



1720 Riverview Drive
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BOARD OF TRUSTEES WORK GROUP MEETING

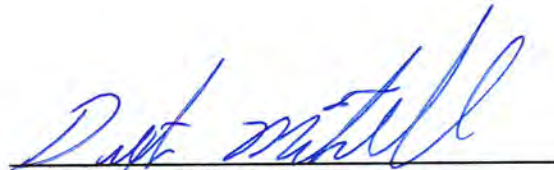
June 8, 2020

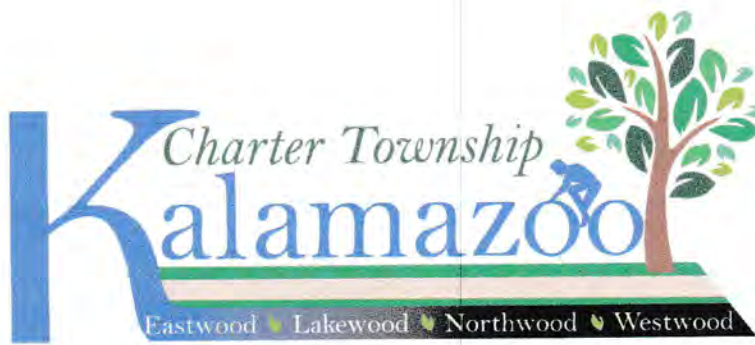
The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "Work Group Meeting" to be held at 5:30 p.m., on Monday, June 8, 2020, via Zoom conferencing for the purpose of discussing the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*. Go to zoom.us click join meeting. Enter ID: 826 3760 8790 Password: 032510 or dial in with 1 (312) 626-6799

One tap mobile +13126266799,,82637608790#,,1#,784808# US (Chicago)

- A. Discussion of process for the board to provide feedback to the manager and to identify manager's goals
- B. Discussion of consideration of changes to the Policy Manual Concerning the Policy and Administration Committee
- C. Manager's Update
- D. Public comment

Posted June 4, 2020


Dexter Mitchell, Manager
Charter Township of Kalamazoo



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 06082020 0A

FOR MEETING DATE: June 8, 2020

SUBJECT: Process for the board to provide feedback to the manager and to identify manager's goals

REQUESTING DEPARTMENT: Trustee Leuty and Trustee Strebs

SUGGESTED MOTION:

No motion since the item is slated for a Work Session discussion.

Financing Cost: \$ NA

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Please see attachments.

Submitted by: Trustee Leuty and Trustee Strebs

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.

To: Board of Trustees of the Charter Township of Kalamazoo
From: Trustees Leuty and Strebs
Re: Process for providing formal feedback to the Township Manager and setting manager's goals
Date: June 2, 2020
Attachments: 1) Agenda Request Form
2) Employment Agreement
3) Summary of Manager's 2017 Goals
4) draft feedback form
5) draft 2020 goals

As we know, employers and employees are more productive and happier when they share a clear, mutual understanding. Good communication includes setting goals and sharing feedback about how well the goals are being accomplished. This process translates the organization's policies into a general roadmap for an employee and helps identify the resources needed for the employee to accomplish their position's goals.

The township manager's 2016 employment agreement included goals, which were reviewed after one year. Since that time, the township board and manager have not updated the manager position's goals or discussed formal feedback to evaluate and fine-tune how well the goals are being met.

The following outlines a possible strategy to accomplish this objective:

1. The board could start by discussing the above points at the board's Work Session on 06/08/2020.
2. Each board member could complete a form by a specific date to share their feedback about how well the manager has been able to advance the original set of goals and to suggest new, potential goals.
3. The board could assign an individual (such as a board member or a staff member to compile the feedback for the board and the manager to review at a Work Session on a specific date (07/13/2020, for example), at which the manager could share his feedback to the board's comments and offer the board a list of proposed goals to discuss. Ultimately, the board and the manager could seek to agree upon a set of goals for the remainder of 2020 through 2021, for which the board would adopt by a specific date (07/27/2020, for example).

EMPLOYMENT AGREEMENT FOR THE TOWNSHIP MANAGER FOR KALAMAZOO CHARTER TOWNSHIP

THIS AGREEMENT is made this 7th day of September, 2016, by and between KALAMAZOO CHARTER TOWNSHIP, a Michigan municipality, hereinafter referred to as the Township or Township Board, and Dexter A. Mitchell, hereinafter referred to as the Employee. The parties agree as follows:

1. **TERM:** The Township agrees to employ and the Employee accepts employment as the Township Manager beginning no later than November 1, 2016, subject to termination pursuant to paragraphs 10 and 11 of this Agreement.

2. **DUTIES:** The Township Manager shall have overall supervisory responsibility for the day-to-day Township operation pursuant to the Michigan Charter Township Act (Public Act 359 of the Pubic Acts of 1947) subject to the ordinances, policies, procedures, general rules and directives of the Township Board. The Employee agrees to maintain the qualifications, certifications, registrations and a license to discharge said duties and agrees to carry out the administrative and operational functions as Township Manager of the Township as required by the Township Board. The Township Manager also agrees to use his best efforts and endeavors to promote the interests of the Township. Further, the Employee, as Township Manager, shall report to and work through the direction of the Township Board.

3. **EXTENT OF SERVICES:** The Employee agrees to accept employment as the Township Manager and, further, agrees to perform all duties and responsibilities of the Township Manager as required and described by the Township and the laws of the State of Michigan. The Employee agrees to devote such time, attention, skill, knowledge and professional ability as is necessary to most effectively and efficiently carry out the duties set forth in this agreement. The Township Board delegates the following duties to the Township Manager except where the duty would place the

Township Manager in violation of the Incompatible Public Office Act (MCL 15.181 et seq.):

- (a) Supervise all Department Heads and employees, full and part-time contracted professionals, i.e., attorneys, engineers and auditors, report to Township Manager.
- (b) Acts as Chief Administrative Officer of the Township. The Township Manager shall be responsible to the Township Board for the efficient administration of all departments of Township government. Regularly conducts staff meetings to coordinate departmental activities.
- (c) Prepares and administers the annual budget pursuant to the policies of the Township Board and keeps the Township Board advised at all times as to the financial condition and needs of the Township.
- (d) Administers the Townships personnel policies and acts as the Township's personnel director. Participates in labor negotiations and serves as chief spokesperson for the Township in the settling of labor contracts.
- (e) Meets and/or corresponds with citizens interested in Township operations and handles public complaints finding solutions to problems in a timely and courteous manner.
- (f) Makes recommendations to the Township Board for the adoption of such measures as the Township Manager may consider necessary for the operation of the Township. The Township Manager shall also review ordinances contracts and other written instruments before they are submitted to the Township Board.
- (g) Prepares the Township meeting agenda in conjunction with the Township Supervisor, and supervises the preparation of background information, packets and agenda items for distribution to Township Board members, others as determined by the Township Board, and the news media prior to the meeting.
- (h) Prepares and distributes correspondence, notices and resolutions after each meeting as directed by the Township Board.
- (i) Secures publications of required legal notices concerning amendments to ordinances, public hearings, re-zoning, public improvements and so forth, as authorized by the Township Board.
- (j) Signs and certifies ordinances, contracts, reports, warrants and other documents as authorized by the Township Board.
- (k) Attends meetings with representatives of other units of government, business, citizens and self-interest groups on matters of mutual concern, as authorized by the Township Board, and issues reports on such. The Township Manager shall not act in any manner that would violate the Incompatible Public Office Act.

- (l) Reads extensively and keeps informed by attending various conferences, seminars and meetings within the State to keep current with Township government trends and needs.
- (m) Sees that all township ordinances are enforced and represents the Township in traffic prosecutions, local ordinance prosecutions or other matters requested by the Township Board.
- (n) Attends all meetings of the Township Board, with the right to take part in discussions, but without the right to vote.
- (o) To be a member, ex-officio, of all committees of the Township Board.
- (p) Provides assistance in coordination of activities with liability insurance carriers when the carrier appoints an attorney to represent the Township.
- (q) To conduct all sales or purchases of personal property which the Township Board may authorize to be sold or purchased.
- (r) To attend meetings of the Planning Commission, Zoning Board of Appeals, Parks and Recreation Commission, and any other meeting or meetings, as determined by the Township Board.
- (s) Acts as Township's purchasing agent, coordinating the authority with Department Heads or, under the Township Manager's authority delegates such duties to appropriately responsible Township employees.
- (t) Provide administrative assistance to all Commissions, the Township Board and Committees within the township.
- (u) Keep the Township Board informed of problems, needs and concerns.
- (v) Perform such duties as may be prescribed from time to time by the Township Board along with duties required by ordinance or by statute that are not assigned to another official in conformity with the Michigan Charter Township Act.

4. **COMPENSATION:** For the satisfactory performance of the duties set forth under this agreement, including any expenses incurred therewith, the Township agrees to pay the Employee an annual salary in the amount of Ninety-Six Thousand, Five Hundred Dollars (\$96,500.00), which shall be payable in installments in the same manner as other employees of Kalamazoo Charter Township are paid. In addition, the Township Board agrees to review and adjust the Employee's base salary and/or benefits to the extent the Township Board shall determine desirable on the basis of their review of the Employee's performance. The performance review may be performed annually or at such times determined by the Township Board.

Annually, on or before January 15 of each year that this agreement is in effect, the Township Board and Employee shall mutually establish annual goals to be achieved before November 15 of that year. These goals shall consist of i) objective performance targets of core performance metrics, and ii) subjective performance goals (e.g., leadership skills). The performance review and evaluation should show both strengths and weaknesses, if any, and be discussed with the Employee in a manner to provide the Employee with an opportunity to improve his abilities and service to Kalamazoo Charter Township.

On the anniversary date of the Employee's employment date, the Township Board may adjust the salary provided herein based on their review of the Employee's performance in meeting or exceeding the jointly agreed-to goals of the Township Board and the Employee. The employee may receive a merit increase of up to Three Thousand Dollars (\$3,000.00) on the anniversary date of employment after each of the first two years. However, both parties understand that the salary outlined herein may be paid without adjustment. Beginning in 2018, the Township Board may also adjust Employee's salary to award increases as may be awarded to non-union employees.

5. **RESIDENCY REQUIREMENT:** The Employee shall be required to maintain residence within 20 miles of the Kalamazoo Charter Township borders. Residency shall be established within 300 days of the beginning date of the employment term. The Township Board will review and may extend the residency establishment deadline if circumstances warrant such action.

6. **OTHER EMPLOYMENT PROHIBITED UNLESS APPROVED:** Except as set forth below, Employee agrees that he may not be an employee, consultant, independent contractor, director, or any other agent of any other person, firm, corporation, or municipal, political, or other legal entity of any kind during his employment with the Township. Employee may engage in civic and charitable activities that do not interfere with his employment under this Agreement and that do not conflict

with the Township's interests. Employee may also engage in a paid or unpaid teaching assignment at a local college, university, or institution of higher education, provided he receives the Township Board's prior approval.

7. **PROFESSIONAL LIABILITY INSURANCE:** The Township will maintain for the duration of this agreement, and at current levels of coverage, its public officials liability insurance to protect the Employee against claims or actions against his personal property or income for any actions or failure to act in his official capacity. The Township Board shall reimburse the Employee for reasonable legal expenses as permitted by Michigan law for employment by Employee of legal counsel acceptable to Employee to defend himself against any lawsuits or legal actions taken against him in connection with his official duties as Township Manager.

8. **PROFESSIONAL DEVELOPMENT**

(a) The Township recognizes its obligation to the professional development of the Employee, and agrees that Employee shall be given adequate opportunities to develop his skills and abilities as Township Manager; and the Employee agrees to participate in professional development activities, provided such participation does not consume a disproportionate amount of time and contribute to a failure on the part of Employee to discharge his duties as determined by the Township.

(b) The Township, subject to availability of funds within the budget and with advance approval, agrees to pay for travel and related expenses of the Employee for short courses, institutes and seminars that are necessary for professional development and for the good of the Township. Employee shall submit request for payment of such expenses in writing to the Township Board at least thirty (30) days in advance of the activity he wishes to participate in. The Township Board may establish limits on the number and frequency of such activities and on the maximum amount of reimbursement per activity including the number of national, state and local institutes and seminars. The Employee shall attend such activities as directed by the Township Board as part of

his employment and shall provide a written report to the Township Board within thirty (30) days after the activity. One (1) day meetings are exempt from the requirement to request payment thirty (30) days in advance. Recreational functions shall not be reimbursed by the Township.

(c) The Township Board agrees to pay the professional dues and subscriptions of the Employee, which the Township Board, in its sole judgment, determines are appropriate and necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for this continued professional participation, growth, advancement, and for the good of the Township. These expenses shall not exceed \$500.00.

(d) The Township Board recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by the Employee, and hereby agrees to reimburse or pay said general expenses, provided such amount is reasonable in amount and purpose, and the Clerk is hereby authorized to disburse such monies upon receipt of a duly executed expense voucher with receipts and/or statements.

9. **EMPLOYEE BENEFITS:** Employee shall be entitled to the benefits available to all non-union full-time employees as provided in the Township's Personnel Policy including, but not limited to, paid leave, holidays, group insurance and pension plans. The Employee will earn three weeks of vacation leave per year and will have three weeks of vacation leave to use in 2017. The Employer agrees to pay the premium hereon on the same basis as is provided to all non-union Township employees.

10. **TERMINATION:**

(a) The Employee shall serve at the pleasure of the Township Board and either party may terminate the employment relationship at any time, for any reason, with or without cause. If the Township Board exercises its right to terminate the employment of Employee without cause and Employee is willing and able to perform the duties of Township Manager, the Township shall compensate the Employee in an amount equal

to four months of his current salary. The payment may be paid in a lump sum or may be paid over a four month period at the option of the Township. The salary payments shall be payable in the manner established for regular salary payments. The Township Board may, however, in the alternative, elect to give the Employee four months' notice of termination in lieu of the foregoing payments. Said notice of termination must be by resolution of the Township Board at a regularly scheduled Township Board meeting. In the event the Township Board elects to give notice of termination and the Employee agrees to continue to fully execute the duties of Township Manager for the applicable time period following said notice, payments shall continue for the relevant time period or until the effective date of his voluntary resignation, whichever occurs first.

(b) Further, it is understood and agreed that if Employee is terminated for reasons constituting just cause, Employee shall not be entitled to the salary or the notice as provided above. Cause shall be defined: commission of a crime involving moral turpitude; an act of theft or dishonesty; malfeasance in office, including being criminally charged; any action or conduct that is in violation or disregard of the standard of behavior which the Township has a right to expect from its Township Manager; any carelessness or negligence of a degree or occurrence as to manifest equal culpability or wrongful intent; an intentional and substantial disregard of the Township's interest; any action that places the Township Manager in violation of the Incompatible Public Offices Act (MCL 15.181 et seq.); or any violation or deliberate disregard of the terms of this Agreement, Township policy or any directive of the Township Board.

Any claims or controversies arising out of or relating to Employee's termination or the application or interpretation of this agreement, which might otherwise be litigated in state or federal court, including, but not limited to common law tort claims or claims for wrongful discharge or employment discrimination, shall be filed with a court of competent jurisdiction in Kalamazoo County, Michigan within 180 days of the Township Board's decision to terminate the Employee's employment unless the action

is subject to a statute of limitation providing for a shorter time for filing in which case the shorter time limit will apply. The Employee and the Township agree to waive any statutes of limitation contrary to the provisions set forth herein. The Employee and the Township hereby expressly and knowingly waive the right to a jury trial for any claim or controversy arising out of or relating to Employee's termination or the application or interpretation of this agreement.

11. **VOLUNTARY RESIGNATION:** The Employee may terminate his own employment by giving the Township Board at least sixty (60) days notice in writing. In the event the Township Board has not given the Employee notice of intent to terminate his employment and the Employee desires to voluntarily resign, the Employee must give the Township Board at least sixty (60) days notice of resignation unless both parties mutually agree that shorter notice is acceptable.

12. **COMPENSATION UPON TERMINATION OF EMPLOYMENT:** The Township Board agrees that upon separation from the Township, salary, pension and vacation time shall be paid to the Employee pursuant to the appropriate policy of the Township. Payment of the above-described benefits, except for pension, will be paid as soon as the amount can, with due diligence, be computed and paid. The pension payment will be determined by the pension plan carrier, but not to exceed sixty (60) days.

13. **TOWNSHIP'S AUTHORITY:** Employee agrees to observe and comply with the rules, regulations and policies of the Township, as adopted by the Township Board either orally or in writing, respecting the performance of the Employees duties, and to carry out and to perform orders, directions and policies announced to the Employee by the Township Board, from time to time, either orally or in writing. The Employee specifically understands that the Township Board shall have the final authority, the power to direct, control or supervise the manner and time of the

Employee's duties through the Township Board and/or Township Supervisor, as is consistent with the laws of the State of Michigan.

14. **PRIOR AGREEMENTS:** All prior agreements pertaining to, connected with, or arising in any manner out of the employment of the Employee by the Township, is hereby terminated and shall hereafter be of no force or effect whatsoever.

15. **GOVERNING LAW:** In view of the fact that the Township is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this agreement shall, at all times and in all respects, be governed by the laws of the State of Michigan.

16. **ENTIRE AGREEMENT:** This contract contains the entire agreement and understanding by and between the Township and Employee with respect to the employment of employee, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. No change or modification of this contract shall be valid or binding unless it is in writing and signed by the party intending to be bound. No waiver of any provisions of this contract shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced. No valid waiver of any provision of this contract, at any time, shall be deemed a waiver of any other provision of this contract at such time or at any other time.

17. **PROHIBITION AGAINST ASSIGNMENT:** Employee agrees on behalf of himself, his executors, administrators, heirs, legatees, distributees and any other person or persons claiming any benefit under his by virtue of this contract, that this contract and the rights, interest and benefits hereunder shall not be assigned, transferred or pledged in any way.

18. **SEVERABILITY OF INVALID PROVISIONS:** The provisions of this contract shall be deemed severable, the invalidity or unenforceability of any one or more

of the provisions of this contract shall not affect the validity and enforceability of other provisions. This contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

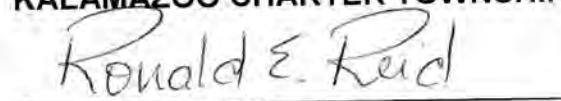
The Township hereby employs Employee and the Employee hereby accepts employment upon and subject to the terms and conditions herein set forth.

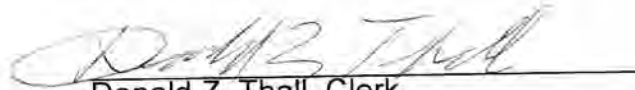
IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals on this 7th day of September, 2016.

TOWNSHIP MANAGER

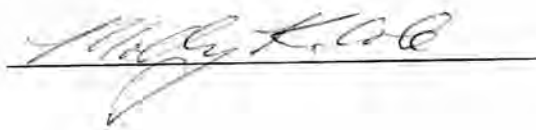

Dexter A. Mitchell

KALAMAZOO CHARTER TOWNSHIP


Ronald E. Reid, Supervisor


Donald Z. Thall, Clerk

WITNESSED:







Summary of Manager's 2017 Goals

On October 31, 2016 I was granted the opportunity by the Kalamazoo Charter Township Board to become their first Township Manager. Writing goals for 2017 after having been at the Township for two months was exciting and challenging. It was exciting to think about all the good work we could accomplish in the Township and challenging because I was just becoming familiar with everything that was happening in the Township and had no way of knowing some of the things that would be coming up. There was no way to know how much time would be taken up with the issue of medical marijuana and the sudden personnel changes or to be aware of the solid obstacles to addressing the 131 Business loop.

The past year has been a learning experience, becoming familiar with the Township, its residents and the culture of the community. I feel better prepared to look into the future and set my goals for 2018. The update of the goals and objectives for the Township through the strategic planning process will be an important part of that process.

Below you will find some of the things that my team and I have worked on in 2017 and will continue to push forward into 2018 and beyond. Thank you for taking the time, to review the summary of what we have accomplished in 2017.

Personal Development

Since coming to work at Kalamazoo Township I have attended the following workshops and trainings:

- Economic Development Summit in Lansing
 - Michigan Township Association Managers meeting
 - Public Safety Networking event
 - MTA annual Expo and Conference
 - Walkability Workshop
 - Medical Marijuana Conference at the Fetzer Center
 - MTA Manager/Superintendent meeting in Lansing
 - Training Wheels Workshop
-

Progress on Goals

Economics

- Increase the level of public safety in Kalamazoo Township
 - Increase in the number of sworn officers
 - Upgrade of equipment for public safety officers
 - Increase in communication functionality for firefighters
 - Began dialog on what community policing entails and how to fund it
 - Promoted Bryan Ergang to Chief of Police Kalamazoo Township
- Enhance Kalamazoo Township economic growth
 - Extensive research on medical marijuana in order for the Township to be prepared to deal with the numerous entrepreneurs interested in locating medical marijuana facilities in the Township
 - Amendments to the zoning ordinance were made to enable expansions of Service Master and Philly 66 gas station
- Create an attraction program highlighting US 131 Business Route and surrounding area
 - Met with state and federal officials regarding state and/or federal funding for on and off ramps
 - Working with Southwest Michigan First
 - Meetings with Northside businesses

Customer Service

(Inside and outside the office)

- Strengthen Kalamazoo Township Human Resources policies
 - Joined human resources organization (SHRM)
 - Creating new organizational structure to accommodate change to part-time elected official and full time manager system
 - Streamlining hiring process
 - Enhance the current cross training program
 - Brought in intern to support planning department, answer phones and develop electronic media
 - Filled position of Finance Administrator who will be offering support to and providing back up to accounts receivable and accounts payable
 - Developed new job descriptions for front desk positions that will include covering passports
-

- Develop an Accounts Payable authorization checklist
 - Working within BS&A program to create checklist
 - Enhanced email tracking for accounts payable along with folders for each department
 - Establish a baseline of customer service and develop a training program to increase it by 10% in 2017
 - Less number of problem calls into the office
 - Increase in response to the Township electronic news letter
 - Strengthen Township staff morale
 - Met with each staff member to identify strengths and goals
 - Started regularly scheduled Department Head and First Report meetings where staff can share and coordinate information
 - Established rotating meal with manager, have met with all staff in administrative offices
 - Developed a team look and team brand
 - Developing an environment that allows staff/teammates to own projects and have input
 - Increased number of casual Fridays
 - Enhance communication with staff, residents, businesses and visitors
 - Kalamazoo Township brand/logo Developed
 - Signage with new logo installed to identify Township parks and entrances to Township
 - Encouraged holding all department luncheon, bringing together administrative, police and fire staff, coordinated by Monica Kalupa and Larry Haynor
 - Encouraged blood drive coordinated by Shelby Sams
 - Kalamazoo Township communication expanded through electronic media with a Facebook page and info@ktwp email
 - Respond quickly and in person, when possible, with residents and business owners expressing concerns
 - Made appearances on PMN programs to introduce myself to the community and to discuss medical marijuana, sidewalks and other topics
 - Enhance a blight elimination program
 - Maintaining a strong property maintenance code
 - Working closely with the Township ordinance officer, fire marshal, planner, attorney, KABA and citizens to address issues of blight and coordinate ordinance enforcement
-

- Equipped ordinance officer with mobile access to records to make ordinance enforcement more efficient and allow increased coverage

Partnerships

- Develop partnerships with 501c3 nonprofits, (3 in 2017)
 - Habitat for Humanity
 - KPEP, with the sidewalk on Olmsted
 - Northside Ministerial Alliance
 - Friendship Baptist
 - Mt. Zion
 - Galilee Baptist
- Meet with nonprofits to work on issues related to:
 - Youth recreation opportunities
 - Nurturing and inspiring future public servants
- Develop partnerships with other governmental entities
 - Frequent communication with leaders and staff of adjoining governments to address common concerns and cross boundary issues
 - Partner to move forward economic development along US 131 Business Route and surrounding area
 - Partner with others to create activities or events in Kalamazoo Township

Outcomes for 2017

- Increased ability to manage Kalamazoo Township's documents internally and externally
 - Working with Clerk's department to finalize decision on document management system
- Enhanced team working environment within Kalamazoo Township
 - Regular meetings with staff leading to enhanced sharing of information between departments and increased three way communication with administration
- Increased use of non-motorized paths
 - Facilitated follow through on plans to sign and promote 4 miles of bicycle routes and paths
 - Facilitated follow through on plans to add 2.8 miles of new sidewalk

- Increased recreational and cultural programs in Kalamazoo Township
 - Facilitated follow through on planned improvements to township parks including signage, playground equipment, fencing, new wood chips and other maintenance
- Increased economic opportunities
 - Medical Marijuana, in all five areas
 - Kalsec expansion of multiple buildings in addition to on-site day care

Additional Information

- ❖ Supervisor Ron Reed retirement and introduction of Supervisor Don Martin
- ❖ The retirement of Police Chief Tim Bourgeois and the promotion of Chief Bryan Ergang
- ❖ The departure of Sue Kleiman as Deputy Treasure after 33 years and the promotion of Stephania Brown to Deputy Treasure with the duties of an Administrative Agent
- ❖ The retirement of Judy Vernagallo and the opportunity to open an intern program to partner with the neighboring University and College

Conclusion

I believe with the information listed above that we have completed between 85% and 87% of all the goals that we attempted to accomplish in 2017. It was my sincere attempt to capture one hundred percent of all of 2017 goals and accomplishments. Kalamazoo Charter Township team and moreover family are stronger and more able to adapt to the challenges that 2018 and beyond will bring. Once again thank you for the wonderful opportunity to serve this community.

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.

Draft form for board members to provide feedback by _____, 2020
about existing and future Township Manager Goals.

Date: _____

Name of person completing form: _____

1. Please comment on the goals that you think the manager completed or advanced successfully.

2. Please identify areas where you feel the manager did not complete a goal.

3. Please share potential goals that you would like the board and manager to consider in a future set of goals.

Return form to _____ by _____, 2020.

Potential 2020 Township Manager Goals (06/02/20 draft)

Developed by the Manager and the Board, these goals are clearly stated list of objectives (a game plan) to communicate to all stakeholders (Manager, Board, staff, and the public) a commonly held set of goals to guide the Manager's work and provide a clear target for evaluation.

1. Coordinating leadership to efficiently and effectively vet topics within the PAC and improve communications between the PAC and the full Board of Trustees.
2. Promote employee morale and sense of contribution to the township's goals. Promote a team approach to enhance customer service, cross-training, and service efficiencies.
3. Interact with department heads to ask (as noted in an article on evaluation in MTA's Township Focus April/May 2018 in which the township manager was cited as a source):
 - i. What do we do well?
 - ii. What isn't going so well?
 - iii. How can we improve?
 - iv. What is each department's mission?
 - v. What else would each department like to be able to do?
 - vi. What resources do each department need to meet those goals?
4. Develop annual employee performance evaluations in order to provide and solicit feedback to employees in a manner that promotes positive, two-way communications in order to enhance employee morale and effectiveness.
5. Continue to advance the previously evaluated "Summary of Manager's 2017 Goals", particularly the following items:
 - a. Promote a dialogue on community policing and code enforcement to address blight and coordinate effective ordinance enforcement. These two goals are inter-connected because code enforcement of blight issues is a component of community policing. The manager can coordinate the willing resources of the township's police department, legal counsel, code enforcement officer, other staff members, community resources (KPEP which is remodeling blighted homes in Eastwood and Community Homeworks which supported some flood victims in Lakewood), and the board of trustees to enhance the efficiency and effectiveness of code enforcement efforts.
 - b. Continue to seek opportunities for a southbound connection to US-131 from the US-131 Business Route to complement the existing northbound connection, including contact with Southwest Michigan First.
 - c. Visit all business in the townships to learn their needs and potential options for the township's support.
 - d. Enhance current, cross-training program,
 - e. Further promote staff morale and promote a team approach to enhance customer service and service efficiencies.
6. *Continue to administer the position responsibilities outlined in the Employment Agreement of 9/7/16, including, for example:*
 - a. supervise employees and contracted professions
 - b. administer and coordinate all departmental activities,
 - c. prepare and administer the annual budget,

- d.* Administer personnel policies,
 - e.* meet and correspond to residents,
 - f.* make recommendations to the Township Board related to operations,
 - g.* prepare agendas in conjunction with the Township Supervisor,
 - h.* prepare correspondence, notices and resolutions after each meeting as directed by the Township Board,
 - i.* secure publications of required legal notices,
 - j.* sign and certify ordinances, contracts, reports and other documents as authorized by the Township Board,
 - k.* attend meetings with representatives of other groups as authorized by the Township Board,
 - l.* maintain educational awareness,
 - m.* oversee enforcement activities,
 - n.* attend all meetings of the Township Board and other meetings as determined by the Board,
 - o.* participate in all committees of the Board,
 - p.* act as the Township's purchasing agent,
 - q.* provide administrative assistance to all Commissions, the Board, and Committees within the Township,
 - r.* keep the Township Board informed of problems, needs and concerns, and
 - s.* other responsibilities.
7. Develop annual employee performance evaluations in order to provide and solicit feedback to employees in a manner that promotes positive, two-way communications in order to enhance employee morale and effectiveness.



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 06082020 0B/9C

FOR MEETING DATE: June 8, 2020

SUBJECT: Consideration of Changes to the Policy Manual Concerning Policy and Administration Committee

REQUESTING DEPARTMENT: Trustees Leuty and Strebs, Clerk Miller

SUGGESTED MOTION:

"Move to amend the Township Policy Manual by adding new section 1.4 Policy and Administration Committee, and amending section 5.4 Policy Manuals".

Financing Cost: none

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

There is currently no general provision for the Policy and Administration Committee. With the clarifications made in 1.4, we believe that there is no need to amend 5.5 Authorized Staffing.

Submitted by: Clerk Miller

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.

CHAPTER 1 – INTRODUCTION

1.1 PURPOSE

This policy manual is adopted to provide for the efficient and uniform application of policies and procedures in The Charter Township of Kalamazoo, where such procedures have not been provided for by law. All Township officials and personnel are bound by these policies and any deviation from established policy is prohibited.

1.2 EMPLOYEE PERSONNEL POLICY

Kalamazoo Township has an adopted employee personnel manual that provides an array of policies concerning our employees, their conditions of employment and responsibilities on the job. This policy manual is not intended to supplant any items within that personnel manual.

1.3 APPOINTED COMMITTEES

The Supervisor is responsible for appointing, with township board approval, all members of the Planning Commission. (MCL 125.321 and MCL 125.1654) The Supervisor also appoints, with township board approval, the members of the zoning board of appeals, board of review, and all other standing and special committees of the township.

Violations of township policy and procedures may be considered by the township board as just cause for removing members of township committees. Other actions may be taken by the township board according to the other provisions of this policy, depending on whether the committee member is a township board member, appointed official, township employee or volunteer.

A township board member or appointed official whose conduct does not comply with any township policy or procedure, including its Code of Ethical Conduct, may be subject to actions including, but not limited to, internal reprimand, formal board censure, loss of a non-statutory committee assignment, or budget restriction, where such restriction is not prohibited by statute. Violations of township policy may also be considered by the township board as just cause for removing members of appointed township boards and commissions from office, where removal is authorized by law.

1.4 POLICY AND ADMINISTRATION COMMITTEE

The Policy and Administration Committee (PAC) is a standing committee consisting of three members of the Township Board. The Manager will ordinarily attend meetings of the PAC in an advisory capacity, unless asked not to attend by the Board. Department heads and other Township staff may be invited to attend PAC meetings as needed. Certain tasks are assigned to the PAC in 5.4 and 5.5 below; the Board may assign to the PAC any other tasks as may arise, such as development of proposals or additional policy statements. In case the PAC recommends any change, it must report such recommendation to the Board for action. Business may not be referred to the PAC by any party other than the Board, with the exception of 5.4 and 5.5 below.

1.5 VOLUNTEERS

A township volunteer who violates township policy may be subject to dismissal by the township board from township service, depending on the severity of the policy violation, the number and frequency of policy violations, and the degree of adverse impact to the township or to the public.

1.6 ELECTIVE OR APPOINTIVE POSITIONS

When a township board member or appointed official questions the applicability of a provision of any township policy or procedure to a particular situation, they may apply to the township board for a decision. The township board member or appointed official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The board may modify policy in light of facts presented.

...

5.4 POLICY MANUALS

The Supervisor and the Policy and Administration Committee shall develop and periodically provide recommended updates to its Policy Manual and Personnel Policy to help guide the board, employee Supervisors and managers in the implementation of all employee workplace issues.

The provisions of the Policy Manual and Personnel Policy may be changed at the sole discretion of the township board. Township board members, officials and employees may submit any suggested changes or additions to these policies and procedures to the Supervisor.

5.5 AUTHORIZED STAFFING

The township board, by means of the annual budgetary appropriations, shall determine the number of full-time and part-time employees assigned to the various township offices/locations.

The township board assigns its Policy and Administration Committee to review and make recommendations to the township board for all changes to an employee's grade reclassification, an employee's change from part-time to full-time status (or vice versa), a request for a new position or elimination of a current position.

The following process is to be used to make employee changes as noted above:

1. The department head shall discuss the need for the change with the Supervisor.
2. The department head shall submit a draft job description and written justification for the change to the Policy and Administration Committee. The Policy and Administration Committee may support, modify or reject the draft job description and written justification.
3. If the Policy and Administration Committee supports the change, the matter will be referred to the township board for further consideration.

4. If the Policy and Administration Committee modifies or rejects the requested change, the department head may request that the matter be referred to the township board for further consideration or may make changes and resubmit the request to the Policy and Administration Committee.

5. The Township board may accept, modify or reject the implementation of the proposed change. The township board may not make any change that increases the cost for the township without prior adoption of any necessary budget amendments.

<END>



1720 Riverview Drive
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Board of Trustees Regular Meeting Agenda June 8, 2020

The "Regular Meeting" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Tuesday May 26, 2020, via Zoom conferencing for the purpose of discussing and acting on the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*. Go to zoom.us click join meeting. Enter ID: 826 3760 8790 Password: 032510 or dial in with 1 (312) 626-6799

One tap mobile +13126266799,,82637608790#,,1#,784808# US (Chicago)

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 May 26, 2020 Board of Trustees Meeting
- B. Payment of Bills in the amount of \$15,514.84

Receipt of:

- A. Check Disbursement report for May, 2020
- B. Electronic Funds Transfer Report for May, 2020
- C. Planning and Zoning Department Reports for May, 2020
- D. Draft Minutes of the May 20, 2020 ZBA Meeting
- E. Kalamazoo Area Building Authority Reports for May 2020
- F. 911 Summary of Incident Report

7 – Public Hearings

- A. None at this meeting

8 - Unfinished Business

- A. Request to adopt proposed ordinance 620 to allow a limited number of vehicles to be offered for sale at automobile repair shops.

9 – New Business

- A. Request to adopt Zoning Ordinance Text Amendments for Freight Yards and Retail Sales of Packaged Liquor for first reading
- B. Request to adopt resolution expressing support for Pride Month
- C. Request to accept amendments to the Township Policy Manual

10 – Items removed from Consent Agenda

11 – Board Member Reports

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

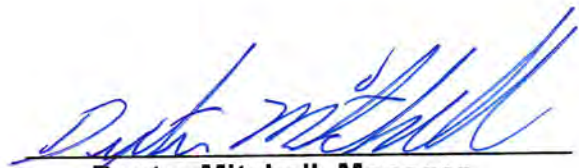
12 – Attorney Report

13 – Manager Report

14 – Public Comments

15 – Adjournment

Posted June 4, 2020



Dexter Mitchell, Manager
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
May 26, 2020**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Tuesday, May 26, 2020 at the Charter Township of Kalamazoo Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

Item 1 **CALL TO ORDER**

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

Item 2 **PLEDGE OF ALLEGIANCE**

Clerk Miller led the Pledge of Allegiance.

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

All present.

Item 4 **ADDITIONS AND DELETIONS TO AGENDA**

None.

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

Chris Mihelich commented on supporting local businesses, and Ordinance 620.

Item 7 **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 May 11, 2020 Board of Trustees Work Session
- B. Minutes of May 11, 2020 Board of Trustees Regular Meeting
- C. Payment of Bills in the amount of \$46,144.85

Receipt of:

- A. Treasurer's Report for April 2020
- B. Budget Report for April 2020
- C. Planning and Zoning Department Reports for March and April, 2020
- D. Draft Minutes of the May 7, 2020 Planning Commission Meeting
- E. Kalamazoo Area Building Authority Reports for March and April 2020
- F. Report on Tree Planting in Township Parks

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

Item 8 **PUBLIC HEARINGS**

None.

Item 9 **UNFINISHED BUSINESS**

Item 9A **REQUEST APPROVAL OF KALAMAZOO CHARTER TOWNSHIP COVID-19 PREPAREDNESS AND RESPONSE PLAN**

Manager Mitchell explained the new plan, under the Governor's Executive Order.

Trustee Strebs asked about the Police and Fire Preparedness plans, and whether the staff risk is correctly characterized as low. Manager Mitchell explained the plexiglass screening and phone screening. Trustee Strebs said the risk level may change with circumstances. Treasurer Miller discussed procedures for taking tax payments.

Trustee Leuty said that we still should have non-essential employees working from home. Clerk Miller commented that this is being done to a large extent.

Clerk Miller moved adoption of the plan, seconded by Trustee Leigh.

Trustee Leigh also commented that it is not up to us to find work for employees.

Attorney Thall addressed the face cover issue, it requires cover in shared space.

Supervisor Martin and Treasurer Miller said that handling currency is an issue during tax season. Treasurer Miller suggested doing the self-assessment prior to entering the workplace.

Trustee Leuty suggested adding the Police and Fire plans to this one, or re-titling this.

Trustee Strebs asked if we could go beyond the minimum required for face coverings in our policy. Attorney Thall said yes.

There was discussion about putting the Police and Fire plans together with the office plan. Attorney Thall pointed out that we have a deadline of two weeks after our employees come back, which will be June 1.

Supervisor Martin pointed out that the office staff for police were still working from home.

Roll call vote (6-1 Strebs). Motion carried.

Item 10 **NEW BUSINESS**

Item 10A **REQUEST TO ADOPT PROPOSED ORDINANCE 620 TO ALLOW A LIMITED NUMBER OF VEHICLES TO BE OFFERED FOR SALE AT AUTOMOBILE REPAIR SHOPS**

Manager Mitchell explained that we had seen this proposed ordinance.

Trustee Leigh and Treasurer Miller said that the limit on sales was not five per year, but five at a time, and thus competes with used car dealers. The state used car license would be triggered if more than five per year were sold. There was discussion whether this would or would not automatically require the Township's Used Car license. Attorney Thall could not tell us without further review whether this was true.

Trustee Leuty moved to postpone consideration of passage to our next meeting, seconded by Clerk Miller.

Trustee Cook commented from the Planning Commission that the display of more than five cars would be a car lot. Car repair shops would be selling far fewer.

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

Item 10B **REQUEST TO APPROVE FUND TRANSFER FOR FIXED ASSET SOFTWARE MODULE**

Manager Mitchell explained that a portion of this purchase was done in 2019, the remaining funds need to be newly allocated.

Trustee Leigh objected to taking this allocation from the Contingency Fund. Supervisor Martin agreed.

Trustee Leigh moved to approve a fund transfer of \$8900 from the Contingency Fund, to pay for the BS&A Fixed Asset module, seconded by Trustee Strebs.

Roll call vote (6-1 Treasurer Miller). Motion carried.

Item 10C **REQUEST FOR RENEWAL OF MTA MEMBERSHIP**

Trustees Leigh and Leuty pointed out that we have new members coming on. Several members said that we should purchase the Premium package, including New Officials training, since we will have several new Trustees.

Motion by Trustee Leigh, seconded by Trustee Cook to buy the Premium package.

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

Item 11 **ITEMS REMOVED FROM CONSENT AGENDA**

None.

Item 12 **BOARD MEMBER REPORTS**

Trustee Strebs advocated for worker protection in our new circumstances. The single biggest thing we can do is to cover our face. People in long-term care settings do not have the option to change their exposure circumstances. We should model the right behavior. She expressed condolences to friends of an individual in the care of her staff.

Trustee Cook spoke about the last Planning Commission meeting concerning special use proposals for marijuana, and Land Use Plan and maps. Several special use proposals will come before the next meeting.

Trustee Leigh is doing educational programs by Zoom. She was shocked by how many are not using masks.

Clerk Miller reminded us that just because a new crisis arises does not mean old crises go away. Climate change remains with us. Thanks to Trustee Leuty for tree planting in our parks.

Treasurer Miller reported that Kalamazoo Brownfields will meet this Thursday by Zoom. The last day is Monday July 20 for taxes owed from 2017. After that those homes could go into foreclosure. Deputy Treasurer and Treasurer have consulted on how to handle tax payments. We are encouraging payment by check, money order or credit card. Payment by cash will be taken after a health assessment. Taxpayers are asked to remain masked while in the building.

Trustee Leuty hopes that we can craft some minor changes to resolve the problems with Ordinance 620. State revenue sharing for this fiscal year will be 19% lower than previous

estimate. He recounted some history about Wilson Recreation Area. The Zoning Board of Appeals has suggested some additional changes to the solar power ordinance. He suggested that we need to push forward with employee evaluations, beginning with the Township Manager.

Supervisor Martin thanked PMN, and our guests, and our Police and Fire Departments. He is appalled by those who are not using masks.

Item 13 **ATTORNEY'S REPORT**

No report.

Item 14 **MANAGER REPORT**

Manager Mitchell welcomed Josh Staggs, our newest Sergeant. We have had 73 days in quarantine. "Stay at home" has been extended until June 12. Bulk trash pick-ups are confirmed for July 6-10, Aug 24-28, Oct 5-9. Our audit work has happened during the last week.

Item 15 **PUBLIC COMMENTS**

Chris Mileich asked us to consider any new ideas for the Planning Commission to consider.

Item 16 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:27 p.m.

BOARD MEMBERS PRESENT:

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

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT: None

Attested to by,

ALSO PRESENT:

Attorney Rob Thall
Manager Dexter Mitchell

Donald D. Martin, Supervisor

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INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
EXP CHECK RUN DATES 06/09/2020 - 06/09/2020
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 006672 - CONSUMERS ENERGY:							
205900849363 28705	CONSUMERS ENERGY ACCT #1000 1699 4202 101-200-923.00	06/04/2020 MONICAK	06/09/2020	436.81	436.81	Open	N 06/03/2020
	UTILITIES - NATURAL GAS			436.81			
206345623000 28706	CONSUMERS ENERGY ACCT #1000 1552 2335 206-336-921.01 206-336-923.01	06/04/2020 MONICAK	06/09/2020	670.70	670.70	Open	N 06/03/2020
	UTILITIES - ELECTRIC			435.13			
	UTILITIES - NATURAL GAS			235.57			
206345623001 28707	CONSUMERS ENERGY ACCT #1000 1552 2459 206-336-921.01	06/04/2020 MONICAK	06/09/2020	25.36	25.36	Open	N 06/03/2020
	UTILITIES - ELECTRIC			25.36			
	Total for vendor 006672 - CONSUMERS ENERGY:			1,132.87	1,132.87		
Vendor 010621 - EDWARDS INDUSTRIAL SALES, INC.:							
3298344 28711	EDWARDS INDUSTRIAL SALES, INC. MISC SUPPLIES 206-336-939.00	06/04/2020 MONICAK	06/09/2020	11.06	11.06	Open	N 06/03/2020
	MAINT. - VEHICLE			11.06			
3298001 28712	EDWARDS INDUSTRIAL SALES, INC. MISC SUPPLIES 206-336-939.00	06/04/2020 MONICAK	06/09/2020	11.94	11.94	Open	N 06/03/2020
	MAINT. - VEHICLE			11.94			
	Total for vendor 010621 - EDWARDS INDUSTRIAL SALES, INC.:			23.00	23.00		
Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:							
2075736-0 28698	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/04/2020 MONICAK	06/09/2020	22.58	22.58	Open	N 06/03/2020
	OFFICE SUPPLIES			22.58			
2075264-0 28714	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/04/2020 MONICAK	06/09/2020	5.44	5.44	Open	N 06/03/2020
	OFFICE SUPPLIES			5.44			
2075260-0 28715	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/04/2020 MONICAK	06/09/2020	21.23	21.23	Open	N 06/03/2020
	OFFICE SUPPLIES			21.23			

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INVOICE REGISTER REPORT FOR CHARTER TOWNSHIP OF KALAMAZOO

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EXP CHECK RUN DATES 06/09/2020 - 06/09/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2074883-0 28716	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00 207-301-727.00	06/04/2020 MONICAK	06/09/2020	352.94 202.94 150.00	352.94	Open	N 06/03/2020
2074557-0 28717	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/04/2020 MONICAK	06/09/2020	54.36 54.36	54.36	Open	N 06/03/2020
Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:				456.55	456.55		
Vendor 026006 - KALAMAZOO AREA BUILDING AUTHORITY:							
20-06-04 28694	KALAMAZOO AREA BUILDING AUTHORITY PROPERTY INSPECTION 101-310-811.00	06/04/2020 MONICAK	06/09/2020	55.00 55.00	55.00	Open	N 06/09/2020
Total for vendor 026006 - KALAMAZOO AREA BUILDING AUTHORITY:				55.00	55.00		
Vendor 026022 - KALAMAZOO CITY TREASURER:							
051320 28700	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.02	06/04/2020 MONICAK	06/09/2020	47.85 47.85	47.85	Open	N 06/03/2020
051420C 28701	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.03	06/04/2020 MONICAK	06/09/2020	26.79 26.79	26.79	Open	N 06/03/2020
051420D 28702	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.03	06/04/2020 MONICAK	06/09/2020	26.79 26.79	26.79	Open	N 06/03/2020
051120 28703	KALAMAZOO CITY TREASURER WATER/SEWER 101-200-927.00	06/04/2020 MONICAK	06/09/2020	121.64 121.64	121.64	Open	N 06/03/2020
051420E 28704	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.04	06/04/2020 MONICAK	06/09/2020	23.84 23.84	23.84	Open	N 06/03/2020
Total for vendor 026022 - KALAMAZOO CITY TREASURER:				246.91	246.91		

Vendor 028639 - R.W. LAPINE, INC.:

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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
21382 28710	R.W. LAPINE, INC. BOILER LEAK - WESTWOOD 206-336-811.00	06/04/2020 MONICAK	06/09/2020	229.41	229.41	Open	N 06/03/2020
	PURCHASED & MAINT. SERVICE			229.41			
	Total for vendor 028639 - R.W. LAPINE, INC.:			229.41	229.41		

Vendor 030024 - MARTIN & ASSOCIATES:

89664 28699	MARTIN & ASSOCIATES REPLACE SPRINGS - #902 206-336-939.00	06/04/2020 MONICAK	06/09/2020	3,121.10	3,121.10	Open	N 06/03/2020
	MAINT. - VEHICLE			3,121.10			
	Total for vendor 030024 - MARTIN & ASSOCIATES:			3,121.10	3,121.10		

Vendor 031552 - MENARDS - KALAMAZOO EAST:

28445 28719	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	06/04/2020 MONICAK	06/09/2020	398.08	398.08	Open	N 06/03/2020
	MAINT. - BUILDING			398.08			
28562 28720	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	06/04/2020 MONICAK	06/09/2020	6.26	6.26	Open	N 06/03/2020
	MAINT. - BUILDING			6.26			
28844 28721	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	06/04/2020 MONICAK	06/09/2020	36.26	36.26	Open	N 06/03/2020
	MAINT. - BUILDING			36.26			
28857 28722	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	06/04/2020 MONICAK	06/09/2020	181.88	181.88	Open	N 06/03/2020
	MAINT. - BUILDING			181.88			
	Total for vendor 031552 - MENARDS - KALAMAZOO EAST:			622.48	622.48		

Vendor 032090 - MTA:

070120 28727	MTA MTA DUES/PREMIUM PASS 101-200-732.00	06/04/2020 MONICAK	06/09/2020	7,890.05	7,890.05	Open	N 06/03/2020
	DUES/SUBS/PUBL			7,890.05			
	Total for vendor 032090 - MTA:			7,890.05	7,890.05		

Vendor 045001 - JONS TO GO:

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INVOICE REGISTER REPORT FOR CHARTER TOWNSHIP 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
149364 28708	JONS TO GO STROUD PARK 101-751-740.00	06/04/2020 MONICAK	06/09/2020	101.00	101.00	Open	N 06/03/2020
	OPERATING SUPPLIES			101.00			
149365 28709	JONS TO GO WILSON PARK 101-751-740.00	06/04/2020 MONICAK	06/09/2020	101.00	101.00	Open	N 06/03/2020
	OPERATING SUPPLIES			101.00			
Total for vendor 045001 - JONS TO GO:				202.00	202.00		

Vendor 047500 - SHARP SHOP:

7098 28723	SHARP SHOP CAP/OIL 206-336-934.00	06/04/2020 MONICAK	06/09/2020	24.90	24.90	Open	N 06/03/2020
	MAINT. - MACHINE			24.90			
7105 28724	SHARP SHOP OIL CAP 206-336-934.00	06/04/2020 MONICAK	06/09/2020	6.95	6.95	Open	N 06/03/2020
	MAINT. - MACHINE			6.95			
7109 28725	SHARP SHOP POLY LEAD KNIVES 206-336-934.00	06/04/2020 MONICAK	06/09/2020	10.95	10.95	Open	N 06/03/2020
	MAINT. - MACHINE			10.95			
Total for vendor 047500 - SHARP SHOP:				42.80	42.80		

Vendor 049497 - BARBARA SEFTON:

060320 28713	BARBARA SEFTON CEMETERY LOT 101-000-643.00	06/04/2020 MONICAK	06/09/2020	375.00	375.00	Open	N 06/03/2020
	SALE OF LOTS-CEMETERY			375.00			
Total for vendor 049497 - BARBARA SEFTON:				375.00	375.00		

Vendor 058029 - PREIN & NEWHOF, INC.:

55351 28695	PREIN & NEWHOF, INC. NON MOTORIZED IMPROVEMENTS 101-446-969.00	06/04/2020 MONICAK	06/09/2020	196.00	196.00	Open	N 06/03/2020
	ROAD MAINTENANCE			196.00			
55343 28696	PREIN & NEWHOF, INC. FINAL TAX MAP REVISIONS 101-200-820.00	06/04/2020 MONICAK	06/09/2020	102.50	102.50	Open	N 06/03/2020
	ENGINEERING SERVICES			102.50			

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DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO

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EXP CHECK RUN DATES 06/09/2020 - 06/09/2020

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
55327 28697	PREIN & NEWHOF, INC. TEXEL LIFT STATION 883-520-820.00	06/04/2020 MONICAK	06/09/2020	490.00	490.00	Open	N 06/03/2020
	ENGINEERING FEES			490.00			
	Total for vendor 058029 - PREIN & NEWHOF, INC.:			788.50	788.50		

Vendor 500106 - ALLIED 100, LLC:

1595302 28726	ALLIED 100, LLC AED PADS 206-336-747.00	06/04/2020 MONICAK	06/09/2020	187.20	187.20	Open	N 06/03/2020
	SMALL TOOLS & EQUIPMENT			187.20			
	Total for vendor 500106 - ALLIED 100, LLC:			187.20	187.20		

Vendor 500598 - EXTREME POWER EQUIPMENT:

49067 28718	EXTREME POWER EQUIPMENT MISC SUPPLIES 101-265-934.00	06/04/2020 MONICAK	06/09/2020	141.97	141.97	Open	N 06/03/2020
	MAINT. - MACHINE			141.97			
	Total for vendor 500598 - EXTREME POWER EQUIPMENT:			141.97	141.97		

# of Invoices:	34	# Due:	34	Totals:	15,514.84	15,514.84
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					15,514.84	15,514.84

--- TOTALS BY FUND ---

101 - GENERAL	9,827.52	9,827.52
206 - FIRE	5,047.32	5,047.32
207 - POLICE	150.00	150.00
883 - SEWER IMPROVEMENT	490.00	490.00

--- TOTALS BY DEPT/ACTIVITY ---

000 - REVENUES	375.00	375.00
200 - GENERAL SERVICES_ADMIN	8,857.55	8,857.55
265 - MAINTENANCE	141.97	141.97
301 - POLICE	150.00	150.00
310 - ENFORCEMENT (ORD, UNSAFE BDC	55.00	55.00
336 - FIRE	5,047.32	5,047.32
446 - INFRASTRUCTURE MAINTENANCE	196.00	196.00
520 - SEWER IMPROVEMENT	490.00	490.00
751 - RECREATION	202.00	202.00

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/01/2020	ERAD	10027	042820	ST JOSEPH COUNTY SHERIFF	DEPTHIDTA MONEY	727-000-271.00	1,143.48
05/01/2020	ERAD	10028	345309	AT&T	FORFEITURE - OPR	727-000-253.00	125.00
05/01/2020	ERAD	10029	042820	BERRIEN COUNTY SHERIFF	DEPARTHIDTA MONEY	727-000-271.00	866.65
		10029	042820A		HIDTA MONEY	727-000-271.00	550.44
		10029	042820B		HIDTA MONEY	727-000-271.00	268.14
		10029	042820C		HIDTA MONEY	727-000-271.00	348.32
							2,033.55
05/01/2020	ERAD	10030	030420	BERRIEN COUNTY TREASURER	FORFEITURE - OPR	727-000-253.00	28.40
		10030	060420A		FORFEITURE - OPR	727-000-253.00	78.00
		10030	030420B		FORFEITURE - OPR	727-000-253.00	82.23
		10030	042720		FORFEITURE - OPR	727-000-253.00	60.00
							248.63
05/01/2020	ERAD	10031	3083708	BOLAND'S BEST ONE THREE RIVER	FORFEITURE - OPR	727-000-253.00	18.00
05/01/2020	ERAD	10032	042820	KALAMAZOO COUNTY SHERIFF	DEPTHIDTA MONEY	727-000-271.00	429.18
05/01/2020	ERAD	10033	269962174704	AT&T	FORFEITURE - OPR	727-000-253.00	59.15
05/01/2020	ERAD	10034	9852731491	VERIZON WIRELESS	FORFEITURE - OPR	727-000-253.00	341.58
05/01/2020	ERAD	10035	042220	SUSAN A MCCARTHY	FORFEITURE - OPR	727-000-253.00	40.00
05/01/2020	ERAD	10036	120511298	ROSE PEST SOLUTIONS	FORFEITURE - OPR	727-000-253.00	78.00
05/01/2020	ERAD	10037	042820	SOUTH HAVEN POLICE DEPARTMENT	HIDTA MONEY	727-000-271.00	400.10
05/01/2020	ERAD	10038	041920	STAPLES CREDIT PLAN	FORFEITURE - OPR	727-000-253.00	49.99
05/01/2020	ERAD	10039	11745	ROB'S TIRE & AUTO CARE, LLC	FORFEITURE - OPR	727-000-253.00	60.00
05/14/2020	ERAD	10040	050520	MICHAELA PAULY	HIDTA MONEY	727-000-271.00	203.86
05/14/2020	ERAD	10041	050620	CONSUMERS ENERGY	FORFEITURE - OPR	727-000-253.00	42.33
		10041	050620A		FORFEITURE - OPR	727-000-253.00	428.15
							470.48
05/14/2020	ERAD	10042	041420	COMCAST	FORFEITURE - OPR	727-000-253.00	174.70
05/14/2020	ERAD	10043	A778304	ENGINEERED PROTECTION SYSTEMS	FORFEITURE - OPR	727-000-253.00	303.27
05/14/2020	ERAD	10044	050220	SAM'S CLUB	FORFEITURE - OPR	727-000-253.00	92.54
05/14/2020	ERAD	10045	26168	MICHIGAN EXHAUST AND BRAKE	FORFEITURE - OPR	727-000-253.00	188.98
05/14/2020	ERAD	10046	051120	SEMCO ENERGY	FORFEITURE - OPR	727-000-253.00	245.62

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05/14/2020	ERAD	10047	LCI-335364	SPRINT	FORFEITURE - OPR	727-000-253.00	100.00			
05/14/2020	ERAD	10048	1491054461	CENTURYLINK	FORFEITURE - OPR	727-000-253.00	0.06			
05/14/2020	ERAD	10049	041320	CITY OF SPRINGFIELD	FORFEITURE - OPR	727-000-253.00	159.31			
		10049	2000002915		FORFEITURE - OPR	727-000-253.00	467.00			
							626.31			
05/14/2020	ERAD	10050	83918434	VERIZON WIRELESS - VSAT	FORFEITURE - OPR	727-000-253.00	350.00			
05/14/2020	ERAD	10051	5190954-2529-3	WASTE MANAGEMENT OF MICHIGAN	FORFEITURE - OPR	727-000-253.00	115.65			
05/14/2020	ERAD	10052	65262089	WEX BANK	FORFEITURE - OPR	727-000-253.00	612.18			
05/14/2020	ERAD	10053	19-1107-62	SHEARS WRECKER SERVICE, INC.	FORFEITURE - OPR	727-000-253.00	160.00			
05/14/2020	ERAD	10054	120516515	ROSE PEST SOLUTIONS	FORFEITURE - OPR	727-000-253.00	80.00			
05/14/2020	ERAD	10055	8058150632	STAPLES	FORFEITURE - OPR	727-000-253.00	99.74			
05/14/2020	ERAD	10056	051120	SOUTHWEST ENFORCEMENT	FORFEITURE - OPR	727-000-253.00	9,032.46			
05/14/2020	POOL	47070	54857	APOLLO FIRE EQUIPMENT	MAINT. - VEHICLE	206-336-939.00	176.73			
05/14/2020	POOL	47071	050620	BAUCKHAM, SPARKS, THALL,	LEGAL SERVICES-BD. MEET.	101-200-826.00	150.00			
		47071	050620		LEGAL SERVICE-GEN. TWP.	101-200-827.00	3,264.00			
		47071	050620		LEGAL SERVICE	101-209-827.00	575.00			
		47071	050620		Legal Service-Gen. Twp.	101-310-827.00	285.00			
		47071	050620		LEGAL SERVICES - GEN. TWP.	101-400-827.00	1,920.00			
		47071	050620		LEGAL	207-301-827.00	324.00			
							6,518.00			
05/14/2020	POOL	47072	050420	BRONSON HEALTHCARE GROUP	HEALTH MGMT	101-215-914.00	260.40			
05/14/2020	POOL	47073	205099861262	CONSUMERS ENERGY	UTILITIES - NATURAL GAS	101-200-923.00	768.72			
		47073	201896169741		UTILITIES - ELECTRIC	101-751-921.00	27.10			
		47073	203231063123		UTILITIES - ELECTRIC	206-336-921.01	24.85			
		47073	203231063122		UTILITIES - ELECTRIC	206-336-921.01	417.03			
		47073	204209971593		UTILITIES - ELECTRIC	206-336-921.02	375.56			
		47073	204209971592		UTILITIES - ELECTRIC	206-336-921.02	68.33			
		47073	206078767707		UTILITIES - ELECTRIC	206-336-921.03	24.85			
		47073	205455840986		UTILITIES - ELECTRIC	206-336-921.03	98.40			
		47073	203231063122		UTILITIES - NATURAL GAS	206-336-923.01	368.77			
		47073	204209971591		UTILITIES - NATURAL GAS	206-336-923.02	347.15			
		47073	204209971592		UTILITIES - NATURAL GAS	206-336-923.02	62.87			
		47073	204743921446		UTILITIES - NATURAL GAS	206-336-923.03	137.05			
									2,720.68	

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05/14/2020	POOL	47074	206701476558	CONSUMERS ENERGY	UTILITIES - ELECTRIC	219-448-921.00	18,914.37
		47074	202252157077		UTILITIES - ELECTRIC	219-448-921.00	1,616.40
							20,530.77
05/14/2020	POOL	47075	695576	STEENSMA LAWN & POWER EQUIP	MAINT. - MACHINE	206-336-934.00	74.73
05/14/2020	POOL	47076	1109620050120	CHARTER COMMUNICATIONS	TELEPHONE	101-200-853.00	307.31
		47076	0614877042320		UTILITIES - CABLE/INTERNET	101-200-922.00	259.42
							566.73
05/14/2020	POOL	47077	1000177765	KALAMAZOO CITY TREASURER	NEW EQUIPMENT	810-440-983.00	121,728.80
		47077	1000177765		FIRE EQUIPMENT	811-440-983.00	48,271.20
							170,000.00
05/14/2020	POOL	47078	042020A	KALAMAZOO CITY TREASURER	UTILITIES - WATER	101-200-927.00	92.13
		47078	042020B		UTILITIES - WATER	206-336-927.02	62.60
		47078	042020C		UTILITIES - WATER	206-336-927.03	31.20
		47078	042020		UTILITIES - WATER	206-336-927.04	93.43
							279.36
05/14/2020	POOL	47079	051120	KALAMAZOO COUNTY TREASURER	TRAILER TAX	701-000-254.00	2,978.00
		47079	051120A		TRAILER TAX	701-000-254.00	744.50
							3,722.50
05/14/2020	POOL	47080	043020A	KALAMAZOO OIL CO.	GAS & OIL	101-265-751.00	46.61
		47080	043020		GAS & OIL	206-336-751.00	348.42
		47080	043020B		GAS & OIL	207-301-751.00	2,004.68
							2,399.71
05/14/2020	POOL	47081	21780	APT US&C	TRAVEL - CONFERENCES	101-253-862.00	349.00
05/14/2020	POOL	47082	27605	MENARDS - KALAMAZOO EAST	OPERATING SUPPLIES	206-336-740.00	45.69
		47082	27238		OPERATING SUPPLIES	206-336-740.00	27.97
		47082	27176		MAINT. - GROUNDS	206-336-932.00	446.96
		47082	27120		MAINT. - VEHICLE	206-336-939.00	63.88
							584.50
05/14/2020	POOL	47083	517412	MULDER'S LANDSCAPE SUPPLIES	RENTALS - EQUIPMENT	101-276-945.00	310.00
		47083	517???		RENTALS - EQUIPMENT	101-276-945.00	310.00
		47083	517533		MAINT. - GROUNDS	206-336-932.00	35.25
		47083	517527		MAINT. - GROUNDS	206-336-932.00	70.50
							725.75
05/14/2020	POOL	47084	02511162	MCKESSON MEDICAL SURGICAL	OPERATING SUPPLIES	206-336-740.00	28.44

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05/14/2020	POOL	47085	352356	ROE-COMM, INC.	NEW EQUIPMENT	810-440-983.00	2,452.00
05/14/2020	POOL	47086	128891	BS & A SOFTWARE	SOFTWARE PROGRAMS	101-253-742.00	2,784.00
		47086	128891		PURCHASED SERVICE	101-400-811.00	2,004.00
							4,788.00
05/14/2020	POOL	47087	1588661	ALLIED 100, LLC	OPERATING SUPPLIES	206-336-740.00	1,350.00
05/14/2020	POOL	47088	22169	HUNTINGTON NATIONAL BANK	PAYING AGENT/BANK FEES	301-906-996.00	500.00
05/14/2020	POOL	47089	0249-006723011	REPUBLIC SERVICES #249	UTILITIES - WASTE/RECYCLE	101-200-924.00	243.25
		47089	0249-006723109		UTILITIES - WASTE/RECYCLE	101-200-924.00	49.00
		47089	0249-006723011		UTILITIES - WASTE/RECYCLE	101-276-924.00	45.50
		47089	0249-006723011		UTILITIES - WASTE/RECYCLE	101-751-924.00	45.50
		47089	0249-006723011		UTILITIES - WASTE/RECYCLE	206-336-924.01	61.50
		47089	0249-006723011		UTILITIES - WASTE/RECYCLE	206-336-924.02	61.50
		47089	0249-006723011		UTILITIES - WASTE/RECYCLE	206-336-924.03	22.75
		47089	0249-006723011		UTILITIES - WASTE/RECYCLE	206-336-924.04	61.50
							590.50
05/14/2020	POOL	47090	050120	TRANSUNION RISK AND ALTERNATI	INVESTIGATIVE OPERATIONS	207-301-782.00	50.00
05/18/2020	POOL	47091	041720A	SUPERFLEET MASTERCARD PROGRAM	GAS & OIL	206-336-751.00	128.62
05/21/2020	POOL	47092	051920	PUBLIC MEDIA NETWORK	2% FRANCHISE	701-000-452.00	4,224.32
		47092	051920A		2% FRANCHISE	701-000-452.00	4,224.32
		47092	051920B		2% FRANCHISE	701-000-452.00	25,085.12
		47092	051920C		2% FRANCHISE	701-000-452.00	5,153.40
							38,687.16
05/21/2020	POOL	47093	050720	DELL BUSINESS CREDIT	OPERATING SUPPLIES	101-175-740.00	205.19
05/21/2020	POOL	47094	207145826690	CONSUMERS ENERGY	UTILITIES - ELECTRIC	101-200-921.00	2,198.19
05/21/2020	POOL	47095	0284753050120	CHARTER COMMUNICATIONS	UTILITIES - CABLE/INTERNET	206-336-922.01	99.99
		47095	0100199050120		UTILITIES - CABLE/INTERNET	206-336-922.02	54.01
		47095	0284811050120		UTILITIES - CABLE/INTERNET	206-336-922.02	99.99
		47095	0026220050120		UTILITIES - CABLE/INTERNET	206-336-922.02	140.27
		47095	0025941050120		UTILITIES - CABLE/INTERNET	206-336-922.03	96.89
		47095	0284829050120		UTILITIES - CABLE/INTERNET	206-336-922.04	99.99
							591.14
05/21/2020	POOL	47096	050420	FIRST BANKCARD	AMAZON MKTPLC	101-200-983.00	44.97
		47096	050420		KEYME	101-265-932.00	9.50
		47096	050420		AMAZON.COM	207-301-740.00	98.01

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		47096	050420		AMAZON MKTPLC	258-425-740.00	113.92
		47096	050420		AMAZON.COM	258-425-740.00	692.09
		47096	050420		MENARDS	258-425-740.00	25.36
		47096	050420		ZOOM	258-425-740.00	15.89
		47096	050420		AMAZON.COM	266-320-960.00	24.99
		47096	050420		WMU SCHOOOL OF MED	266-320-960.00	(375.00)
							<hr/> 649.73
05/21/2020	POOL	47097	050420A	FIRST BANKCARD	ALRO STEEL CORP	101-265-740.00	453.68
		47097	050420A		PAYPAL ADVACUUMS	101-265-740.00	26.49
		47097	050420A		ACTIVE911	206-336-732.00	1,031.71
		47097	050420A		PAYPAL POWERTOOL	206-336-747.00	59.24
		47097	050420A		PAYPAL SUNSHINEROA	206-336-747.00	16.31
		47097	050420A		PAYPAL SUMCOMPTUER	206-336-747.00	360.38
		47097	050420A		ADVANCE AUTO PARTS	206-336-939.00	21.19
		47097	050420A		GALLOUP	206-336-939.00	236.10
		47097	050420A		PAYPAL ELMEJORREMA	258-425-740.00	339.16
		47097	050420A		PAYPAL MINGLANG	258-425-740.00	355.21
							<hr/> 2,899.47
05/21/2020	POOL	47098	269R01129405G	AT&T	RADIO TOWER T1 LINE	207-301-853.02	347.80
05/21/2020	POOL	47099	051820	JONTAE EDMONDS	ROOM RENTAL - INCOME	101-000-667.00	125.00
		47099	051820		DEPOSITS - ROOM RENTALS	701-000-276.01	50.00
							<hr/> 175.00
05/21/2020	POOL	47100	9853719442	VERIZON WIRELESS	TELEPHONE	101-200-853.00	499.10
		47100	9853719442		TELEPHONE	206-336-853.00	342.19
		47100	9853719442		TELEPHONE	207-301-853.00	1,157.33
							<hr/> 1,998.62
05/21/2020	POOL	47101	0249-006728631	REPUBLIC SERVICES #249	SOLID WASTE	226-527-811.00	44,108.83
05/28/2020	POOL	47102	58044450	ABSOPURE WATER COMPANY	OPERATING SUPPLIES	206-336-740.00	14.00
		47102	58044535		OPERATING SUPPLIES	206-336-740.00	14.00
		47102	58044536		OPERATING SUPPLIES	206-336-740.00	7.00
		47102	87534630		OPERATING SUPPLIES	206-336-740.00	4.00
		47102	87541064		OPERATING SUPPLIES	206-336-740.00	11.00
		47102	87546198		OPERATING SUPPLIES	206-336-740.00	5.50
							<hr/> 55.50
05/28/2020	POOL	47103	366073	APPLIED CONCEPTS, INC.	NEW EQUIPMENT	810-440-983.00	4,168.30
05/28/2020	POOL	47104	35000620	PREMIER SAFETY	PURCHASED & MAINT. SERVICE	206-336-811.00	8.50

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05/28/2020	POOL	47105	2675	BILL'S LOCK SHOP, INC.	OPERATING SUPPLIES	101-265-740.00	21.00
05/28/2020	POOL	47106	8173	BURNHAM & FLOWER INSURANCE	GRINSURANCE - VOL. FIREMEN	206-336-723.00	5,427.00
05/28/2020	POOL	47107	050420A	BRONSON HEALTHCARE GROUP	HEALTH MGMT	101-215-914.00	150.00
		47107	050420A		HEALTH MGMT	207-301-914.00	911.86
							1,061.86
05/28/2020	POOL	47108	201718213731	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-336-921.04	467.41
		47108	205277866147		UTILITIES - NATURAL GAS	206-336-923.04	248.91
							716.32
05/28/2020	POOL	47109	0095704051620	CHARTER COMMUNICATIONS	UTILITIES - CABLE/INTERNET	206-336-922.01	148.11
		47109	0026212051620		UTILITIES - CABLE/INTERNET	206-336-922.04	148.08
							296.19
05/28/2020	POOL	47110	043020	FURNITURE CITY BROADCASTING	CTOWER RENT - RAVINE ROAD	207-301-931.65	1,500.00
		47110	052620		TOWER RENT - RAVINE ROAD	207-301-931.65	1,500.00
							3,000.00
05/28/2020	POOL	47111	1878301	GORDON WATER	OPERATING SUPPLIES	207-301-740.00	63.00
05/28/2020	POOL	47112	4435-669993	HARMON GLASS DOCTOR	MAINT. - VEHICLE	207-301-939.00	320.00
05/28/2020	POOL	47113	2060392-0	INTEGRITY BUSINESS SOLUTIONS,	OPERATING SUPPLIES	207-301-740.00	225.10
05/28/2020	POOL	47114	1132713-IN	BREATHING AIR SYSTEMS	PURCHASED & MAINT. SERVICE	206-336-811.00	1,667.04
		47114	1132714-IN		PURCHASED & MAINT. SERVICE	206-336-811.00	1,109.40
							2,776.44
05/28/2020	POOL	47115	20-06-03	KALAMAZOO AREA BUILDING AUTHO	PURCHASED SERVICE	101-310-811.00	165.00
05/28/2020	POOL	47116	051420A	KALAMAZOO CITY TREASURER	UTILITIES - WATER	206-336-927.01	130.33
		47116	051420		UTILITIES - WATER	206-336-927.02	86.05
		47116	051420B		UTILITIES - WATER	206-336-927.02	66.27
							282.65
05/28/2020	POOL	47117	52664	ROAD COMMISSION OF KALAMAZOO	ROAD MAINTENANCE	101-446-969.00	54.96
05/28/2020	POOL	47118	0009580939	MLIVE MEDIA GROUP	NOTICE & PUBL.	101-101-903.00	317.04
		47118	0009580954		NOTICE & PUBL.	101-101-903.00	356.23
		47118	0009580966		NOTICE & PUBL.	101-101-903.00	471.37
		47118	0009569756		NOTICES	101-400-903.00	595.70
		47118	0009563055		NOTICES	101-400-903.00	384.61
		47118	0009551091		NOTICES	207-301-903.00	320.00

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CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
CHECK DATE FROM 05/01/2020 - 05/31/2020

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
							2,444.95
05/28/2020	POOL	47119	36100-254211	KALAMAZOO GAZETTE	DUES/SUBS/PUBL	206-336-732.00	275.20
05/28/2020	POOL	47120	38232	KRESA PRINT CENTER	OPERATING SUPPLIES	207-301-740.00	38.50
		47120	38223		OPERATING SUPPLIES	207-301-740.00	38.50
		47120	38214		OPERATING SUPPLIES	207-301-740.00	44.50
							121.50
05/28/2020	POOL	47121	051520	KALAMAZOO OIL CO.	GAS & OIL	207-301-751.00	932.41
05/28/2020	POOL	47122	IN134592	KIESLER'S POLICE SUPPLY, INC.	NEW EQUIPMENT	810-440-983.00	2,875.81
		47122	IN132031		NEW EQUIPMENT	810-440-983.00	286.66
		47122	IN132740		NEW EQUIPMENT	810-440-983.00	126.00
							3,288.47
05/28/2020	POOL	47123	337827	LIFELOC TECHNOLOGIES	OPERATING SUPPLIES	207-301-740.00	540.00
05/28/2020	POOL	47124	034901	LOU'S GLOVES, INC.	OPERATING SUPPLIES	258-425-740.00	146.00
05/28/2020	POOL	47125	12028	MICHIGAN ELECTION RESOURCES	OFFICE SUPPLIES	101-215-727.00	108.00
		47125	12008		OFFICE SUPPLIES	101-215-727.00	106.50
		47125	11980		OFFICE SUPPLIES	101-215-727.00	300.00
		47125	11991		OFFICE SUPPLIES	101-215-727.00	345.00
		47125	11966		OFFICE SUPPLIES	101-215-727.00	75.00
							934.50
05/28/2020	POOL	47126	269342197105G	AT&T	TELEPHONE	206-336-853.00	670.43
05/28/2020	POOL	47127	05192020	AT&T MOBILITY	TELEPHONE	206-336-853.00	94.64
05/28/2020	POOL	47128	2831	MICHIGAN MUNICIPAL POLICE	MAINT. - VEHICLE	207-301-939.00	807.13
		47128	2829		MAINT. - VEHICLE	207-301-939.00	302.33
							1,109.46
05/28/2020	POOL	47129	49435	NATIONAL HOSE TESTING	PURCHASED & MAINT. SERVICE	206-336-811.00	2,379.50
05/28/2020	POOL	47130	176824	RIDGE COMPANY	MAINT. - VEHICLE	206-336-939.00	19.20
05/28/2020	POOL	47131	043020	PLANNING & ZONING NEWS	DUES/SUBS/PUBL	101-400-732.00	360.00
05/28/2020	POOL	47132	7093	SHARP SHOP	MAINT. - MACHINE	206-336-934.00	320.84
05/28/2020	POOL	47133	XTV7821	CDW GOVERNMENT, INC.	EQUIPMENT	101-200-983.00	2,680.00
		47133	XTW5711		EQUIPMENT	101-200-983.00	1,763.99
							4,443.99
05/28/2020	POOL	47134	S0013201	EMERGENCY VEHICLE PRODUCTS	MAINT. - VEHICLE	207-301-939.00	377.44

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CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
CHECK DATE FROM 05/01/2020 - 05/31/2020

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/28/2020	POOL	47135	26043364	GALESBURG FORD	MAINT. - VEHICLE	207-301-939.00	2,132.98
		47135	26043136		MAINT. - VEHICLE	207-301-939.00	44.09
		47135	26043135		MAINT. - VEHICLE	207-301-939.00	187.99
							2,365.06
05/28/2020	POOL	47136	120519553	ROSE PEST SOLUTIONS	PURCHASED SERVICE	101-200-811.00	74.00
05/28/2020	POOL	47137	02273	LOWE'S COMPANIES, INC.	OPERATING SUPPLIES	101-265-740.00	61.66
05/28/2020	POOL	47138	48891	EXTREME POWER EQUIPMENT	MAINT. - MACHINE	101-265-934.00	235.73
		47138	48971		MAINT. - MACHINE	101-265-934.00	39.99
							275.72
05/28/2020	POOL	47139	1479646	MILLER, CANFIELD, PADDOCK	LEGAL SERVICE-GEN. TWP.	101-200-827.00	260.00
		47139	1479646		LEGAL	207-301-827.00	1,482.00
							1,742.00
05/28/2020	POOL	47140	20133	MOSES FIRE EQUIPMENT, INC.	MAINT. - VEHICLE	206-336-939.00	157.54
05/28/2020	POOL	47141	34054 INV #48	W.E. UPJOHN INSTITUTE FOR	PLANNING CONSULTANT	101-400-821.00	3,300.00
05/28/2020	POOL	47142	159664	STATE SYSTEMS - RADIO INC	MAINT. - MACHINE	206-336-934.00	20.00
		47142	159665		MAINT. - MACHINE	206-336-934.00	60.00
							80.00
05/28/2020	POOL	47143	051720	SUPERFLEET MASTERCARD PROGRAM	GAS & OIL	206-336-751.00	186.74
05/28/2020	POOL	47144	4130	WMCJTC	TUITION/TRAINING	266-320-960.00	754.22
05/28/2020	POOL	47145	010165702	XEROX CORPORATION	PURCHASED SERVICE	101-200-811.00	194.15
		47145	010165701		PURCHASED SERVICE	207-301-811.00	198.48
							392.63
05/28/2020	POOL	47146	23259	WEST MICHIGAN LASER	PURCHASED MAINT. SERVICE	101-209-814.00	85.00
05/28/2020	POOL	47147	515830	YEO & YEO	AUDIT SERVICES	101-223-817.01	2,000.00
05/29/2020	ERAD	10057	052020	BERRIEN COUNTY TREASURER	FORFEITURE - OPR	727-000-253.00	147.90
05/29/2020	ERAD	10058	051420	COMCAST	FORFEITURE - OPR	727-000-253.00	174.70
05/29/2020	ERAD	10059	269962174705	AT&T	FORFEITURE - OPR	727-000-253.00	59.41
05/29/2020	ERAD	10060	LCI-336012	SPRINT	FORFEITURE - OPR	727-000-253.00	100.00
05/29/2020	ERAD	10061	051320	CITY OF SPRINGFIELD	FORFEITURE - OPR	727-000-253.00	281.19
05/29/2020	ERAD	10062	9854786527	VERIZON WIRELESS	FORFEITURE - OPR	727-000-253.00	341.99

CHECK DATE FROM 05/01/2020 - 05/31/2020

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
05/29/2020	ERAD	10063	052620	SUSAN A MCCARTHY	FORFEITURE - OPR	727-000-253.00	40.00
				TOTAL - ALL FUNDS	TOTAL OF 115 CHECKS		378,260.17

--- GL TOTALS ---

101-000-667.00	ROOM RENTAL - INCOME	125.00
101-101-903.00	NOTICE & PUBL.	1,144.64
101-175-740.00	OPERATING SUPPLIES	205.19
101-200-811.00	PURCHASED SERVICE	268.15
101-200-826.00	LEGAL SERVICES-BD. MEET.	150.00
101-200-827.00	LEGAL SERVICE-GEN. TWP.	3,524.00
101-200-853.00	TELEPHONE	806.41
101-200-921.00	UTILITIES - ELECTRIC	2,198.19
101-200-922.00	UTILITIES - CABLE/INTERNET	259.42
101-200-923.00	UTILITIES - NATURAL GAS	768.72
101-200-924.00	UTILITIES - WASTE/RECYCLE	292.25
101-200-927.00	UTILITIES - WATER	92.13
101-200-983.00	EQUIPMENT	4,488.96
101-209-814.00	PURCHASED MAINT. SERVICE	85.00
101-209-827.00	LEGAL SERVICE	575.00
101-215-727.00	OFFICE SUPPLIES	934.50
101-215-914.00	HEALTH MGMT	410.40
101-223-817.01	AUDIT SERVICES	2,000.00
101-253-742.00	SOFTWARE PROGRAMS	2,784.00
101-253-862.00	TRAVEL - CONFERENCES	349.00
101-265-740.00	OPERATING SUPPLIES	562.83
101-265-751.00	GAS & OIL	46.61
101-265-932.00	MAINT. - GROUNDS	9.50
101-265-934.00	MAINT. - MACHINE	275.72
101-276-924.00	UTILITIES - WASTE/RECYCLE	45.50
101-276-945.00	RENTALS - EQUIPMENT	620.00
101-310-811.00	PURCHASED SERVICE	165.00
101-310-827.00	LEGAL SERVICE-GEN. TWP.	285.00
101-400-732.00	DUES/SUBS/PUBL	360.00
101-400-811.00	PURCHASED SERVICE	2,004.00
101-400-821.00	PLANNING CONSULTANT	3,300.00
101-400-827.00	LEGAL SERVICES - GEN. TWP.	1,920.00
101-400-903.00	NOTICES	980.31
101-446-969.00	ROAD MAINTENANCE	54.96
101-751-921.00	UTILITIES - ELECTRIC	27.10
101-751-924.00	UTILITIES - WASTE/RECYCLE	45.50
206-336-723.00	INSURANCE - VOL. FIREMEN	5,427.00
206-336-732.00	DUES/SUBS/PUBL	1,306.91
206-336-740.00	OPERATING SUPPLIES	1,507.60
206-336-747.00	SMALL TOOLS & EQUIPMENT	435.93
206-336-751.00	GAS & OIL	663.78
206-336-811.00	PURCHASED & MAINT. SERVICE	5,164.44
206-336-853.00	TELEPHONE	1,107.26
206-336-921.01	UTILITIES - ELECTRIC	441.88
206-336-921.02	UTILITIES - ELECTRIC	443.89
206-336-921.03	UTILITIES - ELECTRIC	123.25

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CHECK DATE FROM 05/01/2020 - 05/31/2020

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Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
206-336-921.04			UTILITIES - ELECTRIC				467.41
206-336-922.01			UTILITIES - CABLE/INTERNET				248.10
206-336-922.02			UTILITIES - CABLE/INTERNET				294.27
206-336-922.03			UTILITIES - CABLE/INTERNET				96.89
206-336-922.04			UTILITIES - CABLE/INTERNET				248.07
206-336-923.01			UTILITIES - NATURAL GAS				368.77
206-336-923.02			UTILITIES - NATURAL GAS				410.02
206-336-923.03			UTILITIES - NATURAL GAS				137.05
206-336-923.04			UTILITIES - NATURAL GAS				248.91
206-336-924.01			UTILITIES - WASTE/RECYCLE				61.50
206-336-924.02			UTILITIES - WASTE/RECYCLE				61.50
206-336-924.03			UTILITIES - WASTE/RECYCLE				22.75
206-336-924.04			UTILITIES - WASTE/RECYCLE				61.50
206-336-927.01			UTILITIES - WATER				130.33
206-336-927.02			UTILITIES - WATER				214.92
206-336-927.03			UTILITIES - WATER				31.20
206-336-927.04			UTILITIES - WATER				93.43
206-336-932.00			MAINT. - GROUNDS				552.71
206-336-934.00			MAINT. - MACHINE				475.57
206-336-939.00			MAINT. - VEHICLE				674.64
207-301-740.00			OPERATING SUPPLIES				1,047.61
207-301-751.00			GAS & OIL				2,937.09
207-301-782.00			INVESTIGATIVE OPERATIONS				50.00
207-301-811.00			PURCHASED SERVICE				198.48
207-301-827.00			LEGAL				1,806.00
207-301-853.00			TELEPHONE				1,157.33
207-301-853.02			RADIO TOWER T1 LINE				347.80
207-301-903.00			NOTICES				320.00
207-301-914.00			HEALTH MGMT				911.86
207-301-931.65			TOWER RENT - RAVINE ROAD				3,000.00
207-301-939.00			MAINT. - VEHICLE				4,171.96
219-448-921.00			UTILITIES - ELECTRIC				20,530.77
226-527-811.00			SOLID WASTE				44,108.83
258-425-740.00			OPERATING SUPPLIES				1,687.63
266-320-960.00			TUITION/TRAINING				404.21
301-906-996.00			PAYING AGENT/BANK FEES				500.00
701-000-254.00			TRAILER TAX				3,722.50
701-000-276.01			DEPOSITS - ROOM RENTALS				50.00
701-000-452.00			2% FRANCHISE				38,687.16
727-000-253.00			FORFEITURE - OPR				14,817.53
727-000-271.00			HIDTA MONEY				4,210.17
810-440-983.00			NEW EQUIPMENT				131,637.57
811-440-983.00			FIRE EQUIPMENT				48,271.20
			TOTAL				378,260.17

06/03/2020

Check Register Report For
For Check Dates 05/01/2020 to 05/31/2020

Check Date	Bank	Check Number	Name	Check Gross
05/21/2020	POOL	32048 - 32060	ELECTION WORKERS	2,385.00
05/27/2020	POOL	32061	FRATERNAL ORDER OF POLICE #98	1,720.39
05/27/2020	POOL	32062	GREATER KALAMAZOO UNITED WAY	26.00
05/29/2020	POOL	32063	AMERICAN FAMILY LIFE ASSURANCE CO	598.29
05/29/2020	POOL	32064	BLUE CROSS BLUE SHIELD OF MICH	30,330.79
05/29/2020	POOL	32065	BLUE CROSS BLUE SHIELD OF MICHIGAN	6,105.68
05/29/2020	POOL	32066	BLUE CROSS BLUE SHIELD OF MICHIGAN	605.18
05/29/2020	POOL	32067	BLUE CARE NETWORK	28,049.54
05/29/2020	POOL	32068	COLONIAL LIFE	908.23
05/29/2020	POOL	32069	STANDARD INSURANCE COMPANY PC	5,481.34
05/12/2020	POOL	EFT1614	BURNHAM & FLOWER GROUP	1,030.00
05/12/2020	POOL	EFT1615	MISDU	277.01
05/12/2020	POOL	EFT1616	IRS	40,341.08
05/12/2020	POOL	EFT1617	KTPOA	290.00
05/12/2020	POOL	EFT1618	MERS	38,562.46
05/12/2020	POOL	EFT1619	ALERUS FINANCIAL, N.A.	5,993.18
05/12/2020	POOL	EFT1620	ALERUS FINANCIAL, N.A.	7,638.11
05/12/2020	POOL	EFT1621	STATE OF MICHIGAN	12,398.82
05/27/2020	POOL	EFT1622	BURNHAM & FLOWER GROUP	1,030.00
05/27/2020	POOL	EFT1623	EW FIRE DUES	150.00
05/27/2020	POOL	EFT1624	MISDU	277.01
05/27/2020	POOL	EFT1625	IRS	39,926.77
05/27/2020	POOL	EFT1626	KTPOA	280.00
05/27/2020	POOL	EFT1627	ALERUS FINANCIAL, N.A.	6,600.34
05/27/2020	POOL	EFT1628	ALERUS FINANCIAL, N.A.	11,700.97
05/27/2020	POOL	EFT1629	NW FIRE DUES	300.00
05/27/2020	POOL	EFT1630	WW FIRE DUES	381.06
Totals:				243,387.25

Physical
Check Amount

2,385.00

1,720.39

26.00

598.29

30,330.79

6,105.68

605.18

28,049.54

908.23

5,481.34

1,030.00

277.01

40,341.08

290.00

38,562.46

5,993.18

7,638.11

12,398.82

1,030.00

150.00

277.01

39,926.77

280.00

6,600.34

11,700.97

300.00

381.06

243,387.25

**PLANNING & ZONING
DEPARTMENT
REPORT**

**MAY
FOR 2020**

To: Township Board

From: Planning & Zoning Dept.

Date: 6/4/20

ENC

BUILDING PERMIT STATISTICS

							kaba Sept start					PERMIT STATISTICS															
yr	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000						
J	58	43	54	71	41	36	24	28	32	29	35	38	33	85	63	18	43	54	61	24	53						
F	51	38	87	30	32	43	19	23	24	25	27	30	24	43	43	45	26	49	44	43	78						
M	45	48	64	74	38	43	41	27	28	46	33	21	28	82	76	50	59	42	63	65	113						
A	0	70	64	44	36	52	48	41	26	42	37	45	54	57	88	65	63	58	77	79	89						
M	67	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	221	732	797	738	643	617	554	498	482	541	410	424	440	775	740	607	689	792	744	771	952						

Kalamazoo Township Only		2020							
	PERMITS	INSPECTIONS	ENFORCEMENT	Special	BUILDING PERMIT	BUILDING INSPECTION	ELECTRICAL PERMIT	ELECTRICAL INSPECTION	MECHANICAL PERERMIT
JAN	58	126	34	1	10	48	19	21	15
FEB	51	104	21	0	10	34	6	22	20
MAR	45	103	19	5	10	26	12	29	14
APR	0	2	1	0	0	1	0	0	0
MAY	67	98	10	2	10	32	12	19	30
JUN									
JUL									
AUG									
SEP									
OCT									
NOV									
DEC									
TOTAL	221	433	85	8	40	141	49	91	79

[illegible]

Building Summary Residence Information for 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
New Res	1	0		0	0							
Mfg Homes	0	4	1	0	0							
Mobile Home Foundation	0	0	0	0	0							
Multi Family Bldgs Duplex / Condos	0	0	0	0	0							
Units	0	0	0	0	0							
Mfg Homes & Mob homes in Mobile Pks	0	0	0	0	0							
Mob Home Pk att Garage / Porch	0	0	0	0	0							
Res Additions	0	0	1	0	1							
Res Alters Remodel Repairs	3	3	4	0	4							
Fire damage repairs	0	0	0	0	0							
Garages, attached	0	0	0	0	0							
Garages, detached	0	0	0	0	1							
Garage additions	0	0	0	0	0							
Garage repairs	0	0	0	0	0							
Carports	0	0	0	0	0							
Maint / Spec Insp	0	0	0	0	0							
Res Demos	0	0	0	0	1							
Res Accessory Bldg	0	0	0	0	0							
Res Pole Bldg	0	0	0	0	0							
Sheds / Yard / Utility Bldg	1	1	0	0	1							
Pools, above ground	0	0	0	0	0							
Pools, in-ground	0	0	0	0	0							
Decks, Patios, Porches/Alters & Repairs	0	0	0	0	0							
Fences	0	0	0	0	0							
Reroofing	0	0	1	0	0							
Res Electric	15	3	8	0	10							
Res Mechanical	15	20	11	0	28							
Res Plumbing	8	10	1	0	8							
Res Sewer	3	1	0	0	2							
Total for Residential	46	42	27	0	56	0	0	0	0	0	0	0

[illegible]

Permit List

06/04/2020

Building

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PB20-06-048	Residential	05/26/2020	4121 TRUMAN ST		06-04-210-700	SLACK, DOUGLA	Mallory Pole Buildin	\$170.00	\$11,919
Work Description: New 24' x 28' x 10' Pole Building with 16' x 9' overhead door on the gable end.							Category	Garage, Detached	
Footings to be min of 14" x 7".									
PB20-06-068	Commerci	05/07/2020	521 CHEROKEE ST		06-18-280-061	CHEROKEE WEST		\$100.00	\$0
Work Description: Replace existing carport flat roof with trusses and install new siding per plans.							Category	Commercial Alteration/Repair	
Truss drawingsa to be on site for final inspection.									
PB20-06-069	Residential	05/07/2020	522 CHEROKEE		06-18-280-040	CHEROKEE WEST		\$100.00	\$0
Work Description: Replace existing carport flat roof with trusses and install new siding per plans.							Category	Commercial Alteration/Repair	
Truss drawings to be on site for final inspection.									
PB20-06-076	Residential	05/20/2020	2205 TAMRACK ST		06-07-255-170	SWENSON, ASHL	Power Home Solar	\$100.00	\$47,000
Work Description: Installing a total of 26 roof mounted solar panels grid tied. 21 panels located above the home and 5 above the garage.							Category	Res. Alteration/Repair	
NOTE: Installed Panels must meet all code requirements of section R324 of the 2015 MRC.									
PB20-06-083	Residential	05/18/2020	3335 EDNA BLVD		06-12-405-026	PYATT, JAMES L.		\$170.00	\$4,928
Work Description: Adding 2 new basement bathrooms. One approx. 50 s/f and the other is approx. 73 s/f.							Category	Res. Alteration/Repair	
NOTE: MUST MEET CODE REQUIREMENTS OF SECTION R307 OF THE 2015 MRC FOR MINIMUM FIXTURE CLEARANCES									
PB20-06-087	Residential	05/07/2020	1502 OLMSTEAD RD		06-24-455-070	COUNTY OF KAL	Robert Bailey Contra	\$150.00	\$0
Work Description: Demolition of single family home							Category	Demolition	
PB20-06-093	Residential	05/19/2020	2681 HAZELNUT LANE		06-05-170-060	SPANN, DEMONT		\$170.00	\$3,780
Work Description: New 12' x21' deck per plans							Category	Res. Addition	

PB20-06-096	Residential	05/26/2020	1318 WAYSIDE RD		06-11-499-142	PAGE, LONNIE L.		\$170.00	\$13,500
Work Description: New 30' x30' detached accessory building per plans.							Category	Res. Utility Bldg. Add.	

PB20-06-103	Residential	05/29/2020	4016 GRAND PRAIRIE R		06-07-190-060	BARCELONA, MI	The Green Panel Inc.	\$100.00	\$26,700
Work Description: Installation of 15 roof mounted solar panels.							Category	Res. Alteration/Repair	
NOTE: Must meet section R324 of the 2015 MRC code requirements and provide access to the attic at the final inspection.									

PB20-06-106	Residential	05/19/2020	2246 FAIRFIELD AVE	05/27/2020	06-01-380-512	MARR, GARY & V		\$100.00	\$0
Work Description: Replace cave over entry door with gable to allow for swing of screen door per plans.							Category	Res. Alteration/Repair	
NOTE: NO CHANGE IN ROOF EXTENSION									

Total Permits For Type:	10
Total Fees For Type:	\$1,330.00
Total Const. Value For Type:	\$107,82

Electrical

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PE20-06-112	Commerci	05/04/2020	1521 GULL		06-11-345-012	BORGESS MEDIC	Allied Electrical	\$6,300.00	\$0
Work Description: Upgrade of fire alarm system							Category	Electrical	

PE20-06-113	Commerci	05/20/2020	2309 N BURDICK ST		06-10-180-010	KZOO, LLC		\$176.00	\$0
Work Description: Network wiring for camera systems required by state, General network drops, alarm door contact & motion detectors							Category	Electrical	

PE20-06-116	Residential	05/07/2020	3404 WINTER WHEAT R	05/20/2020	06-05-903-142	YOUNG, HARLEY	Steensma Lawn & P	\$110.00	\$0
Work Description: Generator install							Category	Electrical	

PE20-06-119	Residential	05/07/2020	1101 LUM AVE		06-13-121-090	COOK, MARY AN	Electrical Zone Enter	\$165.00	\$0
Work Description: Generator install and new service							Category	Electrical	

PE20-06-128	Residential	05/08/2020	1816 NORTH ST	05/20/2020	06-17-280-140	GRANT, MARY J.	Steensma Lawn & P	\$110.00	\$0
Work Description: Generator install								Category	Electrical
PE20-06-131	Residential	05/13/2020	126 MERRIWEATHER L		06-18-376-040	JOSEPHSON, WIL		\$146.00	\$0
Work Description: Adding 2 ceiling fans in addition								Category	Electrical
PE20-06-138	Residential	05/15/2020	3420 NORTHVIEW DR		06-06-230-930	WICHELT, JOHN	Hi-Tech Electric	\$156.00	\$0
Work Description: Bath remodel								Category	Electrical
PE20-06-140	Residential	05/18/2020	3422 Country View		06-05-330-011	COUNTRY ACRES	Capitol Supply & Ser	\$101.00	\$0
Work Description: AC install								Category	Electrical
PE20-06-141	Residential	05/18/2020	3335 EDNA BLVD		06-12-405-026	PYATT, JAMES L.		\$156.00	\$0
Work Description: Install 2 bathrooms in basement and complete recreation room electrical								Category	Electrical
PE20-06-143	Residential	05/20/2020	2205 TAMRACK ST		06-07-255-170	SWENSON, ASHL	Power Home Solar	\$266.00	\$0
Work Description: Install 26 roof mounted solar modules 8.32 grid-tied								Category	Electrical
PE20-06-147	Residential	05/20/2020	2626 BROOK DR		06-01-380-260	HUFFSTUTTER, R	Van Haren Electric	\$105.00	\$0
Work Description: Replace residential electrical overhead service, new meter socket and new panel in basement								Category	Electrical
PE20-06-151	Residential	05/29/2020	4016 GRAND PRAIRIE R		06-07-190-060	BARCELONA, MI	The Green Panel Inc.	\$211.00	\$0
Work Description: Install 4.95kw roof mounted solar array. 15 Panasonic 330W AC panels w/ built in microinverters and 1 Tesla Powerwall								Category	Electrical

Total Permits For Type:	12
Total Fees For Type:	\$8,002.00
Total Const. Value For Type:	\$0

Mechanical

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PM20-06-140	Residential	05/20/2020	2959 MEADOWCROFT L		06-05-175-500	BORLIK, JOHN R.	Lenardson Mechanic	\$101.00	\$0
Work Description: Water heater replacement							Category Mechanical		
PM20-06-144	Residential	05/20/2020	318 SOLON ST		06-18-435-360	ANTHONY, ALBE	Lenardson Mechanic	\$101.00	\$0
Work Description: Water heater replacement							Category Mechanical		
PM20-06-147	Residential	05/07/2020	4633 PEPPER BUSH LN		06-05-130-190	MURPHY, JILL E.	Dan Wood Co	\$101.00	\$0
Work Description: Water heater replacement							Category Mechanical		
PM20-06-150	Residential	05/07/2020	2313 CLARK AVE		06-12-155-170	LEWIS, BEVERLY	Boniface Heating &	\$125.00	\$0
Work Description: Furnace replacement due to crack heat exchanger							Category Mechanical		
PM20-06-151	Commerci	05/13/2020	2105 N BURDICK ST		06-10-190-022	CK & AP INVEST	Total Plumbing	\$300.20	\$0
Work Description: Install heating & cooling for grow areas. Install fresh air and exhaust air for grow areas.							Category Mechanical		
PM20-06-152	Residential	05/07/2020	4029 ANDORA AVE	05/21/2020	06-07-140-140	ROACH PATRICIA	Bel Aire Heating &	\$165.00	\$0
Work Description: HVAC replacement							Category Mechanical		
PM20-06-155	Residential	05/07/2020	228 FALKIRK CT		06-17-331-230	BERTHEL, KARE	Dan Wood Co	\$101.00	\$0
Work Description: NG Water heater replacement							Category Mechanical		
PM20-06-156	Residential	05/07/2020	2227 W MAIN ST		06-17-410-050	WHITCOMB, CLI	Dan Wood Co	\$101.00	\$0
Work Description: NG Water heater replacement							Category Mechanical		
PM20-06-159	Residential	05/14/2020	3301 RED CLOVER RD		06-05-903-160	SHRAUGER, JAM	Wood Brothers Heati	\$100.00	\$0
Work Description: Run gas line to outside generator							Category Mechanical		
PM20-06-161	Residential	05/07/2020	2609 ASPEN DR	05/20/2020	06-07-145-210	HINES, DAVID M.	Vredevoogd Heating	\$101.00	\$0
Work Description: water heater replacement							Category Mechanical		
PM20-06-165	Residential	05/07/2020	3404 WINTER WHEAT R	05/20/2020	06-05-903-142	YOUNG, HARLEY	Steensma Lawn & P	\$130.00	\$0

Work Description: Generator install							Category	Mechanical		
PM20-06-167	Residential	05/07/2020	120 N CLARENDON ST		06-17-436-170	SHORT JAMES D	Bel Aire Heating &		\$165.00	\$0
Work Description: HVAC replacement							Category	Mechanical		
PM20-06-169	Residential	05/07/2020	2823 CRESTVIEW AVE	05/12/2020	06-17-170-010	JAUDON, JAMI &	Vredevoogd Heating		\$125.00	\$0
Work Description: AC replacement							Category	Mechanical		
PM20-06-170	Residential	05/11/2020	2105 SUNSPRITE DR.		06-12-290-220	VALDEZ, JENNIFER	Dan Wood Co		\$101.00	\$0
Work Description: Water heater replacement							Category	Mechanical		
PM20-06-172	Residential	05/04/2020	2841 VALLEY GLEN CIR	05/15/2020	06-05-375-060	THE D. MICHAEL	Bel Aire Heating &		\$165.00	\$0
Work Description: HVAC replacement							Category	Mechanical		
PM20-06-176	Residential	05/20/2020	1307 NASSAU ST		06-12-365-660	HARTMAN, LAUR	Lenardson Mechanic		\$101.00	\$0
Work Description: Water heater replacement							Category	Mechanical		
PM20-06-177	Residential	05/08/2020	4405 WILLOW POINT L	05/14/2020	06-05-160-520	ZETER, LEON R.	Vredevoogd Heating		\$125.00	\$0
Work Description: Furnace replacement							Category	Mechanical		
PM20-06-179	Residential	05/08/2020	4107 ANDORA AVE	05/27/2020	06-07-140-130	LUTHER, PAUL J.	Bel Aire Heating &		\$165.00	\$0
Work Description: HVAC replacement							Category	Mechanical		
PM20-06-182	Residential	05/08/2020	1816 NORTH ST	05/20/2020	06-17-280-140	GRANT, MARY J.	Steensma Lawn & P		\$130.00	\$0
Work Description: Generator install							Category	Mechanical		
PM20-06-185	Residential	05/18/2020	3422 Country View		06-05-330-011	COUNTRY ACRES	Capitol Supply & Ser		\$125.00	\$0
Work Description: AC install							Category	Mechanical		
PM20-06-187	Residential	05/18/2020	3324 W MAIN 104		06-18-280-010	TRILLIUM LANDI	Royal Comfort Mech		\$101.00	\$0
Work Description: Water heater replacement (Building J)							Category	Mechanical		

PM20-06-188	Residential	05/18/2020	3326 W MAIN 102		06-18-280-010	TRILLIUM LANDI	Royal Comfort Mech	\$101.00	\$0
Work Description: Water heater replacement								Category	Mechanical
PM20-06-189	Residential	05/20/2020	3420 NORTHVIEW DR		06-06-230-930	WICHELT, JOHN	Benjamin Farrer	\$125.00	\$0
Work Description: Dryer vent & gas line for dryer								Category	Mechanical
PM20-06-190	Commercial	05/18/2020	315 TURWILL LN		06-18-410-020	BRONSON PROPE	Kalamazoo Mechani	\$125.00	\$0
Work Description: RTU replacement								Category	Mechanical
PM20-06-192	Residential	05/18/2020	2106 CHAPARRAL ST	05/26/2020	06-07-180-840	LEHMAN, JACOB	Home Energy Soluti	\$125.00	\$0
Work Description: AC install								Category	Mechanical
PM20-06-193	Residential	05/18/2020	515 GAYLE AVE		06-13-117-092	KALAMAZOO VA	Home Energy Soluti	\$161.00	\$0
Work Description: Furnace, AC, and water heater replacement								Category	Mechanical
PM20-06-196	Residential	05/20/2020	817 CRAFT AVE		06-13-215-150	JOHNSON, DEBR	Vredevoogd Heating	\$125.00	\$0
Work Description: AC replacement								Category	Mechanical
PM20-06-199	Residential	05/22/2020	3603 MEADOWCROFT A	06/03/2020	06-06-280-210	GREENLEE, ARLE	Eric Dale Heating &	\$125.00	\$0
Work Description: AC replacement								Category	Mechanical
PM20-06-200	Residential	05/22/2020	717 CAMPBELL AVE		06-17-255-530	ADAMS, DANIEL	Nieboer Heating & C	\$125.00	\$0
Work Description: Furnace replacement								Category	Mechanical
PM20-06-204	Residential	05/26/2020	3508 OLNEY ST	06/01/2020	06-18-265-100	MUSIAL, EVAN		\$130.00	\$0
Work Description: Underground gas line from meter to patio and shed								Category	Mechanical

Total Permits For Type:	30
Total Fees For Type:	\$3,871.20
Total Const. Value For Type:	\$0

Plumbing

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
PP20-06-065	Commercial	05/13/2020	2105 N BURDICK ST		06-10-190-022	CK & AP INVEST	Total Plumbing	\$346.00	\$0
Work Description: Installing (10 stool, (1) lavatory, (2) laundry sinks, (1) break room sink. Breakroom sink will have pump station under sink. Install water supply to (7) locations and fixtures. Install (1) water heater.							Category Plumbing		
PP20-06-067	Commercial	05/07/2020	2929 W MAIN ST		06-17-305-033	STRONG PROPER	Great Lakes Plumbin	\$100.00	\$0
Work Description: Water heater replacement							Category Plumbing		
PP20-06-069	Residential	05/07/2020	4325 LEISURE LN H615	05/20/2020	06-18-380-020	WESTLAND MEA	Dale W Hubbard Inc	\$100.00	\$0
Work Description: Water heater replacement							Category Plumbing		
PP20-06-070	Residential	05/20/2020	1220 ELKERTON AVE		06-11-495-060	JONES, MARY	Patterson Plumbing	\$100.00	\$0
Work Description: Water heater replacement							Category Plumbing		
PP20-06-071	Residential	05/07/2020	730 CAMPBELL AVE		06-17-255-431	WARD, PAMELA	Lakeshore Plumbing	\$100.00	\$0
Work Description: gas water heater replacement							Category Plumbing		
PP20-06-072	Residential	05/07/2020	2023 CHAPARRAL ST		06-07-180-720	GOODYKE, ADA	Lakeshore Plumbing	\$100.00	\$0
Work Description: water heater installation							Category Plumbing		
PP20-06-074	Residential	05/07/2020	828 DWILLARD DR	05/20/2020	06-13-140-760	MEDONIS, WILLI	Dale W Hubbard Inc	\$100.00	\$0
Work Description: Water heater replacement							Category Plumbing		
PP20-06-075	Residential	05/07/2020	120 N ARLINGTON ST		06-17-440-170	EBERTS-FIELD, K	Woodhouse Plumbin	\$100.00	\$0
Work Description: Water heater replacement							Category Plumbing		
PP20-06-080	Residential	05/08/2020	3643 GULL RD	05/13/2020	06-01-440-280	3643 GULL ROAD, Modern	Septic Tank	\$100.00	\$0
Work Description: Sewer connection							Category Plumbing		
PP20-06-082	Residential	05/11/2020	3420 NORTHVIEW DR		06-06-230-930	WICHELT, JOHN	Kohlhoff Plumbing	\$153.00	\$0

Work Description: Plumbing for laundry room

Category Plumbing

PP20-06-089 Residential 05/18/2020 3335 EDNA BLVD 06-12-405-026 PYATT, JAMES L. \$183.00 \$0

Work Description: Install 2 basement bathrooms with exhaust fan existing under from porch

Category Plumbing

PP20-06-094 Commerci 05/26/2020 105 N KENDALL 06-17-305-140 HILLSIDE VILLA Dale W Hubbard Inc \$110.00 \$0

Work Description: Replacement of 3 water heaters in same room

Category Plumbing

PP20-06-096 Residential 05/27/2020 2418 SHASTA ST 06/03/2020 06-11-140-610 STEPHENSON, GAModern Septic Tank \$100.00 \$0

Work Description: Sewer connection

Category Plumbing

Total Permits For Type: 13

Total Fees For Type: \$1,692.00

Total Const. Value For Type: \$0

Special Permit

Permit #	Usage	Date Issued	Job Address	Final Date	Parcel #	Owner	Contractor	Fee Total	Const. Value
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PS20-06-031	Residential	05/07/2020	1032 WASHBURN AVE		06-13-110-090	ELAMAN, BOBBY		\$55.00	\$0
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Work Description:

Category Meter Socket Inspection

PS20-06-032	Residential	05/13/2020	3746 LESTER RD	05/27/2020	06-25-230-020	GAZLEY, MICHAEL		\$55.00	\$0
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Work Description: Meter socket inspection

Category Meter Socket Inspection

Total Permits For Type: 2

Total Fees For Type: \$110.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.DateIssued Between

5/1/2020 12:00:00 AM AND

5/31/2020 11:59:59 PM AND

Property.City = Kalamazoo AND

Parcel.ParcelNumber Starts With 6

AND

Permit.ParcelNumber Starts With

6

Grand Total Fees:

\$15,005.2

Grand Total Permits:

67

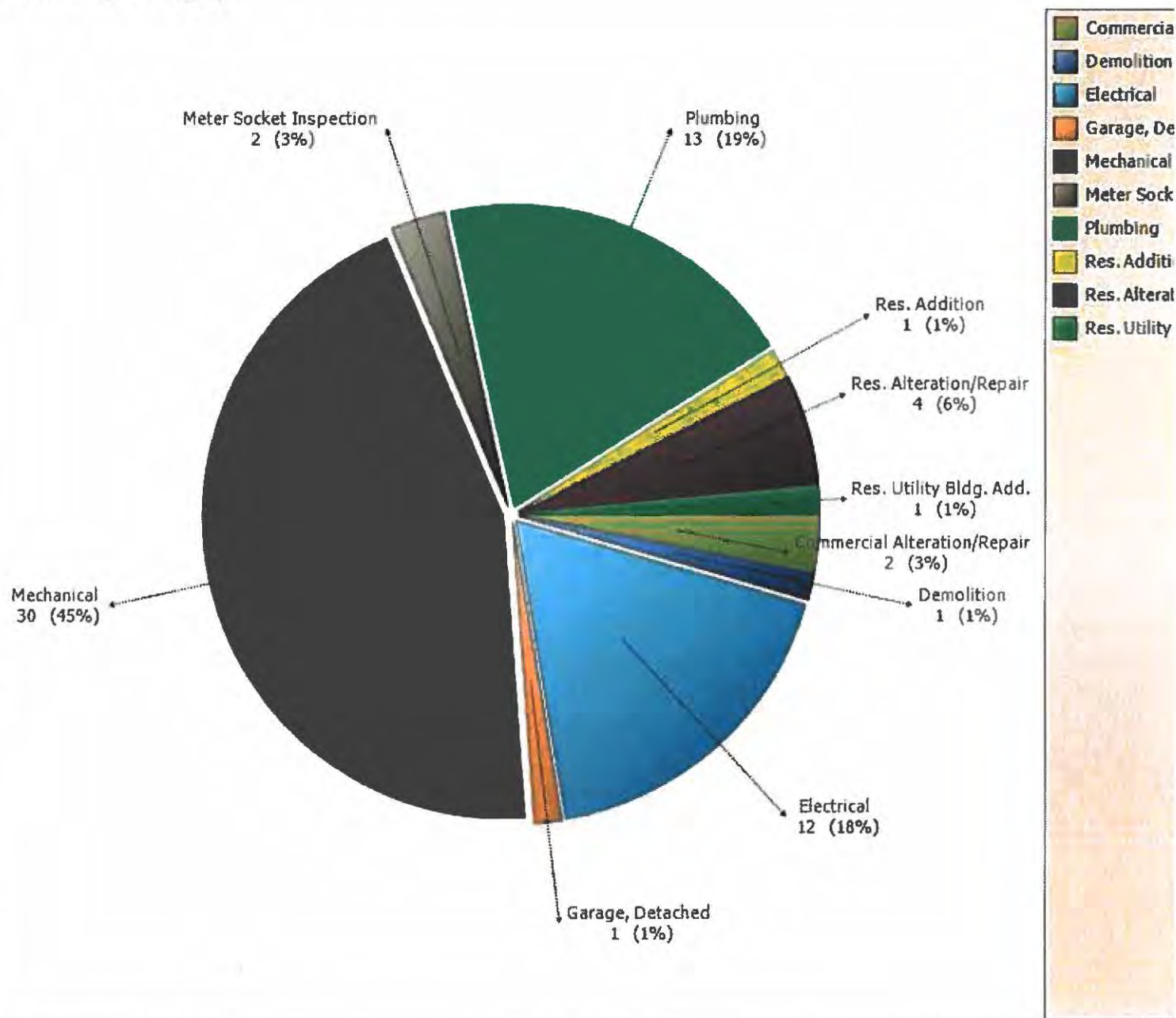
Grand Total Const. Value:

\$107,82

Breakdown of Permits by Category

Current Chart Filter: All Records, Permit.DateIssued Between 5/1/2020 12:00:00 AM AND 5/31/2020 11:59:
Property.City = Kalamazoo AND
Parcel.ParcelNumber Starts With 6
AND
Permit.ParcelNumber Starts With 6

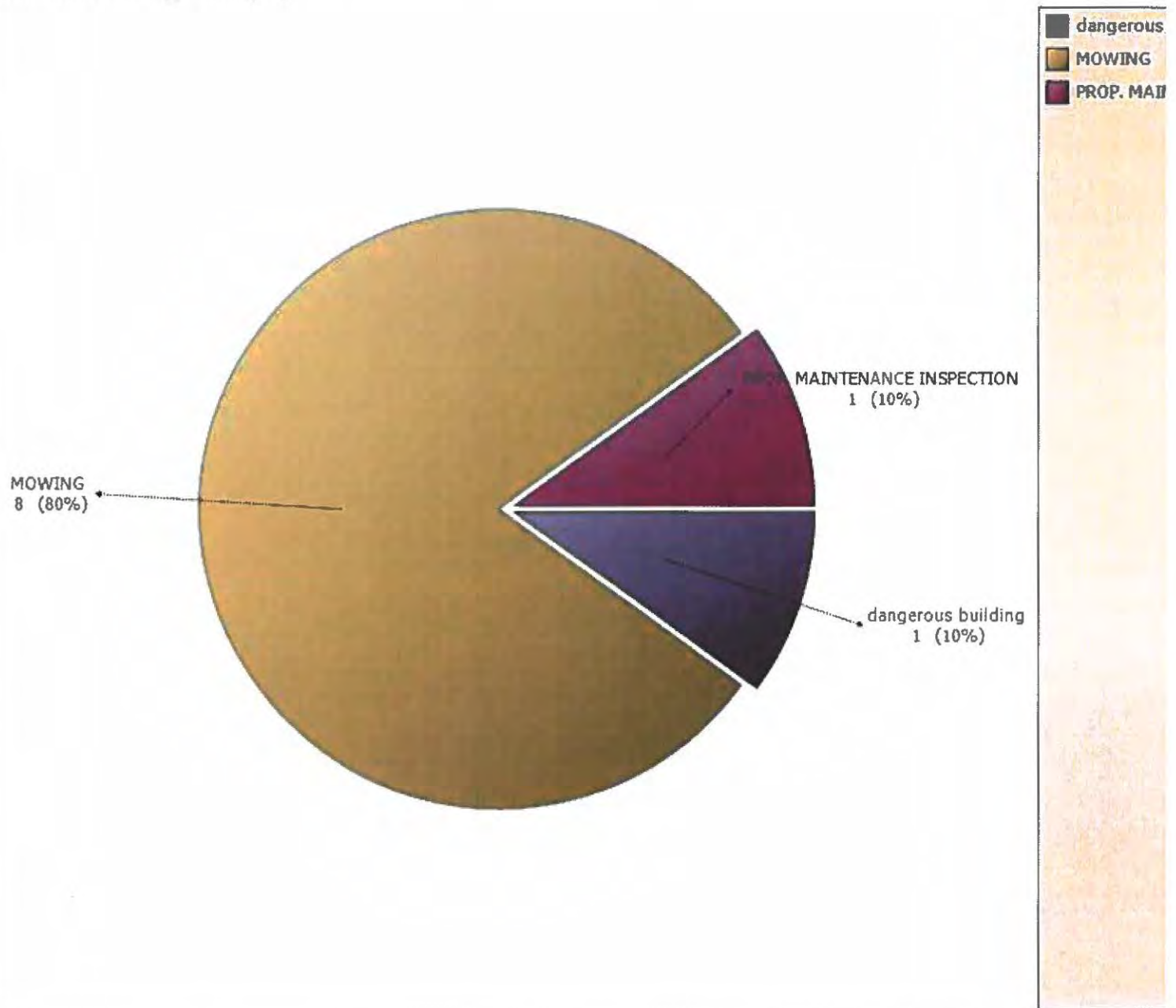
Permits by Category



Breakdown of Enforcements by Category

Current Chart Filter: All Records, Enforcement.DateFiled Between 5/1/2020 12:00:00 AM AND 5/31/2020 11

Enforcements by Category



**Charter Township of Kalamazoo
Minutes of the Zoning Board of Appeals
Held on May 20, 2020**

A regular meeting of the Kalamazoo Charter Township Zoning Board of Appeals was held on Wednesday, May 20, 2020. Due to restrictions of COVID-19 and Orders of Michigan Governor Gretchen Whitmer, the meeting was conducted remotely via ZOOM video conference.

Call to Order.

The Chairman called the meeting to order at 7:13p.m.

Present Were:

Jim Short, Chairman
Steve Leuty
Robert Mihelich
Fred Nagler
Maryanne Sydlick, Alternate

Absent was:

Shawn Blue (excused) (Motion by Nagler, supported by R. Mihelich, unanimously approved)

Also present were: Township Planner Patrick Hudson, Township Manager Dexter Mitchell Township Attorney Roxanne Seeber, Township Supervisor Don Martin, Katarina Kusmack, and 3 members of the public.

Roll Call.

Chairman Short called the roll.

Approval of the Agenda.

The ZBA members received a copy of the agenda in their member packets.

Sydlik moved, supported by Nagler, to approve the agenda as presented. The motion passed unanimously.

Approval of the Minutes of the February 19, 2020 Meeting.

The next item on the agenda was approval of the minutes of the February 19, 2020 regular Zoning Board of Appeals meeting. The draft meeting minutes were provided to all ZBA members in their agenda packets.

1 Mihelich asked about a page that was included in the minute which included the names of former
2 ZBA members. Seeber state that it was part of the ZBA decision form from the last meeting. It
3 had been modified to include the correct names and information before it was provided to the
4 applicant. This page should not have been included and was not part of the minutes. The board
5 disregarded the page and moved on.

6
7 Mihelich moved, supported by Nagler, to approve the minutes of the February 19, 2020 regular
8 ZBA meeting as presented. The motion passed unanimously. Mihelich authorized Seeber to sign
9 the approved minutes on his behalf and forward them to the Hudson to be included in the
10 Township's records.

11 12 **Public Hearings.**

13 14 **Matthew Clysdale, 579 Nazareth Road, Variance Request**

15
16 The next item on the agenda was consideration of the request of Matthew Clysdale, 579 Nazareth
17 Road, Kalamazoo Michigan for a variance from the maximum 2-accessory structures per parcel
18 limitation contained in Section 2.03.C.4 of the Township Zoning Ordinance in order to permit the
19 installation of a ground-mounted solar array, while retaining two existing accessory structures.
20 The parcel is located in the R-2 Residence District. Standards for variance consideration are
21 contained in Section 26.05 of the Township Zoning Ordinance.

22
23 No staff report was provided.

24
25 Short asked Hudson for clarification as to whether the request was a variance for a third
26 accessory structure. Hudson said yes this is a variance to allow a third structure. Short wanted to
27 confirm that it is still under the lot coverage permitted by the township. Hudson said that is
28 correct, it is nowhere near the lot coverage.

29
30 Brandon Flood was present to speak on behalf of Clysdale. He is from the company Helios Solar,
31 who is the contractor for Clysdale. He clarified that it is just an addition of a solar array, while
32 retaining two existing accessory structures. Clysdale is wanting to put the array in his back yard
33 and all the setbacks have been met. Flood noted that the array itself would be considered a non-
34 permanent structure because it can be dissembled and moved if need be.

35
36 Short asked Flood if the two additional structures on the property were related to the array.
37 Flood said no.

38
39 Short asked the board for comment.

40
41 Mihelich asked if the array is just going to be in the dirt or if a slab will be poured. Flood said the
42 foundation for the array is a driven pylon, so there will be steel C channel pylons that get put into
43 the ground about 8.5 feet. Then racking is assembled with braces and rails onto those pylons.

1 Short asked if there was any sound that will be given off from the device. Flood said no, the array
2 gives off no sound. Also, there is also an anti-reflective coat on it, so no glare if given off.

3
4 Short asked Hudson for any additional comments or information. Hudson said no, but then added
5 that this structure would qualify if the other two weren't there.

6
7 Short opened the public hearing and invited any interested party to give public comment in
8 support of or in opposition to the applicant's request for a variance.

9
10 Chris Mihelich, 2502 Brook Drive, said that as the President of the Eastwood Community
11 Association, that it is nice to see investment into solar infrastructure on people's property.

12
13 Sydlik questioned what the structure looked like. Flood started to describe, but then Manager
14 Mitchell asked Flood to share his screen to show it if possible. Flood showed a picture from a
15 previous project. Flood said that Clysdale's project will be 50 feet in width.

16
17 Short asked Hudson if this project is similar to what happened at the sheriff's department. Both
18 Hudson and Flood said yes, almost identical. Flood said his company did that project too.

19
20 Short asked for more public comment. Public hearing closed at 7:30PM.

21
22 Attorney Seeber recommended that the Board review the standards of approval for granting a
23 request for a variance which are contained in Section 26.05 and read the same to the Board.
24 Section 26.05 B(4) titled "Variances" states,

25
26 "The ZBA shall have authority in specific cases to authorize one or more
27 dimensional or "non-use" variances from the strict letter and terms of this
28 Ordinance by varying or modifying any of its rules or provisions so that the spirit
29 of this Ordinance is observed, public safety secured, and substantial justice done.
30 A dimensional or non-use variance allows a deviation from the dimensional (i.e.,
31 height, bulk, setback) requirements of the Ordinance. A use variance authorizes
32 the establishment of a use of land that is otherwise prohibited in a zoning district.
33 The ZBA is not authorized to grant use variances by this Ordinance.

34
35 Such authority shall be exercised in accordance with the following standards.

- 36
37 a. The ZBA may grant a requested "non-use" variance only upon a finding that
38 practical difficulties exist and that the need for the variance is due to unique
39 circumstances peculiar to the property and not generally applicable in the
40 area or to other properties in the same zoning district. In determining
41 whether practical difficulties exist, the ZBA shall consider the following
42 factors:
43

- 1 (1) Strict compliance with restrictions governing area, setback,
2 frontage, height, bulk, density or other non-use matters, will
3 unreasonably prevent the owner from using the property for a
4 permitted purpose or will render ordinance conformity
5 unnecessarily burdensome.
6

7 Leuty was able to chime in with his audio in the Zoom meeting after some technical issues.
8 He reiterated what has happened so far. In reference to the factor that Seeber read, Leuty
9 mentioned that it seems that it looks like it could be close to the septic tank, but they can
10 request that from the Health Department and call in a Miss Dig. He said that he believes
11 this use is appropriate for an exception.
12

- 13 (2) The variance will do substantial justice to the applicant, as well as
14 to other property owners.
15

16 Leuty made a note to this factor that there are no neighbors to the North and that there
17 is only woods to the North.
18

- 19 (3) A lesser variance than requested will not give substantial relief to
20 the applicant and/or be consistent with justice to other property
21 owners.
22

23 Nagler said that there is no lesser variance available, so this factor is not relevant.
24

- 25 (4) The problem and resulting need for the variance has not been self-
26 created by the applicant and/or the applicant's predecessors. (For
27 example, a variance needed for a proposed lot split would, by
28 definition, be self-created, so such a variance typically would not be
29 granted.)"
30

31 Nagler mentioned that he thinks the only area of self-creation is that there are already
32 two existing structures there, however the idea of a solar array was probably not an
33 option when they put in the first two structures. Short agreed.
34

35 Short asked for more board comment. He said that he drove by the property today the property
36 is down the hill and in a wooded area. Plus the board already allowed one of these.
37

38 Nagler said he was in favor. Nagler said that he was originally worried about lot coverage but can
39 see that is not an issue now.
40

41 Mihelich said that he had no problem with how this is laid out.
42

43 Sydlik has no comment.
44

1 Leuty spoke in in favor of granting the variance.

2
3 The Board discussed the standards of review and agreed that most had been met. Seeber filled
4 in the “Notice of Decision” form as the members considered each standard.

5
6 Nagler moved, supported by Mihelich, to grant the variance request of Matthew Clysdale, with
7 the condition that the applicant is to obtain the location of the septic tank from the health
8 department to ensure that there is no interference and that it is to be laid out to be in accordance
9 with the application.

10
11 The motion passed unanimously. Seeber filled out the notice of decision form. Short authorized
12 her to sign it on his behalf, due to the remote meeting situation. She indicated that she would
13 mail it to Clysdale and fill in the proof of service.

14
15 **Old Business.**

16
17 None.

18
19 **New Business.**

20
21 None.

22
23 At this time, Leuty discussed the email he had prepared and provided to ZBA members, positing
24 it may not be reasonable to consider ground—mounted solar panels as accessory structures.
25 Presently, the Township Zoning Ordinance establishes that ground-mounted solar panels must
26 be treated as accessory structures. This, he said, requires a property owner such as the applicant
27 to obtain a variance in order to retain existing traditional accessory structures and to add solar
28 panels, which are an essential component of an occupied parcel. Leuty reasoned that certain
29 other non-traditional accessory structures such as barns and silos were not counted as accessory
30 structures. Leuty proposed that the ZBA ask the planning commission to consider a text
31 amendment to the solar energy provisions so that they would not be considered accessory
32 structures. The ZBA discussed this.

33
34 Leuty moved to recommend that the ZBA requests that the planning commission considers a text
35 amendment to the solar energy provisions so that they would not be considered accessory
36 structures. Supported by Short. The motion passed unanimously.

37
38 **Other matters to be reviewed by the ZBA.**

39
40 None.

41
42 **Citizen Comments.**

43
44 None.

1
2 **Correspondence received.**

3
4 None.

5
6 **Board Member Comments.**

7
8 None.

9
10 **Report of the Planning Commission Member.**

11
12 Nagler summarized the recent Planning Commission meeting. He said that they are still working
13 on the Master Plan, but they are struggling with getting it to the public. They have been very busy
14 and next month's meeting will be very full.

15
16 **Adjournment.**

17
18 There being no additional business, Nagler moved, supported by Mihelich, to adjourn the ZBA
19 meeting. The motion passed unanimously and the meeting was adjourned at 8:00p.m.

20
21 Respectfully Submitted,

22
23
24
25 _____
26 Robert Mihelich, Secretary of the Zoning
27 Board of Appeals
28

Synopsis of Actions
ZBA meeting May 20, 2020

Regarding the request for variances from Matthew Clysdale, 579 Nazareth Road:

Variance granted.

Conditions:

Applicant to obtain location of septic tank from health department to ensure that there is no interference. Layout to be in accordance with the application.

2020 MONTHLY PERMITS BY JURISDICTION

MONTH OF MAY 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	19	\$ 3,551
COMSTOCK	ELECTRICAL	14	\$ 2,262
COMSTOCK	MECHANICAL	15	\$ 1,966
COMSTOCK	PLUMBING	12	\$ 2,390
COMSTOCK	SPECIAL - JURISDICTION	-	\$ -
COMSTOCK	SPECIAL - HOMEOWNER	-	\$ -
TOTAL COMSTOCK		60	\$ 10,169
KALAMAZOO	BUILDING	10	\$ 1,375
KALAMAZOO	ELECTRICAL	12	\$ 8,002
KALAMAZOO	MECHANICAL	30	\$ 3,871
KALAMAZOO	PLUMBING	13	\$ 1,692
KALAMAZOO	SPECIAL - JURISDICTION	1	\$ 55
KALAMAZOO	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL KALAMAZOO		68	\$ 15,105
PARCHMENT	BUILDING	-	\$ -
PARCHMENT	ELECTRICAL	1	\$ 210
PARCHMENT	MECHANICAL	-	\$ -
PARCHMENT	PLUMBING	1	\$ 100
PARCHMENT	SPECIAL - JURISDICTION	-	\$ -
PARCHMENT	SPECIAL - HOMEOWNER	-	\$ -
TOTAL PARCHMENT		2	\$ 310
PINE GROVE	BUILDING	6	\$ 4,419
PINE GROVE	ELECTRICAL	7	\$ 809
PINE GROVE	MECHANICAL	6	\$ 781
PINE GROVE	PLUMBING	1	\$ 211
PINE GROVE	SPECIAL - JURISDICTION	-	\$ -
PINE GROVE	SPECIAL - HOMEOWNER	1	\$ 45
TOTAL PINE GROVE		21	\$ 6,265
RICHLAND	BUILDING	11	\$ 5,188
RICHLAND	ELECTRICAL	9	\$ 2,018
RICHLAND	MECHANICAL	12	\$ 1,876
RICHLAND	PLUMBING	7	\$ 1,559
RICHLAND	SPECIAL - JURISDICTION	-	\$ -
RICHLAND	SPECIAL - HOMEOWNER	-	\$ -
RICHLAND		39	\$ 10,641
TOTAL		190	\$ 42,490

REVENUE	REVENUE
MAY 2019	% PREV YEAR MONTH
\$ 63,479	66.9%

PERMITS	PERMITS
MAY 2019	% 2019 - YTD
231	82.3%

2020 MONTHLY PERMITS BY JURISDICTION

YEAR TO DATE AS OF: MAY 2020

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	32	\$ 12,377
COMSTOCK	ELECTRICAL	47	\$ 9,980
COMSTOCK	MECHANICAL	67	\$ 14,414
COMSTOCK	PLUMBING	30	\$ 5,776
COMSTOCK	SPECIAL - JURISDICTION	7	\$ 385
COMSTOCK	SPECIAL - HOMEOWNER	2	\$ 110
TOTAL COMSTOCK		185	\$ 43,042
KALAMAZOO	BUILDING	40	\$ 12,117
KALAMAZOO	ELECTRICAL	50	\$ 16,561
KALAMAZOO	MECHANICAL	79	\$ 10,674
KALAMAZOO	PLUMBING	45	\$ 6,629
KALAMAZOO	SPECIAL - JURISDICTION	13	\$ 715
KALAMAZOO	SPECIAL - HOMEOWNER	8	\$ 330
TOTAL KALAMAZOO		235	\$ 47,026
PARCHMENT	BUILDING	0	\$ -
PARCHMENT	ELECTRICAL	4	\$ 752
PARCHMENT	MECHANICAL	4	\$ 452
PARCHMENT	PLUMBING	2	\$ 200
PARCHMENT	SPECIAL - JURISDICTION	4	\$ 220
PARCHMENT	SPECIAL - HOMEOWNER	0	\$ -
TOTAL PARCHMENT		14	\$ 1,624
PINE GROVE	BUILDING	12	\$ 5,748
PINE GROVE	ELECTRICAL	18	\$ 2,817
PINE GROVE	MECHANICAL	18	\$ 2,817
PINE GROVE	PLUMBING	2	\$ 434
PINE GROVE	SPECIAL - JURISDICTION	1	\$ 55
PINE GROVE	SPECIAL - HOMEOWNER	2	\$ 100
TOTAL PINE GROVE		53	\$ 11,971
RICHLAND	BUILDING	25	\$ 14,532
RICHLAND	ELECTRICAL	35	\$ 6,720
RICHLAND	MECHANICAL	40	\$ 6,745
RICHLAND	PLUMBING	23	\$ 4,398
RICHLAND	SPECIAL - JURISDICTION	0	\$ -
RICHLAND	SPECIAL - HOMEOWNER	1	\$ 55
TOTAL RICHLAND		124	\$ 32,450
TOTAL	YTD	611	136,113

REVENUE	REVENUE
YTD - MAY 2019	% 2019 - YTD
\$ 230,205	59.1%

REVENUE
% 2020 YTD BUDGET
53.7%

PERMITS	PERMITS
YTD - MAY 2019	% 2019 - YTD
969	63.1%

2020 MONTHLY CUMULATIVE TOTALS	2019 MONTHLY CUMULATIVE TOTALS	
# PERMITS	REVENUE	
168	\$ 37,096	JAN
126	\$ 28,390	FEB
125	\$ 27,832	MAR
2	\$ 305	APRIL
190	\$ 42,490	MAY
-	\$ -	JUNE
-	\$ -	JULY
-	\$ -	AUG
-	\$ -	SEPT
-	\$ -	OCT
-	\$ -	NOV
-	\$ -	DEC
611	136,113	2020

Permit List

06/01/2020

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB20-06-068	521 CHEROKEE ST	06-18-280-061	CHEROKEE WESTLAWN		05/07/2020	\$100.00	\$0

Work Description: Replace existing carport flat roof with trusses and install new siding per plans.

Truss drawingsa to be on site for final inspection.

Total Permits For Type: 1

Total Fees For Type: \$100.00

Total Const. Value For Type: \$0

Report Summary

Population: All Records

Permit.PermitType = Building

AND

Permit.BasicUsage = Commercial

AND

Property.City = Kalamazoo AND

Permit.DateIssued Between

5/1/2020 12:00:00 AM AND

5/31/2020 11:59:59 PM AND

Parcel.ParcelNumber Starts With

Grand Total Fees: \$100.00

Grand Total Permits: 1

Grand Total Const. Value: \$0

Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS20-06-034	2805 LAKE ST	06-24-306-580	LIEU, YEN N.		05/26/2020	55.00
Work Description: Property Maintenance request from Kalamazoo Township Fire Marshal						
Property Maintenance Inspectio		Completed: 05/28/2020				

Total Permits: 1**Total Fees Due: \$55.00**

Population: All Records

Permit.PermitType = Special

Permit AND

Permit.Status = HOLD (FEE)

AND

Permit.Category = Jurisdiction

Request AND

Parcel.ParcelNumber Starts With 6

AND

Property.City = Kalamazoo

Permit List

06/01/2020

Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB20-06-048	4121 TRUMAN ST	06-04-210-700	SLACK, DOUGLAS R. & F	Mallory Pole Building	05/26/2020	\$170.00	\$11,919
Work Description: New 24' x 28' x 10' Pole Building with 16' x 9' overhead door on the gable end. Footings to be min of 14" x 7".							
PB20-06-069	522 CHEROKEE	06-18-280-040	CHEROKEE WESTLAWN		05/07/2020	\$100.00	\$0
Work Description: Replace existing carport flat roof with trusses and install new siding per plans. Truss drawings to be on site for final inspection.							
PB20-06-076	2205 TAMRACK ST	06-07-255-170	SWENSON, ASHLYN	Power Home Solar	05/20/2020	\$100.00	\$47,000
Work Description: Installing a total of 26 roof mounted solar panels grid tied. 21 panels located above the home and 5 above the garage. NOTE: Installed Panels must meet all code requirements of section R324 of the 2015 MRC.							
PB20-06-083	3335 EDNA BLVD	06-12-405-026	PYATT, JAMES L. & LORI		05/18/2020	\$170.00	\$4,928
Work Description: Adding 2 new basement bathrooms. One approx. 50 s/f and the other is approx. 73 s/f. NOTE: MUST MEET CODE REQUIREMENTS OF SECTION R307 OF THE 2015 MRC FOR MINIMUM FIXTURE CLEARANCES							
PB20-06-087	1502 OLMSTEAD RD	06-24-455-070	COUNTY OF KALAMAZU	Robert Bailey Contra	05/07/2020	\$150.00	\$0
Work Description: Demolition of single family home							
PB20-06-093	2681 HAZELNUT LANE	06-05-170-060	SPANN, DEMONTE		05/19/2020	\$215.00	\$3,780
Work Description: New 12' x21' deck per plans							
PB20-06-096	1318 WAYSIDE RD	06-11-499-142	PAGE, LONNIE L. & STE		05/26/2020	\$170.00	\$13,500
Work Description: New 30' x30' detached accessory building per plans.							
PB20-06-103	4016 GRAND PRAIRIE RD	06-07-190-060	BARCELONA, MICHAEL	The Green Panel Inc.	05/29/2020	\$100.00	\$26,700

Work Description: Installation of 15 roof mounted solar panels.

NOTE: Must meet section R324 of the 2015 MRC code requirements and provide access to the attic at the final inspection.

PB20-06-106	2246 FAIRFIELD AVE	06-01-380-512	MARR, GARY & VICTOR	05/19/2020	\$100.00	\$0
Work Description: Replace eave over entry door with gable to allow for swing of screen door per plans.						
NOTE: NO CHANGE IN ROOF EXTENSION						

Total Permits For Type:	9
Total Fees For Type:	\$1,275.00
Total Const. Value For Type:	\$107,827

Report Summary

Population: All Records
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential
AND
Property.City = Kalamazoo AND
Permit.DateIssued Between
5/1/2020 12:00:00 AM AND
5/31/2020 11:59:59 PM AND
Parcel.ParcelNumber Starts With

Grand Total Fees:	\$1,275.00
Grand Total Permits:	9
Grand Total Const. Value:	\$107,827

Monthly Special Permit - Owner Request

06/02/2020

Special Permit

Permit #	Job Address	Parcel Number	Owner	Date Entered	Fee Total
PS20-06-031	1032 WASHBURN AVE	06-13-110-090	ELAMAN, BOBBY L.	05/04/2020	\$55.00
Work Description:					
Inspections:	05/08/2020	Meter Socket Inspection	Approved		
PS20-06-032	3746 LESTER RD	06-25-230-020	GAZLEY, MICHAEL ALA	05/13/2020	\$55.00
Work Description: Meter socket inspection					
Inspections:	05/18/2020	Meter Socket Inspection	Approved		

Total Permits For Type: 2

Total Fees For Type: \$110.00

Report Summary

Population: All Records

Grand Total Fees: \$110.00

Grand Total Permits: 2

01:15:15
Permit.DateIssued Between
5/1/2020 12:00:00 AM AND
5/31/2020 11:59:59 PM AND
Property.City = Kalamazoo
AND
Permit.Category = Special Permit
OR
Permit.Category = Hood
Suppression OR
Permit.Category = Meter Socket
Inspection OR
Permit.Category = Owner Request



SUMMARY OF INCIDENTS REPORT

(Includes all Officer Initiated & Citizen Reported)

Kalamazoo Township

ORI	All
Create Date.Calendar	January 2020
Venue	KALAMAZOO TOWNSHIP

Call Type/Nature Code	# of Incidents
911 Hangup(s)	45
Abandoned Vehicle	1
Abandoned Vehicle-Private Proper	19
Alarm	44
Animal Complaint	10
Arrest On Warr (Other Dept)	9
Assault/DV	34
Assist Fire Dept	12
Assist Other Dept	31
Assist Person	22
ATL	11
B&E/Illegal Entry	21
B&E/Larceny From Veh	17
BOL	15
Check Welfare	49
Civil Calls	4
Community Policing/Crime Prev	24
Conservation/Littering	4
Crime Prevention	1
Crossing Guard	23
CSC	2
Death Investigation	5
Directed Patrol	125
Disturbance/Fight	20
Drugs/VCSA	7
Embezzlement	1
Felonious Assault	1
Fire Alarm - Commercial	7
Fire Alarm - Residential	6
Fire Alarm - Test	4
Follow-Up	46
Foot Patrol	1
Forgery/U&P/Counterfeit	2
Fraud	15
Harassing TX/Texts	9
Harrassment/Misc Criminal	6

Health & Safety	1
Hit & Run Accident	17
Larceny	19
Lockouts	2
Lost/Found Property	11
MDP	14
Misd Traffic (DWLS)	13
Missing Person	3
Motorist Assist	20
Natural Gas Leak - Inside	2
Noise Complaint	26
Obs Justice	5
Open Door/Window	1
OWI/OUID	3
Parking Complaint	7
PD Accident	47
Peace Officer	20
PI - Confirmed Injuries	14
PR/PRB/PRS	2
Prisoner Transport	4
Property Check - Commercial	3
Property Check - Residential	3
R&O/Fleeing	2
Recover Stolen Property	1
Recover Stolen Vehicle	4
Repossession	10
Rescue-Medical Incoming	9
Rescue-Medical P1	87
Rescue-Medical P2	35
Rescue-Medical P3	78
Retail Fraud	10
Robbery	1
Runaway	11
Service For Department	3
Shooting	1
Shots Fired	6
SOR Registration	11
Special Check	1
Special Service	7
Structure Fire - Commercial	3
Structure Fire - Residential	3
Suicide/Attempt	24
Suspicious	92
Traffic Hazard	12
Traffic Mishap/Acc Damage	1
Traffic Stop	110
Trespassing	14
Trouble with Subject	94
Unk Accident	15
Vehicle Inspection	3
Vehicle Theft (UDAA)	7
VRDL/Fix it Tickets	5

VRDL/Fix it Tickets	8
Warrant Service	36
Grand Total	1790



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: 06082020 8A

FOR MEETING DATE: June 8, 2020

SUBJECT: Accept Proposed Ordinance No. 620 for Adoption

REQUESTING DEPARTMENT: Planning Commission/Manager

SUGGESTED MOTION:

Adopt Ordinance No. 620 amending the text of the zoning ordinance to allow a limited number of vehicles to be offered for sale at automobile repair shops.

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

On May 11, 2020 the Township Board accepted proposed Ordinance No. 620 which allows a small number of motor vehicles to be offered for sale on premises with licensed repair shops. A maximum of 5 vehicles may be offered for sale at a licensed repair garage at any one time. "Used car lot" as defined by Ordinance No. 62 is "any place where used motor vehicles are displayed and offered for sale in the open". Ordinance No. 62 requires a \$100 annual township license. Automobile repair shops with cars offered for sale would require a used car lot license from the township.

Submitted by: Planning Commission/Manager

Manager's Recommendation: yes.

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

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

**KALAMAZOO CHARTER TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN**

NOTICE OF SUBMITTAL OF ORDINANCE

TO: THE RESIDENTS AND PROPERTY OWNERS OF KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the following is a summary of proposed Ordinance No. 620 **allowing a small number of vehicles to be displayed and offered for sale at automobile repair garages** which was submitted to the Charter Township of Kalamazoo Board for first reading at its meeting of May 11, 2020. Said Ordinance is tentatively scheduled for adoption on May 26, 2020.

**ORDINANCE NO. 620
ZONING ORDINANCE TEXT AMENDMENTS
AUTOMOBILES FOR SALE AT REPAIR GARAGES**

SECTION I. AMENDMENT OF ARTICLE 8 “SITE DEVELOPMENT STANDARDS APPLICABLE TO SPECIFIC USES”—AUTOMOBILE REPAIR GARAGES. Allows a limited number of vehicles to be displayed and offered for sale at automobile repair garages, not to exceed five at one time.

SECTION II. EFFECTIVE DATE AND REPEAL. This Ordinance shall take effect eight days after adoption and publication. No conflicting Ordinances are repealed.

PLEASE TAKE FURTHER NOTICE that the full text of the Ordinance has been posted on the Charter Township of Kalamazoo website at www.ktwp.org; and may be inspected at the office of the township clerk at the address set forth below during regular business hours of regular working days following the date of this publication.

Mark E. Miller, Clerk
KALAMAZOO CHARTER TOWNSHIP
1720 Riverview Drive
Kalamazoo, MI 4900
269-381-8080
www.ktwp.org



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

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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

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KALAMAZOO CHARTER TOWNSHIP

KALAMAZOO COUNTY, MICHIGAN

ORDINANCE NO. _____

TEXT AMENDMENTS TO THE KALAMAZOO CHARTER TOWNSHIP ZONING ORDINANCE

Adopted: _____, 2020

Effective: _____, 2020

An Ordinance to amend the Kalamazoo Charter Township Zoning Ordinance to provide standards for retail sales of packaged liquor; to and to provide for an effective date of said amendment.

THE KALAMAZOO CHARTER TOWNSHIP BOARD

KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I

**AMENDMENT TO ARTICLE 8, "SITE DEVELOPMENT STANDARDS
APPLICABLE TO SPECIFIC USES", SECTION 8.02
OF THE KALAMAZOO CHARTER TOWNSHIP ZONING ORDINANCE**

Article 8 "Site Development Standards" Section B "Special Land Uses" Section 8.02 "Scope of Requirements" is hereby amended by the addition of a new subsection to be designated "ZZ" to read as follows:

"ZZ. Retail Sales of Packaged Liquor in the RM-2 zoning districts. Retail Packaged Liquor Outlets in the RM-2 zoning district are subject to the following:

1. Outlet stores selling packaged liquor at retail shall not sell packaged liquor between the hours of 9:00 p.m. and 8:00 a.m.
2. No drive-through operation is conducted within the same building as the sale of beer, wine, liquor or other beverages containing alcohol.
3. Frontage on a state highway or county primary road exists where ingress and egress is allowed. Driveways for this use to county local roads are prohibited. The property is not next to or adjacent to a residential use property."

SECTION II

AMENDMENT TO ARTICLE 8 "SITE DEVELOPMENT STANDARDS APPLICABLE TO SPECIFIC USES"

Article 8 “Site Development Standards Applicable to Specific Uses”, Section 8.02. “Scope of Requirements” is hereby amended by the addition of a new subparagraph to be designed “AAA.” to read as follows:

“AAA.

FREIGHT YARDS

The following regulations apply to freight yards and bulk materials handling operations. These regulations do not apply to temporary portable batch plants and crushing operations related to a specific construction project nor to mining operations.

Freight yards shall comply with the following regulations:

1. Minimum Lot Size. Concrete plants shall have a minimum lot area of three (3) acres.
2. Setbacks. In order to reduce the effects of airborne dust, dirt, and noise, plant equipment, stockpiles, truck staging areas, and similar operations shall be located no closer than three hundred (300) feet to any public or private road right-of-way line, no closer than one hundred (100) feet to any adjacent property lines, and no closer than five hundred (500) feet to any property that is residentially zoned. No setback is required from adjacent railroad rights-of-way or property lines. Any permanent processing plant and accessory structures shall be set back a minimum of 300 feet from interior property lines and adjoining public rights-of-way and shall, where practicable, be located at a lower level than the surrounding terrain to lessen visual and noise impact.”

SECTION III

AMENDMENT TO ARTICLE 20, I-2 GENERAL INDUSTRIAL DISTRICT

Article 20, “I-2 General Industrial District”, Section 20.02 “Special Land Uses” subsection 13 is hereby amended to read as follows;

“13. Concrete and asphalt crushing operations when contained within a gravel mining operation or as part of a freight yard.”

SECTION IV

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 ordinances or provisions are repealed.

KALAMAZOO CHARTER TOWNSHIP

Mark E. Miller, Township Clerk

1720 Riverview Drive

Kalamazoo, MI 49004

269-381-8080 www.ktwp.org

**CHARTER TOWNSHIP OF KALAMAZOO
KALAMAZOO COUNTY, MICHIGAN**

RESOLUTION Expressing support for Pride Month

WHEREAS, this is the 50th Anniversary of the 1st Christopher Street Parade remembering the Stonewall riots and celebrating Gay Pride; and

WHEREAS, the month of June was designated Pride Month to commemorate the Stonewall riots which occurred in June of 1969 and are generally recognized as the catalyst of the LGBT Rights Movement; and

WHEREAS, all individuals should be equal before and under the law, and have the right to equal protection and equal benefit of the law without discrimination; and

WHEREAS, the long and ongoing struggle of transgender, lesbian, gay, bisexual, and other sexual minorities for basic civil and human rights continues to provide inspiration to all; and

WHEREAS, Kalamazoo Township celebrates the history and diversity of our lesbian, gay, bisexual, transgender community, and promotes a society in which all residents can live free from discrimination; and

WHEREAS, Pride month is an opportunity to celebrate this harmony in which we coexist, Now, therefore, be it

Resolved, That the Chartered Township of Kalamazoo—

proclaims June, 2020 as Pride Month in celebration of our LGBTQ+ and ally residents.

Motion was made by _____, support by _____,
to adopt the foregoing resolution.

Upon roll call vote the following voted “aye”:

The resolution was thereupon declared adopted.

CERTIFICATION

Mark E. Miller
Charter Township of Kalamazoo Clerk



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: 06082020 0B/9C

FOR MEETING DATE: June 8, 2020

SUBJECT: Consideration of Changes to the Policy Manual Concerning Policy and Administration Committee

REQUESTING DEPARTMENT: Trustees Leuty and Strebs, Clerk Miller

SUGGESTED MOTION:
"Move to amend the Township Policy Manual by adding new section 1.4 Policy and Administration Committee, and amending section 5.4 Policy Manuals".

Financing Cost: none

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:
There is currently no general provision for the Policy and Administration Committee. With the clarifications made in 1.4, we believe that there is no need to amend 5.5 Authorized Staffing.

Submitted by: Clerk Miller

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.

CHAPTER 1 – INTRODUCTION

1.1 PURPOSE

This policy manual is adopted to provide for the efficient and uniform application of policies and procedures in The Charter Township of Kalamazoo, where such procedures have not been provided for by law. All Township officials and personnel are bound by these policies and any deviation from established policy is prohibited.

1.2 EMPLOYEE PERSONNEL POLICY

Kalamazoo Township has an adopted employee personnel manual that provides an array of policies concerning our employees, their conditions of employment and responsibilities on the job. This policy manual is not intended to supplant any items within that personnel manual.

1.3 APPOINTED COMMITTEES

The Supervisor is responsible for appointing, with township board approval, all members of the Planning Commission. (MCL 125.321 and MCL 125.1654) The Supervisor also appoints, with township board approval, the members of the zoning board of appeals, board of review, and all other standing and special committees of the township.

Violations of township policy and procedures may be considered by the township board as just cause for removing members of township committees. Other actions may be taken by the township board according to the other provisions of this policy, depending on whether the committee member is a township board member, appointed official, township employee or volunteer.

A township board member or appointed official whose conduct does not comply with any township policy or procedure, including its Code of Ethical Conduct, may be subject to actions including, but not limited to, internal reprimand, formal board censure, loss of a non-statutory committee assignment, or budget restriction, where such restriction is not prohibited by statute. Violations of township policy may also be considered by the township board as just cause for removing members of appointed township boards and commissions from office, where removal is authorized by law.

1.4 POLICY AND ADMINISTRATION COMMITTEE

The Policy and Administration Committee (PAC) is a standing committee consisting of three members of the Township Board. The Manager will ordinarily attend meetings of the PAC in an advisory capacity, unless asked not to attend by the Board. Department heads and other Township staff may be invited to attend PAC meetings as needed. Certain tasks are assigned to the PAC in 5.4 and 5.5 below; the Board may assign to the PAC any other tasks as may arise, such as development of proposals or additional policy statements. In case the PAC recommends any change, it must report such recommendation to the Board for action. Business may not be referred to the PAC by any party other than the Board, with the exception of 5.4 and 5.5 below.

1.5 VOLUNTEERS

A township volunteer who violates township policy may be subject to dismissal by the township board from township service, depending on the severity of the policy violation, the number and frequency of policy violations, and the degree of adverse impact to the township or to the public.

1.6 ELECTIVE OR APPOINTIVE POSITIONS

When a township board member or appointed official questions the applicability of a provision of any township policy or procedure to a particular situation, they may apply to the township board for a decision. The township board member or appointed official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The board may modify policy in light of facts presented.

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5.4 POLICY MANUALS

The Supervisor and the Policy and Administration Committee shall develop and periodically provide recommended updates to its Policy Manual and Personnel Policy to help guide the board, employee Supervisors and managers in the implementation of all employee workplace issues.

The provisions of the Policy Manual and Personnel Policy may be changed at the sole discretion of the township board. Township board members, officials and employees may submit any suggested changes or additions to these policies and procedures to the Supervisor.

5.5 AUTHORIZED STAFFING

The township board, by means of the annual budgetary appropriations, shall determine the number of full-time and part-time employees assigned to the various township offices/locations.

The township board assigns its Policy and Administration Committee to review and make recommendations to the township board for all changes to an employee's grade reclassification, an employee's change from part-time to full-time status (or vice versa), a request for a new position or elimination of a current position.

The following process is to be used to make employee changes as noted above:

1. The department head shall discuss the need for the change with the Supervisor.
2. The department head shall submit a draft job description job description and written justification for the change to the Policy and Administration Committee. The Policy and Administration Committee may support, modify or reject the draft job description and written justification.
3. If the Policy and Administration Committee supports the change, the matter will be referred to the township board for further consideration.

4. If the Policy and Administration Committee modifies or rejects the requested change, the department head may request that the matter be referred to the township board for further consideration or may make changes and resubmit the request to the Policy and Administration Committee.

5. The Township board may accept, modify or reject the implementation of the proposed change. The township board may not make any change that increases the cost for the township without prior adoption of any necessary budget amendments.

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