

VAN BUREN PUBLIC TRANSIT VAN BUREN COUNTY MICHIGAN



Title VI Plan
August 2023

Van Buren Public Transit Title VI Plan

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Van Buren Public Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

This plan was developed to guide Van Buren Public Transit in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

Laurie Schlipp, Van Buren Public Transit, 610 David Walton Dr., Bangor, MI 49013
Phone: 269-427-7377 Fax: 269-427-5062 Email: SchlippL@vanburencountymi.gov

II. Title VI Information Dissemination

Title VI information posters (see Appendix G) shall be prominently and publicly displayed in the Van Buren Public Transit facility and on their revenue vehicles. The name of the Title VI coordinator is available at Van Buren Public Transit, 610 David Walton Drive, Bangor, Michigan 49090 and on the Van Buren Public Transit's website at <https://www.vanburencountymi.gov/558/Title-VI-Plan>. Additional information relating to nondiscrimination obligation can be obtained from the Van Buren Public Transit Title VI Coordinator.

Nondiscrimination information shall be disseminated to Van Buren Public Transit employees annually via the Employee Education form (see Appendix A). This form reminds employees of the Van Buren Public Transit's policy statement, and of their nondiscrimination responsibilities in their daily work and duties. All employees shall be provided a copy of the plan and are required to sign the Acknowledgement of Receipt (see Appendix B).

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and Van Buren Public Transit's expectations to perform their duties accordingly.

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from Van Buren Public Transit where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

IV. Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of Van Buren Public Transit Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Title VI Complaint Procedures

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.).
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant.

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with Van Buren_Public Transit at the following address:

Van Buren Public Transit
610 David Walton Drive
Bangor, Michigan 49013
Phone: 269-427-7377
Fax: 269-427-5062
Email: Rides@vanburencountymi.gov

NOTE: Van Buren Public Transit encourages all complainants to certify all mail sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by Van Buren Public Transit will be directly addressed by Van Buren_Public Transit. Van Buren Public Transit shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, Van Buren Public Transit shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed within seven days (Appendix D).

Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Van Buren Public Transit will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from Van Buren Public Transit, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by Van Buren Public Transit, a written response will be drafted subject to review by the transit's attorney. If appropriate, Van Buren Public Transit's attorney may administratively close the complaint. In this case, Van Buren Public Transit will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
 Attention: Title VI Program Coordinator
 East Building, 5th Floor – TCR
 1200 New Jersey Ave., SE Washington, DC 20590

VI. Title VI Investigations, Complaints and Lawsuits

LIST ANY INVESTIGATIONS, COMPLAINTS, OR LAWSUITS IN THE FOLLOWING TABLE. Do not delete the table, even if it is left blank.

Lawsuits, Complaints, or Investigations Alleging Discrimination

Type (Investigation, Lawsuit, Complaint)	Date	Summary of Complaint	Status	Action(s) Taken

Van Buren Public Transit has not received or investigated any Title VI complaints from clients or passengers to date. Additionally, no lawsuits have ever been filed against Van Buren Public Transit for transit related activities pertaining to allegations of discrimination based on race, color and/or national origin.

VII. Four Factor Analysis

Van Buren Public Transit is required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.
- the frequency with which LEP individuals meet the program.
- the nature and importance of the program, activity, or service provided by the program to people's lives; and
- the resources available to the grantee/recipient or agency, and costs.

Factor 1: Number/Proportion of LEP Persons in Service Area

- Include data from sources such as the US Census Bureau's Demographic and Housing Characteristics or American Community Survey
- Include a listing of the counts and percentages of LEP individuals present in your service area by language.
- Identify if any of the LEP languages reach the LEP threshold of 5%, or the Safe Harbor Threshold (1,000 persons).

Van Buren Public Transit examined the US Census report from 2020 and the Bureau's Demographic and Housing Characteristics and was able to determine that approximately 7.1%, or 3,914 people within the Van Buren Public Transit's service area age 5 and older spoke a language other than English. Of the 3,914 reporting they speak other languages than English, 720 or 18.4% of respondents speak English less than "very well." The Spanish language comprised the largest non-English speaking language group with 4.9%. The other largest non-English speaking language group was listed as Other Language at 2.2%.

Factor 2: Frequency of Contact with LEP Persons

- How frequently does your organization encounter LEP persons?
- Are you in contact with LEP persons within a specific language group, and that language is not identified in Factor One?
- Include information gathered from face-to-face meetings with LEP persons or from surveys of LEP persons.
- Include information gathered from interviews with agency staff who typically encounter LEP persons.
- Include information kept by your organization on past interactions with members of the public who are LEP.

Via verbally surveying drivers and dispatchers since April 2008, Van Buren Public Transit has had no requests for interpreters and/or translated Van Buren Public Transit documents. The staff and drivers have had little to no contact with LEP individuals.

Factor 3: Nature and importance of the program, activity, or service provided by the program in people’s lives

Access to the services provided by Van Buren Public Transit is critical to the lives of many residents in the service area. Many people depend on Van Buren Public Transit’s services for access to jobs and for access to essential community services like schools, shopping, and medical appointments. Because of the essential nature of the services and the importance of these programs in the lives of many of the region’s residents, there is a need to ensure that language is not a barrier to access.

Factor 4: The resources available to Van Buren Public Transit and overall costs.

Van Buren Public Transit assessed the available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost, and which documents would be the most valuable to be translated when the populations would support it.

After analyzing the four factors, AGENCY **(does) (does not)** feel that a formal LEP plan is needed at this time.

Limited English Proficiency (LEP) Plan

Van Buren Public Transit will use the following guidelines and resources to assist persons with limited English proficiency.

Van Buren Public Transit will have the Census Bureau’s “I Speak Cards” available at the Van Buren Public Transit’s operations facility. Although staff may not be able to provide immediate translation assistance, we will utilize the cards to identify language needs.

If an interpreter is needed immediately, in person or on the telephone, staff will use the “I Speak Cards” to help determine what language assistance is needed. Staff shall then contact www.language.com for assistance. On the Language Line webpage, staff will select the **Need an Interpreter Now** link in the popup window and follow the directions to receive an access code.

Van Buren Public Transit will add to our webpage the Title VI policy and complaint Procedures.

Van Buren Public Transit will educate our staff on the following procedures:

1. Understanding the Title VI policy and LEP responsibilities.
2. How to access language assistant services via www.language.com
3. Document language assistance requests
4. The procedure if a Title VI and/or LEP complaint is filed.

Public Participation Plan

The Van Buren Public Transit community and minority outreach plan is based on the following principles:

- Flexibility - The engagement process will accommodate participation in a variety of ways and be adjusted as needed.
- Inclusiveness – Van Buren Public Transit will proactively reach out to and engage low income, minority and LEP populations from the Van Buren Public Transit service area.
- Respect - All feedback will be given careful and respectful consideration.
- Initiative-taking and Timeliness - Participation methods will allow for early involvement and be ongoing.
- Clear, Focused and Understandable - Participation methods will have a clear purpose and use for the input and will be described in language that is easy to understand.
- Honest and Transparent - Information provided will be accurate, trustworthy, and complete.
- Responsiveness – Van Buren Public Transit will respond and incorporate appropriate public comments into transportation decisions.
- Accessibility – Meetings will be held in locations which are fully accessible and welcoming to all area residents, including, but not limited to, low-income and minority members of the public and in locations relevant to the topics being presented and discussed.

As an agency receiving federal financial assistance, Van Buren Public Transit has made the following community and minority outreach efforts since the last submission of a Title VI program:

The following are examples only. Be sure that all of your agency's specific community and minority outreach efforts are described and to remove any example that is not applicable.

Van Buren Public Transit has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities.

Van Buren Public Transit submits to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

Van Buren Public Transit actively participates with the Great Start Collaborative/Van Buren County Human Services Collaborative Council (HSCC).

Van Buren Public Transit currently publishes hours of service and any changes in route schedules.

Van Buren Public Transit's governing board, the Van Buren County Board of Commissioners holds bi-monthly meetings that the public is invited to attend.

Van Buren Public Transit has a complaint procedure that is available to the public at any time. Citizens may either call our Guest Services Department at 269-427-7921 or email Rides@vanburencountymi.gov to lodge a complaint or comment. All complaints/comments are

distributed to the relevant manager who researches the complaint and responds back to the citizen. This complaint process was updated in 2009 and is reviewed at Annual Staff Safety/Refresher Trainings.

Van Buren County Board of Commissioners has appointed members to Van Buren Public Transit’s Local Advisory Council based on representation of Seniors, Disabled, Low Income, Planning, and Education. The VBCBOC consists of 2 females and 5 males—one of African American race.

Van Buren Public Transit participates with the Michigan Department of Transportation (MDOT) administering our Disadvantaged Business Enterprise, which monitors subcontractors and vendors utilized by Van Buren Public Transit.

Van Buren Public Transit’s Guest Services Assistance is utilized in outreach programs and offered for programs and public meetings. The Census Bureau’s “I Speak Cards” (Appendix I) are located at the Customer Service window in the Transit Center and on buses at all times.

Van Buren Public Transit’s Public Participation Plan includes, but is not limited to:

1. Van Buren Public Transit Limited English Proficiency Plan. (Available upon request).
2. Great Start Collaborative
3. Senior Services of Van Buren County
4. Local Advisory Council (LAC)
5. Senior Expo and Project Connect participation
6. Veteran’s Stand Down participation
7. Van Buren Public Transit Employees

Membership of Non-Elected Committees

Van Buren Public Transit will publicly advertise and post on our website to encourage minority participation on non-elected committees such as the LAC (Local Advisory Committee).

Body	White	Black	American Indian	Asian	Pacific Islander	Two or more races	Latino	White Alone Non Latino
Van Buren County Population	91.4%	3.8%	1.2%	0.7%	0.1%	2.9%	12.3%	80.4%
Local Advisory Council	100%							

Equity Analysis

If Van Buren Public Transit constructs a facility, such as a vehicle storage facility, maintenance facility, operations center, or other building, it will do a Title VI equity analysis following the procedures listed below:

The Van Buren Public Transit shall complete a Title VI equity analysis during the planning stage regarding where a project is located or sited to ensure the location is selected without regard to race, color, or national origin.

When evaluating locations of facilities, agencies should give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result.

If Van Buren Public Transit determines that the location of the project will result in a disparate impact based on race, color, or national origin, Van Buren Public Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact based on race, color, or national origin.

Please refer to (Appendix J) for a copy of the most recent Van Buren County Board of Commissioners minutes and resolution of intent to the review and adoption of the Title VI Plan.

Appendix A Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of Van Buren Public Transit are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to contact: Laurie Schlipp, Title VI Coordinator.

In all dealings with citizens, use courtesy titles (i.e., Mr., Mrs., Ms., or Miss) to address people without regard to race, color or national origin.

Appendix B Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the Van Buren Public Transit's Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

Employee signature

Print name

Date

Appendix C Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please provide the following information to assist us in processing your complaint.

Please print clearly:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____ (home)

_____ (cell) _____ (message)

Are you filing this complaint on your own behalf? yes* no
*If yes to this question, please give that person’s information below.

Person discriminated against:

Address of person discriminated against:

City, State, Zip Code:

Please indicate why you believe the discrimination occurred:

_____ race or color
_____ national origin
_____ income
_____ other

What was the date of the alleged discrimination?

Where did the alleged discrimination take place?

Please describe the circumstances as you saw it:

Please list all witnesses' names and phone numbers:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? yes no

If yes, check all that apply:

- Federal Agency _____
- Federal Court _____
- State Court _____
- State Agency _____
- Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone number: _____

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Title VI Coordinator
Van Buren Public Transit
610 David Walton Drive
Bangor, Michigan 49013
P: 269-427-7377
F: 269-427-5062
E-Mail: Rides@vanburencountymi.gov

Your signature

Print name

Date

Appendix D Letter Acknowledging Receipt of Complaint

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the Van Buren Public Transit alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 269-427-7377 or write to me at this address.

Sincerely,

Title VI Coordinator
Laurie Schlipp
Van Buren Public Transit
610 David Walton Drive
Bangor, Michigan 49090
P: 269-427-7377
F: 269-427-5062
E-Mail: schlippl@vanburencountymi.gov

Appendix E Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against Van Buren Public Transit alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Title VI Coordinator
Laurie Schlipp
Van Buren Public Transit
610 David Walton Drive
Bangor, Michigan 49090
P: 269-427-7377
F: 269-427-5062
E-Mail: schlippl@vanburencountymi.gov

Appendix F Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against the Van Buren Public Transit alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Van Buren Public Transit has analyzed the materials and facts pertaining to your case for evidence of the authority's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to: 1) appeal within seven calendar days of receipt of this final written decision from Van Buren Public Transit, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Title VI Coordinator
Laurie Schlipp
Van Buren Public Transit
610 David Walton Drive
Bangor, Michigan 49090
P: 269-427-7377
F: 269-427-5062
E-Mail: schlippi@vanburencountymi.gov

Appendix G Posters to be Displayed in Revenue Vehicles and Facilities

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Van Buren Public Transit is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services based on race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you feel you are being denied participation in or being denied benefits of the transit services provided by Van Buren Public Transit, or otherwise being discriminated against because of your race, color, or national origin, you may contact our office at:

Title VI Coordinator
Van Buren Public Transit
610 David Walton Drive
Bangor, MI 49013
P: 269-427-7377
F: 269-427-5062
E-Mail: Rides@vanburencountymi.gov

For more information, visit our website at:
<https://www.vanburencountymi.gov/551/Public-Transit>

APPENDIX H (poster)

VAN BUREN PUBLIC TRANSIT TITLE VI NOTICE

Van Buren Public Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964 and Federal Transit Administration (FTA) Circular 4702.1B. For additional information on Title VI or to file a complaint, contact:

Title VI Coordinator
Van Buren Public Transit
610 David Walton Drive
Bangor MI 49013
269-427-7921

<https://www.vanburencountymi.gov/558/Title-IV-Plan>

Appendix J

Van Buren County Board of Commissioners meeting minutes and resolution of intent of March 26, 2024 adopting the revised and updated Title VI Plan 2023 are attached.



VAN BUREN COUNTY BOARD OF COMMISSIONERS

PUBLIC TRANSIT

TITLE VI POLICY UPDATE RESOLUTION

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, there has been a request for the Board to approve of Transit's updated Title VI Policy; and,

WHEREAS, MDOT requires each transit agency to update their Title VI policy and submit it to MDOT for approval. Once approved by MDOT, the policy then needs to be approved by the transit agency's governing board; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request of Transit's updated Title VI Policy.

Signed: _____

Date: March 26, 2024

FOR CLERK'S USE ONLY

MOTION BY: _____

CARRIED

SECONDED BY: _____

NOT CARRIED



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

March 26, 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 02:26 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, Tina Leary, Paul Schincariol. Commissioner Peat 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 Gail Patterson-Gladney, Carried
6. **Approval of Minutes**
 - A. ****March 12th, 2024 Board of Commissioners Meeting Minutes**
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried
7. **Public Comment**
8. **Administrative Affairs**
 - A. ****VBC Brownfield Redevelopment Authority Board Re-Appointment**
ADMINISTRATIVE AFFAIRS RESOLUTION A15/3-26-2024
WHEREAS, there has been a request to approve the re-appointment Lisa Phillips to the Brownfield Redevelopment Authority with a term expiration date of June 1st, 2027; and, WHEREAS, Lisa Phillips has a three-year term set to expire June 1st, 2024. An application was submitted for re-appointment to the Brownfield Redevelopment Authority with a new term expiration date of June 1st, 2027; and,
NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners

hereby approves the re-appointment of Lisa Phillips to the Brownfield Redevelopment Authority with a term expiration date of June 1st, 2027.

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

9. Buildings and Grounds

A. **Request to use County Property - Paw Paw Recycle Roundup & Large Tire Collection Event

BUILDINGS AND GROUNDS RESOLUTION B2/3-26-2024

WHEREAS, there has been a request from the Van Buren Conservation District to use the County property for their Paw Paw Large Tire Collection and the Paw Paw Recycle Roundup events; and,

WHEREAS, the Conservation district is requesting to use County Property for two of their events. They are asking to use the parking lot located at the Van Buren Community Mental Health building and the restrooms located in the VBC Buildings and Grounds Barn (801 & 753 Hazen St.; Paw Paw, MI 49079) for the Paw Paw Recycle Roundup Event from 9:00AM - 2:00PM on June 15th, 2024; and,

WHEREAS, the Conservation District has additionally requested to use the restrooms located in the VBC Buildings and Grounds barn (753 Hazen St.), forklift and VBCMH building parking lot (801 Hazen St.) from 10:00AM - 1:00PM on July 15th, 2024, and from 4:00PM - 7:00PM on July 16th, 2024; and,

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the request on behalf of the Van Buren Conservation District to use the county property for their Paw Paw Large Tire Collection and the Paw Paw Recycle Roundup events on June 15th, July 15th and 16th of 2024.

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

10. Finance

A. **Claims

CLAIMS RESOLUTION C3/3-26-2024

WHEREAS, the request is to approve the February claims in the amount of \$2,681,214.21; and,

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves of the total claims in the amount of \$2,681,214.21 for the month of February 2024.

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

B. **UKG (Kronos) Software Request

FINANCE RESOLUTION F15/3-26-2024

WHEREAS, there has been a request on behalf of the Finance Department, to purchase a new timekeeping software; and,

WHEREAS, the County has been operating with a timekeeping software called Insperty TimeStar, Time and Attendance. This was brought to the board by a previous administrator and approved by the then board of commissioners in September of 2011; and,

WHEREAS, over time, as with anything to do with technology, there have been many advancements and changes that in turn have created some challenges within our organization when it comes to properly tracking our employees' time; and,

WHEREAS, there have been many challenges over the years including but not limited to; the 24/7 schedule our Sheriff's department works, not having a system that can advance scheduling and adjusting for call offs, allowing for employees to clock in/out independently

or having employees sign off on their time; and,
WHEREAS, the Finance Department and the Public Safety have demoed timekeeping systems and obtained quotes in prior years. However, due to various circumstances including but not limited to staffing difficulties, COVID, etc the project stalled out; and,
WHEREAS, UKG was one of the service providers who quoted in March of 2022 and they are honoring their quote from two years ago. County staff believe the software upgrade would solve many issues payroll has been experiencing at a reasonable cost; and,
WHEREAS, there is a one-time implementation fee of \$6,650 for the software and annual maintenance fees of \$22,407.60. The maintenance is billed monthly. No additional hardware will need to be purchased; and,
WHEREAS, timekeeping costs are currently being paid out of the Information Technology Fund with the main source of revenue for this fund being a transfer out of General Fund; and,
NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the request to purchase the UKG (Kronos) Software.

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

C. ****911 Local Surcharge Renewal Proposal**

FINANCE RESOLUTION F16/3-26-2024

WHEREAS, pursuant to the Emergency 9-1-1 Service Enabling Act ("Enabling Act"), Public Act 32 of 1986, as amended, Van Buren County is authorized to impose a county surcharge upon telephonic service users within the county that can access 9-1-1; and,
WHEREAS, the Michigan Public Service Commission ("MPSC"), in Case No. U-15489, established a default county surcharge rate for Van Buren County of \$1.17 per user; and,
WHEREAS, section 401b of the Enabling Act states that in the event. Van Buren County proposes an increase to the amount approved by the MPSC in Case No. U-15489, it must do so with the following limitations: (a) up to \$0.42 per month by resolution; (b) up to \$3.00 per month with the approval of the voters in the county; and, (c) any combination of (a) and (b) with a maximum county 9-1-1 charge of \$3.00 per month; and,
WHEREAS, upon the expiration of the surcharge rate on June 30, 2025, the county surcharge would revert to the \$1.17 default rate set by the MPSC in Case No. U-15489, absent resolution by the Board of Commissioners, resulting in significant reduction in revenue to operate and maintain the county's 9-1-1 system; and,
WHEREAS, after due consideration of the reasonable expense necessary to operate and maintain the county's 9-1-1 system, the Board of Commissioners has concluded that any reduction in the current surcharge would prove detrimental to the operation of the 9-1-1 system designed to assist with the protection and safety of Van Buren County residents, businesses, and visitors; and,
WHEREAS, the Board of Commissioners has concluded that the continuation of the current county surcharge is necessary to appropriately fund the county's 9-1-1 system, and the Enabling Act requires that such renewal to be presented to the voters of Van Buren County for consideration; and,
NOW, THEREFORE BE IT RESOLVED:

1. The Van Buren County Board of Commissioners concludes that the default county surcharge rate of \$1.17 per device established by the MPSC in Case No. U-15489 must be increased for the county to meet its obligations associated with the reasonable and necessary expenses of operate and maintain its 9-1-1 system.
2. The Board of Commissioners hereby approves the following language to be submitted for inclusion on the August 2024 Primary Election.

Van Buren County 9-1-1 Renewal 9-1-1- Local Surcharge:

Shall Van Buren County be authorized to assess a county 9-1-1 emergency services charge on monthly billings to each service user device located within Van Buren County that can access 9-1-1, at a rate not to exceed \$1.83 each month (renewing the current voter approved surcharge) in addition to the default of \$1.17 each month for a total

maximum allowed rate of \$3.00 each month, subject to annual approval by the Van Buren County Board of Commissioners, for the period of July 1, 2025 through June 30, 2029, to be used exclusively for the funding of 9-1-1 emergency telephone call answering and dispatch services within Van Buren County, including facilities, equipment and operations?

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

D. ****Road Millage Renewal Proposal**

FINANCE RESOLUTION F17/3-26-2024

WHEREAS, the county-wide road millage expired in Van Buren County on December 31, 2023; and,

WHEREAS, the county-wide road millage generates revenue for the maintenance, repair and reconstruction of public streets, avenues and roads in Van Buren County, including those located in the Cities of Bangor, Gobles, Hartford, and South Haven, and the Villages of Bloomingdale, Breedsville, Decatur, Lawrence, Lawton, Mattawan, and Paw Paw; and,

WHEREAS, many road projects are completed by the Van Buren County Road Commission using revenue generated from the county-wide road millage through a selection process that takes into consideration PASER rating, connectivity, asset management, budget constraints, traffic volumes and township priorities; and,

WHEREAS, in addition, millage funds received by the Van Buren County Road Commission are used to leverage Federal and State funds to do larger, more expensive road and bridge projects that it would likely never accomplish without county-wide millage funds; and,

WHEREAS, the Board of County Road Commissioners has respectfully requested that the Van Buren County Board of Commissioners place a renewal millage for the Road Commission on the August 6, 2024, Presidential Primary Ballot; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners hereby direct the County Clerk to place the following question on the August 6, 2024, Presidential Primary Ballot:

Van Buren County Road Millage Renewal Proposal

This proposal will allow Van Buren County to continue to levy 0.9721mill which was previously approved by the electors to fund road maintenance, repair, and reconstruction but which expired with the 2023 levy.

Shall there be a 0.9721 mill levy (\$0.9721 per \$1,000 dollars) of the taxable value on taxable property in Van Buren County for the next four (4) years (2024-2027) for the purpose of maintenance, repair, and reconstruction of all public streets, avenues, and roads in Van Buren County?

YES NO

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, Gobles City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan. It is estimated that the revenue generated on this proposal will be \$3,826,869 in the first year of the levy.

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

E. ****Veteran Services Millage Renewal Proposal**

FINANCE RESOLUTION F18/3-26-2024

WHEREAS, the Veteran Service Millage is subject to renewal in 2024; and,

WHEREAS, the millage renewal will further provide for operations and services dedicated to veterans who have served honorably on active duty in the United States Armed Forces; and,

WHEREAS, the Director of the Veteran Services Department has respectfully requested that the Board of Commissioners place this renewal millage on the August 6, 2024, Primary Ballot; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners hereby direct the County Clerk to place the following question on the August 6, 2024, Primary Ballot:

Van Buren County Veteran Services Millage Renewal Proposal

This proposal will allow the County to continue to fund veteran services at 0.0995 mill which was previously approved at .10 mill by the electors in 2020, but has expired with the 2023 levy.

As the renewal of the previously authorized millage which expired with the 2023 levy, the question presented in this proposal is - shall the limitation on the amount of taxes which may be imposed on taxable property in Van Buren County be increased by 0.0995 mill (\$0.0995 per thousand dollars of taxable value), for a period of four (4) years, 2024 to 2027, inclusive, to provide funds for operations and services dedicated to veterans who have served honorably in active duty in the United States Armed Forces?

YES NO

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, Gobles City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan.

It is estimated that 0.0995 mill would raise approximately \$391,702 when first levied in 2024.

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

F. ****Public Transit Millage Renewal Proposal**

FINANCE RESOLUTION F19/3-26-2024

WHEREAS, the Public Transit Millage is subject to renewal in 2024; and, WHEREAS, the millage provides for public transportation purposes, to include accommodation for seniors and disabled persons; and,

WHEREAS, the Director of Public Transit has respectfully requested that the Board of Commissioners place a renewal millage for Public Transit on the August 6, 2024, Primary Ballot; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners hereby direct the County Clerk to place the following question on the August 6, 2024, Primary Ballot.

Van Buren County Public Transit Millage Renewal Proposal

This proposal will allow Van Buren County to continue its levy for public transit services at 0.2458 mill which was previously approved at 0.2471 mill by the electors in 2020 but has expired with the 2023 levy. As a renewal of previously authorized millage which expired with the 2023 levy the question presented in this ballot proposal is - shall the limitation on the amount of taxes which may be imposed on taxable property in Van Buren County be increased by 0.2458 mill (\$0.2458 per thousand dollars of taxable value), for a period of four (4) years, 2024 to 2027, inclusive, for the exclusive purpose of providing funds for public transportation purposes, which includes accommodations for seniors and disabled persons?

YES NO

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, Gobles City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan.

It is estimated that 0.2458 mill would raise approximately \$967,642 when first levied in 2024.

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

11. Labor, Negotiations, and Contracts

A. **Salary Exception - Courts Staff Attorney

LABOR RESOLUTION L5/3-26-2024

WHEREAS, there has been a request for the Board to approve Circuit Court's very qualified applicant who has applied for the Staff Attorney position. Given the amount of direct experience he has in the role, it is recommended that he be paid at R29 (E), Association scale: \$78,646.82 annually; and,

WHEREAS, Circuit Court and HR have spent lots of time (22 mos) revising, posting, paying for postings, and visiting job fairs at local law schools looking for a candidate for our Staff Attorney position. This position has desperately been needed with the growing Circuit felony caseload; and,

WHEREAS, the court's Research Attorney is very skilled, but has been stretched into long hours during the week and weekends just to keep up. As fate would have it, our new Probate Judge takes her seat on March 18th and will need an increased amount of help and support for civil cases as well; and,

WHEREAS, our candidate for Staff Attorney comes to us with over 30 years of experience in the same field of work he'll be doing here. He has been a research attorney for Circuit Courts, the Court of Appeals, and Chief Dorothy Riley of the Michigan Supreme Court. When not doing research attorney work, he served for 13 years as a Cooley Law Professor. The topics he taught law students are the precise topics he'll be covering here. He also has international law experience, working abroad in the Czech Republic and Belgrade; and,

WHEREAS, upon acceptance of the position, our candidate will be moving to Paw Paw, so he can perform his position in-person. We are thrilled to find such a highly qualified candidate who desires to live in our community and would like to bring him in at a similar rate of pay to what he is making now; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request that the candidate for the Staff Attorney position be brought in at the R29 (E) Court Association rate for 2024.

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

12. Public Transit

A. **Title VI Policy Update

TRANSIT RESOLUTION T5/3-26-2024

WHEREAS, there has been a request for the Board to approve of Transit's updated Title VI Policy; and,

WHEREAS, MDOT requires each transit agency to update their Title VI policy and submit it to MDOT for approval. Once approved by MDOT, the policy then needs to be approved by the transit agency's governing board; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request of Transit's updated Title VI Policy.

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

13. Veterans Services

A. **Out of State Travel Request for Training

VETERANS SERVICES RESOLUTION V1/3-26-2024

WHEREAS, there has been a request for the Board to approve out of state travel for Veterans Services Officers to attend The Annual National Conference for County Veteran Service Officers in Denver, Colorado, from May 11, 2024 - May 17, 2024; and, WHEREAS, Brenna Murphy and David Krzycki request out of state travel for the National Conference for NACVSO; and, WHEREAS, the National Conference for the National Association of County Veterans Service Officers (NACVSO) is hosting the annual conference for Veteran Service Officers (VSO)'s to maintain accreditation within the Agency from 11 May 2024 through 17 May 2024 in Denver, Colorado; and, WHEREAS, this conference is essential for VSOs accredited by NACVSO to maintain their qualifications as Veteran Service officers. Class for accreditation include, but are not limited to, Claims Clinic, VA Pensions, Ethics, Veterans Housing and employment Opportunities, updates on congressional legislation (PACT ACT, CAMP Lejeune Claims, Women in Combat/Service, Aid and Attendance, Legal Aid, and workshops for other areas a VSO must execute their duties; and, NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request for the Veterans Services Office to travel out of state for the Annual National Conference for County Veteran Service Officers in Denver, Colorado from May 11 through May 17, 2024.

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

14. Public Comment

15. Chairman's Update

COMMISSIONER REPORTS

- Market One Summit at Southwestern Michigan College
- Marijuana revenue report
- Hartford Schools Scholarship Dinner
- Dispensary lock boxes

16. Board Correspondence

A. Ingham County

B. Ogemaw County

C. Tuscola County

D. Grand Traverse County

17. Closed Session

18. Adjournment

The meeting was adjourned at 02:40 PM.

Paul Schincariol, Vice-Chairperson

Suzie Roehm, County Clerk



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

March 12, 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

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: Patterson-Gladney, Chappell, Doroh, Godfrey, Peat, Leary and Schincariol.
2. **Additions/Deletions to the Agenda**
3. **Approval of Agenda**
Motion to approve the agenda as presented.
Motion by Gail Patterson-Gladney, Second by Kurt Doroh, Carried
4. **Approval of Minutes**
 - A. **February 27th, 2024 Committee of the Whole Minutes**
Motion to approve the minutes of the February 27, 2024 Committee of the Whole meeting as presented.
Motion by Kurt Doroh, Second by Gail Patterson-Gladney, Carried
5. **Public Comment**
6. **Presentation**
7. **Administrative Affairs**
 - A. **Karpel Contract - State Prosecutor Software EXPEDITED**
Prosecutor Susan Zuiderveen is requesting to contract for a new case management system with Karpel. State funding has been secured for the purchase, installation and first three years of annual user fees of the program. Starting in the fourth year, the annual user fees would be \$14,775 each year. There is a December 2, 2024 installation date and this item needs to be expedited to today's board meeting.

Motion to approve by resolution at today's meeting of the Board of Commissioners, the contract with Karpel for the Prosecutor's case management system with an annual user fee of \$14,775 starting in 2028.
Motion by Kurt Doroh, Second by Mike Chappell, Carried
 - B. **VBC Brownfield Redevelopment Authority Board Re-Appointment**

Lisa Ransler presented the request to re-appoint Lisa Phillips to the Brownfield Redevelopment Authority for a three-year term.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the re-appointment of Lisa Phillips to the Brownfield Redevelopment Authority for a three-year term expiring June 1, 2027.

Motion by Paul Schincariol, Second by Kurt Doroh, Carried

8. Buildings and Grounds

A. Request to use County Property - Paw Paw Recycle Roundup & Large Tire Collection Event

The Van Buren Conservation District is requesting to use the parking lot at the Community Mental Health Building, and restrooms at the VBC Buildings & Grounds barn, on Hazen Street for the Paw Paw Large Tire Collection and Paw Paw Recycle Roundup events. The Paw Paw Recycle Roundup will be held June 15, 2024 from 9 am to 2 pm. The Large Tire Collection will be held July 15, 2024 from 10 am to 1 pm and July 16, 2024 from 4 pm to 7 pm. The Conservation District is also requesting use of the forklift for the tire event.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the use of County property located on Hazen Street for the Paw Paw Large Tire Collection and Paw Paw Recycle Roundup events.

Motion by Paul Schincariol, Second by Gail Patterson-Gladney, Carried

9. Finance

A. Commissioner Per Diems

Commissioner per diems were reviewed.

Motion to approve payment of Commissioner per diems as submitted.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. Claims

Claims were reviewed.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the payment of claims in the amount of \$2,681,214.21.

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

C. Budget Adjustments

Becky Grabemeyer presented the monthly budget adjustments.

Motion to accept the monthly budget adjustments required to maintain a balanced budget.

Motion by Mike Chappell, Second by Paul Schincariol, Carried

D. Monthly Financial Statement

Becky Grabemeyer presented the monthly Financial Statement.

Motion to accept the monthly Financial Statement.

Motion by Kurt Doroh, Second by Tina Leary, Carried

E. UKG (Kronos) Software Request

Becky Grabemeyer presented the Finance Department's request to purchase new timekeeping software. The current program, Insperty TimeStar, has not been updated or adapted to changes. The request is to purchase UKG (Kronos) Software with a one-time

implementation fee of \$6,650 and annual maintenance fees of \$22,407.60. The contract with TimeStar will expire June 30, 2024.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, contracting with UKG (Kronos) Software for new timekeeping software in the amount of \$6,650 for implementation and \$22,407.60 annually for maintenance fees. Motion by Richard Godfrey, Second by Gail Patterson-Gladney, Carried

F. 911 Local Surcharge Renewal Proposal

911 Director Tim McGee presented the request to place ballot language on the August 2024 primary ballot for the renewal of the 911 Local Surcharge.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, placing ballot language on the August 2024 ballot for the renewal of the 911 Local Surcharge.

Motion by Tina Leary, Second by Mike Chappell, Carried

G. Road Millage Renewal Proposal

Road Commission Director Bret Witkowski presented the request to place ballot language on the August 2024 primary ballot for the renewal of the Road Millage.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, placing ballot language on the August 2024 ballot for the renewal of the Road Millage.

Motion by Mike Chappell, Second by Richard Godfrey, Carried

H. Veteran Services Millage Renewal Proposal

Administrator John Faul presented the request to place ballot language on the August 2024 primary ballot for the renewal of the Veteran Services Millage.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, placing ballot language on the August 2024 ballot for the renewal of the Veteran Services Millage.

Motion by Richard Godfrey, Second by Kurt Doroh, Carried

I. Public Transit Millage Renewal Proposal

Administrator John Faul presented the request to place ballot language on the August 2024 primary ballot for the renewal of the Public Transit Millage.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, placing ballot language on the August 2024 ballot for the renewal of the Public Transit Millage.

Motion by Kurt Doroh, Second by Paul Schincariol, Carried

10. Labor, Negotiations, and Contracts

A. Salary Exception - Courts Staff Attorney

Natalie Dean is requesting a wage exception for the Staff Attorney position to Range R29E due to experience of the candidate.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the salary exception for the Staff Attorney position to Range R29E.

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

11. Public Transit

A. Title VI Policy Update

Laurie Schlipp is requesting approval of Public Transit's updated Title VI Policy.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, Public Transit's updated Title VI Policy.

Motion by Mike Chappell, Second by Kurt Doroh, Carried

B. Public Transit Director's Report

Laurie Schlipp presented the Public Transit Director's Report.

C. Transit Financial Report

Tami Naber presented the Public Transit Financial Report.

D. Operations Report

Tami Naber presented the Public Transit Operations Report.

12. Veterans Services

A. Out of State Travel Request for Training

David Krzycki is requesting approval for out of state travel for Veteran Services Officers to attend the Annual National Conference to be held May 11-17, 2024. The conference is essential for VSO's to maintain their qualifications as Veteran Services Officers.

Motion to approve by resolution at the next regular meeting of the Board of Commissioners, the out of state travel for Veteran Services Officers to attend the Annual National Conference on May 11-17, 2024.

Motion by Kurt Doroh, Second by Paul Schincariol, Carried

13. Public Comment

14. Adjournment

The meeting was adjourned at 02:25 PM.

Suzie Roehm, County Clerk



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

March 26, 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 02:26 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, Tina Leary, Paul Schincariol. Commissioner Peat 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 Gail Patterson-Gladney, Carried
6. Approval of Minutes

A. **March 12th, 2024 Board of Commissioners Meeting Minutes
Motion by Mike Chappell, Second by Gail Patterson-Gladney, Carried
7. Public Comment
8. Administrative Affairs

A. **VBC Brownfield Redevelopment Authority Board Re-Appointment
ADMINISTRATIVE AFFAIRS RESOLUTION A15/3-26-2024
WHEREAS, there has been a request to approve the re-appointment Lisa Phillips to the Brownfield Redevelopment Authority with a term expiration date of June 1st, 2027; and, WHEREAS, Lisa Phillips has a three-year term set to expire June 1st, 2024. An application was submitted for re-appointment to the Brownfield Redevelopment Authority with a new term expiration date of June 1st, 2027; and,
NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners

hereby approves the re-appointment of Lisa Phillips to the Brownfield Redevelopment Authority with a term expiration date of June 1st, 2027.

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

9. Buildings and Grounds

A. **Request to use County Property - Paw Paw Recycle Roundup & Large Tire Collection Event

BUILDINGS AND GROUNDS RESOLUTION B2/3-26-2024

WHEREAS, there has been a request from the Van Buren Conservation District to use the County property for their Paw Paw Large Tire Collection and the Paw Paw Recycle Roundup events; and,

WHEREAS, the Conservation district is requesting to use County Property for two of their events. They are asking to use the parking lot located at the Van Buren Community Mental Health building and the restrooms located in the VBC Buildings and Grounds Barn (801 & 753 Hazen St.; Paw Paw, MI 49079) for the Paw Paw Recycle Roundup Event from 9:00AM - 2:00PM on June 15th, 2024; and,

WHEREAS, the Conservation District has additionally requested to use the restrooms located in the VBC Buildings and Grounds barn (753 Hazen St.), forklift and VBCMH building parking lot (801 Hazen St.) from 10:00AM - 1:00PM on July 15th, 2024, and from 4:00PM - 7:00PM on July 16th, 2024; and,

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the request on behalf of the Van Buren Conservation District to use the county property for their Paw Paw Large Tire Collection and the Paw Paw Recycle Roundup events on June 15th, July 15th and 16th of 2024.

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

10. Finance

A. **Claims

CLAIMS RESOLUTION C3/3-26-2024

WHEREAS, the request is to approve the February claims in the amount of \$2,681,214.21; and,

NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves of the total claims in the amount of \$2,681,214.21 for the month of February 2024.

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

B. **UKG (Kronos) Software Request

FINANCE RESOLUTION F15/3-26-2024

WHEREAS, there has been a request on behalf of the Finance Department, to purchase a new timekeeping software; and,

WHEREAS, the County has been operating with a timekeeping software called Insperty TimeStar, Time and Attendance. This was brought to the board by a previous administrator and approved by the then board of commissioners in September of 2011; and,

WHEREAS, over time, as with anything to do with technology, there have been many advancements and changes that in turn have created some challenges within our organization when it comes to properly tracking our employees' time; and,

WHEREAS, there have been many challenges over the years including but not limited to; the 24/7 schedule our Sheriff's department works, not having a system that can advance scheduling and adjusting for call offs, allowing for employees to clock in/out independently

or having employees sign off on their time; and,
WHEREAS, the Finance Department and the Public Safety have demoed timekeeping systems and obtained quotes in prior years. However, due to various circumstances including but not limited to staffing difficulties, COVID, etc the project stalled out; and,
WHEREAS, UKG was one of the service providers who quoted in March of 2022 and they are honoring their quote from two years ago. County staff believe the software upgrade would solve many issues payroll has been experiencing at a reasonable cost; and,
WHEREAS, there is a one-time implementation fee of \$6,650 for the software and annual maintenance fees of \$22,407.60. The maintenance is billed monthly. No additional hardware will need to be purchased; and,
WHEREAS, timekeeping costs are currently being paid out of the Information Technology Fund with the main source of revenue for this fund being a transfer out of General Fund; and,
NOW, THEREFORE BE IT RESOLVED, the Van Buren County Board of Commissioners hereby approves the request to purchase the UKG (Kronos) Software.

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

C. ****911 Local Surcharge Renewal Proposal**

FINANCE RESOLUTION F16/3-26-2024

WHEREAS, pursuant to the Emergency 9-1-1 Service Enabling Act ("Enabling Act"), Public Act 32 of 1986, as amended, Van Buren County is authorized to impose a county surcharge upon telephonic service users within the county that can access 9-1-1; and,
WHEREAS, the Michigan Public Service Commission ("MPSC"), in Case No. U-15489, established a default county surcharge rate for Van Buren County of \$1.17 per user; and,
WHEREAS, section 401b of the Enabling Act states that in the event Van Buren County proposes an increase to the amount approved by the MPSC in Case No. U-15489, it must do so with the following limitations: (a) up to \$0.42 per month by resolution; (b) up to \$3.00 per month with the approval of the voters in the county; and, (c) any combination of (a) and (b) with a maximum county 9-1-1 charge of \$3.00 per month; and,
WHEREAS, upon the expiration of the surcharge rate on June 30, 2025, the county surcharge would revert to the \$1.17 default rate set by the MPSC in Case No. U-15489, absent resolution by the Board of Commissioners, resulting in significant reduction in revenue to operate and maintain the county's 9-1-1 system; and,
WHEREAS, after due consideration of the reasonable expense necessary to operate and maintain the county's 9-1-1 system, the Board of Commissioners has concluded that any reduction in the current surcharge would prove detrimental to the operation of the 9-1-1 system designed to assist with the protection and safety of Van Buren County residents, businesses, and visitors; and,
WHEREAS, the Board of Commissioners has concluded that the continuation of the current county surcharge is necessary to appropriately fund the county's 9-1-1 system, and the Enabling Act requires that such renewal to be presented to the voters of Van Buren County for consideration; and,

NOW, THEREFORE BE IT RESOLVED:

1. The Van Buren County Board of Commissioners concludes that the default county surcharge rate of \$1.17 per device established by the MPSC in Case No. U-15489 must be increased for the county to meet its obligations associated with the reasonable and necessary expenses of operate and maintain its 9-1-1 system.
2. The Board of Commissioners hereby approves the following language to be submitted for inclusion on the August 2024 Primary Election.

Van Buren County 9-1-1 Renewal 9-1-1- Local Surcharge:

Shall Van Buren County be authorized to assess a county 9-1-1 emergency services charge on monthly billings to each service user device located within Van Buren County that can access 9-1-1, at a rate not to exceed \$1.83 each month (renewing the current voter approved surcharge) in addition to the default of \$1.17 each month for a total

maximum allowed rate of \$3.00 each month, subject to annual approval by the Van Buren County Board of Commissioners, for the period of July 1, 2025 through June 30, 2029, to be used exclusively for the funding of 9-1-1 emergency telephone call answering and dispatch services within Van Buren County, including facilities, equipment and operations?

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

D. ****Road Millage Renewal Proposal**

FINANCE RESOLUTION F17/3-26-2024

WHEREAS, the county-wide road millage expired in Van Buren County on December 31, 2023; and,

WHEREAS, the county-wide road millage generates revenue for the maintenance, repair and reconstruction of public streets, avenues and roads in Van Buren County, including those located in the Cities of Bangor, Gobles, Hartford, and South Haven, and the Villages of Bloomingdale, Breedsville, Decatur, Lawrence, Lawton, Mattawan, and Paw Paw; and,

WHEREAS, many road projects are completed by the Van Buren County Road Commission using revenue generated from the county-wide road millage through a selection process that takes into consideration PASER rating, connectivity, asset management, budget constraints, traffic volumes and township priorities; and, WHEREAS, in addition, millage funds received by the Van Buren County Road Commission are used to leverage Federal and State funds to do larger, more expensive road and bridge projects that it would likely never accomplish without county-wide millage funds; and,

WHEREAS, the Board of County Road Commissioners has respectfully requested that the Van Buren County Board of Commissioners place a renewal millage for the Road Commission on the August 6, 2024, Presidential Primary Ballot; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners hereby direct the County Clerk to place the following question on the August 6, 2024, Presidential Primary Ballot:

Van Buren County Road Millage Renewal Proposal

This proposal will allow Van Buren County to continue to levy 0.9721 mill which was previously approved by the electors to fund road maintenance, repair, and reconstruction but which expired with the 2023 levy.

Shall there be a 0.9721 mill levy (\$0.9721 per \$1,000 dollars) of the taxable value on taxable property in Van Buren County for the next four (4) years (2024-2027) for the purpose of maintenance, repair, and reconstruction of all public streets, avenues, and roads in Van Buren County?

YES NO

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, Gobles City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan. It is estimated that the revenue generated on this proposal will be \$3,826,869 in the first year of the levy.

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

E. ****Veteran Services Millage Renewal Proposal**

FINANCE RESOLUTION F18/3-26-2024

WHEREAS, the Veteran Service Millage is subject to renewal in 2024; and,

WHEREAS, the millage renewal will further provide for operations and services dedicated to veterans who have served honorably on active duty in the United States Armed Forces; and,

WHEREAS, the Director of the Veteran Services Department has respectfully requested that the Board of Commissioners place this renewal millage on the August 6, 2024, Primary Ballot; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners hereby direct the County Clerk to place the following question on the August 6, 2024, Primary Ballot:

Van Buren County Veteran Services Millage Renewal Proposal

This proposal will allow the County to continue to fund veteran services at 0.0995 mill which was previously approved at .10 mill by the electors in 2020, but has expired with the 2023 levy.

As the renewal of the previously authorized millage which expired with the 2023 levy, the question presented in this proposal is - shall the limitation on the amount of taxes which may be imposed on taxable property in Van Buren County be increased by 0.0995 mill (\$0.0995 per thousand dollars of taxable value), for a period of four

(4) years, 2024 to 2027, inclusive, to provide funds for operations and services dedicated to veterans who have served honorably in active duty in the United States Armed Forces?

YES NO

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, Gobles City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan.

It is estimated that 0.0995 mill would raise approximately \$391,702 when first levied in 2024.

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

F. ****Public Transit Millage Renewal Proposal**

FINANCE RESOLUTION F19/3-26-2024

WHEREAS, the Public Transit Millage is subject to renewal in 2024; and,
WHEREAS, the millage provides for public transportation purposes, to include accommodation for seniors and disabled persons; and,

WHEREAS, the Director of Public Transit has respectfully requested that the Board of Commissioners place a renewal millage for Public Transit on the August 6, 2024, Primary Ballot; and,

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners hereby direct the County Clerk to place the following question on the August 6, 2024, Primary Ballot.

Van Buren County Public Transit Millage Renewal Proposal

This proposal will allow Van Buren County to continue its levy for public transit services at 0.2458 mill which was previously approved at 0.2471 mill by the electors in 2020 but has expired with the 2023 levy. As a renewal of previously authorized millage which expired with the 2023 levy the question presented in this ballot proposal is - shall the limitation on the amount of taxes which may be imposed on taxable property in Van Buren County be increased by 0.2458 mill (\$0.2458 per thousand dollars of taxable value), for a period of four (4) years, 2024 to 2027, inclusive, for the exclusive purpose of providing funds for public transportation purposes, which includes accommodations for seniors and disabled persons?

YES NO

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, Gobles City, Hartford City, Keeler Township, Villages of Lawrence, Lawton, Paw Paw and Mattawan.

It is estimated that 0.2458 mill would raise approximately \$967,642 when first levied in 2024.

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

11. Labor, Negotiations, and Contracts

A. **Salary Exception - Courts Staff Attorney

LABOR RESOLUTION L5/3-26-2024

WHEREAS, there has been a request for the Board to approve Circuit Court's very qualified applicant who has applied for the Staff Attorney position. Given the amount of direct experience he has in the role, it is recommended that he be paid at R29 (E), Association scale: \$78,646.82 annually; and,

WHEREAS, Circuit Court and HR have spent lots of time (22 mos) revising, posting, paying for postings, and visiting job fairs at local law schools looking for a candidate for our Staff Attorney position. This position has desperately been needed with the growing Circuit felony caseload; and,

WHEREAS, the court's Research Attorney is very skilled, but has been stretched into long hours during the week and weekends just to keep up. As fate would have it, our new Probate Judge takes her seat on March 18th and will need an increased amount of help and support for civil cases as

well; and,

WHEREAS, our candidate for Staff Attorney comes to us with over 30 years of experience in the same field of work he'll be doing here. He has been a research attorney for Circuit Courts, the Court of Appeals, and Chief Dorothy Riley of the Michigan Supreme Court.

When not doing research attorney work, he served for 13 years as a Cooley Law Professor. The topics he taught law students are the precise topics he'll be covering here. He also has international law experience, working abroad in the Czech Republic and Belgrade; and,

WHEREAS, upon acceptance of the position, our candidate will be moving to Paw Paw, so he can perform his position in-person. We are thrilled to find such a highly qualified candidate who desires to live in our community and would like to bring him in at a similar rate of pay to what he is making now; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request that the candidate for the Staff Attorney position be brought in at the R29 (E) Court Association rate for 2024.

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

12. Public Transit

A. **Title VI Policy Update

TRANSIT RESOLUTION T5/3-26-2024

WHEREAS, there has been a request for the Board to approve of Transit's updated Title VI Policy; and,

WHEREAS, MDOT requires each transit agency to update their Title VI policy and submit it to MDOT for approval. Once approved by MDOT, the policy then needs to be approved by the transit agency's governing board; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request of Transit's updated Title VI Policy.

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

13. Veterans Services

A. **Out of State Travel Request for Training

VETERANS SERVICES RESOLUTION V1/3-26-2024

WHEREAS, there has been a request for the Board to approve out of state travel for Veterans Services Officers to attend The Annual National Conference for County Veteran Service Officers in Denver, Colorado, from May 11, 2024 - May 17, 2024; and,

WHEREAS, Brenna Murphy and David Krzycki request out of state travel for the National Conference for NACVSO; and,

WHEREAS, the National Conference for the National Association of County Veterans Service Officers (NACVSO) is hosting the annual conference for Veteran Service Officers (VSO)'s to maintain accreditation within the Agency from 11 May 2024 through 17 May 2024 in Denver, Colorado; and,

WHEREAS, this conference is essential for VSOs accredited by NACVSO to maintain their qualifications as Veteran Service officers. Class for accreditation include, but are not limited to, Claims Clinic, VA Pensions, Ethics, Veterans Housing and employment Opportunities, updates on congressional legislation (PACT ACT, CAMP Lejeune Claims, Women in Combat/Service, Aid and Attendance, Legal Aid, and workshops for other areas a VSO must execute their duties; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners approves the request for the Veterans Services Office to travel out of state for the Annual National Conference for County Veteran Service Officers in Denver, Colorado from May 11 through May 17, 2024.

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

14. Public Comment

15. Chairman's Update

COMMISSIONER REPORTS

- Market One Summit at Southwestern Michigan College
- Marijuana revenue report
- Hartford Schools Scholarship Dinner
- Dispensary lock boxes

16. Board Correspondence

- A. Ingham County
- B. Ogemaw County
- C. Tuscola County
- D. Grand Traverse County

17. Closed Session

18. Adjournment

The meeting was adjourned at 02:40 PM.

Paul Schincariol, Vice-Chairperson

Suzie Roehm, County Clerk