



AGENDA
Building and Grounds Meeting
Van Buren County

February 23, 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 - January 26, 2021
5. AGENDA ITEMS
 - B. Mattawan Facility Update
 - C. Sheriff's Quarters Update
 - D. 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: February 23, 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, February 23, 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: Feb 23, 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: 02/19/2021

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: February 23, 2021

RE:

ATTACHMENTS:

Description

☐ **Minutes**



MINUTES
Building and Grounds Committee Meeting
Van Buren County

January 26, 2021

2:00 PM

Board of Commissioners Chambers - 219 East Paw Paw Street

1. CALL TO ORDER

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

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

A. Zoom Meeting Information

2. ADDITIONS/DELETIONS TO THE AGENDA

Request to add item F. Bangor Substation

3. APPROVAL OF AGENDA

Motion to accept amended agenda by Commissioner Chappell; Supported by Commissioner Doroh; Motion: Carried

4. APPROVAL OF MINUTES

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

A. Minutes - November 24, 2020

5. AGENDA ITEMS

B. COVID Hazard Pay

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.

Discussion ensued.

Commissioner Chappell has a concern of other employees being able to claim the same if they worked during the pandemic.

Motion to move to CoW 2-9-2021 to discuss as a whole Board by Commissioner Doroh; Supported by Commissioner Chappell; Motion: Carried

C. Mattawan Facility

No action required but wanted to bring to the Committee's attention that it will become vacant eventually and what are the next steps?

There have been discussions about moving FOC out of the basement of the Administration building to the Mattawan facility.

Discussion ensued.

D. Tattersall Property, 309 S. Kalamazoo St, Paw Paw

Dr. Tattersall owns the Van Buren Chiropractic on S. Kalamazoo St and wants to offer his property up to the County before putting it on the market.

Discussion ensued.

Due to the lack of need for additional space at the moment, the Committee decided they aren't interested at this time.

E. Other Projects/Capital Improvement Plan Update

Jeff provided an update on the projects that have been ongoing:

The Annex/Elevator/Stair Lift is completed

Sheriff Pole Barn: Complete except for security fencing

Jail HVAC: Complete

911 Call Center: preliminary discussions are being held on possible locations and costs

Treasurer/Register of Deeds Security Upgrades: ongoing

Discussion ensued.

F. Bangor Sub Station

Commissioner Doroh was approached by the City of Bangor being interested in the Bangor Sub Station.

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: February 23, 2021
RE: Mattawan Facility Update

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

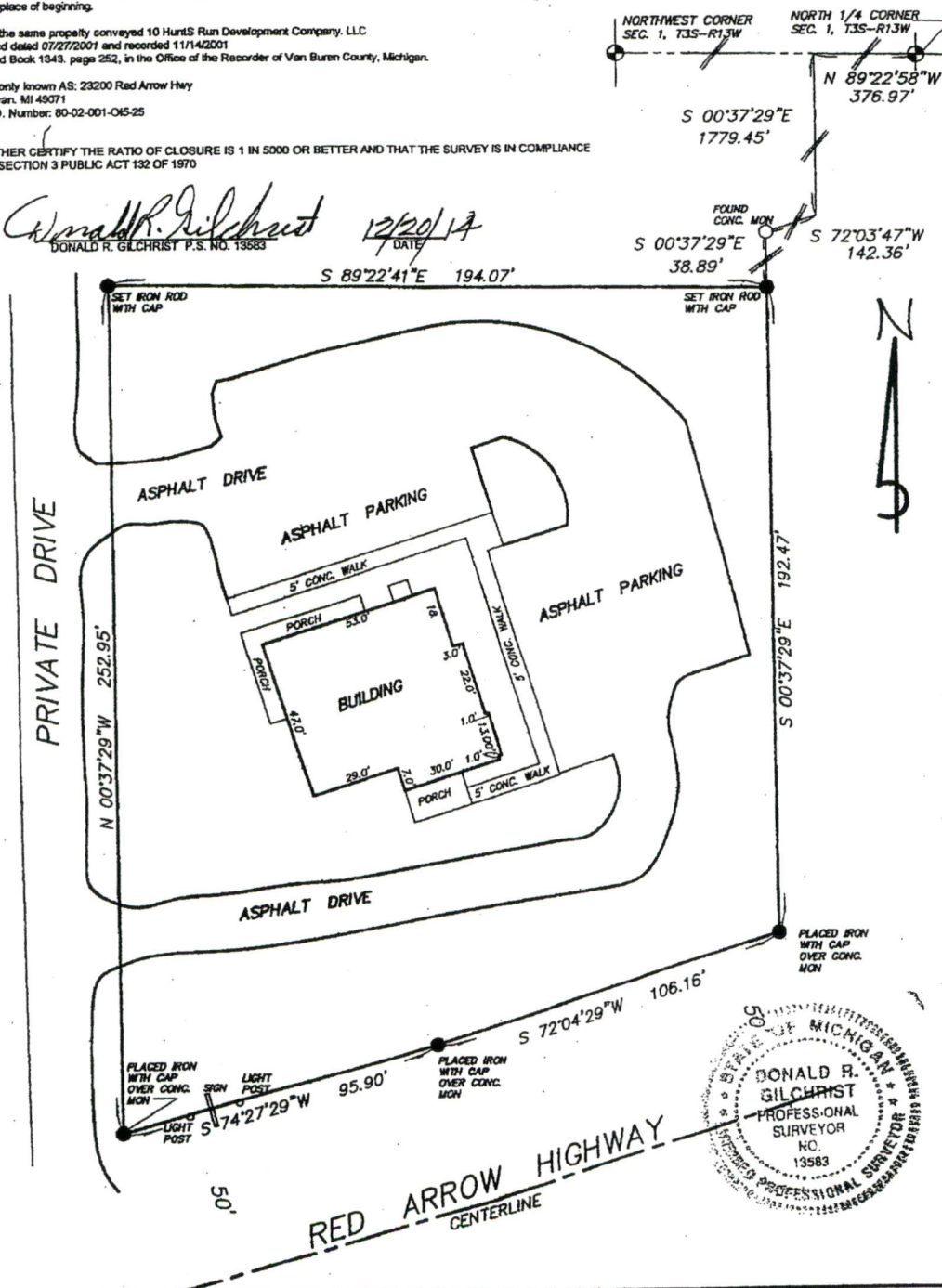
I DONALD R. GILCHRIST, A LICENSED PROFESSIONAL SURVEYOR NO. 13583 IN THE STATE OF MICHIGAN, HEREBY CERTIFY THAT THE DRAWING HEREON DELINEATED IS A FULL AND ACCURATE REPRESENTATION OF A LAND SURVEY OF PARCELS OF LAND DESCRIBED AS FOLLOWS:

Legal Description: Township of Antwerp, County of Van Buren, State of Michigan.

Being the same property conveyed 10 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.

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 12/20/17
DONALD R. GILCHRIST P.S. NO. 13683 DATE



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

P.O. BOX 121
PAW PAW, MICHIGAN 49079

PH. 269-657-6021
FAX 269-657-6022

CHECKED BY - DRG

SHEET 1 OF 1

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: February 23, 2021
RE: Sheriff's Quarters Update

REQUEST:

The request is to present an update on the evaluation of the Sheriff's Quarters building and discuss possible courses of action.

BACKGROUND:

The Sheriff's Quarters building is approximately 20,000 sq. ft. that houses trustee inmates (about 40 beds) and various Sheriff Office Departments. It is over 100 years old and requires substantial work to remain serviceable. We have had a contractor evaluate the building whose report is pending.

It appears that would not be cost efficient to refurbish it. There are structural issues with both the foundation and roof. Other infrastructure concerns that will require updates include electrical, water and HVAC. These lead to both safety issues for staff and inmates, as well as functionality of operating.

The Sheriff has asked for the Board to evaluate the building in some fashion as it is no longer suitable to occupy in its current state. If it is demolished, until there is new space for the existing beds, we would lose them until new space is found/developed. The Departments could be relocated to the Human Services West Building once Public Health vacates that space. At some point, a new Facilities Master Plan will have to be developed to plan for the space and how it fits in with 911/EOC, the lost beds, and the Courts. However the first step is to remove the building.

FINANCIAL IMPACT:

Past costs to demolish it were roughly \$50,000. At one point, estimates were obtained to move the building for approximately \$500,000, which was not done.

If this is of interest to the Board, we will have to get updated quotes but the demolition will be no less than \$50,000. There will be costs to be determined to do some renovation at HSW to accommodate the displaced Sheriff Departments.

RECOMMENDATION:

The recommendation is to obtain the evaluation and if desired from the Board, obtain quotes for the demolishing of the building and renovation costs and bring back to the Committee for direction.

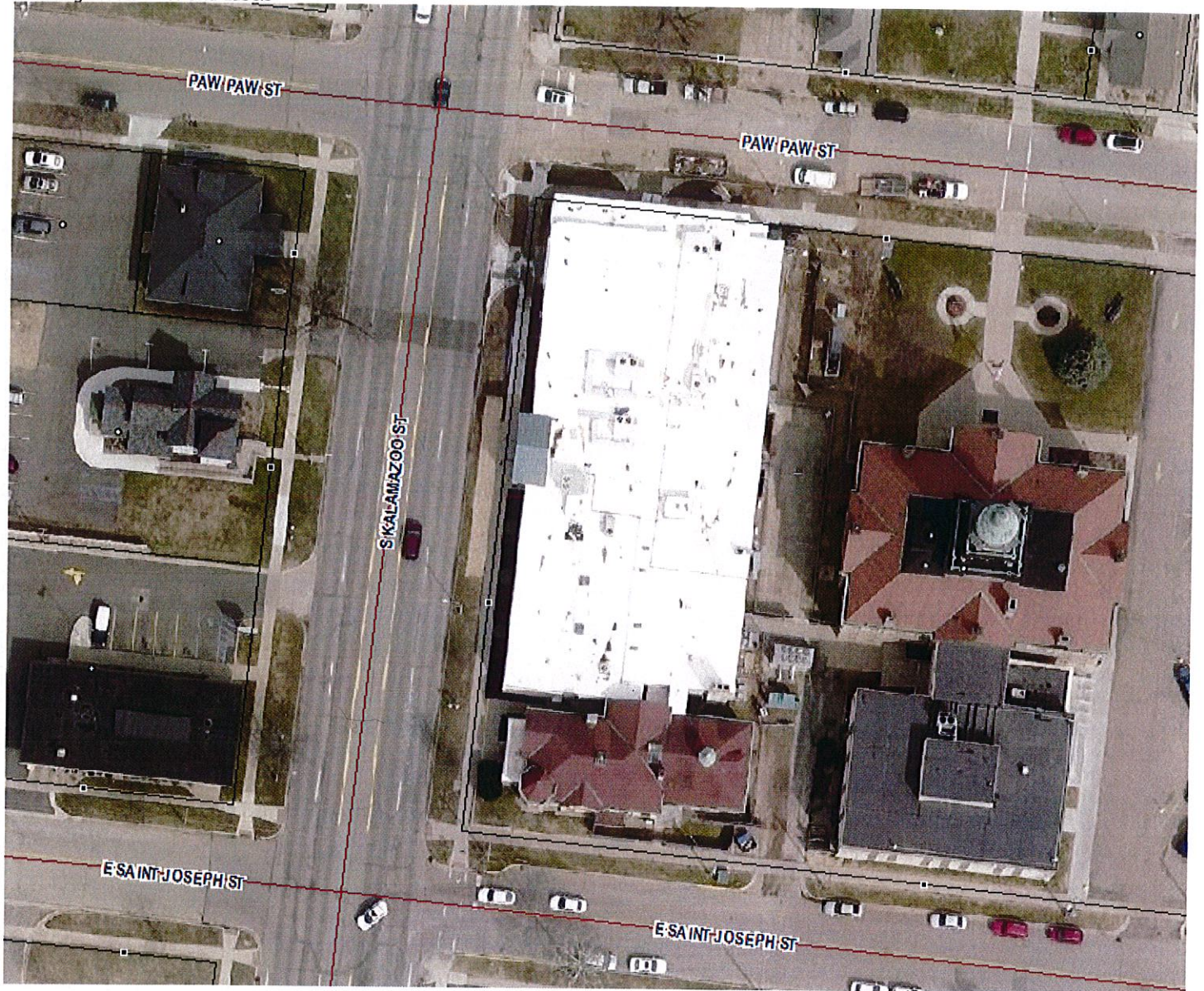
ATTACHMENTS:

Description

- ▣ **CH_Orhophoto**

2018 ORTHO AERIAL MAPS

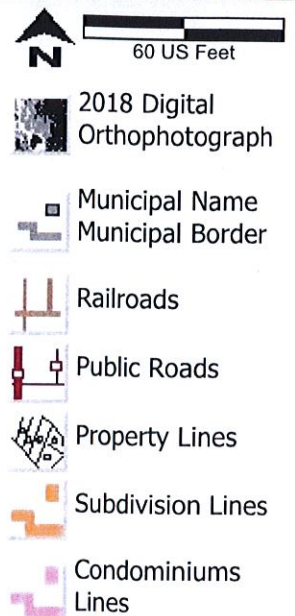
Showing Parcel Lines and Labels



2018 Digital Orthophotographs

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County Administrator Agenda Item
Building and Grounds Committee Meeting

TO: Building & Grounds Committee
FROM: Jeff Hall
DATE: February 23, 2021
RE: Other Projects/Capital Improvement Plan Update

REQUEST:

The request is to present and discuss Building & Grounds on going projects.

ATTACHMENTS:

Description

- ▣ **CIP 2020-2021**

VAN BUREN COUNTY
Capital Improvements 5 Year Plan
Beginning Fiscal Year 2020/2021

DEPARTMENT/FACILITY	ITEM/PROJECT DESCRIPTION	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025	TOTAL
Administration	Speakers for Alarm System		\$15,000				\$15,000
Administration	Entrance Remodel		\$75,000				\$75,000
Administration	Voice Evacuation System		\$35,000				\$35,000
Administration	New Elevator	\$75,000					\$75,000
Courts	OnBase Software & Related Equipment		\$250,000	\$250,000			\$500,000
Courthouse - Paw Paw (Annex)	Security Enhancements		\$38,500				\$38,500
Courthouse - Paw Paw (Annex)	Voice Evacuation System		\$32,150				\$32,150
Courthouse - Paw Paw (DOC)	Add 2 Secure Doors with access reader	\$9,500					\$9,500
Courthouse - Paw Paw	Voice Evacuation System			\$39,250			\$39,250
Courthouse - Paw Paw	Add 3 additional security cameras		\$6,000				\$6,000
Courthouse - Paw Paw	Signage Improvement		\$5,000				\$5,000
Courthouse - Paw Paw	Add LED Lighting accents		\$8,000				\$8,000
Courthouse - Paw Paw	Hearing Room Upgrades		\$5,000				\$5,000
Courthouse - Paw Paw	New Fire Escape	\$250,000					\$250,000
Courthouse - Paw Paw	Lighting Improvements		\$7,000				\$7,000
Courthouse - South Haven	Voice Evacuation System			\$27,500			\$27,500
Courthouse - South Haven	Access Control Security Additions		\$30,000				\$30,000
Courthouse - South Haven	Sidewalk Replacement	\$20,000					\$20,000
Courthouse - South Haven	Security Enhancements		\$15,000				\$15,000
Courthouse - South Haven	Carpet		\$5,000				\$5,000
Courthouse - South Haven	LED Lighting			\$120,000			\$120,000
Courthouse - South Haven	Roof Replacement	\$150,000					\$150,000
Clerk	Imaging Project			\$100,000			\$100,000
DHS	Replace Roof Shingles		\$200,000				\$200,000
Land Management	Arc GISPRO License	\$30,000					\$30,000
Land Management	Arc GIS Server	\$60,000					\$60,000
Land Management	GIS Geodatabase Conversion	\$30,000					\$30,000
Register of Deeds	Glass Partition for Front Counter	\$15,000					\$15,000
Register of Deeds	Two Security Cameras	\$5,000					\$5,000
Register of Deeds	Secure Staff	\$5,000					\$5,000
Register of Deeds	Remove Hallway Entrance Door	\$3,000					\$3,000
Treasurer	Glass Partition for Front Counter	\$15,000					\$15,000
Treasurer	Two Security Cameras	\$5,000					\$5,000
Treasurer	Secure Staff	\$5,000					\$5,000
Treasurer	Remove Hallway Entrance Door	\$3,000					\$3,000
TOTALS		\$680,500	\$726,650	\$536,750	\$0	\$0	\$1,943,900