

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
September 25, 2018**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, September 25, 2018, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Vice Chair Evan Warsecke at 1:30 p.m.

Present were: Commissioners Carland, Griner, Jeannot (by telephone), Money, Roelofs, Sauer and Warsecke

The Pledge of Allegiance was recited.

Agenda:

Motion by Roelofs, seconded by Carland, to approve the agenda as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Minutes:

Motion by Jeannot, seconded by Sauer, to approve the Committee of the Whole minutes of August 14, 2018 as presented. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Public Input – None

Frank Post:

- a. Region 7 Training cost reimbursement – Amendment: **Motion by Carland, seconded by Griner, to recommend to the Board of Commissioners to approve \$1,155.00 for Emergency Management ICS-300 training as requested. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.**

- b. Region 7 Equipment cost reimbursement – Amendment: **Motion by Sauer, seconded by Money, to recommend to the Board of Commissioners to approve \$1,924.00 for Emergency Management ICS training and CERT equipment as requested. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.**

Amy Bissell – Amendment: The amendment request is to recognize revenue received and allow for payment of expenses. **Motion by Money, seconded by Roelofs, to recommend to the Board of Commissioners to amend the 2017-18 budget as follows:**

Increase:

101-268-617.20	Remote Access Fee – Laredo	\$1,500.00
-----------------------	-----------------------------------	-------------------

Increase:

101-268-800.00	Contracted Services – Laredo	\$1,500.00
-----------------------	-------------------------------------	-------------------

Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Dan Smith – Jail Amendment:

Holiday and Vacation payouts – Amendment: He is requesting payout of Holiday and Vacation time due to staff shortages, employees have not been able to use their unused time; Dan stated that this

COMMISSIONERS

Page 2 of 4

September 25, 2018

does not comply with the union contracts when asked. Dan stated that the unions requested we come to the BOC to see if you were on board first. The board requests LOUs from the COAM and POAM unions.

Maridee asks why you are doing this now before the end of the year when they haven't even had the opportunity to take time.

Motion by Warsecke, seconded by Sauer, to recommend to the Board of Commissioners to approve the pay out of Holiday and Vacation time pending receipt of LOUs from POAM and COAM unions as requested for six jail employees. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Kyle Rosa:

- a. Overtime Amendment: They are requesting an additional \$8,000 in the overtime budget on the road side to cover the \$5,600 shortage in overtime and the unforeseen until October 1. They request these funds be taken from the Budgeted Use of Fund Balance from the General Fund.

Comm Sauer inquired if you have asked Susan (Finance Manager) to see if there are funds in other areas of your current budget that could be used.

Comm Jeannot stated that we are seeing these types of issues and he would support granting the request knowing that going forward we are addressing these budget issues. He recommends we don't use the expression "squirreling money away".

Motion by Jeannot, seconded by Carland, to recommend to the Board of Commissioners for approval acknowledging that we are taking corrective measures in the next budget. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

- b. Sale of Sheriff Office Vehicles: Requests approval to place 4 vehicles on MiBID for sale with no minimum bid.

Motion by Sauer, seconded by Carland, to recommend to the Board of Commissioners to allow the four police vehicles to be listed for sale on MiBID with funds to be placed in 301-425-687.00 as requested. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Susan Boyd – Lighting System Project Amendment for the Jail: Proposal for LED Lighting for the Benzie County Jail; total project cost \$25,882.40 with an estimated incentive of \$2,970.00; project will pay for itself in 1.77 years and we could save \$1,079.52 per month on electric bills.

Motion by Carland, seconded by Roelofs, to recommend to the Board of Commissioners to amend the 2017-18 Budget as follows:

Increase:

213-265-935.00	Jail Repairs	\$25,882.40
-----------------------	---------------------	--------------------

Decrease:

401-000-967.00	Capital Improvements	\$25,882.40
-----------------------	-----------------------------	--------------------

Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Motion by Warsecke, seconded by Roelofs, to recommend to the Board of Commissioners to amend the 2017-18 Budget as follows:

Debit:

COMMISSIONERS

Page 3 of 4

September 25, 2018

401-000-967.00	Capital Improvement Project Expenses	\$25,882.40
----------------	---	-------------

Credit:

401-101-699.00	Transfer In	\$25,882.40
----------------	-------------	-------------

Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Maridee Cutler:

- a. Wireless Presentation System: Proposal presented is for an add on to the current projector that we have. Commissioners have requested that a proposal be requested from IT Right for a completely new system.
- b. Travel Policy: We need to update the current travel policy; requests to combine all meals if they are gone all day for a total of \$50.00 (\$10.00 for breakfast, \$15.00 for lunch, \$25.00 for dinner). Maridee has presented an updated policy marked as 9/21/18 draft; the meal rates are a little over the state rates.

Comm Jeannot stated that we should think about a car rental for travel rather than using our own vehicles.

Michelle Thompson, County Treasurer, suggests that this be ran by the auditors.

Maridee responded that it can be done; Leelanau does it and their auditors says it is OK.

Comm Carland stated that he is not opposed to the total amount being provided, but \$50.00 is too high.

Comm Roelofs suggested a trial period of 6 months.

Motion by Roelofs, seconded by Money, to recommend to the Board of Commissioners approve amending the Travel Policy with a trial plan of six (6) months of meals: \$10.00 for breakfast, \$15.00 for lunch, \$25.00 for dinner, with a \$50.00 limit and travel before 7 a.m. for breakfast and after 7 p.m. for dinner, without receipts. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

Comm Griner asks Amy Bissell about the scanning and microfilming. She stated that US Imaging has digitized all of her records. Comm Griner would like to have them give us an estimate.

Amy suggests that you ask each department to review their individual retention policies and they start clearing out the records that can be, you will have room.

2:46 p.m. Public Input – None

Motion by Roelofs, seconded by Carland, to adjourn at 2:46 p.m. Ayes: Carland, Griner, Jeannot, Money, Roelofs, Sauer and Warsecke Nays: None Motion carried.

COMMISSIONERS

Page 4 of 4

September 25, 2018

Motion by Jeannot, seconded by Warsecke, to approve the Committee of the Whole Consent Calendar as follows:

1. To approve \$1,155.00 for Emergency Management ICS-300 training as requested.
2. To approve \$1,924.00 for Emergency Management ICS training and CERT equipment as requested.
3. To amend the 2017-18 General Fund budget for department 268, Register of Deeds, in the amount of \$1,500.00 as presented.
4. To approve the pay out of Holiday and Vacation time pending receipt of LOUs from POAM and COAM unions as requested for six jail employees.
5. To approve the overtime amendment acknowledging that we are taking corrective measures in the next budget.
6. To allow the four police vehicles to be listed for sale on MiBID with funds to be placed in 301-425-687.00 as requested.
7. Removed from Consent Calendar.
8. Removed from Consent Calendar.
9. Removed from Consent Calendar.