

The seal of Callahan County Government is a semi-circular emblem. It features a landscape with a sun rising over a range of mountains. The text "CALLAHAN COUNTY GOVERNMENT" is written in a semi-circle along the top edge of the seal.

**Board of
Commissioners'
Meeting**

February 5, 2013

**NOTICE AND AGENDA FOR
FEBRUARY 5, 2013 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, February 5, 2013, 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

CONSENT AGENDA

- A. Request for Approval of Black History Month Resolution

Circuit Court

- B. Request for Approval to Accept Swift and Sure Sanctions Program Grand Funds from State Court Administrative Office
- C. Request for Approval of Creation of Positions

District Court

- D. Request for Approval of Michigan Drug Court Program Grant (MDCPG) Contracts with the Office of Community Corrections
- E. Request for Approval of Elimination/Creation of Positions (house keeping)

Finance

- F. Request for Approval of Elimination/Creation of Positions (house keeping)
- G. Request for Approval of Lease Agreement with Legal Aid of Western Michigan

Health & Community Services

- H. Request for Approval to Create Area Agency on Aging IIIA Custom Care Program
- I. Request for Approval of Amendment with Portage Community Center for Head Start Classroom Site
- J. Request for Approval of Multiple Dispensing Site Agreements
- K. Request for Approval to Accept Grant Award from Kalamazoo County Community Mental Health (CMH) and Approval of Creation of Position in the Maternal & Child Health Division
- L. Request for Approval of Household Hazardous Waste Amendments with Multiple Townships and Municipalities

Planning & Community Development

M. Request for Approval of Renewal of an Agreement with Pictometry International Corporation for On-line Pictometry

Purchasing

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

Sheriff

O. Request for Approval to Accept the FEMA Fire Grant from Oshtemo Township

P. Request for Approval of Temporary Appointment of David Schneider to the Position of Interim Emergency Management Director

Q. Request for Approval of Employment Agreement with David Schneider as Temporary Emergency Management Director

Treasurer

R. Request for Approval to allocate Funds from the Allocated Fund Balance to the Kalamazoo Land Bank Authority

Board of Commissioners

S. Request for Approval of Transfers and Disbursements

T. Request for Approval of a Professional Services Agreement with Lew Bender, PhD to Conduct a Board of Commissioners Retreat

U. Request for Approval of an Agreement with Prein & Newhof to Perform a Geotechnical Investigation for Healy Street Property

V. Request for Approval of Amendments to Retirement Resolution

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 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 30, 2013

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
TDD PHONE: (269)383-6464

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5th, 2013

DEPARTMENT: 9th Circuit Court

PREPARED BY: Ann Filkins

SUBJECT: Swift and Sure Sanctions Program Grant

SPECIFIC ACTION REQUESTED:

Permission to accept Swift and Sure Sanctions Program Grant dollars.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Swift and Sure Sanctions Probation Program (SSSPP) is an intensive supervision probation program focusing on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. SSSPP is modeled after Hawaii's Honest Opportunity Probation with Enforcement (HOPE) program. The primary goal of SSSPP is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations. Probationers are informed during an initial hearing of the terms of their probation and of the consequences for violating those terms. Thereafter, they are to be closely monitored and sanctioned for every probation violation within 72 hours after the violation is reported to the court.

Amount of Award = \$151,845

TIME FRAME OF ACTION:

January 1, 2013 – September 30, 2013

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

State – Administered by the State Court Administrative Office

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 Michigan Department of Corrections Agent

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)

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)

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: Circuit Court

PREPARED BY: Susan Sayles

SUBJECT: Creation of 2 additional Shift Supervisors

SPECIFIC ACTION REQUESTED:

The Circuit Court – Juvenile Home would like to create two (2) additional Shift Supervisors. Currently there are 4 Shift Supervisors which is not sufficient to cover a 24/7 operation. Before the FLSA audit, the additional hours were covered by Youth Specialist II's with premium and overtime paid to these employees. With the changes of employee status being exempt or non-exempt, the shift supervisor positions no longer are eligible for overtime pay. Because of this change and union requirements, the Youth Specialist II's are no longer able to work these shifts. Overtime for these positions has been budgeted. We are requesting that the salaries-overtime and the salaries-temporary be reduced. A budget change request is being provided to finance.

DESCRIPTION OF ACTION (dollar amount, purpose):

Changes would be made through a budget adjustment. This change does not require any additional funding.

TIME FRAME OF ACTION:

Effective January 28, 2013

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

The Child Care Fund is 50% state and 50% local. This change does not require any additional funding.

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)

CREATE

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10145-xxx	Shift Supervisor	k08	40,310.40-54,412.80	2.0	292-662-704.00

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)

N/A

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)

N/A

CONTACT PERSON WITH PHONE NUMBER:

Susan Sayles 383-6415

Travis Faulds 385-8577

D.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, Feb. 5th, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of Michigan Drug Court Program Grant (MDCPG) contracts between 8th District Court and Office of Community Corrections.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this subcontract. MDCPG grant award of \$40,000 was accepted by Board approval on Oct. 17, 2012.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding from SCAO is in the amount of \$40,000 (previously approved). This contract allows for up to \$36,175 to Office of Community Corrections for drug testing of Sobriety Court participants.

TIME FRAME OF ACTION:

This contract runs the length of the grant: 10-1-12 to 9-30-13.

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

FY 2013 Michigan Drug Court Grant Program; State Court Administrators Office

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 required at this time.

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)

Renewal

ANY OTHER PERTINENT INFORMATION:

The 8th District Court Sobriety Court program is in its sixth year of operation with funding from SCAO, with the specific mission of holding repeat drinking & driving offenders to a higher level of accountability. By entering into this agreement with SCAO, our program will have the opportunity to maintain its purpose and mission.

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)

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Tina L. Keifer, Court Administrator

SUBJECT: Elimination and Creation of Sobriety Court Probation Officer Positions (2)

SPECIFIC ACTION REQUESTED:

District Court requests Board approval to eliminate 2.0 FTE positions and create 2.0 FTE positions as a housecleaning item in order to locate FTEs in the appropriate fund/8th District Court Budget.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Change effective January 1, 2013

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

8th District Court Budget – 101-136-704.00

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)

Eliminate:

<u>Account #</u>	<u>Title/Position #</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
245-120-704.00	Probation Officer #10068-17	K08	1.0	\$19.38--\$26.16/hr	01/01/2013
245-120-704.00	Probation Officer #10068-18	K08	1.0	\$19.38--\$26.16/hr	01/01/2013

Create:

<u>Account #</u>	<u>Title/Position #</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
101-136-704.00	Probation Officer #10068-17	K08	1.0	\$19.38--\$26.16/hr	01/01/2013
101-136-704.00	Probation Officer #10068-18	K08	1.0	\$19.38--\$26.16/hr	01/01/2013

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)

N/A

ANY OTHER PERTINENT INFORMATION:

Positions moved to 8th District Court budget.

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:

Tina L. Keifer 269-384-8166

F.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: Finance Department

PREPARED BY: Tracie Moored

SUBJECT: 2013 Budget position changes

SPECIFIC ACTION REQUESTED:

Housekeeping item regarding position movements associated with the 2013 budget

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

Effective 1/1/13

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

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)

Eliminate:

10843-001	Purchasing Coordinator	1.0	K10	\$48,297.60 - \$65,4187.20	101-233
10780-001	Administrative Asst.	.5	K05	\$13.90 - \$18.76	101-233
10437-022	Deputy/CO II	1.0	F19	\$21.42 - \$30.43	101-267
10765-004	Sr Financial Analyst	1.0	P8	\$36,712.00 - \$52,124.80	101-613

Create:

10843-001	Purchasing Coordinator	1.0	K10	\$48,297.60 - \$65,4187.20	101-223
10780-001	Administrative Asst.	.5	K05	\$13.90 - \$18.76	101-223
10437-022	Deputy/CO II	1.0	F19	\$21.42 - \$30.43	101-302

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)

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: Tracie Moored 384-8090

G.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: January 15, 2013

DEPARTMENT: Office of Finance

PREPARED BY: Lisa A. Bradshaw



SUBJECT: Legal Aid Lease

SPECIFIC ACTION REQUESTED:

Legal Aid of Western Michigan occupies space in the Administration Building and this action will extend the current lease and set the rent amount for 2013 and 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):

The 2013 Annual amount of rent will be \$29,767.20 and the 2014 annual amount will increase by 2% to \$30,362.54 for the space on the 4th floor of the Administration Building.

TIME FRAME OF ACTION:

The term of this extension is January 1, 2013 through December 31, 2014

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

Funds are deposited into the County's 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)

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:

Lisa A. Bradshaw (269) 383-8686

H.-L.



Kalamazoo County

Health & Community Services

3299 Gull Road, P.O. Box 42, Nazareth, MI 49074-0042

DATE: February 5, 2013
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

A. APPROVAL OF HEALTH & COMMUNITY SERVICES DEPT/AREA AGENCY ON AGING IIIA CUSTOM CARE PROGRAM

ACTION REQUESTED

HCS Administration requests the Board to approve a new program called "Custom Care" that will provide consultation for families who are able to privately pay for the services provided by professional staff. The fee for service rate of \$71.00 per hour was developed by fiscal staff to be reflective of the actual costs of providing this service.

DESCRIPTION OF SUBJECT

This program has been developed due to the increasing number of inquiries from individuals in the community and from out of state wanting the AAIIIA to provide consultation for families who are oftentimes in crisis. They are not only looking for professional help, but the idea of advice being presented by a person affiliated with an organization that has no conflicts of interest is important to them (i.e. we do not directly provide the in-home services oftentimes being recommended in a plan of care). Although we can do much over the phone and will continue to do so at no cost, there are times that a home visit is necessary to assess the situation. Presently, we have a long waiting list for services and prioritize individuals based on factors such as low income, risk of nursing home placement, and lack of a caregiver. This new program will allow us to address high risk situations of people who can privately pay for care consultant services, while continuing to serve people with the highest priority through other funding sources.

We have received strong encouragement from the MI Office of Services to the Aging to move forward with this concept and have discussed it with Thom Canny, Corporate Counsel, who gave his approval of the service agreement that will be utilized. We have taken this to the Older Adult Services Advisory Council at their November 14, 2012 meeting and received unanimous, enthusiastic approval from them.

RELATIONSHIP TO GOALS

This program addresses the goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.

FUNDING SOURCE

This program will be funded through a fee for service charge reflective of actual costs which is currently \$71.00 per hour and includes personnel, operating and administrative overhead, which will be reviewed at least bi-annually for any changes, according to county policy. There are no county general funds associated with this program.

PERSONNEL

There are no personnel associated with this request.

PROCUREMENT

No applicable.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Judy Sivak, AAA Director at 373-5153 or jasiva@kalcounty.com.

B. APPROVAL OF AMENDMENT FOR HEAD START CLASSROOM SITE

ACTION REQUESTED

HCS Administration requests Board approval of Head Start classroom lease amendment for the Portage Community Center facility site. This amendment will change the current rent rate of \$1,304.63 to \$1,783.80, an increase of \$479.17 per month to include repairs and alteration for State of Michigan child day care licensing standards and secure continued classroom space. The last amendment was approved by the Board on 10/16/12.

DESCRIPTION OF SUBJECT

These amendments provide the County with classroom space that has been certified by the Michigan Department of Human Services' Child and Day Care Licensing Division. Children, ages three and four attend classes four days per week.

RELATIONSHIP TO GOALS

Community Action Agency's Head Start Program has established a goal to bring about a greater degree of social competence and school readiness in children from economically disadvantaged families thus increasing their ability to experience later school success.

FUNDING SOURCE

No County funds are required as a result of this action. Funds come from the Department of Health and Human Services through the current Head Start grant award.

PERSONNEL

There are no personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions please contact, Elizabeth Dancer, Head Start Program Director at 373-5097 or ekdanc@kalcounty.com

C. APPROVAL OF MULTIPLE DISPENSING SITE AGREEMENTS

ACTION REQUESTED

HCS Administration requests Board approval of Dispensing Site Agreements between the County Health and Community Services Department (HCS) – Emergency Preparedness Program and the following agencies:

Douglass Community Association
Gull Lake Community Schools
Western Michigan Read Fieldhouse
Western Michigan Student Recreational Center

DESCRIPTION OF SUBJECT

These agencies will provide facility space for use by HCS in conducting required public health activities in the event of a public health emergency or disaster

The Centers for Disease Control and Michigan Department of Community Health require local health departments to develop plans for quickly administering vaccinations or medications to the entire county population during a public health emergency or disaster. CDC funding is being provided to the Department to meet this critical capacity. Because medications would have to be administered in a short time frame (5 days is established as the benchmark), the Department will need to have operations in place in multiple facilities within the County, preferably geographically dispersed, and must also have facilities available that can accommodate large crowds. These agreements will allow the Department to make use of facilities within the County for the purpose of mass medication clinics.

RELATIONSHIP TO GOALS

Widespread communicable diseases whether they are the result of a naturally occurring epidemic or pandemic or are a result of bioterrorism can impact the health of the entire population of the County in a short period of time. By being prepared to provide medication in large-scale clinics, health hazards can be minimized during a public health emergency. This is in keeping with our goal to protect the community from health threatening conditions.

FUNDING SOURCE

There are no costs associated with these agreements.

PERSONNEL

No additional personnel are needed.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions please contact, Jeannie Byrne, Emergency Preparedness Coordinator at 373-5025 or at jkbyrn@kalamazoo.com.

D. ACCEPTANCE OF GRANT AWARD FROM KALAMAZOO COUNTY COMMUNITY MENTAL HEALTH AGENCY (CMH), AND APPROVAL OF POSITION CREATION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT MATERNAL & CHILD HEALTH DIVISION

ACTION REQUESTED

HCS Administration requests Board approval to accept a grant award from Kalamazoo County CMH to create a new case management position in the Maternal & Child Health Division through the Healthy Babies Healthy Start project. The grant funding period will be February 1, 2013 through September 30, 2013 in the amount of \$44,200.00

DESCRIPTION OF SUBJECT

In response to a collaborative partnership with Kalamazoo County Community Mental Health (CMH) Department, HCS wishes to create a caseworker position. The position is a 1.0 FTE CMH Caseworker that will provide case management services to Kalamazoo County pregnant residents who may already be receiving mental health and/or substance abuse services. The services include social, behavioral, and nutritional services.

RELATIONSHIP TO GOALS

The acceptance of this funding will further HCS's goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency.

FUNDING SOURCE

No County funds are associated with this request. The position created will be funded fully through the Community Mental Health Grant. Sustainability of the funding will be negotiated on an annual basis.

PERSONNEL

Create:

<u>Account #</u>	<u>Position/#</u>	<u>Band</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
297-134	Care Coordinator #10202	K6	1.0	\$31,512-\$42,556.80	2/6/2013

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, MCH Division Manager at 373-5024 or dllenz@kalamazoo.org

E. APPROVAL OF HOUSEHOLD HAZARDOUS WASTE AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES

ACTION REQUIRED

HCS Administration requests Board approval of the following amendments between the county governmental units listed below (both in and out-of-county units) and the County of Kalamazoo, Health and Community Services Department for the Household Hazardous Waste Program. These amendments are for the period of January 1, 2013 to December 31, 2013 and will establish each unit's funding for fiscal year 2013. The original agreements were approved on February 21, 2012.

GOVERNMENTAL UNITS AND FUNDING

1. Alamo Township	\$ 2,600	6. City of Parchment	\$ 1,500
2. Brady Township	\$ 2,500	7. Prairie Ronde Township	\$ 800
3. Calhoun County	\$ 6,000	8. Ross Township	\$ 3,500
4. Village of Climax	\$ 400	9. Texas Township	\$10,000
5. City of Kalamazoo	\$40,000		

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.

RELATIONSHIP TO GOALS

These amendments will allow the collection of household hazardous waste in 2013 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 \$30.50 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 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 Deb Cardiff, Division Manager-Environmental Health at 373-5347 or dacard@kalcounty.com.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: Planning & Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECT: Renewal of Agreement for on-line Pictometry (Pictometry Connect) between County of Kalamazoo and Pictometry International Corp.

SPECIFIC ACTION REQUESTED:

Approve renewal of the License and Service Level Agreement between County of Kalamazoo and Pictometry International Corp.

DESCRIPTION OF ACTION (dollar amount, purpose):

In 2009, Pictometry Corp. was contracted to produce aerial photography of Kalamazoo County. Pictometry Corp. provides two ways of viewing the imagery: desktop software (which is included in the price of the flight) or for an additional fee, access through a website (Pictometry Connect, previously called Pictometry On Line or POL)

A new aerial flight is scheduled for the Spring of 2013, which will provide updated imagery of the whole county.

The Treasurer's Office and the Planning Department purchased the right to access the POL website and have used the web access since 2010. Pictometry is invaluable in locating the exact properties in the county, with visible parcel outlines and views from a bird's eye perspective from four directions.

In 2013, the Treasurer's Office and the Planning department have expressed interest in continuing the Pictometry Connect service. The cost is a total of \$1,500 for a year, to be shared 50/50.

For this price, up to 100 eligible users will be able to connect to the website with a login and password. The plan is to educate and expand the pool of Pictometry Connect users.

TIME FRAME OF ACTION:

The web access will continue seamlessly after the January 20, 2013 annual renewal date.

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

Expenses will be shared by the Planning Department and the Treasurer's Department.

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL OR AMENDMENT:

Renewal of 2011 Pictometry On line (POL) agreement

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)

Contract was not bid out. Pictometry International Corp. is the sole source of the Pictometry-Connect web application.

CONTACT PERSON WITH PHONE NUMBER:

If you have any questions or comments, please contact Lotta Jarnefelt at 384-8115 or at lmjarn@kalcounty.com

N.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: Office of Finance - Purchasing

PREPARED BY: Thomas G. O'Brien

SUBJECT: Equipment Maintenance Insurance with Specialty Underwriters LLC. Policy Number: SUIC 825

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, Sheriff, Treasurer, Buildings & Grounds, and Prosecuting Attorney. In consideration for the premium paid, the County is reimbursed for direct costs incurred to repair scheduled equipment.

DESCRIPTION OF ACTION (dollar amount, purpose): \$21,656.00 for the 12 month period starting February 1, 2013. Payments made on quarterly basis. Costs charged back to the aforementioned departments covered by the policy.

TIME FRAME OF ACTION: Renewal Effective Date February 1, 2013 to January 31, 2014

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

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

Cost of coverage reduced by \$134.00 from prior year's policy by removal of equipment no longer in need of maintenance coverage.

PROCUREMENT INFORMATION:

Not bid out. To be bid out at end of 2013.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: Office of Emergency Management

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Radio Purchase through FEMA Fire Act Grant

SPECIFIC ACTION REQUESTED:

Accept the FEFMA Fire Act Grant passed through from Oshtemo Township in the amount of \$4,108.80.

DESCRIPTION OF ACTION (dollar amount, purpose):

Purchase six (6) VHF radios through the FEAM Fire Act Grant at a final cost to OEM of \$1,027.20. Purpose is to upgrade radios that will not hold the complete Fire template

TIME FRAME OF ACTION:

Upon Approval

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

FEMA Fire Act Grant 80/20 cost and reimbursement

PERSONNEL IF REQUIRED:

NEW OR RENEWAL OR AMENDMENT:

Additional

ANY OTHER PERTINENT INFORMATION:

The FEMA Fire Act Grant was approved by the Board of Commissioners to purchase radios in December 2012. Additional funds became available through this same grant allowing for the purchase of additional radios.

PROCUREMENT INFORMATION:

The cost of the radios is \$5,136.00. OEM pays the entire amount and submits the invoice to FEMA through Oshtemo Fire Department, the fiduciary of the grant. OEM is then reimbursed for \$4,108.80 (80%). OEM final cost is \$1,027.20 (20% match).

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff 385-6176

P.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2013

DEPARTMENT: Office of Emergency Management

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Appointment of Interim Emergency Management Director

SPECIFIC ACTION REQUESTED:

Appointment of David L Schneider to the position of Interim Emergency Management Director retroactively effective 1/12/2013.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve appointment and formally notify Michigan State Police Emergency Management and Homeland Security Division as required by PA 390 of 1976.

TIME FRAME OF ACTION:

Immediately

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

Emergency Management Performance Grant (State) and Local Funds

PERSONNEL IF REQUIRED:

No new personnel required; filling position vacated by Lt. Baker on 1/11/2013

NEW OR RENEWAL OR AMENDMENT:

New appointment to existing position with same funding sources.

ANY OTHER PERTINENT INFORMATION:

PA 390 of 1976 requires appointment of an Emergency Management Coordinator (Director) and notification to the Michigan State Police. This action fulfills those requirements..

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff 385-6176

Q.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: *February 5, 2013*

DEPARTMENT: *Emergency Management*

PREPARED BY: *Undersheriff Paul Matyas*

SUBJECT: *Emergency Management Director's Position*

SPECIFIC ACTION REQUESTED: *Kalamazoo County Board of Commissioners authorization to temporarily fill the Emergency Management Director's position.*

DESCRIPTION OF ACTION (dollar amount, purpose): *During this "interim period" we would be compensating this person at the same rate of pay \$40.16ph as we did the former Director who was a Lieutenant in the Sheriff's office. Our reasoning is to; continue to keep this funding set with the Federal Grant (EMPG) for its 40%. When a permanent person fill's the position it will maintain same funding level, Since this person will not be receiving some benefits this is a fair wage for this limited interim period.*

TIME FRAME OF ACTION: *This temporary assignment would take effect immediately and conclude no later than April 1, 2013.*

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): *This position is funded with 40% federal Emergency Management Performance Grant and 60% County General Fund.*

PERSONNEL IF REQUIRED: *During this interim period David Schneider who has been the Deputy Director would fill the Directors position*

NEW OR RENEWAL: *New Interim Director.*

ANY OTHER PERTINENT INFORMATION: *This person will still be a 40-hour position and working under the direction of the Sheriff, same as before.*

During this interim period we will be reviewing this position and searching for a permanent Director.

CONTACT PERSON WITH PHONE NUMBER: *Undersheriff Paul Matyas 385-6176*

R.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: February 5, 2012

DEPARTMENT: Treasurer's Office

PREPARED BY: Mary Balkema, County Treasurer

SUBJECT: Authorization to allocate \$100,000 in funding from the allocated fund balance to provide a local match to the Kalamazoo County Land Bank Authority.

SPECIFIC ACTION REQUESTED:

The Treasurer's Office requests board approval to allocate \$100,000 in funding from the allocated fund balance to provide a local match to state grant funding through the Michigan Blight Elimination Program applied for by the Kalamazoo County Land Bank Authority.

DESCRIPTION OF ACTION (dollar amount, purpose):

The Land Bank has applied for state funding, in cooperation with other local units of government, for anti-blight funding. \$936,915 in funds are requested for the demolition of approximately 83 scattered site residential and small commercial properties located in residential or mixed commercial/residential areas. The blighted properties we included in our application include properties in the city of Kalamazoo, Kalamazoo Township, Cooper Township, Comstock Township and Schoolcraft Village.

TIME FRAME OF ACTION:

NA

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

Local

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

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)

NA

CONTACT PERSON WITH PHONE NUMBER:

Mary Balkema 384-8134

Prein&Newhof

Engineers ■ Surveyors ■ Environmental ■ Laboratory

January 22, 2013

Mr. John Faul
Kalamazoo County Administrative Services
201 W. Kalamazoo Ave., Room 207
Kalamazoo, MI 49007

RE: Proposal for Geotechnical Investigation
Proposed Healy Correctional Facility, Kalamazoo, MI

Dear Mr. Faul:

Prein&Newhof is pleased to present this proposal and agreement to perform a geotechnical investigation for the above referenced project. We have prepared this proposal based on our evaluation of plans and information that you have provided. On this basis, we understand that the proposed building will consist of a one-story, slab-on-grade structure with a steel frame and that parking facilities will be provided on the east and west sides of the building. The purpose of this investigation is to determine and evaluate subsurface conditions within the area of the proposed developments and to provide recommendations for earthwork operations, building foundations, floor slabs and pavements.

Scope of Services

The field investigation will include the drilling of nine soil borings, five near the corners and center of the proposed building, two within a future building expansion area, and two within proposed pavement areas. The borings will be drilled to depths ranging from 10 to 20 feet, for a total drilling quantity of 160 lineal feet. Concrete pavement is present within most of the boring locations, which will require coring as part of drilling operations.

Prior to drilling, we will contact the MISSDIG system to locate underground utilities. Within each boring we will collect soil samples at regular depth intervals and classify the encountered subsoils. *Drilling and sampling operations will be observed by a geotechnical engineer with our firm who will classify the encountered soils and prepare a soil boring log and revise drilling operations as necessary.* At the completion of drilling operations, we will backfill the borings with excavated soils and cold patch asphalt.

We anticipate that a truck mounted drilling rig can be used to access the boring locations. If an ATV-mounted drill rig is required, the cost for its use would be considered extra. Following drilling operations we will perform engineering evaluations, and prepare a report presenting our recommendations for earthwork operations, building foundations, floor slabs and pavements.

Fee Estimate

We propose to perform the scope of work outlined herein for a lump sum of \$5,000.00. Should additional services be requested by you or required by conditions encountered at the site, we would contact you and obtain your authorization prior to performing such services. The fees for additional engineering services will be established according to our Current Fee Schedule. Charges for additional field work performed by our drilling subcontractor will be established on

Mr. John Faul
January 22, 2013
Page 2

the basis of \$350 for mobilization and \$25.00 per lineal foot of drilling (including engineering observation), \$15.00 per inch for concrete coring and \$450 per day for use of an ATV-mounted drill rig.

Project Schedule

We anticipate that we can mobilize to the site within one to two weeks and that drilling can be completed in one to two days. We can provide verbal evaluations shortly following the completion of drilling and submit our final report within about two weeks thereafter.

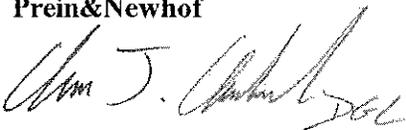
General Conditions

Prein&Newhof's Terms and Conditions relating to the performance of our services are attached and are made a part of this agreement. If the terms of this proposal are acceptable to you, we request that you return a signed copy to us.

Should you have any questions, please contact our office. We appreciate the opportunity to present this proposal for your consideration and look forward to working with you on this project.

Sincerely,

Prein&Newhof



Christopher J. Cruickshank, P.E.



Daniel G. Lewis, P.E.

Enclosures

ACCEPTED FOR TOWER PINKSTER TITUS ASSOCIATES, INC.:

BY: _____

DATE: _____

V.

**RESOLUTION TO AMEND
KALAMAZOO COUNTY EMPLOYEES' RETIREMENT SYSTEM**

WHEREAS, the Kalamazoo County Board of Commissioners sponsors the Kalamazoo County Employees' Retirement System, a defined benefit retirement plan, which is qualified under Section 401(a) of the Internal Revenue Code, for eligible Kalamazoo County employees; and

WHEREAS, certain provisions must be changed to address the issues involved with eligible employees who become members of the Kalamazoo County Sheriffs' Deputies Association (KCSDA) or the Kalamazoo County Sheriff's Supervisors' Association (KCSSA) ; and

WHEREAS, it is necessary to amend the Kalamazoo County Employees' Retirement System to implement these changes to fulfill commitments made to these employees; and

WHEREAS, it is in the best interest of the Employing Unit and the Kalamazoo County Employees' Retirement System to clarify the definition of the term "Employee"; and

WHEREAS, the Kalamazoo Community Mental Health and Substance Abuse Authority (KMCHSAS) has requested that the plan be amended to remove the single sum payment option for KCMHSAS employees hired after February 5, 2013.

NOW, THEREFORE, be it resolved that the Kalamazoo County Board of Commissioners does hereby amend the Kalamazoo County Employees' Retirement System as follows:

1. Section 2(j) of the plan is amended effective January 1, 2013 so that it reads as follows:

(j) **"Employee"** means any officer or Employee of an Employing Unit whose Compensation paid by the County is 25% percent or more of all of the Member's Compensation for personal services rendered to all governmental units. The term Employee will not include:

1. any person who is engaged by an Employing Unit for special services on a contract or fee basis or pursuant to an agreement between an Employing Unit and another person or entity such as an employment agency or employee leasing organization; nor
2. the Actuary; nor
3. any person who is employed on a temporary basis; nor
4. any person employed in a position normally requiring less than one thousand (1,000) hours of work per annum; nor
5. individuals who are members of the Kalamazoo County Sheriff's Deputies Association (KCSDA) or who are members of the Kalamazoo

County Sheriff's Supervisor's Association (KCSSA) unless the KCSDA or the KCSSA bargain for coverage hereunder; nor

6. the County Administrator for periods prior to January 1, 2008, unless otherwise provided in the County Administrator's contract; nor

7. judges who are elected or appointed to a position as a Judge after March 31, 1997; nor

8. former employees of the City of Portage District Court (former D9-2 employees) who, prior to February 15, 1999, elected to participate in the Kalamazoo County Defined Contribution Plan; nor

9. any person who is not an Employee of an Employing Unit on the basis of common law principles for identifying employer-employee relationships even if that person is erroneously classified as an Employee by the Employing Unit, and does not include any person who is classified as an independent contractor or other non-employee by the Employing Unit for this purpose even if that person is classified or reclassified as an Employee by the Employing Unit for any other purpose or is classified or reclassified as an Employee by any court or administrative agency for any purpose.

2. Section 2(l) of the plan is amended effective January 1, 2013 so that it reads as follows:

"Final Average Salary" means the average of the highest Compensations excluding lump sum payoffs for Employees, other than Road Commission employees, accumulated subsequent to January 1, 1986, received by a Member during any period of five (5) consecutive years of Credited Service contained within the Member's 10 years of Credited Service immediately preceding termination of the Member's employment with an Employing Unit or other cessation or suspension of membership in this plan. In the event the Member has less than five (5) consecutive years of Credited Service, the Final Average Salary will be the average of the annual Compensations for the Member's total years of Credited Service.

3. Section 11(b) of the plan is amended effective January 1, 2013 so that it reads as follows:

Except as described in the following sentence, a Member who ceases to be eligible for membership will, therefore, cease to be a Member, except as a deferred Member. A Member who ceases to be eligible for membership in the Retirement System due to membership in the Kalamazoo County Sheriff's Deputies Association or the Kalamazoo County Sheriff's Supervisors' Association will retain Member status solely for purposes of accumulating service to satisfy the eight (8) years of service requirement for deferred Member status in Section 18, but for no other purpose of this Retirement System.

4. Section 13 of the plan is amended effective January 1, 2013 by adding the following sentence thereto:

Service while an Employee is a member of the Kalamazoo County Sheriff's Deputies Association and the Kalamazoo County Sheriff's Supervisors' Association will be counted for purposes of determining whether the Employee has completed eight (8) years of Credited Service under Section 18, but will not be counted for purposes of calculating the Employee's Retirement Allowance under Section 16 or for any other purposes of this Retirement System.

5. The second to last paragraph of Section 19 of the Plan is amended effective February 5, 2013 so that it reads as follows:

If a Member does not elect Option A or B, a single sum, or rollover distribution, the Retirement Allowance will be payable as a straight life Retirement Allowance. Members who are employed in the Kalamazoo County Employing Unit (i.e. not employed in the Road Commission or Mental Health Employing Units) commencing membership in this Retirement System after September 30, 2009 are not eligible for payment in the form of a single sum. Members who are employed in the Mental Health Employing Unit commencing membership in this Retirement System after February 5, 2013 are not eligible for payment in the form of a single sum.

BE IT FURTHER RESOLVED that this Amendment will take effect on the dates recited above.

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 _____, 2013.

Timothy A. Snow
County Clerk/Register of Deeds

The roll call vote was as follows:

Ayes: _____
Nays: _____
Abstains: _____
Absent: _____

The motion carried.