MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

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

February 28, 2023

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 04:47 PM by Randall Peat, Chairman of the Board.

2. Recital of the Pledge of Allegiance / Prayer

Invocation by Commissioner Doroh.

3. Roll Call

The roll was called by County Clerk Suzie Roehm with the following commissioners answering to their name and district: Gail Patterson-Gladney, Mike Chappell, Kurt Doroh, Richard Godfrey, Randall Peat, Tina Leary. Absent and Excused: Paul Schincariol.

4. Additions/Deletions to the Agenda

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 presented.
Motion by Mike Chappell, Second by Kurt Doroh, Carried

6. Approval of Minutes

A. **February 14th, 2023 Board of Commissioners Minutes

Motion by Mike Chappell, Second by Kurt Doroh, Carried

7. Public Comment

8. Administrative Affairs

A. Re-Appointments/Appointment for Southwest Michigan Planning Commission

ADMINISTRATIVE AFFAIRS RESOLUTION AA12/2-28-2023

WHEREAS, there has been a request to approve the appointment/re-appointments of Commissioners Tina Leary, Kurt Doroh, and Gail Patterson-Gladney to the Southwest Michigan Planning Commission for a two-year term expiring December 31st, 2024, and;

WHEREAS, several appointments to the SWMPC have expired or became vacant due to retirement at the end of 2022 and the SWMPC is looking to fill those positions.

Commissioner Tina Leary is seeking to be appointed, and Commissioners Kurt Doroh and Gail Patterson-Gladney are seeking to be reappointed, for a two-year term subjected to expire December 31st, 2024, to the Southwest Michigan Planning Commission Board.
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the appointment and reappointment of Commissioners Tina Leary, Kurt Doroh and Gail Patterson-Gladney to the Southwest Michigan Planning Commission Board for a two-year term set to expire December 31st , 2024.

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

B. ROBIN Memorandum of Understanding template review

ADMINISTRATIVE AFFAIRS RESOLUTION AA13/2-28-2023

WHEREAS, there has been a request to approve the template MOU for use with ISPs seeking ROBIN funding for broadband expansion projects, and;
WHEREAS, there will be a need for the Board of Commissioners to sign a MOU that specifically allocates matching funds for each ROBIN application that an ISP submits for parcels in VBCO. This MOU will show the State exactly the amount & type of support that Van Buren County has committed to each project, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the Memorandum of Understanding.

Motion by Gail Patterson-Gladney, Second by Richard Godfrey, Carried

C. ROBIN MOU signature authorization

ADMINISTRATIVE AFFAIRS RESOLUTION AA14/2-28-2023

WHEREAS, there is a request to authorize the Board Chair to sign MOUs for ROBIN Grant funding on behalf of the Board of Commissioners, and;
WHEREAS, due to the extremely limited time remaining to complete the application process for funding under the ROBIN Grant program, it is imperative that the County acts quickly and with the flexibility to avoid missing an opportunity to capture grant funds for broadband initiatives. The most expeditious way for the Board to approve MOUs for grant applications is to authorize the Board Chair to sign them on behalf of the Board of Commissioners. The due date for ROBIN Grant applications is 4 pm, March 14th, 2023, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the authorization for the Board Chair to sign ROBIN Grant MOUs on behalf of the Board of Commissioners.

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

9. Buildings and Grounds

A. **Johnson Controls fire protection system proposal

BUILDINGS & GROUNDS RESOLUTION B4/2-28-2023

WHEREAS, there has been a request to approve the proposal for the Johnson Controls fire protection system in the Courthouse and Annex, and;
WHEREAS, in December of 2021, the County courthouse and annex were struck by lightning which heavily damaged the fire protection system. The total costs for the project are $49,890.00, of which $36,570.00 will be covered by insurance. The difference is owing to additional items that were not originally in the scope of the project as well as an increase in material costs in the time from the initial to final proposals, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the Johnson Controls fire protection system proposal.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. **Health Department awning repair proposal

BUILDINGS & GROUNDS RESOLUTION B5/2-28-2023

WHEREAS, there has been a request to approve the proposal from Miller Davis to repair the awning at the Health Department building in Hartford, and;

WHEREAS, the awning at the Health Department building was recently damaged and is in need of repair. The total costs from Miller Davis are $37,900.00 and will be paid in entirety by insurance, and;

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the repair proposal from Miller Davis for the awning repair at the Health Department building located in Hartford.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

C. Historical Museum Roof Upgrade

BUILDINGS & GROUNDS RESOLUTION B6/2-28-2023

WHEREAS, there has been a request to review and approve the proposal from VanDam & Krusinga to upgrade the roof on the Historical Museum to a standing seam type, and;

WHEREAS, the Historical Museum in Hartford sustained severe damage during a wind event in 2022 and repairs are proceeding under an insurance claim as recently presented. During the project, the contractor recommended to take this opportunity to upgrade the roof to a standing seam metal roof which includes a lifetime warranty. There is a one-time cost of $69,250 to make this upgrade, and;

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the upgrade of the roof at the Historical Museum for $69,250.00.

Motion by Tina Leary, Second by Mike Chappell, Carried

10. Finance

A. **Claims

CLAIMS RESOLUTION C4/2-28-2023

WHEREAS, claims in the amount of $2,374,019.87 for January 2023 were submitted and reviewed, and;

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners approves total claims in the amount of $2,374,019.87 for the month of January 2023.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. **FOC Move Projected Costs

FINANCE RESOLUTION F6/2-28-2023

WHEREAS, there has been a request for the Board of Commissioners to review and approve the proposed costs for relocating the Friend of the Court to the Kelly Page building, and;

WHEREAS, in order to serve the public effectively and efficiently, the Kelly Page law office building will need a number of improvements including investments in technology, security, furniture, and building reconfiguration, and;

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners approves the proposed costs for relocating the Friend of the Court to the Kelly Page building.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

C. **FOC Pay Scale Exception

FINANCE RESOLUTION F7/2-28-2023

WHEREAS, the request is that upon accepting the position of legal assistant, the employee will advance from R20 E to R21 E, while retaining her place on the pay scale so that she will receive the 5-year step on 7/15/2023, and;
WHEREAS, if the employee accepts the promotion to legal assistant without this exception, as of 7/15/2023, she would be losing $702.00 this year. The recommendation is for the Board Chair to sign the attached LOU as signed by Chief Judge, AFCSME Rep, Union President, Department Head, and employee, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the FOC pay scale exception.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

D. Refinancing RLF Loan

FINANCE RESOLUTION F8/2-28-2023

WHEREAS, the request is to approve the proposed refinancing terms for a loan issued to RNS Packaging through the Van Buren County Revolving Loan Fund, and;
WHEREAS, RNS Packaging was issued a loan in 2015 from the Revolving Loan Fund. The loan became delinquent, which prompted a series of conversations with RNS Packaging. Working with RNS Packaging and the County's Finance Department, the EDC Board has developed an agreement to refinance RNS Packaging's loan. The proposed refinancing terms were approved by the EDC board on February 6th,2023, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the proposed refinancing terms for a loan issued to RNS packaging through the Van Buren County Revolving Loan Fund.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

11. Labor, Negotiations, and Contracts

A. **School Resource Deputy Position - Bloomingdale Public Schools

LABOR RESOLUTION L6/2-28-2023

WHEREAS, there is a request to create a School Resource Officer position within Bloomingdale Public Schools, and;
WHEREAS, the Sheriff's Office is requesting a position to be created as the School Resource Officer for Bloomingdale Public Schools to establish the role of the Law Enforcement Officer and the law in the lives of the students while in school and in society, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the creation of the School Resource Officer position within Bloomingdale Public Schools.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. **School Resource Deputy Position - Gobles Public Schools

LABOR RESOLUTION L7/2-28-2023

WHEREAS, there is a request to create a School Resource Officer position within Gobles Public Schools, and;
WHEREAS, the Sheriff's Office is requesting a position to be created as the School Resource Officer for Gobles Public Schools to establish the role of the Law Enforcement Officer and the law in the lives of the students while in school and in

society, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the creation of the School Resource Officer position within Gobles Public Schools.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

C. **Elimination/Creation - Animal Control

LABOR RESOLUTION L8/2-28-2023

WHEREAS, there is a request to eliminate the current full-time Kennel Worker position and to create a full-time Kennel Director position, and;
WHEREAS, historically, Animal Control has been employed with Animal Control Deputies, a full-time Kennel Worker, and a part-time Kennel Worker. The request is to eliminate the full-time Kennel Worker and create a Kennel Director position. The attached job description is more accurate for what the daily duties and responsibilities are within Animal Control, and;
WHEREAS, the Kennel Worker position is currently placed on the AFSCME Unified pay scale at an R21 ($34,635.71 - $48,091.29). It is being requested to place the Kennel Director on the R24 ($41,523.30 - $56,812.08). This would fall in line with our comparable counties, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the creation of the Kennel Director position.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

D. **VSO Position Creation

LABOR RESOLUTION L9/2-28-2023

WHEREAS, there is a request to approve the creation of a second Veterans Services Officer position, and;
WHEREAS, based on increased workload and Veteran contact in the last year, the Veterans Service Office is in need of a second Veterans Service Officer Position, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the creation of a second Veterans Services Officer position.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

E. Consulting Agreement with Maner Costerisan

LABOR RESOLUTION L10/2-28-2023

WHEREAS, the request is to approve the agreement for financial consulting and training from Maner Costerisan, and;
WHEREAS, with the vacancy in the Finance Director position, it is imperative that the County fill the skill gap and buttress the labor pool for financial services as soon as possible. To do so, Administration is recommending entering into the attached agreement with Maner Costerisan for as-needed consulting and training services, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the agreement with Maner Costerisan for financial consulting and training services.

Motion by Richard Godfrey, Second by Gail Patterson-Gladney, Carried

F. Post-employment consulting contract with Ryan Post

LABOR RESOLUTION L11/2-28-2023

WHEREAS, the request is to approve the post-employment consulting contract with Ryan Post, and;
WHEREAS, County Administrator, Ryan Post, is offering to continue his former duties as Finance Director following his departure from Van Buren County. This, along with

agreement from Maner Costerisan will help fill the critical void of the vacant Finance Director position until the position is filled long-term. Additionally, as his proposed rate is significantly lower than that of Maner Costerisan, the County will likely save a significant amount of money vs relying solely on Maner Costerisan. This will also allow the County to continue to rely on Mr. Post's institutional knowledge and background until the Finance Director position is filled, and;
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the post-employment consulting contract with Ryan Post.

Motion by Richard Godfrey, Second by Kurt Doroh, Carried

12. Public Comment

13. Board Correspondence

A. Cheboygan County Resolution

B. County of Marquette Resolution

C. Ingham County Resolution

D. Ontonagon County Resolution

E. Lapeer County Resolution

F. Calhoun County Resolution

14. Closed Session

15. Adjournment

The meeting was adjourned at 04:55 PM.

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Randall Peat, Chairperson

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Suzie Roehm, County Clerk