



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR

June 5, 2018

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Tuesday, June 5, 2018 at 7:00 PM** 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 for a Non-Potable Water Well Program

### **CONSENT AGENDA ITEMS**

#### Administration

- B. Request for Approval of an Amendment to the Contract for Architectural Services between Kalamazoo County and Tower Pinkster Titus Associates

#### Circuit Court

- C. Request for Approval to Apply for Michigan Drug Court Grant to Fund the Family Dependency Treatment Court Program
- D. Request for Approval to Apply for Swift and Sure Sanctions Probation Program Grant to Support the Swift and Sure Sanctions Program
- E. Request for Approval to Apply for the Michigan Veterans Treatment Court Grant to fund the Veterans Treatment Court Program
- F. Request for Approval to Apply for the Edward Byrne Memorial Justice Assistance Grant to Fund the Women's Drug Treatment Court Program
- G. Request for Approval to Apply for the Michigan Drug Court Grant Program to Assist in Funding the Women's Drug Treatment Court Program

- H. Request for Approval to Apply for the Edward Byrne Memorial Justice Assistance Grant to Assist in Funding the Men's Drug Treatment Court Program
- I. Request for Approval to Apply for the Michigan Drug Court Grant Program to Assist in Funding the Men's Drug Treatment Court Program

Equalization

- J. Request for Approval of Resolution to Levy Operating Tax

Health & Community Services

- K. Request for Approval and Signature of an Agreement with Community AIDS Resource and Education Services (CARES)
- L. Request for Approval of Health and Community Services Department to participate in Region 5 Michigan Voluntary Organizations Active in Disaster (VOAD)

Human Resources

- M. Request for Approval of Extension of Contract with Cohl, Stoker & Toskey, PC for Workers' Compensation Legal Services

Parks & Expo Center

- N. Request for Approval of a Surface Use Lease between Kalamazoo County and the State of Michigan for Use of the Kal Haven Trail
- O. Request for Approval to Accept Michigan Department of Agriculture and Rural Development County Fair Capital Improvement Grant for Horse Arena Improvements

Planning

- P. Request KBCOC Approval of Resolution to Adopt the Kalamazoo County Master Plan

Sheriff

- Q. Request for Approval of Civil Process Services Contract Addendum #2 between County of Kalamazoo and Karen B. Hencken Process Services LLC

Board of Commissioners

- R. Request for Approval of Disbursements

**NON-CONSENT AGENDA ITEMS**

- ITEM 9            OLD BUSINESS**
- ITEM 10        NEW BUSINESS**
- ITEM 11        COUNTY ADMINISTRATOR'S REPORT**
- ITEM 12        VICE CHAIRPERSON'S REPORT**
- ITEM 13        CHAIRPERSON'S REPORT**
- ITEM 14        MEMBERS' TIME**
- ITEM 15        ADJOURNMENT**

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:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Public Hearing for a Non-Potable Water Well Program

### **SPECIFIC ACTION REQUESTED:**

This is the time and date scheduled for a public hearing to consider an amendment to the Kalamazoo County Sanitary Code as required by Public Health Code Section 333.2442.

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

April 17, 2018 – Jim Rutherford, HCS Health Officer, and Vern Johnson, HCS Environmental Health Unit Manager, presented to the Board of Commissioners on Non-Potable Water Well Permitting and the subsequent amendment to the Kalamazoo County Sanitary Code. The Board of Commissioners approved the request.

May 15, 2018 – Board of Commissioners approved a Resolution to schedule a Public Hearing for Non-Potable Water Well Program to be held on June 5, 2018 at 7:00 p.m. in the County Commission Chambers, Second Floor, Administration Building, 201 Kalamazoo Avenue, Kalamazoo, Michigan.

The Public Hearing will consider the amendment of the Kalamazoo County Sanitary Code to allow for the regulation of non-potable water wells that produce less than 70 gallon per minute. Upon approval of Resolution, the County Clerk posted a notice of the hearing 10 days before the Public Hearing, pursuant to the Public Health Code Section 333.2442.

June 5, 2018 – Public Hearing for Non-Potable Water Well Program is held.

June 19, 2018 - HCS Administration will request Board approval of the proposed amendment to the Kalamazoo County Sanitary Code.

**TIME FRAME OF ACTION:**

Changes to the Kalamazoo County Sanitary Code will become effective 45 days after Board of Commission approval.

**FUNDING SOURCE & BUDGET CHANGES:**

N/A

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

Staff presented to the Committee of the Whole at its regular meeting on April 17, 2018 a proposed amendment to the County Sanitary Code in order to allow for the regulation of non-potable water wells:

- There is currently no application/review/permit requirements needed for a property owner to install a non-potable water well within Kalamazoo County. As a result, these wells are drilled without groundwater protection review, well construction assessment, and assurance that wells are not installed in areas of known environmental contamination. Environmental Health, under the authority of State of Michigan, Part 127 of PA 368 and with the approval from the Kalamazoo County Board of Commissioners will add non-potable water wells that produce less than 70 gallons/minute to our existing water well permitting program and Kalamazoo County Sanitary Code.

- Non-Potable Water Well permit application and drilling permit will be subject to the same permit fee as Potable Water Well application fee of \$255.00.

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Lisa Henthorn, Deputy County Administrator, 269-383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Administrative Services  
**PREPARED BY:** Tracie Moored, Administrator/Controller  
**SUBJECT:** Request for Approval of an Amendment to the Contract for Architectural Services between Kalamazoo County and Tower Pinkster Titus Associates

### **SPECIFIC ACTION REQUESTED:**

Request for approval of an amendment to the contract for architectural services between Kalamazoo County and Tower Pinkster Titus Associates approved on 2/6/2018 to include parking analysis services; and authorizing expenditures in an amount not to exceed \$27,500, plus reimbursable expenses; and directing the Board Chair to execute the attached amendment on behalf of the Board.

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

The Board of Commissioners entered into an agreement with Tower Pinkster Titus Associates, Inc on February 6, 2018 for architectural services as part of the Consolidated County Services project.

The programming portion of this project has been completed and we have begun to gather cost estimates to determine the feasibility of portions of the project. An important component of this evaluation is development of a parking analysis to include the cost of a parking solution.

Tower Pinkster will assist with completing a study of the parking needs of employees, jurors, case related participants and visitors/public, evaluate the current parking supply within a 3-4 block radius and develop parking solutions with associated costs. This contract amendment will total \$27,500 plus reimbursable expenses.

**TIME FRAME OF ACTION:**

6/5/2018

**FUNDING SOURCE & BUDGET CHANGES:**

General County Public Improvement Fund

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

N/A

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

Tower Pinkster Titus Associates, Inc has completed the programming portion of the Consolidated County Services project which includes estimated employee counts for future growth capacity as well as knowledge gained during the programming discussions related to proposed process changes within the new building. This information is a key component of a thorough parking analysis.

**CONTACT PERSON:**

Tracie Moored, Administrator/Controller, 269-383-8843



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator  
**SUBJECT:** Request for Approval to Apply for Michigan Drug Court Grant to Fund the Family Dependency Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for Michigan Drug Court Grant to fund the Family Dependency Treatment Court Program.

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

9th Circuit Court is seeking permission to apply for the Michigan Drug Court Grant Program to fund the Family Dependency Treatment Court Program in the amount of \$106,574.59.

This funding will assist with covering a portion of the salaries for two existing positions as well as drug testing, treatment and defense advisor services.

**TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

State

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

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## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator  
**SUBJECT:** Request for Approval to Apply for Swift and Sure Sanctions Probation Program Grant to Support the Swift and Sure Sanctions Program

**SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for Swift and Sure Sanctions Probation Program grant to support the Swift and Sure Sanctions Program.

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

9th Circuit Court is seeking permission to apply for Swift and Sure Sanctions Probation Program grant to support the Swift and Sure Sanctions Program in the amount of \$80,000.

This funding will assist with covering the cost of two existing positions as well as transportation, testing and treatment services.

**TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

State

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator  
**SUBJECT:** Request for Approval to Apply for the Michigan Veterans Treatment Court Grant to fund the Veterans Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for the Michigan Veterans Treatment Court Grant to fund the Veterans Treatment Court Program.

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

9th Circuit Court is seeking permission to apply for the Michigan Veterans Treatment Court Grant to fund the Veterans Treatment Court Program in the amount of \$68,000.

This funding will assist with covering a portion of the salaries for two existing positions as well as drug testing, treatment and transitional housing services.

**TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

State

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

NA

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator

**SUBJECT:** Request for Approval to Apply for the Edward Byrne Memorial Justice Assistance Grant to Fund the Women's Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for the Edward Byrne Memorial Justice Assistance Grant to fund the Women's Drug Treatment Court Program.

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

9th Circuit Court is seeking permission to apply for the Edward Byrne Memorial Justice Assistance Grant to fund the Women's Drug Treatment Court Program in the amount of \$286,444.12.

This funding will assist with covering a portion of the salaries for three existing positions as well as drug testing, treatment and recovery coaching services.

**TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

Federal

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

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## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator  
**SUBJECT:** Request for Approval to Apply for the Michigan Drug Court Grant Program to Assist in Funding the Women's Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for the Michigan Drug Court Grant Program to assist in funding the Women's Drug Treatment Court Program.

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

9th Circuit Court is seeking permission to apply for the Michigan Drug Court Grant Program to assist in funding the Women's Drug Treatment Court Program in the amount of \$288,194.12.

This funding will assist with covering a portion of the salaries for three existing positions as well as drug testing, treatment and recovery coaching services.

**TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

State

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

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## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator

**SUBJECT:** Request for Approval to Apply for the Edward Byrne Memorial Justice Assistance Grant to Assist in Funding the Men's Drug Treatment Court Program

### **SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for the Edward Byrne Memorial Justice Assistance Grant to assist in funding the Men's Drug Treatment Court Program.

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

9th Circuit Court is seeking permission to apply for the Edward Byrne Memorial Justice Assistance Grant to assist in funding the Men's Drug Treatment Court Program in the amount of \$505,980.91.

This funding will assist with covering a portion of the salaries for four existing positions as well as drug testing and treatment services.

### **TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

### **FUNDING SOURCE & BUDGET CHANGES:**

Federal

### **PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

NA

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Circuit Court  
**PREPARED BY:** Sara Green, Problem Solving Courts Administrator  
**SUBJECT:** Request for Approval to Apply for the Michigan Drug Court Grant Program to Assist in Funding the Men's Drug Treatment Court Program

**SPECIFIC ACTION REQUESTED:**

9th Circuit Court is seeking permission to apply for the Michigan Drug Court Grant Program to assist in funding the Men's Drug Treatment Court Program.

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

9th Circuit Court is seeking permission to apply for the Michigan Drug Court Grant Program to assist in funding the Men's Drug Treatment Court Program in the amount of \$507,480.91.

This funding will assist with covering a portion of the salaries for four existing positions as well as drug testing and treatment services.

**TIME FRAME OF ACTION:**

October 1, 2018-September 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

State

**PERSONNEL IF REQUIRED:**

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

NA

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON:**

Sara Green, Problem Solving Courts Administrator, 269-383-6469



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Equalization  
**PREPARED BY:** Mathew Hansen, Equalization Director  
**SUBJECT:** Request for Approval of Resolution to Levy Operating Tax

### **SPECIFIC ACTION REQUESTED:**

Request for approval of Resolution to Levy Operating Tax; and authorize and direct the Board Chair to execute the attached Michigan Department of Treasury 2018 Tax Rate Request on behalf of the Board

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

Annually, it is the duty of the Board of Commissioners to pass a resolution to authorize an appropriation and submit to the Michigan Department of Treasury a Tax Rate Request for the operating millage to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the budget year.

The 2018 Resolution to Levy authorizes a 4.6810 mill operating tax to be spread on the taxable value of the property of the County of Kalamazoo in 2018.

### **TIME FRAME OF ACTION:**

6/5/2018

### **FUNDING SOURCE & BUDGET CHANGES:**

N/A

### **PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

N/A

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Amanda Morse, Deputy County Administrator, 269-384-8148



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## Kalamazoo County Board of Commissioners

### RESOLUTION

#### 2018 Resolution to Levy

WHEREAS, the County Administrator-Controller 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 2018; together with the estimated revenues from said departments and from taxation for the year 2018; 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 4.6810 mill tax to cover such estimated expenditures would be necessary.

NOW, THEREFORE, BE IT RESOLVED that a 4.6810 mill operating tax be spread on the taxable value of the property of the County of Kalamazoo in 2018 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2018. Such tax spread being subject to Public Act 357 of 2004, requiring the total operating rate of 4.6810 mills to be levied in July 2018.

BE IT FURTHER RESOLVED that the County Administrator-Controller, 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 2, 2017 meeting and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator-Controller is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

DATED: June 5, 2018

\_\_\_\_\_  
Stephanie Moore, 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 5, 2018.

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Timothy A. Snow,  
Kalamazoo County Clerk/Register



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Request for Approval and Signature of an Agreement with Community AIDS Resource and Education Services (CARES)

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval and signature of the agreement between CARES and Kalamazoo County Government by and through its Health & Community Services Department to continue the referral process between organizations for HIV education, counseling and testing and support services. The agreement will allow for a continued commitment to assess and improve the services provided in the Kalamazoo community.

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

N/A

**TIME FRAME OF ACTION:**

Begins on 06/05/18 when the Board signs with open-ended term

**FUNDING SOURCE & BUDGET CHANGES:**

N/A

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Lisa Henthorn, Deputy County Administrator, 269-383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Request for Approval of Health and Community Services Department to participate in Region 5 Michigan Voluntary Organizations Active in Disaster (VOAD)

**SPECIFIC ACTION REQUESTED:**

HCS Administration request Board approval to participate in the Region 5 Michigan Voluntary Organizations Active in Disaster (VOAD) facilitated by Gryphon Place.

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

The participation in the Region 5 VOAD offers a cohesive structure for community organizations and governmental agencies at all levels to be active in times of disaster to meet the needs of those affected in the community.

**TIME FRAME OF ACTION:**

06/05/18 when the Board signs with an open-ended term

**FUNDING SOURCE & BUDGET CHANGES:**

N/A

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Lisa Henthorn, Deputy County Administrator, 269-383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Human Resources  
**PREPARED BY:** Kristine Cunningham, Human Resources Director  
**SUBJECT:** Request for Approval of a Contract Extension with Cohl, Stoker & Toskey, P.C. for Workers' Compensation Legal Services

### **SPECIFIC ACTION REQUESTED:**

Request for approval of a contract extension with Cohl, Stoker & Toskey, P.C. for workers' compensation legal services. The legal services extension would be for the period beginning 7/1/2018 and expiring 6/30/2020.

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

We are requesting approval to continue our partnership with Cohl, Stoker & Toskey, P.C. to provide workers' compensation legal services for all workers' compensation related claims. Cohl, Stoker & Toskey, P.C. would continue to represent Kalamazoo County at all legal proceedings pertaining to workers' compensation and continue to provide legal advice regarding claims.

The amount for legal services will be at a rate of \$125.00 per hour plus expenses. Consistent with our current agreement for labor services, there will be no charge for mileage or attorney time for travel from their office to County offices. Annualized costs will depend upon the amount of workers' compensation claims that require legal attention.

### **TIME FRAME OF ACTION:**

July 1, 2018 through June 30, 2020

### **FUNDING SOURCE & BUDGET CHANGES:**

Employee Benefits Fund

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

An RFP will be completed in 2020 for legal services pertaining to workers' compensation & labor counsel to be effective on 7/1/2020.

**CONTACT PERSON:**

Kristine Cunningham, Director, 269-384-8100



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Parks & Expo Center  
**PREPARED BY:** David Rachowicz, Parks & Expo Center Director  
**SUBJECT:** Request for Approval of a Surface Use Lease between Kalamazoo County and the State of Michigan for Use of the Kal Haven Trail

### **SPECIFIC ACTION REQUESTED:**

Request for approval of a surface use lease between Kalamazoo County and the State of Michigan for use of the Kal Haven Trail at no direct cost to the County, with the County to perform certain maintenance services. The proposed agreement is for a two-year period from March 27, 2018 to March 27, 2020. with renewal options for three additional 5-year terms. The Board Chair is directed to execute the lease on behalf of the Board.

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

The proposed agreement is a partnership with the Michigan Department of Natural Resources to maintain the Kal-Haven Trail in Kalamazoo County (8 miles). The County Parks currently maintains the Kalamazoo River Valley Trail up to the Kal-Haven Trail on 10th Street in Kalamazoo County. This would add 8 miles of the Kal-Haven Trail up to the Kalamazoo County Line. County Parks would perform daily maintenance in partnership with the MDNR to increase efficiencies and quality of the trail experience. MDNR is currently maintaining the trail from Van Buren State Park. Many trail users also utilize both sections of trail (KRV Trail & Kal-Haven Trail) and supporting facilities. The 10th Street Trail Head is part of the Kal-Haven Trail but is one of the most used access points for the KRV Trail.

### **TIME FRAME OF ACTION:**

The proposed agreement is for two years and terminates on March 27, 2020.

**FUNDING SOURCE & BUDGET CHANGES:**

Kalamazoo County will be reimbursed for all expenses related to this agreement from the MDNR. Revenue collected from events, fundraising, or other sources may offset the amount that needs to be reimbursed by the MDNR. The MDNR will be responsible for any capital repairs or projects that are needed. The estimated operating expense will be between \$14,000 and \$18,000 annually.

**PERSONNEL IF REQUIRED:**

Existing seasonal trail maintenance workers will complete the additional trail maintenance.

**NEW OR RENEWAL:**

This is a new agreement

**ANY OTHER PERTINENT INFORMATION:**

This agreement has been approved by the Park Commission.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON:**

Lisa Henthorn, Deputy County Administrator, 269-383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Parks & Expo Center  
**PREPARED BY:** David Rachowicz, Parks & Expo Center Director  
**SUBJECT:** Request for Approval to Accept Michigan Department of Agriculture and Rural Development County Fair Capital Improvement Grant for Horse Arena Improvements

### **SPECIFIC ACTION REQUESTED:**

Request for approval to accept Michigan Department of Agriculture and Rural Development County Fair Capital Improvement Grant for horse arena improvements.

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

MDARD offers Capital Funds to improve County Fair facilities. The proposed funding will be used to relocate the horse arenas at the Kalamazoo County Fairgrounds. This will bring the arenas closer to the barns, closer to the other events at the County Fair and will improve the drainage of the arenas. The existing area will be repurposed for overflow parking.

### **TIME FRAME OF ACTION:**

This project will be completed in 2018 and this is the final project that was outlined in the Master Plan for the Expo Center & Fairgrounds.

### **FUNDING SOURCE & BUDGET CHANGES:**

The total project complete is estimated at \$41,500. The project will be completed in phases throughout 2018. \$20,000 will be funded by MDARD and the remaining \$21,500 will come from the Accommodation Tax Capital Fund for the Fairgrounds. The horse arenas will have the opportunity to attract new events, activities, and visitors to Kalamazoo County. We already host horse shows outside of the fair and the improved

facilities will enhance this opportunity.

**PERSONNEL IF REQUIRED:**

Local funding will come from the Fairground Capital Improvement Fund (Accommodation Tax) and will be offset by \$20,000 in grant funding.

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

This project has been approved by the Park Commission.

**PROCUREMENT INFORMATION:**

**CONTACT PERSON:**

Lisa Henthorn, Deputy County Administrator, 269-383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Planning  
**PREPARED BY:** Lotta Jarnefelt, Planning Director  
**SUBJECT:** Request for Approval of Resolution to Adopt the Kalamazoo County Master Plan

**SPECIFIC ACTION REQUESTED:**

Request for Approval of Resolution to Adopt the Kalamazoo County Master Plan

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

Request for Approval of Resolution to Adopt the Kalamazoo County Master Plan.

County Board approval of the Resolution approving the adoption of the Kalamazoo County Master Plan is the final step in the process of creating a Master Plan for the County.

On June 21, 2016, the BOC approved the hiring of a consultant to start working with the Kalamazoo Metropolitan County Planning Commission (KMCP) to create a County Master Plan. A working group consisting of members of the KMCP, the Planning Director and staff met several times to work toward creating a plan that is an inventory and analysis of existing master plans in the local municipalities. The consultant created summaries of the goals and objectives in the city, township and village master plans to glean over-arching themes and approaches to land use planning in the County. In the fall of 2016 and early 2017, working group members traveled to the local planning commission meetings to present these summaries. After the local planning commissions' reviews and comments, the major planning themes were identified and analyzed. The final product is a County Master Plan that is meant to be used as a resource for and a complementary document to the local plans.

The process of creating the County Master Plan has included the following steps in accordance with the Michigan Planning Enabling Act (MPEA):

On 05/03/2017 BOC passed a resolution to exempt the KMCPC from preparing capital improvements program reports.

On 12/07/2017, KMCPC passed a resolution to approve the proposed Draft Master Plan for BOC review and to request BOC approval to distribute the proposed Draft Master Plan for public review and comment.

On 12/19/2017, there was a presentation at the COW outlining the proposed Draft Master Plan and a request to approve to distribute the proposed Kalamazoo County Master Plan for purposes of public review and comment.

On 1/16/2018, the BOC approved the request to distribute the proposed Kalamazoo County Master Plan for purposes of public review and comment. Notices and a web link to the Plan were sent to the local municipalities, Road Commission, neighboring counties and other organizations to allow them 63 days to review and comment on the Plan as outlined in MPEA. The 63 days were up on 03/27/2018.

On 04/17/2018 the BOC passed a resolution to assert the BOC's right to approve or reject the County Master Plan.

On 05/03/2018, at 7 pm, a duly noticed public hearing was held at the KMCPC meeting. After the public hearing, KMCPC passed a resolution to recommend the approval and adoption of the County Master Plan by the County Board of Commissioners.

On 05/15/2018 a resolution was presented at the COW requesting final approval and adoption of the Master Plan.

On 06/05/2018, there is a request to the BOC to pass the resolution to approve and adopt the Master Plan.

**TIME FRAME OF ACTION:**

Presentation of Resolution at CoW on May 15, request for approval at BOC meeting on June 5, 2018

**FUNDING SOURCE & BUDGET CHANGES:**

NA

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

Legal review of the resolution completed by Cohl Stoker.

Draft Kalamazoo County Master Plan available at [www.kalcountymasterplan.org](http://www.kalcountymasterplan.org)

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON:**

Lisa Henthorn, Deputy County Administrator, 269-383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## Kalamazoo County Board of Commissioners

### RESOLUTION

RESOLUTION APPROVING THE ADOPTION OF THE KALAMAZOO COUNTY MASTER  
PLAN  
BY THE COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Michigan Planning Enabling Act (MPEA) authorizes municipal and county planning commissions to prepare a "Master Plan" pertinent to the future of the municipality or county; and

WHEREAS, the Kalamazoo Metropolitan County Planning Commission has prepared a proposed Master Plan for the county to update and replace its previous Master Plan; and

WHEREAS, the County Board of Commissioners authorized the distribution of the proposed Master Plan to the general public and the various entities as required by the MPEA, for review and comment purposes; and

WHEREAS, the proposed Master Plan was made available to the various entities and the general public as required by the MPEA, and a public hearing thereon was held by the Kalamazoo Metropolitan County Planning Commission on May 3, 2018, pursuant to notice as required by the MPEA; and

WHEREAS, the Kalamazoo Metropolitan County Planning Commission found the proposed Master Plan as submitted for the public hearing to be desirable and proper, and passed a resolution on May 3, 2018, adopting the proposed Master Plan and recommending adoption of the proposed Master Plan by the Kalamazoo County Board of Commissioners;

NOW, THEREFORE, the Kalamazoo County Board of Commissioners hereby resolves to approve and adopt the new Master Plan as submitted for the Kalamazoo Metropolitan County Planning Commission public hearing, including all the text, charts, tables, maps, and descriptive

and other matter therein intended by the Kalamazoo Metropolitan County Planning Commission to form the complete Master Plan.

CERTIFICATE

I hereby certify the foregoing resolution was approved by a majority of the members of the Kalamazoo County Board of Commissioners by a roll call vote at a regular meeting of the Board held on June 5, 2018, in compliance with the Open Meetings Act.

STATE OF MICHIGAN            )  
  }SS  
COUNTY OF KALAMAZOO        )

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Timothy A. Snow  
County Clerk/Register



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Sheriff  
**PREPARED BY:** Terra Mickolatcher, Financial Administrator  
**SUBJECT:** Request for Approval of Civil Process Services  
Contract Addendum #2 between County of  
Kalamazoo and Karen B. Hencken Process Services  
LLC

**SPECIFIC ACTION REQUESTED:**

Request for approval of civil process services contract addendum #2 between County of Kalamazoo and Karen B. Hencken Process Services LLC

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

Request to approve the one-year(1) contract extension between the County of Kalamazoo and Karen B. Hencken Process Service, Inc. to continue providing civil process services for the Sheriff's Department.

As agreed upon, per the original contract dated June 3, 2014 and addendum #1 signed on March 7, 2017.

**TIME FRAME OF ACTION:**

July 1, 2018-June 30, 2019

**FUNDING SOURCE & BUDGET CHANGES:**

Sheriff's Operating Budget

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

This service was originally put out for County bid on April 11, 2014. The approved contract allowed for two one-year extensions. We are utilizing the second one year extension.

**CONTACT PERSON:**

Terra Mickolatcher



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Administrative Services  
**PREPARED BY:** Amanda Morse, Deputy County Administrator -  
Internal Services  
**SUBJECT:** Request for Approval of Disbursements

**SPECIFIC ACTION REQUESTED:**

Approval of Disbursements

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

Approval of Disbursements totaling \$1,759,387.96.

**TIME FRAME OF ACTION:**

Checks will be released 6/6/2018

**FUNDING SOURCE & BUDGET CHANGES:**

Please see claims list attached with Committee of the Whole agenda.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

N/A

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON:**

Amanda Morse, Deputy County Administrator, 269-384-8148



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** June 5, 2018  
**DEPARTMENT:** Administrative Services  
**PREPARED BY:** Dina Sutton  
**SUBJECT:** Request for Approval of Re-Appointments to the  
Community Action Tripartite Advisory Board  
(CATAB)

**SPECIFIC ACTION REQUESTED:**

Request for Approval of Re-Appointments to the Community Action Tripartite Advisory Board (CATAB)

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

Reappoint:

Nicky Leigh for a term commencing April 1, 2018 through March 31, 2022  
Robert Reynolds for a term commencing April 1, 2018 through March 31, 2021  
Anthony Bradley for a term commencing April 1, 2018 through March 31, 2021  
Shequita Lewis for a term commencing April 1, 2018 through March 31, 2021

**TIME FRAME OF ACTION:**

Effective April 1, 2018

**FUNDING SOURCE & BUDGET CHANGES:**

n/a

**PERSONNEL IF REQUIRED:**

n/a

**NEW OR RENEWAL:**

Reappointments

**ANY OTHER PERTINENT INFORMATION:**

n/a

**PROCUREMENT INFORMATION:**

n/a

**CONTACT PERSON:**

Dina Sutton, Administrator's Executive Coordinator, 269-383-8650