OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
October 6, 2015

Meeting was called to order at 9:35 a.m. by Chairman Emig.

Present: Commissioners Tiedt, Wayne, Elkins, Halladay, Nehmer, Gregory and Emig.

Also present: Michelle Kuz-Animal Control Director, Jeremy Beebe-E.M.S. Director, Laurie Smalla-911 Director, Rosie McKinstry-Equalization Director, Scott Schryer-C.O.A. Director, Lori Leudeman-County Treasurer, Susan Vander Pol-County Coordinator, Karen Bluhm-County Clerk, and a few members of the public.

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

Brief Public Comment: None.

Employee Comment: Commissioner Elkins spoke about Parliamentarian procedures.

Motion by Commissioner Halladay, seconded by Commissioner Elkins, to approve the minutes of September 15, 2015. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the current claims of the County in the amount of $ 82,229.46. Recommendation was unanimously supported.

Animal Control Damage Claims
Michelle Kuz, Animal Control Director, spoke to the Board about two (2) claims she has presented for payments. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve the payment of claims for loss of animals under the 1919 Dog Law for Serina Lee ($40.70 for chickens) and Scott Henry ($142.70 for rabbits) with payment from 101.430.960.000. Recommendation was unanimously supported.

Final 911 Service Plan Administrative Findings
Laurie Smalla, 911 Director, presented an amended 911 Service Plan and explained the need for changes. Discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to approve the Resolution and tentative Plan Amendment to update the 911 service plan. Recommendation was unanimously supported.

MSU Extension Office Space
Shari Spoelman, MSU District Coordinator, along with Shannon Lindquist, Renee Sanders and Jerry Lindquist, also from MSU, spoke to the Board regarding the need for more office space. They explained problems regarding space as well as noise containment. Discussion was held, with Chairman Emig referring the matter to the Building and Grounds Committee.
Committee Minutes
October 6, 2015

**E.M.S. Northwest Quadrant Update**
Jeremy Beebe, E.M.S. Director, updated the Board on the status of the new E.M.S. station in Tustin. He noted it is close to completion.

**E.M.S/Return to Work Policy**
Jeremy Beebe, E.M.S. Director, spoke to the Board about a Return to Work Policy and asked for the Board to adopt.

*Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the E.M.S. Return to Work policy with an implementation date of November 1, 2015. Recommendation was unanimously supported.*

**E.M.S./Evart Area Joint Fire Board Lease**
E.M.S. Director, Jeremy Beebe, spoke to the Board about the lease with the Evart Area Joint Fire Board. It expires at the end of this year, and they are offering a year extension at the same cost. Discussion was held.

*Recommended by Commissioner Elkins, seconded by Commissioner Gregory, to approve the Evart Area Joint Fire Board Lease through 2016 and authorize the Chairman to sign. Recommendation was unanimously supported.*

**E.M.S./Tustin Fire Board-Jeep Storage**
Jeremy Beebe, E.M.S. Director, spoke about a request from the Tustin Fire Board to store the jeep used for fires in our new building over the winter months only. Discussion was held.

*Recommended by Commissioner Gregory, seconded by Commissioner Tiedt, to approve the storage of a Tustin Fire Department response vehicle for this winter at the Tustin E.M.S. facility with removal by April 1, 2016. Recommendation was unanimously supported.*

**C.O.A. Advisory Council By-Laws**
Scott Schryer, C.O.A. Director, spoke to the Board about the revised Advisory Council By-Laws. Discussion was held.

*Recommended by Commissioner Elkins, seconded by Commissioner Tiedt, to approve the Commission on Aging Advisory Council By-Laws as presented. Recommendation was unanimously supported.*

**C.O.A. Reliance Community Care Partners Contracts**
Scott Schryer, C.O.A. Director, spoke to the Board about the contract with Reliance Community Care Partners. He explained it is the same contract we used to have with Health & Human Services only under a different name. He briefly explained the program and asked for the Board to approve.

*Recommended by Commissioner Wayne, seconded by Commissioner Halladay, to approve the agreement with Reliance Community Care Partners and authorize the Chairman to sign. Recommendation was unanimously supported.*

**C.O.A./Tustin Property Line Trees**
Scott Schryer, C.O.A. Director, explained an issue encountered with a fallen tree on the north side of their Tustin property. He spoke about possible difficulties if other trees in that same area were to fall and damage some of our equipment and property. Discussion was held.
Recommended by Commissioner Wayne, seconded by Commissioner Tiedt, to remove trees at the Commission on Aging building in Tustin, along with trees on a neighboring property with written permission from the landowner with the quote approved by the County Coordinator. Recommendation was unanimously supported.

C.O.A./Tustin Property Parking Lot
Chairman Emig spoke about phone calls made to all Commissioners with a possible parking lot problem at the Tustin property. Scott Schryer, C.O.A. Director, explained the area of the parking lot they are concerned about. Discussion was held on how to fix the area for the time being, while waiting to complete a repaving project at that location sometime next year.

Audit Contract for 2015
Susan Vander Pol, County Coordinator, spoke about correspondence from Anderson, Tackman & Company to extend their contract with Osceola County for the 2015 Audit at the same price.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve an agreement with Anderson, Tackman & Company for the 2015 audit in the amount of $26,000. Recommendation was unanimously supported.

Janitorial Contract for 2016
Susan Vander Pol, County Coordinator, spoke about the cleaning contract with Professional Office Cleaning of Big Rapids. They have offered to extend the contract for an additional year at the same rate.

Recommended by Commissioner Nehmer, seconded by Commissioner Gregory, to approve a one-year extension through December 31, 2016 for the janitorial services for Professional Office Cleaning in the amount of $38,400.00. Recommendation was unanimously supported.

Update on 2016 County Budget
Susan Vander Pol, County Coordinator, spoke on the proposed 2016 budget presented to Commissioners for their review. She spoke about some of the revenues projected to increase or decrease for 2016. Discussion was held. She then went on to review with Commissioners departmental staffing requests and facility projects requested for the next year. She also explained the correspondence from Mr. Nottley regarding the appeals several departments made to where their departmental positions were placed on the scale. After further discussion, she asked for the Board to set a public hearing on the budget.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to set the 2016 Budget Public Hearing for 9:15 a.m. on October 20, 2015. Recommendation was unanimously supported.

Budget Amendments and Cash Transfers
Commissioner Tiedt reviewed the budget amendments and cash transfers presented.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the budget amendments and the cash transfer as presented. Recommendation was unanimously supported.

Sheriff Office Renovation and Addition
Susan Vander Pol, County Coordinator, reported the new addition has one more item to complete and then it will be finished. The renovation on the old part of the office continues.
Signage for CMDHD
Commissioner Nehmer advised the Board that all the permits have been obtained to put a new sign up by the County Services Building housing the Health Department, Building Department and Emergency Management. He noted the County's cost portion for the new sign is $145.00 and asked for approval. 
Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to pay $145 for signage at the Health and Human Services building. Recommendation was unanimously supported.

Propane Tank Set Fees
Susan Vander Pol, County Coordinator, explained the fee structure for the setting of a propane tank. She explained the difference between fees for water heaters and propane tanks and asked for clarification in our fee structure. A brief discussion was held.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to set the fee for propane tank sets to include the application fee and above ground tank set to $95.00. Recommendation was unanimously supported.

Employee/Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, seconded by Commissioner Tiedt, to adjourn at 11:52 a.m. Motion carried.