



AGENDA
Building and Grounds Meeting
Van Buren County

January 26, 2021

2:00 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 - November 24, 2020
5. AGENDA ITEMS
 - B. COVID Hazard Pay
 - C. Mattawan Facility
 - D. Tattersall Property, 309 S. Kalamazoo St, Paw Paw
 - E. Other Projects/Capital Improvement Plan Update
6. 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
Building and Grounds Committee Meeting

TO:

FROM:

DATE: January 26, 2021

RE:

ATTACHMENTS:

Description

☐ **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, Tuesday, January 26, 2021 at 2:00 pm, the Buildings & Grounds Committee meeting 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 26, 2021 02:00 PM Eastern Time (US and Canada)

Topic: Buildings & Grounds Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85947663799>

Or iPhone one-tap :

US: +19292056099,,85947663799# or +13017158592,,85947663799#

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

POSTED: 01/22/2021

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.

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AN EQUAL OPPORTUNITY EMPLOYER M/F HANDICAPPED



County Administrator Agenda Item
Building and Grounds Committee Meeting

TO:

FROM:

DATE: January 26, 2021

RE:

ATTACHMENTS:

Description

☐ **Minutes**



MINUTES
Building and Grounds Committee Meeting
Van Buren County

November 24, 2020

2:00 PM

Board of Commissioners Chambers - 219 East Paw Paw Street

1. CALL TO ORDER

The following Committee members present: Commissioner Hanson, Commissioner Chappell and Commissioner Doroh

Others in attendance: Administrator Faul, Anna Cerven, Jeff Hall, and Commissioner Godfrey.

A. Zoom Meeting Information

2. ADDITIONS/DELETIONS TO THE AGENDA

3. APPROVAL OF AGENDA

Motion to approve agenda by Commissioner Chappell; Supported by Commissioner Doroh; Motion: Carried

4. APPROVAL OF MINUTES

Motion to approve minutes by Commissioner Doroh; Supported by Commissioner Chappell; Motion: Carried

A. Minutes - October 27, 2020

5. AGENDA ITEMS

B. Recreation Plan Adoption Process & Set Public Hearing

Administrator Faul spoke on the Recreation Plan adoption process and what that looks like.

Would like to approve setting a Public Hearing at the COW December 8, 2020 for a Public Hearing date of January 26, 2021.

Motion to approve by Commissioner Doroh; Supported by Commissioner Chappell; Motion: Carried

C. Other Projects/Capital Improvements Plan Update

Jeff Hall gave updates on the list of projects that are currently going on.

Discussion ensued.

6. ADJOURNMENT

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County Administrator Agenda Item
Building and Grounds Committee Meeting

TO: Building & Grounds Committee
FROM: John Faul
DATE: January 26, 2021
RE: COVID Hazard Pay

REQUEST:

The request is to discuss COVID hazard pay consideration for Facilities Services and Information Services employees similar to the hazard pay issued to Public Safety and Public Transit employees.

BACKGROUND:

As requested from Commissioner Doroh, we are providing a summary of how the B&G team responded to the COVID 19 pandemic. Because Information Services faced the same exposures, I am including them in this responded.

When we first closed down due to the Governor's stay at home order, B&G and IS were deemed essential employees. A rotation of all employees from both Departments was implemented to ensure we could support the County's critical operations and facilities. This continues to this day. During the shutdown and as we prepared to open back up, the staff continued to be on the front lines, responding to the many work requests related to COVID 19. In order to do that, they had to physically go into buildings and offices, where potential exposure was present. For example, B&G made plexiglass barriers in several offices to help protect employees and the public and stepped up on cleaning protocols. IS did similar work to keep in-office and remote computers running and continuing to be exposed as they serviced public safety vehicles. As the County unfortunately began to experience positive cases, the B&G team were the first ones in, cleaning and sanitizing the affected areas. IS continued to provide in-office support to affected areas. In short, all of the B&G and IS employees did what was needed to try and curb COVID.

FINANCIAL IMPACT:

The financial cost to the General Fund would be \$20,000.

The other hazard pay to Public Safety and Public Transit was grant funded.

A survey of other Counties shows that they also provided grant funded hazard pay but not General Fund hazard pay.

RECOMMENDATION:

The recommendation is to consider this request and submit to the full Board if so deemed for further discussion.

ATTACHMENTS:

Description

- ▣ **COVID Pay_IT-BG**

COVID PAYMENT FOR FRONT LINE STAFF

(1) INFORMATION TECHNOLOGY #101.0-228.00

<u>Employees</u>	<u>Estimated Cost</u> *
Scott Adams	\$1,250
Colin Bohl	\$1,250
Aria Gunther	\$1,250
Allison Rinker	\$1,250
Aaron Wooden	\$1,250
Pedro Rios	\$1,250
SUB-TOTAL	<u>\$7,500</u>

(2) BUILDING & GROUNDS #101.0-265.00

<u>Employees</u>	<u>Estimated Cost</u> *
Bobbie Gale	\$1,250
Ken Shipley	\$1,250
Chris Gargus	\$1,250
Rick McDougal	\$1,250
Lance Goodrode	\$1,250
Donna Pullins	\$1,250
Terri Garrison	<u>\$1,250</u>
Heather Shipley	\$1,250
Kristen Ely	\$1,250
Jeff Hall	\$1,250
SUB-TOTAL	\$12,500

GRAND-TOTAL **\$20,000**

*Includes \$1,000 wages, FICA, Pension, Worker's Compensation



County Administrator Agenda Item
Building and Grounds Committee Meeting

TO: Building & Grounds Committee
FROM: John Faul
DATE: January 26, 2021
RE: Mattawan Facility

REQUEST:

The request is to discuss the potential use of the Mattawan Facility for Friend of the Court Operations.

BACKGROUND:

One of the goals of the Facility Master Plan was to relocate operations currently being performed in basements to other locations.

The Mattawan Facility was occupied by the Van Buren Cass District Health Department under a lease with the County. They have or will shortly vacate the space.

A potential use of the space could be for Friend of the Court operations currently located in the basement of the Administration Building.

FINANCIAL IMPACT:

We are researching operational costs of the building that are not in the FY Budget. These would include but not limited to: maintenance, cleaning, HVAC, snow removal, etc. There would be one time renovation costs as well.

The Courts, Building & Grounds and Information Services are evaluating the plans and will report back with an update as soon as possible.

RECOMMENDATION:

There are no recommendations at this point. Further updates will be given.

ATTACHMENTS:

Description

- ▣ **MattawanFacility**
- ▣ **MattawanFacilityLease**

Parcel 80-02-001-015-25

Van Buren County Property Information

If you have questions or find any incorrect information please send an Email.

Parcel: 80-02-001-015-25

Jurisdiction: Antwerp Township

Plate Number: 2-B3D

Owner Name: VAN BUREN COUNTY

Parcel Address: 23200 RED ARROW HWY
MATTAWAN, MI 49071

Mailing Address: 219 PAW PAW ST
PAW PAW, MI 49079

Property Information

School District: 80150

Current Property
Class: 701

Current Assessment: \$0

Previous Assessment: \$0

Taxable Value: \$0

Homestead %: 0%

Calculated Acreage: 1

Legal Description

2-B3D 1-3-13 1343-252 1562-462 1593-628 1612-691 *** COM AT N 1/4 POST OF SEC, TH N 89 DEG 22'58"W ALG N SEC L 376.97 FT, TH S 0 DEG 37'29"E 1779.45 FT, TH S 72 DEG 03'47"W 142.36 FT, TH S 0 DEG 37'29"E 38.89 FT TO BEG, TH CON S 0 DEG 37'29"E 192.47 FT TO N L OF RED ARROW HWY, TH S 72 DEG 03'48"W ON SAME 106.16 FT, TH S 74 DEG 27'29"W ON SAME 95.90 FT TO ELY OF "PROPOSED NEW STREET", TH N 0 DEG 37'29"W ON SAME 252.95 FT, TH S 89 DEG 22'58"E 194.07 FT TO BEG. *** THIS PROPERTY WAS A PART OF HUNT'S RUN CONDOMINIUM (80-02-290-001-00) FOR 2012 TAXES.

2018 ORTHO AERIAL MAPS Showing Parcel Lines and Labels



2018 Digital Orthophotographs

The original photographs displayed here were taken in the spring of 2018. The 'best resolution' of these images is 0.5 feet per pixel.

Digital ortho photography consists of images processed by computer to remove the distortions caused by tilt of the aircraft and topographic relief in the landscape. These images are properly scaled and located in the state plane coordinate system (NAD83) thus giving them similar characteristics of a map.



LEASE
AGREEMENT BETWEEN
COUNTY OF VAN BUREN, MICHIGAN
AND
VAN BUREN/CASS DISTRICT HEALTH DEPARTMENT

Effective January 1, 2015 and for the next 120 months Van Buren County will lease the entire building and grounds at 22300 Red Arrow Highway, Mattawan, MI. (Legal Description) to the Van Buren Cass Public Health Agency, 57418 CR 681, Hartford, Michigan. The Agency shall pay the County up front \$650,000 to prepay the ten (10) year lease agreement. It should be understood the document used in this transaction will be a triple net lease. At the conclusion of the lease, Van Buren County shall continue to own the property.

The Van Buren County, hereinafter referred to as the "County" and Van Buren Cass Public Health Agency, hereinafter referred to as the "Agency" shall assume the following responsibilities for the upkeep and maintenance of the Building and Grounds of the lease facility:

1. County shall maintain comprehensive property and casualty insurance as well as liability insurance coverage.
2. Agency shall be responsible for paying any and all utility expenses to include but not limited to electric, natural gas, water, sewer, internet, cable television, etc. If sewer and water becomes available to the leased facility the Agency shall be responsible for any associated cost for the connection and service fees.
3. Agency shall be responsible to maintain the building to its current standard of appearance and ensure its structural integrity.
4. Agency shall be responsible for plowing all parking lots and sidewalks and to ensure that the pathways are ice free and suitable for accessibility by handicapped employees, clients and guests.
5. Agency shall maintain all non-hard surfaced areas which shall include but not limited to mowing grass and trimming shrubs, bushes and flowers.
6. Agency shall be responsible for cleaning the building inside and outside as it is required by the Agency's Director.
7. The roof, plumbing, signage, electrical service/wiring, computer wiring and HVAC System shall be the sole responsibility of the Agency.
8. County shall not be responsible to update or maintain any personal or fixed property in the facility.

9. Agency shall be responsible for the upkeep and maintenance of the parking lots and pathways.
10. The County shall not be obligated to compensate Van Buren Cass Public Health Agency or any other organization as a result of the prepaid lease amount.
11. The Agency shall be financially responsible if the facility becomes subject to the payment of property taxes.
12. The Agency shall during the term of this lease, keep in good order, condition and repair, the property and every part thereof, structural or non-structural, and all adjacent sidewalks, landscaping, driveways, parking lots, fences and signs located in the areas which are adjacent to and included with the property. The County shall incur no expense nor have any obligation of any kind whatsoever in connection with maintenance of the property, and the Agency expressly waives the benefits of any statute now or hereafter in effect which would otherwise afford the Agency the right to make repairs at Lessor's expense or to terminate this lease because of the County's failure to keep the property in good order, condition and repair.

This agreement was entered into on JANUARY 1ST, 2015.



Richard Godfrey, Chairman

Van Buren Board of Commissioners

2-24-15

Date



Jeffery L. Elliott, Administrator/Health Officer

Van Buren/Cass District Health Department

2-11-15

Date

Approved
Bd. of Health
2-11-15

SURVEYOR'S CERTIFICATE:

I DONALD R. GILCHRIST, A LICENSED PROFESSIONAL SURVEYOR NO. 13583 IN THE STATE OF MICHIGAN, HEREBY CERTIFY THAT THE DRAWING HEREON DELINEATED IS A FULL AND ACCURATE REPRESENTATION OF A LAND SURVEY OF PARCELS OF LAND DESCRIBED AS FOLLOWS:

From Warranty Deed recorded in Liber 1583 on Page 628, Van Buren Court Register Deeds

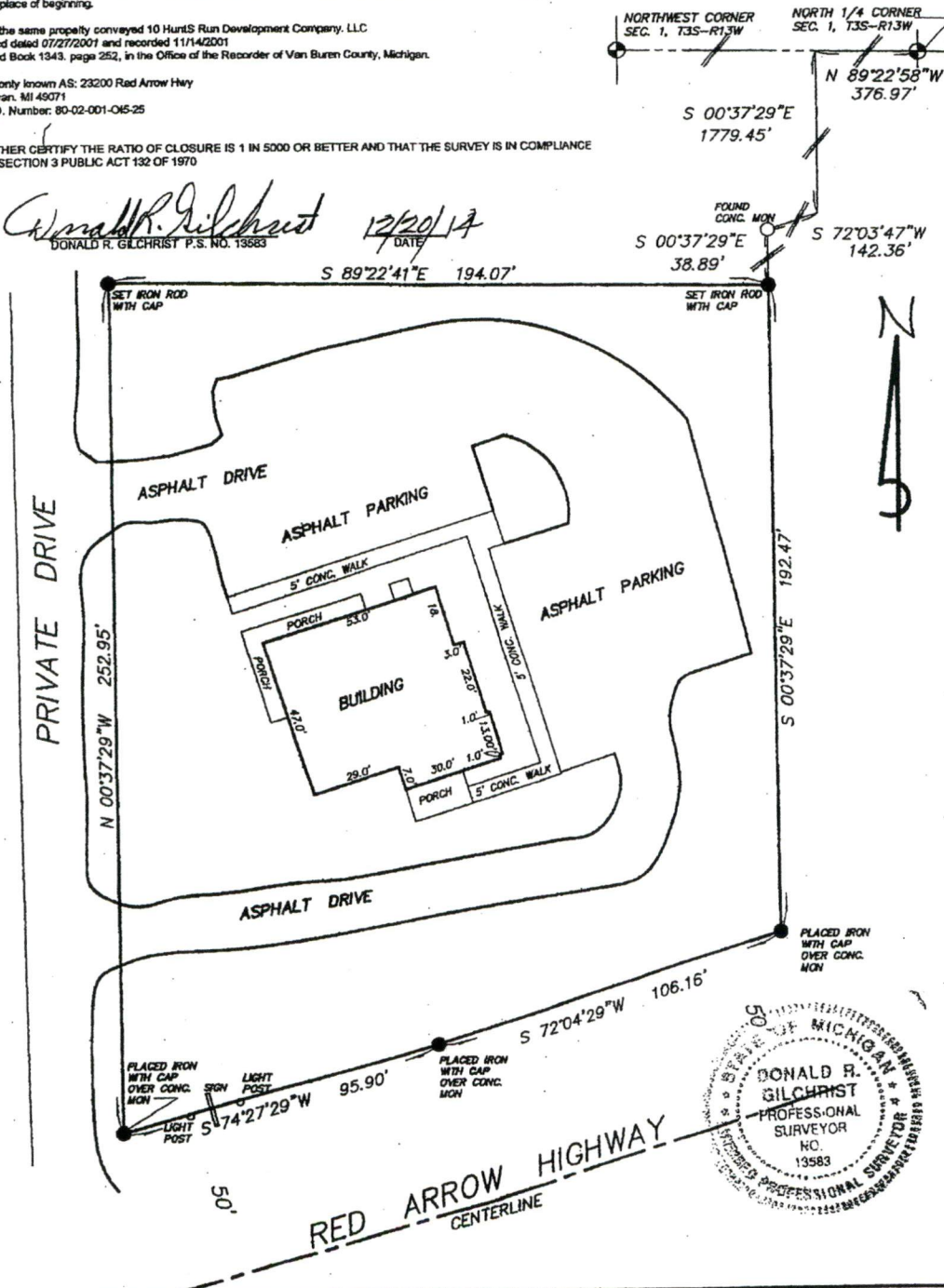
Legal Description: Township of Antwerp, County of Van Buren, State of Michigan. Commencing at the North 1/4 corner of Section 1, Town 3 South, Range 13 West; thence North 89° 21' 58" W, 376.97 feet; thence South 00° 37' 29" East, 1779.45 feet; thence South 72° 03' 47" West, 142.36 feet; thence South 00° 37' 29" East, 38.89 feet to the place of beginning of the land hereinafter described; thence continuing South 00° 37' 29" East, 192.47 feet to the North line of Red Arrow Highway; thence South 72° 03' 47" West thereon, 106.16 feet; thence South 74° 27' 29" West thereon, 95.90 feet to the East right of way line of "Proposed New Street"; thence North 00° 37' 29" West thereon, 252.95 feet; thence South 89° 22' 58" East, 194.07 feet to the place of beginning.

Being the same property conveyed to Hunt's Run Development Company, LLC by deed dated 07/27/2001 and recorded 11/14/2001 in Deed Book 1343, page 252, in the Office of the Recorder of Van Buren County, Michigan.

Commonly known AS: 23200 Red Arrow Hwy
Mattawan, MI 49071
Tax I.D. Number: 80-02-001-045-25

I FURTHER CERTIFY THE RATIO OF CLOSURE IS 1 IN 5000 OR BETTER AND THAT THE SURVEY IS IN COMPLIANCE WITH SECTION 3 PUBLIC ACT 132 OF 1970

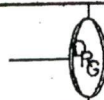
Donald R. Gilchrist 12/20/14
DONALD R. GILCHRIST P.S. NO. 13583
DATE



BOUNDARY SURVEY WITH IMPROVEMENTS

LOCATED IN THE NORTHWEST 1/4 OF SECTION 1, TOWN 3 SOUTH, RANGE 13 WEST, ANTWERP TOWNSHIP, VAN BUREN COUNTY, MICHIGAN.

VAN BUREN COUNTY ADMINISTRATION



DON R. GILCHRIST & ASSOCIATES
VAN BUREN COUNTY SURVEYOR

P.O. BOX 121 PAW PAW, MICHIGAN 49079 PH. 269-657-6021 FAX 269-657-6022

DATE: 12/20/14	CHECKED BY - DRG
SCALE: 1" = 50'	SHEET 1 OF 1
DRAWN BY Dallas	JOB NO. 14-198

WARRANTY DEED

The Grantor, JC CAPITAL INVESTMENTS LLC, a Michigan Limited Liability Company, whose address is 23000 Red Arrow Highway, Mattawan, Michigan, 49071,

conveys and warrants to VAN BUREN COUNTY, whose address is 219 Paw Paw Street, Paw Paw, Michigan, 49079.

the following described premises situated in the Township of Antwerp, Van Buren County, Michigan, to-wit:

Commencing at the North Quarter corner of Section 1, Town 3 South, Range 13 West, according to the Government Survey thereof; thence North 89°22'58" West, along the North line of said Section, 376.97 feet; thence South 00°37'29" East 1779.45 feet; thence South 72°03'47" West 142.36 feet; thence South 00°37'29" East 38.89 feet to the place of beginning of the land hereinafter described; thence continuing South 00°37'29" East 192.47 feet to the North line of Red Arrow Highway; thence South 72°03'48" West thereon 106.16 feet; thence South 74°27'29" West thereon 95.90 feet to the East right-of-way line of "proposed new street"; thence North 00°37'29" West thereon 252.95 feet; thence South 89°22'58" East 194.07 feet to the place of beginning.

Property No. 80-02-001-015-25

SUBJECT TO valid conditions, limitations, easement and restrictions of record.

For the Sum of SIX HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$650,000.00) _____

Dated this 23rd of December, 2014

JC CAPITAL INVESTMENTS LLC

Jeff Monroe Member
Jeff Monroe, Member

STATE OF MICHIGAN)
COUNTY OF VAN BUREN)

The foregoing instrument was acknowledged before me this 23rd day of December, 2014, by Jeff Monroe, Member, on JC Capital Investments LLC, a Michigan Limited Liability Company, to me known to be the same person described in and who executed the within instrument, and acknowledged the same to be their free act and deed.

Mary Lou Hartwell
Mary Lou Hartwell
NOTARY PUBLIC
Van Buren County acting in Van Buren County, Michigan
My commission expires: April 6, 2017

Drafted by: Attorney John T. McNeil * 303 Paw Paw St. * Paw Paw, MI 49079

FI-163159



County Administrator Agenda Item
Building and Grounds Committee Meeting

TO: Building & Grounds Committee
FROM: John Faul
DATE: January 26, 2021
RE: Tattersall Property, 309 S. Kalamazoo St, Paw Paw

REQUEST:

The request is to discuss the Board's interest in purchasing the lot on 309 S. Kalamazoo St, Paw Paw, MI 49079.

BACKGROUND:

The owner, Dr. Tattersall, has asked about the County's interest in purchasing the property should he consider selling it. It is located adjacent to County property currently used for Sheriff Office parking.

FINANCIAL IMPACT:

The current assessment is \$47,800 with a taxable value of \$46,430.

RECOMMENDATION:

If this is of interest, it should be referred to the full Board to discuss in Closed Session to develop a negotiation strategy.

ATTACHMENTS:

Description

- ▣ **Tattersall_309SKalamazooSt**

Parcel No. 80-47-110-002-00

Van Buren County Property Information

[If you have questions or find any incorrect information please send an Email.](#)

Parcel: 80-47-110-002-00

Jurisdiction: Village of Paw Paw

Plate Number: 855

Owner Name: TATTERSALL CATHIE R

Parcel Address: 309 S KALAMAZOO ST
PAW PAW, MI 49079

Mailing Address: 309 S KALAMAZOO
PAW PAW, MI 49079

Property Information

School District: 80160

Current Property
Class: 201

Current Assessment: \$47,800

Previous Assessment: \$47,800

Taxable Value: \$46,430

Homestead %: 0%

Calculated Acreage: 0.2

Legal Description

855 3-14 786-119 858-632 955-259 1243-64 LOT 2 BLK 10 VILLAGE OF PAW
PAW ORIGINAL PLAT.

BASE MAP

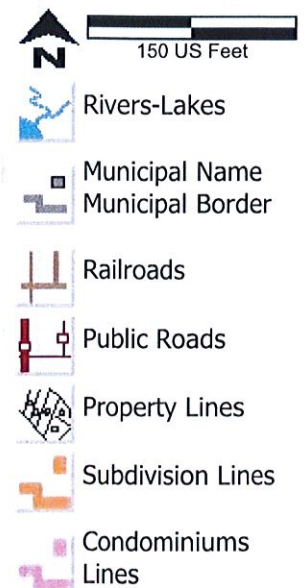
Showing Parcel Lines and Labels

**BASE MAP**

This Base Map consists of the Township Roads, Lakes, and Rivers.

One can overlay other information on this Base Map or begin a new map.

NOTE: This information can always be viewed by clicking the title of the map. Information about each LEGEND item (below the map) is displayed by clicking each legend item.





County Administrator Agenda Item
Building and Grounds Committee Meeting

TO: Building & Grounds Committee
FROM: Jeff Hall
DATE: January 26, 2021
RE: Other Projects/Capital Improvement Plan Update

REQUEST:

The request is to present an update on various Projects and Capital Improvement Items and answer any Committee questions.

BACKGROUND:

Project Update:

1. Annex/Elevator/Stair Lift: Complete
2. Sheriff Pole Barn: Complete except for security fencing work. Discussion will need to be conducted on disposition of Bangor Sub-Station. The City of Bangor has rights of first refusal to purchase property.
3. Jail HVAC: Complete
4. 911 Call Center: preliminary discussions are being held on possible locations and costs.
5. Treasurer/Register of Deeds Security Upgrades: on-going