



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

September 10, 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 2:43 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**
Delete Item 17A - Closed Session
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 Gail Patterson-Gladney, Carried
6. **Approval of Minutes**

A. ****August 27th, 2024 Board of Commissioner Minutes**
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried
7. **Public Comment**
Bret Witkowski presented the monthly Road Commission update and provided copies of the Van Buren County Road Commission 2023 Annual Report
8. **Administrative Affairs**

A. ****Resolution to approve the Materials Management Interlocal Agreement Amendment**
ADMINISTRATIVE AFFAIRS RESOLUTION A48/9-10-2024
WHEREAS, there has been a request to amend the Interlocal Agreement between Berrien, Cass, and Van Buren County to establish a multicounty Materials Management Plan and designate the Southwest Michigan Planning Commission as the Designated Planning Agency for Plan Administration; and,

WHEREAS, the current Interlocal Agreement outlines the procedures for appointing members to the Materials Management Planning Committee (MMPC), including the involvement of individual counties in the appointment process; and,
 WHEREAS, it has been proposed that the appointment process be revised to ensure that the counties collectively confirm recommendations with three confirmations required for an appointment to be finalized; and,
 WHEREAS, individuals or representatives of agencies recommended for appointment by the SWMPC will require confirmation by the counties, and once three counties have confirmed the recommendations, the members will be appointed to the Planning Committee; and,
 WHEREAS, it has also been proposed to expand the composition of the MMPC to include a representative of the Pokagon Band of Potawatomi Indian tribe, headquartered within the three-county region, to ensure the inclusion and representation of the tribe in the planning process; and,
 WHEREAS, this proposed amendment aims to enhance collaborative decision-making, ensure a balanced representation on the MMPC, and include the perspectives of the Pokagon Band of Potawatomi; and,
 WHEREAS, the amendment will revise the relevant section(s) of the Interlocal Agreement to reflect these changes in the appointment process and the inclusion of the additional representative; and,
 NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the amendment to the Interlocal Agreement between Berrien, Cass, and Van Buren County to:

1. Modify the appointment process for the Materials Management Planning Committee as described above.
2. Add an additional member to the MMPC: k. A representative of the Pokagon Band of Potawatomi Indian tribe headquartered within the three-county region.

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

B. ****Out of State Travel Request - International City/County Management Association Annual Conference**

ADMINISTRATIVE AFFAIRS RESOLUTION A49/9-10-2024

WHEREAS, there has been a request for the Board to approve Lisa Ransler's attendance at the International City/County Management Association (ICMA) Annual Conference in Pittsburgh, PA, from Saturday, September 21 through Wednesday, September 25, 2024; and,
 WHEREAS, the ICMA Annual Conference provides valuable professional development for local government leaders, offering educational sessions, workshops, and networking opportunities directly applicable to Van Buren County's initiatives; and,
 WHEREAS, key sessions include topics on AI strategy, leadership development, civic engagement, economic development, and sustainable practices that will support ongoing county priorities, including the Facilities Master Plan, the Youth Initiative, and the Housing Development Program; and,
 WHEREAS, all expenses for the conference, including travel, lodging, meals, and registration, will be covered under the existing training budget (101.0-172.00-957.000); and,
 NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approve Lisa Ransler's out-of-state travel to attend the ICMA Annual Conference and forward this request to the September 10, 2024, Board of Commissioners meeting for final approval.

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

9. **Buildings and Grounds**

10. Finance

A **FY 24-25 Budget

FINANCE RESOLUTION F42/9-10-2024

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 2024-2025 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 2024-2025 Budget was held on July 23, 2024 after due notice was published in a newspaper of general circulation, and;

WHEREAS, the 2024-2025 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.4347, Ambulance 0.9370, Roads 0.97721, Public Safety 0.5332, Public Transit 0.2458, Conservation District 0.0991, Veterans Relief 0.0995, and Parks 0.1000; and;

WHEREAS, the 2024-2025 General Fund Budget has been apportioned to the various County departments as itemized on the following table:

2024-2025 General Fund Budget

2024-2025 GENERAL FUND REVENUE

Taxes 19,394,300; License & Permits 112,000; Federal Grants 1,610,000; State Grants 4,199,300;

Charges for Services 1,901,250; Fines & Forfeitures 225,000;

Interest & Rent 1,277,000; Other Revenue 268,850; Transfers In 170,300

GENERAL FUND EXPENDITURES

101.00 Board of Commissioners 437,676; 172.00 Administrator 291,200; 212.00 Finance 396,500;

215.00 Clerk 544,520; 228.00 Information Technology 897,900; 243.00 Land Management

417,700; 245.00 County Survey & Remonumentation 59,300; 253.00 Treasurer 465,000;

257.00 Equalization 242,000; 262.00 Elections 98,750; 293.00 Elections Early Voting 23,000;

265.00 Building & Grounds 2,281,700; 266.00 Attorney/Corporation Counsel 392,000;

270.00 Human Resources 254,550; 271.00 General Benefits 1,096,904; 282.00 Courts Shared

Costs 128,500; 282.D0 Courts Shared Costs – Due Process 37,500; 283.00 Circuit Court 799,150;

283.D0 Circuit Court – Due Process 214,000; 284.00 Family Court 600,600; 284.D0 Family Court

– Due Process 468,000; 286.00 District Court East 799,150; 286.D0 District Court East – Due

Process 7,000; 287.00 District Court West 1,028,900; 287.D0 District Court West – Due Process

10,000; 294.00 Probate Court 587,400; 294.D0 Probate Court – Due Process 48,000;

295.00 State Probation 5,500.00; 296.00 Prosecuting Attorney 1,535,300; 297.00 Grand Jury

25,500; 301.00 Sheriff 412,150; 302.00 Sheriff Road Patrol 2,170,200; 306.00 Courthouse

Security 447,800; 316.00 Secondary Road Patrol 222,300; 317.00 OHSP Enforcement 22,250;

331.00 Marine Law Enforcement 76,850; 331.D0 Dive Response Recovery 11,150;

332.A0 Snowmobile Law Enforcement 6,900; 335.00 Sheriff's Youth Services Program 25,000;

351.00 Jail 3,363,600; 355.00 Sheriff's Court Officer 98,500; 364.00 Sheriff's Alternative Work

Program 210,800; 426.00 Emergency Management 259,350; 430.00 Animal Control 398,650; 442.00 Drain Commissioner 353,350; 445.00 Drain – Public Benefit 88,000; 605.00 Contagious Disease 10,000; 648.00 Medical Examiner 258,000; 681.00 Veterans Burials 6,000; 682.00 Veterans Counselor 169,700; 682.01 MVAA Grant 86,900; 701.00 Planning 112,800; 710.00 MSU Extension 293,700; 711.00 Register of Deeds 293,700; 728.00 Economic Development 210,000; 754.00 Community Services 154,800; 965.00 Operating Transfer Out 5,022,900

TOTAL GENERAL FUND EXPENDITURES 29,158,000 and;

WHEREAS, the 2024-2025 Expenditure Budget for all other remaining funds are itemized on the following table:

2024-2025 Other Fund Expenditures; 207.0 Sheriff's Extra Voted Millage Fund 2,243,550;

208.0 Parks and Recreation Fund 330,000; 210.0 Ambulance Fund 3,600,000;

211.0 Specialty Courts Fund 2,952,600; 215.0 Friend of the Court Fund 2,254,100;

217.0 Dispatcher Training Fund 16,000; 230.0 Sheriff's Drain Work Crew Fund 54,450

232.0 SCAR Grant Fund 100,650; 236.0 Inmate Lodging Fund 195,000; 237.0 MColes State Training Fund 20,000; 239.0 Entergy Stipend Fund 0; 242.0 Local Brownfield Revolving Fund 0;

243.0 Brownfield Redevelopment Authority Fund 67,800; 246.0 Local Emergency Planning Committee Fund 5,000; 244.0 Economic Development Strategic Fund 0; 56.0 Register of Deeds Automation Fund 112,900; 259.0 Crime Victims Rights Fund 164,800; 260.0 Indigent Defense Fund 3,886,550

261.0 Central Dispatch 2,096,500; 263.0 Concealed Pistol Licensing Fund 51,150; 264.0 Local Corrections Officer's Training Fund 20,000; 265.0 Drug Law Enforcement Fund 50,000; 266.0 Law Enforcement Fund 1,471,780; 269.0 Law Library Fund 45,000; 276.0 Housing Program Income Fund 0; 284.0 Opioid Settlement Fund 126,000

285.0 American Rescue Plan Act Fund 5,302,000; 289.0 Courthouse Restoration Fund 0;

290.0 Social Welfare Fund 11,000; 292.0 Child Care Fund 2,885,100

293.0 Veterans Relief Fund 50,000; 296.0 Veterans Service Tax Millage 364,600; 298.0 Family Counseling Fund 6,500; 365.0 Public Works Projects Debt Fund 0;

366.0 Jail Building Debt Fund 353,500; 444.0 Capital Improvement Program Fund 3,342,053;

466.0 Jail Building Fund 500; 516.0 Delinquent Tax Revolving Fund 914,400; 520.0 Tax Forfeiture Fund 504,200; 523.0 Land Bank Fund 16,000; 537.0 Computer Mapping Fund 50,000;

575.0 Economic Development Revolving Loan Fund 12,800; 588.0 Public Transit 2,432,430;

595.0 Commissary 150,000; 636.0 Technology Improvement Fund 510,700; 639.0 Drain

Equipment Revolving Fund 20,100; 704.0 Fringe Benefit Fund 4,067,000; 801.0 Drain District Fund 921,000; 841.0 Lake Level Districts Fund 176,000

TOTAL OTHER FUND EXPENDITURES 41,754,860

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 Gail Patterson-Gladney, Carried

FINANCE RESOLUTION F43/9-10-2024

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 2024-2025 fiscal year: Sheriff's Extra Voted Millage Fund #207; Crime Victims Rights Fund #259; Public Works Debt

Project Fund #365; Parks and Recreation Fund #208; Indigent Defense Fund #260; Jail Bond Debt Fund #366; Ambulance Fund #210; Central Dispatch Fund #261; Capital Improvements Program #444; Specialty Court Fund #211; Concealed Pistol Licensing Fund #263; Jail Building Fund #466; Friend of the Court Fund #215; Local Correction Officer's Training Fund #264; Delinquent Tax Revolving Fund #516; Dispatcher Training Fund #217; Drug Law Enforcement Fund #265; Tax Forfeiture Fund #520; Sheriff's Drain Work Crew Fund #230; Law Enforcement Fund #266; Land Bank Fund #523; SCAR Grant Fund #232; Law Library Fund #269; Computer Mapping Fund #537; Inmate Lodging Fund #236; Housing Program Income Fund #276; Economic Development Revolving Loan Fund #575; MColes State Training Fund #237; Opioid Settlement Fund #284; Public Transit #588; Entergy Stipend Fund #239; American Rescue Plan Act #285; Commissary #595; Local Brownfield Revolving Fund #242; Courthouse Restoration #289; Technology Improvement Fund #636; Brownfield Redevelopment Authority Fund #243; Social Welfare Fund #290; Drain Equipment Revolving Fund #639; Economic Development Strategic Fund #244; Child Care Fund #292; Fringe Benefit Fund #704; Local Emergency Planning Committee Fund #246; Veterans Relief Fund #293; Drain District Fund #801; Register of Deeds Automation Fund #256; Veterans Service Tax Millage #296; Lake Level Fund #841; Disaster Contingency Fund #258; Family Counseling #298

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

FINANCE RESOLUTION F44/9-10-2024

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 Gail Patterson-Gladney, Carried

B. ****L-4029 Tax Rate Request**

FINANCE RESOLUTION F45/9-10-2024

WHEREAS, the 2024 Tax Rate Request, Michigan Department of Treasury Form L-4029, as prepared by the Equalization Director, Anthony Meygaard, must be reviewed and approved by the Board following the adoption of the FY 2024-2025 Budget; and, WHEREAS, this form accounts for the renewal millages approved in August 2024 and the Parks millage included in the FY 2024-2025 Budget; and, WHEREAS, the approved and signed form is required for the December 2024 tax levy and must be submitted by September 30, 2024; and, NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the 2024 Tax Rate Request and authorizes the Board Chair to sign Form L-4029 on the Board's behalf.

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

C. ****Disposal of Seized and Unusable Sheriff Vehicles**

FINANCE RESOLUTION F46/9-10-2024

WHEREAS, there is a request to authorize the disposal of three county-owned vehicles: one seized narcotics vehicle and two non-operational vehicles; and,

WHEREAS, the County utilizes Biddergy as its auction platform for the disposal of such items; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners authorizes the disposal of all three vehicles through Biddergy's auction process.

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

11. Labor, Negotiations, and Contracts

12. Public Transit

13. Veterans Services

14. Commissioner's Roundtable

- QPR
- Veteran's Salute
- Pete Sinclair Proclamation
- Youth Initiative
- Veteran's Graduation
- South Haven Speakers Series
- EDC
- South Haven Center/Soulscares September 27th at 5 pm

15. Chairman's Update

16. Board Correspondence

17. Closed Session

A. Closed Session to Discuss Attorney Client Privileged Correspondence Regarding Litigation NCG v VBC

This item was removed from the agenda.

18. Public Comment

19. Adjournment

Motion to adjourn.

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

The meeting was adjourned at 03:13 PM.

Randall Peat, Chairperson

Suzie Roehm, County Clerk