

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

**Board of
Commissioners'
Meeting**

July 16, 2013

**NOTICE AND AGENDA FOR
JULY 16, 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 16, 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. Update from Michigan Association of Counties – *Tim McGuire*
- B. Kalamazoo County Transportation Authority Annual Report – *Linda Teeter*

CONSENT AGENDA

Health & Community Services

- C. Request for Approval of Amendment #5 to the 2012/2013 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH)
- D. Request for Approval to Purchase Biomedical Refrigerator for Clinical Services
- E. Request for Approval of Fee Schedule Changes for the Clinical Services Division
- F. Request for Approval of Agreement #1 LCA 13-39015 with the Michigan Department of Human Services (MDHS)
- G. Request for Approval to Apply for the CDBG Housing Rehabilitation Resolution Grant
- H. Request for Approval of Grant Award from the Irving S. Gilmore Foundation to Support the 2013 Health Equity Summit, "Collective Consciousness"
- I. Request for Approval of Grant Award from the Kalamazoo Community Foundation to Support the 2013 Health Equity Summit, "Collective Consciousness"
- J. Request for Approval of Breast and Cervical Cancer Control Program (BCCCP) Agreement with Lakeland Medical Practices
- K. Request for Approval to Accept Mutual Confidential Agreement with Henry Schein for Dentrix Dental Practice Management Software
- L. Request for Approval of Resolution Confirming the Appointment of Deputy Medical Examiners for Kalamazoo County

Parks & Expo Center

- M. Request for Approval of Home Builders Association of S.W. Michigan 2014 Home Expo Contract
- N. Request for Approval of 2016 United Kennel Club Premiere Dog Show
- O. Request for Approval of Markin Glen Master Plan

Purchasing

P. Request for Approval of Janitorial Supplies Contract Extension

Board of Commissioners

Q. Request for Approval of Transfers and Disbursements

R. Request for Approval of Appointments to Various Advisory Boards

S. Request for Approval of Resolution Supporting Public Act 152 Compliance

T. Request for Approval of Change Order #1 with Soil and Engineers, Inc. for Gull Road Court Facility Project

U. Request for Approval to Issue of Notice to Proceed with General Contractor Bid for Healy Street Center Project

V. Request for Approval of Salary Exception – Circuit Court

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

JULY 10, 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



B.

Kalamazoo County Transportation Authority
530 N. Rose Street Kalamazoo, MI 49007
269-337-8088 | www.kalcountytransit.com

Date: July 1, 2013
To: KCTA Board
From: Sean P. McBride, Executive Director
Subject: Process for Regionalizing Public Transit in Kalamazoo County

Background

Since the KCTA was operational in 2006, the City of Kalamazoo, Kalamazoo County, Kalamazoo Transportation Authority Board and KCTA have been working collaboratively on achieving an integrated, county-wide public transit system. In May of 2010, a team representing the City, County and KCTA developed the *Kalamazoo County Transportation Plan* to guide cooperative efforts.

In May of 2012, the team that drafted the 2010 plan reconvened and began discussions for the next phase(s) of collaboration. In September 2012, County Administrator Battani, City Manager Collard, Metro Transit Director Schomisch and KCTA Executive Director McBride (also known as the Administrative Work Group) were directed to update the plan for moving regional public transit forward.

In December 2012 the Administrative Work Group co-drafted the *County-Wide Public Transportation System White Paper*. The *White Paper* focuses on several key areas that include the history of regional public transit, the status of recent collaborative efforts, findings and conclusions, and recommendations for moving forward. This report was presented in December, 2012 by the Administrative Work Group to the elected and appointed representatives of the City of Kalamazoo, Kalamazoo County, KTAB and KCTA that included the following participants:

Kalamazoo City Commission

- Vice Mayor Hannah McKinney
- David Anderson
- Bob Cinabro

County Board of Commissioners

- Dave Maturen, Chair
- Dave Buskirk, Vice Chair
- John Gisler

Kalamazoo Transportation Authority Board

- Carol Fricke, Chair
- Garrylee McCormick, Vice Chair

Kalamazoo County Transportation Authority Board

- Linda Teeter, Chair
- Greg Rosine, Vice Chair

Facilitator

- Tim Fallon

In January 2013, the White Paper was presented to each organization listed above and the Kalamazoo Area Transportation Study (KATS). A variety of feedback was provided and was summarized by Facilitator Tim Fallon in the attached *Feedback on the White Paper and Next Steps*.

Discussion

Based on the feedback of the White Paper the following activities have since occurred:

➤ *Appropriate engagement of participating entities:*

- ◆ The group of elected/appointed and officials and staff listed above have come together to form the Transitional Leadership Team. They will continue to meet and provide key input throughout the process for transitioning the public transit system from the City of Kalamazoo to the KCTA.
- ◆ The Transitional Leadership Team had been expanded to include broader regional representation that includes:
 - Terry Urban, Portage City Council
 - Ann Nieuwenhuis, Comstock Township Supervisor
 - Ron Reid, Kalamazoo Township Supervisor
 - Libby Heiny-Cogswell, Oshtemo Township Supervisor
 - Maurice Evans, Portage City Manager
 - John Start, KATS Executive Director
- ◆ A monthly update on the status of the regionalizing the public transit system is provided to the KATS Policy Committee.

➤ *Future management of the county-wide system:*

- ◆ The City of Kalamazoo and the KCTA are working to develop an Executive Services Agreement in which the KCTA would provide executive services, through the KCTA Executive Director, for management oversight of Metro Transit upon the retirement of long-time Metro Transit Executive Director Schomisch. The target date for developing the agreement was June 30, 2013, with COK Commission, KTAB and KCTA Board review and approval to follow in July and August. The agreement is progressing but has not been finalized. The parties are focusing on designing an arrangement that will avoid conflict with incompatible office laws.
- ◆ Mr. Schomisch and Mr. McBride have been working with a consultant on transition planning. The result of the work will result in a group of documents (action plans and timelines) to assist the new Metro Transit Director in identifying and achieving key responsibilities in managing the public transit system.

➤ *Lack of urgency moving forward/the need for greater specificity:*

- ♦ The Administrative Work Group has developed a series of documents to guide the process of transitioning the public transit system from the management/ownership/oversight of the City of Kalamazoo to the KCTA. The documents include the following which are attached:
 - Major Milestones
 - Implementation Timeline Gantt Chart
 - Milestones and Key Activity Matrix
- ♦ These documents provide an enhanced level of detail and specificity on the steps necessary to regionalize the system. The process, though lengthy in duration, provides a realistic timeline in accomplishing the significant steps of transferring the public transit system.

The attached Resolution provides for the KCTA to endorse the process for regionalizing the public transit system by transferring the system from the City of Kalamazoo to the KCTA. The specific timeline, milestones and actions are identified in the three documents listed above. The documents were reviewed by the Transitional Leadership Team, which strongly supported the recommended process. It was agreed by the Transitional Leadership Team that the process documents would be taken to the Kalamazoo City Commission, Kalamazoo County Commission, Kalamazoo Transit Authority Board and KCTA for request of formal endorsement. The process documents would also be presented to KATS and the other jurisdictions in Kalamazoo County (specific action to endorse the process would be at the discretion of each body).

Recommendation

The Executive Director recommends that the KCTA Board approve the Resolution endorsing the process to regionalize public transit in Kalamazoo County.

Attachments:

1. County-wide Transportation System Feedback on the White Paper and Next Steps
2. Resolution Endorsing the Process To Regionalize Public Transit in Kalamazoo County
 - a. Major Milestones
 - b. Implementation Timeline Gantt Chart
 - c. Milestones and Key Activity Matrix

County-wide Transportation System

Feedback on the White Paper and Next Steps

INTRODUCTION

The White Paper on the county-wide transportation system has now been presented to the following groups:

- Kalamazoo County Transportation Authority (KCTA) Board
- City of Kalamazoo Transportation Advisory Board (KTAB)
- Kalamazoo City Commission
- Kalamazoo County Board of Commissioners
- Kalamazoo Area Transportation Study (KATS) Policy Committee

This document provides highlights of the feedback from those groups and outlines next steps.

SUMMARY OF FEEDBACK

In general, feedback from the above groups indicates:

- Broad support for a county-wide transportation system
- Conceptual agreement on the future direction, and
- Appreciation of the efforts of the multiple government entities that are working together to support the system.

Feedback also surfaced significant issues/concerns that need to be addressed. These are summarized under the following six themes.

Future management of the county-wide system: Significant concern was raised from multiple groups about the proposed role and reporting structure of the Executive Director of KCTA.

Appropriate engagement of participating entities: This concern focused on whether entities – such as the City of Portage and the townships – are adequately involved in planning for the county-wide system.

Governance of the system: This issue, closely related to the engagement issue outlined above, focuses on whether those entities in the urban areas of the county with current and/or future line haul service are adequately represented in the proposed governance structure for the county-wide system.

Lack of urgency moving forward: Some groups expressed frustration with what they perceived as a slow pace of implementation, an extended implementation timeline, and a lack of timely action moving forward.

The need for greater specificity in Phase 2: Some groups expressed concern about the lack of specificity in Phase 2 of the White Paper. In particular, there was concern about delaying the decision about whether to transfer the assets of the system from the

City of Kalamazoo to the KCTA until Phase 2 and the lack clarity regarding the criteria to be used in making that decision.

Need to clarify/define concepts: Concerns were also expressed about some of the language/concepts used in the White Paper – such as “holding the City of Kalamazoo harmless.” Addressing these concerns requires clarifying the language and intent and then resolving the issues.

NEXT STEPS

Although there has been limited time since the feedback from the five groups was received and analyzed, several immediate steps have been taken or are underway. These include:

- Preparing this document to summarize the feedback, focusing on the issues and concerns
- Using this document as the basis for reporting back to each of the five groups – beginning the week of February 25th – in order to:
 - Confirm it adequately captures the issues and concerns
 - Updating/amending it if necessary.
- Prioritizing three of the above issues for immediate action
 - Future management of the county-wide system – because the approaching retirement of Bill Schomisch makes it an urgent priority
 - Appropriate engagement of participating entities – because this is a necessary step in setting the stage for resolving other issues, particularly the governance issue
 - Lack of urgency moving forward
- The following actions will be taken as a first step in addressing the three prioritized issues.
 - Further work on the proposed role and reporting relationship of the Executive Director of KCTA will begin immediately.
 - The Portage City Manager and the Executive Director of KATS are being invited to join the Administrative Work Group
 - A representative of the Portage City Council and the supervisors of the Charter Township of Comstock, Kalamazoo Township and Oshtemo Township are being invited to join the Joint Leadership Group.
 - The Administrative Work Group work with the Joint Leadership Group to develop an implementation timeline with milestones and deadlines. Once the timeline is complete, it will be presented to the other five groups.
- The Administrative Work Group and the Joint Leadership Group will develop additional next steps to address other three issues outlined above.
 - Governance of the system
 - The need for greater clarity in Phase 2
 - The need to clarify/define concepts
- While the work to address and resolve the above issues needs to proceed in a timely fashion, efforts to ensure the passage of the May millage renewal that funds the county-wide transportation system is also an urgent priority requiring the attention of both the Administrative Work Group and the Joint Leadership Group.

RESOLUTION NO. 13-005
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
ENDORING THE PROCESS
TO REGIONALIZE PUBLIC TRANSIT IN KALAMAZOO COUNTY

This Resolution, dated this 8th day of July, 2013, is made by the KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (hereinafter the "KCTA"), whose address is 530 N. Rose Street, Kalamazoo, Michigan, and is as follows:

WHEREAS, the City of Kalamazoo (hereinafter the "City") since 1967 has operated a public transportation system for the provision of bus service within the Kalamazoo urbanized area which in recent years has been expanded to include Kalamazoo County and which provides fixed route bus service, complementary ADA paratransit service, and countywide demand/response service; and

WHEREAS, the City and the County in 2005 contractually and by way of Joint Resolution authorized the transfer of the County's Care-A-Van Program to the City and to support the creation of a separate transit authority that would operate all public transportation services in Kalamazoo County; and

WHEREAS, the KCTA was established on November 1, 2005 by the Kalamazoo County Board of Commissioners for the purpose of creating a single operating entity for the provision of all public transportation services countywide. The KCTA was created pursuant to the provisions of Act 196 of the Public Acts of 1986, MCL 124.451 et seq., an Act which authorizes the formation and operation of public transportation authorities; and

WHEREAS, on January 23, 2006, the City and the KCTA entered into an agreement whereby each entity could provide transportation services and public transportation within the territorial boundaries of the other; and

WHEREAS, the City secured voter approval of a sustained local funding source for 2013 through 2015 with a City voter-approved millage of .6 mills in November 2012; and

WHEREAS, the KCTA secured a sustainable local funding source for 2013 through 2016 with a county-wide voter-approved millage of .4 mills in May 2013; and

WHEREAS, the elected/appointed officials and staff of the City, KCTA, Kalamazoo County (hereinafter the "County") and Kalamazoo Transit Authority Board (hereinafter the "KTAB") began meeting in the summer of 2012 to update/develop shared goals and plans for transitioning the operation and ownership of the public transit from the City to the KCTA; and

WHEREAS, the appointed staff in December 2012 published the "County-Wide Public Transportation System White Paper" to frame the issues for further consolidation of the public transit system; and

WHEREAS, in the spring of 2013, based on comments provided by the Kalamazoo Area Transportation Study (hereinafter the "KATS"), the group of officials and staff updating/developing the shared goals and plans for transitioning the operation and ownership of the public transit was expanded to provide greater regional representation and includes representatives from KATS, the City of Portage, Comstock Township, Kalamazoo Township and Oshtemo Township; and

WHEREAS, the parties previously listed have successfully developed shared goals and plans for transitioning the operation and ownership of the public transit from the City to the KCTA with a target date of transfer on October 1, 2015.

NOW, THEREFORE, THE PARTIES DO HERETO MUTUALLY AGREE THAT:

1. **Statement of Intent.** The KCTA commit to working collaboratively with the City, County, KTAB, KATS and other regional partners in order to accomplish this unified goal of transitioning the operation and ownership

of the public transit from the City to the KCTA with a target date of October 1, 2015. The KCTA further commits towards working to accomplish the activities and achieve the timeline established in the three attached documents that include:

1. Countywide Public Transit System – Major Milestones
2. Countywide Public Transit System – Implementation Timeline Gantt Chart
3. Countywide Public Transit System – Milestones and Key Activity Matrix

The aforementioned Resolution was offered by _____, and supported by _____.

AYES:
NAYS:
ABSENT:

IN WITNESS WHEREOF, this Agreement is effective as of the day and year first set forth above.

Kalamazoo County Transportation Authority

Date: _____

Linda Teeter
Chairperson

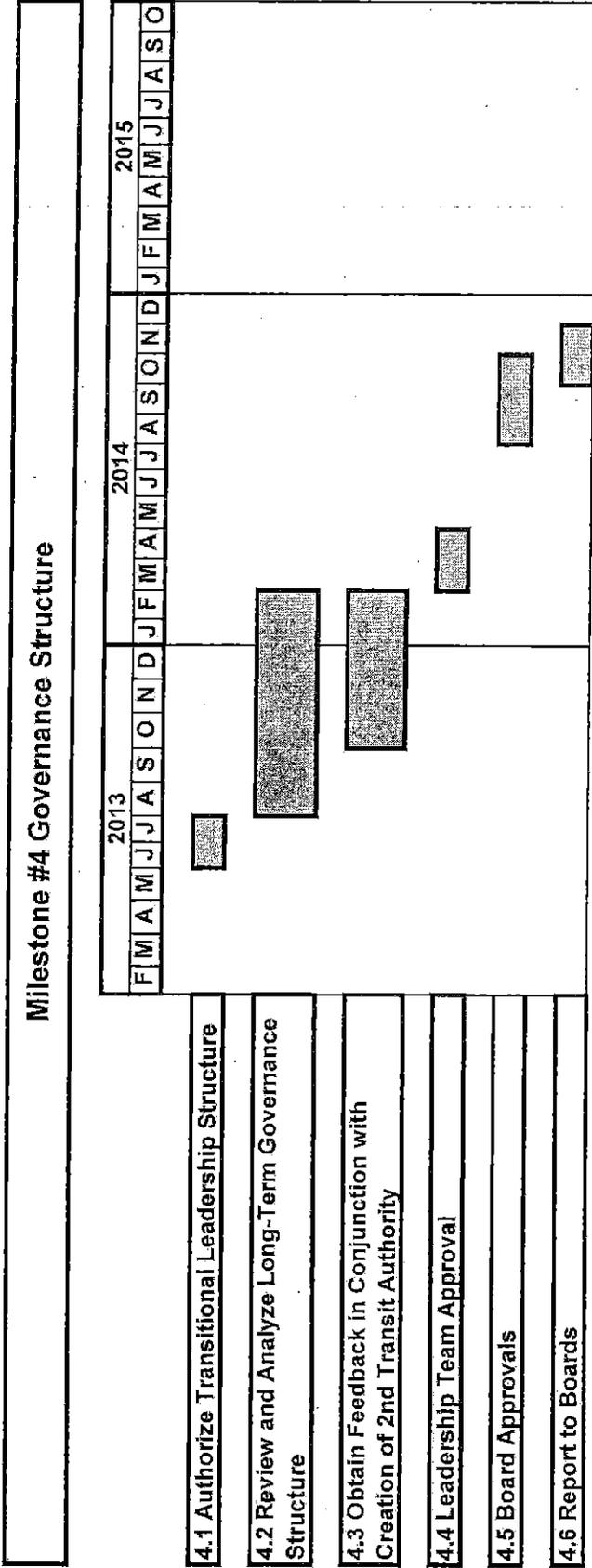
Date: _____

Jack Mekemson
Secretary

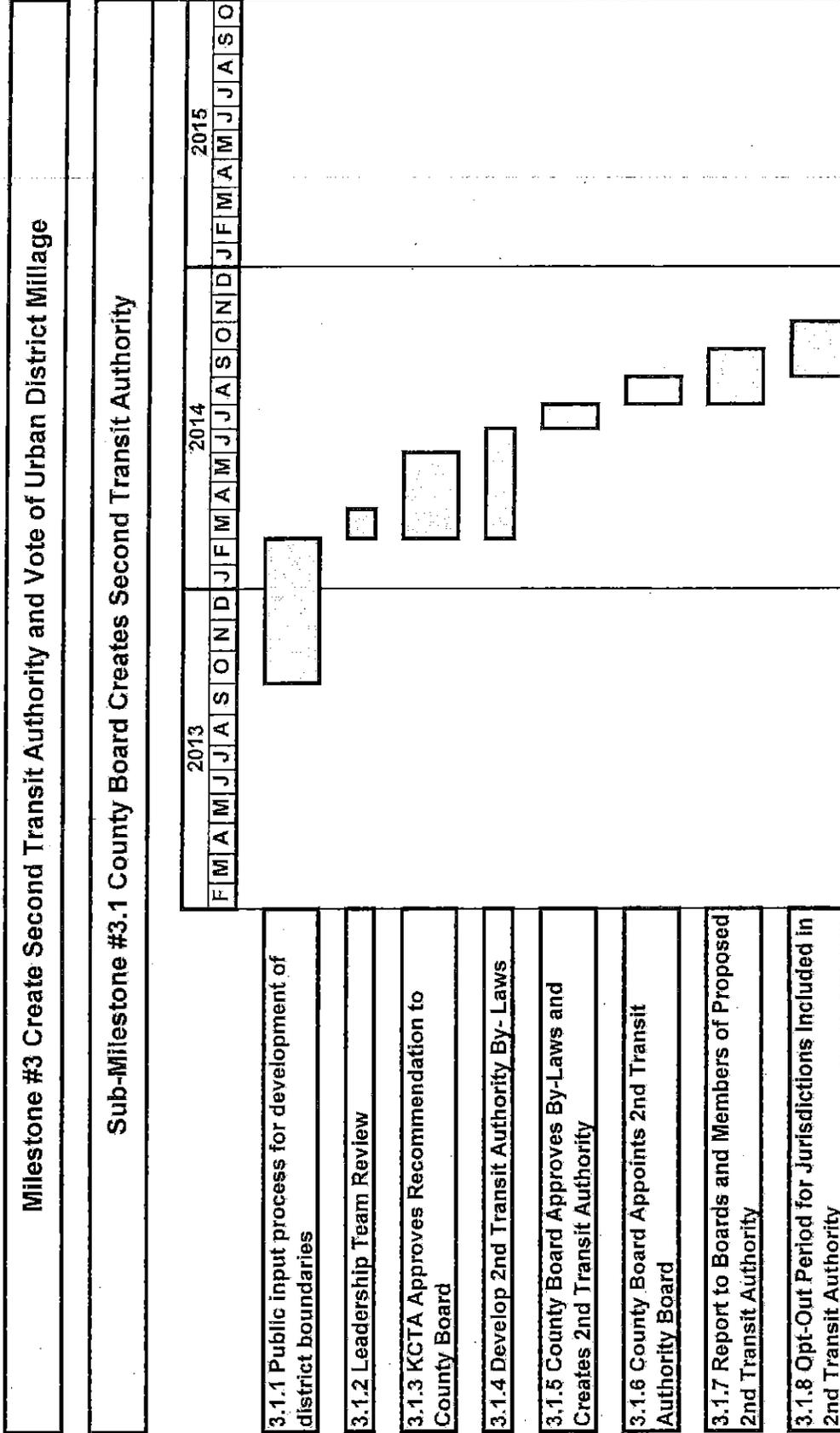
Countywide Public Transit System Major Milestones

	2013	2014	2015
Operations	<p>Local Management Agreement Recommended 09/30/13</p> <p>Join Major System Agreement Approved 09/30/13</p>		<p>Transfer Agreement Recommended 08/15/15</p> <p>Transfer Agreement Approved 08/15/15</p>
Leadership	<p>Decision Matrix Recommended 09/30/13</p> <p>Decision Matrix Approved 12/15/13</p>	<p>Conditional Transfer Agreement Recommended 05/15/14</p> <p>Conditional Transfer Agreement Approved 07/15/14</p>	
Financial		<p>Second Transit Authority Established August, 2014</p>	<p>Second Transit Authority Millage Election May, 2015</p>
Governance	<p>Leadership Team Established May 2013</p>	<p>Governance Structure Recommended May 2014</p> <p>Governance Structure Approved August 2014</p> <p>Governance Appointments Made December 2014</p>	

Countywide Public Transit System Implementation Timeline Gantt Chart



Countywide Public Transit System Implementation Timeline Gantt Chart



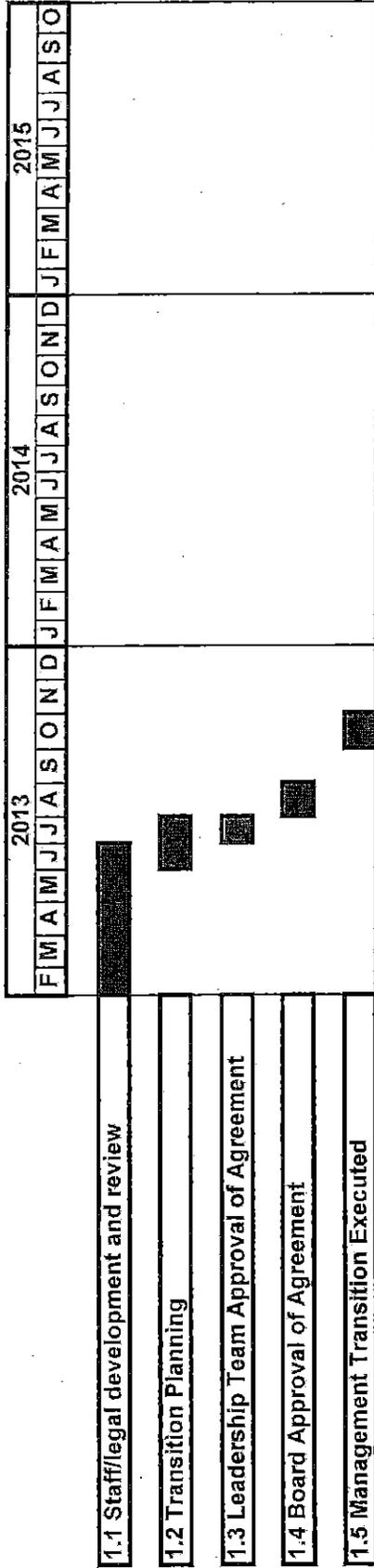
Countywide Public Transit System Implementation Timeline Gantt Chart

Milestone #2: Approve Agreements for System Transfer of Ownership						
Sub-Milestone #2.1 Approve Decision Matrix for System Ownership Transfer						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">2013</td> <td style="text-align: center;">2014</td> <td style="text-align: center;">2015</td> </tr> <tr> <td style="text-align: center;">F M A M J J A S O N D</td> <td style="text-align: center;">J F M A M J J A S O N D</td> <td style="text-align: center;">J F M A M J J A S O</td> </tr> </table>	2013	2014	2015	F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O
2013	2014	2015				
F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O				
2.1.1 Administrative Work Group Development						
2.1.2 Leadership Team Approval						
2.1.3 Report to Boards						

Sub-Milestone #2.2 Approve Conditional Transfer Agreement						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">2013</td> <td style="text-align: center;">2014</td> <td style="text-align: center;">2015</td> </tr> <tr> <td style="text-align: center;">F M A M J J A S O N D</td> <td style="text-align: center;">J F M A M J J A S O N D</td> <td style="text-align: center;">J F M A M J J A S O</td> </tr> </table>	2013	2014	2015	F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O
2013	2014	2015				
F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J J A S O				
2.2.1 Identify Consultant Needs						
2.2.2 Staff/Legal Analysis and Development						
2.2.3 Leadership Team Approval						
2.2.4 Board Approvals						
2.2.5 Report to Boards						

Countywide Public Transit System Implementation Timeline Gantt Chart

Milestone #1: Joint Management Agreement



**Countywide Public Transit System
Milestones and Key Activity Matrix
Version – July 3, 2013**

MILESTONE		Responsible Party	Start date	Target End Date	Description
Milestone #2: Approve Agreements for System Transfer of Ownership		COK KCTA KTAB	August 1, 2013	October 1, 2015	
SUB-MILESTONE					
Sub-Milestone #2.1: Approve Decision Matrix for System Ownership Transfer		COK KCTA KTAB	August 1, 2013	December 1, 2013	Decision Matrix identifies key issues and decision points that will need to be addressed as part of system transfer
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
2.1.1	Administrative Work Group Development	AWG	August 1, 2013	October 1, 2013	
2.1.2	Leadership Team Approval	LT	October 1, 2013	November 1, 2013	No formal action by COK, KCTA, KTAB anticipated
2.1.3	Report to Boards	AWG	November 1, 2013	December 1, 2013	

**Countywide Public Transit System
Milestones and Key Activity Matrix**
Version – July 3, 2013

MILESTONE		Responsible Party	Start date	Target End Date	Description
Milestone #1: Joint Management Agreement		COK KCTA KTAB	February 1, 2013	October 1, 2013	Management services agreement between COK, KCTA and KTAB for KCTA Executive Director to serve in dual roles as ED of KCTA and Metro Transit.
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
1.1	Staff/legal development and review	COK (Schomisch, Robinson) KCTA (McBride, Foster)	February 1, 2013	June 30, 2013	
1.2	Transition Planning		June 1, 2013	August 1, 2013	Consultant Peter Dams meeting with Schomisch and McBride
1.3	Board Approvals	COK KCTA KTAB	August 1, 2013	September 1, 2013	
1.4	Management Transition Executed		October 1, 2013	October 1, 2013	

**Countywide Public Transit System
Milestones and Key Activity Matrix**
Version -- July 3, 2013

MILESTONE		Responsible Party	Start date	Target End Date	Description
Milestone #4:	Governance Structure	LT COK KCTA KTAB COUNTY	June 1, 2013	November 15, 2014	Develop and approve transitional and long-term governance structure which is functional and has appropriate balance of representation
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
4.1	Authorize Transitional Leadership Structure	LT	June 1, 2013	August 1, 2013	
4.2	Review and analyze long-term governance structure	AWG	August 1, 2013	March 1, 2014	
4.3	Obtain feedback in conjunction with creation of 2 nd Transit Authority	AWG KCTA COUNTY	October 1, 2013	March 1, 2014	
4.4	Leadership Team Approval	LT COUNTY	March 1, 2014	May 1, 2014	
4.5	Board Approvals	COK KCTA KTAB	August 15, 2014	October 15, 2014	Specific approvals and amendments to governing documents
4.6	Report to Boards	AWG	October 15, 2014	November 15, 2014	

**Countywide Public Transit System
Milestones and Key Activity Matrix**
Version – July 3, 2013

3.1.3	KCTA Approves Recommendation to County Board	KCTA	March 1, 2014	June 1, 2014	
3.1.4	Develop 2 nd Transit Authority By Laws	KCTA County	March 15, 2014	July 1, 2014	
3.1.5	County Board Approves By-Laws and Creates 2 nd Transit Authority	County	July 1, 2014	August 1, 2014	
3.1.6	County Board Appoints 2 nd Transit Authority Board	County	August 1, 2014	August 15, 2014	
3.1.7	Report to Boards and Members of Proposed 2 nd Transit Authority	AWG KCTA	August 15, 2014	September 15, 2014	
3.1.8	Opt-Out period for jurisdictions included in 2 nd Transit Authority	Urban Jurisdictions	September 15, 2014	October 15, 2014	Per PA 196 jurisdictions included within a transit authority have 30-days (upon formal notice) to take action to opt-out of a newly created transit authority
Sub-Milestone #3.2:					
Urban Millage Election					
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
3.2.1	Resolution seeking millage election	KCTA	December 1, 2014	January 15, 2015	
3.2.2	Public Education	KCTA	January 15, 2015	May 7, 2015	
3.2.3	2 nd Transit Authority Election	County KCTA	March 15, 2015	May 7, 2015	
3.2.4	Levy Urban Millage	KCTA	May 15, 2015	May 15, 2015	

**Countywide Public Transit System
Milestones and Key Activity Matrix**
Version – July 3, 2013

2.3.4	Recommend Transfer Agreement	LT	May 15, 2015	May 30, 2015	
2.3.5	Board Approvals	COK KCTA KTAB	May 30, 2015	July 1, 2015	
2.2.6	Report to Boards	AWG	July 1, 2015	August 15, 2015	
2.2.7	Execute Transfer Agreement	COK KCTA KTAB	August 15, 2015	October 1, 2015	

	MILESTONE	Responsible Party	Start date	Target End Date	Description
Milestone #3:					
	Create Second Transit Authority and Vote of Urban District Millage	County KCTA	October 1, 2013	May 15, 2015,	
	SUB-MILESTONE				
	Sub-Milestone #3.1:				
	County Board Creates Second Transit Authority	County	October 1, 2013	October 15, 2014	
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
3.1.1	Public input process for development of district boundaries	County KCTA	October 1, 2013	March 1, 2014	
3.1.2	Leadership Team Review	LT	March 1, 2014	March 15, 2014	

**Countywide Public Transit System
Milestones and Key Activity Matrix**
Version – July 3, 2013

Sub-Milestone #2.2: Approve Conditional Transfer Agreement		COK KCTA KTAB	November 1, 2013	August 15, 2014	Identifies conditional terms for transfer of system ownership
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
2.2.1	Identify consultant needs	AWG	November 1, 2013	December 1, 2013	i.e. actuarial study of retiree obligations, benefits consultant
2.2.2	Staff/Legal analysis and development	COK KCTA	November 1, 2013	May 1, 2014	
2.2.3	Leadership Team Approval	LT	May 1, 2014	June 1, 2014	
2.2.4	Board Approvals	COK KCTA KTAB	June 1, 2014	July 15, 2014	
2.2.5	Report to Boards	AWG	July 15, 2014	August 15, 2014	
Sub-Milestone #2.3: Approve Transfer Agreement		COK KCTA KTAB	December 1, 2013	October 1, 2015	
Item	Activity Summary	Responsible Party	Start date	Target End Date	Notes
2.3.1	Complete staff/legal/consultant analysis	AWG	July 15, 2014	January 15, 2015	
2.3.2	Finalize Transition Plan	AWG	January 15, 2015	March 15, 2015	
2.3.3	Approval of Transition Plan	LT	March 15, 2015	April 15, 2015	Plan identifies all the pieces necessary to execute transition agreement like changing designated recipient status, grant novation, KCTA policies in place

C.-L.



Kalamazoo County

Health & Community Services

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

DATE: July 16, 2013
TO: County Board of Commissioners
FROM: Linda Vail, Director/Health Officer
RE: ITEMS FOR YOUR CONSIDERATION

A. APPROVAL OF AMENDMENT #5 TO THE 2012/2013 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

ACTION REQUESTED

HCS Administration requests Board approval of amendment #5 to the FY 2012/2013 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement with the Michigan Department of Community Health (MDCH) for the period of October 1, 2012 to September 30, 2013.

DESCRIPTION OF SUBJECT

The CPBC is the contracting mechanism whereby funding is provided for the delivery of public health services in accordance with minimum program requirements and applicable federal, state and local laws and regulations. The CPBC includes Essential Local Public Health Services (ELPHS) funding for mandated Public Health Services as well as categorical funding for the majority of the Department's public health grant programs.

The purpose of the amendment is to award \$28,034 in funding for the Healthy Families America Training project, increase Nurse Family Partnership funding by \$224 and award \$36,018 in Emergency Preparedness funding for the period of July 1, 2013 through September 30, 2013. The 2012/2013 amendment #3 funding level is increased by \$64,276 for a total of \$3,595,609.

RELATIONSHIP TO GOALS

The funding provided through the CPBC is relative to all Health and Community Services Department goals.

FUNDING SOURCE

The \$3,595,609 funding level is comprised of a combination of Federal and State funds contracted via the Michigan Department of Community Health.

PERSONNEL

There are no personnel actions associated with this request.

ISSUES/CONCERNS

If you have any questions, please contact Tammy Lahman, Health and Community Services, at 373-5257 or via e-mail at talahm@kalamazoo.com.

B. APPROVAL OF BIOMEDICAL REFRIGERATOR FOR CLINICAL SERVICES

ACTION REQUIRED

HCS Administration requests Board approval to purchase a replacement biomedical refrigerator for use in storing vaccines at a cost not to exceed \$5,000.

DESCRIPTION OF SUBJECT

The HCS Clinical Services Division's biomedical refrigerator is in need of replacement at an estimated cost of \$5,000. Approximately \$18,000 in vaccines were recently lost (and covered by insurance) due to a computer malfunction. The refrigerator keeps experiencing temperature variations and vaccines are no longer stored in this unit. The refrigerator has been serviced and the service technician recommended replacement. Newer model units have upgraded computer systems and components.

RELATIONSHIP TO GOALS

The replacement of the biomedical refrigerator will allow for continued storage of vaccines. This replacement is consistent with the HCS's goal to improve the quality and safety of the physical environment for Kalamazoo County residents.

FUNDING SOURCE

HCS reserves will be used to fund this purchase. No general fund appropriation is required.

PERSONNEL

There are no new personnel issues associated with this item.

PROCUREMENT

The replacement biomedical refrigerator will be procured in accordance with County policy.

CONCERNS/ISSUES

There are no issues or concerns. If you have any questions, please contact Lynne Norman, Clinical Services Division Manager at 373-5237 or ldnorm@kalamazoo.com.

C. APPROVAL OF FEE SCHEDULE CHANGES FOR THE CLINICAL SERVICES DIVISION

ACTION REQUESTED

HCS Administration requests Board approval of fee schedule changes in the Clinical Services Division effective August 1, 2013.

DESCRIPTION OF SUBJECT

In accordance with the Fee for Service revenue policy adopted by the Board and incorporated into budget policy, the Health & Community Services Department is recommending fee schedule changes as follows:

- Clinical Services Division – A per shot vaccine administration fee of \$23.00 for the first injection and \$16.00 for subsequent injections on same date of service is recommended and upon approval, will take effect on August 1, 2013. The current fee is \$15.00 for each injection.

The above fees are in line with the HCS departmental fee strategy to establish fees associated with clinical services or those primarily billable to third party (insurance) payers at full cost. HCS does utilize a sliding fee scale for clinical and blood lead services to eliminate barriers to service for income qualifying customers.

RELATIONSHIP TO GOALS

The Health and Community Services Department seeks to improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.

FUNDING SOURCE

Fee revenue is a significant source of funding for Public Health programs. The revenue impact of the increased fees has been included in the 2014 budget submittal.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

There are no issues or concerns. If you have any questions, please contact Lynne Norman, Clinical Services Division Manager, at 373-5237 or ldnorm@kalamazoo.com or Tammy Lahman, Deputy Director-HCS FMS at 373-5257 or talahm@kalamazoo.com.

D. ACCEPTANCE OF AGREEMENT # LCA 13-39015 FROM 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 Low Income Home Energy Assistance Program Crisis Assistance Grant LCA13-39015. There is not yet an award amount associated with this agreement. The agreement is effective September 1, 2013 through August 31, 2016.

DESCRIPTION OF SUBJECT

The acceptance of this agreement allows for the continued provision of deliverable fuel assistance and services to low income and at risk families that are in the Kalamazoo County community. The use of LIHEAP Crisis Assistance (LCA) funds will provide heating fuel assistance in the form of deliverable fuels such as: propane, fuel oil, coal, wood, kerosene, and heating fuel pellets. Energy assistance, through LCA grant funds, will assist families to remain self-sufficient through the heating season. This contract will be followed with one or more notifications of funds available at a later date.

RELATIONSHIP TO GOAL

This agreement will help to foster and build stronger inter-agency relationships. This agreement also continues to further the HCS Community Action Agency'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 helping to improve the conditions of the families served.

FUNDING SOURCE

There are no County funds associated with this action.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES/CONCERNS

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

E. APPROVAL TO APPLY FOR THE CDBG HOUSING REHABILITATION RESOLUTION GRANT

ACTION REQUESTED

HCS Administration requests Board approval and signatures to apply for a \$375,000 CDBG Housing Rehabilitation Resolution grant.

DESCRIPTION OF SUBJECT

This is a new request for MSDHA funds to complete 11 to 13 low-income housing rehabilitation projects. This grant includes a newly enforced legislative directive from HUD titled "Section 3" to provide employment opportunities to local low-income residents (regardless of race or gender) with any new HUD-funded project. This directive is applicable only when projects create the need for contractors to hire additional staff. We will comply with "Section 3" through formal documentation of collaborative outreach and training initiatives with contractors in communities where we are conducting CDBG Rehab work.

RELATIONSHIP TO GOALS

This application would allow the CAA, HCS to complete 11 to 13 CDBG Rehabilitation projects for low income housing within the County of Kalamazoo with the new CDBG funding. These funds could be used anywhere within the County except for the Cities of Kalamazoo and Portage whom receive their own funding for CDBG Rehabilitation.

We have successfully managed grant funded projects similar in nature in the past including 8 home rehabilitation projects in 2012.

FUNDING SOURCE

There are no County funds associated with this request. The funding referenced here is from the Michigan State Housing Development Authority and is designated for the specific purpose of rehabilitation of low income housing.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact David Artley, Coordinator, Housing and Neighborhoods @ 373-5058 or dpartl@kalcounty.com.

F. PERMISSION TO ACCEPT A GRANT AWARD FROM THE IRVING S. GILMORE FOUNDATION TO SUPPORT THE 2013 HEALTH EQUITY SUMMIT, "COLLECTIVE CONSCIOUSNESS"

ACTION REQUESTED

HCS Administration requests Board approval to accept a \$3000 grant award from the Irving S. Gilmore Foundation in support of the Health Equity Summit, "Collective Consciousness" on Friday, July 19th, 2013. Permission to seek a Grant Award was given on June 4, 2013.

DESCRIPTION OF SUBJECT

These funds will be used to promote and support the Health Equity Summit in Kalamazoo on July 19, 2013. This is a major collaborative community project focused on promoting understanding and support for health equity of persons/families with low income. Kalamazoo County's Center for Health Equity aims to achieve equity in all Health and Community Services programming as well as assist individuals in becoming self-sufficient through evidenced based practices.

RELATIONSHIP TO GOALS

The acceptance of this funding will further the Department's goal to strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward their self-sufficiency. Our keynote speaker is the renowned Dr. Adewale Troutman, President of the American Public Health Association.

FUNDING SOURCE

The Irving S. Gilmore Foundation is pleased to be a supporting partner of the Health Equity Summit. The HCS Center for Health Equity grant application was approved and notice was received June 25, 2013. Funding of \$3000.00 has been awarded from the Irving S. Gilmore Foundation. No County Direct funds are associated with this request.

PERSONNEL

There is no new personnel are associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are not issues or concerns. If you have any questions, please contact David Artley, Housing & Neighborhood Coordinator at 373-5058 or dpartl@kalcounty.com.

**G. PERMISSION TO ACCEPT A GRANT AWARD FROM THE KALAMAZOO
COMMUNITY FOUNDATION TO SUPPORT THE 2013 HEALTH EQUITY SUMMIT,
“COLLECTIVE CONSCIOUSNESS”**

ACTION REQUESTED

HCS Administration requests Board approval to accept a \$5000.00 mini - grant award from the Kalamazoo Community Foundation in support of the Health Equity Summit, “Collective Consciousness” on Friday, July 19th, 2013. Permission to seek a Grant Award was given on June 4, 2013.

DESCRIPTION OF SUBJECT

These funds will be used to promote and support the Health Equity Summit in Kalamazoo on July 19, 2013. This is a major collaborative community project focused on promoting understanding and support for health equity of persons/families with low income. Kalamazoo County’s Center for Health Equity aims to achieve equity in all Health and Community Services programming as well as assist individuals in becoming self-sufficient through evidenced based practices.

RELATIONSHIP TO GOALS

The acceptance of this grant 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. Our keynote speaker is the renowned Dr. Adewale Troutman, President of the American Public Health Association.

FUNDING SOURCE

The Kalamazoo Community Foundation is pleased to be a supporting partner of the Health Equity Summit. The HCS Center for Health Equity grant application was approved and notice was received July 1, 2013. Funding of \$5000.00 has been awarded from the Kalamazoo Community Foundation. No County Direct funds are associated with this request.

PERSONNEL

No new personnel are associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are not issues or concerns. If you have any questions, please contact David Artley, Housing & Neighborhood Coordinator at 373-5058 or dpartl@kalcounty.com.

H. APPROVAL OF BREAST AND CERVICAL CANCER CONTROL PROGRAM (BCCCP) AGREEMENT WITH LAKELAND MEDICAL PRACTICES

ACTION REQUESTED

HCS Administration requests Board approval of an agreement with Lakeland Medical Practices for BCCCP services. This agreement is effective October 1, 2012 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.

I. ACCEPTANCE OF A MUTUAL CONFIDENTIALITY AGREEMENT WITH HENRY SCHEIN FOR DENTRIX DENTAL PRACTICE MANAGEMENT SOFTWARE

ACTION REQUESTED

HCS Administration requests Board approval to accept a Mutual Confidentiality Agreement with Henry Schein Dental. This agreement is effective May 22, 2013 with automatic renewals annually for four consecutive years.

DESCRIPTION OF SUBJECT

The purpose of the agreement is to allow the HCS Management Information Specialist to create reports in Dentrix Dental Practice Management.

RELATIONSHIP TO GOALS

The acceptance of this will assist the Department in the fulfillment of its goals to strengthen and aid individuals and families, that are in risk within our community, to take control of their lives and to continue to work towards self-sufficiency.

FUNDING SOURCE

No county funds are associated with this request.

PERSONNEL

There are no new personnel associated with this request.

PROCUREMENT

There is no procurement associated with this request.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Bob Avery, Management Information Specialist at 373-5391 or at rsaver@kalamazoo.org.

J. REQUEST FOR APPROVAL OF RESOLUTION CONFIRMING THE APPOINTMENT OF DEPUTY MEDICAL EXAMINERS FOR KALAMAZOO COUNTY

ACTION REQUESTED

HCS Administration requests Board approval to approve a Resolution confirming the Appointment of Deputy Medical Examiners for Kalamazoo County.

DESCRIPTION OF SUBJECT

WHEREAS, Section 52.201a of the Michigan Compiled Laws authorizes the Kalamazoo County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner; and

WHEREAS, Kalamazoo County's Chief Medical Examiner has formally requested the appointment of the following individuals as Deputy Medical Examiners for Kalamazoo County:

Joseph A. Deltondo, D.O.,
Elizabeth A. Douglas, M.D.
&
Brandy L. Shattuck, MD; and

WHEREAS, Kalamazoo County's Chief Medical Examiner has verified that each of these physicians meets the required qualifications and is licensed to practice medicine in the State of Michigan;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners confirms the appointments of Dr. Joseph A. Deltondo, Dr. Elizabeth A. Douglas, and Dr. Brandy L. Shattuck as Deputy Medical Examiners for Kalamazoo County, effective immediately.

ISSUES AND CONCERNS

There are no issues or concerns. If you have any questions, please contact Linda Vail 373-5260 or lsvail@kalcounty.com.

M.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 16, 2013

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Home Builders Association of S.W. Michigan 2014 Home Expo Contract

SPECIFIC ACTION REQUESTED:

Approve the 2014 Home Expo Contract for use of the Kalamazoo County Expo Center. The event is scheduled for March 5 thru March 8, 2014.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve the 2014 Home Expo contract at the following rate = \$21,566.00

TIME FRAME OF ACTION:

The contract is for the 2014 Home Expo.

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

NA

PERSONNEL IF REQUIRED:

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

NA

NEW OR RENEWAL:

The Home Expo had been held at the Fairgrounds for many years but the event has been held at different locations since 2006. The new expanded Expo Center facilities can now accommodate the Home Builders Association of Southwest Michigan Home Expo.

ANY OTHER PERTINENT INFORMATION:

The Home Expo Contract is approved by the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

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:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

N.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 16, 2013

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: 2016 United Kennel Club Premiere Dog Show

SPECIFIC ACTION REQUESTED:

Approve the 2016 United Kennel Club Premiere Dog Show contract for the use of the Kalamazoo County Expo Center & Fairground. The event is scheduled for June 13 thru June 19, 2016.

DESCRIPTION OF ACTION (dollar amount, purpose):

Approve the United Kennel Club Premiere Dog Show contract at the following rates:
2016 = \$18,241.00

TIME FRAME OF ACTION:

The contract is for the 2016 United Kennel Club Premiere Dog Show. Contracts were previously approved for 2014 and 2015.

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

NA

PERSONNEL IF REQUIRED:

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

NA

NEW OR RENEWAL:

The event has a long history at the Kalamazoo County Expo Center and the UKC is making a long-term commitment to stay at the Expo Center.

ANY OTHER PERTINENT INFORMATION:

United Kennel Club Premiere Dog Show contracts come to the County Board of Commissioners because the rental income is greater than the \$15,000 limit the County Board has set on contracts that can be executed by the Park Commission.

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:

David Rachowicz, (269) 383-8787

Email: dmrach@kalcounty.com

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: July 16, 2013

DEPARTMENT: Parks & Expo Center

PREPARED BY: David Rachowicz

SUBJECT: Markin Glen Master Plan

SPECIFIC ACTION REQUESTED:

Accept the proposal from O'boyle, Cowell, blalock and Associates to develop a Master Plan for Markin Glen County Park for \$10,950.

DESCRIPTION OF ACTION (dollar amount, purpose):

Accept the Markin Glen Master Plan proposal from O'boyle, Cowell, Blalock and Associates for \$10,950.

The last phase of construction at Markin Glen was completed in 2005. The Park Commission is pursuing updating the park master plan for Markin Glen. The plan will assess current facilities and outline future projects and uses suitable for Markin Glen County Park. Developing the Markin Glen Plan is consistent with the goals of the Kalamazoo County Parks Master Plan and will also help provide guidance for several proposed new uses at the park. The Master Plan process will involved two public input sessions.

TIME FRAME OF ACTION:

The planning effort will be completed in 2013.

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

The funding for this project will be provided by the Markin Glen Park Endowment.

PERSONNEL IF REQUIRED:

NA

NEW OR RENEWAL OR AMENDMENT:

This is a new project.

ANY OTHER PERTINENT INFORMATION:

The proposal for OCBA was approved by the Park Commission at their meeting on June 27.

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)

The RFP was issued by purchasing for this effort and we received 11 proposals. The Park Commission has recommended accepting the lowest proposal that met all the RFP specifications from OCBA for \$10,950.

CONTACT PERSON WITH PHONE NUMBER:

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

7 June 2013



County Purchasing Manager
201 West Kalamazoo Avenue, Room 108
Kalamazoo, Michigan 49007

Re: Proposal - Master Plan for Markin Glen Park

Good Afternoon:

O'Boyle, Cowell, Blalock & Associates, Inc., (OCBA) in collaboration with Slocum Associates, Architects (SA) is pleased to present the attached proposal for preparation of a Master Plan for Markin Glen Park. We believe this proposal demonstrates our understanding of the needs of the project, and describes a process that will efficiently and effectively provide the desired product.

In addition to a full range of design and construction administration services, OCBA has developed dozens of master plans using a participatory process. For over 49 years the essence of our service - - listening, delineating, and guiding development - - has helped our clients define their vision and translate their needs into projects that can be implemented. SA was founded in 1971, and over the years has collaborated with OCBA on many park, zoo, and camp projects, including the most recent improvements at Markin Glen Park. Our team's approach is creative, practical and cost effective, and we will help you get your project off the ground and headed in the right direction.

We would be happy to meet with you to discuss our proposal and your project in greater detail. If I can answer any questions about this proposal in the meantime, please do not hesitate to call.

Sincerely,

O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Kenneth W. Peregón". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kenneth W. Peregón, ASLA
President

KWP/sjb

Detailed Description of the Planning Process



Our Understanding of the Project

The 160-acre Markin Glen Park is divided into two distinct sections by North Westnedge Avenue. The western side of the park offers two picnic shelters and hiking trails from which to view the property's many unique and beautiful natural features, including a variety of spring flowers and a mature beech maple forest. Scenic views of downtown are also visible from one of the highest points in Kalamazoo. The Markin Glen House, former home to the founder of the Checker Cab Company and donor of the park land, is also located on the west side. The first floor is currently leased by the Kalamazoo Garden Council. The Northwood-Plainwell ball fields, which are leased to the Little League organization, are found in the southwest corner of the park.

The east side of Markin Glen Park is an active park that has developed in several phases over the last two decades. It has a gated entry and offers the following amenities:

- 38 Modern Campsites
- Fishing and Swimming Lakes
- Swimming Beach
- Three Group Picnic Shelters
- One Mile Paved Multi-Use Trail
- Three Playgrounds
- Tennis Courts
- Hiking trails

We understand that the County is seeking assistance with the development of an innovative master plan for Markin Glen County Park. We understand that the master plan isn't intended to propose dramatic changes, but rather to develop a new vision for the future of the park that builds on what exists and explores the possibilities for the development of new uses that will:

1. Increase park use
2. Protect the park's natural resources
3. Increase net operating revenue
4. Provide facilities that meet visitor needs

We understand that the following tasks will need to be accomplished over the course of the project:

- a. Explore opportunities beyond the scope of current facilities.
- b. Recommend facility enhancements to improve visitors' experience.
- c. Recommend improvements that will enhance and protect the park's natural features.
- d. Recommend improvements that will increase net operating revenue.
- e. Evaluate current use and future potential uses of the Markin Glen House.
- f. Evaluate and recommend A.D.A. improvements for all facilities.
- g. Explore and identify new innovative services/facilities that can be offered.

- h. Develop priorities and appropriate project phasing.
- i. Identify and calculate operation budget needs for planned improvements.
- j. Develop a timeline and cost estimates to implement the Master Plans.

Our Approach to the Project

Our approach to the project includes two opportunities to engage park stakeholders such as the Parks Foundation, potential park users such as the mountain-biking organization, and interested members of the general public in a collaborative working environment so that ideas can be generated and explored in a free-flowing exchange. We have included a brain-storming session early in the process to explore park uses that are beyond the scope of current facilities. Once we have an understanding of what those uses might include, we will generate preliminary design concepts to be investigated at an interactive design workshop. The workshop will give stakeholders the opportunity to review the concepts, provide feedback directly to the design team, and be part of the discussion about the future vision for Markin Glen Park.

We are also proposing to work closely with the Garden Council to understand their current use of the Markin Glen House, possibilities for the vacated upstairs apartment, and future potential uses of the building. We are submitting our proposal in collaboration with Slocum Associates, Architects so that our team can offer the expertise necessary to understand the aesthetic and structural implications of proposed changes. We also believe it will be important to approach any modifications in a way that is respectful to the original architectural character of this beautiful and unique building.

Proposed Scope of Work

The following scope of work outline describes the specific tasks to be completed and lists the anticipated products of each task.

1. Background Research

- 1.1 Start-Up Meeting - OCBA will meet with representatives of the County to review the scope of the project and discuss OCBA's work plan and schedule. At the same time, OCBA will pick up available plans, studies, available revenue history, reports, utility records, and other information that may be useful in the preparation of the master plan.

Product: Meeting memo.

- 1.2 Base Map Preparation - OCBA will prepare base maps of the park from readily available county sources.

Products: Reproducible base maps.

- 1.3 Site Reconnaissance - OCBA will visit the park to review and photograph field conditions that may affect the master plan. The general condition of roads; parking; existing buildings, facilities and use areas; landscaping; soil types; wetlands, and other site features will be evaluated for their influence on the proposed master plan improvements.

Products: Photographic records, field notes.

- 1.4 Site and Facility Analysis - OCBA will perform a site analysis of the park and Markin Glen House to evaluate features such as views, open space, landscape character, vegetative cover, condition of existing facilities and use areas and traffic patterns for their impact on the future work. As part of this task, OCBA will meet with representatives of the Garden Council and County staff to discuss the current and future use of the Markin Glen House.

Products: Site analysis plan.

- 1.5 Innovative Services/Facilities Public Brainstorming Session – OCBA will conduct a stakeholder/public brainstorming session to identify potential revenue-generating services/facilities to be included in the preliminary design concepts. All of the background information gathered to date will be provided for review and to generate discussion at the meeting. This session will be an interactive event for County staff, stakeholders, and the public.

Product: Meeting memos with ideas recorded at the meetings included.

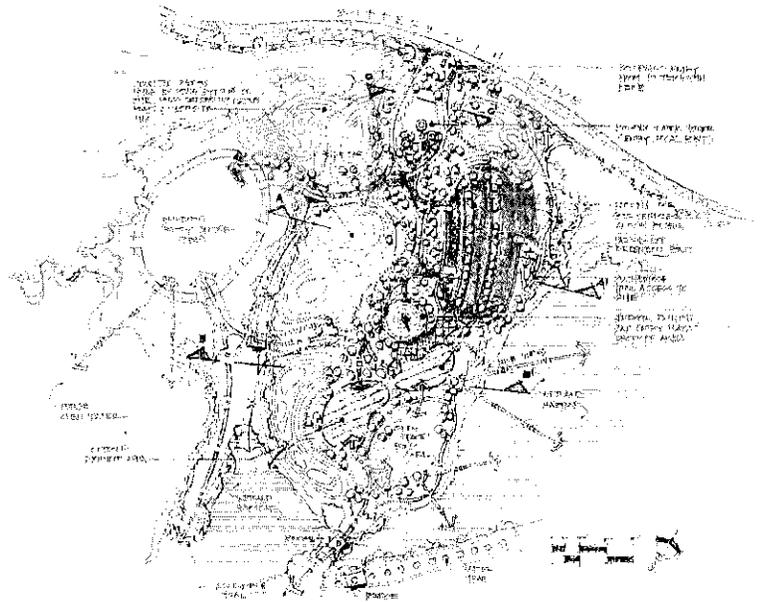
- 1.6 Review Meeting - OCBA will meet with representatives of the County to evaluate current and desired operating revenues for the park and to discuss the potential revenue-generating services/facilities identified at the public brainstorming session to gauge preferences and determine priorities.

Product: Meeting memo.

2. Design

- 2.1 Preliminary Design Concepts - Using the information gathered and feedback from the County regarding desirable services/facilities to propose, OCBA will prepare preliminary design concepts that diagrammatically illustrate proposed uses and locations in the park. These preliminary concepts will be used to generate discussion at the design workshop.

Products: Preliminary plans and other illustrations.



Millennium Park Preliminary Concept Diagram, Kent County, Michigan

- 2.2 Preliminary Concept Review - OCBA will forward the preliminary design concepts to representatives of the County for review.

Product: Preliminary concept refinements based on input received.

- 2.3 Community Design Workshop - A team of OCBA designers will conduct a design workshop with stakeholders and the public to test preliminary design concepts and explore alternatives. The preliminary concepts will be used to initiate discussion, and options will be generated and tested with the workshop participants. This workshop will be an interactive event that will be used to gather information and develop enthusiasm for the project. A typical agenda would be as follows:

3:00 - 4:00 p.m.	<u>Studio Set-up:</u> OCBA arrives and sets up work space.
4:00 - 6:00 p.m.	<u>Open Studio:</u> Drop in guests and representatives of the County share ideas with the design team. The OCBA team interviews visitors to facilitate discussion and gather information.
6:00 - 6:30 p.m.	<u>Closed Studio:</u> OCBA team records information received.
6:30 - 8:00 p.m.	<u>Public Brainstorming session:</u> OCBA presents the day's findings to representatives of the County and the public, invites additional discussion and ideas, and tests options.

OCBA will work with representatives of the County to tailor a workshop agenda that meets the specific needs of the master plan.

Products: Summary memo, workshop plans and illustrations distributed to the County.

- 2.4 Design Concept Refinement - Using input from the design workshop as a guide, OCBA will prepare refinements and further alternatives of proposed development for review by the County. Barrier-free access will be incorporated into all of the concepts and refinements that are generated.

Products: Plan refinements and other illustrations to convey the character of proposed improvements.

- 2.5 Preliminary Opinion of Probable Construction Cost - OCBA will prepare preliminary opinions of probable construction cost of proposed improvements so that the County can gauge the level of investment that the various alternatives require.

Products: Itemized opinions of probable cost by component or project area.

- 2.6 Review Meeting - OCBA will meet with representatives of the County to review the refined design concepts and preliminary opinions of probable construction cost to gauge preferences and determine priorities, and to discuss a preliminary implementation schedule for proposed improvements. The goal of this meeting will be to select a preferred option that will serve as the basis for the master plan.

Product: Meeting memo.

3. Master Planning

- 3.1 Draft Master Plan - A draft master plan will be prepared illustrating proposed improvements and identifying development priorities and the implementation schedule in final graphic form. This plan will be supported by sections, sketches and other graphics to help explain the quality and character of proposed improvements.

Product: Draft plan and supporting graphics.

- 3.2 Opinion of Probable Cost - OCBA will refine the preliminary opinion of probable construction cost for proposed improvements outlining hard costs (construction) and soft costs (engineering, surveying, geotechnical studies, etc.).

Product: Opinion of probable cost broken down by component or phase.

- 3.3 Review Meeting - OCBA will meet with representatives of the County to review the draft master plan and opinion of probable cost and operations budget. Comments will be incorporated into the final version of the plan.

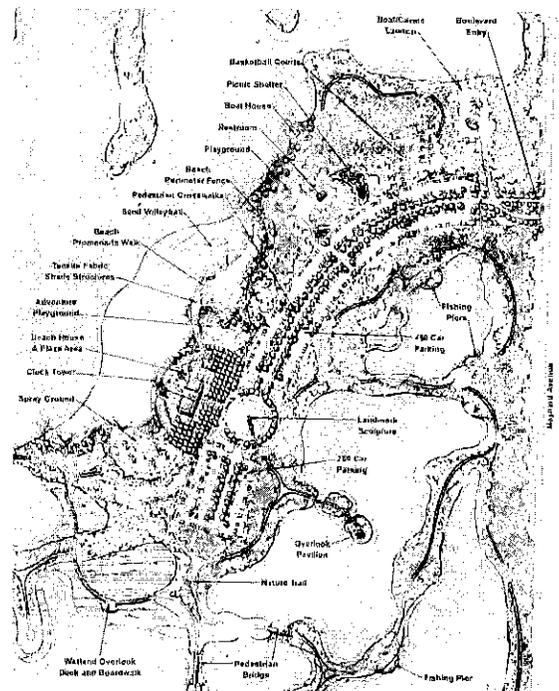
Product: Meeting memo.

- 3.4 Final Master Plan - OCBA will prepare a final master plan that illustrates the quality and character of proposed improvements. The final products of the study will include sketches, sections, and other drawings illustrating the character of proposed improvements, construction cost opinion and operations budget.

Products: The final deliverables will be provided in hard copy and electronically as readable/writable computer files. They will include:

1. Ten 8-1/2"x11" color copies of the final plan drawings, summary of the planning process, summary of the public input, final recommendations for proposed development, implementation schedule and a cost opinion for the park.
2. Two full color renderings of the master plan (24"x36" and 30"x43")
3. Cost opinion and development plan for implementation of the master plan.

- 3.5 Final Presentation – OCBA will present the final master plan for the park to the Park Commission.



Millennium Park Master Plan, Kent County, Michigan

Pricing



OCBA will provide the services outlined in this proposal for a lump sum fee of \$10,950.00. Reimbursable expenses, which we estimate will be in the range of \$200.00, will be billed in addition to this fee.

The following itemized list of deliverables to be provided for this fee includes the following:

1. Two stakeholder/public input meetings
2. Seven total meetings (includes public meetings and Park Commission presentation) with the Kalamazoo County Parks Department
3. One final presentation of the master plans to the County Park Commission
4. Ten – 8-1/2"x11" final plans with color copies of the final plan drawings, a summary of the planning process, a summary of public input, final recommendations for proposed development, an implementation schedule, and opinion of probable cost
5. Two full color renderings of the master plan (24"x36" and 30"x43")
6. Opinion of probable cost and a phased development plan for implementation of the master plan

Drawings and documents will be provided in hard copy and electronically.

Proposed Project Schedule



OCBA has developed the following schedule based on our experience with similar projects. We can modify the schedule as required to meet the County's needs. Possible considerations might include grant funding cycles and Parks and Recreation Master Plan Update schedules.

	July	August	September	October
1. Background Research				
1.1 Start-Up Meeting	◆			
1.2 Base Map Preparation	■			
1.3 Site Reconnaissance	■			
1.4 Site and Facility Analysis	■			
1.5 Innovative Services/Facilities Public Brainstorming Session		◆		
1.6 Review Meeting		◆		
2. Design				
2.1 Preliminary Design Concepts		■		
2.2 Preliminary Concept Review		■		
2.3 Community Design Workshop			◆	
2.4 Design Concept Refinement			■	
2.5 Preliminary Cost Opinion			■	
2.6 Review Meeting			◆	
3. Master Planning				
3.1 Draft Master Plan				■
3.2 Construction Cost Opinion				■
3.4 Review Meeting				◆
3.6 Final Master Plan				■
3.7 Final Presentation				◆

Master Planning Experience



O'Boyle, Cowell, Blalock & Associates, Inc. (OCBA) is a landscape architecture firm that was founded in 1964, with a dedicated staff of landscape architects offering a full range of site design services. In addition to completing the original master plan for Markin Glen Park and final design for the most recent phase of park improvements in 2004, OCBA has developed master plans for many other parks over the last 49 years. Through all of this work the primary focus has been on creating realistic, buildable, and sustainable master plans that can easily be translated into projects that are implemented within the defined budget and schedule. Wherever possible, we integrate a natural systems approach to site development and storm water management, and design energy efficient buildings so that the proposed park improvements are long-lived; inexpensive and easy to maintain. A few of our recent similar assignments include:

- River Oaks County Park Master Plan, Kalamazoo County
- T.K. Lawless Park Master Plan, Cass County*
- Arthur Dodd Memorial Park Master Plan, Cass County* (to be completed in 2013)
- Eastmanville Bayou County Park, Ottawa County
- Eliason Nature Reserve Master Plan, Portage
- Upjohn Park Master Plan and Implementation, Kalamazoo
- Milham and Blanche Hull Park Master Plans, Kalamazoo
- Madison Square Park Master Plan, Grand Rapids
- Pleasant Park Master Plan, Grand Rapids
- Doezema Farm Park Master Plan, Grand Rapids Township
- Millennium Park Master Plan and Implementation, Kent County
- Pilgrim Haven Natural Area Master Plan, South Haven Township*
- Oshtemo Township Park Master Plan and Implementation, Oshtemo Township*
- Flescher Field Park Master Plan and Implementation, Oshtemo Township*
- Russom Park Master Plan and Implementation, Dowagiac and Silver Creek Township
- Joe Taylor Park Master Plan and Implementation, Grand Rapids
- Roselle Park Master Plan and Implementation, Ada Township*

Many of these projects have been completed in collaboration with Slocum Architects, as depicted with an asterisk. We believe that the knowledge gained through our work on these projects translates into qualifications that will be beneficial to the Kalamazoo County Parks Department during the process of creating a new Master Plan for Markin Glen Park.

BOARD AGENDA REQUEST FORM**PROPOSED FOR BOARD MEETING OF:** July 16, 2013**DEPARTMENT:** Office of Finance - Purchasing**PREPARED BY:** Thomas G. O'Brien**SUBJECT:** Janitorial Supplies Contract Extension**SPECIFIC ACTION REQUESTED:** Approval**DESCRIPTION OF ACTION (dollar amount, purpose):**

Extend contracts for Groups I, II, and III with Materials Resources, One – Way Products, and Indusco Supply.

Contract extension dollar amount is an estimate based on estimated quantities multiplied by the unit price bid.

TIME FRAME OF ACTION: August 1, 2013 to July 31, 2014

This contract may be extended for four (4) one-year (1) periods upon mutual agreement of all parties. This is the first extension.

FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**PERSONNEL IF REQUIRED:** N/A**NEW OR RENEWAL:** Renewal**ANY OTHER PERTINENT INFORMATION:****PROCUREMENT INFORMATION:**

Jointly bid with City of Kalamazoo and City of Portage in June 2012.

CONTACT PERSON WITH PHONE NUMBER:

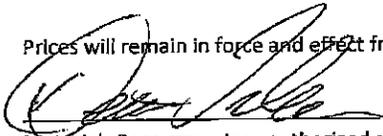
Thomas G. O'Brien, Purchasing Coordinator 383-8967

CONTRACT EXTENSION

Materials Resources, Inc. is interested in extending the contract for Janitorial Supplies – Group I Cleaning Products, under the same terms and conditions of the bid dated June 12, 2012, as follows:

GROUP I CLEANING PRODUCTS/CHEMICALS	Quantity	UoM	2013 Unit Price	Extended Price
RTU Bathroom cleaner, non-acid	29	Qt	1.41	40.89
Drain cleaner, non-acid	49	Qt	2.95	144.55
1 gallon bleach – 6%, 4 gal/case	30	Case	9.48	284.40
Bleach	251	Gal	1.58	396.58
1 Qt toilet bowl cleaner, minimum 22% acid, 12 qts/case	26	Case	19.38	484.50
Clinging acid bowl cleaner (Mild Bowl)	334	Qt	1.54	514.36
Neutral floor cleaner	36	Gal	4.88	175.88
RTU glass cleaner	107	Gal	4.23	452.61
Concentrated degreaser – citrus base	85	Gal	6.65	432.25
Citrus cleaner – case of 12 aerosol 20 oz cans	27	Ea	7.59	69.93
Stainless steel cleaner (aerosol)	24	Ea	3.12	74.88
RTU industrial strength all-purpose cleaner	187	Qt	1.91	357.17
Oven and grill cleaner (aerosol)	8	Ea	3.05	27.45
Furniture polish (aerosol)	12	Ea	2.65	31.80
Lotion soap 4/2000ml	65	Case	27.71	1804.55
Shower foam concentrated	8	Gal	10.60	84.80
Custom car wash and wax (5 gal pail)	33	Ea	35.25	1163.25
Spray wasp killer 14 OZ, 12/case	5	Case	47.27	236.25
19 oz aerosol glass cleaner, 12/case	20	Case	25.80	516.00
Floor stripper, 5 gallon container	4	Ea	48.42	193.68
Floor wax, 5 gallon container, minimum 21% solids	6	Ea	68.20	409.20
1 Qt germicidal disinfectant, 1 step cleaner, 12 qts/case	8	Case	24.27	194.16
19 oz, Graffiti remover, 12/case	60	Case	46.60	2330.00
1 gallon floor cleaner lemon disinfectant, cleaner, deodorizer, fungicide, virucide	49	Gal	6.71	322.08
1 liter foaming antibacterial hand soap, per milliliter 6/case	60	Case	35.60	1790.00
1 liter foaming soap dispensers	50	Ea	30	1500
Lime remover	32	Gal	1.86	251.52
1 gallon Limeaway cleaner, 4 gallons/case	8	Case	31.44	188.64
21 ounce, Ajax powder, 24/case	2	Case	26.55	53.10
1 gallon, non-acid shower cleaner/deodorizer, 4 gals/case	2	Case	21.09	42.18
Multi surface cleaner (1 gallon) Top Clean	37	Gal	1.66	283.47
Deluxe dish soap	60	Gal	7.33	439.80
Dish liquid – 38 oz.	12	Ea	5.27	63.24
CLEANING TOOLS				
Spray bottle trigger – quart	95	Ea	.64	60.80
Spray bottle – quart- 32 oz	68	Ea	.65	44.20
Toilet Brush	24	Ea	1.88	45.12
Mop, 16 oz	51	Ea	3.43	174.93
Mop, 20 oz	36	Ea	4.45	160.20
Threaded metal tip mop handles – 5'	18	Ea	3.77	67.86
Scratchless toilet brush (Johnny Mop)	15	Ea	.72	10.80
Scrub sponge + sponge one side, scrubber on other side, 12" sq. flat	316	Ea	.90	286.20
Rubber angle sweep broom	15	Ea	6.34	95.10
Truck wash brush (soft) 6-8 inches long, 4-5 inches wide	27	Ea	9.91	267.57
32 oz. Cotton Clamp-on Mop Head - 12/case	8	Case	88.87	533.22
32 oz. Rayon Clamp-on Mop Head - 12/case	1	Case	18.80	18.80
60" Wood Mop Handle (Clamp)	8	Ea	10.80	86.40
Plastic Lobby Dust Pan	12	Ea	16.20	194.40
36" Warehouse Broom	8	Ea	20.38	163.04
Litter Pickers	12	Ea	7.85	44.56
20" 3M Burnish Pad, 5/case	2	Case	24.99	49.98
20" 3M Cleaner Pad, 5/case	2	Case	24.99	49.98
20" 3M Buffer Pad, 5/case	2	Case	24.99	49.98
Corn Broom - Medium	12	Ea	8.91	106.92
72" Dust Mop Head	12	Ea	26.04	312.48
36" Dust Mop Head	12	Ea	10.25	123.00
3M Scrubbing Sponge 74, 20/case	5	Case	19.76	98.80
ODOR CONTROL				
Urinal Screens with deodorant blocks, 12/case	8	Case	15.77	126.16
Urinal screens (Red Cherry), (Blue) with blocks	59	Ea	1.35	79.65
20 oz Aerosol Spray Air Freshener, 12/case	4	Case	34.55	138.20
Aromatic Air refills, compatible or provide dispenser 12/box	10	Ea	37.08	370.80
Aromatic Air Refill, Easy Fresh, Mango, Honeysoakle, Cucumber/melon	100	Ea	3.09	309.00
EXAMINATION GLOVES				
Powderless Latex Gloves, 10 box/case, 100/box, 1000/case				
Size: Medium	3	Case		133.65
Size: Large	3	Case		133.65
Size: X-Large	2	Case		89.10
Latex medical, disposable gloves (100/box)	6	Box		31.32
Vinyl exam gloves (100/box)	10	Box		28.40
GROUP I TOTAL				18415.39

Prices will remain in force and effect from August 1, 2013 through July 31, 2014.


Materials Resources, Inc., authorized signature

6/28/13
Date

Accepted by the County of Kalamazoo _____, 2013

Prices will remain in force and effect from August 1, 2013 through July 31, 2014.

Materials Resources, Inc., authorized signature

Date

Accepted by the County of Kalamazoo _____, 2013

David Maturen, Chair, Board of Commissioners

Timothy A. Snow, Clerk

CONTRACT EXTENSION

One - Way Products, Inc. is interested in extending the contract for Janitorial Supplies - Group II Trash Disposal Products, under the same terms and conditions of the bid dated June 12, 2012, as follows:

GROUP II TRASH DISPOSAL PRODUCTS				2013	
ITEM NO.	Description	Quantity	UoM	Unit Price	Extended Price
1	30x37 trash liners 16 mic coreless rolls, 20-25 ctn rolls per box, white or clear 500/cs	32	Case	33.52	1072.64
2	38x60 trash liners mini rolls 17 mic coreless rolls, 8-25 ctn rolls per box, black or clear	32	Case	26.00	832.00
3	38x60 black trash can liners, 22 mic gauge, 150 bags/cs	35	Case	24.10	843.50
4	38x58 Black trash can liners, 1.5 mil gauge, 100 bags/cs	236	Case	23.71	5595.56
5	40x48 medium density, black trash liners, 100/cs	40	Case	18.00	720.00
6	Waxed sanitary bags, 50/cs	9	Case	22.09	198.81
7	Liners - 60 gal clear 38 x 60 200/cs, 16 mic	32	Case	27.08	866.56
8	Liners - 20-30 gal clear - 30 x 37 250/cs, 500/cs 16 mic	60	Case	33.52	2011.20
9	Polyliner, 38x60 xxheavy, 22 mic 150/cs, black	292	Case	24.05	7022.60
10	Liners - 33 x 40 clear, 16 mic 150/cs 250/cs	200	Case	18.55	3710.00
11	Liner bands 1/8" x 8"	140	Ea	.12	16.80
GROUP II TOTAL					\$

22,889.67

Prices will remain in force and effect from August 1, 2013 through July 31, 2014.

David DUKERMAN
One - Way Products, Inc., authorized signature

6-27-13
Date

Accepted by the County of Kalamazoo _____, 2013

David Maturen, Chair, Board of Commissioners

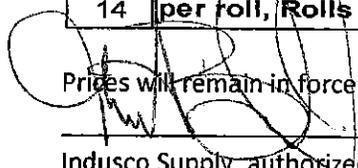
Timothy A. Snow, Clerk

CONTRACT EXTENSION

Indusco Supply is interested in extending the contract for Janitorial Supplies – Group III Paper Products, under the same terms and conditions of the bid dated June 12, 2012, as follows:

ITEM NO.	GROUP III PAPER PRODUCTS Description	Quantity	UoM	2013	
				Unit Price	Extended Price
1	Big fold towels - premium BW 488	31	Case	\$15.44	\$ 478.64 -
2	Multi - fold towels, white, high quality BW 485	57	Case	\$15.71	\$ 895.47 -
3	Multi - fold towels, white, regular BW 48190	28	Case	\$12.95	\$ 362.60 -
4	9" 2-Ply Toilet Tissue, 3.75" x 1000', 12 rolls/case BW 1002	85	Case	\$21.59	\$ 1,835.15 -
5	Double Roll Plastic Dispenser (for the above item) BW	50	Ea	\$33.84	\$ 1,692.00 -
6	Roll Towels; Bleached 7.75 x 800; 6 rolls per case BW 457	35	Case	\$20.59	\$ 720.65 -
7	Maxi pads, 8", equal to Gards #248, 250/case Stay Free	100	Case	\$45.49	\$ 4,549.00-
8	Toilet paper dispensers per single roll of tissue Impact 2500	56	Ea	\$6.54	\$ 366.24-
9	Toilet seat covers	34	Box	\$37.37	\$ 1,270.58-
10	Roll Towels Dispenser - universal - for 8" roll, 2" core	32	Ea	\$32.07	\$ 1,026.24-
11	1 ply facial (comparable to Baywest 100), white, 4 1/2" x 4 1/2", 1000 sheets per roll, 96 rolls per case. Bay West 1000, Weight 55 lbs., Sheet size 4 3/8 x 4 1/4 in., Sheets 1000/per roll, Rolls 96/case	500	Case	\$45.52	\$ 22,760.00-
12	2 ply facial (47# per case), white, 4 1/2" x 4 1/2", 500 sheets per roll, 96 rolls per case. Bay West 549, Weight 39 lbs., Sheet size 4 3/8 x 3 3/4/in., Sheets 500/per roll, Rolls 96/case	358	Case	\$32.25	\$ 11,545.50-
13	(2400 per case) C-fold, white, 10 1/4" x 13", 150 per pack, 16 packs per case. Bay West 495, Weight 20/lbs., Sheet size 10 1/8 x 13/in., Sheets 150/per pack, Packs 16/case	750	Case	\$15.18	\$ 11,385.00
14	(29-31 lb. per case) roll, brown, 7 7/8" to 8" x 425' per roll, 12 -16 rolls per case. Bay West 460, Weight 29 lbs., Sheet size: 8/in., Sheets 425' per roll, Rolls 12/case	750	Case	\$19.51	\$ 14,632.50
					\$ 73,519.57

Prices will remain in force and effect from August 1, 2013 through July 31, 2014.



 Indusco Supply, authorized signature

6/27/13

 Date

Accepted by the County of Kalamazoo _____, 2013

 David Maturen, Chair, Board of Commissioners

 Timothy A. Snow, Clerk



R.

ADMINISTRATIVE SERVICES MEMORANDUM

TO: Board of Commissioners
FROM: Tina Becker
DATE: July 2, 2013
SUBJECT: Board Action

The Board Appointments Committee recommends the following appointments:

Planning Commission

- The appointment of Steven Cook to fill a term that will expire 03/31/2016

Economic Development Corporation/Brownfield Redevelopment Authority

- The appointment of Habib Mandwee to assume a term that will expire 10/31/2015

Department of Medical Examiner's

- The appointment of Joseph A. Delfondo, D.O., Elizabeth A. Douglas, M.D., & Brandy L. Shattuck, M.D. as Deputy Medical Examiners effective July 1, 2013

COUNTY OF KALAMAZOO, MICHIGAN

**A RESOLUTION OF COMMITMENT TO REMAIN IN COMPLIANCE WITH ACT 152
OF THE PUBLIC ACTS OF 2011**

Minutes of a regular meeting of the Board of County Commissioners of the County of Kalamazoo held on July 16, 2013, at 7:00 o'clock p.m., local time, at the County Administration Building.

PRESENT, Commissioners:

ABSENT, Commissioners:

The following preamble and resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the County of Kalamazoo desires to remain in compliance with the Provisions of Act 152 of the Public Acts of 2011; and,

WHEREAS, Act 152 of the Public Acts of 2011 provides that Kalamazoo County will be in compliance with the provisions of the Act if the County pays no more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials, for a medical benefit plan coverage year beginning on or after January 1, 2012; and,

WHEREAS, beginning on January 1, 2012, Kalamazoo County paid no more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials, for a medical benefit plan coverage year beginning on or after January 1, 2012; and,

WHEREAS, Kalamazoo has committed to pay no more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials, for a medical benefit plan coverage year beginning on or after January 1, 2013.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. Kalamazoo County has been in continuous compliance with the provisions of Act 152 of the Public Acts of 2011 since January 1, 2012; and

2. Kalamazoo County is committed to be in compliance with the provisions of Act 152 of the Public Acts of 2011, and will pay no more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials, for a medical benefit plan coverage year beginning on or after January 1, 2013.

AYES, Commissioners:

NAYS, Commissioners:

ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners of the County of Kalamazoo at a regular meeting held on July 16, 2013. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

Timothy A. Snow, County Clerk

V.

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF:

DEPARTMENT: Circuit Court

PREPARED BY: County Administration

SUBJECT: Salary Exception Increase ~ Circuit Court

SPECIFIC ACTION REQUESTED:

County Administration, on behalf of Circuit Court, requests approval to implement an exception outside of the pay band placement for an employee. Since this request sets the hourly rate of pay at what would be the top of the pay band any future actions for this employee will not be necessary. Should there be an across the board salary band increase, we would apply the same increase to this salary excepted rate of pay.

DESCRIPTION OF ACTION (dollar amount, purpose):

Circuit Court position # 10243-001
The hourly rate of pay would be increased to \$31.34; the current rate is \$29.97.

TIME FRAME OF ACTION:

This would be retroactive to May 10, 2013.

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)

NEW OR 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:

Tracie Moored 384-8088