AGENDA

Committee of the Whole Meeting of the County Board of Commissioners

Van Buren County

January 12, 2021 3:00 PM

Board of Commissioners Chambers - 219 East Paw Paw Street

1. CALL TO ORDER
   - A. Zoom Meeting Information
2. ADDITIONS/DELETIONS TO THE AGENDA
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
   - A. Minutes - December 08, 2020
5. PRESENTATION
6. Administrative Affairs Committee
   - A. CivicClerk - Agenda/Minutes Software
     Administration
   - B. Board of Road Commissioners Appointment: Vacancy
     Administration
7. Buildings and Grounds Committee
   - A. Recreation Plan Update
     Land Management
8. Finance Committee
   - A. Budget Adjustments
     Finance
   - B. Economic Development Strategic Fund
     Administration
   - C. Homeland Security Grant Renewal
   - D. Municipal Auction
     Sheriff Office
   - E. Jail Remote Video Arraingment/Meeting Rooms
     Sheriff Corrections
   - F. Tilt Skillet Purchase
     Sheriff Corrections
   - G. Purchase of Copy Machines for the Courts
   - H. Assistant Prosecuting Attorney Starting Salary Exception

Prosecutor

9. Labor Negotiations and Contracts Committee
10. Transit Committee
11. Veteran's Services Committee
12. ADJOURNMENT

Van Buren County will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at any meeting/hearing upon ten (10) days notice to the Van Buren County Board of Commissioners' Office. Individuals with disabilities requiring auxiliary aids or services should contact Van Buren County by writing, Anna Cerven, 219 Paw Paw Street, Ste. 201, Paw Paw, MI 49079, or by calling the Board of Commissioners' Office at (269) 657-8200, option 8 ext. 1271.

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO:
FROM:
DATE: January 12, 2021
RE:

ATTACHMENTS:

	Description
1	Zoom Invite

VAN BUREN COUNTY BOARD OF COMMISSIONERS

219 EAST PAW PAW STREET, STE.201, PAW PAW, MICHIGAN 49079-1492
(269) 657-8253 FAX (269) 657-8252

Richard Godfrey, Chairman
Mike Chappell, Vice-Chair

Gail Patterson-Gladney
Kurt Doroh
Randall Peat
Donald Hanson
Paul Schincariol

NOTICE:

Due to COVID-19 On Tuesday, January 12, 2021 at 3:00 pm and 4:00 pm, the regular Committee of the Whole and Board of Commissioners meetings will be conducted remotely through Zoom.

For Public Attendance, please see the call – in instructions below:

Hi there,

You are invited to a Zoom webinar.
When: Jan 12, 2021 03:00 PM Eastern Time (US and Canada)
Topic: Committee of the Whole/Board of Commissioners Meeting

Please click the link below to join the webinar:
https://us02web.zoom.us/j/89123577829

Or iPhone one-tap :
US: +19292056099,,89123577829# or +13017158592,,89123577829#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 891 2357 7829

POSTED: 01/08/2021

Board Meetings: Held in B.O.C. Room, 2nd Floor of the Administration and Land Services Building, unless otherwise posted.
If you desire to meet with a Commissioner or be placed on the agenda for a Committee/Board Meeting, please call 657-8253.
Van Buren County will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at any meeting/hearing upon ten (10) days notice to the Van Buren County Board of Commissioners' Office. Individuals with disabilities requiring auxiliary aids or services should contact Van Buren County by writing, Anna Cerven at 219 East Paw Paw Street Suite 201, Paw Paw, MI 49079, or by calling the Board of Commissioners' Office at (269) 657-8200, ext. 1271.

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO:
FROM:
DATE: January 12, 2021
RE:

ATTACHMENTS:

	Description
🗋	**Minutes**

MINUTES

Committee of the Whole Meeting of the County Board of Commissioners
Van Buren County

December 8, 2020 3:00 PM

Board of Commissioners Chambers - 219 East Paw Paw Street

1. CALL TO ORDER

   A. Zoom Meeting Information

   The Committee of the Whole meeting was called to order at 3:00 p.m. by Richard Godfrey, Chairman of the Board. Present in person: Doroh, Godfrey, Chappell, Hanson and Schincariol. Present remotely: Patterson-Gladney from City of South Haven, Van Buren County, MI and Peat from Paw Paw Township, Van Buren County, MI.

2. ADDITIONS/DELETIONS TO THE AGENDA

   None.

3. APPROVAL OF AGENDA

   Motion to approve the agenda as presented.

   Motion by Don Hanson, Second by Mike Chappell, Carried

4. APPROVAL OF MINUTES

   A. Minutes - November 24, 2020

   Motion to approve the minutes of the November 24, 2020 Committee of the Whole meeting as presented.
   Motion by Mike Chappell, Second by Randy Peat, Carried

5. PRESENTATION

   B. Steve Currie, Executive Director, Michigan Association of Counties: MAC Update

   Steve Currie, Executive Director of the Michigan Association of Counties, provided an overview and updates from MAC.

6. Administrative Affairs Committee

   A. Village of Breedsville Annexation of Columbia Township Property

   An email was received from seller Larry Bodtke that the property is no longer for sale. Discussion that legal counsel should review situation and advise how to proceed.

   B. Palisades Community Advisory Panel (CAP)

   It is recommended that the Board of Commissioners form a Palisades Community Advisory Panel to provide for open communication, public involvement, and education relating to the Palisades Power Plant shutdown and decommissioning.

   Motion to formally establish the Palisades CAP as soon as practical in 2021.

   Roll Call Vote: All Yes

   Motion by Kurt Doroh, Second by Gail Patterson-Gladney, Carried

   C. Board of Commissioners: Schedule Considerations

Discussion to direct Administration to set the meeting schedule as follows:
December 22, 2020 - Cancel meetings
December 28, 2020 - Swearing In Ceremony @ 11 a.m. via Zoom
January 5, 2021 - Organizational meeting at 1 p.m.
January 5, 2021 - Finance Committee meeting with members Schincariol, Peat, Doroh

7. Buildings and Grounds Committee

A. Recreation Plan Set Public Hearing

The Countywide Recreation Plan has expired and needs to be updated for obtaining recreation enhancement grants. A public hearing is required.

Motion to set a public hearing for the Countywide Recreation Plan for January 26, 2021 at 2:50 p.m. as required.

Roll Call Vote: All Yes.

Motion by Randy Peat, Second by Kurt Doroh, Carried

8. Finance Committee

A. Budget Adjustments

Ryan Post presented the necessary monthly adjustment.

Motion to approve the monthly budget adjustments as required to maintain a balanced budget.

Roll Call Vote: All Yes

Motion by Paul Schincariol, Second by Don Hanson, Carried

B. Foster Swift - Payment of Invoice

Discussion of what the cap was set at for this litigation.

Motion to approve payment of $14,228.00 to Foster Swift for legal expenses related to the to New Covert Generating litigation.

Roll Call Vote:

Yes: Chappell, Peat, Hanson, Schincariol, Godfrey
No: Patterson-Gladney, Doroh

Motion by Mike Chappell, Second by Randy Peat, Carried

C. Patrol Car Upgrade

The equipment in patrol cars is outdated and no longer serviceable. There is a multi year project to upgrade 4 patrol cars per year.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the equipment update of 4 patrol cars in an amount not to exceed $48,000.

Roll Call Vote: All Yes

Motion by Don Hanson, Second by Gail Patterson-Gladney, Carried

D. Court Positions - Filling of Vacancies

The courts are requesting to fill certain vacancies and also to combine two vacant part time positions into one full time position.

Motion to approve by resolution at today's regular meeting of the Board of Commissioners filling the following court vacancies: District Court Deputy Clerk (Paw Paw), Judicial Assistant to Judge Clarke, FOC Account Specialist, and combine two vacant District Court Deputy Clerk (criminal) positions into one position (South Haven).

Motion by Paul Schincariol, Second by Don Hanson, Carried

9. Labor Negotiations and Contracts Committee

A. MERS Defined Benefit Plan Updated Adoption Agreement

Norman Frazier provided the Board with a MERS Defined Benefit Adoption Agreement update indicating changes and/or clarifications to our program. The agreement will be presented to the Board in January for approval.

10. Transit Committee

11. Veteran's Services Committee

12. ADJOURNMENT

The meeting was adjourned at 4:14 p.m.

_____

Suzie Roehm, County Clerk

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County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Anna Cerven/John Faul
DATE: January 12, 2021
RE: CivicClerk - Agenda/Minutes Software

REQUEST:

The request is to utilize another platform from CivicPlus which is their agenda setting platform, CivicClerk.

BACKGROUND:

CivicClerk would replace our current agenda setting software, This was initially investigated in July, 2020, to see what CivicClerk had to offer but with the pandemic and other projects as a bigger priority, we set it aside for a later date.

Clerk Roehm has recently voiced the complications she's been having with the minutes portion of Novus since the pandemic began and we are unsure of what is causing those issues Their customer service center also was unable to give us an answer.

CivicClerk gave another demonstration and we were very pleased with what they can offer us on the agenda setting side and the minutes portion. The issues with Novus are putting more work on the Clerk. CivicClerk would allow her to complete the minutes portion with ease and efficiency.

FINANCIAL IMPACT:

Novus costs us $7950 annually for a very basic agenda setting software.

The first year of CivicClerk with their implementation costs would be $8,329 and starting year two, $6,804 annually.

CivicClerk would be cost effective and offers more within their software than Novus.

This pricing is only valid through January 31, 2021

RECOMMENDATION:

The recommendation is to approve the purchase of CivicClerk at the January 26, 2021 Board of Commissioners meeting and authorize the Board Chair to sign the appropriate documents on behalf of the Board.

ATTACHMENTS:

Description

- **VBC CivicClerk Proposal**



CIVICCLERK®

AGENDA MANAGEMENT SYSTEM

Van Buren County, Michigan

DECEMBER 2, 2020



Hannah Meadows | CivicClerk Account Executive | meadows@civicplus.com | 785-370-7814

302 S. 4th Street | Manhattan, KS 66502 | 888-228-2233 | www.civicplus.com

CIVICPLUS®

CIVICCLERK AGENDA MANAGEMENT SYSTEM

Project Cost



CivicPlus understands the budgetary and limited resource burdens most local governments experience on a daily basis. To assist in easing these burdens, and to help set your community up for success now and in the future, for a limited time only, we are offering special pricing and payment alternatives through our Rebound Program. To take advantage of the offer outlined in this proposal, your contract signing must be completed by January 31, 2021.

Development

- Agenda Management
  - Up to seven boards
  - Custom-developed templates (two Agenda Templates, two Staff Report Templates, one Minutes Template, one Agenda Script Template)
  - System-generated staff reports
- Live Meeting Management
  - Record minutes including motions, votes, speakers, and discussion
  - Display Pages
  - Electronic Voting
- Analytics module access
  - Create and save custom individual views and organizational views
  - Export views as .XLS and .CSV files
- Unlimited users
- Unlimited storage
- Google Drive, OneDrive, and Dropbox integrations
- Public Portal and Accessibility Portal
- Board Portal

Implementation

- Typical project timeline – eight to fourteen weeks
- Historical File Import - up to 7,500 files
- Two hours virtual consulting
- Eight hours virtual training

Annual Services

- Hosting and security
- Software maintenance including service patches and system enhancements
- 24/7 Technical support and access to the CivicPlus community
- Dedicated Client Success Manager
- Annual services are subject to a cumulative five percent technology fee increase beginning year three and beyond

	One-Time Fees	Annual Fees
Standard List Price	~~$7,126~~	~~$7,560~~
Discount	($5,601)	($756)
Final Price	$1,525	$6,804
Total Year 1 Investment (One-Time Fees + Year 1 Annual)	$8,329	
Annual Fees Beginning Year 2	$6,804	

Your CivicPlus purchase may be eligible for CARES reimbursement. Consult with your administration to determine if this is an opportunity for your community, and please inform CivicPlus if you will be seeking reimbursement so we can help with any of your documentation needs.

CivicPlus Project Pricing & Invoicing

CivicPlus has endeavored to meet Van Buren County's needs and expectations for your new CivicClerk System based on the information provided. The investment proposal included is subject to change should additional functionality, custom development, or project enhancements, outside of the included scope, are added before contract signing.

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost-effective for our clients. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs but also your budgetary requirements.

CivicPlus Offers:

Standard CivicClerk Invoicing

- Year 1 fees are due at contract signing
- The first-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, subject to a five percent technology fee uplift each year starting in Year 3 of your contract

Customized Billing/Invoicing

- We can discuss other billing options with you before contract signing and, if feasible, develop a plan that works for all parties
- Not available with all CivicPlus products – please contact your sales representatives for more details

CivicPlus Advantage Invoicing

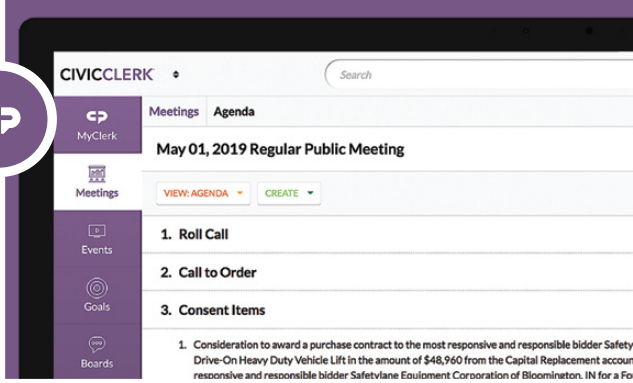
- Zero-interest payments that divide the One-Time Implementation expense of your project over the first three years of your contract
- Each payment will also include your Annual Services and any other fees if applicable
- May not be available with all products offered by CivicPlus

CivicPlus wants our clients to succeed in delivering a viable, sustainable, and flexible technology solution to their communities. We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Right to Negotiate

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Van Buren County.

Why CivicClerk?



Clerks & Agenda Administrators

As the primary point of contact and documentation facilitator, clerks benefit from time-saving process automation without having to sacrifice control.

- Custom configurations based on business processes
- Total visibility into the agenda, meeting, and video content from one system
- Assign tasks to stakeholders
- Access to ongoing product education and industry-specific webinars, blog posts, and newsletters

Elected & Appointed Officials

Elected leaders benefit from a reliable and accessible interactive tool to prepare for and participate in public meetings.

- Secure, individual access to meeting materials with full-text search
- Pre- and during meeting annotation and note-taking functionality
- Device agnostic
- Electronic voting

Agenda Contributors

Item Submitters benefit from an easy-to-use interface that makes it faster to collaborate on agendas.

- Pre-formatted staff reports
- Versioning control
- A dashboard display for a quick review of outstanding task assignments
- In-application support

Managers & Administrators

As approvers, department managers and community administrators benefit from accessible collaboration tools and visibility into staff work.

- A user-friendly, intuitive system for all staff members
- Automated workflows
- Versioning control
- Customizable reporting

Information Technology Leaders

Internal IT stakeholders benefit from peace-of-mind and the near-elimination of system questions and complaints.

- Secure, cloud-based hosting
- Unlimited users and storage
- Automatic upgrades
- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive, and API availability
- 24/7/365 U.S.-based support

Citizens

Members of your community benefit from transparency and accessibility to public meeting content.

- PDF downloads of agendas, packets, minutes, notices, and other documents
- Dedicated citizen portal with email subscriptions and full-text search
- Side-by-side agenda and video display
- Accessibility portal designed to WCAG 2.0 A and AA standards

AGENDA AND MEETING MANAGEMENT

CivicClerk is a comprehensive, collaboration tool to help aggregate information, reports, approvals, and notes in a single, transparent, cloud-based repository. CivicClerk brings teams together, fosters dialogue, and expedites reviews and approvals, offering the critical functionality needed by every stakeholder at their crucial point in the review and approval process.



Meeting Preparation and Item Submission

- Create agenda items and draft staff reports
- Upload attachments
- Submit for approval



Review and Approval from Collaborators

- Receive, review, and revise agenda items
- Assign tasks with due dates
- Visually track item status



Agenda Generation and Publication

- Publish to web and send to board members and subscribed residents
- Easy last-minute additions and agenda revisions



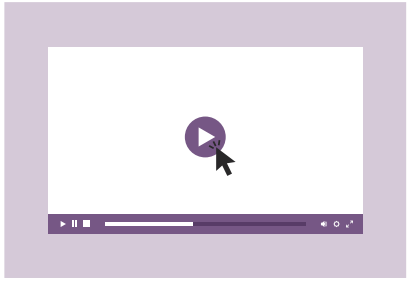
Meeting Participant Preparation

- Board members and citizens view agenda and meeting packet on any device
- Board members create annotations
- Available accessibility portal designed to meet WCAG 2.0 A and AA requirements



Meeting Day

- Queue board members in the Board portal to give visibility to the current item
- Add and call speakers and run speaker timer
- Capture motions, votes, comments, and discussion from the meeting
- Create video bookmarks using CP Media



Post-Meeting

- Make any necessary revisions to meeting actions and discussion recorded during the meeting
- Generate and distribute or publish draft and final meeting minutes
- Use preformatted text snippets to populate your minutes document

Features & Functionality



CivicClerk is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with CivicClerk is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed CivicClerk to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. CivicClerk's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Built-in integrations with Dropbox, Microsoft's One Drive and Google Drive and API availability
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. CivicClerk is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime.

Agenda Management

Flexible, Customized Templates

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

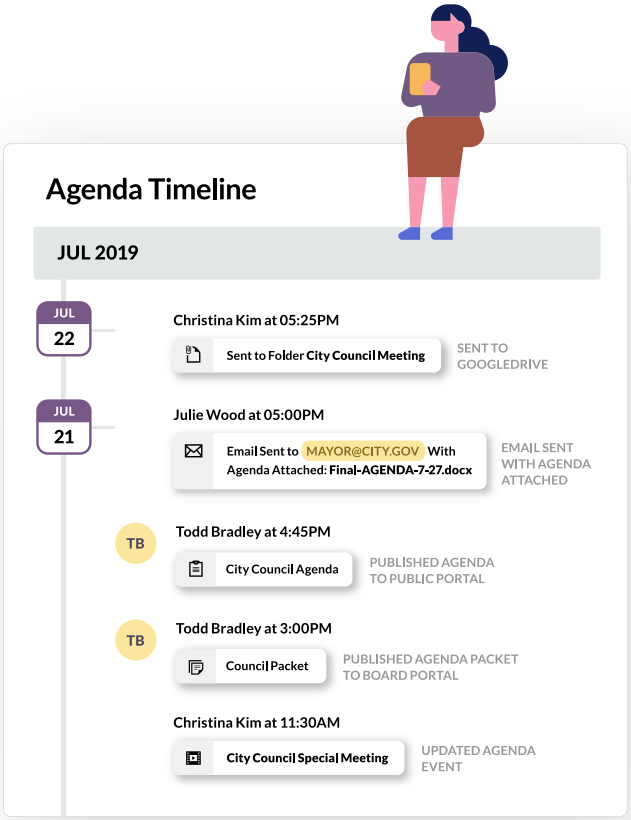
Efficiently Manage Agenda Packets of Any Size

CivicClerk compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

Convenient, Anytime Agenda Modifications

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically renumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

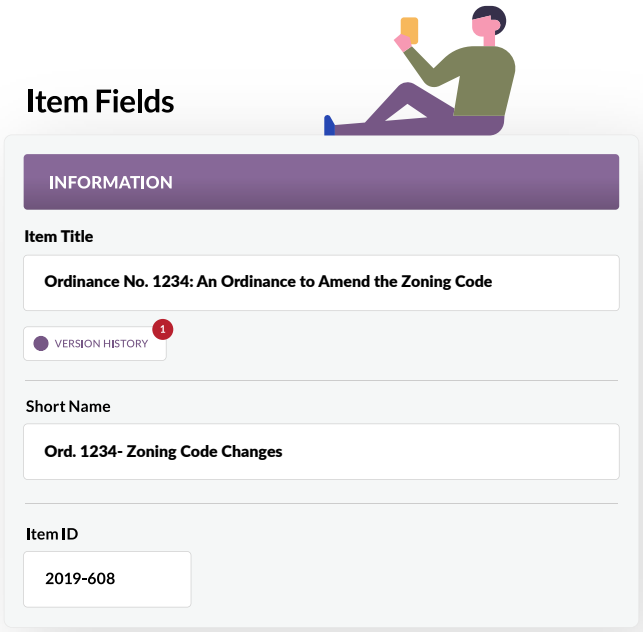


Create Agenda Items in Seconds

CivicClerk's easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for CivicClerk to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

Automate Your Approvals Process

The workflow engine in CivicClerk streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.



Custom Tags to Group Like Agenda Items

CivicClerk allows administrators to set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Agenda Management Features

- Custom-developed agenda and staff report templates
- Bulk and single item actions to easily copy, move, and initiate agenda items
- Pre-formatted text snippets to save time and provide consistency
- Flexible workflow and approvals engine with visual progress indicators
- Automated PDF file conversion
- In-app messaging
- Task assignment
- Full-text search functionality
- Tags to link together like agenda items for greater visibility and enhanced searching capability

Meeting Management

Automated Minutes Setup

CivicClerk's fully integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Live Meeting Manager module with a single click.

Keep Up with the Meeting Action

Meetings move fast. Live Meeting Manager's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

Speaker Manager

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

Automatic Video Bookmarking

Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.

Display Pages

Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.

Flexible Voting

Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

Live Meeting Management Features

- No prep work required – agenda content automatically pulls over into the Minutes module
- Single screen access to all meeting controls
- Record comments and discussion, roll call, motions and votes, speakers
- Bulk copy available to quickly apply motions and the associated votes to multiple agenda items
- Choice of pre-configured or custom-developed minutes templates
- Pre-formatted text snippets to save time formatting and entering data
- Integrated board portal with electronic voting
- In-chamber display pages show a welcome screen, current item name, current speaker with countdown timer, motion made on the item, vote count recorded for the item
- Integrated video bookmarking with CP Media live streaming and on-demand video service (additional fees apply)
- Multiple concurrent video streams with CP Media (additional fees apply)
- Integrated live and on-demand closed captioning services with optional CP Media (additional fees apply)

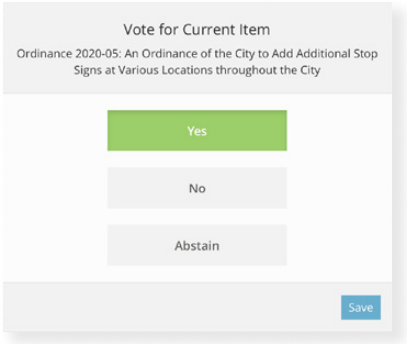
Board Portal

Flexible Access

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. CivicClerk is optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required.

A Personal Meeting Repository

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.



Interactive Meeting Tool

During live meetings, the Board Portal integrates with Live Meeting Manager to allow officials to refer to their review notes and annotations, capture notes within a dedicated field, receive visual cues as the agenda progresses from item to item, see speaker information instantly, and enter electronic votes. Chair View can also be enabled to allow the meeting presider to call speakers and advance agenda items.

Find What You Need- Faster

CivicClerk automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

Elected/Appointed Officials Board Portal Features

- Secure, individual access to meeting materials
- Annotation and note-taking ability that you can use in pre-meeting preparation as well as in-meeting note-taking
- Optimized for all devices, including desktops, laptops, tablets, and smartphones. No separate application required
- Live speaker name and countdown timer visible for each item
- Visual cues and one-touch access to the current discussion item
- Electronic voting from any device
- Chair View to allow the meeting chair to call speakers and advance agenda items
- Full-text search functionality provides visibility into past meeting content including notes made within the individual's private notes field
- Minutes summary view enables officials to see motions, votes, and any comment or discussion recorded in the meeting minutes for individual items

Citizen Portal

Content Accessibility

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

CivicClerk has a dedicated accessibility portal that gives members of the public complete access to your meeting content. Closed captioning is also available with our CP Media service for live streaming and on-demand video. Additional fees apply for CP Media and closed captioning.



Content Transparency

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping citizens engaged and informed.

Citizen Portal Features

- Citizen portal iframe to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with CP Media (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow citizens to quickly see the final disposition of agenda items without having to read full minutes documents
- Accessibility portal designed to WCAG 2.0 A and AA standards

The CivicPlus Platform

CivicClerk is part of the CivicPlus Platform, the integrated technology platform for local government, which means local governments minimize the need to rely on various third-party providers for multiple technology solutions.

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- Easily access all purchased CivicPlus products and integrated solutions from one dashboard and toolbar
- Access to a continually growing and fully documented set of APIs in order to better connect your organization's processes and applications
- Centralized data store built on the HCMS with robust data automation and integration capabilities

Integration Hub

Your time is too valuable to be spent downloading finalized meeting documents and data to share across varied communication channels. With the new CivicPlus Integration Hub, you can create custom integrations to connect CivicClerk with other products on the CivicPlus Platform to automate the delivery of that information just about anywhere.

With the easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).



The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicClerk today:

- Automatically add agenda or minute files to the Document Center to be displayed on your CivicEngage website after they are published in CivicClerk.
- Set-up a workflow to post in News Flash once you've published your CivicClerk meeting documents.

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.

Implementation



Project Timeline – Eight to Fourteen Weeks

While every CivicClerk implementation is unique, the following timeline can provide you information about the different implementation stages and what you can expect at each stage.

Your Implementation Consultant will work with you at project kickoff to set a specific timeline for your project based on your meeting schedule, your internal staff availability, and other factors that may be relevant to ensure your successful go live.

1

PHASE 1 - ONE WEEK

Project Kickoff

- Project Kickoff planning call
- Provide implementation questionnaire and additional information request forms

PHASE 2 - ONE TO TWO WEEKS

Consulting

- Consultation session to discuss goals, existing workflows, and best practices

2

3

PHASE 3 - THREE TO SIX WEEKS

Configuration

- Complete system configuration for your review

PHASE 4 - ONE TO TWO WEEKS

Finalization

- Enter user information from user classification list
- Complete file import
- Schedule user training sessions

4

5

PHASE 5 - TWO TO THREE WEEKS

Training

- Conduct administrative and standard user training sessions

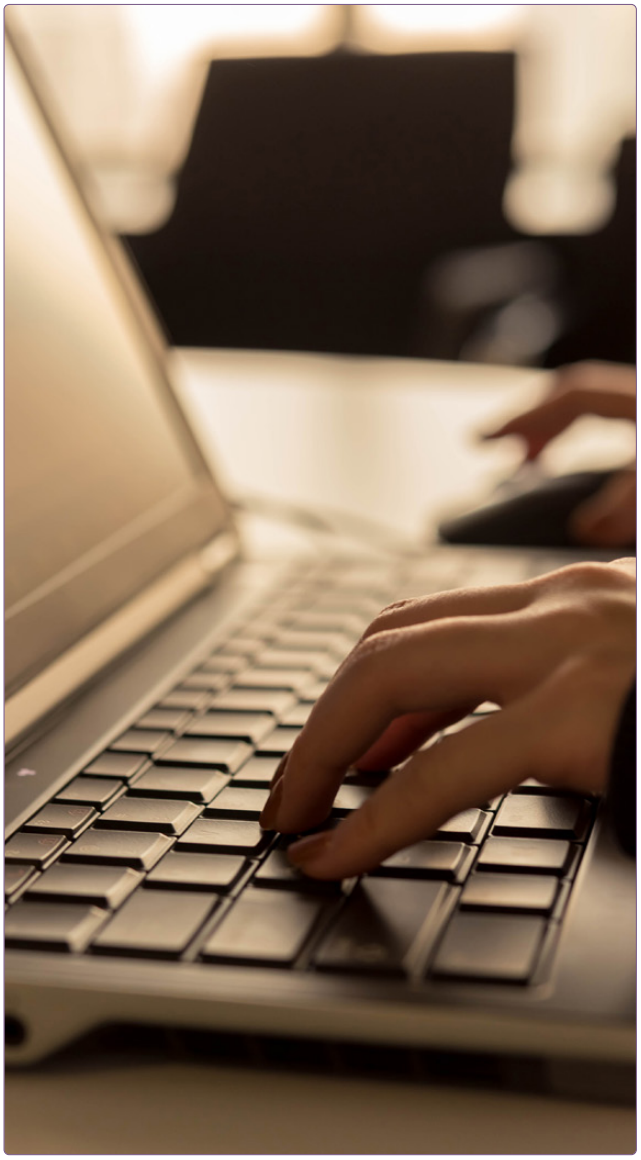
GO LIVE

Implementation Plan

Implementation & Support Experience Designed for You

CivicClerk has the experience and expertise to help any administration, whether in a community of one thousand or one million, to transform the entire meeting management process. We know an agenda management system can't be a one size fits all solution. Our implementation consultants will work with your staff to apply best practices to ensure that your CivicClerk solution is tailored and optimized for the needs of your administration. As your organization grows or processes and requirements change, administrators have full access to make configuration changes as needed so that your solution doesn't have to remain stagnant.

Truly intuitive software shouldn't require weeks of training or complex manuals to operate. We designed our CivicClerk training process to get your staff comfortable navigating the system and understanding how the software fits with your specific agenda management process. A typical standard user staff training session takes less than an hour and can be attended virtually or on-site, depending on your preference. After training, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning CivicClerk Technical Support team.



Historical File Import

As part of your implementation project, CivicClerk will import up to 7,500 Word and/or PDF documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your citizens will still have access to this historical information with increased functionality.

Ongoing Services



Award Winning Team

In February 2020, our Technical Support Team was presented with a Silver Stevie® Award in the Front-Line Customer Service Team of the Year - Technology Industries category, and a Bronze Stevie® Award in the Customer Service Training or Coaching Program of the Year - Technology Industries category. This is the second consecutive year that CivicPlus' Technical Support Team has earned Stevie honors.

The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



Around-the-Clock Service & Support

Technical & Ongoing Support

- Live support personnel based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency support
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned Client Success Manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and OS system patches

Hosting & Security

- Fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model
- All processing and data storage in done within this environment using a mix of Azure Virtual Machines and Storage Accounts
- 24/7/365 system monitoring with guaranteed 99.9% uptime (excluding maintenance)
- Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions
- All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions - data is always accessible
- Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines

Company Overview



At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design & content management, recreation management, mass communications, agenda & meeting management, employee management, 311 & citizen requests, and digital optimization.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a world leader in government web technology. We consider it a privilege to partner with our clients and provide them with solutions that will serve their needs today and well into the future.

CivicClerk, a CivicPlus company, delivers years of experience in agenda and meeting management software as a service technology that has been designed specifically to meet the needs of municipalities and their staff and officials. We consider it a privilege to partner with our clients and provide them with a solution that will serve their needs today and well into the future.

20+

years of experience with a focus to help local governments

350+

employees, many with experience in local government

4,000+

local government clients across the United States and Canada

10-time Inc. 5000 Honoree

www.govtech.com/100

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: John Faul
DATE: January 12, 2021
RE: Board of Road Commissioners Appointment: Vacancy

REQUEST:

The request is to accept the resignation of Mr. Geoffrey Moffat from the County Board of Road Commissioners and discuss the appointment to fill the vacancy.

BACKGROUND:

Mr. Moffat's term expires 12/31/2024. The appointment would be to fill this term. Interviews for this position last occurred November, 2018. The other applicants were Mr. Todd Hackenberg and Mr. Al Svilpe.

FINANCIAL IMPACT:

There is no financial impact.

RECOMMENDATION:

The recommendation is to appoint a new Road Commissioner as soon as practicable.

ATTACHMENTS:

Description

- **Hackenberg**
- **Svilpe**

NOTICE TO
INTERESTED AND CONCERNED CITIZENS

RECEIVED
NOV - 1 2018

The Van Buren County Board of Commissioners is presently accepting applications for voluntary appointment as needed to the following Van Buren County local and regional committees: **(Place an "X" on the line next to each committee that you are interested in appointment)**

		MEMBERS	MEETINGS	LOCATION
☐	911 Advisory Board	19	Quarterly	Paw Paw
☐	Area Agency on Aging	9	Monthly	St. Joseph
☐	Building Authority	4	As Needed	Paw Paw
☐	Brownfield Redevelopment Authority	5-9	Monthly	Paw Paw
☐	Community Corrections Advisory Board			Paw Paw
☐	Concealed Weapons	3	Monthly	Paw Paw
☐	Courthouse Restoration Committee	15	As Needed	Paw Paw
☐	District Library Board	8	Monthly	Decatur
☐	Economic Development Corporation	9	As Needed	Paw Paw
☐	District Board of Health	7	Monthly	Hartford
☐	Department of Human Services Board	3	Monthly	Hartford
☐	Friend of the Court Advisory Board	9	Min. 6/yr	Paw Paw
☐	Jury Board (Party Affiliation_____)	3	As Needed	Paw Paw
☐	Land Preservation Board	10	Quarterly	Paw Paw
☐	Local Emergency Planning Commission	9	Monthly	Paw Paw
☐	Mental Health Authority Board	6	Min. 6/yr.	Paw Paw
☐	Planning Commission	9	Monthly	Paw Paw
☐	Public Transit Local Advisory Council	7	As Needed	Bangor
☐	Remonumentation Committee	9	As Needed	Paw Paw
☐	Solid Waste Committee	14	As Needed	Paw Paw
☒	Road Commission	3	2/Monthly	Lawrence
☐	Southwest Michigan Planning Commission	39	8/Yearly	Dowagiac
☐	Van Buren County Transit Board	5	Monthly	Bangor
☐	Kinexus/Michigan Works!	31	Monthly	Benton Harbor

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079.**

APPOINTMENT APPLICATION

NAME Todd Hackenberg

ADDRESS 524 E 2nd St

Lawton, MI 49065

(Continued on Reverse Side)

(Continued from Reverse Side)

COUNTY RESIDENCE Van Buren

PHONE 269-299-0292 (H) 269-251-0165 (W) 269-251-0165 (C)

DATE OF APPLICATION 10/29/18 EMAIL hackenbergt@lawtonmi.gov

ADDITIONAL INFORMATION

PRESENT OCCUPATION: Superintendent of Public Works for Village of Lawton

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:
25 yr Member Lawton Fire Dept.

GOVERNMENTAL SERVICES EXPERIENCE:
Current Member Lawton Fireboard of Commissioners
Past Village Council President/Trustee for Village of Lawton

EDUCATIONAL BACKGROUND:
Graduated Mattawan Consolidated Schools 1990
1 yr Lake Michigan College Paramedic Program

BENEFICIAL EXPERIENCE:
I am the Street Administrator for the Village of Lawton
Worked for Road Commission as a road Maint. worker
Attended Several Road Trainings for budgets/Maint. topics

OTHER: Mattawan DPW Superintendent for 5 yrs taking Care of Roads.

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

recd req. for app. 10/25/18
sent App. 10/26/18 KLM

DATE: August 28, 2018

TO: Van Buren County Commissioners

FROM: Todd Hackenberg

RE: Serving as a Van Buren County Road Commissioner

I would like to serve as a Van Buren County Road Commissioner. I have twenty four (24) years of experience in building and maintaining public roads and the use and maintenance of heavy equipment. I've gained my knowledge and experience by serving as the Public Works Director for Mattawan and Lawton as well as my time with the Van Buren County Road Commission. During these years, I have prepared and managed budgets and road construction projects, managed employees and contractors, and have worked with residents in resolving problems and concerns.

As mentioned above, my years in experience has allowed me to understand the county road system and the challenges faced by the system and its funding shortfalls. I know the employees on a personal, as well as a professional level and fully recognize their potential as an asset in finding cost effective measures to address some of these problems.

I am very interested in serving the residents of Van Buren County as a road commissioner. I believe my 24 years of firsthand experience in road maintenance and construction would make me a valuable asset on the Van Buren County Road Commission.

Sincerely Todd Hackenberg

Todd Hackenberg

524 East Second Street

Lawton, MI 49065

269 251-0165

NOTICE TO
INTERESTED AND CONCERNED CITIZENS

The Van Buren County Board of Commissioners is presently accepting applications for voluntary appointment as needed to the following Van Buren County local and regional committees: **(Place an "X" on the line next to each committee that you are interested in appointment)**

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☐	Building Authority	4	As Needed	Paw Paw
☐	Brownfield Redevelopment Authority	5-9	Monthly	Paw Paw
☐	Community Corrections Advisory Board			Paw Paw
☐	Concealed Weapons	3	Monthly	Paw Paw
☐	Courthouse Restoration Committee	15	As Needed	Paw Paw
☐	District Library Board	8	Monthly	Decatur
☐	Economic Development Corporation	9	As Needed	Paw Paw
☐	District Board of Health	7	Monthly	Hartford
☐	Department of Human Services Board	3	Monthly	Hartford
☐	Friend of the Court Advisory Board	9	Min. 6/yr	Paw Paw
☐	Jury Board (Party Affiliation_____)	3	As Needed	Paw Paw
☐	Land Preservation Board	10	Quarterly	Paw Paw
☐	Local Emergency Planning Commission	9	Monthly	Paw Paw
☐	Mental Health Board	12	Monthly	Hartford
☐	Planning Commission	9	Monthly	Paw Paw
☐	Public Transit Local Advisory Council	7	As Needed	Bangor
☐	Remonumentation Committee	9	As Needed	Paw Paw
☐	Solid Waste Committee	14	As Needed	Paw Paw
☑	Road Commission	3	2/Monthly	Lawrence
☐	Southwest Michigan Planning Commission	39	8/Yearly	Dowagiac
☐	Van Buren County Transit Board	5	Monthly	Bangor
☐	Van Buren Co. (Transit) Local Advisory Council	7	As Needed	Bangor
☐	Workforce Development Board/Michigan Works!	31	Monthly	Benton Harbor

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions please contact the Van Buren County Administration Office at (269) 657-8253. **Return completed application to: Board of Commissioners, Attn: Board Applications, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079.**

APPOINTMENT APPLICATION

NAME ALAN SVICPE

ADDRESS 59210 WHITE WOOD DR. MATTAWAN MI

(Continued on Reverse Side)

(Continued from Reverse Side)

COUNTY RESIDENCE VAN BUREN

PHONE 269-668-3274 (H) 269-539-5209 (W) 269-267-7062 (C)

DATE OF APPLICATION 10/15/18 EMAIL SVILPE2116@gmail.com

ADDITIONAL INFORMATION

PRESENT OCCUPATION: — SEE ATTACHED —

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATIONS:

GOVERNMENTAL SERVICES EXPERIENCE:

EDUCATIONAL BACKGROUND:

BENEFICIAL EXPERIENCE:

OTHER:

Note: this application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

Alain E. Svilpe

October 15. 2018

ADDITIONAL INFORMATION

Present Occupation:

Currently I am employed by the Van Buren County Sheriff's Office and the Van Buren Intermediate School District as the county wide Truant Officer. I have held this position since my retirement from the Sheriff's Office as the Emergency Management Director in 2015.

I am also employed with the Van Buren County Road Commission as a commissioner and have been since 2008.

Current/Previous Experience in Civic/Private Organizations:

As the Emergency Manager I was involved with the American Red Cross as a Board Member. I am also an active member of the Paw Paw Conservation Club.

Government Services Experience:

I started my law enforcement career in 1975 as a Cadet with the Kalamazoo County Sheriff's Department and then worked for the City of Kalamazoo as a Public Service Officer until October of 1978. In late 1978 I was hired by the Van Buren County Sherriff's Office as a Deputy and moved up the ranks to Lieutenant. In 2015 I retired and became the Truant Officer for the County of Van Buren.

Educational Background:

I am a 1975 graduate of Loy Norrix High School and a 1978 graduate of Kalamazoo Valley Community College.

Beneficial Experience:

I have served as a Van Buren County Road Commissioner since 2008 and have held the Chairmanship during this period three times. I have worked closely with the other commissioners and the administration on policy and budget. I have also worked with my assigned townships in an effort to create better relationships.

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Ted Thar and John Faul
DATE: January 12, 2021
RE: Recreation Plan Update

REQUEST:

The request is to review the process of updating the Countywide Recreation Plan, which includes the Public Hearing for January 26, 2021, and approval at the January 26, 2021 Board of Commissioners meeting..

BACKGROUND:

The existing Plan written for the years 2011 – 2016 has expired. With the completion of the County Master Plan Update, this is an appropriate time to update the Recreation Plan as well. The Plan is necessary for obtaining
recreation enhancement grants, e.g., MDNR, in those units of government that do not have their own. Specifically, we have been approached to assist the South Haven Van Buren County Convention & Visitors Bureau (CVB) to work with the South Haven Area Recreational Authority (SHARA) Two Rivers Coalition for the development of kayak launch sites in the Black and Paw Paw Rivers.

The anticipated approval date is January 26, 2021, which follows a Public Hearing the same date. Prior to that in December a draft plan was distributed for review and comment, As required, the Public Hearing was posted more than 30 days prior to the Hearing. The Van Buren County Planning Commission recommends that the County Board of Commissioners approves the Plan.

After approval the Plan will be submitted to MDNR, which makes the County eligible for grant funding.

RECOMMENDATION:

The recommendation is to conduct the Public Hearing and approve the Plan at the January 26, 2021 Board of Commissioners meeting and authorize the Board Chair to sign the appropriate documents on its behalf.

ATTACHMENTS:

Description

- **Recreation Plan Draft**
- **RecPlan_PC_Minutes**
- **Resolution**

Van Buren County, Michigan

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN







2021 —2026

Adopted by the Van Buren County Board of Commissioners January 26, 2021

Van Buren County
COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN
2021 – 2026

The Southwest Michigan Planning Commission prepared this plan for Van Buren County with assistance from representatives from the following organizations:

- Van Buren County Planning Commission
- Van Buren County Administration and Board of Commissioners
- Van Buren County Road Commission
- Those who provided feedback via phone, email, written comments and survey responses

Special thanks to the South Haven/Van Buren County Convention and Visitors Bureau for funding the plan development.

Southwest Michigan Planning Commission
185 E. Main Street Suite 701 |Benton Harbor, MI 49022
www.swmpc.org | swmpc@swmpc.org | 269.925.1137

Van Buren County Administration & the Department of Land Service – Planning and Community Development
219 Paw Paw St. Suite 303 | Paw Paw, MI 49079
www.vbco.org | 269.657.8253

Van Buren County Road Commission
P.O. Box 156 | 325 West James Street | Lawrence, MI 49064
www.vbcrc.org| vbcrc@comcast.net | 269.674.8011

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Section 1. Plan Overview

This is an update to Van Buren County's 2012-2017 plan for parks and recreation resources at the county level. It will guide the County's approach to parks and recreation planning through 2026. Parks and recreational facilities in Van Buren County add real value to their surrounding communities and improve the quality of life for residents of all backgrounds and abilities by promoting healthy lifestyles, encouraging social interaction and providing access to natural areas.

Mission

Through this plan, Van Buren County seeks to provide quality recreational resources to its residents and visitors. The County recognizes the importance of recreational amenities – including parks, natural areas, open spaces, land and water trails, lake and river access points and recreational programming – as they contribute to places where people want to live, spend their leisure time and do business. The County strives to develop its parks and recreation amenities with these benefits in mind and with particular emphasis on stewardship of historically significant assets, natural features, fragile lands, water quality and green infrastructure.

Vision

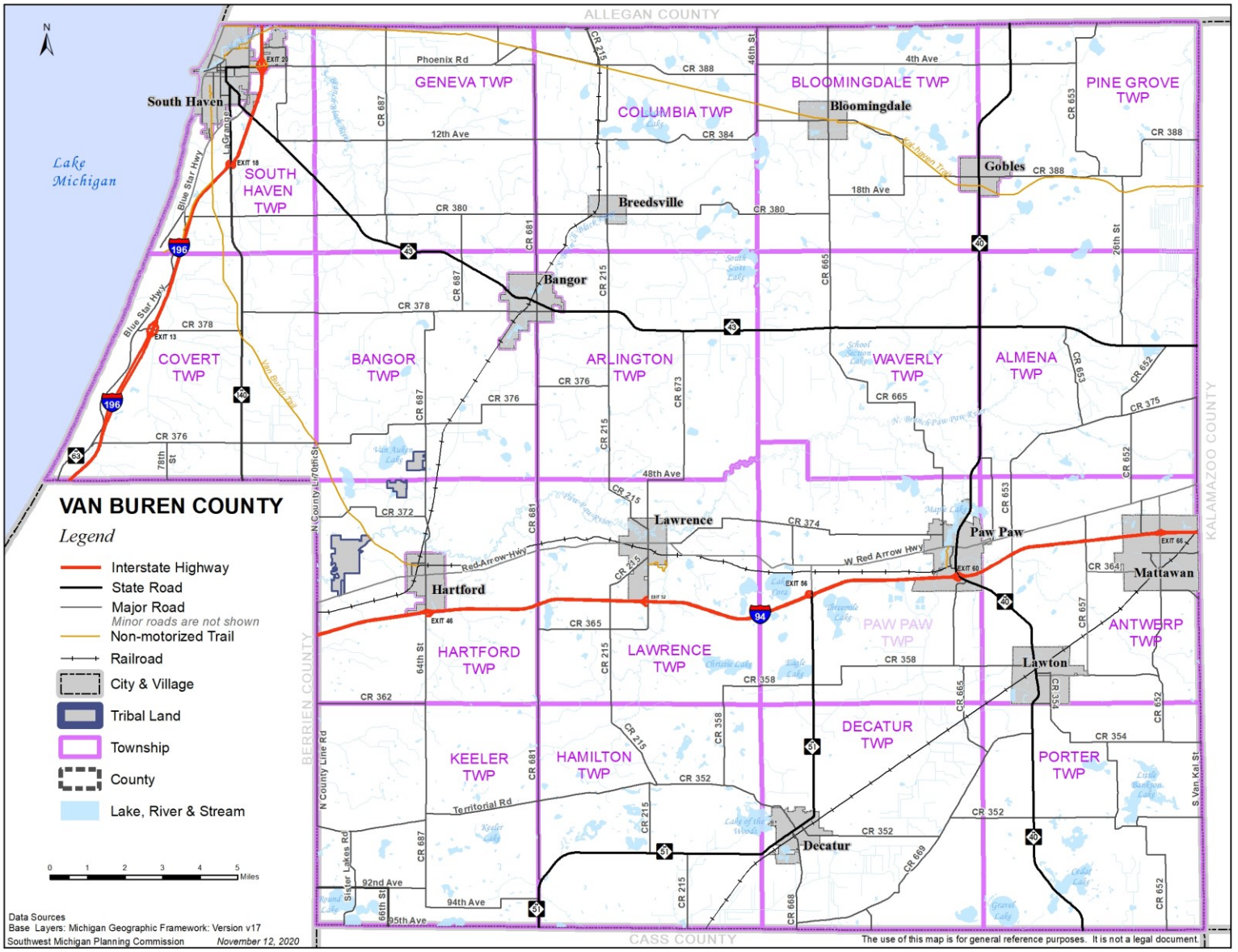
Van Buren County will enhance the quality of life for *all* current and future generations through its recreational resources.

Section 2. Community Description



Van Buren County is located in southwest Michigan and covers 611 square miles. In 2010, the total population for Van Buren County was 76,258, down slightly from the 2000 census number of 76,263. The 2019 population estimate is even lower at 75,677. Its residents are dispersed across four cities (Bangor, Gobles, Hartford and South Haven), seven incorporated villages (Bloomingdale, Breedsville, Decatur, Lawrence, Lawton, Mattawan and Paw Paw) and eighteen townships (see Table 8 in the Appendix for a full list.). The County spans small urban, suburban and rural settings and is home to one community college branch (Lake Michigan College South Haven), dozens of lakes (129 larger than ten acres) and two major rivers (the Paw Paw and Black Rivers). For more information on Van Buren County, visit the Van Buren County's website at www.vbco.org.

Figure 1 (Map) Area of Plan, Van Buren County



People - Demographics and Population Growth

Over the past two decades (1990 to 2010), the population in Van Buren County increased by over 10%. Growth has slowed somewhat in the past decade, yet the county remains the only one in its three-county region of southwest Michigan (includes Berrien and Cass) that experienced growth during this time.

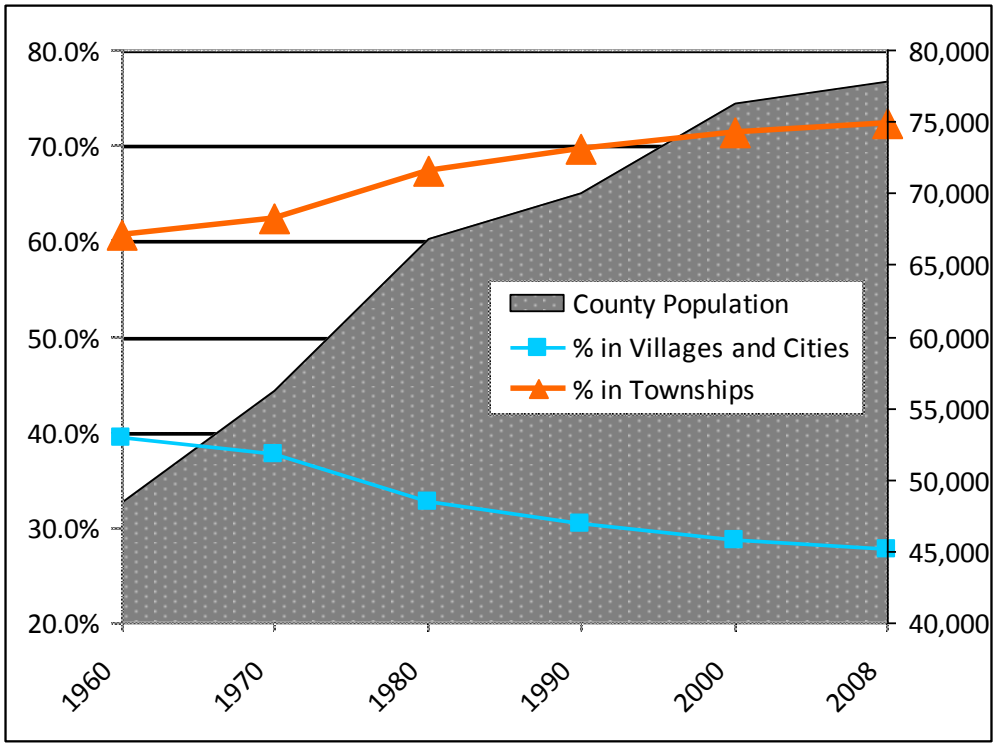
Table 1. Population Change by Municipality Type, Van Buren County | 1960 – 2010

	1960	1970	1980	1990	2000	2010	1960-2000	2000-2010
Almena	1,288	1,845	2,956	3,581	4,226	4,992	228.1%	18%
Antwerp	2,456	2,312	3,910	5,039	6,298	8,285	156.4%	31%
Arlington	1,392	1,645	1,884	1,929	2,075	2,073	49.1%	-0.09%
Bangor	1,443	1,708	1,993	1,948	2,121	2,147	47.0%	1%
Bloomingdale	1,176	1,493	1,953	2,351	2,836	3,103	141.2%	9%
Columbia	1,374	1,657	2,004	2,339	2,479	2,588	80.4%	4%
Covert	2,323	2,659	2,706	2,855	3,141	2,888	35.2%	-8%
Decatur	1,275	1,603	1,684	1,856	2,078	1,907	63.0%	-8%
Geneva	1,850	2,392	2,984	3,162	3,975	3,573	114.9%	-10%
Hamilton	1,023	1,167	1,586	1,515	1,797	1,489	75.7%	-17%
Hartford	1,746	2,211	2,707	3,032	3,159	3,274	80.9%	3%
Keeler	2,109	2,234	2,638	2,344	2,601	2,169	23.3%	-16%
Lawrence	1,421	1,555	2,114	2,115	2,282	2,263	60.6%	-0.8%
Paw Paw	2,067	2,592	3,207	3,645	3,738	3,507	80.8%	-6%
Pine Grove	1,528	1,835	2,379	2,594	2,773	2,949	81.5%	6%
Porter	1,047	1,360	2,041	2,086	2,406	2,466	129.8%	2%
South Haven	2,766	3,416	4,174	4,185	4,046	3,983	46.3%	-1%
Waverly	1,044	1,313	2,130	2,188	2,467	2,554	136.3%	3%
Township Total	29,328	34,997	45,050	48,764	54,498	56,210	85.8%	3%
Bloomingdale	471	496	537	503	528	454	12.1%	-14%
Breedsville	245	209	244	213	235	199	-4.1%	-15%
Decatur	1,827	1,764	1,915	1,760	1,838	1,819	0.6%	-1.0%
Lawrence	773	790	903	915	1,059	996	37.0%	-5%
Lawton	1,402	1,358	1,558	1,685	1,859	1,900	32.6%	2%
Mattawan	~~	1,569	2,143	2,456	2,536	1,997	~~	-22%
Paw Paw	2,970	3,160	3,211	3,169	3,473	3,534	16.9%	1%
Village Total	7,688	9,346	10,511	10,701	11,528	10,899	49.9%	-5%
Bangor	2,109	2,050	2,001	1,922	1,933	1,885	-8.3%	-2%
Gobles	816	801	816	769	815	829	-0.1%	1%
Hartford	2,305	2,508	2,493	2,341	2,476	2,688	7.4%	8%
South Haven	6,149	6,471	5,943	5,563	5,013	4,403	-18.5%	-12%
City Total	11,379	11,830	11,253	10,595	10,237	9,805	-10.0%	-4%
VB Co. Total	48,395	56,173	66,814	70,060	76,263	76,258	57.6%	-0.006%

Source: U.S. Census (1960 – 2010); U.S. Census

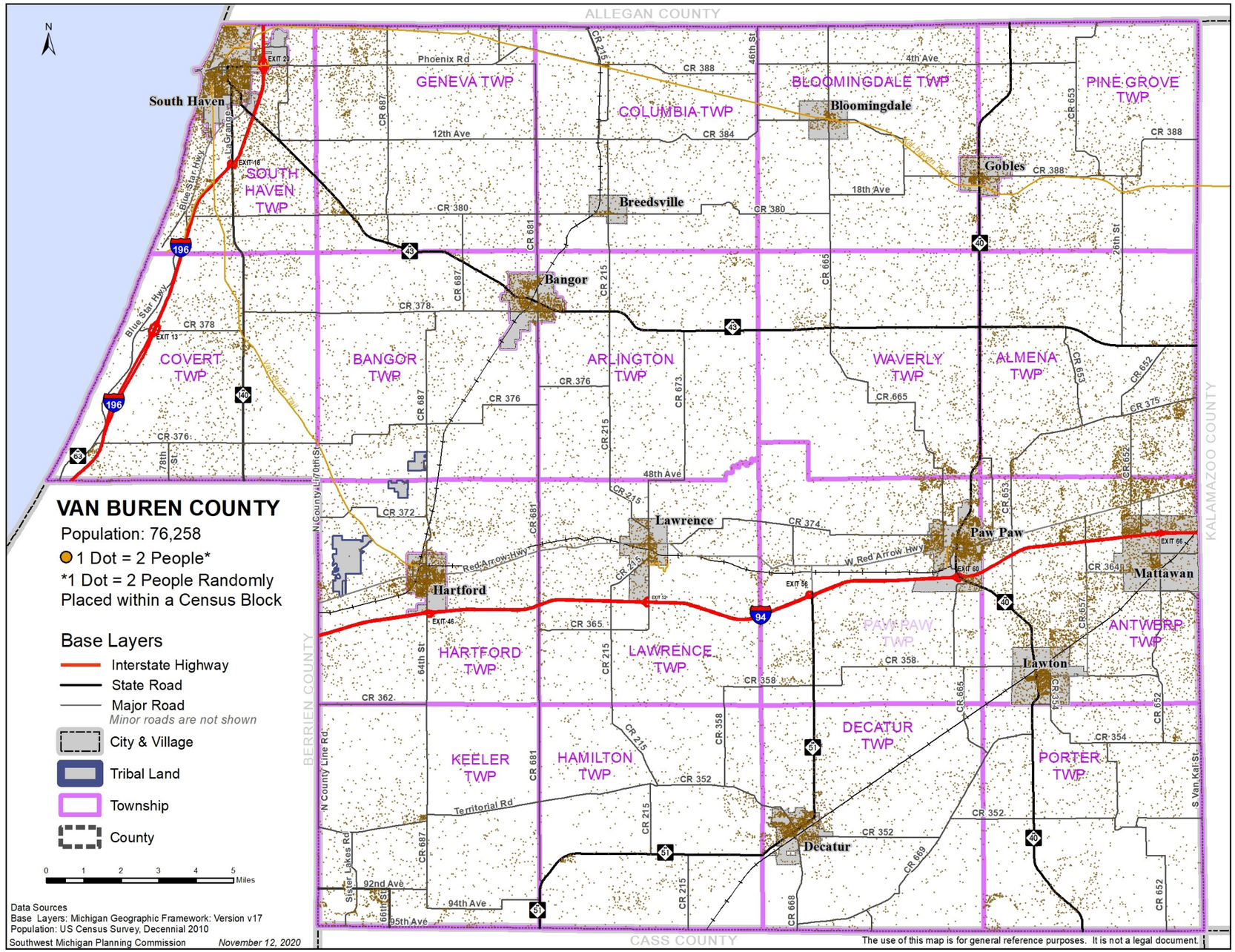
Much of this growth is concentrated on the county's eastern edge, where the Village of Mattawan and Almena and Antwerp Townships fall into the City of Kalamazoo's commuter-shed. The Villages of Mattawan and Lawton, and the Cities of South Haven and Hartford, experienced growth from 2000 to 2010. Nine townships (Almena, Antwerp, Bangor, Bloomingdale, Columbia, Hartford, Pine Grove, Porter, and Waverly) grew during this time, suggesting a slight land use shift from residents living near traditional downtown areas to more rural settings.

Figure 2 (Chart) Population change by municipality type, Van Buren County | 2000 - 2008



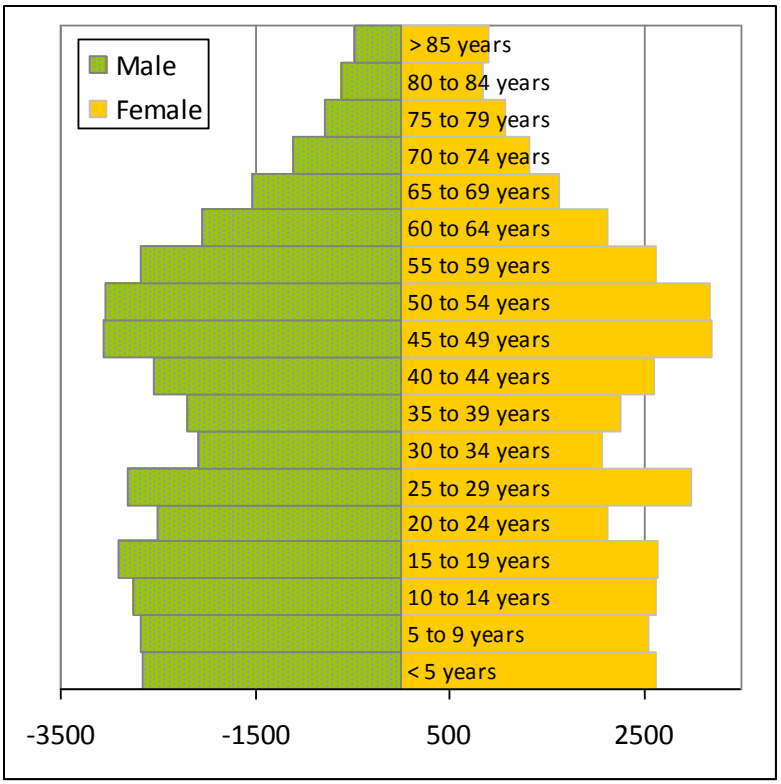
By racial composition, 2019 population estimates put Van Buren County as primarily White (91.5%), 4% African American and 4.6% other. The county has 11.7% reporting Hispanic/Latino ethnicity. Between 2000 and 2009, proportionally large increases of residents identifying themselves as Asian, Hispanic/Latino and "some other race" not defined on the U.S. Census survey forms have contributed to the county's growth.

Figure 3 (Map) Population Density, Van Buren County



By gender, Van Buren County houses slightly more women than men. As the county's "baby-boomer" residents' age, its collective population also ages; this pattern reflects patterns throughout much of the region and the country. The 2019 census estimates that 6% of the county's population is under 5 year of age, 23% are under 18 years of age and 18% are over 65 years and over.

Figure 4 (Chart) Population by Age, Van Buren County|2008



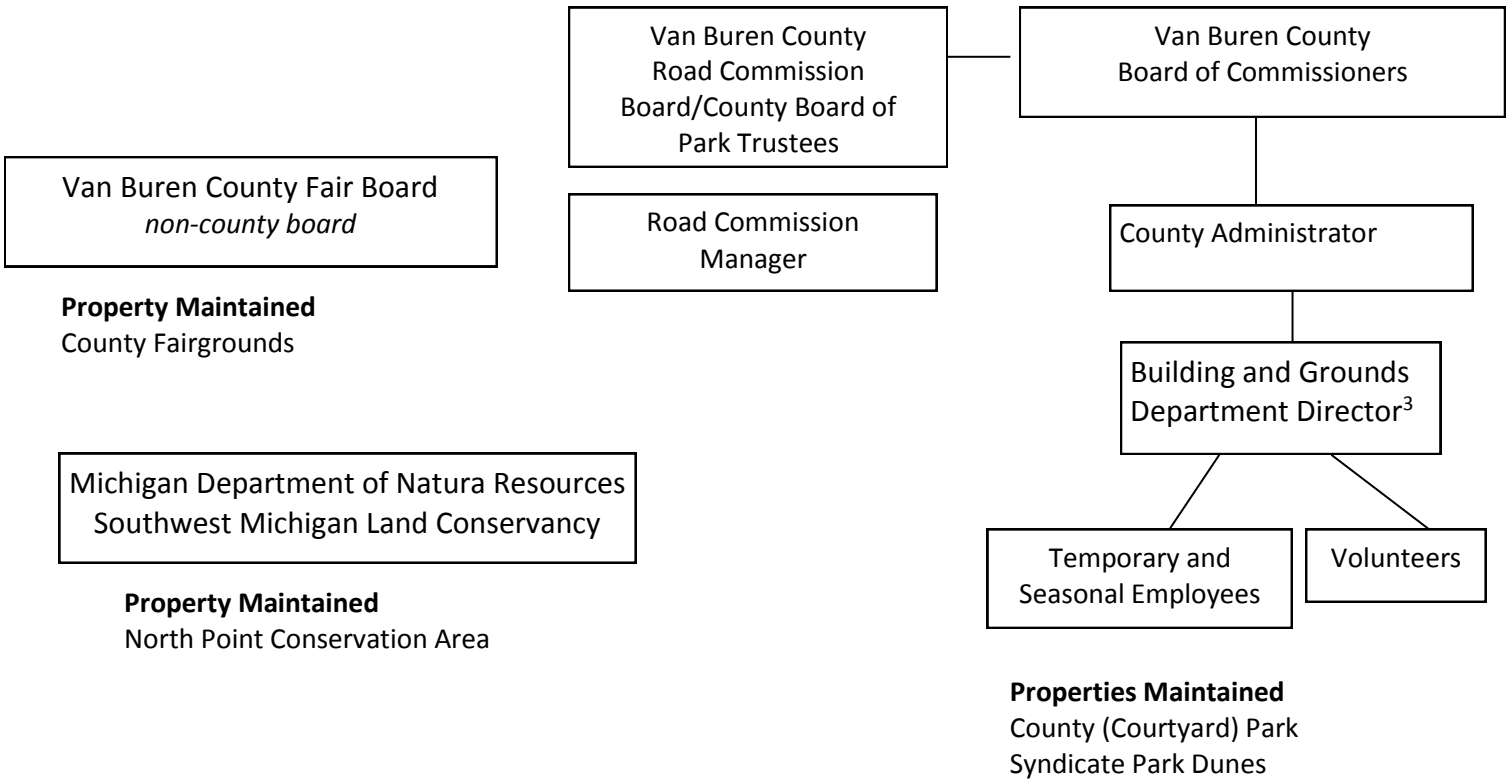
Section 3. Administrative Structure

Organizational Charts, Legal Authority and Board Membership

The four properties addressed in this plan's recreation inventory fall under the purview of two boards/departments: the Board of Commissioners and the Board of County Park Trustees. Per Michigan Public Act 90 of 1913, "*whenever the board of supervisors of any county shall have adopted a resolution to purchase, condemn, or to accept certain lands for park purposes and make an appropriation therefore . . . there shall be created a board of 3 members to be known and designated as county park trustees.*" The Act goes on to state, "*In counties operating under the county road system, the board of county road commissioners is hereby designated and shall then act as the county park trustees.*" The members of the County Road Commission currently fill the seats on this board and currently do not manage any county park lands.

The current administrative structure for the county's recreation system is shown in Figure 5. The basic operations and maintenance functions affecting Van Buren County's recreation inventory are the responsibilities of one staff position within the County Buildings and Grounds Department.

Figure 5 (Chart) Administrative Structure, Van Buren County



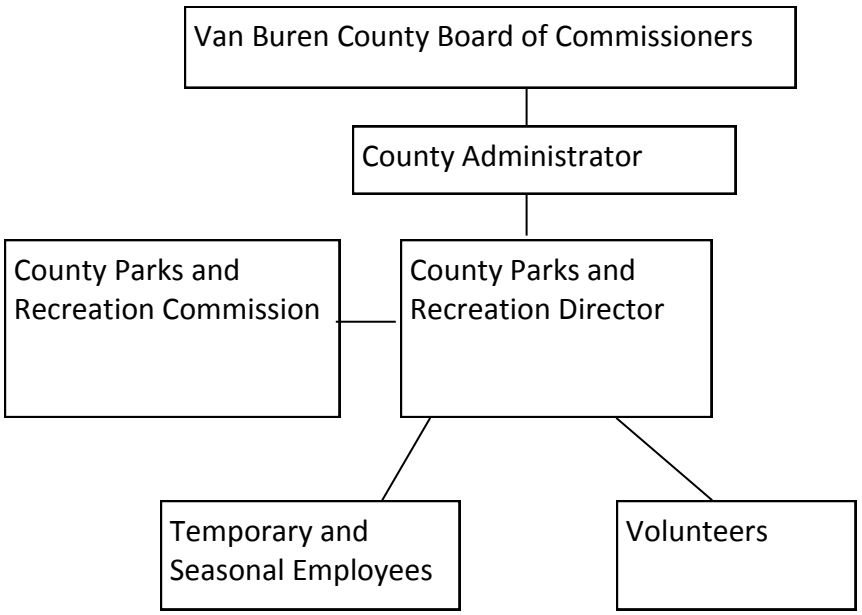
It is envisioned, over time, the County Park Trustees (or a board with an equivalent function under a different name) will manage a budget and make decisions about all of the County's parks, recreational facilities and programming.

In the event that the Board of Commissioners chooses to create a full County Parks and Recreation Commission under Michigan Public Act 261 of 1965 to operate, maintain and improve upon the County's parks and recreation resources per this plan's recommendations (see Section 6), the County Parks and Recreation Commission will comprise the following members:

- The Chair of the Road Commission
- The Drain Commissioner
- The Planning Commission Chairperson
- Seven board-appointed members

(See the Appendix for documentation of the relevant Michigan legislation.)

Figure 6 (Chart) Potential Future Administrative Structure, Van Buren County



Properties Maintained
County (Courtyard) Park
Syndicate Park Dunes

Current Funding Sources & Budgets

Van Buren County's Buildings and Grounds department's "grounds care" expenditures are inclusive for the County Courthouse – where the County Park is located. The Building and Grounds department did provide funding for maintenance of the North Point Conservation Area on Lake Michigan; however, that area is now leased to the Michigan Department of Natural Resources.

The County Fairgrounds are leased from the County and maintained/operated by a non-governmental board. The Van Buren Youth Fair Association, a 501(c)3 corporation, leases approximately 85 acres from Van Buren County.

No county department prepares an annual budget explicitly for parks and recreation resources, though this may become a task for the Board of Park Trustees or a future Parks Commission. The following is a list of potential funding sources to provide an outline of options for the County's future approach to funding parks and recreation resources within its borders.

State-Level

- The Michigan Natural Resources Trust Fund (MNRTF), established in 1976, funds capital improvements and land acquisitions for local/state parks through a granting process. The MNRTF accepts applications annually. See Table 4 for an inventory of local projects in Van Buren County funded via the MNRTF since 1976.

- The Michigan Department of Natural Resources MDNR's Recreation Passport Program replaces the Motor Vehicle Permit system that has funded state parks in Michigan since 1961. Through the program, motorists can pay a state-park access fee ($10 annually) when renewing license plates. The program will primarily fund the maintenance and operations of MDNR properties; the MDNR will use a percentage for local park improvements as well.

- The Michigan Parks and Recreation Association's foundation provides "financial support to people and programs that work to enrich the health and well-being of all Michigan citizens through increased access to recreation and outdoor experiences," www.mrpafoundation.org/.

County-Level

Over 80% of Van Buren County respondents to the Growing Greener Survey conducted by MSU in 2009 indicated a willingness to pay some amount annually for greater conservation efforts throughout the county; nearly one third of these respondents would pay over $25 per year and supported the following funding options – millages and user fees – by nearly 50% and 65%, respectively.

- Many Michigan counties levy a millage to fund parks, recreation and land preservation. Under 30% of respondents to the Growing Greener survey indicated opposition to a parks and recreation millage. A county-wide millage vote on a 0.25 mill for parks, recreation and land preservation could generate approximately $750,000 a year.

- The Van Buren County Road Commission (VBCRC) previously funded operations and maintenance of the Kal-Haven and Van Buren trails and their adjacent campgrounds through user fees. Since 2011 the Van Buren County Road Commission discontinued the user fee for the

trail and contracted with the MDNR for trail maintenance. Growing Greener survey respondents were highly supportive of using user fees to fund parks and recreation resources, suggesting it may be a viable option for developing the County's parks and recreation offerings.

Other

- The Trust for Public Land has resources for federal-level funding options. More are at http://www.tpl.org/.
- The National Park Service, www.nps.gov/partnerships/NPF_grants_and_prgs.htm
- The National Recreation and Park Association listing of grant opportunities, www.nrpa.org/uploadedFiles/Explore_Parks_and_Recreation/Project_Initiatives/Grant%20Opportunities.pdf
- The National Transportation Enhancements Clearinghouse, www.enhancements.org/

Volunteers & Other Organizations

Volunteers in Van Buren County contribute an immense amount of time and effort to improve parks and recreation resources for Van Buren County's residents and visitors. This section briefly describes and lists contact information for organizations and coalitions in Van Buren County, southwest Michigan and around the State, that contribute to maintaining, promoting and developing recreation resources throughout the county.

- The **Friends of the Kal-Haven Trail ("the Friends")** is a non-profit (501(c)3) organization that works in cooperation with Van Buren County to expand and enhance the facilities of the Kal-Haven and Van Buren Trails, promotes the use of the trails through sponsored events and other promotional activities and performs other acts consistent with and complementary to the maintenance and operations of the trails.
    - **Website:** https://kalhaven.org/

- **Friends of Blue Star Trail** - In 2009, a group of stakeholders from Allegan and Van Buren counties came together to discuss the possibility of creating a non-motorized connection from South Haven to Saugatuck. The group included municipal representatives from the City of South Haven, South Haven Charter Township, City of Saugatuck, Village of Douglas, Ganges Township, Casco Township, and Saugatuck Township. The group has recently formed a Friends group and has established themselves as a non-profit organization. The Friends group is now seeking contributions for their project and is working with the Allegan County Road Commission in developing their vision of a non-motorized off-road shared use path along the roadway known as Blue Star Highway.
    - **Website:** http://www.fotbst.org/

- The **Two Rivers Coalition** is a citizen-based group working to protect the health of the Black- and Paw Paw-River watersheds (See Figure 8 for a map of Van Buren County's watersheds.) through conservation, education and advocacy.
    - **Website:** http://tworiverscoalition.org/

- **Boy Scout Troops** have completed Eagle Scout Projects on the North Point property – i.e. planting hundreds of trees, maintaining trails and installing erosion control measures.

- The **Bangor/South Haven Heritage Water Trail Association** is a volunteer group working to maintain a canoe and kayak trail encompassing 21 miles of the south branch of the Black River between the cities of Bangor and South Haven in Van Buren County. The association improves and promotes the water trail through newsletters, promotional events, outreach and river clean-up days. This group is process of dissolving in 2020 and the responsibilities for the water trail will be coordinated by the **South Haven/Van Buren County Convention and Visitors Bureau**.
    - **Website:** www.bangorsouthhavenwatertrail.org

- The **Van Buren County Conservation District (Van Buren CD)** "is a local agency established to coordinate and implement conservation and natural resource programs, in partnership with [local, state and federal] entities to provide valuable technical assistance, financial assistance and educational opportunities to the people of Van Buren County, Michigan." Van Buren CD also serves as staff for the Van Buren County Land Preservation Board.
    - **Website:** http://vanburencd.org/

Organizations Beyond County Borders

Trails, greenways and protected lands provide many opportunities for cross-jurisdictional collaborations. The following organizations represent trail, greenway and conservation planning and organizational efforts at the regional and state levels that affect parks and recreational amenities in Van Buren County.

- The **Friends of the Kalamazoo River Valley Trailway** partner with the Parks Foundation of Kalamazoo County and the Kalamazoo County Parks Department to provide programming to maximize the benefits of the Kalamazoo River Valley Trail, a planned 35-mile paved-asphalt trail throughout Kalamazoo County, connected to the Kal-Haven Trail.
    - **Website**: www.kalcounty.com/parks/krvt/

- The **West Michigan Trails and Greenways Coalition**, formed in 2000, is a non-profit group of donors, organizations and volunteers dedicated to developing non-motorized trails and greenways into a linked system that connects wilderness areas, parks, historic landmarks and cultural sites throughout west Michigan**.**
    - **Website:** www.wmtrails.org/

- The **Michigan Trails and Greenways Alliance** is a non-profit organization that fosters and facilitates the creation of an interconnected statewide system of trails and greenways for recreation, health, transportation, economic development and environmental/cultural preservation purposes.
    - **Website:** www.michigantrails.org

- Created in 1991 by area residents, the **Southwest Michigan Land Conservancy (SWMLC)** seeks to permanently protect the natural, historic and scenic landscapes to ensure the health and quality of life for the people of southwest Michigan through gifts, conservation easements,

education, outreach, research, recreation and volunteer opportunities. As of October 2020, SWMLC owns 12 preserves encompassing 1,058 acres (it was 584.4 acres in 2011) and holds 11 conservation easements encompassing 924 acres (I t was 135.3 acres in 2011) in Van Buren County. It also plays a direct role in the preservation of Van Buren County's natural resources, entering into an agreement with the Van Buren County Board of Commissioners to hold and enforce the conservation easement on the North Point property in December 2009. The SWMLC has a partial interest in and must approve any management or use proposal for the North Point property.

  - **Website:** www.swmlc.org

- The **Nature Conservancy** is an international organization which preserves the plants, animals and natural communities that represent the diversity of life on Earth by protecting lands and waters they need to survive. The Nature Conservancy owns three preserves in Van Buren County (Ross Coastal Plain Marsh in Covert Township, East Branch Prairie Preserve and the Paw Paw Prairie Fen Preserve both in Antwerp Township) totaling 2,556 acres. The Nature Conservancy also holds three conservation easements in Van Buren County totaling 166 acres.
  - **Website:** www.nature.org/

- The **Michigan Nature Association (MNA)** is a non-profit, conservation organization dedicated to protecting Michigan's exceptional natural habitats and extraordinary endangered plants and animals. The MNA has six preserves in Van Buren County with only two being open to the public (Bavicks Sand Dunes Nature Sanctuary (40 acres in Covert Township) and the Phillips Family Memorial Nature Sanctuary (79 acres in Hamilton Township)).
  - **Website:** www.michigannature.org/

- The **Michigan Audubon Society** "connects birds and people for the benefit of both through conservation, education and research efforts in the state of Michigan."
  - **Website:** www.michiganaudubon.org/

School Districts, Public Agencies, Cross-Jurisdictional Coalitions and Private Entities

Resource-sharing and cross-border collaboration help provide a full set of recreation resources and programming to Van Buren County residents and visitors. In some neighborhoods and communities, school facilities (mapped in Figure 9 in the Appendix) may serve as a primary recreation resource. The following include cross-jurisdictional planning coalitions and other efforts with significance for Van Buren County's recreation resources. See the Resource Inventory (Section 4 and Tables 6 and 7 in the Appendix) for a catalog of public and private parks and recreational facilities in Van Buren County.

- As of 2010, the **South Haven Area Recreational Authority (SHARA)** is a collaboration between the City of South Haven, South Haven Charter Township, and South Haven School District in Van Buren County and Casco Township in Allegan County. The SHARA was initially established to provide the acquisition, construction, operation, maintenance and improvement of the land and facilities that may now or subsequently comprise the South Haven Area Recreational Park (SHARP). The SHARA is also established to acquire, construct, operate, maintain and improve public parks and other purposes as may from time to time be authorized by Act 321 all within a specified jurisdictional limits of the cities, townships and villages that may be part of the SHARA.

- The **Van Buren Intermediate School District (Van Buren ISD) – Wildlife Habitat Project** is an educational initiative based around creating an outdoor learning environment to "enhance education, wellness and stewardship." Educators, volunteers and students use a half-mile boardwalk in Lawrence Township on the Van Buren ISD Campus (open to the public year-round) as a learning site.

Section 4. Inventories

Van Buren County residents rely on a variety of recreational facilities throughout the county. These include parks, land and water trails, open spaces, golf courses, campgrounds, lake/river access points, etc. that are owned and maintained by cities, villages and townships, Van Buren County, the Michigan Department of Natural Resources (MDNR), and private entities, i.e. conservation/land trust organizations, "Friends" groups and private landowners.

County Owned Properties

At the time of this plan's adoption, Van Buren County has no department dedicated explicitly to maintaining the County's recreation resources. With input from County staff, minutes from the County Board of Commissioners' meetings and other planning documents (i.e. Van Buren County's Master Plan and local recreation plans.

Table 2 lists four recreational facilities that comprise the recreation amenities currently available at the County level. This plan uses the local and regional recreation and open space classification system that the Michigan Department of Natural Resources (MDNR) suggests (See Table 5 in the Appendix for an overview.). This classification system is widely used throughout the state and country.

Table 2. County Owned Properties, Van Buren County

Park Name	Acres	Type	Accessibility Rating*	Fee
North Point Conservation Area	17	Natural Resource Area	1	No
County (Courtyard) Park	0.70	Mini-Park	3	No
Van Buren County Fairgrounds	85	Special Use	3	Yes
Syndicate Park Dunes	20	Natural Resource Area	1	No

***Accessibility Rating** - The Michigan DNR provides the following measure of parks' and recreational facilities' accessibility:*
1 = none of the facilities/park areas meet accessibility guidelines
2 = some of the facilities/park areas meet accessibility guidelines
3 = most of the facilities/park areas meet accessibility guidelines
4 = the entire park meets accessibility guidelines
5 = the entire park was developed/renovated using the principles of universal design

North Point Conservation Area



North Point Conservation Area is a County-owned, 17-acre parcel on Lake Michigan that includes approximately 330 feet of Lake Michigan beach, forested critical dunes and wetlands. It abuts the lake just north of the Van Buren State Park. In 2020, this property was leased to the Michigan Department of Natural Resources for 20 years and is now considered part of Van Buren State Park and is accessed through the State Park. Since December 2009, this property also has a conservation easement on it held by the Southwest Michigan Land Conservancy.

Residents often refer to the North Point Conservation Area as the "old Boy Scout Camp," because Boy Scouts in southwest Michigan have used and maintained the property for generations. Several Boy Scouts have completed Eagle Scout Projects on the site – i.e. planting hundreds of trees, maintaining trails and installing erosion control measures.

County (Courtyard) Park



The County Park is a 0.7-acre mini-park in downtown Paw Paw adjacent to the Van Buren County courthouse. Features include an eight-foot wide sidewalk, markers denoting the four corners of the original 1840 county courthouse, a gazebo and four benches. Its most frequent users are Village of Paw Paw residents and visitors.

Van Buren County Fairgrounds

The Van Buren County Fair Board (Fair Board), a 501(c)3 corporation, leases approximately 85 acres from Van Buren County and has for the past 50 plus years. The Fair Board operates the Van Buren County Youth Fair on these grounds.



The Fair Board and volunteers have contributed to the development of a campground and buildings to supplement a “natural amphitheater” with hillside seating. In 2005, the fair board paved surfaces throughout the grounds to increase accessibility. Additional information on the Van Buren County Youth Fair can be found at: www.vanburenyouthfair.com/

Syndicate Park Dunes

Van Buren County owns over 20 acres of critical dune along Lake Michigan in South Haven Township in a subdivision called Syndicate Park. Most of this property was obtained through tax foreclosures. Due to erosion, Van Buren County worked with Southwest Michigan Planning Commission to secure a grant to restore the dune ecosystem. The grant was used to stabilize and slow down the advancing dune that was threatening neighboring residences, improve access to the beach while supporting protection of the restored dune, and to provide education on dune ecosystems. For more information visit https://www.swmpc.org/syndicatepark.asp.

Other Major Recreational Assets

Van Buren State Park

Van Buren State Park is comprised of 400 acres of land located along the Lake Michigan shoreline in northern Van Buren County. The focal points of the park are its high dune formations and one mile of sandy beach. Van Buren became a state park in May of 1965 when the original 167-acre plot was purchased from the Harry LaBar Drake family. Since then two other land purchases have been made to form the current park. The campground has 220 modern campsites, located approximately 400 yards from Lake Michigan.

Paw Paw River Water Trail

The 68 mile long Paw Paw River Water begins in the Village of Paw Paw in Van Buren County. There are two impoundments (Briggs Pond and Maple Lake) in the village above the dam which can be paddled. The river portion of the water trail begins immediately below the Maple Lake Dam. The Paw Paw River then winds its way 66 miles through a large, wildlife rich floodplain forest corridor through Van Buren and Berrien Counties. Along the way, the river runs through or skirts the edge of the communities of Lawrence, Hartford, Watervliet, Coloma, and Riverside. Ultimately, the Paw Paw River joins the St. Joseph River in Benton Harbor, approximately one half mile from Lake Michigan. For more information visit www.pawpawriverwatertrail.org.

Bangor to South Haven Heritage Water Trail

This water trail is one of nine designated heritage water trails in Michigan, offering 15 interpretive signs along the Black River. There are two “family-friendly” sections on the water trail. The first is the upper three miles from Lions Park in Bangor downstream to County Road 687. The other is an eight-mile section from the Basic Family Access Site (County Road 384) to South Haven. The section between County Road 687 and the Basic Family Access (CR 384) is called the "wilderness section," and paddlers can expect obstacles, major ones. For more information visit http://www.bangorsouthhavenwatertrail.org

Lake Michigan Water Trail

The southwest portion of the Lake Michigan Water Trail is from the Michigan/Indiana state line to Holland, Michigan. You will paddle along spectacular sand dunes, wilderness areas and quaint beach towns providing many opportunities to eat, shop, play and rest. Beach towns include New Buffalo, Bridgman, St. Joseph, Benton Harbor, South Haven, Saugatuck/Douglas and Holland. Visit https://www.michiganwatertrails.org/trail.asp?ait=ctv&ctid=40 for more information.

Pure Michigan Trail Town – South Haven

In May of 2019, South Haven was one of the first four communities to be awarded the designation as a Pure Michigan Trail Town. The City of South Haven, the South Haven/Van Buren County Convention & Visitors Bureau, Van Buren County, the State Department of Natural Resources, the Southwest Michigan Land Conservancy and many other community groups, various trailfriends' groups and organizations have developed and promoted a vast network of trails in and surrounding the City of South Haven. In fact, South Haven serves as the confluence for fourteen formal trails, including the Kal-Haven Trail Sesquicentennial State Park, the Van Buren Trail State Park, the Bangor/South Haven Heritage Water Trail, the Maritime District Harborwalk Trail, U.S. Bicycle Route 35, Lake Michigan Water Trail Southwest, the Great Lakes Fisheries Heritage Trail, and several others. In addition to this Trail Town designation, the Kal-Haven Trail was awarded the designation of Pure Michigan Trail in February, 2020.

Many projects including trail development, signage and wayfinding, collateral material development and trail events have been executed over the past several years. Our community has committed to a long-term plan to continue to grow these trail assets, and to develop a cohesive marketing strategy to

promote our trails. Our plan also involved coordination with our community school system to develop educational components for local area children on trail appreciation and stewardship.

Other Resources in Van Buren County

In Van Buren County, there are many state and local inland lake public accesses https://www.michigan.gov/dnr/0,4570,7-350-79119_79144_80285---,00.html

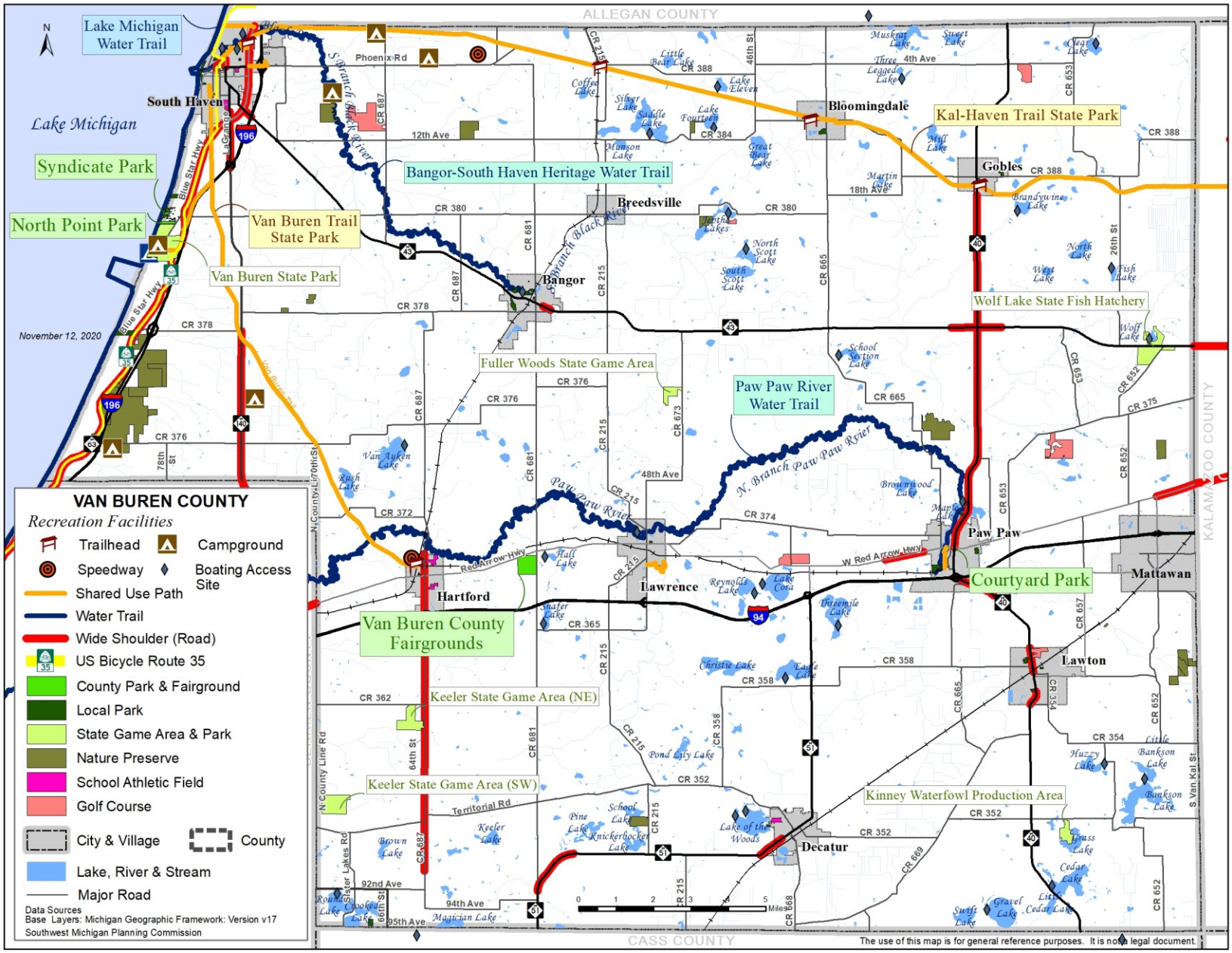
The only community pool available in the county is in South Haven located at the South Haven High School.

There are snowmobiling trails in Van Buren County (map found here https://www.michigan.gov/som/0,4669,7-192-29907_29953_30000-31074--,00.html).

The MDNR has a Hunting Access Program for private lands in Michigan (a list of properties by county can be found here https://www.michigan.gov/documents/dnr/DNR_HAP_lands_list_439893_7.pdf), but currently there are no properties in Van Buren County enrolled in the program.

There are also many local recreation resources provided by cities, villages, townships and school districts available in Van Buren County.

Figure 7 (Map) Recreational Resources, Van Buren County



Non-Motorized Inventory

Recently, the Southwest Michigan Planning Commission completed a non-motorized plan for southwest Michigan which includes Van Buren and 6 other counties in Michigan Department of Transportation's southwest region. For this plan, on-road facilities are defined as paved shoulders with a minimum width of four feet and bike lanes with a minimum width of five feet. There are just over 568 miles of roads with non-motorized facilities (paved shoulders and bicycle lanes) in southwest Michigan. Often on-road facilities are easier to construct than off-road facilities because the road agency usually has all or most of the required right-of-way and would not need to purchase property, which can be a major expense.

A significant on-road non-motorized facility in the region is Blue Star Highway and M-63 which follows Lake Michigan in Allegan, Berrien, and Van Buren counties. There is an on-road 4-foot paved shoulder along this route and it also connects to the Kal-Haven and Van Buren Trails in South Haven. As Blue Star Highway travels south into Berrien County, it becomes M-63 (a state highway) which also has paved shoulders into St. Joseph.

There is also a paved shoulder from Paw Paw to Gobles on M-40. This facility connects Paw Paw with the Kal-Haven Trail. If the Fruitbelt Trail should ever come to be, there would be a "circular" trail throughout the County. Also, it helps connect the Lawton/Mattawan Trail to Kal-Haven in the absence of the Fruitbelt Trail.

In addition, many of the roads in southwest Michigan, where traffic is low (less than 2,500 average daily traffic count) and where sight distances are not problematic, offer important connections, especially in rural areas. In the seven-county region of southwest Michigan, there are over 2,260 miles of paved roads with average daily traffic (ADT) counts of fewer than 2,500 vehicles per day (364 miles in Van Buren County). This figure does not include many roads for which traffic counts are not available, so the number of miles is quite higher than reflected, especially in rural areas. These roads provide experienced bicyclists with many miles of biking opportunities in a shared-use configuration.

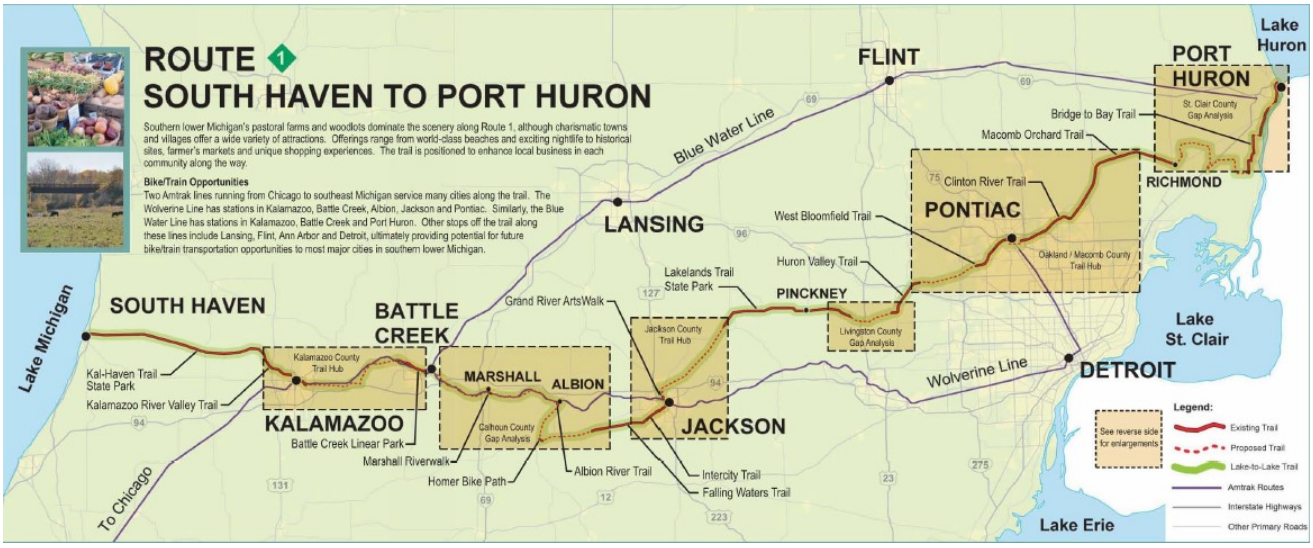
Table 3. Miles of Trail and Road Facilities in Southwest Michigan

County	On Road Facilities (paved shoulders/ bike lanes) (miles)	State Roads Average Daily Traffic less than 2,500 miles)	Other Roads Average Daily Traffic Less than 2,500 (miles)	Off Road Improved Shared Use Paths (miles)
Berrien	90	10	446	17
Branch	29	13	269	5
Calhoun	107	14	277	40
Cass	54	9	324	2
Kalamazoo	201	0.3	180	75
St. Joseph	40	7	347	2
Van Buren	47	0	364	35
Total	568	53.3	2,207	176

There are 176 miles of off-road improved and 29 miles of unimproved non-motorized facilities in the region. Van Buren has 13 miles of unimproved trail (Van Buren Trail State Park) and 35 miles of improved (Kal-Haven Trail). Kalamazoo County is the leader in the region with 75 miles of off-road improved facilities.

Van Buren County has a portion of the **US Bicycle Route 35**. The U.S. Bicycle Route System is a national network of regionally and nationally significant bicycling routes spanning multiple states. The purpose of the US Bicycle Route numbering system is to facilitate travel between states on routes identified as suitable for long-distance cycling and for those comfortable riding with traffic. US Bicycle Routes can include a variety of conditions and traverse various facility types including shared use trails, paved shoulders, no paved shoulders, etc. **US Bicycle Route 35** is a 500-mile route that runs from Indiana through Michigan to Sault Ste. Marie, Canada, generally following the Lake Michigan shoreline and through the eastern Upper Peninsula. While some portions of US Bicycle Route 35 are signed, users should not rely solely on signs for navigating the route.

Great Lake to Lake Trail Route #1 - Formerly known as the Airline Trail, this trail system will be 270 miles and go through 34 towns, 42 townships and 9 counties from South Haven to Port Huron. The trail utilizes 16 existing trail systems. In the Southwest Region it utilizes the Kal-Haven Trail State Park, Kalamazoo River Valley Trail, Battle Creek Linear Park, Calhoun County Trailway and the Albion River Trail. For more information visit https://greatlaketolaketrails.org/.



Kal-Haven Trail State Park

The Kal-Haven Trail, which opened in 1991, is a 33.5-mile linear multi-use greenway that links Kalamazoo, with over 70,000 residents, to South Haven, the largest city in Van Buren County with a population of 4,403 according to 2010 U.S. Census.



The trail is built on the abandoned Kalamazoo & South Haven Railroad route. The MDNR purchased the right-of-way to the

route in 1987 and eventually converted the railroad bed to a trail with a limestone/slag surface. Non-motorized bicyclists and hikers regularly use the trail, as do snowmobilers (Snowmobiling is permitted on the trail when there is a 4" snow base.); there is also an adjacent equestrian trail. The Kal-Haven Trail is the first leg of the Great Lake to Lake Trails system in Michigan and is considered Route #1 connecting South Haven to Port Huron.

For several years, Van Buren County assisted the MDNR with trail maintenance. That is no longer the case. In the past, user fees had funded a substantial portion of maintenance and operations for the trail (along with the Van Buren Trail). As of the MDNR's 2011 fiscal year, however, there will be no fee for trail use. Van Buren Public Transit operates a shuttle service for trail users and their bicycles for a small fee. Parking is available in South Haven (94 spaces), Kalamazoo (89 spaces) and along the trail at 6th street (20 spaces), near the City of Gobles (15 spaces) and near the Village of Bloomingdale (20 spaces). More information on the Kal-Haven is available online here: https://www2.dnr.state.mi.us/ParksandTrails/Details.aspx?id=353&type=SPTR.

Van Buren Trail State Park

The Van Buren Trail is a 14-mile, linear, multi-use trail that links two cities in Van Buren county: South Haven (4,403 residents according to the 2010 U.S. Census) and Hartford (2,668 residents according the 2010 U.S. Census estimates). The trail's width varies from 10 to 18 feet and its surface is undeveloped ranging from rough ballast stones to long sections of sand, to a grassy two-track. Many mountain bikers and equestrian riders use the trail. It runs through open farmland, blueberry fields, dense brush and wooded areas, and crosses the Paw Paw River north of Hartford. The MDNR is currently conducting a feasibility study to improve the surface of the Van Buren Trail State Park. Parking is available in Hartford (an unpaved grass lot contains space for an estimated 30 cars.) and in South Haven (a wide, unpaved area off of the trail at Lovejoy Avenue contains space for approximately 15 cars.) More information on the Van Buren Trail can be found at https://www2.dnr.state.mi.us/ParksandTrails/Details.aspx?id=354&type=SPTR.



The following are non-motorized network gaps were identified for Van Buren County in the 2021 MDOT Southwest Region plan. This is a list of local/regional efforts to expand non-motorized opportunities in the county. The list of on-road (shoulders/bike lanes) and off road network priorities were identified through public input and from local planning efforts. These are not listed in any order.

Blue Star Trail - In 2009, a group of stakeholders from Allegan and Van Buren counties came together to discuss the possibility of creating a non-motorized connection from South Haven to Saugatuck. The Friends group is seeking contributions for their project and is working with the Allegan County Road Commission in developing their vision of a non-motorized off-road shared

use path along the roadway known as Blue Star Highway. Information can be found by visiting their website at http://www.fotbst.org/

M-40 Corridor - Three sections along M-40, in the Village of Lawton and Paw Paw, and heading north out of the Village of Lawton, need a facility.

Fruitbelt Trail - This route follows a railroad from Hartford to Paw Paw making an important east – west connection.

Antwerp Township Regional Trail – This route along I-94 between Paw Paw and Mattawan is an important east-west connection.

On-Road Network Priorities:

- 95th to CR 690 – Sister Lakes Trail Head
- CR 690 from 95th to M-152
- M-152 (92nd Ave.) from CR 690 to CR 687
- CR 687 from 92nd Ave to 90th Ave
- CR 681 – Kal-Haven Trail to Bangor
- M-43 – South Haven to Bangor
- M-40 – Lawton to Paw Paw
- M-51 – Decatur to I-94

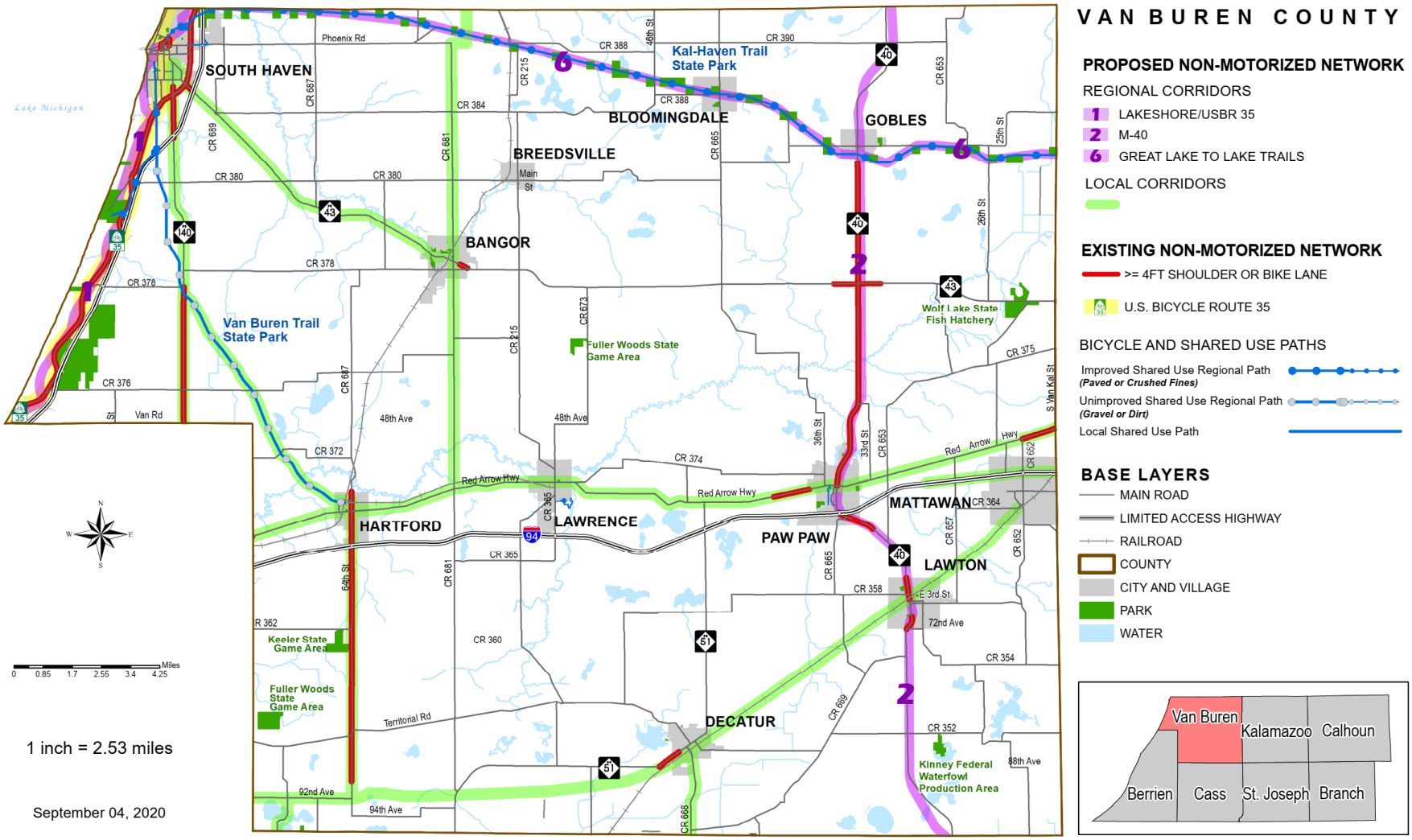
Off-Road Network Priorities:

- Fruitbelt Trail – Hartford to Paw Paw
- N. Van Kal Street
- Antwerp Regional Trail – Paw Paw to Mattawan
- Pave the Van Buren Trail – Van Buren State Park to Hartford
- Blue Star Trail

Other Priorities:

- Single track at Van Buren Street Park
- M-40 – Lawton to Gobles – the rumble strips make the paved shoulders too narrow

Figure 8 (Map) Existing and Planned Non-Motorized Facilities



Natural Resource Inventory

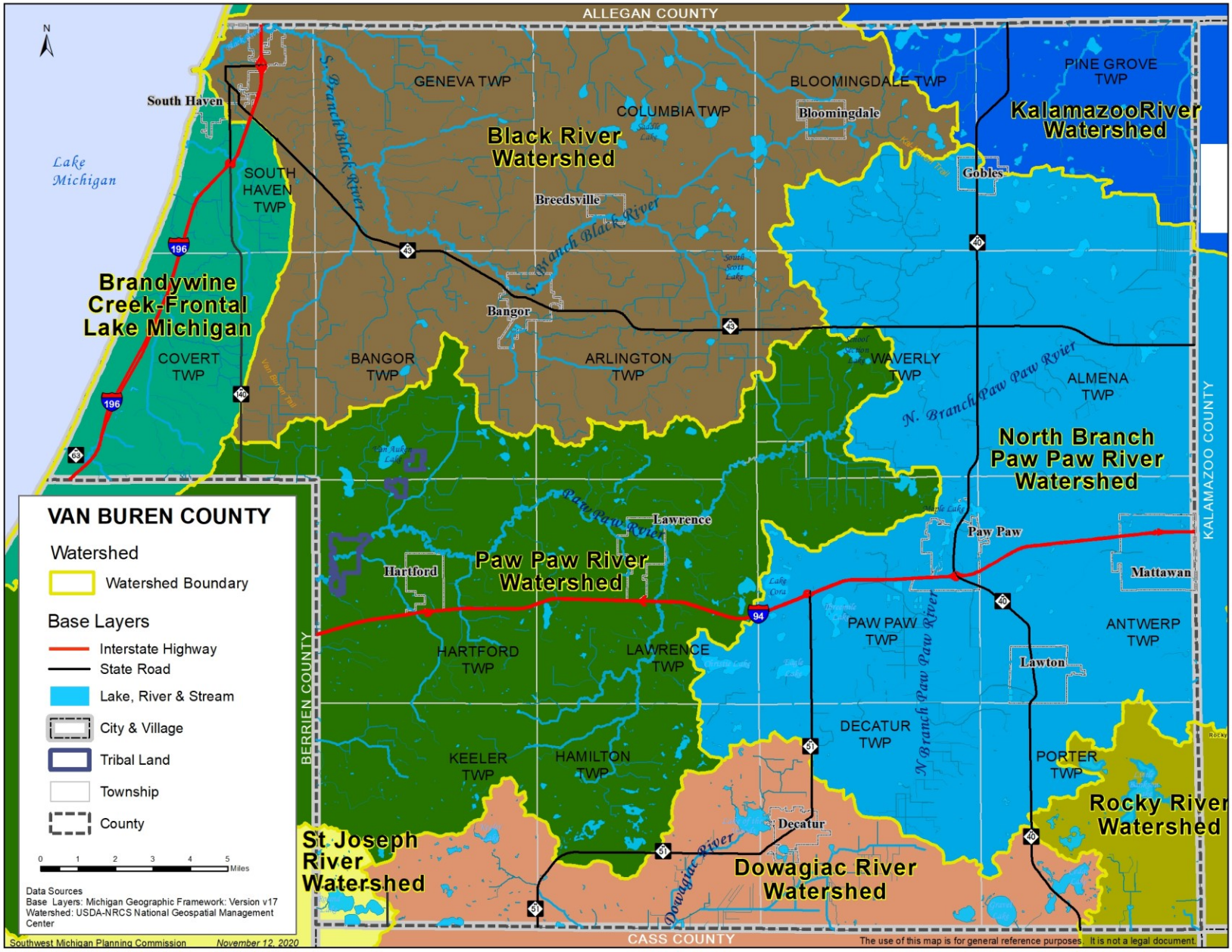
As a county within the Great Lakes basin, Van Buren County's natural environment was largely formed by glaciers thousands of years ago. Its soils, topography and especially its hydrology influence the ways in which residents and visitors recreate and use land throughout the county.

Soils. A variety of soils in the county (dry & wet, well-draining and poorly-draining) are well-suited for agricultural production. The last soil survey in Van Buren County was published in 1986; see soils.usda.gov/survey/ for more information.

Topography. Van Buren County's highest elevation (1,060 feet above sea level) is in Antwerp Township. Much of the County's topography ranges from knobby ridges and basin-like depressions (from three glacial moraines -- Kalamazoo, Valparaiso and Lake Border), to gentle slopes and flat bottomland near river flood plains.

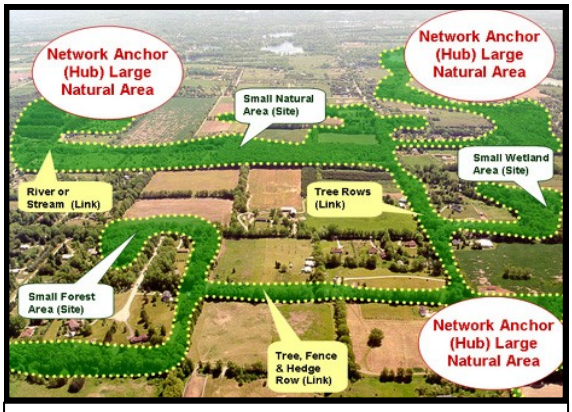
Hydrology. The entire county is within the Lake Michigan basin. The Van Buren County hydrologic system mostly falls within three major watersheds -- the Paw Paw River, which drains almost two-thirds of the county; the Dowagiac River, flowing southwesterly into Cass County; and the Black River, which drains the northwestern portion of the county. A very small area in the northeast corner of the county drains to the Kalamazoo River Watershed. Both the Paw Paw and Dowagiac Rivers are tributaries of the larger St. Joseph River Watershed which empties into Lake Michigan in St. Joseph, MI. Groundwater, surface water features (lakes, rivers, streams and ponds) and wetlands comprise these watersheds. The county's largest water feature is the 20 miles of Lake Michigan shoreline, which borders its western edge.

Figure 9 (Map) Watersheds, Van Buren County



Van Buren County is blessed with many natural features including sand dunes, beaches, forests, wetlands, and endangered species habitat. The county also enjoys the benefits of an extremely diverse local agricultural economy. Figure 10 is a map of potential conservation areas in Van Buren County. This map was developed by the Michigan Natural Features Inventory and shows areas in the County which are dominated by natural vegetation that have various levels of potential for harboring high quality natural areas and unique natural features. More information on the model used to develop this map can be found at www.swmpc.org/swmi.asp.

The following maps show critical dunes in Van Buren County as designated by the State of Michigan and wetlands. Sand dunes and wetlands are extremely important for animal and plant diversity. These resources are also important for protecting the shoreline and water quality.



Green infrastructure is an interconnected network of public, private, and working lands with assets such as large natural areas called hubs (vineyards, orchards, farmlands, wetlands, forests, parks, beaches) connected by rivers corridors, tree lines and trails.

Figure 10 (Map) Potential Conservation Areas in Van Buren County (2007)

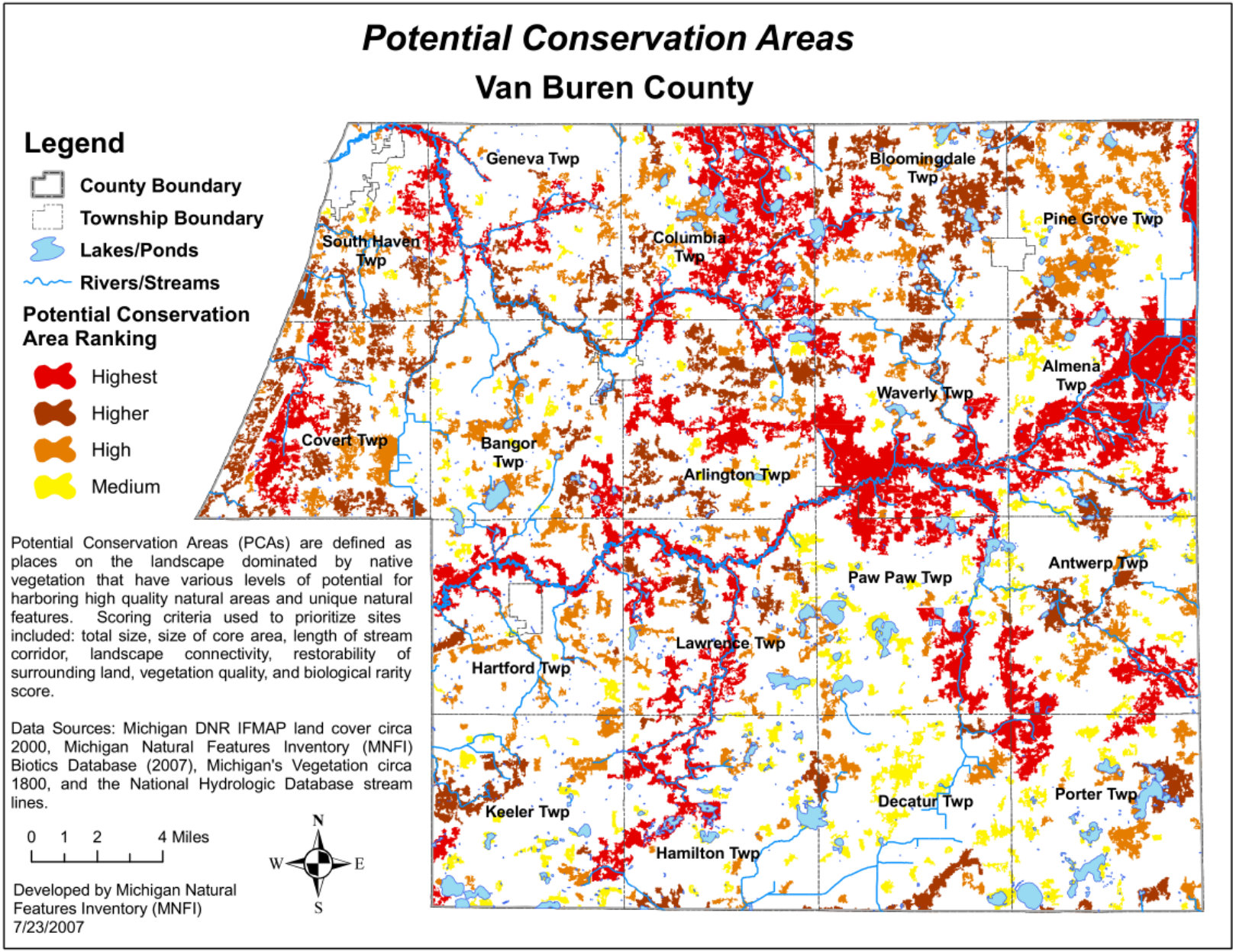


Figure 11 (Map) Critical Dunes, Van Buren County

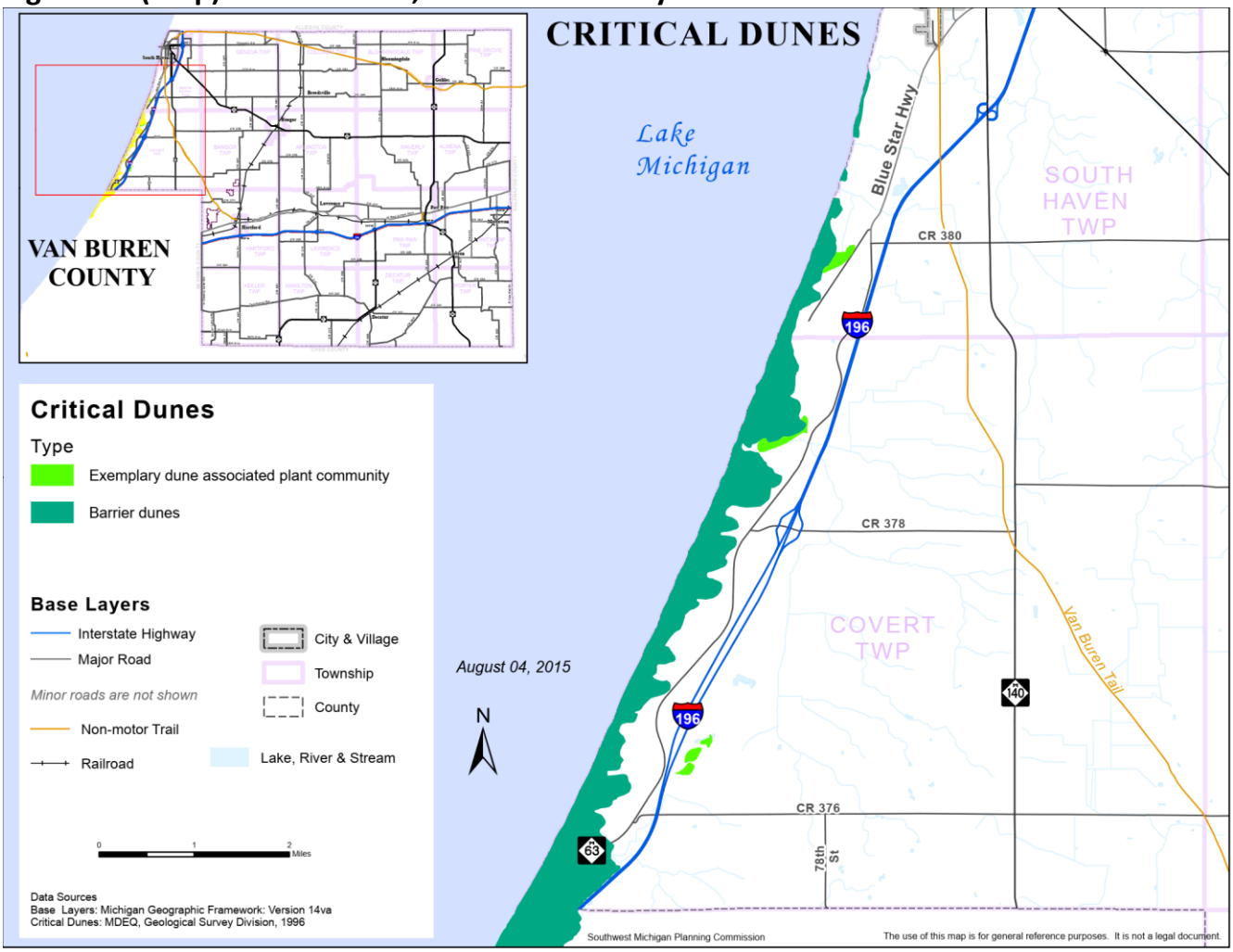
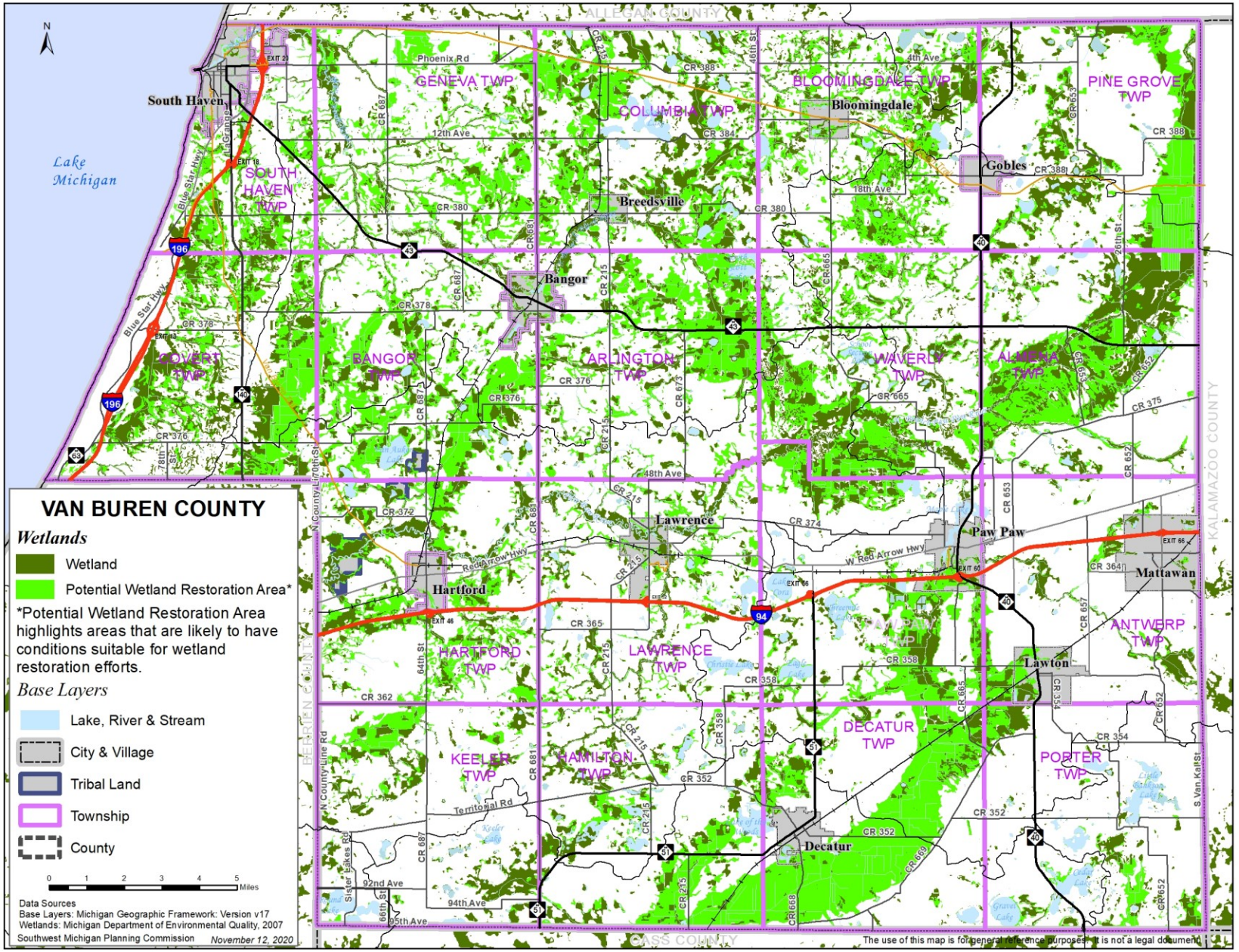


Figure 12 (Map) Wetlands, Van Buren County



MDNR Grant Inventory

None of the county facilities in this recreation inventory have been funded via the Michigan Natural Resources Trust Fund as of the end of 2020. Since the Trust Fund's establishment in 1976, Van Buren County has received a total of $15,775,700 to fund acquisitions and developments projects. Table 4 provides an overview of these projects.

Table 4. Michigan Natural Resources Trust Fund Grants Awarded in Van Buren County | 1976-2020

City of South Haven	South Shore Recreation Area	600,000	Acquisition
DNR - Parks and Recreation Division	Covert ORV Use Area	300,000	Acquisition
City of Bangor	Bangor Park	61,500	Acquisition
DNR - Wildlife Division	Lane Lake Acquisition	340,000	Acquisition
DNR - Parks and Recreation Division	Amicus Corp.-Van Buren SP	2,200,000	Acquisition
DNR - Wildlife Division	Mentha State Game Area	2,500,000	Acquisition
Village of Paw Paw	Community Park Development	169,900	Development
City of South Haven	Dyckman and Packard Beach	84,000	Development
City of Bangor	Black River Heritage Trail and Boardwalk Project	252,800	Development
South Haven Township	Deerlick Creek Park Acquisition	1,000,000	Acquisition
City of Bangor	Veterans Park and Kiwanis Park Additions	37,800	Acquisition
City of South Haven	South Beach Improvements	250,000	Development
City of Hartford	Ely Park Improvement	29,600	Development
City of South Haven	Elkenburg Park Improvements	254,800	Development
City of South Haven	South Beach Park Extension Acquisition	665,000	Acquisition
City of South Haven	Van Buren Trail Connection Development	217,400	Development
DNR - Wildlife Division	Porter Township SGA Land Initiative	1,800,000	Acquisition
DNR - Fisheries Division	Wolf Lake Fish Hatchery Development	295,000	Development
DNR - Parks and Recreation Division	Paw Paw to Hartford Multi-use Trail Partnership	750,000	Acquisition
South Haven Area Recreation Authorit	Pilgrim Haven Development Project	50,000	Development
City of South Haven	North Beach Park Improvements	300,000	Development
City of South Haven	Black River Park Skid Pier Replacement	37,500	Development
South Haven Area Recreation Authorit	14th Avenue Parcel Acquisition	300,000	Acquisition
South Haven Area Recreation Authori	Pilgrim Haven Development Project Phase II	100,000	Development
DNR - Michigan Historical Center	Kal-Haven Trail Interpretation Project	46,300	Development
City of South Haven	Black River Park Skid Pier Replacement	37,500	Development
City of South Haven	South Haven Splash Pad	300,000	Development
DNR - Wildlife Division	Cornish SGA Acquisition	534,600	Acquisition
South Haven Area Recreation Authorit	Pilgrim Haven Natural Area - Royle Addition	2,262,000	Acquisition

Section 5. The Planning Process

The planning process for the Van Buren County Parks & Recreation Plan began in the summer of 2020. It consisted of establishing a scope of work for the plan, an analysis (data-gathering) and assessment (public input and opportunity exploration) phase.

A profile of the County's assets (its natural and physical features and the characteristics of its residents), the County's administrative structure and other elements that are unique to Van Buren County was compiled. Preceding sections illustrate these findings.

The assessment phase began in late summer 2020. The current recreational assets in Van Buren County were researched and summarized. Input was gathered from the County Planning Department, the County Administration, the Van Buren County Convention and Visitor's Bureau and the Van Buren County Road Commission.

Public Input

Van Buren County residents and other interested parties informed this plan through an online survey offered from October 13, 2020 to November 13, 2020. Below is a summary of survey results and detailed survey results can be viewed in the Appendix.

- 317 responses to the survey.
- 78% respondents were full time residents; 4% second home owner and 7% lived outside the county (most lived in neighboring counties or worked in Van Buren County).
- Responses were received from all 29 municipalities.
- Most respondents were 41-60 years of age (40%); 36% were over 61 years of age and 24% were 19-40.
- 89% of respondents think recreational opportunities attract residents and tourists for a positive economic impact and 96% think it enhances quality of life in Van Buren County.
- The recreational opportunities that are much more needed are nature preserves/conservation areas, hiking, youth activities, inland lake beaches, canoe/kayak launches, senior activities, paved multi-use trails and concerts.
- The recreational activities that are not currently offered in Van Buren County and respondents would like to see are trails (21%); water trail/access sites (7%); atv trails (7%), dog park (4%).
- If the Phoenix Road Black River Heritage Water Trail site is improved, respondents would like to see the following amenities: bathrooms (34%), safe parking, accessible launch, picnic/grill area, and signage. Other ideas included bike rack, trash and recycling bins, boat wash station, drinking water and storage lockers.
- For County Park in Paw Paw, desired improvements include more benches/covered seating, more picnic areas, lighting in warmer months and a playground.
- For the County Fairgrounds, more events/concerts was the most desired improvement. Other improvements include bathrooms, septic system, parking, showers and more paved pathways.
- For North Point, even though now managed by the MDNR, the desired improvements include trail signage (including interpretive), bathrooms and improved parking.
- For Syndicate Park Dunes, desired improvements include parking and signage.
- For accommodating respondents with disabilities, the following was identified: more wheelchair access especially for the beaches. Other ideas included accessible swings, dedicated parking and trees for shade.

- For last comments about recreation in Van Buren County, 12% of respondents want to see more trails and paved shoulders.

In person workshops/sessions were not possible because of the COVID-19 pandemic. However, in June 2019 SWMPC held a county-wide workshop for the MDOT-funded seven-county non-motorized map and plan for southwest Michigan in Lawrence, Michigan to gather input on nomotorized facilities in the county and region.

The input from these efforts were utilized to update the goals and action plan.

Plan Adoption Process

After recommendation of approval from the County Planning Commission on December 16, 2020, the Van Buren County Board of Commissioners set a 30 day public comment period from December 14 through January 26, 2021 and held a public hearing on January 26, 2021. During the comment period, the draft plan was available on the Van Buren County (www.vbco.org) website and available at the County Administration Building. This plan was adopted on January 26, 2021 by the County Board of Commissioners. Adoption related documentation can be found in the Appendix.

Next Steps

Parks and recreation planning in Van Buren County is a developing process. This plan performs two functions:

- Provides guidance for capital improvements affecting parks & recreation throughout Van Buren County; and
- Provides a toolkit for a new board focused on parks and recreation maintenance, operations and planning to develop baseline knowledge about:
    - the County's current recreation resources and inventory;
    - municipalities' recreation resources, inventory, planning and priorities; and
    - County residents' priorities for parks and recreational facilities in Van Buren County.

Section 6. Action Plan

The following pages present a twofold strategic plan for developing Van Buren County's recreation resources. This twofold approach grew out of the planning process, during which it became clear that while the County sought to improve its recreation offerings through capital improvements, it also needed to develop an internal strategy to help shape a unified County-level approach to parks and recreation.

Goals & Objectives

This sub-section lays out prioritized objectives that fall under the following six goals. Objectives under each of the goals are prioritized based on input from both the public and county staff and elected officials. The following six goals fall loosely in order from highest to lowest priority.

1. Preserve and enhance the recreational facilities Van Buren County currently owns, leases and maintains.

2. Leverage resources and relationships between partners to develop and acquire new land for parks, recreation and open spaces where applicable.

3. Encourage universal access to both County- and municipality-owned and maintained parks and recreation facilities in Van Buren County.

4. Explore the creation of a parks and recreation department to manage the County's parks and recreation facilities and future programming and manage/implement this recreation plan.

5. Maintain and promote a comprehensive inventory of the countywide parks and recreation system — including parks, preserves and recreation facilities owned and operated by Van Buren County, its 29 municipalities, the State of Michigan and private entities.

6. Provide structured support for individual municipalities' recreation planning efforts, encouraging collaboration both within Van Buren County and beyond its borders.

This sub-section provides a capital improvement plan for the two facilities that currently fall under Van Buren County's management as parks & recreation properties. This plan prioritizes suggested improvements for the County's recreation properties based on public input. Future amendments to this plan may choose to further prioritize and add to these suggested capital improvements. Individual improvements fall under the following prioritizations:

- Three Stars (***) → higher priority
- Two stars (**) → mid-level priority
- One star (*) → less-immediate priority
- Hash sign (#) → started or completed

Goal 1 | Preserve and enhance the recreational facilities Van Buren County currently owns, leases and maintains.

Objective	Priority
Adequately maintain and operate the County's recreational facilities	***
Maintain properties' low impact on the environment and surrounding land uses	***
Encourage connectivity between facilities and natural areas with nonmotorized connections	***
Improve access (for all residents, pedestrians, bicycles and automobiles where applicable) to all facilities	**
Consistently engage local residents regarding the impact of recreational facilities on surrounding land uses and quality of life	**
Encourage year-round use of the County's recreation facilities	**

Under this goal, the two top priorities speak to some of the most basic functions of a county parks and recreation system:
(1) Adequately maintain and operate the County's recreational facilities. This is perhaps the most basic goal of the County in terms of park and recreation planning. Through adequately maintaining and operating its current recreational facilities, the County can establish its role as a recreation resource provider.

(2) Maintain properties' low impact on the environment and surrounding land uses. Public sentiment in Van Buren County leans heavily toward identifying and preserving the County's natural features. This importance placed on existing natural infrastructure and its benefit to residents' quality of life should factor into the way the County preserves and enhances its current recreational facilities. This might include engaging in low-impact maintenance and operations practices or consulting surrounding land owners when considering significant changes on County property.

Goal 2 | Leverage resources and relationships between partners to develop and acquire new land for parks, recreation and open spaces where applicable.

Objective	Priority
Inventory all County-owned property and designate appropriate properties as "priority" recreation properties based on recreational needs and desires of the community and the natural resource inventory	***
Annually inventory all tax-foreclosed properties adjacent to current County-owned/operated and locally owned/operated parkland, preservation land and recreational facilities; explore the feasibility of acquiring land for recreation purposes	***
Partner with non-profits, municipalities and others to secure land for recreation and to improve recreational opportunities.	***
Explore funding structures at the County level for land acquisition, development and maintenance of recreational areas	*

A number of private and/or non-profit organizations along with the County's Land Preservation Board currently work to preserve open space and farmland in Van Buren County. These include the Van Buren County Conservation District, the Southwest Michigan Land Conservancy, the Michigan Nature Association and The Nature Conservancy. Many private landowners preserve open space in Van Buren County through conservation easements, purchase of development rights (PDR) programs and Michigan's Farmland and Open Space Preservation Act (P.A. 116).

Further, municipalities can direct new development to existing village and city centers and preserve the surrounding natural features and farmlands in the county. The maps in the natural resources inventory section can be used as a guide to understand where the most important remaining natural lands are located.

Goal 3 | Encourage universal design for both County- and municipality-owned and maintained parks and recreation facilities in Van Buren County.

Objective	Priority
Encourage cities, villages and townships to incorporate universal design standards in their recreation plans and provide universal access to recreational amenities	***
Provide for universal access at county owned recreation amenities	**
Explore options for adopting and enforcing countywide signage guidelines for (a) wayfinding and (b) marketing points of interest near recreation amenities	*

Ensuring that all Van Buren County residents are able to access park and recreation resources is part of a healthy parks and recreation system. Many local and state parks and recreation departments are moving toward developing and updating facilities with universal access. Additionally, "Universal Access" is one of the Michigan State Comprehensive Outdoor Recreation Plan's (SCORP's) priorities.

Per a 2006 Michigan Department of Natural Resources (MDNR) article, the term Universal Access refers to "'more than just making a facility wheelchair-friendly . . . [it] goes beyond just mobility issues and associated features to incorporate technology, materials and design considerations that provide for all people in any case of a mobility, sight, hearing or mental disability.'" Some useful resources for considering accessibility in parks and recreation planning:

- The National Park Service Harpers Ferry Center, www.nps.gov/hfc/accessibility/
- Massachusetts Department of Conservation and Recreation's Universal Access Program, see Appendices www.mass.gov/dcr/universal_access/index.htm
- ADA Accessibility Guidelines for Recreation Facilities, see Appendices, www.access-board.gov/recreation/final.htm; Play Areas, www.access-board.gov/play/overview.htm; and Outdoor Developed Areas, www.access-board.gov/outdoor/draft-final.pdf

Universal design refers to broad-spectrum ideas meant to produce buildings, products and environments that are inherently accessible to both people without disabilities and people with disabilities.

The term "Universal design" describes the concept of designing all products and the built environment to be aesthetic and usable to the greatest extent possible by everyone, regardless of their age, ability, or status in life.

- The National Center on Accessibility, www.ncaonline.org
- The Principles of Universal Design from the Center for Universal Design, see Appendices, www.ncsu.edu/www/ncsu/design/sod5/cud/about_ud/udprinciplestext.htm

Further, public input in the recreation planning process in Van Buren County indicates county residents' strong desire to integrate land-use planning and open-space preservation with the County's recreation planning to ensure the protection of high quality natural features.

Goal 4 | Explore the creation of a parks and recreation department to manage the County's parks and recreation facilities and future programming and manage/implement this recreation plan.

Objective	Priority
Assemble an advisory board comprised of community members, staff, etc. to work with a Parks and Recreation Commission (currently the Board of Park Trustees, which has limited jurisdiction) in its implementation of the plan	***
Convene planning commission/road commission staff to discuss the best approach to effectively build park & recreation commission capacity and implement this plan.	*
Begin holding regular meetings of a Parks and Recreation Commission (currently the Board of Park Trustees, which has limited jurisdiction) using the parks & recreation plan to guide meeting agendas	*

Goal 4 of this plan supports the potential formation of a parks and recreation department to consolidate County-level parks and recreation efforts, including the implementation of this plan. Under this goal, the highest priority objective suggests that the County assemble an advisory board comprised of community members, staff and others to work with the park & recreation commission in its implementation of the plan. This advisory board could assist with the implementation of this plan and any amendments over the next five years.

Goal 5 | Maintain and promote a comprehensive inventory of the countywide parks and recreation system — including parks, preserves and recreation facilities owned and operated by Van Buren County, its 29 municipalities, the State of Michigan and private entities.

Objective	Priority
Present an annual report detailing changes with recreation amenities in Van Buren County to Board of Commissioners	**
Comprehensively promote all recreation facilities throughout the County	**
Create a database of the current recreation facilities/resources inventory and perform a survey of changes, plans and updates at the local level. Include spatial data with these updates for GIS analysis	*

The process should be a proactive one where the county often reminds municipalities and others to send updates. Email reminders once or twice a year would be appropriate. A base inventory of local recreational assets was included in the 2011 plan, but not in this update. This base inventory can

serve as starting point for a county-wide inventory along with the information on county and other significant recreational resources detailed in this plan.

Goal 6 | Provide structured support for individual municipalities' recreation planning efforts, encouraging collaboration both within Van Buren County and beyond its borders.

Objective	Priority
Provide municipalities with baseline asset information to inform their recreation planning processes	***
Encourage local municipalities to engage the County planning commission at both the beginning and end of the recreation planning process	***
Establish a process to reach out to elected officials on a regular basis	**
Encourage individual actors to collaborate on non-motorized recreation and transportation planning processes	*

The objectives under this goal speak to the need for outreach at the County level. The two high-priority objectives under this goal are:

(1) Provide municipalities with baseline asset information to inform their recreation planning processes. The Planning Commission can suggest that cities, villages and townships review (a) the county-wide park inventory from the County's 2011 Recreation Plan, (b) a county-wide inventory of "plentiful prime natural areas" (see natural resource inventory for maps of Van Buren County's key potential conservation areas) (c) a measure of how recreation resource standards measure against current provisions (i.e. "acres per capita" measures) and other information as part of the information-gathering stage of their own recreation planning processes.

(2) Encourage local municipalities to engage the County planning commission at both the beginning and end of the recreation planning process. Van Buren County's 29 municipalities are currently required to submit draft (or completed) recreation plans to the County Planning Commission. In keeping with this objective, the body in charge of parks and recreation might consider adding an additional step to this process, such as requesting notification at beginning of the plan development process (this notification is currently required by state law for the master planning process). Further, the County Planning Commission when sending correspondence regarding Master Plan updates could also include a reminder to let the County know if any recreation plans are being updated soon or currently.

Recreation Capital Improvements

The following capital improvements serve as guidelines for the facilities that are currently operated and managed by Van Buren County as parks & recreation properties.

County (Courtyard) Park

Project	Estimated Cost	Priority
Add more benches and covered seating	$5,000	**
Add picnic areas with phone charging stations	$10,000	**
Provide lighting in the warmer months	$15,000	*
Add a playground with accessible swings.	$30,000	*

Syndicate Park Dunes

Project	Estimated Cost	Priority
Provide parking for hiking and beach access opportunities	$3,500 (using existing county property)	**
Install more signage about the unique resource natural resources.	$3,000	**

Even though the County Fairgrounds and North Point are managed by other entities, the survey respondents desired the following improvements to these facilities.
County Fairgrounds: More events/concerts, improved bathrooms, septic system, parking and shower facilities.
North Point: trail markers, historical signage, bathrooms and parking.

General Capital Improvements (Not Necessarily Tied to a Specific Property)

There is an increased awareness that coordination and cooperation is needed to provide exceptional recreational opportunities in Van Buren County. Also, many recreational resources such as land and water trails traverse through several local municipalities requiring a coordinated effort to provide and develop these resources. With this county-wide recreation plan, the County will be in a position to partner with local municipalities and other entities to purchase property and develop additional recreational opportunities for county residents and visitors.

There is a strong desire for more nonmotorized opportunities. Currently, groups are working on these major connections:
Blue Star Trail connecting South Haven (Van Buren and Kal Haven Trails) to Saugatuck and beyond.
Antwerp Township Trail connecting Mattawan to Paw Paw.
Fruitbelt Trail connecting Hartford to Paw Paw.
There are also several roads that could be improved with 4 foot shoulders or bike lanes to make important connections for walking and biking throughout the county. See a list of priority roads in the nonmotorized inventory section.

A current project is to improve the Phoenix Road Black River Heritage Water Trail access site. The access site could include the following amenities: parking with dedicated accessible parking spaces, bathrooms, an accessible launch, picnic/grill area, and signage. Other amenities could include a bike rack, trash and recycling bins, a boat wash station, drinking water and storage lockers for kayaks/canoes.

There are also current efforts along the Paw Paw River Water Trail to improve signage by placing signs at every road crossing. Other efforts include improving access sites along the River.

There is also a strong desire for more nature preserves/conservation areas in the county, especially with hiking trails. A potential future opportunity for expanding recreation lands in the county would be to acquire the soon to be retired Pallisades Nuclear Plant property located in Covert Township along Lake Michigan.

Another opportunity for development of passive recreation and canoe/kayak access is the MDNR owned Riverwood Property along the Black River in South Haven.

There is also growing interest in creating a dune trail that would connect SWMLC properties, Pilgrim Haven and Porter Legacy Dunes, south through Syndicate Park (on County owned parcels or easements) and to Northpoint/Van Buren State Park then eventually to the Palisades property if it becomes public.

There is also a desire for more youth and senior activities in the county. Programs through senior services, schools and other organizations should be expanded and promoted. There is currently only one community pool in the county in South Haven so another community pool would be beneficial.

The following table lists several potential projects by priority. Estimated costs do not include the cost of property acquisition and will also depend on all of the amenities provided.

Project	Estimated Cost	Priority
Acquire and improve water trail access and facilities along the Paw Paw River Water Trail and Bangor to South Haven Heritage Water Trail.	TBD	***
Create more Lake Michigan access points and provide more wheelchair accessible accesses to beach/lake.	TBD	***
Expand nonmotoried network of shared use paths and paved shoulders (see nonmotorized section for priority routes such as the Fruitbelt Trail, Blue Star Trail and the Antwerp Township Trail connecting Mattawan to Paw Paw).	Paved shoulders - $40,000/mile. Shared use Path - $1 million/ mile.	***
Allocate more County-owned land or purchase new land for recreation use/conservation areas.	TBD	***
Develop a single track/mountain biking trail.	TBD	***
Create more inland lake boating access points and beaches.	TBD	**
Implement public art projects on recreation properties throughout Van Buren County.	TBD	**
Develop a dog park.	$20,000	*
Develop pickle ball courts	$40,000	*
Develop recreation resources for equestrian users.	TBD	*
Develop an ice rink.	$30,000	*
Develop a disc golf course.	$25,000	*
Develop a facility for off-road vehicles.	TBD	*

Appendices

Table 5. Michigan Department of Natural Resources Park Classification

Classification	General Description	Location Criteria	Size Criteria
Mini-Park	Used to address limited, isolated or unique recreational needs.	Less than ¼ mile distance in residential setting.	Between 2,500 sq. ft. and one acre in size.
Neighborhood Park	Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood. Focus is on informal active and passive recreation.	¼- to ½-mile distance and uninterrupted by non-residential roads and other physical barriers.	5 acres is considered minimum size. 5 to 10 acres is optimal.
School Park	Depending on circumstances, combining parks with school sites can fulfill the space requirements for other classes of parks, such as neighborhood, community, sports complex and special use.	Determined by location of school district property.	Variable-depends on function.
Community Park	Serves broader purpose than neighborhood park. Focus is on meeting community-based recreation needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves two or more neighborhoods and ½ to 3 mile distance.	As needed to accommodate desired uses. Usually between 30 and 50 acres.
Large Urban Park	Large urban parks serve a broader purpose than community parks and are used when community and neighborhood parks are not adequate to serve the needs of the community. Focus is on meeting community-based recreational needs, as well as preserving unique landscapes and open spaces.	Determined by the quality and suitability of the site. Usually serves the entire community.	As needed to accommodate desired uses. Usually a minimum of 50 acres, with 75 or more acres being optimal.
Natural Resource Area	Lands set aside for preservation of significant natural resources, remnant landscapes, open space and visual aesthetics/buffering.	Resource availability and opportunity.	Variable.
Greenway	Effectively tie park system components together to form a continuous park environment.	Resource availability and opportunity.	Variable.

Classification	General Description	Location Criteria	Size Criteria
Sports Complex	Consolidates heavily programmed athletic fields and associated facilities to larger and fewer sites strategically located throughout the community.	Strategically located community-wide facilities.	Determined by projected demand. Usually a minimum of 25 acres, with 40 to 80 acres being optimal.
Special Use	Covers a broad range of parks and recreation facilities oriented toward single- purpose use.	Variable-dependent on specific use.	Variable.
Private Park / Recreational Facility	Parks and recreation facilities that are privately owned yet contribute to the public park and recreation system.	Variable-dependent on specific use.	Variable.
Park Trail	Multipurpose trails located within greenways, parks and natural resource areas. Focus is on recreational value and harmony with natural environment.	• Type I: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists / in-line skaters. • Type II: Multipurpose hard-surfaced trails for pedestrians and bicyclists/in-line skaters. • Type III: Unimproved multipurpose trails for pedestrians, mountain bikes and horses.	
Connector Trail	Multipurpose trails that emphasize safe travel for pedestrians to and from parks and around the community. Focus is as much on transportation as it is on recreation.	Type I: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists / in-line skaters located in independent r.o.w. (e.g., old railroad r.o.w.). • Type II: Separate/single-purpose hard-surfaced trails for pedestrians or bicyclists/in-line skaters. Typically located within road r.o.w.	
On-Street Bikeway	Paved segments of roadways that serve as a means to safely separate bicyclists from vehicular traffic.	Bike Route: Designated portions of the roadway for the preferential or exclusive use of bicyclists. Bike Lane: Shared portions of the roadway that provide separation between motor vehicles and bicyclists, such as paved shoulders.	
All-Terrain Bike Trail	Off-road trail for all-terrain (mountain) bikes.	Single-purpose loop trails usually located in larger parks and natural resource areas.	
Cross-County Ski Trail	Trails developed for traditional and skate-style cross-country skiing.	Loop trails usually located in larger parks and natural resource areas.	
Equestrian Trail	Trails developed for horseback riding.	Loop trails usually located in larger parks and natural resource areas. Sometimes developed as multipurpose with hiking and all-terrain biking where conflicts can be controlled.	

Figure 13 (Chart) Massachusetts Department of Conservation and Recreation, Universal Access Brochure
www.mass.gov/dcr/universal_access/docs/accessbroch.pdf

Selected Parks – Places to Go on Your Own

CHART CODES

- ● **Accessible:** Meets all codes and guidelines for accessibility.
- ◐ **Fair Accessibility:** Meets many of the ADA standards with few barriers. Some visitors with disabilities may require assistance.
- ⊘ **Minimal Accessibility:** Does not meet ADA standards and has significant barriers. Many/most visitors with disabilities will need assistance.

NA Not available or not applicable.

This chart highlights a selection of most recommended parks for accessible visitation. Each offers accessible attractions though not all park features may be accessible. If you have any questions or hesitation prior to visiting, call the park in advance to verify conditions.



Beach wheelchairs are now available at more DCR facilities than shown in the chart at right. Please visit www.mass.gov/universal_access for more locations. Call in advance to reserve beach wheelchairs (to ensure one will be available for your visit.)



Many of the Boston area parks can be reached by public transportation. For information on public transportation to the sites listed, check with the Massachusetts Bay Transportation Authority website at www.mbta.gov

	Restrooms	Visitors Center /Contact Station	Interpretive Program	Trail Opportunity	Picnicking	Swimming	BeachChair #
WESTERN							
Ashuwillticook Rail Trail, Adams to Lanesborough, 413-442-8928	●	●	NA	●	●	NA	NA
D.A.R. State Forest, Rte. 112, Goshen, 413-268-7098	●	●	●	●	◐	⊘	1
Mt. Greylock State Reservation, 30 Rockwell Rd., Lanesborough, 413-499-4262	●	●	●	●	◐	NA	NA
Pittsfield State Forest, 1041 Cascade Street, Pittsfield, 413-442-8992	◐	NA	●	●	●	NA	NA
Savoy Mountain State Forest, 260 Central Shaft Road, Florida, 413-663-8469	◐	NA	◐	●	●	◐	NA
CENTRAL							
Blackstone River State Park, 287 Oak Street, Uxbridge, 508-278-7604	●	●	●	◐	◐	NA	NA
Dunn State Park, 289 Pearl St., Rte. 101, Gardner, 978-632-7897	●	●	●	●	●	◐	1
Erving State Forest, 200 East Main Street, Erving, 978-544-3939	●	NA	●	⊘	●	●	1
Lake Wyola State Park, 94 Lakeview Road, Shutesbury, 413-367-0317	●	◐	NA	NA	●	●	1
Mt. Tom State Reservation, 125 Reservation Road, Holyoke, 413-534-1186	●	●	●	●	●	NA	NA
Norwottuck Rail Trail, Amherst – Northampton, 413-586-8706	●	NA	●	●	NA	NA	NA
Robinson State Park, North Street, Agawam, 413-786-2877	●	NA	NA	●	◐	◐	NA
NORTHEAST							
Great Brook Farm State Park, 84 Lowell Road, Carlisle, 978-369-6312	●	●	●	◐	●	NA	NA
Halibut Point State Park, Gott Avenue, Rockport, 978-546-2997	●	●	●	◐	◐	NA	1
Harold Parker State Forest, 1951 Turnpike Road, N. Andover, 978-686-3391	◐	NA	●	●	◐	◐	2
Hopkinton State Park, 71 Cedar St., Hopkinton, 508-435-4303	◐	NA	NA	◐	◐	◐	2
Nahant Beach & Lynn Shore Reservation, Lynn, Nahant, 781-485-2303	●	NA	●	●	◐	◐	2
Salisbury Beach State Reservation, Reservation Road, Salisbury, 978-462-4481	●	◐	◐	NA	●	◐	12

Appendix Text A – Michigan Public Act 90 of 1913, Section 123.66

Source: legislature.mi.gov/%28S%28fqaiui451cebgt45grd3q1v1%29%29/mileg.aspx?page=getobject&objectname=mcl-123-66&query=on&highlight=county%20AND%20park%20AND%20trustees

123.66 County park trustees; board of county road commissioners; rules and regulations, resolution, publication; report to board of supervisors.
Sec. 6.

Whenever the board of supervisors of any county shall have adopted a resolution to purchase, condemn or to accept certain lands for park purposes and make an appropriation therefore under the provisions of sections 1 and 2 of this act, there shall be created a board of 3 members to be known and designated as "county park trustees." In counties operating under the county road system, the board of county road commissioners is hereby designated and shall then act as the county park trustees. In all other counties the board of supervisors, at the time of making the appropriation above provided for, shall name and appoint from their number 3 members to be known and designated as county park trustees. Said board of trustees shall have the management, control and expenditure of such funds when collected and shall hold in trust for the county the title to any real estate so purchased, acquired by condemnation or accepted by way of gift or devise for park purposes and shall supervise the improvement of any such property so purchased, acquired or accepted as authorized by the board of supervisors. Said board of park trustees shall have the power to impound water on any property so purchased, acquired by condemnation or accepted for park purposes and to form a lake thereon whenever they deem it necessary in the course of improving such property for park purposes. Such trustees shall also have the care and control of such park property and may make reasonable rules and regulations and enforce the same when made respecting the use by the public of such park property: Provided, That no such rule or regulation shall become effective until (1) it has been approved by resolution of the board of supervisors, (2) such resolution containing such rule or regulation has been published at least once in a newspaper of general circulation within the county and (3) such rule or regulation has been posted in at least 3 conspicuous places in such park property, the posters to be not less than 10 inches by 12 inches in size and printed in legible type. Such posting shall be continuously maintained. They shall elect a chairman and secretary from among their number. All expenditures of funds so appropriated shall be paid only by the county treasurer on the warrant or voucher of the chairman and 1 other member of such board. The trustee so appointed shall make a full report to the board of supervisors at each October session as to the condition of the property and the expenditure of funds. The members of such board of county park trustees shall continue to act until their successors have been duly elected or appointed. In all counties of this state operating under the county road system when this act takes effect, the board of "county park trustees" heretofore appointed shall be immediately dissolved and cease to exist and the board of county road commissioners shall take the place thereof and thereafter exercise the powers and perform the duties of the board of county park trustees, taking possession of all books, records and office equipment of such former board.

History: 1913, Act 90, Eff. Aug. 14, 1913 ;-- CL 1915, 2323 ;-- Am. 1921, Act 36, Eff. Aug. 18, 1921 ;-- Am. 1923, Act 215, Eff. Aug. 30, 1923 ;-- CL 1929, 2398 ;-- Am. 1931, Act 268, Eff. Sept. 18, 1931 ;-- Am. 1939, Act 275, Eff. Sept. 29, 1939 ;-- CL 1948, 123.66 ;-- Am. 1953, Act 165, Imd. Eff. June 3, 1953

Appendix Text B - Michigan Public Act 261 of 1965, Section 46.351

Source: https://legislature.mi.gov/%28S%28z1q5rrrcnkvgomijmqab5eqt%29%29/mileg.aspx?page=getObject&objectName=mcl-46-351

46.351 County parks and recreation commission; creation; membership; terms; vacancy; commission as county agency; rules and regulations; compensation.
Sec. 1.

(1) The county board of commissioners of a county, by resolution adopted by a 2/3 vote of all its members, may create a county parks and recreation commission, which shall be under the general control of the board of commissioners.

(2) The county parks and recreation commission shall consist of the following members:

(a) The chairperson of the county road commission or another road commissioner designated by the board of county road commissioners.

(b) The county drain commissioner or an employee of the drain commissioner's office designated in writing by the drain commissioner.

(c) One of the following:

(i) In a county that elects a county executive under section 9 of 1973 PA 139, MCL 45.559, the county executive or a designee of the county executive.

(ii) In a county with a population of 1,000,000 or less, the chairperson of the county planning commission or another member of the county planning commission designated by the county planning commission. In a county that does not have a county planning commission, the chairperson of the regional planning commission shall serve on the county parks and recreation commission if that person is a resident of that county. If the chairperson of the regional planning commission is not a resident of that county, then the board shall, by a 2/3 vote, appoint a member of the regional planning commission who is a resident of that county to serve on the county parks and recreation commission.

(d) Seven members appointed by the county board of commissioners, not less than 1 and not more than 3 of whom shall be members of the board of commissioners.

(e) For counties with a population greater than 750,000 but less than 1,000,000, the county board of commissioners shall appoint a neighborhood representative. The appointee under this subdivision shall be an officer of the homeowners or property owners association that represents the largest area geographically that is located totally or partially within 1,000 feet of the property boundary of the most frequently used county park who is willing to serve on the county parks and recreation commission. If a homeowners or property owners association is not located within 1,000 feet of that park or no officer is willing to serve, then the appointee shall be a resident who lives within 1/2 mile of that park and who is willing to serve on the county parks and recreation commission. If no resident lives within 1/2 mile of that park or no resident is willing to serve, then the appointee shall be a resident of the city, village, or township in which that park is located who is willing to serve on the county parks and recreation commission. The first appointment under this subdivision shall be made not more than 60 days from October 17, 2003 or not more than 60 days from the date a county qualifies for an appointment under this subdivision.

(3) Of the members first appointed by the county board of commissioners, 2 shall be appointed for a term ending 1 year from the following January 1, 2 for a term ending 2 years from the following

January 1 and 3 for a term ending 3 years from the following January 1. The first member appointed by a qualifying county under subsection (2)(e) shall be appointed for a term ending 2 years from the following January 1. From then on, each appointed member shall be appointed for a term of 3 years and until his or her successor is appointed and qualified. Each term shall expire at noon on January 1. A vacancy shall be filled by the county board of commissioners for the unexpired term.

(4) The county parks and recreation commission is an agency of the county. The county board of commissioners may make rules and regulations with respect to the county parks and recreation commission as the board of commissioners considers advisable. The members of the county parks and recreation commission are not full-time officers. The county board of commissioners shall fix the compensation of the members.

History: 1965, Act 261, Imd. Eff. July 21, 1965 ;-- Am. 1981, Act 223, Eff. Mar. 31, 1982 ;-- Am. 1986, Act 99, Imd. Eff. May 14, 1986 ;-- Am. 1990, Act 84, Imd. Eff. May 25, 1990 ;-- Am. 2000, Act 496, Imd. Eff. Jan. 11, 2001 ;-- Am. 2003, Act 187, Imd. Eff. Oct. 17, 2003 ;-- Am. 2006, Act 588, Imd. Eff. Jan. 3, 2007

Appendix Text C- Press release for online survey

October 13, 2020

PRESS RELEASE
Contact Information:
Marcy Hamilton, Senior Planner
Southwest Michigan Planning Commission
269-925-1137 x1525
hamiltonm@swmpc.org

VAN BUREN COUNTY PARKS & RECREATION

Van Buren County is working to update its parks and recreation plan. Having an approved parks and recreation plan is especially important as it establishes eligibility for certain state and federal grants. As part of the planning process, public input about parks and recreation opportunities in Van Buren County is being sought. You can take an on line survey by visiting https://www.surveymonkey.com/r/VanBurenCounty. The survey takes less than 10 minutes to complete and will be open through November 13, 2020.

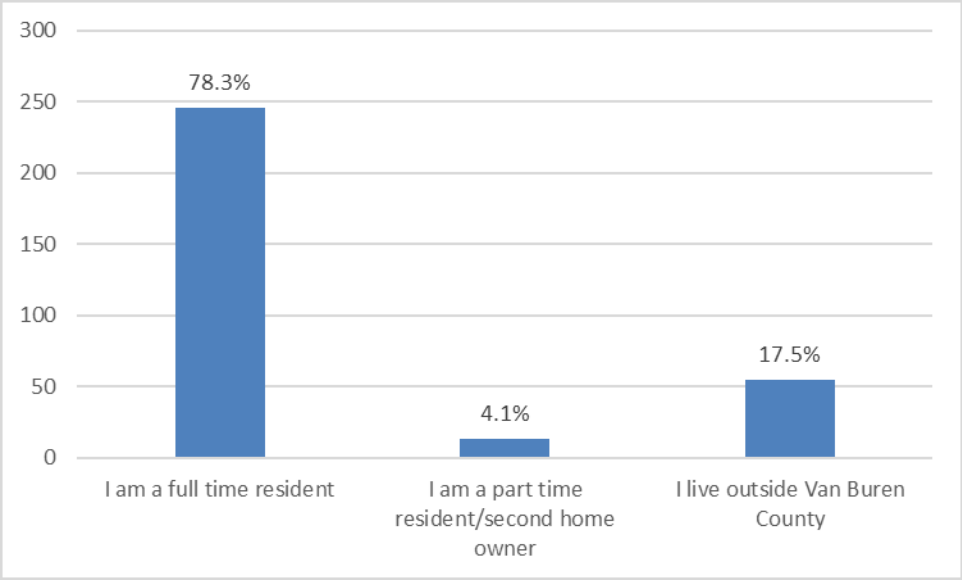
Parks and recreation improve the quality of life for residents, help maintain and attract residents and businesses, promote healthy physical and mental lifestyles, provide opportunities for social connections, protect natural features and the environment and improve property values.

If you have any questions regarding the survey, you can contact Marcy Hamilton with the Southwest Michigan Planning Commission at 269-925-1137 x 1525 or at hamiltonm@swmpc.org . The Southwest Michigan Planning Commission is assisting Van Buren County with the development of a state approved plan.

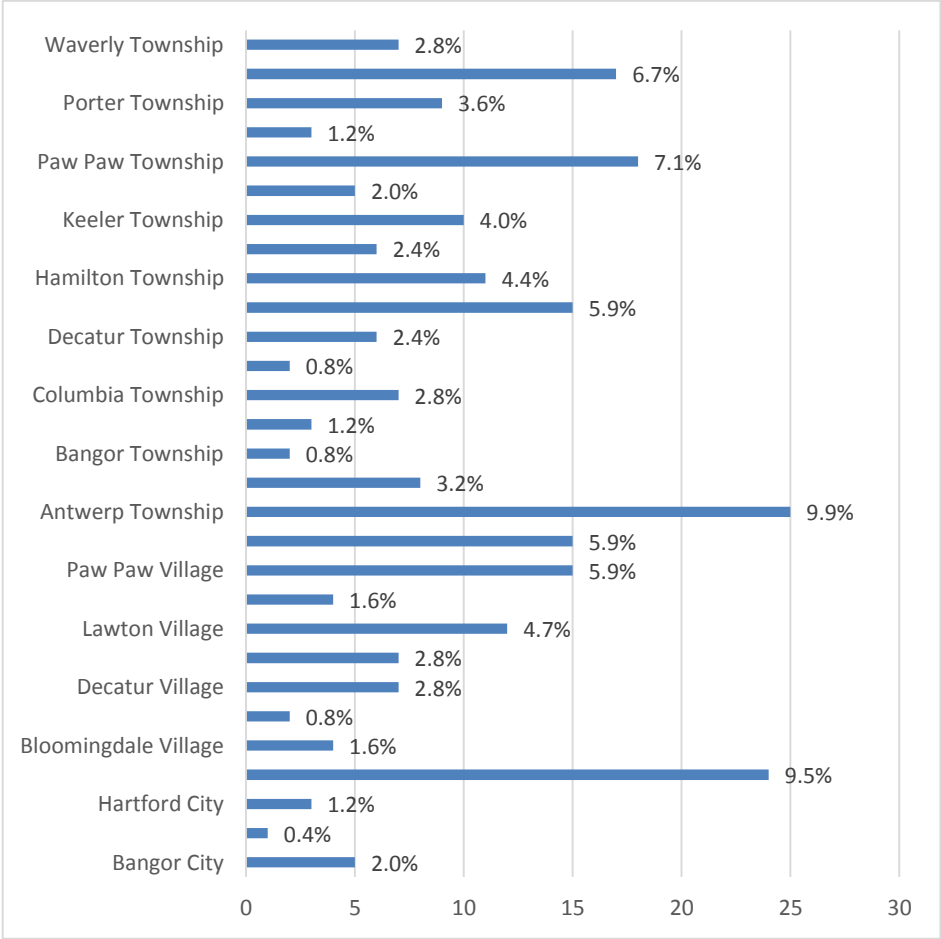
Appendix Text D – Detailed Survey Results

There were 317 responses to the 2020 survey.

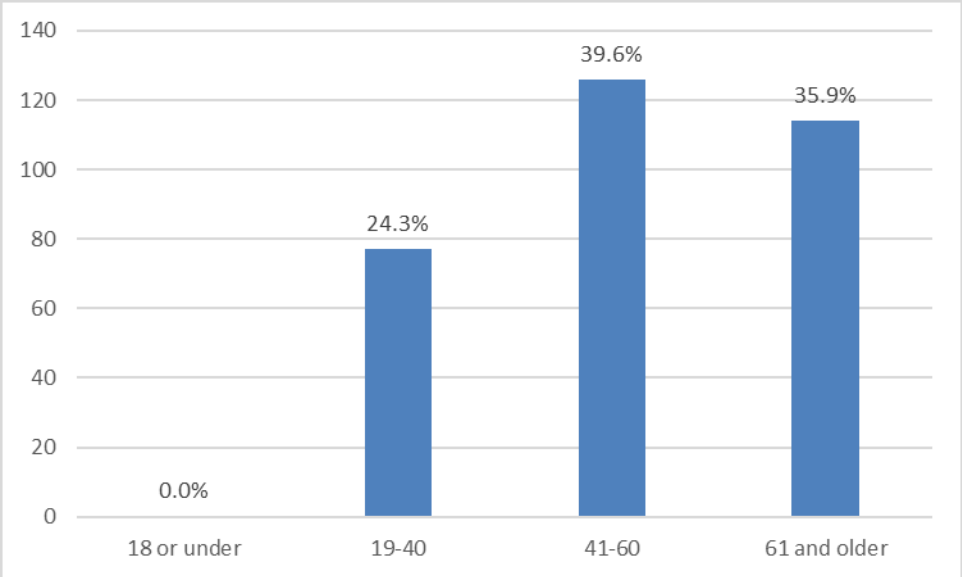
Q1) Do you live in Van Buren County?



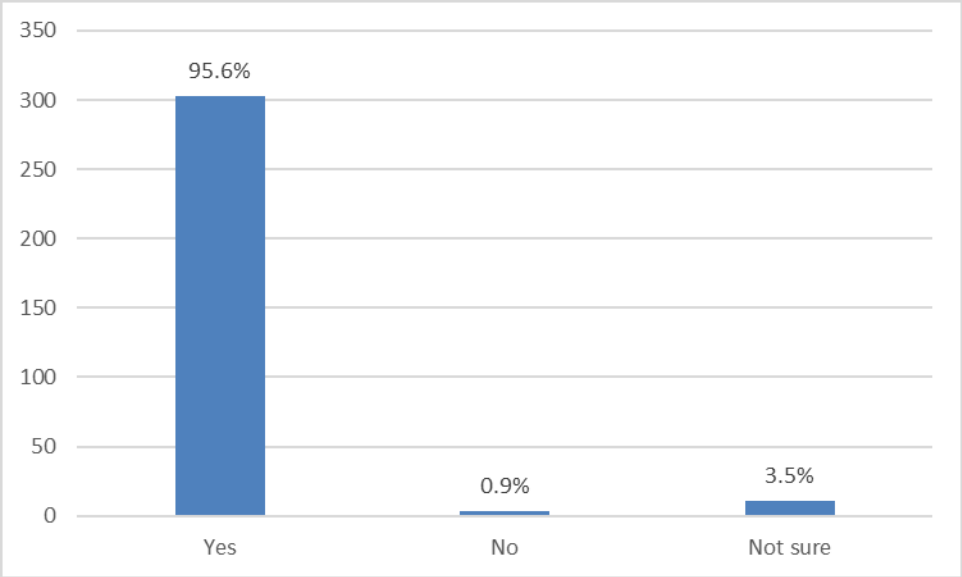
Q2) If you reside (full or part-time) in Van Buren County, which City, Village or Township is your residence located in?



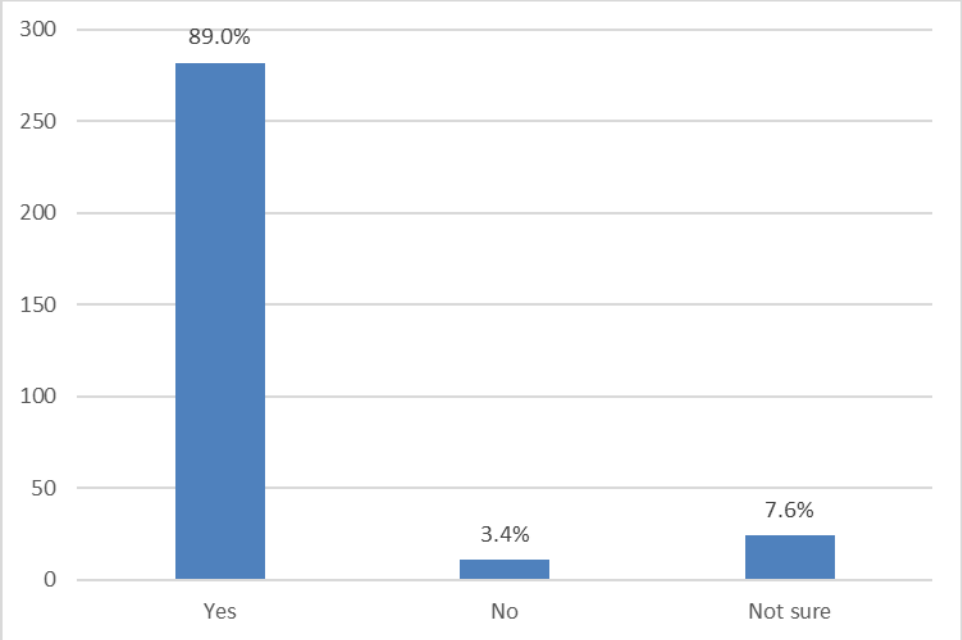
Q3) In which age category are you?



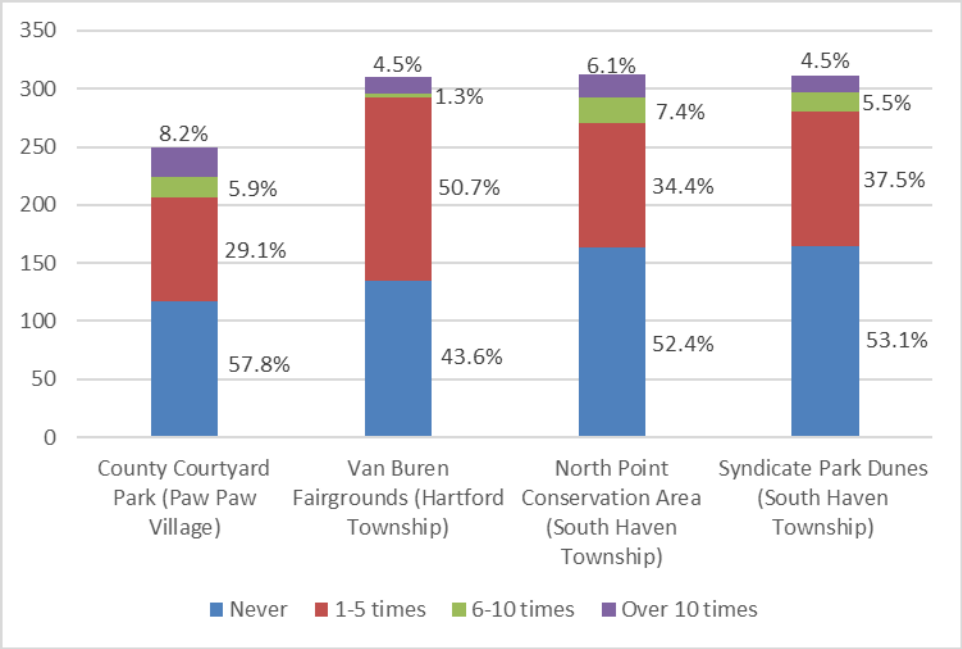
Q4) Do parks, trails and open spaces throughout Van Buren County enhance residents' quality of life?



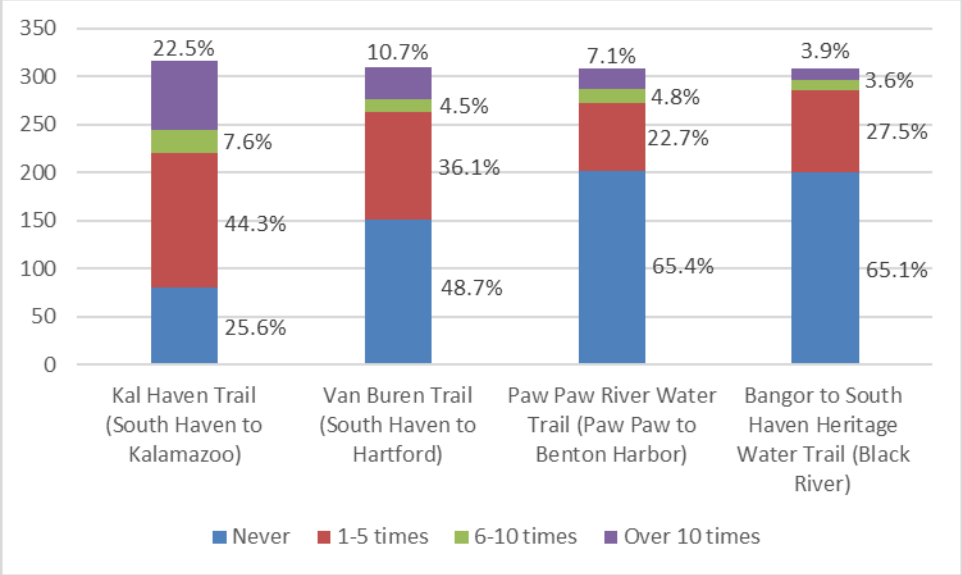
Q5) Do parks, trails and open spaces throughout Van Buren County attract visitors and tourists to create a positive economic impact?



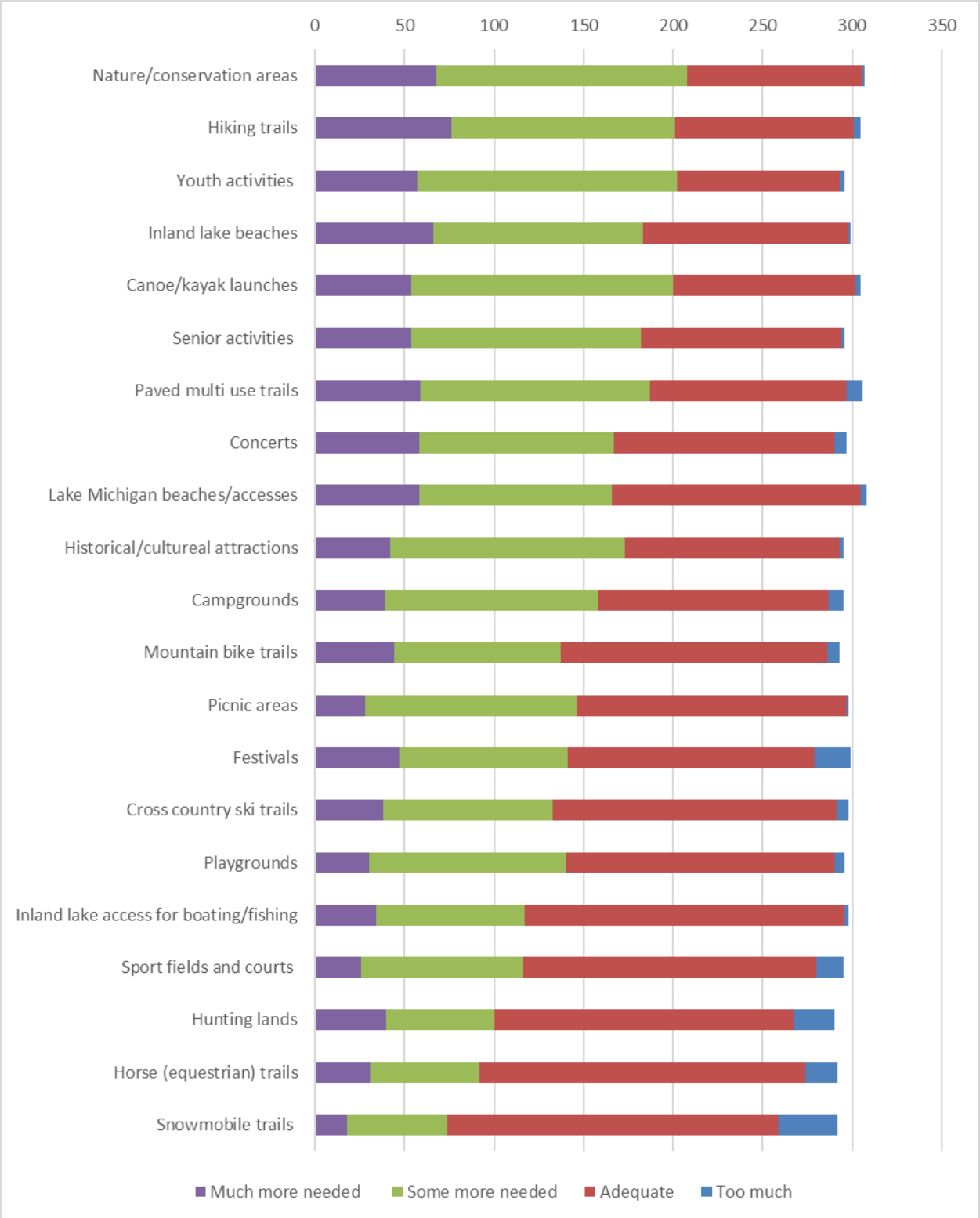
Q6) How many times on average each year do you visit the following properties owned by Van Buren County?



Q7) How many times on average each year do you use the following trails?



Q8) How do you feel about the amount of the following recreation resources/activities offered in Van Buren County?



Q9) Are there any recreational opportunities or activities currently not offered in Van Buren County that you would like to see?
Trails (23), atv trails (8), water trails/access (8), dog park (5), pickelball (4), pool (4), campgrounds (4), dark sky park (3), disc golf (3), equestrian (3), hunting (3), ice rink (2), splash pad (2), nature areas (2), accessible fishing (2), concert in parks (2), county park system (1), inland lake beaches (1), model airplane area (1), picnic area (1), shooting range (1), sporting events (1), sports fields (1), tours/interpretive (1), and yoga (1).

Q10) A grant to develop a canoe/kayak access site on the Black River at Phoenix Street will be submitted next year, do you have any suggestions for amenities at this site?
Bathrooms (42), parking (19), launch accessible (16), picnic/grill area (13), signage (11), drinking water (8), boat wash (7), trash cans (5), storage lockers (3), accessible fishing (1), bike rack (1), and lighting (1).

Q11) Are there specific improvements you would like to see at the County Courtyard Park (Paw Paw Village)?
Benches (6), expanded picnic area (5), playground (3), lighting in warmer months (2), art/sculpture (2), drinking water fountain (1), farmers' market venue (1), historical signage (1), ice rink (1), landscaping (1), and native plants/garden (1).

Q12) Are there specific improvements you would like to see at Van Buren County Fairgrounds (Hartford Township)?
More events/concerts (13), improve parking (4), improve bathrooms (3), improve septic (3), improve drainage (2), no mow areas/native (2), parking lot lighting (2), paved paths (2), shower facility (2), allow pets (1), better internet (1), better reservations (1), education venue (1), hiking trails (1), improve barns (1), improved parking (1), landscaping (1), restrooms on south end (1), and signage for recycling (1).

Q13) Are there specific improvements you would like to see at North Point Conservation Area (South Haven Township)?
Trail signage (9), parking (8), bathrooms (5), trash/recycling (3), and dog area (1).

Q14) Are there specific improvements you would like to see at Syndicate Park Dunes (South Haven Township)?
Parking (7), signage (7), control invasive species, dog area (1), picnic tables (1), and trash/recycling cans (1).

Q15) If you or someone in your family has any disabilities or limitations, are there any specific improvements at any of the county properties that you would like to better accommodate you and your family?
Wheelchair access (5), beach handicap access (3), accessible swings (2), dedicated parking (2), more benched on trails (2), trees for shade (2), sensory activities (1), public restrooms (1), paved trails (1), flat trails (1), horses as transportation (1), and accessible kayak launches (1).

Q16) Do you have any other comments or suggestions regarding Parks and Recreation Facilities or Opportunities in Van Buren County?

Trail/paved shoulders (12), promote (5), more conservation areas (5), horse trails (4), more accessibility (3), water trail accesses (2), Van Buren Trail surface (2), parking along Van Buren Trail (2), native plants (2), inland beach/launch (2), dog beaches/parks (2), atv trails (1), education (1), lease County Park to village (1), more beaches (1), nature center (1), park in Grand Junction (1), pave KalHaven (1), trail etiquette signs (1), and trash/recycling (1).

Appendix Text E - ADA Accessibility Guidelines for Recreation Facilities – Summary

www.access-board.gov/recreation/final.htm#SUMMARY

AGENCY: Architectural and Transportation Barriers Compliance Board.

ACTION: Final rule.

SUMMARY: The Architectural and Transportation Barriers Compliance Board (Access Board) is issuing final accessibility guidelines to serve as the basis for standards to be adopted by the Department of Justice for new construction and alterations of recreation facilities covered by the Americans with Disabilities Act (ADA). The guidelines include scoping and technical provisions for amusement rides, boating facilities, fishing piers and platforms, golf courses, miniature golf, sports facilities and swimming pools and spas. The guidelines will ensure that newly constructed and altered recreation facilities meet the requirements of the ADA and are readily accessible to and usable by individuals with disabilities.

DATES: The guidelines are effective October 3, 2002. The incorporation by reference of certain publications listed in the guidelines is approved by the Director of the Federal Register as of October 3, 2002.

FOR FURTHER INFORMATION CONTACT: Peggy Greenwell, Office of Technical and Information Services, Architectural and Transportation Barriers Compliance Board, 1331 F Street, NW, suite 1000, Washington, DC 20004-1111. Telephone number (202) 272-0017 (Voice); (202) 272-0082 (TTY). E-mail address: greenwell@access-board.gov.

SUPPLEMENTARY INFORMATION:

Availability of Copies and Electronic Access

Single copies of this publication may be obtained at no cost by calling the Access Board's automated publications order line (202) 272-0080, by pressing 2 on the telephone keypad, then 1 and requesting publication S-43 (Recreation Facilities Final Rule). Persons using a TTY should call (202) 272-0082. Please record a name, address, telephone number and request publication S-43. This document is available in alternate formats upon request. Persons who want a copy in an alternate format should specify the type of format (cassette tape, Braille, large print, or ASCII disk).

Appendix Text F - The Principles of Universal Design

www.ncsu.edu/www/ncsu/design/sod5/cud/about_ud/udprinciplestext.htm

Version 2.0 - 4/1/97 Compiled by advocates of universal design, listed in alphabetical order: Bettye Rose Connell, Mike Jones, Ron Mace, Jim Mueller, Abir Mullick, Elaine Ostroff, Jon Sanford, Ed Steinfeld, Molly Story and Gregg Vanderheiden. Major funding provided by: The National Institute on Disability and Rehabilitation Research, U.S. Department of Education

UNIVERSAL DESIGN: The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The authors, a working group of architects, product designers, engineers and environmental design researchers, collaborated to establish the following Principles of Universal Design to guide a wide range of design disciplines including environments, products and communications. These seven principles may be applied to evaluate existing designs, guide the design process and educate both designers and consumers about the characteristics of more usable products and environments.

The Principles of Universal Design are presented here, in the following format: name of the principle, intended to be a concise and easily remembered statement of the key concept embodied in the principle; definition of the principle, a brief description of the principle's primary directive for design; and guidelines, a list of the key elements that should be present in a design which adheres to the principle. (Note: all guidelines may not be relevant to all designs.)

PRINCIPLE ONE: Equitable Use | The design is useful and marketable to people with diverse abilities.

Guidelines:

1a. Provide the same means of use for all users: identical whenever possible; equivalent when not.

1b. Avoid segregating or stigmatizing any users.

1c. Provisions for privacy, security and safety should be equally available to all users.

1d. Make the design appealing to all users.

PRINCIPLE TWO: Flexibility in Use | The design accommodates a wide range of individual preferences and abilities.

Guidelines:

2a. Provide choice in methods of use.

2b. Accommodate right- or left-handed access and use.

2c. Facilitate the user's accuracy and precision.

2d. Provide adaptability to the user's pace.

PRINCIPLE THREE: Simple and Intuitive Use | Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

Guidelines:

3a. Eliminate unnecessary complexity.

3b. Be consistent with user expectations and intuition.

3c. Accommodate a wide range of literacy and language skills.

3d. Arrange information consistent with its importance.

3e. Provide effective prompting and feedback during and after task completion.

PRINCIPLE FOUR: Perceptible Information | The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

Guidelines:

4a. Use different modes (pictorial, verbal, tactile) for redundant presentation of essential information.

4b. Provide adequate contrast between essential information and its surroundings.

4c. Maximize "legibility" of essential information.

4d. Differentiate elements in ways that can be described (i.e., make it easy to give instructions or directions).

4e. Provide compatibility with a variety of techniques or devices used by people with sensory limitations.

PRINCIPLE FIVE: Tolerance for Error | The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Guidelines:

5a. Arrange elements to minimize hazards and errors: most used elements, most accessible; hazardous elements eliminated, isolated, or shielded.

5b. Provide warnings of hazards and errors.

5c. Provide fail safe features.

5d. Discourage unconscious action in tasks that require vigilance.

PRINCIPLE SIX: Low Physical Effort | The design can be used efficiently and comfortably and with a minimum of fatigue.

Guidelines:

6a. Allow user to maintain a neutral body position.

6b. Use reasonable operating forces.

6c. Minimize repetitive actions.

6d. Minimize sustained physical effort.

PRINCIPLE SEVEN: Size and Space for Approach and Use | Appropriate size and space is provided for approach, reach, manipulation and use regardless of user's body size, posture, or mobility.

Guidelines:

7a. Provide a clear line of sight to important elements for any seated or standing user.

7b. Make reach to all components comfortable for any seated or standing user.

7c. Accommodate variations in hand and grip size.

7d. Provide adequate space for the use of assistive devices or personal assistance.

Please note that the Principles of Universal Design address only universally usable design, while the practice of design involves more than consideration for usability. Designers must also incorporate other considerations such as economic, engineering, cultural, gender and environmental concerns in their design processes. These Principles offer designers guidance to better integrate features that
meet the needs of as many users as possible.

Copyright 1997 NC State University, The Center for Universal Design

Appendix G – Approval Documents

The following documents will be added at the end of this plan documenting the plan approval process:

Van Buren County Planning Commission Resolution Recommending Approval
Copy of Public Notice for public comment period and public hearing
Van Buren County Board of Commissioners– Minutes of Public Hearing
Van Buren County Board of Commissioners Resolution to Adopt Plan
Copy of Transmittal Letter to County Planning Department
Copy of Transmittal to Southwest Michigan Planning Commission
Copy of Transmittal to Michigan Department of Natural Resources
Plan Certification Checklist

AFFP
Public Comment/Hearing

Affidavit of Publication

STATE OF MICHIGAN } SS
COUNTY OF VAN BUREN }

Courtney Kruger, being duly sworn, says:

That she is Legal Clerk of the South Haven Tribune, a Weekly newspaper of general circulation, printed and published in South Haven, Van Buren County, Michigan; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following

December 13, 2020

Publisher's Fee: $ 165.80

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Courtney Kruger

Subscribed to and sworn to me this 13th day of December 2020.

Julie Gaines

Julie Gaines, Notary Public 05/24/2024

60000654 61164669 269-657-2547

HPalladium 180
VAN BUREN COUNTY
219 E PAW PAW ST STE 303
PAW PAW, MI 49079

LEGAL NOTICE
NOTICE OF PUBLIC COMMENT PERIOD
AND PUBLIC
HEARING NOTICE

Van Buren County, Michigan will hold a Public Comment Period for the Van Buren County Community Park, Recreation, Open Space and Greenway Plan from December, 14 2020 to January 26, 2021.

The plan will be available for review during business hours (possibly by appointment due to COVID-19) at the Van Buren County Administration Building (219 E Paw Paw Street, Paw Paw, MI) which are Monday through Friday from 8:30 a.m. - 5:00 p.m. The plan is also available for review on the Internet at www.vbco.org.

Written comments can be submitted by email to hamiltonm@swmpc.org or by mail to SWMPC, 376 W. Main Street, Ste 130, Benton Harbor, MI 49022 and must be received by January 26, 2021.

The Van Buren County Board of Commissioners will also hold a Public Hearing on the draft plan on January 26, 2021, via Zoom:
https://us02web.zoom.us/j/83884669172
Webinar ID:
838 8466 9172

At this meeting, the public will have the opportunity to give oral and/or written comments and also ask questions regarding the plan. All interested parties are urged to attend.

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The Van Buren County Board of Commissioners will also hold a Public Hearing on the draft plan on January 26, 2021 at 2:50 pm, via Zoom:
https://us02web.zoom.us/j/83884669172
Webinar ID: 838 8466 9172

At this meeting, the public will have the opportunity to give oral and/or written comments and also ask questions regarding the plan. All interested parties are urged to attend.

Southwest Michigan Planning Commission

January 27, 2021

Van Buren County Planning Commission
Mr. Ted Thar
219 Paw Paw Street
Paw Paw, MI 49079

Dear Mr. Thar,

Enclosed please find a copy of the adopted Van Buren County Community Park, Recreation, Open Space and Greenway Plan: 2021-2026 for your records. This five-year plan reflects the County's commitment to comprehensive recreational planning that includes measures to protect natural resources through responsible use and provides opportunities for residents of all ages and abilities to participate in healthful living.

Sincerely,

Marcy Hamilton

Marcy Hamilton
Senior Planner

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

269.925.1137 • 269.925.0288 • www.swmpc.org • swmpc@swmpc.org

Southwest Michigan Planning Commission

January 27, 2021

Mr. K. John Egelhaaf, Director
Southwest Michigan Planning Commission
376 W. Main Street, Ste 130
Benton Harbor, MI 49022

Dear Mr. Egelhaaf:

Enclosed please find a copy of the adopted Van Buren County Community Park, Recreation, Open Space and Greenway Plan: 2021-2026 for your records. This five-year plan reflects the County's commitment to comprehensive recreational planning that includes measures to protect natural resources through responsible use and provides opportunities for residents of all ages and abilities to participate in healthful living.

Sincerely,

Marcy Hamilton

Marcy Hamilton
Senior Planner

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651
p 269.925.1137 • f 269.925.0288 • w www.swmpc.org • e swmpc@swmpc.org

Southwest Michigan Planning Commission

January 27, 2021

Michigan Department of Natural Resources
Grant Management
Lansing, MI

To Whom It May Concern:

Enclosed please find a copy of the adopted Van Buren County Community Park, Recreation, Open Space and Greenway Plan: 2021-2026 for your records. This five-year plan reflects the County's commitment to comprehensive recreational planning that includes measures to protect natural resources through responsible use and provides opportunities for residents of all ages and abilities to participate in healthful living.

Sincerely,

Marcy Hamilton

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Senior Planner

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Van Buren County Planning Commission

219 Paw Paw Street, Suite-302, Paw Paw, MI 49079-1492
Telephone (269) 657-8243 **Fax** (269) 657-0579

December 16, 2020
Van Buren County Planning Commission
Virtual

Minutes

Call to Order & Attendance 6:30: Celinda Gilmore, Jan Petersen, Kurt Doroh, Pam Stermer, Tony Hemenway, Ray Martin, (abs. Scott, Cedarquist, Jeff Radtke, Barb Rose

Approve Agenda: On a Martin/Doroh motion unanimous

Approval Minutes of October 28, 2020 meeting On a Doroh/Martin motion unanimous

Public Comment: No comment

Reports:

County Commissioner- Doroh reported
Southwestern Michigan Commission Representative (Only if meeting scheduled) Doroh reported
Local Visits - Doroh- Columbia, City of Bangor

Unfinished Business:

VBC Community Park, Recreation, Open Space, and Greenway Plan: Petersen/ Martin motion to make recommendation to Board of Commissioners in adoption of VBC Community Park, Recreation, Open Space, and Greenway Plan. Comments included plan was very comprehensive, well written, supports local efforts. Unanimous Vote.

New Business:

Paw Paw Twp.- Ordinance 271, Zoning Ordinance Text Amendments- on a Martin/Doroh motion to concur with PC recommendations to Township Board to adopt these amendments. Unanimous

Nominating committee session
Petersen, Martin, and Hemenway made up the subcommittee. Their recommendation for Pam Stermer to be Chair, and Scott Cedarquist to be Vice-Chair. Vote unanimous.

Adjourn: 7:15

VAN BUREN COUNTY BOARD OF COMMISSIONERS

x RESOLUTION □ MOTION □ REPORT OF **BUILDINGS & GROUNDS** COMMITTEE

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, a plan which addresses the future use and development of parks, recreation areas, open spaces and greenways has been developed Van Buren County with the assistance of the County Planning Commission and the Southwest Michigan Planning Commission, and;

WHEREAS, the planning process included public input opportunities such as Planning Commission meetings, a survey and a public comment period, and;

WHEREAS, the plan has been developed to meet the recreational needs (based on data and public input) of the County; and

WHEREAS, the County held a public 30-day public comment period and a public hearing to take comment of the plan; and

WHEREAS, the County Planning Commission has recommended the plan to the County Board for adoption; and

NOW, THEREFORE BE IT RESOLVED, The Van Buren County Board of Commissioners hereby adopts the Van Buren County Community Park, Recreation, Open Space and Greenway Plan 2021-2026.

Signed: _____

_____

_____

_____

_____

_____

Date: January 26, 2021 _____

FOR CLERK'S USE ONLY

MOTION BY: CARRIED □

SECONDED BY: NOT CARRIED □

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Ryan Post
DATE: January 12, 2021
RE: Budget Adjustments

REQUEST:

The request is to approve the budget adjustments as submitted.

BACKGROUND:

Our auditors have made the recommendation to make monthly budget amendments as required to maintain a balanced budget.

FINANCIAL IMPACT:

This is a financial housekeeping process to be approved by motion at the Committee of the Whole subsequent to the Finance Committee's review.

RECOMMENDATION:

The recommendation is to approve by motion at the January 12, 2021 Committee of the Whole meeting, the budget amendments as submitted.

ATTACHMENTS:

Description

- **Budget Adjustments**

BUDGET ADJUSTMENTS

FINANCE COMMITTEE - TUESDAY, JANUARY 5, 2021
COMMITTEE OF THE WHOLE - TUESDAY, JANUARY 12, 2021

1. **AMEND GENERAL FUND**

SECONDARY ROAD PATROL GRANT #101.0-316.00

INCREASE STATE GRANT - PUBLIC SAFETY #101.0-316.00-543.000	17,840.00
INCREASE WAGES - FULL TIME #101.0-316.00-703.000	10,676.50
INCREASE HOLIDAY PAY #101.0-316.00-712.000	505.17
INCREASE COURT TIME PAY #101.0-316.00-713.000	72.00
INCREASE SHORT TERM/LONG TERM DISABILITY #101.0-316.00-714.016	31.80
INCREASE FICA #101.0-316.00-715.000	860.91
INCREASE MEDICAL INSURANCE #101.0-316.00-716.000	4,123.36
INCREASE DENTAL INSURANCE #101.0-316.00-716.002	234.66
INCREASE LIFE INSURANCE #101.0-316.00-717.000	9.03
INCREASE PENSION - DB #101.0-316.00-718.000	1,046.59
INCREASE WORKERS COMPENSATION #101.0-316.00-720.000	279.98

*NOTE: THIS BUDGET ADJUSTMENT REFLECTS THE AMENDED GRANT BUDGET AWARDED FROM THE MSP.

2. **AMEND SPECIALTY COURTS FUND #211.0**

A. ADULT DRUG & VETERANS TREATMENT COURT GRANT #211.0-299.N0

INCREASE FEDERAL GRANT #211.0-299.N0-503.000	166,650.00
INCREASE WAGES - PART TIME #211.0-299.N0.00-704.000	20,858.00
INCREASE FRINGE BENEFITS #211.0-299.N0-714.001	8,520.00
INCREASE SUPPLIES #211.0-299.N0-752.005	5,000.00
INCREASE CONTRACT SERVICES #211.0-299.N0-801.000	118,933.00
INCREASE TRAVEL - MILEAGE REIMBURSEMENT #211.0-299.N0-861.001	6,032.00
INCREASE TRAINING & PROFESSIONAL DEVELOPMENT #211.0-299.N0-910.004	7,307.00

*NOTE: THIS BUDGET ADJUSTMENT REFLECTS THE FEDERAL GRANT APPROVED BY THE DEPARTMENT OF JUSTICE.

B. DWI SOBRIETY COURT GRANT #211.0-299.P0

INCREASE FEDERAL GRANT #211.0-299.N0-503.000	28,000.00
INCREASE WAGES - PART TIME #211.0-299.N0.00-704.000	11,783.20
INCREASE FRINGE BENEFITS #211.0-299.N0-714.001	4,860.00
INCREASE SUPPLIES #211.0-299.N0-752.005	11,356.80

*NOTE: THIS BUDGET ADJUSTMENT REFLECTS THE FEDERAL GRANT APPROVED BY THE MICHIGAN SUPREME COURT.

3. **AMEND DISASTER CONTINGENCY FUND #258.0**

INCREASE FEDERAL GRANT - CESF/MSP #258.0-282.00-528.001	122,274.56
INCREASE COVID-19 EXPENSES #258.0-282.00-949.002	122,274.56
INCREASE FEDERAL GRANT - CESF/MSP #258.0-296.00-528.001	7,056.15
INCREASE COVID-19 EXPENSES #258.0-296.00-949.002	7,056.15
INCREASE FEDERAL GRANT - CESF/MSP #258.0-301.00-528.001	127,680.00
INCREASE COVID-19 EXPENSES #258.0-301.00-949.002	127,680.00

*NOTE: THIS BUDGET ADJUSTMENT REFLECTS THE REMAINING BALANCES OF THE CESF GRANT AWARDED FROM THE MSP.

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Finance Committee
FROM: Zach Morris
DATE: January 12, 2021
RE: Economic Development Strategic Fund

REQUEST:

The request is to establish an Economic Development Strategic Fund using allowable administrative expenses from the Community Development Block Grant - Economic Development Revolving Loan Fund.

BACKGROUND:

The County's Revolving Loan Fund is rooted in the State of Michigan's Community Development Block Grant (CDBG) program, which is funded by the US Department of Housing and Urban Development (HUD). The Federal and State regulations on the CDGB program funds creates an enormous amount of "red tape" and bureaucracy that results in a lengthy application process for the applicants and a significant amount of paperwork for county and economic development staff. Each loan made with CDBG funds requires quarterly, semi-annual, and annual reports that staff must then generate and send onto the state for approval and acceptance. Additionally, the accounting process for the overall loan program involves maintaining a workbook, tracking activities and expenses, and submitting several subsequent reports for State approval. This includes receiving approval for reimbursement of program administration expenses.

HUD/CDBG allows for 18% of loan payments to be used for reimbursing program administration expenses. Eligible expenses include: Salaries of staff, travel costs, program administration, rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space. Historically, Van Buren County has taken a minimal reimbursement, deciding to leave money in the fund to benefit businesses, and instead choosing to only be reimbursed for "hard" expenses such as public hearing notices and legal/closing costs. This means many "soft" eligible expenses have not been reimbursed to the county. Once approved for reimbursement by the state, the County can utilize the authorized dollars at its discretion.

The proposal is to utilize the "soft" eligible dollars for the development of a "County Strategic Fund". Once populated, the fund will be managed by the County's Economic Development Corporation Board.

FINANCIAL IMPACT:

The financial benefit is the creation of a locally managed economic development fund rather than one that is State directed.

RECOMMENDATION:

The recommendation is to create the Economic Development Strategic Fund and to place eligible reimbursed administrative expenses from the Revolving Loan Fund into this Fund.

ATTACHMENTS:

Description

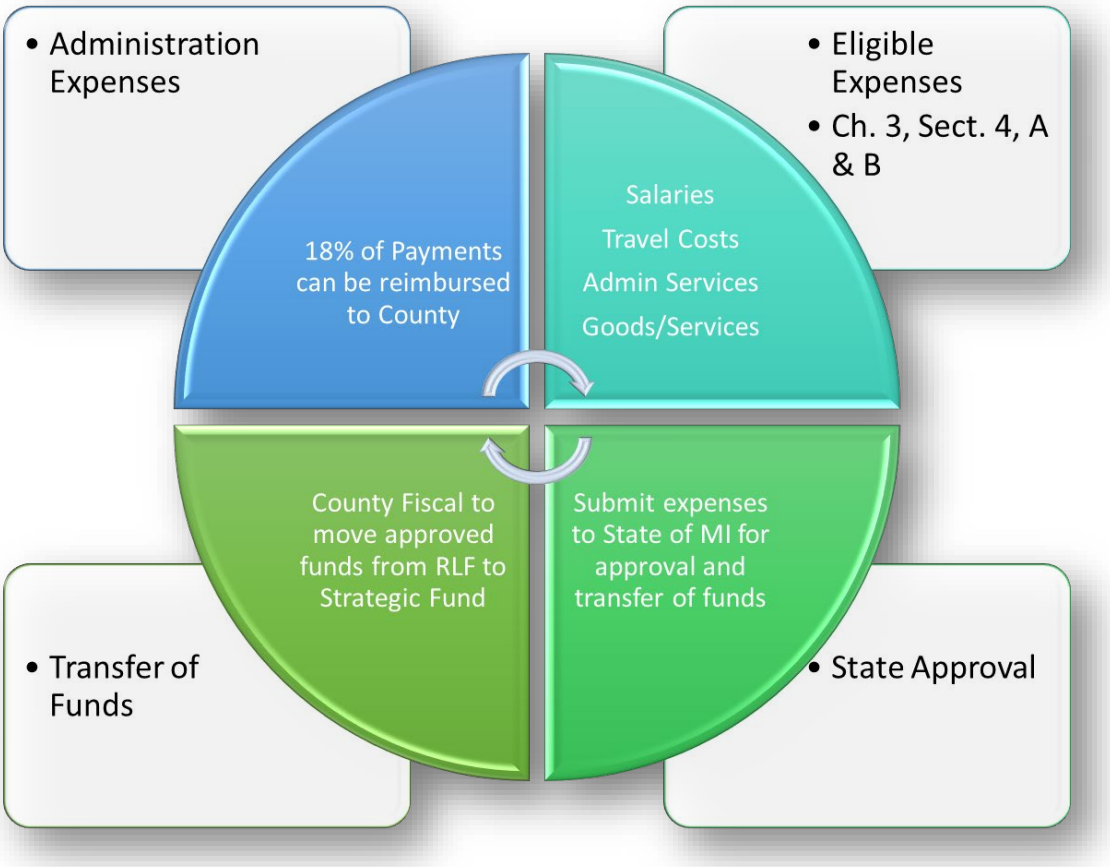
- **VB Strategic Fund Plan**

Van Buren Co. Strategic Fund

Problem Statement: The County's Revolving Loan Fund is rooted in the State of Michigan's Community Development Block Grant (CDBG) program, which is funded by the US Department of Housing and Urban Development (HUD). The Federal and State regulations on the CDGB program funds creates an enormous amount of "red tape" and bureaucracy that results in a lengthy application process for the applicants and a significant amount of paperwork for county and economic development staff. Each loan made with CDBG funds requires quarterly, semi-annual, and annual reports that staff must then generate and send onto the state for approval and acceptance. Additionally, the accounting process for the overall loan program involves maintaining a workbook, tracking activities and expenses, and submitting several subsequent reports for State approval. This includes receiving approval for reimbursement of program administration expenses.

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Proposal: Utilize the "soft" eligible dollars for the development of a "County Strategic Fund". Once populated, the fund will be managed by the County's Economic Development Corporation Board.



MARKET VAN BUREN

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Finance Committee
FROM: Brigitte Vetter
DATE: January 12, 2021
RE: Homeland Security Grant Renewal

REQUEST:

The request is for approval of the 2020 Homeland Security Grant Program Grant Agreement.

BACKGROUND:

This is the next grant award in the continuation of the Homeland Security Grant program. This grant award covers the period of September 1, 2020 to May 31, 2023. This grant award will be allocated and purchasing will be approved by the 5th District Regional Planning Board. There are no changes from previous approved grant awards or procedures.

Signed grant agreement documents are requested to be back to the State of Michigan no later than Friday, January 29, 2021.

FINANCIAL IMPACT:

Total Federal Funds Obligated to Van Buren County (Subrecipient), acting as the Fiduciary Agent on behalf of and as part of the Region 5 Board, are $688,788.00

RECOMMENDATION:

The recommendation is to approve at the January 26, 2021 Board of Commissioners meeting and allow the Board Chair to sign on the Board's behalf.

ATTACHMENTS:

Description

- **Region5 - FY2020 Grant Agreement**

Michigan State Police

Emergency Management and Homeland Security Division

Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Van Buren	Fiscal Year 2020 Homeland Security Grant Program	97.067
SUBRECIPIENT IRS/VENDOR NUMBER	**FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)**	**FEDERAL AWARD DATE**
38-6007133	EMW-2020-SS-00044-S01	9/1/2020
SUBRECIPIENT DUNS NUMBER	**SUBAWARD PERFORMANCE PERIOD** FROM	TO
074305459	09/01/2020	05/31/2023

RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	$688,788
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	$688,788
None on file	Total Amount of Federal Award	$13,631,755

FEDERAL AWARD PROJECT DESCRIPTION

Fiscal Year (FY) 2020 Homeland Security Grant Program (HSGP)

DETAILS

Funding requirements are found on page 2 (Section III) of the grant agreement.

FEDERAL AWARDING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
Federal Emergency Management Agency Grant Operations 245 Murray Lane – Building 410, SW Washington DC 20528-7000	Michigan State Police, Emergency Management and Homeland Security Division PO Box 30634 Lansing, MI 48909

State of Michigan
Fiscal Year 2020 Homeland Security Grant Program
Grant Agreement

September 1, 2020 to May 31, 2023

CFDA Number: 97.067
Grant Number:
EMW-2020-SS-00021

This Fiscal Year (FY) 2020 Homeland Security Grant Program (HSGP) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) (hereinafter called the Recipient), and the

COUNTY OF VAN BUREN
(hereinafter called the Subrecipient)

I. Purpose

The FY 2020 HSGP supports state, local, and tribal efforts to prevent terrorism and other catastrophic events, and prepares the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The FY 2020 HSGP provides funding to implement investments that enhance terrorism preparedness and serve to build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.

The purpose of this grant agreement is to provide federal pass-through funds to the Region 5 Homeland Security Planning Board (hereinafter called the regional board) through the Subrecipient, which has been voted and approved to act as the Fiduciary Agent on behalf and as a part of the regional board for the FY 2020 HSGP.

The HSGP is comprised of three grant programs, one of which is covered by this grant agreement:

State Homeland Security Program (SHSP): The SHSP provides funds for state, local, and tribal preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. The SHSP supports implementation of the National Preparedness System (NPS) by providing funds to address planning, organization, equipment, training, and exercise needs to prevent, prepare for, protect against, and respond to acts of terrorism. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Subrecipients must describe this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.

Allowable activities must comply with the FY 2020 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual, both located at http://www.fema.gov/homeland-security-grant-program, align with Michigan's FY 2020 SHSP investments, support capability targets established in the THIRA and gaps identified in the SPR, and align to projects specifically approved by the Recipient.

Subrecipients must take a regional approach when determining the best use of FY 2020 HSGP funds. Subrecipients must consider the needs of local units of government, tribal governments, the private sector, and nonprofit and faith-based community organizations. Specific attention should be paid to how

available preparedness funding sources can effectively support a whole community approach to emergency preparedness and management and the enhancement of core capabilities.

II. Statutory Authority

Funding for the FY 2020 HSGP is authorized by Section 2002 of the Homeland Security Act of 2002, as amended (Public Law 107-296), (6 U.S.C. § 603).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2020,* (Public Law No. 116-93*).*

The Subrecipient agrees to comply with all FY 2020 HSGP program requirements in accordance with the FY 2020 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program, the U.S. Department of Homeland Security (DHS) Standard Administrative Terms and Conditions located at https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions, the FY 2020 HSGP Agreement Articles Applicable to Subrecipients included with the grant agreement packet, and the FY 2020 HSGP Michigan Supplemental Guidance provided electronically by Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

The Subrecipient shall also comply with the most recent version of:

1. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at http://www.ecfr.gov, select Title 2.

2. FEMA Directive 108-1: Environmental Planning and Historic Preservation Responsibilities and Program Requirements

III. Award Amount and Restrictions

A. The **County of VanBuren**, acting as the Fiduciary Agent on behalf of and as a part of the Region 5 Board, is awarded $**688,788** under the FY 2020 HSGP. The grant agreement shall be administered based on the Subrecipient's policies and procedures, provided they conform to state and federal rules, laws, and/or regulations.

B. The FY 2020 HSGP covers eligible costs from September 1, 2020, to May 31, 2023.

C. HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and/or safety duties or to supplant traditional public health and safety positions and/or responsibilities.

D. At least $**172,197** of award funds must be dedicated towards Law Enforcement Terrorism Prevention Activities (LETPA). Activities eligible for use of LETPA-focused funds are outlined in the National Prevention Framework (and where capabilities are shared with the protection mission area, the National Protection Framework) located at http://www.fema.gov/national-planning-frameworks. The Subrecipient must meet its minimum LETPA funding requirement for the FY 2020 HSGP.

E. The FY 2020 HSGP includes the following four national priority area funding requirements:
   1) Enhancing cybersecurity (including election security);
   2) Enhancing the protection of soft targets/crowded places (including election security);
   3) Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS;

4) Addressing emerging threats (e.g., transnational criminal organizations, weapons of mass destruction [WMDs], unmanned aerial systems [UASs], etc.).

At least $**34,440** of award funds must be dedicated towards enhancing cybersecurity, at least $**34,440** must be dedicated towards the protection of soft targets/crowded places (including election security), and at least $**34,440** must be dedicated towards addressing emerging threats. All national priority area projects must be pre-approved by FEMA. Additional information on the FY 2020 HSGP national priority areas can be found in the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program.

F. A maximum of $**344,394** of award funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act of 2008* (Public Law 110-412). In general, the use of SHSP funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. A definition of personnel costs is provided in the FEMA Preparedness Grants Manual located at https://www.fema.gov/media-library/assets/documents/178291.

G. Exactly $**34,439** of award funds is allocated to the Subrecipient to be used solely for management and administration (M&A) purposes associated with the HSGP award. M&A allowable costs are defined in the *FY 2020 Homeland Security Grant Program Notice of Funding Opportunity,* and the *FEMA Preparedness Grants Manual* located at http://www.fema.gov/homeland-security-grant-program.

H. The Subrecipient may only fund projects which directly support one of the FY 2020 HSGP grant investments. To assist Subrecipients, the Recipient has developed the *FY 2020 HSGP Michigan Supplemental Guidance* to provide additional information on developing projects consistent with the *National Preparedness Goal*, state and regional homeland security priorities, and Michigan's FY 2020 SHSP investment justification.

I. Except as otherwise specifically set forth in this grant agreement, the Recipient (not the Subrecipient) shall make the final determination on how funds awarded under this grant agreement are allocated and/or spent, from projects reviewed and approved by the regional board and submitted to the Recipient by the Subrecipient.

J. For any activities involving construction, demolition, ground disturbance, or installations of equipment, an Environmental and Historic Preservation (EHP) review must be completed.

Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.

K. A portion of FY 2020 SHSP funds should be allocated toward sustainment of the Regional Response Team Network (RRTN) and search and rescue capabilities, where applicable. The Subrecipient should ensure that support is provided through appropriate planning, equipment, training, and exercise activities.

L. In the event that DHS determines changes are necessary to the award document after an award has been made, including but not limited to changes to the period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

IV. Responsibilities of the Subrecipient

A. **Grant funds must supplement, not supplant, state or local funds**. Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

B. Refer to the FY 2020 Homeland Security Grant Program Notice of Funding Opportunity and the FEMA Preparedness Grants Manual located at http://www.fema.gov/homeland-security-grant-program for a detailed list of allowable costs and program activities under this grant.

C. The subrecipient shall not use FY 2020 HSGP funds to generate program income.

D. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:

1. Subrecipient Risk Assessment Certification
2. Standard Assurances
3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
4. Audit Certification (EMD-053)
5. Request for Taxpayer Identification Number and Certification (W-9)
6. Other documents that may be required by federal or state officials

E. The Subrecipient agrees to act as the Fiduciary Agent on behalf and as a part of the regional board for the FY 2020 HSGP. The Subrecipient agrees to comply with all applicable federal and state regulations, including, but not limited to, the following:

1. Make all purchases in accordance with federal, and local purchasing policies. The Federal Procurement Procedure citations are found at 2 CFR 200.318-326, and Appendix II; and are located at http://www.ecfr.gov.

2. The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient.

3. Submit regional board-approved projects to the Recipient in the format specified by the Recipient prior to starting a project. Individual solution area costs must also be submitted to the Recipient for alignment and allowability evaluation prior to starting a project. All grant expenditures must meet DHS and Recipient grant guidelines, must directly support one of the FY 2020 HSGP Investments, and must support at least one core capability from the National Preparedness Goal. Projects must be coordinated regionally and align to appropriate state and regional homeland security priorities. Any project that proposes a change in scope of work during the grant performance period must be resubmitted to the Recipient for evaluation. Any funds spent on a project prior to receiving Recipient approval may be ineligible for reimbursement.

4. Create and maintain an inventory of all equipment purchases in accordance with 2 CFR, Part 200.313 located at http://www.ecfr.gov. Every odd calendar year, the Subrecipient must prepare an equipment inventory list and conduct a physical inventory that is reconciled to that list by June 30. The Subrecipient must supply a copy of this inventory to the Michigan State Police, Emergency Management and Homeland Security Division, Audit Unit via email at loaders@michigan.gov or by mail to PO box 30634, Lansing, Michigan 48909. The physical inventory must be submitted to the Audit Unit by July 31 of the same year the inventory is completed. An Equipment Tracking template is available to assist the Subrecipient in

meeting these requirements. The template can be found on the MSP/EMHSD Grant Programs webpage at www.michigan.gov/emhsdor by emailing EMD_HSGP@michigan.gov.

5. If the Subrecipient purchases equipment for a local governmental unit with FY 2020 HSGP funds, the Subrecipient shall make the equipment available for pick-up by other local governmental units per equipment assignments by the regional board. This process needs to include legal transfer of the equipment to the designated local governmental units. At minimum, the Subrecipient should prepare documents, which, when signed, will indicate other designated local governmental units accept full legal and financial responsibility for the pieces of equipment.

6. The Subrecipient agrees to prepare and submit reimbursement requests to the Recipient in a timely manner. Reimbursement requests must include all required supporting documentation, including proof of payment. All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the performance period identified in this grant agreement. Any remaining balance of funds by that date will be reallocated.

7. Current forms and instructions are located at http://www.michigan.gov/emhsd, or can be requested by sending an email to EMD_HSGP@michigan.gov.

8. Comply with applicable financial and administrative requirements set forth in the current edition of 2 C.F.R., Part 200, including, but not limited to, the following provisions:

    a. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
    b. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
    c. Retain all financial records, statistical records, supporting documents, and other pertinent materials for equipment purchases for three years after their disposition.
    d. Non-federal organizations which expend $750,000 or more in federal funds from all federal sources during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and the requirements of the Government and Accountability Office's (GAO) Government Auditing Standards and Subpart F of 2 C.F.R., Part 200.

9. Comply with National Incident Management System (NIMS) requirements to be eligible to receive federal preparedness funds. NIMS information is available at http://www.fema.gov/national-incident-management-system. More information on complying with NIMS is available from the State NIMS Coordinator at www.michigan.gov/emhsd under Response and Recovery.

10. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order 13347.

11. **Environmental and Historic Preservation Compliance.** The federal government is required to consider the effects on the environment and/or historic properties of any federally funded activities and programs, including grant-funded projects. The EHP process ensures that federally funded activities comply with federal EHP regulations, laws, and executive orders as applicable. The goal of these compliance requirements is to protect the nation's environmental, historic, and cultural resources. The Subrecipient shall not undertake any

project having the potential to impact EHP resources without prior approval. Any work started before receiving EHP approval will result in a non-compliance finding and not be eligible for federal funding.

12. Comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq*.) for grant-funded construction projects. The Subrecipient must ensure that contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Davis-Bacon wage determinations are published on the Wage Determinations Online website at https://beta.SAM.gov.

13. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.

14. Maintain a valid Data Universal Numbering System (DUNS) number during the performance period of this grant.

15. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions*,* specifically in the DHS Specific Acknowledgements and Assurances on page 1.

V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.

B. Provide direction and technical assistance to the Subrecipient.

C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.

D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.

E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

VI. Reporting Procedures

The Subrecipient is required to submit reports to the Recipient on the status of all projects and funding. Reporting must follow the format and schedule specified by the Recipient. Current forms and instructions are located at http://www.michigan.gov/emhsd, or can be requested by sending an email to EMD_HSGP@michigan.gov.

Reporting on funding status is mandated by the federal government. Failure by the Subrecipient to fulfill reporting requirements, in compliance with federal grant rules, shall result in the suspension of grant funding until reports are received and may jeopardize future federal funding.

VII. Payment Procedures

The Subrecipient agrees to prepare and submit the Reimbursement Cover Sheet (EMD-054) with all required supporting documentation attached, including proof of payment. The Subrecipient will submit **one** Reimbursement Cover Sheet and related forms for each grant project, solution area, allocation type, and individual exercise. Reimbursement Cover Sheets must be filled out completely. Instructions are provided with each of the reimbursement forms. The Reimbursement Cover Sheet and other reimbursement forms can be found on the MSP/EMHSD website located at http://www.michigan.gov/emhsd. The Subrecipient will not be reimbursed for funds until all required signed documents and reimbursement documentation are received. All reimbursement requests must be submitted to the Recipient no later than 30 days after the end of the performance period identified in this grant agreement. Funds which are not encumbered or do not have pending reimbursement requests by that date will be reallocated.

Drawdown of Funds in Advance. Up to 90 days prior to expenditure, the Subrecipient may request funds for purchases of $10,000 or more. All of the following requirements must be met when requesting advanced funds:

A. The Subrecipient must submit advance requests with a copy of approved purchase orders and a copy of approved Alignment and Allowability Forms.
B. The Subrecipient must place advanced funds in an interest-bearing account.
C. The Subrecipient may retain interest up to $500 per year (2 CFR, Part 200.305) for administrative expenses incurred for all federal grants combined.
D. The Subrecipient must notify the Recipient quarterly, in writing, of any interest earned over $500.
E. The Subrecipient must remit any interest earned over $500 promptly, and at least quarterly, to: Michigan State Police, Emergency Management and Homeland Security Division, Grants and Financial Management Section, P.O. Box 30634, Lansing, Michigan, 48909.
F. The Subrecipient must liquidate each advance by the date specified by the Recipient (usually within 90 days).
G. The Subrecipient must ensure all invoices and proof of payment documents are dated after the date the advance was issued by the Recipient.

VIII. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq*.; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq*., and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at https://www.sam.gov.

IX. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

This is not to be construed as a waiver of governmental immunity for either party.

X. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

XI. Grant Agreement Period

This grant agreement is in full force and effect from September 1, 2020, to May 31, 2023. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement package consists of two identical grant agreements, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving 30 days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient. Upon termination of grant agreement, the Subrecipient shall submit documentation, in a format specified by the Recipient, to formally end its status as Fiduciary Agent.

XII. Entire Grant Agreement

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
B. Failure to comply with the requirements or statutory objectives of federal or state law.
C. Failure to follow grant agreement requirements or special conditions.
D. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the project would not have been approved for funding.
E. Failure to submit required reports.
F. Filing of a false certification in the application or other report or document.
G. Failure to adequately manage, monitor or direct the grant funded activities of its subrecipients.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

XIII. Business Integrity Clause

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.

XIV. Freedom of Information Act (FOIA)

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XV. Official Certification

For the Subrecipient
The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

Van Buren County	074305459
Subrecipient Name	Subrecipient's DUNS Number
Richard Godfrey	Chairman of the Board
Printed Name	Title
Signature	Date

For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)

Capt. Kevin Sweeney, Commander	Deputy State Director, Emergency Management and Homeland Security Division
Printed Name	Title
	10/15/2020
Signature	Date

For the Regional Board
The Regional Board Chair's signature appears on this grant agreement as a certification that the Region 5 Homeland Security Planning Board has chosen the **County of VanBuren** to act as the Fiduciary Agent on behalf of and as a part of the regional board for the FY 2020 HSGP.

	Regional Board Chair
Printed Name	Title
Signature	Date

EMHSD-RA (04/2019)
MICHIGAN STATE POLICE
Emergency Management and Homeland Security Division

SUBRECIPIENT RISK ASSESSMENT CERTIFICATION

As required by 2 CFR §200.331(b), the purpose of this assessment is to evaluate subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of a subaward, and to determine appropriate subrecipient monitoring during the grant performance period. Limited program experience, results of previous audits and site monitoring visits, new personnel or new or substantially changed systems, may increase a subrecipient's degree of risk.

Subrecipient:	County:	DUNS #:
Van Buren County	Van Buren	074305459

Questions

1. How many federal grant awards has your organization managed in the past 5 years regardless of awarding agency?
   - ☐ No grants
   - ☐ 1-3 grants
   - ☐ 4-5 grants
   - ☑ 6+ grants

2. What percentage of your grant management staff has fewer than 2 years of grant experience?
   - ☑ 0-25% of staff
   - ☐ 26-50% of staff
   - ☐ 51-75% of staff
   - ☐ 76-100% of staff

3. Has your organization had a new or substantially changed financial/accounting system(s) in the past 2 years?
   - ☐ Yes
   - ☑ No

4. What types of findings (audit, site monitoring, etc.) has your organization received within the past 5 years? ***(Attach a separate sheet explaining any findings resulting in questioned costs or a return of funds.)***
   - ☑ Never Audited or No
   - ☐ Unsupported costs (lack of documentation)
   - ☐ Unreasonable use of funds
   - ☐ Questioned costs or required to return funds

5. Does your agency have staff primarily dedicated (>50%) to grants management activities?
   - ☑ Yes
   - ☐ No

Certification

I certify the information provided in this assessment is true and accurate, and that all occurrences of prior grant non-compliance have been disclosed.

Authorized Representative Signature:	Date:
Brigitte Vegter	12/1/2020
Authorized Representative Printed Name:	**Title:**
Brigitte Vegter	Fiduciary

Point of Contact Printed Name:	Title:	Email:
Brigitte Vegter	Fiduciary	vegterb@vbco.org

OMB APPROVAL NO. 1121-140
EXPIRES 5/31/2019

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subrecipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.

7. If a governmental entity–

a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property

Acquisitions Act of 1970 (42 U.S.C.§ 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b) it will comply with requirements of 5 U.S.C.§§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

_____ _____

Signature Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonpro-curement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convic-tion. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not indentified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Van Buren County
219 E Paw Paw Street Suite 201
Paw Paw, MI 49079

2. Application Number and/or Project Name

CFDA# 97.067 EMW-2020-SS-00021

3. Grantee IRS/Vendor Number

FY2020 Homeland Security Grant Program

4. Typed Name and Title of Authorized Representative

Richard Godfrey
Chairman of the Board of Commissioners for Van Buren County

5. Signature

6. Date

*U.S. Government Printing Office: 1996 - 405-037/40014

EMD-053 (04/2018)
MICHIGAN STATE POLICE
Emergency Management and Homeland Security Division

AUTHORITY: MCL 30.407a and 2 CFR Part 200, Subpart F;
COMPLIANCE: Voluntary, but necessary to be considered for grant assistance.

AUDIT CERTIFICATION

Federal Audit Requirements

Non-federal organizations, which expend $750,000 or more in federal funds during their current fiscal year, are required to have an audit performed in accordance with 2 CFR Part 200, Subpart F.

Subrecipients MUST submit a copy of their audit report for each year they meet the funding threshold to: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.

I. Program Information	
Program Name FY2020 Homeland Security Grant Program (HSGP)	CFDA Number 97.067

II. Subrecipient Information			
Subrecipient Name Van Buren County			
Street Address 219 E Paw Paw Street Suite 201	City Paw Paw	State MI	ZIP Code 49079

III. Certification for Fiscal Year

Subrecipient Fiscal Year Period: Oct to Sept.

☐ I certify that the subrecipient shown above does NOT expect it will be required to have an audit performed under 2 CFR Part 200, Subpart F, for the above listed program.

☒ I certify that the subrecipient shown above expects it will be required to have an audit performed under 2 CFR Part 200, Subpart F, during at least one fiscal year funds are received for the above listed program. **A copy of the audit report will be submitted to**: Michigan State Police, Grants and Community Services Division, P.O. Box 30634, Lansing, Michigan 48909.

Signature of Subrecipient's Authorized Representative	**Date**

Submit audit report to:

Michigan State Police
Grants and Community Services Division
P.O. Box 30634
Lansing, Michigan 48909

Submit this completed audit certification form and return with your grant agreement to:

Michigan State Police
Emergency Management and Homeland Security Division
P.O. Box 30634
Lansing, Michigan 48909

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Van Buren County

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ► Local Government

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
219 E Paw Paw Street Suite 201

Requester's name and address (optional)

6 City, state, and ZIP code
Paw Paw, MI 49079

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

3	8	–	6	0	0	7	1	3	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ► **Date** ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting,* later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code,* later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships,* earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code,* later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester,* later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code,* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships,* earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint.* You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Agreement Articles Applicable to Subrecipients
Fiscal Year 2020 Homeland Security Grant Program

Article I. Summary Description of Award

The purpose of the FY 2020 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community.

Article II. Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from the Recipient to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article III. Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate subrecipient acceptance of the changes to the award.

Article IV. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the *Solid Waste Disposal Act*, Pub. L. No. 89-272 (1965) (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article V. Whistleblower Protection Act

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

Article VI. Use of DHS Seal, Logo and Flags

Subrecipients must obtain permission, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article VII. USA Patriot Act of 2001

Subrecipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. Sections 175-175c.

Article VIII. Rehabilitation Act of 1973

Subrecipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, (29 U.S.C. Section 794), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article IX. Trafficking Victims Protection Act of 2000

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

Article X. Terrorist Financing

Subrecipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

Article XI. SAFECOM

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XII. Debarment and Suspension

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XIII. Copyright

Subrecipients must affix the applicable copyright notices of 17 U.S.C. Sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XIV. Civil Rights Act of 1964 - Title VI

Subrecipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XV. Best Practices for Collection and Use of Personally Identifiable Information (PII)

Subrecipients who collect PII are required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.

Article XVI. Americans with Disabilities Act of 1990

Subrecipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits subrecipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. Sections 12101- 12213).

Article XVII. Age Discrimination Act of 1975

Subrecipients must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, Section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XVIII. Activities Conducted Abroad

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article XIX. Acknowledgment of Federal Funding from DHS

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XX. DHS Specific Acknowledgements and Assurances

All, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Subrecipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Subrecipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Subrecipients must submit timely, complete, and accurate reports to the appropriate MSP officials and maintain appropriate backup documentation to support the reports.
4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Article XXI. Assurances, Administrative Requirements, Cost Principles, Representation and Certifications

DHS financial assistance subrecipients must complete the assurances applicable to their program as instructed by MSP. Please contact MSP EMHSD if you have any questions. DHS financial assistance subrecipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article XXII. Patents and Intellectual Property Rights

Unless otherwise provided by law, subrecipients are subject to the *Bayh-Dole Act*, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. Section 200 et seq. All subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. Section 401.14 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XXIII. Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. Subrecipients must comply with any such requirements set forth in the program NOFO.

Article XXIV. Non-supplanting Requirement

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXV. Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Subrecipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statues, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXVI. National Environmental Policy Act

Subrecipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXVII. Lobbying Prohibitions

Subrecipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXVIII. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Subrecipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS subrecipient Guidance https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful- access-people-limited and additional resources on http://www.lep.gov.

Article XXIX. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, (15 U.S.C. Section 2225a), subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, (15 U.S.C. Section 2225).

Article XXX. Fly America Act of 1974

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. Section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. Section 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.

Article XXXI. Federal Leadership on Reducing Text Messaging while Driving

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XXXII. Federal Debt Status

Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XXXIII. False Claims Act and Program Fraud Civil Remedies

Subrecipients must comply with the requirements of The False Claims Act (31 U.S.C. Section 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Section 3801-3812 which details the administrative remedies for false claims and statements made.)

Article XXXIV. Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XXXV. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XXXVI. Drug-Free Workplace Regulations

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the subrecipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101).

Article XXXVII. Civil Rights Act of 1968

Subrecipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits subrecipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq*.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units- i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)- be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XXXVIII. Acknowledgement of Federal Funding from DHS

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article XXXIX. Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/ FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.. In order to initiate an EHP review of your project, you must complete an alignment and allowability form and submit it to EMD_HSGP@michigan.gov. Failure to provide requisite information could result in delays in the release of grant funds.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify MSP EMHSD.

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Virg Franks, Captain
DATE: January 12, 2021
RE: Municipal Auction

REQUEST:
The request is for approval for the sale by public auction of articles of County-owned property which have been taken out of service, at the Municipal Auction conducted by Biddergy on Tuesday, January 26, 2021. An additional request is to have this item expedited and put on both the Committee of the Whole and Board of Commissioners meeting on January 12, 2021.

BACKGROUND:
The following articles of County-owned property:

A 2007 Ford Pickup Truck, VIN number 1FTRX14W87FA70781. Assigned to Buildings and Grounds.

A 2010 Ford Econoline Van, VIN number 1FBSS3BL6ADA44756. Assigned to the AWP.

A 2011 Ford Pickup, VIN number 1FTEX1EM3BFD07827. Assigned to EOC.

A 2011 Ford Crown Victoria, VIN number 2FABP7BVXBX181768. Assigned to Specialty Courts.

A 2013 Ford Explorer, VIN number 1FM5K7AR9DGB78889. Assigned to Sheriff's Office.

A 2013 Ford Explorer, VIN number 1FM5K7AR5DGC40403. Assigned to Sheriff's Office.

A 2016 Ford Explorer, VIN number 1FM5K8ARXGGA72073. Assigned to Sheriff's Office.

One Stihl Weed Trimmer. Model FS 45.
Eight Stihl Weed Trimmers. Model fS 56 RC.
Four Stihl Weed Trimmers. Model 55 R.
Four Stihl Weed Trimmer Engines. Model M 5 311.

Each of the weed trimmers no longer operate. The cost of repairs would be equal to or greater than the cost of replacement. The trimmers are in various stages of disassembly as parts have been removed to service existing, functional County weed trimmers. Over the

years, each of the four weed trimmer engines, as they failed, were used to salvage parts in order to repair existing County weed trimmer engines.

RECOMMENDATION:

The recommendation is to approve the request to authorize the disposition of certain articles of County-owned property by sale at auction at the January 12, 2021 Board of Commissioners meeting.

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Finance Committee
FROM: Lt. Manny DeLaRosa
DATE: January 12, 2021
RE: Jail Remote Video Arraignment/Meeting Rooms

REQUEST:

The request is to approve the purchase of five single and two double video arraignment/meeting rooms including polycom units for the Jail.

BACKGROUND:

There are safety and efficiency needs to improve our capabilities to conduct remote arraignments and private attorney-client meetings in the jail. The installation of the proposed booths will address this not just for the COVID situation but also in the future after some of the present restrictions are removed.

The pods reduce the need for inmate transfer not just for Court proceedings but attorney-client meetings required for the Public Defenders Office. The pods reduce the need for physical remodeling of the jail and preserves space for other educational activities.

FINANCIAL IMPACT:

The total cost is $55,564.42 to be paid from Capital Improvements.
$46,075 Pods
$9489.42 Polycom Units

The Public Defender is researching if partial funding can come from the MIDC grant.

RECOMMENDATION:

The request is to discuss the purchase of five single and two double video arraignment/meeting rooms including polycom units for the Jail in the amount of $55,564.42 to be paid from Capital Improvements at the January 12, 2021 Committee of the Whole meeting and approve at the January 26, 2021 Board of Commissioners meeting.

ATTACHMENTS:

Description

- **Remote Meeting Rooms Proposal**
- **VanBurenJailVideoSys**
- **Jail Layout 1st Fl**
- **Jail Layout 2nd Fl**

SPACEWORX®

info@paceworx.us

spaceworx.us

Modular
Acoustical
Environments

CONTRACT PROPOSAL

PREPARED FOR

Van Buren County

Manny DeLaRosa

delarosam@vbco.org

PRODUCT SPECIFICATION



DECIBEL® DOUBLE

Enclosed Meeting Booth

85 x 87 x 48 in. (h,w,d)

1 power outlets

2 USB ports

1 data port

Ventilation fans



DECIBEL® SINGLE

Acoustic Phone Booth

85 x 40 x 40 in. (h,w,d)

1 power outlets

2 USB ports

1 data port

Ventilation fans



HIVE CAFÉ®

Acoustic Meeting Booth

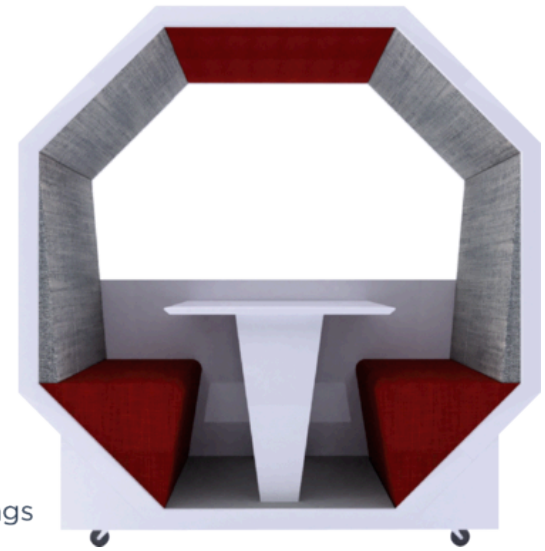
84 x 84 x 52 in. (h,w,d)

1 power outlets

2 USB ports

1 data port

Ventilation fans



ZIPPOD®

Meeting Pod On Wheels

Seats 2

4 locking wheels

Connect for larger meetings

PRODUCT SPECIFICATION



CONFERENCE POD

85 x 87 x 76 in. (h,w,d)

1 power outlets

2 USB ports

1 data port

Ventilation fans



HALF ROUND RETREAT POD

Retreat Pod

60 x 120 in. (h, w)



ROUND RETREAT POD

Acoustic Meeting Pod

Seats 2

4 locking wheels

Connect for larger meetings



SQUARE RETREAT POD

Retreat Pod

90 x 90 x 90 in. (h,w,d)

1 power outlets

2 USB ports

1 data port

Ventilation fans

ACCESSORIES & FINISH OPTIONS

ACCESSORIES

Decibel Double



Lounge Seating 2 People



Table white laminate w/ steel base

STOCK BODY & FRAME COLOR

Decibel Single & Decibel Double

White / RAL 9003 (only color in stock)

White

CUSTOM COLORS

Decibel Single & Decibel Double

You can choose any RAL color for the body and frame, but expect a longer lead time as they are not in stock and would need to be painted

Customized Colors Upon Request

STANDARD FINISHES

Decibel Single

Felt Pannel

Decibel Double

Felt Pannel

Sofa Lounge (7)

ZipPod, Hive Cafe, Retreat Pods

Sofa Lounge (22)

Cushions (7)

CUSTOM FABRIC OPTIONS

Decibel Double, ZipPod, Hive Cafe, Retreat Pods



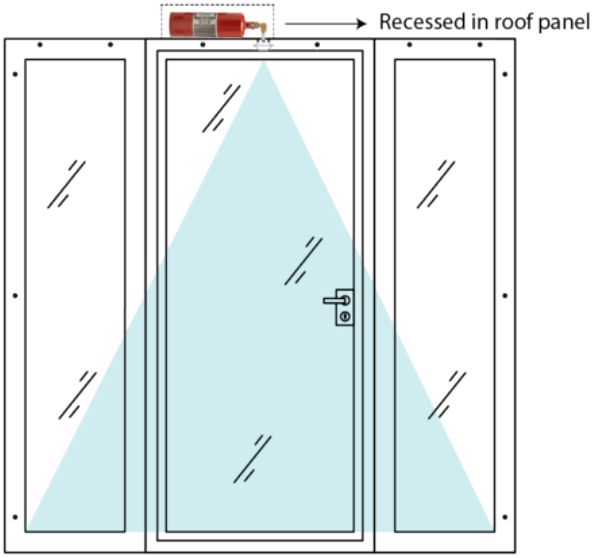
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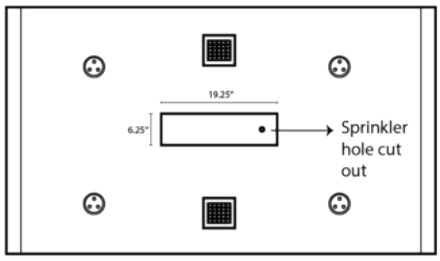
(17) (20) (24) (28) (29)

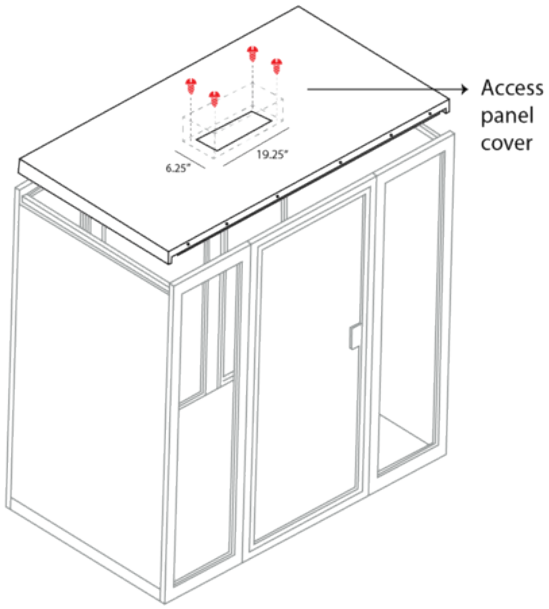
Dry Chemical Fire Suppression

- Buckeye Fire Extingusher General Features
- Manufactured to meet UL's rigorous standards for commercial hazard protection and backed by our manufacturer's warranty
- Anodized metal & brass valve assemblies for superior strength and corrosion resistance
- Industrial grade steel & aluminum cylinders with polyester powder coating designed to withstand harsh environments & rough usage
- Metal pull pins, vehicle brackets and wall hooks for extended unit service life
  The extinguisher nameplate incorporates bilingual operating and maintenance instructions.
- Available in English/Spanish & English/French
- Color-coded gauges show operating status at-a-glance
- Extinguishers have model and serial number bar coding for easy and accurate maintenance history



Decibel® Double



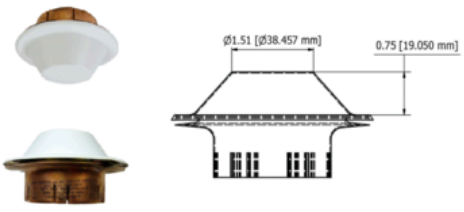


ABC Multipurpose Dry Chemical



Accessory

Domed White Fire Sprinkler Cover Plate



SPECS

Capacity: 5 lb. (2.3 kg)
Ship Weight: 11 lb. (5 kg)
Operating Pressure: 100 psi (689 kPa)
Max Total Flood Volume: 180 cu. ft.

Products	Price	Qty	Subtotal
☑ **Decibel® Single** *Standard colors and finishes* *Lead time for all white booths: 2-4 weeks*	$4,450	5	$22,250
☐ **Stool - Adjust height w/ cushions** *Optional*	$180	0	$0
☐ **Custom Exterior Color (3 choices)** *Up-charge*	$480	0	$0
☑ ***DELIVERY & INSTALL*** *See **Note** on last page*	$425	5	$2,125
☑ **Decibel® Double** *Standard colors and finishes* *Lead time for all white booths: 2-4 weeks*	$8,950	2	$17,900
☑ **Lounges** *2 sofas per set. Light grey upholstery.*	$760	2	$1,520
☑ **Center Table Set w/leg & base** *White laminate top, painted metal base*	$290	2	$580
☐ **Custom Upholstery Lounges** *Up-charge*	$290	0	$0
☐ **Custom Exterior Color (3 choices)** *Up-charge*	$700	0	$0
☑ ***DELIVERY & INSTALL*** *See **Note** on last page*	$850	2	$1,700
Total			$46,075

*Any applicable sales tax will be billed on the invoice unless the Buyer has provided a Resale Tax Certificate.

PROPOSAL ACCEPTANCE

Every effort has been made to ensure the descriptions and pricing are accurate per the buyer's request. Please check all information carefully, as it is the responsibility of the buyer to verify and confirm before accepting this proposal. In the event of a discrepancy, please contact your representative immediately to make the necessary revisions before accepting this proposal, including the following terms and conditions.

The undersigned hereby acknowledges that he/she is authorized to sign this agreement on behalf of the Buyer and has read, understands and accepts the terms set forth below, including the following pages. Please sign to acknowledge the proposal and acceptance of terms and conditions.

Thank you - we appreciate your business!

Accepted By: Buyer Signature: _____ Date:

Name: Title: _

TERMS AND CONDITIONS OF SALE

The following terms and conditions shall apply to all orders by Buyer for goods and services purchased from Spaceworx® the ("Seller"). By accepting delivery, and/or Installation, the Buyer agrees to be bound by and accepts these terms and conditions, which are part of the Dealer Partner Agreement Terms and Conditions and supersede any terms and conditions of the Buyer's Purchase Order. Any provision of the Buyer's Purchase Order which conflicts with these terms and conditions shall be ineffective and these terms and conditions shall govern unless the Seller shall subsequently agree otherwise in writing. The Terms and Conditions of the Dealer Partner Agreement supersede these terms if a discrepancy is identified.

Buyers Obligation and Rights of Seller

Buyer agrees to, at all times, market the Sellers, (Spaceworx®) brand to its prospects, clients and or customers and not use, without limitation, any other substitute brand, logo which does not reflect the Sellers brand for its products. Buyer hereby also agrees to retain the Sellers brand on the product itself without removing any labels, decals or such, which exhibit the Seller's brand. The buyer also agrees to abide by payment terms. Buyer shall pay all reasonable costs and expenses, including attorney and collection fees, and late fees, incurred by Seller in connection with any amounts due for goods ordered.

If the Seller shall at any time doubt Buyer's financial responsibility, Seller reserves the right to decline to make shipments here under except upon receipt of cash payment in advance or security or other proof of responsibility satisfactory to the Seller. If Buyer fails in any way to fulfill the terms and conditions set forth herein, the Seller may defer shipments until such default is corrected. Remedies provided herein shall be in addition to, and not in lieu of other remedies. Buyer agrees to abide by payment terms.

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Seller reserves the right (without compensating Buyer) to conduct business within and outside a designated Trading Area (if applicable to this agreement) whether directly or indirectly or through third parties including without limitation the right (i) to sell Products or similar products: and (ii) to sell and distribute products and or services through alternative channels or methods including the internet, or similar forms of electronic commerce. Buyer understands these business methods of distribution could be considered competing with Buyer.

Order Acknowledgement

The Buyer will receive an Order Acknowledgement, verifying order details, such as approximate ship date, shipping address, etc. This acknowledgment is the final agreement between the Buyer and the Seller unless the Buyer has notified the Seller of any discrepancies

Drawings and Technical Documentation

All drawings and technical documentation, relating to the goods or their manufacture, installation or commissioning submitted by the Seller, prior or subsequent to the formation of the agreement shall remain the property of the Seller and shall not, without the written consent of the Seller, be used for any other purpose than that for which they were provided. The Buyer may not, without the consent of the Seller, use, copy, reproduce, transmit or communicate to a third party (except to the end customer of the goods as disclosed by the Buyer and agreed to in the Dealer-Partner Agreement) or be used for the manufacture, design or any other unauthorized purpose, unless expressly accepted by the Seller.

Drawings and Technical Documentation

At any time before the delivery of the Seller's final drawings to the Buyer, the Seller reserves the right to make any necessary alterations to the drawings and technical documentation relating to the goods without prior notice. Product dimensions and weight data shall be considered as approximate indications only unless expressly confirmed as binding by the Seller. The Seller shall not be obligated to provide technical manufacturing drawings for the goods or for spare parts. Unless agreed otherwise by the Parties, the information and drawings shall be in English.

Change Orders Additional Product or Service Request

After product and or services are ordered, any Change Order requests for added products and or services may result in additional charges and delivery completion schedule adjustments. Special order products cannot be changed once order is in production.

Delays/ Non-Delivery

Additionally, the Seller shall not be liable in any way whatsoever for any failure to deliver any order on time or for non-delivery or delay caused directly or indirectly by war, act of God, strike, lockout, riot, Government action or interference, fire, earthquake, material, shortage, late delivery by manufacturers, shipping or transport delay or any other cause beyond the reasonable control of the Seller

Obvious Damage/Missing Cartons

The Seller recommends the consignee inspect all merchandise upon arrival. If a shipment is received damaged or short, note all information on carrier's copy and your copy of the freight bill and delivery receipt. Notify the delivering carrier and file a claim immediately. Pending the results of your claim, either the Seller or the carrier will cover the net cost to repair or replace the damaged or missing items.

Concealed Damage

If concealed damage is discovered, notify the delivering carrier immediately and request an inspection. This must be done within 1 calendar days of delivery. If the carrier does not want to perform the inspection, the Buyer should prepare an affidavit of when the carrier was contacted, noting the time and date, and that they failed to comply with the request.

Merchandise Claims and Returns

· Stock Goods Returns: Only certain stock items are returnable and based on the following conditions. Must be in the original carton and returned undamaged. All returns are subject to a minimum inspection, and up to a 40% restocking fees may apply. Stock items that are delivered damaged may be returned/exchanged; or as an alternative, replacement parts can be ordered for the damaged item(s). All stock items must be returned within 30 days from the delivery date. Ready-to-assemble items (if applicable) are not returnable if the manufacturer's carton has been opened and the contents removed for assembly, or the item has been assembled. Contact customer service to obtain a return authorization number prior to the return. No returns will be accepted without an approved return authorization.

· Returns On Non-Stock/Special Order Items: Non-stock items are non-returnable and non-refundable. Non-stock items that are received damaged can have parts ordered to replace damaged portion. All modular pods, booths are non-returnable.

Credit Card Processing

All warranties conditions and representations, whether express or implied other than any express warranty stated by the Seller, in writing are hereby expressly negated and excluded except in circumstances where the Seller is by law unable to exclude or limit its liability. Provided that where the Customer is a consumer for the purpose of the Trade Practices Act, but the goods or services are not of a kind ordinarily required for personal domestic or household use or consumption, the liability of the Seller shall be limited as determined by the Seller to anyone or more of the following:

a. The replacement of the goods or the supply of equivalent goods

Deposit- A 50% non-refundable deposit is required prior to order entry unless specifically agreed upon by the Sellers CFO prior to ordering any goods. Company checks, wire transfers, and credit card payments (per terms) are accepted. The Buyer shall receive a Proforma invoice to reflect the Deposit amount. In some cases, a Bill of Sale shall be provided, upon request of the Buyer (for multiple shipments, the deposit will be prorated to the total amount per shipment).

Balance- The final 50% total balance, including sales tax (if applicable*) and related services, is balance, including delivery, install, tax, etc is due prior to scheduling delivery. The Buyer will be notified by our Logistics Dept regarding the tentative shipment of goods, depending upon receipt of payment. delivery and or Scheduling installation. The Buyer will be notified of a charge being applied to the credit card on file. Buyer understands that any delays, liquidated damages, extra labor costs or such, incurred by the Buyer, caused by nonpayment of the final balance, shall not be the responsibility of Seller, regardless. If the final payment, whether credit card denial or other means of payment is not processed nor received within five business days of the due date (tentative ship date provided by Logistics Dept), buyer may forfeit the right to receive and or have product delivered by Seller and shall not receive any deposit monies already paid. Seller, therefore, reserves the right to cancel the order with no further obligation.

Finance Option:

Finance or lease options are available through the Seller's Finance partner, Marlin Horizon Keystone (www.horizonkeystone.com) Seller does not offer Open Credit Terms.

Payment method- Company checks, wire transfers, and credit card payments (per terms) are accepted. Credit card payments are subject to a 2% admin charge.

Sales Tax- The buyer is required to provide a copy of their Sales Tax Resale Certificate prior initial order entry. Unless a certificate is provided, the applicable Sale Tax may be charged to the cost of goods.

Past Due Terms

In the unlikely event that any amount of the Purchase Price or any other charges in connection with this contract proposal remain outstanding, the title to the Products shall remain with the Seller. The Seller retains the right to collect unpaid debts through an assessment of a 2% monthly finance charge (24% per annum) and a $50.00 monthly late fee. For any remaining unpaid balances exceeding 90 days, the Seller retains the right to hire an attorney and file a claim in a court for all unpaid balances. The Buyer will be responsible for the full collection and the attorney costs at $390 per hour plus court costs and expenses. In the unlikely event of the Seller taking the necessary action to accelerate any balance due under this agreement, Buyer hereby consents and agrees to a Confessed Judgement in favor of the Seller and furthermore waive any rights of; appeal, the injunction to limit Seller, any motion to strike or dismiss the Motion, stay of execution, the issuance of service of process, the release of any errors.

The Parties agree and acknowledge that all provisions of this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland (where the Seller's headquarter is located). Furthermore, Buyer agrees that any litigation will be held in a Maryland Federal court or Seller's choice of an MD District Court and hereby waive a trial by jury.

Reservation of Rights

Seller reserves the right to change at any time, these terms and conditions of sale prior to a signed agreement, provided that the Seller gives reasonable notice of such change to the Buyer if the Buyer had previously received a copy of said terms and conditions.

Specific Information Included. In addition to the foregoing, the Seller specifically intends, and Buyer agrees, that the following information is included within the meaning of Confidential Information for purposes of this Agreement: Any and all sketches, product drawings, plans, technical drawings, configurations, attachments, installation instructions, details, incorporated materials or any other product details whether in electronic or print format, related to any and all products provided by the Seller.

Trade Secrets means all information possessed by or developed for and by the Seller, including, without limitation, compilation, program, device, method, system, technique, form, pattern, or process.

Reverse Engineering. At no time now or in the future may the Buyer directly or indirectly attempt to reverse engineer, reconstruct, or independently derive any Confidential Information or Trade Secrets.

Intellectual Property Rights

Copyright and all other intellectual property rights in all literature, manuals, and other information supplied by the Seller as part of the goods or in connection therewith shall remain the sole property of the Seller. The Buyer shall indemnify the Seller against all damages, claims, costs, and expenses arising out of any infringement or alleged infringement of any patent copyright trademark, registered design or other intellectual property rights which the Seller incurs arising out of its compliance with the Buyer's requirements, customization or specifications. The Seller shall not be bound to defend any proceedings brought against it by any third party in respect of any such actual or alleged infringement.

Non-Disclosure

The buyer shall fully comply and agree to a Non Disclosure of Sellers Confidential Information.

Confidential Information means any and all information that is shared by the Seller to the Buyer, including, yet not limited to Trade Secrets, Intellectual Property.

Specific Information Included. In addition to the foregoing, the Seller specifically intends, and Buyer agrees, that the following information is included within the meaning of Confidential Information for purposes of this Agreement: Any and all sketches, product drawings, plans, technical drawings, configurations, attachments, installation instructions, details, incorporated materials or any other product details whether in electronic or print format, related to any and all products provided by the Seller.

Mutual Indemnification

The Seller shall indemnify the Buyer for reasonable sums that the Seller becomes directly and legally obligated to pay as damages for bodily injury or property damage directly and solely caused by Seller gross negligence or manufacturing defect. Seller negligence and Manufacturing defect mean: a manufacturing defect, a design defect, or negligent failure to warn with respect to products supplied by the Seller pursuant to this Agreement. This provision is limited to the total product only order value for both damages and defense costs for all claims. This provision expires one year after the product purchase date. The Seller shall have no obligation to indemnify the Buyer, its owners, officers, directors, employees and other agents for any damages claimed to arise out of, or as a result of COVID19, or any claims caused by Buyer’s fault or for any legal expenses incurred by the Buyer in defending itself against suits seeking damages caused by Seller’s negligence. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGES ARISING FROM BUYERS AND /OR ITS CUSTOMERS, END USERS USE OF ANY FINISHED PRODUCTS & EQUIPMENT, INCLUDING BUT NOT LIMITED TO LOSS PROFITS AND LOSS REVENUE, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.

Severability

In the event that any of the provisions of this Agreement/ Terms are held to be invalid or unenforceable, in whole or in part, all other provisions in the Agreement will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement and or Terms and Conditions.

End of Terms and Conditions

Monroe County Jail
Video Solution Proposal
Polycom Interactive System
January 11, 2021

J Ewing LLC - Jim Ewing – 313 515 3334 – jebc1@jebc.onmicrosoft.com
Video Specialist / Project Manager

Solution Implementation Highlights

- Equipment will be shipped by cdw to installation site.
- General Local Responsibilities
  - Secure equipment and then place in jail room prior to installer arrival
  - Full access to room for install on date – times scheduled.
  - Provide working power and tested IP networking prior to installers arrival
  - Complete installation of any desired anchors to secure inmates.
  - Disposal of old equipment and /or packing materials
- General Install Team Responsibilities
  - Design Solution, Complete cdwg Quote, work with local to order equipment from cdw
  - Physically install, configure, test new equipment
  - Implement the state wide courts directory
  - Deliver Training – onsite the day of install or via video after install

Jail – Non-Encased Wall Mount – Polycom Codec Bundle Solution – Qty 3 Systems

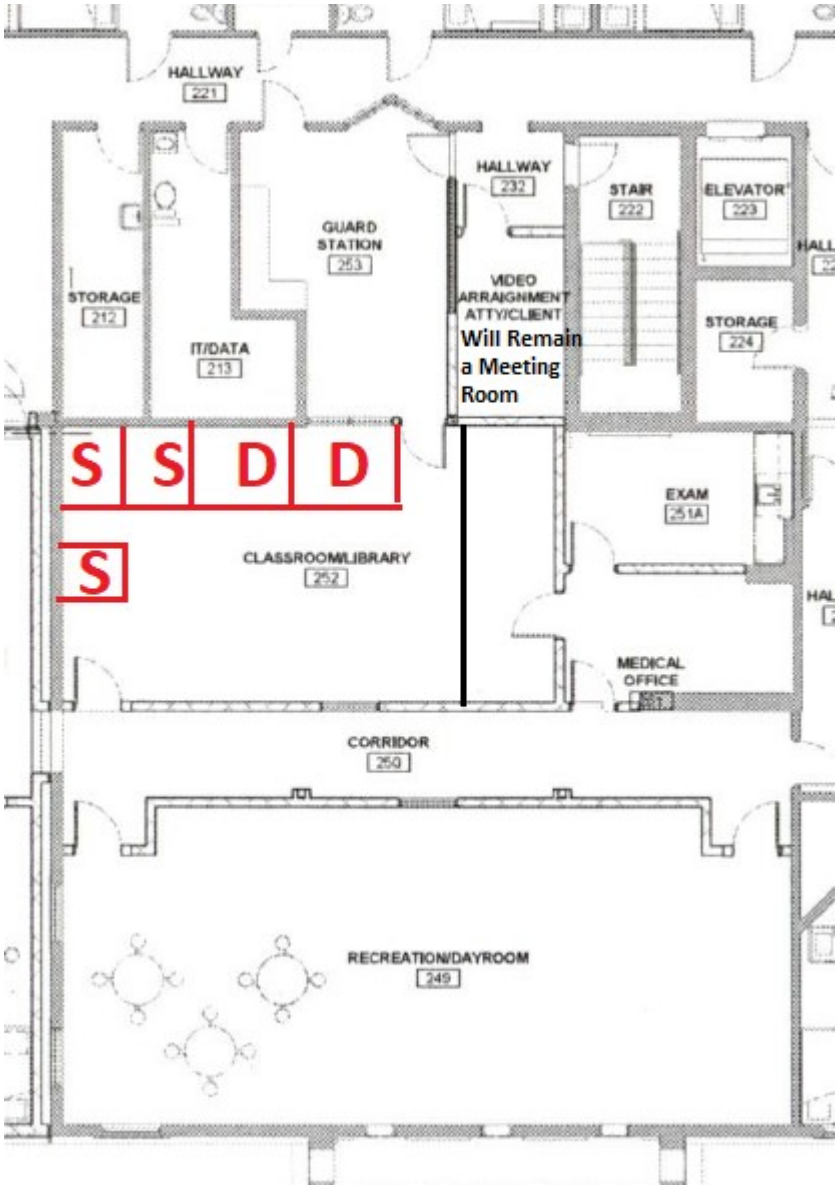
- **Bill of Material –** Video equipment reflects current Supreme Court pricing from cdwg. Local customer will pay cdwg directly for equipment ordered at actual pricing. Final pricing will be approved by the customer at time of order after reviewing the cdwg final quote. Installation services will be paid to J Ewing LLC

Brand	Description	Qty
Poly	POLY STUDIO X30 - w/o TC8	3
Poly	Premier, One Year,Poly Studio X30	3
Poly	Poly Remote Control	3
Viewsonic	ViewSonic 24" LED-backlit LCD	3
Peerless	Articulating Wall Mounting Kit	3
Tripp Lite	Tripp Lite Surge Protector	3
LLC	Design, Ordering, Installation, Configuration, Testing, Training	3
	Total Equipment and Installation Services - 3 Booths - $9,489.32	

- **Local Responsibilities Check List: (To be completed PRIOR to installers' arrival)**
  ___ Receive BOM equipment shipped to site and place in secure storage
  ___ Provide working AC power receptacle at TV / Polycom location (SpaceWorx Single Booth - Receptacle Bar)
  ___ Provide working IP networking at TV / Polycom location (SpaceWorx Single Booth - Receptacle Bar)
  ___ Disposal of packing materials (after install is complete)

- **Equipment and Installation Notes**
  - System will be wall mount inside SpaceWorx Booth above the counter and Receptacle bar
  - Includes, physical installation, system configuration, testing, and registration into customer video gatekeeper as applicable
  - Audio: MIC will be Poly mic – Sound output will be Poly Sound Bar
  - Polycom remote control will be used for system interface.
  - State courts online video directory can be implemented, local network permitting, for convenient dialing


First Floor Video arraignment rooms
Attorney/
polycom
room
S
S
BREAK
117


HALLWAY
221
HALLWAY
232
STAIR
222
ELEVATOR
223
GUARD
STATION
253
STORAGE
212
IT/DATA
213
VIDEO
ARRAIGNMENT
ATTY/CLIENT
Will Remain
a Meeting
Room
STORAGE
224
S
S
D
D
S
CLASSROOM/LIBRARY
252
EXAM
251A
MEDICAL
OFFICE
CORRIDOR
250
RECREATION/DAYROOM
249

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Manny DeLaRosa
DATE: January 12, 2021
RE: Tilt Skillet Purchase

REQUEST:

The request is to purchase a new Tilt Skillet for the Jail kitchen

BACKGROUND:

The Jail's Tilt Skillet has become inoperable and requires maintenance or replacement. The Tilt Skillet is a high-value piece of equipment for our kitchen. It is the primary piece of equipment for preparing inmate meals in large quantities. Since the Tilt Skillet has been down, we have seen a significant delay on food preparation and delayed serving times.
I have acquired an estimate on repairs from Midwest Food Equipment Service-269-372-1012. However, they have come to our facility twice and have found additional issues. Their current estimate is $1800.00 but with the additional issues identified, a new estimate will be sent once they have it completed.

Tilt Skillet repairs

Midwest Food Equipment has informed me that a safety sensor is broken. This sensor is no longer manufactured by the maker. Midwest Food Equipment stated that the only thing they could do is fabricate something that would allow them to use a different sensor. This would not be a correct fix for the Tilt Skillet and could pose a risk.
In addition, the tubing in the skillet is clogged and would need to be replaced. However, the tubing is no longer available. Their solution would be to attempt to clean out the tubing.
This option will take time to complete and I believe this would not be the safest and most reliable option.

Tilt Skillet Purchase

I have researched prices on a new Tilt Skillet with the assistance from Buildings and Grounds. Our options our limited due to the available space in our kitchen. We have identified one Tilt Skillet that will fit the existing space without requiring any modifications of the kitchen. Which could cost a significant amount of time and money.
The Tilt Skillet is a very important piece of equipment needed by the kitchen and significantly impacts our inmate meal operations when it is down. This request is being submitted with short notice due to its importance and need.

FINANCIAL IMPACT:

Vulcan VG30-NAT Natural Gas 30 Gallon Manual Tilt Braising Pan / Tilt Skillet – 90,000 BTU Cost: $15,789.00

RECOMMENDATION:

The recommendation is to approve the request to purchase a new Tilt Skillet for the Jail kitchen at the January 26, 2021 Board of Commissioner Meeting

ATTACHMENTS:

Description

- **Tilt Skillet 30 gallon**
- **Quote - Federal Supply**
- **Tilt Skillet - Vulcan**
- **Tilt Skillet - Cook's**

WebstaurantStore

Cart

Bobbie's Account



Vulcan VG30-NAT Natural Gas 30 Gallon Manual Tilt Braising Pan / Tilt Skillet - 90,000 BTU

Save for Later

plus Usually ships in 2-3 weeks Ships Common Carrier Free Shipping

Qty: 1

TOTAL:
$15,789.00



Regency 48" Mobile Gas Connector Hose Kit with 2 Elbows, Full Port Valve, Restraining Device, and Quick Disconnect - 3/4"

Save for Later

plus

Qty: 2

TOTAL:
$199.98

Recommended Products

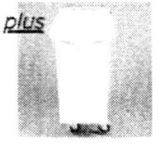
plus



Notrax T43NC00000 Green Insulated

$8.89/Each

plus



Continental 9321 21 Gallon / 335 Cup White Slant

$149.99/Each

plus



Prince Castle 161 6" Grill Scraper

$46.99/Each

plus



Subtotal $15,988.98

Plus discounted shipping ~~$87.16~~ $45.00

Ship To: **49079**

Common Carrier	**$42.16**
Common Carrier W/ Liftgate	**$87.16**

Ships via Common Carrier | Questions about shipping | When will I receive my order?

Pay with credit card

Or use a third-party payment service

PayPal

FEDERAL SUPPLY USA

Correctional Foodservice Equipment & Supplies

01/30/2020

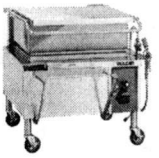
Quote

Project: Canteen Services (Van Buren County Jail) 1/30/2020

From: Federal Supply USA
Jason Reyna
1171 S. Northpoint Blvd
Waukegan, IL 60085
847-623-1310
847-623-1310 224 (Contact)

Job Reference Number: 11744

Woman Owned Business
Ask about our GSA Schedule Products

Item	Qty	Description	Sell	Sell Total
1	1 ea	**TILTING SKILLET BRAISING PAN, GAS**	15,475.00	15,475.00
		Crown GS-40 Tilting Skillet, gas, 40 gallon capacity, manual tilt, electronic ignition, high temp safety cut-off, removable pour strainer, etched interior markings, stainless steel construction, tubular legs, adjustable bullet feet front, adjustable flanged feet rear, 125,000 BTU, CSA Star, CSA Flame, NSF		
	1 ea	Standard one year limited warranty		
	1 ea	Natural Gas		
	1 ea	120v/50/60/1-ph, cord and plug, standard		
	1 ea	Etched markings, gallon, standard		
2	1 ea	**TILTING SKILLET BRAISING PAN, GAS**	16,645.00	16,645.00
		Vulcan VG40 Braising Pan, Gas, 40-gallon capacity, 46" wide open base, manual tilt, 9" deep stainless steel pan with gallon markings, pouring lip & removable strainer, spring assist cover with drip edge, pan holder, solid state control, includes L faucet bracket, electric ignition, 12" stainless steel legs with adjustable flanged feet, 120,000 BTU, CSA Flame, CSA Star, UL EPH Classified		
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	120v/60/1-ph, 9.0 amps, cord & plug, standard		
3	1 kt	**BLUE HOSE GAS CONNECTOR KIT**	189.00	189.00

Item	Qty	Description	Sell	Sell Total
		Dormont Manufacturing 1675KIT48 Dormont Blue Hose™ Moveable Gas Connector Kit, 3/4" inside dia., 48" long, covered with stainless steel braid, coated with blue antimicrobial PVC, (1) SnapFast® QD, (1) full port valve, (2) 90° elbows, (1) Snap'N Go, coiled restraining cable with hardware, 180,000 BTU/hr minimum flow capacity, limited lifetime warranty		
4	1 ea	**FREIGHT** Federal Supply Co FREIGHT Standard Freight with Lift Gate Delivery Included. (NO INSIDE DELIVERY, UNCRATING OR INSTALL INCLUDED.)		
				

All quotes are valid 30 days from the date on the quote.
Terms to be established by FS USA's credit department.
Items not listed are not included(i.e. lift gate, accessories, tax (sales, use or others), etc...)
Standard Manufacturer's warranties are included.
Returns will not be accepted without prior written approval (maybe subject to fees)
Unless otherwise noted, Freight terms are Pre Paid & Add.

Acceptance: _____ **Date:** _____

Printed Name: _____

WebstaurantStore

Account

Cart 0

Search

Vulcan VE40 40 Gallon Manual Tilt Braising Pan / Tilt Skillet - 208V, 3 Phase, 12 kW

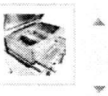
Item #: 901VE40 MFR #: VE40











Note: Model with optional accessories shown

Free Shipping

Retail Price

$16,929.00

Lowest Price Guarantee
Chat Now ›

Ships free with

1 Add to Cart

Wish List Rapid Reorder

- ✔ 40 gallon capacity
- ✔ Manual tilt mechanism
- ✔ Spring-assisted cover with cool-touch handle
- ✔ Pouring spout with removable strainer
- ✔ Includes receiving pan support
- ✔ 50-425 degree Fahrenheit temperature range; solid state controls
- ✔ Stainless steel legs with adjustable flanged feet
- ✔ Ships ready to connect to 208V, 3 phase but can be field converted to other configurations

Shipping:

Usually Ships in 2-3 Weeks

VULCAN

DONE TO PERFECTION.

View all Vulcan Tilt Skillets / Braising Pans

Other Products from this Line



Vulcan VE30 30 Gallon Manual Tilt Braising Pan / Tilt

plus

$15,295.00 / Each

1 Add to Cart

Vulcan VE40 Details

Cook large portions of ground meats, sauces, vegetables, and more with the Vulcan VE-40 40 gallon electric braising pan / tilt skillet! This unit features a high-efficiency, high-output, 40 gallon design that allows you to create large batches of seared, grilled, sauteed, or simmered foods without the mess and inefficiency of stockpots and ranges.

This unit's pan is made of stainless steel with a polished interior surface and coved corners for easy cleanout. Plus, it has embossed gallon markings on the sides for easy measuring. The 12 kW flat firebar elements are mounted to the outside of the steel bottom plate for even heat distribution and a spring-assisted hinged stainless steel cover is included to help contain heat and steam. The lid can even stop in place for vented cooking and has a wrap-around cool-touch handle for safe use. In addition, a side mounted faucet bracket is included to make it easier to mount your choice of a faucet (sold separately) for efficient filling of the braising pan.

Tilting this braising pan is safe and easy since it has an anti-jam pan lifting mechanism with a removable crank handle. The hand crank tilting mechanism lets you slowly tilt this braising pan and maintain complete control while emptying the skillet's contents. It tilts completely with approximately 30 revolutions and the pouring spout with a removable strainer directs food into your hotel pans or food storage containers placed on the included receiving pan supports.

Integrally-mounted solid state temperature controls, located on the front of the unit in the control housing for easy access, offer a 50-425 degree Fahrenheit range. This unit comes with tubular stainless steel legs with adjustable flanged feet to secure the unit safely to the floor. This unit ships wired for a 208V, 3 phase, 12 kW electrical connection but can be field converted to 208V/1 phase, 240V/1 phase, or 240V/3 phase.

Overall Dimensions:
Left to Right: 46"
Front to Back: 35 1/2"
Height: 40 1/2"
Capacity: 40 gallons
Cooking Surface: 39" x 23"

This Item Ships via Common Carrier. For more information and tips to help your delivery go smoothly, click here.

Because this item is not stocked in our warehouse, processing, transit times and stock availability will vary. If you need your items by a certain date, please contact us prior to placing your order. Expedited shipping availability may vary. We cannot guarantee that this item can be cancelled off of the order or returned once it is placed.

⚠ Attention CA Residents: Prop 65 Warning ›

VULCAN VE40 SPECS	
Width	46 Inches
Depth	35 1/2 Inches
Height	40 1/2 Inches
Cooking Surface Width	39 Inches
Cooking Surface Depth	23 Inches
Hertz	50/60

VULCAN VE40 SPECS	
Phase	3 Phase
Voltage	208 Volts
Wattage	12 Kilowatts
Amps - Per Line	25 - 39
Capacity	40 Gallons
Cover Type	Hinged
Features	Manual Tilt
Installation Type	Floor Model
Made in America	Yes
Power Type	Electric
Style	Tilting
Temperature Range	50 - 425 Degrees F
Type	Skillets

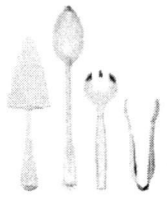
Made in America
This item was made in the United States of America.

UL Classified EPH
This product complies with UL EPH standards and meets ANSI/NSF requirements.

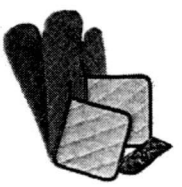
UL US & Canada
This item has been tested and meets safety standards imposed by the Underwriters Laboratories (UL) for use in the United States of America and Canada.

Hardwired
This product must be hardwired; it does not plug into a standard wall outlet.

Related Items



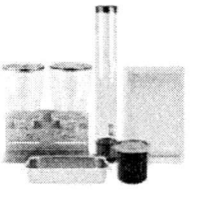
Serving Utensils



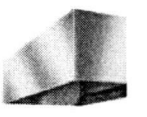
Oven Mitts & Pot Holders



Disposable Gloves



Food Storage Supplies

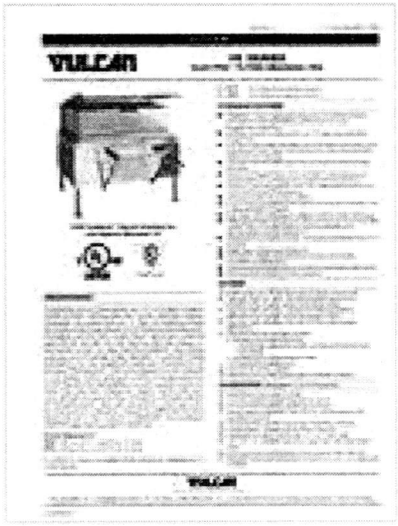


Condensate H

1135 Products | 184 Products | 50 Products | 24 Categories | 43 Produc

LOOKING FOR REPLACEMENTS?
View replacements or accessories for
Vulcan VE40

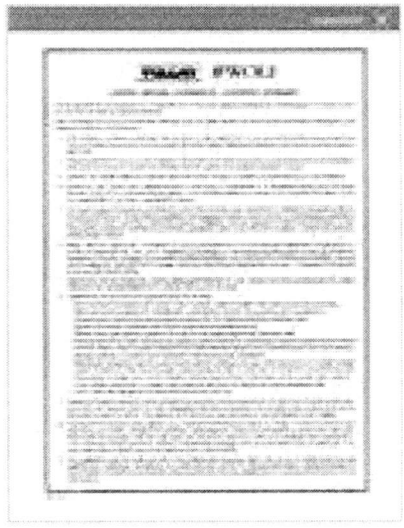
Resources and Downloads for Vulcan VE40



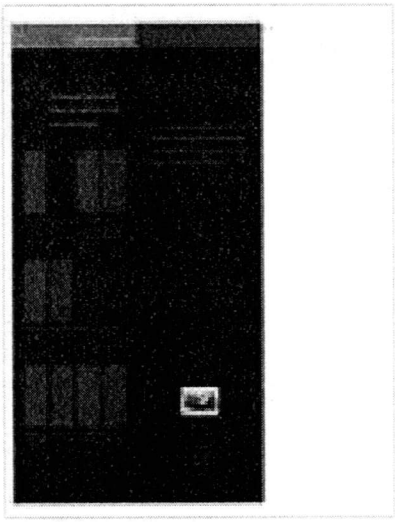
Specsheet



Manual



Warranty



Brochure

A PDF viewer is required to view this product's information. Download Adobe Acrobat software

Warranty Info

RESIDENTIAL USERS:

Vulcan assumes no liability for parts or labor coverage for component failure or other damages resulting from installation in non-commercial or residential applications.
The right is reserved to deny shipment for residential usage; if this occurs, you will be notified as soon as possible.

Resources

Restaurant Equipment Certification Marks Explained

Leave a review of this product!

If you've used this product, log in and leave a review to tell us and other customers what you thought about it. Get paid up to $16 for submitting one of the first text, photo, or video reviews for this item. View your account for details.

Write a text review
Earn $2.00

Post a product photo
Earn $4.00

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Variation ID:

Narrow your Search

Manufacturer
- Groen (1)
- Vulcan (2)

Sub-Category
- Tilt Skillets (2)

Category
- Equipment (2)

**Click on a selected filter to remove

Shop Quick Links

- Cleveland PowerPan Electric Tilting Skillets (0)
- Cleveland PowerPan Gas Tilting Skillets (0)
- Vulcan V Series Electric Braising Pans (1)
- Vulcan V Series Gas Braising Pans (1)

Tilt Skillets (4 Types)

Sort By: Bestsellers | Newest | Lowest Price | Highest Price | Manufacturer A-Z | Top Rated

Products Per Page: 10 15 25 35



VULCAN

Vulcan VG40 Braising Pan

Item #: VG40 | Manufacturer #: VG40 *Download Spec Sheet*

Vulcan-Hart VG40 Modular Gas Tilting Braising Pan has a 46" wide open base. It has a stainless steel front, sides and 12" legs with adjustable flanged feet. Stainless steel back. Front hinged...
More details on Vulcan VG40 Braising Pan »

$19,882.43 Each

Select

Qty: 1

FREE SHIPPING

ADD TO CART

Ships in 10 business days



VULCAN

Vulcan VE40 Braising Pan

Item #: VE40 | Manufacturer #: VE40

Vulcan-Hart VE40 Modular Electric Tilting Braising Pan has a 46" wide open base. It has a stainless steel front, sides and 12" legs with adjustable flanged feet. Stainless steel finishing back....
More details on Vulcan VE40 Braising Pan »

$16,747.87 Each

Select

Qty: 1

FREE SHIPPING

ADD TO CART

Ships in 10 business days



groen.

Groen BPM-40G Eclipse Braising Pan

Item #: UB-BPM-40G | Manufacturer #: BPP-40GC *Download Spec Sheet*

The most versatile Groen BPM-40G Eclipse Braising Pan will do everything for you! The ergonomic design saves space and energy. Made of durable stainless steel for long lasting...
More details on Groen BPM-40G Eclipse Braising Pan »

$24,210.00 Each

Qty: 1

FREE SHIPPING

ADD TO CART

Ships in 2-3 Weeks

Home > Equipment >**Tilt Skillets**

Tilt Skillets

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County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Frank Hardester
DATE: January 12, 2021
RE: Purchase of Copy Machines for the Courts

REQUEST:

Request Board to approve lease agreement with Applied Imaging to replace 7 large multi-function devices (copy/print/fax machines)

BACKGROUND:

As part of our regular replacement schedule, the court must obtain a new fleet of copy machines to replace our existing aging devices. We are also streamlining our replacement schedule to be on the same 60-month lease cycle to minimize the number of requests brought before the board.

We have elected to use Applied Imaging for the following reasons:

- They are agreeing to pay for the buyout of our existing leases and cover the cost to remove all older equipment.
- They are part of the State of Michigan's MITN contract (#171180000000366).
- The Ricoh product they offer is currently in use in our courts therefore transition to learn the new machines should be seamless.
- We have had excellent history working with Applied Imaging for any issues associated with our machines.

The seven devices will be placed at the following locations based upon the volume of work and funding streams:

1. Circuit Court
2. District Court East
3. District Court West
4. Friend of the Court (2)
5. Juvenile Court
6. Probate Court

The lease for 7 machines will replace existing devices from the same vendor. Applied imaging has agreed to cover the cost to remove our existing machines and cover the buyout for any machines that have a pending lease. This is a savings of around $4000.

We did request quotes from two other vendors:

1. Adams Remco (failed to respond as of the date of this writing)

2. DL Gallivan (quote provided)

While the other bids were competitive, Applied Imaging offered the best overall price after factoring in the lease amount, ongoing maintenance, lease buyout expenses, and equipment removal.

FINANCIAL IMPACT:

Circuit Court: 101.0-283.00-801.15 (lease and maintenance)
District Court East: 101.0-286.00-801.05
District Court West: 101.0-287.00-801.015
FOC: 215.0-290.00-801.015
Juvenile Court: 101.0-284.0-801.015
Probate Court: 101.0-294.00-801.015

RECOMMENDATION:

The recommendation is to approve the lease agreement with Applied Imaging to replace 7 large multi-function devices (copy/print/fax machines) and allow the Board Chair to sign the documents on the Board's behalf.

ATTACHMENTS:

Description

- **Applied Imaging**

PROPOSED PROGRAM-

Revised 12.23.2020

Breakdown of Lease Payment Per Location

Lease Payment- $822.00 per month

Breakdown of Equipment Lease Cost Per Location

District Court East- $88.50
New Ricoh MP4055 (SR3210 Finisher, Bridge, PB3220 Paper Feed, Fax)

Probate Court- $105.64
New Ricoh MP4055 (SR3210 Finisher, Bridge, LCIT3260, Fax)

Juvenile Court- $105.68
New Ricoh MP4055 (SR3210 Finisher, Bridge, LCIT3260, Fax)

Friend of the Court- $163.53 (Color Unit)
New Ricoh IMC6000 (SR3280 Finisher, Bridge, Punch Kit, Fax, LCIT3280)

Friend of the Court- $77.64 (B/W Unit)
New Ricoh MP4055 (Internal Finisher, Cabinet)

Circuit Court-$145.54
New Ricoh IMC4500 (SR3260 Finisher, Bridge, Punch Kit, Fax, PB3280 Paper Feed)

District Court West- $135.47
New Ricoh IMC4500 (Internal finisher, P3280 Paper Feed, Fax,)

PROPOSED- PROGRAM- LEASE

Revised 12.23.2020

EQUIPMENT

Lease Option

Lease Term // 60 Month FMV

Lease Payment // $822.00 PER MONTH

Applied Imaging to pay off remaining lease payments and shipping costs for returning lease equipment back to leasing company.

Savings to Van Buren County will be $3,211.19- $2,056.19 (existing lease payments) and $1,115 (shipping costs to return lease units back leasing company)

SERVICE MAINTENANCE PROGRAM

Includes all maintenance, service calls, parts, labor & supplies [consumables], except paper & supplies

SERVICE PROGRAM- ZERO BASE ALLOWANCE

Van Buren County will only pay for copies/prints produced. No volume base. No charge for faxes/scans.

INCLUDED BLACK & WHITE IMPRESSIONS // ZERO
INCLUDED COLOR IMPRESSIONS // ZERO

ADDITIONAL BLACK & WHITE IMPRESSIONS // $0.0045
ADDITIONAL COLOR IMPRESSIONS // $0.039

INCLUDED

- Delivery, setup, installation, coordination with Van Buren County Network Administrator,
- Assistance with workstation tools installation & key operator training on all equipment features & operations.

PRICING SECURE FOR 30 DAYS / CONFIDENTIAL / DO NOT DISTRIBUTE

County Administrator Agenda Item
Committee of the Whole Meeting of the County Board of Commissioners

TO: Board of Commissioners
FROM: Susan Zuiderveen
DATE: January 12, 2021
RE: Assistant Prosecuting Attorney Starting Salary Exception

REQUEST:

The request is to approve a salary exception request for an Assistant Prosecuting Attorney position at 7-year salary level (level G) of the Assistant Prosecuting Attorney Scale.

BACKGROUND:

The position to fill the vacancy created by the departure of Eric Jenkins was posted on December 22, 2020. To date, the Prosecutor's Office has received 4 applications for the position. 3 of the applicants are recent law school graduates. 1 applicant currently has just under 7 years of experience and is currently employed as an APA in a neighboring county. Eric Jenkins has been the primary Circuit Court Prosecutor and Appellate Attorney for the last several years. Due to the inability to conduct jury trials during the pandemic, there is a back-up of over 25 cases waiting to be tried in Circuit Court. The Prosecutor's Office needs an experienced trial attorney able to try several of these cases while handling the incoming case load. The applicant with trial experience receives a yearly pay increase every January and would reach the top of their current scale in their county by 2025. By starting this applicant at the 7-year level, it would make the salary more comparable as the applicant would not receive another pay increase in Van Buren until year 10, which would in 2024, and would not reach the top of the scale until 2034. This applicant has conducted multiple trials in Circuit Court and has the experience that is needed to handle the upcoming caseload. They are also a resident of Van Buren County and have a desire to work in the county they reside in.

FINANCIAL IMPACT:

Board direction is needed before a formal offer is extended because it is not the starting salary step. Rather than the posted rate of $54.132.00, they would be requesting a higher rate that mirrors what they were making at their current county. We are proposing they start at the 7-year salary level G- $87,496.50. Because of the experience of this candidate and the need to replace the Circuit Court Prosecutor position, we feel this is an appropriate starting pay. Eric Jenkins was scheduled to receive his 7-year step increase this month. Therefore, there will be no financial impact as this salary has already been budgeted for the Prosecuting Attorney's Office.

RECOMMENDATION:

The recommendation is to approve the salary exception request at the January 26, 2021

Board of Commissioners meeting.