

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green field at the bottom, and a central area with yellow trees and a blue road. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the shield.

**Board of
Commissioners'
Meeting**

April 19, 2016

**NOTICE AND AGENDA FOR
APRIL 19, 2016 MEETING
OF THE
KALAMAZOO COUNTY BOARD OF COMMISSIONERS**

PLEASE TAKE NOTICE that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, April 19, 2016, at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- ITEM 1 Call to Order
- ITEM 2 Invocation
- ITEM 3 Pledge of Allegiance
- ITEM 4 Roll Call
- ITEM 5 Approval of Minutes
- ITEM 6 Communications
- ITEM 7 Citizens' Time
- ITEM 8 For Consideration

- A. Workforce Education Presentation
- B. Land Bank Authority Report

CONSENT AGENDA

Equalization

- C. Request for Approval of Resolution Adopting the 2016 Equalization Report
- D. Request for Approval of a Contract with CSZ Services for Commercial and Industrial Appraisals

Finance

- E. Request for Approval of Statement of Understanding with Lake Michigan Mailers

Health & Community Services

- F. Request for Approval of Household Hazardous Waste Program Contracts with Prairie Ronde Township and the Schoolcraft Township
- G. Request for Approval of a Breast and Cervical Cancer Control Navigation Program (BCCCNP) Updated & Renewed Agreement & Business Associate Agreement with Oaklawn Hospital
- H. Request for Approval of Amendment to the Healthy Babies Healthy Start (HBHS) Agreement with the YMCA of Greater Kalamazoo
- I. Request for Approval of Practitioner & Ancillary Addendums with Meridian Health Plan
- J. Request for Approval of Elimination/Creation of Positions (General Funds)

Information Systems

- K. Request for Approval of Renewal with Earthlink Business

Prosecuting Attorney

- L. Request for Approval to Submit Victims of Violence – Assistance Program Victim of Crime Act (VOCA) FY2016-2017 Grant to the Michigan Department of Health and Human Services (MDHHS)

Sheriff

- M. Request for Approval of Renewal of Intergovernmental Funding Agreement with Van Buren County
- N. Request for Approval of FY2015 Hazardous Material Emergency Preparedness Grant Agreement with the Michigan State Police
- O. Request for Approval of a Contract with The Omega Group for Crime Mapping
- P. Request for Approval of FY 2015-2016 Off Road Vehicle Safety Education Grant Agreement with the Michigan Department of Natural Resources (MDNR)
- Q. Request for Approval to Accept 2015 Byrne JAG SWET Grant
- R. Request for Approval of Canteen Kiosk Services Agreement
- S. Request for Approval of Temporary Deputy Corrections Officer (General Funds)

Board of Commissioners

- T. Request for Approval of Transfers and Disbursements
- U. Request for Approval of Memorandum of Understanding and Work Plan with the Kalamazoo County Public Housing Commission

NON-CONSENT AGENDA ITEMS

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

- V. Request for Approval of Various Appointments to Advisory Boards

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

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

APRIL 13, 2016

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

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



KALAMAZOO COUNTY
LANDBANK

2015 Annual Report

Repurpose. Renew. Reconnect.

A Message from the Board

Now in our sixth year, the Kalamazoo County Land Bank Authority continues to be a community and economic development tool for all of Kalamazoo County. We are a governmental authority that manages tax foreclosed properties in Kalamazoo County with the end goal of returning the properties back to productive use and creating vibrant communities. Every year, we receive a new inventory of tax foreclosed parcels through the Kalamazoo County Treasurer. Our work includes managing blight, stabilizing, renovating and selling properties, establishing community gardens and revitalizing the neighborhoods that surround our properties.

In 2015, the Land Bank reached another milestone and completed the redevelopment of the former Riverside Greenhouse. This previously foreclosed and abandoned structure was transformed into a community jewel. We are very proud of the work, the partnerships, and the community who encouraged us with their vision and financial support.

This past year we completed our senior housing development, known as Prairie Gardens. This project sits on the site of the severely blighted former Tuberculosis Sanitarium on Blakeslee Street. It was a dream of community leaders that this beautiful site would be re-developed. The complex is now 100% occupied with a community of seniors who have the opportunity to live in comfortable, affordable housing. We would like to thank MSHDA for making this project possible, and the design and build teams at Byce & Associates and Glas Associates for their excellent work and partnership with the Land Bank.

Thank you for your interest in the work we are doing. We continue to believe this is important and necessary work that makes good use of public dollars. Finally, I offer my sincere gratitude for the board, staff, funders and the community who make all of this work happen.

With Gratitude,

Mary Balkema

Mary Balkema
Chair, Board of Directors

THANK YOU!

We couldn't continue repurposing, renewing and reconnecting vacant spaces in Kalamazoo without the Kalamazoo County Board of Commissioners, who so generously support the work of the Land Bank.



Mary Balkema
Board Chair

BOARD OF DIRECTORS

Mary Balkema, Board Chair
Kalamazoo County Treasurer

Terry Dorgan, Secretary/Treasurer
Community President
Huntington National Bank

Becky Fulgoni
Retired Vice President
Landscape Forms

Alberta Griffin
President
AGS Data Analytics Consulting LLC

Jerome Kiscorn, Vice Chair
Executive Director
City of Kalamazoo
Economic Development Corporation

Carl Roberts
Retired Vice President of Engineering
BorgWarner Thermal Systems

Chuck Vitek
Program Vice President
Local Initiatives Support Corporation



Kelly Clarke
Executive Director

STAFF

Michelle Tombro Tracy
Assistant Director

Sarah Frame
Communications, Operations
& Grants Manager

Kenn Hartmann
Assets & Construction Manager

Karma Hassell
Program Coordinator

Tammy Lahman
Finance Manager

Amanda Wilholt
Administrative Assistant

In 2015, the Land Bank moved our offices into Riverview Launch – a newly renovated community asset transformed from a blighted and foreclosed greenhouse. While speaking about early work on this site, Gordon Evans of WMUK asked "Was your initial goal to take an impossible task and move it from impossible to difficult?"

This question is indicative of the challenges we face in Kalamazoo and in cities across the state that share a common legacy of blight. Residents on blocks with foreclosed and abandoned properties struggle with declining property values, health and safety issues, and trash dumping. Long abandoned commercial and industrial structures drain community confidence. At first glance, the task of creating something brighter from this legacy of decline often seems impossible.

At the same time, academics, community activists, residents, business leaders, public sector leaders and non profits are talking now more than ever about what makes great urban places – places that inspire, promote the outdoors, and increase connectivity between and amongst the diverse set of people that make up communities.

We are continuously reminded of the resilience and creativity of our community. When invited, hundreds have participated in transforming previously vacant spaces to community places while bringing their ideas, talents, time, leadership, energy and enthusiasm. We have highlighted many of these stories in the annual report and extend our sincere thanks to a big-hearted community that makes all of this work possible.

Best regards,

Kelly Clarke

Kelly Clarke
Executive Director



KALAMAZOO COUNTY
LANDBANK
1523 Riverview Drive, Suite A
Kalamazoo, MI 49004
269.762.6191

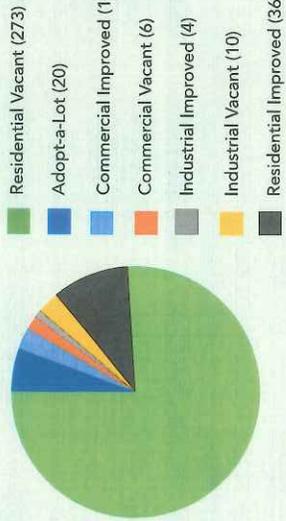
landbank@kalamazoolandbank.org

Progress by the Numbers

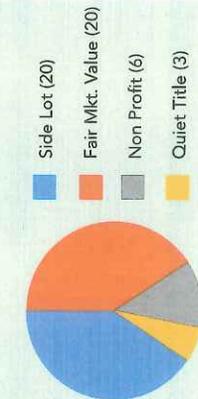
In 2015, the Land Bank worked to repurpose vacant, abandoned, foreclosed, and blighted properties. A total of 49 properties were returned to productive use in 2015.

The Land Bank acquired 77 parcels through the tax foreclosure process in 2015, handled 20 Fair Market Value sales, 6 Non Profit sales, and 3 Quiet Title transactions.

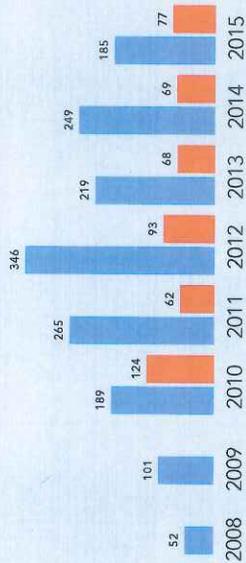
Year End Inventory



Disposition



Kalamazoo County Tax Foreclosures & Acquisitions



Did You Know...?

Nearly half of all properties sold by the Land Bank since 2010 are Side Lots

Washington Square

1315 PORTAGE - VACANT TO VIBRANT

Washington Square gained momentum in 2015 and is moving toward vibrancy once again thanks to the efforts of the Land Bank and our partners, who worked to bring empty spaces like the one at 1315 Portage Street back to active use.

The Irving S. Gilmore Foundation supported the renovation of 1315 Portage Street, which enabled the opening of the Washington Square Market. This partnership with the People's Food Co-op team gave artisans and local entrepreneurs a beautiful space to display and sell their goods, and room for performers like Rootead African Dance & Drums to showcase their talents.

In 2016, the Land Bank and People's Food Co-op team will be working together to transition the suite at 1315 Portage to a permanent tenant who will utilize the space for offices or a retail shop.

Down a few doors from the Washington Square Market is 1301 Portage, a cornerstone space that was once a bank, drug store, and host to numerous other businesses over the years. The once blighted facade received a makeover that was completed in 2015, thanks to funding from the City of Kalamazoo. Exciting things are in store for this space in 2016, as the Land Bank and partners work to give it new life.



"The People's Food Co-op team was excited about the possibilities for activating this space in 2015 and connecting the vendors we work with to a pop-up space for local artisans, right around the corner from the Kalamazoo Farmers' Market. We can't wait to see what's next for Washington Square."

— Chris Dilley
General Manager, People's Food Co-op

Washington Square

BRIGHTENING THE STREETS

Washington Square looked brighter in 2015 thanks to a fresh new streetscape, with overhead building lights, shop signs, and a more pedestrian-friendly street and sidewalk. The City of Kalamazoo repaved Portage Street and installed traffic calming measures to make it easier to walk and bike through the area.



"Community Promise opened its doors for the first time in Washington Square and is committed to this neighborhood. We have been actively involved in the various Art Hop events, joining the business community in welcoming people back to this area. As a financial organization that helps people who aren't served by traditional banking institutions, we've seen the positive effects of community engagement in this neighborhood; it helps raise awareness of our services and brings people together to celebrate the changes happening here."

— Angela Brown
CEO, Community Promise Federal Credit Union

HOLIDAYS IN THE SQUARE

Washington Square rang in the 2015 holiday season with a collaborative Art Hop event, complete with lights, shopping, art, music and dance performances. Every business in the Square participated by hosting artists, musicians, or vendors. Tremolo Guitar Shop invited a jazz trio to play and hosted the youngest ever Art Hop artist, seven-year-old Lily Mboaiery.

The Edison Neighborhood Association opened a pop-up thrift shop in a neighboring storefront that had been vacant. The shop volunteers decked the halls with lots of lights, ornaments and holiday cheer, creating a bright and welcoming space for neighborhood residents to find some gently used items, and explore Washington Square.



ART HOP

In May, August, October, and December of 2015, the Square was hopping with interesting activities, art, music, and crowds of people excited to join in. Art Hop in Washington Square brought everything from pumpkins and scarecrows to bagpipers, hula hoopers and unicycles to the formerly vacant spaces on this block. Activities ranged from the fun and silly, like riding in the Big Banana Car, to jamming with the soulful blues band, Groove Platter; Art Hop showcased the exciting energy that's created when people come together to make something brighter in their neighborhood.

"We celebrated Edison Month in August with a full schedule of community-oriented activities, including Art Hop in Washington Square, and Saturdays in the Square events, which brought residents and visitors together to celebrate the amazing diversity and vibrancy of the Edison neighborhood."

— Tammy Taylor, Executive Director
Edison Neighborhood Association

"Rootead had such a great time drumming and dancing at Washington Square, we were invited back two more times. We love to share African roots and culture with our community. We're grateful for the opportunity to spread the love!"



— Kama Mitchell
Rootead African Dance & Drumming

Riverview Launch

NEW BEGINNINGS

The grand opening of Riverview Launch in September was a joyful, fun-filled celebration of the vision, the years of hard work, and the strength of the partnerships that have made this project successful. Over 250 people joined the party and explored the newly renovated spaces - indoors and out - that were made possible by the generosity of the donors on the opposite page, as well as the many volunteers who dug into the work of making this community place beautiful again.

In June, the Land Bank and Open Roads moved into their new home at Riverview Launch, bringing new life to this formerly vacant space. In just three years, the community has rallied to volunteer their time and talent, participate by the hundreds in placemaking events, and raise over \$1.9 million to make this a vibrant place called Riverview Launch.

"Moving into Riverview Launch has increased our capacity to serve youth. In 2015, we were able to host over 160 kids at our new workshop space. Youth from surrounding neighborhoods attended weekly bike repair clinics, Earn-a-Bike programs, and Youth Advisory board meetings in our new space. We were even able to hire a youth Apprentice to help run our new retail shop! Finally having a permanent space has enabled us to host more community members as well as a growing staff and volunteer base. We are incredibly thankful to have a home at Riverview Launch."

— Erin Denay, Executive Director, Open Roads



RIVERVIEW LAUNCH CAPITAL CAMPAIGN

SYCAMORE

- Irving S. Gilmore Foundation
- Kalamazoo Community Foundation
- Kalamazoo County
- Kalamazoo County Land Bank
- Local Initiatives Support Corporation
- Michigan Economic Development Corporation
- Northwood Foundation
- State of Michigan Land Bank
- Stryker Johnston Foundation

HERON

- Chemical Bank Foundation
- Consumers Energy Foundation
- Dorothy Dalton Foundation
- Hareld & Grace Upjohn Foundation
- Jim Gilmore, Jr. Foundation
- Tile-Check, LLC
- Tyler Little Family Foundation & Borrowigs Corp.

PAINTED TURTLE

- Arcadia Brewing Company
- Larry Ball
- Fritz & Marisa Brown
- Central Tile & Terrazzo
- Kelly Clarke & Thomas Crothers
- Cutting Edge
- Division 5 Metalworks
- Division 7 Contractor
- DLZ
- Douglas Plumbing
- Envirolgic Technologies
- Espar Electric LTD
- Becky & John Pulgoni
- Handley's Tree Service
- Hazethoff Builders
- Integrated Exteriors
- Kaysans Community Bank
- Las & Associates
- McKinney Whitmore
- Nick's House Excavating
- Old National Bank
- Mark Parise
- PMV Custom Finishes

IRIS

- Branwood Farm Foundation
- The Burdick-Thorne Foundation
- Environmental Action Fund
- Fabri-Kal Foundation
- Fleis & VandenBrink
- Glas Associates
- Havimill Foundation
- The Home Depot
- The H.P. & Genevieve Connable Fund
- InForm Architecture, LLC
- Landscape Forms
- Tim & Joy Light
- George & Clare Todd
- Tom & Kristy VanderNolen

MONARCH

- Marc Schupan
- James & Lynn Spurr
- Martha Todd
- Chuck & Peggy Vlek
- Vlek Family Fund
- Wolhuis Brothers Concrete

HONEY BEE

- Dale Abbott & Tommie Maile
- Anne Arbetor
- Fischell & Family
- Herb Ayres
- BDO Accounting
- Mayor Bobby J. Hopewell
- Mike & Catic Boring
- Josie Boucher
- Sherwood & Kathryn Boudeman
- Matthew Burian & Karen Mazzi
- Kevin Davis
- Jim & Sherry DeDittus
- Bob & Mary Doud
- Fran Dwight
- Kimberly Fletcher
- Matthew Fletcher
- Samuel Fletcher
- Thomas M. & Sandra L. George Family Fund
- Jack & Martha Gesmundo
- Chris & Jennifer Haenicke
- Phil Harbert
- Jeff Hawkins
- Jim & Martha Hilboldt
- HRM Innovations
- The Isacksen Family
- Pam & Mark Jackson
- Conrad Kaufman & Rebecca Boase
- Ian Kennedy
- Barbara Kreuzer
- Charles Krutzenga
- Aaron & Elizabeth Lane-Davies
- Brenda Longman
- Nancy Malcomson
- Connable Fund

MONARCH

- Ken Peregon
- PlazaCorp Realty Advisors
- Ronald Reid
- Betsy Rice
- Willard Rose
- Todd & Amy Sanford
- Sheri Smith Miller
- Endowment Fund
- Carol Snapp
- Things of Steel
- Edie Todd & Esma
- Dozema Todd
- Chris Tracy & Michelle Tombro Tracy
- Amy Upjohn & Brad VandenBerg
- Perry & Anne Wolfe

FIREFLY

- James Balkema
- Amy Brasseur
- Anne & Tommy Crothers
- Maeve & Gus Crothers
- Pat Crowley
- Melody Daason
- Michelle Davis
- Michael DeBittus
- Karen A. Douglas
- Violet & Miles Drost
- Eppings
- Sarah Frame & Dan Altremittor
- Phil Freed
- Carl Goiff
- Darlene Gray
- Sharon Hunter
- Intentional Yoga
- Kathy Jennings
- Tammy & Jeff Lahman
- Brian Lam
- Paul & Elizabeth Lyke
- Gail Lyons
- Jamie McCarthy
- Parchment Garden Club
- Senator Margaret O'Brien
- Krysta Parmelee
- Marc Pineda
- Tom & Stephanie Renuart
- Robyn Richardson
- Kathy Roberts
- Pat Taylor
- Tammy Taylor
- Patricia Timmerman
- Robert & Patricia Townsend
- David Tunk
- Greg Vleetstra
- The Wester Family
- Stelle D'Oro Williams
- Holly Wolfe
- Laurel Wolfe
- Marjorie Wolfe
- Brian & Deb Wood



JOIN THE COMMUNITY

You can still be a part of the Riverview Launch community by supporting this project! www.Fundly.com/Riverview-Launch

Riverview Launch

EVENTS

Riverview Launch was alive with events ranging from the Grand Opening to the Kalamazoo Water Festival, which brought over 800 people to the site for fun and educational activities centered around the importance of our water resources. Hosted in partnership with the Kalamazoo River Watershed Council and the Kalamazoo County Drain Commissioner, Pat Crowley, the Water Festival was held on a bright Saturday in September. This event was a perfect realization of the vision for this site - people and families from all over Kalamazoo enjoying the outdoors and each other in a beautiful, revitalized space.

Pedal to Your Mat returned to Riverview Launch for the second year in a row, allowing over ninety people to enjoy an early morning bike ride on the KRVT and a refreshing yoga session on the lawn.

Go Places also returned to Riverview in 2015 with a showing of the documentary "Landscapes of Longevity" and an in-depth discussion with the filmmakers Asa Eslocker and Harriett Jameson about the intersections between place and health.



Did You Know...?

Riverview Launch facilities are available for event rentals. Find out more at: www.RiverviewLaunch.com

Common Ground

COMMUNITY GARDENING

Working with friends and partners in the Common Ground community gardening collaboration, the Land Bank helped organize the 2015 Plant Start Giveaway and Community Garden Tour. The Community Garden Shed kept busy with gardeners borrowing tools to use in creating and maintaining their gardens.

In May, the Kalamazoo Nature Center kicked off the Plant Start Giveaway by providing a wide variety of plant starts of heirloom tomatoes, peppers, herbs, and lettuce for sixteen gardeners to use in their community gardens around Kalamazoo.

In July, twenty five people boarded a trolley and another fourteen set off on their bikes for the 4th Annual Community Garden Tour. The tour highlighted the hard work of community gardeners all over the area, from Fruit of the Vine, in Kalamazoo's Vine neighborhood, to the Kfirst Community Garden in Portage. In its first three years, Kfirst's team of volunteer gardeners have harvested over 12,000 lbs of fresh produce, which was donated to local ministries who serve people in need.



Land Bank Programs

SIDE LOT

The Side Lot Program gives neighbors and community members the opportunity to purchase vacant lots that result from recent demolitions. Since 2010, 138 lots have been sold through the Side Lot program. In 2015, twenty lots were repurposed to expand yards, improve quality of life in Kalamazoo neighborhoods, and contribute to the tax base.

"I have big plans for this yard. After finishing the fence, I plan on putting in a nice lawn, flowers, and landscaping this area so my family can enjoy being outside and my daughter can play in a safe area."

— Juan Nunez
Edison Neighborhood Resident & Side Lot Owner



RESPONSIBLE DISPOSITION

The Land Bank had thirty six vacant homes in its inventory in 2015, many of which needed significant investments to become liveable again. In order to keep these properties from continuing the cycle of blight and decline, the Land Bank sells the houses through the Responsible Disposition program to buyers who have shown they have the capacity and a solid plan to revitalize the home.

Cesar and Angelica Garcia purchased a house on Courtlandt Street, on Kalamazoo's northeast side, through the Responsible Disposition program in 2014. They were ready to make it into their dream home, and have spent the past year rebuilding and transforming it from broken to beautiful. It's hard to recognize the home now, since they added a second story, took down the dilapidated garage, and completely renovated it, inside and out. Without the Garcia's hard work and willingness to see potential in a rough exterior, this house might still be blighted and vacant, instead of the wonderful home they created.

ADOPT-A-LOT

Adopt-a-lots are vacant land leased to a neighbor or community group who agrees to care for the land, and in return uses the lot to create a garden or enjoy more green space in their neighborhood. In 2015, twenty vacant lots were adopted out for community or individual use, reducing the burden of maintenance on the Land Bank, and allowing neighbors to make vacant spaces in their community a little brighter.

The Ranney-Orborne garden is an Adopt-a-lot in the Vine neighborhood, brought back to life in 2015 as a part of the revitalization efforts of a group who have worked to make an positive impact in a targeted section

"The Ranney-Orborne resident action group, initiated by Building Blocks of Kalamazoo, has sustained resident-driven development efforts since 2012. We've found that energetic and collaborative efforts between residents and agencies within a neighborhood are linked to sustainable improvements in the quality of neighborhood life. We are excited, inspired, and encouraged by the work of groups such as Ranney-Orborne and hope to continue similar initiatives in Kalamazoo."

— Carrie Drake, Executive Director, Building Blocks of Kalamazoo



3521 Duke Street has seen a lot of changes over the past year. This property was tax foreclosed in 2012 and became a rental property until it was sold through the Land Bank's Responsible Disposition program in 2015. The purchaser, Scott Shepard, invested over \$30,000 for interior renovations to every room in the house. He sold this freshly rehabbed home within six months to a first time homeowner.

"I saw potential in this property and was happy to have the opportunity to make this a house a home that's an asset to the South Westnedge neighborhood. I'm already making plans with the Land Bank for my next project house."

— Scott Shepard



Blight Elimination

The Land Bank remains committed to reducing blight in Kalamazoo County, which helps prevent property value decline in surrounding homes, reduces health and safety risks to residents, and improves quality of life in struggling neighborhoods. In 2015, the Land Bank participated for the third year in a partnership between local governments in Kalamazoo County. Tax foreclosed properties that were blighted were demolished, with

funding coming in equal parts from the Kalamazoo County Treasurer and the property's municipality. The Land Bank joined this partnership to manage the demolition process. Sixteen blighted properties were demolished in 2015 thanks to this local collaboration. An additional thirteen demolitions were funded by the Kalamazoo County Treasurer, bringing the total to twenty nine unsafe structures demolished in 2015.



1787 Colby, Cooper Township

Kalamazoo County and Cooper Township participated in a 50/50 partnership to fund the demolition of this blighted home on Colby Ave. The Land Bank managed the demolition of this building, and sold the vacant lot to a neighbor through the Side Lot program.



"The Kalamazoo County Land Bank is an awesome partner serving the Kalamazoo community. We work side by side with the Land Bank and Treasurer on 50/50 cost sharing in the elimination of blighted properties, improving the quality of life for the people in our Kalamazoo Strong community!"

— Jeff Sorensen, Cooper Charter Township Supervisor

910 Staples, City of Kalamazoo

This burned out home in Kalamazoo's Northside neighborhood was demolished in 2015 in partnership with the Kalamazoo County Treasurer. The vacant lot was then sold to neighbor Rosalinda Olivarez through the Land Bank's Side Lot Program.

Prairie Gardens

PHASE II
In 2014, the Michigan State Housing Development Authority awarded \$1.4 million to the Land Bank for development of Phase II of Prairie Gardens, a senior housing development on Blakeslee Street in Kalamazoo's Fairmount neighborhood. This area once held a long-vacant Tuberculosis Sanitarium, an unsafe structure that attracted crime to the neighborhood. It was demolished through a partnership with the City of Kalamazoo and Western Michigan University. The Land Bank completed Phase I in 2013; fourteen senior residents, 55 and older, moved into their newly-built accessible and affordable homes. Throughout 2015, the Land Bank worked with construction managers, Byce & Associates and builders, Glas Associates, to complete five additional 1 or 2 bedroom, cottage-style duplexes. In total, there are now twenty four units, and the newest residents have been welcomed into the Prairie Gardens community.



"For 53 years, I lived and raised a family in my house on Douglas Street, just a few blocks away from here. It was time to say goodbye to the house, but I wanted to stay in this neighborhood that has been my home for so long. After two years on the waiting list, I was thrilled to find out I would get to live at Prairie Gardens. It's such a quiet, beautiful place, and I feel lucky to have the chance to make a new home here."

— LaVonna Trowbridge
Prairie Gardens Resident

Thank You Partners!

COMMUNITY/ EVENT VOLUNTEERS & OTHER PARTNERS

Dale Abbott & Tomme Maile
Bellydance Kalamazoo
BenJammin Educational Music
BDO Volunteers
Better Than Cake
Angela Brown
Tom Brown
Byce & Associates
Ursula Chapman
City of Kalamazoo Parks & Recreation
Coffee Rescue
Community Promise
Federal Credit Union
Lydia Cook
Crepes by the Lakes
Crescendo Fiddlers
Cutting Edge
Diva of DomesticaShon
Fran Dwight Photography
Holly Eakes
Fresh Food Fairy
Ilse Gebhard
Glas Associates
Mason Gordon
Calvin Green
Groove Platter
Howard's Party Store
Improv Effects
Intrepid Professional Group
Pam Jackson
Jaqua Realtors
Jersey Giant SUBS!
James Jones
Kalamazoo College
Student Volunteers
Kalamazoo County Drain Commissioner
Kalamazoo County Parks & Recreation
Kalamazoo Department of Public Safety
Conrad Kaufman
K-D Sales
Ryan Koziatek

La Guatemalteca Tacos
Monique Lisowski
Main Street East
Mamaleelu Coffee
James McKee
Michigan State Housing Development Authority
Michigan Statewide LISC
AmeriCorps
Millennium Restaurant Group
Lily Moaiery
MSU Extension Master Gardeners
Naylor Landscape Management
Ian Nielson
The Northern Fires
OCBA Landscape Architects
Jenn Park
Pfizer Volunteers
Alyssa Prince
River Street Flowerland
Rootead African Drum & Dance
Chuck & Kathy Ryzenga
Roger & Ryan Schmidt
Sheila Shubnell
Singh Cruisin' Cuisine
Sloppy's Food Truck
Soil Friends Farm
Soul Springs
Permaculture
Kallerine Strazdas
Stryker Volunteers
Stumbling Grace Farms
Matthew Tanksley
Kristie & Daniel Tellier
Too Clean
Tree of Life School
Tremolo Guitar Shop
Trybal Revival Gardens
Van Kal Permaculture
Scarlet & Olivia Vasquez
Jean Walker
Washington Square Market
Greg Wells
Wenke Greenhouses
Linda Whitlock
Wild Ones - Kalamazoo

Area Chapter
Tammy Wilson
Deb & Loretta Yoder
Zia Dolci Kalamazoo

RIVERVIEW LAUNCH CAPITAL CAMPAIGN CABINET

Matthew Burian (co-chair)
Josie Boucher
Kelly Clarke
Becky Fulgoni
Chris Haenicke
Jeff Hawkins
Phillip Heasley
Ian Kennedy
Jerome Kisscorni
John Kittredge (co-chair)
Ken Peregion
Dave Rachowicz
Lynn Spurr
Tim Surprise
Martha Todd
Perry Wolfe (chair)

Advisory Panel

Mary Balkema
Pat Crowley
Mayor Bobby Hopewell
Ronald Reid
Bill Rose
Chris Tracy
Chuck Vlieg

MUNICIPAL PARTNERS

City of Kalamazoo
City of Parchment
City of Portage
Comstock Township
Cooper Township
Kalamazoo County
Kalamazoo Township
Oshtemo Township
Schoolcraft Township
Texas Township
Village of Climax
Village of Schoolcraft
Village of Vicksburg

2015 LEADERSHIP CIRCLE

5/3 Bank

Pitsch Companies

PNC Bank

The Leadership Circle is a dedicated group of civic-minded businesses that support the Land Bank's mission to create vibrant communities.

VIBRANT KALAMAZOO BOARD OF DIRECTORS

Mary Balkema, Chair
Kelly Clarke, Ex-Officio
Becky Fulgoni
Heather Isch
Paul Valentin
Andy Wilkerson

NON-PROFIT & FOUNDATION PARTNERS

Boys & Girls Clubs of Greater Kalamazoo
Building Blocks of Kalamazoo
CEDAM
Center for Community Progress
Eastside Neighborhood Association
Edison Neighborhood Association
Fair Food Matters
Fire Historical & Cultural Arts Collaborative
Friends of the KRVT
Irving S. Gilmore Foundation
Jim Gilmore, Jr. Foundation
Kalamazoo Arts Council
Kalamazoo Community Foundation
Kalamazoo Nature Center
Kazoo School
Kalamazoo Neighborhood Housing Services
Kalamazoo Valley Habitat for Humanity
Local Initiatives Support Corporation

Michigan Association of Land Banks
Michigan Land Bank Fast Track Authority
Michigan Municipal League
Northside Neighborhood Association
Kalamazoo County MSU Extension
Kalamazoo County Parks Foundation
Kalamazoo Farmers Market
Kalamazoo Public Library
Kalamazoo River Watershed Council
CEDAM
Community College
Mt. Zion Baptist Church
National Community Stabilization Trust
Northside Ministerial Alliance
Open Roads
People's Food Co-op
Pretty Lake Camp
Stuart Area Restoration Association
Urban Alliance
Vine Neighborhood Association
Volunteer Kalamazoo

Repurpose. Renew. Reconnect.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Equalization

PREPARED BY: Mathew Hansen

SUBJECT: 2016 Equalization Report

SPECIFIC ACTION REQUESTED:

Adoption by Resolution of the 2016 Equalization Report.

DESCRIPTION OF ACTION (dollar amount, purpose):

TIME FRAME OF ACTION:

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

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

**Mathew Hansen
Equalization Director
383-8961**

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Equalization

PREPARED BY: Mathew Hansen

SUBJECT: 2016 Commercial and Industrial Equalization Study

SPECIFIC ACTION REQUESTED:

Approval of a contract with CSZ Services for up to 100 commercial and industrial appraisals.

DESCRIPTION OF ACTION (dollar amount, purpose):

Total cost of the project not to exceed \$17,500 (seventeen thousand five hundred dollars).

TIME FRAME OF ACTION:

April 25, 2016 – August 31, 2016

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

Funding to be paid out of the department's line item budget – Contractual Services.
Account Number: 101-225-808.00

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

Renewal, original contract approved April 15, 2014

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The contract was not bid out. The last contract was bid out Feb. 2014. CSZ Services was the lowest bidder. A good working relationship was established with CSZ Services during the 2014 & 2015 contracts. The rate remained the same for the 2016 contract.

CONTACT PERSON WITH PHONE NUMBER:

Mathew Hansen
Equalization Director
269-383-8960

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Finance

PREPARED BY: Lisa Bradshaw

SUBJECT: Lake Michigan Mailers – Statement of Understanding

SPECIFIC ACTION REQUESTED:

Approval of a Statement of Understanding with Lake Michigan Mailers to continue handling the County's metered mail prior to entering the postal stream.

DESCRIPTION OF ACTION (dollar amount, purpose):

This agreement is for daily pick up of postal mail, presort and barcode services and assurance that County mail is in compliance with postal regulations for addressing and forwarding mail.

The per piece cost is \$1.025. The annual amount is projected to be \$9,000 and will vary based on mail needs. This amount will be offset by reduced postage costs as outlined below.

TIME FRAME OF ACTION:

To be effective April 11, 2016. Services can be terminated at any time.

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

Costs are charged to Fund 633 Central Stores fund and are allocated to departments based on usage.

ANY OTHER PERTINENT INFORMATION:

Lake Michigan Mailers has provided this service since 2004 with no charge to the county. Due to US Postal Service changes, mail processors are no longer being reimbursed through the post office and must now bill their customers. The post office has also reduced the cost for postage. The current postage rate is \$0.439; the new rate is \$0.419 resulting in a decrease per piece of \$0.020. The net increase to the County is \$0.005 per mail piece (\$1,800 annually)

PROCUREMENT INFORMATION:

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

This service was not bid out. Lake Michigan is the only local vendor that provides this service.

CONTACT PERSON WITH PHONE NUMBER:

Lisa Bradshaw – Finance 383-8686



F. - J.

**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

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

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

ACTION REQUIRED

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

GOVERNMENTAL UNITS AND FUNDING

- | | |
|---------------------------|----------|
| 1. Prairie Ronde Township | \$ 1,200 |
| 2. Schoolcraft Township | \$ 2,500 |

DESCRIPTION OF SUBJECT

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

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is

based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$34.00 service fee per household. If the funds for a unit are exhausted before the contract period ends, that unit's residents will not receive collection services unless more funds are transferred to the County.

PERSONNEL

There are no new personnel associated with this item.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

B. APPROVAL OF A BREAST AND CERVICAL CANCER CONTROL NAVIGATION PROGRAM (BCCCP) UPDATED & RENEWED AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT

ACTION REQUESTED

HCS Administration requests Board approval of a new Agreement and Business Associate Agreement (BAA) with Oaklawn Hospital whose provider contract has automatically renewed for 10 years or more. The updated agreement will ensure services continue according to current program requirements. Agreement is effective March 1, 2016 and will automatically renew each year thereafter.

DESCRIPTION OF SUBJECT

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

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

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

PERSONNEL

There are no new personnel associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Tammy VanderHorst, Women's Health Supervisor at 269-373-5383 or tkvan@kalcounty.com

C. APPROVAL OF AMENDMENT TO THE HEALTHY BABIES HEALTHY START (HBHS) AGREEMENT WITH THE YMCA OF GREATER KALAMAZOO

ACTION REQUESTED

HCS Administration requests Board approval to amend the Agreement with the YMCA of Greater Kalamazoo for the provision of professional fitness education services for the Healthy Babies Healthy Start (HBHS) project. This amendment is for the period of April 1, 2016 through March 31, 2017 for an amount not to exceed \$5,000. The original agreement was approved by the Board on 9/17/14.

DESCRIPTION OF SUBJECT

The Healthy Babies/Healthy Start Program is a five-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. The YMCA of Greater Kalamazoo provides professional fitness education services to HBHS participants including provision of child care during classes. This partnership with the YMCA provides opportunities for increased physical activities for HBHS families.

RELATIONSHIP TO GOALS

HCS has a goal to improve the overall health of the community by reducing preventable deaths. The Healthy Babies/Healthy Start Program works to reduce the fetal and infant deaths in Kalamazoo County.

FUNDING SOURCE

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start grant. Notification of grant award was received August 28, 2014.

PERSONNEL

Implementation of this request requires no additional personnel.

PROCUREMENT

There is no procurement issue associated with this request.

CONCERNS/ISSUES

There are no issues or concerns. If you have questions please contact Deb Lenz, Maternal & Child Health Division Manager at 373-5024 / dllenz@kalcounty.com

D. APPROVAL OF PRACTITIONER & ANCILLARY ADDENDUMS WITH MERIDIAN HEALTH PLAN (MERIDIAN HP) FOR THE PROVISION OF HEALTH CARE SERVICES

ACTION REQUESTED

HCS Administration requests Board approval of Practitioner & Ancillary Provider Commercial Addendums (Addendums) amending the existing Practitioner & Ancillary Provider Agreement with Meridian HP for the provision of health care services to individuals who have commercial insurance coverage. The Addendums will be effective upon signature approvals by the Board and Meridian HP and is automatically renewed each year. The original agreement was approved by the Board on July 18, 2000.

DESCRIPTION OF SUBJECT

Meridian HP provides services to Commercial, Medicare & Medicaid enrolled recipients. HCS' current agreement with Meridian HP is for the provision of health care services to individuals who have only Medicaid insurance coverage. Meridian HP has provided Addendums to HCS' existing Practitioner & Ancillary Provider Agreement, to include Health and Community Services public health programs in Meridian HP's Commercial network; these are public health programs that provide billable clinical services to the Kalamazoo Community. HCS Clinics that provide billable services include: Sexually Transmitted Disease Clinic and Immunization Clinic.

RELATIONSHIP TO GOALS

State and Federal budget reductions have limited access to some essential public health services. Entering into the Addendums of the existing agreement increases access for commercial, Medicaid and Medicare insured recipients to such services.

This furthers the HCS goal of improving the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

FUNDING SOURCE

Services provided to Meridian HP members, including the Meridian HP Commercial Enrollees, in the HCS public health clinics will be billed per the Addendums and Practitioner & Ancillary Provider Agreement.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Ryan Post, Deputy Director – Financial Management and Administration, at 373-5254 or rjpost@kalcounty.com

E. APPROVAL OF A POSITION CREATION AND ELIMINATION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT

ACTION REQUESTED

HCS Administration requests Board approval to create 1.0 FTE Administrative Assistant position within the Maternal & Child Health Division and to eliminate a 1.0 FTE Administrative Assistant Position from the Health Promotion Disease Prevention Division as a matter of HCS position housekeeping action.

DESCRIPTION OF SUBJECT

The Maternal & Child Health (MCH) Division consists of seven (7) preventive programs supporting women and their families to gain skills and knowledge regarding health, parenting, and self-sufficiency. Additionally, the division directly supports two (2) community initiatives focusing on infant mortality and safe sleep practices. The newly created Administrative Assistant will assist the Division Manager in completing activities associated with these preventative programs and community initiatives.

As a result of restructuring, the Health Promotion Disease Prevention Division has been dispersed and the Administrative Assistant position (#10412), which has been vacant for a number of months, is no longer needed.

RELATIONSHIP TO GOALS

The requested action will provide ongoing and needed support to Maternal & Child Health programs which further supports HCS' goal to improve the overall health of the community by reducing preventable disabilities, disease and death, and promoting healthy lifestyles and choices.

FUNDING SOURCE

Funding to support the position creation is allocated through general fund appropriation to the Health Fund. No additional funds are required for this request.

PERSONNEL

Eliminate:

<u>Account#</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
221-222	Administrative Assistant # 10412-001	K04	1.0	\$27,123-\$36,628	4/20/2016

Create:

<u>Account#</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
221-221	Administrative Assistant # NEW - TBD	K04	1.0	\$27,123-\$36,628	4/20/2016

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Ryan Post, Deputy Director – Financial Management and Administration, at 373-5254 or rjpost@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Information Systems

PREPARED BY: Lisa Thompson

SUBJECT: Renewal with Earthlink Business for Local and Long Distance Phone Services

SPECIFIC ACTION REQUESTED:

Board approval and signature is requested on the attached renewal agreements with Earthlink Business called "Agreement for Service" and the "Addendum to Agreement for Service".

DESCRIPTION OF ACTION (dollar amount, purpose):

Cost of service is \$3,113.86 monthly and is payable 30 days from date of invoice.

This agreement provides discounted local and long distance services and discounted rates on both PRI and basic phone line circuits. The county has an on-premise phone switch that provides county-wide landline phone service to all county facilities. We have primary PRI services at two buildings - 201 W. Kalamazoo Avenue and 1500 Lamont. Also included are 34 miscellaneous analog phone lines that will provide the overflow and emergency phone line paths to allow some survivability capabilities at each county facility.

TIME FRAME OF ACTION:

48 months

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

Technology Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

The "addendum" allows for any of the circuits to be "moved" from one facility location to another without any Early Termination Fees being applied to the vacated facility.

PROCUREMENT INFORMATION:

Several providers provided competitive quotes. Earthlink was the lowest bidder and provides all of the required features needed such as support for various analog lines, TSP services and basic phones lines that do not require a power source.

CONTACT PERSON WITH PHONE NUMBER:

Lisa Thompson, IS Director, 383-8989, llthom@kalcounty.com

BOARD AGENDA REQUEST FORM

L.

PROPOSED FOR BOARD MEETING OF: April 19, 2016
DEPARTMENT: Office of the Prosecuting Attorney
PREPARED BY: Lisa Henthorn, Administrator
SUBJECT: Victims of Violence – Assistance Program

SPECIFIC ACTION REQUESTED:

Approve the submission of FY 2016-2017 "Victims of Violence – Assistance Program" Victim of Crime Act (VOCA) Grant Application (no signatures required) to the Michigan Department of Health and Human Services (MDHHS).

DESCRIPTION OF ACTION (dollar amount, purpose):

For the first time in history, the FY1617 VOCA application is a competitive grant with the opportunity to request additional funding. The total amount of the FY1617 application is \$183,353 and will allow the OPA to 1) retain one current full-time Victim Advocate 2) is requesting one additional full-time Victim Advocate and 3) is requesting the addition of a .275 FTE Victim Advocate Assistant. The application includes a required 20% match of County funds which will be provided through .5 FTE of a Victim Advocate position. **Awards will be granted for a 3 year period.**

The VOCA grant renewal allows the OPA to continue working with victims of domestic violence and sexual assault. This is the 30th year that the OPA has applied for this grant

TIME FRAME OF ACTION:

10/1/2016 through 9/30/2017.

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

The application includes \$146,459 in Federal funds and \$36,894 in County match funds. The VOCA Grant is currently assigned to the 277 Fund; County match funds are associated with the 101-229 Fund.

PERSONNEL IF REQUIRED:

No personnel action is required on April 19, 2016. Action related to personnel changes noted above will be requested when KCBOC action is requested to accept the grant award. Personnel changes will be dependent upon the amount of the grant award.

NEW OR RENEWAL:

Renewal

CONTACT PERSON WITH PHONE NUMBER:

Lisa Henthorn, Administrator, (269) 383-8965

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Emergency Management

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Renewal of Intergovernmental Funding Agreement between Kalamazoo County and Van Buren County for grant year 2015.

SPECIFIC ACTION REQUESTED:

Kalamazoo County Board of Commissioners renew this agreement with Van Buren County to serve as the Fiduciary for fiscal year 2015 Homeland Security Grant.

DESCRIPTION OF ACTION (dollar amount, purpose):

The dollar amount will be determined based on equipment and products purchased over the next grant cycle. This agreement allows funding reimbursement between the two counties for those purchases.

TIME FRAME OF ACTION:

Effective until May 31, 2018.

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

This is for Federal Homeland Security funds that are dispersed to the State of Michigan then to Kalamazoo County through our regional fiduciary Van Buren County.

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

This is the same agreement that has been renewed for several years. It is a continuation of dispersing federal funds down to the local jurisdiction supporting communities in disaster and terrorism prevention and response.

The term Regional refers to the Michigan State Police 5th District that covers the 9 counties in Southwest Michigan.

PROCUREMENT INFORMATION:

All procurement follows Kalamazoo County purchasing procedures

CONTACT PERSON WITH PHONE NUMBER:

Undersheriff Paul Matyas (385-6176) or Patrick Wright, OEM Director (385-6137)

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Sheriff's Department, Office of Emergency Management

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Accept the FY2015 Hazardous Materials Emergency Preparedness Grant (HMEP), CFDA #20.703

SPECIFIC ACTION REQUESTED:

Approve the FY2015 Hazardous Materials Emergency Planning Grant Agreement

DESCRIPTION OF ACTION (dollar amount, purpose):

The approved award (\$6,130.00) will be used to review current Hazardous Material sites that meet federal reporting requirements and develop new plans of future sites. Currently, Kalamazoo County has approximately eighty (80) sites that report annually.

TIME FRAME OF ACTION:

The grant period is October 1, 2015 thru September 30, 2016.
Completed, signed forms must be returned to MSP by May 18, 2016 to be eligible for the grant.

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

This is a Federal grant that is a pass through entity to the State of Michigan then to each Emergency Management Program statewide. This grant is renewed annually based on the number of special sites and plans collected. Kalamazoo County's allocation this year is: \$6,130.00.

County Match required of \$1,533.00, HMEP In-Kind Match in lieu of financially providing local matching funds to the grant provider.

PERSONNEL IF REQUIRED:

No additional personnel is required for this action

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

These funds, which have been received by Kalamazoo County for many years, have helped us:

- Fund Individual Site Plan Development
- Organize Tier II Plans Collected
- Index Data From Site Plans For Fire Responder Agencies
- Complete Annual Review Of All Site Plans & Tier II Plans
- Representative On The Disaster Committee
- Fund Part-Time Personnel To Do The Work Listed Above

PROCUREMENT INFORMATION:

N/A

CONTACT PERSON WITH PHONE NUMBER:

Patrick E. Wright, (269) 385-6137

Michigan State Police
 Emergency Management and
 Homeland Security Division



Grant Agreement

FEDERAL AWARD IDENTIFICATION

SUBRECIPIENT NAME	GRANT NAME	CFDA NUMBER
County of Kalamazoo	Hazardous Materials Emergency Preparedness Grant Program	20.703
SUBRECIPIENT IRS/VENDOR NUMBER	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)	FEDERAL AWARD DATE
38-6004860	HM-HMP-0471-15-01-00	09/11/2015
SUBRECIPIENT DUNS NUMBER	SUBAWARD PERFORMANCE PERIOD	FROM TO
627467806	10/01/2015	09/30/2016
RESEARCH & DEVELOPMENT	Funding	Total
N/A	Federal Funds Obligated by this Action	\$6,130.00
INDIRECT COST RATE	Total Federal Funds Obligated to Subrecipient	\$6,130.00
None on file	Total Amount of Federal Award	\$517,954.00

FEDERAL AWARD PROJECT DESCRIPTION
 FY 2015 Hazardous Materials Emergency Preparedness Planning Program Grant

DETAILS
 The Subrecipient must be prepared to match all funds received through this contract (which equates to 25% of any federal funds received), as noted in Section III, D of the *Hazardous Materials Emergency Preparedness Planning Grant Instructions* that are attached to this grant agreement. The match amount is located in part III.A of this grant agreement.

FEDERAL AWARING AGENCY	PASS-THROUGH ENTITY (RECIPIENT) NAME
U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration 1200 New Jersey Avenue, SE, E21-316 Washington DC 20590-0001	Michigan State Police Emergency Management & Homeland Security Division PO Box 30634 Lansing, MI 48909

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Accept the Contract for Crime Mapping/Omega Group

SPECIFIC ACTION REQUESTED:

Approve the contract through Crimemapping.com which will provide other township(s)/police agencies- information on criminal activity, including public access that will be accessible through the Sheriff's Office website. Some of the benefits include: local crime information to surrounding law enforcement agencies, support neighborhood watch programs, planning programs, time savings of stat collection from Kalamazoo County Sheriff's Office, and it would help answer some of the communities questions on where crime(s) are occurring in the Kalamazoo area. A

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve an annual contract of \$1,200.00 for Crimemapping.com

TIME FRAME OF ACTION:

Immediate

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

General Fund

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

Contract Attached for Review

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Accept the Grant for FY 2015-2016 Off-Road Vehicle Safety Education Grant

SPECIFIC ACTION REQUESTED:

Approve the grant award of \$750.00 from the State of Michigan (DNR) for the Off-Road Vehicle Safety Education Program

DESCRIPTION OF ACTION (dollar amount, purpose):

\$750.00

TIME FRAME OF ACTION:

Grant Period: October 1, 2015- September 30, 2016

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

State

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

Renewal

ANY OTHER PERTINENT INFORMATION:

The Off-Road Vehicle Safety Program (ORV) provides education opportunities to the public at a cost of \$15.00 per student, with an estimate of approximately fifty (50) students attending the training. In prior years, the award amount was \$100.00.

CONTACT PERSON WITH PHONE NUMBER:

Terra Mickolatcher, Financial Administrator, Phone Number: (269) 383-8763



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DR. WILLIAM E. MORITZ
DIRECTOR

March 24, 2016

Ms. Terra Mickolatcher
Kalamazoo County Sheriff's Office
1500 Lamont Street
Kalamazoo, Michigan 49048

Dear Ms. Mickolatcher:

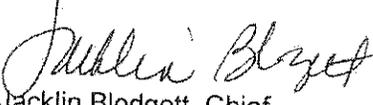
SUBJECT: FY2015-16 Off-road Vehicle Safety Education Grant

Enclosed are two copies of the FY2015-16 grant agreement for the Off-road Vehicle (ORV) Safety Education Program, issued to your agency by the Department of Natural Resources (DNR).

Please review the enclosed agreement carefully. If your agency agrees to participate in the program for fiscal year 2015-16, fill out the information for the agency's contact person, sign and date both copies and return both documents to the address shown below. A fully executed agreement will be mailed to you once it has been signed for the DNR.

If you have any questions or concerns regarding the grant program, please contact Richard Kennedy at 517-284-6107 or kennedyr@michigan.gov, our mailing address is: **Michigan DNR, Parks and Recreation Division, Administrative Services Section, PO Box 30257, Lansing, Michigan 48909-7757.**

Sincerely,


Jacklin Blodgett, Chief
Program Services Section
517-284-6085

Enclosure

cc Lt. Tom Wanless, DNR
Mr. Richard Kennedy, DNR

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Accept the Grant Amount for the SWET (Byrne Jag)

SPECIFIC ACTION REQUESTED:

Approve the grant award for the 2015 Byrne Jag SWET Deputy

DESCRIPTION OF ACTION (dollar amount, purpose):

Accept the grant award of \$12,000 with no County match to help offset the salary, wage & fringe benefits for one deputy assigned to the SWET team

TIME FRAME OF ACTION:

Immediate

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

Federal, CFDA #16.738, 2015-MU-BX-0964

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

Renewal, Grant Period October 1, 2015- September 30-2016

ANY OTHER PERTINENT INFORMATION:

The reduction of the grant from last year is due to a reduction of Federal funding to all law enforcement agencies. Any remaining funding for the salary of the Deputy will come from the Sheriff's General Fund budget.

CONTACT PERSON WITH PHONE NUMBER: Terra Mickolatcher, ph: 383-8763

R.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19, 2016

DEPARTMENT: Sheriff's Office

PREPARED BY: Terra Mickolatcher, Financial Administrator

SUBJECT: Accept the Canteen Kiosk Services Agreement

SPECIFIC ACTION REQUESTED:

Approve the kiosk services agreement to replace the current vendor(s) for the inmate trust activity (3 kiosk total).

DESCRIPTION OF ACTION (dollar amount, purpose):

This is needed for the completion of the Canteen Command system for the transition of the Inmate Accounting information.

TIME FRAME OF ACTION:

Immediate

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

N/A

PERSONNEL IF REQUIRED:

N/A

NEW OR RENEWAL OR AMENDMENT:

New

ANY OTHER PERTINENT INFORMATION:

The fees schedule is close to the current vendor(s) that the KCSO already has. The agreement is part of the tentative go live transition to the Canteen Command system for the Accounting for the inmate trust fund.

CONTACT PERSON WITH PHONE NUMBER: Terra Mickolatcher, ph: 383-8763

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: April 19th, 2016

DEPARTMENT: Kalamazoo County Sheriff's Office

PREPARED BY: Richard C. Fuller III, Sheriff

SUBJECT: Temporary F17 Position

SPECIFIC ACTION REQUESTED:

Hire a Deputy of Corrections (NF-17) for up to 90 days temporary position.

DESCRIPTION OF ACTION (dollar amount, purpose):

The position is paid @ NF-17 wage and benefits.

TIME FRAME OF ACTION:

Up to 90 days.

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)

Creation of a temporary NF-17 Corrections Deputy Position.

NEW OR RENEWAL OR AMENDMENT:

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

ANY OTHER PERTINENT INFORMATION:

On April 2nd 2016, a Lieutenant was promoted to a Captain's position to fill the position vacated due to a retirement. The replacement for the Lieutenant will not come until after promotional process is completed sometime in June. In the meantime there is a need to bring in a temporary employee to continue the training process.

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER: Richard C. Fuller III, Sheriff

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, April 19, 2016

DEPARTMENT: Public Housing Commission

PREPARED BY: David Anderson / David Artley

SUBJECT: Approval of Memorandum of Understanding Agreement between the County of Kalamazoo and the Public Housing Commission

SPECIFIC ACTION REQUESTED:

We seek the consideration and approval of the enclosed documents by the County Board of Commissioners to serve and assist individuals and families with children who are at-risk of homelessness .

- * The Memorandum of Understanding between the County and the Commission, and
- * The Work Plan and Budget for the Millage Fund for 2016.

The Memorandum of Understanding (MOU) was presented to and discussed by the County Board of Commissioners on Tuesday, 4/5/2016. Adjustments have been made to the Memorandum as a result of your discussion on 4/5/2016. They are included in the revised MOU herein.

The Work Plan and Budget for the initial year for your consideration as required by Section 1: General Terms and Conditions, Paragraphs 6 - Development of Annual Work Plan and Budget and Paragraph 7 – Approval of Work Plan and Budget of the Memorandum of Understanding.

DESCRIPTION OF ACTION (dollar amount, purpose):

Budget is \$700,000.

TIME FRAME OF ACTION:

April 20, 2016 through June 30,2017

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

Local Housing Assistance Fund voter approved millage.

ANY OTHER PERTINENT INFORMATION:

The Kalamazoo County Board of Commissioners on January 15, 2002, under the Authority of Act No. 18, of the Executive Session of Public Acts of 1933, as amended, being MCL 125.651et. Seq., adopted an ordinance establishing the Kalamazoo County Public Housing Commission which ordinance was amended August 1, 2004

The Local Housing Assistance Fund (LHAF) agreement was created by the County of Kalamazoo Board of Commissioners on March 6, 2007 with funds initially donated by the City

of Kalamazoo and the County of the Kalamazoo, and a year later, the City of Portage and many individuals throughout the County. A copy of the March 6, 2007 agreement was included as Attachment B. on March 15, 2016

PROCUREMENT INFORMATION:

All activities of the LHAF millage implementation will be operationalized via contractors selected through an RFP process overseen by the Public Housing Commission.

CONTACT PERSON WITH PHONE NUMBER:

David Anderson- Chair, Kalamazoo County Public Housing Commission- 720-7145
David Artley – Member, Kalamazoo County Public Housing Commission; CEO, Non-Profits Group (Elm, Family, Choices and Bethany) 569-1382
Email: LHAFPHC@gmail.com

MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF KALAMAZOO AND THE KALAMAZOO COUNTY PUBLIC HOUSING COMMISSION

NOW COME the County of Kalamazoo, a Michigan municipal corporation, maintaining its principal business address at 201 West Kalamazoo Avenue, Kalamazoo, MI ("County") and the Kalamazoo County Public Housing Commission, maintaining its principal business address at P.O. Box 101, Nazareth, MI. ("Commission") and state:

RECITALS:

WHEREAS, On January 15, 2002, under the authority of Act No. 18, of the Executive Session of Public Acts of 1933, as amended, being MCL 125.651 et seq. ("Act"), the County adopted an ordinance establishing the Kalamazoo County Public Housing Commission ("Commission"), which Ordinance was amended August 1, 2004, and remains in effect as of the date of this Memorandum; and,

WHEREAS, the County appoints the five members of the Commission on an annual rotating basis for five year terms; and,

WHEREAS, On March 6, 2007, the County created the Local Housing Assistance Fund ("Fund") in conjunction with the City of Kalamazoo, the City of Portage, and individual donations to provide housing supports for homeless at-risk individuals and families; and,

WHEREAS, The Fund has provided housing supports for homeless at-risk individuals and families from 2007 through 2015 that housed 187 adults and 309 children under the auspices of the Commission which has provided monthly financial reports and annual audits to the County Finance Department and program outcome reports to the County Board of Commissioners annually; and,

WHEREAS, the County has provided approximately \$125,000 per year for the past 5 years (2011 – 2016) to the Commission for rapid re-housing, eviction diversion and mortgage foreclosure programs for homeless at-risk low-income individuals and families; and,

WHEREAS, The Commission, since its inception, has actively participated and engaged in the Kalamazoo County Homeless/Housing Continuum of Care and has successfully received Michigan State Development Housing Authority (MSHDA) federal Housing and Urban Development (HUD) funding; and,

WHEREAS, The Commission actively requested the County Board to ask the voters of Kalamazoo County to approve a .10 millage to fund the "Kalamazoo County Local Housing Assistance Fund" to assist families with children of low income, and the voters approved of the request on November 3, 2015; and,

WHEREAS, the County levied the approved Kalamazoo County Local Housing Assistance Fund millage in 2015, and now desires to enter into an Agreement with an Agency that can provide housing assistance to assist families with children of low income who are homeless or at risk of homelessness; and,

WHEREAS, By its actions and commitment to serve and assist individuals and families with children who are at-risk of homelessness, the Commission and its many partner organizations demonstrated the ability, experience, knowledge, and desire to provide housing assistance to families with children of low income who are homeless or at risk of homelessness;

NOW, THEREFORE, the Parties to this Memorandum Agree to the following provisions:

SECTION 1. GENERAL TERMS AND CONDITIONS:

1. Recitals: The recitals accurately reflect the history and relationship of the County and Commission and the purpose of this Agreement – to appropriately invest the monies generated by the Kalamazoo County Local Housing Assistance Fund to provide housing assistance to families with children of low income who are homeless or at risk of homelessness.
2. Effective Date and Term of Agreement: This agreement is effective when signed by the parties. The initial term of this Agreement shall be through June 30th, 2018, subject to the availability of funding as described in Section 1.3 of this Memorandum. This Agreement is renewable for two year extensions at the mutual discretion of both parties based on a review of program outcomes and financial reporting.
3. Funding Appropriation: The Kalamazoo County Board of Commissioners possesses the sole authority to authorize the levy of the Kalamazoo County Local Housing Assistance Fund millage on an annual basis. The millage has been levied in 2015 and is subject to being levied in 2016, 2017, 2018, 2019, and 2020. Nothing in this Memorandum shall be construed as binding the Kalamazoo County Board of Commissioners to approve of levying the millage in 2016-2020 (inclusive).
4. Transfer of Funds:
 - a. The County shall make quarterly distributions of County approved appropriations of Local Housing Assistance Fund monies beginning in June of 2016, and continuing thereafter in the following September, December and March to the Commission. Said funds are to only be used to provide assistance to families with children of low income who are homeless or at risk of homelessness, and in conformity with a work plan approved under Section 6 of this Memorandum.
 - b. An annual reconciliation shall be performed to determine excess funding between the appropriation and the actual expenditures. Excess funding shall

be used by the Commission for the subsequent fiscal year. For purpose of this Memorandum, the fiscal year starts on July 1st and ends of the following June 30th.

c. Funds shall be spent subject to their availability.

5. Administration of the Funds:

- a. The Commission is responsible to oversee and administer the monies that are transferred to the Commission using generally accepted accounting principles and governmental accounting standards.
- b. The Commission will provide monthly financial report and an annual audit to the County Controller.
- c. The Commission will provide bi-annual written/verbal reports to the County Board of Commissioners and additional reports as requested by the County.

6. Development of Annual Work Plan and Budget:

- a. **Work Plan.** No less than 45 days prior to the start of the fiscal year as defined in this Memorandum, the Commission shall provide the County Board of Commissioners with a written Work Plan that describes the efforts the Commission will undertake during the fiscal year to provide housing assistance to families with children of low income who are homeless or at risk of homelessness. The Work Plan, at a minimum, shall include:
 - I. The standards for determining whether a person qualifies as a low income person; and
 - II. The number of persons expected to be served by the Commission during the fiscal year; and
 - III. A description of the Programs and/or contractual relationships the Commission will utilize to provide assistance including, but not limited to, Direct Housing Assistance, and counseling services on how to prevent/avoid homelessness.
 - IV. A description of the Outcomes the Commission expects to achieve during the fiscal year and how such Outcomes will be measured/confirmed.
 - V. Outcomes include but are not limited to:
 1. Achieving stable housing.
 2. School success measures.
 3. Income and earnings goals for program participants.
 4. Program participants exiting the programs(s) and moving into permanent, affordable housing.
- b. **BUDGET** – Concurrently with the submission of the annual Work Plan, the Commission shall submit a written proposed Budget which contains sufficient detail to show the anticipated costs of the Programs and/or contractual relationships described in the Work Plan. The Budget shall include the costs associated with the Commission's administration of the Programs and/or contractual relationships including Commission employees and administrative costs.

7. Approval of the Work Plan and Budget: The County Board of Commissioners shall review the Work Plan and Budget at a regular or Special Meeting of the Board of Commissioners. The County Board of Commissioners may approve of the Work Plan and Budget in whole or in part. If the Board of Commissioners approves of a Work Plan it will also approve the appropriation of monies from the Local Housing Assistance Fund to implement the provisions of the Work Plan. Said appropriations shall be disbursed as set forth in Section 4 of this Memorandum.
8. Commission's Expenditure of Funds: After the County Board of Commissioners approves the Commission's Annual Work Plan and Annual Budget the Commission shall formally adopt a budget consistent with that approved by the County Board before any funds are released to the Commission. If the items within a budget are to be reallocated in excess of 20% of the original budget, the Commission shall submit a Reallocation Plan to the County for its approval.
9. Contractual Relationships: All Commission contracts and subcontracts with third parties shall comply with State and Federal law, and the Commission will follow County purchasing policies. The Commission shall be responsible for monitoring the performance of all third party vendors or service providers to ensure that goods and services are delivered in accordance with the provisions of the contract or service agreement.
10. Additional Revenue Sources: The provisions of this Memorandum apply only to funds the County appropriates to the Commission, including interest earned on such appropriated funds. If the Commission receives funds from other sources, the Commission has authority and discretion to utilize those funds in whatever manner the Commission deems appropriate - subject to State and Federal laws.
11. Records:
 - a. The Commission shall comply with all applicable laws, regulations and reporting requirements in the operation of its housing programs.
 - b. The Commission shall maintain its records in a manner which enables the County to identify all housing support services that the Commission and/or its contract agents have provided, any recipient of those services, any person, whether as a contractor or subcontractor or not, who has participated with or on behalf of Commission in providing services in order to document such services.
 - c. Commission shall maintain all financial data according to generally accepted accounting principles. The County may review all records with reasonable notice related to the Agreement or those of subcontractors to assure compliance with this agreement and applicable federal, state and local laws and regulations.
 - d. Commission will provide the County:
 - I. Monthly Financial Reports
 - II. Annual audited financial statements that include an additional report on program compliance as outlined in this Memorandum and associated

documents not more than 120 days after the close of the Commissions' fiscal year.

1. Periodic Reports and Narrative summaries as mutually agreed upon by the parties. The reports will document progress on meeting the planned goals and any adjustments or redefinition of outcomes.
2. Shall retain all records in accordance with State record retention requirements.
3. The records requirements apply to all contractors and subcontractors.

12. Nondiscrimination:

- a. The parties to this agreement may not discriminate against an employee, or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, ethnicity, age, sex, height, weight or marital status or disability unrelated to the individual's capacity to perform the employment/job functions, political affiliations, sexual orientation, or gender identity.
- b. Further, the parties may not discriminate against any participant individual or family because of race, color, religion, national origin, ethnicity, age, sex, height, weight or marital status, disability unrelated to the individual's capacity to perform the employment/job functions, political affiliations, sexual orientation, or gender identity.
- c. Breach of this covenant may be regarded as a material breach of this agreement and permits the non-breaching Party to terminate the Memorandum of Understanding on Thirty (30) days written Notice to the breaching party, if the breaching Party does not correct the breach.

13. Dispute Resolution. In the event a dispute arises between the County and the Commission concerning the performance of this Memorandum, the parties agree to meet, and negotiate in good faith, in order to attempt to resolve the dispute. Said meeting shall take place within thirty (30) days after one party sends the other party written notice identifying the cause or reason for the dispute and requesting a meeting. The County and the Commission agree that neither party will file any lawsuit for the purpose of resolving a dispute, or exercise its right to terminate the Memorandum, until sixty (60) days after the date on which the parties held their final meeting to resolve the dispute. THIS PARAGRAPH DOES NOT APPLY TO DISPUTES INVOLVING ACTS, CONDUCT, ERRORS, NEGLIGENCE OR OMISSIONS BY THE COMMISSION THAT ARE IDENTIFIED IN THIS MEMORANDUM AS CONSITUTING A MATERIAL BREACH OF THIS MEMORANDUM.

14. Assignment. This is an Agreement for Professional Services and the Commission may not assign its interest in this Agreement, except as outlined in an approved

Work Plan, Budget, and Contract without the express written consent of the County.

15. Amendments and Termination. Changes to this Memorandum will only be valid if they are in writing and signed by the Commission and the County. Either party may terminate this Memorandum, without cause, upon Ninety(90) days written Notice to the other Party. Any contractual commitments a Party enters into prior to receiving a Notice of termination shall be honored by both Parties.
16. Notices. Any Notice/Communication required, or permitted, under this Contract from one party to another, including the Commission's request for assistance from County personnel in carrying out Commission's duties under this Contract, shall be deemed effective if the party sends the Notice/Communication through first class mail to the other Party. The Parties agree that Notices and Communications should be sent to the parties at the following addresses:

COUNTY: **County Administrator**
201 W. Kalamazoo Avenue, Room 207
Kalamazoo, MI 49007

COUNTY **County Controller**
201 W. Kalamazoo Avenue, Room 201
Kalamazoo, MI 49007

KCPHC **David Anderson, Chair**
Kalamazoo County Public Housing Commission
P.O. Box 101
Nazareth, MI 49074

KCPHC **Rose Cadaret, Treasurer**
Kalamazoo County Public Housing Commission
P.O. Box 101
Nazareth, MI 49074

With copies to: **David P. Artley, Member**
Kalamazoo County Public Housing Commission
10095 Pepperell Court
Portage, MI 49024

17. Severability. If a court of competent jurisdiction declares any part, portion or provision of this Contract invalid, unconstitutional or unenforceable, the remaining parts, portions and provision of this Contract shall remain in full force and effect.
18. Entire Agreement. This Memorandum constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Memorandum, and no modification or revision to the Memorandum shall have any force and effect

unless it complies with the provisions of Section 15. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

19. Headings. The Titles of the Sections and Paragraphs of this Memorandum are provided for reference purposes only. If any discrepancy or disagreement exists between a Title and the text of the section, or paragraph, the text shall control.
20. Signatures. The individual or officer who signs this Memorandum certifies through his/her signature that he/she is authorized to sign this Contract on behalf of the entity that he/she represents.
21. Governing Law. This Memorandum shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The parties agree that any action to enforce this Memorandum may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes Kalamazoo County, Michigan.

Signatory Page:

Kalamazoo County

By:

_____ **Date:** _____

ITS: County Board Chairperson

Kalamazoo County

BY:

_____ **Date:** _____

ITS: Clerk Register

Kalamazoo County Public Housing Commission

BY:

_____ **Date:** _____

ITS: Chairperson

KALAMAZOO COUNTY PUBLIC HOUSING COMMISSION
WORK PLAN AND BUDGET FOR 2016/2017 – 4/19/2016

In keeping with the Memorandum of Understanding between the County of Kalamazoo and the Kalamazoo County Public Housing Commission (Commission), the Initial Work Plan and Budget for 2016/2017 have been developed and are contained herein.

The **WORK PLAN** describes the strategic plan the Commission will undertake during the first fiscal year effective the approval date of the Memorandum of Understanding to provide housing assistance to families of low income who are homeless or at risk of homelessness with children enrolled in school. This concept was and still is the basic premise of the housing millage request as presented to the County Board of Commissioners in June 2015 entitled, "*Homes for Kalamazoo County Families with Children, June 16, 2015*". See Attachment A as a reference.

- A) The **STANDARDS** for determining eligibility for the program –
- 1) Homeless or living in area not suitable for human habitation
 - 2) Eligible families have a total household income of 60% of area median income or less.
 - 3) Eligible families will contribute 30% of their monthly gross income towards rent.
 - 4) Children enrolled in school districts wholly or partially located in Kalamazoo County.
 - 5) Geographic parity.
 - 6) Special, unique family needs.
 - 7) Additional criteria to be determined.
- B) The **NUMBER OF PERSONS** expected to be served by the Commission during the fiscal year
- 1) **Up to 100 families that are homeless and living in Kalamazoo County with children enrolled in school.**
- C) The **DESCRIPTION** of the Programs and/or contractual relationships the Commission will utilize to provide assistance including, but not limited to Direct Housing Assistance, and support and counseling services on how to prevent/avoid homelessness. **The intent of the Commission is to enter into contract services as noted: Initial contracts will be through June 30, 2018. No employees are**

contemplated. Potential contract renewals will be based on performance by contract agent or agency as assessed by the Commission and up to two years per renewal.

- 1) Monitor- Administrative Support for the Commission including contract monitoring, billing, and program operation oversight, evaluation and data collection, communication and coordination with all partners.
- 2) Service Provider (s) – shall provide direct housing assistance and support services/counseling services focusing on self-sufficiency and school success for average an average of one year of housing.
- 3) Advisory Committee – Consisting of 10-12 volunteers from non-profit and community agencies to offer insights and advise in community engagement, project operation, data collection and evaluation.

D) The **GOAL** of the project is to provide temporary housing assistance and support services (which may include self-sufficiency planning, budgeting, goal setting and access to other resources).

A description of the **Outcomes** the Commission expects to achieve during the fiscal year and how such Outcomes will be measured/confirmed.

- 1) Achieving stable housing.
- 2) School success measures.
- 3) Income and earnings goals for program participants.
- 4) Program participants exiting the programs and moving into permanent, affordable housing.

Discussion on specific details has already commenced. We are reviewing what data is readily available without additional cost. Further detail will come in the initial quarterly report to the County Board of Commissioners.

E) **EVALUATION** of the Project:

- 1) Dialogue with School Superintendents, W.E, Upjohn Institute, and Western Michigan University includes:
 - I. Data Collection
 - II. Qualitative and quantitative performance measures
 - III. Unintended consequences, and

IV. Continuous Quality Improvement

- 2) Leveraging funds for Project Evaluation from community resources through the Kalamazoo Community Foundation (KCF). An invited funding request of \$46,250 was submitted to KCF on April 6, 2016.
- 3) Additional "Greater Community" Partners such as the Michigan Coalition to End Homeless and Michigan State Housing Development Authority (MSHDA) have exhibited interest.

F) INITIAL TIMELINES

The following approximate timeline has been established to ensure that our project objective will be achieved; however, the following project timeline shall be subject to change when deemed necessary by the Commission.

Projected Timeline – Year 1	Date
Contract with Monitor as funds are available	May 2016
Issue & post Service Provider RFP	April 21, 2016
Negotiate and execute initial contract with Service Provider (s)	May 22, 2016 or sooner
Funds available for 2016/2017	End of May –TBD
Advisory Committee active	May/ June 2016
Determine process for application and family entry points	June 1, 2016 or sooner
Initial Report to County Board et al.	Mid-June 2016
Finalize screening criteria of program	July 1, 2016 or sooner
Data Gathering for success measurements & Identify Continuous Quality Improvement measures	July 1, 2016 or sooner
First families engaged	August 1, 2016 or sooner

The **BUDGET** detail to show the anticipated costs of the Programs and/or contractual relationships described in the Work Plan. The Budget shall include the costs associated with the Commission's administration of the Programs and/or **contractual relationships** including administrative costs.

The County Board of Commissioners shall review the Work Plan and Budget along with the Memorandum of Understanding. Said appropriations shall be disbursed as set forth in Section 4 of the Memorandum of Understanding.

While the potential projected amount of the LHAF Millage is \$817,100/ year, no less than the total millage monies collected in any year shall be spent for the purposes of providing direct housing assistance and housing support services, and oversight and evaluation. Funds shall be spent subject to their availability.

Budget

All activities of the LHAF millage implementation will be operationalized via contractors selected through an RFP process overseen by the Commission. All terms and conditions of the Memorandum of Understanding apply to the Commission and any contractors and subcontractors.

The Public Housing Millage funds will be spent annually in the following categories:

A. \$650,000 – Housing supports include:

1. Direct Housing Assistance – 1 yr. rental subsidies/ security deposits.
2. Support Services with focus on family self-sufficiency planning services.

B. \$50,000 – Monitor – Responsible for administrative support and oversight, monitoring, problem solving, evaluating and communication of the LHAF millage housing program on behalf of the Commission and the homeless families with children enrolled in school that are served.

Questions, comments or concerns are welcome. Contact us at LHAFPHC@gmail.com.

ATTACHMENT A

Homes for Kalamazoo County Families with Children - June 16th, 2015

1586 school age children experienced Homelessness during the 2013/14 school year in Kalamazoo County.

Every school district in Kalamazoo County had children who became homeless during the school year.

In response to this unacceptable situation for school age children and their families, we are proposing a County-wide, rapid re-housing and support service initiative.

- **Who will this help?**
Families with school age children through-out Kalamazoo County
- **What will it do?**
Provide temporary financial housing assistance and support services that lay the ground work for ongoing housing stability.
- **Where will it work?**
In partnership with every school and school district in Kalamazoo County.
- **When will it start?**
In 2016 with the passage of a County-wide .1 housing millage on November 3, 2015
- **How will it work?**
Through contracts with County non-profit entities selected through a RFP process under the oversight of the Kalamazoo County Public Housing Commission.

Here are some specific details:

Serving at least 100 Families annually

1. The referral process for qualifying families will be primarily through the existing infrastructure of Homeless liaisons present in every school district.
2. Families to be served will have an income that does not exceed 60% of the area median income (AMI). The 2015 Kalamazoo County 60% AMI for a family of four is \$36,120. The goal will be to serve those with incomes well below the 60% AMI limit.
3. Families will be expected to contribute a percentage of their own income toward rent, in most cases, between 30 and 50% of their monthly gross income.
4. Each family will participate with a support specialist to create a housing self-sufficiency plan that will be monitored, time-sensitive and adaptable.
5. Family self-sufficiency planning will include a focus on income, budgeting, long-range goal setting and connections to other appropriate mainstream resources.
6. The average length of assistance will not exceed one year. The goal is increased housing stability.
7. As much as possible, families will be assisted to stay in the school district where their children attend school.

The Millage

1. It is calculated that a County wide .1 millage would raise between \$750 and \$800 Thousand annually.
2. The cost to a homeowner with a house that has a market value of \$100,000 would be \$5.00 annually.
3. The proportional geographic distribution of assistance will be insured through contract.
4. The length of the millage request is for six years.

Oversight, management and infrastructure

1. The Kalamazoo County Public Housing Commission will contract for one staff person to oversee the management of budget, the contracts for service and the outcomes. The intent is to keep overhead to a minimum.
2. The direct services of family identification, qualification, rental assistance and the provision of supports will be provided by a qualified, local, non-profit agency (or agencies) selected through an RFP process.
3. Outcome measures will be built in to the contracts for service and there will be regular reporting to the Kalamazoo County Public Housing Commission and the Kalamazoo County Commission.
4. This initiative will always seek to collaborate and cooperate with existing housing assistance activities, never replacing programs, but flexibly leveraging and augmenting resources to increase the opportunity for further system-wide, positive housing outcomes.
5. County landlords will be an important partner in this endeavor. Landlords who agree to accept tenants through this program and keep their rents consistent with affordability standards will receive the subsidy portion of the rent on a monthly basis on occupied units.

Rational

Homelessness is an issue of national concern and it is no different here in Kalamazoo County. With our local focus on, and commitment to, education as a key component to both our County-wide quality of life as well as our opportunities for economic success, it is critical that we support families with school age children. No current Federal or State program provides resources that are specifically targeted to serving this population. We have an opportunity to create a local program that is flexible enough to address local needs and adaptable enough to always seek the best pathways for positive housing stability and at the same time serve as model for how a community commits to each other.

This proposal is respectfully submitted by the members of the Kalamazoo County Public Housing Commission and all the individuals and non-profit partners that participated in its formation.



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: April 6, 2016
SUBJECT: Board Approval Request

The Board Appointments Committee recommends the following appointments:

Animal Services:

- Jonathon Howe Morgan – to assume a term commencing 1/1/15 through 12/31/17

Planning Commission

- Sandra Bliesener – for a term commencing 4/1/16 through 3/31/19
- Grant Taylor – to assume a term commencing 4/1/14 through 3/31/17

ADVISORY BOARD	MEMBER	TERM	ORIGINAL APPT. DATE
Animal Services	Roger Tuinier	Commissioner	
Animal Services	Vacancy for Vet	01/01/2015 to 12/31/2017	
Animal Services	Aaron Winters	01/01/2015 to 12/31/2017	12/17/02
Animal Services	Danielle Gray	01/01/2015 to 12/31/2017	05/15/12
Animal Services	Samantha Cree	01/01/2015 to 12/31/2018	03/01/16
Animal Services	Susan Brodasky, chair	01/01/2016 to 12/31/2019	02/15/05
Animal Services	Scott Thrasher	01/01/2015 to 12/31/2017	02/15/11
Animal Services	Debra Wall	01/01/2015 to 12/31/2017	05/05/09
Animal Services Kristin Goodchild resigned 1/16	Vacancy	01/01/2015 to 12/31/2017	
Animal Services	Steve Lawrence	Continuous Term	

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Animal Services & Enforcement Board | <input type="checkbox"/> Land Bank Authority |
| <input type="checkbox"/> Board of Public Works | <input type="checkbox"/> Metropolitan Planning Commission |
| <input type="checkbox"/> Building Authority | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Central County Transportation Authority | <input type="checkbox"/> Remonumentation Peer Review Group |
| <input type="checkbox"/> Department of Human Services | <input type="checkbox"/> Retirement Investment Committee |
| <input type="checkbox"/> Economic Development Corporation /Brownfield
Redevelopment Authority | <input type="checkbox"/> Sewage & Water Board of Appeals |
| <input type="checkbox"/> Fair Council | <input type="checkbox"/> Soil Erosion & Sedimentation Board of Appeals |
| <input type="checkbox"/> Kalamazoo County Transportation Authority | <input type="checkbox"/> Southcentral Michigan Planning Council |
| | <input type="checkbox"/> Substance Abuse Council |

Name Jonathan Howe Morgan

Occupation Self-Employed

Home Address _____
Street City Zip

Home Telephone _____ Business Telephone _____

Cell Number _____ E-mail address _____

Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

Longtime member of many local and national conservation, wildlife and birding organizations. Self-taught naturalist, wildlife photographer, speaker/consultant and multiple domestic pet owner. Former Certified Wildlife Rehabilitator with the Kalamazoo Nature Center (10 years). Current Kalamazoo & Barry Counties Coordinator of the Michigan Bluebird Society. Current two-year term (alternate) Board Member and Land Use Committee Chair at Circle Pines Center (Delton). I'm interested in serving on local boards and committees, and specifically as they may relate to wild and domesticated animals and their impacts upon communities and natural environments.

Volunteer Experiences:

Kalamazoo Nature Center- wild animal care/rehabilitation, research.
Pierce Cedar Creek Institute- photography workshop.
Southwest Michigan Land Conservancy- environmental stewardship, research.
Michigan Bluebird Society- speaker, coordinator, outreach, education, volunteer, programming.
Circle Pines Center- land conservation/stewardship, research, education, programming, seminars.
Michigan Audubon Society- seminars, education, programming, research, environmental stewardship.

2/08/2016
Date of Application

ADVISORY BOARD	MEMBER	TERM	ORIGINAL APPT. DATE
Planning Commission	John Gisler	Commissioner	
Planning Commission	Heather Ricketts	04/01/2015 to 03/31/2018	03/03/15
Planning Commission	Vince Calahaly	04/01/2015 to 03/31/2018	03/03/15
Planning Commission	Martin Jannsen	04/01/2015 to 03/31/2018	05/15/12
Planning Commission	Steven Cook	04/01/2016 to 03/31/2019	07/16/13
Planning Commission	Joel Amos	04/01/2016 to 03/31/2019	04/03/13
Planning Commission Alice Taylor resigned 3/16	Vacancy	04/01/2016 to 03/31/2019	
Planning Commission Virgie Ammerman resigned 3/16	Vacancy	04/01/2014 to 03/31/2017	
Planning Commission	Jonathon Start	04/01/2014 to 03/31/2017	10/14/05
Planning Commission	Neil Sikora	04/15/2014 to 03/31/2017	05/18/10
Planning Commission	Joseph Hohler	04/01/2014 to 03/31/2017	04/01/14

KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority
- Department of Human Services
- Economic Development Corporation /Brownfield
Redevelopment Authority
- Fair Council
- Kalamazoo County Transportation Authority

- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Sandra Bliesener

Occupation Landscape Architect

Home Address _____
Street City Zip

Home Telephone _____ Business Telephone _____

Cell Numbe _____ E-mail address _____

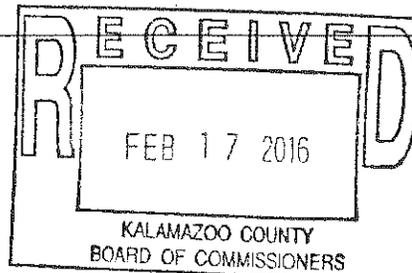
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

As a licensed and practicing landscape architect, I am aware of the impact that planning decisions at the County level can have on site specific design and construction projects. My area of professional expertise is master planning, and the current MCPC Chair informed me that the MCPC is about to embark on a county-wide master planning process. I believe my master planning experience will be beneficial during this process. I also previously served for two years on the MCPC, stepping down in 2012 to serve as the president of the Rotary Club of Kalamazoo in 2013-14. I would welcome the opportunity to step back into service on the MCPC.

Volunteer Experiences:

MCPC Member - 2010-2012
City of Parchment Zoning Board of Appeals - 2004-present
City of Parchment Planning Commission - 2008-present
Rotary Club of Kalamazoo - 2001-present
Career Connections Committee Chair - current
Club President - 2013-14
Editorial Committee Member - 2001-present
Board Member - 2006-8, 2012-15

2/17/2016
Date of Application



KALAMAZOO COUNTY BOARD OF COMMISSIONERS

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- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Grant Taylor

Occupation Oshtemo Township Trustee

Home Address _____
Street City Zip

Home Telephone _____ Business Telephone _____

Cell Number _____ E-mail address _____

Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I currently am a township trustee in oshtemo township. I am also the chair of the Oshtemo downtown development authority. I also was a cabinet member on the Kalamazoo transit mileage campaign team. I have a vast knowledge of the workings within Kalamazoo county and the surrounding area. I believe I would be a good fit for this board.

Volunteer Experiences:

2/17/2016
Date of Application

