

The background features a large, semi-transparent watermark of the Calaveras County Seal. The seal is circular and contains the text "CALAVERAS COUNTY COMMISSIONERS" around its perimeter. In the center of the seal is a landscape scene with a mountain range, a river, and a tree.

# Board of Commissioners' Meeting

November 4, 2015

**NOTICE AND AGENDA FOR  
NOVEMBER 4, 2015 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 Wednesday, November 4, 2015, 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. Discover Kalamazoo Presentation

**CONSENT AGENDA**

- B. Request for Approval of 25 Year Resolution Honoring Bruce Mastny
- C. Request for Approval of 25 Year Resolution Honoring Kerri Varley

Circuit Court – Friend of the Court

- D. Request for Approval to Terminate Contract with MAXIMUS and Approve a Contract with MGT

Finance

- E. Request for Approval of Master Service Agreement Addendum #7, Contract Extension with Ricoh

Health & Community Services

- F. Request for Approval of Judy Sivak, MSW, Director of Older Adult Services and Area Agency on Aging IIIA (AAAIIIA) to the Area Agencies on Aging Association of Michigan (AAAAM) Board of Directors
- G. Request for Approval to Accept Statement of Grant Award #2016-1 from the MI Aging & Adult Services Agency
- H. Request for Approval of Fee Schedule Change of Immunizations in the Clinical Services Division
- I. Request for Approval to Terminate Contracts with Service Providers
- J. Request for Approval of an Agreement with Hometown Urgent Care and Occupational Health for the Provision of Chest X-Ray Services
- K. Request for Approval of Elimination of Position in the Health Services Michigan Care Improvement Registry (MCIR) Program

Human Resources

- L. Request for Approval of Resolution to Comply with Requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by Adopting the 80/20% Option for the

Medical Benefit Plan Coverage Year January 1, 2016 through December 31, 2016

M. Request for Approval of 2016 Wellness Program Incentive

N. Request for Approval of Annual Rate Renewal with Blue Cross Blue Shield for Active Employees and the Pre-Medicare Retirees

Parks & Expo Center

O. Request for Approval of 2018 United Kennel Club Premiere Dog Show Contract

P. Request for Approval of Amendment with EMA Enterprises for Expo Center Concession Services

Board of Commissioners

Q. Request for Approval of Transfers and Disbursements

R. Request for Approval of Reappointments/Appointments to Various Advisory Boards

S. Request for Approval of Fair Housing Resolution

T. Request for Approval to Appoint Commissioner Scott McGraw to the Portage Downtown Development Authority (DDA) and Local Development Finance Authority (LDFA)

U. Request for Approval of Resolution Waving the County's Allocation of Qualified Energy Conservation Bonds (QECBs)

**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

V. Request for Approval of Amendment to Resolution to Levy

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

OCTOBER 28, 2015

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





**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 4, 2015

**DEPARTMENT:** Circuit Court – Friend of the Court

**PREPARED BY:** K. Nigel Crum

**SUBJECT:** Change of vendors

**SPECIFIC ACTION REQUESTED:**

Approval of terminating current contract with MAXIMUS for IV-D claiming services and approval of contract with MGT for same.

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

The Friend of the Court requests this change in vendors. After recent changes in customer service supplied by MAXIMUS and meeting with MGT about the service they provide, it is the judgment of both the FOC and Ninth Circuit Court Financial Services that MGT can provide better services for the same cost for the limited purposes of this contract.

**TIME FRAME OF ACTION:**

Contract with MAXIMUS to be terminated 90 days after notice of intent to terminate the contract is served, or sooner if a waiver of this requirement is obtained by the vendor. Contract with MGT to be effective upon termination of current contract with MAXIMUS.

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

These services are currently and will continue to be funded from the FOC budget.

**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 OR AMENDMENT:**

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

Current contract approved by County Board on or about January 17<sup>th</sup>, 2012

**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:**

K. Nigel Crum 269-38-8172

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 4, 2015

**DEPARTMENT:** Finance

**PREPARED BY:** Lisa Bradshaw

**SUBJECT:** Master Service Agreement Addendum #7, contract extension between Kalamazoo County and Ricoh.

**SPECIFIC ACTION REQUESTED:**

Approval of Master Service Agreement Addendum #7 between Kalamazoo County and Ricoh. Approval of purchase order for 60-month lease and maintenance costs for the color and black and white copiers used in the Document Services Center.

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

Addendum #7 extends the contract agreement for (12) twelve months and revises the base Monthly Minimum Fee to \$ 7,328.97 and exchanges the leased equipment for reduced pricing through the State of Michigan MIDEAL program. Lease costs per month are \$753.03.

**TIME FRAME OF ACTION:**

January 1, 2016 through December 31, 2016.

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

Fund 633 Central Stores and charged back to various departments.

**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:**

New Addendum

**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:**

Lisa Bradshaw, Deputy Finance Director      383-8686



E.-K.

**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

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*Promoting Health For All*

**DATE:** November 4, 2015

**TO:** County Board of Commissioners

**FROM:** Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer

**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. APPOINTMENT OF A REPRESENTATIVE TO THE AREA AGENCIES ON  
AGING ASSOCIATION OF MICHIGAN (AAAAM) BOARD OF DIRECTORS**

**ACTION REQUESTED**

HCS Administration recommends the reappointment of Judy Sivak, MSW, Director of Older Adult Services and Area Agency on Aging IIIA (AAAIIIA) to the Area Agencies on Aging Association of Michigan (AAAAM) Board of Directors. Reappointment would be for the term of December 2015 to December 2019.

**DESCRIPTION OF SUBJECT**

The AAAAM is the state level corporation for both charitable and educational purposes in the support of aging and older adults in the State. Through partnership with regional Area Agencies on Aging, the AAAAM addresses aging and long term care policy issues, supports programs and services affecting older adults, caregivers and people with disabilities as well as providing advocacy on aging and older adult issues. The HCS Area Agency on Aging serves region IIIA and, as a member of the AAAAM, is entitled to appoint one Director to the AAAAM Board of Directors. Consequently, it is recommended that Judy Sivak be reappointed for the new term beginning December, 2015 pursuant to her role as Director for the HCS AAAIIIA.

**RELATIONSHIP TO GOAL**

This partnership and appointment supports all goals of Kalamazoo County Government and the Health and Community Services Department.

**FUNDING SOURCE**

No funds are required as a result of this request.

**PERSONNEL**

There are no new personnel as a result of 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 Gillian A. Stoltman, Director/ Health Officer at 373-5260 or [gastol@kalamazoo.org](mailto:gastol@kalamazoo.org)

### **B. ACCEPTANCE OF STATEMENT OF GRANT AWARD #2016-1, FROM THE MI AGING & ADULT SERVICES AGENCY TO THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT, REGION IIIA AREA AGENCY ON AGING**

### **ACTION REQUESTED**

HCS Administration requests Board approval to accept Statement of Grant Awards #1 from the MI Aging & Adult Services Agency (AASA) in a total amount of \$409,288 for the period of October 1, 2015 through December 31, 2015.

### **DESCRIPTION OF SUBJECT**

Statement of grant award #1 is the initial grant award for FY16. Additional State and Federal funding for the full fiscal year is expected to be received in increments. Acceptance of this funding allows the continued provision of a range of services provided by the AAAllIA and community partners, designed to help older persons remain independent in their own homes and communities, along with assisting residents in licensed long-term care facilities with concerns about care and quality of life issues.

### **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."

### **FUNDING SOURCE**

The funding represents allocations from the Older Michiganian's Act and Older American's Act through the MI Aging & Adult Services Agency.

### **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, Director, Older Adult Services at 373-5153 / [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian A. Stoltman, Director/ Health Officer at 373-5260 or [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

## **C. APPROVAL OF A FEE SCHEDULE CHANGE FOR IMMUNIZATIONS IN THE CLINICAL SERVICES DIVISION**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a fee schedule change for immunizations in the Clinical Services Division, effective November 5, 2015.

### **DESCRIPTION OF SUBJECT**

In accordance with the Fee for Service revenue policy adopted by the Board and incorporated into budget policy, HCS Administration is recommending the fee schedule change as follows for immunizations in the Clinical Services Division:

Current Fee Structure, is a per shot vaccine administration fee of \$23.00 for the first injection and \$16.00 for each subsequent injection on same date of service. It is now recommended to increase the \$16.00 administrative fee for each subsequent injection following the first to same fee level of \$23.00.

New Fee Structure, which upon Board approval, will take effect on November 5, 2015 will be a per shot vaccine administration fee of \$23.00 for the first injection and \$23.00 for each subsequent injection on same date of service

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 utilizes a sliding fee scale for clinical services to eliminate barriers to service for low-income customers and community residents.

### **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 Clinical Services Division is funded through a combination of fee for services, state grant revenue and the general fund. No County funds are required as a result of this request.

### **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](mailto:ldnorm@kalamazoo.com) or Ryan Post, Deputy Director-Financial Management & Administration at 373-5254 or [rjpost@kalamazoo.com](mailto:rjpost@kalamazoo.com).

**D. APPROVAL TO TERMINATE CONTRACTS BETWEEN SERVICE PROVIDERS AND THE COUNTY OF KALAMAZOO THROUGH ITS HEALTH & COMMUNITY SERVICES DEPARTMENT**

**ACTION REQUESTED**

HCS Administration requests Board approval to terminate the service contracts with the following entities:

<u>Contractee</u>	<u>Service Provided</u>	<u>Original Board Approval</u>
Borgess Pulmonary Medicine	Prevention and Treatment Services for HCS Tuberculosis Clinic	January 16, 2011
Dr. Joseph Bruno, MD, PC	Chest X-rays for HCS Tuberculosis Clinic	August 20, 2013

**DESCRIPTION OF SUBJECT**

The contract with Borgess Pulmonary Medicine is quite outdated and due to many of the original providers having retired or left the practice has not been utilized in the past few years. Additionally, HCS Medical Director, Dr. Douglas Hornick, has been providing prevention and treatment services for the HCS Tuberculosis (TB) Clinic which negates the need for an external service provider contract.

It is the recommendation of HCS Administration to terminate the contract with Dr. Joseph Bruno, MD, PC, which provides chest X-rays for patients of the HCS TB Clinic, for the purpose of seeking an alternative provider to produce higher quality X-rays for use by TB Clinic Staff and the HCS Medical Director.

The current agreements may be terminated with 30 days written notice, as is dictated by the terms of the contract; both contracts will terminate as of December 4, 2015.

**RELATIONSHIP TO GOALS**

It is the goal of the HCS Department to improve the health of the community through the reduction of preventable disabilities and deaths and through the promotion of healthy lifestyles and choices. Both contract termination requests will allow the HCS Department to provide higher quality services to patients of the TB Clinic by continuing to address a communicable disease that is a threat to the community.

### **FUNDING SOURCE**

No County funds are required as a result of this action.

### **PERSONNEL**

There are no new personnel required.

### **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, HCS Deputy Director – Health Services at 373-5237 or at [ldnorm@kalamazoo.org](mailto:ldnorm@kalamazoo.org)

## **E. APPROVAL OF AN AGREEMENT WITH HOMETOWN URGENT CARE AND OCCUPATIONAL HEALTH FOR THE PROVISION OF CHEST X-RAY SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of an agreement between the County of Kalamazoo and Hometown Urgent Care and Occupational Health for the provision of Chest X-ray services.

### **DESCRIPTION OF SUBJECT**

HCS Tuberculosis (TB) Clinic requires that patients or individuals who are suspect for the communicable disease of Tuberculosis receive a chest X-ray. This X-ray is then read by HCS Medical Director to determine the appropriate course of treatment or prevention measures that should be followed. HCS is not able to complete X-rays within the TB Clinic, so it would like to partner with Hometown Urgent Care & Occupational Health to have X-rays taken when necessary. It is critical that X-ray services be available to HCS Clients when a need is determined and that subsequent X-rays are of a quality nature. Both a timely ability to attain an X-ray and a quality X-ray for interpretation are important to improving our patients health outcomes; Hometown Urgent Care & Occupational Therapy can guarantee both aspects.

### **RELATIONSHIP TO GOALS**

It is the goal of the HCS Department to improve the health of the community through the reduction of preventable disabilities and deaths and through the promotion of healthy lifestyles and choices. The TB Clinic is one capacity in which the HCS Department monitors, prevents and treats communicable disease that can be a threat to the community.

### **FUNDING SOURCE**

The funding comes from the County's general fund appropriation to the Health Fund. HCS will pay \$60.00 for one-view or two-view chest X-rays.

### **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/concerns. If you have any questions, please contact Lynne Norman, Deputy Director – Health Services at 373-5237 or at [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com).

## **F. POSITION ELIMINATION IN THE HEALTH & COMMUNITY SERVICES DEPARTMENT/HEALTH SERVICES MICHIGAN CARE IMPROVEMENT REGISTRY (MCIR)**

### **ACTION REQUESTED**

HCS Administration requests Board approval to eliminate a 1.0 FTE program assistant position.

### **DESCRIPTION OF SUBJECT**

This request is in follow-up to the earlier creation of a Immunization Registry Coordinator by the Board. The addition of an Immunization Registry Coordinator has allowed the MCIR staff to better assist health care providers in their effort to protect children and communities from vaccine-preventable diseases. The Region 2 MCIR staff serves the following counties: Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Kalamazoo, Kent, Jackson, Lenawee, Muskegon, Ottawa, St. Joseph and Van Buren. Due to this increased service capacity and program support there is not sufficient need for the program assistant position.

### **RELATIONSHIP TO GOALS**

This request continues to strengthen and support MCIR's objective to decrease vaccine-preventable diseases and decrease the number of missed vaccination opportunities; thereby, increasing Michigan's vaccination rates.

**FUNDING SOURCE**

No County funds are required as a result of this request.

**PERSONNEL**

Eliminate:

<u>Account#</u>	<u>Position/#</u>	<u>Grade</u>	<u>FTE</u>	<u>Pay Range</u>	<u>Effective</u>
305-140	Program Assistant #10892-001	K4	1.0	\$26,520-\$35,817	11/5/2015

**PROCUREMENT**

There is no procurement associated with this request.

**ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions regarding this information, please contact Lynne Norman, Deputy Director-Health Services, 373-5237 or [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com).

L.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: November 3, 2015**

**DEPARTMENT: Human Resources**

**PREPARED BY: Kristine Cunningham, Human Resources Director**

**SUBJECT: Public Employee Health Reform – PA 152 of 2011**

**SPECIFIC ACTION REQUESTED:**

Adopt the annual resolution to accept the 80/20 Rule as outlined in Enrolled Senate Bill No. 7, signed into law as PA152 of 2011 for the County's medical benefit plan coverage year January 1, 2016 through December 31, 2016.

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

On September 24, 2011, Governor Rick Snyder signed legislation that limits the amount public employers may pay for government employee medical benefits. This legislation (PA152 of 2011) requires annual resolution adoption.

On October 6, 2015, the Board of Commissioners approved the Active Employee benefits for 2016 which included no change to the 80%/20% option as its choice of compliance under the Act as adopted on April 7, 2015 for the County's 2015 medical benefit plan coverage.

This resolution for 2016 is a formal step to finalize this process.

**TIME FRAME OF ACTION:**

January 1, 2016 - December 31, 2016.

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

N/A

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

Kristine Cunningham, [kdcunn@kalcounty.com](mailto:kdcunn@kalcounty.com) or 269-384-8100

### BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: November 3, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Kalamazoo County Wellness Program Incentive

SPECIFIC ACTION REQUESTED:  
Approval of the 2016 Wellness Incentive.

DESCRIPTION OF ACTION (dollar amount, purpose):  
We are recommending employees continue to be incented to participate in the Kalamazoo County Wellness program in 2016 by receiving a personal day, as they did in 2015. In 2016, the requirements to receive the incentive include:

1. Employees must meet with their primary care provider to obtain their biometric/wellness screening.
2. Employees must complete an on-line health risk assessment on WebMD. BCBS and WebMD will be partnering on their wellness initiatives.
3. Employee spouses (covered under the County's insurance plan) must complete an on-line health risk assessment on WebMD.

We will require all three actions to be completed no later than 9/30/2016 to be eligible for the incentive. Once an employee has completed all three requirements, we will receive a notification from BCBS and will provide the personal day to employees.

TIME FRAME OF ACTION:  
Effective 1/1/2016.

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)  
N/A

NEW OR RENEWAL:  
N/A

CONTACT PERSON WITH PHONE NUMBER:  
Kristine Cunningham, 384-8100 or kdcunn@kalcounty.com

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: November 3, 2015****DEPARTMENT: Human Resources****PREPARED BY: Kristine Cunningham, Human Resources Director****SUBJECT: Annual Rate Renewal for Blue Cross Blue Shield of Michigan – Active Employees & Pre-Medicare Retirees****SPECIFIC ACTION REQUESTED:**

Approval of **TWO ORIGINALS** of the annual administration and stop loss rate between Kalamazoo County and Blue Cross Blue Shield of Michigan (BCBS) for the active employee population and the pre-Medicare retiree population.

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

Kalamazoo County, in coordination with Nulty Insurance, was able to negotiate a renewal with Blue Cross Blue Shield of Michigan (BCBS) to continue the administration of health, pharmacy, wellness, dental and vision insurance for all active employees and pre-Medicare retirees for the plan year that begins 1/1/2016.

- The 2016 monthly administration rate is \$59.75/subscriber (up from \$58.58 in 2015)
- The 2016 monthly stop loss rate is \$58.42/subscriber (up from \$52.16 in 2015)
- The 2016 monthly wellness rate is \$4.64/subscriber for those with health insurance & \$1.50/subscriber for those without health insurance

These costs are included in the proposed 2016 budget.

**TIME FRAME OF ACTION:**

January 1, 2016 through December 31, 2016.

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

Employee Benefits Fund

**PROCUREMENT INFORMATION:**

An RFP was performed in 2014 for health insurance and ancillary products. We will complete another RFP in 2017 as required by the appropriate Public Act.

**CONTACT PERSON WITH PHONE NUMBER:**

Kristine Cunningham, [kdcunn@kalcouny.com](mailto:kdcunn@kalcouny.com) or 269-384-8100 or Jean Michaud, [jmich@kalcouny.com](mailto:jmich@kalcouny.com) or 269-383-8953.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** November 4, 2015

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz *DR*

**SUBJECT:** 2018 United Kennel Club Premiere Dog Show

**SPECIFIC ACTION REQUESTED:**

Approve the 2018 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 17, 2018.

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

Approve the United Kennel Club Premiere Dog Show contract at the following rates:  
2018 = \$20,404

**TIME FRAME OF ACTION:**

The contract is for the 2018 United Kennel Club Premiere Dog Show. Contracts were previously approved for 2016 and 2017.

**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: November 4, 2015**

**DEPARTMENT: Parks & Expo Center**  
**PREPARED BY: David Rachowicz**

**SUBJECT: Agreement Second Amendment with EMA Enterprises for Expo Center Concession Services**

**SPECIFIC ACTION REQUESTED:**

Approve a one-year extension agreement amendment with EMA Enterprises for Expo Center Concession Services.

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

In 2011, the Expo Center expansion was completed and concession services and kitchen facilities were bid to obtain a single vendor to provide concession services at events held at the Expo Center. The County selected EMA Enterprises and they have provided this service for the past four years. The original agreement was for three years and the County has the option of extending the agreement for an additional year, with no more than two (2) one-year extensions allowed. The first amendment extended the agreement from November 1, 2014 through October 31, 2015. This second amendment will extend the agreement from November 1, 2015 through October 31, 2016.

EMA has done a good job of providing concession and catering services for events held at the Expo Center and I am requesting approval of a one-year contract extension (the final available).

EMA pays the County \$500 per month rent and 5% of the first \$100,000 in gross sales, 10% on gross sales between \$100,000-\$300,000 and 15% on gross sales over \$300,000. In 2014 we collected \$4,425 in commission in addition to the \$6,000 in rent.

**TIME FRAME OF ACTION:**

November 1, 2015 – October 30, 2016

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

No funding is needed.

**PERSONNEL IF REQUIRED: NA**

**NEW OR RENEWAL:**

This is an amendment of existing agreement that was approved by the Board of Commissioners on October 10, 2011.

**ANY OTHER PERTINENT INFORMATION:**

The extension was approved by the Park Commission at the October meeting.

**PROCUREMENT INFORMATION:**

The concession opportunity was originally bid through the Purchasing Department. We received four proposals and selected EMA based on the established criteria. EMA is a local Kalamazoo County based company.

**CONTACT PERSON WITH PHONE NUMBER:**

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



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Tina Becker  
**DATE:** October 21, 2015  
**SUBJECT:** EHAC & EDC/BRA Appointment/Reappointment Recommendations

The Board Appointments Committee recommends the following appointment be made:

Environmental Health & Advisory Council (EHAC)

- Mike Leeuw for a three year term that will commence through 12/31/2018

The Board Appointments Committee recommends the following reappointments be made:

Economic Development Corporation/Brownfield Redevelopment Authority (EDC/BRA)

- Travis Grimwood to serve a six year term that will commence through 10/31/2021
- Habib Mandwee to serve a six year term that will commence through 10/31/2012

**KALAMAZOO COUNTY BOARD OF COMMISSIONERS**  
**APPLICATION FOR APPOINTMENT TO:**  
**ENVIRONMENTAL HEALTH ADVISORY COUNCIL**

Name Mike Leeuw Occupation Owner, EMA Enterprises Restaurant  
Group \_\_\_\_\_  
Home Address [REDACTED] [REDACTED] [REDACTED]  
Street City Zip  
Home Telephone [REDACTED] Business Telephone [REDACTED]  
Cell Number [REDACTED] E-mail address [REDACTED]

Certain categories need to be represented on the Environmental Health Advisory Council. Please check categories which apply to you:

Citizen at Large \_\_\_\_\_ Member of Business Community X  
Representative of manufacturing/industry \_\_\_\_\_  
City \_\_\_\_\_ Village \_\_\_\_\_ or Township \_\_\_\_\_ Official \_\_\_\_\_  
Recipient of County Environmental Health Services \_\_\_\_\_

Please Note: A Recipient may be anyone who receives services on a regular basis from the Environmental Health Program of the Human Services Department.

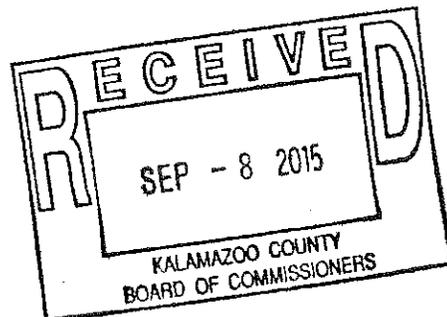
Please indicate experience and/or qualifications that would help make you an effective member of the Environmental Health Advisory Council.

I am the owner of EMA Enterprises which I founded in 2005. I built this company from a small diner to what it is today, 4 divisions of the restaurant industry. Restaurant division (Michelle's, 4 locations, Liz's, Andrea's, Ale House, and Treat Street), Catering division (EMA Catering, Catering by Treat Street), Concessions Division (Lansing Capital Region Airport, WMU Concessions and Kalamazoo Expo Center) and Recreational Division (Indian Lake Nazarene Camp). EMA Enterprises employs over 200 people.

Why do you desire to serve on the Environmental Health Advisory Council?

Because I am so rooted in the community as a small business owner I feel my experience would be an asset to this council as it relates to Kalamazoo County. I am very dedicated to Kalamazoo County and the well being of its residents and I would be honored to be a part of this council.

9/07/2015  
Date of Application



# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- |   |  |
|---|--|
| <input type="checkbox"/> Animal Services & Enforcement Board  | <input type="checkbox"/> Kalamazoo County Transportation Authority     |
| <input type="checkbox"/> Board of Public Works  | <input type="checkbox"/> Land Bank Authority                           |
| <input type="checkbox"/> Building Authority   | <input type="checkbox"/> Metropolitan Planning Commission              |
| <input type="checkbox"/> Central County Transportation Authority  | <input type="checkbox"/> Parks & Recreation Commission                 |
| <input type="checkbox"/> Department of Human Services   | <input type="checkbox"/> Remonumentation Peer Review Group             |
| <input checked="" type="checkbox"/> Economic Development Corporation /Brownfield<br>Redevelopment Authority | <input type="checkbox"/> Retirement Investment Committee               |
| <input type="checkbox"/> Fair Council   | <input type="checkbox"/> Soil Erosion & Sedimentation Board of Appeals |
|   | <input type="checkbox"/> Southcentral Michigan Planning Council        |
|   | <input type="checkbox"/> Substance Abuse Council                       |

Name M Travis Grimwood

Occupation Banking

Home Address [REDACTED] [REDACTED] [REDACTED]  
Street City Zip

Home Telephone [REDACTED] 6 Business Telephone [REDACTED]

Cell Number [REDACTED]  
travis.grimwood@chemicalbankmi.com

E-mail address [REDACTED]

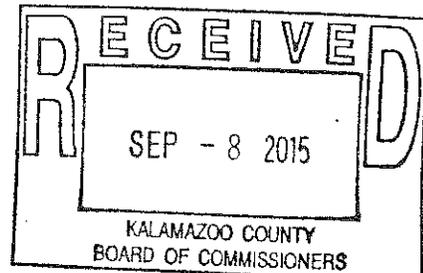
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

3 years of experience on the brownfield board. Bring financial aspect of development to the board meetings.

Volunteer Experiences:

Ducks Unlimited  
Southwest Michigan Professional Network  
Junior Achievement  
B.R.A.  
E.D.C.  
Pretty Lake Vacation Camp

9/08/2015  
Date of Application



# KALAMAZOO COUNTY BOARD OF COMMISSIONERS

## APPLICATION FOR APPOINTMENT TO: (Please select which board you are interested in serving)

- Animal Services & Enforcement Board
- Board of Public Works
- Building Authority
- Central County Transportation Authority

- Department of Human Services
- Economic Development Corporation /Brownfield  
Redevelopment Authority
- Fair Council

- Kalamazoo County Transportation Authority
- Land Bank Authority
- Metropolitan Planning Commission
- Parks & Recreation Commission
- Remonumentation Peer Review Group
- Retirement Investment Committee
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Habib Mandwee  
entrepreneur

Occupation Business Owner / Self-employed

Home Address [REDACTED] [REDACTED] [REDACTED]  
Street City Zip

Home Telephone [REDACTED] Business Telephone [REDACTED]

Cell Number [REDACTED] E-mail address [REDACTED]

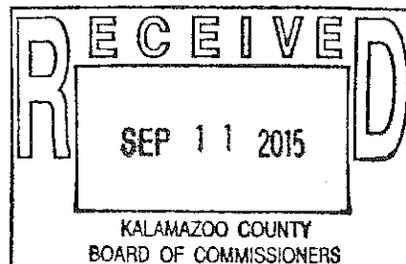
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

I am currently a board member of the Kalamazoo County Brownfield Redevelopment Authority, and I have been active for a year and a half after filling in someone else's term. In this time, I have gained a thorough understand of the process from the perspective of a board member, and also from the perspective of a developer, as I am currently in the midst of a new development where we will be submitting an application to the City of Kalamazoo's Brownfield authority. I also recently attended the National Environmental Conference in Chicago for Brownfield, which helped me gain perspective at the national level.

### Volunteer Experiences:

My volunteer experience varies from experiences in the city of Kalamazoo, such as the time I have spent on the Brownfield Authority and working with local politicians, to more international experiences. I volunteered each year for the Mandaeen Association based out of Canada to help organize annual conferences for more than seven years. I have also build a strong relationship with an organization called Colleagues International, where I volunteer my home to host international guests who come to the US for business and may have a language barrier.

9/11/2015  
Date of Application



## ISSUANCE OF A FAIR HOUSING RESOLUTION FOR KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES

### ACTION REQUESTED

HCS Administration requests Board issue a Fair Housing Resolution that affirms Kalamazoo County's commitment to assure and assist low-income and vulnerable community residents to attain and maintain safe and fair housing and to uphold federal and state law not to discriminate in housing or housing related services.

### DESCRIPTION OF SUBJECT

The Kalamazoo County Community Action Agency (KCCAA) administers CDBG funds for the housing rehabilitation program on behalf of Kalamazoo County, the Grantee. Recipients who receive grants from the Michigan State Housing Development Authority's Office of Community Development (OCD) are obligated under federal and state law not to discriminate in housing or services, either directly or indirectly, on the basis of race, color, religion, sex, national origin, age, familial status, or disability. The state statute, the Elliott-Larsen Civil Rights Act also includes height, weight and marital status to the protected classes.

This OCD requirement was effective July 1, 2008 as a result of Executive Order 11063. In order for Kalamazoo County to continue to apply for and receive CDBG funds, the Kalamazoo County Board of Commissioners must adopt a Fair Housing Resolution or ordinance in accordance with Executive Order 11063 which states:

*Executive Order 11063, as amended provides that no person in the United States because of race, color, religion (creed), sex, or national origin, shall be denied equal opportunity in housing and related facilities provided with Federal financial assistance, and that all Federal executive departments and agencies shall take action to promote the abandonment of discriminatory practices with regard to residential property and related facilities provided with Federal financial assistance.*

On May 27, 2015, MSHDA performed an on-site monitoring visit at the KCCAA. In a monitoring follow-up letter dated June 8, 2015<sup>[1]</sup> MSDHA issued the following:

**Finding:** Grantee has no fair housing resolution ordinance or policy statement at present time.

**Required Action:** Grantee must pass a fair housing ordinance before any future grant application and should be acknowledged in response letter.

The June 8 letter notes that no civil rights or fair housing complaints against Kalamazoo County have been received.

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<sup>[1]</sup> The letter references CDBG Grant # MSC-2012-5396-HOA Kalamazoo County Monitoring Follow-up

## **RELATIONSHIP TO GOALS**

HCS reinforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through education and services offered to the best of its ability and with the highest standards of quality and community partnership. The issuance of this resolution continues to further CAA's goal to promote and create a means toward self-sufficiency for Kalamazoo County residents by helping them improve their working, living, and financial conditions.

## **FUNDING SOURCE**

There are no County funds related to this request.

## **PERSONNEL**

There are no new personnel related to this request.

## **PROCUREMENT**

There is no procurement related to this request.

## **ISSUES AND CONCERNS**

Should the Board choose not to issue a Fair Housing Resolution, the CAA will no longer be eligible to apply for future CDBG funding to support the housing rehabilitation program. There are no other issues or concerns. If you have any questions regarding this request please contact Charlotte Smith, CAA Manager, at 373-5052 / [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com) or Gillian A. Stoltman, Director/ Health Officer at 373-5260 or [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

T.

**Dina P. Sutton**

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**From:** Dina P. Sutton  
**Sent:** Tuesday, October 20, 2015 4:08 PM  
**To:** 'Victoria Georgeau'  
**Cc:** Laurence Shaffer; Tamara Stephens; Erica Eklov  
**Subject:** RE: City of Portage - appointment of Kalamazoo County representative on DDA and LDFA

Good Afternoon~

I have spoken to Commissioner McGraw and he stated he would be interested.

At our meeting on November 4<sup>th</sup> the County will officially appoint him.

Please let me know if you need anything else from me.

Sincerely~

Dina



Dina Sutton  
Office Manager, Administrative Services  
Kalamazoo County Government  
201 W. Kalamazoo Avenue  
Kalamazoo, MI 49007  
(269) 383-8650 (o)  
(269) 384-8032 (f)  
[dpsutt@kalcounty.com](mailto:dpsutt@kalcounty.com)

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**From:** Victoria Georgeau [<mailto:georgeav@portagemi.gov>]  
**Sent:** Monday, October 19, 2015 11:29 AM  
**To:** Dina P. Sutton  
**Cc:** Laurence Shaffer; Tamara Stephens; Erica Eklov  
**Subject:** RE: City of Portage - appointment of Kalamazoo County representative on DDA and LDFA

Good morning Donna,

As discussed, the City of Portage Downtown Development Authority (DDA) and Local Development Finance Authority (LDFA) is required to have a Kalamazoo County representative on both boards. City Manager Shaffer wishes to recommend Scott McGraw to serve in these capacities since both the DDA and LDFA are located within his district.

If you can please assist with inquiring with Commission McGraw to determine his interest and availability to serve on these two boards, it would be appreciated. As additional information, these two Boards tend to meet once annually, or more frequently if an action item comes before them.

Finally, if Commission McGraw is willing to serve, it would also be very much appreciated if the Kalamazoo County Board of Commission took action on this request during their November 4<sup>th</sup> meeting.

If you have any questions or comments, please feel free to contact me.

Sincerely,

Vicki Georgeau, AICP  
Director, Department of Community Development  
City of Portage  
7900 South Westnedge Avenue  
Portage, MI 49002  
269-329-4480 - phone  
269-329-4506 - fax

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## ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: OCTOBER 19, 2015

SUBJECT: RECOMMENDATION TO APPROVE A RESOLUTION WAVING THE COUNTY'S ALLOCATION OF QUALIFIED ENERGY CONSERVATION BONDS

Pursuant to the American Recovery and Reinvestment Act of 2009, the Federal Government authorized the issuance of Qualified Energy Conservation Bonds (QECBs) to finance expenditures on energy conservation and efficiency projects undertaken by states, territories, large local governments and tribal governments. A portion of the QECBs allocated to the State of Michigan, were sub-allocated to Kalamazoo County. County Administration, Finance, and the County Treasurer, have reviewed the requirements connected to utilizing QECBs and have determined that it is not in the County's best interest to use QECBs.

Concurrently, the State of Michigan is asking each municipality which has decided not to use its allocation of QECBs, to waive their respective allotments and return them to the State of Michigan for re-allocation. Pursuant to Federal guidelines, in order for the County to waive its allocation of QECBs and return them to the State of Michigan, the Board of Commissioners must adopt a Resolution Assigning the QECB's to the State. On the Board of Commissioners' Consent Agenda of November 4, 2015, is a Resolution Assigning the County's QECB allocation to the State. County Administration, Finance, and the County Treasurer, request that the Board adopt this Resolution.

Thank you for your time and consideration to this Memorandum. Please feel free to contact the Corporate Counsel's Office at your convenience if you have any question or concern regarding these recommendations.



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

September 23, 2015

Ms. Mary Balkema, Treasurer  
Kalamazoo County  
201 W. Kalamazoo Avenue  
Kalamazoo, MI 49007

Dear Treasurer,

The Michigan Department of Treasury is working with the Michigan Agency for Energy to help ensure that Michigan's Qualified Energy Bond (QECB) allocation is utilized to its fullest potential. You are receiving this letter as a follow up to the 2015 MI QECB Program Survey. It was determined through the survey results that some communities receiving a QECB sub-allocation five years ago, do not expect to use this financing tool. The enclosed information is intended to assist communities who are unable to use their QECB allocation to waive the unused portion to the State for use in completing energy projects in other Michigan communities.

For background, QECBs were authorized by the federal government for states, territories, large local governments and tribal governments to finance energy efficiency and renewable energy projects. The total was divided among eligible jurisdictions according to population and states were directed to sub-allocate a portion of their allocation to large municipalities with populations of 100,000 or more. These counties, municipalities or tribes can issue bonds up to their sub-allocation amount or waive and return any or all of the allocation to the State. (Source: Energy Programs Coalition Paper, 12/2014)

According to federal guidelines, to formally waive an allocation to the State, a municipality must:

- (a) Approve a resolution (the form of which is attached to this letter) affirmatively waiving the allocation; and
- (b) Complete the attached QECB Waiver Form, which must be signed by an Authorized Officer as named in the resolution.

We are requesting for all communities waiving QECB allocations that the adopted resolution and Waiver Form be **completed and returned by Friday, November 20, 2015**. The Department of Treasury and the Michigan Agency for Energy staff will then coordinate to offer allocations to other Michigan communities with projects that would benefit from QECB financing.

Please send completed waiver forms and adopted resolutions to John Barton, Bureau of State and Authority Finance at 430 West Allegan Street, Lansing, MI 48922 or [BartonJ@michigan.gov](mailto:BartonJ@michigan.gov). Questions regarding the waiver process can also be directed to John Barton at (517) 335-0994.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas F. Saxton". The signature is written in a cursive style with a large initial 'T'.

Thomas F. Saxton  
Chief Deputy State Treasurer

C: John Barton, Michigan Department of Treasury  
Jan Patrick, Michigan Agency for Energy/Energy Office