

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a stylized landscape with a blue sky, a green field, and a winding road. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the landscape. The text "Board of Commissioners' Meeting" is overlaid on the logo in a large, bold, black font.

**Board of  
Commissioners'  
Meeting**

**December 1, 2015**

**NOTICE AND AGENDA FOR  
DECEMBER 1, 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 ***Tuesday, December 1, 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. Request for Approval to Establish a Groundwater Restricted Use Zone for KL Avenue

**CONSENT AGENDA**

Circuit Court

- B. Request for Approval to Submit Grant Application to State Justice Institute
- C. Request for Approval to Submit Grant Application to Justice for Veterans
- D. Request for Approval of Creation of Position (Grant Funds)
- E. Request for Approval of an Agreement with Southwest Michigan Behavioral Health

Community Corrections

- F. Request for Approval of Elimination/Creation of Positions (house keeping)

District Court

- G. Request for Approval of a Contract with Transworld Systems, Inc.

Health & Community Services

- H. Request for Approval of Business Associate Agreement with Joint Venture Hospital Laboratories
- I. Request for Approval of a Contract with Valley City Electronic Recycling
- J. Request for Approval of an Agreement with Southwest Michigan Behavioral Health

Human Resources

- K. Request for Approval of Amendment to Personnel Policy Section 4.03 (A) (1) and (B) (2)
- L. Request for Approval of Administrative Agreement with Reliance Standard Life Insurance Company

Parks & Expo

- M. Request for Approval to Submit Grant Application to Michigan Department of Agriculture

Planning & Community Development

- N. Request for Approval to Submit a Grant Application to the US-EPA for Brownfield Assessments
- O. Request for Approval of Agreements with Multiple Municipalities and Units of Government for Licensed Pictometry Services
- P. Request for Approval of an Addendum to the Contract with Pictometry International, Corp.

Purchasing

- Q. Request for Approval of 2016 Contract Extension with Paris Cleaners

Treasurer

- R. Request for Approval of Distribution of Funds to the Kalamazoo County Land Bank's 501c(3) Vibrant Kalamazoo from the Delinquent Tax Revolving Fund
- S. Request for Approval of Agreements with Alamo Township, Climax Township, and Pavilion Township for the Transfer of Cemetery Preservation Funds and Approval to Distribution of Cemetery Preservation Funds to the Townships of Cooper and Oshtemo

Board of Commissioners

- T. Request for Approval of Transfers and Disbursements
- U. Request for Approval to Accept Amended Apportionment Report
- V. Request for the Adoption to Amend Resolution to Apportion Ad Valorem Taxes

**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

NOVEMBER 25, 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

## West KLA Landfill Groundwater Restricted Zone (GRZ) Application

For the Board of Commissioner's consideration and information, below is a brief response in relation to the issue of property owner notice that was raised during the Committee of the Whole on November 17.

The West KLA Group (Group) has provided numerous notices to property owners in and outside the proposed GRZ over the last several years. All sampling results from homeowners' properties are shared with the homeowner, together with a short letter of explanation. The Group has also established an informational website and directs property owners to that site for further information. Overall, we believe that most property owners are well informed. However, new homeowners do not have the benefit of that information and history, and, as we learned from the two citizens who spoke at the 7 pm Commission meeting, a homeowner's introduction to the site may be when a technician shows up at their property to sample their water. To address this situation, the Group has taken or will take the following action:

- A reminder/update letter will be sent to all homeowners *before* their wells are sampled. This letter will provide basic information about the site and the reason for the sampling, and will ensure that the sampling event does not come as a surprise to a new homeowner.
- For the two citizens who spoke at the Commission meeting, their well sampling results, together with e-mails of explanation, were sent to them the day after the meeting by the County Health and Community Services Department. Legal Counsel for the Group also wrote to one of these citizens to provide further background and explanation in regard to particular questions that he had.

The Group has also reviewed Michigan law in regard to property transfers. Michigan's Environmental Remediation Law (aka Part 201) requires a property owner that knows that their property is contaminated above Michigan cleanup criteria to provide written notice of that fact to a purchaser. Michigan's Seller Disclosure Act likewise requires that a seller disclose whether their well has been tested and the date of the last results, and requires a seller to disclose whether they are aware of any "environmental problems" or "environmental hazards" on the property, including "contamination." (We know of one recent sale where the landfill issue was disclosed in this manner to the buyers). Accordingly, legal protections for new buyers are already in place. If a seller fails to follow these requirements in appropriate circumstances, then the buyer may have legal recourse against the seller.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Ann Filkins

**SUBJECT:** SJI Grant Application

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court received permission via email to submit the grant application as the grant deadline did not allow for advance BOC approval. The 9<sup>th</sup> Circuit Court is now requesting formal BOC approval.

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

The Kalamazoo County Courts are requesting a State Justice Institute Technical Assistance grant in the amount of \$47,800 to plan for the future of Circuit, District and Probate Courts.

SJI Funds = \$47,800  
Local Match = \$25,830  
Total = \$ 75,630

**TIME FRAME OF ACTION:**

January 4, 2016 – December 31, 2016

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

State and Local 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)

N/A

**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

**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:**

Ann Filkins 269 384 8253

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Ann Filkins

**SUBJECT:** 2016 Veterans Treatment Court Planning Initiative Grant

**SPECIFIC ACTION REQUESTED:**

The 9<sup>th</sup> Circuit Court received permission via email to submit the grant application as the grant deadline did not allow for advance BOC approval. The 9<sup>th</sup> Circuit Court is now requesting formal BOC approval.

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

The 9<sup>th</sup> Circuit Court is requesting permission to apply for The Veterans Treatment Court Planning Initiative (VTCPI) Grant. The VTCPI is designed to assist jurisdictions in the planning and development of Veterans Treatment Court programs. Justice For Vets staff and a cadre of treatment court practitioners work with planning teams to shape programs, develop policy and procedure manuals, and build team unity. This grant is to bring in a team of facilitators for planning purposes. Upon receipt of the grant, a budget will be developed.

**TIME FRAME OF ACTION:**

January 4, 2016 – December 31, 2016

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

Federal 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)

N/A

**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

**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:**

Ann Filkins 269 384 8253

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Ann Filkins

**SUBJECT:** Creation of Position

**SPECIFIC ACTION REQUESTED:**

Creation of a Treatment and Recovery Court Case Manager for the new Juvenile Mental health Court.

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

The position was classified as a non-exempt, K6 position.

2016 K06: \$33,196.80 starting salary.

**TIME FRAME OF ACTION:**

Ongoing grant funded position.

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

State Michigan Mental Health Court Grant Funding.

**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	Treatment and Recovery Court Case Manager	k06	33,196.80-44,803.20	1.0	249-152

**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

**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:**

Ann Filkins  
269 384 8253

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** 9<sup>th</sup> Circuit Court

**PREPARED BY:** Ann Filkins

**SUBJECT:** Approval of Agreement

**SPECIFIC ACTION REQUESTED:**

Approval of Agreement with Southwest Michigan Behavioral Health.

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

The 9<sup>th</sup> Circuit Court is requesting approval of an agreement with Southwest Michigan Behavioral Health to provide PA2 funds in the amount of \$60,000. These funds will be used for substance abuse testing for the Adult Men and Women's Drug Treatment Court Program.

**TIME FRAME OF ACTION:**

10/1/15 – 9/30/2016

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

Local PA2 funding

**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 OR AMENDMENT:**

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

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

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

**CONTACT PERSON WITH PHONE NUMBER:**

Ann Filkins  
269 384 8253

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** 05 December 2015

**DEPARTMENT:** Community Corrections

**PREPARED BY:** Kenneth D. Bobo, Director

**SUBJECT:** Housekeeping

**SPECIFIC ACTION REQUESTED:**

1. Approve change in account number for Programming Coordinator position.

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

Line item funding change of grant position.

**TIME FRAME OF ACTION:**

Change effective October 1, 2015.

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

State grant from Michigan Department of Corrections.

**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)

Eliminate:

10714-003	Programming Coordinator	K6	1.0FTE	331-154-704.00
	\$32,468.80 - \$43,825.60			

Create:

10714-003	Programming Coordinator	K6	1.0FTE	331-156-704.00
	\$32,468.80 - \$43,825.60			

**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 is a housekeeping item to reflect the change in funding support for this position.

**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:**

Kenneth D. Bobo 269-383-6434

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** 8<sup>th</sup> District Court

**PREPARED BY:** Tina L. Keifer, Court Administrator

**SUBJECT:** Approval of contract between 8<sup>th</sup> District Court (Client) and Transworld Systems, Inc. (Agency) for collections of outstanding receivables owed to the 8<sup>th</sup> District Court.

**SPECIFIC ACTION REQUESTED:**

8<sup>th</sup> District Court requests Board approval of a contract between the 8<sup>th</sup> District Court and Transworld Systems, Inc. to provide services for collections of outstanding receivables owed to the 8<sup>th</sup> District Court. District Court intends to transfer collection authority to the Agency for cases from 2008 and older for collection of outstanding receivables owed to the Court.

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

A 20% commission shall be paid to the Agency at the time the outstanding debt is collected.

**TIME FRAME OF ACTION:**

December 1, 2015 through November 30, 2016.

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

20% Late Fee assessed on outstanding debt by Statute.

**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)

None

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

**CONTACT PERSON WITH PHONE NUMBER:**

Tina L. Keifer, Court Administrator 269-384-8166



H. - J.

**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

*Promoting Health For All*

**DATE:** December 1, 2015  
**TO:** County Board of Commissioners  
**FROM:** Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer  
**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. APPROVAL OF BUSINESS ASSOCIATE AGREEMENT BETWEEN HEALTH & COMMUNITY SERVICES AND JOINT VENTURE HOSPITAL LABORATORIES (JVHL)**

**ACTION REQUESTED**

HCS Administration requests Board approval to enter into a Business Associate Agreements (BAA) with Joint Venture Hospital Laboratories (JVHL). The BAA corresponds to the Laboratory Sub provider Agreement that was approved by the Board on September 1, 2015.

**DESCRIPTION OF SUBJECT**

JVHL arranges for the provision of laboratory services and as such its relationship with the HCS Public Health Laboratory will involve interactions & access to personal health information (PHI), HCS wishes to establish a business associate relationship between our entities to ensure all information is accurately and appropriately exchanged, transported and stored.

**RELATIONSHIP TO GOAL**

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. Implementation of this BAA assures security and compliancy protocols are maintained in regards to the exchange of personal health information that is required for the department to uphold this goal while being fiscally responsible through the collection of reimbursement for clinical services covered under health insurance plans.

**FUNDING SOURCE**

No 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 questions, please contact Courtney Davis, HCS Administrative Coordinator, at 373-5197 / [cldavi@kalamazoo.org](mailto:cldavi@kalamazoo.org) or Gillian Stoltman, Director / Health Officer, at 373-5260 / [gastol@kalamazoo.org](mailto:gastol@kalamazoo.org)

### **B. APPROVAL OF A CONTRACT WITH VALLEY CITY ELECTRONIC RECYCLING FOR ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES FOR MATERIALS COLLECTED AT THE HOUSEHOLD HAZARDOUS WASTE CENTER**

## ACTION REQUIRED

HCS Administration requests Board approval of an Agreement between the County of Kalamazoo, through the Health & Community Services Department, and Valley City Electronic Recycling, 2929 32<sup>nd</sup> Street SE, Kentwood MI for the transportation and recycling of electronic waste collected by the Household Hazardous Waste Center. The term of the contract is from January 1, 2016 to December 31, 2016, with two possible one-year extensions.

## DESCRIPTION OF SUBJECT

On October 27, 2015, the County received three (3) sealed proposals for a one-year contract to transport and dispose of electronic waste collected at the Household Hazardous Waste (HHW) Center. Using 2014 data, the estimated annual costs are:

1. Valley City	\$25,000
2. Comprenew	\$19,000
3. Electronics Recycling Service	\$121,000

After a thorough technical review and price evaluation, a contract with Valley City is recommended for approval. Valley City has distinguished itself with excellent references, customer service and proven ability to customize their shipping program to meet Kalamazoo County's needs. The HHW Center has been working with Valley City since 2012 and there will be no disruption in or changes to HHW Center operations.

The proposed contract assigns final responsibility to Valley City for acceptance, dismantling and recycling of electronics collected by the County at its Household Hazardous Waste Center. Electronic materials include televisions, computer monitors, CPUs, printers, keyboards and other miscellaneous electronics.

Under the terms of the contract, Valley City will pay the County \$0.03 per pound for computers, non CRT monitors, printers, non CRT televisions and other miscellaneous

electronic equipment. Additionally, Valley City will supply cubic yard boxes and pallets at no cost. CRT containing devices will be charged to the County at a rate of \$0.15 per pound and projection televisions at a rate of \$0.25 per pound. These fees will be reimbursed in full by municipality contract revenues.

### **RELATIONSHIP TO GOALS**

The contract assures that the collected household hazardous waste is properly disposed in a manner that the waste no longer poses a threat to the environment. Proper disposal is consistent with the goal to improve the quality and safety of the physical environment, and in particular, protection of groundwater in Kalamazoo County.

### **FUNDING SOURCE**

Funding for contractual services to dispose of household electronic waste is a line item in the current program budget. Costs will be reimbursed in full by municipality contract revenues.

### **PERSONNEL**

There are no new personnel associated with this action.

### **PROCUREMENT**

A Contractee for the transport and disposal of electronic waste was identified through a competitive request for proposals (RFP); As previously outlined three entities returned proposals in response to the County issued RFP. All procurement and purchasing policies were followed.

### **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions regarding this information, please contact Vern Johnson, Environmental Health Division Manager, at 373-5356/ [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) or Lynne Norman, Deputy Director – Health Services, at 373-5237/ [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com)

## **C. APPROVAL OF AGREEMENT BETWEEN SOUTHWEST MICHIGAN BEHAVIORAL HEALTH AND THE HEALTH & COMMUNITY SERVICES DEPARTMENT (HCS)**

### **ACTION REQUESTED**

HCS Administration requests Board approval for the agreement between Southwest Michigan Behavioral Health and HCS. Maternal & Child Health Division through the Healthy Babies Healthy Start project for the amount of \$73,700 and the HIV/Communicable Disease Services in the amount of \$10,800 for a total amount of \$84,500 and covers the period of 10/1/15 through 9/30/16.

### **DESCRIPTION OF SUBJECT**

This is a renewal agreement with Southwest Michigan Behavioral Health (SWMBH). In response to a collaborative partnership with SWMBH, HCS will provide case management services to Kalamazoo County pregnant residents who may already be receiving mental health and/or substance abuse services. The services include social, behavioral, and nutritional services.

As it pertains to HIV/Communicable Disease Services to allow HCS staff to provide training, education and testing to SWMBH staff and their subcontractors within the SWMBH region.

### **RELATIONSHIP TO GOALS**

The acceptance of this funding will further HCS'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**

No County general 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/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Deb Lenz, Maternal & Child Health Division Manager at 373-5024 or [dllenz@kalamazocounty.com](mailto:dllenz@kalamazocounty.com) or contact Lynne Norman, Deputy Director – Health Services at 373-5237 or [ldnorm@kalamazocounty.com](mailto:ldnorm@kalamazocounty.com)

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: December 1, 2015  
DEPARTMENT: Human Resources Department  
PREPARED BY: Kristine Cunningham, Human Resources Director  
SUBJECT: Non-Union Personnel Policy Changes

**SPECIFIC ACTION REQUESTED:**

Adoption of two revisions to the Non-Union Personnel Policy Changes. Both revisions are supported by Labor Counsel.

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

- 4.03 (A) (1) – Overtime Pay and Compensatory Time
  - Correct language to allow supervisors to direct an employee to flex their time.
  
- 4.03 (A) (2) – Overtime Pay and Compensatory Time
  - Updates the policy with more detailed time calculations in order to ensure compliance with the Fair Labor Standards Act.

The updated policies are attached. The comprehensive review of the County Personnel Policy Manual is currently under review.

**TIME FRAME OF ACTION:**

Effective 12/1/2015.

**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

Personnel Policy #4.03 (A) (1) – Overtime Pay and Compensatory Time

1. In conjunction with an employee working additional hours in excess of his/her regularly scheduled work shift, the employee's supervisor may ~~request-direct that~~ the employee to "flex" his/her regularly scheduled work week, in a Saturday through Friday calendar week, prior to the employee exceeding his/her authorized FTE hours for the week.

Personnel Policy #4.03 (A) (2) – Overtime Pay and Compensatory Time

2. Overtime pay shall be calculated on hours worked (including holiday, personal, and vacation leave, but excluding sick leave and compensatory time used) over forty (40) hours in a Saturday through Friday calendar week. Overtime ~~shall not will~~ be calculated ~~for less than in~~ fifteen (15) minute increments in any one (1) day by rounding time worked to the nearest quarter hour in any one day. Employee time from 1 to 5 minutes will be rounded down, and thus not counted for hours worked. Employee time from 6 to 14 minutes will be rounded up and counted as a quarter of an hour worked.

L.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: December 1, 2015**

**DEPARTMENT: Human Resources**

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

**SUBJECT: Reliance Standard Life Insurance Agreement**

**SPECIFIC ACTION REQUESTED:**

Approval of revised Administrative Agreement with Reliance Standard Life Insurance Company.

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

The purpose of this revised agreement is to allow an enrollment period for life insurance changes for KalFlex employees. Annually, employees are allowed to increase their life insurance by one step increments per policy. Reliance Standard Life Insurance Company requires an adjustment to the administrative agreement annually to allow such enrollment period.

The County was notified of this requirement of the change in agreement on 11/6/2015 from Reliance Standard (via email request), therefore, we must request the approval of the agreement after the actual enrollment period ends.

**TIME FRAME OF ACTION:**

October 2, 2015 through November 20, 2015

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

Employee Benefits Fund

**PROCUREMENT INFORMATION:**

N/A

**CONTACT PERSON WITH PHONE NUMBER:**

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: December 1, 2015**

**DEPARTMENT: Parks & Expo Center**

**PREPARED BY: David Rachowicz**

**SUBJECT: Michigan Department of Agriculture Capital Improvement Grant Application**

**SPECIFIC ACTION REQUESTED:**

Approve submitting a Michigan Department of Agriculture Capital Improvement Grant Application for \$20,000 to replace Barn #16 at the Kalamazoo County Expo Center and Fairground.

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

The total cost to replace Barn #16 at the Expo Center & Fairground is \$100,000. This project needs to be completed due to the poor condition of the existing building, the grant could provide \$20,000 to offset the County's expense. The replacement building will have multiple uses and will be used by dog shows, car shows, outdoor vendor shows, and the Kalamazoo County Fair.

**TIME FRAME OF ACTION:**

Project will be completed in 2016.

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

Funding will come from budgeted Fairground Capital Improvement 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)

**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 is a grant program that the County is now eligible for due to the County Fair being operated by the County.

**PROCUREMENT INFORMATION:**

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

The project will be bid in accordance with County purchasing policies.

**CONTACT PERSON WITH PHONE NUMBER:**

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

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** Planning and Community Development

**PREPARED BY:** Lotta Jarnefelt

**SUBJECT:** Grant Application – US EPA

**SPECIFIC ACTION REQUESTED:**

Approval of a Kalamazoo County Brownfield Redevelopment Authority grant application to the US-EPA for Brownfield assessment.

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

If awarded, the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) will use the funds to assess the environmental conditions of potential brownfield sites throughout the county, with a focus on Kalamazoo Township. The KCBRA is applying for \$200,000 in petroleum assessment funds and \$200,000 in Hazardous Waste Assessment funds.

**TIME FRAME OF ACTION:**

Application deadline is December 18, 2015.

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

Federal funding with no match required.

**PERSONNEL IF REQUIRED:**

The KCBRA will use existing staff but the majority of the work will be conducted by a subcontractor.

**NEW OR RENEWAL OR AMENDMENT:**

The KCBRA received the same award in 2006

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

If awarded, the KCBRA will go through a competitive bidding process to determine the subcontractor used for the activities required by the grant award.

**CONTACT PERSON WITH PHONE NUMBER:**

Lotta Jarnefelt – 384-8115, [lmjarn@kalcounty.com](mailto:lmjarn@kalcounty.com)

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: December 1, 2015

DEPARTMENT: Planning & Community Development

PREPARED BY: Lotta Jarnefelt

SUBJECTS: Agreements for Licensed Pictometry Products between County of Kalamazoo and the Charter Township of Cooper and Township of Pavilion; Village of Vicksburg and the City of Portage.

SPECIFIC ACTION REQUESTED:

Approve the Authorized Subdivision Agreements for Licensed Pictometry products between County of Kalamazoo and the Charter Township of Cooper and Township of Pavilion; Village of Vicksburg and the City of Portage.

DESCRIPTION OF ACTION (dollar amount, purpose):

For the purpose of consistency of terms used in the contract with Pictometry Corp., the governmental units are called "Subdivisions" in these agreements. These agreements are made with the governmental units that are gaining access to the aerial imagery and training that is offered in the contract between the County of Kalamazoo (approved June 2, 2015 by BOC as amended) and Pictometry Corp. Each unit that wants this access will have to sign similar agreements.

The fees for the governmental units that have requested that certain sectors be flown in a higher resolution are charged over a three year period.

The fees for the units are:

Comstock Twp*	\$ 8,100
<b>Cooper Twp</b>	<b>\$ 3,150</b>
Kalamazoo Twp**	\$ 3,375
Oshtemo Twp**	\$ 11,025
<b>Pavilion</b>	<b>\$ 8,100</b>
Schoolcraft Twp*	\$ 8,100
Texas Twp*	\$ 8,100
<b>Vicksburg Vill</b>	<b>\$ 1,800</b>
City of Kalamazoo*	\$ 3,825
City of Parchment*	\$ 900
<b>City of Portage</b>	<b>\$10,800</b>
<u>Gull Lake Sewer &amp; Water*</u>	<u>\$ 8,775</u>
<b>TOTAL</b>	<b>\$76,050</b>

\* Agreements for these units were already approved by BOC on October 20, 2015.

\*\* Agreements for these units to be brought to BOC for approval on December 15, 2015 or early 2016.

TIME FRAME OF ACTION:

The initial 1/3 fee payment shall be due following delivery of the Licensed Images and applicable Licensed Software at the Subdivision and within 10 business days of the

Subdivision's receipt of an invoice for same from County, the second 1/3 fee payment shall be due 12 months later, and the third 1/3 fee payment shall be due 24 months later.

FUND TO BE CREDITED:

The payments from the units will be reimbursed to the Register of Deeds Automation Fund by agreement with Tim Snow, County Clerk and Register of Deeds.

PERSONNEL IF REQUIRED:

None

CONTACT PERSON WITH PHONE NUMBER:

If you have any questions or comments, please contact me at 384-8115 or at [lmjarn@kalcounty.com](mailto:lmjarn@kalcounty.com)

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** December 1, 2015

**DEPARTMENT:** Planning & Community Development

**PREPARED BY:** Lotta Jarnefelt, Director

**SUBJECT:** Contract Addendum for Countywide aerial flight/Pictometry Project

**SPECIFIC ACTION REQUESTED:**

The Board of Commissioners' approval of an Addendum to 2015 contract with Pictometry International, Corp. for Pictometry.

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

*Dollar amount:*

The initial contract with Pictometry Corp. is for aerial photo capture of the County in the Spring of 2016. The imagery is in two levels of resolution and includes 5 views total: bird's eye views from four directions and a view from straight above.

The current contract, approved by BOC on June 2, 2015, was for a total of \$227,554.50 over a three year period.

This is a request to approve an addendum to the contract. The cost of the added work is \$7,203.75. The total cost of the project after the addendum will be \$234,758.25, paid for by the Register of Deeds Automation Fund.

The participating municipalities' contribution of \$76,050 will be remitted to the county over three years.

The final expense for the county is **\$158,708.25 over three years.**

*Purpose:*

The amendment adds the east half of Pavilion Township to be flown in a higher resolution. Also, the amendment addresses the fact that FEMA will be collecting LiDAR (Light Detection and Ranging) data for Kalamazoo County (at no cost to the County) in late 2015 or early 2016. The Digital Elevation Model (DEM) produced from the LiDAR data will replace the DEM that was used for previous Pictometry flights, providing an updated and higher accuracy DEM for the 2016 flight.

**TIME FRAME OF ACTION:**

The contract covers three years from the shipping of the images and software, estimated shipping date of initial data is July 2016.

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

The funds for this project will come from the Register of Deeds Automation Fund, by agreement with Tim Snow, County Clerk & Register of Deeds. No County tax dollars will be involved with this project.

**NEW OR RENEWAL OR AMENDMENT:**

Original Contract with Pictometry for the 2016 flight was approved by BOC on 06/02/2015.

**CONTACT PERSON WITH PHONE NUMBER:**

Lotta Jarnefelt, phone 384-8115 or LMJARN@kalcounty.com

9.

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF: December 1, 2015**

**DEPARTMENT: Office of Finance – Purchasing**

**PREPARED BY: Thomas G. O'Brien**

**SUBJECT: Contract Extension for Dry Cleaning and Laundry Services, Uniforms**

**SPECIFIC ACTION REQUESTED:**

Request Board Approval of a contract extension with Paris Cleaners & Laundry for Dry Cleaning and Laundry Service, Uniforms for the requirements of the Sheriff's department and Animal Services & Enforcement.

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

Extend a fixed price contract (for 44 line items) for a period of one year to Paris Cleaners & Laundry. Vendor and Sheriff's department have agreed on switching from three day to five day pickup and delivery. The estimated Grand Weekly Total of this fixed price contract is \$3,054.75.

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

**TIME FRAME OF ACTION: January 1, 2016 to December 31, 2016**

This is the third of four (4) extensions, each for one-year (1) period upon mutual agreement of all parties.

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

**PERSONNEL IF REQUIRED: N/A**

**NEW OR RENEWAL: Renewal.**

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

Jointly bid with City of Kalamazoo and City of Portage with County of Kalamazoo acting as lead agency in 2012. The City of Kalamazoo and the City of Portage will also extend their respective contracts with Paris Cleaners & Laundry.

**CONTACT PERSON WITH PHONE NUMBER:**

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

<b>BOARD AGENDA REQUEST FORM</b>
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**PROPOSED FOR BOARD MEETING OF: December 1, 2015**

**DEPARTMENT: Treasurer's Office**

**PREPARED BY: Mary Balkema, County Treasurer**

**SUBJECT: \$20,000 Grant to the Kalamazoo County Land Bank's 501c(3) Vibrant Kalamazoo . Funds are coming from the Delinquent Tax Revolving Fund.**

<b>I. Project Evaluation Summary</b>
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### Project Description

Northside Senior Housing is a multi-family senior living development project located on West North Street in the Northside Neighborhood of Kalamazoo. The vacant property, located at 302 West North Street was sold to NACD by the Kalamazoo County Treasurer's office, who removed a blighted residential structure in 2014. Phase 1 of the project, completed in 2014, included the construction of two new senior living duplexes that house 4 Northside senior residents. The overall project aims to provide a new rental housing for independent senior citizens who want to remain Northside residents, but in units that allow them to "age in place". The subject project is a second phase and will include the construction of one additional duplex, across the street from the existing development and directly north of the NACD Community Center complex. 100% of the units will be designated for tenants at 50% AMI and below, with owner subsidized rents. The project will cost \$226,500 for construction of the duplex, with resources coming from City of Kalamazoo HOME funds, LISC grant funds, the Kalamazoo County Treasurer's office, and NACD operating funds.

The building will be built with identical architectural plans to Prairie Gardens, as seen below:



Exterior Front Façade



Interior- Kitchen area

### Project Timeline

Predevelopment or Development Milestone (as applicable)	Date
1. Secure HOME funding	2013
2. Sign partnership agreement with GLAS Construction	10/31/2015
3. Finalizing funding	11/30/2015
4. Begin construction	12/2015
5. Complete construction	5/31/2016
6. Complete lease up of units	12/31/2016

## Description of Development Site & Vicinity

The development site is located on West North Street, near the intersection of W. North Street and N. Church Street in the Northside neighborhood. The project site is a 66' x 102.5' lot, located directly across the street from the Phase 1 NACD Senior Housing project location, which was completed in 2014. The site is also located directly north of the NACD Community Center complex, which abuts the northern face of the Phase 1 Senior Housing units. The Northside neighborhood is a low to moderate income neighborhood with approx. 9,000 residents. The direct vicinity of this project area is a mix of single family and multi-family residential, faith-based organizations, NACD Community Center, and mixed retail uses to the south. The development site is within short walking distance of a Kalamazoo County Transit bus stop and the key Park/Westnedge Ave. commercial corridor, which runs north and south into and out of the city of Kalamazoo, as well as a Department of Public Safety sub-station to the southwest. It is close to shopping, hospital, post office, and other services and resources. Below are a few examples of the approximate distances to community services from the project sites:

Service	Miles
Police/Fire	less than .25
Post Office	.75
Hospital	1.0
YMCA	1.0
Laundromat	.75

## Summary of Project's Strategic Value

This project is located in the Northside of Kalamazoo. Current demand and NACD waiting lists demonstrates that this housing type is desired and in demand by seniors who are still independent but wanting easy entry apartments, so that they can "age in place", and live amongst their family and friends while they remain independent.

## II. Project Evaluation Detail

### Development

#### Project Cost/Development Budget Analysis

The overall construction costs are budgeted at \$209,000 for hard costs, \$12,000 for soft costs and \$5,500 for contingencies, for a total development cost of \$226,500. The majority of the budget will be paid for with City of Kalamazoo HOME funds, which are paid out via reimbursement for actual allowable costs. Average development cost per unit is \$113,250, well within average area costs for new construction development.

#### Environmental Assessment

The property historically held a 4-unit residential structure, built in the early 1900s which became dilapidated and an eyesore over time. The property was in tax foreclosure with the Kalamazoo County Treasurer's office in 2014, and was demolished by the City of Kalamazoo in 2014. The demolition was a partnership between the County Treasurer's office, the Kalamazoo County Land Bank Authority and the City of Kalamazoo, and included removal of the entire structure and basement foundation, which was then filled with clean dirt to make it suitable for rebuilding. Upon demolition, the vacant property was transferred to the Kalamazoo County Land Bank Authority in December, 2014 to be held for redevelopment. The Kalamazoo County Land Bank Authority sold the property to NACD in April, 2015 for the subject project. A Phase 1 environmental assessment has not been completed because the land use has not changed, and the property was remediated with clean soil after demolition.

## **Marketing**

### **Target Market Description**

The target market for this project is independent living senior citizens of low to moderate income. The two units will be designated for families living at 80% AMI or below. Both units will be two-bedroom. Single and married couples over the age of 62 are the likely market for these senior rental units.

### **Description of Marketing Approach/Strategy**

Once construction is underway, NACD will begin public advertising of the availability of units. There is an expectation that the second phase of the project will be as successful as the first phase in generating interest, which showed lease up of 100% of the units within three months. All units in Phase 1 have remained leased and there has been minimal turn over in the units (those units that have turned over have been due to the passing of the renter). There is currently a waiting list of 5-7 people for the first phase of the project, which will be used for lease up of Phase 2.

### **Operations and Management of Project**

The Executive Director will manage the construction project from close of financing to completion of construction in partnership with GLAS Construction. Once construction is completed and certificate of occupancy is issued, NACD will manage lease up and maintenance of the units along with the units from the first phase completed in 2014.

## **Financing**

### **Financing Description**

City of Kalamazoo HOME funds will cover \$184,000 of the project costs, with LISC, the Kalamazoo County Treasurer's office, and NACD general fund resources making up the balance of the total project cost of \$226,500.

## **III. Sponsor/Borrower Organizational Evaluation**

### **Organizational History**

#### **Background to the Organization**

Northside Association for Community Development (NACD) was incorporated as a nonprofit organization in 1981 by neighborhood residents to address concerns about the social and physical problems facing Kalamazoo's Northside neighborhood. It is the only neighborhood association on the Northside of the city and is grounded in the community that it serves.

#### **History/Development Strategy**

NACD provides a wide range of activities for Northside residents. These include networking for neighborhood interests and education; surveying and advocating rational land use; developing housing for home ownership and services for would be home owners; and advocating for neighborhood-based services including banking (achieved), housing repair, food centers (achieved), and health care and prevention services. All of these activities serve to create a sense of neighborhood cohesion and integration. In addition, NACD administers programs designed to stimulate neighborhood development through shared participation in celebration, education and recreation.

#### Development projects have included:

- **North Park Street Plaza and Northside Skills Center** NACD constructed the North Park Street Plaza, a 29,000 sq. ft. development that is anchored by a 25,000 sq. ft. full-service Park Street Market, and also houses a 3,000 sq. ft. retail outlet. The grocery store is centrally located, making it accessible for neighborhood residents who do not have any means of transportation. It opened for business in November 2003 and closed temporarily in 2008. The store reopened in 2009 and employs 30 people of which 40% are Northside residents. Additionally, NACD constructed the Northside Skills Center, a 9,600 sq. ft. community center that is located across the street from the grocery store (and to the direct south of the subject housing development area). This building includes a child-care facility, workforce training center, and NACD's neighborhood association offices.
- **Home Heating Weatherization Project** In 2006, NACD entered into a partnership with Calvary Bible Church to implement a new Northside Home Heating and Weatherization program to assist low income homeowners in upgrading their homes to help mitigate some of the causes of foreclosures in the Northside Neighborhood. In the first year, Northside and Calvary Bible Church were able to complete weatherization on six (6) homes. In 2007, LISC provided grant support to help NACD expand the Home Heating and Weatherization program to serve more residents. NACD partnered with the City of Kalamazoo, Fifth Third Bank, LISC and NOVA Development Group of Detroit Inc. (a for profit developer that provided in kind materials and services) to complete weatherization activities on twenty-six (26) homes in the Northside. Work included the installation of complete window replacements and furnaces, installation of glass block windows in basements, new water heater blankets, programmable thermostats and compact florescent bulbs.
- **Urban Garden Program** In 2008, NACD began running the Urban Garden program in the Northside Neighborhood. In 2010, the project was expanded and renamed "Northside Is Going Green", which involved planting 47 spruce trees and 17 fruit trees in the neighborhood.
- **NACD Building (prior to current location)** NACD constructed a new 6,000 square foot community center in 1994, which housed for the first time in several years, a National City Bank branch. At the time, this was the only bank in the neighborhood. NACD has since sold the building to the City of Kalamazoo and has relocated their offices to the new Northside Skills Center.
- **Housing Development and Services** NACD has administered housing programs for low-income residents which assist them with preventing foreclosures, compiling data for home improvement grants/loans, and becoming a homeowner. NACD has completed full rehabilitation and the sale of six homes in the Northside neighborhood.
- **Community Involvement** NACD has been responsible for organizing a proactive group of Neighborhood Watch volunteers to decrease drug trafficking in the Northside neighborhood. They have participated in fund raising and development activities for agencies like the Douglas Community Center, Safe House, and the Family Health Center. Resident support services and advocacy remains as a top priority for NACD. This includes neighborhood meetings, crime prevention activities, after school tutoring, summer youth programming, and resident information and referral services.

#### Geographic Focus

The Northside Association for Community Development focused its efforts exclusively in the Northside Neighborhood, which has the highest concentration of low income and minority households in Kalamazoo. According to the 2010 U.S. Census, in Census tracts 2.02 and 3.00,

- An average of 75% of residents are low to moderate income (80.5 in Census tract 2.02 and 68.8% in Census tract 3.00). The average median income for Northside residents is \$19,361,

significantly lower than the city-wide median income of \$31,291, indicating significant income disparities for Northside neighborhood residents.

- Racial demographics indicate that the residents in this census tract are approximately 85% African American, 8% White, 1% American Indian, and 6% Multi-racial and/or other; 2% of Northside residents in these two census tracts are Latino/Hispanic.
- The Northside has approximately 5,000 residents and 2,150 housing units, of which 993 are rental units (46%), which leads to higher levels of population movement and instability.
- The unemployment rate for Northside residents is high at about 25%, compared to the city-wide unemployment rate of 10.8%. The unemployment rate city-wide has decreased in 2013 to 8.4% (preliminary), but a similar decrease has not been observed for Northside residents.
- The Park/Westnedge Corridor area is the primary commercial gateway into the city from the north and has exhibited characteristics of economic distress, including a high proportion of vacant properties, high turnover of businesses and physical deterioration. Revitalization efforts are underway, with the first commercial development activity in over 50 years taking place on the Park/Westnedge corridor area. This was primarily driven by non-profit development and investment, like the North Park Street Plaza and the NACD Community Center. These investments have spurred municipal investment in the new KDPS Sub-station and private investment in a Family Dollar Store and a Little Caesar's pizza store. The identified needs of the Northside neighborhood, as codified in the Northside "Connect the Dots" neighborhood planning process include revitalization of the Park/Westnedge commercial corridor and creation of jobs for residents.

### **Board Membership**

NACD's Board is made up of residents and other community partners. Board policy requires that 80% of the board members live in the neighborhood and that the monthly meetings be open for resident input. Board representation includes diverse membership, consisting of small business employees, city government representatives, financial expertise, and other neighborhood residents. The 2015 Board of Director members include:

**Orlando Little, President, Self-Employed (resident)**  
**Shirley Gordon, Vice President, City of Kalamazoo (resident)**  
**Antonio Mitchell, Secretary, W.E. Upjohn Institute (non-resident)**  
**Mildred Smith, Treasurer, Data Entry Clerk (resident)**  
Amina Shakir, Director, Self-Employed Bookkeeper (resident)  
Ernest Hightower, Director, Construction Worker (resident)  
Carol Cooper, Director, Resident Care Aide (resident)  
James Pitts, Director, CFO of Executive Protection (resident)

### **Staff Leadership**

Mattie Jordan-Woods has been serving as the Executive Director since 1987. She is responsible for overseeing the organization's general business, as well as coordinating the organization's development projects, advocating for the Northside Neighborhood, and operational and programmatic fund raising. Ms. Jordan-Woods is a graduate of Western Michigan University, with a BS in Communications, with minor studies in Social Work. Ms. Jordan-Woods has over 20 years experience in serving low-income neighborhoods. She has several certificates from Neighborhood Reinvestment (the community development curriculum) and is a graduate of Leadership Kalamazoo. Ms. Jordan-Woods is also a life long resident of the Northside neighborhood and has been instrumental in advocating and promoting redevelopment efforts in her community.

### **Analysis of Financial Statements and Condition**

A Adonu Idahosa, CPA, PLC completed audits for each fiscal year concluding December 31 for fiscal years 2014, 2013, and 2012, and found that changes in net assets and its cash flow was in conformity with generally accepted accounting principles and free of material misstatement. At the end of 2014,

NACD had net assets in excess of \$3.4M. Between 2012 and 2014, NACD's total net assets increased slightly from \$3.22M in 2012 to \$3.49M in 2014. NACD had rental revenue during the period, and while it fluctuated over the three year period, it represents a positive change in the organization's income generation model and helped their cash position significantly by better utilizing their community center space resources. NACD is seeking additional ways to bolster their rental revenue in future years as a strategy for diversifying their funding streams.

### **Statement of Financial Condition**

Total Assets fluctuated over the three year period, but were in healthy amounts compared to liabilities which similarly fluctuated over the three year period. Total fixed assets consisted primarily of real property, including the North Park Grocery Complex, the NACD Community Center building, and a smaller commercial structure to the north of the NACD Community Center building. Construction of the first phase of the subject Senior Housing project occurred in 2013, which increased their assets from \$1.74M in 2012 to \$1.98M in 2014. Total liabilities fluctuated over the three year period with the refinancing of the LISC grocery store loan and inclusion of a \$30,000 line of credit with Chemical Bank taken out for Phase 1 of the senior housing project.

These changes have not significantly impacted the organization's big picture financial position. As of the end of 2014, NACD carries about \$641K in long term and other liabilities, consisting primarily of long-term debt on the Park Street Market grocery store, which they have routinely and consistently been paying back to LISC on a monthly basis (as the only lender in the Park Street Market project). Operating expenses increased in 2014 due to staff hiring to help property manage their Senior Housing project and general increasing operating costs. These factors significantly impacted the organization's financial position relative to their Day Cash and NACD was very lean on cash in 2014. However, NACD's debt to net assets levels is very healthy.

#### Interim Financials (1/1/2015-9/30/2015)

Unaudited financial statements (Profit and Loss and Balance Sheet) indicate that NACD appears to be in a somewhat stronger financial position than in 2014. The amount of unrestricted cash available is currently higher than at the end of 2014. Total assets have increased slightly in 2015. Long-term liabilities have decreased in 2015, which has improved the agencies Total Assets at the mid-point in the year.

NACD reports \$11,000 in unrestricted donations in their interim financials, which have not been present over the past three years of audit financials, indicating a new income stream to the organization (albeit modest). Program revenue also appears to be increasing over past years. City of Kalamazoo funds are lower, but this is due to the disbursement cycle from the city (all of the 2015 funds have not been received as of 9/30/15).

Overall, NACD financial position is stable, but needs continued monitoring for cash liquidity.

### **Development Capacity and Track Record**

While NACD has been successful for 10 years in managing the North Park Street Commercial Complex, which is NACD's largest development project to date this project, they are not a strictly speaking development agency and do not have extensive experience in commercial or housing development. NACD has existed in the Northside neighborhood for over 25 years and has been led for most of that history by the same Executive Director. NACD is well rooted in the neighborhood, and aims to serve the needs of the Northside neighborhood residents, and undertakes projects that are directed at serving community needs. For example, the North Park Street Commercial Complex project was generated from the neighborhood resident's desire to have a full-service grocery store in the neighborhood, utilizing broad community and financial support for the creation of the \$3M project from community residents, LISC, foundations and state and federal resources. Similarly, NACD has found itself called to address the need for affordable senior housing, which will allow residents to remain in the Northside neighborhood to "age in place" among their families and friends for as long as they can. As a result, NACD completed Phase 1 of this project in 2013-2014, and constructed two duplexes with four apartments on the northern edge end

of their property. The subject project is a logical expansion and continuation of the organization's prior efforts and has strong support from the City of Kalamazoo HOME program, LISC, the Kalamazoo County Treasurer's office and the broader resident community.

The source of the funds will come from the DTRF. The funds will be transferred to the General Fund of the County and then directed to The Kalamazoo County Land Bank Authority's 501c(3) Vibrant Kalamazoo which will grant the monies to NACD.

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF: December 1, 2015**

**DEPARTMENT: Treasurer's Office**

**PREPARED BY: Mary Balkema, County Treasurer**

**SUBJECT: Request for Approval of three (3) Agreements for the Transfer of Cemetery Preservation Funds to the Respective Governmental Units. Two (2) units refused to sign the agreements and the funds will be transferred to the units without signed agreements.**

**SPECIFIC ACTION REQUESTED:**

I am requesting the County Board of Commissioners transfer all the monies in the cemetery trust fund 711. The current balance in the fund is \$4,653.22. In 2001, the BOC transferred the majority of the monies (\$85,876.34) to Comstock Charter Township, Richland Township, Ross Township and City of Portage.

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

The monies deposited with the county were designed for the preservation of cemetery lots. Interested parties would deposit \$50.00 with the county treasurer and the intent of the monies was for the purpose of caring for or keeping in good repair a lot or lots within local cemeteries. To my knowledge, the county has never cared for individual burial lots. That function belongs with the local unit of government who has a budget for such activities. I would like to distribute the monies to the local units and close this fund forever.

As the legislative co-chair for the MACT, I am working with our lobbyist, Dykema, Gossett PLLC in Lansing to repeal this law. It has strong support from the Michigan Association of County Treasurers (MACT) to repeal Act 81 of 1903, Section 128.81.

**TIME FRAME OF ACTION:**

December

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

None

**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

**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:**

Mary Balkema 384-8134



**Equalization Department**

201 West Kalamazoo Ave., Rm 203 • Kalamazoo MI 49007-3777  
Phone (269) 383-8960 • Fax (269) 383-8962  
[www.kalcounty.com/equalization](http://www.kalcounty.com/equalization)

December 1, 2015

Kalamazoo County Board of Commissioners  
201 W. Kalamazoo Avenue  
Kalamazoo, MI 49007

Ladies and Gentlemen:

The Kalamazoo County Department of Equalization has prepared the Amended 2015 Apportionment Report for your review and adoption. The levying of the Kalamazoo County Local Housing Assistance Fund Millage necessitated amending each township and city within the County, as well as amending the Millage Rate sheets and the Summary.

Respectfully submitted,

Mathew Hansen, MMAO (4)  
Equalization Director

RESOLUTION TO AMEND  
2015 RESOLUTION TO APPORTION AD VALOREM TAXES

WHEREAS, on October 20, 2015, the Kalamazoo County Board of Commissioners adopted a Resolution to Apportion Ad Valorem Taxes for 2015; and

WHEREAS, it is necessary to amend said Resolution to correct the millage rates and estimated levies to the County.

NOW, THEREFORE, BE IT RESOLVED that the Kalamazoo County Board of Commissioners does hereby amend the 2015 Resolution to Apportion Ad Valorem Taxes as follows:

Add Extra Voted – Kalamazoo County Local Housing Assistance Fund – 0.1000 mills approved by voters November 3, 2015, and make all necessary changes to the Report’s millage rate sheet and Summary pages.

Dated: December 1, 2015

\_\_\_\_\_  
John Taylor, Chairman  
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN )

COUNTY OF KALAMAZOO )

I, Timothy A. Snow, County Clerk/Register, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on December 1, 2015.

\_\_\_\_\_  
Timothy A. Snow  
Kalamazoo County Clerk/Register