MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

October 8, 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 02:50 PM by Randall Peat, 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, Randall Peat, Tina Leary. Commissioner Paul Schincariol 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 Kurt Doroh, Carried

6. Approval of Minutes

   A. **September 23, 2024, Board of Commissioner Minutes
   Motion by Mike Chappell, Second by Kurt Doroh, Carried

7. Public Comment

8. Administrative Affairs

   A. **Appointment to Planning Commission - Gordon Andrews
   ADMINISTRATIVE AFFAIRS RESOLUTION A57/10-8-2024
   WHEREAS, the Van Buren County Planning Commission has reviewed an application from Gordon Andrews, a resident of Lawrence in Van Buren County, for an appointment to fill an unexpired term on the Planning Commission; and,
   WHEREAS, Mr. Gordon Andrews has extensive qualifications, including his experience as a Professor of History and former Executive Director of the Michigan Council for History Education, holding a PhD in U.S. History, and demonstrating a long-standing commitment to education and civic involvement; and,

WHEREAS, Mr. Andrews has expressed his interest in contributing his expertise to the Planning Commission, where his skills and knowledge would support the Commission's mission in serving the community; and,
WHEREAS, the Planning Commission has recommended Mr. Andrews' appointment to the Board of Commissioners, noting his qualifications and dedication to the betterment of Van Buren County; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the appointment of Gordon Andrews to the Van Buren County Planning Commission, with a term expiring on April 1, 2027.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. **Appointment to Planning Commission - Nicholas Carlson

ADMINISTRATIVE AFFAIRS RESOLUTION A58/10-8-2024

WHEREAS, the Van Buren County Planning Commission has reviewed an application from Nicholas Carlson, a resident of Bangor, Michigan, within Van Buren County, for an appointment to fill an unexpired term on the Planning Commission; and,
WHEREAS, Mr. Nicholas Carlson brings relevant experience as a Warehouse Supervisor at Getman Corporation and has prior governmental service experience as an Election Worker in Egelston Township, Muskegon County, in November 2008; and,
WHEREAS, Mr. Carlson is currently pursuing a Bachelor of Science degree in Geographic Information Systems with minors in Political Science and Computer Science, further demonstrating his commitment to public service and enhancing his technical proficiency, which would be valuable to the Planning Commission's work; and,
WHEREAS, the Planning Commission has recommended Mr. Carlson's appointment to the Board of Commissioners based on his qualifications and potential contributions to the Commission; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the appointment of Nicholas Carlson to the Van Buren County Planning Commission, with a term expiring on April 1, 2027.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

C. **Appointment of Deputy Medical Examiner - Dr. Koster

ADMINISTRATIVE AFFAIRS RESOLUTION A59/10-8-2024

WHEREAS, Van Buren County is under contract with WMU Med to provide legal medical examiner services required for the County; and,
WHEREAS, the Van Buren County Medical Examiner’s Office has hired Dr. Thomas Koster, D.O., a board-certified forensic pathologist, who began his employment on August 1, 2024; and,
WHEREAS, pursuant to MCL Section 52.201a, before Dr. Thomas Koster may serve as a Deputy Medical Examiner for Van Buren County, he must be officially appointed by the Van Buren County Board of Commissioners; and,
WHEREAS, Dr. Jared Brooks has resigned from his position as Deputy Medical Examiner for Van Buren County, effective September 8, 2024, and the Van Buren County Medical Examiner’s Office acknowledges and expresses its gratitude for Dr. Brooks' dedicated service and contributions to the County; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the removal of Dr. Jared Brooks as Deputy Medical Examiner and the appointment of Dr. Thomas Koster, D.O., as Deputy Medical Examiner for Van Buren County.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

9. Buildings and Grounds

A. **Jail Elevator Replacement - Continuation of Services

BUILDINGS & GROUNDS RESOLUTION B17/10-8-2024

WHEREAS, the existing jail elevator, installed in 1968, has become obsolete and requires replacement; and,
WHEREAS, Otis Elevator, the County's primary elevator service provider, has consistently delivered satisfactory service; and,
WHEREAS, the Jail Elevator Replacement project, approved under the Capital Improvement Projects (CIP), has a total cost of $123,788.00, which is within the allocated budget; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, authorize the Buildings and Grounds Department to continue using Otis Elevator to install the replacement jail elevator, consistent with existing contractual agreements.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

10. Finance

A. **Evan's County Drain Note - Full Faith and Credit Resolution

FINANCE RESOLUTION F49/10-8-2024

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Van Buren, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Evans Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Evans Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and,
WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's note or notes (the "Note") in an amount not to exceed $350,000 pursuant to the Act; and,
WHEREAS, the principal of and interest on the Note will be payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and,
WHEREAS, the Van Buren County Board of Commissioners (the "Board") may, by resolution adopted by a vote of two-thirds of the members of the Board, pledge the full faith and credit of the County of Van Buren (the "County") for the prompt payment of the principal of and interest on the Note pursuant to Section 434 of the Act; and, WHEREAS, the pledge of the full faith and credit of the County to the Note will reduce the cost of financing the Project and will be a benefit to the people of the County.
NOW, THEREFORE BE IT RESOLVED as follows:
1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Note in a par amount not to exceed $350,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Note should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Note when due, subject to constitutional and statutory limitations on the taxing power of the County.
2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, the County Finance Director, and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Note and to execute any documents or certificates necessary to complete the issuance of the Note, including, but not limited to, any applications including the Michigan Department of
Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any
certificates relating to federal or state securities laws, rules, or regulations and to sign such documents on behalf of the County and give any approvals necessary therefor. 4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. **Training & Travel Policy - Update

FINANCE RESOLUTION F50/10-8-2024

WHEREAS, the current Training and Travel Policy, last updated in 2019, has been thoroughly reviewed by the Finance Department; and,
WHEREAS, revisions are necessary to improve clarity for staff, supervisors, Payroll, and Administration in processing reimbursements and facilitating policy administration; and,
WHEREAS, the updated policy includes links to mileage reimbursement rates, GSA per diem rates, and requests that County Pcards be used for airfare and lodging to maximize taxpayer savings through rebates; and,
WHEREAS, the policy now requires additional supporting documentation, such as training/conference materials and GPS mileage routes, to ensure accurate reimbursement processing; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve and adopt the updated Training and Travel Policy.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

C. **Out of State Travel - Training

FINANCE RESOLUTION F51/10-8-2024

WHEREAS, Finance Operations Manager Rebekka Garvison and Finance and Administration Specialist Michelle Bogda have requested permission to attend the Annual BS&A Engage Conference from October 13-16, 2024, in Milwaukee, Wisconsin; and,
WHEREAS, the conference will provide essential training on best practices, updates, and enhancements for the BS&A system used by the County, allowing staff to better support various departments and improve internal workflows; and,
WHEREAS, the total cost of the conference is $795 per attendee, with travel and training expenses to be paid from GL 101.0-212.00-861.001 and 101.0-212.00-957.000, both of which have sufficient funds; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the out-of-state travel request for Rebekka Garvison and Michelle Bogda to attend the Annual BS&A Engage Conference from October 13-16, 2024.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

D. **ARPA VBISD Youth Center - Subrecipient Agreement

FINANCE RESOLUTION F52/10-8-2024

WHEREAS, the Board previously approved the allocation of $950,000 in ARPA funds for the development of a Van Buren County Youth Center through Resolution on September 26, 2023; and,
WHEREAS, a subrecipient agreement with the Van Buren Intermediate School District is required to authorize the use of these funds for the Youth Center project; and,

WHEREAS, the approval of this contract will ensure continued access to reliable and efficient transportation for the community, promoting sustainability and meeting the needs of County residents; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the subrecipient agreement with the Van Buren Intermediate School District, authorizing the use of $950,000 in ARPA funds for the Van Buren County Youth Center.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

E. **Parenting with Love and Limits Contract with Family Empowerment Services

FINANCE RESOLUTION F53/10-8-2024
WHEREAS, the Van Buren County Juvenile Court has the opportunity to implement the Parenting with Love and Limits program, provided by Family Empowerment Services, to serve families involved with the justice system; and,
WHEREAS, this evidence-based program will provide intensive in-home family education, skill-building, and therapeutic interventions aimed at reducing aggressive behaviors, depression, substance use, and recidivism, while improving family communication and reducing further court involvement; and,
WHEREAS, the program will target youth in the low to moderate risk range on the Youth Level Service assessment, with sessions conducted weekly for 10 to 12 weeks; and,
WHEREAS, the total cost of the contract is $204,000, to be paid from GL 292.0-662.12.801.000; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the Parenting with Love and Limits contract with Family Empowerment Services and authorize the Board Chair to sign the contract on behalf of the Board.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

F. **Access & Visitation Service Contract FY25

FINANCE RESOLUTION F54/10-8-2024
WHEREAS, the Berrien, Cass, and Van Buren County Friends of the Court have jointly applied for and received approval for the FY25 Access & Visitation grant, which provides funding for supervised parenting time in complex cases; and,
WHEREAS, the grant has no impact on the County’s general fund, with revenues and expenses tracked under GL 215.0-291.00-549.000 R and GL 215.0-291.00-801.000 E; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the SCAO Access and Visitation Service Contract and authorize the Board Chair to sign the contract on the Board’s behalf.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

11. Labor, Negotiations, and Contracts

A. **Juvenile Court, Family Aide Positions - Conversion from Part-Time to Youth Mentors Full-Time

LABOR RESOLUTION L14/10-8-2024
WHEREAS, juvenile justice reform requires that risk assessment-based services be linked to each youth on diversion or probation, ensuring effective interventions; and,
WHEREAS, the conversion of two part-time family aide positions to full-time youth mentor roles will provide trained, community-based court employees to deliver approved services under the oversight of the probation officer; and,

WHEREAS, these youth mentors, trained in evidence-based programs aligned with the court's state-approved risk assessment system, will work directly with youth to address behavior issues, partner with schools, and prevent court involvement in cases such as vaping or truancy; and,
WHEREAS, these positions are 75% reimbursable through the Child Care Fund, including wages, fringes, mileage, and office supplies, with an AFSCME 20 starting range of $33,756.84 to $37,165.83; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the conversion of two part-time family aide positions into full-time youth mentor roles.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

12. Public Transit

13. Veterans Services

14. Commissioner's Roundtable

- MAC Conference
- October 22nd Firefighter Night at Gala-T-Inn
- Palisades
- SW Michigan Behavioral Health Service Award to Commissioner Godfrey
- South Haven Water Tower ground breaking
- Area Agency on Aging Service Award to Administrator Faul

15. Chairman's Update

16. Board Correspondence

A. Wexford County

17. Closed Session

18. Public Comment

19. Adjournment
Motion to adjourn.
Motion by Kurt Doroh, Second by Mike Chappell, Carried
The meeting was adjourned at 03:14 PM.

Randall Peat, Chairperson

Suzie Roehm, County Clerk