



1720 Riverview Drive  
Kalamazoo, Michigan 49004  
Tele: (269) 381-8080  
www.ktwp.org

**Board of Trustees Regular Meeting Agenda  
March 25, 2024  
7:30 P.M.**

The “Regular Meeting” of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, **March 11, 2024**, at the Kalamazoo Township Hall to discuss and act on the below-listed items

**Join Zoom Meeting**

<https://us02web.zoom.us/j/86065069818?pwd=TTJ5ZUcrSXRYUHhmdTRKN3FheHRsUT09>

**Meeting ID:** 860 6506 9818      **Passcode:** 569829

**Find your local number**

<https://us02web.zoom.us/j/86065069818?pwd=TTJ5ZUcrSXRYUHhmdTRKN3FheHRsUT09>

**Meeting ID:** 860 6506 9818      **Passcode:** 569829

**1 – Call to Order**

**2 – Pledge of Allegiance**

**3 – Roll Call of Board Members**

**4 – Addition/Deletions to Agenda** (Any member of the public, board, or staff may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for a full discussion. Such requests will be automatically respected.)

**5 – Public Comment on Agenda and Non-agenda Items** (Each person may use three (3) minutes for remarks. If your remarks extend beyond 3 minutes, please provide your comments in writing and they will be distributed to the board. The public comment period is for the Board to listen to your comments. Please begin your comments with your name and address.)

**6 – Consent Agenda** (The purpose of the Consent Agenda is to expedite business by grouping non-controversial items to be dealt with in one Board Motion without discussion.)

**Approval of:**

- A. Minutes of February 12, 2024, Board of Trustees Work Session Meeting
- B. Minutes of February 12, 2024, Board of Trustees Meeting
- C. Minutes of February 21, 2024, Special Board of Trustees Meeting
- D. Minutes of February 26, 2024, Board of Trustees Meeting

**Receipt of:**

A. Fire Department Report – February 2024

**7 Public Hearing/Presentation**

**8 Old Business**

**9 New Business**

A. Request to Adopt the Flood Plain Ordinance and Intergovernmental Agreement with KABA

B. Request to Amend Code of Misdemeanor Ordinances, return Litter Ordinance to Municipal civil infraction

C. Request for ADA Resolution Agreement with the Department of Justice

**10 – Items Removed from the Consent Agenda**

**11 – Board Member Reports**

Trustee Glass

Trustee Leuty

Trustee Miller

Trustee Robinson

Clerk Mackie

Treasurer Miller

Supervisor Martin

**12 – Attorney Report**

**13 – Public Comments**

**14 – Adjournment**

Posted: March 22, 2024

**Think Green**

*Don Martin*

Kalamazoo Township Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO**  
**BOARD OF TRUSTEES - WORK SESSION**  
**Monday, February 12, 2024**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, February 12, 2024**, at **5:30 p.m.** to discuss Work Session Agenda items and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo County. The meeting was in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

**PRESENT:** Supervisor Donald Martin, Treasurer Sherine Miller, Clerk Lisa Mackie, Trustee Mark Miller, Trustee Clara Robinson, Trustee Ashley Glass, and Trustee Steven Leuty

**ABSENT:** None

**ALSO**

**PRESENT:** Lieutenant Scott Jackson, Fire Chief Jairus Baird, Attorney Roxanne Seeber, and Fire Marshal Todd Kowalski

Supervisor Martin called the meeting to order at 5:30 p.m.

**Item A DISCUSSION ON 2023 KALAMAZOO COUNTY HAZARD MITIGATION PLAN**

Trustee Leuty said the plan is required at the local government level to fulfill the County Sheriff's and director of emergency management's federal requirements.

Supervisor Martin said Mike Corfman is the Director of Kalamazoo County Office of Emergency Management, and this plan is signed annually and has to do with lands and floodplains in the Township; he said the maps for the Lakewood area have not changed. The plan includes information about hazmat and disaster contingencies.

Trustee Miller asked if there was a copy of the plan, and Supervisor Martin replied that the 2023 notebook was in his office.

**Item B DISCUSSION ON AGREEMENT WITH WILLIAMS ARCHITECTS**

Trustee Leuty said he, along with Treasurer Miller, Trustee Glass, Chief Ergang, and Chief Baird, are building committee members and have been reviewing different building options. By unanimous agreement, the committee chose Williams Architects for architectural services. They are going to study space requirements and gather program data that will help with the next steps for future fire stations, police station, and office planning.

Trustee Glass agreed and said these are the initial steps in space planning and options. She added that Williams Architects has been very communicative.

Trustee Miller asked if these were changes to the previous plans.

Fire Chief Baird explained the significant changes to the residential space.

Trustee Leuty added that Tracie Moored had attended the previous meetings to examine the financial side.

Clerk Mackie asked Attorney Seeber if there were any concerns regarding the agreement. Attorney Seeber responded that there were not.

**Item C DISCUSSION ON MDOT PERFORMANCE RESOLUTION FOR MUNICIPALITIES**

Lieutenant Scott Jackson said the request is for an MDOT performance resolution for municipalities. The agreement allows the municipality manager or supervisor to enter into an agreement with Flocks Safety Systems and MDOT on the police department's behalf. This resolution permits MDOT and Flocks to communicate on our behalf. The project's next step will be placing readers in areas of concern.

Supervisor Martin shared that this system assisted in the recovery of stolen vehicles in other municipalities.

Lieutenant Jackson agreed and shared that in the City of Kalamazoo, it aided in solving two homicides with the data collected. Flocks collaborate with the City of Kalamazoo and Kalamazoo County, and the Township police department will work with them to get the appropriate coverage for the area, and the databases will share the information.

**Item D DISCUSSION ON HIRING FULL-TIME FF/EO 24-HOUR POSITION**

Fire Chief Baird said this is to hire Joseph Coudron for the full-time FF/EO position.

Trustee Miller asked about the staffing status.

Fire Chief Baird announced that this is the last of the proposed nine positions.

**Item E DISCUSSION ON REQUEST TO ENTER INTO A FEDERAL GRANT WITH RCKC FOR TRAFFIC PRE-EMPTION SYSTEM**

Fire Chief Baird said Jim Hoekstra spoke with fire chiefs about entering into a regional cooperative grant opportunity for a traffic preemptive system, making it safer for fire and emergency vehicles to travel through intersections. He said if the grant is awarded, it would be \$160,000 spread over two years from fire capital.

Trustee Leuty asked about how the system works.

Fire Chief Baird described that it senses the vehicle's direction. He added that the road commission installed the system on all new traffic signals and completed the lights along Mosel, Nichols, and Grand Prairie. The grant is for the remaining 15 intersections that do not have the technology.

Trustee Miller asked about the City of Kalamazoo not being on the grant.

Fire Chief Baird responded that the City of Kalamazoo did not meet the requirements for this grant.

Clerk Mackie thanked Fire Chief Baird for the information.

Joanna Johnson from RCKC said that in 2020, the federal grant was initially awarded to Comstock. In 2022, \$333,000 in federal grants were awarded, and the system has been proven beneficial. She said they have a portable unit for demonstration if the Township is interested.

**Item F PUBLIC COMMENT**

None

**Adjourned at 5:48 p.m. until 7:30 p.m.**

**MINUTES PREPARED BY:**

Barbara Blankenship  
Elections Coordinator & Document Manager

Respectfully submitted,

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Lisa S. Mackie, Clerk  
Charter Township of Kalamazoo

Attested to by,

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Donald D. Martin, Supervisor  
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
February 12, 2024**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, February 12, 2024, at 7:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

**Item 1            CALL TO ORDER**

Supervisor Martin called the meeting to order at 7:30 p.m.

**Item 2            PLEDGE OF ALLEGIANCE**

Trustee Robinson led the Pledge of Allegiance.

**Item 3            ROLL CALL OF BOARD MEMBERS**

All present.

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

None.

**Item 5            PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

Mike Seals, 3743 Gull Road, is concerned about the manager still on the payroll.

Rosemary Knox, 1427 Woodrow Drive, said the part-time enforcement officer needs help enforcing codes for more than 20,000 homes.

Ron Huster, 1314 Coolidge, said he disagrees with the survey regarding street maintenance and repair and that the survey is flawed regarding streets surveyed.

**Item 6            CONSENT AGENDA**

**Clerk Mackie moved, seconded by Trustee Miller, to approve the Consent Agenda, which included action on the following items:**

**Approval of:**

- A. Minutes of December 11, 2023, Board of Trustees Work Session
- B. Minutes of December 11, 2023, Board of Trustees Board Meeting
- C. Payment of Bills in the Amount of \$ 190,486.78

**Receipt of:**

- A. Check Distribution—January 2024
- B. Check Register—January 2024
- C. KABA Report—January 2024
- D. Fire Report – December 2023
- E. Planning Commission & Zoning Board of Appeals 2023 Annual Planning Report to Township Board & 2024 Planning Commission Work Plan

**Voice vote, motion carried.**

**Item 7            PUBLIC HEARING / PRESENTATION**

Trustee Glass introduced Dr. Patrick Cundiff, who performed the 2023 community survey and presented the results to the Board.

Dr. Cundiff presented the distribution of the survey and findings.

Trustee Leuty thanked Dr. Cundiff. He pointed out the value of roads to the residents.

Dr. Cundiff agreed there was confusion regarding roads for a specific locality.

Trustee Leuty asked how 'no opinion' affects the interpretation.

Dr. Cundiff said the limitation of adding 'no opinion' or 'no response' does not force the taker to choose a level of satisfaction. It limits interpretation because of no opinion.

Trustee Miller asked if there was an overall trend regarding survey response rates in other municipalities and if there were possible alternatives.

Dr. Cundiff replied that there has been a decrease in mail surveys, but participation might have been better if the survey had been addressed to the specific resident instead of the "current resident." Online surveys are difficult to control because they are open access, but if you email newsletters, they can be pinpointed via the email list.

Trustee Leuty commented that some questions were not asked, for example, about sanitary and sewer, and that maybe we can include more topics next time.

Dr. Cundiff stated that a mail survey is limited by the number of pages to reduce printing and postage costs, and if the survey is too long, there will be fewer responses.

Trustee Leuty compared responses to those ten years ago when long-term residents responded. He appreciates the information and the need to reach out to the residents.

Dr. Cundiff said increased communication changes resident views.

Supervisor Martin commented about newsletters and communication through the website when there are updates.

Clerk Mackie asked if he could analyze the data by neighborhood.

Dr. Cundiff replied that more analysis could be done with neighborhoods with larger responses, but it would be difficult with Lakewood.

**Item 8**            **OLD BUSINESS**

None.

**Item 9**            **NEW BUSINESS**

**Item 9A**            **RESOLUTION TO ADOPT THE 2023 KALAMAZOO COUNTY HAZARD MITIGATION PLAN**

Trustee Leuty said this request comes from the County Sheriff's Department of Emergency Management Coordinator and ties into state and federal funding. He read the resolution.

**Trustee Leuty moved to make a motion to seek approval of the resolution, Trustee Robinson supported the motion.**

Supervisor Martin said there is a web address in the Board packet where residents can view the plan.

**Roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 9B**            **REQUEST TO APPROVE THE AGREEMENT WITH WILLIAMS ARCHITECTS**

Trustee Leuty said he is presenting, on behalf of the building committee, this agreement with Williams Architects for programming a conceptual site design for future planning of buildings, including Eastwood fire station, town hall, and police department.

**Trustee Leuty read and moved to approve the agreement with William Architects, Treasurer Miller supported the motion.**

**Roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 9C**            **REQUEST TO APPROVE MDOT PERFORMANCE RESOLUTION FOR MUNICIPALITIES**

**Clerk Mackie moved to approve the Michigan Department of Transportation (MDOT) Performance Resolution for Municipalities and authorize the Township Supervisor to sign on behalf of the Board of Trustees to allow the Permit Manager from Flock Safety to apply for MDOT permits on behalf of the Township of Kalamazoo to complete the installation of Flock Safety license plate reader cameras within the State Highway Right of Way, Trustee Miller supported the motion.**

**Roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 9D**            **REQUEST TO APPROVE THE HIRING FULL-TIME FF/EO 24-HOUR POSITION**

Fire Chief Baird said this request is to hire Joseph Coudron for the full-time FF/EO position; this will fill the ninth spot.

**Trustee Miller motioned to approve the hiring of Joseph Coudron, Treasurer Miller supported the motion.**

Trustee Leuty is happy to see Joseph Coudron hired for this position because he has witnessed Joseph's professionalism during incident calls.

Trustee Robinson is glad they have reached the nine needed for Fire Chief Baird's reconstruction. She said this is the last piece of the plan, and she looks forward to seeing it in action.

Trustee Miller echoed his support.

**Roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 9E**            **REQUEST TO APPROVE TO ENTER INTO FEDERAL GRANT WITH RCKC FOR TRAFFIC PRE-EMPTION SYSTEM**

Fire Chief Baird presented the request, which is in conjunction with the RCKC, for a federal grant for traffic control so that emergency vehicles can pass through intersections safely.

**Trustee Leuty motioned to authorize the fire department to apply for a Regional Federal Highway Safety Grant through the Road Commission of Kalamazoo County with an expected match of \$161,706.82 coming from fire capital over two years; Trustee Miller seconded the motion.**

Trustee Robinson shared information learned from the work session.

Clerk Mackie asked about the likeliness of getting the grant.

Joanna Johnson responded that she believes there is a good chance of getting this funding.

**Roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 10**            **ITEMS REMOVED FROM THE CONSENT AGENDA**

None.



**Item 11**            **BOARD MEMBER REPORTS**

Trustee Glass had no report.

Trustee Leuty thanked the Board for recognizing the Planning Commission & Zoning Board of Appeals 2023 Annual Planning Report to Township Board & 2024 Planning Commission Work Plan. The planning commission met on February 1, 2024, and they approved a special land use and site plan with conditions for 1251 Shakespeare Avenue. He added that the committee members and staff worked hard to identify a solution that enabled the business to move forward with its timeline. Trustee Leuty said the City of Kalamazoo wants to replace the water mains and lead service lines in the east portion of the Westwood neighborhood and a couple of city streets from mid-March to mid-October. He said access to homes and services will be maintained except when the new water service is hooked up to the homes. A public meeting regarding the project will be scheduled. Supervisor Martin added Danielle from planning and zoning, applied for a \$20,000 grant for planning & zoning department improvements, and was approved.

Trustee Miller said tonight's fire department hiring is a milestone. He said this is an election year for the Board and he wants to resolve more before the new Board comes in. He said the Board is eager to resolve various issues.

Trustee Robinson had no report. She thanked the community members who responded to the survey and hoped to improve communications with the residents.

Clerk Mackie said the upcoming election is on February 27, and she reminded everyone to complete, sign, and return ballot selection forms and ballots. A 24-hour ballot drop box exists at Westwood Fire Station and outside the Township office. Clerk Mackie said early voting starts Saturday, February 17, for nine days, and all Kalamazoo County voters except Pavilion Township can vote at one of the four locations: Kalamazoo County Expo Center, 2900 Lake Street, Kalamazoo; Portage Parks & Recreation Department, 320 Library Lane, Portage; Fetzer Center at WMU, 2251 Business Court, Kalamazoo, and Douglass Community Association, 1000 West Paterson Street. She shared [kalcounty.com/vote](http://kalcounty.com/vote) for additional information.

Treasurer Miller said February 14 is the deadline for tax payments, and she thanked residents who had already paid. She thanked Deputy Fire Chief Mike Weidemann for his years of service in Kalamazoo Township and congratulated him on his retirement.

Supervisor Martin said there was a retirement ceremony for Deputy Fire Chief Mike Weidemann and his 39 1/2 years of service. He thanked Public Media Network, PMN, for broadcasting the meetings, Fire Marshal for running Zoom, and Barb Blankenship for taking minutes.

**Item 12**            **ATTORNEY REPORT**

Attorney Seeber said they are seeing results from opioid settlements, and Kalamazoo Township has a higher status because it has a police department. A smaller manufacturer sent a bankruptcy packet. She said it is an automatic yes for people not voting for the settlement.

**Item 13**            **PUBLIC COMMENTS**

Michael Boersma, Road Commission Kalamazoo County, heard from township supervisors regarding snow removals in January. The warm weather, snow, and then cold created a crust, and they could not remove the crust. There were many unhappy residents; the snow event cost \$600,000 in overtime and materials. He met online with the Westwood neighborhood association residents to discuss their concerns and policy. He encouraged the public to utilize KCRC's service request page online and congratulated the Board on entering into the grant for the light system.

Toni Kennedy, 1114 Arthur Avenue, talked about a resolution for flooding in the Arthur Avenue area; is there anything that can be done because spring is coming. She spoke about the Township's need to communicate more, the heavy East Main traffic, and everyone working together.

Mike Seals, 3743 Gull Road, discussed the new systems being contiguous with other municipalities. He also discussed a building blocks program to help beautify blocks and bring neighbors together to work together. He asked the Board to incentivize the people.

Supervisor Martin added that a crossing guard was hit in the Milwood area, and he looked at the changes to the crossing area. He wants the Township to learn from its neighbors. He replied to Rosemary Knox that the police officers are assigned to one of four districts, and the Board has voted to hire more for community policing. The hiring may open an opportunity to assist with citation cleanup.

Joanna Johnson, Road Commission Kalamazoo County, said she would check Arthur's service requests. RCKC Connect is a notification system residents can sign up for on the RCKC website. She told Supervisor Martin that they would continue to look at safety for the students and crossing guards. The RCKC will have an open house on March 21st from 4 to 7 p.m.

**Item 14**      **ADJOURNMENT**

**Supervisor Martin adjourned at 8:56 p.m.**

**BOARD MEMBERS PRESENT:**

Supervisor Donald D. Martin  
Treasurer Sherine M. Miller  
Clerk Lisa S. Mackie  
Trustee Clara Robinson  
Trustee Mark E. Miller  
Trustee Ashley Glass  
Trustee Steven C. Leuty

Respectfully submitted,

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Lisa S. Mackie, Clerk

Attested to by,

**ABSENT:**

None

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Donald D. Martin, Supervisor

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Attorney Seth Koches  
Fire Chief Jairus Baird  
Fire Marshal Todd Kowalski  
Lieutenant Scott Jackson  
Police Chief Bryan Ergang

**MINUTES PREPARED BY:**

Barbara Blankenship  
Elections Coordinator & Document Manager

***CHARTER TOWNSHIP OF KALAMAZOO***  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Wednesday, February 21, 2024**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Special Meeting on **Wednesday, February 21, 2024**, at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

**PRESENT:** Supervisor Donald Martin, Clerk Lisa Mackie, Treasurer Sherine Miller, Trustee Ashley Glass, Trustee Mark Miller, and Trustee Clara Robinson.

**ABSENT:** Trustee Steven Leuty

**ALSO**

**PRESENT:** Attorney Roxanne Seeber, Fire Marshal Todd Kowalski

**Item 1** **CALL TO ORDER**

Supervisor Martin called the meeting to order at 5:30 p.m.

**Item 2** **PLEDGE OF ALLEGIANCE**

Trustee Miller led the Pledge of Allegiance.

**Item 3** **ROLL CALL OF BOARD MEMBERS**

Trustee Miller moved, supported by Clerk Mackie, to excuse Trustee Leuty; voice vote, motion carried.

**Item 5** **PUBLIC COMMENT**

Attorney Darryl Segars, council to Dexter Mitchell, spoke via Zoom and requested to address the board in closed session.

**Item 4** **DISCUSSION ON CONSIDERATION AND POSSIBLE ACTION ON AN EMPLOYMENT RESOLUTION**

The supervisor explained that the township's manager has been on paid administrative leave since April 2023 and that the special meeting was convened to allow the township board to act on charges that the manager has violated law, policy, and his contract with the township. He also stated that the manager requested a closed session via email from his attorney that afternoon.

Trustee Miller moved, seconded by Trustee Robinson, to enter closed session under Section 8 (1)(A) of the Open Meetings Act to consider the dismissal, suspension, or disciplining of, or to hear complains or charges brought against... a public officer, employee or staff member.

Roll call vote (6-0), motion carried.

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**Supervisor Martin moved, seconded by Trustee Robinson, to come out of Closed Session. Roll Call Vote (6-0), motion carried.**

**Trustee Glass moved to amend the agenda to allow for Public Comment prior to board action. Trustee Robinson supported. Voice Vote (6-0), motion carried.**

**Item 6            PUBLIC COMMENT**

Darryl Segars voiced his displeasure with the process.

**Item 7            Resolution**

**Clerk Mackie moved to adopt Resolution Approving the Termination of Manager Dexter A. Mitchell's Employment Contract and Employment, Treasurer Miller Supported. Roll call vote (6-0), motion carried.**

**Item 8            ADJOURNMENT**

Supervisor Martin adjourned the meeting at 6:08 p.m.

Respectfully submitted,

\_\_\_\_\_  
Lisa S. Mackie, Clerk  
Charter Township of Kalamazoo

Attested to by,

\_\_\_\_\_  
Donald D. Martin, Supervisor  
Charter Township of Kalamazoo

**Charter Township of Kalamazoo**  
**Kalamazoo County, Michigan**  
**Minutes of a Regular Meeting of the Township Board**  
**February 26, 2024**

A Regular Meeting of the Kalamazoo Charter Township Board of Trustees was conducted on February 26, 2024 commencing at 7:30 p.m.

Present:

Don Martin, Supervisor  
Sherine Miller, Treasurer  
Lisa Mackie, Clerk  
Mark E. Miller, Trustee  
Steven C. Leuty, Trustee  
Clara Robinson, Trustee  
Ashley Glass, Trustee

Also present were Township Fire Marshal Todd Kowalski, Township Attorney Roxanne Seeber and 10 members of the audience.

**1. Call to Order.**

The Supervisor called the meeting to order at 7:30 p.m.

**2. Pledge of Allegiance.**

Trustee Leuty led the Pledge of Allegiance.

**3. Roll Call of Board Members.**

The Supervisor noted that all members were present.

**4. Additions/Deletions to the Agenda.**

Trustee Miller indicated that he had a proposed modification to Agenda Item 9C. Trustee Leuty indicated that Item 9A would be in the form of a Resolution.

**5. Public Comment.**

Nicolette Leigh, Nazareth Road, voiced concern about item 9C on the agenda indicating that a single person did not do interviewing and negotiating hiring of the manager in the past. Assistants have been added for officers and salaries for officers have increased adding to an already-strained budget. Current minutes should be placed on the website.

David Combs, Brook Drive, opposed item 9C in the packet. Allowing the Supervisor to hire a new superintendent or manager was not good municipal practice. The job

should be posted internally and externally. The Board should take time to find the best candidate.

Ron Huster, Coolidge Avenue, stated that the Township had spent ¾ million dollars on a manager over the last several years. He didn't think a manager was necessary. Jeff Brigham, Winding Way, stated that the Board should consider a part-time manager.

**6. Consent Agenda.** Clerk Mackie moved, supported by Trustee Miller to approve the consent agenda consisting of minutes of the November 27, 2023 board meeting; payment of bills in the amount of \$61,791.96; and the January 2024 fire report. The motion passed unanimously.

**7. Public hearing/presentation.** None.

**8. Old Business.** None.

**9. New Business.**

9a. Request to approve the mowing and trimming services with Earth Works Lawn and Landscaping. Trustee Leuty indicated that the RFP had resulted in cost savings over the prior contract. He moved adoption of the resolution approving the 3-year mowing contract with Earth Works. Supervisor Martin seconded the motion. Trustee Miller and Clerk Mackie appreciated the efforts on this matter made by Supervisor Martin and Trustee Leuty. Upon roll call vote, the motion passed unanimously.

9b. Mobile Radio Replacement. Chief Baird presented the application for 8 APX 4500 mobile radios to replace those aging and ineffective radios presently in the fleet vehicles to be paid for out of budgeted capital expense funds. Trustee Robinson moved, supported by Treasurer Miller to authorize the fire department to purchase 8 APX 4500 Mobile Radios for the fleet engines and ladders out of fire department capital funds. There was no discussion on the motion and it passed unanimously.

9c. Superintendent/Manager. Trustee Miller proposed an alternative motion to that which had been provided in the packet. He moved, supported by Trustee Leuty that the Township Board authorize the PAC to interview internal candidate(s) for manager/superintendent, to negotiate a written employment agreement if a candidate is identified and to present it to the Board. Speaking to the motion, Trustee Miller noted that operating without a manager for the past eleven months had resulted in a vacancy in leadership that the officers were trying valiantly to fulfill. The process suggested was the same one that had been undertaken by the Board when the new fire chief was hired. The Township did not have time to wait for 6 months or more for a more open search.

Trustee Glass opposed the matter as it was presented in the packet, indicating that a single person hiring and negotiating with an internal person was not an appropriate process. Further, she opposed the motion made by Trustee Miller because it did not specify whether a manager or superintendent would be sought; there was no job

description; and no salary range. Discussion of combining two or more positions had not been conducted by the entire board.

Trustee Robinson approved of sending the matter to the PAC, which she is a part of. This method was similar to that undertaken by the PAC when it hired the new fire chief. Trustee Glass suggested a work session of the board before sending the matter to the PAC. At the very least, a job description and salary range needed to be developed before seeking any candidate.

Trustee Leuty suggested that getting the ball rolling was the important goal at this point. The PAC had done a good job with the fire chief and the motion on the table was for a similar method of identifying and bringing forth a candidate for consideration by the board. The Board would have the final say.

Treasurer Miller appreciated the amended motion presented by Trustee Miller. She stated that the goal of the new position of deputy assessor was to allow for the grooming of the next assessor. She was in favor of getting a job description and salary range from the PAC before any more authority for identify and negotiating was granted.

Trustee Glass offered an alternative motion that the Township Board assign the PAC to develop a job description and salary range and to bring it back to the Township Board for approval before the position was posted or candidates considered.

The members debated this issue for some time, with Trustee Miller indicating a willingness to add the job description and salary range to his motion. Trustee Glass was opposed to this, as it would still create a rush of judgment when a more thoughtful process was appropriate.

Trustee Robinson commented on the validity of both points. The last process with the fire chief was undertaken simultaneously with a candidate identified and the PAC undertaking the contracting and job description efforts. On the other hand, she said, a big void had been left and taking a more considered approach in determining whether a manager or superintendent was the position and in developing a salary range was more important than a rushed timeline.

Trustee Leuty commented that internal postings were allowed in the employee manual and would likely result in identification of qualified candidates. Trustee Glass indicated that she was not in favor of the process undertaken with the hiring of the fire chief and she could not approve of it now.

Trustee Miller stated that the job description and salary range would be first on the agenda for the PAC no matter which motion was approved.

Trustee Robinson supported Trustee Glass's motion. Upon roll call vote, the motion passed 4-3 with Trustees Leuty and Miller and Supervisor Martin voting in the negative. Treasurer Miller voiced hope that the PAC could produce a job description and salary range before the next board meeting. Trustee Miller offered that if the PAC was prepared earlier, a special meeting could be convened.

9d. Supervisor Martin discussed the proposed local road contract with the Road Commission. The Road Commission undertook consideration of needed improvements with its Pazer rating systems. Chip sealing and crack sealing could make a road last longer and was proposed for several roads in the Township. Supervisor Martin moved, supported by Trustee Robinson to approve the local road contract with the road commission of Kalamazoo County as presented at a total estimated cost billable project cost of \$671,746, to be shared equally by the Township and RCKC par funds (if available). The motion passed unanimously. Trustee Robinson commented that the RCKC website could be consulted for road projects on anyone's road. Trustee Leuty commended Supervisor Martin on the road work he has taken the lead on for the past 8 years.

**10. Items removed from consent agenda.** None.

**11. Board member Reports.**

Trustee Glass had no report.

Trustee Leuty noted that a large City of Kalamazoo water project would be taking place on the west side of the Township on named streets including Berkley, Clarendon, Arlington, Commonwealth, and Dartmouth north of West Main; and on Campbell, Pinehurst, Waverly, Crown and Wilmette Streets starting in March and finishing by the end of the summer. The City of Kalamazoo was hosting an informational meeting on March 5 from 6 to 8 p.m. at the Hillside Middle School. The project was replacement of lead pipes.

Trustee Leuty also reported on upgrades to the play areas at Wilson Recreation Area and Lakewood Parks. A log roller was already installed and the vendor should have all of the structures in place by the end of the week.

Trustee Miller reported that the sewer negotiations with the City of Kalamazoo were continuing but there is no estimate on the timeline for conclusion of discussions.

Trustee Robinson appreciated the comments of the audience at the meeting and stated that everyone is working to make the Township better.

Clerk Mackie reported on election day on Tuesday. Many people had already voted absentee. The early voting had limited success initially, but it picked up a little more toward the end of it. She also commented on two precinct changes for those voting in person. Precinct #7 was moved from 2<sup>nd</sup> Christian Reformed Church to New Day Community Church at 3600 Nichols. Cards were sent out; and anyone who does not know where to vote can locate their precinct on Michigan.gov by searching "Voter Information Center". The second precinct change was to #3, which was not a location change, but a name change. Two churches had traded buildings. The precinct #3 building was still the same, but it was now the home of Community Presbyterian Church and not Grace Harbor as it had been previously.



Treasurer Miller reported that property tax payments would be accepted at the Township through February 29. She is in the office from 9-5 through that date.

Supervisor Martin provided additional information on the water project, indicating that there was concern about the removal of trees in the boulevard on Pinehurst and that the project had been amended. Trees marked in blue would be trimmed by the power company. Those with red lines would be removed as part of the City project.

**12. Attorney's report.** Attorney Seeber reported that when the code of criminal ordinances had been placed on the website, the code of general ordinances had disappeared. She was working to identify and create a new code of general ordinances and the police department had placed an "under construction" notice on the website. She did have the old general code in a PDF if anyone needed it. Supervisor Martin commented that the website needed to be modernized and that individual department heads should be allowed to post, etc.

**13. Public Comment.**

David Combs, Brook Drive, commented favorably on the outcome of item 9.C. He appreciated Trustee Miller's efforts as well as those of Trustees Glass and Robinson. He was dismayed with some of the comments that had been made and hoped that mutual respect could prevail.

Ron Huster, Commonwealth Avenue, provided his employment background and stated that the process of hiring should be open to the public. The Township residents are already paying the 2<sup>nd</sup> highest taxes in the County. The board agenda item presented appeared to be a good old boys' plan.

Nicolette Leigh, Nazareth Road, indicated that the type of job, be it "manager" or "superintendent" was not part of either motion. Board members received hefty raises to make up for the loss of manager. She had requested changes to the website and was directed to a person who then told her that "she wasn't allowed to make changes to the website". She wanted to see minutes posted in a timelier manner.

Lisa Mackie, Clerk  
Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, Michigan 49004  
269-381-8080  
[www.ktwp.com](http://www.ktwp.com)

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0266		AID GIVEN - MEDICAL	2							2
0267		FIRE ALARM				8		MG		8
0268		UNKNOWN/PERSON DOWN		2						2
0269		CHEST PAIN	2							2
0270		BREATHING PROBLEM				4				4
0271		AID GIVEN - MEDICAL	3							3
0272		FALL		2						2
0273		FIRE ALARM	4	5						9
0274		UNCONSCIOUS				7				7
0275		PSYCHIATRIC PROBLEMS			MR		2			2
0276		BREATHING PROBLEM			MR		2			2
0277		SICK PERSON		2						2
0278		FIRE ALARM	3			6				9
0279		GAS LEAK	4	3	6					13
0280		GAS LEAK				7				7
0281		SICK PERSON				6				6
0282		ALTERED MENTAL STATUS				6				6
0283		WELFARE CHECK		2	MR		2			4
0284		FIRE ALARM	1	4						5
0285		BREATHING PROBLEM		3						3
0286		GAS LEAK				7				7
0287		DIABETIC PROBLEM	5							5
0288		FIRE ALARM	5			6				11
0289		BURNING COMPLAINT				4				4
0290		BURNING COMPLAINT				3			1	4
0291		BREATHING PROBLEM				4				4
0292		STRUCTURE FIRE	4			6				10
0293		ALTERED MENTAL STATUS				4				4
0294		MOTOR VEHICLE ACCIDENT				6				6
0295		AID GIVEN - MEDICAL	6							6
0296		BREATHING PROBLEM		3						3
0297		CONVULSIONS/SEIZURE		6						6
0298		FALL		2						2
0299		CHEST PAIN		2						2
0300		AID GIVEN - MOVE UP				6		MG		6
0301		CARDIAC ARREST	9	6			5			20

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

<b>TOTALS</b>	<b>48</b>	<b>42</b>	<b>6</b>	<b>90</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>198</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0302		AID GIVEN - FIRE	9							9
0303		BURNING COMPLAINT	11							11
0304		FALL				2				2
0305		MOTOR VEHICLE ACCIDENT				2				2
0306		CHEST PAIN				3				3
0307		LIFT ASSIST		5	MR					5
0308		FALL				5				5
0309		DUMPSTER FIRE		5	MR					5
0310		BREATHING PROBLEM				2				2
0311		CONVULSIONS/SEIZURE				1				1
0312		BURNING COMPLAINT	5							5
0313		AID GIVEN - MEDICAL	1							1
0314		ALTERED MENTAL STATUS				2				2
0315		CANCELLED EN ROUTE		2						2
0316		EMS ALARM				2				2
0317		CHEST PAIN				3				3
0318		FALL				3				3
0319		ASSIST POLICE	5							5
0321		AID GIVEN - MEDICAL	5	2						7
0320		STRUCTURE FIRE	5			7		3		15
0322		ALTERED MENTAL STATUS		3			2			5
0323		BREATHING PROBLEM			MR		2			2
0324		LIFT ASSIST		3	MR					3
0325		FIRE ALARM	2	5						7
0326		ALTERED MENTAL STATUS		4						4
0327		ALLERGIC REACTION/STINGS				3				3
0328		CHEST PAIN		2						2
0329		UNCONSCIOUS		4						4
0330		AID GIVEN - MEDICAL	3							3
0331		MOTOR VEHICLE ACCIDENT	5							5
0332		CHEST PAIN		1						1
0333		FALL				6				6
0334		ALTERED MENTAL STATUS	2							2
0335		FIRE ALARM		2						2
0336		BREATHING PROBLEM				3				3
0337		ALTERED MENTAL STATUS				2				2

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

<b>TOTALS</b>	<b>101</b>	<b>80</b>	<b>6</b>	<b>136</b>	<b>15</b>	<b>3</b>	<b>1</b>	<b>342</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0338		PREGNANCY/OB		1						1
0339		BREATHING PROBLEM				2				2
0340		ABDOMINAL PAIN		3						3
0341		UNKNOWN/PERSON DOWN		2						2
0342		FALL		2						2
0343		STRUCTURE FIRE	1	3			4		4	12
0344		AID GIVEN - MEDICAL	2							2
0345		CHEST PAIN		2						2
0346		FIRE ALARM	1	2			2		2	7
0347		BREATHING PROBLEM		1						1
0348		DIABETIC PROBLEM		1						1
0351		MOTOR VEHICLE ACCIDENT		7						7
0352		BREATHING PROBLEM				2				2
0353		ALTERED MENTAL STATUS				5				5
0354		BREATHING PROBLEM				2				2
0355		UNKNOWN/PERSON DOWN		2						2
0356		ALTERED MENTAL STATUS				4				4
0357		STRUCTURE FIRE	1			8		3	5	17
0358		FIRE ALARM	3	2						5
0359		CARBON MONOXIDE		2	MR					2
0360		CARDIAC ARREST				7				7
0361		AID GIVEN - FIRE				7		MG		7
0363		FIRE ALARM	2	4		6				12
0364		MOTOR VEHICLE ACCIDENT			MR		2			2
0365		FIRE ALARM	5	2		7				14
0366		CHEST PAIN		4						4
0367		AID GIVEN - FIRE				6			MG	6
0368		FIRE ALARM	1	4						5
0369		SICK PERSON		3	MR					3
0370		CHEST PAIN		5						5
0371		DIABETIC PROBLEM		2						2
0372		FALL				2				2
0373		OVERDOSE/POISONING		4						4
0374		WIRES DOWN/ARCING		5						5
0375		WIRES DOWN/ARCING				3				3
0376		WIRES DOWN/ARCING		5	MR					5

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

<b>TOTALS</b>	<b>117</b>	<b>148</b>	<b>6</b>	<b>197</b>	<b>23</b>	<b>6</b>	<b>12</b>	<b>509</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0377		AID GIVEN - FIRE	4							4
0378		BREATHING PROBLEM		5						5
0379		CHEST PAIN				1				1
0380		FALL	2							2
0381		HEMORRHAGE/LACERATION				7				7
0382		EMS ALARM				5				5
0383		CARDIAC ARREST		7						7
0384		SICK PERSON		4						4
0385		FALL		1						1
0386		BREATHING PROBLEM		3						3
0387		PSYCHIATRIC PROBLEMS		5						5
0388		FORCIBLE ENTRY				4				4
0389		ALTERED MENTAL STATUS		4						4
0390		BREATHING PROBLEM		3						3
0391		BREATHING PROBLEM		3						3
0392		FIRE ALARM	3			6				9
0393		FIRE ALARM				2				2
0394		CHEST PAIN		3						3
0395		FALL				3				3
0396		BREATHING PROBLEM		2						2
0397		FALL				2				2
0398		UNCONSCIOUS		3						3
0399		BREATHING PROBLEM				8				8
0400		FALL				6				6
0401		BREATHING PROBLEM		1						1
0402		BREATHING PROBLEM		2						2
0403		DIABETIC PROBLEM		2						2
0404		CANCELLED EN ROUTE		4						4
0405		BREATHING PROBLEM		3						3
0406		AID GIVEN - MEDICAL	6							6
0407		BREATHING PROBLEM	5							5
0408		OVERDOSE/POISONING	1	4						5
0409		HEMORRHAGE/LACERATION		2						2
0411		BURNING COMPLAINT	2							2
0412		BURNS	4							4
0413		FALL		4						4



KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

TOTALS		144	213	6	241	23	6	12	645
INC. NO	ADDRESS	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0414		1							1
0415					7				7
0416					7				7
0417			4			MG			4
0418		1	4						5
0419					5				5
0420			2						2
0421			3						3
0422			3						3
0423		2	3						5
0424		2							2
0425					2				2
0426					2				2
0427			8			MG			8
0428			8						8
0429			5						5
0430			5						5
0431					4				4
0432			3						3
0433		6			8		2	2	18
0434					5				5
0435			4						4
0436		5							5
0437			6						6
0438			5	MR					5
0439					3				3
0440		2							2
0441		3	4		4				11
0442					5				5
0443				MR		2			2
0444		4							4
0445			6						6
0446			2						2
0447		1			10				11
0448					4				4

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

0449		GAS LEAK	6			8		3		17
<b>TOTALS</b>			<b>177</b>	<b>288</b>	<b>6</b>	<b>315</b>	<b>25</b>	<b>11</b>	<b>14</b>	<b>836</b>
<b>INC. NO</b>	<b>ADDRESS</b>	<b>TYPE OF CALL</b>	<b>STA. 1</b>	<b>STA. 2</b>	<b>STA. 3</b>	<b>STA. 4</b>	<b>COMSTK</b>	<b>OSH</b>	<b>CITY</b>	<b>TOTALS</b>
0450		AID GIVEN - FIRE	8							8
0451		CONVULSIONS/SEIZURE		2						2
0452		STAB/GUNSHOT WOUND		3						3
0453		EMS ALARM				9				9
0454		ALTERED MENTAL STATUS		3						3
0455		BREATHING PROBLEM	4							4
0456		GAS LEAK		3			MG			3
0457		BREATHING PROBLEM		4						4
0458		ALTERED MENTAL STATUS			MR		2			2
0459		SICK PERSON	1							1
0460		BREATHING PROBLEM				1				1
0461		UNKNOWN/PERSON DOWN	4							4
0462		BREATHING PROBLEM				2				2
0463		CANCELLED EN ROUTE				5				5
0464		ALTERED MENTAL STATUS	4							4
0465		FIRE ALARM	3	3						6
0466		CARDIAC ARREST				14				14
0467		FALL	4							4
0468		FIRE ALARM	3	3						6
0469		MOTOR VEHICLE ACCIDENT	4	1						5
0470		AID GIVEN - FIRE	3							3
0471		ALLERGIC REACTION/STINGS				4				4
0472		MOTOR VEHICLE ACCIDENT		7	MR		3			10
0473		MOTOR VEHICLE ACCIDENT	4	1						5
0474		FIRE ALARM	3			5				8
0475		CHEST PAIN	3							3
0476		UNKNOWN/PERSON DOWN				1				1
0477		STROKE		3						3
0478		AID GIVEN - MEDICAL	2							2
0479		WIRES DOWN/ARCING		2						2
0480		FALL	3							3
0481		BREATHING PROBLEM				5				5
0482		CARBON MONOXIDE				6				6
0483		CONVULSIONS/SEIZURE		4						4



KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: FEBRUARY 2024

										0
										0
<b>TOTALS</b>			<b>236</b>	<b>334</b>	<b>6</b>	<b>376</b>	<b>32</b>	<b>11</b>	<b>14</b>	<b>1009</b>
	DENOTES PRIMARY RESPONSE STATION ** DENOTES A PROPERTY AND/OR CONTENTS LOSS FIRE									
	<b>MG= MUTUAL AID GIVEN</b>	<b>EST. PROPERTY LOSS=\$30,250</b>								
	<b>MR= MUTUAL AID RECEIVED</b>	<b>EST. CONTENTS LOSS=\$150</b>								
	<b>INCIDENTS - 223</b>									
	<b>ALARMS - 266</b>	<b>MUTUAL AID RECEIVED - 21</b>								
	<b>ASSISTS - 43</b>	<b>MUTUAL AID GIVEN - 24</b>								
	<b>RESPONSES - 952</b>									
	<b>COMSTOCK</b>	<b>KALAMAZOO CITY</b>			<b>COOPER</b>					
	<b>MUTUAL AID RECEIVED - 12</b>	<b>MUTUAL AID RECEIVED - 5</b>			<b>MUTUAL AID RECEIVED - 0</b>					
	<b>MUTUAL AID GIVEN - 3</b>	<b>MUTUAL AID GIVEN - 1</b>			<b>MUTUAL AID GIVEN - 0</b>					
	<b>OSHTEMO</b>	<b>Calls per Station</b>			<b>PARCHMENT</b>					
	<b>MUTUAL AID RECEIVED - 4</b>	<b>Station 1 = 66</b>			<b>MUTUAL AID RECEIVED - 0</b>					
	<b>MUTUAL AID GIVEN - 3</b>	<b>Station 2 = 102</b>			<b>MUTUAL AID GIVEN - 17</b>					
		<b>Station 3 = 16</b>								
		<b>Station 4 = 82</b>								
		<b>Assists</b>								
		<b>NW - EW = 14</b>								
		<b>NW - LW = 0</b>								
		<b>NW - WW = 10</b>								
		<b>EW - NW = 6</b>								
		<b>EW - LW = 9</b>								
		<b>EW - WW = 0</b>								
		<b>WW - NW = 4</b>								
		<b>WW - EW = 0</b>								
		<b>WW - LW = 0</b>								



AID GIVEN - FIRE  
AID GIVEN - HAZMAT TEAM  
AID GIVEN - MEDICAL  
AID GIVEN - MOVE UP  
ABDOMINAL PAIN  
ALLERGIC REACTION/STINGS  
ALTERED MENTAL STATUS  
ANIMAL BITE  
ASSAULT  
ASSIST POLICE  
ATTEMPT SUICIDE  
BACK PAIN  
BREATHING PROBLEM  
BURNING COMPLAINT  
BURNS  
CANCELLED EN ROUTE  
CARBON MONOXIDE  
CARDIAC ARREST  
CHEST PAIN  
CHOKING  
CONVULSIONS/SEIZURE  
DIABETIC PROBLEM  
DUMPSTER FIRE  
ELEVATOR RESCUE  
EMS ALARM  
EYE INJURY  
EXTRICATION  
FALL  
FIRE ALARM  
FORCIBLE ENTRY  
GAS LEAK  
GRASS/BRUSH FIRE  
HAZMAT INVESTIGATION  
HEAD INJURY/PAIN  
HEAT EXHAUSTION  
HEMORRHAGE/LACERATION  
HIGH ANGLE RESCUE  
HYPOTHERMIA  
LIFT ASSIST  
MOTOR VEHICLE ACCIDENT  
NOTHING FOUND/ARRIVAL  
OVERDOSE/POISONING  
PREGNANCY/OB  
PSYCHIATRIC PROBLEMS  
SICK PERSON  
SMOKE INVESTIGATION  
STAB/GUNSHOT WOUND  
STROKE  
STRUCTURE FIRE  
TREE DOWN/REMOVAL  
UNCONSCIOUS  
UNKNOWN/PERSON DOWN  
VEHICLE FIRE  
WATER LEAK  
WATER RESCUE/DROWNING  
WELFARE CHECK  
WIRES DOWN/ARCING



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.

**CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 639**

Adopted: April \_\_\_\_, 2024  
Effective: May \_\_\_\_\_, 2024

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS  
OF THE STATE CONSTRUCTION CODE**

An Ordinance addressing flood plain management provisions of the State Construction Code; affirming the Kalamazoo Area Building Authority as the enforcing agency for the flood plain management provisions of the State Construction Code; designating the Kalamazoo Area Building Authority as the contact point for the discharge of said flood plain management responsibilities; designating regulated flood hazard areas under the provisions of the State Construction Code, being Act No. 230 of the Public Acts of 1972, as amended; and providing an effective date.

**THE CHARTER TOWNSHIP OF KALAMAZOO ORDAINS:**

**SECTION 1**

**AGENCY DESIGNATED**

Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Kalamazoo Area Building Authority (“KABA”) is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Kalamazoo under Act 230, of the Public Acts of 1972, as amended, State of Michigan. KABA has assumed responsibility for the administration and enforcement of said Act throughout the township’s corporate limits.

**SECTION 2**

**CODE APPENDIX ENFORCED**

Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code, shall be enforced by the enforcing agency. The Charter Township of Kalamazoo affirms its designation of KABA as the administering and enforcing agency for the State Construction Code within the Township’s corporate limits and in accordance therewith KABA is the designated enforcing agent to discharge the responsibilities of the Municipality therewith.



### **SECTION 3**

#### **DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS**

The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Flood Insurance Study for Kalamazoo County, All Jurisdictions" and dated July 31, 2024 and the Flood Insurance Rate Maps (FIRMs) included on Index Panel 26077CIND0B, effective July 31, 2024 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

### **SECTION 4**

#### **CONFLICTS**

If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

### **SECTION 5**

#### **REPEALS**

All ordinances inconsistent with the provisions of this ordinance are hereby repealed. Sections

### **SECTION 6**

#### **EFFECTIVE DATE**

This ordinance shall take effect on the day after publication of a summary thereof, after adoption.

Lisa Mackie, Clerk  
Charter Township of Kalamazoo  
[www.ktwp.org](http://www.ktwp.org)  
1720 N. Riverview Dr.  
Kalamazoo MI 49004  
269-381-8080

**MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL**  
**AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT**  
**FOR THE NATIONAL FLOOD INSURANCE PROGRAM**

**Community A: Kalamazoo Charter Township Community Entity/Community B: Kalamazoo Area Building Authority**

**WHEREAS**, Community A

(check the appropriate following box statement)  currently participates  desires to participate in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

**WHEREAS**, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
  - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
  - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

**WHEREAS**, the Stille-Derossett-Hale Single State Construction Code Act", Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state

construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

**WHEREAS**, by the action dates of this document and in accordance with a historical agreement, Community B affirms its continuing requirement and authority on behalf of Community A to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, and the Michigan Rehabilitation Code for Existing Buildings to all development within Community A's political boundaries, and

**WHEREAS**, Community A and Community/Entity B enforce floodplain regulations of the construction code act, and Community A wishes to ensure that the administration of that code complies with requirements of the NFIP, and

**NOW THEREFORE**, to maintain eligibility and continued participation in the NFIP,

1. Community A and Community/Entity B agree that KABA is the designated enforcing agency for the construction code act, and is directed to administer, apply, and enforce on Community A's behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
  - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
  - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
  - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B shall implement the following applicable codes according to their terms:
    - i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
    - ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
    - iii) Appendix G of the current Michigan Building Code.
    - iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
  - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
  - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
  - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and

- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
- 2. Community A and Community/Entity B assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Community A's compliant participation in the program.
- 3. Community A further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

**FURTHER BE IT RESOLVED**, both communities declare their understanding that, until this resolution is rescinded or Community A makes other provision to enforce the construction code act:

- 1. Community/Entity B must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
- 2. For Community A to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

<b>Community A:</b>	Kalamazoo Charter Township	Date Passed:
Officer Name:	Donald D. Martin	Title: Supervisor
Signature:	_____	Date: _____
Witness Name:	Lisa Mackie	Title: Clerk
Signature:	_____	Date: _____

<b>Community/Entity B:</b>	Kalamazoo Area Building Authority	Date Passed:
Officer Name:	Randy Thompson	Title: Chairperson
Signature:	_____	Date: _____
Witness Name:	_____	Title: _____
Signature:	_____	Date: _____



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.

**CHARTER TOWNSHIP OF KALAMAZOO**

**ORDINANCE NO. 640**

**ADOPTED:** \_\_\_\_\_

**EFFECTIVE:** \_\_\_\_\_

**AMENDMENT TO CODE OF CRIMINAL ORDINANCES**

An ordinance to amend the Litter portion of the Code of Criminal Ordinances; to provide for an effective date; and to repeal conflicting ordinance provisions.

**THE CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION 1**

**AMENDMENT TO CODE OF CRIMINAL MISDEMEANOR ORDINANCES**

Article 1 "Miscellaneous" Section 395.350 "Litter" is hereby amended to read:

"395.30 Litter

1. Definitions: As used in this part:

(a) "Litter" means any of the following:

(i) Rubbish, refuse, waste material, garbage, offal, paper, glass, cans, bottles, trash, debris, or other foreign substances.

(ii) A vehicle that is considered abandoned under section 252a of the Michigan vehicle code, 1949 PA 300, MCL 257.252a.

(iii) An abandoned vessel as defined in section 80130f.

(iv) An ORV that is considered abandoned under section 80130f as made applicable in section 81151.

(v) A snowmobile that is considered abandoned under section 80130f as made applicable in section 82161.

(b) "Public or private property or water" includes, but is not limited to, any of the following:

(i) The right-of-way of a road or highway, a body of water or watercourse, or the shore or beach of a body of water or watercourse, including the ice above the water.

(ii) A park, playground, building, refuge, or conservation or recreation area.

(iii) Residential or farm properties or timberlands.

(c) "Vehicle" means a motor vehicle registered or required to be registered under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.

(d) "Vessel" means a vessel registered under part 801.

2. Violation:

- (1) A person shall not knowingly, without the consent of the public authority having supervision of public property or the owner of private property, dump, deposit, place, throw, or leave, or cause or permit the dumping, depositing, placing, throwing, or leaving of, litter on public or private property or water other than property designated and set aside for such purposes.
- (2) A person who removes a vehicle that is wrecked or damaged in an accident on a highway, road, or street shall remove all glass and other injurious substances dropped on the highway, road, or street as a result of the accident.

**SECTION 2**  
**TOWNSHIP LITTER ORDINANCE REINSTATED AS MUNICIPAL CIVIL**  
**INFRACTION**

Ordinance No. 350, as amended being the Charter Township of Kalamazoo Litter Ordinance is hereby reinstated as a municipal civil infraction, with the Ordinance number and penalties retained as adopted, as amended and effective on May 11, 1997.

**SECTION 3**  
**AMENDMENT TO ORDINANCE 350, SECTION 3. C. (2)**

Ordinance No. 350 "Litter", Section 3 "Regulations", Section c.(2) is hereby amended to read:

"(2) Such litter does not include garbage or other putrescible liquids or solids, is screened from the view of all adjacent properties and abutting public or private rights- of-way, and is being stored only between weekly garbage collection by the Charter Township or its licensed agent."

**SECTION 4**  
**SEVERABILITY**

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect.

**SECTION 5**  
**REPEAL**

Conflicting Ordinance provisions are repealed.

**SECTION 6**  
**EFFECTIVE DATE**

This amendatory ordinance shall take effect the day after publication, after adoption.

Lisa Mackie, Clerk  
Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, MI 49004  
269-381-8080  
[www.ktwp.org](http://www.ktwp.org)





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Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO: 9C 03252024**

FOR MEETING DATE: March 25, 2024

SUBJECT: ADA resolution agreement with the Department of Justice

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION: Consideration of settlement agreement with the DOJ.

Financing Cost: \_\_\_\_\_

Source: General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: Legal

Recommendation:

Direction: For an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn, and play.



**U.S. Department of Justice**

United States Attorney's Office

Western District of Michigan

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*The Law Building  
330 Ionia Avenue, NW  
Suite 501  
Grand Rapids, Michigan 49503*

*Mailing Address:  
United States Attorney's Office  
Post Office Box 208  
Grand Rapids, Michigan 49501-0208*

*Telephone (616) 456-2404  
Facsimile (616) 456-2510*

January 10, 2024

**VIA CERTIFIED MAIL,  
RETURN RECEIPT REQUESTED**

Dexter Mitchell, City Manager  
Kalamazoo Charter Township  
1720 Riverview Drive  
Kalamazoo, MI 49004

Re: Investigation of Americans with Disabilities Act Complaint  
against Kalamazoo Charter Township, Michigan  
DJ # 204-38-148

Dear Mr. Mitchell:

As you know, the United States Attorney's Office for the Western District of Michigan, a component of the Department of Justice (the "Department"), investigated a complaint alleging that Kalamazoo Charter Township, Michigan (the "Township") violated title II of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12131-12134, and the Department's implementing regulation, 28 C.F.R. Part 35, by failing to provide equal access to its programs, services, and activities. Specifically, the Complainant alleges that the Township fails to make pedestrian walkways (sidewalks) accessible to individuals with disabilities. The Department investigated this complaint under the authority granted by the ADA, 42 U.S.C. § 12188(b)(1)(A)(i) and 28 C.F.R. § 36.502.

Title II of the ADA provides that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." 42 U.S.C. § 12132. A public entity's facilities therefore must be made accessible so that individuals with disabilities can enjoy the entity's services, programs, and activities. 28 C.F.R. § 35.149. Covered facilities include the "roads" and "walks" controlled by a public entity. 28 C.F.R. § 35.10. A public entity must maintain accessible sidewalks to ensure access to public services, programs, or activities, *Babcock v. Michigan*, 812 F.3d 531, 536 (6th Cir. 2016), and must add curb ramps at

intersections of newly constructed or altered sidewalks and streets, 28 C.F.R. § 35.151(i); *see also* 28 C.F.R. § 35.150.

Title II imposes administrative requirements on local governments. Public entities that employ at least 50 people must designate a responsible employee to coordinate ADA compliance, including the investigation of complaints of alleged title II violations. 28 C.F.R. § 35.107. Additionally, public entities must adopt and publish procedures for resolving complaints of disability discrimination and provide public notice of the ADA requirements that apply to their programs, services, and activities. 28 C.F.R §§ 35.106, 35.107(b).

Based on the information that the Township has provided to the Department, as well as the information obtained during our site visit, we have concluded that the Township does not fully comply with its obligations under title II of the ADA and its implementing regulations.

However, the Department believes that it is possible to resolve this matter expeditiously. Therefore, we are offering to close our investigation if the Township agrees to take the following actions within **sixty days** of the date of this letter:

1. Notice the appointment of the new ADA Coordinator. The ADA Coordinator shall be responsible for coordinating the Township's efforts to comply with and carry out its responsibilities under the ADA, including investigation of ADA-related complaints and the implementation of this Agreement. The Township will make the ADA Coordinator's name and contact information readily available to the public and to the United States including by posting it on the Township's website. If the Township changes its ADA Coordinator, it shall update the name and contact information anywhere it appears.
2. Ensure that the ADA Coordinator undergoes training on the requirements of the ADA, including, but not limited to the ADA's program access requirements, removing barriers to access, and making reasonable modifications to policies, practices, and procedures for individuals with disabilities. If the Township changes its ADA Coordinator, it shall ensure that the new coordinator promptly receives this training.
3. Adopt a *Notice Under the ADA* that, at minimum, contains the provisions provided in Attachment A (which requires the addition of certain information to be completed). The Township shall distribute the Notice to all agency heads, publish the Notice in a local newspaper of general circulation serving the Township, post the Notice on its internet home page, and post copies in conspicuous locations in its public buildings. It shall refresh the posted copies, and update the contact information contained on the Notice, as necessary.
4. Adopt an *ADA Grievance Procedure* that, at minimum, contains the provisions provided in Attachment B (which requires the addition of certain information to be completed). The Township shall distribute its ADA Grievance Procedure to all of its agencies, post copies in conspicuous locations in each of its public buildings, and post it to the Township's website. The Township will refresh each posted copy, update the contact information contained on it, as necessary, and will provide a copy of the ADA Grievance Procedure to any person upon request.

5. Ensure that, whenever the Township constructs or alters a street, road, highway, or street level pedestrian walkway (sidewalk), it provides curb ramps at any intersection having curbs or other barriers to entry from a street level pedestrian walkway. Paving, repaving, or resurfacing a street, road, highway, or sidewalk is an alteration. 28 C.F.R. §§ 35.150, 35.151(i). Filling a pothole is not considered an alteration for the purposes of this Resolution. Newly constructed or altered curb ramps and street level pedestrian walkways (sidewalks) shall comply with the 2010 ADA Standards for Accessible Design. 28 C.F.R. Part 36, Appendix A.

Documentary or photographic evidence of all actions taken must be submitted to us within thirty days of implementation.

If you are willing to undertake the actions outlined in this letter, which are required to resolve the above-referenced investigation, please provide written confirmation by signing this letter in the space provided below and returning it to us by electronic mail or fax within 10 business days after the date of this letter. Our fax number is (616) 456-2510. If you have any questions or would like to discuss this offer, please call me within that same time frame.

This offer of resolution is limited to the allegations of complaint DJ# 204-38-148 as described above and does not address the resolution of any other alleged violations of the ADA or other federal laws that may exist or arise, including any that may exist or arise in connection with the complainant in ADA complaint DJ# 204-38-148.

Thank you for your cooperation during the Department's investigation. We are committed to bringing this matter to a prompt resolution and trust that you will find everything in this letter reasonable. Should you have any questions, please contact me at (616) 808-2104 or by e-mail at [kalen.pruss@usdoj.gov](mailto:kalen.pruss@usdoj.gov).

Sincerely,

*Kalen H. Pruss*

KALEN H. PRUSS  
Assistant United States Attorney

Kalamazoo Charter Township will take the actions outlined in this letter within the time frames specified to resolve the allegations of DJ# 204-38-148. The person signing for the Township represents that he/she is authorized to bind it to this letter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

## Attachment A

### **Notice Under the Americans With Disabilities Act**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), Kalamazoo Charter Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

***Employment:*** Kalamazoo Charter Township does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

***Effective Communication:*** Kalamazoo Charter Township will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Kalamazoo Charter Township’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

***Modifications to Policies and Procedures:*** Kalamazoo Charter Township will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Kalamazoo Charter Township offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Kalamazoo Charter Township, should contact the office of ***[name and contact information for ADA Coordinator]*** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Kalamazoo Charter Township to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Kalamazoo Charter Township is not accessible to persons with disabilities should be directed to ***[name and contact information for ADA Coordinator]***.

Kalamazoo Charter Township will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## Attachment B

### Grievance Procedure Under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Kalamazoo Charter Township. The Township’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**[Insert ADA Coordinator’s name, title, and mailing address]**

Within 15 calendar days after receipt of the complaint, *[ADA Coordinator’s name]* or *[his/her]* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *[ADA Coordinator’s name]* or *[his/her]* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Kalamazoo Charter Township and offer options for substantive resolution of the complaint.

If the response by *[ADA Coordinator’s name]* or *[his/her]* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee.

Within 15 calendar days after receipt of the appeal, the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by *[name of ADA Coordinator]* or *[his/her]* designee, appeals to the **[City Manager/County Commissioner/ other appropriate high-level official]** or *[his/her]* designee, and responses from these two offices will be retained by Kalamazoo Charter Township for at least three years.