



1720 Riverview Drive
Kalamazoo, Michigan 49004
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www.ktwp.org

BOARD OF TRUSTEES SPECIAL WORK GROUP MEETING

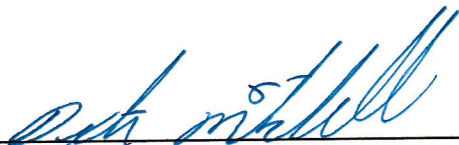
June 22, 2020

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "Special Work Group Meeting" to be held at 5:30 p.m., on Monday, June 22, 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: **833 9688 3855** Password: **087179** or dial in with 1 (312) 626-6799

One tap mobile +13126266799,,83396883855#,,,,0#,,087179# US (Chicago)

- A. Discussion of process to evaluate Township Manager
- B. Discussion regarding policing in Kalamazoo Township
- C. Manager's Update
- D. Public comment

Posted June 18, 2020



Dexter Mitchell, Manager
Charter Township of Kalamazoo



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 06222020 0A

FOR MEETING DATE: 6/22/2020

SUBJECT: Discussion of a process to evaluate the performance of the Township Manager

REQUESTING DEPARTMENT: Trustees Leuty and Strebs

SUGGESTED MOTION:

No motion since the request is for a Work Session discussion

Financing Cost: \$ NA

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

The Employment Agreement between the Township Manager and the Township Board delegates specific duties to the Manager and requires the Manager and the Township Board to establish annual goals, by which the Board will evaluate the Manager's performance. The Work Session discussion will consider a proposal to implement existing policy (the Employment Agreement) by forming a subcommittee of the Board to evaluate and report point-by-point the Manager's performance of delegated duties and goals.

Submitted by: Trustees Leuty and 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.

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.

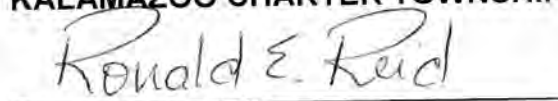
The Township hereby employs Employee and the Employee hereby accepts employment upon and subject to the terms and conditions herein set forth.

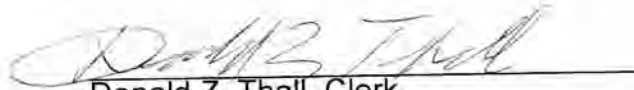
IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals on this 7th day of September, 2016.

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.

In preparing for our (Jen and Nicky) meeting with Chief Ergang, I tried to do some general police policy reading. This is a list of url's which might be helpful for policing policy ideas.

8 can't wait is a list of demands circulating at this time. We already implement a number of these demands.

<https://8cantwait.org/>

Militarization of the police with surplus army supplies and the effect on violence. Chief Ergang has explained that we get very little in the way of these supplies and what we get is not for militarization of our police.

<https://journals.sagepub.com/doi/full/10.1177/2053168017712885>

Many departments throughout the country have Use of Force policies. We also have one and the Chief is getting a possibly redacted copy of this to us in the near future. We also asked for monthly reports to track the number of incidents under each category.

<https://static1.squarespace.com/static/56996151cbced68b170389f4/t/57e1b5cc2994ca4ac1d97700/1474409936835/Police+Use+of+Force+Report.pdf>

We have talked about implementing a community policing program. This article talks about the effectiveness of such programs.

<https://www.pnas.org/content/pnas/116/40/19894.full.pdf>

Many people are afraid of the police and view them more as enemy than friend. This article talks about a concept called procedural justice.

<https://www.pnas.org/content/pnas/117/18/9815.full.pdf>

This next is actually a book. It discusses citizen review boards - types, costs, implementation, effectiveness. Read the introduction and skim what interests. All of these are quite dry reading!

<https://nij.ojp.gov/library/publications/citizen-review-police-approaches-and-implementation>

Amnesty International - good policing for protestors.

<https://www.amnestyusa.org/pdfs/GoodPracticesForLawEnforcementForPolicingDemonstrations.pdf>

Another Amnesty International. This one reports on the deadly use of force in US.

<https://www.amnestyusa.org/reports/deadly-force-police-use-of-lethal-force-in-the-united-states/>

CAHOOTS - Crisis Assistance Helping Out On The Streets

<https://www.gq.com/story/how-a-911-call-without-police-could-work>

Crime Statistics: 1st Quarter

Kalamazoo Charter Township
01/01/2020 - 03/31/2020

Violent Crimes <i>Number of Victims</i>	2018	2019	2020	# Change 2019-2020
Aggravated Assault	9	14	16	2
Criminal Sexual Conduct	12	11	7	-4
Murder	0	0	0	0
Robbery	3	12	6	-6
Total	24	37	29	-8

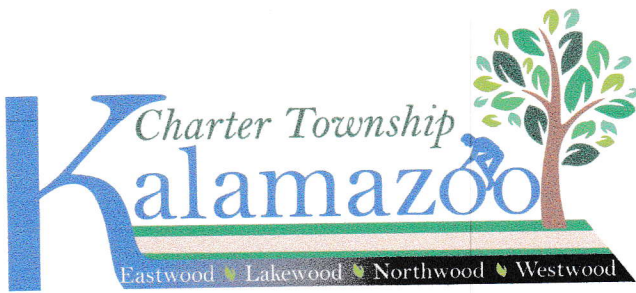
Property Crimes <i>Number of Offenses</i>	2018	2019	2020	# Change 2019-2020
Arson	1	2	1	-1
Burglary	29	25	47	22
Larceny	79	64	90	26
Motor Vehicle Theft	17	8	19	11
Total	126	99	157	58

Arrests <i>Number of Arrest Reports</i>	2018	2019	2020	# Change 2019-2020
Total Arrests	294	210	243	33

Calls for Service <i>Excluding DP and TS</i>	2018	2019	2020	# Change 2019-2020
Total Calls for Service	2,955	2,386	2,895	509

Officer-Initiated Calls	2018	2019	2020	# Change 2019-2020
Directed Patrol	206	315	366	51
Traffic Stop	535	760	484	-276
Total	741	1075	850	-225

EyeTek Citations	2018	2019	2020	# Change 2019-2020
Total Ticket Count	458	518	393	-125
Total Violation Count	635	688	497	-191



1720 Riverview Drive
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Board of Trustees Regular Meeting Agenda June 22, 2020

The "Regular Meeting" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday June 22, 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: **833 9688 3855** Password: **087179** or dial in with 1 (312) 626-6799

One tap mobile +13126266799,,83396883855#,,,,0#,,087179# 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 June 8, 2020 Board of Trustees Work Group Meeting
- B. Minutes of June 8, 2020 Board of Trustees Meeting
- C. Payment of Bills in the amount of \$110,919.29

Receipt of:

- A. Draft Minutes of the June 4, 2020 Planning Commission Meeting

7 – Public Hearings

- A. None at this meeting

8 - Unfinished Business

- A. Request to accept amendments to the Township Policy Manual

9 – New Business

- A. Request to adopt Zoning Ordinance Text Amendments for Freight Yards and Retail Sales of Packaged Liquor
- B. Request to adopt resolution declaring racism as a public health crisis in the Charter Township of Kalamazoo

10 – Items removed from Consent Agenda

11 – Board Member Reports

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

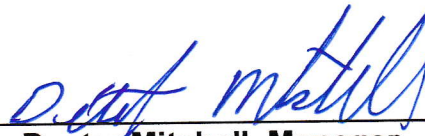
12 – Attorney Report

13 – Manager Report

14 – Public Comments

15 – Adjournment

Posted June 18, 2020



Dexter Mitchell, Manager
Charter Township of Kalamazoo

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – WORK SESSION
Monday, June 8, 2020

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, June 8, 2020** at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099, for the purpose of discussing Work Session Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County. Members accessed the meeting remotely using Zoom, due to the COVID-19 epidemic.

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

ABSENT: None.

ALSO PRESENT: Manager Dexter Mitchell, Attorney Roxanne Seeber, Fire Chief David Obreiter, Fire Marshal Todd Kowalski and Police Chief Bryan Ergang.

Supervisor Martin called the meeting to order at 5:39 p.m.

Item 1 – DISCUSSION OF PROCESS FOR THE BOARD TO PROVIDE FEEDBACK TO THE MANAGER, AND TO IDENTIFY THE MANAGER’S GOALS

Trustee Leuty explained that the purpose of this item was to discuss process, not to perform the evaluation. Items in the packet are the manager’s employment contract, 2017 goals, and a set of potential goals edited by Trustee Leuty. Also, an evaluation tool from Florida. Trustee Strebs read from the contract that annual goals must be adopted. Obviously, we have not done this. It is critical to address goals and performance.

Clerk Miller sees two parts to this: an evaluation, and setting new goals. The goals from 2017 are old enough that we should probably have an evaluation process independent of those goals. Then the Manager and the Board can work on a new set of goals.

Treasurer Miller suggested including input from other employees.

Trustee Leigh said the Florida model did not address the goals we established.

Trustee Cook agreed with including subordinates. The Florida tool is good, but the goals are missing. Trustee Strebs agreed with having staff participate, confidentially.

Trustee Leuty said that given the two processes here, we could go forward with the evaluation, then together adopt a new set of goals.

Supervisor Martin said we want to start at a neutral baseline.

Clerk Miller thinks the plan as Trustee Leuty laid it out is nearly complete, and we should go forward.

Treasurer Miller apologized that the Board had not kept up to date with evaluations.

Item 2 – DISCUSSION REGARDING CHANGES TO THE POLICY MANUAL CONCERNING THE POLICY AND ADMINISTRATION COMMITTEE

Clerk Miller said that there had been a previous discussion about the Policy Administration Committee (PAC), but he was surprised to find that nowhere in our policies was a basic definition of the PAC. Trustee Leuty, Trustee Strebs and the clerk had a conference call to come up with some language. The PAC should be a committee of the Board, with tasks assigned to it by the Board.

Treasurer Miller thought the Manager should be a member of the PAC. Trustee Leigh thought the Manager should participate in updating manuals.

Trustee Leuty said it would be better not to have a staff member take minutes. Trustee Leigh said this is fairly common practice. Manager Mitchell said other groups have staff members taking minutes.

Supervisor Martin discussed the importance of listening to department heads. Clerk Miller pointed out that different staff might be needed depending on the task assigned.

Clerk Miller asked if we are ready to take action on this item during the regular agenda. It appears not.

Item 3 – MANAGER’S UPDATE

June 13 from 8 am to 12 will be a bulk trash drop-off at Republic Services for Township residents. July 6-10 will be a bulk trash pick-up, also August 24-28. Our next meeting (June 23) could be live, or by Zoom.

The Manager asked if the Board had any questions about the recent protests? Trustee Strebs asked Chief Ergang what activity the Township Police have taken with respect to the protests. Chief Ergang talked about some contacts he has had. He joined and spoke at one of the protest events. They have assisted Kalamazoo Department of Public Safety several times and responded to calls about damage to property. Trustee Leigh asked for a written incident report of events over the past week, and a special work session on the subject. Manager Mitchell suggested this should be a closed session. Attorney Seeber said a public body can block public records about operational information or staff manuals. Chief Ergang said he would be happy to share policy with Board members. Windows were broken in some of our police cars. There were no officer injuries.

Trustee Leuty said residents put out an average of 1.5 cubic yards of bulk trash. We could save by reducing some of the pick-ups.

Item 4 – DISCUSSION OF ITEMS ON THE REGULAR AGENDA

Item 5 – PUBLIC COMMENT

Ron Huster, 1314 Coolidge, said that communication from Republic Services has been minimal.

Lilly Mazzone wants to see the Township re-evaluate School Resource Officers (SROs) in the schools. Orly Rubinfeld agreed about SROs, Allegra Kistler-Ellis also agreed.

Anthony Lewis said he was listening and learning.

Treasurer Miller commented that in Northwood recycling was not picked up after April 8.

Sam Robinson, Mlive reporter, introduced himself.

Adjourned 7:07 p.m.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
June 8, 2020**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, June 8, 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

Clerk Miller asked to remove item 9C, Request to Accept Amendments to the Township Policy Manual. Trustee Strebs requested that the Check Disbursement Report for May 2020 and the Electronic Funds Transfer Report for May 2020 be placed under Items Removed from the Consent Agenda. Treasurer Miller requested that the Minutes of May 26, 2020 Board of Trustees Regular Meeting be placed under Items Removed from the Consent Agenda.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Allegra Kistler-Ellis, 227 Parkview Ave., Kalamazoo City, commented on negative results of School Resource Officers (SROs) in Kalamazoo Public Schools. Majyck Dee, 814 S Westnedge, Kalamazoo City, asked the Board to remove SROs from Kalamazoo Public Schools. Orly Rubinfeld 425 Davis St. Kalamazoo City, asked us to remove police from schools, and said it is harmful to students.

Aiden Voss, 419 Davis St. shared the same perspective, as did Rachel Wassermann, 425 Davis, Madeleine Ward, 425 Davis, and Yas, 6940 Crestline Court in Portage.

Item 6 CONSENT AGENDA

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

Approval of:

- A. Payment of Bills in the amount of \$15,514.84

Receipt of:

- A. Planning and Zoning Department Reports for May 2020
- B. Draft Minutes of the May 20, 2020 Zoning Board of Appeals Meeting
- C. Kalamazoo Area Building Authority Reports for May 2020
- D. 911 Summary of Incident Report

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

Item 7 PUBLIC HEARINGS

None.

Item 8 **UNFINISHED BUSINESS**

Item 8A **REQUEST TO ADOPT PROPOSED ORDINANCE 620 TO ALLOW A LIMITED NUMBER OF VEHICLES TO BE OFFERED FOR SALE AT AUTOMOBILE REPAIR SHOPS**

Manager Mitchell said this was placed under unfinished business due to a question about the licensing. Trustee Leigh said this would automatically go to used car status.

Treasurer Miller does not support because it conflicts with state law.

Trustee Cook said the Planning Commission survey showed that this would be small scale and incidental. He is still not clear that there is any conflict. Trustee Leigh replied that the intent is not how it is written. It is not written as five cars per year, but five cars at a time. Treasurer Miller agreed.

Manager Mitchell said the five cars is the state threshold. Attorney Seeber said it could be read in conjunction with Ordinance 62. They need a \$100 license from the Township, plus a state license if more than five are sold per year.

Trustee Leigh asked if someone is operating under this ordinance, how does the person know to look under ordinance 62? Attorney Seeber said that those who are eligible could receive such notice.

Attorney Seeber said selling more than five would not turn the business into a used car lot for zoning purposes.

Motion from Supervisor Martin to adopt Ordinance 620, seconded by Trustee Strebs. Roll call vote (6-1 Treasurer Miller). Motion carried.

Item 9 NEW BUSINESS

Item 9A **REQUEST TO ADOPT ZONING ORDINANCE TEXT AMENDMENTS FOR FREIGHT YARDS AND RETAIL SALES OF PACKAGED LIQUOR FOR FIRST READING**

Attorney Seeber noted that this had been previously adopted by the Township Board, but had been “written over” by having other sub-paragraphs assigned the same designation.

Treasurer Miller said that crushing concrete has environmental hazards. Trustee Leuty pointed out that they have been combined for efficiency.

Trustee Cook said that the property this will apply to is an old paper mill. The question arose about noise and emissions; the applicant said they comply with state regulations.

There was discussion about ordinance enforcement on this use. Trustee Cook said a crushing mill would be brought in periodically.

Trustee Leuty pointed out that other aspects of this are addressed elsewhere in our ordinances.

Treasurer Miller asked whether Section III (concrete and asphalt crushing) was a new use. Attorney Seeber said yes.

Trustee Leigh and Treasurer Miller oppose the noise aspect of the proposal. Trustee Leuty sees the use as similar to previous uses.

Trustee Leuty moved to accept for first reading, seconded by Trustee Cook. Roll call vote (5-2 Trustee Leigh, Treasurer Miller). Motion carried.

Item 9B REQUEST TO ADOPT RESOLUTION EXPRESSING SUPPORT FOR PRIDE MONTH

Trustee Leigh explained the purpose of the resolution, to prevent the laws from being turned back.

Motion to adopt the Resolution was made by Trustee Leigh, seconded by Trustee Strebs. Roll call vote (7-0). Motion carried.

Item 9C REQUEST TO ACCEPT AMENDMENTS TO THE TOWNSHIP POLICY MANUAL (removed)

Item 10 ITEMS REMOVED FROM CONSENT AGENDA

Item 10A Check Disbursement Report for May 2020

Trustee Strebs addressed various police bills in the report.

Clerk Miller moved to accept the Check Disbursement Report, seconded by Trustee Leigh. Roll call vote (6-1 Strebs). Motion carried.

Item 10B Electronic Funds Transfer Report for May 2020

Trustee Strebs addressed various police bills in the report. Trustee Leigh pointed out that these were deductions, not Township expenses.

Clerk Miller moved to accept the Electronic Funds Transfer Disbursement Report, seconded by Trustee Cook. Roll call vote (6-1 Strebs). Motion carried.

Item 10C Minutes of May 26, 2020 Board of Trustees Regular Meeting

Treasurer Miller said that she wanted the minutes to reflect her reason for voting 'No' on the fixed asset software module (Item 10B). She accepted the addition of "Treasurer Miller did not support the transfer from the Contingency Fund."

Motion to approve the minutes as amended by Supervisor Martin, seconded by Treasurer Miller. Roll call vote (7-0). Motion carried.

Item 11 BOARD MEMBER REPORTS

Trustee Strebs intends to take a fine-tooth comb to police expenses. She is serious about improving policing in the Township. She has asked for increased reporting and transparency, without result. We need to be serious about this now. She quoted a report from Amnesty International about police use of force in the United States. She also presented a set of reforms called "Eight Can't Wait".

Trustee Cook reported that the Planning Commission undertook five public hearings, including zoning ordinance amendments and a recycling center. There were many participants in the meeting.

Trustee Leigh reported KATS has courses on what the Road Commission does. CCTA met and qualified for some of the CARES money. There will be barriers on busses separating drivers from passengers. Schedule is getting back to normal. The past week she has spent time talking with Manager Mitchell about the policing issue. She agrees with Trustee Strebs on the need for discussion.

Clerk Miller said that the August Primary will be a precinct-based election, and election inspector recruitment will be a challenge due to the epidemic.

Treasurer Miller stated the tax foreclosures for unpaid 2017 taxes will be June 29th. We discussed evaluation of the Manager – her idea is to open this to employees as well. Trustees Leuty and Leigh organized the Manager’s evaluation; she will take the initiative to form a committee looking at the Township restructuring. During the Township audit it was discovered that funds provided by the 2005 resolution for 3% surcharge for sewer and water may not have been properly placed. She is proud of the youth for coming together.

Trustee Leuty pointed out positive aspects of our current situation. We should move ahead with community policing. Parks have been heavily utilized. He outlined the training our police officers receive in mental health and de-escalation.

Supervisor Martin thanked our participants.

Item 13 **ATTORNEY’S REPORT**

Attorney Seeber spoke to the Zoning Board of Appeals’ consideration of the Rose Auto Salvage and Recycling facility application for a fence. The Planning Commission did an amazing job. The firm is monitoring COVID response and executive orders.

Item 14 **MANAGER’S REPORT**

Manager Mitchell thanked the participants. Trash drop-off will be this Saturday. Trustee Leigh will check addresses. June 15 will be the opening of the Township Hall. He addressed the protests in recent weeks, and Township participation.

Item 15 **PUBLIC COMMENTS**

Tandy Moore thanked the young people who spoke against police in school. She urges action on “Eight Can’t Wait”. She is a school board member, and urges elimination of SROs.

Aiden Voss, 419 Davis St., spoke against SROs.

Allegra Kistler-Ellis thanked Trustee Strebs, and talked about Pride.

Majyck Dee talked about black and brown youth and SROs.

Gwendolyn Hooker said there is much work to do, we can lead. There will be no negotiation. We need to start conversation and deep dives. June is definitely Pride Month.

Orly Rubinfeld thanked Trustee Strebs, and stated that white people cannot understand the racism that people of color experience.

Sara Carrol Muniz reiterated points previously made that SROs endanger students and LGBT youth.

Item 16 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:00 p.m.

BOARD MEMBERS PRESENT:

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

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT: None

Attested to by,

ALSO PRESENT:

Attorney Roxanne Seeber
Manager Dexter Mitchell

Donald D. Martin, Supervisor

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 000392 - ACCIDENT FUND COMPANY:							
010120A 28766	ACCIDENT FUND COMPANY INSTALLMENT 101-200-913.00 206-336-913.00 207-301-913.00 267-301-913.00	06/17/2020 MONICAK WORKER'S COMP. INSURANCE - WORKERS COMP WORKER'S COMP. WORKER'S COMP.	06/23/2020	37,325.25 1,493.01 13,437.09 22,358.16 36.99	37,325.25	Open	N 06/17/2020
Total for vendor 000392 - ACCIDENT FUND COMPANY:				37,325.25	37,325.25		
Vendor 000426 - ABSOPURE WATER COMPANY:							
58092691 28785	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	06/17/2020 MONICAK OPERATING SUPPLIES	06/23/2020	14.00 14.00	14.00	Open	N 06/17/2020
87564198 28786	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	06/17/2020 MONICAK OPERATING SUPPLIES	06/23/2020	22.00 22.00	22.00	Open	N 06/17/2020
58092692 28787	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	06/17/2020 MONICAK OPERATING SUPPLIES	06/23/2020	7.00 7.00	7.00	Open	N 06/17/2020
87558681 28788	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	06/17/2020 MONICAK OPERATING SUPPLIES	06/23/2020	11.00 11.00	11.00	Open	N 06/17/2020
58092606 28789	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	06/17/2020 MONICAK OPERATING SUPPLIES	06/23/2020	14.00 14.00	14.00	Open	N 06/17/2020
Total for vendor 000426 - ABSOPURE WATER COMPANY:				68.00	68.00		
Vendor 001300 - CERTASITE, LLC:							
7075361 28783	CERTASITE, LLC RECHARGE CYLINDER 206-336-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	26.00 26.00	26.00	Open	N 06/17/2020
Total for vendor 001300 - CERTASITE, LLC:				26.00	26.00		
Vendor 001523 - PREMIER SAFETY:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
35000739 28775	PREMIER SAFETY REPLACEMENT LENSES 206-336-748.00	06/17/2020 MONICAK	06/23/2020	654.63	654.63	Open	N 06/17/2020
	PERSONAL EQUIPMENT ALLOWANCE			654.63			
	Total for vendor 001523 - PREMIER SAFETY:			<u>654.63</u>	<u>654.63</u>		

Vendor 002675 - BAUCKHAM, SPARKS, THALL, :

060920 28815	BAUCKHAM, SPARKS, THALL, LEGAL SUPPORT	06/17/2020 MONICAK	06/23/2020	7,994.60	7,994.60	Open	N 06/17/2020
	101-200-826.00	LEGAL SERVICES-BD. MEET.		750.00			
	101-200-827.00	LEGAL SERVICE-GEN. TWP.		3,266.40			
	101-400-827.00	LEGAL SERVICES - GEN. TWP.		3,400.00			
	101-209-827.00	LEGAL SERVICE		50.00			
	207-301-827.00	LEGAL		252.00			
	101-310-827.00	Legal Service-Gen. Twp.		276.20			
	Total for vendor 002675 - BAUCKHAM, SPARKS, THALL, :			<u>7,994.60</u>	<u>7,994.60</u>		

Vendor 006668 - DELL BUSINESS CREDIT:

060720 28835	DELL BUSINESS CREDIT ACCT #6879450204016690491	06/17/2020 MONICAK	06/23/2020	3,344.12	3,344.12	Open	N 06/17/2020
	101-200-740.00	OPERATING SUPPLIES		3,138.93			
	207-301-740.00	OPERATING SUPPLIES		205.19			
	Total for vendor 006668 - DELL BUSINESS CREDIT:			<u>3,344.12</u>	<u>3,344.12</u>		

Vendor 006672 - CONSUMERS ENERGY:

207057230055 28779	CONSUMERS ENERGY ACCT #1000 0038 0319	06/17/2020 MONICAK	06/23/2020	3,413.00	3,413.00	Open	N 06/17/2020
	101-200-921.00	UTILITIES - ELECTRIC		3,413.00			
	Total for vendor 006672 - CONSUMERS ENERGY:			<u>3,413.00</u>	<u>3,413.00</u>		

Vendor 006673 - CONSUMERS ENERGY:

601012267874 28780	CONSUMERS ENERGY ACCT #1030 2066 4423	06/17/2020 MONICAK	06/23/2020	1,614.31	1,614.31	Open	N 06/17/2020
	219-448-921.00	UTILITIES - ELECTRIC		1,614.31			
601012267871 28781	CONSUMERS ENERGY ACCT #1000 0018 2830	06/17/2020 MONICAK	06/23/2020	19,055.71	19,055.71	Open	N 06/17/2020
	219-448-921.00	UTILITIES - ELECTRIC		19,055.71			
	Total for vendor 006673 - CONSUMERS ENERGY:			<u>20,670.02</u>	<u>20,670.02</u>		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 008216 - IMAGETREND, INC.:							
122686 28770	IMAGETREND, INC. ANNUAL FEE 206-336-742.00	06/17/2020 MONICAK	06/23/2020	3,124.42	3,124.42	Open	N 06/17/2020
	SOFTWARE PROGRAMS			3,124.42			
	Total for vendor 008216 - IMAGETREND, INC.:			<u>3,124.42</u>	<u>3,124.42</u>		
Vendor 020609 - HARMON GLASS DOCTOR:							
4435-674163 28802	HARMON GLASS DOCTOR WINDOW REPAIR 207-301-939.00	06/17/2020 MONICAK	06/23/2020	195.00	195.00	Open	N 06/17/2020
	MAINT. - VEHICLE			195.00			
4435-674162 28803	HARMON GLASS DOCTOR WINDOW REPAIR 207-301-939.00	06/17/2020 MONICAK	06/23/2020	550.00	550.00	Open	N 06/17/2020
	MAINT. - VEHICLE			550.00			
	Total for vendor 020609 - HARMON GLASS DOCTOR:			<u>745.00</u>	<u>745.00</u>		
Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:							
2075736-2 28765	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/17/2020 MONICAK	06/23/2020	98.58	98.58	Open	N 06/17/2020
	OFFICE SUPPLIES			98.58			
2078476-0 28776	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/17/2020 MONICAK	06/23/2020	255.14	255.14	Open	N 06/17/2020
	OFFICE SUPPLIES			255.14			
2077995-0 28809	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/17/2020 MONICAK	06/23/2020	63.28	63.28	Open	N 06/17/2020
	OFFICE SUPPLIES			63.28			
2075736-1 28810	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/17/2020 MONICAK	06/23/2020	26.98	26.98	Open	N 06/17/2020
	OFFICE SUPPLIES			26.98			
2075584-0 28819	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	06/17/2020 MONICAK	06/23/2020	68.97	68.97	Open	N 06/17/2020
	OFFICE SUPPLIES			68.97			
2075584-1 28820	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES	06/17/2020 MONICAK	06/23/2020	39.84	39.84	Open	N 06/17/2020

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	207-301-727.00	OFFICE SUPPLIES		39.84			
	Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:			552.79	552.79		
<hr/>							
Vendor 026047 - KALAMAZOO COUNTY TREASURER:							
052120 28799	KALAMAZOO COUNTY TREASURER 1ST QTR SUBPOENA BY MAIL 207-301-740.00	06/17/2020 MONICAK	06/23/2020	346.25	346.25	Open	N 06/17/2020
	Total for vendor 026047 - KALAMAZOO COUNTY TREASURER:			346.25	346.25		
<hr/>							
Vendor 026076 - KALAMAZOO LANDSCAPE SUPPLIES:							
IN0179352 28767	KALAMAZOO LANDSCAPE SUPPLIES SOIL 101-276-932.00	06/17/2020 MONICAK	06/23/2020	38.62	38.62	Open	N 06/17/2020
	MAINT. - GROUNDS			38.62			
IN0179208 28768	KALAMAZOO LANDSCAPE SUPPLIES SOIL 101-276-932.00	06/17/2020 MONICAK	06/23/2020	51.50	51.50	Open	N 06/17/2020
	MAINT. - GROUNDS			51.50			
	Total for vendor 026076 - KALAMAZOO LANDSCAPE SUPPLIES:			90.12	90.12		
<hr/>							
Vendor 026088 - KRESA PRINT CENTER:							
38363 28806	KRESA PRINT CENTER BUSINESS CARDS 207-301-727.00	06/17/2020 MONICAK	06/23/2020	89.00	89.00	Open	N 06/17/2020
	OFFICE SUPPLIES			89.00			
	Total for vendor 026088 - KRESA PRINT CENTER:			89.00	89.00		
<hr/>							
Vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:							
IN135647 28811	KIESLER'S POLICE SUPPLY, INC. PRACTICE AMMO 266-320-960.00	06/17/2020 MONICAK	06/23/2020	1,753.50	1,753.50	Open	N 06/17/2020
	TUITION/TRAINING			1,753.50			
IN135928 28812	KIESLER'S POLICE SUPPLY, INC. ZUK AMMO 810-440-983.00	06/17/2020 MONICAK	06/23/2020	365.00	365.00	Open	N 06/17/2020
	NEW EQUIPMENT			365.00			
IN135668 28813	KIESLER'S POLICE SUPPLY, INC. ZUK RIFLE 810-440-983.00	06/17/2020 MONICAK	06/23/2020	718.10	718.10	Open	N 06/17/2020
	NEW EQUIPMENT			718.10			
	Total for vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:			2,836.60	2,836.60		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 028639 - R.W. LAPINE, INC.:							
21585 28790	R.W. LAPINE, INC. INSTALL BELTS/GREASE BEARINGS 101-265-811.00	06/17/2020 MONICAK PURCHASED SERVICE	06/23/2020	221.00 221.00	221.00	Open	N 06/17/2020
Total for vendor 028639 - R.W. LAPINE, INC.:				<u>221.00</u>	<u>221.00</u>		
Vendor 030015 - MARTIN SPRING & DRIVE, INC:							
89664 28782	MARTIN SPRING & DRIVE, INC REPAIR 902 206-336-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	3,121.10 3,121.10	3,121.10	Open	N 06/17/2020
Total for vendor 030015 - MARTIN SPRING & DRIVE, INC:				<u>3,121.10</u>	<u>3,121.10</u>		
Vendor 031023 - QUADIENNT FINANCE USA, INC:							
060920 28791	QUADIENNT FINANCE USA, INC ACCT #1095 101-200-727.00	06/17/2020 MONICAK OFFICE SUPPLIES	06/23/2020	224.90 224.90	224.90	Open	N 06/17/2020
Total for vendor 031023 - QUADIENNT FINANCE USA, INC:				<u>224.90</u>	<u>224.90</u>		
Vendor 031552 - MENARDS - KALAMAZOO EAST:							
29693 28773	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-740.00	06/17/2020 MONICAK OPERATING SUPPLIES	06/23/2020	89.94 89.94	89.94	Open	N 06/17/2020
29646 28774	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	06/17/2020 MONICAK MAINT. - BUILDING	06/23/2020	8.84 8.84	8.84	Open	N 06/17/2020
29570 28778	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-934.00	06/17/2020 MONICAK MAINT. - MACHINE	06/23/2020	63.75 63.75	63.75	Open	N 06/17/2020
Total for vendor 031552 - MENARDS - KALAMAZOO EAST:				<u>162.53</u>	<u>162.53</u>		
Vendor 032020 - MICHIGAN MUNICIPAL POLICE:							
2868 28821	MICHIGAN MUNICIPAL POLICE REPLACE PADS/ROTORs 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	787.72 787.72	787.72	Open	N 06/17/2020

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
EXP CHECK RUN DATES 06/23/2020 - 06/23/2020
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BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2851 28822	MICHIGAN MUNICIPAL POLICE REPLACE PADS/ROTOR 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	787.72 787.72	787.72	Open	N 06/17/2020
2867 28823	MICHIGAN MUNICIPAL POLICE REPLACE PADS/ROTOR 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	787.72 787.72	787.72	Open	N 06/17/2020
2871 28824	MICHIGAN MUNICIPAL POLICE REPLACE PADS/ROTOR 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	793.47 793.47	793.47	Open	N 06/17/2020
Total for vendor 032020 - MICHIGAN MUNICIPAL POLICE:				<u>3,156.63</u>	<u>3,156.63</u>		

Vendor 032021 - MICHIGAN MUNICIPAL LEAGUE:

061720 28814	MICHIGAN MUNICIPAL LEAGUE MBC-LEO MEMBERSHIP - MITCHELL 101-175-732.00	06/17/2020 MONICAK DUES/SUBS/PUBL	06/23/2020	35.00 35.00	35.00	Open	N 06/17/2020
Total for vendor 032021 - MICHIGAN MUNICIPAL LEAGUE:				<u>35.00</u>	<u>35.00</u>		

Vendor 033829 - RIDGE COMPANY:

179813 28792	RIDGE COMPANY BATTERIES 206-336-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	473.76 473.76	473.76	Open	N 06/17/2020
180904 28793	RIDGE COMPANY IGNITION COILS 206-336-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	429.05 429.05	429.05	Open	N 06/17/2020
180771 28801	RIDGE COMPANY HOSE/FREON 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	34.97 34.97	34.97	Open	N 06/17/2020
181742 28831	RIDGE COMPANY BATTERY 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	209.99 209.99	209.99	Open	N 06/17/2020
Total for vendor 033829 - RIDGE COMPANY:				<u>1,147.77</u>	<u>1,147.77</u>		

Vendor 033875 - PHIL GERNAAT & SONS GREENHOUSES INC:

06/17/2020 03:56 PM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 06/23/2020 - 06/23/2020
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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
11052 28797	PHIL GERNAAT & SONS GREENHOUSES INC BEDDING PLANTS 206-336-932.00	06/17/2020 MONICAK	06/23/2020	176.25	176.25	Open	N 06/17/2020
	MAINT. - GROUNDS			176.25			
	Total for vendor 033875 - PHIL GERNAAT & SONS GREENHOUSES INC:			<u>176.25</u>	<u>176.25</u>		

Vendor 035237 - NYE UNIFORM CO.:

741443 28816	NYE UNIFORM CO. UNIFORMS 207-301-748.00	06/17/2020 MONICAK	06/23/2020	122.48	122.48	Open	N 06/17/2020
	UNIFORMS/PERSONAL EQUIPMENT			122.48			
739480 28817	NYE UNIFORM CO. NAME BAR 207-301-748.00	06/17/2020 MONICAK	06/23/2020	14.20	14.20	Open	N 06/17/2020
	UNIFORMS/PERSONAL EQUIPMENT			14.20			
739479 28818	NYE UNIFORM CO. NAME BARS 207-301-748.00	06/17/2020 MONICAK	06/23/2020	28.40	28.40	Open	N 06/17/2020
	UNIFORMS/PERSONAL EQUIPMENT			28.40			
	Total for vendor 035237 - NYE UNIFORM CO.:			<u>165.08</u>	<u>165.08</u>		

Vendor 038406 - OKUN BROTHERS SHOES, INC.:

060320 28769	OKUN BROTHERS SHOES, INC. WORK BOOTS 101-265-748.00	06/17/2020 MONICAK	06/23/2020	142.50	142.50	Open	N 06/17/2020
	PERSONAL EQUIP. - ALLOWANCE			142.50			
	Total for vendor 038406 - OKUN BROTHERS SHOES, INC.:			<u>142.50</u>	<u>142.50</u>		

Vendor 043651 - QWIK PACK & SHIP:

06022020 28800	QWIK PACK & SHIP EQUIPMENT SHIPPING 207-301-740.00	06/17/2020 MONICAK	06/23/2020	41.50	41.50	Open	N 06/17/2020
	OPERATING SUPPLIES			41.50			
	Total for vendor 043651 - QWIK PACK & SHIP:			<u>41.50</u>	<u>41.50</u>		

Vendor 047500 - SHARP SHOP:

7091 28784	SHARP SHOP CHAINS 206-336-934.00	06/17/2020 MONICAK	06/23/2020	46.60	46.60	Open	N 06/17/2020
	MAINT. - MACHINE			46.60			
	Total for vendor 047500 - SHARP SHOP:			<u>46.60</u>	<u>46.60</u>		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 058029 - PREIN & NEWHOF, INC.:							
55723 28759	PREIN & NEWHOF, INC. 2020 SPLIT UPDATES/TAX MAPS 101-200-820.00	06/17/2020 MONICAK	06/23/2020	352.00 352.00	352.00	Open	N 06/23/2020
55725 28760	PREIN & NEWHOF, INC. LAND VALUE MAP UPDATE 101-200-820.00	06/17/2020 MONICAK	06/23/2020	704.00 704.00	704.00	Open	N 06/17/2020
55734 28761	PREIN & NEWHOF, INC. 2020 CCTV SCOPE & WORK 101-200-820.00	06/17/2020 MONICAK	06/23/2020	288.00 288.00	288.00	Open	N 06/17/2020
55754 28762	PREIN & NEWHOF, INC. FINALIZE CAD DRAWINGS 101-446-969.00	06/17/2020 MONICAK	06/23/2020	294.00 294.00	294.00	Open	N 06/17/2020
55740 28763	PREIN & NEWHOF, INC. LAKE STREET IMPROVEMENTS 883-520-820.00	06/17/2020 MONICAK	06/23/2020	353.25 353.25	353.25	Open	N 06/17/2020
55735 28764	PREIN & NEWHOF, INC. TEXEL LIFT STATION 883-520-820.00	06/17/2020 MONICAK	06/23/2020	874.00 874.00	874.00	Open	N 06/17/2020
Total for vendor 058029 - PREIN & NEWHOF, INC.:				<u>2,865.25</u>	<u>2,865.25</u>		

Vendor 500060 - BS & A SOFTWARE:

128092 28771	BS & A SOFTWARE FIXED ASSETS SETUP/TRAINING 101-223-982.00	06/17/2020 MONICAK	06/23/2020	2,000.00 2,000.00	2,000.00	Open	N 06/17/2020
Total for vendor 500060 - BS & A SOFTWARE:				<u>2,000.00</u>	<u>2,000.00</u>		

Vendor 500285 - GALESBURG FORD:

26043992 28825	GALESBURG FORD OIL CHANGE 207-301-939.00	06/17/2020 MONICAK	06/23/2020	44.09 44.09	44.09	Open	N 06/17/2020
26043997 28826	GALESBURG FORD OIL CHANGE	06/17/2020 MONICAK	06/23/2020	44.09	44.09	Open	N 06/17/2020

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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
	207-301-939.00	MAINT. - VEHICLE		44.09			
26044058 28827	GALESBURG FORD REPAIR A/C 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	75.00	75.00	Open	N 06/17/2020
26043911 28828	GALESBURG FORD OIL CHANGE 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	44.09	44.09	Open	N 06/17/2020
26043909 28829	GALESBURG FORD OIL CHANGE 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	44.09	44.09	Open	N 06/17/2020
26043843 28830	GALESBURG FORD OIL CHANGE 207-301-939.00	06/17/2020 MONICAK MAINT. - VEHICLE	06/23/2020	44.09	44.09	Open	N 06/17/2020
Total for vendor 500285 - GALESBURG FORD:				<u>44.09</u>	<u>295.45</u>		

Vendor 500398 - HELPNET:

30277 28798	HELPNET EMPLOYEE ASSISTANCE PROGRAM (ONE 206-336-811.00	06/17/2020 MONICAK PURCHASED & MAINT. SERVICE	06/23/2020	2,371.80	2,371.80	Open	N 06/17/2020
Total for vendor 500398 - HELPNET:				<u>2,371.80</u>	<u>2,371.80</u>		

Vendor 500577 - LEHRMAN LAWN CARE:

3048 28808	LEHRMAN LAWN CARE LAWN CARE/WEED ORD 101-265-932.00 101-310-811.00	06/17/2020 MONICAK MAINT. - GROUNDS PURCHASED SERVICE	06/23/2020	2,795.00	2,795.00	Open	N 06/17/2020
Total for vendor 500577 - LEHRMAN LAWN CARE:				<u>2,590.00</u>	<u>205.00</u>		
				<u>2,795.00</u>	<u>2,795.00</u>		

Vendor 500590 - LOWE'S COMPANIES, INC.:

02556 28796	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-931.00	06/17/2020 MONICAK MAINT. - BUILDING	06/23/2020	683.05	683.05	Open	N 06/17/2020
Total for vendor 500590 - LOWE'S COMPANIES, INC.:				<u>683.05</u>	<u>683.05</u>		

Vendor 500598 - EXTREME POWER EQUIPMENT:

06/17/2020 03:56 PM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 06/23/2020 - 06/23/2020
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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
49117 28794	EXTREME POWER EQUIPMENT BLADE 206-336-934.00 MAINT. - MACHINE	06/17/2020 MONICAK	06/23/2020	17.99 17.99	17.99	Open	N 06/17/2020
Total for vendor 500598 - EXTREME POWER EQUIPMENT:				17.99	17.99		

Vendor 500646 - MILLER, CANFIELD, PADDOCK:

1482137 28832	MILLER, CANFIELD, PADDOCK LEGAL SUPPORT 207-301-827.00 101-200-827.00 LEGAL SERVICE-GEN. TWP.	06/17/2020 MONICAK	06/23/2020	1,092.00 988.00 104.00	1,092.00	Open	N 06/17/2020
Total for vendor 500646 - MILLER, CANFIELD, PADDOCK:				1,092.00	1,092.00		

Vendor 500653 - MOSES FIRE EQUIPMENT, INC.:

20170 28777	MOSES FIRE EQUIPMENT, INC. WARNING LIGHT 206-336-939.00 MAINT. - VEHICLE	06/17/2020 MONICAK	06/23/2020	158.80 158.80	158.80	Open	N 06/17/2020
Total for vendor 500653 - MOSES FIRE EQUIPMENT, INC.:				158.80	158.80		

Vendor 501111 - KATHLEEN FOLDENAUER:

052220 28804	KATHLEEN FOLDENAUER SEW PATCHES 207-301-748.00 UNIFORMS/PERSONAL EQUIPMENT	06/17/2020 MONICAK	06/23/2020	10.00 10.00	10.00	Open	N 06/17/2020
Total for vendor 501111 - KATHLEEN FOLDENAUER:				10.00	10.00		

Vendor 501122 - XEROX CORPORATION:

010427575 28807	XEROX CORPORATION CUST #724921614 101-200-811.00 PURCHASED SERVICE	06/17/2020 MONICAK	06/23/2020	309.65 309.65	309.65	Open	N 06/17/2020
010427574 28833	XEROX CORPORATION CUST #724921614 207-301-811.00 PURCHASED SERVICE	06/17/2020 MONICAK	06/23/2020	242.86 242.86	242.86	Open	N 06/17/2020
Total for vendor 501122 - XEROX CORPORATION:				552.51	552.51		

Vendor 501139 - WEST MICHIGAN INTERNATIONAL:

User: MONICAK

EXP CHECK RUN DATES 06/23/2020 - 06/23/2020

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
X103068462:01 28795	WEST MICHIGAN INTERNATIONAL CLAMPS 206-336-939.00	06/17/2020 MONICAK	06/23/2020	79.66	79.66	Open	N 06/17/2020
	MAINT. - VEHICLE			79.66			
X103067768:01 28834	WEST MICHIGAN INTERNATIONAL SENSOR 206-336-939.00	06/17/2020 MONICAK	06/23/2020	52.12	52.12	Open	N 06/17/2020
	MAINT. - VEHICLE			52.12			
	Total for vendor 501139 - WEST MICHIGAN INTERNATIONAL:			<u>131.78</u>	<u>131.78</u>		

Vendor 501192 - YEO & YEO :

517901 28772	YEO & YEO PROGRESS BILLING - ANNUAL AUDIT 101-223-817.01	06/17/2020 MONICAK	06/23/2020	8,000.00	8,000.00	Open	N 06/17/2020
	AUDIT SERVICES			8,000.00			
	Total for vendor 501192 - YEO & YEO :			<u>8,000.00</u>	<u>8,000.00</u>		

Vendor 550660 - MCDONALD'S TOWING:

743764 28805	MCDONALD'S TOWING TOWING 207-301-939.00	06/17/2020 MONICAK	06/23/2020	25.00	25.00	Open	N 06/17/2020
	MAINT. - VEHICLE			25.00			
	Total for vendor 550660 - MCDONALD'S TOWING:			<u>25.00</u>	<u>25.00</u>		

# of Invoices:	77	# Due:	77	Totals:	110,919.29	110,919.29
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>110,919.29</u>	<u>110,919.29</u>

User: MONICAK

EXP CHECK RUN DATES 06/23/2020 - 06/23/2020

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL			31,791.69	31,791.69		
	206 - FIRE			25,082.85	25,082.85		
	207 - POLICE			29,273.89	29,273.89		
	219 - STREET LIGHTS			20,670.02	20,670.02		
	266 - LAW ENFORCEMENT TRAINING			1,753.50	1,753.50		
	267 - SWET			36.99	36.99		
	810 - POLICE CAPITAL IMPROVEMENT			1,083.10	1,083.10		
	883 - SEWER IMPROVEMENT			1,227.25	1,227.25		
--- TOTALS BY DEPT/ACTIVITY ---							
	175 - MANAGER			35.00	35.00		
	200 - GENERAL SERVICES_ADMIN			14,487.87	14,487.87		
	209 - ASSESSOR			50.00	50.00		
	223 - FINANCE			10,000.00	10,000.00		
	265 - MAINTENANCE			2,953.50	2,953.50		
	276 - CEMETERY			90.12	90.12		
	301 - POLICE			29,310.88	29,310.88		
	310 - ENFORCEMENT (ORD, UNSAFE BDC			481.20	481.20		
	320 - STATE TRAINING MONEY			1,753.50	1,753.50		
	336 - FIRE			25,082.85	25,082.85		
	400 - PLANNING/ZONING			3,400.00	3,400.00		
	440 - CAPTIAL IMPROVEMENT			1,083.10	1,083.10		
	446 - INFRASTRUCTURE MAINTENANCE			294.00	294.00		
	448 - STREET LIGHTS			20,670.02	20,670.02		
	520 - SEWER IMPROVEMENT			1,227.25	1,227.25		



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: 06222020 8A

FOR MEETING DATE: June 22, 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 voting members of the Township Board. The Manager will attend meetings of the PAC in an advisory capacity when requested. 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~~ Manager 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.

<END>



1720 Riverview Drive
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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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

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

ORDINANCE NO. 623

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
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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 06222020 9B

FOR MEETING DATE: 06/22/2020

SUBJECT: Resolution of Racism as a Public Health Crisis

REQUESTING DEPARTMENT: Board of Trustees

SUGGESTED MOTION:

To adopt the resolution in declare racism as a public health crisis in the Charter Township of Kalamazoo.

Financing Cost: 0.00

Source: **General Fund** _____ **Grant** _____ **Other** _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

This is a measure being passed but local and state governments across the nation. By passing this measure we are committing to addressing these issues openly and working to solve the disparities it creates for Black people in our community.

Submitted by: Trustees Strebs and Leigh

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.

RESOLUTION TO DECLARE RACISM AS A PUBLIC HEALTH CRISIS IN THE CHARTER TOWNSHIP OF KALAMAZOO

June 22, 2020

WHEREAS, race is a social construction with no biologic basis; and

WHEREAS, racism is a social system with multiple dimensions, including individual racism, which is internalized or interpersonal; and

WHEREAS, systemic racism, which is institutional or structural, is a system of structuring opportunity and assigning value based on the social interpretation of how one looks; and

WHEREAS, systemic racism unfairly disadvantages some individuals and communities, unfairly advantages other individuals and communities, and depletes the strength of the whole society through the waste of human resources; and

WHEREAS, for over 400 years racism has existed in America. From the time of the genocide of the Indigenous people upon the arrival of Europeans, to chattel slavery beginning in the 1600s, to the Jim Crow era, to the mass incarceration and inequitable sentencing of Black people, to failing schools, to disproportionate outcomes in health, to infant mortality, to job and housing discrimination, racism has remained a presence in American society while subjecting Black people to hardships and disadvantages in every aspect of life; and

WHEREAS, racism, including unconscious and conscious bias, causes persistent disparities in Criminal Justice, Economic, Employment, and Education Opportunity, Voting Rights, Transportation, Mental Health and Healthcare, Clean Air and Green spaces, Housing, and Public Safety services and protection; and

WHEREAS, historical racism in Michigan has impacted Black people in the Charter Township of Kalamazoo. For example, past discriminatory housing practices in the 20th century, known as redlining and discriminatory housing covenants, contributed to the segregation of the Black community and historically prevented them from owning homes in the Charter Township of Kalamazoo.

WHEREAS Black residents in the Charter Township of Kalamazoo face a variety of health issues from the stress of racial disparity, including reduced life expectancy, higher rates of infant and maternal mortality, high rates of asthma, higher rates of lead poisoning, and higher vulnerabilities to public health pandemics including Covid-19; and

WHEREAS, Black people are prematurely dying in higher rates and record numbers; and

WHEREAS, Black people are disproportionately suffering in-part due to long standing, unaddressed health disparities as well as systemic racism and other socioeconomic inequities; and

WHEREAS the current COVID-19 crisis and ongoing protests against police brutality have helped to highlight now, more than ever, that racism, not race, causes disparities for Black Americans; and

WHEREAS the simple tasks like driving, walking/running in neighborhoods, wearing a hoodie, going to the store, eating ice cream in your own home, or just going to a park all come with certain risk if you're Black in America; and

WHEREAS Black parents have affirmed in preparing their Black youth at an early age by having "The Talk" with their children in order to attempt to protect them from becoming victims of police brutality; and

WHEREAS, the American Public Health Association, National Association of County and City Health Officials, and the American Academy of Pediatrics have declared racism as a public health crisis, this Board believes that now is the time to do the same. The disparities caused by racism that we have outlined in this resolution represent a public health crisis which affects us all; and

WHEREAS, we as a governmental body have a responsibility to ensure Equity for all Charter Township of Kalamazoo residents.

WHEREAS, this Board of Trustees urges other governmental bodies to declare racism as a public health crisis and to immediately take steps to intentionally address and support methods that will strategically reduce the long-term impact of systemic racism.

BE IT FURTHER RESOLVED THAT Charter Township of Kalamazoo is recommitting our full attention to improving the quality of life and health of our Black Charter Township of Kalamazoo residents.

BE IT FURTHER RESOLVED THAT the Board of Trustees advocate for relevant policies that improve health in the Black community, and support local, state, and federal initiatives that advance liberty and justice for all.

BE IT FURTHER RESOLVED Charter Township of Kalamazoo will continue to assess our current and proposed laws (ordinances) and our policies, as well as their implementation, to promote health for Black people within the Charter Township of Kalamazoo.

BE IT FURTHER RESOLVED Charter Township of Kalamazoo's policy and administration committee will assess internal policies and procedures to ensure racial equity is a core element in all organizational practices.

NOW THEREFORE BE IT RESOLVED BY THE CHARTER TOWNSHIP OF KALAMAZOO BOARD OF TRUSTEES declares racism as a public health crisis in the Charter Township of Kalamazoo that affects all members of our society on a local (urban and rural), state, and national level and demands action from all levels of government and society.

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

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were absent:

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

CERTIFICATE

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

Mark E. Miller, Clerk