

**COUNTY OF OSCEOLA  
BOARD OF COMMISSIONERS'**

**BUILDING, TECHNOLOGY & ECONOMIC DEVELOPMENT/PUBLIC SAFETY/  
HEALTH & HUMAN SERVICES COMMITTEE**

**AGENDA**

**Tuesday, February 7, 2017  
301 West Upton Ave., Reed City, Michigan  
2<sup>nd</sup> Floor, Board of Commissioners' Room  
12:30 p.m. or to follow Board of Commissioners' Meeting**

- 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. Board/Employee Comments.**
- 5. Consider Approval of the Minutes of January 17, 2017.**
- 6. Old Business:**
  - A. Discuss Buildings Security Enhancements and Buildings Tour Schedule.**
- 7. New Business.**
- 8. Board Comments.**
- 9. Extended Public Comments (Six Minute Limit).**
- 10. Adjournment.**

**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.**

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COUNTY OF OSCEOLA  
BOARD OF COMMISSIONERS  
BUILDING, TECHNOLOGY & ECONOMIC DEVELOPMENT/PUBLIC SAFETY/  
HEALTH & HUMAN SERVICES COMMITTEE  
MINUTES

January 19, 2017

Meeting Called to Order by Chairperson Gregory at 1:02 p.m.

**Members Present:** Commissioners Mark Gregory, Roger Elkins and Jack Nehmer.

**Others:** Scott Schryer – Commission on Aging Director, Jamie Eichenberg – Friend of the Court Staff, Brad Halladay - Maintenance Working Supervisor and Susan Vander Pol – County Coordinator.

Additions or Deletions to the Agenda - None.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the agenda. Motion was unanimously supported.

Public Comments - None.

Employee Comments – Jamie Eichenberg commented on the courthouse doors being unlocked early during the weather delayed openings. The Friend of the Court had hearings scheduled and many people were in the downstairs hallway with access to other open areas of the building prior to staff arriving. Employees had to navigate through them to get into the office which concerned some. Discussion was held on what times the buildings were opened and who unlocks the doors of the courthouses. Brad Halladay mentioned courthouse employees unlocked the doors on the delay day. Susan Vander Pol mentioned this is the situation on the second floor of the courthouse on Friend of the Court morning hearing days, as everyone is called to the building at the same time instead of staggered appointments. It makes staff uncomfortable walking through the people and presents security concerns.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the minutes of January 3, 2017. Motion was unanimously supported.

Old Business:

**Landmark Design Group and Feasibility Study**

Discussion was held with Bob VanPutten of Landmark Design Group regarding the recently awarded Annex Feasibility Study and potential changes for security purposed to the North end of the main courthouse. Some of the topics discussed were security and public screening, employee entrances, traffic flows, conference rooms, service windows, additional office space, elevator, lobby area handicapped access, bathrooms, heat and air ventilation system, people flow patterns and storage. Mr. VanPutten will do further tours of the facility and also speak with staff members about building needs. Exterior parking spaces and available property were discussed.

**Discuss Committee Name**

The current Committee title is many separate committees from over the years combined into one. The title is cumbersome and is in need of revision. The Committee made the following recommendation to the Board:

Recommended by Commissioner Nehmer, seconded by Commissioner Elkins to change the Committee's name to Health, Safety and Grounds Committee. The recommendation was unanimously supported.

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**Tour of Annex**

The Committee members toured the Annex building with Mr. VanPutten.

Board Comments – The Committee requested Susan send out an email to the departments asking for staff that come in prior to a normal or delayed start time, make sure the door is locked behind them until the normal opening time to limit public access to the building.

Extended Public Comments (Six Minute Limit) - None.

The meeting adjourned 2:40 p.m.

Respectfully submitted,



Susan M. Vander Pol  
Osceola County Coordinator