

The logo for Kalamazoo County Government is a semi-circular emblem. It features a stylized landscape with a sun rising over a range of mountains. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle along the top edge of the emblem. Overlaid on this logo is the main title of the document.

**Board of  
Commissioners'  
Meeting**

**May 5, 2015**

**NOTICE AND AGENDA FOR  
MAY 5, 2015 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, May 5, 2015, 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.      Request for Approval of 25 Year Resolution Honoring Joddi Witt
- B.      Request for Approval of a Resolution Proclaiming May 7<sup>th</sup>, 2015 National Children's Mental Health Awareness Day

**CONSENT AGENDA**

Circuit Court

- C.      Request for Approval of to Accept Grant Award from the Kalamazoo Community Foundation for the Youthful Offender Transitions Program (YOTP)
- D.      Request for Approval of the Adjusted County Child Care Budget Summary
- E.      Request for Approval to Extend Temporary Employee, Family Counseling Supervisor Position (General Funds)

Drain Commissioner

- F.      Request for Approval of a Contract with Michigan Department of Environmental Quality (MDEQ) for the Morrow Lake Water Quality Monitoring Grant

Health & Community Services

- G.      Request for Approval of Household Hazardous Waste Contract Amendments with Multiple Townships and Municipalities
- H.      Request for Approval of Grant Agreement with Michigan Medicare/Medicaid Assistance Program (MMAP) for the State Health Insurance Assistance Program (SHIP)
- I.      Request for Approval of a Professional Service Contract with the Frank Taylor Group, Inc.
- J.      Request for Approval of a Business Associate Agreement with Western Michigan University Homer Stryker MD School of Medicine
- K.      Request for Approval to Purchase a Vision Screening Machine for the HCS Hearing & Vision Program

Michigan Works!

L. Request for Approval of WIA Statewide Activities Supporting Independent, Third Party Monitoring Funds, Grant 15-01

Planning & Community Development

M. Request for Approval of a Professional Services Agreement with Scott Hopkins, PS  
N. Request for Approval of Resolution to Accept Loan/Grant from MDEQ

Sheriff

O. Request for Approval of Amendment to EZ Card and Kiosk Agreement

Board of Commissioners

P. Request for Approval of Transfers and Disbursements  
Q. Request for Approval of Appointment of Connor Farrell to the Jury Board

**NON-CONSENT AGENDA ITEMS**

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

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

*Dina Sutton*

Dina Sutton  
Office Manager for Administrative Services

APRIL 29, 2015

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 5, 2015****COURT: Ninth Circuit court – Family Division****PREPARED BY: Katherine B. Flack****SUBJECT: Grant Acceptance – Youthful Offender Transitions Program (Y.O.T.P.)****SPECIFIC ACTION REQUESTED:**

We are seeking approval to accept an award of \$60,000 from the Kalamazoo Community Foundation to fund operation of the Youthful Offender Transitions Program. (Y.O.T.P.) Grant #201550212

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

The \$60,000 will be used by the Family Division of the Ninth Circuit Court to fund operation of the Youthful Offender Transitions Program.

**TIME FRAME OF ACTION:**

The term of the grant is from January 15, 2015 through December 30, 2015;

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

Kalamazoo Community Foundation – 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)

Position already exists from previous grant. New grant funding will come out of the same fund so no elimination or creation is required.

**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)

Y.O.T.P. previously received funds in the amount of \$120,000 that was utilized from February 2013 through February 2015.

**ANY OTHER PERTINENT INFORMATION:**

We have been notified by the Kalamazoo Community Foundation staff that this request will also be considered by the Fetzer Institute committee for up to an additional \$5,000 with no further work needed on our part to be considered for this funding. Decisions for this grant request will be communicated May 12-May 13<sup>th</sup>.

**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:**

Kathy Flack [kbflac@kalcounty.com](mailto:kbflac@kalcounty.com) or 269 385-6039

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: May 5, 2015**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: County Child Care Budget Adjustment**

**SPECIFIC ACTION REQUESTED:**

Circuit Court is asking for approval of the Adjusted County Child Care Budget Summary, for the period October 1, 2014 through September 30, 2015.

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

The adjustment is to: Reflect that payments for the Child Care Fund are being processed by the Circuit Court starting January 1, 2015, and increase the Budget Summary by \$489,800. This increase is for the period Oct-Dec 2014 and has been taken care of through all the general fund budget adjustments that occurred in 2014. This budget adjustment does not affect 2015.

**TIME FRAME OF ACTION:**

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

50% State of Michigan, 50% County 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)  
N/A

**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)  
Amendment to the original Budget Summary approved 9/17/2014

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Susan Sayles 383-6415

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: May 5, 2015****DEPARTMENT: 9<sup>th</sup> Circuit Court: Friend of the Court****PREPARED BY: K. Nigel Crum****SUBJECT: 90 day temporary employee extension request****SPECIFIC ACTION REQUESTED:**

We are requesting permission to extend the 90 temporary employment of the Family Counseling Supervisor position.

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

This position was vacated by a long time employee who retired. At that time, we hired a 90 day temporary employee. We would like to continue the temporary employee in that position at this time.

**TIME FRAME OF ACTION:**

We would ask that the extension be retroactive to April 26, 2015 and continue to September 26, 2015, a 5 month extension.

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

General

**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)

Family Counseling Supervisor; 1.0 FTE K11; \$56,326.40-\$76,044.80;

Account number: 215-141-704.00, position number: 10257-001

**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:**

K. Nigel Crum, Friend of the Court  
269-384-8172 or knccrum@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: Tuesday May 5, 2015**

**DEPARTMENT: Office of the Drain Commissioner (KCDC)**

**PREPARED BY: Dr. Pat Crowley, Drain Commissioner**

**SUBJECT: Morrow Lake Water Quality Monitoring Grant**

**SPECIFIC ACTION REQUESTED:** Approve the contract of a Morrow Lake Water Quality Monitoring Grant (2015-2016) by the County of Kalamazoo-KCDC to the Michigan Department of Environmental Quality (MDEQ).

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

The Kalamazoo River Watershed is under Total Maximum Load Limits for total phosphorus. The results of monitoring paid with this grant will help to understand the sources of phosphorus and identify management activities that might reduce total phosphorus loading. This grant was previously funded by MDEQ but was not carried out because of the oil spill. Partners (duties, match) include the City of Kalamazoo's Environmental Services (lab work, \$3432), the Forum of Greater Kalamazoo (administrative and reporting services, \$7200), and Kieser & Associates (technical consultant, \$9237.50). The County of Kalamazoo (KCDC, Finance) will provide documentation review and accounting services (\$574.80) for a total of \$13,244.30. The grant amount requested is \$39,680.

**TIME FRAME OF ACTION:** At the Board meeting following.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):** No new funding is required.

**PERSONNEL IF REQUIRED:** No new personnel are required.

**NEW OR RENEWAL OR AMENDMENT:** New

**ANY OTHER PERTINENT INFORMATION:** A request for assistance in sponsoring this grant came in one week before the due date because it was discovered that the intended sponsor could not meet the audit requirements. Proposed county duties are minimal. The County of Kalamazoo does discharge to the River and experiences TMDL limitations. Information gained from this work will help the entire watershed fine tune its management of total phosphorus. The application did not require a signature. KCDC did consult with Finance and county contributions were included in the match.

**PROCUREMENT INFORMATION:** All work will be done by the partners.

**CONTACT PERSON WITH PHONE NUMBER:**

Pat Crowley, 269-384-8117.

**Appendix A**  
**Morrow Lake Water Quality Monitoring Project**  
**Tracking code #2015-0519**  
**Project Description**

**Statement of Water Quality Concerns/Issues**

Morrow Lake is a Kalamazoo River impoundment situated between the Cities of Kalamazoo and Battle Creek. In the late 1990s, it served as a reference condition for water quality objectives in the phosphorus-impaired Lake Allegan, 40 miles downstream of Morrow Lake. Since that time, studies have suggested that this upstream impoundment may now be serving as an instream source of additional phosphorus to downstream waters. In April of 2010, the Forum of Greater Kalamazoo applied for and received a Department of Environmental Quality (DEQ) Water Quality Monitoring Grant (#481190-10) to assess Morrow Lake phosphorus-sourcing conditions. However, due to the July 2010 oil spill from an Enbridge oil pipeline break, ongoing cleanup activities in the lake and upstream river segments delayed and ultimately precluded detailed monitoring plan implementation of Morrow Lake. (Portage Creek, flowing through the City of Kalamazoo, received this original Morrow Lake funding to alternatively sample water quality for urban stormwater loading improvements in 2013-early 2014.) This current proposal submission by Kalamazoo County resurrects the originally proposed Morrow Lake monitoring plan as outlined in the remainder of this and subsequent proposal sections.

The 1,587-acre Lake Allegan impoundment on the Kalamazoo River, situated approximately thirty miles upstream from Lake Michigan, has long been plagued with hypereutrophic conditions associated with excessive phosphorus loadings throughout the watershed. High phosphorus loading to Lake Allegan has resulted in undesirable algae blooms, low dissolved oxygen levels, poor water clarity, and a fish community dominated by catfish and carp. In the late 1990's, the average secchi depth in Lake Allegan was approximately two feet or less and dissolved oxygen levels less than the water quality standard (WQS) of five milligrams per liter for warm water inland lakes were recorded. Lake Allegan was identified as an impaired water body not meeting WQS due to nutrient enrichment and included on the 1996 and 1998 Section 303(d) list and scheduled for a Total Maximum Daily Load (TMDL). ATMDL for total phosphorus (TP) was developed for Lake Allegan by the DEQ, and approved by the United States Environmental Protection Agency in 2001. The geographic boundary for needed TP reductions in the watershed to meet the TMDL was considered to be the entire Kalamazoo River watershed, upstream of Lake Allegan.

As part of the TMDL process, an analysis of the conditions in Morrow Lake was conducted by the State of Michigan as well as Lake Allegan in the late 1990s. Morrow Lake and Lake Allegan share similar land use characteristics. Both impoundments are surrounded by urban areas along the river corridor with the majority of the surrounding land use being agriculture and forestlands. Morrow Lake is smaller than Lake Allegan (900 acres) but has similar depths (5-10 foot). Characteristics of Morrow Lake studied in the late 1990s included no reported algae blooms, correspondingly low chlorophyll *a* concentrations, transparency of over three feet and a balanced, non-carp dominated fish community<sup>1</sup>. These attributes of Morrow Lake served as the basis for the proposed goals for Lake Allegan<sup>2</sup>. The Lake Allegan goals set in the TMDL focus on TP reductions from April-June (spring) and July-September (summer). The spring load allocation for nonpoint sources (NPSs) requires a 43% reduction of the 1998 baseline TP load, and caps the point source (PS) waste load allocation (WLA) at an aggregate load of 8300 pounds per month<sup>1</sup>. The spring WLA of 8300 pounds per month was the existing PS load in 1998; therefore, no reduction in PS loads was required during the spring season. The summer load allocation for NPS requires a 50% reduction in 1998 baseline TP load, and an aggregate WLA for PSs that requires a 23% reduction in 1998 TP loading from PSs for July-September. For over a decade, the MDEQ and TMDL stakeholders have collected water quality samples at several locations on the Kalamazoo River from Morrow Lake to Lake Allegan as part of the TMDL activities. Though point source reductions since 1998 have been

<sup>1</sup> *From Loading Assessments of Phosphorus Inputs to Lake Allegan, 1998. MDEQ, SWQD, Report No. MI/DEQ/SWQ-99/125.*

<sup>2</sup> *From Total Maximum Daily Load (TMDL) for Total Phosphorus for Lake Allegan, Michigan DEQ, March 2001. Available at: <http://www.deq.state.mi.us/documents/deq-swq-gleas-tmdlallegan.pdf>.*

<sup>3</sup> *From Water Quality Improvement (Implementation) Plan for the Kalamazoo River and Lake Allegan through a Phosphorus TMDL Process. Developed by the Kalamazoo River/Lake Allegan TMDL Implementation Committee, July 2002. Available at: <http://kalamazooringiver.net/tmdl/implement/index.htm>.*

dramatic and meet wasteload allocation goals in the TMDL, results from TP sampling years show no discernable decreases in TP loading from NPSs. A water quality study by a Michigan State University doctoral student concluded that from 2005-2006 (post TP reductions by PSs) Morrow Lake represented a significant source of TP loading from inlet versus outlet sampling. Figure 1 in Attachment A shows the TP concentrations measured at the inlet and outlet of Morrow Lake (pre- oil spill). Except for 2000 and 2008, TP concentrations were higher at the outlet of the lake than the inlet. When converting the concentrations to TP loads, in certain years the increased TP load at the outlet is similar to that of the larger PSs dischargers in the watershed<sup>3</sup>.

Without fully understanding the TP dynamics in Morrow Lake, watershed stakeholders have considered whether activities meant to reduce TP loads upstream of the impoundment provide any benefit to TP concentrations entering Lake Allegan. The issue of TP sourcing from Morrow Lake is an important one, as it has broad implications for TMDL implementation and TP reduction activities both upstream and downstream of the lake. The next steps for TMDL stakeholders are to gain a better understanding of the TP dynamics in Morrow Lake, determine primary causes of when Morrow Lake loads increase and decrease, and use these findings to potentially develop a management strategy for Morrow Lake, if prudent or feasible. This water quality monitoring study will assist watershed stakeholders with an improved understanding of how best to reduce TP loads in the watershed to meet TMDL goals for Lake Allegan. This will come through a better understanding of reservoir dynamics in order to best manage Morrow Lake in the context of TP load reduction needs. It will also shed light on future possible conditions to expect within Lake Allegan; conditions that are now being similarly monitored under a DEQ Water Quality Monitoring Grant through the Kalamazoo River Watershed Council (KRWC).

### **Project Goals and Objectives**

There are several goals for this water quality monitoring study. First, will be to identify the root causes of TP sourcing (whether biological or physical or both) in Morrow Lake. The next goal will be to forecast whether Morrow Lake may continue sourcing TP in the future, and if so, potentially for how long. Last, the goal will be to use monitoring results and recommendations to support implementation of the TMDL by reducing TP loading to Lake Allegan.

The main objectives of this project are listed below. Results from these steps will work to accomplish the goals of managing Morrow Lake to reduce TP loading in order to meet TMDL goals and improve conditions in Lake Allegan. The objectives include:

- To confirm sources of TP coming from Morrow Lake outlet via collection and analysis of water quality samples collected from the inlet, outlet and within the reservoir during the growing season (Apr.-Sept.)
- To determine the likely causes of the source(s) of TP from the reservoir through analysis of sediment and water samples that might indicate whether sediment or biological productivity are potential sources
- To compare Morrow Lake impoundment dynamics with those of Lake Allegan based on similar 2014 sampling of phosphorus dynamics in this downstream impoundment

The results from this project will be posted to the TMDL website ([www.kalamazooriver.net](http://www.kalamazooriver.net)) and presented to TMDL stakeholders at quarterly meetings. The final results of the study will be summarized in a final technical report to the Kalamazoo County Drain Commissioner and project partners. A draft and final report will be developed following MDEQ guidance. The final report along with the water quality data will be provided to MDEQ at the end of the project period.

### **Background Information and Study Design**

Morrow Lake is a 900-acre impoundment located along the Kalamazoo River (HUC 04050003) in Kalamazoo County (Lat: 42.282685, Long:-85.466521). It is located within the Kalamazoo River/Lake Allegan watershed, for which Lake Allegan has an approved TMDL for TP. Morrow Lake has generally been characterized by good water quality, but recent monitoring and analysis has indicated that the lake is a substantial source of TP loading during certain growing seasons based on data collected by TMDL stakeholders, Michigan State University, and MDEQ. Because no PSs discharge between the inlet and outlet, and the surrounding land uses are primarily agriculture and forest, in-reservoir sourcing of TP has been identified as a potential source. Following the EPA oil spill cleanup efforts, water quality monitoring and sediment sampling is necessary within Morrow Lake to: 1) determine if the increased TP load is due to in-reservoir sources, 2) identify potential causes of the increased loading, and 3) develop recommendations for potential management strategies to reduce future loading from Morrow Lake to Lake Allegan.

<sup>3</sup> Source: *Dissertation: Inferring Dissolved Phosphorus Cycling in a TMDL Watershed Using Biogeochemistry and Mixed Linear Models*. Submitted to the Michigan State University by Dean Baas, 2009.

The project will utilize current bathymetry data from oil spill cleanup activities and supplement these with in-lake hydroacoustical measurements as needed. In order to answer the question of what degree and for how long may the lake be a source of TP, sediment samples will be collected in April and September (Spring and Fall) to determine the phosphorus content and analyze the lake bottom sediment composition. Sediments will be collected at each location and analyzed for total phosphorus and total iron (per dry weight) within the top 6-12 inches of the sediment surface. These data will serve to determine if the phosphorus within the sediment is a potential source of TP loading with a method consistent with that used for Lake Allegan in 2014.

Several water quality parameters will be analyzed from water samples collected throughout the growing season (April-September) to determine TP sources and potential causes in Morrow Lake. Water samples will be collected at the surface when the water column is not stratified. In the case of stratification, or in areas that are deeper than three meters, samples will be taken at the surface and near the bottom. Samples will be collected twice per month during the growing season. Total phosphorus (TP) and total suspended solids (TSS) will be sampled at Stations 1-7, which include in-reservoir, and at the lake inlet and outlet locations. Soluble reactive phosphorus (SRP) will also be sampled at the inlet and outlet along with TP samples by KWRP. These data will be used to assess loading trends from the inlet to outlet of the lake. The samples will be taken along an axis from inlet to outlet to determine in-reservoir concentrations. Chlorophyll *a* concentrations will also be measured from the inlet to the outlet to assist in determining potential biologically identified sources of increased TP in the reservoir outlet.

Field parameters, including dissolved oxygen, temperature and conductivity will be measured throughout the water column along the same axis at all stations after the water samples described above are collected. Turbidity and pH will be measured at the depth of water sample collection. Secchi depth will be measured at each station. All water and sediment samples will be properly containerized in the field and returned to Kieser & Associates, LLC (K&A). K&A staff will prepare a sample chain of custody for all samples. The Kalamazoo Water Reclamation Plant (KRWP) will analyze TP, SRP and total suspended sediments (TSS), Upstate Freshwater Institute (UFI) chl *a* and Bio-Chem Laboratories, sediments. Samples for the KRWP and Bio-Chem will be delivered to the lab via courier along with the chain of custody. Samples for UFI will be appropriately filtered and shipped within appropriate hold times along with the chain of custody. Results received by K&A from these laboratories will be entered into a project database and analyzed. All procedures will follow a pre-approved QAPP.

As part of the water quality study, K&A will analyze all data to determine if correlations or other relationships exist in the dataset that will indicate in-lake sources of TP. Observations of lake conditions made during field sampling will also be utilized to determine the likely causes of the TP loading. USGS discharge measurements from an operating gauge station (04106000, Kalamazoo at Comstock, MI) will be used for calculating loads into and out of the impoundment based on long-established flow accrual relationships in the river. These will be used to examine mass balance loads TP and TSS measurements where possible. Sediment phosphorus release will be estimated based on sediment TP content, sediment iron content, dissolved oxygen and temperature measurements. K&A will summarize study results and findings to produce a technical report for the Kalamazoo County Drain Commissioner and watershed stakeholders. These will include in-reservoir loading considerations. Recommendations will reflect activities necessary to successfully implement TP reduction required by the TMDL. It will also compare and contrast Morrow Lake observations with those from 2014 for Lake Allegan.

### **Organization Information**

The Kalamazoo County Drain Commissioner's (KCDC) mission is to provide for the health, safety and welfare of Kalamazoo County citizens, the protection of surface waters and the environment, and to promote the long-term environmental sustainability of Kalamazoo County by providing storm water management, flood control, soil erosion controls and education. Dr. Patricia Crowley, Kalamazoo County Drain Commissioner, brings over thirty-three years experience, including evaluating property characteristics and providing design criteria for new and redevelopment sites including water quality and stream protection controls. Dr. Crowley is especially qualified to lead this project as she served as the Project Hydrologist for the Kalamazoo River Water Quality Trading Demonstration Project from 1997-1999 where she designed monitoring protocols related to stream flow to determine phosphorus and sediment loading from streambank erosion, cropping, and animal feeding operations.

Administration and reporting requirements will be contracted to The Forum of Greater Kalamazoo (Forum). The Forum has participated with the TMDL group as a facilitator, fiduciary or administrator since its inception. For this reason, the contracted administrative role for the Forum on this proposed monitoring project

is consistent with their other significant organizational efforts to improve the Kalamazoo River and its environs. The Forum and the current Executive Director since 1999, Mr. William Reed has successfully managed several other grant projects over the past decade that have improved nonpoint source runoff to the Kalamazoo River. Projects the Forum has successfully implemented that are relevant to this project include grant administrator for the development of the Kalamazoo River/Lake Allegan TMDL Implementation Plan, 319 grant administrator for several streambank restoration projects, and oversight of monitoring activities related to restoration projects.

### **Partners**

The Forum will provide contracted services to the KCDC for administration and reporting requirements of this project. As a partner in the TMDL water quality monitoring study in Morrow Lake, the City of Kalamazoo has committed to participating by analyzing water samples collected for the project as in-kind match. In addition, K&A will commit staff time for each bimonthly sampling event associated with mobilization, de-mobilization (preparing the boat and all sampling equipment) as well as sample delivery to the lab. These efforts will be provided as additional in-kind match to the project. K&A has further committed their support of the study by donating local match in the form of boat and equipment rental costs to the study while their sample collection, data analysis and reporting will be funded by the grant. All commitment letters are included as Attachment C. A description of contractor services is in Attachment D. All subcontractors agree to EPA consultant cap for salary/fringe.

### **Project Sustainability**

Results from the monitoring project for Morrow Lake will be used to better understand impoundment effects on TP loading in general, and provide insight for management strategies in the Kalamazoo River and Morrow Lake, in particular. Water quality monitoring of TP and SRP concentrations during the growing season at the inlet and outlet of Morrow Lake will continue be sustained after this project by TMDL stakeholders. In addition, the MDEQ has collected water quality samples at both of these locations for more than a decade but can only commit to continue sampling on an every other year basis. Continued monitoring after this project by the stakeholders and MDEQ will serve as an indicator of the effectiveness of management decisions and allow the TMDL stakeholders to adaptively manage the TP sourcing from Morrow Lake. The TMDL PS committee is committed to holding two meetings annually as part of the Cooperative Agreement (that includes MDEQ as a signatory) and will use both the information from this monitoring project and future monitoring results to encourage strategic NPS TP load reduction to Kalamazoo River/Lake Allegan.

### **Evaluation**

Data from this project will be used to develop management strategies for Morrow Lake if appropriate to implement activities that will reduce TP sourcing from within the lake. Such information will be disseminated to the TMDL PS and implementation committees, local MDEQ officials, and other watershed stakeholders through technical presentations at quarterly TMDL implementation committee meetings and information posted to the TMDL website. K&A will prepare a technical report on behalf of KCDC with monitoring results, compiled data, and management recommendations for the TMDL committees, project partners, MDEQ, and watershed stakeholders. The project will be evaluated through the successful development and implementation of management recommendations for Morrow Lake, including any strategic changes to future monitoring of Morrow Lake. The effectiveness of the management recommendations will be evaluated through future TP concentration monitoring at the inlet and outlet of Morrow Lake, and ultimately through reduced TP loading and water quality improvements to Lake Allegan over time.

### **Project summary**

For over a decade, the Michigan Department of Environmental Quality (DEQ) and TMDL stakeholders have collected water quality samples at several locations on the Kalamazoo River from Morrow Lake to Lake Allegan as part of the TMDL activities. Though point source reductions since 1998 have been dramatic and meet wasteload allocation goals, results from TP sampling years show no discernable decreases in TP loading from non-point sources. Water quality monitoring is necessary within Morrow Lake to: 1) determine if the increased TP load is from in-reservoir sources, 2) identify potential causes of the increased loading, and 3) develop recommendations for potential management strategies to reduce future loading from Morrow Lake. Several water quality parameters will be analyzed from water samples collected throughout the growing season (April-September) to determine TP sources and potential causes in Morrow Lake. Results from the monitoring project for Morrow Lake will be used to better understand impoundment effects on TP loading in general, and provide insight for management strategies in the Kalamazoo River and Morrow Lake, in particular. Water quality monitoring of TP concentrations during the growing season at the inlet and outlet of Morrow Lake will continue be sustained after this project by TMDL stakeholders.



Kalamazoo County

# Health & Community Services

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

**DATE:** May 5, 2015

**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 CONTRACT AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES**

### **ACTION REQUIRED**

HCS Administration requests Board approval of the following contract amendments 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, 2015 to December 31, 2015 and establish each unit's funding for fiscal year 2015.

### **GOVERNMENTAL UNITS AND FUNDING**

1. Alamo Township	\$2,800
2. Antwerp Township	\$3,500
3. Brady Township	\$2,500
4. Climax Township	\$800
5. Cooper Township	\$7,500
6. Paw Paw Township	\$1,400
7. Richland Township	\$7,000
8. Richland Village	\$700
9. Schoolcraft Township	\$2,500
10. Texas Township	\$10,000

### **DESCRIPTION OF SUBJECT**

The county will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the county to cover the costs of their citizen's utilization of the service. These amendments were a result of amended Household Hazardous Waste fees for FY15 that were approved by the Board on March 17<sup>th</sup> of this year for the purpose of supporting HHW program operations on six (6) Saturdays for the remainder of the calendar year.

### **RELATIONSHIP TO GOALS**

These amendments will allow the collection of household hazardous waste in 2015 from each unit's residents and will allow removal of household hazardous waste from the waste stream, thus preventing environmental contamination problems. This program is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

### **FUNDING SOURCE**

Funding amounts for each governmental unit are listed above. Each of the in-county amendments includes a specific amount for operational expenses, which is based upon a cost-sharing formula. Both in-county and out-county are charged based on actual participation by individual households. Out-of-county municipalities are charged for actual participation plus a \$37.25 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 issues associated with this item.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356 or [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com)

## **B. APPROVAL OF GRANT FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR THE STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP)**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a grant from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging to support the State Health Insurance Assistance Program (SHIP), in the amount of \$17,364.00. The grant period is April 1, 2015 through March 31, 2016.

### **DESCRIPTION OF SUBJECT**

These funds are intended to recruit, train, and support volunteers whose objective is to provide health benefits counseling and information on Medicare, Medicaid, Medigap,

long-term care insurance and related issues to Kalamazoo County's older adults and disabled population and their family members.

### **RELATIONSHIP TO GOALS**

This program meets the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency.

### **FUNDING SOURCE**

There are no County funds associated with this request. Funding is from the state via a grant from the Department of Health & Human Services, Administration for Community Living.

### **PERSONNEL**

There are no new personnel issues associated with this request.

### **PROCUREMENT**

There is no procurement issue associated with this request.

### **CONCERNS/ISSUES**

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Area Agency on Aging Director at 373-5153 or at [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com).

## **C. APPROVAL OF A PROFESSIONAL SERVICE CONTRACT WITH THE FRANK TAYLOR GROUP, INC. TO PROVIDE TRAINING AT THE COMMUNITY ACTION TRIPARTITE ADVISORY BOARD (CATAB) RETREAT AS REQUIRED BY THE COMMUNITY SERVICES BLOCK GRANT (CSBG)**

### **ACTION REQUESTED**

HCS Administration requests board approval of a professional service agreement with the Frank Taylor Group, Inc. for comprehensive training to members of the Community Action Tripartite Advisory Board (CATAB). The contract term is May 1 through June 30, 2015 with a total amount of \$1,400.

### **DESCRIPTION OF SUBJECT**

The Community Services Block Grant (CSBG) Organizational Standards call for greater accountability and measureable results. The CSBG requires that agencies administering funds must have established "performance goals, administrative standards, financial management and other requirements to ensure accountability". The CATAB is responsible for ensuring accountability in the expenditure of funds by the Kalamazoo County Community Action Agency. Providing training to the CATAB

and the CAA staff will impart a proficient understanding of their respective roles, responsibilities and expectations as they plan, create and assess programs designed to assist low-income families in becoming self-sufficient.

### **RELATIONSHIP TO GOALS**

The training will allow members of CATAB and the CAA to be able to work together on outcome-based programs that sufficiently meet the needs of at-risk individuals and communities supporting the overall goal of the CAA to equip community residents to take control of their lives and work toward self-sufficiency.

### **FUNDING SOURCE**

No county general funds are needed. All funding for this training is from the CSBG FY15 grant award and was incorporated into the approved grant budget.

### **PERSONNEL**

There are no new personnel actions associated with this request.

### **PROCUREMENT**

County procurement policies and procedures were followed. Prospective vendors submitted proposals. The Frank Taylor Group demonstrated the expertise and experience required to meet the CAA Accreditation and Organizational Standards. The Frank Taylor Group, Inc. consultants have a combined twenty-five years of experience in community services agency workforce development and administration both within Macomb County and with the Michigan Community Action Agency Association.

### **ISSUES AND CONCERNS**

There are no issues or concerns. If there are any questions, please contact Charlotte J. Smith, JD, CAA Manager @ 373-5052 or [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com)

## **D. APPROVAL OF BUSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES AND WESTERN MICHIGAN UNIVERSITY HOMER STRYKER MD SCHOOL OF MEDICINE**

### **ACTION REQUESTED**

HCS Administration requests Board approval to enter into a Business Associate Agreement (BAA) with Western Michigan University Homer Stryker MD School of Medicine to commence on May 1, 2015.

### **DESCRIPTION OF SUBJECT**

Kalamazoo County Health and Community Services works in partnership with Western Michigan University Homer Stryker MD School of Medicine (WMed) on projects and

research pertinent to Kalamazoo County Residents. WMed is instrumental in assisting KCHCS target areas and needs in the community. Projects may occasionally require that KCHCS share reports and data that address personal health information, and as a result wish to establish a business associate relationship between our two entities to ensure all information is accurately and appropriately exchanged and stored.

### **RELATIONSHIP TO GOAL**

This partnership supports and aids KCHCS in its overall goal of reducing preventable disabilities and deaths and promoting healthy lifestyles and choices for all Kalamazoo County Residents.

### **FUNDING SOURCE**

No funds are required as a result of this request.

### **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 Courtney Davis, HCS Administrative Coordinator, at 373-5197 or at [cldavi@kalcounty.com](mailto:cldavi@kalcounty.com)

## **E. APPROVAL TO PURCHASE A VISION SCREENING MACHINE FOR THE HCS HEARING & VISION PROGRAM**

### **ACTION REQUESTED**

HCS Administration requests Board approval of an emergency purchase of a vision machine to continue school vision screenings during the current fiscal year. This purchase is necessary as the current machines are not functioning properly and are unserviceable at this time.

### **DESCRIPTION OF SUBJECT**

HCS Hearing & Vision technicians provide hearing and/or vision screenings in the school setting, as a convenience to both the school and the student and their family. Generally, hearing screening is provided for students in the following grades: Kindergarten, 2<sup>nd</sup>, 4<sup>th</sup>, & 6<sup>th</sup>. Vision screening is recommended for students in the: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup>, or in conjunction with Drivers Education. Students in Special Education are screened for both hearing and vision every year. Referrals are also accepted for students suspected of having difficulty seeing or hearing during their "off

grade's year". Each school year, vision screenings are provided for approximately 12,000 students and hearing screening for 14,500 students.

### **RELATIONSHIP TO GOALS**

Maintaining an active Hearing & Vision program is a local public health mandated service and supports the HCS goal of reducing preventable disabilities and deaths.

### **FUNDING SOURCE**

HCS reserve funds will be utilized for this purchase which has an estimated cost of less than \$3000. Purchase of additional vision equipment will be requested through the next CIP cycle.

### **PERSONNEL**

There are no personnel issues associated with this request.

### **PROCUREMENT**

All County Purchasing and Procurement Policies will be adhered to in the purchase of this piece of equipment.

### **ISSUES/CONCERNS**

If you have any questions, please contact Deb Lenz, MCH Division Manager at 373-5024 or [dlenz@kalcounty.com](mailto:dlenz@kalcounty.com)

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: May 5, 2015

DEPARTMENT: Michigan Works! – Upjohn Institute

PREPARED BY: Dawn Roberts

SUBJECT: WIA Statewide Activities supporting independent, third party monitoring funds, Grant 15-01

SPECIFIC ACTION REQUESTED: Review and approval of Grant 15-01 between State of Michigan , Workforce Development Agency and Michigan Works! Southwest

DESCRIPTION OF ACTION (dollar amount, purpose): \$15,000.00

The purpose of this grant is to fund an independent, third-party monitoring review of previously identified findings or administrative recommendations for subcontractors previously under the purview of the Calhoun Intermediate School District (ISD) Michigan Works! Agency.

Michigan Works! Southwest has procured the services of a public accounting firm, whose principal officers are independent certified public accountants certified or licensed by a regulatory authority of a state or other political subdivision of the United States, to perform compliance audits for Michigan Works! Southwest.

TIME FRAME OF ACTION: July 1, 2014 to April 30 2015

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Federal, WIA Statewide Activities AY14

PERSONNEL IF REQUIRED: NA

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: NA

CONTACT PERSON WITH PHONE NUMBER: Dawn Roberts 385-0455

**PLEASE ATTACH ALL NECESSARY INFORMATION  
i.e. Agreements/Contracts/Applications**

M.

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** May 5th, 2015 BOC Consent agenda

**DEPARTMENT:** Planning & Community Development

**PREPARED BY:** Lotta Jarnefelt

**SUBJECT:**

New contract for a Remonumentation Peer Review Group member as required for him to receive Per Diem payments from the State Remonumentation grant

**SPECIFIC ACTION REQUESTED:**

Approve new contract between the County and Scott Hopkins, P.S.

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

The recently accepted 2015 State Survey and Remonumentation Grant between the County and the State requires that anyone receiving funds from the grant has a contract with the County.

Mr. Hopkins is a new appointed member of the Kalamazoo County Peer Review Group  
This agreement with Mr. Hopkins allows him to receive meeting per diems from the State grant.

**TIME FRAME OF ACTION:**

Grant is for calendar year 2015.

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

2015 Remonumentation Grant from the State of Michigan, Department of Licensing and Regulatory Affairs

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

New contract with Mr. Hopkins

**ANY OTHER PERTINENT INFORMATION:**

NA

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Lotta Jarnefelt, Remonumentation program administrator, 384-8115 or [lmjarn@kalcounty.com](mailto:lmjarn@kalcounty.com)

## BOARD AGENDA REQUEST FORM

N.

**PROPOSED FOR BOARD MEETING OF:** May 5, 2015 BOC

**DEPARTMENT:** Planning and Community Development

**PREPARED BY:** Lotta Jarnefelt, staff for Kalamazoo County Brownfield Redevelopment Authority (KCBRA)

**SUBJECT:** KCBRA's submittal of loan/grant application to Michigan Department of Environmental Quality (MDEQ) to support remediation of a brownfield site in the Village of Schoolcraft (follow-up of presentation of March 17 COW)

### **SPECIFIC ACTION REQUESTED:**

Pass a resolution supporting the application of a Michigan Department of Environmental Quality Brownfield Redevelopment Loan and Grant for a brownfield site in the Village of Schoolcraft. The MDEQ application process requires the applicant (KCBRA) to include a resolution by the authorizing County to accept the loan/grant.

### **Background:**

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) has been invited by MDEQ to apply for a loan and grant (\$150,000 loan/\$200,000 grant) for a Brownfield Plan site at 555 E Eliza Street in Schoolcraft Village.

The subject property is heavily contaminated, but suitable for the new owner Jamie Clark, owner of CMS (Central Manufacturing Services). CMS is a logistics firm that the KCBRA has had positive dealings with in the past. Mr. Clark is committed to spending substantial sums on the property (up to \$900,000). This loan/grant would help pay for some of the brownfield eligible costs associated with making this property and the existing building safe to use. MDEQ supports the project and has invited the KCBRA to apply for the available loan/grant funds. There will be 5 jobs retained and 3-5 jobs created as the site is being developed.

Even though the KCBRA is the applicant, the loan would be repaid by the Developer and from potential Tax Increment Financing (TIF) revenues from the Brownfield Plan at the site. The MDEQ requires that the County pass a resolution that indicates "*whether the applicant is willing to accept a loan, an amount up to which the applicant is willing to borrow, and the governing body must commit to repayment of the loan. If the applicant is a BRA, the resolution must be from the county or city under which the BRA was formed.*" (quoted from page 14 of the loan/grant application)

The loan needs to be expended first on brownfield eligible expenses before the grant money can be used. The interest rate is currently 1.5%. The loan has a 15-year payback period, beginning with a 5-year grace period with no interest accrued or payments. The loan may be repaid using Tax Increment Financing (TIF) through the KCBRA.

The KCBRA has drafted a Loan Reimbursement agreement with the developer stating that he will cover any part of the loan payments that TIF does not cover. Currently, the site is not expected to generate a large amount of TIF revenue. To protect the County and the KCBRA from a worst-case scenario, the agreement includes a request for an irrevocable letter of credit

from the developer. As included in the Loan Reimbursement agreement, the Letter of Credit is due within 60 days and needs to be in terms approved by the County and the KCBRA.

This grant/loan supports the development of a heavily contaminated site near a residential neighborhood in the Village of Schoolcraft. The developer, Jaime Clark, has had 3 projects with the KCBRA and has a good track record. MDEQ's invitation to the KCBRA to apply for available funding is a plus and a sign of support for this opportunity to bring back this property to fully functional use.

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

Approval of County resolution to submit application and, if awarded, accept the MDEQ loan in the amount of \$150,000 and grant in the amount of \$200,000.

**TIME FRAME OF ACTION:**

Action requested at May 5 BOC, formal submittal of loan/grant application to MDEQ will follow.

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

The loan would be paid by the Developer, as outlined in the Loan Reimbursement Agreement, and by Tax Increment Financing (TIF) revenues from the incremental increase in the subject site's taxable value.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Lotta Jarnefelt Ph. 384-8115, LMJARN@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** May 5, 2015

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** EZ Card Kiosk Agreement Renewal

**SPECIFIC ACTION REQUESTED:**

Approve the amendment to the EZ Kiosk agreement.

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

The amendment extends the agreement by another three years. There is no cost to the Sheriff's Office.

**TIME FRAME OF ACTION:**

Immediately to April 2018

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

NA

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL OR AMENDMENT:**

Renewal. The original agreement was approved by the Board of Commissioners in October 2011.

**ANY OTHER PERTINENT INFORMATION:**

The Sheriff's Office has received outstanding service with EZ Card kiosk and is responsive to both the Sheriff's Office and the citizens they services. The kiosk allows for citizens to post bond and put money into an inmate's account. Debit cards are issued by the Jail staff to inmates being released through the EZ Card kiosk system.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff ph: 385-6176



# ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Tina Becker  
**DATE:** April 22, 2015  
**SUBJECT:** Board Action

The Board Appointments Committee recommends the following appointments to the Jury Board:

- ✓ Connor Farrell for a six year term beginning 05/01/2015 through 04/30/2021