

The regular meeting of the Mason County Board of Commissioners was held at 9:00 a.m. in the Mason County Airport Conference Room.

The meeting was called to order by Chair Andersen

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

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

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

Motion by Bacon and seconded by Hull to approve the minutes of the October 08, 2024 Regular meeting. Motion carried.

**Correspondence:** None.

**Public comment:** None.

**Reports:** Dan Rohde, Mason County Drain Commissioner, reviewed in detail the 2024 Special Assessment Levy and 2023 Annual Reports. He noted that he would be retiring at the end of the year after 24 years of service to the County. He was thanked by Commissioners for his service and for his service as a Veteran.

Dani McGarry, Director, Mason-Lake Conservation District reviewed the Conservation Districts 2023 Fiscal Year Summary Report in detail. She thanked the Board for their support of conservation in the community.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the Mason County Drain Commissioner Dan Rohde has reviewed the 2024 Special Assessment Levy Report for the various special assessment districts for the Board.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached Special Assessment Levy Report for the various special assessment districts under the jurisdiction of the Mason County Drain Commissioner and the Mason County Board of Public Works; and

**BE IT FURTHER RESOLVED**, that the supporting special assessment tax rolls be levied and collected on the 2024 winter tax bills as provided by Michigan law.

Moved for your approval.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the County of Mason needs the FAA to perform a commissioning flight inspection of the PAPI on Runway 08 and REIL on Runway 26, and MIRLs on Runways 08/26 at the Mason County Airport.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached Non-Federal Reimbursement Agreement with FAA and furthers directs the Board Chair to sign said agreement on its behalf; funds to come from the Airport Improvement Fund.

Moved for your approval.

Motion carried. (Signed) Krieger.

Commissioner Johnson attended the City of Ludington meeting on November 11, 2024 and he informed the Board that the City of Ludington introduced their new City Manager Ms. Kaitlyn Aldrich.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County Sheriff Cole is requesting approval of the purchase of three (3) radios from the Equipment Replacement Fund; and

**WHEREAS**, the Public Safety and Courts Committee is recommending that the Board of Commissioners approve this purchase.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the purchase of three (3) radios for the Sheriff's office; funds to come from the Equipment Replacement Fund.

Moved for your approval.

Motion carried. (Signed) Johnson.

Commissioner Hartley provided three Committee reports: Lincoln Lake report, 911 report, and NMCA report.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the State of Michigan and the County of Mason have historically worked together to provide for Emergency Management Programs.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the Emergency Management Performance Grant (EMPG) Agreement for FY 2024 between the State of Michigan and the County of Mason for the fiscal year of October 1, 2023 to September 30, 2024 and further directs the County Chair to sign said agreement.

Moved for your approval.

Motion carried. (Signed) Hartley.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County has received a grant from the State of Michigan to implement the Mason County Indigent Defense Services Compliance Plan.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Mason County and directs the Board Chair to sign it on its behalf.

Moved for your approval.

Motion carried. (Signed) Hartley.

Commissioner Squires noted that the Public Safety and Courts Committee at their October 22 meeting had multiple items for consideration that the Board would act on at today’s meeting.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Prosecuting Attorney Hand is recommending the approval of a Crime Victim Rights Funding Agreement with the Michigan Department of Health and Human Services.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached agreement between the Michigan Department of Health and Human Services and the County of Mason and the Prosecutor and authorizes the Prosecutor to sign it on its behalf.

Moved for your approval.

Motion carried. (Signed) Squires.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County currently does not offer the option to transfer a dog license issued by another county; and

**WHEREAS**, Mason County Treasurer Kmetz is recommending a transfer license option to allow a dog owner to transfer to a Mason County issued license for a \$1.00 fee; and

**WHEREAS**, Public Safety & Courts Committee is recommending approval of this proposal.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves allowing a dog owner to transfer to a Mason County issued license for a \$1.00 fee.

Moved for your approval.

Motion carried. (Signed) Squires.

Commissioner Hull noted that the BPDA Committee considerations at this time include looking into the four DNR surplus parcels to consider as additional County public recreation sites, costs are still needed; and the obstructions for the runways, pathways, and lighting issues at the Airport are under consideration.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Michigan State University Extension has proposed the attached Agreement for Extension Services to facilitate the staffing and services of the extension office in the County of Mason; and

**WHEREAS**, the Finance, Personnel, & Rules Committee is recommending that the Board approve it.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached Agreement for Extension Services to facilitate the staffing and services of the extension office in the County of Mason and further directs the Board Chair to sign said agreement on their behalf.

Moved for your approval.

Commissioner Krieger inquired if the office space being provided is adequate for their needs and was informed that WSCC has been excellent to work with and is enhancing the facilities at this time.

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 has been able to secure a grant to pay for Early Vote site wage expenses: and

**WHEREAS**, the Finance, Personnel, and Rules Committee is recommending the attached budget amendment to establish the necessary revenue and expense budgets to accommodate this grant.

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

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**, a Citizen’s Advisory Committee was appointed by the Board of Commissioners of the County of Mason to examine the County’s financial situation and to make recommendations for improving it; and

**WHEREAS**, one of the recommendations made was that the County Board of Commissioners should evaluate fees and charges controlled by the County Board of Commissioners at least annually and adjust them according to increased costs of providing services; and

**WHEREAS**, the Buildings, Planning, Drains, and Airport Committee has evaluated the hangar and property lease rates at the Mason County Airport and is recommending increasing the rates for 2025, 2026, and 2027 by the Consumers Price Index for the property leases and both the old and new county hangars.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached draft lease agreements.

Moved for your approval. AYES: Krieger, Johnson, Hartley, Squires, Hull, Bacon.

NAYS: None

ABSTAIN: Andersen

Motion carried. (Signed) Hull.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the Board of Commissioners made the decision to eliminate two positions in the Maintenance Department and to use contracting to offset some of the workload; and

**WHEREAS**, snow plowing and removal are areas where contracting can be effectively utilized.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the snow plowing and removal contract with CIS for the 2024/25 winter season and directs the Board Chair to sign said contract.

Moved for your approval.

Chair Andersen noted that the CIS contract continues to maintain the same rates as last year and provides outstanding services.

Motion carried. (Signed) Hull.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the CHILL Grant Program requires the County to inspect the eligible sites, provide estimates, and specifications, and inspect the final work; and

**WHEREAS**, the Finance, Personnel, and Rules Committee is recommending approval of a proposal from Spicer Group, Inc. to perform these services.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached proposal from Spicer Group, Inc.; funds to come from the Community Development Housing Grant

Fund.

Moved for your approval.

Motion carried. (Signed) Hull.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Judge Sniegowski is requesting authorization to purchase a printer from the Equipment Replacement Fund; and

**WHEREAS**, the Finance, Personnel, & Rules is recommending the purchase of the attached printer from the Equipment Replacement Fund.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners, of the County of Mason, approves the purchase of a printer for Circuit Court; funds to come from the Equipment Replacement Fund.

Moved for your approval.

Motion carried. (Signed) Hull.

Commissioner Bacon, who sits on the West Michigan Community Mental Health Board, informed the Board that Ms. Lisa Williams, CEO of Mental Health will be resigning the position effective January 1, 2025.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County Clerk Kelly has been able to secure a grant to pay for wage and equipment expenses for the early voting sites: and

**WHEREAS**, the Finance, Personnel, and Rules Committee is recommending the attached budget amendment to establish the necessary revenue and expense budgets to accommodate this grant.

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

Moved for your approval.

Motion carried. (Signed) Bacon.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the Finance, Personnel, & Rules Committee has reviewed the transfers for November 12, 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
Airport Operations	\$ 41,500.00

Moved for your approval.

Motion carried. (Signed) Bacon.

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

HONORABLE COMMISSIONERS

The Finance, Personnel & Rules Committee has audited the County's claims dated:

<u>OCTOBER 8, 2024</u>	Totaling	<u>\$702,857.46</u>
<u>OCTOBER 22, 2024</u>	Totaling	<u>\$502,165.56</u>

The Finance, Personnel & Rules Committee found the claims in order and asks the Board to approve these claims.

Moved for your approval.

Motion carried. (Signed) Andersen, Hull, and Bacon.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Branch Township has requested that the Treasurer's Office collect taxes for the township for the period of July 1, 2024 until March 31, 2025; and

**WHEREAS**, Treasurer Kmetz has negotiated the attached agreement with Branch Township; and  
**WHEREAS**, the Finance, Personnel, & Rules Committee is recommending approval of this agreement.

**THEREFORE BE IT RESOLVED**, that the Mason County Board of Commissioners approves the attached agreement with Branch Township and authorizes the Board Chair and County Treasurer to sign said agreement.

Moved for your approval.

Commissioner Krieger noted for full disclosure that he provides legal work for Branch Township and that he has no financial interest to benefit from regarding this resolution and noted that he would be voting on this resolution.

Motion carried. (Signed) Bacon.

Chair Andersen provided committee reports on the Housing Alliance and the Mason County Planning Commission meetings.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Blue Cross Blue Shield of Michigan has provided the attached Group Benefit and Rate Renewal Summary; and

**WHEREAS**, the Finance, Personnel, and Rules Committee is recommending approval of this renewal summary.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached Group Benefit and Rate Renewal Summary and directs Mason County Administrator Fabian Knizacky to sign the appropriate documents.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County agreed to participate in a regional Materials Management Planning Committee; and

**WHEREAS**, it is necessary to formally approve the West Michigan Shoreline Regional Development Commission Materials Management Planning Committee.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached list of members of the West Michigan Shoreline Materials Management Planning Committee.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Airport Manager O'Connor and the Buildings, Planning, Drains, and Airport Committee are recommending the attached lease with Plane Site LLC.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached lease with Plane Site LLC and directs the Board Chair to sign it on its behalf.

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**, the Mason County Finance, Personnel, and Rules Committee is recommending 2025 funding allocations of \$315,000.00 for the Scottville Senior Center, \$235,580.00 for the Ludington Senior Center, \$51,052.00 for the Tallman Lake Senior Center, \$5,000.00 for HELP, Inc., \$45,000.00 for Lakeshore Food Club, and \$20,000.00 for Blue Hat Ministries.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the fiscal year 2025 funding allocations of \$315,000.00 for the Scottville Senior Center, \$235,580.00 for the Ludington Senior Center, \$51,052.00 for the Tallman Lake Senior Center, \$5,000.00 for HELP, Inc., \$45,000.00 for Lakeshore Food Club, and \$20,000.00 for Blue Hat Ministries.

Moved for your approval.

Questions were asked regarding funding for services to offset the increased need for public fiduciaries in Probate Court. Chair Andersen noted that Blue Hat Ministries and the Lake Shore Food Club will be set up as reimbursement based and must provide documentation noting that only seniors 60 years of age and older receive the services. Further noted was that Free Soil Senior Center was not included in this Resolution as

further documentation was needed to be submitted. Additional item of note is that Meals on Wheels did not request funding for the 2025 calendar year, but may in the future.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

**WHEREAS**, the Finance, Personnel, & Rules Committee is recommending that the Board of Commissioners approve the attached Program Guidelines for the Mason County Housing Program Income Projects.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the attached Program Guidelines for the Mason County Housing Program Income Projects.

Moved for your approval.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Mason County received a \$500,000.00 CHILL Grant with a budget of \$410,000.00 for housing rehabilitation and \$90,000.00 for administration; and

**WHEREAS**, there has been an overwhelming number of applications for this program; and

**WHEREAS**, the Finance, Personnel, and Rules Committee is recommending that the Board of Commissioners submit a budget amendment to Michigan State Housing Development Authority (MSHDA) to reallocate the administration funds to housing rehabilitation funds and use County funds appropriated to the Community Development Housing Grant Fund to pay for the administration costs of the grant.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves submitting a budget amendment to MSHDA to reallocate the administration funds to housing rehabilitation funds and use County funds appropriated to the Community Development Housing Grant Fund to pay for the administration costs of the grant.

Moved for your approval.

Chair Andersen noted this budget amendment of \$90,000 will greatly impact the Community with housing assistance.

Motion carried. (Signed) Andersen.

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

HONORABLE COMMISSIONERS

**WHEREAS**, Summit Ridge Energy has made an inquiry on whether the County would be interested in leasing the airport property for a small-scale solar development; and

**WHEREAS**, the Buildings, Planning, Drains, and Airport Committee is recommending the denial of this request to lease airport property for this purpose.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners of the County of Mason approves the option to lease agreement for airport property with Summit Ridge Energy.

Moved for your approval. AYES: None.

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

ABSTAIN: None

Motion failed. (Signed) Andersen.

Treasurer Kmetz emailed the Treasurer’s report. He thanked the Board for the approval of the new Dog License and contract with Branch Township. He informed the Board that the State selected Mason County for a Principal Residence Exemption (PRE) audit. His office is advertising for a new Deputy Treasurer to start in January of 2025.

Clerk Kelly passed the Clerk’s report out before the meeting. She thanked the Board for the budget amendments noting that she had written an Election Grant in 2023 for election equipment for the Early Vote Sites to benefit the Community and was thrilled to receive communication from the Treasurer that funding from the State had come in for this Grant. She and the Mason County Board of Canvassers are still working on canvassing the November 5, 2024 Election as there were a significant number of write-in votes.

Commissioner Hartley inquired about the number of voters who attended the Early Vote sites and was informed that the voters did significantly utilize the two sites offered. Estimated number of voters for EV Site #1 (City of Ludington) was around 1,000 voters and EV Site #2 was under 3,000 voters. Compared to the February and August Elections, there was a significant increase in use of the EV Sites. Clerk Kelly noted that Voters have multiple options to vote.

Chair Andersen noted that she was at the Courthouse Election night and noted how smoothly the Election

process went in the office. She expressed her appreciation for Clerk Kelly, her staff, as well as for all the Election workers on a job well done.

Administrator Knizacky proposed a final Budget Amendment Meeting for the Board for December 30, 2024. He inquired if the Board had a work session topic for the upcoming November 26, 2024 meeting. Commissioner Krieger requested to invite Judge Nellis to the meeting to speak to the Board regarding public fiduciaries. Multiple suggestions were given including live streaming of meetings, updating the Board on the microphones, and the Opioid Committee set up. The work session will be moved/posted as a Special Meeting in the event the Board needs to vote and make decisions.

**Public comment:** Bill Kerans, Scottville Senior Center Director, thanked the Board for their support of Senior Services.

**Other business:** Commissioner Krieger wished to acknowledge that the Branch Township Board was appreciative of the County being willing to collect the taxes due to the passing of the Treasurer.

Commissioner Squires wished to thank and commend Commissioner Hull on the invocation given today, noting that Party Politics aside, the Board is working towards the best for the Community and will continue to do so.

With no other business the meeting was adjourned at 10:25 a.m.

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CHERYL KELLY, COUNTY CLERK

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JANET S. ANDERSEN, BOARD CHAIR

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