

THE BENZIE COUNTY BOARD OF COMMISSIONERS
December 18, 2007

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, December 18, 2007, in the Commissioners Room, Government Center, Beulah, Michigan, 49617.

Present were: Commissioners Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Absent: None

The pledge of allegiance was given with invocation by Commissioner Kelley.

Motion by Walterhouse, seconded by Smeltzer, to approve the agenda as presented. Motion carried.
Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Pitcher, seconded by Walterhouse, to approve the minutes of November 20, 2007, as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

9:05 a.m. PUBLIC INPUT – No response

ELECTED OFFICIALS & DEPT HEAD COMMENTS

Chuck Clarke introduces the new Animal Control Officer Brandon Fast to the board; together with Assistant ACO Jerry Misner.

Marlene Wood-Zylstra, Recycling Coordinator, requests approval of a Memorandum of Understanding with Benzie Central Schools Lake Ann site.

Motion by Pitcher, seconded by Damm, to enter into a Memorandum of Understanding with Benzie County Central Schools for recycling at Lake Ann Elementary School through December 31, 2009. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Craig Johnson, EMS Coordinator stated that there will be an EMS course starting in Frankfort on January 8, 2008; Leelanau County is looking at a county-wide EMS system and they will probably be contacting us for tips; been status quo the last couple of months.

Dave Neiger, Planning Director, talked about the population estimate and Benzie County is second in the state in terms of growth; we are one of the oldest in the area in terms of age of people; 2% grant application will be discussed during finance committee.

Craig Seger, Zoning Administrator gives a year end summary – staff is working out great; permits didn't let up this year; planning a Soil Erosion Control workshop for the contractors for spring.

FINANCE COMMITTEE

Comm Pitcher presents Consent Calendar items 1-15.

Comm Sandman removes item 3.

Comm Roper removes item 8.

Motion by Pitcher, seconded by Sandman, to approve Consent Calendar items 1-2; 4-7 and 9-15 as presented. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

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Motion by Pitcher, seconded by Smeltzer, to increase the mileage rate for county-owned ambulance service to \$9.75 per mile, effective January 1, 2008. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer and Walterhouse Nays: Sandman

Motion by Pitcher, seconded by Smeltzer, to pay Kathie Bruce \$1,935.72 as presented, as final payoff, with funds to come from the building department fund balance. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer and Walterhouse Nays: Roper

Comm Pitcher presented information which was provided with the MAC workers comp dividend checks.

Motion by Pitcher, seconded by Sandman, to authorize the 2% grant application to the Grand Traverse Band for the Planning Commission, authorizing the chairman to sign. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

PERSONNEL COMMITTEE

Motion by Kelley, seconded by Walterhouse, to approve the part-time Animal Control Officer job description. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Kelley, seconded by Pitcher, to accept the contract for the Election Inspector. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Kelley, seconded by Pitcher, to reappoint Cliff Graves to the Planning Commission for a three year term ending December 21, 2010. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Kelley, seconded by Walterhouse, to appoint Mary Weishaar to the Transportation Authority to fill a vacancy, with a term ending date of April 30, 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Roper, seconded by Walterhouse, to appoint Anne Damm to the Planning Commission until the January 3, 2008 organizational meeting. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Kelley, seconded by Pitcher, to appoint Pete LaValley to the Zoning Ordinance Rewrite Committee with a term ending December 31, 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Kelley, seconded by Smeltzer, to allow the Administrator to make disciplinary decisions as appropriate and necessary for all personnel in non-elected departments and to inform the Board through the Chairman. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

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Motion by Damm, seconded by Walterhouse, to ask that the performance review form used for department heads should be reviewed by the HR consultants with a response date prior to January 31, 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Nays: None

10:07 a.m. Break

10:17 a.m. Reconvene

COUNTY ADMINISTRATOR

Chuck states that the Planning & Zoning Ad Hoc committee has made and supported a motion to put the Wyckoff report on the county web site.

Motion by Pitcher, seconded by Damm, to place the Wyckoff report on the county web site together with a summary as to what has been accomplished with the report, with the Planning & Zoning committee to review the summary prior to placement on the site. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Nays: None

CORRESPONDENCE

- Parks & Recreation minutes of August 27, 2007 received.
- Benzie Transportation Authority minutes of November 20, 2007 received.
- DTE Energy Foundation Tree Planting Grants notice.
- Building Dept activity report for November 2007 received.
- Benzie-Leelanau District Health Dept minutes of November 29, 2007 received.
- Resolution 2007-024: Motion by Walterhouse, seconded by Sandman, to approve resolution 2007-024 Fair Housing Resolution as presented. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Nays: None
- Resolution 2007-025: Motion by Walterhouse, seconded by Kelley, to approve resolution 2007-025 for Funding through the 2008-2009 CDBG Block Grant program. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Nays: None
- Letter received from Almira Township regarding ORV ordinance. Motion by Sandman, seconded by Pitcher, to schedule the Platte River Gym for use on January 31, 2008 at 7:00 p.m. for the special meeting regarding the ORV ordinance. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Nays: None
- Benzie Transportation Authority minutes of December 11, 2007 received.
- Memo from County Clerk Dawn Olney regarding election charges: Motion by Pitcher, seconded by Smeltzer to authorize the county clerk to charge \$250.00 for programming of the AutoMARK disability voting equipment per election per township. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse
Nays: None
- Benzie County Road Commission minutes of November 7 and 28, 2007 received.
- Resolution from Isabella County re funds for health department – information only.
- Information provided from the Benzie Housing Council regarding grant award.

10:55 a.m. Break

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11:05 a.m. Reconvene

Matt McCauley and Jim Lively present updated information regarding the Grand Vision; the intent of funding was to make it a five county regional program and that idea got lost in Washington, they will only fund the program for Grand Traverse County; they are working on an amendment to the program that will allow Grand Traverse and contiguous counties; they need a financial commitment to extend into the region by January 31, 2008 and keep on track with the Federal guidelines; the local financial commitment will be \$240,000 (shared by all counties) and they are looking to MDOT for a major portion of the match – perhaps half of it but will require local match as part of it. No decision needs to be made today, but they will be asking for \$6,000 from each county over a two year period; they expect 100% county participation; ask for a letter of support to the Grand Traverse Band for a 2% grant in the amount of \$100,000.

Motion by Pitcher, seconded by Smeltzer, to authorize a letter of support for the 2% grant application of Grand Traverse County in the amount of \$100,000, authorizing the chairman to sign. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

11:40 a.m. Break

11:50 a.m. Reconvene

Debra Sever presents the Council on Aging 2007 Annual Report

Deb gives a power point presentation with photos of some of the events the Council on Aging sponsors; their audit was done last week and all went well.

COMMISSIONER REPORTS

Comm Pitcher has been spending a lot of time on the Grand Vision program.

Comm Kelley presented a written report.

Comm Sandman presented a written report and asks about the organizational meeting.

The meeting is set for Thursday, January 3, 2008 at 8:30 a.m.

Comm Damm reported that the CAC (Citizens Advisory Committee) has sent out 70 invitations to people asking for help in updating the “White Papers” of the master plan.

Comm Walterhouse reported that the MAC conference is coming up with January 14 early deadline; reported on Road Commission; Parks & Rec meeting last night; Personnel; Village of Honor acceptance of waste from haulers.

Comm Smeltzer feels that we need to go to MAC; memo needs to go out to all employees regarding comp time; Herring Lake water shed sampling results are very similar to one year ago.

Motion by Smeltzer, seconded by Walterhouse, to send a letter to all employees to put in writing any requests for comp time for the preceding three budget years, and request to be received before

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January 2008 finance meeting. Motion carried. Ayes: Kelley, Pitcher, Smeltzer and Walterhouse
Nays: Damm, Roper and Sandman

Comm Roper informs the board that if they would like or not like certain appointments to committees, to get them to him before the first of the year; when you visit your townships, talk about the ORV ordinance and that a meeting will be held at the Platte River Gym on January 31, 2008.

Motion by Walterhouse, seconded by Pitcher, to rescind the prior motion regarding memo on comp time. Roll call. Motion carried. Ayes: Damm, Pitcher, Roper, Sandman and Walterhouse Nays: Kelley and Smeltzer

Motion by Walterhouse, seconded by Damm, to instruct Charles Clarke to review comp time issues and report back to this board at the January 3, 2008 organizational meeting. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

12:50 p.m. PUBLIC INPUT – None

Chairman Roper thanks Ralph Hillquist for the cookies and Linda Wilson for the chocolates.

Motion by Pitcher, seconded by Sandman, to adjourn until January 3, 2008, or the call of the chair. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Mark E. Roper -- Chairman

Dawn Olney – Benzie County Clerk

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1. Approved the agenda as presented.
2. Approved the minutes of November 20, 2007, as presented.
3. Approved entering into a Memo of Understanding with Benzie County Central Schools for recycling at Lake Ann School.
4. Approved Consent Calendar items 1-2; 4-7 and 9-15 as presented.
5. Auth to increase the mileage rate for county-owned ambulance service to \$9.75 per mile, effective January 1, 2008.
6. Auth to pay Kathie Bruce \$1,935.72 as presented, as final payoff, with funds to come from the building department fund balance.
7. Authorized the 2% grant application to the Grand Traverse Band for the Planning Commission, authorizing the chairman to sign.
8. Approved the part-time Animal Control Officer job description.
9. Accepted the contract for the Election Inspector.
10. Reappointed Cliff Graves to the Planning Comm for a 3-year term ending December 21, 2010.

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11. Appointed Mary Weishaar to the Transportation Authority to fill a vacancy, with a term ending date of April 30, 2008.
12. Appointed Anne Damm to the Planning Commission until the January 3, 2008 organizational meeting.
13. Appointed Pete LaValley to the Zoning Ordinance Rewrite Committee with a term ending December 31, 2008.
14. Allowed the Administrator to make disciplinary decisions as appropriate and necessary for all personnel in non-elected departments and to inform the Board through the Chairman.
15. Approved that the performance review form used for department heads should be reviewed by the HR consultants with a response date prior to January 31, 2008.
16. Approved to place the Wyckoff report on the county web site together with a summary as to what has been accomplished with the report, with the Planning & Zoning committee to review the summary prior to placement.
17. Approved resolution 2007-024 Fair Housing Resolution as presented.
18. Approved resolution 2007-025 for Funding Through the 2008-2009 CDBG Block Grant program.
19. Approved scheduling the Platte River Gym for use on January 31, 2008 at 7:00 p.m. for the special meeting regarding the ORV ordinance.
20. Authorized the county clerk to charge \$250.00 for programming of the AutoMARK disability voting equipment per election per township.
21. Authorized a letter of support for the 2% grant application of Grand Traverse County in the amount of \$100,000, authorizing the chairman to sign.
22. Set the organizational meeting for Thursday, January 3, 2008 at 8:30 a.m.
23. Instructed Charles Clarke to review comp time issues and report back to this board at the January 3, 2008 organizational meeting.