

The logo for Kalamazoo County Government is a shield-shaped emblem. It features a blue sky at the top, a green landscape with yellow trees and a white house in the middle, and a blue river winding through the bottom. The text "KALAMAZOO COUNTY GOVERNMENT" is written in a semi-circle above the shield.

**Board of  
Commissioners'  
Meeting**

**December 15, 2015**

**NOTICE AND AGENDA FOR  
DECEMBER 15, 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 15, 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 of 25 Year Resolution Honoring Marci Lawrence
- B.      Public Hearing on Brownfield Plan for 3912 Douglas Avenue Site in Kalamazoo Township

**CONSENT AGENDA**

Buildings and Grounds

- C.      Request for Approval of Creation of Custodian Positions (General Fund)

Circuit Court

- D.      Request for Approval of Elimination/Creation of Positions (General Fund)
- E.      Request for Approval of Grant Award from the State Justice Institute

Drain Commissioner

- F.      Request for Approval of Extension of Temporary Employee

Finance

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

Health & Community Services

- H.      Request for Approval of Contract Renewal with Synergy Software Technologies, Inc.
- I.      Request for Approval of Amendment #6 to the Agreement with Senior Services, Inc.
- J.      Request for Approval of a Contract with Michigan Medicare/Medicaid Assistance Program (MMAP)
- K.      Request for Approval of an Agreement with Goodwill Industries
- L.      Request for Approval of Dental Provider Agreement with Dentaquest, LLC
- M.      Request for Approval of the 2016 HCS Laboratory Fees
- N.      Request for Approval of an Affiliation Agreement with Grand Valley State University (GVSU)
- O.      Request for Approval of a Contract & Business Associate Agreement with WMU

Homer Stryker MD School of Medicine – Edison School Based Health Clinic

Human Resources

- P. Request for Approval of 2016 Wellness Solution Summary Form Agreement with Blue Cross Blue Shield of Michigan
- Q. Request for Approval of Amendment to Personnel Policy 4.03

Michigan Works!

- R. Request for Approval of Career Jump Start Initiative

Parks & Expo Center

- S. Request for Approval of River Oaks County Park Declaration and Notice for the Michigan Natural Resources and Trust Fund Grant
- T. Request for Approval of 2016 Comstock Lions Club Bingo Contract

Planning & Community Development

- U. Request for Approval of Brownfield Plan for 39012 Douglas Avenue Site in Kalamazoo Township
- V. Request for Approval of a Contract with Land Surveying Services, LLC and Amendments with Wightman & Associates, Evans Land Surveying, and David Gariepy, PS

Board of Commissioners

- W. Request for Approval of Transfers and Disbursements
- X. Request for Approval of Resolution to Amend Kalamazoo County Employees' Retirement System for Certain Eligible Kalamazoo County Mental Health & Substance Abuse Services (KCMHSAS) Employees
- Y. Request for Approval of Police Protection Agreements with the Charter Township of Comstock, Ross Township and Charter Township of Texas
- Z. Request for Approval of Appointments/Reappointments to Various Advisory Boards
- AA. Request for Approval of Lease Agreement with the City of Kalamazoo for Bronson Park

**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

- BB. Request for Approval of Appointments/Reappointments to Kalamazoo County Transportation Authority
- CC. Request for Approval of Appointments/Reappointments to Central County Transportation Authority

- 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

DECEMBER 9, 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 MEETINGS OF:** December 15, 2015 BOC

**DEPARTMENT:** Planning and Community Development

**PREPARED BY:** Lotta Jarnefelt

**SUBJECT:** Brownfield Plan for the 3912 Douglas Ave. Site in Kalamazoo Township

**SPECIFIC ACTION REQUESTED:**

The Kalamazoo County Brownfield Redevelopment Authority (KCBRA) respectfully requests that the Kalamazoo County Board of Commissioners consider approval of a County Brownfield Plan for the site located at 3912 Douglas Ave. in Kalamazoo Township, Michigan and hold the prerequisite public hearing on December 15, 2015.

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

**December 15, 2015 – in the Regular Meeting of the County Commission**

- A) Hold the prerequisite, duly noticed public hearing related to a Kalamazoo County Brownfield Plan for the 3912 Douglas Avenue site. A notice is required 10 days prior to the hearing. Notices will also be sent 10 days prior to all taxing jurisdictions that levy taxes subject to capture under this Brownfield Plan.
- B) Adopt a resolution approving the County Brownfield Plan for the 3912 Douglas Ave site.

**TIME FRAME OF ACTION:**

December 15, 2015

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

As outlined in Plan. No County funds are requested.

**PERSONNEL IF REQUIRED:**

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

No new personnel or contracts will be required by this action

**NEW OR RENEWAL OR AMENDMENT:**

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

New Brownfield Plan

**ANY OTHER PERTINENT INFORMATION:**

The Brownfield Plan will be reviewed by County Legal Counsel prior to being presented to the County Board.

**Project Background:**

The developer of the 3912 Douglas Avenue site, owner of Blackbird Billiards Tim White, requested assistance from the KCBRA to draft a Brownfield Plan for the project to help recover some of the costs associated with the remediation of the site.

The property was purchased by Mr. White from Kalamazoo Township in 2014. The property is the location of the former Hi-Lo Convenience Store and Restaurant. The neighboring parcel,

which is not owned by Mr. White, was historically used as a gas station by the same owners of the former Hi-Lo Convenience Store. Kalamazoo Township acquired the property from the Kalamazoo County Land Bank. The tax foreclosed property included a building that was in severe disrepair. The Kalamazoo County Land Bank demolished the building on the property. The current owner, Mr. White, hired qualified environmental consultants to complete activities related to environmental due diligence and the property was determined to be safe.

The developer/owner constructed a building on the property for his Blackbird Billiards business. When the building was connected to municipal sewer, two underground storage tanks were discovered. One of the tanks contained leaded gasoline and water and the other tank was empty. The owner paid for removal and disposal of the tank and contents. The owner received a letter from MDEQ in July of 2015 releasing him from liability on the property and he is not considered the responsible party.

**The Brownfield Plan:**

In response to Blackbird Billiards request and the discovery of contamination, the KCBRA has created a Brownfield Plan for the 3912 Douglas Avenue site. The Brownfield Plan will allow the KCBRA to use Tax Increment Financing (TIF) to reimburse its expenses related to the site, and to reimburse part of the developer's eligible environmental remediation expenses. In addition, the Brownfield Plan includes reimbursement of KCBRA administrative expenses.

A County Brownfield Plan cannot be adopted without the concurrence of both the County Board of Commissioners and the local governing body. The Kalamazoo Township Board of Trustees unanimously supported the Brownfield Plan for the 3912 Douglas Avenue site by resolution at their meeting on November 23, 2015.

The development of the 3912 Douglas Avenue site is an improvement for the site and the surrounding area in several ways:

1. Returns a Brownfield site to functional use near a residential neighborhood.
2. The County Brownfield Plan would constitute a co-operative inter-governmental effort.
3. TIF collected will reimburse the Kalamazoo County Brownfield Authority for the expenses they will incur, a portion of its administrative expenses, as well as part of the developer's expenses for Brownfield Eligible Activities.

Details of TIF capture are in Tables 1-5 of the 3912 Douglas Avenue Plan. The following is a summary of the Brownfield Plan. These are planned estimates and are dependent on taxable values.

**3912 Douglas Avenue Brownfield Plan Summary:**

Current Taxable Value of Property (Base Value):	\$ 12,500
Estimated Taxable Value after December 31, 2015:	\$ 37,700
Tax Increment Available for Tax Increment Financing:	\$ 25,500

**Table 1: Summary of Eligible Costs (over 25 years)**

<b>Total estimated cost of eligible activities and reimbursements</b>	<b>\$ 30,093.35</b>
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This total includes \$14,200 in eligible environmental costs, \$7,500 in expenses incurred by the KCBRA for the Brownfield Plan and administrative costs over 20 years for TIR/Plan

management, and \$6,503.35 in additional 5 year capture to the Local Site Remediation Revolving Fund that will be used to fund additional environmental work at eligible sites in the County. As per Michigan Public Act 381, the State Brownfield Fund will capture 3 mills of the State Education Tax for the remaining \$1,890.

**Table 4: Captured Taxable Value and TIR from Taxing Jurisdictions (over 25 years)**

County Operating	\$ 2,775.71
County Transportation	\$ 236.88
County Public Safety	\$ 858.16
County Housing Fund	\$ 59.22
Kalamazoo Township	\$ 5,311.50

State School Taxes will provide an additional \$14,212.80 in Tax Increment Revenue toward State eligible expenses and KRESA, Parchment Library and KVCC will provide the remaining \$6,639.07.

**PROCUREMENT INFORMATION:**

NA

**CONTACT PERSON WITH PHONE NUMBER:**

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

**BOARD AGENDA REQUEST FORM**

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

**DEPARTMENT: Buildings & Grounds**

**PREPARED BY: Ron Kuivenhoven**

**SUBJECT: Gull Road Justice Complex Personnel**

**SPECIFIC ACTION REQUESTED:**

Approval of two new Custodial Positions for new Gull Road Justice Complex, and approval to move the following existing positions from Gull Road Court to the Gull Road Justice Complex: one Building Operator and one and one half Custodian positions.

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

Provide Maintenance and Custodial service to the new building.

**TIME FRAME OF ACTION:**

Prior to building occupancy.

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

General Fund

**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:

Account #	Position/#	Pay Range (annualized)	Grade	FTE	Effective
101-265	Custodian #10551	\$21,028.80-24,814.40	S06	2.0	03/01/2016

**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:**

The new Gull Road Justice Complex is nearly double the square footage of the existing Gull Road Court and also has a great deal of glass to clean daily. This necessitates the additional cleaning staff to maintain a professional appearance.

**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:**

Randy Winterowd, Director – Buildings & Grounds @ 383-8954

Ron Kuivenhoven, Administrative Mgr.- Buildings & Grounds @ 383-8954

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 15, 2015

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

**PREPARED BY:** Suzanne Darling

**SUBJECT:** Position Creation/Elimination

**SPECIFIC ACTION REQUESTED:**

We are requesting the elimination of the Administrative Coordinator position and creation of an Administrative Assistant position, mirroring the other existing Administrative Assistant positions within Circuit Court (Gull Road Courthouse, Friend of the Court, and Juvenile Home).

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

The new Administrative Assistant position would be implemented at the K05 band, which is consistent with the existing Administrative Assistant positions within Circuit Court. The Administrative Coordinator position, which is a K04, will be eliminated. The net effect is \$3,265.60 annually.

**TIME FRAME OF ACTION:**

Implementation to occur January 1, 2016.

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

**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)

Elimination:

1.0 FTE, Administrative Coordinator, K04 26,520.00 – 35,817.60, 101-132-704.00. Effective 01/01/2016

Creation:

1.0 FTE, Position # 10136 Administrative Assistant K05 29,785.60 – 40,206.40, 101-132-704.00. Effective 01/01/2016

**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:**

**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:**

Suzanne Darling, Circuit Court Administrator  
385-8928

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 15, 2015

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

**PREPARED BY:** Ann Filkins

**SUBJECT:** State Justice Institute Grant

**SPECIFIC ACTION REQUESTED:**

Permission to accept grant funds from the State Justice Institute.

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

The Kalamazoo County Courts are requesting permission to accept \$47,800 for a technical assistance grant from the State Justice Institute. The grant funds will be used for planning the future of the courts in Kalamazoo. This was a joint application between Circuit Court, Probate Court and District Court.

SJI Funds \$47,800  
Local Match \$27,830  
Project Total: \$75,630.00

**TIME FRAME OF ACTION:**

January 4, 2016 – December 31, 2016

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

State and Local 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)

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:**

269 384 8253

**BOARD AGENDA REQUEST FORM****PROPOSED FOR BOARD MEETING OF: December 15, 2015****DEPARTMENT: Office of the Drain Commissioner****PREPARED BY: Pat Crowley****SUBJECT: Extension of 90 day Temporary Employee term****SPECIFIC ACTION REQUESTED:**

I am requesting permission to re-extend the 90 day contract of the temporary employee filling the Drain Commissioner's Administrative Assistant position.

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

The Drain Commissioner's Administrative Assistant has been out on an indefinite leave of absence since June 5<sup>th</sup>. Her current leave is approved until February 6, 2016. On June 29<sup>th</sup>, a temporary employee was brought on board to assist the public with concerns and permits and to process vendor payments and deposits. The approval for the temporary employee expires on December 30<sup>th</sup>. We would like to extend the term of the temporary employee for an additional 38 days to February 6, 2016.

**TIME FRAME OF ACTION:**

I would like the re-extension to cover the time period of Dec 30 2015 until Feb 6, 2016.

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

General Fund

**PERSONNEL IF REQUIRED:****NEW OR RENEWAL OR AMENDMENT:**

New

**ANY OTHER PERTINENT INFORMATION:**

This request may be revised to enact a lesser extension before February 6, 2016.

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

Pat Crowley x8116 or Jeff VanBelle x8113

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:**      December 15, 2015

**DEPARTMENT:**      Finance

**PREPARED BY:**      Tracie Moored

**SUBJECT:**              2016 Budget – Position Changes

**SPECIFIC ACTION REQUESTED:**

Housekeeping item necessary due to the position movements and creations approved with the 2016 budget.

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

**TIME FRAME OF ACTION:**

Effective 1/1/2016.

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

**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:**

101-136	10694-002	Deputy Court Manager	K10	1.0	\$61,800.00
101-136	10694-003	Deputy Court Manager	K10	1.0	\$67,100.00
101-136	10907-013	Court Services Specialist II	K05	1.0	\$35,900.00
101-136	10906-006	Court Services Specialist I	K04	1.0	\$27,400.00
101-136	10909-001	Lead Court Specialist	K06	0.5	\$17,600.00

**Create:**

104-136	10694-002	Deputy Court Manager	K10	1.0	\$61,800.00
104-136	10694-003	Deputy Court Manager	K10	1.0	\$67,100.00
104-136	10907-013	Court Services Specialist II	K05	1.0	\$35,900.00
104-136	10906-006	Court Services Specialist I	K04	1.0	\$27,400.00
104-136	10909-001	Lead Court Specialist	K06	0.5	\$17,600.00
101-148	10005-010	Deputy Register	K05	0.5	\$16,900.00
221-502	10015-TBD	Environmental Health Specialist	K07	1.0	\$44,000.00

**NEW OR 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:** Tracie Moored 384-8090



**KALAMAZOO COUNTY  
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

*Promoting Health For All*

**DATE:** December 15, 2015  
**TO:** County Board of Commissioners  
**FROM:** Gillian A. Stoltman, Ph.D, M.P.H, Director/Health Officer  
**RE:** **ITEMS FOR YOUR CONSIDERATION**

**A. ACCEPTANCE OF A RENEWAL CONTRACT WITH SYNERGY SOFTWARE TECHNOLOGIES, INC. (ALSO KNOWN AS HARMONY INFORMATION SYSTEMS) AND THE KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES DEPARTMENT/REGION IIIA AREA AGENCY ON AGING**

**ACTION REQUESTED**

HCS Administration requests approval to renew its contract with Synergy Software Technologies, Inc. (SST) for the provision of Information and Referral software and services for HCS Region IIIA Area Agency on Aging (AAIIIA). The renewal Contract will become effective upon signature by both parties. This agreement was originally approved by the Board on 10/21/14.

**DESCRIPTION OF SUBJECT**

The AAIIIA contracts with SST (also known as Harmony Information Systems), a software development company, for the purpose of operating agency Information & Referral through SST's web based information and referral system. Maintaining a record of all Information and Referral provided to community seniors and their families is a requirement of Area Agencies on Aging as outlined by the State. This software product allows AAIIIA staff to record all Information & Referral calls received on a daily basis and provides a means to search an electronic database for referral resources, both of which are crucial to our ability to quickly and efficiently serve the public. Additionally this software is used to provide information as needed for reports as are required by state and other funding sources. This agreement covers licensing for the software and support obligations of SST.

**RELATIONSHIP TO GOALS**

The product associated with this agreement meets the goal to "Strengthen the capacity of individuals and families at risk within the community to take control of their lives."

**FUNDING SOURCE**

HCS AAAlIIA will pay \$1,750 in annual fees, which includes administrative access for 3 individuals. Funding for these fees is appropriately charged to the local, state, and federal sources.

### **PERSONNEL**

There are no new personnel as a result of this request.

### **PROCUREMENT**

All procurement and purchasing policies were followed when selecting this software provider.

### **ISSUES/CONCERNS**

If there are any questions, please contact Judy Sivak at 373-5153/ [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian Stoltman, Director / Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

## **B. APPROVAL OF AMENDMENT #6 TO THE AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES/ AREA AGENCY ON AGING IIIA AND SENIOR SERVICES, INC.**

### **ACTION REQUESTED**

HCS Administration requests Board approval of Amendment #6 for Senior Services, Inc. for the continued provision of services to older adults in Kalamazoo County. This Amendment allocates additional funding to Senior Services, Inc. The original agreement was approved by the Board on 11/19/13.

### **DESCRIPTION OF SUBJECT**

The HCS Area Agency on Aging IIIA provides leadership and advocacy on aging issues for Kalamazoo County residents while also working to identify the greatest needs of older persons within our community. This is also accomplished through the coordinating of services to meet identified needs; services are coordinated with over 25 provider partners.

Senior Services, Inc. is a provider partner with the HCS/AAAlIIA. As such, Amendment #6 provides additional funding allocation to Senior Services, Inc. for the provision and coordination of services for older adults in Kalamazoo County. Funds are allocated for Transportation, Home Injury Control, Food Assistance and Congregate Meals, Home Delivered Meals, Nutrition Education and assistance for access to and enrollment in Healthcare insurances (Medicaid/Medicare).

### **RELATIONSHIP TO GOALS**

This amendment action further supports the goal of the HCS/AAIIIA to provide quality services that enable older persons to live independently with dignity, in their own homes or chosen places of residence.

### **FUNDING SOURCE**

No County general funds are associated with this action. Allocated funds are from a combination of federal and state government funding that has been earmarked for aging services. Funding allocations are from the following funding sources: Title 3B, Title III E, USDA, State Congregate, Title 3C, MMAP (Senior Medicare Patrol, Senior Health Insurance Assistance Program, State Health IAP, MI Health Link) and Aging & Adult Services Agency.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **CONCERNS/ISSUES**

There are no issues or concerns. Please direct any questions to Judy Sivak, Director Older Adult Services, at 373-5153 / [jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian Stoltman, Director / Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

## **C. APPROVAL OF CONTRACT FROM THE MICHIGAN MEDICARE/MEDICAID ASSISTANCE PROGRAM (MMAP) TO THE HEALTH AND COMMUNITY SERVICES/AREA AGENCY ON AGING IIIA FOR THE STATE HEALTH INSURANCE ASSISTANCE PROGRAM (SHIP) PERFORMANCE IMPROVEMENT AND INNOVATIONS PROJECT**

### **ACTION REQUESTED**

HCS Administration requests Board approval of a contract from the Michigan Medicare/Medicaid Assistance Program (MMAP) to the Kalamazoo County HCS/Region IIIA Area Agency on Aging to support the State Health Insurance Assistance Program (SHIP) Performance Improvement and Innovations Project. The contract is in the amount of \$409 and covers the grant period of October 1, 2015 through February 28, 2016.

### **DESCRIPTION OF SUBJECT**

These funds are the outcome of a performance award and are intended to support the work of volunteers who provide health benefits counseling and information on Medicare and Medicaid, ensuring that they have access to adequate space for confidential counseling and have properly functioning equipment with security applications. This

grant will be subcontracted to Senior Services Southwest Michigan who directly provides this service.

### **RELATIONSHIP TO GOALS**

This program meets the goal of strengthening the capacity of individuals and families at risk within the community to take control of their lives and work towards self-sufficiency.

### **FUNDING SOURCE**

There are no County funds associated with this request. Funding is from the State via a grant from the Administration for Community Living.

### **PERSONNEL**

There are no new personnel associated with this request.

### **PROCUREMENT**

There is no procurement associated with this request.

### **CONCERNS/ISSUES**

There are no issues or concerns. If you have any questions, please contact Judy Sivak, Area Agency on Aging Director at 373-5153/[jasiva@kalcounty.com](mailto:jasiva@kalcounty.com) or Gillian Stoltman, Director / Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

## **D. APPROVAL OF AGREEMENT BETWEEN KALAMAZOO COUNTY HEALTH & COMMUNITY SERVICES (HCS) AND GOODWILL INDUSTRIES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of an agreement between HCS Community Action Agency and Goodwill Industries for the purpose of providing marketing materials in the amount of \$2,500 for the Kalamazoo County Tax Counseling Initiative. The contract is effective December 1, 2015 through April 30, 2016.

### **DESCRIPTION OF SUBJECT**

Acceptance of this agreement will provide marketing for the Kalamazoo County Tax Counseling Initiative coordinated through Goodwill Industries. Marketing through the means of Television, Radio, Newspaper, Internet, Posters and Mailings will be utilized to advertise and raise awareness of this needed service throughout the Kalamazoo community.

### **RELATIONSHIP TO GOAL**

HCS enforces the overall goal for the Community Action Agency (CAA) as promoting, providing and educating our community through all services offered to the best of its ability and with the highest standards of quality and community partnership. This partnership will increase the number of families who receive tax refunds and will further promote and create a means to self sufficiency for Kalamazoo County residents.

### **FUNDING SOURCE**

There are no County general funds associated with this request. Funds are from the Community Services Block Grant, awarded to HCS Community Action Agency and approved by the Board on October 6, 2015.

### **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 Charlotte J. Smith, CAA manager at 373-5052 / [cjsmit@kalcounty.com](mailto:cjsmit@kalcounty.com) or Gillian Stoltman, Director / Health Officer, at 373-5260 / [gastol@kalcounty.com](mailto:gastol@kalcounty.com)

## **E. APPROVAL OF DENTAL PROVIDER AGREEMENT WITH DENTAQUEST, LLC FOR THE COORDINATION AND PAYMENT OF DENTAL CARE SERVICES**

### **ACTION REQUESTED**

HCS Administration requests Board approval of Dental Provider Agreement with Dentaquest, LLC for the coordination and payment of dental care services for clients seen at HCS Dental Clinics. The Agreement will become effective upon signature by the County and Dentaquest, LLC and will automatically renew each year thereafter.

### **DESCRIPTION OF SUBJECT**

This agreement will provide further services, coordination and access to dental treatment for residents of the Kalamazoo community. This will expand the ability of HCS to serve and treat more individuals and fulfill expectations that local health departments will work to ensure continuity and access to care for clients. This agreement will allow expanded services to individuals and families with the following insurance plans: Medicare Advantage, Medicaid MI, Dual Eligible for Medicare and Medicaid, and commercial insurances. The Dental Clinic is a program that provides billable services to predominantly low-income, at-risk and/or uninsured members of the public.

**RELATIONSHIP TO GOALS**

This agreement will coordinate and provide needed services and is consistent with the HCS goal to improve the overall health of the community by decreasing preventable disabilities and deaths.

**FUNDING SOURCE**

Services provided to enrollees of Dentaquest, LLC will be billed per the terms of the contract.

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

**F. APPROVAL OF THE 2016 HEALTH AND COMMUNITY SERVICES DEPARTMENT LABORATORY FEE SCHEDULE**

**ACTION REQUESTED**

HCS Administration requests Board approval of the 2016 Laboratory fee schedule to take effect January 1, 2016.

**DESCRIPTION OF SUBJECT**

In accordance with the Board of Commissioner Fee for Service revenue policy, the Health & Community Services Department evaluates fees on a rotational basis to determine the cost of each service performed. The recommended 2016 Laboratory fee changes were derived by conducting a service cost analysis with a goal of 100% cost recovery.

<b>LABORATORY SERVICE</b>	<b>2015 FEE</b>	<b>2016 FEE</b>	
GenProbe – Combo*	\$40	\$70	Per specimen
Pregnancy Test*	\$8.50	\$16	Per specimen
Syphilis RPR	\$16	\$8	Per specimen
Titers (Results from a positive	\$0	\$14	Per specimen

RPR)			
Wet Mount	\$16	\$20	Per specimen
GC Smear	\$27	\$26	Per specimen
GC Culture*	\$19.50	\$44	Per specimen
Well Water - Coliform	\$15.25	\$15	Per sample
Pool Water	\$13.75	\$14	Per sample
Surface Water**	\$0	\$15	Per sample
In County Surface Water**	\$15	\$0	Per sample
Out County Surface Water**	\$20	\$0	Per sample

Laboratory Fees were last evaluated under a service cost analysis in 2006 to 2008 by Maximus, Inc, the same company that prepares the County's Cost Allocation Plan. In subsequent years, fees were adjusted based on a Consumer Price Index (CPI) from the Maximus Cost Study. HCS Administration completed a new service cost analysis in 2015 to ensure fees are charged accurately for today's Laboratory testing costs.

\*Fees for GenProbe-Combo, Pregnancy Tests, and Gonorrhea/Chlamydia (GC) Cultures are paid for by insurers. Should a client present without insurance a sliding fee scale would be used to determine final service cost.

\*\*In the past Surface Water testing has varied in fees between In-County and Out County testing; due to the service cost analysis performed a flat fee for this service will result in a 100% cost recovery.

### **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. Water sampling and sexually transmitted disease testing services all relate to preventing disease.

### **FUNDING SOURCE**

The Laboratory is funded through a combination of fee for services, State and Federal grant revenue and the general fund.

### **PROCUREMENT**

There is no procurement associated with this request.

### **PERSONNEL**

This item does not require additional personnel.

### **CONCERNS/ISSUES**

There are no issues or concerns regarding this document. Questions may be directed to Vern Johnson, EH Division Manager at [vljohn@kalcounty.com](mailto:vljohn@kalcounty.com) / 373-5356 or Lynne D. Norman, Deputy Director – Community Services, at 373-5237 / [ldnorm@kalcounty.com](mailto:ldnorm@kalcounty.com).

**G. REQUEST FOR ACCEPTANCE OF AN AFFILIATION AGREEMENT  
BETWEEN KALAMAZOO COUNTY HEALTH AND COMMUNITY SERVICES  
(HCS) AND GRAND VALLEY STATE UNIVERSITY (GVSU)**

**ACTION REQUESTED**

HCS Administration requests Board approval to enter into an affiliation agreement with Grand Valley State University to aid in successful placement and preparation of both undergraduate and graduate level student interns. This agreement will commence on January 1, 2016 and will automatically renew thereafter.

**DESCRIPTION OF SUBJECT**

This affiliation agreement creates an ongoing partnership to provide on the job experiences, internships, practicum and field experiences for college level students enrolled at GVSU. This is an educational opportunity for students to acquire relevant and real life experiences that will positively influence and assist in their overall educational outcomes and career choices.

**RELATIONSHIP TO GOALS**

This request closely aligns with the Department's goals to promote healthy lifestyles and choices for the Kalamazoo community through the further education and community investment that an internship opportunity offers. This will also provide support to Department programs that work 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**

There are no County funds associated with this request. This contract refers to internships that are educational in nature only with no monetary compensation required.

**PERSONNEL**

Current HCS Staff will work with Grand Valley State University to place students accordingly. No additional or new County personnel are needed.

**PROCUREMENT**

There is no procurement associated with this request.

## **ISSUES/CONCERNS**

There are no issues or concerns. If you have any questions, please contact Courtney Davis, 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)

### **H. ACCEPTANCE OF A CONTRACT & BUSINESS ASSOCIATE AGREEMENT (BAA) BETWEEN THE HEALTH & COMMUNITY SERVICES DEPARTMENT AND WMU HOMER STRYKER MD SCHOOL OF MEDICINE FOR THE PROVISION OF SERVICES AND SUPPORT OF THE EDISON SCHOOL BASED HEALTH CLINIC**

## **ACTION REQUESTED**

HCS Administration requests Board acceptance of the contract & BAA between the County and WMU Homer Stryker MD School of Medicine (WMed). The contract is for the support of the Edison School Based Health Clinic, in which WMed will provide a .6 FTE Nurse Practitioner and supervisory services. The contract term is October 20, 2015 to September 30, 2016 and is for the funding amount of \$65,400.

## **DESCRIPTION OF SUBJECT**

The Edison School Health Clinic (Edison Clinic) provides critical health care to students attending the Edison School and their siblings. Kalamazoo County Health and Community Services Department in partnership with WMU Homer Stryker School of Medicine, Kalamazoo Communities in Schools, Family Health Center and Kalamazoo Public Schools has received grant award and funding to continue the important work of the clinic. The clinic provides health services to children attending the Edison School, 98% of who are eligible for free and reduced lunches. For many of these children there is no medical home and even for those who do have a designated health provider, there are frequently many challenges for them to make their appointments. The Edison Clinic provides many of these services on site, which means that not only do the children receive the needed care, but that the time away from their classes is minimized. These children are particularly vulnerable as they live in environments with high levels of chronic stress, including homelessness and transient living. The Edison Clinic provides medical diagnosis and treatment, health education, mental health care and coordination of services.

Medical services and clinic support through a Nurse Practitioner and appropriate supervisory needs will be provided through the Partnership & Professional Services sub-contract with WMed.

## **RELATIONSHIP TO GOALS**

The Health and Community Services Department seeks to improve the health of the community through coordinated planning, resource development, and service delivery. The Edison School Health Clinic provides important health services to the most

vulnerable members of our community, in order to minimize health and behavioral challenges to their education.

### **FUNDING SOURCE**

No County general funds are requested as a result of this action. Funding for these agreements come from the Michigan Department of Health and Human Services and the Michigan Department of Education. The County will reimburse WMed for the support of the .6 FTE Nurse Practitioner and related Edison Clinic support up to \$65,400 during the contracted period. WMed will bill for services rendered by the Nurse Practitioner and will remit any revenue generated from billable services to HCS to provide further support to the Edison Clinic.

### **PERSONNEL**

There are no new personnel as a result of this request.

### **ISSUES/CONCERNS**

The contract with WMed is being brought to the Board on a second occasion due to clarifying language that was made to the contract. There are no other issues or concerns at this time. If there are any questions, please contact Gillian Stoltman, Director Health and Community Services [gastol@kalcounty.com](mailto:gastol@kalcounty.com) or 269-373-5260.

### BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 15, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: 2016 Wellness Solution Summary Form Agreement

SPECIFIC ACTION REQUESTED:

Approval of 2016 Wellness Solution Summary Form agreement between Kalamazoo County and Blue Cross Blue Shield of Michigan (BCBS) for the active employee population.

DESCRIPTION OF ACTION (dollar amount, purpose):

We are asking for approval of the 2016 Wellness Solution Summary Form Agreement. The Agreement states Blue Cross Blue Shield will continue to administer the employee wellness incentive and offer the Blue Cross Health and Wellness Online platform for all active employees for 2016.

It also states that Blue Cross will provide a welcome letter to employees starting in February 2016 and will provide bi-monthly wellness incentive reports of compliant employees to the Kalamazoo County Wellness Coordinator.

The 2016 monthly administration rate for employees with health insurance is \$2.50/per member/per month. The 2016 administration rate for employees without health insurance (but are still eligible for the wellness incentive) is \$1.50/per member/per month.

TIME FRAME OF ACTION:

January 1, 2016 – December 31, 2016

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

Employee Benefit Fund

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:

Renewal

CONTACT PERSON WITH PHONE NUMBER:

Kristine Cunningham, 384-8100 or kdcunn@kalcouny.com

9.

### BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: December 15, 2015

DEPARTMENT: Human Resources Department

PREPARED BY: Kristine Cunningham, Human Resources Director

SUBJECT: Change to Personnel Policy 4.03

SPECIFIC ACTION REQUESTED:

Adoption of a revision to Personnel Policy 4.03. This revision is 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.

The updated policy is attached. The comprehensive review of the County Personnel Policy Manual is currently in progress.

TIME FRAME OF ACTION:

Effective 12/16/2015.

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.

**BOARD AGENDA REQUEST FORM**

PROPOSED FOR BOARD MEETING OF: December 15, 2015

DEPARTMENT: Michigan Works! Southwest – Upjohn Institute

PREPARED BY: Amy Meyers

SUBJECT: Career Jump Start (CJS) Initiative

SPECIFIC ACTION REQUESTED: Review and approval of the Career Jump Start (CJS) Initiative

DESCRIPTION OF ACTION (dollar amount, purpose): \$65,100

Michigan Works! Southwest has received notice from the Workforce Development Agency, with an allocation for the Career Jump Start (CJS) Initiative of \$65,100. With the ultimate goal of directing more high school graduates into high demand jobs to help close the skills gap in Michigan, the original intent of the CJS initiative was to provide funding to establish “career liaison” positions within each of the ten Prosperity Regions as well as additional resources to support related statewide marketing efforts.

Guidelines have been established for how the CJS initiative will now be administered and supported through the Prosperity Regions framework and the Workforce Development Agency, as prior to the state level reorganization it was aligned with the MEDC Talent Enhancement. Under this new structure, the designated Michigan Works! Agency (MWA) lead contact for each Talent District Career Council (TDCC) will serve as both the administrative agent and fiduciary, and will be responsible for coordinating the efforts of all TDCC partners to ensure that the CJS initiative is successfully implemented within their respective Prosperity Regions.

TIME FRAME OF ACTION: December 1, 2015 through June 30, 2016

FUNDING SOURCE IF REQUIRED (Federal, State, or Local): State (FY16 Contingent Funding)

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Amy Meyers; 269.385.0414

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

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## Career Jump Start (CJS) Initiative PI 15-27

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### Background

The Career Jump Start initiative was launched in 2013 by the Michigan Economic Development Corporation (MEDC) in response to employer feedback gathered during the inaugural Governor's Economic Summit. With the ultimate goal of directing more high school graduates into high demand jobs to help close the skills gap in Michigan, the original intent of the CJS initiative was to provide funding to establish "career liaison" positions within each of the ten Prosperity Regions as well as additional resources to support related statewide marketing efforts.

When MEDC Talent Enhancement was phased out as a result of the recent state-level reorganization, which established the Department of Talent and Economic Development and created the new Talent Investment Agency, the decision was made to move remaining talent programs over to the Workforce Development Agency (WDA). With the WDA now responsible for the administration of CJS, MAT2, and other work-based learning initiatives, there is an opportunity to better align and integrate these programs with other components of the talent system to ensure their long-term success and sustainability.

### Overview of CJS Initiative

Guidelines have been established for how the CJS initiative will now be administered and supported through the Prosperity Regions framework. Under this new structure, the designated Michigan Works! Agency lead contact for each Talent District Career Council (TDCC) will serve as both the administrative agent and fiduciary, and will be responsible for coordinating the efforts of all TDCC partners to ensure that the CJS initiative is successfully implemented within their respective Prosperity Regions.

### Initiative Components

The career liaison will be expected to focus on the following core components of the CJS initiative:

- Assist the Talent District Career Council in their duties;
- Establish a connection to community resources in order to create a talent pipeline;
- Market applicable programs;
- Disseminate initiative information;
- Coordination of outreach events;
- Maintain communication with all key stakeholders;
- Increase enrollment in credential issuing training programs;
- Assist MWA with meeting or exceeding their required WIOA credential attainment performance measures;
- Utilize Pure Michigan Talent Connect and the Eligible Training Provider List as a primary source of in-demand career and education information when developing and implementing regional marketing and outreach strategies;

- Expand Talent Tours, including assistance to the partners to meet or exceed their requirements to facilitate at least two Talent Tours per year, as well as assisting with the identification of additional partners;
- Identify employers seeking to establish or expand youth work experience opportunities;
- Leverage expanded partner networks to build awareness of Career and Technical Education (CTE) and/or Early/Middle Colleges with a focus on increasing the number of industry partners providing work-based learning opportunities;
- Collaboration with adult education programs located within the region;
- In regions where MAT2 programs exist, disseminate information to students, parents, and educators and assist the partners with meeting or exceeding all required metrics and deliverables.

**Funding Summary**

<b>Funding Source and Cost Categories</b>	<b>Funding Levels</b>
<b>Allocation</b>	<b>\$65,100</b>
Program	\$61,845
Administration	\$3,255

Source: PI: 15-27, 11/23/2015

**Technical Information**

<b>Program Title/Number</b>	Career Jump Start Initiative PI:15-27
<b>Funding Source</b>	FY16 Contingent Funding
<b>Funding Level</b>	\$65,100
<b>Duration</b>	December 1, 2015 – June 30, 2016
<b>Reference</b>	Workforce Development Agency (WDA) PI: 15-27, 11/23/2015
<b>CFDA Number</b>	N/A

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 15, 2015

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz

**SUBJECT:** River Oaks County Park Declaration and Notice

**SPECIFIC ACTION REQUESTED:**

Approve the River Oaks County Park Declaration and Notice for the Michigan Natural Resources and Trust Fund Grant funded River Oaks Improvement Project

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

On June 18, 2013 the County Commission approved a grant agreement with the Michigan Department of Natural Resources for the River Oaks Improvement Project. The grant budget was \$466,300 with \$300,000 awarded from the Michigan Natural Resource Trust Fund. The county match was funded from the County Park Improvement Fund. Construction of the new splash pad, picnic shelter, playground, and parking areas was completed in 2014. All terms grant requirements have been fulfilled and the final step is for the County Commission to approve a Declaration and Notice that records the grant requirements related to River Oaks County Park. As required in the grant agreement, the sale or use of River Oaks for anything other than public outdoor recreation is restricted and must be approved by the Michigan Department of Natural Resources and the Michigan Natural Resources Trust Fund Board of Trustees.

**TIME FRAME OF ACTION:**

The grant project is complete.

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

No additional funding is needed.

**PERSONNEL IF REQUIRED: N/A**

**NEW OR RENEWAL:**

This Declaration and Notice is specific to the recent grant project but similar restrictions already exist for River Oaks County Park from 5 previous grants from the Michigan Department of Natural Resources.

**ANY OTHER PERTINENT INFORMATION:**

The Declaration and Notice will be approved by the Park Commission at the December 3<sup>rd</sup> meeting.

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz 383-8787  
Email: dmrach@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 15, 2015

**DEPARTMENT:** Parks & Expo Center

**PREPARED BY:** David Rachowicz

**SUBJECT:** Comstock Lions Club Bingo Contract - 2016

**SPECIFIC ACTION REQUESTED:**

Approve the 2016 contract for Comstock Lions Club to hold Friday night bingo games in the Kalamazoo County Expo Center, Room A.

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

The contract with the Comstock Lions Club for 2016 will generate \$19,485.00 in rental income. The Lions Club Bingo is played on Friday nights from 6:30PM to 11:00PM.

**TIME FRAME OF ACTION:**

The contract is for 2016.

**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)

County staff responsibilities are the regular duties of existing Fairground Operators. No additional staff is needed.

**NEW OR RENEWAL:**

This is a renewal contract. The Comstock Lions have been playing bingo on Friday nights at the Fairground since the mid 1970's.

**ANY OTHER PERTINENT INFORMATION:**

The Comstock Lions Club Bingo contract is approved by 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.

**CONTACT PERSON WITH PHONE NUMBER:**

David Rachowicz 383-8787  
Email: dmrach@kalcounty.com

**BOARD AGENDA REQUEST FORM**

**PROPOSED FOR BOARD MEETING OF:** December 15, 2015

**DEPARTMENT:** Planning & Community Development

**PREPARED BY:** Lotta Jarnefelt, Director and also Administrator of the Kalamazoo County Remonumentation Program

**SUBJECT:** Contracts to perform GPS work by Land Surveying Services, LLC and amendments to contracts with Wightman & Associates, Inc., Evans Land Surveying and David Gariepy, PS.

**SPECIFIC ACTION REQUESTED:** Approve Contracts between County of Kalamazoo and Land Surveying Services, LLC and amendments to contracts with Wightman & Associates, Inc., Evans Land Surveying and David Gariepy, PS.

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

The purpose of this contract and the three amendments is to provide the 2015 County Remonumentation Program with professional services relating to previously remonumented corners in order to determine and report latitude and longitude coordinates (GPS) of the corners. This work is allowed under the new rules of the remonumentation program. New remonumented corners now routinely have to have GPS data collected. Previously remonumented corners did not have this as part of the requirements, and the requested contract and amendments will provide valuable GPS data that eventually will have to be collected for all corners.

**TIME FRAME OF ACTION:** Work to be done by December 31, 2015.

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

Funding is available from the 2015 Remonumentation Grant from the State of Michigan.

**PERSONNEL IF REQUIRED:**

None

**NEW OR RENEWAL OR AMENDMENT:**

Land Surveying Services, LLC is new. Wightman & Associates, Inc, Evans Land Surveying and David Gariepy, PS are amendments to contracts last amended April 21, 2015.

**PROCUREMENT INFORMATION:**

Contract offered based on 2015 grant fee schedule for time and materials.

**CONTACT PERSON WITH PHONE NUMBER:**

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

X.

**RESOLUTION TO AMEND KALAMAZOO COUNTY  
EMPLOYEES' RETIREMENT SYSTEM FOR CERTAIN  
ELIGIBLE KCMHSAS EMPLOYEES**

WHEREAS, KCMHSAS participates in the Kalamazoo County Employees' Retirement System, a defined benefit retirement plan, which is qualified under section 401(a) of the Internal Revenue Code, for eligible KCMHSAS employees; and

WHEREAS, certain provisions should be changed in order to help offset retiree health benefit legacy costs; and

WHEREAS, such changes will help to ensure the long-term financial position of KCMHSAS; and

WHEREAS, such changes will align KCMHSAS with the Kalamazoo County retirement allowance; and

WHEREAS, it is necessary to amend the Kalamazoo County Employees' Retirement System to implement these changes; and

NOW THEREFORE, be it resolved that the Kalamazoo County Board of Commissioners does hereby amend the Kalamazoo County Employees' Retirement System as follows:

1. Section 16 (a)(3) of the Kalamazoo County Employees' Retirement System is amended with respect to the multiplier to be used for eligible employees hired by KCMHSAS on or after January 1, 2016 as follows:

“3. MENTAL HEALTH MEMBERS Managers,  
Professionals & TOPS 2.5% for those Members hired on or before  
December 31, 2015; 2.0% for those Members hired on or after January  
1, 2016.”

2. Except as altered and amended by virtue of the provisions hereof, the provisions of the Retirement System is currently in effect are hereby ratified and confirmed.
- 3.

IN WITNESS WHEREOF, the undersigned has caused this instrument to be executed as of the dates written above.

By: \_\_\_\_\_  
John Taylor, Chairman

\_\_\_\_\_  
Timothy A. Snow, Clerk



Y.

## ADMINISTRATIVE SERVICES MEMORANDUM

TO: BOARD OF COMMISSIONERS

FROM: THOM CANNY

DATE: DECEMBER 7, 2015

SUBJECT: RENEWAL OF POLICE PROTECTION AGREEMENT WITH THE  
CHARTER TOWNSHIP OF COMSTOCK, ROSS TOWNSHIP AND THE  
CHARTER TOWNSHIP OF TEXAS

The Kalamazoo County Sheriff's Department and the County of Kalamazoo have entered into Police Protection Agreements with Comstock Charter Township since 1993, with Ross Township since 1995, and with Texas Charter Township since 1995. Under these Agreements, the Townships purchase additional police protection services from the County and Sheriff. Those Sheriff's Deputies assigned to provide police protection to the Townships are referred to as "Tier 1 Contract Deputies."

The County, Sheriff, and Townships have renewed the Police Protection Agreements every year. The Sheriff and the Townships are asking the Board of Commissioners to renew the Police Protection Agreements for 2016.

Under the Agreement with Comstock Charter Township, two (2) Tier 1 Contract Deputies will be assigned to the Township. Comstock Charter Township has agreed to pay the County \$121,295 for each deputy sheriff assigned to the Township under the Agreements. The 2016 cost of \$121,295 per deputy sheriff represents a \$2,784 increase from the 2015 per deputy cost.

Under the Agreement with Ross Township, one (1) Tier 1 Contract Deputies will be assigned to the Township. Ross Township has agreed to pay the County \$121,295 for each deputy sheriff assigned to the Township under the Agreement. The 2016 cost of \$121,295 per deputy sheriff represents a \$2,784 increase from the 2015 per deputy cost.

Under the Agreement with Texas Charter Township, two (2) Tier 1 Contract Deputies will be assigned to the Township. Texas Charter Township has agreed to pay the County \$121,295 for

each deputy sheriff assigned to the Township under the Agreements. The 2016 cost of \$121,295 per deputy sheriff represents a \$2,784 increase from the 2015 per deputy cost.

The Kalamazoo County Sheriff and your Administrative Staff request that you approve the Police Protection Agreements with Comstock Charter Township, Ross Township, and Texas Charter Township.

Please feel free to contact Sheriff Richard Fuller at (269) 385-6173, or me at (269) 383-8968, if you have any questions concerning the Police Protection Agreements.



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Tina Becker

**DATE:** December 2, 2015

**SUBJECT:** SMPC, OAS, CATAB Appointments & Reappointment Recommendations

The Board Appointments Committee recommends the following appointments/reappointments be made:

### Southcentral Michigan Planning Commission (SMPC)

- Appoint Vince Carahaly for a term commencing 1/1/16 through 12/31/18

### Older Adult Service (OAS)

- Appoint John Hilliard for a term commencing 1/1/16 through 12/31/18
- Reappoint Clinton Lewis for a term commencing 1/1/16 through 12/31/18  
Attendance Record: 63%
- Reappoint Deb Josephson for a term commencing 1/1/16 through 12/31/15  
Attendance Record: 70%
- Reappoint Rosamond Robbert for a term commencing 1/1/16 through 12/31/18  
Attendance Record: 78%

### Community Action Tripartite Advisory Council (CATAB)

- Reappoint Cassandra Stewart for a term commencing 1/1/16 through 12/31/18  
Attendance Record: 100%

# 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
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Vince Carahaly

Occupation Business Owner

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

Home Telephone [REDACTED] Business Telephone \_\_\_\_\_

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

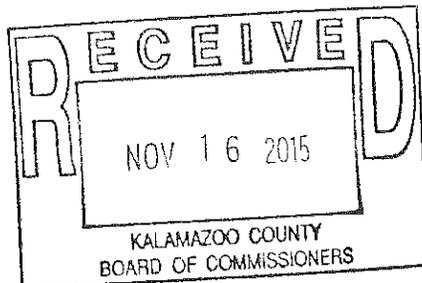
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

- Currently serve on the Kalamazoo Metropolitan County Planning Commission.
- Member of Michigan Association of Planning.
- Completed the Michigan Citizen Planner 21 hour course from Michigan State University Extension, Master Citizen Planner credential is pending.
- Trustee of 401(k) Retirement Plan for 30+ participants with assets exceeding \$1mm.
- Founded and operated two businesses, one of which operated in a multi-state environment with annual sales of \$3mm.

Volunteer Experiences:

Currently serve on the Kalamazoo Metropolitan County Planning Commission(KMCPC)and on the board of directors of a non-profit.

11/16/2015  
Date of Application



**KALAMAZOO COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO:  
OLDER ADULT SERVICES ADVISORY COUNCIL**

Name John Hilliard Occupation Executive Director--Health Services  
Home Address [REDACTED] [REDACTED] [REDACTED]  
Home Telephone [REDACTED] City [REDACTED] Zip [REDACTED]  
Business Telephone [REDACTED]  
Cell Number [REDACTED] E-mail address [REDACTED]  
How many hours could you commit to Council activities per week/month? 6/mo.

Certain categories need to be represented on the Older Adult Services Advisory Council. Please mark all categories which apply to you:

Health Care Service	<u>  X  </u>	General Public	<u>  X  </u>
Over 60 years of age	<u>  X  </u>	Nutrition Provider	<u>      </u>
Social Service Provider	<u>  X  </u>	Elected Official	<u>      </u>

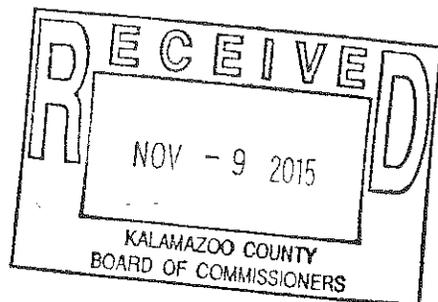
Please indicate experience and/or qualifications that would help make you an effective member of this council

I have been involved in health care services for over 40 years. Most services were directed to those 55 and older. On several boards and committees in AZ, MO, IL and MI directed in providing care and services to seniors, uninsured and on fixed incomes. Previously served on the Older Adult Advisory Council for 3 years about 5-6 years ago. Have assisted in advocacy in legislation for senior initiatives.

**Volunteer Experiences**

I have several volunteer experiences with health care, school foundation, corporate advisory council, chamber of commerce, spring training baseball, city parks & recreation advisory council and neighborhood watch association organizations. Awarded MI Senior Volunteer of the Year by Governor Snyder in 2012.

11/07/2015  
Date of Application



**KALAMAZOO COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO:  
OLDER ADULT SERVICES ADVISORY COUNCIL**

Name Clinton Lewis Occupation Human Services Program Manager

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

Home Telephone [REDACTED] Business Telephone [REDACTED]

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

How many hours could you commit to Council activities per week/month? 10-20

Certain categories need to be represented on the Older Adult Services Advisory Council. Please mark all categories which apply to you:

Health Care Service   
Over 60 years of age   
Social Service Provider

General Public   
Nutrition Provider   
Elected Official

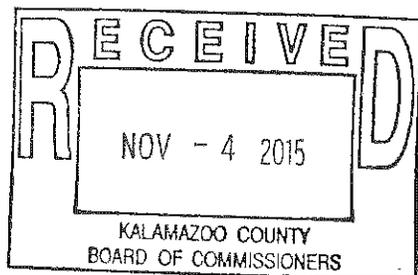
Please indicate experience and/or qualifications that would help make you an effective member of this council

I

Volunteer Experiences

I currently serve on the Kalamazoo County Older Adult Services Advisory Council. I have also served as a member of Recipient right Advisory Council and the Kalamazoo County Child Death Review Team.

11/03/2015  
Date of Application



**KALAMAZOO COUNTY BOARD OF COMMISSIONERS  
APPLICATION FOR APPOINTMENT TO:  
OLDER ADULT SERVICES ADVISORY COUNCIL**

Name Deborah Josephson Occupation Social Worker - *Loaves + Fishes*  
 Home Address [REDACTED] [REDACTED] [REDACTED]  
Street City Zip  
 Home Telephone [REDACTED] Business Telephone [REDACTED]  
 Cell Number \_\_\_\_\_ E-mail address [REDACTED]  
 How many hours could you commit to Council activities per week/month? 2-4

Certain categories need to be represented on the Older Adult Services Advisory Council. **Please mark all categories which apply to you:**

- |                                  |                          |
|----------------------------------|--------------------------|
| Health Care Service _____        | General Public _____     |
| Over 60 years of age <u>X</u>    | Nutrition Provider _____ |
| Social Service Provider <u>X</u> | Elected Official _____   |

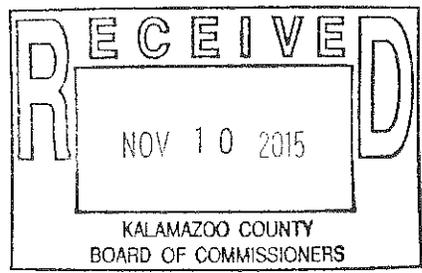
Please indicate experience and/or qualifications that would help make you an effective member of this council

I've been serving on the council for the last several years and enjoying it immensely. I worked in the Aging Network for approximately 8 years as both the Supportive Services Director and the Interim Ex. Director for the St. Joseph Co. Commission on Aging. I worked for US Congressman Howard Wolpe for 9 years and did constituent service in the areas of Health & Human Service, Social Security & Medicare and did outreach to Seniors.

Volunteer Experiences

Contract Review committee for several years for the Area Agency on Aging. Crisis Line work for the Domestic Assault Program. Various volunteer roles with Kalamazoo Loaves and Fishes before becoming employed there. Various activities through my church.

11/10/2015  
Date of Application





KALAMAZOO COUNTY BOARD OF COMMISSIONERS

APPLICATION FOR APPOINTMENT TO:  
COMMUNITY ACTION TRIPARTITE ADVISORY BOARD

Name Cassandra Stewart Occupation Caterer

Home Address [Redacted] Street [Redacted] City [Redacted] Zip [Redacted]

Home Telephone [Redacted] Business Telephone [Redacted]

Cell Number Same E-mail address [Redacted]

The Community Action Tripartite Advisory Board shall advise the Kalamazoo County Board of Commissioners (the governing board) and advise the Health and Community Services Department on the implementation and coordination of a comprehensive Community Action program. The community Action Tripartite Advisory Board will assist the Governing Board by and through the Kalamazoo County Health and Community Services Department by serving as the advocate for the reduction of the causes, conditions and effects of poverty and shall assist in the provisions of social and economic opportunities that foster self-sufficiency for low income persons.

Certain categories need to be represented on the Community Action Tripartite Advisory Board. Please check the category which you believe applies to you:

           **Public Official Sector** – Any elected official currently holding office.

           **Private Sector** – Individuals from areas of business, industry, agriculture, labor, education, and religious and civic organizations located within the County.

  X   **Consumer Sector** – Individuals from any of the following categories, low-income individuals who are consumers of, or eligible for, Community Action Agency services residing in the County.

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

I am a current CATAB board member. I will complete my first 3 year term at the end of the year. I am reapplying for a second term.

Volunteer Experiences:

Mt Zion Baptist Church  
Project Connect  
Kalamazoo Central High School PAC

11/12/2015  
Date of Application



## ADMINISTRATIVE SERVICES MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Tina Becker

**DATE:** December 8, 2015

**SUBJECT:** Board of Public Works & Parks Commission  
Reappointment Recommendations

The Board Appointments Committee recommends the following reappointments be made:

### Board of Public Works

- Reappoint Mr. James Cripps for a three-year term commencing 1/1/16 through 12/31/18
- Reappoint Mr. Troy Hudson for a three-year term commencing 1/1/16 through 12/31/18

### Parks Commission

- Reappoint Mr. Robert Moore for a three-year term commencing 1/1/16 through 12/31/18

Attendance for all incumbents: 100%

# 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
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name James M. Cripps

Occupation Co Owner of Cripps Fontaine Excavating

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:

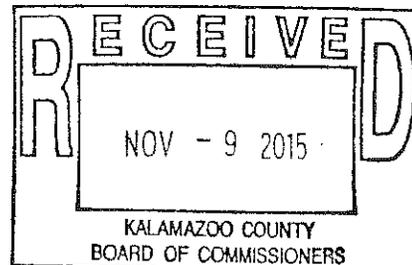
I would like to continue to serve on the Bd of PW.  
I have served on this board since about 1993. My experience in the construction industry in and around Kalamazoo for the last 38 years gives me a comprehensive understanding of contracts and finances. My experience on various boards gives me a solid understanding of how boards function.

Volunteer Experiences:

Currently Vice Chair of the Kalamazoo Township Zoning Bd of Appeals  
Have served on the ZBA since 1993.  
Westwood Church of God / Grace Harbor: Served in various positions.  
Governance Board from 2006 to 2015.  
Associated Builders and Contractors West Michigan Chapter Board of Directors from 2008 to 2014.  
Associated Builders and Contractors State Board from 2008 to current.  
Associated Builders and Contractors Health Trust Trustee from 2014 to current.  
State Construction Codes Commission - February 2015

11/09/2015

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
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Troy Hudson

Occupation Public Relations Consultant

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:

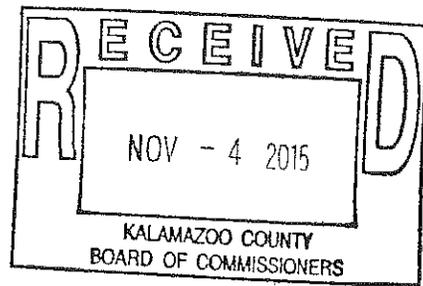
I have served on the Board of Public Works since 2012. In that time I have become familiar with the potential projects facing the BPW as well as my fellow board members.

I have a deep background in federal, state, and local government with a particular focus on policy and public relations issues. Additionally, I have a strong interest in serving my community.

Volunteer Experiences:

Kalamazoo Board of Public Works - 2012-Present  
Knights of Columbus - 2012-Present  
Budget Committee Member, MRP - 2013-Present

11/03/2015  
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
- Sewage & Water Board of Appeals
- Soil Erosion & Sedimentation Board of Appeals
- Southcentral Michigan Planning Council
- Substance Abuse Council

Name Robert G. Moore

Occupation Retired: CEO KALSEE Credit Union

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

Home Telephone [REDACTED] Business Telephone N/A

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

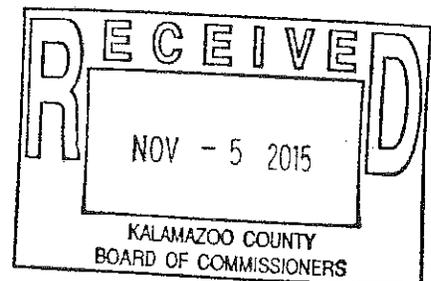
Please indicate experience and/or qualifications that would help make you an effective board member for which you have applied:

Credit union CEO for 40 years.  
Work very well with other people.  
Familiar with the environment/outdoors.  
Farmed part-time for 35 years.  
Under stand many legal issues.  
Not afraid to ask questions.

Volunteer Experiences:

Kalamazoo County Parks Commission for 20 years. Still serving.  
Michigan Credit Union Pension Trustee for 25 years. Still serving.  
KALSEE Credit Union BOD for 50 years. Still serving.  
Kalamazoo Chapter of Credit Unions BOD for 20 years.  
Michigan Credit Union League BOD for 10 years.  
Ran a golf outing for 150 to 200 participants for 20 years.  
Ran a bowling tournament for 200 to 450 Participant for 35 years.

11/05/2015  
Date of Application





## ADMINISTRATIVE SERVICES MEMORANDUM

TO: KALAMAZOO COUNTY BOARD OF COMMISSIONERS

FROM: THOM CANNY, CORPORATE COUNSEL

DATE: DECEMBER 8, 2015

SUBJECT: REQUEST TO APPROVE LEASING BRONSON PARK TO THE CITY OF KALAMAZOO THROUGH JANUARY 4, 2017

Kalamazoo County Administration and the Corporate Counsel have negotiated an extension of the Bronson Park Lease with the City of Kalamazoo. Extending the Lease will permit the City to continue to operate and maintain the property as a Park, free and accessible to all of the residents of Kalamazoo County. The consideration would again be established at one dollar (\$1.00) and the City would agree to keep and maintain the property as a Park. The term of the lease would be through January 4, 2017.

While this Lease is in place, County Administration and the Corporate Counsel will assist the Board of Commissioners in formulating a long term strategy for Bronson Park and to respond to the City of Kalamazoo's request that the County sell the property to the City. In preparation for those discussions, we will provide the Board of Commissioners with a separate Memorandum that discusses the history of the Park and the County's financial contribution in 2013 to a study on locating additional art elements in the Park.

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 this recommendation or the proposed Lease.