BOARD OF COMMISSIONERS' MEETING

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

January 16, 2018

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

JANAURY 16, 2018

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, January 16, 2018 at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

ITEM 1 **CALL TO ORDER**
ITEM 2 **INVOCATION**
ITEM 3 **PLEDGE OF ALLEGIANCE**
ITEM 4 **ROLL CALL**
ITEM 5 **APPROVAL OF MINUTES**
ITEM 6 **COMMUNICATIONS**
ITEM 7 **CITIZENS' TIME**
ITEM 8 **FOR CONSIDERATION**

A. Request for Approval of 25 Year Resolution Honoring Vincent Westra
B. Public Hearing on Brownfield Plan - Stadium Parkway Brownfield Plan, Oshtemo Township
C. Request for Approval of Resolution Brownfield Plan - Stadium Parkway Brownfield Plan, Oshtemo Township

CONSENT AGENDA ITEMS

D. Request for Approval of 25 Year Resolution Honoring Judy Ambroselli

Finance

E. Request for Approval of Contract Extension for Gasoline and Diesel Fuel with Kalamazoo Oil Company
F. Request for Approval of Contract Extension for Dry Cleaning and Laundry Services, Uniforms with Paris Cleaners & Laundry
G. Request for Approval of Contract Extension for Office Supplies with Staples Contract & Commercial, Inc.

Health & Community Services

H. Request for Approval of Stipend for the Clinical Supervisor
I. Request for Approval of Snow Plow Agreement with DeYoung Landscape Services for the WIC

J. Request for Approval of Local Health Department and Medicaid Health Plan Care Coordination Agreement

K. Request for Approval of an Agreement with the Michigan Department of Health & Human Services for Low Income Home Energy Assistance Program (LIHEAP) Crisis Assistance (LCA) Deliverable Fuel Funding

Planning & Community Development

L. Request for Approval of Kalamazoo County Master Plan

M. Request for Approval of Grant Agreement with the State of Michigan, Department of Licensing and Regulatory Affairs (LARA) for the Remonumentation Program

Board of Commissioners

N. Request for Approval of Transfers and Disbursements

O. Request for Approval of Memorandum of Understanding for the Workforce Innovation and Opportunity Act

P. Request for Approval of Appointments of Commissioner Michael Seals and County Administrator Moored to the Kalamazoo County Consolidated Dispatch Authority

Q. Request for Approval of Appointments to the Kalamazoo County Consolidated Dispatch Authority – Fire Chief's Association Representatives

R. Request for Approval of Appointments to Various Advisory Boards

S. Request for Approval of a Contract with Clarion Group for Board Strategy Session

NON-CONSENT AGENDA ITEMS

The following Items are Non-Consent Agenda Items and will be voted on individually.

ITEM 9	**OLD BUSINESS**
ITEM 10	**NEW BUSINESS**
ITEM 11	**COUNTY ADMINISTRATOR'S REPORT**
ITEM 12	**MEMBERS' TIME**
ITEM 13	**VICE CHAIRPERSON'S REPORT**
ITEM 14	**CHAIRPERSON'S REPORT**
ITEM 15	**ADJOURNMENT**

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners
RESOLUTION HONORING

Honorable Vincent Westra, District Court Judge

WHEREAS, the Honorable Vincent Westra, District Court Judge, has served the citizens of Kalamazoo County for twenty-five (25) years as of January 1, 2018; and

WHEREAS, the Honorable Vincent Westra has faithfully served as District Court Judge; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor elected officials and employees who have longevity under the umbrella of County Government, since it is through longevity that one achieves expertise in one's particular field.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service the Honorable Vincent Westra has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on January 16, 2018.

_____

Timothy A. Snow
County Clerk/Register

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 1/16/2018

DEPARTMENT: Planning and Development

PREPARED BY: Lotta Jarnefelt, Director and Rachael Grover, Resource Coordinator

SUBJECT: Stadium Parkway Brownfield Plan, Oshtemo Township

SPECIFIC ACTION REQUESTED:

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) respectfully requests that the Kalamazoo County Board of Commissioners consider approval of a County Brownfield Plan for the redevelopment of five parcels of industrial property located along Stadium Park Way and Stadium Drive, referred to as the Stadium Park Way Redevelopment, in Oshtemo Township, Michigan.

As per Brownfield Redevelopment Financing Act 381 of 1996, Section 125.2664, as Amended, the KCBRA is requesting the Board of Commissioners hold the prerequisite **public hearing on January 16, 2018**.

DESCRIPTION OF ACTION (dollar amount, purpose):

January 16, 2018 – in the Regular Meeting of the County Commission –

A) Hold the prerequisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan for the Stadium Park Way Redevelopment Project. A notice is required 10 days prior to the hearing. Notices will also be sent 10 days prior to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.

B) Adopt a resolution approving the Kalamazoo County Brownfield Plan for the Stadium Park Way Redevelopment Project.

TIME FRAME OF ACTION:
January 16, 2018 BOC

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):
Funding is through Tax Increment Revenue Financing as described in the Brownfield Plan.

PERSONNEL IF REQUIRED:
(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

No new personnel or contracts will be required by this action.

NEW OR RENEWAL:

This is a new Brownfield Plan.

ANY OTHER PERTINENT INFORMATION:
The Brownfield Plan has been reviewed by County Legal Counsel.

A summary memo of the Brownfield Plan is attached.

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)
N/A

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator For External Services	383-8901

Table 4

Final Draft 11-29-17

Captured Taxable Value and Tax Increment Revenue by Year and Aggregate for Each Taxing Jurisdiction

Stadium Park Way Redevelopment (5 Parcels)
Oshtemo Township, MI

Non-IFT Properties (05-34-155-030, 05-99-034-155, 05-34-155-040, & 05-34-180-025)

Year	Captured Taxable Value	County Operating	State Ed[3]	School Oper	KRESA[4]	Kalamazoo Library	KVCC	Oshtemo Township	County Transit	Housing	Kalamazoo County Public Safety	Total
		4.6871	6	18	6.0416	3.9583	2.8135	0.9765	0.4	0.1	1.4491	44.4261
2018	$ 699,200.00	$ 3,277.22	$ 4,195.20	$ 12,585.60	$ 4,224.29	$ 2,767.64	$ 1,967.20	$ 682.77	$ 279.68	$ 69.92	$ 1,013.21	$ 31,062.73
2019	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2020	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2021	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2022	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2023	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2024	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2025	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2026	$ 999,200.00	$ 4,683.35	$ 5,995.20	$ 17,985.60	$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 44,390.56
2027	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2028	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2029	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2030	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2031	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2032	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2033	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2034	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2035	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2036	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2037	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2038	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2039	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
2040	$ 999,200.00	$ 4,683.35			$ 6,036.77	$ 3,955.13	$ 2,811.25	$ 975.72	$ 399.68	$ 99.92	$ 1,447.94	$ 20,409.76
TOTAL CAPTURED TAXES		$ 106,310.93	$ 52,156.80	$ 156,470.40	$ 137,033.15	$ 89,780.58	$ 63,814.68	$ 22,148.58	$ 9,072.64	$ 2,268.16	$ 32,867.91	$ 671,923.83

1. Based on millages from 2016 taxes (reduced by 50% for 12 yr IFT, SET full millage)

2. Millages not captured: school debt, JUV, Lights, Police 2004, Fire (12.4739/2=6.237)

3. Half of captured SET conveyed to State Brownfield Redevelopment Fund

4. KRESA shown as millage available for capture (minus the 0.3650)

School/Local 42.18%/57.82%

*Total millage (not reduced) including millages not captured = 56.9

Land values not affected by IFT which may cause a slight increase in available TIR

KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION APPROVING A BROWNFIELD PLAN
BY THE COUNTY OF KALAMAZOO
PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

At a regular meeting of the Board of Commissioners of Kalamazoo County, Michigan, held in the Board of Commissioners Room, County Administration Building located at 201 W. Kalamazoo Avenue, Kalamazoo, Michigan, on the 16th day of January, 2018 at 7 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

WHEREAS, the Kalamazoo County Board of Commissioners, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have formally resolved to participate in the Brownfield Redevelopment Authority (BRA) of Kalamazoo County (the "Authority") and have designated that all related activities shall proceed through the BRA; and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Kalamazoo County Board of Commissioners, the Brownfield plan (the "Plan") attached hereto, to be carried out within the Charter Township of Oshtemo, relating to the redevelopment of five parcels of industrial property located along Stadium Park Way and Stadium Drive, Oshtemo Township, Michigan, (the "Site"), referred to as the Stadium Park Way Redevelopment, and more particularly described and shown in Figures 1 & 2 within the attached Plan; and

WHEREAS, the Kalamazoo County Board of Commissioners have reviewed the Plan, and have been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Section 14 of the Act; and

WHEREAS, the Kalamazoo County Board of Commissioners have noticed and held a public hearing in accordance with Section 14(Subsections 1,2,3,4 and 5) of the Act, and

WHEREAS, Oshtemo Township has passed a resolution supporting adoption of the Plan;

WHEREAS, the Kalamazoo County Board of Commissioners have made the following determinations and findings:

A. The Plan constitutes a public purpose under the Act;

B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;

C. The proposed method of financing the costs of the eligible activities, as described in the Plan, was feasible and the Authority has the ability to arrange the financing;

D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act; and

WHEREAS, as a result of its review of the Plan, the Kalamazoo County Board of Commissioners concur with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Plan Approved**. Pursuant to the authority vested in the Kalamazoo County Board of Commissioners, by the Act, the Plan is hereby approved in the form attached to this Resolution.

2. **Severability**. Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

3. **Repeals**. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
COUNTY OF KALAMAZOO) ss:

I, the undersigned, the fully qualified Clerk of Kalamazoo County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners of Kalamazoo County at a regular meeting held on the 16th day of January, 2018, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 16th day of January, 2018.

_____

Timothy A. Snow, Kalamazoo County Clerk

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners

RESOLUTION HONORING

Judy Ambroselli

WHEREAS, Judy Ambroselli has served the citizens of Kalamazoo County for twenty-five (25) years as of January 4, 2018; and

WHEREAS, Judy Ambroselli has faithfully served as a Court Services Specialist II; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Judy Ambroselli has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

STATE OF MICHIGAN)
)SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on January 16, 2018.

_____

Timothy A. Snow
County Clerk/Register

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 1/16/2018

DEPARTMENT: Finance

PREPARED BY: Tim Meeker

SUBJECT: Gasoline and Diesel Fuel Contract Extension

SPECIFIC ACTION REQUESTED:

Approval of contract extension with Kalamazoo Oil Company for gasoline and diesel fuel.

DESCRIPTION OF ACTION (dollar amount, purpose):

A contract with Kalamazoo Oil Company was approved at the Board of Commissioners, November 15, 2016 for a one year period with four (4) one-year extension options. We are requesting the ability to utilize one of the four (4) one-year extension options to extend the contract through December 31, 2018.

This contract contains a slight increase in the contract markup from .0490 to a gasoline markup of .0546 per gallon and clear and dyed diesel markup of .0549 per gallon. This is due to an increase in Federal and State taxes on gasoline and diesel fuel.

TIME FRAME OF ACTION:

January 1, 2018 to December 31, 2018

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

Central Stores Operating Budget

PERSONNEL IF REQUIRED:
(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

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)

This contract was bid out on September 23, 2016 and we are exercising one of the renewal options at this time.

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Amanda Morse	Deputy County Administrator – Internal Services	384-8148

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 1/16/2018

DEPARTMENT: Finance

PREPARED BY: Tim Meeker

SUBJECT: Contract Extension for Dry Cleaning and Laundry Services, Uniforms

SPECIFIC ACTION REQUESTED:

Request Board Approval of a contract extension with Paris Cleaners & Laundry for Dry Cleaning and Laundry Services, Uniforms for the requirements of the Sheriff's department and Animal Services & Enforcement.

DESCRIPTION OF ACTION (dollar amount, purpose):

Extend a fixed price contract (for 44, 5 line items) for a period of one year to Paris Cleaners & Laundry. The estimated Grand Weekly Total of this fixed price contract is $3,226.38

TIME FRAME OF ACTION:

January 1, 2018 to December 31, 2018

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

Funding from the Departments Operating Budget

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

N/A

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)

Jointly bid with City of Kalamazoo and City of Portage with County of Kalamazoo acting as lead agency in 2012. The City of Kalamazoo and the City of Portage will also extend their respective contract with Paris Cleaners & Laundry

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Amanda Morse	Deputy County Administrator – Internal Services	269-384-8148

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 1/16/2018

DEPARTMENT: Finance

PREPARED BY: Tim Meeker

SUBJECT: Contract Extension for Office Supplies

SPECIFIC ACTION REQUESTED:

Request Board Approval of a contract extension with Staples Contract & Commercial, Inc. for the Office Supplies. This extension, First Amendment to Agreement, is good for one year (1) and has two (2) additional one (1) year extension options.

DESCRIPTION OF ACTION (dollar amount, purpose):

No changes to the original contract with this extension.

TIME FRAME OF ACTION:

January 1, 2018 to December 31, 2018

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

Funding from the Departments Operating Budget

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

A contract with Staples provides The County with 60% off of everyday office supplies and anywhere from 25 to 62% off of furniture, printer cartridges, office electronics, I.T. supplies and paper products. We also receive a 2% rebate up to $999,999.99 in annual sales, once a 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)

The original contract is between Staples and the Board of Trustees of Western Michigan University with WMU posting the RFP. This contract was signed by WMU on 12/19/2014 and approved by Our Board on 12/2/2014.

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Amanda Morse	Deputy County Administrator – Internal Services	269-384-8148

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 16, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval of stipend for clinic supervisor

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval for a 4% stipend for the Clinic Supervisor for a period not to exceed six months in order for essential and specific HCS Clinic duties to continue in the absence of a Deputy Director of Clinical Services.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approval of a 4% stipend for the current HCS Clinic Supervisor for a period not to exceed six months. HCS is currently preparing for State accreditation the week of February 5 – 9, 2018. The approval of the stipend will support the assignment of specific operational HCS Clinic and State accreditation duties to the current Clinic Supervisor such as:

- Attend Leadership Meetings as the representative from Clinic
- Monitor the scheduling and coordination of daily clinic operations
- Manage overall operations of the Clinic, to include resolving staffing and client issues
- Ensure policy and procedures are followed for any health related threats
- Interact with financial analysts as it relates to budget decisions within clinical services
- Continue collaborative efforts with community partners
- Act as liaison for HCS and Clinic with regional and state stakeholders
- Ensure essential functions of the Clinic are maintained during absence of a Deputy Director

TIME FRAME OF ACTION:

Begins December 15, 2017 and will not extend beyond June 15, 2018.

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

County General Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator of External Services	384-8111

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 16, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Snow Plow Agreement with DeYoung Landscape Services and for the WIC Program

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a service agreement for the WIC Program at the 2624 Portage Road location, with DeYoung Landscape Service to provide snow plow service.

DESCRIPTION OF ACTION (dollar amount, purpose):

The WIC program serves pregnant, breastfeeding and postpartum women, infants, and children to age 5. This service agreement is necessary to maintain the parking lot at the WIC clinic located at 2624 Portage Rd. Service will be invoiced monthly at $75/plow service. The KCBOC approved the lease for the WIC program to operate at this location on September 19, 2017. The terms of the lease stipulate that HCS is responsible for snow removal.

TIME FRAME OF ACTION:

Effective December 1, 2017 – April 15, 2018

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

State Funds (Michigan Department of Health & Human Services)

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator of External Services	383-8901

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 16, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval and Signature of Local Health Department (LHD) and Medicaid Health Plan Care (MHP) Coordination Agreement for Elevated Blood Lead Case Management with Aetna Better Health of Michigan

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of the Local Health Department (LHD) and Medicaid Health Plan (MHP) Care Coordination Agreement for Elevated Blood Lead Case Management with Aetna Better Health of Michigan and HCS Childhood Lead Prevention Program to provide care coordination services.

DESCRIPTION OF ACTION (dollar amount, purpose):

Medicaid enrollees less than age 6 with an elevated blood lead level (EBLL) qualify for the provision of in-home nurse case management described in the MDHHS "Guide for Case Management for Children with Elevated Blood Lead Levels". The purpose of establishing a care coordination agreement between the MHP and the LHD is to assure service coordination and continuity of care for children receiving services related to their blood lead levels from both organizations. The intent of the agreement is to describe the services to be coordinated and the essential aspects of collaboration between the MHP and LHD.

TIME FRAME OF ACTION:

This agreement will be effective January 16, 2018, with annual renewals consistent with the contract periods of the Managed Health Plans and the Michigan Department of Technology, Management and Budget

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

State funding (Michigan Department of Health & Human Services)

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator of External Services	383-8901

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 16, 2018
DEPARTMENT: Health & Community Services
PREPARED BY: James A. Rutherford, MPA
SUBJECT: Approval of LCA16-39015 Low Income Home Energy Assistance Program (LIHEAP) Crisis Assistance (LCA) Deliverable Fuel Funding

SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to accept LCA funding from the Michigan Department of Health & Human Services (DHHS) in the amount of $71,400. This amount is related to the agreement approved on August 16, 2016.

DESCRIPTION OF ACTION (dollar amount, purpose):

The acceptance of this agreement allows the Community Action Agency to continue providing deliverable fuel assistance and services to low income and at risk families in the amount of $71,400. The use of Crisis Assistance (LCA) funds will provide heating fuel assistance in the form of deliverable fuels such as: propane, fuel oil, coal, wood, kerosene, and heating fuel pellets. Energy assistance, through LCA grant funds, will assist families to remain self-sufficient through the heating season.

TIME FRAME OF ACTION:

Funding covers the period of January 1, 2018 through September 31, 2018 and is part of the three-year grant term of September 1, 2016 through August 31, 2019.

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

There are no County funds associated with this action. Funding is federal grant funding from LIHEAP, which is passed through the State.

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

New

ANY OTHER PERTINENT INFORMATION:

N/A

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator of External Services	384-8111

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 1/16/2018

DEPARTMENT: Planning and Development

PREPARED BY: Lotta Jarnefelt, Director

SUBJECT: Proposed Kalamazoo County Master Plan

SPECIFIC ACTION REQUESTED:

Request for approval by BOC to distribute the proposed Kalamazoo County Master Plan to local governmental units, other entities and the public for purposes of review and comment pursuant to Public Act 33 of 2008 – Section 41 (MCL 125.3841).

DESCRIPTION OF ACTION (dollar amount, purpose):

The Proposed Kalamazoo County Master plan was presented at the CoW meeting on December 19, 2017. After potential County Board approval on January 16, 2018 to distribute the Plan, all local entities will be notified and provided access to the proposed Master plan for purposes of review and comment within 63 days pursuant to Public Act 33 of 2008 – Section 41 (MCL 125.3841). A public hearing will be arranged by KMCPC after the 63-day window, estimated to be held in April 2018.

Background: In 2016, funding was approved to prepare a Master Plan for the County. Since then, a steering group consisting of members of the Kalamazoo Metropolitan County Planning Commission (KMCPC), a consultant and the Planning Department staff has been working at gathering information, analyzing it and writing the proposed Kalamazoo County Master Plan.

At the KMCPC's regular meeting on December 7, 2017, a resolution was passed requesting that the County Board of Commissioners distribute the Plan to the local governments, other entities and the public for review and comment as part of the process. The next phase is the approval by the BOC to distribute the Plan for review and comments.

The preparation of the proposed Master Plan relied on local planning commissions and municipal input. The cities, villages, and townships within the County have been involved in reviewing and affirming their respective summaries of their planning goals and objectives during on-site visits by members of the KMCPC and the consultant team. Due to scheduling conflicts, a few of the units did not have on-site visits, but still had contact with the consultants. In this bottom-up approach, the KMCPC assessed the

various local government master plans, and framed recurring themes and land use goals to provide an inventory and assessment of local planning in Kalamazoo County. The information was then pooled together to consolidate the common themes, establish areas of focus, and prepare a final report.

TIME FRAME OF ACTION:

After potential approval at the January 16, 2018 BOC to distribute the proposed Kalamazoo County Master Plan to local governmental units, all entities will be notified about the Master Plan for purposes of review and comment pursuant to Public Act 33 of 2008 – Section 41 (MCL 125.3841).

All entities and the public will have 63 days to review and comment on the Plan. A public hearing will be arranged by KMCPC after the 63-day window in April 2018. County to review the Plan in its final form in the COW meeting on 5/15/2018 , and potentially adopt the Plan on 6/5/2018.

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

Cost for consultant is part of Planning Dept budget

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL:

ANY OTHER PERTINENT INFORMATION:

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:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator – External Services	383-8901

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 1/16/2018

DEPARTMENT: Planning and Development

PREPARED BY: Lotta Jarnefelt, Director and County Grant Administrator for the Remonumentation Program

SUBJECT: 2018 Remonumentation Grant from the State of Michigan

SPECIFIC ACTION REQUESTED:

Approval of Grant Agreement Between the State of Michigan, Department of Licensing and Regulatory Affairs (LARA), and Kalamazoo County

DESCRIPTION OF ACTION (dollar amount, purpose):

The Grant offered ($97,968) will be for the County's annual work program as approved by the State Survey and Remonumentation Grant Administrator and as set forth in the 2018 Survey and Remonumentation Grant Application.

The grant supports a program for the remonumentation of original public land survey corners in the County. These are the section corners of the original surveyed 1 sq mi sections in the County that are the starting points of legal descriptions of properties.

TIME FRAME OF ACTION:

Grant is for calendar year 2018. Work to be completed by December 31, 2018.
A request to BOC to approve contracts with surveyors who will perform the grant work will be provided when grant has been approved.

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

2018 Remonumentation Grant from the State of Michigan, LARA

PERSONNEL IF REQUIRED:

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)
NA

NEW OR RENEWAL:
New (a new agreement is approved annually)

ANY OTHER PERTINENT INFORMATION:
NA

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)
NA

CONTACT PERSON:

NAME	TITLE	PHONE NUMBER
Lisa Henthorn	Deputy County Administrator – External Services	383-8901

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 16, 2018
DEPARTMENT: Michigan Works! Southwest – W.E. Upjohn Institute
PREPARED BY: Amy Meyers
SUBJECT: Memorandums of Understanding under the WIOA

SPECIFIC ACTION REQUESTED:

Review and approval of Memorandums of Understanding (MOUs) under the Workforce Innovation and Opportunity Act (WIOA) for the Michigan Works! Southwest area.

DESCRIPTION OF ACTION (dollar amount, purpose): Non-financial.

Background: All local workforce development boards are required to develop and enter into new MOUs with each required One-Stop partner, identified in Attachment A, in compliance with the provisions of the WIOA, the WIOA Final Regulations, federal guidance, and Talent Investment Agency, State of Michigan, policy.

Purpose: The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute MOUs with One-Stop partners concerning the operation of the One-Stop delivery system in the local service delivery area. All MOUs contain, as required by the WIOA, a description of: service provision and coordination, referral strategies, inclusion strategies and duration of the agreement.

In July 2017, the Michigan Works! Southwest Workforce Development Board and the Kalamazoo County Board of Commissioners approved local MOUs. Two partners had variations to the proposed MOU, all which still met the required content guidelines.

Development, execution and implementation of local MOUs will assist local partners with effective coordination and collaboration with respect to governance structures, programs, and services. Each local level partner will:

- Be a partner to the local MOU;
- Share responsibility for developing the local MOU collaboratively; and
- Collaborate with the One-Stop Operator.

Throughout the development process, two partners, listed below, had variations to the proposed MOU, all which still met the required content guidelines:

- Programs authorized under Title I of the Rehabilitation Act of 1973, other than Section 112 or Part C (Vocational Rehabilitation) and
- Programs providing employment and training activities carried out by the Department of Housing and Urban Development (Section 3).

TIME FRAME OF ACTION:
WIOA Section 121(c) requires MOUs to be reviewed not less than once every three-year period.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):
Non-financial.

PERSONNEL IF REQUIRED: N/A
(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:
Attached are copies of the MOUs from:

- Programs authorized under Title I of the Rehabilitation Act of 1973, other than Section 112 or Part C (Vocational Rehabilitation) and
- Programs providing employment and training activities carried out by the Department of Housing and Urban Development (Section 3).

PROCUREMENT INFORMATION: N/A
(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:

NAME	TITLE	PHONE NUMBER
Amy Meyers	Policy and Planning Manager	269.385.0414

MICHIGAN WORKS! Southwest
Branch, Calhoun, Kalamazoo & St. Joseph Counties

Workforce Development Board
222 S. Westnedge Ave, Kalamazoo MI 49007
TX: 269-349-1533 FAX: 269-349-5505
www.michiganworkssouthwest.org

Instructions for Executing Memorandums of Understanding (MOUs) Under the Workforce Innovation and Opportunity Act (WIOA) of 2014
PI 17-09

Background
All local workforce development boards are required to develop and enter into new MOUs with each required One-Stop partner in compliance with the provisions of the WIOA, the WIOA Final Regulations, federal guidance, and Talent Investment Agency, State of Michigan, policy. The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute MOUs with One-Stop partners concerning the operation of the One-Stop delivery system in the local service delivery area.

In July 2017, the Michigan Works! Southwest Workforce Development Board approved local MOUs that were developed using the standard MOU agreement. Two partners had variations to the proposed MOU, all which still met the required content guidelines.

Action
Review and approval of the two identified MOUs under the Workforce Innovation and Opportunity Act for the Michigan Works! Southwest area.

Development of the MOU
Development, execution and implementation of local MOUs will assist local partners with effective coordination and collaboration with respect to governance structures, programs, and services. Each local level partner will:

- Be a partner to the local MOU;
- Share responsibility for developing the local MOU collaboratively; and
- Collaborate with the One-Stop Operator.

Throughout the development process, two partners, listed below, had variations to the proposed MOU, all which still met the required content guidelines:

- Programs providing employment and training activities carried out by the Department of Housing and Urban Development (Section 3) and
- Programs authorized under Title I of the Rehabilitation Act of 1973, other than Section 112 or Part C (Vocational Rehabilitation).

An equal opportunity employer / program supported by the State of Michigan. 1-800-285-WORK (9675). Auxiliary aids and services are available upon request. Dial 711 for Relay Center and TTY.

Content of the MOU

All MOUs contain, as required by the WIOA, a description of:

- service provision and coordination,
- referral strategies,
- inclusion strategies and
- duration of the agreement.

Duration of the MOU

WIOA Section 121(c) requires MOUs to be reviewed not less than once every three-year period.

Technical Information

Program Title/Number	Instructions for Executing Memorandums of Understanding (MOUs) Under the Workforce Innovation and Opportunity Act (WIOA) of 2014/PI: 17-09
Duration	WIOA Section 121(c) requires MOUs to be reviewed not less than once every three-year period
Funding Source	Non-financial
Funding Level	Non-financial
Reference	Talent Investment Agency (TIA) PI: 17-09, 4/21/2017
CFDA Number	n/a

An equal opportunity employer / program supported by the State of Michigan. 1-800-285-WORK (9675).
Auxiliary aids and services are available upon request. Dial 711 for Relay Center and TTY.

Kalamazoo County Consolidated Dispatch Authority

DATE: December 20, 2017

TO: Representative Agencies, Organizations, and Municipalities

FROM: Sheriff Richard Fuller
Clerk, KCCDA Board of Directors

SUBJECT: Board of Directors and Technical Advisory Committee Representatives

On an annual basis, Kalamazoo County Consolidated Dispatch Authority (KCCDA) requests all agencies, organizations, and local units of government to review their respective appointments to the KCCDA Board of Directors and/or the Technical Advisory Committee. Attached to this memorandum is a list of all current Board of Directors and Technical Advisory Committee primary and alternate representatives along with the appointing entity or body. Please note that alternate representatives serve in place of the primary appointed member if he/she is absent or unable to participate in an action of the Board and/or Committee.

In accordance with the Interlocal Agreement that created KCCDA and the KCCDA Bylaws, all representative terms are determined by each appointing entity. Due to the varying appointment terms and leadership changes at many of the entities, we ask that you take this opportunity to review your respective appointments and make any necessary changes.

All appointment changes can be submitted electronically to KCCDA Executive Director Jeff Troyer at jtroyer@kccda911.org. If you have any questions, please feel free to contact the KCCDA at 269-718-2195 or myself at 269-385-6713.

Thank you in advance and from KCCDA to all entities – We wish you a very Happy Holiday Season!

Richard C Fuller III

Board of Directors

APPOINTING BODY or ENTITY	PRIMARY REP.	ALTERNATE REP.	NOTE
Kalamazoo City Commission	Jim Ritsema	Jeff Chamberlain	
Kalamazoo City Commission	Bobby Hopewell	Jeff Hadley	
Kalamazoo County Board of Commissioners	Michael Seals	Tracie Moored	
Kalamazoo County Board of Commissioners	Mark Barnes	Chad Tackett	Recommended by KCFCA - a firefighter from an entity not already represented
Kalamazoo County Medical Control Authority	William Fales	Dena Smith	
Kalamazoo County Sheriff	Richard Fuller	James VanDyken	
Kalamazoo Township Board of Trustees	Don Martin	Mark Miller	
Kalamazoo Township Board of Trustees	George Cochran	Dexter Mitchell	
Michigan State Police	Dale Hinz	Scott Ernstes	
Portage City Council	Larry Shaffer	Jim Pearson	
Portage City Council	Claudette Reid	Richard Ford	
Western Michigan University	Jan VanDerKley	Patti VanWalbeck	
Western Michigan University	Lowell Rinker	Scott Merlo	

Technical Advisory Committee

APPOINTING BODY or ENTITY	PRIMARY REP.	ALTERNATE REP.	NOTE
City of Kalamazoo	Karianne Thomas	Danielle Guilds	Representative of theKalamazoo Department of Public Safety
City of Portage	Nicholas Armold	Daniel Mills	Representative of the Portage Public Safety Department
Kalamazoo County Fire Chiefs Association	Gerry Leudeking	Chip Everett	Representative of KCFCA from an entity not already represented
Kalamazoo County Medical Control Authority	William Fales	Dena Smith	Representative of the Kalamazoo County Medical Control Authority
Kalamazoo County Sheriff	Richard Fuller	James VanDyken	Representative of the Kalamazoo County Sheriff's Office
Kalamazoo Township	Timothy Bourgeois	Bryan Ergang	Representative of the Kalamazoo Township Police Department
Michigan State Police	Dale Hinz	Scott Ernstes	Representative of the Michigan State Police
Western Michigan University	Scott Merlo	Ryan McGregor	Representative of the Western Michigan University Public Safety

ITEM Q.

Kalamazoo County Fire Chief's Association.

Serving all of Kalamazoo County Michigan

Executive Board

President
Mark Barnes
Fire Chief
Oshtemo Twp.

Vice President
David Obreiter
Fire Chief
Kalamazoo Twp.

Secretary / Treasurer
Joe Bonhomme
Fire Chief
City of Parchment

Trustees
Karl Poenicke
Fire Chief
Pavilion Twp.

David Wuis
Captain
Comstock Twp.

Todd Kowoloski
Fire Marshal
K-Twp.

Training Committee Chair
Rick Griffin
Deputy Chief
Oshtemo Twp.

December 13, 2017

Kalamazoo County Board of Commissioners
C/O Chairperson Dale Shugars
201 West Kalamazoo Avenue
Kalamazoo, MI. 49007

Dear Kalamazoo County Board of Commissioners,

Ref:Appointments to Kalamazoo County Consolidated Dispatch Authority.

Persuient to the Kalamazoo County Consolidated Dispatch Authority (KCCDA) agreement, the Kalamazoo County Fire Chief's Association (KCFCA) has elected to reappoint its current members to the KCCDA Board of Directors and Technical Advisory Committee.

They are as follows:

Governing Board of Directors (Section 4, A, 8)
Primary: Mark L. Barnes, Fire Chief, Oshtemo Township.
Alternate: Chad Tackett, Fire Chief, Texas Township.

Technical Adviosry Committee (Section 5, A, 8)
Primary: Gerry Leudeking, Fire Chief, Richland Township.
Alternate: Chip Everett, Captain, Oshtemo Township.

Fraternally,
Mark L. Barnes, CFO
KCFCA President.

C: Jan Van Der Kley, KCCDA Chair

Oshtemo Township Fire and Rescue • 7275 West Main • Kalamazoo, Michigan 49009
•269-216-5226

KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

MEMORANDUM

TO: Board of Commissioners

FROM: Dina Sutton

DATE: January 9, 2018

RE: Appointments to Various Advisory Boards

For consideration at your January 16, 2018 Board meeting the Board Appointment Committee is recommending the following appointments:

- Central County Transportation Authority
  - Randy Thompson (Comstock Township Representative) for a term expiring 10/31/18
- Fair Council:
  - Rob DeVries (4-H rep) for a term expiring 9/30/20

Thank you for your consideration.

the clarion group
REAL CLEAR INSIGHT

920 farmington avenue, ste. 100
west hartford, ct 06107
860.232.3667
www.theclariongroup.com

January 4, 2018

Tracie Moored
County Administrator
Kalamazoo County
201 W. Kalamazoo Avenue
Kalamazoo, Michigan 49007

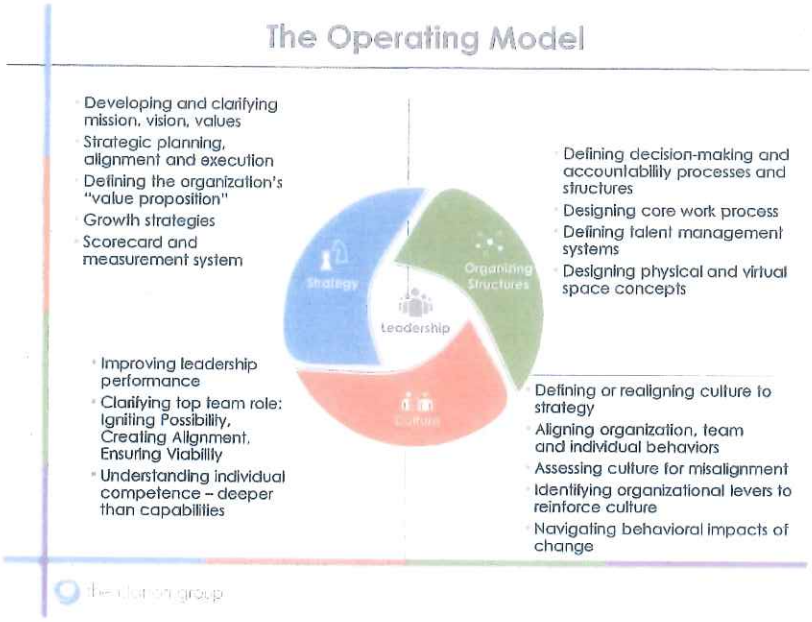
Thank you very much for choosing The Clarion Group as a resource to facilitate a Board of Commissioners retreat for Kalamazoo County. The purpose of this document is as a letter of agreement formalizing that work. It includes a scope of work, deliverables, timeline, and project costs.

Scope of Work

The Clarion Group will complete the following scope of work to support Kalamazoo County Government's Board of Commissioners retreat:

- Prepare for the Board retreat by:
  - Reviewing all appropriate background information on Kalamazoo County government and progress made since the 2017 strategic planning sessions
  - Meeting by phone with County administrative leaders to plan the retreat
  - Providing participants with "pre-work" to prepare for the retreat
  - Developing the retreat agenda
  - Coordinating with County staff as they manage the logistics for the retreat
- Facilitate a one-day Board of Commissioners retreat to help the Board continue to serve its constituents by strengthening its cohesion and leadership. Topics for the retreat will include some or all of the following:
  - Reviewing accomplishments with implementing the Kalamazoo County Government strategic plan
  - Identifying a process for considering new projects in the context of the strategic plan
  - Reviewing/confirming guidelines for the working relationship between the Board, individual Commissioners and County administration
  - Building consensus on Board expectations of its leadership (regardless of who is in the role of Chair and Vice Chair)
  - Building cohesiveness as a collective Board
- Document the Board retreat with a written summary of discussion highlights and decisions reached during the retreat.

The Clarion Group will provide guidance and coaching based on its Operating Model for organizational success:



Deliverables

The Board retreat will be documented with a written summary of discussion highlights and decisions reached during the retreat.

Timeline

The Clarion Group will begin this project in January of 2018. Laurie Schulte is available to facilitate the Board retreat on February 10th from 9:00 a.m. to 4:00 p.m. EST.

The Clarion Group will provide pre-work approximately two weeks prior to the retreat, and written deliverables approximately two weeks after of the completion of the retreat.

Project Costs

The Clarion Group will complete the scope of work outlined above for reduced consulting fees of $11,000. These fees include all project-related travel expenses.

Our signatures below indicate agreement with the terms of this letter.

Signed:

Laurie E. Schulte
Partner
The Clarion Group

Dated: 01-04-18

Signed:

Tracie Moored
County Administrator
Kalamazoo County

Dated: _____