

**THE BENZIE COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
September 08, 2009**

The Benzie County Board of Commissioners met in a Committee of the Whole meeting on Tuesday, September 08, 2009, at 1:00 p.m., in the Commissioners Room, Government Center, Beulah, Michigan, 49617.

The meeting was called to order by Chairman Donald Tanner.

Present were: Commissioners Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse
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. Move Terry Money to 2:30 pm, add Health Department Leelanau Building, Soil Erosion contract, Unemployment issue, Veteran Act issue. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Approval of the Minutes: Motion by Pitcher, seconded by Hollenbeck, to approve the minutes of August 11, 2009 as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

1:06 a.m. Public Input

Roger Theobald expressed his concerns regarding the county planning and zoning being removed from the budget.

1:10 p.m. Public Input Closed

FINANCE

General Finance Issues:

North Flight write offs: Linda Wilson, Treasurer will be sending someone from her office to work with North Flight on how write offs, since 2005, have been handled, and make the necessary adjustments so they are properly documented. Craig Johnson stated that the Medicare contract that allows us to bill Medicare needs to be signed by next week. Motion by Roper, seconded by Pitcher to allow chairman to sign Medicare contract, Craig Johnson to provide, effective immediately. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Budget Issues

Linda Wilson presented the 2009 budget amendments. Motion by Pitcher, seconded by Roper, recommends to the Board of Commissioners, to amend the 2009 Budget, 101 General Fund, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

COMMITTEE OF THE WHOLE

Page 2

September 08, 2009

101 General Fund

Revenues	Debit (Decrease)	Credit (Increase)
101-131-606.00 Circuit Court – Court Costs		1,932.00
101-131-626.00 Attorney Fee		602.00
101-136-544.00 Drug Case Flow		645.00
101-136-606.00 Court Costs	20,000.00	
101-136-608.00 Civil Fees		791.00
101-148-613.08 Probate Court Fees		438.00
101-215-480.00 Pistol Permits		2,812.00
101-215-481.00 Marriage Licenses		85.00
101-262-687.00 Election Refunds/Rebates	7,000.00	
101-253-402.00 Current Real Property Tax		46,036.00
101-253-402.01 Graceland PILT		102.00
101-253-424.00 Commercial Forest		40.00
101-253-427.00 Federal PILT		1,015.00
101-253-446.00 Summer Tax Interest		3,946.00
101-253-570.00 Cigarette Tax		372.00
101-253-620.00 Admin Fees		4,876.00
101-253-642.10 Tax Roll Printing		1,340.00
101-253-665.00 Interest on Deposits		20,119.00
101-253-699.00 Revenue Sharing		8,238.00
101-261-630.00 MSU Services		343.00
101-265-667.00 DHS Rent	8,932.00	
101-267-602.00 Record Copying		125.00
101-267-674.00 Donations CV Week		150.00
101-268-602.00 Record Copying		3,983.00
101-301-573.10 Liquor Licenses		701.00
101-301-633.00 Fingerprint Fees		1,334.00
101-301-673.01 Sale of Fixed Assets		20,500.00
101-301-687.00 Refunds/Rebates		17,747.00
101-722-479.00 Zoning Permit Fees	6,000.00	
101-852-678.00 Retirees Health Ins Reimb.		2,263.00

Expenditures:

	Debit (Increase)	Credit (Decrease)
101-101-721.00 Commissioners Per Diem	10,000.00	
101-101-955.10 Dues & Registration (for AAA)	3,300.00	
101-262-727.00 Election supplies		20,000.00
101-265-723.00 Overtime	2,000.00	
101-265-749.00 Vehicle Repairs	500.00	
101-265-750.00 Maintenance Supplies	1,500.00	

COMMITTEE OF THE WHOLE

Page 3

September 08, 2009

101-265-820.00	Snow Removal	3,339.00	
101-265-850.00	Telephone	10,000.00	
101-265-853.00	Cellular Phones	7,578.00	
101-265-923.00	Natural Gas	3,000.00	
101-265-924.00	Electric	5,000.00	
101-265-970.00	Equipment & Service	5,000.00	
101-266-810.00	Legal Fees	30,000.00	
101-301-723.00	Overtime	7,971.00	
101-301-980.00	Vehicle Equipment	4,173.00	
101-871-828.00	Workers Comp	5,000.00	
101-966-999.00	Contingency	3,242.00	
101-966-999.04	Transfer to Child Card	17,000.00	
		<u>160,535.00</u>	<u>160,535.00</u>

Motion by Walterhouse, seconded by Roper, to recommend to the Board of Commissioners, to amend the 2009 Budget by increasing the revenues and expenditures for Broadband, as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse
Nays: None

		Debit	Credit
101-000-691.00	Budgeted Use of Fund Balance		30,000.00
101-266-815.60	Broadband	30,000.00	

Motion by Walterhouse, seconded by Hollenbeck, to recommend to the Board of Commissioners, to amend the 2009 Budget, 212 Benzie Kids, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse
Nays: None :

212	Benzie Kids	Debit	Credit
212-000-674.00	Contributions		14,235.00
212-000-967.00	Project Expense	14,235.00	

Motion by Kelley, seconded by Roper, to recommend to the Board of Commissioners, to amend the 2009 Budget, 216 Seasonal Road Patrol, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse
Nays: None

216	Seasonal Road Patrol	Debit	Credit
216-330-580.12	Village of T'ville		3,833.00
216-338-580.05	Lake Township		8,712.00
216-336-706.00	Wages	3,000.00	

COMMITTEE OF THE WHOLE

Page 4

September 08, 2009

216-336-723.00	Overtime	500.00	
216-336-748.00	Gas, Oil, Grease	250.00	
216-337-706.00	Wages	3,000.00	
216-337-723.00	Overtime	500.00	
216-337-748.00	Gas, Oil Grease	250.00	
216-338-706.00	Wages	3,000.00	
216-338-723.00	Overtime	500.00	
216-338-748.00	Gas, Oil, Grease	250.00	
216-862-719.00	Medicare	500.00	
216-862-725.01	F.I.C.A.	795.00	
		<u>12,545.00</u>	<u>12,545.00</u>

Motion by Roper, seconded by Kelley, to recommend to the Board of Commissioners, to amend the 2009 Budget, 217 Marine/Snowmobile Patrol Fund, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

217	Marine/Snowmobile Patrol Fund	Debit	Credit
217-332-539.00	State Grant		8,000.00
217-332-585.00	Local Match		2,100.00
217-332-706.00	Wages	2,000.00	
217-332-748.00	Gas, Oil & Grease	600.00	
217-332-749.00	Vehicle Repairs	3,500.00	
217-332-751.00	Uniforms	500.00	
217-332-970.00	Equipment	1,500.00	
217-862-719.00	Medicare	500.00	
217-862-725.01	F.I.C.A.	1,500.00	
		<u>10,100.00</u>	<u>10,100.00</u>

Motion by Roper, seconded by Pitcher, to recommend to the Board of Commissioners, to amend the 2009 Budget, 228 Solid Waste, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

228	Solid Waste	Debit	Credit
228-000-420.00	Delinq PPT		40.00
228-000-448.00	Recycling Surcharge		6,346.00
228-000-450.00	Commercial Charge	6,625.00	
228-000-674.02	Contributions – Hanley		1,130.00

COMMITTEE OF THE WHOLE

Page 5

September 08, 2009

228-966-999.00	Contingency	891.00	
		<u>7,516.00</u>	7,516.00

Motion by Roper, seconded by Walterhouse, to recommend to the Board of Commissioners, to amend the 2009 Budget, 235 CDBG Grant, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

235	CDBG Grants – Crystal	Debit	Credit
235-000-691.00	Budgeted Use of FB		112,099.00
235-753-539.00	State Grants		204,172.00
235-753-967.00	Project Expenses	<u>316,271.00</u>	
		316,271.00	316,271.00

Motion by Pitcher, seconded by Damm, to recommend to the Board of Commissioners, to amend the 2009 Budget, 247 Animal Control, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

247	Animal Control	Debit	Credit
247-430-420.00	Delinq PPT		38.00
247-430-424.00	Commercial Forest		11.00
247-430-445.00	Federal PILT		98.00
247-430-603.03	Dog Pick-up Fees		355.00
247-430-603.04	Cat Pick-up Fees		185.00
247-430-632.60	Room & Board – Dogs		655.00
247-430-644.00	Adoptions – Dogs		1,483.00
247-430-645.00	Adoptions – Cats		110.00
247-966-999.00	Contingency	<u>2,935.00</u>	
		2,935.00	2,935.00

Motion by Walterhouse, seconded by Roper, to recommend to the Board of Commissioners, to amend the 2009 Budget, 258 Homeland Security, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

258	Homeland Security	Debit	Credit
258-431-687.00	Refunds/Rebates		2,402.00
258-432-539.00	State grants		900.00
258-432-674.00	Contribution/Donations		1,500.00
258-431-967.00	Project Expenses	2,402.00	

COMMITTEE OF THE WHOLE

Page 6

September 08, 2009

258-432-967.00	LEPC Project Expense	2,400.00	
		4,802.00	4,802.00

Motion by Roper, seconded by Walterhouse, to recommend to the Board of Commissioners, to amend the 2009 Budget, 292 Child Care, by increasing the revenues and expenditures as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

292	Child Care	Debit	Credit
292-000-539.00	State Grants		17,000.00
292-000-699.00	Transfer-In – Child Care		17,000.00
292-000-840.30	Foster Care – Room & Board	16,000.00	
292-000-840.70	Institutional Room & Board	18,000.00	
		34,000.00	34,000.00

Spending Issues:

Transfers:

Motion by Roper, seconded by Hollenbeck to recommend to the Board of Commissioners, to transfer \$20,000 from the General Fund (101-966-999.01) to the Animal Control Fund (247-430-699.00). Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Walterhouse, seconded by Damm, to recommend to the Board of Commissioners, to transfer \$50,451 from the General Fund (101-966-999.04) to the Child Care Fund (292-000-699.01). Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners, to transfer \$398,687.00 from the General Fund (101-966-999.10) to the Jail Fund (213-351-699.00). Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Kelley, seconded by Pitcher, to recommend to the Board of Commissioners, to transfer \$43,600 from the General Fund (101-966-999.99) and put \$34,100 into the Capital Improvement Fund (401-000-699.00) and \$9,500 into the Equipment Replacement Fund (425) to cover the purchase of the 2007 Ford Escape XLS Sport Utility Vehicle from the Building Department and use this money to pay off this vehicle when the payment comes due on November 14th. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Pitcher, seconded by Roper, to recommend to the Board of Commissioners, to transfer \$7,500 from the General Fund (101-966-999.08) to the Remonumentation Fund (245-000-699.00). Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

COMMITTEE OF THE WHOLE

Page 7

September 08, 2009

Motion by Roper, seconded by Hollenbeck, to recommend to the Board of Commissioners, to transfer \$\$2,500 from the General Fund (101-966-999.02) to the Building Authority Fund (569-000-699.00). Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Purchases:

Motion by Pitcher, seconded by Roper, to recommend to the Board of Commissioners, to purchase two new computers and monitors for the Clerks office at a cost of \$1,800 out of existing 2009 Clerks Department Equipment (101-215-970.00) Budget. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None .

Motion by Walterhouse, seconded by Roper, to recommend to the Board of Commissioners, to purchase the Election Management Software at a cost of \$395.00 out of existing 2009 Elections Department office supplies (101-262-727.00) Budget. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Kelley, seconded by Walterhouse, to recommend to the Board of Commissioners, to purchase a new computer at a cost of \$900 for the Emergency Management Department out of existing 2009 General Fund Contingency (101-966-999.00) Budget. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion Walterhouse, seconded by Roper, to recommend to the Board of Commissioners, to purchase a new Kenwood TK-2180 VHF Portable Radio Package at a cost of \$744.33 out of existing 2009 Emergency Management Department (101-426-855.00) Budget. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Motion by Kelley, seconded by Roper, to recommend to the Board of Commissioners, to pay the back dues to the Area on Aging at a total cost of \$9,657.00 out of existing 2009 Board of Commissioners Dues & Registrations (101-101-955.10) and Contingency Budget. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Roper, Tanner and Walterhouse Nays: Pitcher

Building Department Vehicle:

Motion by Roper, seconded by Pitcher, to recommend to the Board of Commissioners, to purchase one Ford Escape vehicle from the Building Department, with the funds going to the Replacement Fund. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

The Clerks office will work with Rick Morris on a general maintenance schedule and repairs that need to be done.

COMMITTEE OF THE WHOLE

Page 8

September 08, 2009

Health Department – Leelanau Building:

Motion by Roper, seconded by Walterhouse, to recommend to the Board of Commissioners, to pay \$25,291.00 to Health Department to support the Leelanau Building deficit from Fund Balance.

Roll Call. Motion Denied. Ayes: Hollenbeck, Tanner and Walterhouse Nays: Damm, Pitcher, Roper and Kelley.

Sheriff: Nothing

Reports:

Treasurer's Report: Linda Wilson presented the Cash Fund Report and the Investment Report.

Motion by Walterhouse, seconded by Pitcher, to recommend to the Board of Commissioners, to accept the Investment Report as presented. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Linda Wilson and Dawn Olney have a meeting set up with Ascom regarding microphone for the Commissioners Room.

Drain Commissioner – Terry Money: EC& S was hired to do an analysis of Cold Creek Watershed. Things are progressing very well. Motion by Walterhouse, seconded by Roper, to recommend to the Board of Commissioners, to pay \$1,506.85 to EC&S, out of existing Drain Commission Budget. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

2:30 p.m. Break

2:45 p.m. Reconvene

PERSONNEL

General Personal Issues

Planning Commission Member Interviews: Comm Pitcher stated that they been going through the interview process. One more meeting is needed before the recommendation can be given.

Soil Erosion Contract: Motion by Pitcher, seconded by Walterhouse, to recommend to the Board of Commissioners, to extend the Soil Erosion Contract with Pete Bruski, for one year. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Need to have the fee committee relook at all fees.

Unemployment Issue- Bechill v Benzie County: Motion by Walterhouse, seconded by Hollenbeck to recommend to the Board of Commissioners, to pay the unemployment cost and not file an appeal. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

Veterans Act issue –Chuck Clarke: Discussion was held regarding the attorneys opinion.

COMMITTEE OF THE WHOLE

Page 9

September 08, 2009

Committee Assignments

Fee Committee: Motion by Walterhouse, seconded by Roper, to recommend to the Board of Commissioners, to replace Michelle Gray with Amy Bissell on the Fee committee, term to expire 2/20/2010. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

HR Study Committee Report: Comm Hollenbeck stated that there will be a HR meeting Wednesday, 9/09/2009 at noon.

Labor Sub Committee Report: Status of Union Contracts: Linda Wilson is trying to set up a meeting with Pat Spidell so the TPOAM contract can be finalized.

Other General Topics Requiring Discussion and Potential Board Action

Comm Roper discussed the process for handling maintenance problems in the building. Comm Tanner has scheduled John Amrhein, MSU, to speak at the September 14, 2009 Commissioner meeting at 1:00 pm. Working at scheduling Tom Kaminski and Pete Garwood to speak at the September 21, 2009 Commissioner meeting.

3:14 p.m. Public Input

Amy Bissell commended everyone on their effort and is proud of everyone for the good job they are doing.

3:15 p.m. Public Input closed

NEW BUSINESS: Next meeting: Tuesday October 13, 2009 6:00 p.m.

Motion by Pitcher, seconded by Roper, to adjourn until October 13, 2009, or the call of the chair. Motion carried. Ayes: Damm, Hollenbeck, Kelley, Pitcher, Roper, Tanner and Walterhouse Nays: None

COMMITTEE OF THE WHOLE

Page 10

September 08, 2009

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

1. Amend the 2009 Budget, 101 General Fund, by increasing the revenues and expenditures as presented.
2. Amend the 2009 Budget by increasing the revenues and expenditures for Broadband as presented.
3. Amend the 2009 Budget, 212 Benzie Kids, by increasing the revenues and expenditures as presented.
4. Amend the 2009 Budget, 216 Seasonal Road Patrol, by increasing the revenues and expenditures as presented.
5. Amend the 2009 Budget, 217 Marine/Snowmobile Patrol Fund, by increasing the revenues and expenditures as presented.
6. Amend the 2009 Budget, 228 Solid Waste, by increasing the revenues and expenditures as presented.
7. Amend the 2009 Budget, 235 CDBG Grant, by increasing the revenues and expenditures as presented.
8. Amend the 2009 Budget, 247 Animal Control, by increasing the revenues and expenditures as presented.
9. Amend the 2009 Budget, 258 Homeland Security, by increasing the revenues and expenditures as presented.
10. Amend the 2009 Budget, 292 Child Care, by increasing the revenues and expenditures as presented.
11. Transfer \$20,000 from the General Fund (101-966-999.01) to the Animal Control Fund (247-430-699.00).
12. Transfer \$50,451 from the General Fund (101-966-999.04) to the Child Care Fund (292-000-699.01).
13. Transfer \$398,687.00 from the General Fund (101-966-999.10) to the Jail Fund (213-351-699.00).
14. Transfer \$43,600 from the General Fund (101-966-999.99) and put \$34,100 into the Capital Improvement Fund (401-000-699.00) and \$9,500 into the Equipment Replacement Fund (425) to cover the purchase of the 2007 Ford Escape XLS Sport Utility Vehicle from the Building Department and use this money to pay off this vehicle when the payment comes due on November 14th.
15. Transfer \$7,500 from the General Fund (101-966-999.08) to the Remonumentation Fund (245-000-699.00).
16. Transfer \$2,500 from the General Fund (101-966-999.02) to the Building Authority Fund (569-000-699.00).
17. Purchase two new computers and monitors for the Clerks office at a cost of \$1,800 out of existing 2009 Clerks Department Equipment (101-215-970.00) Budget.
18. Purchase the Election Management Software at a cost of \$395.00 out of existing 2009 Elections Department office supplies (101-262-727.00) Budget.

COMMITTEE OF THE WHOLE

Page 11

September 08, 2009

19. Purchase a new computer at a cost of \$900 for the Emergency Management Department out of existing 2009 General Fund Contingency (101-966-999.00) Budget.
20. Purchase a new Kenwood TK-2180 VHF Portable Radio Package at a cost of \$744.33 out of existing 2009 Emergency Management Department (101-426-855.00) Budget.
21. Pay the back dues to the Area on Aging at a total cost of \$9,657.00 out of existing 2009 Board of Commissioners Dues & Registrations (101-101-955.10) and Contingency Budget.
22. Removed from Consent Calendar.
23. Accept the Investment Report as presented.
24. Pay \$1,506.85 to EC&S, out of existing Drain Commission Budget.
25. Pay the unemployment and not file an appeal

COMMITTEE OF THE WHOLE

Page 12

September 08, 2009

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

1. Extend the Soil Erosion Contract with Pete Bruski, for one year.
2. Replace Michelle Gray with Amy Bissell on the Fee committee, term to expire 2/20/2010.