



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

September 13, 2022

Commissioners

Gail Patterson-Gladney, District 1
Kurt Doroh, District 2
Richard Godfrey, District 3
Mike Chappell, District 4
Randall Peat, District 5
Donald Hanson, District 6
Paul Schincariol, District 7

Board of Commissioners Meeting

1. **Call to Order**
On the above date the regular meeting of the Board of Commissioners was called to order at 03:50 PM by Randall Peat, Chairman of the Board.
2. **Recital of the Pledge of Allegiance / Prayer**
3. **Roll Call**
The roll was called by County Clerk Suzie Roehm with the following commissioners answering to their name and district: Kurt Doroh, Richard Godfrey, Mike Chappell, Randall Peat, and Donald Hanson. Gail Patterson-Gladney and Paul Schincariol absent and excused.
4. **Additions/Deletions to the Agenda**
Item 14: Add Administrator interview dates discussion
5. **Approval of Agenda**
All items on the agenda marked with '***' are part of the consent agenda. Commissioners or the public can request that items be removed from the consent agenda.

Motion to approve the agenda as amended.
Motion by Mike Chappell, Second by Donald Hanson, Carried
6. **Approval of Minutes**

A. **** 8/23/2022 Board of Commissioners Meeting Minutes**
Motion by Mike Chappell, Second by Donald Hanson, Carried
7. **Public Comment**
8. **Administrative Affairs**

A. ****2022 Plat Book Agreement**
ADMINISTRATIVE AFFAIRS RESOLUTION AA50/9-13-2022
WHEREAS, the request is for approval of the 2022 PLAT book agreement with Mapping Solutions, and
WHEREAS, roughly every four years, the County produces a plat book detailing properties across the county. They are available to the public and are often used by assessors and surveyors in the field. The County has worked with Mapping Solutions for several of the previous plat book publications and has cultivated a good working

relationship with them, and

WHEREAS, as outlined in the attached agreement, the upfront costs are \$10,480.00. These will be taken from the Land Services budget. Typically, the sale of these books covers the costs of the initial run, so overall budgetary impact is minimal.

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the 2022 PLAT book agreement with Mapping Solution.

Motion by Mike Chappell, Second by Donald Hanson, Carried

B. Appointment to the Land Bank Authority - Suzanne Glomski

ADMINISTRATIVE AFFAIRS RESOLUTION AA51/9-13-2022

WHEREAS, the request is to appoint Suzanne Glomski to the Land Bank Authority, and

WHEREAS, there is a vacancy on the Land Bank Authority Board. They have an applicant, Suzanne Glomski, that they are recommending to fill the position. The terms are for 3 years; however, this applicant will be filling an unfinished term with an expiration date of 12/31/2023.

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the appointment of Suzanne Glomski to the Land Bank Authority with a term date of 12/31/2023.

Motion by Kurt Doroh, Second by Donald Hanson, Carried

9. Finance

A. **Police Academy Cadets

FINANCE RESOLUTION F33/9-13-2022

WHEREAS, the request is for approval of the creation of a line item "Academy Training" 207.0-301.00-957.207 and an agreement to pay for training cadets and a MCOLES approved academy, and

WHEREAS, the climate of the United States has created a lack of interested parties wanting to join public service, particularly affected by this has been Law Enforcement. Police agencies have had to break from the norm and the majority of departments are now sponsoring individuals through the police academy, and

WHEREAS, the financial impact is approximately \$8,000.00 per cadet to be paid out of the public safety fund 207.

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the creation of a line item within the public safety budget and a standing agreement to pay for individuals the Sheriff sponsors through a MCOLES accredited police agency. The sponsors will be paid from the public safety fund.

Motion by Mike Chappell, Second by Donald Hanson, Carried

B. **FY 22-23 Budget

FINANCE RESOLUTION F34A/9-13-2022

WHEREAS, Public Act 621 of 1978, an amendment to Public Act 2 of 1968, otherwise known as the Uniform Budgeting and Accounting Act provides a system of unified procedures for the preparation and execution of budgets for units of local government; and

WHEREAS, the County Administrator/Controller received revenue projections and expenditure requests for all County departments, and;

WHEREAS, the County Administrator/Controller has reviewed in detail those requests and has recommended a 2022-2023 General Fund Budget, as well as supporting

documentation required by Public Act 621, and;
WHEREAS, it is the intent of the Board of Commissioners to provide the solvency of County Fiscal Operations by adopting a General Appropriations Act as required by law, and;
WHEREAS, it is the intent of the Board of Commissioners to articulate policy relative to monitoring, maintenance accounting and implementation of the General Appropriations Act as required by law, and;
WHEREAS, it is the intent of the Board of Commissioners to continue its allocation for substance abuse services of 50% of the convention facility/liquor tax revenue as required by Public Act 106 of 1985, and;
WHEREAS, a public hearing for the Proposed 2022-2023 Budget was held on August 5, 2022 after due notice was published in a newspaper of general circulation, and;
WHEREAS, the 2022-2023 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 5.2500, Ambulance 0.9370, Roads 0.9769, Public Safety 0.5332, Public Transit 0.5332, Conservation District 0.1000, and Veterans Relief 0.1000; and;
WHEREAS, the 2022-2023 General Fund Budget has been apportioned to the various County departments as itemized on the following table:

2022-2023 General Fund Budget
GENERAL FUND REVENUE
Taxes 17,911,657.00
License & Permits 122,000.00
Federal Grants 1,584,312.00
State Grants 3,294,180.00
Charges for Services 2,152,340.00
Fines & Forfeitures 156,000.00
Interest & Rent 541,994.00
Other Revenue 81,600.00
Transfers In 28,796
TOTAL GENERAL FUND REVENUE 25,872,879.00

GENERAL FUND EXPENDITURES
101.00 Board of Commissioners 371,527.73
172.00 Administrator 327,111.38
212.00 Finance 390,318.48
215.00 Clerk 463,571.70
228.00 Information Technology 784,663.77
243.00 Land Management 338,140.26
245.00 County Survey & Re-monumentation 74,742.00
253.00 Treasurer 430,442.24
257.00 Equalization 205,900.00
262.00 Elections 100,583.00
265.00 Building & Grounds 1,826,939.98
266.00 Attorney/Corporation Counsel 220,000.00
270.00 Human Resources 235,746.00
271.00 General Benefits 745,000.00
282.00 Courts Shared Costs 115,500.00
282.D0 Courts Shared Costs – Due Process 22,000.00
283.00 Circuit Court 567,915.36
283.D0 Circuit Court – Due Process 106,500.00
284.00 Family Court 653,518.74
284.D0 Family Court – Due Process 402,154.00
286.00 District Court East 855,871.71
286.D0 District Court East – Due Process 8,000.00

287.00 District Court West 919,516.26
 287.D0 District Court West – Due Process 7,000.00
 294.00 Probate Court 536,696.36
 294.D0 Probate Court – Due Process 48,000.00
 295.00 State Probation 5,500.00
 296.00 Prosecuting Attorney 1,289,822.30
 297.00 Grand Jury 25,500.00
 298.00 Family Counseling Services 7,000.00
 301.00 Sheriff 370,100.21
 302.00 Sheriff Road Patrol 1,953,496.37
 306.00 Courthouse Security 338,770.97
 316.00 Secondary Road Patrol 198,033.70
 317.00 OHSP Enforcement 22,476.00
 331.00 Marine Law Enforcement 78,515.00
 331.D0 Dive Response Recovery 11,000.00
 332.A0 Snowmobile Law Enforcement 6,783.00
 335.00 Sheriff's Youth Services Program 25,000.00
 351.00 Jail 3,192,456.99
 355.00 Sheriff's Court Officer 86,984.88
 364.00 Sheriff's Alternative Work Program 182,452.21
 426.00 Emergency Management 221,454.88
 430.00 Animal Control 376,112.53
 442.00 Drain Commissioner 337,304.84
 445.00 Drain – Public Benefit 62,301.54
 605.00 Contagious Disease 10,000.00
 648.00 Medical Examiner 259,000.00
 681.00 Veterans Burials 6,000.00
 682.00 Veterans Counselor 94,110.37
 682.01 MVAA Grant 66,669.00
 701.00 Planning 8,800.00
 710.00 MSU Extension 278,108.13
 711.00 Register of Deeds 267,409.13
 728.00 Economic Development 212,000.00
 965.00 Operating Transfer Out 5,122,357.19
 TOTAL GENERAL FUND EXPENDITURES 25,872,878.00

WHEREAS, the 2022-2023 Expenditure Budget for all other remaining funds are itemized below:

2022-2023 Other Fund's Expenditures
 201.0 Roads Fund 20,000,000.00
 207.0 Sheriff's Extra Voted Millage Fund 1,923,983.78
 210.0 Ambulance Fund 3,442,550.98
 211.0 Specialty Courts Fund 2,592,279.28
 215.0 Friend of the Court Fund 2,222,342.33
 217.0 Dispatcher Training Fund 16,000.00
 230.0 Sheriff's Drain Work Crew Fund 104,809.67
 232.0 SCAR Grant Fund 90,734.16
 236.0 Inmate Lodging Fund 379,261.88
 237.0 MColes State Training Fund 20,000.00
 243.0 Brownfield Redevelopment Authority Fund 116,000.00
 246.0 Local Emergency Planning Committee Fund 5,000.00
 256.0 Register of Deeds Automation Fund 112,800.00
 259.0 Crime Victims Rights Fund 164,822.00
 260.0 Indigent Defense Fund 312,809.00
 261.0 Central Dispatch 1,594,209.06

263.0 Concealed Pistol Licensing Fund 30,400.00
 264.0 Local Corrections Officer's Training Fund 20,000.00
 265.0 Drug Law Enforcement Fund 50,000.00
 266.0 Law Enforcement Fund 960,591.98
 269.0 Law Library Fund 30,000.00
 276.0 Housing Program Income Fund 35,000.00
 290.0 Social Welfare Fund 21,000.00
 292.0 Child Care Fund 1,852,318.93
 293.0 Veterans Relief Fund 50,000.00
 296.0 Veterans Service Millage Fund 350,413.70
 365.0 Public Works Projects Debt Fund 747,287.50
 366.0 Jail Building Debt Fund 354,202.50
 466.0 Jail Building Fund 2,000.00
 516.0 Delinquent Tax Revolving Fund 654,502.50
 520.0 Tax Forfeiture Fund 337,500.00
 523.0 Land Bank Fund 15,000.00
 537.0 Computer Mapping Fund 33,371.00
 575.0 Economic Development Revolving Loan Fund 13,000.00
 588.0 Public Transit 2,176,445.00
 595.0 Commissary 150,000.00
 636.0 Technology Improvement Fund 500,000.00
 639.0 Drain Equipment Revolving Fund 2,100.00
 704.0 Fringe Benefit Fund 3,224,270.27
 801.0 Drain District Fund 909,500.00
 841.0 Lake Level Districts Fund 7,400.00
 TOTAL OTHER FUND EXPENDITURES 45,623,905.52

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby adopts the General Appropriations Act for all Funds including anticipated fund balances, revenues, expenditures, and budget policies as attached and made a part hereof.

Motion by Mike Chappell, Second by Donald Hanson, Carried

FINANCE RESOLUTION F34B/9-13-2022

WHEREAS, certain funds of the County receive revenues after expenditures have been paid from the fund; and

WHEREAS, for this reason, cash is at times in a deficit position, and;

WHEREAS, the cash in these funds is a part of the common cash account, which is under the custody of the County Treasurer, and;

WHEREAS, use of the cash in the common account by other funds is considered to be an inter-fund borrowing, and;

WHEREAS, such borrowing is permitted only by resolution of the Van Buren County Board of Commissioners; and;

NOW, THEREFORE, BE IT RESOLVED, that the following fund of Van Buren County are hereby authorized to borrow from the common cash account during the County's 2022-2023 fiscal year:

County Road Fund #201 Register of Deeds Automation Fund #256
 Jail Bond Debt Fund #366 Sheriff's Extra Voted Millage Fund #207
 Crime Victims' Rights Fund #259 Capital Improvement Fund #444
 Ambulance Fund #210 Indigent Defense Fund #260 Jail Building Fund #466
 Specialty Court Fund #211 Central Dispatch Fund #261
 Delinquent Tax Revolving Fund #516 Friend of the Court Fund #215
 Concealed Pistol Licensing Fund #263 Tax Forfeiture Fund #520
 Dispatcher Training Fund #217 Local Correction Officer's Training Fund #264

Land Bank Fund #523 Sheriff's Drain Work Crew Fund #230
Drug Law Enforcement Fund #265 Computer Mapping Fund #537
SCAR Grant Fund #232 Law Enforcement Fund #266
Economic Development Revolving Loan Fund #575
Inmate Lodging Fund #236 Law Library Fund #269 Public Transit #588
MColes State Training Fund #237 Housing Program Income Fund #276
Commissary #595 Entergy Stipend Fund #239 ARPA Fund #285
Technology Improvement Fund #636 Homeland Security Fund #241
Social Welfare Fund #290 Drain Equipment Revolving Fund #639
Local Brownfield Revolving Fund #242 Child Care Fund #292
Fringe Benefit Fund #704 Brownfield Redevelopment Authority Fund #243
Veterans Relief Fund #293 Drain District Fund #801
Local Emergency Planning Committee Fund #246
Public Works Debt Project Fund #365 Lake Level Fund #841

Motion by Mike Chappell, Second by Donald Hanson, Carried

FINANCE RESOLUTION F34C/9-13-2022

WHEREAS, under the laws of the State of Michigan, Public Act 40 of 1932, 1st Extra Session as amended (MCL 129.12), the Board of Commissioners is required to provide by resolution for the deposit of all public moneys, including tax moneys, belonging to or held for the state, county, or other political units coming into the hands of the County Treasurer in one or more banks within the State.

NOW, THEREFORE, BE IT RESOLVED, that:

- 1.) The Board of Commissioners of the County of Van Buren hereby directs the Van Buren County Treasurer to deposit all public moneys, including moneys and funds held for the State Board of Escheats or missing or coming heirs, coming into his/her hands as Treasurer, in any bank within the State which is a legal depository as defined by the state and/or federal law, and;
- 2.) The Treasurer is authorized to invest funds in certificates of deposit of these institutions, or any investment permitted by state statute, which is Act 20 of the Public Acts of Michigan of 1943, as amended (MCL 129.91), or federal law of regulations within the limits set therein.

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to enter into and execute on behalf of the County with Mercantile Bank of Michigan for the safekeeping or third party custodianship of any of the County's securities, as well as any contracts or repurchase agreements with any corporation for the purchase of any such safekeeping of third party custodianship arrangement on such term and conditions as the County Treasurer shall require.

Motion by Mike Chappell, Second by Donald Hanson, Carried

10. Labor, Negotiations, and Contracts

A. Salary Exception for the Deputy Treasurer Position

LABOR RESOLUTION L20/9-13-2022

WHEREAS, the request is for authorization for the Treasurer to hire Colleen McLoughlin as Deputy Treasurer at the AFSCME pay scale rate of R20E, and WHEREAS, the Deputy Treasurer position is an R20. Given Ms. McLoughlin's experience as a former county employee, familiarity with BS&A software, and cash handling procedures, it is appropriate to begin her pay at the AFSCME pay scale R20-

E for an hourly rate of \$20.13.

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the salary exception and authorizes the Treasurer to hire Colleen McLoughlin as Deputy Treasurer at the AFSCME pay scale R20-E rate.

Motion by Richard Godfrey, Second by Mike Chappell, Carried

11. Public Comment

12. Board Correspondence

A. Jackson County Resolution - Funding Elections

13. Closed Session

A. AFSCME Grievance

Motion to enter into closed session to discuss an employee grievance.

Motion by Kurt Doroh, Second by Donald Hanson, Carried

Roll Call Vote: All Yes

Board went into closed session at 3:56 p.m.

Board returned from closed session at 4:01 p.m.

Motion to settle grievance as recommended by counsel.

Motion by Donald Hanson, Second by Richard Godfrey, Carried

14. Adjournment

Discussion of number of candidates to interview for the Administrator position. Human Resources Manager Cerven will send candidate information to all commissioners again for review and asks for feedback. The list of applicants to interview will be discussed at the next meeting. A tentative date of Monday, October 17th was selected for interviews.

The meeting was adjourned at 04:06 PM.

Randall Peat, Chairperson

Suzie Roehm, County Clerk