



BOARD OF COMMISSIONERS

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS AGENDA for MEETING on August 19, 2025, 5:00pm HISTORIC COURTHOUSE, COMMISSION ROOM

1. Call to Order
2. Opening Ceremonies
(Invocation and Pledge of Allegiance)
3. Roll Call
4. Adoption of Agenda
5. Consent Agenda
 - A. Executive Committee Meeting Minutes – August 11, 2025
 - B. Strategic Planning Meeting Minutes – July 15, 2025
 - C. Board Meeting Minutes – July 15, 2025
 - D. County Clerk Renovation Funds
 - E. Road Commission Appointment – John Bippus
 - F. Planning Commission Appointment – Richard Anderson
 - G. Workforce Development Board for Michigan Works! Southwest
Appointments/Reappointments – Jessica Eyster, Jared Hoffmaster, Alan Ives, Ross Daniels, Karen Marcath
 - H. Acknowledgement of Receipt – Prior Month Finance Reports: General Fund Financial Report, Non-General Fund Financial Report, General Ledger Activity Report (includes all receipts and payments for services)

Suggested motion: I move to approve the consent agenda items.
6. Public Comment (4-minute limit per person)
7. Presentations
 - A. St. Joseph County Strategic Plan – Presented by Allyson Brunette
 - B. 2024 Road Commission Annual Report – Presented by Eric Shafer and John Lindsey
 - C. 2024 Human Services Commission Annual Report – Presented by Laura Brott

8. County Administrator's Report
9. Committee Reports and Appointments
10. Unfinished Business
11. New Business
 - A. St. Joseph County Strategic Plan – Presented by Teresa Cupp
Suggested motion: I move to adopt the St. Joseph County Strategic Plan, as presented.
 - B. Commission on Aging Budget Amendment Request – Presented by Pam Riley
Suggested motion: I move to approve the purchase of a dishwasher and also establish a budget from COA Fund Balance in an amount not to exceed \$33,000, as presented.
 - C. Change in Professional Services Agreement for Security Entrance – Presented by Jen Sawyer
Suggested motion: I move to approve the change in professional services agreement and amend the project budget to reflect the change, as presented.
 - D. Michigan Neighborhood CDBG Funding Designation Memorandum – Presented by Angie Steinman
Suggested motion: I move to accept and execute the Michigan Neighborhood CDBG Funding Designation Memorandum, approve the Residential Anti-Displacement & Relocation Plan, and approve the Grievance Procedure, as presented.
 - E. Historic Courthouse Resolution – Presented by Commissioner Malone
Suggested motion: I move to approve the Resolution Commemorating the Historic Courthouse, as presented.
12. Commissioner Comments (for items not on the agenda)
13. Closed Session Legal Opinion
I move that we enter closed session pursuant to MCL 15.268(e), to discuss litigation and settlement strategy in the matter of Pruett-Taylor v. St. Joseph County, et al, Case No 04-472-NI, pending in the Kalamazoo County Circuit Court, because discussion in open session will be detrimental to the financial effect of the litigation on the agency.
14. Adjournment

EXECUTIVE COMMITTEE
Minutes
August 11, 2025, at 4:00 p.m.
HISTORIC COURTHOUSE, HISTORY ROOM

Commissioners Present: Commissioners Jared Hoffmaster, Rusty Baker, Terry Conklin, Christina Yunker, Luis Rosado, Ken Malone, and Rick Shaffer.

Commissioners Absent: None

Also Present: Teresa Cupp, County Administrator

1. Environmental Testing Proposal-Fishbeck via Zoom –
It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the proposal as presented. Motion carried.
2. 911 Millage Renewal – Stacey Bower.

Resolution Renewing a Special Millage for
Comprehensive Emergency Telephone Services (911 Services)
St. Joseph County, Michigan Resolution 7-25

WHEREAS, St. Joseph County desires to maintain county-wide emergency telephone and dispatch services for the benefit of the citizens of the County; and

WHEREAS, 911 emergency telephone and dispatch services are a substantial benefit to the citizens of the County of St. Joseph; and

WHEREAS, funds are needed to continue operating county-wide 911 emergency telephone and dispatch services.

THEREFORE, BE IT RESOLVED, that the following proposed question be submitted to a vote of the electorate of St. Joseph County at the general election to be held November 4, 2025.

EMERGENCY TELEPHONE SERVICES RENEWAL

(911 SERVICES) MILLAGE QUESTION

“For the purpose of renewing funding for the continued operation of the comprehensive, county-wide 911 emergency telephone and dispatch system, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of St. Joseph, Michigan, be levied at 0.9 mill (\$0.90 per thousand dollars of taxable valuation) be continued and renewed for a period of five (5) years, 2026, 2027, 2028, 2029, and 2030? This is a decrease of 0.0864 mill to the current millage ending December 31, 2025.

It is estimated that the amount of revenue to be generated from the total millage rate in the first year of the levy – 2026 - will be approximately \$2,627,535.00, to be used for the continued operation of the 9-1-1 Emergency System for St. Joseph County.”

[] Yes

[] No

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk;

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed question to be stated on the November 4, 2025, ballot and to be prepared and distributed in the manner required by law.

It was moved by Commissioner Yunker and seconded by Commissioner Rosado to adopt the resolution.

Voting was by roll call:

Commissioner Shaffer – Yes
Commissioner Baker – Yes
Commissioner Rosado – Yes
Commissioner Yunker – Yes
Commissioner Malone – Yes
Commissioner Conklin – Yes
Commissioner Hoffmaster – Yes

Resolution 7-25 was adopted.

3. Change in Professional Services Agreement for Security Entrance – Jen Sawyer. By consent, the item was added to the agenda.
4. Commission on Aging Budget Amendment Request – Pam Riley. By consent, the item was added to the agenda.
5. County Clerk Renovation Funds – Gina Everson. By consent, the item was added to the consent agenda.
6. Road Commission Appointment Discussion – Erin Goff. By consent, the item was added to the consent agenda.
7. Planning Commission Appointment – Erin Goff. By consent, the item was added to the consent agenda.
8. Workforce Development Board for Michigan Works! Appointments/Reappointments – Erin Goff. By consent, the item was added to the consent agenda.
9. Historic Courthouse Resolution – Teresa Cupp. By consent, the item was added to the agenda.

Public Comment. Gina Everson

Other Business.

- Finance Director Angie Steinman provided a brief update on a new grant program called CHILL, which is intended to assist homeowners. She noted that the details of the program are not yet finalized, and this update was provided as informational.

- Administrator Teresa Cupp announced that the next meeting will include a Strategic Plan presentation, annual reports from the Road Commission and Human Services Commission, and a closed session for legal opinion.

Commissioner Comments. Commissioner Baker commented on the Three Rivers Court building.

There being no further business the meeting adjourned at 4:56 p.m.

Respectfully submitted

Gina Everson, County Clerk/Register

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

STRATEGIC PLANNING PRESENTATION

July 15, 2025

Strategic Planning Presentation and Meeting of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on July 15, 2025, at 3:30 p.m.

Present: Rusty Baker, Terry Conklin, Jared Hoffmaster, Luis Rosado, Rick Shaffer, Christina Yunker

Also Present: County Administrator Teresa Cupp and Finance Director Angie Steinman

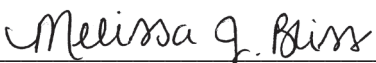
Absent: Ken Malone

1. Allyson Brunette provided an overview of the strategic planning process and draft documents for St. Joseph County.

By consent, the Commission will review the draft plan and provide feedback to Administrator Cupp by July 31, 2025.

2. ADJOURNMENT

By consent, the meeting adjourned at 4:09 p.m.



Melissa J. Bliss,

Deputy County Clerk

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

July 15, 2025

The Regular Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the Commission Chambers on July 15, 2025, at 5:00 p.m.

1. Chairman Jared Hoffmaster called the meeting to order.
2. An invocation was given, followed by the Pledge of Allegiance.
3. County Clerk/Register Gina Everson called roll:

Present: Rusty Baker, Terry Conklin, Jared Hoffmaster, Ken Malone, Luis Rosado, Rick Shaffer, Christina Yunker

Also Present: County Administrator Teresa Cupp and Finance Director Angie Steinman

4. ADOPTION OF AGENDA

It was moved by Commissioner Baker and seconded by Commissioner Malone to adopt the agenda as presented. Motion carried.

5. CONSENT AGENDA

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the consent agenda as presented.

- Executive Committee Meeting Minutes for July 8, 2025
- Board of Commissioner Meeting Minutes for June 17, 2025
- Remonumentation Contracts with Southwest Survey & Engineering LLC, Kesler Land Surveying LLC, and RD Miller Land Surveying.
- Commission on Aging Advisory Board Reappointments for Deborah Davis, Patricia Dane, Maggie Mead, Amanda Johnson, and John Gelvin.
- Appoint Nicolas Kostelecky MD as the Deputy Medical Examiner
- Provide a letter of support for a Child and Adolescent Health Centers Grant through Beacon Health/PAWS Clinic.
- General Fund Financial Report, Non-General Fund Financial Report, General Ledger Activity Report – placed on file.

Motion carried.

6. PUBLIC COMMENT

Commissioner Hoffmaster opened the floor to public comment at 5:02 p.m.

Deborah Davis – St. Joseph County Prosecutor, Angelique Camfield – St. Joseph County Assistant Prosecutor, Paige Willis – White Pigeon, Gordon Evilsizor – Florence Township, Andrew Brandt – Centreville, Sheila Kroupa – White Pigeon

Commissioner Hoffmaster closed the floor to public comment at 5:16 p.m.

7. PRESENTATIONS

- A. FY2024 Gabridge & Company Audit Presentation – presented by Matt Holland
- B. MSU Extension Outreach Presentation – Presented by Nicolle Ritchie
- C. 2024 Commission on Aging Annual Report – Presented by Pam Riley

8. COUNTY ADMINISTRATOR'S REPORT

Administrator Teresa Cupp commented on the following: staff leadership meeting including social media policy, new hires, employee information sessions for Medicare, Morgan Stanley, and MERS, the courts renovation project, RFP for discharge project at the jail, COA Director Riley and her annual report presentation, the annual audit report, and Finance Director Steinman.

9. COMMITTEE REPORTS AND APPOINTMENTS

Commissioners Malone, Shaffer, and Rosado presented committee reports and comments.

10. UNFINISHED BUSINESS

None reported.

11. NEW BUSINESS

A. Michigan Department of Natural Resources Grant Declaration and Notice

It was moved by Commissioner Malone and seconded by Commissioner Baker to adopt the Declaration and Notice for the Michigan DNR Grant, as presented. Motion carried.

B. Commission on Aging Advisory Board Amended Bylaws

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to adopt the bylaw changes, as presented. Motion carried.

C. Environmental Testing Proposal

It was moved by Commissioner Yunker and seconded by Commissioner Baker to approve a proposal from KECK for an amount up to \$6500 for the jail and Animal Control facilities.

Voting was by roll call:

- Commissioner Shaffer - No
- Commissioner Baker - Yes
- Commissioner Rosado – No

Commissioner Yunker – Yes
Commissioner Malone - No
Commissioner Conklin - Yes
Commissioner Hoffmaster - No
Motion failed.

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to accept the proposal from Fishbeck and establish a budget of \$18,700 from fund balance, as presented.

Voting was by roll call:
Commissioner Baker – No
Commissioner Malone – Yes
Commissioner Shaffer – Yes
Commissioner Conklin – No
Commissioner Rosado – Yes
Commissioner Yunker – Yes
Commissioner Hoffmaster - Yes

Motion carried.

12. COMMISSIONER COMMENTS

Commissioner Rosado, Malone and Baker provided comments.

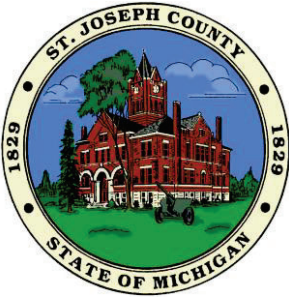
13. ADJOURNMENT

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to adjourn the meeting at 6:08 PM. Motion carried.

Melissa J. Bliss

Melissa J. Bliss,

Deputy County Clerk



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 8/19/2025

DEPARTMENT: County Clerk

PREPARED BY: Gina Everson

SUBJECT: Clerk Renovation Funds to Include Elections Division

SPECIFIC ACTION REQUESTED:

Requesting approval to include office furniture in the clerks renovation budget.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The FY25 budget includes \$33,000 in allocated funding for "clerks office renovation." The needs of the clerks office have expanded to include the elections division.

This is not a request for additional funds.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

Already approved expenditure in FY25 budget.



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 130
Centreville, MI 49032-0277

Board Agenda Request Form Appointment to County Board / Committee

Proposed Board Meeting Date: 8/19/25

Board / Committee: Road Commission

Prepared by: Erin Goff

Appointment Type: Appointment Partial

Name: John Bippus

Address: On File

No. of Years of Term: 6 (1 year, 4.5 months rem.)

Expiration Date: 12/31/26

Specific Action Requested:

Appoint John Bippus to the St. Joseph County Road Commission, to complete the remainder of a six year term already in progress. Current term ends 12/31/2026.

Other Pertinent Information:



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 130
Centreville, MI 49032-0277

Board Agenda Request Form Appointment to County Board / Committee

Proposed Board Meeting Date: 8/19/25

Board / Committee: Planning Commission

Prepared by: Erin Goff

Appointment Type: Appointment Partial

Name: Richard Anderson

Address: On file

No. of Years of Term: 3 (4.5 months remain)

Expiration Date: 1/1/26

Specific Action Requested:

The Planning Commission unanimously voted to recommend the appointment of Richard Anderson to the remainder of a term expiring on 1/1/2026.

Other Pertinent Information:

Two citizen interest forms were submitted for this opening and the Planning Commission invited both to the July meeting. A member whose term also expires 1/1/2026 announced intention to not seek reappointment and the Planning Commission encouraged the second applicant to maintain interest with the possible appointment to that opening.



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 130
Centreville, MI 49032-0277

Board Agenda Request Form Appointment to County Board / Committee

Proposed Board Meeting Date: 8/19/25

Board / Committee: Workforce Development Board for Michigan Works! Southwest

Prepared by: Erin Goff

Appointment Type:

Name: See attached memo for names and term information

Address:

No. of Years of Term:

Expiration Date:

Specific Action Requested:

Consideration and appointments requested for Jessica Eyster, Jared Hoffmaster, Alan Ives, Ross Daniels, and Karen Marcath

Other Pertinent Information:

DATE: July 28, 2025
TO: St. Joseph County Board of Commissioners
FROM: Jakki Bungart-Bibb / Debbie Horn
SUBJECT: Workforce Development Board – Membership Renewal and New Appointment

We are requesting consideration and approval from St. Joseph County Board of Commissioners, for the renewal of private sector members, a new appointment representing the private sector, and a new appointment representing public assistance, to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

RENEWAL APPOINTMENTS - REPRESENTING PRIVATE SECTOR

Renewal appointments for another two-year term beginning October 1, 2025 and ending September 30, 2027.

- Ms. Jessica Eyster, HR Manager, IAC Group (St. Joseph)
- Mr. Jared Hoffmaster, Assistant Vice President & Investment Officer at Century Bank and Trust (St. Joseph BOC)
- Mr. Alan Ives, Vice President of Operations, Kadant Johnson LLC (St. Joseph)

NEW APPOINTMENT - REPRESENTING PRIVATE SECTOR

New appointment for the balance of a two-year term beginning July 1, 2025 and ending September 30, 2025; and another two-year term beginning October 1, 2025 and ending September 30, 2027.

- Mr. Ross Daniels, Vice President, R&R Trailers (St. Joseph)

NEW APPOINTMENT - REPRESENTING PUBLIC ASSISTANCE AGENCIES

New appointment for the balance of a two-year term beginning July 1, 2025 and ending September 30, 2026.

- Ms. Karen Marcath, County Director, MI Department of Health & Human Services – Cass/St. Joseph Counties (St. Joseph) – replacing Karen Doubleday (Calhoun)



“Improving the quality of life for all citizens of St. Joseph County through collaborative efforts.”

2024

Annual Report to the Community

Adult Services Network

Child Death Review

**Early Childhood Workgroup/
Great Start Collaborative**

Housing Task Force

Project Connect Committee

Substance Abuse Task Force



**ST. JOSEPH COUNTY
HUMAN SERVICES
COMMISSION**

2024 HSC Members

Executive Committee

Chair, Cameron Bullock

Executive Director, Pivotal

Vice Chair, Stacy Linihan

Director, Covered Bridge Healthcare

Past Chair, Kathy Olsen

Quality Assurance & Project Coordinator / WDB
Liaison, Michigan Works! Southwest

Member at Large, Rebecca Burns

Health Officer, BHSJ Community Health Agency

Member at Large, Courtney Iobe

Director, Community Action Agency

Member at Large, Stephanie Zann

Director, GSC, Help Me Grow St. Joe

St. Joseph County Commission, Fiduciary

Rick Shaffer, County Commissioner

HSC Body

Lee Herschberger

Exec. Dir, Operations, Three Rivers Health Beacon
Health System

Allen Balog

Director, St. Joseph County Transportation Authority

Teresa Belote

Superintendent of Schools, SJC ISD

Lynn Coursey

Community Development Coordinator, Goodwill
Industries of Southwestern Michigan

Christian Garcia

Aetna Better Health of Michigan

Deborah Hackworth

Director, Domestic and Sexual Abuse Services

Anita Harper

Executive Director, Keystone Place, Inc.

Tonya Howden

V.P. of Student Services, Glen Oaks Community College

Matie James

Citizen Representative

Karen Marcath

Director, Department of Health & Human Services

Kevin Kane / Judge David Tomlinson

St. Joseph County Juvenile Court

Rachel Kowalski

SJC Superintendent's Association Colon Community Schools

Lindsay Richardson

Executive Director, Sturgis Area Community Foundation

Pamela Riley

Executive Director, SJC Commission on Aging

Luis Rosado

St. Joseph County Commissioner

Message from the 2024 Human Services Commission Chair

Greetings!

It's time to celebrate another year of the dedicated efforts and accomplishments of the St. Joseph County Human Services Commission. We especially want to thank the task force and work group members for their commitment and dedication in enhancing and filling gaps in human services within our community.

We have continued to take great strides as we grew the SJC Resources Google Group, building and strengthening community connections to address immediate needs; and the task forces have been instrumental in keeping the valuable Resource Guide updated. Additionally, there has been a renewed focus on addressing the need for more affordable housing throughout the county.

The 2024 annual report highlights the past year's accomplishments of the St. Joseph County Human Services Commission, its task forces, and work groups.

Please join us as we celebrate our progress and move into 2024!

Best regards,

Cameron Bullock, Pivotal

2024 Chair, St. Joseph County Human Services Commission

Mission & Vision

The **MISSION** of the SJC HSC is to “coordinate and leverage collaborative efforts to improve the quality of life for all citizens.”

Our **VISION** is to facilitate “seamless and efficient access to services that support individual, family, and community needs.”

The Purpose of the HSC

The St. Joseph County Human Services Commission (HSC) was established by the St. Joseph County Commission in 1995 as the single multi-purpose collaborative for St. Joseph County. Their resolution authorized SJC Human Services Commission to:

- Forge alliances
- Create a shared vision
- Mobilize resources for services to families whose needs are being met by multiple agencies

Currently HSC is comprised of 20 member agencies working together to coordinate health and human services across systems. HSC fosters collaboration and relationships among agencies to prevent duplication of services and provide better service to our citizens.

The HSC does this work through established task forces and workgroups.

To learn more about the work of the HSC, contact Collaborative Coordinator Laura Brott, at 269-625-1820 or BrottL@michigan.gov.

“Connection” Tools at your Fingertips

“Our agency appreciates all the resource tools and services the HSC provides for our county. We use them virtually every day.” - SJC Resources Google Group member

“Covering multiple counties in our region, I’ve noticed that St. Joseph County really has it together for resource connection among agencies and is a “best practice” model for other counties!”

SJC Resources Google Group member



With over 500 front line workers across the county in this email chain, **SJC Resources Google Group** continues to meet non-traditional needs countywide.

“Needs are met quickly without the hindrance of paperwork!”-

SJC Housing Task Force member



The **Community Resource Roundtable** quickly connects current agency and organization staff, providing a snapshot of services available in the county and the faces that provide these services. Over **90** front line workers attended the roundtable in 2024.

“The round table is such a great event! I learn so much and I am able to pass this information on to those I serve.”

“Your county works so well together! Your communication and how you partner together is stellar! You don’t see that in every county. -Roundtable attendees



St Joseph County Human Services Commission on Facebook is one more avenue to connect to the public and push information out about the many events and resources in St. Joseph County. The page has 1,817 page followers. Popular posts include monthly food distribution locations and Thanksgiving meals.



St Joseph County’s comprehensive **Community Resource Guide** is located on the HSC website. This is a live document regularly updated with current services. Popular pages include the food resources, free store hours, parent resources, and apartment complexes.

“I sure appreciate this county’s grassroots effort to collect information about the services available and share the information with front line workers and the public”

- SJC Resources Google Group member



The HSC calendar of supportive events and services includes community events, food pantry and free store hours, support & recovery groups, and more. Users can add events directly to their own calendars from the site.

“I am on this calendar ALL the time. Thank you!! - SJC Task Force on Family Violence member

The HSC website was accessed by over 1,000 users each month in 2024.

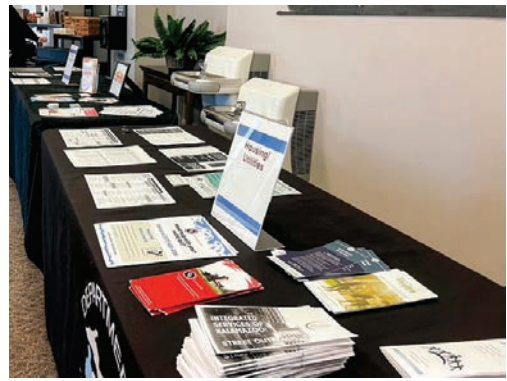
Add the HSC website onto your mobile phone home screen or add as a favorite on your desktop!

www.sjcHumanServices.com



2024 SJC Community Resource Roundtable

Read what are participants saying about the roundtable...



“A great opportunity to learn about resources available in our community and connect with local service providers.”

“The Roundtable is a great event to network at and learn more about organizations in our county.”

“A great opportunity to hear about the needs and services available through our community organizations in a condensed format. A great event to make connections at!”

“The Roundtable is a great learning experience to broaden the capacity of any agency or church group in service to the community!”

“This is a great way for each resource to explain a little about their programs and what they offer.”

“I appreciated being able to pick up flyers for the individuals we work with as well as connecting with agencies who could assist some of our clients and other members of the community.”

“The Roundtable was very informative. I gained a much better understanding of the work being done in St. Joseph County, the resources available to support and empower people in need, and [it] inspired me to learn more about the work being done in our community.”

The SJC Resources Google Email Group

was created among the task forces and workgroups in November 2016 and has grown to over 500 caring individuals and professionals working on the front lines in St. Joseph County across many human services agencies, groups, and faith based organizations. The group email service is used to share agency updates, upcoming events, and request help finding a service or meeting a need.

* Fewer requests are coming into the Google Group for furniture and households goods. This can likely be attributed to the increase awareness agencies and front line workers have of Hope United’s Restored Hope and free store ministries in the county.

Front line workers in St. Joseph County can request to join the SJC Resources email group by emailing BrottL@michigan.gov

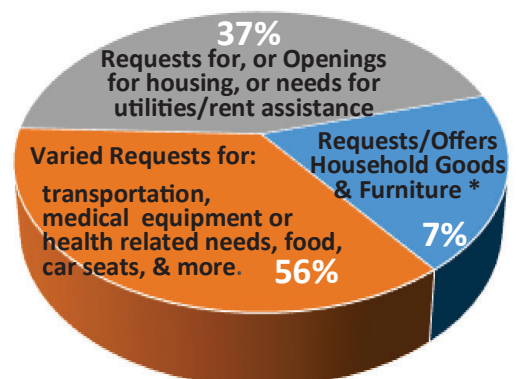
541 Google Group posts during 2024:

Offers of Assistance 198

Requests for Help 166

Information Shared & Agency Updates 90

Event Sharing Posts 87



2024 Project Connect & Veteran Stand Down

Project Connect is a collaboration of the SJC Human Services Commission, its task forces, and other agencies serving St. Joseph County. The 17th Annual Project Connect was held October 11, 2024 at the fairgrounds in Centreville. It was held in conjunction with a Veteran Stand Down.

Event Impact:

- 252 households attended
- 571 persons were impacted (includes household members not present)
- 90% of attendees reside within St. Joseph County
- 91% of households completing an exit survey indicated they connected at the event to a resource to help with their current needs
- 77 new households attended that did not attend in 2023
- 76 veterans attended
- Average household size was 3 persons
- Average age of attendee was 56-65 years old
- 15% of households had less than 12 years of education
- 31 households were currently homeless
- 3 households were in process of being evicted
- 64 attendees were currently unemployed
- 56 % of attendees sought food assistance
- 23% of attendees sought healthcare assistance

Project Connect is a community resource fair for individuals and families who are low income, homeless, and/or veterans to give them a hand up and improve their quality of life. Free items, services, information, and help is available on site at this one-day event.

Services Provided at 2024 Project Connect:

- 30 rides provided to and from the event by SJCTA, Pivotal, or Grace Sturgis
- 330 meals served
- 82 service agencies participated
- 250 hygiene kits provided
- 250 commodities boxes and 200 fresh food boxes distributed
- 55 shots administered
- 134+ health screenings provided

2024 Project Connect & Stand Down Planning Committee

*Chair: Laura Brott, SJC Human Services Commission
BrottL@michigan.gov*

Angela Anderson, Community Action
Joshua Reetz, Community Action
Laura Jones, Community Action
Bethenie Letts, Community Action
Stephanie Belote, Community Healing Center
Jordan Brinker/ Maria Williams, US Department of Veterans Affairs
Michelle Boudreau, South Michigan Food Bank
Holly Cerny, Pivotal
Marci Goodman, St. Joseph County Transportation Authority
Jill Gunn, Hope United
Aimmee Mullendore, BHSJ Community Health Agency
Lynette Page, Michigan Works! Southwest
Susan Pyles, DHHS- MYOI Program
Amanda Johnson, Covered Bridge Healthcare
Stephanie Zann, Help Me Grow St. Joe
Carol Dornhecker, St. Joseph County Transportation Authority
Debbie Stiles, Community Volunteer



Housing Coordinator Update (This report covers a two-year period from July 2023 through June 2025)



Clayton Lyczynski II was hired with ARPA funding in July 2023 to fulfill a two-year St. Joseph County Housing Coordinator role.

In this role, Clayton was responsible for coordinating efforts to move the work of the St. Joseph County Housing Plan forward. The multi-pronged housing plan developed by the Southcentral Michigan Planning Council in 2021, focused on three goals:

- Maintaining a diversity of housing options for all residents of St. Joseph County.
- Increasing available housing in the county for those who need options with less maintenance.
- Collaboration to better promote the county's amenities to potential residents.

One of Clayton's largest thrusts was his pursuit of grants to help maintain and increase housing stock. Clayton spent considerable time researching, planning, and pursuing MSHDA MI Neighborhood funding. Some of his activities included actively participating on the State's Region J Housing Planning Committee and the Housing Eco-system sub-committee. While Clayton was engaged in the beginning stages with the City of Sturgis seeking funds, the Sturgis Neighborhood Program eventually took the lead in applying for a \$200,000 rehab grant. He also assisted the Village of Constantine and Mendon in their pursuit of rehab grants in the amount of \$200,000 each, including gathering letters of intent. The Village of Constantine was awarded this funding. Three Rivers' grant writer worked closely with Clayton to apply for multiple grants, including \$400,000 toward home rehab, and a \$1.5 million infrastructure grant. Although the infrastructure grant was denied, the rehab funding was awarded.

Clayton helped promote many housing opportunities and played both minor and major roles in bringing more housing projects to St. Joseph County. He promoted dozens of new apartments in Centreville, White Pigeon, and Three Rivers. The Three Rivers rental properties included an investment in excess of \$9 million dollars from Allen Edwin Homes to build out a neighborhood. Clayton was asked to speak publicly at City Commission meetings and also reached out to individual commissioners to share the details of the investment. According to Executive Director Tiffany Wagler, Clayton played a critical role in helping her relaunch efforts to secure funding for the Rooted Safe House (for children transitioning into foster care). This initiative was impacted by his assistance connecting her with the Sturgis Area Community Foundation. Another non-profit organization that Clayton worked with closely was Hope United, and the organization's efforts to create Tiny Home Villages through their church network. Clayton was supportive in multiple ways—attending meetings and sharing information in the community, as well as attending a multi-day trip to Minnesota, to visit a development that the local plan is modeled after.

There were two large projects for which Clayton was very active and is expected to help bring those projects to completion. The first was the development of an entire block on S. Main Street in Three Rivers, for Veteran apartments. The other was helping a startup company, Affordable Housing Initiative (AHI), build new homes for under \$200,000. Clayton's role was (and will continue to be) to create a system that leads to home kits with XL panels which will increase the quality and number of homes while lowering the overall cost. This is expected to be an industry disrupter that will have considerable impact on the housing crisis.

In regards to the St. Joseph County Housing Plan's goal to promote the county's amenities to potential residents, Clayton's "Community Connector" Facebook page complements the Sturgis and Three Rivers Chamber of Commerce pages as the three entities have diligently worked to promote the businesses, services, and events available in St. Joseph County. Promotion helps the curb appeal of the county, builds retention of current residents, and helps our local businesses and services succeed.

With all County contracts coming to an end, Affordable Housing Initiative (AHI) has brought Clayton on as their new Director of Business Development and Community Relations. He will also continue his career as an insurance agent.

More information regarding the St. Joseph County Housing Plan and Clayton's 2023-2025 monthly housing reports can be found on the St. Joseph County Human Services Commission website: <https://sjchumanservices.com/housing-plan/>.

Child Death Review

Co-Chair: Brian Stears, St. Joseph County Sheriff's Department, StearsB@stjosephcountymi.org

Co-Chair: Madonna Hilarides, BHSJ Community Health Agency, hilaridesm@bhsj.org

Participating Agencies:

- BHSJ Community Health Agency
- Pivotal
- Department of Health and Human Services
- Domestic and Sexual Abuse Services
- Michigan Public Health Institute
- Michigan State Police
- SJC Prosecuting Attorney's Office
- SJC Human Services Commission
- SJC Intermediate School District
- St. Joseph County Sheriff's Department
- Sturgis Fire Department
- Sturgis Hospital
- Sturgis Police Department
- Three Rivers Health– Beacon Health System
- Three Rivers Police Department

This interdisciplinary team of medical staff, law enforcement, and other professionals, reviews child deaths within St. Joseph County to determine if these deaths of 0-18 years olds were preventable. When appropriate, they suggest community-wide prevention education to prevent future deaths.

- ◆ 4 cases were reviewed in 2024; two natural, one transportation-related, and one where the manner of death was undetermined.

Great Start Collaborative/Early Childhood Workgroup

Chair: Stephanie Zann, Great Start Collaborative/ISD, szann@sjcisid.org

Participating Agencies:

- Aetna Better Health of Michigan
- Area Preschool Providers / Child Care Programs
- BHSJ Community Health Agency
- Community Action
- Council for Prevention of Child Abuse/Neglect
- Covered Bridge Healthcare
- Dept. of Health and Human Services
- Domestic and Sexual Abuse Services
- Kinship Care
- Local School Districts
- Michigan Alliance for Families
- Pivotal
- Pregnancy Helpline of Three Rivers
- Southwest Child Care Resources
- SJC Human Services Commission
- SJC Intermediate School District
Great Start Readiness Program
Early Headstart & Childcare Partnerships
Early On
Special Education
Family Coalition
- SJC Probate Court
- Sturgis Pregnancy Helpline
- Three Rivers Schools

Collaboratively accomplished:

- Coordinated the Diaper Bank Grant for St. Joseph County with DHHS, Covered Bridge Health Care, BHSJ CHA to offer 6 diaper giveaway events serving 449 children.
- Offered 43 Books, Blocks, and Balls screening events in the community for families to find out if their child is developmental on track.
- Completed 1,079 screenings on children with the Ages and Stages online questionnaire.
- Offered 4 Conscious Discipline classes and offered 2 Parenting Your Teen course with the Child Abuse/Neglect Prevention Council.
- Continued the implementation of Help Me Grow St. Joe to support families get connected to early childhood services like Early Head Start, Early On, and GSRP, along with community resources.
- Continued building early literacy skills with 5 Musical Storybooks in partnership with Three Rivers Library, Kalamazoo Symphony Orchestra, and The Huss Project.
 - Contributed \$15,000 to St. Joseph County's Dolly Parton's Imagination Library partners (The Huss Project and White Pigeon Library).
 - Installed 13 Little Free libraries across the county.
 - Held 2 ongoing Book-Walks, in partnership with the Three Rivers Library, throughout the summer at The Huss Project and Skidmore Park.
 - Distributed 450+ books to families across the county.
 - Continued the Talk, Read, Sing community campaign with reading corners at the Pivotal locations, CTAG, Laundry mats.
- Distributed 170 Welcome Baby Bags to new parents thru Beacon-Three Rivers Hospital and Bronson Hospital as a collaboration with the St. Joseph County Child Abuse and Neglect Prevention Council, and BHSJ CHA.
- Trained 16 Doulas with a collaborative grant from SWMPQIC and Branch Great Start Collaborative.
- The Great Start Collaborative (GSC) Joined the Region 8 Literacy Hub initiative, collaborating with Branch, Calhoun, Cass, Kalamazoo, and VanBuren counties to develop regional literacy based projects encouraging family engagement.
- Received a \$10,000 gift from SWMPQIC to use to support maternal health.



Substance Abuse Task Force

Co-Chairs: Mikayla Finnerman and Mark Olsen, Pivotal
mfinnerman@pivotalstjoe.org, molsen2@pivotalstjoe.org



Participating Agencies:

- Aetna Better Health of Michigan
- BHSJ Community Health Agency
- Destiny Church
- Covered Bridge Healthcare
- Department of Health & Human Services
- Domestic and Sexual Abuse Services
- Great Start Collaborative
- Michigan State Police
- St. Joseph County Community Corrections
- Pivotal
- SJC Human Services Commission
- St. Joseph County Probation Division
- St. Joseph County Transportation Authority
- Riverside Church
- Southwest Michigan Behavioral Health

Collaboratively accomplished:

Held 5 campaigns in FY 23/24: Methamphetamine, Underage Alcohol Use, Underage Marijuana Use, RX Drug Misuse, and Underage Vaping

- Grew email database to reach over 600 community members and front line workers.
- Social Media interactions: over 6,790 people reached on Facebook.
- Expanded community sectors represented on Task Force.
- Continue to manage a Spanish Facebook page and established a Spanish speaking person to manage the page.
- Increased school appearance with Too Good For Drugs program.
- Alcohol/ Compliance Checks (to prevent distribution of products to individuals under age of 18)
- Provided education to 70 alcohol/tobacco retailers.
- Completed 51 retailer alcohol compliance checks (51 passed).
- Completed 68 tobacco retailer compliance checks (67 passed).

Opioid / RX Drug Mis-Use Campaign

- Campaign flyers reached 10,000 people on Facebook.
- 12 individuals attended in person presentation.
- 35 individuals viewed virtual presentation about RX overdose.
- All police and fire departments in St. Joseph County were trained and re-stocked with Narcan kits.
- Held Naloxone trainings for 247 people with 183 Narcan kits distributed.
- 1,960 pounds of medication was collected at drop off locations.

Methamphetamine Campaign

- Campaign flyers reached 10,300 people on Facebook.
- 2024 Voices of Hope and Recovery Event for Meth Campaign– 97 in-person attendees.

Underage Drinking Campaign

- Facebook posts reached 10,000 individuals.

Underage Marijuana Use Campaign

- Facebook posts reached 10,000 individuals.
- County Fair presentation – 700 individual interactions at educational booth.

Underage Vaping Campaign

- Reached 15,000 individuals through Facebook posts.
- Presentations to Colon MS, Colon HS, and Sturgis football teams.
- Ran 90 thirty second commercials on both WBET and WTHD radio.

Continued Prime For Life Curriculum

- Served 84 individuals in Saturday Prime for Life classes.
- Served 161 individuals in the 12 hour Saturday Prime for Life classes.
- Served 7 Juvenile Day Treatment Center students in program.
- Made 2 referrals for only Spanish speaking individuals to a Kalamazoo Spanish provider.
- Created all posts and flyers in Spanish & English.
- Offered a virtual training option in Spanish in Kalamazoo.



Housing Task Force/Local Planning Body of Balance of State Continuum of Care

Chair: Whitney Wardell: Neighborhoods Inc. Battle Creek, wwardell@nibc.

Vice Chair: Laura Brott, St. Joseph Count Human Services Commission, stjosephcountyhsc@gmail.com



Participating Agencies:

- Balance of State Continuum of Care
- Battle Creek VA
- Community Action
- Pivotal
- Covered Bridge Healthcare
- Disability Network
- Domestic and Sexual Abuse Services
- Elm Tree Apartments
- Fair Housing Center SWM
- Gryphon Place
- Habitat for Humanity
- Hope United
- Integrated Services
- KeyStone Place
- KMG Prestige
- Neighborhoods Inc.
- Michigan State Housing Development Authority
- Michigan Works! Southwest
- RESET Day Center
- SJC Commission On Aging
- St. Joseph County Government
- SJC Intermediate School District
- SJC Veteran Services
- SJC Human Services Commission
- SJC Realtor/Renter Association
- St. Joseph County Transportation Authority
- Salvation Army
- Sturgis Neighborhood Program
- United Community Assistance Program (UCAP)
- Woda Management
- City of Sturgis
- St. John's Episcopal Church - Friday Friendship Meal

2024 Statistics

- ◆ 78 individuals counted were experiencing literal homelessness on 2024 Point-In-Time Count Day (21 were located in our homeless shelter, 12 under Domestic Violence shelter, 44 unsheltered, and 1 individual was unwilling to share.)
- ◆ 140 households served by homeless prevention programs, equaling \$119,855 (This includes rent and utilities).
- ◆ 38 households were served by rapid rehousing programs equaling \$129,922.
- ◆ 252 families were impacted through 2024 Project Connect (571 total persons in households)

Collaboratively Accomplished:

- Oversight to St. Joseph County's Housing Assessment and Resource Agency (NIBC); money received, spent, and outcomes to assure a comprehensive community-wide service and housing delivery system.
- A successful 2024 Point in Time (PIT) Count

Adult Services Network

Chair: Amanda Johnson, Covered Bridge Healthcare, Amanda@sjccbh.org

Participating Agencies:

- Absolute Homecare
- Aetna Better Health of Michigan
- Area Agency on Aging 3C
- Beacon-Three Rivers Home Health and Hospice
- Birch Meadows
- CentricaCare
- Covered Bridge Healthcare
- Department of Health & Human Services
- Disability Network Southwest Michigan
- Domestic and Sexual Abuse Services
- Edgewood Healthcare
- Fairview Rehabilitation Community
- Home Joy
- Pivotal
- Safe Haven
- SJC Human Services Commission
- SJC Veterans Services
- SJC Commission On Aging
- Skaggs Assisted Living
- Thurston Woods Village

Collaboratively accomplished:

- ◆ 50 community partners involved in the ASN google group and 8 regularly attended the monthly meetings.
- ◆ Collaborated with the Human Services Commission to update the St. Joseph County Community Resource Guide pages pertaining to Seniors and Senior Health.
- ◆ Organized a 2024 Senior Resource Fair.
 - ◆ 32 Agencies participated
 - ◆ 141 people attended (70 were agency reps and volunteers and 71 were attendees)
 - ◆ Continental breakfast and beverages provided throughout the event for all
 - ◆ 12 Hearing screens were provided
 - ◆ 100 bags of fresh market produce distributed
 - ◆ 2 rides to and from the event were scheduled by SJCTA.
 - ◆ Event was the morning after multiple storms and tornados came through the county.

“ The Adult Services Network provides opportunities to discuss issues affecting the older and vulnerable adult population in St. Joseph County and to identify programs to implement.

Amanda Johnson, Adult Services Network Co-Chair ”

Strategic Planning

Much of our strategic plan for 2024 focused on strengthening communication within our collaborative as well as communication with other bodies and agencies in St. Joseph County. The end result is that residents receiving services because both the frontline workers serving them know what is available in our county and residents know how to access these services.



Strategic Plan Items Accomplished in 2024

HSC continues to address the lack of housing in St. Joseph County. The full time housing Collaborative Coordinator hired in 2023 has been building connections within the community and leading the work collaborating with municipalities, chambers of commerce, and agencies to follow a community master housing plan developed under the guidance of the South Michigan Planning Council.

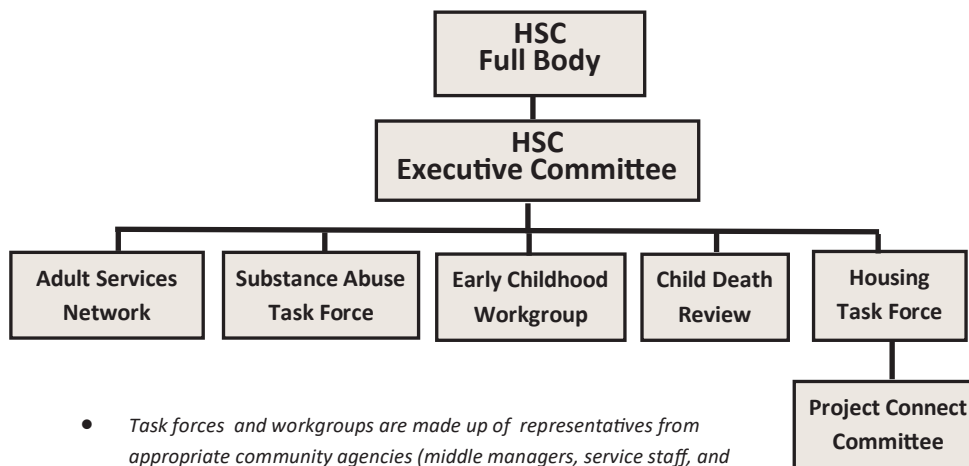
In 2024, the HSC's website of connection tools (including the community resource guide and community help card) along with its Facebook page and SJC Resources Google Group were an integral part of informing the community of services and events.

Focus for 2025

Housing continues to be a priority. The Housing Collaborative will continue with the new Housing Coordinator to work on the county-wide housing plan. The HSC will also continue to build its network with community groups and marketing its resources website to agency workers and the public throughout the county.

The St. Joseph County Human Services' Strategic Plan for 2022-2025 can be viewed at: www.sjchumanservices.com

SJC Human Services Commission - Organizational Diagram



- Task forces and workgroups are made up of representatives from appropriate community agencies (middle managers, service staff, and consumers) as recommended by their directors and interested citizens.
- The HSC provides feedback to the workgroups on their goals and activities, and offers assistance and resources as needed and available.

To get involved in the HSC work groups, contact Laura Brott, 269-625-1820 or email BrottL@michigan.gov

Resource Connection Tools

One way St. Joseph County has reduced barriers to food and other resources is through its resource connecting tools found at sjhumanservices.com

Keeping our front line workers informed of services and connected to one another helps them to make appropriate referrals beyond the services they themselves provide.

Four Tools Featured on site:

- Help Card
- Resource Guide
- Calendar
- Google Group

“Our Hunger Crisis and Removing Barriers to Food in Michigan” (SJC HSC’s portion of a July 15, 2025 MDHHS presentation)

f

ST. JOSEPH COUNTY
HUMAN SERVICES
COMMISSION

Home About Us Taskforces Resources News Calendar Data

Disclaimer Privacy Policy Contact Us

Improving the Quality of Life for All

[Learn More](#)

Community Help Card

A quick-reference list featuring phone numbers of agencies serving our county

[View Now](#)

Community Resource Guide

A detailed list of human services and providers in St. Joseph County

[View Now](#)

Community Calendar

A calendar of human service events & activities across the county

[View Now](#)

SJC Resources Google Group

A diverse group of professionals serving our county by sharing information and resources.

[View Now](#)

Community Help Card

- One sheet - A quick reference list featuring phone numbers of agencies serving our county.
- Printed in both English and Spanish on neon cardstock and distributed at agencies, churches, and schools around the county.
- Pictured here is our online printable 8.5x11 version.



COMMUNITY HELP CARD

Abuse and Neglect
 Adult & Child Protective Services 855-444-3911
 Area Agency on Aging 3c 269-467-1000
 Domestic And Sexual Abuse Services 800-328-2023
 National Human Trafficking Hotline 888-373-7888

Adoption/Foster/Kinship Care
 Department of Health and Human Services 269-467-1000
 Licensing and Professional Regulation Program (foster care licensing, placement & adoption)
 CASA Court Appointed Spec. Advocate for Child 269-334-3707
 Kinship Care Grandparents & Other Caregivers Raising Children 269-468-5704
 Routes of St. Joseph County 269-363-3987

Child Care and Preschool
 Help Me Grow St. Joe 269-483-0010
 EHS, GSC, GSPP, CAIN, Early On, & more
 Community Action 269-373-8663 or 269-559-3047
 Child Care Licensing 866-885-0006
 Child Care Resources 800-343-3470

Children with Special Needs
 Children's Special Health Care Services 269-273-2161
 Great Lakes Center for Autism & Research 269-250-3200
 Heart2Heart Autism Center 269-535-9183
 Ripple Effects Learning Center (Centreville) 269-241-2700
 St. Joe ISD (Special Education Services 6-19) 269-467-5400

Counseling/Mental Health (MH)
Substance Abuse (SA) Services
 Pivotal 269-467-1000
 Covered Bridge Healthcare (MH, SA) 800-67-3987
 EMUR and Wellness Solutions (MH) 269-317-3288
 Illume Wellness Group (MH, SA) 269-256-5542
 K2A Counseling (MH) 269-273-5906
 Transitions Wellness Center (MH, SA) 269-273-7234
 Still Waters In-Home Counseling (MH) 269-444-3634
 Youth Intervention Screening 269-416-3610

Disability Services
 Disability Network of Southwest Michigan 269-345-1516
 Michigan Rehabilitation Services 877-901-9187
 St. Joseph Community Co-op 269-659-4525

Disaster/Crisis Assistance
 Central Disaster 269-467-1195
 Red Cross 800-382-6382
 St. Peter's Comfort Dog Ministry (Serving crisis and non-crisis needs) 269-718-2467

Educational Opportunities
 Barrows Adult Education School(G.E.D.) 269-279-9581
 Centreville Community Education 269-467-5215
 St. Joseph Community Coll. Ext. Center 269-303-3356
 Driver's Education
 L.L. Driving School 269-685-0920
 Glen Oaks Community College 269-467-8945
 MSU Ext.(Michigan State University) 269-467-5511

Education - Continued

SJC Early Middle College 269-394-4234
 St. Joseph Community District 269-467-1000
 SJC Literacy Council 269-316-2057

Emergency or Homeless Shelter
 Neighborhoods for Homeless Shelter (homeless prevention, case management) 269-234-5023
 Domestic and Sexual Abuse Services 800-328-2023
 KeyStone Place Inc. (homeless shelter) 269-467-7076
 Red Cross (disaster victims option 4) 800-352-6382
 St. Joseph's Homeless Shelter (below 9) 269-221-8293

Employment
 Michigan Workforce Program 269-656-7659
 Michigan Rehabilitation Services 877-901-9187
 Trade Adjustment Assistance 269-273-2717
 Youth Employment Services (Y.O.U.) 269-273-2717

Financial Assistance
 Community Action (Home Repairs, Utilities) 877-422-2726
 Salvation Army (Utilities) 269-651-4275
 Michigan Works! Southwest 269-273-2717
 USDA Rural Development (Home Repairs) 269-657-7055
 Department of Health & Human Services 269-467-1200
 Social Security Administration 800-772-1213

Free Stores
 Building Hope Free Store (Centreville) 269-816-1581
 Community Clothes Closet (Colon) 269-432-3625
 County Closet Free Store (Three Rivers) no phone
 Kings Closet (NVC/Church by appointment) 269-273-5708
 Pass it Forward Shop 269-579-2121
 UMC Clothes Closet (Three Rivers) 269-551-5990
 UMC Clothes Sanctuary (Sturgis) 269-278-2211

Food Resources
 Pregnancy Help Clinic of Sturgis 269-659-1100
 Dollar Paper Bank (Centreville) 269-273-5708
 Sturgis Make it Home agency referral needed 269-257-5708

Food and Human Services
 Department of Health & Human Services 844-772-1213
 Food and other Resources Helpline 888-544-8773
 Holy Angels Helping Hands (Sturgis) 269-651-5200
 Inmate/Outmate Conception Food Pantry 800-276-8953
 New Hope Food Pantry 269-278-8135
 Salvation Army 269-651-4275
 WIC Program - Health Department 269-273-2161
 Three Rivers Community Pantries 269-273-2161
 UCAP Community Assistance 269-274-4699
 To check Bridge Card 844-799-9876

Health Services
 Activity Clubhouse (MH & Healing Center) 269-303-6273
 Beacon Health Services, Domestic & Justice 269-273-6108
 Bechtel Health Department 269-273-2161
 Covered Bridge Healthcare 269-467-3228
 Healthy Michigan Plan 269-273-2161
 Health Care for All (HCA) 269-467-4281
 Lending Hands (medical equipment) 269-657-4383
 Medicaid - Eligibility 800-375-6530
 Medicare (Michigan Enrolls) 800-375-6530
 P.A.W.S. Student Clinic 269-273-1418
 Poison Control Center 800-225-1222
 St. Joseph's Homeless Shelter (First Aid Training & Care) 269-467-7624
 Sturgis Hospital 269-273-1145
 Three Rivers Health-Beacon Health System 269-273-1145
 Well Now Urgent Care 269-319-3053

Suicide Prevention
 For immediate service 9-1-1
 National 24 Hour Crisis Line 800-273-8255
 National Suicide Prevention Lifeline 800-273-8255

Home Buyer Education

Sturgis Neighborhood Program 269-467-4683
 Warrick Neighborhood Program 269-651-4780

Home Repair / Rehabilitation

BHS (CHA) (helps seniors with safe) 269-273-2161
 COA (home repairs for seniors over 60) 888-783-8190
 Community Action (weatherization, furnace) 877-422-2726
 DHS (repair of furnace, water heater, septic) 269-467-7167
 USDA Rural Development 269-657-7055

Legal Services & Concerns

Counsel & Advocacy Law Line 888-783-8190
 Civil Housing Center of Southwest Mi. 866-437-5733
 Legal Aid of W. Michigan (up to 9 hrs) 269-344-8113
 Legal Services of South Central 800-688-3951
 Michigan Department of Civil Rights 800-347-5297
 Michigan Department of Health Services 800-482-3604
 Mid-America Pension Rights Project 866-735-7737
 Victims Advocate 269-467-5546

Special Populations

Centro V.I.D.A. ex. 40209 269-659-1500
 Farm Worker Legal Services- Migrant, 800-968-0946
 Mexican Consulate of Detroit 246-336-0320
 Michigan Works! Southwest 269-273-2717
 NAACP ext 705 269-343-4105
 Telamon (Hispanic) 269-459-2300

Senior Services

AARP 888-687-2277
 Area Agency on Aging 3c 888-615-8009
 Area Agency on Aging 888-615-8009
 Commission on Aging - 269-279-8083 / 800-641-9889
 Long Term Care Ombudsman 866-485-3383
 MI Choice Medicare Waiver 800-711-2113
 Michigan Medicare Hotline 800-803-7174
 Oaks Enrichment Ctr. 269-279-8083 / 800-641-9889
 Social Security Administration 800-772-1213
 Beacon TR HomeCare & Hospice 269-278-6108

Self-Help/Support Groups

Substance Recovery (see Substance Abuse) 269-467-1000
 Community Support Group 269-282-1340
 Ability Network Southwest Michigan 269-345-1516
 Child Support (Healthcare Needs) 800-359-3722
 Journey Through Grief Support 269-651-2348
 Kinship Care Support Group 269-658-5704
 Medicaid - Beneficiary Helpline 800-375-6530
 Medicaid - Toll-Free Helpline 800-724-8695
 Three Rivers Health Grief Support Group 269-278-6108
 Thurston Care Support Group 269-503-7800

Substance Abuse

Alcoholics Anonymous Helpline 269-349-4410
 Ann Arbor's House (women's recovery housing) 269-718-3286
 Central Michigan University 269-467-1000
 Riverside Church (TR) 269-273-8723
 Whole Life Church (Sturgis) 269-503-2567
 St. Paul's Lutheran (Colon) 269-303-4811
 Gracepoint Baptist (Sturgis) 269-689-5027
 Washington Career Center (TR) 269-425-0888

Pivotal 269-467-1000
 Pivotal 24 Hour Crisis Line 800-622-3967
 Covered Bridge Healthcare 269-467-3228
 St. Joseph's Homeless Shelter (long term recovery services) 269-467-7624
 Hope House (Women's Recovery Housing) 269-271-0224
 Narcotics Anonymous Helpline 800-350-4065

Substance Abuse-continued
 Southwest Michigan Behavioral Health 800-761-0353
 Michigan Abuse Task Force (ext580) 269-467-1000
 Michigan State Police 269-558-0500
 Marshall Regional Post #54, 714 Old US 27 N., Marshall, MI 49068

Transportation
 Medical Transportation Information 269-467-1200
 St. Joseph County Transportation Authority 800-964-5700
 Driver's Education - See Education

Unemployment Claims Number
 Michigan Works! 866-500-0017
 269-273-2717

Veterans Services
 Battle Creek VA Medical Center 269-986-6600
 SJC Veterans' Services Advisor 800-733-8397
 Supportive Services for Veterans Families 269-467-5557
 VA Debt Management Service (non-meet) 269-465-4573
 VA Health Care Benefits Hotline 800-827-0648
 VA Suicide Hotline 877-222-8387
 VA Suicide Hotline 800-273-8255

Youth Programs

4H 269-467-4511
 Boy & Girl Scouts of America (MCC) 269-467-4500
 Girl Scouts Heart of Michigan 800-487-2688
 Three Rivers Area Mentoring 269-278-6726
 Youth for Christ 269-651-1669

Volunteer Opportunities

Visit the St. Joseph County Community Resource Guide

For Help Finding a Resource-- Talk to a Navigator

Goodwill Get Help Line 269-422-0327
 Community Health Worker 888-515-4161
 Friday/Friendship Meal #10 S. Chy, Sturgis, MI 49154-3009
 Hope United / RESET Day Center 269-283-0010
 Hope United / RESET Day Center 269-898-5583
 St. Joseph County Veteran Services 269-467-4099
 St. Joseph County United Way 269-467-4099
 2-1-1

For MORE COMMUNITY RESOURCES, visit www.stjosephcountymichigan.org

Follow us on Facebook Updated October 2024 by St. Joseph County Human Services Commission



To obtain additional assistance, call:

Resource Guide

Archived PDF Version

Each page is an overall snapshot of available resources county-wide for a particular area of human services. This is one our two food resource pages.

Its layout is geared toward front line staff who work county wide and want to see everything available at once.

Information changes quickly. We encourage workers to access information online vs. printing these pages out. We also encourage workers to add our website as a “button” on their smartphone or bookmark it on their desktop.

Visit sichumannservices.com for complete & updated Resource Guide.

FOOD Resources & Meals

(eligibility not dependent on town of residence)

- As Coronavirus concerns emerge, there may be unexpected closings not reflected on this resource guide.
- If you are recently unemployed or have reduced hours due to the corona virus, consider applying for SNAP/BridgeCard food assistance and/or the United Way's hardship grant. Food pantries, community meals, and FFI's are intended to supplement (not sustain) a household's food needs.

2025 South MI Food Bank Fresh Food Distributions

Fresh food distributions are available to anyone and does not count toward monthly distributions at other food sites.
Drive thru/pickup pre-packaged boxes

2025 Schedule through JULY

Centreville
Seventh Day Adventist @ 23683 M-86
Tues., July 8th, 4pm

**A free ride to and from the distribution at Seventh Day Adventist Church in Centreville is available through SICTA (as time and capacity allows). 24 hours notice required.
Call 269-273-7808.

First Presbyterian Church, Sturgis
Thurs, July 10th
4:00 pm

Constantine High School
Tuesday, July 15th
3:45 pm (in bus loop)
Car line-up starts at 3:20pm

Railroad Park
203 W Front St., Burr Oak
Wednesday, July 16th
3:00-4:00pm

Gateway Village
Thursday, July 17th
10:30am

Colon High School
Thursday, July 17th
4:30pm

Huss Project 1008 8th St, Three Rivers
Sat, July 19th
9:00 am

White Pigeon Middle/High School
Tues July 22nd
3:30 pm

Provided by South Michigan Food Bank in conjunction with Community Pantries & United Way

MOBILE MARKET @ RADIANT LIFE CHURCH
7/2, 8/6, 9/3, 10/1 11a-1pm
907 N. Nottawa St. Sturgis - No ID Needed
Fresh produce and meal packs

United Way 467-9099

Commodities
CSFP is for income qualifying seniors ages 60 or older
Call (269) 964-3663
to check eligibility & Sign up

Catholic Charities of Kzoo Food

1st and 3rd Wednesdays
11:30-1:00pm
or until food runs out
at Three Rivers
Immaculate Conception Church
645 S. Douglas, Three Rivers
-No eligibility requirements—

Centreville

FREE Community Soup Supper at
Centreville United Methodist Church
2nd and 4th Wednesdays
4:30pm
305 E. Main Centreville

SNAP /Bridge Card

To apply for SNAP benefits or questions regarding SNAP, call the Food Bank Council of Michigan's Food & Other Resource Helpline
1-888-544-8773

Or apply online from smartphone or computer at
www.newmbridges.michigan.gov
or call 844-799-9876 to apply, renew or make changes.

For Food Pantries serving only residents of their communities, SEE [FOOD PANTRIES](#) Page # 11

2-1-1

Constantine

Community Meals
Constantine Community Soup Kitchen
(Curbside pick up to go only)
Mondays 4:30-6:00pm
Corner of Third & Pigeon Streets

WIC

Families with children under age 5 who did not qualify before, may qualify now.
Call 269-273-2161

12-Baskets.org (Portage)

SIC = Use Out of District Pickup Times
1st & 3rd Fridays 4:30-5:15pm
2nd & 4th Saturdays 12:12-4:5pm
10332 Portage Rd. Portage

Outside of Sunday Ministries

Shut-ins, disabled, and those who can't get out:
Call 269-506-4964 or 269-535-0097

Huss Free Vegetable Distribution

11:30a-12p No eligibility requirements.
2025: July 8, 15, 22, 29 /
Aug 5, 12, 19, 26 / Sep 2, 9, 16, 23, 30

COA Home Delivered Meals

800-641-9899
Weekly Home delivered meals

dated 7/7/25

Sturgis
Stephanie's personal Pantry
(269) 685-9795
By appointment Only

Holy Angels Church Helping Hands Pantry
402 S. Nottawa St. - (269) 651-5200
2nd & 4th Tue. 10am-11 am (curbside pickup)

Salvation Army Food Pantry—
105 N. Fourth St. - (269) 651-4275
Mon., Wed., Fri 10am-2pm
Open to all residents of St. Joseph County. Bring ID

Community Meal—Lunches
Monday through Thursday
Salvation Army, Sturgis - 11:30 am - 12:00 noon
Friday Friendship Meal@ St. John's Episcopal Church,
Sturgis - 11:30 am - 12:30 pm

Commission on Aging Lunch* (Signup 24 hours advance)
Oaks Enrichment Center Center Mon - Fri, noon meal

Three Rivers

New Hope Food Pantry (New Hope Assembly of God)
5652 Buckhorn Rd. 269-278-8135
Wed 9a-9p, Thurs & Fri 9a-5p / Call 30+ min. before pickup.

Immaculate Conception Food Pantry
645 S. Douglas Ave. 269-273-8953
Mon/ Tues/ Wed/ Fri 8am-12pm & 1pm-4pm
MUST CALL FIRST

UCAP United Community Assistance Program
269-244-4599.
M-W-F 9a-12p Food cards/groceries/transportation
gas vouchers/personal care/cleaning items

H.O.P.E. 269-718-8779 Groceries/transportation/personal care items; Loads of Love first Friday @ Constantine laundrette
Three Rivers Community Impact 215 N Main, TR First UMC
Mon & Fri 10-2 Fresh Food Pantry/ Sunday Free Lunch 12-2

Three Rivers Pregnancy Helpline Center
172 E Michigan Ave. 269-278-2211

By appointment:
M 10-5, Tues 1-5p, Th 1-7p, Sat 9am-12noon

Community Meals

Tuesday & Thursday 321 N Main St., Three Rivers
Three Rivers Community Kitchen (Soup Pot) 4-5pm

Commission on Aging Lunch* (Signup 24 hours advance)
Three Rivers Community Center Mon - Fri, noon meal

Commission on Aging Lunch—Kline's Resort
Friday lunch @ 12 noon *
(Signup 24 hours advance)

[Return to Table of Contents](#)

If you have suggested edits, additions, or deletions to this page, please contact stosephcountyhsc@gmail.com

Web-Based Guide
 In January 2023, we added a web-based searchable version of the guide to the HSC website to make it easier for the public to use. Since it is web-based (not a pdf), it can be translated to Spanish by clicking the Spanish flag in the top right corner.

Additionally, resource information in the guide can show up on a web search since it is no longer inside a pdf.

Need the printable Archived PDF Version? Click Here

Information to access the following services in St. Joseph County Click on each heading below to view resources.

Q Perform a Stiewide Search...

- Where do I start? Talk to a Resource Navigator
- Adult Literacy
- Children's Literacy
- Disability Resources
- Domestic Violence & Sexual Assault
- Early Childhood (Childcare, Development, Preschool)
- Emergency Assistance
- Financial Services
- Food Pantries (must be resident of town)
- Food Resources & Meals (no residency requirements)
- Foster Care Resources
- Free Stores, Furniture & Household Goods
- Healthcare for the Uninsured

- Health Resources
- Hearing, Vision, Dental Resources
- Housing Assistance
- Housing Assistance - Home Revitalization
- Housing (Apartment & Mobile Home Listing)
- Mental Health
- Mental Health - Psychiatric & Counseling Providers
- Parent Resources (Playgroups, Parent Groups, Classes, Car Seat Inspections, etc)
- Police/Fire/Ambulance
- Prenatal/Obstetrics
- Public Benefits
- Senior Housing
- Senior Resources
- Social/Education/Recreation Opportunities

- Special Populations
- Substance Abuse Resources (In County)
- Substance Abuse Resources (Out of County)
- Support Groups
- Transportation & Gas Vouchers
- Veterans Benefits
- Volunteerism
- Women's Health
- Workforce Development (Employment & Training)
- Youth Services - School Districts
- Human Services Commission & Task Forces
- Human Services Calendar (Events & Activities in St. Joseph County)
- How to Add Resource Guide Link to Smartphone Homescreen

Food Bank Fresh Food Distributions

- + Community Action Commodities Distributions
- + Catholic Charities of Ksoe Food
- + Mobile Market
- + Commodities through Food Bank

Food Bank Fresh Food Distributions

- + WIC
- + 12 Baskets (Portage)
- + Outside of Sunday Ministries
- + Sturgis
- + Three Rivers

Food Bank Fresh Food Distributions

Fresh food distributions are available to anyone and does not count toward monthly distributions at other food sites. Drive thru/pickup pre-packaged boxes.

2025 Schedule through JULY

Centreville Seventh Day Adventist @ 25663 W-86
 Tuesday, July 8th,
 4pm

*A free ride to and from the distribution at Seventh Day Adventist Church in Centreville is available through SJCTA (as time and capacity allow). 24 hours notice required. Call 269-273-7608.

First Presbyterian Church, Sturgis

1320 S. Lakeview,
 Thursday, July 10th,
 4:00 pm

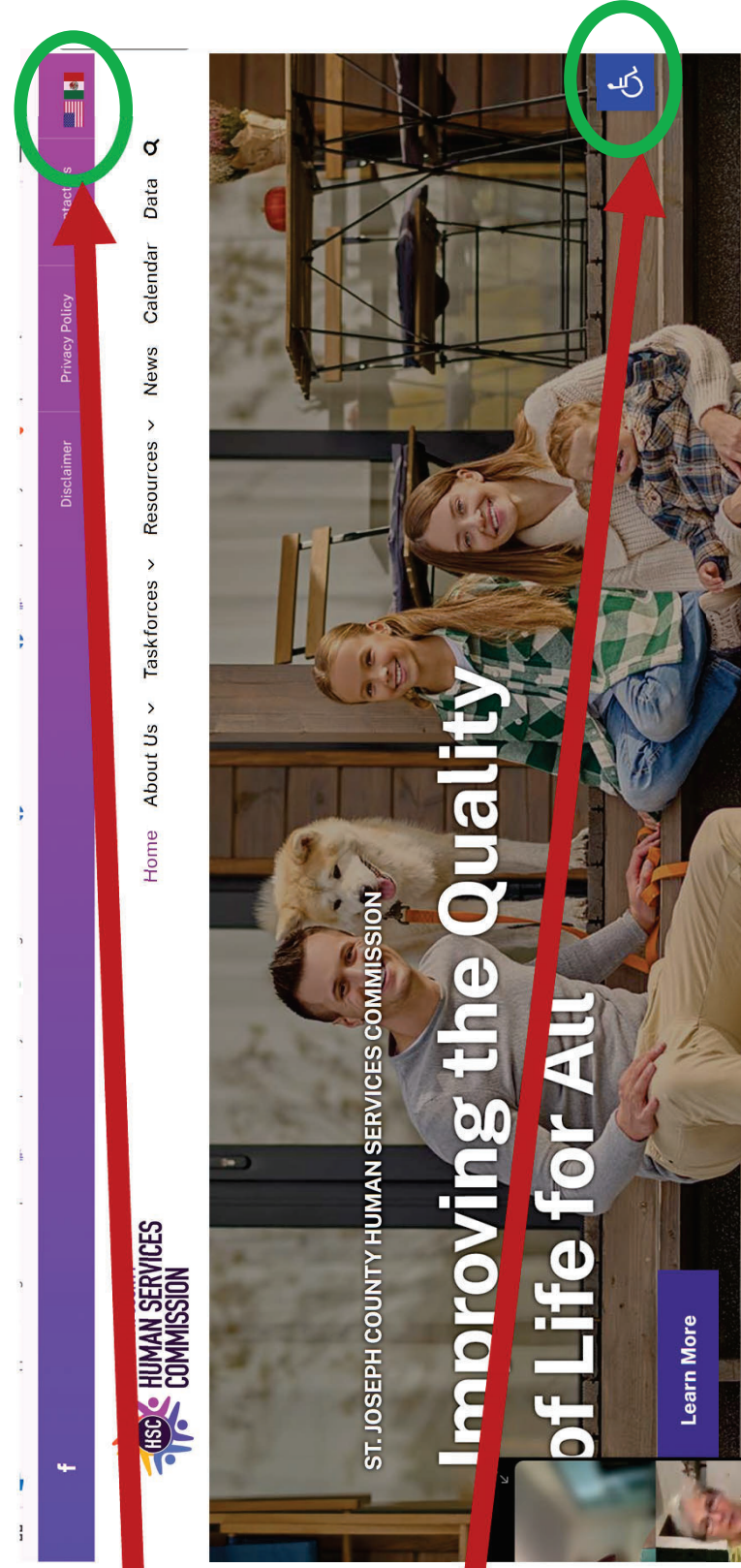
Constantine High School

1 Falcon Drive (Bus Stop)

+ WIC	
+ 12 Baskets (Portage)	
+ Outside of Sunday Ministries	
+ Sturgis	
+ Three Rivers	
+ CDA Home Delivered and Congregate Meals	
+ Blessings Boxes Countywide	
+ 2-11 and United Way	
+ Centreville	

Ability to toggle between English and Spanish
By clicking the Flag in top right corner

Wheel Chair icon is an accessibility tool allowing text to be increased/decreased.
Screen can be made grey scale or contrast adjusted



Community Calendar

In addition to other special or regularly occurring events, our community calendar features fresh food distributions, pantry hours, mobile markets, community meals.

When case workers are meeting with clients, they can pull up today's date on the calendar and tell them what is coming up for food events today and in coming days.

The calendar can be drilled down by category and town. Here, it is drilled down to food resources countywide. Clicking on the event takes you to a different page with event details.

< JUNE
JULY 2025
AUGUST >

SU	MO	TU	WE	TH	FR	SA
29 Sunday Lunch (FREE)	30 UCAP & Stone Cottage Free Store Salvation Army Pantry Lunch @ Salvation Army Constantine Soup Kitchen	1 Colon-Leonidas Pantry Three Rivers Food Site Lunch @ Salvation Army Mendon Distribution Thru Leonidas Church Three Rivers Soup Pot	2 UCAP & Stone Cottage Free Store White Pigeon Pantry Salvation Army Pantry Lunch @ Salvation Army	3 Three Rivers Food Site Constantine Food Pantry Mendon Food Pantry Lunch @ Salvation Army Three Rivers Soup Pot	4 UCAP & Stone Cottage Free Store Salvation Army Pantry Centreville Food Pantry Friday Friendship Meal	5
6 Sunday Lunch (FREE)	7 UCAP & Stone Cottage Free Store Salvation Army Pantry Lunch @ Salvation Army Constantine Soup Kitchen	8 Colon-Leonidas Pantry Three Rivers Food Site Angels Helping Hands Pantry Lunch @ Salvation Army Mendon Distribution Thru Leonidas Church	9 UCAP & Stone Cottage Free Store White Pigeon Pantry Salvation Army Pantry Lunch @ Salvation Army Community Soup Supper	10 Three Rivers Food Site Constantine Food Pantry Mendon Food Pantry Lunch @ Salvation Army Fresh Food Distribution @ Sturgis Three Rivers Soup Pot	11 UCAP & Stone Cottage Free Store Salvation Army Pantry Centreville Food Pantry Friday Friendship Meal	12

SJC Resources Google Group

Currently we have 500 front line workers who serve our county in this email "list serve" group.

Here we share agency updates, events, client needs, and make requests for help finding a resource.

Each email is an opportunity to collaborate to resolve client issues as well as expose gaps and barriers to services.

Sometimes requests are made for a bike for the client to ride to work, a bed or clothing. Other times emails may ask where to find a resource. Quite often, responses are received from an agency that provides the services within just a few minutes. Or, another front line worker will suggest an available resource to utilize.



Joseph County? YOU are invited to join an online community...

The St. Joseph County Resources Google email group is a FREE group made up of over 550 knowledgeable and dedicated human services professionals and caring individuals serving St. Joseph County from all areas of human service – non-profits, children's services, hospitals, substance abuse, the homeless, seniors, the disabled, schools, public service, faith based groups, and more. This group will be utilized to send requests for help, information sharing, and occasional news.

Please Join Us!

NAME: St. Joseph County Resources Google email group

DESCRIPTION: This free Google email group allows users to post the needs of clients, agency updates, and upcoming events. Other members can respond to the email request and help to identify potential resources, share upcoming event information, etc.

TO JOIN: Send your name, agency/group affiliation, and email address to Laura Brott at stjosephcountyhsc@gmail.com

TO POST: Members can email questions, updates, fliers to sjcreources@googlegroups.com. All members will receive message. (Only group member can successfully send message)

Use the SJC Resources group to ask other professionals about where to find resources or services for an individual or family in St. Joseph County when you cannot find one.

Events

Project Connect & Community Resource Roundtable

- **Project Connect & Veteran Stand Down** is an annual event bringing all the agencies serving our county under one roof for one day to connect people with resources. It averages about 250 households and 70 agencies attending each year. Great way to connect people to resources without them having to drive back and forth between agencies. Lunch is served and each household goes home with commodities and fresh food boxes from South Michigan Food Bank, detergent, flu shot& immunizations, and a haircut if they wish.

FRIDAY, OCTOBER 3RD, 2025-CENTREVILLE FAIRGROUNDS

- **Community Resource Roundtable** is also an annual event fostering relationships and connections among our front line agency and organization workers. It helps keep them connected with current staff and up to date on services agencies are providing. Each agency or organization provides one slide of information and has four minutes to provide an “elevator pitch” of their services to the group. Brochures, fliers, and additional materials are available at resource tables during the event. Each attendee receives a packet of the slides and the packet is also posted on our website after the event.
- Everyone is welcome to either join, volunteer or attend these events. If you have more questions, there is a contact link on our website.

Social Media Sharing

...
Don't
underestimate
the reach of
social media!



Find us on Facebook

- Many of our county agencies and organizations have Facebook pages
- We share each others' events and posts.
- Food distribution fliers are created and widely distributed via social media, especially within local community groups.
- Agency services often highlighted and shared on social media.

Other Notes...

- HSC website is utilized by about 1000 users each month. It is an award winning site with Recognition in 2019 from both Michigan Public Health Week Partnership and Governor Whitmer, Senator LaSata, and Representative Aaron Miller for helping the community locate services and improve its overall health and wellbeing.
- When asked, we have helped other counties set up their google groups and resource guides by sharing our resource guide file and google group settings.
- The South Michigan Food Bank has a wonderful presence in our county, supplying food to local pantries and food distributions, weekend food bags for students, Project Connect, and more. Their outreach staff is always willing to collaborate to improve or start up new projects.
- Collaboration between agencies, organizations, and faith based ministries has resulted in:
 - A Mobile Market in our area from the South Michigan Food Bank contains food homeless persons can work with (easy open and no cooking needed).
 - A transportation barrier to accessing fresh food distributions was removed by our transportation authority providing free rides to and from one fresh food distribution site each month.
 - Agencies starting outreach at a weekly homeless luncheon to connect individuals to services since transportation to agency sites was a barrier.
 - There are many more examples, but you can see the value of keeping our agency staff connected to other organizations and keeping lines of communication open.



In conclusion

...

- We know that people can see advertisements for a helpline, services or even a resource guide and unless they are in need of services at that time, they may forget the service, guide or helpline exists or how to access it.
- We also know that people will seek help and services in multiple ways whether dialing 211, reaching out to a trusted friend or community member or agency, asking on social media, Googling the internet, or checking community websites.
- We also know that in small rural communities like ours, frontline workers like to make warm handoffs for services, especially since quite often they will know the person they are handing an individual off to. This makes it vital to keep frontline workers (people serving people) up to date of available services and how to access them.
- The HSC website and resource connecting events are valuable tools in our county's toolbox for resource connection and barrier reduction.

Adding a website as a “button” on your smart phone...

Add website link to your device’s home screen:

- Navigate to www.sjhumanservices.com (Or website you want to add)
- **ON IPHONE/IPAD:** Tap the  button at the bottom of the web browser
- **ON ANDROID:** Tap the three vertical dots  in top right corner
- Find the “Add to Home Screen Option” and name your link
- Select “Add.” The icon for the shortcut is now on home screen



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 8/19/2025

DEPARTMENT: COA

PREPARED BY: Pam Riley

SUBJECT: COA Budget Amendment Request Dishwasher

SPECIFIC ACTION REQUESTED:

Need to replace 40-year-old industrial dishwasher in the Three Rivers Center. The current dishwasher was purchased at auction for the remodel. It was verified by the manufacturer that it is 40 years old. It would cost \$3200 to fix multiple problems and it is falling apart. We prefer to keep the Hobart brand.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

We have requested three quotes and received two. Our preference is to purchase a larger washer that will accommodate 36" trays. The quotes include larger washer, two stainless steel counters and a new faucet. Quotes are under \$33,000 and will be detailed at the meeting.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

COA fund balance



1st Choice

Tallier Washer
Quote



08/07/2025

Project:
St. Joseph County COA - Dishwasher

From:
Stafford Smith, Inc.
Michael Swigert
3414 South Burdick Street
Kalamazoo, MI 49001-4836
2693431240 1111
269-343-1240 3001 (Contact)

Job Reference Number: 104946

Due to global supply chain issues, freight surcharges and changing tariff rates, Stafford Smith shall not be responsible for any unforeseen surcharges, price increases, tariffs or any other increases in cost after the order is placed. These costs will be passed along to the customer.

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, DOOR TYPE  Hobart Model No. AM16T-BAS-2 Dishwasher, door type, tall chamber (27"), high temp sanitizing, 208-240/60/3 (field convertible to single phase), 60 racks/hour, straight-thru or corner, user-friendly smart touchscreen controls, Wi-Fi connectivity with SmartConnect app, Delime Notification with Cycle, Sense-A-Temp™ booster, electric tank heat, pumped rinse, pumped drain, auto-fill, stainless steel tank, frame, doors & feet, sheet pan rack, cULus, NSF, ENERGY STAR®	\$17,594.43	\$17,594.43
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" In length and/or 90" In height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	WWST-STARTUP1YES Startup by Factory Trained Technician - Confirmation of correct machine and utility installation; performance check to ensure machine is operating to factory specifications; adjustments as needed, and customer demo. For installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.	\$384.21	\$384.21
	1 ea	DWT-AM16 Drain water tempering (single valve) kit with Pumped Drain Air Gap for BAS and Tall models	\$793.21	\$793.21
	1 ea	ACC-INSTALL-HOB Accessory Installation - For installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles locations in Alaska, Hawaii or New York City or those not accessible by public roadway will be quoted by Service. Includes installation of this item only, final electrical or plumbing connections by others. Recommendation: coordinate accessory installation with machine assembly/ installation (NET)	\$684.21	\$684.21
	1 ea	CORNER-INST-AM16 Splash Shield for Corner Installations - Includes splash panel and sheet pan adaptor	\$332.13	\$332.13
	1 ea	RAPID-FILL2-AM16 Rapid Fill Kit Dual Valve- For faster filling	\$145.63	<Optional>
	1 ea	ACC-INSTALL-RAPID16 Accessory Installation - for installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles, locations in Alaska, Hawaii or New York City or those not accessible by public roadway will be quoted by Service. Includes installation of this item only, final electrical or plumbing connections by others. Recommendation: coordinate accessory installation with machine assembly/ installation (NET)	\$353.68	<Optional>
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener. - Not Needed		
	1 ea	RACK-6PAN 6 pan rack to hold sheet pans (Tall only) - <i>used</i> (980.112)	\$294.14	<Optional>
			ITEM TOTAL:	\$19,788.19
2	1 ea	SOILED DISHTABLE  John Boos Model No. SDT4-S60SBK-L Pro-Bowl Soiled Dishtable, straight design, 60"W x 30"D x 44"H overall size, left-to-right operation, (1) 20"W x 20" front-to-back x 8" deep pre-rinse sink bowl, 10"H boxed backsplash with 45° top & 2" return, (1) set of splash mount faucet holes with 8" centers, 2-1/4"H rolled edge, 14/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF	\$1,488.75	\$1,488.75
	1 ea	SPECIFY DISH MACHINE BRAND AND MODEL. John Boos standard opening is 20-7/8". Certain dish machines require modification at additional cost not shown here. Hobart AM16T-BAS-2		
			ITEM TOTAL:	\$1,488.75

> Not Needed

Item	Qty	Description	Sell	Sell Total
3	1 ea	CLEAN DISHTABLE John Boos Model No. COT4-S60SBK-R Pro-Bowl Clean Dishtable, straight design, 60"W x 30"D x 44"H overall size, left-to-right operation, 10"H boxed backsplash with 45° & 2" return, 2-1/4"H rolled edge, 14/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF	\$968.06	\$968.06
	1 ea	SPECIFY DISH MACHINE BRAND AND MODEL. John Boos standard opening is 20-7/8". Certain dish machines require modification at additional cost not shown here. Hobart AM16T-BAS-2		
			ITEM TOTAL:	\$968.06
4	1 ea	PRE-RINSE FAUCET ASSEMBLY T&S Brass Model No. B-0133-B EasyInstall Pre-Rinse Unit, wall mount. base faucet with spring check cart. & lever handles, 2" dia. flanges with 1/2" NPT female eccentric flanged inlets, 35-1/2"H, 15" overhang, 8-1/4" clearance, 18" riser, (B-0107) spray valve, B-0044-H flex stainless steel hose, 6" wall bracket, quarter-turn Eterna cartridges, low lead	\$356.97	\$356.97
	1 ea	018200-40 Replacement Hex Swivel, low-lead, rubber seals, chrome-plated brass, 7/8" NPT, NSF (for pre-rinse hose & spray valves)	\$48.93	\$48.93
	1 kt	B-0230-KIT Inlet Kit, 1/2" NPT nipple, close elbows, 24" flex supply hoses	\$38.02	\$38.02
			ITEM TOTAL:	\$443.92
5	1 ea	INSTALLATION Custom Model No. HOBART GR Hobart to remove and dispose of existing machine, receive, deliver and install new machine making final connections to owner's provided utilities Includes additional 6 months of parts and labor warranty at no charge (total of 18 months) Hobart GR to install new pre-rinse and re-install soiled table. Pricing is based on Installation prior to 12/20/25 Does not include any facility modifications SITE VISIT REQUIRED - PRICING MAY CHANGE	\$2,850.00	\$2,850.00
			ITEM TOTAL:	\$2,850.00
6	1 ea	INFO Stafford-Smith, Inc. Model No. TAX/FREIGHT NOT INCLUDED Due to varying State, County and City tax regulations, Stafford-Smith may not have included your tax obligation in the total amount quoted. If tax and/or freight were not priced on your quote the appropriate tax and freight will be added at the time of invoicing. If you have questions regarding the tax, please feel free to contact us.		



Lease-to-Own
 12-month term: \$2,295.33*
 18-month term: \$1,569.89*
 24-month term: \$1,207.69*
 30-month term: \$990.52*
 36-month term: \$846.26*
 42-month term: \$743.41*
 48-month term: \$666.60*
 60-month term: \$559.58*

For more information, visit
[LEAF HRFG Credit Application](#) or contact:
ERIC CHESSER
 Office: 410-933-8138
 Mobile: 410-830-9497
echesser@leafnow.com
JOE BURNS
 Office: 410-933-8138
 Mobile: 410-977-2608
jburns@leafnow.com
ROB WASSON
 Office: 410-933-8135
 Mobile: 410-977-2607
rwasson@leafnow.com

Merchandise	\$25,538.92
Freight	\$500.00
Total	\$26,038.92
extra racks	588.28
	26,627.20

This quote is \$5620.34 less

* Payments are subject to change based on credit approval.

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid. Should the

Same Size as
Current Washer



Quote



07/28/2025


Project:
St. Joseph County COA - Dishwasher

From:
Stafford Smith, Inc.
Michael Swigert
3414 South Burdick Street
Kalamazoo, MI 49001-4836
2693431240 1111
269-343-1240 3001 (Contact)

Job Reference Number: 104946

Due to global supply chain issues, freight surcharges and changing tariff rates, Stafford Smith shall not be responsible for any unforeseen surcharges, price increases, tariffs or any other increases in cost after the order is placed. These costs will be passed along to the customer.

Item	Qty	Description	Sell	Sell Total
	1	1 ea DISHWASHER, DOOR TYPE Hobart Model No. AM16-BAS-2 Dishwasher, door type, high temp sanitizing, 208-240/60/3 (field convertible to single phase), 60 racks/hour, straight-thru or corner, user-friendly smart touchscreen controls, Wi-Fi connectivity with SmartConnect app, Delime Notification with Cycle, Sense-A-Temp™ booster, electric tank heat, pumped rinse, pumped drain, auto-fill, stainless steel tank, frame, doors & feet, cULus, NSF, ENERGY STAR*	\$14,178.70	\$14,178.70
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	WWST-STARTUP1YES Startup by Factory Trained Technician - Confirmation of correct machine and utility installation; performance check to ensure machine is operating to factory specifications; adjustments as needed, and customer demo. For Installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.	\$384.21	\$384.21
	1 ea	DWT-AM16 Drain water tempering (single valve) kit with Pumped Drain Air Gap for BAS and Tall models	\$793.21	\$793.21
	1 ea	ACC-INSTALL-HOB Accessory Installation - For Installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles locations in Alaska, Hawaii or New York City or those not accessible by public roadway will be quoted by Service. Includes installation of this item only, final electrical or plumbing connections by others. Recommendation: coordinate accessory installation with machine assembly/ Installation (NET)	\$684.21	\$684.21
	1 ea	CORNER-INST-AM16 Splash Shield for Corner Installations - Includes splash panel and sheet pan adaptor	\$332.13	\$332.13
	1 ea	RAPID-FILL2-AM16 Rapid Fill Kit Dual Valve - For faster filling	\$145.63	<Optional>
	1 ea	ACC-INSTALL-RAPID16 Accessory Installation - for Installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles, locations in Alaska, Hawaii or New York City or those not accessible by public roadway will be quoted by Service. Includes installation of this item only, final electrical or plumbing connections by others. Recommendation: coordinate accessory installation with machine assembly/ Installation (NET)	\$353.68	<Optional>
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener. RAPID FILL IS STRONGLY RECOMMENDED		
	EXISTING ELECTRICAL AND BREAKER/DISCONNECT SIZING NEEDS TO REVIEWED AND VERIFIED			ITEM TOTAL:
	2	1 ea SOILED DISHTABLE John Boos Model No. SDT4-S60SBK-L Pro-Bowl Soiled Dish Table, straight design, 60"W x 30"D x 44"H overall size, left-to-right operation, (1) 20"W x 20" front-to-back x 8" deep pre-rinse sink bowl, 10"H boxed backsplash with 45" top & 2" return, (1) set of splash mount faucet holes with 8" centers, 2-1/4"H rolled edge, 14/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF	\$1,488.75	\$1,488.75
	1 ea	SPECIFY DISH MACHINE BRAND AND MODEL. John Boos standard opening is 20-7/8". Certain dish machines require modification at additional cost not shown here. Hobart AM16-BAS-2		
			ITEM TOTAL:	\$1,488.75
3	1 ea	CLEAN DISHTABLE	\$968.06	\$968.06

Item	Qty	Description	Sell	Sell Total
		John Boos Model No. COT4-S60SBK-R Pro-Bowl Clean Dishtable, straight design, 60"W x 30"D x 44"H overall size, left-to-right operation, 10"H boxed backsplash with 45° & 2" return, 2-1/4"H rolled edge, 14/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF		
1 ea		SPECIFY DISH MACHINE BRAND AND MODEL. John Boos standard opening is 20-7/8". Certain dish machines require modification at additional cost not shown here.		
		Hobart AM16-BAS-2		
			ITEM TOTAL:	\$968.06
4	1 ea	INSTALLATION Custom Model No. HOBART GR Hobart to remove and dispose of existing machine, receive, deliver and install new machine making final connections to owner's provided utilities Includes additional 6 months of parts and labor warranty at no charge (total of 18 months) Pricing is based on installation prior to 12/20/25 Does not include any facility modifications SITE VISIT REQUIRED - PRICING MAY CHANGE	\$2,400.00	\$2,400.00
			ITEM TOTAL:	\$2,400.00
5	1 ea	INFO Stafford-Smith, Inc. Model No. TAX/FREIGHT NOT INCLUDED Due to varying State, County and City tax regulations, Stafford-Smith may not have included your tax obligation in the total amount quoted. If tax and/or freight were not priced on your quote the appropriate tax and freight will be added at the time of invoicing. If you have questions regarding the tax, please feel free to contact us.		



Lease-to-Own

12-month term: \$1,911.03*

18-month term: \$1,307.04*

24-month term: \$1,005.48*

30-month term: \$824.68*

36-month term: \$704.58*

42-month term: \$618.94*

48-month term: \$554.99*

60-month term: \$465.89*

* Payments are subject to change based on credit approval.

For more information, visit
[LEAF HRFG Credit](#)
Application or contact:

ERIC CHESSER
Office: 410-933-8138
Mobile: 410-830-9497
echesser@leafnow.com

JOE BURNS
Office: 410-933-8138
Mobile: 410-977-2608
jburns@leafnow.com

ROB WASSON
Office: 410-933-8135
Mobile: 410-977-2607
rwasson@leafnow.com

Merchandise	\$21,229.27
Freight	\$450.00
Total	\$21,679.27

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid. Should the Buyer sell or otherwise dispose of such collateral in violation of the terms of this agreement, Stafford-Smith, Inc. retains an interest in the proceeds from such transactions. Buyer authorizes Stafford-Smith, Inc. to file a financing statement describing the collateral and a copy of this agreement and/or the credit application may be filed as a security agreement for granting a secured interest in Buyer's inventory and sales proceeds thereof.

Past due amounts constitute a default and are subject to service charges of 1 1/2% per month, collection costs, and attorney fees. Warranties are conditioned on your paying the full purchase price for the equipment.

In addition to non-payment, an act of default by the buyer will have occurred if the buyer fails to accept the order of goods or fails to perform any other covenants under this agreement. In the event of default, Stafford-Smith, Inc. may enter any business property and without breach of the peace take possession of any or all collateral and exercise our rights in the event of default of a secured party as specified under the Uniform Commercial Code. Should any disputes arise, Buyer also acknowledges and submits to jurisdiction in the State of Michigan and County of Kalamazoo.



BUDGET

07/29/2025

Same Size as
Current Washer

Project:
St Joe Commsslon on Aging

From:
HRI Inc.- Wyoming
Matt Buchanan
2219 28th St. SW
Wyoming, MI 49519
6165312844
734-604-3741 (Contact)

Project Code: 225062

Item	Qty	Description	Budget	Budget Total
1A	1 ea	DISHWASHER, DOOR TYPE Hobart Model No. AM16-BAS-2 Dishwasher, door type, high temp sanitizing, 208-240/60/3 (field convertible to single phase), 60 racks/hour, straight-thru or corner, user-friendly smart touchscreen controls, Wi-Fi connectivity with SmartConnect app, Delime Notification with Cycle, Sense-A-Temp™ booster, electric tank heat, pumped rinse, pumped drain, auto-fill, stainless steel tank, frame, doors & feet, cULus, NSF, ENERGY STAR®	\$21,476.89	\$21,476.89
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	WWST-STARTUP1YES Startup by Factory Trained Technician - Confirmation of correct machine and utility installation; performance check to ensure machine is operating to factory specifications; adjustments as needed, and customer demo. For installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; installation beyond 100 miles or those not accessible by public roadway will be quoted by Service.		
	1 ea	DWT-AM16 Drain water tempering (single valve) kit with Pumped Drain Air Gap for BAS and Tall models		
	1 ea	SELF-INSTALL Installation by others - Qualified Technicians or Contractors only. Hobart not responsible for damages to equipment during installation by others or any resulting warranty issues.		
	1 ea	CORNER-INST-AM16 Splash Shield for Corner Installatllons – Includes splash panel and sheet pan adaptor		
	1 ea	RAPID-FILL2-AM16 Rapid Fill Kit Dual Valve– For faster filling		
	1 ea	SELF-INSTALL Installation by others - Qualified Technicians or Contractors only. Hobart not responsible for damages to equipment during installation by others or any resulting warranty issues.		
	1 ea	WS40-NOINSTALL Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)		
		Weight: 60 lbs total		
ITEM TOTAL:			\$21,476.89	

+ 1165.25 Tables
+ 2285.64
+ 524.81 faucet
+ 2500 Install
27,952.59

Does not include
Necessary Wash Racks

Item	Qty	Description	Budget	Budget Total
1B	1 ea	DISHWASHER, DOOR TYPE Hobart Model No. AM16T-BAS-2 Dishwasher, door type, tall chamber (27"), high temp sanitizing, 208-240/60/3 (field convertible to single phase), 60 racks/hour, straight-thru or corner, user-friendly smart touchscreen controls, Wi-Fi connectivity with SmartConnect app, Dellme Notification with Cycle, Sense-A-Temp™ booster, electric tank heat, pumped rinse, pumped drain, auto-fill, stainless steel tank, frame, doors & feet, sheet pan rack, cULUS, NSF, ENERGY STAR® 1 ea Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory. 1 ea Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA 1 ea WWST-STARTUP1YES Startup by Factory Trained Technician - Confirmation of correct machine and utility installation; performance check to ensure machine is operating to factory specifications; adjustments as needed, and customer demo. For installations within 100 miles (accessible by public roadway) of a Hobart Service Office during normal business hours with appropriate notice; Installation beyond 100 miles or those not accessible by public roadway will be quoted by Service. 1 ea DWT-AM16 Drain water tempering (single valve) kit with Pumped Drain Air Gap for BAS and Tall models 1 ea SELF-INSTALL Installation by others - Qualified Technicians or Contractors only. Hobart not responsible for damages to equipment during installation by others or any resulting warranty issues. 1 ea CORNER-INST-AM16 Splash Shield for Corner Installations – Includes splash panel and sheet pan adaptor 1 ea RAPID-FILL2-AM16 Rapid Fill Kit Dual Valve– For faster filling 1 ea SELF-INSTALL Installation by others - Qualified Technicians or Contractors only. Hobart not responsible for damages to equipment during installation by others or any resulting warranty issues. 1 ea WS40-NOINSTALL Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET) 1 ea RACK-6PAN 6 pan rack to hold sheet pans (Tall only) Weight: 72 lbs total	\$25,771.84	\$25,771.84
			ITEM TOTAL:	\$25,771.84
2	1 ea	CLEAN DISHTABLE John Boos Model No. CDT6-S48SBK-R Pro-Bowl Clean Dishtable, straight design, 48"W x 30"D x 44"H overall size, left-to-right operation, 10"H boxed backsplash with 45° & 2" return, 2-1/4"H rolled edge, 16/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF 1 ea SPECIFY DISH MACHINE BRAND AND MODEL. John Boos standard opening is 20-7/8". Certain dish machines require modification at additional cost not shown here. 1 ea CDT6-LS24SSK Dishtable Undershelf, 17-5/8"W x 24-1/8"D, 16/300 stainless steel shelf, 16 ga. stainless steel legs with adjustable bullet feet, NSF Class 85 Weight: 75 lbs total	\$1,165.25	\$1,165.25
			ITEM TOTAL:	\$1,165.25
3	1 ea	SOILED DISHTABLE John Boos Model No. SDT6-S96SBK-L Pro-Bowl Soiled Dishtable, straight design, 96"W x 30"D x 44"H overall size, left-to-right operation, (1) 20"W x 20" front-to-back x 8" deep pre-rinse sink bowl, 10"H boxed backsplash with 45° top & 2" return, (1) set of splash mount faucet holes with 8" centers, 2-1/4"H rolled edge, 16/300 stainless steel top, stainless steel legs, bracing, & adjustable bullet feet, NSF 1 ea SPECIFY DISH MACHINE BRAND AND MODEL. John Boos standard opening is 20-7/8". Certain dish machines require modification at additional cost not shown here. Class 85 Weight: 114 lbs total	\$2,285.64	\$2,285.64
			ITEM TOTAL:	\$2,285.64
4	1 ea	PRE-RINSE FAUCET ASSEMBLY T&S Brass Model No. B-0133-CR-BC EasyInstall Pre-Rinse Unit, 8" centers, wall mount base & bracket, spring action, ceramic cartridges, low flow valve, (B-0107-C) 1 ea 018200-40 Replacement Hex Swivel, low-lead, rubber seals, chrome-plated brass, 7/8" NPT, NSF (for pre-rinse hose & spray valves) 1 kt B-0230-KIT Inlet Kit, 1/2" NPT nipple, close elbows, 24" flex supply hoses NOTE: SPRAYER FOR SCRAP AREA Class 77.5 Weight: 14.36 lbs total	\$524.81	\$524.81
			ITEM TOTAL:	\$524.81
			Total	\$31,224.43

Taller
Washer

does not include necessary
wash racks

+ 2500 Install
Total 32,247.54



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 8/19/2025

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: Change in Professional Services Agreement for Security Entrance

SPECIFIC ACTION REQUESTED:

Approval of the Change in Professional Services Agreement with Eckert Wordell following the change to the security entrance as part of the Centreville Courthouse Renovation Project.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

This change reflects modification of the security entrance moving from the west side of the building to the east side of the building, with requirements for full remote access control at the front desk, monitors positioned away from passersby, and a maintenance closet. The agreement includes architecture and interior design (\$5,500), MEP engineering (\$4,160), structural (\$3,800), and civil/landscape (\$2,040) services totaling \$15,500.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

Funding for this change agreement is within the project budget for the Centreville Courthouse Renovation.



Change in Professional Services

Project Name: St. Joseph County Courts Centreville

Project #: 2024-11-017

Title: Security Entrance

Extra #: 18

Date Issued: 07/16/25

Initiated By:

Owner

Owner Consultant: [Click here to enter text.](#)

Architect

Architect Consultant: [Click here to enter text.](#)

Contractor

Field Condition: [Click here to enter text.](#)

Change in Services of the Agreement:

Yes

No

Change in Schedule of the Agreement:

Yes, by 5 weeks

No

Billing Instructions: Lump sum fee of \$15,500; as follows:

	Hours	Fee
Architecture and Interior Design	36.....	\$5,500
MEP Engineering	28.....	\$4,160
Structural.....	24.....	\$3,800
Civil/Landscape.....	14.....	\$2,040

Reimbursables:

As outlined in the Prime Agreement.

Detailed description of work to be performed:

The County, in coordination with the Sheriff's department, has requested that the security entrance get flipped back to the east side with the following requirements:

- Full remote access control at the front desk.
- Monitors positioned away from passersby.
- Maintenance closet up front.

Eckert Wordell will provide architecture, interior design, landscape design, and civil, structural, and MEP engineering design services to flip the east entrance as requested. We anticipate it will take 2 weeks to develop a concept representing the change. Once the concept is approved, we estimate that it will take 3 weeks to complete the construction documents.

This document is subject to and governed by all the terms and conditions of the Agreement of this project dated 06/13/2024 unless modified in writing. Please respond within 10 days from submission. Owner to sign and return to Eckert Wordell. Not valid until approved by Owner and Architect.

Approved By:

EW Representative:

Curt Penny, Principal

07/16/2025

Date

Owner Representative:

Name and title

Date



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 8/19/25

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: MI Neighborhood CDBG Funding Designation Memorandum

SPECIFIC ACTION REQUESTED:

Accept & Execute the MI Neighborhood CDBG Funding Designation Memorandum, Approve the Residential Anti-Displacement & Relocation Plan, and Approve the Grievance Procedure

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

MI Neighborhood CDBG Letter of Intent has been approved and CDBG funds have been designated to St Joseph County, contingent upon the successful completion of a full application, which includes submission of the designation memo outlining the details and required activities, approval of the Residential Anti-Displacement & Relocation Plan and approval of the Grievance Procedure. As a designated MSHDA MI Neighborhood Program CDBG applicant, we are acknowledging this funding designation and agree to complete the full application process and all required steps by September 17, 2025.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

n/a

AUTHORIZED SIGNATURE DESIGNATION FORM

As the highest elected official of **ST. JOSEPH COUNTY** designate the following individual(s) as Authorized Signer(s) for Grant # **TBD – CHILL APPLICATION** to sign the associated Grant Agreement, submit FSR payment requests and Grant Amendments, if applicable, for the aforementioned grant.

AUTHORIZED SIGNER(S)

Date: August 19, 2025

ANGIE STEINMAN, FINANCE DIRECTOR

Date: August 19, 2025

TERESA CUPP, COUNTY ADMINISTRATOR

APPROVED BY HIGHEST ELECTED OFFICIAL

Date: August 19, 2025

Jared Hoffmaster, Board of Commissioners Chairman



MI Neighborhood CDBG Funding Designation Memorandum

Applicant Name: St. Joseph County

Total CDBG Award Amount: \$ 300,000.00

Funds Source(s): CDBG

Total Leveraged Funds Commitment: \$ _____

Leveraged Funds Source(s): _____

Total Project Funds: \$ 254,238.00

CDBG FUNDING DESIGNATED: Enter information for all that apply:

A. Reconstruction \$ _____

OF TOTAL UNITS BEING CONSTRUCTED: _____ # OF TOTAL UNITS MSHDA FUNDED: _____

For-Sale Homebuyer Units: _____ # Tenant Rental Units: _____ # VISITABLE: _____

Project Description:

B. Homeowner Rehabilitation \$ 254,238.00

OF TOTAL UNITS BEING REHABBED: 10 # OF TOTAL UNITS MSHDA FUNDED: 10

Owner Occupied Units: 10 # Tenant Rental Units: _____ # VISITABLE: _____

Project Description:

The program is designed to enhance the quality of life for local residents by providing vital home repairs to income-eligible households. The CDBG HMR program aims to improve the safety, sustainability, and livability of homes in our community, ensuring that everyone has access to a safe and healthy living environment. The Program funding will assist 10 home rehab projects with health and safety, energy efficiency improvements while enhancing the housing infrastructure.

C. Unoccupied Rental Rehabilitation \$ _____

OF TOTAL UNITS BEING REHABBED: _____ # OF TOTAL UNITS MSHDA FUNDED: _____

OF LMI UNITS SERVED: _____ # Owner Occupied Units: _____ # Tenant Rental Units: _____

Project Description:

D. Infrastructure (Housing) \$ _____

OF TOTAL UNITS SERVED/DEVELOPED: _____ # OF LMI UNITS SERVED/DEVELOPED: _____

Project Description:

E. Manufactured Housing \$ _____

OF TOTAL UNITS BEING PURCHASED: _____ # OF TOTAL UNITS MSHDA FUNDED: _____

Project Description:

TOTAL MSHDA ADMINISTRATION FUNDING DESIGNATION: \$ 45,762

MSHDA Administration funding request maximum amount cannot exceed 18% (except for Manufactured Housing capped at 5%) of the MSHDA Component Funding requested amount. All administration is reimbursed based on documented and itemized program planning and administration costs.

1. All MI Neighborhood assisted activities must occur within the approved site boundaries and all assisted units must assist program income qualified households at or below 80% Area Median Income. In addition, all CDBG assisted rental units must follow rent limit restrictions for the county being served, and at least 51% of residential units in the assisted building(s) must be rented to low- or moderate-income households. Income and rent limits are posted on our website for reference.

2. Regional Areas Served (refer to map):

<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> G	<input checked="" type="checkbox"/> J	<input type="checkbox"/> M
<input type="checkbox"/> B	<input type="checkbox"/> E	<input type="checkbox"/> H	<input type="checkbox"/> K	<input type="checkbox"/> N
<input type="checkbox"/> C	<input type="checkbox"/> F	<input type="checkbox"/> I	<input type="checkbox"/> L	<input type="checkbox"/> O

3. List boundaries within above selected region(s) that will be served, as appropriate:

Boundary lines will be within the cities of Centreville, Sturgis, Three Rivers, White Pigeon, Constantine, Mendon, Colon & Burr Oak, as required by MSHDA

4. Regional Areas are rural urban

5. Counties Served:

St. Joseph _____

6. CDBG Funding Source Contingencies:

This Designation Memo establishes the designation of Community Development Block Grant (CDBG) funds for the applicant. The purpose of this designation is to provide the unit of general local government (UGLG) with an opportunity to complete and submit a full CDBG application by September 17, 2025.

This designation is contingent upon the following conditions:

1. Availability of funds from the U.S. Department of Housing and Urban Development (HUD).
2. Completion of any applicable additional action items outlined in section #6 above.
3. Submission and approval of the CDBG application.
4. Fulfillment of the required public engagement process.
5. Passage of a resolution by the local government’s legislative body authorizing the application submission to MSHDA.

Important Compliance Notice: No choice-limiting actions or activities may be undertaken during this designation period. Funding is not officially awarded until a grant agreement has been fully executed. Additionally, no costs may be incurred prior to receiving written authorization and an environmental release from MSHDA.

If the CDBG application is not submitted to **MSHDA-CDBG@michigan.gov** by September 17, 2025, this Designation Memo will be rescinded.

Acceptance of Designation: *As a designated MSHDA MI Neighborhood Program CDBG applicant, my organization acknowledges this funding designation and agrees to complete the full application process and all required steps by September 17, 2025.*

Applicant Authorized Signer – Printed Name

Applicant Authorized Signer – Signature

Date

MSHDA – Printed Name

MSHDA – Signature

Date

ST. JOSEPH COUNTY

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN UNDER SECTION 104(D) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Act, St. Joseph County)("UGLG") will take the following steps to minimize the displacement of persons from their homes:

Although no displacement because of demolition or relocation is part of the CHILL grant, the following procedures will be in place for other grants that may require those activities:

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact or rapidly increasing assessments on low-income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

RELOCATION ASSISTANCE TO DISPLACED PERSONS

The UGLG will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently, or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

ONE-FOR-ONE REPLACEMENT OF LOWER-INCOME DWELLING UNITS

The UGLG will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing in connection with an activity assisted with

funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the UGLG to provide funds for an activity that will directly result in demolition or conversion the UGLG will make public information about the project in the paper and on the County website, and submit to Grants Administrator the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The location on a map and the number of dwelling units by size that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the UGLG will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- E. The source of funding and a time schedule for the provision of the replacement dwelling units;
- F. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least 10 years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of lower income households in the jurisdiction.

CONTACTS

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, the UGLG will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Angie Steinman, Finance Director, is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

Angie Steinman, Finance Director, is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low- and moderate-income dwelling unit to another use in connection with an assisted activity.

ST. JOSEPH COUNTY

GRIEVANCE PROCEDURE

UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

This Grievance Procedure is established to meet the requirements of the Section 504. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the St. Joseph County. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Angie Steinman
Finance Director, Section 504 Coordinator
St. Joseph County
125 West Main Street
Centreville, MI 49032

Within 15 calendar days after receipt of the complaint, Ms. Steinman or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Ms. Steinman or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of St. Joseph County and offer options for substantive resolution of the complaint.

If the response by Ms. Steinman or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the County Administrator, Teresa Cupp, or her designee.

Within 15 calendar days after receipt of the appeal, the County Administrator or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the County Administrator or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Ms. Steinman or her designee, appeals to the County Administrator or her designee and responses from these two offices will be retained by St. Joseph County for at least three years.



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 8/19/2025

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: Resolution Commemorating the Historic Courthouse

SPECIFIC ACTION REQUESTED:

Consider a Resolution Commemorating the 125th Anniversary of the Historic Courthouse of St. Joseph County

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The historic courthouse was rededicated on August 1, 1900 and is celebrating 125 years of serving the community.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

N/A

**A RESOLUTION COMMEMORATING THE 125TH ANNIVERSARY OF THE
HISTORIC COURTHOUSE OF ST. JOSEPH COUNTY**

RESOLUTION _____

WHEREAS, the Historic Courthouse of St. Joseph County, located in Centreville, Michigan, has stood as a proud symbol of justice, civic engagement, and architectural distinction since its official rededication on August 1, 1900; and

WHEREAS, 2025 marks the 125th anniversary of this distinguished landmark, which has served as the seat of county government and a gathering place for generations of residents; and

WHEREAS, the courthouse is recognized not only for its role in the administration of justice and local governance, but also for its significant architectural and historical value, earning its placement on the National Register of Historic Places; and

WHEREAS, countless milestones in the lives of St. Joseph County residents—including trials, public meetings, weddings, and community events—have taken place within its walls over the past 125 years; and

WHEREAS, the County Board of Commissioners wishes to recognize the dedication of past and present public servants, officials, and community members who have preserved and upheld the courthouse as a functioning and symbolic center of county life; and

WHEREAS, the 125th anniversary presents an opportunity to reflect on the courthouse's enduring legacy and to reaffirm our commitment to preserving its historical integrity for future generations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of St. Joseph County, by this resolution, hereby honors the 125th anniversary of the Historic Courthouse and celebrates its continued service to the people of this county.

BE IT FURTHER RESOLVED that this resolution be entered into the official minutes of the August meeting of the St. Joseph County Board of Commissioners, and that a commemorative copy be prominently displayed within the courthouse.

