



MINUTES

**Board of Commissioners Chambers
219 East Paw Paw Street**

November 25, 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 01:12 PM by Paul Schincariol, Vice-Chairman of the Board. Present: Patterson-Gladney, Doroh, DiStefano, Leary and Schincariol. Commissioners Chappell and Peat absent and excused.

2. Additions/Deletions to the Agenda

3. Approval of Agenda

Motion to approve the agenda as presented.

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

4. Approval of Minutes

A. November 13th, 2025 Committee of the Whole Meeting Minutes

Motion to approve the minutes of the November 13th, 2025 Committee of the Whole meeting as presented.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

5. Public Comment

- Janice Zerbe, MSUE - 4-H update
- Tyler Augst, MSUE - Programs for Local Governments

6. Presentation

7. Administrative Affairs

A. Friend of the Court Warrant Recall Event

Veronica Stillson presented information for the Friend of the Court 2025 Warrant Recall Event to be held in December at multiple library locations and dates.

B. Community Park, Recreation, Open Space and Greenway Plan: 2026 - 2030

Lisa Ransler presented the draft Van Buren County 2026-2030 Parks and Recreation Plan for review.

Motion to place this item on the December 9, 2025 Committee of the Whole agenda to set

the required public hearing date.

Motion by Gail Patterson-Gladney, Second by David DiStefano, Carried

C. Kinexus Group Workforce Development Board Reappointment — Saleeby, G.

Administrator Faul presented the request to reappoint George Saleeby to the Kinexus Workforce Development Board for a 3-year term.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the reappointment of George Saleeby to the Kinexus Workforce Development Board for a 3-year term expiring 12-31-2028.

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

D. Southwest Michigan Planning Commission (SWMPC) Reappointment — Catherman, R.

Administrator Faul presented the request to reappoint Rick Catherman to the Southwest Michigan Planning Commission for a 2-year term.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the reappointment of Rick Catherman to the Southwest Michigan Planning Commission for a 2-year term expiring 12-21-2027.

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

E. Land Bank Authority Reappointment — Morris, Z. and Hackenberg, T.

Administrator Faul presented the request to reappoint Zachary Morris and Todd Hackenberg to the Van Buren County Land Bank Authority for a 3-year term.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the reappointment of Zachary Morris and Todd Hackenberg to the Van Buren County Land Bank Authority for a 3-year term expiring 12-31-2028.

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

F. Board Calendar - Organizational Meeting

Administrator Faul presented the request to schedule the 2026 Organizational Meeting for Tuesday, January 6, 2026 at 1 p.m.

Motion to schedule the 2026 Organizational Meeting for Tuesday, January 6, 2026 at 1 p.m.

Motion by Kurt Doroh, Second by Tina Leary, Carried

8. Buildings and Grounds

John Small gave an update on the Historical Courthouse basement project and Administration Building lobby project.

9. Finance

A. Applied Innovation Invoice

Veronica Stillson presented the request to approve payment of Invoice P101626 from Applied Innovation in the amount of \$64,313.79. Several unused licenses have now been assigned in response to the digitization project. This advancement allows juvenile court, probate court, and those involved with adoptions to index, store, and access paperless files in OnBase.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, payment to Applied Innovation in the amount of \$64,313.79 for OnBase.

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

B. Out of State Travel - Public Defender, WTD Conference

Karla Tankut is requesting approval for out-of-state travel for three Public Defender employees to attend a conference hosted by the National Association for Public Defense (NAPD) in Indianapolis, IN on December 15-17, 2025.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the out-of-state travel for three Public Defender employees on December 15-17, 2025 to attend a conference in Indianapolis, IN.

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

C. Foster Swift Invoice 928534

The monthly Foster-Swift invoice was submitted for review.

Motion to authorize payment of the Foster-Swift invoice in the amount of \$7,452.20 for NCG litigation, subject to the cost-sharing agreement.

Motion by David DiStefano, Second by Gail Patterson-Gladney, Carried

10. Labor, Negotiations, and Contracts

Administrator Faul gave a brief update on the union negotiations progress.

11. Public Transit

12. Veterans Services

13. Road Commission Update

A. Monthly Update

Director Bret Witkowski presented the Road Commission monthly update.

B. Road Commission - Guidelines for Road Commissioner Effective Communications

Director Bret Witkowski is requesting approval to change the Guidelines for Road Commissioners Effective Communication requirement to update the Board of County Commissioners as to the effectiveness of the guidelines from once a year to every four years. There have been no changes since 2018.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the updated Guidelines for Road Commissioners Effective Communication.

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

14. Public Comment

15. Adjournment

Motion to adjourn.

Motion by David DiStefano, Second by Kurt Doroh, Carried

The meeting was adjourned at 02:10 PM.

Suzie Roehm, County Clerk



SPECIAL EVENT

Court Address
203 S Niles Street, Paw Paw, MI 49079

Court Telephone No.
269-657-7734

VBC FOC BENCH WARRANT RECALL EVENT

This is an opportunity to take care of an outstanding bench warrant and make progress toward being compliant with your court order. Staff will also be available to assist with DNR/recreational license suspensions.

DATES, TIMES, AND LOCATIONS

Tuesday, December 2, 2025 from 9:00 am – 1:00 pm
Paw Paw Library

Tuesday, December 2, 2025 from 9:00 am – 1:00 pm
Decatur Webster Memorial Library

Thursday, December 11, 2025 from 9:00 – 1:00 pm AND 1:00 pm – 5:00 pm
Decatur Webster Memorial Library

Friday, December 12, 2025 from 9:00 am – 1:00 pm
Hartford Library

If you have questions about this event, please contact your Case Manager at the Friend of the Court by emailing foc@vanburencountymi.gov or calling 269-657-7734. Our office may also be able to help connect you with employment opportunities and other available services.



5555 Glenwood Hills Pkwy SE Grand Rapids, MI 49512
P:

CONTRACT INVOICE - SW

Invoice - SW Number: P101626

Invoice - SW Date: 11/13/2025

Bill To: Van Buren County
219 E Paw Paw St
Ste 302
Paw Paw, MI 49079-1429
US

Customer: Van Buren County
219 E Paw Paw St
Ste 302
Paw Paw, MI 49079-1429

On August 1, Applied Innovation has launched a new payment processing portal. This new processor supports credit card or ACH payments via a "Pay now" link on your invoice, or go to www.appliedinnovation.com and click the "Pay Invoice" button in the upper right corner of the page. For all auto pay customers, please be aware that you must sign up on the new portal as the old portal is no longer active.

Account No	Payment Terms	Due Date	Invoice - SW Total	Balance Due	
KZ0885	Net 30 Days	12/13/2025	\$64,313.79	\$64,313.79	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
Software-M-51-VBC-02	Amanda Hoefle 269-657-8253	\$64,313.79		01/01/2019	
Remarks					
If Customer wishes to discontinue annual maintenance and support, Customer will notify Applied Innovation of discontinuation/cancellation (30) days prior to the term-end. Failing to give sufficient notice will result in annual maintenance and support being automatically renewed for a period of twelve (12) months. Dropping or removal of licenses and modules have been restricted by Software provider(s). Licenses/modules can be added but not removed.					
A 20% reinstatement fee will be charged for maintenance fees received after the due date					
Please reach out to your account representative to discuss potential options for reducing your maintenance/subscription costs.					

Summary:

Contract base rate charge for the 01/01/2026 to 12/31/2026 billing period \$64,313.79 *

*Sum of equipment base charges \$64,313.79

Detail:

Equipment included under this contract

Hyland/OnBase

Number	Serial Number	Base Charge	Location
EQ295360	KZ0885	\$64,313.79	Van Buren County 219 E Paw Paw St Ste 302 Paw Paw, MI 49079-1429

➔ Mail Payments to:

Applied Innovation
7718 Solution Center
Chicago, IL 60677-7007

Questions? Call 1-800-521-0983

Invoice - SW SubTotal	\$64,313.79
Tax:	\$0.00
Invoice - SW Total	\$64,313.79
Balance Due:	\$64,313.79