
COMMITTEE OF THE WHOLE MEETING



September 5, 2017



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR
COMMITTEE OF THE WHOLE MEETING

September 5, 2017

PLEASE BE ADVISED that the Kalamazoo County Board of Commissioners has scheduled a Committee of the Whole meeting on **Tuesday, September 5, 2017 at 4:00 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:

	<i>Projected Time for Presentation & Discussion</i>
1. Review of Transfers and Disbursements (Item L.) – <i>Ms. Amanda Morse</i>	4:00 – 4:05 p.m.
2. 2017 Allocated Fund Balances – <i>Ms. Tracie Moored</i>	4:05 – 4:15 p.m.
3. Animal Services Building Recommendation – <i>Ms. Lisa Henthorn, Mr. David Rachowicz</i>	4:15 – 4:45 p.m.
4. 2017 Kalamazoo County Youth Fair Report – <i>Mr. David Rachowicz</i>	4:45 – 4:55 p.m.
5. Resolution Recognizing September 17 th as Constitution and Citizenship Day (Item O.) – <i>Commissioner Gisler</i>	4:55 – 5:00 p.m.
6. Discussion of Corporation Counsel – <i>Chair Shugars</i>	5:00 – 5:30 p.m.
7. Any other items	
8. Closed Session	5:30 – 5:35 p.m.
9. Adjournment	

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

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



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

RECOMMENDED TRANSFERS AND DISBURSEMENTS

September 5, 2017

DISBURSEMENTS

CLAIMS

Claims	\$2,080,147.92
Claims Requiring Disclosure:	\$0.00
Total Current Claims:	\$2,080,147.92

RELEASE OF FUNDS

Kalamazoo County Mental Health & Substance Abuse Services 3rd Quarter 2017 Appropriation Distribution	101-649-969.00	\$387,600.00
Kalamazoo County Mental Health & Substance Abuse Services 3rd Quarter 2017 Homeless Shelter Appropriation Distribution	101-649-969.06	\$16,900.00
Kalamazoo County Consolidated Dispatch Authority May 4, 2017 through August 8, 2017 Surcharge Distribution	261-000-985.20	\$270,480.05
Total Release of Funds:		\$674,980.05

TRANSFERS

DEPARTMENT/ACCOUNT		DECREASE	INCREASE
<u>Treasurer</u>			
Carryover	101-129-402.01		201,300 R
Administration Building Upgrades	101-444-970.16		201,300

Reason: To budget for Treasurer's Office Remodel project approved July 5, 2017

**COUNTY OF KALAMAZOO
2016 ALLOCATED FUND BALANCES**

Title	2016 Allocations	CIP & Budget Additions	New Requests	Total Additions	Deletion	Expended	2017 Allocations
<u>GENERAL FUND</u>							
Drain Advance	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,000
Lake Level	15,000	-	-	-	-	-	15,000
<u>Automation: Mandated, Regulatory Required</u>							
Disaster Recovery Project	40,000	-	-	-	-	-	40,000
Finance/Payroll/Human Resources Systems	10,000	-	-	-	-	-	10,000
<u>Buildings and Grounds:</u>							
Elevator Maintenance	188,025	-	-	-	-	-	188,025
Flooring Fund	43,719	34,500	-	34,500	-	37,686	40,533
Major Repairs/Maintenance	731,747	250,000	-	250,000	-	93,466	888,281
Administration Building Maintenance	-	-	62,000	62,000	-	-	62,000
Parking Renovation & Maintenance	709,604	-	-	-	-	252,497	457,107
Parking Operating Costs	962,604	-	-	-	-	28,845	933,758
2015 CIP B&G Floor Buffer	2,000	-	-	-	985	1,015	-
<u>Circuit Court</u>							
Drug Court Reserve	328,696	-	-	-	-	-	328,696
Circuit Court Software/Projects	562,327	-	73,000	73,000	-	506,567	128,760
2015 CIP Circuit Court Docket Display	10,997	-	-	-	-	10,997	-
2016 CIP Security Camera Upgrade	-	48,000	-	48,000	-	-	48,000
<u>District Court</u>							
Word Merge Application	8,000	-	-	-	300	7,700	-
<u>Office of Prosecuting Attorney</u>							
2016 CIP MAC Office Improvements	-	3,300	-	3,300	-	-	3,300
<u>Parks</u>							
2011 CIP River Oaks Soccer Irrigation	3,285	-	-	-	-	3,285	-
2011 CIP Scotts Mill Dam - Repairs	10,000	-	-	-	-	-	10,000
2013 CIP River Oaks Irrigation	15,000	-	-	-	-	14,650	350
<u>Purchasing:</u>							
Furniture Fund	21,925	-	-	-	-	-	21,925
<u>Sheriff:</u>							
2015 CIP Livescan Plus	48,000	-	-	-	8,529	39,471	-
Contract Nursing Services	-	-	300,000	300,000	-	-	300,000
<u>General:</u>							
Social Welfare Funds - DHS	35,726	-	-	-	-	19,425	16,300
Animal Services Facility	-	-	5,000,000	5,000,000	-	-	5,000,000
General County Public Improvement Transfer	3,538,600	-	-	-	-	3,538,600	-
County Master Plan	-	30,000	-	30,000	-	18,771	11,229
Communications Training	-	10,000	-	10,000	-	6,900	3,100
Total General Fund	7,470,255	375,800	5,435,000	5,810,800	9,814	4,579,876	8,691,365
<u>LAW ENFORCEMENT FUND</u>							
2014 CIP Transport Vehicles	32,000	2,135	-	2,135	-	34,135	-
2015 CIP New Equipment-Circuit Ct Live Scan	24,000	-	-	-	-	24,000	-
2015 CIP New Equipment-Sheriff Live Scan	24,000	-	-	-	-	24,000	-
2016 CIP Transport Vehicles	-	33,000	-	33,000	-	-	33,000
Total Law Enforcement Fund	80,000	35,135	-	35,135	-	82,135	33,000
TOTAL OPERATING FUNDS	\$ 7,550,255	\$ 410,935	\$ 5,435,000	\$ 5,845,935	\$ 9,814	\$ 4,662,011	\$ 8,724,365



Shelter Project Architecture & Engineering Firm Selection



Animal Services & Enforcement



Recommended Plan of Action:

- ▶ Kalamazoo County will construct a new Kalamazoo County Animal Services & Enforcement Facility in 2018 on Lamont Street.
- ▶ Project Budget = \$5,000,000





Goals of New Shelter:

1. Provide safe, welcoming, and efficient facilities.
2. Provide for the care of animals in a healthy environment.
3. Allow for expanded partnerships and citizen outreach that will increase awareness and the image of what Kalamazoo County Animals Services and Enforcement does.
4. Proactively provide outstanding services for Kalamazoo County Citizens.
5. Provide the opportunity to offer outstanding customer service.
6. Engage citizens through partnerships and volunteer opportunities.



Animal Shelter Expansion and Relocation Options

0 50 100 200 300 Feet

Legend	
	City & Township Boundaries
	Proposed Shelter Location
	Current Shelter Location
	Jurisdiction Boundaries
	Parcel Boundaries



North Arrow
North Arrow: 8/15/17
Print Date: 8/15/17





A/E Services: Phase 1: Design Phase

- A. Complete design development efforts with Owner. This may include development of project schedule, stakeholder input meetings, site visits to similar facilities in the region, information exchange between Owner and A/E firm, etc.
- B. Consult with Owner to provide value engineering and construction advice regarding materials, methods, systems, and other conditions as they affect the projects.
- C. Conduct and/or coordinate all testing and /or surveys required for design phase of the projects.
- D. Complete conceptual plans with associated cost estimates/budget.
- E. Prepare a master project schedule including recommendations for appropriate bidding methods, categories, and phases, as well as final construction cost estimate. Kalamazoo County is expecting this project to be constructed by a general contractor.



A/E Services: Phase 2: Construction Phase

Based on the analysis and plans of the Design Phase of the Project, the Owners will decide whether to proceed with the Construction Phase of the Animal shelter. Professional consulting services related to this program shall include, but without limitation of other needs or requirements, the following:

- A. Final architectural design, interior design, parking lot design, landscape design, environmental engineering, and structural/mechanical/electrical design.
- B. Prepare complete final design drawings and construction documents.
- C. Bid administration
- D. Construction Administration and Services – Kalamazoo County is expecting this project to be bid and constructed by a general contractor and the A/E services include full construction administration services.
- E. Post Construction Services





1. Kalamazoo County Received 12 Proposals – bid prices ranged from \$201,140-\$536,200
2. Proposals were reviewed and the top 3 most qualified firms were selected for interviews. Throughout the process it is a priority to obtain services from a firm that has expertise in planning and designing animal shelter facilities.
3. Following Interviews, the selection team is making a request to Board of Commissioners for authorization to enter into contract negotiations with the selected firm. The contract will be presented to the Board of Commissioners on September 19, 2017.



Architect/Engineering review, interview, and selection team:

Steve Lawrence – Animal Services Director
Georgia Bryant - Purchasing Manager
Lisa Henthorn – Deputy County Administrator
Amanda Morse – Deputy County Administrator
Thomas Canny – Corporate Counsel
Eric McNamara – Buildings & Grounds Director
Ron Kuivenhoven- Buildings & Grounds Asst. Dir.
Lisa Thompson - Information Systems Director
David Rachowicz, - Parks & Expo Center Director





Firm Selected by the Review Team

CHMP Architecture & Engineering

Professional Firms Included in Proposal & Role

Project Management – CHMP

Architecture, Civil Engineering, Landscape Architecture – CHMP

Animal Shelter Consultant – Tevis Architectural Group

Structural Engineering – Snyder & Staley Engineering

Mechanical & Electrical Engineering – DiClemente Siegel Design

Design Phase	\$ 56,994
Construction Phase	<u>\$205,839</u>
Total A/E Service Cost	\$262,833



Animal Services Advisory Board

On August 24, the Animal Services Advisory Board met and reviewed the top three proposals and approved recommending to the County Board of Commissioners, CHMP as the Shelter Architecture and Engineering Firm.





Project Schedule & Next Steps

1. September 5, 2017 – Presentation to Board of Commissioners
2. September 19, 2017 – Present A/E Contract to Board of Commissioners for approval
3. Design Phase September/November 2017
4. Construction Design/Construction Bidding – November 2017
5. Construction Phase – March/April 2018
6. Anticipated Project Completion – March 2019



Animal Shelter Project Questions?





Y Kalamazoo County **o** **u** **t** **h** **F** **a** **i** **r**

August 8-12, 2017



Kalamazoo County Parks & Expo Center



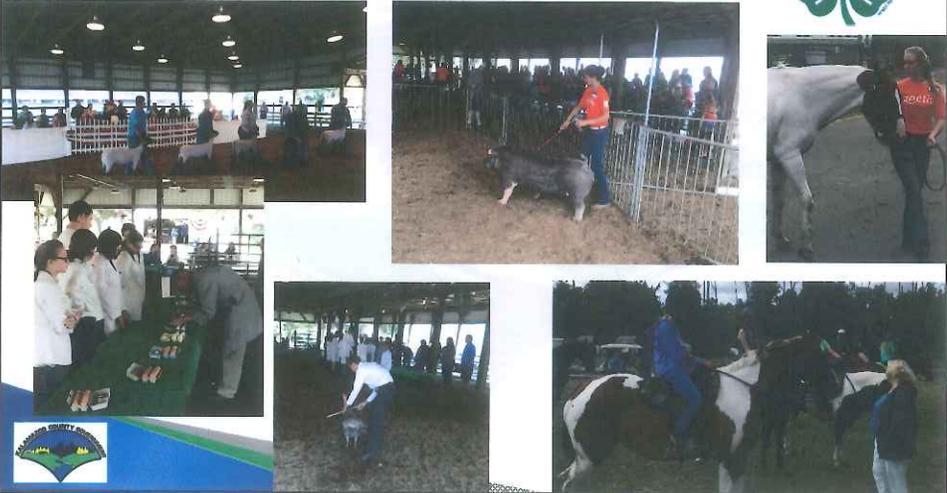
Mission of County Fair

- ▶ Provide an entertaining, family-oriented county fair that showcases agriculture and youth development in a safe, friendly, and well-kept environment.





Kalamazoo County 4-H



A collage of six photographs illustrating 4-H activities. The top-left photo shows a large indoor arena with people and animals. The top-middle photo shows a person in an orange shirt standing next to a pig in a pen. The top-right photo shows a person in a red shirt standing next to a white horse. The bottom-left photo shows a group of people gathered around a table. The bottom-middle photo shows a person in a white shirt standing next to a dog. The bottom-right photo shows a person in a blue shirt riding a horse.



County Fair Strategic Plan

- ▶ Focus on quality over quantity
- ▶ Stay focused on Mission & Target Demographic (safe, family-oriented & youth development)
- ▶ Financial Self-Sufficiency
- ▶ Increase and Promote Community Engagement
- ▶ Promote Events and Attractions that:
 - Increase marketability of the fair;
 - Include an identified target audience;
 - Encourage tradition building for attendees.

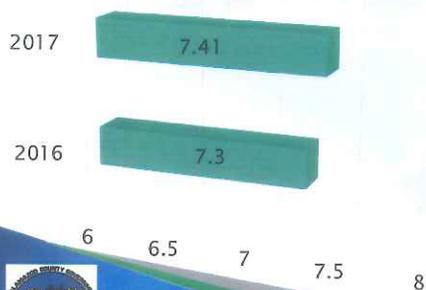


A small photograph in the bottom right corner shows several people standing around a table, possibly at a meeting or presentation.



Focus on Quality

- ▶ Exit Survey Results – Ratings of Fair Experience (1–10 with 10=best)



Stay focused on Mission & Target Demographic

- ▶ KIDS DAY EVERY DAY!
Science Palooza Day – Fairytale Day – Animal Adventure Day – Kalamazoo Day – Farm & Garden Day
- ▶ Provided local libraries with over 2,500 free child admission passes for summer reading clubs





Stay focused on Mission & Target Demographic

- ▶ 300 students from the Communities in Schools program joined us on Science Palooza Day, goal for 2018 is 1500 kids from local youth programs



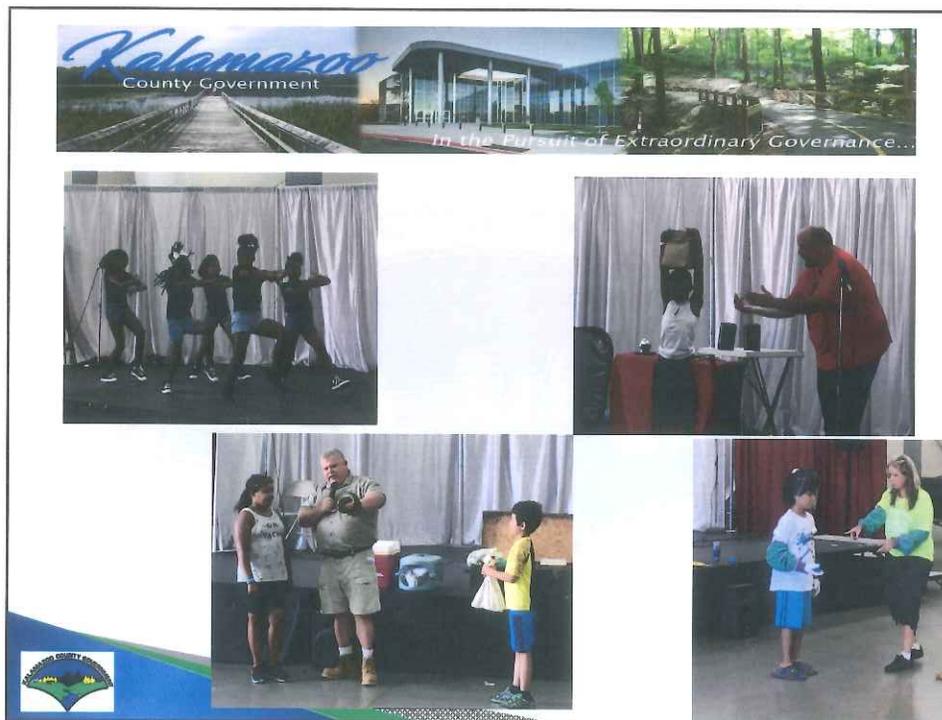
Stay focused on Mission & Target Demographic



KIDS STAGE & KALAMAZOO MUSIC STAGE

- ▶ 50 Kids Stage Performances!
- ▶ 8 Live Bands on Kalamazoo Music Stage





Financial Self Sufficiency

▶ Preliminary 2017 Budget Results

- Revenue = \$119,000
- Expenses = \$117,000

zoetisTM

Kalamazoo
You'll be back. We promise.

**UNITED
KENNEL CLUB**
Kalamazoo, Michigan
Your Best Dog Memory Since 1888


Little Caesars

WIN 98.5

**GOGGIN
RENTAL**
"ONE CALL RENTS IT ALL"

BYCE
& ASSOCIATES, INC.
ENGINEERS | ARCHITECTS



Increase and Promote Community Engagement

- Made in Kalamazoo Displays
- Humphrey Products Company
- Zoetis
- Landscape Forms
- 4 different Checker Cars
- Place for local businesses to showcase their products



2018 Goal – Make this Huge!



Increase and Promote Community Engagement





Promote Events and Attractions

- ▶ **Hardings Friendly Market Partnership**
Sold over 2,400 presale amusement ride wristbands prior to fair for \$10 at 9 partnering Hardings Friendly Markets. 2018 Goal = 3,500



5 Year Attendance Comparison





2018 & BEYOND

- ▶ Fair Council & Efforts Continue Focus on Mission & Strategic Planning

QUESTIONS?





KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Kalamazoo County Board of Commissioners RESOLUTION

Recognizing September 17th as Constitution and Citizenship Day

Whereas, Constitution and Citizenship Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787; and

Whereas, Constitution and Citizenship Day commemorates the formation and signing of the U.S. Constitution by 39 brave men on September 17, 1787 recognizing all who are born in the U.S. or by naturalization have become citizens; and

Whereas, since 1940, Congress has recognized Constitution and Citizenship Day by passing joint resolutions to recognize this distinctive document as well as recognizing all those who have attained citizenship; and

Whereas, the Constitution is the document that guarantees rights and protects the freedoms and liberty of all citizens of the United States of America; and

Whereas, the Founding Fathers had the foresight to allow the Constitution to be fluid and change with the times through Amendments, like the 13th Amendment abolishing slavery and the 19th Amendment that gave women the right to vote; and

Whereas, September 17, 2017 marks the 230th anniversary of the signing of the United States Constitution on September 17, 1787.

Now, Therefore be it Resolved, that Kalamazoo County encourages all Americans to observe this important day in our Nation's history and to demonstrate our love for the United States of America.

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 September 5, 2017.

Timothy A. Snow
County Clerk/Register