

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
December 9, 2008**

The Benzie County Board of Commissioners met as a Committee of the Whole on Tuesday, December 9, 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 Pitcher, seconded by Stobie, to approve the agenda as amended, adding 7.E. 669 Property; 7.F. Crime Victims Rights Grant; 8.B. Judge Kida. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Approval of the Minutes: Motion by Stobie, seconded by Kelley, to approve the minutes of November 10, 2008 as corrected. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

9:06 a.m. PUBLIC INPUT

Craig Seger, Zoning Administrator, provides goals and permit summary to the board.

Jim Hopkins, Converged Solutions, asks for a time to discuss further information regarding the phone system.

9:12 a.m. Public Input Closed

Commissioner Smeltzer arrives.

FINANCE

General Finance Issues:

Medical Examiner's Contract: Motion by Kelley, seconded by Pitcher, to recommend to the Board of Commissioners to approve the renewal contract with Dr. Houghton, Medical Examiner, for 5 years, authorizing the chairman and clerk to sign. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Contract with MAXIMUS, FOC Issues: Motion by Pitcher, seconded by Stobie, to recommend to the Board of Commissioners to concur with entering into a contract with MAXIMUS for one year for cost allocation for 19th Circuit Court as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Travel Meal Allowance Policy: Motion by Pitcher, seconded by Stobie, to recommend to the Board of Commissioners to adopt the Travel Expense Policy as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

2% Grant Request: Motion by Kelley, seconded by Stobie, to recommend to the Board of Commissioners to authorize a letter of support for the Benzie Housing Council 2% Grant application to the Grand Traverse Band. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

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669 Property: Craig Seger introduces Lee Blodgett, with EC&S Engineering, present information regarding the 45 day window to complete a BEA to avoid liability for existing contamination since the county took ownership of the property; two motions proposed. Motion by Walterhouse, seconded by Pitcher, to hire EC&S for Phase I and II to include the Baseline Environmental Assessment, up to \$10,000 for the 669 Property, to take immediate effect. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Walterhouse, seconded by Pitcher, to give the 669 Property Committee the authority to make necessary decisions in the next 30 days to completed the BEA and make reasonable financial decisions for contracting services, within existing funds of fund 241 Land Reutilization Fund, to take immediate effect. Roll call. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Chairman Roper appoints the current committee as a board appointed committee: Linda Wilson, Chuck Clarke, Frank Walterhouse, Tom Kelley, Craig Seger and Dawn Olney.

Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to authorize the chairman to sign BEA documents as they come forward. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Crime Victims Rights Grant: Bonnie Inman, Victims Right Advocate, asks for approval of application with a letter of support; \$420.00 with no county match. Motion by Stobie, seconded by Smeltzer, to recommend to the Board of Commissioners to authorize a letter of support for the Crime Victims Advocate to apply for the grant from the Pros Atty Assoc of Michigan. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

9:55 a.m. Break

10:05 a.m. Reconvene

Budget Issues:

Year End Close Out: Chuck presents information regarding year end and highlights several funds; expects auditors mid January 2009.

Judge Kida: Request for funds for out of state conference. Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners to not increase the travel budget for out of state travel for Juvenile & Family Court. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Spending Issues:

Telephone System Upgrade: Extensive discussion held on two possible systems; recommendation is Wyant; Converged Solutions is present and requests opportunity to present information. Motion by Pitcher, seconded by Kelley, to recommend to the Board of Commissioners to move forward with a presentation from two companies for presentation to the full Board of Commissioners at 1:00 p.m. on Tuesday, December 16, 2008. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

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ID Card Program: Sheriff has purchased this item; information to this board.

Sheriff: No report.

Reports:

Treasurer's Report: Linda presents the cash fund balance report; recommends transfer to law library. Motion by Walterhouse, seconded by Smeltzer, to recommend to the Board of Commissioners to transfer from the General Fund \$15,000 to fund 269 Law Library. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Controller's Report: Kathy Ralston has asked for expenses for The Summit; will be reimbursable.

11:25 a.m. Break

11:32 a.m. Reconvene

PERSONNEL

General Personnel Issues:

Job Descriptions: Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners to accept the job descriptions as presented for Secretary/Payroll Specialist, Secretary II/Permit Processor and Secretary II/Zoning Department. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

COAM Labor Agreement: No action at this time; further work needs to be done.

Other Issues: Emergency Management/EMS Job Description: Further discussion held regarding this position; Position has been posted with two in-house applicants; interviews will be scheduled with an interview committee of Bill Sholten, Mark Roper and Craig Johnson; item will be added to the job description regarding regular monthly or bi-monthly reports; will report back with proposed employee and revised job description.

County Administrator's Evaluation: Comm Pitcher states that it is our duty to evaluate him and the forms are needed today.

Committee Assignments:

CMH: Motion by Pitcher, seconded by Stobie, to recommend to the Board of Commissioners to appoint Don Smeltzer to fill the vacancy created by the resignation of Ray Kadlec, effective January 1, 2009 to March 31, 2010. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Solid Waste: Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners to appoint Bruce Ogilvie to the Solid Waste Committee for a three year term beginning January 1, 2009. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

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Workforce Development: Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners to reappoint Don Eichberger to the Workforce Development Board for a two year term, ending December 31, 2010. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Steve Haugen to be requested to send a letter to the members of the Construction Board of Appeals to determine if they wish to continue serving on that board.

Building Authority: Motion by Roper, seconded by Kelley, to recommend to the Board of Commissioners to reappoint the Building Authority members of Jay Pettitt, Linda Wilson, Norman Campbell and Dawn Olney to a 3 year term, ending December 31, 2011. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners to advertise for three openings on the Zoning Board of Appeals, for two weeks. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays: None

H.R. Study Committee Report: Comm Damm will have information for presentation at the January 2009 regular board meeting.

Labor Sub Committee Report: No Report.

Other General Topics Requiring Discussion and Potential Board Action:

Chairman Roper informs the board of:

Special Meeting, Wednesday, December 17, 2008 at 6:30 p.m.

Special Board meeting Monday, December 22, 2008 at 9:00 a.m.

Recording Equipment: Chuck will schedule someone to demo equipment.

Chairman Roper asks the board to consider evening meetings with the department head portion possibly being moved to the Committee of the Whole.

Comm Kelley asks for a list of Dave Neiger's accomplishments for the last year; and over the last three months for next Tuesday's meeting; likes the audio recording idea and evening meetings, however we must be consistent.

Comm Stobie agrees that the meeting times need to be consistent.

Comm Damm agrees with Stobie.

Comm Smeltzer inquires of the payment to MAXIMUS.

Next Meeting: Tuesday, January 13, 2009 at 9:00 a.m.

12:35 p.m. PUBLIC INPUT

Carol Navarro introduces herself as the new Educational Coordinator for the Conservation District.

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Kathy Ralston talks about the IT upgrades and perhaps there should be a public hearing on the issue; people are very touchy about money right now; perhaps an article in the paper would help.

12:37 p.m. PUBLIC INPUT CLOSED

Motion by Roper, seconded by Smeltzer, to adjourn until January 13, 2009, or the call of the chair.

Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Smeltzer, Stobie and Walterhouse Nays:

None

Mark E. Roper – Chairman

Dawn Olney -- Benzie County Clerk

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

1. To approve the renewal contract with Dr. Houghton, Medical Examiner, for 5 years, authorizing the chairman and clerk to sign.
2. To concur with entering into contract with MAXIMUS for one year for cost allocation for 19th Circuit Court as presented.
3. To adopt the Travel Expense Policy as presented.
4. To authorize a letter of support for the Benzie Housing Council 2% Grant application to the Grand Traverse Band.
5. To authorize the chairman to sign Baseline Environmental Assessment documents as they come forward for the 669 Property.
6. To authorize a letter of support for the Crime Victims Advocate to apply for the grant from the Prosecuting Attorney Association of Michigan.
7. Removed from Consent Calendar.
8. To move forward with a presentation from two phone companies for presentation to the full Board of Commissioners at 1:00 p.m. on Tuesday, December 16, 2008.
9. Removed from Consent Calendar.

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

1. To accept the job descriptions as presented for Secretary/Payroll Specialist, Secretary II/Permit Processor and Secretary II/Zoning Department.
2. To appoint Don Smeltzer to fill the vacancy created by the resignation of Ray Kadlec, effective January 1, 2009 to March 31, 2010.
3. To appoint Bruce Ogilvie to the Solid Waste Committee for a three year term beginning January 1, 2009.
4. To reappoint Don Eichberger to the Workforce Development Board for a two year term, ending December 31, 2010.
5. To reappoint the Building Authority members of Jay Pettitt, Linda Wilson, Norman Campbell and Dawn Olney to a 3 year term, ending December 31, 2011.
6. To advertise for three openings on the Zoning Board of Appeals, for two weeks.
7. Special Meeting, Wednesday, December 17, 2008 at 6:30 p.m.
8. Special Board meeting Monday, December 22, 2008 at 9:00 a.m.