COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS'
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, April 2, 2019
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners' Room, 9:30 a.m.

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.

5. Consider Approval of the Minutes of March 19, 2019.

6. Consider Payment of Claims.

7. Old Business:
   A. Discuss Drug Free Workplace Policy – Susan Vander Pol.
   B. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. Recognition of Years of Service to Osceola County (10:00 a.m.) – Jack Nehmer.

9. New Business:
   A. Closed Session Regarding Pending Litigation & Personnel Issue.
   B. Discuss Items – Dan Massy:
      1. Appointment to County Planning Commission.
   C. Discuss MVAA Training Grant Application – Susan Vander Pol.

10. Other Business:

11. Employee/Board Comments.

12. 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
MARCH 19, 2019

The Committee meeting was called to order at 9:33 a.m. by Chairman Nehmer.

Present: Commissioners Jack Nehmer, Jill Halladay, Tim Michell, James Custer, and Roger Elkins.

Also present: Jeremy Beebe-E.M.S. Director, Rosie McKinstry-Equalization Director, Tracey Cochran-Payroll & Human Resource Specialist, John Keathley-Undersheriff, Justin Halladay-Sheriff, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk and several members of the public.

Motion by Commissioner Elkins, seconded by Commissioner Custer, to approve the agenda as presented. Motion carried.

Brief Public Comment: None.

Employee/Board Comment: Commissioner Custer commented on needing information regarding agenda topics timelier to make educated decisions.

Moved by Commissioner Halladay, seconded by Commissioner Elkins, to approve the minutes of March 5, 2019 as presented. Motion carried.

Recommended by Commissioner Halladay, seconded by Commissioner Custer, to approve the claims in the amount of $80,386.51 for the County. Recommendation was unanimously supported.

Personnel & Administration Committee Update
Chairman Nehmer updated everyone regarding the position of the County regarding personnel investigations on the advice of outside sources.

E.M.S. RFP for Architectural & Engineering Services
Jeremy Beebe, E.M.S. Director, reviewed the architectural bids for the remodel of space located in the Health Department Building. Discussion was held, no action was taken.

Budget Amendments, Cash Transfers, and Journal Register Report
Commissioner Halladay reviewed the budget amendments and cash transfer presented.

Recommended by Commissioner Halladay, seconded by Commissioner Michell, to approve the budget amendments, cash transfer and Treasurer’s March Journal Register Report for February adjustments as presented. Recommendation was unanimously supported.

Environmental Item Concerns
Jim Maturen introduced himself to Board members and spoke regarding several environmental concerns including the water draw concern and how it affects the local water levels. He also spoke about concerns regarding the potash facility within the county. He asked for Commissioners to consider holding public hearings on the matters. A brief discussion was held, no action taken.

Michigan Passport Grant Application
Dan Massy, Community Developer, explained the grant application to Board members. He explained how it will be used by the Parks Department in Rose Lake Park. He also noted, matching funds will be involved from the Parks Department. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Custer, to approve the Resolution Authorizing Submission of the Recreation Passport Grant for the Rose Lake Park Improvement Project for electrical hook-up and water system renovations at 24 campsites in Rose Lake Park with matching funds from the 508 Parks Fund. Recommendation was unanimously supported.
Sheriff Vehicles Purchase
Sheriff Halladay spoke to Board members regarding the bids received for the purchase of two (2) departmental vehicles. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Custer, to approve the purchase of a road patrol vehicle from the MIdeal awarded contract with My Chrysler Dodge Jeep Ram of Mt. Pleasant for the 2019 Dodge Charger AWD for $33,312.50 and a used 2017 Ford Interceptor Utility AWD for $25,224.00 along with setup charges such as decals, etc. as submitted for a payment of $59,336.50 from the 245 Capital Fund. Recommendation was unanimously supported.

Quarterly Report and Updates/44North
Jennifer Martin, Consultant with 44North, shared a mid-year review of the County’s health benefit plan along with the Health Reimbursement portion of the plan. She also went into some explanation of other possible products available when we do our renewal later in the summer. Discussion was held.

MSHN Intergovernmental Agreement 2019 Addendum
Susan Vander Pol, County Coordinator, spoke about the proposed addendum to our agreement with Mid-State Health Network. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Halladay, to approve the Addendum to 2019 Mid-State Health Network Substance Use Disorder Oversight Policy Advisory Board Intergovernmental Agreement as presented. Recommendation was unanimously supported.

C.O.A. Senior Project FRESH/Market FRESH
Susan Vander Pol, County Coordinator, explained the coupon program available to seniors through MDHHS. She noted the program has been in place for several years in our County. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Custer, to approve the Memorandum of Agreement between the Michigan Department of Health and Human Services Aging and Adult Services Agency and Osceola County through the Commission on Aging Department for Senior Project FRESH/Market FRESH and authorize the Chairman to sign. Recommendation was unanimously supported.

Definition of Employment Terms Policy/Update
Susan Vander Pol, County Coordinator, explained the need for updated language in our Definition of Employment Terms to Board members. A brief discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Elkins, to approve the updated Definitions of Employment Terms policy as presented. Recommendation was unanimously supported.

Sick Leave Policy/Update
Susan Vander Pol, County Coordinator, spoke with Board members regarding the new laws requiring part-time employees being given sick leave effective March 29, 2019. Discussion was held.

Recommended by Commissioner Michell, seconded by Commissioner Elkins, to approve the updated Sick Leave Policy for compliance with Public Act 338 of 2018 with using the 40-hour front load system with unused time paid out in January of the following year per the policy. Recommendation was unanimously supported.

Revised Drug Free Workplace Policy
Susan Vander Pol, County Coordinator, explained the new terminology added to our existing personnel policy regarding the use of marijuana. She explained the changes were necessary with the recent voter passage of recreational marijuana in Michigan. A brief discussion was held.
Employee/Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Custer, seconded by Commissioner Elkins, to adjourn at 11:45 a.m. Motion carried unanimously.

Karen J. Bluhm, County Clerk

Jack Nehmer, Chairman
OSCEOLA COUNTY
PERSONNEL AND OPERATIONS POLICY MANUAL

POLICY NUMBER: 1009

POLICY TITLE: Drug Free Workplace Policy

Authorized by: Board of Commissioners

Date Implemented: 09/01/1997 Date Amended: 04/02/2019

Illegal drugs in the work place present a danger to us all. Drugs impair safety and health, promote crime, lower productivity and work quality and undermine public confidence. The County will not tolerate the illegal use of drugs, and now, by law, it cannot. Under the federal Drug-Free Work Place Act of 1988, in order for the County to be considered a "responsible source" for the receipt of federal grant funds, the County has adopted the following policy:

POLICY

All employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using behavior altering chemical substances or controlled substances in the work place. This includes manufacturing, distributing, dispensing possessing or using marijuana in the work place as marijuana remains a controlled substances under Federal law.

IMPLEMENTATION
Any confirmed positive test for Marijuana or other altering chemical substances will establish use or constitute "under the influence."

Employees are prohibited from reporting to work or working while under the influence of alcohol or controlled substances, including Marijuana.

Employees violating the policy are subject to appropriate personnel/disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant. An employee who refuses to take a drug test may be subject to disciplinary action, which may subsequently result in the termination of employment.

This policy does not apply to the use of controlled drugs used in accordance with the limits of a valid prescription, excluding Marijuana.

PRE-EMPLOYMENT PHYSICAL
Job applicants being considered for employment will be given drug tests as part of the pre-employment physical examination, including Marijuana. Applicants with confirmed positive test results, without acceptable explanation, will not be hired. Those applicants
resulting in a positive reading may request a second testing if adequate reasons are presented.

PUBLIC SAFETY EMPLOYEES
Employees involved in positions which directly affect public safety, e.g., road patrol officer, corrections officer, probation officer or maintenance worker may be required by law, or by County policy, to participate in periodic drug/alcohol screening. Employees will be told upon hire or notified which job classifications are subject to periodic testing.

PRESCRIPTION/MEDICATIONS
Employees must notify their immediate supervisor if they are using medication (prescription or over-the-counter) that may cause drowsiness or affect their ability to operate a County vehicle or equipment or severely impairs their ability to perform their duties.

POLICY VIOLATIONS
Employees may be required to submit to a drug/alcohol test when there is belief that this policy has been violated. Probable cause for requesting testing may include, but are not limited to the following:
1. Possession of a controlled substance.
2. Behavior or symptomatic exhibiting of drug/alcohol use by an employee.
3. An employee sustaining any serious or potentially serious injury or accident while working. An employee(s) involved in a motor vehicle accident will automatically be tested.
4. Involvement in a known or suspected drug related incident on or off County property at any time.

CONVICTION OF DRUG OFFENSE
Any County employee convicted of violating a criminal drug statute in a County work place must inform the County of such conviction (including pleas of guilty and nolo contendere) within five days of the conviction occurring. Failure to inform the County subjects the employee to disciplinary action, up to and including termination for the first offense. By law, the County must notify the granting agency within 10 days of receiving such a notice from an employee or otherwise receiving notice of such a conviction.

Employees convicted or incarcerated for an alcohol related incident will be suspended pending a hearing with the immediate supervisor and the County Board of Commissioners or their designated representative. An employee may be placed on leave of absence and/or disciplined up to and including termination depending on the nature of incidence.

EMPLOYEE ASSISTANCE
An employee who asks for assistance may be offered counseling and rehabilitation as covered under the county’s health plan or at the employee’s expense. An employee who demonstrates obvious symptoms of, drug or alcohol use behavior, who may be determined as having a dependency or exhibits a confirmed positive test result may be offered counseling and rehabilitation as an alternative to severe disciplinary action. Successful completion of the rehabilitation program and remaining drug and alcohol free at the
workplace will be a special condition of continued employment. Employees who refuse to submit for counseling, fail to complete the counseling program or are convicted of a second offense will be terminated.

Employees' enrollment in a second substance abuse program will be reviewed by the Employer, Co-employer and Personnel and Administration Committee.

All requests for assistance and test results shall remain confidential as the law allows, and be retained in a separate file from the employees personnel records.

Questions pertaining to group health insurance coverage relative to alcohol or substance abuse counseling and treatment should be directed to the County Coordinators Administrative Office or County Clerk's Office.

See Alcohol & Substance Abuse & Testing Policy & Procedure for additional information.
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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<tr>
<th>ACCT. NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td>Commissioner D.P.</td>
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Capitol Improvement: Department

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No. __

Department Head Signature

03/22/19 Date

EXPLANATION: Commissioner computer and software
## Osceola County

### Service Recognition for 2018

by Years of Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td><strong>Five Years</strong></td>
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</tr>
<tr>
<td>Andrew Knapp</td>
<td>Sheriff / Jail</td>
</tr>
<tr>
<td>Carla Dehaven</td>
<td>Commission on Aging</td>
</tr>
<tr>
<td>Ellen Grubaugh</td>
<td>Circuit Court</td>
</tr>
<tr>
<td>Jeffrey Chamberlain</td>
<td>Sheriff / Jail</td>
</tr>
<tr>
<td>Jeffrey Laplante</td>
<td>Community Corrections</td>
</tr>
<tr>
<td>Jill Halladay</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Mike Horchner</td>
<td>Maintenance</td>
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<tr>
<td>Sheri Dailey</td>
<td>District Court</td>
</tr>
<tr>
<td>Tyler Thompson</td>
<td>Probate &amp; Family Court</td>
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<tr>
<td><strong>Ten Years</strong></td>
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</tr>
<tr>
<td>Andrew Salinas</td>
<td>Sheriff / Jail</td>
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<tr>
<td>Carl Baumgras</td>
<td>Parks</td>
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<tr>
<td>Michelle Gondek</td>
<td>Register of Deeds</td>
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<td>Robert Fulmerhouser</td>
<td>Commission on Aging</td>
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<td>Rodney Swiger</td>
<td>Community Corrections</td>
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<td>Sabrina Marlette</td>
<td>Circuit Court</td>
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<td><strong>Fifteen Years</strong></td>
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<td>Brad Halladay</td>
<td>Maintenance</td>
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<td>Jamie Eichenberg</td>
<td>Friend of the Court</td>
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<tr>
<td>Joel Benson</td>
<td>Sheriff / Jail</td>
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<tr>
<td>Larry Start</td>
<td>Sheriff / Jail</td>
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<tr>
<td>Shawna Crisenbery</td>
<td>Treasurer</td>
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<tr>
<td><strong>Twenty Years</strong></td>
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<td>Adam Cole</td>
<td>Sheriff / Jail</td>
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<tr>
<td>Brenda Henry</td>
<td>Commission on Aging</td>
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<tr>
<td>David Oostdyk</td>
<td>Friend of the Court</td>
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<td>Lori Leudeman</td>
<td>Treasurer</td>
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<tr>
<td>Mark Watkins</td>
<td>Emergency Management</td>
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<tr>
<td>Richard Gray</td>
<td>Sheriff / Jail</td>
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<tr>
<td><strong>Twenty-Five Years</strong></td>
<td>Shane Helmer</td>
</tr>
<tr>
<td></td>
<td>Emergency Medical Services</td>
</tr>
</tbody>
</table>

### Certificates of Recognition

**Certificate A:**
- Beth Straathof
- Brenda Henry
- Donnie Sue Johnson
- Jackie Campbell
- Robin Fuernerisen
- Sandy Szeliga

**Commission on Aging**

**Certificate B:**
- Nick Wetherington

**Commission on Aging**
<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>
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<tbody>
<tr>
<td>County Planning Commission</td>
<td>Pamela Shinn - fill vacancy</td>
<td>4/2/2019</td>
<td>New</td>
<td>12/31/2021</td>
<td>3 Year</td>
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</tbody>
</table>
Name = Name: Pamela
Name = Name: Shinn
Address = Address: [Redacted]
City = City: [Redacted]
Zip Code = Zip Code: [Redacted]
Township = Township: [Redacted]
Phone #1 = Contact Phone: [Redacted]
Cell-1 = true
Contact Phone #2 = Contact Phone: [Redacted]
Cell-2 = true
Occupation = Occupation: Semi-retired
Place of Employment = Place of Employment: PCMI - substitute teacher for Pine River Schools
High School = High School: Haslett High School
Years Completed = Years Completed: 4
College = College: Michigan State University
Degree = Degree: BS Urban and Regional Planning
Community Involvement = Master Planning -City of Lansing (Bill Riskey) - Planning and Zoning, volunteer for Gaylord-county planning process in 2004, tourism assistance to various family owned business - Houghton Lake, Economic Development Consultant City of East Lansing-Smart Zone, Manager/Publisher Urban Planning magazine Brownfield Redevelopment Authority = true
Planning Commission = true
West MI Regional Planning Commission = true
Comments = I am interested to volunteer in an effort to provide a citizen voice in decision making for my local community while at the same time serve those in my community.

My interest in planning in combination with my background and education provides me with knowledge and understanding of many aspects of the planning and economic development process and laws as it relates to state, county and local governments.
Client IP = 174.254.67.5
DISCHARGE OF MORTGAGE

Know all Men by these Presents, that the Board of Commissioners of the County of Osceola and State of Michigan,

Do Hereby Certify, that a certain Indenture of Mortgage, bearing the date of February 12, 2001, made and executed by Harold L. Reedy and Mary Lou Reedy, husband and wife, 538 N. Pine, Evart, MI 49631

of the first part, to Osceola County, a Municipal Corporation, 301 W. Upton Ave. Reed City, MI 49677 of the second part, and

recorded in the Register’s Office for the County of Osceola and State of Michigan, in Liber 697, Page 174, dated February 13, 2001, concerning the following described property located in Osceola County:

Lot 63, Original Plat to the City of Evart

Subject to all reservations, easements and restrictions of record, if any.

Said mortgage is fully paid, satisfied and discharged.

Jack Nehmer, Chairperson
Osceola County Board of Commissioners

STATE OF MICHIGAN)
COUNTY OF Osceola) ss.

The foregoing instrument was acknowledged before me on _____________________________2019, by Jack Nehmer, as Chairperson of Osceola County Board of Commissioners, Osceola County, Michigan.

DRAFTED BY
Dan Massy
After Recording Return To:
Dan Massy
301 W. Upton
Reed City, MI 49677

Notary Public, Osceola County
My Commission Expires: _______________________
Application for the Michigan Veterans Affairs Agency's County Training Reimbursement

Date of Application: 4/22/19  County Applying: Osceola

Veteran Service Director: David Blanchard  Phone Number: 231-791-7082

Office Address: 240 E. Church Ave., Reed City, MI 49677

Names of Accredited Individuals Requesting Training: David Blanchard & Wayne Stevens

Title/Description of Training: MACVC 2019 Spring Conference/Training

Training Location: Bavarian Inn Lodge & Conf Center, One Covered Bridge Lane, Frankenmuth, MI 48734

Training Dates: April 23 through April 26, 2019

Estimated Training Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Registration</td>
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<tr>
<td>Lodging</td>
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<td>Tolls</td>
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<tr>
<td><strong>Total Amount Requested</strong></td>
<td><strong>$657.45</strong></td>
</tr>
</tbody>
</table>

Specify any additional information: David & Wayne are sharing a room to reduce those costs.

Signature, Chairperson, Board of Directors

Jack Nehmer

Printed Name

Signature, Director

Susan Vander Pol

Printed Name

3/22/19  Date

3/22/19  Date