COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS’
COMMITTEE OF THE WHOLE
AGENDA
Wednesday, January 3, 2018
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners’ Room
Immediately following the Board of Commissioners’ Organizational Meeting

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 Road Commission – Dighton Property – Susan Vander Pol.
   B. Update on Union Contracts – Susan Vander Pol.
   C. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. New Business:
   A. Discuss 2018 Treasurer Resolutions – Lori Leudeman.
   B. Discuss Medical Examiner Malpractice Insurance – Susan Vander Pol.

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
DECEMBER 19, 2017

The Committee meeting was called to order at 9:43 a.m. by Chairman Emig.

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

Also present: Jeremy Beebe-E.M.S. Director, Scott Schryer-C.O.A. Director, Justin Halladay-Undersheriff, Shari Spoelman-MSU Extension District 6 Coordinator, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and other members of the public.

Motion by Commissioner Gregory, seconded by Commissioner Nehmer to approve the agenda as presented. Motion carried.

Brief Public Comment: None.

Employee/Board Comment: None.

Motion by Commissioner Nehmer, seconded by Commissioner Halladay to approve the minutes from December 5, 2017. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Elkins to approve the current claims of the County in the amount of $47,695.55. Recommendation was unanimously supported.

Medical Examiner Options
No discussion on this matter as it was handled at a special Board meeting on December 18, 2017. This topic was resolved. The liability issue is still being explored by County counsel.

Budget Amendments, Cash Transfers & Journal Register Report from Treasurer
Commissioner Tiedt reviewed the budget amendments, cash transfers and the November Journal Register received from the County Treasurer.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer to approve the budget amendments and cash transfer and the Treasurer's Journal Register for November as presented. Recommendation was unanimously supported.

MSU Agreement for Extension Services
Shari Spoelman, MSU Extension District Coordinator, spoke to the Board about the agreement for services in 2018. It is the annual agreement and remains the same as the past few years except for the monetary changes approved by the Board in adoption of their 2018 budget. She thanked the Board for their continued support of MSU programs. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Halladay to approve the 2018 Agreement for MSU Extension Services as presented and authorize the Chairman to sign. Recommendation was unanimously supported.
Sheriff/Jail Zuercher 9-1-1 Solutions Software Contract
Justin Halladay, Undersheriff, shared further information with Board members about the new software needed for jail management and reports. He is recommending the Zuercher 9-1-1 Solutions Software, explaining Central Dispatch, Ferris State University and Mecosta County will all be going on the same software. He explained why he believes it will be the best tool for their department. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer to approve the agreement with Zuercher for Zuercher Technology Solution for the Road Patrol and Jail in the amount of $84,186 with five (5) annual payments of $18,349.36 and authorize Sheriff Crawford to sign. Recommendation was unanimously supported.

E.M.S. Lease Agreement with Evart Fire Department
Jeremy Beebe, E.M.S. Director, presented a two (2) year lease with the Evart Fire Department for E.M.S. Evart base location. Although the agreement remains the same, the cost will increase by $100/month due to the increase in utility costs. Discussion was held.

Recommended by Commissioner Elkins, seconded by Commissioner Gregory to approve a two-year lease with Evart Area Joint Fire Board for housing Osceola County EMS Department staff at $1,000 per month and authorize the Chairman to sign. Recommendation was unanimously supported.

AAA WM Purchase of Service Agreement Amendment
Scott Schryer, C.O.A. Director, asked Board members to approve an amendment to the AAA WM Purchase of Service Agreement which provides additional funding for their food program. Discussion was held.

Recommended by Commissioner Nehmer, seconded by Commissioner Wayne to approve the Purchase of Service Agreement Amendment with Area Agency of Aging of West Michigan as presented and authorize the Chairman to sign. Recommendation was unanimously supported.

RSVP Memorandum of Understanding
Scott Schryer, C.O.A. Director, asked if the Board wishes to renew the 3-year RSVP contract which has been in place for several years. It is a multi-county program which conducts Camp 9-1-1 as well as helps with volunteer transportation. A brief discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Nehmer to approve the three-year RSVP Memorandum of Understanding for services agreement and authorize the Chairman to sign. Recommendation was unanimously supported.

Evart Property/C.O.A.
Scott Schryer, C.O.A. Director, advised he has been approached by Bill Britz, of Britz Realty, from the property adjacent to our Evart C.O.A. property location, regarding a possible purchase of his property in the near future as he considers retirement. Discussion was held and the option will be explored.
**Vehicles/C.O.A.**
Scott Schryer, C.O.A. Director, spoke about his departmental vehicles and the need for a mini-van with a wheelchair lift. He is also looking at obtaining a used 2006 mini van from the Sheriff's Department, who no longer needs the vehicle. Discussion was held.

**Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt to send out a Request of Proposal for a new or used wheelchair van for Commission on Aging. Recommendation was unanimously supported.**

**C.O.A. Marion Facility Ramp**
Scott Schryer, C.O.A. Director, reported the wooden ramp at the new facility in Marion has been very hazardous with the winter weather and there has already been one employee who fell. Discussion was held.

**County Land Bank Authority & Marion Hotel**
Commissioner Nehmer updated the Board on the status of the Marion Hotel. He advised that the building next to the hotel, and shares a common wall, will most likely be foreclosed on early in 2018. After that the building will be removed with some monetary assistance from the local Marion community. A brief discussion was held.

**County Logo Image Usage Policy**
Susan Vander Pol, County Coordinator, spoke about the usage of our County logo and the need to protect the logo. A brief discussion followed.

**Recommended by Commissioner Gregory, seconded by Commissioner Tiedt to adopt the policy for usage of the County logo as presented. Recommendation was unanimously supported.**

**Overtime and Compensatory Time Policy**
Susan Vander Pol, County Coordinator, spoke about the revision of reporting compensatory time to the Clerk’s office with bi-weekly payroll. Discussion was held.

**Recommended by Commissioner Tiedt, seconded by Commissioner Wayne to adopt the policy for Overtime and Compensatory Time as presented effective January 1, 2018. Recommendation was unanimously supported.**

**POAM, COAM & POAM Road Patrol Tentative Agreements**
Susan Vander Pol, County Coordinator, shared a summary of a tentative agreement and contract changes involving the COAM, POAM Corrections and POAM Road Patrol unions. Discussion was held.

**Recommended by Commissioner Tiedt, seconded by Commissioner Elkins to approve the COAM, POAM Corrections and POAM Road Patrol Tentative Agreement summaries and authorize the Chairman and bargaining team to sign the contracts. Recommendation was unanimously supported.**
**Michigan Trust Fund Veterans Grant**
Susan Vander Pol, County Coordinator, asked Board members to approve a grant application for technology for our Veterans Program. Discussion followed.

**Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt to approve the application for technology with the Michigan Trust Fund Veterans Grant and authorize the Chairman to sign. Recommendation was unanimously supported.**

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**Remonumentation Grant Application**
Susan Vander Pol, County Coordinator, shared the details of the Remonumentation Grant application she has submitted on behalf of Osceola County.

**Hepatitis A**
Susan Vander Pol, County Coordinator, has received information about an outbreak of Hepatitis A in southern Michigan which seems to be moving northward. She asked to place proper signage in various areas of County Buildings, including restrooms reminding employees to wash hands before returning to their work area. Discussion was held.

**Opiates Letter**
Susan Vander Pol, County Coordinator, spoke about the recent correspondence from Smith & Johnson, Attorneys regarding opioid litigation. Discussion was held, but no action was taken.

**Appointments to Boards, Authorities & Committees**
Susan Vander Pol, County Coordinator, asked if there were any questions about the list provided of the various appointments needing to be made by the Board for the upcoming year. Discussion was held.

**Recommended by Commissioner Nehmer, seconded by Commissioner Halladay to approve the appointments to Boards, Authorities and Committees as presented. Recommendation was unanimously supported.**

Employee/Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, second by Commissioner Gregory to adjourn at 11:04 a.m. Motion carried.
County of Osceola

BUDGET AMENDMENT

TO:  County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

FUND:  General ( )  245 Capital ( )  Special Revenue ( )  Debt Service ( )  Other [ ]

REVENUE:

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<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DECREASE</th>
<th>INCREASE</th>
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EXPENSES:

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<td>Health Insurrance</td>
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<tr>
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TOTAL

$(5,685)  $(5,685)

Commission on Aging  
Board of Commissioners/Representative
Department Head Signature  
Recorded ( ) Motion/Resolution No.  
Budget Amendment No.  
Date 12-20-17
# County of Osceola

## BUDGET AMENDMENT

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

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<th>FUND:</th>
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<th>245 Capital ( )</th>
<th>Special Revenue ( )</th>
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<tbody>
<tr>
<td>Debt Service ( )</td>
<td>Other ( )</td>
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<th>ACCOUNT NUMBER</th>
<th>INCREASE</th>
<th>DECREASE</th>
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**TOTAL** $(_,_ 429) $(_,_ 429)

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**Department**

**Department Head Signature**

**Date** 12/12/17

**EXPLANATION:**

*Cover Wages* Dental 2017

**Board of Commissioners/Representative**

**Recorded ( ) Motion/Resolution No.**

**Budget Amendment No.**
RESOLUTION 2018 -
TAX CREDIT FOR ELDERLY, DISABLED, ETC.

WHEREAS, the County Board of Commissioners may provide that for taxes paid in the first year of delinquency before May 1, for the homestead property for which a senior citizen, paraplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in Chapter 9 of Act No. 291 of the Public Acts of 1967, as amended, makes a claim before February 15, for the credit provided by Chapter 9 of Act No. 281 of the Public Acts of 1967, as amended, if that claimant presents a copy of the form filed for that credit to the County Treasurer, has not received the credit before March 1: any interest, fee, or penalty that would have been added if the tax had been paid before February 15 shall be waived; and

WHEREAS, the County’s general fund must refund to the Delinquent Tax Fund any interest waived pursuant to the act to the above statute;

NOW THEREFORE BE IT RESOLVED, that the Osceola County Committee of the Whole recommends that the Board of Commissioners waive any interest, fee or penalty as specified above for the 2017 tax levy. In addition, the committee recommends that the Board emphasize that:

1. The property tax credit claims must have been filed with the Michigan Department of Treasury prior to February 14, 2018.
2. The eligible person must retain a copy of the property tax credit claim and present a copy of the claim to the County Treasurer.
3. The eligible person must not have received the credit before March 1, 2018.
4. The Taxes must be paid by May 1, 2018.
RESOLUTION 2018 -
OSCEOLA COUNTY INVESTMENT POLICY

Purpose—It is the policy of Osceola County to invest its funds in a manner, which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the County and comply with all state statutes governing the investment of public funds.

Scope—This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the County and include the general fund, special revenue funds, debt service funds and capital project funds (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds and any new fund established by the County.

Objectives—The primary objectives, in priority order, of the County’s investment activities shall be:

Safety—Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Return on Investment—The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority to Make Investments—Authority to manage the investment program is derived from the following: Osceola County Board of Commissioners’ most current resolution designating depositories and MCL 48.40 requiring the County Treasurer to be the custodian of the County’s funds. Management responsibility for the investment program is hereby delegated to the Osceola County Treasurer who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, cash purchase or delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Osceola County Treasurer. The Osceola County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Osceola County Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:
NOTE—the following list includes all investments authorized by Act 20 PA 1943, as amended. Each County may remove or limit each section of the list as the County desires.

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
(b) Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution. Authorized depositories shall be designated by the Osceola County Board of Commissioners at the Board’s organizational meeting after each regular election of the commissioners.
(c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
(d) Repurchase agreements consisting of instruments listed in (a).
(e) Bankers’ acceptances of United States banks.
(f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated investment grade by not less than 1 standard rating service.
(g) Mutual funds registered under the investment company act of 1940, title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by the County. This authorization is limited to securities whose intention is to maintain a net asset value of $1.00 per share.
(h) Investment Pools through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
(i) Investment Pools organized under the surplus funds Investment Pool Act, 1982 PA 367, 129.111 to 129.118.
(j) The Investment Pools organized under the local government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Safekeeping and Custody—All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Osceola County Treasurer may be on a cash basis or delivery vs payment basis as determined by the County Treasurer. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Prudence—Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
RESOLUTION 2018 -

DEPOSITORY RESOLUTION FOR OSCEOLA COUNTY

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County or other political units coming into the hands of the County Treasurer, in one or more Financial Institutions within the State.

THEREFORE BE IT RESOLVED, by the Osceola County Board of Commissioners as follows:

1. The Osceola County Board of Commissioners hereby provides for the designation and deposit of all public money including tax money by the Osceola County Treasurer in the following financial institutions:
   Chemical Bank
   Huntington National Bank
   JP Morgan Chase Bank
   Lake Osceola State Bank
   Horizon Bank (formerly Wolverine Bank)
   Michigan Class Pool

2. The Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or their party custodianship of any of the County’s securities as well as any contracts or repurchase agreements with any corporation for the purchase of any such securities which will be the subject of such safekeeping or third party custodianship arrangements, on such terms and conditions as the County Treasurer shall require, and;

3. The County Treasurer is authorized to rely on the continuing effect of these Resolutions until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners.