

**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
May 12, 2008**

The Benzie County Board of Commissioners met as a Committee of the Whole on Monday, May 12, 2008 at 9:00 a.m. in the Commissioners' Room, Government Center, Beulah, Michigan, 49617.

The meeting was called to order by Chairman Roper.

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

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

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

**Approval of the minutes:** Motion by Pitcher, seconded by Kelley, to approve the minutes of April 8, 2008 Committee of the Whole as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

**9:02 a.m. Public Input:**

Eric VanDussen – commented on the situation of laying off an employee in the Building Department.

**9:05 a.m. Public Input - Closed**

**FINANCE:** Claiming reports will be handled during the regular board meetings.

**General Finance Issues:**

Drug Court Grant Application: Judge Kida presented information and request to apply for the Drug Court Grant. Motion by Kelley, seconded by Pitcher, to recommend to the Board of Commissioners to approve the Drug Court grant for all three courts, as presented, authorizing the chairman to sign. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Generator: Bill Sholten presented a proposal for a 70KW generator for the Government Center. There are funds available through Homeland Security that will help to offset the cost. Motion by Kelley, seconded by Walterhouse, to recommend to the Board of Commissioners to move forward with the purchase of the 70KW generator proposal as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Headlee Committee: Chuck Clarke stated that the townships are not interested in resetting the millage rates. The committee suggests that the request for a renewal for jail operation millage stand alone, and be put on the ballot in November. Chuck Clarke will get with the Board of Commissioners on the millage rate that will be proposed.

9:55 a.m. Break  
10:02 a.m. Reconvene

## COMMITTEE OF THE WHOLE

Page 2

May 12, 2008

Cell Phone Program: Lisa Tucker presented the different options for cell phones for the Government Center and ALS/EMS. The contract with Cellular One expired last month. Sprint, through Basic Communications, is offering a 25% Governmental discount if the county decides to go with that company. Motion by Smeltzer, seconded by Kelley, to recommend to the Board of Commissioners to move forward with the cell phone proposal using Basic Communication with Sprint services for the Government Center only for a two year contract, as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Jeff Conquest, Jail Administrator, presented the cell phone and pager proposal for the Sheriff's Department. For the services that are needed with the Sheriff Office. The best package they have found is Basic Communication with Nextel. Motion by Smeltzer, seconded by Kelley, to recommend to the Board of Commissioners, to allow the Sheriff's Office to move forward with the cell phone package with Basic Communication with Nextel services for one year, as presented, and eliminate pagers in the process. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Victim Advocate Mileage Rate: Bonnie Inman, Victim Advocate, requested that the mileage rate be raised from \$0.40 to \$0.48 in the Victim Advocate grant to align it with the other mileage rates used by the County. Motion by Smeltzer, seconded by Kelly, to recommend to the Board of Commissioners to amend the mileage rate to \$0.48 for the victim advocate grant. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

### **Budget Issues:**

General Fund Review – handout discussed

### **Spending Issues: - None**

### **Sheriff:**

Disposal of Surplus Vehicles: Rory Heckman stated that there will not be an auction in Traverse City this year. There are two vehicles that are ready to be disposed of. The state does have another avenue to dispose of vehicles with an online auction site, [www.michigan.gov/mibid](http://www.michigan.gov/mibid). He recommends that we use the online auction to dispose of the vehicles. Motion by Smeltzer, seconded by Kelly, to recommend to the Board of Commissioners to authorize the use of the state governmental website to dispose of two vehicles. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

New Hire Psychological Testing: Sheriff Blank presented his request for Pre-employment Psychological Evaluations to be performed on candidates for employment with the sheriff's department. Motion by Kelly, seconded by Smeltzer, to recommend to the Board of Commissioners to support and move forward with Psychological testing for new hires as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

## COMMITTEE OF THE WHOLE

Page 3

May 12, 2008

Jeff Conquest, Jail Administrator, informed the Board of Commissioners that the contract with the Grand Traverse Band for the boarding of three people, retroactive to 1/01/2008, has been signed.

### **Reports:**

Treasurer's Report: Linda Wilson presented the cash fund summary; a couple of funds are in the red; 245 - Remonumentation / Survey grant fund, we are waiting for grant money; and 415 – Railroad Point, we are waiting for funds from the community foundation. Delinquent tax money has been transferred and checks will go to the townships this week; Emergency Services and COA money has been transferred and checks whet out last week.

Controller's Report: The contract with Anderson Tackman expired last year. He would like to send out RFPs to other auditors and see what response we get. Motion by Kelley, seconded by Smeltzer to recommend to the Board of Commissioners to allow the County Administrator to send out RFPs to get bids from potential Auditors. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

10:47 a.m. Break

10:55 a.m. Reconvene

### **PERSONNEL**

#### **General Personnel Issues:**

Labor Subcommittee report on Building Department Layoff Proposal: Commissioner Kelley requested that this matter be reviewed in 60 days or by July 11, 2008. Motion by Kelly, seconded by Smeltzer to recommend to the Board of Commissioners, that any layoffs in the Building Department be put on hold for 60 days, and be reviewed at the end of June 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Kelly Long Promotion to Secretary II: Chuck Clarke has requested that Kelly Long be promoted to a Secretary II effective 5/29/2008. Motion by Pitcher, seconded by Smeltzer, to recommend to the Board of Commissioners to promote Kelly Long, in the Administrator's Office from Secretary I to Secretary II, effective 5/29/2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Job Description: Chuck Clarke presented a job description for Secretary/Payroll Specialist for Administrator's office and for Field Appraiser (Appraiser II) in the Equalization Department. This is information only at this time.

#### **Committee Assignment:**

Planning Commission: Motion by Pitcher, seconded by Smeltzer, to recommend to the Board of Commissioners, to temporarily reduce the number of planning commissioners from 11 to 9 to make quorums more effective until additional candidate's surface and are approved. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

## COMMITTEE OF THE WHOLE

Page 4

May 12, 2008

Commissioner Smeltzer, Pitcher and Damm are appointed to a subcommittee to work on planning committee recruitment and appointments.

EMS Committee: Motion by Walterhouse, seconded by Damm, to recommend to the Board of Commissioners, to move and support the reappointment of DeAnn Mosher to the EMS Committee. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Other Committees: Comm Roper will check into the status of Mary Weishaar's appointment to the Benzie Transportation Authority.

Motion by Walterhouse, seconded by Sandman, to recommend to the Board of Commissioners to accept the resignation of Brandon Fast from Animal Control. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to activate the Ad Hoc committee to interview candidates for the Animal Control Officer position. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

HR Study Committee Report: Comm Damm stated that Ryan Kelley will be here Tuesday May 20, 2008 and give a presentation to the commissioners.

### Other General Topics Requiring Discussion and Potential Board Action:

Comm Sandman stated that he will be tendering his letter of resignation tomorrow. He has accepted an editor position with the Record Patriot. He will start working there Friday 5/16/08.

Motion by Kelley, seconded by Sandman, to recommend to the Board of Commissioner to have the County Administrator proceed with a timeline for written annual goals and objectives, with a six month review, for all employees that work under him, and recommend that the Elected Officials do this also. Motion carried. Ayes: Damm, Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nays: None

11:40 a.m. Comm Damm excused.

### Public Input 11:45 a.m.

Carol Merrill stated that the union has concerns with the Secretary/Payroll specialist job description for the Administrator office, and they have been given to the County Administrator.

Eric VanDussen stated that a sub committee needs to be tasked to follow up on the Building Department issues and complaints that have been filed.

Public Input Closed

Next Meeting: Tuesday, June 10, 2008 at 9:00 am.

COMMITTEE OF THE WHOLE

Page 5

May 12, 2008

Motion by Pitcher, seconded by Walterhouse, to adjourn at 11:53 a.m. Motion carried. Ayes: Kelley, Pitcher, Sandman, Smeltzer, Walterhouse and Roper Nay: None Exc: Damm

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Mark E. Roper – Chairman

Tammy Bowers – Chief Deputy County Clerk

COMMITTEE OF THE WHOLE

Page 6

May 12, 2008

Motion by Pitcher, seconded by Walterhouse, that upon recommendation of the Committee of the Whole for Finance Consent Calendar approval:

1. To approve the Drug Court grant for all three courts, as presented, authorizing the chairman to sign.
2. To move forward with the purchased of the 70KW generator proposal as presented.
3. To move forward with the cell phone proposal using Basic Communication with Sprint services for the Government Center only for a two year contract, as presented.
4. To go forward on the cell phone package with Basic Communication with Nextel services and eliminate pagers for one year, as presented.
5. To amend the mileage rate to \$0.48 for the victim advocate grant.
6. To authorize the use of the state governmental website to dispose of two police vehicles.
7. To support and move forward with Psychological testing for new hires as presented.
8. To allow the County Administrator to send out RFP to get bids from potential Auditors.

COMMITTEE OF THE WHOLE

Page 7

May 12, 2008

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

1. That any layoffs in the Building Department be put on hold for 60 days, and be review at the end of June 2008.
2. Removed from Consent Calendar.
3. To temporarily reduce the number of planning commissioners from 11 to 9 to make quorums more effective until additional candidate's surface and are approved.
4. To move and support the reappointment of DeAnn Mosher to the EMS Committee.
5. To accept the resignation of Brandon Fast from Animal Control.
6. To activate the Ad Hoc committee to interview candidates for the Animal Control.
7. To have the County Administrator proceed with a timeline for written annual goals and objectives, with a six month review, for all employees that work under him. And recommend that the Elected official do this also.