

**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
November 10, 2008**

The Benzie County Board of Commissioners met as a Committee of the Whole on Monday, November 10, 2008, in the Commissioners Room, Government Center, Beulah, Michigan, 49617.

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

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

**Approval of the Agenda:** Motion by Smeltzer, seconded by Stobie, to approve the agenda as amended, indicating Mike Rice at 9:15 with 7.A. Child Care Budget; Rob Noah with MERS will be here; 12.B. Other Issues is Steve Haugen with the Building Dept; 12.C. County Administrator's Evaluation; Other General Topics: Brownfield Grant. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

**Approval of the Minutes:** Motion by Stobie, seconded by Pitcher, to approve the minutes of October 14, 2008 as corrected on page 4 under Comm Damm comments. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

**9:10 a.m. PUBLIC INPUT**

Eric VanDussen talked about correcting minutes; policy for reporting employees; police report.  
9:14 a.m. Public Input Closed

**FINANCE**

**General Finance Issues:**

Child Care Fund Budget: Mike Rice presents the Child Care Budget for FY 2009. Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners to adopt the Child Care Budget as presented for October 2, 2008 through September 30, 2009. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Rob Noah, MERS Regional Representative: Rob talks about the increasing cost of adopting the E-2 every years; this is a benefit for the retired individuals; he suggests that an E-1 be adopted and work side by side with the E-2, giving the current divisions the option of buying up to an E-2; MERS has adopted a new policy that if a division is under 60% funded they cannot adopt enhancements – we have two division at this time in that category.

Motion by Kelley, seconded by Pitcher, to recommend to the Board of Commissioners to request a supplemental valuation from MERS for four divisions at a cost of \$740.00. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

**Budget Issues:** Chuck Clarke states that we are still finishing up with 2008 issues and should complete the close out in early December; the auditors will be here the first part of January 2009.

**Spending Issues:**

Register of Deeds Server: The automation fund is still in existence which is to be used for technology in the Dees Office; server cost is about \$6,935.00. Motion by Kelley, seconded by

## COMMITTEE OF THE WHOLE

Page 2

November 10, 2008

Smeltzer, to recommend to the Board of Commissioners to approve \$6,935.00 for an HP ML350 server from fund 256, as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Copiers: New copiers are needed for the County Treasurer, County Administrator and Probation/Parole.

Motion by Pitcher, seconded by Kelley, to recommend to the Board of Commissioners to purchase a MX-M550N copier in the amount of \$9,266 from fund 425 Equipment Replacement, as presented for the County Treasurer. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Stobie, seconded by Kelley, to recommend to the Board of Commissioners to purchase MX-3100N copier in the amount of \$7,974 from fund balance, as presented for the County Administrator. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Smeltzer, seconded by Stobie, to recommend to the Board of Commissioners to authorize up to \$3,000 to purchase a copier for Probation/Parole, with funds coming from fund balance. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

10:20 a.m. Break

10:30 a.m. Reconvene

Telephone System Upgrade: The contract with Centrex expired six month ago and the equipment is 1970s technology; three quotes have been received: Wyant, Converged & AT&T. Jeff Conquest, Jail Administrator, states that there would be no change with the 911 system; it would interlink the analog system to digital; the public will be able to jump on the wireless internet which will have security; this would make the employees more efficient; he likes Wyant – they are doing networking with both buildings now.

Lisa Tucker, Administrative Assistant, says we should stick with one vendor and Converged doesn't have a good life span; Wyant will guarantee this and the equipment they use, Cisco, is a good system; concern over the hourly rate of Converged at \$145.00 per hour with Wyant at \$105.00.

Chuck states that we need to move this in the near future.

Linda Wilson, County Treasurer, has mixed feelings; the Centrex system still works so why spend a total of \$138,000 on a new system.

Chuck says 2/3 from the general fund balance; 1/3 from the jail reserve.

Comm Walterhouse says it is not a good time for this with the jail millage next year.

Comm Damm says it will save us quite a bit of money with a new system.

Comm Stobie doesn't like those recordings.

Comm Roper says this is a lot of technology and cost – we need to absorb this.

Jeff Conquest says it doesn't affect the jail millage; spending now is a good idea.

Comm Damm says perhaps there is funding available.

## COMMITTEE OF THE WHOLE

Page 3

November 10, 2008

Comm Kelley says the greatest responsibility of a commissioner is to stay within budget; this is a lot of money.

Comm Smeltzer says it is a lot of money, but we need to improve the technology.

Comm Pitcher agrees that we need to upgrade; it is responsible and good management.

Comm Walterhouse disagrees.

Comm Roper asks Lisa Tucker to contact Wyant for a list of municipalities and/or businesses that use their service and ask for written comments on how it is working.

### **Sheriff:**

Snowmobile Grant: U/S Heckman asks for approve to submit the FY 2009 Snowmobile Grant in the amount of \$10,000 with a 15% match (\$1,500) to be taken from the snowmobile budget . Motion by Pitcher, seconded by Stobie, to recommend to the Board of Commissioners to approve the FY 2009 Snowmobile Grant application in the amount of \$10,000 with a local match of \$1,500 to be taken from contingency to the snowmobile budget, authorizing the chairman to sign. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

### **Reports:**

Treasurer's Report: Linda presents a cash fund balance report and requests a budgeted transfer from General Fund to Library Fund; Point Betsie – waiting for reimbursement; you are now the owner of a junk yard; no one showed up at the auction and Linda will be preparing to transfer ownership to the county; she has applied for a tire grant to help clean up the property.

Motion by Smeltzer, seconded by Pitcher, to recommend to the Board of Commissioners to transfer \$15,000 from General Fund to the Library Fund 269. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Walterhouse, seconded by Damm, to recommend to the Board of Commissioners to authorize \$46,760.15 be placed in a new fund for land clean-up purposes, authorize payment of 2008 property taxes and all other related expenses. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Controller's Report: Received an email regarding 9-1-1 funding last week; we fared better for the last quarter for 2008 than we planned, then another \$3,900 was received; Have a voucher for \$579.97 for the Planner travel expenses and there is no money in his budget.

Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to transfer \$1,500 from contingency to Planning for travel expenses to January 1, 2009. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Walterhouse, seconded by Kelley, to recommend to the Board of Commissioners to authorize the payment of \$9,657.00 to Area Agency on Aging for services from 2004, 2005 and 2006 to be paid as soon as possible after January 1, 2009. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

## COMMITTEE OF THE WHOLE

Page 4

November 10, 2008

11:45 a.m. Break

11:50 a.m. Reconvene

### PERSONNEL

#### General Personnel Issues:

POLC Contract: Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to adopt the POLC contract for three years, October 1, 2008 through September 30, 2011, as presented, authorizing the chairman to sign. Motion carried. Aye: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Other Issues: Steve Haugen, Building Dept, states that they are steadily getting behind with only having part time inspectors; he needs at least one back; Platte Lake is going to natural gas, so there are a lot of inspections to be done; also Crystal Mountain is going to natural gas and there will be inspections there as well; there has been an influx of mechanical permits.

Comm Roper states that someone should be taking the phone calls; perhaps transfer to another department; the phone calls need to be answered. Also need to know where we are in permit numbers.

Comm Pitcher wants Chuck to monitor this; everyone is not motivated to make this work.

County Administrator's Evaluation: Comm Pitcher hands out a ~~find~~ final version of the evaluation procedure and form; Comm Kelley asks for the current job description too along with his resume.

Motion by Stobie, seconded by Smeltzer, to recommend to the Board of Commissioners to adopt the evaluation format as corrected and distributed next week with a job description and resume (if requested).

Motion by Kelley, seconded by Damm, to remove item 6 from the procedures and have the full board present at the discussion.

Vote on amendment: Roll call. Motion carried. Ayes: Damm, Kelley, Stobie and Walterhouse  
Nays: Pitcher, Roper and Smeltzer

Vote on original motion as amended: Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Smeltzer, seconded by Kelley, to recommend to the Board of Commissioners that the county board will conduct the evaluation with the employee Administrator and self evaluation will be discussed at this time. The County Administrator may request a closed session with the County Board as allowed under the Open Meetings Act. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

#### Committee Assignments:

The interview committee of Pitcher, Stobie and Walterhouse will meet to discuss interviews for BTA and SWAC.

COMMITTEE OF THE WHOLE

Page 5

November 10, 2008

Motion by Roper, seconded by Pitcher, to recommend to the Board of Commissioners to re-advertise for Ems, BTA and SWAC. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

H.R. Study Committee Report: Will report next month; Comm Damm will ask the study committee to also report on procedures for citizen complaints against employees.

Labor Contracts: POAM is in draft form; waiting on COAM.

Other General Topics Requiring Discussion and Potential Board Action:

Secretary II/Payroll Specialist Job Description: On hold until December 2008.

Brownfield: Comm Pitcher has prepared a DRAFT of the Brownfield Grant Application for review of this board; they are to report to her of any changes; the grant is due Friday.

Comm Roper inquires if a policy is needed for citizens to file complaints against county employees. Comm Damm will talk with the HR committee.

Comm Kelley states that we should acknowledge our veterans when they return from Iraq; heard a lot about audio recordings at the public forums which were held and suggests that this board look into having audio records of these meetings.

Comm Pitcher also asks that we consider having a percentage of the meetings in the evening.

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

1:15 p.m. PUBLIC INPUT

Craig Seger stated that he appreciates what is being done on the complaint issue; Conference on Michigan's Future: Energy, Economy & Environment at Crystal Mtn Nov 14- 16, 2008.

Public Input Closed

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

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Mark E. Roper – Chairman

Dawn Olney -- Benzie County Clerk

COMMITTEE OF THE WHOLE

Page 6

November 10, 2008

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

1. To adopt the Child Care Budget as presented for October 2, 2008 through September 30, 2009.
2. To request a supplemental valuation from MERS for four divisions at a cost of \$740.00.
3. To approve \$6,935.00 for an HP ML350 server from fund 256, as presented.
4. To purchase a MX-M550N copier in the amount of \$9,266 from fund 425 Equipment Replacement, as presented for the County Treasurer.
5. To purchase a MX-3100N copier in the amount of \$7,974 from fund balance, as presented for the County Administrator.
6. To authorize up to \$3,000 to purchase a copier for Probation/Parole, with funds coming from fund balance.
7. Removed from Consent Calendar.
8. Removed from Consent Calendar.
9. To authorize \$46,760.15 be placed in a new fund for land clean-up purposes, authorize payment of 2008 property taxes and all other related expenses.
10. To transfer \$1,500 from contingency to Planning for travel expenses to January 1, 2009.
11. Removed from Consent Calendar.

COMMITTEE OF THE WHOLE

Page 7

November 10, 2008

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

1. To adopt the POLC contract for three years, October 1, 2008 through September 30, 2011, as presented, authorizing the chairman to sign.
2. Removed from Consent Calendar.
3. Removed from Consent Calendar.
4. Removed from Consent Calendar.
5. To re-advertise for EMS, BTA and SWAC.