



MINUTES

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

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, Hanson and Schincariol. Present remotely: Patterson-Gladney from City of South Haven, Van Buren County, MI, Chappell from Hartford Township, 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 agenda as presented.

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

4. APPROVAL OF MINUTES

A. Minutes - December 08, 2020

Motion to approve the December 8, 2020 Committee of the Whole minutes as presented.

Motion by Don Hanson, Second by Randy Peat, Carried

5. PRESENTATION

6. Administrative Affairs Committee

A. CivicClerk - Agenda/Minutes Software

The request is to replace the current agenda setting platform, Novus, with CivicClerk. It would be cost effective and offers more within their software than Novus.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the purchase of CivicClerk for agenda setting and minutes in the amount of \$8,329 for implementation and then \$6,804 annually; and to authorize the Board Chair to sign the appropriate documents.

Roll Call Vote: All Yes

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

B. Board of Road Commissioners Appointment: Vacancy

Mr. Geoffrey Moffat is resigning from the County Board of Road Commissioners. Discussion regarding other applicants who were originally interviewed as well.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the appointment of Todd Hackenberg to the County Board of Road Commissioners vacancy.

Roll Call Vote:

Yes: Doroh, Godfrey, Chappell, Peat, Hanson, Schincariol

No: Patterson-Gladney

Motion by Paul Schincariol, Second by Mike Chappell, Carried

7. Buildings and Grounds Committee

A. Recreation Plan Update

A public hearing is scheduled for January 26, 2021 as required for the Countywide Recreation Plan and the plan has been provided for review.

Motion to take action on the Countywide Recreation Plan on January 26, 2021 following the public hearing and authorize the Board Chair to sign appropriate documents.

Roll Call Vote: All Yes

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

8. Finance Committee

A. Budget Adjustments

Ryan Post presented the necessary monthly budget adjustments.

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

Roll Call Vote: All Yes

Motion by Paul Schincariol, Second by Kurt Doroh, Carried

B. Economic Development Strategic Fund

An Economic Development Strategic Fund needs to be created for eligible reimbursed administrative expenses from the Revolving Loan Fund.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the establishment of an Economic Development Strategic Fund using allowable administrative expenses from the Community Development Block Grant-Economic Development Revolving Loan Fund.

Roll Call Vote: All Yes

Motion by Randy Peat, Second by Gail Patterson-Gladney, Carried

C. Homeland Security Grant Renewal

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, approval of the 2020 Homeland Security Grant Program Grant Agreement and authorize the Board Chair to sign.

Roll Call Vote: All Yes

Motion by Kurt Doroh, Second by Don Hanson, Carried

D. Municipal Auction

Motion to approve by resolution at today's regular meeting of the Board of Commissioners, the sale by public auction of county owned property, as listed, at the annual Municipal Auction to be

conducted by Biddergy on January 26, 2021.

Roll Call Vote: All Yes

Motion by Randy Peat, Second by Mike Chappell, Carried

E. Jail Remote Video Arraignment/Meeting Rooms

Manny DeLaRosa presented the request to purchase five single and two double video arraignment/meeting rooms (pods) including polycom units for the jail.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, 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.

Roll Call Vote: All Yes

Motion by Randy Peat, Second by Paul Schincariol, Carried

F. Tilt Skillet Purchase

Manny DeLaRosa presented the request to replace the Tilt Skillet for the Jail Kitchen. The current one is inoperable and replacement parts are no longer available.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the purchase of a new Tilt Skillet for the Jail Kitchen in the amount of \$15,789.00

Roll Call Vote: All Yes

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

G. Purchase of Copy Machines for the Courts

Frank Hardester presented the request to replace seven large multi-function copiers for the Courts. This would put all of the equipment on the same replacement schedule.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the lease agreement with Applied Imaging for seven large multi-function devices for the Courts.

Roll Call Vote: All Yes

Motion by Randy Peat, Second by Don Hanson, Carried

H. Assistant Prosecuting Attorney Starting Salary Exception

Susan Zuiderveen is requesting a salary exception to fill a Circuit Court Prosecutor position. The request is to start the employee at the seven year level due to experience.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the salary exception for a Circuit Court Prosecutor position starting at the seven year level.

Roll Call Vote: All Yes

Motion by Kurt Doroh, Second by Don Hanson, Carried

9. Labor Negotiations and Contracts Committee

10. Transit Committee

11. Veteran's Services Committee

12. ADJOURNMENT

The meeting was adjourned at 3:48 p.m.

Suzie Roehm, County Clerk

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.