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BOARD OF  
COMMISSIONERS'  
MEETING

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May 3, 2017

**NOTICE AND AGENDA FOR  
MAY 3, 2017 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 ***Wednesday, May 3, 2017, at 7:00 p.m.*** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

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

**CONSENT AGENDA**

Circuit Court

- A.      Request for Approval to Submit Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) Application for Women's Drug Treatment Court Program
- B.      Request for Approval to Submit Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) Application for Men's Drug Treatment Court Program
- C.      Request for Approval to Submit Michigan Drug Court Grant (MDCGP) Application for Women's Drug Treatment Court Program
- D.      Request for Approval to Submit Michigan Drug Court Grant (MDCGP) Application for Men's Drug Treatment Court Program
- E.      Request for Approval to Submit Michigan Drug Court Grant (MDCGP) Application for Juvenile Drug Treatment Court Program
- F.      Request for Approval to Submit Michigan Drug Court Grant (MDCGP) Application for Family Dependency Treatment Court
- G.      Request for Approval to Submit Michigan Mental Health Court Grant Program Application for Juvenile Mental Health Treatment & Recovery Court Program
- H.      Request for Approval to Submit Michigan Veterans Treatment Court Program Application for Veterans Treatment Court
- I.      Request for Approval to Submit Swift & Sure Sanctions Probation Program Application
- J.      Request for Approval of Treatment Provider Contract with Freedom Counseling, LLC
- K.      Request for Approval of Treatment Provider Contract with Sarah Webb Counseling Services
- L.      Request for Approval of Treatment Provider Contract with Chaya Gieszer, LMSW
- M.      Request for Approval of Treatment Provider Contract with Family Counseling & Mediation Services, LLC
- N.      Request for Approval of Treatment Provider Contract with Kathy Piecuch Counseling Services, LLC
- O.      Request for Approval of Treatment Provider Contract with Deb Imbrock, MA, LPC

Health & Community Services

- P. Request for Approval of 2017-2018 Advertising Agreement with YP-Yellow Pages
- Q. Request for Approval of Resolution Supporting Older Americans Month
- R. Request for Approval for County Employee to Travel to Ireland with Western Michigan University Faculty & Students to Study Aging & Long-Term Care Issues (Grant Funds)
- S. Request for Approval of the Elimination/Creation of Positions (Grant Funds)

Human Resources

- T. Request for Approval of Labor Counsel Contract with Cohl, Stoker & Toskey

Parks & Expo Center

- U. Request for Approval of Markin Glen House Lease with Kalamazoo Garden Council
- V. Request for Approval of 2019 National Street Rod Contract
- W. Request for Approval of the Creation of Kalamazoo River Valley Trail Program Coordinator Position (Private Funds)
- X. Request for Approval of River Oaks Thunderbirds R/C Club Contract

Planning & Community Development

- Y. Request for Approval of Resolution to Exempt the Kalamazoo County Metropolitan Planning Commission from Preparing Capital Improvements Program Reports

Sheriff

- Z. Request for Approval to Purchase Marine Police Boat Radio (Sheriff's Operational Budget)
- AA. Request for Approval of Temporary Marine Sergeant Position (General Funds)
- BB. Request for Approval of Temporary Booking Clerk Position (General Funds)
- CC. Request for Approval of Extradition Service Contract with PTS of America, LLC
- DD. Request for Approval to Purchase a GPS Antenna System Utilizing Drug Law Enforcement Funds
- EE. Request for Approval to Hire New Employee at the NF-19 Step F Rate

Board of Commissioners

- FF. Request for Approval of Transfers and Disbursements
- GG. Request for Approval of Resolution Supporting a Grant from Michigan Council for Arts and Cultural Affairs for Improvements to Bronson Park
- HH. Request for Approval of 9-1-1 Surcharge Report and to Submit Report to the State 9-1-1 Commission
- II. Request for Approval of Appointments to Various Advisory Boards
- JJ. Request for Approval of the Settlement Agreement for Vicksburg Mill

**NON-CONSENT AGENDA ITEMS**

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

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

ITEM 15     Adjournment

*Dina Sutton*

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Dina Sutton  
Office Manager for Administrative Services

APRIL 26, 2017

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Grant Applications for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to apply for grants to fund:

Women's Drug Treatment Court Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)- Women's DTCP=\$300,000

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

Federal

PERSONNEL IF REQUIRED:

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

NEW OR RENEWAL OR AMENDMENT:

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

Women's Drug Treatment Court Program-Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Applications for Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

Permission to apply for grants to fund:

Men's Drug Treatment Court Program

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

Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)- Men's DTCP=\$400,000

**TIME FRAME OF ACTION:**

October 1, 2017-September 30, 2018

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

Federal

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL OR AMENDMENT:**

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

Men's Drug Treatment Court Program-Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Grant Applications for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to apply for grants to fund:

Women's Drug Treatment Court Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Michigan Drug Court Grant Program (MDCGP)-Women's DTCP=\$300,000

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

PERSONNEL IF REQUIRED:

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

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)

Women's Drug Treatment Court Program-Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Grant Applications for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to apply for grants to fund:  
Men's Drug Treatment Court Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Michigan Drug Court Grant Program (MDCGP)-Men's DTCP=\$400,000

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

PERSONNEL IF REQUIRED:

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

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)

Men's Drug Treatment Court Program-Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Grant Applications for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to apply for grants to fund:

Juvenile Drug Treatment Court Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Michigan Drug Court Grant Program (MDCGP)-Juvenile DTCP=\$30,000

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

PERSONNEL IF REQUIRED:

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

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)

Juvenile Drug Treatment Court Program-Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Grant Applications for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to apply for grants to fund:

Family Dependency Treatment Court Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Michigan Drug Court Grant Program (MDCGP)-Family Dependency Treatment Court=\$95,000

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

PERSONNEL IF REQUIRED:

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

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)

Family Dependency Treatment Court Program-Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Applications for Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

Permission to apply for grants to fund:

Juvenile Mental Health Treatment and Recovery Court Program

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

Michigan Mental Health Court Grant Program-Juvenile Mental Health Treatment and Recovery Court Program=\$90,000

**TIME FRAME OF ACTION:**

October 1, 2017-September 30, 2018

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

State

**PERSONNEL IF REQUIRED:**

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

**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)

Juvenile Mental Health Treatment and Recovery Court Program-Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Grant Applications for Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

Permission to apply for grants to fund:

Veteran's Treatment Court

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

Michigan Veterans Treatment Court Grant Program-Veterans Treatment Court=\$90,000

**TIME FRAME OF ACTION:**

October 1, 2017-September 30, 2018

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

State

**PERSONNEL IF REQUIRED:**

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

**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)

Veterans Treatment Court Program-Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Grant Applications for Drug Treatment Court Program

SPECIFIC ACTION REQUESTED:

Permission to apply for grants to fund:

Swift and Sure Sanctions Probation Program

DESCRIPTION OF ACTION (dollar amount, purpose):

Swift and Sure Sanctions Probation Program-Swift and Sure Sanctions Program=\$200,000

TIME FRAME OF ACTION:

October 1, 2017-September 30, 2018

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

State

PERSONNEL IF REQUIRED:

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

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)

Swift and Sure Sanctions Probation Program-Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Approval of treatment contracts for DTCP

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to enter into a contractual relationship with:  
Freedom Counseling, LLC

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

This treatment agency provides treatment services to participants of the problem-solving courts (SSSP, WDTCP, MDTCP, VTC, FDTCP, etc.)

**TIME FRAME OF ACTION:**

January 1, 2017-December 31, 2019

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

Mixture of state, local and federal grant funding.

**PERSONNEL IF REQUIRED:**

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

NA

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**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:

Sara Green 383-6469

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 3, 2017

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

PREPARED BY: Sara Green

SUBJECT: Approval of treatment contracts for DTCP

SPECIFIC ACTION REQUESTED:

The 9<sup>th</sup> Circuit Court is requesting permission to enter into a contractual relationship with:

Sarah Webb Counseling Services

This treatment provider contract has been approved in the past but a sentence has been added to the previous contracts under Section II-Compensation to allow for the provider to be paid in a timely manner. The sentence reads as follows, "Contractee will be paid within 15 business days following receipt of invoice."

DESCRIPTION OF ACTION (dollar amount, purpose):

This treatment agency provides treatment services to participants of the problem-solving courts (SSSP, WDTCP, MDTCP, VTC, FDTCP, etc.)

TIME FRAME OF ACTION:

January 1, 2017-December 31, 2019

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

Mixture of state, local and federal grant funding.

PERSONNEL IF REQUIRED:

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

NA

NEW OR RENEWAL OR AMENDMENT:

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

Renewal

ANY OTHER PERTINENT INFORMATION:

**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:**

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Approval of treatment contracts for DTCP

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to enter into a contractual relationship with:

Chaya Gieszer, LMSW

This treatment provider contract has been approved in the past but a sentence has been added to the previous contracts under Section II-Compensation to allow for the provider to be paid in a timely manner. The sentence reads as follows, "Contractee will be paid within 15 business days following receipt of invoice."

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

This treatment agency provides treatment services to participants of the problem-solving courts (SSSP, WDTCP, MDTCP, VTC, FDTCP, etc.)

**TIME FRAME OF ACTION:**

January 1, 2017-December 31, 2019

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

Mixture of state, local and federal grant funding.

**PERSONNEL IF REQUIRED:**

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

NA

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**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:**

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Approval of treatment contracts for DTCP

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to enter into a contractual relationship with:

Family Counseling & Mediation Services, LLC

This treatment provider contract has been approved in the past but a sentence has been added to the previous contracts under Section II-Compensation to allow for the provider to be paid in a timely manner. The sentence reads as follows, "Contractee will be paid within 15 business days following receipt of invoice."

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

This treatment agency provides treatment services to participants of the problem-solving courts (SSSP, WDTCP, MDTCP, VTC, FDTCP, etc.)

**TIME FRAME OF ACTION:**

January 1, 2017-December 31, 2019

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

Mixture of state, local and federal grant funding.

**PERSONNEL IF REQUIRED:**

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

NA

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**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:**

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Approval of treatment contracts for DTCP

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to enter into a contractual relationship with:

Kathy Piecuch Counseling Services, LLC

This treatment provider contract has been approved in the past but a sentence has been added to the previous contracts under Section II-Compensation to allow for the provider to be paid in a timely manner. The sentence reads as follows, "Contractee will be paid within 15 business days following receipt of invoice."

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

This treatment agency provides treatment services to participants of the problem-solving courts (SSSP, WDTCP, MDTCP, VTC, FDTCP, etc.)

**TIME FRAME OF ACTION:**

January 1, 2017-December 31, 2019

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

Mixture of state, local and federal grant funding.

**PERSONNEL IF REQUIRED:**

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

NA

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**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:**

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

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

**PREPARED BY:** Sara Green

**SUBJECT:** Approval of treatment contracts for DTCP

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court is requesting permission to enter into a contractual relationship with:

Deb Imbrock, MA, LPC

This treatment provider contract has been approved in the past but a sentence has been added to the previous contracts under Section II-Compensation to allow for the provider to be paid in a timely manner. The sentence reads as follows, "Contractee will be paid within 15 business days following receipt of invoice."

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

This treatment agency provides treatment services to participants of the problem-solving courts (SSSP, WDTCP, MDTCP, VTC, FDTCP, etc.)

**TIME FRAME OF ACTION:**

January 1, 2017-December 31, 2019

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

Mixture of state, local and federal grant funding.

**PERSONNEL IF REQUIRED:**

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

NA

**NEW OR RENEWAL OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**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:**

Sara Green 383-6469

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF:** May 3, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT: APPROVAL OF 2017-2018 ADVERTISING AGREEMENT  
WITH YP-YELLOW PAGES****SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval for an advertising agreement with YP-Yellow Pages for Kalamazoo County for the 2017-2018 editions.

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

The purpose of this agreement is to advertise listings in the YP-Yellow Pages for the following departments within Kalamazoo County: Hazardous Household Waste Center (HHW), Area Agency on Aging (AAA) and the Parks and Expo Center. YP is unable to provide the County with separate advertising agreements per department; therefore HCS is bringing this consolidated advertising agreement to the Board on behalf of and with permission from each of the departments listed above.

**TIME FRAME OF ACTION:**

The Contract is for the period of June 1, 2017 through May 31, 2018.

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

Funding is provided by the respective program/department represented by the contract.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

This is a renewal contract for the 2017-2018 year.

**ANY OTHER PERTINENT INFORMATION:**

There are no issues or concerns.

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Courtney Davis, Emergency Preparedness Coordinator/Public Information Officer at 373-5025 or at [cldavi@kalcounty.com](mailto:cldavi@kalcounty.com).

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF:** May 3, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** ADOPTION OF OLDER AMERICANS MONTH RESOLUTION**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board to adopt the Resolution for Older Americans Month.

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

N/A

**TIME FRAME OF ACTION:**

May 2017

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

N/A

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**Judy Sivak, AAIIIA Director, 373-5153 or [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).



Kalamazoo County Board of Commissioners

## RESOLUTION

### OLDER AMERICANS MONTH

WHEREAS, Kalamazoo County is a thriving community that includes over 53,000 citizens aged 60 and better who deserve recognition for their contributions and sacrifices to our community and nation; and

WHEREAS, Kalamazoo County recognizes that older adults are trailblazers; advocating for themselves, their peers and their communities and paving the way for future generations; and

WHEREAS, Kalamazoo County Older Adult Services and the Kalamazoo County Older Adult Services Advisory Council, are committed to raising awareness about issues facing older Americans, helping all individuals to thrive in communities of their choice for as long as possible; and

WHEREAS, Kalamazoo County is Celebrating Elderhood in 2017 through an innovative initiative that is challenging aging stereotypes and myths and through community partnerships showcasing how this stage of the lifecycle enriches individuals, families and the whole community;

NOW, THEREFORE, BE IT RESOLVED, that the Kalamazoo County Board of Commissioners does hereby proclaim the month of May, 2017 as OLDER AMERICANS MONTH in the County of Kalamazoo.

STATE OF MICHIGAN                    )  
  )SS  
COUNTY OF KALAMAZOO            )

I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on May 3, 2017.

---

Timothy A. Snow  
County Clerk/Register

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF:** May 3, 2017**DEPARTMENT:** Health & Community Services**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director**SUBJECT:** APPROVAL FOR COUNTY EMPLOYEE TO TRAVEL TO IRELAND WITH WESTERN MICHIGAN UNIVERSITY FACULTY AND STUDENTS TO STUDY AGING AND LONG-TERM CARE ISSUES**SPECIFIC ACTION REQUESTED:**

HCS Administration requests board approval to allow Anne Zemlick, R.N., Manager of the Area Agency on Aging's Choices for Independence Program, to travel to Ireland with the WMU International Studies Program, from June 28<sup>th</sup> to July 12, 2017, with all expenses paid.

**DESCRIPTION OF ACTION:**

The WMU 2017 International Perspectives on Aging program will focus on "learning about Ireland's long-term care system and supports, innovative technology and approach to dementia care." It is an honor that Anne Zemlick has been chosen to accompany the WMU faculty and to chaperone students who will be studying aging issues and the innovative programs that Ireland has implemented. Ireland is noted to have one of the best aging networks in the world. Anne has been on staff of the Area Agency on Aging IIIA for 12 years and is much respected in the academic and professional community. Upon her return, Anne will share what she learned in Ireland via lectures and/or learning sessions with the Kalamazoo community.

**TIME FRAME OF ACTION:**

The approval is for the timeframe of the trip, June 28, 2017 through July 12, 2017.

**FUNDING SOURCE:**

All expenses are paid through Western Michigan University.

**PERSONNEL:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

See attached document for a detailed description of the WMU 2017 International Perspectives on Aging program in Ireland.

**PROCUREMENT INFORMATION**

N/A

**CONTACT PERSON:**

Judy A. Sivak, Area Agency on Aging Director, 373-5153 or [jasiva@kalamazoo.org](mailto:jasiva@kalamazoo.org).

## International Perspectives on Aging Summer 2017-Western Michigan University

June 28<sup>th</sup>, to July 12<sup>th</sup>, 2017

All travel, lodging and food expenses paid through Western Michigan University.

**Goal:** Ireland is noted as having one of the best aging networks in the world. In addition to learning about Ireland's long-term care system and supports, innovative technology and approach to dementia care, Anne Zemlick has been asked to participate in this event to share her expertise and knowledge of the aging network in Michigan. The intent is that she will be able to assist the students who are participating to understand and compare the aging networks of Ireland to those in the United States as well as personally learn about innovative long-term care strategies.

### Opportunities to explore culture and long-term care during this trip:

**Aging & Opportunity**-Presented by the Marino Institute in Dublin Ireland. "Age & Opportunity" is the national organization that inspires everyone to reach their full potential as they age. This presentation will provide an overview of this initiative that focuses on helping people age 50 and beyond engage in life to the fullest. They provide opportunities for engagement in the arts, cultural activities, sports, physical activity and inspire active citizenship. Participants will learn about the importance of community engagement, partnerships and positive ageing programming. ([www.Olderinireland.ie](http://www.Olderinireland.ie))

**Biddy's Cottage with Michael Gallagher**—Explore Irish folklore, cooking beliefs and superstitions. This is an opportunity to learn about Irish heritage, which informs their life experience today and guides services to the aging.

**Brentwood Nursing Home (Convoy)**—A privately owned long-term care nursing facility that is totally devoted to caring for those with dementia. The facility is divided into 4 small units that house 11 residents each, encouraging the development of a small family unit. It will be interesting to observe the benefits and learn of the challenges of providing dementia care in a small environment, which is set up with life size murals, raised plant beds and other amenities that welcome engagement. ([www.brindleymanor.net](http://www.brindleymanor.net))

**Cloghan Adult Day Centre**—Located in Cork County, Ireland this day program is an example of adult day services, providing respite care for caregivers and meaningful activities for elders with physical frailties as well as dementia.

**Clonmel Day Centre**-an example of a public adult day center where older adults can engage in meaningful activities while receiving the supports necessary to maintain their health, dignity and daily needs, in addition to providing a time for their caregiver(s) to receive respite.

**Colmicille Day Centre**—Provide activities and support for adults of all ages with developmental disabilities. Professionals provide activities at a level that all participants may be successful, as well as a supportive environment to establish meaningful relationships and life skills. ([www.columcillecentre.co.uk](http://www.columcillecentre.co.uk))

**Great Northern Haven**-Smart home which is purposely built to accommodate disabilities and promote the highest level of independent living. This program is also an example of how communities have come together to intentionally develop an age friendly community. In addition, this program offers an example of multi-agency cooperation, which support low or no cost ways to address the needs of people as they age.

([www.agefriendlyireland.ie](http://www.agefriendlyireland.ie))

**Memory Technology Library**—The goal of this library is to raise awareness of assistive technology for people with dementia and their caregivers. They offer information on the benefits and limitations of the range of assistive technology; enable people to try the products, and short term loan of appropriate devices for people to try at home.

**Moorehall Lodge Nursing Home**—Long-term care facility that utilizes the “household” model, which originated in the United States. This nontraditional approach to institutional care is provided through policies and procedures that create a warm home-like atmosphere and include requiring staff wear regular clothes in place of uniforms, and person centered care. Homes are set up for 14-20 residents who are involved with all the day-to-day activities that keep a home running smoothly. Visitors will learn about the “Dementia Care Matters” approach to dementia care which trains staff to “live in the moment” and change their approach according to what is occurring in order to maintain optimal success for the resident with dementia. This facility is Ireland's first accredited Butterfly Centre; an innovative approach to dementia care. ([www.moorehallliving.ie](http://www.moorehallliving.ie)).

**North Belfast Men's Shed**—This initiative is catching on throughout Ireland, and since beginning in 2011, has grown to more than 350 sheds with nearly 10,000 members. The focus of the men's shed is to promote therapeutic conversations by providing a safe environment and meaningful activities. Supported by the Irish Men's Shed Association, this project encourages friendships and breaks down cultural and social barriers, improving health and wellbeing of those who participate.

**Recycled Teenagers (Foyne)**—Promote activity, healthy exercise and decrease isolation and depression. Older adults, age 50 plus, are welcome to attend activities designed to engage their minds as well as their bodies. It will be interesting to explore Ireland's version of the senior center.

**Victims & Survivors Service in Belfast.** This organization supports families and individuals who have suffered due to the conflict within Northern Ireland. The conflict, known as the “Troubles” which began in the late 1960's, centering on social, religious, political and cultural disputes, and resulting in violence and deaths.

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

**DEPARTMENT:** Health & Community Services

**PREPARED BY:** James A. Rutherford, MPA, Health Officer/Director

**SUBJECT:** **APPROVAL TO INCREASE POSITION WITHIN THE HEALTH & COMMUNITY SERVICES DEPARTMENT**

### ACTION REQUESTED

HCS Administration requests Board approval to eliminate and create positions for housekeeping purposes within the Environmental Health Services programs.

### DESCRIPTION OF SUBJECT

Environmental Health has seen a 15% to 35% program growth in our onsite Water Well and On-Site Sewage Disposal Programs since 2014. In addition, our Food Safety Program has seen a 10% Program growth. With our program growth our need for Administrative Assistant support has also increased. EH currently has one full time Administrative Assistant and one 0.8 FTE Administrative Assistant.

The current employee position that holds the 0.8 FTE has accepted another position outside of Kalamazoo County Government. Given the need to fill this position we are requesting to increase this position from 0.8 FTE to 1.0 FTE to meet increased workload.

### RELATIONSHIP TO GOALS

Environmental Health programs align with HCS's mission of continually working to protect the health of our community. The Environmental Health programs accomplish this through continuous monitoring, assessment and control of the impacts that affect the health of residents and all living organisms in our community.

### FUNDING SOURCE

All positions are funded via adopted budgets. Funding is from the Comprehensive Agreement. No County general funds are required as a result of this request.

### PERSONNEL

The following actions are requested:

*Increase*

<u>Account:</u>	<u>Position #</u>	<u>FTE</u>	<u>Grade</u>	<u>Salary</u>	<u>Effective</u>
221-501	Administrative Assistant #10099-002	0.2	K4	\$6,061.12 - \$7,433.92	05/03/17

### PROCUREMENT

N/A

### ISSUES/CONCERNS

Vern Johnson, Environmental Health Manager, at [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) or 373-5356.

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: May 3, 2017

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Labor Counsel Contract 2017-2020

SPECIFIC ACTION REQUESTED:

Approval of a three (3) year contract with Cohl, Stoker & Toskey to provide ongoing labor counsel services.

DESCRIPTION OF ACTION (dollar amount, purpose):

The County's current contract with Cohl, Stoker & Toskey (CST) expires on June 30, 2017. We respectfully request that a new contract be approved for three (3) years, expiring on June 30, 2020. The County has been working with Cohl, Stoker and Toskey since 2013 and have been very pleased with their services and recommended changes to our personnel policies and internal processes. In addition, they have been very successful with ongoing union negotiations. CST will bill the County on an hourly basis of \$205.00 per hour from July 1, 2017 through June 30, 2019. Commencing July 1, 2019 and through June 30, 2020, CST will bill the County on an hourly basis of \$215.00 per hour. The minimum increment for time billed is 0.2 and the County will reimburse CST for certain actual costs such as copies, postage, court filing fees, deposition costs, computer research, and long distance telephone charges. Travel time and mileage will not be charged by CST for travel to and from CST to the County's offices.

TIME FRAME OF ACTION: 7/1/2017 – 6/30/2020

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): 101-226-806.00

PERSONNEL IF REQUIRED:

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

N/A

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)

In March 2017, Kalamazoo County completed a Request for Proposal (RFP) process for its labor counsel services as part of the due diligence process. An internal team with representation from Finance, Human Resources, Circuit Court and the Sheriff's Office reviewed the eight (8) responses we received to our RFP. After reviewing the responses to our RFP, the internal team determined the best qualified candidate for continued labor counsel services is Cohl, Stoker & Toskey.

NEW OR RENEWAL: New

CONTACT PERSON WITH PHONE NUMBER: Kristine Cunningham, 384-8100 or kdcunn@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz

**SUBJECT:** Markin Glen House Lease with Kalamazoo Garden Council

**SPECIFIC ACTION REQUESTED:**

Approve the lease with the Kalamazoo Garden Council for the Markin Glen Lease

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

The Kalamazoo Garden Council has leased the house at Markin Glen County Park since the County acquired the property almost 30 years ago. They use the house for regular council meetings, garden club meetings, workshops related to gardening, and as a library for garden club members. The Park Commission has negotiated a new lease that enables much needed capital repairs to be completed at the house. The improvements include updated HVAC, electrical upgrades, ADA improvements, flooring, and plumbing work. The Garden Council has agreed to contribute \$50,000 towards these much needed capital repairs.

The Park Commission is also interested in preserving this house because it was part of the estate of Morris Markin, the founder of Checker Motors in Kalamazoo.

**TIME FRAME OF ACTION:**

The lease will expire in 20 years and improvements will be completed this spring/summer.

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

The Garden Council has agreed to provide \$50,000 towards repairs of the house and will also pay \$333 per month in rent and will pay for all utilities at the house with the exception of water and sewer because these utilities are tied into other park buildings. Some of the additional repairs needed will be funded by the Markin Glen Endowment Fund (estimate of \$25,000)

**PERSONNEL IF REQUIRED:** NA

**NEW OR RENEWAL OR AMENDMENT:**

This is a renewal of an existing lease.

**ANY OTHER PERTINENT INFORMATION:**

The Park Commission has reviewed and approved this agreement.

**PROCUREMENT INFORMATION:**

The projects will be contracted and managed by Kalamazoo County and will follow Kalamazoo County Purchase Policies.

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, 383-8787, dmrach@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 3, 2017**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: National Street Rod Contract - 2019**

**SPECIFIC ACTION REQUESTED:**

Approve the 2019 National Street Rod Event Contract for the use of the Kalamazoo County Expo Center. The 2019 event is scheduled for September 13 thru September 15, 2019.

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

Approve the 2019 National Street Rod Event Contract for \$17,582.

**TIME FRAME OF ACTION:**

This contract is for the 2019 Street Rod NATS event.

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

NA

**PERSONNEL IF REQUIRED:**

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

NA

**NEW OR RENEWAL:**

Contracts for 2017 and 2018 have previously been approved. This contract will allow for the 33rd consecutive Street Rod event at the Expo Center and Fairground.

**ANY OTHER PERTINENT INFORMATION:**

The National Street Rod Show contracts come to the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission. The National Street Rod Show is the largest event hosted at the Expo Center and Fairground and according to the CVB the event contributes over \$3.5 million to our local community. The event attracts 35,000 visitors and utilizes 3880 local hotel room nights.

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787

Email: dmrach@kalamazocounty.com

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: May 3, 2017****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz****SUBJECT: Position Creation Request for KRV Trail Program Coordinator****SPECIFIC ACTION REQUESTED:**

Approve the position creation for a KRV Trail Program Coordinator position.

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

The Parks Foundation of Kalamazoo County has agreed to provide the funding to create a new Kalamazoo River Valley Trail Program Coordinator Position. The Parks Foundation has recently received significant grant funding for construction of the final 9.5 miles of the KRV Trail from 35<sup>th</sup> Street in Galesburg to Fort Custer. A requirement of this funding is that the planning and development of the project move forward faster than we originally planned. We are hoping to complete most planning in 2017 and construction in 2018. To make this possible, additional staffing is needed to assist with the management of the project. This will complete the connection of the KRV Trail to Battle Creek.

**TIME FRAME OF ACTION:**

Position will be filled after Board of Commissioners approval and receipt of funding from the Parks Foundation of Kalamazoo County.

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

These positions and the associated benefits are funded through funding from the Parks Foundation of Kalamazoo County. The Parks Foundation is a private non-profit that primarily seeks to raise capital funds for Kalamazoo County Park Projects. Foundation funding will also support all direct expenses related to this position. Incidental county expenses will not be reimbursed. After the 18 months of funding, this position may continue if alternate private funding, fund development, or through endowment funds.

**PERSONNEL IF REQUIRED:**

Create

1 FTE, Coordinator--Trail Program K07 \$40,996.80-\$50,358.80, 208-007, Position #10786

**NEW OR RENEWAL:** This is a new position.**ANY OTHER PERTINENT INFORMATION:**

This request has also been reviewed and approved by the Park Commission.

**PROCUREMENT INFORMATION: NA****CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787

Email: dmrach@kcalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 3, 2017**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: River Oaks Thunderbirds R/C Club Contract**

**SPECIFIC ACTION REQUESTED:**

Approve the 2017 contract between Kalamazoo County and the Thunderbirds R/C Club for the club to operate remote controlled airplanes, helicopters, and control-line flight planes at River Oaks County Park.

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

The proposed contract is a renewal of an existing agreement. The Club reimburses the County for the maintenance expense. The area used for remote controlled airplanes is located at the north-east corner of River Oaks County Park.

The River Oaks Aero Modeler's Club will provide liability insurance policy with limits of at least \$2,500,000 per occurrence. The County will be named as additional insured.

**TIME FRAME OF ACTION:**

This agreement is for 2017.

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

Incremental mowing cost, based on seasonal staff labor rate for this area is estimated at \$207 per month. This cost will be reimbursed by the club. In addition, all members of the club will be required to purchase annual park passes and visitors to the site will be required to purchase daily or annual passes.

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

This is a renewal of existing contract.

**ANY OTHER PERTINENT INFORMATION:**

The Kalamazoo County Park Commission approved the agreement at their last regular meeting.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

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



## Department of Planning & Community Development

201 West Kalamazoo Avenue, Rm. 101 · Kalamazoo, Michigan 49007  
Phone: (269) 384-8112 · FAX: (269) 383-8920 · Email: LMJARN@kalcounty.com

Lotta Jarnefelt, Director

## MEMO

Date: May 19, 2017

To: County Board of Commissioners for BOC May 3, 2017

From: Lotta Jarnefelt

Re: Resolution to Exempt Kalamazoo Metropolitan County Planning Commission from preparing capital improvements program reports.

The Kalamazoo Metropolitan County Planning Commission (KMCP) is in the process of creating a Kalamazoo County Master Plan. The planning legislation (Act 33 of 2008, section 65) states in part that "a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise."

County Administration wishes to continue the current Capital Improvements Program in Kalamazoo County without change, and is therefore requesting that the County Board of Commissioners exempt KMCP from this requirement.

The attached resolution regarding the exemption has been prepared for your consideration and approval in order to comply with the planning legislation pertaining to the forthcoming County Master Plan.

Cc: Administration  
Finance

RESOLUTION TO EXEMPT  
THE KALAMAZOO METROPOLITAN COUNTY PLANNING COMMISSION  
FROM PREPARING CAPITAL IMPROVEMENTS PROGRAM REPORTS

WHEREAS, the Kalamazoo Metropolitan County Planning Commission (hereafter referred to as the Planning Commission) was established in January 1960 by a Resolution of the Kalamazoo County Board of Commissioners pursuant to Act 282 of the Public Acts of 1945; and

WHEREAS the Planning Commission is authorized pursuant to Act 33 of the Public Acts of 2008 as amended; and

WHEREAS, the Planning Commission is designated as a Metropolitan County Planning Commission pursuant to section 37(1); and

WHEREAS, the Planning Commission is in the process of creating a County Master Plan; and

WHEREAS, in accordance with section 65 of Act 33 of 2008, as amended, the Kalamazoo County Board of Commissioners wishes to exempt the Planning Commission from the requirement of preparing a Capital Improvements Program of public structures and improvements as part of the County Master Plan, and to delegate that responsibility to the County Administrator-Controller and his/her designees; and

WHEREAS, the County Administrator-Controller is directed to submit the Capital Improvements Program to the County Board of Commissioners annually, as part of the annual budget process; and

WHEREAS, the County Board of Commissioners is required to approve the annual Capital Improvements Program during the annual budget adoption process.

NOW, THEREFORE BE IT RESOLVED that the Kalamazoo County Board of Commissioners hereby exempts the Planning Commission from preparing a Capital Improvements Program.

STATE OF MICHIGAN            )  
  ) SS  
COUNTY OF KALAMAZOO        )

I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on May 3, 2017.

\_\_\_\_\_  
Timothy A. Snow  
County Clerk/Register

**.BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 3, 2017**

**DEPARTMENT: Sheriff's Office**

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

**SUBJECT: Approve Purchase of Mobile Marine Police Boat Radio**

**SPECIFIC ACTION REQUESTED:**

Approve the purchase of a capital equipment item outside of the Capital Improvement Program (CIP) using the Sheriff's Office General Fund appropriatio

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

Purchase a mobile police radio for a Marine boat that patrols the County waterways at the cost of \$4,718.25 and an additional \$579.00 for programming and installation. Total Cost estimate \$5,279.25. A budget adjustment will be submitted on the Transfers and Disbursements at your next Board of Commissioners meeting to move the funds to the capital improvement account.

**TIME FRAME OF ACTION:**

Immediate

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

Sheriff's Office General Fund

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

NA

**ANY OTHER PERTINENT INFORMATION:**

The Marine Deputies use portable radios which do not have a normal battery life to cover the entire shift. The output of a portable radio is low compared to a mobile radio and a transmission is not always received by Dispatch. This purchase enhances the safety of the Marine Deputies, giving them the capability of contacting the dispatch center in the event of emergencies. One radio was purchased last year for Marine boat PB#1. This installation will be for PB#2.

**PROCUREMENT INFORMATION:**

The Motorola radio is purchased through Roe Comm of Portage in an going effort to have uniformity with the Sheriff's communication equipment. Roe Comm also has the maintenance service agreement for all of the Sheriff's Office radios.

**CONTACT PERSON WITH PHONE NUMBER:**

Terra Mickolatcher ph: 383-8763

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Temporary Marine Sergeant Position Approval

**SPECIFIC ACTION REQUESTED:**

Approval to create temporary Marine Sergeant F-22 position

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

Approval of a temporary Marine Sergeant position who will supervise the Marine program for enforcing safe boating laws on the lakes and waterways of Kalamazoo County.

**TIME FRAME OF ACTION:**

April 2 – September 30, 2017

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

Sheriff's Office Budget in the General Fund

**PERSONNEL IF REQUIRED:**

No new personnel will be required.

**NEW OR RENEWAL OR AMENDMENT:**

Renewal. This is annual request.

**ANY OTHER PERTINENT INFORMATION:**

This is an annual event where a Sergeant is assigned to Marine/ORV and snowmobile patrols. This action fulfills the KCSDA CBA Article XXII Sec. 18 attached. It is much more economical to create the temporary Marine Sergeant F-22 position than to pay an officer in charge the required one hour overtime.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176

**Section 17:** If a central dispatch authority is created and the Employers cease to operate an independent dispatch center, laid off dispatchers will be given the opportunity to exercise their seniority to displace a Civilian Aide with less County seniority or an employee in the F-9 Clerk Typist I/Control Center Operator classification with less County seniority. A Dispatcher exercising his/her seniority in this manner will have his/her pay rate red-circled at his/her last Dispatcher rate of pay until the pay rate for the Civilian Aides exceeds it. The Dispatchers so exercising their seniority will remain as members of this bargaining unit while employed as Civilian Aides, but the Civilian Aide classification will not become part of this bargaining unit.

**Section 18:** When a shift Sergeant is assigned to a special assignment, such as but not limited to Marine Division, that Sergeant's position will be backfilled with a Sergeant. Neither the assigned nor the backfilling Sergeant will acquire any right or title to the job seniority and the permanent classification to which he/she is assigned or for which he/she is backfilling.

**Section 19: Security Deputies.** Plan for security screeners at County Court buildings based upon previous proposal made by Sheriff Anderson. The pay scale is the same as for Airport Security Deputies.

**Section 20: Part-time employees.** The Employers shall have the right to use part-time employees without benefits as Security Deputies, as Civilian Dispatchers and Clerical positions. It is also agreed that part-time employees will not be used to replace full-time positions and/or to reduce the regular hours worked by full-time employees.

**Section 21. Random Drug Testing.** The random drug testing program currently utilized by the City of Portage will be used as a basis to develop a KCSD drug testing program. The drug testing program will be outsourced and will not be run by the County. A rehabilitation program is included in the drug testing program.

**Section 22. Other Agreements.** The parties have reviewed a number of memoranda and Letters of Understanding and have determined that the following Letters of Understanding are applicable:

1. May 10, 1985 regarding Radio Section assignments.
2. July 29, 1985 Grievance resolution regarding overtime eligibility
3. April 8, 1988 Grievance resolution regarding association leave time usage.
4. June 21, 1988 Grievance resolution identifying the Deputy/Reserve ratio.
5. June 22, 1988 Grievance resolution regarding using management for extraditions.
6. January 9, 1989 Grievance resolution regarding calculation of court overtime.
7. June 7, 1991 Grievance resolution regarding vacations with Jail and Transport on dayshift.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Temporary Booking Clerk Position

**SPECIFIC ACTION REQUESTED:**

Approve a temporary booking clerk position until December 31, 2017 or until the return of the affected employee whichever comes first.

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

Approval of a temporary jail division booking clerk to replace a current booking clerk who is off duty due to an extended medical condition

**TIME FRAME OF ACTION:**

Immediate

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

General Fund 101-302

**PERSONNEL IF REQUIRED:**

One temporary FTE 1.0

**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

A current jail division booking clerk is experiencing an ongoing medical condition that has resulted in a setback in treatment. The booking clerk position is instrumental to the work flow of the jail and the position needs to be temporarily filled.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas ph: 385-6176

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 3, 2017**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Paul Matyas, Undersheriff**

**SUBJECT: Extradition Service Contract Approval**

**SPECIFIC ACTION REQUESTED:**

Approve a contract with PTS of America, LLC to provide extradition services.

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

The contract provides for the terms and rates for PTS to transport a prisoner who has been arrested in another State to the County Jail. The cost is \$1.25 per mile one-way but a \$400 minimum fee applies if the trip is less than 325 miles.

**TIME FRAME OF ACTION:**

May 3, 2017 with continuous 1 year cycles. Contract may be terminated 90 days prior to the end of a yearly term or 'for cause'.

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

General Fund 101-302-860.01

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

The Sheriff's Office has used PTS of America for extraditions for many years. Recently they increased their travel pricing to \$2.00 per mile. The company has agreed to return their travel cost to \$1.25 conditional upon signing of a contract.

**PROCUREMENT INFORMATION:**

The Sheriff's Office has priced other Prisoner Transport companies and found PTS to be the most reliable, safe and economical in transporting prisoners from other States to the County jail. By law, the county must bear this expense regardless of which police agency in Kalamazoo County obtains the warrant. The cost is mitigated when Deputies can travel to nearby States for a prisoner pickup or another police agency volunteers to make the prisoner pickup.

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, ph: 385-6176

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 3, 2017

**DEPARTMENT:** Sheriff's Office

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

**SUBJECT:** Approve the purchase of a GPS antenna system from fund (266) Drug Law Enforcement

**SPECIFIC ACTION REQUESTED:**

Approve the purchase of a GPS antenna out of the Capital Improvement Program (CIP) utilizing funds from the Drug Law Enforcement Fund (266)

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

Purchase the GPS antenna/RTK Rover Kit, battery, and installation- for the GIS maps and scene diagrams for crime processing purposes. The total estimated cost of the project is \$10,906.00. At this time there is not a need for a budget adjustment, as there is enough funding in the equipment account (Drug Law Enforcement Equipment Fund 266) to support this purchase.

**TIME FRAME OF ACTION:**

Immediate

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

Drug Law Enforcement Fund (266) New Equipment Account

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL OR AMENDMENT:**

N/A

**ANY OTHER PERTINENT INFORMATION**

The GPS antenna that will connect to the local C.O.R.E.S. system allowing the County operations to overlay the GIS maps on our scene diagrams. It also will operate with our data collector to allow map scenes using only GPS data extending the capability of the scanner we just purchased. It's all used for precisely mapping crime scenes and accident scenes.

**PROCUREMENT INFORMATION:**

The GPS equipment is being purchased through Leica Geosystems, Inc., which is a leader in the industry for spatial data/information.

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 3, 2017**

**DEPARTMENT: Sheriff's Office**

**PREPARED BY: Richard C. Fuller III**

**SUBJECT: New Employee Pay Rate**

**SPECIFIC ACTION REQUESTED:**

Approve the starting pay rate for a new hire at NF-19 Step F.

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

NF-19 Step A is \$41,308 being raised to NF-19 Step F at \$53,705 (based on current KCSDA CBA 2015 pay scale). The Sheriff's Office is hiring a patrol deputy with experience as a patrol officer with another police agency and was a prior Sheriff's Office employee.

**TIME FRAME OF ACTION:**

Upon hire.

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

Sheriff's Office General Fund

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

NA

**ANY OTHER PERTINENT INFORMATION:**

Police agencies in Michigan are faced with a lack of MCOLES certified personnel to fill the available positions. The Sheriff's Office is no different and need to be innovative in attracting qualified candidates to this agency particularly female candidates.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Richard C. Fuller III ph: 385-6173





## ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: TRACIE MOORED, ADMINISTRATOR  
THOM CANNY, CORPORATE COUNSEL

DATE: APRIL 25, 2017

SUBJECT: RECOMMENDATION TO APPROVE THE FIRST AMENDMENT TO THE  
AGREEMENT FOR DISTRIBUTION OF COUNTY 9-1-1 SURCHARGE  
REVENUES

Pursuant to the provisions of the Emergency 9-1-1 Service Enabling Act, Act No. 32 of the Public Acts of 1986 (MCL 484.1101 et seq.) the County Board of Commissioners assesses a \$0.42 per month county-wide 9-1-1 charge effective from July 1, 2016 to June 30, 2017. Under the provisions of the Emergency 9-1-1 Service Enabling Act, the County Board of Commissioners must notify the State 9-1-1 Emergency Services Committee of any change in the amount of the surcharge that will be assessed from July 1, 2017 to June 30, 2018.

On the Board of Commissioners' Consent Agenda for May 3, 2017, is a letter for the State 9-1-1 Services Committee which will identify the surcharged to be assessed in Kalamazoo County from July 1, 2017 to June 30, 2018. Administration will have two separate letters prepared for the May 3, 2017 meeting that address the possible outcomes of the May 2, 2017 election. If the voters approve the ballot question and authorize the \$2.30 surcharge, the letter will notify the State Committee that the surcharge has been changed from \$0.42 to \$2.30. If the voters do not approve the ballot question,

the letter will notify the State Committee that the surcharge remains unchanged and will be \$0.42.

Thank you for your time and consideration to this Memorandum. Please feel free to contact any of us at your convenience if you have any questions or concern regarding this Memorandum.



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Dina Sutton

**DATE:** April 24, 2017

**SUBJECT:** Board Appointment Committee Recommendations

For consideration at your May 3, 2017 Board meeting, the Board Appointment Committee is recommending the following appointments/reappointments:

- ✚ Building Authority:
  - Fred Einspahr for a term commencing May 1, 2017 through April 30, 2020
- ✚ Older Adult Services:
  - Tim Charron for a term commencing January 1, 2015 through December 31, 2018
- ✚ Community Action Tripartite Advisory Board:
  - Sherry Thomas Cloud for a term commencing April 1, 2017 through March 31, 2020
  - Nathon Dannison for a term commencing April 1, 2017 through March 31, 2020
  - Patricia Davis for a term commencing April 1, 2017 through March 31, 2020
  - Patricia Clark for a term commencing April 1, 2017 through March 31, 2020

Thank you for your consideration.