

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a stylized landscape with a blue sky, a green field, and a winding river. In the background, there are silhouettes of buildings and trees. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the landscape.

**Board of  
Commissioners'  
Meeting**

**June 2, 2015**

**NOTICE AND AGENDA FOR  
JUNE 2, 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, June 2, 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.      Public Hearing Resolution to Levy
- B.      Public Hearing KL Avenue Groundwater Restricted Use Zone
- C.      Public Hearing Responsible Bidders Policy

**CONSENT AGENDA**

- D.      Request for Approval of Resolution for Dump the Pump.

Building & Grounds

- E.      Request for Approval to accept Parking Agreement with Ampco

Circuit Court

- F.      Request for Approval to accept Grant from Grace Upjohn Foundation for Youthful Offender Transitions Program (Y.O.T.P.)
- G.      Request for Approval to accept Grant from Fetzer Institute Committee of the local Kalamazoo Community Foundation for Youthful Offender Transitions Program (Y.O.T.P.)
- H.      Request for Approval to accept Grant from WalMart Foundation for Youthful Offender Transitions Program (Y.O.T.P.)

Health & Community Services

- I.      Request for Approval of Household Hazardous Waste Contract & Contract Amendments with Multiple Townships and Municipalities
- J.      Request for Approval to accept Partnership Agreement between Kalamazoo County Community Action Agency (KCCAA) and Kalamazoo Valley Community College (KVCC)
- K.      Request for Approval of Statement of Grant Award #2015-3 from the MI Office of Services to the Aging (OSA) for Region IIIA Area Agency on Aging
- L.      Request for Approval of Memorandum of Agreement with Community Aids Resource and Education Services (CARES)
- M.      Request for Approval of a Contract Amendment with Western Michigan University Homer Stryker M.D. School of Medicine for Professional Consulting Services for the Healthy

Babies Healthy Start (HBHS) Program

- N. Request for Approval of Resolution Confirming the Appointment of Medical Examiner's Staff for the Kalamazoo County Medical Examiner

Parks

- O. Request for Approval for the Demolition of Two Barns at Expo Center
- P. Request for Approval of Construction of Two Pole Barns for the Expo Center

Planning

- Q. Request for Approval to Accept the Pictometry Contract

Sheriff

- R. Request for Approval to Allocate 9-1-1 Wireless Funds (Fund #218) for the Fire Radio Tour in Schoolcraft

Board of Commissioners

- S. Request for Approval of Transfers and Disbursements
- T. Request for Approval of Resolution to Levy Authorization of the Collection of the Levy

**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*

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Dina Sutton  
Office Manager for Administrative Services

June 2, 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



**ADMINISTRATIVE  
SERVICES  
MEMORANDUM**

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: MAY 20, 2015

SUBJECT: RESOLUTION TO LEVY

Michigan law requires each county to adopt an annual Budget for its fiscal year. Each county must adopt the annual budget prior to the start of the budget's fiscal year. This meant adopting the 2015 budget prior to January 1, 2015.

As part of this budget process, each county must adopt a Resolution to Levy setting forth the total number of mills of ad valorem property taxes the County will levy. The monies collected from the levy are then used is to meet the county's financial needs for the ensuing fiscal year.

Prior to 2005, all county millages were levied in December and collected in the following March. This system served counties well because the counties operate on a calendar year budget and would generally try to adopt the ensuing year's budget at the county's annual meeting in October.

In 2005, the Legislature amended the State Revenue Sharing Act, eliminating revenue sharing payments to counties but allowing Counties to start levying their general operating millage in July of each year, instead of December. By levying the millage in July, the revenues would be collected in September. The Legislature authorized this accelerated levying, and collection, of county general operating millage in order to reduce some of the adverse financial impacts resulting from the elimination of state-shared revenue. The State phased in a county's ability to shift the levying and collection of its general operating millage over a 3 year period with counties levying 1/3<sup>rd</sup> of their general operating millage in July of 2005; 2/3rds in July of 2006 and all of their general operating millage in July of 2007.

While the shift in general operating millage levy and collection reduced some of the adverse impacts the county experienced with the elimination of state-shared revenue, it has also created an unintended consequence. Specifically, a County's budget adoption process still takes place in the September-December time frame, and the County still is required to adopt the Resolution to

Levy in that same September-December time frame. However, State law now requires the County to levy and collect its general operating millage in July, prior to the adoption of the Resolution to Levy, and prior to the adoption of the budget the millage revenues will fund. Some members of the Board of Commissioners expressed concern about the County levying all, or a portion, of the County's general operating millage levied in July but not adopting the formal Resolution to Levy until October.

Unfortunately, the Legislature provided no guidance to the Counties on how to address the fact that its general operating levy may be taking place prior the adoption of a Resolution to Authorize the Levy.

In order to avoid any misunderstandings or questions, the Administration and Corporate Counsel have recommend that the Board of Commissioners adopt a Resolution to Levy, after a public hearing, in May or June of each year directing the levying of the County's general operating millage in July of that year. This year's Public Hearing will take place at your Meeting on June 2, 2015.

Thank you for your time and consideration to this Memorandum. Please feel free to contact the Interim County Administrator, Interim County Controller, or me, if you have any questions, comments or concerns regarding this Memorandum or the Resolution to Levy.

**2015  
RESOLUTION TO LEVY**

WHEREAS, the County Administrator of Kalamazoo County has submitted to the Board of Commissioners of Kalamazoo County estimates of the anticipated expenditures for the various departments and functions of Kalamazoo County for the year 2015; together with the estimated revenues from said departments and from taxation for the year 2015; and

WHEREAS, it is the duty of the Kalamazoo County Board of Commissioners to discuss, consider and authorize an annual appropriation to cover such expenditures as determined by the Board of Commissioners to be necessary; and

WHEREAS, it is estimated that a 4.6871 mill tax to cover such estimated expenditures would be necessary.

NOW, THEREFORE, BE IT RESOLVED that a 4.6871 mill operating tax be spread on the taxable value of the property of the County of Kalamazoo in 2015 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2015. Such tax spread being subject to Public Act 357 of 2004, requiring the total operating rate of 4.6871 mills to be levied in July 2015.

BE IT FURTHER RESOLVED that the County Administrator, as the duly appointed Budget Director, is hereby empowered to administer such duties as may be from time to time delegated to that office by the Kalamazoo County Board of Commissioners.

BE IT FURTHER RESOLVED that the Budget Guidelines as adopted by the Kalamazoo County Board of Commissioners at the October 7, 2014 meeting and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

DATED: June 2, 2015

\_\_\_\_\_  
John Taylor, Chairperson  
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN            )  
  ) SS.  
COUNTY OF KALAMAZOO    )

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, 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 June 2, 2015.

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

## **Kalamazoo County Responsible Bidder Policy**

This responsible bidder policy is a set of guidelines that a contractor must follow, and a set of qualifications a contractor must possess, in order to construct or renovate for Kalamazoo County. The purpose of this policy is to assist the County in awarding building construction contracts of \$50,000 or more to the "lowest responsible bidder." The requirements of this Policy, including any obligation of contractors to respond to the Responsibility Criteria and other criteria as listed, shall be incorporated into all documents used to solicit construction project bids or establish bidder qualifications. The County can refuse to hire any contractor who does not meet the requirements of this policy. Furthermore, the County may reject any bid proposals, which, in the County's opinion may contain inaccurate information. The County reserves the right to accept or reject a bid or combination of bids.

The County's role in selecting a contractor(s) on construction projects shall be determined from the lowest responsible bid on the construction project(s) that meet the requirements of this policy.

### **Definitions**

**Construction Project** -- the labor and material necessary for the construction, renovation, repair or improvements to real property, except repair in emergency situations, which requires solicited bids so that the work, when complete, shall be ready for service for its intended purpose and shall require no other work to be a completed system or component.

**Lowest Responsible Bidder** -- a responsible contractor with the lowest cost bid that satisfies the requirements of all local, state, and federal laws; this Policy; any bid documents used to solicit bids; and any other guidelines and specifications required for the construction project. Submitted bids must breakout labor costs from material and equipment costs.

**Responsible Contractor** -- any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project, as determined by the County, based on:

1. contractor or sub-contractor evidence of qualifications or lack thereof, as described in this Policy;
2. the contractor or sub-contractor's compliance with all applicable local, state and federal laws; and;
3. input from the County architect and/or construction manager if applicable.

### Responsibility Criteria

The County shall consider at least each of the Criteria listed herein in determining whether a contractor is a Responsible Bidder. The list set forth below shall in no way limit any additional criteria that the County may deem relevant for purposes of making a determination of contractor responsibility. Any such criteria deemed relevant by the County that is in addition to the items listed below shall be specified in the bid documents together with the requirements of this Policy.

The bid documents for a construction project shall require any contractor or sub-contractor bidding on the project or any part of the construction project, to submit with its bid, written responses and other information demonstrating its compliance (or noncompliance and the reason for such noncompliance) with the listed Responsibility Criteria and any other criteria declared pertinent by the County and included in the bid documents. For each separate bid package of a construction project, the County may accord such weight as it deems appropriate to the Responsibility Criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a Responsible Bidder. This list is not intended to be all inclusive or exhaustive:

1. General information about the bidder's company, its principals, and its history, including state and date of incorporation.
2. Trade categories and information regarding the state and local licenses and license numbers held by the applicant.
3. A confirmation that all sub-contractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction Codes and Fire Safety and as may otherwise be required by law for all licensed occupations and professions.
4. The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site.
5. Documentation that the bidder maintains, participates in, and contributes to a registered apprenticeship training program approved by the United States Department of Labor if apprentices are used on the job site.
6. Verification that the bidder is in compliance with all applicable state and federal laws regarding the hiring of non-US citizens.
7. (a) A statement of determination of the number of Kalamazoo County residents that each contractor/sub-contractor employs or expects to employ on the project; and (b) what percentage of their work force can be drawn significantly from area residents because it's a goal of the County to utilize, in its construction activities, local residents as much as is economically feasible while retaining the high quality of construction required for its construction activities. The County will consider, in

evaluating which bids best serve the interest of the County, the extent to which bidders are able to achieve this goal.

8. A statement regarding the bidder's staffing capabilities and labor sources including sub-contractors and a verification from the bidder that construction workers will not be misclassified, nor will independent contractors be used on site in violation of state and federal law.
9. Documentation of an on-going MIOSHA-approved safety-training program for employees used on the proposed job site and any contractor performing work on or around electrical equipment shall implement a NFPA 70E training program as required by OSHA, to prevent workplace injuries and fatalities due to shock, electrocution, arc flash, and arc blast.
10. Evidence of a worker's compensation Experience Modification Rating ("EMR"). Preference will be given to contractors and subcontractors who exhibit an EMR of no more than 1.0 based on a three-year average.
11. A list of the bidder's last three contracts, including dates, clients, approximate dollar value, and size. Documentation from these previous projects, including but not limited to all costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed (including proof of such fines and penalties), liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved.
12. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size/complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be sub-contracted in the names of the sub-contractors.
13. Evidence that the applicant has financial resources to start up and follow through on the project(s) and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated ("B+" or better) in the current A.M. Best Guide and qualified to do business within the State of Michigan.
14. A list of all litigation and arbitrations currently, pending and within the past five (5) years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the bidder asserted on projects of the same or similar size within the last five (5) years. Any claim against the bidder shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the bidder or any final

judgment rendered against the bidder is satisfied within ninety (90) days of the date the judgment became final.

15. Disclosure of any debarment by any federal, state or local governmental unit and/or findings of non-responsibility or non-compliance with respect to any public or private construction project performed by the bidder, and/or any violations of any state, federal or local laws, including OSHA violations, violation of any state or federal prevailing wage laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against the bidder within the past five years.
16. Proof of insurance, including certificates of insurance, confirming existence and amount of coverage for liability, property damage, workers compensation, and any other insurances required by the proposed contract documents.
17. Ability to provide references from individuals or entities the bidder has worked for within the last five (5) years including information regarding the records of performance and job site cooperation.
18. Verification of an existing Fitness for Duty Program (drugs and alcohol) of each employee working on the proposed jobsite.
19. Statement as to whether the bidder provides health insurance and retirement benefits to its employees and ability to provide documentation upon request.
20. A warranty statement regarding labor and material.
21. Evidence of any quality assurance program used by the bidder and the results of any such program on the bidders previous projects.
22. Evidence of any Equal Employment Opportunity Programs for minorities, women and/or veterans.
23. Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.
24. Assurance that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, age, religion, national origin, marital status, a person's political affiliation, sexual orientation or gender identity, height, weight, or disability.

#### Substantially Low Bid Review

In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the County and/or compared to other bids submitted, the County reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, and/or erroneous assumptions, and whether the apparent lowest bidder has the capability to perform and complete the contract for the bid amount.

#### Interpretation

This Policy is intended to be read and implemented in conjunction with the Kalamazoo County Local Reinvestment and Regional Partnership Policy. If a conflict arises between this Policy and the Kalamazoo County Local Reinvestment and regional Partnership Policy, the provisions of this Policy shall control.

#### Suspension or Revocation

The County may, for good cause, disqualify or suspend a contractor for a specified period of time or revoke the contract. Causes for disqualification, suspension or revocation shall include, but not be limited to, one or more of the following:

1. Inaccurate or misleading statements on the contractor's qualification statements.
2. Declared in default by the County.
3. Adjudged to be bankrupt.
4. Performance, in connection with contract work, becomes unsatisfactory to the County.
5. Contractor's license becomes suspended or revoked.

#### Appeal

An applicant may appeal all or part of any adverse determination in regards to its responsible Bidder application by filing a written appeal that specifically states the word "Appeal," with the Chairperson of the Kalamazoo County Board of Commissioners, at 201 West Kalamazoo Avenue, Kalamazoo, MI 49007. This appeal must identify the reason(s) why the Board of Commissioners should reverse the adverse decision(s) and must be filed within Thirty (30) days of the adverse decision(s).

Date Adopted:

D



Resolution Declaring June 18, 2015 as the Tenth Annual National Dump the Pump Day

WHEREAS, June 18, 2015 marks the Tenth Annual National Dump the Pump Day as a day that encourages people to ride public transportation to save money, conserve gasoline, and help reduce greenhouse gases and reduce our nation's overall dependence on oil. This action can make a difference and help improve the environment; and,

WHEREAS, public transportation plays an important role in protecting air quality by reducing smog-producing pollutants and greenhouse gases; and reduces the country's carbon footprint by 37 million metric tons, the equivalent of 4.9 million households using electricity in a year. U.S. public transportation use saves 4.2 billion gallons of gasoline per year – the equivalent of 108 million cars filling up in a year: and,

WHEREAS, an individual switching to public transportation can reduce his or her daily carbon emissions by 20 lbs; more than 4,800 lbs a year; and Metro Transit provided more than 3.2 million passenger trips in 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Kalamazoo County Board of Commissioners does hereby declare Thursday, June 18, 2015 as "National Dump the Pump Day" in Kalamazoo County and encourage transit ridership on that day.

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 June 2, 2015.

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: June 2, 2015**

**DEPARTMENT: Buildings & Grounds**

**PREPARED BY: Randy Winterowd**

**SUBJECT: Parking Agreement with Ampco**

**SPECIFIC ACTION REQUESTED:**

**Requesting Board of Commissioner approval to enter month-to-month agreement with Ampco System Parking for 140 spaces in their gravel lot on Park St. & Kalamazoo Ave. Also 5 packs of 20 individual passes for VIP parking in Rose Street Ramp**

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

**\$6,272/month (\$44.80/space/month) for employee parking; \$73.00/20 pack for VIP passes.**

**TIME FRAME OF ACTION: As soon as Possible.**

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

**Capital Improvement Parking Ramp Fund**

**PERSONNEL IF REQUIRED:**

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

**NEW OR RENEWAL:**

**New**

**ANY OTHER PERTINENT INFORMATION:**

**The closure/demolition of the Administration Building ramp has necessitated finding alternate parking.**

**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)**

**No, it was not bid out. We needed parking close to Administration.**

**CONTACT PERSON WITH PHONE NUMBER:**

**Randy Winterowd, Director of Buildings & Grounds 384-8121**

F.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: June 2, 2015**

**COURT: Ninth Circuit Court – Family Division**

**PREPARED BY: Jaishree Khatri**

**SUBJECT: Grant Acceptance – Youthful Offender Transitions Program (Y.O.T.P.)**

**SPECIFIC ACTION REQUESTED:**

We are seeking approval to accept an award of \$15,000 from the Harold and Grace Upjohn Foundation to fund operation of the Youthful Offender Transitions Program . (Y.O.T.P.)

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

The \$15,000 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 May 1, 2015 – May 1, 2016.

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

Harold and Grace Upjohn 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)

Renewal – May 21, 2013 then again June 4, 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:**

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: June 2, 2015**

**COURT: Ninth Circuit court – Family Division**

**PREPARED BY: Jaishree Khatri**

**SUBJECT: Grant Acceptance – Youthful Offender Transitions Program (Y.O.T.P.)**

**SPECIFIC ACTION REQUESTED:**

We are seeking approval to accept an award of \$5,000 from the Fetzer Institute Committee of the local Kalamazoo Community Foundation to fund operation of the Youthful Offender Transitions Program. (Y.O.T.P.)

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

The \$5,000 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)

New

**ANY OTHER PERTINENT INFORMATION:**

We had been notified by the Kalamazoo Community Foundation staff that our earlier request for funds to the Kalamazoo Community Foundation would 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. This request to accept these funds is a result of that process.

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

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

H.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** June 2, 2015

**COURT:** Ninth Circuit Court – Family Division

**PREPARED BY:** Jaishree Khatri

**SUBJECT:** Grant Acceptance – Youthful Offender Transitions Program (Y.O.T.P.)

**SPECIFIC ACTION REQUESTED:**

We are seeking approval to accept an award of \$500 from the Walmart Foundation to fund operation of the Youthful Offender Transitions Program . (Y.O.T.P.) Request ID 19559947

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

The \$500 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 1, 2015 – December 30, 2015.

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

Walmart Foundation - National Foundation

**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)

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

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



Kalamazoo County

# Health & Community Services

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

**DATE:** June 2, 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 & CONTRACT AMENDMENTS WITH MULTIPLE TOWNSHIPS AND MUNICIPALITIES**

### **ACTION REQUIRED**

HCS Administration requests Board approval of the following contract & 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 calendar year 2015.

### **GOVERNMENTAL UNITS AND FUNDING**

1. Berrien County            \$1,500

### **DESCRIPTION OF SUBJECT**

The county will provide collection services to each unit's residents at the Household Hazardous Waste Center as long as that unit has funds on account with the county to cover the costs of their citizen's utilization of the service. These 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 contracts/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 \$37.50 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 A PARTNERSHIP AGREEMENT BETWEEN KALAMAZOO COUNTY COMMUNITY ACTION AGENCY AND KALAMAZOO VALLEY COMMUNITY COLLEGE**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a Partnership Agreement with Kalamazoo Valley Community College (KVCC) and Kalamazoo County Community Action Agency (KCCAA) for the period of July 1, 2015 through September 30, 2015.

### **DESCRIPTION OF SUBJECT**

Kalamazoo County Community Action Agency, in partnership with, Kalamazoo Valley Community College, will identify low-income individuals to participate in the Skills to Build Program. The purpose of the program is to connect individuals interested in obtaining certifications/degrees through KVCC's "Fast Track" career programs. KCCAA will refer participants to the program and provide all program information and orientation. Qualified participants will enroll as students with KVCC and create a Self-Sufficiency Plan which will be monitored by the KCCAA in addition to providing case management support. KVCC's Student Success Center will support these students by providing academic and wrap-around social support. KVCC will offer advising, guidance, career assessments and assistance in career decision-making; help with resume writing, cover letters, interviewing, job shadowing, volunteering, and employment opportunities. In addition, KVCC will provide mentorship, counseling, and other services designed to enrich their college experience; and find solutions to

housing, personal finance, time management, nutrition, and health related issues. KCCAA and KVCC will share pertinent feedback to support continuous improvement and program design.

### **RELATIONSHIP TO GOALS**

The activities associated with this agreement will further the goal to support KCCAA's goal to increase self-sufficiency for vulnerable residents of Kalamazoo County.

### **FUNDING SOURCE**

There are no County general funds associated with this request. CSBG funds will be used. Financial assistance for "Skills to Build" participants' will average between \$838.00- \$1,125.00 per student. Maximum participation is 30.

### **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. Please refer any questions to Charlotte Smith, JD, CAA Manager at 373-5052 or [cjsmit@kalcouny.com](mailto:cjsmit@kalcouny.com)

## **C. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2015-3, FROM THE MI OFFICE OF SERVICES TO THE AGING (OSA) TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept Statement of Grant Awards #3 from the MI Office of Services to the Aging (OSA) in a total amount of \$53,420 for the period of October 1, 2014 through September 3, 2015.

### **DESCRIPTION OF SUBJECT**

Statement of grant award (SGA) #3 is an increase in funding for the award for FY15. Additional State and Federal funding for the fiscal year will be received in additional SGA's. Acceptance of this funding allows the continued provision of a range of services provided by the AAIIIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

### **RELATIONSHIP TO GOALS**

The acceptance of this funding will further the Department's goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency."

### **FUNDING SOURCE**

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the MI Office of Services to the Aging. This SGA brings total funding for FY15 to \$1,634,381.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES AND CONCERNS**

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

## **D. APPROVAL OF MEMORANDUM OF AGREEMENT BETWEEN COMMUNITY AIDS RESOURCE AND EDUCATION SERVICES (CARES) AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a memorandum of agreement between the Community AIDS Resource and Education Services (CARES) and HCS Clinical Services Division.

### **DESCRIPTION OF SUBJECT**

This is a renewal of an ongoing agreement that HCS and CARES has had for many years. HCS – Clinical Services wishes to continue its collaborative partnership with CARES to refer HIV positive clients for medical case management. This agreement also allows HCS – Clinical Staff to provide sexually transmitted disease (STD) testing at the CARES facility.

### **RELATIONSHIP TO GOALS**

The acceptance of this agreement will further HCS's goal to enhance the health of the community through education of individuals at risk of HIV and other sexually

transmitted diseases and linking HIV positive persons with case management resources.

### **FUNDING SOURCE**

No County funds are associated with 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 any questions, please contact Lynne Norman, Deputy Director – Health Services at 373-5237 or [ldnorm@kalamazoo.org](mailto:ldnorm@kalamazoo.org)

## **E. APPROVAL OF A CONTRACT AMENDMENT WITH WESTERN MICHIGAN UNIVERSITY HOMER STRYKER M.D. SCHOOL OF MEDICINE FOR PROFESSIONAL CONSULTING SERVICES FOR THE KCHCS HEALTHY BABIES HEALTHY START (HBHS) PROGRAM**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a contract amendment for professional consulting services with Western Michigan University Homer Stryker M.D. School of Medicine (WMed) for the KCHCS Healthy Babies Healthy Start Program. Contract is for the period of 10-1-14 to 3-31-19. Original contract was approved by the Board on 10-21-14.

### **DESCRIPTION OF SUBJECT**

The Healthy Babies/Healthy Start Program is a five-year grant to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. WMed by and through the professional services and knowledge of Catherine Kothari completes research in regards to overall HBHS research as well as evaluation of our current grant project.

### **RELATIONSHIP TO GOALS**

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

## FUNDING SOURCE

No County funds are required as a result of this request. This agreement is funded through the Federal Healthy Start Grant. Consulting services will be completed as outlined in the Evaluation Work Plan (Addendum A) for a monthly compensation as outlined below over the 5 years of the contract:

- For the period of September 1, 2014 through May 31, 2015: **\$2333 monthly**; total contracted payment for services are not to exceed a total of \$21,000.00
- For the period of June 1, 2015 through March 31, 2016: **\$2500 monthly**; total contracted payment for services are not to exceed a total of \$25,000.00
- For the period of April 1, 2016 through March 31, 2017: **\$2167 monthly**; total contracted payment for services are not to exceed a total of \$26,000.00
- For the period of April 1, 2017 through March 31, 2018: **\$2250 monthly**; total contracted payment for services are not to exceed a total of \$27,000.00
- For the period of April 1, 2018 through March 31, 2019: **\$2250 monthly**; total contracted payment for services are not to exceed a total of \$27,000.00

## PERSONNEL

Implementation of this request requires no new personnel.

## PROCUREMENT

There is no procurement associated with this request.

## CONCERNS/ISSUES

There are no issues or concerns. If you have questions please contact Deb Lenz, Maternal & Child Health Division Manager at 373-5024 or at [dllenz@kalamazoo.org](mailto:dllenz@kalamazoo.org).

## **F. DEPUTY MEDICAL EXAMINER APPOINTMENT FOR KALAMAZOO COUNTY OFFICE OF THE MEDICAL EXAMINER**

### ACTION REQUESTED

HCS Administration requests Board approval for the appointment of an additional Deputy Medical Examiner to the Kalamazoo County Office of the Medical Examiner as operated by Western Michigan University Homer Stryker M.D. School of Medicine (WMed) for the period of May 1, 2014 to April 30, 2018. Medical Examiner Contract agreement and initial Medical Examiner/Deputy Medical Examiner appointments were approved by the Board on 4-1-14.

### **DESCRIPTION OF SUBJECT**

Kalamazoo County is required, by state law, to provide and comply with provisions regarding medical examiner services for Kalamazoo County and to appoint a Medical Examiner and Deputy Medical Examiners to fulfill the duties as outlined in state law. HCS Administration asks that the following Deputy Medical Examiner be appointed:

Joseph August Prahlow, M.D. as a Deputy Medical Examiner

HCS oversees the contract, vendor interactions, and will continue to monitor performance and assure appropriate communications are maintained.

### **RELATIONSHIP TO GOALS**

The Kalamazoo County Medical Examiner's Office helps to further the HCS goal to improve the overall health of the community by reducing preventable disabilities and deaths.

### **FUNDING SOURCE**

The funding for this contract comes from the County General Fund.

### **PERSONNEL**

All personnel for the Medical Examiner Office will be provided by WMed under this contractual agreement.

### **PROCUREMENT**

There is no procurement associated with this request.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Gillian A. Stoltman, PhD, MPH, Health Officer/ Director, HCS at 373-5260 or at [gastol@kalcounty.com](mailto:gastol@kalcounty.com)



**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: June 2, 2015**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: Demolition of Two Barns at Expo Center**

**SPECIFIC ACTION REQUESTED:**

Approve entering into contract with A&B Sewer for demolition of two 40'x100' barns at the Expo Center for a total cost of \$16,400.

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

The demolition is needed to prepare the site for the two new proposed barns. The project budget is as follows.

Pole Barn Construction	\$176,504.00
Existing Barn Demolition	\$ 16,400.00
Contingency	\$ 10,000.00
Total	\$202,904.00

The barns to be demolished have failing foundations, one has severe structural problems, they have low ceilings, posts, and are not meeting the needs of our customers.

**TIME FRAME OF ACTION:**

The barns construction will be completed by July 31, 2015.

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

Accommodation Tax Revenue budgeted for Expo Center Capital projects will be used to fund the project.

**PERSONNEL IF REQUIRED: NA**

**NEW OR RENEWAL: New**

**ANY OTHER PERTINENT INFORMATION:**

The project was approved by the Park Commission at their meeting on May 7, 2015

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)  
This project was bid out and low bidder was selected.

**CONTACT PERSON WITH PHONE NUMBER:**

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** June 2, 2015

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz

**SUBJECT:** Construction of two Pole Barns at the Kalamazoo County Expo Center

**SPECIFIC ACTION REQUESTED:**

Approve entering into contract with Mallory Pole Barns for construction of two new pole Barns at the Kalamazoo County Expo Center for a total cost of \$176,504.00.

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

In 2011, a major addition and renovation was completed at the Kalamazoo County Expo Center. Part of the project plan included the construction of two new event pole barns. The pricing received for the barns was higher than anticipated so the project was delayed. The need for the new pole barns has continued to grow and the proposed pricing is in-line with the original budget outlined for the project. The project budget is as follows.

Pole Barn Construction	\$176,504.00
Existing Barn Demolition	\$ 16,400.00
Contingency	\$ 10,000.00
Total	\$202,904.00

The proposed 48'x88' barns will replace two existing barns. The existing barns have failing foundations, one has severe structural problems, they have low ceilings, posts, and are not meeting the needs of our customers. The new barns will have twelve foot ceilings, and will be clear span to accommodate multiple uses. The barns will have electric service but will have no plumbing, mechanical systems, or heat.

Large events that will immediately use these new barns include the Street Rods National North, West Michigan Apple Blossom Dog Show, West Michigan Harvest Dog Show, and the Kalamazoo County Fair. Other potential uses include the United Kennel Club Premier Dog Show and new regional/national livestock or animal events, the National Trapper Association, and outdoor farm and flea markets.

**TIME FRAME OF ACTION:**

The barns construction will be completed by July 31, 2015.

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

Accommodation Tax Revenue budgeted for Expo Center Capital projects will be used to fund the project.

**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: NEW**

**ANY OTHER PERTINENT INFORMATION:**

The project was approved by the Park Commission at their meeting on May 7, 2015

**PROCUREMENT INFORMATION:**

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

This project was bid through a negotiation process with four bidders and the lowest bidder has been selected.

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

Q.

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 2, 2015

**DEPARTMENT:** Planning and Community Development

**PREPARED BY:** Lotta Jarnefelt

**SUBJECT:** Contract renewal for countywide Pictometry aerial imagery project

**SPECIFIC ACTION REQUESTED:**

Approval of renewal of a contract with Pictometry International, Corp. for countywide Pictometry, a form of digital aerial photography.

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

*Dollar amount:*

This is a renewal of the highly successful co-operative Pictometry project in 2009 and 2013. The initial contract is for a total of \$227,554.50 over a three year period. An estimated \$70,650 of the total will come from participating municipalities, making the County's final share \$156,904.50.

Depending on optional participation of municipalities for higher resolution imagery, there may be some adjustments in the cost. The change in cost will be addressed in an amendment to this contract that will be brought to the County Board after the municipalities have signed on to the project with separate contracts. The flight plan will be finalized in early 2016.

Several municipalities and organizations have already expressed interest in sharing the cost for the higher resolution imagery for all or part of their area: The townships of Comstock, Cooper, Kalamazoo, Oshtemo, Pavilion, Richland, Schoolcraft, and Texas; Cities of Kalamazoo, Parchment and Portage; Village of Vicksburg; and the Gull Lake Sewer and Water Authority.

*Purpose:*

The contract renewal with Pictometry International, Corp. is for the aerial photography of the county, in color, as well as software and access to a website that allows the user to measure and analyze the images. The company specializes in oblique ("bird's eye view") aerial photography views that are very helpful for planning, assessing, public safety, building inspections, blight control and health departments, to name a few. The images are fully compatible with a Geographic Information System (GIS) and map layers can be overlaid on the images.

Traditional aerial photography (view from directly overhead) is also provided with the project. The 2016 flight will include an optional product called AccuPLUS, which creates a highly accurate, certified orthomosaic generated from the vertical imagery, with manual seamline correction and rectification of elevated features.

The contract includes training for various levels of use of the Pictometry website.

This effort will: (1) update the 2013 aerial imagery to provide a 3-year cycle; (2) support the existing local and countywide geographic information system (GIS) programs in the County; (3) meet the demand of public employees, residents, businesses and developers with up-to-date aerials available on the county mapping website or for sale; and (4), provide an opportunity for intergovernmental co-operation.

**TIME FRAME OF ACTION:**

Within 2-4 weeks after this contract is approved by the County Board of Commissioners, contracts will be submitted to the participating municipalities and organizations for approval, with their respective parts of the cost outlined. The flight (image capture) will take place in the spring of 2016, and the training in the use of the Pictometry website will take place in the late summer of 2016.

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

The funds will come from the Register of Deeds Automation Fund, by agreement with Tim Snow, County Clerk & Register of Deeds. This project relates directly to computer automation and land records. No County tax dollars will be involved in this project.

**PERSONNEL IF REQUIRED:**

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)

Last contract amendment with Pictometry for 2013 flight was approved 02/19/2012

**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)

This project was not sent out to bid. Pictometry oblique imagery is the only oblique imagery that works with other software in use at the county (ex. BS&A).

**CONTACT PERSON WITH PHONE NUMBER:**

If you have any questions or comments, please contact me at 384-8115 or at LMJARN@kalcounty.com

R.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** June 2, 2015

**DEPARTMENT:** Sheriff's Office

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

**SUBJECT:**

**SPECIFIC ACTION REQUESTED:**

Approve allocation of an additional \$11,300.00 from the 911 wireless fund (Fund #218) for the Fire Radio Tower in Schoolcraft

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

\$25,000 was previously approved from the Board action on 12/2/2014

**TIME FRAME OF ACTION:**

Immediate

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

Fund 218- 911 Wireless Emergency Fund

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL OR AMENDMENT:**

*Amendment*

**ANY OTHER PERTINENT INFORMATION:**

The additional costs are associated with the communication signal from a tower located East of Vicksburg in an area called Adams Park. The signal is fragile, and frequently does not reach the pagers of the volunteer's firefighters. If the Adam Park tower goes down, the fire response is reduced to telephone communication only. The Sheriff's Office will provide any back generator necessary.

**CONTACT PERSON WITH PHONE NUMBER:**

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