

THE BENZIE COUNTY BOARD OF COMMISSIONERS
August 31, 2009

The Benzie County Board of Commissioners met in a special meeting on Monday, August 31, 2009, at 11:00 a.m. in the Commissioners Room, Government Center, Beulah, Michigan, 49617.

The meeting was called to order by Chairman Donald Tanner.

Present: Commissioners Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse
Absent: None

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

Agenda: Motion by Pitcher, seconded by Hollenbeck, to approve the agenda as amended, adding Letter from Dennis Swain, Letter from Dave Stoker, Planning & Zoning, Jail Roof, and Accounts Payable & Payroll. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Roper, Pitcher, Tanner and Walterhouse Nays: None

This meeting will continue the discussions regarding Government Reorganization; Chairman Tanner has spoken with Steve Fouch regarding the possible scheduling of John Amrhein to come to the board with ideas.

Comm Roper has also spoken with Tim McGuire at Michigan Association of Counties and he is willing to come at 2 or 3 p.m. on September 21.

Comm Walterhouse states that the next scheduled meeting for this purpose will be September 14 at 11:00 a.m.

Chairman Tanner updates the public that these meetings are being held to discuss the model that this county needs to follow with regarding to an Administrator or Administrator/Controller; will look at the possibilities and structure; currently the duties are divided between the Clerk, Treasurer and Board of Commissioners.

Comm Pitcher says that there has been no formal vote taken as to what way to go.

Comm Kelley says we are in the research stage now and the Board of Commissioners will take over their duties as it should be.

Ted Curran states that it would be helpful to update the web site to keep the public informed.

Marcia Curran asks the difference between Controller model and Administrator model.

Chairman Tanner states that the Administrator/Controller was not doing all the duties of a controller; the board can or not assign duties to a controller.

Comm Kelley states that Michigan law defines Controller vs Administrator.

Chairman Tanner also states that the HR position is in the matrix and the Point Betsie Lighthouse activities being coordinated with the Parks & Rec Commission too.

Jim Laarman asks how many officials have deputies in the county. Clerk, Treasurer, Register of Deeds -- Three

Ed Hoogterp, Benzonia Twp., asks if you are looking at Administrator and an HR person. We don't know yet, some are looking at two people, some are not.

Thelma Rider-Novak says if the deputy clerk at HR experience, won't we just combine the positions and save money? Not sure

Art Jeannot says he is here to gather information; it is the common belief that the commissioners will run the county on a day to day basis; the community doesn't understanding controller vs administrator; you need to get the word out there.

COMMISSIONERS

Page 2

August 31, 2009

Dave Neiger says the county is mandated to provide the function of soil erosion control.

Jim Laarman asks if the DNR is subject to Soil Erosion Control. Dave Neiger responds that they are an authorized agency.

Roger Dewey, Benzonia Twp, PBL -- who is the responsible person to handle contracts. Linda Wilson says her Deputy Treasurer will be working on the lighthouse grants.

Comm Roper says give Chairman Tanner the authority to move forward with a statement to the public.

Art Jeannot asks to send a pdf to the Chamber too.

Chairman Tanner says there was a question with the 90-day pay out in the controller's contract – will follow the advice of the attorney and he will be paid based on calendar days.

There was also a letter reference veterans employment act – Mr. Figura is drafting a letter and he feels it doesn't apply.

A letter from Mr. Stoker regarding contested unemployment case from the Sheriff Dept – we need to decide if we pay or continue fighting; need a cost analysis.

There is no funding for Planning & Zoning recommended in the budget; Planning was a unanimous vote and Zoning was not.

Need to know process to dismantle the building department – this will take time.

Following Budget Schedule: Tuesday, September 1 @ 8:30 a.m.

Thursday, September 3 @ 1:00 p.m.

Friday, September 4 @ 8:30 a.m.

Jim Laarman says if these duties will fall on the townships, should you meet with them? Chairman Tanner is working with the MTA President

Jail Roof: Who is overseeing it? Sheriff – Comm Tanner & Walterhouse to coordinate too
Linda Wilson says the bond is paid off and she will pull the building authority back together with Mr. Figura to draft the deed.

Accounts Payable: Linda Wilson suggests Thursday only for APs with No Board approval.
Motion by Roper, seconded by Walterhouse, to authorize Linda Wilson, County Treasurer, to organize and pay the bills to be coordinated with Dawn Olney, County Clerk; to include a procedure for the process. Roll call. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Payroll: Linda Wilson asks to look into outsourcing payroll; the county has received another penalty.

Motion by Roper, seconded by Walterhouse, to authorize the Clerk and Treasurer to look into outsourcing the payroll. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Comm Hollenbeck states that she was surprised to see \$3300/month to Wyant Computers; Linda Wilson is keeping a log now.

COMMISSIONERS

Page 3

August 31, 2009

Motion by Walterhouse, seconded by Hollenbeck, to authorize to technology committee to come up with a proposed RFP for computer services. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

We are in receipt of a letter from Moore Mechanical – they are interested in taking over our contract for services on the HVAC system.

Motion by Pitcher, seconded by Walterhouse, to accept bids for the mechanical system and HVAC for the Sheriff Dept and Government Center, with Comm Roper to put together RFP for a two-year contract with bids to be back on September 25 at 5:00 p.m. and will be opened following the special meeting. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

12:07 p.m. Break

12:14 p.m. Reconvene

Comm Walterhouse & Tanner talk about court security; this will be an ongoing topic for discussion.

US Dept of Justice training at Crystal Mountain: Dawn will attend on Tuesday and Frank will attend on Wednesday.

US Dept of Commerce: Census 2010 – will be given to Tom Longanbach and Dave Neiger.

MMRMA training in Gaylord November 12; Comm Hollenbeck would like to attend and possibly Tammy Bowers.

12:40 p.m. Public Input

Thelma Rider-Novak stated that Frankfort saved a considerable amount of money by switching liability carriers.

Shauna Fite asks about the meetings.

12:44 p.m. Public Input Closed

Motion by Roper, seconded by Pitcher, to adjourn. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Roper, Pitcher, Tanner and Walterhouse Nays: None

Donald Tanner – Chairman

Dawn Olney – County Clerk

INDEX

1. Approved the agenda as amended.

2. Authorized Linda Wilson, County Treasurer, to organize and pay the bills to be coordinated with Dawn Olney, County Clerk; to include a procedure for the process.
3. Authorized the Clerk and Treasurer to look into outsourcing the payroll.
4. Authorized the technology committee to come up with a proposed RFP for computer services.
5. Authorized to accept bids for the mechanical system and HVAC for the Sheriff Dept and Government Center, with Comm Roper to put together RFP for a two-year contract with bids to be back on September 25 at 5:00 p.m. and will be opened following the special meeting.