

**THE BENZIE COUNTY BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
January 13, 2009**

The Benzie County Board of Commissioners met in a Committee of the Whole meeting on Tuesday, January 13, 2009, in the Commissioners Room, Government Center, Beulah, Michigan, 49617.

Present were: Commissioners Damm, Kelley, Pitcher, Roper, Tanner and Walterhouse  
Commissioner Hollenbeck arrived at 6:15 p.m.

Absent: None

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

**Approval of the Agenda:** Motion by Roper, seconded by Pitcher, to approve the agenda as amended, adding 9.B. Elevator, 10.C. Radios, 10.D. ID Cards. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None Exc: Hollenbeck

**Approval of the Minutes:** Motion by Pitcher, seconded by Roper, to approve the minutes of December 9, 2008 as presented. Motion carried. Ayes: Damm, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None Exc: Hollenbeck

**6:04 p.m. PUBLIC INPUT**

Eric VanDussen talks about his FOIA request – shouldn't pay attorney for wrong information; Perhaps the first press release should be about this night meetings; Recording system – submits bid from his brother; when was bid solicited for recording system and who authorized it.

Kathy Ralston, Chair of the Planning Commission, talks about the new Planning Ordinance and the importance to get it finished; should have public input by the end of February with another joint meeting with the commissioners, planning commissioners and townships – possibly February 18; Summit meeting on February 21 will be \$20 per person.

6:12 p.m. Public Input Closed

**FINANCE**

**General Finance Issues:**

669 Property – Lee Blodgett: Mr. Blodgett updates the board on the progress and requests approval of the disclosure form for filing with the DEQ. Motion by Pitcher, seconded by Kelley, to recommend to the Board of Commissioners to adopt the Disclosure of a Baseline Environmental Assessment, authorizing the chairman to sign. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

**Sheriff:**

Patrol Cars: Two new patrols cars are here and are in the process of being outfitted now; 2009 Chevy Impala.

Reassignment of Patrol and Corrections Officers: During discussions with the community the School Resource Officer topic came up often; there is a connection with the youth and the officer in the community; Sheriff is shifting Kyle Rosa to the SRO position effective tomorrow and Rick Zych will be taking over temporary court officer duties; there will be no additional personnel added.

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Motion by Walterhouse, seconded by Roper, to recommend to the Board of Commissioners to allow the Sheriff to place the School Resource Officer in the schools until the end of the school year with necessary adjustment to be made as needed. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Radios: They have purchased an 800 MHz radio for dispatch with Homeland Security grant funds; 20% match of \$1,600 will be required.

ID Cards: The new ID card system is in place; it allows additional information from the prior one used; fire departments are on board with it too; this building can be done too, if wanted. Think about it for the future. You can account for your personnel.

**General Finance Issues (cont):**

Fraud Policy: Comm Roper recommends an addition to page 3 Investigation Responsibilities: Add a sentence to the end regarding who would be investigating if the County Administrator was the one being investigated. Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners to approve the Fraud Policy as amended, authorizing the chairman to sign. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

7:05 p.m. Break

7:12 p.m. Reconvene

**Budget Issues**

Land Reutilization Fund (241) Budget: Motion by Roper, seconded by Damm, to recommend to the Board of Commissioners to amend the 2008 budget by increasing the revenues and expenditures as follows:

Revenues:

241-000-699.00	Transfer In	\$46,760.00
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Expenditures:

241-000-800.00	Contracted Services	\$10,000.00
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241-000-967.00	Project Expenses	\$36,760.00
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Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

**Spending Issues:**

Portable digital audio recorder: Chuck Clarke states that Ascom North, Inc. does not have a demo machine available at this time; what do you want; to look at multiple vendors? Motion by Roper, seconded by Kelley, to recommend to the Board of Commissioners to put together a technology committee, with the chair to appoint. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Elevator: Two options are submitted: New Value and New Power Unit; the County Administrator recommends power unit replacement. Motion by Walterhouse, seconded by

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Hollenbeck, to recommend to the Board of Commissioners to allow the County Administrator to go with the bid of \$13,998.76 to repair the elevator as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

### **Reports:**

Treasurer's Report: Linda presents the cash fund balance report with four funds in the red at this time; she and Kelly are working on fund 764 Sheriff Inmate Trust Fund and it is nearly complete

Controller's Report: Auditors are scheduled to be here Jan 26 – 28 & Feb 2 – 6, 2009.

### **PERSONNEL**

#### **General Personal Issues**

Soil Erosion Control Officer: Chuck Clarke states that we need to fix this whether short or long term; he has talked with Matt Johnstone with the DEQ and the Retired Assistant Drain Commissioner from Grand Traverse County will accept a temporary appointment. Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners to enter into a contract with Pete Brewski at \$20.00 per hour for Soil Erosion issues for a three-month period. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Job Descriptions: Motion by Walterhouse, seconded by Kelley, to recommend to the Board of Commissioners to approve the job descriptions for Building Official/Director and Inspector – Plan Reviewer for the Building Department as presented. Motion carried. Ayes: Pitcher, Roper, Tanner and Walterhouse Nays: Damm, Hollenbeck and Kelley

Corrections Officers Labor Agreement (POAM): Motion by Walterhouse, seconded by Kelley, to recommend to the Board of Commissioners to adopt the POAM contract with the highlights as presented, authorizing the chairman to sign. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Other Issues: None

#### **Committee Assignments**

##### **Other Committees**

Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners to appoint Art Jeannot to the Workforce Development Board to fill the vacancy created by the resignation of Steve Nugent, for a term ending December 31, 2009. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners to reappoint the Construction Board of Appeals of Jeff Lousma, Randy Olsen, Rodney Moore, Caleb Luibrand and Richard Krupp for a two year term, ending December 31, 2010. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

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Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners to reappoint Don Tanner as the Planning Commission Representative to the Zoning Board of Appeals for a three-year term, expiring January 20, 2012. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper and Walterhouse Nays: None Abstain: Tanner

**HR Study Committee Report**

Comm Damm will bring the job descriptions for Building Director to the meeting next week; the others will be provided in February 2009.

**Labor Sub Committee Report**

Status of Other Union Contracts: Done

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

Comm Hollenbeck presents a letter from Bruce Harwood, Chairman of the Airport Authority, requesting removal of Larry Morris from the Authority Board. Comm Hollenbeck asks that Marcia Stobie or Jim Brouwer be appointed.

Motion by Walterhouse, seconded by Kelley, to recommend to the Board of Commissioners to request an opinion from Dave Stoker, Attorney, on the removal of someone from a board or committee. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Chairman Tanner announces a special joint meeting for Wednesday, February 18, 2009 at 6:30 p.m. with Board of Commissioners, Planning Commission, and all townships will be invited too. This meeting will be held in the DHS conference room and discussion will be held regarding the proposed Planning Ordinance.

**NEW BUSINESS:** Next meeting: **Wednesday** February 11, 2009 9:00 a.m.

8:45 p.m. PUBLIC INPUT

Eric VanDussen asks why Don Smeltzer was appointed to CMH to fill Ray Kadlec's term; asks that brother's bid for recording equipment be provided in the packet for next Tuesday; if telephone bids are over \$10,000 they should be sealed bids; will be attending the inaugurations next week.

Dave Neiger, Planner, says that during the discussions of the Planning Ordinance, should discuss where Planning & Zoning are going.

Public Input Closed

Motion by Roper, seconded by Pitcher, to adjourn until March 14, 2008, or the call of the chair. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

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

1. To adopt the Disclosure of a Baseline Environmental Assessment, authorizing the chairman to sign.
2. To allow the Sheriff to place the School Resource Officer in the schools until the end of the school year with necessary adjustment to be made as needed.
3. To approve the Fraud Policy as amended, authorizing the chairman to sign.
4. To amend the 2008 budget by increasing the revenues and expenditures as follows:

Revenues:		
241-000-699.00	Transfer In	\$46,760.00
Expenditures:		
241-000-800.00	Contracted Services	\$10,000.00
241-000-967.00	Project Expenses	\$36,760.00
5. To put together a technology committee, with the chair to appoint.
6. To allow the County Administrator to go with the bid of \$13,998.76 to repair the elevator as presented.

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

1. To enter into a contract with Pete Brewski at \$20.00 per hour for Soil Erosion issues for a three-month period, through April 30, 2009.
2. To approve the job descriptions for Building Official/Director and Inspector – Plan Reviewer for the Building Department as presented.
3. To adopt the POAM contract with the highlights as presented, authorizing the chairman to sign.
4. To appoint Art Jeannot to the Workforce Development Board to fill the vacancy created by the resignation of Steve Nugent, for a term ending December 31, 2009.
5. To reappoint the Construction Board of Appeals of Jeff Lousma, Randy Olsen, Rodney Moore, Caleb Luibrand and Richard Krupp for a two year term, ending December 31, 2010.
6. To reappoint Don Tanner as the Planning Commission Representative to the Zoning Board of Appeals for a three-year term, expiring January 20, 2012.
7. Removed from Consent Calendar.