

The seal of Callahan County Government is a semi-circular emblem with a textured, stippled background. It features a central illustration of a landscape with a river, trees, and a sun. The words "CALLAHAN COUNTY GOVERNMENT" are written in a semi-circle along the top edge of the seal.

**Board of
Commissioners'
Meeting**

July 2, 2013

**NOTICE AND AGENDA FOR
JULY 2, 2013 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, July 2, 2013, 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. Center for Health Equity – Summit Preview – Linda Vail

CONSENT AGENDA

- B. Request for Approval of 25 Year Resolution Honoring Donald R. Boven
- C. Request for Approval of 25 Year Resolution Honoring Daniel L. Chandler

Circuit Court

- D. Request for Approval of a Contract with Western Michigan University (WMU) for Process and Outcome Evaluation of Components of the Men's Women's Juvenile and Family Dependency Treatment Court Program

District Court

- E. Request for Approval of an Agreement with TransPerfect for Telephonic Foreign Language Interpretation Services

Health & Community Services

- F. Request for Approval of Acceptance of Community Services Block Grant (CSBG14-39015) with the Michigan Department of Human Services
- G. Request for Approval of Amendment #2 with Sturgis Hospital for Breast and Cervical Cancer Control Program (BCCCP)
- H. Request for Approval of Healthy Babies/Healthy Start (HBHS) Professional Service Agreements for Kothari Consulting, YMCA of Greater Kalamazoo and Challenger Group, Inc.
- I. Request for Approval of Oil Storage Tank for Household Hazardous Waste (HHW) Facility

Michigan Works!

- J. Request for Approval of Contract 2012-01, Mod 01 with W.E. Upjohn Institute

Sheriff

- K. Request for Approval of Amendment #1 to Inmate Telecommunications Location Agreement with Telmate, LLC (might be on 7/17 BOC, Thom will advise)
- L. Request for Approval of Contract Extension with McDonalds Towing and Rescue, Inc.

Board of Commissioners

- M. Request for Approval of Transfers and Disbursements
- N. Request for Approval of Appointment of Mathew Hansen as Equalization Director
- O. Request for Approval of Healy Street Center Consumers Power Agreement
- P. Request for Approval of Appointments to the Older Adult Services Advisory Board

NON-CONSENT AGENDA ITEMS

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

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

Dina Sutton

Dina Sutton
Office Manager for Administrative Services

JUNE 26, 2013

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



**RESOLUTION HONORING
Donald R. Boven**

WHEREAS, Donald R. Boven has served the citizens of Kalamazoo County for twenty-five (25) years as of June 14, 2013; and

WHEREAS, Donald R. Boven has faithfully served as a Deputy/CO II; and

WHEREAS, the County of Kalamazoo wishes to acknowledge and honor employees who have longevity under the umbrella of County Government, since it is through longevity that expertise in the employee's particular field is achieved.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby acknowledge with gratitude the many years of dedication and service Donald R. Boven has imparted to the citizens of the County and offers its best wishes for many more years of mutual association.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on July 2, 2013.

Timothy A. Snow
County Clerk/Register

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** July 2, 2013**DEPARTMENT:** 9th Circuit Court**PREPARED BY:** Ann Filkins**SUBJECT:** Evaluation Services for Men's, Women's, Juvenile and Family Dependency Treatment Court Program.**SPECIFIC ACTION REQUESTED:**

Approval of contract with Western Michigan University (WMU) for process and outcome evaluation of components of the Men's, Women's, Juvenile and Family Dependency Treatment Court Program.

DESCRIPTION OF ACTION (dollar amount, purpose):

An independent evaluation is an invaluable source of information for determining program effectiveness and for providing direction for program improvements that will enhance treatment outcomes for program participants. The Kercher Center has extensive experience in evaluation of Drug Treatment Courts, in the Kalamazoo Court system, and other Michigan Drug Courts. PA 224, legislation specific to Drug Treatment Courts, became effective on January 1, 2005, and requires program evaluation and reporting. An evaluation work plan was developed by the Kercher Center and complies with the requirements of PA 224. In addition to internal review, the evaluation is submitted to the State Court Administrative Office, to ensure compliance with the 10 Key Components for adult programs and 16 Strategies for juvenile programs. The 10 Key Components and 16 Strategies established national standards for Drug Treatment Courts and were developed by the National Association of Drug Court Professionals and the U.S. Department of Justice.

Men's:	11,378
Women's:	11,378
Juvenile:	12,258
Family:	9,978

The Kalamazoo Drug Treatment Court Foundation provides payments for these evaluations. The Juvenile Drug Treatment Court Evaluation is funded by the Child Care Fund

TIME FRAME OF ACTION:

October 1, 2012 – April 1, 2014

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

Local/State

PERSONNEL IF REQUIRED:

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

N/A

NEW OR RENEWAL:

Renewal

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

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

CONTACT PERSON WITH PHONE NUMBER:

Ann Filkins (269) 383-6469

E.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 2, 2013

DEPARTMENT: 8th District Court

PREPARED BY: Tina L. Keifer

SUBJECT: Agreement for Telephonic Foreign Language Interpretation Services through TransPerfect.

SPECIFIC ACTION REQUESTED:

Request Board approval for the 8th District Court to enter into an agreement with TransPerfect to provide telephonic foreign language interpretation for parties in court.

DESCRIPTION OF ACTION (dollar amount, purpose):

Spanish Rate Per Minute \$0.79
All other Languages Rate Per Minute \$0.99
Account Setup Fee \$waived (Discounted from \$225)
Monthly Minimum \$waived (Discounted from \$195)

TIME FRAME OF ACTION:

To begin at approval.

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

District Court Operating Budget 101-136

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)

None

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:

None

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:

Tina L. Keifer, Court Administrator 269-384-8166



Kalamazoo County

Health & Community Services

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

DATE: July 2, 2013
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: **ITEMS FOR YOUR CONSIDERATION**

**A. ACCEPTANCE OF COMMUNITY SERVICES BLOCK GRANT (CSBG14-39015)
WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES (DHS)**

ACTION REQUESTED

HCS Administration requests Board approval to accept an agreement with the Michigan Department of Human Services (DHS) for the Community Services Block Grant (CSBG14-39015). There is not yet an award amount associated with this agreement and it is effective October 1, 2013 through September 30, 2016.

DESCRIPTION OF SUBJECT

Acceptance of this agreement allows the continued provision of a range of services that are designed to help families remain independent. The CSBG agreement includes emergency assistance to families in need, as well as promotes and plans programs that help educate our community on ways to become self-sufficient and strengthen family units. This agreement will be followed with one or more notifications of funds available at a later date.

RELATIONSHIP TO GOAL

HCS enforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This agreement continues to further CAA's goal to promote and create a means to self-sufficiency for Kalamazoo County residents by assisting them to take control of their lives, while also helping to improve the conditions of the families served.

FUNDING SOURCE

There are no funds associated with this action.

PERSONNEL

There are no new personnel actions associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have questions, please contact Josh Jacobs, Deputy Director-HCS at 373-5028 or at jejaco@kalamazoo.org.

B. APPROVAL OF AMENDMENT #2 TO THE AGREEMENT WITH STURGIS HOSPITAL

ACTION REQUESTED

HCS Administration requests Board approval of an amendment #2 to the agreement with Sturgis Hospital for BCCCP services, which adds to the services provided under the contract. This amendment is effective upon signature of all parties and will automatically renew each year.

DESCRIPTION OF SUBJECT

The Breast and Cervical Cancer Control Program (BCCCP) is a Center for Disease Control and Prevention funded program under Title XV, which seeks to reduce the unacceptably high prevalence of breast and cervical cancer among poor, older women in the country. Kalamazoo County Health and Community Services Department serves an eight-county region through contracted providers who screen the targeted population. Medical providers who have agreed to participate in BCCCP will provide all or a portion of the enrollment, screening examination, diagnostic and consultation services for eligible women. Payment for the services described in the contract will be made by the State of Michigan at the standard Medicare based rates set annually by the Michigan Department of Community Health.

RELATIONSHIP TO GOALS

HCS works to improve the overall health of the community by reducing preventable disabilities and deaths. Deaths from breast and cervical cancer are preventable, and this program allows us to assist low-income women in obtaining early diagnosis of breast and cervical cancer.

FUNDING SOURCE

No County funds are required as a result of this action. Funding for this agreement is from the Michigan Department of Community Health through the CPBC agreement.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynn Ann Jones, Women's Health Supervisor at 269-373-5383 or lajone@kalamazoo.org.

C. APPROVAL OF HEALTHY BABIES/HEALTHY START (HBHS) PROFESSIONAL SERVICE AGREEMENTS FOR KOTHARI CONSULTING, YMCA OF GREATER KALAMAZOO AND CHALLENGER GROUP, INC.

ACTION REQUESTED

HCS Administration requests Board approval of agreements between Kalamazoo County and the providers listed below for the provisions of pre-natal and perinatal services under the Healthy Babies/Healthy Start Program. These agreements will set the funding amounts for the 2013/2014 funding year and cover the period of June 1, 2013 through May 31, 2014.

<u>PROVIDER</u>	<u>SERVICES PROVIDED</u>	<u>AMOUNT</u>
Kothari Consulting	Consultant	\$ 20,000
YMCA of Greater Kalamazoo	Exercise/Physical Activities	\$ 3,900
Challenger Group, Inc.	Software Services	\$ 12,000

DESCRIPTION OF SUBJECT

The Healthy Babies/Healthy Start Program is in the 5th year of a five-year grant cycle to continue the collaborative effort toward reduction of the infant mortality rate in Kalamazoo County by focusing on those geographic areas with the highest concentration of infant and fetal deaths. The grant award from the Healthy Start Initiative of the United States Department of Health and Human Services is for \$248,160 and was presented to the Board at the June 18, 2013 meeting.

RELATIONSHIP TO GOALS

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

FUNDING SOURCE

No County funds are required as a result of this action. Funding source for these agreements comes from the Healthy Start Initiative of the United States Department of Health and Human Services.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement issue associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Deb Lenz, Division Manager-MCH at 373-5024 or dllenz@kalamazoo.org.

D. APPROVAL OF OIL STORAGE TANK FOR HOUSEHOLD HAZARDOUS WASTE (HHW) FACILITY

ACTION REQUIRED

HCS Administration requests Board approval to redirect \$5,000 of the 2013 CIP funding originally approved for a Household Hazardous Waste scanning system to the replacement of the oil storage tank instead.

DESCRIPTION OF SUBJECT

Based on evaluation of Household Hazardous Waste's current used motor oil storage tank, Buildings & Grounds Director and HHW Facility Manager recommend immediate replacement of the tank with a new one. The integrity of the tank's secondary containment vessel is compromised and poses a liability risk to the County if the primary tank should develop a leak.

The new oil storage tank will have built-in secondary containment and will meet Michigan requirements for an above-ground storage tank. The new tank will cost \$4,000.00 along with an additional \$1,000 in site improvements, for a project total of \$5,000.00.

RELATIONSHIP TO GOALS

The new oil storage tank will allow for continued collection of used motor oil from County residents and small businesses, thus preventing environmental contamination problems in Kalamazoo County. This project is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

FUNDING SOURCE

HCS is requesting Board approval to use \$5,000 for oil storage tank replacement rather than the \$7,000 HHW drivers' license scanning technology originally approved as part of the 2013 CIP. The scanning project is delayed indefinitely due to technology limitations.

PERSONNEL

There are no new personnel issues associated with this item.

PROCUREMENT

The replacement tank will be procured in accordance with County policy.

CONCERNS/ISSUES

There are no issues or concerns. If you have any questions, please contact Deb Cardiff, Environmental Health Division Manager at 373-5347 or dacard@kalcounty.com.

J.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 2, 2013

DEPARTMENT: Human Services

PREPARED BY: Ben Damerow

SUBJECT: Contract 2012-01, Mod 01 between the County of Kalamazoo and the W.E. Upjohn Institute.

SPECIFIC ACTION REQUESTED: Review and approval of Contract 2012-01, Mod 01 between the County of Kalamazoo and the W.E. Upjohn Institute.

DESCRIPTION OF ACTION (dollar amount, purpose): Funding for programs and services for the Michigan Works! System and activities of the Workforce Development Board for the Kalamazoo-St. Joseph Michigan Works! Area is defined in the attached Management Services contract modification between the W. E. Upjohn Institute for Employment Research, Employment Management Division and the County of Kalamazoo.

TIME FRAME OF ACTION: July 1, 2012 through June 30, 2014

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

PERSONNEL IF REQUIRED: Personnel used to implement programs and services are supported through this Management Services Contract between the W.E. Upjohn Institute for Employment Research, Employment Management Services Division (EMSD) and the County of Kalamazoo.

NEW OR RENEWAL: Modification of current contract.

ANY OTHER PERTINENT INFORMATION: This contract is renewed every two years.

CONTACT PERSON WITH PHONE NUMBER: Ben Damerow 349-1533

Please Attach All Necessary Information (i.e. Agreements/Contracts/Applications):

➤ Contract 2012-01, Modification 01 is attached

L.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 2, 2013

DEPARTMENT: Sheriff's Office

PREPARED BY: Paul Matyas, Undersheriff

SUBJECT: Towing Contract Extension

SPECIFIC ACTION REQUESTED:

Approve a one year extension of the exiting towing agreement with McDonalds Towing and Rescue

DESCRIPTION OF ACTION (dollar amount, purpose):

Purpose of extension is to pick up the option year of the agreement

TIME FRAME OF ACTION:

July 31, 2013 to July 30, 2014

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

None

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

The original towing contract was approved by the Board of Commissioners and signed on July 20, 2010. The three year contract allows two 1 year options to extend the agreement. Both the Sheriff's Office and McDonalds Towing and Rescue desire to pick up the option and extend the contract another year.

ANY OTHER PERTINENT INFORMATION:

PROCUREMENT INFORMATION:

The original contract was filled through an open bid process

CONTACT PERSON WITH PHONE NUMBER:

Paul Matyas, Undersheriff ph: 385-6176



Board of Commissioners

201 West Kalamazoo Avenue • Kalamazoo, Michigan 49007-3777
Phone: (269) 384-8111 • Fax: (269) 384-8032

To: Board of Commissioners

From: Dave Maturen, Chair
Dave Buskirk, Vice Chair
Peter Battani, Administrator/Controller

Date: May 28, 2013

Re: Replacement of Equalization Director

At your June 4 Committee of the Whole, we will have a discussion about the replacement of Bonnie Payton, as Equalization Director, given receipt of her retirement letter, effective September 7. We strongly recommend Mathew Hansen, currently the Deputy Director, to the Board of Commissioners' appointment as Equalization Director upon her retirement. Ms. Payton concurs in that recommendation. We are looking for Board of Commissioners support and concurrence with the recommendation. Formal action would be taken up at the June 18 Board of Commissioners meeting.

The reasons for this recommendation are as follows:

1. A succession plan has been in place for this highly specialized and State-certified position with Mr. Hansen specifically in mind. This has involved Ms. Payton delaying her retirement in recent years until Mr. Hansen attained his certification by the State Tax Commission, conferring upon him a Michigan Master Assessing Officer Level 4. The State Tax Commission requires this level certification for an individual to be appointed to the Office of Equalization Director for a County of our size. The succession plan also included the Kalamazoo County paying for fees for a required class, and permitting Mr. Hansen to attain his certification on County time.
2. The succession plan is necessitated by a statewide dearth of qualified and available Level 4 Master Assessors. Several Counties are seeking Level 4's and have been without full-time individuals. This condition has been in effect for some time. In 1993, Kalamazoo County went through a situation where an Equalization Director retired without having another qualified Level 4 to become the permanent ED. That situation went on for five years before culminating in the appointment of Bonne Payton, once she attained the required certification. We do not want to repeat this failure as it can have detrimental effects, including State sanctions.

3. Besides his certification requirement, Mr. Hansen is thoroughly and well qualified to become your next Equalization Director. Mr. Hansen has had stellar performance here over his 20-year career here, and has been the Deputy Director since January, 2005. We are blessed to have someone in our midst is qualified and highly experienced, ready to take over the helm.
4. Continuity with the appointment of Mr. Hansen will continue the exemplary performance of Kalamazoo County's Equalization Office.

We are attaching four documents for your review:

1. Ms. Payton's memo to the BOC announcing her retirement.
2. A narrative prepared by then County Administrator Wes Freeland on the events commencing in 1993, the last time we had a retirement of an Equalization Director.
3. An email from Ms. Payton to Administrator Battani which completes the chronology of Mr. Freeland ending in 1995 to the appointment of Ms. Payton in 1998.

Please let us know if you want to discuss this or have questions before the meeting.

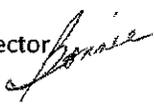
Attachments



Equalization Department

201 West Kalamazoo Avenue • Kalamazoo, Michigan 49007-3777
Phone: (269) 383-8960 • Fax: (269) 383-8962 • Room No. 101
Bonnie L. Payton, Director

To: Kalamazoo County Board of Commissioners
Tracie Moored, Finance and Administrative Services Director

From: Bonnie Payton, Kalamazoo County Equalization Director 

Subject: Retirement Announcement

Date: June 4, 2013

There comes a time when physically, mentally and emotionally a person should consider retirement. I have given all of these aspects much thought, and have decided my time to retire has finally arrived. Therefore, with thirty-three years in an Equalization Department, nearly twenty-nine of those with Kalamazoo County, it is my intent to retire effective September 7, 2013.

Over the years, I have worked with many outstanding Boards of Commissioners, Administrators, elected officials and dedicated individuals. I am proud to have been part of a group that is dedicated "to govern, to protect and to serve" to enhance the quality of life for residents of Kalamazoo County.

Many of the management seminars I attended stressed the importance of organized leadership succession. My recommendation to Administration and to the Board of Commissioners is the promotion of Mr. Mathew Hansen as the next Equalization Director. In the past, I delayed my retirement so Mr. Hansen could participate in the State Tax Commission's Master Assessor program. Kalamazoo County, through the Equalization budget, paid for the one-year class that cost \$2,000. I believe Kalamazoo County has a vested interest in Mr. Hansen and should promote from within as County policy strongly recommends.

Matt achieved his Michigan Master Assessing Officer (MMAO) certification (Level 4) in 2012 which gives him the certification level the State Tax Commission requires for Kalamazoo County. Matt has been with the Kalamazoo County Equalization Department for twenty (20) years and has been my Deputy Director for the past six (6) years. He has the necessary leadership skills required to take the Equalization Department to the next higher level. He is well respected throughout the assessing community, both locally and at the State level. He has great talent, outstanding work ethic, and vast experience. These are all valuable assets required of the next Kalamazoo County Equalization Director. Please give him your highest consideration and support.

Thank you.

C: Peter Battani
John Faul
Thom Canny

Equalization Director
Summary of Events
10/92--11/95

October 1992--Mr. Jim Ringler announces pending retirement as of January 6, 1993.

October 14, 1992--Mr. Ringler recommends Mr. Larry Millard for Equalization Director.

October 28, 1992--County Administrator Wes Freeland recommends Mr. Millard to the Board of Commissioners.

November 3, 1992--County Board confirms appointment of Mr. Millard and approves request to State for one year allowance for him to achieve level IV certification.

January 7, 1993--Letter to State Assessors Board requesting one year allowance.

February 22, 1993--State Assessors Board grants one year allowance to January 7, 1994.

February 23, 1993/February 2, 1994--Several discussions and meetings with Mr. Millard on issues causing his lack of progress and indicating need to achieve narrative.

February 3, 1994--Administrator provides seven page letter to Mr. Millard placing him on probation, withholding step increase, setting forth other requirements and providing six months to complete project.

February 4, 1994/August 2, 1994--Between Administrator and Mr. Millard, several meetings, encouragements, updates and granting benefits of the doubt occurred.

March 17, 1994--County Board Chair responds to Roland Anderson re: letter regarding absence of level IV officer.

June 9, 1994--Letter from Board Chair to Roland Anderson responding to June 3, 1994 letter on absence of level IV officer.

August 3, 1994--Mr. Millard assures County Administrator that he very close to completion of his narrative.

August 4, 1994/December 8, 1994--Several terse meetings between Administrator and Mr. Millard regarding lack of completion of narrative.

December 9, 1994--Administrator sends letter to Mr. Millard citing lack of performance and indicating the potential withholding of second step increase and annual COLA adjustment. Asks for written response and sets meeting for January 5, 1995 to discuss potential recommendation to discontinue his Directorship.

December 24, 1994--Administrator receives letter from Mr. Millard concurring in the justification of Administrator's concerns and requesting six week leave of absence and his resignation if the narrative is not completed during that time.

December 28, 1994--Letter from Administrator to Mr. Millard indicating acceptance of leave request, denying step and COLA adjustment and notification of appointment of Ms. Kajkowski as Interim Director.

January 5, 1995--Letter to Board notifying Board of Mr. Millard's leave through March 3, 1995 and recommending Ms. Kajkowski as Interim Director.

January 17, 1995--County Board approves recommendations.

January 6, 1995/ March 3, 1995--Updates and meetings dwelling on lack of progress between Administrator and Mr. Millard.

March 17, 1995--Letter to Roland Anderson requesting assistance on understanding alterternatives in light of the impending lack of a certified level IV officer.

March 23, 1995--Receipt of letter from Mr. Anderson expressing disappointment with not meeting requirements of statue and indicating that by equalization in 1996, it was expected that Kalamazoo County would have a level IV officer on board for 1996.

March 4, 1995/June 19, 1995--Numerous meetings and telephone conversations with continual indications of project completion only to carry the same coversations on to further meetings and conversations. Always a reason why final was not complete. Discussions of resignation, emotional and physical status.

June 20, 1995--Meeting to inform Administrator that project was complete. Administrator informs Mr. Millard that he is requesting resignation based upon failure to meet December commitment.

June 21, 1995--Letter to Administrator from Mr. Millard providing resignation and apologies for letting the County down.

June 22, 1995--Letter from Admistrator to Mr. Millard outlining the capacity in which he could continue employment with the County as an appraiser.

June 23, 1995--Letter to Board of Commissioners recommending the acceptance of Mr. Millards' resignation.

June 29, 1995--County Board accepts resignation.

July 20, 1995--Letter to Roland Anderson sending notification of the resignation, the acceptance, the continuation of Ms. Kajowski as Interim Director and advisement of the County undertaking a solicitation process for Director. CC to Joan Peoples

July, 1995--County advertises in Michigan Assessor, MAC, JOB, NACO, Public Sector Job Bulletin, Kalamazoo Gazette. Deadline for applications set for September 29, 1995.

August 30, 1995--Letter from Joan Peoples to County Commission re: notification of statutory non compliance.

September 5, 1995--Letter from Administrator to Joan Peoples responding with copy of July 20, 1995 communication to Roland Anderson. CC to County Board.

Late September--Administrator with knowledge of only a few applications, initiates discussion with Ms. Kajowski about her career objectives and whether she would like the ability to become Director. The answer was yes and that she had been planning and working toward her level IV.

October 10, 1995--Ms. Kawjowski receives letter from Joan People notifying her that she has passed education requirements to allow her to go forward with her process.

October 16, 1995--Letter from Mr. Millard to County Board notifying Board of his acceptacne of a position which would allow him to use his level IV capabilities.

October 20, 1995--11 applications received from Human Resources. Two are from Michigan level IV certified officers. One is from Mr. Millard.

Early and Mid October--Continued discussions with Ms. Kajkowski and initiated discussion with Mr. Ringler regarding the County's needs and meeting the necessary requirments of the State.

Mid October--Mr. Ringler discusses his potential involvement with Roland Anderson and area Supervisor, Mr. Michael Klusman, to receive their input and thoughts on his assuming an interim directorship role with the County.

October 26, 1995--Letter to Board regarding recommendation on Mr. Ringler, Ms. Kajkowski.

October 26, 1995--Letter to Roland Anderson transmitting copy of recommendation to County Board and indicating County would be happy to visit with both the Board and the Commission to help them understand further the County's situation. CC to Joan Peoples

November 1, 1995--Letter from Mr. Anderson acknowledging receipt of recommendation and indicating State Tax Commission will receive a copy for their information at the meeting of November 28, 1995.

November 7, 1995--County Board approves interim appointment of Mr. Ringler.

November 9, 1995--Letter to Mr. Anderson indicating County Board's approval of Mr. Ringler. Again offered to come to Lansing to meet.

11-25-95--Received letter from Joan Peoples indicating Assessor Board disapproval and copy of letter to Mr. Ringler indicating they will take action to revoke Mr. Ringler's certification in assessment administration if he is not directly supervising which they concluded he would not be doing.

November 28, 1995--Letter to Mr. Anderson indicating that the County would visit with his Commission at some point after visiting with the Assessors Board.

November 28, 1995--Letter to Joan Peoples requesting place on Agenda to review County status with Assesors Board.

Peter M. Battani

From: Bonnie L. Payton
Sent: Tuesday, May 28, 2013 9:53 AM
To: Peter M. Battani
Cc: Mathew L. Hansen; Tracie L. Moored
Subject: RE:

Peter:

Continuing with the narrative you received last week:

January 1995 – Bonnie appointed Interim Equalization Director.

September 1995 – Wes Freeland received a letter from the SAB summarizing the lack of qualified ED – St. Joseph, Van Buren and Kalamazoo were all in non-compliance.

December 1995 – Kalamazoo County Board Chair Bob Houtman, Vice Chair Charlotte Sumney, Administrator Wes Freeland, Corporate Counsel Duane Triemstra and Pavilion Township Supervisor Pat White met with the State Assessors Board to request their approval of Bonnie (Kajkowski) Payton as Interim Director and for leniency while she prepares the narrative report.

January 1996 – Letter from the State Assessors Board to Mr. Freeland requiring Bonnie to submit a detailed progress report at least every other month to the SAB and the County Administrator as to the report status.

The monitoring and reporting continued through 1997.

April, 1998 – Bonnie received notification from the SAB that the narrative had passed.

June 1998 – Bonnie passed the oral examination at Lake Superior State University.

June 1998 – Appointed ED by the BOC.

September 2013 – retiring.

Please let me know if you need any additional information.

Thank you.

Bonnie

From: Peter M. Battani
Sent: Friday, May 24, 2013 12:16 PM
To: Bonnie L. Payton
Cc: Mathew L. Hansen; Tracie L. Moored
Subject:

The document Matt gave me the other day about the Equalization Director search beginning in 1992 and ultimately concluding with your appointment only goes through 1995. What recollections do you have from that point in 1995 where the county still did not have a Level 4 to the time of your appointment? I am not looking for a lot of detail but just a short paragraph as to what happened to get to you and time frames. You have been ED since when?

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 2, 2013

DEPARTMENT: Administration

PREPARED BY: John Faul

SUBJECT: Facilities Master Plan (FMP), Healy Street Center, Consumers Energy Connection Fees

SPECIFIC ACTION REQUESTED:
Approve Agreement for Modifications of Electric Facilities and Agreement for Installation of Electric Facilities

DESCRIPTION OF ACTION (dollar amount, purpose): \$6,000

TIME FRAME OF ACTION: Immediately

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Capital Public Improvement 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) No additional personnel

NEW OR RENEWAL: New

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)

Support Specialist Mailing Center

530 W Willow Street, PO Box 30162 Lansing, MI 48909

Notification #: 1020286328/1020286281

Kalamazoo County
201 W Kalamazoo Ave
Kalamazoo, MI 49007-3777

RE: 1421 Healy St

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the notification number above and include it on any correspondence or payments you send.

The estimated cost for your energy request is as follows:

Gas Service	\$ 200.00
Electric	\$ 5800.00
Total Estimated Cost	\$ 6000.00

Enclosed is an estimated invoice for **\$ 6000.00** which is valid for 60 days from the date of this letter and is subject to change thereafter. This cost estimate includes only work required for Consumers Energy and does not reflect any work or costs that may be required by other parties, including other utilities. Once we receive your payment and any required easements, contracts, permits or inspections we can proceed with scheduling your request for construction.

Costs also may result from practical difficulties encountered in construction and additional payment may be required if:

- Work presently designed is done outside normal business hours.
- Change to the location of the service entrance. This type of change requires the prior approval of Consumers Energy.
- Changes to the design or route. These types of changes require the prior approval of Consumers Energy.
- Other construction delays.

Please review all attached materials carefully and if you have any questions about your request, please feel free to call me at 269-337-2335.

Chris Hanna
Customer Energy Specialist

PLEASE FORWARD THE ATTACHED DRAWINGS TO YOUR ELECTRICAL AND MECHANICAL CONTRACTOR.

RECEIVED

JUN 17 2013

KALAMAZOO COUNTY
BUILDINGS & GROUNDS



ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: July 18, 2013
SUBJECT: Board Action

The Board Appointments Committee recommends the following appointments to the Older Adult Services Advisory Council to be approved at the July 2, 2013 Board of Commissioners meeting:

- The appointment of Kathy Grueter to assume a term that will expire 12/31/13.
- The appointment of Clinton Lewis to fill a term ending 12/31/15.