

**THE BENZIE COUNTY BOARD OF COMMISSIONERS**  
**February 18, 2015**

The Benzie County Board of Commissioners met in a regular meeting on Tuesday, February 18, 2015, 448 Court Place, Government Center, Beulah, Michigan.

The meeting was called to order by Chair Vance Bates at 4:30 p.m.

Present were: Commissioners Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke  
Absent: None

The invocation was given by Commissioner Griner followed by the pledge of allegiance.

**Agenda:**

Motion by Tucker, seconded by Bates, to approve the agenda as amended, removing 5:30 Bert Gale.  
Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

**Minutes:**

Motion by Bates, seconded by Warsecke, to approve the regular session minutes of February 10, 2015 as corrected on page 3. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

4:32 p.m. Public Input – None

**ELECTED OFFICIALS & DEPT HEAD COMMENTS:**

Sabra Boyle, Council on Aging, gave a report for the Council; their web page has been redesigned and they have total access to update when needed; March for Meals fundraiser will have five restaurants participating; dental program is averaging 3 – 5 individuals per month; Governor Snyder's budget remains the same as 2014-15 for the Aging; activities continue to grow at the Gathering Place.

Craig Johnson, EMS Director, presented a thank you note from Calvin Dennis for authorizing the funds for him to attend paramedic course – he is now a licensed paramedic in the State of Michigan; the call volume was down for January 2015; they will work on the water issue at Station 3 in Frankfort in the Spring; March 2 they will have the new ambulance delivered.

Sheriff Schendel, stated that on February 11, 2015 the Benzie County Sheriff Office, Benzie County Prosecuting Attorney, Frankfort Police Department and Dept of Human Services have signed a Memo of Understanding with the Traverse Bay Children's Advocacy Center regarding abuse of children.

**COMMISSIONER REPORTS**

Comm Tucker has no report.

Comm Griner stated he will meet in Washington regarding the maritime; high speed ferry from Wisconsin; Train from Traverse City to Ann Arbor; Immigration reform.

Comm Sauer stated that he attended the Road Commission and Gilmore Township meetings. The one thing that keeps coming up is the sales tax to fix the roads – people need to look at this because we need to fix our roads.

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Comm Carland stated that he attended the Chamber of Commerce meeting today; the Planning Commission on Thursday, February 12 and they voted to approve funding for him to get his Citizen Planner Certification; Winter Fest was rescheduled to be held this weekend in Beulah.

Comm Walterhouse has no report.

Comm Warsecke has no report.

Comm Bates stated ALS Advisory met and Craig covered that.

### **COUNTY ADMINISTRATOR'S REPORT** - Karl Sparks

Brownfield Authority: Motion by Bates, seconded by Griner, to appoint Edward Kowalski and Art Jeannot to the Brownfield Authority for a three year term, expiring April 1, 2018. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Five Year Strategic Plan: Requests adoption of the Strategic Plan for the Administrative Operations of Benzie County. Motion by Tucker, seconded by Carland to adopt the proposed Benzie County Strategic Plan and form teams to map and execute the plan tasks. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: none Motion carried.

Travel Policy: Asks to remove it from the Consent Calendar to allow for some changes which were brought up at the Leadership Forum.

### Grand Traverse Band Grants: Sheriff Dept and EMS

Motion by Bates, seconded by Tucker, to recognize the Grand Traverse Band Grant for the Sheriff's Department to purchase four digital portable radios and related equipment with a Budget Amendment increasing Grand Traverse Band Grant Revenue 425-301-540.01 and increasing Grand Traverse Band Grant Expenditures 425-301-967.02 in the amount of \$19,350.00 Roll call. Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Tucker, seconded by Sauer, to recognize the Grand Traverse Band Grants for Emergency Operations: One for CERT team, and one for amateur radio services and equipment with a Budget Amendment increasing Grand Traverse Band Grants 425-426-539.04 (\$8,400.21) and recognizing other contributions to CERTS 425-426-674.00 (\$2,114.99) and increasing expenditure accounts 425-426-967.01 and 425-426-967.00 accordingly. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Winter Fest was cancelled last Saturday, along with the scheduled Show Case of County services. The winter fest is being rescheduled to this weekend but the show case will be cancelled – there were too many exhibitors that are unavailable on the new date.

### Airport Authority: Two people were interviewed for one seat on the Airport Authority.

Motion by Griner, seconded by Tucker, to appoint Kenneth Laurence to the vacant seat on the Frankfort City/County Airport Authority for a term of 4 years, to expire on March 1, 2019. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

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Regional Entity: We have a telephone conference scheduled with NMRE on February 26 to discuss appropriate programs and agencies for substance abuse funding.

### **FINANCE**

Motion by Tucker, seconded by Griner, to approve payment of the bills from February 10, 2015 to February 18, 2015 in the amount of \$129,003.40 as presented. Roll Call Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Michelle Thompson, County Treasurer, also stated that the Land Bank Authority is waiting for RFPs for development of the former gas station in Honor and we are also requesting bids for demolition of the Question Mark Building – both are due March 17.

Settlement of the 2014 taxes with the townships begins on March 3.

Forfeiture of the 2013 taxes begins March 1.

Foreclosure of the 2012 and prior taxes happens on March 31 at 5 p.m.

Dog licenses are due before March 1.

5:12 p.m. Break

5:17 p.m. Reconvene

Consent Calendar: Finance Consent

Comm Bates removes #1.

Comm Warsecke removes #2.

Motion by Griner, seconded by Tucker, to approve the Finance Consent Calendar items 3 and 4 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Griner, seconded by Sauer, to approve the Travel Policy as amended, changing one week to two weeks under Travel Claims. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Motion by Bates, seconded by Warsecke, to approve resolution 2015-006 to Allow Purchase of Goods (or Services) by Credit Card, as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

### **HR AND PERSONNEL**

Consent Calendar: Motion by Bates, seconded by Warsecke, to adopt HR Consent Calendar items 1, 2 and 3 as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nay: None Motion carried.

### **COMMITTEE APPOINTMENTS**

Building Authority: Motion by Bates, seconded by Carland, to re-appoint Tom Longanbach, Norman Campbell and Marcia Stobie to the Building Authority for a 3-year term to expire December 31, 2017, as requested. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

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CDBG – Housing Committee: Motion by Bates, seconded by Griner, to re-appoint Jean Bowers, Amy Bissell and Dawn Olney to the Benzie Housing Committee for a 5 year term to expire on December 31, 2019 as requested. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

## **ACTION ITEMS**

Up North Prevention: Reschedule for March 10, 2015.

## **CORRESPONDENCE** – None

Marlene Wood, Recycling Coordinator

Solid Waste Advisory Committee rules of Procedure: Change members to 7 from 10 and set all terms for 2 years.

Motion by Griner, seconded by Tucker, to adopt the Solid Waste Advisory Committee Rules of Procedure as presented. Roll call. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried.

Marlene presents a Power Point program of the Recycling Program.

Sheriff Schendel stated that Marlene is doing a great job – Thank you.

## **NEW BUSINESS** – None

5:47 p.m.

Shelley Thompson states that Marlene was the driving force behind clean up at the Honor Lank Bank site.

Public Input Closed

Comm Walterhouse says the State Senator and State Rep are working to get something set up with information regarding the gas tax.

Motion by Sauer, seconded by Warsecke, to adjourn until March 10, 2015 regular meeting or the call of the chair. Ayes: Bates, Carland, Griner, Sauer, Tucker, Walterhouse and Warsecke Nays: None Motion carried

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Vance Bates – Chair

Dawn Olney, Benzie County Clerk

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1. Approved the agenda as amended.
2. Approved the regular session minutes of February 10, 2015 as corrected on page 3.

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3. Appointed Edward Kowalski and Art Jeannot to the Brownfield Authority for a three year term, expiring April 1, 2018.
4. Adopted the proposed Benzie County Strategic Plan and form teams to map and execute the plan tasks.
5. Recognized the Grand Traverse Band Grant for the Sheriff's Department to purchase four digital portable radios and related equipment with a Budget Amendment increasing Grand Traverse Band Grant Revenue 425-301-540.01 and increasing Grand Traverse Band Grant Expenditures 425-301-967.02 in the amount of \$19,350.0-00.
6. Recognized two Grand Traverse Band Grants for Emergency Management as follows: One for CERT team, and one for amateur radio services and equipment with a Budget Amendment increasing Grand Traverse Band Grants 425-426-539.04 (\$8,400.21) and recognizing other contributions to CERTS 425-426-674.00 (\$2,114.99) and increasing expenditure accounts 425-426-967.01 and 425-426-967.00 accordingly.
7. Appointed Kenneth Laurence to the vacant seat on the Frankfort City/County Airport Authority for a term of 4 years, to expire on March 1, 2019.
8. Approved payment of the bills from February 10, 2015 to February 18, 2015 in the amount of \$129,003.40 as presented.
9. Approved the Finance Consent Calendar items 3 and 4 as presented.
10. Approved the Travel Policy as amended, changing one week to two weeks under Travel Claims.
11. Approved resolution 2015-006 to Allow Purchase of Goods (or Services) by Credit Card, as presented.
12. Adopted HR Consent Calendar items 1, 2 and 3 as presented.
13. Re-appointed Tom Longanbach, Norman Campbell and Marcia Stobie to the Building Authority for a 3-year term to expire December 31, 2017, as requested.
14. Re-appointed Jean Bowers, Amy Bissell and Dawn Olney to the Benzie Housing Committee for a 5 year term to expire on December 31, 2019 as requested.
15. Adopted the Solid Waste Advisory Committee Rules of Procedure as presented.

Motion by Griner seconded by Tucker, to approve the Finance Consent Calendar items as follows:

1. Removed from Consent Calendar.
2. Removed from Consent Calendar.
3. To approve payment to BS&A in the amount of \$3,850.00 to cover the cost of Go-Live/General Ledger/Accounts Payable/Workflow Training and Setup, together with travel expenses.
4. To amend the 2014-15 budget as follows:

Increase:

241-000-699.00	Transfer In – Loan Proceeds	\$153,000.00
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Decrease:

241-820-967.00	Project Expenses – 10791 Main St, Honor	\$153,000.00
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**HR COMMITTEE**

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Motion by Bates seconded by Warsecke, to approve HR Consent Calendar items as follows:

1. To adopt the Hiring Procedures with the changes as stated.
2. To adopt the Performance Management Procedures as presented.
3. To adopt a new Job Description for the County Administrator with the amendment spelling out who is to report to the County Administrator.