

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a stylized landscape with a blue sky, a green field, and a winding river. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the landscape. The main title "Board of Commissioners' Meeting" is overlaid on the logo in a large, bold, black font.

**Board of
Commissioners'
Meeting**

January 19, 2016

**NOTICE AND AGENDA FOR
JANUARY 16, 2016 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, January 19, 2016, 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 Resolution Honoring the Viking Football Team
- B. Request for Approval of Resolution Commemorating Kalamazoo School Choice Week

CONSENT AGENDA

- C. Request for Approval of 25 Year Resolution Honoring Honorable Robert Kropf, District Court Judge

Buildings and Grounds

- D. Request for Approval of a Contract Extension with Johnson Controls – Various County Buildings
- E. Request for Approval of a Contract with Johnson Controls – Gull Road Justice Complex

District Court

- F. Request for Approval of an Agreement with Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS)

Health & Community Services

- G. Request for Approval of Amendment #1 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS)
- H. Request for Approval of Contract Termination with Smartlite
- I. Request for Approval of Breast and Cervical Cancer Control Navigation Program (BCCCNP) Assignment and Assumption Agreements for Contracts with Bronson Healthcare Midwest
- J. Request for Approval of Household Hazardous Waste Program Contract with Multiple Townships and Municipalities

Human Resources

- K. Request for Approval of Amendment to Personnel Policy 7.03 – Weapons Policy

Michigan Works!

- L. Request for Approval of Workforce Investment Act Performance Goals for Program Year 2015
- M. Request for Approval of Michigan Works! System Plan for Calendar Year 2016
- N. Request for Approval of Training Program for Reemployment Services and Eligibility Assessment (RESEA) Claimants

Parks & Expo Center

- O. Request for Approval of Acquisition of Property, 2815 Lake Street, Kalamazoo Charter Township

Prosecuting Attorney

- P. Request for Approval of Kalamazoo Valley Enforcement Team (KVET) Agreement with the City of Kalamazoo
- Q. Request for Approval of FY2015-2016 Southwest Enforcement Team (SWET) Agreement

Purchasing – Office of Finance

- R. Request for Approval of Equipment Maintenance Insurance with Specialty Underwriters LLC

Sheriff

- S. Request for Approval of FY2015-2016 Snowmobile Grant with the Michigan Department of Natural Resources (MDNR)
- T. Request for Approval of Networkfleet Hardware & Service Order with Verizon
- U. Request for Approval of 2014 Emergency Management Performance Grant (EMPG) Supplemental Funding

Board of Commissioners

- V. Request for Approval of Transfers and Disbursements
- W. Request for Approval of Amendment to Board Bylaws
- X. Request for Approval of Michigan State University Extension – Annual Work Plan 2016

NON-CONSENT AGENDA ITEMS

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

- Y. Request for Approval of Amendment to the Kalamazoo County Sanitary Code to Create a Groundwater Restricted Use Zone (GRUZ)

- ITEM 9 Old Business
- ITEM 10 New Business
- ITEM 11 County Administrator's Report
- ITEM 12 Chairperson's Report
- ITEM 13 Vice Chairperson's Report
- ITEM 14 Members' Time
- ITEM 15 Adjournment

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

JANUARY 13, 2016

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:

Dina Sutton
Office Manager for Administrative Services
KALAMAZOO COUNTY GOVERNMENT
201 West Kalamazoo Avenue
Kalamazoo, Michigan 49007
TELEPHONE: (269)384-8111



**Resolution Honoring
Kalamazoo Vikings
Football Team & Cheerleaders**

WHEREAS: Vikings football exist to foster and promote a football and cheerleading program for boys and girls in Kalamazoo within the Northern Rocket Football League; and,

WHEREAS: Vikings football mission is carried out by promoting and upholding team spirit and pride; and,

WHEREAS: Vikings football represents Kalamazoo to the highest degree, the loudest cheers, tremendous parental support and fabulous pride; and,

WHEREAS: Vikings football sets an example of good behavior and sportsmanship by team members, cheer squads and positive parents attitudes; and,

WHEREAS: Vikings football has tackled the tough issues as a leadership team for others to follow; and,

WHEREAS: Vikings football shows each child the importance of hard work, discipline and dedication on and off the field; and,

WHEREAS: Vikings football rewards the whole person by not only celebrating their success, but also by recognizing that life is a precious commodity; and,

WHEREAS: Vikings football develops the qualities that will stay with our youth as they grow into citizens with character and pride.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby recognize the Vikings football team and cheerleaders.

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 19, 2016.

Timothy A. Snow
County Clerk/Register



**Resolution Commemorating
Kalamazoo School Choice Week**

WHEREAS all children in Kalamazoo should have access to the highest-quality education possible; and,

WHEREAS Kalamazoo recognizes the important role that an effective education plays in preparing all students in Kalamazoo to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Kalamazoo; and,

WHEREAS Kalamazoo is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS Kalamazoo has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby recognize January 24-30, 2016 as Kalamazoo SCHOOL CHOICE WEEK in Kalamazoo, and I call this observance to the attention of all of our citizens.

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 19, 2016.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy E. Winterowd

SUBJECT: BUILDING MANAGEMENT CONTROL SYSTEM

SPECIFIC ACTION REQUESTED:

Approval of the extension of the attached recommended BMS Control Service system service contract for a three year period for 2016- 2018. The contract covers labor and material for service and system upgrades of the exiting Johnson Controls control building management system. The contract will cover the following buildings: Administration Building, Juvenile Home, Gull Road Court House, Gull Road Justice Complex (Year 3 only), Michigan Ave. Courthouse, Nazareth, Animal Services, Expo, Sherriff's Department.

DESCRIPTION OF ACTION (dollar amount, purpose):

Year 1: Jan. 1, 2016 through December 31, 2016 - \$25,767.00

Year 2: Jan. 1, 2017 through December 31, 2017 - \$26,283.00

Year 3: Jan. 1, 2018 through December 31, 2018 - \$27,465.00

TIME FRAME OF ACTION:

Immediate.

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

101-265-808.00 Contractual Services

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:

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)

Existing Contract **CONTACT PERSON WITH PHONE NUMBER:**

Randy Winterowd – Director of Buildings and Grounds- 269-383-8121

Eric McNamara – Assistant Director of Buildings and Grounds 269-383-8120

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Buildings and Grounds

PREPARED BY: Randy E. Winterowd

SUBJECT: Chiller Maintenance Service

SPECIFIC ACTION REQUESTED:

Approval of the Chiller Service Contract for a three (3) year period for 2016- 2019 for the 2 new magnetic chillers at the Gull Road Justice Complex. The contract covers labor and material services listed in the attachments for the contact. The contract has an automatic annual one year renewal clause at the end of year three (3).

DESCRIPTION OF ACTION (dollar amount, purpose):

Year 1: Jan 1, 2016 through Jan 1, 2017 -	\$7,250.00
Year 2: Jan 1, 2017 through Jan 1, 2018 -	\$7,395.00
Year 3: Jan 1, 2018 through Jan 1, 2019 -	\$7,543.00

Year to year automatic renewal after 2019. Forty Five (45) day written notice of cancelation required by either party prior to end of Original term / renewal date to terminate service.

TIME FRAME OF ACTION:

Immediate.

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

101-265-808.00 Contractual Services

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:

NEW

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)

Existing Contract **CONTACT PERSON WITH PHONE NUMBER:**

Randy Winterowd – Director of Buildings and Grounds- 269-383-8121

Eric McNamara – Assistant Director of Buildings and Grounds 269-383-8120

F.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Jan. 5, 2016

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Approval of Michigan Mental Health Court Grant Program (MMHCGP) contracts between 8th District Court and Kalamazoo Community Mental Health & Substance Abuse Services (KCMHSAS).

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this contract. MMHCGP grant award of \$129,235.00 was accepted by Board approval on Oct. 20, 2015.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding in the amount of \$129,235 is designated for supplies, training & travel, and KCMHSAS staffing.

* It requires no County match.

TIME FRAME OF ACTION:

Grant Agreement for the period of Oct. 1, 2015 through Sept. 30, 2016.

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

FY 2016 Michigan Mental Health Court Grant Program through the State Court Administrative Office (SCAO).

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 county personnel required at this time.

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director: 383-8966



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

DATE: January 19, 2016
TO: County Board of Commissioners
FROM: Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

A. APPROVAL OF AMENDMENT #1 TO THE 2015/2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of amendment #1 to the FY 2015/2016 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS) for the period of October 1, 2015 to September 30, 2016. The master agreement was approved on October 20, 2015.

DESCRIPTION OF SUBJECT

The Comprehensive Agreement is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable Federal, State and local laws and regulations. The purpose of amendment #1 is to reduce WIC Resident Services funding in the amount of \$13,490.

RELATIONSHIP TO GOALS

The funding provided through the Comprehensive Agreement is relative to all Health and Community Services Department goals.

FUNDING SOURCE

This reduction in funding brings the total funding allocation to \$3,723,049. Funds are comprised from a combination of Federal and State funds contracted via the Michigan Department of Health & Human Services.

PERSONNEL

No new personnel are required as a result of this request.

ISSUES/CONCERNS

If you have any questions, please contact Ryan Post, Deputy Director – Financial Management & Administration, at 373-5254 or rijpost@kalcounty.com or Gillian Stoltman, Director/Health Officer, at 373-5260 or gastol@kalcounty.com.

B. APPROVAL OF CONTRACT TERMINATION BETWEEN SMARTLITE AND HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA

ACTION REQUESTED

HCS Administration requests Board approval to terminate the contract between Smartlite and HCS-Area Agency on Aging IIIA (AAAIIA) effective January 31, 2016 for the purpose of advertising at Crossroads Mall.

DESCRIPTION OF SUBJECT

The contract with Smartlite was for advertising the AAAIIA's Diabetes Personal Action Toward Health (DPATH) program within the Crossroads Mall. The purpose was to garner interest and increase participation in the DPATH classes which are offered and held throughout the County. The original contracting period was August 1, 2015 through July 31, 2016, with a clause that permits contract termination and discontinuation after the initial six (6) months. As little to no results have been observed as a result of this advertising, the AAAIIA would like to exercise this option to end the contract and are requesting the Board's approval to do so.

RELATIONSHIP TO GOALS

The goal of the contract was to increase participation in the DPATH program for the purpose of improving the overall health of the community by reducing preventable disabilities and promoting healthy lifestyles and choices.

FUNDING SOURCE

All funding for this contract were from local and State grants. No County general funds are required.

PERSONNEL

There are no new or current personnel affected by this action.

PROCUREMENT

There is no procurement associated with this action.

CONCERNS/ISSUES

There are no concerns or issues. If there are any questions please contact Judy Sivak, Director – Older Adult Services, at 373-5153 / jasiva@kalcounty.com or Gillian Stoltman, Director/ Health Officer, at 373-5260 / gastol@kalcounty.com .

**C. BREAST AND CERVICAL CANCER CONTROL NAVIGATION PROGRAM
(BCCCNP) ASSIGNMENT AND ASSUMPTION AGREEMENTS FOR
CONTRACTS WITH BRONSON HEALTHCARE MIDWEST**

ACTION REQUESTED

HCS Administration requests Board approval of Assignment and Assumption Agreements with Bronson Methodist Hospital for the provider service contract and business associate agreement with Bronson Healthcare Midwest for BCCCNP services as a result of the dissolution of Bronson Healthcare Midwest effective December 27, 2015.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Navigation Program (BCCCNP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the unacceptably high prevalence of breast and cervical cancer among poor, older women in the country. Kalamazoo County Health and Community Services Department serves an eight-county region through contracted providers who screen the targeted population. Medical providers who have agreed to participate in BCCCNP will provide all or a portion of the enrollment, screening examination, diagnostic and consultation services for eligible women. Payment for the services described in the contract will be made by the State of Michigan at the standard Medicare based rates set annually by the Michigan Department of Health and Human Services.

As Bronson Healthcare Midwest has been dissolved as of December 27, 2015 and so as to cause no disruption of or interruption to services provided by Bronson Healthcare Midwest to BCCCNP Clients the service provider agreement and business associate agreement will be assigned to and assumed by Bronson Methodist Hospital. This assignment and assumption ensures that all obligations, duties and requirements outlined by the contractual agreements will be performed in their entirety.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this program allows us to assist low-income women in obtaining early diagnosis of breast and cervical cancer.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Health & Human Services through the Comprehensive Agreement.

PERSONNEL

There are no personnel associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynn Ann Jones, Women's Health Supervisor, at 373-5383 / lajone@kalamazoo.org or Gillian Stoltman, HCS Director / Health Officer, at 373-5260 / gastol@kalamazoo.org

D. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE PROGRAM CONTRACTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES

ACTION REQUIRED

HCS Administration requests Board approval of the following contracts between the county governmental units listed below (both in and out-of-county units) and Kalamazoo County Health and Community Services Department for the Household Hazardous Waste Program. These contracts are for the period of January 1, 2016 to December 31, 2016 and establish each unit's funding for fiscal year 2016.

GOVERNMENTAL UNITS AND FUNDING

1. Alamo Township	\$ 2,800
2. Antwerp Township	\$ 3,500
3. Charleston Township	\$1,600
4. Comstock Township	\$11,140
5. Cooper Township	\$ 8,000
6. Paw Paw Township	\$ 1,700
7. Pavilion Township	\$ 4,200
8. Richland Township	\$ 7,000
9. Schoolcraft, Village of	\$ 575
10. Texas Township	\$10,000
11. Vicksburg, Village of	\$ 650

DESCRIPTION OF SUBJECT

The County will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the County to cover the costs of their citizen's utilization of the service. These contracts adhere to the Household Hazardous Waste fees for FY16 that were approved by the Board on November 17, 2015 for the purpose of supporting Household Hazardous Waste program operations, including ten (10) Saturdays throughout the fiscal year.

RELATIONSHIP TO GOALS

These contracts will allow the collection of household hazardous waste in 2016 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

FUNDING SOURCE

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$34.00 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the County.

PERSONNEL

There are no new personnel issues associated with this item.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356 / vljohn@kalcounty.com or Lynne Norman, Deputy Director – Health Services, at 373-5237 / ldnorm@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Changes to Personnel Policy 7.03 – Weapons Policy

SPECIFIC ACTION REQUESTED:

Adoption of revisions to Personnel Policy 7.03 – Weapons Policy. These revisions have been reviewed by Labor Counsel and Corporate Counsel.

DESCRIPTION OF ACTION (dollar amount, purpose):

The proposed changes to Personnel Policy 7.03 – Weapons Policy clarifies what types of weapons are prohibited and specifies the types of locations and events where weapons are prohibited. In addition, the proposed policy addresses necessary searches of County property.

The updated policy is attached. The comprehensive review of the County Personnel Policy Manual is currently in progress.

TIME FRAME OF ACTION:

Effective 1/20/2016.

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; and, if known, position number)

N/A

NEW OR RENEWAL:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, 384-8100 or kdcunn@kalcounty.com

CURRENT

Personnel Policy #7.03 – Weapons Policy

~~The use or possession of firearms or other dangerous weapons by County employees is prohibited on County premises or within County buildings/vehicles or while performing County functions. This policy does not include Sheriff's Department staff, Adult Probation Officers, Elected Officials or Prosecuting Attorney staff as approved by the Prosecuting Attorney.~~

PROPOSED

Personnel Policy #7.03 – Weapons Policy

- A. Policy.** The County of Kalamazoo prohibits all employees who enter Kalamazoo County property from carrying a handgun, firearm, or prohibited weapons of any kind onto the property regardless of whether the employee is licensed to carry the weapon or not.

This policy applies to all Kalamazoo County employees, contract and temporary employees on Kalamazoo County property regardless of whether or not they are licensed to carry a concealed weapon. This policy also prohibits employee weapons at any Kalamazoo County sponsored functions.

The only exceptions to this policy are Sheriff's Department staff, Adult Probation Officers, Elected Officials, or Prosecuting Attorney staff as approved by the Prosecuting Attorney.

- B. Prohibited weapons.** Prohibited weapons include any form of weapon or explosive restricted under local, state and federal regulation. This includes all firearms, illegal knives or other weapons covered by the law (legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy). If you have a question about whether an item is covered by this policy, please contact Corporate Counsel. You are responsible for making sure that any potentially covered items you possess is not prohibited by this policy.

Kalamazoo County property covered by this policy includes, without limitations, all County owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County's ownership or control. Kalamazoo County vehicles are covered by this policy at all times regardless of whether they are on County property at the time.

- C. **Searches.** The County of Kalamazoo reserves the right to conduct searches of any person, vehicle or object that enters onto County property consistent with the law. No employee shall have expectation of privacy in lockers, desks, agency vehicles, or other areas of county property where a weapon may be hidden.

- D. **Violations.** Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATIONS ON THE PART OF THE COUNTY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

If you become aware of anyone violating this policy, please report it to Human Resources immediately.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Workforce Investment Act Performance Goals for Program Year 2015

SPECIFIC ACTION REQUESTED: Review and approval of the Workforce Investment Act Performance Goals for Program Year 2015

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

The Workforce Innovation and Opportunity Act (WIOA) was signed in to law in July of 2014, and while most provisions of the WIOA began taking effect on July 1, 2015, the law's performance provisions will not begin taking effect until July 1, 2016. Given the ongoing transition from the Workforce Investment Act (WIA) to the WIOA, states were given the option to negotiate PY 2015 performance levels, or to extend PY 2014 performance levels to cover PY 2015, the last year of WIA performance. The State of Michigan chose to extend its PY 2014 performance levels to cover PY 2015.

With that, the Workforce Development Agency (WDA) issued an official policy to set the Michigan Works! Southwest WIA performance goals the same as last year for the WIA Adult, Dislocated Worker and Youth programs for Program Year 2015 (7/1/15 – 6/30/16). Performance goals for PY 2015 for Michigan Works! Southwest are listed on the attached.

TIME FRAME OF ACTION: July 1, 2015 through June 30, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

**PLEASE ATTACH ALL NECESSARY INFORMATION
i.e., Agreements/Contracts/Applications**

**Workforce Investment Act Performance Goals for Program Year 2015
PI 15-28**

Background

The Workforce Innovation and Opportunity Act (WIOA) was signed in to law in July of 2014, and while most provisions of the WIOA began taking effect on July 1, 2015, the law's performance provisions will not begin taking effect until July 1, 2016. Given the ongoing transition from the Workforce Investment Act (WIA) to the WIOA, states were given the option to negotiate PY 2015 performance levels, or to extend PY 2014 performance levels to cover PY 2015, the last year of WIA performance. The State of Michigan chose to extend its PY 2014 performance levels to cover PY 2015.

Overview

The Workforce Development Agency (WDA) issued an official policy to set the Michigan Works! Southwest WIA performance goals the same as last year for the WIA Adult, Dislocated Worker and Youth programs for Program Year 2015 (7/1/15 – 6/30/16). Performance goals for PY 2015 for Michigan Works! Southwest are listed below.

WIA Adult and Dislocated Worker Performance Goals – Michigan Works! Southwest

<u>Performance Measure</u>	PY2015	
	<u>Adult Program</u>	<u>Dislocated Worker Program</u>
Entered Employment Rate	91%	95%
Employment Retention Rate	92%	93%
Average Earnings	\$13,500	\$16,300
Employment and Credential Rate	80%	84%
Participant Customer Satisfaction	93.0	
Employer Customer Satisfaction	86.0	

WIA Youth Performance Goals – Michigan Works! Southwest

Performance Measure	PY2015	
	Older Youth (19-21 Years)	Younger Youth (14-18 Years)
Entered Employment Rate	83%	
Employment Retention at Six Months	89%	
Average Earnings Change in Six Months	\$4,300	
Credential Rate	79%	
Skill Attainment Rate		92%
Diploma (or Equivalent) Rate		90%
Retention Rate		85%
Participant Customer Satisfaction	93.0	
Employer Customer Satisfaction	86.0	

Source: PI:15-28: Workforce Investment Act (WIA) Performance Goals for Program Year (PY) 2015, the Period of July 1, 2015 through June 30, 2016

Technical Information

Program Title/Number	Workforce Investment Act (WIA) Performance Goals for Program Year (PY) 2015; PI:15-28
Funding Source	N/A – Administrative Policy
Funding Level	N/A – Administrative Policy
Duration	July 1, 2015 through June 30, 2016
Reference	Workforce Development Agency (WDA) PI: 15:28, 11/30/2015
CFDA Number	17.258, 17.259, 17.260

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Michigan Works! System Plan for Calendar Year 2016

SPECIFIC ACTION REQUESTED: Review and approval of the Michigan Works! System Plan for Calendar Year 2016

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

The Michigan Works! System Plan is an annual non-financial administrative document that guarantees execution of employment, education and training programs through the incorporation of a range of forms, certifications, stipulations and administrative procedures applicable for all programs funded through the Workforce Development Agency (WDA).

Administrative procedures required as part of the Michigan Works! System Plan include:

1. State and Federal Provisions

- Statutes that prohibit discrimination in WDA programs.
- Statutes that address work, labor, safety, and contract laws in which compliance is required for programs received through the WDA.
- Statutes that address open meetings, protection of workers against disclosures, right to know, etc.
- Provisions addressing additional state requirements for held harmless, financial responsibility and liability, etc.
- Certification Regarding Lobbying.
- Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion.
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection form.

2. Michigan Works! Southwest Area Identification, Verification and Designation of:

- Operating structure (Intergovernmental Transfers of Functional and Responsibilities, P.A. 8 of 1967).
- Grant Recipient (County of Kalamazoo, Kalamazoo County Board of Commissioners).
- Chief Elected Official (Chairman, Kalamazoo County Board of Commissioners).
- Chairperson of the Michigan Works! Southwest Workforce Development Board.
- Administrative Entity (Michigan Works! Agency/W.E. Upjohn Institute for Employment Research).

3. Designation and Certification of One-Stop Operator

- Use of competitive-bidding process for selection of One-Stop Operator.
- Certify Kalamazoo-Regional Educational Service Agency (KRESA) as the One-Stop Operator for Branch, Calhoun, Kalamazoo and St. Joseph Counties.

TIME FRAME OF ACTION: January 1, 2016 through December 31, 2016

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

PLEASE ATTACH ALL NECESSARY INFORMATION
i.e., Agreements/Contracts/Applications

Michigan Works! System Plan (MWSP) for Calendar Year (CY) 2016 PI 15-29

Background

The Michigan Works! System Plan is an annual non-financial administrative document that guarantees execution of employment, education and training programs through the incorporation of a range of forms, certifications, stipulations and administrative procedures applicable for all programs funded through the Workforce Development Agency (WDA).

Administrative procedures required as part of the Michigan Works! System Plan include:

1. State and Federal Provisions

- Statutes that prohibit discrimination in WDA programs.
- Statutes that address work, labor, safety, and contract laws in which compliance is required for programs received through the WDA.
- Statutes that address open meetings, protection of workers against disclosures, right to know, etc.
- Provisions addressing additional state requirements for held harmless, financial responsibility and liability, etc.
- Certification Regarding Lobbying.
- Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion.
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection form.

2. Michigan Works! Southwest Area Identification, Verification and Designation of:

- Operating structure (Intergovernmental Transfers of Functional and Responsibilities, P.A. 8 of 1967).
- Grant Recipient (County of Kalamazoo, Kalamazoo County Board of Commissioners).
- Chief Elected Official (Chairman, Kalamazoo County Board of Commissioners).
- Chairperson of the Michigan Works! Southwest Workforce Development Board.
- Administrative Entity (Michigan Works! Agency/W.E. Upjohn Institute for Employment Research).

3. Designation and Certification of One-Stop Operator

- Use of competitive-bidding process for selection of One-Stop Operator.
- Certify Kalamazoo-Regional Educational Service Agency (KRESA) as the One-Stop Operator for Branch, Calhoun, Kalamazoo and St. Joseph Counties.

Technical Information

Program Title/Number	Michigan Works! System Plan (MWSP) Instructions for Calendar Year (CY) 2016; PI:15-29
Funding Source	N/A – Administrative Policy
Funding Level	N/A – Administrative Policy
Duration	January 1, 2016 through December 31, 2016
Reference	Workforce Development Agency (WDA) PI: 15:29, 12/1/2015
CFDA Number	N/A

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Training Program for Reemployment Services and Eligibility Assessment (RESEA) Claimants

SPECIFIC ACTION REQUESTED: Review and approval of Training Program for Reemployment Services and Eligibility Assessment (RESEA) Claimants

DESCRIPTION OF ACTION (dollar amount, purpose): \$98,000

Michigan Works! Southwest has received notice from the Workforce Development Agency, with an allocation for Training Programs for Reemployment Services and Eligibility Assessment (RESEA) Claimants of \$98,000. Selected Michigan Works! Agencies, including Michigan Works! Southwest, were allocated these dollars from Unemployment Insurance Penalty and Interest funds to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training (OJT), to allow REA and RESEA claimants at risk of exhausting their unemployment benefits an opportunity to “earn and learn.”

The REA Pilot Program and the RESEA Program provide customized services to the Unemployment Insurance Agency (UIA) claimants deemed most likely to exhaust their unemployment benefits. These two programs offer an orientation of the Michigan Works! Service Centers, an eligibility assessment, a work search plan, labor market information, career guidance and reemployment services to the claimants. Previously, there was not a paid training component attached to these two programs.

TIME FRAME OF ACTION: October 1, 2015 through September 30, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Contingent Unemployment Insurance Penalty and Interest Funds

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

**PLEASE ATTACH ALL NECESSARY INFORMATION
i.e., Agreements/Contracts/Applications**

Training Program for Reemployment Services and Eligibility Assessment (RESEA) Claimants
PI 15-31

Background

The REA Pilot Program and the RESEA Program provide customized services to the Unemployment Insurance Agency (UIA) claimants deemed most likely to exhaust their unemployment benefits. These two programs offer an orientation of the Michigan Works! Service Centers, an eligibility assessment, a work search plan, labor market information, career guidance and reemployment services to the claimants. Previously, there was not a paid training component attached to these two programs. With this policy, Michigan Works! Southwest, as one of the original REA pilot programs, received an allocation of \$98,000 for Training Programs for Reemployment Services and Eligibility Assessment Claimants to provide career services and work-based learning opportunities, such as apprenticeships and On-the-Job Training, to allow REA and RESEA claimants at risk of exhausting their unemployment benefits an opportunity to “earn and learn.”

Overview of Training Programs for Reemployment Services and Eligibility Assessment (RESEA) Claimants

Claimants referred to the REA or RESEA programs by the UIA are eligible for work-based training services, which are employer-driven with the goal of employment after participation. Appropriate career services including job search and placement assistance; career counseling; information on in-demand industry sectors and occupations; labor market information; referrals to employment activities and other program and services; short-term vocational services, class room training, etc. may be provided to claimants as well.

Other potential claimants (non-REA/RESEA) may be selected for this program if they are deemed at high risk of exhausting their unemployment benefits. Work-based training can be an effective training strategy that can provide additional opportunities for participants finding high-quality work and for employers in developing a high-quality workforce. OJT, Pre-Registered, and Registered Apprenticeships, customized training, and transitional job placement are all identified as work-based training services.

Funding Summary

Funding Source and Cost Categories	Funding Levels
Allocation	\$98,000
Training Services	\$58,800
Career Services	\$29,400
Administration	\$9,800

Source: PI: 15-31, 12/21/2015

Technical Information

Program Title/Number	Training Program for Reemployment Services and Eligibility Assessment PI:15-31
Funding Source	Contingent Unemployment Insurance Penalty and Interest Funds
Funding Level	\$98,000
Duration	October 1, 2015 – September 30, 2016
Reference	Workforce Development Agency (WDA) PI: 15-31, 12/21/2015
CFDA Number	N/A

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Acquisition of Property, 2815 Lake Street

SPECIFIC ACTION REQUESTED:

Approve acquisition of vacant land located at 2815 Lake Street

DESCRIPTION OF ACTION (dollar amount, purpose):

2815 Lake Street was tax foreclosed and Kalamazoo County Parks & Expo Center has the opportunity to acquire the property. County Parks & Expo Center paid 50% of the demolition expense, \$5,757.50. There will be no additional cost to acquire the now vacant property. The property (approximately .15 acre) is located across the street from the entrance to the Kalamazoo County Expo Center & Fairground and will be used for event operations and event parking. In addition to overflow parking, it will likely be used by larger events to park event staff. It may also have potential for future site signage.

TIME FRAME OF ACTION:

Following Board of Commissioners Approval

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

Accommodation Tax Revenue budgeted for Expo Center Capital projects will be used to fund the acquisition

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

The acquisition and expenditure was approved by the Kalamazoo County Park Commission at their regularly scheduled December 2015 meeting.

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:

David Rachowicz, (269) 383-8787
Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016
 DEPARTMENT: Office of the Prosecuting Attorney
 PREPARED BY: Lisa Henthorn, Administrator
 SUBJECT: KVET Agreement

SPECIFIC ACTION REQUESTED:

Please place the attached Kalamazoo Valley Enforcement Team (KVET) agreement on the January 19, 2016 Board Meeting agenda for approval and required signatures on THREE originals. This document provides funding for one full-time Assistant Prosecutor to handle the criminal cases generated by KVET.

DESCRIPTION OF ACTION (dollar amount, purpose):

Need approval and required signatures.

TIME FRAME OF ACTION:

CY 2016 (January 1, 2016 through December 31, 2016)

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

This agreement is for \$70,000 towards the estimated salary and fringe for one full-time Assistant Prosecutor to handle the criminal cases generated by KVET. The remaining salary costs will be paid for by the County from the Law Enforcement Fund.

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)

Assistant Prosecutor; K12; 104-229;

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

CONTACT PERSON WITH PHONE NUMBER:

Lisa Henthorn, (269) 383-8965

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Office of the Prosecuting Attorney

PREPARED BY: Lisa Henthorn, Administrator

SUBJECT: FY1516 SWET Agreement

SPECIFIC ACTION REQUESTED:

Approve and sign **three originals** of the SWET Agreement for FY 2015-2016 on the January 19, 2016 Board Meeting agenda for approval and required signatures. The agreement is for the period of October 1, 2015 through September 30, 2016. This document continues funding for one full-time Assistant Prosecutor to handle the criminal cases generated by SWET.

DESCRIPTION OF ACTION (dollar amount, purpose):

Need approval and required signatures.

TIME FRAME OF ACTION:

October 1, 2015 through September 30, 2016

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

The agreement is for actual costs of salary and fringe benefits for one full-time Assistant Prosecutor to handle the criminal cases generated by SWET. This position is currently occupied by Cory Johnson.

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)

Assistant Prosecutor, K11

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

None

CONTACT PERSON WITH PHONE NUMBER:

Lisa Henthorn, Administrator
(269) 383-8965

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Office of Finance - Purchasing

PREPARED BY: Thomas G. O'Brien

SUBJECT: Equipment Maintenance Insurance with Specialty Underwriters LLC.

SPECIFIC ACTION REQUESTED: Approval of equipment maintenance insurance for the following departments: Board Office, Circuit Court – Family Division, Clerk/Register, Finance, Friend of the Court, Probate Court, Treasurer, and Buildings & Grounds. In consideration for the premium paid, the County is reimbursed for direct costs incurred to repair scheduled equipment.

DESCRIPTION OF ACTION (dollar amount, purpose): \$15,278.00 for the 12 month period starting February 1, 2016. Payments made on quarterly basis. Costs charged back to the aforementioned departments covered by the policy.

TIME FRAME OF ACTION: Renew Effective Date February 1, 2016 to February 1, 2017 with an option to extend for one year.

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

Cost of coverage for the equipment on the policy unchanged from the prior year's policy.

PROCUREMENT INFORMATION:

Bid out on December, 31 2015.

CONTACT PERSON WITH PHONE NUMBER:

Thomas G. O'Brien, Purchasing Coordinator 383-8967

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Finance Administrator

SUBJECT: Approval to Accept FY 2015-16 Snowmobile Grant

SPECIFIC ACTION REQUESTED:

Approve acceptance of the 2015-16 snowmobile patrol grant from the DNR

DESCRIPTION OF ACTION (dollar amount, purpose):

Grant is for \$800 to pay wages for the patrol and law enforcement of trail ways in Kalamazoo County

TIME FRAME OF ACTION:

October 1, 2015 to April 30, 2016

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

Funding is provided by the State of Michigan DNR

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

Grant is annual though amount of the grant may vary.

ANY OTHER PERTINENT INFORMATION:

While the grant funding is quite limited, continued application and use of the funds will likely result in an increase of funding in subsequent years.

PROCUREMENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER:

Terra Mickolatcher ph: 383-8763

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Accept the Contract for Networkfleet/Verizon Wireless

SPECIFIC ACTION REQUESTED:

Approve the contractual agreement and subsequent payments for Networkfleet/Verizon Wireless

DESCRIPTION OF ACTION (dollar amount, purpose):

One time Purchase which consists of GPS Diagnostics \$2,400.00 each (qty 30)/Adaptor Kit \$906.90 each (qty 30)/Sensor Harness Input Harness \$300.00 each (qty 30) and twelve (12) monthly service fees of \$568.50
One time Purchase of \$3,606.90
Total Expenses: \$10,428.90

TIME FRAME OF ACTION:

Immediate

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

General Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

N/A

ANY OTHER PERTINENT INFORMATION:

This program was designed to provide fuel consumption and vehicle maintenance information. This program is led and directed by the Undersheriff, Paul Matyas.

CONTACT PERSON WITH PHONE NUMBER: Terra Mickolatcher, (269) 383-8763

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Sheriff's Department, Office of Emergency Management

PREPARED BY: Paul G. Matyas, Undersheriff

SUBJECT: 2014 Emergency Management Performance Grant (EMPG)
 Supplemental Funding

SPECIFIC ACTION REQUESTED:

Kalamazoo County Board of Commissioners approval of the FY2014 Supplemental EMPG funding

DESCRIPTION OF ACTION (dollar amount, purpose):

The Michigan State Police, Emergency Management and Homeland Security Division have identified available funds for supplemental distribution to local programs under the FY2014 EMPG program in the amount of \$1,871.35. These monies will in part fund the wages/benefits of the Emergency Management Director.

TIME FRAME OF ACTION:

Please place on the January 19, 2016 agenda.

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

This is a Federal grant supplement to the county for duties performed quarterly by the OEM Director. The remaining costs are funded through the county.

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 OR AMENDMENT:

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

This is an Amendment to FY2014 EMPG, which was approved by the Board on August 19, 2014.

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)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Patrick E. Wright, (269) 385-6137

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 19, 2016

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Michigan State University Extension – Annual Work Plan 2016

SPECIFIC ACTION REQUESTED:

Accept Michigan State University Extension – Annual Work Plan 2016 as per the terms of the Memorandum of Understanding. This is the fourth year in the five year agreement.

DESCRIPTION OF ACTION (dollar amount, purpose):

Provide \$113,653 to cover salary and fringe benefits for 1.5 FTE of 4H program coordination and .6 FTE Consumer Horticulture program coordination including operating expenses of MSUE personnel.

TIME FRAME OF ACTION: 2016

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

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 additional personnel

NEW OR RENEWAL: 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 WITH PHONE NUMBER:

John Faul, 384-8111
jmfaul@kalcounty.com

**Agreement for Extension Services provided by
Michigan State University to KALAMAZOO County
Annual Work Plan FY 2016 (Exhibit A)**

A. Specific Contributions by MSUE:

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
2. _____ FTE - Extension educators. Please indicate the area(s) of Expertise: _____
3. 1.5 FTE - 4-H program coordinator(s).
4. _____ FTE - Additional 4-H program coordinators/other paraprofessional.
5. _____ FTE – Support Staff
6. _____ FTE- Other Staff to be included Agreement for Extension Services. Please indicate title and rank _____
7. Administrative oversight included in annual assessment.
8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
10. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.

C. Assessment to County:

2016 TOTAL BASE Assessment	\$ <u>113,653.00</u>
ADDITIONAL PERSONNEL	
1. Educator	<u>0</u>
2. 4-H Program Coordinators	<u>0</u>
3. Additional 4-H program coordinators/other paraprofessional	<u>0</u>
4. Support Staff	<u>0</u>
5. Other Staff	<u> </u>
 TOTAL COUNTY PAYMENT FOR 2016	 <u><u>\$113,653.00</u></u>

For the period, January 1, 2016 to December 31, 2016, KALAMAZOO County shall pay to MSUE **\$113,653.00**, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office
446 W. Circle Dr.
160 Agriculture Hall
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

KALAMAZOO COUNTY

By: _____
Daniel T. Evon, Director,
Contract & Grant Administration

By: _____

Title: _____

Date: _____

Date: _____

By: _____

Title: _____

Date: _____

Agreement for Extension Services provided by
Michigan State University to KALAMAZOO County
Annual Work Plan FY 2016 (Exhibit A – page 3 of 3)

B.3. Specific description of general operating expenses for the county office and non-MSU personnel: Additional .6 FTE consumer horticulture program coordinator paid by the County at 67 percent of salary and fringe. The remaining 33 percent of the position salary and fringe cost will be paid through revenues from the educational programming, fundraising and donations.

**ADMINISTRATIVE
SERVICES
MEMORANDUM**

TO: BOARD OF COMMISSIONERS
FROM: THOM CANNY, CORPORATE COUNSEL
DATE: JANUARY 6, 2016
SUBJECT: RECOMMENDATION TO AMEND THE KALAMAZOO COUNTY
SANITARY CODE

INTRODUCTION

The Kalamazoo County Sanitary Code authorizes the Board of Commissioners to designate Groundwater Restricted Use Zones within Kalamazoo County and establishes the process a person must follow in order to have the Board create such a zone. A Groundwater Restricted Zone designation means that property owners within the Zone cannot maintain existing groundwater wells, or install new groundwater wells, except in limited circumstances. The purpose for designating the Zone is to protect public health by preventing contaminated groundwater from coming into contact with people (e.g. drinking water, swimming pools, etc.). Pursuant to the Sanitary Code, the Board can designate an area as a Groundwater Restricted Use Zone if:

1. The groundwater is contaminated; and,
2. State or Federal law requires the party responsible for remediating the contamination to secure agreements from the property owners that they will not use the groundwater; and,
3. The Michigan Department of Environmental Quality, or the Federal Environmental Protection Agency, approves of the creation of the Groundwater Restricted Use Zone; and,

4. The party responsible for remediating the contamination pays for the cost of processing the Application for the Groundwater Restricted Use Zone, and, connecting people in the zone to municipal water or another safe drinking water system.

THE KL AVENUE GROUP'S REQUEST FOR CREATION OF A RESTRICTED ZONE

On October 31, 2014, the County received an "Application for a Groundwater Restricted Zone Pursuant to Kalamazoo County Sanitary Code Article III" from the KL Avenue Landfill Group. This request is part of the on-going cleanup or remediation efforts at the former KL Avenue Landfill located at 8580 West KL Avenue, Oshtemo Charter Township.¹ This Application represented the culmination of a number of years of study and discussions with the Federal Environmental Protection Agency (USEPA) and Michigan Department of Environmental Quality (MDEQ). After receiving the Application, it was forwarded to the County's Environmental Health Division for review. As part of this review, and pursuant to the provisions of the County's Sanitary Code, the Environmental Health Division referred the Groundwater Restricted Use Zone Application (GWRZ) to the outside consulting firm of Fleis & Vandenbrink Engineering, Inc., to review the GWRZ Application for completeness and compliance with the provisions of the Sanitary Code. Pursuant to the provisions of the Sanitary Code, the KL Landfill Group paid for the Fleis & Vandenbrink review. Fleis & Vandenbrink's determined that it would be appropriate to create a Groundwater Restricted Use Zone to address the groundwater contamination and to protect public health and that the application complied with the provisions of the County's Sanitary Code. The USEPA also reviewed and supported the KL Avenue Group's request for the creation of a Restricted Zone.

The proposed Zone is approximately 1,374 acres in size, contains approximately 427 separate properties and incorporates the landfill property and areas to the west along KL Avenue, 1st Street, Chadds Ford Way, southern portions of Wickford Drive, and West Main Street. Of those 427 properties, 19 of the properties are located in the Chadds Ford subdivision.

¹ The KL Avenue Group is comprised of the Parties primarily responsible for remediating the contamination from the Landfill: The City of Kalamazoo, the County of Kalamazoo, Oshtemo Charter Township, and the Pfizer Company as the successor to the UpJohn Company.

On June 2, 2015, the Board of Commissioners held a Public Hearing on the Application and provided the KL Avenue Landfill Group with the opportunity to present information in support of the creation of a Groundwater Restricted Use Zone. At that time, the Board also received citizen comments. After the Public Hearing, County Administration submitted a draft Groundwater Restricted Use Zone Ordinance to the USEPA and MDEQ for their respective reviews. Additionally, Administration directed the KL Avenue Group to prepare answers to questions raised during the Public Hearing, including, but not limited to, the availability of waivers for agricultural wells and addressing water quality issues surrounding the municipal water supply.

The USEPA and MDEQ have completed their reviews of the proposed Ordinance and have approved of the text of the Ordinance. Both agencies continue to recommend the creation of the Zone. Representatives from the KL Avenue Group appeared at the Board of Commissioners' November 17, 2015, Committee of the Whole meeting and provided a refresher on the need for the Zone. The KL Avenue Group representatives also addressed.

At the Board of Commissioners' meeting on December 1, 2015, the Board of Commissioners approved the KL Avenue Group's GWRZ Application. With that approval, the Board will now need to amend the Kalamazoo County Sanitary Code to adopt a New Section 19d.01-19d.07 that formally establishes the approved GWRZ. After the Board approves the amendment of the Sanitary Code, we will arrange for a Notice of Adoption/Amendment to be published in the Kalamazoo Gazette and the amendment will take effect 45 days after that publication.

Thank you for your time and consideration. Please contact me at your convenience at (383-8968) if you have any questions, comments or concerns regarding this Memorandum.