place on **Saturday, August 17, 2023**.

Please make the check payable to Mason-Lake Conservation District, fiduciary for the Mason, Manistee & Oceana HHW Program.

The check can be mailed to Mason-Lake Conservation District, 655 N. Scottville Rd. Scottville, MI 49454

For further information contact Dani McGarry at (231) 757-3707 Ext. 5. Two contract agreements have been included, please retain one for your records, and sign and return the other with the check. Thank you for your continued support of this important event that protects our environment!

Sincerely,

Dani McGarry
Executive Director, Mason-Lake Conservation District
Treasurer for Mason, Manistee, and Oceana HHW Committee

2024
CONTRACT AND
AGREEMENT FOR SERVICES
Mason County AND
MANISTEE, MASON, AND OCEANA
CONSERVATION DISTRICTS

Mason County and the Manistee, Mason and Oceana Conservation Districts desire to act cooperatively to provide the proper disposal of household hazardous waste for residents of Mason County and Mason County. Therefore, Mason County contracts with Manistee, Mason and Oceana Conservation Districts for collection and disposal of household hazardous waste in the amount of \$7,000. This service agreement will promote the public health, safety, and welfare of the Township and County residents.

Date: _____ by: _____
Mason County Representative

Date: 3-5-24 by: Genee Mallison
Manistee Conservation District
Representative

Date: 3-5-24 by: Danell McSany
Mason-Lake Conservation District
Representative

Date: 3-5-24 by: S Knoll
Oceana Conservation District
Representative

**AGREEMENT FOR ELECTION SERVICES
FOR EARLY VOTE SITE ONLY (EV Site #2)**

BETWEEN THE FOLLOWING TOWNSHIPS: Amber, Branch, Custer, Eden, Free Soil, Grant, Hamlin 1-2, Logan, Meade, Pere Marquette Charter 1-2, Riverton, Sheridan, Sherman, Summit, Victory, and the City of Scottville and the County of Mason.

This Municipal Joint Early Voting Site Agreement (The Agreement Ev Site #2) is made between the following jurisdictions listed below, which are in Mason County. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to as a "party" and jointly as "parties".

Amber Township- 171 S. Amber Rd. Scottville, Theresa Rohde, Clerk, 613-5533
Branch Township-- 6688 E. First St. Branch, Kimberly Tenney, Clerk, 690-6137
Custer Township— 1950 E. US Hwy. 10, Custer, Staci Wood, Clerk, 936-1278
Eden Township – 3369 E. Hawley Rd., Custer, Julie Van Dyke, Clerk, 233-6867
Free Soil Township— 8480 N. Democrat St., Free Soil, Lynda Papes, Clerk, 690-0226
Grant Township – 843 W. Hoague Rd., Manistee, Mary Jo Janowiak, Clerk, 464-5473
Hamlin Township - 3775 N. Jebavy Dr., Ludington, Catherine Lewis, Clerk, 845-0092 **Precinct 1& 2**
Logan Township- 3975 S. Tyndall Rd., Branch, John R. Kampfschulte, Clerk, 898-3968
Meade Township – 5435 E. Free Soil Rd., Free Soil Sue Hasenbank, Clerk, 464-5813
Pere Marquette Charter Township - 1699 S. Pere Marquette Hwy. Rachele Enbody, Clerk, 845-1277 Precinct 1 & 2.
Riverton Township- 2122 W. Hawley Rd., Scottville, Cindy Gerbers, Clerk, 757-2113
Sheridan Township- 6407 E. Dewey Rd., Fountain, Marlynn E. Gulembo, Clerk, 462-3565
Sherman Township- 3854 Main St., Scottville, Kurt D. Lubben, Clerk, 462-3205
Summit Township— 4879 W. Deren Rd., Ludington, Kay Deanda, Clerk, 843-0430
Victory Township— 4411 N. Stiles Rd., Scottville, Barbara Egeler, Clerk, 843-3607
City of Scottville- 105 N. Main St., Scottville, Kelse Lester, Clerk, 757-4729

In this Agreement, each Municipality also wishes to have the assistance of the County Clerk and/or their Elections Deputy to assist as outlined in this document.

WHEREAS, the municipalities, noted above, enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963, and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint Early Voting Site.

WHEREAS, the municipalities desire consolidation of election activities for nine (9) consecutive days, eight (8) hours each day (8 a.m. to 4 p.m.), for each required election for all State and Federal elections; and have agreed to the terms and conditions of this Agreement to provide Election Consolidation services.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

1. **General Agreement:** The early voting site (EV Site #2) will be administered by the Local Municipal Clerk, or designated representatives, who will organize, approve, and monitor the administrative

requirements of early voting. Permanent Election Inspectors, groups of 2 or 4 are considered to assist in running the EV Site for continuity.

2. **Number of Precincts:** Municipalities in this agreement have one (1) precinct per jurisdiction except for Hamlin Township, which has two (2) precincts, and Pere Marquette Charter Township, which has two (2) precincts; eighteen (18) precincts in total.

3. **Two Early Voting Coordinators:** #1. County Clerk and/or their Elections Deputy, will serve as the early voting coordinator to organize and monitor the administrative requirements of early voting, programming. This may change as needed once process is started and better understanding of process obtained. Coordinator will keep track of Site Supervisors, as well as all Election Inspectors pool who are available to work.

#2. Equipment Coordinator: Custer Township Clerk and/or their deputy will be responsible for holding all Early Voting Site equipment and maintaining voting equipment, Equipment (two-tabulators, one-EPB laptop computer, 1-printer, 1-VAT, various cables, 1- Computer screen, Express link printer, etc.). When not in use, this equipment will be locked/stored in Tiger Cage at the Custer Townhall vault.

Election Day Tuesday, all Municipalities have agreed to utilize Custer Township to close out the E.V. Site after 8 p.m. Permanent Election Inspectors assigned to work EV Site will be appointed to Closing Duties and Receiving Board Duties. Election Inspectors of differing parties will deliver E.V. results to County after balancing.

4. **Site Coordinators:** Site Coordinators will be the Municipal Clerk from each jurisdiction starting in alphabetical township order. Site Coordinators will be responsible to perform testing on jurisdictions 1-9 (tabulator #1 EV site), 10-18 (tabulator #2 EV Site), VAT testing, and working the nine days of early voting.

i.e. Testing Tabulator #1, 1-9 Amber-Branch test
Testing Tabulator #2 10-18 Custer-Eden
Test Voter Assist Terminal-Free Soil
Day 1 EV-Grant*
Day 2 EV- Hamlin
Day 3 EV- Logan
Day 4 EV- Meade
Day 5 EV- PM*
Day 6 EV-Riverton
Day 7 EV-Sheridan
Day 8 EV- Sherman
Day 9 EV- Summit

- a. In the event that the date does not work for specific Municipal Clerk, they can trade "their respective day" with another Municipal Clerk once notification is given to the County Clerk, who controls the tracking log for duties.
- b. Site Coordinator will provide two election inspectors to work with the Permanent Election inspectors from their respective jurisdiction to work. Note: Number of election inspectors may change based on need at EV Polling Site.
- c. Site Coordinator will be responsible for initial download, and daily updates of early voting Electronic poll book laptop (QVF-voter history upload). This may change as needed once process is started and better understanding obtained.
- d. Day 1-9 Site Coordinator will also be responsible for set up of EV Polling Site and making sure all equipment is up and polls are ready to receive voters at 8.a.m.on their respective day, and will shut down site at 4 p.m. securing all equipment after balancing of EPB, Apps to vote, and tabulator. All equipment and ballots to be locked in proper containers,

documented, EPB laptop updated to QVF, and secured in designated room in Custer Township.

- e. Day 9 Site coordinator will be responsible to tear down EV Polling Site and make sure all equipment is sealed/documentated in respective areas, and then packed into locking cage rolling unit for storage in the Custer Township Hall. Site Coordinator understands that tabulator reports cannot be run until Election Day and ***that any leaking of voted information is a felony.***

5. Board of Election Commissioners: Each Municipalities Board of Election Commissioners will be responsible for approving the consolidated early voting site election inspectors and providing a list to the Early Voting Coordinator #1 (County Clerk) of those inspectors. Clerk from each municipality will also provide a list of Election Inspectors that would be willing to work additional days for other municipalities. The selection of election inspectors will be governed by MCL 168.674. Municipalities understand that the State of Michigan hourly Election Inspector reimbursement is \$15 per hour. Salaries and fringe benefits over this allowed amount are the responsibility of the respective municipality to reimburse.

6. SERVICES TO BE Provided by the Parties (County or Township): The parties agree to provide the following services:

- A. Provide a location for secured voting for all residents for nine (9) consecutive days, eight (8) hours each day. Township
- B. Provide record of voters from each jurisdiction as allowable by QVF and conduct daily updates of the EPB. Township.
- C. Provide election inspectors. Township
- D. Provide voting equipment and supplies. County and Township.
- D. Assign an Early Voting Site Coordinator. County-Alphabetical order as noted, rotating.
- E. Newspaper publications: Early Voting Site, public accuracy testing, Registration notice, and Election notices published as required by law. County.
- G. Retain all election material as required by retention statutes. Hold in County vault.
- H. Election Commissions: complete Public Accuracy Testing with minutes MCL 168.794a (3) and MCL 168.798. Testing must be held in accordance with the Open Meetings Act. Township

7. Early Voting Site: The parties agree to conduct and administer an early voting site at the Custer Township Hall, 1950 E. US Hwy. 10, Custer, MI.

8.

9. Early Voting Hours: All early voting sites will be open for the required nine (9) consecutive days, beginning on the second Saturday before a statewide or federal election and ending on the Sunday before a statewide or federal election. Each site must be open for at least eight (8) hours each day. The following hours will be kept for each early voting site:

Saturday	8AM to 4 PM
Sunday	8 AM to 4 PM
Monday	8 AM to 4 PM
Tuesday	8 AM to 4 PM
Wednesday	8 AM to 4 PM
Thursday	8 AM to 4 PM
Friday	8 AM to 4 PM

Saturday 8 AM to 4 PM

Sunday 8 AM to 4 PM

Note: Site Coordinator and election inspectors will need to arrive early to “open” the polls, take oaths of office, run zero tape, etc. All regular duties necessary when dealing with polling location opening. Shut down of polling location will take place at 4 p.m. with the balancing of Apps to vote, to ballots tabulated, to voters in EPB electronic laptop. This may result in a longer day for Site Coordinator and election inspectors.

- 10. QVF Controller:** The County will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The QVF controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.
- 11. Public Communication:** The County Clerk, or a Deputy County Clerk, will give public notice of the dates and hours for early voting at the joint early voting site(s) in the local paper. This will be in conjunction with other publications. The township clerks will be responsible for mailing or emailing each registered elector a separate notice as required by Michigan Election Law.
- 12. Secretary of State Communication:** The County Clerk, or a Deputy County Clerk, will be responsible for providing the Secretary of State with necessary information for Early Voting Sites to be posted on the Department of State's website. Currently two Early Voting Sites in Mason County: Site: 1. City of Ludington. Site 2. EV Site #2-Custer Township-All Municipalities.
- 13. Budget and Cost Sharing:** Municipalities will be required to submit any reimbursable expenses to the State of Michigan, Bureau of Elections associated with the respective State/Federal Election within 30 days of the date of the Election. Note: Subject to change based on information not received from State yet.
 - a. The County and the Municipalities, respectively, shall be responsible for the payment of salaries, wages, and other compensation due its staff for services they perform under this Agreement and for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State, and local governments.
 - b. Any other costs shall be shared equally between the municipalities unless defined under a separate agreement or otherwise agreed to by the parties. Salaries for election inspectors above the allowed State \$15 per hour will be the responsibility of the respective municipalities to compensate.
- 14. Compliance with the Law, Applicable Law, and Venue:** The parties, while engaged in any activity pursuant to this Agreement, shall comply with all applicable Federal, State, or local laws, ordinances, rules, and regulations. Breach of this covenant shall be regarded as a material breach of this Agreement.

This Agreement shall be construed according to the laws of the State of Michigan. The venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan.
- 15. Modification of Agreement:** Modifications, amendments, or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

16. Agreement Term: The parties shall commence performance of the services required under this Agreement on _____ (Date) and the Agreement shall continue with no fixed term.

17. Termination of Agreement: A party shall have the right, upon thirty (30) calendar day's prior written notice to terminate/withdraw from this Agreement. If a party terminates/withdraws from the Agreement for any reason, the Clerk of the municipality terminating/withdrawing from the Agreement must submit a revised Early Voting Plan to the County Clerk and the Bureau of Elections outlining the manner in which early voting will be provided and send a copy to the Secretary of State/Bureau of Elections. A party to this municipal joint agreement may not terminate/withdraw from the agreement during the period beginning 150 days before the first statewide general November election in an even numbered year and ending on the completion of the county canvass for that statewide general November election in that even numbered year.

18. Invalid Provisions: If any provision of this Agreement is held to be invalid, it shall be deleted, and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

19. Certification of Authority to Sign Agreement: The persons signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this instrument on the day and year first above written.

_____ Printed name of County Clerk	_____ Signature of County Clerk	_____ Date
_____ Printed name of Clerk Amber	_____ Signature of Clerk	_____ Date
_____ Printed name of Clerk Branch	_____ Signature of Clerk	_____ Date
_____ Printed name of Clerk Custer	_____ Signature of Clerk	_____ Date
_____ Printed name of Clerk Eden	_____ Signature of Clerk	_____ Date
_____ Printed name of Clerk Free Soil	_____ Signature of Clerk	_____ Date
_____ Printed name of Clerk Grant	_____ Signature of Clerk	_____ Date
_____ Printed name of Clerk Hamlin	_____ Signature of Clerk	_____ Date

Printed name of Clerk Logan	Signature of Clerk	Date
Printed name of Clerk Meade	Signature of Clerk	Date
Printed name of Clerk PM Charter	Signature of Clerk	Date
Printed name of Clerk Riverton	Signature of Clerk	Date
Printed name of Clerk Sheridan	Signature of Clerk	Date
Printed name of Clerk Sherman	Signature of Clerk	Date
Printed name of Clerk Summit	Signature of Clerk	Date
Printed name of Clerk Victory	Signature of Clerk	Date
Printed name of Clerk City of Scottville	Signature of Clerk	Date

MODEL¹ AGREEMENT FOR ELECTION SERVICES
BETWEEN [INSERT MUNICIPALITY A NAME] AND [INSERT MUNICIPALITY B NAME] in [INSERT COUNTY
NAME WHERE MUNICIPALITIES ARE LOCATED]

This Municipal Joint Early Voting Site Agreement (the “Agreement”) is made between [Insert Municipality A name], [insert address], and [insert Municipality B name], [insert address]. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a “party” and jointly as “parties”.

PURPOSE OF THE AGREEMENT. The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual designated by the clerks of the municipalities and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
 - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
 - 1.4 **Election Services** encompasses the following individual Election Services provided by either municipality’s Elections Division, if applicable:
[insert applicable Election Services]
 - 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
 - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and

¹ The Bureau of Elections has published this Model Agreement for a joint early voting site, as required by MCL 168.720d. Jurisdictions may add, remove, or modify language in this Agreement and should consult their own counsel in developing and signing any agreement regarding a joint early voting site.

appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.

1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.

1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.

1.9 **Site Supervisor** means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.

2. PARTIES TO AN AGREEMENT.

2.1 An Agreement may be entered into between two or more municipalities wholly or partially located within the same county.

2.2 A municipality located in multiple counties can only enter into an Agreement with municipalities within one of the counties in which the municipality is located.

3. SCOPE OF THE AGREEMENT.

3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.

4. COORDINATOR.

4.1 [Insert coordinator name] will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.

4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:

4.2.1 The clerks of the participating municipalities must determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

4.2.2 [Insert backup coordinator name] as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the clerks of the participating municipalities would determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

5. QVF CONTROLLER.

- 5.1** [Insert QVF controller name] will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. APPROVAL OF EARLY VOTING SITES.

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.
- 6.2** The clerks of the participating municipalities will select the joint early voting site or sites from those options.

7. APPOINTMENT OF ELECTION INSPECTORS.

- 7.1** The parties must designate which board of election commissioners is responsible for the appointment of election inspectors.
- 7.2** At least 31 days before each statewide and federal election, the designated board will appoint for each early voting site at least 3 election inspectors and as many more as the board determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3** The designated board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.

8. APPROVAL OF EARLY VOTING HOURS.

- 8.1** Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will do all of the following:
- 8.1.1** For the nine early voting days guaranteed by the Constitution, decide among themselves the hours that early voting will be provided at the approved joint early voting site or sites and include those hours in this Agreement.
- 8.1.2** For any dates or hours beyond the dates and hours guaranteed by the Constitution, decide the days and hours that early voting will be provided at the joint early voting site or sites and include those days and hours in this Agreement.
- 8.1.3** Indicate whether the days and hours specified in this Agreement apply to all elections or only to statewide and federal elections.

9. NOTICE OF EARLY VOTING HOURS.

- 9.1** Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on each municipality's website and any other publication or posting the clerk considers advisable.

10. BUDGET AND COST SHARING.

- 10.1** Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and chargeback procedures and enter the terms here. Examples of budget, cost-sharing and chargeback procedures are as follows:
- 10.1.1** Make each municipality responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction.
- 10.1.2** Share the costs equally among the participating municipalities.
- 10.1.3** An alternate cost-sharing option agreed upon by the clerks of the participating municipalities.

11. STAFFING AND SUPERVISION

- 11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
- 11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
- 11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.

12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).

- 12.1** Prior to the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will do all of the following:
- 12.1.1** Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
- 12.1.2** Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment.
- 12.1.3** Designate which board of election commissioners is responsible for conducting testing of the electronic voting equipment.
- 12.2** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.2.1** If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.3** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).

13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY

- 13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State

- 13.2 During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3 At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.
- 14. **CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
 - 14.1 The board of election commissioners responsible for appointing election inspectors for early voting is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
 - 14.2 At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.
- 15. **EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
 - 15.1 A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:
 - 15.1.1 No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
 - 15.1.2 No later than 90 days before a special statewide or federal election.
- 16. **EARLY VOTING PLAN.**
 - 16.1 No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.
- 17. **NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**
 - 17.1 No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.
- 18. **DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
 - 18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.
 - 18.2 Municipalities must agree how long the Agreement will stay in effect and how it will be cancelled or terminated. An Agreement may provide that the Agreement has no fixed termination date.

19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.

- 19.1** If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.3** A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.4** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

Printed name of Clerk 1

Signature of Clerk 1

Date

Printed name of Clerk 2

Signature of Clerk 2

Date

EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: Municipal Agreement

Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number

Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality

Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality

Early Voting Location Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site			
Municipalities served at site			
Number of Election Workers at site			

Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)			
Hours for 9 days of Constitutionally-required early voting			
How many (if any) additional days of early voting will be provided at this site?			
Hours for any additional days of early voting			
Is this site ADA compliant?			
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?			

Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site			
Municipality responsible for providing tabulators			
Number of early voting poll book laptops			
Municipality responsible for providing early voting poll book laptops			
Clerk responsible for taking the necessary steps to set up the early voting poll book laptops			
Board of election commissioners responsible for testing equipment			

EXHIBIT B: SITE SUPERVISORS

Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1			
Early Voting Day 2			
Early Voting Day 3			
Early Voting Day 4			
Early Voting Day 5			
Early Voting Day 6			
Early Voting Day 7			
Early Voting Day 8			
Early Voting Day 9			

Describe the communication strategy for informing electors of their opportunity for early voting:

MASON COUNTY 2025 PRELIMINARY GENERAL FUND EXPENDITURE BUDGET

	2022	2023	2024	2025	2025	2025
<u>Description</u>	<u>AUDITED</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>PRELIMINARY REQUESTED</u>	<u>PRELIMINARY APPROVED</u>	<u>FINAL</u>
Board of Commissioners	131,317	125,650	148,000	148,000	148,000	-
Michigan Association of Counties	10,873	10,873	10,875	10,875	10,875	-
Juvenile Court	127,492	92,442	97,850	97,850	97,850	-
Administrator	331,541	340,890	539,800	527,000	527,000	-
Tax Allocation Boards	1,268	1,137	1,425	1,425	1,425	-
Clerk	590,283	622,496	688,575	727,225	715,425	-
Audit	25,512	27,510	36,000	36,000	36,000	-
Remonumentation	35,893	43,063	36,325	36,325	36,325	-
Copy Machine & Fax	11,876	10,662	19,700	19,700	19,700	-
Treasurer's Office	424,082	440,279	474,275	496,925	496,775	-
Equalization Dept.	476,965	461,063	524,975	535,275	535,275	-
Election & Canvassers	61,203	42,241	187,125	141,750	137,250	-
County Maintenance	137,737	134,317	175,250	166,250	166,250	-
Register of Deeds	315,849	323,148	352,375	369,750	369,750	-
Courthouse Maintenance	163,860	133,686	152,300	153,300	153,300	-
Maintenance - Scottville Complex	23,214	23,662	29,150	29,150	29,150	-
Jail Annex Building	19,490	21,989	31,425	31,425	31,425	-
Circuit Court	484,365	518,840	625,075	646,675	641,075	-
District Court	735,853	736,730	797,150	836,450	836,450	-
Probate Court	607,666	642,528	779,400	781,850	781,850	-
Prosecutor's office	787,694	860,526	957,825	1,023,550	1,001,350	-
Family Counseling Service	-	-	4,000	4,000	4,000	-
Jury Commission	11,597	15,359	16,200	16,800	16,200	-
Courthouse Security	154,935	227,900	275,825	288,900	288,900	-
Probation/Parole	3,030	4,172	8,050	8,050	8,050	-
Emergency Planning	124,575	108,709	195,375	205,575	205,575	-
Animal Control	226,450	220,495	234,575	249,000	249,000	-
Dept. of Public Works	32,455	30,499	36,325	37,075	37,075	-
Drain Commissioner	338,503	354,215	393,400	413,925	412,875	-
Drains at Large	2,154	1,554	2,300	2,300	2,300	-
Health Department Building	73,504	65,522	82,475	82,475	82,475	-
Medical Examiner	108,341	138,491	166,000	166,000	166,000	-
Veteran's Burial	6,600	6,600	21,100	21,100	21,100	-
Veteran's Affairs Grant	50,183	57,901	69,800	71,425	71,425	-
Zoning Dept.	206,655	193,010	257,950	267,125	267,125	-
County Plat Board	-	-	300	300	300	-
Cooperative Extension	107,899	110,685	128,500	132,025	132,025	-
Regional Planning	7,686	7,844	7,800	7,850	7,850	-
Economic Development	27,925	19,547	43,950	68,950	43,950	-
Parks & Recreation	4,898	361	4,000	2,000	2,000	-
Fairgrounds	24,690	9,133	9,175	7,900	7,900	-
Employee Benefits	50,442	-	-	-	-	-
Contingency	-	-	20,550	100,000	83,925	-
	<u>7,066,555</u>	<u>7,185,729</u>	<u>8,642,525</u>	<u>8,969,525</u>	<u>8,882,550</u>	<u>-</u>

MASON COUNTY 2025 PRELIMINARY GENERAL FUND EXPENDITURE BUDGET

<u>Description</u>	2022 AUDITED	2023 ACTUAL	2024 AMENDED	2025 PRELIMINARY REQUESTED	2025 PRELIMINARY APPROVED	2025 FINAL
APPROPRIATIONS - OTHER:						
United Way - 2-1-1 Service	1,500	2,000	2,000	2,000	2,000	-
District #10 Health Department	186,519	186,519	186,519	186,519	186,519	-
Mason/Lake Soil Conservation	19,000	19,000	19,000	22,000	22,000	-
Household Hazardous Waste Prog.	7,000	7,000	7,000	9,000	9,000	-
Mental Health Authority	139,625	139,250	139,250	139,250	139,250	-
911 Center	158,888	158,762	158,825	158,825	158,825	-
Lakeshore Regional Partners	89,645	112,127	89,650	89,650	89,650	-
	<u>602,177</u>	<u>624,658</u>	<u>602,244</u>	<u>607,244</u>	<u>607,244</u>	<u>-</u>
APPROPRIATIONS TO COUNTY FUNDS:						
102. Budget Stabilization	-	-	-	-	-	-
192. Welfare Child Care	-	-	50,000	50,000	50,000	-
207. Road Patrol	2,191,475	2,265,075	2,562,250	2,661,050	2,594,000	-
215. Friend of the Court	570,000	587,000	615,000	667,225	667,225	-
225. Junk Ordinance	6,700	15,200	16,500	16,500	16,500	-
227. Landfill Perpetual Care	40,000	40,000	-	-	-	-
230. Employee Vacation & Sick Pay	-	100,000	50,000	50,000	50,000	-
260.. Indigent Defense	153,500	248,500	158,000	158,000	158,000	-
266. Jail Operations	1,944,475	2,019,000	2,019,000	2,133,350	2,116,000	-
269. Law Library	10,000	10,000	10,000	10,000	10,000	-
273. Community Development	-	5,250,000	-	-	-	-
290. Social Welfare	-	15,000	15,000	15,000	15,000	-
292. Probate Child Care	411,000	401,075	361,000	406,000	406,000	-
402. Equipment Replacement	715,075	335,300	344,525	337,525	337,525	-
470. Public Improvement	1,312,956	902,956	426,956	486,956	486,956	-
481. Airport - Improvement	62,000	55,000	55,000	55,000	55,000	-
536. Land Bank Authority	-	100,000	-	-	-	-
581. Airport - Operating	152,800	294,000	166,000	166,000	166,000	-
676. Ins. - Liability	45,000	45,000	45,000	45,000	45,000	-
677. Ins. - Worker's Compensation	10,000	10,000	10,000	10,000	10,000	-
678. Ins. - Health, Pension, & Life	731,550	322,000	322,000	322,000	322,000	-
	<u>8,356,531</u>	<u>13,015,106</u>	<u>7,226,231</u>	<u>7,589,606</u>	<u>7,505,206</u>	<u>-</u>
 Total General Fund Budget	 <u>16,025,263</u>	 <u>20,825,493</u>	 <u>16,471,000</u>	 <u>17,166,375</u>	 <u>16,995,000</u>	 <u>-</u>
						3.18%
FUND 470 CAPITAL EXPENDITURES						
Sheriff storage building	174,000	100,000	20,000	50,000	50,000	-
Airport Terminal	31,000	31,000	31,000	31,000	31,000	-
Animal Control Building	21,000	21,000	21,000	21,000	21,000	-
Transmission Tower	1,500	1,500	1,500	1,500	1,500	-
Parks	20,000	20,000	20,000	20,000	20,000	-
102 Fifth Street	12,000	12,000	12,000	12,000	12,000	-
Jail	90,000	90,000	90,000	90,000	90,000	-
Court Building at Jail site	-	50,000	20,000	50,000	50,000	-
Jail property	-	260,000	-	-	-	-
Jail Annex Building	20,000	20,000	20,000	20,000	20,000	-
Mason County Land Bank	-	100,000	-	-	-	-
Health Department Building	59,891	59,456	59,456	59,456	59,456	-
Courthouse Steps	2,000	2,000	2,000	2,000	2,000	-
Courthouse Building & Grounds	100,000	100,000	100,000	100,000	100,000	-
HVAC System Replacement	36,000	36,000	30,000	30,000	30,000	-
	<u>567,391</u>	<u>902,956</u>	<u>426,956</u>	<u>486,956</u>	<u>486,956</u>	<u>-</u>

MASON COUNTY 2025 PRELIMINARY GENERAL FUND EXPENDITURE BUDGET

<u>Description</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2025</u>	<u>2025</u>
<u>FUND 402 CAPITAL EXPENDITURE</u>	<u>AUDITED</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>PRELIMINARY REQUESTED</u>	<u>PRELIMINARY APPROVED</u>	<u>FINAL</u>
Airport equipment & vehicle	3,200	3,200	3,200	3,200	3,200	-
DPW & Drain Com. Computers	500	500	500	500	500	-
DPW & Drain Com. GIS	1,250	1,250	1,250	1,250	1,250	-
Ambulance	30,000	30,000	30,000	70,000	70,000	-
Courthouse security system	16,000	16,000	16,000	16,000	16,000	-
District/Circuit Court computers	4,800	1,000	1,000	1,000	1,000	-
Emergency Manage. Equipment	10,000	10,000	10,000	10,000	10,000	-
Sheriff's firearms	-	9,075	9,075	9,075	9,075	-
Road Patrol body cameras	-	8,350	8,350	8,350	8,350	-
Tax System computers	4,000	4,000	3,000	4,000	4,000	-
Probate equip. & furniture	500	500	500	500	500	-
Accounting System computers	3,000	3,000	2,500	3,000	3,000	-
Animal Control vehicles	3,000	3,000	3,000	3,000	3,000	-
Maintenance vehicle	3,000	3,000	3,000	3,000	3,000	-
Phone Systems	10,000	10,000	10,000	10,000	10,000	-
General computer replacement	15,000	15,000	15,000	15,000	15,000	-
Sheriff Servers	3,000	3,000	3,000	3,000	3,000	-
SRO Vehicles & equipment	-	42,575	-	-	-	-
Sheriff Office Diving Equipment	3,500	3,500	3,500	3,500	3,500	-
Sheriff Office Dive Trailer	2,000	2,000	2,000	2,000	2,000	-
Forensic Computing School	3,500	2,500	2,000	2,500	2,500	-
SERT Equipment & Trailer	5,000	5,000	5,000	5,000	5,000	-
Road Patrol Total Station	1,000	1,000	1,000	1,000	1,000	-
Sheriff Radar Equipment	1,000	1,000	1,000	1,000	1,000	-
Road Patrol Software	1,500	1,500	1,500	1,000	1,000	-
Sheriff radios	1,000	16,000	1,000	1,000	1,000	-
Sheriff vehicles	85,000	100,000	110,000	120,000	120,000	-
In car cameras	2,000	2,000	2,000	2,000	2,000	-
Sheriff's Marine Boat	3,000	3,000	71,000	10,000	10,000	-
Sheriff computers & equip.	3,500	3,500	3,500	3,500	3,500	-
Sheriff's Ballistic Vests	3,000	3,000	3,000	3,000	3,000	-
Sheriff's Canine	1,000	1,000	1,000	1,000	1,000	-
Aerial Photos	1,000	1,000	1,000	1,000	1,000	-
Clerk Copiers	1,000	1,000	1,000	1,000	1,000	-
Clerk Imaging Equipment	4,000	2,000	2,000	2,000	2,000	-
Zoning Equipment	400	400	400	400	400	-
Courtroom equipment	500	500	500	500	500	-
Courthouse vehicle	1,000	1,000	500	1,000	1,000	-
Tower generator	250	250	250	250	250	-
Sheriff's tasers	3,000	3,000	3,000	3,000	3,000	-
Vital records software server	19,825	2,000	2,000	2,000	2,000	-
Animal Control vests	-	2,500	-	500	500	-
Website	-	3,450	-	1,000	1,000	-
Register of Deeds furniture	-	2,000	-	-	-	-
Clerk furniture	-	500	500	500	500	-
Clerk computer & printers	-	1,000	500	1,000	1,000	-
Treasurer scanner	-	750	1,000	1,000	1,000	-
Prosecutor furniture	-	-	-	-	-	-
Windows Office software	2,000	2,000	2,000	2,000	2,000	-
Election equipment & computers	2,000	2,500	2,000	2,000	2,000	-
Zoning vehicle	1,000	1,000	1,000	1,000	1,000	-
	<u>259,225</u>	<u>335,300</u>	<u>344,525</u>	<u>337,525</u>	<u>337,525</u>	<u>-</u>

MASON COUNTY 2025 PRELIMINARY GENERAL FUND REVENUE BUDGET

	2022	2023	2024	2025	2025	2025
<u>Description</u>	<u>AUDITED</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>PRELIMINARY REQUESTED</u>	<u>PRELIMINARY APPROVED</u>	<u>FINAL</u>
Property Tax Collection	11,032,596	11,814,116	12,390,000	12,847,500	12,847,500	-
Personal Property Reimbursement	1,220,077	998,496	411,000	411,000	411,000	-
Delinquent Personal Tax	745	1,975	2,300	1,925	1,925	-
Federal Payment in lieu of tax	127,630	135,537	135,525	135,525	135,525	-
Industrial Facilities Tax	48,853	24,786	24,325	26,375	26,375	-
Real Estate Transfer Taxes	226,406	169,099	120,000	120,000	120,000	-
Other Taxes & Fees	90,474	84,119	44,475	32,600	32,600	-
Zoning Department	18,740	17,725	19,900	17,725	17,725	-
Soil Erosion & Sediment	20,575	21,700	21,750	23,000	21,700	-
Dog licenses	46,745	44,980	44,500	44,975	44,975	-
All other Licenses & Permits	1,030	1,180	1,050	1,300	1,050	-
Court Equity Fund	123,094	130,112	128,350	130,100	130,100	-
Judges Salary Standardization	137,172	137,172	137,150	137,150	137,150	-
Probate Judge Supplement	127,455	135,762	127,500	135,750	135,750	-
Veteran's Affairs Service Grant	47,783	50,828	68,800	68,800	68,800	-
Emergency Preparedness	30,335	22,358	34,500	22,350	22,350	-
Fr. of Ct./Incentive Program	31,697	34,096	31,700	34,075	34,075	-
C.R.P. Reimbursement	342,582	365,023	391,525	365,000	365,000	-
Juvenile Court Officer Grant	27,317	27,317	27,300	27,300	27,300	-
Victims Rights	36,703	49,936	43,175	43,175	43,175	-
Convention Facility Tax	179,289	224,254	179,275	201,375	201,375	-
Township Liquor License	18,002	18,377	17,575	18,375	18,375	-
State Survey Remonumentation	35,887	40,342	36,300	36,300	36,300	-
State Revenue Sharing Grant	557,008	596,290	627,600	627,600	627,600	-
County Incentive Program	125,784	125,781	125,775	125,775	125,775	-
All other State Grants	37,618	33,108	35,250	33,100	33,100	-
All other Federal Grants	5,809,086	153,165	-	-	-	-
Circuit Court Costs	13,781	22,387	21,175	22,000	21,800	-
District Court Costs	60,471	88,183	63,000	63,000	63,000	-
Probation Oversight Fees	26,399	30,040	30,000	30,000	30,000	-
Civil Fees	51,108	47,306	47,000	47,000	47,000	-
Recording Fees	164,288	133,410	140,000	130,000	130,000	-
Circuit Court Fees	8,187	10,501	10,300	5,000	10,500	-
Probate Court	18,017	15,564	13,950	15,550	15,550	-
County Clerk	54,840	51,959	51,000	39,000	51,950	-
Inter-Departmental Personnel Ser.	21,440	19,327	18,150	19,700	19,700	-
Prosecutor	13,349	5,217	7,500	5,200	5,200	-
Printed & Electronic Copy Sales	11,864	11,000	15,000	11,000	11,000	-
All other Charges for Services	122,351	121,398	111,675	118,775	120,950	-
Ordinance Fines & Costs	15,923	24,973	20,000	20,000	20,000	-
Bond Forfeitures	9,695	6,425	7,500	3,500	6,425	-
Investment Income	182,781	289,392	149,000	225,000	225,000	-
Investment Income - restricted	151,515	274,988	-	-	-	-
Gain (loss) on investments	(592,017)	-	-	-	-	-
Rents, Leases	34,300	34,593	34,000	34,000	34,000	-
Reimbursements, Refunds	394,842	418,323	346,525	357,550	357,550	-
Transfers from other funds	-	-	-	-	-	-
911 Center	158,888	158,762	158,625	158,775	158,775	-
Total General Fund Revenue	21,422,705	17,221,382	16,471,000	16,973,200	16,995,000	-
Surplus (Deficit)	5,397,442	(3,604,111)	-	(193,175)	-	-
January 1, Fund Balance	10,567,755	15,965,197	12,361,086	12,361,086	12,361,086	12,361,086
Adjustments for the audit	-	-	-	-	-	-
December 31, Fund Balance	\$ 15,965,197	\$ 12,361,086	\$ 12,361,086	\$ 12,167,911	\$ 12,361,086	\$ 12,361,086



Mason County Board of Commissioners

Courthouse
304 E. Ludington Ave., Ludington, Michigan 49431
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Charles Lange
Chair

APPROVAL OF THE PLACING ON THE BALLOT A PROPOSAL FOR SENIOR CITIZEN CENTERS AND PROGRAMS MILLAGE

Janet S. Andersen
Vice Chair

Cheryl Kelly
County Clerk

Fabian L. Knizacky
Administrator

Wally Taranko
District 1

Gary Castonia
District 2

Charles Lange
District 3

Lewis G. Squires, D.C.
District 4

Steven Hull
District 5

Janet S. Andersen
District 6

Thomas M. Posma
District 7

WHEREAS, the Mason County Council on Aging has requested that the Board of Commissioners of the County of Mason put on the ballot, for the Senior Citizen Centers and Programs in the County of Mason, for the August 7, 2018 primary election date a proposition for the Mason County voters providing for the 0.2979 mill maximum assessment for a period of six years.

THEREFORE BE IT RESOLVED, that the following proposition be certified to the County Clerk for submission to the electors of the County of Mason at the August 7, 2018 primary election:

SENIOR CITIZEN MILLAGE PROPOSAL RENEWAL

Shall the limitation on taxes which may be assessed against all property in the County of Mason, State of Michigan, be increased by and the Mason County Board of Commissioners be authorized to levy an amount not to exceed .2979 of a mill (\$0.2979 on each \$1,000.00 of taxable valuation) for the period of 6 years, 2018 to 2023, inclusively, for the purpose of providing funds for the operation, maintenance or renovation/expansion of Senior Centers and Senior Citizen programs in Mason County?

This levy will generate approximately \$560,194.00 in the 2018 calendar year.

The County Clerk is hereby authorized and directed to take the necessary steps to submit the propositions to the electors of the County at the August 7, 2018 primary election.

The County Clerk is further directed to cause a County Treasurer's statement to be published as a part of the required notices of election since the millage constitutes an increase in the 15 mill limitation of the 1963 Constitution, Article IX, Section 6.

All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Moved for your approval.