



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

**Board of Trustees Regular Meeting Agenda  
March 11, 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/86025457296?pwd=ZjNWMDkZXXZUIXYIRRaDU5SWJtUENOQT09>

**Meeting ID:** 860 2545 7296

**Passcode:** 718656

**Find your local number**

<https://us02web.zoom.us/j/86025457296?pwd=ZjNWMDkZXXZUIXYIRRaDU5SWJtUENOQT09>

**Meeting ID:**860 2545 7296

**Passcode:** 718656

**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 January 8, 2024, Board of Trustees Work Session Meeting
- B. Minutes of January 8,2024 Board of Trustees Meeting
- C. Minutes of January 22,2024 Board of Trustees Meeting
- D. Payment of Bills in the Amount of \$ 63,720.96

**Receipt of:**

- A. Treasurer Report — January 2024
- B. KABA Report — February 2024
- C. Check Distribution — February 2024
- D. Check EFT Register — February 2024

**7 Public Hearing/Presentation**

**8 Old Business**

**9 New Business**

- A. Request to Approve Nexgen Construction to Construct Nonmotorized Improvements 2024
- B. Approve Proposed Superintendent Job Description
- C. Request to Approve Posting of Superintendent Job & Proposed TimeLine
- D. Request to Approve the quote for Asphalt Repair
- E. Request to Approve MSDA - Housing Readiness Grant
- F. Request to Amend Code of Misdemeanor Ordinances, return Litter Ordinance to Municipal civil infraction
- G. Request to Reinstate Township Newsletter
- H. Request to Approve PAC committee to immediately seek a qualified and competent interim Township Manager while searching for a permanent Township Superintendent or Manger
- I. Request to Approve a permanent Superintendent job description, public posting, rubric, and interview process as recommended.

**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 8, 2024

**Think Green**

*Don Martin*  
Kalamazoo Township Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO**  
**BOARD OF TRUSTEES - WORK SESSION**  
**Monday, January 08, 2024**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, January 08, 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:** Treasurer Sherine Miller, Clerk Lisa Mackie, Trustee Mark Miller, Trustee Clara Robinson, Trustee Ashley Glass, and Trustee Steven Leuty

**ABSENT:** Supervisor Donald Martin

Clerk Mackie called the meeting to order at 5:30 p.m.

Treasurer Miller asked to appoint Clerk Mackie Chair pro tem, and Trustee Leuty agreed.

**ALSO**

**PRESENT:** Attorney Seth Koches and Fire Marshal Todd Kowalski

**Item A DISCUSSION ON REVIEW OF POLICY**

Clerk Mackie said the Supervisor added this item and asked if it should be discussed when he is present.

Trustee Miller agreed that the discussion be postponed until Supervisor Martin is present.

**Item B DISCUSSION ON PUBLIC HEARING ON CONSUMERS CONCRETE TAX ABATEMENT REQUEST**

Attorney Koches informed the Board that the public hearing was held during the December 11, 2023, Board meeting for the industrial development district. January 8, 2024, was set for the public hearing on the application. Consumers Concrete came before the Planning Commission regarding property on East Main, and they want to build a new, more efficient facility to replace the one they have. They obtained a special land use and site plan approval from the planning commission. Consumers Concrete applied for an industrial facilities tax exemption. According to their application, their total investments are almost \$22.4 million between real property and personal property improvements. They have 22 existing jobs at the facility, and within two years of completion, they will add 26 positions. The statute requires an Affidavit of Fees and an Industrial Facilities Tax Exemption Agreement. Consumers Concrete would get a tax exemption of half of the mills levied on the property, excluding real property state education tax, and personal property local school district tax. The Township created the industrial development district boundaries in December and properly noticed. The public hearing for Consumers Concrete's application will be this evening. Certified mail notices were provided to all taxing entities, and a notice of public hearing was published in MLive and the Gazette. The Board will consider the resolution during the Board meeting.

Trustee Miller asked about any responses. Clerk Mackie and Attorney Koches replied that there had not been any responses.

Treasurer Miller said the real property's true cash value is \$11.2 million, and the Township would collect half. Personal property is phasing out, and the township would collect more taxes on real property. The agreement lasts 12 years, and the exemption pertains only to the new building.

Attorney Koches agreed this was for 12 years and only for the new building.

Trustee Leuty asked about the difference between 12 years for real property and six years for personal property.

Attorney Koches replied that it was the state's guidance on the agreement.

**Item C DISCUSSION ON CONSIDERATION OF PARKING ON THE STREET IN FRONT OF WILSON PARK**

Clerk Mackie read the supplementary information regarding a no-parking ordinance on Gayle Street parking in front of Wilson Park.

Trustee Leuty said the photos show existing violations, and he asked Attorney Koches for information about acting on current ordinances.

Attorney Koches replied that existing violations could be acted on. The attorneys discussed passenger-only parking, with no vehicle with a trailer or commercial parking in this location.

Trustee Leuty said he is concerned about people finding a work-around, and he would like a long-term solution.

Attorney Koches said this could be drafted for the following work session.

Trustee Glass asked for clarification regarding passenger vehicles that would be allowed.

Attorney Koches responded with vehicle types.

**Item D DISCUSSION ON RESOLUTION ON GAZA CEASEFIRE**

Trustee Glass read a resolution recently passed by Kalamazoo County and the City of Kalamazoo.

The Board members discussed their insights and the proposed resolution.

**Item E PUBLIC COMMENT**

Commissioner Strebs, Kalamazoo County, spoke about the Gaza Ceasefire resolutions already passed and the response from community members. She also spoke to the Board about considering a resolution for the ceasefire.

Daniel Smith, 3022 Fleetwood Drive, Portage, MI, spoke about the civilians and children affected and asked the board to support a ceasefire resolution.

Marissa Wagner, 3110 Darro Street, urged the Board to pass a resolution and thanked Trustee Glass. She spoke about the Stand for Human Values proclamation and shared statistics.

Said Abubakr, a Chemical and Paper Engineering Professor at WMU, spoke about personal experiences and history of Gaza. He asked the Board to pass the resolution to save lives.

Raelyn Joyce, 1920 Hillsdale Avenue, represented Kalamazoo Friends Meeting. She read their resolution passed in December and quoted Walter Wink.

Barbara Hasan, 6201 Countrywood Court, supported Trustee Glass' resolution and shared taxpayer-dollar spending statistics.

John Ephland, 2118 N Westnedge, urged the Board to come together.

Olive asked the board to stop the fight.

**Adjourned at 6:37 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  
January 08, 2024**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, January 08, 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**

Clerk Mackie 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**

Trustee Miller moved, supported by Treasurer Miller, to excuse Supervisor Martin; voice vote, motion carried.

Trustee Leuty motioned to appoint Trustee Miller as Chair pro tem, Clerk Mackie supported; voice vote, motion carried.

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

None.

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

None.

**Item 6            CONSENT AGENDA**

Clerk Mackie moved, supported by Treasurer Miller, to approve the Consent Agenda, which included action on the following items:

**Approval of:**

A. Payment of Bills in the amount of \$57,632.20

**Receipt of:**

- A. Check Distribution – December 2023
- B. Checks Register - December 2023
- C. Treasurer's Report - November 2023
- D. Fire Report - November 2023
- E. KABA Report - December 2023

**Voice vote, motion carried.**

**Item 7            PUBLIC HEARING / PRESENTATION**

A. Public Hearing on Consumer's Concrete Tax Abatement Request

Chair pro tem Miller opened the Public Hearing at 7:35 p.m.

Attorney Seeber said Bronwyn Drost from Consumers Concrete was in attendance.

The Public Hearing was closed at 7:36 p.m.

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

None.

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

**Item 9A**            **RESOLUTION APPROVING INDUSTRIAL FACILITIES TAX EXEMPTION FOR CONSUMERS CONCRETE CORPORATION**

**Treasurer Miller moved to approve the industrial facilities tax exemption for Consumers Concrete Corporation, Clerk Mackie supported the motion.**

Treasurer Miller stated the tax exemption approval is specifically for the new building and lasts for 12 years.

Trustee Leuty asked if other developments could benefit from this.

Attorney Seeber clarified this resolution is specific to this building, and others would have to start from this process because the district has been delineated.

**Roll call vote (6 AYE - 0 NAY), resolution adopted and exemption approved.**

**Item 9B**            **REQUEST TO APPROVE THE HIRING OF POLICE OFFICER CANDIDATES**

**Trustee Robinson motioned to approve the hiring of Diego Ferreyra, Christopher Hill, and Blaire Sawusch as police officer candidates to the Township, Treasurer Miller supported the motion.**

**Voice vote (6 AYE - 0 NAY), motion carried.**

**Item 9C**            **REQUEST TO APPROVE THE HIRING OF POLICE OFFICER BRANDON DAHL**

**Clerk Mackie motioned to approve the hiring of Brandon Dahl as a police officer, Trustee Leuty supported the motion.**

Treasurer Miller congratulated the Police Chief and staff for bringing in new candidates for education and promotion into the police department.

Trustee Leuty said Officer Dahl is a veteran with 12 years of experience from St Joseph County.

**Voice vote (6 AYE - 0 NAY), motion carried.**

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

None.

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

Trustee Glass welcomed the New Year and wished everyone a happy New Year. She shared her gratitude and appreciation to the community for entrusting her with a leadership role for the last three years. She extended her appreciation to Chief Ergang and Chief Baird for their outstanding leadership. She thanked the entire township staff and contractors for their dedication to keeping the organization running smoothly. She personally thanked Samantha, Barb, Lisa V., and Monica for their work and support. Trustee Glass thanked attorneys Roxanne, Kurt, and Seth for guidance and support, and she thanked Representative Rogers and Senator Sean McCann for their visits to the administration building and Eastwood Fire Station. This year, she would like to focus on infrastructure needs, staffing, and sustainability. Trustee Glass said she wants to continue to build relationships with community members by meeting regularly with neighborhood associations; she referred to Rosemary and Toni from Eastwood and Ron and Jim from Westwood. She said she is dedicated to the Township by being a voice at the local, state, and federal levels, and she thanked everyone for their continued commitment.

Trustee Leuty said last week Clerk Mackie swore in five new police officers which was great. He said we also said goodbye to two veteran firefighters, Mike Weidemann and Chad Baker. He thanked them for their decades of dedication. Trustee Leuty said volunteers are needed formally or informally to help keep the parks clean. He asked that we do it for the kids even one hour a month helps a lot. There is an RFP for mowing and trimming services that opened today for bidding in February.

Trustee Robinson reminded people to be good neighbors and think about the sidewalks. She also asked motorists to be mindful of pedestrians in the roadways. She seconded what Trustee Glass said regarding the New Year, and she hopes to find closure on some things to move forward. Trustee Robinson thanked the residents who reached out to her and relayed their concerns.

Clerk Mackie thanked the community members who shared their thoughts during the work session. She shared that the Presidential Primary is on February 27, 2024, and the Township is actively hiring election inspectors for 2024. Clerk Mackie said the Central County Transportation Authority, CCTA, and the Kalamazoo County Transportation Authority, KCTA, passed an item regarding a micro-transit pilot program with affordable service to lower-density suburban areas, and today CCTA and KCTA awarded the micro-transit contract to River North for \$3,340,000 to begin upon contract execution through December 31, 2025.

Treasurer Miller said she sits on the Kalamazoo Area Transportation Study Board, the Technical and Policy committees passed a resolution for 131 business loop to be opened for south entrance and exit access ramps which will positively impact Kalamazoo Township. She thanked the state representatives for securing the funds to get this project going, and it is fast-tracked to begin in 2025 and possibly finish in 2026. Treasurer Miller thanked Consumers Concrete for investing in Kalamazoo Township, and she thanked the Board for approving the resolution. She thanked the residents for coming forward regarding the resolution Trustee Glass presented.

Trustee Miller said he had items to present but Trustee Glass had addressed them; he appreciated and agreed with Trustee Glass' comments. He will remain open to all arguments on both sides regarding the Gaza resolution.

**Item 12**      **ATTORNEY REPORT**

Attorney Seeber said she visited the new courthouse; it is nice but very limited parking.

**Item 13**      **PUBLIC COMMENTS**

Bronwyn Drost, township resident, thanked the Board for their continued investment in our community.

Connie Butler, 3508 Mulhearn Avenue, asked the Board to resolve the Dexter Mitchell issue and move on.

**Item 14**      **CLOSED SESSION**

**Clerk Mackie moved to enter into closed session pursuant to Section 8H of the Open Meetings Act to consider an attorney-client privilege communication, Trustee Robinson seconded; voice vote, motion carried.**

**Voice vote, motion carried.**

**Chair pro tem Miller adjourned at 8:04 p.m. to go into a closed session.**

**Chair pro tem Miller opened the closed session at 8:05 p.m.**

**Trustee Robinson motioned to leave the closed session, Treasurer Miller supported. Voice vote, motion carried.**

**Chair pro tem Miller adjourned the closed session at 8:49 p.m.**



**Item 15      ADJOURNMENT**

**Chair pro tem Miller adjourned the meeting at 8:50 p.m.**

**BOARD MEMBERS PRESENT:**

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

Respectfully submitted,

\_\_\_\_\_  
Lisa S. Mackie, Clerk

Attested to by,

**ABSENT:**

Supervisor Donald D. Martin

\_\_\_\_\_  
Donald D. Martin, Supervisor

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Fire Marshal Todd Kowalski

**MINUTES PREPARED BY:**

Barbara Blankenship  
Elections Coordinator & Document Manager

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
January 22, 2024**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, January 22, 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**

Treasurer Miller led the Pledge of Allegiance.

**Item 3            ROLL CALL OF BOARD MEMBERS**

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

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

None.

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

Said Abubakr, 8440 Sierra Madre Trail, quoted Martin Luther King. He shared statistics regarding Gaza and asked the Board to pass the resolution.

Raelyn Joyce, 1920 Hillsdale Avenue, asked the Board to support the ceasefire and thanked the Board members who emailed her. She shared her perspective, and she quoted Dwight Eisenhower.

Daniel Smith, 3022 Fleetwood Drive, Portage, read an excerpt from a Washington Post article and quoted Martin Luther King's April 4, 1967, speech, "Beyond Vietnam."

Dave Knapp, Comstock Township, stated that the people have a right to petition their government and that the Board should pass the resolution.

Karen Tinklenberg, 5585 Vintage Lane, Apartment 102, supports the resolution for a ceasefire, and she read a statement regarding future possibilities.

Amy Damashek, 1913 Brentwood, shared statistics from the events in Gaza. She referenced several Jewish organizations that favor a ceasefire and urged the Board to vote for the ceasefire resolution.

Marina Mohamed, 1940 Howard Street, shared information about Nelson Mandela, Gaza, Bosnia, the Vietnam War, and an incident in New York.

**Item 6            CONSENT AGENDA**

**Trustee Miller moved, supported by Treasurer Miller, to approve the Consent Agenda, which included action on the following items:**

**Approval of:**

- A. Minutes of November 13, 2023, Board of Trustees Work Session
- B. Minutes of November 13, 2023, Board of Trustees Board Meeting

**Receipt of:**

A. Treasurer's Report – December, 2023

**Voice vote, motion carried.**

**Item 7            PUBLIC HEARING / PRESENTATION**

None.

**Item 8            OLD BUSINESS**

None.

**Item 9            NEW BUSINESS**

**Item 9A            RESOLUTION FOR THE CEASEFIRE AND DISBURSEMENT OF RESOLUTION TO APPROPRIATE OFFICES**

**Trustee Glass read the resolution and moved adoption, Trustee Robinson supported the motion.**

Trustee Robinson said no one on the Board agreed with the massacre of children. She spoke about personal and professional views colliding and other groups not being recognized. She also talked about hearing from residents regarding local issues the Board decides on. Trustee Robinson quoted her grandmother.

Trustee Leuty shared distinct information regarding the resolutions from Kalamazoo County, the City of Portage, and the City of Kalamazoo. He said the resolution closely resembles the City of Kalamazoo's, with an added section stating, "All members of the township board must use the platform provided by their office to advocate for measures that will result in the least amount of death and violence." Trustee Leuty agreed with Trustee Robinson that all are like-minded and want peace.

Trustee Miller said he is conflicted and appreciated the right to free speech. He has called representatives and senators regarding this issue. He thinks this is not within the purview of the township government, and he read part of the Township Charter Act. Trustee Miller asked Attorney Seeber for her comments.

Attorney Seeber defined the statute, charter act, and the form of a resolution. She suggested the Board consider a proclamation instead of a resolution.

Trustee Glass asked Attorney Seeber if she recommended the Board amend this to a proclamation and if the document could be sent to the offices this way. Attorney Seeber replied that it could.

Trustee Glass clarified that the amendment could be made. Attorney Seeber replied yes if everybody agreed with the proclamation's language. She asked Trustee Leuty if he had issues with any language.

Trustee Leuty asked to modify the language that makes him an activist.

**Trustee Miller moved to amend the word in the title from "Resolution" to "Proclamation," in the final "be it resolved," change "resolution" to "proclamation," and remove the fourth "whereas" from the proclamation, Trustee Glass supported the motion.**

**Amendment roll call vote (6 AYE, 0 NAY), amendment carried.**

Supervisor Martin agreed with everything said regarding the Board's job and beliefs. He said the Board believes in peace in the world.

Treasurer Miller said she has also gone back and forth. She stated that she is in favor of a ceasefire and not using tax dollars for killing innocents. She agreed to change it from a resolution to a proclamation.

**Roll call vote (5 AYE - 1 NAY, Leuty), motion carried.**

**Item 9B      REQUEST TO APPROVE THE ELECTION INSPECTOR / CHAIR PAY RATE**

Trustee Robinson said Clerk Mackie requested the PAC increase the election inspector rate to \$15 an hour and election chairs to \$18 an hour. Trustee Robinson said townships are struggling to fill positions in the precincts.

**Trustee Robinson motioned to improve the pay rates of election inspectors to \$15 per hour and precinct chairs to \$18 per hour, Trustee Leuty supported the motion.**

Supervisor Martin said he spoke with Trustee Robinson, other municipalities, and Clerk Mackie regarding pay, confirming where the Township should be. He said he supports this 100 percent; we must get people to run the elections.

Trustee Miller estimated that procedures and work increased 50 percent during his time as Clerk, and he estimated that another 30 percent has been added since. There is early voting with veteran workers in new roles, and he said we need to get more people involved. He is in favor of this increase.

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

**Item 9C      REQUEST TO APPROVE THE POSITION OF ELECTIONS/ OFFICE ASSISTANT**

Trustee Leuty said he spoke with Clerk Mackie, and she asked him to relay that this is a job description, information about an application period, and the pay scale. She is asking that the position be open for a minimum of a one-week period.

Treasurer Miller asked for clarification that the application period was one week. Trustee Leuty said she did not give a specific time period because she was interrupted. He was unsure of the start day and went one week from that.

Treasurer Miller said there was an urgency to fill the position; she had spoken with Clerk Mackie and thought it was for one week or until filled.

Trustee Miller said the Township must allow people the time to apply for it.

Trustee Robinson said the wording should be at least one week instead of "for one week."

Supervisor Martin agreed it should be at least one week, and that could be rushing it.

Trustee Robinson discussed the urgency of filling the position considering the new requirements and deadlines for elections in the Clerk's department.

Trustee Leuty said he understands the urgency due to Proposal Two but is nervous about how quickly this has been pushed through without a manager. He would like to take more time from an administrative perspective to determine the Township's needs.

Trustee Robinson said some concerns that Trustee Leuty raised were discussed during PAC. This year, the need is with elections, but the position could be justified with scanning and other needed tasks. She said they also discussed who the person would report to; it could be listed as the manager or supervisor.

Supervisor Martin said a large scanner/printer was ordered for scanning blueprints and printing maps; the equipment will be set up in the Assessor's office area. He said plenty of things needed to be taken care of.

Treasurer Miller stated that there used to be three full-time people in the office. She feels there is more work than time and wants a "utility person" to assist the Treasury, Assessor, and Clerk Departments. She said she wants this position to be approved and filled.

Trustee Glass clarified if this is a job description or a posting.

Trustee Leuty understood this was an approval of the position, not voting on the description.

Trustee Robinson said the proposal is to approve the position.

Trustee Leuty said the document blends the two because of the contents.

Trustee Miller will approve the position, and the rest must be worked out.

Trustee Robinson asked if the PAC-requested changes were in the job description. Supervisor Martin and Trustee Miller did not have PAC notes to confirm.

Trustee Leuty thanked Trustee Robinson for answering the questions. He will trust the PAC's recommendation.

Trustee Glass said she is concerned about approving the job description if it is incomplete. She knows this is urgent, but it should be finalized before it is presented to the Board.

Supervisor Martin asked the attorney if you could ask to hire another person and put the job description and wages after that but before it is posted.

Attorney Seeber said it could be approved as a tentative job description. She recommended approving the position, approving the job description as tentative, and posting the opening for at least a week.

**Trustee Miller motioned to approve the position of Elections Office Assistant and approve the tentative job description before the Board with a one-week posting period, Treasurer Miller supported the motion. Roll call vote (6 Aye 0 Nay), motion carried.**

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

None.

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

Trustee Glass said Western Michigan University is hosting a semester-long "Spring into Action" series on the climate crisis starting this week and running through February. She said the Parks subcommittee plans to have recommendations for the Board by the end of March or early April. The Community Survey was completed last month, and Dr. Cundiff will present the results in February.

Trustee Leuty said he attended the Kalamazoo County Dispatch meeting. He shared statistics from 2022 showing an average of 51 calls per hour. He thanked John VandeGiessen in maintenance for his work clearing the snow in the parking lot, the sidewalks, and the cemetery.

Trustee Miller updated the Board regarding the Kalamazoo Regional Water and Wastewater committee changes; Director Rich Pearson has retired and was replaced by Libby Heiny-Cogswell. She is bringing everyone together in the wastewater negotiations with the City of Kalamazoo. They also have a new attorney learning the position. Trustee Miller said that considering the recent changes, completing the Sewer contract may take until the end of the year or longer.

Trustee Robinson thanked Trustee Miller regarding the Kalamazoo Regional Water and Wastewater committee update; she attends the meetings via Zoom, and it is a process.

Treasurer Miller thanked the public for attending the session and speaking to the Board.

Supervisor Martin said there was a meeting with the Road Commission last Friday, and one topic included a large project on Pinehurst to work on the water mains and replace lead service lines. He thanked John VandeGiessen for all his work while the maintenance department was short-handed. He met with Southwest Michigan First and MDOT regarding Business 131 ramps; funding has been identified, and they are looking at a December 2025 completion date. This improvement will be beneficial to Kalamazoo Township and the surrounding communities.

**Item 12**      **ATTORNEY REPORT**

No report.

**Item 13**      **PUBLIC COMMENTS**

None.

**Item 14**      **ADJOURNMENT**

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

**BOARD MEMBERS PRESENT:**

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

Respectfully submitted,

\_\_\_\_\_  
Lisa S. Mackie, Clerk

Attested to by,

**ABSENT:**

Clerk Lisa S. Mackie

\_\_\_\_\_  
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

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
24-06-02 41887	KALAMAZOO AREA BUILDING AUTHORITY PROPERTY INSPECTION 101-372-801.00	03/07/2024 MONICAK	03/07/2024	100.00	100.00	Open	N 03/07/2024
	PROFESSIONAL & CONTRACTUAL SVC			100.00			
32793 41888	ON DUTY GEAR, LLC VEST 207-301-767.00	03/07/2024 MONICAK	03/07/2024	955.00	955.00	Open	N 03/07/2024
	PERSONAL EQUIPMENT ALLOWANCE			955.00			
10727762500 41889	DELL MARKETING, L.P. CUSTOMER #530031860760 207-301-948.00	03/07/2024 MONICAK	03/07/2024	1,184.61	1,184.61	Open	N 03/07/2024
	COMPUTER SERVICE			1,184.61			
CORMN0001510 41890	CORE TECHNOLOGY CORPORATION ANNUAL MAINTNENACE 207-301-933.00	03/07/2024 MONICAK	03/07/2024	1,335.00	1,335.00	Open	N 03/07/2024
	LEIN BILLING			1,335.00			
4279 41891	ROBERT LAMSON, LLC SCREENING - WOOD 207-301-801.00	03/07/2024 MONICAK	03/07/2024	150.00	150.00	Open	N 03/07/2024
	PURCHASED SERVICE - CONSOL DISPATCH			150.00			
2557543-0 41892	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-751.00	03/07/2024 MONICAK	03/07/2024	26.79	26.79	Open	N 03/07/2024
	CRIME PREVENTION			26.79			
2557858-0 41893	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-751.00	03/07/2024 MONICAK	03/07/2024	49.86	49.86	Open	N 03/07/2024
	CRIME PREVENTION			49.86			
2555526-0 41894	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-751.00	03/07/2024 MONICAK	03/07/2024	218.38	218.38	Open	N 03/07/2024
	CRIME PREVENTION			218.38			
4262 41895	ROBERT LAMSON, LLC SCREENING - ACOSTA 207-301-801.00	03/07/2024 MONICAK	03/07/2024	150.00	150.00	Open	N 03/07/2024
	PURCHASED SERVICE - CONSOL DISPATCH			150.00			
5367 41896	BILL'S LOCK SHOP, INC. KEYS 207-301-754.00	03/07/2024 MONICAK	03/07/2024	4.00	4.00	Open	N 03/07/2024
	OPERATING SUPPLIES			4.00			

User: MONICAK

EXP CHECK RUN DATES 03/12/2024 - 03/12/2024

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3645 41897	MICHIGAN MUNICIPAL POLICE BRAKES/ROTORS 207-301-932.00	03/07/2024 MONICAK VEHICLE REPAIRS & MAINT	03/07/2024	649.28 649.28	649.28	Open	N 03/07/2024
3649 41898	MICHIGAN MUNICIPAL POLICE BRAKES/ROTORS 207-301-932.00	03/07/2024 MONICAK VEHICLE REPAIRS & MAINT	03/07/2024	817.01 817.01	817.01	Open	N 03/07/2024
26069166 41899	DORRANCE FORD OIL CHANGE 207-301-932.00	03/07/2024 MONICAK VEHICLE REPAIRS & MAINT	03/07/2024	62.94 62.94	62.94	Open	N 03/07/2024
S0018544 41900	EMERGENCY VEHICLE PRODUCTS REMOVE EQUIPMENT 825-441-981.00	03/07/2024 MONICAK CAPITAL OUTLAY - VEHICLES	03/07/2024	290.00 290.00	290.00	Open	N 03/07/2024
S0018481 41901	EMERGENCY VEHICLE PRODUCTS REMOVE EQUIPMENT 825-441-981.00	03/07/2024 MONICAK CAPITAL OUTLAY - VEHICLES	03/07/2024	580.00 580.00	580.00	Open	N 03/07/2024
2560152-0 41902	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-751.00	03/07/2024 MONICAK CRIME PREVENTION	03/07/2024	139.98 139.98	139.98	Open	N 03/07/2024
022924 41903	KATHLEEN FOLDENAUER ALTERATIONS/REPAIRS 207-301-767.00	03/07/2024 MONICAK PERSONAL EQUIPMENT ALLOWANCE	03/07/2024	35.00 35.00	35.00	Open	N 03/07/2024
10485 41904	MIDWAY CHEVROLET, INC. OIL CHANGE 207-301-932.00	03/07/2024 MONICAK VEHICLE REPAIRS & MAINT	03/07/2024	69.90 69.90	69.90	Open	N 03/07/2024
26069254 41905	DORRANCE FORD OIL CHANGE 207-301-932.00	03/07/2024 MONICAK VEHICLE REPAIRS & MAINT	03/07/2024	62.94 62.94	62.94	Open	N 03/07/2024
875518 41906	NYE UNIFORM CO. UNIFORMS 207-301-767.00	03/07/2024 MONICAK PERSONAL EQUIPMENT ALLOWANCE	03/07/2024	279.38 279.38	279.38	Open	N 03/07/2024



Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
875519 41907	NYE UNIFORM CO. UNIFORMS 207-301-767.00	03/07/2024 MONICAK	03/07/2024	269.00	269.00	Open	N 03/07/2024
	PERSONAL EQUIPMENT ALLOWANCE			269.00			
873595 41908	NYE UNIFORM CO. UNIFORMS 207-301-767.00	03/07/2024 MONICAK	03/07/2024	162.50	162.50	Open	N 03/07/2024
	PERSONAL EQUIPMENT ALLOWANCE			162.50			
875517 41909	NYE UNIFORM CO. UNIFORMS 207-301-767.00	03/07/2024 MONICAK	03/07/2024	277.31	277.31	Open	N 03/07/2024
	PERSONAL EQUIPMENT ALLOWANCE			277.31			
873595B 41910	NYE UNIFORM CO. UNIFORMS 207-301-767.00	03/07/2024 MONICAK	03/07/2024	69.50	69.50	Open	N 03/07/2024
	PERSONAL EQUIPMENT ALLOWANCE			69.50			
205012937578 41911	CONSUMERS ENERGY ACCT #1000 2155 4991 101-751-920.00	03/07/2024 MONICAK	03/07/2024	30.87	30.87	Open	N 03/07/2024
	UTILITIES - ELECTRIC			30.87			
022924 41912	KALAMAZOO CITY TREASURER WATER/SEWER 101-261-918.00	03/07/2024 MONICAK	03/07/2024	182.46	182.46	Open	N 03/07/2024
	UTILITIES - WATER			182.46			
005550301022124 41913	CHARTER COMMUNICATIONS ACCT #005550301 101-261-924.00	03/07/2024 MONICAK	03/07/2024	314.24	314.24	Open	N 03/07/2024
	UTILITIES - CABLE/INTERNET			314.24			
005550401022124 41914	CHARTER COMMUNICATIONS ACCT #005550401 101-261-850.00	03/07/2024 MONICAK	03/07/2024	325.18	325.18	Open	N 03/07/2024
	COMMUNICATIONS (TELEPHONE)			325.18			
2024-007 41915	MATTHEW A BRUCE TUITION - BAIRD 206-336-910.00	03/07/2024 MONICAK	03/07/2024	275.00	275.00	Open	N 03/07/2024
	TRAINING FEES/EQUIPMENT			275.00			
131164 41916	MIDWAY CHEVROLET, INC. SENSOR 206-336-932.00	03/07/2024 MONICAK	03/07/2024	119.62	119.62	Open	N 03/07/2024
	VEHICLE REPAIRS & MAINT			119.62			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
139812 41917	WEST MICHIGAN DOCUMENT SECURE SHREDDING 101-261-801.00 207-301-801.00	03/07/2024 MONICAK	03/07/2024	104.29	104.29	Open	N 03/07/2024
	AUDIT SERVICES			52.14			
	PURCHASED SERVICE - CONSOL DISPATCH			52.15			
120641720 41918	ROSE PEST SOLUTIONS CLIENT #120007379 101-265-801.00	03/07/2024 MONICAK	03/07/2024	85.00	85.00	Open	N 03/07/2024
	PROFESSIONAL & CONTRACTUAL SVC			85.00			
0010829535 41919	MLIVE MEDIA GROUP NOTICES - 2130 RAVINE RD 701-000-283.00	03/07/2024 MONICAK	03/07/2024	538.65	538.65	Open	N 03/07/2024
	ZONING/DEVELOPMENT ESCROW			538.65			
56942 41920	R.W. LAPINE, INC. REPAIR BOILER 101-265-930.00	03/07/2024 MONICAK	03/07/2024	805.00	805.00	Open	N 03/07/2024
	LAND REPAIRS & MAINT			805.00			
56877 41921	JB PRINTING COMPANY ASSESSMENT NOTICES 101-257-801.00 101-257-851.00 101-257-751.00	03/07/2024 MONICAK	03/07/2024	2,298.23	2,298.23	Open	N 03/07/2024
	PROFESSIONAL & CONTRACTUAL SVC			1,883.26			
	POSTAGE			15.50			
	OFFICE SUPPLIES			399.47			
0424816 41922	PREMIER SAFETY REPLACE SENSOR 206-336-931.00	03/07/2024 MONICAK	03/07/2024	224.46	224.46	Open	N 03/07/2024
	EQUIPMENT REPAIRS & MAINT			224.46			
46903062024 41923	GRAND VALLEY STATE UNIVERSITY PARKING PERMITS 207-301-910.00	03/07/2024 MONICAK	03/07/2024	180.00	180.00	Open	N 03/07/2024
	TUITION/TRAINING			180.00			
11245069 41924	LANGUAGE LINE SERVICES INTERPRETATION 207-301-801.01	03/07/2024 MONICAK	03/07/2024	93.50	93.50	Open	N 03/07/2024
	BACKGROUND INVESTIGATION			93.50			
11228470 41925	LANGUAGE LINE SERVICES INTERPRETATION 207-301-801.01	03/07/2024 MONICAK	03/07/2024	20.01	20.01	Open	N 03/07/2024
	BACKGROUND INVESTIGATION			20.01			
551-633208 41926	STATE OF MICHIGAN LIVESCAN FEES 217-301-801.00	03/07/2024 MONICAK	03/07/2024	259.50	259.50	Open	N 03/07/2024
	PROFESSIONAL & CONTRACTUAL SVC			259.50			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
877250 41927	NYE UNIFORM CO. UNIFORMS 207-301-767.00	03/07/2024 MONICAK	03/07/2024	254.35	254.35	Open	N 03/07/2024
	PERSONAL EQUIPMENT ALLOWANCE			254.35			
551-632740 41928	STATE OF MICHIGAN SOR REGISTRATIONS 217-301-801.00	03/07/2024 MONICAK	03/07/2024	90.00	90.00	Open	N 03/07/2024
	PROFESSIONAL & CONTRACTUAL SVC			90.00			
854077 41929	MCDONALD'S TOWING TOWING 207-301-932.00	03/07/2024 MONICAK	03/07/2024	25.00	25.00	Open	N 03/07/2024
	VEHICLE REPAIRS & MAINT			25.00			
853112 41930	MCDONALD'S TOWING TOWING 207-301-932.00	03/07/2024 MONICAK	03/07/2024	25.00	25.00	Open	N 03/07/2024
	VEHICLE REPAIRS & MAINT			25.00			
852702 41931	MCDONALD'S TOWING TOWING 207-301-932.00	03/07/2024 MONICAK	03/07/2024	67.00	67.00	Open	N 03/07/2024
	VEHICLE REPAIRS & MAINT			67.00			
852680 41932	MCDONALD'S TOWING TOWING 207-301-932.00	03/07/2024 MONICAK	03/07/2024	123.05	123.05	Open	N 03/07/2024
	VEHICLE REPAIRS & MAINT			123.05			
201542311261 41933	CONSUMERS ENERGY ACCT #1030 2066 4423 219-448-920.00	03/07/2024 MONICAK	03/07/2024	6,973.44	6,973.44	Open	N 03/07/2024
	UTILITIES - ELECTRIC			6,973.44			
206436472261 41934	CONSUMERS ENERGY ACCT #1000 0018 2830 219-448-920.00	03/07/2024 MONICAK	03/07/2024	13,661.05	13,661.05	Open	N 03/07/2024
	UTILITIES - ELECTRIC			13,661.05			
80166 41935	PREIN & NEWHOF, INC. FIRE STATION DRIVE MILE RADIUS 101-261-946.00	03/07/2024 MONICAK	03/07/2024	268.00	268.00	Open	N 03/07/2024
	ENGINEERING SERVICES			268.00			
80204 41936	PREIN & NEWHOF, INC. WOODWARD/WINDING WAY LIFT STATIONS 807-535-972.00	03/07/2024 MONICAK	03/07/2024	2,901.75	2,901.75	Open	N 03/07/2024
	CONSTRUCTION COSTS			2,901.75			

User: MONICAK

EXP CHECK RUN DATES 03/12/2024 - 03/12/2024

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
80120 41937	PREIN & NEWHOF, INC. TEXEL LIFT STATION 807-535-972.00	03/07/2024 MONICAK	03/07/2024	67.10 67.10	67.10	Open	N 03/07/2024
80126 41938	PREIN & NEWHOF, INC. ADA RAMP DESIGN AND SPECS 101-446-986.00	03/07/2024 MONICAK	03/07/2024	4,608.50 4,608.50	4,608.50	Open	N 03/07/2024
80128 41939	PREIN & NEWHOF, INC. 1251 SHAKESPEARE AVE - SPR 701-000-283.00	03/07/2024 MONICAK	03/07/2024	143.00 143.00	143.00	Open	N 03/07/2024
80130 41940	PREIN & NEWHOF, INC. 2130 RAVINE RD - SPR 701-000-283.00	03/07/2024 MONICAK	03/07/2024	572.00 572.00	572.00	Open	N 03/07/2024
INV-04082-T7B1V5 41941	ECF DATA, LLC OFFICE 365 101-261-933.00 207-301-933.00	03/07/2024 MONICAK	03/07/2024	947.46 473.73 473.73	947.46	Open	N 03/07/2024
022824 41942	BAUCKHAM, THALL, SEEBER, LEGAL SUPPORT 206-336-802.00 101-261-802.00 101-701-802.00 101-101-802.00 207-301-802.00 101-372-802.00	03/07/2024 MONICAK	03/07/2024	19,199.87 550.00 10,842.67 2,698.20 1,300.00 2,105.00 1,704.00	19,199.87	Open	N 03/07/2024
# of Invoices:	56	# Due:	56	Totals:	63,720.96	63,720.96	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					63,720.96	63,720.96	

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL			26,088.22	26,088.22		
	206 - FIRE			1,169.08	1,169.08		
	207 - POLICE			10,387.17	10,387.17		
	217 - LIVESCAN/SOR			349.50	349.50		
	219 - STREET LIGHTS			20,634.49	20,634.49		
	701 - TRUST & AGENCY			1,253.65	1,253.65		
	807 - SEWER IMPROVEMENT			2,968.85	2,968.85		
	825 - POLICE CAPITAL IMPROVEMENT			870.00	870.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 - REVENUES			1,253.65	1,253.65		
	101 - BOARD OF TRUSTEES			1,300.00	1,300.00		
	257 - ASSESSOR			2,298.23	2,298.23		
	261 - GENERAL SERVICES_ADMIN			12,458.42	12,458.42		
	265 - MAINTENANCE			890.00	890.00		
	301 - POLICE			10,736.67	10,736.67		
	336 - FIRE			1,169.08	1,169.08		
	372 - CODE ENFORCEMENT (ORD, BLDG, RE			1,804.00	1,804.00		
	441 - FIRE CAPITAL IMPROVEMENT			870.00	870.00		
	446 - INFRASTRUCTURE MAINTENANCE			4,608.50	4,608.50		
	448 - STREET LIGHTS			20,634.49	20,634.49		
	535 - SEWER IMPROVEMENT			2,968.85	2,968.85		
	701 - PLANNING/ZONING			2,698.20	2,698.20		
	751 - RECREATION			30.87	30.87		



KALAMAZOO TOWNSHIP  
 TREASURER'S REPORT  
 JANUARY 2024

**CASH SUMMARY BY CLASSIFICATION:**

<u>FINANCIAL INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>
MERCANTILE BANK	POOL	963,117.43
TOTAL POOLED INVESTMENTS**	POOL	20,486,928.95
FIRST NATIONAL BANK OF MICHIGAN	CURRENT TAX	10,850,560.30
MERCANTILE BANK	MRA	17,546.65
MERS OPEB TRUST	MERS	304,756.20
<b>TOTAL CASH SUMMARY BY CLASSIFICATION</b>		<b><u>\$ 32,622,909.53</u></b>

**\*\*POOLED INVESTMENT DETAIL\*\***

<u>FINANCIAL INSTITUTION</u>	<u>ACCOUNT TYPE</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>MARKET VALUE</u>
ADVIA CREDIT UNION	Ultimate Savings	3.500%	NA	257,814.01
COMERICA FINANCIAL ADVISORS	MM	3.720%	NA	143,226.13
COMERICA FINANCIAL ADVISORS	Govt Sec.	2.500%	12/25/2042	87,463.74
COMERICA FINANCIAL ADVISORS	Govt Sec.	0.550%	9/30/2024	485,430.00
CONSUMERS CU	MM	4.000%	NA	1,063,312.68
CONSUMERS CU	CD	5.700%	3/13/2025	521,392.07
FIRST NATIONAL BANK	CD #1	5.000%	9/29/2024	112,201.63
FIRST NATIONAL BANK	CD #2	5.000%	9/29/2024	331,051.89
FIRST NATIONAL BANK	CD #3	4.700%	10/23/2024	552,709.93
FIRST NATIONAL BANK	CD #4	5.400%	3/23/2024	526,210.89
FIRST NATIONAL BANK	CD #5	5.400%	3/24/2024	536,825.81
FIRST NATIONAL BANK	MM	0.050%	NA	30.00
FIRST SOURCE BANK	CD	5.150%	1/12/2025	541,804.72
FLAGSTAR BANK	CD	4.850%	2/16/2024	264,892.39
HUNTINGTON SECURITIES	MM	2.430%	NA	5,025.52
HUNTINGTON SECURITIES	Govt Sec.	4.840%	3/31/2025	252,898.80
HUNTINGTON NATIONAL BANK	MM	2.529%	NA	533,133.25
HUNTINGTON NATIONAL BANK - ARPA	MM	4.451%	NA	1,264,738.92
HUNTINGTON NATIONAL BANK - KTFD-fire station	MM	4.451%	NA	2,155,427.30
LAKE MICHIGAN CREDIT UNION	CD	4.650%	4/29/2024	562,717.84
LAKE MICHIGAN CREDIT UNION	Max Savings	0.000%	NA	887.81
MACATAWA BANK	CD	1.490%	12/6/2023	255,084.41
MERCANTILE BANK OF MI	MM	5.540%	NA	3,009,320.55
MBIA CLASS	INV POOL	5.500%	NA	3,196,594.88
MBIA CLASS - COMMUNITY POLICING	INV POOL	5.500%	NA	802,968.72
MBIA CLASS - ROAD DEBT SERVICE	INV POOL	5.500%	NA	459,119.94
MBIA CLASS - KTFD	INV POOL	5.500%	NA	513,616.42
MBIA CLASS - ARPA	INV POOL	5.500%	NA	4,979.82
SOUTHERN MICHIGAN BANK & TRUST	CD	4.100%	11/19/2024	\$ 261,605.37
SOUTHERN MICHIGAN BANK & TRUST	CD	4.250%	11/7/2023	529,693.98
SOUTHERN MICHIGAN BANK & TRUST	CD	4.650%	8/7/2025	518,642.84
STURGIS BANK & TRUST CO	CD	4.250%	9/16/2024	265,501.83
STURGIS BANK & TRUST CO	CD	5.000%	7/16/2024	250,000.00
PRIVATE BANK/CIBC	CD	5.200%	6/26/2024	111,955.64
PRIVATE BANK/CIBC	CD	4.350%	2/26/2025	108,649.22
comerica wealth				
<b>TOTAL FOR POOL INVESTMENT DETAIL</b>				<b><u>\$ 20,486,928.95</u></b>

# Permit List

03/01/2024

## Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-06-014	3319 EDNA BLVD	06-12-405-030	DOMASKA, CINDY LOU		02/14/2024	\$176.00	\$0
<b>Work Description:</b> Interior and exterior remodel and enlarge existing door opening to accommodate slider door.							
PB24-06-038	202 W MOSEL AVE	06-03-380-110	LUZ, HILARIO SANDOV		02/01/2024	\$176.00	\$0
<b>Work Description:</b> Replace 2 front windows in house, add closet and wall in living room to create additional bedroom per plans. BEDROOM WINDOW MUST MEET EGRESS REQUIREMENTS AND SMOKE DETECTOR REQUIREMENTS PER 2015 MRC. PLUMBING PERMIT REQUIRED FOR WATER HEATER AND PLUMBING WORK							
PB24-06-067	1366 Highland Hills Dr Lot 79	06-09-105-040	BP HIGHLAND HILLS M		02/21/2024	\$176.00	\$0
<b>Work Description:</b> Remove and replace interior wallcovering to facilitate re-wiring of mobile home.							
PB24-06-068	3917 PONTIAC AVE	06-07-405-340	BARNHART, PATRICK &		02/27/2024	\$223.00	\$0
<b>Work Description:</b> New 500 s.f. attached garage to existing dwelling per plans.							
PB24-06-069	1107 CLEARVIEW ST	06-13-205-050	COLE, KYRA M.	Ayers Basement Syste	02/23/2024	\$223.00	\$0
<b>Work Description:</b> Install pier foundation supports, sump and foundation drain tile per plans.							
PB24-06-076	401 W MOSEL AVE	06-10-115-040	EQUITY TRUST COMPAN	Ayers Basement Syste	02/23/2024	\$176.00	\$0
<b>Work Description:</b> Install subfloor drainage system per plans.							
PB24-06-077	529 TURWILL LN	06-18-270-110	VANGENT, GORDON M	Foundation Specialist	02/27/2024	\$104.00	\$0
<b>Work Description:</b> Install water proofing system per plans.							

**Total Permits For Type: 7**

**Total Fees For Type: \$1,254.00**

Total Const. Value For Type: \$0

## Report Summary

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Population: All Records  
Permit.DateIssued Between  
2/1/2024 12:00:00 AM AND  
2/29/2024 11:59:59 PM AND  
Permit.PermitType = Building  
AND  
Permit.BasicUsage = Residential  
AND  
GovernmentUnitList.UnitCode =

**Grand Total Fees:** \$1,254.00

**Grand Total Permits:** 7

**Grand Total Const. Value:** \$0



**Building**

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-06-046	2204 RAVINE RD	06-08-265-032	AZON PROPERTIES, L.L.	Hall Builders	02/14/2024	\$176.00	\$0
<b>Work Description:</b> Interior renovation of existing office space per plans.							
PB24-06-071	2130 RAVINE RD	06-08-265-033	AZON PROPERTIES, L.L.	Balkema Site Work &	02/22/2024	\$250.00	\$0
<b>Work Description:</b> Demolish and remove existing building. PROVIDE PICTURE OF SEWER CAPPING AT FINAL INSPECTION							

**Total Permits For Type: 2**

**Total Fees For Type: \$426.00**

**Total Const. Value For Type: \$0**

**Report Summary**

Population: All Records  
 Permit.DateIssued Between  
 2/1/2024 12:00:00 AM AND  
 2/29/2024 11:59:59 PM AND  
 Permit.PermitType = Building  
 AND  
 Permit.BasicUsage = Commercial  
 AND  
 GovernmentUnitList.UnitCode =

**Grand Total Fees: \$426.00**

**Grand Total Permits: 2**

**Grand Total Const. Value: \$0**

# Monthly Special Permit - Owner Request

03/01/2024

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS24-06-009	1360 Willow Ln/Mob Pk	06-04-305-010	HILLCREST ACRES ASSC	02/29/2024	\$55.00
<b>Work Description:</b>	Meter socket inspection				
<b>Inspections:</b>	03/04/2024	Meter Socket Inspection			
PS24-06-010	1360 Willow Ln/Mob Pk	06-04-305-010	HILLCREST ACRES ASSC	02/29/2024	\$55.00
<b>Work Description:</b>	Gas meter inspection				
<b>Inspections:</b>	03/04/2024	Meter Socket Inspection			

**Total Permits For Type: 2**

**Total Fees For Type: \$110.00**

## Report Summary

**Grand Total Fees: \$110.00**

**Grand Total Permits: 2**

Population: All Records  
Permit.DateIssued Between  
2/1/2024 12:00:00 AM AND  
2/29/2024 11:59:59 PM AND  
GovernmentUnitList.UnitCode =  
6  
AND  
Permit.Category = Meter Socket  
Inspection OR  
Permit.Category = Hood  
Suppression OR  
Permit.Category = Special Permit  
OR

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS24-06-006	2509 SHASTA ST	06-11-140-090	MACS PROPERTIES, LL		02/16/2024	<u>100.00</u>
<b>Work Description:</b> Property Maintenance request from Kalamazoo						
Property Maintenance Inspectio		Completed: <u>02/22/2024</u>				

**Total Permits:** 1

**Total Fees Due:** \$100.00

Population: All Records  
 Permit.PermitType = Special  
 Permit AND  
 GovernmentUnitList.UnitCode = 6  
 AND  
 Permit.Status = HOLD (FEE)  
 AND  
 Permit.Category = Jurisdiction  
 Request



**2024 MONTHLY PERMITS BY JURISDICTION**

**MONTH OF FEBRUARY 2024**

<u>JURISDICTION</u>	<u>PERMIT CATEGORY</u>	<u># PERMITS</u>	<u>PERMIT REVENUE</u>
COMSTOCK	BUILDING	16	8946.00
COMSTOCK	ELECTRICAL	16	1925.00
COMSTOCK	MECHANICAL	41	13209.50
COMSTOCK	PLUMBING	10	1876.00
COMSTOCK	SPECIAL - JURISDICTION	-	0.00
COMSTOCK	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL COMSTOCK</b>		<b>83</b>	<b>\$ 25,956.50</b>
KALAMAZOO	BUILDING	9	1680.00
KALAMAZOO	ELECTRICAL	10	1695.00
KALAMAZOO	MECHANICAL	41	6589.00
KALAMAZOO	PLUMBING	11	2010.00
KALAMAZOO	SPECIAL - JURISDICTION	1	100.00
KALAMAZOO	SPECIAL - HOMEOWNER	2	110.00
<b>TOTAL KALAMAZOO</b>		<b>74</b>	<b>\$ 12,184.00</b>
PARCHMENT	BUILDING	3	312.00
PARCHMENT	ELECTRICAL	1	120.00
PARCHMENT	MECHANICAL	3	323.00
PARCHMENT	PLUMBING	-	0.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL PARCHMENT</b>		<b>7</b>	<b>\$ 755.00</b>
PINE GROVE	BUILDING	-	0.00
PINE GROVE	ELECTRICAL	4	676.00
PINE GROVE	MECHANICAL	4	597.00
PINE GROVE	PLUMBING	1	193.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
<b>TOTAL PINE GROVE</b>		<b>10</b>	<b>\$ 1,521.00</b>
RICHLAND	BUILDING	15	8021.00
RICHLAND	ELECTRICAL	14	3204.00
RICHLAND	MECHANICAL	12	1966.00
RICHLAND	PLUMBING	14	2970.00
RICHLAND	SPECIAL - JURISDICTION	-	0.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
<b>TOTAL RICHLAND</b>		<b>56</b>	<b>\$ 16,211.00</b>
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	-	0.00
RICHLAND VILLAGE	PLUMBING	-	0.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL RICHLAND VILLAGE</b>		<b>2</b>	<b>\$ 220.00</b>
<b>TOTAL</b>		<b>232</b>	<b>\$ 56,847.50</b>

REVENUE	REVENUE
FEBRUARY 2023	% PREV YEAR MONTH
<b>\$ 34,998</b>	<b>162.4%</b>

PERMITS	PERMITS
FEBRUARY 2023	% 2023 - YTD
<b>142</b>	<b>163.4%</b>



**2024 MONTHLY PERMITS BY JURISDICTION**

**YEAR TO DATE AS OF: FEBRUARY**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	21	9776.00
COMSTOCK	ELECTRICAL	28	4059.00
COMSTOCK	MECHANICAL	75	20110.50
COMSTOCK	PLUMBING	17	2944.00
COMSTOCK	SPECIAL - JURISDICTION	1	100.00
COMSTOCK	SPECIAL - HOMEOWNER	1	55.00
<b>TOTAL COMSTOCK</b>		<b>143</b>	<b>\$37,044.50</b>
KALAMAZOO	BUILDING	18	3142.00
KALAMAZOO	ELECTRICAL	25	3633.00
KALAMAZOO	MECHANICAL	74	11226.00
KALAMAZOO	PLUMBING	19	3161.00
KALAMAZOO	SPECIAL - JURISDICTION	7	700.00
KALAMAZOO	SPECIAL - HOMEOWNER	4	220.00
<b>TOTAL KALAMAZOO</b>		<b>147</b>	<b>\$22,082.00</b>
PARCHMENT	BUILDING	3	312.00
PARCHMENT	ELECTRICAL	3	346.00
PARCHMENT	MECHANICAL	4	453.00
PARCHMENT	PLUMBING	0	0.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
<b>TOTAL PARCHMENT</b>		<b>11</b>	<b>\$1,211.00</b>
PINE GROVE	BUILDING	0	0.00
PINE GROVE	ELECTRICAL	9	1391.00
PINE GROVE	MECHANICAL	8	1287.00
PINE GROVE	PLUMBING	2	484.00
PINE GROVE	SPECIAL - JURISDICTION	0	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
<b>TOTAL PINE GROVE</b>		<b>20</b>	<b>\$3,217.00</b>
RICHLAND	BUILDING	29	13542.00
RICHLAND	ELECTRICAL	34	8276.00
RICHLAND	MECHANICAL	28	5794.00
RICHLAND	PLUMBING	20	4121.00
RICHLAND	SPECIAL - JURISDICTION	0	0.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
<b>TOTAL RICHLAND</b>		<b>112</b>	<b>\$31,783.00</b>
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	0	0.00
RICHLAND VILLAGE	PLUMBING	1	105.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
<b>TOTAL RICHLAND VILLAGE</b>		<b>3</b>	<b>\$325.00</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>436</b>	<b>\$95,662.50</b>

REVENUE	REVENUE
YTD - FEBRUARY 2023	% 2023 - YTD
<b>83,409.00</b>	<b>114.7%</b>

REVENUE
% 2024 YTD BUDGET
<b>75.4%</b>

PERMITS	PERMITS
YTD - FEBRUARY 2023	% 2023 - YTD
<b>292</b>	<b>149.3%</b>

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	\$ 38,815.00		JAN
232	\$ 56,847.50		FEB
-	\$ -		MAR
-	\$ -		APR
-	\$ -		MAY
-	\$ -		JUN
-	\$ -		JUL
-	\$ -		AUG
-	\$ -		SEP
-	\$ -		OCT
-	\$ -		NOV
-	\$ -		DEC
<b>436</b>	\$ <b>95,662.50</b>		

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 CHECK DATE FROM 02/01/2024 - 02/29/2024

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/02/2024	TAX	2519	011424B	SCHOOL DISTRICT #1	KPS SCH. #01 - DEBT	703-000-237.00	277,005.73
		2519	011424		SCH. #40 - OPERATING	703-000-239.00	0.01
		2519	011424A		SCH. #40 - OPERATING	703-000-239.00	86,636.01
							363,641.75
02/02/2024	POOL	52773	205279809270	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-336-920.14	518.58
		52773	206614371371		UTILITIES - NATURAL GAS	206-336-921.14	769.97
							1,288.55
02/02/2024	POOL	52774	005551901010124	CHARTER COMMUNICATIONS	UTILITIES - CABLE/INTERNET	206-336-924.14	154.84
02/02/2024	POOL	52775	01192024	AT&T MOBILITY	COMMUNICATIONS (TELEPHONE)	206-336-850.00	99.22
02/02/2024	POOL	52776	020224	HOMETOWN URGENT CARE OF MI	HEALTH SERVICES	207-301-835.00	200.00
02/02/2024	POOL	52777	123123	PETERS CONSTRUCTION CO.	CONSTRUCTION COSTS	807-535-972.00	57,775.19
02/07/2024	ERAD	10968	INVCT003600	COVERTTRACK GROUP, INC.	FORFEITURE - OPR	719-000-245.04	54.95
02/07/2024	ERAD	10969	94950452	WEX BANK	FORFEITURE - OPR	719-000-245.04	844.22
02/07/2024	ERAD	10970	120639366	ROSE PEST SOLUTIONS	FORFEITURE - OPR	719-000-245.04	93.00
02/09/2024	POOL	52778	63610	APOLLO FIRE APPARATUS SALES	AVEHICLE REPAIRS & MAINT	206-336-932.00	574.67
02/09/2024	POOL	52779	206436419374	CONSUMERS ENERGY	UTILITIES - NATURAL GAS	101-261-921.00	2,266.27
		52779	203144104128		UTILITIES - ELECTRIC	101-751-920.00	31.91
		52779	206436417308		UTILITIES - ELECTRIC	206-336-920.11	29.24
		52779	206436417307		UTILITIES - ELECTRIC	206-336-920.11	601.46
		52779	205190871341		UTILITIES - ELECTRIC	206-336-920.12	498.81
		52779	205190871340		UTILITIES - ELECTRIC	206-336-920.12	131.18
		52779	206792274618		UTILITIES - ELECTRIC	206-336-920.13	29.24
		52779	206436417307		UTILITIES - NATURAL GAS	206-336-921.11	849.88
		52779	205190871339		UTILITIES - NATURAL GAS	206-336-921.12	612.90
		52779	205190871340		UTILITIES - NATURAL GAS	206-336-921.12	348.55
		52779	201542248013		UTILITIES - ELECTRIC	807-535-920.00	29.95
							5,429.39
02/09/2024	POOL	52780	005550401012124	CHARTER COMMUNICATIONS	COMMUNICATIONS (TELEPHONE)	101-261-850.00	325.09
		52780	005550301012124		UTILITIES - CABLE/INTERNET	101-261-924.00	314.04
		52780	005554201011424		UTILITIES - CABLE/INTERNET	206-336-924.11	109.99
		52780	005554101011424		UTILITIES - CABLE/INTERNET	206-336-924.11	181.25
							930.37
02/09/2024	POOL	52781	2221309	GORDON WATER	OPERATING SUPPLIES	101-261-754.00	68.40
		52781	2221309		OPERATING SUPPLIES	207-301-754.00	180.39

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							248.79
02/09/2024	POOL	52782	013124	J & H OIL COMPANY	GAS & OIL	101-265-759.00	390.84
		52782	013124A		GAS & OIL	206-336-759.00	1,415.02
		52782	013124B		GAS & OIL	207-301-759.00	5,019.23
							<u>6,825.09</u>
02/09/2024	POOL	52783	100623	VICKSBURG AUTO BODY LLC	VEHICLE REPAIRS & MAINT	207-301-932.00	1,163.00
02/09/2024	POOL	52784	011824	DENISE HARTSOUGH	PROFESSIONAL DEVELOPMENT	101-257-909.00	30.00
02/09/2024	POOL	52785	020624	MIRIAM OPARA	ZONING/DEVELOPMENT ESCROW	701-000-283.00	1,975.00
02/13/2024	TAX	2520	013124	KALAMAZOO COUNTY	COUNTY TRANSPORTATION - KCTA	703-000-222.08	13,075.93
02/13/2024	TAX	2521	013124D	KALAMAZOO CITY TREASURER	CITY SWR/WTR USAGE - DELINQ	703-000-221.01	3,922.15
02/13/2024	TAX	2522	013124	KAL. PUBLIC LIBRARY	KAL. LIBRARY	703-000-223.00	129,656.82
02/13/2024	TAX	2523	013124	KALAMAZOO COUNTY TREASURER	DUE TO COUNTY OPERATING	703-000-222.00	2,416.99
		2523	013124H		COUNTY DRAIN	703-000-222.02	960.90
		2523	013124I		COUNTY DRAIN	703-000-222.02	60.18
		2523	013124J		COUNTY DRAIN	703-000-222.02	568.59
		2523	013124A		COUNTY INTEREST	703-000-222.03	95.94
		2523	013124C		JUVENILE HOME	703-000-222.05	7,017.49
		2523	013124D		COUNTY HOUSING FUND	703-000-222.06	31,341.00
		2523	013124B		CO PUBLIC SAFETY	703-000-222.07	60,472.98
		2523	013124E		CO SENIOR	703-000-222.09	14,556.55
		2523	013124F		COUNTY 911/DISPATCH	703-000-222.11	27,160.71
		2523	013124G		COUNTY VETERANS	703-000-222.13	4,206.45
		2523	013124K		KPS - SCH #01 - S.E.T	703-000-226.20	2,389.80
		2523	013124L		INT. - SCH. #01 - S.E.T.	703-000-228.03	106.99
		2523	013124M		SCH. #32 - S.E.T.	703-000-228.04	76.84
		2523	013124N		INT. - SCH. #32 - S.E.T.	703-000-228.05	18.87
							<u>151,450.28</u>
02/13/2024	TAX	2524	013124O	KALAMAZOO COUNTY TREASURER	SCH. #40 - S.E.T.	703-000-228.07	537.87
		2524	013124P		INT. - SCH. #40 - S.E.T.	703-000-228.09	16.18
							<u>554.05</u>
02/13/2024	TAX	2525	013124	KAL. VALLEY COMM. COLLEGE	KVCC	703-000-235.00	116,832.86
02/13/2024	TAX	2526	013124	KRESA	KRESA ISD	703-000-236.00	863.89
		2526	013124A		KRESA ISD	703-000-236.00	203,334.90
		2526	013124B		INT. -KRESA	703-000-236.02	20.13
							<u>204,218.92</u>

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/13/2024	TAX	2527	013124	PARCHMENT COMM. LIBRARY	PARCHMENT LIBRARY	703-000-223.05	17,023.17
02/13/2024	TAX	2528	013124	SCHOOL DISTRICT #1	KPS SCH# 01 OPERATING	703-000-228.01	197,623.28
		2528	013124A		KPS SCH. #01 - DEBT	703-000-237.00	237,612.17
							435,235.45
02/13/2024	TAX	2529	013124	SCHOOL DISTRICT #32	SCH. #32 - DEBT	703-000-238.02	155.02
		2529	013124B		INT. - SCH. #32 - DEBT	703-000-238.03	7.75
		2529	013124A		SCH #32 - SINKING FUND	703-000-238.06	28.06
		2529	013124C		INT. -SCH. #32 - SINKING FUND	703-000-238.07	1.40
							192.23
02/13/2024	TAX	2530	013124	PARCHMENT PUBLIC SCHOOLS	SCH. #40 - DEBT	703-000-239.03	668.35
		2530	013124B		INT. - SCH. #40 - DEBT	703-000-239.05	10.31
		2530	013124A		PARCHMENT SD #40 - SINKING FUND	703-000-239.06	186.40
		2530	013124C		INT. - SCH #40 - SINKING FUND	703-000-239.08	2.87
							867.93
02/13/2024	TAX	2531	013124	CENTRAL COUNTY TRANSPORTATION	COUNTY TRANSPORTATION - CCTA	703-000-222.04	37,633.78
02/13/2024	TAX	2532	013124	TWP. OF KALAMAZOO/SHERINE MILTOWNSHIP		703-000-214.00	365,935.85
		2532	013124H		DUE TO TOWNSHIP - COMM POLICING	703-000-214.19	39,684.09
		2532	013124J		DUE TO TOWNSHIP - FIRE OPERATING	703-000-214.20	39,684.09
		2532	013124B		ADMINISTRATIVE FEE	703-000-226.01	15,746.19
		2532	013124E		TWP SERV-MW/DEMO/FALSEALRMS	703-000-226.05	(1,093.90)
		2532	013124C		STREET LIGHTING	703-000-226.10	15,890.64
		2532	013124D		RECYCLING	703-000-226.11	33,693.04
		2532	013124F		POLICE OPERATING	703-000-226.16	67,464.42
		2532	013124G		POLICE CAPITAL IMPROVEMENT	703-000-226.17	11,903.47
		2532	013124I		FIRE CAPITAL IMPROVEMENT	703-000-226.18	39,684.09
		2532	013124A		BOND- TWP ROADS	703-000-226.19	92,593.51
							721,185.49
02/13/2024	TAX	2533	02/13/2024	CHARTER TOWNSHIP OF KALAMAZOO	REFUND	703-000-275.00	92.28
		2533	02/13/2024		REFUND	703-000-275.00	93.00
		2533	02/13/2024		REFUND	703-000-275.00	1.55
		2533	02/13/2024		REFUND	703-000-275.00	0.35
							187.18
02/13/2024	TAX	2534	02/13/2024	POWERS, ROBERT A. JR.	REFUND	703-000-275.00	174.92
02/13/2024	TAX	2535	02/13/2024	THE CONNABLE OFFICE	REFUND	703-000-275.00	1,466.77
02/13/2024	TAX	2536	02/13/2024	VLIETSTRA, PHILLIP L. & JUDY	REFUND	703-000-275.00	716.49



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02/13/2024	TAX	2537	02/13/2024	KNIGHT, JAMES & ALEXANDER, V.	REFUND	703-000-275.00	309.61
02/13/2024	TAX	2538	02/13/2024	HUGHES, JAMES & CYNTHIA	REFUND	703-000-275.00	622.02
02/13/2024	TAX	2539	02/13/2024	GIESBRECHT, DEBORAH	REFUND	703-000-275.00	25.83
02/13/2024	TAX	2540	02/13/2024	CORELOGIC	REFUND	703-000-275.00	6.08
02/13/2024	TAX	2541	02/13/2024	VANLANDEGENT, THOMAS N.	REFUND	703-000-275.00	54.52
02/13/2024	TAX	2542	02/13/2024	MCNALLY, JOSEPH III	REFUND	703-000-275.00	708.05
02/13/2024	TAX	2543	02/13/2024	GOOLSBY, SHANNON	REFUND	703-000-275.00	36.00
02/14/2024	POOL	52786	4833	BENDZINSKI & CO	LEGAL SERVICES	861-446-802.00	3,500.00
02/14/2024	POOL	52787	020524	BAUCKHAM, THALL, SEEBER,	LEGAL SERVICES	101-101-802.00	2,179.70
		52787	020524		LEGAL SERVICES	101-261-802.00	6,589.97
		52787	020524		LEGAL SERVICES	101-372-802.00	2,532.50
		52787	020524		LEGAL SERVICES - GEN TWP	101-701-802.00	4,884.27
		52787	020524		LEGAL SERVICES	206-336-802.00	1,400.00
		52787	020524		LEGAL SERVICES - GEN TWP	207-301-802.00	2,773.00
							20,359.44
02/14/2024	POOL	52788	BFG-824169	BURNHAM & FLOWER INSURANCE	GROTHER FEES	101-261-820.00	240.00
02/14/2024	POOL	52789	10716	ABRAXAS	CONTINGENT EXPENSES	101-966-999.00	42,732.00
02/14/2024	POOL	52790	020124	METRO FIBERNET LLC	UTILITIES - CABLE/INTERNET	101-261-924.00	249.95
		52790	020124		COMMUNICATIONS (TELEPHONE)	206-336-850.00	825.44
		52790	020124		UTILITIES - CABLE/INTERNET	206-336-924.11	450.00
		52790	020124		UTILITIES - CABLE/INTERNET	206-336-924.12	748.00
		52790	020124		UTILITIES - CABLE/INTERNET	206-336-924.13	450.00
		52790	020124		UTILITIES - CABLE/INTERNET	206-336-924.14	450.00
		52790	020124		UTILITIES - CABLE/INTERNET	207-301-924.00	550.00
							3,723.39
02/14/2024	POOL	52791	36159	CONSUMERS CONCRETE CORPORATIO	REPAIRS & MAINT - BLDG/GROUNDS	206-336-930.00	106.00
02/14/2024	POOL	52792	206258612802	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-336-920.13	156.40
		52792	207058886686		UTILITIES - NATURAL GAS	206-336-921.13	416.98
							573.38
02/14/2024	POOL	52793	206614395347	CONSUMERS ENERGY	UTILITIES - ELECTRIC	219-448-920.00	13,501.80
		52793	202254217218		UTILITIES - ELECTRIC	219-448-920.00	6,960.88
							20,462.68
02/14/2024	POOL	52794	10728602251	DELL MARKETING, L.P.	CAPITAL OUTLAY - EQUIPMENT	101-261-985.00	1,022.04

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
02/14/2024	POOL	52795	1097088	STEENSMA LAWN & POWER EQUIPME	OPERATING SUPPLIES	101-265-754.00	117.08
		52795	1095687		OPERATING SUPPLIES	101-265-754.00	116.96
		52795	1095680		EQUIPMENT REPAIRS & MAINT	206-336-931.00	24.31
							258.35
02/14/2024	POOL	52796	136821	VC3, INC.	PROFESSIONAL & CONTRACTUAL SVC	101-228-801.00	1,069.92
		52796	136910		SOFTWARE MAINT AGREEMENTS	101-228-933.00	1,600.00
							2,669.92
02/14/2024	POOL	52797	4435-850891	HARMON GLASS DOCTOR	VEHICLE REPAIRS & MAINT	207-301-932.00	85.00
02/14/2024	POOL	52798	2550274-0	INTEGRITY BUSINESS SOLUTIONS,	OFFICE SUPPLIES	101-261-751.00	262.24
		52798	2550280-0		OFFICE SUPPLIES	101-261-751.00	17.56
		52798	2551751-0		CRIME PREVENTION	207-301-751.00	214.12
		52798	2547870-0		BACKGROUND INVESTIGATION	207-301-801.01	98.25
							592.17
02/14/2024	POOL	52799	24-06-01	KALAMAZOO AREA BUILDING AUTHO	PROFESSIONAL & CONTRACTUAL SVC	101-372-801.00	600.00
02/14/2024	POOL	52800	1000224853	KALAMAZOO CITY TREASURER	DUES/SUBS/PUBL	206-336-791.00	1,400.00
02/14/2024	POOL	52801	013124	KALAMAZOO CITY TREASURER	UTILITIES - WATER	101-261-918.00	182.46
		52801	013124B		UTILITIES - WATER	206-336-918.12	107.73
		52801	013124A		UTILITIES - WATER	206-336-918.13	53.79
		52801	013124C		UTILITIES - WATER	206-336-918.14	123.55
							467.53
02/14/2024	POOL	52802	012524	KALAMAZOO COUNTY TREASURER	BACKGROUND INVESTIGATION	207-301-801.01	571.00
02/14/2024	POOL	52803	330904	KCI	PURCHASED CLEANING SERV.	101-215-801.00	1,230.97
		52803	330904		POSTAGE	101-215-851.00	663.13
							1,894.10
02/14/2024	POOL	52804	0010814701	MLIVE MEDIA GROUP	PUBLIC NOTICES	101-701-903.00	516.10
02/14/2024	POOL	52805	45130	KRESA PRINT CENTER	CRIME PREVENTION	207-301-751.00	275.20
		52805	45142		CRIME PREVENTION	207-301-751.00	55.04
							330.24
02/14/2024	POOL	52806	IN230430	KIESLER'S POLICE SUPPLY, INC.	TUITION/TRAINING	207-301-910.00	633.70
02/14/2024	POOL	52807	55679	R.W. LAPINE, INC.	REPAIRS & MAINT - BLDG/GROUNDS	206-336-930.00	1,103.29
02/14/2024	POOL	52808	CD2074516	ELECTION SYSTEMS &	OFFICE SUPPLIES	101-215-751.00	49.39
02/14/2024	POOL	52809	03301	MENARDS - KALAMAZOO EAST	SMALL TOOLS & EQUIPMENT	206-336-752.00	337.97

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		52809	03519		OPERATING SUPPLIES	206-336-754.00	54.93
							392.90
02/14/2024	POOL	52810	3613	MICHIGAN MUNICIPAL POLICE	VEHICLE REPAIRS & MAINT	207-301-932.00	60.00
		52810	3615		VEHICLE REPAIRS & MAINT	207-301-932.00	81.32
							141.32
02/14/2024	POOL	52811	4228	ROBERT LAMSON, LLC	PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	150.00
		52811	4239		PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	300.00
		52811	4244		PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	300.00
		52811	4250		PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	150.00
							900.00
02/14/2024	POOL	52812	R18427	MULDER'S LANDSCAPE SUPPLIES	SMALL TOOLS & EQUIPMENT	101-265-752.00	44.06
02/14/2024	POOL	52813	21-028-32	MCKENNA ASSOCIATES, INC.	PLANNING CONSULTANT	101-701-801.00	5,330.00
		52813	21-028-32A		ZONING/DEVELOPMENT ESCROW	701-000-283.00	115.00
		52813	21-028-32B		ZONING/DEVELOPMENT ESCROW	701-000-283.00	172.50
		52813	21-028-32C		ZONING/DEVELOPMENT ESCROW	701-000-283.00	82.00
		52813	21-028-32D		ZONING/DEVELOPMENT ESCROW	701-000-283.00	256.25
		52813	21-028-32E		ZONING/DEVELOPMENT ESCROW	701-000-283.00	41.00
		52813	21-028-32F		ZONING/DEVELOPMENT ESCROW	701-000-283.00	27.00
							6,023.75
02/14/2024	POOL	52814	348222	NAPA AUTO PARTS	OPERATING SUPPLIES	101-215-754.00	78.04
		52814	346090		VEHICLE REPAIRS & MAINT	206-336-932.00	139.90
		52814	347184		VEHICLE REPAIRS & MAINT	206-336-932.00	116.45
		52814	459468		VEHICLE REPAIRS & MAINT	206-336-932.00	32.56
		52814	348560		VEHICLE REPAIRS & MAINT	206-336-932.00	182.87
		52814	348566		VEHICLE REPAIRS & MAINT	206-336-932.00	(6.58)
		52814	347333		VEHICLE REPAIRS & MAINT	207-301-932.00	44.98
							588.22
02/14/2024	POOL	52815	873595A	NYE UNIFORM CO.	PERSONAL EQUIPMENT ALLOWANCE	207-301-767.00	1,584.50
		52815	873857		PERSONAL EQUIPMENT ALLOWANCE	207-301-767.00	23.44
							1,607.94
02/14/2024	POOL	52816	INV-04003-M5H8X6	ECF DATA, LLC	SOFTWARE MAINT AGREEMENTS	101-261-933.00	462.00
		52816	INV-04003-M5H8X6		LEIN BILLING	207-301-933.00	462.00
							924.00
02/14/2024	POOL	52817	360058	ROE-COMM, INC.	VEHICLE REPAIRS & MAINT	206-336-932.00	125.90
02/14/2024	POOL	52818	1536	SHARP SHOP	EQUIPMENT REPAIRS & MAINT	206-336-931.00	17.95

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02/14/2024	POOL	52819	PG30667	CDW GOVERNMENT, INC.	PROFESSIONAL & CONTRACTUAL SVC	101-228-801.00	761.92
		52819	PF40941		PROFESSIONAL & CONTRACTUAL SVC	101-228-801.00	38.98
		52819	NZ72984		PROFESSIONAL & CONTRACTUAL SVC	101-228-801.00	372.02
		52819	PG46768		BACKGROUND INVESTIGATION	207-301-801.01	1,498.14
							2,671.06
02/14/2024	POOL	52820	551-631208	STATE OF MICHIGAN	PROFESSIONAL & CONTRACTUAL SVC	217-301-801.00	994.75
02/14/2024	POOL	52821	19389	SIGN IMPRESSIONS, INC.	OPERATING SUPPLIES	207-301-754.00	1,104.52
02/14/2024	POOL	52822	94971560	WEX BANK	GAS & OIL	206-336-759.00	208.31
02/14/2024	POOL	52823	79872	PREIN & NEWHOF, INC.	ENGINEERING SERVICES	101-257-946.00	256.82
		52823	79872		OPERATING SUPPLIES	101-261-754.00	256.84
		52823	79894		SIDEWALK MAINTENANCE	101-446-986.00	9,633.20
		52823	79872		PROFESSIONAL & CONTRACTUAL SVC	206-336-801.00	256.84
		52823	79898		ZONING/DEVELOPMENT ESCROW	701-000-283.00	992.25
		52823	79899		ZONING/DEVELOPMENT ESCROW	701-000-283.00	143.00
		52823	79600		ENGINEERING FEES	807-535-946.00	223.75
		52823	79611		ENGINEERING FEES	807-535-946.00	507.25
		52823	79870		CONSTRUCTION COSTS	807-535-972.00	91.75
		52823	79614		CONSTRUCTION COSTS	807-535-972.00	3,893.00
							16,254.70
02/14/2024	POOL	52824	S0018446	EMERGENCY VEHICLE PRODUCTS	VEHICLE REPAIRS & MAINT	207-301-932.00	290.00
		52824	S0018375		CAPITAL OUTLAY - VEHICLES	825-441-981.00	1,740.00
							2,030.00
02/14/2024	POOL	52825	120639678	ROSE PEST SOLUTIONS	PROFESSIONAL & CONTRACTUAL SVC	101-265-801.00	85.00
02/14/2024	POOL	52826	C3E85F	PORTAGE CLEANERS AND LAUNDRY	PERSONAL EQUIPMENT ALLOWANCE	206-336-767.00	13.87
		52826	C3E85F		PERSONAL EQUIPMENT ALLOWANCE	207-301-767.00	713.67
							727.54
02/14/2024	POOL	52827	901066	LOWE'S COMPANIES, INC.	SMALL TOOLS & EQUIPMENT	206-336-752.00	467.64
		52827	71029		REPAIRS & MAINT - BLDG/GROUNDS	206-336-930.00	77.84
		52827	71867		REPAIRS & MAINT - BLDG/GROUNDS	206-336-930.00	196.13
		52827	01459		VEHICLE REPAIRS & MAINT	206-336-932.00	91.88
							833.49
02/14/2024	POOL	52828	24023	MOSES FIRE EQUIPMENT, INC.	VEHICLE REPAIRS & MAINT	206-336-932.00	60.65
02/14/2024	POOL	52829	24-0234972-071	MEEKHOF TIRE OF KALAMAZOO	VEHICLE REPAIRS & MAINT	206-336-932.00	883.88
02/14/2024	POOL	52830	0249-008109987	REPUBLIC SERVICES #249	UTILITIES - WASTE/RECYCLE	101-261-919.00	226.85

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		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	101-261-919.00	690.16
		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	101-567-919.00	84.27
		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	101-751-919.00	72.94
		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	206-336-919.11	174.82
		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	206-336-919.12	174.82
		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	206-336-919.13	36.47
		52830	0249-008109917		UTILITIES - WASTE/RECYCLE	206-336-919.14	174.82
		52830	0249-008115702		PROFESSIONAL & CONTRACTUAL SVC	226-528-801.00	46,254.46
							47,889.61
02/14/2024	POOL	52831	013124	JANET JOY ERLANDSON	PROFESSIONAL & CONTRACTUAL SVC	206-336-801.00	1,220.00
02/14/2024	POOL	52832	020615774	XEROX CORPORATION	AUDIT SERVICES	101-261-801.00	310.15
		52832	020615773		PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	350.50
							660.65
02/14/2024	POOL	52833	138757	WEST MICHIGAN DOCUMENT	AUDIT SERVICES	101-261-801.00	52.15
		52833	138757		PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	52.14
							104.29
02/14/2024	POOL	52834	X103114675:01	WEST MICHIGAN INTERNATIONAL	VEHICLE REPAIRS & MAINT	206-336-932.00	102.57
02/16/2024	POOL	52835	021524	JB PRINTING COMPANY	POSTAGE	101-257-851.00	4,930.00
02/21/2024	ERAD	10971	021524	SOUTHWEST ENFORCEMENT	FORFEITURE - OPR	719-000-245.04	10,953.88
02/23/2024	ERAD	10972	020224	SAM'S CLUB	FORFEITURE - OPR	719-000-245.04	98.14
02/23/2024	ERAD	10973	2400003606	CITY OF SPRINGFIELD	FORFEITURE - OPR	719-000-245.04	467.00
02/23/2024	ERAD	10974	020224	STATE OF MICHIGAN	FORFEITURE - OPR	719-000-245.04	15.00
02/23/2024	ERAD	10975	9040204152	THE HERTZ CORPORATION	HIDTA MONEY	719-000-245.17	14,113.80
02/23/2024	TAX	2544	021424	KALAMAZOO COUNTY	COUNTY TRANSPORTATION - KCTA	703-000-222.08	53,037.25
		2544	021424A		COUNTY TRANSPORTATION - KCTA	703-000-222.08	3.87
		2544	021424B		COUNTY TRANSPORTATION - KCTA	703-000-222.08	123.21
							53,164.33
02/23/2024	TAX	2545	021424C	KALAMAZOO CITY TREASURER	CITY SWR/WTR USAGE - DELINQ	703-000-221.01	27,736.39
02/23/2024	TAX	2546	021424	KAL. PUBLIC LIBRARY	KAL. LIBRARY	703-000-223.00	582,461.40
		2546	021424A		KAL. LIBRARY	703-000-223.00	48.54
		2546	021424B		ACT - KAL. LIBRARY	703-000-223.01	1,545.14
							584,055.08
02/23/2024	TAX	2547	021424	KALAMAZOO COUNTY TREASURER	DUE TO COUNTY OPERATING	703-000-222.00	3,474.28

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		2547	021424A		COUNTY INTEREST	703-000-222.03	205.12
		2547	021424E		JUVENILE HOME	703-000-222.05	28,448.82
		2547	021424F		JUVENILE HOME	703-000-222.05	66.08
		2547	021424G		COUNTY HOUSING FUND	703-000-222.06	127,120.82
		2547	021424H		COUNTY HOUSING FUND	703-000-222.06	295.28
		2547	021424I		COUNTY HOUSING FUND	703-000-222.06	2.08
		2547	021424B		CO PUBLIC SAFETY	703-000-222.07	17.90
		2547	021424C		CO PUBLIC SAFETY	703-000-222.07	245,263.79
		2547	021424D		CO PUBLIC SAFETY	703-000-222.07	569.73
		2547	021424J		CO SENIOR	703-000-222.09	59,040.86
		2547	021424K		CO SENIOR	703-000-222.09	4.31
		2547	021424L		CO SENIOR	703-000-222.09	137.16
		2547	021424M		COUNTY 911/DISPATCH	703-000-222.11	110,159.34
		2547	021424N		COUNTY 911/DISPATCH	703-000-222.11	255.90
							575,061.47
02/23/2024	TAX	2548	021424S	KALAMAZOO COUNTY TREASURER	COUNTY DRAIN	703-000-222.02	3,626.92
		2548	021424T		COUNTY DRAIN	703-000-222.02	113.05
		2548	021424U		COUNTY DRAIN	703-000-222.02	240.74
		2548	021424V		COUNTY DRAIN	703-000-222.02	1,073.24
		2548	021424O		COUNTY 911/DISPATCH	703-000-222.11	8.04
		2548	021424P		COUNTY VETERANS	703-000-222.13	17,053.49
		2548	021424Q		COUNTY VETERANS	703-000-222.13	1.24
		2548	021424R		COUNTY VETERANS	703-000-222.13	39.62
		2548	021424W		KPS - SCH #01 - S.E.T	703-000-226.20	2,897.52
		2548	021424X		INT. - SCH. #01 - S.E.T.	703-000-228.03	150.95
		2548	021424Y		SCH. #32 - S.E.T.	703-000-228.04	907.97
		2548	021424Z		INT. - SCH. #32 - S.E.T.	703-000-228.05	66.44
		2548	021424AA		SCH. #40 - S.E.T.	703-000-228.07	695.12
		2548	021424BB		INT. - SCH. #40 - S.E.T.	703-000-228.09	48.34
							26,922.68
02/23/2024	TAX	2549	013124N	KCBRA	TOWNSHIP	703-000-214.00	563.78
		2549	013124A		DUE TO COUNTY OPERATING	703-000-222.00	140.82
		2549	013124I		COUNTY TRANSPORTATION - CCTA	703-000-222.04	20.16
		2549	013124E		COUNTY HOUSING FUND	703-000-222.06	48.29
		2549	013124D		CO PUBLIC SAFETY	703-000-222.07	93.18
		2549	013124J		COUNTY TRANSPORTATION - KCTA	703-000-222.08	58.03
		2549	013124F		CO SENIOR	703-000-222.09	22.44
		2549	013124G		COUNTY 911/DISPATCH	703-000-222.11	41.85
		2549	013124H		COUNTY VETERANS	703-000-222.13	6.48
		2549	013124M		KAL. LIBRARY	703-000-223.00	118.57
		2549	013124L		PARCHMENT LIBRARY	703-000-223.05	66.71

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		2549	013124		KPS - SCH #01 - S.E.T	703-000-226.20	182.41
		2549	013124B		KPS SCH# 01 OPERATING	703-000-228.01	537.38
		2549	013124K		KVCC	703-000-235.00	180.14
		2549	013124C		KRESA ISD	703-000-236.00	212.61
							2,292.85
02/23/2024	TAX	2550	021424	KAL. VALLEY COMM. COLLEGE	KVCC	703-000-235.00	475,385.40
		2550	021424A		KVCC	703-000-235.00	34.60
		2550	021424B		KVCC - ACT 198/IFT	703-000-235.01	1,101.51
							476,521.51
02/23/2024	TAX	2551	021424	KRESA	KRESA ISD	703-000-236.00	1,868.54
		2551	021424A		KRESA ISD	703-000-236.00	860,466.58
		2551	021424B		KRESA ISD	703-000-236.00	87.04
		2551	021424C		KRESA - ACT	703-000-236.01	2,770.82
		2551	021424D		INT. -KRESA	703-000-236.02	133.79
							865,326.77
02/23/2024	TAX	2552	021424	KALAMAZOO COUNTY LAND BANK	TOWNSHIP	703-000-214.00	108.29
		2552	021424J		COUNTY TRANSPORTATION - CCTA	703-000-222.04	11.14
		2552	021424C		JUVENILE HOME	703-000-222.05	2.07
		2552	021424D		COUNTY HOUSING FUND	703-000-222.06	9.27
		2552	021424B		CO PUBLIC SAFETY	703-000-222.07	17.88
		2552	021424K		COUNTY TRANSPORTATION - KCTA	703-000-222.08	3.86
		2552	021424E		CO SENIOR	703-000-222.09	4.30
		2552	021424F		COUNTY 911/DISPATCH	703-000-222.11	8.03
		2552	021424G		COUNTY VETERANS	703-000-222.13	1.24
		2552	021424L		KAL. LIBRARY	703-000-223.00	48.52
		2552	021424A		BOND- TWP ROADS	703-000-226.19	27.38
		2552	021424M		KPS SCH# 01 OPERATING	703-000-228.01	188.17
		2552	021424H		KVCC	703-000-235.00	34.59
		2552	021424I		KRESA ISD	703-000-236.00	87.03
		2552	021424N		KPS SCH. #01 - DEBT	703-000-237.00	102.05
							653.82
02/23/2024	TAX	2553	021424	PARCHMENT COMM. LIBRARY	PARCHMENT LIBRARY	703-000-223.05	41,196.60
02/23/2024	TAX	2554	021424	SCHOOL DISTRICT #1	KPS SCH# 01 OPERATING	703-000-228.01	1,357,448.40
		2554	021424A		KPS SCH# 01 OPERATING	703-000-228.01	188.17
		2554	021424B		KPS SCH. #01 - DEBT	703-000-237.00	1,009,163.70
		2554	021424C		KPS SCH. #01 - DEBT	703-000-237.00	102.06
		2554	021424D		ACT - SCH. #01 - DEBT	703-000-237.02	3,248.84
							2,370,151.17

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02/23/2024	TAX	2555	021424	SCHOOL DISTRICT #32	SCH. #32 - OPERATING	703-000-238.00	941.13
		2555	021424C		INT. - SCH. #32 - OPER.	703-000-238.01	98.53
		2555	021424A		SCH. #32 - DEBT	703-000-238.02	832.29
		2555	021424D		INT. - SCH. #32 - DEBT	703-000-238.03	60.89
		2555	021424B		SCH #32 - SINKING FUND	703-000-238.06	150.69
		2555	021424E		INT. -SCH. #32 - SINKING FUND	703-000-238.07	11.02
02/23/2024	TAX	2556	021424	PARCHMENT PUBLIC SCHOOLS	SCH. #40 - OPERATING	703-000-239.00	792.68
		2556	021424C		INT. - SCH. #40 - OPER.	703-000-239.02	43.93
		2556	021424A		SCH. #40 - DEBT	703-000-239.03	812.15
		2556	021424D		INT. - SCH. #40 - DEBT	703-000-239.05	56.49
		2556	021424B		PARCHMENT SD #40 - SINKING FUND	703-000-239.06	226.47
		2556	021424E		INT. - SCH #40 - SINKING FUND	703-000-239.08	15.75
02/23/2024	TAX	2557	021424	CENTRAL COUNTY TRANSPORTATION	COUNTY TRANSPORTATION - CCTA	703-000-222.04	152,777.36
		2557	021424A		COUNTY TRANSPORTATION - CCTA	703-000-222.04	354.83
		2557	021424B		COUNTY TRANSPORTATION - CCTA	703-000-222.04	11.14
							153,143.33
02/23/2024	TAX	2558	021424	TWP. OF KALAMAZOO/SHERINE MILTOWNSHIP		703-000-214.00	1,484,378.18
		2558	021424J		DUE TO TOWNSHIP - COMM POLICING	703-000-214.19	193,672.98
		2558	021424L		DUE TO TOWNSHIP - FIRE OPERATING	703-000-214.20	193,672.98
		2558	021424C		ADMINISTRATIVE FEE	703-000-226.01	70,379.00
		2558	021424A		TOWNSHIP - IFT	703-000-226.04	3,447.14
		2558	021424D		TWP SERV-MW/DEMO/FALSEALRMS	703-000-226.05	1,250.00
		2558	021424F		STREET LIGHTING	703-000-226.10	77,567.37
		2558	021424G		RECYCLING	703-000-226.11	104,997.11
		2558	021424E		80-1 SEWER - #04	703-000-226.13	2,076.29
		2558	021424H		POLICE OPERATING	703-000-226.16	329,248.00
		2558	021424I		POLICE CAPITAL IMPROVEMENT	703-000-226.17	58,096.50
		2558	021424K		FIRE CAPITAL IMPROVEMENT	703-000-226.18	193,672.98
		2558	021424B		BOND- TWP ROADS	703-000-226.19	376,204.04
02/23/2024	TAX	2559	021424A	STATE OF MICHIGAN	KPS SCH# 01 OPERATING	703-000-228.01	188.18
		2559	021424		ACT - SCH. #01-93 OPER.	703-000-237.03	7,003.11
							7,191.29
02/23/2024	TAX	2560	02/23/2024	POPLAR, ANTHONY T	REFUND	703-000-275.00	5.69
02/23/2024	TAX	2561	02/23/2024	HILL, CHAD	REFUND	703-000-275.00	570.27



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02/23/2024	TAX	2562	02/23/2024	CHICAGO TITLE OF MICHIGAN,	INREFUND	703-000-275.00	49.86
02/23/2024	TAX	2563	02/23/2024	CONSUMERS CREDIT UNION	REFUND	703-000-275.00	755.92
02/23/2024	TAX	2564	02/23/2024	CORELOGIC	REFUND	703-000-275.00	1,245.87
02/23/2024	TAX	2565	02/23/2024	COUNTRY ACRES VILLAGE, LLC	REFUND	703-000-275.00	64.62
02/23/2024	POOL	52836	022124	57TH DISTRICT COURT	BOND FEES	207-000-675.03	300.00
02/23/2024	POOL	52837	89110522	ABSOPURE WATER COMPANY	OPERATING SUPPLIES	206-336-754.00	6.85
		52837	89124123		OPERATING SUPPLIES	206-336-754.00	41.85
		52837	30483417		OPERATING SUPPLIES	206-336-754.00	7.00
		52837	89157730		OPERATING SUPPLIES	206-336-754.00	20.90
		52837	30539535		OPERATING SUPPLIES	206-336-754.00	7.00
		52837	89130558		OPERATING SUPPLIES	206-336-754.00	118.35
		52837	89090114		OPERATING SUPPLIES	206-336-754.00	20.85
		52837	30539534		OPERATING SUPPLIES	206-336-754.00	14.00
		52837	89140325		OPERATING SUPPLIES	206-336-754.00	(7.15)
							229.65
02/23/2024	POOL	52838	022024	PUBLIC MEDIA NETWORK	LOCAL PUBLIC BROADCASTING	101-261-855.00	2,338.01
		52838	022024A		LOCAL PUBLIC BROADCASTING	101-261-855.00	2,338.01
		52838	022024B		LOCAL PUBLIC BROADCASTING	101-261-855.00	21,571.27
		52838	022024C		LOCAL PUBLIC BROADCASTING	101-261-855.00	3,450.30
							29,697.59
02/23/2024	POOL	52839	207147436593	CONSUMERS ENERGY	UTILITIES - ELECTRIC	101-261-920.00	2,769.63
02/23/2024	POOL	52840	005554101021424	CHARTER COMMUNICATIONS	UTILITIES - CABLE/INTERNET	206-336-924.11	181.63
		52840	005554201021424		UTILITIES - CABLE/INTERNET	206-336-924.11	109.99
		52840	005577301020124		UTILITIES - CABLE/INTERNET	206-336-924.12	109.99
		52840	005577101020124		UTILITIES - CABLE/INTERNET	206-336-924.12	147.04
		52840	005578101020124		UTILITIES - CABLE/INTERNET	206-336-924.13	103.81
		52840	005552001020124		UTILITIES - CABLE/INTERNET	206-336-924.14	109.99
		52840	005551901020124		UTILITIES - CABLE/INTERNET	206-336-924.14	154.84
							917.29
02/23/2024	POOL	52841	020224	FIRST NATIONAL BANK OF OMAHA	WASABI TECHNOLOGIES	101-228-801.00	236.78
		52841	020224		REWARDS CASH BACK	207-000-675.00	(1,000.00)
		52841	020224		AMAZON MKTPLC	207-301-751.00	36.76
		52841	020224		OFFICEMAX/OFFICEDEPOT	207-301-751.00	23.84
		52841	020224		LOWES	207-301-754.00	50.75
		52841	020224		CHEWY.COM	207-301-754.00	177.96
		52841	020224		WMU CAREER AND STUDENT	207-301-791.00	75.00

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		52841	020224		IACP	207-301-791.00	190.00
		52841	020224		MACP	207-301-791.00	125.00
		52841	020224		INDEED	207-301-801.00	290.58
		52841	020224		ZOOM	207-301-801.00	15.99
		52841	020224		AMAZON MKTPLC	207-301-850.00	230.62
		52841	020224		STATE OF MI MPSCS	207-301-931.00	500.00
		52841	020224		AMAZON MKTPLC	207-301-932.00	12.45
							965.73
02/23/2024	POOL	52842	020224A	FIRST NATIONAL BANK OF OMAHA	MTA	101-215-911.00	515.00
02/23/2024	POOL	52843	020224B	FIRST NATIONAL BANK OF OMAHA	ZOOM	101-101-801.00	15.99
		52843	020224B		SHRM	101-175-791.00	244.00
		52843	020224B		PROUD CITY	101-175-911.01	618.00
							877.99
02/23/2024	POOL	52844	020224C	FIRST NATIONAL BANK OF OMAHA	AMAZON MKTPLC	206-336-754.00	50.99
		52844	020224C		MICH IAAI	206-336-791.00	26.12
		52844	020224C		NFPA	206-336-791.00	180.00
		52844	020224C		CARGO HEAVY DUTY	206-336-932.00	15.98
		52844	020224C		FREIGHTLINER	206-336-932.00	116.44
		52844	020224C		MICHIGAN CAT	206-336-932.00	49.40
		52844	020224C		DENOYER CHEVROLET	206-336-932.00	127.16
		52844	020224C		SP DECKED STORAGE	206-336-932.00	45.00
		52844	020224C		BOB & KAYS AUTO WASH	206-336-932.00	87.96
							699.05
02/23/2024	POOL	52845	021524	J & H OIL COMPANY	GAS & OIL	207-301-759.00	3,320.17
02/23/2024	POOL	52846	022224	NAPCH	DUES/SUBS/PUBL	207-301-791.00	70.00
02/23/2024	POOL	52847	235058	LEGAL & LIAB RISK MGMT	INSTITUTION/TRAINING	266-301-910.00	325.00
02/23/2024	POOL	52848	9955629885	VERIZON WIRELESS	COMMUNICATIONS (TELEPHONE)	101-171-850.00	41.07
		52848	9955629885		COMMUNICATIONS (TELEPHONE)	101-215-850.00	82.14
		52848	9955629885		COMMUNICATIONS (TELEPHONE)	101-228-850.00	92.14
		52848	9955629885		COMMUNICATIONS (TELEPHONE)	206-336-850.00	840.25
		52848	9955629885		RADIO TOWER T1 LINE	207-301-850.00	1,009.56
							2,065.16
02/29/2024	POOL	52857	1217	ALIEN CAR CARE	VEHICLE REPAIRS & MAINT	207-301-932.00	540.78
02/29/2024	POOL	52858	11186	ABRAXAS	AUDIT SERVICES	101-261-801.00	189.45
		52858	11185		AUDIT SERVICES	101-261-801.00	119.70
							309.15

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02/29/2024	POOL	52859	INV3348687	CARDIO PARTNERS, INC	OPERATING SUPPLIES	206-336-754.00	2,080.60
02/29/2024	POOL	52860	1401317	CLARK HILL PC	LEGAL SERVICES - LABOR	101-261-802.00	484.50
		52860	1401317		LEGAL SERVICES	207-301-802.00	798.00
							1,282.50
02/29/2024	POOL	52861	128553	ENGINEERING SUPPLY & IMAGING	OPERATING SUPPLIES	101-261-754.00	7,470.00
02/29/2024	POOL	52862	206080717376	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-336-920.14	465.40
		52862	207147445628		UTILITIES - NATURAL GAS	206-336-921.14	838.72
							1,304.12
02/29/2024	POOL	52863	33924	CREATIVE INSTINCT, INC.	OPERATING SUPPLIES	207-301-754.00	254.00
02/29/2024	POOL	52864	2024-02-802	DAMS & ASSOCIATES, INC.	PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	1,800.00
02/29/2024	POOL	52865	85255104	BOUND TREE MEDICAL, LLC	OPERATING SUPPLIES	206-336-754.00	4,157.23
02/29/2024	POOL	52866	INV-OH78-807	BREATHING AIR SYSTEMS	EQUIPMENT REPAIRS & MAINT	206-336-931.00	1,374.96
02/29/2024	POOL	52867	021424B	KALAMAZOO CITY TREASURER	UTILITIES - WATER	206-336-918.11	254.32
		52867	021424		UTILITIES - WATER	206-336-918.12	198.20
		52867	021424A		UTILITIES - WATER	206-336-918.12	117.65
							570.17
02/29/2024	POOL	52868	1081	ROAD COMMISSION OF KALAMAZOO	SIDEWALK MAINTENANCE	101-446-986.00	1,101.74
02/29/2024	POOL	52869	331742	KCI	PURCHASED SERVICE/MAINTENANCE	101-215-801.00	810.49
		52869	331742		POSTAGE	101-215-851.00	109.87
							920.36
02/29/2024	POOL	52870	69899370	ZOHO CORPORATION	COMMUNICATIONS (TELEPHONE)	101-261-850.00	1,076.00
02/29/2024	POOL	52871	24-0190	ELECTIONSOURCE	OFFICE SUPPLIES	101-215-751.00	540.60
02/29/2024	POOL	52872	CD2076792	ELECTION SYSTEMS &	OFFICE SUPPLIES	101-215-751.00	43.40
		52872	CD2076262		PURCHASED SERVICE/MAINTENANCE	101-215-801.00	5,180.00
							5,223.40
02/29/2024	POOL	52873	020824	QUADIANT FINANCE USA, INC	POSTAGE	101-261-851.00	8,040.00
02/29/2024	POOL	52874	02192024	AT&T MOBILITY	COMMUNICATIONS (TELEPHONE)	206-336-850.00	99.22
02/29/2024	POOL	52875	131092	MIDWAY CHEVROLET, INC.	VEHICLE REPAIRS & MAINT	207-301-932.00	58.16
		52875	10198		VEHICLE REPAIRS & MAINT	207-301-932.00	81.00
		52875	10272		VEHICLE REPAIRS & MAINT	207-301-932.00	81.00
							220.16

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02/29/2024	POOL	52876	21-028-33	MCKENNA ASSOCIATES, INC.	PLANNING CONSULTANT	101-701-801.00	7,502.00
		52876	21-028-33A		ZONING/DEVELOPMENT ESCROW	701-000-283.00	2,411.25
		52876	21-028-33B		ZONING/DEVELOPMENT ESCROW	701-000-283.00	20.50
							9,933.75
02/29/2024	POOL	52877	349837	NAPA AUTO PARTS	OPERATING SUPPLIES	101-265-754.00	55.80
02/29/2024	POOL	52878	875725	NYE UNIFORM CO.	PERSONAL EQUIPMENT ALLOWANCE	206-336-767.00	137.02
		52878	876376		PERSONAL EQUIPMENT ALLOWANCE	206-336-767.00	463.69
		52878	873593		PERSONAL EQUIPMENT ALLOWANCE	207-301-767.00	17.60
		52878	873544		PERSONAL EQUIPMENT ALLOWANCE	207-301-767.00	25.62
		52878	873548		PERSONAL EQUIPMENT ALLOWANCE	207-301-767.00	17.60
							661.53
02/29/2024	POOL	52879	551-630987	STATE OF MICHIGAN	PROFESSIONAL & CONTRACTUAL SVC	217-301-801.00	150.00
02/29/2024	POOL	52880	151722	BS & A SOFTWARE	SOFTWARE MAINT AGREEMENTS	101-191-933.00	1,523.00
02/29/2024	POOL	52881	150183	INCLUSION SOLUTIONS, LLC	SMALL TOOLS & EQUIPMENT	101-215-752.00	4,207.40
		52881	150203		SMALL TOOLS & EQUIPMENT	101-215-752.00	783.70
							4,991.10
02/29/2024	POOL	52882	PJI-0227959	GAME TIME	CAPITAL OUTLAY	101-751-970.00	1,832.46
		52882	PJI-0228267		CAPITAL OUTLAY	101-751-970.00	2,251.44
							4,083.90
02/29/2024	POOL	52883	48E545	PORTAGE CLEANERS AND LAUNDRY	PROFESSIONAL & CONTRACTUAL SVC	206-336-801.00	3.07
		52883	48E545		PURCHASED SERVICE - CONSOL DISPATCH	207-301-801.00	1,186.47
							1,189.54
02/29/2024	POOL	52884	81591	LOWE'S COMPANIES, INC.	OFFICE SUPPLIES	101-215-751.00	20.98
		52884	01261		EQUIPMENT REPAIRS & MAINT	206-336-931.00	42.41
		52884	01636		VEHICLE REPAIRS & MAINT	206-336-932.00	69.31
		52884	01722		VEHICLE REPAIRS & MAINT	206-336-932.00	13.26
							145.96
02/29/2024	POOL	52885	24-0242404-073	MEEKHOF TIRE OF KALAMAZOO	VEHICLE REPAIRS & MAINT	206-336-932.00	788.64
02/29/2024	POOL	52886	913698	TELE-RAD, INC.	SMALL TOOLS & EQUIPMENT	206-336-752.00	5,830.00
					TOTAL - ALL FUNDS	TOTAL OF 161 CHECKS	10,887,833.74

--- GL TOTALS ---

101-101-801.00	PROFESSIONAL & CONTRACTUAL SVC	15.99
101-101-802.00	LEGAL SERVICES	2,179.70
101-171-850.00	COMMUNICATIONS (TELEPHONE)	41.07

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101-175-791.00					DUES/SUBS/PUBL		244.00
101-175-911.01					CONFERENCES - STAFF		618.00
101-191-933.00					SOFTWARE MAINT AGREEMENTS		1,523.00
101-215-751.00					OFFICE SUPPLIES		654.37
101-215-752.00					SMALL TOOLS & EQUIPMENT		4,991.10
101-215-754.00					OPERATING SUPPLIES		78.04
101-215-801.00					PURCHASED SERVICE/MAINTENANCE		7,221.46
101-215-850.00					COMMUNICATIONS (TELEPHONE)		82.14
101-215-851.00					POSTAGE		773.00
101-215-911.00					CONFERENCES		515.00
101-228-801.00					PROFESSIONAL & CONTRACTUAL SVC		2,479.62
101-228-850.00					COMMUNICATIONS (TELEPHONE)		92.14
101-228-933.00					SOFTWARE MAINT AGREEMENTS		1,600.00
101-257-851.00					POSTAGE		4,930.00
101-257-909.00					PROFESSIONAL DEVELOPMENT		30.00
101-257-946.00					ENGINEERING SERVICES		256.82
101-261-751.00					OFFICE SUPPLIES		279.80
101-261-754.00					OPERATING SUPPLIES		7,795.24
101-261-801.00					AUDIT SERVICES		671.45
101-261-802.00					LEGAL SERVICES - LABOR		7,074.47
101-261-820.00					OTHER FEES		240.00
101-261-850.00					COMMUNICATIONS (TELEPHONE)		1,401.09
101-261-851.00					POSTAGE		8,040.00
101-261-855.00					LOCAL PUBLIC BROADCASTING		29,697.59
101-261-918.00					UTILITIES - WATER		182.46
101-261-919.00					UTILITIES - WASTE/RECYCLE		917.01
101-261-920.00					UTILITIES - ELECTRIC		2,769.63
101-261-921.00					UTILITIES - NATURAL GAS		2,266.27
101-261-924.00					UTILITIES - CABLE/INTERNET		563.99
101-261-933.00					SOFTWARE MAINT AGREEMENTS		462.00
101-261-985.00					CAPITAL OUTLAY - EQUIPMENT		1,022.04
101-265-752.00					SMALL TOOLS & EQUIPMENT		44.06
101-265-754.00					OPERATING SUPPLIES		289.84
101-265-759.00					GAS & OIL		390.84
101-265-801.00					PROFESSIONAL & CONTRACTUAL SVC		85.00
101-372-801.00					PROFESSIONAL & CONTRACTUAL SVC		600.00
101-372-802.00					LEGAL SERVICES		2,532.50
101-446-986.00					SIDEWALK MAINTENANCE		10,734.94
101-567-919.00					UTILITIES - WASTE/RECYCLE		84.27
101-701-801.00					PLANNING CONSULTANT		12,832.00
101-701-802.00					LEGAL SERVICES		4,884.27
101-701-903.00					PUBLIC NOTICES		516.10
101-751-919.00					UTILITIES - WASTE/RECYCLE		72.94
101-751-920.00					UTILITIES - ELECTRIC		31.91
101-751-970.00					CAPITAL OUTLAY		4,083.90
101-966-999.00					CONTINGENT EXPENSES		42,732.00
206-336-752.00					SMALL TOOLS & EQUIPMENT		6,635.61
206-336-754.00					OPERATING SUPPLIES		6,573.40
206-336-759.00					GAS & OIL		1,623.33
206-336-767.00					PERSONAL EQUIPMENT ALLOWANCE		614.58
206-336-791.00					DUES/SUBS/PUBL		1,606.12

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206-336-801.00					PROFESSIONAL & CONTRACTUAL SVC		1,479.91
206-336-802.00					LEGAL SERVICES		1,400.00
206-336-850.00					COMMUNICATIONS (TELEPHONE)		1,864.13
206-336-918.11					UTILITIES - WATER		254.32
206-336-918.12					UTILITIES - WATER		423.58
206-336-918.13					UTILITIES - WATER		53.79
206-336-918.14					UTILITIES - WATER		123.55
206-336-919.11					UTILITIES - WASTE/RECYCLE		174.82
206-336-919.12					UTILITIES - WASTE/RECYCLE		174.82
206-336-919.13					UTILITIES - WASTE/RECYCLE		36.47
206-336-919.14					UTILITIES - WASTE/RECYCLE		174.82
206-336-920.11					UTILITIES - ELECTRIC		630.70
206-336-920.12					UTILITIES - ELECTRIC		629.99
206-336-920.13					UTILITIES - ELECTRIC		185.64
206-336-920.14					UTILITIES - ELECTRIC		983.98
206-336-921.11					UTILITIES - NATURAL GAS		849.88
206-336-921.12					UTILITIES - NATURAL GAS		961.45
206-336-921.13					UTILITIES - NATURAL GAS		416.98
206-336-921.14					UTILITIES - NATURAL GAS		1,608.69
206-336-924.11					UTILITIES - CABLE/INTERNET		1,032.86
206-336-924.12					UTILITIES - CABLE/INTERNET		1,005.03
206-336-924.13					UTILITIES - CABLE/INTERNET		553.81
206-336-924.14					UTILITIES - CABLE/INTERNET		869.67
206-336-930.00					REPAIRS & MAINT - BLDG/GROUNDS		1,483.26
206-336-931.00					EQUIPMENT REPAIRS & MAINT		1,459.63
206-336-932.00					VEHICLE REPAIRS & MAINT		3,617.90
207-000-675.00					MISC. REVENUE		(1,000.00)
207-000-675.03					BOND FEES		300.00
207-301-751.00					CRIME PREVENTION		604.96
207-301-754.00					OPERATING SUPPLIES		1,767.62
207-301-759.00					GAS & OIL		8,339.40
207-301-767.00					PERSONAL EQUIPMENT ALLOWANCE		2,382.43
207-301-791.00					DUES/SUBS/PUBL		460.00
207-301-801.00					PURCHASED SERVICE - CONSOL DISPATCH		4,595.68
207-301-801.01					BACKGROUND INVESTIGATION		2,167.39
207-301-802.00					LEGAL SERVICES		3,571.00
207-301-835.00					HEALTH SERVICES		200.00
207-301-850.00					RADIO TOWER T1 LINE		1,240.18
207-301-910.00					TUITION/TRAINING		633.70
207-301-924.00					UTILITIES - CABLE/INTERNET		550.00
207-301-931.00					EQUIPMENT REPAIRS & MAINT		500.00
207-301-932.00					VEHICLE REPAIRS & MAINT		2,497.69
207-301-933.00					LEIN BILLING		462.00
217-301-801.00					PROFESSIONAL & CONTRACTUAL SVC		1,144.75
219-448-920.00					UTILITIES - ELECTRIC		20,462.68
226-528-801.00					PROFESSIONAL & CONTRACTUAL SVC		46,254.46
266-301-910.00					TUITION/TRAINING		325.00
701-000-283.00					ZONING/DEVELOPMENT ESCROW		6,235.75
703-000-214.00					TOWNSHIP		1,850,986.10
703-000-214.19					DUE TO TOWNSHIP - COMM POLICING		233,357.07
703-000-214.20					DUE TO TOWNSHIP - FIRE OPERATING		233,357.07

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703-000-221.01					CITY SWR/WTR USAGE - DELINQ		31,658.54
703-000-222.00					DUE TO COUNTY OPERATING		6,032.09
703-000-222.02					COUNTY DRAIN		6,643.62
703-000-222.03					COUNTY INTEREST		301.06
703-000-222.04					COUNTY TRANSPORTATION - CCTA		190,808.41
703-000-222.05					JUVENILE HOME		35,534.46
703-000-222.06					COUNTY HOUSING FUND		158,816.74
703-000-222.07					CO PUBLIC SAFETY		306,435.46
703-000-222.08					COUNTY TRANSPORTATION - KCTA		66,302.15
703-000-222.09					CO SENIOR		73,765.62
703-000-222.11					COUNTY 911/DISPATCH		137,633.87
703-000-222.13					COUNTY VETERANS		21,308.52
703-000-223.00					KAL. LIBRARY		712,333.85
703-000-223.01					ACT - KAL. LIBRARY		1,545.14
703-000-223.05					PARCHMENT LIBRARY		58,286.48
703-000-226.01					ADMINISTRATIVE FEE		86,125.19
703-000-226.04					TOWNSHIP - IFT		3,447.14
703-000-226.05					TWP SERV-MW/DEMO/FALSEALRMS		156.10
703-000-226.10					STREET LIGHTING		93,458.01
703-000-226.11					RECYCLING		138,690.15
703-000-226.13					80-1 SEWER - #04		2,076.29
703-000-226.16					POLICE OPERATING		396,712.42
703-000-226.17					POLICE CAPITAL IMPROVEMENT		69,999.97
703-000-226.18					FIRE CAPITAL IMPROVEMENT		233,357.07
703-000-226.19					BOND- TWP ROADS		468,824.93
703-000-226.20					KPS - SCH #01 - S.E.T		5,469.73
703-000-228.01					KPS SCH# 01 OPERATING		1,556,173.58
703-000-228.03					INT. - SCH. #01 - S.E.T.		257.94
703-000-228.04					SCH. #32 - S.E.T.		984.81
703-000-228.05					INT. - SCH. #32 - S.E.T.		85.31
703-000-228.07					SCH. #40 - S.E.T.		1,232.99
703-000-228.09					INT. - SCH. #40 - S.E.T.		64.52
703-000-235.00					KVCC		592,467.59
703-000-235.01					KVCC - ACT 198/IFT		1,101.51
703-000-236.00					KRESA ISD		1,066,920.59
703-000-236.01					KRESA - ACT		2,770.82
703-000-236.02					INT. -KRESA		153.92
703-000-237.00					KPS SCH. #01 - DEBT		1,523,985.71
703-000-237.02					ACT - SCH. #01 - DEBT		3,248.84
703-000-237.03					ACT - SCH. #01-93 OPER.		7,003.11
703-000-238.00					SCH. #32 - OPERATING		941.13
703-000-238.01					INT. - SCH. #32 - OPER.		98.53
703-000-238.02					SCH. #32 - DEBT		987.31
703-000-238.03					INT. - SCH. #32 - DEBT		68.64
703-000-238.06					SCH #32 - SINKING FUND		178.75
703-000-238.07					INT. -SCH. #32 - SINKING FUND		12.42
703-000-239.00					SCH. #40 - OPERATING		87,428.70
703-000-239.02					INT. - SCH. #40 - OPER.		43.93
703-000-239.03					SCH. #40 - DEBT		1,480.50
703-000-239.05					INT. - SCH. #40 - DEBT		66.80
703-000-239.06					PARCHMENT SD #40 - SINKING FUND		412.87

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
703-000-239.08			INT. - SCH #40 - SINKING FUND				18.62
703-000-275.00			REFUND				6,999.70
719-000-245.04			FORFEITURE - OPR				12,526.19
719-000-245.17			HIDTA MONEY				14,113.80
807-535-920.00			UTILITIES - ELECTRIC				29.95
807-535-946.00			ENGINEERING FEES				731.00
807-535-972.00			CONSTRUCTION COSTS				61,759.94
825-441-981.00			CAPITAL OUTLAY - VEHICLES				1,740.00
861-446-802.00			LEGAL SERVICES				3,500.00
			TOTAL				10,887,833.74



03/07/2024

Check Register Report For  
For Check Dates 02/01/2024 to 02/29/2024

Check Date	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit
<b>02/29/2024</b>		<b>EMPLOYEE DIRECT DEPOSITS</b>	<b>\$489,937.89</b>	<b>\$0.00</b>	<b>\$345,632.14</b>
02/01/2024	52766	AMERICAN FAMILY LIFE ASSURANCE CO	\$331.41	\$331.41	\$0.00
02/01/2024	52767	BLUE CROSS BLUE SHIELD OF MICH	\$44,939.05	\$44,939.05	\$0.00
02/01/2024	52768	BLUE CROSS BLUE SHIELD OF MICHIGAN	\$3,627.70	\$3,627.70	\$0.00
02/01/2024	52769	BLUE CROSS BLUE SHIELD OF MICHIGAN	\$494.87	\$494.87	\$0.00
02/01/2024	52770	BLUE CARE NETWORK	\$31,360.35	\$31,360.35	\$0.00
02/01/2024	52771	COLONIAL LIFE	\$464.49	\$464.49	\$0.00
02/01/2024	52772	STANDARD INSURANCE COMPANY PC	\$6,638.70	\$6,638.70	\$0.00
02/27/2024	52849	FRATERNAL ORDER OF POLICE #98	\$2,059.96	\$2,059.96	\$0.00
02/28/2024	52850	AMERICAN FAMILY LIFE ASSURANCE CO	\$532.06	\$532.06	\$0.00
02/28/2024	52851	BLUE CROSS BLUE SHIELD OF MICH	\$47,229.93	\$47,229.93	\$0.00
02/28/2024	52852	BLUE CROSS BLUE SHIELD OF MICHIGAN	\$3,627.70	\$3,627.70	\$0.00
02/28/2024	52853	BLUE CROSS BLUE SHIELD OF MICHIGAN	\$673.70	\$673.70	\$0.00
02/28/2024	52854	BLUE CARE NETWORK	\$37,547.99	\$37,547.99	\$0.00
02/28/2024	52855	COLONIAL LIFE	\$424.01	\$424.01	\$0.00
02/28/2024	52856	STANDARD INSURANCE COMPANY PC	\$6,126.63	\$6,126.63	\$0.00
02/13/2024	EFT2425	BURNHAM & FLOWER GROUP	\$776.65	\$776.65	\$0.00
02/13/2024	EFT2426	MISDU	\$220.46	\$220.46	\$0.00
02/13/2024	EFT2427	IRS	\$54,994.18	\$54,994.18	\$0.00
02/13/2024	EFT2428	KTPOA	\$340.00	\$340.00	\$0.00
02/13/2024	EFT2429	MERS	\$62,818.12	\$62,818.12	\$0.00
02/13/2024	EFT2430	ALERUS FINANCIAL, N.A.	\$8,107.48	\$8,107.48	\$0.00
02/13/2024	EFT2431	ALERUS FINANCIAL, N.A.	\$8,982.96	\$8,982.96	\$0.00
02/13/2024	EFT2432	STATE OF MICHIGAN	\$19,319.96	\$19,319.96	\$0.00
02/27/2024	EFT2433	BURNHAM & FLOWER GROUP	\$776.65	\$776.65	\$0.00
02/27/2024	EFT2434	EW FIRE DUES	\$180.00	\$180.00	\$0.00
02/27/2024	EFT2435	MISDU	\$578.85	\$578.85	\$0.00

Check Date	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit
02/27/2024	EFT2436	IRS	\$60,007.34	\$60,007.34	\$0.00
02/27/2024	EFT2437	KTPOA	\$340.00	\$340.00	\$0.00
02/27/2024	EFT2438	MERS	\$613,604.87	\$613,604.87	\$0.00
02/27/2024	EFT2439	ALERUS FINANCIAL, N.A.	\$8,586.73	\$8,586.73	\$0.00
02/27/2024	EFT2440	ALERUS FINANCIAL, N.A.	\$13,803.74	\$13,803.74	\$0.00
02/27/2024	EFT2441	NW FIRE DUES	\$380.00	\$380.00	\$0.00
02/27/2024	EFT2442	WW FIRE DUES	\$680.00	\$680.00	\$0.00
<b>02/29/2024</b>		<b>VENDOR DISBURSEMENTS</b>	<b>\$1,040,576.54</b>	<b>\$1,040,576.54</b>	<b>\$0.00</b>
<b>02/29/2024</b>		<b>TOTAL DISBURSEMENTS</b>	<b>\$1,530,514.43</b>	<b>\$1,040,576.54</b>	<b>\$345,632.14</b>



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:** 9A 03112024

**FOR MEETING DATE:** 03 11 2024

**SUBJECT:** Contractor for 2024 non motorized transportation

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

**SUGGESTED MOTION:**

Move approval of Nexgen Construction to construct \$307,982.50 of non motorized improvements in 2024.

**Financing Cost:** \$307,982.50

**Source:**      General Fund X      Grant \_\_\_\_\_      Other X (ARPA Fund) \_\_\_\_\_

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

**Other comments or notes:**

See attached letter and bid tabulation from Prein & Newhof.

**Submitted by:** Suervisor Martin

**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.

**Prein&Newhof**  
Engineers • Surveyors • Environmental • Laboratory

February 15, 2024  
2230621

Mr. Donald Martin  
Supervisor  
Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, MI 49004-1099

RE: 2024 Non-Motorized Improvements

Dear Mr. Martin:

Please find enclosed the bid tabulation for the subject project. We have reviewed the bids submitted and recommend award to Nexgen Construction in Holland, Michigan in the amount of \$307,982.50.

Following Council action regarding contract award, we will request that the contractor furnish the necessary bonds and insurance and prepare the contracts for execution. If you have any questions, please contact our office.

Sincerely,

**Prein&Newhof**



Ryan M. Russell, P.E.

RMR:dlj

Enclosures

## Bid Tabulation Summary

**Bid Date:**

February 9, 2024

**Bid Time (Local):**

10:00AM

**Owner:**

Charter Township of Kalamazoo

**Project Title:**

2024 Non-Motorized Projects

**Project #:**

2230621

Number	Contractor Name	Bid Amount
1st	Nexgen Construction 5776 143rd Ave, Holland, MI 49423	\$307,982.50
2nd	Lopez Concrete Construction 4711 Burchfield Avenue, Lansing, MI 48910	\$318,975.00
3rd	Anlaan Corporation 16750 Lincoln St, Grand Haven, MI 49417	\$446,922.50
4th	Epic Excavating 1351 Briarcliff Dr SE, Grand Rapids, MI 49546	\$493,290.00
5th	Peters Construction 3325 E. Kilgore Road, Kalamazoo, MI 49001	\$512,181.89

**Bid Tabulation**

Owner:		Charter Township of Kalamazoo											
Project Title:		2024 Non-Motorized Projects											
Bid Date & Time:		February 9, 2024 at 10:00 am											
Project #:		2230621											
Item No.	Description	Quantity	Unit	1st		2nd		3rd		4th		5th	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
18	Water Shutoff, Adj Case 2	1	EA	\$200.00	\$200.00	\$200.00	\$200.00	\$350.00	\$350.00	\$600.00	\$600.00	\$412.57	\$412.57
19	Erosion Control, inlet Protection, Fabric Drop	11	EA	\$90.00	\$990.00	\$200.00	\$2,200.00	\$150.00	\$1,650.00	\$250.00	\$2,750.00	\$144.68	\$1,591.48
20	Traffic Control	1	LSUM	\$45,000.00	\$45,000.00	\$16,000.00	\$16,000.00	\$40,000.00	\$40,000.00	\$8,000.00	\$8,000.00	\$116,825.30	\$116,825.30
21	Restoration	1	LSUM	\$6,500.00	\$6,500.00	\$30,000.00	\$30,000.00	\$29,000.00	\$29,000.00	\$25,000.00	\$25,000.00	\$42,347.41	\$42,347.41
<b>Total Bid</b>					\$307,982.50	\$318,975.00	\$446,922.50	\$493,290.00	\$512,181.89				

## **Project Specifications**

---

Charter Township of Kalamazoo

Kalamazoo County, Michigan

### **2024 Non-Motorized Projects**

January 2024

2230621

**Prein&Newhof**

## Advertisement

Owner: Charter Township of Kalamazoo

Project Title: 2024 Non-Motorized Projects

Project #: 2230621

### 1. RECEIPT OF BIDS

Sealed bids for the above project will be received by the Charter Township of Kalamazoo, 1720 Riverview Drive, Kalamazoo, MI 49004 until:

**10:00 am (local time) on Friday, February 9, 2024**

at which time the bids will be publicly opened and read aloud.

### 2. SCOPE OF PROJECT

The project consists of furnishing all material and constructing the following:

- 1,500 FT Path Grading
- 9,500 SFT Sidewalk, Conc, 4 Inch
- 1,100 SFT Sidewalk, Conc, 6 Inch
- 6,500 SFT Sidewalk Ramp, Conc, 6 Inch

Including all necessary appurtenances and restoration.

### 3. EXAMINATION OF SPECIFICATIONS

Contract documents may be examined online at [www.preinnewhof.com/plan-room](http://www.preinnewhof.com/plan-room) or at the offices of:

Charter Township of Kalamazoo, 1720 Riverview Dr., Kalamazoo, MI 49004  
Prein&Newhof, 1707 South Park Street, Ste 200, Kalamazoo, MI 49001  
And some local plan rooms.

### 4. DEPOSIT FOR DRAWINGS AND SPECIFICATIONS

Drawings and specifications are available online at [www.preinnewhof.com/plan-room](http://www.preinnewhof.com/plan-room) or at the Kalamazoo office of Prein&Newhof. Electronic drawings, specifications and bidding documents will be accessible/available only to those Bidders who are active members of the Prein&Newhof Plan Room. Bidder assumes sole risk for any project specifications and drawings, electronic or hard copy, obtained other than directly from Prein&Newhof. Hard copy drawings and specifications are available for the fee of \$60 dollars. Prein&Newhof Plan Room members who want to purchase the hard copy of the drawings only, may do so for \$9 dollars. A \$15 dollar charge will be added to all mailed drawings and/or specifications. Fees are payable by cash or check only and are not refunded.





WNSHIP  
AN  
PAIRS



JO CHARTI  
AZOO COUNTY  
S & SPO

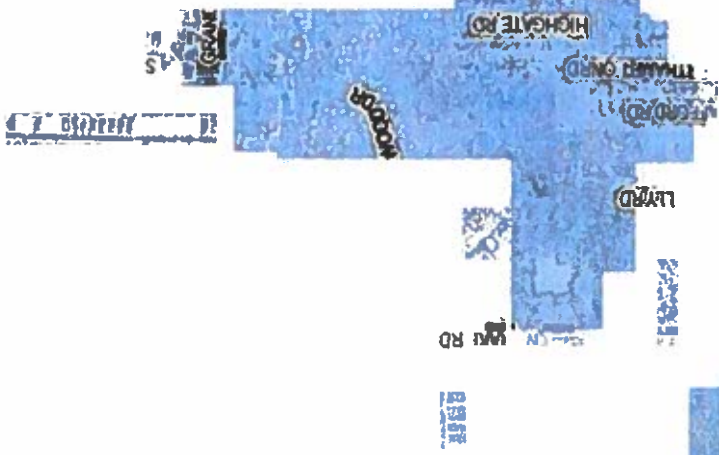
FIGURE 1  
reim&Nen  
Z3057



KALA  
ADA R



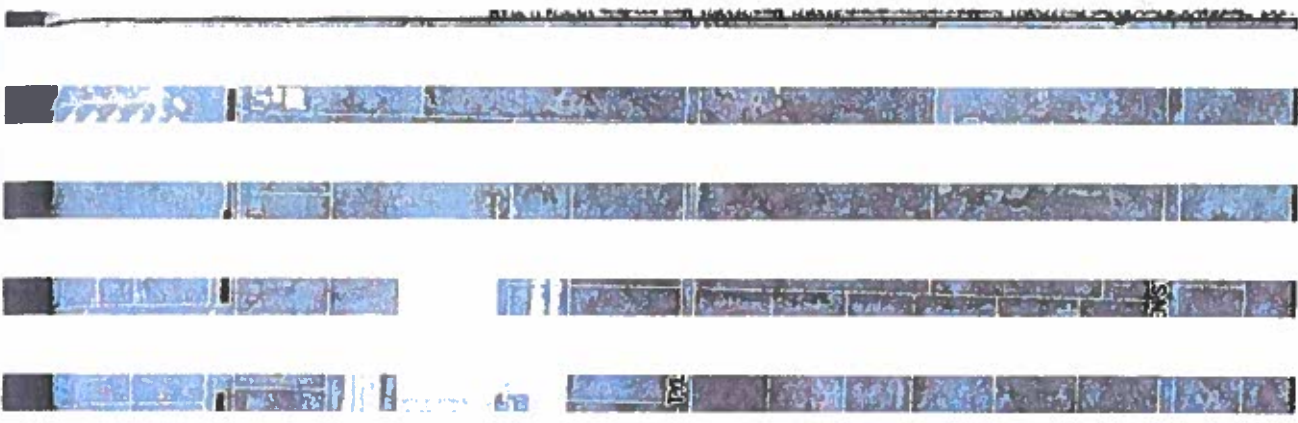
LEGEND  
● Spot Repair  
◆ ADA Ramp



Proj Spec  
Excerpt 3

SCALE: 1" = 1,400'



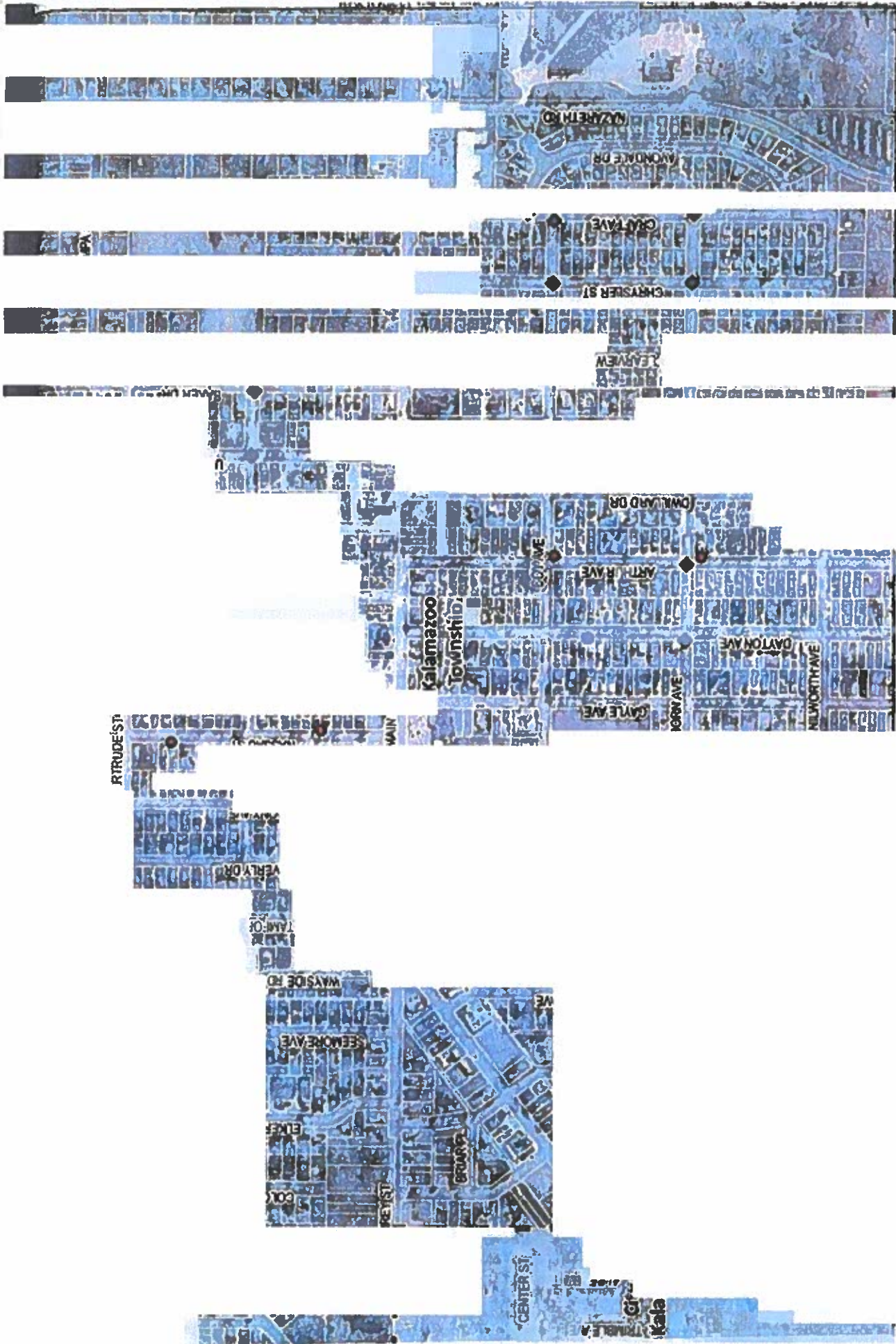


**LEGEND**

- Spot Repair
- ◆ ADA Ramp



SCALE: 1" = 400'



**KALAMAZOO CHARTER TOWNSHIP**  
 KALAMAZOO COUNTY, MICHIGAN  
**ADA RAMPS & SPOT REPAIRS**

FIGURE 3  
 Pretip & Newhof  
 728871

**LEGEND**

- Spot Repair
- ◆ ADA Ramp



SCALE: 1" = 600'

## Exhibit B - Non-motorized Transportation Work Locations

### Spot repairs

#### *Eastwood:*

1. 730 Arthur
2. 930 Arthur
3. North of 918 Clearview
4. 913 Dayton
5. 616 Fenimore
6. 819 Fenimore
7. 1127 Lum
8. 1236 Nassau
9. 1507 Nassau
10. 1032 Washburn
11. 1509 Woodrow

#### *Northwood:*

1. 4113 Taft

#### *Westwood:*

1. Jenks on the east side of Jenks & Grand Pre Park
2. 502 N. Berkley
3. 3910 Devonshire - West/Turwill side
4. 1112 Turwill
5. 1110 Grand Pre
6. 1106 Jenks
7. 1129 Bretton
8. 1214 Bretton
9. 132 S. Arlington

### Sidewalk extensions

1. Seminole between Grand Prairie Rd and Iroquois Trail - See Attached Plans
2. 1742 Grove St to west side of Berkley- North Side
3. Sagebrush, ~270' immediately north of Grand Prairie - West Side of Road
4. Fir Ave - extend existing sidewalk on the north and south side of Fir to Chaparrel's east sidewalk

### Orphaned Corners

#### *Eastwood:*

1. Coy x Clearview St (4)
2. Coy x Chrysler St (4)
3. Coy x Craft Ave (2)
4. Avondale Dr x Craft Ave (2) – immediately south of E. Main St.
5. Dearborn x Wallace Ave (2)
6. Dearborn x Fenimore Ave (4)
7. Dearborn x Cooper Ave (4)
8. Dearborn x Washborn Ave (4)
9. Dearborn x Ira Ave (4)
10. Dearborn x Dayton, Arthur, Clearview, Chrysler, and Craft (18)

#### *Northwood:*

1. Edison St x Glen St (2)
2. Stassen Ave x Glen St (2)
3. Stassen Ave x George St (2)
4. G Ave x George St (2)
5. Waldorf St x Glen St (2)

#### *Westwood:*

1. Croyden x Turwill (6) to connect to Frays Park
2. Croyden x Cherokee (4) to connect to Frays Park
3. Croyden x Mohawk (4) to connect to Frays Park
4. Canterbury x Mohawk (4) to connect to Frays Park
5. Canterbury x Cherokee (4) to connect to Frays Park
6. Canterbury x Turwill (2), NE corner to connect to Frays Park
7. Grace x Mohawk (4)
8. Chapparel St x Fir (4)
9. Chapparel St x Yucca (2)

### Orphaned Corners– If Budget Allows

#### *Eastwood:*

1. Kenilworth x Arthur (4)
2. Kenilworth x Dayton (4)
3. Kenilworth x Lum (1, NE corner)
4. Kenilworth x Ira (4)
5. Kenilworth x Washburn (4)
6. Kenilworth x Cooper (3)
7. Upland x Ann (1)
8. Upland x Gertrude (1)
9. Baker Ave x Ann (1)

#### *Westwood:*

1. Cherokee x Grace (4)
2. Gorham x Olney (2)
3. Gorham x Grace (2)
4. Iroquois x Cherokee (3)
5. Iroquois x Turwill (4)
6. Iroquois x Seminole, SW corner (1). Note the orphan corners at the NE and SE corners will be corrected as part of the Seminole project.



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**

### **JOB DESCRIPTION**

---

Position: TOWNSHIP SUPERINTENDENT  
Department: Administrative  
Reports To: Township Board  
Status: Regular, Full-Time, Exempt- Executive Employment Agreement  
Salary: Depending on Experience  
Creation Date: Approved by Township Board XXX, XX 2024

#### **SUMMARY:**

A contracted employee serving at the pleasure of the Township Board. Serves as Chief Administrative Officer of the Township, implementing the directives and carrying out the policies of the Township Board as recorded in the current version of the Township Policy Manual and other Board resolutions and Board-adopted documents. Directs all internal services. Oversees and performs a variety of research and development activities assigned by the Township Board. Serves as liaison between departments and the Township Board. Prepares related reports and assures proper and efficient administration of all operations areas. Keeps the Township Board informed on Township affairs, making recommendations to the Board, as needed.

#### **ESSENTIAL FUNCTIONS:**

- Ensures that laws and Township ordinances are enforced by coordinating with elected officials, staff and attorneys as needed.
- Attends meetings of the Township Board, takes part in discussion when needed but without the right to vote.
- Attends meetings of the Planning Commission, Zoning Board of Appeals, and any other meeting or meetings, as determined by the Township Board.
- Attends meetings with other units of government, businesses, citizens and interest groups as necessary and/or directed by the Township Board. Reports results of those meetings to Township Board.
- Meets and/or corresponds with citizens interested in Township operations and handles public complaints finding solutions to problems in a timely and courteous manner.
- Serves as the Township's primary liaison with attorneys, engineers, consultants, news media, neighborhood organizations, other communities, and other agencies in a manner that will not infringe upon official responsibility of the Township Board.
- Serves as a member, ex officio, of all committees of the Township Board.

- Sets the organizational culture and continually reviews for operational efficiencies.
- Assumes all duties and responsibilities as Finance Director of the Township, delegating routine tasks to other officers or employees. Prepares and administers the annual budget under policies formulated by the Township Board and keeps said Board fully advised at all times as to the financial condition and needs of the Township. Serves the Township for purposes of the Uniform Budget Act, 1968 PA2, as amended.
- Assumes all duties and responsibilities as Personnel Director of all Township employees, or delegates such duties to other officer or employee which shall include:
  - A. Authority to appoint, evaluate, discipline, and suspend all employees as necessary pursuant to Township personnel rules and regulations. The Deputy Township Clerk and Deputy Township Treasurer, and in those statutory capacities only, shall be appointed and terminated by the respective elected officials.
  - B. Authority to make compensation adjustments within the specific rules, policies, or guidelines established by the Township Board or its designated committee.
  - C. Oversight of Employee Handbook and Township Policy Manual and presents to the Board of Trustees recommended changes and distributes to all employees when adoptions occur.
  - D. Participates in labor negotiations and serves as chief spokesperson for the Township in the settling of labor contracts.
- Prepares the Township Board meeting agenda in conjunction with the Township Supervisor and Township Clerk, including the preparation of background information, packets and agenda items for distribution to Board Members.
- Signs and certifies contracts, reports, warrants and other documents as authorized by the Township Board.
- Oversees the construction, repair, and maintenance of roads, lighting, sidewalks, bridges, pavements, public water and sewer, and of all the public buildings or other property belonging to the Township, as needed.
- Sees that all terms and conditions imposed are in favor of the township or its inhabitants in any public utility franchise, or in any other contract, are faithfully kept and performed.
- Keeps the full Township Board informed of problems, needs and concerns and corrective action recommendations on a timely basis.
- Responsible to the Township Board for the efficient administration of the majority of the Township's Departments with the exception of the statutory duties of the Township Clerk and Township Treasurer.



- Interprets policies and procedures of the Board and employees and act as liaison between the board, employees, and public.
- Oversees the preparation of newsletters, reports, social media presences, press releases, or other communications.
- Conducts all sales or purchases of personal property which the Township Board may authorize to be sold or purchased.
- Act as purchasing agent, on behalf of the Township, within adopted budget policy guidelines and purchasing procedures and limits.
- Prepares and distributes correspondence, notices and resolutions after each meeting as directed by the Board.
- Handle public complaints and seeks solutions, when available, in a timely manner.
- Initiates updates of policies and procedures in accordance with the law.
- Organizes and participates in Township Board strategic planning to establish plans, goals and priorities.
- Shall be familiar and adhere to the Principles of Governance promulgated by the Michigan Townships Association, and the Code of Ethical Conduct currently set forth in Chapter Two of the Township Policy Manual.
- Performs such other duties as may be prescribed or required of him/her by ordinance or direction of the Township Board, or which are not assigned to some other official.

**EDUCATION, EXPERIENCE AND TRAINING:**

Master's degree in Community Development, Public Administration, Business Administration or related field preferred. A Bachelor's degree plus five years of direct experience in Public or Business Administration is required.

Five to eight years of related or progressively more responsible administrative experience in local government or business involving budget preparation, technical report writing, personnel administration, contract negotiations, finance, planning, public speaking, and policy development is required.

These qualifications are guidelines. Other combinations of education and experience, skills and abilities may be considered.

## **KNOWLEDGE, SKILLS AND QUALIFICATIONS:**

- Knowledge of principles and practices of public administration and of relevant economics.
- Knowledge of municipal and/or township organization, methods and practices.
- Knowledge of state and federal laws, ordinances and regulations affecting the operation of local government within the State of Michigan.
- Tact and judgment in dealing with the public, citizen groups and employees.
- Ability to analyze a variety of problems and to plan and carry out projects.
- Ability to provide effective and energetic leadership.
- Ability to speak and write effectively.
- Ability to write and apply for grants.
- Ability to work effectively with others and maintain professional relationships.
- Ability to work effectively with quantitative data, financial reports and statistics.
- Ability to deal effectively with stress, including making decisions during emergency situations.
- Strong customer service orientation.
- A valid driver's license.

The Township Board charged the Policy and Administrative Committee to create a job description and salary range for a new Township Superintendent position. The proposed salary range is \$175,454 to \$210,474. This presumes that the successful candidate has the qualifications and experience to simultaneously fill the three core functions identified in the job description: Superintendent, Finance Director, and Human Resources director. If not, the salary for the superintendent would need to be reduced.



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:** 9C 03112024

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.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9D 03112024

FOR MEETING DATE: March 11, 2024

SUBJECT: Asphalt Sealer

REQUESTING DEPARTMENT: Maintenance Department

SUGGESTED MOTION: Approve the quote for Asphalt repair through TM Asphalt Sealing, LLC

Financing Cost : \$7,824.00

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

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

Submitted by: Supervisor Martin

Recommendation: Approve

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# Proposal

**TM Asphalt Sealing, LLC**  
 Asphalt repair, maintenance and new installation  
 24890 Flach Road  
 Mendon, Michigan 49072  
 (269) 496-7281  
**tmasphalt@yahoo.com**

Submit	Kalamazoo Township	Phone	269-873-3259	Date	2-29-24
Street		Job	John		
City, State, Zip					jvandegiessen@ktwp.org
Approximately 57,519 sq ft <span style="float: right;">1720 Riverview Dr. Township Office</span>					
<ol style="list-style-type: none"> <li>1. Clean lot and cracks</li> <li>2. Fill approx. 3,023 linear ft. of cracks with 3405 hot pour rubber</li> <li>3. Apply 1 coats of Brewer Cote commercial grade sealer with 4% tarmax and sand added. applied by sprayer.</li> <li>4. Restripe</li> </ol>					
<b>Cost = \$7,824.00</b>					
Option: =Apply a 2 <sup>nd</sup> coat of sealer applied by sprayer. ADD \$3,164.00					
(TO BE DONE IN 2 SEGMENT IF NEEDED)					

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:  
 Payment to be made as follows: ON COMPLETION Dollars(\$ \_\_\_\_\_).  
 All work will be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving additional costs will be executed upon verbal or written authorization and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. The client agrees to cover all costs arising from any litigation, should it become necessary. Our workers are fully covered by Workman's Compensation Insurance. All down payments are non-refundable. New pavement is very tender for a period of months after installation. It will be very susceptible to power steering twists and tire indentations, especially during hot, day-time hours. Caution should be taken to avoid sharp turning or turning wheels while not moving. Small objects, with any weight, placed on new pavement will tend to sink into the asphalt, i.e., kick-stands, ladders and grills, Please avoid these situations. Any lawn restoration is the responsibility of owner unless otherwise specified. Resurfacing over existing asphalt or concrete that have cracks will result in reflective cracking in new surface. If gravel base is found to be insufficient, there will be an additional cost to be negotiated with owner.

Note: This proposal may be withdrawn by us if not accepted within 20 days Authorized Signature TERRY MOYER

NOTE: As liquid asphalt costs are subject to change, any cost increases or decreases will be determined by the differential in invoiced cost of materials from the supplier from date of bid to date of installation.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_  
Signature \_\_\_\_\_

Terms: Net 30 days, unless otherwise specified, 1 1/2 % monthly service charge will be assessed on all accounts past due.  
 TMs Asphalt Sealing is not responsible for flaking of sealer caused by certain types of tree sap and water puddling areas.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO: 9E 03112024**

FOR MEETING DATE: March 11, 2024

SUBJECT: MSHDA - Housing Readiness Grant

REQUESTING DEPARTMENT: Planning/Zoning

SUGGESTED MOTION: Requesting approval from the Township Board to authorize the grant funding, secured from MSHDA (Michigan State Housing Development Authority), to assist with the adoption of land use policies, zoning text amendments, and similar actions to encourage increasing housing supply and affordability. Please see the attached supplemental memorandum.

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

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

Other comments or notes:

Submitted by: K. Mucha – Township Planning/Zoning

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.

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**MCKENNA**

March 5, 2024

Don Martin  
Township Supervisor  
Kalamazoo Charter Township  
1720 Riverview Drive Kalamazoo, MI 49004

**Subject: Michigan State Housing Development Authority – Housing Readiness Incentive Grant**

Dear Supervisor Martin,

On behalf of the Township, McKenna has secured a Housing Readiness Incentive Grant in the amount of \$20,000! This grant program aids municipalities in covering costs associated with the “*adoption of land use policies, master plan updates, zoning text amendments, and similar actions to encourage increasing housing supply and affordability*” (MSHDA).

In order to effectively and efficiently utilize the full extent of this grant, we propose the following work plan as it relates to the aforementioned items that are eligible activities through MSHDA:

**ZONING TEXT AMENDMENTS (\$14,000)**

Zoning can be one barrier to housing supply due to outdated or even antiquated land use policies. While we understand that the Township Zoning Ordinance was last amended in 2021, there are provisions within the current ordinance that can be modified to offer greater flexibility in design criteria and land development regulations. Such modifications could include, but are not limited to the following topics:

- i. Schedule of Regulations:
  - a. Minimum Lot Sizes
  - b. Setbacks Requirements
  - c. Minimum Floor Area
- ii. Economy Homes
- iii. Bungalow Courts
- iv. Accessory Dwelling Units (ADUs)
- v. Townhouses/Row Houses
- vi. Emphasis on Aging In Place
- vii. Single Family to Two-Family Dwelling Unit Conversion
- viii. Expanded Mixed-Use
  - a. Residential above Commercial

Such modifications to the types of housing within the Township will also be compliant with the Michigan Economic Development Corporation’s (MEDC) Redevelopment Ready Communities (RRC) program. This program, should the Township seek to pursue certification at a later date, offers additional funding opportunities to communities across the State of Michigan. While the focus of the zoning text amendments will be on housing, other items, such as parking, green infrastructure, and development requirements, will also be reviewed to ensure cross-compliance.





In addition to the housing focus, the McKenna team will redesign the Zoning Ordinance to make it more user-friendly and informative by including graphics, tables, charts, clear definitions, and other formatting adjustments.

### **CORRIDOR IMPROVEMENT AUTHORITY (\$1,500)**

In order to assist with housing supply and affordability, McKenna will review the process to establish a Corridor Improvement Authority (CIA) under Public Act 57 of 2018, in order to promote both commercial reinvestment and housing expansion within the Township. McKenna will provide a synopsis of the requirements for the creation of a Corridor Improvement Authority and our findings of whether the Township could meet the applicable requirements. This synopsis will also showcase the perceived strengths and weaknesses to the creation of such an authority.

As an additional comparison, McKenna will provide an overview regarding the creation of a Downtown Development Authority (DDA) as compared to a Corridor Improvement Authority. We will highlight the perceived strengths and weaknesses of a DDA as well.

### **STRATEGIC REZONING STUDY (\$1,500)**

To promote an increase in housing supply and affordability, McKenna will conduct an analysis of the current zoning classification system within the Township. This analysis will review areas of the Township that may be better suited for rezonings to promote and incentivize housing expansion and development. This will not be a rezoning process; McKenna will provide a synopsis of our findings and make recommendations that are not only supported by the Township's Master Plan but also by land use/development patterns.

The Township's Master Plan will be the basis for any recommendations that may arise from this strategic rezoning study. Areas within the Township that are classified for higher-density residential will be the principal focus.

### **REDEVELOPMENT READY COMMUNITY – RRC - CERTIFICATION (\$3,000)**

The Michigan Economic Development Corporation (MEDC) offers a certification program known as the Redevelopment Ready Communities (RRC). The RRC Certified communities offer a transparent, predictable, and efficient development experience. Further, the RRC program attracts and retains businesses, offers superior customer service and have streamlined development approval process making pertinent information available for anyone to view (see MEDC RRC for further information).

Once a community becomes RRC Certified, the Redevelopment Service Team “will be available to assist communities in identifying, packaging, and marking priority redevelopment sites that can help communities implement their vision”. Additionally, becoming RRC Certified may increase funding and grant eligibility through the MEDC. As outlined previously, the modifications that McKenna proposes will be in-line with RRC Best Practices already; taking the official step to becoming RRC Certified will showcase the Township of Kalamazoo as a community that welcomes economic development.



Please let us know if you have any questions. Our team is available to start immediately upon receiving a signed copy of this agreement. Thank you.

Respectfully submitted,

**McKENNA**

*Danielle Bouchard*

Danielle Bouchard, AICP  
Principal Planner/Township Planner

*K. Mucha*

Kyle Mucha, AICP  
Senior Planner/Zoning Administrator

**AUTHORIZATION TO PROCEED**

**TOWNSHIP OF KALAMAZOO, MICHIGAN**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)



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**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.

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**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**  
**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 4**  
**REPEAL**

Conflicting Ordinance provisions are repealed.

**SECTION 5**  
**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)

Ord. No. 350- LITTER Effective: May 11, 1987

An Ordinance to protect the public health, safety and general welfare of persons and property within Kalamazoo Charter Township through the regulation, control and prohibition of the depositing of rubbish, waste, litter, and debris upon public and private property within the Township; to provide penalties for the violation thereof and to repeal any ordinances or parts of ordinances in conflict therewith.

THE CHARTER TOWNSHIP OF KALAMAZOO, KALAMAZOO COUNTY, MICHIGAN ORDAINS:

**350.01 - Title.**

This Ordinance shall be known and cited as the Kalamazoo Charter Township Litter Ordinance.

**350.02 - Definitions.**

Litter as used in this Ordinance means all garbage, scrap and waste materials including rags, cartons, paper, cans, bottles, used lumber, boxes, wooden skids or pallets or parts therefrom (excluding those stored and used in connection with an industrial or commercial operation on the site), inoperable and discarded appliances and equipment, cut or broken tree branches, and broken or discarded plaster, concrete, or brick building materials.

**350.03 - Regulations.**

- a. It shall be unlawful for any person, without the consent of the public authority having supervision of public property or the owner of private property, to dump, deposit, place, throw or leave, or cause or permit the dumping, depositing, placing, throwing, or leaving of litter or any other materials on any public or private property or waters within the Charter Township of Kalamazoo other than property designated and set aside for such purposes. The phrase "public or private property or waters" includes, but is not limited to, the right-of-way of any road or highway, any body of water or water course, or the shores or beaches thereof, and including the ice above such waters; any park, playground, building, refuge, or conservation or recreation area; and any residential, commercial, industrial, or farm properties or vacant or unimproved lands.
- b. It shall be unlawful for any person to aid, assist, or abet another to violate any of the provisions of the within Ordinance.
- c. The owner or occupant of any building or premises within the Charter Township shall not permit or cause the outdoor storage of litter on such premises, subject to the following exceptions:
  - (1) Such litter is temporarily stored outdoors for not more than 14 days or for longer than any period which would cause the same to be odoriferous or a breeding place of insects or rodents, whichever is the lesser period.
  - (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 monthly public litter collection by the Charter Township or its licensed agents.
  - (3) Logs, branches, or other scrap wood may be neatly stacked outdoors on an occupied premises, provided such storage (1) does not exceed 640 cubic feet in area; (2) is not located within any required building setback areas as specified in the Kalamazoo Charter Township Zoning Ordinance; and (3) complies with all applicable "Fire Codes" and other ordinance requirements. The limitation of 640 cubic feet shall

not apply to logs, branches, or other scrap wood stored and used in connection with a lawful industrial, commercial or agricultural operation on the site.

(4) Such litter is located in a duly licensed and properly zoned junk yard, salvage yard, or landfill where such uses or operations are legally authorized under the Kalamazoo Charter Township Zoning Ordinance.

(5) A special permit is first obtained therefor for a period of not to exceed 45 days from the Supervisor of Kalamazoo Charter Township or such other officer or official as the Township Board may designate to be granted only in special hardship cases beyond the control of the applicant, where special or peculiar circumstances exist, where no adjoining property owner is adversely affected thereby and where the spirit and purpose of these regulations are still observed. A special permit granted hereunder may be renewed for not more than one additional 45-day period upon a showing of due diligence and continued satisfaction of the criteria set forth above for the issuance of the initial permit.

(Ord. No. 375, 8-6-89)

**350.04 - Sanctions.**

Any person, firm, association, partnership, corporation or governmental entity who violates any of the provisions of this Ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by a civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
1st Offense within 3-year period*	\$75.00	\$500.00
2nd Offense within 3-year period*	\$150.00	\$500.00
3rd Offense within 3-year period*	\$325.00	\$500.00
4th or More Offense within 3-year period*	\$500.00	\$500.00

\* Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which Kalamazoo Charter Township has been put in connection with the municipal civil infraction. In no case, however, shall costs of less than \$9.00 nor more than \$500.00 be ordered. In addition, the Township shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation exists shall constitute a separate offense.

(Ord. No. 427, 10-24-94)

**350.05 - Validity.**

Should any section, clause, or provision of this Ordinance be declared by the courts to be invalid, the same shall not affect the validity of this Ordinance as a whole or any part thereof other than the part or portion thereof so declared to be invalid.

**350.06 - Repeal.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**350.07 - Effective date.**

This Ordinance shall take *effect* on May 11, 1987.



Ord. No. 350- LITTER Effective: May 11, 1987

An Ordinance to protect the public health, safety and general welfare of persons and property within Kalamazoo Charter Township through the regulation, control and prohibition of the depositing of rubbish, waste, litter, and debris upon public and private property within the Township; to provide penalties for the violation thereof and to repeal any ordinances or parts of ordinances in conflict therewith.

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**350.01 - Title.**

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**350.03 - Regulations.**

- a. It shall be unlawful for any person, without the consent of the public authority having supervision of public property or the owner of private property, to dump, deposit, place, throw or leave, or cause or permit the dumping, depositing, placing, throwing, or leaving of litter or any other materials on any public or private property or waters within the Charter Township of Kalamazoo other than property designated and set aside for such purposes. The phrase "public or private property or waters" includes, but is not limited to, the right-of-way of any road or highway, any body of water or water course, or the shores or beaches thereof, and including the ice above such waters; any park, playground, building, refuge, or conservation or recreation area; and any residential, commercial, industrial, or farm properties or vacant or unimproved lands.
- b. It shall be unlawful for any person to aid, assist, or abet another to violate any of the provisions of the within Ordinance.
- c. The owner or occupant of any building or premises within the Charter Township shall not permit or cause the outdoor storage of litter on such premises, subject to the following exceptions:
  - (1) Such litter is temporarily stored outdoors for not more than 14 days or for longer than any period which would cause the same to be odoriferous or a breeding place of insects or rodents, whichever is the lesser period.
  - (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 monthly public litter collection by the Charter Township or its licensed agents.
  - (3) Logs, branches, or other scrap wood may be neatly stacked outdoors on an occupied premises, provided such storage (1) does not exceed 640 cubic feet in area; (2) is not located within any required building setback areas as specified in the Kalamazoo Charter Township Zoning Ordinance; and (3) complies with all applicable "Fire Codes" and other ordinance requirements. The limitation of 640 cubic feet shall

not apply to logs, branches, or other scrap wood stored and used in connection with a lawful industrial, commercial or agricultural operation on the site.

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(5) A special permit is first obtained therefor for a period of not to exceed 45 days from the Supervisor of Kalamazoo Charter Township or such other officer or official as the Township Board may designate to be granted only in special hardship cases beyond the control of the applicant, where special or peculiar circumstances exist, where no adjoining property owner is adversely affected thereby and where the spirit and purpose of these regulations are still observed. A special permit granted hereunder may be renewed for not more than one additional 45-day period upon a showing of due diligence and continued satisfaction of the criteria set forth above for the issuance of the initial permit.

(Ord. No. 375, 8-6-89)

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3rd Offense within 3-year period*	\$325.00	\$500.00
4th or More Offense within 3-year period*	\$500.00	\$500.00

\* Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which Kalamazoo Charter Township has been put in connection with the municipal civil infraction. In no case, however, shall costs of less than \$9.00 nor more than \$500.00 be ordered. In addition, the Township shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation exists shall constitute a separate offense.

(Ord. No. 427, 10-24-94)

**350.05 - Validity.**

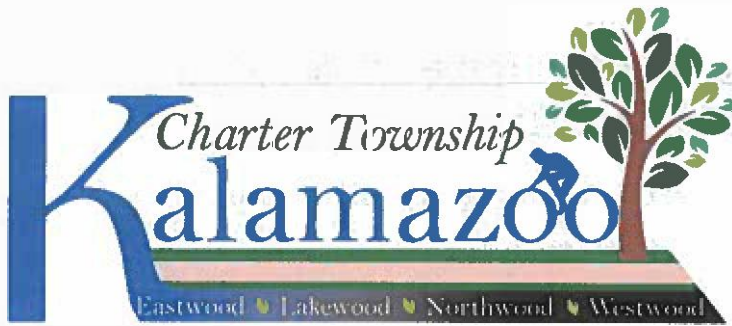
Should any section, clause, or provision of this Ordinance be declared by the courts to be invalid, the same shall not affect the validity of this Ordinance as a whole or any part thereof other than the part or portion thereof so declared to be invalid.

**350.06 - Repeal.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**350.07 - Effective date.**

This Ordinance shall take *effect* on May 11, 1987.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9G 03112024

**FOR MEETING DATE:** March 11, 2024

**SUBJECT:** Approve request to reinstate Township Newsletter

**DEPARTMENT:** Trustee Glass

**SUGGESTED MOTION:** Approve Trustee Glass to reinstate a Township Newsletter in collaboration with department heads and board members until this task is delegated by next permanent manager or superintendent to township staff.

**Financing Cost:** 0

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

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

**Other comments or notes:**

**Submitted by:** Ashley Glass, Trustee

**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.

Dear Colleagues,

In the absence of a staff member being delegated this task in the Township, I would like to take on the responsibility of constructing a monthly Township newsletter in collaboration with all of you and township staff and community members. We could push this out via email, social media, and our township website. I would like to prepare our first one to go out at the end of this month.

Here is my strategy:

March 18 – provide a draft to all of you for input and revisions.

March 25 – Launch Newsletter

Follow this timeline for all subsequent months until these duties are delegated to a staff member by permanent township manager or superintendent.

Here is a potential construction:

### **Township Newsletter Outline:**

#### **1. Introduction**

- **Greeting:** Welcome residents to the newsletter.
- **Brief Overview:** Introduce the purpose of the newsletter and highlight key topics covered.

#### **2. Township Updates**

- **Recent Events:** Recap any recent events or happenings in the township.
- **Important Announcements:** Share any important announcements or news relevant to residents.
  - Road and Infrastructure Updates
  - Open positions and opportunities in the township
  - Deadlines
  - Department updates
- **Committee Updates:** Provide updates on ongoing projects or initiatives within the township.
- Provide information regarding upcoming meeting dates and contacts for particular topics.

#### **3. Community Spotlight**

- **Resident Features:** Highlight notable residents or community members and their contributions to the township.
- **Business Spotlight:** Showcase local businesses and their services or promotions.
- **Volunteer Opportunities:** Share opportunities for residents to get involved in community events or initiatives.

#### **4. Parks and Recreation**

- **Park Updates:** Provide updates on park maintenance, renovations, or upcoming events.
- **Trail and Green Space Updates:** Share information on trail expansions, improvements, or conservation efforts as relevant and as they arise.

#### **5. Public Safety**

- **Safety Tips:** Provide tips and resources for residents to stay safe in their homes and neighborhoods.
- **Emergency Preparedness:** Share information on emergency preparedness plans and resources available to residents.
- **Crime Prevention:** Offer advice on crime prevention strategies and ways residents can work together to keep the community safe.

#### **6. Environmental Initiatives**

- **Sustainability Tips:** Share tips for residents to reduce their environmental footprint and promote sustainability.
- **Recycling Updates:** Provide updates on recycling programs, events, or changes to recycling guidelines.
- **Environmental Education:** Highlight educational opportunities or workshops focused on environmental conservation.

#### **7. Community Events**

- **Upcoming Events:** List upcoming community events, festivals, or activities happening in the township.
- **Event Recaps:** Recap past events with photos and highlights to engage residents and encourage participation in future events.

#### **8. Resources and Contacts**

- **Important Contacts:** Provide contact information for township departments, services, and officials.
- **Useful Resources:** Share links to useful resources such as township websites, community calendars, and online services.
- **Feedback:** Encourage residents to provide feedback, suggestions, or topics they would like to see covered in future newsletters.

#### **9. Conclusion**

- **Thank You:** Thank residents for reading the newsletter and staying informed about township news and events.
- **Call to Action:** Encourage residents to get involved in the community and stay connected through township events and initiatives. Include an encouragement to share this newsletter and encourage more residents to sign up by contacting me directly to be added to the email list.

## **10. Other visual considerations**

- Incorporate visuals such as photographs, graphics, or illustrations to enhance readability and engagement.
- Use consistent branding and formatting to maintain a professional and cohesive look throughout the newsletter.
- Include headers, subheadings, and bullet points to break up text and improve readability.

Thank you for consideration.

Ashley

Ashley Glass

Trustee, Charter Township of Kalamazoo



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9H 03112024

**FOR MEETING DATE:** March 11, 2024

**SUBJECT:** Approve request to for Policy and Administration Committee to immediately seek qualified and competent interim township manager while searching for permanent township superintendent or manager.

**DEPARTMENT:** Trustee Glass

**SUGGESTED MOTION:** Approve request for PAC to immediately seek qualified and competent interim manager while conducting a fair and transparent search for next permanent manager. PAC should seek recommendations from board and community and submit a recommendation for interim manager no later than April 8, 2024 Work Session for full board approval.

**Financing Cost:** 0  
**Source:** General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

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

**Other comments or notes:**

**Submitted by:** Ashley Glass, Trustee

**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.



**Interim Position Overview:** Kalamazoo Township, nestled in the heart of Michigan, is seeking an experienced and dynamic leader to serve as Interim Township Manager. As the Interim Township Manager, you will step into the role of chief executive officer, providing visionary leadership and strategic direction until a permanent Township Superintendent is appointed. Reporting directly to the Township Board of Trustees, you will play a crucial role in maintaining stability and ensuring the effective administration of township affairs during this transitional period.

In this interim capacity, you will oversee all township operations, including budget management, personnel administration, strategic planning, and policy implementation. Acting as a liaison between Township Staff, the Board of Trustees, and the wider community, you will foster open communication, transparency, and accountability in all township matters.

Collaboration will be central to your work as you partner with the Township Board and Committees to continue developing thoughtful and effective township plans and policies that reflect the needs and aspirations of our diverse community. Providing leadership and support to Township Staff, you will uphold an inclusive and supportive organizational culture that encourages professional growth and excellence.

Your responsibilities will also include regular engagement with neighborhood associations, businesses, and community partners to ensure that township initiatives and programs remain responsive to the needs of our residents. Additionally, you will oversee the timely review, revision, and implementation of township audits, budget materials, laws, contracts, ordinances, and policies to maintain governance standards and accountability.

This interim position presents an opportunity to contribute positively to our community during a period of transition. If you are a seasoned leader with a passion for public service and a commitment to excellence, we invite you to apply for the role of Interim Township Manager and join us in guiding Kalamazoo Township through this interim period.

#### Major Duties:

- Act as a liaison between Township Staff, the Board of Trustees, and the community, facilitating communication and collaboration.
- Provide leadership and direction for Township Staff in strategic planning and policy implementation to maintain consistency and alignment with Township goals.
- Collaborate with the Township Board and Committees to continue developing thoughtful and effective township plans and policies.
- Supervise all department heads and keep Township board members informed of significant issues across departments.
- Represent the Township office as an ex officio member of township committees, fostering partnerships and collaboration.
- Provide leadership for Township operations, maintaining an inclusive and supportive organizational culture for employees.
- Facilitate regular, thoughtful reviews of township staff following best practices in human resources.
- Regularly communicate with neighborhood associations, businesses, and community partners to ensure township responsiveness to community needs.
- Facilitate regular professional development opportunities for township staff to enhance skills and capabilities.
- Ensure township website and communication channels are effective, updated, and consistent.
- Maintain timely review, revision, and implementation of township laws, contracts, ordinances, and policies.
- Perform other duties as requested by the Township Board.

**Minimum Qualifications:**

- Bachelor's degree or higher.
- Experience with budget management and project management.
- Exceptional oral and written communication, and organizational skills.
- Previous experience with personnel management and human resources issues.

**Desired Qualifications:**

- Master's degree in a relevant field such as public administration, public policy, political science, business administration, urban planning, or similar.
- Demonstrated record of significant leadership in public service.
- Previous administrative experience, especially in strategic planning, budgeting, and policy implementation.
- Skill in leading change and consensus building.
- Experience and skill in cultivating partnerships and collaborations with individuals, groups, and external funding sources.
- Commitment to multicultural competency or diversity, equity, and inclusion.

**Application Process:** Interested candidates should submit a cover letter, resume/CV, educational transcripts, and contact information for three professional references to the Township Clerk at [clerk@ktwp.org](mailto:clerk@ktwp.org)

Nominations and Applications are encouraged to be submitted as soon as possible as interim position will be open until filled.

Kalamazoo Township is an equal opportunity employer committed to diversity, equity, and inclusion in the workplace.

**Posted Salary Range:** \$95K- \$125K Annually depending qualifications and experience prorated through contract for length of time of service. This is a contracted position with an opportunity to apply for permanent position through full process.

**Application Materials Required:**

- Resume or Curriculum Vitae (CV)
- Cover Letter
- Professional References
- Educational Transcripts

**Work Samples or Portfolio (Suggested):** Candidates are encouraged to provide work samples or a portfolio showcasing relevant projects, reports, presentations, or other work products that demonstrate their skills and accomplishments in areas such as strategic planning, budgeting, policy development, or community engagement.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 91 03112024

**FOR MEETING DATE:** March 11, 2024

**SUBJECT:** Approve permanent superintendent job description, public posting, rubric, and interview process as recommended in attached documentation.

**DEPARTMENT:** Trustee Glass

**SUGGESTED MOTION:** Approve comprehensive job description, salary range, public job posting,, rubric, process timeline, feedback process, and formation of stakeholder groups with facilitation to be carried out by Trustee Glass in consultation and collaboration with the PAC.

**Financing Cost:** 0  
**Source:**      General Fund      Grant      Other

**Are these funds currently budgeted?** Yes             No       

**Other comments or notes:**

**Submitted by:** Ashley Glass, Trustee

**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.

**Permanent Superintendent Position Overview:** Kalamazoo Township, nestled in the heart of Michigan, seeks a dynamic and experienced leader to serve as Township Superintendent.

As Township Superintendent of Kalamazoo Township, you will serve as the chief executive officer, providing visionary leadership and strategic direction to ensure the effective administration of township affairs. Reporting directly to the Township Board of Trustees, you will play a pivotal role in shaping the future of our community and fostering collaboration among Township Staff, the Board of Trustees, and the wider community.

In this dynamic role, you will be responsible for overseeing all township operations, including budget management, personnel administration, strategic planning, and policy implementation. You will serve as a liaison between Township Staff and the Board of Trustees, ensuring open communication, transparency, and accountability in all township matters.

Collaboration will be at the heart of your work as you partner with the Township Board and Committees to develop thoughtful and effective township plans and policies that reflect the needs and aspirations of our diverse community. You will provide leadership and support to Township Staff, creating an inclusive and supportive organizational culture that fosters professional growth and excellence.

Your role as Township Superintendent will also involve regular engagement with neighborhood associations, businesses, and community partners to ensure that township initiatives and programs are responsive to the needs of our residents. Additionally, you will oversee the timely review, revision, and implementation of township audits, budget materials, laws, contracts, ordinances, and policies to uphold the highest standards of governance and accountability.

This is an exciting opportunity to lead positive change and make a meaningful impact on the lives of our residents. If you are a visionary leader with a passion for public service and a commitment to excellence, we encourage you to apply for the position of Township Superintendent and join us in shaping the future of Kalamazoo Township.

**Major Duties:**

- Serve as a liaison between Township Staff, the Board of Trustees, and the community, facilitating communication and collaboration.
- Provide leadership and direction for Township Staff in strategic planning and policy implementation, ensuring consistency and alignment with Township goals.
- Collaborate with the Township Board and Committees to develop thoughtful and effective township plans and policies.
- Supervise all department heads, keeping Township board members informed of significant issues across departments.
- Represent the Township office as an ex officio member of township committees, fostering partnerships and collaboration.
- Provide leadership for Township operations, creating an inclusive and supportive organizational culture for employees.
- Facilitate regular, thoughtful reviews of township staff following best practices in human resources.
- Regularly communicate with neighborhood associations, businesses, and community partners to ensure township responsiveness to community needs.
- Facilitate regular professional development opportunities for township staff to enhance skills and capabilities.
- Ensure township website and communication channels are effective, updated, and consistent.
- Maintain timely review, revision, and implementation of township laws, contracts, ordinances, and policies.
- Perform other duties as requested by the Township Board.

### **Minimum Qualifications:**

- Bachelor's degree or higher.
- Experience with budget management and project management.
- Exceptional oral and written communication, and organizational skills.
- Previous experience with personnel management and human resources issues.

### **Desired Qualifications:**

- Master's degree in a relevant field such as public administration, public policy, political science, business administration, urban planning, or similar.
- Demonstrated record of significant leadership in public service.
- Previous administrative experience, especially in strategic planning, budgeting, and policy implementation.
- Skill in leading change and consensus building.
- Experience and skill in cultivating partnerships and collaborations with individuals, groups, and external funding sources.
- Commitment to multicultural competency or diversity, equity, and inclusion.

**Application Process:** Interested candidates should submit a cover letter, resume/CV, educational transcripts, and contact information for three professional references to the Township Clerk at [clerk@ktwp.org](mailto:clerk@ktwp.org)

- Applicants are encouraged to apply by June 30, 2024 for full consideration.
- Kalamazoo Township is an equal opportunity employer committed to diversity, equity, and inclusion in the workplace.
- Posted Salary Range: \$95K - \$125K Annually depending qualifications and experience. Contracted position with an opportunity for renewal after 4 years.

Applicants will remain anonymous until agreeing to an interview for the position. Only final candidates will be advertised upon agreeing to interview and once the public meet and greet is scheduled.

### **Application Materials Required:**

- **Resume or Curriculum Vitae (CV):** A detailed summary of the candidate's education, work experience, skills, and accomplishments relevant to the position. The resume/CV should highlight leadership roles, administrative experience, and any specialized training or certifications.
- **Cover Letter:** A personalized letter in which the candidate introduces themselves, expresses their interest in the position, and outlines how their skills and experiences align with the requirements and responsibilities of the township superintendent role. The cover letter provides insight into the candidate's communication skills, motivation, and fit for the position.
- **Professional References:** Contact information for individuals who can attest to the candidate's qualifications, work ethic, and performance in previous roles. These references may include current or former supervisors, colleagues, or other professional contacts who can provide insights into the candidate's capabilities and character.
- **Educational Transcripts:** Official transcripts documenting the candidate's academic qualifications, including degrees earned, coursework completed, and any relevant certifications or licenses. Educational transcripts help verify the candidate's educational background and ensure they meet any minimum educational requirements for the position.

**Work Samples or Portfolio (Optional):** Candidates are encouraged provide work samples or a portfolio showcasing relevant projects, reports, presentations, or other work products that demonstrate their skills and accomplishments in areas such as strategic planning, budgeting, policy development, or community engagement.

## Timeline for Process for selecting permanent position:

- March 25 – bring description, salary range, rubric, hiring committee membership, recruitment plan, interview/selection process, and timeline to board for review, discussion approval.
- April 1 – Job posting is up on all platforms and board members are actively reaching out to community members or potential candidates encouraging them to apply.
- June 30 – Priority deadline for applications
- July 8– 12 The Committee reviews applications and determines viable applicants based on minimum qualifications and submission of all required materials
- July 22 –PAC updates board on candidates selected for interview process
- Week of July 29 – August 1 (**strategy**) a series of interviews will be conducted which should include an interview session for each candidate with the following groups. Ideally, you will have each candidate plan for a full day at the Township for touring the township and interviewing with the following stakeholder groups. The fourth opportunity is in lieu of a public presentation – instead providing an open-house style opportunity for community members to come to township hall and meet and informally converse with each candidate. Interview groups 1-3 will be supplied a copy of the rubric, and the first three groups will decide upon a set of uniform questions prior to selection of final candidates to ask each candidate. All stakeholder groups will be supplied with a paper feedback form or a link to provide feedback. The PAC will then take all feedback into their final discussion to consider for making their final recommendations to the BoT.
  1. Policy and Administration Committee
  2. Township Administrative Staff
  3. A committee that includes at least two township board members not on the PAC and at least two community members
  4. Open House with candidate
- August 5 - All public feedback forms and interview groups submit their interview notes/question-response materials/and rubrics to the PAC no later than 9 am
- Week of August 5-9 –PAC meets to discuss all materials and feedback to determine recommendations for the 7:30 pm meeting on August 12
- August 12 –PAC brings final recommendation to Township Board regarding candidates

**Position: Township Superintendent**

**Applicant Name** \_\_\_\_\_

**Review application materials and circle the appropriate rating.**

Minimum Qualifications	Basic	Intermediate	Excellent
<p><b>Education and Qualifications</b></p>	<p>Holds at least a Bachelor's degree in a relevant field.</p> <p>Has some experience in leadership.</p> <p>Demonstrates a foundational understanding of administrative principles.</p> <p>(1 point)</p>	<p>Holds a bachelor's or advanced degree in Public Administration, Education, or a related field.</p> <p>Has accumulated several years of experience in leadership roles indicating a strong educational foundation and professional qualifications.</p> <p>(2 points)</p>	<p>Holds an advanced degree, such as a Master's or Doctorate, in Public Administration, Education, or a related field.</p> <p>Demonstrates a proven track record of successful leadership in senior administrative positions, showcasing significant expertise and accomplishments.</p> <p>(3 points)</p>
<p><b>Leadership and Administration</b></p>	<p>Demonstrates basic ability to supervise departments, conduct staff meetings, and administer township policies.</p> <p>(1 point)</p>	<p>Exhibits proficiency in effectively supervising departments, coordinating activities, and administering policies.</p> <p>(2 points)</p>	<p>Shows advanced competency in leadership, efficiently administering all township departments, and regularly communicating with the Township Board.</p> <p>(3 points)</p>
<p><b>Financial Management and Budgeting</b></p>	<p>Shows basic understanding of budget preparation and administration, with some ability to keep the Township Board informed about financial matters.</p> <p>(1 point)</p>	<p>Demonstrates proficiency in preparing and administering budgets according to policies, and effectively communicates financial needs to the Township Board.</p> <p>(2 points)</p>	<p>Displays advanced skills in financial management, effectively preparing and administering budgets, and providing strategic financial advice to the Township Board.</p> <p>(3 points)</p>
<p><b>Communication and Public Relations</b></p>	<p>Demonstrates basic ability to handle public complaints, correspond with citizens, and prepare meeting agendas.</p> <p>(1 point)</p>	<p>Exhibits proficiency in communication, effectively addressing public concerns, and preparing meeting agendas with supervision.</p> <p>(2 points)</p>	<p>Shows advanced competency in communication, handling public relations, and independently preparing meeting agendas and background information.</p> <p>(3 points)</p>



<b>Policy Development and Implementation</b>	Shows basic understanding of policy development and review processes, with some ability to make recommendations to the Township Board.  (1 point)	Demonstrates proficiency in policy development, effectively making recommendations to the Township Board, and reviewing ordinances and contracts.  (2 points)	Displays advanced skills in policy development and review, providing strategic guidance to the Township Board, and ensuring effective implementation of policies.  (3 points)
<b>Strategic Planning and Project Management</b>	Understands basic strategic planning concepts and follows established project management processes with guidance, contributing to plans and projects under supervision.  (1 point)	Proficient in contributing to the development of comprehensive strategic plans and leading small to medium-sized projects independently, including goal identification, planning, resource allocation, and progress monitoring.  (2 points)	Demonstrates advanced competency in developing and implementing long-term strategic plans aligned with organizational goals, and successfully leads large-scale projects from initiation to completion, employing strategic decision-making, risk management, and stakeholder engagement.  (3 points)

**Major duties as listed in the official position description:**

- Serve as a liaison between Township Staff, the Board of Trustees, and the community, facilitating communication and collaboration.
- Provide leadership and direction for Township Staff in strategic planning and policy implementation, ensuring consistency and alignment with Township goals.
- Collaborate with the Township Board and Committees to develop thoughtful and effective township plans and policies.
- Supervise all department heads, keeping Township board members informed of significant issues across departments.
- Represent the Township office as an ex officio member of township committees, fostering partnerships and collaboration.
- Provide leadership for Township operations, creating an inclusive and supportive organizational culture for employees.
- Facilitate regular, thoughtful reviews of township staff following best practices in human resources.
- Regularly communicate with neighborhood associations, businesses, and community partners to ensure township responsiveness to community needs.
- Facilitate regular professional development opportunities for township staff to enhance skills and capabilities.
- Ensure township website and communication channels are effective, updated, and consistent.
- Maintain timely review, revision, and implementation of township laws, contracts, ordinances, and policies.
- Perform other duties as requested by the Township Board.

**Minimum Qualifications:**

- Bachelor's degree or higher.
- Experience with budget management and project management.
- Exceptional oral and written communication, and organizational skills.
- Previous experience with personnel management and human resources issues.

**Desired Qualifications:**

- Master's degree in a relevant field such as public administration, public policy, political science, business administration, urban planning, or similar.
- Demonstrated record of significant leadership in public service.
- Previous administrative experience, especially in strategic planning, budgeting, and policy implementation.
- Skill in leading change and consensus building.
- Experience and skill in cultivating partnerships and collaborations with individuals, groups, and external funding sources.
- Commitment to multicultural competency or diversity, equity, and inclusion.

Reviewer Notes:

Notes on minimum qualifications:

Notes on preferred qualifications:

Notes on application materials:



Groups Interviewing Candidate #1	Date- Ideally schedule each candidate for one day that follows this general timeline
Meet at Township Hall with {insert name} to tour hall or take short drive through township area to show various fire departments/facilities and township footprint	9-10:30
Interview with PAC in small conference room	11-12
Lunch break for candidate	Noon – 1 pm
Interview with Township staff in boardroom	1:15 -2:15
Interview with at-large committee in boardroom	2:30 – 3:30
Opportunity for community members to come and meet candidate for informal conversation in boardroom	5-6



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*Potential Questions for Township Policy and Administration Committee to ask each candidate for Township Superintendent:*

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1. **Describe your experience with strategic planning. Have you led initiatives in previous roles that helped implement a strategic plan?**
  - This question assesses the candidate's experience and competency in strategic planning and their ability to translate strategic goals into actionable plans that benefit the township and its residents.
  
2. **In this role it is critical to build relationships and foster collaboration with a variety of stakeholders including Township Staff, the Board of Trustees, and community members. How do you approach building consensus and fostering collaboration among diverse stakeholders?**
  - This question evaluates the candidate's interpersonal skills, leadership style, and ability to navigate complex relationships to achieve common goals and advance the interests of the township.
  
3. **Can you discuss a time when you faced a significant personnel challenge or conflict within your team, and how did you address it?**
  - This question assesses the candidate's ability to manage personnel issues effectively, promote a positive work culture, and resolve conflicts in a fair and constructive manner while upholding organizational values and policies.
  
4. **How do you stay informed about emerging trends, best practices, and legal requirements relevant to township administration, and how do you incorporate this knowledge into your decision-making process?**
  - This question evaluates the candidate's commitment to professional development, continuous learning, and staying abreast of changes in the field, ensuring that township operations are informed by current knowledge and industry standards.
  
5. **Can you describe a time when you successfully implemented a new policy or procedure in a previous role, and how did you ensure buy-in and compliance from stakeholders?**
  - This question assesses the candidate's ability to drive change, communicate effectively, and engage stakeholders in the implementation of new policies or procedures that improve organizational effectiveness and efficiency.
  
6. **Describe your approach to delegating and prioritizing tasks, decisions, and projects.**
  - This question evaluates the candidate's financial management skills, decision-making process, and ability to balance short-term needs with long-term goals to ensure responsible stewardship of township resources.

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*Potential questions for township staff to ask candidates for Township Superintendent:*

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1. **Can you describe your approach to building and maintaining effective working relationships with department heads and Staff, and how do you ensure open communication and collaboration across departments?**
  - This question assesses the candidate's leadership style, communication skills, and ability to foster a positive work environment conducive to teamwork and cooperation among staff members.
  
2. **How do you prioritize competing demands and responsibilities and ensure that departmental goals align with overall organizational objectives?**
  - This question evaluates the candidate's organizational skills, ability to manage workload effectively, and ensure that departmental activities contribute to the achievement of broader township goals and objectives.
  
3. **Describe a time when you identified inefficiencies or areas for improvement in operations. What steps do you take to address inefficiencies or needs for improvement?**
  - This question assesses the candidate's problem-solving skills, initiative, and ability to identify opportunities for process improvement and operational optimization within the township.
  
4. **Describe your experience with performance management and employee development. What strategies do you support to ensure staff stay motivated and engaged in professional development?**
  - This question evaluates the candidate's approach to personnel management, including performance evaluation, feedback mechanisms, and professional development opportunities to enhance staff capabilities and morale.
  
5. **Describe a time or experience when you had to make a difficult decision or implement a challenging policy. How did you encourage staff and stakeholder buy-in and motivation?**
  - This question assesses the candidate's decision-making skills, judgment, and ability to navigate complex situations while balancing the needs of the organization and the well-being of staff members.
  
6. **Describe how you will ensure that operations comply with relevant laws, regulations, and policies. How would you address any instances of non-compliance or legal issues that arise?**
  - This question evaluates the candidate's understanding of legal and regulatory requirements applicable to township administration, as well as their ability to ensure compliance and mitigate risks effectively.

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*Potential questions for at-large interview group comprised of two trustees and two township community members:*

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1. **Community engagement and general communication were shown to be in need of improvement through our most recent community survey. How do you plan to connect with residents and community stakeholders to ensure they are informed and engaged in township projects, policy, and initiatives?**
  - This question assesses the candidate's approach to community engagement, inclusivity, and responsiveness to resident concerns, demonstrating their commitment to transparent and participatory governance.
  
2. **Describe a time when you dealt with a contentious issue or conflict within a community or department. How did you build consensus and foster understanding among stakeholders with differing viewpoints?**
  - This question evaluates the candidate's conflict resolution skills, diplomacy, and ability to navigate challenging situations while promoting constructive dialogue and cooperation among community members.
  
3. **Trust, transparency, credibility, and equity are critical values for an individual in this role. How will you ensure that a wide variety of voices are heard and valued in township decision-making processes?**
  - This question assesses the candidate's commitment to equity, diversity, and inclusion, as well as their strategies for building meaningful relationships and fostering trust with all segments of the community.
  
4. **In your view, what are the most pressing issues facing our township, and how do you propose addressing them in collaboration with Township Staff, the Board of Trustees, and community stakeholders?**
  - This question allows the candidate to demonstrate their understanding of local challenges and their ability to develop proactive strategies and solutions to address community needs and priorities.
  
5. **Can you discuss a time when you successfully managed a project or initiative that required significant community involvement and support, and how did you ensure that community members were engaged and informed throughout the process? What did you learn from the process?**
  - This question evaluates the candidate's project management skills, communication abilities, and stakeholder engagement strategies, demonstrating their capacity to lead community-driven initiatives effectively.
  
6. **How do you plan to promote transparency and accountability in township governance, and what measures will you implement to ensure that township operations remain accessible and responsive to resident inquiries and feedback?**
  - This question assesses the candidate's commitment to good governance principles, transparency, and accountability, as well as their strategies for enhancing public trust and confidence in township administration.



