



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

Board of Trustees Regular Meeting Agenda November 23, 2020

The “Regular Meeting” of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, November 23, 2020, via Zoom conferencing for the purpose of discussing and acting on the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

Join Zoom Meeting: <https://us02web.zoom.us/j/85845435192?pwd=TExoS0FHdzVkZ0o0dEQyeVFpemd2dz09>

Meeting ID: **858 4543 51921** Passcode: **748648**

One tap mobile +13126266799,,88433311221#,,,,,0#,,194077# US (Chicago)

Dial by your location +1 312 626 6799 US (Chicago)

Find your local number: <https://us02web.zoom.us/j/85845435192?pwd=TExoS0FHdzVkZ0o0dEQyeVFpemd2dz09>

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 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 the 3 minute time period, 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 together to be dealt with in one Board Motion without discussion.)

Approval of:

- A. Minutes of October 12, 2020 Board of Trustee Work Session
- B. Minutes of October 12, 2020 Board of Trustees Meeting
- C. Minutes of October 19, 2020 Budget Meeting
- D. Minutes of November 9, 2020 Special Work Session
- E. Minutes of November 9, 2020 Board of Trustees Meeting
- F. Minutes of November 16, 202 Special Board of Trustees Meeting
- G. Payment of Bills in the amount of \$57,963.82

Receipt of:

- A. Nothing for this meeting

7 – Public Hearings

- A. None at this meeting

8 – Old Business

- A. None at this meeting

9 – New Business

- A. Request to accept amendment to Outdoor Burning Ordinance for first reading
- B. Request to accept appointment of Board of Review
- C. Request to accept list of appointments to Boards and Commissions
- D. Request to adopt resolution listing Meeting dates for 2021

10 – Items removed from Consent Agenda

11 – Board Member Reports

Trustee Leuty
Trustee Glass
Trustee Moaiery
Trustee Robinson
Clerk Miller
Treasurer Miller
Supervisor Martin

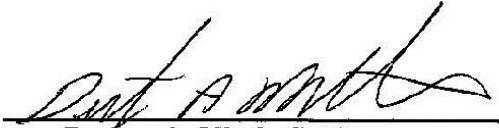
12 – Attorney Report

13 – Manager Report

14 – Public Comments

15 – Adjournment

Posted November 19, 2020



Dexter A. Mitchell, Manager
Charter Township of Kalamazoo

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – WORK SESSION
Monday, October 12, 2020

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, October 12, 2020** at **5:30 p.m.** for the purpose of discussing Work Session Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

PRESENT: Supervisor Donald Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Warren Cook, Nicolette Leigh, Steven Leuty, and Jennifer Strebs.

ABSENT: None.

ALSO PRESENT: Manager Dexter Mitchell, Attorney Roxanne Seeber.

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

Item 1 – DISCUSSION REGARDING CAPITAL IMPROVEMENT PLAN

Manager Mitchell explained that this is not the end result; there will be details added to a more inclusive plan. Fire Chief Obreiter explained that there was more detail in the present plan, and more will be added. Building for the Eastwood Station includes \$225,000 for the engineering plan. Third year of a fire engine payment is included, total \$2.5 million in capital spending for 2021.

Trustee Leigh asked about some details of the Fire Capital Plan. The Eastwood money is this year's money set aside, we have \$1.1 million set aside in all. Some of the detail that Obreiter has provided is not reflected in the present plan.

Supervisor Martin said that he, Dexter and the Finance Director will work on lining this up with the Planning Commission.

Trustee Leuty pointed out that the Fire Chief had said some elements had changed just recently, after this version of the plan was completed.

Trustee Leigh asked about lines 7 and 8 (CAD system), it sounds more like a leasing arrangement than a capital purchase. Supervisor Martin said all partners are paying into this. Perhaps this should be in 207 fund?

Manager Mitchell said the Board will not be approving this Plan tonight, it is a work in progress.

Trustee Leuty said that the \$50,000 per year is for sidewalk construction, not just Grant and Engineering.

Treasurer Miller asked about splitting out two lines under non-motorized; Trustee Leuty said that some projects blend together, and \$50,000 is not that much in the first place.

Treasurer Miller said the Water/Sewer surcharge should be included in the sources of funds. Also, in prior years the road bond money was in the Plan; now it is not. Why has that been removed? Also, projecting future funds p. 6: "Meanwhile, the state has been hit..." the amount has fluctuated... should be reworded. Some wording has been copied from year to year and does not reflect current reality.

As of today, the state revenue sharing is expected to increase by 3%.

Item 2 – MANAGER’S UPDATE

911 report from August is included in packet. The home on Grand Prairie has been demolished. Executive orders from Governor still in flux. The home on Dunkley which had accumulated trash has been sold.

He and Trustee Cook are working on a map overlay showing where areas are prone to flooding, to remain as open space. There was discussion about the source of data for the maps. Trustee Cook said this is aimed at updating the Future Land Use Map.

Trustee Leigh said that there is a level of detail in the Board packet that is unnecessary. There was discussion.

Item 3 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA

Treasurer Miller said there are four parts to one agenda item: decreasing the budgeted revenue of \$120,000, to increase the water fund by \$60,000 (an amended total of \$64,500), increase the sewer fund by \$60,000 (amended total of \$110,000), and transfer water and sewer receipts from 2020 to be allocated to water and sewer fund, future revenues will be allocated.

Also, we have a motion adding Manager Mitchell to receive a \$500 bonus as well.

Manager Mitchell said that 9C on the regular meeting agenda should read “Dell server purchase”. 9D should read “fiber purchase”.

There was discussion about the fiber proposal, whether it starts in 2021 or 2020.

The word ‘not’ is missing from the memo about unmarked vehicles being used for general patrols.

Item 4 – PUBLIC COMMENT

Sam Urban was present to answer any questions about the CTS proposal.

Adjourned 6:49 p.m.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
October 12, 2020**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, October 12, 2020. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

Item 1 CALL TO ORDER

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

Item 2 PLEDGE OF ALLEGIANCE

Clerk Miller led the Pledge of Allegiance.

Item 3 ROLL CALL OF BOARD MEMBERS.

All present.

Item 4 ADDITIONS AND DELETIONS TO AGENDA

Trustee Strebs asked to remove items E and F under Consent Agenda

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Ron Huster, 1314 Coolidge, thanked Trustee Leuty for working on Nichols Rd speed limit issue. Also complained about Republic Services service to the Township.

Item 6 CONSENT AGENDA

Clerk Miller noted an amendment to the September 28, 2020 Board of Trustees minutes under item 9B, the first sentence, “from the previous period” is amended to “year to date”. This is included in the motion to follow.

Clerk Miller moved, seconded by Trustee Leigh, to approve the consent agenda which included action on the following items:

Approval of:

- A. Minutes of September 21, 2020 Board Special Meeting
- B. Minutes of September 28, 2020 Board of Trustees Work Session
- C. Minutes of September 28, 2020 Board of Trustees Meeting
- D. Payment of Bills in the amount of \$66,939.17

Receipt of:

- A. Check disbursement report for September 2020
- B. Electronic Funds Transfer Report for August 2020
- C. Kalamazoo Area Building Authority Reports for September 2020
- D. Kalamazoo Area Building Authority Board Packet

Roll call vote (7-0). Motion carried.

Item 7 PUBLIC HEARINGS

None.

Item 8 UNFINISHED BUSINESS

None.

Item 9 NEW BUSINESS

Item 9A **REQUEST TO APPROVE RECLASSIFICATION OF REVENUE RELATED TO WATER/SEWER SURCHARGE**

Manager Mitchell explained that this is a re-classification of income from the General Fund to the Water and Sewer Funds respectively.

Motion to approve the request by Treasurer Miller, seconded by Trustee Leuty. Roll call vote (7-0). Motion carried.

Item 9B **REQUEST TO APPROVE PAYMENTS FOR ESSENTIAL EMPLOYEES WORKING DURING PANDEMIC SHUTDOWN**

We want to make an extra payment of \$500 per full-time employee for those workers who supported our operations while we were closed.

Motion to approve by Trustee Leigh, seconded by Trustee Leuty.

Treasurer Miller moved to amend by including \$500 for Manager Mitchell, Treasurer Miller seconded by Trustee Strebs, total \$6750.

Roll call vote (7-0). Motion carried, amendment passes.

Trustee Leuty supports what the PAC has recommended. He still prefers the way Chief Obreiter did it, based on hourly wages.

Trustee Strebs is pleased at moving forward on this. Manager Mitchell explained that we have received the money for this from the state. We will need to return any money not spent from this grant.

Trustee Leigh explained that she was voting yes because we have received money from the state for purposes including this.

Roll call vote (7-0). Motion carried, motion carries.

Item 9C **REQUEST TO APPROVE PURCHASE OF A DELL SERVER TO REPLACE EXISTING TECHNOLOGY INFRASTRUCTURE**

Manager Mitchell said that this server is being paid for by state COVID money, because remote workers uncovered deficiencies in the network performance.

Trustee Leigh moved to approve the purchase, seconded by Treasurer Miller.

Trustee Leigh commented that this is directly related to COVID.

Roll call vote (7-0). Motion carried.

Item 9D **REQUEST TO APPROVE INSTALLATION AND CONNECTION OF FIBER SERVICE TO THE KALAMAZOO TOWNSHIP OFFICES.**

Manager Mitchell explained it is not \$23,364, but \$15,140 from CTS. We will still keep Charter as our Internet, but will also have fiber coming into the building.

Trustee Strebs said her non-profit received services from CTS with good service.

Motion by Trustee Leuty, seconded by Clerk Miller to approve installation of the fiber from CTS. Roll call vote (7-0). Motion carried.

Item 9E **REQUEST TO APPROVE POLICE DEPARTMENT PURCHASE OF UNMARKED VEHICLE**

Manager Mitchell explained this is for a 2020 Ford Edge for \$28,606. This will be unmarked, not used for traffic stops or enforcement.

Trustee Leuty moved, seconded by Treasurer Miller, to approve the purchase. Roll call vote (7-0). Motion carried.

Item 9F **REQUEST TO APPROVE SCENE LIGHT PURCHASE FOR ENGINE 821**

Supervisor Martin described the \$17,195 purchase for scene lights for 821. The money will come from capital improvement. These will light the entire area of an incident.

Trustee Leuty moved, seconded by Trustee Leigh, to approve the purchase. Roll call vote (7-0). Motion carried.

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

- E. **August 2020 911 Report:** Strebs appreciates the summary report of calls. What is a call for a peace officer? This is a request when there is a possibility of altercation. Rescue med level 1, 2, and 3? These are fire calls, department responds to 1 and 2, ambulance only to 3. This would be useful detail for an advisory board.
- F. **September 2020 911 Report:**

Trustee Strebs, moved, seconded by Trustee Cook, to approve items E and F. Roll call vote (7-0). Motion carried.

Item 11 **BOARD MEMBER REPORTS**

Trustee Strebs reminded everyone that public safety measures are not political issues. The pandemic continues.

Trustee Cook reviewed possible solar and wind zoning amendments covered in a seminar he and Trustee Leuty attended. He reviewed ideas for a future land use map.

Trustee Leigh mentioned from the KATS meeting that maps show major road construction next year. At CCTA we have 15 drivers in quarantine.

Clerk Miller reported that the Clerk's office continues to be very busy with many special requests. Several third-party groups are being unhelpful by sending misinformation to voters. He thanked the police agencies involved in thwarting the planned terrorist attack on Governor Whitmer.

Treasurer Miller attended a KABA meeting, and welcomed the City of Galesburg.

Trustee Leuty reported on the stress on our police officers. He did a survey of bulk trash collection – there still are some pockets not picked up by Republic. He had a conversation with a Michigan State Police officer about Nichols Rd. speed limit. The officer was not amenable to any change in the formula. In some cases grass or bushes have grown over our sidewalks, it needs to be trimmed.

Item 12 **ATTORNEY'S REPORT**

Attorney Seeber reported that we have a new order from the Michigan Supreme Court overturning the Governor’s Executive Orders. A Senate bill passed that would allow Zoom meetings to continue, not an act yet.

Item 13 **MANAGER REPORT**

Manager Mitchell is still working through orders from the Health Dept., a home was sold on Dunkley, code enforcement working with new owners.

Item 14 **PUBLIC COMMENTS**

Ron Huster, 1314 Coolidge, thanked the Chief for the incident report.

Item 15 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:58 p.m.

BOARD MEMBERS PRESENT:

Supervisor Donald D. Martin
Clerk Mark E. Miller
Treasurer Sherine M. Miller
Trustee Nicolette Leigh
Trustee Steven C. Leuty
Trustee Jennifer A. Strebs
Trustee Warren Cook

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT: None

Attested to by,

ALSO PRESENT:

Attorney Roxanne Seeber
Manager Dexter Mitchell

Donald D. Martin, Supervisor

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – BUDGET DISCUSSION SESSION
Monday, October 19, 2020

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, October 19, 2020** at **6:00 p.m.** for the purpose of discussing the Draft 2021 Township Budget, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

PRESENT: Supervisor Donald Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Warren Cook, Nicolette Leigh, Steven Leuty, and Jennifer Strebs.

ABSENT: None.

ALSO PRESENT: Manager Dexter Mitchell.

Supervisor Martin called the meeting to order at 6:03 p.m.

Item 1 – DISCUSSION REGARDING PROPOSED 2021 TOWNSHIP BUDGET

Finance Director Desai started with a Powerpoint presentation on the Township budget. She used a 10-year analysis of revenues and expenses, took into account the impact of COVID-19, and included a contingency amount. State shared revenue will go down by \$84k, property tax up by \$159k. Water/sewer surcharge will be gone from General Fund. The Golf Course Fund is now part of the General Fund. New Department is Information Technology. Major improvements proposed for Recreation. \$150k budgeted for Contingency. New Fund for Disaster Response.

Fire Dept. Operating budget may include a Firefighter Utility Position. Fire Capital includes design phase of new Eastwood Station.

There was further discussion of resurfacing tennis courts, and the possibility of pickleball courts.

There was further discussion of training budgets, and priorities for training new Board members.

Trustee Leuty suggested a budget amendment on sidewalks to \$70,000.

Trustee Leigh mentioned that Treasurer Miller has been asking for sidewalk on Edison for a long time. Treasurer Miller supports Trustee Leuty's suggestion for sidewalks.

Chief Obreiter said they are working off the City's RFP for engineering of the new Eastwood station. Trustee Leigh asked about Northwood not being able to take solar panels due to the roof being structurally unsound. Is it safe? Chief Obreiter said it was not designed for additional loads. We can design the new Eastwood to bear the load from the start.

Treasurer Miller put forward the idea that we could build a public safety central building.

Trustee Strebs asked about recurring deficits turning into surpluses. We are not spending what is budgeted due to a variety of circumstances. Is there room to employ a social worker in the police budget? Is there room to further support mental health of officers? Chief Ergang replied about a person to organize services. There have been many more shootings in the City of Kalamazoo this year. They will work on a proposal for this.

Manager Mitchell suggested \$1/hour increase for the Deputy Clerk and Deputy Treasurer.

Manager Mitchell brought up the idea of paying our three named elected officials \$30,000 per year, an increase of \$15,000.

Item 2 – PUBLIC COMMENT

None.

Adjourned 7:45 p.m.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – WORK SESSION
Monday, November 9, 2020

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, November 9, 2020** at **5:30 p.m.** for the purpose of discussing Work Session Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

PRESENT: Supervisor Donald Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Warren Cook, Nicolette Leigh, Steven Leuty, and Jennifer Strebs.

ABSENT: None.

ALSO PRESENT: Manager Dexter Mitchell, Attorney Roxanne Seeber, Mike Schwartz, Tim Hudson, Rich Pierson, Attorney Tim Ferrand.

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

Item 1 – DISCUSSION REGARDING WATER AGREEMENT

Treasurer Miller moved, seconded by Trustee Leigh, that the Township Board meet in a closed session under Section 8(e) of the Open Meetings Act, to consult with its attorney regarding trial or settlement strategy in connection with Gull Lake Water and Sewer Authority, et al v. City of Kalamazoo Circuit Court Case No. 14-01225-CK because meeting in an open session would have a detrimental financial effect on the litigating or settlement position of the Township; and to consider materials exempt from disclosure under Section 8(f) of the Freedom of Information Act. Roll call vote, (7-0), Motion carried.

Trustee Cook moved, seconded by Trustee Leuty, to come out of closed session. Roll call vote, (7-0), Motion carried.

Item 2 – MANAGER’S UPDATE

Manager Mitchell said he met with marijuana equity policy committee, state should have this finished by the end of the year. A new recreational grow facility has applied. We will not be receiving taxes from this. There was a meeting of chiefs where Kalamazoo Township was cited as high in diversity for female police officers. Fiber line is now installed. Corridor Improvement Authority is being worked on. MERS disclosure will be released for admin. staff. There will be a public hearing and vote to approve the budget on November 16 at 5:30.

Item 3 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA

Clerk Miller spoke to changes to the Consent Agenda items in the regular agenda.

Trustee Strebs asked the Manager to speak to the reimbursement grant for Dell laptop computers for police. She also asked about sharing information with the Federal government. Do we forward information as a requirement of this grant? Manager Mitchell said such information is not part of what is on a traffic summons. Trustee Leigh said this grant does not appear to create any change to reporting requirements.

Trustee Leigh asked about whether the grant covered fiber into the building – this was a separate grant.

Item 4 – PUBLIC COMMENT

None.

Adjourned 6:36 p.m.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
November 9, 2020**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, November 9, 2020. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

Item 1 CALL TO ORDER

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

Item 2 PLEDGE OF ALLEGIANCE

Manager Mitchell led the Pledge of Allegiance.

Item 3 ROLL CALL OF BOARD MEMBERS.

All present.

Item 4 ADDITIONS AND DELETIONS TO AGENDA

Supervisor removed Items 8A and B under Old Business. Clerk Miller corrected the months listed on the agenda for some reports, as reflected below.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

None.

Item 6 CONSENT AGENDA

Clerk Miller moved, seconded by Trustee Leigh, to approve the consent agenda which included action on the following items:

Approval of:

- A. Minutes of October 26, 2020 Board of Trustees Special Work Session
- B. Minutes of October 26, 2020 Board of Trustees Meeting
- C. Payment of Bills in the amount of \$75,475.74

Receipt of:

- A. Check disbursement report for October 2020
- B. Electronic Funds Transfer Report for October 2020
- C. Planning and Zoning Department reports for September and October 2020
- D. Planning Commission minutes for October 1, 2020
- E. Kalamazoo Area Building Authority Board reports for October 2020

Roll call vote (7-0). Motion carried.

Item 7 PUBLIC HEARINGS

None.

Item 8 UNFINISHED BUSINESS

None.

Item 9 NEW BUSINESS

Item 9A REQUEST TO APPROVE POVERTY EXEMPTION GUIDELINES

Manager Mitchell said this comes from Assessing, a guideline we adopt every year in preparation for tax year 2021. There have been some increases in the guidelines based on family size.

Treasurer Miller moved to approve the resolution adopting the guidelines as presented, seconded by Clerk Miller.

Trustee Strebs wanted to clarify how the Asset test matched what we had done the previous year. Attorney Seeber said that the state requires us to look at assets as well as income.

Roll call vote (7-0). Motion carried.

Item 9B REQUEST TO ADOPT ASSET LEVEL TEST FOR BOARD OF REVIEW

Manager Mitchell said that last year there 14 properties whose owners applied for poverty exemption. He ran through the categories of assets mentioned.

Trustee Leigh is unsure that other assets might be taken into account.

Clerk Miller spoke about people who might have a negative income but significant assets.

Supervisor Martin said 95% of our taxes have been paid for the current season.

There was discussion about including non-retirement financial assets in the formula. Trustee Leigh was in favor of including listing other asset classes, based on cases where people have a small income but significant assets. Trustee Strebs said the total number of cases is small, and the chance of being taken advantage of is small. Supervisor Martin agreed.

Treasurer Miller moved, seconded by Trustee Strebs, to approve the asset level test. Roll call vote (6-1 Leigh). Motion carried.

Item 9C REQUEST TO APPROVE CESF GRANT AWARD

Manager Mitchell explained the grant award from the Dept. of Justice, which will be used for Dell computers, docking stations, scanners and a printer.

Trustee Leuty moved, seconded by Trustee Leigh to approve the grant award. Roll call vote (7-0). Motion carried.

Item 10 ITEMS REMOVED FROM THE CONSENT AGENDA

None.

Item 11 BOARD MEMBER REPORTS

Trustee Strebs thanked Board members in her last full meeting as a Board member. Last Friday she joined a County Commission work group. She was struck by the Office of Civil Rights Kalamazoo County which is leading in consideration of civil rights. She will continue to work on issues of equity.

Trustee Cook reported on the recent Planning Commission meeting including a change in use on East Main, to a contractor's yard with outside storage. Change in use and site plan approval were given. Kalsec had a sidewalk proposal go back for consideration of changes. Consumers Energy substation site plan approval for Graphic Packaging, and perhaps additional development capacity. Solar panel text amendment should be coming back to the Board soon. Home occupation accessory office needs to be clarified. Master Plan still needs to be worked on for future uses. Vinyl chloride plume is travelling from Burroughs Corp. site. No wells in the area.

Trustee Leigh reported that CCTA Metro Safety Plan was adopted. KCTA millage will be on the ballot some time next year. Still problems with drivers having COVID, limiting routes. Metro Connect has also been affected. She appreciated working the election.

Clerk Miller shared some election statistics – we had a record voter turnout. Along with this, it was a very stressful election, with a constant line of early voters as we were trying to plan for election day.

Treasurer Miller praised the voters who came out. There is a seat open on the Kalamazoo County Brownfield.

Trustee Leuty said that ZBA will be meeting regarding oversize sign at Youth for Christ. The public wants more opportunities to give input. He could not speak at a recent meeting of the Planning Commission (comment on Agenda and Non-Agenda items). Leaf and brush pick-up will start Nov. 16. He also thanked poll workers and others who worked on the elections. He addressed non-grass lawns.

Supervisor Martin addressed and thanked Board members and others who are leaving the Board.

Item 12 **ATTORNEY'S REPORT**

Attorney Seeber reminded us of the budget meeting.

Item 13 **MANAGER REPORT**

Beautiful chaos – thanks to the staff who supported the election. He thanked the continuing and exiting members, and others who won election. Now it is time to heal and grow.

Item 14 **PUBLIC COMMENTS**

Mike Seals expressed appreciation for those who ran for office, especially Commissioner Jen Strebs. COVID situation at county is not good. If you need something at the county building, you will need to call ahead to make an appointment. If hospitals become full, we will need to close down further.

Ashley Glass thanked the voters and those serving.

Item 16 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:48 p.m.

BOARD MEMBERS PRESENT:

Supervisor Donald D. Martin
Clerk Mark E. Miller
Treasurer Sherine M. Miller
Trustee Nicolette Leigh
Trustee Steven C. Leuty
Trustee Jennifer A. Strebs
Trustee Warren Cook

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT: None

Attested to by,

ALSO PRESENT:

Attorney Roxanne Seeber
Manager Dexter Mitchell

Donald D. Martin, Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
November 16, 2020**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, November 16, 2020. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

Item 1 CALL TO ORDER

Supervisor Martin called the meeting to order at 5:31 pm.

Item 2 PLEDGE OF ALLEGIANCE

Manager Mitchell led the Pledge of Allegiance.

Item 3 ROLL CALL OF BOARD MEMBERS.

All present.

Item 4 ADDITIONS AND DELETIONS TO AGENDA

Change to move closed session to the next item of business.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

None.

Item 6 CONSENT AGENDA

None.

Item 7 CLOSED SESSION

Motion by Supervisor Martin, seconded by Trustee Leuty, that the Township Board meet in a closed session under Section 8(h) of the Open Meetings Act; and to consider an attorney-client privileged document which is exempt from disclosure under Section 13(g) of the Freedom of Information Act. Roll Call vote (7-0), Motion carried.

Clerk Miller moved to go out of closed session, seconded by Trustee Leigh. Roll call vote (7-0), Motion carried.

Clerk Miller moved, seconded by Trustee Cook that the Township Board approve the settlement agreement arising from arbitration as discussed in closed session and authorize the Manager to sign the agreement. Roll call vote, (6-1 Strebs). Motion carried.

Item 8 PUBLIC HEARING ON 2021 BUDGET

Public hearing opened by Supervisor at 6:30.

Finance Director Desai gave a presentation on the 2021 budget as amended. Several factors caused a budget surplus in 2019, and 2020 had underspending due to COVID pandemic.

Clerk Miller asked how much of the added expense for 2021 is one-time and how much is structural? About \$350,000 is structural.

Trustee Leigh asked about the Fire Department increase, and Disaster Relief – what are we doing with the \$50,000?

Trustee Leuty said he got the answer that OBEB is divided between Admin, police, and fire. He was thinking it would be its own fund. Spreading it out over multiple departments makes it harder to track.

Treasurer Miller asked about Rubbish Collection; two numbers are in conflict. There is a transfer that explains this. However, this will still add to our deficit. She has concerns about our income for next year.

Trustee Leigh asked about a \$25,000 discrepancy between budgeted income for rubbish collection and what was in the notice. Desai said that the noticed amount per household was \$78, but \$76 was passed by the Board.

Public hearing closed at 7:14.

Item 8 **UNFINISHED BUSINESS**

None.

Item 9 **NEW BUSINESS**

None.

Item 9A **CONSIDERATION OF RESOLUTION TO ADOPT 2021 BUDGET**

Trustee Leigh moved to adopt the budget resolution as presented, seconded by Trustee Leuty. Roll call vote, (6-1 Treasurer Miller). Motion carried.

Item 11 **BOARD MEMBER REPORTS**

Trustee Strebs encouraged us to move towards transparency. We are in a period of unease in the nation. Our community needs to act as a community. Wear your mask. This will be a difficult holiday season.

Trustee Cook said he has learned from his service on this Board.

Trustee Leigh said it has been a wonderful four years on the Board, and encourages others to get involved.

Clerk Miller again thanked the election workers, said that the County canvass was complete.

Treasurer Miller thanked the outgoing Trustees.

Trustee Leuty said ZBA will meet on Wednesday.

Supervisor Martin thanked the outgoing Trustees.

Item 12 **ATTORNEY'S REPORT**

Health and Human Services orders have been based on MIOSHA rules, and we had already adopted those.

Item 13 **MANAGER REPORT**

Manager Mitchell addressed future service for outgoing Trustees. We still have some adjustments to make in response to COVID.

Item 14 **PUBLIC COMMENTS**

None.

Item 16 **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:37 pm.

BOARD MEMBERS PRESENT:

Supervisor Donald D. Martin
Clerk Mark E. Miller
Treasurer Sherine M. Miller
Trustee Nicolette Leigh
Trustee Steven C. Leuty
Trustee Jennifer A. Strebs
Trustee Warren Cook

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT: None

Attested to by,

ALSO PRESENT:

Attorney Roxanne Seeber
Manager Dexter Mitchell
Chief Bryan Ergang
Chief David Obreiter
Finance Director Nancy Desai

Donald D. Martin, Supervisor

11/18/2020 09:27 PM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 11/24/2020 - 11/24/2020
 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
Vendor 003007 - BILL'S LOCK SHOP, INC.:							
2995 30280	BILL'S LOCK SHOP, INC. KEYS 207-301-747.00	11/24/2020 MONICAK	11/24/2020	2.00	2.00	Open	N 11/18/2020
	SMALL TOOLS & EQUIPMENT			2.00			
	Total for vendor 003007 - BILL'S LOCK SHOP, INC.:			<u>2.00</u>	<u>2.00</u>		
Vendor 006135 - PORT53 TECHNOLOGIES, INC:							
3750 30260	PORT53 TECHNOLOGIES, INC DUO ACCESS EDITION 258-425-740.00	11/24/2020 MONICAK	11/24/2020	1,710.00	1,710.00	Open	N 11/18/2020
	OPERATING SUPPLIES			1,710.00			
	Total for vendor 006135 - PORT53 TECHNOLOGIES, INC:			<u>1,710.00</u>	<u>1,710.00</u>		
Vendor 006668 - DELL BUSINESS CREDIT:							
110720 30264	DELL BUSINESS CREDIT ACCT #6879450204016690491 258-425-747.00	11/24/2020 MONICAK	11/24/2020	22,547.08	22,547.08	Open	N 11/18/2020
	SMALL TOOLS & EQUIPMENT			22,547.08			
	Total for vendor 006668 - DELL BUSINESS CREDIT:			<u>22,547.08</u>	<u>22,547.08</u>		
Vendor 006672 - CONSUMERS ENERGY:							
207146053650 30269	CONSUMERS ENERGY ACCT #1000 0038 0319 101-200-921.00	11/24/2020 MONICAK	11/24/2020	2,687.44	2,687.44	Open	N 11/18/2020
	UTILITIES - ELECTRIC			2,687.44			
	Total for vendor 006672 - CONSUMERS ENERGY:			<u>2,687.44</u>	<u>2,687.44</u>		
Vendor 012575 - FADER EQUIPMENT, INC.:							
132917 30262	FADER EQUIPMENT, INC. EXCAVATOR 101-276-945.00	11/24/2020 MONICAK	11/24/2020	210.00	210.00	Open	N 11/18/2020
	RENTALS - EQUIPMENT			210.00			
	Total for vendor 012575 - FADER EQUIPMENT, INC.:			<u>210.00</u>	<u>210.00</u>		
Vendor 013830 - FIRST BANKCARD:							
110220 30254	FIRST BANKCARD ACCT #8706 207-301-811.00 207-301-748.00 266-320-960.00	11/24/2020 MONICAK	11/24/2020	1,077.91	1,077.91	Open	N 11/18/2020
	UPS STORE			70.41			
	FIRSTSPEAR LLC			90.71			
	VP MISSIONAL CHAPLAINS			600.00			

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BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	207-301-727.00	OFFICEMAX		21.19			
	207-301-939.00	AMAZON MKTPLC		7.21			
	258-425-740.00	ZOOM.US		15.89			
	207-301-748.00	TACTICAL GEAR JUNKIE		272.50			
Total for vendor 013830 - FIRST BANKCARD:				<u>1,077.91</u>	<u>1,077.91</u>		

Vendor 017024 - GORDON WATER:

1919152 30255	GORDON WATER WATER/RENT	11/24/2020 MONICAK	11/24/2020	96.25	96.25	Open	N 11/18/2020
	101-200-740.00	OPERATING SUPPLIES		38.00			
	207-301-740.00	OPERATING SUPPLIES		58.25			
Total for vendor 017024 - GORDON WATER:				<u>96.25</u>	<u>96.25</u>		

Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:

2141529-0 30277	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES	11/24/2020 MONICAK	11/24/2020	7.08	7.08	Open	N 11/18/2020
	207-301-727.00	OFFICE SUPPLIES		7.08			
2141253-0 30278	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES	11/24/2020 MONICAK	11/24/2020	90.52	90.52	Open	N 11/18/2020
	207-301-727.00	OFFICE SUPPLIES		90.52			
2137585-0 30279	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES	11/24/2020 MONICAK	11/24/2020	54.24	54.24	Open	N 11/18/2020
	207-301-727.00	OFFICE SUPPLIES		54.24			
2134288-0 30282	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES	11/24/2020 MONICAK	11/24/2020	8.54	8.54	Open	N 11/18/2020
	207-301-727.00	OFFICE SUPPLIES		8.54			
Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:				<u>160.38</u>	<u>160.38</u>		

Vendor 024206 - JB PRINTING COMPANY:

50461 30270	JB PRINTING COMPANY LETTERHEAD	11/24/2020 MONICAK	11/24/2020	173.50	173.50	Open	N 11/18/2020
	101-200-727.00	OFFICE SUPPLIES		173.50			
Total for vendor 024206 - JB PRINTING COMPANY:				<u>173.50</u>	<u>173.50</u>		

Vendor 026020 - KALAMAZOO AREA TRANSPORTATION STUDY:

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EXP CHECK RUN DATES 11/24/2020 - 11/24/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21DUES-8 30261	KALAMAZOO AREA TRANSPORTATION STUDY MEMBERSHIP DUES 101-200-732.00	11/24/2020 MONICAK	11/24/2020	100.00	100.00	Open	N 11/18/2020
	DUES/SUBS/PUBL			100.00			
	Total for vendor 026020 - KALAMAZOO AREA TRANSPORTATION STUDY:			<u>100.00</u>	<u>100.00</u>		

Vendor 026076 - KALAMAZOO LANDSCAPE SUPPLIES:

IN0190510 30259	KALAMAZOO LANDSCAPE SUPPLIES SOIL 101-265-934.00	11/24/2020 MONICAK	11/24/2020	25.75	25.75	Open	N 11/18/2020
	MAINT. - MACHINE			25.75			
	Total for vendor 026076 - KALAMAZOO LANDSCAPE SUPPLIES:			<u>25.75</u>	<u>25.75</u>		

Vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:

IN150599 30290	KIESLER'S POLICE SUPPLY, INC. AMMO 266-320-960.00	11/24/2020 MONICAK	11/24/2020	409.15	409.15	Open	N 11/18/2020
	TUITION/TRAINING			409.15			
	Total for vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:			<u>409.15</u>	<u>409.15</u>		

Vendor 028669 - ELECTION SYSTEMS &:

1164894 30267	ELECTION SYSTEMS & TABULATOR 101-215-747.00	11/24/2020 MONICAK	11/24/2020	5,954.00	5,954.00	Open	N 11/18/2020
	SMALL TOOLS & EQUIPMENT			5,954.00			
1164892 30268	ELECTION SYSTEMS & BALANCE DUE FOR TABULATOR 101-215-747.00	11/24/2020 MONICAK	11/24/2020	3,304.50	3,304.50	Open	N 11/18/2020
	SMALL TOOLS & EQUIPMENT			3,304.50			
	Total for vendor 028669 - ELECTION SYSTEMS &:			<u>9,258.50</u>	<u>9,258.50</u>		

Vendor 032020 - MICHIGAN MUNICIPAL POLICE:

2963 30287	MICHIGAN MUNICIPAL POLICE REPLACE BRAKES/ROTORS (WARRANTY) 207-301-939.00	11/24/2020 MONICAK	11/24/2020	90.00	90.00	Open	N 11/18/2020
	MAINT. - VEHICLE			90.00			
	Total for vendor 032020 - MICHIGAN MUNICIPAL POLICE:			<u>90.00</u>	<u>90.00</u>		

Vendor 032081 - MICHIGAN STATE FIREMEN'S ASSOC:

111820 30272	MICHIGAN STATE FIREMEN'S ASSOC MEMBERSHIP DUES	11/24/2020 MONICAK	11/24/2020	75.00	75.00	Open	N 11/18/2020
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EXP CHECK RUN DATES 11/24/2020 - 11/24/2020

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	206-336-732.00	DUES/SUBS/PUBL		75.00			
	Total for vendor 032081 - MICHIGAN STATE FIREMEN'S ASSOC:			75.00	75.00		
Vendor 032088 - ROBERT LAMSON, LLC:							
3057							
30271	ROBERT LAMSON, LLC	11/24/2020	11/24/2020	125.00	125.00	Open	N 11/18/2020
	SCREENING - WILLSON	MONICAK					
	207-301-812.00	EMPLOYMENT TESTING		125.00			
	Total for vendor 032088 - ROBERT LAMSON, LLC:			125.00	125.00		
Vendor 032090 - MTA:							
7341							
30274	MTA	11/24/2020	11/24/2020	30.00	30.00	Open	N 11/18/2020
	PLANNING/ZONING WEBINAR - COOK	MONICAK					
	101-101-862.00	TRAVEL - CONFERENCES		30.00			
	Total for vendor 032090 - MTA:			30.00	30.00		
Vendor 035237 - NYE UNIFORM CO.:							
748835							
30286	NYE UNIFORM CO.	11/24/2020	11/24/2020	109.50	109.50	Open	N 11/18/2020
	UNIFORMS	MONICAK					
	207-301-748.00	UNIFORMS/PERSONAL EQUIPMENT		109.50			
	Total for vendor 035237 - NYE UNIFORM CO.:			109.50	109.50		
Vendor 045691 - ROTO-ROOTER:							
313783							
30263	ROTO-ROOTER	11/24/2020	11/24/2020	284.73	284.73	Open	N 11/18/2020
	TOILET REPAIR	MONICAK					
	206-336-931.00	MAINT. - BUILDING		284.73			
	Total for vendor 045691 - ROTO-ROOTER:			284.73	284.73		
Vendor 048100 - CDW GOVERNMENT, INC.:							
3071346							
30265	CDW GOVERNMENT, INC.	11/24/2020	11/24/2020	3,984.00	3,984.00	Open	N 11/18/2020
	CUSTOMER #2250825	MONICAK					
	258-425-747.00	SMALL TOOLS & EQUIPMENT		3,984.00			
3391603							
30266	CDW GOVERNMENT, INC.	11/24/2020	11/24/2020	3,737.40	3,737.40	Open	N 11/18/2020
	CUSTOMER #2250825	MONICAK					
	258-425-747.00	SMALL TOOLS & EQUIPMENT		3,737.40			
	Total for vendor 048100 - CDW GOVERNMENT, INC.:			7,721.40	7,721.40		

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EXP CHECK RUN DATES 11/24/2020 - 11/24/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 051072 - TRILLIUM STAFFING, INC.:							
3054715 30275	TRILLIUM STAFFING, INC. CLIENT #138371 101-200-811.00	11/24/2020 MONICAK	11/24/2020	1,012.32	1,012.32	Open	N 11/18/2020
		PURCHASED SERVICE		1,012.32			
3055747 30276	TRILLIUM STAFFING, INC. CLIENT #138371 101-200-811.00	11/24/2020 MONICAK	11/24/2020	892.44	892.44	Open	N 11/18/2020
		PURCHASED SERVICE		892.44			
	Total for vendor 051072 - TRILLIUM STAFFING, INC.:			<u>1,904.76</u>	<u>1,904.76</u>		

Vendor 052739 - NORTHSIDE MINISTERIAL ALLIANCE:							
102820 30257	NORTHSIDE MINISTERIAL ALLIANCE DUES - ERGANG 207-301-732.00	11/24/2020 MONICAK	11/24/2020	100.00	100.00	Open	N 11/18/2020
		DUES/SUBS/PUBL		100.00			
102820A 30258	NORTHSIDE MINISTERIAL ALLIANCE DUES - MITCHELL 101-175-732.00	11/24/2020 MONICAK	11/24/2020	100.00	100.00	Open	N 11/18/2020
		DUES/SUBS/PUBL		100.00			
	Total for vendor 052739 - NORTHSIDE MINISTERIAL ALLIANCE:			<u>200.00</u>	<u>200.00</u>		

Vendor 058029 - PREIN & NEWHOF, INC.:							
58125 30291	PREIN & NEWHOF, INC. TEXEL LIFT STATION 883-520-820.00	11/24/2020 MONICAK	11/24/2020	652.00	652.00	Open	N 11/18/2020
		ENGINEERING FEES		652.00			
58124 30292	PREIN & NEWHOF, INC. REVIEWING/UPDATING 2021 CIP 883-520-820.00	11/24/2020 MONICAK	11/24/2020	498.70	498.70	Open	N 11/18/2020
		ENGINEERING FEES		498.70			
58155 30293	PREIN & NEWHOF, INC. NON-MOTORIZED PLANNING 101-446-969.01	11/24/2020 MONICAK	11/24/2020	99.00	99.00	Open	N 11/18/2020
		SIDEWALK MAINTENANCE		99.00			
	Total for vendor 058029 - PREIN & NEWHOF, INC.:			<u>1,249.70</u>	<u>1,249.70</u>		

Vendor 500285 - DORRANCE FORD:							
26046499 30281	DORRANCE FORD OIL CHANGE 207-301-939.00	11/24/2020 MONICAK	11/24/2020	47.47	47.47	Open	N 11/18/2020
		MAINT. - VEHICLE		47.47			

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INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 500285 - DORRANCE FORD:				47.47	47.47		
Vendor 500510 - PORTAGE CLEANERS AND LAUNDRY:							
67C987 30289	PORTAGE CLEANERS AND LAUNDRY CLEANING 207-301-749.00	11/24/2020 MONICAK	11/24/2020	334.57	334.57	Open	N 11/18/2020
	UNIFORM CLEANING			334.57			
Total for vendor 500510 - PORTAGE CLEANERS AND LAUNDRY:				334.57	334.57		
Vendor 500624 - MACP:							
300005762 30256	MACP MEMBERSHIP- SMITH 207-301-732.00	11/24/2020 MONICAK	11/24/2020	100.00	100.00	Open	N 11/18/2020
	DUES/SUBS/PUBL			100.00			
Total for vendor 500624 - MACP:				100.00	100.00		
Vendor 500724 - ON DUTY GEAR, LLC:							
23690 30285	ON DUTY GEAR, LLC VEST 207-301-748.00	11/24/2020 MONICAK	11/24/2020	895.00	895.00	Open	N 11/18/2020
	UNIFORMS/PERSONAL EQUIPMENT			895.00			
Total for vendor 500724 - ON DUTY GEAR, LLC:				895.00	895.00		
Vendor 500906 - POWERDMS, INC:							
INV-0876 30284	POWERDMS, INC BASE/LICENSES/TRAINING 207-301-810.00	11/24/2020 MONICAK	11/24/2020	5,318.50	5,318.50	Open	N 11/18/2020
	COMPUTER SERVICE			5,318.50			
Total for vendor 500906 - POWERDMS, INC:				5,318.50	5,318.50		
Vendor 500946 - SUPERIOR BUSINESS SOLUTIONS:							
1716317 30288	SUPERIOR BUSINESS SOLUTIONS TUMBLERS 207-301-747.00	11/24/2020 MONICAK	11/24/2020	524.46	524.46	Open	N 11/18/2020
	SMALL TOOLS & EQUIPMENT			524.46			
Total for vendor 500946 - SUPERIOR BUSINESS SOLUTIONS:				524.46	524.46		
Vendor 501122 - XEROX CORPORATION:							
011754683 30273	XEROX CORPORATION CUSTOMER #724921614 101-200-811.00	11/24/2020 MONICAK	11/24/2020	440.77	440.77	Open	N 11/18/2020
	PURCHASED SERVICE			284.40			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-200-991.00	DEBT SERVICE - PRINCIPAL		131.36			
	101-200-992.00	DEBT SERVICE - INTEREST		25.01			
Total for vendor 501122 - XEROX CORPORATION:				440.77	440.77		

Vendor 550660 - MCDONALD'S TOWING:

772488							
30283	MCDONALD'S TOWING	11/24/2020	11/24/2020	55.00	55.00	Open	N
	TOWING	MONICAK					11/18/2020
	207-301-782.00	INVESTIGATIVE OPERATIONS		55.00			
Total for vendor 550660 - MCDONALD'S TOWING:				55.00	55.00		

# of Invoices:	40	# Due:	40	Totals:	57,963.82	57,963.82
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					57,963.82	57,963.82

--- TOTALS BY FUND ---

101 - GENERAL	15,067.72	15,067.72
206 - FIRE	359.73	359.73
207 - POLICE	8,382.15	8,382.15
258 - DISASTER RESPONSE FUND	31,994.37	31,994.37
266 - LAW ENFORCEMENT TRAINING	1,009.15	1,009.15
883 - SEWER IMPROVEMENT	1,150.70	1,150.70

--- TOTALS BY DEPT/ACTIVITY ---

101 - LEGISLATIVE	30.00	30.00
175 - MANAGER	100.00	100.00
200 - GENERAL SERVICES_ADMIN	5,344.47	5,344.47
215 - CLERK	9,258.50	9,258.50
265 - MAINTENANCE	25.75	25.75
276 - CEMETERY	210.00	210.00
301 - POLICE	8,382.15	8,382.15
320 - STATE TRAINING MONEY	1,009.15	1,009.15
336 - FIRE	359.73	359.73
425 - DISASTER RESPONSE	31,994.37	31,994.37
446 - INFRASTRUCTURE MAINTENANCE	99.00	99.00
520 - SEWER IMPROVEMENT	1,150.70	1,150.70



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: 11232020 9A

FOR MEETING DATE: November 23, 2020

SUBJECT: Amendment to Outdoor Burning Ordinance for First Reading

REQUESTING DEPARTMENT: Fire Marshal

SUGGESTED MOTION:

To accept the Ordinance adding "construction materials" to the list of items prohibited from being burned to Ordinance in Section II. 3. of the Outdoor Burning Ordinance for first reading.

Financing Cost: \$0.00

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

The Township Fire Marshal has requested that we specifically prohibit "construction materials" by adding it to the list of items that cannot be burned in Ordinance No. 597 "Outdoor Burning". A suggestion had been made that such items were not on the prohibited list, making the person believe that construction materials were eligible for burning. In fact, they never have been but the fire marshal wished to add a specification in this ordinance to alleviate any questions.

Submitted by: Fire Marshal/Township Attorney

Manager's Recommendation: yes



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

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

Charter Township of Kalamazoo
Kalamazoo County, Michigan

Outdoor Burning Ordinance
Ordinance No. 597
As amended by Ordinance No. ____
Effective December ____, 2020

Adopted: May 14, 2018
Effective: June 20, 2018

An Ordinance to regulate and define outdoor fires; to prohibit certain outdoor fires; and to provide for sanctions for violation of this Ordinance.

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

Section I
Purpose

The purpose of this Ordinance is to protect the health and safety of the people and property within Kalamazoo Charter Township from fire hazards caused by recreational and cooking fires; and to prohibit all other types of outdoor burning.

Section II
Definitions

1. Chief: Shall mean the Fire Chief of the Kalamazoo Charter Township Fire Department or his/her designee.
2. Cooking Fire: The noncommercial, residential burning of materials, other than rubbish, brush and leaves, not exceeding 3' in diameter and 2' in height in which the fuel burned is contained in an outdoor fireplace, a barbecue grill, or a barbecue pit for the purpose of preparing food.
3. Recreational Fires: The noncommercial burning of materials, other than rubbish, brush and leaves, for pleasure, religious, ceremonial, cooking, or similar purposes in which the fuel burned is contained in a fire pit or commercial outdoor fire place with an area that does not exceed 3' in diameter.
4. Prohibited Fires: Burning in burn barrels, the burning of leaves, limbs, garbage, trash, paper, refuse, construction materials, and burn piles and any fire not specifically authorized by this Ordinance.

Deleted:

Section III
Permits

1. Permits shall not be required for cooking and recreational fires.
2. Any burning conducted on public property shall be prohibited.
3. The Chief shall have the authority to prohibit any or all recreational fires when atmospheric conditions or local circumstances make such fires hazardous.

Section IV
Regulations

1. Recreational fires shall be established and conducted in full compliance with the terms of this ordinance.
2. Prohibited fires shall not be permitted in the Township.

Section V
General provisions

1. Recreational fires are permitted on parcels with single and two-family dwellings only. Recreational fires are prohibited on properties containing more than a two-family dwelling. This prohibition includes properties containing apartment buildings, commercial or agricultural buildings.
2. Recreational fires shall not be located within 25' of a structure or combustible material unless contained in a container approved as safe for such purpose by the Chief.
3. No materials shall be burned that create a foul or offensive odor or that may cause smoke emissions that are reasonably offensive to occupants of surrounding property.
4. The Chief shall be authorized to require any fire to be immediately discontinued if the fire is determined to constitute a hazardous condition, to create a foul or offensive odor, or to cause smoke emissions that are reasonably offensive to occupants of surrounding property.

5. Recreational and cooking fires shall be constantly attended by a competent person until such fire is extinguished. A person shall have a garden hose connected to a reliable water supply readily available for use.

Section VI
Sanctions

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

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

- Determined on the date of commission of the offense(s).

Deleted:

Additionally the violator shall pay costs which may include all expenses, direct and indirect, which the Charter Township of Kalamazoo has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than \$10.00 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 of this Ordinance exists shall constitute a separate violation.

Section VII
Severability

The provisions of this Ordinance are hereby declared to be severable. If any clause, sentence, paragraph, section or subsection is declared void or inoperable for any reason, it shall not affect any other part or portion thereof.

Section VIII
Savings Clause

Existing cases on any provision of an ordinance which is repealed by this Ordinance are retained.

Section IX
Effective Date and Repeal

This Ordinance shall take effect thirty days after the date of publication of a summary thereof, after adoption. Conflicting Ordinances and Ordinance provisions and specifically Ordinance No. 515 (codified at 186.00 et seq of the Code of Ordinances) are hereby repealed.

Charter Township of Kalamazoo
Mark E. Miller, Clerk

KALAMAZOO CHARTER TOWNSHIP

KALAMAZOO COUNTY, MICHIGAN

ORDINANCE NO. ____

ORDINANCE AMENDING THE OUTDOOR BURNING ORDINANCE

Adopted: December ____, 2020

Effective: December ____, 2020

An Ordinance to amend the Kalamazoo Charter Township Outdoor Burning Ordinance (Ordinance No. 597) to specifically prohibit the burning of construction materials; and to provide for an effective date of said amendment.

THE KALAMAZOO CHARTER TOWNSHIP BOARD

KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I

AMENDMENT TO SECTION II "DEFINITIONS" OF ORDINANCE NO. 597

Section II "Definitions" of Ordinance No. 597 "Outdoor Burning Ordinance" subsection 3 "Prohibited Fires" is hereby amended by the addition of the phrase ", construction materials" between the words "refuse" and "and". The subsection is otherwise retained.

SECTION II

EFFECTIVE DATE AND REPEAL

This ordinance shall take effect the day after publication, after adoption. There being no conflicting ordinance provisions, no repeal is required.

KALAMAZOO CHARTER TOWNSHIP

Mark E. Miller, Township Clerk

1720 Riverview Drive

Kalamazoo, MI 49004

269-381-8080

www.ktwp.org



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 11232020 9B

FOR MEETING DATE: November 23, 2020

SUBJECT: Reappoint Board of Review members

REQUESTING DEPARTMENT: Assessing

SUGGESTED MOTION:

Approve

Financing Cost: \$ _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes X No _____

Other comments or notes:

Every township board must appoint a new board of review for the new two-year term that begins Jan. 1, 2021. Both new and previously appointed board of review members must be appointed and take oath of office within 10 days after appointment. Our current 3 member Board works well together and are offering to serve another 2 year term. This is a difficult position to fill and I ask the Board for approval. Please reappoint James Rodbard, Shawn Gallagher and John Kailukaitis to the Board of Review.

Submitted by: James R. Yonker, Assessor

Manager's Recommendation: Support +

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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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 11232020

FOR MEETING DATE: November 23, 2020

SUBJECT: Appointments to Boards and Commissions

REQUESTING DEPARTMENT: Supervisor

SUGGESTED MOTION:

To approve the list of board and commission appointments.

Financing Cost: \$ _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: Don Martin

Manager's Recommendation: Support



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Charter Township of Kalamazoo

COMMISSIONS & BOARDS

Elected Officials (4 year terms 11/20/2020-11/20/2024)

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

Cemetery Sexton

Miller, Mark E., Clerk

Election Commission

Miller, Mark E., Clerk
Robinson, Clara D., Trustee
Moaiery, Lisa, Trustee

Fence Viewers

Moaiery, Lisa, Trustee

Fire Commissioner

Martin, Donald D., Supervisor

FOIA Officer

Miller, Mark E., Clerk
Ergang, Bryan N., Police Chief

Infection Control Officer

Martin, Donald D., Supervisor

Noxious Weeds Commissioner

Leuty, Steven C., Trustee

Parks & Recreation Commissioner

Leuty, Steven C., Trustee

Police Commissioner

Mitchell, Dexter A., Manager

Charter Township of Kalamazoo

COMMISSIONS & BOARDS

(unless otherwise indicated, all terms expire 31 December 2024)

Policy & Administration Committee

Mitchell, Dexter A., Manager
Martin, Donald D., Supervisor
Leuty, Steven C., Trustee
Miller, Mark E., Clerk
Ergang, Bryan N., Police Chief
Obreiter, David J., Fire Chief

Public Safety Information Officer

Ergang, Bryan N., Police Chief

Street Light Committee

Miller, Mark E. Miller, Clerk
Glass, Ashley M., Trustee
Robinson, Clara D., Trustee

Township Highway Commissioner

Martin, Donald D., Supervisor

BOARD MEMBERS APPOINTED TO OTHER BODIES

Central County Transportation Authority Representative

Miller, Sherine M., Trustee
Glass, Ashley M., Trustee (Unofficial Alternate)

Kalamazoo Area Building Authority Representative

Leuty, Steven C., Trustee
Moaiery, Lisa, Trustee (Alternate)

Kalamazoo Area Transportation Study Policy Committee Representative

Miller, Sherine M., Treasurer
Moaiery, Lisa, Trustee (Alternate)

Kalamazoo County Consolidated Dispatch Authority Governing Board Representative

Martin, Donald D., Supervisor
Mitchell, Dexter A., Citizen with term to expire 01 November 2022
Leuty, Steven C., Trustee (Alternate)

Kalamazoo County Consolidated Dispatch Authority Technical Advisory Committee Representative

Ergang, Bryan N., Police Chief
Jackson, Scott (Alternate)

Charter Township of Kalamazoo

COMMISSIONS & BOARDS

(unless otherwise indicated, all terms expire 31 December 2024)

Kalamazoo County Council of Governments Representative.

Miller, Sherine M., Treasurer
Miller, Mark E., Clerk (Alternate)

Kalamazoo Regional Bike Route Committee

Miller, Mark E., Clerk

KTPOA Safety Committee Representative

Martin, Donald D., Supervisor

Kalamazoo Regional Water/Wastewater Commission Representative

Miller, Mark E., Clerk
Robinson, Clara D., Trustee (Alternate)

Metro Transit Local Advisory Committee Representative

Glass, Ashley M, Trustee
Leuty, Steven C., Trustee (Alternate)

Public Media Network Representative

Moaiery, Lisa. Trustee
Martin, Donald D., Supervisor (Alternate)
Brown, Jerald M.

County Brownfield Ex-Officio Representative

Miller, Sherine M., Treasurer
Leuty, Steven C., Trustee (Alternate)

CITIZEN BOARDS AND COMMISSIONS

Board of Review

(2-year term)

Gallagher, Shawn	12/31/2022
Kailukaitis, John	12/31/2022
Rodbard, James	12/31/2022
TBD (Alternate)	12/31/2022

Fire Board Of Appeals

(3-year term)

Oliver, Kelvin - Fire Service	12/31/2021
Hazelhoff, Dan L. - General Contractor	12/31/2021
Luedeking, Jerry. - Electrical Contractor	12/31/2023
Cripps, James	12/31/2023
Mendles, Christopher E. - Mechanical Contractor	12/31/2021
Jarsma, Jerald J. - Citizen At Large	12/31/2021
Short, James	12/31/2021
Leroy, David – (Alternate)	12/31/2021

Charter Township of Kalamazoo

COMMISSIONS & BOARDS

(unless otherwise indicated, all terms expire 31 December 2024)

Planning Commission

Morrison, Peter J.	(3-year terms)
Mihelich, Chris	12/31/2021
Hartsough, Denise	12/31/2023
Cook, Warren Secretary	12/31/2022
Nagler, Frederick J. Chair	12/31/2022
Chapman, William	12/31/2023
Leuty, Steven C., Trustee	term expires 11/20/2024
Hudson, Patrick - Planning and Zoning	

Unsafe Buildings Hearing Officer

David Leroy

Zoning Board Of Appeals

Short, James D.	12/31/2022
Nagler, Frederick J. Liaison	12/31/2023
Blue, Shawn	12/31/2021
Mihelich, Robert	12/31/2021
Leigh, Nicolette	12/31/2023
Sydlick, Maryanne (1 st Alternate)	12/31/2022
Moaiery, Lisa, Trustee (2 nd Alternate)	12/31/2024
Hudson, Patrick - Planning and Zoning	

CONSULTANTS

Hudson, Patrick – Planning and Zoning
Bryer, Steven – Accountant, Siegfried Crandall P.C.
Yeo & Yeo –Mike Rolka
Kaufman, Catherine - Bauckham, Sparks, Thall, Seeber & Kaufman P.C.
Seeber, Roxanne – Bauckham, Sparks, Thall, Seeber & Kaufman P.C.
Koches, Seth - Bauckham, Sparks, Thall, Seeber & KaufmanP.C
Thall, Robert – Bauckham, Sparks, Thall, Seeber & KaufmanP.C.
Sherwood, Kurt– Labor Attorney, Miller, Canfield, Paddock, & Stone PLC
McCamman, Kurt – Labor Attorney, Miller, Canfield, Paddock, & Stone PLC
Schwartz, Mike – Engineer, Prein & Newhof
Bowman, Brian –IT,



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 11232020

FOR MEETING DATE: November 23, 2020

SUBJECT: 2021 Meeting Dates

REQUESTING DEPARTMENT: Supervisor

SUGGESTED MOTION:

To adopt by resolution the list of meeting dates for 2021.

Financing Cost: \$ _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: Don Martin

Manager's Recommendation: Support



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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Resolution to Set the Charter Township of Kalamazoo 2021 Schedule of Regular Meetings For Boards and Commissions

Meeting Location: Township Administrative Offices, 1720 Riverview Dr., Kalamazoo, MI 49004-1099 or via Zoom Mtg. in accordance with State rules

Regular Board Meetings: 2nd & 4th Monday of every month at 7:30 p.m. unless otherwise noted. Regular board meetings are televised live on Charter Communications channel 190 and AT&T U-verse 99.

Work Group Sessions: 2nd Monday of every month from 5:30 – 7:15 p.m. unless otherwise noted.

Budget Discussion Meetings: 3rd Monday of October at 6:00 p.m.

Planning Commission: First Thursday of each month at 7:00 p.m.

Zoning Board of Appeals: Third Wednesday of each month at 7:00 p.m.

Unsafe Building Hearings: Every other month, beginning in January on the third Wednesday at 3:00 p.m. as needed

Board of Trustees Meeting Dates

January 11	Work Session	Regular Meeting
January 25		Regular Meeting
February 8	Work Session	Regular Meeting
February 22		Regular Meeting
March 8	Work Session	Regular Meeting
March 22		Regular Meeting
April 12	Work Session	Regular Meeting
April 26		Regular Meeting
May 10	Work Session	Regular Meeting
May 24		Regular Meeting
June 14	Work Session	Regular Meeting
June 28		Regular Meeting

July 12 July 26	Work Session	Regular Meeting Regular Meeting
August 9 August 23	Work Session	Regular Meeting Regular Meeting
September 13 September 27	Work Session	Regular Meeting Regular Meeting
October 11 October 18 October 25	Work Session Budget Discussion	Regular Meeting Regular Meeting
November 8 November 22	Work Session	Regular Meeting Regular Meeting
December 13	Work Session	Regular Meeting

Motion was made by _____ and seconded by _____ to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were absent:

The Supervisor declared the motion carried and the resolution duly adopted.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Kalamazoo Charter Township Board held on _____, the original of which resolution is on file in my office, that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

Mark E. Miller, Clerk