

**MASON COUNTY BUILDINGS, PLANNING, DRAINS, & AIRPORT COMMITTEE**

**Meeting will be at the conference room at the Mason County Airport Terminal**

**August 27, 2024**

**3:00 PM**

**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 resolution to require a cash deposit of \$10,000 in advance of New County Drain Development
2. Consideration of offer to sell private hangar #18 at Mason County Airport
3. Review of the status of conference room audio project quotes/research and determine next steps
4. Consideration of parcels being offered for sale by the State of Michigan
5. Consideration of a request to hold an event at the Mason County Courthouse lawn
6. Consideration of a request of request to list property held jointly by Mason County & Grant Township
7. Consideration of an offer to purchase county owned property on Staffon Street

**G. Limited Public Comments**

**H. Any other business**

**I. Adjournment**

Mason County Buildings, Planning, Drains, & Airport Committee Meeting

SPECIAL MEETING

July 2, 2024

- Commissioner Andersen called the Buildings, Planning, Drains & Airport Committee Meeting to order at 9:30 a.m. in the conference room of the Mason County Airport, 5300 W. US Hwy. 10, Ludington, Michigan 49431. Members Present: Hull, Andersen, and Krieger. Absent: None. Others present: Administrator Knizacky, Deputy Administrator Szczypka, Zoning and Building Director Sanders, and Clerk Kelly. Member of public: Les Johnson.

- Motion by Krieger and seconded by Hull to approve the agenda. Motion carried.

**Limited Public Comment:** None.

**Committee Work:**


- **Interview of Larry Rees:** Mr. Rees presented at 9:30 for the interview. Chair Andersen asked questions for the interview process. Mr. Rees then left the meeting.
- **Interview of Donald Taylor:** Mr. Taylor presented at 9:47 a.m. for the interview. Chair Andersen asked questions for the interview process. Mr. Taylor left the meeting at 10:10 a.m.
- Discussion ensued.

- Motion by Hull and seconded by Andersen to send the recommendation to hire Mr. Donald Taylor as the Electrical Inspector for Mason County to the full Board. Motion carried.

**Limited Public Comment:** None.

**Any other business:** None.

- **Adjournment:** 10:28 a.m.

  
Cheryl Kelly, Clerk

**Mason County Buildings, Planning, Drains, & Airport Committee Meeting**  
**July 23, 2024**

Commissioner Hull called the Buildings, Planning, Drains & Airport Committee Meeting to order at 3:00 p.m. in the conference room of the Mason County Airport, 5300 W. US Hwy. 10, Ludington, Michigan 49431. Members Present: Hull, Andersen, and Krieger. Absent: None. Others present: Administrator Knizacky, Deputy Administrator Szczypka, Airport Manager O'Connor, Surveyor Nordlund, Rhiannon Ahmed of Verkada (via zoom) and Chief Deputy Clerk Holmes. Member of public: None.

Motion by Andersen and seconded by Krieger to approve the agenda with the addition of a request for the county to extend a deadline for bids and conduct a survey on County owned property.

Motion by Krieger and seconded by Andersen to approve the minutes from June 25, 2024. Motion carried.

**Correspondence:** None.

**Limited Public Comments:** None.

**Consideration of a request to purchase airport cameras out of the Equipment Replacement Fund (Airport Manager O'Connor):** Rhiannon Ahmed from Verkada did a presentation on their camera system and reviewed the benefits that it has to offer. This system would be purchased through Verkada partner inaCOMP Technical Services Group at a cost of \$23,399.40. Airport Manager O'Connor also presented information from Brooks Security on their camera system which would also meet the current needs for the airport at a cost of \$8,650.00. Motion by Krieger and seconded by Andersen to send the Brooks Security quote to the Finance Committee for approval. Motion carried.

**Consideration of a request for \$800.00 to core and raise/replace one monument box (Surveyor Nordlund):** Motion by Andersen and seconded by Krieger to recommend the replacement of 1 monument box located on Hawley Road in Eden Township at a cost of \$800.00 and send to the Finance Committee for approval. Motion carried.

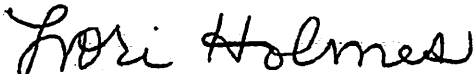
**Consideration of a request to dispose of the Equalization Department light table:** Administrator Knizacky recommended contacting the potential buyer of the non-working light table and accepting what they offer. Motion by Krieger and seconded by Hull to send the request to the full Board with the recommendation to approve. Motion carried.

**Consideration of a request to extend a deadline for bidding and conduct a survey on County owned property for sale:** Property owners on each side of the County owned property for sale on Staffon Street are requesting that a deadline for bids be extended past July 31 so a survey could be conducted by the County. Motion by Andersen and seconded by Krieger that the committee would not approve paying for a survey, but the individuals requesting the survey would be allowed to conduct one at their own expense if they choose to. Motion carried.

**Limited Public Comment:** None.

**Any other business:** Administrator Knizacky stated that Zoning Director Cayla Sanders would be on maternity leave beginning in January 2025. The committee discussed having Carol Foote cover for Director Sanders as she has in the past. Motion by Krieger and seconded by Andersen to send the request to have Carol Foote cover the Zoning Director position during a maternity leave to the full Board with the recommendation to approve. Motion carried.

The meeting was adjourned at 3:46 p.m.

  
\_\_\_\_\_  
Lori Holmes, Chief Deputy Clerk

**Resolution to Require  
a Cash Deposit of \$10,000  
in advance of  
New County Drain Development**

At a meeting of the Mason County Board of Commissioners held at the Mason County Airport this 10th day of September, 2024, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The following request for a resolution is offered by Dan Rohde Mason County Drain Commissioner.

WHEREAS, the Drain Commissioner has recognized a need to require a \$10,000.00 cash deposit paid for by the petitioner to accompany the application to establish a New County Drain. New Drain Construction carries inherent preliminary cost and pursuant to the Michigan Drain Code of 1956, Chapter 3, Section 51 should be the responsibility of the petitioner.

If the drain is completed the cash advance shall be returned to the depositor or his representative out of the first tax collections on the drain.

If the drain and a district is not established, any excess above cost shall be returned.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. As of this date The Mason County Drain Commissioner will require a \$10,000.00 cash deposit payable in advance of any New Drain establishment within Mason County.
2. The Mason County Board of Commissioners hereby approves the requirement of a \$10,000.00 New Drain Construction Deposit per MCL 280.51.
3. This resolution shall be effective on the date of its approved resolution.

RESOLUTION DECLARED ADOPTED. IN WITNESS WHEREOF, I have hereunto set my hand, this 10th day of September, 2024.

Dan Rohde  
Mason County Drain Commissioner

August 18, 2024

Mr. John O'Conner  
Manager  
Mason County Airport  
Ludington, MI 49431

Mr. O'Connor:

Douglas Shoup owns hangar #3 on Mason County Airport property.

Section 7 of the Airport Lease Agreement between the County of Mason and Douglas Shoup provides the county with first right of refusal to purchase the building.

I am providing notice that I have an offer for the purchase of the hangar from Edgar M Struble, of Ludington, for \$45,000.

Please forward this notice to the Buildings, Grounds, and Airport committee for their consideration.

Sincerely,

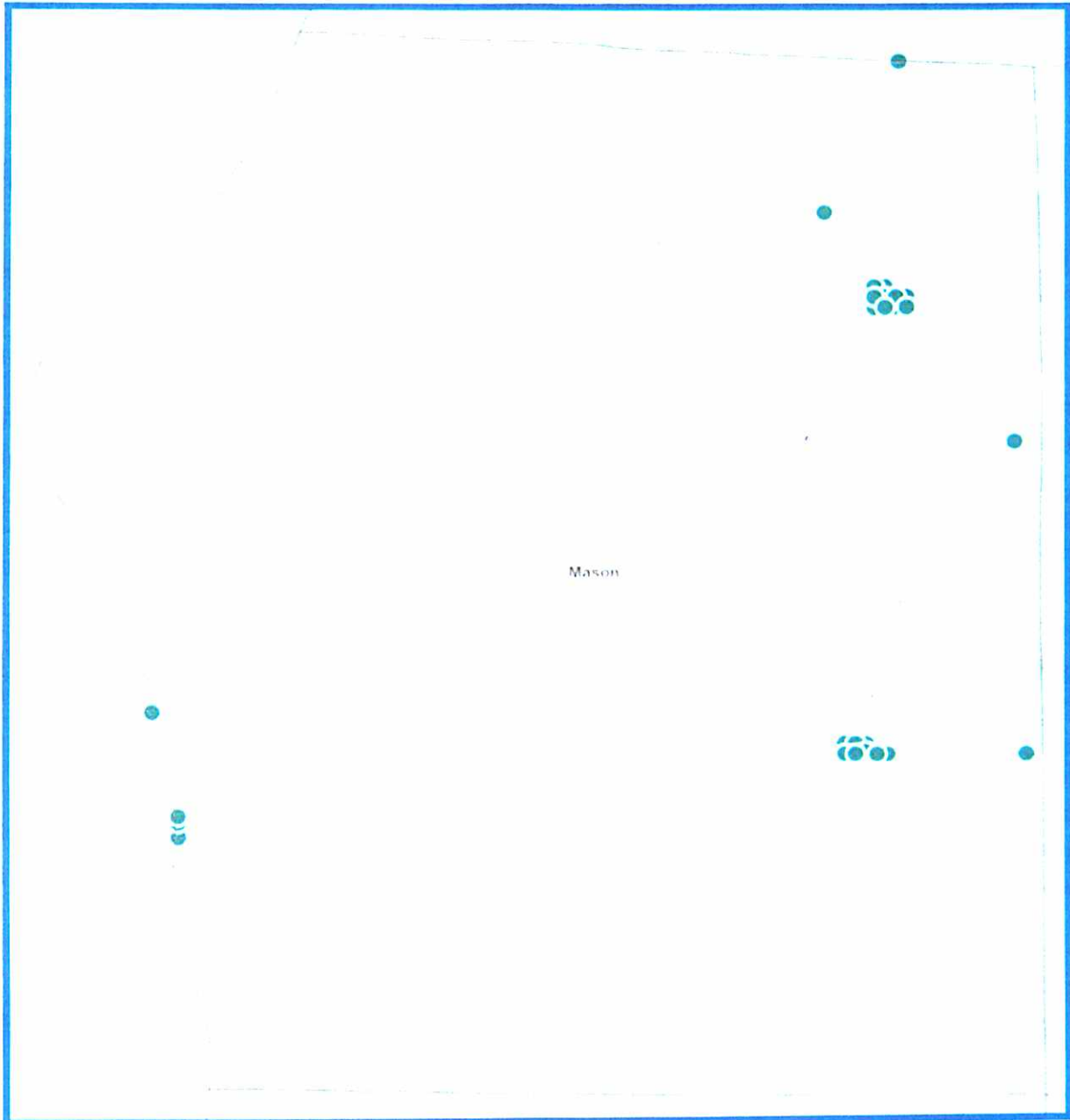
A handwritten signature in black ink, appearing to read "Kathy M Shoup", with a long horizontal flourish extending to the right.

Kathy M Shoup  
POA for Douglas Shoup



## State Land Review

### Available Parcels



Prepared by:

Andrew Kmetz, Treasurer

Kaitlyn Szczypka, Deputy Administrator

## What We Know...

**Background:** On July 18, 2024, Michael Michalek of the State Real Estate Services emailed the County along with several other entities to notify that the State had identified surplus **Department of Natural Resources (DNR)** property during a land review and that certain properties throughout the State are available for exchange, sale, or transfer. The State is offering Mason County, as well as the municipalities where the properties reside, the chance to acquire these properties for public and recreational use.

Branch Township, Meade Township, Pere Marquette Township, and the City of Ludington have also been notified of available State property within their boundaries.

The following document details the available properties that are available for acquisition.

**Process:** Administration reached out to Mr. Michalek on August 7, 2024 to inquire about the timeline, purchase price, and process for the acquisition of sites in Mason County.

- **Timeline:** “There is no timeline to purchase these **Alternative Conservation Owner (ACO)** properties from the State of MI. We have set these parcels aside for local units, the federal government, and land conservancies at a first come - first serve basis.”
- **Price:** “The \$300 application is required for DNR to review your request (and prior to an appraisal being done). If the application has been approved, the department will review mineral rights prior to disposal and may appraise the property internally after receiving a completed application. If the ACO doesn’t agree with the market value determined by DNR they can pay for a third-party appraisal of a property if the appraiser is licensed with the State of Michigan and on our approved appraiser list. DNR will review the appraisal to see if they have concerns. If there are no concerns, DNR will move forward with the contracted appraisal amount. Please be aware the contracted appraisal may have an opinion of market value higher than what was determined by DNR. Your \$300 application fee will be used toward the final purchase price of the property.”
- **Process:** “Once the price has been determined and you agree to move forward, you will be invoiced for the property. You will have 45 days to make full payment via check or wire transfer. Once full payment is received, DNR will execute a Quit-Claim deed with the below deed restrictions. It will be your responsibility to record the deed with the local county Register of Deeds Office for \$30.
  - Subject To:
    - 1) The above-described property must remain open to the general public.
    - 2) Development is restricted to outdoor recreation and support facilities only.
    - 3) Any and all rights-of-way, encumbrances, restrictions, and/or easements of record or otherwise.



**Next Steps:** Parks and Recreation Commission Chair Steve Begnoche, County Administrator Fabian Knizacky, and Deputy County Administrator Kaitlyn Szczypka plan on visiting the properties in late August to investigate viability of the properties.

Should the County be interested in any of the following parcels, we are encouraged to fill out the Land Transaction Application.

If the County wants to pursue purchasing a fair amount of this land, there will need to be a conversation on the future organization and management of parks and recreation operations.

- **Staffing:** Currently, the Parks Director manages the County Campground and park. With additional land to manage, duties will need to be reviewed to maintain good stewardship of additional recreational properties. There could also be a demand for organized recreational programming.
- **Activities:** Recreational opportunities in the following properties could include:
  - **River Water Activities:** such as boating, fishing, and other river trail recreation.
  - **Lookouts:** especially at the scenic Lake Michigan Site.
  - **Hiking and Biking:** Trails can be developed in the sites so the public can connect with nature while preserving the natural beauty at the properties.
  - **Other:** based on public demand and feasibility at the sites.
- **Conservation:** A condition of acquisition is that the County maintain the land for public recreational use. There are sensitive areas that will need to be preserved.
- **Partnerships:** There are opportunities for partnership in the stewardship of the land and to provide recreational activities if certain lands are acquired. Potential partnerships include but are not limited to:
  - Mason Lake Conservation District for conservation and education.
  - AFFEW Friends for the Environment for conservation, recreation, and education.
  - Local Parks & Rec Departments for recreational activities, potential operations and management.
- **Future Development:** The State has committed funds through various grants to develop parks and water trails in partnership with many municipalities. These properties present unique opportunities to increase river and Lake Michigan access to the wider public. Recreational facilities and infrastructure could help increase safe access and enjoyment of the sites.

#### Attachments:

- Original Offer Letter
- Alternative Conservation Organization List Report
- Land Transaction Application



## Parcels 53-002-890-020-07 & 53-002-890-021-17

**Location:** South of 913 S Walhalla Rd., Branch, MI 49402

**Access:** Off S Walhalla Rd. and appears to have a parking area by the river.

**Acreage:** Approximately 340 acres

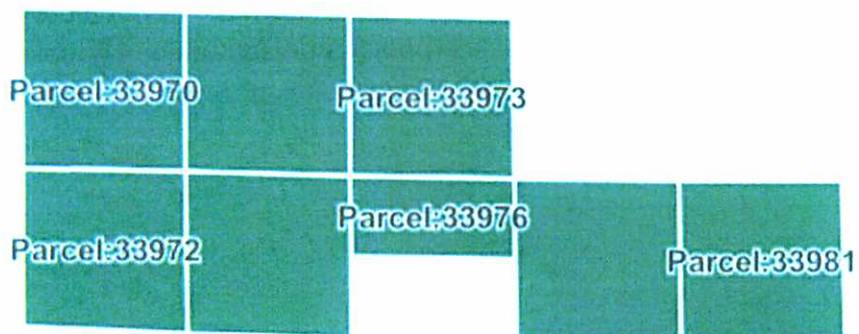
**Notes:**

- PM River flowing through parcel.
- There is a drive in area just south of the river on the west side of the road.

**BS&A Parcel View:**



**State GIS View:**





## Parcel 53-002-890-024-75

**Location:** Branch Township off S Landon Rd; east of 1084 S Landon Rd., Branch, MI 49402

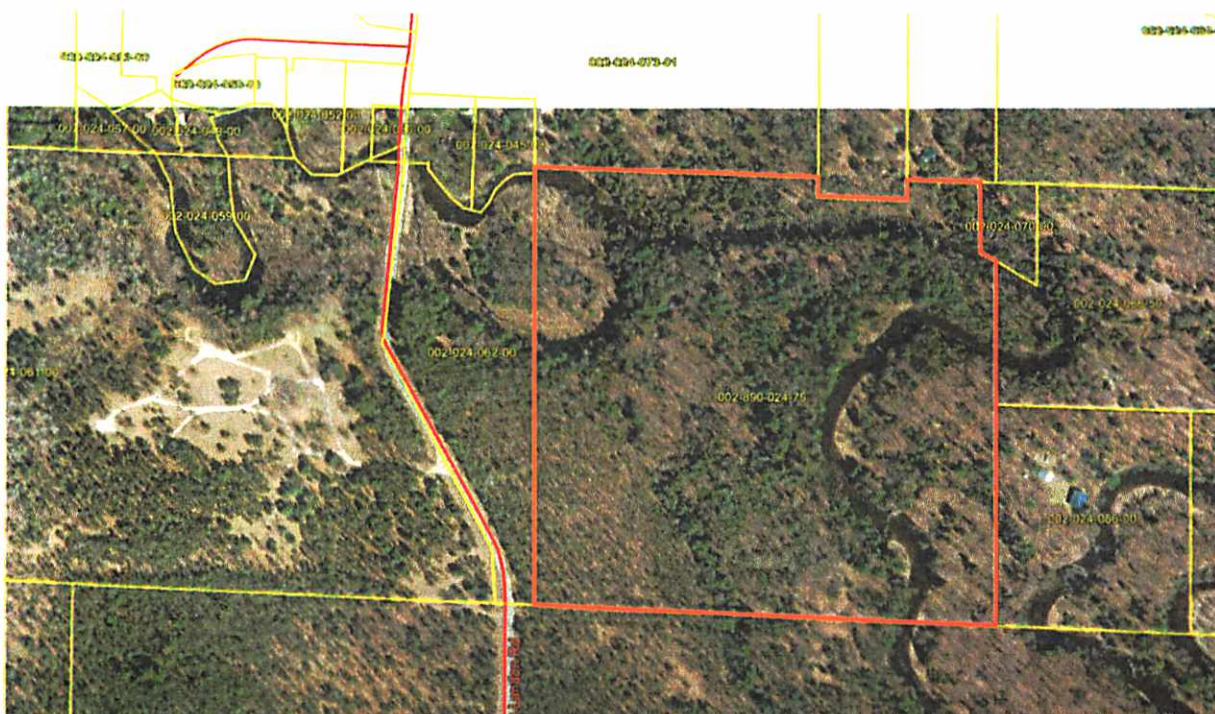
**Access:** There does appear to be a potential access issue as parcel does not abut road frontage.

**Acreage:** Approximately 40 acres

### Notes:

- It would be recommended to research potential access easements if interest in parcel exists.
- Possible two-track access on south parcel line.

### BS&A Parcel View:



### State GIS View:





**BS&A Parcel View:**



**State GIS View:**

# Parcel 53-009-020-006-00

**Location:** Meade Township near Sable River Shores

**Access:** Off N. Larson Road

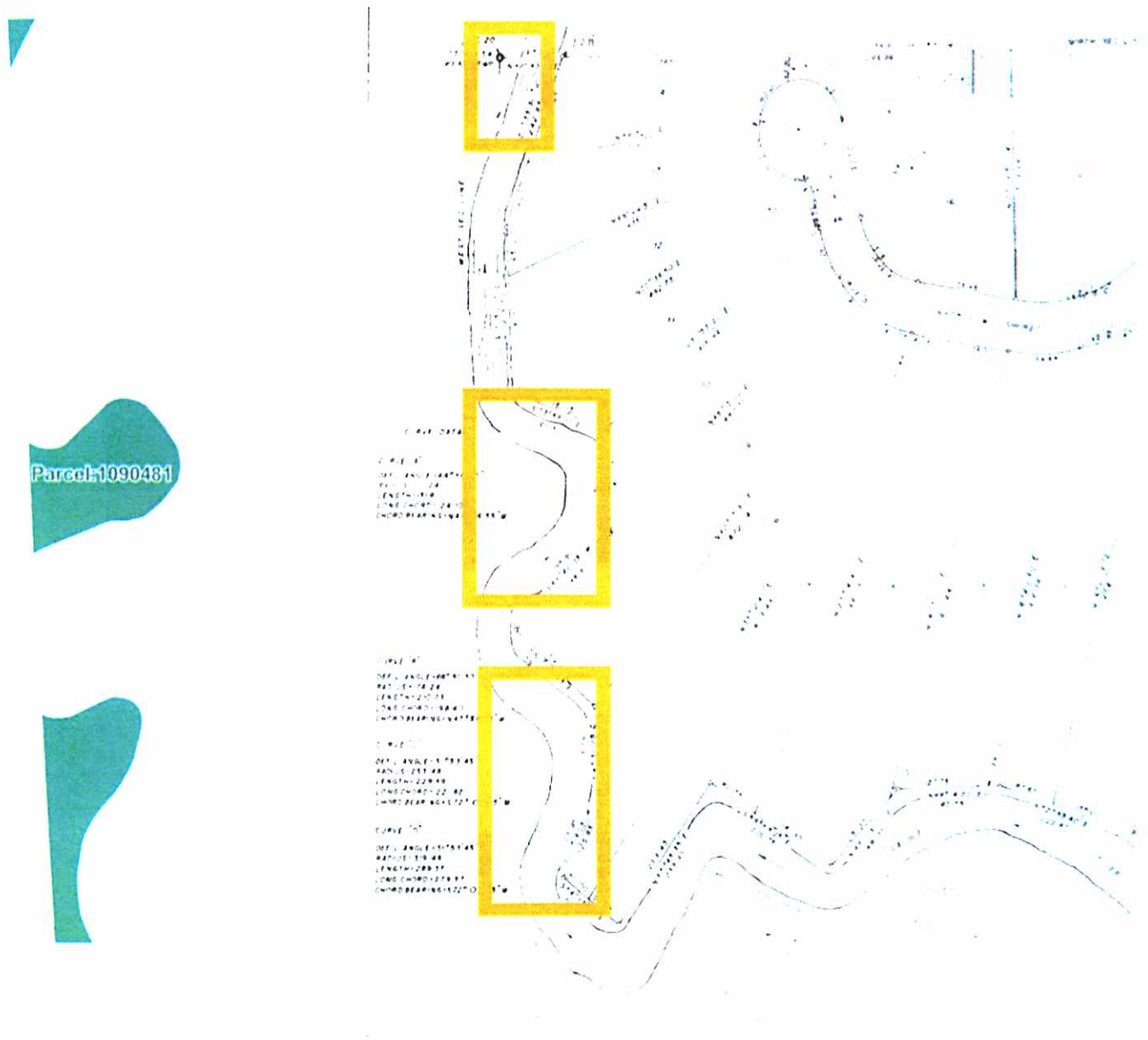
**Acreage:** Approximately just over 1 acre

Notes:

- Sections of the western shores of the river.
- Potential to connect as a water trail with the other Sable River property.

**State GIS View:**

**Sample of Sauble River Shores Plat:**





## Parcels 53-009-890-028-08, 53-009-890-033-00 and 53-009-890-033-01

**Location:** The south parcel line of 7394 E Freeman Rd, Free Soil, MI 49411 is where the north parcel line begins. 7394 E. Freeman Road is on the east side of N. Campbell Road and these parcels are located on the west side. Meade Township.

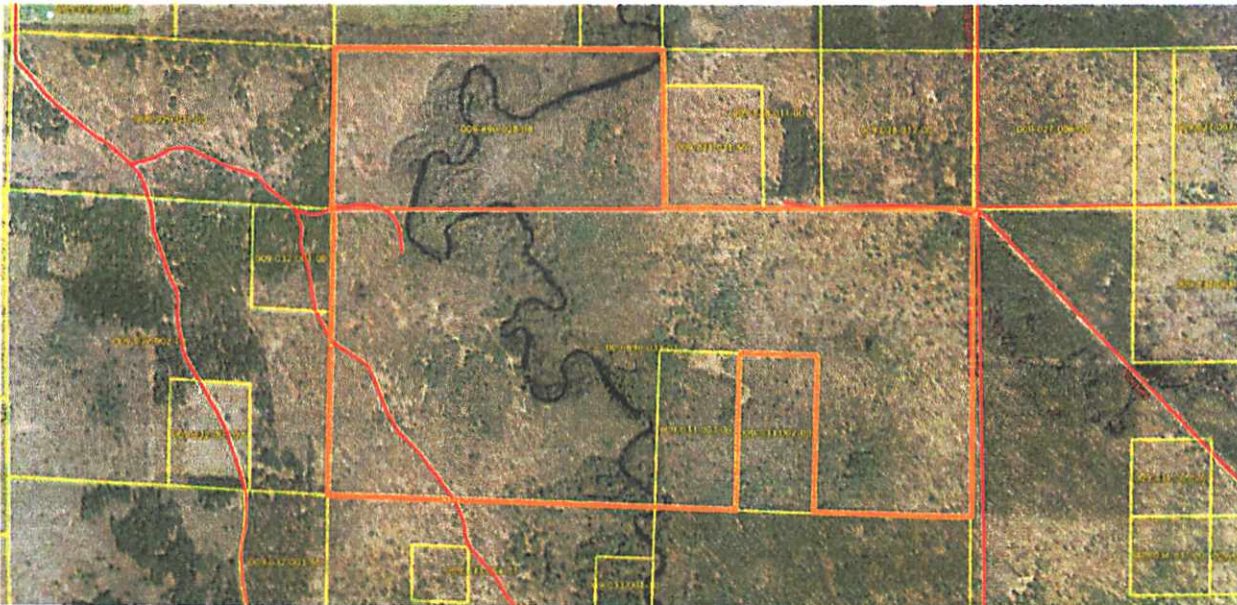
**Access:** Off N. Campbell Road

**Acreage:** Approximately 380 acres

**Notes:**

- Contains a section of the Sauble River flowing through the parcel.
- Potential to connect as a water trail with the other Sable River property.

**BS&A Parcel View:**



**State GIS View:**





**Parcel 53-010-890-034-400-11**

**Location:** This parcel begins just south of 2395 S Lakeshore Dr., Ludington, MI 49431. West Bradshaw Road is in line with the north lot boundary and West Chauvez Road is in line with the south lot line. Pere Marquette Township.

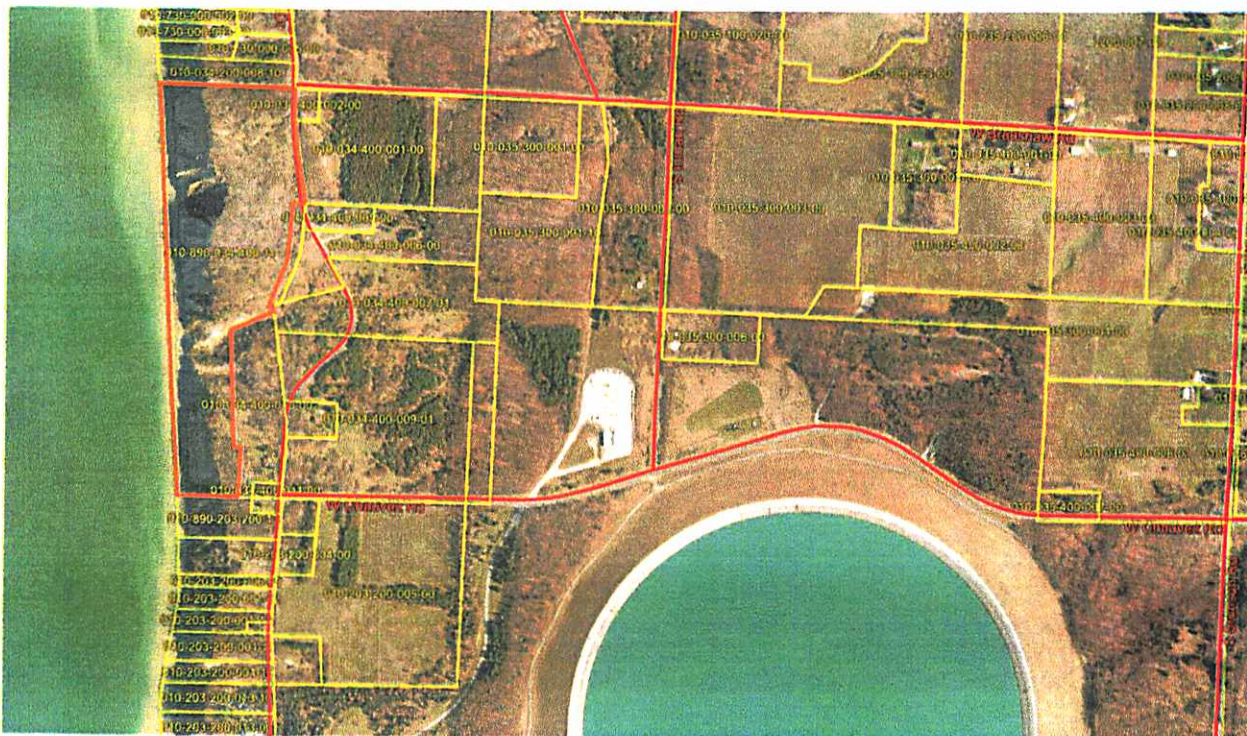
**Access:** Off S. Lakeshore Dr. in Pere Marquette Township

**Acreage:** Approximately 43 acres

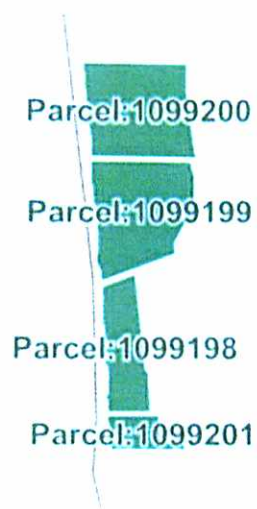
**Notes:**

- Frontage along Lake Michigan including high drop-offs down to the lakefront.

**BS&A Parcel View:**



**State GIS View:**





## Parcel 53-012-013-017-00

**Location:** Sheridan Township

**Access:** Off E. Manales Rd.

**Acreage:** Approximately – 0.09 acres

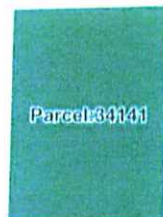
**Notes:**

- Very small lot.

**BS&A Parcel View:**



**State GIS View:**



**Parcel 53-051-120-001-00**

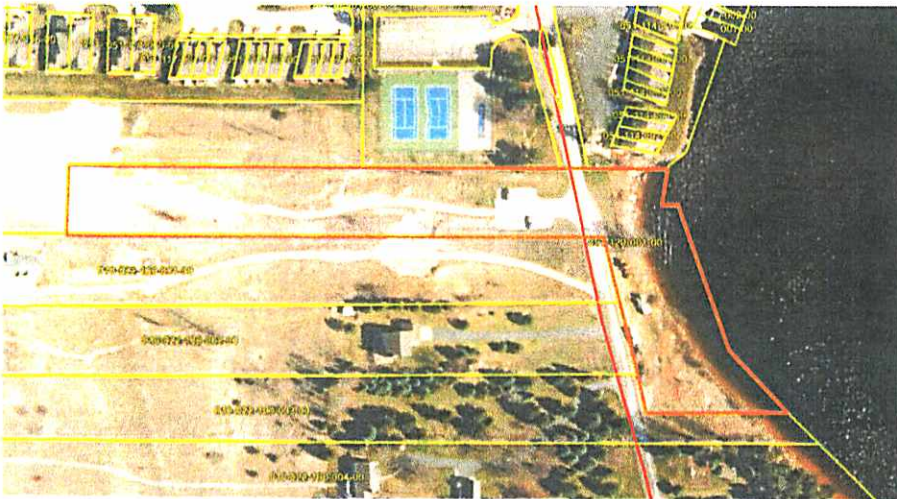
**Location:** The address south of this parcel on the west side of the road is 415 S Lakeshore Dr., Ludington, MI 49431. City of Ludington.

**Access:** S. Lakeshore Drive.

**Acreage:** Our Legal Description contains approximately 2.826 acres and the sale list shows .02 acres.

**Notes:**

- Further research should be done to find out what portion of the acreage is being sold or if the sale document land total is incorrect.

**BS&A Parcel View:****State GIS View:**

Parcel 416744



August 16, 2024

Dear Fabian,

Per your conversation with Lori Schummer yesterday, we are forwarding this letter to request formal permission to hold a brief "Walk for Hope" event at the Mason County Courthouse, north lawn.

September is Suicide Awareness Month, and the Walk of Hope is an event aimed at raising awareness about suicide prevention and sharing vital mental health resources with our community. The event seeks to provide a supportive space for individuals and families affected by suicide, offering them hope and connection through shared experiences.

**Event Overview**

Event Name: Walk of Hope  
Purpose: Raise awareness about suicide prevention, promote mental health and wellbeing, share resources  
Date: 09/26/2024  
Time: 2:30pm – 4:30pm (4:00 – 4:30 on the courthouse lawn)

**Proposed Agenda/ Timeline**

2:30 PM – 3:30 PM Registration, conversation and sign making at WMCMH  
3:30 PM Sendoff from WMCMH, 920 Diana St., Ludington  
3:30 PM – 4:00 PM 1 mile walk to Mason County Courthouse, north lawn  
4:00 PM – 4:30 PM Welcome, Keynote speaker, Survivor Story and moment of silence in remembrance  
4:30 PM – 4:45 PM Exit and cleaning of grounds

\*This event and walk have been approved by the City of Ludington, please see attached flyer for additional details.

We have chosen the Mason County Courthouse as our venue because of its central location and significance within our community. We believe that holding the event at this site will help attract a diverse group of participants, thereby broadening the reach of our suicide awareness efforts.

We assure you that we will be respectful and mindful of the courthouse property. Our team will coordinate with courthouse staff to ensure that all activities are conducted in a manner that maintains the dignity and integrity of the courthouse grounds.

The Walk of Hope is made possible through a generous grant from the Community Foundation for Mason County, and the Lee and Joan Schoenherr Fund which underscores the community's commitment to addressing mental health issues and preventing suicide.

Thank you for considering our request. We look forward to your response and are happy to discuss any further details or answer any questions you might have.

Sincerely,

Lisa A. Williams  
CEO

Cc: Kaitlyn Szczypka

**LAKE COUNTY**

Atwell Building  
1090 N. Michigan Ave.  
Baldwin, MI 49304  
(231) 745-4659  
Fax (231) 745-2942

**MASON COUNTY**

Harold E. Madden Center  
920 Diana St.  
Ludington, MI 49431  
(231) 845-6294  
Fax (231) 845-7095

**OCEANA COUNTY**

105 Lincoln St.  
Hart, MI 49420  
(231) 873-2108  
Fax (231) 873-2455

Selected programs  
accredited by CARF.

Certified HIPAA  
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## **Knizacky, Fabian**

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**From:** Mary Janowiak <mary\_janowiak@yahoo.com>  
**Sent:** Friday, May 17, 2024 4:30 PM  
**To:** Knizacky, Fabian  
**Subject:** Parcel out by Lake Michigan

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

Fabian

Al Bufka called me and asked me to send you an email about the above property that is jointly owned by Grant Township and the County.

At the monthly meeting held on May 1st. the board discussed the possibility of selling it. It is the opinion of the board that if the County is willing to sell that parcel the Township will agree to going forward with listing it.

If you could bring this up at the Commissioners meeting we would appreciate it.

Thank You

Mary Jo Janowiak  
Grant Township Clerk





**Knizacky, Fabian**

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**From:** John Koessler <john.koessler@sbcglobal.net>  
**Sent:** Monday, August 5, 2024 9:04 AM  
**To:** Knizacky, Fabian  
**Cc:** Szczypka, Kaitlyn  
**Subject:** Re: survey  
**Attachments:** CountyPropertyStaffon.pdf

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

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Dear Mr. Knizacky,

I appreciate the responsiveness and patience shown by the Mason County Board of Commissioners in answering our inquiries about the strip of land adjacent to the property owned by the John M. Koessler Trust at 210 N. Staffon Street in Ludington. As the representative of the Trust, I would like to extend an offer to purchase this property, as described in the attached diagram (which the committee included in their letter to me dated July 17, 2024), for \$4,000.

I look forward to hearing from you.

Very Cordially,

John Koessler  
John M. Koessler Trust  
421 North Robert Street  
Ludington, MI 49431  
(219) 741-5418



