



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

July 8, 2025

Commissioners

Gail Patterson-Gladney, District 1
Mike Chappell, District 2
Kurt Doroh, District 3
David DiStefano, District 4
Randall Peat, District 5
Tina Leary, District 6
Paul Schincariol, District 7

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: Chappell, Doroh, DiStefano, Peat, Leary and Schincariol. Commissioner Patterson-Gladney absent and excused.
2. **Additions/Deletions to the Agenda**
3. **Approval of Agenda**
Motion to approve the agenda as presented.
Motion by Paul Schincariol, Second by David DiStefano, Carried
4. **Approval of Minutes**
 - A. **June 24th, 2025 Committee of the Whole Meeting Minutes**
Motion to approve the minutes of the June 24, 2025 Committee of the Whole meeting as presented.
Motion by Mike Chappell, Second by Tina Leary, Carried
5. **Public Comment**
6. **Presentation**
 - A. **2025 State of the Court - Judge Brickley**
Chief Judge Kathleen Brickley presented the 2025 State of the Court Report.
7. **Administrative Affairs**
 - A. **Proclamation: Sheriff Abbott - Sheriff of the Year**
The request to approve a Proclamation celebrating Sheriff Abbott receiving the Michigan Sheriff's Association Sheriff of the Year Award was presented.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the Proclamation for Sheriff Daniel Abbott receiving the Sheriff of the Year Award.
Motion by Kurt Doroh, Second by Mike Chappell, Carried
 - B. **Out-of-State Travel Request - Prosecutor's Office**

Prosecutor Susan Zuiderveen is requesting authorization for out-of-state travel for two to Texas for the Crimes Against Women and Children Conference on August 2-7, 2025.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the out-of-state travel request for the Prosecutors' Office to attend the Crimes Against Women and Children Conference in Texas on August 2-7, 2025.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

C. Address Assignment Protocol - DID

DID Director Jerry Happel is requesting approval and adoption of the updated Van Buren County Addressing Manual. It includes the introduction of a Rural ID system, expansion of services, new fee schedule and launch of an online application portal.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the adoption of the updated Van Buren County Addressing Manual.

Motion by Mike Chappell, Second by Paul Schincariol, Carried

D. Intergovernmental Agreement - St. Joseph County Digital Information Department

DID Director Jerry Happel is requesting approval of an Intergovernmental Agreement with St. Joseph County for shared Digital Information Department Services with a \$30,000 commitment from St. Joseph County.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the Intergovernmental Agreement with St. Joseph County for shared Digital Information Department Services.

Motion by David DiStefano, Second by Kurt Doroh, Carried

E. Appointment to the Materials Management Planning Committee (MMPC) – Compost Facility Operator

Community Services Director Lisa Ransler is requesting the appointment of Adam Brent as the Compost Facility Operator Representative on the Materials Management Planning Committee to fill a vacancy.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the appointment of Adam Brent as the Compost Facility Operator Representative on the Materials Management Planning Committee.

Motion by Kurt Doroh, Second by David DiStefano, Carried

F. Deputy Medical Examiner Appointment - Kostelecky, N.

Administrator Faul presented the request to appoint Dr. Nicolas Kostelecky, WMU Medical Examiner's Office, as a Deputy Medical Examiner for Van Buren County.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the appointment of Dr. Nicolas Kostelecky as a Deputy Medical Examiner for Van Buren County.

Motion by Kurt Doroh, Second by Tina Leary, Carried

8. Buildings and Grounds

9. Finance

A. Travel Expenditures

A Commissioner Travel Expense Voucher was reviewed.

Motion to approve the Travel Expense Voucher as presented.
Motion by Mike Chappell, Second by David DiStefano, Carried

B. Claims

Claims in the amount of \$4,608,800.34 were submitted for review.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, payment of claims in the amount of \$4,608,800.34.
Motion by Kurt Doroh, Second by David DiStefano, Carried

C. Monthly Financial Statement

Finance Director Becky Grabemeyer presented the Monthly Financial Statement for review.

Motion to accept the Monthly Financial Statement as presented.
Motion by Kurt Doroh, Second by David DiStefano, Carried

D. Register of Deeds - Retrieval Fees

Register of Deeds Paul DeYoung presented the request to establish a \$25 retrieval fee for searching for old documents on film in Libers 815 and lower and send them electronically to the requestor. Discussion to set the fee at \$35 instead.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, establishing a \$35 retrieval fee for searching for documents on film in Libers 815 and lower and sending results electronically to the requestor.
Motion by Mike Chappell, Second by Kurt Doroh, Carried

E. Approval of the Van Buren County Land Bank Authority Purchasing Policy

Community Services Director Lisa Ransler presented the request to approve the Van Buren County Land Bank Authority Purchasing Policy. Discussion that it is retroactively effective to September 1, 2023, that the Board of Commissioners are to be advised of Land Bank transactions under One Million Dollars and transactions over that threshold are to be presented to the Board of Commissioners prior to the transaction.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the amended Van Buren County Land Bank Authority Purchasing Policy as discussed.
Motion by David DiStefano, Second by Paul Schincariol, Carried

F. Amendment to Increase Access & Visitation Funding Grant

Veronica Stillson presented the request for approval of a first amendment for an additional \$1,238.46 to Contract No. SCAO-2025-046 for supervised parenting time.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the first amendment to Contract No. SCAO-2025-046 in the amount of \$1,238.46.
Motion by Mike Chappell, Second by Paul Schincariol, Carried

10. Labor, Negotiations, and Contracts

A. FOC Position Elimination/Creation

Veronica Stillson presented the request to eliminate an FOC Staff Attorney position and create a Legal Case Manager position. The new position would include the implementation of a Diversion Docket and result in a cost savings of approximately \$34,000.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the elimination of an FOC Staff Attorney position and creation of a Legal Case Manager position.

Motion by Mike Chappell, Second by David DiStefano, Carried

11. Public Transit

A. Director's Report

Laurie Schlipp presented the Public Transit Directors Report.

B. Financial Report

Tami Naber presented the Public Transit Financial Report.

C. Operations Report

Tami Naber presented the Public Transit Operations Report.

12. Veterans Services

13. Public Comment

County Clerk Suzie Roehm gave an update on Early Voting costs.

14. Adjournment

Motion to adjourn.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

The meeting was adjourned at 02:57 AM.

Suzie Roehm, County Clerk