

**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
March 14, 2008**

The Benzie County Board of Commissioners met as a Committee of the Whole on Friday, March 14, 2008, 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.

**Approval of the Agenda:** Motion by Pitcher, seconded by Smeltzer, to approve the agenda as amended adding: 8.e. 911 Update; and 8.f. Headlee Report. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

**9:03 a.m. PUBLIC INPUT -- None**

**FINANCE**

**Approval of the Minutes:** Motion by Smeltzer, seconded by Damm, to approve the minutes of February 15, 2008 as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

**Claiming Reports:**

Monthly Commissioner Reports: Motion by Smeltzer, seconded by Pitcher, to approve the claiming report as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

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

Motion by Kelley, seconded by Sandman, to move approval of the Claiming Reports to the regular agenda beginning April 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

**General Finance Issues:**

Telephone System: Chuck is not comfortable with moving forward and recommends holding off for now – he is not prepared to move forward. Motion by Pitcher, seconded by Smeltzer, that due to a change in cost of phone system, to recommend to the Board of Commissioners to not enter into lease agreement as stated in previous motion (February 2008). Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Roper Nays: None

EMS Ambulance Update: Motion by Kelley, seconded by Smeltzer, to recommend to the Board of Commissioners to trade in the Ford ambulance with the most serious maintenance history. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, and Smeltzer Nays: Sandman and Walterhouse

COMMITTEE OF THE WHOLE

Page 2

March 14, 2008

Motion by Kelley, seconded by Smeltzer, to recommend to the Board of Commissioners to trade in the Ford ambulance with the most serious maintenance history and purchase a new vehicle from Road Rescue with three-year lease. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, and Smeltzer Nays: Sandman and Walterhouse

Crystal Mountain Grant Overview: Linda Wilson, County Treasurer, attended a meeting with EDC and Crystal Mountain regarding the payment of bills, receipting of money etc. Motion by Pitcher, seconded by Kelley, to recommend to the Board of Commissioners to authorize Linda Wilson to sign paperwork regarding Crystal Mountain CDBG Loan, as needed. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Fee Committee Report: Jeff Sandman states that these proposed fees are basic increases to bring us up with the surrounding counties. Motion by Sandman, seconded by Smeltzer, to recommend to the Board of Commissioners to approve the Animal Control increase in fees as presented, effective March 19, 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

911 Update: Chuck updates the board regarding the Public Service Commission changes; Benzie County along with several other counties have had their requests cut by the PSC; The current surcharge of \$3.00 expires on June 30, 2008 and is replaced by the amount of \$2.13 which was approved by the PCS and which will affect all devices that access 9-1-1; recommends to supplement the 9-1-1 fund for the 2008 budget from the General Fund but wait to see how things develop in order to make decisions for the 2009 budget.

Headlee Committee Report: Chuck states that this committee came about out of the summit meeting that was held; we have had good participation on this committee with citizen input; there are different options out there, been exploring rolling the jail and animal control millage into the general fund millage at a lesser amount that total now. Other factors could be 911-ACO-Building renovations; lease with DHS; jail rentals.

**Budget Issues:**

425 Fund (2% Grant for Sheriff's Office): Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners to amend the 2008 budget by increasing the revenues and expenditures as follows:

Revenues

425-325-540.00	Grant – GT Band	\$24,300.00.
----------------	-----------------	--------------

Expenditures:

425-3250970.00	Equipment – GT Band	\$24,300.00
----------------	---------------------	-------------

Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

**Spending Issues:** None

## COMMITTEE OF THE WHOLE

Page 3

March 14, 2008

**Sheriff:** Been crunching the numbers regarding inmate contracts or agreements; GT Band has a contract for three beds – the pay whether used or not; the jail is a mandated function and we must cover it; Sheriff Blank is pleased with the millage options.

### **Reports:**

Treasurer's Report: Linda presents the cash fund balance report; two funds are in the hole – Remonumentation & Railroad Point; these are reimbursable grants; closed out will all township treasurers and all went well; delinquent taxes are up this year; 34 parcels on the foreclosure list and they have until 5:00 p.m. March 31, 2008 to pay.

Controller's Report: Chuck says he owes the auditors two letters; he and Linda have been looking at send out RFP for the audit; will discuss this further in May, it is good to have new eyes looking at the books.

10:30 a.m. Break

10:35 a.m. Reconvene

## **PERSONNEL**

**Approval of the Minutes:** Motion by Kelley, seconded by Damm, to approve the minutes of February 8, 2008 as corrected, correcting: Richard Hendricks and Jan Tennant. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

### **General Personnel Issues:**

Information Technology Policy: No response has been received from Mr. Stoker; discussion held regarding the policy; Chuck will get a clean copy as corrected and submit it on Tuesday, March 19, 2008 at the regular meeting.

Animal Control Officer & Part Time animal Control Officer Job Description Updates: Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners to adopt the amended job descriptions for the Animal Control Officer and Part-Time Animal Control Officer, with final copies presented March 19, 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

### Committee Assignments:

Benzie Transportation Authority: Two openings: 1-Business person; 1-Member at Large; 4 positions expire April 30, 2008. Motion by Smeltzer, seconded by Kelley, to recommend to the Board of Commissioners to reappoint Jim Bowers as the Road Commission representative to the Benzie Transportation Authority for 3 years, to expire April 30, 2011. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

## COMMITTEE OF THE WHOLE

Page 4

March 14, 2008

It will be the responsibility of each commissioner that is serving on a committee to keep those members informed of what their term expires. If those individuals wish to be reappointed, they need to send a letter of interest or complete an application to the Board.

EDC: Motion by Pitcher, seconded by Kelley, to recommend to the Board of Commissioners to appoint Mary Carroll to fill the vacancy created by the resignation of Carol Davidson until March 1, 2010, to serve as an alternate. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Comm Pitcher will discuss the expiration date of his term with Dennis Haugen.

Benzie-Leelanau Health Dept Board of Appeals: Motion by Walterhouse, seconded by Sandman, to recommend to the Board of Commissioners to reappoint Ray Kadlec to the Benzie-Leelanau District Health Dept Board of Appeals for a two year term, expiring February 1, 2010. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

EMS: Three terms have expired; a letter has been received from Sam Miller requesting reappointment; together with another interest individual; both letters have been given to Craig Johnson for discussion at the Advisory Committee meeting; Notice received that Dr. Ryckman has resigned from the committee.

Motion by Smeltzer, seconded by Damm, to recommend to the Board of Commissioners to accept the letter of resignation from Dr. Ryckman and send a letter of Thank You for his service. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Motion by Smeltzer, seconded by Pitcher, to recommend to the Board of Commissioners to accept the recommendation of the EMS Committee to leave membership at seven members for this committee. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Planning Commission: Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners to send a letter of Thank You to Alan Luedtke for his service to the Planning Commission. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Sandman, Smeltzer and Walterhouse Nays: None

Two openings of new positions and spot of Mr. Luedtke; letter to be sent to townships, banks, city requesting representation

Zoning Board of Appeals: 1-opening; Chuck states that two people have contacted him with interest in this board but no letters have been received.

COMMITTEE OF THE WHOLE

Page 5

March 14, 2008

Interview Committee Activation: Commissioners Walterhouse and Sandman are on this committee and if an additional commissioner is needed, Chairman Roper will appoint.

H.R. Study Committee Report: Anne states that the first round of questionnaire have been forwarded to Ryan at MSU; Sheriff Dept has had very little compliance; Comm Roper asks that the committee set up a meeting to update each other.

Budget Committee: Commissioners Smeltzer, Pitcher and Kelley; they need to meet and lay out format; Comm Smeltzer to begin signing per diem and claiming reports.

Labor Contracts: Comm Kelley and Walterhouse – will set up meetings.

Other General Topics Requiring Discussion and Potential Board Action:

Comm Walterhouse inquires if gas surcharges can be added to services by the county?

Comm Pitcher states regarding the Grand Vision that the amended contract has not be signed to add the outlying counties to the grant; Benzie County should have a voice in the matter and they have scheduled the Benzie County workshop the first week in May which conflicts with the Planning Commission.

Next Meeting: Tuesday, April 8, 2008 at 9:00 a.m.

12:00 p.m. PUBLIC INPUT – None

Motion by Smeltzer, seconded by Sandman, to adjourn until April 8, 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

COMMITTEE OF THE WHOLE

Page 6

March 14, 2008

Motion by Smeltzer, seconded by Sandman, that upon recommendation of the Committee of the Whole for **Finance Consent Calendar** approval:

1. That due to a change in cost of phone system, to recommend to the Board of Commissioners to not enter into lease agreement as stated in previous motion (February 2008).
2. Removed from Consent Calendar.
3. Removed from Consent Calendar.
4. To authorize Linda Wilson to sign paperwork regarding Crystal Mountain CDBG Loan, as needed.
5. To approve the Animal Control increase in fees as presented, effective March 19, 2008.
6. To amend the 2008 budget by increasing the revenues and expenditures as follows:

Revenues

425-325-540.00

Grant – GT Band

\$24,300.00.

Expenditures:

425-3250970.00

Equipment – GT Band

\$24,300.00

COMMITTEE OF THE WHOLE

Page 7

March 14, 2008

Motion by Smeltzer, seconded by Sandman, that upon recommendation of the Committee of the Whole for **Personnel Consent Calendar** approval:

1. To adopt the amended job descriptions for the Animal Control Officer and Part-Time Animal Control Officer, with final copies presented March 19, 2008.
2. To reappoint Jim Bowers as the Road Commission representative to the Benzie Transportation Authority for 3 years, to expire April 30, 2011.
3. To appoint Mary Carroll to fill the vacancy created by the resignation of Carol Davidson until March 1, 2010, to serve as an alternate.
4. To reappoint Ray Kadlec to the Benzie-Leelanau District Health Dept Board of Appeals for a two year term, expiring February 1, 2010.
5. To accept the letter of resignation from Dr. Ryckman and send a letter of Thank You for his service.
6. To accept the recommendation of the EMS Committee to leave membership at seven members for this committee.
7. To send a letter of Thank You to Alan Luedtke for his service to the Planning Commission.