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

MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

May 14, 2024

Committee of the Whole Meeting

1. Call to Order

The Committee of the Whole meeting was called to order at 01:00 PM by Randall Peat, Chairman of the Board. Present: Patterson-Gladney, Chappell, Godfrey, Peat, Leary and Schincariol. Commissioner Doroh absent and excused.

2. Additions/Deletions to the Agenda

Add Item 8B: Webster Memorial Library Update

3. Approval of Agenda

Motion to approve the agenda as amended.
Motion by Paul Schincariol, Second by Gail Patterson-Gladney, Carried

4. Approval of Minutes

A. April 23rd, 2024 Committee of the Whole Meeting Minutes

Motion to approve the minutes of the April 23, 2024 Committee of the Whole meeting as presented.
Motion by Gail Patterson-Gladney, Second by Mike Chappell, Carried

5. Public Comment

- Donna Spenner, Lawrence Township: ORV Ordinance
- Lynne Farmer, Bangor City: Memorial Day Invitation-Civil War Cannon rededication
- William Broeder: Recovery Zone
- Brian Hutchinson: Recovery Zone
- Christy Ann Parsons: Recovery Zone

6. Presentation

A. GIS Department Update and Request for Position Reclassification

Jerry Happel gave an update on the GIS Department, including the utilization of Artificial Intelligence and request for re-branding the department to Digital Information Department. He is also requesting to reclassify the vacant Land Management Specialist position at R25 to Digital Information Specialist at R29.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the re-branding of GIS to Digital Information Department and reclassify the vacant Land Management Specialist Position R25 to Digital Information Specialist R29.
Motion by Gail Patterson-Gladney, Second by Tina Leary, Carried

7. Administrative Affairs

A. Appointments to Van Buren County Community Mental Health (VBCCMH) Board - Tapper, Saenz, and Olney

Debra Hess is requesting the appointments of Christopher Tapper, Michael Saenz and Clare Olney to the Van Buren Cass County Mental Health Board.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the appointments to the VBCCMH Board for Christopher Tapper-expiring 3/31/2025, Michael Saenz-expiring 3/31/2026, and Clare Olney-expiring 3/31/2027.
Motion by Gail Patterson-Gladney, Second by Mike Chappell, Carried

B. Off Road Vehicle Ordinance

Discussion of local input regarding the implementation of the ORV Ordinance, including road designations and removal of the 12-inch safety flag .Updated information will be provided to the local units of government before the next board meeting.

C. Michigan Materials Management Plan - Interlocal Agreement and SWMPC Contract

Lisa Ransler presented the request to approve the Interlocal Agreement and the contract for Materials Management Planning between Berrien, Cass and Van Buren Counties to establish a multicounty Materials Management Plan, a Materials Management Planning Committee and designate Southwest Michigan Planning Commission as the Designated Planning Agency for plan administration.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the Interlocal Agreement, the Materials Management Planning Contract to establish a multicounty Materials Management Plan, a Materials Management Planning Committee and designate Southwest Michigan Planning Commission as the Designated Planning Agency for plan administration.
Motion by Gail Patterson-Gladney, Second by Richard Godfrey, Carried

D. Out of State Travel Request - Circuit Court

Natalie Dean presented the request for Specialty Court Case Manager Richard Gibbs to attend the American Probation and Parole Association Conference in Indianapolis, IN on June 28-July 1, 2024. This training will be funded by a grant for continued education.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the out-of-state travel for Specialty Court Case Manager Richards Gibbs to Indianapolis, IN on June 28-July 1, 2024 to attend a conference.
Motion by Paul Schincariol, Second by Mike Chappell, Carried

E. Office of Community Corrections - FY 2025 Grant Submission

Natalie Dean presented the request for approval to submit and accept the FY2025 Community Corrections Grant.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the submission and acceptance of the FY2025 Community Corrections Grant in the amount of $186,183.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

8. Buildings and Grounds

A. Disposal of County Property - Court Document Filing System

Natalie Dean presented the request to dispose of the court document filing system located in the Annex basement. Discussion to research if it can be utilized anywhere else in the county before potentially selling through Biddergy.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the disposal of the court document filing system located in the Annex basement if no other use for it can be determined within the county.
Motion by Tina Leary, Second by Mike Chappell, Carried

B. Webster Memorial Library

Commissioner Leary provided an update that Webster Memorial Library will not be seeking to contract with the County for maintenance. They will continue as they have in the past with their own local employee.

9. Finance

A. Commissioner Per Diems

Commissioner per-diems were reviewed.

Motion to approve payment of per-diems as presented.
Motion by Tina Leary, Second by Mike Chappell, Carried

B. Claims

Claims were reviewed.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, payment of claims in the amount of $4,174,401.62 as presented.
Motion by Gail Patterson-Gladney, Second by Richard Godfrey, Carried

C. Budget Adjustments

Becky Grabemeyer presented the monthly budget adjustments.

Motion to approve the monthly budget adjustments required to maintain a balanced budget.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

D. Monthly Financial Statement

Becky Grabemeyer presented the Monthly Financial Statement.

Motion to accept the Monthly Financial Statement as presented.
Motion by Paul Schincariol, Second by Mike Chappell, Carried

E. ARPA Quarterly Update

Becky Grabemeyer presented the ARPA Quarterly Update.

F. Capital Improvement Plan (CIP)

Becky Grabemeyer presented the Capital Improvement Plan identified by the Capital Improvement Plan Committee. The request is to approve the list and allow staff to begin requested projects. Most costs related to the capital improvement projects will be paid for using ARPA funds.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the tentative CIP project list.
Motion by Tina Leary, Second by Gail Patterson-Gladney, Carried

G. Mileage Reimbursement Policy

Becky Grabemeyer presented the request to approve the Mileage Reimbursement Policy. The county does not currently have one for everyday business travel.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the Mileage Reimbursement Policy for everyday business travel.
Motion by Tina Leary, Second by Mike Chappell, Carried

H. Purchasing Policy - Update

Becky Grabemeyer presented the request to update the County Purchasing Policy.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the adoption of the updated Purchasing Policy.
Motion by Richard Godfrey, Second by Gail Patterson-Gladney, Carried

I. Recovery Zone Contract Renewal

Administrator Faul presented the request for funding for the Daily Recovery Zone in the amount of $20,160 and to determine if Marijuana Tax revenue or Opioid Settlement Funds are to be used for payment. The contract will expire September 30, 2024 and future requests for funds need to occur each year during the budget process as with other entities.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, funding in the amount of $20,160 for the Daily Recovery Zone from Marijuana Tax Revenue.
Motion by Richard Godfrey, Second by Gail Patterson-Gladney, Carried

10. Labor, Negotiations, and Contracts

A. General Maintenance Carpenter Reclassification

John Small is requesting to reclassify the General Maintenance Carpenter position from R20 to R23. This position was inadvertently not updated when the other positions were.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the reclassification of the General Maintenance Carpenter position from R20 to R23.
Motion by Richard Godfrey, Second by Gail Patterson-Gladney, Carried

B. PTO Transfer Policy

Anna Cerven presented the request to approve a PTO transfer policy to be included in the Personnel Handbook. This policy was previously removed, and a grievance was filed. The policy was modified and can only be used if an employee is utilizing FMLA.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the PTO transfer policy to be included in the Personnel Handbook.
Motion by Richard Godfrey, Second by Paul Schincariol, Carried

C. Workers' Compensation Policy - Update

Anna Cerven presented the request to update the Worker's Compensation Policy in regard to prompt reporting.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the updated Worker's Compensation Policy.
Motion by Gail Patterson-Gladney, Second by Tina Leary, Carried

D. Payroll and Reporting Policy - Update

Anna Cerven presented the request to approve an updated Payroll and Reporting Policy. A more advanced timekeeping solution was previously approved and will be implemented soon, which makes these updates necessary.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the updated Payroll and Reporting Policy.
Motion by Paul Schincariol, Second by Mike Chappell, Carried

11. Public Transit

A. Public Transit Director's Report
Laurie Schlipp presented the monthly Public Transit Director's Report.

B. Financial Report
Tami Naber presented the monthly Public Transit Financial Report.

Motion to accept the Financial Report as presented.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

C. Operations Report
Tami Naber presented the monthly Public Transit Operations Report.

D. MDOT Contract 2017-0136 P9 R2 Extension
Laurie Schlipp presented the request to extend MDOT Contract 2017-0136 P9 R2 through August 30, 2025.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the extension of MDOT Contract 2017-0136 P9 R2 through August 30, 2025.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

E. MDOT Contract 2017-0136 P12 R1 Extension
Laurie Schlipp presented the request to extend MDOT Contract 2017-0136 P12 R1 through June 28, 2025.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the extension of MDOT Contract 2017-0136 P12 R1 through June 28, 2025.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

F. MDOT Contract 2017-0136 P13 R1 Extension
Laurie Schlipp presented the request to extend MDOT Contract 2017-0136 P13 R1 through September 6, 2025.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the extension of MDOT Contract 2017-0136 P13 R1 through September 6, 2025.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

G. MDOT Contract 2017-0136 P14 R1 Extension
Laurie Schlipp presented the request to extend MDOT Contract 2017-0136 P14 R1 through August 3, 2025.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the extension of MDOT Contract 2017-0136 P14 R1 through August 3, 2025.
Motion by Gail Patterson-Gladney, Second by Mike Chappell, Carried

H. Additional Funding Request for Bus Purchases

Laurie Schlipp presented the request for authorization to spend an additional $436,621 on replacement bus purchases. Due to supply chain issues and manufacturer changes, the buses ordered in previous years and not yet delivered have increased in price. Public Transit funds are available to cover the costs.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, authorization to spend $436,621 in Public Transit funds for the difference in price for buses that were ordered in previous years and not yet delivered.
Motion by Gail Patterson-Gladney, Second by Mike Chappell, Carried

I. Bus Disposal

Laurie Schlipp presented the request to dispose of Transit Bus #29. It can no longer be driven and has been used for parts.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the disposal of Transit Bus #29.
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

12. Veterans Services

13. Public Comment

- John Young, Hamilton Township - Parks Millage
- Rose Rook, Paw Paw Township - Parks Millage

14. Adjournment

The meeting was adjourned at 04:07 PM.

Suzie Roehm, County Clerk