

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

**Board of  
Commissioners'  
Meeting**

**September 17, 2013**

**NOTICE AND AGENDA FOR  
SEPTEMBER 17, 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, September 17, 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. Public Hearing on Brownfield Redevelopment Plan, Schoolcraft, MI
- B. Request for Approval of Resolution Recognizing Firefighter Robert C. Dunfield
- C. Request for Approval of Resolution Celebrating the 30<sup>th</sup> Anniversary of Kalamazoo Valley Habitat for Humanity
- D. 2013 County Fair Update – *David Rachowicz*

**CONSENT AGENDA**

Airport

- E. Request for Approval of Extension of Temporary Airport Operations Technician Due to Military Leave

Animal Services & Enforcement

- F. Request for Approval of Elimination/Creation of Positions

Circuit Court

- G. Request for Approval of Elimination/Creation of Positions

Drain Office

- H. Request for Approval of 2013 Drain Assessment Roll Summary

Health & Community Services

- I. Request for Approval of a Business Associate Agreement with Region 3B Area Agency on Aging
- J. Request to Accept a Grant Award and Approval of an Agreement from the Fetzer Institute Fund to Support the PhotoVoice Project
- K. Request for Approval of Elimination/Creation of Positions

Information Systems

- L. Request for Approval of Discount Agreements for Centrex Telecommunication Services with AT&T

Michigan Works – Upjohn Institute

M. Request for Approval of Partnership, Accountability, Training, Hope (PATH) 14-00

Planning & Community Development

N. Request for Approval of Resolution Approving Brownfield Plan for the Site Located at 306 N. Grand, Schoolcraft, MI

O. Request for Approval of Southcentral Michigan Planning Council Staffing Contract

Sheriff

P. Request for Approval of Extension of Temporary Airport Assignments

Board of Commissioners

Q. Request for Approval of Transfers and Disbursements

R. Request for Approval of Resolution to Set Annual Meeting Date and Public Hearing for Proposed 2014 Budget

S. Request for Approval of Reappointment of Chuck Vliek to the Land Bank Authority

T. Request for Approval of Reappointment of Zadia Jackson to the Fair Council

U. Request for Approval of Gull Road Court Facility Project Change Orders 2 and 3 with Soil and Materials Engineers, Inc.

**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*

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Dina Sutton

Office Manager for Administrative Services

SEPTEMBER 11, 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

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETINGS OF:** September 17, 2013 Regular meeting**DEPARTMENT:** Planning and Community Development**PREPARED BY:** Lotta Jarnefelt & Lee Adams**SUBJECT:** Brownfield Plan for the site located at 306 N. Grand Street, Schoolcraft, Michigan**SPECIFIC ACTION REQUESTED:**

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) respectfully requests the Kalamazoo County Board of Commissioners to hold the pre-requisite public hearing on September 17, 2013 and adopt the resolution approving the County Brownfield Plan for the site located at 306 N. Grand Street, Schoolcraft, Michigan.

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

On August 20, 2013 – in the Committee of the Whole – Ms. Jarnefelt presented the Brownfield Plan for the site located at 306 N. Grand Street, Schoolcraft, Michigan. The site is currently owned by the Kalamazoo County Land Bank. This is a pilot project for co-operative efforts between the County Brownfield Redevelopment Authority and the County Land Bank to return a tax foreclosed property to functional use and back on the tax roll. The Plan is supported by Village of Schoolcraft and the Schoolcraft DDA.

**September 17, 2013 – in the Regular Meeting of the County Board of Commissioners –**

The County Board of Commissioners is requested to:

- A) Hold the pre-requisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan, specifically for the site located at 306 N. Grand Street, Schoolcraft. A notice has been posted as required 10 days prior to the public hearing. Notices have also been provided 10 days prior to the public hearing to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.
- B) Adopt the resolution approving a County Brownfield Plan for the site located at 306 N. Grand Street, Schoolcraft

**TIME FRAME OF ACTION:**

September 17, 2013

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

As outlined in Plan. No County funds are requested.

**PERSONNEL IF REQUIRED:**

No new personnel or contracts will be required by this action

**NEW OR RENEWAL OR AMENDMENT:**

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

New Brownfield Plan

**ANY OTHER PERTINENT INFORMATION:**

**Project Background:**

In the summer of 2012, the KCBRA and the Land Bank staff started to meet to explore options to create a foundation for co-operative efforts to return blighted, tax foreclosed properties to functional use. The goal was to maximize the tools available for redevelopment of Brownfield sites owned by the Land Bank.

The Treasurer of Kalamazoo County had acquired through tax foreclosure property # 14-18-451-100, located at 306 North Grand in the Village of Schoolcraft also known as "Kartar #6" or the "Property". This property was identified as suitable for an initial co-operative project with minimum risk to all parties, and it has great potential for positive impact due to its visible location on US-131 in the Village of Schoolcraft.

The first step was that the Land Bank took ownership of the Kartar #6 property, which made the site eligible for inclusion in the County's Brownfield Plan.

The second step, a Memorandum of Understanding (MOU), was signed by the Village of Schoolcraft, the Village of Schoolcraft DDA, the Land Bank and the Kalamazoo County Redevelopment Authority. The MOU outlines the roles of each party in making the site more attractive for a developer to develop it, and creates a framework for the inclusion of the site into a County Brownfield Plan. The KCBRA, the Land Bank and the Village of Schoolcraft recognize that to achieve the mutual goal of returning the Property to productive use, the cooperative efforts of all parties is needed.

The next step, almost a year later, is the approval of the Brownfield Plan. After many meetings with the Schoolcraft Village Council and DDA, Land Bank and KCBRA, the Brownfield Plan has been reviewed and approved by the KCBRA, the DDA and the Village Council. We are now requesting the approval by the County Board of Commissioners of the Brownfield Plan for this site.

When the Brownfield Plan is approved, the Land Bank and KCBRA will help arrange a charrette to get input from the community on the desired potential uses for the site.

Late this year, the remnants of the foundation and slabs of structures that used to be on this site are scheduled to be demolished. The Land Bank has secured grant funding for the demolition.

These efforts, combined with the property being in a Brownfield Plan, are attempts to make the site more attractive and an economically better option for a developer than the property is in its current condition. A developer will be eligible to be reimbursed for eligible brownfield related activities using Tax Increment Financing. The Land Bank will use its channels to promote this site and list it for sale.

**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)

NA

**CONTACT PERSON WITH PHONE NUMBER:**

Lotta Jarnefelt [lmjarn@kalcounty.com](mailto:lmjarn@kalcounty.com), ph. 384-8115 or Lee Adams [laadam@kalcounty.com](mailto:laadam@kalcounty.com), ph. 384-8305





**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: September 17, 2013**

**DEPARTMENT: Airport**

**PREPARED BY: Jay Waalkes**

**SUBJECT: Extension of a Temporary Airport Operations Technician**

**SPECIFIC ACTION REQUESTED: Approve an extension of a temporary employee in the Airport Operations Technician classification currently filling in for an employee that is actively serving in the military.**

**DESCRIPTION OF ACTION (dollar amount, purpose): The current temporary Airport Operations Technician was hired for a period not to exceed 90 days. It is anticipated that the employee on military leave will not be back until some date to be determined in 2014. The 90 day period ends in mid-October. The temporary employee is needed until the employee actively serving in the military duty is over.**

**TIME FRAME OF ACTION: October until return of regular employee**

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

**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)

**This is position 10449-005**

**NEW OR RENEWAL OR AMENDMENT:**

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

**ANY OTHER PERTINENT INFORMATION:**

- **This position is critical to the operation of the airport to meet all of our regulatory requirements, especially during winter operations. The position needs to be filled with a temporary person until the return of the individual on military leave.**

**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:**

**Jay Waalkes 269-366-3002  
jwwaal@kalcounty.com**

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: September 17, 2013****DEPARTMENT: Animal Services & Enforcement****PREPARED BY: Stephen J Lawrence****SUBJECT: Reclassification of Supervisory Positions****SPECIFIC ACTION REQUESTED:**

Approve the reclassification of the current Administrative Assistant position and the creation of a new Enforcement Supervisor position.

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

There will be no additional personnel added to the department as the current Administrative Assistant position is vacant due to the incumbent's retirement and is being replaced with the Enforcement Supervisor position at the same pay grade, while one Customer Service Specialist position will be replaced with the Administrative Assistant position. The Director's position was reclassified and the pay grade dropped from a K12 band to a K11 band. The change in the salary equals the change of salary from the Customer Service Specialist K04 band to the new Administrative Assistant K06 band.

**TIME FRAME OF ACTION:**

ASAP

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

NA

**PERSONNEL IF REQUIRED:**

Elimination: FTE (1), Customer Service Specialist, K04, \$25,750 - \$34,756, acct # 101.421.704.00, Pos # 10384

Elimination: FTE (1), Administrative Assistant, K07, \$34,881 - \$47,091, acct # 101.421.704.00, Pos # 10117

Creation: FTE (1), Administrative Assistant, K06, \$31,512 - \$42,556, acct # 101.421.704.00, Pos # TBD/NEW

Creation: FTE (1), Enforcement Supervisor, K07, \$34,881 - \$47,091, acct # 101.421.704.00, Pos # TBD/NEW

**NEW OR RENEWAL OR AMENDMENT:****ANY OTHER PERTINENT INFORMATION:**

These positions were created to better organize the department toward a future move into a new facility, increase communication, and provide succession management opportunities within the Animal Services and Enforcement Department.

**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: Stephen Lawrence 383-8771**

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: September 17, 2013**

**DEPARTMENT: Circuit Court**

**PREPARED BY: Susan Sayles**

**SUBJECT: Eliminate/Create Position**

**SPECIFIC ACTION REQUESTED:**

The Circuit Court is requesting the elimination of two .5 FTE's to create one 1.0 FTE which is funded through two sources. The one position (Adoption & Program Specialist) was shared with the Probate Court. Due to a change in functions at the Circuit Court, this position can no longer be shared with Probate Court.

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

This action creates a full time position which will be easier to maintain. There should be no change in budget because a new employee will come in at a rate less than the previously filled positions.

**TIME FRAME OF ACTION:**

As soon as possible

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

The salary and fringe for the 292 portion of this position is funded through Drug Treatment Court Grants.

**PERSONNEL IF REQUIRED:**

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

**CREATE**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
TBD	Case Manager	k07	34,881.60 - 47,091.20	.5	101-132-704.00
				.5	292-676-704.00

**ELIMINATE**

<u>Position #</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary Range</u>	<u>FTE</u>	<u>Account Number</u>
10784-001	Adoption & Program Specialist	k06	31,512.00 – 42,556.80	.5	101-132-704.00
10803-001	FDTC Case Manager	k06	31,512.00 – 42,553.80	.5	292-676-704.00

**NEW OR RENEWAL OR AMENDMENT:**

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

N/A

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

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

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins	383-6469
Suzanne Darling	383-8928
Susan Sayles	383-6415

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** September 17, 2013

**DEPARTMENT:** Office of the Drain Commissioner

**PREPARED BY:** Pat Crowley

**SUBJECT:** Assessment Rolls

**SPECIFIC ACTION REQUESTED:**

Acknowledge the Board of Commissioner's duty to order and direct the taxes described in the rolls presented and laid before them by the Drain Commissioner to be spread upon the tax roll of the municipalities affected, according to Section 270 of Act 40 of 1956 (The Drain Code of 1956).

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

Chair and Clerk sign the acknowledgement at the bottom of the 2013 Drain Assessment Roll Summary.

**TIME FRAME OF ACTION:**

At the Meeting of September 17, 2013

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

None

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

Letter and three summary tables attached, complete roll on view at Admin Office by Sept 4<sup>th</sup>, 2013.

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Pat Crowley or Jeff VanBelle 384-8117



**Office of the Drain Commissioner**

201 West Kalamazoo Avenue • Kalamazoo, Michigan 49007

Phone: (269) 384-8117 • Fax: (269) 383-8920 • email: pacrow@kalcounty.com

**Patricia A.S. Crowley, Ph.D.**, Drain Commissioner

September 7, 2013

Dear Kalamazoo County Board of Commissioners;

In accordance with Section 262(2) of Act 40 of 1956, as amended (The Drain Code of 1956), I have prepared a tax assessment for 2013, certified it, and will submit it to Mr. Timothy A. Snow, the Kalamazoo County Clerk, by October 1, 2013, before the first day of the annual meeting of the County Board of Commissioners.

In accordance with Section 270 of the same Act, I am presenting the tax assessment roll to you and laying it before you, the Kalamazoo County Board of Commissioners. It is your duty to order and direct such taxes described in these rolls to be spread upon the tax roll of the municipalities affected.

I am presenting you a summary of those assessments in the form of three tables: the first table indicates the amount to be paid by each at-large municipality and the total amounts to be paid by the landowners. The second table shows the percentages (apportionments) of the year's total to be paid, and the third show the breakdown of landowner assessments by municipality. Sixteen drainage districts were assessed slightly more than \$114,000 in 2013.

A full set of rolls with the exact apportionments and payments associated with all entities is available for you to view in the Administration Office. Apportionments have been set by historical precedent as required. There were 6 days of review held this last year.

Please acknowledge that the drain assessment rolls have been presented and laid before you and that you accept your duty to order and direct such taxes described in these rolls to be spread upon the tax roll of the municipalities affected by signing the designated area at the bottom of the Assessment Roll Summary page.

Thank you,

Patricia A.S. Crowley  
Kalamazoo County Drain Commissioner

2013 Assessment Roll - for BOC Approval  
(\$)

"AT LARGE" ASSESSMENT

Drain No.	Drain/Plat Name	Alamo	Brady	Charleston	Comstock	Cooper	Galesburg	K-Twp	K-City	Pavilion	Portage City	Schoolcraft	Vicksburg	Wakeshams	Landowners Assmt	County	KCRC	WDOT	TOTAL Assmt.
<i>Maintenance</i>																			
016	AZO (1/1)				125.00										812.50	125.00	187.50		1,550.00
020	Bear Creek (Seminant) (1/2)*		950.00												6,650.30	950.00			9,500.30
069	Davis-Olmstead (1/3)				1,520.00			2,800.00	3,050.00	2,380.00	1,680.00					1,540.00	700.00		14,000.00
089	Fleshwood 4-5-8 (1/1)				125.00										812.50	125.00	187.50		1,550.00
090	Fleetwood 7 (1/1)				125.00										812.50	125.00	187.50		1,550.00
097	Franklin (1/1)*	150.00													850.00	100.00	100.00		1,000.00
100	Gilbert (1/1)				612.00			138.00							3,000.00	541.50	708.50		5,000.00
315	Little Ranches (1/1)*					555.00									2,405.00	370.00	370.00		3,700.00
153	Meadowood Estates (1/1)				125.00										812.50	125.00	187.50		1,550.00
190	Pease (1/1)				600.00										1,500.00	300.00	300.00		3,000.00
206	Reinbold (1/1)*		375.00											50.00	1,575.00	250.00	250.00		2,500.00
246	State Ditch (1/1)*							450.00	800.00						150.00	50.00			1,000.00
316	Sunser Lake (Lx Level) (1/2)**		390.00									910.00	2,600.00		7,800.42	1,300.00			13,000.42
275	Valleywood 2 & 3 (1/1)							125.00							812.50	125.00	187.50		1,550.00
277	Vicksburg Branch (1/5)*		1,700.00									600.00	3,750.00		2,949.25	1,000.00			8,999.25
<i>Petitions</i>																			
266	Townline-Galesburg (7/10)			604.38			9,989.75								31,205.12	3,746.16	88.91		45,939.32
<b>TOTAL</b>																			
		150.00	3,415.00	604.38	3,532.00	555.00	9,989.75	3,513.00	3,430.00	2,380.00	1,680.00	1,510.00	6,330.00	50.00	61,798.58	9,332.66	5,295.91	1,000.00	\$ 114,566.29

We, the Kalamazoo County Board of Commissioners, acknowledge that the drain assessment rolls have been presented and laid before us. We accept our duty to order and direct such taxes described in these rolls to be spread upon the tax roll of the municipalities affected.

David C. Maturen  
Chairperson, Kalamazoo County Board of Commissioners

\_\_\_\_\_ Date

Timothy A. Snow  
Kalamazoo County Clerk/Register

\_\_\_\_\_ Date

\* DOR  
\*\* Special DOR  
**Bold** more than 1 year assessment

2013 Assessment Roll - for BOC Approval

PERCENTAGE

Drain No.	Drain/Plat Name	Alamo	Brady	Charleston	Comstock	Cooper	Galesburg	K-Twp	K-City	Pavilion	Portage City	Schoolcraft	Vicksburg	Wakeshina	Land/Owners Assmt	County	KCRC	MDOT	Check Sam		
016	Maintenance																				
020	AZO (1/1)				10%										65%	10%	15%			1.00	
022	Bear Creek (Seminar) (1/2)*		10%												70%	10%	10%			1.00	
059	Davis-Olinstead (1/3)				13%			20%	22%	17%	12%						11%	5%		1.00	
089	Fleetwood 4-5-6 (1/1)				10%										65%	10%	15%			1.00	
099	Fleetwood 7 (1/1)				10%										65%	10%	15%			1.00	
097	Franklin (1/1)*	15%													65%	10%	10%			1.00	
100	Gilbert (1/1)				12.24%			2.76%							60%	10.83%	14.17%			1.00	
315	Little Ranches (1/1)					15%									65%	10%	10%			1.00	
153	Meadowood Estates (1/1)				10%										65%	10%	15%			1.00	
190	Pease (1/1)				20%										50%	10%	10%	10%		1.00	
209	Reinbold (1/1)*		18%											2%	63%	10%	10%			1.00	
246	State Ditch (1/1)*							45%	35%							15%	5%			1.00	
318	Sunset Lake (Lk Level) (1/2)**		3%									7%	20%		60%	10%				1.00	
275	Valleywood 2 & 3 (1/1)							10%							65%	10%	15%			1.00	
277	Vicksburg Branch (1/3)*		17%									6%	37.50%		29%	10%				1.00	
	Petitions																				
268	Townline-Galesburg (7/10)			1.21%			20%								71.11%	7.50%	0.18%			1.00	

\* DOR  
 \*\* Special DOR  
 Bold more than 1 year assessment

2013 Assessment Roll - for BOC Approval  
(\$)

**FREEHOLDERS**

Drain No.	Drain/Plat Name	Alamo	Brady	Charleston	Comstock	Cooper	Galesburg	K-Twp	K-City	Pavilion	Portage City	Schoelecraft	Vicksburg	Wakeshma	Land Owners Assmt
	<b>Maintenance</b>														
016	AZO (1/1)				812.50										812.50
020	Bear Creek (Seminar) (1/2)*		6,650.30												6,650.30
069	Davis-Olmstead (1/3)														
089	Fleewood 4-5-6 (1/1)				812.50										812.50
090	Fleewood 7 (1/1)				812.50										812.50
097	Franklin (1/1)*	650.00													650.00
100	Gilbert (1/1)				2,538.93			461.07							3,000.00
315	Little Ranches (1/1)*					2,405.00									2,405.00
153	Meadowood Estates (1/1)				812.50										812.50
190	Pease (1/1)				1,500.00										1,500.00
208	Reinbold (1/1)*		1,234.66										340.34		1,575.00
246	State Ditch (1/1)*														-
318	Sunset Lake (Lk Level) (1/2)**		279.30									3,207.27	4,313.85		7,800.42
275	Valleywood 2 & 3 (1/1)							812.50					2,230.49		812.50
277	Vicksburg Branch (1/5)*		718.76												2,949.25
	<b>Petitions</b>														
268	Townline-Galesburg (7/10)			1764.38			29,441.74								31,206.12
	<b>TOTAL--&gt;</b>	650.00	8,863.02	1,764.38	7,288.93	2,405.00	29,441.74	1,273.57	-	-	-	3,207.27	6,544.34	340.34	61,798.59

\* DOR  
\*\* Special DOR  
**Bold** more than 1 year assessment



*Kalamazoo County*

# Health & Community Services

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

**DATE:** September 17, 2013  
**TO:** County Board of Commissioners  
**FROM:** Linda Vail, Director/Health Officer  
**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. ACCEPTANCE OF A BUSINESS ASSOCIATE AGREEMENT WITH THE REGION 3B AREA AGENCY ON AGING AND THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING**

**ACTION REQUESTED**

HCS Administration requests Board approval to enter into a Business Associate Agreement with the Region 3B Area Agency on Aging. This agreement is effective September 17, 2013.

**DESCRIPTION OF SUBJECT**

The purpose of the agreement is to allow the Region IIIA Area Agency on Aging to partner with Region3B Area Agency on Aging and provide services that are covered by the Health Insurance Portability and Accountability Act of 1996.

**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 Judy Sivak, Older Adult Services Director, at 373-5153 or [jasiva@kalamazoo.org](mailto:jasiva@kalamazoo.org).

## **B. ACCEPTANCE OF A GRANT AWARD AND AGREEMENT FROM THE FETZER INSTITUTE FUND TO SUPPORT THE KALAMAZOO COMMUNITY YOUTH IN THEIR PARTICIPATION IN THE PHOTOVOICE PROJECT AND INITIATIVE**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept the a grant award in the amount of \$2000 and agreement from the Fetzer Institute Fund (Kalamazoo Community Foundation) in support of the products and work of the Kalamazoo Community youth for the PhotoVoice Project. Permission to seek a grant award was given on August 20, 2013.

### **DESCRIPTION OF SUBJECT**

Part of the effort of the Health Equity Summit was to create and promote a project using PhotoVoice. This 16 week project trained youth from the Douglass Community Association to capture aspects of their experiences via photography and video to increase awareness of inequities in our community. The majority of students involved in this project come from lower income families; these funds will provide them with reimbursement for travel costs associated with this project, food assistance, and learning materials/supplies for the 2013-2014 school year.

### **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; Encouraging youth to learn and to take an active role in their community will enable them to strengthen their own capacity and that of their families to take control of their lives and work towards self sufficiency.

### **FUNDING SOURCE**

All funding is provided through the grant award from the Fetzer Institute Fund under the auspices of the Kalamazoo Community Foundation. Upon receipt of the signed Grant Agreement, total grant funds will be disbursed by 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 no issues or concerns. If you have any questions, please contact Karika A. Phillips, Manager of the HCS Center for Health Equity at 373-5061 or [kaphil@kalcounty.com](mailto:kaphil@kalcounty.com).

**C. APPROVAL TO ELIMINATE & CREATE POSITIONS IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT**

**ACTION REQUESTED**

HCS Administration requests Board approval to eliminate a 1.0 FTE position and create a 1.0 FTE position as a housecleaning item in order to locate FTEs in the appropriate fund/activity.

**DESCRIPTION OF SUBJECT**

On a periodic basis, HCS brings position action requests to the Board for housekeeping or accounting purposes. With this action, HCS is requesting the elimination of a 1.0 FTE Administrative Assistant position and the corresponding creation of a 1.0 FTE Administrative position in the 793 Community Services Block Grant fund in order to be in compliance with grant regulations.

**RELATIONSHIP TO GOALS**

This action does not relate to a specific HCS goal.

**FUNDING SOURCE**

Not applicable.

**PERSONNEL**

The following position actions are requested with an immediate effective date:

Eliminate:

<u>Account #</u>	<u>Position/ #</u>	<u>Band</u>	<u>FTE</u>	<u>Hourly Range</u>	<u>Effective</u>
793-121	Admin. Asst. #10854-001	K04	1.0	12.38-16.71	Immediately

Create:

<u>Account #</u>	<u>Position/ #</u>	<u>Band</u>	<u>FTE</u>	<u>Hourly Range</u>	<u>Effective</u>
793-122	Admin. Asst. #10854-001	K04	1.0	12.38-16.71	Immediately

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Tamara Lahman, Deputy Director, FMS HCS at 373-5257 or [talahm@kalcounty.com](mailto:talahm@kalcounty.com).

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** September 17, 2013

**DEPARTMENT:** Information Systems

**PREPARED BY:** Lisa Thompson

**SUBJECT:** Discount agreements for Centrex Telecommunications Services with AT&T

**SPECIFIC ACTION REQUESTED:**

Board approval and signature is required on the attached agreements with AT&T. There are two separate agreements. The first agreement is a master discount agreement called "AT&T Intrastate ILEC Network Services Discount Pricing Schedule". The second agreement is specific to Michigan MiDeal and is the "Mi MiDeal Centrex Pricing Schedule". Both agreements are considered "attachments" to the existing "Master Agreement" that Kalamazoo County has with AT&T.

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

These agreements reduce the rates the County pays for Centrex type telecommunications services by taking advantage of State of Michigan MiDeal pricing options. As part of the Michigan MiDeal program these agreements allow Kalamazoo County to receive these Centrex services at reduced rates of \$6.91 per line per month with a one-time fee of \$42 per circuit for any new circuits.

**TIME FRAME OF ACTION:**

36 Month term

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

Funding will be via operational funds, grant funds, Technology Fund, etc. depending on the specific purpose of the circuits.

**PERSONNEL IF REQUIRED:**

N/A

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

These agreements reduce the rates of the 23 existing Centrex circuits used for Kalamazoo County's Non-Emergency Dispatch and the backup dispatch center. Any new Centrex circuits purchased by the County would also fall under these agreements at reduced rates.

**PROCUREMENT INFORMATION:**

N/A.

**CONTACT PERSON WITH PHONE NUMBER:**

Lisa Thompson, IS Director, 383-8989, llthom@kalcounty.com

## BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: September 17, 2013

DEPARTMENT: Michigan Works – Upjohn Institute

PREPARED BY: Amanda Wright

SUBJECT: Partnership, Accountability, Training, Hope. (PATH) 14-00

SPECIFIC ACTION REQUESTED: Review and approval of Partnership, Accountability, Training, Hope. (PATH) 14-00 Plan.

DESCRIPTION OF ACTION (dollar amount, purpose): \$2,626,646

The Kalamazoo-St. Joseph Michigan Works Area has received notice from the Workforce Development Agency, State of Michigan with the Fiscal Year (FY) 2014 allocations for the Partnership, Accountability, Training, Hope. (PATH) program, formerly the Jobs, Education, and Training (JET) Program. The projected FY2014 allocation totaling \$2,626,646 is supported from two funding sources: \$2,095,756 in Temporary Assistance for Needy Families (TANF); \$530,890 in General Fund/General Purpose (GF/GP) state funds. This represents a 3.3% reduction to the PATH program compared to the FY 2013 allocation.

The overall purpose of PATH is to assist Family Independence Program (FIP) recipients in transitioning towards self-sufficiency. The PATH program provides applicants and participants with employment-related services, training, and supportive services to obtain and retain employment.

Individuals eligible for participation include those who have applied for or have been determined eligible to receive cash assistance. The PATH program serves Family Independence Program (FIP) recipients and applicants referred by the Department of Human Services (DHS).

TIME FRAME OF ACTION: October 1, 2013 through September 31, 2014

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): Federal (TANF), State (General Fund/General Purpose)

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amanda Wright 385-0457

**PLEASE ATTACH ALL NECESSARY INFORMATION  
i.e., Agreements/Contracts/Applications**



# Workforce Development Board

## Funds Received to Implement the Partnership, Accountability, Training, Hope. (PATH) Program for Public Assistance Recipients

The Kalamazoo-St. Joseph Michigan Works Area has received notice from the Workforce Development Agency, State of Michigan with the Fiscal Year (FY) 2014 allocations for the Partnership, Accountability, Training, Hope. (PATH) program, formerly the Jobs, Education, and Training (JET) Program. The projected FY2014 allocation totaling \$2,626,646 is supported from two funding sources: \$2,095,756 in Temporary Assistance for Needy Families (TANF); \$530,890 in General Fund/General Purpose (GF/GP) state funds. This represents a 3.3% reduction to the PATH program compared to the FY 2013 allocation.

The overall purpose of PATH is to assist Family Independence Program (FIP) recipients in transitioning towards self-sufficiency. FIP applicants begin with a 21-day application eligibility period (AEP) in order to identify barriers and prepare applicants to attain employment, meet federal work participation requirements, and work towards self-sufficiency. The PATH program provides applicants and participants with employment-related services, training, and supportive services to obtain and retain employment.

Individuals eligible for participation include those who have applied for or have been determined eligible to receive cash assistance. The PATH program serves Family Independence Program (FIP) recipients and applicants referred by the Department of Human Services (DHS).

### Funding and Customer Service Levels

Funding Source and Cost Categories	Funding Levels	Customer Service Level
<b>FY2014 Allocation</b>	\$ 2,626,646	<b>2,400</b>
TANF	2,095,756	
GF/GP	530,890	
<b>CATEGORY</b>		
Direct Client Services	1,759,854	
Supportive Services	420,263	
Administration	315,196	
Information Technology	131,333	

### **Technical Information**

Program Title/Number	PATH 2014-00
Funding Source	Temporary Assistance for Needy Families (TANF) & GF/GP
Funding Level	\$ 2,626,646
Duration	FY2014 (October 1, 2013 – September 30, 2014)
Service Level	2,400
Reference	WDASOM Policy Issuance 13-10, dated 8/28/13
CFDA Number	93.558 (TANF)

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: September 17**

**DEPARTMENT: Planning and Community Development**

**PREPARED BY: Lee Adams**

**SUBJECT: Southcentral Michigan Planning Council Staffing Contract**

**SPECIFIC ACTION REQUESTED:**

Approval of a contract to provide staffing services to the Southcentral Michigan Planning Council (SMPC).

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

Kalamazoo County is a member of the Southcentral Michigan Planning Council (SMPC). SMPC is the regional planning organization for Barry, Branch, Calhoun, Kalamazoo, and St Joseph Counties. SMPC is not financially mature enough to employ dedicated staff; thus, SMPC requires the assistance of another organization. Kalamazoo County provided staff in lieu of dues in FY 2013 (Oct 2012 – Sept 2013). SMPC determined that continuing a staffing relationship with Kalamazoo County was the most financially and organizationally prudent course of action. A contract is needed to formalize the roles and responsibilities under the relationship.

Kalamazoo County, through the Department of Planning and Community Development, will commit to provide approximately 8-10 hours of staff time per week. The County will bill SMPC for the expenses incurred, the billable rate for Lee Adams is used for staff time. The contract is for \$10,000 and runs through FY 2014 (Oct 1, 2013-Sept 30, 2014).

**TIME FRAME OF ACTION:**

October 1, 2013 through September 30, 2014

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

N/A

**PERSONNEL IF REQUIRED:**

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

No new personnel needed, contract will use existing personnel

**NEW OR RENEWAL OR AMENDMENT:**

(If an amendment to a contract/agreement please provide the date in which the original was approved by the Board of Commissioners)

New Contract

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Lee Adams, Resource Coordinator – 269-384-8305, laadam@kalcounty.com

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: September 17, 2013****DEPARTMENT: Sheriff's Office****PREPARED BY: Paul Matyas, Undersheriff****SUBJECT: Extend Temporary Airport assignments****SPECIFIC ACTION REQUESTED:**

Approve an extension for Airport Deputies Jerry Kuss and Pat Burnham to remain in their temporary positions until Dep Misner can return to duty.

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

Extend temporary assignment

**TIME FRAME OF ACTION:**

September 1, 2013 extending 60 days

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):****PERSONNEL IF REQUIRED:****NEW OR RENEWAL OR AMENDMENT:****ANY OTHER PERTINENT INFORMATION:**

Deputy Laura Misner was seriously injured while attending to a fatal crash victim in November 2012. Her rehabilitation has taken longer than she expected but she is progressing. It is anticipated that at a point within the next 60 days she will be able to return to her duties as Airport Security.

**PROCUREMENT INFORMATION:****CONTACT PERSON WITH PHONE NUMBER:**

Paul Matyas, Undersheriff 385-6176



R.

## ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: SEPTEMBER 3, 2013

SUBJECT: RESOLUTION TO SET ANNUAL MEETING DATE AND PUBLIC HEARING  
FOR PROPOSED 2014 BUDGET

Attached is a proposed resolution to set the Annual Meeting date for Tuesday, October 15, 2013 as well as setting a public hearing on the same date for the proposed 2014 Budget. Since the Truth in Taxation law was modified a number of years ago, we no longer have to publish the complicated and expensive notice of a public hearing to increase property taxes (rollback restoration) as long as the notice of a public hearing on the proposed 2014 Budget contains the following language in 11 point bold face type:

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

In addition, the actual General Appropriation Act (Budget) must set forth the total number of mills of ad valorem property taxes to be levied and the purposes for which that millage is to be levied. Our budget document has been modified to reflect those changes.

In order to provide the staff the lead time to have the attached notice published in the Kalamazoo Gazette, we respectfully request that the Board approve this resolution at your September 17, 2013 meeting.





## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Tina Becker  
**DATE:** September 4, 2013  
**SUBJECT:** Board Action

Per Board Discussion at the 9/3 Committee of the Whole meeting, it was approved to waive the entire BOC interview process for Chuck Vliek and recommend reappointment to the Land Bank Authority to serve another 3 year term that will expire 9/30/16. Mr. Vliek has served on the Land Bank Authority since February 2011.

Contact: Mary Balkema 383-8134 Kelly Clark -- 8014 (By-Laws Required)			
Land Bank Authority	Brandt Iden	Commissioner	Commissioner
Land Bank Authority	Phil Stinchcomb	Commissioner Alt.	Commissioner - Alt.
Land Bank Authority	Pastor Moore	10/01/2012 to 09/30/2015	10/16/12
Land Bank Authority	Chuck Vliek	10/01/2010 to 09/30/2013	02/01/11
Land Bank Authority	Chris Haenicke	10/01/2011 to 09/30/2014	10/16/12
Land Bank Authority	Terry Dorgan	10/01/2011 to 09/30/2014	02/21/12
Land Bank Authority	Mary Balkema	10/01/2012 to 09/30/2015	9/22/09
Land Bank Authority	**Jerome Kisscorni	10/01/2009 to 09/30/2013	9/21/10
Land Bank Authority	Mike Seelye	10/01/2012 to 09/30/2015	10/16/12

\*\*Appointed by Kalamazoo City

**KALAMAZOO COUNTY LAND BANK  
BOARD ATTENDANCE SUMMARY**

P = PRESENT, A = ABSENT, T = TARDY, X = DATES NOT A BOARD MEMBER

NAME	BALKEMA	KISSCORN	* VLIEK	DORGAN	HAENICKE	MOORE	SEELYE
TERM	N/A	9/30/2013	9/30/2013	9/30/2014	9/30/2014	9/30/2015	9/30/2015
DATE							
10/1/2009	P	P	X	X	X	X	X
11/12/2009	P	P	X	X	X	X	X
12/3/2009	P	P	X	X	X	X	X
2/11/2010	P	P	X	X	X	X	X
4/8/2010	P	P	X	X	X	X	X
5/13/2010	P	P	X	X	X	X	X
6/1/2010	P	A	X	X	X	X	X
6/10/2010	P	P	X	X	X	X	X
7/8/2010	P	P	X	X	X	X	X
8/12/2010	P	P	X	X	X	X	X
9/9/2010	P	P	X	X	X	X	X
11/11/2010	P	A	X	X	X	X	X
12/9/2010	P	P	X	X	X	X	X
1/14/2011	P	P	X	X	X	X	X
2/10/2011	P	P	P	X	X	X	X
3/10/2011	P	P	A	X	X	X	X
4/14/2011	P	P	P	X	X	X	X
5/12/2011	P	P	P	X	X	X	X
6/9/2011	P	P	P	X	X	X	X
8/11/2011	P	P	P	X	X	X	X
9/8/2011	P	P	P	X	X	X	X
10/13/2011	P	P	P	X	X	X	X
12/14/2011	P	P	P	X	X	X	X
1/12/2012	P	P	P	X	X	X	X
3/8/2012	P	P	P	P	X	X	X
4/12/2012	P	P	P	P	X	X	X
5/10/2012	P	P	P	P	X	X	X
6/14/2012	P	P	P	P	X	X	X
7/12/2012	P	P	A	P	X	X	X
11/8/2012	P	A	P	P	P	X	P
12/13/2012	P	P	P	P	P	T	P
2/14/2013	P	P	A	P	P	P	P
4/11/2013	P	P	P	A	A	P	A
6/13/2013	A	P	P	P	P	A	P
8/9/2013	P	P	P	P	P	P	P

*Chuck Vliek originally appointed 2/1/11*

**Kalamazoo County Land Bank Fast Track Authority  
Board of Directors Meeting Minutes—August 9, 2013**

**Members Present: Mary Balkema, Terry Dorgan, Christopher Haenicke, Jerome Kisscorni, Addis Moore, Michael Seelye, Chuck Vlieg**  
**Staff Present: Kelly Clarke, Kenn Hartmann, Natalie Youakim**  
**Others Present: Jeff Hawkins, Tom Doherty**

The regular meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Chair Balkema at 8:35 AM in room 311 of the Kalamazoo County Administration Building, 201 W. Kalamazoo Ave., Kalamazoo, Michigan 49007.

A motion to approve the June 13, 2013 meeting minutes was made by Board Member Seelye, seconded by Treasurer Dorgan, and carried.

Chair Balkema added an item to the agenda—the renewal of the terms of two Board members—Vlieg and Kisscorni.

No comments were made during Citizens' Time, but Chair Balkema acknowledged the presence of Envirologic staff members and recognized their work on Land Bank projects.

Chair's Remarks

Chair Balkema showed the Board a map of the County's 2011 tax forfeitures and updated them on the status of postings. The Board discussed some of the key sites on the map.

Chair Balkema also informed the Board that Vibrant Kalamazoo, the Land Bank's supporting organization, has received confirmation from the IRS of its 501(c)(3) status. Executive Director Clarke described the purpose of this organization and its fundraising function on the Land Bank's behalf. Chair Balkema recognized the funders that have made contributions to support this work and asked that the Board participate and support the Land Bank's operations by contributing to Vibrant Kalamazoo.

Consent Agenda

1. Approval of May/June Financials  
Executive Director Clarke described the financials. Vice Chair Kisscorni moved to approve. The motion was seconded by Seelye and it carried unanimously.

Regular Agenda

1. Audit update  
Chair Balkema discussed the audit issue which was referred to Finance Committee after the last Board meeting. She summarized that the issue has been resolved and explained the reasons for the Land Bank's accounting practices. Vice Chair Kisscorni commented on the good process by which this was addressed, and moved to approve the acceptance of the audit update. The motion was seconded by Treasurer Dorgan, and it passed unanimously.
2. Acceptance of grant from the Gilmore Foundation for Riverview Launch

Executive Director Clarke informed the Board that the Land Bank was awarded the entirety of the funds it requested from the Irving S. Gilmore Foundation for the Riverview Launch project. Board Member Seelye moved to approve the acceptance of these funds. Board Member Moore seconded the motion, and it passed unanimously.

3. Approval of budget amendment

Executive Director Clarke described the reason for the budget amendment and explained that it is a balanced budget amendment. The Board engaged in a discussion about property maintenance costs and strategic disposition of Land Bank properties. Board Member Vliek moved to approve the budget amendment. Treasurer Dorgan seconded the motion, and it passed unanimously.

Real Estate Matter

1. Partnership with LISC

Chair Balkema described the Land Bank's partnership with LISC over time and the parcels along the Portage Street corridor, which LISC is providing funding to acquire. Executive Director Clarke explained the Sustainable Communities Initiative partnership, and the Land Bank's role as a lead agency. She described how these parcels fit into this roles and the strategy associated with acquiring the parcels.

Chair Balkema disclosed that she is the Board Chair of LISC. Board Member Vliek disclosed that he is the Program Vice President at LISC. Treasurer Dorgan moved to approve the acquisition of the properties on the Portage Street corridor with funding provided by LISC, and Vice Chair Kisscorni seconded the motion. With a roll call vote this motion passed.

AYES: Dorgan, Haenicke, Kisscorni, Moore, Seelye

NAYS: None

ABSTAINED: Balkema, Vliek

Executive Director Report

Executive Director Clarke updated the Board on the following items:

1. Update conflict of interest forms
2. Vibrant Kalamazoo

Chair Balkema advised that due to the length of the meeting, the planned tour of the Land Bank's Riverview Launch site would be rescheduled.

Chair Balkema explained to the Board that the terms of members Vliek and Kisscorni would soon expire. Board Member Moore moved to approve these two members for another term. Board Member Haenicke seconded this motion, and it carried.

Treasurer Dorgan moved to adjourn the meeting, and the motion was seconded by Board Member Haenicke. The meeting adjourned at 10:07 AM.

Respectfully submitted,

Terry Dorgan, Treasurer and Secretary

## Tina M. Becker

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**From:** Charles Vliek [CVliek@lisc.org]  
**Sent:** Wednesday, August 14, 2013 3:52 PM  
**To:** amanda.woodin@kalamazoolandbank.org; kisscornij@kalamazoocity.org  
**Cc:** Kelly Clarke; Mary I. Balkema; Tina M. Becker  
**Subject:** RE: Board Term Renewal

I would like to renew my term.

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**From:** Amanda Woodin [<mailto:amanda.woodin@kalamazoolandbank.org>]  
**Sent:** Wednesday, August 14, 2013 2:00 PM  
**To:** Charles Vliek; [kisscornij@kalamazoocity.org](mailto:kisscornij@kalamazoocity.org)  
**Cc:** Kelly Clarke; Mary I. Balkema; [tmbeck@kalcounty.com](mailto:tmbeck@kalcounty.com)  
**Subject:** Board Term Renewal

Hello,

The County has requested letters of interest to start the process of renewing your Land Bank board terms. Please reply all to this email stating that you would like to renew your term.

Thank you,  
Amanda

Amanda Woodin  
Finance and Administration Manager  
Kalamazoo County Land Bank Authority  
229 East Michigan Avenue, Suite 340  
Kalamazoo, MI 49007  
269.216.9670



T.

## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Tina Becker  
**DATE:** September 3, 2013  
**SUBJECT:** Board Action

The Board Appointments Committee recommends the following reappointment to the Fair Council:

- The reappointment of Zadie Jackson to serve her first full 3 year term that will expire 9/30/16. Ms. Jackson has served on the Fair Council since December 2012.

Contact: Dave Rachowicz: 383.8787

Fair Council	Matthew Lechel (Park Commission)	10/01/12 to 09/30/15	11/9/2012
Fair Council	Valerie Dietrich (4-H Rep)	10/01/12 to 09/30/13	11/9/2012
Fair Council	Rob DeVries (4-H Rep)	10/01/12 to 09/30/14	11/9/2012
Fair Council	Paul Harrison (4-H Rep)	10/01/12 to 09/30/15	11/9/2012
Fair Council	Robert Gibson (Ag Soc Rep)	10/01/12 to 09/30/15	11/9/2012
Fair Council	Ruth DeBoer (Ag Soc Rep)	10/01/12 to 09/30/14	11/9/2012
Fair Council	Jim Bradshaw (Ag Soc Rep)	10/01/12 to 09/30/13	11/9/2012
Fair Council	Zadie Jackson (At-Large)	10/01/12 to 10/01/13	12/04/12
Fair Council	Rob Barnard (At Large)	10/01/12 to 09/30/14	12/04/12

**Tina M. Becker**

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**From:** zadiejackson@aim.com  
**Sent:** Sunday, August 18, 2013 2:01 PM  
**To:** Tina M. Becker  
**Subject:** Kalamazoo County Fair Council

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Tina,

I am a member of the Kalamazoo County Fair Council. My term ends October 2013. I have been asked by a number of the Council members to continue as a member of the Council. I would like to continue. We work well together, and I think in a very short time we put together a successful fair. Roxanne Bruce indicated I should contact you, and you would direct me through the process.

Thank you, zadie jackson



## **PARKS AND FAIRGROUND**

**2900 LAKE STREET • KALAMAZOO, MI 49048**

**PHONE: (269) 383-8778 • FAX (269) 383-8724**

**[www.kalcounty.com/parks](http://www.kalcounty.com/parks)**

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**TO:** Kalamazoo County Board of Commissioners

**CC:** John Faul, Tina Becker

**FROM:** David Rachowicz

**DATE:** 8/28/2013

**SUBJECT:** Kalamazoo County Fair Council Appointment

Zadie Jackson has served on the Fair Council since December, 2012 and her term expires on 9/30/2013. At the regularly scheduled Fair Council Meeting on August, 28, the Fair Council approved a recommendation to request that that the County Board of Commissioners Reappoint Zadie Jackson to a new three year term. Staff also agrees with this recommendation.

Zadie has brought a great attitude and many new ideas for the County Fair. Since December 2012, Zadie has attended 9 of the 10 scheduled meetings. Thank you for your consideration.

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**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: September 17, 2013**

**DEPARTMENT: County Administration**

**PREPARED BY: Tom O'Brien**

**SUBJECT: Gull Road Court Facility Project Change Orders 2 and 3**

**SPECIFIC ACTION REQUESTED:**

Approve Change Orders 2 and 3 with Soil and Materials Engineers, Inc. for \$6,900.00 and \$1,150.00, respectively.

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

The proposed change orders are for work that has been deemed necessary during the preliminary construction phase of the Gull Road Court Facility Project. The change orders are explained in the attached narratives. These change orders will be funded with the original construction budget contingency for the Gull Road Court Facility Project.

The net result of Change Orders 2 and 3 is an addition of \$8,050.00. As a result, the net addition to the overall budget to date including Change Orders 2 and 3 is actually \$14,900.00. Original contract amount was \$3,900.00 and Change Order 1 amount was \$2,950.00.

**TIME FRAME OF ACTION:**

To be completed as part of the ongoing project.

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

This will be funded with the project's budgeted contingency.

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

These are change orders to Soil and Materials Engineers, Inc.'s original contract.

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

The original contract with Soil and Materials Engineers, Inc. was approved by the Board of Commissioners and was bid per county policy. The proposed change orders have been facilitated by the project architects, Tower Pinkster, in consultation with the Administration.

**CONTACT PERSON WITH PHONE NUMBER:**

John Faul or [jmfaul@kalcounty.com](mailto:jmfaul@kalcounty.com), 384-8111