

**COUNTY OF OSCEOLA  
BOARD OF COMMISSIONERS  
COMMITTEE OF THE WHOLE  
AGENDA**

**Tuesday, May 2, 2017  
301 West Upton Ave., Reed City, Michigan  
2<sup>nd</sup> 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.**
- 3. Brief Public Comments (Three Minute Limit).**
- 4. Employee/Board Comments.**
- 5. Consider Approval of the Minutes of April 18, 2017.**
- 6. Consider Payment of Claims.**
- 7. Old Business:**
  - A. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.**
  - B. Update on C.O.A. Marion Renovation.**
  - C. Update on VoIP Telephone Installation with Jive Communications.**
- 8. New Business:**
  - A. Discuss MSU Extension Annual Report – Shari Spoelman.**
  - B. Discuss Register of Deeds Server Replacement – Nancy Crawford.**
  - C. Discuss Guest/Probate/Family Ct. Wi-Fi Access for YAC & CMDHD – Kaye Frederick & Susan Vander Pol.**
  - D. Discuss Items – Susan Vander Pol:**
    - 1. Maintenance Additional Staffing.**
    - 2. Paper Request for Bids.**
    - 3. Appointment to MOTA.**
- 9. Other Business:**
- 10. Employee/Board Comments.**
- 11. Extended Public Comments (Six Minute Limit).**
- 12. Adjournment.**

**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.

**COMMITTEE OF THE WHOLE  
MINUTES  
APRIL 18, 2017**

The Committee meeting was called to order at 9:36 a.m. by Chairman Emig.

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

Also present: Jeremy Beebe-E.M.S. 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 Tiedt, 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 Gregory, to approve the minutes from April 4, 2017. Motion carried.**

**Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the current claims of the County in the amount of \$26,166.12. Recommendation was unanimously supported.**

**C.O.A. -US Hole In One Application**

Scott Schryer, C.O.A. Director, explained the US Hole In One Application presented today for approval. He advised the actual event is set for June 21, 2017 at Spring Valley Golf Course. A brief discussion was held.

**Recommended by Commissioner Nehmer, seconded by Commissioner Wayne, to approve the US Hole In One event for the Commission on Aging and authorize the Chairman to sign. Recommendation was unanimously supported.**

**Community Space Agreement (Draft)**

Scott Schryer, C.O.A. Director, explained what the Community Space Agreement between the County and the Osceola County 4H & FFA Fair Board involved. Susan Vander Pol, County Coordinator, spoke to Board members about the proposed agreement noting she drafted it under the MMRMA guidelines, but asked if the County wished to have County counsel also review the document. Discussion was held and it was decided to send the proposed draft to the Fair Board in its' current state.

Commissioner Elkins arrived at 9:40 a.m.

Scott Schryer, C.O.A. Director, spoke about the Taste of Osceola being held this evening with proceeds going to the Commission on Aging. He also reported trying to coordinate a Bark in the Park event in Marion and explained the event to Board members.

C.O.A. Director, Scott Schryer, then introduced Staci Gerken and Barb Nelson from Area Agency on Aging of West Michigan (AAAWM) who are here today for their annual C.O.A. state assessment.

Staci and Barb addressed Board members complementing our C.O.A. agency on the various programs and services offered.

**West Michigan Regional Dashboard**

Paul Griffith, Executive Director of Michigan Works West Central, shared the regional dashboard presentation with Board members. He spoke about the \$900,000 funding for the entire region, which is the second largest region in the state. He noted they try to use their funding for projects, not studies. He spoke about the Alice program and the importance for high speed broadband. Discussion was held.

**Budget Amendments and Journal Register Report**

Commissioner Tiedt reported no budget amendments were received, but the Board does need to approve the Journal Register Report.

**Recommended by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the March Journal Register for the Osceola County Treasurer. Recommendation was unanimously supported.**

**VoIP Telephone Installation with Jive Communications**

Susan Vander Pol, County Coordinator, updated Board members on the progress of the new telephone system installation.

**PA 379 Local 911 Collection & Remittance**

Commissioner Gregory asked the Board to approve the levy, per voter approval, of the \$2.25 per line for the 911 surcharge and services. Discussion was held.

**Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to approve collection of the surcharge amount of \$2.25 per device, based on the 2017 Meceola Central Dispatch budget requirements for 911 services and approve any necessary resolution. Recommendation was unanimously supported.**

Employee/Board Comments: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, second by Commissioner Tiedt, to adjourn at 10:55 a.m. Motion carried.



## COUNTY COORDINATOR'S OFFICE

Susan M. Vander Pol, County Coordinator  
Jody Waurzyniak, Executive Assistant

301 West Upton Avenue  
Reed City, MI 49677  
(231) 832-6196; (231) 832-6197 Fax  
[osadmin@osceolacountymi.com](mailto:osadmin@osceolacountymi.com)

April 18, 2017

To Whom It May Concern:

The County of Osceola is actively accepting open bids on selected paper products. The specifications are shown on the enclosed bid form.

The County would like a quote for the bulk purchase and also a price for additional purchases (of each paper) that would be in effect for six (6) months. If it's not possible to lock in a price for six months, please note this on the bid form.

Bids are to be submitted by 12:00 p.m. on April 28, 2017. No bidder may withdraw a bid within 60 days of the bid date.

The County will issue one Purchase Order for the bulk purchase with account billing and invoicing. We also request the supply of paper be held and delivered throughout the year as our storage space is limited. Inside delivery is not required; however, we expect the driver to help get cartons from the truck to the ground as we only have a dolly (no loading dock, pallet jack, nor fork lift is available). The County has two locations in Reed City with the ability to hold one pallet (40 cartons) at each location.

Please submit your bid via mail, fax, or e-mail to Susan M. Vander Pol, County Coordinator, as shown above.

Sincerely,

A handwritten signature in cursive script that reads "Jody Waurzyniak".

Jody Waurzyniak  
Executive Assistant

Enclosure

**COUNTY OF OSCEOLA**

**PAPER BID FORM – OPEN BIDS 2017**

**Proposals are due by 12:00 p.m. on April 28, 2017.  
No bidder may withdraw a bid within 60 days of the bid date.**

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>SHEETS PER CASE</u>	<u>UNIT PRICE PER CASE</u>	<u>TOTAL COST</u>
187 CS	8 ½ x 11 Copy Paper 20 lb., <u>96</u> Brightness	_____	_____	_____
5 CS	8 ½ x 11 3-Hole Punched Paper 20 lb., <u>92</u> Brightness	_____	_____	_____
1 CS	8 ½ x 14 Legal Paper 20 lb., <u>96</u> Brightness	_____	_____	_____
<u>12 CS</u>	9 ½ x 11 White 20 lb. 1-Ply Blank (Micro Perf.) Computer Printout Paper	_____	_____	_____

**205 TOTAL CASES**

**PAPER COST:** \_\_\_\_\_

**DELIVERY CHARGE:** \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

**6-Month Lock In Price?**  Yes or  No / If No, other Lock In Price Date \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BOARDS / AUTHORITIES / COMMITTEES APPOINTMENTS**

ENTITY (* Must have Commissioner appointed.)	APPOINTEE	BOARD DATE APPOINTED	NEW OR REAPPOINTED	TERM EXPIRES	TERM LENGTH
Mecosta Osceola Transit Authority (MOTA)	Commissioner Halladay	5/5/2015	Reappointed	5/31/2018	3 Year
3 Citizens (1 City Rep recommended by Evert	Commissioner Emig - Alt.	5/5/2015	Reappointed	5/31/2018	3 Year
& Reed City City Commissions and	Sally Andrews - City (Evert/Reed City)	6/7/2016	Reappointed	5/31/2019	3 Year
1 At-Large Rep recommended by County)	Dave Johns - At-Large	12/16/2014	Reappointed	5/31/2017	3 Year