



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

April 23, 2024

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

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 02:24 PM by Paul Schincariol, Vice-Chairman of the Board.
2. **Recital of the Pledge of Allegiance / Prayer**
Invocation given 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, Tina Leary, Paul Schincariol. Commissioner Peat absent and excused.
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 Gail Patterson-Gladney, Carried
6. **Approval of Minutes**

A. ****April 9th, 2024 Board of Commissioners Meeting Minutes**
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried
7. **Public Comment**
8. **Administrative Affairs**

A. ****Retirement and Adoption of K9 Kuno**
ADMINISTRATIVE AFFAIRS RESOLUTION A18/4-23-2024
WHEREAS, there has been a request for the Board to approve retirement and adoption of K9 Kuno; and,
WHEREAS, K9 Kuno is being retired due to his health and age. It is customary when K9s are retired, for them to go with their handler, as this is the family the K9 is accustomed to; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the retirement and purchase of K9 Kuno.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

B. ****Out of State Travel Request - Sheriff's Department**

ADMINISTRATIVE AFFAIRS RESOLUTION A19/4-23-2024

WHEREAS, there has been a request for the Board to approve the out of state travel request for the Sheriff's Department; and,

WHEREAS, the FBI-LEEDA Conference will be held 4/27 - 5/2/24 in San Antonio, Texas. This is a nationally recognized conference for police leaders that offers sessions on best practices. Captain Charon and Lt. Evans will be attending; and,

WHEREAS, \$4,685 to be paid from Training 101-302-957; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves of the out of state travel request for the Sheriff's Department to attend the FBI-LEEDA Conference in San Antonio, Texas from April 27, 2024, through May 2, 2024.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

C. ****Fire and EMS Mobile CAD Access Agreement**

ADMINISTRATIVE AFFAIRS RESOLUTION A20/4-23-2024

WHEREAS, there has been a request for the Board to approve a boilerplate Fire and EMS Mobile CAD Access Agreement with local Fire Departments and EMS providers and to authorize the Board Chair to sign on the Board's behalf; and,

WHEREAS, IT has been working with Tim McGee, 911 Director, to allow Fire departments and EMS providers to get access to our Mobile CAD software so they can view active 911 calls in real time on their computers. The draft agreement is attached. There would be an individual Agreement per provider; and,

WHEREAS, each provider will pay \$75 per hour for the initial site-to-site VPN configuration and post-connectivity support. The charge has been calculated to cover costs plus administrative expenses; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves a boilerplate Fire and EMS Mobile CAD Access Agreement with local Fire Departments and EMS providers and authorize the Board Chair to sign on the Board's behalf.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

D. ****Michigan Materials Management Plan for Van Buren County**

ADMINISTRATIVE AFFAIRS RESOLUTION A21/4-23-2024

WHEREAS, the State of Michigan's Solid Waste Program was updated with the passage of amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that became effective on March 29, 2023; and,

WHEREAS, the amendments require existing county Solid Waste Management Plans to be replaced with new Materials Management Plans (MMP) that focus on sustainable materials management approaches, such as recycling and composting instead of just landfilling waste; and,

WHEREAS, on December 20, 2023, the Department of Environment, Great Lakes, and Energy (EGLE) notified counties that the materials management planning process will be initiated as of January 8, 2024. County Boards of Commissioners, or elected executives are given the first opportunity to assume authority over MMP development and implementation; and,

WHEREAS, if Van Buren County accepts this authority, a Notice of Intent is required and must be submitted in order to prepare an MMP within 180 days of the date that the EGLE Director initiates the process; and,

WHEREAS, Van Buren County will, by resolution, enter into an inter-local agreement to

participate in a multi-county Materials Management Plan with Berrien and Cass Counties; and,
WHEREAS, the Van Buren County Board of Commissioners will appoint the members of the Materials Management Planning Committee (MMPC), and the Southwest Michigan Planning Commission will serve as the Designated Planning Agency and provide oversight of the MMPC and plan the development process. The MMPC will, by resolution, submit the plan to the Van Buren County Board of Commissioners with a recommendation to approve; and, WHEREAS, the MMP must be approved by the Van Buren County Board of Commissioners by resolution and approved by 2/3rd of the municipalities in Van Buren, Cass, and Berrien Counties before it is considered adopted and submitted to EGLE to be accepted; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the submission of a Notice of Intent to the Michigan Department of Environment, Great Lakes, and Energy to prepare a Materials Management Plan as the designated County Approval Agency for Van Buren County and name the Southwest Michigan Planning Commission as the Designated Planning Agency and enter into a multicounty planning agreement.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

E. ****Workers Memorial Day Proclamation**

ADMINISTRATIVE AFFAIRS RESOLUTION A22/4-23-2024

WHEREAS, every year on April 28, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and, WHEREAS, in 2022, the Federal Bureau of Labor Statistics estimated that 5,486 workers were killed by traumatic injuries on the job, a 5.7% increase from 2021. On average, a worker died nearly every 96 minutes from a work-related injury in 2022; and, WHEREAS, in 2022, 139 workers' lives were lost through fatal workplace accidents in Michigan; and,
WHEREAS, it is appropriate to honor the memory of the courageous and dedicated members of Michigan's labor force who have been injured or disabled or have died as a result of workplace accident; and,
WHEREAS, we remember those who have died in workplace catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and, WHEREAS, recognition of the integrity of Michigan's workforce and its achievements on behalf of the economic growth of our state is necessary; and, WHEREAS, the Van Buren County Board of Commissioners wishes to pay tribute to the workers who have died or been injured or disabled in workplace accidents. We honor the contributions of Michigan's workforce and call for increased workplace safety; and, WHEREAS, the Van Buren County Board of Commissioners renews our efforts to seek stronger workplace safety and health protections, better standards and enforcement, and fair and just compensation; and by rededicating ourselves to improving safety and health in every city workplace; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, that the members of this legislative body declare April 28th, 2024, as Workers Memorial Day in the County of Van Buren, Michigan.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

F. **Early Voting Grant Application Round 2 - EXPEDITED**

ADMINISTRATIVE AFFAIRS RESOLUTION A23/4-23-2024

WHEREAS, there has been a request on behalf of the County Clerk, to submit the application for Round 2 of the Early Voting Grant; and,
WHEREAS, a second round of grant applications has just been released to accommodate for items that were not requested in the original grant submission; and, WHEREAS, reimbursement request in the amount of \$5,864.11; and,
NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of

Commissioners approve the request to submit the grant application to the State of Michigan for Round 2 Early Voting.

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

9. Buildings and Grounds

A. **Auction or Disposal of County Property - B&G Items

BUILDINGS AND GROUNDS RESOLUTION B4/4-23-2024

WHEREAS, there has been a request for the Board to approve the disposal of miscellaneous items from the Building & Grounds barn that are obsolete and are of no further use; and,

WHEREAS, the Building & Grounds Department, while conducting an inventory review, found miscellaneous items that are no longer of use to the Department; and,

WHEREAS, the items include HVAC parts of previous systems, and other mechanical items that do not fit our current system requirements. The request is to either dispose of the items or utilize the Biddergy Auction site where appropriate; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approve the disposal of miscellaneous items from the Building & Grounds barn that are obsolete and are of no further use.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

10. Finance

A. **Claims

CLAIMS RESOLUTION C4/4-23-2024

WHEREAS, there has been a request to approve the March claims in the amount of \$2,954,161.49; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, hereby approve of the total claims in the amount of \$2,954,161.49 for the month of March 2024.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

B. **Out of State Travel Request - Finance

FINANCIAL RESOLUTION F23/4-23-2024

WHEREAS, there has been a request for approval for out of state travel for the Finance Operations Manager to attend The Annual GFOA Conference for government finance officers from June 9, 2024 - June 12, 2024; and,

WHEREAS, Rebekka Garvison requests out of state travel for the annual conference for GFOA. Rebekka received a first-time attendee scholarship for this annual conference that covers the registration costs; and,

WHEREAS, the Government Finance Officers Association (GFOA) is hosting their annual conference from June 9, 2024, through June 12, 2024, in Orlando, Florida; and,

WHEREAS, this conference is essential for finance officers to maintain their credentials in government finance and to ensure they are up-to-date with the current issues facing government finance professionals. Classes for accreditation include, but are not limited to, Financial Reporting, Petty Cash, Budgeting, Investments, Auditing, Debt, Payroll, Asset Management, GASB standards, Procurement, Long-Term Planning; and, WHEREAS, funding for air travel, accommodations will be covered under existing budget line items. A GFOA Scholarship will cover the conference fees; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, hereby approve out of state travel for Finance Operations Manager to

attend The Annual GFOA Conference for government finance officers from June 9, 2024 - June 12, 2024.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

C. ****Equalization Report**

FINANCE RESOLUTION F24/4-23-2024

WHEREAS, MCL 211.34(1) requires the county board of commissioners to meet in April each year to determine county equalized valuations; which equalization shall be completed and submitted along with the tabular statement required by Section 5 of Act No. 44 of the Public Acts of 1911, as amended no later than May 1 of each year; and
WHEREAS, the assessment rolls of the various assessment jurisdictions have been reviewed by the various local Boards of Review throughout the County of Van Buren and submitted to your Equalization Department in the appropriate timely manner; and
WHEREAS, those assessment rolls have been audited and balanced by your Equalization Department in accordance with the laws of the State of Michigan and the guidelines of the State Tax Commission; the results of such being listed on the attached equalization report and on the prescribed Michigan Department of Treasury Form L-4024 (County Equalization Directors Report of County Equalization); and
NOW, THEREFORE, BE IT HEREBY RESOLVED that the Van Buren County Board of Commissioners approve the County Equalized Valuations as indicated within the attached equalization report a cumulative total for Real Property of \$5,614,712,677 (Five Billion, Six Hundred Fourteen Million, Seven Hundred Twelve Thousand, Six Hundred Seventy Seven Dollars) and a cumulative total for Personal Property of \$635,656,230 (Six Hundred Thirty Five Million, Six Hundred Fifty Six Thousand, Two Hundred Thirty Dollars). The combined total of Real and Personal Property of the Cities and Townships in Van Buren County is \$6,250,368,907 (Six Billion, Two Hundred Fifty Million, Three Hundred Sixty Eight Thousand, Nine Hundred Seven Dollars).

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

D. ****2022 and 2023 Homeland Security Grant Program Intergovernmental Funding Agreements**

FINANCE RESOLUTION F25/4-23-2024

WHEREAS, there has been a request on behalf of Region 5 Homeland Security Board, R5 Fiduciary, and St Joseph County (MI), that the Chairperson of the County Board of Commissioners sign the 2 attached HSGP Intergovernmental Funding Agreements; and,
WHEREAS, these agreements allow for St Joseph County, who is acting as the R5 Fiduciary, to provide R5 HSGP funds to Van Buren County. It has been requested to place these items on the agenda as the Chairperson of the BOC and County Administrator's signatures are required on both agreements; and,
WHEREAS, these agreements allow for St Joseph County, who is acting as the R5 Fiduciary, to provide R5 HSGP funds to Van Buren County; and,
NOW, THEREFORE BE IT RESOLVED, we, that the Van Buren County Board of Commissioners approve the request to have the Chairperson of the County Board of Commissioners to sign the two HSGP Intergovernmental Funding Agreements.

Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

11. **Labor, Negotiations, and Contracts**

A. **Creation of Position - Civilian Court Liasion EXPEDITED**

LABOR RESOLUTION L6/4-23-2024

WHEREAS, there has been a request on behalf of the Sheriff's Office, for the creation of a position; and,

WHEREAS, the jail has expanded from a 158-inmate jail capacity to 213. We have felt the effects in every aspect concerning Jail's operations. This includes the number of inmates that are scheduled for court, transport to medical offices, transport to external programs, warrant pickups, and several other tasks primarily assigned to a certified court officer; and,

WHEREAS, over the last several years we have relied heavily on work crew officers and corrections officers to fill in the gaps for the above duties; and,

WHEREAS, this has had a negative effect on their primary duties. It has taken a significant amount of time away from their primary responsibilities and has dropped our staffing numbers in the jail, which puts us at higher risk when managing the jail; and,

WHEREAS, the civilian court liaison position is primarily responsible for court proceedings and the liaison for the Public Defender's Office. This position, however, is a unique position and will require an officer to be familiar with both court, transport, external programs, and jail operations; and,

WHEREAS, with the increase of court hearings, video poly-coms on multiple floors and locations, transport, and pick-ups, we have reached the point where an additional position is needed and will most definitely be consistently engaged in a task; and,

WHEREAS, in addition to court officer responsibilities, this officer would also be tasked with corrections officer duties when needed. This position would be considered a Civilian Court Officer; and,

WHEREAS, the primary responsibilities for this position would be in-house court video arraignments, attorney client meetings, direct contact for the Public Defender's Office, scheduling zoom meetings with attorneys, and in person court hearings when needed; and,

WHEREAS, this position would also be responsible for updating all court paperwork from the courts, updating it in the JMS system, as well as making sure the courts get the proper documents needed for arraignments, prescreening calls for the public Defender's Office and working with correctional staff on scheduling in person professional visits; and,

WHEREAS, the Public Defenders Officer will be funding this position beginning the fiscal year 2025, the Sheriff's Office will fund the position until such time the Public Defender's Office funds the position. This position's rate of pay will be \$21.60 per hour and is not a union position. The Sheriff Office will fund this position from the general fund 101.0-351-703; and,

WHEREAS, there is no financial impact on the county, corrections have several vacant spots that are not filled at this time, and we are budgeting for 29 full-time employees. We are currently with 5 officers; this position can easily be covered from the budget until October, at which time the Public Defender's Office will fund the position; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approve the request to create the Civilian Court Liaison position.

Motion by Richard Godfrey, Second by Mike Chappell, Carried

12. Public Transit

13. Veterans Services

14. Commissioner's Roundtable

- April 25th Veterans Social
- Market One
- Planning Commission
- ISD
- Victim Rights Month - April 25th event at Outpouring

- Annex Entry/Capital Improvements

15. Chairman's Update

16. Board Correspondence

A. Crawford County

B. Road Commission Update

C. Van Buren/Cass District Health Department Update

D. Washtenaw County

17. Closed Session

18. Public Comment

19. Adjournment

The meeting was adjourned at 02:36 PM.

Paul Schincariol, Vice-Chairperson

Suzie Roehm, County Clerk