



MINUTES

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

April 14, 2026

Commissioners

Gail Patterson-Gladney, District 1
Mike Chappell, District 2
Kurt Doroh, District 3
David DiStefano, District 4
Mike Toth, 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 02:47 PM by Kurt Doroh, Chairman of the Board.

2. Recital of the Pledge of Allegiance / Prayer

Invocation 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, David DiStefano, Mike Toth, Tina Leary, Paul Schincariol.

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 Mike Toth, Carried

6. Approval of Minutes

A. **March 24th, 2026 Board of Commissioners Meeting Minutes

Motion by Mike Chappell, Second by Mike Toth, Carried

7. Public Comment

- Kalli Marshall, Conversation District - Recycling Tour and Food, Farm, Fun Guide

8. Administrative Affairs

A. **Van Buren/Cass District Health Department Board of Health By-Law Amendment

ADMINISTRATIVE AFFAIRS RESOLUTION A26/4-14-2026

WHEREAS, In accordance with the VBCDHD Board of Health By-laws Article V, Section II, it is requested that the Van Buren and Cass County Board of Commissioners remove Article III, Section IV, listing the set agenda for each meeting; and,

WHEREAS, The set agenda limits discussion abilities of the Board; and,
WHEREAS, The Board has started including a program perspectives presentation at the end of each meeting where staff present their work.; and,
WHEREAS, The presentations have been a well-received series but don't fit into the required agenda format; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the updated VBCDHD Board of Health By-Laws, with Article III, Section IV removed.

Motion by Mike Chappell, Second by Mike Toth, Carried

B. ****Approval of Letter of Consistency – Alternative Fuel Technology Facility Authorization**

ADMINISTRATIVE AFFAIRS RESOLUTION A27/4-14-2026

WHEREAS, Van Buren County currently serves as the County Approval Agency under the existing Solid Waste Management Plan, which remains in effect until the new Materials Management Plan is approved; and,
WHEREAS, In this role, the County is responsible for issuing Letters of Consistency for solid waste processing facilities; and,
WHEREAS, Alternative Fuel Technology, LLC has applied for authorization from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for a processing and transfer facility located at 875 N. Main Street in the Village of Lawton; and,
WHEREAS, The proposed facility will provide regional infrastructure to support landfill diversion by recycling materials and processing waste into alternative fuel for industrial use; and,
WHEREAS, The facility has been approved by the Village of Lawton and meets all applicable local zoning and ordinance requirements; and,
WHEREAS, EGLE has reviewed the proposed Letter of Consistency and confirmed it contains the required language for facility authorization; and,
WHEREAS, Approval of this letter will allow EGLE to proceed with final authorization of the facility; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the Letter of Consistency for Alternative Fuel Technology, LLC, supporting EGLE authorization of a processing and transfer facility located at 875 N. Main Street, Lawton, Michigan, and authorize the Board Chair to execute and submit the letter for submission to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Motion by Mike Chappell, Second by Mike Toth, Carried

C. ****Board Calendar - Michigan Association of Counties (MAC) Legislative Conference**

ADMINISTRATIVE AFFAIRS RESOLUTION A28/4-14-2026

WHEREAS, in accordance with the Board of Commissioners' by-laws, changes to the regular meeting schedule may be made if such changes are noted and approved by resolution; and,
WHEREAS, the MAC Legislative Conference will occur April 27-29, 2026, which interferes with a Board meeting that is regularly scheduled for April 28; and,
WHEREAS, in order for Board members to attend the Conference, it is requested that the Board consider rescheduling the meeting; and,
WHEREAS, the proposed rescheduled date of Thursday, April 30, 2026, falls within the permissible range of meeting changes per Board rules and will be formally noted in the Board's official calendar; and,
NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve to reschedule the April 28, 2026, Committee of the Whole and Board of Commissioners meetings to April 30, 2026, in order for the Board members to

attend the upcoming Michigan Association of Counties Legislative Conference, April 27-29, 2026.

Motion by Mike Chappell, Second by Mike Toth, Carried

9. Buildings and Grounds

10. Finance

A. **MST Licensee Agreement

FINANCE RESOLUTION F20/4-14-2026

WHEREAS, MST Associates provides support and training for the Multisystemic Therapy (MST) program, an intensive in-home, evidence-based therapy offered by Van Buren County Mental Health (VBCMh) to assist youth and families in the county; and, WHEREAS, The MST program has proven to be effective in addressing the complex needs of youth through family-centered interventions, helping to reduce delinquency and improve outcomes; and, WHEREAS, The financial impact of the contract is \$5,000 per agency plus \$3,100 per MST-PSB team in annual licensing fees; and, NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the continued agreement with MST Associates for MST program support and authorizes the Board Chair to sign the contract.

Motion by Mike Chappell, Second by Mike Toth, Carried

B. **FY26 Hyland Contract

FINANCE RESOLUTION F21/4-14-2026

WHEREAS, Hyland has provided the OnBase platform, a digital management system, for the County for many years; and, WHEREAS, This contract shifts to a different billing model that changes the fee structure from a perpetual license to a subscription license; and, WHEREAS, This allows the County to minimize annual fee increases while maintaining continuity of operations to this vital service that allows for paperless court and Sheriff Department file access and retention; and, WHEREAS, The financial impact is an annual amount of \$59,473.58 split between Juvenile Court, Probate Court, IT, and the Sheriff's Department. This has already been paid for FY26; and, NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the continued agreement with Hyland to provide the OnBase platform and authorizes the Board Chair to sign the contract and purchase agreement.

Motion by Mike Chappell, Second by Mike Toth, Carried

C. **Millage Renewal - Public Safety Ballot Language

FINANCE RESOLUTION F22/4-14-2026

WHEREAS, the Public Safety millage will expire with the 2026 levy, and it is necessary for the Van Buren County Board of Commissioners to place a renewal millage for Public Safety on the August 4, 2026, primary ballot; and,

WHEREAS, the following ballot language will be used for submission to the electors at the primary election to be held on August 4, 2026:

PUBLIC SAFETY MILLAGE RENEWAL PROPOSAL

This proposal will allow Van Buren County to continue to levy 0.5332 mill, which was previously approved by the electors to fund drug enforcement and road patrol services, but will expire with the 2026 levy.

Shall Van Buren County levy 0.5332 mill (\$0.5332 per thousand dollars of taxable value), for a period of four (4) years, 2027 to 2030, inclusive, for the exclusive purpose of providing funds for the Van Buren County Sheriff's Office for Drug Enforcement and Road Patrol? This is a renewal of previously authorized millage which will expire with the 2026 levy.

It is estimated that 0.5332 mill would raise approximately \$2,380,982 when first levied in 2027.

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, hereby adopts the above ballot language for the renewal of the public safety millage to be placed on the August 4, 2026 primary ballot.

Motion by Mike Chappell, Second by Mike Toth, Carried

D. ****Millage Renewal - Ambulance Service Ballot Language**

FINANCE RESOLUTION F23/4-14-2026

WHEREAS, the Ambulance Service millage will expire with the 2026 levy, and it is necessary for the Van Buren County Board of Commissioners to place a renewal millage for Ambulance Service on the August 4, 2026, primary ballot; and,

WHEREAS, the following ballot language will be used for submission to the electors at the primary election to be held on August 4, 2026:

AMBULANCE MILLAGE RENEWAL PROPOSAL

This proposal will allow Van Buren County to levy 0.9353 mill, which was previously approved by the electors to fund ambulance services, but which will expire with the 2026 levy.

Shall Van Buren County levy 0.9353 mill (0.9353 per thousand dollars of taxable value), for a period of four (4) years, 2027 - 2030, inclusive, for the exclusive purpose of providing funds for ambulance services for the County? This is a renewal of previously authorized millage which will expire with the 2026 levy, the previously authorized millage of 0.9370 mills will decrease by 0.0017 mills to equal a total of 0.9353 mills.

It is estimated that 0.9353 mill would raise approximately \$4,184,390 when first levied in 2027.

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, hereby adopts the above ballot language for the renewal of the ambulance service millage to be placed on the August 4, 2026, primary ballot.

Motion by Mike Chappell, Second by Mike Toth, Carried

E. ****Millage Renewal - Van Buren Conservation District Ballot Language**

FINANCE RESOLUTION F24/4-14-2026

WHEREAS, The Van Buren Conservation District Millage expired in December 2025; and,

WHEREAS, It is necessary for the Board of Commissioners to place a renewal millage for Van Buren Conservation District programs on the August 4, 2026 primary ballot in order for it to be levied in December 2026; and,

WHEREAS, If approved, it is estimated that the 0.989 mill would raise approximately \$442,463.54 when first levied in 2026; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve to place the Van Buren Conservation District Millage Renewal Proposal on the August 4, 2026 primary ballot as follows:

VAN BUREN CONSERVATION DISTRICT MILLAGE RENEWAL PROPOSAL

This proposal will allow Van Buren County to continue to fund conservation programs at 0.0989 mill which represents the previously-approved 0.10 mill with the required Headlee Rollbacks factored in.

As a renewal of previously authorized millage which expired with the 2025 levy, the question presented in this ballot proposal is - Shall the expired previously voted increase in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in Van Buren County, Michigan, of 0.1000 mill (\$0.10 per \$1,000 of Taxable Value), reduced to

0.0989 mills (\$0.0989 per \$1,000 taxable value) by the required millage rollbacks, be renewed at up to 0.0989 (\$0.0989 per \$1,000 taxable value) for a period of ten (10) years, 2026 through 2035 inclusive, for the sole purpose of funding Van Buren Conservation District programs including assisting landowners in the protection, enhancement, and restoration of natural resources, assist agricultural producers in the protection of soil and water and implementation of best management practices on farmland, increase household hazardous waste and recycling collection opportunities, and continue water quality initiatives, within the boundaries of Van Buren County?

A portion of the revenue collected may be required to be distributed to the Downtown Development Authorities, Tax Increment Financing Authorities, Local Development Financing Authorities and Brownfield Redevelopment Authorities established in Van Buren County, City of South Haven, Bangor City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan.

If approved and levied in full, this millage will raise an estimated \$442,463.54 for Van Buren Conservation District services in the first calendar year of the levy based on taxable value. The estimated cost to a household owning a \$100,000 (SEV \$50,000) home would be \$4.945 per year.

Motion by Mike Chappell, Second by Mike Toth, Carried

11. Labor, Negotiations, and Contracts

A. **Out of State Travel Approval Policy

LABOR RESOLUTION L11/4-14-2026

WHEREAS, Currently, all out-of-state travel requests require approval by the Board of Commissioners; and,

WHEREAS, Training opportunities and conference registration deadlines do not always align with the Board's meeting schedule or agenda submission timelines, which can make timely approval difficult; and,

WHEREAS, The proposed policy establishes a streamlined process allowing the County Administrator and Finance Director to review and approve routine out-of-state travel requests; and,

WHEREAS, This approach maintains appropriate oversight of County expenditures while improving efficiency and reducing delays in securing training and professional development opportunities; and,

WHEREAS, This policy does not create additional costs and maintains existing budgetary controls; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the adoption of the Out-of-State Travel Approval Policy, which authorizes the County Administrator and Finance Director to review and approve routine out-of-state travel requests.

Motion by Mike Chappell, Second by Mike Toth, Carried

B. **Holidays Policy - Update

LABOR RESOLUTION L12/4-14-2026

WHEREAS, The current non-union holiday policy for Van Buren County provides for paid holidays but does not specify the number of hours associated with holiday pay; and,

WHEREAS, Van Buren County operates with standard full-time schedules of 7.5-hour and 8-hour workdays, depending on the department; and,

WHEREAS, The request is to approve a revision to the Holidays policy to clearly define holiday pay in alignment with these established work schedules and ensure consistency in application across the organization; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the revision to the Holidays policy.

Motion by Mike Chappell, Second by Mike Toth, Carried

C. ****Employment Inquiry Policy**

LABOR RESOLUTION L13/4-14-2026

WHEREAS, The proposed policy formalizes the County's practice when responding to employment verification or reference requests; and,

WHEREAS, Under this policy, responses will be limited to confirming dates of employment and position(s) held; and,

WHEREAS, No additional information—such as reason for separation or personal details—will be disclosed unless required by law or under special circumstances; and,

WHEREAS, This approach ensures consistency across departments, protects employee privacy, and reduces potential legal risk associated with sharing subjective or sensitive employment information; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the policy establishing a standardized approach for responding to employment-related inquiries.

Motion by Mike Chappell, Second by Mike Toth, Carried

12. Public Transit

A. ****Scheduling Software Purchase Request**

TRANSIT RESOLUTION T4/4-14-2026

WHEREAS, The current scheduling software, PC Trans, no longer fits the needs of Public Transit and will not be upgraded; and,

WHEREAS, CTS TripMaster is a cloud-based system with robust features that fit the current needs and allow for future capabilities; and,

WHEREAS, The financial impact is a one-time cost of \$62,272.00 and a monthly cost of \$1,210.00; and,

NOW, THEREFORE, BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the purchase of the scheduling software CTS TripMaster.

Motion by Mike Chappell, Second by Mike Toth, Carried

13. Veterans Services

14. Commissioner's Roundtable

- Strategic Facilities Fund
- Data Center Information Seminar
- Courthouse Restoration Project
- Veterans Garden

15. Chairman's Update

- County Museum to open May 1st.

16. Board Correspondence

A. Van Buren Intermediate School District Michigan Arts and Culture Council (MACC) Grant Notification

- B. County of Montmorency Resolution #2026-07 Supporting House Bills 5152 and 5153

17. Closed Session

18. Public Comment

19. Adjournment

Motion to adjourn.

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

The meeting was adjourned at 03:13 PM.

Kurt Doroh, Chairperson

Suzie Roehm, County Clerk