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

December 10, 2024

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 02:26 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, Paul Schincariol.

4. Additions/Deletions to the Agenda
   Include Item 6.A. on Consent 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 amended.
   Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried

6. Approval of Minutes

   A. November 26th, 2024 Board of Commissioners Meeting Minutes
   Item added to consent agenda.

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

7. Public Comment

8. Administrative Affairs

   A. **Remonumentation Program - Policy Language for Grant Administrator Cost Control
   <u>ADMINISTRATIVE AFFAIRS RESOLUTION A80/12-10-2024</u>
   WHEREAS, the Remonumentation Program ensures accurate property boundaries and supports land management and development; and,
   WHEREAS, an internal audit in April 2024 revealed the need for stronger oversight of grant

administration, leading to halted program work due to withheld State funding;
and, WHEREAS, corrective measures were implemented, and an emergency meeting of the Remonumentation Steering Committee recommended Plan amendments to improve financial control and transparency; and,
WHEREAS, the proposed amendments establish the Grant Administrator as budget manager and require Board approval for monument costs; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the amendment to the Remonumentation Plan to strengthen financial controls and improve oversight as recommended by the Remonumentation Steering Committee.

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

B. **Out of State Travel Requests - Specialty Courts

<u>ADMINISTRATIVE AFFAIRS RESOLUTION A81/12-10-2024</u>

WHEREAS, the Van Buren County Treatment Courts are supported by seven federal grants from the Bureau of Justice Assistance (BJA) and one from the Substance Abuse and Mental Health Services Administration (SAMHSA); and,
WHEREAS, these grants mandate participation in specific annual meetings, educational programs, and conferences critical to the continued operation and compliance of the Treatment Courts; and,
WHEREAS, the Specialty Courts team has identified four events for attendance in 2025:
• RISE24 All Rise Conference, May 28-31, in Kissimmee, FL;
• American Probation and Parole Association Training Institute, January 26-29, in Las Vegas, NV;
• National Association of Pretrial Services Agencies Conference, September 14-17, in Atlanta, GA; and,
• All Rise Coordinator's Training, March 18-21, in Oklahoma City, OK; and,
WHEREAS, the costs for airfare, lodging, meals, and transportation related to these events are fully covered by federal grants, with all expenses charged to designated grant fund accounts (e.g., 299.N through 299.X), ensuring no financial impact on County funds; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the out-of-state travel requests for the Specialty Courts team, authorizes reimbursement for all associated expenses.

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

C. **Land Bank Authority Reappointment - DeYoung, P.

<u>ADMINISTRATIVE AFFAIRS RESOLUTION A82/12-10-2024</u>

WHEREAS, Paul DeYoung currently serves as Vice Chair of the Van Buren County Land Bank Authority, with his term set to expire on December 31, 2024; and,
WHEREAS, the Land Bank Authority has greatly benefited from Mr. DeYoung's dedicated service, leadership, and expertise; and,
WHEREAS, Mr. DeYoung has expressed his willingness to continue his service to the Land Bank Authority; and,
WHEREAS, the reappointment would extend Mr. DeYoung's term for an additional three years, concluding on December 31, 2028; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the reappointment of Paul DeYoung to the Van Buren County Land Bank Authority for a three-year term set to expire on December 31, 2028.

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

D. Resolution of Support - Palisades Deployment of Small Modular Reactors (SMRs) EXPEDITED

ADMINISTRATIVE AFFAIRS RESOLUTION A83/12-10-2024

WHEREAS, the Palisades Nuclear Plant has long been a pillar of Van Buren County, contributing to the region through its economic impact, community engagement, and role in providing safe, reliable, and carbon-free energy generation; and,
WHEREAS, Holtec International, the current owner of the Palisades site, has announced plans to deploy two 300-megawatt SMR-300 units at the site, providing a total of 600 megawatts of additional carbon-free energy generation; and,
WHEREAS, the deployment of SMRs builds upon the community's strong history of support for nuclear energy and Holtec International's proven commitment to transparency and public engagement; and,
WHEREAS, SMRs represent a safe, innovative, and reliable source of clean energy that will help the State of Michigan transition from fossil fuels while meeting future energy demands and achieving its clean climate goals; and,
WHEREAS, the addition of SMRs to the Palisades site will solidify Michigan and Van Buren County's leadership as a hub for clean energy innovation, supported by strong partnerships with community, state, and federal stakeholders; and,
WHEREAS, the deployment of SMRs at Palisades will bring substantial economic benefits to Van Buren County, Covert Township, and the surrounding region, including the creation of hundreds of permanent high-paying jobs, many of which will support organized labor, and thousands of additional jobs during construction and future maintenance and refueling outages; and,
WHEREAS, the SMR project represents a significant investment in American-built energy technology, furthering national priorities for energy security, economic growth, and sustainability; and,
WHEREAS, Holtec International has consistently demonstrated its commitment to the community and region, fostering partnerships with local governments, labor organizations, and stakeholders while ensuring rigorous adherence to safety and environmental standards under the oversight of the U.S. Nuclear Regulatory Commission; and,
WHEREAS, the deployment of SMRs at the Palisades site aligns with the county's vision for sustainable economic growth and its support for initiatives that advance clean energy innovation and reduce greenhouse gas emissions; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, fully supports Holtec International's plans to deploy Small Modular Reactors (SMRs) at the Palisades site and recognizes the project as a transformational opportunity for the community, the region, and the state.

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

9. Buildings and Grounds

A. Facilities Master Plan - Tower Pinkster Contract Approval

BUILDINGS & GROUNDS RESOLUTION B21/12-10-2024

WHEREAS, a Special Meeting was held on August 29, 2024, to review proposals for a Facilities Master Plan from Tower Pinkster, DLZ, and Progressive AE, after which the Board authorized Administration to negotiate a contract with Tower Pinkster; and,
WHEREAS, the total cost for the Facilities Master Plan is based on time and materials and is estimated to range between $180,000 and $230,000, as outlined in the attached contract; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the Facilities Master Plan contract with Tower Pinkster.

Motion by Tina Leary, Second by Mike Chappell, Carried

B. **CIP - Administration Window Replacement Project Update

BUILDINGS & GROUNDS RESOLUTION B22/12-10-2024
WHEREAS, the 2024 Administration Building Window Replacement Project was approved during the CIP request process, with an allocated budget of $247,465.00; and,
WHEREAS, RFPs were issued and posted online, resulting in two bids: Maple Lake Buildings at $192,500.00 and Lysters Exteriors at $151,630.00; and,
WHEREAS, Lysters Exteriors submitted the lowest bid of $151,630.00, significantly under the approved project budget, with potential change orders anticipated; and,
WHEREAS, the project costs will be allocated to CIP #444.0-172.00-975.023; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the contract with Lysters Exteriors in the amount of $151,630.00 for the 2024 Administration Building Window Replacement Project.

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

C. **CIP - Historical Museum Outside Brick and Wall Repair

BUILDINGS & GROUNDS RESOLUTION B23/12-10-2024
WHEREAS, the Historical Museum suffered significant damage from straight-line winds in 2022, with repairs completed by VanDam and Krusinga INC., and Building Restoration INC. serving as a subcontractor for wall repair and replacement; and,
WHEREAS, Building Restoration INC. demonstrated familiarity with the building and provided exceptional service during the previous repair project; and,
WHEREAS, the 2024 Historical Museum Project was approved during the CIP request process, with an allocated budget of $45,000.00; and,
WHEREAS, the job bid amount from Building Restoration INC. is $52,989.00, with the additional cost to be absorbed through savings in the CIP budget under CIP #444.0-804.00-975.046; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the contract agreement with Building Restoration INC. in the amount of $52,989.00 for the Historical Museums brick and wall repair project.

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

D. CIP Update: Sheriff's Admin & Jail HVAC Project EXPEDITED

BUILDING & GROUNDS RESOLUTION B24/12-10-2024
WHEREAS, the recommendation has been made to award the engineering plans and specifications contract to Unified Engineering for the amount of $37,000.00; and,
WHEREAS, this contract is necessary to proceed with the project, which was approved in the Capital Improvement Plan (CIP) request for the amount of $279,028.00, under General Ledger Account CIP #444.0-674.00-975-052; and,
WHEREAS, the proposed bid amount of $37,000.00 aligns with the project’s financial framework and ensures progress on the associated developments; and,
WHEREAS, the costs for airfare, lodging, meals, and transportation related to these events are fully covered by federal grants, with all expenses charged to designated grant fund accounts (e.g., 299.N through 299.X), ensuring no financial impact on County funds; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the recommendation to award the engineering plans and specifications contract to Unified Engineering for $37,000.00.

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

E. CIP Update: HSW Roof Replacement EXPEDITED

BUILDINGS & GROUNDS RESOLUTION B25/12-10-2024
WHEREAS, the recommendation has been made to award the roof replacement contract to Lyster Inc. for the amount of $550,300.00; and,
WHEREAS, this project was approved in the Capital Improvement Plan (CIP) with an allocated amount of $260,000.00 under General Ledger Account CIP #444.0-674.00-975-

033; and,
WHEREAS, three bids were received for this project, including $636,180.00 from Mikalan Roofing, no bid from Arrow Roofing, and $550,300.00 from Lyster Inc., with the latter being the most competitive bid; and,
WHEREAS, despite the bid exceeding the approved CIP amount, awarding this contract to Lyster Inc. ensures the necessary roof replacement proceeds with the most cost-effective option available; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the recommendation to award the roof replacement contract to Lyster Inc. for $550,300.00.

Motion by Tina Leary, Second by Paul Schincariol, Carried

F. CIP Update: DHHS Roof Replacement EXPEDITED

BUILDINGS & GROUNDS RESOLUTION B26/12-10-2024

WHEREAS, the recommendation has been made to award the roof replacement contract to Lyster Inc. for the amount of $351,410.00; and,
WHEREAS, this project was approved in the Capital Improvement Plan (CIP) with an allocated amount of $249,000.00 under General Ledger Account CIP #444.0-674.00-975-032; and,
WHEREAS, three bids were received for this project, including $421,070.00 from Mikalan Roofing, $881,972.00 from Arrow Roofing, and $351,410.00 from Lyster Inc., with the latter being the most competitive bid; and,
WHEREAS, although the bid from Lyster Inc. exceeds the approved CIP amount, it represents the most cost-effective solution for completing the necessary roof replacement; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the recommendation to award the roof replacement contract to Lyster Inc. for $351,410.00.

Motion by Tina Leary, Second by Gail Patterson-Gladney, Carried

G. CIP Update: Courthouse Facade Repair EXPEDITED

BUILDINGS & GROUNDS RESOLUTION B27/12-10-2024

WHEREAS, the recommendation has been made to award the courthouse facade repair contract to Building Restorations for the amount of $651,572.00; and,
WHEREAS, this project was approved in the Capital Improvement Plan (CIP) with an allocated amount of $754,000.00 under General Ledger Account CIP #444.0-674.00-975-029; and,
WHEREAS, three bids were received for this project, including a late bid from DC Byers Inc. without a bid bond, and a bid from Kent Co. also lacking a bid bond, both of which were rejected, leaving Building Restorations as the sole qualified bidder at $651,572.00; and,
WHEREAS, the bid from Building Restorations is below the approved CIP amount and ensures the courthouse facade repair project proceeds with a qualified contractor; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the recommendation to award the courthouse facade repair contract to Building Restorations for $651,572.00.

Motion by Tina Leary, Second by Richard Godfrey, Carried

10. Finance

A. **CIP - Dispatch Refresh Project - Xybix Quote

FINANCE RESOLUTION F74/12-10-2024
WHEREAS, the "Dispatch Refresh" project, which includes reconfiguration and minor expansion of the dispatch floor, reutilization of primary furniture, replacement of technical and resource storage units, and infrastructure reorganization, was approved as part of the County's CIP projects; and,
WHEREAS, the project involves replacing the current supervisory position console to match existing consoles and includes collaboration with Xybix over the past two years to reutilize dispatch consoles and replace necessary components; and,
WHEREAS, the project was allocated $100,000.00 during the CIP approval process, with the Xybix portion of the project quoted at $43,257.44; and,
WHEREAS, the Finance, Buildings and Grounds, and IT Directors have reviewed and support the Xybix quote as part of the approved project scope; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the acceptance of the Xybix quote for $43,257.44 as part of the "Dispatch Refresh" project and authorizes the 911 Director to proceed with final steps to complete the order.

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

B. **Camera and NVR Replacement

FINANCE RESOLUTION F75/12-10-2024
WHEREAS, the County's current camera infrastructure is over 8 years old, surpassing its lifecycle, and requires replacement to maintain effective security operations; and,
WHEREAS, the project includes replacing NVR video storage devices at the Paw Paw Courthouse, South Haven Courthouse, and Jail, adding cameras to new locations such as the HSW building and Sheriff's facilities, and upgrading outdated analog cameras; and,
WHEREAS, the project migrates to the Avigilon platform, enhancing functionality, future card access integration, and the ability for the Sheriff's Office to view live video from other Avigilon-supported locations, including County schools during emergencies; and,
WHEREAS, this CIP project, budgeted under account 444.0-228.00-975.034, totals $391,804.31, under the $400,000 budget, with a vendor-provided 37% discount off MSRP; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the Camera and NVR Replacement Project at a total cost of $391,804.31.

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

C. **Purchasing Card Policy - Update

FINANCE RESOLUTION F76/12-10-2024
WHEREAS, it is essential to routinely review and update County policies to ensure their relevance, clarity, and effectiveness; and,
WHEREAS, the current Purchasing Card Policy, last revised in 2019, was evaluated by the Finance Department, revealing a need for amendments to enhance clarity and facilitate effective administration; and,
WHEREAS, the proposed updates include detailing required components of receipts, prohibiting the sharing of purchasing cards between departments, and authorizing the Finance Department to suspend card privileges if receipts are not submitted in a timely manner; and,
WHEREAS, the proposed revisions are outlined in the attached documents for review and adoption; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves and adopts the updated Purchasing Card Policy.

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

D. Claims EXPEDITED

CLAIMS RESOLUTION C12/12-10-2024

WHEREAS, claims in the amount of $10,322,788.43 were submitted and reviewed, and;
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approve of the total claims in the amount of $10,322,788.43 for the month of November 2024.

Motion by Richard Godfrey, Second by Kurt Doroh, Carried

11. Labor, Negotiations, and Contracts

A. **Office of Domestic Preparedness and Emergency Management - Additional Positions and Vehicle

LABOR RESOLUTION L17/12-10-2024

WHEREAS, the Palisades Nuclear Power Plant is undergoing a restart process, requiring extensive planning, off-site training, exercises, and drills mandated by the Federal Emergency Management Agency (FEMA); and,
WHEREAS, the Office of Domestic Preparedness/Emergency Management (ODP/EM) has identified a need for additional staffing, including Temporary Full-Time and Part-Time positions, as well as an additional vehicle to support these increased requirements; and,
WHEREAS, an agreement has been reached with Holtec Palisades (Holtec) to fully fund these additional resources during the plant's restart process; and,
WHEREAS, this agreement ensures no financial impact to the County while enhancing the preparedness and operational capacity of the ODP/EM; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the contractual agreement with Holtec Palisades to fund an additional vehicle and Temporary Full-Time and Part-Time positions for the Van Buren County Sheriff's Office, Office of Domestic Preparedness/Emergency Management.

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

B. Letter of Understanding - Police Officers Labor Council, Command Unit EXPEDITED

LABOR RESOLUTION L18/12-10-2024

WHEREAS, the Sheriff has negotiated a Letter of Understanding (LOU) with the Police Officers Labor Council (POLC) Command Unit to protect the seniority of individuals promoted or transferred from the Unit in the event they return to the Unit; and,
WHEREAS, the LOU has been reviewed and approved by Labor Counsel to ensure compliance with legal and procedural requirements; and,
WHEREAS, the agreement provides clarity and security for employees within the Command Unit while maintaining fair labor practices; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the Letter of Understanding with the Police Officers Labor Council,
Command Unit.

Motion by Richard Godfrey, Second by Paul Schincariol, Carried

12. Public Transit

A. **Purchase of Service Truck

TRANSIT RESOLUTION T21/12-10-2024

WHEREAS, the current Transit service truck, purchased in 2012, has exceeded its useful

life due to age and condition, necessitating replacement; and,
WHEREAS, Transit proposes to purchase a new service truck from Tapper Ford for $54,685, utilizing Transit funds to support the operations of the Mechanic and Operations Supervisor in Transit-specific activities; and,
WHEREAS, the purchase will be fully funded through existing Transit funds, with no financial impact to the County's general fund; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approves the purchase of a new service truck for Transit from Tapper Ford for $54,685.00.

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

B. Third Party Contract Amendment EXPEDITED

TRANSIT RESOLUTION T22/12-10-2024

WHEREAS, the Transit Department has requested approval for an amendment to the third-party contract with CPM Construction for its ongoing construction project; and,
WHEREAS, the amendment includes three change orders: 1) third-party inspection services for $10,000.00; 2) capping the water line at the north wall for $250.00; and 3) upgrading electrical grounding required to meet state code for $1,200.00, resulting in a total increase of $11,450.00; and,
WHEREAS, the revised contract total, after incorporating the amendment, is $567,450.00, with the additional costs covered by funds previously approved in the Transit Department's budget by the Board of Commissioners; and,
WHEREAS, this amendment is necessary to ensure compliance with state regulations and the completion of essential project requirements; and,
NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the amendment to the third-party contract with CPM Construction,
reflecting the revised total of $567,450.00.

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

13. Veterans Services

14. Commissioner's Roundtable

- New Commissioner in-person training
- Trees for Troops
- Wreaths Across America
- DVC Newsletter
- Kinexus

15. Chairman's Update

- Met with incoming Commissioner David DiStefano
- Proclamation presented to Commissioner Richard Godfrey recognizing and thanking him for his 14 years of service as County Commissioner.

16. Board Correspondence

17. Closed Session

18. Public Comment

19. Adjournment

Motion to adjourn.
Motion by Paul Schincariol, Second by Tina Leary, Carried

The meeting was adjourned at 02:48 PM.

Randall Peat, Chairperson

Suzie Roehm, County Clerk