NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.


6. Consider Payment of Claims.

7. Old Business:
   A. Discuss Bid Results for Sale of 2.16 Acres of Land (Dighton) – Susan Vander Pol.
   B. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. New Business:
   A. Discuss Brownfield Grant Applications – Dan Massy.
   B. Discuss C.O.A. Items – Scott Schryer:
      1. Tustin Handicap Entrance
      2. Tustin Kitchen
      3. Bark in the Park
   C. Discuss Items – Susan Vander Pol:
      1. E.M.S. Bad Debt Report 2018 Qtr. 1
      2. Resignation of Morris Langworthy
      3. Appointments to Mecosta Osceola Transit Authority
      4. County Coordinator Employment Agreement

9. Other Business:

10. Employee/Board Comments.

11. Extended Public Comments (Six Minute Limit).


Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
APRIL 3, 2018

The Committee meeting was called to order at 9:38 a.m. by Chairman Emig.

Present: Commissioners Pam Wayne, Jill Halladay, Larry Emig, Roger Elkins, and Alan Tiedt.

Also present: Laurie Smalla-Meceola Central Dispatch Director, State Representative Michele Hoitenga, State Representative Curt VanderWall, Shane Helmer-E.M.S. Assistant Director, Scott Schryer-C.O.A. Director, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and other members of the public.

Motion by Commissioner Elkins, seconded by Commissioner Tiedt, to approve the agenda as amended. Motion carried.

Brief Public Comment: State Representative Curt VanderWall introduced himself to Board members and announced he is a candidate for the 35th State Senate seat.

State Representative Michele Hoitenga spoke about some recently introduced bills she has introduced that are currently headed to the Senate. She also mentioned 911 bills also introduced along with legislation affecting drones.

Employee/Board Comment: Susan Vander Pol, County Coordinator, reminded Commissioners about the upcoming WCMCA meeting.

Moved by Commissioner Wayne, seconded by Commissioner Halladay to approve the minutes of March 20, 2018 as presented. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the claims of the County in the amount of $43,972.35. Recommendation was unanimously supported.

Budget Amendments, Cash Transfers, and Journal Register Report from Treasurer
Commissioner Tiedt reported none were received.

USDA Grant-E.M.S. Remount
Shane Helmer, E.M.S. Assistant Director, explained to Board members that the application they submitted some time ago for a USDA Grant to help with funding an ambulance remount has been approved. The next step in the process is for the Board to accept the grant. Discussion was held.

Recommended by Commissioner Wayne, seconded by Commissioner Elkins, to accept the USDA grant for up to $50,000 for the purchase of an ambulance remount and authorize the Chairman to sign any related documents. Recommendation was unanimously supported.

Mecela Central Dispatch Items
Laurie Smalla, Mecela Central Dispatch Director, asked Board members to approve the $2.25/device/month 911 surcharge approved by voters in 2014, for their next operating years’ budget. Discussion was held.

Recommended by Commissioner Tiedt seconded by Commissioner Halladay, to approve Mecela Consolidated Central Dispatch Authority local surcharge rate of $2.25/device/month and authorize the County Clerk to sign the letter. Recommendation was unanimously supported.
911 Financing & Resolution
Laurie Smalla, Meceola Central Dispatch Director, explained Central Dispatch is refinancing their loan lease with Motorola and including the loan for their new software with Huntington Bank. Huntington Bank is requesting that each County adopt the proposed resolution to enter into this financing agreement. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the Central Dispatch Equipment Acquisition and Financing Contract as presented and authorize the Chairman and County Clerk to sign. Recommendation was unanimously supported.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the Resolution to Approve and Adopt Central Dispatch Equipment Acquisition and Financing Contract as submitted. Recommendation was unanimously supported.

Laurie Smalla, Meceola Central Dispatch Director, spoke briefly about Smart 911 and how the program works.

C.O.A. AAAWM PoS Agreement Amendment
Scott Schryer, C.O.A. Director, explained the AAAWM PoS Agreement, which is a medical waiver agreement for care management. A brief discussion was held.

Recommended by Commissioner Wayne, seconded by Commissioner Tiedt, to approve the Area Agency on Aging of Western Michigan amendment for the existing PoS agreement and authorize the Chairman to sign. Recommendation was unanimously supported.

Board liaison reports were given.

Extended Public Comment: None.

Moved by Commissioner Wayne, seconded by Commissioner Tiedt to adjourn at 11:08 a.m. Motion carried.

Karen J. Bluhm, County Clerk

Larry Emig, Chairman
**OSCEOLA COUNTY**  
Sale of 2.16 Acres of Land off 20 Mile Road, Tustin (E. of Road Commission)

Due Date of Bids: Thurs., April 5, 2018  
Bids Due By: 3:00 PM

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bids Due By</th>
<th>Bid $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oceola County Road Commission</td>
<td></td>
<td>6,500.00</td>
</tr>
<tr>
<td>City: Hersey, MI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Signature of Bid Opener*

*Witness Signature*
BID SUBMISSION FORM
Osceola County

2.16 Acres of Land, Parcel #67-15-026-203-30
Part of NE/4, Sec. 26, T20N-R9W, Sherman Twp.
Off 20 Mile Road, Tustin, MI
(East of Road Commission)

The following SEALED BID is submitted for the 2.16 acres of land listed above.

The bidder has had an opportunity to inspect the property and accepts it in "as is" condition.

Minimum Bid: $4,000.00  (Bids "under minimum" will be automatically disqualified.)

Bids Due: Thursday, April 5, 2018, at 3:00 p.m.

Submit Bids To: Susan Vander Pol, County Coordinator
Osceola County
301 West Upton Avenue
Reed City, MI 49677

Bids must be in sealed envelopes with the wording "2.16 Acres of Land" clearly marked on the envelope. Faxed bids will not be accepted.

Bid Amount: $6,500.00  2.16 Acres of Land, Tustin

No Bidder may withdraw a Bid within 60 days of the Bid Date. The Owner reserves the right to accept any or all Bids, in whole or in part, and to waive irregularities in any bid in the interest of the Owner.

CONTACT PERSON: LUKE HOWTON OR BILL HUSS
COMPANY NAME: OSCEOLA COUNTY ROAD COMMISSION
ADDRESS: 4737 MAKENA DRIVE
Hersey, MI 49639
TELEPHONE NO: (231) 832-5171
EMAIL ADDRESS: mqr.osceolacrc@gmail.com
SIGNATURE: [Signature]
<table>
<thead>
<tr>
<th>GL Number</th>
<th>Description</th>
<th>CR</th>
<th>DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>273-120-699.001</td>
<td>APPROPRIATED FUND BALANCE</td>
<td>35,500.00</td>
<td>35,500.00</td>
</tr>
<tr>
<td>273-120-989.000</td>
<td>CAPITAL OUTLAY</td>
<td>35,500.00</td>
<td>35,500.00</td>
</tr>
<tr>
<td>273-120-699.001</td>
<td>APPROPRIATED FUND BALANCE</td>
<td>35,500.00</td>
<td>35,500.00</td>
</tr>
<tr>
<td>273-120-989.000</td>
<td>CAPITAL OUTLAY</td>
<td>35,500.00</td>
<td>35,500.00</td>
</tr>
<tr>
<td>273-120-699.001</td>
<td>APPROPRIATED FUND BALANCE</td>
<td>35,500.00</td>
<td>35,500.00</td>
</tr>
<tr>
<td>273-120-989.000</td>
<td>CAPITAL OUTLAY</td>
<td>35,500.00</td>
<td>35,500.00</td>
</tr>
</tbody>
</table>

**Total:** 106,500.00 106,500.00
SITE ASSESSMENT GRANT APPLICATION INSTRUCTIONS

RICK SNYDER, GOVERNOR
C. HEIDI GREETHER, DIRECTOR
www.michigan.gov/dep #mibrownfields

This application may be used to apply for an environmental site assessment grant from the Department of Environmental Quality’s (DEQ’s) Brownfield Redevelopment Grant and Loan Program. Site assessment grants are awarded to communities to facilitate reuse of brownfield properties for projects that will create jobs, and result in community investment. Due to limited funding, a project that qualifies may not be recommended for a grant if the applicant does not meet the criteria described below under Application Evaluation.

Applicants are required to complete a short project proposal prior to submitting an application. A DEQ grant coordinator should be contacted prior to applying for a grant to determine whether a project is eligible and likely to be recommended for funding. A map of the state showing the grant coordinator assigned to each region is located HERE or you may call 517-284-5113 for assistance. Staff will work with applicants to ensure that projects are acceptable before the funding package is recommended for approval. Applicants will be notified immediately if further information is required before the DEQ makes a funding decision.

This application is for site assessments and transaction costs only. Communities may apply for a grant or a low-interest loan to address environmental contamination found during a site assessment. Grant coordinators will help applicants through the DEQ’s application, award, and implementation process, and can advise communities on other potential funding sources for cleanup, such as brownfield tax increment financing.

For more information on the DEQ’s Brownfield Redevelopment Grant and Loan Program, please see our website, call 517-284-5113, or contact us by e-mail at DEQBrownfields@michigan.gov

FUNDING ELIGIBILITY

- The applicant must be a city, township, village, county, brownfield redevelopment authority, economic development corporation, or an authority or other public body created pursuant to state law.
- Grants cannot be awarded to an applicant that may be liable for causing or contributing to contamination on the project site. A grant must not relieve any potentially liable party from responsibility for environmental response activities, pursuant to state law, or permit a potentially liable party to benefit from the investment of public funds.
- Eligible properties may be either publicly or privately owned. Communities will be awarded funds on properties where access is assured or demonstrated, such as publicly owned property, property where an access agreement or right of entry already exists, or where access is assured in some other manner.
- The property must have economic development potential.
- Communities may use site assessment grants only for environmental site assessments to determine if a property is a site or facility under state law, and for lead, asbestos, and mold assessments. If a developer commits to redevelop the property within the contract period, funds may also be available for development of a Baseline Environmental Assessments (BEA) and a Section 7a Compliance Analysis (due care plan) to facilitate the redevelopment. If your project site needs cleanup, demolition, or abatement, please contact your grant administrator to discuss other funding options.

EVALUATION CRITERIA

- Will the environmental assessment determine if the project area is suitable for reuse and define environmental response activities necessary for, and limitations on, reuse?
- Does the project property have basic infrastructure in place that will encourage a developer to locate at this site?
- Does the project demonstrate feasible economic development potential?
- Are there potentially liable parties, or will a potentially liable party benefit from the expenditure of state funds?
- Does the applicant demonstrate public/private partnerships that will facilitate redevelopment after the site assessment is done?
- Does the applicant have an access agreement with the property owner?
- Does the project have well-defined objectives that can be completed in a reasonable time frame?

APPLICATION REVIEW AND AWARD PROCESS

- Applications are accepted after DEQ review of a project proposal.
- DEQ staff will review applications for completeness and eligibility and make a recommendation to DEQ management. The DEQ Director approves project applications.
AFTER A GRANT IS AWARDED

Before grant-funded work can begin, the grantee will be required to:

- Sign a grant contract. Costs incurred prior to signing a contract will not be reimbursed.
- Document site ACCESS.
- Submit qualifications of the recipient’s preferred environmental or other contractor to the DEQ for approval.
- Provide a work plan describing the specific tasks to be completed, the cost, and the schedule for performing the tasks to the DEQ for approval. The DEQ will review the work plan and request changes or provide approval within 30 days. All expenditures must be approved in advance, in writing, by the DEQ, or costs may not be reimbursed.

After funding is awarded, the DEQ’s grant coordinator may request a meeting with the project participants to view the project site and to discuss administrative procedures under the Brownfield Redevelopment Grant and Loan Program.

Costs must be incurred by the grant recipient before the expenses will be reimbursed by the DEQ. Grantees are required to submit progress reports and invoices with verification of all expenditures each calendar quarter. If progress reports are not submitted quarterly, the DEQ may withhold reimbursement or take other actions, including canceling the grant. Ten percent of the grant will be retained from the final invoice(s) pending the DEQ’s final review of the project.

### Applicant and Project Information

<table>
<thead>
<tr>
<th>Name and address of the project (please include zip code)</th>
<th>Site #4: 214 N. Chestnut St, Reed City, MI 49677</th>
<th>Amount of funding requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant name and address (please include zip code)</td>
<td>Osceola County 301 W. Upton Reed City, MI 49677</td>
<td>Applicant’s Federal Identification Number</td>
</tr>
<tr>
<td>Applicant representative’s name, title, phone, and email address (the person authorized to sign contracts for the applicant)</td>
<td>Larry Emin</td>
<td>Applicant project contact’s name, title, phone, and email address (the person who will manage the project for the applicant)</td>
</tr>
<tr>
<td>State House of Representatives district number where the project site is located</td>
<td>102</td>
<td>State Senate district number where the project site is located</td>
</tr>
<tr>
<td>What is the property’s State Equalized Value (SEV)?</td>
<td>$8,700</td>
<td>Size of the property</td>
</tr>
<tr>
<td>Date of SEV</td>
<td>1/1/17</td>
<td>Small lot (see attachment)</td>
</tr>
</tbody>
</table>

Paros: To the best of my knowledge, the applicant:
- Did not cause or contribute to contamination ☑
- May have caused or contributed to contamination ☐

 Authority: PAs 195, 196, and 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended
### Environmental Outcomes

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No/NA</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latitude and longitude of the project site, to eight digits after the decimal</td>
<td>43.876707 -85.509969</td>
<td></td>
</tr>
<tr>
<td>Is the property a known facility (i.e., contaminated) under Part 201 or a site under Part 213?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Who is the owner of the property and when was the property acquired?</td>
<td>Osceola County, MI April 2, 2018</td>
<td>Vacant</td>
</tr>
<tr>
<td>Is the owner or a lessee of the property, or the property vacant?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>If the property was acquired after June 5, 1995, was a BEA completed by the current owner?</td>
<td>No</td>
<td>Currently vacant; past uses include dry cleaner and residential; built 1968, dates of specific uses unknown</td>
</tr>
<tr>
<td>Are there any known legal or title issues or liens or easements on the property that could affect the potential economic development?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>The requested funds are needed for the following eligible assessments.</td>
<td>☒ Phase I/Phase II Investigation ☒ Lead / asbestos / mold survey ☐ Baseline Environmental Assessment ☐ Response activity planning or Due Care compliance ☐ Other (describe in the summary attachment)</td>
<td></td>
</tr>
</tbody>
</table>

Provide a summary that briefly describes:

1. The property in its current condition, including the known or suspected environmental condition of the property. Is contamination confirmed or suspected, and why? Are there known or suspected underground storage tanks? Will buildings be reused or do they need to be demolished? Is existing infrastructure adequate for the potential new use?

214 N. Chestnut Street is the site of a former dry cleaning business. On April 1st of this year the County came into possession of the property through the tax foreclosure process. A vacant dilapidated building is on the property. Mold in the building has been confirmed. Contamination at the site is suspected based on its former use. No underground storage tanks are known or suspected.

2. The proposed environmental assessment, the reason for the extent of the assessment requested, and how the budget was determined. How will the assessment determine the site's suitability for reuse and define response activities and limitation on reuse?

We are proposing a Phase I Environmental Site Assessment (ESA) and Asbestos Survey and are anticipating the Phase I ESA will indicate the need to continue with a Phase II ESA and Baseline Environmental Assessment (BEA). The need to complete a Due Care Plan will be contingent on the possible transfer of the property to a new party. The cost for each task was determined after consulting with an engineering firm that performs environmental work.

We are anticipating the assessments will show the property to be contaminated and the building unusable; therefore, the property will have limited uses without additional environmental related work and building demolition. The final disposition of the property is dependent on the results of the environmental assessments.
Provide a summary that briefly describes:

1. The property’s economic development potential. Why was this property chosen for assessment? What type of reuse is being considered? Has a developer been identified? Because of the recent tax foreclosure on the property Osceola County is now the owner and therefore controls future use of the property. Although these assessments will provide economic opportunity this property was chosen as much for its community development impact.

   - The first outcome is based strictly on conducting a Phase I, Phase II, and BEA. It does not include potential benefits from demolishing the existing vacant, blighted structure. Currently the property has **negative value**. As a result the property will likely never sell. Current value:

   \[
   \text{SEV} = 17,400 \text{ (based on taxable value \(* 2\) )}
   \]

   \[
   \text{Est. Cost to Demolish Building} = 10,450 \text{ (2015 estimate, see attachment \#4) }
   \]

   \[
   \text{Phase I, II, and BEA} = 18,500 \text{ (cost identified in grant) }
   \]

   \[
   17,400 - (10,450 + 18,500) = -11,550
   \]

   After performing the Phase I, II, and BEA the property will have a **positive value**. As a result the property has the potential to sell and be placed back on the tax roll. Value after assessments:

   - The property value of nearby homes and businesses should stabilize or increase, in particular the two homes adjacent to the blighted property. These two homes have lost approximately 25% of their value over the past decade.

   - Demolition of the vacant, blighted building will improve the adjacent White Pine Trail State Park, adjacent Reed City Depot, and Pere Marquette Rail Trail. All of these are significant placemaking assets in Reed City and involve recreation, tourism, community activities, and the downtown.

   - At their May 13, 2015 meeting the Reed City Downtown Development Authority (DDA) stated they would purchase the property contingent on the building being demolished. The Reed City DDA is being disbanded in June of this year; however, an arrangement for the city to purchase the property could most likely be arranged. If purchased by the city the property will most likely be used to improve the area around the Depot.

2. The neighborhood around the property. Are there other viable commercial businesses nearby? Is there a large amount of vacant, developable land in the community and/or the neighborhood, or is the supply of developable land relatively low? Is the demand for property in the community and/or neighborhood high?

   There are other viable commercial businesses nearby as the property sits near the downtown. Although there are several vacant buildings for sale there is not vacant developable land. The demand for property is typical of similar sized (2,500 pop.) communities in Michigan. The attachment, "Aerial View of 214 N. Chestnut" provides a good overview of the area around the site.
3. Public-private or other local partnerships in place to market or facilitate redevelopment of the property after the site assessment is done. 

None

Sources of Project Funding

List sources, uses, and amount of all funds committed to or anticipated for the project. Budgets may include a 15% contingency.

In the Act 381 TIF, developer, or other source column, include anticipated state or local TIF, federal dollars, other state grants, future sale proceeds, liable party contributions, etc.

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEQ GRANT</th>
<th>Act 381 TIF (state and local) developer, or other source</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I and II site assessment</td>
<td>12,500</td>
<td>0</td>
<td>12,500</td>
</tr>
<tr>
<td>Baseline environmental assessment</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Other (lead, asbestos, or mold surveys, additional investigation)</td>
<td>4,000</td>
<td>0</td>
<td>4,000</td>
</tr>
<tr>
<td>Response activity plan / due care compliance</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$21,000</td>
<td>$0</td>
<td>$21,000</td>
</tr>
</tbody>
</table>

Attachments

Please attach the following to the completed application:

1. An approximate schedule for conducting the site assessment and marketing or preparing the property for redevelopment. Include any deadlines or factors affecting implementation of the project, such as other funding sources or developer deadlines. If environmental cleanup is needed, how will that affect the schedule?

Attachment #1: Timeline is forward as 214 N. Chestnut_Attachment 1, Timeline.

2. If the property is not owned by the applicant, an agreement between the property owner and the applicant that commits the property owner to cooperate with the applicant, including a commitment to allow access to the property to complete, at a minimum, the proposed eligible activities. If only a draft agreement is available now, please submit it. A final version of the access agreement will be required for the grant contract.

Property access is not an issue. Osceola County obtained ownership of this property on April 2, 2018 through the tax foreclosure process.

3. A letter from the chief executive officer or highest-ranking appointed official verifying that the local unit of government supports the brownfield project and that the brownfield project complies with local zoning and planning ordinances.

Email sent to Ron Howell, 4/5

4. Street and parcel maps of the project area. If available, a site plan, historical assessments, site survey, a map or maps showing the location of the project area, site boundaries, buildings (please identify buildings or portions of buildings to be demolished), areas to be capped if known, proposed greenspace, new construction, and other site features or improvements. If these are not readily available, they do not need to be created for the grant application.

A Google aerial view of the site with surrounding property uses identified, project area map, plat from the County Equalization office, and 2015 demolition quote are forward as 214 N. Chestnut_Attachment #2: Supporting Documents.

5. Please email high quality, publishable digital photos of the site in jpg format to your grant administrator.

A photo (Former Drycleaner, N. Chestnut.jpg) showing the property and building has been emailed to our grant administrator.
Certification

The undersigned, as the representative of the applicant, certifies that the applicant will comply with all applicable state and federal statutes and regulations, including those associated with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its administrative rules, and those statutes related to civil rights, equal opportunity, labor standards, environmental protection, and historic preservation.

The undersigned, as the representative of the applicant, certifies that the property(ies) at which grant funds will be used are within the jurisdiction of the applicant.

The undersigned, as the representative of the applicant, certifies that within the last 24 months, the applicant has not had a grant from the Department of Environmental Quality (DEQ) revoked or terminated, and has not been determined by the DEQ to be unable to manage a grant.

The undersigned, as the representative of the applicant, certifies that a source of funding for ongoing maintenance and operation of the proposed project, if required, has been identified.

The undersigned, as the representative of the applicant, verifies that the applicant passed its most recent audit and acknowledges that the DEQ may review the auditor’s conclusions posted on the Michigan Department of Treasury web site.

The undersigned, as the representative of the applicant, certifies that the information provided in this application and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

Larry Emig
Typed name of Applicant's Representative

________________________________________
Signature

Chairperson, Osceola County Board of Commissioners

________________________________________
Title

________________________________________
Date

Please submit an electronic copy of the application to
DEQbrownfields@michigan.gov

Please call 517-284-5113 with questions
Attachment #1: Timeline
Site #4: 214 N. Chestnut, Reed City

DEQ Awards Grant \((A = 0)\)

**Osceola County** Issues RFP for Environmental Services
\((A \leq 10)\)
Demolish

RFPs from **Environmental Consultants** Due
\((A \leq 45)\)

**Osceola County** Awards Contract to Environmental Consultant
\((A \leq 50)\)

**Environmental Consultant** Performs Environmental Work
\((A \leq 150)\)

All Parties (**DEQ, Osceola County, Environmental Consultant**) Coordinate Remaining Details \((A \leq 180)\)

Building Demolition Begins \((A \leq TBD)\)

**Osceola County, City of Reed City,**
and **Reed City Chamber of Commerce** Determine Best Use of Property
\((A \leq TBD)\)
- Numbers correlate to those shown on the map, Aerial View.
- Distances refer to the approximate distance from 214 N. Chestnut.

1 – 214 N. Chestnut; the vacant, blighted building proposed for demolition.

2 – This is a large debris pile located behind 214 N. Chestnut. This area has been cleaned-up so the debris is not nearly as extensive as shown in the photo, however, there is still debris around the building.

3 – The White Pines Trail; approximately 100'.

4 – The Pere Marquette Rail Trail, approximately 280'.

5 – The Reed City Depot; approximately 210’. The Depot includes amenities such as a community building, 24/7 restrooms, outdoor fireplace, pavilion, and picnic tables.

6 – Yost CLC; approximately 70’. This is a private business.

7 – Two private homes; approximately 90' and 135'.

8 – Two private garages; approximately 65' and 85'.

9 – Fay Wilson Recycling Center, approximately 195'.

10 – Boy Scout’s Hut; approximately 320'.

11 – Six business within a 350’ radius.

12 – Main Street; approximately 500'.

13 – Trailhead Parking; approximately 280’. Much of parking lot is privately owned and used by industry.
**Estimate**

**EST #** 2085  
**DATE** 5/28/2015

Quality Commercial & Industrial Construction  
Family Owned & Operated  

to: loddpaul@hotmail.com  
619-520-3865

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>We propose to supply labor and material to complete the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Perform lead and asbestos testing before demolition begins.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Demo existing 1250 sq foot house located Northeast of the Depot at 234 N. Chestnut St. Reed City, MI 49677.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dispose of all building materials offsite.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Demo foundations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Disconnect all utilities, cut and cap sewer and water lines.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total above:</td>
<td>10,450.00</td>
</tr>
</tbody>
</table>

Note: Price contingent upon negative test results for lead and asbestos. If testing is noted as positive, additional costs will be incurred.

**TOTAL**  
50,450.00

All Applicable Taxes Included.  
Terms & Conditions Attached.
FUNDING ELIGIBILITY

- The applicant must be a city, township, village, county, brownfield redevelopment authority, economic development corporation, or an authority or other public body created pursuant to state law.
- Grants cannot be awarded to an applicant that may be liable for causing or contributing to contamination on the project site. A grant must not relieve any potentially liable party from responsibility for environmental response activities, pursuant to state law, or permit a potentially liable party to benefit from the investment of public funds.
- Eligible properties may be either publicly or privately owned. Communities will be awarded funds on properties where access is assured or demonstrated, such as publicly owned property, property where an access agreement or right of entry already exists, or where access is assured in some other manner.
- The property must have economic development potential.
- Communities may use site assessment grants only for environmental site assessments to determine if a property is a site or facility under state law, and for lead, asbestos, and mold assessments. If a developer commits to redevelop the property within the contract period, funds may also be available for development of a Baseline Environmental Assessments (BEA) and a Section 7a Compliance Analysis (due care plan) to facilitate the redevelopment. If your project site needs cleanup, demolition, or abatement, please contact your grant administrator to discuss other funding options.

EVALUATION CRITERIA

- Will the environmental assessment determine if the project area is suitable for reuse and define environmental response activities necessary for, and limitations on, reuse?
- Does the project property have basic infrastructure in place that will encourage a developer to locate at this site?
- Does the project demonstrate feasible economic development potential?
- Are there potentially liable parties, or will a potentially liable party benefit from the expenditure of state funds?
- Does the applicant demonstrate public/private partnerships that will facilitate redevelopment after the site assessment is done?
- Does the applicant have an access agreement with the property owner?
- Does the project have well-defined objectives that can be completed in a reasonable time frame?

APPLICATION REVIEW AND AWARD PROCESS

- Applications are accepted after DEQ review of a project proposal.
- DEQ staff will review applications for completeness and eligibility and make a recommendation to DEQ management. The DEQ Director approves project applications.
AFTER A GRANT IS AWARDED
Before grant-funded work can begin, the grantee will be required to:

- Sign a grant contract. Costs incurred prior to signing a contract will not be reimbursed.
- Document site access.
- Submit qualifications of the recipient's preferred environmental or other contractor to the DEQ for approval.
- Provide a work plan describing the specific tasks to be completed, the cost, and the schedule for performing the tasks to the DEQ for approval. The DEQ will review the work plan and request changes or provide approval within 30 days. All expenditures must be approved in advance, in writing, by the DEQ, or costs may not be reimbursed.

After funding is awarded, the DEQ's grant coordinator may request a meeting with the project participants to view the project site and to discuss administrative procedures under the Brownfield Redevelopment Grant and Loan Program.

Costs must be incurred by the grant recipient before the expenses will be reimbursed by the DEQ. Grantees are required to submit progress reports and invoices with verification of all expenditures each calendar quarter. If progress reports are not submitted quarterly, the DEQ may withhold reimbursement or take other actions, including canceling the grant. Ten percent of the grant will be retained from the final invoice(s) pending the DEQ's final review of the project.

| Applicant and Project Information | | |
| Name and address of the project (please include zip code) | Site #2: 901 W. 7th St, Everet, MI 49631 | Amount of funding requested | $17,000 |
| Applicant name and address (please include zip code) | Osceola County 301 W. Upton Reed City, MI 49677 | Applicant's Federal Identification Number | 386004880 |
| Applicant representative's name, title, phone, and email address (the person authorized to sign contracts for the applicant) | Larry Emig Chairperson (231) 832-6196 leemig@charter.net | Applicant project contact's name, title, phone, and email address (the person who will manage the project for the applicant) | Dan Massy Community Development Coordinator (231) 832-7307 dmassy@osceolacountymi.com |
| State House of Representatives district number where the project site is located | 101 | State Senate district number where the project site is located | 35 |
| What is the property's State Equalized Value (SEV)? | $135,700 | Size of the property | approximately 1.3 acres |
| Date of SEV | 1/1/17 | Parcel code number | 51-150-003-00 |

Did the applicant cause or contribute to contamination that is known or may be discovered at the project site? To the best of my knowledge, the applicant: Did not cause or contribute to contamination ☑ May have caused or contributed to contamination ☐
If there is a developer, did the developer cause or contribute to contamination that is known or may be discovered at the project site? 
To the best of my knowledge, the developer: Did not cause or contribute to contamination ☐ May have caused or contributed to contamination ☐ NA ☐

### Environmental Outcomes

<table>
<thead>
<tr>
<th>Latitude and longitude of the project site, to eight digits after the decimal</th>
<th>43.900212 -85.270829</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the property a known facility (i.e., contaminated) under Part 201 or a site under Part 213?</td>
<td>No</td>
</tr>
<tr>
<td>Who is the owner of the property and when was the property acquired?</td>
<td>Star Truck Rental Inc.; 2016</td>
</tr>
<tr>
<td>Is the owner or a leaseholder currently using the property, or is the property vacant?</td>
<td>Vacant</td>
</tr>
<tr>
<td>If the property was acquired after June 5, 1995, was a BEA completed by the current owner?</td>
<td>No</td>
</tr>
<tr>
<td>List current and historical uses of the property, with dates if known.</td>
<td>Currently vacant; previous truck rental and maintenance facility.</td>
</tr>
<tr>
<td>Are there any known legal or title issues or liens or easements on the property that could affect the potential economic development?</td>
<td>See the important note in the Economic Outcomes section.</td>
</tr>
</tbody>
</table>

The requested funds are needed for the following eligible assessments:
- ☒ Phase I/Phase II Investigation
- ☒ Baseline Environmental Assessment
- ☒ Response activity planning or Due Care compliance
- ☐ Lead / asbestos / mold survey
- ☐ Other (describe in the summary attachment)

### Economic Outcomes

| Is a developer committed to the project? Name of developer, if any | No |
| Are any local incentives committed to the redevelopment project? | No |
| Does the community have a Brownfield Redevelopment Authority? | Yes |
| Has the applicant secured access to the property? This is required before assessment. | No |
| Current zoning of the property | C-2: General Business |
| Projected zoning | C-2: General Business |

Provide a summary that briefly describes:

1. The property in its current condition, including the known or suspected environmental condition of the property. Is contamination confirmed or suspected, and why? Are there known or suspected underground storage tanks? Will buildings be reused or do they need to be demolished? Is existing infrastructure adequate for the potential new use?

901 W. 7th Street is a vacant former truck rental and maintenance facility with 170' of frontage adjacent to US-10 in the city of Evart. Contamination at the property is suspected based on its former use. Underground storage tanks have been removed from the site, but no releases have been reported. Buildings on site are in good condition and will be able to be reused. Electric, gas, and municipal sewer and water are in place.

2. The proposed environmental assessment, the reason for the extent of the assessment requested, and how the budget was determined. How will the assessment determine the site's suitability for reuse and define response activities and limitation on reuse?

We are proposing a Phase I Environmental Site Assessment (ESA) and anticipating the need to continue with a Phase II ESA, Baseline Environmental Assessment (BEA), and Due Care Plan. The Due Care Plan is contingent on identifying a buyer for the property. The cost for each task was determined after consulting with an engineering firm that performs environmental work.

We are anticipating that the property, to include the building and existing infrastructure, will be able to be used without any additional environmental work.
Provide a summary that briefly describes:

1. The property's economic development potential. Why was this property chosen for assessment? What type of reuse is being considered? Has a developer been identified?

Since the time the pre-application was approved a land contract sale has taken place. The sale is pending. The property is included in this application in case the sale DOES NOT go through.

This property was chosen because of its high potential for development. There are a number of factors that make this an attractive site for redevelopment:

- **Location...** The property is located in the city, on US-10. This four lane highway has Average Annual Daily Traffic counts that exceed 5,000 vehicles per day.
- **Existing Infrastructure...** The site is served by sewer, water, electric, gas and there is access to broadband.
- **Recent Sale of the Former Liberty Dairy...** Star Truck Rental closed this location soon after the closure of the Liberty Dairy plant in 2013; however, the former dairy plant was recently purchased fueling speculation that it may reopen.
- **Multi_Use...** Based on location, zoning, property layout and other factors this building could serve both the retail or service sector.
- **Rising Tide...** The City of Evart is one of the State's ten original Rising Tide communities. This project supports the City of Evart’s Rising Tide, Economic Development Strategy.

2. The neighborhood around the property. Are there other viable commercial businesses nearby? Is there a large amount of vacant, developable land in the community and/or the neighborhood, or is the supply of developable land relatively low? Is the demand for property in the community and/or neighborhood high?

The Star Truck Rental property sits along US-10 in the City of Evart. With the exception of one small lot the area is fully developed. Nearby businesses along US-10 include retail, service, and several large manufacturing facilities.

3. Public-private or other local partnerships in place to market or facilitate redevelopment of the property after the site assessment is done.

A real estate agent is currently marketing the property.

---

**Sources of Project Funding**

List sources, uses, and amount of all funds committed to or anticipated for the project. Budgets may include a 15% contingency.

In the Act 381 TIF, developer, or other source column, include anticipated state or local TIF, federal dollars, other state grants, future sale proceeds, liable party contributions, etc.

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEQ GRANT</th>
<th>Act 381 TIF (state and local), developer, or other source</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I and II site assessment</td>
<td>12,500</td>
<td>0</td>
<td>12,500</td>
</tr>
<tr>
<td>Baseline environmental assessment</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Other (lead, asbestos, or mold surveys, additional investigation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Response activity plan / due care compliance</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$17,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$17,000</strong></td>
</tr>
</tbody>
</table>
Please attach the following to the completed application:

1. An approximate schedule for conducting the site assessment and marketing or preparing the property for redevelopment. Include any deadlines or factors affecting implementation of the project, such as other funding sources or developer deadlines. If environmental cleanup is needed, how will that affect the schedule?
   
   Attachment #1: Timeline is forwarded as 901 W. 7th St Attachment 1, Timeline

2. If the property is not owned by the applicant, an agreement between the property owner and the applicant that commits the property owner to cooperate with the applicant, including a commitment to allow access to the property to complete, at a minimum, the proposed eligible activities. If only a draft agreement is available now, please submit it. A final version of the access agreement will be required for the grant contract.
   
   We have received verbal acknowledgment that we will have access to the property. We will obtain written access using a property access agreement which will be supplied by our contracted environmental consultant. The final version of the property access agreement will be provided to our grant administrator at that time.

3. A letter from the chief executive officer or highest-ranking appointed official verifying that the local unit of government supports the brownfield project and that the brownfield project complies with local zoning and planning ordinances.
   
   Email sent to Zach Szakacs, 4/6

4. Street and parcel maps of the project area. If available, a site plan, historical assessments, site survey, a map or maps showing the location of the project area, site boundaries, buildings, areas to be capped if known, proposed greenspace, new construction, and other site features or improvements. If these are not readily available, they do not need to be created for the grant application.
   
   A plat from the County Equalization office is forwarded as 901 7th St Attachment #2: Supporting Documents.

5. Please email high quality, publishable digital photos of the site in .jpg format to your grant administrator.
   
   Photos will be emailed to our grant administrator.

The undersigned, as the representative of the applicant, certifies that the applicant will comply with all applicable state and federal statutes and regulations, including those associated with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its administrative rules, and those statutes related to civil rights, equal opportunity, labor standards, environmental protection, and historic preservation.

The undersigned, as the representative of the applicant, certifies that the property(ies) at which grant funds will be used are within the jurisdiction of the applicant.

The undersigned, as the representative of the applicant, certifies that within the last 24 months, the applicant has not had a grant from the Department of Environmental Quality (DEQ) revoked or terminated, and has not been determined by the DEQ to be unable to manage a grant.

The undersigned, as the representative of the applicant, certifies that a source of funding for ongoing maintenance and operation of the proposed project, if required, has been identified.

The undersigned, as the representative of the applicant, verifies that the applicant passed its most recent audit and acknowledges that the DEQ may review the auditor’s conclusions posted on the Michigan Department of Treasury web site.

The undersigned, as the representative of the applicant, certifies that the information provided in this application and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

Larry Ernig
Typed name of Applicant’s Representative

Chairperson, Osceola County Board of Commissioners

Title

Signature

Date
Attachment #1: Timeline
Site #2: 901 W. 7th Street, Evart

DEQ Awards Grant (A = 0)

Osceola County Issues RFP for Environmental Services (A ≤ 10)

RFPs from Environmental Consultants Due (A ≤ 45)

Osceola County Awards Contract to Environmental Consultant (A ≤ 50)

Environmental Consultant Performs Environmental Work (A ≤ 150)

All Parties (DEQ, Osceola County, Environmental Consultant) Coordinate Remaining Details (A ≤ 180)

Osceola County Notifies Property Owner that Project is Complete and Provides Copy of All Environmental Documents (Phase I ESA and if applicable Phase II ESA and BEA) to Property Owner. (A ≤ 180)

Property Owner Continues to Market Property
This application may be used to apply for an environmental site assessment grant from the Department of Environmental Quality’s (DEQ’s) Brownfield Redevelopment Grant and Loan Program. Site assessment grants are awarded to communities to facilitate reuse of brownfield properties for projects that will create jobs, and result in community investment. Due to limited funding, a project that qualifies may not be recommended for a grant if the applicant does not meet the criteria described below under Application Evaluation.

Applicants are required to complete a short project proposal prior to submitting an application. A DEQ grant coordinator should be contacted prior to applying for a grant to determine whether a project is eligible and likely to be recommended for funding. A map of the state showing the grant coordinator assigned to each region is located HERE, or you may call 517-284-5113 for assistance. Staff will work with applicants to ensure that projects are acceptable before the funding package is recommended for approval. Applicants will be notified immediately if further information is required before the DEQ makes a funding decision.

This application is for site assessments and transaction costs only. Communities may apply for a grant or a low-interest loan to address environmental contamination found during a site assessment. Grant coordinators will help applicants through the DEQ’s application, award, and implementation process, and can advise communities on other potential funding sources for cleanup, such as brownfield tax increment financing.

For more information on the DEQ’s Brownfield Redevelopment Grant and Loan Program, please see our WEL website, call 517-284-5113, or contact us by e-mail at DEQBrowfields@michigan.gov

FUNDING ELIGIBILITY

- The applicant must be a city, township, village, county, brownfield redevelopment authority, economic development corporation, or an authority or other public body created pursuant to state law.
- Grants cannot be awarded to an applicant that may be liable for causing or contributing to contamination on the project site. A grant must not relieve any potentially liable party from responsibility for environmental response activities, pursuant to state law, or permit a potentially liable party to benefit from the investment of public funds.
- Eligible properties may be either publicly or privately owned. Communities will be awarded funds on properties where access is assured or demonstrated, such as publicly owned property, property where an access agreement or right of entry already exists, or where access is assured in some other manner.
- The property must have economic development potential.
- Communities may use site assessment grants only for environmental site assessments to determine if a property is a site under state law, and for lead, asbestos, and mold assessments. If a developer commits to redevelop the property within the contract period, funds may also be available for development of a Baseline Environmental Assessments (BEA) and a Section 7a Compliance Analysis (due care plan) to facilitate the redevelopment. If your project site needs cleanup, demolition, or abatement, please contact your grant administrator to discuss other funding options.

EVALUATION CRITERIA

- Will the environmental assessment determine if the project area is suitable for reuse and define environmental response activities necessary for, and limitations on, reuse?
- Does the project property have basic infrastructure in place that will encourage a developer to locate at this site?
- Does the project demonstrate feasible economic development potential?
- Are there potentially liable parties, or will a potentially liable party benefit from the expenditure of state funds?
- Does the applicant demonstrate public/private partnerships that will facilitate redevelopment after the site assessment is done?
- Does the applicant have an access agreement with the property owner?
- Does the project have well-defined objectives that can be completed in a reasonable timeframe?

APPLICATION REVIEW AND AWARD PROCESS

- Applications are accepted after DEQ review of a project proposal.
- DEQ staff will review applications for completeness and eligibility and make a recommendation to DEQ management. The DEQ Director approves project applications.
AFTER A GRANT IS AWARDED

Before grant-funded work can begin, the grantee will be required to:

- Sign a grant contract. Costs incurred prior to signing a contract will not be reimbursed.
- Document site access.
- Submit qualifications of the recipient’s preferred environmental or other contractor to the DEQ for approval.
- Provide a work plan describing the specific tasks to be completed, the cost, and the schedule for performing the tasks to the DEQ for approval. The DEQ will review the work plan and request changes or provide approval within 30 days. All expenditures must be approved in advance, in writing, by the DEQ, or costs may not be reimbursed.

After funding is awarded, the DEQ’s grant coordinator may request a meeting with the project participants to view the project site and to discuss administrative procedures under the Brownfield Redevelopment Grant and Loan Program.

Costs must be incurred by the grant recipient before the expenses will be reimbursed by the DEQ. Grantees are required to submit progress reports and invoices with verification of all expenditures each calendar quarter. If progress reports are not submitted quarterly, the DEQ may withhold reimbursement or take other actions, including canceling the grant. Ten percent of the grant will be retained from the final invoice(s) pending the DEQ’s final review of the project.

<table>
<thead>
<tr>
<th>Applicant and Project Information</th>
<th></th>
<th>Amount of funding requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and address of the project (please include zip code)</td>
<td>Site #5: Adjacent 10089 US-10 Evart, MI 49631</td>
<td>$17,000</td>
</tr>
<tr>
<td>Applicant name and address (please include zip code)</td>
<td>Osceola County 301 W. Upton Reed City, MI 49677</td>
<td>386004880</td>
</tr>
<tr>
<td>Applicant representative’s name, title, phone, and email address (the person authorized to sign contracts for the applicant)</td>
<td>Larry Emig Chairperson (231) 832-8196 [email]</td>
<td></td>
</tr>
<tr>
<td>Applicant project contact’s name, title, phone, and email address (the person who will manage the project for the applicant)</td>
<td>Dan Massey Community Development Coordinator (231) 832-7397 [email]</td>
<td></td>
</tr>
<tr>
<td>State House of Representatives district number where the project site is located</td>
<td>101</td>
<td>35</td>
</tr>
<tr>
<td>State Senate district number where the project site is located</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the property’s State Equalized Value (SEV)?</td>
<td>Size of the property</td>
<td>15.43 acres</td>
</tr>
<tr>
<td>Date of SEV</td>
<td>Parcel code number</td>
<td>06-027-002-00</td>
</tr>
<tr>
<td>Did the applicant cause or contribute to contamination that is known or may be discovered at the project site?</td>
<td></td>
<td>To the best of my knowledge, the applicant: Did not cause or contribute to contamination ( \checkmark ) May have caused or contributed to contamination [ ]</td>
</tr>
</tbody>
</table>
If there is a developer, did the developer cause or contribute to contamination that is known or may be discovered at the project site?

<table>
<thead>
<tr>
<th>Environmental Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latitude and longitude of the project site, to eight digits after the decimal</td>
</tr>
<tr>
<td>Is the property a known facility (i.e., contaminated) under Part 201 or a site under Part 213?</td>
</tr>
<tr>
<td>Who is the owner of the property and when was the property acquired?</td>
</tr>
<tr>
<td>Is the owner or a leaseholder currently using the property, or is the property vacant?</td>
</tr>
<tr>
<td>If the property was acquired after June 5, 1995, was a BEA completed by the current owner?</td>
</tr>
<tr>
<td>Are there any known legal or title issues or liens or easements on the property that could affect the potential economic development?</td>
</tr>
</tbody>
</table>

The requested funds are needed for the following eligible assessments:

- Phase I/Phase II Investigation
- Baseline Environmental Assessment
- Response activity planning or Due Care compliance

Provide a summary that briefly describes:

1. The property in its current condition, including the known or suspected environmental condition of the property. Is contamination confirmed or suspected, and why? Are there known or suspected underground storage tanks? Will buildings be reused or do they need to be demolished? Is existing infrastructure adequate for the potential new use?

The property adjacent to 10099 US-10 is a vacant, approximate 15-acre, piece of property adjacent to a two-lane highway. In addition to US-10 it is bordered by a propane and gas company (Coyne Oil & Propane) and is very close to the Evart Air-Industrial Park. The property is part of what was a larger piece previously owned by Stanley Oil. The Evart Local Development Finance Authority (LDFA) bought the 15 acre piece which is the subject of this application and the other piece was later bought by Coyne Oil & Propane. Based on past uses contamination is suspected. There are not any known or suspected underground storage tanks.

2. The proposed environmental assessment, the reason for the extent of the assessment requested, and how the budget was determined. How will the assessment determine the site's suitability for reuse and define response activities and limitation on reuse?

We are proposing a Phase I Environmental Site Assessment (ESA) and anticipating the need to continue with a Phase II ESA, Baseline Environmental Assessment (BEA), and potentially a Due Care Plan. The Due Care Plan is contingent on identifying a buyer for the property. The cost for each task was determined after consulting with an engineering firm that performs environmental work.

We are anticipating the assessments will show that the property will be able to be used without any additional environmental work.

### Economic Outcomes

<table>
<thead>
<tr>
<th>Economic Outcomes</th>
<th>Evart Local Development Finance Authority</th>
<th>Are any local incentives committed to the redevelopment project?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is a developer committed to the project? Name of developer, if any</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Does the community have a Brownfield Redevelopment Authority?</td>
<td>Yes</td>
<td>Has the applicant secured access to the property?</td>
</tr>
<tr>
<td>Current zoning of the property</td>
<td>Commercial / Industrial</td>
<td>Projected zoning</td>
</tr>
</tbody>
</table>

EOP 3581 6/26/17
Provide a summary that briefly describes:

1. The property's economic development potential. Why was this property chosen for assessment? What type of reuse is being considered? Has a developer been identified?

This property was chosen because of its high potential for development. For example:

**US-10...** The property is located on the outskirts of the city, adjacent to US-10. This portion of US-10 is a two lane highway with Average Annual Daily Traffic counts that exceed 5,000 vehicles per day.

**Private/Public Partnership...** There is a private/public economic development organization in place to market the property. While an economic development organization is in place, due to economic downturns in the community they do not have the finances to perform the environmental diligence to help market the property.

**Rising Tide...** The City of Evart is one of the State's ten original Rising Tide communities. This project supports the City of Evart's Rising Tide, Economic Development Strategy.

2. The neighborhood around the property. Are there other viable commercial businesses nearby? Is there a large amount of vacant, developable land in the community and/or the neighborhood, or is the supply of developable land relatively low? Is the demand for property in the community and/or neighborhood high?

The area around the property consists of fuel distributorships, manufacturing, and the air-industrial park. Several vacant lots are available in the air-industrial park, but no lots are available outside the air-industrial park.

3. Public-private or other local partnerships in place to market or facilitate redevelopment of the property after the site assessment is done.

The Evart Local Development Finance Authority (LDFA), a private/public organization responsible for industrial development in the City of Evart, will be marketing the property.

### Sources of Project Funding

List sources, uses, and amount of all funds committed to or anticipated for the project. Budgets may include a 15% contingency.

---

In the Act 381 TIF, developer, or other source column, include anticipated state or local TIF, federal dollars, other state grants, future sale proceeds, liable party contributions, etc.

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEQ GRANT</th>
<th>Act 381 TIF (state and local), developer, or other source</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I and II site assessment</td>
<td>12,500</td>
<td>0</td>
<td>12,500</td>
</tr>
<tr>
<td>Baseline environmental assessment</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Other (lead, asbestos, or mold surveys, additional investigation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Response activity plan / due care compliance</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$17,000</strong></td>
<td><strong>$0</strong></td>
<td><strong>$17,000</strong></td>
</tr>
</tbody>
</table>

### Attachments

Please attach the following to the completed application:

1. An approximate schedule for conducting the site assessment and marketing or preparing the property for redevelopment. Include any deadlines or factors affecting implementation of the project, such as other funding sources or developer deadlines. If environmental cleanup is needed, how will that affect the schedule?

   Attachment #1: Timeline is forwarded as 10089 US-10, Attachment 1, Timeline

2. If the property is not owned by the applicant, an agreement between the property owner and the applicant that commits the property owner to cooperate with the applicant, including a commitment to allow access to the property to complete, at a minimum, the proposed eligible activities. If only a draft agreement is available now, please submit it. A final version of the access agreement will be required for the grant contract.
We have received verbal acknowledgment that we will have access to the property. We will obtain written access using a property access agreement which will be supplied by our contracted environmental consultant. The final version of the property access agreement will be provided to our grant administrator at that time.

3. A letter from the chief executive officer or highest-ranking appointed official verifying that the local unit of government supports the brownfield project and that the brownfield project complies with local zoning and planning ordinances.

   Email sent to Zach Szakacs, 4/6

4. Street and parcel maps of the project area. If available, a site plan, historical assessments, site survey, a map or maps showing the location of the project area, site boundaries, buildings (please identify buildings or portions of buildings to be demolished), areas to be capped if known, proposed greenspace, new construction, and other site features or improvements. If these are not readily available, they do not need to be created for the grant application.

   A plat from the County Equalization office is forwarded as 10089 US-10 Attachment #2: Supporting Documents.

5. Please email high quality, publishable digital photos of the site in jpg format to your grant administrator.

   Photos will be emailed to our grant administrator.

Certification

The undersigned, as the representative of the applicant, certifies that the applicant will comply with all applicable state and federal statutes and regulations, including those associated with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its administrative rules, and those statutes related to civil rights, equal opportunity, labor standards, environmental protection, and historic preservation.

The undersigned, as the representative of the applicant, certifies that the property(ies) at which grant funds will be used are within the jurisdiction of the applicant.

The undersigned, as the representative of the applicant, certifies that within the last 24 months, the applicant has not had a grant from the Department of Environmental Quality (DEQ) revoked or terminated, and has not been determined by the DEQ to be unable to manage a grant.

The undersigned, as the representative of the applicant, certifies that a source of funding for ongoing maintenance and operation of the proposed project, if required, has been identified.

The undersigned, as the representative of the applicant, verifies that the applicant passed its most recent audit and acknowledges that the DEQ may review the auditor’s conclusions posted on the Michigan Department of Treasury web site.

The undersigned, as the representative of the applicant, certifies that the information provided in this application and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

Larry Ernie
Typed name of Applicant’s Representative

Type signature

Chairperson, Osceola County Board of Commissioners
Title

Date

Please submit an electronic copy of the application to DEQBrownfields@michigan.gov

Please call 517-284-5113 with questions
Attachment #1: Timeline
Site #3: 10089 US-10, Evart

**DEQ Awards Grant (A = 0)**

**Osceola County** issues RFP for Environmental Services (A ≤ 10)

RFPs from **Environmental Consultants** due (A ≤ 45)

**Osceola County** awards contract to Environmental Consultant (A ≤ 50)

**Environmental Consultant** performs environmental work (A ≤ 150)

All parties (DEQ, Osceola County, Environmental Consultant) coordinate remaining details (A ≤ 180)

**Osceola County** notifies Evart LDFA that project is complete and provides copy of all environmental documents (Phase I ESA and if applicable Phase II ESA and BEA). (A ≤ 180)

Evart LDFA (property owner) continues to market property
SITE ASSESSMENT GRANT APPLICATION INSTRUCTIONS

This application may be used to apply for an environmental site assessment grant from the Department of Environmental Quality's (DEQ's) Brownfield Redevelopment Grant and Loan Program. Site assessment grants are awarded to communities to facilitate reuse of brownfield properties for projects that will create jobs, and result in community investment. Due to limited funding, a project that qualifies may not be recommended for a grant if the applicant does not meet the criteria described below under Application Evaluation.

Applicants are required to complete a short project proposal prior to submitting an application. A DEQ grant coordinator should be contacted prior to applying for a grant to determine whether a project is eligible and likely to be recommended for funding. A map of the state showing the grant coordinator assigned to each region is located HERE or you may call 517-284-5113 for assistance. Staff will work with applicants to ensure that projects are acceptable before the funding package is recommended for approval. Applicants will be notified immediately if further information is required before the DEQ makes a funding decision.

This application is for site assessments and transaction costs only. Communities may apply for a grant or a low-interest loan to address environmental contamination found during a site assessment. Grant coordinators will help applicants through the DEQ's application, award, and implementation process, and can advise communities on other potential funding sources for cleanup, such as brownfield tax increment financing.

For more information on the DEQ's Brownfield Redevelopment Grant and Loan Program, please see our web page, call 517-284-5113, or contact us by e-mail at DEQBrownfields@michigan.gov.

FUNDING ELIGIBILITY

- The applicant must be a city, township, village, county, brownfield redevelopment authority, economic development corporation, or an authority or other public body created pursuant to state law.
- Grants cannot be awarded to an applicant that may be liable for causing or contributing to contamination on the project site. A grant must not relieve any potentially liable party from responsibility for environmental response activities, pursuant to state law, or permit a potentially liable party to benefit from the investment of public funds.
- Eligible properties may be either publicly or privately owned. Communities will be awarded funds on properties where access is assured or demonstrated, such as publicly owned property, property where an access agreement or right of entry already exists, or where access is assured in some other manner.
- The property must have economic development potential.
- Communities may use site assessment grants only for environmental site assessments to determine if a property is a site or facility under state law, and for lead, asbestos, and mold assessments. If a developer commits to redevelop the property within the contract period, funds may also be available for development of a Baseline Environmental Assessments (BEA) and a Section 7a Compliance Analysis (due care plan) to facilitate the redevelopment. If your project site needs cleanup, demolition, or abatement, please contact your grant administrator to discuss other funding options.

EVALUATION CRITERIA

- Will the environmental assessment determine if the project area is suitable for reuse and define environmental response activities necessary for, and limitations on, reuse?
- Does the project property have basic infrastructure in place that will encourage a developer to locate at this site?
- Does the project demonstrate feasible economic development potential?
- Are there potentially liable parties, or will a potentially liable party benefit from the expenditure of state funds?
- Does the applicant demonstrate public/private partnerships that will facilitate redevelopment after the site assessment is done?
- Does the applicant have an access agreement with the property owner?
- Does the project have well-defined objectives that can be completed in a reasonable timeframe?

APPLICATION REVIEW AND AWARD PROCESS

- Applications are accepted after DEQ review of a project proposal.
- DEQ staff will review applications for completeness and eligibility and make a recommendation to DEQ management. The DEQ Director approves project applications.
AFTER A GRANT IS AWARDED

Before grant-funded work can begin, the grantee will be required to:

- Sign a grant contract. Costs incurred prior to signing a contract will not be reimbursed.
- Document site access.
- Submit qualifications of the recipient’s preferred environmental or other contractor to the DEQ for approval.
- Provide a work plan describing the specific tasks to be completed, the cost, and the schedule for performing the tasks to the DEQ for approval. The DEQ will review the work plan and request changes or provide approval within 30 days. All expenditures must be approved in advance, in writing, by the DEQ, or costs may not be reimbursed.

After funding is awarded, the DEQ’s grant coordinator may request a meeting with the project participants to view the project site and to discuss administrative procedures under the Brownfield Redevelopment Grant and Loan Program.

Costs must be incurred by the grant recipient before the expenses will be reimbursed by the DEQ. Grantees are required to submit progress reports and invoices with verification of all expenditures each calendar quarter. If progress reports are not submitted quarterly, the DEQ may withhold reimbursement or take other actions, including canceling the grant. Ten percent of the grant will be retained from the final invoice(s) pending the DEQ’s final review of the project.

<table>
<thead>
<tr>
<th>Site #1: 19969 M-115 Marion, MI 49665</th>
<th>Amount of funding requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant name and address (please include zip code)</td>
<td>Osceola County 301 W. Upton Reed City, MI 49677</td>
</tr>
<tr>
<td>Applicant’s Federal Identification Number</td>
<td>386004880</td>
</tr>
<tr>
<td>Applicant representative’s name, title, phone, and email address (the person authorized to sign contracts for the applicant)</td>
<td>Larry Emig Chairperson (231) 832-6196 <a href="mailto:leemig@charter.net">leemig@charter.net</a></td>
</tr>
<tr>
<td>Applicant project contact’s name, title, phone, and email address (the person who will manage the project for the applicant)</td>
<td>Dan Massy Community Development Coordinator (231) 832-7397 <a href="mailto:dmassy@osceolacounty.mi.com">dmassy@osceolacounty.mi.com</a></td>
</tr>
<tr>
<td>State House of Representatives district number where the project site is located</td>
<td>101</td>
</tr>
<tr>
<td>State Senate district number where the project site is located</td>
<td>35</td>
</tr>
<tr>
<td>What is the property’s State Equalized Value (SEV)?</td>
<td>$15,300</td>
</tr>
<tr>
<td>Size of the property</td>
<td>1 acre</td>
</tr>
<tr>
<td>Date of SEV</td>
<td>1/1/17</td>
</tr>
<tr>
<td>Parcel code number</td>
<td>06-027-002-00</td>
</tr>
<tr>
<td>Did the applicant cause or contribute to contamination that is known or may be discovered at the project site?</td>
<td>To the best of my knowledge, the applicant: Did not cause or contribute to contamination ☑ May have caused or contributed to contamination ☐</td>
</tr>
</tbody>
</table>
Provide a summary that briefly describes:

1. The property in its current condition, including the known or suspected environmental condition of the property. Is contamination confirmed or suspected, and why? Are there known or suspected underground storage tanks? Will buildings be reused or do they need to be demolished? Is existing infrastructure adequate for the potential new use?

   19969 M-115 is a vacant, one acre, piece of property adjacent to a two-lane highway. It is mostly wooded with the exception of a dilapidated, uninhabitable building and concrete apron. Contamination at the property is suspected as it is adjacent to a Part 213 site. Triage was performed at the adjacent site in 2017. No underground storage tanks are known or suspected. The current property owner is considered a non-viable party. Infrastructure is adequate to meet the needs of an identified buyer.

2. The proposed environmental assessment, the reason for the extent of the assessment requested, and how the budget was determined. How will the assessment determine the site’s suitability for reuse and define response activities and limitation on reuse?

   The adjacent business owner is interested in purchasing the property; however, he is concerned that he could be buying someone else’s environmental problems. In order to alleviate these concerns we are proposing a Phase I Environmental Site Assessment (ESA) and anticipating the need to continue with a Phase II ESA, Baseline Environmental Assessment (BEA), and Due Care Plan. The cost for each task was determined after consulting with an engineering firm that performs environmental work.

   Based on the adjacent business owner’s proposed use it is anticipated the site will meet his needs without additional response activities. Without utilizing the brownfield program it looks as if the county will obtain the property through the tax foreclosure process on April 1, 2019.
There are several other businesses in the area, one of which is adjacent to this triangular piece of property. Other pieces of property along M-115 are available. The demand for this property will be extremely low and we're lucky to have found a buyer. The best realistic scenario is for the adjacent business owner to use the property as part of his existing business.

3. Public-private or other local partnerships in place to market or facilitate redevelopment of the property after the site assessment is done.

None, buyer is in-place.

Sources of Project Funding

List sources, uses, and amount of all funds committed to or anticipated for the project. Budgets may include a 15% contingency.

In the Act 381 TIF, developer, or other source column, include anticipated state or local TIF, federal dollars, other state grants, future sale proceeds, liable party contributions, etc.

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEQ GRANT</th>
<th>Act 381 TIF (state and local), developer, or other source</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I and II site assessment</td>
<td>12,500</td>
<td>0</td>
<td>12,500</td>
</tr>
<tr>
<td>Baseline environmental assessment</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Other (lead, asbestos, or mold surveys, additional investigation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Response activity plan / due care compliance</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$17,000</td>
<td>$0</td>
<td>$17,000</td>
</tr>
</tbody>
</table>
Please attach the following to the completed application:

1. An approximate schedule for conducting the site assessment and marketing or preparing the property for redevelopment. Include any deadlines or factors affecting implementation of the project, such as other funding sources or developer deadlines. If environmental cleanup is needed, how will that affect the schedule?

   Attachment #1: Timeline is forwarded as 19969 M-115_Attachment I, Timeline

2. If the property is not owned by the applicant, an agreement between the property owner and the applicant that commits the property owner to cooperate with the applicant, including a commitment to allow access to the property to complete, at a minimum, the proposed eligible activities. If only a draft agreement is available now, please submit it. A final version of the access agreement will be required for the grant contract.

   We have received verbal acknowledgment that we will have access to the property. We will obtain written access using a property access agreement which will be supplied by our contracted environmental consultant. The final version of the property access agreement will be provided to our grant administrator at that time.

3. A letter from the chief executive officer or highest-ranking appointed official verifying that the local unit of government supports the brownfield project and that the brownfield project complies with local zoning and planning ordinances.

   Email sent to Derek Wing, 4/6

4. Street and parcel maps of the project area. If available, a site plan, historical assessments, site survey, a map or maps showing the location of the project area, site boundaries, buildings (please identify buildings or portions of buildings to be demolished), areas to be capped if known, proposed greenspace, new construction, and other site features or improvements. If these are not readily available, they do not need to be created for the grant application.

   A plat from the County Equalization office is forwarded as 19969 M-115_Attachment #2: Supporting Documents.

5. Please email high quality, publishable digital photos of the site in jpg format to your grant administrator.

   Photos will be emailed to our grant administrator.

---

The undersigned, as the representative of the applicant, certifies that the applicant will comply with all applicable state and federal statutes and regulations, including those associated with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its administrative rules, and those statutes related to civil rights, equal opportunity, labor standards, environmental protection, and historic preservation.

The undersigned, as the representative of the applicant, certifies that the property(ies) at which grant funds will be used are within the jurisdiction of the applicant.

The undersigned, as the representative of the applicant, certifies that within the last 24 months, the applicant has not had a grant from the Department of Environmental Quality (DEQ) revoked or terminated, and has not been determined by the DEQ to be unable to manage a grant.

The undersigned, as the representative of the applicant, certifies that a source of funding for ongoing maintenance and operation of the proposed project, if required, has been identified.

The undersigned, as the representative of the applicant, verifies that the applicant passed its most recent audit and acknowledges that the DEQ may review the auditor’s conclusions posted on the Michigan Department of Treasury web site.

The undersigned, as the representative of the applicant, certifies that the information provided in this application and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

Larry Erin
Typed name of Applicant’s Representative

Chairperson, Osceola County Board of Commissioners
Title

Signature

Date

Please submit an electronic copy of the application to
DEQBrownfields@michigan.gov

Please call 517-284-5113 with questions
Attachment #1: Timeline
Site #1: 19969 M-115, Marion, MI 49665

DEQ Awards Grant (A = 0)

Osceola County Issues RFP for Environmental Services (A ≤ 10)

RFPs from Environmental Consultants Due (A ≤ 45)

Osceola County Awards Contract to Environmental Consultant (A ≤ 50)

Environmental Consultant Performs Environmental Work (A ≤ 150)

All Parties (DEQ, Osceola County, Environmental Consultant) Coordinate Remaining Details (A ≤ 180)

Osceola County Notifies Adjacent Business Owner that Project is Complete. Environmental Consultant Explains BEA/Due Care Plan and Provides Copy to Adjacent Business Owner. (A ≤ 180)

Purchase of the Property is a Private Transaction Involving the Two Property Owners
Bark in the Park
Your Business and 9&10 News Presents a Day of Fun with our Furry Friends!
Bark in the Park

Celebrate pets with others at the 9&10 News annual Bark in the Park. Bark in the Park will be held this summer in July or August at your business. This event will feature games and contests relating to pets. Pets and their owners will be invited to come to this free event. Everyone will enjoy the afternoon with dogs.

A spot promoting the event will run for three weeks prior. 9&10 News will also provide games, such as an obstacle course, look-a-like contests, and Doggie IQ tests. Your staff is welcome to help with the judging of the contests or running any of the games.
9&10 News Will Provide Games too!

Homemade Obstacle Course

Costume Contest

Doggie IQ Test

Happy Dogs and Owners!
Our Commitment!

9&10 News will provide:
- Production of :30 promotional spot, including your name as a sponsor
- Coordinating and running the event
- Airtime of promotional spot as available
- Mention of event on 9and10news.com
- Giveaways for the contests

Your Business will provide:
- Giveaways for the contests
- Received through local vendors
- $4250. airtime schedule for promotional spot/digital schedule
- Tent
- Sound System
- Location (at your business or we can work together to find a public park)

Autumnwood of McBain
Date of Event__________

Approval ______________ Date ______________

Osceola County Commission of Aging
Thank you!
April 1, 2018

Osceola County EMS

The attached report includes outstanding accounts for January through March. We have exhausted all effort to collect on these accounts. These accounts have been written off as bad debt and have been turned over to our collections company.

Thank you,

Jamie Cornelius
Billing Specialist

Jeremy Beebe
EMS Director
<table>
<thead>
<tr>
<th>MONTH</th>
<th>W/O AMT</th>
<th># OF ACCTS</th>
<th>RECEIVED FROM COLLECTION AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>12,741.44</td>
<td>24</td>
<td>500.10</td>
</tr>
<tr>
<td>Feb</td>
<td>10,019.98</td>
<td>39</td>
<td>498.08</td>
</tr>
<tr>
<td>March</td>
<td>14,067.28</td>
<td>41</td>
<td>325.84</td>
</tr>
</tbody>
</table>

$36,828.70  104    $1324.02
To: The Board of Commissioners, Osceola County

Please accept this as my letter of resignation from the following:

Osceola County Parks Commission

West Michigan Regional Planning Commission

Comprehensive Economic Development Strategy

Thank you for the opportunity to serve.

Sincerely,

Morris Langworthy, Jr.

Sent from Mail for Windows 10
**BOARDS / AUTHORITIES / COMMITTEES APPOINTMENTS**

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>APPOINTEE</th>
<th>BOARD DATE</th>
<th>NEW OR REAPPOINTED</th>
<th>TERM EXPIRES</th>
<th>TERM LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mecosta Osceola Transit Authority (MOTA)</td>
<td>Commissioner Halladay</td>
<td>5/5/2015</td>
<td>Reappointed</td>
<td>5/31/2018</td>
<td>3 Year</td>
</tr>
<tr>
<td>3 Citizens (1 City Representative recommended by City Commission)</td>
<td>Commissioner Emig - Alt.</td>
<td>5/5/2015</td>
<td>Reappointed</td>
<td>5/31/2018</td>
<td>3 Year</td>
</tr>
<tr>
<td></td>
<td>Sally Andrews - City (Evart-Reed City)</td>
<td>6/7/2016</td>
<td>Reappointed</td>
<td>5/31/2019</td>
<td>3 Year</td>
</tr>
<tr>
<td></td>
<td>Dave Johns (County At-Large Rep)</td>
<td>5/2/2017</td>
<td>Reappointed</td>
<td>5/31/2020</td>
<td>3 Year</td>
</tr>
</tbody>
</table>
DATE: April 12, 2018

TO: Board of Commissioners

FROM: Susan Vander Pol, County Coordinator

RE: Employment Contract

Hello,

Attached please find a proposal for your consideration for renewal of my employment contract. Under Section 9 of our agreement, the Board has until May 18th to let me know if you will be extending the contract for a period not to exceed three years or terminating my employment with you.

The agreement has worked well for both of us the past 23 years. I continue to serve at the pleasure of the Board and am an “At Will” employee. As in past years, I am not proposing nor asking for consideration of any major changes in the employment conditions.

If the Board would like to extend the contract term, but wishes to negotiate changes, I would ask to meet with the collective bargaining team Commissioners (Commissioners Emig and Tiedt) to review the verbiage to make sure it is clear and make sure we are of the same understanding for any proposals. I would ask the Board to consider the agreement for a three (3) year period ending September 15, 2021. If no action is taken on the agreement before May 18th, it automatically renews for a one-year period.

I thank you for the pleasure and privilege of working for you and your consideration of another contract term.
OSCEOLA COUNTY BOARD OF COMMISSIONERS
EMPLOYMENT AGREEMENT
OSCEOLA COUNTY COORDINATOR

THIS AGREEMENT, entered into this ___ day of _______, 2018, by and between the Osceola County Board of Commissioners (here-in after referred to as the Board) and Susan M. Vander Pol (here-in after referred to as the Employee).

WITNESSETH:

WHEREAS, the County requires the services of a County Coordinator to the County Board; and,

WHEREAS, the Employee desires to continue to provide such services;

NOW THEREFORE, for and in consideration of the mutual covenant here-after contained, IT IS HEREBY AGREED by and between the parties as follows:

1. **Employment.** The Employee is hereby employed as the County Coordinator to the Osceola County Board of Commissioners since February 5, 1995.

2. **Duties.** The Employee shall perform all duties as outlined in the attached Job Description. Should the Board intend to add to the permanent duties of the County Coordinator during the term of this Agreement, the agreement may be reopened by either party for negotiations with the Board concerning the annual base salary before any other duties are added.

3. **Compensation.** The Employee shall be compensated for her services on a bi-weekly basis. As a salaried position, there is no overtime, however extra hours worked over 45 per week will be compensated by “time adjustment” (flex-time). Salary increases will tie in with any increases given Department Heads by Board Resolution, or as subject to paragraph 2.

4. **Benefits.** The Employee shall receive insurance and other economic fringe benefits equal to or greater than Department Head Level as outlined in the County Personnel Policies, summarized as Attachment A. The Employee is entitled to vacation time and shall receive vacation in accordance with the County Personnel Policies according to the Employee’s anniversary date of employment and Motion #6 of the Board of Commissioners March 12, 2002 minutes.

5. **Evaluation.** The Committee of the Whole will evaluate the County Coordinator’s department goals and operations every year during the budget process. Such evaluation shall occur annually at the convenience of both parties.

6. **Employee’s Best Efforts.** The Employee agrees that at all times she will faithfully and to the best of her ability, experience and talents, perform all the duties that may be required of her. The Employee shall report to the Osceola County Board of Commissioners and/or such other representative as may be designated by the Board.
7. **Compliance With the Law.** The Employee shall perform all of her respective duties and obligations in complete compliance with all applicable federal, state and local statutes, laws, ordinances, rules and regulations and shall adhere to all policies and procedures adopted by the Board.

8. **Modification of Agreement.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the formal resolution of the County and shall be in writing and signed by the parties hereto.

9. **Agreement Terms.** The term of this agreement shall be for a period of three years, commencing on September 15, 2018 and ending on September 15, 2021. This agreement may be dissolved prior to September 15, 2021, subject to paragraph 10. The Employee shall be notified at least one hundred and twenty days prior to the termination of this Agreement that this agreement will be extended or terminated. If no action is taken prior to that one-hundred-and-twenty-day period, this contract will automatically be renewed for one more year.

10. **At Will Termination.** The County Coordinator serves at the pleasure of the Board of Commissioners. Should the Employee be terminated for any reason other than just cause, the Employee shall be entitled to three (3) months severance pay (Wages and Insurances). If the Employee quits or is terminated for cause, no severance shall be paid. If the Employee resigns, the Employee shall give the Board notice at least 30 days before the effective date of the resignation. All accrued and unused benefits will be paid to the employee upon termination or resignation.

11. **Health Coverage.** The County will pay for Health Insurance Coverage for said Employee effective February 1, 1995.

12. **Invalid Provisions.** If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

IN WITNESS WHEREOF the Chairperson of the Board and the County Coordinator have herewith set their hands on this ___ day of ________, 2018.

__________________________
Larry Emig, Chairman of the Board

__________________________
Susan M. Vander Pol
ATTACHMENT “A”

List of Benefits

Bonded for Liability, Tort, etc.
Funeral Leave (as per policy)
Health and Dental Insurance with Prescription Rider
Holiday Pay (as per policy)
Life Insurance (as per policy)
Retirement with MERS B-2 Plan (F55/15) (or as per policy)
Personal Days (as per policy)
Short Term Disability (S&A) – 70% Gross Wages, no Cap
Sick Days (as per policy)
Vacation (as per policy and attached motion)
Deferred Compensation Eligibility
AFLAC Eligibility

Other benefits as applicable to Department Head Level

“Use of Sick Bank” as per the following policy:
The Employee’s sick bank, as frozen in 1997, may be utilized to subsidize the S&A Insurance or Worker’s Compensation Benefits to bring the employee’s pay rate to 100%. Hours that were frozen and not utilized during the employment will be paid at 50% upon termination, retirement or the Employee’s request and subsequent approval by the Board of Commissioners, at the 1997 pay rate ($17.37 per hour).

As a full-time Employee, the Employee will be credited with six (6) paid sick leave days on January 1st of each year. Sick leave benefits will be charged against the employee’s sick leave account in the amount taken. The Employee’s unused sick time shall be allowed to roll over in an amount equal to two (2) days into the next year for a maximum of eight (8) days credit on January 1 of each year.

At the end of each year, the Employee shall cash in her unused sick leave up to six (6) days for that year. If the Employee cashes in sick leave days, she will be paid one hundred (100%) percent of her normal hourly rate of such unused sick leave days in the last pay period of January at the rate she was earning as of the end of the year.

MOTION # 6, March 12, 2002
“….approve an additional week of vacation for the Board of Commissioners’ Coordinator as part of the compensation for the additional duties and responsibilities added to the position…..”
OSCEOLA COUNTY
JOB DESCRIPTION

COUNTY COORDINATOR

Supervised By: Board of Commissioners

Supervises: All Appointed Departments Heads (Directly) and their staffs (Indirectly) 
All employees of the County Coordinator’s Office.

Position Summary:
Under the general direction of the Board of Commissioners, is responsible for the management of all appointed department heads. Carries out directives and implements policies of the Board related to personnel and employee relations, budget, purchasing, risk management, grant funding, data processing, and other areas as directed. Assists labor counsel in labor negotiations, assists in negotiating labor agreements, handles grievances and works with counsel on litigated matters. Supervises and trains staff in county policies, labor laws, and administrative support areas. Supervises staff of the County Coordinator’s office. Provides project oversight and works with outside professionals regarding building or renovation projects. Serves as liaison between other agencies elected officials and the Board of Commissioners. Serves as Executive Secretary to the Board of Commissioners and Freedom of Information Act Coordinator.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures and regulations.

2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.

3. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.

4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.

5. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

6. Supervises and directs all appointed department heads to carry out policy as established by the Board of Commissioners, includes responsibility for hiring, training, assigning work, approving
leave time, reviewing and evaluating performance and dealing with employee relations issues. Consults and coordinates with elected officials to meet program objectives.

7. Prepares committee meeting agenda and attends meetings to advise, counsel and presents pertinent data and information to aid the Board in making decisions and establishing policies. Coordinates agenda with department managers, elected officials and other affected parties. Follows up on issues acted upon at meetings.

8. Prepares annual County budget, includes designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for departmental budgetary requests, and preparing the final approved budget.

9. Administers the county’s approved budget, prepares status reports for the Board, prepares budget amendments, makes recommendations and transfers funds for potential shortfalls and monitors the funds. Prepares revenue and expenditure projections.

10. Serves as an advisor to the departments on employee relations matters, interprets the labor agreements, represents the County in grievance procedures and administrative hearings, serving as the “Designated Representative” for the Board of Commissioners. Works with legal counsel on labor contract negotiation and litigated matters.

11. Coordinates designated personnel and employee relations functions of the County, includes recommending changes to the personnel policies and coordinating the development of new County-wide policies, overseeing the wage and salary program and other areas related to personnel management. Researches employee benefit issues, drafts and recommends changes in the benefit program and works with the Clerk’s office to implement and administer the benefits program. Assists departments with employment functions as requested, including advertising, recruiting, sitting on interview panel and helping coordinate the employment process.

12. Coordinates matters with the Prosecutor regarding corporation counsel work and seeks legal advice and opinions for the Board. Coordinates independent auditing services and other contractual and professional services.

13. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation and liaison with other boards and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results with possible alternatives and recommended courses of action. Drafts resolutions as appropriate.

14. Confers with department managers and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee action.

15. Represents the Board of Commissioner at meetings with local governmental and State officials. Speaks on behalf of the Commission at various meetings and serves as a resource on existing policies and issue.
16. Drafts policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building and grounds and monitors and interprets approved policies.

17. Serves as risk manager for the County, includes interacting with third party carriers and administrators for employee insurances, liability, errors and omissions, fleet and umbrella coverages. Reviews claims and works with counsel and Board regarding settlement options. Coordinates loss control activities.

18. Maintains a system of Central Purchasing that coordinates the purchasing process for major items including building improvements, vehicles, computer equipment, professional services, and related items. May require drafting bid specifications and outlining process. Represents the Board on contract negotiations as assigned, including working with vendors and other agencies.

19. Researches availability and conditions of grant funding. Advises commission and department heads of available funds and grant conditions and prepares and assists in preparation of applications.

20. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor’s Degree in Business or Public Administration or closely related field and seven years of administrative/ supervisory experience in local government with responsibility for budgeting, personnel and other administrative areas. Experience must include public management at a level exercising considerable independent judgment and authority.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Ability to travel and attend outside meetings and trainings.

- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.

- Thorough knowledge of the principles and practices of public administration.

- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.

- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
• Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

• Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master inventory, depreciation and accounting software and new technologies.

• Ability to attend meetings scheduled at times other than normal business hours.

• Ability to respond to emergencies or service needs on a 24-hour basis.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.