

BOARD OF COMMISSIONERS

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS AGENDA for MEETING on May 20, 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. Board Meeting Minutes – April 15, 2025
 - B. Tentative Agreement – Command Officers Association of Michigan
 - C. Emergency Management Coordinator Appointment – Joshua Shook
 - D. Local Emergency Planning Committee Appointments – Andrew Goldberger, Joshua Shook, Sam Smallcombe
 - E. Brownfield Redevelopment Authority Appointment – Erin Goff
 - F. Pivotal Board Appointments – Cathi Abbs, Stacy Linihan, Luis Rosado, Darci Skrzyniarz
 - G. 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)

I move to approve the consent agenda items.
6. Public Comment (4-minute limit per person)
7. Presentations
 - A. Pivotal Annual Report FY 2024 – Presented by Cameron Bullock
8. County Administrator's Report
9. Committee Reports and Appointments
10. Unfinished Business

11. New Business

- A. 2025 L-4029 Millage Request – Presented by Teresa Cupp
I move to approve the 2025 2025 L-4029 Millage Request for St. Joseph County.
- B. Part-Time Deputy Clerk Position Request – Presented by Teresa Cupp
I move to approve the Part-Time Deputy Clerk Position Request.
- C. Early Vote Coordinator Position Status Change Request – Presented by Teresa Cupp
I move to approve the Early Vote Coordinator Position Status Change Request.
- D. AXON Justice Premier+ Program Contract – Presented by Debbie Davis
I move to approve the AXON Justice Premier+ Program Contract.
- E. Veteran’s Affairs Replacement Vehicle Request – Presented by Stoney Summey
I move to approve replacement vehicle request for Veteran’s Affairs.
- F. St. Joseph County/Van Buren County Digital Information Departments Integration –
Presented by Jerry Happel
I move to authorize the County Administrator to enter into an agreement integrating the St. Joseph County and Van Buren County Digital Information Departments.
- G. Building Master Plan – Elevator Bid Proposal – Presented by Jen Sawyer
I move to accept the recommended elevator bid proposal from TKE for the Centreville Courts Building.
- H. Barton Group Contract Addendum – Presented by Teresa Cupp
I move to approve the Barton Group Contract Addendum.

12. Commissioner Comments (for items not on the agenda)

13. Adjournment

Board of Commissioners

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

April 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 April 15, 2025, at 5:00 p.m.

Chairman Jared Hoffmaster called the meeting to order.

An invocation was given by Commissioner Shaffer followed by The Pledge of Allegiance.

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, Finance Director Angie Steinman

ADOPTION OF AGENDA

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

CONSENT AGENDA

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

Items Approved:

- Board Meeting Minutes (March 18, 2025) with a correction to reflect Terry Conklin as present.
- 2025 Materials Management Work Program
- Master Land Use Plan – Authorization for public review
- Acknowledgement of Prior Month Finance Reports

PUBLIC COMMENT

Diann King of Three Rivers, Gina Foster of Three Rivers, Fred Brown of Centreville, Kelly Weaver of White Pigeon, Paige Willis of White Pigeon, Deborah Davis of Colon, Gordon Evilsizor of White Pigeon, Regina Chapman of Three Rivers, Carol Slavic of Sturgis, Angela Mingus of Sturgis, Rebecca Shank of Constantine.

Board of Commissioners

PRESENTATIONS

None.

COUNTY ADMINISTRATOR'S REPORT

Administrator Teresa Cupp provided an update on county operations. She reported that the strategic planning meetings are underway and advised the board to expect the Auditors report in July.

COMMITTEE REPORTS AND APPOINTMENTS

Commissioners Rosado, Yunker and Hoffmaster presented committee reports.

UNFINISHED BUSINESS

None reported.

NEW BUSINESS

2025 Equalization Report Resolution 4-2025

WHEREAS, MCL 211.34(1) requires the County Board of Commissioners to meet in April each year to determine county equalized valuations; which equalization shall be completed and submitted along with the tabular statement required by Section 5 of Act No. 44 of the Public Acts of 1911, as amended no later than May 1 of each year; and

WHEREAS, the assessment rolls of the various assessment jurisdictions have been reviewed by the various local Boards of Review throughout the County of St. Joseph and submitted to your Equalization Department in the appropriate timely manner; and

WHEREAS, those assessment rolls have been audited and balanced by your Equalization Department in accordance with the laws of the State of Michigan and the guidelines of the State Tax Commission; the results of such being listed on the attached equalization report and on the prescribed Michigan Department of Treasury Form L-4024 (County Equalization Directors Report of County Equalization).

NOW, THEREFORE, BE IT HEREBY RESOLVED that the St. Joseph County Board of Commissioners approves the County Equalized Valuations as indicated within the attached equalization report a cumulative total for Real Property of \$4,346,991,035 (Four Billion, Three Hundred Forty Six Million, Nine Hundred Ninety-One Thousand, Thirty Five Dollars) and a cumulative total for Personal Property of \$331,497,612 (Three Hundred Thirty-One Million, Four Hundred Ninety-One Thousand, Six Hundred Twelve Dollars). The combined total of Real and Personal Property of the Cities and Townships in St. Joseph County is \$4,678,488,647 (Four Billion, Six Hundred Seventy-Eight Million, Four Hundred Eighty-Eight Thousand, Six Hundred Forty-Seven Dollars).

Board of Commissioners

It was moved by Commissioner Baker and seconded by Commissioner Malone to approve the 2025 Equalization Report Resolution. Motion carried 6-1 upon a roll all vote with Commissioner Yunker dissenting.

Commercial and Industrial Appraisals Contract

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the contract with Assessing Solutions Inc. Motion carried 6-1 with Commissioner Yunker dissenting.

Design Development – Centreville Courts Building

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to approve the Design Development Budget and authorize the County Administrator to execute the scope of work. Motion carried 4-3 upon a roll call vote with Commissioners Baker, Yunker, and Conklin dissenting.

Property Exchange – SJC Parks and Hughes Trust

It was moved by Commissioner Malone and seconded by Commissioner Baker to authorize the County Administrator to sign and execute the Quit Claim Deeds. Motion carried

Appreciation for the St. Joseph-Cass-Kalamazoo Pomona Grange #4 Resolution 5-2025

WHEREAS, since 1867 the Grange nationally has been recognized as a leading voice on behalf of rural America through legislation, leadership development, fellowship with fellow Grangers and service projects to make their communities a better place for us all, and

WHEREAS, the Grange came to Michigan in 1872, with major growth coming rapidly. Many of the first Granges in our state came from Southwest Michigan in 1873, and

WHEREAS, The Pomona Grange, a.k.a county or district Grange, was organized in the spring of 1875 as the St. Joseph County Pomona Grange #4. The call to organize brought Grangers to Centreville to begin the charter process and shortly thereafter the first actual meeting was held at River Side Grange Hall, and

WHEREAS, early meetings were two-day affairs consisting of legislative work, crop and homemaking reports, programs of educational and entertainment value, and plenty of fellowship and food. The hosting local Grange provided the meeting place and meals and lodging for attendees, and

WHEREAS, over the years many activities and projects have been sponsored including local Grange fairs, picnics, parades, rallies, and educational programs, etc., and

Board of Commissioners

WHEREAS, in 1916 at a Pomona Grange meeting, the decision was made to assume the fall operation of the county fair with each local Grange represented by a director. And though it's not operated as in the past, it's still referred to as the "St. Joseph County Grange Fair", and

WHEREAS in the early 80's, the Cass County Pomona Grange closed, and their two Granges were warmly welcomed. The early 90's found the one remaining in Kalamazoo County local Grange joining the fold, thus becoming the St. Joseph, Cass, Kalamazoo Pomona Grange #4, and

WHEREAS, today, five local chapters in the three-county region make up the Pomona Grange meeting, once a month at various Grange halls or restaurants. While not epic in scale as in the past, monthly service projects are planned and carried out, a fun and educational program presented and friendship and fellowship is nurtured,

NOW THEREFORE BE IT RESOLVED, the St. Joseph County Board of Commissioners takes this opportunity to express our thanks to the five local Granges for what they do and have done for their communities and to proudly and gladly salute the St. Joseph, Cass, Kalamazoo Pomona Grange #4 on the 150th anniversary of their founding, wishing them many more years of growth, service and fellowship.

It was moved by Commissioner Shaffer and seconded by Commissioner Malone to approve the resolution. Motion carried 7-0 upon a roll call vote.

Sheriff's Office AED Request

It was moved by Commissioner Baker and seconded by Commissioner Yunker to approve the purchase of 15 AEDs and 15 Individual First Aid Kits. Motion carried.

Budget Amendments – Sheriff's Office Training Budget

It was moved by Commissioner Baker and seconded by Commissioner Malone to approve the budget amendment as presented. Motion carried.

COMMISSIONER COMMENTS

Commissioner Rosado provided comments on staff. Commissioner Conklin provided comments on community attendance. Commissioner Yunker provided comments on finances. Commissioner Baker provided comments on finances. Chair Hoffmaster provided comments on finances.

CLOSED SESSION

It was moved by Commissioner Baker and seconded by Commissioner Malone to go into closed session for this Commission to consult with its attorney to discuss strategy for the negotiations of POAM-Command Group collective bargaining agreement pursuant to MCL 15.268(c) and also to consider a written legal opinion from its attorney under MCL 15.268(h). Motion carried.

Board of Commissioners

The meeting moved into a Closed Session at 6:12 p.m.

The meeting returned to Open Session at 6:24 p.m.

Motion Following Closed Session

It was moved by Commissioner Shaffer and seconded by Commissioner Baker to approve the settlement in the amount of \$45,000.00 and authorize the County Administrator to negotiate and sign the closeout agreement. Motion carried 6-1 by roll call vote, with Commissioner Rosado dissenting.

ADJOURNMENT

It was moved by Commissioner Malone and seconded by Commissioner Baker to adjourn the meeting at 6:28 p.m. Motion carried.

Gina Everson, Clerk/Register

April 20, 2025

**ST. JOSEPH COUNTY BOARD OF COMMISSIONERS
and
SHERIFF OF ST. JOSEPH COUNTY**

&

COMMAND OFFICERS ASSOCIATION OF MICHIGAN

TENTATIVE AGREEMENTS – 4/20/25

The Parties tentatively agree to the changes to the Collective Bargaining Agreement set forth below. It is understood and agreed that this tentative agreement is subject to ratification by the unit membership and the St. Joseph County Board of Commissioners and subject to full agreement on all other outstanding issues.

These TAs are subject to and conditioned upon the Union membership ratifying all TAs no later than May 9, 2025 – in advance of the May 13, 2025 meeting of the County Board of Commissioners. If the Union membership fails to ratify by that date, the Employer's offer of retroactivity and a signing bonus will be off the table and will not be made again. In addition, the Employer reserves the right to modify any other proposals if it is forced to incur the time and expense of further proceedings.

1. **Duration** – 3 years - January 1, 2025 through December 31, 2027.

2. **Wages**

2025 – \$1.50/hr. market adjustment plus 5% (amounting to approximately 9.4% overall)

2026 – 3%

2027 – 3%

3. **12 Hour Shifts**

Modify Section 13.2(B) as follows:

Overtime for twelve (12) hour shifts shall be paid at the rate of time and one-half (1-1/2) the employee's regular hourly base rate of pay for work performed in excess of twelve (12) regular shift hours in any twenty-four (24) hour period and in excess of ~~eighty (80)~~ eighty-four (84) hours in any scheduled bi-weekly pay period. There shall be no compounding of premium pay as a result of this scheduling change.

4. Holidays

Modify Section 17.2 as follows:

17.2.

- (A) Employees working eight (8) hour shifts shall receive time and one-half (1-1/2) their regular hourly base rate for all hours worked in addition to eight (8) hours pay for the holidays listed in Section 17.1. (Example: 8 hours worked on a holiday would be paid as 8 hours x 1.5 = 12 hours plus 8 hours = a total of 20 hours paid at regular hourly base rate.)
- (B) (1) Employees working ten (10) hour shifts shall receive ten (10) hours of pay at 1-1/2 times their regular hourly base rate, plus their regular hourly base rate for all hours worked. (Example: 10 hours worked on a holiday would be paid as 10 hours x 1.5 = 15 hours plus 10 hours = a total of 25 hours paid at regular hourly base rate.)
- (2) Overtime shall be paid at the regular overtime rate for all hours worked in excess of ten (10) hours on a holiday.
- (C) (1) Employees working twelve (12) hour shifts shall receive ~~eight (8)~~ twelve (12) hours of pay at 1-1/2 times their regular hourly base rate, plus their regular hourly base rate for all hours worked. (Example: 12 hours worked on a holiday would be paid as ~~8-12~~ 12 hours x 1.5 = ~~42-18~~ 18 hours plus 12 hours = a total of ~~24-30~~ 30 hours paid at regular hourly base rate.)
- (2) Overtime shall be paid at the regular overtime rate for all hours worked in excess of twelve (12) hours on a holiday.
- (~~C~~D) Employees shall be paid the holiday extra pay if their shift commences on the date of the actual holiday. (Examples: Employees that start their 12 hour shift at 6 p.m. on July 3rd would receive no holiday extra pay for that shift. Employees that start their shift at 6 p.m. on July 4th and work until 6 a.m. on July 5th, would receive the holiday extra pay of ~~8-12~~ 12 hours at 1-1/2 times their regular hourly base rate plus their regular hourly base rate for 12 hours worked = ~~24-30~~ 30 hours paid at regular hourly base rate.)

5. Bereavement Leave

Move "parent" to the 5 day category and add "nieces and nephews" to the 1 day category. Also move "aunt" and "uncle" to the 3 day category, and to add "grandparent-in-law" to the 3 day category.

6. **Insurances**

Increase the amount for opt-outs to \$4,000

7. **Uniform and Footwear**

Increase annual reimbursement amount to \$200 per calendar year for approved footwear and/or approved equipment only; not \$200 each

8. **FMLA**

Modify Article XIX, Section 19.3(a) as follows:

19.3. Family and Medical Leave.

- a. A regular employee who has completed twelve (12) months of employment and worked at least 1250 hours for the Employer in the past twelve (12) months is eligible for a Family and Medical Leave Act leave for a period not to exceed twelve (12) weeks during a twelve (12) month rolling period, except as otherwise noted below under #5; ~~beginning on the first day of the employee's leave and ending twelve (12) months later.~~ All Family and Medical Leave Act leaves must be in writing, must give the reason for the request, must give the expected duration of the leave and must be approved by the Employer. A Family and Medical Leave Act leave of absence may be granted in the following cases:

9. **Article XVIII, Personal Leave**

Modify Section 18.12 as follows:

18.12. ~~Twenty-four (24)~~Thirty-Six (36) hours per calendar year (prorated for new employees after the first sixty (60) days of employment) may be used as personal leave in not less than one (1) hour increments upon twenty-four (24) hours prior notice and approval by the Sheriff or his designee. The Employer may waive the notice requirement. Personal leave hours shall not accumulate from year to year and will have no monetary value.

10. **Retroactivity on Wage Increase Only**

The wage increase for 2025 (as indicated above) will be applied retroactively back to January 1, 2025. No other changes will be retroactive.

11. **Signing Bonus**

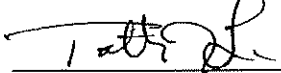
The Employer will pay each member of the bargaining unit who is actively employed as of the date of complete ratification of the TAs by both parties a one-

time payment of \$500. The payment will be included in the next regular payroll after complete ratification and will be subject to all required taxes and withholdings.

ST. JOSEPH COUNTY

POLICE OFFICERS
ASSOCIATION OF MICHIGAN

By: Leigh Schultz
Its: Attorney



By: Tim Lewis
Its: Business Agent

Date: _____

Date: 4-21-75

All proposals are subject to agreement on specific language to be contained in separate, written Tentative Agreements signed and dated by authorized representatives of the Employer and the Union. The Employer reserves the right to add or withdraw, modify, alter or delete proposals, responses and counter proposals at any time during bargaining until a Tentative Agreement is reached on all outstanding issues. All Tentative Agreements are subject to ratification by both the Union Membership and the County Board of Commissioners.



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: 5/20/2025

DEPARTMENT: Sheriff's Office - Emergency Management, Administration

PREPARED BY: Erin Goff

SUBJECT: Emergency Management Coordinator Appointment

SPECIFIC ACTION REQUESTED:

Approve Michigan State Police Emergency Management and Homeland Security Division EMD-021 form to notify district and state offices of changes in Emergency Management Coordinator.

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

This form is submitted to ensure appropriate contact information is on file with the state, per Public Act 390 of 1976.

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

No funding is requested as part of this form.

EMERGENCY MANAGEMENT COORDINATOR INFORMATION

AUTHORITY: MCL 30.407a, MCL 30.409 COMPLIANCE: Voluntary

Use this form to notify district and state offices of changes in Coordinator, Deputy Coordinator, address, telephone number, etc. Send completed form to Michigan Department of State Police, Emergency Management District Coordinator.

(HIGHLIGHT NEW INFORMATION)

District Number: 5 Date: 5/20/2025

I. Jurisdiction		
1. County/Municipality St. Joseph County	2. Email Address shookj@stjosephcountymi.gov	
3. Program Title St. Joseph County Emergency Management	4. Phone Number of Local Emergency Operations Center (EOC) 269-467-9045 ext 225 or 269-467-4195	
5. Office Address (Number and Street) 650 E. Main St.		
6. City Centreville	7. State MI	8. Zip Code 49032
9. Office Telephone Number (Include Area Code) 269-467-9045 ext 225	10. Fax Number (Include Area Code) N/A	
11. Federal I.D. Number 38-6006524	12. Originating Agency ID (ORI) MI7517500	13. Jurisdiction Chief Executive Board of Commission Chair Jared Hoffmaster
II. Coordinator		
1. Name (Last, First) Shook, Joshua	2. Title Emergency Services Coordinator/Director	
3. Email Address shookj@stjosephcountymi.gov	4. Daytime Telephone (Include Area Code) 269-467-9045 ext 225	
5. Residence Telephone (Include Area Code)	6. Cellular Telephone (Include Area Code) 269-221-3750	
7. Pager Number and Paging Procedures N/A - Central Dispatch can be contacted at 269-467-4195		
III. Deputy Coordinator		
1. Name (Last, First)	2. Title	
3. Email Address	4. Daytime Telephone (Include Area Code)	
5. Residence Telephone (Include Area Code)	6. Cellular Telephone (Include Area Code)	
7. Pager Number and Paging Procedures		
IV. Remarks		

CERTIFICATION OF APPOINTMENT OF LOCAL EMERGENCY MANAGEMENT COORDINATOR

St. Joseph County

City or County

Pursuant to the authority of Public Act 390 of 1976, as amended, Joshua Shook
Name of Coordinator

has been appointed the Emergency Management Coordinator for

St. Joseph County

City or County

on **May 20, 2025**

Date

I _____ certify this appointment.

Name/Title

Signature _____ Date _____

**This form is to be certified ONLY by an appropriate local official such as
a City or County Clerk, Mayor, or Chairperson of the Board.**



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: 5/20/25

Board / Committee: Local Emergency Planning Committee

Prepared by: Erin Goff

Appointment Type: Appointment Pick One

Name: Andrew Goldberger

Address: on file

No. of Years of Term: 2-year term (completion of)

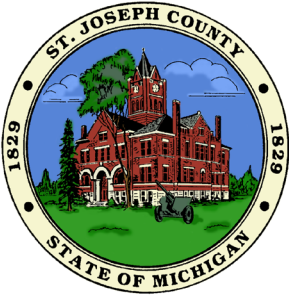
Expiration Date: 12/31/26

Specific Action Requested:

Please consider the appointment of Andrew Goldberger to the Local Emergency Planning Committee.

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



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: 5/20/25

Board / Committee: Local Emergency Planning Committee

Prepared by: Erin Goff

Appointment Type: Appointment Pick One

Name: Joshua Shook

Address: on file

No. of Years of Term: 2-year term (completion of)

Expiration Date: 12/31/26

Specific Action Requested:

Please consider the appointment of Joshua Shook to the Local Emergency Planning Committee, as the Local Emergency Management Coordinator.

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



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: 5/20/25

Board / Committee: Local Emergency Planning Committee

Prepared by: Erin Goff

Appointment Type: Appointment Pick One

Name: Sam Smallcombe

Address: on file

No. of Years of Term: 2-year term (completion of)

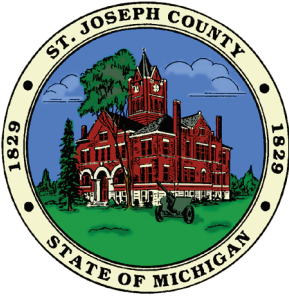
Expiration Date: 12/31/26

Specific Action Requested:

Please consider the appointment of Deputy Chief Sam Smallcombe to the Local Emergency Planning Committee.

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



COUNTY ADMINISTRATOR

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

Board Agenda Request Form Appointment to County Board / Committee

Proposed Board Meeting Date: 5/20/25

Board / Committee: Brownfield Redevelopment Authority

Prepared by: Riley Lukomski

Appointment Type: Appointment Full

Name: Erin Goff

Address:

No. of Years of Term: 3-year term

Expiration Date: 5/20/28

Specific Action Requested:

Please consider the Appointment of Erin Goff for a 3-year term to expire 05-20-28.

Other Pertinent Information:

Erin will replace Jessica Miller's position on the board. Jessica Miller left St. Joseph County 03/19

~~Attachment: Citizen Interest Form~~



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: 5/20/25

Board / Committee: Pivotal

Prepared by: Cameron Bullock

Appointment Type: Reappointment Full

Name: Cathi Abbs

Address: ON FILE

No. of Years of Term: 3-year term

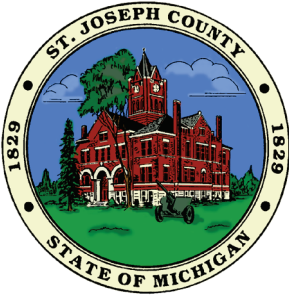
Expiration Date: 3/31/28

Specific Action Requested:

Please consider the Reappointment of Cathi Abbs for a 3-year term to expire 03-31-2028

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



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: 5/20/25

Board / Committee: Pivotal

Prepared by: Cameron Bullock

Appointment Type: Reappointment Full

Name: Stacy Linihan

Address: ON FILE

No. of Years of Term: 3-year term

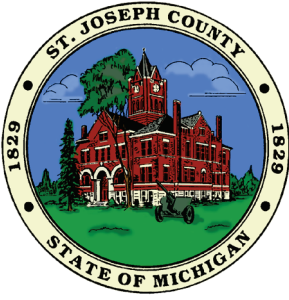
Expiration Date: 3/31/28

Specific Action Requested:

Please consider the Reappointment of Stacy Linihan for a 3-year term to expire 03-31-2028

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



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: 5/20/25

Board / Committee: Pivotal

Prepared by: Cameron Bullock

Appointment Type: Reappointment Full

Name: Luis Rosado

Address: ON FILE

No. of Years of Term: 3-year term

Expiration Date: 3/31/28

Specific Action Requested:

Please consider the Reappointment of Luis Rosado for a 3-year term to expire 03-31-2028

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



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: 5/20/25

Board / Committee: Pivotal

Prepared by: Cameron Bullock

Appointment Type: Reappointment Full

Name: Darci Skrzyniarz

Address: ON FILE

No. of Years of Term: 3-year term

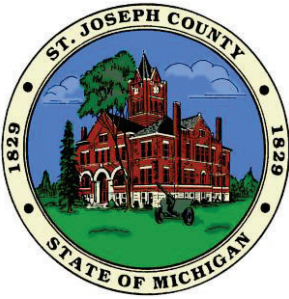
Expiration Date: 3/31/28

Specific Action Requested:

Please consider the Reappointment of Darci Skrzyniarz for a 3-year term to expire 03-31-2028

Other Pertinent Information:

~~Attachment: Citizen Interest Form~~



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: May 20th 2025

DEPARTMENT: Equalization

PREPARED BY: Josh Simmons

SUBJECT: 2025 L-4029 Millage Request

SPECIFIC ACTION REQUESTED:

Pass a motion approving the 2025 L-4029 Millage Request.

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

Needs to be done to levy approved millages.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

N/A

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number)

N/A

NEW OR RENEWAL:

Needs to be completed every year

PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Josh Simmons - ext 550

RECOMMENDATION - Completed by Administrative Team



St Joseph County

Equalization Department

(269) 467-5576

Fax (269) 467-5672

May 13, 2025

Board of Commissioners

Honorable Members:

Attached you will find the 2025 L-4029 Millage Request Report for St. Joseph County. Also attached is the L-4034 Millage Reduction Fraction Calculations Worksheet. This year St. Joseph County is subject to a 0.9934 millage reduction factor. This is due to existing taxable value increasing at a rate greater than the rate of inflation which was 3.1% for 2025.

The attached L-4029 reflects levying 4.4863 mills for Allocated Operating, 0.9864 mills for 911 Services, 0.7450 mills for C.O.A, 0.3274 mills for Transportation, 0.9934 mills for Roads and 0.2472 mills for Parks, which brings the total levy to 7.7857 mills.

Also of note, the 911 Services and Parks millages are due to expire at the end of 2025 and will need to be renewed if the Commission wishes to levy them in the future.

Staff recommendation:

In order to levy the millages listed above the Commission will need to pass a motion approving the attached L-4029.

Regards,

Joshua Simmons, MAAO (3) | MCPPE
Equalization Director
St. Joseph County, Michigan
269.467.5550 Phone
simmonsj@stjosephcountymi.org

**2025 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County SAINT JOSEPH	2025 Taxable Value 2,807,195,518
Local Government Unit SAINT JOSEPH COUNTY	

**PLEASE READ THE
INSTRUCTIONS ON
THE REVERSE SIDE
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2024 Millage Rate Permanently Reduced by MCL 211.34d	2025 Current Year Millage Reduction Fraction	2025 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATED	OPERATING	Nov-98	4.7600	4.5162	0.9934	4.4863	1.0000	4.4863	4.4863		unlimited
EXTRA VOTED	911	May-18	1.0000	0.9930	0.9934	0.9864	1.0000	0.9864		0.9864	Dec-25
EXTRA VOTED	C.O.A.	Aug-24	0.7500	0.7500	0.9934	0.7450	1.0000	0.7450		0.7450	Dec-29
EXTRA VOTED	TRANSPORTATION	Aug-22	0.3300	0.3296	0.9934	0.3274	1.0000	0.3274		0.3274	Dec-26
EXTRA VOTED	ROADS	Aug-24	1.0000	1.0000	0.9934	0.9934	1.0000	0.9934		0.9934	Dec-33
PA 90 of 1913	PARKS	Dec-21	0.2500	0.2489	0.9934	0.2472	1.0000	0.2472		0.2472	Dec-25

Total Mills: 4.4863 3.2994

Prepared by Joshua Simmons	Title Equalization Director	Telephone Number 269-467-5550	Date 5/1/2025
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As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

<input type="checkbox"/>	Clerk	Signature	Type Name	Date
<input type="checkbox"/>	Secretary			
<input type="checkbox"/>	Chairperson	Signature	Type Name	Date
<input type="checkbox"/>	President			

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.



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: May 20, 2025

DEPARTMENT: Clerk/Register

PREPARED BY: Gina Everson, County Clerk

SUBJECT: Part Time Deputy Clerk

SPECIFIC ACTION REQUESTED:

Approve creation of a part-time (0.5 FTE) clerk position in the Clerk/Register of Deeds Office to support vital records and deeds services.

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

As part of a restructuring plan, election duties currently handled by the Election Specialist will shift into a full-time election-focused position. This transition creates a service gap in the vital records/deeds division, where the Election Specialist has been cross-trained and regularly handles CPL's and supports customer service. This part-time position would provide consistent coverage to maintain service levels, reduce strain on current staff, and ensure statutory duties continue without delay.

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

Funds for this position would come from budget line 101-215-707.000. The remaining balance of \$20,000 is sufficient to support the role for the rest of the fiscal year.



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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 20, 2025

DEPARTMENT: Clerks

PREPARED BY: Gina Everson, County Clerk

SUBJECT: Early Vote Coordinator

SPECIFIC ACTION REQUESTED:

Approve moving the Early Vote Coordinator position from part time back to full time status.

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

November 21, 2023, the BOC approved to share the position with community correction for the remainder of 2023 and 2024. This position was originally posted as a full time salaried position.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

The cities and townships have an agreement with the county clerk for an early vote coordinator.

PERSONNEL IF REQUIRED:

(indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number)

Additional .5 FTE to the general fund.

NEW OR RENEWAL:

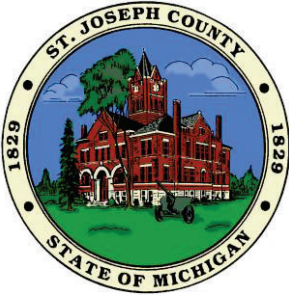
PROCUREMENT INFORMATION:

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

CONTACT PERSON WITH PHONE NUMBER:

Gina Everson 269-467-5603

RECOMMENDATION - Completed by Administrative Team



COUNTY ADMINISTRATOR

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: County Commissioners

DEPARTMENT: Prosecuting Attorney

PREPARED BY: Deborah Davis

SUBJECT: AXON Contract

SPECIFIC ACTION REQUESTED:

Permit Prosecutor to sign contract with AXON for Justice Premier+ program and approve payment for services beginning 6/1/2025, for a 10-year period.

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

We are required to maintain digital evidence and provide it to the defense. AXON offers the best options for service. Cost for installation/1st year total prorated is \$12,630, start date of 6/1/25.

Second year cost: \$17,879

Each subsequent year has a small increase that is capped, see attached contract. Also, a discount is available if any other local agencies also choose AXON. The Sheriff's Office is considering going with AXON.

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

The GL for computer software/management is 101-269-816.310

	Karpel	OnBase	AXON	PACC/PAAM
2025 Costs:	\$0	\$45,406	\$12,630	\$6,500
2026 Costs:	\$0	\$0	\$17,879	\$6,500
2027 Costs:	\$11,750	\$0	\$18,595.10	\$6,500



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-674538-45763MK

Issued: 04/16/2025



Quote Expiration:

Estimated Contract Start Date: 06/01/2025

Account Number: 586747

Payment Terms: N30

Mode of Delivery: eDelivery

SHIP TO	BILL TO
St Joseph (MI) Prosecutor 125 W Main St Centreville, MI 49032-9623 USA	St. Joseph County (MI) Prosecutor's Office 125 W Main St Centreville MI 49032-9623 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Molly Kinsella Phone: 4808055496 Email: mkinsella@axon.com Fax:	Deborah Davis Phone: 269-467-5544 Email: david@d@stjosephcountymi.gov Fax:

Quote Summary

Program Length	127 Months
TOTAL COST	\$227,298.00
ESTIMATED TOTAL W/ TAX	\$227,298.00

Discount Summary

Average Savings Per Year	\$12,398.17
TOTAL SAVINGS	\$131,214.00

Payment Summary

Date	Subtotal	Tax	Total
Jun 2025	\$12,630.00	\$0.00	\$12,630.00
Jan 2026	\$17,879.90	\$0.00	\$17,879.90
Jan 2027	\$18,595.10	\$0.00	\$18,595.10
Jan 2028	\$19,338.90	\$0.00	\$19,338.90
Jan 2029	\$20,112.46	\$0.00	\$20,112.46
Jan 2030	\$20,916.95	\$0.00	\$20,916.95
Jan 2031	\$21,753.63	\$0.00	\$21,753.63
Jan 2032	\$22,623.78	\$0.00	\$22,623.78
Jan 2033	\$23,528.73	\$0.00	\$23,528.73
Jan 2034	\$24,469.88	\$0.00	\$24,469.88
Jan 2035	\$25,448.67	\$0.00	\$25,448.67
Total	\$227,298.00	\$0.00	\$227,298.00

Quote Unbundled Price: \$358,512.00
 Quote List Price: \$227,298.00
 Quote Subtotal: \$227,298.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
S00019	BUNDLE - JUSTICE PREMIER PLUS	10	120	\$283.86	\$178.89	\$178.89	\$214,668.00	\$0.00	\$214,668.00
S00015	BUNDLE - JUSTICE PREMIER	10	7	\$184.00	\$109.00	\$109.00	\$7,630.00	\$0.00	\$7,630.00
A la Carte Services									
100490	AXON JUSTICE - PSO - FAST PASS	1			\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
Total							\$227,298.00	\$0.00	\$227,298.00

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - JUSTICE PREMIER	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	100789	AXON INVESTIGATE - UPGRADE TO PRO ACCESS	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	73618	AXON COMMUNITY REQUEST	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	73838	AXON EVIDENCE - ECOM LICENSE - PRO FOR PROSECUTOR	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	85762	AXON AUTO-TRANSCRIBE - JUSTICE ACCESS	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER	85767	AXON EVIDENCE - DISCOVERY MODULE ACCESS	10	06/01/2025	12/31/2025
BUNDLE - JUSTICE PREMIER PLUS	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	100789	AXON INVESTIGATE - UPGRADE TO PRO ACCESS	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	101866	AXON RECORDS - BRIEF ONE - AI-ASSISTED REPORT WRITING	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	73618	AXON COMMUNITY REQUEST	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	73838	AXON EVIDENCE - ECOM LICENSE - PRO FOR PROSECUTOR	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	85762	AXON AUTO-TRANSCRIBE - JUSTICE ACCESS	10	01/01/2026	12/31/2035
BUNDLE - JUSTICE PREMIER PLUS	85767	AXON EVIDENCE - DISCOVERY MODULE ACCESS	10	01/01/2026	12/31/2035

Services

Bundle	Item	Description	QTY
BUNDLE - JUSTICE PREMIER	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	10
BUNDLE - JUSTICE PREMIER PLUS	101184	AXON INVESTIGATE - TRAINING - OPERATOR AND EXAMINER	1
BUNDLE - JUSTICE PREMIER PLUS	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	10

Services

Bundle	Item	Description	QTY
A la Carte	100490	AXON JUSTICE - PSO - FAST PASS	1

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	125 W Main St	Centreville	MI	49032-9623	USA

Payment Details

Jun 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Justice Premier+ Prorate	100490	AXON JUSTICE - PSO - FAST PASS	1	\$5,000.00	\$0.00	\$5,000.00
Justice Premier+ Prorate	S00015	BUNDLE - JUSTICE PREMIER	10	\$7,630.00	\$0.00	\$7,630.00
Total				\$12,630.00	\$0.00	\$12,630.00

Jan 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$17,879.90	\$0.00	\$17,879.90
Total				\$17,879.90	\$0.00	\$17,879.90

Jan 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$18,595.10	\$0.00	\$18,595.10
Total				\$18,595.10	\$0.00	\$18,595.10

Jan 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$19,338.90	\$0.00	\$19,338.90
Total				\$19,338.90	\$0.00	\$19,338.90

Jan 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$20,112.46	\$0.00	\$20,112.46
Total				\$20,112.46	\$0.00	\$20,112.46

Jan 2030

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$20,916.95	\$0.00	\$20,916.95
Total				\$20,916.95	\$0.00	\$20,916.95

Jan 2031

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 6	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$21,753.63	\$0.00	\$21,753.63
Total				\$21,753.63	\$0.00	\$21,753.63

Jan 2032

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 7	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$22,623.78	\$0.00	\$22,623.78
Total				\$22,623.78	\$0.00	\$22,623.78

Jan 2033

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 8	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$23,528.73	\$0.00	\$23,528.73
Total				\$23,528.73	\$0.00	\$23,528.73

Jan 2034

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 9	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$24,469.88	\$0.00	\$24,469.88
Total				\$24,469.88	\$0.00	\$24,469.88

Jan 2035

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 10	S00019	BUNDLE - JUSTICE PREMIER PLUS	10	\$25,448.67	\$0.00	\$25,448.67
Total				\$25,448.67	\$0.00	\$25,448.67

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

4/16/2025



AXON

STATEMENT OF WORK
FOR THE
IMPLEMENTATION OF
AXON JUSTICE
FASTPASS

Submitted By:

Axon Enterprise, Inc. (Axon)

17800 North 85th Street

Scottsdale, AZ 85255





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1. PROJECT OVERVIEW

Axon Justice is a cloud-native software solution provided as a SaaS subscription.

1.1 DEFINITIONS

TERM	DEFINITION
Client	The office, organization, or association who is identified within this SOW
Professional Services	The services that Axon provides within the scope of this SOW
Product	The software solution being implemented as part of this SOW
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and the Client if a material change in scope is required for this SOW
Third-Party Products and Services	Software, hardware, and services that are not owned by Axon but are being provided by Axon for this project as listed in Attachment C

1.2 OUT OF PROJECT SCOPE

Axon is only responsible for performing the professional services described within this SOW. Any additional professional services that are not defined explicitly by this SOW shall be done through a Project Change Order. The following are considered outside the scope of this project:

- ▶ Administration, management, or support of any internal city, county, state, federal, or Client IT network or infrastructure
- ▶ Changes made by the Client or the Client's vendors after go-live.
- ▶ Third-party products and services costs related to the vendors or Client's side of the integration.



2. PROFESSIONAL SERVICES

2.1 CONFIGURATION

- ▶ Axon performs discovery to understand and document the Client's needs.
- ▶ Axon collaborates with the Client to configure workflows, permissions, and privileges within evidence.com based on the Client's needs.

2.2 DISCLOSURES

- ▶ Axon enables the Client to share digital evidence to the defense through the following methods as determined by Client and Axon:
 - Public Defender Case Sharing
 - Disclosure Portal
 - Download Links

2.3 TRAINING

Axon provides a training guide that outlines the covered topics, intended audience, facility needs, and duration of the training.

FORMAT

Webinar

Axon remotely trains the Client's users in full system functionality. This training is made available in pre-scheduled classes via Zoom Webinar, Axon Justice FastPass. A FastPass customer may join as many FastPass classes as they desire as well as the offered Office Hours class. A class size will not exceed 60 seats. Axon provides all training materials for successful training.

PARTNER AGENCIES

Axon will provide eLearning training content so that the Client is equipped to train and support their partner agencies. Ensuring the partner agencies are trained to follow the ingestion method is the Client's responsibility.



2.4 GO-LIVE

Axon will provide an initial kick-off call that is 1-hour duration to cover the initial set-up of Evidence.com and prepare for the site upgrade to Justice Premiere, as well as provisioning portals for non-Axon LEAs and one Disclosure portal site. Axon will notify the Client once the above tasks are completed and provide a link for the Client to sign up for the FastPass classes. The Client will also be sent a DocuSign to accept the set-up work as completed. Joining FastPass classes will be the Client's responsibility.



3. SUPPORT

- ▶ Axon provides updates and enhancements to the product, which the Client automatically receives.
- ▶ Axon provides the Client's end users with access to the help.axon.com support portal to submit and review service tickets.
- ▶ Following final acceptance, the Client utilizes Axon support via my.axon.com.
- ▶ For technical support assistance, the Client may contact a technical support representative at 800-978-2737, or via email at Support@Axon.com. Online, email-based support and remote-location troubleshooting are included on an ongoing basis as part of the Client's investment in the Axon ecosystem. Phone support is available 24/7.



ATTACHMENT B – PROJECT CHANGE ORDER

Date:
Description of change to Axon product or service:
Justification for change:
Effects on schedule:
Effect on project pricing (attach quote for reduction or increase in costs):

AXON ENTERPRISE, INC.

CLIENT

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

SAMPLE



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: COUNTY COMMISSIONERS EXECUTIVE

DEPARTMENT: VETERANS AFFAIRS

PREPARED BY: STONEY A SUMMEY

SUBJECT: PURCHASE OF VEHICLE

SPECIFIC ACTION REQUESTED:

REQUEST REPLACING THE VETERANS AFFIARS TRUCK THAT WAS TOTALED DUE TO A TREE FALLING ON IT.

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

INSURANCE COMPANY DEEMED IT A TOTAL LOSS AND WE RECEIVED \$21,000.

INTEND ON SELLING THE AMBULANCE, WE JUST DON'T USE IT ENOUGH TO JUSTIFY KEEPING IT, MAINTAINING. AND GAS MILEAGE IS TERRIBLE

THE TRUCK WAS PURCHASED WITH COUNTY SERVICE FUND GRANT IN 2016.

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

INSURANCE \$21,000

AMBULANCE ???

SEVERAL OPTIONS, NEW, USED, SMALLER, ETC.

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$43,989.00

Number of units 1

\$43,989.00

Vehicle Description:

Year 2024

Make Chevrolet

Model 1500 Silverado w/t 4wd
Special service package

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 575-9629

Fax (616) 988-9178

Bid Prepared For :

St Joseph County - Veterans Affairs

Price includes title fee and delivery. Price based on
Municipal discount in the State of Michigan.

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 5/19/2025



Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

24K576X 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157 Work Truck (✔ Complete)

Selected Model and Options

MODEL

CODE	MODEL
CK10743	2024 Chevrolet Silverado 1500 4WD Crew Cab 157" Work Truck

COLORS

CODE	DESCRIPTION
GBA	Black

OPTIONS

CODE	DESCRIPTION
---	Option/package discount (Requires (L3B) TurboMax engine or (PEB) WT Value Package.) *DISCOUNT*
1WT	Work Truck Preferred Equipment Group includes standard equipment
5J1	Calibration, keyless remote panic button exterior lights/horn disable (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting Calibration to disable interior & exterior automatic lighting. Feature is activated by adding wire connection to the BCM by customer/upfitter. (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)
5J9	Calibration, Taillamp Flasher, Red/White Calibration flashes back-up (white) and brake (red) lamps alternately when activated. (Requires C*10*43 model. Included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)
5LO	Calibration, Taillamp Flasher, Red/Red Calibration flashes back-up (red) and brake (red) lamps alternately when activated. (Requires C*10*43 model. Included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)
5W4	Special Service Package includes (K47) high-capacity air filter, (KW5) 220-amp alternator, (KI4) 120-volt power outlet, (KC9) 120-volt bed-mounted power outlet, (5J1) Calibration, keyless remote panic button exterior lights/horn disable, (5J3) Calibration and Surveillance Mode Interior & Exterior Lighting, (6J7) headlamp and taillamp flasher system, (5LO) red/red taillamp flasher calibration and (5J9) red/white taillamp flasher calibration (Requires Crew Cab model, (Z82) Trailing Package, (L84) 5.3L EcoTec3 V8 engine, (QT5) EZ Lift power lock and release tailgate and either (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package. Not available with (9C1) Police Pursuit Package.
6J3	Wiring, Provisions for grille lamps and siren speakers (Requires (5W4) Special Services Package or (9C1) Police Pursuit Package, Silao Production and (GEZ) Kerr Industries ship thru.)
6J7	Flasher System Headlamp and taillamp, DRL compatible with control wire (Requires C*10*43 model. Included and only available with (5W4) Special Service Vehicle or (9C1) Police Pursuit Package.)
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)
AMF	Remote Keyless Entry Package Includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense. (Requires Crew Cab C*10*43 model.)

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Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

24K576X 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157 Work Truck (✔ Complete)

OPTIONS

CODE	DESCRIPTION
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)
C5Y	GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab 4WD model with (L84) 5.3L EcoTec3 V8 engine.)
CTT	Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Included and only available with (Z82) Trailing Package.)
DLF	Mirrors, outside heated power-adjustable (Standard on Regular Cab models. Included and only available with (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package on Crew Cab and Double Cab models. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)
FE9	Emissions, Federal requirements
G80	Auto-locking rear differential (Required with (L84) 5.3L EcoTec3 V8 engine when (Z82) Trailing Package is ordered. Included with (Z71) Z71 Off-Road Package or (9C1) Police Pursuit Package.)
GBA	Black
GU5	Rear axle, 3.23 ratio (Included and only available with (L84) 5.3L EcoTec3 V8 engine.)
H1T	Jet Black, Cloth seat trim
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (9C1) Police Pursuit Package. Upgradeable to (KSG) Adaptive Cruise Control.)
K47	Air filter, heavy-duty (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package. Available free flow as a SEO.)
KC4	Cooling, external engine oil cooler (Included and only available with V8 engines.)
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) interior power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9) pickup bed delete.)
KI4	Power outlet, interior power outlet, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (QT5) EZ Lift power lock and release tailgate. Included with (5W4) Special Service Package and (9C1) Police Pursuit Package. Includes (UBI) USB ports on Crew and Double Cab models only.)
KNP	Cooling, auxiliary external transmission oil cooler (Included and only available with V8 engines.)
L84	Engine, 5.3L EcoTec3 V8 (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm); featuring available Dynamic Fuel Management that enables the engine to operate in 17 different patterns between 2 and 8 cylinders, depending on demand, to optimize power delivery and efficiency (Requires (G80) auto-locking differential on CC10543 Crew Cab models. Not available with C*10703 Regular Cab model.)

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OPTIONS

CODE	DESCRIPTION
MI2	Transmission, 10-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Included and only available with (9C1) Police Pursuit Package, (5W4) Special Services Package or (FHS) E85 FlexFuel capability.)
N06	Steering column lock, electrical
PCV	WT Convenience Package includes (AKO) tinted windows, (C49) rear-window defogger, (K34) cruise control and (DLF) power mirrors (Upgradeable to (DPO) trailer mirrors and includes (DD8) auto dimming rearview mirror.)
PEB	WT Value Package includes (PCV) WT Convenience Package and (Z82) Trailering Package (Not available with (ZLQ) WT Fleet Convenience Package or (ZW9) pickup bed delete.) *GROSS*
Q5U	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Bright Silver painted aluminum (Not available with (VYU) Snow Plow Prep Package.)
QBN	Tires, 255/70R17 all-season, blackwall (STD)
QBR	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release
UBI	USB ports, rear, dual, charge-only (Included and only available with (K14) 120-volt power outlet on Crew and Double Cab models only.)
Z82	Trailering Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential. Included with (PEB) WT Value Package.)

Options Total

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24K576X 2024 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157 Work Truck (Complete)

Standard Equipment

Package

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

Mechanical

Durabed, pickup bed

Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)

Rear axle, 3.42 ratio

GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) TurboMax engine.)

Push Button Start

Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)

Transfer case, single speed electronic Autotrac with push button control (4WD models only)

Four wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)

Recovery hooks, front, frame-mounted, Black

Frame, fully-boxed, hydroformed front section

Suspension Package, Standard

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)


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Exterior

- Tires, 255/70R17 all-season, blackwall (STD)
- Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
- Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black (semi-gloss)
- Bumpers, rear, Black (semi-gloss)
- CornerStep, rear bumper
- Cargo tie downs (12), fixed rated at 500 lbs per corner
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
- Taillamps with incandescent tail, stop and reverse lights
- Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection cap, top
- Tailgate, standard
- Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
- Tailgate, gate function manual, no EZ Lift

Entertainment

- Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
- Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone, connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

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Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Seat trim, Vinyl
- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry, with 2 transmitters
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on instrument panel
- Air conditioning, single-zone manual
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
- Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical


- Automatic Emergency Braking
- Front Pedestrian Braking

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Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

HD Rear Vision Camera

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)


Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

3 Years of Remote Access. The Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Remote Access Plan does not include emergency or security services. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)


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WARRANTY

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles



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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: May 20, 2025

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: Digital Information Department Partnership with Van Buren County

SPECIFIC ACTION REQUESTED:

Approval of the Digital Information Department Partnership with Van Buren County.

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

This agreement is intended to provide cost savings, increase efficiency, strengthen communications, and improve public services by merging the Digital Information Departments of St. Joseph County and Van Buren County. Digital Information includes GIS, Data Analytics, Web Development, Communications, AI, and automation.

The annual contribution by St. Joseph County for this agreement is \$30,000.

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

General fund

STRATEGIC OVERVIEW

Van Buren & St. Joseph Counties: Digital Information Departments Integration

This proposal outlines the strategic merger of Van Buren Counties Digital Information Departments with St. Joseph Counties GIS Department to create a unified shared services program that will advance Geographic Information Systems (GIS), Data Analytics, Web Development, Communications, Artificial Intelligence (AI), and automation across both counties.

Core Objectives

- **Increase Efficiency:** Implement AI and automation tools to streamline workflows and reduce manual tasks
- **Enhance Data-Driven Decision Making:** Provide comprehensive data analytics for informed operational decisions
- **Strengthen Communications:** Deliver strategic communications support to improve internal operations and public service
- **Drive Cross-County Innovation:** Develop collaborative solutions that benefit both counties while reducing duplicated efforts
- **Expand Regional Influence:** Position both counties as regional leaders in digital governance to enhance grant opportunities

Financial Structure

- **St. Joseph County Investment:** Annual contribution of \$30,000
- **Service Tracking:**
 - County-specific work billed entirely to the respective county
 - Shared development work split equally between counties
 - Detailed time logs with transparent reporting

Key Benefits

- **Cost Savings:** Through shared resources, reduced duplication, and automation
- **Enhanced Capabilities:** Access to advanced GIS, analytics, AI, automation, and communications expertise
- **Improved Public Services:** More responsive and efficient services for residents
- **Strategic Positioning:** Enhanced eligibility for innovation and technology grants

This integration presents a forward-thinking approach to digital transformation, positioning both counties as leaders in regional digital governance while improving operational efficiency and public services.

Preliminary Proposal: Van Buren and St. Joseph Counties Digital Information Departments Integration

Executive Summary

This proposal outlines a strategic plan to merge the Van Buren County Digital Information Department with the St. Joseph County Digital Information Department (formerly GIS Department) to form a unified, shared services program. This initiative will drive advancements in Geographic Information Systems (GIS), Data Analytics, Communications, Artificial Intelligence (AI), and automation across both counties, resulting in significant cost savings, increased efficiencies, and enhanced public services.

By pooling resources and expertise, the Digital Information Departments will integrate AI and automation tools, provide comprehensive data analytics services, and deliver strategic communications support across all county departments, improving operations and service delivery for both counties.

1. Program Objectives

The primary objectives of the Digital Information Departments are to:

- **Increase Efficiency:** By using AI and automation tools, the program will streamline workflows and reduce manual tasks across all county departments, leading to significant time and cost savings.
- **Enhance Data-Driven Decision Making:** Through comprehensive data analytics services, enable departments to make informed decisions based on detailed analysis of operational and service delivery data.
- **Strengthen Communications:** Provide strategic communications support and modern engagement tools to improve both internal operations and public service delivery.
- **Cross-County Innovation:** Collaborative development of GIS, data analytics, communications, AI, and automation solutions that benefit both counties while reducing duplicated efforts.
- **Broader Regional Influence & Grant Opportunities:** This merger positions both counties as leaders in regional digital governance, enhancing their ability to secure state and federal grants to fund future innovations.

2. Current Structure and Challenges

Van Buren County

- The Digital Information Department has made rapid advancements in GIS, data analytics, and AI but faces a growing workload due to expanding project demands.

St. Joseph County

- The Digital Information Department (formerly GIS Department) lacks dedicated staff and is seeking to grow its capacity in data analytics, communications, AI, automation, and GIS to keep pace with modern advancements and implement efficiency solutions.

3. Proposed New Structure

The Digital Information Departments will consist of key roles, each responsible for implementing comprehensive digital services across all county departments. This program will drive transformation county-wide through GIS, data analytics, communications, AI, and automation solutions.

Director of Combined Digital Information Department

- Full-time oversight of the Digital Information Departments, responsible for leading digital, GIS, and automation projects across both counties
- On-Site Presence: 2-3 days per week in each county to manage projects and engage with department heads and staff
- Remote Work Focus: Overseeing county-wide AI and automation initiatives, ensuring efficiency improvements across all departments

Communications Coordinator

- Critical Role for Both Counties: Manages internal and external communications, including website maintenance, public relations, and public engagement for all departments using AI tools to automate routine tasks
- Website & AI-Powered Communications: Oversees content updates, public announcements, and the use of AI chatbots for resident inquiries across both counties
- Staff Development: Provides comprehensive training and support to staff across both counties on communication tools, systems, and best practices
- Operational Support: Provides operational support for various boards and committees
- On-Site Presence: 2-3 days per week in each county, working closely with county leadership to ensure consistent messaging and communication of initiatives

GIS Technician

- Primary On-Site in Van Buren: Manages GIS data and mapping projects for both counties while also automating GIS workflows that improve efficiencies in departments such as planning and public works
- Occasional On-Site Support in St. Joseph: Travels as needed for major GIS projects or system implementations

Digital Solutions Specialist

- Primary On-Site in Van Buren: Leads AI and automation initiatives across all county departments, identifying and implementing automation solutions that reduce manual processes and improve service delivery
- Staff Training: Provides periodic training sessions to staff across both counties on AI tools, automation systems, and emerging technologies
- Remote Support for St. Joseph: Provides AI/automation solutions remotely, traveling to St. Joseph only for critical project implementations and training

4. Work Flow Structure

On-Site Work

- The Director and Communications Coordinator will maintain a strong on-site presence (2-3 days per week) in each county to ensure leadership visibility, oversee project execution, and meet with department heads
- The GIS Technician and Digital Solutions Specialist will be based primarily in Van Buren, with occasional on-site visits to St. Joseph for major projects or specific technical needs

Remote Work

- County-Wide Support: Staff will provide remote support for both counties through secure cloud-based platforms, allowing for seamless collaboration and project management
- Shared Technology: The program will utilize shared infrastructure like Van Buren's QGIS map server and St. Joseph's FTP server for secure, efficient operations

5. Services Provided

The Digital Information Departments will provide a comprehensive suite of digital services including:

GIS Services

- Mapping and spatial analysis

- GIS data management and maintenance
- Custom application development

Data Analytics Services

- Data collection and management
- Statistical analysis and reporting
- Performance metrics and dashboards
- Predictive analytics
- Data visualization
- Decision support analysis

Communications Services

- Strategic communications planning
- Content creation and management
- Public engagement tools and platforms
- Social media management
- Website development and maintenance
- Internal communications support
- Board and committee support

AI and Automation Services

- Process automation
- AI-powered solutions
- Chatbot implementation
- Workflow optimization
- Document management systems

6. Grant Funding and External Opportunities

The Digital Information Departments' focus on innovative solutions across county governments uniquely positions the program to secure state and federal grants aimed at supporting regional collaboration and technological advancements:

- **Innovation and Technology Grants:** Opportunities for funding through state or federal initiatives that promote smart governance, AI, and automation in public services
- **Rural Development Grants:** Funding opportunities to improve digital infrastructure and services in rural counties
- **Collaborative Grants:** Joint county initiatives are more attractive to grant funding agencies, as they demonstrate efficient use of resources and broad regional impact

7. St. Joseph's Contributions and Investment

Annual Investment

Annual Investment of **\$30,000.00**: St. Joseph County will invest annually in the Digital Information Departments to fund dedicated staff time from Van Buren for GIS, AI, and automation projects. This investment will ensure that St. Joseph County benefits fully from the shared expertise and services provided by the program.

Service Tracking and Billing

- Staff members will maintain detailed time logs categorizing work into two types:
 - County-Specific Work: Hours dedicated solely to St. Joseph County projects and needs will be billed entirely to St. Joseph County
 - Shared Development Work: Hours spent developing solutions that benefit both counties (such as shared systems, workflows, or tools) will be split equally between the counties
- All hours will be tracked with detailed descriptions to ensure proper categorization and transparency
- Hours will be billed against St. Joseph County's annual contribution at established hourly rates
- Regular reports will be provided to track the utilization of services and remaining balance of the annual contribution
- This tracking system ensures transparency and accountability in service delivery while maintaining efficient use of shared resources
- The shared development approach maximizes efficiency by spreading costs across both counties for solutions that benefit both communities

8. Benefits of the Integration

Operational Benefits

- **Significant Cost Savings**: AI and automation tools will dramatically reduce manual workloads and streamline processes across all county departments
- **Enhanced Analytics Capability**: Comprehensive data analytics services will improve decision-making and resource allocation
- **Improved Communications**: Strategic communications support will enhance both internal operations and public service delivery
- **Increased Capacity**: Both counties will benefit from advanced GIS, analytics, and AI capabilities without the need to duplicate staff or infrastructure
- **Enhanced Public Services**: By providing comprehensive digital services, the Digital Information Departments will lead to more responsive, efficient services for residents

- **Regional Leadership:** This integration positions both counties as leaders in digital governance, making them more competitive for grant funding and regional recognition

9. Implementation Timeline and Next Steps

Phase 1: Initial Integration (Months 1-3)

- Formalize department structure and roles
- Establish shared technology infrastructure
- Begin staff cross-training

Phase 2: Service Expansion (Months 4-6)

- Launch integrated GIS and data analytics services
- Implement initial AI and automation projects
- Establish communications protocols

Phase 3: Full Implementation (Months 7-12)

- Deploy comprehensive service offerings
- Complete staff training
- Evaluate and optimize operations

Immediate Next Steps

- Finalize intergovernmental agreements
- Develop detailed implementation schedule
- Begin recruitment for key positions
- Establish project priorities and timelines

Conclusion

The integration of the Van Buren County and St. Joseph County Digital Information Departments offers both counties an innovative and cost-effective approach to digital transformation, improving efficiency and public services across all departments. By leveraging cutting-edge AI, GIS, data analytics, and communications tools, the program will drive long-term savings, streamline workflows, and position Van Buren and St. Joseph Counties as regional leaders in digital governance.



VAN BUREN COUNTY BOARD OF COMMISSIONERS

ADMINISTRATIVE AFFAIRS

AI INTERGOVERNMENTAL AGREEMENT WITH ST. JOSEPH COUNTY RESOLUTION

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, Van Buren County and St. Joseph County are at similar stages in AI automation and development, making collaboration on a shared Digital Information Department a logical and beneficial step; and,

WHEREAS, this collaboration will maximize resources, enhance efficiency, and align with both counties' strategic goals as reviewed and approved by each county's AI Task Force, Steering Committee, and Administrators; and,

WHEREAS, the plan includes revamping the Van Buren County website to improve AI communications, which will be done in-house to reduce costs by discontinuing CivicPlus services; and,

WHEREAS, these savings, along with a \$30,000 contribution from St. Joseph County in the program's first year, will fund the creation of a Digital Communications Coordinator to manage the website, oversee internal and external communications, and assist County departments with public messaging; and,

NOW, THEREFORE BE IT RESOLVED, we, the Van Buren County Board of Commissioners, approve the proposal for the development of a shared Digital Information Department with St. Joseph County.

Signed: Una Spear
[Signature]
[Signature]
[Signature]
[Signature]

Date: March 25, 2025

FOR CLERK'S USE ONLY

MOTION BY: _____

CARRIED

SECONDED BY: _____

NOT CARRIED



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: May 20, 2025

DEPARTMENT: Administration

PREPARED BY: Administration

SUBJECT: Addendum to the Owners Representative Agreement with The Barton Group

SPECIFIC ACTION REQUESTED:

Approval of the Addendum to the Owner's Representative Agreement with The Barton Group for continued services related to the Centreville Courthouse Renovation Project.

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

This Addendum outlines additional services to be provided by The Barton Group (TBG) in support of the Centreville Courthouse Renovation Project, which is Phase 2 of the St. Joseph County Courts Master Plan. The scope includes Pre-Construction, Project Coordination, Project Closeout, and Furniture, Fixtures & Equipment (FF&E) management services.

The compensation associated with this Addendum is as follows:

Pre-Construction: \$6,000/month, not to exceed \$27,000
Project Coordination & Closeout: 1.85% of project hard and soft costs
FF&E Services \$19,000 flat fee

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

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



ADDENDUM TO THE AGREEMENT

This Addendum to the Agreement (hereinafter referred to as the “Addendum”) is entered into as of the 21st of October, 2024 by and between TBG, LLC d/b/a The Barton Group (“Barton”), 2255 W. Centre Ave., Suite 212, Portage, MI 49024, and St. Joseph County, 125 W. Main St., Centreville, MI 49032 (“Owner”), both of whom agree to be bound by this Addendum and the Agreement it pertains to.

Background

The St. Joseph County Board of Commissioners voted to approve the Centreville Courthouse renovation project (“Project”) as presented at the October 15, 2024 meeting. The Centreville Courthouse renovation project is Phase 2 of the St. Joseph County Courts Master Plan. Renovations include updates to security, courtroom improvements for District and Circuit courts, and improved workplace environment and workflow. The Owner desires to engage Barton’s Pre-Construction, Project Coordination, and Furniture, Fixtures, and Equipment management services for the Centreville Courthouse renovation project.

Addendum Conditions. This Addendum shall amend a prior Contract titled Owner’s Representative Agreement entered into as of the 26th of October, 2022. Through this Addendum, the Parties wish to bring forth the following changes to the existing Contract:

1. Barton will assist the Owner during all stages of the Project, and perform the following services for the Owner (the “Services”):
 - a. **Pre-Construction**
 - b. **Project Coordination**
 - c. **Project Closeout**
 - d. **Furniture, Fixtures, & Equipment**

Terms

In consideration of the mutual promises and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, it is expressly agreed, by and between the parties as follows:

1. **Barton’s Duties.** Barton will assist the Owner during all stages of the Project, and perform the following services for the Owner (the “Services”):
 - (i) ***Pre-Construction.*** Barton will assist in defining the scope of the Project, complete or compile construction budgets, supporting Project documents, and other similar documents. Additional support through the pre-construction phase will include

creating a construction timeline, coordination of: governmental requirements, site plan approval, soils evaluations, environmental, engineering and preliminary architectural needs for the Project. Barton shall also assist the Owner during the RFP and bid process.

Barton shall schedule biweekly progress meetings with development team members or as otherwise required by the Owner, to:

- A. review and analyze the site engineering and architectural drawings, verify that all required inspection and testing is performed to standards and as scheduled;
- B. develop a procurement schedule subject to Owner and architect review and approval, expedite the ordering of materials and coordinate the delivery of materials;
- C. keep Owner informed and involved with the construction decisions and status of the Project,

Barton will coordinate meetings in accordance with the schedules of Owner's Project personnel. Barton shall attend all Project progress meetings and facilitate record minutes for distribution and approval. Barton will assist Owner in reviewing and verifying any and all requests for authorization to expend monies, billing invoices, and/or any correspondence or communications that Owner needs to review and/or approve.

- (ii) ***Project Coordination.*** Barton will assist Owner in coordinating the Project throughout the design & construction phases of the Project. Barton will assist Owner in negotiating with the architect, construction manager and other development team members on all items during the construction phase, including, but not limited to, site and building design criteria, field design, construction timeline and engineering.

Barton will perform the following Services:

- A. monitor the project team's performance;
- B. keep Owner informed and involved with the construction decisions and status of the Project, including reporting any nonconformance with the contract documents and recommending appropriate corrective actions;
- C. exercise reasonable care in providing and maintaining the Project construction schedule and recommend any changes to the submittals of the subcontractor's construction schedule;
- D. manage the Project construction budget through a Project budget control & tracking system with Owner;



- E. provide monthly status reports on key issues;
- F. review change order requests to include adherence to control documents, contract time, price and make recommendations to the Owner;
- G. create an open communication forum with all of the service providers;
- H. assist with dispute resolution;
- I. assist with verifying that all building systems are functional, and ensure that the Certificate of Occupancy and certificates of Substantial Completion are obtained;
- J. oversee contractors and assist them in complying with applicable statutes, ordinances, codes, rules and regulations or lawful orders of public authorities.

In furtherance of such Services, Barton shall schedule and conduct biweekly meetings with Owner's project personnel and other development team members or as otherwise required by the Owner. Barton will coordinate meetings in accordance with the schedules of Owner's Project personnel. Barton shall attend all Project progress meetings and record minutes for distribution and approval. Barton will assist Owner in reviewing and verifying any and all requests for authorization to expend monies, billing invoices, and/or any matters that Owner needs to review and/or approve.

(iii) ***Project Closeout.*** Barton will assist Owner in and participate in Project inspections for substantial completion, final completion, and warranty inspections; and

- A. Coordinate and document receipt of warranties, operation and maintenance manuals, and as-built documents, and similar documents and promptly notify Owner of any such documents required under contract documents that have not been timely received; and
- B. Coordinate Project final closeouts with the schedules of Owner's Project personnel.

(iv) ***Furniture, Fixtures, & Equipment (FF&E).*** Barton will assist Owner in and collaborate to manage Furniture, Fixtures, and Equipment. This includes low voltage, security technologies, audio/visual, phones and devices, furniture, and other items determined by Owner. Barton shall assist in requesting proposals, interviewing qualified candidates, and make recommendations for award.

2. **Independent Contractor** Barton shall perform all Services under this Agreement as an "independent contractor" and not as an employee or agent of the Owner. Barton is not authorized to assume or to create any obligation or responsibility, express or implied, on behalf of, or in the name of, the Owner or to bind the Owner in any manner. Barton is not



authorized to enter into any contracts on behalf of Owner, nor make any required field decisions regarding the Project's design, development and/or construction issues.

3. **Project Objective.** Owner's objective in this engagement is to have Barton act in the Owner's best interests in all phases and functions of the Project's conception, development and delivery. Owner is seeking Barton's expertise to:

- (i) expedite the development process and maintain the Project's development timeline;
- (ii) maintain a level of design quality and facilitate good communications between Owner and the development team members; and
- (iii) identify and secure all possible cost savings throughout the entire development process, subject to Owner's approval and authorization.

4. **No Guaranty.**

Barton will act in the Owner's best interest in all phases, and function of the Project's conception, development, and delivery. Barton also acknowledges that Owner is seeking and relying on Barton's expertise for the objectives stated in Section 3 above, and Barton accepts the relationship of trust and confidence established between it and Owner by this Agreement and agrees to exercise its best efforts in the performance of its Services to pursue such objectives. However, Owner acknowledges that Barton cannot guaranty such objectives will be achieved. Barton will provide notice to the Owner if Barton becomes aware that construction is not in accordance with the plans or specifications, but in no event shall Barton be liable for a contractor or other third party's failure to perform the Project in conformity with the Project's associated contracts and requirements because Barton does not have control over and will not be responsible for acts or omissions of any contractor or other third-party performing work on the Project; provided, however, that, if Barton becomes aware of such failure and fails to promptly notify or inform Owner thereof as required under this Agreement, Barton may be responsible for any aggravation of damages arising out of such failure.

5. **Compensation.**

- (i) ***Fees.*** In exchange for performing Services under this Agreement, Owner will pay Barton the following fixed fees, which include all of Barton's costs associated with travel, mileage, and meals.
 - A. ***Pre-Construction Fee.*** A Pre-Construction Fee of six thousand dollars (\$6,000) per month shall be paid to Barton by Owner for Services provided during the Pre-Construction phase of the Project.



1. The Pre-Construction phase shall be outlined in the Project Schedule and Approved by the St. Joseph County Board of Commissioners.
 - (i) 19 weeks from approval of Design Development as presented to Executive Committee on 4/8/2025 and approved by the Board of Commissioners on 4/15/2025.
2. The Pre-Construction Fee shall not exceed twenty-seven thousand dollars (\$27,000), provided that the Pre-Construction phase is not extended for reasons outside of Barton's control.
 - B. **Project Coordination & Closeout.** A fee equivalent to 1.85% of the Project's hard and soft costs shall be paid to Barton by Owner for Services provide during this phase of the Project.
 - C. **FF&E.** A fee of nineteen thousand dollars (\$19,000) shall be paid to Barton by Owner for Services provided during this phase of the Project.
 - D. **Approved Expenses.** Owner shall reimburse Barton for any actual and reasonable costs incurred by Barton, which Owner had approved prior to such expenditure. Barton will bill periodically for such approved expenses at 0% markup.
- (ii) **Additional Services.** Any additional time required from Barton for assistance with items outside the Services provided under this Agreement ("Additional Services"), will be at an hourly rate equivalent to \$150.00 per hour for professional time and \$85.00 per hour for administrative time.
- (iii) Owner may elect to terminate this Agreement at any time after the Effective Date. Construction shall not be commenced except with Owner's written authorization
6. **Termination.** Either party hereto may terminate this Agreement upon giving fifteen (15) day prior written notice of such termination to the other party. If Owner terminates this Agreement and Barton is not in breach of any provision of this Agreement, Owner shall pay Barton all outstanding fees and any approved expenses incurred up to the date of such written notice.
7. **Indemnification.** BARTON SHALL INDEMNIFY, HOLD HARMLESS, AND DEFEND THE OWNER AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUCCESSORS AND PERMITTED ASSIGNS (COLLECTIVELY, "INDEMNIFIED PARTY") FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DEFICIENCIES, JUDGMENTS, SETTLEMENTS, INTEREST, AWARDS, FINES, CAUSES OF ACTION, DAMAGES, LIABILITIES, COSTS, PENALTIES, TAXES, ASSESSMENTS, CHARGES, PUNITIVE DAMAGES AND EXPENSES OF WHATEVER KIND, INCLUDING REASONABLE ATTORNEYS' FEES, THAT ARE INCURRED BY INDEMNIFIED PARTY (COLLECTIVELY, "LOSSES") AS A RESULT OF ANY (i) BREACH OR NON-FULFILLMENT OF ANY REPRESENTATION, WARRANTY OR COVENANT UNDER THE AGREEMENT BY



BARTON; and (ii) NEGLIGENT OR MORE CULPABLE ACT OR OMISSION OF BARTON (INCLUDING ANY RECKLESS OR WILLFUL MISCONDUCT) IN PERFORMING ITS OBLIGATIONS UNDER THE AGREEMENT.

8. **Term.** Barton's Services shall commence upon the Effective Date and continue until the Project is complete or until this Agreement is terminated.
9. **Responsibilities of the Parties.** Owner and Barton shall cooperate with one another to fulfill their respective obligations under this Agreement. Both parties shall endeavor to maintain good working relationships among all members of the Project development team.
 - A. Owner shall provide to Barton full information where reasonably required in a timely manner;
 - B. Owner shall designate an authorized representative who shall be authorized to act on Owner's behalf with respect to the Project;
 - C. Barton accepts the relationship of trust and confidence established with Owner, and agrees to furnish its reasonable skill and judgment in furthering the interests of Owner;
 - D. Barton shall perform its Services as expeditiously as is consistent with professional skill and care and the orderly progress of the Project;
 - E. Barton shall provide sufficient organization, personnel and management to carry out the requirements of this Agreement and perform the Services.
10. **Changes in Services.** The Owner may from time to time request changes in the scope of the Services of Barton to be performed hereunder. Such changes, including any increase or decrease in Barton's responsibilities or compensation shall be incorporated in written amendments to this Agreement signed by both parties.
11. **Notices.** All notices, requests, demands and other communications hereunder shall be in writing and shall be personally delivered or mailed, by certified or registered mail, return receipt requested, postage prepaid:

If to Owner: Teresa Cupp
St. Joseph County
125 W. Main St.
Centreville, MI 49032

If to Barton: Jennifer Sawyer
The Barton Group
2255 W. Centre Ave #212
Portage, MI 49024

12. **Dispute Resolution.**

- (i) ***Mediation.*** The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiations between the parties. If a dispute has not been resolved by negotiation, the parties shall endeavor to settle the dispute by mediation under the then current Center for Public Resources ("CPR") Model Procedure for Mediation of Business Disputes. Either party may initiate a



mediation proceeding by a request in writing to the other party. Each side shall bear an equal share of the mediation costs unless the parties agree otherwise.

(ii) **Litigation.** If the dispute has not been resolved by mediation as provided herein within 60 days of the initiation of such procedure, either party may initiate litigation upon 15 days' written notice to the other party; provided, however, that if one party has requested the other to participate in a non-binding procedure and the other has failed to participate, the requesting party may initiate litigation before expiration of the above period.

13. **Headings.** All article headings are inserted for the convenience of reference only and shall not affect the construction or interpretation of this Agreement.

14. **Amendments.** This Agreement may be changed only by written agreements signed by the party against whom enforcement of any waiver, change or modification or discharge is sought.

15. **Severability.** In the event any term or provision of this Agreement shall be held illegal, invalid or unenforceable or inoperative as a matter of law, the remaining terms and provisions to this Agreement shall not be affected thereby, but each such term and provision shall be valid and shall remain in full force and effect.

16. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and no outside understandings or oral agreements exist and shall be governed by the laws of the State of Michigan.

17. **Assignment.** Neither Owner nor Barton shall assign this Agreement, or any interest in it, without the prior written consent of the other.

18. **Time of the Essence.** Time shall be of the essence in this Agreement.

19. **Insurance.** Barton shall obtain and maintain a policy of commercial general liability insurance in the with no less than \$1 million per occurrence and \$2 million aggregate in which the Owner shall receive the same coverage as the Named Insured, which shall be primary to any policy of Owner.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Agreement as of the Effective Date.

OWNER:
St. Joseph County

By: _____
Teresa Cupp
Its: County Administrator



BARTON:
TBG, LLC dba, The Barton Group

By: _____
Jennifer Sawyer, Principal

