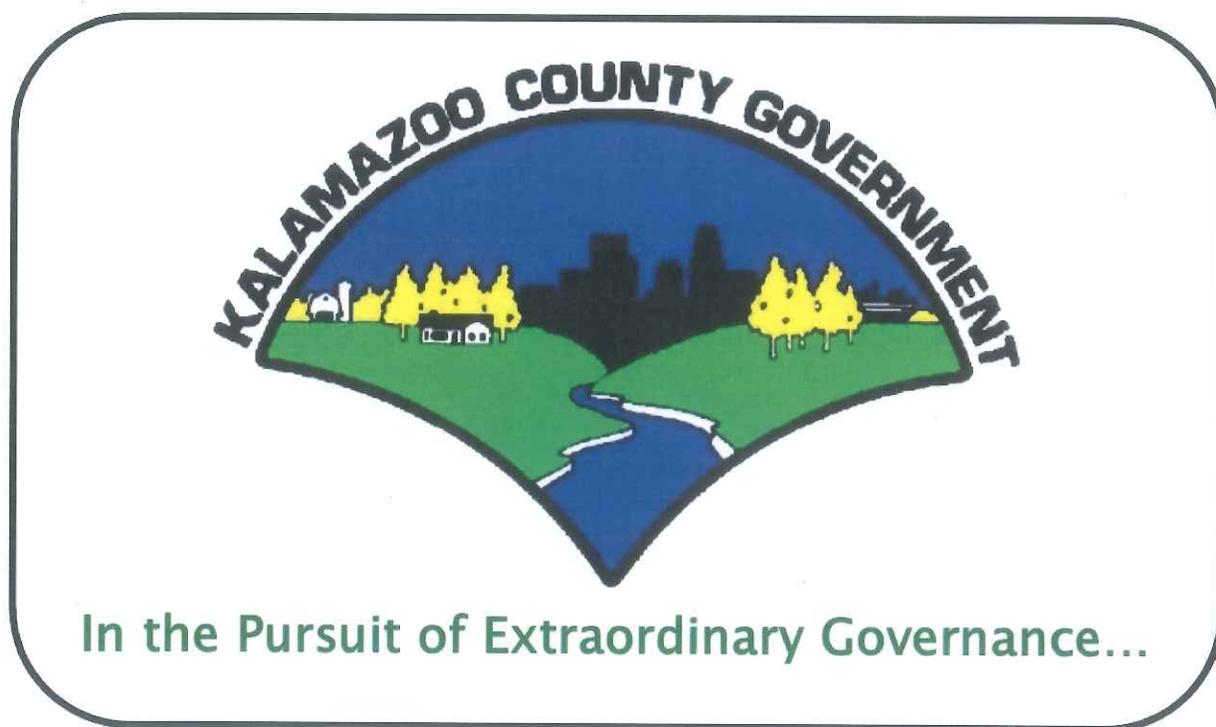


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# COMMITTEE OF THE WHOLE MEETING

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November 7, 2017



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS

NOTICE AND AGENDA FOR  
COMMITTEE OF THE WHOLE MEETING

November 7, 2017

**PLEASE BE ADVISED** that the Kalamazoo County Board of Commissioners has scheduled a Committee of the Whole meeting on **Tuesday, November 7, 2017 at 4:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

	<i>Projected Time for Presentation &amp; Discussion</i>
1. Review of Transfers and Disbursements (Item O.) – <i>Ms. Amanda Morse</i>	4:00 – 4:05 p.m.
2. Building Project Update – <i>Ms. Tracie Moored</i>	4:05 – 4:15 p.m.
3. Road Commission Communication Opportunities – <i>Kalamazoo County Board Chair Dale Shugars, Road Commission of Kalamazoo County Board Chair Dan Moyle</i>	4:15 – 5:00 p.m.
4. Indigent Defense Update – <i>Ms. Amber Beebe</i>	5:00 – 5:10 p.m.
5. Any other items	
6. Closed Session	5:10 – 5:15 p.m.
7. Adjournment	

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

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



**KALAMAZOO COUNTY GOVERNMENT**  
 In the Pursuit of Extraordinary Governance...

**RECOMMENDED TRANSFERS AND DISBURSEMENTS**  
 November 7, 2017

**DISBURSEMENTS**

**CLAIMS**

Claims	\$ 2,010,590.49
Claims Requiring Disclosure:	-
<b>Total Current Claims:</b>	<b>\$ 2,010,590.49</b>

**RELEASE OF FUNDS**

General Fund Support of Other Operating Funds			
Friend of the Court Fund	101-141-999.10	\$	200,000.00
Health Fund	101-613-999.11	\$	300,000.00
Child Care Fund	101-662-999.17	\$	500,000.00
<b>Total Release of Funds:</b>		<b>\$</b>	<b>1,000,000.00</b>

**TRANSFERS**

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Adult Probation</u></b>			
Postage	101-151-728.00	200	
Copy Charges	101-151-729.00	500	
Office Supplies	101-151-730.00	6,000	
Contractual Services	101-151-808.00	1,200	
Internal Communication Services	101-151-849.00	1,200	
Equipment Rent/Lease	101-151-941.00	500	
Equipment Maintenance	101-151-931.00		600
New Equipment	101-444-958.00		9,000

**REASON: Realign budget to purchase dictation equipment**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## RECOMMENDED TRANSFERS AND DISBURSEMENTS

### November 7, 2017

#### TRANSFERS

DEPARTMENT/DESCRIPTION	ACCOUNT	DECREASE	INCREASE
<b><u>Animal Services &amp; Enforcement</u></b>			
Provisions	101-421-740.00	1,100	
Dog License Collection Fees	101-421-809.00	1,200	
Uniform Allowance	101-421-744.00		300
Janitorial Supplies	101-421-775.00		1,200
Dog Licenses	101-421-809.01		600
Advertising	101-421-901.00		200
Communications Expense	104-421-850.00	500	
Equipment Maintenance	104-421-931.00	300	
Deputy Supplies	104-421-730.12		800
<b>REASON: To realign operational budgets for actual expenditures</b>			
<b><u>8th District Court</u></b>			
Printing and Binding	101-136-727.00	6,000	
Law Books/ Periodicals	101-136-732.20		6,000
<b>REASON: To realign operational budgets for actual expenditures</b>			
<b><u>Treasurer</u></b>			
Carryover	101-129-402.01	33,000 R	
Administration Building Upgrades	101-444-970.16		45,000
Transfer from Accommodations Tax	101-253-699.10		78,000 R

**REASON: Budget for actual revenues and realign for project for actual bids**



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

DATE: November 7, 2017

TO: Kalamazoo County Board of Commissioners

FROM: Tracie Moored, County Administrator

SUBJECT: Recommendation to Select TowerPinkster / HOK Architect and Engineers for the County Services Project

We are moving through the first phases of the County Services Building plan. At the Committee of the Whole meeting on November 7th, we will introduce the project Owner's Representative, Jerry VanderVeen.

We have conducted interviews with five of the Request for Proposal respondents for the Architect / Engineer services. Commissioner Seals and Commissioner McGraw have been instrumental in the selection for recommendation and have put many hours into this process. We have notified all interviewees and are bringing the formal recommendation of contract for consent motion to the November 7<sup>th</sup> Board meeting.

The selection team is recommending TowerPinkster /HOK as the Architect / Engineer for this project. This decision was made as a unanimous team which included our two Commissioners, our Owner's Representative, Administration, Buildings and Grounds, Finance and Information Systems.

After tonight's approval we now begin development of the Construction Manager RFP to continue moving the project forward.

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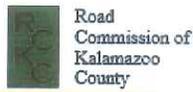
OFFICE OF THE ADMINISTRATOR

201 West Kalamazoo Avenue | Kalamazoo, MI 49007

Phone: 269.384.8111 | [www.kalcounty.com](http://www.kalcounty.com)

**We have developed a TENTATIVE timeline for the project.**

- ✚ November 2017    Begin Programming Phase (five months)
- ✚ February 2018    Begin Intent for General Obligation Bonding
- ✚ March 2018        Working Budget
- ✚ April 2018        Begin Design Phase (up to one year)
- ✚ April 2019        Issue Bonds
- ✚ July 2019         Bid Project
- ✚ Fall 2019         Begin Construction
- ✚ Fall 2021         Finalize Construction
- ✚ Winter 2021      Move into New Facility
- ✚ August 2022      Deadline to Vacate Michigan Avenue Courthouse



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## Road Commission of Kalamazoo County

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## Meet the Board of Road Commissioners of the County of Kalamazoo

The Road Commission is governed by a board of five Road Commissioners who represent the public at large, and are appointed by the Kalamazoo County Board of Commissioners. Our Road Commissioners annually review township representation to be a lesson and additional communication into as noted below.

The Board's regular meetings, to which the public is invited, are held at 3:00 p.m. on alternate Tuesdays at the Road Commission office, 3301 East Kijara Street, Kalamazoo, Michigan. A meeting agenda can also be found on the "Meeting" section of this website. From time to time additional special board meetings are held and joint meetings are scheduled with townships throughout the county annually.

Please call (269) 281-3171 or email us at [info@kalamazocountyroads.com](mailto:info@kalamazocountyroads.com) for any additional information.



### Daniel J. Moye

Mr. Moye, Chair, is a Texas Township resident who was originally appointed to the road commission in November 2007. He is the 2017 Chair of the Board and served as Chair of the Board in 2012, 2014, 2018 and 2019 and Vice Chair of the Board in 2013. Mr. Moye has many years of experience managing a company that maintains and constructs highways, roads and airports. Mr. Moye is retired from Glaxo Construction Company. Mr. Moye also serves 12 years on the Melissa Consolidated Public Schools Board of Education. He has served on the Environmental Health Advisory Council. He was reappointed in January 2012 and his term expires 12/31/2018. Township (Lesson for) Brady, Christian, and Clio townships.

Daniel J. Moye  
Chair  
6860 West 8 Avenue  
Sarasota, MI 49087  
(269) 686-2194



### Deborah J. Buchholz

Ms. Buchholz, Vice Chair, is a Cooper Township resident who was appointed to the road commission in January 2015. She is the 2017 Vice Chair of the Board. She is the founder and owner of Synergy Health Strategies, L.L.C., a company dedicated to improving the wellbeing and vitality of both individuals and organizations. She was elected to the Kalamazoo County Board of Commissioners from 2006 to 2011, serving as chair for 4 years and Vice Chair for 4 years. Her previous work experience includes Executive Director of Big Brothers Big Sisters, Vice President of Operations and Finance for her family's carbon commodities and global transportation business, Business Development Analyst at Pfizer, and various consulting projects. Deborah will serve on the Kalamazoo County Board of Public Works representing the road commission. Her term expires 12/31/2020. Township (Lesson for) Cooper, Kalamazoo, and Wakeshma townships.

Deborah J. Buchholz  
Vice Chair  
6875 West Road  
Kalamazoo, MI 49004  
(269) 687-0666



### David Q. Worthams

Mr. Worthams, Member, is a Kalamazoo Township resident who was appointed to the road commission in January 2012. He formerly served as the Transportation Policy Advisor to former Michigan House Speaker Rick Johnson, Craig DeRoche and currently serves as the Policy Director for the Michigan Bankers Association (MBA). He is a Past President of the Kalamazoo Junior Chamber (Jaycees) and the Michigan Jaycees. He also served on the Kalamazoo County Metropolitan Planning Commission, serving as their Chairman for 8 years. A Holland resident of Kalamazoo County, his term expires 12/31/2018. Township (Lesson for) Alamo, Ohtawa and Richard townships.

David Q. Worthams  
Member  
6564 Sweet Cherry Lane  
Kalamazoo, MI 49004  
(269) 995-1281



### David C. Pawloski

Mr. Pawloski, Member, is a resident of the City of Kalamazoo who was appointed to the road commission in March 2017. David is the current Community Services Liaison for the United Way of the Battle Creek & Kalamazoo Region. He also currently serves on the Local Officers Compensation Committee for the City of Kalamazoo which sets the salaries of the Mayor, Vice Mayor and Commissioners. Mr. Pawloski also serves on various organization and non-profit boards. He has been a resident of Kalamazoo County since 1994. He serves on the Kalamazoo County Environmental Health Advisory Council. David and his wife Holly are the proud parents of their son, Joseph, who attends Kalamazoo Public Schools. His term expires 12/31/2023. Township (Lesson for) Prairie Ronde, Schoonhoven, and Texas townships.

David C. Pawloski  
Member  
405 Hutchman Street  
Kalamazoo, MI 49001  
(269) 746-8774



**Larry Stehouwer**

Mr. Stehouwer, Member, is a Cooper Township resident who was appointed to the road commission in March 2017. He previously worked as a professional civil engineer on public infrastructure and development projects, primarily for townships in Kalamazoo, Allegan and Ottawa counties. He retired in 2010 from the consulting engineering firm of Pein & Newhof. He volunteers at several nonprofits including the Friends of the Kalamazoo River Valley Trail, Kalamazoo Christian School Foundation, Agate's Reach Out, Kalamazoo Deacons Conference, Calvary Community Church - Plainville, Sea to Sea and has served on township appointed boards including Cooper Township's Planning Commission and Board of Review, and the Southeast Michigan Building Authority which services Cooper and Calhoun townships. He serves on the Kalamazoo County Parks and Recreation Commission. He enjoys helping others, time with family, the outdoors, road trips, and bicycling. His term expires on 12/31/2022. Township liaison for Comstock, Pavilion, and Ross townships.

Larry Stehouwer, PG  
Member  
2015 West Avenue  
Kalamazoo MI 49006  
(269) 792-4711

## Meeting Schedules, Agendas and Minutes

[Subscribe to this newsfeed](#)

Select the document you would like to view/download from the menu:

### Board Meetings

[10-31-17 Board Meeting Packet](#)

[Public Hearing Notice](#)

- [Proposed 2018 Budget](#)
- [Proposed 2018 - 2022 Primary Road Capital Improvement Plan \(CIP\)](#)

[2017 Agendas](#)

[2017 Minutes](#)

[2017 Board Meeting Schedule](#)

[Watch meetings on line at Public Media Network](#)

### Board/Township Joint Meetings:

The Board of Road Commissioners of the County of Kalamazoo and staff meet with each township to review areas of mutual interest within the respective township.

**Ross Township, November 14, 2017 at 8:00 pm.** The meeting will be held at the Ross Township Hall, 12086 M-89, Richland, MI.

### Search

### Archives of Board Meetings

- [2016 Agendas](#)
- [2016 Minutes](#)
- [2015 Agendas](#)
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- [2008 Minutes](#)
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## Road Commission of Kalamazoo County Publications

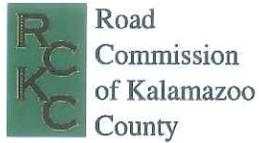
### 2017 WINNERS OF PUT THE BRAKES ON FATALITIES POST ART CONTEST

#### ANNUAL REPORTS

- 2017 Annual Certification of Employee-related Conditions
- 2016 Annual Report
- 2016 Performance Audit Under Michigan PA#1 of 1991, as amended
- 2016 Audited Financial Statements
- 2016 Audit Presentation
- 2016 Public Act 51 Report
- 2016 Annual Certification of Employee-related Conditions
- 2015 Annual Report
- 2015 Audited Financial Statements
- 2015 Audit Presentation
- 2015 Annual Certification of Employee-related Conditions
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- 2012 Audit Presentation
- 2011 Annual Report
- 2011 Audited Financial Statements
- 2010 Annual Report
- 2010 Audited Financial Statements
- 2009 Annual Report
- 2009 Audited Financial Statements
- 2008 Annual Report

#### FUNDING

- Fourth Budget Amendment 2017
- Third Budget Amendment 2017
- Second Budget Amendment 2017
- Budget Amendment 2017
- Adopted Budget 2017
- Budget Year End Amendment 2016



**2017 RCKC BOARD  
TOWNSHIP LIAISON**

**Daniel J. Moyle**

Brady  
Climax  
Charleston

**Deborah Buchholtz**

Cooper  
Kalamazoo  
Wakeshma

**David Q. Worthams**

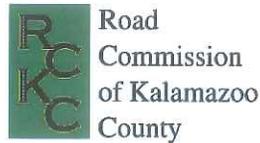
Alamo  
Oshtemo  
Richland

**David Pawloski**

Prairie Ronde  
Schoolcraft  
Texas

**Larry Stehouwer**

Comstock  
Pavilion  
Ross



## 2018 RCKC BOARD COMMITTEE REPRESENTATION

### **Kalamazoo County Board of Commissioners - Commissioner Moyle; Alternate Commissioner Buchholtz (2017 Chair and Vice Chair)**

The Kalamazoo County Board of Commissioners is the legislative policy making branch of the Kalamazoo County Government. The Board is responsible to the Citizens for Development and administration of policies and the annual budget. The Board has eleven members who are elected to office for a term of two years from districts selected according to population. They are assisted by a number of citizen advisory boards and commissions. A road commission board member attends Kalamazoo Board of Commissioners' meetings as necessary and annually to present the Road Commission of Kalamazoo County (RCKC) Annual Report.

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### **Kalamazoo County Parks and Recreation Commission (Parks Commission) – Commissioner Stehouwer; Alternate Commissioner Buchholtz**

The Parks Commission reviews all matters dealing with Kalamazoo County Government Parks. Appointments are made for three-year terms of office or by position. The Parks Commission typically meets **the first Thursday of each month at 3:00 p.m.** at the Kalamazoo County Center Building Room C, 2900 Lake Street.

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### **Kalamazoo County Environmental Health Advisory Council (EHAC) – Commissioner Pawloski; Alternate Commissioner Moyle**

The EHAC serves as an informed advocacy body and sounding board for matters of policy that affect the lives of citizens regarding environmental health services. In addition it advises the County Board of Commissioner on environmental matters. Appointments are made for three-year terms of office or by position. The EHAC typically meets **the second Wednesday of January, April, July and October at 9:00 a.m.** in the ground floor Conference Room D, Main Wing, Nazareth complex.

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### **Kalamazoo County Board of Public Works (BPW) – Commissioner Buchholtz; Alternate Commissioner Worthams**

The BPW deals with public infrastructure financing and development. Appointments are made for three-year terms of office. The BPW meets typically meets **the first Friday after the first Tuesday of each month at 1:30 p.m.** in Room 207A of the County Administration Building.

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## RCKC Communication

- ▶ Updated Website [www.kalamazoocountyroads.com](http://www.kalamazoocountyroads.com)
- ▶ “Contact Us” - Service Requests, Agenda, Minutes, Project Information, Newsletter, Annual Report, Road Data, Budget, Purchasing, etc.
- ▶ Telephone 269-381-3171
- ▶ Service Requests logged and tracked
- ▶ We want your service requests!!
- ▶ Emergency after hours call 9-1-1 Dispatch
- ▶ Television
- ▶ RCKC Board meetings televised on Public Media Network or watch from our website link
- ▶ Facebook [www.facebook.com/kalamazoocountyroads](http://www.facebook.com/kalamazoocountyroads)
- ▶ Daily updates on roadwork around the county
- ▶ “Contact Us” Button to submit a Service Request
- ▶ RCKC CONNECT - alert system

# RCKC Connect

- ▶ **Sign UP:**
  - ▶ From your Mobile Phone go to RCKC Website (*automatic mobile application upon sign up*)
  - ▶ From your Computer to RCKC website.
    - ▶ You can then go to the Mobile Member Application - “EverbridgeCONTACTBRIDGE” to CONNECT on your Mobile Phone too!
- ▶ Alerts provided to your choice:
  - ▶ Emails
  - ▶ Home Phone
  - ▶ Text
  - ▶ Mobile Phone
- ▶ Road Construction, Detours/Road Closures, & General Public News



**RCKC CONNECT**  
RCKC ALERTS SIGN UP NOW

ITEM 3.





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

**TO: BOARD OF COMMISSIONERS**

**FROM: AMBER D. BEEBE, ESQ - OFFICE OF CORPORATION COUNSEL**

**DATE: NOVEMBER 7, 2017**

**SUBJECT: INDIGENT DEFENSE SYSTEM PLANNING PROCESS – FOLLOW UP AND UPDATE**

On October 23<sup>rd</sup> and 26<sup>th</sup>, the Ad Hoc Committee on Indigent Defense along with other stakeholders met to discuss the type of indigent defense delivery system to recommend to the Board of Commissioners. Individuals from the following offices were present, provided input, and comment.

- Board of Commissioners Representatives  
Dale Shugars – Stephanie Moore – Michael Seals
- Office of Corporation Counsel  
Amber D. Beebe, Esq.
- County Administration  
Tracie Moored, County Administrator  
Amanda Morse, Deputy County Administrator  
Lisa Henthorn, Deputy County Administrator
- Office of the Prosecuting Attorney  
Jeff Getting, County Prosecutor  
Alan Harbaugh, Division Chief OPA
- Circuit Court  
Chief Judge Curtis Bell, Circuit & Probate  
Thom Canny, Circuit/Probate Administrator
- District Court  
Chief Judge Richard Santoni  
Ann Filkins, 8<sup>th</sup> District Court Administrator
- Contract Attorney from Defense Roster  
E. Dorphine Payne, Esq.
- Sheriff's Office  
Sheriff Richard Fuller  
James VanDyken, Undersheriff

- Human Resources  
Kristine Cunningham

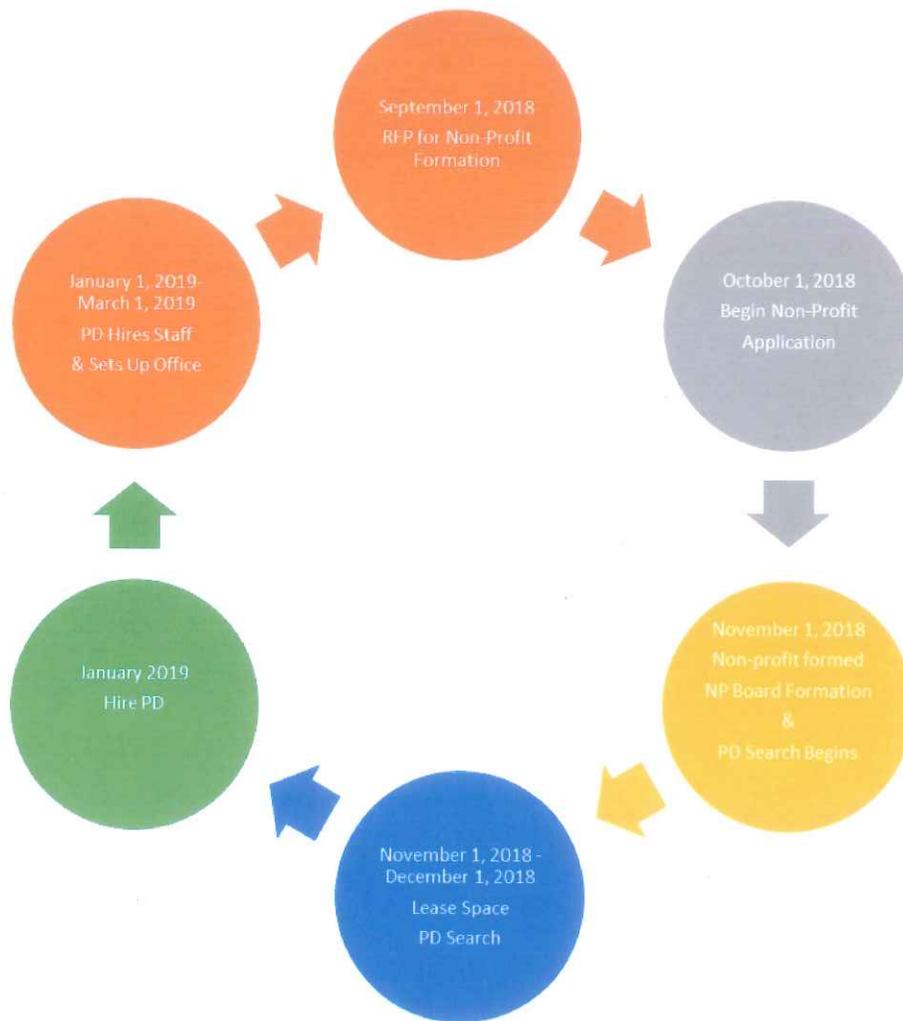
The committee intends to support a separate Public Defender's Office (not-for-profit). The Office of Corporation Counsel, along with Administration, and Finance are currently working to draft a cost analysis for this type of system.

**TIMELINE**



**See draft process on following page**

**Draft Process**



**See proposed office structure on following page**

### Proposed Office Structure

Stand-alone office funded with County funds with the assistance of the State, per the State mandate to fund the new delivery systems in an amount exceeding the "Local Share." PDO Office to have an independent executive board.

#### Personnel:

- (1) Chief Public Defender (CPD)
- (1) Chief Assistant PD
- (22) Assistant PD's
- (1) Office Manager/Operations Manager
- (1) Chief Paralegal
- (1) Paralegal
- (3) Legal Secretaries
- (2) Investigators
- (1) Bookkeeper/Finance
- (1) Receptionist

#### Contracted Personnel:

- Social Worker
- Various Experts
- Conflict Attorneys

#### One Time Capital Costs Est:

- Jail Renovation \$700K
- MAC Renovation \$70K

Office Space for PDO:

- Lease

Non-Partisan Executive Board (Est. 5-7 ppl – Incl. 2 Non-Voting Commissioners as liaisons for the Board of Commissioners)

Potential members of the independent executive board to be chosen from the following:

Kalamazoo Bar Association

Pratt Bar Association

Kalamazoo Trial Lawyers Association

WMU Law School (Dean to Appoint)

K College of Social Justice (Dean to Appoint)

One Ex-Offender

Kalamazoo Community Foundation

United Way

One Ex-Offender at Large (non-voting)

*Suggestion from counsel is that priority goes to licensed attorneys for majority of membership since PDO will be a law office<sup>1</sup>. Suggestion is also that the number of Board members be kept at a minimum so that decision making process is not cumbersome.*

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<sup>1</sup> Intend to check State's ethics rules on role of non-attorneys on this type of Executive Board