

The seal of the California State Board of Education is visible in the background, featuring a sunburst design and the text "CALIFORNIA STATE BOARD OF EDUCATION".

Board of Commissioners' Meeting

June 3, 2014

**NOTICE AND AGENDA FOR
JUNE 3, 2014 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 3, 2014, 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. Government Finance Officers Association Award Presentation
- B. Kalamazoo County Road Commission Annual Report
- C. Southwest Michigan First Presentation

CONSENT AGENDA

Buildings & Grounds

- D. Request for Approval of Creation of Positions for Healy Street Personnel (General Fund)

Circuit Court

- E. Request for Approval of Accept Grant Award from Harold and Grace Upjohn Foundation

District Court

- F. Request for Approval of Contract Amendment with Speak It Forward
- G. Request for Approval of Grant Agreement with Irving S. Gilmore Foundation for Young Adult Diversion Program

Equalization

- H. Request for Approval of Resolution to Levy

Health & Community Services

- I. Request for Approval of a Contract with United Way of Battle Creek and Kalamazoo Region for the Personal Action Toward Health (PATH), Area Agency on Aging
- J. Request for Approval of Multiple Amendments to Purchase of Service Agreements with Various Providers of Services
- K. Request for Approval of Terminate Multiple Affiliation Agreements for Internship & Externship Placements with Educational Entities
- L. Request for Approval to Contract Agreement with Board of Trustees of Western

Michigan University

- M. Request for Approval of Paid Intern Position for the Center for Health Equity (Grant Funded)
- N. Request for Approval of 2014-2015 Advertising Agreement with YP-Yellow Pages

Parks & Expo Center

- O. Request for Approval of Memorandum of Understanding with the City of Kalamazoo and Kalamazoo Township for the I-94 Business Loop Improvement Plan
- P. Request for Approval of a Contract with Lakeland Asphalt Corporation for River Oaks County Park Paving Project
- Q. Request for Approval of a Contract with Miracle Midwest for the River Oaks Improvement Project Splash Pad
- R. Request for Approval of Contract with Kalleward Group for the River Oaks Improvement Project General Construction
- S. Request for Approval of a Contract with Westdorp Builders for the River Oaks Improvement Project Picnic Shelter Construction
- T. Request for Approval of a Contract with Sinclair Recreation for the River Oaks Improvement Project Playground

Sheriff

- U. Request for Approval of a Contract with Karen B. Hencken Process Service, LLC

Board of Commissioners

- V. Request for Approval of Transfers and Disbursements
- W. Request for Approval of Appointments to Various Advisory Boards
- X. Request for Approval of Lease Agreement with the State of Michigan, Department of Corrections
- Y. Request for Approval of Labor Counsel Contract Extension with Cohl, Stoker & Toskey, PC

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

MAY 28, 2014

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
TDD PHONE: (269)383-6464

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 6, 2014

DEPARTMENT: Buildings & Grounds

PREPARED BY: Ron Kuivenhoven

SUBJECT: Healy Street Personnel

SPECIFIC ACTION REQUESTED:

Approval of one Maintenance Position and one Custodial Position for new Healy Street Complex.

DESCRIPTION OF ACTION (dollar amount, purpose):

Provide Maintenance and Custodial service to the tenants at the new building; OCC, Probation/Parole, Video Visitation.

TIME FRAME OF ACTION:

Prior to building occupancy.

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

General Fund

PERSONNEL IF REQUIRED:

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

Create:

Account #	Position/#	Pay Range (annualized)	Grade	FTE	Effective
101-265	Building Operator/ 10455	\$26,769.60-31,886.40	S12a	1.0	04/16/2014
101-265	Custodian #10551 10551	\$20,404.80-23,982.40	S06	1.0	04/16/2014

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:

OCC and Probation Parole currently receive maintenance and custodial service through their rent agreements. The new location at Healy Street continues this practice.

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:

Randy Winterowd, Director – Buildings & Grounds @ 383-8954

Ron Kuivenhoven, Administrative Mgr.- Buildings & Grounds @ 383-8954

To: Board of Commissioners

From: Randy Winterowd

Date: April 23, 2014

Subject: Buildings & Grounds Staffing Request & Review of Increase in Properties Maintained

Since 2008 the Department of Buildings and Grounds has experienced large increases in overall Building square footage, parking and road square footage and grounds square footage to maintain. Gross building area alone has grown by 270,000 square feet, from just over 1 million s.f. in 2008 to 1,279,358 s.f. of building area with the completion of Healy Street Complex.

Most of this growth has been due to new construction, as shown in the list below. B&G has managed to accommodate these increases in building size, and corresponding complexity of systems, with our existing personnel. However, with the Healy Street Complex, we no longer have staff to assign for building and mechanical system maintenance, grounds work, or cleaning, and are therefore making the following request. (Please Note: 2 Maintenance Positions eliminated Jan 2006 due to budgetary constraints Countywide.)

Request:

Creation of one full time Building Operator Position and one full time Custodial Position for the Healy Street Complex. Combined salary and fringe costs for these two positions would be \$77,000.

Increases in building square feet and complexity prior to this request:

- Juvenile Home – Increase building area by 65,813 square feet.
- Dental Barn – Increase building area by 1,248 square feet.
- Airport – Increase building area by 82,412 square feet.
- Expo Center – Increase building area by 13,908 square feet.
- Jail Addition- Increase building area by 75,697 square feet. Also an increase of roads and parking by 70,880 square feet.

The Juvenile Home, Airport and Jail expansions all included newer and more complicated systems for full functionality. Advanced access controls, security and scanning systems, more elevators, mechanical systems, lighting systems, baggage systems, server rooms, scores of cameras, fire suppression, heating and cooling systems, snow melt systems, gating, multi type roofing, higher end aesthetic finishes, and emergency generators are just a few of the areas that have been added to buildings since 2008. This expanded complexity has increased the amount of time it takes maintenance personnel to keep the equipment operational, perform routine maintenance and make repairs. Many of these systems are also more sensitive; meaning the frequency of maintenance has increased as well.

Because of this, our existing employees have been stretched to capacity. In the case of the Airport and Jail, an additional Maintenance worker has been added to the existing Building Operator for months at a time, in order to keep up with the complex service needs of those buildings. This reduces the Department's ability to respond to other needs, causing delays and disruption to other projects, emergencies and routine work.

At the Michigan Avenue Courthouse, we have the situation where the building is so old that its needs demand two maintenance people where one used to suffice. At the same time, its complexity is increasing with more and more cameras and security measures.

Healy Street Complex:

- 1421 Healey Street - Building area increase of 30,480 with new offices for Probation/Parole, Video Visitation and community Corrections. (Does not include the s.f. of the garage building at 1420 Healy). Parking area increase of approx 1.83 acres. Green space 3.42 acres.
- As a new building rather than an expansion of an existing building, B&G has no presence there from which to cover maintenance needs, nor does the Dept. have available staff to assign there. In order to provide maintenance and custodial needs to the tenants of Healy Street consistent with what is already provided for in their rents, we are requesting the creation of these two positions.

Year	Building Sf	Parking/Road	Grounds
2008	1,009,800	1,630,761	40 acres
2009	1,075,613	1,630,761	40 acres
2010	1,159,273	1,630,761	40 acres
2011	1,173,181	1,630,761	40 acres
2012	1,265,319	1,781,021	43.5 acres
2014 (Healy)	1,279,358	1,831,021	45.7 acres
Total increase in s.f.	269,558	260,260	5.7 acres
Total % increase	26.6%	12.2%	14.2 %

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

COURT: Ninth Circuit Court – Family Division

PREPARED BY: Kathy Flack

SUBJECT: Grant Acceptance – Youthful Offender Transitions Program

SPECIFIC ACTION REQUESTED:

Seeking approval to accept an award of \$20,000 from the Harold and Grace Upjohn Foundation.

DESCRIPTION OF ACTION (dollar amount, purpose):

The \$20,000 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 March 1, 2014 to February 28, 2015.

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

Harold and Grace Upjohn 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 kbflac@kalcounty.com or 269 385-6039.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, June 3, 2014

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT:

Approval of amended contract between the 8th District Court's Young Adult Diversion Program and Speak It Forward.

SPECIFIC ACTION REQUESTED:

8th District Court requests Board approval of this amended subcontract. The Kalamazoo Community Foundation (KCF) grant award of \$150,000 was accepted by Board approval on Feb.19, 2013. The previous contract limited compensation to Speak if Forward at \$72,060. Due to the loss of the YADC Program Coordinator's position, additional duties were covered by Speak It Forward. At this time we seek to transfer money budgeted for the Program Coordinators position, and not used to date, to cover compensation for Speak It Forwards' services.

DESCRIPTION OF ACTION (dollar amount, purpose):

The original contract, approved on 3-19-13, allows for up to \$72,060 in compensation to Speak It Forward for staff salaries, supplies and marketing. The amended contract allows for up to \$99,990 in compensation to Speak It Forward.

TIME FRAME OF ACTION:

This contract runs until 3-1-15.

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

Local: Kalamazoo Community 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)

No new County personnel required at this time.

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:

The Young Adult Diversion Court (YADC) is a newly conceived innovative approach to probation. YADC is an energetic program designed to address not only the symptoms – or criminal charges that brought the individual to the court's attention – but also the underlying

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: Tuesday, June 3, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Lynn Kirkpatrick, Probation Services Director

SUBJECT: Approval for acceptance of grant funds provided by the Irving S. Gilmore Foundation for the 8th District Court Young Adult Diversion Program.

The Young Adult Diversion Court (YADC) was started in April 2013. It is an innovative probation program that works with young adults ages 17-20 who are having difficulty completing probation successfully. YADC is an energetic program designed to address not only the symptoms – or criminal charges that brought the individual to the court's attention – but also the underlying issues that manifested in the criminal behavior.

SPECIFIC ACTION REQUESTED: The 8th District Court requests Board approval for acceptance of a grant award from the Irving S. Gilmore Foundation in the amount of \$50,000 for our Young Adult Diversion Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

Funding is in the amount of \$50,000. These funds are designated for Program Assistant salary, contractual services, drug testing and supplies.

TIME FRAME OF ACTION:

This contract runs the length of the grant: May 20, 2014 – April 30, 2015

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

Local: Irving S. Gilmore 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)

1 PTE, Program Assistant

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: No County match required.

PROCUREMENT INFORMATION: N/A

CONTACT PERSON WITH PHONE NUMBER:

Lynn Kirkpatrick, Probation Services Director, 383-8966.

**2014
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 2014; together with the estimated revenues from said departments and from taxation for the year 2014; 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 2014 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2014. 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 2014.

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 15, 2013 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 3, 2014

David C. Maturen, 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 3, 2014.

Timothy A. Snow,
Kalamazoo County Clerk/Register



Kalamazoo County

Health & Community Services

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

DATE: June 6, 2014
TO: County Board of Commissioners
FROM: Lynne Norman, Acting Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

A. ACCEPTANCE OF A GRANT AWARD AND CONTRACT FROM THE UNITED WAY OF THE BATTLE CREEK AND KALAMAZOO REGION TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES FOR OLDER ADULT EVIDENCE BASED HEALTHY LIVING PROGRAMS

ACTION REQUESTED

HCS Administration requests Board acceptance and approval of a contract & grant award in the amount of \$66,194 from the United Way of the Battle Creek and Kalamazoo Region (UWBCKR) covering the period of July 1, 2014 through June 30, 2016. Permission to apply was granted by the Board on 12.3.13

DESCRIPTION OF SUBJECT

The healthy living programs referred to in this contract include the evidence based program called "A Matter of Balance" and chronic disease self-management programs called "Personal Action Towards Health (PATH)," "PATH-Diabetes", and "PATH-Chronic Pain". The acceptance of this award and contract with the United Way will further ensure that prevention services are available to all and used by a higher percentage of the population.

RELATIONSHIP TO GOALS

This grant funding and agreement is consistent with the HCS goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives.

FUNDING SOURCE

All funding is from the United Way of the Battle Creek and Kalamazoo Region.

PERSONNEL

As a result of this grant, the current independently contracted Master Trainer for PATH programs will be given increased hours to work on recruiting more lay leaders, providing fidelity for more classes, and working with health care providers on referrals.

PROCUREMENT

Procurement requirements have been met with the current PATH Master Trainer.

ISSUES/CONCERNS

There are no concerns at this time. Questions can be directed to Judy Sivak, AAA IIIA Director, at 373-5153 or jasiva@kalamazoo.org.

B. APPROVAL OF MULTIPLE AMENDMENTS TO PURCHASE OF SERVICE AGREEMENTS WITH VARIOUS PROVIDERS OF SERVICE FOR HCS AREA AGENCY ON AGING

ACTION REQUESTED

HCS Administration requests Board approval of multiple Amendments to Purchase of Service (POS) agreements with the HCS/AAA3A and **various service providers noted below**. The Amendment removes the match requirement that was a part of the master POS Agreement beginning October 1, 2013 and ending September 30, 2016.

<u>Organization</u>	<u>Services</u>
Counseling At Home	Counseling Services
Comfort Keepers #687	Homemaking, In-Home Respite, Transportation, Personal Care, Personal Emergency Response Systems

DESCRIPTION OF SUBJECT

The Amendment removes the match requirement from the master POS agreement. Match requirements for HCS Area Agency on Aging are being fulfilled internally and in ways independent of current Service Providers, so the contract requirement is no longer necessary. These providers are a part of the purchase of service pool for the Choices for Independence Programs, providing clients a choice of various service providers. The services available will assist Kalamazoo County older adults (60 and over) to obtain/maintain the ability to stay in their own home for as long as possible, thus avoiding costly institutional care.

RELATIONSHIP TO GOALS

This action will allow residents at risk to strengthen their capacity to take control of their lives and remain living as independently as possible in the community.

FUNDING SOURCE

No County funds are required. Funds are from federal and state grants.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

County Purchasing Policy is followed for these subcontractors.

ISSUES/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@kalamazoo.com.

C. APPROVAL TO TERMINATE MULTIPLE AFFILIATION AGREEMENTS FOR INTERNSHIP AND EXTERNSHIP PLACEMENTS BETWEEN THE COUNTY OF KALAMAZOO THROUGH ITS HEALTH & COMMUNITY SERVICES DEPARTMENT AND THE IDENTIFIED EDUCATIONAL ENTITIES

ACTION REQUESTED

HCS Administration requests Board approval to terminate the affiliation agreements for the placement of students in internships and externships between Kalamazoo County Health and Community Services and the following Entities:

<u>School/Educational Institution</u>	<u>BOC Approval Date</u>
Career Quest Learning Centers, Inc.	8.3.2011
Ross Medical Education Center	3.6.2012
Grand Valley State University – School of Nursing	1.15.2008
Michigan State University – College of Nursing	9.18.2007
University of Michigan – Department of Nursing	11.2.2010
Wayne State University – College of Nursing	6.1.2010

DESCRIPTION OF SUBJECT

This request to terminate the affiliation agreements with the entities listed above is in an effort to appropriately utilize HCS Staff capacity in a manner that best serves the Kalamazoo County Community. Recent years have brought an increase in internship and externship placements from local Kalamazoo Colleges and Universities. There has not been an active relationship with any of the above entities in the past 2-3 years and due to the local increase and demand for student placement from WMU, Kalamazoo College and KVCC, programs and staff at HCS do not have the capacity to maintain agreements with this large number of Educational Institutions. Letters to each

entity will be sent out, per terms of the contracts, following Board approval and review by County Corporate Counsel.

RELATIONSHIP TO GOALS

This action will allow Health and Community Services to increase its community investment through ongoing relationships with local institutions to continually improve the overall health of the community through coordinated planning, resource development and service delivery.

FUNDING SOURCE

No County funds are required as a result of this action.

PERSONNEL

There are no personnel affected by this action.

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, Acting Health Officer, 373-5237 or at ldnorm@kalcounty.com

D. REQUEST FOR ACCEPTANCE OF CONTRACT AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES (KCHCS) AND BOARD OF TRUSTEES OF WESTERN MICHIGAN UNIVERSITY

ACTION REQUESTED

HCS Administration requests board approval to enter into an agreement with the Board of Trustees of Western Michigan University to aid in successful placement and preparation of student interns from WMU's Pre-Professional Practice Program in Dietetics. This contract will commence on June 1, 2014 and will automatically renew thereafter.

DESCRIPTION OF SUBJECT

This is a renewal agreement of a 10 year old partnership with this specific WMU educational program. This is a contractual agreement that provides for an ongoing partnership to provide on the job experiences, internships, and practicum and field experiences for college level students enrolled in the Pre-professional Practice Program in Dietetics at WMU. This is an educational opportunity for students to acquire relevant and real life educational experiences that will positively influence and assist in their overall educational outcomes and career choices.

RELATIONSHIP TO GOALS

This request closely aligns with the departments goals to promote healthy lifestyles and choices for the Kalamazoo community, through the further education and community investment that an internship opportunity offers. This will also provide support to department programs that work 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

There are no County funds associated with this request. This contract refers to internships that are educational in nature only with no monetary compensation required.

PERSONNEL

Current HCS Staff will work with Western Michigan University to place students accordingly. No extra/new county personnel are needed.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

E. REQUEST FOR PAID INTERN POSITION IN THE HEALTH & COMMUNITY SERVICES (HCS) CENTER FOR HEALTH EQUITY.

ACTION REQUESTED

HCS Administration requests Board approval of a Senior Level Undergraduate or Master's Level paid intern position for the Center for Health Equity at a total cost not to exceed \$7,630.00

DESCRIPTION OF SUBJECT

A paid internship position is requested for up to a maximum of 545 hours; schedule will be negotiated according to intern's availability and program needs. This position will work with the Program Coordinators addressing root causes of poverty including Education, Employment, Income, Housing and Neighborhoods. It is expected that this position will be filled with a Senior Level Undergraduate or a Master's level student.

RELATIONSHIP TO GOALS

Approval of this internship 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

There are no County general funds associated with this request. Funding to support this internship is available through the current Community Services Block Grant Discretionary (CSBG-D) budget. Internship will be between June 2014 and September 30, 2014 which is when the CSBG-D Grant funding period ends.

PERSONNEL

HCS – Center for Health Equity will work with area universities to place the intern in this internship. The intern will be paid \$14 per hour including fringe rate.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Karika Phillips, Health Equity Manager at 373-5061 or kaphil@kalamazoo.org

F. APPROVAL OF 2014-2015 ADVERTISING AGREEMENT WITH YP-YELLOW PAGES

ACTION REQUESTED

HCS Administration requests Board approval for an advertising agreement with YP-Yellow Pages for Kalamazoo County for the 2014-2015 editions.

DESCRIPTION OF SUBJECT

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

RELATIONSHIP TO GOAL

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Approve Memorandum of Understanding with the City of Kalamazoo and Kalamazoo Township for the I-94 Business Loop Improvement Plan

SPECIFIC ACTION REQUESTED:

Approved the Business Loop I-94 Memorandum of understanding between Kalamazoo County, the City of Kalamazoo, and Kalamazoo Township

DESCRIPTION OF ACTION (dollar amount, purpose):

The I-94 Business Loop Gateway Plan starts at Sprinkle Road and ends at Michigan Avenue. The plan was originally developed through a multi-jurisdictional planning effort between Kalamazoo County, the City of Kalamazoo, Kalamazoo Township and Michigan Department of Transportation. In 2005, the planning effort included a \$40,000 planning grant from the Land Information Access Association and each partner contributed \$2500. The planning effort was completed in 2006 and included meetings with MDOT, KATS, the Road Commission, neighborhood associations and special public input meetings that included residents, business owners and government officials. The completed plan was then adopted by all three government agencies and in 2009 the County, City and Township each allocated \$50,000 toward the plan implementation. The City of Kalamazoo agreed to submit grants to MDOT for additional funding and we have also coordinated additional work with MDOT. The proposed project includes visitor directional signing from Sprinkle Road to Michigan Avenue, improvements of the Lake Street intersection that will included pedestrian improvements, fencing, landscaping, and new stamped brick islands, a new welcome to Kalamazoo sign at the Olmstead Road and BL I-94, and landscape improvements at near the intersection with King's Highway.

In addition, the MDOT coordinated work at the intersection of Lake and BL-94 includes new sidewalks and pedestrian signals, new traffic signals, and the closure of Boardman Street. All of the proposed projects will directly benefit the visitors and residents of Kalamazoo County and are particularly relevant to Kalamazoo County because of the Expo Center and Fairground, County Jail, and new Corrections facility that are accessed from the BL-94 and Lake Street Intersections.

The local portion of the project has a budget of \$267,000 and includes \$117,000 from MDOT, and \$50,000 from each partner, the City of Kalamazoo, Kalamazoo Township, and Kalamazoo County.

TIME FRAME OF ACTION:

The MDOT portion of the work is already underway and construction on the local portion will be completed by fall 2014.

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

The local portion of the project has a budget of \$267,000 and includes \$117,000 from MDOT, and \$50,000 from each partner, the City of Kalamazoo, Kalamazoo Township, and Kalamazoo County. The \$50,000 from Kalamazoo County was previously designated for this purpose and is currently being held as a designated fund balance project.

PERSONNEL IF REQUIRED: Parks Department and Planning staff participates in project meetings and coordination.

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

As part of the long-term agreement, Kalamazoo County Parks will maintain the new welcome to Kalamazoo sign located at the Olmstead intersection (on Fairground property) and Kalamazoo Township will maintain the other intersection/landscaping improvements.

PROCUREMENT INFORMATION:

The project bidding, contracting, and engineering are being handled by the City of Kalamazoo.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF: June 3, 2014****DEPARTMENT: Parks & Expo Center****PREPARED BY: David Rachowicz****SUBJECT: Approve Contract with Lakeland Asphalt Corporation for River Oaks County Park Paving Project****SPECIFIC ACTION REQUESTED:**

Approved contract with Lakeland Asphalt Corporation for \$254,497.50

DESCRIPTION OF ACTION (dollar amount, purpose):

In the fall of 2013, the County Board of Commissioners entered into an agreement with Enbridge Energy that allowed Enbridge to utilize River Oaks County Park for Kalamazoo River cleanup operations. The agreement included replacing/repairing the roads and parking areas at the park that were used for this purpose. Enbridge provided \$300,000 that is being held by the County in escrow for this purpose. In April the County Board of Commissioners approved an agreement with Wightman & Associates for the design and construction engineering services.

The proposed contract includes milling the existing asphalt from roads and parking areas, grading, and constructing new roads and parking areas. The proposed contract with Lakeland Asphalt Corporation has a total cost of \$254,497.50. This is below the original amount put in escrow for the project by Enbridge Energy so no additional funding request is needed.

TIME FRAME OF ACTION:

Construction will be authorized following Commissioner Approval and the project will be constructed in June or early July.

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

The \$254,497.50 cost for construction will be paid for from the Enbridge Energy Funds, \$300,000, held in escrow for these designated purposes by the County. The agreement for engineering services was \$12,350 so the total anticipated project cost is \$266,847.50. Any remaining funds at the completion of the project will be returned to Enbridge Energy per the original agreement.

PERSONNEL IF REQUIRED: NA**NEW OR RENEWAL OR AMENDMENT:**

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

The proposed contract and pricing has been sent to Enbridge Energy pursuant to the original agreement.

PROCUREMENT INFORMATION:

The project was bid through County Purchasing. We received three bids and Lakeland Asphalt Corporation submitted the lowest bid.

CONTACT PERSON WITH PHONE NUMBER:

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

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Contract with Miracle Midwest for the River Oaks Improvement Project
Splash Pad

SPECIFIC ACTION REQUESTED:

Approve the contract with Miracle Midwest for \$214,000 for the splash pad construction.

DESCRIPTION OF ACTION (dollar amount, purpose):

On June 18, 2013, the County Board of Commissioners approved a Natural Resources Trust Fund Grant Agreement with the Michigan Department of Natural Resources for the River Oaks Improvement Project. The overall project budget is \$540,000 with \$300,000 coming from the MDNR and \$225,000 coming from the Park Improvement Fund and \$15,000 coming from the Capital Improvement Budget.

The overall project includes a new splash pad, playground, picnic shelter, parking areas, landscaping, park furniture, and a new dog park. Byce Engineering has provided professional engineering services for the project. The project was broken into four main bid categories that include the splash pad, playground, picnic shelter, and general construction.

The proposed contract with Miracle Midwest is for \$214,000 to construct a new splash pad.

TIME FRAME OF ACTION:

Construction is scheduled to begin in June and completion by late summer.

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

The project budget is attached.

PERSONNEL IF REQUIRED: No new permanent staffing will be needed for the project, some additional seasonal park attendant hours will be budgeted but all additional expenses will be covered by increased park admission revenue.

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The project was bid through County Purchasing. We received four bids based on a target pricing of \$214,000 and the proposal from Miracle Midwest provided the highest quantity and quality of playground equipment for the project at the specified budget price. One bid submitted was lower but the bidder offered less water features and the per feature price was significantly higher. One bid was disqualified for not meeting the meeting the RFP.

CONTACT PERSON WITH PHONE NUMBER:

River Oaks Construction Project Budget

5/21/2014

REVENUE

MDNR Trust Fund Grant	\$ 300,000.00
Kalamazoo County CIP	\$ 15,000.00
209 Park Improvement Funds	\$ 225,000.00
Total Revenue	\$ 540,000.00

EXPENSES

Construction		\$ 500,000.00
Spray Park	\$ 214,000.00	
Playground	\$ 77,000.00	
Picnic Shelter	\$ 24,400.00	
General Construction	\$ 161,000.00	
Site Furnishings	\$ 11,000.00	
Landscaping Improvements	\$ 7,600.00	
Contingency	\$ 5,000.00	
Engineering Services		\$ 40,000.00
Total Expense		\$ 540,000.00

PROPOSED CONTRACTS

Scope Item	Contractor	Price
General Construction	Kalleward Group	\$ 161,000.00
New Picnic Shelter	Westdorp Builders	\$ 24,400.00
Playground	Sinclair Recreation	\$ 77,000.00
Splash Pad	Miracle Midwest	\$ 214,000.00

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

**SUBJECT: Contract with Kalleward Group for the River Oaks Improvement Project
general construction**

SPECIFIC ACTION REQUESTED:

Approve the contract with Kalleward Group for \$161,000 for the River Oaks Improvement Project general construction.

DESCRIPTION OF ACTION (dollar amount, purpose):

On June 18, 2013, the County Board of Commissioners approved a Natural Resources Trust Fund Grant Agreement with the Michigan Department of Natural Resources for the River Oaks Improvement Project. The overall project budget is \$540,000 with \$300,000 coming from the MDNR and \$225,000 coming from the Park Improvement Fund and \$15,000 coming from the Capital Improvement Budget.

The overall project includes a new splash pad, playground, picnic shelter, parking areas, landscaping, park furniture, and a new dog park. Byce Engineering has provided professional engineering services for the project. The project was broken into four main bid categories that include the splash pad, playground, picnic shelter, and general construction.

The proposed contract with Kalleward Group is for \$161,000 for general construction. The scope items included in general construction are parking lot construction, paving, water and electric work, grading, and site restoration.

TIME FRAME OF ACTION:

Construction is scheduled to begin in June and completion by late summer.

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

The project budget is attached.

PERSONNEL IF REQUIRED:

No new permanent staffing will be needed for the project, some additional seasonal park attendant hours will be budgeted but all additional expenses will be covered by increased park admission revenue.

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The project was bid through County Purchasing. Overall we received a total of 12 bids for the project but only one bid for this item. The bidder met all bidding requirements.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Contract with Westdorp Builders for the River Oaks Improvement Project Picnic Shelter Construction

SPECIFIC ACTION REQUESTED:

Approve the River Oaks improvement project contract with Westdorp Builders for the Picnic Shelter construction for \$24,400

DESCRIPTION OF ACTION (dollar amount, purpose):

On June 18, 2013, the County Board of Commissioners approved a Natural Resources Trust Fund Grant Agreement with the Michigan Department of Natural Resources for the River Oaks Improvement Project. The overall project budget is \$540,000 with \$300,000 coming from the MDNR and \$225,000 coming from the Park Improvement Fund and \$15,000 coming from the Capital Improvement Budget.

The overall project includes a new splash pad, playground, picnic shelter, parking areas, landscaping, park furniture, and a new dog park. Byce Engineering has provided professional engineering services for the project. The project was broken into four main bid categories that include the splash pad, playground, picnic shelter, and general construction.

The proposed contract with Westdorp Construction is for \$24,400 to construct a new picnic shelter.

TIME FRAME OF ACTION:

Construction is scheduled to begin in June and completion by late summer.

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

The project budget is attached.

PERSONNEL IF REQUIRED:

No new permanent staffing will be needed for the project, some additional seasonal park attendant hours will be budgeted but all additional expenses will be covered by increased park admission revenue.

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The project was bid through County Purchasing. We received three bids and Westdorp Builders submitted the lowest bid.

CONTACT PERSON WITH PHONE NUMBER:

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

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Contract with Sinclair Recreation for the River Oaks Improvement Project Playground

SPECIFIC ACTION REQUESTED:

Approve the contract with Sinclair Recreation for \$77,000 for the River Oaks Improvement Project Playground

DESCRIPTION OF ACTION (dollar amount, purpose):

On June 18, 2013, the County Board of Commissioners approved a Natural Resources Trust Fund Grant Agreement with the Michigan Department of Natural Resources for the River Oaks Improvement Project. The overall project budget is \$540,000 with \$300,000 coming from the MDNR and \$225,000 coming from the Park Improvement Fund and \$15,000 coming from the Capital Improvement Budget.

The overall project includes a new splash pad, playground, picnic shelter, parking areas, landscaping, park furniture, and a new dog park. Byce Engineering has provided professional engineering services for the project. The project was broken into four main bid categories that include the splash pad, playground, picnic shelter, and general construction.

The proposed contract with Sinclair Recreation is for \$77,000 to construct a new playground.

TIME FRAME OF ACTION:

Construction is scheduled to begin in June and completion by late summer.

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

The project budget is attached.

PERSONNEL IF REQUIRED:

No new permanent staffing will be needed for the project, some additional seasonal park attendant hours will be budgeted but all additional expenses will be covered by increased park admission revenue.

NEW OR RENEWAL OR AMENDMENT:

This is a new agreement.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The project was bid through County Purchasing. We received four bids all at the required pricing of \$77,000 and the proposal from Sinclair Recreation provided the highest quantity and quality of playground equipment for the project.

CONTACT PERSON WITH PHONE NUMBER:

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

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BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Civil Process Service Contract Approval

SPECIFIC ACTION REQUESTED:

Approve a Contract with Karen B. Hencken Process Service, LLC to provide civil process service on behalf of the Sheriff's Office.

DESCRIPTION OF ACTION (dollar amount, purpose):

No cost to the County. Contractor will serve all civil process on behalf of the service.

TIME FRAME OF ACTION:

July 1, 2014 through June 30, 2017 with two one-year renewal options.

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

NA

PERSONNEL IF REQUIRED:

None

NEW OR RENEWAL OR AMENDMENT:

This contract is new to Karen B. Hencken Process Service, LLC. The Sheriff's Office has contracted civil process for many years.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

A bid process took place for this contract. Three companies submitted bids. Karen B. Hencken Process Service, LLC is a Kalamazoo company and will best fill the needs of the Sheriff's Office.

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff 385-6176



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: May 21, 2014
SUBJECT: Board Action

The Board Appointments Committee recommends the appointments for the following:

- Andrew Nieboer to the Environmental Health Advisory Council to assume a term ending 12/31/16
- Tom Wheat to the Southcentral Michigan Planning Council to assume a term ending 12/31/15

KALAMAZOO COUNTY BOARD OF COMMISSIONERS
APPLICATION FOR APPOINTMENT TO:
ENVIRONMENTAL HEALTH ADVISORY COUNCIL

Name Andrew W Nieboer Occupation _____

Home Address 4236 Ravine Road Kalamazoo 49006
Street City Zip

Home Telephone _____ Business Telephone _____

Cell Number 2692711552 E-mail address andrew.w.nieboer@gmail.com

Certain categories need to be represented on the Environmental Health Advisory Council. Please check categories which apply to you:

Citizen at Large X Member of Business Community X

Representative of manufacturing/industry _____

City _____ Village _____ or Township _____ Official

Recipient of County Environmental Health Services _____

Please Note: A Recipient may be anyone who receives services on a regular basis from the Environmental Health Program of the Human Services Department.

Please indicate experience and/or qualifications that would help make you an effective member of the Environmental Health Advisory Council.

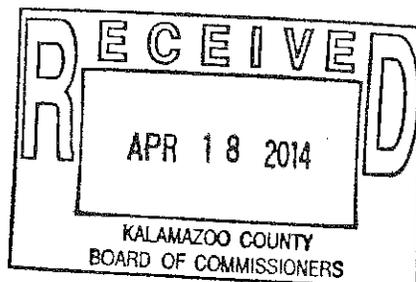
- Graduated with a Bachelor of Arts in Business and Environmental Studies
- Completed advanced undergraduate work in urban planning and ecology
- Three years of experience working in the business environmental sustainability field
- Born and raised in Kalamazoo and am engaged in local environmental and public health matters

Why do you desire to serve on the Environmental Health Advisory Council?

I am an engaged citizen of Kalamazoo County who cares about the health and well-being of people, land and the economy. I am very interested in being a voice to the county for my generation. We all depend on our natural resources so much, yet we often take them and the public bodies that provide them for granted. I want to be an active part of environmental health solutions in the county.

4/18/2014

Date of Application



KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO:

(Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Community Action Tripartite Advisory Board
- Economic Development Corporation/Brownfield Redevelopment Corporation
- Fair Council
- Land Bank Authority

- Metropolitan Planning Commission
- Parks & Recreation Commission
- Retirement Investment Committee
- Solid Waste Management Planning Committee
- Transportation Authority
- Soil Erosion & Sedimentation Board of Appeals
- Substance Abuse Council
- Southcentral Michigan Planning Council

Name Tom Wheat P.E.

Occupation Civil/Municipal Engineer

Home Address 2528 Aberdeen Drive Kalamazoo 49008
Street City Zip

Home Telephone 269-373-0469

Business Telephone 269-372-1158 ²⁶⁹ 1304

Cell Number 269-998-5760

E-mail address twheat@preinnewhof.com

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

As a municipal civil engineer for the past 22 years in the Kalamazoo area I understand the needs of municipalities as it relates to infrastructure (sewer, water, storm, roads etc.) I am also very aware of how important high quality infrastructure is to the economic vitality of a community.

Volunteer Experiences:

Michigan Society of Professional Engineers: SW Branch (President Elect, Past Pres, Past VP, Past Secretary)
Michigan Society of Professional Engineers: State Vice President

3/01/2013
Date of Application

X,

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: June 3, 2014

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Healy Street Center – State Department of Corrections Lease

SPECIFIC ACTION REQUESTED: Approve Addendum 2 to Lease with State Department of Corrections (Parole) for space at the Healy Street Center.

DESCRIPTION OF ACTION (dollar amount, purpose):

We presently lease 3,350 usable square feet of space to the State Department of Corrections, parole operations (DOC) in the Administration Building. The purpose of the Addendum is to memorialize the change of address to 1421 Healy St, acknowledge there is no increase in space and the rent will remain the same (\$3,517.50), and change the floor plan to address the new location.

For clarification, the State will occupy approximately 19,500 square feet of the total 29,000 square feet. Their operations are divided between Probation (16,150 sq. ft.) and Parole (3,350 sq. ft.). Probation is considered a "county" function and we are obligated to provide space so do not charge rent. Parole is the portion of their activities for which we charge rent. Because of the restrictive terms of the lease with the State, rent terms will remain the same in the new location.

TIME FRAME OF ACTION: Request approval at the June 3, 2014 Board of Commissioners meeting.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Not Applicable

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) No additional personnel

NEW OR RENEWAL: Change to existing Lease

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: John Faul (383-8908) jmfaul@kalcounty.com

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OFFICE OF FINANCE ADMINISTRATIVE SERVICES

Tracie Moored, Director

201 WEST KALAMAZOO AVENUE
KALAMAZOO, MI 49007
PHONE: (269) 384-8088
FAX: (269) 383-6448

DATE: June 3, 2014

TO: Board of Commissioners

FROM: Peter Battani, County Administrator
Tracie Moored, Finance and Administrative Services Director

RE: Labor Counsel Services

Our current Labor Counsel Contract expires June 30, 2014. The Request for Proposal outlined the expectation of a three year contract if both parties were satisfied with first year actions. We are recommending the approval of an additional two year contract with COHL, STOKER & TOSKEY, PC . We have been working with this new firm for the past year. We are all pleased with the legal expertise and timeliness of this firm.

This recommendation is supported based on the following:

- Extensive 312 experience
- Multiple attorneys who specialize in municipal government
- Municipal labor law is the firm's specialty
- Four out of seven labor contracts complete
- Budget expectations were met

This contract will appear as a consent agenda item on the June 3 Board of Commissioners meeting. Please contact us if you have questions.

C: Kelly Ball, Human Resources Director