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# BOARD OF COMMISSIONERS' MEETING

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March 6, 2018



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

March 6, 2018

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, March 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    |

### CONSENT AGENDA ITEMS

#### Buildings & Grounds

- A. Request for Approval of a Contract with KSS Enterprises for the Purchase of Janitorial Supplies

#### Circuit Court

- B. Request for Approval of a Contract Amendment for the Byrne Memorial Justice Assistance Grant with the State Court Administrators Office (SCAO) for the Women's Drug Treatment Court Program
- C. Request for Approval of a Contract Amendment for the Byrne Memorial Justice Assistance Grant with the State Court Administrators Office (SCAO) for the Men's Drug Treatment Court Program
- D. Request for Approval of Elimination/Creation of Positions Due to Reclassification (grant funds)

#### Finance

- E. Request for Approval of Engagement Letter with Clark Hill for Pension and Employee Benefit Plan Legal Services

#### Health & Community Services

- F. Request for Approval to Submit a Site Support Letter to Western Michigan University in Support of a Grant Submission for In-home Dementia Care for the Informal Caregiver
- G. Request for Approval to Accept Notice of Funds Available #14 & 15 from the Michigan Department

of Health & Human Services for the Community Services Block Grant (CSBG-14-39015)

H. Request for Approval of a Contract with Goodwill Industries of Southwest Michigan for the Kalamazoo County Tax Counseling Initiative through the Community Action Agency Unit

Information Systems

I. Request for Approval of Services Agreement with CTS Telecommunications, Inc. for Internet Service

Parks & Expo

J. Request for Approval of Funds from the Kalamazoo River Valley Trail (KRVT) Endowment Fund for the Maintenance, Operation, and Programming of the KRVT

K. Request for Approval of Funds from the Markin Glen Endowment Fund for the 2017 Operating Expenses

L. Request for Approval of Funds from the Park Endowment Fund for the Maintenance, Operation, and Programming of the Kalamazoo River Valley Trail (KRVT)

Planning & Community Development

M. Request for Approval of Contracts with Scott Hopkins, P.S. and Max George, P.S. to Receive Per Diem Payments from the 2018 Rezonementation Grant

N. Request for Approval of Resolution to Support the Acceptance of a Loan and Grant with the Michigan Department of Environmental Quality for Environmental Assessment and Environmental Due Care for the Vicksburg Paper Mill Project

Board of Commissioners

O. Request for Approval of Transfers and Disbursements

P. Request for Approval of Appointment and Reappointments to the Central County Transportation Authority (CCTA)

Q. Request for Support of Kalamazoo County Consolidated Dispatch Authority's Competitive Grant Assistance Program (CGAP) Application and Authorize the County Administrator to Sign a Letter on Behalf of the County

**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:** 3/6/2018

**DEPARTMENT:** B & G

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

**SUBJECT:** Request for approval to enter into a joint contract with the City of Kalamazoo and KSS Enterprises for the purchase of janitorial supplies

**SPECIFIC ACTION REQUESTED:**

Requesting Board of Commissioner approval to contract with KSS Enterprises in conjunction with the City of Kalamazoo, to continue intergovernmental cooperation for the purchase of Janitorial Supplies.

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

Approximately \$61,500 of Janitorial Supplies for 2018

**TIME FRAME OF ACTION:**

January 1, 2018 to December 31, 2018

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

General Fund

**PERSONNEL IF REQUIRED:**

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

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 by The City of Kalamazoo on November 16, 2017. The City of Kalamazoo awarded the bid to KSS Enterprises and as in the past, Kalamazoo County is looking to piggyback on the City of Kalamazoo's contract.

**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:** 3/6/2018

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Contract Amendment Approval

### **SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court Problem-Solving Court is requesting approval of a contract amendment for the Edward Byrne Memorial Justice Assistance Grant which assists in funding the Women's Drug Treatment Court Program.

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

The State Court Administrative Office has added new language via the amendment to reflect the new language added by the federal government. The new language is to supersede the original language in the original contract. The new language adds a section in regards to audits in order to be consistent with the Single Audit Act Amendments of 1996.

*The GRANT AMOUNT and the PERFORMANCE AND BUDGET sections of the Agreement are amended to read as set forth below. The terms of the Agreement shall in all other respects remain unchanged and in effect.*

#### **XVI. Audits:**

##### ***a. Single Audit:***

*Contractors that expend \$500,000 or more in federal awards in the current fiscal year or expend \$750,000 or more in federal funds in a fiscal year after December 26, 2014, must submit a single audit prepared consistent with the Single Audit Act Amendments of 1996, as included in 2 CFR Chapter I, Chapter II, Part 200, et al., OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. Contractors must also submit a Corrective Action Plan for any findings that impact Department-funded programs and management letter (if issued) with a response.*

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

October 1, 2017-September 30, 2018

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

Federal

**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:**

Amendment to 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>
Sara Green	Problem-Solving Court Administrator	383.6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 3/6/2018

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Contract Amendment Approval

### **SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court Problem-Solving Court is requesting approval of a contract amendment for the Edward Byrne Memorial Justice Assistance Grant which assists in funding the Men's Drug Treatment Court Program.

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

The State Court Administrative Office has added new language via the amendment to reflect the new language added by the federal government. The memo from the SCAO is attached as well as the amendment to the contract agreement.

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

October 1, 2017-September 30, 2018

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

Federal

### **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:**

Amendment to 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>
Sara Green	Problem-Solving Court Administrator	383.6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 3/6/2018

**DEPARTMENT:** 9<sup>TH</sup> Circuit Court

**PREPARED BY:** Sara Green

**SUBJECT:** Position elimination and funding reallocation

### **SPECIFIC ACTION REQUESTED:**

9<sup>th</sup> Circuit Court is requesting permission to eliminate six positions due to the reclassification of the Problems-Solving Court Case Manager position 10215 and create six Problem-Solving Court Case Manager positions.

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

In an effort to streamline position descriptions and classifications, Circuit Court would like to eliminate various Specialty Court Manager positions and classify all of them under the title "Problem-Solving Court Case Manager", position #10215.

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

Effective 12/28/2017.

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

Federal and State

### **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)

ITEM D.

**ELIMINATE**

<u>Position #</u>	<u>Job Title</u>	<u>Band</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account #</u>
10214-001	Women's Drug Treatment Court Case Manager	K08	\$48,214.40-\$59,196.80	1.0	242-170
10934-001	Veterans Treatment Court Case Manager	K07	\$41,704.00-\$51,230.40	0.5	249-174
10933-001	Specialty Court Case Manager	K07	\$41,704.00-\$51,230.40	1.0	249-170/292-676
10215-001	Men's Drug Treatment Court Case Manager	K07	\$41,704.00-\$51,230.40	1.0	240-170
10215-002	Men's Drug Treatment Court Case Manager	K07	\$41,704.00-\$51,230.40	1.0	240-170
10920-001	Treatment & Recovery Court Case Manager	K06	\$37,731.20-\$46,259.20	1.0	249-172

**CREATE**

<u>Position #</u>	<u>Job Title</u>	<u>Band</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account #</u>
10215-001	Problem-Solving Court Case Manager	K08	\$48,214.40-\$59,196.80	1.0	240-170
10215-002	Problem-Solving Court Case Manager	K08	\$48,214.40-\$59,196.80	1.0	240-170
10215-003	Problem-Solving Court Case Manager	K08	\$48,214.40-\$59,196.80	1.0	242-170
10215-004	Problem-Solving Court Case Manager	K08	\$48,214.40-\$59,196.80	1.0	249-170
10215-005	Problem-Solving Court Case Manager	K08	\$48,214.40-\$59,196.80	1.0	249-172
10215-006	Problem-Solving Court Case Manager	K08	\$48,214.40-\$59,196.80	.5	249-174

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

Circuit Court is requesting the approval of these positions moved under one PD to be retroactive to 12/28/2017 when the Problem Solving Court Case Manager PD was finalized.

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Sara Green	Problem-Solving Court Administrator	383.6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 3/6/2018

**DEPARTMENT:** Finance

**PREPARED BY:** Tim Meeker

**SUBJECT:** Legal Services for the Pension and Employee Benefits

**SPECIFIC ACTION REQUESTED:**

Request Board Approval of Engagement Letter with Clark Hill for Pension and Employee Benefit Plan legal services.

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

County Administration through the Finance Department wishes to enter into a letter of agreement with Clark Hill for pension and employee benefit plan legal services for a period of three years. The fees will be based on a fixed hourly rate of \$250 with no additional charge for out of pocket expenses including travel to and from County offices.

**TIME FRAME OF ACTION:**

Period to begin upon approval.

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

Costs will be paid from the Employee Benefits Fund, the Retirement System Trust, and the Retiree Health Trust as appropriate.

**PERSONNEL IF REQUIRED:**

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

N/A

**NEW OR RENEWAL:**

Renewal.

**ANY OTHER PERTINENT INFORMATION:**

A Request for Proposals was issued by the County in late November 2017 for pension and employee benefit plan legal services. Three proposals were received and evaluated. All of the proposals submitted were from Michigan based firms, however, none of them were based out of Kalamazoo.

**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)

Clark Hill is projected to be the most economical bid based upon details in the proposals. Further, Clark Hill is familiar with the County and have provided satisfactory services to the County since Board approval in 2014.

**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:** March 6, 2018

**DEPARTMENT:** Health & Community Services

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

**SUBJECT:** Approval and signature of a letter of support for in-home dementia care for the informal caregiver

### SPECIFIC ACTION REQUESTED:

HCS Administration seeks Board approval and signature for the Health & Community Services Department's Area Agency on Aging, IIIA Unit to submit a letter of support to Western Michigan University (WMU) psychologist, Dr. Jonathan Baker, in support of Dr. Baker's grant submission to the National Institute of Health, for in-home education for the informal caregivers of persons with dementia.

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

Dementia continues to be the most prevalent driver of institutionalization of the older adult. Managing the challenging behaviors of dementia frequently requires a one on one approach to establish interventions that a caregiver can sustain. This partnership offers an opportunity to assist caregivers in our community who are struggling to provide dementia care, as well as educate the AAIIIA Unit care consultants on strategies to apply, and best practices for educating caregivers on approaches to dementia care.

If approved, and Dr. Baker awarded the grant, the AAIIIA Unit would enter into a formal partnership agreement, pending further Board approval, which would allow the AAIIIA Unit to identify potential caregivers to participate in the dementia training, as well as equip the AAIIIA Unit with new strategies of support for caregivers. This partnership and training is in line with the AAIIIA Unit's goals and planned outcomes.

### TIME FRAME OF ACTION:

March 10, 2018

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

There is no funding associated with this request.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

The grant proposal has gone through the WMU IRB process for approval and WMU would be the grantee.

**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:** March 6, 2018

**DEPARTMENT:** Health & Community Services

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

**SUBJECT:** Approval of Notice of Funds Available #14 & #15 for the Community Services Block Grant from Michigan Department of Health and Human Services

### **SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval for the Notice of Funds Available #14 & #15 for the Community Services Block Grant (CSBG-14-39015) Year 2 allocation of unspent FY17 funds in the amount of \$259,687.

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

The unspent funding in the amount of \$259,687, will permit the Community Action Agency to continue providing a range of services to County residents. These funds will support programs that assist individuals and families in becoming self-sufficient.

### **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.

### **PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

NFA #14 was issued by the State to account for the budgetary transfer of unspent FY17 funds to FY18.  
NFA #15 was the actual awarding of unspent funds to HCS-CAA program.

**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:** March 6, 2018

**DEPARTMENT:** Health & Community Services

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

**SUBJECT:** Approval and Signature of contract between Goodwill Industries and the Community Action Agency Unit, for the Kalamazoo Tax Counseling Initiative

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval and signature of contract between Kalamazoo County Health & Community Services/Community Action Agency Unit and Goodwill Industries of Southwest Michigan to secure marketing products and services for the Kalamazoo County Tax Counseling Initiative.

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

Marketing products and services to include: postcards, local newspaper advertisements; billboards, bookmarks, pens, stickers, website updates and targeted internet ads; A-frame signs, maintenance and advertisements; radio and television promotions, and marketing materials (flyers and posters). Total Agreement amount is up to \$3,000.00.

### TIME FRAME OF ACTION:

The Agreement is effective March 6, 2018 through April 17, 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 in the amount of \$3,000.00.

**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:** 3/6/2018

**DEPARTMENT:** Information Systems

**PREPARED BY:** Lisa Thompson

**SUBJECT:** Renewal of Service Agreement for Internet Services

**SPECIFIC ACTION REQUESTED:**

Board approval and signature is required on the attached services agreement with CTS Telecommunications, Inc.

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

This is a renewal agreement that upgrades our existing internet service from 200/20 Meg to 250/20 Meg at the current rate of \$578.95 per month.

**TIME FRAME OF ACTION:**

36 Months (3/19/18 to 3/18/21)

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

Technology Fund (Fund 112)

**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:**

This agreement allows for improved internet speeds at current costs. This service is our "primary" internet pipe for the entire County network.

**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)

We are looking to renew with our current provider at a higher speed and no cost increase. We have several non-portable NAT IP addresses that are bought from this provider and assigned to various web accessible applications. These IP addresses cannot be ported to another provider and it would take considerable time, effort and coordination with several agencies and vendors if we were to switch to another provider's IP address range. However, competitive quotes were sought in 2018, 2015 and 2012 to verify that CTS continues to be the most economical provider.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Thompson	IS Director	383-8989



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** March 6, 2018  
**DEPARTMENT:** Parks & Expo Center  
**PREPARED BY:** David Rachowicz  
**SUBJECT:** Kalamazoo River Valley Trail Endowment Fund Request

**SPECIFIC ACTION REQUESTED:**

Approve requesting \$58,430.33 from the Kalamazoo River Valley Trail Endowment Fund for the maintenance, operation, and programming of the Kalamazoo River Valley Trail.

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

The Kalamazoo River Valley Trail Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. Per the original 2017 budget approved by the County Board, \$58,430.33 is needed at this time to pay for 2017 operating and programming expenses related to the Kalamazoo River Valley Trail. The purpose of the fund is to pay for the operating and maintenance expenses of the Kalamazoo River Valley Trail.

**TIME FRAME OF ACTION:**

This is to pay for 2017 budgeted expenses of the KRV Trail.

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

100% paid from the Kalamazoo River Valley Trail endowed funds held at the Kalamazoo Community Foundation.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

This is an annual process.

**ANY OTHER PERTINENT INFORMATION:**

This request was approved by the Park Commission on February 1, 2018.

**PROCUREMENT INFORMATION:**

**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:** March 6, 2018  
**DEPARTMENT:** Parks & Expo Center  
**PREPARED BY:** David Rachowicz  
**SUBJECT:** Markin Glen County Park Endowment Fund Request

**SPECIFIC ACTION REQUESTED:**

Approve requesting \$9,206.54 from the Markin Glen Endowment Fund for the 2017 operating expenses of Markin Glen County Park.

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

The Markin Glen Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. \$9,206.54 is needed for 2017 Markin Glen County Park Operations.

**TIME FRAME OF ACTION:**

This is to pay for 2017 operating expenses of Markin Glen County Park that are not paid for by Markin Glen operating revenue.

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

100% paid from the Markin Glen endowed funds held at the Kalamazoo Community Foundation.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

This is an annual process.

**ANY OTHER PERTINENT INFORMATION:**

This request was approved by the Park Commission on February 1, 2018.

**PROCUREMENT INFORMATION:**

**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:** March 6, 2018  
**DEPARTMENT:** Parks & Expo Center  
**PREPARED BY:** David Rachowicz  
**SUBJECT:** Kalamazoo County Park Endowment Fund Request

**SPECIFIC ACTION REQUESTED:**

Approve requesting \$3,121.48 from the Kalamazoo County Park Endowment Fund for a portion of the maintenance, operation, and programming of the Kalamazoo River Valley Trail.

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

The Kalamazoo County Park Endowment Fund is held by the Kalamazoo Community Foundation. It is funded by private donations and by the Parks Foundation of Kalamazoo County. Requests for funding must be approved by the County Board of Commissioners and the County Park Commission. Per the original budget approved by the County Board, \$3,121.48 is needed at this time to pay for 2017 operating and programming expenses related to the Kalamazoo River Valley Trail.

**TIME FRAME OF ACTION:**

This is to pay for 2017 budgeted expenses of the KRV Trail.

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

100% paid from the Kalamazoo County Park Endowment Funds held at the Kalamazoo Community Foundation.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

This is an annual process.

**ANY OTHER PERTINENT INFORMATION:**

This request was approved by the Park Commission on February 1, 2018.

**PROCUREMENT INFORMATION:**

**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:** 3/6/2018

**DEPARTMENT:** Planning and Development

**PREPARED BY:** Lotta Jarnefelt, Director

**SUBJECT:** Request for approval of contracts with Scott Hopkins, P.S. and Max George, P.S. to receive Per Diem payments from the 2018 Remonumentation grant

**SPECIFIC ACTION REQUESTED:**

Approval of contracts with Scott Hopkins, P.S. and Max George, P.S. to receive Per Diem payments from the 2018 Remonumentation grant

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

The annual State Survey and Remonumentation Grant between the County and the State requires that anyone receiving funds from the grant has a contract with the County.

Mr. Hopkins and Mr. George are professional surveyors and members of the Kalamazoo County Remonumentation Peer Review Group that reviews the work of the surveyors who perform the grant work. The contracts are required in order for them to receive meeting Per Diems from the 2018 State grant.

**TIME FRAME OF ACTION:**

Grant is for calendar year 2018.

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

2018 Remonumentation Grant is from the State of Michigan, Department of Licensing and Regulatory Affairs.

**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:**

Renewals: Scott Hopkins' contract was last amended at the BOC of February 21, 2017. Max George's initial contract was approved at BOC of July 5, 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...

## MEMORANDUM

TO: Board of Commissioners

FROM: Dina Sutton

DATE: February 22, 2018

RE: Appointments to Central County Transportation Authority (CCTA) & Kalamazoo County Transportation Authority (KCTA)

For consideration at your March 6, 2018 Board meeting the Board Appointment Committee is recommending the following appointments:

- ✚ CCTA for a term ending September 16, 2020
  - Curtis Aardema, City of Kalamazoo
  
- ✚ CCTA for a term ending October 31, 2020
  - Chris Burns, City of Portage

Thank you for your consideration.

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OFFICE OF THE ADMINISTRATOR

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | [www.kalcounty.com](http://www.kalcounty.com)



## KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

March 7, 2018

Michigan Department of Treasury  
Revenue Sharing and Grants Division  
P.O. Box 30722  
Lansing, MI 48909

REF: Kalamazoo County 9-1-1 Consolidation

In October of 2014, Kalamazoo County Government entered into an Interlocal Agreement to consolidate the existing five Public Safety Answering Points (PSAPs – 911 Centers) in Kalamazoo County. The Agreement created a single and separate entity called the Kalamazoo County Consolidated Dispatch Authority, which is an efficient and non-duplicative way of providing cost effective and efficient response to public safety emergency services; including the dispatch of police, fire, and medical services within Kalamazoo County.

Over the last two years, the five participating entities have continuously supported this consolidation project despite the failure of a 9-1-1 surcharge proposition in May 2017. Creativity and diligence of this collaborative has resulted in a strategic plan that will accomplish the 9-1-1 consolidation in September of this year.

Please accept this letter as Kalamazoo County Government's acknowledgement and continued support for the Kalamazoo County 9-1-1 Consolidation project.

Sincerely,

Tracie Moored  
County Administrator/Controller