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# BOARD OF COMMISSIONERS' MEETING

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February 6, 2018



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

February 6, 2018

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, February 6, 2018 at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

- A.        Public Hearing on Brownfield Plan - Holiday Terraces Brownfield Plan, 2747 South 11<sup>th</sup> Street, Oshtemo Township
- B.        Request for Approval of Resolution Approving Brownfield Plan - Holiday Terraces Brownfield Plan, 2747 South 11<sup>th</sup> Street, Oshtemo Township

### CONSENT AGENDA ITEMS

#### Administration

- C.        Request for Approval of Contract Amendment #1 to Property Management Agreement with MW VanderVeen Project Management LLC – Cost Analysis
- D.        Request for Approval of Extension of Agreement with Tower Pinkster Titus Associates, Inc. – Phase 2
- E.        Request for Approval to Obtain Services with Court Works for Court Forecasting Services as Part of the Consolidated County Services Facility Project

#### Buildings & Grounds

- F.        Request for Approval of a Contract with Advance Security for Security Guard Services at Gull Road Justice Complex, Administration Building, and Health & Community Services

### District Court

G. Request for Approval of Contract with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) for Mental Health Recovery Court Program

### Finance

H. Request for Approval of Contract Extension with Equipment Maintenance Insurance with Specialty Underwriters LLC

### Health & Community Services

I. Request for Approval of Contract Renewal with Branch- St. Joseph Area Agency on Aging IIIC for the Long Term Care Ombudsman Program

J. Request for Approval to Accept Statement of Grant Award #2018-2 from the MI Aging & Adult Services Agency to HCS Area Agency on Aging IIIA Unit

K. Request for Approval of Michigan Community Action (MCA) Letter of Agreement for the Michigan Energy Assistance Program (MEAP), Low Income Heating & Energy Assistance Program (LIHEAP)

L. Request for Approval of Partnership Agreement with Central County Transportation Authority (CCTA) to Provide Transportation Assistance for Low-Income KVCC Students

M. Request for Approval to Accept Notice of Funds Available #7 and #8 from the Michigan Department of Human Services for Heating Assistance with the Community Action agency Unit

N. Request for Approval of Amendment #1 to the Agreement with Family Health Center to Utilize Space to Enable Patients to Access the Services of the HCS Maternal & Child Health Unit

### Human Resources

O. Request for Approval of Amendment to Personnel Policy 4.07 (F) - Interim Appointments

P. Request for Approval of Creation of Personnel Policy 2.08 – Safe Workplace Policy

Q. Request for Approval of Renewal of Recruitment Advertising Agreement with MLive Media Group

### Planning & Community Development

R. Request for Approval of Contract and Contract Amendments with Multiple Surveyors for the Remonumentation Program

### Sheriff

S. Request for Approval of Contract with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) for Services at the Jail

T. Request for Approval of Police Protection Agreement with City of Galesburg and the Creation of a Position

### Treasurer

U. Request for Approval to Accept Grant from LISC for Delinquent Tax Assistance

### Board of Commissioners

V. Request for Approval of Transfers and Disbursements

W. Request for Approval of Board Bylaws

X. Request for Approval of Various Advisory Board Appointments

Y. Request for Approval of 2018 Board of Commissioners Mobile Device Reimbursement Policy

**NON-CONSENT AGENDA ITEMS**

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

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

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

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Planning and Development

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

**SUBJECT:** Public Hearing of the Holiday Terraces Brownfield Plan, 2747 South 11<sup>th</sup> Street, Oshtemo Township and Adopt a Resolution to Approve the Brownfield Plan.

### SPECIFIC ACTION REQUESTED:

As per Brownfield Redevelopment Financing Act 381 of 1996, Section 125.2664, as Amended, the KCBRA is asking that the Board of Commissioners hold the prerequisite **public hearing on February 6, 2018** for the redevelopment of the former Holiday Terraces Bowling Alley located at 2747 South 11<sup>th</sup> Street, in Oshtemo Township, Michigan.

KCBRA also requests that the Kalamazoo County Board of Commissioners **adopt a resolution** to approve the County Brownfield Plan for the Holiday Terraces Bowling Alley redevelopment project.

### DESCRIPTION OF ACTION (dollar amount, purpose):

1. February 6, 2018 – in the Regular Meeting of the County Commission –
  - A) Hold the prerequisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan for the Holiday Terraces Bowling Alley Project. A notice is required 10 days prior to the hearing. Notices have also been sent 10 days prior to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.

B) Adopt a resolution approving the Kalamazoo County Brownfield Plan for the Holiday Terraces Bowling Alley Redevelopment Project.

**TIME FRAME OF ACTION:**

February 6, 2018 Regular Board of Commission meeting

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

Funding is through Tax Increment Revenue Financing as described in the Brownfield Plan.

**PERSONNEL IF REQUIRED:**

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

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

**NEW OR RENEWAL:**

This is a new Brownfield Plan.

**ANY OTHER PERTINENT INFORMATION:**

The Brownfield Plan will be reviewed by County Legal Counsel prior to being presented to the County Board.

A summary of the Brownfield Plan is attached.

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator For External Services	383-8901

## **Brownfield Plan Summary**

Holiday Terraces Bowling Alley Brownfield Plan, 2747 South 11<sup>th</sup> Street, Oshtemo Township

Summary Prepared by: Rachael Grover, Resource Coordinator  
Kalamazoo County Planning and Development  
Kalamazoo County Brownfield Redevelopment Authority Staff

The Brownfield Plan for 2747 South 11<sup>th</sup> Street is expected to reimburse the developer, Kalamazoo Hotel Group, LLC, for brownfield eligible costs that are needed for the interior demolition of the vacant and functionally obsolete former bowling alley that is adjacent to the Holiday Inn in Oshtemo Township. This summary provides project background information and a summary of the Brownfield Plan tables.

### **I. Project Background**

On November 17, 2016, the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) approved the application for Brownfield Redevelopment assistance for property at 2747 South 11<sup>th</sup> Street in Oshtemo Township, Michigan.

Kalamazoo Hotel Group, LLC purchased the property, the former Holiday Terraces bowling alley, which needs significant interior redevelopment and mechanical upgrades in order to allow for a functional use of the property.

The Oshtemo Township Assessor has certified the property as “functionally obsolete” which qualifies the property as a Brownfield Site under Michigan Public Act 381 of 1996, as amended. No environmental contamination is known to be present at the eligible property. A Phase I Environmental Site Assessment was performed at the property by Phillips Environmental Consulting Services, Inc. in August of 2016.

Kalamazoo Hotel Group, LLC, will demolish and redevelop the interior of the 30,000 square-foot building. The property operated as a bowling alley from 1973 to 2014 where it has been vacant since 2014. Kalamazoo Hotel Group intends to renovate the property into a hotel conference center to support hotel operations at the adjacent property. The Developer intends to invest \$4 million into the redevelopment and is anticipating the creation of 25 full-time equivalent jobs for the conference center. The redevelopment of the former bowling alley into conference center space is expected to have a significant impact on the local economy by attracting people to the area for various events and conferences.

The KCBRA Board approved the Brownfield Plan on November 16, 2017 and recommends approval by Oshtemo Township and the Kalamazoo County Board of Commissioners. As required under Michigan Public Act 381, the Brownfield Plan will be public noticed 10 days

prior to the public hearing that is expected to be held on February 6, 2018, 7:00 p.m., at the meeting of the Kalamazoo County Board of Commissioners. The KCBRA Chairperson and KCBRA staff presented the Brownfield Plan to the Oshtemo Township Board at the December 12, 2017 Township Work Session. Oshtemo Township adopted a resolution in support of the Brownfield Plan at the January 9, 2018 Township Board meeting.

## II. The Brownfield Plan

The Brownfield Plan for 2747 South 11<sup>th</sup> Street will allow the KCBRA to use Tax Increment Financing (TIF) to reimburse a portion of the developer's eligible expenses related to environmental assessment and interior demolition of the functionally obsolete building. In addition, the Brownfield Plan will include reimbursement of any KCBRA expenses related to the site as well as KCBRA administrative expenses.

### Brownfield Plan Summary Points:

- Eligible Property: The Plan includes the parcel with the Holiday Terraces bowling alley and the adjacent and contiguous parcel that includes the hotel property. Private investment by the developer is estimated at \$4,000,000.
- Eligible Costs: Phase I ESA, Brownfield Plan preparation, interior demolition of former bowling alley, demolition of asphalt to restore parking lot, KCBRA Administrative costs.
- Length of Plan: 14 years, including 5 full years for the Local Brownfield Redevelopment Fund. Tax capture is not expected to start until 2019, following the redevelopment of the hotel conference center in 2018. Developer and KCBRA Administrative eligible costs are expected to take 9 years for reimbursement.
- State Taxes: State School Taxes will only be captured for statutorily allowed environmental due diligence (Phase I ESA) and Brownfield Plan preparation. As required by Act 381, the KCBRA will remit half of the State Education Tax (SET) that is eligible for capture to the State Brownfield Fund.

All taxing jurisdictions will continue to collect taxes on the 2017 Taxable Value of the property. The taxes generated from only the increase in Taxable Value will be captured by the KCBRA for a total of 9 years, beginning in 2019, in order to pay back the developer and the KCBRA for eligible expenses and Administrative costs that have been incurred in the redevelopment of the functionally obsolete property. Following the reimbursement of eligible costs, the KCBRA will capture Tax Increment Revenue for an additional 5 years for the Local Brownfield Revolving Fund (LBRF) to aid in the redevelopment of additional Brownfield eligible projects in Kalamazoo County. Debt millages and Oshtemo Township Special Assessments for Fire, Police 2004, and Lights will not be captured by the KCBRA and will see an increase in taxes collected as a result of the redevelopment of the property.

**Tax increment collected by the KCBRA to reimburse eligible costs is as follows:**

2017 expected Base Taxable Value:	\$3,252,483 (includes adjacent hotel property)
2019 expected Taxable Value:	\$4,357,000
Taxable Value Increment available:	\$1,104,517

**Estimated Total taxes collected by the KCBRA per taxing jurisdiction - 14 years (on \$1,104,517 Tax Increment):**

KRESA	\$110,501
KVCC	\$ 68,400
Library – Kalamazoo	\$ 96,158
County Operating	\$113,988
County Public Safety	\$ 35,241
County Transit	\$ 7,658
Central County Transit	\$ 18,263
County Housing Fund	\$ 2,430
Oshtemo Township	\$ 23,628
<u>State Taxes</u>	<u>\$ 11,668</u>
<b>Total</b>	<b>\$487,935</b>

Reimbursement to Kalamazoo Hotel Group, LLC for Eligible Costs Estimated:	\$216,927
Interest Payment (estimated) Kalamazoo Hotel Group, LLC (3% Simple interest)	\$ 30,449
Reimbursement KCBRA for Eligible Costs and Administrative Expenses Est.:	\$ 18,000
State Brownfield Fund:	\$ 3,368
Tax Increment Revenue collected to LBRF for additional Brownfield Projects:	<u>\$219,192</u>
<b>Total</b>	<b>\$487,935</b>

The development of the 2747 South 11<sup>th</sup> Street site is an improvement for the site and the surrounding area in several ways:

1. The Plan returns a functionally obsolete property to high functional use.
2. The property will have an increased taxable value.
3. The County Brownfield Plan would constitute a cooperative inter-governmental effort.
4. TIF collected will reimburse the developer and the KCBRA for a portion of costs incurred in the completion of Brownfield Eligible Activities.
5. Local Brownfield Revolving Fund (LBRF) collection for 5 years allows the KCBRA to support additional Brownfield Activities in Kalamazoo County.

# Figure 2 - Site Plan

2747 11th Street, Oshtemo Township, Michigan



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map acknowledges that the State/County/Cities/Townships/Villages shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the State/County/Cities/Townships/Villages from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided. Map Created: 8/2/2017

**KALAMAZOO COUNTY, MICHIGAN**

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

At a regular meeting of the Board of Commissioners of Kalamazoo County, Michigan, held in the Board of Commissioners Room, County Administration Building located at 201 W. Kalamazoo Avenue, Kalamazoo, Michigan, on the 6<sup>th</sup> day of February, 2018 at 7 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

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

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Kalamazoo County Board of Commissioners, the Brownfield plan (the "Plan") attached hereto, to be carried out within the Charter Township of Oshtemo, relating to the redevelopment of the commercial property located at 2747 South 11<sup>th</sup> Street, Oshtemo Township, Michigan, (the "Site"), as more particularly described and shown in Figures 1 & 2 and Attachment "A" contained within the attached Plan; and

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

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

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

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

- A. The Plan constitutes a public purpose under the Act;
- B. The Plan meets all of the requirements for a Brownfield plan set forth in Section 13 of the Act;
- C. The proposed method of financing the costs of the eligible activities, as described in the Plan, was feasible and the Authority has the ability to arrange the financing;
- D. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act; and

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

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1. **Plan Approved.** Pursuant to the authority vested in the Kalamazoo County Board of Commissioners, by the Act, the Plan is hereby approved in the form attached to this Resolution.
- 2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
- 3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYES:

ABSTAINED:

**RESOLUTION DECLARED ADOPTED.**

STATE OF MICHIGAN )  
COUNTY OF KALAMAZOO ) ss:

I, the undersigned, the fully qualified Clerk of Kalamazoo County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners of Kalamazoo County at a regular meeting held on the 6<sup>th</sup> day of February, 2018, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature this 6<sup>th</sup> day of February, 2018.

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Timothy A. Snow, Kalamazoo County Clerk



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Administration

**PREPARED BY:** Tracie Moored, Administrator/Controller

**SUBJECT:** Amendment to Property Management Agreement  
with MW VanderVeen Project Management LLC

**SPECIFIC ACTION REQUESTED:**

Approve and Authorize signature for Amendment No. 1 to Property Management Agreement with MW VanderVeen Project Management LLC

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Administration is seeking approval of Amendment No. 1 to the Property Management Agreement with MW VanderVeen Project Management LLC. This amendment allows MW VanderVeen to retain a cost estimating consultant for the County Consolidated Services Facility project for an amount not to exceed \$43,500.

Retaining an independent cost estimating consultant allows for the development of a detailed estimate of the programming, conceptual design and schematic design phases of this project. These detailed estimates will allow the project team to make informed decisions related to the feasibility of portions of the project as we proceed.

**TIME FRAME OF ACTION:**

Immediately

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

General County Public Improvement 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)

N/A

**NEW OR RENEWAL:**

New

**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:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Tracie Moored	Administrator/Controller	(269) 383-8843



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Administration

**PREPARED BY:** Tracie Moored, Administrator/Controller

**SUBJECT:** Approve Extension of Agreement with Tower  
Pinkster Titus Associates, Inc – Phase 2

**SPECIFIC ACTION REQUESTED:**

Approve extension of Agreement with Tower Pinkster Titus Associates, Inc as architects of Consolidated County Services project – Phase 2

**DESCRIPTION OF ACTION (dollar amount, purpose):**

During the November 7, 2017 Board of Commissioners meeting, the recommendation and initial agreement with Tower Pinkster Titus Associates, Inc as architect of the Consolidated County Services project was approved and authorized. Administration is requesting approval of an extension of the initial agreement for services to cover the duration of this project.

**TIME FRAME OF ACTION:**

Immediately

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

General County Public Improvement 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)

N/A

**NEW OR RENEWAL:**

New

**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:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Tracie Moored	Administrator/Controller	(269) 383-8843



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Administration

**PREPARED BY:** Tracie Moored, Administrator/Controller

**SUBJECT:** Approval to Obtain Services with Court Works for court forecasting services

### **SPECIFIC ACTION REQUESTED:**

Approval to Obtain Services with Court Works for court forecasting services as part of the Consolidated County Services Facility project

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

Administration is seeking approval to contract with Court Works for court forecasting services as part of the Consolidated County Services Facility project. The estimated fee for these services is \$17,400.

Court Works will analyze Circuit and District Court's historic caseload and workload trends, prepare a 20-year future caseload forecast, estimate the future number of judges required to manage forecasted caseload and estimate the number and type of litigation spaces needed.

The results of this analysis will allow the project team to ensure that future court needs have been fully vetted during the planning process.

### **TIME FRAME OF ACTION:**

Immediately

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

General County Public Improvement 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)

N/A

**NEW OR RENEWAL:**

New

**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)

Administration reached out to Tower Pinkster/HOK as well as Justice Planning Associates, INC to obtain competitive quotes for these services. Tower Pinkster/HOK is able to report on trends over the past several years but recommends a specialized consultant for a deeper analysis of future expectations. Justice Planning Associates, INC has indicated that they are in the middle of a large project and are unable to assist with providing these services at this time.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Tracie Moored	Administrator/Controller	(269) 383-8843



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** B & G

**PREPARED BY:** Eric McNamara-Director and Pat Skelton-Administrative Manager

**SUBJECT:** Security Guard Services for Gull Road Justice Complex, Kalamazoo Administration Building and Kalamazoo County Health and Community Services Building

**SPECIFIC ACTION REQUESTED:**

Requesting Board of Commissioner approval to contract with Advance Security for our Security Guard Services at Gull Road Justice Complex, Administration Building, and Health and Community Services Building.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Approx. \$113,203/year at Gull Road Justice Complex, \$39,000/year and the Administration Building, and \$31,200/year at Health and Community Services.

**TIME FRAME OF ACTION:**

January 1, 2018 to December 31, 2020

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

General Fund and Health and Community Services 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)

N/A

**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)

The contract was bid out on November 21, 2017. Advance Security was the lowest bidder for the Administrative Building and Health and Community Services, and the second lowest for the Gull Road Justice Complex. Advance Security is the current security provider at all three County locations and has been providing service since 2011. They were selected because the security at Gull Road Justice Complex involves extensive site specific training for the security provider that occurs over many years and Advance Security has worked well with the Circuit Court and the County to continuously improve a vast number of procedures, protocols and training at the Gull Road Justice Complex.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator, Internal Services	384-8148



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** District Court

**PREPARED BY:** Lynn Kirkpatrick

**SUBJECT:** Contract with Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) for Mental Health Recovery Court Program

**SPECIFIC ACTION REQUESTED:**

The 8<sup>th</sup> District Court requests Board approval of Mental Health Recovery Court's contract between the Court and Kalamazoo Community Services. The Board has previously approved the grant award from State Court Administrative Office (SCAO) to fund the Mental Health Recovery Court program.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Grant funding in the amount of \$132,178 has been previously approved by the Board. No County match required.

**TIME FRAME OF ACTION:**

This is a renewable grant that runs from 10-1-17 to 9-30-18.

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

FY 2018 Michigan Mental Health Court Grant Program: 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:**

**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:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Ann Filkins	8 <sup>th</sup> District Court Administrator	384-8166



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Finance

**PREPARED BY:** Tim Meeker

**SUBJECT:** Equipment Maintenance Insurance with Specialty  
Underwriters LLC. Extension

**SPECIFIC ACTION REQUESTED:**

Request 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):**

\$15,747.00 for a 12 month period starting February 1, 2018. Payments are made on a quarterly basis. Costs charged back to the aforementioned departments covered by the policy.

**TIME FRAME OF ACTION:**

Renewal Effective February 1, 2018 to February 1, 2019.

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

Funding from the Departmental Operating Budgets.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

Renewal.

**ANY OTHER PERTINENT INFORMATION:**

Cost of the coverage (by item) remains the same as the current year.

**PROCUREMENT INFORMATION:**

Original bid was December 31, 2015.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator-Internal Services	269-384-8148



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval and signature of contract renewal from the Region IIIC Area Agency on Aging with the Kalamazoo County HCS-Area Agency on Aging IIIA Unit, for the Long Term Care Ombudsman Program

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of a renewal contract between the Region IIIC Area Agency on Aging and HCS-Area Agency on Aging Region IIIA (AAIIIA) Unit for the Long-Term Care Ombudsman Program.

### DESCRIPTION OF ACTION (dollar amount, purpose):

The Long-Term Care Ombudsman Program serves a five county area, including Barry, Branch, Calhoun, Kalamazoo, and St. Joseph, covering three Area Agency on Aging Regions. Each region is awarded funds for the ombudsman program and then subsequently contracts them to HCS-AAIIIA as the administrative agency for the program. The Ombudsman Program provides consumers with information and consultation on issues and complaints regarding licensed long-term care facilities as well as promoting best practices in long-term care.

### TIME FRAME OF ACTION:

This contract covers the second of a three year contract, from October 1, 2017 through September 30, 2018 in the amount of \$2,000.00.

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

No County funds are required. These funds are from the federal government as awarded by the state to Region IIIC Area Agency on Aging.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of the Statement of Grant Award, #2018-2  
from the MI Aging & Adult Services Agency to HCS-  
Area Agency on Aging IIIA Unit

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval to accept a Statement of Grant Award (2018-#2) from the MI Aging & Adult Services Agency to HCS-Area Agency on Aging IIIA Unit to support older adult service programs.

### DESCRIPTION OF ACTION (dollar amount, purpose):

This grant award reflects the amount of funds allocated for the 2018 fiscal year via state and federal sources in the amount of \$149,506. This brings the fiscal year 2018, through January 31, 2018, award amount up to \$598,041. Acceptance of this funding allows the continued provision of a range of services designed to help older adults in the community which are provided by the AAIIIA Unit and community partners.

### TIME FRAME OF ACTION:

October 1, 2017 through January 31, 2018

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

Funding represents allocations from the federal Older Americans Act and the Older Michiganian's Act through the MI Aging & Adult Services Agency.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal (Continuation)

**ANY OTHER PERTINENT INFORMATION:**

This represents the second of multiple awards expected throughout the course of the fiscal year. This funding represents a portion of the FY18 Annual Implementation Plan approved by the Board at the 6/20/2017 meeting.

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Health and Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of Grant Award for FY 2017-2018 for the Michigan Energy Assistance Program Low Income Heating & Energy Assistance Program with HCS-Community Action Agency Unit

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to accept the grant award for the Michigan Energy Assistance Program (MEAP) in the amount of \$170,520.00.

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

This agreement will allow the Community Action Agency Unit to assist qualifying Kalamazoo County residents with utility bills.

### **TIME FRAME OF ACTION:**

December 19, 2017-September 30, 2018

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

Funding is from the MEAP grant award from Michigan Community Action.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval and Signature of Partnership Agreement  
Between Central County Transportation Authority  
and Community Action Agency Unit

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval and signature of a partnership agreement with Central County Transportation Authority– Metro Transit (CCTA – Metro Transit) for provision of financial assistance for eligible Kalamazoo County residents to resolve transportation barriers on behalf of the Community Action Agency (CAA).

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

CAA has developed a partnership with Central County Transportation Authority. Through the partnership, CAA will provide transportation assistance for low-income KVCC students that are encountering barriers related to transportation while attempting to attain higher education. Total contract amount for transportation is \$3,000.00.

### **TIME FRAME OF ACTION:**

October 1, 2017 through September 30, 2018

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

There are no County funds associated with this action. The funding represents allocations from the federal Community Services Block Grant (CSBG) program.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

Legal review completed by Cohl Stoker

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	384-8111



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of the Weatherization Assistance Program  
Notice of Funds Available #7 and #8 for the  
Community Action Agency Unit

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval to accept the Amendment #7 and Amendment #8 to the WAP16-39015 contract, dated July 1, 2016.

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

Amendment #7 decreases the award amount of \$318,602 to \$307,196 due to a funding calculation adjustment by the State of Michigan. This funding is from the U.S. Department of Energy. Amendment #8 establishes the award amount of \$139,552. This is funding from the U. S. Department of Health & Human services for the Low-Income Home Energy Assistance (LIHEAP) program. The total funding for grant number WAP16-39015 is \$446,748.

### **TIME FRAME OF ACTION:**

July 1, 2016-September 30, 2019

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

Federal

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Amendment #7 and #8

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

NAME

TITLE

PHONE  
NUMBER

Lisa Henthorn

Deputy County Administrator of  
External Services

383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018

**DEPARTMENT:** Health & Community Services

**PREPARED BY:** James A. Rutherford, MPA

**SUBJECT:** Approval and Signature of Family Health Center  
Contract Amendment #1 with HCS-Maternal & Child  
Health Unit

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval and signature of a contract amendment with the Family Health Center (FHC) for utilization of space to enable patients of FHC to access the services of the HCS Maternal & Child Health Unit.

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

The Healthy Babies Healthy Start–CHW program works in the community to address infant mortality issues, parenting support, and linkages to community resources and support. Goals include support to increase the number of infants who are born healthy and continue to thrive, reduce sleep related infant deaths and disparities, reduce unintended pregnancies, and promote behavioral health services and other programs to prenatal women and their infants. This program is a partner of Cradle Kalamazoo and 2 staff will be embedded within the Family Health Center. A monthly lease in the amount of \$250 per office space per month; total of \$500 per month; an annual total not to exceed \$6,000.

### **TIME FRAME OF ACTION:**

Original contract was dated June 16, 2015, with automatic renewals for consecutive one (1) year terms.

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

The Healthy Babies Healthy Start staff is funded through the HRSA Healthy Start grant fund, and the CHW is funded through the United Way of Battle Creek and Kalamazoo Region (approved at 11/1/17 BOC).

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

Amendment #1

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

NAME

Lisa Henthorn

TITLE

Deputy County Administrator of  
External Services

PHONE NUMBER

383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** Personnel Policy 4.07 Changes – Interim Appt.

**SPECIFIC ACTION REQUESTED:**

Approval of a change to Personnel Policy 4.07 (F) – Interim Appointments.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

We are removing language that is no longer applicable and was missed during the Personnel Policy overhaul. All promotions follow the promotion policy and are not eligible for the B step process. In addition, employees in an interim appointment are not eligible for step increases.

**TIME FRAME OF ACTION:**

Effective January 1, 2018.

**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

**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:**

**NAME**

Kristine D. Cunningham

**TITLE**

Human Resources Director

**PHONE #**

384-8100

## PERSONNEL POLICY 4.07

### F. INTERIM APPOINTMENTS

Interim appointments typically should last no longer than one year, although special circumstances periodically will necessitate a longer interim appointment period.

All requests for interim appointments must be approved by the Human Resources Director.

Employees under an interim appointment are not eligible for step increases.

The following outlines the parameters for determining the salary for an interim appointment.

1. If the employee to be promoted is currently at the maximum step of their band, 4% will be added to their current hourly rate. Using that adjusted hourly rate, the employee shall then be placed on the new band at the lowest step that is at least equal to the adjusted hourly rate.

~~An exception to this standard increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'B' step of the appropriate band with the prior approval of the Human Resources Director and Deputy Administrator Internal Services; a starting rate above the 'B' step must be approved by the Board of Commissioners.~~



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** Creation of Personnel Policy 2.08 – Safe Workplace Policy

**SPECIFIC ACTION REQUESTED:**

Approval of the creation of Personnel Policy 2.08 – Safe Workplace Policy.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

We are adding a policy to address violence, threats and bullying in the workplace. Labor Counsel and the Human Resources Director developed this policy language.

**TIME FRAME OF ACTION:**

Effective February 7, 2018.

**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

**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:**

**NAME**

Kristine D. Cunningham

**TITLE**

Human Resources Director

**PHONE #**

384-8100

## PERSONNEL POLICY 2.08 - SAFE WORKPLACE POLICY

Kalamazoo County Government seeks to provide a safe environment for working and conducting business. The County will not tolerate acts of violence, threats of violence, or workplace bullying committed by or against employees on County property or any County work location.

### A. Definition

Kalamazoo County will not tolerate threatening behavior or actual workplace violence which is intimidating, hostile, abusive, or offensive including, but not limited to, behavior that:

- Threatening injury or damage against a person or property;
- Fighting or threatening to fight with another person;
- Displaying or threatening to use a firearm or any other weapon (other than as authorized by policy);
- Abusing or injuring another person;
- Abusing or damaging property;
- Workplace bullying which is defined as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical, or otherwise, at the place of work and/or in the course of employment.
- Using obscene or abusive language or gestures in a threatening manner;
- Raising voices in a threatening manner;
- Harassing behavior inconsistent with normal work relationship or stalking.

Because of the potential for misunderstanding, joking about any of the above misconduct is also prohibited.

### B. Possible Behavioral Indicators of the Potentially Violent Employee

The following behavioral indicators have been identified in past incidents of workplace violence. Some of these "red flags" require further assessment.

1. "Veiled" or indirect threats
2. "Conditional" threats
3. Excessive and intimidating references to other violent events
4. Inappropriate communications to co-workers
  - a. "I'm so angry I could kill him/her."
5. Intimidating or frightening comments about weapons
  - a. not just a gun collector
6. "Documenting" of other people who are "causes" of one's problems
  - a. keeps "notes" or lists of people they are angry with
  - b. makes "lists"
  - c. conducts "surveillance", "interviews"
7. Paranoia / Mental Health Issues
  - a. plots, conspiracies
  - b. externalizes, blames others

8. Repeatedly accusing others for causing one's problems
9. Suicidal thinking
10. Non-specific anger, resentment, irritability
11. Litigious, filing of numerous grievances
12. "Loner"
13. Domestic Abuse, harassment
14. Specific threats of harm to identifiable targets
  - a. Discussed plan - time, place, motive, etc
15. Bringing, brandishing weapons at work
16. Festering conflicts that one cannot seem to resolve or compromise on
17. Behaviors that make others, who know the person over time, "uncomfortable"
18. Verbal bullying: Persistent, severe and malicious slandering, ridiculing, taunting or maligning an employee including, for example, persistent name calling which is hurtful, insulting, humiliating, abusive and offensive.

Each of these behaviors is a "red flag" that something may be wrong. None should be ignored. Early intervention and "helping employees help themselves", keeps morale high and the workplace safe.

### **C. Responsibilities**

Every employee is responsible for immediately reporting to their supervisor and/or Human Resources any violent incident or threat they have witnessed or received.

1. Even without an actual threat, personnel should report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on County property.

### **D. Procedures**

1. The County will investigate all reports of workplace violence, threats, or bullying. Reports should be made, in writing, to the Human Resources Department. Employees should not feel obligated to first report their complaints or concerns to their immediate supervisor – Human Resources can be contacted at any time. However, the availability of this complaint procedure does not preclude individuals who believe they are being subjected to bullying conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that such behavior immediately stop.
2. Any person who exhibits unsafe behaviors will be removed from County premises as quickly as safety permits, and shall remain off County premises pending the outcome of an investigation.
3. Employees will cooperate in all investigations, and a failure to cooperate may result in a disciplinary action, up to and including discharge. A report or complaint will be promptly investigated if a report is made in good faith the employee will be protected from retaliation or any other detrimental impact on his or her employment.

4. The County will take appropriate corrective or disciplinary action when it is determined a County employee has violated this directive. Violations of this policy could result in reassignment of job duties, suspension, termination, and/or criminal prosecution.

**D. Personal Protection Order**

1. All employees who have been granted a Personal Protection Order (PPO) or restraining order, which lists County locations as being protected areas, must provide (within next regular business day), a copy of the order to their supervisor and the Human Resources Department. A County employee served with a protective order is required to report that information to the Human Resources Director along with the order's conditions.
2. Supervisors will:
  - a. Immediately evaluate any report of workplace violence. Where possible, appropriate action will be taken to protect the employee from further violence. Actions taken will include, but is not limited to:
    - i. Summon a sworn officer or call 9-1-1 if an immediate danger exists;
    - ii. Relocate (in a non-punitive way) the employee's work station from public access if necessary;
    - iii. Arrange for the screening of phone calls by person, caller ID, or voice mail, as necessary; and
    - iv. If necessary, a photograph of the respondent to the order should be conspicuously posted at entrances to the victim employee's work place.
  - b. Within the limitations of staffing and organizational needs, make every effort to accommodate the needs of the victim employee to vary hours of work to:
    - i. Meet with advocates, counselors and prosecutors;
    - ii. Relocate their residence; and
    - iii. Attend court appearances.
  - c. Encourage the victim employee to develop a safety plan which may include:
    - i. Reviewing the safety of parking arrangements and escorts to and from the parking area and work place.
    - ii. Carpooling or choosing different routes of travel to and from work; and
    - iii. Sharing emergency contact information with supervisors and Human Resources should the employee fail to arrive at work.



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018  
**DEPARTMENT:** Human Resources Department  
**PREPARED BY:** Kristine D. Cunningham  
**SUBJECT:** Renewal of Recruitment Advertising Agreement – MLIVE Media Group

**SPECIFIC ACTION REQUESTED:**

Approval of an updated agreement for \$10,000 for online job posting package through MLIVE Media Group.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Various resources are used to communicate the County's open positions to potential applicants in our market area. A combination of print, mobile applications, and an online presence is necessary in order to capture the attention of applicants. MLIVE Media Group represents advertising for a variety of printed newspapers as well as mobile applications and their website. The agreement provides us with a small discount when placing print ads and there is no penalty if we do not meet that level for the year.

**TIME FRAME OF ACTION:**

February 1, 2018 – January 31, 2019.

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

General Fund – 101-226-901.00

**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)

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE #</u>
Kristine D. Cunningham	Human Resources Director	384-8100



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Planning and Development

**PREPARED BY:** Lotta Jarnefelt, Director

**SUBJECT:** Approval and signature of one new contract and amendments to four existing Remonumentation contracts with surveyors

### SPECIFIC ACTION REQUESTED:

Approval and signature of 1 new contract and 4 amendments to existing contracts between Kalamazoo County and the following surveyors:

New contract:

- Crane Land Surveying, PC

Contract Amendments (last amended Feb 21, 2017):

- Southwest Survey & Engineering LLC
- Reynolds-Heritage Land Surveying and Mapping PC
- Wightman & Associates, Inc.
- Ingersoll, Watson and McMachen, Inc

### DESCRIPTION OF ACTION (dollar amount, purpose):

The new contract and the amendments to the contracts are for the purpose of providing the 2018 County Remonumentation Grant Program with professional services relating to research and remonumentation of section corners. The contract and amendments list the section corners to be completed by the respective surveyors and are defined in the grant work program.

### TIME FRAME OF ACTION:

Grant is for calendar year 2018. Work to be completed by December 31, 2018.

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

The 2018 Remonumentation Grant is \$97,968 (State grant)

**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:**

1 new and 4 renewals, last amended February 21, 2017

**ANY OTHER PERTINENT INFORMATION:**

NA

**PROCUREMENT INFORMATION:**

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

NA

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator For External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Terra Mickolatcher, Financial Administrator

**SUBJECT:** Approve Community Mental Health Services Agreement

**SPECIFIC ACTION REQUESTED:**

Approve the annual agreement between the Sheriff's Office and the Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS)

**DESCRIPTION OF ACTION (dollar amount, purpose):**

This agreement is a collaboration between the Sheriff's Office and CMH for inmates in the Kalamazoo County Jail, focusing on mental health and substance abuse needs. *For Mental Health Care:* The Sheriff's Office will provide mental health services to inmates of the Kalamazoo County Jail during normal business hours, utilizing the services of a Jail Clinician. Services outside of the Jail Clinician's regular duties/hours will be billed to the Sheriff's Office, based on specific billing codes, as agreed upon by both parties. *For Psychiatric Care:* KCMHSAS will pay Borgess Medical Center for any incurred hospital charges. The bill will be sent from KCMHSAS to the Sheriff's Office for reimbursement of those charges with any applicable documentation to support charges incurred.

**TIME FRAME OF ACTION:**

October 1, 2017 to September 30, 2018

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

Operational budget

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

KCMHSAS will submit monthly invoice(s) to the Sheriff's Office for services rendered. The Sheriff's Office agrees to pay invoices submitted by KCMHSAS within 30 days of receipt of the invoice(s).

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Terra Mickolatcher	Financial Administrator	383-8763



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

**PROPOSED FOR BOARD MEETING OF:** 2/6/2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Richard Fuller III, Sheriff

**SUBJECT:** Approve 2018 Police Protection Agreement with the City of Galesburg

**SPECIFIC ACTION REQUESTED:**

Approve 2018 Police Protection Agreement with the City of Galesburg upon approval of Corporate Counsel.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Approve 2018 Police Protection Agreement in the amount of \$125,402 to provide special police protection within the City of Galesburg for the time period of January 1, 2018 through December 31, 2018.

**TIME FRAME OF ACTION:**

January 1, 2018-December 31, 2018

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

Local

**PERSONNEL IF REQUIRED:**

Deputy/COII/F19

**CREATE:**

Fund & Activity	Position #	Position Title	Band	FTE	Salary Range
101-303	#10437	Deputy/COII	F19	1.0	\$48,713.60-\$69,201.60

ITEM T.

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

NAME

TITLE

PHONE  
NUMBER

Richard Fuller, III

Sheriff

269-385-6175



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** February 6, 2018

**DEPARTMENT:** Treasurer

**PREPARED BY:** Mary Balkema

**SUBJECT:** Acceptance of a \$40,000 Grant to assist delinquent homeowners in the city of Kalamazoo

**SPECIFIC ACTION REQUESTED:**

Approve the grant from LISC to the Kalamazoo County Treasurer in the amount of \$40,000 to keep 10 homeowners in their homes. Have the finance department make a budget amendment to fund 101-253 in the amount of \$40,000. Amounts expended from this fund will be intra fund (will go directly into the DTRF) and will not go through the claims list.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

Unfortunately, many of the City's homeowners are low-income and struggle to pay their tax bill due to various issues of poverty such as single parenthood, elderly with little income and mental health issues.

With this grant, the County Treasurer will assist City households with the \$40,000 grant, in an amount of approximately \$4,000 per homeowner; the funds will be used to pay delinquent property tax.

In order to keep taxpayers current with their tax payments, all assisted households will enter into **continual tax payment arrangements**.

Additionally, some properties may be foreclosed in order to clear the title for the homeowners. When the property has a clear title, the homeowners will purchase the property back for the back tax amount.

The Treasurer's office also assists homeowners with Poverty Exemption Forms (reduces taxable value) and connections to Step Forward Michigan and the Department of Human Services for emergency funds and payments of delinquent taxes and mortgages. Tax foreclosure prevention funds will keep individuals and families in their homes and prevent homelessness. Stabilizing homeownership directly maintains the tax base, removes blight, reduces crime and prevents homelessness.

**TIME FRAME OF ACTION:**

ASAP upon board approval

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

**PERSONNEL IF REQUIRED:**

n/a

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Mary Balkema	Treasurer	384-8134



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## MEMORANDUM

TO: Board of Commissioners  
FROM: Dina Sutton  
DATE: January 31, 2018  
RE: Appointments to Various Advisory Boards

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

- ✚ Animal Services & Enforcement for terms commencing January 1, 2018 through December 31, 2020
  - Danielle Gray
  - Bob Cinabro
  - Katie Timber
  
- ✚ Environmental Health Advisory Council for terms commencing January 1, 2018 through December 31, 2020
  - David Harn
  - Meredith Place
  - Fran Bell
  
- ✚ Older Adult Services for terms commencing January 1, 2018 through December 31, 2020
  - Beulah Price
  - Kimberly Middleton
  
- ✚ Older Adult Services for terms commencing January 1, 2015 through December 31, 2018
  - Kim Phillips

Thank you for your consideration.

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OFFICE OF THE ADMINISTRATOR

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# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 2/6/2018

**DEPARTMENT:** Administration

**PREPARED BY:** Amanda Morse

**SUBJECT:** Approval of 2018 Board of Commissioners Mobile Device Reimbursement Policy

**SPECIFIC ACTION REQUESTED:**

Approval of 2018 Board of Commissioners Mobile Device Reimbursement Policy.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The Mobile Device Policy was drafted in October of 2017 and approved by the Board of Commissioners on December 5, 2017 with the intention of providing stipend eligibility to Commissioners. Upon completion of consultation with counsel, it was determined that Commissioner stipend eligibility cannot begin until 2019. In order to proceed with the original intent of the Mobile Device Policy, Administration is seeking approval of a Board of Commissioners Mobile Device Reimbursement policy effective January 1, 2018 until December 31, 2018.

**TIME FRAME OF ACTION:**

January 1, 2018 through December 31, 2018

**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:**

New

**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:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator- Internal Services	(269) 384-8148

KALAMAZOO COUNTY GOVERNMENT

**MOBILE DEVICE  
REIMBURSEMENT  
POLICIES**



*In the Pursuit of Extraordinary Governance...*



# KALAMAZOO COUNTY GOVERNMENT MOBILE DEVICE REIMBURSEMENT POLICIES

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# KALAMAZOO COUNTY GOVERNMENT MOBILE DEVICE REIMBURSEMENT POLICIES

<b>1.01</b>	<b>Purpose</b>			
Approved by BOC on:		Effective Date:	01/01/2018	Supersedes:

The purpose of this policy is to establish the provision of a mobile device reimbursement for the County Board of Commissioners while ensuring compliance with IRS regulations.

<b>1.02</b>	<b>Policy Approval &amp; Amendments</b>			
Approved by BOC on:		Effective Date:	01/01/2018	Supersedes:

The Board of Commissioners shall approve the Mobile Device Reimbursement Policies and amendments made thereto.

<b>1.03</b>	<b>Revision of Mobile Device Reimbursement Policies</b>			
Approved by BOC on:		Effective Date:	01/01/2018	Supersedes:

The County Board of Commissioners reserves the right to add to, modify and/or rescind policies at any time.

<b>1.04</b>	<b>Freedom of Information Act</b>			
Approved by BOC on:		Effective Date:	01/01/2018	Supersedes:

Communication for county business or prepared or used in the performance of an official function on individually owned mobile devices including without limitation, e-mails, text messages, facsimiles, communication records, and communication logs, may be subject to disclosure under the Freedom of Information Act. Commissioners are required to provide the County access to information about or contained on the mobile device covered by this policy in response to requests for such data or information by third parties as required by federal and/or state law.



## KALAMAZOO COUNTY GOVERNMENT MOBILE DEVICE REIMBURSEMENT POLICIES

<b>1.05</b>	<b>Reimbursement Eligibility &amp; Payment</b>				
Approved by BOC on:		Effective Date:	01/01/2018	Supersedes:	

County Commissioners may find it necessary to obtain a mobile device to assist in their capacity as a Commissioner. Commissioners shall maintain their own personal mobile device and contract, and shall be offered a reimbursement up to a maximum amount of \$50.00 per month for their individual mobile device plans excluding items such device acquisition, device replacement, early termination, use overage charges, etc.

Reimbursement will be provided for mobile device bills due January 1, 2018 through December 31, 2018 and will be processed on a quarterly basis. To receive reimbursement, Commissioners must submit a copy of their mobile device bill along with the completed Mobile Device Reimbursement Form.