

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

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, August 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, Roper, Stobie and Walterhouse  
Absent: Commissioner Smeltzer arrived at 9:10 am

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

**Approval of the agenda:** Motion by Stobie, seconded by Walterhouse, to approve the agenda as amended by removing Pending Litigation from the General Finance Issues and removing Land Bank from the Treasurer report; adding MERS Delegate to the General Personnel Issues. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Stobie and Walterhouse Nays: None Abs: Smeltzer

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

**9:05 a.m. Public Input:** None

**FINANCE:**

**General Finance Issues:**

Foreclosed Property: Linda Wilson informed the board of properties that are going through the foreclosure process. Currently there is one parcel pending the outcome of a lawsuit, which is scheduled to be heard on August 26, 2008.

Land Bank: Linda Wilson provided the board with information regarding the Land Bank. She is looking into it further, and would like to get an expert to come up and talk to her and the Board of Commissioners.

**9:10 a.m.** – Donald Smeltzer arrives.

**Budget Issues:**

Current Year Adjustments:

Motion by Pitcher, seconded by Smeltzer, to recommend to the Board of Commissioner to approve the Budget Amendments, reflecting net revenues increase of \$21,015.00, as follows:

**FUND: 101 - GENERAL FUND**

<b>Account to be Increased</b>	<b>Account Name</b>	<b>Amount of Adjustment</b>
101-136-544.00	Drunk Driving/Drug Case Flow	\$3,000.00
101-136-606.00	District Court - Court Costs	(\$20,000.00)
101-136-608.00	Civil Fees - Various	\$1,000.00
101-136-651.00	Forfeiture Bonds	\$1,000.00
101-141-603.00	Fines and Costs	\$500.00

101-141-606.06	Mediation Fees	\$3,000.00
101-148-613.07	Shared Fees	\$2,000.00
101-215-623.01	Postage Fees Reimbursement	\$3,000.00
101-253-402.01	Graceland PILT	\$508.00
101-253-446.00	Interest on Summer Taxes	\$5,200.00
101-253-477.00	Dog Licenses	\$5,100.00
101-253-620.00	Administration Fees - Grants/Taxes	\$15,250.00
101-253-665.00	Interest on Deposits	\$12,100.00
101-253-687.00	Refunds/Rebates	\$5,000.00
101-253-699.00	Transfer Ins - Revenue Sharing	\$7,882.00
101-253-402.00	Current Real Property Tax	(\$10,475.00)
101-257-642.00	Printing Sales	\$2,000.00
101-268-617.00	Remote Access Fees	\$6,650.00
101-268-430.00	Real Estate Transfer Tax	(\$20,000.00)
101-268-602.00	Record Copying	(\$10,000.00)
101-723-479.00	Permit Fees - Soil Erosion	\$3,000.00
101-851-687.00	Insurance Refunds/Rebates	\$5,300.00
	Total	\$21,015.00

Account to be Decreased	Account Name	Amount of Adjustment
101-851-828.30	Insurance Claims	\$5,300.00
101-966-999.00	Contingency	\$15,715.00
	Total	\$21,015.00

Motion Carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse. Nays: None.

Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to approve the Budget Amendment request for fund 209 as follows:

**FUND: 209 - School Resource Officer**

Account to be Increased	Account Name	Amount of Adjustment
209-000-691.00	Budgeted Use of Fund Balance	\$1,586.02

Account to be Decreased	Account Name	Amount of Adjustment
209-000-706.00	Deputy Wages	\$1,586.02

Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None.

Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners to approve the Budget Amendment request regarding fund 248 as follows:

**FUND: 228 - Solid Waste/Recycling**

Account to be Increased	Account Name	Amount of Adjustment
228-000-448.00	Recycling Charge	\$1,408.00
228-000-450.00	Commercial Recycling Charge	\$1,200.00
228-000-674.00	Contributions and Donations	(\$870.00)

<b>Account to be Decreased</b>	<b>Account Name</b>	<b>Amount of Adjustment</b>
228-966-999.00	Contingency	\$1,738.00
Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse.		
Nays: None.		

2009 Budget Preparation Status: The budget committee is looking at recommending to the Board of Commissioners that elected officials salaries be changed to be effective January 1<sup>st</sup> rather than November 1<sup>st</sup>; the Budget committee will prepare a motion and bring it back to the Board with a copy of the law; the next Budget meeting is scheduled for August 15, 2008 at 9:00 a.m.

Fund 371 (Jail Debt Fund) Budget Adjustment: Information Only; expenses to cover the Simplex System was taken out of the Reserve account.

**Spending Issues: - None**

**Sheriff:**

Sale of Cars: Two cars have been sold utilizing the Michigan Auction Sales. The county received between \$2,300 and \$2,400 for each car; there is one more car to be sold and the Sheriff is looking at purchasing two new vehicles.

9:45 a.m. Break

9:50 a.m. Reconvene

**Reports:**

Treasurer's Report: Linda Wilson will give a report on outstanding loans and bonds next Month; we are waiting for grant money for the Point Betsie Lighthouse Fund (285) and the Betsie Valley Trial Management Fund (230) fund.

Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners to allow the County Treasurer to borrow from the Revenue Sharing Reserve Fund (284) and the Delinquent Tax Fund (516) for cash flow to all funds. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None.

Motion by Pitcher, seconded by Smeltzer to recommend to the Board of Commissioners to Transfer \$200,000.00, previously appropriated, from the General Fund (101) to the Jail Operations Fund (213). Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

Controller's Report: Chuck Clarke stated that the new auditors, Rehman Robson, will be here August 26, 2008 through August 29, 2008, for a preliminary audit; Chuck will prepare a letter to Anderson Tackman, thanking them for there years of service, for all the Commissioners and anyone else that would like to sign.

Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to allow the Controller to inter-fund borrow to balance the books for 2008, not to exceed \$1,000,000.00 and to allow the Controller to do inter-departmental fund transfers to balance the

## COMMITTEE OF THE WHOLE

Page 4

August 12, 2008

department budgets. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

### **PERSONNEL**

#### **General Personal Issues:**

MERS Delegate: Motion by Kelley, seconded by Damm, to recommend to the Board of Commissioners to appoint Administrator Chuck Clarke as the MERS Officer Delegate and Kelly Long, as the Employee Delegate, with Sue Wells as the Alternate Employee Delegate. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

Motion by Kelley, seconded by Damm, to recommend to the Board of Commissioners, to authorize Administrator Clarke to use Commissioner travel line number for any expenses incurred, that are not covered by the registration fee to attend the MERS conference. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

#### Committee Assignment:

Airport Authority: Motion by Smeltzer, seconded to Kelley to recommend to the Board of Commissioners to advertise for two weeks, the vacant position on the Airport Authority Board. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

Interview committee for the filling of the Airport authority vacancy will be Commissioners Pitcher, Stobie and Walterhouse, together with the chairman of the Airport Authority or their designee; the meeting date for the interviews is set for September 08, 2008 at 1:00 pm to 3:00 pm, with a back up day of September 10, 2008 at 1:00 pm to 3:00p.m. A letter will be sent to the Chairman of the Airport Authority regarding interview meeting date and time with Chairman to sign.

DHS Board: Motion by Kelley, seconded by Pitcher, to recommend to the Board of Commissioners, to reappoint Marsha LaTour to the DHS Board, with a term to expire October 1, 2011. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

EMS Committee: Need to wait for a letter from the EMS Committee chairman before the open position can be advertised. After the letter is received, the Board will decide if there needs to be interviews done.

BVTMC: The two positions that are open are designated by the court ordered Bigelow settlement agreement. Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners, to reappoint Robert Bishop and Mary Szwed to the Betsie Valley Trail Management Council, with a term to expire August 17, 2011. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

COMMITTEE OF THE WHOLE

Page 5

August 12, 2008

Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners to send a letter to the Parks and Recreation Commission, stating that we have received their letter for recommendation, and will put it in the file if a position opens up. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

Other Committees: There are one, maybe two positions open on the Solid Waste Committee. Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners to advertise for the opening in the Solid Waste Committee. Motion Carried. Ayes: Damm, Kelley, Pitcher, Smeltzer, Stobie, Roper and Walterhouse. Nays: None

Chairman of the Planning Commission makes the recommendation to the Board of Commissioners regarding Donald Tanner's position on the Zoning Board, that will expire September 20, 2008. A letter will be sent to Cliff Graves to remind him to send a letter of recommendation to the Board.

Need to check vacancy on the Bus Transportation Committee; this will be brought back to the board on Tuesday, during Commissioners go around.

XIII: HR Study Committee Report: Commissioner Damm stated that everything is on hold until the next semester.

Labor Sub Committee: POLC is progressing well. COAM and POAM are scheduled to meet next week. Chuck Clarke will try and reschedule COAM and POAM so all parties can attend. AFSCME is looking at changing unions, which will be voted on in September.

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

CMH are interviewing three individuals. Interviews are scheduled for August 11, August 12 and the last one August 14, 2008.

Comm. Kelley commented that Inland Township wants to put up a Pavilion, and the Building Department is quoting a permit at \$414.00.

**Public Input 11:10 a.m. - None**

Next Meeting: Tuesday, September 09, 2008 at 9:00 am.

Motion by Smeltzer, seconded by Kelley, to adjourn until September 9, 2008 or the call of the chair. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper. Smeltzer, Stobie and Walterhouse Nays: None

COMMITTEE OF THE WHOLE

Page 6

August 12, 2008

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

1. To approve the Budget Amendments, reflecting net revenues increase of \$21,015.00, as presented.
2. To approve the Budget Amendment request for fund 209 as presented.
3. To approve the Budget Amendment request regarding fund 248 as presented.
4. To allow the County Treasurer to borrow from the Revenue Sharing Reserve Fund (284) and the Delinquent Tax Fund (516) for cash flow to all funds.
5. To transfer \$200,000.00, previously appropriated, from the General Fund (101) to the Jail Operations Fund (213).
6. To allow the Controller to inter-fund borrow to balance the books for 2008, not to exceed \$1,000,000.00 and to allow the Controller to do inter-departmental fund transfers to balance the department budgets.

COMMITTEE OF THE WHOLE

Page 7

August 12, 2008

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

1. To appoint Administrator Chuck Clarke as the MERS Officer Delegate and Kelly Long, as the Employee Delegate, with Sue Wells as the Alternate Employee Delegate.
2. To authorize Administrator Clarke to use Commissioner travel line number for any expenses incurred, that are not covered by the registration fee to attend the MERS conference.
3. To advertise for two weeks, the vacant position on the Airport Authority Board; with the interview committee to be Comm Pitcher, Stobie and Walterhouse, together with the chairman of the Airport Authority or their designee.
4. To reappoint Marsha LaTour to the DHS Board, with a term to expire October 1, 2011.
5. To reappoint Robert Bishop and Mary Szwed to the Betsie Valley Trail Management Council, with a term to expire August 17, 2011.
6. To send a letter to the Parks and Recreation Commission, stating that we have received their letter for recommendation, and will put it in the file if a position opens up.
7. To advertise for the opening in the Solid Waste Committee.