

The regular meeting of the Mason County Board of Commissioners was held at 7:00 p.m. at the Mason County Airport terminal conference room 5300 W. US 10 Ludington, Michigan.

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 Johnson and followed by the pledge of allegiance to the American flag.

Approval of the agenda with the addition of an appointment to the Zoning Board of Appeals. Motion by Bacon and seconded by Hull. Motion carried.

Motion by Johnson and seconded by Bacon to approve the meeting minutes from July 9, 2024, the July 30, 2024 Work Session. Motion carried.

No correspondence was read.

**Public comment:**

- Jim Kelly, Michigan State University Extension- noted that the quarterly report was emailed last week to the Board. He was excited to announce a new Irrigation Specialist Educator will be starting soon. Currently, the Extension office has been moved from the Rec Center into the Tech Center and WSCC has been great to work with.
- Sarah Colbrook presented the 2023 Animal Control Report. Noted was a significant increase in donations. The Animal Control office is working on the dog census.
- Mike Ingison, Chair of the Mason County Road Commission Board presented the 2023 Road Commission Report.
- Steven Wessels, Mason County Road Commission Director, reviewed a power point of the proposed new building site for the Road Commission on their 91-acre parcel.
- Susan Evans, Senior Services Coordinator, presented 2023 Report.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County Surveyor Nordlund has requested additional funds to install a monument box; and

**WHEREAS**, The Finance, Personnel, and Rules Committee is recommending that the Board of Commissioners provide the funding.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the additional funds to install a monument box.

Moved for your approval.

Motion carried. (Signed) Krieger.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the State of Michigan and the County of Mason have historically worked together to provide for Secondary Road Patrol Programs; and

**WHEREAS**, Sheriff Cole is recommending approval of the submittal of the attached agreement for fiscal year 2025.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached Secondary Road Patrol and Traffic Accident Prevention Program Grant Agreement for fiscal year 2025 and directs the Board Chair to sign all necessary documents on its behalf.

Moved for your approval.

Motion carried. (Signed) Johnson.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the Mason County Local Emergency Planning Committee has applied for a FY 2023-24 Hazardous Materials Emergency Preparedness (HMEP) Grant; and

**WHEREAS**, the State of Michigan has awarded a grant in the amount of \$2,170.00 to the County of Mason.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves accepting the FY 2023-24 Hazardous Materials Emergency Preparedness (HMEP) Grant and directs the Board Chair to sign the agreement on behalf of the Board.

Moved for your approval.

Motion carried. (Signed) Hartley.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County Sheriff Cole has requested authorization to purchase three (3) radar units; 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 three (3) radar units; 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**, there is a surplus light table in the Equalization Department; and

**WHEREAS**, the Buildings, Planning, Drains, and Airport Committee is recommending board approval to sell this table.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason authorizes Mason County Administrator Knizacky to sell the surplus table.

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**, Mason County Clerk Kelly is seeking authorization to dispose of a surplus table; and

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

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason authorizes Mason County Clerk Kelly to dispose of a surplus table.

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**, the Finance, Personnel, & Rules Committee has reviewed the transfers for August 13, 2024.

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

Road Patrol	\$213,575.00
Jail Operations	\$168,250.00
Law Library	\$ 2,500.00
Equipment Replacement	\$344,525.00
Public Improvement	\$426,956.00
Airport Operations	\$ 41,500.00

Moved for your approval.

Motion carried. (Signed) Hull.

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

HONORABLE COMMISSIONERS

**WHEREAS**, good budget management practice recommends the amendment of the budgets as necessary; and

**WHEREAS**, the Finance, Personnel, & Rules Committee has reviewed the attached budget amendments as proposed by the various Department Heads.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached 2024 General Fund and Special Revenue Funds budget amendments as recommended by the Finance, Personnel, & Rules Committee.

Moved for your approval.

Chair Andersen noted that the amendments were reviewed in detail by the Finance, Personnel & Rules Committee and found to be in order.

Motion carried. (Signed) Bacon.

**County of Mason  
2024 Budget Amendments  
General Fund Expenditures - Page 1 of 3**

				Current		Amended	
<u>Description</u>				<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Budget</u>
<u>Board of Commissioners</u>							
Contracted Services				1,000		(50)	950
Memberships & Subscriptions				600	50		650
<u>Juvenile Court</u>							
Court Appointed Attorney				90,000		(1,725)	88,275
Translation Services				275	1,725		2,000
<u>Administrator</u>							
Postage				300		(200)	100
Software Annual Support				175	200		375
<u>Tax Allocation Board</u>							
Per Diem				1,050	50		1,100
<u>Remuneration Board</u>							
Salaries & Wages: Full Time				850		(100)	750
Retirement				325		(25)	300
Personnel Services				2,750		(150)	2,600
Contracted Services				31,100		(900)	30,200
Other Professional & Contractual Services				1,200		(200)	1,000
<u>Equalization</u>							
Software Annual Support				-	100		100
Property & Liability Insurance Premiums				575		(100)	475
<u>Elections &amp; Canvassers</u>							
Printing & Publishing				99,550		(550)	99,000
Equipment Replacement				2,600	550		3,150
<u>Maintenance</u>							
Contracted Services				2,050		(150)	1,900
Property & Liability Insurance Premiums				500	150		650
<u>Register of Deeds</u>							
Software Annual Support				-	600		600
Property & Liability Insurance Premiums				300		(75)	225
<u>Circuit Court</u>							
Health Insurance				58,275		(3,000)	55,275
Transcription				1,000	3,000		4,000

**County of Mason  
2024 Budget Amendments  
General Fund Expenditures - Page 2 of 3**

				Current		Amended	
<u>Description</u>				<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Budget</u>
<u>District Court</u>							
Software Annual Support				-	100		100

Visiting Judge or court reporter			1,250	400		1,650
Telephone			3,050		(500)	2,550
<b>Probate Court</b>						
Health Insurance			88,075		(1,600)	86,475
Other supplies			-	250		250
Postage			5,500		(2,000)	3,500
Network O&M Assessments			5,000	1,000		6,000
Data Processing			12,750		(1,425)	11,325
Software Annual Support			-	1,225		1,225
Property & Liability Insurance Premiums			1,275	125		1,400
Employee Physicals				175		175
Travel			1,000	450		1,450
Office Equipment Repair & Maintenance			2,350	1,400		3,750
Refunds & Rebates			-	400		400
<b>Courthouse Security</b>						
Uniforms & Accessories			7,200		(1,200)	6,000
Software Annual Support			-	100		100
Telephone			-	100		100
Equipment Repair & Maintenance			-	1,000		1,000
<b>Emergency Management</b>						
Salaries & Wages: Part Time			36,725		(2,300)	34,425
Office Supplies			500	1,000		1,500
Software Annual Support			-	275		275
Contracted services			13,500	675		14,175
Employee Physicals			125	200		325
Vehicle Repair & Maintenance			50	150		200
<b>Animal Control</b>						
Janitorial Supplies			5,675		(1,000)	4,675
Legal services			-	125		125
Veterinarian Services			1,000	350		1,350
Property & Liability Insurance Premiums			1,275	225		1,500
Telephone			1,375		(225)	1,150
Printing & Publishing			1,000	50		1,050
Computer & Printer Hardware			-	475		475
<b>Public Works</b>						
Health Insurance			-	450		450
Employee Physicals			-	175		175
Telephone			1,200		(625)	575

**County of Mason  
2024 Budget Amendments  
General Fund Expenditures - Page 3 of 3**

Description	Current Budget	Increase	Decrease	Amended Budget
<b>Drain Commissioner</b>				
Health Insurance	63,750		(400)	63,350
Office Supplies	850		(325)	525
Legal Services	500		(200)	300
Property & Liability Insurance Premiums	350		(75)	275
Telephone	2,550		(2,000)	550
Equipment Rentals	3,200	4,600		7,800





Equipment Repair & Maintenance	1,200		(500)	700
<u>Emergency Response Team</u>				
Other Supplies	5,450		(2,725)	2,725
Uniforms & Accessories	1,625		(800)	825
Employee Training	1,625	10,100	-	11,725
Property & Liability Insurance Premiums	775	250		1,025
Equipment Replacement	2,275	-	(75)	2,200
<u>SCCENT</u>				
Overtime	4,500	6,000		10,500
Ammunition	-	625		625
Property & Liability Insurance Premiums	2,400		(500)	1,900
Vehicle Expense	6,900		(5,125)	1,775
<u>Friend of the Court</u>				
Postage	10,100		(300)	9,800
Software Annual Support	-	300		300

**County of Mason  
2024 Budget Amendments  
Special Revenue Fund Types  
Expenditures - Page 2 of 3**

	Current			Amended
<u>Description</u>	<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Budget</u>
<u>Junk Ordinance Administration</u>				
Property & Liability Insurance Premiums	2,025	25		2,050
Printing & Publishing	725		(25)	700
<u>Solid Waste Management</u>				
Contracted Services	-	7,275	-	7,275
<u>Landfill Post Closure Care</u>				
<u>Mason County Landfill - Scottville</u>				
Repair & Maintenance Supplies	1,500	2,500		4,000
Water & Sewer	10,000		(2,500)	7,500
<u>Brownfield Redevelopment Authority</u>				
<u>County Services Building Brownfield TIFD</u>				
Brownfield Redevelopment Reimbursement	2,400	50		2,450
<u>Building Inspection</u>				
Salaries & Wages: Full Time	73,475		(9,000)	64,475
Salaries & Wages: Part Time	-	12,600		12,600
Network O&M Assessments	2,450	850		3,300
Software Technical Support	3,550	200		3,750
Indirect Services	49,250	475		49,725
Membership & Subscriptions	400	50		450
<u>Courthouse Preservation</u>				
Architectural & Engineering Services	-	30,750	-	30,750
Furniture & Fixtures	-	13,000	-	13,000
Construction in progress	-	169,000	-	169,000
<u>Register of Deeds Automation</u>				
Software Technical Support	20,000	1,800		21,800

<u>Indigent Defense System - State Grant</u>						
Court appointed Attorney: Misdemeanor		531,650			(83,000)	448,650
Court appointed Attorney: Felony -Life		67,225	83,000			150,225
Indirect Services		-	400			400
Travel, Lodging, & Meals		4,025			(400)	3,625
<u>Jail Operations</u>						
Software Annual Support		4,125	2,400			6,525
Building Repair & Maintenance		17,350	16,600			33,950
Grounds Maintenance		900	4,000			4,900

**County of Mason  
2024 Budget Amendments  
Special Revenue Fund Types Expenditures - Page 3 of 3**

			Current			Amended
<u>Description</u>			<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Budget</u>
<u>Community Development Housing Grant</u>						
<u>Redevelopment &amp; Housing - County Rehabilitation</u>						
Employee Training			-	200		200
Recording Fees			-	200		200
Printing & Publishing			-	700		700
Advertising			-	325		325
<u>County - New Construction</u>						
Legal Services			-	7,000		7,000
<u>Emergency Management Grants</u>						
<u>2018 Homeland Security Grant</u>						
Contracted Services			-	150		150
<u>2021 Homeland Security Grant</u>						
Salaries & Wages: Full Time			7,450		(1,400)	6,050
Employee Training			2,200	1,250		3,450
<u>Justice Training</u>						
<u>Road Patrol &amp; Detectives</u>						
Educational & Training Services			2,700	800		3,500
<u>Child Care</u>						
<u>Child Care - Probate</u>						
Legal Services			-	125		125
Network O&M Assessments			-	2,000		2,000
Probate Court State Ward Chargeback			88,750		(2,125)	86,625
<u>Child Care - In Home Services</u>						
Health Insurance			21,025	19,850		40,875
Contracted Services			35,000		(19,850)	15,150
Mentoring Services			-	35,000		35,000
Indirect Services			40,000		(300)	39,700
Equipment Replacement			-	8,000		8,000
<u>Building Authority Operation</u>						
Legal Services			175		(50)	125
Property & Liability Insurance Premiums			4,625	50		4,675



					466,225	(142,400)	
						323,825	

**County of Mason  
2024 Budget Amendments  
Special Revenue Fund Types Revenues - Page 1 of 1**

				Current			Amended
<u>Description</u>				<u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Budget</u>
<u>Sheriff Road Patrol</u>							
Delinquent Personal Property Taxes				100	25		125
PILT - Personal Property Tax Loss				32,525	1,325		33,850
Vehicle & Boat Inspections				100	125		225
Reports				875	275		1,150
Secondary Road Patrol				48,000	11,100		59,100
Marine Law Enforcement				24,000	9,000		33,000
<u>Solid Waste Management</u>							
Allocated Fund Balance				-	7,275	-	7,275
<u>Brownfield Redevelopment Authority</u>							
<u>County Services Building Brownfield TIFD</u>							
Current Property Taxes				2,400	50		2,450
<u>Building Inspection</u>							
Building Permits				159,550	4,975	-	164,525
Building Department Service Fees				-	200		200
<u>Courthouse Preservation</u>							
Interest & Dividend Income				6,500	750	-	7,250
Allocated Fund Balance				(18,000)	212,000	-	194,000
<u>Register of Deeds Automation</u>							
Allocated Fund Balance				22,650	1,800	-	24,450
<u>Jail Operations</u>							
Current Property Taxes				1,329,275		(1,475)	1,327,800
Delinquent Personal Property Taxes				425		(175)	250
Housing PILT: Longfellow Towers Apts				575	50		625
Housing PILT: Birch Lake Apts				350		(350)	-
PILT - Personal Property Tax Loss				-	15,600		15,600
Industrial Facility Tax				2,250	625		2,875
Delinquent Tax Interest: Personal				-	25		25
Interest & Dividend Income				31,500	8,500		40,000
Reimbursement: Detainers				1,000	200		1,200
<u>Community Development Housing Grant</u>							
<u>Redevelopment &amp; Housing - County Rehabilitation</u>							
Interest Income				-	8,425		8,425
<u>Justice Training</u>							
<u>Road Patrol &amp; Detectives</u>							
Justice Training				3,500	650		4,150
Allocated Fund Balance				(700)	150		(550)

<u>Child Care</u>						
<u>Child Care - Probate</u>						
Basic Grant			15,000	35,000		50,000
Allocated Fund Balance			-	<u>7,700</u>		7,700
				<u>325,825</u>	<u>(2,000)</u>	
					<u>323,825</u>	
						-

Motion carried. (Signed) R. 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

July 2, 2024 totaling \$399,966.62; and  
 July 16, 2024 totaling \$839,232.15; and  
 July 30, 2024 totaling \$495,703.54.

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 Andersen to approve the following resolution:

HONORABLE COMMISSIONERS

**WHEREAS**, the County of Mason has applied for and received a \$500,000 Housing Grant from the State of Michigan to provide housing assistance to the citizens of the County of Mason; and

**WHEREAS**, this agreement requires a \$50,000.00 match from the County; and

**WHEREAS**, the Finance, Personnel, and Rules Committee is recommending approval of this agreement with matching funds to come from the Community Development Housing Grant Fund.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the \$550,000 Housing Grant Agreement from the State of Michigan and directs the County Administrator Fabian Knizacky to sign said agreement; and

**BE IT FURTHER RESOLVED**, that Kaitlyn Szczypka is hereby designated as the Certifying Officer for the County of Mason, relative to this grant.

Moved for your approval.

Multiple questions were asked regarding the CHILL Grant. This will be an asset to the Community. Administrator Knizacky will email Board members the area medium income (AMI) requirements for applicants who wish to apply.

Motion carried. (Signed) Bacon

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

HONORABLE COMMISSIONERS

**WHEREAS**, Airport Manager O’Connor is requesting authorization to purchase eight (8) cameras; and

**WHEREAS**, the Buildings, Planning, Drains, and Airport Committee is recommending the 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 eight (8) cameras; funds to come from the Equipment Replacement Fund.

Moved for your approval.

Commissioner Johnson noted that he has worked with Brooks Security and was glad to see they were offered the bid.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the Mason County Board of Commissioners approved the creation of the Mason County Land Bank Authority Board; and

**WHEREAS**, the Mason County Treasurer Kmetz advertised for applicants to be considered for appointment to the Board; and

**WHEREAS**, there were five (5) responses to the advertisement notice from Mayor Mark Barnett, Mr. Rick Deering, Ms. Monica Jewel, Mr. David Karst, and Mr. Jim Riffle; and

**WHEREAS**, Treasurer Kmetz is recommending the appointment of Mayor Mark Barnett for the township or city official seat and Mr. Jim Riffle for the at large seat.

**THEREFORE BE IT RESOLVED**, that Mayor Mark Barnett, Mr. Rick Deering, Ms. Monica Jewel, Mr. David Karst, and Mr. Jim Riffle be considered for appointment to the Mason County Land Bank Authority Board.

Moved for your approval.

Roll Call Vote was taken:

- Krieger: Barnett, Riffle
- Johnson: Barnett, Riffle
- Hartley: Barnett, Jewel
- Squires: Barnett, Riffle
- Hull: Barnett, Riffle
- Bacon: Barnett, Riffle
- Andersen: Barnett, Riffle

Appointed: Barnett, Riffle

Motion carried. (Signed) Andersen.

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

**HONORABLE COMMISSIONERS**

**WHEREAS**, the 2023 Audit Report has been presented.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the receipt of the 2023 Audit Report.

Chair Andersen noted that the opinion received was the highest a County could receive. She thanked the Administrators for their work on this. She informed the Board that she also received a phone call from the Auditors. Questioned was if there were any future concerns regarding fraud, and the only potential item was the use of County credit cards. She was informed by the auditor that many Counties are resorting back to the reimbursement process instead of having County credit cards.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

**HONORABLE COMMISSIONERS**

**WHEREAS**, state statutes allow for the appointment of a Planning Commission representative on the Zoning Board of Appeals; and

**WHEREAS**, the Mason County Planning Commission is recommending the appointment of Mr. Steve Bieniek as their representative.

**THEREFORE BE IT RESOLVED**, that Mr. Steve Bieniek be appointed to be the Planning Commission representative on the Mason County Zoning Board of Appeals for a term ending December 31, 2024.

Moved for your approval.

Motion carried. (Signed) Andersen.

- Treasurer Report: The Mason County Land Bank Authority has applied for a MI Neighborhood Grant of \$200,000 for the construction of two new homes. The homes would be a 2 bedroom and a three bedroom and be offered for sale to buyers in the 60% AMI Category and 120% AMI Category. The Land Bank has approved the bidding of a foreclosed parcel at tomorrow's tax foreclosure auction. The parcel in question contains a blighted single wide trailer and enough land to split to facilitate the two new homes. Asbestos and hazardous materials testing has occurred at the St. Jerome Church and Scottville Schoolhouse buildings and those results are expected late this week or next week. From there we will begin creating the RFP's for stabilization. The Wayside Church Tax Foreclosure settlement was approved July 12, 2024 and subsequently appealed on July 16, by 40 objectors. A ruling on the appeal is not expected until late 2025.
- Clerk Kelly congratulated the Board on their all being nominees for the November Election. She informed the Board that the Mason County Canvass Board certified the August 6, 2024 Primary Election results this afternoon. The November Election is in full swing with today at 4p.m. being the deadline to add a proposal. Mason County Eastern and Hamlin Township submitted ballot proposals. With regard to the Court Archives Project-77 banker boxes will be sent to the State Archives, which will assist with spacing issues. She thanked the Board for the new table and chairs for the meeting room and for the Intern to assist with the Court archival project.

- Administrator Knizacky informed the Board that they can start taking applications for the CHILL Grant. The County was awarded the \$500,000.00, plus the \$50,000.00 County match. Individuals wishing to obtain an application can come to the Administration office or to Five Cap in Scottville. Funds need to be spent by November 30 of 2025. Additionally, the County was awarded the My Neighborhood Rehab Grant, these funds will need to be used by June 30, 2026.

**Public comment:** None

**Other business:** None.

With no other business the meeting was adjourned at 8:43 p.m.

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CHERYL KELLY, COUNTY CLERK

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JANET S. ANDERSEN, BOARD CHAIR

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