



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

## BOARD OF TRUSTEES WORK GROUP MEETING

Monday, January 13, 2020

The Board of Trustees of the **Charter Township of Kalamazoo** will meet in a **Work Group Meeting** to be held at 5:30 p.m., on Monday, January 13, 2020 in the **Charter Township of Kalamazoo** Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099 for the purpose of discussing the below listed items and any other business that may legally come before the Board of Trustees of the **Charter Township of Kalamazoo**.

- A. Sustainability Green Paper Update
- B. Discussion regarding tax collection
- C. Information regarding First National Bank of Michigan
- D. Discussion regarding Adult Use Marijuana
- E. Discussion regarding items on the Regular Agenda
- F. Manager's Update
- G. Public comment

Posted: January 10, 2020



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Dexter Mitchell, Manager  
Charter Township of Kalamazoo

Kalamazoo Township Board meetings are open to all without regard to race, color, national origin, sex, or disability. Individuals with disabilities requiring special assistance must contact the Township, giving five business days notice by writing or calling: Donald D. Martin, Charter Township of Kalamazoo Supervisor, 1720 Riverview Drive, Kalamazoo, MI 49004-1099. Telephone: (269) 381-8085.

## **Sustainability Green Paper Actions:**

As of 1/6/2020

1. Molly and I met with Jamie McCarthy. Discussed forming an Intergovernmental Council to share ideas and cooperate.
2. Talked with Libby Heiny-Cogswell (Oshtemo), Jeff Sorenson (Cooper) and Randy Thompson (Comstock). They agreed to join us on the Intergovernmental Council.
3. Talked with Sam from Helios Solar and Monica has sent him copies of our Consumer Energy bills to determine the feasibility of solar for any of our 5 buildings.
4. Jamie McCarthy sent a Doodle trying to determine a date for the initial IC meeting.
5. Information on Consumers Energy home audits and Interfaith Power and Light's two energy conservation programs with Consumers Energy for houses of worship were put in the newsletter. The newsletter was emailed to over 1,300 subscribers and mailed to over 60 new residents and 27 houses of worship in the Township.

Act No. 129  
Public Acts of 2019  
Approved by the Governor  
November 21, 2019

Filed with the Secretary of State  
November 21, 2019

EFFECTIVE DATE: November 21, 2019

**STATE OF MICHIGAN  
100TH LEGISLATURE  
REGULAR SESSION OF 2019**

Introduced by Reps. Slagh, Brixie, Sabo, Maddock, Leutheuser, Meerman, O'Malley and  
Robinson

## **ENROLLED HOUSE BILL No. 4209**

AN ACT to amend 1893 PA 206, entitled "An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts," by amending section 44 (MCL 211.44), as amended by 2012 PA 482.

*The People of the State of Michigan enact:*

Sec. 44. (1) Upon receipt of the tax roll, the township treasurer or other collector shall proceed to collect the taxes. The township treasurer or other collector shall mail to each taxpayer at the taxpayer's last known address on the tax roll or to the taxpayer's designated agent a statement showing the description of the property against which the tax is levied, the taxable value of the property, the amount of the tax on the property, and, for property returned to the county treasurer for delinquent taxes, in the year in which the property is returned to the county treasurer for delinquent taxes only, notice of the fact that as of March 1 there were delinquent taxes on the property, that those delinquent taxes were returned to the county treasurer for collection, and contact information for the county treasurer. However, if not later than 2 weeks before the tax bill is finalized, a local tax collecting unit receives from the county notice that previously delinquent taxes on a parcel of property are no longer delinquent, the statement for that property under this subsection is not required to include notice of the fact that as of March 1 there were delinquent taxes on the property, that those delinquent taxes were returned to the county treasurer for collection, and contact information for the county treasurer. If a tax statement is mailed to the taxpayer, a tax statement sent to a taxpayer's designated agent may be in a summary form or may be in an electronic data processing format. If the tax statement information is provided to both a taxpayer and the taxpayer's designated agent, the tax statement mailed to the taxpayer may be identified as an informational copy. A township treasurer or other collector electing to send a tax statement to a taxpayer's designated agent or electing not to include an itemization in the manner described in subsection (10)(d) in a tax statement mailed to the taxpayer shall, upon request, mail a detailed copy of the tax statement, including an itemization of the amount of tax in the manner described by subsection (10)(d), to the taxpayer without charge.

(2) The expense of preparing and mailing the statement shall be paid from the county, township, city, or village funds. Failure to send or receive the notice does not prejudice the right to collect or enforce the payment of the tax. The township treasurer or his or her designee shall remain in the office of the township treasurer at some convenient place in the township from 9 a.m. to 5 p.m. to receive taxes on the following days:

(a) At least 1 business day between December 25 and December 31 unless the township has an arrangement with a local financial institution to receive taxes on behalf of the township treasurer and to forward that payment to the township on the next business day. The township shall provide timely notification of which financial institutions will receive taxes for the township and which days the treasurer or his or her designee will be in the office to receive taxes. As used in this subsection, "designee" means a deputy treasurer or other individual acting on behalf of the township treasurer in compliance with section 43(2) who serves the township as an employee or elected official and is approved by the township board to serve as the designee.

(b) The last day that taxes are due and payable before being returned as delinquent under section 78a(2).

(c) For the collection of a summer tax levy, the last day taxes are due and payable before interest is added under section 44a(6).

(3) Except as provided by subsection (7), on a sum voluntarily paid before February 15 of the succeeding year, the local property tax collecting unit shall add a property tax administration fee of not more than 1% of the total tax bill per parcel. However, unless otherwise provided for by an agreement between the assessing unit and the collecting unit, if a local property tax collecting unit other than a village does not also serve as the local assessing unit, the excess of the amount of property tax administration fees over the expense to the local property tax collecting unit in collecting the taxes, but not less than 80% of the fee imposed, shall be returned to the local assessing unit. A property tax administration fee is defined as a fee to offset costs incurred by a collecting unit in assessing property values, in collecting the property tax levies, and in the review and appeal processes. The costs of any appeals, in excess of funds available from the property tax administration fee, may be shared by any taxing unit only if approved by the governing body of the taxing unit. Except as provided by subsection (7), on all taxes paid after February 14 and before taxes are returned as delinquent under section 78a(2) the governing body of a city or township may authorize the treasurer to add to the tax a property tax administration fee to the extent imposed on taxes paid before February 15 and the day that taxes are returned as delinquent under section 78a(2) a late penalty charge equal to 3% of the tax. The governing body of a city or township may waive interest from February 15 to the last day of February on a summer property tax that has been deferred under section 51 or any late penalty charge for the homestead property of a senior citizen, paraplegic, quadriplegic, hemiplegic, eligible serviceperson, eligible veteran, eligible widow or widower, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if the person makes a claim before February 15 for a credit for that property provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if the person presents a copy of the form filed for that credit to the local treasurer, and if the person has not received the credit before February 15. The governing body of a city or township may waive interest from February 15 to the day taxes are returned as delinquent under section 78a(2) on a summer property tax deferred under section 51 or any late penalty charge for a person's property that is subject to a farmland development rights agreement recorded with the register of deeds of the county in which the property is situated as provided in section 36104 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.36104, if the person presents a copy of the development rights agreement or verification that the property is subject to a development rights agreement before February 15. A 4% county property tax administration fee, a property tax administration fee to the extent imposed on and if authorized under subsection (7) for taxes paid before taxes are returned as delinquent under section 78a(2), and interest on the tax at the rate of 1% per month shall be added to taxes collected by the township or city treasurer after the last day taxes are payable before being returned as delinquent under section 78a(2) and before settlement with the county treasurer, and the payment shall be treated as though collected by the county treasurer. If the statements required to be mailed by this section are not mailed before December 31, the treasurer shall not impose a late penalty charge on taxes collected after February 14.

(4) The governing body of a local property tax collecting unit may waive all or part of the property tax administration fee or the late penalty charge, or both. A property tax administration fee collected by the township treasurer shall be used only for the purposes for which it may be collected as specified by subsection (3) and this subsection. If the bond of the treasurer, as provided in section 43, is furnished by a surety company, the cost of the bond may be paid by the township from the property tax administration fee.

(5) If apprehensive of the loss of personal tax assessed upon the roll, the township treasurer may enforce collection of the tax at any time, and if compelled to seize property or bring an action in December may add, if authorized under subsection (7), a property tax administration fee of not more than 1% of the total tax bill per parcel and 3% for a late penalty charge.

(6) Along with taxes returned delinquent to a county treasurer, the amount of the property tax administration fee prescribed by subsection (3) that is imposed and not paid shall be included in the return of delinquent taxes and, when delinquent taxes are distributed by the county treasurer under this act, the delinquent property tax administration fee shall be distributed to the treasurer of the local unit who transmitted the statement of taxes returned as delinquent. Interest imposed upon delinquent property taxes under this act shall also be imposed upon the property tax administration fee and, for purposes of this act other than for the purpose of determining to which local unit the county treasurer shall distribute a delinquent property tax administration fee, any reference to delinquent taxes shall be considered to include the property tax administration fee returned as delinquent for the same property.

(7) The local property tax collecting treasurer shall not impose a property tax administration fee, collection fee, or any type of late penalty charge authorized by law or charter unless the governing body of the local property tax collecting unit approves, by resolution or ordinance adopted after December 31, 1982, an authorization for the imposition of a property tax administration fee, collection fee, or any type of late penalty charge provided for by this section or by charter, which authorization is valid for all levies that become a lien after the resolution or ordinance is adopted. However, unless otherwise provided for by an agreement between the assessing unit and the collecting unit, a local property tax collecting unit that does not also serve as the assessing unit shall impose a property tax administration fee on each parcel at a rate equal to the rate of the fee imposed for city or township taxes on that parcel.

(8) The annual statement required by 1966 PA 125, MCL 565.161 to 565.164, or a monthly billing form or mortgagor passbook provided instead of that annual statement must include a statement to the effect that a taxpayer who was not mailed the tax statement or a copy of the tax statement by the township treasurer or other collector will receive, upon request and without charge, a copy of the tax statement from the township treasurer or other collector or, if the tax statement has been mailed to the taxpayer's designated agent, from either the taxpayer's designated agent or the township treasurer or other collector. A designated agent who is subject to 1966 PA 125, MCL 565.161 to 565.164, and who has been mailed the tax statement for taxes that became a lien in the calendar year immediately preceding the year in which the annual statement may be required to be furnished shall mail, upon request and without charge to a taxpayer who was not mailed that tax statement or a copy of that tax statement, a copy of that tax statement.

(9) For taxes levied after December 31, 2001, if taxes levied on qualified real property remain unpaid on February 15, all of the following apply:

(a) The unpaid taxes on that qualified real property shall be collected in the same manner as unpaid taxes levied on personal property are collected under this act.

(b) Unpaid taxes on qualified real property shall not be returned as delinquent to the county treasurer for forfeiture, foreclosure, and sale under sections 78 to 79a.

(c) If a county treasurer discovers that unpaid taxes on qualified real property have been returned as delinquent for forfeiture, foreclosure, and sale under sections 78 to 79a, the county treasurer shall return those unpaid taxes to the appropriate local tax collection unit for collection as provided in subdivision (a).

(10) As used in this section:

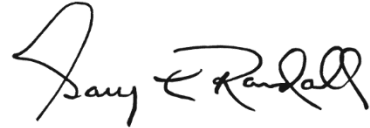
(a) "Designated agent" means an individual, partnership, association, corporation, receiver, estate, trust, or other legal entity that has entered into an escrow account agreement or other agreement with the taxpayer that obligates that individual or legal entity to pay the property taxes for the taxpayer or, if an agreement has not been entered into, that was designated by the taxpayer on a form made available to the taxpayer by the township treasurer and filed with that treasurer. The designation by the taxpayer remains in effect until revoked by the taxpayer in a writing filed with the township treasurer. The form made available by the township treasurer must include a statement that submission of the form allows the treasurer to mail the tax statement to the designated agent instead of to the taxpayer and a statement notifying the taxpayer of his or her right to revoke the designation by a writing filed with the township treasurer.

(b) "Qualified real property" means buildings and improvements located upon leased real property that are assessed as real property under section 2(1)(c), except buildings and improvements exempt under section 9f, if the value of the buildings or improvements is not otherwise included in the assessment of the real property.

(c) "Taxpayer" means the owner of the property on which the tax is imposed.

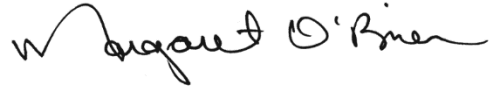
(d) When describing in subsection (1) that the amount of tax on the property must be shown in the tax statement, "amount of tax" means an itemization by dollar amount of each of the several ad valorem property taxes and special assessments that a person may pay under section 53 and an itemization by millage rate, on either the tax statement or a separate form accompanying the tax statement, of each of the several ad valorem property taxes that a person may pay under section 53. The township treasurer or other collector may replace the itemization described in this subdivision with a statement informing the taxpayer that the itemization of the dollar amount and millage rate of the taxes is available without charge from the local property tax collecting unit.

This act is ordered to take immediate effect.



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Clerk of the House of Representatives



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Secretary of the Senate

Approved \_\_\_\_\_

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Governor



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01132020 0C

**FOR MEETING DATE:** Work Session 5:30 - January 13, 2020

**SUBJECT:** First National Bank of Michigan to hold future tax dollars

**REQUESTING DEPARTMENT:** Treasury

**SUGGESTED MOTION:**

This is an informational work session item for the board

Sue Edwards, Branch Manager and Jennifer Nemececk, Treasury Investment Manager, will be available to answer any questions as well as discuss additional options (at a cost) for "Positive Pay" and "Debit Block" +

**Financing Cost:** -0-Bank adjusted cost & interest earned

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

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

**Other comments or notes:**

Tax dollars collected will be held in an Insured Cash Sweep account (ICS) until disbursement

\*This insured option is not available through Chemical Bank

**Submitted by:** Sherine Miller - Treasurer

**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.

# First National Bank of Michigan

## *Relationship Contacts*

**Susan Edwards**

Branch Manager

Phone: 269.488.8868

[saedwards@fnbmichigan.com](mailto:saedwards@fnbmichigan.com)

**Jennifer Nemececk, CTP**

Treasury Management Manager

Phone: 269.488.8887

[jlnemecek@fnbmichigan.com](mailto:jlnemecek@fnbmichigan.com)

**Nicole Lowczyk**

Treasury Management Specialist

Phone: 616.649.9303

[nmlowczyk@fnbmichigan.com](mailto:nmlowczyk@fnbmichigan.com)



# Account Type Parameters

## *Community Funds Checking*

- Earns Interest (if desired)- *Tiered at: \$0-\$249,999 .45%*  
*\$250,000+ 1.00%*
- Monthly maintenance fee of \$25- *Waived*
- Debit per item fee of \$0.25- *Waived*
- Per deposit fee of \$0.50- *Waived*
- ACH per credit or debit fee of \$0.20- *Waived*
- Cash deposits fee of \$0.10 per/\$100 over \$50,000 per month- *Waived*
- **Free Online Banking and Bill Pay**

## Community Funds Checking

Minimum to open \$100  
Monthly maintenance fee \$25.  
Other Fees may apply.

	Interest Rate	APY
\$0-\$249,999	0.45%	0.45%
\$250,000+	1.00%	1.01%

## Certificates of Deposit

Minimum to open \$2,500.  
A penalty may be imposed for early withdrawal.

Term	\$0- \$249,999		\$250,000-\$999,999		\$1,000,000+	
	Interest Rate	APY	Interest Rate	APY	Interest Rate	APY
30 Day	0.35%	0.35%	0.55%	0.55%	0.75%	0.75%
60 Day	0.45%	0.45%	0.65%	0.65%	0.85%	0.85%
90 Day	0.55%	0.55%	0.75%	0.75%	0.95%	0.95%
6 Month	0.65%	0.65%	0.85%	0.85%	1.05%	1.06%
9 Month	0.75%	0.75%	0.95%	0.95%	1.15%	1.16%
1 Year	0.85%	0.85%	1.05%	1.06%	1.25%	1.26%
18 Month	1.15%	1.16%	1.25%	1.26%	1.45%	1.46%
2 Year	1.40%	1.41%	1.45%	1.46%	1.65%	1.66%
3 Year	1.50%	1.51%	1.60%	1.61%	1.70%	1.71%
4 Year	1.50%	1.51%	1.60%	1.61%	1.70%	1.71%
5 Year	1.50%	1.51%	1.60%	1.61%	1.70%	1.71%

Ask about ICS, CDARS programs, Rising Rate CD's and monthly CD promotional offers.

Current rates as of 12.4.19 are subject to change. Fees could reduce earnings on accounts. APY based on a \$2,500 balance for entire designated CD term.

## Insured Cash Sweep (ICS) Checking and Savings

Tier	Interest Rate	APY
\$0-\$99,999	0.15%	0.15%
\$100,000-\$499,999	0.20%	0.20%
\$500,000-\$999,999	0.30%	0.30%
\$1,000,000-\$4,999,999	0.45%	0.45%
\$5,000,000+	0.60%	0.60%

Interest rate and APY may change after the account is opened. Unlimited FDIC Insurance and Michigan Public Act 20 compliant, ask your banker for details.

## CDARS Certificates of Deposit

Term	Interest Rate	APY
4 Week	0.60%	0.60%
13 Week	0.80%	0.80%
26 Week	0.90%	0.90%
1 Year	1.10%	1.11%
2 Year	1.50%	1.51%
3 Year	1.60%	1.61%
5 Year	1.70%	1.71%

Early withdrawal penalties will apply if funds are withdrawn prior to maturity.

Current rates as of 12.4.19 are subject to change. Fees could reduce earnings on accounts

# Service Recommendations

- ACH Debit Block - \$10.00 per month
- Positive Pay - \$50.00 per month
- ACH- \$25.00 per month



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01132020 9G

FOR MEETING DATE: January 13, 2020

SUBJECT: Accept Adult Use Marijuana Establishments Opt-In Ordinance for First Reading

REQUESTING DEPARTMENT: Hathcock/Strebs

**SUGGESTED MOTION:**

Accept adult use marijuana establishments opt-in ordinance for first reading, schedule potential adoption date for January 27, 2020.

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

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

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

**Other comments or notes:**

This ordinance repeals the opt-out ordinance for adult use marijuana establishments and opts the township in as follows: no numerical limit for adult use processors, retailers, transporters, excess growers, event organizers and testing facilities. The location of these facilities are limited and controlled by the zoning ordinance. For now, we are opting in at zero for designated consumption establishments; zero temporary marijuana events and zero microbusinesses. The Planning Commission estimates that it may be several months before the zoning ordinance amendments for these facilities are ready for approval.

Submitted by: Hathcock/Strebs

Manager's Recommendation: supports

**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.** \_\_\_\_\_

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

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

**ADULT USE MARIHUANA ESTABLISHMENTS ORDINANCE**

An ordinance to define, authorize and regulate certain adult use marihuana establishments in the Charter Township of Kalamazoo pursuant to the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 *et seq.*, as may be amended; to provide for an annual fee; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith and to provide an effective date.

**THE CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION I**  
**TITLE**

This ordinance shall be known as and may be cited as the Charter Township of Kalamazoo Adult Use Marihuana Establishments Ordinance.

**SECTION II**

**PURPOSE**

The purpose of the ordinance is to allow and regulate Adult Use (Recreational) Marihuana Establishments in the Township in order to protect the public health, safety and general welfare of the Township’s residents, to provide reasonable regulations regarding Township licensing of Adult Use Marihuana Establishments, to provide a method to defray administrative costs of such establishments and to coordinate Township regulations and license approval with laws and regulations enacted by the State of Michigan. It is not the intent of this Ordinance to restrict or abrogate the protections for adult use marihuana found in the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 *et seq.*, as may be amended. For purpose of this Ordinance “adult use” means use by someone age 21 or older.

**SECTION II**

## DEFINITIONS

Words used herein shall have the definitions as provided for in the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 *et seq.*, as may be amended.

### SECTION III AUTHORIZED MARIHUANA ESTABLISHMENTS

1. The Charter Township of Kalamazoo authorizes an unlimited number of Adult Use (also referred to as “recreational”) marijuana growers; processors; retailers; transporters; excess growers; event organizers and testing facilities in the Township; recognizing that the Township Zoning Ordinance at Article 8, Section 8.02 WW has placed locational limitations on such Establishments which by their nature will necessarily limit the numbers due to availability of eligible parcels.

a. The Charter Township of Kalamazoo authorizes zero adult use marijuana consumption establishments; zero adult use microbusinesses; and zero temporary marijuana events. The Charter Township of Kalamazoo will consider opting in on these types of establishments after appropriate amendments to the zoning ordinance have been made.

2. On and after February 1, 2020, the Township shall accept applications for authorization to operate an adult use marihuana establishment authorized by this Ordinance within the Township. The application shall be made on a Township form and must be submitted to the Township Clerk and/or other designee of the Township Board (hereinafter referred to as the “Clerk.”). The initial annual adult use marihuana establishment fee and the application fee (if any) shall be submitted to the Clerk or designee. Upon consideration, if the establishment type is available, then the applicant shall receive conditional authorization to operate such adult use marihuana establishment within the Township.

3. Within thirty days from conditional authorization by the Township or from February 1, 2020, whichever is later, the conditionally authorized application must submit proof to the Clerk that the applicant has applied for prequalification from the State of Michigan for a state operating license or has submitted a full application for such license.

4. If a conditionally authorized applicant is denied prequalification for a state operating license or is denied on full application for a state operating license, then such conditional authorization shall be canceled by the Clerk.

5. A conditionally authorized applicant shall receive full authorization from the Township to operate the adult use marihuana establishment within the Township upon the applicant providing to the Clerk proof that the applicant has received a state operating license for the adult use marihuana establishment in the Township and the applicant has met all other requirements of this ordinance for the operation including but not limited to any zoning approval for the location of the establishment within the Township.

6. If a conditionally authorized applicant fails to obtain full authorization from the

Township within one year from the date of conditional authorization, then such conditional authorization shall be canceled by the Clerk. The Township Board shall have authority to extend the deadline to obtain full authorization for up to an additional six months on written request of the applicant, within thirty days prior to cancellation, upon the reasonable discretion of the Township Board finding good cause for the extension.

**SECTION IV**  
**GENERAL REGULATIONS REGARDING**  
**AUTHORIZED ADULT USE MARIHUANA ESTABLISHMENTS**

1. A authorized adult use marihuana establishment shall only be operated within the Township by the holder of a state operating license issued pursuant to the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 *et seq.*, as may be amended, and the Administrative Rules promulgated thereunder. The establishment shall only be operated as long as the state operating license remains in effect.

2. Prior to operating an authorized adult use marihuana establishment within the Township pursuant to a state operating license, the establishment must comply with all applicable zoning regulations. The establishment shall only be operated as long as it remains in compliance with all applicable zoning ordinance regulations.

3. Prior to operating an authorized adult use marihuana establishment within the Township pursuant to a state operating license, the establishment must comply with all Township construction, fire code and building ordinances, all other Township ordinances specifically regulating adult use marihuana establishments, and generally applicable Township police power ordinances. The establishment shall only be operated as long as it remains in compliance with all such ordinances now in force or which hereinafter may be established or amended.

4. An authorized adult use marihuana establishment shall consent to inspection of the establishment by Township officials and/or by the County Sheriff's Department, upon reasonable notice, to verify compliance with this ordinance.

5. If at any time an authorized adult use marihuana establishment violates this ordinance the Township Board, acting through its police department or the Township Manager may request that the state revoke or refrain from renewing the establishment's state operating license. Once such state operating license is revoked or fails to be renewed the Clerk shall cancel the Township authorization.

6. It is hereby expressly declared that nothing in this ordinance be held or construed to give or grant to any authorized adult use marihuana establishment a vested right, license, privilege or permit to continued authorization from the Township for operations within the Township.

7. The Township expressly reserves the right to amend or repeal this ordinance in any way including, but not limited to, complete elimination of or reduction in the type and/or number



of authorized adult use marihuana establishments authorized to operate within the Township.

**SECTION V**  
**ANNUAL ADULT USE MARIHUANA ESTABLISHMENT FEE**

There is hereby established an annual nonrefundable Township adult use marihuana establishment fee in the amount of \$5,000, for each authorized adult use marihuana establishment within the Township, to help defray administrative and enforcement costs associated therewith. An initial annual adult use marihuana establishment fee of \$5,000 shall be payable at the time of application for Township authorization and thereafter the same amount shall be payable each year by the anniversary of the date of full Township authorization to operate the adult use marihuana establishment.

**SECTION VI**  
**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. The provisions herein shall be construed as not interfering or conflicting with the statutory regulations for licensing Marihuana Establishments pursuant to the Michigan Regulation and Taxation of Marihuana Act, Initiated Law 1 of 2018, MCL 333.27951 *et seq.*, as may be amended.

**SECTION VII**  
**REPEAL**

Ordinance No. 609, Adult use Marijuana Opt-out Ordinance is repealed.

**SECTION VIII**  
**EFFECTIVE DATE**

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

Mark Miller, Clerk  
Charter Township of Kalamazoo



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

## Board of Trustees Regular Meeting Agenda January 13, 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, January 13, 2020, in the *Charter Township of Kalamazoo* Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1056 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*.

### 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 December 9, 2019 Work Session Meeting
- B. Minutes of December, 2019 Board of Trustees Regular Meeting
- C. Payment of Bills in the amount of \$324,939.94

### Receipt of:

- A. Treasurer's Report for November 2019
- B. Budget Report for November 2019
- C. Check Disbursement report for December 2019
- D. Fire Department report for November and December 2019
- E. Planning and Zoning Department report for December 2019
- F. Planning Commission Annual Report for 2019
- G. Kalamazoo Area Building Authority Report for December 2019
- H. Disability Network Newsletter

### 7 – Public Hearings

- A. None at this Meeting

## **8 - Unfinished Business**

- A. None at this meeting

## **9 – New Business**

- A. Request to approve resolution thanking Henry Dingemans for his years of service on the Kalamazoo Township Planning Commission
- B. Request to adopt Ordinance amending the Solar Energy Residential Limitations
- C. Request to accept Zoning Ordinance Text Amendment on non-conforming parcels for first reading
- D. Request to approve 2020 Household Hazardous Waste Agreement with Kalamazoo County
- E. Request to approve proposal for Police Department to enter into a three year agreement with Roberts Research Institute
- F. Request to approve proposal to enter into a three year agreement with Yeo & Yeo for auditing the financial statements of the Kalamazoo Township
- G. Request to accept Adult Use Marihuana Establishments Ordinance for first reading

## **10 – Items removed from Consent Agenda**

## **11 – Board Member Reports**

Trustee Strebs  
Trustee Hathcock  
Trustee Leigh  
Clerk Miller  
Treasurer Miller  
Trustee Leuty  
Supervisor Martin

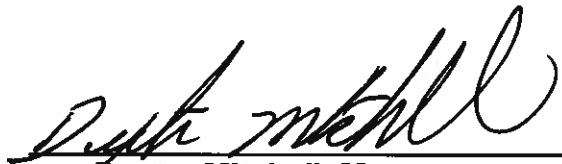
## **12 – Attorney Report**

## **13 – Manager Report**

## **14 – Public Comments**

## **15 – Adjournment**

Posted January 10, 2020



**Dexter Mitchell, Manager**  
*Charter Township of Kalamazoo*

**CHARTER TOWNSHIP OF KALAMAZOO**  
**BOARD OF TRUSTEES – SPECIAL WORK SESSION**  
**Monday, December 9, 2019**

The Board of Trustees of the ***Charter Township of Kalamazoo*** held a Work Session on **Monday, December 9, 2019** at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099, 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.

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

**ABSENT:** None

**ALSO PRESENT:** Township Manager Dexter Mitchell, Attorney Roxanne Seeber.

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

**Item 1 – DISCUSSION REGARDING LESTERHOUSE DRAIN**

Manager Mitchell explained that the cost to the Township will be \$3750 in addition to the \$5000 we are already paying.

**Item 2 – PRESENTATION BY ROBINSON CAPITAL MANAGEMENT, LLC**

Derrick Rummel presented to the Board. Robinson does fixed-income investments only. Michigan Insured Cash Holdings (M.I.C.H.) are one style of investment available. This is an overnight investment, longer terms are available. They would invest \$245k per bank, to get FDIC insurance. The fee is 10 basis points (0.10%); the yield 1.85% (net).

They provide banking research to clients as well as commercial paper research, and monthly commentaries and white papers. They provide cash flow analysis to determine term length. He suggests agreed-upon investment guidelines for the maximum percentage we authorize them to invest in a given investment type.

There are 25 municipalities currently with Robinson. A difference from CLASS is the FDIC insurance structure.

**Item 3 – DISCUSSION OF SUSTAINABILITY GREEN PAPER**

Trustee Leigh shared some of the considerations about how to approach sustainability in the Township. There is a proposal for an inter-governmental council to share ideas about how to improve sustainability. She detailed the Helios Solar business model. There are steps we could explore initially, including becoming a 2030 district.

Trustee Strebs asked about how we can connect residents with Consumers Energy programs? We can get brochures to include with tax bills.

Trustee Leigh would like to report to the Board periodically about actions we can take.

Trustee Leuty spoke about Community HomeWorks and other programs he is familiar with.

**Item 4 – DISCUSSION REGARDING ADULT USE MARIJUANA**

Attorney Seeber discussed the opt-in ordinance. There was discussion about whether adult use and medical would require two applications, and two fees, or not. Also, the January 1, 2020 application start date will need to be modified, as the ordinance will not be in force.

Trustee Leuty asked about opting out of certain uses. Trustee Leigh would rather wait until we have all of the zoning ordinance changes done before we opted in. Trustee Hathcock replied that the Planning Commission had already finished some of the uses added by MRTMA. Trustee Strebs would be more comfortable with waiting until zoning was done. There will still be a medical market, even though it may be diminished after adult use is in place.

Trustee Leuty referred again to the Ypsilanti case about home occupation uses, that this decision might not allow us to restrict microbusinesses from our neighborhoods.

**Item 5 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA**

Supervisor Martin handed out a resolution on refugees to be added to the agenda. Manager Mitchell spoke to Bethany Christian who confirmed that there are refugees currently in Kalamazoo Township. Executive Order 13888 requires that we opt in to accept refugee placements. There was discussion about the details of the resolution.

Trustee Leuty asked about appointments – that the KABA representative will be Treasurer Miller, with Trustee Leuty the alternate.

Kalamazoo County Concerned Citizens will tour the Consolidated Dispatch – contact Trustee Leigh to join.

**Item 6 – MANAGERS UPDATE**

Manager Mitchell suggested that the Board take a field trip for our March 9 meeting to Kalamazoo Central High School, to provide for the conflict associated with preparing for the March 10 Primary.

**Item 7 – PUBLIC COMMENT**

Julie Rogers, 3428 Marlane Ave. spoke to the refugee resolution.

Adjourned 7:17 p.m.

Respectfully submitted,

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Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
December 9, 2019**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, December 9, 2019 at the Charter Township of Kalamazoo Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099.

**Item 1            CALL TO ORDER**

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

**Item 2            PLEDGE OF ALLEGIANCE**

Trustee Hathcock led the Pledge of Allegiance.

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

All present.

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

Clerk Miller moved, seconded by Trustee Strebs, to add Item 9I under New Business, Request to Approve Resolution Consenting to Continued Resettlement of Refugees in Kalamazoo Township, Michigan.

Motion carried.

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

Julie Rogers, 3428 Marlane Ave., reported that the County Commission took up the corresponding resolution at its last meeting. The US admitted no refugees at all in the month of October, something that has not happened since World War II. A refugee family that had been thoroughly vetted by the State Department, had purchased plane tickets before being told they could not come. A Presidential Executive Order now requires local municipalities to opt in before new refugees are placed.

**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 November 25, 2019 Board of Trustees Special Work Session Meeting
- B. Minutes of November 25, 2019 Board of Trustees Regular Meeting
- C. Payment of Bills in the amount of \$69,356.63

**Receipt of:**

- A. Check Disbursement Report for November 2019
- B. Planning and Zoning Department Report for November 2019
- C. Kalamazoo Area Building Authority Report for November 2019

Motion carried.

**Item 7            PUBLIC HEARINGS**

None.

**Item 8            UNFINISHED BUSINESS**

None.

**Item 9            NEW BUSINESS**

**Item 9A**      **REQUEST TO APPROVE PURCHASE OF FIREFIGHTER PROTECTIVE EQUIPMENT**

Supervisor Martin moved, seconded by Trustee Hathcock, to approve the request from Fire Chief Obreiter to purchase protective equipment for \$21,652.45.

Trustee Leuty asked whether Parchment firefighters were included in this request. Supervisor Martin said part of it is.

**Motion carried.**

**Item 9B**      **REQUEST TO APPROVE RENEWAL OF DECKER INSURANCE**

Manager Mitchell said that Decker gave us a quote for \$992 more than last year. The total cost is \$102,994. Cyberinsurance is an option, but we are not asking for approval of that at this time.

**Trustee Leigh moved, seconded by Trustee Leuty, to approve the renewal for 2020.**

Trustee Leigh commented that Decker Agency is a pool, all of the agencies cost the same.

**Motion carried.**

**Item 9C**      **REQUEST TO APPROVE LESTERHOUSE DRAIN RESOLUTION**

Manager Mitchell explained that this drain has had considerable work done for an additional \$3750.

Trustee Strebs asked whether this was per mile or total cost. Trustee Leigh explained it was a two-mile drain, and we are paying 25% of the additional \$15,000.

**Trustee Leuty moved, seconded by Treasurer Miller, to approve the resolution.**

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

**Item 9D**      **REQUEST TO ADOPT ADULT USE MARIJUANA TEXT AMENDMENTS**

Attorney Seeber explained the different uses which would be permitted in our different zoning districts that these would be special uses, and additional regulations on odor, lighting, and adherence to the Township Fire Code are included.

**Trustee Hathcock moved, seconded by Treasurer Miller, to approve the resolution.**

Trustee Leuty appreciates the work by the Planning Commission on these amendments. He remains concerned about whether the home occupation ban we include will be allowed by courts, based on a Court of Appeals decision arising from Ypsilanti.

Trustee Strebs commented that the Ypsilanti case cited by Trustee Leuty arose out of the MMA of 2008, and should not apply to what we are doing.

Trustee Hathcock commented that our ordinance includes a 500 foot setback from residential property.

**Roll call vote, (6-1 Leuty), motion carried.**

**Item 9E**      **REQUEST TO ACCEPT ADULT USE MARIJUANA ESTABLISHMENTS OPT-  
IN ORDINANCE FOR FIRST READING**

Attorney Seeber explained that the zoning text amendments will be in force after eight days. The opt-in ordinance allows the zoning to control the numbers. The highlights are opting in to growers, processors, testing, retailers, microbusinesses, with zoning controlling the numbers. It provides for zero consumption establishments, excess growers, event organizers, and temporary events. We will need to hold public hearings on several of these additional license types.

**Trustee Hathcock moved, seconded by Treasurer Miller, to approve the resolution.**

Trustee Leigh is uncomfortable with opting in before all of the zoning regulation is done.

Trustee Hathcock said we have worked for about three years on medical and recreational uses. The remaining uses for the Planning Commission only need a small amount of additional work.

Trustee Leuty has two concerns; agreeing with Trustee Leigh, but he heard a podcast by Andrew Brisboe of LARA who stressed zoning ordinances, with the implication that what is in our regular ordinance would not matter to LARA. The Director said that if the zoning ordinance was mute on certain uses, they might be approved by the state. Will LARA actually respect a local unit's revocation of a license?

Manager Mitchell said that of the communities that opted in so far, had done so for 100% of the uses.

Treasurer Miller asked, and Attorney Seeber explained what the first reading meant.

Clerk Miller asked if we decided to defer action on final passage, and amend to include the additional uses following Planning Commission action, would we incur further expense? Attorney Seeber answered that those changes would require new notice to be given.

**Roll call vote, (Strebs, Hathcock 2-5), motion failed.**

**Item 9F      REQUEST TO ACCEPT CAPITAL IMPROVEMENT PLAN 2020-2025**

Manager Mitchell explained the Capital Improvement Plan.

**Supervisor Martin moved, seconded by Clerk Miller, to accept the Capital Improvement Plan.**

Treasurer Miller opposes spending on Township Hall.

Trustee Leigh questioned some of the numbers, which appear not to be updated by our actual experience.

There was further discussion about what the numbers in the table are based on. Trustee Leuty acknowledged the difficulties of estimated future numbers accurately. Supervisor Martin commented that money is set aside for a new fire station, although this may change.

**Motion carried.**

**Item 9G      REQUEST TO APPROVE APPOINTMENTS TO COMMISSIONS AND BOARDS**

Supervisor Martin made one correction that Trustee Leuty is the alternate for KABA.



**Trustee Strebs moved, seconded by Treasurer Miller, to approve the appointments to Commissions and Boards.**

**Motion carried.**

**Item 9H      REQUEST TO APPROVE RESOLUTION AUTHORIZING FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR TOWNSHIP FUNDS**

Treasurer Miller explained that this is something we do every year.

**Treasurer Miller moved, seconded by Trustee Leuty, to approve the resolution.**

Trustee Leigh asked if we could amend later; the answer is yes.

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

**Item 9I      REQUEST TO APPROVE RESOLUTION CONSENTING TO CONTINUED RESETTLEMENT OF REFUGEES IN KALAMAZOO TOWNSHIP, MICHIGAN**

Clerk Miller explained that this is a new requirement for local municipalities to opt in to accepting refugees, based on an Executive Order and action by the US Secretary of State. He read the 'Resolves' portion of the resolution.

**Clerk Miller moved, seconded by Supervisor Martin, to approve the resolution.**

Trustee Strebs moved to amend a word to 'county'. Accepted without objection.

Trustee Leigh said this issue was personal to her based on her family history. Her mother was a refugee.

Trustee Strebs said that this country is built on accepting refugees.

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

**Item 10      ITEMS REMOVED FROM CONSENT AGENDA**

None.

**Item 11      BOARD MEMBER REPORTS**

Trustee Strebs reported that Federal Communications Commission is allowing cable companies to replace fees with free services to Public Media Network. There is a risk that valuing a cable channel at an unreasonably high dollar value, replacing franchise fees, would cripple PMN.

Trustee Hathcock reflected on casual racism.

Trustee Leigh commented on the CCTA millage to go on the March ballot, to raise the millage from 0.75 to 0.90 mills. There was discussion of the youth mobility problems. New passes will tie the pass to the student. This has settled the problems that had occurred.

Clerk Miller commented further on the refugee situation.

Treasurer Miller thanked Derrick Rummel for speaking to the Board; she will bring a recommendation on investment management to the Board at a later date.

Trustee Leuty has a draft of the Parks and Recreation Plan. Denise Hartsough and Bill Chapman were part of a review committee editing the Plan. People are using our parks for

walking. Zoning Board of Appeals scheduled to meet on Dec. 18. Trustee Leuty was asked by a resident about what she could do positively for sustainability.

Supervisor Martin wished everyone a Merry Christmas and thanked the Board for its attention.

**Item 12            ATTORNEY'S REPORT**

No report.

**Item 13            MANAGER REPORT**

Planning Commission is working hard. We are working on a cost recovery ordinance. The green paper is asking questions about how to make a difference on sustainability. March 9 Board meeting will be at Kalamazoo Central High School. Three police officers in our county were shot recently.

**Item 14            PUBLIC COMMENTS**

None.

**Item 15            ADJOURNMENT**

**There being no further business to come before the Board, the meeting was adjourned at 8:56 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 Jeremy L. Hathcock

Respectfully submitted,

\_\_\_\_\_  
Mark E. Miller, Clerk

**ABSENT:**        None.

Attested to by,

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Manager Dexter Mitchell

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

User: MONICAK

EXP CHECK RUN DATES 01/14/2020 - 01/14/2020

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

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17432939 27304	APPROVED PROTECTION SYSTEMS EXTINGUISHERS 206-336-811.00	12/31/2019 MONICAK	12/31/2019	322.50 322.50	322.50	Open	N 12/31/2019
17432971 27315	APPROVED PROTECTION SYSTEMS EXTINGUISHERS 101-265-811.00	12/31/2019 MONICAK	12/31/2019	349.75 349.75	349.75	Open	N 12/31/2019
010620 27337	BAUCKHAM, SPARKS, THALL, LEGAL SUPPORT 101-200-826.00 101-200-827.00 101-400-827.00 207-301-827.00 101-310-827.00	12/31/2019 MONICAK	12/31/2019	11,132.40 150.00 4,090.90 3,642.00 2,314.50 935.00	11,132.40	Open	N 12/31/2019
2395 27389	BILL'S LOCK SHOP, INC. KEYS 207-301-747.00	01/09/2020 MONICAK	01/09/2019	35.00 35.00	35.00	Open	N 01/09/2020
201540029914 27316	CONSUMERS ENERGY ACCT #1000 2210 5132 206-336-921.02	12/31/2019 MONICAK	12/31/2019	504.65 504.65	504.65	Open	N 12/31/2019
201540029912 27317	CONSUMERS ENERGY ACCT #1000 2210 4390 206-336-923.02	12/31/2019 MONICAK	12/31/2019	439.40 439.40	439.40	Open	N 12/31/2019
201540029913 27318	CONSUMERS ENERGY ACCT #1000 2210 4622 206-336-921.02 206-336-923.02	12/31/2019 MONICAK	12/31/2019	265.50 102.33 163.17	265.50	Open	N 12/31/2019
203408882485 27329	CONSUMERS ENERGY ACCT #1000 0033 6162 206-336-923.03	12/31/2019 MONICAK	12/31/2019	282.78 282.78	282.78	Open	N 12/31/2019

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 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 01/14/2020 - 01/14/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
 BANK CODE: POOL

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201184128359 27331	CONSUMERS ENERGY ACCT #1000 2469 5296 206-336-921.03	12/31/2019 MONICAK	12/31/2019	126.38 126.38	126.38	Open	N 12/31/2019
205099691331 27332	CONSUMERS ENERGY ACCT #1000 1699 4202 101-200-923.00	12/31/2019 MONICAK	12/31/2019	848.25 848.25	848.25	Open	N 12/31/2019
201718000861 27362	CONSUMERS ENERGY ACCT #1000 7445 0121 207-301-921.00	12/31/2019 MONICAK	12/31/2019	271.33 271.33	271.33	Open	N 12/31/2019
201273106951 27308	CONSUMERS ENERGY ACCT #1030 2066 4423 219-448-921.00	12/31/2019 MONICAK	12/31/2019	1,206.88 1,206.88	1,206.88	Open	N 12/31/2019
19-1228 27328	TACTRON, INC. NAME TAG SET 206-336-740.00	12/31/2019 MONICAK	12/31/2019	42.29 42.29	42.29	Open	N 12/31/2019
31851 27364	FARM "N" GARDEN, INC. FENCE REPAIR 207-301-740.00	12/31/2019 MONICAK	12/31/2019	1,100.00 1,100.00	1,100.00	Open	N 12/31/2019
1840322 27357	GORDON WATER WATER/RENT 207-301-740.00	12/31/2019 MONICAK	12/31/2019	63.00 63.00	63.00	Open	N 12/31/2019
2009443-0 27361	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	12/31/2019 MONICAK	12/31/2019	357.07 357.07	357.07	Open	N 12/31/2019
2014678-0 27378	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00 207-301-727.00	01/09/2020 MONICAK	01/09/2019	685.83 530.85 154.98	685.83	Open	N 01/09/2020

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2015612-0 27386	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	01/09/2020 MONICAK OFFICE SUPPLIES	01/09/2019	55.44 55.44	55.44	Open	N 01/09/2020
2014543-0 27391	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	01/09/2020 MONICAK OFFICE SUPPLIES	01/09/2020	168.06 168.06	168.06	Open	N 01/09/2020
109231 27349	JBM TECHNOLOGY PADFOLIOS 207-301-740.00	12/31/2019 MONICAK OPERATING SUPPLIES	12/31/2019	900.00 900.00	900.00	Open	N 12/31/2019
19-06-12 27377	KALAMAZOO AREA BUILDING AUTHORITY INSPECTION 101-310-811.00	01/09/2020 MONICAK PURCHASED SERVICE	01/09/2019	55.00 55.00	55.00	Open	N 01/09/2020
122219 27320	KALAMAZOO CITY TREASURER WATER/SEWER 101-200-927.00	12/31/2019 MONICAK UTILITIES - WATER	12/31/2019	98.13 98.13	98.13	Open	N 12/31/2019
122019 27321	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.04	12/31/2019 MONICAK UTILITIES - WATER	12/31/2019	63.42 63.42	63.42	Open	N 12/31/2019
122419 27322	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.02	12/31/2019 MONICAK UTILITIES - WATER	12/31/2019	70.66 70.66	70.66	Open	N 12/31/2019
121719 27323	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.03	12/31/2019 MONICAK UTILITIES - WATER	12/31/2019	26.32 26.32	26.32	Open	N 12/31/2019
1073 27388	KALAMAZOO COUNTY CONSOLIDATED INTERLOCAL AGREEMENT 207-301-811.05	01/09/2020 MONICAK PURCHASED SERVICE - CONSOL DISPATCH	01/09/2019	182,389.00 182,389.00	182,389.00	Open	N 01/09/2020
110519 27311	KAL. COUNTY CLERK/REGISTER OF DEEDS REPLACEMENT MODEMS 101-215-747.00	12/31/2019 MONICAK SMALL TOOLS & EQUIPMENT	12/31/2019	4,656.65 4,656.65	4,656.65	Open	N 12/31/2019

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 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 01/14/2020 - 01/14/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
 BANK CODE: POOL

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	NOTICES AND PUBLICATIONS			528.94			
0009439652 27334	MLIVE MEDIA GROUP NOTICES 101-200-903.00	12/31/2019 MONICAK	12/31/2019	489.75	489.75	Open	N 12/31/2019
	NOTICES AND PUBLICATIONS			489.75			
0009442624 27335	MLIVE MEDIA GROUP NOTICES 101-400-903.00	12/31/2019 MONICAK	12/31/2019	489.75	489.75	Open	N 12/31/2019
	NOTICES			489.75			
0009452561 27336	MLIVE MEDIA GROUP NOTICES 101-400-903.00	12/31/2019 MONICAK	12/31/2019	393.80	393.80	Open	N 12/31/2019
	NOTICES			393.80			
0009444152 27341	MLIVE MEDIA GROUP NOTICES 207-301-903.00	12/31/2019 MONICAK	12/31/2019	320.00	320.00	Open	N 12/31/2019
	NOTICES			320.00			
2493 27314	KALAMAZOO COUNTY MEDICAL FIELD NOTES 206-336-740.00	12/31/2019 MONICAK	12/31/2019	104.30	104.30	Open	N 12/31/2019
	OPERATING SUPPLIES			104.30			
37599 27339	KRESA PRINT CENTER BUSINESS CARDS 207-301-727.00	12/31/2019 MONICAK	12/31/2019	38.50	38.50	Open	N 12/31/2019
	OFFICE SUPPLIES			38.50			
37454 27340	KRESA PRINT CENTER BUSINESS CARDS 207-301-727.00	12/31/2019 MONICAK	12/31/2019	44.50	44.50	Open	N 12/31/2019
	OFFICE SUPPLIES			44.50			
A772163 27381	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/09/2020 MONICAK	01/09/2019	104.22	104.22	Open	N 01/09/2020
	PURCHASED & MAINT. SERVICE			104.22			
A772179 27382	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/09/2020 MONICAK	01/09/2019	104.22	104.22	Open	N 01/09/2020
	PURCHASED & MAINT. SERVICE			104.22			

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INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 01/14/2020 - 01/14/2020  
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 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
A772178 27383	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/09/2020 MONICAK PURCHASED & MAINT. SERVICE	01/09/2019	104.22 104.22	104.22	Open	N 01/09/2020
A772180 27384	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/09/2020 MONICAK PURCHASED & MAINT. SERVICE	01/09/2019	104.22 104.22	104.22	Open	N 01/09/2020
A772350 27385	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING/SVC AGREEMENT 101-200-811.00	01/09/2020 MONICAK PURCHASED SERVICE	01/09/2019	344.76 344.76	344.76	Open	N 01/09/2020
19043 27326	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	12/31/2019 MONICAK MAINT. - BUILDING	12/31/2019	208.16 208.16	208.16	Open	N 12/31/2019
19239 27327	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	12/31/2019 MONICAK MAINT. - BUILDING	12/31/2019	578.02 578.02	578.02	Open	N 12/31/2019
20049 27369	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	01/09/2020 MONICAK MAINT. - BUILDING	01/09/2019	2,307.78 2,307.78	2,307.78	Open	N 01/09/2020
20153 27370	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-740.00	01/09/2020 MONICAK OPERATING SUPPLIES	01/09/2019	40.08 40.08	40.08	Open	N 01/09/2020
20117 27371	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-740.00	01/09/2020 MONICAK OPERATING SUPPLIES	01/09/2019	110.93 110.93	110.93	Open	N 01/09/2020
20178 27372	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	01/09/2020 MONICAK MAINT. - BUILDING	01/09/2019	577.98 577.98	577.98	Open	N 01/09/2020
19857 27374	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-740.00	01/09/2020 MONICAK OPERATING SUPPLIES	01/09/2019	104.42 104.42	104.42	Open	N 01/09/2020

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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
19882 27375	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-939.00	01/09/2020 MONICAK	01/09/2019	38.45	38.45	Open	N 01/09/2020
	MAINT. - VEHICLE			38.45			
19783 27376	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	01/09/2020 MONICAK	01/09/2019	115.72	115.72	Open	N 01/09/2020
	MAINT. - BUILDING			115.72			
2719 27343	MICHIGAN MUNICIPAL POLICE OIL CHANGE/REPAIR 207-301-939.00	12/31/2019 MONICAK	12/31/2019	295.65	295.65	Open	N 12/31/2019
	MAINT. - VEHICLE			295.65			
2727 27344	MICHIGAN MUNICIPAL POLICE REPAIR BRAKES 207-301-939.00	12/31/2019 MONICAK	12/31/2019	582.84	582.84	Open	N 12/31/2019
	MAINT. - VEHICLE			582.84			
2729 27345	MICHIGAN MUNICIPAL POLICE REPAIR BLOWER MOTOR 207-301-939.00	12/31/2019 MONICAK	12/31/2019	102.09	102.09	Open	N 12/31/2019
	MAINT. - VEHICLE			102.09			
2728 27346	MICHIGAN MUNICIPAL POLICE REPAIR ELEMENT 207-301-939.00	12/31/2019 MONICAK	12/31/2019	47.90	47.90	Open	N 12/31/2019
	MAINT. - VEHICLE			47.90			
2724 27347	MICHIGAN MUNICIPAL POLICE REPAIR BRAKES 207-301-939.00	12/31/2019 MONICAK	12/31/2019	302.85	302.85	Open	N 12/31/2019
	MAINT. - VEHICLE			302.85			
1666-2020-15 27387	MICHIGAN STATE UNIVERSITY REGISTRATION - SMITH 207-301-960.00	01/09/2020 MONICAK	01/09/2019	3,500.00	3,500.00	Open	N 01/09/2020
	TUITION/TRAINING			3,500.00			
72073351 27312	MCKESSON MEDICAL SURGICAL MISC SUPPLIES 206-336-740.00	12/31/2019 MONICAK	12/31/2019	632.01	632.01	Open	N 12/31/2019
	OPERATING SUPPLIES			632.01			
161707 27348	RIDGE COMPANY BATTERY 207-301-939.00	12/31/2019 MONICAK	12/31/2019	137.16	137.16	Open	N 12/31/2019
	MAINT. - VEHICLE			137.16			



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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
162953 27379	RIDGE COMPANY BATTERIES 206-336-939.00	01/09/2020 MONICAK MAINT. - VEHICLE	01/09/2019	473.76 473.76	473.76	Open	N 01/09/2020
163183 27393	RIDGE COMPANY BATTERY 207-301-939.00	01/09/2020 MONICAK MAINT. - VEHICLE	01/09/2020	125.58 125.58	125.58	Open	N 01/09/2020
726122 27338	NYE UNIFORM CO. UNIFORMS 207-301-748.00	12/31/2019 MONICAK UNIFORMS/PERSONAL EQUIPMENT	12/31/2019	556.70 556.70	556.70	Open	N 12/31/2019
725734 27355	NYE UNIFORM CO. UNIFORMS 207-301-748.00	12/31/2019 MONICAK UNIFORMS/PERSONAL EQUIPMENT	12/31/2019	45.50 45.50	45.50	Open	N 12/31/2019
719995 27356	NYE UNIFORM CO. UNIFORMS 207-301-748.00	12/31/2019 MONICAK UNIFORMS/PERSONAL EQUIPMENT	12/31/2019	28.00 28.00	28.00	Open	N 12/31/2019
725154 27360	NYE UNIFORM CO. UNIFORMS 207-301-748.00	12/31/2019 MONICAK UNIFORMS/PERSONAL EQUIPMENT	12/31/2019	99.50 99.50	99.50	Open	N 12/31/2019
1014528869 27400	PITNEY BOWES, INC. FOLDING MACHINE 101-253-814.00	01/09/2020 MONICAK PURCHASED MAINT. SERVICE	01/09/2020	1,767.00 1,767.00	1,767.00	Open	N 01/09/2020
00897359 27319	PURITY CYLINDER, INC. QUARTERLY RENT 101-265-740.00	12/31/2019 MONICAK OPERATING SUPPLIES	12/31/2019	101.14 101.14	101.14	Open	N 12/31/2019
24715 27324	PUMMILL PRINT SERVICE LLC PERS PROP KITS 101-209-740.00	12/31/2019 MONICAK OPERATING SUPPLIES/MAPS	12/31/2019	305.89 305.89	305.89	Open	N 12/31/2019
122319 27366	R & M AUTO BODY, INC. REPAIR #87 207-301-939.00	12/31/2019 MONICAK MAINT. - VEHICLE	12/31/2019	2,292.24 2,292.24	2,292.24	Open	N 12/31/2019

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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
101199 27399	SIEGFRIED CRANDALL PC ACCOUNTING ASSISTANCE 101-223-817.00	01/09/2020 MONICAK AUDIT/ACCOUNTING SERVICE	01/09/2020	635.00 635.00	635.00	Open	N 12/31/2019
2019120648 27397	PEOPLEFACTS, LLC MONITORING FEE 207-301-812.01	01/09/2020 MONICAK BACKGROUND INVESTIGATION	01/09/2020	25.00 25.00	25.00	Open	N 12/31/2019
010620 27380	STURGIS FIRE DEPARTMENT REGISTRATION - BAIRD 206-336-862.00	01/09/2020 MONICAK TRAVEL - CONFERENCES	01/09/2019	50.00 50.00	50.00	Open	N 01/09/2020
50743 27305	THE SIGN SHOP SECURITY FILM/INSTALLATION 101-265-931.00	12/31/2019 MONICAK MAINT. - BUILDING	12/31/2019	1,648.00 1,648.00	1,648.00	Open	N 12/31/2019
52727 27309	PREIN & NEWHOF, INC. SAW GRANT 884-520-820.00	12/31/2019 MONICAK SAW ENGINEERING FEES	12/31/2019	33,022.18 33,022.18	33,022.18	Open	N 12/31/2019
E1910648.001 27313	WITMER PUBLIC SAFETY DECALS 206-336-748.00	12/31/2019 MONICAK PERSONAL EQUIPMENT ALLOWANCE	12/31/2019	171.96 171.96	171.96	Open	N 12/31/2019
127058 27310	BS & A SOFTWARE FIXED ASSET MODULE - IMPLEMENT/MGMT 101-901-983.00	12/31/2019 MONICAK EQUIPMENT	12/31/2019	5,755.00 5,755.00	5,755.00	Open	N 12/31/2019
14589 27325	BYCE & ASSOCIATES, INC. CONSTRUCTION ADMIN 402-265-975.00	12/31/2019 MONICAK BUILDING IMPROVEMENTS	12/31/2019	2,400.00 2,400.00	2,400.00	Open	N 12/31/2019
710 27365	KAYLEE COMPUTER SUPPLIES, INC. MICROSOFT OFFICE 207-301-742.00	12/31/2019 MONICAK SOFTWARE PROGRAMS	12/31/2019	3,729.00 3,729.00	3,729.00	Open	N 12/31/2019
612998 27358	DENOAYER CHEVROLET OIL CHANGE/ROTATION 207-301-939.00	12/31/2019 MONICAK MAINT. - VEHICLE	12/31/2019	69.74 69.74	69.74	Open	N 12/31/2019

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
0012709 27350	EMERGENCY VEHICLE PRODUCTS INSTALL COMPUTERS/PRINTERS 810-440-983.00 NEW EQUIPMENT	12/31/2019 MONICAK	12/31/2019	1,710.00 1,710.00	1,710.00	Open	N 12/31/2019
26041143 27351	GALESBURG FORD OIL CHANGE 207-301-939.00 MAINT. - VEHICLE	12/31/2019 MONICAK	12/31/2019	44.09 44.09	44.09	Open	N 12/31/2019
26040943 27352	GALESBURG FORD OIL CHANGE 207-301-939.00 MAINT. - VEHICLE	12/31/2019 MONICAK	12/31/2019	44.09 44.09	44.09	Open	N 12/31/2019
26041021 27353	GALESBURG FORD OIL CHANGE 207-301-939.00 MAINT. - VEHICLE	12/31/2019 MONICAK	12/31/2019	44.09 44.09	44.09	Open	N 12/31/2019
26041221 27359	GALESBURG FORD OIL CHANGE 207-301-939.00 MAINT. - VEHICLE	12/31/2019 MONICAK	12/31/2019	44.09 44.09	44.09	Open	N 12/31/2019
26041342 27390	GALESBURG FORD OIL CHANGE 207-301-939.00 MAINT. - VEHICLE	01/09/2020 MONICAK	01/09/2020	44.09 44.09	44.09	Open	N 01/09/2020
26041431 27394	GALESBURG FORD OIL CHANGE/BATTERY 207-301-939.00 MAINT. - VEHICLE	01/09/2020 MONICAK	01/09/2020	174.04 174.04	174.04	Open	N 01/09/2020
26041346 27395	GALESBURG FORD REPLACE SENSOR 207-301-939.00 MAINT. - VEHICLE	01/09/2020 MONICAK	01/09/2020	319.91 319.91	319.91	Open	N 01/09/2020
26041315 27398	GALESBURG FORD OIL CHANGE/REPAIR 207-301-939.00 MAINT. - VEHICLE	01/09/2020 MONICAK	01/09/2020	401.83 401.83	401.83	Open	N 12/31/2019
28089 27392	HELPCNET EMPLOYEE ASSISTANCE PROGRAM 207-301-811.00 PURCHASED SERVICE	01/09/2020 MONICAK	01/09/2020	2,236.80 2,236.80	2,236.80	Open	N 01/09/2020

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EXP CHECK RUN DATES 01/14/2020 - 01/14/2020

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
FFF45E 27342	PORTAGE CLEANERS AND LAUNDRY CLEANING 207-301-749.00 206-336-811.00	12/31/2019 MONICAK	12/31/2019	297.90	297.90	Open	N 12/31/2019
	UNIFORM CLEANING PURCHASED & MAINT. SERVICE			277.21 20.69			
25720 27368	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-931.00	01/09/2020 MONICAK	01/09/2019	114.83	114.83	Open	N 01/09/2020
	MAINT. - BUILDING			114.83			
01282 27373	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-740.00	01/09/2020 MONICAK	01/09/2019	20.39	20.39	Open	N 01/09/2020
	OPERATING SUPPLIES			20.39			
32040 27396	POWERDMS, INC PRO BASE/LICENSE 207-301-742.00	01/09/2020 MONICAK	01/09/2020	5,193.81	5,193.81	Open	N 01/09/2020
	SOFTWARE PROGRAMS			5,193.81			
34054 INV #43 27306	W.E. UPJOHN INSTITUTE FOR PLANNING/ZONING ADMIN 101-400-821.00	12/31/2019 MONICAK	12/31/2019	3,237.50	3,237.50	Open	N 12/31/2019
	PLANNING CONSULTANT			3,237.50			
1695642 27307	SUPERIOR BUSINESS SOLUTIONS GENERAL FUND CHECKS 101-200-727.00	12/31/2019 MONICAK	12/31/2019	346.31	346.31	Open	N 12/31/2019
	OFFICE SUPPLIES			346.31			
010120 27363	TRANSUNION RISK AND ALTERNATIVE ACCT ID #299323 207-301-782.00	12/31/2019 MONICAK	12/31/2019	50.00	50.00	Open	N 12/31/2019
	INVESTIGATIVE OPERATIONS			50.00			
2 27354	TERESA'S TAILORING ALTERATIONS 207-301-748.00	12/31/2019 MONICAK	12/31/2019	593.00	593.00	Open	N 12/31/2019
	UNIFORMS/PERSONAL EQUIPMENT			593.00			
# of Invoices:	97	# Due:	97	Totals:	324,939.94		324,939.94
# of Credit Memos:	0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:					324,939.94		324,939.94

User: MONICAK

EXP CHECK RUN DATES 01/14/2020 - 01/14/2020

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BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL			32,975.64	32,975.64		
	206 - FIRE			21,667.35	21,667.35		
	207 - POLICE			231,920.90	231,920.90		
	219 - STREET LIGHTS			1,206.88	1,206.88		
	267 - SWET			36.99	36.99		
	402 - TWP BUILDING & GROUNDS IMPRC			2,400.00	2,400.00		
	810 - POLICE CAPITAL IMPROVEMENT			1,710.00	1,710.00		
	884 - SAW GRANT			33,022.18	33,022.18		
--- TOTALS BY DEPT/ACTIVITY ---							
	200 - GENERAL SERVICES_ADMIN			8,976.34	8,976.34		
	209 - ASSESSOR			305.89	305.89		
	215 - CLERK			4,656.65	4,656.65		
	223 - FINANCE			635.00	635.00		
	253 - TREASURER			1,767.00	1,767.00		
	265 - MAINTENANCE			4,498.89	4,498.89		
	301 - POLICE			231,957.89	231,957.89		
	310 - ENFORCEMENT (ORD, UNSAFE BDC			990.00	990.00		
	336 - FIRE			21,667.35	21,667.35		
	400 - PLANNING/ZONING			7,763.05	7,763.05		
	440 - CAPTIAL IMPROVEMENT			1,710.00	1,710.00		
	448 - STREET LIGHTS			1,206.88	1,206.88		
	520 - SEWER IMPROVEMENT			33,022.18	33,022.18		
	751 - RECREATION			27.82	27.82		
	901 - CAPITAL OUTLAY_GENERAL			5,755.00	5,755.00		



**KALAMAZOO TOWNSHIP  
TREASURER'S REPORT  
NOVEMBER 2019**

**CASH SUMMARY BY CLASSIFICATION:**

<u>FINANCIAL INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>
MERCANTILE BANK	POOL	260,537.20
TOTAL POOLED INVESTMENTS**	POOL	11,768,874.59
MERCANTILE BANK	ERAD	921.21
CHEMICAL BANK	CURRENT TAX	7,140.52
CHEMICAL BANK	MRA	12,809.49
<b>TOTAL CASH SUMMARY BY CLASSIFICATION</b>		<b><u>\$ 12,050,283.01</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	CD	1.10%	2/23/2021	258,742.95
ADVIA CREDIT UNION	CD	2.15%	6/27/2020	251,402.62
ADVIA CREDIT UNION	Savings	2.00%	NA	178,482.60
CHEMICAL BANK	MM	2.22%	NA	531,518.32
COMERICA	MM	1.30%	NA	12,134.95
COMERICA	CD	3.10%	11/13/2020	253,780.00
COMERICA	CD	2.15%	12/22/2020	143,849.42
COMERICA	Govt Sec.	2.50%	12/25/2042	233,245.59
COMERICA	Comm Paper	NA	11/29/2021	257,262.14
COMERICA	Comm Paper	NA	12/23/2019	539,395.21
CONSUMERS CU	MM	NA	NA	25.01
CONSUMERS CU	MM	2.00%	NA	1,498,246.42
FIRST NATIONAL BANK	CD	1.75%	6/11/2020	504,060.09
FIRST NATIONAL BANK	CD	2.62%	2/23/2020	509,866.77
FIRST NATIONAL BANK	CD	2.75%	4/6/2020	106,357.77
FIRST NATIONAL BANK	CD	2.50%	6/2/2020	315,502.68
FIRST NATIONAL BANK	MM	0.10%	NA	25.69
FIRST SOURCE BANK	CD	2.51%	6/26/2020	500,000.00
FLAGSTAR BANK	CD	2.40%	11/23/2020	255,744.22
HUNTINGTON BANK	MM	1.71%	NA	5.05
LAKE MICHIGAN CREDIT UNION	Savings	2.00%	NA	520,744.16
LAKE MICHIGAN CREDIT UNION	Savings	0.25%	NA	29.53
MACATAWA BANK	CD	1.77%	6/4/2020	107,946.58
MBIA CLASS	INV POOL	2.22%	NA	3,676,129.26
MBIA CLASS - TAX	INV POOL	2.22%	NA	0.27
MERCANTILE BANK OF MI	ICS	0.10%	NA	38,303.19
MERCANTILE BANK OF MI	CD	2.15%	7/9/2020	615,107.13
STURGIS BANK & TRUST CO	CD	2.12%	2/27/2020	250,000.00
PRIVATE BANK/CIBC	CD	1.90%	9/28/2020	106,274.32
PRIVATE BANK/CIBC	CD	1.90%	9/28/2020	104,692.65
<b>TOTAL FOR POOL INVESTMENT DETAIL</b>				<b><u>\$ 11,768,874.59</u></b>

**CASH ALLOCATION BY FUND:**

<u>FUND DESCRIPTION</u>	<u>FUND NO.</u>	<u>AMOUNT</u>
GENERAL FUND	101/206/207	4,683,703.83
LIVE SCAN	217	87,222.49
STREET LIGHTING	219	218,571.87
RECYCLING	226	27,762.74
DRUG LAW ENFORCEMENT	265	100,753.65
LAW ENFORCEMENT TRAINING	266	8,997.14
SWET	267	(15,680.27)
ROAD DEBT SERVICE (VOTED BOND)	301	165,883.38
BUILDING IMPROVEMENTS	402	168,009.85
REVOLVING LOAN	550	1,850.00
GOLF COURSE	584	12,997.36
TRUST & AGENCY	701	3,900.32
MEDICAL REIMBURSEMENT	702	12,809.49
CURRENT TAX	704	7,140.52
S.W.E.T. AGENCY	727	377,339.37
SWET ERAD FUND	728	921.21
POLICE CAPITAL IMPROVEMENT	810	617,186.84
FIRE CAPITAL IMPROVEMENT	811	1,750,137.25
STREET	812	36,943.26
WATER	871	259,973.81
SEWER FUND	883	3,523,858.90
SAW GRANT	884	-
<b>TOTAL CASH ALLOCATION BY FUND</b>		<b><u>\$ 12,050,283.01</u></b>

**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 11/30/2019**  
**91% OF THE FISCAL YEAR COMPLETED**

FUND/ACCOUNT DESCRIPTION	2018	YTD BALANCE	2018	2019	YTD BALANCE	2019
	AMENDED BUDGET	11/30/2018	% BDGT USED	AMENDED BUDGET	11/30/2019	% BDGT USED
<b>Fund 101 - GENERAL</b>						
Net - Dept 000 - REVENUES	6,589,905.00	6,035,119.78	91.58%	7,166,195.00	6,458,832.83	90.13%
Net - Dept 101 - LEGISLATIVE	(82,580.00)	(40,396.22)	48.92%	(61,300.00)	(38,538.58)	62.87%
Net - Dept 171 - SUPERVISOR	(38,400.00)	(31,030.96)	80.81%	(37,450.00)	(31,671.72)	84.57%
Net - Dept 175 - MANAGER	(188,405.00)	(181,151.04)	96.15%	(203,275.00)	(183,834.00)	90.44%
Net - Dept 191 - ELECTION	(60,425.00)	(46,130.66)	76.34%	(33,450.00)	(30,670.15)	91.69%
Net - Dept 200 - GENERAL SERVICES_ADMIN	(358,300.00)	(312,366.18)	87.18%	(357,865.00)	(286,592.85)	80.08%
Net - Dept 209 - ASSESSOR	(204,935.00)	(165,753.31)	80.88%	(194,900.00)	(179,327.39)	92.01%
Net - Dept 215 - CLERK	(86,875.00)	(89,665.89)	103.21%	(93,950.00)	(84,556.75)	90.00%
Net - Dept 223 - FINANCE	(231,225.00)	(204,476.20)	88.43%	(232,200.00)	(197,330.51)	84.98%
Net - Dept 253 - TREASURER	(36,490.00)	(34,050.79)	93.32%	(37,375.00)	(34,916.97)	93.42%
Net - Dept 265 - MAINTENANCE	(265,720.00)	(227,831.79)	85.74%	(274,340.00)	(233,653.84)	85.17%
Net - Dept 276 - CEMETERY	(26,335.00)	(26,027.16)	98.83%	(31,575.00)	(30,990.41)	98.15%
Net - Dept 310 - ENFORCEMENT	(90,450.00)	(82,593.96)	91.31%	(83,750.00)	(55,979.75)	66.84%
Net - Dept 400 - PLANNING/ZONING	(87,500.00)	(68,750.99)	78.57%	(83,785.00)	(71,118.08)	84.88%
Net - Dept 425 - EMERGENCY PREPAREDNESS	(9,500.00)	(9,265.00)	97.53%	(10,000.00)	0.00	0.00%
Net - Dept 446 - STREETS	(300,000.00)	(17,502.34)	5.83%	(300,000.00)	(147,581.47)	49.19%
Net - Dept 751 - RECREATION	(13,150.00)	(5,656.51)	43.02%	(23,000.00)	(14,810.66)	64.39%
Net - Dept 890 - CONTINGENCY	(135,400.00)	0.00	0.00%	(450,000.00)	(20,000.00)	4.44%
Net - Dept 901 - CAPITAL OUTLAY_GENERAL	(61,800.00)	(46,266.50)	74.86%	(10,000.00)	0.00	0.00%
Net - Dept 999 - OPERATING TRANSFERS	(5,781,246.00)	(5,781,246.00)	100.00%	(5,110,646.00)	(5,110,646.00)	100.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(1,468,831.00)</b>	<b>(1,335,041.72)</b>		<b>(462,666.00)</b>	<b>(293,386.30)</b>	
<b>Fund 206 - FIRE</b>						
Net - Dept 000 - REVENUES	1,642,260.00	1,649,777.28	100.46%	1,704,060.00	1,741,958.05	102.22%
Net - Dept 336 - FIRE	(1,642,260.00)	(1,336,398.94)	81.38%	(1,721,050.00)	(1,509,263.42)	87.69%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.00</b>	<b>313,378.34</b>		<b>(16,990.00)</b>	<b>232,694.63</b>	

**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 11/30/2019**  
**91% OF THE FISCAL YEAR COMPLETED**

FUND/ACCOUNT DESCRIPTION	2018	YTD BALANCE	2018	2019	YTD BALANCE	2019
	AMENDED BUDGET	11/30/2018	% BDGT USED	AMENDED BUDGET	11/30/2019	% BDGT USED
<b>Fund 207 - POLICE</b>						
Net - Dept 000 - REVENUES	4,741,945.00	4,686,832.33	98.84%	4,823,196.00	4,708,883.35	97.63%
Net - Dept 301 - POLICE	(4,741,945.00)	(4,090,146.89)	86.25%	(4,879,600.00)	(4,030,679.55)	82.60%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.00</b>	<b>596,685.44</b>		<b>(56,404.00)</b>	<b>678,203.80</b>	
<b>Fund 211 - RECREATION</b>						
TOTAL REVENUES	0.00	0.00		0.00	0.00	
TOTAL EXPENDITURES	0.00	0.00		9,702.00	9,701.62	100.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>		<b>(9,702.00)</b>	<b>(9,701.62)</b>	
<b>Fund 217 - LIVESCAN/SOR</b>						
Net - Dept 000 - REVENUES	29,000.00	32,968.64	113.68%	31,200.00	28,827.48	92.40%
Net - Dept 301 - POLICE	(27,500.00)	(17,601.40)	64.01%	(23,000.00)	(14,290.25)	62.13%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>1,500.00</b>	<b>15,367.24</b>		<b>8,200.00</b>	<b>14,537.23</b>	
<b>Fund 219 - STREET LIGHTS</b>						
Net - Dept 000 - REVENUES	216,260.00	243,279.90	112.49%	250,775.00	257,232.28	102.57%
Net - Dept 448 - STREET LIGHTS	(251,000.00)	(206,456.31)	82.25%	(251,000.00)	(232,638.41)	92.68%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(34,740.00)</b>	<b>36,823.59</b>		<b>(225.00)</b>	<b>24,593.87</b>	
<b>Fund 226 - RECYCLING</b>						
Net - Dept 000 - REVENUES	410,365.00	447,101.97	108.95%	473,245.00	476,990.78	100.79%
Net - Dept 527 - RECYCLING	(422,925.00)	(397,973.43)	94.10%	(469,240.00)	(432,904.98)	92.26%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(12,560.00)</b>	<b>49,128.54</b>		<b>4,005.00</b>	<b>44,085.80</b>	
<b>Fund 265 - DRUG LAW ENFORCEMENT</b>						
Net - Dept 000 - REVENUES	5,500.00	8,043.07	146.24%	6,700.00	6,209.24	92.68%
Net - Dept 333 - DRUG LAW ENFORCEMENT	(1,000.00)	(296.43)	29.64%	(1,000.00)	0.00	0.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>4,500.00</b>	<b>7,746.64</b>		<b>5,700.00</b>	<b>6,209.24</b>	



**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 11/30/2019**  
**91% OF THE FISCAL YEAR COMPLETED**

FUND/ACCOUNT DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	2018 % BDGT USED	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019	2019 % BDGT USED
<b>Fund 266 - LAW ENFORCEMENT TRAINING</b>						
Net - Dept 000 - REVENUES	19,000.00	20,170.33	106.16%	19,000.00	20,438.47	107.57%
Net - Dept 320 - STATE TRAINING MONEY	(24,000.00)	(8,860.37)	36.92%	(21,000.00)	(25,782.98)	122.78%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(5,000.00)</b>	<b>11,309.96</b>		<b>(2,000.00)</b>	<b>(5,344.51)</b>	
<b>Fund 267 - SWET</b>						
Net - Dept 000 - REVENUES	55,310.00	40,601.72	73.41%	55,120.00	57,775.96	104.82%
Net - Dept 301 - POLICE	(55,310.00)	(50,647.99)	91.57%	(55,120.00)	(73,456.12)	133.27%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.00</b>	<b>(10,046.27)</b>		<b>0.00</b>	<b>(15,680.16)</b>	
<b>Fund 270 - 911 WIRELESS</b>						
Net - Dept 000 - REVENUES	46,000.00	43,183.75	93.88%	500.00	0.00	0.00%
Net - Dept 301 - POLICE	(15,000.00)	(192,389.00)		(112,235.00)	(127,240.62)	113.37%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>31,000.00</b>	<b>(149,205.25)</b>		<b>(111,735.00)</b>	<b>(127,240.62)</b>	
<b>Fund 301 - ROAD DEBT SERVICE (VOTED BOND)</b>						
Net - Dept 000 - REVENUES	1,065,375.00	1,083,252.69	101.68%	1,149,941.00	1,195,796.66	103.99%
Net - Dept 906 - ROAD IMPROVEMENT	(1,062,375.00)	(1,062,401.61)	100.00%	(1,099,300.00)	(1,099,250.00)	100.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>3,000.00</b>	<b>20,851.08</b>		<b>50,641.00</b>	<b>96,546.66</b>	
<b>Fund 402 - TWP BUILDING &amp; GROUNDS IMPROVEMENTS</b>						
Net - Dept 000 - REVENUES	658,350.00	659,839.85	100.23%	0.00	13,802.54	
Net - Dept 265 - MAINTENANCE	0.00	(103,641.76)		(400,000.00)	(385,457.01)	96.36%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>658,350.00</b>	<b>556,198.09</b>		<b>(400,000.00)</b>	<b>(371,654.47)</b>	

**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 11/30/2019**  
**91% OF THE FISCAL YEAR COMPLETED**

FUND/ACCOUNT DESCRIPTION	2018	YTD BALANCE	2018	2019	YTD BALANCE	2019
	AMENDED BUDGET	11/30/2018	% BDGT USED	AMENDED BUDGET	11/30/2019	% BDGT USED
<b>Fund 407 - RADIO SITE PROJECT</b>						
Net - Dept 000 - REVENUES	10,000.00	10,000.00	100.00%	0.00	0.00	
Net - Dept 301 - POLICE	(7,200.00)	(13,155.65)	182.72%	(7,200.00)	(1,843.83)	25.61%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>2,800.00</b>	<b>(3,155.65)</b>		<b>(7,200.00)</b>	<b>(1,843.83)</b>	
<b>Fund 584 - GOLF COURSE</b>						
Net - Dept 000 - REVENUES	9,500.00	10,146.69	106.81%	10,400.00	20,324.04	195.42%
Net - Dept 698 - GOLF COURSE	(6,000.00)	(5,092.76)	84.88%	(37,000.00)	(19,701.45)	53.25%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>3,500.00</b>	<b>5,053.93</b>		<b>(26,600.00)</b>	<b>622.59</b>	
<b>Fund 810 - POLICE CAPITAL IMPROVEMENT</b>						
Net - Dept 000 - REVENUES	242,555.00	274,103.72	113.01%	280,100.00	332,323.82	118.64%
Net - Dept 440 - CAPITAL IMPROVEMENT	(340,800.00)	(200,926.42)	58.96%	(309,800.00)	(248,018.40)	80.06%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(98,245.00)</b>	<b>73,177.30</b>		<b>(29,700.00)</b>	<b>84,305.42</b>	
<b>Fund 811 - FIRE CAPITAL IMPROVEMENT</b>						
Net - Dept 000 - REVENUES	416,760.00	475,341.48	114.06%	568,955.00	613,288.58	107.79%
Net - Dept 440 - CAPITAL IMPROVEMENT	(448,000.00)	(299,026.15)	66.75%	(390,500.00)	(164,940.49)	42.24%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(31,240.00)</b>	<b>176,315.33</b>		<b>178,455.00</b>	<b>448,348.09</b>	
<b>Fund 812 - STREET IMPROVEMENT</b>						
Net - Dept 000 - REVENUES	11,600.00	14,967.13	129.03%	2,500.00	4,769.49	190.78%
Net - Dept 446 - STREETS	0.00	0.00		0.00	(162,450.02)	
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>11,600.00</b>	<b>14,967.13</b>		<b>2,500.00</b>	<b>(157,680.53)</b>	
<b>Fund 850 - ROAD IMPROVEMENT</b>						
Net - Dept 000 - REVENUES	0.00	957.19		0.00	146.03	
Net - Dept 906 - ROAD IMPROVEMENT	(289,900.00)	(138,799.46)	47.88%	(265,875.00)	(99,317.63)	37.36%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(289,900.00)</b>	<b>(137,842.27)</b>		<b>(265,875.00)</b>	<b>(99,171.60)</b>	

**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 11/30/2019**  
**91% OF THE FISCAL YEAR COMPLETED**

FUND/ACCOUNT DESCRIPTION	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	2018 % BDGT USED	2019 AMENDED BUDGET	YTD BALANCE 11/30/2019	2019 % BDGT USED
<b>Fund 871 - WATER IMPROVEMENT</b>						
Net - Dept 000 - REVENUES	38,000.00	14,848.25	39.07%	16,700.00	11,990.98	71.80%
Net - Dept 441 - WATER IMPROVEMENT	(27,000.00)	(19,868.75)	73.59%	(27,000.00)	(16,411.50)	60.78%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>11,000.00</b>	<b>(5,020.50)</b>		<b>(10,300.00)</b>	<b>(4,420.52)</b>	
<b>Fund 883 - SEWER IMPROVEMENT</b>						
Net - Dept 000 - REVENUES	73,000.00	51,565.65	70.64%	45,500.00	116,127.12	255.22%
Net - Dept 520 - SEWER IMPROVEMENT	(28,000.00)	(50,812.87)	181.47%	(31,000.00)	(25,703.44)	82.91%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>45,000.00</b>	<b>752.78</b>		<b>14,500.00</b>	<b>90,423.68</b>	
<b>Fund 884 - SAW GRANT</b>						
Net - Dept 000 - REVENUES	700,000.00	190,524.92	27.22%	582,000.00	525,391.91	90.27%
Net - Dept 520 - SEWER IMPROVEMENT	(700,000.00)	(190,524.92)	27.22%	(582,000.00)	(530,391.91)	91.13%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>(5,000.00)</b>	

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Revenues						
Dept 000 - REVENUES						
101-000-403.00	OPERATING LEVY-C.T.	3,859,323.00	3,808,388.23	0.00	50,934.77	98.68
101-000-403.01	PMT IN LIEU OF TAX (PILOT)	15,600.00	17,965.02	0.00	(2,365.02)	115.16
101-000-404.00	ACT 198 -TWP IFT	19,500.00	15,736.94	0.00	3,763.06	80.70
101-000-412.00	DELINQUENT PERSONAL PROP TAX	9,500.00	5,715.32	0.00	3,784.68	60.16
101-000-424.00	TRAILER FEES	2,500.00	2,035.00	0.00	465.00	81.40
101-000-445.00	PENALTIES & INTEREST ON TAXES	3,500.00	6,087.16	0.00	(2,587.16)	173.92
101-000-451.00	CABLE TV FRANCHISE FEE 3%	172,000.00	135,968.38	38,226.28	36,031.62	79.05
101-000-473.00	RENTAL APPLICATION FEES	30,000.00	38,401.00	2,200.00	(8,401.00)	128.00
101-000-473.01	MM APPLICATION FEES	40,000.00	60,000.00	0.00	(20,000.00)	150.00
101-000-474.00	LICENSE FEES/SIGNS	2,000.00	2,631.00	0.00	(631.00)	131.55
101-000-477.00	SPEC. INSP/PLAN REVIEW/ZONING FEE	10,000.00	20,196.00	3,150.00	(10,196.00)	201.96
101-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	155,000.00	38,110.86	0.00	116,889.14	24.59
101-000-575.00	STATE SHARED	2,272,580.00	1,533,149.00	0.00	739,431.00	67.46
101-000-576.00	LIQUOR LICENSES	100.00	8,220.85	0.00	(8,120.85)	8,220.85
101-000-578.00	VIOLATION BUREAU	1,500.00	1,020.00	90.00	480.00	68.00
101-000-587.00	ELECTION REIMBURSEMENT	11,900.00	2,319.30	0.00	9,580.70	19.49
101-000-602.00	WITNESS/JURY-GEN ONLY	0.00	43.80	0.00	(43.80)	100.00
101-000-603.00	UNCLASSIFIED	1,500.00	7,705.58	15.00	(6,205.58)	513.71
101-000-603.01	LOCAL GOVT REVENUE	1,000.00	23,787.49	0.00	(22,787.49)	2,378.75
101-000-622.00	SPEC USE/SITE PLAN/ VAR FEES	0.00	7,347.13	7,347.13	(7,347.13)	100.00
101-000-626.00	PASSPORT FEE/FIRE REPORTS	25,000.00	25,995.50	2,030.00	(995.50)	103.98
101-000-626.01	COPY FEES-COMPUTER	0.00	28.08	0.00	(28.08)	100.00
101-000-629.00	TOWNSHIP SERVICE	2,500.00	4,336.59	0.00	(1,836.59)	173.46
101-000-629.01	TWP CLEAN-UP/MOWING/DEMO SRVC	25,000.00	18,311.88	840.00	6,688.12	73.25
101-000-630.00	LEASE PAYMENTS	32,600.00	31,897.69	2,890.24	702.31	97.85
101-000-633.00	MONUMENT INSTALLATION	1,000.00	1,600.00	0.00	(600.00)	160.00
101-000-634.00	INTERMENT FEES	10,000.00	10,800.00	0.00	(800.00)	108.00
101-000-643.00	SALE OF LOTS-CEMETERY	1,500.00	6,000.00	750.00	(4,500.00)	400.00
101-000-651.00	TAX ADMIN FEE	226,190.00	228,578.00	356.86	(2,388.00)	101.06
101-000-652.00	TAX COLLECTION FEES	30,000.00	12,816.00	0.00	17,184.00	42.72
101-000-654.00	WATER SURCHARGE FEES	105,000.00	91,810.96	0.00	13,189.04	87.44
101-000-658.00	FSA FORFEITURE	0.00	401.00	0.00	(401.00)	100.00
101-000-660.00	DISTRICT COURT FEES	25,000.00	20,834.61	2,317.74	4,165.39	83.34
101-000-660.01	FALSE ALARM	1,500.00	1,868.40	0.00	(368.40)	124.56
101-000-664.00	INTEREST EARNED	45,000.00	72,258.49	4,734.76	(27,258.49)	160.57
101-000-667.00	ROOM RENTAL - INCOME	6,500.00	7,400.00	875.00	(900.00)	113.85
101-000-671.00	METRO ACT PAYMENTS	11,700.00	11,415.93	0.00	284.07	97.57
101-000-673.00	SALE OF TWP. ASSETS	500.00	0.00	0.00	500.00	0.00
101-000-675.00	PRIVATE CONTRIBUTIONS & DONATIONS	0.00	500.00	0.00	(500.00)	100.00
101-000-699.00	INTERFUND TRANSFERS IN	9,702.00	177,151.64	0.00	(167,449.64)	1,825.93
Total Dept 000 - REVENUES		7,166,195.00	6,458,832.83	65,823.01	707,362.17	90.13
TOTAL REVENUES		7,166,195.00	6,458,832.83	65,823.01	707,362.17	90.13
Expenditures						
Dept 101 - LEGISLATIVE						
101-101-711.00	INSURANCE OPT OUT	14,000.00	10,852.26	1,007.06	3,147.74	77.52
101-101-712.00	COMPENSATION - TRUSTEES	30,000.00	17,470.00	2,930.00	12,530.00	58.23
101-101-715.00	FICA	2,550.00	2,160.26	300.55	389.74	84.72
101-101-716.00	HEALTH INSURANCE	650.00	367.29	33.39	282.71	56.51
101-101-717.00	LIFE INS/STD/LTD	1,100.00	1,137.64	103.40	(37.64)	103.42
101-101-718.00	PENSION	3,000.00	1,748.00	293.00	1,252.00	58.27

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
101-101-732.00	DUES/SUBS/PUBL	4,000.00	2,483.00	0.00	1,517.00	62.08
101-101-862.00	TRAVEL - CONFERENCES	6,000.00	2,320.13	0.00	3,679.87	38.67
Total Dept 101 - LEGISLATIVE		61,300.00	38,538.58	4,667.40	22,761.42	62.87
Dept 171 - SUPERVISOR						
101-171-701.00	WAGES - DEPARTMENT HEAD	15,000.00	13,847.35	1,153.84	1,152.65	92.32
101-171-715.00	FICA	1,150.00	732.59	58.57	417.41	63.70
101-171-716.00	HEALTH INSURANCE	16,000.00	14,597.70	1,317.90	1,402.30	91.24
101-171-717.00	LIFE INS/STD/LTD	300.00	284.11	25.85	15.89	94.70
101-171-718.00	PENSION	1,500.00	1,384.69	115.38	115.31	92.31
101-171-732.00	DUES/SUBS/PUBL	1,000.00	0.00	0.00	1,000.00	0.00
101-171-862.00	TRAVEL - CONFERENCES	2,500.00	825.28	0.00	1,674.72	33.01
Total Dept 171 - SUPERVISOR		37,450.00	31,671.72	2,671.54	5,778.28	84.57
Dept 175 - MANAGER						
101-175-701.00	WAGES - DEPARTMENT HEAD	102,395.00	91,846.32	7,653.86	10,548.68	89.70
101-175-702.00	WAGES -	45,390.00	40,368.06	3,480.01	5,021.94	88.94
101-175-711.00	INSURANCE OPT OUT	5,100.00	4,958.80	450.80	141.20	97.23
101-175-715.00	FICA	11,000.00	10,177.57	858.17	822.43	92.52
101-175-716.00	HEALTH INSURANCE	13,100.00	13,685.90	1,108.22	(585.90)	104.47
101-175-717.00	LIFE INS/STD/LTD	2,500.00	2,418.33	216.33	81.67	96.73
101-175-718.00	PENSION	15,690.00	14,028.72	1,182.98	1,661.28	89.41
101-175-732.00	DUES/SUBS/PUBL	2,000.00	1,460.90	0.00	539.10	73.05
101-175-740.00	OPERATING SUPPLIES	0.00	8.74	8.74	(8.74)	100.00
101-175-853.00	TELEPHONE	2,100.00	1,980.00	55.00	120.00	94.29
101-175-862.00	TRAVEL - CONFERENCES	2,500.00	2,606.66	90.00	(106.66)	104.27
101-175-862.01	TRAVEL - CONFERENCES - STAFF	1,500.00	294.00	0.00	1,206.00	19.60
Total Dept 175 - MANAGER		203,275.00	183,834.00	15,104.11	19,441.00	90.44
Dept 191 - ELECTION						
101-191-702.00	WAGES -	1,000.00	1,111.68	1,111.68	(111.68)	111.17
101-191-703.00	OVERTIME	1,500.00	1,684.21	601.35	(184.21)	112.28
101-191-712.00	ELECTION INSPECTORS	9,000.00	10,605.00	9,350.00	(1,605.00)	117.83
101-191-715.00	FICA	200.00	194.61	118.21	5.39	97.31
101-191-716.00	HEALTH INSURANCE	2,000.00	1,496.48	1,299.01	503.52	74.82
101-191-716.01	HEALTH INSURANCE - RETIREE	0.00	13.35	13.35	(13.35)	100.00
101-191-717.00	LIFE INS/STD/LTD	100.00	88.99	58.84	11.01	88.99
101-191-718.00	PENSION	300.00	335.87	195.93	(35.87)	111.96
101-191-727.00	OFFICE SUPPLIES	2,000.00	1,090.15	534.03	909.85	54.51
101-191-747.00	SMALL TOOLS & EQUIPMENT	16,000.00	13,815.74	0.00	2,184.26	86.35
101-191-811.00	PURCHASED SERVICE	1,000.00	109.07	0.00	890.93	10.91
101-191-816.00	PURCHASED CLEANING SERV.	250.00	75.00	75.00	175.00	30.00
101-191-862.00	TRAVEL - CONFERENCES	100.00	50.00	0.00	50.00	50.00
Total Dept 191 - ELECTION		33,450.00	30,670.15	13,357.40	2,779.85	91.69
Dept 200 - GENERAL SERVICES_ADMIN						
101-200-702.00	WAGES -	56,500.00	51,979.71	4,417.59	4,520.29	92.00
101-200-703.00	OVERTIME	300.00	326.26	97.88	(26.26)	108.75

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019	MONTH 11/30/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
101-200-715.00	FICA	4,300.00	3,848.03	330.87	451.97	89.49
101-200-716.00	HEALTH INSURANCE	6,700.00	6,517.37	617.02	182.63	97.27
101-200-716.01	HEALTH INSURANCE - RETIREE	12,350.00	7,469.15	(904.87)	4,880.85	60.48
101-200-717.00	LIFE INS/STD/LTD	800.00	727.25	70.29	72.75	90.91
101-200-718.00	PENSION	3,800.00	3,551.93	316.07	248.07	93.47
101-200-727.00	OFFICE SUPPLIES	13,000.00	8,028.36	1,582.43	4,971.64	61.76
101-200-730.00	POSTAGE	20,000.00	12,554.63	(21.45)	7,445.37	62.77
101-200-732.00	DUES/SUBS/PUBL	8,000.00	6,313.66	100.00	1,686.34	78.92
101-200-740.00	OPERATING SUPPLIES	5,000.00	3,489.73	386.91	1,510.27	69.79
101-200-742.00	SOFTWARE PROGRAMS/FEES	10,615.00	10,368.97	4,747.62	246.03	97.68
101-200-810.00	COMPUTER SERVICE	20,000.00	17,794.00	0.00	2,206.00	88.97
101-200-811.00	PURCHASED SERVICE	22,900.00	22,210.68	564.28	689.32	96.99
101-200-814.00	PURCHASED MAINT. SERVICE	8,000.00	3,839.74	0.00	4,160.26	48.00
101-200-815.00	OTHER FEES	1,800.00	1,421.36	109.95	378.64	78.96
101-200-820.00	ENGINEERING SERVICES	3,500.00	0.00	0.00	3,500.00	0.00
101-200-826.00	LEGAL SERVICES-BD. MEET.	6,000.00	3,838.44	825.00	2,161.56	63.97
101-200-827.00	LEGAL SERVICE-GEN. TWP.	40,000.00	36,632.90	2,446.40	3,367.10	91.58
101-200-828.00	LEGAL SERVICES - LABOR	2,000.00	0.00	0.00	2,000.00	0.00
101-200-853.00	TELEPHONE	1,500.00	1,203.11	95.62	296.89	80.21
101-200-861.00	MILEAGE REIMB	100.00	0.00	0.00	100.00	0.00
101-200-862.00	TRAVEL - CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
101-200-903.00	NOTICES AND PUBLICATIONS	10,000.00	4,913.60	0.00	5,086.40	49.14
101-200-912.00	INSURANCE/BOND-GENERAL	35,000.00	26,233.64	0.00	8,766.36	74.95
101-200-913.00	WORKER'S COMP.	10,200.00	6,832.20	0.00	3,367.80	66.98
101-200-921.00	UTILITIES - ELECTRIC	36,000.00	35,516.23	3,280.31	483.77	98.66
101-200-923.00	UTILITIES - FUEL	15,000.00	8,378.41	791.59	6,621.59	55.86
101-200-927.00	UTILITIES - WATER	2,000.00	2,365.43	166.62	(365.43)	118.27
101-200-956.00	UNCLASSIFIED	500.00	238.06	0.00	261.94	47.61
101-200-960.00	TUITION/TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 200 - GENERAL SERVICES ADMIN		357,865.00	286,592.85	20,020.13	71,272.15	80.08
Dept 209 - ASSESSOR						
101-209-701.00	WAGES - DEPARTMENT HEAD	74,500.00	75,436.38	6,142.41	(936.38)	101.26
101-209-702.00	WAGES -	50,500.00	41,814.72	3,594.21	8,685.28	82.80
101-209-711.00	INSURANCE OPT OUT	4,500.00	4,639.58	421.78	(139.58)	103.10
101-209-712.00	COMPENSATION-BD. OF REVIEW	2,200.00	1,625.00	0.00	575.00	73.86
101-209-715.00	FICA	9,000.00	8,788.61	728.32	211.39	97.65
101-209-716.00	HEALTH INSURANCE	16,250.00	19,218.11	1,384.70	(2,968.11)	118.27
101-209-717.00	LIFE INS/STD/LTD	2,400.00	2,215.40	201.40	184.60	92.31
101-209-718.00	PENSION	15,000.00	15,791.27	1,154.69	(791.27)	105.28
101-209-727.00	OFFICE SUPPLIES	500.00	411.94	0.00	88.06	82.39
101-209-732.00	DUES/SUBS/PUBL	500.00	208.00	175.00	292.00	41.60
101-209-740.00	OPERATING SUPPLIES/MAPS	1,000.00	1,009.03	0.00	(9.03)	100.90
101-209-742.00	SOFTWARE PROGRAMS	2,500.00	2,081.00	0.00	419.00	83.24
101-209-751.00	GAS & OIL	500.00	243.53	22.42	256.47	48.71
101-209-811.00	PURCHASED SERVICE	5,000.00	1,068.08	0.00	3,931.92	21.36
101-209-814.00	PURCHASED MAINT. SERVICE	1,000.00	555.00	0.00	445.00	55.50
101-209-827.00	LEGAL SERVICE	7,000.00	3,115.00	0.00	3,885.00	44.50
101-209-861.00	MILEAGE REIMB	100.00	0.00	0.00	100.00	0.00
101-209-862.00	TRAVEL - CONFERENCES	250.00	0.00	0.00	250.00	0.00
101-209-903.00	NOTICES	1,200.00	1,106.74	0.00	93.26	92.23
101-209-939.00	MAINT. - VEHICLE	500.00	0.00	0.00	500.00	0.00
101-209-960.00	TUITION/TRAINING	500.00	0.00	0.00	500.00	0.00

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL Expenditures						
Total Dept 209 - ASSESSOR		194,900.00	179,327.39	13,824.93	15,572.61	92.01
Dept 215 - CLERK						
101-215-701.00	WAGES - DEPARTMENT HEAD	15,000.00	13,847.35	1,153.84	1,152.65	92.32
101-215-702.00	WAGES -	48,750.00	43,944.96	3,785.60	4,805.04	90.14
101-215-703.00	OVERTIME	1,700.00	1,234.67	1,095.71	465.33	72.63
101-215-711.00	INSURANCE OPT OUT	7,500.00	7,051.66	641.06	448.34	94.02
101-215-715.00	FICA	4,850.00	4,845.56	486.37	4.44	99.91
101-215-716.00	HEALTH INSURANCE	950.00	858.92	275.93	91.08	90.41
101-215-717.00	LIFE INS/STD/LTD	1,350.00	1,138.56	114.87	211.44	84.34
101-215-718.00	PENSION	7,350.00	6,806.30	701.13	543.70	92.60
101-215-727.00	OFFICE SUPPLIES	500.00	226.69	0.00	273.31	45.34
101-215-732.00	DUES/SUBS/PUBL	100.00	34.50	0.00	65.50	34.50
101-215-740.00	OPERATING SUPPLIES	1,000.00	930.56	0.00	69.44	93.06
101-215-747.00	SMALL TOOLS & EQUIPMENT	400.00	749.00	0.00	(349.00)	187.25
101-215-862.00	TRAVEL - CONFERENCES	2,500.00	1,701.72	15.78	798.28	68.07
101-215-862.01	TRAVEL - CONFERENCES - STAFF	2,000.00	1,186.30	0.00	813.70	59.32
Total Dept 215 - CLERK		93,950.00	84,556.75	8,270.29	9,393.25	90.00
Dept 223 - FINANCE						
101-223-701.00	WAGES - DEPARTMENT HEAD	36,000.00	28,323.22	1,466.68	7,676.78	78.68
101-223-702.00	WAGES -	98,300.00	84,220.43	7,633.61	14,079.57	85.68
101-223-703.00	OVERTIME	500.00	220.95	0.00	279.05	44.19
101-223-715.00	FICA	9,800.00	7,414.78	591.95	2,385.22	75.66
101-223-716.00	HEALTH INSURANCE	32,000.00	33,603.02	3,669.09	(1,603.02)	105.01
101-223-717.00	LIFE INS/STD/LTD	2,000.00	1,644.06	141.24	355.94	82.20
101-223-718.00	PENSION	9,900.00	9,359.85	841.92	540.15	94.54
101-223-727.00	OFFICE SUPPLIES	500.00	257.88	0.00	242.12	51.58
101-223-732.00	DUES/SUBS/PUBL	1,000.00	120.00	0.00	880.00	12.00
101-223-742.00	SOFTWARE PROGRAMS	10,500.00	10,501.00	0.00	(1.00)	100.01
101-223-817.00	AUDIT/ACCOUNTING SERVICE	15,000.00	10,680.00	0.00	4,320.00	71.20
101-223-817.01	AUDIT SERVICES	10,500.00	10,000.00	0.00	500.00	95.24
101-223-861.00	MILEAGE REIMB	200.00	221.56	0.00	(21.56)	110.78
101-223-862.00	TRAVEL - CONFERENCES	2,500.00	100.00	0.00	2,400.00	4.00
101-223-862.01	TRAVEL - CONFERENCES - STAFF	1,500.00	663.76	488.76	836.24	44.25
101-223-960.00	TUITION/TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 223 - FINANCE		232,200.00	197,330.51	14,833.25	34,869.49	84.98
Dept 253 - TREASURER						
101-253-701.00	WAGES - DEPARTMENT HEAD	15,000.00	13,847.35	1,153.84	1,152.65	92.32
101-253-702.00	WAGES -	1,040.00	876.00	80.00	164.00	84.23
101-253-703.00	OVERTIME	200.00	172.26	138.96	27.74	86.13
101-253-715.00	FICA	1,225.00	1,012.70	92.49	212.30	82.67
101-253-716.00	HEALTH INSURANCE	8,000.00	8,545.91	573.91	(545.91)	106.82
101-253-717.00	LIFE INS/STD/LTD	310.00	310.58	27.43	(0.58)	100.19
101-253-718.00	PENSION	1,600.00	1,489.52	137.28	110.48	93.10
101-253-732.00	DUES/SUBS/PUBL	1,000.00	472.60	312.60	527.40	47.26
101-253-740.00	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-253-742.00	SOFTWARE PROGRAMS	2,000.00	2,732.00	0.00	(732.00)	136.60
101-253-862.00	TRAVEL - CONFERENCES	3,500.00	3,259.37	44.57	240.63	93.12
101-253-862.01	TRAVEL - CONFERENCES - STAFF	3,000.00	2,198.68	0.00	801.32	73.29

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL Expenditures						
Total Dept 253 - TREASURER		37,375.00	34,916.97	2,561.08	2,458.03	93.42
Dept 265 - MAINTENANCE						
101-265-702.00	WAGES -	124,000.00	108,267.70	7,785.52	15,732.30	87.31
101-265-703.00	OVERTIME	2,000.00	1,012.15	0.00	987.85	50.61
101-265-715.00	FICA	9,700.00	7,526.63	537.21	2,173.37	77.59
101-265-716.00	HEALTH INSURANCE	50,000.00	43,830.64	2,505.42	6,169.36	87.66
101-265-716.01	HEALTH INSURANCE - RETIREE	4,800.00	3,811.71	398.35	988.29	79.41
101-265-717.00	LIFE INS/STD/LTD	2,700.00	2,122.29	133.74	577.71	78.60
101-265-718.00	PENSION	16,000.00	12,964.20	872.12	3,035.80	81.03
101-265-740.00	OPERATING SUPPLIES	7,000.00	5,549.13	660.68	1,450.87	79.27
101-265-747.00	SMALL TOOLS & EQUIPMENT	2,500.00	2,174.45	0.00	325.55	86.98
101-265-748.00	PERSONAL EQUIP. - ALLOWANCE	1,500.00	974.76	246.00	525.24	64.98
101-265-751.00	GAS & OIL	3,000.00	3,284.90	340.40	(284.90)	109.50
101-265-811.00	PURCHASED SERVICE	10,000.00	13,198.08	576.66	(3,198.08)	131.98
101-265-853.00	TELEPHONE	640.00	300.00	30.00	340.00	46.88
101-265-931.00	MAINT. - BUILDING	20,500.00	13,114.57	690.00	7,385.43	63.97
101-265-932.00	MAINT. - GROUNDS	15,000.00	13,043.68	1,955.00	1,956.32	86.96
101-265-934.00	MAINT. - MACHINE	1,500.00	1,649.61	209.73	(149.61)	109.97
101-265-939.00	MAINT. - VEHICLE	3,000.00	829.34	48.71	2,170.66	27.64
101-265-945.00	RENTALS - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 265 - MAINTENANCE		274,340.00	233,653.84	16,989.54	40,686.16	85.17
Dept 276 - CEMETERY						
101-276-705.00	WAGES - MAINTENANCE	10,000.00	11,267.34	1,621.20	(1,267.34)	112.67
101-276-706.00	CEMETERY OVERTIME	450.00	416.88	121.59	33.12	92.64
101-276-715.00	FICA	825.00	804.55	119.33	20.45	97.52
101-276-716.00	HEALTH INSURANCE	4,000.00	4,085.79	497.10	(85.79)	102.14
101-276-717.00	LIFE INS/STD/LTD	300.00	185.19	22.54	114.81	61.73
101-276-718.00	PENSION	1,300.00	1,402.14	209.14	(102.14)	107.86
101-276-740.00	OPERATING SUPPLIES	2,000.00	120.25	0.00	1,879.75	6.01
101-276-742.00	SOFTWARE PROGRAMS	2,200.00	2,150.00	0.00	50.00	97.73
101-276-811.00	PURCHASED SERVICE	3,000.00	7,192.10	127.50	(4,192.10)	239.74
101-276-927.00	UTILITIES - WATER	2,000.00	698.67	50.36	1,301.33	34.93
101-276-931.00	REPAIRS - MAINT.	500.00	0.00	0.00	500.00	0.00
101-276-932.00	MAINT. - GROUNDS	2,500.00	1,088.00	176.09	1,412.00	43.52
101-276-945.00	RENTALS - EQUIPMENT	2,500.00	1,579.50	0.00	920.50	63.18
Total Dept 276 - CEMETERY		31,575.00	30,990.41	2,944.85	584.59	98.15
Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)						
101-310-702.00	WAGES -	21,000.00	11,231.61	0.00	9,768.39	53.48
101-310-715.00	FICA	1,600.00	815.57	0.00	784.43	50.97
101-310-716.00	HEALTH INSURANCE	5,000.00	2,359.64	0.00	2,640.36	47.19
101-310-740.00	OPERATING SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-310-811.00	PURCHASED SERVICE	30,000.00	12,297.53	310.00	17,702.47	40.99
101-310-827.00	LEGAL SERVICE-GEN. TWP.	25,000.00	29,275.40	2,125.00	(4,275.40)	117.10
101-310-862.00	TRAVEL - CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)		83,750.00	55,979.75	2,435.00	27,770.25	66.84



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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019	MONTH 11/30/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Expenditures						
Dept 400 - PLANNING/ZONING						
101-400-712.00	PLANNING/APPEALS BOARD	9,500.00	7,840.00	0.00	1,660.00	82.53
101-400-715.00	FICA	725.00	599.11	0.00	125.89	82.64
101-400-718.00	PENSION	150.00	126.00	0.00	24.00	84.00
101-400-727.00	OFFICE SUPPLIES	200.00	141.42	0.00	58.58	70.71
101-400-732.00	DUES/SUBS/PUBL	360.00	360.00	0.00	0.00	100.00
101-400-742.00	SOFTWARE PROGRAMS	2,000.00	1,967.00	1,967.00	33.00	98.35
101-400-811.00	PURCHASED SERVICE	3,850.00	36.02	(1,967.00)	3,813.98	0.94
101-400-820.00	ENGINEERING SERVICES	2,500.00	2,070.93	0.00	429.07	82.84
101-400-821.00	PLANNING CONSULTANT	35,000.00	29,630.82	3,815.00	5,369.18	84.66
101-400-827.00	LEGAL SERVICES - GEN. TWP.	20,000.00	21,429.33	1,675.50	(1,429.33)	107.15
101-400-862.00	TRAVEL - CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
101-400-903.00	NOTICES	8,500.00	6,917.45	0.00	1,582.55	81.38
Total Dept 400 - PLANNING/ZONING		83,785.00	71,118.08	5,490.50	12,666.92	84.88
Dept 425 - EMERGENCY PREPAREDNESS						
101-425-740.00	DISASTER RELIEF	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 425 - EMERGENCY PREPAREDNESS		10,000.00	0.00	0.00	10,000.00	0.00
Dept 446 - STREETS						
101-446-969.00	STREETS & ROADS IMPROV	250,000.00	145,876.47	54.96	104,123.53	58.35
101-446-969.01	SIDEWALKS	50,000.00	1,705.00	380.00	48,295.00	3.41
Total Dept 446 - STREETS		300,000.00	147,581.47	434.96	152,418.53	49.19
Dept 751 - RECREATION						
101-751-740.00	OPERATING SUPPLIES	3,500.00	2,579.81	196.00	920.19	73.71
101-751-811.00	PURCHASED SERVICE	500.00	309.50	127.50	190.50	61.90
101-751-921.00	UTILITIES - ELECTRIC	1,300.00	284.60	27.39	1,015.40	21.89
101-751-927.00	UTILITIES - WATER	1,000.00	397.72	41.54	602.28	39.77
101-751-932.00	REPAIRS - MAINT. GROUNDS	5,000.00	2,625.62	0.00	2,374.38	52.51
101-751-970.00	CAPITAL OUTLAY	11,700.00	8,613.41	0.00	3,086.59	73.62
Total Dept 751 - RECREATION		23,000.00	14,810.66	392.43	8,189.34	64.39
Dept 890 - CONTINGENCY						
101-890-955.00	CONTINGENT EXPENSES	450,000.00	20,000.00	0.00	430,000.00	4.44
Total Dept 890 - CONTINGENCY		450,000.00	20,000.00	0.00	430,000.00	4.44
Dept 901 - CAPITAL OUTLAY_GENERAL						
101-901-983.00	EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY_GENERAL		10,000.00	0.00	0.00	10,000.00	0.00
Dept 999 - OPERATING TRANSFERS						
101-999-999.00	INTERFUND TRANSFERS OUT	5,110,646.00	5,110,646.00	0.00	0.00	100.00

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL Expenditures						
Total Dept 999 - OPERATING TRANSFERS		5,110,646.00	5,110,646.00	0.00	0.00	100.00
TOTAL EXPENDITURES		7,628,861.00	6,752,219.13	123,997.41	876,641.87	88.51
Fund 101 - GENERAL:						
TOTAL REVENUES		7,166,195.00	6,458,832.83	65,823.01	707,362.17	90.13
TOTAL EXPENDITURES		7,628,861.00	6,752,219.13	123,997.41	876,641.87	88.51
NET OF REVENUES & EXPENDITURES		(462,666.00)	(293,386.30)	(58,174.40)	(169,279.70)	63.41

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE						
Revenues						
Dept 000 - REVENUES						
206-000-582.00	PARCHMENT CONTRACT	0.00	37,500.00	3,500.00	(37,500.00)	100.00
206-000-682.00	CHARGES FOR SERVICES - FIRE RESPONSE	2,000.00	2,398.05	0.00	(398.05)	119.90
206-000-699.00	INTERFUND TRANSFERS IN	1,702,060.00	1,702,060.00	0.00	0.00	100.00
<b>Total Dept 000 - REVENUES</b>		<b>1,704,060.00</b>	<b>1,741,958.05</b>	<b>3,500.00</b>	<b>(37,898.05)</b>	<b>102.22</b>
<b>TOTAL REVENUES</b>		<b>1,704,060.00</b>	<b>1,741,958.05</b>	<b>3,500.00</b>	<b>(37,898.05)</b>	<b>102.22</b>
Expenditures						
Dept 336 - FIRE						
206-336-701.00	WAGES - CHIEF	90,500.00	85,498.00	7,104.00	5,002.00	94.47
206-336-702.00	WAGES -	213,000.00	201,562.00	16,776.00	11,438.00	94.63
206-336-702.02	WAGES - OUTSIDE	0.00	3,000.00	0.00	(3,000.00)	100.00
206-336-703.00	WAGES - CAREER FIREFIGHTERS	178,000.00	180,486.95	14,723.06	(2,486.95)	101.40
206-336-704.01	RESPONSE TIME - NW	35,000.00	22,447.65	1,770.58	12,552.35	64.14
206-336-704.02	RESPONSE TIME - EW	85,000.00	92,944.49	12,659.90	(7,944.49)	109.35
206-336-704.03	RESPONSE TIME - LW	17,000.00	18,626.22	1,278.27	(1,626.22)	109.57
206-336-704.04	RESPONSE TIME - WW	110,000.00	94,917.43	7,445.79	15,082.57	86.29
206-336-706.01	SIT TIME - NW	62,000.00	32,872.21	4,585.02	29,127.79	53.02
206-336-706.02	SIT TIME	64,000.00	34,678.97	4,045.23	29,321.03	54.19
206-336-706.03	SIT TIME	1,500.00	825.00	75.00	675.00	55.00
206-336-706.04	SIT TIME	72,000.00	81,980.69	8,094.36	(9,980.69)	113.86
206-336-707.00	TRAINING	65,000.00	46,660.69	4,424.62	18,339.31	71.79
206-336-711.00	INSURANCE OPT OUT	8,500.00	9,917.60	901.60	(1,417.60)	116.68
206-336-715.00	FICA	46,500.00	44,986.19	3,806.44	1,513.81	96.74
206-336-716.00	HEALTH INSURANCE	83,220.00	81,210.48	10,493.72	2,009.52	97.59
206-336-716.01	HEALTH INSURANCE - RETIREE	4,780.00	4,381.85	398.35	398.15	91.67
206-336-717.00	LIFE INS/STD/LTD	7,400.00	8,044.19	731.29	(644.19)	108.71
206-336-718.00	PENSION	85,000.00	86,590.69	7,536.47	(1,590.69)	101.87
206-336-723.00	INSURANCE - VOL. FIREMEN	5,500.00	5,427.00	0.00	73.00	98.67
206-336-727.00	OFFICE SUPPLIES	7,800.00	8,337.54	126.63	(537.54)	106.89
206-336-732.00	DUES/SUBS/PUBL	4,400.00	4,419.56	500.00	(19.56)	100.44
206-336-740.00	OPERATING SUPPLIES	21,000.00	18,895.46	2,034.06	2,104.54	89.98
206-336-742.00	SOFTWARE PROGRAMS	18,000.00	5,583.42	0.00	12,416.58	31.02
206-336-747.00	SMALL TOOLS & EQUIPMENT	45,000.00	25,570.48	4,450.80	19,429.52	56.82
206-336-748.00	PERSONAL EQUIPMENT ALLOWANCE	42,000.00	13,952.12	3,360.16	28,047.88	33.22
206-336-751.00	GAS & OIL	20,000.00	13,985.34	1,031.94	6,014.66	69.93
206-336-780.05	FIRE PREVENTION	1,000.00	0.00	0.00	1,000.00	0.00
206-336-811.00	PURCHASED & MAINT. SERVICE	36,000.00	36,425.91	1,075.79	(425.91)	101.18
206-336-827.00	LEGAL SERVICE	1,500.00	127.00	0.00	1,373.00	8.47
206-336-853.00	TELEPHONE	18,000.00	17,142.62	1,546.90	857.38	95.24
206-336-862.00	TRAVEL - CONFERENCES	6,000.00	1,469.04	0.00	4,530.96	24.48
206-336-912.00	INSURANCE - GENERAL	32,000.00	22,328.84	0.00	9,671.16	69.78
206-336-913.00	INSURANCE - WORKERS COMP	55,000.00	56,139.64	0.00	(1,139.64)	102.07
206-336-914.00	VISION - PHYSICALS	28,000.00	25,564.00	20,835.00	2,436.00	91.30
206-336-921.01	UTILITIES - ELECTRIC	6,500.00	6,286.14	548.74	213.86	96.71
206-336-921.02	UTILITIES - ELECTRIC	8,600.00	7,246.86	462.88	1,353.14	84.27
206-336-921.03	UTILITIES - ELECTRIC	2,500.00	1,407.22	127.75	1,092.78	56.29
206-336-921.04	UTILITIES - ELECTRIC	8,000.00	6,913.07	502.78	1,086.93	86.41
206-336-923.01	UTILITIES - NATURAL GAS	5,000.00	3,609.38	190.85	1,390.62	72.19
206-336-923.02	UTILITIES - NATURAL GAS	5,000.00	3,805.92	195.99	1,194.08	76.12
206-336-923.03	UTILITIES - NATURAL GAS	2,500.00	1,751.27	116.66	748.73	70.05
206-336-923.04	UTILITIES - NATURAL GAS	4,500.00	3,622.93	434.46	877.07	80.51

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PERIOD ENDING 11/30/2019

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE						
Expenditures						
206-336-927.01	UTILITIES - WATER	500.00	612.61	171.18	(112.61)	122.52
206-336-927.02	UTILITIES - WATER	1,400.00	1,329.92	216.69	70.08	94.99
206-336-927.03	UTILITIES - WATER	350.00	332.44	29.06	17.56	94.98
206-336-927.04	UTILITIES - WATER	900.00	774.86	63.42	125.14	86.10
206-336-931.00	MAINT. - BUILDING	41,500.00	43,120.15	1,428.13	(1,620.15)	103.90
206-336-932.00	MAINT. - GROUNDS	5,000.00	3,389.74	0.00	1,610.26	67.79
206-336-933.00	MAINT. - RADIO	4,000.00	1,004.79	0.00	2,995.21	25.12
206-336-934.00	MAINT. - MACHINE	2,200.00	2,449.17	590.35	(249.17)	111.33
206-336-939.00	MAINT. - VEHICLE	46,000.00	28,253.39	3,038.42	17,746.61	61.42
206-336-960.00	TUITION/TRAINING	6,000.00	6,134.79	325.00	(134.79)	102.25
206-336-960.01	TUITION/TRAINING	1,000.00	219.50	0.00	780.50	21.95
Total Dept 336 - FIRE		1,721,050.00	1,509,263.42	150,253.34	211,786.58	87.69
TOTAL EXPENDITURES		1,721,050.00	1,509,263.42	150,253.34	211,786.58	87.69
Fund 206 - FIRE:						
TOTAL REVENUES		1,704,060.00	1,741,958.05	3,500.00	(37,898.05)	102.22
TOTAL EXPENDITURES		1,721,050.00	1,509,263.42	150,253.34	211,786.58	87.69
NET OF REVENUES & EXPENDITURES		(16,990.00)	232,694.63	(146,753.34)	(249,684.63)	1,369.60

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 207 - POLICE						
Revenues						
Dept 000 - REVENUES						
207-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	44.86	0.00	(44.86)	100.00
207-000-430.00	POLICE - OPERATING SPECIAL ASSESS	637,390.00	638,516.58	0.00	(1,126.58)	100.18
207-000-582.00	PARCHMENT CONTRACT	317,935.00	278,825.25	25,347.75	39,109.75	87.70
207-000-582.01	PARCHMENT SPECIAL EVENT	5,000.00	15,762.50	7,205.56	(10,762.50)	315.25
207-000-583.00	KPS - SCH RESOURCE OFFICER	79,950.00	61,759.63	0.00	18,190.37	77.25
207-000-584.00	KCMHSAS/BORGESS CONTRACT	107,000.00	87,160.75	14,542.99	19,839.25	81.46
207-000-658.00	FSA FORFEITURE	0.00	1,743.01	0.00	(1,743.01)	100.00
207-000-673.01	SALE OF POLICE ASSETS	1,000.00	2,453.71	990.51	(1,453.71)	245.37
207-000-680.01	BYRNE MEMORIAL	14,000.00	1,487.00	0.00	12,513.00	10.62
207-000-680.02	HIDTA	1,500.00	0.00	0.00	1,500.00	0.00
207-000-680.03	OHSP OVERTIME	10,000.00	3,183.87	0.00	6,816.13	31.84
207-000-680.05	ACT 302	0.00	2,772.95	0.00	(2,772.95)	100.00
207-000-680.06	STATE 911 FUNDS	0.00	2,053.00	0.00	(2,053.00)	100.00
207-000-680.07	TOWER SITE - RAVINE ROAD	16,000.00	18,000.00	0.00	(2,000.00)	112.50
207-000-680.65	ATPA - SCAR OFFICER	55,000.00	2,467.82	0.00	52,532.18	4.49
207-000-681.00	DISABILITY WAGE/WORKMAN'S COMP REIMB	4,000.00	4,439.20	0.00	(439.20)	110.98
207-000-681.01	POLICE OT WAGE REIMBURSEMENTS	45,000.00	42,245.76	0.00	2,754.24	93.88
207-000-682.00	CHARGES FOR SERVICES	3,500.00	3,187.21	28.50	312.79	91.06
207-000-683.00	OWI REIMBURSEMENT	3,500.00	3,547.41	0.00	(47.41)	101.35
207-000-684.00	MISC. REVENUE	600.00	852.39	0.00	(252.39)	142.07
207-000-685.00	BOND FEES	1,000.00	710.00	80.00	290.00	71.00
207-000-699.00	INTERFUND TRANSFERS IN	3,520,821.00	3,537,670.45	0.00	(16,849.45)	100.48
Total Dept 000 - REVENUES		4,823,196.00	4,708,883.35	48,195.31	114,312.65	97.63
TOTAL REVENUES		4,823,196.00	4,708,883.35	48,195.31	114,312.65	97.63
Expenditures						
Dept 301 - POLICE						
207-301-701.00	WAGES - DEPARTMENT HEAD	99,820.00	93,028.24	7,753.60	6,791.76	93.20
207-301-702.00	WAGES -	2,079,280.00	1,671,229.57	140,359.10	408,050.43	80.38
207-301-703.00	OVERTIME	99,000.00	82,266.16	9,157.94	16,733.84	83.10
207-301-703.01	OUTSIDE OVERTIME	100,000.00	103,845.06	8,402.39	(3,845.06)	103.85
207-301-704.00	CLERICAL WAGES	197,000.00	151,910.80	9,754.75	45,089.20	77.11
207-301-704.01	CLERICAL WAGES - SVC OFFICERS	55,635.00	46,116.81	6,407.30	9,518.19	82.89
207-301-705.00	CLERICAL WAGES - OT	6,000.00	8,180.49	2,049.96	(2,180.49)	136.34
207-301-706.00	CROSSING GUARDS	31,000.00	19,837.79	2,105.59	11,162.21	63.99
207-301-707.00	OFFICER IN CHARGE	3,000.00	1,675.00	222.00	1,325.00	55.83
207-301-708.00	HOLIDAY PAY	43,000.00	17,268.34	3,495.30	25,731.66	40.16
207-301-709.00	LONGEVITY PAY	43,380.00	40,500.00	3,850.00	2,880.00	93.36
207-301-710.00	SICK PAY	14,000.00	13,817.56	2,929.28	182.44	98.70
207-301-710.01	VACATION PAY	35,000.00	32,359.40	0.00	2,640.60	92.46
207-301-711.00	INSURANCE OPT OUT	56,000.00	50,004.22	4,497.38	5,995.78	89.29
207-301-712.65	CLERICAL WAGES - SCAR	9,000.00	0.00	0.00	9,000.00	0.00
207-301-715.00	FICA	215,000.00	173,664.18	14,804.86	41,335.82	80.77
207-301-716.00	HEALTH INSURANCE	381,000.00	310,246.74	23,924.16	70,753.26	81.43
207-301-716.01	HEALTH INSURANCE - RETIREE	101,000.00	99,318.44	4,839.03	1,681.56	98.34
207-301-717.00	LIFE INS/STD/LTD	44,000.00	36,472.40	3,265.99	7,527.60	82.89
207-301-718.00	CLERICAL PENSION	15,500.00	11,689.52	669.53	3,810.48	75.42
207-301-718.01	FOP PENSION	426,890.00	324,027.22	26,593.47	102,862.78	75.90
207-301-727.00	OFFICE SUPPLIES	5,000.00	3,243.09	143.91	1,756.91	64.86
207-301-732.00	DUES/SUBS/PUBL	1,600.00	1,779.49	399.53	(179.49)	111.22
207-301-740.00	OPERATING SUPPLIES	9,000.00	2,888.10	977.23	6,111.90	32.09

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PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 207 - POLICE						
Expenditures						
207-301-742.00	SOFTWARE PROGRAMS	6,000.00	2,742.43	136.37	3,257.57	45.71
207-301-747.00	SMALL TOOLS & EQUIPMENT	8,500.00	7,689.93	29.98	810.07	90.47
207-301-748.00	UNIFORMS/PERSONAL EQUIPMENT	29,000.00	27,176.97	2,654.78	1,823.03	93.71
207-301-749.00	UNIFORM CLEANING	4,000.00	1,754.69	0.00	2,245.31	43.87
207-301-751.00	GAS & OIL	52,000.00	41,874.19	2,072.40	10,125.81	80.53
207-301-780.00	CRIME PREVENTION	1,000.00	0.00	0.00	1,000.00	0.00
207-301-782.00	INVESTIGATIVE OPERATIONS	6,000.00	2,139.39	159.50	3,860.61	35.66
207-301-810.00	COMPUTER SERVICE	5,000.00	13,831.51	28.34	(8,831.51)	276.63
207-301-811.00	PURCHASED SERVICE	8,000.00	6,432.45	249.31	1,567.55	80.41
207-301-811.05	PURCHASED SERVICE - CONSOL DISPATCH	365,000.00	364,778.00	0.00	222.00	99.94
207-301-812.00	EMPLOYMENT TESTING	10,000.00	10,638.25	0.00	(638.25)	106.38
207-301-812.01	BACKGROUND INVESTIGATION	2,000.00	713.60	29.64	1,286.40	35.68
207-301-814.00	PURCHASED MAINT. SERVICE	600.00	0.00	0.00	600.00	0.00
207-301-827.00	LEGAL	35,000.00	39,416.00	6,673.00	(4,416.00)	112.62
207-301-853.00	TELEPHONE	16,000.00	11,166.66	998.58	4,833.34	69.79
207-301-853.01	LEIN BILLING	2,100.00	1,200.00	0.00	900.00	57.14
207-301-853.02	RADIO TOWER T1 LINE	5,000.00	3,879.78	353.12	1,120.22	77.60
207-301-862.00	TRAVEL - CONFERENCES	3,000.00	3,035.15	1,488.86	(35.15)	101.17
207-301-903.00	NOTICES	600.00	711.47	0.00	(111.47)	118.58
207-301-912.00	INSURANCE - GENERAL	40,000.00	28,488.52	0.00	11,511.48	71.22
207-301-913.00	WORKER'S COMP.	110,000.00	96,463.65	0.00	13,536.35	87.69
207-301-914.00	VISION & PHYSICALS	6,000.00	5,348.23	2,015.36	651.77	89.14
207-301-921.00	RAVINE TOWER SITE - ELECTRIC	3,100.00	3,187.63	291.89	(87.63)	102.83
207-301-931.65	TOWER RENT - RAVINE ROAD	18,000.00	16,500.00	1,500.00	1,500.00	91.67
207-301-933.00	MAINT. - RADIO	8,000.00	752.88	0.00	7,247.12	9.41
207-301-934.00	MAINT. - MACHINE	5,800.00	564.25	0.00	5,235.75	9.73
207-301-939.00	MAINT. - VEHICLE	33,000.00	25,182.01	1,038.84	7,817.99	76.31
207-301-945.00	RENTALS - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
207-301-956.00	MISC. EXPENSE	1,000.00	692.54	19.96	307.46	69.25
207-301-960.01	TUITION REIMBURSEMENT	11,795.00	5,950.75	897.00	5,844.25	50.45
207-301-999.00	INTERFUND TRANSFERS OUT	13,000.00	13,000.00	0.00	0.00	100.00
Total Dept 301 - POLICE		4,879,600.00	4,030,679.55	297,239.23	848,920.45	82.60
TOTAL EXPENDITURES		4,879,600.00	4,030,679.55	297,239.23	848,920.45	82.60
Fund 207 - POLICE:						
TOTAL REVENUES		4,823,196.00	4,708,883.35	48,195.31	114,312.65	97.63
TOTAL EXPENDITURES		4,879,600.00	4,030,679.55	297,239.23	848,920.45	82.60
NET OF REVENUES & EXPENDITURES		(56,404.00)	678,203.80	(249,043.92)	(734,607.80)	1,202.40

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 211 - RECREATION						
Expenditures						
Dept 751 - RECREATION						
211-751-999.00	INTERFUND TRANSFERS OUT	9,702.00	9,701.62	0.00	0.38	100.00
Total Dept 751 - RECREATION		9,702.00	9,701.62	0.00	0.38	100.00
TOTAL EXPENDITURES		9,702.00	9,701.62	0.00	0.38	100.00
Fund 211 - RECREATION:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		9,702.00	9,701.62	0.00	0.38	100.00
NET OF REVENUES & EXPENDITURES		(9,702.00)	(9,701.62)	0.00	(0.38)	100.00

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 217 - LIVESCAN/SOR									
Revenues									
Dept 000 - REVENUES									
217-000-580.00	LIVESCAN REVENUE	26,000.00	24,060.00		2,580.00		1,940.00		92.54
217-000-580.01	SOR REVENUE	4,000.00	3,200.00		200.00		800.00		80.00
217-000-664.00	INTEREST EARNED	1,200.00	1,567.48		0.00		(367.48)		130.62
Total Dept 000 - REVENUES		31,200.00	28,827.48		2,780.00		2,372.52		92.40
TOTAL REVENUES		31,200.00	28,827.48		2,780.00		2,372.52		92.40
Expenditures									
Dept 301 - POLICE									
217-301-956.00	LIVESCAN EXPENSE	20,000.00	12,580.25		2,414.25		7,419.75		62.90
217-301-956.01	SOR EXPENSE	3,000.00	1,710.00		0.00		1,290.00		57.00
Total Dept 301 - POLICE		23,000.00	14,290.25		2,414.25		8,709.75		62.13
TOTAL EXPENDITURES		23,000.00	14,290.25		2,414.25		8,709.75		62.13
Fund 217 - LIVESCAN/SOR:									
TOTAL REVENUES		31,200.00	28,827.48		2,780.00		2,372.52		92.40
TOTAL EXPENDITURES		23,000.00	14,290.25		2,414.25		8,709.75		62.13
NET OF REVENUES & EXPENDITURES		8,200.00	14,537.23		365.75		(6,337.23)		177.28



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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 219 - STREET LIGHTS						
Revenues						
Dept 000 - REVENUES						
219-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	17.28	0.00	(17.28)	100.00
219-000-637.00	C.T. REVENUE	247,275.00	247,467.15	0.00	(192.15)	100.08
219-000-664.00	INTEREST EARNED	3,500.00	9,747.85	308.20	(6,247.85)	278.51
Total Dept 000 - REVENUES		250,775.00	257,232.28	308.20	(6,457.28)	102.57
TOTAL REVENUES		250,775.00	257,232.28	308.20	(6,457.28)	102.57
Expenditures						
Dept 448 - STREET LIGHTS						
219-448-921.00	UTILITIES - ELECTRIC	250,000.00	232,638.41	41,776.38	17,361.59	93.06
219-448-934.00	MAINT. - MACHINE	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 448 - STREET LIGHTS		251,000.00	232,638.41	41,776.38	18,361.59	92.68
TOTAL EXPENDITURES		251,000.00	232,638.41	41,776.38	18,361.59	92.68
Fund 219 - STREET LIGHTS:						
TOTAL REVENUES		250,775.00	257,232.28	308.20	(6,457.28)	102.57
TOTAL EXPENDITURES		251,000.00	232,638.41	41,776.38	18,361.59	92.68
NET OF REVENUES & EXPENDITURES		(225.00)	24,593.87	(41,468.18)	(24,818.87)	0,930.61

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 226 - RECYCLING						
Revenues						
Dept 000 - REVENUES						
226-000-664.00	INTEREST EARNED	2,500.00	7,163.58	64.12	(4,663.58)	286.54
226-000-672.00	SPECIAL ASSESSMENTS	470,745.00	469,827.20	0.00	917.80	99.81
Total Dept 000 - REVENUES		473,245.00	476,990.78	64.12	(3,745.78)	100.79
TOTAL REVENUES		473,245.00	476,990.78	64.12	(3,745.78)	100.79
Expenditures						
Dept 527 - RECYCLING						
226-527-811.00	SOLID WASTE	469,240.00	432,904.98	46,386.64	36,335.02	92.26
Total Dept 527 - RECYCLING		469,240.00	432,904.98	46,386.64	36,335.02	92.26
TOTAL EXPENDITURES		469,240.00	432,904.98	46,386.64	36,335.02	92.26
Fund 226 - RECYCLING:						
TOTAL REVENUES		473,245.00	476,990.78	64.12	(3,745.78)	100.79
TOTAL EXPENDITURES		469,240.00	432,904.98	46,386.64	36,335.02	92.26
NET OF REVENUES & EXPENDITURES		4,005.00	44,085.80	(46,322.52)	(40,080.80)	1,100.77

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 265 - DRUG LAW ENFORCEMENT									
Revenues									
Dept 000 - REVENUES									
265-000-655.00	DRUG FORFEITURE	500.00		4,238.75		0.00		(3,738.75)	847.75
265-000-655.01	PENDING DRUG FORFEITURE	5,000.00		0.00		0.00		5,000.00	0.00
265-000-664.00	INTEREST EARNED	1,200.00		1,970.49		0.00		(770.49)	164.21
Total Dept 000 - REVENUES		6,700.00		6,209.24		0.00		490.76	92.68
TOTAL REVENUES		6,700.00		6,209.24		0.00		490.76	92.68
Expenditures									
Dept 333 - DRUG LAW ENFORCEMENT									
265-333-956.00	MISC. FORFEITURE EXPENSES	1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 333 - DRUG LAW ENFORCEMENT		1,000.00		0.00		0.00		1,000.00	0.00
TOTAL EXPENDITURES		1,000.00		0.00		0.00		1,000.00	0.00
Fund 265 - DRUG LAW ENFORCEMENT:									
TOTAL REVENUES		6,700.00		6,209.24		0.00		490.76	92.68
TOTAL EXPENDITURES		1,000.00		0.00		0.00		1,000.00	0.00
NET OF REVENUES & EXPENDITURES		5,700.00		6,209.24		0.00		(509.24)	108.93

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)		
Fund 266 - LAW ENFORCEMENT TRAINING									
Revenues									
Dept 000 - REVENUES									
266-000-577.00	PA 302 FUNDS	6,000.00		2,453.65		0.00		3,546.35	40.89
266-000-675.00	PRIVATE CONTRIBUTIONS & DONATIONS	0.00		4,984.82		0.00		(4,984.82)	100.00
266-000-699.00	INTERFUND TRANSFERS IN	13,000.00		13,000.00		0.00		0.00	100.00
Total Dept 000 - REVENUES		19,000.00		20,438.47		0.00		(1,438.47)	107.57
TOTAL REVENUES		19,000.00		20,438.47		0.00		(1,438.47)	107.57
Expenditures									
Dept 320 - STATE TRAINING MONEY									
266-320-960.00	TUITION/TRAINING	21,000.00		16,294.55		2,557.70		4,705.45	77.59
266-320-960.01	TUITION/TRAINING	0.00		9,488.43		0.00		(9,488.43)	100.00
Total Dept 320 - STATE TRAINING MONEY		21,000.00		25,782.98		2,557.70		(4,782.98)	122.78
TOTAL EXPENDITURES		21,000.00		25,782.98		2,557.70		(4,782.98)	122.78
Fund 266 - LAW ENFORCEMENT TRAINING:									
TOTAL REVENUES		19,000.00		20,438.47		0.00		(1,438.47)	107.57
TOTAL EXPENDITURES		21,000.00		25,782.98		2,557.70		(4,782.98)	122.78
NET OF REVENUES & EXPENDITURES		(2,000.00)		(5,344.51)		(2,557.70)		3,344.51	267.23

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 267 - SWET						
Revenues						
Dept 000 - REVENUES						
267-000-574.00	STATE GRANTS	55,120.00	57,775.96	0.00	(2,655.96)	104.82
Total Dept 000 - REVENUES		55,120.00	57,775.96	0.00	(2,655.96)	104.82
TOTAL REVENUES		55,120.00	57,775.96	0.00	(2,655.96)	104.82
Expenditures						
Dept 301 - POLICE						
267-301-702.00	WAGES -	40,000.00	58,366.44	5,801.06	(18,366.44)	145.92
267-301-715.00	FICA	3,000.00	4,223.03	421.78	(1,223.03)	140.77
267-301-716.00	HEALTH INSURANCE	11,000.00	10,137.98	910.36	862.02	92.16
267-301-717.00	LIFE INS/STD/LTD	750.00	620.40	56.40	129.60	82.72
267-301-853.00	TELEPHONE	320.00	0.00	0.00	320.00	0.00
267-301-913.00	WORKER'S COMP.	50.00	108.27	0.00	(58.27)	216.54
Total Dept 301 - POLICE		55,120.00	73,456.12	7,189.60	(18,336.12)	133.27
TOTAL EXPENDITURES		55,120.00	73,456.12	7,189.60	(18,336.12)	133.27
Fund 267 - SWET:						
TOTAL REVENUES		55,120.00	57,775.96	0.00	(2,655.96)	104.82
TOTAL EXPENDITURES		55,120.00	73,456.12	7,189.60	(18,336.12)	133.27
NET OF REVENUES & EXPENDITURES		0.00	(15,680.16)	(7,189.60)	15,680.16	100.00

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 270 - 911 WIRELESS						
Revenues						
Dept 000 - REVENUES						
270-000-664.00	INTEREST EARNED	500.00	0.00	0.00	500.00	0.00
Total Dept 000 - REVENUES		500.00	0.00	0.00	500.00	0.00
TOTAL REVENUES		500.00	0.00	0.00	500.00	0.00
Expenditures						
Dept 301 - POLICE						
270-301-999.00	INTERFUND TRANSFERS OUT	112,235.00	127,240.62	0.00	(15,005.62)	113.37
Total Dept 301 - POLICE		112,235.00	127,240.62	0.00	(15,005.62)	113.37
TOTAL EXPENDITURES		112,235.00	127,240.62	0.00	(15,005.62)	113.37
Fund 270 - 911 WIRELESS:						
TOTAL REVENUES		500.00	0.00	0.00	500.00	0.00
TOTAL EXPENDITURES		112,235.00	127,240.62	0.00	(15,005.62)	113.37
NET OF REVENUES & EXPENDITURES		(111,735.00)	(127,240.62)	0.00	15,505.62	113.88

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GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 301 - ROAD DEBT SERVICE (VOTED BOND)						
Revenues						
Dept 000 - REVENUES						
301-000-403.00	OPERATING LEVY-C.T.	1,141,941.00	1,147,499.13	0.00	(5,558.13)	100.49
301-000-403.01	PMT IN LIEU OF TAX (PILOT)	4,000.00	5,026.73	0.00	(1,026.73)	125.67
301-000-404.00	DELINQUENT TAX REVENUE	500.00	0.00	0.00	500.00	0.00
301-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	2,659.90	0.00	(2,659.90)	100.00
301-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	0.00	37,977.50	0.00	(37,977.50)	100.00
301-000-664.00	INTEREST EARNED	3,500.00	2,623.42	255.09	876.58	74.95
301-000-699.00	INTERFUND TRANSFERS IN	0.00	9.98	0.00	(9.98)	100.00
Total Dept 000 - REVENUES		1,149,941.00	1,195,796.66	255.09	(45,855.66)	103.99
TOTAL REVENUES		1,149,941.00	1,195,796.66	255.09	(45,855.66)	103.99
Expenditures						
Dept 906 - ROAD IMPROVEMENT						
301-906-910.00	DEBT SERVICE - PRINCIPAL	900,000.00	900,000.00	0.00	0.00	100.00
301-906-915.00	DEBT SERVICE - INTEREST	198,750.00	198,750.00	0.00	0.00	100.00
301-906-996.00	PAYING AGENT/BANK FEES	550.00	500.00	0.00	50.00	90.91
Total Dept 906 - ROAD IMPROVEMENT		1,099,300.00	1,099,250.00	0.00	50.00	100.00
TOTAL EXPENDITURES		1,099,300.00	1,099,250.00	0.00	50.00	100.00
Fund 301 - ROAD DEBT SERVICE (VOTED BOND):						
TOTAL REVENUES		1,149,941.00	1,195,796.66	255.09	(45,855.66)	103.99
TOTAL EXPENDITURES		1,099,300.00	1,099,250.00	0.00	50.00	100.00
NET OF REVENUES & EXPENDITURES		50,641.00	96,546.66	255.09	(45,905.66)	190.65

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS						
Revenues						
Dept 000 - REVENUES						
402-000-664.00	INTEREST EARNED	0.00	13,802.54	213.18	(13,802.54)	100.00
Total Dept 000 - REVENUES		0.00	13,802.54	213.18	(13,802.54)	100.00
TOTAL REVENUES		0.00	13,802.54	213.18	(13,802.54)	100.00
Expenditures						
Dept 265 - MAINTENANCE						
402-265-975.00	BUILDING IMPROVEMENTS	400,000.00	385,457.01	0.00	14,542.99	96.36
Total Dept 265 - MAINTENANCE		400,000.00	385,457.01	0.00	14,542.99	96.36
TOTAL EXPENDITURES		400,000.00	385,457.01	0.00	14,542.99	96.36
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS:						
TOTAL REVENUES		0.00	13,802.54	213.18	(13,802.54)	100.00
TOTAL EXPENDITURES		400,000.00	385,457.01	0.00	14,542.99	96.36
NET OF REVENUES & EXPENDITURES		(400,000.00)	(371,654.47)	213.18	(28,345.53)	92.91



PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2019	MONTH 11/30/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 407 - RADIO SITE PROJECT						
Expenditures						
Dept 301 - POLICE						
407-301-983.00	EXPENSES	7,200.00	0.00	0.00	7,200.00	0.00
407-301-999.00	INTERFUND TRANSFERS OUT	0.00	1,843.83	0.00	(1,843.83)	100.00
Total Dept 301 - POLICE		7,200.00	1,843.83	0.00	5,356.17	25.61
TOTAL EXPENDITURES		7,200.00	1,843.83	0.00	5,356.17	25.61
Fund 407 - RADIO SITE PROJECT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		7,200.00	1,843.83	0.00	5,356.17	25.61
NET OF REVENUES & EXPENDITURES		(7,200.00)	(1,843.83)	0.00	(5,356.17)	25.61

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GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 584 - GOLF COURSE									
Revenues									
Dept 000 - REVENUES									
584-000-607.00	LEASE FEES	10,000.00		101.15		0.00		9,898.85	1.01
584-000-664.00	INTEREST EARNED	400.00		222.89		0.00		177.11	55.72
584-000-699.00	INTERFUND TRANSFERS IN	0.00		20,000.00		0.00		(20,000.00)	100.00
Total Dept 000 - REVENUES		10,400.00		20,324.04		0.00		(9,924.04)	195.42
TOTAL REVENUES		10,400.00		20,324.04		0.00		(9,924.04)	195.42
Expenditures									
Dept 698 - GOLF COURSE									
584-698-740.00	OPERATING SUPPLIES	0.00		20.00		0.00		(20.00)	100.00
584-698-814.00	PURCHASED MAINT. SERVICE	4,000.00		0.00		0.00		4,000.00	0.00
584-698-932.00	REPAIRS - MAINT. - GROUNDS	2,000.00		1,600.00		0.00		400.00	80.00
584-698-934.00	REPAIRS & MAINT. - MACHINE	20,000.00		18,081.45		0.00		1,918.55	90.41
584-698-968.00	DEPRECIATION	11,000.00		0.00		0.00		11,000.00	0.00
Total Dept 698 - GOLF COURSE		37,000.00		19,701.45		0.00		17,298.55	53.25
TOTAL EXPENDITURES		37,000.00		19,701.45		0.00		17,298.55	53.25
Fund 584 - GOLF COURSE:									
TOTAL REVENUES		10,400.00		20,324.04		0.00		(9,924.04)	195.42
TOTAL EXPENDITURES		37,000.00		19,701.45		0.00		17,298.55	53.25
NET OF REVENUES & EXPENDITURES		(26,600.00)		622.59		0.00		(27,222.59)	2.34

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 810 - POLICE CAPITAL IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
810-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	19.22	0.00	(19.22)	100.00
810-000-664.00	INTEREST EARNED	6,500.00	19,196.81	783.02	(12,696.81)	295.34
810-000-672.00	POLICE CAPITAL SPECIAL ASSESSM	273,600.00	274,012.79	0.00	(412.79)	100.15
810-000-673.01	SALE OF POLICE ASSETS	0.00	39,095.00	0.00	(39,095.00)	100.00
Total Dept 000 - REVENUES		280,100.00	332,323.82	783.02	(52,223.82)	118.64
TOTAL REVENUES		280,100.00	332,323.82	783.02	(52,223.82)	118.64
Expenditures						
Dept 440 - CAPTIAL IMPROVEMENT						
810-440-983.00	NEW EQUIPMENT	309,800.00	248,018.40	0.00	61,781.60	80.06
Total Dept 440 - CAPTIAL IMPROVEMENT		309,800.00	248,018.40	0.00	61,781.60	80.06
TOTAL EXPENDITURES		309,800.00	248,018.40	0.00	61,781.60	80.06
Fund 810 - POLICE CAPITAL IMPROVEMENT:						
TOTAL REVENUES		280,100.00	332,323.82	783.02	(52,223.82)	118.64
TOTAL EXPENDITURES		309,800.00	248,018.40	0.00	61,781.60	80.06
NET OF REVENUES & EXPENDITURES		(29,700.00)	84,305.42	783.02	(114,005.42)	283.86

User: NDESAI

PERIOD ENDING 11/30/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 811 - FIRE CAPITAL IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
811-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	32.04	0.00	(32.04)	100.00
811-000-573.00	GRANT MONIES	80,000.00	73,637.00	0.00	6,363.00	92.05
811-000-664.00	INTEREST EARNED	18,000.00	50,802.08	2,226.28	(32,802.08)	282.23
811-000-667.00	1219 WOODROW/1220 NASSAU RENTAL INCOME	15,000.00	14,191.00	0.00	809.00	94.61
811-000-672.00	FIRE CAPITAL SPECIAL ASSESSMEN	455,955.00	456,748.46	0.00	(793.46)	100.17
811-000-673.02	SALE OF ASSETS - FIRE	0.00	17,878.00	0.00	(17,878.00)	100.00
Total Dept 000 - REVENUES		568,955.00	613,288.58	2,226.28	(44,333.58)	107.79
TOTAL REVENUES		568,955.00	613,288.58	2,226.28	(44,333.58)	107.79
Expenditures						
Dept 440 - CAPTIAL IMPROVEMENT						
811-440-827.00	FIRE CAP IMPR LEGAL FEES	500.00	0.00	0.00	500.00	0.00
811-440-975.01	BUILDINGS - EASTWOOD STATION	85,000.00	0.00	0.00	85,000.00	0.00
811-440-983.00	FIRE EQUIPMENT	25,000.00	115,507.08	9,992.00	(90,507.08)	462.03
811-440-983.04	ENGINE REPLACEMENT	185,000.00	0.00	0.00	185,000.00	0.00
811-440-983.05	STAFF VEHICLES	45,000.00	44,896.51	0.00	103.49	99.77
811-440-983.06	STATION UPGRADES & EQUIP	50,000.00	3,945.00	0.00	46,055.00	7.89
811-440-983.08	MAINT - 1219 WOODROW	0.00	315.40	0.00	(315.40)	100.00
811-440-983.10	MAINT - 1220 NASSAU	0.00	276.50	0.00	(276.50)	100.00
Total Dept 440 - CAPTIAL IMPROVEMENT		390,500.00	164,940.49	9,992.00	225,559.51	42.24
TOTAL EXPENDITURES		390,500.00	164,940.49	9,992.00	225,559.51	42.24
Fund 811 - FIRE CAPITAL IMPROVEMENT:						
TOTAL REVENUES		568,955.00	613,288.58	2,226.28	(44,333.58)	107.79
TOTAL EXPENDITURES		390,500.00	164,940.49	9,992.00	225,559.51	42.24
NET OF REVENUES & EXPENDITURES		178,455.00	448,348.09	(7,765.72)	(269,893.09)	251.24

User: NDESAI

PERIOD ENDING 11/30/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
			11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 812 - STREET IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
812-000-664.00	INTEREST EARNED	2,500.00	4,493.88	0.00	(1,993.88)	179.76
812-000-672.00	SPECIAL ASSESSMENTS	0.00	275.61	0.00	(275.61)	100.00
Total Dept 000 - REVENUES		2,500.00	4,769.49	0.00	(2,269.49)	190.78
TOTAL REVENUES		2,500.00	4,769.49	0.00	(2,269.49)	190.78
Expenditures						
Dept 446 - STREETS						
812-446-999.00	INTERFUND TRANSFERS OUT	0.00	162,450.02	0.00	(162,450.02)	100.00
Total Dept 446 - STREETS		0.00	162,450.02	0.00	(162,450.02)	100.00
TOTAL EXPENDITURES		0.00	162,450.02	0.00	(162,450.02)	100.00
Fund 812 - STREET IMPROVEMENT:						
TOTAL REVENUES		2,500.00	4,769.49	0.00	(2,269.49)	190.78
TOTAL EXPENDITURES		0.00	162,450.02	0.00	(162,450.02)	100.00
NET OF REVENUES & EXPENDITURES		2,500.00	(157,680.53)	0.00	160,180.53	6,307.22

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PERIOD ENDING 11/30/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 850 - ROAD IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
850-000-664.00	INTEREST EARNED	0.00	146.03	0.00	(146.03)	100.00
Total Dept 000 - REVENUES		0.00	146.03	0.00	(146.03)	100.00
TOTAL REVENUES		0.00	146.03	0.00	(146.03)	100.00
Expenditures						
Dept 906 - ROAD IMPROVEMENT						
850-906-815.00	OTHER FEES	75.00	0.00	0.00	75.00	0.00
850-906-970.00	CAPITAL IMPROVEMENT	265,800.00	99,307.65	0.00	166,492.35	37.36
850-906-999.00	INTERFUND TRANSFERS OUT	0.00	9.98	0.00	(9.98)	100.00
Total Dept 906 - ROAD IMPROVEMENT		265,875.00	99,317.63	0.00	166,557.37	37.36
TOTAL EXPENDITURES		265,875.00	99,317.63	0.00	166,557.37	37.36
Fund 850 - ROAD IMPROVEMENT:						
TOTAL REVENUES		0.00	146.03	0.00	(146.03)	100.00
TOTAL EXPENDITURES		265,875.00	99,317.63	0.00	166,557.37	37.36
NET OF REVENUES & EXPENDITURES		(265,875.00)	(99,171.60)	0.00	(166,703.40)	37.30

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PERIOD ENDING 11/30/2019

DB: Kalamazoo Twp

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 871 - WATER IMPROVEMENT						
Revenues						
Dept 000 - REVENUES						
871-000-664.00	INTEREST EARNED	3,000.00	7,765.87	329.84	(4,765.87)	258.86
871-000-669.00	INTEREST ON SPEC. ASSESS.	0.00	794.90	0.00	(794.90)	100.00
871-000-672.00	SPECIAL ASSESSMENTS	3,700.00	3,430.21	0.00	269.79	92.71
871-000-677.00	WATER CONNECTION FEE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000 - REVENUES		16,700.00	11,990.98	329.84	4,709.02	71.80
TOTAL REVENUES		16,700.00	11,990.98	329.84	4,709.02	71.80
Expenditures						
Dept 441 - WATER IMPROVEMENT						
871-441-732.00	DUES/SUBS/PUBL	16,500.00	13,750.00	0.00	2,750.00	83.33
871-441-820.00	ENGINEERING FEES	500.00	75.00	0.00	425.00	15.00
871-441-973.00	CONSTRUCTION COSTS	10,000.00	2,586.50	0.00	7,413.50	25.87
Total Dept 441 - WATER IMPROVEMENT		27,000.00	16,411.50	0.00	10,588.50	60.78
TOTAL EXPENDITURES		27,000.00	16,411.50	0.00	10,588.50	60.78
Fund 871 - WATER IMPROVEMENT:						
TOTAL REVENUES		16,700.00	11,990.98	329.84	4,709.02	71.80
TOTAL EXPENDITURES		27,000.00	16,411.50	0.00	10,588.50	60.78
NET OF REVENUES & EXPENDITURES		(10,300.00)	(4,420.52)	329.84	(5,879.48)	42.92

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DB: Kalamazoo Twp

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 883 - SEWER IMPROVEMENT									
Revenues									
Dept 000 - REVENUES									
883-000-664.00	INTEREST EARNED	35,000.00	104,008.28		4,472.03		(69,008.28)		297.17
883-000-669.00	INTEREST ON SPEC. ASSESS.	500.00	806.17		0.00		(306.17)		161.23
883-000-672.00	SPECIAL ASSESSMENTS	10,000.00	3,812.67		1,175.00		6,187.33		38.13
883-000-679.00	CONNECTION FEES	0.00	7,500.00		0.00		(7,500.00)		100.00
Total Dept 000 - REVENUES		45,500.00	116,127.12		5,647.03		(70,627.12)		255.22
TOTAL REVENUES		45,500.00	116,127.12		5,647.03		(70,627.12)		255.22
Expenditures									
Dept 520 - SEWER IMPROVEMENT									
883-520-732.00	DUES/SUBS/PUBL	13,500.00	11,250.00		0.00		2,250.00		83.33
883-520-820.00	ENGINEERING FEES	1,500.00	4,704.00		1,108.00		(3,204.00)		313.60
883-520-827.00	LEGAL	0.00	90.00		0.00		(90.00)		100.00
883-520-921.00	UTILITIES - ELECTRIC	400.00	249.12		0.00		150.88		62.28
883-520-930.00	MAINTENANCE - SEWER	600.00	45.32		45.32		554.68		7.55
883-520-973.00	CONSTRUCTION COSTS	15,000.00	9,365.00		1,175.00		5,635.00		62.43
Total Dept 520 - SEWER IMPROVEMENT		31,000.00	25,703.44		2,328.32		5,296.56		82.91
TOTAL EXPENDITURES		31,000.00	25,703.44		2,328.32		5,296.56		82.91
Fund 883 - SEWER IMPROVEMENT:									
TOTAL REVENUES		45,500.00	116,127.12		5,647.03		(70,627.12)		255.22
TOTAL EXPENDITURES		31,000.00	25,703.44		2,328.32		5,296.56		82.91
NET OF REVENUES & EXPENDITURES		14,500.00	90,423.68		3,318.71		(75,923.68)		623.61



PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2019 NORMAL (ABNORMAL)	MONTH 11/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 884 - SAW GRANT						
Revenues						
Dept 000 - REVENUES						
884-000-574.00	SAW STATE GRANT	582,000.00	525,391.91	29,124.18	56,608.09	90.27
Total Dept 000 - REVENUES		582,000.00	525,391.91	29,124.18	56,608.09	90.27
TOTAL REVENUES		582,000.00	525,391.91	29,124.18	56,608.09	90.27
Expenditures						
Dept 520 - SEWER IMPROVEMENT						
884-520-820.00	SAW ENGINEERING FEES	582,000.00	525,391.91	29,124.18	56,608.09	90.27
884-520-999.00	INTERFUND TRANSFERS OUT	0.00	5,000.00	0.00	(5,000.00)	100.00
Total Dept 520 - SEWER IMPROVEMENT		582,000.00	530,391.91	29,124.18	51,608.09	91.13
TOTAL EXPENDITURES		582,000.00	530,391.91	29,124.18	51,608.09	91.13
Fund 884 - SAW GRANT:						
TOTAL REVENUES		582,000.00	525,391.91	29,124.18	56,608.09	90.27
TOTAL EXPENDITURES		582,000.00	530,391.91	29,124.18	51,608.09	91.13
NET OF REVENUES & EXPENDITURES		0.00	(5,000.00)	0.00	5,000.00	100.00
TOTAL REVENUES - ALL FUNDS		17,186,087.00	16,591,109.61	159,249.26	594,977.39	96.54
TOTAL EXPENDITURES - ALL FUNDS		18,321,483.00	15,961,662.76	713,259.05	2,359,820.24	87.12
NET OF REVENUES & EXPENDITURES		(1,135,396.00)	629,446.85	(554,009.79)	(1,764,842.85)	55.44

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 CHECK DATE FROM 12/01/2019 - 12/31/2019

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
12/06/2019	TAX	1454	113019	KALAMAZOO COUNTY TREASURER	COUNTY OPERATING	704-000-222.00	2,426.89
		1454	113019A		COUNTY INTEREST	704-000-222.03	69.37
		1454	113019B		SCH. #01 - S.E.T.	704-000-225.01	2,496.74
		1454	113019C		INT. - SCH. #01 - S.E.T.	704-000-225.08	72.10
		1454	113019D		SCH. #32 - S.E.T.	704-000-226.01	614.01
		1454	113019E		INT. - SCH. #32 - S.E.T.	704-000-226.08	16.81
							5,695.92
12/06/2019	TAX	1455	113019	KRESA	KRESA	704-000-223.00	617.87
		1455	113019A		INT. -KRESA	704-000-223.02	16.93
		1455	113019B		KRESA DEBT	704-000-223.03	37.33
		1455	113019C		INT. - KRESA DEBT	704-000-223.05	1.02
							673.15
12/06/2019	TAX	1456	113019	SCHOOL DISTRICT #32	SCH. #32 - OPERATING	704-000-226.02	660.60
		1456	113019A		SCH. #32 - DEBT	704-000-226.03	511.68
		1456	113019C		INT. - SCH. #32 - OPER.	704-000-226.09	19.82
		1456	113019D		INT. - SCH. #32 - DEBT	704-000-226.10	14.01
		1456	113019B		SCH #32 - SINKING FUND	704-000-226.17	102.32
		1456	113019E		INT. -SCH. #32 - SINKING FUND	704-000-226.18	2.80
							1,311.23
12/06/2019	TAX	1457	113019	TWP. OF KALAMAZOO/SHERINE MILADMINISTRATIVE FEE		704-000-214.03	74.62
12/06/2019	POOL	46498	120219	JAMES LASS	FORFEITURE - OPR	727-000-253.00	600.00
12/06/2019	POOL	46499	120219	BERRIEN COUNTY TREASURER	FORFEITURE - OPR	727-000-253.00	29.14
		46499	120219A		FORFEITURE - OPR	727-000-253.00	124.55
		46499	120219B		FORFEITURE - OPR	727-000-253.00	25.85
		46499	120219C		FORFEITURE - OPR	727-000-253.00	13.70
							193.24
12/06/2019	POOL	46500	120619	BRITTNEI AVERHART	DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
12/06/2019	POOL	46501	5047	LENS EQUIPMENT	FORFEITURE - OPR	727-000-253.00	9,895.00
12/06/2019	POOL	46502	120619A	MARIA MCNEES	ROOM RENTAL - INCOME	101-000-667.00	125.00
		46502	120619		DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
		46502	120619A		DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
							225.00
12/06/2019	POOL	46503	120219	COLOMA CHARTER TOWNSHIP	FORFEITURE - OPR	727-000-253.00	172.49
12/06/2019	POOL	46504	203230843096	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-336-921.01	434.22
		46504	203230843097		UTILITIES - ELECTRIC	206-336-921.01	25.39

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 CHECK DATE FROM 12/01/2019 - 12/31/2019

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		46504	203230843096		UTILITIES - NATURAL GAS	206-336-923.01	463.90
		46504	204565711423		RAVINE TOWER SITE - ELECTRIC	207-301-921.00	283.22
		46504	205633565984		MAINTENANCE - SEWER	883-520-930.00	29.78
							1,236.51
12/06/2019	POOL	46505	601012086653	CONSUMERS ENERGY	UTILITIES - ELECTRIC	219-448-921.00	19,661.44
12/06/2019	POOL	46506	0614877112319	CHARTER COMMUNICATIONS	PURCHASED SERVICE	101-200-811.00	209.19
12/06/2019	POOL	46507	37167	KRESA PRINT CENTER	OFFICE SUPPLIES	207-301-727.00	41.00
		46507	37191		OPERATING SUPPLIES	207-301-740.00	77.00
							118.00
12/06/2019	POOL	46508	112019	KALAMAZOO OIL CO.	GAS & OIL	101-265-751.00	160.18
		46508	112619		GAS & OIL	206-336-751.00	960.38
		46508	113019		GAS & OIL	207-301-751.00	3,898.55
							5,019.11
12/06/2019	POOL	46509	110219	MI ASSESSORS ASSOCIATION	DUES/SUBS/PUBL	101-209-732.00	90.00
12/06/2019	POOL	46510	112719	MMAAO	DUES/SUBS/PUBL	101-209-732.00	20.00
12/06/2019	POOL	46511	120619	NICOLE GALLOWAY	DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
12/06/2019	POOL	46512	1900002841	CITY OF SPRINGFIELD	FORFEITURE - OPR	727-000-253.00	467.00
12/06/2019	POOL	46513	120504222	ROSE PEST SOLUTIONS	PURCHASED SERVICE	101-200-811.00	72.00
		46513	120496074H		PURCHASED & MAINT. SERVICE	206-336-811.00	127.00
							199.00
12/06/2019	POOL	46514	120519	SOUTHWEST ENFORCEMENT	FORFEITURE - OPR	727-000-253.00	7,115.57
12/06/2019	POOL	46515	111919	STAPLES CREDIT PLAN	FORFEITURE - OPR	727-000-253.00	39.99
12/06/2019	POOL	46516	111719	SUPERFLEET MASTERCARD PROGRAM	GAS & OIL	206-336-751.00	111.38
12/12/2019	POOL	46517	87348055	ABSOPURE WATER COMPANY	OPERATING SUPPLIES	206-336-740.00	27.50
		46517	87356272		OPERATING SUPPLIES	206-336-740.00	33.45
							60.95
12/12/2019	POOL	46518	3505-643335	ALL-PHASE ELECTRIC	OPERATING SUPPLIES	206-336-740.00	51.40
		46518	3505-644064		SMALL TOOLS & EQUIPMENT	206-336-747.00	249.33
							300.73
12/12/2019	POOL	46519	19-423	AMERICAN FIREHOUSE FURNITURE,	SMALL TOOLS & EQUIPMENT	206-336-747.00	4,269.30
12/12/2019	POOL	46520	120419	BAUCKHAM, SPARKS, THALL,	LEGAL SERVICES-BD. MEET.	101-200-826.00	300.00

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 CHECK DATE FROM 12/01/2019 - 12/31/2019

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		46520	120419		LEGAL SERVICE-GEN. TWP.	101-200-827.00	2,487.06
		46520	120419		Legal Service-Gen. Twp.	101-310-827.00	815.00
		46520	120419		LEGAL SERVICES - GEN. TWP.	101-400-827.00	2,670.50
		46520	120419		LEGAL	207-301-827.00	774.00
							7,046.56
12/12/2019	POOL	46521	112619	BORGESS LIFE SUPPORT	OPERATING SUPPLIES	206-336-740.00	5.00
12/12/2019	POOL	46522	23669	ENGINEERING INNOVATION	OFFICE SUPPLIES	101-200-727.00	120.41
12/12/2019	POOL	46523	204921686238	CONSUMERS ENERGY	UTILITIES - FUEL	101-200-923.00	741.21
		46523	204832698298		UTILITIES - ELECTRIC	206-336-921.02	415.81
		46523	205455619756		UTILITIES - ELECTRIC	206-336-921.03	27.44
		46523	204832698297		UTILITIES - NATURAL GAS	206-336-923.02	443.74
							1,628.20
12/12/2019	POOL	46524	601012093838	CONSUMERS ENERGY	UTILITIES - ELECTRIC	219-448-921.00	101.04
12/12/2019	POOL	46525	667338	STEENSMA LAWN & POWER EQUIP	MAINT. - VEHICLE	101-265-939.00	29.84
		46525	665586		MAINT. - VEHICLE	101-265-939.00	134.33
							164.17
12/12/2019	POOL	46526	3283627	EDWARDS INDUSTRIAL SALES, INC	MAINT. - VEHICLE	206-336-939.00	53.50
12/12/2019	POOL	46527	WK001851	FERGUSON FACILITIES #3400	MAINT. - GROUNDS	101-265-932.00	1,289.68
12/12/2019	POOL	46528	130288	FADER EQUIPMENT, INC.	RENTALS - EQUIPMENT	101-276-945.00	187.50
12/12/2019	POOL	46529	1109620120119	CHARTER COMMUNICATIONS	PURCHASED SERVICE	101-200-811.00	311.68
		46529	0026220120119		PURCHASED & MAINT. SERVICE	206-336-811.00	134.83
		46529	0284829120119		PURCHASED & MAINT. SERVICE	206-336-811.00	89.99
		46529	0284811120119		PURCHASED & MAINT. SERVICE	206-336-811.00	89.99
		46529	0284753120119		PURCHASED & MAINT. SERVICE	206-336-811.00	89.99
		46529	0100199120119		PURCHASED & MAINT. SERVICE	206-336-811.00	48.41
		46529	0025941120119		PURCHASED & MAINT. SERVICE	206-336-811.00	91.49
							856.38
12/12/2019	POOL	46530	19-957	FIRST DUE FIRE SUPPLY	PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	678.43
		46530	10961		PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	400.00
							1,078.43
12/12/2019	POOL	46531	1998402-0	INTEGRITY BUSINESS SOLUTIONS,	OFFICE SUPPLIES	101-200-727.00	137.47
		46531	1998402-0		OFFICE SUPPLIES	207-301-727.00	137.48
		46531	1993536-0		OFFICE SUPPLIES	207-301-727.00	259.27
		46531	1998452-0		OFFICE SUPPLIES	207-301-727.00	325.44
		46531	1997403-0		OFFICE SUPPLIES	207-301-727.00	86.35

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							946.01
12/12/2019	POOL	46532	48906	JB PRINTING COMPANY	OFFICE SUPPLIES	101-200-727.00	138.00
12/12/2019	POOL	46533	19-06-11	KALAMAZOO AREA BUILDING AUTHO	PURCHASED SERVICE	101-310-811.00	55.00
12/12/2019	POOL	46534	111619	KALAMAZOO CITY TREASURER	UTILITIES - WATER	101-200-927.00	70.66
		46534	111719		UTILITIES - WATER	206-336-927.02	70.66
		46534	112419		UTILITIES - WATER	206-336-927.03	33.18
		46534	111519		UTILITIES - WATER	206-336-927.04	55.17
							229.67
12/12/2019	POOL	46535	0009372528	MLIVE MEDIA GROUP	NOTICES	101-400-903.00	480.56
		46535	0009385655		NOTICES	101-400-903.00	442.18
							922.74
12/12/2019	POOL	46536	S482192	ENGINEERED PROTECTION SYSTEMS	PURCHASED SERVICE	101-265-811.00	149.00
12/12/2019	POOL	46537	23236MI	NASRO	TUITION/TRAINING	266-320-960.00	495.00
12/12/2019	POOL	46538	1108760	ELECTION SYSTEMS &	SMALL TOOLS & EQUIPMENT	101-191-747.00	625.00
12/12/2019	POOL	46539	M012740	MALL CITY MECHANICAL, INC.	MAINT. - BUILDING	101-265-931.00	1,668.75
12/12/2019	POOL	46540	17448	MENARDS - KALAMAZOO EAST	MAINT. - BUILDING	101-265-931.00	59.99
		46540	17971		OPERATING SUPPLIES	206-336-740.00	53.87
		46540	17525		OPERATING SUPPLIES	206-336-740.00	58.64
		46540	17520		MAINT. - BUILDING	206-336-931.00	473.48
		46540	17942		MAINT. - BUILDING	206-336-931.00	139.98
							785.96
12/12/2019	POOL	46541	269R01129412G	AT&T	RADIO TOWER T1 LINE	207-301-853.02	353.12
12/12/2019	POOL	46542	SI-1568310	AXON ENTERPRISE, INC.	NEW EQUIPMENT	810-440-983.00	2,685.90
12/12/2019	POOL	46543	2879	ROBERT LAMSON, LLC	EMPLOYMENT TESTING	207-301-812.00	250.00
12/12/2019	POOL	46544	2248C	DECKER AGENCY	INSURANCE/BOND-GENERAL	101-200-912.00	8,173.60
		46544	2248C		INSURANCE - GENERAL	206-336-912.00	6,971.60
		46544	2248C		INSURANCE - GENERAL	207-301-912.00	8,894.80
							24,040.00
12/12/2019	POOL	46545	158988	RIDGE COMPANY	MAINT. - VEHICLE	206-336-939.00	29.47
		46545	159292		MAINT. - VEHICLE	206-336-939.00	15.99
		46545	158791		MAINT. - VEHICLE	206-336-939.00	79.98
		46545	153862		MAINT. - VEHICLE	206-336-939.00	71.76
		46545	152797		MAINT. - VEHICLE	206-336-939.00	180.94

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		46545	157331		MAINT. - VEHICLE	206-336-939.00	104.64
		46545	157901		MAINT. - VEHICLE	206-336-939.00	39.77
		46545	158639		MAINT. - VEHICLE	206-336-939.00	26.95
							<u>549.50</u>
12/12/2019	POOL	46546	721882	NYE UNIFORM CO.	PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	33.00
		46546	721888		PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	50.50
		46546	721889		PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	53.95
		46546	721884		PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	113.90
		46546	721883		PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	151.50
		46546	722863		UNIFORMS/PERSONAL EQUIPMENT	207-301-748.00	279.00
		46546	700956		UNIFORMS/PERSONAL EQUIPMENT	207-301-748.00	14.00
							<u>695.85</u>
12/12/2019	POOL	46547	120519	OKUN BROTHERS SHOES, INC.	PERSONAL EQUIP. - ALLOWANCE	101-265-748.00	165.00
12/12/2019	POOL	46548	116262	HOLLAND SUPPLY, INC.	OPERATING SUPPLIES	101-276-740.00	922.94
12/12/2019	POOL	46549	60901	SAFETY SERVICES, INC.	PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	412.38
		46549	60964		PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	103.47
							<u>515.85</u>
12/12/2019	POOL	46550	6886	SHARP SHOP	MAINT. - MACHINE	206-336-934.00	17.90
12/12/2019	POOL	46551	16379	THE SPIRIT SHOPPE	PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	707.00
12/12/2019	POOL	46552	120619A	TWP. OF KALAMAZOO/SHERINE MIL	MAINT - 1219 WOODROW	811-440-983.08	1,766.80
		46552	120619		MAINT - 1220 NASSAU	811-440-983.10	1,557.51
							<u>3,324.31</u>
12/12/2019	POOL	46553	121119	SHAWN GALLAGHER	COMPENSATION-BD. OF REVIEW	101-209-712.00	130.00
12/12/2019	POOL	46554	121019	JOHN W. KAILUKAITUS	COMPENSATION-BD. OF REVIEW	101-209-712.00	65.00
12/12/2019	POOL	46555	500342	WOLVERINE LAWN SERVICES, INC	PURCHASED SERVICE	101-276-811.00	1,115.00
12/12/2019	POOL	46556	20725	ARTWEAR APPAREL GRAPHICS	PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	801.50
12/12/2019	POOL	46557	9435-3	SHERWIN WILLIAMS	MAINT. - BUILDING	101-265-931.00	150.05
12/12/2019	POOL	46558	26038781	GALESBURG FORD	MAINT. - VEHICLE	207-301-939.00	44.09
		46558	26039475		MAINT. - VEHICLE	207-301-939.00	44.09
		46558	26040202		MAINT. - VEHICLE	207-301-939.00	44.09
							<u>132.27</u>
12/12/2019	POOL	46559	23620	KENT COUNTY TREASURER/DPW	PURCHASED SERVICE	207-301-811.00	90.00

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12/12/2019	POOL	46560	25167	LOWE'S COMPANIES, INC.	OPERATING SUPPLIES	206-336-740.00	376.73
12/12/2019	POOL	46561	2020	MMTA	TRAVEL - CONFERENCES - STAFF	101-253-862.01	149.00
12/12/2019	POOL	46562	19484	MOSES FIRE EQUIPMENT, INC.	SMALL TOOLS & EQUIPMENT	206-336-747.00	3,561.38
		46562	19480		MAINT. - VEHICLE	206-336-939.00	2,052.24
							5,613.62
12/12/2019	POOL	46563	21436	ON DUTY GEAR, LLC	UNIFORMS/PERSONAL EQUIPMENT	207-301-748.00	805.00
12/12/2019	POOL	46564	34054 INV #42	W.E. UPJOHN INSTITUTE FOR	PLANNING CONSULTANT	101-400-821.00	3,186.60
12/12/2019	POOL	46565	8056640470	STAPLES ADVANTAGE	OPERATING SUPPLIES	206-336-740.00	203.05
12/12/2019	POOL	46566	0249-006574005	REPUBLIC SERVICES #249	PURCHASED SERVICE	101-265-811.00	49.00
		46566	0249-006573900		PURCHASED SERVICE	101-265-811.00	243.25
		46566	0249-006573900		PURCHASED SERVICE	101-276-811.00	45.50
		46566	0249-006573900		PURCHASED SERVICE	101-751-811.00	45.50
		46566	0249-006573900		PURCHASED & MAINT. SERVICE	206-336-811.00	203.79
		46566	0249-006579163		SOLID WASTE	226-527-811.00	43,463.90
							44,050.94
12/12/2019	POOL	46567	120119	TRANSUNION RISK AND ALTERNATI	INVESTIGATIVE OPERATIONS	207-301-782.00	50.00
12/12/2019	POOL	46568	X103062686:01	WEST MICHIGAN INTERNATIONAL	MAINT. - VEHICLE	206-336-939.00	90.16
12/12/2019	POOL	46569	1121	INSIGHT ASSOCIATES LLC	TUITION/TRAINING	266-320-960.00	900.00
12/13/2019	POOL	46570	19-0382	Q IT UP CATERING	DEPOSITS - VENDING MACHINE	701-000-276.04	1,190.00
12/18/2019	TAX	1458	12/18/2019	MOORE, CHRISTIE M.	REFUND	704-000-230.00	212.47
12/20/2019	POOL	46571	57785838	ABSOPURE WATER COMPANY	OPERATING SUPPLIES	206-336-740.00	14.00
		46571	57785925		OPERATING SUPPLIES	206-336-740.00	14.00
		46571	87364689		OPERATING SUPPLIES	206-336-740.00	29.75
		46571	57785926		OPERATING SUPPLIES	206-336-740.00	7.00
		46571	87364690		OPERATING SUPPLIES	206-336-740.00	22.45
							87.20
12/20/2019	POOL	46572	17432933	APPROVED PROTECTION SYSTEMS	PURCHASED & MAINT. SERVICE	206-336-811.00	181.50
		46572	17432940		PURCHASED & MAINT. SERVICE	206-336-811.00	256.00
		46572	17432925		PURCHASED & MAINT. SERVICE	206-336-811.00	265.75
							703.25
12/20/2019	POOL	46573	120919	BERRIEN COUNTY TREASURER	FORFEITURE - OPR	727-000-253.00	93.80
12/20/2019	POOL	46574	42075	ROME'S STANDARD SERVICE, INC.	FORFEITURE - OPR	727-000-253.00	243.80

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12/20/2019	POOL	46575	203141833730	CONSUMERS ENERGY	UTILITIES - ELECTRIC	101-751-921.00	29.79
		46575	206523314845		UTILITIES - ELECTRIC	206-336-921.03	115.69
		46575	201006396193		UTILITIES - NATURAL GAS	206-336-923.03	272.73
							418.21
12/20/2019	POOL	46576	601012107596	CONSUMERS ENERGY	UTILITIES - ELECTRIC	219-448-921.00	141.56
		46576	601012103360		UTILITIES - ELECTRIC	219-448-921.00	126.91
							268.47
12/20/2019	POOL	46577	671016	STEENSMA LAWN & POWER EQUIPMEMAIT. - VEHICLE		206-336-939.00	26.00
		46577	668288		MAINT. - VEHICLE	206-336-939.00	14.34
		46577	668272		MAINT. - VEHICLE	206-336-939.00	236.88
							277.22
12/20/2019	POOL	46578	122019	KAFI MARSHALL	DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
12/20/2019	POOL	46579	3282788	EDWARDS INDUSTRIAL SALES, INC	MAINT. - VEHICLE	206-336-939.00	33.72
12/20/2019	POOL	46580	120419	FIRST BANKCARD	RADISSON HOTELS	101-101-862.00	90.95
		46580	120419		RADISSON HOTELS	101-175-862.01	90.95
		46580	120419		MTA	101-253-862.00	254.00
		46580	120419		BAVARIAN INN	101-253-862.00	95.23
		46580	120419		ROE COMM INC	207-301-933.00	2,100.00
							2,631.13
12/20/2019	POOL	46581	120419A	FIRST BANKCARD	PAYPAL EBAY	101-265-740.00	39.98
		46581	120419A		PAYPAL	101-265-740.00	291.99
		46581	120419A		MAFC	206-336-732.00	125.00
		46581	120419A		AM CONSERVATION GROUP	206-336-740.00	185.92
		46581	120419A		THE UPS STORE	206-336-740.00	15.66
		46581	120419A		VISTAPRINT	206-336-740.00	38.15
		46581	120419A		PAYPAL	206-336-747.00	67.99
		46581	120419A		PAYPAL EBAY	206-336-747.00	305.96
		46581	120419A		ACTIVE911 INC	206-336-811.00	32.91
		46581	120419A		SA MORMAN & CO	206-336-931.00	515.00
		46581	120419A		AUTOZONE	206-336-939.00	39.20
		46581	120419A		AMAZON MKTPLC	206-336-939.00	1,800.00
		46581	120419A		PAYPAL	206-336-939.00	24.91
		46581	120419A		PAYPAL EBAY	206-336-939.00	38.77
46581	120419A	WAV KAL COUNTY	206-336-960.00	1,600.00			
							5,121.44
12/20/2019	POOL	46582	10913	FIRST DUE FIRE SUPPLY	PERSONAL EQUIPMENT ALLOWANCE	206-336-748.00	21,652.45



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12/20/2019	POOL	46583	2003292-1	INTEGRITY BUSINESS SOLUTIONS,	OFFICE SUPPLIES	207-301-727.00	74.40
		46583	2003292-0		OFFICE SUPPLIES	207-301-727.00	49.23
							123.63
12/20/2019	POOL	46584	49003	JB PRINTING COMPANY	OFFICE SUPPLIES	101-200-727.00	79.00
12/20/2019	POOL	46585	109213	JBM TECHNOLOGY	UNIFORMS/PERSONAL EQUIPMENT	207-301-748.00	195.00
12/20/2019	POOL	46586	2019-10097	ERAD GROUP, INC.	HIDTA MONEY	727-000-271.00	300.00
12/20/2019	POOL	46587	1000171090	KALAMAZOO CITY TREASURER	PURCHASED & MAINT. SERVICE	206-336-811.00	1,500.00
12/20/2019	POOL	46588	121119	KALAMAZOO COUNTY TREASURER	TRAILER TAX	701-000-254.00	1,032.00
		46588	121119A		TRAILER TAX	701-000-254.00	258.00
							1,290.00
12/20/2019	POOL	46589	0009404704	MLIVE MEDIA GROUP	NOTICES AND PUBLICATIONS	101-200-903.00	586.51
12/20/2019	POOL	46590	205210	KALAMAZOO LAWN & GARDEN	MAINT. - GROUNDS	206-336-932.00	791.74
12/20/2019	POOL	46591	37394	KRESA PRINT CENTER	OFFICE SUPPLIES	207-301-727.00	38.50
12/20/2019	POOL	46592	4385	KALLEWARD GROUP, INC.	BUILDING IMPROVEMENTS	402-265-975.00	47,210.00
12/20/2019	POOL	46593	089353	LARRY EIB	FORFEITURE - OPR	727-000-253.00	60.00
12/20/2019	POOL	46594	18446	R.W. LAPINE, INC.	PURCHASED SERVICE	101-265-811.00	745.00
12/20/2019	POOL	46595	18465	MENARDS - KALAMAZOO EAST	MAINT. - BUILDING	101-265-931.00	59.89
		46595	18965		MAINT. - BUILDING	101-265-931.00	62.35
		46595	18579		MAINT. - BUILDING	101-265-931.00	17.69
		46595	18907		OPERATING SUPPLIES	206-336-740.00	112.79
		46595	18948		OPERATING SUPPLIES	206-336-740.00	50.91
		46595	18775		OPERATING SUPPLIES	206-336-740.00	41.37
		46595	18091		OPERATING SUPPLIES	206-336-740.00	35.34
							380.34
12/20/2019	POOL	46596	2716	MICHIGAN MUNICIPAL POLICE	MAINT. - VEHICLE	207-301-939.00	123.90
12/20/2019	POOL	46597	2885	ROBERT LAMSON, LLC	EMPLOYMENT TESTING	207-301-812.00	125.00
		46597	2883		EMPLOYMENT TESTING	207-301-812.00	125.00
							250.00
12/20/2019	POOL	46598	121219	MTA	TUITION/TRAINING	101-209-960.00	188.00
12/20/2019	POOL	46599	159821	RIDGE COMPANY	MAINT. - VEHICLE	206-336-939.00	157.11
12/20/2019	POOL	46600	121019	NEOFUNDS	POSTAGE	101-200-730.00	3,000.00

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12/20/2019	POOL	46601	721865	NYE UNIFORM CO.	UNIFORMS/PERSONAL EQUIPMENT	207-301-748.00	279.00
		46601	722861		UNIFORMS/PERSONAL EQUIPMENT	207-301-748.00	279.00
							558.00
12/20/2019	POOL	46602	201905001	DBIX IT LLC	COMPUTER SERVICE	101-200-810.00	8,651.00
12/20/2019	POOL	46603	120319	R & M AUTO BODY, INC.	MAINT. - VEHICLE	207-301-939.00	710.20
		46603	121819		MAINT. - VEHICLE	207-301-939.00	1,396.74
		46603	120319A		MAINT. - VEHICLE	207-301-939.00	3,895.40
		46603	120519		MAINT. - VEHICLE	207-301-939.00	53.74
							6,056.08
12/20/2019	POOL	46604	351527	ROE-COMM, INC.	MAINT. - RADIO	207-301-933.00	704.00
		46604	351526		MAINT. - RADIO	207-301-933.00	108.75
		46604	351525		MAINT. - RADIO	207-301-933.00	97.30
							910.05
12/20/2019	POOL	46605	122019	ANTHONY SHERROD	DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
12/20/2019	POOL	46606	121019	STATE OF MICHIGAN	HIDTA MONEY	727-000-271.00	970.41
12/20/2019	POOL	46607	551-547577	STATE OF MICHIGAN	LIVESCAN EXPENSE	217-301-956.00	861.00
12/20/2019	POOL	46608	9843334965	VERIZON WIRELESS	TELEPHONE	101-200-853.00	95.62
		46608	9843334965		TELEPHONE	206-336-853.00	419.13
		46608	9843334965		TELEPHONE	207-301-853.00	958.50
							1,473.25
12/20/2019	POOL	46609	62079564	WEX BANK	FORFEITURE - OPR	727-000-253.00	2,506.77
12/20/2019	POOL	46610	52822	PREIN & NEWHOF, INC.	ENGINEERING FEES	883-520-820.00	606.00
12/20/2019	POOL	46611	E1910648	WITMER PUBLIC SAFETY	SMALL TOOLS & EQUIPMENT	206-336-747.00	117.97
12/20/2019	POOL	46612	121919	SUSAN A MCCARTHY	FORFEITURE - OPR	727-000-253.00	40.00
12/20/2019	POOL	46613	013666968	GALLS, INC.	FORFEITURE - OPR	727-000-253.00	2,010.00
12/20/2019	POOL	46614	120503697	ROSE PEST SOLUTIONS	FORFEITURE - OPR	727-000-253.00	78.00
12/20/2019	POOL	46615	14566	HOEKSTRA ROOFING CO.	PURCHASED & MAINT. SERVICE	206-336-811.00	525.72
12/20/2019	POOL	46616	1463273	MILLER, CANFIELD, PADDOCK	LEGAL	207-301-827.00	2,814.00
12/20/2019	POOL	46617	757588-71	MEEKHOF TIRE OF KALAMAZOO	MAINT. - VEHICLE	206-336-939.00	656.00
12/20/2019	POOL	46618	10509	ROB'S TIRE & AUTO CARE, LLC	FORFEITURE - OPR	727-000-253.00	77.30
12/20/2019	POOL	46619	122019	VALERIE PLUMMER	DEPOSITS - ROOM RENTALS	701-000-276.01	50.00

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12/20/2019	POOL	46620	098793763	XEROX CORPORATION	PURCHASED SERVICE	101-200-811.00	463.47
		46620	098793762		PURCHASED SERVICE	207-301-811.00	298.95
							762.42
12/23/2019	TAX	1459	121319	KALAMAZOO COUNTY	COUNTY TRANSPORTATION	704-000-222.04	2.12
		1459	121319A		COUNTY TRANSPORTATION	704-000-222.04	10,220.00
							10,222.12
12/23/2019	TAX	1460	121319	KAL. PUBLIC LIBRARY	KAL. LIBRARY	704-000-228.00	26.77
		1460	121319A		KAL. LIBRARY	704-000-228.00	115,233.43
							115,260.20
12/23/2019	TAX	1461	121319	KALAMAZOO COUNTY TREASURER	COUNTY OPERATING	704-000-222.00	2,547.12
		1461	121319J		COUNTY DRAIN	704-000-222.02	786.06
		1461	121319A		COUNTY INTEREST	704-000-222.03	102.20
		1461	121319D		JUVENILE HOME	704-000-222.05	6,013.53
		1461	121319E		JUVENILE HOME	704-000-222.05	1.25
		1461	121319F		COUNTY HOUSING FUND	704-000-222.06	3,240.23
		1461	121319G		COUNTY HOUSING FUND	704-000-222.06	0.67
		1461	121319B		CO PUBLIC SAFETY	704-000-222.07	47,041.95
		1461	121319C		CO PUBLIC SAFETY	704-000-222.07	9.80
		1461	121319H		CO SENIOR	704-000-222.09	11,374.16
		1461	121319I		CO SENIOR	704-000-222.09	2.37
		1461	121319K		SCH. #01 - S.E.T.	704-000-225.01	2,812.96
		1461	121319L		INT. - SCH. #01 - S.E.T.	704-000-225.08	112.96
		1461	121319M		SCH. #32 - S.E.T.	704-000-226.01	450.15
		1461	121319N		INT. - SCH. #32 - S.E.T.	704-000-226.08	18.00
							74,513.41
12/23/2019	TAX	1462	121319O	KALAMAZOO COUNTY TREASURER	SCH. #40 - S.E.T.	704-000-227.01	1.80
		1462	121319P		INT. - SCH. #40 - S.E.T.	704-000-227.08	0.07
							1.87
12/23/2019	TAX	1463	121319	KAL. VALLEY COMM. COLLEGE	KVCC	704-000-224.00	19.04
		1463	121319A		KVCC	704-000-224.00	91,308.68
							91,327.72
12/23/2019	TAX	1464	121319	KRESA	KRESA	704-000-223.00	454.80
		1464	121319B		KRESA	704-000-223.00	152,083.86
		1464	121319C		KRESA	704-000-223.00	40.93
		1464	121319A		INT. -KRESA	704-000-223.02	18.19
		1464	121319D		KRESA DEBT	704-000-223.03	27.48

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 CHECK DATE FROM 12/01/2019 - 12/31/2019

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
		1464	121319F		KRESA DEBT	704-000-223.03	9,191.11
		1464	121319G		KRESA DEBT	704-000-223.03	2.46
		1464	121319E		INT. - KRESA DEBT	704-000-223.05	1.10
							161,819.93
12/23/2019	TAX	1465	121319	KALAMAZOO COUNTY LAND BANK	TOWNSHIP	704-000-214.00	60.63
		1465	121319A		BOND- TWP ROADS	704-000-214.17	17.96
		1465	121319B		COUNTY OPERATING	704-000-222.00	9.80
		1465	121319C		COUNTY TRANSPORTATION	704-000-222.04	2.12
		1465	121319D		COUNTY TRANSPORTATION	704-000-222.04	5.08
		1465	121319E		JUVENILE HOME	704-000-222.05	1.25
		1465	121319F		COUNTY HOUSING FUND	704-000-222.06	0.67
		1465	121319G		CO SENIOR	704-000-222.09	2.37
		1465	121319H		KRESA	704-000-223.00	40.93
		1465	121319I		KRESA DEBT	704-000-223.03	2.46
		1465	121319J		KVCC	704-000-224.00	19.04
		1465	121319K		SCH. #01 - OPERATING	704-000-225.02	121.03
		1465	121319L		SCH. #01 - DEBT	704-000-225.03	55.60
		1465	121319M		KAL. LIBRARY	704-000-228.00	26.77
							365.71
12/23/2019	TAX	1466	121319	PARCHMENT COMM. LIBRARY	PARCHMENT LIBRARY	704-000-229.00	6,618.57
12/23/2019	TAX	1467	121319	SCHOOL DISTRICT #1	SCH. #01 - OPERATING	704-000-225.02	136,587.35
		1467	121319A		SCH. #01 - OPERATING	704-000-225.02	121.03
		1467	121319B		SCH. #01 - DEBT	704-000-225.03	206,548.15
		1467	121319C		SCH. #01 - DEBT	704-000-225.03	55.60
							343,312.13
12/23/2019	TAX	1468	121319	SCHOOL DISTRICT #32	SCH. #32 - DEBT	704-000-226.03	375.13
		1468	121319B		INT. - SCH. #32 - DEBT	704-000-226.10	15.00
		1468	121319A		SCH #32 - SINKING FUND	704-000-226.17	75.02
		1468	121319C		INT. -SCH. #32 - SINKING FUND	704-000-226.18	3.00
							468.15
12/23/2019	TAX	1469	121319	PARCHMENT PUBLIC SCHOOLS	SCH. #40 - OPERATING	704-000-227.02	5.40
		1469	121319A		SCH. #40 - DEBT	704-000-227.03	2.70
		1469	121319B		INT. - SCH. #40 - OPER.	704-000-227.09	0.22
		1469	121319C		INT. - SCH. #40 - DEBT	704-000-227.10	0.11
							8.43
12/23/2019	TAX	1470	121319	CENTRAL COUNTY TRANSPORTATION	COUNTY TRANSPORTATION	704-000-222.04	5.08
		1470	121319A		COUNTY TRANSPORTATION	704-000-222.04	24,377.87

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 CHECK DATE FROM 12/01/2019 - 12/31/2019

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							24,382.95
12/23/2019	TAX	1471	121319A	TWP. OF KALAMAZOO/SHERINE MILTOWNSHIP		704-000-214.00	290,659.18
		1471	121319B		TOWNSHIP	704-000-214.00	60.63
		1471	121319		ADMINISTRATIVE FEE	704-000-214.03	12,042.66
		1471	121319C		STREET LIGHTING	704-000-214.04	18,698.28
		1471	121319D		RECYCLING	704-000-214.05	41,709.31
		1471	121319E		POLICE CAPITAL IMPROVEMENT	704-000-214.13	20,399.52
		1471	121319F		FIRE CAPITAL IMPROVEMENT	704-000-214.14	34,001.39
		1471	121319G		POLICE OPERATING	704-000-214.15	47,602.77
		1471	121319H		BOND- TWP ROADS	704-000-214.17	86,161.42
							551,335.16
12/23/2019	TAX	1472	121319	STATE OF MICHIGAN	SCH. #01 - OPERATING	704-000-225.02	121.04
12/23/2019	TAX	1473	121319	KALAMAZOO CITY TREASURER	USAGE - DELINQUENT	704-000-214.09	799.21
12/31/2019	TAX	1474	123119	TWP. OF KALAMAZOO/SHERINE MILREFUND		704-000-230.00	157.34
12/31/2019	POOL	46621	206790263730	CONSUMERS ENERGY	UTILITIES - ELECTRIC	101-200-921.00	3,318.19
		46621	203675830494		UTILITIES - ELECTRIC	206-336-921.02	101.10
		46621	203230874158		UTILITIES - ELECTRIC	206-336-921.04	452.25
		46621	203675830494		UTILITIES - NATURAL GAS	206-336-923.02	189.16
		46621	203319851987		UTILITIES - NATURAL GAS	206-336-923.04	424.98
							4,485.68
12/31/2019	POOL	46622	0614877122319	CHARTER COMMUNICATIONS	PURCHASED SERVICE	101-200-811.00	278.53
		46622	0095704121619		PURCHASED & MAINT. SERVICE	206-336-811.00	142.67
		46622	0026212121619		PURCHASED & MAINT. SERVICE	206-336-811.00	142.63
							563.83
12/31/2019	POOL	46623	121519	KALAMAZOO OIL CO.	GAS & OIL	207-301-751.00	2,099.15
12/31/2019	POOL	46624	K0637	KALAMAZOO OIL CO.	GAS & OIL	206-336-751.00	24.80
		46624	K0657		MAINT. - VEHICLE	206-336-939.00	822.75
		46624	K0579		GAS & OIL	207-301-751.00	163.21
							1,010.76
12/31/2019	POOL	46625	25566	MICHIGAN EXHAUST AND BRAKE	FORFEITURE - OPR	727-000-253.00	290.98
		46625	25529		FORFEITURE - OPR	727-000-253.00	85.85
							376.83
12/31/2019	POOL	46626	269342197112G	AT&T	TELEPHONE	206-336-853.00	663.79
		46626	269962174712		FORFEITURE - OPR	727-000-253.00	54.39

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							718.18
12/31/2019	POOL	46627	123119	MTA	TUITION/TRAINING	101-209-960.00	94.00
12/31/2019	POOL	46628	123019	STATE OF MICHIGAN	HIDTA MONEY	727-000-271.00	1,936.99
12/31/2019	POOL	46629	9844409459	VERIZON WIRELESS	FORFEITURE - OPR	727-000-253.00	344.73
12/31/2019	POOL	46630	62596533	WEX BANK	FORFEITURE - OPR	727-000-253.00	1,849.83
12/31/2019	POOL	46631	120506936	ROSE PEST SOLUTIONS	PURCHASED SERVICE	101-200-811.00	72.00
12/31/2019	POOL	46632	122019	STAPLES CREDIT PLAN	FORFEITURE - OPR	727-000-253.00	95.39
12/31/2019	POOL	46633	121719	SUPERFLEET MASTERCARD PROGRAM	GAS & OIL	206-336-751.00	312.74
				TOTAL - ALL FUNDS	TOTAL OF 157 CHECKS		1,682,991.02

--- GL TOTALS ---

101-000-667.00	ROOM RENTAL - INCOME	125.00
101-101-862.00	TRAVEL - CONFERENCES	90.95
101-175-862.01	TRAVEL - CONFERENCES - STAFF	90.95
101-191-747.00	SMALL TOOLS & EQUIPMENT	625.00
101-200-727.00	OFFICE SUPPLIES	474.88
101-200-730.00	POSTAGE	3,000.00
101-200-810.00	COMPUTER SERVICE	8,651.00
101-200-811.00	PURCHASED SERVICE	1,406.87
101-200-826.00	LEGAL SERVICES-BD. MEET.	300.00
101-200-827.00	LEGAL SERVICE-GEN. TWP.	2,487.06
101-200-853.00	TELEPHONE	95.62
101-200-903.00	NOTICES AND PUBLICATIONS	586.51
101-200-912.00	INSURANCE/BOND-GENERAL	8,173.60
101-200-921.00	UTILITIES - ELECTRIC	3,318.19
101-200-923.00	UTILITIES - NATURAL GAS	741.21
101-200-927.00	UTILITIES - WATER	70.66
101-209-712.00	COMPENSATION-BD. OF REVIEW	195.00
101-209-732.00	DUES/SUBS/PUBL	110.00
101-209-960.00	TUITION/TRAINING	282.00
101-253-862.00	TRAVEL - CONFERENCES	349.23
101-253-862.01	TRAVEL - CONFERENCES - STAFF	149.00
101-265-740.00	OPERATING SUPPLIES	331.97
101-265-748.00	PERSONAL EQUIP. - ALLOWANCE	165.00
101-265-751.00	GAS & OIL	160.18
101-265-811.00	PURCHASED SERVICE	1,186.25
101-265-931.00	MAINT. - BUILDING	2,018.72
101-265-932.00	MAINT. - GROUNDS	1,289.68
101-265-939.00	MAINT. - VEHICLE	164.17
101-276-740.00	OPERATING SUPPLIES	922.94
101-276-811.00	PURCHASED SERVICE	1,160.50
101-276-945.00	RENTALS - EQUIPMENT	187.50
101-310-811.00	PURCHASED SERVICE	55.00
101-310-827.00	LEGAL SERVICE-GEN. TWP.	815.00

User: MONICAK

CHECK DATE FROM 12/01/2019 - 12/31/2019

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
101-400-821.00					PLANNING CONSULTANT		3,186.60
101-400-827.00					LEGAL SERVICES - GEN. TWP.		2,670.50
101-400-903.00					NOTICES		922.74
101-751-811.00					PURCHASED SERVICE		45.50
101-751-921.00					UTILITIES - ELECTRIC		29.79
206-336-732.00					DUES/SUBS/PUBL		125.00
206-336-740.00					OPERATING SUPPLIES		1,376.98
206-336-747.00					SMALL TOOLS & EQUIPMENT		8,571.93
206-336-748.00					PERSONAL EQUIPMENT ALLOWANCE		25,158.08
206-336-751.00					GAS & OIL		1,409.30
206-336-811.00					PURCHASED & MAINT. SERVICE		3,922.67
206-336-853.00					TELEPHONE		1,082.92
206-336-912.00					INSURANCE - GENERAL		6,971.60
206-336-921.01					UTILITIES - ELECTRIC		459.61
206-336-921.02					UTILITIES - ELECTRIC		516.91
206-336-921.03					UTILITIES - ELECTRIC		143.13
206-336-921.04					UTILITIES - ELECTRIC		452.25
206-336-923.01					UTILITIES - NATURAL GAS		463.90
206-336-923.02					UTILITIES - NATURAL GAS		632.90
206-336-923.03					UTILITIES - NATURAL GAS		272.73
206-336-923.04					UTILITIES - NATURAL GAS		424.98
206-336-927.02					UTILITIES - WATER		70.66
206-336-927.03					UTILITIES - WATER		33.18
206-336-927.04					UTILITIES - WATER		55.17
206-336-931.00					MAINT. - BUILDING		1,128.46
206-336-932.00					MAINT. - GROUNDS		791.74
206-336-934.00					MAINT. - MACHINE		17.90
206-336-939.00					MAINT. - VEHICLE		6,595.08
206-336-960.00					TUITION/TRAINING		1,600.00
207-301-727.00					OFFICE SUPPLIES		1,011.67
207-301-740.00					OPERATING SUPPLIES		77.00
207-301-748.00					UNIFORMS/PERSONAL EQUIPMENT		1,851.00
207-301-751.00					GAS & OIL		6,160.91
207-301-782.00					INVESTIGATIVE OPERATIONS		50.00
207-301-811.00					PURCHASED SERVICE		388.95
207-301-812.00					EMPLOYMENT TESTING		500.00
207-301-827.00					LEGAL		3,588.00
207-301-853.00					TELEPHONE		958.50
207-301-853.02					RADIO TOWER T1 LINE		353.12
207-301-912.00					INSURANCE - GENERAL		8,894.80
207-301-921.00					RAVINE TOWER SITE - ELECTRIC		283.22
207-301-933.00					MAINT. - RADIO		3,010.05
207-301-939.00					MAINT. - VEHICLE		6,312.25
217-301-956.00					LIVESCAN EXPENSE		861.00
219-448-921.00					UTILITIES - ELECTRIC		20,030.95
226-527-811.00					SOLID WASTE		43,463.90
266-320-960.00					TUITION/TRAINING		1,395.00
402-265-975.00					BUILDING IMPROVEMENTS		47,210.00
701-000-254.00					TRAILER TAX		1,290.00
701-000-276.01					DEPOSITS - ROOM RENTALS		350.00
701-000-276.04					DEPOSITS - VENDING MACHINE		1,190.00

User: MONICAK

CHECK DATE FROM 12/01/2019 - 12/31/2019

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
704-000-214.00			TOWNSHIP				290,780.44
704-000-214.03			ADMINISTRATIVE FEE				12,117.28
704-000-214.04			STREET LIGHTING				18,698.28
704-000-214.05			RECYCLING				41,709.31
704-000-214.09			CITY SWR/WTR USAGE - DELINQ				799.21
704-000-214.13			POLICE CAPITAL IMPROVEMENT				20,399.52
704-000-214.14			FIRE CAPITAL IMPROVEMENT				34,001.39
704-000-214.15			POLICE OPERATING				47,602.77
704-000-214.17			BOND- TWP ROADS				86,179.38
704-000-222.00			COUNTY OPERATING				4,983.81
704-000-222.02			COUNTY DRAIN				786.06
704-000-222.03			COUNTY INTEREST				171.57
704-000-222.04			COUNTY TRANSPORTATION				34,612.27
704-000-222.05			JUVENILE HOME				6,016.03
704-000-222.06			COUNTY HOUSING FUND				3,241.57
704-000-222.07			CO PUBLIC SAFETY				47,051.75
704-000-222.09			CO SENIOR				11,378.90
704-000-223.00			KRESA				153,238.39
704-000-223.02			INT. -KRESA				35.12
704-000-223.03			KRESA DEBT				9,260.84
704-000-223.05			INT. - KRESA DEBT				2.12
704-000-224.00			KVCC				91,346.76
704-000-225.01			SCH. #01 - S.E.T.				5,309.70
704-000-225.02			SCH. #01 - OPERATING				136,950.45
704-000-225.03			SCH. #01 - DEBT				206,659.35
704-000-225.08			INT. - SCH. #01 - S.E.T.				185.06
704-000-226.01			SCH. #32 - S.E.T.				1,064.16
704-000-226.02			SCH. #32 - OPERATING				660.60
704-000-226.03			SCH. #32 - DEBT				886.81
704-000-226.08			INT. - SCH. #32 - S.E.T.				34.81
704-000-226.09			INT. - SCH. #32 - OPER.				19.82
704-000-226.10			INT. - SCH. #32 - DEBT				29.01
704-000-226.17			SCH #32 - SINKING FUND				177.34
704-000-226.18			INT. -SCH. #32 - SINKING FUND				5.80
704-000-227.01			SCH. #40 - S.E.T.				1.80
704-000-227.02			SCH. #40 - OPERATING				5.40
704-000-227.03			SCH. #40 - DEBT				2.70
704-000-227.08			INT. - SCH. #40 - S.E.T.				0.07
704-000-227.09			INT. - SCH. #40 - OPER.				0.22
704-000-227.10			INT. - SCH. #40 - DEBT				0.11
704-000-228.00			KAL. LIBRARY				115,286.97
704-000-229.00			PARCHMENT LIBRARY				6,618.57
704-000-230.00			REFUND				369.81
727-000-253.00			FORFEITURE - OPR				26,314.13
727-000-271.00			HIDTA MONEY				3,207.40
810-440-983.00			NEW EQUIPMENT				2,685.90
811-440-983.08			MAINT - 1219 WOODROW				1,766.80
811-440-983.10			MAINT - 1220 NASSAU				1,557.51
883-520-820.00			ENGINEERING FEES				606.00
883-520-930.00			MAINTENANCE - SEWER				29.78
			TOTAL				1,682,991.02



KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: NOVEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2178	3310 WINDMILL	STROKE	2							2
2179	2225 FAIRFIELD	WIRES DOWN/ARCING		3						3
2180	3805 YEWE	UNKNOWN/PERSON DOWN				7				7
2181	2626 E MAIN	DIABETIC PROBLEM		7						7
2182	2829 ASBURY	EMS ALARM		10						10
2183	206 RAIN TREE	CARBON MONOXIDE				5				5
2184	2408 TEXEL #3	HEMORRHAGE/LACERATION		8						8
2185	530 S RIVERVIEW	AID GIVEN - MEDICAL	2							2
2186	BL-94 & SPRINKLE	MOTOR VEHICLE ACCIDENT					5			5
2187	330 N SAGE	SMOKE INVESTIGATION	1			12		4	3	20
2188	1049 DARWOOD	CHEST PAIN	1							1
2189	1106 WILLIS	ABDOMINAL PAIN					2			2
2190	2618 N DRAKE	SMOKE INVESTIGATION				11				11
2191	1111 LUM	CONVULSIONS/SEIZURE		4						4
2192	1910 SHAFFER	CANCELLED EN ROUTE		6						6
2193	4519 W MAIN	AID GIVEN - FIRE	5			12			MG	17
2194	2825 MAPLE	CANCELLED EN ROUTE		5						5
2195	3210 GRACE	FALL				7				7
2196	1722 W MAIN	MOTOR VEHICLE ACCIDENT				9				9
2197	2416 TEXEL #4	CONVULSIONS/SEIZURE		5						5
2198	2514 N HILLS CT WEST	ATTEMPT SUICIDE	4							4
2200	3744 GULL	UNKNOWN/PERSON DOWN		7						7
2201	2710 W MAIN	BREATHING PROBLEM				13				13
2202	117 HAYMAC	AID GIVEN - MEDICAL	3							3
2203	4933 WESTON	BREATHING PROBLEM				8				8
2204	2207 LAKE	UNKNOWN/PERSON DOWN					1			1
2205	315 TURWILL	CONVULSIONS/SEIZURE				4				4
2206	537 CHICAGO	PREGNANCY/OB		9						9
2207	522 STASSEN	BREATHING PROBLEM	5							5
2208	2710 W MAIN	BREATHING PROBLEM				12				12
2209	3915 RAVINE	MOTOR VEHICLE ACCIDENT				14				14
2210	2710 W MAIN	BREATHING PROBLEM				13				13
2211	1701 OLMSTEAD	CHEST PAIN					2			2
2212	4916 WESTON	FALL				10				10
2213	1519 OLMSTEAD	UNKNOWN/PERSON DOWN		7			4			11
2214	1421 ELKERTON	CHEST PAIN		6						6
<b>SUB TOTAL</b>	<b>SUB-TOTALS</b>		<b>23</b>	<b>77</b>	<b>0</b>	<b>137</b>	<b>14</b>	<b>4</b>	<b>3</b>	<b>258</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: NOVEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2215	2825 MAPLE	CANCELLED EN ROUTE		6						6
2216	1329 OLMSTEAD	BREATHING PROBLEM					1			1
2217	LAKE & HEALY	DUMPSTER FIRE	1	7			1			9
2218	2114 SUNNYSIDE A-4	UNKNOWN/PERSON DOWN		7						7
2220	2400 RAVINE	CONVULSIONS/SEIZURE				6				6
2221	1423 N 28TH ST	AID GIVEN - FIRE		4			MG			4
2222	437 CAMPBELL	FALL				4				4
2223	2220 GULL O-3	BREATHING PROBLEM		5						5
2224	3621 IROQUOIS	ABDOMINAL PAIN				5				5
2225	537 CHICAGO	UNCONSCIOUS		6						6
2226	312 N SAGE #204	UNCONSCIOUS				6				6
2227	3520 OAK TREE	DUMPSTER FIRE		6						6
2228	3122 LAKE	OVERDOSE/POISONING					1			1
2229	N KENDALL & W MAIN	MOTOR VEHICLE ACCIDENT				3				3
2230	1801 HUMPHREY	HIGH ANGLE RESCUE		5						5
2231	2415 GULL	MOTOR VEHICLE ACCIDENT		4						4
2232	3681 MIDWAY LN	AID GIVEN - FIRE		5			MG			5
2233	520 WALLACE	DIABETIC PROBLEM		5						5
2234	1701 OLMSTEAD	CHEST PAIN		6						6
2235	1418 NICHOLS	BREATHING PROBLEM				11				11
2236	111 S CLARENDON	CARBON MONOXIDE	3			6				9
2237	202 RAIN TREE	ALTERED MENTAL STATUS				10				10
2238	1916 E G AVE	AID GIVEN - FIRE	4							4
2239	PARCHMOUNT & RIVERVIEW	AID GIVEN - MEDICAL	6							6
2240	1519 OLMSTEAD	BREATHING PROBLEM					1			1
2241	2901 ASBURY	CANCELLED EN ROUTE		8						8
2242	2829 ASBURY	LIFT ASSIST		8						8
2243	1403 RED MAPLE	HEMORRHAGE/LACERATION	2							2
2244	1508 SEVILLE	CANCELLED EN ROUTE	2							2
2246	1910 SHAFFER	BREATHING PROBLEM		8						8
2247	4335 LEISURE LN H-110	BREATHING PROBLEM				7				7
2248	521 CHEROKEE #211	CANCELLED EN ROUTE				7				7
2249	3907 OTTAWA	UNKNOWN/PERSON DOWN				11				11
2250	3808 N PITCHER	MOTOR VEHICLE ACCIDENT	3							3
2251	WEALTHY & W MAIN	MOTOR VEHICLE ACCIDENT				8				8
2252	1241 FOSTER	CHEST PAIN					1			1
<b>SUB TOTAL</b>			<b>44</b>	<b>167</b>	<b>0</b>	<b>221</b>	<b>19</b>	<b>4</b>	<b>3</b>	<b>458</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: NOVEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2253	1342 SHUSTER	CHEST PAIN					1			1
2254	506 STASSEN	CHEST PAIN	6							6
2255	CRAFT & AVONDALE	WIRES DOWN/ARCING		5						5
2256	JENNISON & W MAIN	MOTOR VEHICLE ACCIDENT				14				14
2258	4250 LEISURE LN G-518	UNKNOWN/PERSON DOWN				14				14
2259	2907 WINTER WHEAT	FALL	2							2
2260	2039 W MAIN	HEMORRHAGE/LACERATION				3				3
2261	325 DARLING	BREATHING PROBLEM		7						7
2262	3627 GRAND PRARIE	STROKE				6				6
2263	537 CHICAGO	SICK PERSON		8						8
2264	BL-94 & SPRINKLE	CHEST PAIN					6			6
2265	330 N SAGE #202	FALL				9				9
2266	2408 TEXEL #3	ABDOMINAL PAIN		9						9
2267	464 REX	AID GIVEN - FIRE	8				MG			8
2268	537 CHICAGO	ALTERED MENTAL STATUS		6						6
2269	1423 N 28TH ST	AID GIVEN - FIRE		9			MG			9
2270	3546 GRAND PRARIE	MOTOR VEHICLE ACCIDENT				10				10
2272	521 CHEROKEE #106	BREATHING PROBLEM				11				11
2273	4741 THISTLE MILL CT	UNCONSCIOUS				11				11
2274	1239 BOARDMAN	CHEST PAIN					3			3
2275	1049 FARGO	CHEST PAIN	2							2
2276	SHAFFER & GULL	MOTOR VEHICLE ACCIDENT		10						10
2277	3000 RIVERVIEW	BREATHING PROBLEM	2							2
2278	710 N ORIENT	AID GIVEN - MEDICAL	3							3
2279	4335 LEISURE LN H-103	UNKNOWN/PERSON DOWN				8				8
2280	4916 WESTON	FALL				9				9
2281	2918 ALAMO	BREATHING PROBLEM				7				7
2282	1318 PARCHMOUNT	AID GIVEN - MEDICAL	1							1
2283	3201 LAKE	FIRE ALARM	2	7			1			10
2284	1701 OLMSTEAD	FALL					1			1
2285	1470 EWING	AID GIVEN - FIRE				6		MG		6
2286	1701 OLMSTEAD	BREATHING PROBLEM					1			1
2287	3617 N WESTNEDGE	FALL	2							2
2288	GULL & E H AVE	MOTOR VEHICLE ACCIDENT		8						8
2289	5704 ELAINE	AID GIVEN - FIRE		6			MG			6
2290	2024 SUNNYSIDE	CHEST PAIN		6						6
<b>SUB TOTAL</b>			<b>72</b>	<b>248</b>	<b>0</b>	<b>329</b>	<b>32</b>	<b>4</b>	<b>3</b>	<b>688</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: NOVEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2291	537 CHICAGO	HEMORRHAGE/LACERATION		6						6
2292	537 CHICAGO	CONVULSIONS/SEIZURE		5						5
2293	537 CHICAGO	ALTERED MENTAL STATUS		5						5
2294	133 N RIVERVIEW	AID GIVEN - MEDICAL	2							2
2295	1428 N 30TH	AID GIVEN - FIRE		8			MG			8
2296	2609 CHAPARRAL	BREATHING PROBLEM				7				7
2297	1342 SCHUSTER	CHEST PAIN					1			1
2298	2204 RAVINE	FIRE ALARM	3			5				8
2299	1016 AVONDALE	UNCONSCIOUS		9						9
2300	4289 WINDING WAY	BREATHING PROBLEM				7				7
2301	143 N RIVERVIEW	AID GIVEN - MEDICAL	4							4
2302	537 CHICAGO	CONVULSIONS/SEIZURE		6						6
2303	1300 LAMONT	MOTOR VEHICLE ACCIDENT		8						8
2305	520 CAMPBELL	STAB/GUNSHOT WOUND				9				9
2306	2401 GULL	UNCONSCIOUS		8						8
2307	537 CHICAGO	ABDOMINAL PAIN		8						8
2308	803 IRA	SICK PERSON		7						7
2309	1352 MANOR	UNCONSCIOUS				7				7
2310	3304 GRACE	UNKNOWN/PERSON DOWN				7				7
2311	1530 NICHOLS	FIRE ALARM	2			7				9
2313	332 N SAGE #101	UNKNOWN/PERSON DOWN				8				8
2314	537 CHICAGO	BREATHING PROBLEM		8						8
2315	2121 KENWOOD	UNCONSCIOUS				11				11
2316	716 BETH	EMS ALARM	2							2
2317	626 PINEHURST	ALTERED MENTAL STATUS				7				7
2318	1203 FLETCHER	BREATHING PROBLEM				7				7
2319	410 WALLACE	ALTERED MENTAL STATUS		6						6
2320	2022 MOUNT OLIVET	WIRES DOWN/ARCING	7							7
2321	COMMONWEALTH & NORTH	WIRES DOWN/ARCING				9				9
2322	1519 OLMSTEAD	ATTEMPT SUICIDE					1			1
2323	3247 EDLING	SICK PERSON				12				12
2324	2919 GULL	FALL		10						10
2325	2220 GULL P-6	CHEST PAIN		8						8
2326	1701 OLMSTEAD	CHEST PAIN					2			2
2327	2018 SUNNYSIDE A-6	BREATHING PROBLEM		4						4
2328	BL-94 & SPRINKLE	MOTOR VEHICLE ACCIDENT					3			3
<b>SUB TOTAL</b>			<b>92</b>	<b>354</b>	<b>0</b>	<b>432</b>	<b>39</b>	<b>4</b>	<b>3</b>	<b>924</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: NOVEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2329	7800 E MICHIGAN	AID GIVEN - FIRE		4			MG			4
2330	3505 ENTERPRISE	SICK PERSON		5						5
2331	5285 E H AVE	AID GIVEN - FIRE		11			MG			11
2332	3907 OTTAWA	CONVULSIONS/SEIZURE				7				7
2333	2220 GULL P-6	BREATHING PROBLEM		6						6
2334	3504 E MAIN	CANCELLED EN ROUTE		10						10
2335	1420 HUINTINGTON	MOTOR VEHICLE ACCIDENT		10						10
2336	1820 SUNNYSIDE #2	BREATHING PROBLEM		10						10
2337	3320 W MAIN #101	BREATHING PROBLEM				9				9
2338	2901 ASBURY	BREATHING PROBLEM		12						12
2339	550 HAYMAC #4	AID GIVEN - MEDICAL	4							4
2340	3105 CARLETON	DIABETIC PROBLEM					2			2
2341	1910 SHAFFER	CONVULSIONS/SEIZURE		7						7
2342	3511 MARKET	WIRES DOWN/ARCING		6						6
2343	522 GORHAM	FALL				6				6
2344	1342 SHUSTER	ALTERED MENTAL STATUS					1			1
2345	1413 BARCLAY	STROKE	6							6
2346	5856 SCENIC WAY	AID GIVEN - FIRE				14		MG		14
2347	1910 SHAFFER	CANCELLED EN ROUTE		5						5
2348	1124 ASHLEY	STROKE		8						8
2349	2220 GULL O-4	BREATHING PROBLEM		8						8
2350	3207 GRACE	ALTERED MENTAL STATUS				7				7
2351	2612 RIVERVIEW	UNKNOWN/PERSON DOWN	6							6
2352	2401 GULL	ATTEMPT SUICIDE	6							6
2353	2612 KERSTEN	AID GIVEN - FIRE		6			MG			6
2354	537 CHICAGO	CHEST PAIN		7						7
2355	4250 LEISURE LN G-518	UNKNOWN/PERSON DOWN				9				9
2356	4210 LEISURE LN M-937	UNKNOWN/PERSON DOWN				12				12
2357	W MAIN & GORHAM	MOTOR VEHICLE ACCIDENT				12				12
2358	228 LAKE RIDGE	EMS ALARM				12				12
2359	2833 GRACE	DIABETIC PROBLEM				10				10
2360	GULL & NAZARETH	MOTOR VEHICLE ACCIDENT		9						9
2361	3523 E MAIN	NOTHING FOUND/ARRIVAL		7						7
2362	3529 MARKET	WIRES DOWN/ARCING		7						7
2363	600 EDISON	FIRE ALARM	3	8		6				17
<b>TOTALS</b>			<b>117</b>	<b>500</b>	<b>0</b>	<b>536</b>	<b>42</b>	<b>4</b>	<b>3</b>	<b>1202</b>
<input type="checkbox"/> DENOTES PRIMARY RESPONSE STATION ** DENOTES A PROPERTY AND/OR CONTENTS LOSS FIRE										

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: NOVEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2364	2700 BARNEY	WIRES DOWN/ARCING				7				7
2366	1203 NICHOLS	WIRES DOWN/ARCING				8				8
2367	2334 E MAIN	WIRES DOWN/ARCING		7						7
2368	SKYLINE & GRAND PRARIE	WIRES DOWN/ARCING				10				10
2370	1701 OLMSTEAD	BREATHING PROBLEM					1			1
2371	2217 CORNCRIB	BREATHING PROBLEM	8							8
2372	3720 GULL	DIABETIC PROBLEM		7						7
2373	2615 CARLETON	CANCELLED EN ROUTE					3			3
2374	FERNDALE & ALAMO	WIRES DOWN/ARCING				11				11
2375	5301 COMSTOCK	AID GIVEN - FIRE		4			MG			4
2376	1924 SEMINOLE	MOTOR VEHICLE ACCIDENT				8				8
2377	818 FLETCHER	FALL				11				11
2378	6198 ORMADA	AID GIVEN - FIRE		12			MG			12
2379	1331 ELKERTON	GAS LEAK		4						4
2380	537 CHICAGO	CHEST PAIN		8						8
2381	3028 NICHOLS	CARBON MONOXIDE				9				9
2382	3610 HURON	CHEST PAIN				4				4
2383	3409 MARKET	HEMORRHAGE/LACERATION					3			3
2384	306 S KENDALL #13	STROKE				4				4
2385	4330 LEISURE LN B-227	WELFARE CHECK				4				4
2386	1329 HUNTINGTON	BREATHING PROBLEM		7						7
2387	2138 SAGEBRUSH	BREATHING PROBLEM				6				6
2388	N KENDALL & W MAIN	MOTOR VEHICLE ACCIDENT				8				8
2389	2522 SAGEBRUSH	BREATHING PROBLEM				8				8
2390	253 N 26TH ST	AID GIVEN - FIRE		6			MG			6
2391	537 CHICAGO	CONVULSIONS/SEIZURE		7						7
2392	283 VAN BRUGGEN	AID GIVEN - FIRE		4			MG			4
2393	3230 IROQUOIS	FALL				7				7
2394	2204 RAVINE	FIRE ALARM	1			6				7
2395	409 N ORIENT	AID GIVEN - MEDICAL	1							1
2396	1419 WILLOW	CONVULSIONS/SEIZURE	4							4
2397	809 TURWILL	ALTERED MENTAL STATUS				9				9
2398	202 RAIN TREE	ALTERED MENTAL STATUS				9				9
										0
										0
<b>TOTALS</b>			131	566	0	665	49	4	3	1418
	DENOTES PRIMARY RESPONSE STATION ** DENOTES A PROPERTY AND/OR CONTENTS LOSS FIRE									



KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2399	309 E OAKGROVE	AID GIVEN - MEDICAL	5							5
2400	4255 LEISURE LN K-816	BREATHING PROBLEM				7				7
2401	2004 WOODWARD	CARBON MONOXIDE	6							6
2402	521 CHEROKEE #105	FIRE ALARM	6			10				16
2403	2018 SUNNYSIDE A-6	BREATHING PROBLEM		8						8
2404	BL-131 & N WESTNEDGE	MOTOR VEHICLE ACCIDENT	8							8
2405	1910 SHAFFER	CANCELLED EN ROUTE		8						8
2406	1809 HUMPHREY #11	BREATHING PROBLEM		9						9
2407	2825 MAPLE	CANCELLED EN ROUTE		8						8
2408	3305 KENILWORTH	UNCONSCIOUS		9						9
2409	511 GLENDALE	AID GIVEN - MEDICAL	2							2
2410	1524 WOODROW	CHEST PAIN		11						11
2411	1410 RED MAPLE	CHEST PAIN	2							2
2412	1411 WILLOW	CONVULSIONS/SEIZURE	4							4
2413	1332 SCHUSTER	CHEST PAIN					3			3
2414	3530 DOUGLAS	SMOKE INVESTIGATION	5	10		6				21
2415	550 HAYMAC	AID GIVEN - MEDICAL	9							9
2416	2408 TEXEL #1	STROKE		7						7
2417	3102 BARNEY #8	BREATHING PROBLEM				3				3
2418	1413 BARCLAY	SICK PERSON	3							3
2419	1106 WILLIS	BREATHING PROBLEM					2			2
2421	120 N BERKLEY	UNKNOWN/PERSON DOWN				6				6
2422	1710 OLMSTEAD	BREATHING PROBLEM					3			3
2425	2102 E MAIN	SICK PERSON		7						7
2426	816 BETH	BREATHING PROBLEM	6							6
2427	226 FALKIRK	ALTERED MENTAL STATUS				8				8
2429	1519 SEVILLE	SICK PERSON	3							3
2430	4952 WESTON	BREATHING PROBLEM				9				9
2431	1916 E G AVE	AID GIVEN - MEDICAL	2							2
2432	2220 GULL B-3	BREATHING PROBLEM		8						8
2433	1665 LEIGH	FALL		8						8
2434	1701 OLMSTEAD	HEMORRHAGE/LACERATION					2			2
2435	537 CHICAGO	CANCELLED EN ROUTE		7						7
2436	3645 BORGESS	SICK PERSON		3						3
2437	538 NICHOLS	PSYCHIATRIC PROBLEMS				8				8
2438	W MAIN & SOLON	FALL				13				13
<b>SUB TOTAL</b>	<b>SUB-TOTALS</b>		<b>61</b>	<b>103</b>	<b>0</b>	<b>70</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>244</b>



KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2439	N WESTNEDGE & G AVE	BURNING COMPLAINT	5							5
2440	PARCHMOUNT & CLARNIN	AID GIVEN - MEDICAL	4							4
2441	102 WORDEN	AID GIVEN - FIRE		8				MG		8
2442	GULL & SUNNYSIDE	CANCELLED EN ROUTE		9						9
2443	537 CHICAGO	HEMORRHAGE/LACERATION		8						8
2444	1206 TEXEL	MOTOR VEHICLE ACCIDENT		9						9
2445	525 N ARLINGTON C-1	OVERDOSE/POISONING				10				10
2446	4028 VALLEY RIDGE #6	BREATHING PROBLEM	2			11				13
2447	4310 LEISURE LN B-301	BREATHING PROBLEM				11				11
2448	2907 WINTER WHEAT	BREATHING PROBLEM	2							2
2449	1701 OLMSTEAD	BREATHING PROBLEM						1		1
2450	3125 NICHOLS #112	BREATHING PROBLEM				6				6
2451	3015 NICHOLS	ALTERED MENTAL STATUS				10				10
2452	1701 OLMSTEAD	CANCELLED EN ROUTE						2		2
2453	3719 GRACE	MEDICAL ALARM				8				8
2454	2930 W MAIN	UNKNOWN/PERSON DOWN				10				10
2455	306 S KENDALL #13	CHEST PAIN				11				11
2456	1319 NAZARETH	MOTOR VEHICLE ACCIDENT		4						4
2457	5990 GULL	AID GIVEN - FIRE		5				MG		5
2458	1342 SCHUSTER	CHEST PAIN						1		1
2459	4460 SWEET CHERRY	FIRE ALARM	1			6				7
2460	3329 OLD FARM	FALL	3							3
2461	3116 WINTER WHEAT	CHEST PAIN	3							3
2462	1530 SHAKESPEARE	WIRES DOWN/ARCING		8						8
2463	648 N RIVERVIEW	AID GIVEN - FIRE	2							2
2464	2220 GULL B-4	BREATHING PROBLEM		8						8
2465	201 PICKARD	AID GIVEN - FIRE		10				MG		10
2466	2929 E MAIN	FIRE ALARM	10	9						19
2467	110 N BERKLEY	BREATHING PROBLEM				5				5
2469	2510 CONWAY	BREATHING PROBLEM	3							3
2470	4305 LEISURE LN	CANCELLED EN ROUTE				7				7
2471	3430 W MAIN #9	BREATHING PROBLEM				7				7
2472	3215 KING HWY	CHEST PAIN						3		3
2473	3304 GRACE	LIFT ASSIST				2				2
2474	1902 COLGROVE	NOTHING FOUND/ARRIVAL		6						6
2475	3734 FRANKLIN	STROKE						2		2
<b>SUB TOTAL</b>			<b>96</b>	<b>187</b>	<b>0</b>	<b>174</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>476</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2476	309 E OAKGROVE	AID GIVEN - MEDICAL	3							3
2477	7275 W MAIN	AID GIVEN - MOVE UP				11		MG		11
2478	723 CHICAGO	CHEST PAIN		7						7
2479	716 LEENHOUTS	AID GIVEN - FIRE		7				MG		7
2480	3000 RIVERVIEW	BREATHING PROBLEM	3							3
2481	505 N RIVERVIEW	AID GIVEN - MEDICAL	4							4
2482	3419 RED CLOVER	SICK PERSON	5							5
2483	716 LEENHOUTS	AID GIVEN - FIRE		4				MG		4
2484	5111 EAST ML AVE	AID GIVEN - FIRE		4				MG		4
2485	716 LEENHOUTS	AID GIVEN - FIRE		3				MG		3
2486	5183 KING HWY	AID GIVEN - FIRE		6				MG		6
2487	522 CHEROKEE #212	NOTHING FOUND/ARRIVAL				12				12
2489	710 COOPER	CHEST PAIN		6						6
2490	3314 W MAIN #101	CHEST PAIN				9				9
2491	4035 WALDORF	ABDOMINAL PAIN	2							2
2493	3520 N DRAKE B-313	GAS LEAK				7				7
**2494**	1826 SUNNYSIDE #6	STRUCTURE FIRE	3	4			3			10
2495	1701 OLMSTEAD	BREATHING PROBLEM					1			1
2496	BL-131 & N WESTNEDGE	MOTOR VEHICLE ACCIDENT	5							5
2497	3102 OLD FARM	CHEST PAIN	2							2
2498	2530 N WESTNEDGE	BREATHING PROBLEM	5							5
2499	2432 N DRAKE	FIRE ALARM	3			11				14
2500	4325 LEISURE LN H-615	FALL				11				11
2501	5520 VINTAGE	AID GIVEN - MEDICAL				11		MG		11
2502	1341 HIGHLAND HILLS	BREATHING PROBLEM	5							5
2503	1102 E G AVE	AID GIVEN - MEDICAL	4							4
2504	422 ESPANOLA	AID GIVEN - MEDICAL	4	10						14
2505	1222 BIXBY	SICK PERSON		10						10
2506	428 KEYES	AID GIVEN - MEDICAL	3							3
2507	648 N RIVERVIEW	AID GIVEN - MEDICAL	6							6
2508	2920 OLNEY	UNKNOWN/PERSON DOWN				12				12
2509	428 KEYES	AID GIVEN - MEDICAL	3							3
2510	2432 N DRAKE	MOTOR VEHICLE ACCIDENT				10				10
2511	344 ESPANOLA	AID GIVEN - MEDICAL	6							6
2513	1031 STAFFORD	AID GIVEN - FIRE				8			MG	8
2514	MILLER & SPRINKLE	WIRES DOWN/ARCING		8						8
<b>SUB TOTAL</b>			<b>162</b>	<b>256</b>	<b>0</b>	<b>276</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>717</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2515	2102 E MAIN	SICK PERSON		9						9
2516	2503 W MAIN	GAS LEAK	2			8		2		12
2518	1910 SHAFFER	FALL		8						8
2519	716 LEENHOUTS	AID GIVEN - FIRE		6			MG			6
2520	505 N RIVERVIEW #100	AID GIVEN - MEDICAL	5							5
2521	2432 N DRAKE	CONVULSIONS/SEIZURE				11				11
2522	3425 PARKSIDE #2	SICK PERSON		5						5
2523	2520 SONORA	BREATHING PROBLEM	5							5
2524	1310 NICHOLS	BREATHING PROBLEM				13				13
2525	4220 LEISURE LN	NOTHING FOUND/ARRIVAL				6				6
2526	3314 W MAIN #101	BREATHING PROBLEM				5				5
2527	326 HAYMAC	AID GIVEN - MEDICAL	3							3
2528	4310 LEISURE LN D-308	FALL				4				4
2529	133 N RIVERVIEW #100	AID GIVEN - MEDICAL	2							2
2530	133 N RIVERVIEW #206	AID GIVEN - MEDICAL	2							2
2531	724 SHOPPERS	AID GIVEN - MEDICAL	9							9
2532	3419 MEADOWCROFT	FALL				9				9
2533	1701 OLMSTEAD	CHEST PAIN					1			1
2534	N WESTNEDGE & ALECIA	CANCELLED EN ROUTE	7							7
2535	629 ARTHUR	ALTERED MENTAL STATUS		8						8
2536	415 KEYES	AID GIVEN - MEDICAL	9							9
2537	3111 CARLETON	BURNING COMPLAINT		7						7
2538	1910 SHAFFER	ALTERED MENTAL STATUS		7						7
2539	3304 GRACE	UNKNOWN/PERSON DOWN				8				8
2540	3314 W MAIN #101	CHEST PAIN				8				8
2541	1701 OLMSTEAD	CHEST PAIN					1			1
2542	2606 SONORA	DIABETIC PROBLEM	3							3
2543	2013 CUMBERLAND	MOTOR VEHICLE ACCIDENT				9				9
2544	3218 BUTTERNUT	CHEST PAIN	3							3
2545	1227 BRONX	FALL		4						4
2546	202 RAIN TREE	FALL				8				8
2547	1355 WILLOW	ALTERED MENTAL STATUS	3							3
2548	1809 HUMPHREY	SMOKE INVESTIGATION	4	3			2			9
2549	1401 TRIMBLE	MEDICAL ALARM		8						8
2550	604 JENKS	CANCELLED EN ROUTE	3			6				9
2551	2417 CIMARRON	BURNING COMPLAINT	1							1
<b>SUB TOTAL</b>			<b>223</b>	<b>321</b>	<b>0</b>	<b>371</b>	<b>27</b>	<b>2</b>	<b>0</b>	<b>944</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2019

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2552	3719 GRACE	FALL				7				7
2553	3320 RAVINE	CHEST PAIN				9				9
2554	133 N RIVERVIEW #100	AID GIVEN - MEDICAL	3							3
2555	2220 GULL H-4	CANCELLED EN ROUTE		5						5
2556	1308 NASSAU	BREATHING PROBLEM		3						3
2557	1106 WILLIS	CHEST PAIN					2			2
2558	3104 GRACE	CHEST PAIN				8				8
2559	2241 THE DELLS	SICK PERSON		9						9
2560	2002 W MAIN	PSYCHIATRIC PROBLEMS				8				8
2561	721 DAYTON	CONVULSIONS/SEIZURE		11						11
2562	1230 BARCLAY	PREGNANCY/OB	6							6
2564	2622 OLD RIVERVIEW	CHEST PAIN	4							4
2565	2220 GULL O-4	BREATHING PROBLEM		7						7
2566	3314 W MAIN #101	BREATHING PROBLEM				7				7
2567	3000 RIVERVIEW	BREATHING PROBLEM	3							3
2568	613 CRAFT	SICK PERSON		8						8
2569	3122 LAKE	CHEST PAIN					2			2
2570	300 N SAGE	MOTOR VEHICLE ACCIDENT				10				10
2571	2106 SUNNYSIDE A-7	PREGNANCY/OB		6						6
2572	3125 NICHOLS #106	BREATHING PROBLEM				10				10
2573	WYNN & SPRINKLE	MOTOR VEHICLE ACCIDENT					3			3
2575	3517 PARKSIDE	CANCELLED EN ROUTE		9						9
2576	RAVINE & N DRAKE	MOTOR VEHICLE ACCIDENT				8				8
2577	4315 KETTLE MORaine	AID GIVEN - FIRE		8			MG			8
2578	1314 HENSON	SMOKE INVESTIGATION	4	8			2			14
2579	1005 LAMONT	BREATHING PROBLEM					1			1
2574	4622 WIMBLETON	AID GIVEN - FIRE				7			MG	7
2580	3304 GRACE	WELFARE CHECK				9				9
2582	3214 BROOKFIELD	BREATHING PROBLEM					2			2
2583	302 N SAGE #204	CONVULSIONS/SEIZURE				4				4
2584	5700 VINTAGE	AID GIVEN - MEDICAL				6		MG		6
2585	BL-94 & SPRINKLE	UNCONSCIOUS					5			5
2586	3939 W MAIN	CHEST PAIN				8				8
2587	537 CHICAGO	CHEST PAIN		9						9
2588	4938 WESTON	BREATHING PROBLEM				9				9
<b>TOTALS</b>			<b>243</b>	<b>404</b>	<b>0</b>	<b>481</b>	<b>44</b>	<b>2</b>	<b>0</b>	<b>1174</b>
DENOTES PRIMARY RESPONSE STATION ** DENOTES A PROPERTY AND/OR CONTENTS LOSS FIRE										



KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2019

**MG= MUTUAL AID GIVEN**  
**MR= MUTUAL AID RECEIVED**

**EST. PROPERTY LOSS=\$500**  
**EST. CONTENTS LOSS=\$500**

**INCIDENTS - 193**  
**ALARMS - 210**  
**ASSISTS - 17**  
**RESPONSES - 1,272**

**MUTUAL AID RECEIVED - 22**  
**MUTUAL AID GIVEN - 39**

**COMSTOCK**  
**MUTUAL AID RECEIVED - 21**  
**MUTUAL AID GIVEN - 12**

**KALAMAZOO CITY**  
**MUTUAL AID RECEIVED - 0**  
**MUTUAL AID GIVEN - 2**

**COOPER**  
**MUTUAL AID RECEIVED - 0**  
**MUTUAL AID GIVEN - 0**

**OSHTEMO**  
**MUTUAL AID RECEIVED - 1**  
**MUTUAL AID GIVEN - 3**

**Calls per Station**  
**Station 1 = 63**  
**Station 2 = 65**  
**Station 3 = 21**  
**Station 4 = 61**

**PARCHMENT**  
**MUTUAL AID RECEIVED - 0**  
**MUTUAL AID GIVEN - 22**

**Assists**  
**NW - EW = 5**  
**NW - LW = 0**  
**NW - WW = 6**  
**EW - NW = 2**  
**EW - LW = 3**  
**EW - WW = 0**  
**WW - NW = 1**  
**WW - EW = 0**  
**WW - LW = 0**

**PLANNING & ZONING  
DEPARTMENT  
REPORT**

**DECEMBER  
FOR 2019**

**To: Township Board**

**From: Planning & Zoning Dept.**

**Date: 1/3/20**

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BUILDING PERMIT STATISTICS

							kaba Sept start					PERMIT STATISTICS														
yr	19	18	17	16	15	14	13	12	11	10	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000						
J	43	54	71	41	36	24	28	32	29	35	38	33	85	63	18	43	54	61	24	53						
F	38	87	30	32	43	19	23	24	25	27	30	24	43	43	45	26	49	44	43	78						
M	48	64	74	38	43	41	27	28	46	33	21	28	82	76	50	59	42	63	65	113						
A	70	64	44	36	52	48	41	26	42	37	45	54	57	88	65	63	58	77	79	89						
M	78	92	92	50	53	62	60	46	41	22	33	56	57	70	56	59	59	62	74	88						
J	66	60	80	65	48	45	41	75	60	57	34	33	86	61	83	65	79	56	54	100						
J	67	85	63	69	67	48	83	50	49	27	37	40	98	41	36	79	106	77	86	56						
A	79	65	67	50	56	53	57	41	55	51	29	31	56	58	58	72	79	60	69	115						
S	68	69	58	63	50	55	37	42	49	37	55	36	63	53	43	57	68	58	78	61						
O	74	48	78	75	53	64	41	37	53	26	50	46	67	80	48	65	81	83	78	111						
N	59	64	47	71	44	52	33	40	45	32	34	24	48	41	50	54	57	54	66	62						
D	42	45	34	53	72	43	27	41	47	26	18	35	33	66	55	47	60	49	55	26						
T	732	797	738	643	617	554	498	482	541	410	424	440	775	740	607	689	792	744	771	952						



Kalamazoo Township Only			2019									
	PERMITS	INSPECTS	ENF	Special	B PER	B INSP	E PER	E INSP	M PER	M INSP	P PER	P INSP
JAN	43	131	40	0	13	40	15	47	13	35	2	9
FEB	38	138	42	0	5	47	15	39	14	42	4	10
MAR	48	130	57	3	13	36	7	21	14	45	11	28
APR	70	121	81	3	16	44	17	37	21	30	13	10
MAY	78	167	317	3	15	70	22	31	24	39	14	27
JUN	66	122	236	1	22	46	15	28	22	27	6	21
JUL	67	110	187	1	12	44	16	32	29	19	9	15
AUG	79	123	122	5	14	50	25	33	22	21	13	19
SEP	68	140	161	7	24	52	12	35	19	22	6	31
OCT	74	142	89	3	19	60	16	42	28	27	8	13
NOV	59	159	16	1	15	57	13	37	22	43	8	22
DEC	42	140	18	1	10	46	8	27	20	32	3	35
TOTAL	732	1623	1366	28	178	592	181	409	248	382	97	240

Building Summary Residence Information for 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
New Res	0	0	0	0	1	0	1	0	1	0	0	0
Mfg Homes	0	0	0	6	0	0	6	0	0	0	0	0
Mobile Home Foundation	0	0	0	0	0	0	0	0	0	2	0	0
Multi Family Bldgs Duplex / Condos	0	0	0	0	0	0	0	0	0	0	0	0
Units	0	0	0	0	0	0	0	0	0	0	0	0
Mfg Homes & Mob homes in Mobile Pks	6	0	0	0	0	0	0	0	2	0	0	0
Mob Home Pk att Garage / Porch	0	0	0	0	0	0	0	0	0	0	0	0
Res Additions	2	0	2	2	2	2	0	1	4	1	2	0
Res Alters Remodel Repairs	3	0	5	2	3	10	2	5	5	5	5	5
Fire damage repairs	0	0	0	0	0	0	0	0	0	0	0	0
Garages, attached	0	0	0	0	0	0	0	0	0	0	0	0
Garages, detached	0	1	0	0	0	0	0	0	0	0	0	0
Garage additions	0	0	0	0	0	0	0	0	0	0	0	0
Garage repairs	0	0	0	0	0	0	0	0	0	0	0	0
Carports	0	0	0	0	0	0	0	0	0	0	0	0
Maint / Spec Insp	0	0	0	0	0	0	0	0	0	0	0	0
Res Demos	1	1	0	0	0	1	1	1	1	0	0	0
Res Accessory Bldg	0	0	0	1	0	0	0	1	3	0	0	0
Res Pole Bldg	0	0	0	1	0	0	0	0	1	0	0	0
Sheds / Yard / Utility Bldg	0	0	0	0	1	0	0	0	0	1	0	0
Pools, above ground	0	0	0	0	0	1	0	0	0	0	0	0
Pools, in-ground	0	0	0	0	0	0	0	0	0	0	0	0
Decks, Patios, Porches/Alters & Repairs	0	0	1	0	2	1	1	2	0	2	0	0
Fences	0	0	0	0	0	0	0	0	0	0	0	0
Reroofing	0	0	0	3	2	2	1	2	2	3	4	0
Res Electric	0	9	4	13	17	10	11	25	9	11	9	7
Res Mechanical	10	10	8	20	20	19	26	21	17	26	16	18
Res Plumbing	1	1	7	11	9	3	7	8	6	6	4	2
Res Sewer	0	0	1	2	3	0	0	4	0	1	2	0
<b>Total for Residential</b>	<b>23</b>	<b>22</b>	<b>28</b>	<b>61</b>	<b>60</b>	<b>49</b>	<b>56</b>	<b>70</b>	<b>51</b>	<b>58</b>	<b>42</b>	<b>32</b>

Commercial Information for 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Commercial, new	0	0	1	1	0	1	0	0	1	1	1	1
Commercial, additions	0	0	0	0	0	0	0	1	0	0	1	0
Commercial, alter remodels repairs / reroofs	1	3	1	0	2	3	0	1	3	2	1	3
Signs	0	0	1	0	0	0	0	0	1	1	0	0
Tele-comm towers	0	0	0	0	0	0	0	0	0	0	0	0
Tele Tower Adsd/Alter	0	0	0	0	0	0	0	0	0	0	0	0
Commercial storage bldgs.	0	0	0	0	0	0	0	0	0	1	0	0
Commercial sheds	0	0	0	0	0	0	0	0	0	0	0	0
Commercial balconies	0	0	0	0	0	0	0	0	0	0	0	0
Commercial demo	0	0	2	0	2	1	0	0	0	0	1	1
Commercial fire repairs	0	0	0	0	0	0	0	0	0	0	0	0
Commercial electrical	7	6	3	4	5	5	5	0	3	5	0	1
Commercial mechanical	3	4	6	1	4	2	3	1	2	2	0	2
Commercial plumbing	1	3	3	0	1	3	2	0	0	1	2	1
Commercial sewers	0	0	0	0	0	0	0	0	0	0	0	0
Temp Permits	0	0	3	3	3	1	1	5	7	3	1	1
<b>Total commercial</b>	<b>12</b>	<b>16</b>	<b>20</b>	<b>9</b>	<b>17</b>	<b>16</b>	<b>11</b>	<b>8</b>	<b>17</b>	<b>16</b>	<b>7</b>	<b>10</b>

# Permit List

01/03/2020

## Building

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PB19-06-438	Commerci	12/17/2019	1825 RAVINE RD		06-08-445-040	BISHOP CONSTR	Bishop Construction	\$1,697.00	\$297,856
<b>Work Description:</b> New 4000 s.f. mixed occupancy building 960 s.f. "B" use, 3040 s.f. "F-1" use per plans							Category	Commercial New Building	
PB19-06-536	Commerci	12/19/2019	2129 E MICHIGAN AVE		06-14-495-010	ROSE, SANDRA F.	Caporossi Constructi	\$250.00	\$0
<b>Work Description:</b> Demo 40x64 pole barn							Category	Demolition	
PB19-06-581	Residential	12/04/2019	2036 GULL RD		06-11-480-111	SANG-KUAN, OU		\$170.00	\$0
<b>Work Description:</b> Interior repairs per property maintenance inspection to include structural repairs due to water damage.							Category	Res. Alteration/Repair	
PB19-06-585	Commerci	12/05/2019	241 W MOSEL AVE	12/17/2019	06-10-115-060	ZJ PROPERTIES, L		\$170.00	\$0
<b>Work Description:</b> Change of occupancy of existing 1173 s.f. "B" occupancy to "M" occupancy per plans. NOTE: PER K TWP SOUTHERN MOST PARKING SPACE TO TO BE REMOVED BY RETAIL.							Category	Commercial Alteration/Repair	
PB19-06-586	Residential	12/06/2019	3413 GRACE RD	01/02/2020	06-18-260-380	SCHWARTZ, STEP	Capstone Home Impr	\$170.00	\$0
<b>Work Description:</b> Remove portion of interior wall and pocket door, replace with 10' span LVL.							Category	Res. Alteration/Repair	
NOTE: LVL DIMENSION SHALL BE SUFFICIENT TO SUPPORT IMPOSED LOADS, CONTINUOUS POINT LOAD PATH SHALL BE PROVIDED AS NEEDED.									
PB19-06-587	Commerci	12/27/2019	2929 W MAIN ST		06-17-305-033	STRONG PROPER	Capstone Home Impr	\$215.00	\$4,300
<b>Work Description:</b> 6' x8' roof addition over existing entry per plans.							Category	Commercial Alteration/Repair	
PB19-06-594	Commerci	12/20/2019	521 E MOSEL AVE		06-03-460-030	RISON B.S., L.L.C.	FCC Construction In	\$864.00	\$151,604
<b>Work Description:</b> Alteration to 8519 s.f. of existing 70207 s.f. Mixed occupancy building to consist of dividing into 4, F-1 occupancy "grow rooms" per plans. Rooms 3, 4 to be complete with electrical and mechanical for grow lights and chiller. Grow light and chiller system in rooms 5 and 6 to be completed at a later date. No CO2 System to be installed in this phase.							Category	Commercial Alteration/Repair	

PB19-06-596	Residential	12/16/2019	3064 MEADOWCROFT L	06-05-175-360	BIEREMA, MICHA	Ayers Basement Syst	\$100.00	\$0
<b>Work Description:</b> Install basement egress window per plans.							Category	Res. Alteration/Repair
PB19-06-598	Residential	12/18/2019	3427 GRACE RD	06-18-260-360	HIATT, LATRESSA	VanDam & Krusinga	\$270.00	\$0
<b>Work Description:</b> Demo kitchen, living room, entry and breezeway down to structural framing, replace roof, siding and roof rafters due to fire damage.							Category	Res. Alteration/Repair
PB19-06-600	Residential	12/23/2019	123 N ARLINGTON ST	06-17-440-110	PERIGO, ANDRE	Blackberry Systems	\$170.00	\$0
<b>Work Description:</b> Remove existing entry door and fill in with framed wall. Remove existing window and replace with new entry door. No header modification necessary.							Category	Res. Alteration/Repair

**Total Permits For Type: 10**  
**Total Fees For Type: \$4,076.00**  
**Total Const. Value For Type: \$453,76**

## Electrical

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PE19-06-536	Residential	12/05/2019	3809 DEVONSHIRE AVE	12/16/2019	06-18-215-220	RUMSEY, BRAND		\$151.00	\$0
<b>Work Description:</b> Add outlets & switches to basement							Category	Electrical	
PE19-06-543	Residential	12/05/2019	3413 RED CLOVER RD	12/11/2019	06-05-903-168	VALLER, PETER O	Portage Electric	\$110.00	\$0
<b>Work Description:</b> Install 8 kw stand by generator							Category	Electrical	
PE19-06-563	Residential	12/11/2019	1724 COLGROVE AVE	12/16/2019	06-11-435-171	BARBER, WILLIA	Dan Wood Co	\$105.00	\$0
<b>Work Description:</b> Service upgrade ER # 1051185772							Category	Electrical	
PE19-06-565	Commerci	12/16/2019	1701 OLMSTEAD RD		06-24-470-021	KAL. PROBATION	Egly Electric	\$135.00	\$0
<b>Work Description:</b> Generator, transfer switch, and service disconnect							Category	Electrical	
PE19-06-572	Residential	12/19/2019	4203 TAFT ST		06-04-210-560	GRUENEWALD, H	Webster Electric Co	\$110.00	\$0

Work Description: Generator install

Category Electrical

PE19-06-576 Residential 12/27/2019 3111 CARLETON AVE 06-24-305-060 BOSIER, MIKE A. Bruce Bosier Electric \$110.00 \$0

Work Description: 200 AMP service (repairs from fire)

Category Electrical

PE19-06-583 Residential 12/30/2019 4636 PALMBROOK LN 06-05-160-150 HOSKO, ELIZABE \$126.00 \$0

Work Description: Electrical for basement finish

Category Electrical

PE19-06-584 Residential 12/30/2019 717 DAYTON AVE 06-13-130-340 WHITT, BARBAR \$186.00 \$0

Work Description: Electric for garage - 60AMP service

Category Electrical

Total Permits For Type: 8

Total Fees For Type: \$1,033.00

Total Const. Value For Type: \$0

## Mechanical

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PM19-06-643	Residential	12/05/2019	4900 WESTON AVE	12/11/2019	06-06-315-065	MELVIN, GARY A.	Boniface Heating &	\$101.00	\$0
Work Description: Water heater replacement							Category	Mechanical	
PM19-06-646	Residential	12/02/2019	518 IRA AVE	12/19/2019	06-13-112-090	JOHNSON, TENN	Bel Aire Heating &	\$150.00	\$0
Work Description: HVAC furnace and duct replacement							Category	Mechanical	
PM19-06-653	Residential	12/06/2019	530 WALLACE AVE		06-14-433-050	ZUNIGA-RODRIG	Walter L DeVisser	\$155.00	\$0
Work Description: Furnace & AC replacement							Category	Mechanical	
PM19-06-656	Residential	12/09/2019	4755 SILVERLEAF LANE		06-05-120-110	KOVL, GERALD A	Nieboer Heating & C	\$125.00	\$0
Work Description: Furnace replacement							Category	Mechanical	
PM19-06-658	Residential	12/10/2019	1318 PINEHURST BLVD	12/16/2019	06-08-470-140	TERWILLIGER, A	JP Heating & Air Co	\$110.00	\$0

<b>Work Description:</b> Venting bath fan, dryer, and kitchen							Category	Mechanical		
PM19-06-661	Residential	12/11/2019	4290 WINDING WAY	12/30/2019	06-06-170-100	FORD, STACEY A	Bel Aire Heating &	\$140.00	\$0	
<b>Work Description:</b> Replace furnace, humidifier, and damper							Category	Mechanical		
PM19-06-666	Residential	12/11/2019	1312 MANOR DR	01/02/2020	06-08-365-250	MCGOWEN, CHA	Bel Aire Heating &	\$165.00	\$0	
<b>Work Description:</b> HVAC replacement							Category	Mechanical		
PM19-06-667	Residential	12/11/2019	424 COOLIDGE AVE	12/19/2019	06-17-132-440	MERRILL, MARIL	Bel Aire Heating &	\$125.00	\$0	
<b>Work Description:</b> Furnace replacement							Category	Mechanical		
PM19-06-668	Residential	12/11/2019	3410 THORNHILL AVE		06-06-290-080	MILLS, PHILIP L.	Nieboer Heating & C	\$125.00	\$0	
<b>Work Description:</b> Furnace replacement							Category	Mechanical		
PM19-06-669	Commerci	12/16/2019	3825 WYNN RD	01/02/2020	06-25-235-041	SPIRIT MASTER F	CTI Mechanical	\$110.00	\$0	
<b>Work Description:</b> Replace radiant tube heater							Category	Mechanical		
PM19-06-670	Residential	12/12/2019	1344 COOLIDGE AVE		06-08-380-130	DOORN, KARLEE	Nieboer Heating & C	\$165.00	\$0	
<b>Work Description:</b> Furnace & AC replacement							Category	Mechanical		
PM19-06-671	Residential	12/12/2019	220 CHICAGO AVE		06-14-440-070	THOMAS, WILLIA	Nieboer Heating & C	\$125.00	\$0	
<b>Work Description:</b> Furnace replacement							Category	Mechanical		
PM19-06-677	Residential	12/16/2019	908 N CLARENDON ST		06-17-280-030	HAVEN, JED	Vredevoogd Heating	\$125.00	\$0	
<b>Work Description:</b> Furnace replacement							Category	Mechanical		
PM19-06-685	Residential	12/17/2019	1426 SHAKESPEARE ST		06-23-435-850	BERRY, LYLE E. &	Home Energy Soluti	\$131.00	\$0	
<b>Work Description:</b> Replace furnace & water heater							Category	Mechanical		
PM19-06-689	Commerci	12/23/2019	521 E MOSEL AVE		06-03-460-030	RISON B.S., L.L.C.	Hulst Heating & Co	\$730.00	\$0	
<b>Work Description:</b> Process piping to cooling coils, 1 MUA system, and 1 exhaust fan system Flower Room 3, 4, 5, 6							Category	Mechanical		

PM19-06-692	Residential	12/19/2019	4203 TAFT ST		06-04-210-560	GRUENEWALD, H McArthur Mechancia	\$125.00	\$0
<b>Work Description:</b> Generator install							Category	Mechanical
PM19-06-693	Residential	12/20/2019	2684 ARROWWOOD LN		06-05-150-190	MASTENBROOK, Dan Wood Co	\$155.00	\$0
<b>Work Description:</b> Furnace & Coil replacement							Category	Mechanical
PM19-06-694	Residential	12/20/2019	4633 PEPPER BUSH LN	01/02/2020	06-05-130-190	MURPHY, JILL E. Lagenour Heating &	\$125.00	\$0
<b>Work Description:</b> Furnace replacement							Category	Mechanical
PM19-06-695	Residential	12/20/2019	2531 HILLSDALE AVE		06-08-385-311	JOHNSON, STEFF Bel Aire Heating &	\$155.00	\$0
<b>Work Description:</b> HVAC replacement							Category	Mechanical
PM19-06-697	Residential	12/23/2019	1107 CLEARVIEW ST		06-13-205-050	COLE, KYRA M. DeHaan Heating & C	\$106.00	\$0
<b>Work Description:</b> Water heater and bath fan replacement							Category	Mechanical

**Total Permits For Type: 20**  
**Total Fees For Type: \$3,248.00**  
**Total Const. Value For Type: \$0**

## Plumbing

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PP19-06-376	Residential	12/12/2019	3926 ANDORA AVE		06-07-210-620	LOCKHART, THO	Ohio Bath Solutions	\$100.00	\$0
<b>Work Description:</b> Shower replacement							Category	Plumbing	
PP19-06-379	Commerci	12/20/2019	521 E MOSEL AVE		06-03-460-030	RISON B.S., L.L.C.	K & S Plumbing	\$253.00	\$0
<b>Work Description:</b> Underground sanitary drainage to 4 floor sinks and 3 future stubs							Category	Plumbing	
PP19-06-382	Residential	12/23/2019	328 N SAGE		06-18-330-090	TG SAGE TERRA	RJO Mechanical	\$163.00	\$0
<b>Work Description:</b> Re-plumbing a burned rental unit							Category	Plumbing	



**Total Permits For Type: 3**  
**Total Fees For Type: \$516.00**  
**Total Const. Value For Type: \$0**

## Special Permit

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PS19-06-104	Residential	12/03/2019	1724 COLGROVE AVE	12/16/2019	06-11-435-171	BARBER, WILLIA	Dan Wood Co	\$55.00	\$0
<b>Work Description:</b> Consultation inspection -								Category	Special Permit
1. meter & disconnect currently in the basement - would/how to move outside									
2. scope of the move & other									

**Total Permits For Type: 1**  
**Total Fees For Type: \$55.00**  
**Total Const. Value For Type: \$0**

## Report Summary

Population: All Records  
 Permit.DateIssued Between  
 12/1/2019 12:00:00 AM AND  
 12/31/2019 11:59:59 PM AND  
 Property.City = Kalamazoo AND  
 Parcel.ParcelNumber Starts With 6  
 AND  
 Permit.ParcelNumber Starts With  
 6

**Grand Total Fees: \$8,928.00**

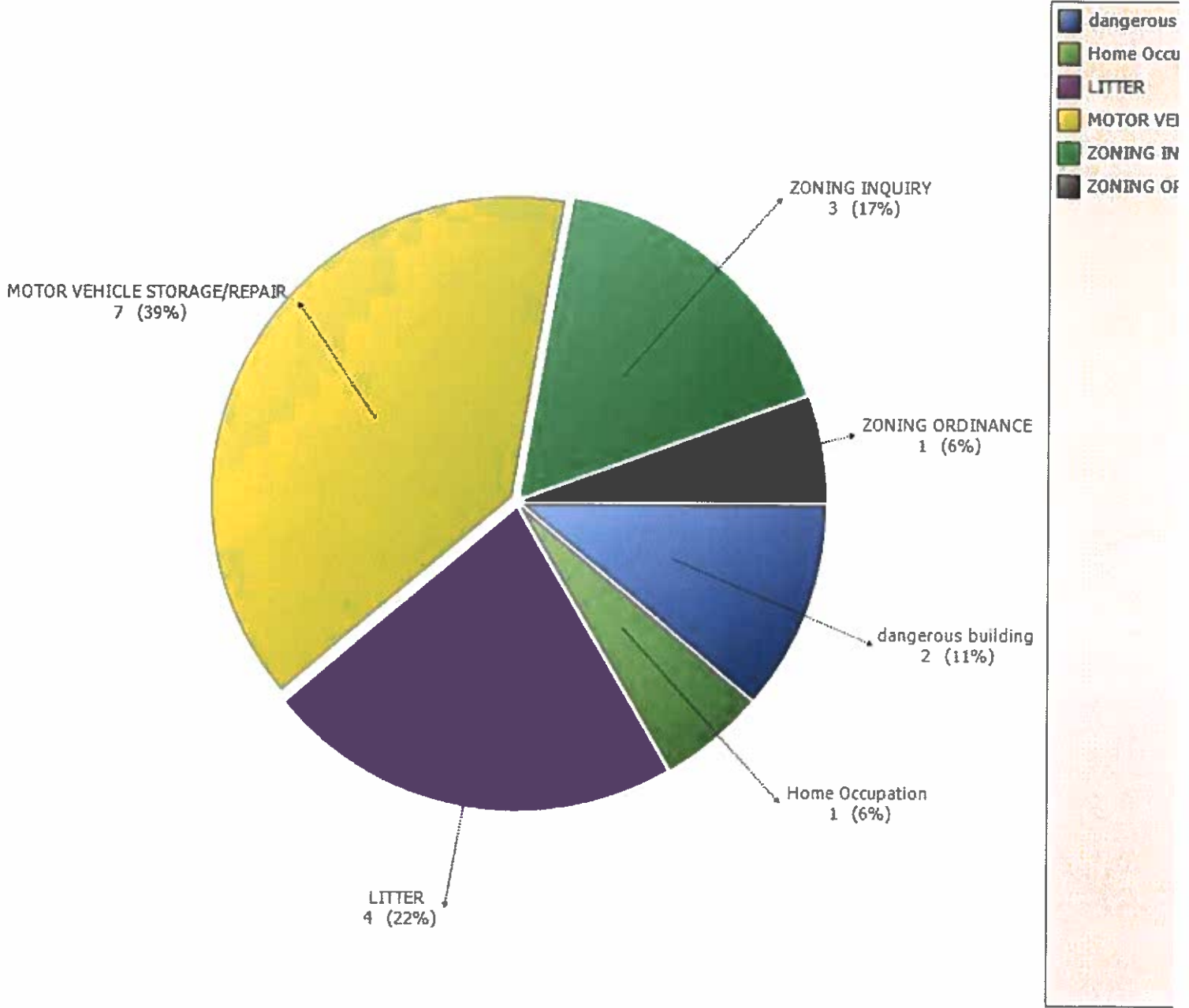
**Grand Total Permits: 42**

**Grand Total Const. Value: \$453,76**

Breakdown of Enforcements by Category

Current Chart Filter: All Records, Enforcement.DateFiled Between 12/1/2019 12:00:00 AM AND 12/31/2019

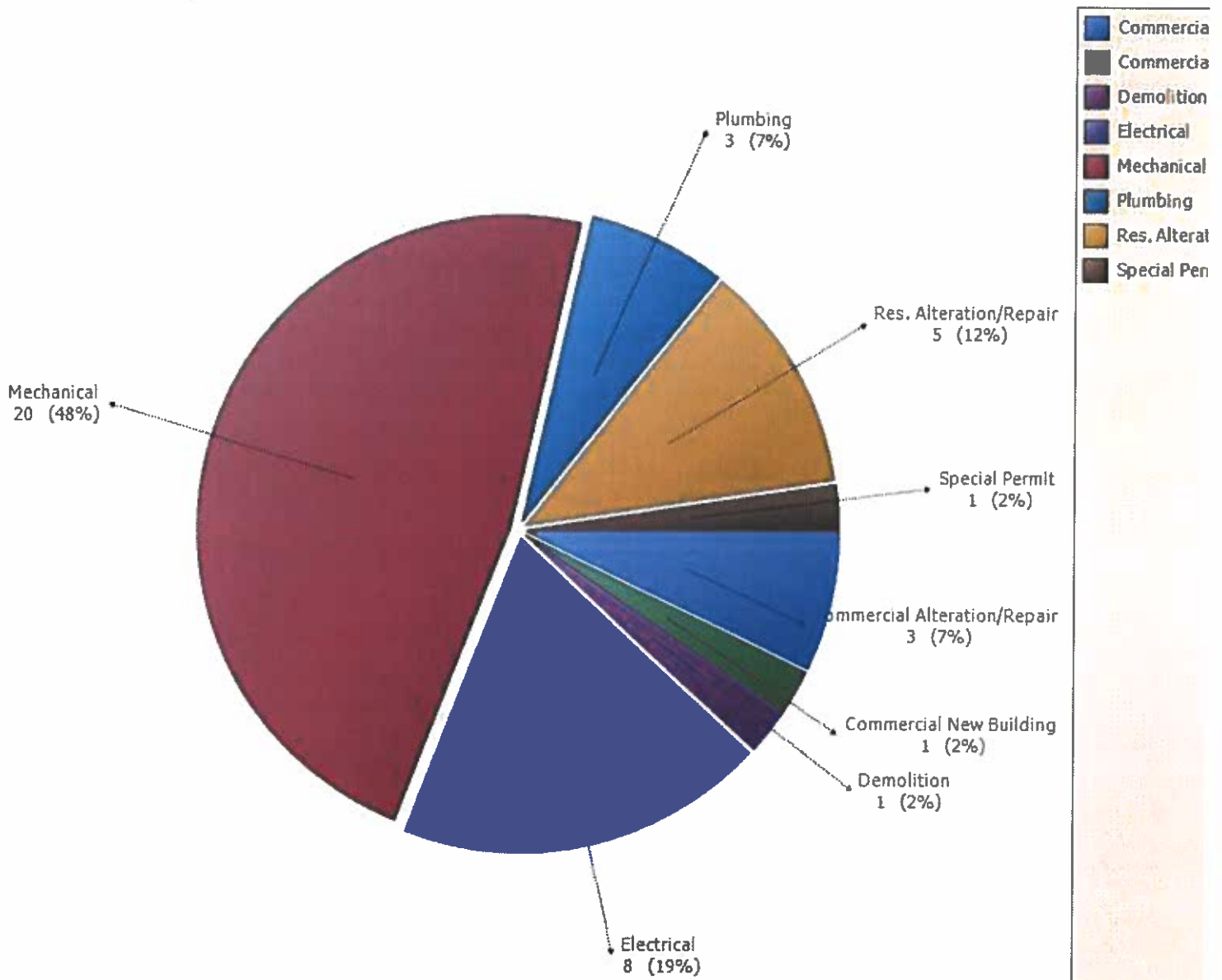
### Enforcements by Category



Breakdown of Permits by Category

Current Chart Filter: All Records, Permit.DateIssued Between 12/1/2019 12:00:00 AM AND 12/31/2019 11:5  
Property.City = Kalamazoo AND  
Parcel.ParcelNumber Starts With 6  
AND  
Permit.ParcelNumber Starts With 6

Permits by Category



# CHARTER TOWNSHIP OF KALAMAZOO PLANNING COMMISSION *ANNUAL REPORT – 2019*

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In compliance with Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), the Planning Commission has prepared the following report documenting the Commission's activities for 2019 with recommendations for further action in 2020 and beyond. It is submitted to the Township Board for review and consideration for development of its own work plans and budgets for the coming years.

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## PLANNING & ZONING APPLICATIONS

### *REZONING REQUESTS*

Total		5	
Address	Owner	Districts	Date
2329-2334 Nazareth	Dr. Murphy	From R-2 to C-1	3-7-19

There was one rezoning request between August 2018 and June 2019

*SITE PLAN APPROVALS*

Total				5
Address	Owner	Zoning	Use	Date
2244 Ravine	Crossroads Digital	I-2	billboard	2/7/19
2015 Schippers Ln.	VDI, Inc.	I-2	Change of use – manufacturing	6/6-19
2710 Ravine	Balkema	I-2	Storage building	7/11/19
1100 Foster	Luiten greenhouse	I-1	Storage building	7/11/19
2238 E Main	Young	C-2	Change of use to	7/11/19
3735 E Main	Griffith	C-2	Office building	Denied 8/1/19
3117 Nichols Rd	Rugby club	R-2	Athletic field site plan amendment	Denied 9/5/19
3713 W Main	Kalsec	PUD	Manufacturing building	10/3/19
241 W Mosel	ZJ Properties	C-1	Change of use to retail & greenhouse	10/3/19

The Planning Commission approved seven site plan amendments of various types: VDI, Young, and ZJ Properties requested changes of use; Crossroads digital applied for a billboard in a gravel pit; Balkema, Luiten and Kalsec added buildings to existing sites.

Rugby Club requested a site plan amendment to allow a gravel parking lot and was denied: Griffith requested an additional office building but was denied due to inadequate information on the site plan.

**ORDINANCE  
AMENDMENTS**

Total 2019		1
Subject	Decision	Date
Recreational marijuana	Recommended but returned by the Board	10/3/19
Recreational marijuana	Minor revisions in part	TBD

Zoning text amendments to provide for recreational marijuana facilities within the zoning ordinance along with the special use conditions was recommended to the Board but returned for revisions. The Planning Commission made minor changes to the text for those recreational uses similar to the medical marijuana uses and returned those to the Board but work continues on those recreational marijuana uses that are not similar to the medical marijuana uses.

**SPECIAL EXCEPTIONS**

Total Reviews 2019					6
Address	Applicant	Use	PC Decision	Date	
4201 W Main	Drive N Shine	Car wash	Approve with conditions	4/4/19	
3713 W Main	Kalsec	New research building	Approved	4/4/19	
3315 Ravine	Tali's market	Auto filling station	Postponed action then Denied	4/4/19 9/5/19	
2710 W Main	Beacon Special Housing	Dog park	Denied	7/11/19	
1421 Healy	Kalamazoo County	Solar farm	Approved	8/1/19	
2129 E Michigan	Preferred Auto	Salvage yard	Approved	9/5/19	
3315 Ravine	Midwest X LLC	Medical marijuana	Approved	10/3/19	
2105 N Burdick	Swift	Medical marijuana	Approved	10/3/19	

In 2018-19 there were eight applications for special exception uses. Six of the requests were approved, several were approved with a healthy list of conditions most of which required subsequent follow up with Township Staff to

ensure compliance with Planning Commission requirements. Two were denied: 2710 W Main presented too many potential conflicts with surrounding uses.

Total Renewed Permits 2019		6
Applicant	PC Decision	Date
Superior Gravel	Approved	June 7
Consumers Concrete (1800 Ravine & 1100 Nazareth)	Approved	June 7
Hillside	Approved	June 7
Stoneco of Michigan	Approved	Aug. 2
Aggregate Resources	Approved	Aug. 2

Existing gravel mining permits are required to be reviewed annually. The six mining operations appeared before the Commission for their annual reviews, and each was approved for continued operation for 12 months. For most, there were no significant issues that came from these discussions.

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## ADDITIONAL ACCOMPLISHMENTS

The Planning Commission is in the process of developing rules for recreational marijuana facilities. Those uses similar to the medical marijuana facilities are proposed to be provided for in the same manner.

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# MEETINGS AND ATTENDANCE

## MEETINGS

The Planning Commission had 11 regular meetings in 2019 plus 1 Joint Meeting held with the Township Board and Zoning Board of Appeals in July to discuss provisions for Recreational Marijuana.

As shown here, the Planning Commission members are clearly very dedicated and are committed to their role with health issues causing the majority of absences from members. Tonni Hitt resigned in June for health reason, while James Cripps chose to retire in October and Henry Dingemans chose to retire in December after many years of service. Warren Cook and Christopher Mihelich were appointed to replace Hitt and Cripps in November.

## ATTENDANCE

Commissioner	Meetings Attended
Fred Nagler (Chair/ZBA Liaison)	11 of 12
James Cripps (Vice-Chair*)	7 of 7*
Henry Dingemans (Secretary*)	9 of 12*
Jeremy Hathcock (Township Board Liaison)	10 of 12
Denise Hartsough (new Vice-Chair*)	12 of 12
Tonni Hitt	2 of 5*
William Chapman	12 of 12
Warren Cook	3 of 4 **
Christopher Mihelich	4 of 4 **

\*resigned during the year  
 \*\* new appointments



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## LOOKING AHEAD

One of the purposes of the Annual Report is to look ahead at 2020 and anticipate those items that the Planning Commission desires to address or work on over the next 12 months and beyond. Although it is impossible to predict everything that will arise in the next year, based on issues that have arisen over the past several months and current problems in the community, the Commission is aware of certain items that must be addressed in the near future to resolve these problems.

Based on this, the Commission has identified the following goals for the next 12 months and beyond for the Planning Commission and Township overall:

- As former Chairman VanderKlok pointed out, the zoning ordinance is not perfect and the Planning Commission should identify unanticipated problems that arise in the implementation of the new text or map and work to correct inconsistencies and/or mistakes.
- Update the Township's Master Plan and Future Land Use Map.
- Work with Kalamazoo County, other agencies, and/or private foundations to fund various projects in the community.
- Encourage State support to develop a full interchange at the intersection of Business Route 131 and US-131, which would create increased economic development opportunities in the northern portion of the Township and plan for future developments.
- Annually update the Capital Improvement Plan.
- Work towards a Corridor Improvement Authority (CIA) for the West Main Hilltop commercial area.

A variety of these projects exceed the scope and budget traditionally assigned to the Planning Commission. Funding could be sought through grants or other partner agencies. The remaining items can be accomplished working internally with the typical budget allocation made for the Planning Commission in the Township budget.

**2019 MONTHLY PERMITS BY JURISDICTION**

**MONTH OF DECEMBER 2019**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	\$ 8,791
COMSTOCK	ELECTRICAL	14	\$ 3,117
COMSTOCK	MECHANICAL	17	\$ 3,298
COMSTOCK	PLUMBING	10	\$ 1,849
COMSTOCK	SPECIAL - JURISDICTION	3	\$ 165
COMSTOCK	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL COMSTOCK</b>		<b>57</b>	<b>\$ 17,275</b>
KALAMAZOO	BUILDING	10	\$ 4,076
KALAMAZOO	ELECTRICAL	8	\$ 1,033
KALAMAZOO	MECHANICAL	20	\$ 3,248
KALAMAZOO	PLUMBING	3	\$ 516
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 55
KALAMAZOO	SPECIAL - HOMEOWNER	1	\$ 55
<b>TOTAL KALAMAZOO</b>		<b>43</b>	<b>\$ 8,983</b>
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	-	\$ -
PARCHMENT	MECHANICAL	4	\$ 622
PARCHMENT	PLUMBING	-	\$ -
PARCHMENT	SPECIAL - JURISDICTION	1	\$ 55
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PARCHMENT</b>		<b>5</b>	<b>\$ 677</b>
PINE GROVE	BUILDING	3	\$ 440
PINE GROVE	ELECTRICAL	6	\$ 806
PINE GROVE	MECHANICAL	7	\$ 1,080
PINE GROVE	PLUMBING	3	\$ 470
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	-	\$ -
<b>TOTAL PINE GROVE</b>		<b>19</b>	<b>\$ 2,796</b>
RICHLAND	BUILDING	2	\$ 1,155
RICHLAND	ELECTRICAL	6	\$ 857
RICHLAND	MECHANICAL	14	\$ 2,935
RICHLAND	PLUMBING	4	\$ 759
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
<b>RICHLAND</b>		<b>26</b>	<b>\$ 5,706</b>
<b>TOTAL</b>		<b>150</b>	<b>\$ 35,437</b>

PERMITS	% PREV YEAR MONTH
DECEMBER 2018	
\$ 26,831	132.1%

PERMITS	% 2018 - YTD
DECEMBER 2018	
105	142.9%

**2019 MONTHLY PERMITS BY JURISDICTION**

**YEAR TO DATE AS OF: DECEMBER 2019**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	185	\$ 161,136
COMSTOCK	ELECTRICAL	194	\$ 41,858
COMSTOCK	MECHANICAL	211	\$ 43,259
COMSTOCK	PLUMBING	166	\$ 30,303
COMSTOCK	SPECIAL - JURISDICTION	23	\$ 1,265
COMSTOCK	SPECIAL - HOMEOWNER	8	\$ 440
<b>TOTAL COMSTOCK</b>		<b>787</b>	<b>\$ 278,261</b>
KALAMAZOO	BUILDING	178	\$ 64,898
KALAMAZOO	ELECTRICAL	181	\$ 33,038
KALAMAZOO	MECHANICAL	248	\$ 43,378
KALAMAZOO	PLUMBING	97	\$ 14,536
KALAMAZOO	SPECIAL - JURISDICTION	87	\$ 4,785
KALAMAZOO	SPECIAL - HOMEOWNER	20	\$ 1,045
<b>TOTAL KALAMAZOO</b>		<b>811</b>	<b>\$ 161,680</b>
PARCHMENT	BUILDING	14	\$ 3,060
PARCHMENT	ELECTRICAL	7	\$ 1,474
PARCHMENT	MECHANICAL	24	\$ 3,150
PARCHMENT	PLUMBING	8	\$ 1,372
PARCHMENT	SPECIAL - JURISDICTION	16	\$ 880
PARCHMENT	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL PARCHMENT</b>		<b>72</b>	<b>\$ 10,101</b>
PINE GROVE	BUILDING	45	\$ 12,452
PINE GROVE	ELECTRICAL	43	\$ 6,641
PINE GROVE	MECHANICAL	35	\$ 5,093
PINE GROVE	PLUMBING	10	\$ 1,971
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 55
PINE GROVE	SPECIAL - HOMEOWNER	2	\$ 110
<b>TOTAL PINE GROVE</b>		<b>136</b>	<b>\$ 26,322</b>
RICHLAND	BUILDING	166	\$ 95,572
RICHLAND	ELECTRICAL	149	\$ 26,114
RICHLAND	MECHANICAL	177	\$ 27,762
RICHLAND	PLUMBING	101	\$ 16,470
RICHLAND	SPECIAL - JURISDICTION	5	\$ 275
RICHLAND	SPECIAL - HOMEOWNER	3	\$ 165
<b>TOTAL RICHLAND</b>		<b>601</b>	<b>\$ 166,358</b>
<b>TOTAL</b>	<b>YTD</b>	<b>2407</b>	<b>642,722</b>

REVENUE	REVENUE
YTD - DECEMBER 2018	% 2018 - YTD
\$ 431,254	149.0%

PERMITS	PERMITS
YTD - DECEMBER 2018	% 2018 - YTD
1732	139.0%

PERMITS	PERMITS
YTD - DECEMBER 2018	% 2018 - YTD
1732	139.0%

2019 MONTHLY CUMULATIVE TOTALS	2019 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
111	\$ 22,393	JAN
282	\$ 58,331	FEB
137	\$ 37,487	MAR
208	\$ 48,515	APRIL
231	\$ 63,479	MAY
209	\$ 84,473	JUNE
228	\$ 56,508	JULY
227	\$ 59,399	AUG
233	\$ 81,554	SEPT
210	\$ 57,228	OCT
181	\$ 37,918	NOV
150	\$ 35,437	DEC
2,407	642,722	2019

## Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB19-06-438	1825 RAVINE RD	06-08-445-040	BISHOP CONSTRUCTION	Bishop Construction	12/17/2019	\$1,697.00	\$297,856
<b>Work Description:</b> New 4000 s.f. mixed occupancy building 960 s.f. "B" use, 3040 s.f. "F-1" use per plans							
PB19-06-536	2129 E MICHIGAN AVE	06-14-495-010	ROSE, SANDRA F. & LAV	Caporossi Constructi	12/19/2019	\$250.00	\$0
<b>Work Description:</b> Demo 40x64 pole barn							
PB19-06-585	241 W MOSEL AVE	06-10-115-060	ZJ PROPERTIES, LLC		12/05/2019	\$170.00	\$0
<b>Work Description:</b> Change of occupancy of existing 1175 s.f. B occupancy to F-1 occupancy per plans. NOTE: PER K TWP SOUTHERN MOST PARKING SPACE TO TO BE REMOVED BY RETAIL.							
PB19-06-587	2929 W MAIN ST	06-17-305-033	STRONG PROPERTIES, I	Capstone Home Imp	12/27/2019	\$215.00	\$4,300
<b>Work Description:</b> 6' x8' roof addition over existing entry per plans.							
PB19-06-594	521 E MOSEL AVE	06-03-460-030	RISON B.S., L.L.C.	FCC Construction In	12/20/2019	\$864.00	\$151,604
<b>Work Description:</b> Alteration to 6519 s.f. of existing 70207 s.f. mixed occupancy building to consist of dividing into 4, F-1 occupancy grow rooms per plans. Rooms 3, 4 to be complete with electrical and mechanical for grow lights and chiller. Grow light and chiller system in rooms 5 and 6 to be completed at a later date. No CO2 System to be installed in this phase.							

**Total Permits For Type: 5**

**Total Fees For Type: \$3,196.00**

**Total Const. Value For Type: \$453,760**

## Report Summary

Population: All Records  
Permit.DateIssued Between  
12/1/2019 12:00:00 AM AND  
12/31/2019 11:59:59 PM AND  
Permit.PermitType = Building  
AND  
Permit.BasicUsage = Commercial  
AND  
Parcel.ParcelNumber Starts With  
6 AND  
Property.City = Kalamazoo

**Grand Total Fees:**

**\$3,196.00**

**Grand Total Permits:**

**5**

**Grand Total Const. Value:**

**\$453,760**

**Special Permit**

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS19-06-092	1220 BRONX AVE	06-12-366-090	TASH PROPERTIES, LL		10/09/2019	55.00
<b>Work Description:</b> Property Maintenance request from Kalamazoo						
Property Maint. Re-inspection		Completed: 12/17/2019				
Property Maintenance Inspectio		Completed: 10/10/2019				
PS19-06-109	3320 W Main # 102	06-18-280-010	TRILLIUM LANDING O		12/30/2019	55.00
<b>Work Description:</b> Property Maintenance request from Kalamazoo						
Property Maintenance Inspectio		Completed: 1/02/2020				

**Total Permits: 2**

**Total Fees Due: \$110.00**

Population: All Records  
 Property.City = Kalamazoo AND  
 Permit.PermitType = Special  
 Permit AND  
 Permit.Status = HOLD (FEE)  
 AND  
 Permit.Category = Jurisdiction  
 Request AND  
 Parcel.ParcelNumber Starts With 6

## Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB19-06-581	2036 GULL RD	06-11-480-111	SANG-KUAN, OU		12/04/2019	\$170.00	\$0
<b>Work Description:</b> Interior repairs per property maintenance inspection to include structural repairs due to water damage.							
PB19-06-586	3413 GRACE RD	06-18-260-380	SCHWARTZ, STEPHEN &	Capstone Home Imp	12/06/2019	\$170.00	\$0
<b>Work Description:</b> Remove portion of interior wall and pocket door, replace with 10' span LVL. NOTE: LVL DIMENSION SHALL BE SUFFICIENT TO SUPPORT IMPOSED LOADS, CONTINUOUS POINT LOAD PATH SHALL BE PROVIDED AS NEEDED.							
PB19-06-596	3064 MEADOWCROFT LN	06-05-175-360	BIEREMA, MICHAEL D.	Ayers Basement Syste	12/16/2019	\$100.00	\$0
<b>Work Description:</b> Install basement egress window per plans.							
PB19-06-598	3427 GRACE RD	06-18-260-360	HIATT, LATRESSA I.	VanDam & Krusinga	12/18/2019	\$270.00	\$0
<b>Work Description:</b> Demo kitchen, living room, entry and breezeway down to structural framing, replace roof, siding and roof rafters due to fire damage.							
PB19-06-600	123 N ARLINGTON ST	06-17-440-110	PERIGO, ANDREW T.	Blackberry Systems	12/23/2019	\$170.00	\$0
<b>Work Description:</b> Remove existitng entry door and fill in with frawed wall. Remove exiditng window and replace with new entry door. No header modification necessary.							

**Total Permits For Type: 5**

**Total Fees For Type: \$880.00**

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

## Report Summary

Population: All Records  
Permit.DateIssued Between  
12/1/2019 12:00:00 AM AND  
12/31/2019 11:59:59 PM AND  
Permit.PermitType = Building  
AND  
Permit.BasicUsage = Residential  
AND  
Parcel.ParcelNumber Starts With  
6 AND  
Property.City = Kalamazoo

**Grand Total Fees:** **\$880.00**

**Grand Total Permits:** **5**

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



**Special Permit**

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PS19-06-104	1724 COLGROVE AVE	06-11-435-171	BARBER, WILLIAM B. II	Dan Wood Co	12/03/2019	\$55.00	\$0
<b>Work Description:</b>	Consultation inspection - 1. meter & disconnect currently in the basement - would/how to move outside 2. scope of the move & other						

**Total Permits For Type: 1**

**Total Fees For Type: \$55.00**

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

**Report Summary**

Population: All Records  
 Permit.PermitType = Special  
 Permit AND  
 Permit.DateIssued Between  
 12/1/2019 12:00:00 AM AND  
 12/31/2019 11:59:59 PM AND  
 Parcel.ParcelNumber Starts With  
 6  
 AND  
 Permit.Category = Hood  
 Suppression OR  
 Permit.Category = Special Permit  
 OR  
 Permit.Category = Meter Socket  
 Inspection OR

**Grand Total Fees: \$55.00**

**Grand Total Permits: 1**

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

# The LINK



January 2020

# BE COUNTED MICHIGAN 2020

## Be Counted: Census 2020

Every ten years a census is taken throughout the United States to count how many people there are and where they are living. This data is used to determine the amount of federal dollars that are allocated to each state and county for resources we all use.

In March, each household will be receiving a unique identification number in the mail which you will use when completing the census. You can participate online, by phone, or by mail using the ID# you received in the mail. It's that simple! Some households will receive the actual census in the mail, making it even easier to participate.

Follow this link to read more about the [2020 Census](#) and why it is important to be counted.

## 2020 Census Jobs - Hiring Events

The U.S. Census Bureau is recruiting to fill hundreds of thousands of positions across the country to assist with the 2020 Census. Disability Network Southwest Michigan has organized two census hiring events in our area; one in **Kalamazoo** (January 15) and one in **Benton Harbor** (January 16). This is an opportunity to learn more about census jobs, ask questions, and apply right on the spot! At each of these events you will have access to:

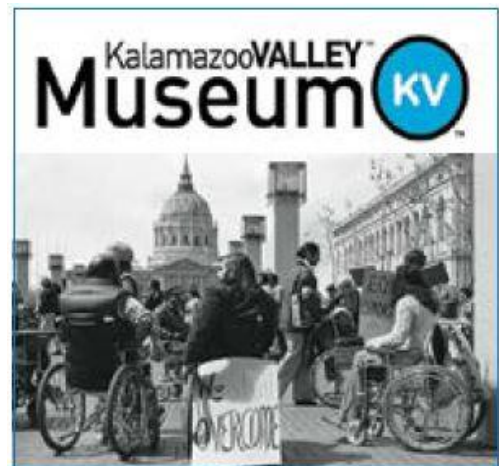


- A recruiter from the Census Bureau who can answer any questions you have about the census jobs available in your area.
- A Social Security Benefits Counselor from Disability Network who will talk about how these jobs could impact your current benefits.
- Laptops on site to apply online for a 2020 Census job.

Follow this link for details on our [2020 Census Hiring Events](#).

## ***Patient No More* Exhibition at Kalamazoo Valley Museum Explores the Fight for Disability Rights**

A new traveling exhibition titled *Patient No More: People with Disabilities Securing Civil Rights* will be on display at the Kalamazoo Valley Museum from February 9 through June 7, 2020. In this exhibition, visitors will learn how the protesters built networks of support from unions to the Black Panthers, influenced the media and changed the language used to report on the protest and the controversies of 504 with regard to race and deafness. Above all, this exhibition reminds all of us that disabilities are a source of creativity and innovation, not pity or tragedy.



### **Special Event to Kick Off the Exhibition**

The Kalamazoo Valley Museum has scheduled an educational event on **Sunday, February 9 at 1:30 PM** titled *Civil Rights for People with Disabilities* as part of their "Sunday Series" to kick off this exhibition. Disability Network Southwest Michigan will provide an insightful look at the history of activism by people with disabilities and allies to secure the civil rights guaranteed to all Americans. The event is free, but space is limited. Tickets must be obtained and presented 15 minutes prior to the event. For more information about this event and the exhibition, please visit [www.kalamazoomuseum.org](http://www.kalamazoomuseum.org).

### **MOVIE SERIES**



### **2020 Winter Movie Series**

Disability Network has a series of Movie & Discussion events lined up this winter. Come get out of the cold and enjoy a thought provoking movie based on a disability related theme. Follow these links for all the details:

[Movies in Kalamazoo & St. Joseph](#)

[Movies in Lawrence](#)

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## Removing Barriers Can Broaden Your Horizons

Kacie was referred to Disability Network Southwest Michigan through the Veterans Vocational Rehabilitation program. Through this program, our staff works with veterans to remove barriers to employment that exist due to a disability.



Our staff met with Kacie to develop an Independent Living Plan which would outline her independent living goals, identify what barriers exist, and lay out the best path for achieving those goals. Due to her PTSD, Kacie had become quite reclusive; aside from her sister and nephew who she lives with, Kacie had cut off all social contact for nearly two years. Staff worked with Kacie to explore various programs and volunteer opportunities that would incorporate her interests while slowly integrating her into social interaction with others.

Follow this link to read [Kacie's story](#).

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### WORKSHOP **DO'S & DON'TS: Assistance Animals**

There is a lot of confusion about what qualifies as a service animal and how they differ from emotional support animals. There are specific laws regarding what type of assistance animals are allowed in different places and whether an establishment can deny access to an assistance animal. Join us to learn more!

We are holding this workshop in **Kalamazoo** (January 29) and **St. Joseph** (January 30). Follow this link for details on our [Assistance Animals workshop](#).



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WORKSHOP

## Ableism 101 & 102

In its simplest form, ableism is the belief system that tells us it is better to be non-disabled than it is to be disabled. Ableism also examines disability discrimination on a systemic level by looking at the ways our society designs physically and socially segregated systems.

We offer an introduction to the concept of ableism in Ableism 101. Ableism 102 builds on what you learned in 101 with a deeper examination of the causes and impacts of ableism and what it means to be truly inclusive.

Follow this link for all the detail of our upcoming [Ableism workshops](#) in **Kalamazoo** and **Battle Creek** this March.

# a·ble·ism

/ˈābəˌlɪzəm/

*noun*

## About Disability Network Southwest Michigan

[Disability Network Southwest Michigan](#) serves 8 counties in Southwest Michigan: Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren

### Office Locations:

**Kalamazoo:** 517 E. Crosstown Pkwy., Kalamazoo, MI 49001, phone: (269) 345-1516

**St. Joseph:** 2900 Lakeview Avenue., St. Joseph, MI 49085, phone: (269) 985-0111

For the accessibility and well-being of our employees and visitors, Disability Network Southwest Michigan is a fragrance-free office. Please do not wear perfume, cologne or other scented products when visiting.

### Mission Statement:

We educate and connect people with disabilities to resources while advocating social change.

### Vision Statement:

Our vision is a community that values disability as human diversity, free of attitudinal barriers, where all people benefit with full access and inclusion.

### Our Publications:

**The LINK** is our quarterly newsletter, available in printed format or emailed in electronic format and is available in alternative format upon request.

**Disability Digest** is a monthly e-newsletter focused on the Disability Rights Movement and upcoming Disability Network happenings. Available in electronic format only.

You can sign up online for our publications at [www.dnswm.org](http://www.dnswm.org), or contact Dale at [abbottd@dnswm.org](mailto:abbottd@dnswm.org) or (269) 345-1516 x123. Current and past issues of our publications are available on our website at [www.dnswm.org](http://www.dnswm.org).

This newsletter is available in alternative format upon request.

### Support Our Work:

You can help support the work we do with a tax-deductible donation to Disability Network. Visit our website to [donate](#) online or call Kristen at (269) 345-1516 x119.



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:** 01132020 9A

FOR MEETING DATE: January 13, 2019

SUBJECT: Resolution of appreciation for Henry Dingemans' service to the Planning Commission

REQUESTING DEPARTMENT: Planning Commission

**SUGGESTED MOTION:**

To approve a resolution of appreciation for Henry Dingemans' service to the Planning Commission of the Charter Township of Kalamazoo.

Financing Cost: \$0

Source: General Fund N/A Grant \_\_\_\_\_ Other \_\_\_\_\_

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

Other comments or notes:

Submitted by: Trustees Steve Leuty and Jeremy Hathcock

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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**CHARTER TOWNSHIP OF KALAMAZOO  
KALAMAZOO COUNTY**

**January 13, 2020**

RESOLUTION OF APPRECIATION TO HENRY DINGEMANS

Whereas the Charter Township of Kalamazoo relies on an engaged Planning Commission to fairly and efficiently address community needs,

Whereas the Planning Commission is comprised of residents of the Township,

Whereas Henry Dingemans was appointed as a member of the Planning Commission in 2009,

Whereas, during his tenure, Henry Dingemans actively contributed to meetings of the Planning Commission by researching agenda items in advance of meetings, attending most meetings, providing insightful analysis and exercising fair judgements when discussing and voting on agenda items,

Whereas, Henry Dingemans recently submitted his resignation as a member of the Planning Commission to the Supervisor of the Charter Township of Kalamazoo, to be effective at the end of his current term,

Therefore, be it resolved that the Board of Trustees of the Charter Township of Kalamazoo expresses its appreciation to Henry Dingemans for his meaningful contribution to our community and hopes that Henry Dingemans may be willing to serve again in the future.

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 \_\_\_\_\_ 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.





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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01132020 9B

**FOR MEETING DATE:** January 13, 2020

**SUBJECT:** Ordinance Amending Solar Energy Residential Limitations

**REQUESTING DEPARTMENT:** Planning Commission/Manager

**SUGGESTED MOTION:**

Accept proposed Ordinance 612 amending the solar energy provisions to allow for residential capacity of up to 20 kW (up from 10 kW).

**Financing Cost:** None

**Source:**      General Fund N/A      Grant                           Other                     

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

**Other comments or notes:**

The Planning Commission was apprised of currently-available tax rebates for residential solar energy provisions. At present, the Ordinance provides for 10 kW. The technology has changed such that 20 kW is now available to residential uses and the tax rebates are only available for 20 kW uses.

**Submitted by:** Planning Commission/Manager

**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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**KALAMAZOO CHARTER TOWNSHIP**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 612**

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

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

**AMENDMENT TO KALAMAZOO CHARTER TOWNSHIP ZONING ORDINANCE**

An Ordinance to increase the kilowatt limit set on residential grade solar energy systems; to provide an effective date; and to repeal all ordinances or parts of ordinances in conflict herewith.

**THE CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION I**

**AMENDMENT OF ARTICLE 8 "SITE DEVELOPMENT STANDARDS APPLICABLE TO SPECIFIC USES",  
SECTION TT "WIND AND SOLAR RENEWABLE ENERGY SYSTEMS",  
SUBSECTION 2 "SOLAR ENERGY SYSTEMS", OF THE KALAMAZOO CHARTER TOWNSHIP ZONING  
ORDINANCE**

- A. The introductory subsection heading for Article 8 "Site Development Standards Applicable to Specific Uses", Section TT "Wind and Solar Renewable Energy Systems", Subsection 2 "Solar Energy Systems", Subsection d is hereby amended to read as follows:

"d. Solar Energy Systems – Residential (20 kW or less):"

Subsection d. is otherwise retained.

- B. The introductory subsection heading for Article 8 "Site Development Standards Applicable to Specific Uses", Section TT "Wind and Solar Renewable Energy Systems", Subsection 2 "Solar Energy Systems" is hereby amended to read as follows:

" e. Solar Energy Facilities – Utility Grade (over 20 kW, operated by a utility company or government entity):"

Subsection e. is otherwise retained.

**SECTION II**

**EFFECTIVE DATE AND REPEAL**

This ordinance shall take effect eight days following proper publication of notice of its adoption in accordance with and subject to Michigan Public Act 110 of 2006. There being no conflicting ordinances, no provisions are repealed.

**KALAMAZOO CHARTER TOWNSHIP**

Mark E. Miller, Township Clerk

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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01132020 9C

FOR MEETING DATE: January 13, 2020

SUBJECT: Accept Zoning Ordinance Text Amendment on nonconforming parcels for first reading

REQUESTING DEPARTMENT: Planning Commission/Manager

**SUGGESTED MOTION:**

Accept the Ordinance for first reading.

Financing Cost: N/A

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

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

**Other comments or notes:**

A recent Zoning Board of Appeals request for use of a lawfully nonconforming ("grandfathered") platted lot called attention to a problem in the zoning ordinance, which this ordinance corrects. In short this amendment allows the use of nonconforming-sized parcels for permitted uses in the zoning district, whereas the prior version of this section of the ordinance was not as clear. The Township is required by the Zoning Enabling Act to have provisions for lawful nonconforming uses in the Zoning Ordinance.

Submitted by: Planning Commission/Manager

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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**KALAMAZOO CHARTER TOWNSHIP**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 613**

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

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

**AMENDMENT TO KALAMAZOO CHARTER TOWNSHIP ZONING ORDINANCE**

An Ordinance to amend the lawful nonconforming use provisions to more clearly allow permitted uses from the zoning district on lawfully non-conforming lots and parcels; to provide an effective date; and to repeal all ordinances or parts of ordinances in conflict herewith.

**THE CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION I**

**AMENDMENT OF ARTICLE 3 "NONCONFORMITIES",  
SECTION 3.04 "NONCONFORMING LOTS OF RECORD",  
OF THE KALAMAZOO CHARTER TOWNSHIP ZONING ORDINANCE**

Article 3 "Nonconformities", Section 3.04 "Nonconforming Lots of Record", Subsection C "Nonconforming Contiguous Lots under the Same Ownership" is hereby amended as follows:

1. The existing paragraph is retained, but is numbered 1.
2. A second paragraph is hereby added to be designated 2, to read as follows:

"2. Any lot laid out in an approved plat or existing as an unplatted parcel which was lawful in size at the time it was created and which fails to comply with the minimum size requirements of a subsequent Kalamazoo Township Zoning Ordinance or a subsequent Kalamazoo Township Subdivision Control Ordinance, may be used for the uses permitted in the zoning district in which it is located, provided all setback requirements are complied with".

**SECTION II**

**EFFECTIVE DATE AND REPEAL**

This ordinance shall take effect eight days following proper publication of notice of its adoption in accordance with and subject to Michigan Public Act 110 of 2006. There being no conflicting ordinance provisions, there is no need to repeal any ordinance provisions.

**KALAMAZOO CHARTER TOWNSHIP**

Mark E. Miller, Township Clerk

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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01162020 9D

FOR MEETING DATE: January 13, 2020

SUBJECT: Household Hazardous Waste

REQUESTING DEPARTMENT: Manager

**SUGGESTED MOTION:**

Approve the agreement with Kalamazoo County for Household Hazardous Waste disposal and recycling.

Financing Cost: \$18,000

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

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

Other comments or notes:

Submitted by: Manager Mitchell

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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# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

January 8, 2020

Kalamazoo Township  
Attn: Dexter Mitchell  
1720 Riverview Drive  
Kalamazoo, MI 49004

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2020 calendar year. In 2019, the amount of funding allotted by your municipality was \$18,000.00. When making allotments for 2020, please consider the following items:

1. The contract with ERG Environmental Services has been extended for another year. Disposal costs remained \$0.64/pound.
2. The contract with Valley City has been extended for 2020 and the fees for recycling electronic waste were not increased. However, previously electronic recycling costs were extremely low because all the components were in demand. Now more CRT glass as well as plastic is being collected than is being re-used so there remains a high cost for recycling CRT monitors and TVs.
3. Operational cost percentage remains at 20% while Kalamazoo County continues to cover 80%.
4. We highly recommend an increase in your 2020 allotment to prevent running out of funds later in the year as participation rates continue to climb. Remember, the County does not actually hold any of the allotment. If there is unused funding at the end of 2020, that money remains with your municipality.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak, REHS  
Facility Manager of Kalamazoo County Household Hazardous Waste Center  
[jlkosa@kalcounty.com](mailto:jlkosa@kalcounty.com)



**AMENDMENT #1 TO THE AGREEMENT  
BETWEEN THE COUNTY OF KALAMAZOO  
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT**

**AND**

**KALAMAZOO TOWNSHIP**

The County of Kalamazoo and Kalamazoo Township having previously entered into an AGREEMENT for the purpose of providing household hazardous waste disposal services; said AGREEMENT being for the period January 1, 2019 through December 31, 2019; do now hereby approve and agree to amend the existing AGREEMENT as follows:

a. Section C. FINANCIAL REQUIREMENTS

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$18,000.00 (C.1.) to the County for HHW Center services.

C.1. (above) = C.2.a. + C.2.b. + C.2.c.

Of the total in C.1., the following allocations will be made:

2. a. **Operational Costs calculated on 2018 participation rates:**

\$ 7,104.00 of your total amount written in C.1. (above) will be invoiced in February of 2020 for operating costs.  
Operational costs = 2018 household equivalent participation rates X \$7.00 (covering only 20% of the County's operational costs)

Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.

- b. **Disposal Costs for Materials from Citizens:**

\$10,396.00 the remainder of the total amount of C.1. minus amounts in C.2.a. (above) and C.2.c. (below) will be used for disposal costs associated with the disposal/recycling of household hazardous wastes from the MUNICIPALITY's citizens.

This costs is based upon the number of household equivalents from the MUNICIPALITY and disposal costs during each quarter.

- c. **Optional, this blank may be filled with a "0" if this service for the MUNICIPALITY is not needed:**

\$ 500.00 of the total amount in C.1. (above) to be reserved for service fees and disposal costs of items directly from **MUNICIPALITY Buildings and Offices.**

- b. Section K. PERIOD OF AGREEMENT

The term of this Agreement shall be from January 1, 2020 through December 31, 2020, unless terminated earlier as provided.

The individual or officer signing this AMENDMENT certifies by his/her signature that he/she is authorized to sign this AMENDMENT on behalf of the responsible governing board, official or agency. All other terms of the previously approved AGREEMENT remain unchanged and are reincorporated herein as if fully set forth in this AMENDMENT.

**FOR THE MUNICIPALITY**

\_\_\_\_\_  
Printed or Typed Name Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed or Typed Name Title

\_\_\_\_\_  
Signature Date

**FOR THE COUNTY OF KALAMAZOO**

\_\_\_\_\_  
Chair, Board of Commissioners Date

\_\_\_\_\_  
Timothy A. Snow, County Clerk/Register Date



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01132020 9E

FOR MEETING DATE: January 13, 2020

SUBJECT: Robertson Research Institute (RRI) - Protect the Protectors

REQUESTING DEPARTMENT: Police Department

**SUGGESTED MOTION:**

Approve the proposal by the Police Department, to enter into a three year agreement with Roberts Research Institute for the amount of \$14,535 annually for three (3) years but not to exceed \$16,150 per year.

Financing Cost: \$14,535

Source: General Fund Grant Other Contingency fund

Are these funds currently budgeted? Yes X No         

**Other comments or notes:**

The agreement with Roberts Research Institute for the amount of \$14,535 annually for year 2020, 2021 and 2022, but not to exceed \$16,150 per year on behalf of the Township. The cost of this has been projected to be budgeted in the contingency fund by the Finance Administrator.

Submitted by: Chief Bryan Ergang

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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## POLICE DEPARTMENT

**Bryan N. Ergang**  
Chief of Police

Emergency: 911  
Non-Emergency: (269) 343-0551  
Administrative Offices: (269) 567-7523  
Fax: (269) 552-4468

1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
www.ktpd.org

Date: January 6, 2019

To: Kalamazoo Township Manager Dexter Mitchell (Police Commissioner) & the Kalamazoo Township Board of Trustees

From: Chief Bryan Ergang

RE: Roberts Research Institute (RRI) – Protect the Protectors

### **Information**

Police officers are subjected to significantly higher than average job related stress, experience critical events, have higher occurrence of cardiovascular disease and their lifestyle leads to the overall detriment of their physical and mental well-being. As we invest into the maintenance of our physical assets, we must also invest into the maintenance of our greatest asset: our employees.

RRI assists public safety departments and individual employees by providing educational seminars, personal strategic plans and outcome assessments. After 12 months of participation, 79% of participants noted a lifestyle change and 81% would recommend the program to a colleague.

RRI, a local entity, has received excellent reviews from other Michigan agencies and their employees. It is our belief that such an investment in our officers may eventually provide unknown savings in health care costs, missed work time, work related injuries, length of recovery, while also increasing self-awareness and job satisfaction.

### **Request**

That the Charter Township of Kalamazoo Board of Trustees approve the proposal by the police department, and allow the Chief of Police to enter into a three year agreement with Roberts Research Institute for the amount of \$14,535 annually for year 2020, 2021 and 2022, but not to exceed \$16,150 per year, on behalf of the Township. The cost of this has been projected to be budgeted in the contingency fund.

The Township or RRI may cancel, and determine to not move to the following year. The purpose of the 3 year commitment is for planning and staffing purposes.

# Protect the Protectors

through brain health optimization

Kalamazoo Township Police Department



*Robertson*  
RESEARCH INSTITUTE

the smarter way to improve health and performance

## Introduction

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The connection between stress and lifestyle issues is a national conversation and seemingly increasing in popularity. It's easy to understand why - as stress goes up, energy levels decrease, good decision-making skills go down and ability to get enough sleep goes down. Everyday struggles for everyday people. Books, speakers, conferences and publications are often dedicated to providing the average person with strategies on how to remove stress and live a life of fulfillment and success.

Law enforcement officers also experience these day to day life stressors; however, these issues are multiplied exponentially given their profession. Recently, much focus has been around law enforcement decision-making given troubling news around the country. This showcases that law enforcement officers are not immune to impacts of day to day stress along with their high stress jobs. In addition, given how many decisions are made per day by officers, they are doing a tremendous service for our society. Consider this:

There are about 900,000 sworn law enforcement officers now serving in the United States. Studies show an officer makes roughly 325 critical decisions per year which equals roughly 297 million decisions per year by the total officers. This calculates to 813,698 decisions made per day by law enforcement officers around the United States; all under stressful situations.

Although recent conversations around policing are quick to promote the occasional bad choices that officers make. How many of the 813,698 decisions per day are good choices?

Many of the good-decisions made by officers' day in and day out require them to use tunnel vision, shut off emotions and internalize stressful events according to FBI statistics. This creates an internal turmoil and stress that is greater than the average person in other professions by a significant margin. Study after study shows that law enforcement officers are more prone to undue health, performance and relationship issues given their job. Those same traits that help them in crises have significant impact on their personal health and wellbeing. So, what do we do to protect the protectors?

Typical health and safety programs have struggled to meet the needs of law enforcement and their family issues. To be effective they must have three components to them that require artificial intelligence behavioral change techniques. These include personalized (one size fits one), preventative (prevent moods, behaviors and diseases) and predictive (understand what I will likely do, diseases I'll develop, and moods I may have; before they occur). They should also must meet the recommendations that the National Institute of Health has suggested to be included for optimal behavioral change, that include: genetics (family history), environment (job and family stressors) and lifestyle (lack of sleep, alcohol misuse and more). Most importantly, with the personalities of officers, it must be practical, research-based and have strong immediate feedback and outcomes.

Robertson Research Institute (RRI), a not for profit public charity, tested its award-winning brain health technology on officers in the fall of 2016 with a pilot of 45 officers from Kent County Sheriff Department (Patrol and Corrections) and Grand Rapids Police Department. The program was so successful that it has rolled out to Ottawa County Sheriff Department, East Grand Rapids Public Safety, Holland Public Safety, Walker Police Department, Kentwood Police Department, Grand Rapids Fire Department. Recently, the project has moved out of West Michigan to reach Ingham County, Lansing Police Department, Michigan State University Police Department, Meridian Township Police Department, Kalamazoo Department of

Public Safety and Portage Department of Public Safety. In 2019, it is anticipated that RRI will roll out its program to Ohio and other states. All agencies that have worked with Robertson Research Institute have entered into multiyear contracts due to the success of the program.

## Program Philosophy

RRI, the non-profit public charity arm of Robertson Health has been involved internationally with predicting diseases, behaviors and moods based upon their proprietary assessment "The Cards You Are Dealt". These technologies have caused Steve Ballmer, former CEO of Microsoft to nominate RRI for ComputerWorld's Healthcare Award, for the visionary use of technology to promote positive social economic changes. RRI finished in the top five in the world. The RRI law enforcement project, "The Brain Project – Protect the Protectors", recently won the Arab Innovation Summit Award for the most visionary use of artificial intelligence in changing behavior.

Dr. Joel Robertson, the founder of Robertson Health, developed these technologies, along with his team, based upon his work with close to 16,000 individuals comprising of professional athletes and teams, corporate executives and compulsive disorder patients. A database of more than 16,000 individuals allows RRI to drive smart data and predictive analytics.

The concept behind Robertson's approach is simple. There is a Pavlovian Bell that rings when we are stressed that will cause automatic behavior's that may be undesirable. The most common seen in law enforcement were sleeplessness, anger and zoning out when not working. We also found that it is next to impossible to change behavior after the bell has rung. Therefore, Robertson's technology determines when an officer's bell is about to ring, how they as individuals can predict their bell is about to ring and prescribe techniques to keep the bell from ringing.

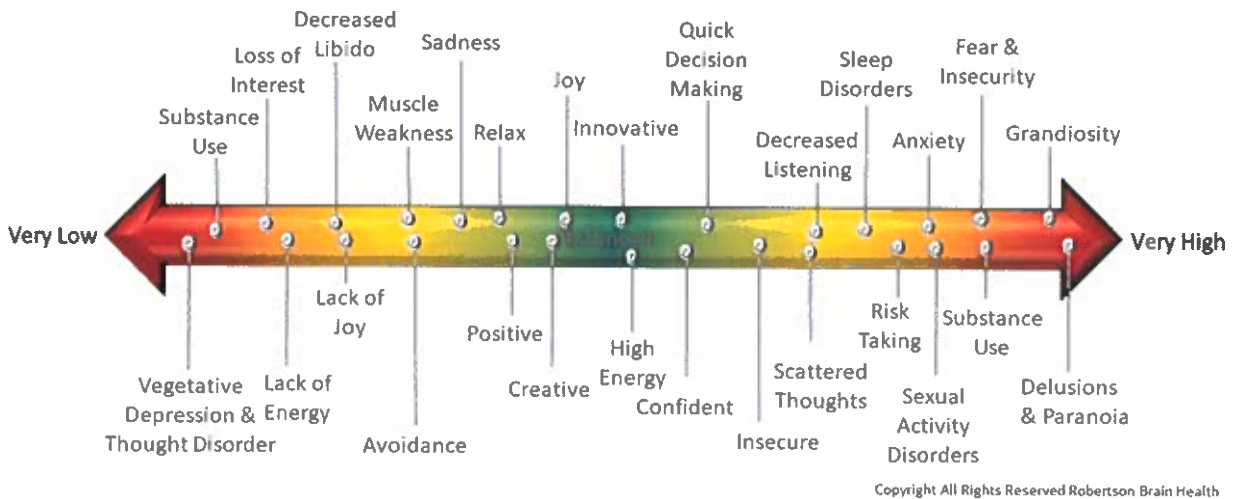
All of this requires a deep understanding of the brain, how it works, and how to prevent the bell from ringing. Dr. Joel Robertson has been a pioneer in this field and is an internationally recognized clinician, consultant and researcher. His techniques have resulted in 14 book publications, more than 60 articles in professional journals and a plethora of speaking engagements.

To give an example of how this works, let's discuss one of the several brain chemicals that affect behavior: dopamine.

If an officer exhibits an over expression of the brain chemical dopamine (a gas pedal or excitatory chemical) this may cause anger or frustration, misperception, and scattered thoughts (automatic behaviors). An officer may self-medicate with alcohol, have sleepless nights or lack patience at home. However, the "yellow flags" for that officer may be a twitching of the eye, tightening of the jaw, sweaty palms, and increased heart rate. Once the officer feels these symptoms, he or she has prescribed methods to alleviate them, including choices of foods, type and frequency of exercise, prescribed activity or hobbies, lifestyle changes and other behavioral modifications that will increase or decrease the amount of their specific brain chemical, thus preventing these automatic behaviors from occurring. These prescriptive plans are based upon what a person will do versus what they should do. Robertson's predictive analytics allow us to "know" that in advance, thus increasing adherence and acceptance of the plan.

## BETTER BRAIN CHEMISTRY DRIVES BETTER PERFORMANCE

### DOPAMINE SYMPTOM CONTINUUM



An example of how physiology affects moods and behavior is shown in the diagram above. As you can see as a person moves further from the optimum either direction, certain symptoms appear. By getting and keeping officers in the “green” zone they are much more likely to be healthier and make better decisions in relationships and improve their health and performance. (There can be multiple combinations of brain chemicals for each officer)

### Program Delivery

Robertson has created a physiological assessment that uses 287,000 variables to determine:

- What a person will do versus what they should do?
- What are the “yellow flags” that will be seen before a person’s bell rings?
- What are the causes of their brain chemical and brain zone issues? (Family history, personal health, family dynamics, environmental factors and lifestyle issues)
- What is that individual’s inhibitors (those things that create a lower threshold for the bell to ring)? Examples include:
  - Health inhibitors (sleep, alcohol use, disease and personal history and more)
  - Performance inhibitors (lack of concentration, perfectionism and more)
  - Relationship inhibitors (anger, task oriented at the expense of relationships and more)
- What food, activity, exercise, nutritional supplements, and lifestyle recommendations can be prescribed to change brain chemistry to prevent the bell from ringing?
- How can the individual measure their program is working for them “now” and will change their future health, performance and relationships?

The program involves educational seminars, personal strategic plans with a Robertson Specialist and outcome assessments at approximately 4 months and 12 months to drive outcome data for additional department programming and personal strategic plans. All participant data and technology are HIPAA



compliant as Robertson Research Institute is classified as a medical provider. For a detailed breakdown of the program please go to RRI & Kalamazoo Township Police Department Partnership section below.

## Outcomes

There are presently more than 780 first responders in the program with 631 being law enforcement. Many have just started the program so the following data is available:

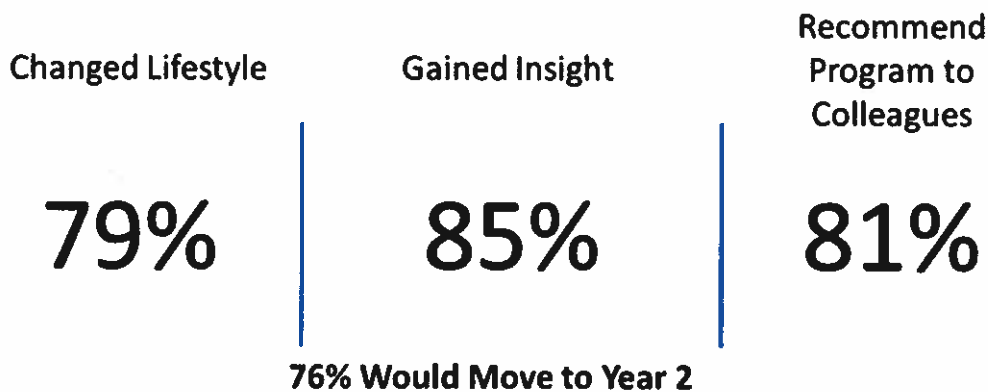
- 335 officers have completed a 12-week program with results and statistics
- 107 officers have completed a 1-year program with results and statistics
- There are no results yet on those that are just starting the second-year program

The following summary of outcomes are a combination of correction, patrol and administrative officers from large to very small agencies. There are significant findings, issues and different Health Performance and Relationship inhibitors (HPR) between these cultures that are addressed in the training program.



## 12-Month Participation

Program assessment



For additional 4-month data please see Appendix B and 12-month data please see Appendix C

## Conclusion

Thus far, the program has had an impact on individuals. RRI is continuing to work with law enforcement, public safety and first responder agencies to determine more effective delivery styles and methods. Moreover, RRI will use its population grouping and analytics to deliver various modules that are determined to be most effective based upon the uniqueness of different agencies, such as Public Safety, Sheriff Agencies, Police Departments and Fire Departments, each unique for location, size of departments and unique needs of each culture. The ability to predict which environment will respond most positively to various methods and styles will be extremely helpful.

The partnership between RRI and its first responder agencies has already improved the 4-month outcomes by an average of 9% by having officers in focus groups assisting in designing and improving the delivery of the program. The preliminary one-year outcomes are very positive and are set to improve by continued officer engagement, feedback and focus groups. Years two and three are in process but will likely have a voluntarily inclusion of spouses in the program.

Also, important for agency adoption is the response and support from the officers. In our studies, after one year, 95.1% of the participants stated they would recommend the program to fellow officers. Additionally, 76% asked for a second-year program. At this point, more than 92% of officers offered the program that attend the initial orientation agree to complete the PEP assessment.

Important to an agency and the community is that an officer performs well on the job. It is their duty and responsibility. However, we are finding that it is just as important to an agency and its community to protect an officers' health, performance and relationships off-duty. An officer that is less stressed at home, less stressed with illness and mood issues, will perform better on the job protecting citizens and will also result in improved community policing efforts.

## RRI & Kalamazoo Township Police Department Partnership

### Protect the Protectors Program Objectives & Deliverables

#### Year 1

- RRI will provide mandatory, agency wide, in-service trainings with volunteer participation for the PEP assessment
  - Three-year agreements include up to 5 support personnel, add any new hires at any time and/or allow participation in research projects, such as an ongoing one that uses the proprietary brain health tool as a pre-employment assessment
- Participants will get their personalized brain chemistry report (40-50 pages), attend 4 seminars and 4 one on one's with an RSpecialist – see Appendix A for detailed seminar & one on one objectives
  - Seminars may be built into your training regime or as a separate training event (agency choice)
  - RRI will provide multiple offerings of each seminar based upon the total number of participants
  - RRI will provide a required one on one personal strategic plan session with each participant who completes the assessment after the first seminar
  - RRI will provide a face to face, phone or email sessions after each subsequent seminar along with additional RVideo support and e-mail support
- RRI will provide 2 leader meetings that include reports on intake and outcome data. Intake data report will be provided within the first 4 months of the program. Outcome data report will be provided at the end of year 1.

#### Year 2 & 3

- RRI will provide seminars through the second and third year that are tailored based upon intake/outcome data (examples include, spouse seminar, sleep seminar, detective seminar, command staff seminar, and more)
- RSpecialist one on one meetings are available upon request after each seminar

- RRI will continue to provide data reports on intake findings and outcomes as determined by RRI and agency
- Participants who completed the first-year program may continue to audit the first-year program seminars with other groups (if applicable)

### Partnership Details

Maximum fee = \$16,150

Minimum fee = \$14,535 annually for 3-years

Final fee is determined by the following factors. As a non-profit public charity, RRI will provide the following discounts based upon your application:

Discount	Criteria	KTPD	Applied Fee
<b>3-year commitment</b>	If Yes, 10% fee reduction		*To be determined
<b>Agency or HUB Size</b>	If over 100, 5% fee reduction of 3-year contract  If over 350, 10% fee reduction of 3-year contract	34	*5% applied given Kalamazoo Hub Size
<b>Offerings per Seminar</b>	Undefined	3	Included
<b>Locations</b>	Undefined	1	Included
<b>Proximity to RSpecialist</b>	Undefined	50 miles	Included

\*If Kalamazoo Township agrees to a 3-year commitment fee = \$43,605 / \$14,535 paid per year

- RRI or Agency can “go or no-go” each year; therefore, either can determine to not move to the following year. The purpose of the 3-year commitment is for planning and staffing purposes.

### Implementation

STEP 1: RRI & Kalamazoo Township Police Department to schedule and provide orientations agency wide

- RRI has e-blasts and posters that can be used prior to mandatory orientations to build awareness of the upcoming project
- We recommend using and tailoring the e-blasts (as approved by RRI) for your department to include a personal message

STEP 2: RRI to assign RSpecialist and Kalamazoo Township Police Department to assign internal project manager

STEP 3: For those that sign-up to complete the PEP assessment the RSpecialist will work with internal project manager to create and finalize list and aggregate data for intake and outcome reporting

STEP 4: RRI to send welcome introduction and RVideos agency wide and access cards to all Kalamazoo Township Police Department participants that signed-up to complete the PEP assessment

STEP 5: RSpecialist and Kalamazoo Township Police Department project manager to work together to coordinate delivery schedule and room reservations

- Seminars (roughly 1 per quarter) can be scheduled as part of your in-service training or as a separate training event
  - RRI will provide multiple offerings of each seminar based upon the size of department or group (as stated above)
- One on one sessions are scheduled between RSpecialist and participant at the end of each seminar
- 2 leader meetings

STEP 6: RSpecialist to take over communication and delivery of program

# THANKS.

## APPENDIX A: Year 1 Program Overview

The agency wide program involves seminars, personal strategic plans with a Robertson Specialist and outcome assessments at 4 months and 12 months to drive outcome data for additional department programming and personal strategic plans into year two and year three.

Agency wide program is mandatory but completing the Robertson Performance Enhancement Program Assessment is voluntary

All participant data and technology are HIPAA compliant as Robertson Research Institute is classified as a medical provider. Below is a breakdown of the program:

(prior to the start;

### Step 1 ORIENTATION

- See lesson plan below
- Those that select to complete the proprietary Robertson Performance Enhancement Program Assessment will be given an access card to login and complete prior to Step 2.

### Step 2 FOCUS ON BRAIN CHEMISTRY

- Part 1: Seminar
  - Goal: **Understanding Your Brain & How to Optimize It** - Teach about the 5 brain chemicals. Educate participants on the causes and responses to their imbalances and what it means. Provide education requirements that set the foundation of the recommendations that are focused on how they influence the chemicals of our brains.
  - Topics include: clinical predictive values, brain chemistry, yellow flags, and food, nutrition, recreation, exercise, and hobby recommendations to improve brain health
  - Participants receive PtP binder with all personalized results and charts for the year
- Part 2: PSP
  - Personal Strategic Planning with RSpecialist #1 (required face to face- 30-minute appointment with specialist)
  - Goal is to build personal strategic plan for each participant to up and down regulate brain chemicals using various techniques outlined in their personalized plan

### Step 3 FOCUS ON BRAIN PROTECTION

- Part 1: Seminar
  - Goal: **Understanding Your Brain Zone and How to Build Brain Resiliency**
  - Topics include: brain zone, population grouping and the relationship between brain chemistry, brain reward center and natural tendencies
  - Participants receives brain zone results and completes a symptom check-up assessment
- Part 2: PSP
  - Personal Strategic Planning with RSpecialist #2 (phone call check-up with face to face meetings for those that need it)
  - Goal is to check in with each participant and build on their personal strategic plan in order to incorporate recommendations to include brain protection and resiliency

### Step 4 FOCUS ON HEALTH & PREVENTION

- Part 1: Seminar
  - Goal: Understanding Your Health Risks and How Managing Brain Chemistry Can Assist in Prevention of Disease as well as create strategize to overcome issues with stress, sleep and low energy
  - Topics include: health risks such as cardiac, diabetes, hypertension, memory, weight, stress, sleep, and low energy
  - Participants receive health and prevention handout, health risk charts and 12-week outcome charts
- Part 2: PSP
  - Personal Strategic Planning with RSpecialist #3 (phone call check-up with face to face meetings for those that need it)
  - Goal is to check in with each participant and build on their personal strategic plan in order to incorporate recommendations to include health prevention

### Step 5 FOCUS ON PERFORMANCE, RELATIONSHIPS AND PURPOSE

- Part 1: Seminar
  - Goal: Understanding How Your Brain Impacts Your Performance and Relationships
  - Topics include: strategies on how to “get out of balance to perform at work or home” and how to get back in balance to maintain good relationships
  - Participants receive personalize performance and relationship risks chart, performance handout, and completes 12-month symptom assessment, program evaluation
- Part 2: PSP
  - Personal Strategic Planning with RSpecialist #4 (phone call check-up with face to face meetings for those that need it)
  - Goal is to tailor recommendations for performance and relationship needs; assist in strategizing how to manipulate brain chemistry to optimize performance at work and relationships at home/social life

**The steps above typically are conducted over 1-year timeframe. At the end of step 4; RRI will provides its 12-month outcomes and its recommendation for year 2 & 3. Year 2 & 3 are dependent on findings and outcomes.**

#### Other Details:

- 1.) For each HUB: the number of seminar offerings will be determined by RRI and partner.
- 2.) Webinar seminars may be available for anyone who missed the seminar – these will be offered to any officer in the program from any Hub/Department.
- 3.) Video recording of the seminar may also be available.
- 4.) Face to face or phone appointments with your RSpecialist are always available upon request.

# Protect the Protectors Program – Orientation Lesson Plan

## BRAIN HEALTH AND ITS IMPACT ON FIRST RESPONDERS

Robertson Research Institute 2-hour in-service training is provided to First Responder agencies with a goal of raising awareness on how the brain impacts an officers' health, performance and relationships. The goal of this training is for each officer to learn about the following core foundations:

### Part 1

- Part 1 Objectives:
  - What are the risk factors for first responders related around health, performance and relationships?
  - What are the pivotal causes and factors of a first responders health, performance and relationships based upon FBI law enforcement bulletin and FEMA reports?
  - What does National Institute of Health and World Health Organization have to say about the contributions to our health, behaviors, diseases and moods
- Participant Goals:
  - The participant will understand how physical, emotional, spiritual and brain health can affect individual health, performance and relationships.
  - The participant will understand FBI and/or FEMA's reports on first responder's health and emotional wellbeing.
  - The participant will understand the three factors: genetics, environment and lifestyle that are reported by NIH and WHO as causative factors for a person's diseases, moods or behaviors.

### Part 2

- Part 2 Objectives:
  - The Brain – the missing link in approaching improved health, performance and relationships
  - What is brain chemistry and how does the brain relate to behavior?
  - How does a person's physiology play a role and what does that mean for improved brain chemistry?
  - A deep dive into Dopamine, Serotonin and Acetylcholine – review of symptoms as they relate to each neurotransmitter and how that relates to first responders
  - Brain Chemistry Optimization – techniques can be determined to optimize brain chemicals through food, activity, nutrition, hobbies, lifestyle, music and more
- Participant Goals:
  - The participant will understand how the brain can impact an individual's health, performance and relationships.
  - The participant will understand that chemicals in the brain can affect behavior.
  - The participant will understand how "hard wired" or physiology effects a person's disease, moods and behaviors
  - The participant will understand the impact of under and over-expression of three major chemicals in the brain
  - The participant will understand that "prescribing" various techniques can improve brain chemistry

## APPENDIX B: 12 Week Outcomes

Robertson performs an assessment at 12 weeks to determine if their predictive analytics were “right.” If a person follows the program and RRI was right, their health, performance and relationships inhibitors (HPR) that are identified should improve. If a person follows the program and HPR’s were not improved, then one can conclude that RRI’s predictive analytics were “wrong” and a new program will be prescribed. We strongly believe that “treatment failure” is the failure to prescribe the right treatment for the individual. No one really wants to have sleepless nights, conflicts at home and have an early death. Of course, if one doesn’t follow the program we can’t determine any conclusions. During this time adherence levels and improvement of HPR’s are evaluated using self-assessment tools. Predictive analytics determine what diseases, moods and behaviors a person may develop in the future and expected changes if they remain adherent to the program. Improving a person’s lifestyle decisions can improve the likelihood of developing disease, mood issues and negative behaviors. Genetics will change minimally, if any, so preventative health programs are utilized.

### Health Inhibitor Improvement

Inhibitor Category	Initial number of inhibitors seen	12-week improvement measured
Combined	18.18	65.1%
Health	6.81	66.3%
Performance	6.97	62.2%
Relationship	4.39	65.7%

### Examples of improvement of findings at 12-weeks

Health Inhibitors	Average Improvement at 12 -weeks
Chest pain	64.2%
Shortness of breath	88.3%
Frequent tiredness	56.4%
Sleeping through the night	68.8%
Range of health inhibitor improvement	11.1-88.3%
Performance Inhibitors	Average Improvement at 12-weeks
Forgetfulness	60.1%
Lack of confidence	59.9%
Lack of concentration	69.8%
Range of performance inhibitor improvement	22.2-76.6%
Relationship Inhibitors	Average Improvement at 12-weeks
Anger	47.2%
Overreact when stressed	53.8%
Temper or violence affects relationships	43.4%
Struggle in relationships	76.6%
Range of relationship inhibitor improvement	0-86.8%



### Adherence at 12-weeks

Robertson uses an approach that allows participants to “cheat and recover” making the program more palatable for participants. The goal is an adherence scale between .5 to .75. Only activity and diet are measured at 12 weeks.

Program	Adherence Score
Combined factors	.70
Diet factors	.68
Activity factors	.73

### Predictive Analytics for selected Health, Performance and Relationships

Robertson takes into consideration how effectively a person has changed lifestyle and behavioral symptoms that often contribute to certain diseases, performance issues and relationship factors. Since genetics (family history) is unlikely to change, there are lifestyle issues that, if maintained, could decrease a person’s likelihood of developing the issue (Clinically Prevalent Value). Important considerations are that this is a self-assessment with the person choosing a scale of none, minimal, moderate, or significant improvement of the inhibitors that we “found” with the individual. The stronger the improvement, the stronger the impact on the issue (Clinically Weighted Prevalence). Also important is the person must maintain the change for a lifetime to have these changes in prevalence.

The scoring for CPV is as follows:

Minimal Risk: Less than 0.25

At Risk: Between 0.26-0.50

Moderate Risk: Between 0.51-0.90

High Risk: Greater than .91

Clinically Predictive Value	Before	After 12 weeks	Reduction in Risk
<b>Health Factors</b>			
Cardiac Disease	0.59	0.39	33.9%
Cardiac/Stroke Event	0.43	0.28	34.9%
Obesity	0.30	0.19	36.7%
Diabetes Type II	0.48	0.33	31.3%
Early dementia	0.33	0.22	33.3%
Addiction	0.26	0.17	34.6%
<b>Performance Factors</b>			
Concentration	0.36	0.23	36.1%
Over-reaction	0.59	0.40	32.2%
Communication Issues	0.40	0.27	32.5%
<b>Relationships Factors</b>			
Depression	0.29	0.14	51.7%
Anxiety	0.38	0.26	31.6%
Anger	0.55	0.37	32.7%
<b>“Big Three”</b>			
Sleep Issues	0.41	0.28	31.7%
Stress	0.81	0.53	34.6%
Low Energy	0.80	0.54	32.5%

## APPENDIX C: 12 Month Outcomes

### Law Enforcement Outcome Study

**Departments:** Combined Results from Grand Rapids Police Department, Kent County Sheriff Department, Kent County Corrections, and Wyoming Public Safety

**Duration:** 1-year

**Participants:** 109

### Discussion

It is important to note that this is the first group of officers that have completed the program. This group has provided feedback that will improve the options available to officers. One of the most significant issues found was in attempting to get 12-week and 12-month assessments complete using email systems within the departments, and scheduling meetings/seminars by departments versus the individual. However, we were still able to obtain 40% of the participants feedback on the program and based upon attendance had approximately 87% participation at 9 months.

### Attendance by Agency and/or Department

		Dept1	Dept2	Dept3	Dept4	Combined	Percentages
<b>12 Weeks</b>	Total enrolled	18	40	31	20	109	100%
	Withdrew for reason	2	4	1	2	9	8.25%
	Did not complete 12-week assessment	1	9	8	1	24	24% (76% did complete)
	Attended 12-week session					70	70%
<b>9 months</b>	Engaged with 1x1 follow up at 9 months					88	87%
	Drop out at 9 months					14	13%
<b>1 year</b>	12-month assessments	12	17	6	6	41	
	Percentage of initial participants that completed 12-month assessment (excluding withdrew for reason)	75%	47%	20%	33%	40%	54% that completed 12-week assessment completed 12-month assessment

It is important to recognize that because an assessment is not completed does not mean that the person dropped out as indicated by the larger number participating at 9 months versus 12 weeks (87% vs 76%). There was difficulty in getting assessments back from participants.

Two assessments were completed. The first determined the effectiveness of change for the individual and the second was the program delivery evaluation for ongoing improvements.

### INDIVIDUAL 12 MONTH ASSESSMENT SUMMARY (41 Participants)

The individual assessment asked each participant to rate the improvement of 71 different health, performance and relationship inhibitors as to the following rating:

No improvement

Some improvement

Significant improvement

New issue (didn't exist before study)

Not applicable (never experienced the inhibitor)

### Calculations of Individual Assessments

We took the responses from the individuals and did two comparisons.

The first assessed their "perception" of their health, performance and relationship" at the end of the program without comparing to what was identified as "problem areas" at the beginning. This data demonstrates an improvement in attitude, perception and hope.

The second was to compare improvement from initial problem areas to final improvement levels. This compares what we identified as areas that needed improvement compared to their perception of improvement. Both graphs are seen below. Important to note for validity of the study are the similarity (no statistical difference) between average number of inhibitors between the two categories.

### Summary Results for All Inhibitors Possible (Not necessarily reported initially):

Re-assessment of Inhibitors and Improvement Summary

<i>Inhibitor Category</i>	<b>Average Number of inhibitors per person</b>	<b>Improved</b>	<b>Significantly Improved</b>
<i>Combined</i>	24.73	85.9%	20.4%
<i>Health Inhibitors</i>	8.37	87.2%	29.1%
<i>Relationship Inhibitors</i>	5.39	91.4%	17.8%
<i>Performance Inhibitors</i>	10.98	82.2%	14.9%

### Summary Results for Inhibitors Initially Identified and Subsequent Outcomes at 12 months:

Initial Inhibitor Improvement Summary

<i>Inhibitor Category</i>	<b>Average Number of inhibitors per person</b>	<b>Improved</b>	<b>Significantly Improved</b>
<i>Combined</i>	25.8	59.8%	14.9%
<i>Health Inhibitors</i>	8.45	61.3%	18.9%
<i>Relationship Inhibitors</i>	5.53	62.0%	8.8%
<i>Performance Inhibitors</i>	11.20	56.5	15.2%

### Important Considerations:

<i>Inhibitor</i>	Percentage of total group that reported the issue	Percentage improved some	Percentage significantly improved	No Improvement	New Issue
<b>HEALTH INHIBITORS</b>					
<i>Trouble sleep through the night</i>	59%	63%	33%	4%	
<i>Frequent tiredness</i>	51%	67%	14%	19%	
<i>Eat when stressed</i>	51%	57%	38%	5%	
<i>Feel depressed or low energy</i>	49%	65%	20%	15%	
<i>Carbohydrate craving when feeling down</i>	49%	70%	20%	10%	
<i>Carbohydrate cravings when stressed</i>	46%	74%	16%	11%	
<i>Poor or deteriorating memory</i>	44%	72%	11%	11%	
<i>Frequent changes in mood</i>	41%	76%	24%	0%	
<i>Trouble getting to sleep</i>	41%	71%	24%	6%	
<b>Relationship Inhibitors</b>					
<i>Self-Critical</i>	66%	78%	11%	7%	4%
<i>Over-controlling when stressed</i>	51%	67%	14%	19%	
<i>Insecurity</i>	51%	81%	5%	14%	
<i>Feel Angry</i>	49%	80%	20%	0%	
<i>Tend to over-react when stressed</i>	49%	85%	10%	0%	5%
<i>Aggression</i>	39%	88%	13%	0%	
<b>Performance Inhibitors</b>					
<i>Forgetfulness</i>	61%	60%	20%	16%	4%
<i>Scattered thoughts</i>	61%	72%	16%	8%	4%
<i>Lack of concentration</i>	59%	83%	8%	8%	
<i>Inability to focus</i>	59%	83%	13%	4%	
<i>Quick decisions</i>	49%	80%	5%	15%	

**Program Perception:**

Encouraged you to develop a better lifestyle?	85.4%
Gained Insight	95.1%
Would you recommend this program?	95.1%
Would you like to continue for an additional year?	75.6%



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Kalamazoo, MI 49004-1056  
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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 01132020 9F

FOR MEETING DATE: January 13, 2020

SUBJECT: Kalamazoo Township Audit 2020

REQUESTING DEPARTMENT: Manager's

**SUGGESTED MOTION:**

Recommend the board of trustees to approve the hiring of Yeo & Yeo to audit our financial statements for 2019, 2020 and 2021 with an optional extension for fiscal years ending 2022 and 2023.

Financing Cost: \$12,500 for 2019

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

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

Other comments or notes:

Submitted by: Nancy Desai, Director of Finance

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.

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

## BOARD OF TRUSTEES – STAFF REPORT

TO: BOARD OF TRUSTEES

CC: DEXTER MITCHELL, TOWNSHIP MANAGER

FROM: NANCY DESAI, DIRECTOR OF FINANCE <sup>ND</sup>

DATE: January 09, 2020

SUBJECT: SELECTION OF AUDIT FIRM TO PERFORM TOWNSHIP AUDITS FOR FISCAL YEARS’ 2019, 2020, AND 2021 WITH AN OPTION TO EXTEND FOR YEARS’ 2022 AND 2023

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### **BACKGROUND**

The Township utilized Maner Costerisan for fiscal years ending in 2012-2017 to perform its annual audit of the financial transactions of the Township. Due to time constraints, the Township was not able to solicit bids for auditing services for 2018 and contracted with Siegfried & Crandall for a one-year term to perform its annual audit for fiscal year ending in 2018. In December of 2019, the Township sent a Request for Proposal to six auditing firms licensed to audit in the State of Michigan. The Township received four proposals and Township staff (consisting of the Supervisor, Township Manager, Treasurer, and Director of Finance) reviewed and selected a proposal from the firm Yeo & Yeo to perform its annual audits for the fiscal years ending 2019, 2020, and 2021 with an optional extension for fiscal years ending 2022 and 2023.

### **POLICY FOCUS**

The auditing firm will perform financial audits in order to express an opinion on whether the basic financial statements are presented fairly in conformity with generally accepted accounting principles (GAAP) in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Each year the audit should review all updated compliance with laws, regulations, pronouncements, internal controls and with all changes by the Governmental Accounting Standards Board (GASB). Management letters must be prepared with all findings, comments, and recommendations.

### **FISCAL IMPACT**

The maximum fees for the audit engagement are detailed as follows:

ENGAGEMENT YEAR	2019	2020	2021	2022	2023
COST	\$12,500	\$12,900	\$13,300	\$13,700	\$14,200

Additional Hourly Rates for 2020:

<b>STAFF LEVEL</b>	<b>RATE</b>
Principal	\$268 - 340
Senior Manager	\$263 - 268
Manager	\$216 – 232
Senior Accountant	\$172 – 182
Staff Accountant	\$137 - 151

For any additional services needed by the Township, the Township will try and negotiate a fixed flat fee.

**RECOMMENDATION**

The Board authorize a contractual agreement with Yeo & Yeo to perform the Townships’ annual audits for fiscal years ending 2019, 2020, and 2021 with an option to extend the agreement for fiscal years’ ending 2022 and 2023.

**PUBLIC NOTICE**

Public notification was achieved by posting the agenda electronically and in print, with this agenda item being listed at least 72 hours prior to the meeting.

**ATTACHMENTS**

RFP for Auditing Services from the Township.

Proposal from Yeo & Yeo to provide auditing services to the Township.





## **REQUEST FOR PROPOSAL**

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# **FINANCIAL & COMPLIANCE AUDITING SERVICES**

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December 9, 2019

Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, Michigan  
49004  
269-381-8080

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## INTRODUCTION

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The Charter Township of Kalamazoo is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements and records for the purpose of rendering an Independent Auditor's Report and for performance of a federal Single Audit, should one be required, for the fiscal years ending **December 31, 2019, December 31, 2020, and December 31, 2021** with an option of an extension for fiscal years ending in December 31, 2022 and 2023.

The accounting policies of the Charter Township of Kalamazoo conform to generally accepted accounting principles in the United State of America (GAAP) as applicable to governmental units.

These audits are to be conducted in accordance with the American Institute of Certified Public Accountants, Audits of State and Local Governmental Units, General Accounting Office (GAO) set by the Comptroller General of the United States, the standards applicable to financial audits and governmental audits contained in, the Single Audit Act, and Office of Management and Budget's (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The purpose of this document is to ultimately select the services of a professional firm to provide the Charter Township of Kalamazoo with auditing services for its financial and compliance audits. The Charter Township of Kalamazoo has provided specifications and requirements which will assist in the procurement of the highest quality services possible to meet the requirements and needs of the Township.

The Charter Township of Kalamazoo was organized as a General Law Township with a community of approximately 22,000 residents that live within its 12 square mile border that wraps around three sides of the City of Kalamazoo. It is the mission of the Board of Trustees to provide government services that promote a safe, healthy, accessible and economically viable community to live, work, learn, and play. The Township was established as a seven-member Board of Trustees. Three members of the Board serve as the Treasurer, Clerk, and Supervisor. The Board appointed a Township Manager to oversee the day-to-day operations of the Township. In order to preserve consistency of fiscal operations, the Township Manager appointed a Director of Finance to manage day-to-day fiscal operations.

The Township maintains a conservative approach to spending and is able to provide many services to its residents. In addition to the General Fund, the Township maintains nine Special Revenue funds, one Enterprise fund, and six Capital Improvements funds. The Township provides Police and Fire services to its residents and neighboring municipalities.

The Township currently utilizes BS&A software for all financial processing and reporting including Accounts Payable, Cash Receipting, Payroll, Miscellaneous Accounts Receivable, Assessing and Property Tax including Delinquent Personal Property Tax.

Prior years Budgets and Audits can be found on the Township's website at [www.ktwp.org](http://www.ktwp.org).

## GENERAL RFP INFORMATION

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### 1. PRINCIPAL CONTACT

Nancy Desai  
Director of Finance  
1720 Riverview Drive  
Kalamazoo, MI 49004  
(269) 381-8080  
[nbdesai@ktpw.org](mailto:nbdesai@ktpw.org)

### 2. DEADLINE FOR SUBMITTAL

To be considered, the indicated number of copies of the proposal must be prepared in the manner and detail specified in this RFP.

Proposals must be submitted by **4:30 pm on Friday, January 3, 2020**. One copy of the proposal must be submitted and signed by a person authorized to bind the firm to its provisions. Due to time considerations, an electronic version of the proposal will also be accepted and can be sent to [nbdesai@ktpw.org](mailto:nbdesai@ktpw.org).

Responses received after the deadline will not be accepted.

The Township expects to award the engagement at the January 13, 2020 Board Meeting. The selected firm may be required to attend the meeting to answer any questions from the Board of Trustees.

### 3. PROPOSAL INFORMATION

Each proposal that is received by the deadline will be evaluated on its merit and completeness of all requested information. In preparing proposals, firms are advised to rely only upon the contents of this RFP and any written clarifications or addenda issued by the Charter Township of Kalamazoo (Township). If a firm finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the firm is requested to notify the contact noted in this RFP, so that written clarification may be sent to all prospective firms. **THE TOWNSHIP IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing (via email) to the RFP contact before the Proposal Deadline indicated in this document. **No contact regarding this document with other Township employees is permitted.** If general questions are raised regarding this RFP, answers will be issued in the form of an addendum.

Submission of a proposal establishes a conclusive presumption that the Firm is thoroughly familiar with the Request for Proposals (RFP) and specifications and terms of the Agreement, and that the Firm understands and agrees to abide by each and all of the stipulations and requirements contained therein.

All costs incurred in the preparation and presentation of the proposal are the Firm's sole responsibility; no pre-proposal costs will be reimbursed to any Firm. All documentation submitted with the proposal will become the property of the Township.

The Township reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Township that the best interest of the Township will be served by doing so.

Proposals are subject to public disclosure after the deadline for submission in accordance with state law.

### **RFP MINIMUM REQUIREMENTS**

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Firms, specifically the organization that will be contractually bound under the contract with the Charter Township of Kalamazoo, will be deemed non-responsive and rejected without any further evaluation if they do not meet the following qualifications:

- a) Significant experience, competence and reputation of the persons assigned to provide the service described in the Scope of Work.
- b) Satisfactory client references (as applicable).
- c) Pricing acceptable to the Township.
- d) Availability to service the needs of the Township in a convenient and timely manner.
- e) Auditor must be a member of the AICPA Governmental Audit Quality Center.

## **SCOPE OF SERVICES**

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### 1. Work to be Performed

The Firm will perform financial audits in order to express an opinion on whether the basic financial statements are presented fairly in conformity with generally accepted accounting principles in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. The basic financial statements include the governmental activities, the business-type activities, each trust fund, each major fund and the aggregate remaining fund information of the Charter Township of Kalamazoo.

Each year the audit should review all updated compliance with laws, regulations, pronouncements, internal controls and with all changes by the Governmental Accounting Standards Board (GASB).

Management letters must be prepared for each entity audited with all findings, comments, and recommendations.

It is imperative to issue and prepare all audit reports by their deadline dates.

### 2. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the Firm shall prepare and issue the following reports:

- Independent Certified Public Accountant report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles in the United States and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- Independent Certified Public Accountant report on internal control over financial reporting in accordance with Government Auditing Standards and test of its compliance of laws, regulations, contracts and grants.
- Compiled and Audited Financial Statements for the Township including all funds and account groups. The auditor will prepare all financial statements, schedules, supplementary information and notes to the financial statements. The auditor will provide the Township with electronic copies in MS Excel and Word for all parts of the audited financial statements.
- Management Letter on Internal Controls and Recommendations.
- Any and all other requirements of government financial statements.
- Completion and submittal of F65 reporting.
- Completing the Qualifying Statement.

- Implementation of GASB 74 and GASB 75.
- Presentation to the Board of Trustees

All reports shall be presented and formatted in accordance with generally accepted accounting principles, Government Auditing Standards, Governmental Accounting Standards Board, Government Finance Officers Association, National Council on Governmental Accounting, United States Office of Management and Budget and the State of Michigan Department of Treasury.

All reports shall be prepared, reproduced and assembled by the audit firm. The Township will provide the Management, Discussion and Analysis section for inclusion in the final audit.

Auditors shall be required to make an immediate written report of all irregularities and illegal acts of which they become aware to the Township.

### 3. Additional Services

The firm will be available to answer questions via telephone or email that may arise during the term without additional costs to the Township. Government accounting consulting services may be required on an “as-needed” basis. Additional work will be agreed upon through an addendum outlining the scope of services and at the same rates as provided in the schedule of fees and expenses included in audit firm’s proposal.

### 4. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified in writing by the Charter Township of Kalamazoo of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- 1) The Township
- 2) U.S. General Accounting Office (GAO),
- 3) Parties designated by the federal or state governments or by the Charter Township of Kalamazoo as part of an audit quality review process,

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

## **TIME REQUIREMENTS**

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Each of the following shall be completed by the audit firm no later than the dates indicated:

January 1: The audit firm shall provide to the Township a detailed audit plan and a list of all schedules (PBC List) to be prepared by the Director of Finance.

Prior to March 30: The audit firm may perform pre-audit work.

Between April 1 – May 30: Fieldwork must be completed and a preliminary draft of the Audited Financial Statements and the Management Letter must be provided to the Township.

Prior to June 30: The final report must be delivered to the Township and provided to the State of Michigan. The audit firm must present the Audited Financial Statements to the Board of Trustees.

The audit firm will provide ten (10) bound signed copies and one (1) unbound signed copy of the final report, and Management Letter to be delivered to the Charter Township of Kalamazoo, 1720 Riverview Drive, Kalamazoo, MI 49004.

## **ASSISTANCE TO BE PROVIDED TO THE AUDITING FIRM**

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The Township will provide direct assistance during the audit. The Finance & Treasury Department will be available to provide information and supporting documentation to the auditors to perform all field work. All responsible management personnel will be available during the audit.

The auditors will be provided with office space to perform all field work.



## **GENERAL REQUIREMENTS**

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The purpose of audit firm's proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Township in conformity with the requirements of this Request for Proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposal requirements.

The proposal should address all the points outlined in the Request for Proposal including cost information. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the Request for Proposal. While additional data may be presented, the following subjects, items numbers 1 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

### **1. Independence**

The firm should provide an affirmative statement that it is independent of the Township as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards (1994).

The firm shall list and describe the firm's (or proposed subcontractors') professional relationships involving the Township for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the Township written notice of any professional relationships entered into during the period of this agreement.

### **2. License to Practice in the State of Michigan**

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Michigan.

### **3. Firm Qualifications and Experience**

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is required to submit a copy of its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during

the past three (3) years with state regulatory bodies or professional organizations.

#### **4. Partner, Supervisory and Staff Qualifications and Experience**

The audit firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is registered or licensed to practice as a certified public accountant in Michigan. The audit firm also shall provide information on the government auditing experience of each person who would be assigned to the engagement, including information on relevant continuing professional education for the past three (3) years and membership in professional governmental organizations relevant to the performance of this audit. The firm also shall indicate how the quality of staff over the term of the agreement will be assured. Auditor must be a member of the AICPA Governmental Audit Quality Center.

Engagement partners, managers, other supervisory staff and specialists may be changed if they leave the firm, are promoted or are assigned to another office. Personnel may be changed for other reasons. A written notice to the Township is required and the Township retains the right to approve or reject replacements.

#### **5. Similar Engagements with Other Government Entities**

For the firm's office that will be assigned responsibility for the audit, list the most significant municipal engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this Request for Proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

#### **6. Specific Audit Approach**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this Request for Proposal. In developing the work plan, reference should be made to such sources of information as the Township's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers are required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of the Township internal control structure

- f. Approach to be taken in determining laws and regulations that will be subject to audit test work
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance
- h. Timeline of audit process

## **7. Cost Proposal**

The cost proposal shall contain all pricing information relative to performing the audit engagement as described in this Request for Proposal. The total all-inclusive maximum price to be proposed shall contain all direct and indirect costs including all out-of-pocket expenses.

The Township will not be responsible for expenses incurred in preparing and submitting the proposal.

The following shall be included in the cost proposal:

- A Total All-Inclusive Maximum Price per year for 2019 - 2021 engagement, and options for 2022 and 2023. Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will not be reimbursed. All out-of-pocket expenses shall be included in the maximum dollar cost proposed.
- A schedule of professional fees presented in the format provided in the business questionnaire that supports the total all-inclusive maximum price.
- Rates for Additional Professional Services: If it should become necessary for the Township to request the auditor to render additional services to either supplement the services requested in this RFP or to perform additional work, then such additional work shall be performed *only* if set forth in an addendum to the contract between the Township and the firm. Any such additional work agreed to between the Township and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the audit firm's proposal.
- Manner of Payment: Progress payments will be made on the basis of work completed during the course of the engagement. Interim billing shall cover a period of not less than a calendar month. Final payment will be made upon delivery of the firm's final reports and receipt of invoice.

## EVALUATION CRITERIA

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As a result of this RFP, the Township expects to receive and evaluate proposals and select a qualified service provider. The following factors, listed in relative order of importance, will be considered in making the selection:

1. Service provider and staffing; experience, competence and reputation of the service provider and the proposed assigned personnel.
2. The quality of the Solution proposed.
3. Client references, if applicable.
4. Price.

Each proposal submitted in response to this RFP shall focus on these criteria. In addition, the Township also may consider the past performance of the Firm on other contracts with the Township or other entities. The Township reserves the right to make such additional investigations as it deems necessary and may require the submission of additional information.

Service providers responding to this RFP shall disclose all existing client relationships which may impact the Township's selection of a service provider. The Township shall be the sole decision-maker about whether a conflict exists between its interests and those of a service provider's other clients.

## GENERAL SUBMITTAL REQUIREMENTS

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1. **NUMBER OF COPIES:** One original, plus an electronic version of the entire proposal must be submitted.
2. **PROPOSAL FORMAT:** Each proposal should be prepared simply and economically. Firms must provide the following information in their proposal in order to be considered responsible:
  - Letter of Transmittal
  - Executive Summary
  - Firm History
  - Firm Identifying Information
  - Firm Qualifications
  - Client References for local and regional audits similar to the type of audit being requested.
  - Service Provider and Staffing Plan
  - Project Manager
  - Compensation

PROPOSAL  
TO PROVIDE  
PROFESSIONAL  
AUDIT SERVICES

Charter Township of  
Kalamazoo

DUE DATE

January 3, 2020

*Proposal Effective for 90 Days*

PREPARED BY

Jamie L. Rivette, CPA, CGFM, Principal

710 E. Milham

Kalamazoo, MI 49002

800.375.3968

jamriv@yeoandyeo.com



December 19, 2019

Charter Township of Kalamazoo  
Ms. Nancy Desai, Director of Finance  
1720 Riverview Drive  
Kalamazoo, MI 49004

Dear Ms. Desai:

Thank you for considering Yeo & Yeo for your auditing needs. We are pleased to provide this proposal for your audit work for the fiscal years ending December 31, 2019, through 2023.

Yeo & Yeo is a progressive and innovative firm that is among the leading certified public accounting and consulting firms in the country. The following key points highlight our qualifications:

- A commitment to performing quality governmental audit, tax and consulting services. The firm currently provides services for more than 130 governmental audits.
- With our award-winning YeoLEAN | Audit process our clients recognize greater efficiency, timely turnaround and overall ease in the audit.
- A clear position of leadership among regional providers of auditing, accounting, business consulting, employee benefits, technology and tax services.
- Members of the firm's Government Services Group are active in several associations, foundations, boards and committees.

Yeo & Yeo has the technical knowledge and experience required to furnish the auditing services that you are requesting. We adhere to the highest standards of quality and are committed to serving you in a timely and efficient manner.

We look forward to the opportunity to work with you. When evaluating, we ask that you and your evaluation team kindly watch the introduction video along with reading this written proposal.



To watch the video and learn about your engagement team, visit [www.yeoandyeo.com/government-services-engagement-team](http://www.yeoandyeo.com/government-services-engagement-team).

Again, thank you for the opportunity. If you have questions, you may direct them to me. I am authorized to make representations for the firm.

Sincerely,

Jamie L. Rivette, CPA, CGFM  
Principal, Yeo & Yeo  
jamriv@yeoandyeo.com

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## INDEPENDENCE

Yeo & Yeo is independent of the Charter Township of Kalamazoo as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.

We are not aware of any conflicts of interest related to the Charter Township of Kalamazoo or any of its agencies or component units for the past five (5) years and have quality control procedures in place to address any items or circumstances that may arise.

## LICENSE TO PRACTICE IN MICHIGAN

Yeo & Yeo is licensed by the State of Michigan, Department of Licensing and Regulations, to practice public accounting in the State of Michigan. All key professional staff assigned are properly licensed to practice in the State of Michigan.

## DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The company or any of its employees is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this contract.

## FIRM QUALIFICATIONS AND EXPERIENCE

Yeo & Yeo has grown from a family-owned business to being among the Top 200 certified public accounting and consulting firms in the country. Our team of 26 Principals and more than 200 professionals provide comprehensive solutions for individuals, businesses, school districts, units of governments and not-for-profit entities.

Yeo & Yeo is a full-service firm, providing accounting, auditing, business consulting and tax services for businesses and organizations throughout Michigan since 1923. With the support of Yeo & Yeo Computer Consulting, Yeo & Yeo Financial Services and Yeo & Yeo Medical Billing & Consulting, we have created a strong network of professionals available to consult and proactively propose solutions for our clients.

The firm has nine offices throughout Michigan that are easily accessible to our clients with multiple locations. With locations in Alma, Ann Arbor, Auburn Hills, Flint, Kalamazoo, Lansing, Midland, Saginaw and Southgate, the firm is positioned to provide local, hands-on service. The firm's audit team consists of 45 auditors. This engagement would be performed from our Kalamazoo office.

Yeo & Yeo's most recent external peer review was for the period ended August 31, 2016. The pass report is the highest possible mark. The peer review letter follows:





System Review Report

To the Principals of  
 Yeo & Yeo, P.C.  
 and the Peer Review Committee of the Michigan Association of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Yeo & Yeo, P.C. (the “firm”) in effect for the year ended August 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary) (<http://www.aicpa.org/prsummary>).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Yeo & Yeo, P.C. in effect for the year ended August 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Yeo & Yeo, P.C. has received a peer review rating of *pass*.

*Brown, Edwards & Company, L.L.P.*

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia  
 December 8, 2016

*Your Success is Our Focus*

319 McClanahan Street, S.W. • Roanoke, Virginia 24014-7705 • 540-345-0936 • Fax: 540-342-6181 • [www.BEcpas.com](http://www.BEcpas.com)

Yeo & Yeo has no issues with any federal or state desk reviews or field reviews of it audits during the past three years.

Yeo & Yeo has not had any disciplinary action taken or pending during the past three years with state regulatory bodies or professional organizations.

## PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

Your project will be staffed with individuals who collectively possess the necessary skills in financial management, accounting and auditing, technology, internal controls and compliance with laws and regulations, together with knowledge of governmental regulatory requirements. The following individuals will be assigned to your audit team.



Jamie  
RIVETTE

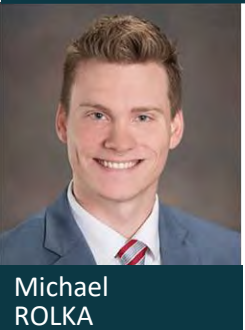
CPA, CGFM | Principal  
In-Charge



David  
YOUNGSTROM

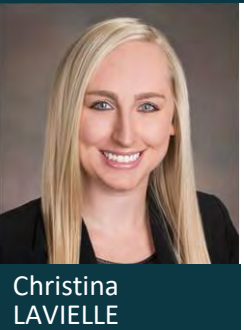
CPA | Principal  
Concurring Principal

All audits include two partners to ensure accuracy on engagements and comply with audit standards.



Michael  
ROLKA

CPA, CGFM | Manager  
In-Charge



Christina  
LAVIELLE

Senior Accountant

# CURRICULUM VITAE

## Curriculum Vitae Jamie L. Rivette, CPA, CGFM Principal



### Education

- BBA Bachelor Business Administration, Northwood University

### Professional Certifications

- Certified Public Accountant
- Certified Government Financial Manager

### Professional Memberships

- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants
- Michigan Government Finance Officers Association
- Governmental Finance Officers Association
- Michigan Association of School Boards
- Michigan Municipal Executives
- Michigan Municipal League

### Government

- GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program Special Review Committee
- Michigan Government Finance Officers Association Accounting and Auditing Standards Committee
- Michigan Government Finance Officers Association Board Member

### Specialty Areas

- Municipalities
- Audits under government auditing standards
- Single audits under 2 CFR 200

### Experience – Yeo & Yeo

- Principal
- Audit & Assurance Services
- Firm Government Services Team Leader

### Community Service

- Hemlock School Board of Education, treasurer
- Junior League Community Advisory Board
- Volunteer-Hemlock Middle School Cross Country Coach

### Presentation/Presenter

- Developed and presented in-house *Governmental Auditing*
- MICPA – *Basic Governmental Auditing*
- Michigan Township Association - *GASB Update*
- MICPA – *Is Your Audit Paperwork up to Snuff?*

- MICPA – *Embracing GASB 74 & 75*
- MICPA – *Fraud Risks and Why Internal Controls are Important*
- MME & MGFOA – *Preparing for a Headache Free Audit*
- Internal training – *GASB 74 & 75 Here We Go Again!*
- MGFOA Spring Conference – *How to Prepare for a Headache Free Audit*
- MICPA- *First Pensions, Now OPEB: What You Need to Know About GASB 74 & 75*
- MGFOA Fall Conference – *Enterprise Fund Accounting Issues*
- MICPA – *Creating Impactful Presentations: Delivering Government Audit Results*

### Publications/Articles Published

- Fraud and Prevention in Local Governments
- GASB 74 & 75
- GASB 84 If you Report Fiduciary Funds, Expect Some Changes
- The Case for Internal Controls-Reducing Fraud in Government Entities is Easier Than You May Think
- Career Advocacy for Women
- First Pensions, Now OPEB: What Governments Need to Know About GASB 74 & 75
- 5 Audit and Financial Statement Tips for Newly Elected Officials
- Five Ways to Work Smarter, Not Harder When Preparing for Your Audit

### Training

- Michigan Township Auditors Institute
- Michigan Government Finance Officers Association Annual Conference
- Michigan Government Finance Officers Association Spring Conference
- Government Audit Quality Control Annual Update
- Governmental Accounting & Auditing Update
- Emerging Leaders Academy
- Super Circular – Federal Grants
- GASB 68 Implementation
- GASB 75 OPEB Implementation: Accounting and Auditing Considerations
- State and Local Government Audit Planning Considerations
- Michigan Municipal Executives Annual Conference



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**Curriculum Vitae**  
**David R. Youngstrom, CPA**  
**Principal**

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**Education**

- BA Business Administration, Saginaw Valley State University, 1993

**Professional Certifications**

- Certified Public Accountant since February 1996

**Professional Memberships**

- Michigan School Business Officials
- Michigan Association of School Boards
- Association of School Board Officials International
- American Institute of Certified Public Accountants
- Government Financial Officers Association
- AICPA Government Audit Quality Center
- Michigan Government Finance Officers Association
- Michigan Association of CPAs
- Oakland School Business Officials
- Macomb/St. Clair School Business Officials

**Specialty Areas**

- Audits of local governmental units
- Single audits under 2 CFR 200
- Audits under government auditing standards

**Experience**

- Yeo & Yeo (1995 to present)  
 Principal  
 Assurance Services Line Leader  
 Firm Quality Control Committee
- GFOA Certificate of Achievement for Excellence in Financial Reporting Program Reviewer
- MICPA Governmental Task Force Member

**Community Service**

- Board of Education, Freeland Community School District
- Chairman of the United Way of Saginaw County
- Boy Scouts Troop 323 Executive Committee
- Saginaw Valley State University – Alumni Board

**Presentation/Presenter**

- *The New Fraud Standard, Consideration of Fraud in a Financial Statement Audit*
- *Management's Discussion & Analysis and GASB 34* – presented to the Michigan Association of Township Supervisors
- *Fraud and Internal Controls Update for Governments & Nonprofits* – presented at the MICPA Governmental Accounting & Auditing Conference
- *Internal Control and Risk Assessment* – presented at the Fall MICPA Governmental Accounting & Auditing Conference in Lansing and Troy
- *Year End Accounting & Auditing Tips* – presented at MSBO Business Managers/CPA Workshop
- *School Update* - presented at the MICPA Governmental Conference
- *Audit Update*, presented at the MICPA Government Conference
- *Single Audit Update* - presented at the MSBO Annual Conference
- *School District Accounting & Auditing Update* – presented at the MICPA Governmental Accounting & Auditing Conference
- *Ask the Auditor*-presented at Yeo & Yeo Client Training
- *How to Prepare for an Audit* - MICPA

**Training**

- Understanding and testing internal control
- New Audit Approach & Refresher
- MGFOA Annual Conference
- MGFOA Spring Seminar
- Michigan Municipal League Conference
- MICPA Governmental Conference
- Government Audit Quality Control Annual Update
- MSBO Business Managers Workshop
- School District Update



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**Curriculum Vitae**  
**Michael L. Rolka, CPA, CGFM**  
**Manager**

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**Education**

- Bachelor of Professional Accountancy, Saginaw Valley State University, Major in Accounting and Minor in Finance

**Professional Certifications**

- Certified Public Accountant
- Certified Government Financial Manager

**Professional Memberships**

- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants
- Michigan Government Finance Officers Association

**Specialty Areas**

- Audits of municipalities
- Single audits under Uniform Grant Guidance
- Audits under government auditing standards
- Audits of local school districts

**Experience – Yeo & Yeo**

- Manager
- Firm Government Services Team Member

**Community Service**

- Saginaw Valley Young Professionals Network
- Downtown Saginaw Association
- Habitat for Humanity volunteer

**Publications/Articles Published**

- *Electronic Transactions – Are you covered?*
- *Public Act 202 of 2017 Uniform Assumption Requirements*
- *Do You Really Need a Single Audit?*
- *Is the Price Right?*

**Presentation/Presenter**

- *Government Fraud Case Studies*
- MICPA – Creating Impactful Presentations: Delivering Government Audit Results

**Training**

- Michigan Government Finance Officers Association Annual Conference
- Governmental Accounting & Auditing Update
- Uniform Guidance
- Michigan Municipal League Conference
- MICPA Government & Auditing Conference
- School Update

**Top 5 Strength's as Identified by CLIFTON STRENGTHSFINDER™**

1. Harmony
2. Analytical
3. Deliberative
4. Consistency
5. Focus



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**Curriculum Vitae**  
**Christina LaVielle**  
**Senior Accountant**

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**Education**

- Bachelor's in Professional Accountancy, Central Michigan University - December 2013

**Professional Memberships**

- Michigan Government Finance Officers Association

**Specialty Areas**

- Audits of municipalities
- Audits of local school districts
- Single audits under Uniform Grant Guidance
- Audits of non profit organizations including preparation of Form 990 tax returns
- Audits under government auditing standards

**Community Service**

- Past Chairman of the Board of the Saginaw Jaycees
- Saginaw Valley Young Professional Network Member
- Amazing Grace Animal Rescue Volunteer

**Experience – Yeo & Yeo, 2014 - Present**

- Senior Accountant
- Firm Government Team Services Member

**Publications/Articles Published**

- *Beware of These 3 Common Types of Unlawful Expenditures*
- *Common Capital Asset Reporting Issues Encountered by Municipalities*

**Training**

- Michigan Government Finance Officers Association Spring Seminar
- Government Finance Officers Association Governmental GAAP Update
- School Update

**Top 5 Strength's as Identified by CLIFTON STRENGTHS FINDER™**

1. Achiever
2. Adaptability
3. Communication
4. Positivity
5. Developer



## SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

Following is a partial list of clients served by your proposal engagement team. We encourage you to contact any of them for references.

<b>Charter Township of Genesee</b>	Lynn Vandoske, Accountant 7244 N. Genesee Rd. Genesee, MI 48437 (810) 640-2000 ext. 6 Length of Service: 12 years Scope of Work: Financial Statement Audit Total Number of Hours: 150 Partner: Jamie Rivette
<b>Charter Township of Union</b>	Sherrie Teall, Finance Director 2010 S. Lincoln Rd. Mt. Pleasant, MI 48858 (989) 772-4600 ext. 31 Length of Service: 14 years Scope of Work: Financial Statement Audit Total Number of Hours: 97 Partner: Ali Barnes
<b>Buena Vista Charter Township</b>	Carol Kostick, Director of Finance 1160 S. Outer Dr. Saginaw, MI 48601 (989) 754-6536 Length of Service: 33 years Scope of Work: Financial Statement Audit Total Number of Hours: 150 Partner: David Youngstrom
<b>Charter Township of Clayton</b>	Rick Caruso, Treasurer 2011 S. Morrish Rd. Swartz Creek, MI 48473 (810) 635-4433 Length of Service: 9 years Scope of Work: Financial Statement Audit Total Number of Hours: 104 Partner: Jamie Rivette
<b>City of Portage</b>	William Furry, Finance Director 7900 S. Westnedge Avenue Portage, MI 49002 (269) 329-4534 Length of Service: 3 years Scope of Work: Comprehensive Annual Financial Report Total Number of Hours: 157 Partner: Jamie Rivette

## SPECIFIC AUDIT APPROACH

### YeoLEAN | AUDIT. Delivering Better Client Service.

*YeoLEAN transforms the audit process.* With YeoLEAN | Audit, a **Lean Six Sigma-based** audit process, our clients realize greater efficiency and overall ease in the audit engagement. **Our professionals come on-site with one project in mind – yours.**



*Experience quicker turnaround time, thorough communication and a structured workflow for maximum efficiency.* Our Award-winning process is more than applying concepts to improve processes, but rather a cultural change of focusing on audit value and continuous improvement. The audit will be performed in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*.



### Preplanning

Preplanning will assist in determining the information to be gathered during the audit process. Preplanning includes a meeting with management and the audit committee to determine the logistics of the audit.

### Planning

Proper planning assists us in developing an audit plan that focuses on key areas and issues. The planning phase of the audit will include the following to be used in risk assessment:

- Gathering information about the organization and environment
- Reviewing prior year audit results
- Identifying unusual and unexpected financial trends
- Obtaining an understanding of internal controls at both the entity and activity level
- Walking through significant transaction classes
- Consider management override of controls



## Risk Assessment

This phase of the audit will include assessing the risk of material misstatement of the financial statements:

- Identifying significant audit areas
- Identifying significant and fraud risks using information gathered during the planning process
- Discussions with employees, management and the Board
- Assessing risk by audit assertion (existence/occurrence, rights and obligations, completeness, valuation, allocation and cutoff) for account balances
- Utilization of data extraction software

## Audit Plan

The audit plan will be developed to cover the significant audit areas and the risks identified during the risk assessment process. This is the core of the audit and ensures the audit is tailored to your specific needs. This is not a one-size-fits-all audit.

## Reporting

We will prepare the financial statements and disclosures from the trial balance and information that you provide to us.

*The following reports will be provided:*

- Opinions on the financial statements in accordance with generally accepted auditing standards.
- Internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.

We will report to those in charge of governance in accordance with professional standards. Management comments will be prepared to provide management with the opportunity to strengthen internal controls and operating efficiency.

The financial statements and communication letter will be reviewed with management before they are finalized to ensure that information has been appropriately interpreted and recommendations are practical.

## REPORT FORMAT

Website for examples/reports of our past financial statements: [www.michigan.gov/treasury](http://www.michigan.gov/treasury)

## YEO & YEO HIGHLIGHTS

Yeo & Yeo is among the largest audit, tax and consulting firms in Michigan serving government, education and nonprofit entities as well as individuals and privately held companies with forward-thinking, proactive business solutions.

OUR FIRM

26

PRINCIPALS



9

OFFICES  
THROUGHOUT  
MICHIGAN

200+

SERVICE  
AND INDUSTRY  
SPECIALIZED  
PROFESSIONALS

3

AFFILIATES

Yeo & Yeo Computer Consulting  
Yeo & Yeo Medical Billing & Consulting  
Yeo & Yeo Financial Services

Alma  
Ann Arbor  
Auburn Hills  
Flint  
Kalamazoo  
Lansing  
Midland  
Saginaw  
Southgate

SINCE 1923

### TECHNOLOGY SOLUTIONS

Yeo & Yeo Computer Consulting resolves business management issues with technology solutions to include cybersecurity and security awareness training, network solutions, cloud services, virtualization, hardware procurement, managed services, software, custom programming, ergonomic solutions, and more.



### INTERIM STAFFING

Our strategic partner ProNexus LLC, supports the offices of the C-Suite using a unique blend of engagement models, including consulting, project support, outsourcing/co-sourcing, and staff augmentation with immediate access to interim CFOs, CIOs, and other interim management roles that support the CFO or CIO.



### INTERNATIONAL REACH

LEA GLOBAL FOUNDING MEMBER

**2nd Largest** International professional association of independently owned accounting and consulting firms.

When you choose to work with an LEA Global firm, you have access to a **worldwide network of accounting and business experts** in diverse services and industries.

**200+**  
MEMBER FIRMS

**110**  
COUNTRIES

**620**  
OFFICES



**300+** SPECIAL INTEREST GROUPS

**2,321**  
PARTNERS

**+** **17,116**  
PROFESSIONAL STAFF

# OUR AWARDS

Inside Public Accounting Top 200 National Accounting Firms List  
 LEA Global Process Improvement Award | YeoLEAN Audit Process  
 Best and Brightest Companies to Work for | West Michigan & Metro Detroit  
 Michigan Best and Brightest in Wellness  
 Crain's Detroit Business Book of Lists | Largest Accounting Firms  
 Accounting MOVE Project Best Public Accounting Firms for Women  
 Governor's Service Award | Corporate Community Leader Award



## OUR CORE VALUES

### MISSION: OUTSTANDING BUSINESS SOLUTIONS

*Yeo & Yeo fulfills its mission by upholding our 6 fundamental core values.*



Be proactive and exceed client expectations



Absolute integrity and honesty in all relationships



Long-term success of clients, employees and the company



Family-focused work environment



Commitment to the communities with time, talent and financial support



Commitment to delivering lifetime learning opportunities and personal growth

# OUR PEOPLE

## GIVING BACK

Our professionals selflessly volunteer **thousands of hours** annually to charitable, civic and professional organizations where we live, work and play.

Serve over  
**380**  
 NONPROFIT  
 CLIENTS

Support over  
**300**  
 SPONSORSHIP  
 & CHARITABLE  
 Requests Annually



## TECHNICAL EXPERTISE



### Training Manager

Dedicated full-time, CPA credentialed technical trainer ensuring all professionals receive high-quality ongoing training throughout their careers.

## GOVERNMENT INDUSTRY STRENGTH

### Governmental Audit Quality Center (GAQC) Member

Yeo & Yeo is a member of the AICPA’s Governmental Audit Quality Center (GAQC) committed to adhering to the highest standards in performing quality government audits. As a benefit of GAQC membership, our audit professionals have access to the latest notices and advice regarding audit, accounting and regulatory issues. In turn, Yeo & Yeo will keep you informed of important issues and best practices.

### GFOA Certificate of Achievement for Excellence in Financial Reporting Experience

Yeo & Yeo supports the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR program) with audit team members currently active in the certification review process, including Yeo & Yeo’s Government Services Group Leader, Jamie Rivette, who serves on the Special Review Committee. The following clients have earned their Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

- Cass County
- City of Alma
- City of Ann Arbor
- City of Bay City
- City of Center Line
- City of Farmington Hills
- City of Fenton
- City of Midland
- City of Portage
- City of Rochester Hills
- City of Saginaw
- City of St. Clair Shores

### Actively Involved

Our audit professionals and members of Yeo & Yeo’s Government Services group are actively involved in industry associations that keeps us on the forefront of industry and regulatory issues and also allows us to share our expertise as frequent presenters and trainers.

- Government Finance Officers Association (GFOA)
  - GFOA Certificate of Achievement for Excellence in Financial Reporting Program
  - Special Review Committee member
- Michigan Government Finance Officers Association (MGFOA)
  - MGFOA Board
  - MGFOA Accounting and Auditing Standards Committee
  - MGFOA Membership and Mentoring Committee
- Michigan Municipal Executives (MME)
- Michigan Certified Public Accountants (MICPA) Government Task Force
- Michigan Municipal League (MML)
- Michigan Townships Association (MTA)
- State of Michigan Advisory Committee for Implementation of Uniform Chart of Accounts



## Comprehensive Solutions

We work hard to understand every part of your government from traditional accounting and auditing services to GASB requirements and internal controls. Our services are tailored to meet your unique needs. Additional services clients of Yeo & Yeo can benefit from include, but are not limited to:

- Assistance with the Certificate of Achievement for Excellence in Financial Reporting (CAFR)
- GASB implementation
- Utility rate studies
- Software solutions
- Cybersecurity
- Fraud prevention and investigation
- Internal controls
- OPEB calculation
- Interim controllership
- Training

## Thought Leadership

Yeo & Yeo keeps you informed about important issues affecting your organization and provides the training and resources you need to achieve excellence. These are communicated to our clients through client trainings, webinars, newsletters, blog, email alerts and social channels.



### eNewsletters

Yeo & Yeo sends monthly advisor newsletters containing relevant and timely content specific to governments. You can count on the newsletter to provide you a CPA perspective on topics important to you.



### eAlerts

For time sensitive and urgent communication, Yeo & Yeo sends need-to-know information directly to clients through email alerts. This will keep you updated on standard changes and important deadlines.



### Blog

Yeo & Yeo regularly updates it's blog with information relating specifically to governments as well other useful information for human resources and individuals. **Yeo & Yeo posted over 250 articles for our clients in 2018.**



### Client Trainings & Webinars

In order to best serve our clients, Yeo & Yeo offers clients trainings on key topics such as GASB Implementation, Uniform Grant Guidance and Technology among many other topics.



### Audit Resource Center

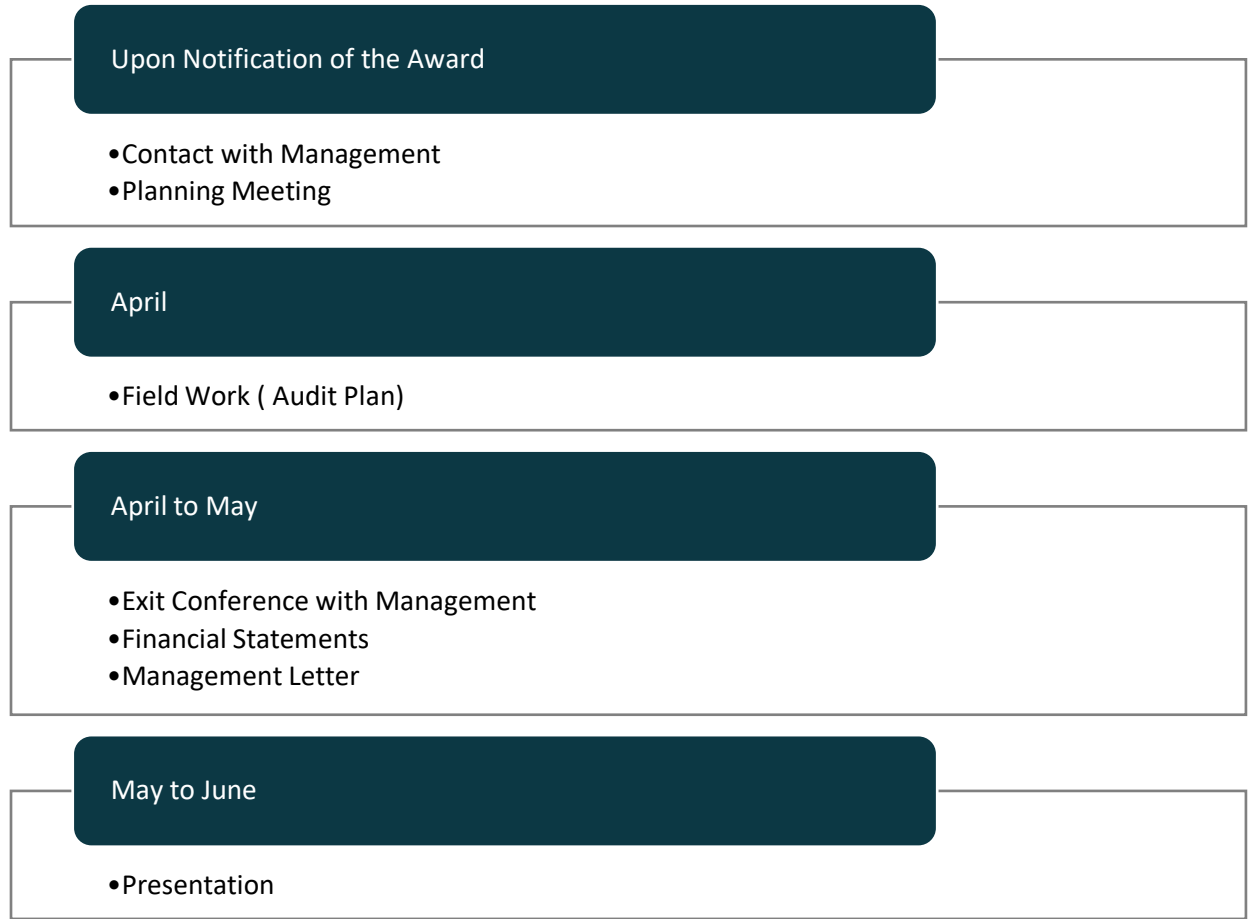
Reference Yeo & Yeo's robust Audit Resource Center located on the firm's website. The Audit Resource Center contains articles, additional tools, aids and resources.

## Other Qualifications

- Yeo & Yeo is licensed by the State of Michigan, Department of Licensing and Regulations, to practice public accounting in the State of Michigan. All key professional staff assigned are properly licensed to practice in the State of Michigan.
- Yeo & Yeo meets the independence requirements of Governmental Auditing Standards.
- Yeo & Yeo meets the GAO independence standards for *Audits of Governmental Organizations, Programs, Activities and Functions* and the GAO continuing education standards.
- Yeo & Yeo meets the continuing education and external quality control requirements of Governmental Auditing Standards.
- Yeo & Yeo does not have a record of substandard audit work.
- We are not aware of any conflicts of interest related to the Charter Township of Kalamazoo and have quality control procedures in place to address any items or circumstances that may arise.
- Yeo & Yeo is independent of the Charter Township of Kalamazoo and the component unit as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.
- We follow the American Institute of Certified Public Accountants' *Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits*.

## Schedule

We schedule audits at a time that is mutually agreeable with our clients. The proposed timeline for your audit is as follows:



## PROFESSIONAL FEES

Fees are based on standard hourly rates plus out-of-pocket costs and the time anticipated to complete the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

The bid is based on our estimate of the time required to audit the Charter Township of Kalamazoo under normal circumstances. Adequate, reconciled supporting data must be readily available to maintain and/or reduce overall cost of a properly conducted financial and compliance audit. Our firm is dedicated to this cause and is foremost interested in developing public trust of the Charter Township of Kalamazoo as well as our firm’s reputation.

The maximum fees for the audit engagement are detailed as follows:

YEAR	2019	2020	2021	2022	2023
Financial Audit	\$12,500	\$12,900	\$13,300	\$13,700	\$14,200

Current rates for 2020:

Staff Level	Rate
Principal	\$268 to \$340
Senior Manager	\$263 to \$268
Manager	\$216 to \$232
Senior Accountant	\$172 to \$182
Staff Accountant	\$137 to \$151

Beyond December 31, 2023 Yeo & Yeo provides Charter Township of Kalamazoo the option for an engagement extension. Upon receiving an extension request, Yeo & Yeo will provide the Charter Township of Kalamazoo an updated engagement letter outlining fees for the extended engagement option.

The bid includes advice and answers to questions regarding accounting procedures and/or content of the audit report throughout the year that are brief in nature and do not require research.

**We consider the services to be provided as a fixed fee engagement. As such, we consider overruns to be our responsibility.** For example, if we incur additional time to gain a better understanding of a program or to satisfy ourselves on an issue, our philosophy is that there should be no additional costs to the client. Our planning process reduces the risk of overruns during the course of the audit.

However, if overruns are a result of our determination that not all information has been provided, the inability of staff to provide us with the necessary information to conduct the audit, delays in the process



on your part, or new pronouncements or audit requirements not in effect at the time of the proposed fee, we would discuss these issues with you to consider the need for additional billings. In such a case, any overruns would be discussed with you as soon as discovered and an agreement reached before any additional billings would occur. Any costs incurred as a result of requests by federal overseers would also be absorbed by us unless they were unusual and significant. In such a case, we would discuss them with you and come to an agreement on additional fees prior to undertaking the work. *We assure you that you will have no surprises.*

## WHY CHOOSE YEO & YEO

### *Michigan's Governmental Audit Leader*

At Yeo & Yeo, we understand that you want to work with professionals that can help you navigate your state and federal compliance requirements. We specialize in governmental audits and have an **award-winning audit process** to help our clients maximize efficiency. The following sets Yeo & Yeo apart:

**OUR PEOPLE.** All of Yeo & Yeo's experts choose their career path through personal experience and interest making them extraordinarily dedicated to their work. Yeo & Yeo is known for its exceptional service, professional staff and the enjoyable experience you will have while working with them.

**INDUSTRY EXPERIENCE.** Our statewide firm has over **25 dedicated governmental auditors** that provide **services to over 130 government entities**. We have the knowledge and insight to recognize opportunities and identify specific areas of your organization that can be strengthened.

**TIMELY COMMUNICATION.** Our start to finish scheduling process ensures accurate pre-planning for a smooth transition. Our clients know what to expect when we arrive on site. We make it a priority to provide frequent updates and communication throughout the entire engagement.

**STAFF CONTINUITY.** It's Yeo & Yeo's philosophy to maintain the same staff on our engagements year after year to increase efficiency and client satisfaction.

### *Thank you for considering Yeo & Yeo.*

We appreciate the opportunity to present this proposal and are committed to helping you achieve your goals.

If you have not had the opportunity to watch Yeo & Yeo's Government Services engagement team video, I invite you to watch it now. Visit, [www.yeandyeo.com/government-services-engagement-team](http://www.yeandyeo.com/government-services-engagement-team).

**PARTNER INVOLVEMENT.** We maintain the same partners on engagements year-after-year allowing you to develop valuable, time-saving relationships. Your dedicated partner-in-charge will be available to you during the audit. A concurring partner will provide a high-level overview for quality control.

**QUALITY.** Our peer reviews have demonstrated a consistent approach to high-quality audits. You can depend on the accuracy and quality of our work.

**CLIENT EDUCATION.** We provide complimentary trainings and regular updates of accounting developments and changes in standards so that our clients have the most up-to-date information. Yeo & Yeo authored articles, eBooks, monthly newsletters and email alerts are issued for news that impacts you.

**COMPREHENSIVE SOLUTIONS.** Our clients appreciate that we provide solutions beyond the audit.

**COMMUNITY SERVICE.** It's our passion to invest time, talent and resources in the communities where we live, work and play.



Please contact me, Jamie Rivette at 800.375.3968 with any questions or comments you may have.

January 3, 2020

Nancy Desai, Director of Finance  
Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, MI 49004

Dear Ms. Desai:

Thank you for allowing Maner Costerisan the opportunity to propose audit services to the Charter Township of Kalamazoo. Enclosed is our proposal to provide audit services for the Charter Township of Kalamazoo for the years ending December 31, 2019 through 2021, with the option to renew for the years ending December 31, 2022 and 2023.

We are extremely interested in providing service to the Charter Township of Kalamazoo. We believe that we would work well with you due to the unique characteristics of our firm. Our firm has significant governmental auditing experience which we believe matches or exceeds the experience of any one of the offices of the larger regional firms.

We believe our firm has many advantages in that we are a firm with considerable governmental audit experience, an experienced team, and reasonable fees. We also will perform a timely service and are not affected by business tax returns.

We would be happy to attend a Township Board meeting so that we may answer any questions regarding our proposal, if necessary. Thank you again for the opportunity to propose services to the Charter Township of Kalamazoo. We look forward to hearing from you.

Sincerely,



Aaron M. Stevens, CPA  
Principal

Enclosures

## Proposal for Professional Audit Services



**Years Ending December 31, 2019 through 2021  
With the Option to Renew for 2022 and 2023**

**Submitted by:**

Maner Costerisan, P.C.  
2425 E. Grand River Ave, Suite 1  
Lansing, MI 48912

Contact Person:

Aaron M. Stevens, CPA  
Principal  
(517) 886-9594  
Email: [astevens@manercpa.com](mailto:astevens@manercpa.com)

Date Submitted: January 3, 2020  
Effective for 90 Days After Opening

Aaron M. Stevens, CPA, Principal, is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Charter Township of Kalamazoo.



Aaron M. Stevens, CPA  
Principal  
Maner Costerisan

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January 3, 2020

Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, MI 49004

Dear Ladies/Gentlemen:

We are very excited about the opportunity to provide you with a proposal for professional auditing services for the Charter Township of Kalamazoo for the fiscal years ending December 31, 2019 through 2021, with the option to renew for two additional years. Our services will include a financial audit of the Township's financial statements. Our firm will provide timely audit services and a "big picture" report to Township Board, reviewing operations, audit conclusions, and recommendations.

We understand the audit(s) will be performed in accordance with generally accepted auditing standards (GAAS) as contained in the Statement on Auditing Standards of AICPA, and to the extent applicable, *Government Auditing Standards*, and the Uniform Guidance. We will plan our audit(s) assuming the Township's financial statements will be prepared in accordance with U.S. generally accepted accounting principles and the Michigan Department of Treasury's Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan. We will meet the time frames outlined in the proposal, assuming the Township provides the required trial balances and schedules by the necessary dates.

#### **Why We Believe We Are the Best Qualified -**

- The engagement principal assigned to your audit has more than 20 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements.
- Maner Costerisan's experience includes auditing more than 250 governmental entities including cities, villages, counties, townships, school districts, libraries, health departments, road commissions, other local authorities and agencies, and various departments of the State of Michigan.
- The review principal assigned to your audit serves on the Michigan Government Finance Officers Association - Accounting Standards Committee. This committee supports the advancement of governmental accounting and financial reporting through active participation in the review and analysis of proposed pronouncements from authoritative accounting standard-setting bodies.

- The engagement principal previously served, and the review principal currently serves, on the Michigan Committee on Governmental Accounting and Auditing. This committee provides guidance that local units of government may use in complying with accounting and auditing requirements in the State of Michigan. As a result, a considerable amount of time is spent working with representatives of the State Treasury Department, Municipal Finance Commission, and the Department of Transportation.
- Our firm is a member of the Governmental Audit Quality Center (GAQC), established by the American Institute of CPA's (AICPA).

Aaron M. Stevens, CPA and William I. Tucker IV, CPA, both principals, are authorized to make representations for the firm and to bind the firm to a contract with the Charter Township of Kalamazoo for the services described above.

We understand the importance of conducting an engagement in a manner that will cause the least disruption to your office. All of our efforts are directed toward achieving the completion of these projects with the highest degree of quality. We have included our most recent peer review report, Appendix B. We again received a "pass" report.

The accompanying proposal is a firm and irrevocable offer for a period of 90 days to perform the audit of the Charter Township of Kalamazoo's financial statements for the fiscal years 2019 through 2023. We pride ourselves on completing our audits in a timely fashion and will perform the Township's audits within applicable deadlines. Our proposal is a written expression of our plan of services and qualifications, but it cannot completely convey the enthusiasm with which Maner Costerisan approaches this opportunity.

Sincerely,



Aaron M. Stevens, CPA  
Principal

## Independence

Maner Costerisan is independent with regard to the Charter Township of Kalamazoo (the Township). We meet all the independence requirements of Generally Accepted Auditing Standards and *Government Auditing Standards* in relation to the Charter Township of Kalamazoo.

We affirm that we will follow the AICPA Interpretations of 501-3.

We have provided professional auditing services to the Charter Township of Kalamazoo for the years ended December 31, 2014, 2015, 2016, and 2017. Professional standards require us to maintain our independence when performing such attestation services, and therefore a conflict of interest does not exist.

The firm will give the Township written notice of any professional relationships entered into during the period of this agreement which would impact the independence of, or relationship with, the Charter Township of Kalamazoo.

## Michigan License Statement

Maner Costerisan is Michigan-based and appropriately licensed. All of the firm's CPAs are licensed to practice public accounting in Michigan and meet or exceed requirements of the Michigan State Board of Accountancy for continuing education. Those who perform Yellow Book and Uniform Guidance audits meet all related continuing education requirements set forth by the Government Accountability Office.





## **Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

Neither the firm nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, Maner Costerisan will not knowingly use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended, or ineligible under the provisions of 24 CFR Part 24.

## **Firm Qualifications and Experience**

### **Overview of Firm**

Maner Costerisan was founded in the early 1900s. Since that time, we have grown into the largest local accounting firm in mid-Michigan and we are recognized as a leader in conducting traditional and non-traditional services in the region. The immediate access to our experts and engagement team results in increased efficiencies and faster completion times for our engagements. In addition, our affiliation with BDO Alliance USA provides us easy access to additional professional and technical resources.

The firm consists of more than 140 individuals, including 25 shareholders (principals), and more than 60 professionals providing audit services to governmental entities. Most staff join our firm immediately after college through a very selective recruitment program. Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

Our firm participates in the AICPA Peer Review Program of the National Peer Review Committee (NPRC). We have received a “pass” peer review during every review since the inception of the program, including the most recent review in June 2017. Our Peer Review included a review of specific governmental engagements. We have received approval as a registered firm under the Public Company Accounting Oversight Board (PCAOB) and are a charter member of the AICPA Government Audit Quality Center. Please refer to Appendix B for our most recent peer review letter.

We have specific governmental experience and have served as the audit firm for local governments for 30 years. This experience was enhanced when Stevens, Kirinovic & Tucker, P.C. (SKT) merged with Maner Costerisan on January 1, 2019. SKT specialized in governmental and nonprofit audit and accounting engagements throughout the State of Michigan, serving more than 180 governmental entities. The importance of the institutional knowledge we have gained over the years cannot be overemphasized. We have a long history of working with organizations like yours and believe we are the best firm to service your needs. Our clients have come to expect diversity of services and personal attention, our strength stems from a highly professional and dynamic staff.

The audit of the Charter Township of Kalamazoo’s financial statements will be performed by full time professionals from our Lansing office. We are proposing a team consisting of two principals, one senior manager, and an appropriate number of associates.

## **Firm Qualifications and Experience (continued)**

### **Overview of Firm (continued)**

Our clients have shown us that they want the resources of a large accounting organization, yet prefer to maintain the close, personal interaction only possible with an independent CPA firm. To expand our services, Maner Costerisan participates in BDO Alliance USA. As an independent member of BDO Alliance USA, Maner Costerisan has access to tools that help us better serve our clients with greater flexibility, efficiency and cost effectiveness.

The BDO Alliance USA is a nationwide association of independently owned local and regional accounting, consulting, and service firms with similar client service goals. Due to this alliance, we are able to offer you the proximity and personal touch you expect from your trusted business advisors combined with the broad resources of the Alliance. Members of the Alliance invest in long-term, value-driven relationships and are committed to providing the highest level of independent, personalized service in the industry. Our combination of industry experience and personal service allows us to deliver services quickly and to assist you in achieving your business goals.

Because of our participation in BDO Alliance USA, Maner Costerisan has access to, among other things, the following:

- Top specialists with experience in a wide range of industries, functional skill and technical issues.
- Greater domestic geographic coverage.
- Customized, state-of-the-art computer systems and internal training programs.
- National tax liaison services with federal, state and local regulatory agencies.
- The latest pronouncements and opinions of tax, accounting and regulatory bodies.

Members of BDO Alliance USA must undergo a rigorous screening process and are evaluated on professional standards - including a periodic peer review under the auspices of the American Institute of Certified Public Accountants. Maner Costerisan's participation in the Alliance is further assurance that our firm can provide the level of service and resources required to serve effectively and efficiently. We will help you develop solutions that work.



## **Firm Qualifications and Experience (continued)**

### **Desk or Field Reviews**

All of our Single Audits have been subjected to desk reviews by Federal and State agencies and we have always received acceptable results on these reviews. We have also received acceptable results on all Federal or State field reviews on our Single Audits. No disciplinary action has been taken or is pending against our firm during the past three years with state regulatory bodies or professional organizations. Our governmental principals have extensive experience with the Single Audit, which assures that audit coverage and reporting requirements are met.

### **Single Audits**

The “Single Audit” is required to be performed for governmental units that expend \$750,000 or more in federal financial assistance in a fiscal year. This type of audit covers compliance with grant regulations and contract provisions, along with financial areas.

We have attained extensive experience with governmental units related to grant funded programs, either by performing Single Audits or providing monitoring and technical assistance services. We have performed Single Audits for numerous governmental units and nonprofit organizations, and currently perform more than fifty Single Audits annually. All team members assigned to the Township’s engagement have experience auditing federal programs. This experience would prove beneficial to the Charter Township of Kalamazoo in assisting in applying for and auditing of grants.

### **Total Client Service**

Throughout our history, the guiding principles of our firm have been integrity and to provide *total client service*. To us, this means creatively advising and serving the needs of our clients on a timely basis. The vision of the Maner Costerisan Governmental Group is “to be a leading contributor to the public sector, providing top quality audit, financial and operations services.”

A primary factor that differentiates our firm from larger regional accounting firms is that our Governmental Group principals have more than 100 combined years of experience in serving governmental entities. This is our focus - not a sideline or “filler work.” Given the large number of municipalities we serve, we have relevant experience and insights that we can share with the Charter Township of Kalamazoo. We understand governments like yours and have assembled a strong governmental team to meet your needs - now and in the future. The governmental industry is important to us and we work hard to maintain our leadership in the governmental industry.

### **This is advantageous to you in several ways:**

1. Because our focus is on small to medium-sized governments, you would be very important client to us, and we would allocate our resources accordingly. You would receive the individual attention of a “*team*” of experienced professionals led by an experienced principal.
2. We understand and are concerned about the current financial conditions of many local governments in the State of Michigan. We are concerned about the success of our clients.
3. We are easily accessible and able to respond promptly and effectively to your needs. When you need assistance, you are just a phone call or a short trip away from resources who know you and are familiar with your operations.

## Firm Qualifications and Experience (continued)

### Total Client Service (continued)

The following graphic illustrates the process by which we provide the highest quality audits. Level I represents the policies and procedures we follow as a member of the AICPA. Most firms will have a similar set of policies and procedures. We believe Levels II and III allow Maner Costerisan to provide quality audits at a level above our peers.

**Standard policies  
and procedures**  
*(where many firms stop)*

**Our higher level of quality**

#### Level I

- External peer reviews
- Firm policies on consultation
- Identification of high risk clients
- Independent concurring partner reviews
- Firm policies on resolving differences of opinion

#### Level II

- Significant principal/manager involvement
- Our auditors deep understanding of compliance issues
- Training courses specific to GASB standards, local governments

#### Level III

- Audit team members focused on cities, villages, and other local government institutions
- Industry sub-specialization
- Membership in AICPA's Governmental Audit Quality Center

Our goal is to become an integral part of your success by becoming intimately familiar with all aspects of your operations, not just the information needed for the audit at year-end. This familiarity, gained through frequent contacts throughout the year, will allow us to respond to problems and offer input beyond the audit itself in a framework like this, the audit becomes another information gathering phase that enables us to better advise you in other areas.

**The Charter Township of Kalamazoo would be a significant client to our firm.** We will provide you with a highly qualified team of experienced professionals to serve your organization. Beyond that, however, is our personal interest in your organization and our desire to help you achieve your financial goals. *We are striving for the same goal -- your success.*

## Partner, Supervisory, and Team Qualifications and Expertise

### Your Audit Team

Choosing the right professionals to serve you is a critical element of success. In selecting your service team, we reviewed carefully our understanding of your needs, as well as your plans, and identified the people whose credentials are ideal for you. The individuals we have selected, have a demonstrated track record with governmental clients, strong technical backgrounds, and outstanding leadership and communication skills.

Client service and satisfaction are among our prime considerations. One of the most important services we provide our clients is monitoring their needs on a continual basis. This begins at the staff level and progresses all the way to the shareholder-in-charge of your account. We believe it is important that our clients have several resources to help them rather than just one. We have found this type of teamwork facilitates the identification of issues in advance and enables us to plan for them accordingly.

We currently have over 140 full time staff members including 75 full time audit staff members and 24 full time tax staff members located in our Lansing office. The key professionals you will work with are indicated in the chart below.

	Member (*)	Relevant Experience	Position
Aaron M. Stevens, CPA	1,2,3	26 years	Engagement Principal
William I. Tucker IV, CPA	1,2,3	19 years	Independent Review Principal
Dane M. Porter, CPA	2,3	19 years	Senior Manager

(\*) 1) Member of Michigan GFOA 2) American Institute of CPAs 3) Michigan Association of CPAs

The audit team assigned to your engagement has significant experience in governmental accounting and auditing and provides services to governmental units year-round. Our firm and all of our personnel are committed to providing the highest quality of service. We have not had any complaints leveled against the Firm or the individuals listed in this proposal by the AICPA, the State Board of Accountancy or any other regulatory authority. See Appendix A for the resumes of the assigned audit team. In addition, upon being selected, an appropriate number of senior staff and staff would be assigned once detailed schedules of dates have been determined. It is in the best interest of the Charter Township of Kalamazoo as well as Maner Costerisan to maintain continuity of staff on every engagement from year to year and we make every effort to make that possible.

All audit team members obtain continuing professional education through the AICPA and MICPA as required, including the area of governmental accounting and auditing. In addition, we demonstrate our commitment to the governmental industry by participating in the following associations and organizations:

- ◆ American Institute of Certified Public Accountants
- ◆ Government Finance Officers Association
- ◆ Michigan Association of Certified Public Accountants
- ◆ Association of Government Accountants
- ◆ Michigan Government Finance Officers Association
- ◆ Michigan Local Government Management Association
- ◆ Michigan Municipal Treasurers Association
- ◆ Michigan Townships Association
- ◆ Michigan Committee on Governmental Accounting and Auditing
- ◆ Michigan Association of Counties
- ◆ Michigan School Business Officials
- ◆ Michigan Public Transit Association
- ◆ Michigan Association of Transportation Systems
- ◆ County Road Association of Michigan

## Partner, Supervisory, and Team Qualifications and Expertise (continued)

### Profile Summaries



#### **Aaron M. Stevens, CPA - Engagement Principal**

Aaron will be the individual responsible for all fieldwork and reporting requirements of your Annual Financial Statements. Aaron has over three years of accounting experience with a large banking institution and 26 years of governmental and nonprofit accounting and auditing experience. Aaron is member of the governmental and nonprofit niches of our firm and has worked exclusively in governmental and nonprofit accounting and auditing for the past 26 years, including employment as City Treasurer for two years.

Aaron graduated from Grand Valley State University with a Bachelor of Business Administration degree in accounting in 1991. Aaron was one of only seventeen members of the Michigan Committee on Governmental Accounting and Auditing (MCGAA), this committee provides guidance that local units of government may use in complying with accounting and auditing requirements in the State of Michigan. As a result, he spent a considerable amount of time working with representatives of the State Treasury Department, Municipal Finance Commission and the Department of Transportation. He is also a member of the American Institute for Certified Public Accountants, the Michigan Association of Certified Public Accountants, and the Michigan Government Finance Officers Association. Along with these memberships Aaron is also an Associate Member of many governmental associations in the State of Michigan, including the Michigan Municipal Treasurers Association, the Michigan Association of Transportation Systems, the Michigan Public Transit Association, and the County Road Association of Michigan. Additional profile information on Aaron can be found in Appendix A.



#### **William I. Tucker IV, CPA - Independent Review Principal**

Bill will be the individual responsible for independent review of all reporting requirements for the Charter Township of Kalamazoo. Bill is a member of the governmental and nonprofit niches of our firm and has worked exclusively with those clients for 19 years.

Bill graduated from Michigan State University with a Bachelor of Arts degree, major in accounting in 2001. Bill is a member of the MGFOA Accounting Standards Committee; this committee supports the advancement of governmental accounting and financial reporting through active participation in the review and analysis of proposed pronouncements from authoritative accounting standard-setting bodies. He is a member of the American Institute for Certified Public Accountants, the Michigan Association of Certified Public Accountants, and the Michigan Government Finance Officers Association. Along with these memberships Bill is also an Associate Member of many governmental associations in the State of Michigan, including the Michigan Association of Transportation Systems, the Michigan Public Transit Association, the Michigan Association of Counties, and the Michigan Local Government Management Association.

Bill has obtained the advanced single audit certificate from the AICPA by demonstrating his commitment to performing the highest quality audits for this very specialized area of practice. Having a deep knowledge helps Bill provide the best possible insight for his clients and uphold his role of protecting the public interest. Additional profile information on Bill can be found in Appendix A.

## **Partner, Supervisory, and Team Qualifications and Expertise (continued)**

### **Profile Summaries (continued)**



#### **Dane M. Porter, CPA - Senior Manager**

Dane will be the senior manager assigned to your audit. Dane has 19 years of accounting experience exclusively with our governmental and nonprofit clients. Dane is assigned to the governmental and nonprofit services department of our firm and works exclusively with those clients.

Dane grew up in the Lansing area where he graduated from Lansing Eastern High School. He holds two degrees from Michigan State University; a Master of Science degree in professional accounting and a Bachelor of Arts degree in accounting. He also holds an Associate of Arts degree in pre-business from Lansing Community College. He is a member of the American Institute for Certified Public Accountants and the Michigan Association of Certified Public Accountants.

### **Associate Auditors - To Be Determined**

Maner Costerisan routinely hires high quality college graduates and CPA candidates who join our audit staff each year. These staff auditors form the foundation of our audit teams now and into the future as they develop into Senior Managers, Managers, and possibly into Principals. Closely supervised by Senior Managers, Managers, and Principals, the work of these staff auditors is key to the success of our firm and our clients. None of the personnel listed above has a record of substandard work. We understand our clients' need for continuity and embrace a culture where employees are valued and recognized. As a result, our firm traditionally has a low level of staff turnover compared to the overall accounting profession. For each engagement, some minor staff turnover is likely to occur over the years; however, we minimize the impact of this very small change by keeping key management team members consistent in serving each client.

## **Similar Engagements with Other Governmental Entities**

### **References**

Listed on the following page are references of local governmental clients which Maner Costerisan is currently serving. We invite you to contact any of these governmental units for their comments. If additional references are necessary, we would be happy to provide those for you.

Our expectation is to deliver value to the Charter Township of Kalamazoo that exceeds your expectations. We take great pride in our client service and attribute that client service to the significant growth in the governmental industry we have enjoyed since the inception of Stevens, Kirinovic & Tucker and subsequent merger with Maner Costerisan. We are confident the references listed will attest to our exceptional client service. We look forward to the opportunity to serve you and bringing our exceptional client service to the Charter Township of Kalamazoo.

## Similar Engagements with Other Governmental Entities (continued)

### References (continued)

Governmental Entity: City of Kalamazoo  
 Scope of Work: Financial and Single Audit, CAFR  
 Date of Most Recent Audit: December 31, 2018  
 Engagement Partner: Aaron M. Stevens, CPA  
 Total Hours: 710  
 Principal Contact: Jennifer Clark, Accounting Division Manager  
 Phone Number: (269) 337-8783

Governmental Entity: Bruce Township  
 Scope of Work: Financial Audit  
 Date of Most Recent Audit: March 31, 2019  
 Engagement Partner: Aaron M. Stevens, CPA  
 Total Hours: 210  
 Principal Contact: Susan Brockmann, Clerk  
 Phone Number: (586) 752-4585

Governmental Entity: Lansing Charter Township  
 Scope of Work: Financial and Single Audit (when necessary)  
 Date of Most Recent Audit: December 31, 2018  
 Engagement Partner: Aaron M. Stevens, CPA  
 Total Hours: 205  
 Principal Contact: Dion'trae Hayes, Supervisor  
 Phone Number: (517) 485-2272

Governmental Entity: DeWitt Charter Township  
 Scope of Work: Financial Audit  
 Date of Most Recent Audit: December 31, 2018  
 Engagement Partner: Aaron M. Stevens, CPA  
 Total Hours: 150  
 Principal Contact: Sandy Stump, Treasurer  
 Phone Number: (517) 668-1411

Governmental Entity: Armada Township  
 Scope of Work: Financial Audit  
 Date of Most Recent Audit: March 31, 2018  
 Engagement Partner: Aaron M. Stevens, CPA  
 Total Hours: 92  
 Principal Contact: John Paterek, Supervisor  
 Phone Number: (586) 784-5200

In addition to these references, we currently audit 5 counties, 15 cities, 6 villages, more than 20 other townships, nearly 100 school districts, and various other libraries, district health departments, transit and other public authorities and agencies. We also provide internal audit services for the Michigan Supreme Court and outsourced accounting services for counties, townships, and other governmental entities.



## Specific Audit Approach

### Understanding of Work to be Performed

The audits will be performed for the years ended December 31, 2019 through 2023 in accordance with generally accepted auditing standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA), the standards applicable to financial audits contained in *Government Auditing Standards* as issued by the U.S. Government Accountability Office (GAO) (if required), the provisions of the Uniform Guidance (if required), and all other applicable State of Michigan or federal standards. We will express an opinion on the fair presentation of the Township's financial statements in conformity with generally accepted accounting principles (GAAP).

The audits will address the requirements of and comply with all of the following:

- Applicable State of Michigan requirements;
- Applicable Federal Requirements;
- Applicable requirements under GAAP;
- Any other applicable requirements.

We will also assist the Charter Township of Kalamazoo with the preparation of the supplementary information required by the Government Accounting Standards Board (GASB) and other supplementary schedules based on information provided by the Township.

We will prepare, in coordination with the Township, a presentation to Township Board of the completed audit results. We will provide to the Township all audit adjustments including appropriate backup documents and will meet with staff to discuss these final adjustments.

We will be available to answer reasonable questions that may arise on financial and compliance matters without additional cost to the Township during the course of the year.

### Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, we will prepare and issue the following reports:

- Audited financial statements; the financial statements shall include all funds and applicable component units. We will prepare all basic financial statements, schedules, supplementary information and notes to the financial statements.
- Single Audit Report of Federal Awards (if necessary).
- State of Michigan auditing procedures report.
- A report on the financial statements, internal control and compliance in accordance with the audit guide and standards for compliance with the Single Audit Act, as may be required.
- Any supplemental reports, schedules or other required by the State of Michigan, Federal Government, GASB or GAAP.
- A report on internal control containing comments and recommendations regarding the Township's system of internal controls: its methods of safeguarding its assets, ensuring the accuracy of its financial information, promoting efficiency and adhering to municipal policies. This report will contain comments and recommendations for controlling any internal weaknesses discovered and shall be reviewed by the Director of Finance before finalizing.
- Other mandatory or required reports.

## Specific Audit Approach (continued)

### Reports to be Issued (continued)

All reports will be prepared, assembled, and delivered to the Township in electronic format. We will make an immediate, written report of all irregularities and illegal acts of which we become aware to the Township Board and the Michigan Department of Treasury.

### Additional Services

One of our firm's strengths is our ability to provide continual management assistance during the audit and throughout the year. Because our on-site audit team has considerable governmental experience, they are easily accessible to assist you with any issue that may arise. We are also available throughout the year for questions as needed. **We do not charge additional fees for these services unless extensive research or services are needed.**

### Transition from Previous Auditors

A change in independent auditors is often a concern to management. Our team members are experienced with the transition of new governmental clients and can readily resolve any problems that may occur during this change. We assure you that we will devote the highest priority to the careful and thoughtful planning required to ensure a smooth transition to Maner Costerisan with the least possible disruption to your personnel and your operations.

### The Foundation of Our Service

We pride ourselves on understanding our clients and their needs. Based on this, we will assess needs and risk and design an approach that best fits the circumstances of the Charter Township of Kalamazoo.

Standardizing for efficiency can be a profitable strategy. However, in today's competitive business world, rigid uniformity for its own sake stalls efficiency and creativity. At Maner Costerisan we have adopted a forward-thinking approach encouraging flexibility according to the needs of an organization. By no means will uniformity shadow the continuous critical thinking of our professionals. We will innovate and prepare effective and efficient approaches which are specific to the Charter Township of Kalamazoo.

Timing is everything. We schedule our work to minimize the impact on your staff while maximizing the effectiveness of our engagement team and work process. We will meet tight time schedules and deliver our reports on a timely basis.

### Audit Engagement Approach



## Specific Audit Approach (continued)

### Key Components

Along with effective communication, the use of technology and creative analytical tools, we will serve your needs through the following key components of our audit process:

**Planning** - The amount of time and effort that goes into the planning stage of an audit has increased significantly as a result of recent professional standards. We will spend a significant amount of time in this stage of the audit developing an understanding of your organization and the environment in which it operates. This additional time in the planning process should lead to the remainder of the audit being performed in a more effective and efficient manner.

**Scheduling** - The staffing of your audit will be scheduled at a mutually agreed upon time that will allow us to meet the timeline you have noted in your request for proposal. We will make sure you are introduced to our staff as soon as possible. Unlike many national firms, at Maner Costerisan we strive to balance our staff development with the efficiencies gained by allowing our staff to work on an engagement for a number of years. Consequently, we believe you will see a lower level of staff turnover on your engagement when compared to the typical national or regional firm. This generally results in a more efficient audit, minimizes the risk of engagement problems and causes less frustration. In addition, our low manager-to-staff ratio allows management access to our principals and assures close supervision of your engagement team. Our principals are regularly accessible for timely services and decisions.

**Fieldwork and wrap-up** - We will schedule our fieldwork with you well in advance and do our best to stick to the schedule. We will utilize your staff to help create efficiencies and control the cost of your audit.

**Progress meetings** - At the outset of our engagement, we will schedule an interim progress meeting with the appropriate personnel from your Township. This meeting will be used to discuss open items and any challenges we may face in completing the audit. We will also schedule meetings, as needed, to review the representations we will ask management to make as well as any other communications we will be required to have with the management and those charged with the governance of the Charter Township of Kalamazoo.

**Interaction with and utilization of your staff** - We will interact with your staff in a professional manner, respecting their time and recognizing their responsibilities beyond helping with our audit. We anticipate using your staff to help document your systems, prepare confirmations and other correspondence, and gather source documents we may need to examine as part of our audit.

**Strictly-kept deadlines** - Meeting all deadlines is a top priority. Absent events beyond our control, we will meet deadlines established with you in the planning stage of our audit.

### Sample Sizes and Extent of Statistical Sampling

Our utilization of sampling in auditing generally centers on compliance and controls testing, rather than substantive testing of account balances. We use quality control materials from PPC in all our audit engagements. These forms guide our staff through a logical process of assessing inherent risk, control risk, and combined audit risk, followed by an assessment of appropriate sample size for testing the following areas:

- Controls Over Expenditures
- Michigan Legal Compliance
- Federal Compliance under the Uniform Guidance, as applicable

## **Specific Audit Approach (continued)**

### **Sample Sizes and Extent of Statistical Sampling (continued)**

Sample sizes obtained via the PPC guidance system fall into categories of 25, 40, or 60, depending on circumstances. The most common scenario would be a selection of 40 transactions in the first year of our engagement, followed by a sample size of 25 in subsequent years, assuming no significant problems are discovered in the first year. We are usually able to cover a substantial portion of the two categories of testing with one sample, resulting in a very efficient transaction testing phase.

### **Use of EDP Software in the Engagement**

We utilize ProSystem fx Engagement (Engagement) software to manage a paperless audit process. All year-end account analysis schedules as prepared by the Township's financial staff in Excel are easily imported into ProSystem fx. Additionally, the individual laptop computers of our entire audit team are electronically linked via a wireless network and each audit team is equipped with a portable scanner for audit evidence that is not in an Excel/Word format. This approach maximizes efficiency for our audit team and the Township's financial staff.

### **Understanding of Internal Control**

Statements on Auditing Standards require us to gain an understanding of the control environment and to assess control risk in planning our audit. In order to accomplish this, we will utilize PPC's "Government Organization Planning Forms", and by discussion with appropriate Charter Township of Kalamazoo staff, we will document significant internal control points in the cash and investments, revenue expenditures and expenses, general ledger, payroll, accounts payable, and purchasing systems.

### **Audit Work Plan / Methodology**

We utilize a comprehensive set of audit work programs as published by PPC's Guide to Audits of State and Local Governments. These government audit programs cover 15 key areas relating to government auditing. As part of our audit planning process, each of the work programs is reviewed and customized based on the unique needs of each government entity that we audit.

The programs are designed to increase audit efficiency by linking financial statement assertions, audit objectives, and procedures that are basic to most government audit engagements. Behind each set of basic procedures are additional procedures that may be necessary on some engagements. Each audit program also includes practical considerations designed to provide useful advice that auditors should consider in applying specific audit steps.

### **Analytical Review**

In accordance with generally accepted auditing standards, analytical review will be utilized in the planning process and during the final review stage of the audit. Our analytical procedures consist of five components: expectation development, explanation generation, information search and explanation evaluation, decision making and documentation. Specific procedures would include comparison of actual results to prior years and to adopted budget (as amended), comparison of expected dues revenue to actual revenue recognized, and a reasonableness test for return on investments. Other substantive procedures may be supplemented by analytical procedures, depending on our audit risk assessment process.

## **Specific Audit Approach (continued)**

### **Approach to Containing Costs**

To be competitive in any business activity, it is imperative that an organization perform in the most efficient and effective manner. Cost containment will be accomplished through significant planning and coordination of activities to maximize the effectiveness of audit procedures. In addition, we utilize the latest in paperless audit procedures and advanced electronic audit software.

### **Client Service Approach**

Maner Costerisan's approach to client service rests on the principle that successful professional relationships are built on close communication. Equally important is the participation of service team members who know your business. These two factors - communication and expertise - will ensure the timely delivery of efficient professional services.

### **Responsiveness, Accessibility, Communication**

Our service-oriented approach is structured to help you achieve your goals and objectives and strengthen your management processes. As our client, you will experience this philosophy through all aspects of our service.

Open, candid communications and an intimate knowledge of your concerns will enable us to offer proactive advice and counsel. We promptly address issues and report back to you, which will be critical given the timely nature of your reporting deadlines.

You will have access to each member of your service team at all times. As a result, you will benefit from shareholder-level experience and creativity at the early stages of discussing an issue when you are in a position to take advantage of the alternatives before you.

We encourage regular meetings to ensure that we contribute meaningful ideas, strategies, and plans to address your financial challenges. Such substantive and frequent contact makes it possible to define and prioritize goals, define timetables, and designate responsibility to appropriate individuals.

In addition, we provide an annual newsletter highlighting changes and offering reminders for the upcoming audit season.

### **Looking Forward: The Management Advisory Letter**

Maner Costerisan will prepare a management letter outlining any material weaknesses or significant deficiencies noted in your system of internal controls. The report on the study and evaluation of internal control systems will identify and evaluate the significant internal accounting controls used to safeguard assets and to provide accurate and timely financial information. In addition, any significant opportunities to improve internal controls and accounting procedures, budgeting and financial projection processes, and financial reporting styles, which will increase the reliability of accounting records and financial statements, will be discussed. We consider the management letter to be an integral part of the audit process. Our policy is to discuss issues as they arise with the appropriate management personnel. We will prepare a management letter in draft form for management to ensure accuracy of the items identified. We will revise the draft management letter after appropriate discussions with management and will present this to the governing body, if requested.

## **Specific Audit Approach (continued)**

### **Entrance, Exit, and Status Conferences**

We understand the importance of communicating relevant information on a timely basis. All of our personnel are good communicators. We also understand that your staff has schedules and other matters to deal with, and that organizations must conduct business with minimum disruption. Accordingly, it is our policy to schedule meetings in advance to keep management informed of the progress being made on the audit.

By identifying and resolving audit issues on a continuing basis, we help address issues before they develop into problems or “surprises” to management and the board. Also, our deployment of Maner Costerisan’s process of quality control will be accomplished without causing you surprises; our review members are involved throughout the auditing process.

The audit entrance, exit, and status conferences will include applicable Charter Township of Kalamazoo representatives and Aaron M. Stevens, from your audit team. The audited financial statements and other required communications will be presented to the Township Board, at your direction, by your audit team’s engagement principal or senior manager.

### **Client Satisfaction**

Your engagement team is committed to not only meeting your expectations but exceeding your expectations. To ensure we have achieved this goal we communicate with you throughout the year. We want to hear any issues you may have with our services and commit to satisfying your requests. Maner Costerisan is actively involved with monitoring and improving our client service through Net Promoter Score (NPS) which is currently a 78! The NPS is a calculation (ranging from a -100 to 100) which scores an organization using the answer to a single question: “How likely is it that you would recommend Maner Costerisan to a friend or colleague?” This question is the basis for all quality as it is based on the concept that if an organization is performing at such a high standard a client would become a promoter of the organization. Although we are proud of our rating, we continually look for ways to improve.

## Specific Audit Approach (continued)

### Timeline

We propose the following tentative timetable for the audit of the 2019 fiscal year:

Audit Approach	
	Timeline
<ul style="list-style-type: none"> <li>➤ Detailed audit plan               <ul style="list-style-type: none"> <li>✓ Provide detailed audit plan to the Director of Finance</li> <li>✓ Prepare list of audit schedules to be prepared by client personnel</li> </ul> </li> </ul>	January (By January 1 after the 2019 audit)
<ul style="list-style-type: none"> <li>➤ Planning and preliminary fieldwork               <ul style="list-style-type: none"> <li>✓ Discuss current year audit with management. Assess risk, write/tailor audit programs, test controls, document understanding of transaction cycles, perform SAS 99 procedures, perform preliminary analytical review, prepare confirmations, review minutes, review permanent file information, complete planning.</li> <li>✓ Formal planning meeting with client.</li> <li>✓ Consider changes needed due to recent technical pronouncements and management's desire.</li> <li>✓ Document understanding of internal compliance processes and perform system walkthroughs.</li> </ul> </li> </ul>	Mid-January
<ul style="list-style-type: none"> <li>➤ Year-end fieldwork and compliance work               <ul style="list-style-type: none"> <li>✓ Perform audit testwork including analytical procedures, compliance testing and other substantive procedures.</li> <li>✓ Meet with management to discuss adjustments and management letter comments.</li> <li>✓ Conduct exit conference with client.</li> <li>✓ Review draft financial statements and finalize changes with client.</li> </ul> </li> </ul>	Mid-April through May
<ul style="list-style-type: none"> <li>➤ Issue deliverables (draft to finalization)               <ul style="list-style-type: none"> <li>✓ Audit reports</li> <li>✓ Management advisory letters</li> <li>✓ Audit committee correspondence</li> <li>✓ F-65 report</li> <li>✓ Qualifying statement</li> </ul> </li> </ul>	Mid-June
<ul style="list-style-type: none"> <li>➤ Audit summary presented to City Commission based on available open dates</li> </ul>	June

This timeline was established based on our understanding of the Township's preparedness for the fieldwork to commence. The dates may easily be revised if necessary.

## Specific Audit Approach (continued)

### Level of Staff and Number of Hours

The following summarizes our estimate of the audit hours required to complete the engagement for the fiscal year ending December 31, 2019, detailed by team member level and segment of the engagement:

	<u>Planning &amp; Preliminary</u>	<u>Year-End Fieldwork</u>	<u>Review &amp; Reporting</u>	<u>Total</u>
Aaron M. Stevens, CPA Engagement Principal	4	8	8	20
William I. Tucker IV, CPA Independent Review Principal	-	-	2	2
Dane M. Porter, CPA Senior Manager	8	18	8	34
To be determined Associate	16	36	12	64
Administrative personnel	-	-	8	8
	<u>28</u>	<u>62</u>	<u>38</u>	<u>128</u>

### Assistance Throughout the Year

One of our firm's strengths is our ability to provide continual management assistance during the audit and throughout the year. Because our on-site audit team has considerable governmental experience, they are easily accessible to assist you with any issue that may arise. We are also available throughout the year for questions as needed. **We do not charge additional fees for these services unless extensive research or services are needed.**

### Identification of Potential Audit Problems

Based on our preliminary review of the prior year audited financial statements, including the comments and recommendations, we do not foresee any potential audit problems. Should any audit problems arise, we will discuss and address them with management so as to minimize the effect on the timely completion of the fieldwork and resulting report.



## Compensation

The cost of the audit is based on the amount of time it takes to perform the audit of the Charter Township of Kalamazoo. Our charges for audit or management services are based on the level of team member necessary to perform the services. The standard hourly governmental audit billing rates are as follows:

Principal	\$ 233 - 350
Senior Manager	175 - 233
Manager	160 - 175
Associate	118 - 160
Technology	170 - 255
Administrative	110 - 118

These billing rates would also apply to any management services assistance or other services the Township may request that are not covered by the scope of the audit.

The fees quoted below based on anticipated levels of client assistance and expertise and have been discounted from our standard hourly rates. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with the Township to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

The hours and fees summarized in the following table represent the estimated hours we feel it will take to perform the annual audits of the Township's financial statements. It is our policy to perform audits in the most efficient manner possible, thus reducing hours and creating as little disruption to your routine as possible.

	2019			2020			2021			2022			2023		
	Hours	Hourly Rate	Total	Hours	Hourly Rate	Total	Hours	Hourly Rate	Total	Hours	Hourly Rate	Total	Hours	Hourly Rate	Total
Partners (2)	22	\$ 262	\$ 5,764	22	\$ 270	\$ 5,940	22	\$ 278	\$ 6,116	22	\$ 286	\$ 6,292	22	\$ 295	\$ 6,490
Senior Manager	34	212	7,208	34	218	7,412	34	225	7,650	34	232	7,888	34	239	8,126
Associates	64	120	7,680	64	124	7,936	63	128	8,064	63	132	8,316	63	136	8,568
Administrative	8	115	920	6	118	708	6	122	732	6	126	756	6	130	780
Hours/Fee	128		\$ 21,572	126		\$ 21,996	125		\$ 22,562	125		\$ 23,252	125		\$ 23,964
Out of Pocket Expenses - no charge			N/A			N/A			N/A			N/A			N/A
Less: Discount			\$ (5,672)			\$ (5,536)			\$ (5,522)			\$ (5,612)			\$ (5,704)
<b>Total Financial Audit Price</b>			<b>\$ 15,900</b>			<b>\$ 16,460</b>			<b>\$ 17,040</b>			<b>\$ 17,640</b>			<b>\$ 18,260</b>
<b>Additional Single Audit Fees (if applicable)</b>			<b>\$ 2,500</b>			<b>\$ 2,600</b>			<b>\$ 2,700</b>			<b>\$ 2,800</b>			<b>\$ 2,900</b>

Based on discussions with the Director of Finance, we assume that the Township will not require a Single Audit (i.e., audit performed in accordance with the Uniform Guidance). Should a Single Audit be required, we have included additional fees in our schedule of fees above. For purposes of pricing the Single Audit, we assumed the Township will have one major federal program. If more than one major federal program is required to be tested as part of the Single Audit process, there will be additional per program fees of \$1,800.

## **Additional Documents**



**Aaron M. Stevens, CPA**  
**Audit Department, Principal**

**Education:**

1991 Graduate of Grand Valley State University  
1988 Graduate of DeWitt High School

**Professional Background:**

- CPA Certificate #24055 on May 20, 1996
- Michigan Association of Certified Public Accountants - Member
- American Institute of Certified Public Accountants - Member
- Michigan Municipal Treasurer's Association - Associate Member
- Michigan Government Finance Officers Association - Associate Member
- Michigan Committee on Governmental Accounting and Auditing - Member
- Michigan Nonprofit Association - Associate Member
- Michigan Society of Association Executives - Associate Member
- Michigan Association of Transportation Systems - Associate Member
- Michigan Public Transit Association - Associate Member

**Occupational Experience:**

01/19 - Present	Maner Costerisan (Principal)
08/17 - 12/18	Stevens, Kirinovic & Tucker, P.C. (Principal)
01/03 - 07/17	Abraham & Gaffney, P.C. (Principal)
06/00 - 12/02	Abraham & Gaffney, P.C. (Manager)
06/98 - 06/00	City of St. Johns (Treasurer/Finance Director)
01/98 - 06/98	Andrews, Hooper & Pavlik, PLC (Senior)
01/97 - 01/98	Abraham & Gaffney, P.C. (Senior)
04/94 - 12/96	Abraham & Gaffney, P.C. (Accountant)
12/91 - 04/94	State Employees Credit Union (Accounting Assistant)
05/91 - 08/91	State Employees Credit Union (Accounting Intern)

**Continuing Education:**

- Conferences and Seminars (Last three years)
  - AICPA - Governmental and Not-for-Profit Training Program (24 hours - October 2019)
  - AICPA - Not-for-Profit Storytelling (2 hours - June 2019)
  - AICPA - ENGAGE 2019 (36.5 hours - June 2019)
  - AICPA - Implementation of New Standards for NFPs (2 hours - June 2019)
  - AICPA - Form 990: Learn from the Experts (2 hours - December 2018)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - December 2018)
  - MICPA - Early Bird Ethics: Michigan Specific Ethics 2018-19 Edition (1 hour - December 2018)
  - AICPA - Implementing New Standards for NFPs (2 hours - September 2018)
  - AICPA - Not-for-Profit Certificate II Program (32 hours - July-December 2018)
  - AICPA - Not-for Profit Financial Storytelling (2 hours - June 2018)
  - AICPA - ENGAGE 2018 (35.5 hours - June 2018)
  - AICPA - Governmental Accounting & Auditing Conference (8 hours - May 2018)
  - MICPA - Early Bird Ethics: Michigan Specific Ethics 2018-19 Edition (1 hour - May 2018)
  - AICPA - 2018 GAQC Annual Update Webcast (2 hours - May 2018)
  - AICPA - Not-for-Profit Certificate I Program (21 hours - March 2018 - May 2018)

## **Aaron M. Stevens, CPA (continued)**

- Conferences and Seminars (Last three years) (continued)
  - AICPA - Risk Management for Not-for-Profit Organizations (2 hours - March 2018)
  - AICPA - Not-for-Profit Accounting: Split Interest Agreements & Endowments (2 hours - March 2018)
  - AICPA - Not-for-Profit Accounting & Financial Reporting: Investments (1 hour - March 2018)
  - SKT - UltraTax CS - On-demand Training Webinar (1 hour - December 2017)
  - AICPA - Governmental and not-for-Profit Training Program 2017 (25 hours - October 2017)
  - MICPA - Nonprofit Conference (8 hours - October 2017)
  - MICPA - Early Bird Ethics: Clarity for the World of Ethics in Non-Traditional Services (1 hr. - Oct. 2017)
  - AICPA - New NFP Financial Reporting Standard: Top 5 Things Board Should Know! (2 hrs. - Sept. 2017)
  - FASB - Proposed Improvements to Not-for-Profit Grant & Contribution Accounting (1.2 hrs. - Sept. 2017)
  - AICPA - Implementing the Financial Statement Presentation Standard: Mastering the Most Difficult Challenges (2 hours- June 2017)
  - FASB - FASB Update for Private Companies & Not-for-Profit Organizations (2 hours - June 2017)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - May 2017)
  - MICPA - Early Bird Ethics: Dealing with the Conceptual Framework (1 hour - May 2017)
  - AICPA - 2017 GAQC Annual Update Webcast (2 hours - May 2017)
  - AICPA - Implementing the New Not-for-Profit Standard - Practical Considerations (2 hours - Mar. 2017)
  - AICPA - Developing and Reporting Audit Findings (2 hours - March 2017)
  - AICPA - Form 990: Learn from the Experts (2 hours - December 2016)
- Various other meetings and in-house training - concentration in governmental areas
- Twenty-five years of diversified accounting experience in governmental, nonprofit, and other accounting services

## **Public and Community Service:**

- Discussion leader for Michigan Townships Association - 2009 Educational Conference  
Subject: "Understanding Bookkeeping Basics"
- Former Board Member and Treasurer for Clinton County Family Resource Center
- Former Treasurer for Friends of Clinton Area Transit
- President for '98 Hockey Boosters, Inc.
- Former Team Manager for '98 Lansing Capitals Travel Hockey Team
- Discussion leader for MALPH Administrators Forum - 2003 Annual Accounting Conference  
Subject: "Governmental Accounting/Auditing Update"
- Discussion leader for MALPH Administrators Forum - 2002 Annual Accounting Conference  
Subject: "GASB 34 Statement"
- Discussion leader for MALPH Administrators Forum - 2001 Annual Accounting Conference  
Subject: "Management and Internal Controls over Accounts Receivable"
- Discussion leader for Abraham & Gaffney GASB Statement 34 Seminars  
Subject: "GASB Statement 34 for Cities and Villages"  
Subject: "GASB Statement 34 for School Districts"  
Subject: "GASB Statement 34 for Counties and Road Commissions"  
Subject: "GASB Statement 34 for Townships and Other Governments"
- Former Treasurer for St. Johns Area Skating Association



**William I. Tucker IV, CPA**  
**Audit Department, Principal**

**Education:**

2001 Graduate of Michigan State University - Major in Accounting  
1996 Graduate of Waverly High School

**Professional Background:**

- CPA Certificate #28806 on November 21, 2003
- Michigan Association of Certified Public Accountants - Member
- American Institute of Certified Public Accountants - Member
- Michigan Government Finance Officers Association - Accounting Standards Committee - Member
- Association of Government Accountants (Lansing Chapter) - Member
- Michigan Public Transit Association - Associate Member
- Michigan Association of Transportation Systems - Associate Member
- Michigan Association of Counties - Associate Member
- Michigan Government Finance Officers Association - Associate Member
- Michigan Local Government Management Association - Associate Member
- Michigan Association of Certified Public Accountants - Governmental Accounting and Auditing Task Force - Member

**Occupational Experience:**

01/19 - Present	Maner Costerisan (Principal)
08/17 - 12/18	Stevens, Kirinovic & Tucker, P.C. (Principal)
01/10 - 07/17	Abraham & Gaffney, P.C. (Principal)
01/07 - 12/09	Abraham & Gaffney, P.C. (Manager)
01/04 - 12/06	Abraham & Gaffney, P.C. (Senior Accountant)
06/01 - 12/03	Abraham & Gaffney, P.C. (Accountant)
06/00 - 06/01	Robinson, Robinson & Associates (Accountant)

**Continuing Education:**

- Conferences and Seminars (Last three years)
  - MSBO - Business Manager/CPA Group Program (7 hours - June 2019)
  - MSBO - Ethics and Your Audit (1 hour - June 2019)
  - MICPA - Evil Personified (1 hour - May 2019)
  - MICPA - Early Bird Ethics (1 hour - May 2019)
  - MGFOA - MGFOA '19 Spring Semester (7.2 hours - March 2019)
  - AICPA - Governmental and Not-for-Profit Training Program 2018 (24 hours - October 2018)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - May 2018)
  - MICPA - Early Bird Ethics: Michigan Specific Ethics 2018-19 Edition (1 hour - May 2018)
  - SKT - UltraTax CS - On-demand Training Webinar (1 hour - December 2017)
  - AICPA - Governmental and not-for-Profit Training Program 2017 (25 hours - October 2017)
  - MSBO - Business Manager/CPA Workshop (6.6 hours - June 2017)
  - MICPA - School District Update (8 hours - June 2017)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - May 2017)
  - MICPA - Early Bird Ethics: Dealing with the Conceptual Framework (1 hour - May 2017)
  - MGFOA - Spring Seminar (7.5 hours - March 2017)
  - MICPA - Governmental Accounting & Auditing Conference (7 hours - December 2016)
  - A&G - Procurement Policies under the Uniform Guidance (Instructor) (4.5 hours - December 2016)

### **William I. Tucker IV, CPA (continued)**

- Various other meetings and in-house training
- Member of the QuickBooks Professional Advisors program
- Specialize in setup and utilization of QuickBooks software

### **Public and Community Service:**

- Discussion leader for Michigan Townships Association - 2009 Educational Conference  
Subject: "Understanding Bookkeeping Basics"
- Michigan Government Finance Officers Association - Accounting Standards Committee Member
- Michigan Association of CPA's - Governmental Accounting and Auditing Task Force
- Discussion leader for Michigan Association of CPA's - Spring 2012 governmental conference  
Subject: "GASB 54"
- Discussion leader for Michigan Association of CPA's - 2016 spring governmental conference  
Subject: "GASB 77"
- Lansing Legion Hockey - Head Coach
- Team Manager for 2007 Lansing Spartans Travel Hockey Team



**Dane M. Porter, CPA**  
**Audit Department, Senior Manager**

**Education:**

2003 Graduate of Michigan State University  
1999 Graduate of Lansing Community College  
1997 Graduate of Lansing Eastern High School

**Professional Background:**

- CPA Certificate #1101029501 on July 27, 2005

**Occupational Experience:**

01/19 - Present	Maner Costerisan, PC (Senior Manager)
08/17 - 12/18	Stevens, Kirinovic & Tucker, P.C. (Manager)
01/09 - 07/17	Abraham & Gaffney, P.C. (Manager)
01/06 - 12/08	Abraham & Gaffney, P.C. (Senior Accountant)
04/03 - 01/06	Abraham & Gaffney, P.C. (Accountant)
05/01 - 04/03	Abraham & Gaffney P.C. (Audit Intern)
01/01 - 04/01	Maner, Costerisan & Ellis, P.C. (Tax Intern)
08/99 - 12/00	Abraham & Gaffney P.C. (Audit Intern)

**Continuing Education:**

- Conferences and Seminars (Last three years)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - December 2018)
  - MICPA - Early Bird Ethics: Michigan Specific Ethics 2018-19 Edition (1 hour - December 2018)
  - AICPA - National Governmental Update (24 hours - October 2018)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - May 2018)
  - MICPA - Michigan Ethics (1 hour - May 2018)
  - SKT - UltraTax CS - On-demand Training Webinar (1 hour - December 2017)
  - MICPA - Nonprofit Conference (8 hours - October 2017)
  - MICPA - Early Bird Ethics: Clarity for the World of ethics in Non-Traditional Services (1 hour - October 2017)
  - MSBO - Business Manager/CPA Workshop (8 hours - June 2017)
  - MICPA - Governmental Accounting & Auditing Conference (8 hours - May 2017)
  - MICPA - Early Bird Ethics: Dealing with the Conceptual Framework (1 hour - May 2017)
  - MGFOA - Spring Seminar (7.5 hours - March 2017)
- Various other meetings and in-house training

Thomas G. Wieland  
David A. Grotkin  
Joel A. Joyce  
Brian J. Mechenich



Carrie A. Gindt  
Patrick G. Hoffert  
Jason J. Wrasse  
Joshua T. Bierbach

## Report on the Firm's System of Quality Control

July 27, 2017

To the Partners of Maner Costerisan PC and  
the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans, and audits of carrying broker-dealers.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

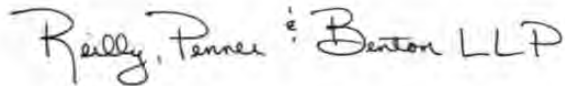
Reilly, Penner & Benton LLP  
1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

[www.rpb.biz](http://www.rpb.biz)



### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

Handwritten signature of Reilly, Penner & Benton LLP in cursive script.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/3/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23  Brighton MI 48114-9861	<b>CONTACT NAME:</b> certs@pciaonline.com <b>PHONE (A/C No. Ext):</b> (800) 969-4041 <b>E-MAIL ADDRESS:</b> certs@pciaonline.com <b>FAX (A/C, No):</b> (800) 969-6081
<b>INSURED</b> Maner, Costerisan & Ellis PC, DBA: Maner Costerisan 2425 E. Grand River Avenue Suite 1 Lansing MI 48912-3291	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hanover Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**      **CERTIFICATE NUMBER: 19-20**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>Professional Liability</b>			LHHD12954102	1/1/2019	1/1/2020	Per Claim \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
FOR INFORMATION ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Mike Cosgrove/SHANNO <i>Michael Cosgrove</i>

ACORD 25 (2014/01)  
INS025 (201401)

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**Plante & Moran, PLLC**

Suite 300

750 Trade Centre Way

Portage, MI 49002

Tel: 269.567.4500

Fax: 269.567.4501

plantemoran.com

January 3, 2019

Ms. Nancy Desai  
Director of Finance  
Kalamazoo Township  
1720 Riverview Drive  
Kalamazoo, MI 49004

Dear Ms. Desai:

Thank you very much for inviting our firm to submit a proposal for audit services for Kalamazoo Township. One of the keys to Plante Moran's success has always been our ability to develop deep relationships with our clients that extend way beyond the compliance aspect of the engagements. We truly believe in partnering with our clients to assist in their success and challenges. Because these relationships are so important to us, having interaction prior to proposing on any new potential clients is imperative to ensure that we would be a good fit together. Since your request for proposal specifically prohibits any direct contact with Township personnel, we believe we are not in a position to submit a proposal at this time. We would welcome the chance to have a conversation or meeting with you in the near future so that we might be in a different position the next time you go through this process.

In addition to providing audit services, our firm offers a wide variety of consulting services to organizations like Kalamazoo Township. We would love to sit down with you to talk about how we could assist the Township in other ways. We would like to be considered for such opportunities in the future.

If at any time you feel we could be of further assistance to you, please do not hesitate to call me at 269.982.6065.

Sincerely,

**PLANTE & MORAN, PLLC**

A handwritten signature in black ink, appearing to read "Kenley Penner".

Kenley Penner, CPA  
Partner



# SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road  
Portage, MI 49002-5599  
www.siegfriedcrandall.com

Telephone 269-381-4970  
800-876-0979  
Fax 269-349-1344

January 3, 2020

Members of the Board of Trustees  
Kalamazoo Charter Township  
1720 Riverview Drive  
Kalamazoo, MI 49004

Dear Board Members:

We are pleased to be considered to provide audit services to Kalamazoo Charter Township for the fiscal years ending December 31, 2019 through 2021.

We believe that Siegfried Crandall P.C. is uniquely qualified to serve you for the following reasons:

- We worked with the Township for many years and gained a significant amount of knowledge concerning the Township's operations.
- We have substantial long-term experience working with local units of government, especially townships. This background has given us the audit expertise needed to serve you better.
- We are committed to maintaining contact with you throughout the year and to being accessible to you when you need us. This enables us to know your organization and its challenges better and allows us to serve you more efficiently and effectively.
- Due to our recruiting policies, personnel policies, and continuing growth, our staff turnover is low. This enables us to staff our assignments with a minimal amount of turnover, which saves time for our clients' staff and keeps our audit training hours to a minimum.
- We meet the mandatory practice monitoring, continuing education, and independence standards of the U.S. Government Accountability Office, which may be required for your audit.

The remaining portions of this proposal describe our firm's background and philosophies and our proposal in more specific detail. We have organized it as follows:

- Mandatory criteria
- Firm profile
- Firm qualifications and experience
- Specific audit approach
- Timetable
- Fees
- List of Michigan municipal audit clients
- Copy of our most recent peer review report

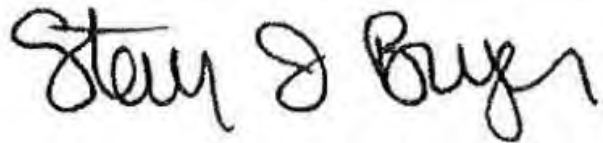
Board of Trustees  
Kalamazoo Charter Township  
Page 2  
January 3, 2020

In summary, the firm you select should be the firm best qualified to meet your requirements based upon its expertise, experience, and method of operation. This, in the long run, will result in you obtaining the maximum value at the lowest cost, which is our objective. We feel we are in a position to assist you in achieving your objectives. We are committed to meeting, and even exceeding, your expectations, and we will perform our service in a timely manner. We will be happy to meet with you to discuss any of the matters in this proposal.

This proposal is a firm and irrevocable offer for sixty days. If you have any questions regarding this proposal, please contact me.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink that reads "Steven J. Bryer". The signature is written in a cursive style with a large, stylized 'S' at the beginning and a long, sweeping tail at the end.

Steven J. Bryer, Shareholder

***Kalamazoo Charter Township***  
**AUDIT PROPOSAL**

---

SUBMITTED BY:  
SIEGFRIED CRANDALL P.C.  
246 EAST KILGORE ROAD  
PORTAGE, MICHIGAN 49002  
CONTACT PERSON: STEVEN J BRYER  
PHONE: (800) 876-0979  
EMAIL: [SBRYER@SCPRO.NET](mailto:SBRYER@SCPRO.NET)  
JANUARY 3, 2020

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## MANDATORY CRITERIA

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We hereby affirm the following:

1. Siegfried Crandall P.C. is a properly licensed certified public accounting firm and is registered to do business in the State of Michigan.
2. We hereby affirm that Steven J. Bryer, CPA, the engagement shareholder and audit team leader, is a licensed certified public accountant and is qualified to perform municipal audits in the State of Michigan.
3. We hereby affirm that Siegfried Crandall P.C. meets the independence standards of the AICPA and the independence standards contained in the U.S. Government Accountability Office's *Government Auditing Standards*.
4. We hereby affirm that Siegfried Crandall P.C. meets the continuing education requirements contained in the U.S. Government Accountability Office's *Government Auditing Standards*.
5. We hereby affirm that Siegfried Crandall P.C. does not discriminate against any individual because of race, consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.
6. The audit shall be conducted to satisfy the requirements of the Michigan Department of Treasury.
7. The audit shall be an audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Township.
8. We will conduct our audit in accordance with U.S. generally accepted auditing standards.
9. If necessary, we will plan and perform the audit to meet audit requirements of federal grants:
  - When required, we will issue an independent auditor's report on compliance and on internal control over financial reporting under *Government Auditing Standards*.
  - When required, we will issue an independent auditor's report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133 and the Uniform Guidance. We will also present schedules of expenditures of federal awards and findings and questioned costs.
10. We will retain all working papers and reports for a minimum of five (5) years.



## FIRM PROFILE

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### DESCRIPTION AND SIZE OF FIRM

Siegfried Crandall P.C., based in Kalamazoo, Michigan, was founded in 1958. The firm has grown to become one of the top certified public accounting and management consulting firms in western Michigan. The firm, located in Kalamazoo and Grand Rapids, Michigan, currently employs twenty-four individuals. Siegfried Crandall P.C. offers a full range of professional assistance in the areas of audit, review and compilation, tax, technology consulting, and accounting services.

We presently serve a widely-diversified clientele, including a variety of municipalities, special districts and authorities, not-for-profit organizations, legal and other service firms, and various commercial enterprises, representing a broad cross-section of the public and private economic sectors.

Siegfried Crandall P.C. is a firm committed to quality work as demonstrated by our membership in the AICPA Division for Firms, which requires a peer review every three years. To date, the firm's system of quality control has successfully undergone thirteen such reviews, the latest of which was January 2017, and resulted in a positive report. A copy of the report is attached. The firm is also a member of the AICPA Government Auditing Quality Center.

The firm's commitment to governmental services is evidenced by its membership and active participation in the following affiliations:

- Government Financial Officers' Association
- Michigan Government Financial Officers' Association
- Kent County Treasurers' Association
- Kent County Clerks' Association
- Allegan County Treasurers' Association
- Allegan County Clerks' Association
- Kalamazoo County Treasurers' Association
- Kalamazoo County Clerks' Association

## **FIRM PROFILE (Continued)**

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### **LOCAL OFFICE TO PERFORM AUDIT**

The audit will be performed from our Kalamazoo office, which is served full time by one shareholder and two audit associates, all of whom have extensive experience in governmental auditing. The firm has a total of two shareholders and five staff members who have extensive experience in governmental auditing and accounting. All of these individuals are available for consulting.

### **LICENSE TO PRACTICE IN MICHIGAN**

Siegfried Crandall P.C. asserts that the audit organization and its key professional staff are properly licensed to practice in the State of Michigan.

### **INDEPENDENCE**

In all matters relating to the audit work, Siegfried Crandall P.C. asserts that the firm, as an audit organization, and its individual auditors are free both in fact and in appearance from personal, external, and organizational impairments to independence, as defined by the U.S. Government Accountability Office's *Governmental Auditing Standards*. This assertion applies to Kalamazoo Charter Township, as well as all contracted service providers of the Township.

We performed accounting services engagements from December 2014 through December 2017. In addition, we audited the Township's financial statements for the year ended December 31, 2018.

In the past five years, we have had no professional relationships that would affect our independence involving the Township or any of its contracted service providers.

### **CONTINUING PROFESSIONAL EDUCATION**

Our continuing professional education meets or exceeds the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States. Our staff obtains the required continuing education via attendance at conferences, internal seminars, and webinars addressing current and new auditing and accounting standards, often specifically related to governmental accounting issues and requirements.

### **EXPERIENCE WITH AUDITS OF FEDERAL PROGRAMS**

The Township could potentially administer federal programs, which will necessitate additional audit requirements during the term of the engagement. If a single audit becomes necessary, each of the individuals to be assigned to your audit meets the current educational requirements mandated by *Government Auditing Standards* and has substantial experience with federal and state grant compliance audits. The firm annually performs as many as five audits subject to the Single Audit Act.

## FIRM QUALIFICATIONS AND EXPERIENCE

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### RESUMES OF THE AUDIT TEAM

One of the greatest strengths of our firm is our ability to maintain a consistent audit team on each engagement. This saves time for our clients' staff, provides for more consistency, and allows for more efficient audits. We will make every effort to maintain the same audit team for the entire term of our engagement.

The shareholder assigned to the engagement will be Daniel L. Veldhuizen and he will be the audit team leader. The audit associates assigned to the engagement will be Joel D. Frederickson, Jr. and Joshua H. Gabrielse. Their resumes are as follows:

#### **STEVEN J. BRYER, CPA**

BA, Western Michigan University 1995  
MSA, Western Michigan University 1998  
Shareholder since 2011

Steve has been a member of the firm since 2005, after previous experience with both national and regional accounting firms. He has served as engagement shareholder on numerous governmental and not-for-profit audit engagements for the firm.

Steve has been involved with various local civic and church groups serving as a board member and was the Treasurer of a not-for-profit organization in Mattawan, and a church in Portage.

Steve is a member of the AICPA and MICPA. He is also an associate MGFOA and associate GFOA member.

#### **JOEL D. FREDERICKSON, JR., CPA**

BBA, Western Michigan University 1995

Joel began his career in public accounting with Siegfried Crandall P.C. in 1995. He has auditing, accounting, and consulting experience with a variety of governmental and not-for-profit clients.

Joel is a member of the AICPA and MACPA.

#### **JEFFREY J. ROOD, CPA**

BBA, Western Michigan University 1999

Jeff began his career in public accounting with Siegfried Crandall P.C. in 2000. He has auditing, accounting, and consulting experience with a variety of municipalities and not-for-profit organizations.

Jeff is a member of the AICPA and MACPA.

## FIRM QUALIFICATIONS AND EXPERIENCE (Continued)

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### REFERENCES

Please note that our firm currently has more than 100 municipal accounting and audit clients, including townships, cities, villages, and special purpose governments. A list of our Michigan municipal audit clients is included in "additional data."

The following individuals are offered as references:

Pennfield Charter Township  
Audited every year for over 25 years  
Engagement shareholder: Steven J. Bryer  
Kathy Case, Clerk  
(269) 968-8549

Emmett Charter Township  
Audited since year ended December 31, 2010  
Engagement shareholder: Steven J. Bryer  
Dr. Rachele Myers, Treasurer  
(269) 968-0241

Oshtemo Charter Township  
Audited or performed accounting services every year for over 25 years  
Engagement shareholder: Steven J. Bryer  
Libby Heiny-Cogswell, Supervisor  
(269) 375-4260

Village of Mattawan  
Audited every year for over 25 years  
Engagement shareholder: Steven J. Bryer  
Terri McLean, Village Manager  
(269) 668-4324

Village of Lawton  
Audited every year for over 25 years  
Engagement shareholder: Steven J. Bryer  
Dan Bishop, Manager  
(269) 629-9903

## SPECIFIC AUDIT APPROACH

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We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. These financial statements are the responsibility of Kalamazoo Charter Township's management. Our responsibility is to express opinions on these financial statements based upon our audit.

Our audit will include obtaining an understanding of the Township and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

An audit is not designed to provide assurance on internal control or to identify deficiencies in the design or operation of internal control. However, during the audit, we will communicate to management, and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards. If conditions are discovered, which lead to the belief that material errors or fraud may exist, we will promptly advise the appropriate personnel within Kalamazoo Charter Township.

If required under *Government Auditing Standards*, we will test the Township's compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of an audit performed in accordance with *Government Auditing Standards*, and, accordingly, we will not express such an opinion. We will disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Our firm uses industry specific auditing programs and checklists prepared by Practitioners Publishing Company in planning and performing audits. The use of such materials assists us in demonstrating compliance with applicable audit standards.

General procedures include:

- Developing an audit strategy, making an appropriate assessment of audit risk, and developing an audit plan. When applicable, subsequent changes to planning matters will be appropriately considered and documented.
- Reviewing available work papers of the predecessor auditor so as to make a determination of the extent to which we can rely on the opening balances of assets, liabilities, and equity of Kalamazoo Charter Township, and to gain an insight into issues encountered that may be of continuing interest.
- Understanding and evaluating the design and implementation of the Township's internal control system, including entity-level and activity-level controls. This will include inquiry, observation, and preparation of written narratives to describe major components of control processes and procedures.
- Documenting inquiries of management and others about fraud risks, illegal acts, and compliance with laws, regulations, and the provisions of contracts or grant agreements.
- Performing preliminary analytic review of financial data so as to identify unusual or unexpected balances or relationships and consider whether matters identified have financial statement and audit planning implications.

## SPECIFIC AUDIT APPROACH (Continued)

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Tests of transactions and balances include:

- Testing, for effectiveness, key internal controls that are designed and in place. This will most likely include controls over cash receipting and regular and payroll disbursements. Samples will be selected for tests of controls based on the attributes of the populations tested and other available audit evidence. Populations will be stratified by dollar amount, if possible, and items will be selected randomly from different dollar level strata. Walkthroughs or control tests will be performed based on identified levels of materiality, risk, and internal control effectiveness.
- Performing additional substantive tests within the following key audit areas:
  - Cash and investments
  - Governmental revenues and related receivables
  - Enterprise fund revenues and related receivables
  - Capital assets, including infrastructure, and related depreciation
  - Nonpayroll expenses and related liabilities
  - Payroll and related liabilities
  - Long-term debt
  - Net position/fund equity

The types of substantive tests to be used will include account analysis and verification of transactions and/or balances, such as:

Cash:

- Verification and/or confirmation of account balances
- Cut-off procedures applied to subsequent bank statements
- Analysis of restriction requirements and balances

Governmental revenues:

- Analysis of property tax levy and tax collections and payments
- Verification of receipts via remittance advices and bank deposits
- Examination of supporting documentation and re-computation of fees for services
- Analysis of subsequent receipts for items receivable at fiscal year end

Proprietary fund revenues:

- Analysis and testing of revenues and expenses

Capital assets:

- Examination of the Township's capitalization policy
- Account analysis of beginning balances, additions, deletions, and ending balances
- Re-computation of depreciation
- Examination of invoices and supporting documentation for material additions
- Reference additions to Township Board minutes
- Analysis of related financing or lease agreements

Nonpayroll expenses and related liabilities:

- Account analysis and verification of significant posted transactions
- Examination of subsequent disbursements
- Examination of unpaid invoices

## SPECIFIC AUDIT APPROACH (Continued)

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### Payroll and related liabilities:

- Obtaining approved salary rates
- Comparison of 941 forms to general ledger balances
- Verification of accrued payroll computations
- Verification of tax withholding and deposits
- Testing of pension liabilities
- Testing of OPEB liabilities

### Long-term debt:

- Obtaining debt agreements and statements
- Vouching significant debt proceeds and repayments
- Re-computation of interest accruals

### Net position:

- Verification of restrictions, commitments, and assignments through examination of debt agreements, contracts, Board resolutions, etc.
- Re-computation of restricted, committed, and assigned amounts

Substantive tests may include analytic or predictive procedures. The nature and extent of testing is based upon our evaluation of the most reliable and accessible data. To the extent available, data or information will be requested in electronic format (Microsoft Excel format preferred).

### Analytic procedures may include the following:

#### Governmental revenues:

- Comparison to prior balances and budgeted amounts

#### Sewer revenues:

- Analysis of expected revenues based on number of customers and monthly charges

#### Payroll, fringes, and related liabilities:

- Predictive analysis based on employee eligibility and rates for health insurance
- Computation of pension expense based on covered payroll and contribution rates

Microsoft Excel will be used to sort and select data, for example: to sort disbursements by dollar amount and by vendor. Most audit work papers will be prepared using Microsoft Excel and Word. Trial balances and variance analysis will be performed using Advance Flow Auditing software.

### Other general procedures include:

- Review of minutes, budgets (original and final amended), and significant contracts and agreements.
- Inquire regarding management's risk assessments and response to these assessments.
- Review of general journal entries.
- Obtain an understanding of related party relationships and transactions, if any.
- Review of subsequent events through the date of the auditor's report.
- Inquire as to the existence of commitments or contingencies that must be included in the financial statements.
- Inquire regarding compliance with laws and regulations.
- Present proposed audit adjustments to management for review and acceptance.
- Obtain a management representation letter.
- Assist management in preparing the annual financial statements, notes thereto, and supplementary information and schedules.
- Review with management any findings or comments to be included in our reports.

## **SPECIFIC AUDIT APPROACH (Continued)**

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We will be available throughout the contract period to provide the Township with advice and guidance on financial accounting and reporting issues. Jeff Rood will be responsible for responding to the Township's phone calls and e-mail communications within one business day, when possible. The cost of these services will be included in our proposed fee.

Responsibilities of Township staff concerning the audit include:

- Providing adjusted trial balances, receipts and disbursements registers, and general ledger transaction and journal reports, in electronic format, at least one week prior to the scheduled start of fieldwork.
- Providing copies (in electronic format when available) of significant agreements, employee benefit plans, contracts, bond documents, budgets - original and final, and Township Board meeting minutes.
- Preparation of account reconciliations for cash and investments, receivables, payables, compensated absences, and other year-end accrual balances.
- Providing a listing of capital asset (including infrastructure) additions, disposals, and sales.
- Providing reports of property tax levies, receipts, disbursements, and balances for the fiscal year, with related tax warrants showing assessed and taxable values.
- Providing specific items selected for audit testing and documentation, such as receipts, paid invoices, and payroll records and reports.
- Providing listings of subsequent receipts and disbursements for the period from January 1 through the date of audit fieldwork completion.

## **ADDITIONAL REQUIREMENTS FOR A SINGLE AUDIT**

For any year in which the Township incurs expenditures of federal awards of at least \$750,000, it would become subject to the Single Audit Act, in which case, we would conduct our audit in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

These standards require us to perform additional procedures necessary to report on a) the schedule of expenditures of federal awards, b) compliance with laws and regulations governing the administration of federal awards, and c) the internal controls over grant administration.

The schedule of expenditures of federal awards is considered additional information and is, therefore, subject to those audit procedures applied in the audit of the basic financial statements. The objective of tests performed is to determine whether any of the expenditures is materially misstated in relation to the basic financial statements taken as a whole.

The testing of compliance with laws and regulations must be sufficient to allow us as auditor to express an opinion over each compliance element for each federal program tested. The nature and extent of testing internal controls is to be sufficient to permit us to opine as to the effectiveness of controls over grant administration.



## SPECIFIC AUDIT APPROACH (Continued)

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### TIME ESTIMATES

The following chart presents the level of staff and the number of hours to be assigned to each proposed segment of the engagement:

Audit area	<i>Shareholder</i>	<i>Associates</i>		Admin	Totals
	Steve	Joel	Jeff		
General procedures/planning	4	4	4	4	16
Risk assessment	8				8
Internal control understanding		4	2		6
Cash		4			4
Governmental revenues				8	8
Proprietary revenues & expense		2			2
Capital assets		2			2
Nonpayroll expenditures		6			6
Payroll expenditures				4	4
Long-term debt				2	2
Agency fund		8			8
Reporting		10	20	6	36
Review and consultation	8				8
Meetings	2				2
Totals	<u>22</u>	<u>40</u>	<u>40</u>	<u>10</u>	<u>112</u>

## TIMETABLE

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In January each year, we will provide a planning memo to the director of finance that will include a detailed list of the documents and schedules we will need to perform the audit.

Audit fieldwork will be performed in April or May each year, and completed annually by the end of May, based on our receipt of adjusted trial balances, in Excel format, and all other schedules prepared by Township personnel.

We will plan to issue a draft of the financial statements and our reports for an exit conference with management by May 30 each year.

We would issue the final copies of the audited financial statements and present the report at the Township's regularly scheduled board meeting in June each year.

We would ensure that the annual report would be submitted to the State by June 30 each year.

## FEES

Based upon our understanding of your audit requirements, we propose that our fees for an audit of the Township's financial statements for the years ended December 31, 2019 through 2021 (with an option for two additional years), will not exceed the following amounts:

<u>Service description</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Financial audit	\$ 16,900	\$ 17,000	\$ 17,100	\$ 17,200	\$ 17,200
Preparation and submission of Form F-65	200	200	200	200	200
Preparation and submission of Form 5047	100	100	100	100	100
Single audit, when required*	-	-	-	-	-
Totals	<u>\$ 17,200</u>	<u>\$ 17,300</u>	<u>\$ 17,400</u>	<u>\$ 17,500</u>	<u>\$ 17,500</u>

\* If a single audit is required, our fee would increase by \$2,500 for each major program tested.

The above fees represent approximately 112 hours of professional services and include the performance of audit procedures and the preparation of the Township's financial statements, the documentation of internal controls and required audit risk assessments for significant balances and transaction classes, internal reviews, the additional costs of administrative services, as well as assembly of the Township's financial statements. Travel time will not be billed as part of the engagement and no additional out-of-pocket expenses will be charged.

We will be available throughout the contract period to provide the Township with advice and guidance on financial accounting and reporting issues. We will respond to the Township's phone calls and e-mail communications within one business day, if possible. The cost of these services is included in our proposed fees.

These fees are based upon conditions observed relating to number and types of funds, programs and activities, and accounting controls. Should conditions change in the future that significantly affect the scope of the audit, we would discuss the extent of the audit requirements considered necessary and provide you with an estimate of fees at that time.

The following chart presents our current hourly rates by staff classification. These rates were used to develop the fees for the financial audit and would also apply should the Township authorize our firm to expand the scope of the engagement or provide additional services.

<i>Staff Classification</i>	<i>Hourly Rates</i>
Shareholder	\$ 200
Audit associates	150
Administrative staff	80

# LIST OF MICHIGAN MUNICIPAL AUDIT CLIENTS

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## TOWNSHIPS:

Ada  
Alamo  
Algoma  
Almena  
Alpine  
Antwerp  
Aurelius  
Barry  
Bedford  
Bloomingdale  
Brady  
Caledonia  
Cannon  
Casco  
Castleton  
Charleston  
Columbia  
Convis  
Cooper  
Dorr  
Emmett  
Fabius  
Flowerfield  
Gaines  
Grand Rapids  
Grass Lake  
Hamilton  
Howard  
Johnstown  
Lawrence  
Lee  
Leighton  
Leroy  
Manlius  
Mason  
Newberg  
Newton  
Oakfield  
Orangeville  
Otsego  
Pavilion  
Pennfield  
Pierson  
Pine Grove  
Port Sheldon  
Prairieville  
Richland  
Ross  
Rutland  
Salem  
Saugatuck  
Schoolcraft  
Solon  
South Haven  
Sparta

Spring Lake  
Thornapple  
Valley  
Waverly  
Woodland  
Yankee Springs

## CITIES:

Allegan  
Galesburg  
Gobles  
Otsego  
Plainwell

## VILLAGES:

Breedsville  
Casnovia  
Lawton  
Mattawan  
Middleville  
Richland  
Sparta  
Vicksburg

## SPECIAL DISTRICTS & AUTHORITIES:

ABB Fire District  
Berrien Springs Community Library  
Byron-Gaines Utility Authority  
Castleton Fire Department  
Delton District Library  
Dorr-Leighton Wastewater Authority  
Dorr Township Library  
Galesburg-Charleston Joint Fire Board  
Gun Lake Area Sewer Authority  
Henika District Library  
Kalamazoo Regional Water & Wastewater Commission  
Lawton Fire Department  
Paw Paw District Library  
Charles A. Ransom District Library  
Richland Community Library  
River Country Recreational Authority  
Township of Saugatuck Fire District  
South Haven Regional Airport  
South Haven/Casco Twp. Sewer and Water Authority  
South Kalamazoo County Fire Authority  
Southeast Berrien County Landfill Authority  
Southwest Michigan Library Cooperative  
Southwestern Michigan Community Ambulance Service  
Sparta Fire Department  
Thornapple Area Parks & Recreation Commission  
Wayland Area Emergency Medical Services



SYSTEM REVIEW REPORT

January 11, 2017

To the shareholders of Siegfried Crandall, P.C.  
and the Peer Review Committee of the Michigan Association of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Siegfried Crandall, P.C. (the firm) in effect for the year ended September 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Siegfried Crandall, P.C. in effect for the year ended September 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Siegfried Crandall, P.C. has received a peer review rating of *pass*.

*Wilson Downing Group, LLC*

Lakewood, Colorado

Certified Public Accountants

215 Union Boulevard Suite 215 Lakewood, CO 80228 T 303-232-2262 F 303-232-7237

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**PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES TO**

**KALAMAZOO CHARTER TOWNSHIP**

**Kalamazoo County, Michigan**

January 3, 2020

**VREDEVELD HAEFNER LLC**  
10302 20<sup>TH</sup> AVENUE  
GRAND RAPIDS, MI 49534



# PROPOSAL CONTENTS

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## **ATTACHMENTS**

- Peer Review Report
- Client Listing
- Management Team Resumes



## Vredeveld Haefner LLC

CPAs and Consultants  
10302 20<sup>th</sup> Avenue  
Grand Rapids, MI 49534  
Fax (616) 828-0307

Douglas J. Vredeveld, CPA  
(616) 446-7474  
Peter S. Haefner, CPA  
(616) 460-9388

January 3, 2020

Kalamazoo Charter Township  
Nancy Desai, Director of Finance  
1720 Riverview Drive  
Kalamazoo, MI 49004

Thank you for allowing Vredeveld Haefner LLC the opportunity to submit this proposal to provide auditing and consulting services for Kalamazoo Charter Township. Doug Vredeveld and Peter Haefner have over 50 years of experience in governmental accounting and auditing and formed the firm Vredeveld Haefner LLC **to provide superior service and expertise to governmental entities by specializing in working with the governmental community**. We are committed to knowing your business and providing timely professional service.

We believe the ability to provide superior service is the result of our specialization in the governmental industry and our focus on customer satisfaction and delivery of results. Our firm has worked with many governmental entities in varying capacities including as independent auditor, interim finance director, consultant and as Board members, and **bring significant experience and expertise to you**. A second component to service is that the firm's partners will work directly with you throughout the year. An important factor which differentiates our firm from others is that one of our partners will be in the field at your location during your audit's fieldwork.

This proposal offers an overview of Vredeveld Haefner LLC's capabilities and the benefits of working with us. We look forward to the next step in this process—a step which we hope leads to a long-term professional relationship. Thank you for considering Vredeveld Haefner LLC as your independent Certified Public Accountants. We are available to answer any questions you may have regarding any aspect of our firm, our capabilities or the accompanying proposal.

Sincerely,  
Vredeveld Haefner LLC

Douglas J. Vredeveld, CPA, CGFM  
Partner



## FIRM PROFILE

### OUR BEGINNING

Vredeveld Haefner LLC was established in 2006 to provide superior service and expertise to governmental and nonprofit entities by specializing in working exclusively with these organizations. Our firm has completed our 13th year in business and we are thrilled with the level and quality of the clients that we have been able to serve as auditors and consultants.

### WHO WE ARE

Vredeveld Haefner LLC is a local Grand Rapids firm with a mission to provide high-value and high-quality services to the governmental and not-for-profit sector at a competitive price while utilizing the most knowledgeable staff. Our total staff consists of eight individuals, all of whom work exclusively on governmental and not-for-profit audits. Vredeveld Haefner LLC works almost exclusively in the West and Northern Michigan areas. All members of our audit team have experience auditing federal programs as required by the Federal Uniform Guidance. This experience includes the audit of entities with one major federal program to entities with over \$10,000,000 of federal financial assistance and multiple major federal programs.

Along with utilizing high level associates to deliver the superior service we promise; our firm has implemented a business model that is on the cutting edge of how professional services firms are operating their businesses. We operate through a virtual office and are completely mobile to conduct every aspect of our business where it matters most...face-to-face with you! The benefits to us and our clients have been significant. **This model allows us to work very efficiently and high flexibility which enables us to provide quality services to our clients that are at more competitive rates than the competition.**

No matter what your need may be now or in the future, we have a solution. Our ability to provide superior service is the result of our specialization, our focus on customer satisfaction and delivery of results. Our team of professionals has worked with numerous governmental entities in varying capacities including as independent auditor, interim finance director, consultant and as Board members.

If you would like additional information on our mission, vision or qualifications please visit our website at [www.vh-cpas.com](http://www.vh-cpas.com).

### OUR CONNECTIONS

Our firm is a member of the American Institute of Certified Public Accountants (including **the Government Audit Quality Center** and the Employee Benefit Plan Audit Quality Center), Michigan Association of Certified Public Accountants, Michigan School Business Officials, Government Finance Officers Association, Michigan Government Finance Officers Association, Kent County Treasurers Association and the Association of Government Accountants.

## TEAM MEMBER QUALIFICATIONS AND EXPERIENCE

Staff quality, retention and consistency on each engagement are important to engagement performance, efficiency and profitability. We are committed to providing you with a level of service that makes us unique. **How do we accomplish this?** Through technical training and the culture we maintain in our firm; both of which drive how we interact with our clients and enable us to provide the superior services our clients expect.

### TECHNICAL

Your audit will be performed by Peter Haefner and staff with the assistance of Doug Vredeveld. All senior team members involved in your engagement are Certified Public Accountants (CPAs) and have the required continuing professional education to perform your audit engagement in accordance with *Governmental Auditing Standards*. We are constantly striving to improve the quality and efficiency of our work. Each member of our team obtains at least 40 hours of continuing professional education annually; most of which is specifically government related and is focused on matters that directly correlate to the clients we serve. Some of us have also attended the annual auditor update as part of the annual Michigan Township Association training.

Our experience in providing the proposed services is extensive. We have audited many school districts, townships, cities, counties and other large local units of government throughout the State of Michigan as well as dozens of smaller municipalities and special purpose governments including authorities and villages as well as charter schools.

The client listing included in the attachments to this proposal provides information regarding our current clients. Throughout these engagements, we have helped numerous municipalities compile comprehensive annual financial reports for continued and first-time submission to the GFOA and ASBO Certificate of Achievement for Excellence in Finance Reporting Programs. In fact, Peter and Jason each have over 10 years of experience as special review committee members for this program and Peter is a past employee of the GFOA Technical Service Center where both municipal and school district audit reports are reviewed for program compliance.

### CULTURE

Why is the culture within our firm important to our clients? Culture picks up where the handbook leaves off. It guides us in how our staff interact with each other on a daily basis and now we interact with our clients. Our firm knows that no one person has all the answers. We will be learning from your organization during the performance of the proposed audits and we believe that the information and techniques we will share with your staff will provide your organization with significant knowledge and hopefully, some efficiency gains. While we do not know the entire extent of possible efficiency gains, our specialization in working with the governmental community has proven time and time again that through our specialization Vredeveld Haefner LLC and our clients benefit.

At Vredeveld Haefner LLC we are constantly searching for a better way of performing every task necessary to complete an engagement and manage our business. This search is guided by over fifty years of experience in the government industry, analysis of performance on each engagement, timely comprehensive continuing professional development, and learning from and sharing with our peers and clients.

## QUALITY CONTROL

Our firm has a quality control system which meets applicable professional standards and we are confident in the quality of work performed by Vredeveld Haefner LLC.

The significant components of this system, as they relate to your audit, are as follows:

- The firm utilizes standardized forms and templates to ensure that engagements are properly planned, performed, supervised, reviewed, documented and reported in accordance with professional, regulatory and internal requirements.
- Specialized audit programs are utilized on all engagements.
- All workpapers and audit programs are reviewed by the engagement partner.
- A financial statement disclosure checklist is completed on each engagement to ensure all appropriate disclosures have been considered.
- The financial statements and other reports are reviewed by the engagement partner and the concurring partner for format and presentation compliance with all applicable professional guidance and technical pronouncements.
- Workpapers are retained in accordance with professional standards and relevant regulation.

Through our internal review process, we are able to assure our clients that their financial reports have been subjected to a stringent verification of technical compliance, reporting excellence and that the financial statements contain all of the disclosures required by accounting and reporting standards.

### **External Peer Review**

The current peer review program as administered by the Michigan Association of Public Accountants (MACPA) and the American Institute of Certified Public Accountants (AICPA) require that our firm and CPA firms providing various assurance services to have a system of quality control and a peer review of this system every three years. Our most recent peer review was conducted in the Fall of 2019 and a copy of our peer review report, which included no findings or letter of comment items, is included in the attachments.

## ENGAGEMENT SCOPE AND OBJECTIVES

We understand the scope of work to be as follows:

- Audit of Kalamazoo Charter Township's financial statements
- Assistance with preparation of Kalamazoo Charter Township's financial statements
- Written communications in accordance with professional standards
- Completion of State form F-65 and Qualifying Statement
- Presentation to the Township Board

The format and presentation of the financial statements will conform to the applicable standards established by the Governmental Accounting Standards Board (GASB) and the Michigan Department of Treasury. We will conduct our audits in accordance with the auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, where applicable.



## **AFFIRMATIVE STATEMENTS**

In conjunction with preparation and presentation of this proposal, we make the following positive affirmations to Kalamazoo Charter Township:

### **PROPOSAL EFFECTIVE DATE**

Vredeveld Haefner LLC commits to maintaining this proposal as a firm and irrevocable offer for 60 days.

### **NATURE OF WORK AND TIMETABLE**

Vredeveld Haefner LLC understands the nature of the work to be performed and accepts the timeframe established by the Township to perform the work. Your audit will be completed and uploaded to the State of Michigan timely to meet their reporting deadlines.

### **INDEPENDENCE**

Vredeveld Haefner LLC is independent of Kalamazoo Charter Township as defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Vredeveld Haefner LLC currently has no professional relationships that may constitute a conflict of interest relative to performing the Township's engagement. Vredeveld Haefner LLC will provide full disclosure of all client relationships that give rise to conflicts of interest and/or impairment of independence during the term of our engagement.

### **LICENSE TO PRACTICE | ERRORS AND OMISSIONS INSURANCE**

Vredeveld Haefner LLC and all professional staff for this engagement are properly licensed to practice in the State of Michigan. The firm and all personnel adhere to the professional standards set forth by the American Institute of Certified Public Accountants. Vredeveld Haefner LLC carries appropriate professional liability insurance.

### **QUALITY**

Vredeveld Haefner LLC does not have a record of substandard work which is evidenced in the attached Peer Review Report. In addition, the firm has had no instances of disciplinary action taken against the firm or ethics referrals to any regulatory authority from inception-to-date.

### **CONSISTENT ENGAGEMENT TEAM**

Vredeveld Haefner LLC commits to maintaining consistent and experienced personnel on the engagement team as within our control.

## AUDIT APPROACH

### PROPOSED TIMING

Below is our anticipated timeframe for completion of the services itemized in this proposal. We are flexible in modifying the timing of the deadlines to accommodate your schedule should the need arise.

Step	Date
Meet with the Board and/or designated committee, if requested	Upon Appointment
Planning communication with management	April 2019
Perform engagement planning and interim procedures	May 2019
Perform final fieldwork	May 2019
Meet with management to discuss any audit adjustments, findings, management letter comments and recommendations	June 2019
Deliver draft audit documents to management for review	June 2019
Issue final audit documents	June 2019
Board presentation	June/July 2019

### SPECIFIC PROCESS

We will complete our work in three phases: preliminary fieldwork (planning), year-end final fieldwork, and wrap-up (document completion, review and issuance). The details of each phase are discussed below.

**Planning** – We will conduct an initial planning meeting with Township staff shortly before the start of the audit each year. During this meeting, we will identify the information needed for the audit, schedule the dates of our on-site fieldwork and identify any issues which will require special attention during the audit process. Following our meeting, we will gather and analyze information to gain an understanding of the Township’s structure, operating environment, internal controls and financial activity to-date. This process will include documentation of internal controls and performance of related walkthroughs of key internal controls, analysis of current year operations, review of minutes, inquiries of staff and Board members, review of attorney invoices and review of the audit guides and compliance supplements as they relate to the Township. This process will provide us with a base for our audit risk assessment as it relates to the Township’s overall operating environment. The results of the audit risk assessment will guide our team in identifying the significant audit areas and the substantive procedures to be performed in each audit area. We will then create audit programs that correlate with our risk assessments.

Once the Township has recorded the necessary adjusting journal entries to close out the fiscal year, we will obtain a copy of the Township’s general ledger to prepare the draft financial statements. Drafting the financial statements and schedules prior to conducting the audit has several advantages. First, detail of account balances included in financial statement account captions can be easily reviewed and analyzed during the audit process. Secondly, it increases our efficiency by allowing us to focus our audit procedures at the financial statement level of detail upon which our opinion is expressed.

Prior to the start of final fieldwork, we will also obtain an electronic download of the general ledger detail for the fiscal year. This transaction-level detail provides significant efficiencies for

both our firm and the Township during the audit process by enabling us to analyze all transactions making up each account balance and ultimately all activity within a financial statement caption. It also enables us to select samples, reconcile revenues and expenditures associated with the financial statements and independently review transactions for unusual activity without obtaining other specific detailed reports from the Township.

**Final Fieldwork** – Our team will be on-site at your location to conduct the engagement fieldwork. We plan to complete the entire audit process while at your location which essentially eliminates the need for subsequent follow-up to resolve open issues. Giving consideration to all of the information gathered during the other planning procedures, we will quantify materiality by opinion unit and finish all remaining planning documentation.

The detailed account level balances used to create the draft financial statements will be used to prepare audit lead schedules. A typical financial audit applies analytical and/or substantive procedures to the balance sheet captions such as cash and cash equivalents, receivables, capital assets, accounts payable and other liabilities. The quantity and type of testing performed during the engagement will be based on our risk assessments of the respective account types and applicable assertions combined with our understanding and documentation of your internal controls performed during planning. Our samples will be selected judgmentally, statistically or haphazardly from respective population of items to be tested.

Revenues and expenditures are tested analytically and/or through reconciliation or other substantive procedures. Analytical procedures may include comparison of budget, actual and prior year balances using quantified materiality as a measurement tool and comparison of Township balances to industry benchmarks. Substantive procedures may include recalculation of charges for services with amounts reconciled to the Township's general ledger. As noted above, we plan our testing based on risk assessments however those preliminary assessments may change during the course of the fieldwork process which may result in a modification to the originally planned audit approach.

**Wrap-up** – As the final fieldwork procedures are completed, the workpapers will be reviewed as part of our internal system of quality control. All comments and issues generated by these reviews will be resolved while we are on-site. Also, while we are on-site, the notes to the financial statements will be completed and all quality control audit programs and checklists will be finished and reviewed. At the completion of fieldwork, we will meet with your management team to discuss the results of our fieldwork and any findings or recommendations that arose during the audit process.

We will perform an internal quality control review of the draft financial statements and provide a copy of the audit report and documents to management for your review. Upon completion of your review, any necessary modifications will be made to the report and/or documents. We will then finalize, reproduce, assemble/bind and deliver the audit report and documents in accordance with your timing requirements.

## **ANTICIPATED AUDIT PROBLEMS**

Based on our understanding of the scope of the proposed engagement and our knowledge of current and proposed changes to generally accepted accounting principles and auditing standards, we are not aware of any issues that will require substantial additional consideration during the audit process except for the implementation of new accounting standards as they become effective. If a specific matter does come to our attention during the course of the engagement, we will discuss it with you promptly to reach a mutually agreeable resolution.

## SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Our experience in providing the proposed services is impressive. Our Grand Rapids firm conducted over 50 audits of local units of government in 2018. A complete list of our current governmental clients is included in the attachments; current audit engagements similar to Kalamazoo Charter Township, along with contact information, includes:

### Plainfield Charter Township

Services Provided	Financial Audit, GFOA CAFR compliance, single audit
Current Client Since	2008
Engagement Team	Peter Haefner   Doug Vredevelde   Matt Smith   Mike Vredevelde
Client Contact	Warren Smith, Finance Director   (616) 726-8886

### Grand Haven Charter Township

Services Provided	Financial Audit
Current Client Since	2009
Engagement Team	Doug Vredevelde   Mike Vredevelde   Peter Haefner
Client Contact	Andrea Sandoval, Finance Director   (616) 604-6323

### Georgetown Charter Township

Services Provided	Financial Audit
Current Client Since	2009
Engagement Team	Doug Vredevelde   Matt Smith   Mike Vredevelde
Client Contact	Dan Carlton, Township Manager   (616) 457-2340

### Cascade Charter Township

Services Provided	Financial Audit
Current Client Since	2014
Engagement Team	Doug Vredevelde   Matt Smith   Mike Vredevelde
Client Contact	Ben Swayze, Township Manager   (616) 949-1500

### Jamestown Township

Services Provided	Financial Audit
Current Client Since	2016
Engagement Team	Doug Vredevelde   Matt Smith
Client Contact	Ken Bergwerff, Township Supervisor   (616) 896-8376

## PROFESSIONAL FEES

As discussed above, our business model allows us to work very efficiently with low overhead and high flexibility which enables us to provide quality services to our clients that are at more competitive rates than the competition. Also, as discussed above, our firm employs highly trained and experienced personnel. Work conducted by these senior team members can be performed much faster than the same work performed by new and less experienced associates; this leads to higher quality results and fewer hours incurred on the engagement. All of these factors contributed to generating the fee quote presented below.

The maximum all-inclusive fees for the years ending December 31 are as follows:

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023*</u>	<u>2024*</u>
Audit of Financial Statements	\$12,250	\$12,500	\$12,750	\$12,750	\$13,500
Preparation of F-65	750	750	750	750	750
Preparation of qualifying stmt.	175	175	175	175	175

\*Years 2023 and 2024 are included as optional years.

The quoted fees are based on the presumption that Kalamazoo Charter Township's accounting records are reasonably adjusted and schedules appropriately prepared prior to the start of the audit process. Any additional services requested to assist Kalamazoo Charter Township, either during the audit (account reconciliations and/or adjusting) or for special projects outside the scope of the audit, will be discussed in advance with appropriate Township personnel and, once agreed upon, will be billed at our standard hourly rates. Our rates vary by level of the individual assigned to the project. We believe that you will find our hourly rate for partners and senior staff to be very competitive. Our current hourly rates are as follows:

	<u>Rate</u>
Partner	\$155
Manager	120
Senior associate	90
Associate	75

We emphasize regular contact with our clients and provide prompt, courteous answers to any questions you may have; both during the audit process and throughout the year. There will be no fees related to routine contact unless significant research and response preparation time is involved. In which case, we will inform you in advance if we believe a particular service will require an additional fee.



## **ATTACHMENTS**

# PEER REVIEW REPORT



5820 N. Cannon Center, Suite 167  
Canton, Michigan 48107  
734-614-7620  
email: ringo@rpa.ringoprac.com

## System Review Report

October 25, 2016

To the Shareholders of Vredeveld Haefner LLC  
and the Peer Review Committee of the Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Vredeveld Haefner LLC. (the firm) in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, an engagement selected for review included an audit of an employee benefit plan and engagements performed under *Governmental Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Vredeveld Haefner LLC in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vredeveld Haefner LLC has received a peer review rating of *pass*.

  
Ringo & Associates, PC

## CLIENT LISTING

The following is a listing of our current audit services governmental clients grouped by municipality type.

### AUDIT SERVICES

<p><b>COUNTIES</b>  Ottawa County  Ottawa County Central Dispatch Authority  Ottawa County Drain Commission  Ottawa County Insurance Authority  Ottawa County Public Utilities  Grand Traverse County</p> <p><b>CITIES</b>  City of Belding  City of Big Rapids  City of Carson City  City of Cedar Springs  City of East Grand Rapids  City of Grand Haven  City of Grandville  City of Greenville  City of Ionia  City of Kentwood  City of Lowell  City of Mount Pleasant  City of Muskegon Heights  City of Norton Shores  City of Reed City  City of Rockford  City of South Haven  City of Traverse City  City of Walker  City of Whitehall</p> <p><b>TOWNSHIPS</b>  Cascade Charter Township  Comstock Charter Township  Georgetown Charter Township  Grand Haven Charter Township  Jamestown Charter Township  Martin Township  Plainfield Charter Township  St. James Township  Texas Charter Township</p> <p><b>VILLAGES</b>  Village of Suttons Bay  Village of Spring Lake</p>	<p><b>EDUCATION</b>  Cedar Springs Public Schools  Godfrey-Lee Public Schools  Greenville Public Schools  Montague Area Public Schools  Ravenna Public Schools  Walkerville Public Schools  Success Virtual Learning Centers of Michigan</p> <p><b>ROAD COMMISSIONS</b>  Ottawa County Road Commission  Grand Traverse County Road Commission</p> <p><b>TRANSPORTATION PLANNING</b>  Grand Valley Metropolitan Council  Macatawa Area Coordinating Council</p> <p><b>LIGHT &amp; POWER</b>  Grand Haven Board of Light &amp; Power  Traverse City Board of Light &amp; Power  Lowell Light and Power</p> <p><b>LIBRARIES</b>  Allegan District Library  Lake Odessa Community Library  Loutit District Library  Reed City Area District Library  Tamarack District Library  White Pine District Library</p> <p><b>OTHER SPECIAL-PURPOSE</b>  South Haven Area Emergency Services  Grand Haven Harbor Transit System  White Lake Ambulance Authority  Grand Haven-Spring Lake Sewer Authority  Northwest Ottawa Water System  North Kent Sewer Authority  Ionia Regional Utility Authority  West Michigan Regional Water Authority  Cedar Springs Area Parks and Recreation  South Haven Area Recreation Authority  Montcalm County Central Dispatch Authority  West Michigan Enforcement Team</p>
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The following is a listing of our current non-audit and/or consulting services governmental clients.

#### **OTHER SERVICES PROVIDED**

City of Wyoming Kalamazoo Regional Water Authority Oshtemo Township Cannon Township Muskegon Area Transit System Muskegon County Spring Lake Township Village of Middleville Western Michigan Health Insurance Pool
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Some examples of the other types of professional services we are able to offer include:

- Controller by the hour
- Cost allocation plan development or review
- Review of internal controls
- Cash flow analysis
- Financial projection models
- Development of comprehensive operating budgets
- Agreed-upon-procedures customized to meet specific needs



## **Doug Vredeveld, CPA, CGFM Partner**

With over 25 years of public accounting experience servicing the governmental and nonprofit community, Doug is also a Certified Government Financial Manager which demonstrates skills in areas such as accounting, auditing, budgeting, internal controls and financial reporting of governmental entities. Prior to being a founding partner of Vredeveld Haefner LLC, Doug was a Principal at a large regional firm where he led the West Michigan governmental and nonprofit practice. He has been responsible for overseeing approximately 40 governmental and 30 nonprofit audits annually ranging in size from small entities with a single fund to complex counties with multiple major federal programs.

### **EDUCATION**

GRAND VALLEY STATE UNIVERSITY  
Bachelors of Business Administration with a major in Accounting

### **AFFILIATIONS**

American Institute of Certified Public Accountants  
Michigan Association of Certified Public Accountants  
Association of Governmental Accountants  
Hospitality Finance and Technology Professionals

### **CONTACT INFORMATION**

Phone (616) 446-7474  
Email [dvredeveld@vh-cpas.com](mailto:dvredeveld@vh-cpas.com)



**Peter Haefner, CPA  
Partner**

With over 25 years of experience in the governmental industry, Peter has been conducting governmental and nonprofit audits for over 20 years. Prior to being a founding partner of Vredeveld Haefner LLC, he was with a large regional firm where he managed governmental and nonprofit engagements. Peter also has experience as the Accounting and Financial Reporting Manager for the State of Wyoming, Assistant Finance Director for the City of Muskegon and as a Program Associate for the Government Finance Officers Association's prestigious Certificate of Achievement program. Peter is also able to provide a unique understanding of governmental operations due to his involvement as a past two-term Board of Education member for Lowell Area Schools. In addition, Peter is an adjunct instructor at Hope College and a frequent speaker on current topics for the MACPA, MMTA and various other regional organizations.

**EDUCATION**

SAGINAW VALLEY STATE UNIVERSITY  
Bachelors of Business Administration with a major in Accounting

**AFFILIATIONS**

American Institute of Certified Public Accountants  
Michigan Association of Certified Public Accountants  
Kent County Treasurer's Association

**CONTACT INFORMATION**

Phone (616) 460-9388  
Email [phaefner@vh-cpas.com](mailto:phaefner@vh-cpas.com)