



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

**BOARD OF TRUSTEES SPECIAL WORK GROUP JOINT MEETING  
WITH THE ROAD COMMISSION OF KALAMAZOO COUNTY  
October 26, 2020**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a “Work Group Meeting” to be held at 5:30 p.m., on Monday, October 26, 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*.

Join Zoom Meeting <https://us02web.zoom.us/j/82503553214?pwd=c1ljRE9ubnVHaEtmZkg5cHRvY2x0QT09>

Meeting ID: 825 0355 3214      Passcode: 455502

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

Find your local number: <https://us02web.zoom.us/j/82503553214?pwd=c1ljRE9ubnVHaEtmZkg5cHRvY2x0QT09>

- A. Discussion regarding Roads in Kalamazoo Township
- B. Discussion regarding Updated COVID-19 Policy
- C. Discussion regarding Social Equity and Justice Advisory Committee
- D. Manager’s Update
- E. Discussion regarding items on the Regular Agenda
- F. Public comment

Posted October 23, 2020

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

## **ISSUE: OPERATIONALIZING SOCIAL JUSTICE & EQUITY**

Anthropologists differ on how the earliest inhabitants of North America arrived, but research indicates a mix of probable starting points. Consequently, U.S. history is being routinely revised to include a wider pool of common ancestors. Recognizing and integrating this accumulation of ancestries is at the core of much that has driven demands for institutional change. Each of us is a unique individual who reflects the contributions of our ancestors, our communities and families. Celebrating each unique contribution affords us a richer life experience. Accordingly, laws, ordinances and justice need to integrate this perspective.

***On July 11, 2020 the Township Board passed a Resolution declaring systemic racism a health hazard.***

To honor the Township's pledge to recognize and operationalize the broader perspective of our collective heritage, we offer the following Plan Of Action (POA):

1. The Township Board establish a standing Social Equity and Justice Advisory Committee (SEJAC).
2. The SEJAC be tasked with:
  - a. Identifying and establishing criteria to be used when evaluating proposed Township actions for social justice and equity,
  - b. Reviewing existing and future Township policies, rules, regulations and ordinances for any unintended likely impacts, and
  - c. Proposing language and actions that will reduce the incidence of injustice, unequal access and other measures it deems important to affect positive change.
3. The SEJAC consist of interested Township residents, relevant academic disciplines from educational institutions, Township officials and relevant employees, relevant state and national agencies and any other group able to articulate real or potential cultural, racial and ethnic bias.

We further recommend the pending Kalamazoo Charter Township Fireworks Ordinance be considered for the first initiative considered by the SEJAC. From recent Board discussions on this topic, the pending Ordinance change does not reflect our collective heritage. Other recognized SEJAC reviews include our Township Policing Policies (and practices), the Master Plan, and Zoning Ordinance.



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## Board of Trustees Regular Meeting Revised Agenda October 26, 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, October 26, 2020, via Zoom conferencing for the purpose of discussing and acting on the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

Join Zoom Meeting <https://us02web.zoom.us/j/82503553214?pwd=c1ljRE9ubnVHaEtmZkg5cHRvY2x0QT09>  
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### 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. Payment of Bills in the amount of \$47,538.52

#### Receipt of:

- A. Treasurer’s Report for September 2020
- B. Budget Report for September 2020
- C. Approved Minutes of the September 3, 2020 Planning Commission Meeting
- D. Bulk Trash Participation Report
- E. Burroughs Notification

**7 – Public Hearings**

A. None at this meeting

**8 - Unfinished Business**

A. None at this meeting

**9 – New Business**

- A. Request to approve adoption of the MERS Defined Benefit Plan Adoption Agreement addendum
- B. Request to approve revised COVID-19 Preparedness and Response Plan
- C. Request to approve demolition of the properties at 1342 Schuster Ave. and 3111 Carleton Ave.
- D. Request to approve vacation payout in 2021 for unused time in 2020
- E. Request to approve addition of Fire Department Utility Firefighter Position
- F. Request to approve authorization of Eastwood Fire Station Phase 1 Concept Design Agreement

**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 – Request to go to Closed Session**

**16 – Adjournment**

Posted October 23, 2020



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

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
EXP CHECK RUN DATES 10/27/2020 - 10/27/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 000426 - ABSOPURE WATER COMPANY:							
58301853 30048	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	10/15/2020 MONICAK	10/22/2020	7.00	7.00	Open	N 10/22/2020
	OPERATING SUPPLIES			7.00			
87694419 30049	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	10/15/2020 MONICAK	10/22/2020	11.00	11.00	Open	N 10/22/2020
	OPERATING SUPPLIES			11.00			
58301769 30050	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	10/15/2020 MONICAK	10/22/2020	14.00	14.00	Open	N 10/22/2020
	OPERATING SUPPLIES			14.00			
58301852 30051	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	10/15/2020 MONICAK	10/22/2020	14.00	14.00	Open	N 10/22/2020
	OPERATING SUPPLIES			14.00			
	Total for vendor 000426 - ABSOPURE WATER COMPANY:			<u>46.00</u>	<u>46.00</u>		
Vendor 000900 - ALL-PHASE ELECTRIC:							
3505-1000332 30072	ALL-PHASE ELECTRIC LIGHTS 206-336-939.00	10/15/2020 MONICAK	10/22/2020	74.02	74.02	Open	N 10/22/2020
	MAINT. - VEHICLE			74.02			
	Total for vendor 000900 - ALL-PHASE ELECTRIC:			<u>74.02</u>	<u>74.02</u>		
Vendor 001230 - APOLLO FIRE EQUIPMENT:							
103815 30066	APOLLO FIRE EQUIPMENT FIRE EQUIPMENT 811-440-983.00	10/15/2020 MONICAK	10/22/2020	14,250.00	14,250.00	Open	N 10/22/2020
	FIRE EQUIPMENT			14,250.00			
	Total for vendor 001230 - APOLLO FIRE EQUIPMENT:			<u>14,250.00</u>	<u>14,250.00</u>		
Vendor 004013 - SHRM:							
S0731259 30057	SHRM MEMBERSHIP - MITCHELL 101-175-732.00	10/15/2020 MONICAK	10/22/2020	219.00	219.00	Open	N 10/22/2020
	DUES/SUBS/PUBL			219.00			
	Total for vendor 004013 - SHRM:			<u>219.00</u>	<u>219.00</u>		
Vendor 006672 - CONSUMERS ENERGY:							

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 DB: Kalamazoo Twp

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203231311107 30052	CONSUMERS ENERGY ACCT #1000 2469 4752 206-336-921.03	10/15/2020 MONICAK	10/22/2020	29.43	29.43	Open	N 10/22/2020
	UTILITIES - ELECTRIC			29.43			
207146019283 30086	CONSUMERS ENERGY ACCT #1000 0038 0319 101-200-921.00	10/15/2020 MONICAK	10/22/2020	2,834.76	2,834.76	Open	N 10/22/2020
	UTILITIES - ELECTRIC			2,834.76			
	Total for vendor 006672 - CONSUMERS ENERGY:			<u>2,864.19</u>	<u>2,864.19</u>		
Vendor 008206 - TACTRON, INC.:							
20-945 30070	TACTRON, INC. NAME TAG SETS 206-336-740.00	10/15/2020 MONICAK	10/22/2020	36.18	36.18	Open	N 10/22/2020
	OPERATING SUPPLIES			36.18			
	Total for vendor 008206 - TACTRON, INC.:			<u>36.18</u>	<u>36.18</u>		
Vendor 012575 - FADER EQUIPMENT, INC.:							
132695 30047	FADER EQUIPMENT, INC. EXCAVATOR 101-276-945.00	10/15/2020 MONICAK	10/22/2020	280.00	280.00	Open	N 10/22/2020
	RENTALS - EQUIPMENT			280.00			
	Total for vendor 012575 - FADER EQUIPMENT, INC.:			<u>280.00</u>	<u>280.00</u>		
Vendor 017017 - GOODYEAR TIRE & RUBBER COMPANY:							
0000032677 30096	GOODYEAR TIRE & RUBBER COMPANY TIRES 207-301-939.00	10/15/2020 MONICAK	10/22/2020	488.28	488.28	Open	N 10/23/2020
	MAINT. - VEHICLE			488.28			
	Total for vendor 017017 - GOODYEAR TIRE & RUBBER COMPANY:			<u>488.28</u>	<u>488.28</u>		
Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:							
2132385-0 30067	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	10/15/2020 MONICAK	10/22/2020	10.63	10.63	Open	N 10/22/2020
	OFFICE SUPPLIES			10.63			
C2132127-0 30068	INTEGRITY BUSINESS SOLUTIONS, LLC CREDIT MEMO 101-200-727.00	10/15/2020 MONICAK	10/22/2020	(14.50)	(14.50)	Open	N 10/22/2020
	OFFICE SUPPLIES			(14.50)			

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2132127-0 30069	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00 OFFICE SUPPLIES	10/15/2020 MONICAK	10/22/2020	331.33 331.33	331.33	Open	N 10/22/2020
Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:				327.46	327.46		
Vendor 026022 - KALAMAZOO CITY TREASURER:							
101220 30085	KALAMAZOO CITY TREASURER WATER/SEWER 101-751-927.00 UTILITIES - WATER	10/15/2020 MONICAK	10/22/2020	79.29 79.29	79.29	Open	N 10/22/2020
Total for vendor 026022 - KALAMAZOO CITY TREASURER:				79.29	79.29		
Vendor 026049 - ROAD COMMISSION OF KALAMAZOO COUNTY:							
53160 30061	ROAD COMMISSION OF KALAMAZOO COUNTY SKYLINE/THISTLE MILL 101-446-969.00 ROAD MAINTENANCE	10/15/2020 MONICAK	10/22/2020	332.00 332.00	332.00	Open	N 10/22/2020
Total for vendor 026049 - ROAD COMMISSION OF KALAMAZOO COUNTY:				332.00	332.00		
Vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:							
SI101061 30094	KIESLER'S POLICE SUPPLY, INC. AMMO 266-320-960.00 TUITION/TRAINING	10/15/2020 MONICAK	10/22/2020	2,845.54 2,845.54	2,845.54	Open	N 10/23/2020
Total for vendor 026442 - KIESLER'S POLICE SUPPLY, INC.:				2,845.54	2,845.54		
Vendor 030015 - MARTIN SPRING & DRIVE, INC:							
91597 30053	MARTIN SPRING & DRIVE, INC REPAIR 814 206-336-939.00 MAINT. - VEHICLE	10/15/2020 MONICAK	10/22/2020	1,706.96 1,706.96	1,706.96	Open	N 10/22/2020
Total for vendor 030015 - MARTIN SPRING & DRIVE, INC:				1,706.96	1,706.96		
Vendor 031022 - QUADIENT LEASING USA, INC.:							
N8517820 30063	QUADIENT LEASING USA, INC. CUSTOMER #01345409 101-200-811.00 PURCHASED SERVICE	10/15/2020 MONICAK	10/22/2020	566.58 566.58	566.58	Open	N 10/22/2020
Total for vendor 031022 - QUADIENT LEASING USA, INC.:				566.58	566.58		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 031552 - MENARDS - KALAMAZOO EAST:							
37660 30044	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-740.00	10/15/2020 MONICAK	10/22/2020	97.92	97.92	Open	N 10/22/2020
	OPERATING SUPPLIES			97.92			
37556 30046	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-740.00	10/15/2020 MONICAK	10/22/2020	44.97	44.97	Open	N 10/22/2020
	OPERATING SUPPLIES			44.97			
37541 30079	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	10/15/2020 MONICAK	10/22/2020	226.87	226.87	Open	N 10/22/2020
	MAINT. - BUILDING			226.87			
37308 30080	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	10/15/2020 MONICAK	10/22/2020	24.29	24.29	Open	N 10/22/2020
	MAINT. - BUILDING			24.29			
37183 30081	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	10/15/2020 MONICAK	10/22/2020	29.83	29.83	Open	N 10/22/2020
	MAINT. - BUILDING			29.83			
37132 30082	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	10/15/2020 MONICAK	10/22/2020	142.34	142.34	Open	N 10/22/2020
	MAINT. - BUILDING			142.34			
	Total for vendor 031552 - MENARDS - KALAMAZOO EAST:			<u>566.22</u>	<u>566.22</u>		

Vendor 031998 - MICHIGAN ELECTION RESOURCES:							
13541 30054	MICHIGAN ELECTION RESOURCES LOCATION CHANGE CARD/MAILING 101-215-727.00	10/15/2020 MONICAK	10/22/2020	469.36	469.36	Open	N 10/22/2020
	OFFICE SUPPLIES			414.36			
	POSTAGE			55.00			
13588 30055	MICHIGAN ELECTION RESOURCES AV SUPPLIES 101-215-727.00	10/15/2020 MONICAK	10/22/2020	200.00	200.00	Open	N 10/22/2020
	OFFICE SUPPLIES			200.00			
	Total for vendor 031998 - MICHIGAN ELECTION RESOURCES:			<u>669.36</u>	<u>669.36</u>		

Vendor 032020 - MICHIGAN MUNICIPAL POLICE:



Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2938 30089	MICHIGAN MUNICIPAL POLICE BRAKES/ROTORS (WARRANTY) 207-301-939.00	10/15/2020 MONICAK MAINT. - VEHICLE	10/22/2020	153.00 153.00	153.00	Open	N 10/23/2020
2960 30090	MICHIGAN MUNICIPAL POLICE BRAKES/ROTORS 207-301-939.00	10/15/2020 MONICAK MAINT. - VEHICLE	10/22/2020	624.77 624.77	624.77	Open	N 10/23/2020
2951 30091	MICHIGAN MUNICIPAL POLICE BRAKES/ROTORS (WARRANTY) 207-301-939.00	10/15/2020 MONICAK MAINT. - VEHICLE	10/22/2020	153.85 153.85	153.85	Open	N 10/23/2020
2953 30092	MICHIGAN MUNICIPAL POLICE OIL CHANGE/FILTERS/BLADES 207-301-939.00	10/15/2020 MONICAK MAINT. - VEHICLE	10/22/2020	179.13 179.13	179.13	Open	N 10/23/2020
Total for vendor 032020 - MICHIGAN MUNICIPAL POLICE:				<u>1,110.75</u>	<u>1,110.75</u>		
Vendor 032088 - ROBERT LAMSON, LLC:							
3045 30098	ROBERT LAMSON, LLC SCREENING - STANTON 207-301-812.00	10/15/2020 MONICAK EMPLOYMENT TESTING	10/22/2020	125.00 125.00	125.00	Open	N 10/23/2020
Total for vendor 032088 - ROBERT LAMSON, LLC:				<u>125.00</u>	<u>125.00</u>		
Vendor 032107 - MIDWAY CHEVROLET, INC.:							
81539 30095	MIDWAY CHEVROLET, INC. OIL CHANGE 207-301-939.00	10/15/2020 MONICAK MAINT. - VEHICLE	10/22/2020	58.10 58.10	58.10	Open	N 10/23/2020
Total for vendor 032107 - MIDWAY CHEVROLET, INC.:				<u>58.10</u>	<u>58.10</u>		
Vendor 033829 - RIDGE COMPANY:							
200091 30056	RIDGE COMPANY OIL FILTER 101-265-939.00	10/15/2020 MONICAK MAINT. - VEHICLE	10/22/2020	4.03 4.03	4.03	Open	N 10/22/2020
Total for vendor 033829 - RIDGE COMPANY:				<u>4.03</u>	<u>4.03</u>		
Vendor 035237 - NYE UNIFORM CO.:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
749415 30062	NYE UNIFORM CO. UNIFORMS 206-336-748.00	10/15/2020 MONICAK	10/22/2020	110.00	110.00	Open	N 10/22/2020
		PERSONAL EQUIPMENT ALLOWANCE		110.00			
749418 30064	NYE UNIFORM CO. UNIFORMS 206-336-748.00	10/15/2020 MONICAK	10/22/2020	110.00	110.00	Open	N 10/22/2020
		PERSONAL EQUIPMENT ALLOWANCE		110.00			
749417 30065	NYE UNIFORM CO. UNIFORMS 206-336-748.00	10/15/2020 MONICAK	10/22/2020	110.00	110.00	Open	N 10/22/2020
		PERSONAL EQUIPMENT ALLOWANCE		110.00			
750772 30100	NYE UNIFORM CO. UNIFORMS 207-301-748.00	10/15/2020 MONICAK	10/22/2020	75.00	75.00	Open	N 10/23/2020
		UNIFORMS/PERSONAL EQUIPMENT		75.00			
750773 30101	NYE UNIFORM CO. UNIFORMS 207-301-748.00	10/15/2020 MONICAK	10/22/2020	75.00	75.00	Open	N 10/23/2020
		UNIFORMS/PERSONAL EQUIPMENT		75.00			
740996 30102	NYE UNIFORM CO. UNIFORMS 207-301-748.00	10/15/2020 MONICAK	10/22/2020	622.70	622.70	Open	N 10/23/2020
		UNIFORMS/PERSONAL EQUIPMENT		622.70			
	Total for vendor 035237 - NYE UNIFORM CO.:			<u>1,102.70</u>	<u>1,102.70</u>		

Vendor 048729 - STATE OF MICHIGAN:

551-567486 30071	STATE OF MICHIGAN REGISTRATION - MILLER 206-336-960.00	10/15/2020 MONICAK	10/22/2020	900.00	900.00	Open	N 10/22/2020
		TUITION/TRAINING		900.00			
	Total for vendor 048729 - STATE OF MICHIGAN:			<u>900.00</u>	<u>900.00</u>		

Vendor 051072 - TRILLIUM STAFFING, INC.:

3053509 30058	TRILLIUM STAFFING, INC. CLIENT #138371 101-200-811.00	10/15/2020 MONICAK	10/22/2020	905.76	905.76	Open	N 10/22/2020
		PURCHASED SERVICE		905.76			
3053765 30059	TRILLIUM STAFFING, INC. CLIENT #138371	10/15/2020 MONICAK	10/22/2020	532.80	532.80	Open	N 10/22/2020

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3054085 30060	101-200-811.00 PURCHASED SERVICE			532.80			
3054085 30060	TRILLIUM STAFFING, INC. CLIENT #138371 101-200-811.00 PURCHASED SERVICE	10/15/2020 MONICAK	10/22/2020	692.64	692.64	Open	N 10/22/2020
	Total for vendor 051072 - TRILLIUM STAFFING, INC.:			<u>692.64</u>	<u>692.64</u>		
				<u>2,131.20</u>	<u>2,131.20</u>		
Vendor 500201 - EMERGENCY VEHICLE PRODUCTS:							
S0013808 30084	EMERGENCY VEHICLE PRODUCTS PREV MAINT - NEW 821 206-336-939.00 MAINT. - VEHICLE	10/15/2020 MONICAK	10/22/2020	1,478.97	1,478.97	Open	N 10/22/2020
	Total for vendor 500201 - EMERGENCY VEHICLE PRODUCTS:			<u>1,478.97</u>	<u>1,478.97</u>		
Vendor 500344 - ROSE PEST SOLUTIONS:							
120535510 30087	ROSE PEST SOLUTIONS CLIENT #120007379 101-200-811.00 PURCHASED SERVICE	10/15/2020 MONICAK	10/22/2020	74.00	74.00	Open	N 10/22/2020
	Total for vendor 500344 - ROSE PEST SOLUTIONS:			<u>74.00</u>	<u>74.00</u>		
Vendor 500440 - INTERSTATE ALL BATTERY:							
1901801028789 30073	INTERSTATE ALL BATTERY BATTERIES 206-336-939.00 MAINT. - VEHICLE	10/15/2020 MONICAK	10/22/2020	163.80	163.80	Open	N 10/22/2020
	Total for vendor 500440 - INTERSTATE ALL BATTERY:			<u>163.80</u>	<u>163.80</u>		
Vendor 500476 - BOB & KAY'S AUTO WASH:							
102120 30093	BOB & KAY'S AUTO WASH YEARLY FASTPASS (20) 207-301-811.00 PURCHASED SERVICE	10/15/2020 MONICAK	10/22/2020	2,400.00	2,400.00	Open	N 10/23/2020
	Total for vendor 500476 - BOB & KAY'S AUTO WASH:			<u>2,400.00</u>	<u>2,400.00</u>		
Vendor 500590 - LOWE'S COMPANIES, INC.:							
01978 30045	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-747.00 SMALL TOOLS & EQUIPMENT	10/15/2020 MONICAK	10/22/2020	535.58	535.58	Open	N 10/22/2020

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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
09709 30074	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-740.00	10/15/2020 MONICAK	10/22/2020	13.29	13.29	Open	N 10/22/2020
		OPERATING SUPPLIES		13.29			
01312 30075	LOWE'S COMPANIES, INC. MISC SUPPLIES 101-276-932.00	10/15/2020 MONICAK	10/22/2020	60.61	60.61	Open	N 10/22/2020
		MAINT. - GROUNDS		60.61			
01738 30076	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-747.00	10/15/2020 MONICAK	10/22/2020	568.01	568.01	Open	N 10/22/2020
		SMALL TOOLS & EQUIPMENT		568.01			
01809 30077	LOWE'S COMPANIES, INC. MISC SUPPLIES 101-265-740.00	10/15/2020 MONICAK	10/22/2020	38.89	38.89	Open	N 10/22/2020
		OPERATING SUPPLIES		38.89			
01220 30078	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-740.00	10/15/2020 MONICAK	10/22/2020	146.61	146.61	Open	N 10/22/2020
		OPERATING SUPPLIES		146.61			
	Total for vendor 500590 - LOWE'S COMPANIES, INC.:			<u>1,362.99</u>	<u>1,362.99</u>		

Vendor 500646 - MILLER, CANFIELD, PADDOCK:

1495803 30104	MILLER, CANFIELD, PADDOCK LEGAL SUPPORT 101-200-827.00	10/15/2020 MONICAK	10/22/2020	9,802.00	9,802.00	Open	N 10/23/2020
	207-301-827.00	LEGAL SERVICE-GEN. TWP. LEGAL		910.00			
	Total for vendor 500646 - MILLER, CANFIELD, PADDOCK:			<u>8,892.00</u>	<u>8,892.00</u>		
				<u>9,802.00</u>	<u>9,802.00</u>		

Vendor 500938 - STATE SYSTEMS - RADIO INC:

159281 30083	STATE SYSTEMS - RADIO INC KNOBS 206-336-933.00	10/15/2020 MONICAK	10/22/2020	90.00	90.00	Open	N 10/22/2020
		MAINT. - RADIO		90.00			
	Total for vendor 500938 - STATE SYSTEMS - RADIO INC:			<u>90.00</u>	<u>90.00</u>		

Vendor 501105 - WMCJTC:

4231 30097	WMCJTC FALL 2020 DISTRIBUTION	10/15/2020 MONICAK	10/22/2020	587.69	587.69	Open	N 10/23/2020
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10/23/2020 09:43 AM  
 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 10/27/2020 - 10/27/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
 BANK CODE: POOL

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	266-320-960.00			587.69			
	TUITION/TRAINING						
	Total for vendor 501105 - WMCJTC:			<u>587.69</u>	<u>587.69</u>		

Vendor 501122 - XEROX CORPORATION:

011484493							
30088	XEROX CORPORATION	10/15/2020	10/22/2020	378.82	378.82	Open	N
	CUSTOMER #724921614	MONICAK					10/22/2020
	101-200-811.00	PURCHASED SERVICE		222.45			
	101-200-991.00	DEBT SERVICE - PRINCIPAL		131.36			
	101-200-992.00	DEBT SERVICE - INTEREST		25.01			
011484492							
30103	XEROX CORPORATION	10/15/2020	10/22/2020	362.39	362.39	Open	N
	CUSTOMER #724921614	MONICAK					10/23/2020
	207-301-811.00	PURCHASED SERVICE		222.58			
	207-301-991.00	DEBT SERVICE - PRINCIPAL		117.45			
	207-301-992.00	DEBT SERVICE - INTEREST		22.36			
	Total for vendor 501122 - XEROX CORPORATION:			<u>741.21</u>	<u>741.21</u>		

Vendor 550660 - MCDONALD'S TOWING:

770910							
30099	MCDONALD'S TOWING	10/15/2020	10/22/2020	55.00	55.00	Open	N
	TOWING	MONICAK					10/23/2020
	207-301-939.00	MAINT. - VEHICLE		55.00			
	Total for vendor 550660 - MCDONALD'S TOWING:			<u>55.00</u>	<u>55.00</u>		

# of Invoices:	60	# Due:	60	Totals:	47,553.02	47,553.02
# of Credit Memos:	1	# Due:	1	Totals:	(14.50)	(14.50)
Net of Invoices and Credit Memos:					<u>47,538.52</u>	<u>47,538.52</u>

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			8,906.00	8,906.00		
	206 - FIRE			6,685.07	6,685.07		
	207 - POLICE			14,264.22	14,264.22		
	266 - LAW ENFORCEMENT TRAINING			3,433.23	3,433.23		
	811 - FIRE CAPITAL IMPROVEMENT			14,250.00	14,250.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	175 - MANAGER			219.00	219.00		
	200 - GENERAL SERVICES_ADMIN			7,222.82	7,222.82		
	215 - CLERK			669.36	669.36		
	265 - MAINTENANCE			42.92	42.92		
	276 - CEMETERY			340.61	340.61		
	301 - POLICE			14,264.22	14,264.22		
	320 - STATE TRAINING MONEY			3,433.23	3,433.23		
	336 - FIRE			6,685.07	6,685.07		
	440 - CAPTIAL IMPROVEMENT			14,250.00	14,250.00		
	446 - INFRASTRUCTURE MAINTENANCE			332.00	332.00		
	751 - RECREATION			79.29	79.29		



**KALAMAZOO TOWNSHIP  
TREASURER'S REPORT  
SEPTEMBER 2020**

**CASH SUMMARY BY CLASSIFICATION:**

<u>FINANCIAL INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>
MERCANTILE BANK	POOL	556,668.07
TOTAL POOLED INVESTMENTS**	POOL	13,209,902.60
MERCANTILE BANK	SWET	316,906.89
FIRST NATIONAL BANK OF MICHIGAN	CURRENT TAX	186,042.63
CHEMICAL BANK	MRA	24,135.31
<b>TOTAL CASH SUMMARY BY CLASSIFICATION</b>		<b><u>\$ 14,293,655.50</u></b>

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

<u>FINANCIAL INSTITUTION</u>	<u>ACCOUNT TYPE</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>MARKET VALUE</u>
ADVIA CREDIT UNION	CD	1.10%	2/23/2021	261,120.22
ADVIA CREDIT UNION**	Ultimate Savings	-	NA	505,892.36
TCF (CHEMICAL BANK)	MM	0.05%	NA	534,755.34
COMERICA	MM	0.00%	NA	5,659.72
COMERICA	CD	3.06%	11/13/2020	251,267.50
COMERICA	CD	2.13%	12/22/2020	143,682.11
COMERICA	Govt Sec.	2.50%	12/25/2042	243,687.98
CONSUMERS CU**	MM	-	NA	1,509,808.62
FIRST NATIONAL BANK	CD	0.45%	3/29/2021	511,578.96
FIRST NATIONAL BANK	CD	1.80%	12/23/2020	518,652.23
FIRST NATIONAL BANK	CD	0.45%	3/9/2021	107,857.78
FIRST NATIONAL BANK	CD	0.45%	2/4/2021	320,498.94
FIRST NATIONAL BANK	CD	1.80%	12/25/2020	505,279.61
FIRST NATIONAL BANK	MM	0.10%	NA	25.69
FIRST SOURCE BANK	CD	0.20%	6/28/2021	512,889.86
FLAGSTAR BANK	CD	1.65%	11/23/2020	256,213.08
HUNTINGTON BANK	MM	0.01%	NA	5.05
LAKE MICHIGAN CREDIT UNION**	Savings	-	NA	529,855.41
LAKE MICHIGAN CREDIT UNION	Savings	0.25%	NA	29.53
MACATAWA BANK	CD	0.10%	3/4/2021	109,465.48
MBIA CLASS	INV POOL	0.31%	NA	5,019,072.19
MBIA CLASS - ROAD DEBT SERVICE	INV POOL	0.31%	NA	264,457.89
MERCANTILE BANK OF MI	ICS	0.10%	NA	2.09
MERCANTILE BANK OF MI	CD	0.45%	2/6/2021	628,336.19
STURGIS BANK & TRUST CO	CD	0.45%	8/27/2021	254,788.89
PRIVATE BANK/CIBC	CD	0.30%	9/28/2021	108,315.97
PRIVATE BANK/CIBC	CD	0.30%	9/28/2021	106,703.91
<b>TOTAL FOR POOL INVESTMENT DETAIL</b>				<b><u>\$ 13,209,902.60</u></b>

**CASH ALLOCATION BY FUND:**

<u>FUND DESCRIPTION</u>	<u>FUND NO.</u>	<u>AMOUNT</u>
GENERAL FUND	101/206/207	5,938,494.29
LIVE SCAN	217	84,351.10
STREET LIGHTING	219	297,693.14
RECYCLING	226	86,931.73
DISASTER RESPONSE FUND	258	127,660.29
DRUG LAW ENFORCEMENT	265	100,753.65
LAW ENFORCEMENT TRAINING	266	19,133.16
SWET	267	(14,458.10)
ROAD DEBT SERVICE (VOTED BOND)	301	306,963.50
BUILDING IMPROVEMENTS	402	166,884.93
REVOLVING LOAN	550	1,850.00
GOLF COURSE	584	15,102.36
TRUST & AGENCY	701	9,658.77
MEDICAL REIMBURSEMENT	702	24,135.31
CURRENT TAX	704	186,042.63
S.W.E.T. AGENCY	727	316,906.89
POLICE CAPITAL IMPROVEMENT	810	671,286.12
FIRE CAPITAL IMPROVEMENT	811	2,129,631.50
STREET	812	38,415.50
WATER	871	254,288.48
SEWER FUND	883	3,531,930.25
<b>TOTAL CASH ALLOCATION BY FUND</b>		<b><u>\$ 14,293,655.50</u></b>

\*\* Unable to obtain current interest rate.

**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 09/30/2020**  
**% Fiscal Year Completed: 75.00**

DEPT/FUND DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 9/30/2019	PREV YEAR	2020 AMENDED BUDGET	YTD BALANCE 9/30/2020	% BDGT USED
			% BDGT USED			
<b>Fund 101 - GENERAL</b>						
Net - Dept 000 - REVENUES	7,166,195.00	5,916,394.19	82.56%	7,593,643.00	5,952,113.63	78.38%
Net - Dept 101 - LEGISLATIVE	(61,300.00)	(30,928.64)	50.45%	(65,225.00)	(33,615.68)	51.54%
Net - Dept 171 - SUPERVISOR	(37,450.00)	(26,212.64)	69.99%	(37,050.00)	(25,585.76)	69.06%
Net - Dept 175 - MANAGER	(203,275.00)	(152,435.88)	74.99%	(200,720.00)	(156,742.79)	78.09%
Net - Dept 191 - ELECTION	(33,450.00)	(11,122.09)	33.25%	0.00	0.00	
Net - Dept 200 - GENERAL SERVICES_ADMIN	(357,865.00)	(240,880.94)	67.31%	(589,845.00)	(317,174.16)	53.77%
Net - Dept 209 - ASSESSOR	(194,900.00)	(150,579.25)	77.26%	(210,045.00)	(150,165.63)	71.49%
Net - Dept 215 - CLERK	(93,950.00)	(68,513.82)	72.93%	(219,540.00)	(147,078.18)	66.99%
Net - Dept 223 - FINANCE	(232,200.00)	(165,407.65)	71.23%	(253,085.00)	(179,246.06)	70.82%
Net - Dept 253 - TREASURER	(37,375.00)	(29,836.37)	79.83%	(39,600.00)	(27,349.19)	69.06%
Net - Dept 265 - MAINTENANCE	(274,340.00)	(194,002.65)	70.72%	(291,710.00)	(172,813.63)	59.24%
Net - Dept 276 - CEMETERY	(31,575.00)	(24,571.16)	77.82%	(34,965.00)	(17,294.20)	49.46%
Net - Dept 310 - CODE ENFORCEMENT	(83,750.00)	(52,605.26)	62.81%	(148,310.00)	(24,249.67)	16.35%
Net - Dept 400 - PLANNING/ZONING	(83,785.00)	(57,454.44)	68.57%	(123,325.00)	(60,382.24)	48.96%
Net - Dept 425 - DISASTER RESPONSE	(10,000.00)	0.00	0.00%	(10,000.00)	0.00	0.00%
Net - Dept 446 - INFRASTRUCTURE MAINTENANCE	(300,000.00)	(143,566.50)	47.86%	(300,000.00)	(21,632.66)	7.21%
Net - Dept 751 - RECREATION	(23,000.00)	(13,886.06)	60.37%	(13,300.00)	(1,958.90)	14.73%
Net - Dept 890 - CONTINGENCY	(400,000.00)	(20,000.00)	5.00%	(61,636.00)	(50,000.00)	81.12%
Net - Dept 901 - CAPITAL OUTLAY_GENERAL	(25,000.00)	0.00		0.00	0.00	
Net - Dept 999 - OPERATING TRANSFERS	(5,110,646.00)	(5,110,646.00)	100.00%	(4,841,974.00)	(4,841,974.00)	100.00%
<b>Fund 101 - GENERAL:</b>						
TOTAL REVENUES	7,166,195.00	5,916,394.19		7,593,643.00	5,952,113.63	
TOTAL EXPENDITURES	(7,593,861.00)	(6,492,649.35)		(7,440,330.00)	(6,227,262.75)	
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(427,666.00)</b>	<b>(576,255.16)</b>		<b>153,313.00</b>	<b>(275,149.12)</b>	
<b>Fund 206 - FIRE:</b>						
TOTAL REVENUES	1,704,060.00	1,733,998.83	101.76%	1,530,258.00	1,544,446.83	100.93%
TOTAL EXPENDITURES	(1,721,050.00)	(1,222,443.03)	71.03%	(1,735,964.00)	(1,183,533.51)	68.18%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(16,990.00)</b>	<b>511,555.80</b>		<b>(205,706.00)</b>	<b>360,913.32</b>	
<b>Fund 207 - POLICE:</b>						
TOTAL REVENUES	4,823,196.00	4,606,917.24	95.52%	4,661,030.00	4,468,420.65	95.87%
TOTAL EXPENDITURES	(4,879,600.00)	(3,442,003.18)	70.54%	(4,917,824.00)	(3,541,919.47)	72.02%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(56,404.00)</b>	<b>1,164,914.06</b>		<b>(256,794.00)</b>	<b>926,501.18</b>	



**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 09/30/2020**  
**% Fiscal Year Completed: 75.00**

DEPT/FUND DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 9/30/2019	PREV YEAR % BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 9/30/2020	% BDGT USED
<b>Fund 217 - LIVESCAN/SOR:</b>						
TOTAL REVENUES	31,200.00	22,972.48	73.63%	30,200.00	7,050.00	23.34%
TOTAL EXPENDITURES	(23,000.00)	(11,222.75)	48.79%	(23,000.00)	(11,130.39)	48.39%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>8,200.00</b>	<b>11,749.73</b>		<b>7,200.00</b>	<b>(4,080.39)</b>	
<b>Fund 219 - STREET LIGHTS:</b>						
TOTAL REVENUES	250,775.00	256,545.47	102.30%	258,494.00	265,303.70	102.63%
TOTAL EXPENDITURES	(251,000.00)	(169,768.73)	67.64%	(246,000.00)	(164,197.02)	66.75%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(225.00)</b>	<b>86,776.74</b>		<b>12,494.00</b>	<b>101,106.68</b>	
<b>Fund 226 - RUBBISH COLLECTION FUND:</b>						
TOTAL REVENUES	473,245.00	476,793.77	100.75%	503,346.00	503,511.30	100.03%
TOTAL EXPENDITURES	(469,240.00)	(343,538.14)	73.21%	(500,000.00)	(357,433.51)	71.49%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>4,005.00</b>	<b>133,255.63</b>		<b>3,346.00</b>	<b>146,077.79</b>	
<b>Fund 258 - DISASTER RESPONSE FUND:</b>						
TOTAL REVENUES	0.00	0.00		50,000.00	203,798.00	
TOTAL EXPENDITURES	0.00	0.00		(50,000.00)	(76,137.71)	152.28%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>127,660.29</b>	
<b>Fund 265 - DRUG LAW ENFORCEMENT:</b>						
TOTAL REVENUES	6,700.00	6,209.24	92.68%	4,200.00	0.00	0.00%
TOTAL EXPENDITURES	(1,000.00)	0.00	0.00%	(1,000.00)	0.00	0.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>5,700.00</b>	<b>6,209.24</b>		<b>3,200.00</b>	<b>-</b>	<b>0.00%</b>
<b>Fund 266 - LAW ENFORCEMENT TRAINING:</b>						
TOTAL REVENUES	19,000.00	15,453.65	81.34%	18,500.00	18,427.85	99.61%
TOTAL EXPENDITURES	(21,000.00)	(23,014.19)	109.59%	(24,355.00)	(6,754.29)	27.73%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(2,000.00)</b>	<b>(7,560.54)</b>		<b>(5,855.00)</b>	<b>11,673.56</b>	
<b>Fund 267 - SWET:</b>						
TOTAL REVENUES	55,120.00	49,775.96	90.30%	80,180.00	57,122.00	71.24%
TOTAL EXPENDITURES	(55,120.00)	(59,299.97)	107.58%	(80,030.00)	(71,580.10)	89.44%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>-</b>	<b>(9,524.01)</b>		<b>150.00</b>	<b>(14,458.10)</b>	

**REVENUE AND EXPENDITURE REPORT FOR KALAMAZOO CHARTER TOWNSHIP**  
**PERIOD ENDING 09/30/2020**  
**% Fiscal Year Completed: 75.00**

DEPT/FUND DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 9/30/2019	PREV YEAR % BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 9/30/2020	% BDGT USED
<b>Fund 301 - ROAD DEBT SERVICE (VOTED BOND):</b>						
TOTAL REVENUES	1,149,941.00	1,195,372.80	103.95%	1,257,207.00	1,273,357.28	101.28%
TOTAL EXPENDITURES	(1,099,300.00)	(1,099,250.00)	100.00%	(1,133,050.00)	(1,133,000.00)	100.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>50,641.00</b>	<b>96,122.80</b>		<b>124,157.00</b>	<b>140,357.28</b>	
<b>Fund 402 - TWP BUILDING &amp; GROUNDS IMPROVEMENTS</b>						
TOTAL REVENUES	0.00	13,288.33		1,000.00	0.00	0.00%
TOTAL EXPENDITURES	(435,000.00)	(288,311.01)	66.28%	(150,000.00)	0.00	0.00%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(435,000.00)</b>	<b>(275,022.68)</b>		<b>(149,000.00)</b>	-	
<b>Fund 584 - GOLF COURSE:</b>						
TOTAL REVENUES	10,400.00	20,324.04	195.42%	15,000.00	10,000.00	66.67%
TOTAL EXPENDITURES	(37,000.00)	(19,701.45)	53.25%	(15,000.00)	(7,895.00)	52.63%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(26,600.00)</b>	<b>622.59</b>		-	<b>2,105.00</b>	
<b>Fund 810 - POLICE CAPITAL IMPROVEMENT:</b>						
TOTAL REVENUES	280,100.00	330,677.10	118.06%	300,777.00	294,091.64	97.78%
TOTAL EXPENDITURES	(309,800.00)	(248,018.40)	80.06%	(346,000.00)	(237,096.75)	68.53%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(29,700.00)</b>	<b>82,658.70</b>		<b>(45,223.00)</b>	<b>56,994.89</b>	
<b>Fund 811 - FIRE CAPITAL IMPROVEMENT:</b>						
TOTAL REVENUES	568,955.00	603,513.72	106.07%	502,939.00	512,349.70	101.87%
TOTAL EXPENDITURES	(390,500.00)	(144,927.62)	37.11%	(391,500.00)	(112,108.19)	28.64%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>178,455.00</b>	<b>458,586.10</b>		<b>111,439.00</b>	<b>400,241.51</b>	
<b>Fund 812 - STREET IMPROVEMENT:</b>						
TOTAL REVENUES	2,500.00	4,769.49	190.78%	500.00	368.06	73.61%
TOTAL EXPENDITURES	0.00	(162,450.02)		0.00	0.00	
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>2,500.00</b>	<b>(157,680.53)</b>		<b>500.00</b>	<b>368.06</b>	
<b>Fund 871 - WATER IMPROVEMENT</b>						
TOTAL REVENUES	16,700.00	11,297.28	67.65%	4,500.00	8,131.93	180.71%
TOTAL EXPENDITURES	(27,000.00)	(16,411.50)	60.78%	(17,000.00)	(14,447.00)	84.98%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>(10,300.00)</b>	<b>(5,114.22)</b>		<b>(12,500.00)</b>	<b>(6,315.07)</b>	
<b>Fund 883 - SEWER IMPROVEMENT</b>						
TOTAL REVENUES	45,500.00	105,547.47	231.97%	55,000.00	79,268.15	144.12%
TOTAL EXPENDITURES	(31,000.00)	(23,375.12)	75.40%	(378,850.00)	(78,993.88)	20.85%
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>14,500.00</b>	<b>82,172.35</b>		<b>(323,850.00)</b>	<b>274.27</b>	

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PERIOD ENDING 09/30/2020

DB: Kalamazoo Twp

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL								
Revenues								
Dept 000 - REVENUES								
101-000-403.00	OPERATING LEVY-C.T.	3,986,928.00	3,986,928.00	4,006,158.93	(3,592.11)	(19,230.93)		100.48
101-000-403.01	PMT IN LIEU OF TAX (PILOT)	17,000.00	17,000.00	62,369.17	0.00	(45,369.17)		366.88
101-000-404.00	ACT 198 -TWP IFT	15,000.00	15,000.00	13,818.62	0.00	1,181.38		92.12
101-000-412.00	DELINQUENT PERSONAL PROP TAX	5,000.00	5,000.00	4,489.54	2,631.12	510.46		89.79
101-000-424.00	TRAILER FEES	2,500.00	2,500.00	1,490.00	0.00	1,010.00		59.60
101-000-445.00	PENALTIES & INTEREST ON TAXES	7,500.00	7,500.00	8,596.94	777.48	(1,096.94)		114.63
101-000-451.00	CABLE TV FRANCHISE FEES	160,000.00	372,600.00	165,109.92	0.00	207,490.08		44.31
101-000-473.00	RENTAL APPLICATION FEES	55,000.00	55,000.00	41,600.00	13,000.00	13,400.00		75.64
101-000-473.01	MM APPLICATION FEES	50,000.00	50,000.00	65,000.00	10,000.00	(15,000.00)		130.00
101-000-474.00	LICENSE FEES/SIGNS	2,500.00	2,500.00	1,724.00	414.00	776.00		68.96
101-000-477.00	SPEC. INSP/PLAN REVIEW/ZONING FEE	10,000.00	10,000.00	12,575.00	1,600.00	(2,575.00)		125.75
101-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	140,000.00	140,000.00	144,452.13	0.00	(4,452.13)		103.18
101-000-575.00	STATE SHARED	2,351,988.00	2,351,988.00	1,010,026.00	0.00	1,341,962.00		42.94
101-000-576.00	LIQUOR LICENSES	8,000.00	8,000.00	8,460.10	0.00	(460.10)		105.75
101-000-578.00	VIOLATION BUREAU	1,300.00	1,300.00	210.00	30.00	1,090.00		16.15
101-000-587.00	ELECTION REIMBURSEMENT	14,000.00	14,000.00	17,253.49	0.00	(3,253.49)		123.24
101-000-602.00	WITNESS/JURY-GEN ONLY	50.00	50.00	0.00	0.00	50.00		0.00
101-000-603.00	MISC REVENUE	1,500.00	1,500.00	449.12	125.00	1,050.88		29.94
101-000-603.01	LOCAL GOVT REVENUE	500.00	500.00	13,006.69	0.00	(12,506.69)		2,601.34
101-000-626.00	PASSPORT FEE/FIRE REPORTS	25,000.00	25,000.00	7,175.00	0.00	17,825.00		28.70
101-000-626.01	COPY FEES-COMPUTER	50.00	50.00	0.00	0.00	50.00		0.00
101-000-629.00	TOWNSHIP SERVICE	2,500.00	2,500.00	2,382.28	0.00	117.72		95.29
101-000-629.01	TWP CLEAN-UP/MOWING/DEMO SRVC	15,000.00	15,000.00	7,907.09	790.00	7,092.91		52.71
101-000-630.00	LEASE PAYMENTS	35,000.00	35,000.00	24,516.13	2,976.95	10,483.87		70.05
101-000-633.00	MONUMENT INSTALLATION	1,000.00	1,000.00	1,400.00	0.00	(400.00)		140.00
101-000-634.00	INTERMENT FEES	10,000.00	10,000.00	6,900.00	2,000.00	3,100.00		69.00
101-000-643.00	SALE OF LOTS-CEMETERY	1,500.00	1,500.00	375.00	0.00	1,125.00		25.00
101-000-651.00	TAX ADMIN FEE	234,227.00	234,227.00	153,231.79	50,660.93	80,995.21		65.42
101-000-652.00	TAX COLLECTION FEES	30,000.00	30,000.00	29,158.50	0.00	841.50		97.20
101-000-654.00	WATER/SEWER SURCHARGE FEES	120,000.00	120,000.00	67,504.49	0.00	52,495.51		56.25
101-000-658.00	FSA FORFEITURE	500.00	500.00	0.00	0.00	500.00		0.00
101-000-660.00	DISTRICT COURT FEES	25,000.00	25,000.00	11,770.06	1,108.54	13,229.94		47.08
101-000-660.01	FALSE ALARM	1,500.00	1,500.00	700.00	150.00	800.00		46.67
101-000-664.00	INTEREST EARNED	30,000.00	30,000.00	44,609.00	3,784.71	(14,609.00)		148.70
101-000-667.00	ROOM RENTAL - INCOME	6,000.00	6,000.00	50.00	0.00	5,950.00		0.83
101-000-671.00	METRO ACT PAYMENTS	11,500.00	11,500.00	12,571.93	0.00	(1,071.93)		109.32
101-000-673.00	SALE OF ASSETS	0.00	0.00	5,072.71	0.00	(5,072.71)		100.00
101-000-688.00	INS. PREMIUM REFUND	3,500.00	3,500.00	0.00	0.00	3,500.00		0.00

Total Dept 000 - REVENUES 7,381,043.00 7,593,643.00 5,952,113.63 86,456.62 1,641,529.37 78.38

TOTAL REVENUES 7,381,043.00 7,593,643.00 5,952,113.63 86,456.62 1,641,529.37 78.38

Expenditures

Dept 101 - LEGISLATIVE

101-101-711.00	INSURANCE OPT OUT	12,100.00	7,975.00	7,060.10	379.92	914.90		88.53
101-101-712.00	COMPENSATION - TRUSTEES	30,000.00	30,000.00	13,230.00	1,580.00	16,770.00		44.10
101-101-715.00	FICA	2,000.00	2,000.00	1,522.51	125.92	477.49		76.13
101-101-716.00	HEALTH INSURANCE	375.00	4,500.00	2,915.11	1,167.60	1,584.89		64.78
101-101-717.00	LIFE INS/STD/LTD	1,250.00	1,250.00	801.35	77.55	448.65		64.11
101-101-718.00	PENSION	3,000.00	3,000.00	1,139.50	123.00	1,860.50		37.98
101-101-732.00	DUES/SUBS/PUBL	3,000.00	3,000.00	2,952.00	219.00	48.00		98.40
101-101-862.00	TRAVEL - CONFERENCES	6,000.00	6,000.00	126.00	35.00	5,874.00		2.10

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 101 - GENERAL								
Expenditures								
101-101-903.00	NOTICE & PUBL.	0.00	7,500.00	3,869.11	0.00	3,630.89		51.59
Total Dept 101 - LEGISLATIVE		57,725.00	65,225.00	33,615.68	3,707.99	31,609.32		51.54
Dept 171 - SUPERVISOR								
101-171-701.00	WAGES - DEPARTMENT HEAD	15,000.00	15,000.00	11,538.40	1,153.84	3,461.60		76.92
101-171-715.00	FICA	790.00	790.00	615.47	58.35	174.53		77.91
101-171-716.00	HEALTH INSURANCE	15,950.00	15,950.00	11,855.64	1,329.00	4,094.36		74.33
101-171-717.00	LIFE INS/STD/LTD	310.00	310.00	235.95	25.85	74.05		76.11
101-171-718.00	PENSION	1,500.00	1,500.00	1,153.80	115.38	346.20		76.92
101-171-732.00	DUES/SUBS/PUBL	1,000.00	1,000.00	54.50	54.50	945.50		5.45
101-171-862.00	TRAVEL - CONFERENCES	2,500.00	2,500.00	132.00	0.00	2,368.00		5.28
Total Dept 171 - SUPERVISOR		37,050.00	37,050.00	25,585.76	2,736.92	11,464.24		69.06
Dept 175 - MANAGER								
101-175-701.00	WAGES - DEPARTMENT HEAD	99,500.00	102,500.00	82,098.98	7,930.24	20,401.02		80.10
101-175-702.00	WAGES -	46,800.00	46,800.00	34,880.49	3,657.60	11,919.51		74.53
101-175-711.00	INSURANCE OPT OUT	5,410.00	5,410.00	4,058.28	450.92	1,351.72		75.01
101-175-715.00	FICA	9,625.00	9,625.00	9,030.82	894.82	594.18		93.83
101-175-716.00	HEALTH INSURANCE	14,515.00	14,515.00	10,493.10	1,167.60	4,021.90		72.29
101-175-717.00	LIFE INS/STD/LTD	2,650.00	2,650.00	2,004.90	223.50	645.10		75.66
101-175-718.00	PENSION	15,560.00	15,560.00	12,395.49	1,231.94	3,164.51		79.66
101-175-732.00	DUES/SUBS/PUBL	2,000.00	2,000.00	1,798.49	245.99	1,251.51		37.42
101-175-740.00	OPERATING SUPPLIES	0.00	500.00	205.19	0.00	294.81		41.04
101-175-853.00	TELEPHONE	660.00	660.00	522.50	70.00	137.50		79.17
101-175-862.00	TRAVEL - CONFERENCES	2,500.00	500.00	304.55	0.00	195.45		60.91
101-175-862.01	TRAVEL - CONFERENCES - STAFF	1,500.00	0.00	0.00	0.00	0.00		0.00
Total Dept 175 - MANAGER		200,720.00	200,720.00	156,742.79	15,872.61	43,977.21		78.09
Dept 200 - GENERAL SERVICES_ADMIN								
101-200-702.00	WAGES -	59,600.00	59,600.00	35,804.46	2,038.50	23,795.54		60.07
101-200-703.00	OVERTIME	500.00	500.00	242.82	0.00	257.18		48.56
101-200-711.00	INSURANCE OPT OUT	2,280.00	0.00	0.00	0.00	0.00		0.00
101-200-715.00	FICA	4,535.00	4,535.00	2,623.28	155.95	1,911.72		57.85
101-200-716.00	HEALTH INSURANCE	6,705.00	6,005.00	3,865.86	0.00	2,139.14		64.38
101-200-716.01	HEALTH INSURANCE - RETIREE	4,870.00	4,870.00	3,731.54	373.90	1,138.46		76.62
101-200-717.00	LIFE INS/STD/LTD	800.00	800.00	483.16	0.00	316.84		60.40
101-200-718.00	PENSION	4,240.00	2,240.00	2,153.75	0.00	86.25		96.15
101-200-724.00	OPEB TRUST CONTRIBUTION	0.00	28,330.00	0.00	0.00	28,330.00		0.00
101-200-727.00	OFFICE SUPPLIES	10,000.00	10,000.00	4,606.02	558.75	5,393.98		46.06
101-200-730.00	POSTAGE	20,000.00	13,030.00	15,461.00	2,411.00	(2,431.00)		118.66
101-200-732.00	DUES/SUBS/PUBL	7,000.00	7,000.00	7,959.05	119.00	(959.05)		113.70
101-200-740.00	OPERATING SUPPLIES	6,000.00	6,000.00	803.86	(5,482.96)	5,196.14		13.40
101-200-742.00	SOFTWARE PROGRAMS/FEES	7,500.00	7,500.00	(241.88)	(1,257.77)	7,741.88		(3.23)
101-200-747.00	SMALL TOOLS & EQUIPMENT	500.00	500.00	0.00	0.00	500.00		0.00
101-200-810.00	COMPUTER SERVICE	20,000.00	20,000.00	8,200.00	(700.00)	11,800.00		41.00
101-200-811.00	PURCHASED SERVICE	25,200.00	23,435.00	18,812.83	11,174.62	4,622.17		80.28
101-200-814.00	PURCHASED MAINT. SERVICE	3,200.00	3,200.00	1,117.00	0.00	2,083.00		34.91
101-200-815.00	OTHER FEES	2,000.00	2,000.00	839.00	24.55	1,161.00		41.95
101-200-820.00	ENGINEERING SERVICES	2,500.00	2,500.00	866.40	(1,606.50)	1,633.60		34.66
101-200-826.00	LEGAL SERVICES-BD. MEET.	6,000.00	6,000.00	4,110.00	225.00	1,890.00		68.50

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL								
Expenditures								
101-200-827.00	LEGAL SERVICE-GEN. TWP.	42,000.00	42,000.00	34,310.33	4,929.30	7,689.67		81.69
101-200-853.00	TELEPHONE	1,500.00	1,500.00	2,028.32	137.56	(528.32)		135.22
101-200-855.00	LOCAL PUBLIC BROADCASTING	0.00	192,285.00	77,276.00	38,588.84	115,009.00		40.19
101-200-861.00	MILEAGE REIMB	100.00	100.00	0.00	0.00	100.00		0.00
101-200-862.00	TRAVEL - CONFERENCES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-200-903.00	NOTICES AND PUBLICATIONS	10,000.00	2,500.00	1,413.26	0.00	1,086.74		56.53
101-200-912.00	INSURANCE/BOND-GENERAL	35,000.00	35,000.00	26,424.05	8,576.93	8,575.95		75.50
101-200-913.00	WORKER'S COMP.	10,200.00	10,200.00	6,512.80	1,493.01	3,687.20		63.85
101-200-914.00	HEALTH MGMT	0.00	700.00	675.00	525.00	25.00		96.43
101-200-921.00	UTILITIES - ELECTRIC	35,000.00	35,000.00	24,874.85	3,379.78	10,125.15		71.07
101-200-922.00	UTILITIES - CABLE/INTERNET	6,800.00	6,800.00	4,260.65	839.82	2,539.35		62.66
101-200-923.00	UTILITIES - NATURAL GAS	15,000.00	15,000.00	4,811.49	128.23	10,188.51		32.08
101-200-924.00	UTILITIES - WASTE/RECYCLE	3,500.00	3,500.00	2,620.05	301.95	879.95		74.86
101-200-927.00	UTILITIES - WATER	2,500.00	2,500.00	2,102.13	725.90	397.87		84.09
101-200-956.00	UNCLASSIFIED	500.00	500.00	0.00	0.00	500.00		0.00
101-200-960.00	TUITION/TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-200-983.00	EQUIPMENT	5,000.00	30,450.00	17,019.75	0.00	13,430.25		55.89
101-200-991.00	DEBT SERVICE - PRINCIPAL	0.00	1,465.00	1,182.24	131.36	282.76		80.70
101-200-992.00	DEBT SERVICE - INTEREST	0.00	300.00	225.09	25.01	74.91		75.03
Total Dept 200 - GENERAL SERVICES_ADMIN		362,530.00	589,845.00	317,174.16	67,816.73	272,670.84		53.77
Dept 209 - ASSESSOR								
101-209-701.00	WAGES - DEPARTMENT HEAD	80,830.00	80,830.00	63,083.52	6,317.10	17,746.48		78.04
101-209-702.00	WAGES -	51,850.00	51,850.00	34,875.96	3,660.84	16,974.04		67.26
101-209-711.00	INSURANCE OPT OUT	5,110.00	5,110.00	3,833.28	425.92	1,276.72		75.02
101-209-712.00	COMPENSATION-BD. OF REVIEW	2,200.00	2,200.00	1,625.00	0.00	575.00		73.86
101-209-715.00	FICA	9,595.00	9,595.00	7,370.67	749.25	2,224.33		76.82
101-209-716.00	HEALTH INSURANCE	19,660.00	19,660.00	12,610.63	1,446.92	7,049.37		64.14
101-209-717.00	LIFE INS/STD/LTD	2,425.00	2,425.00	1,985.73	212.38	439.27		81.89
101-209-718.00	PENSION	15,325.00	15,325.00	11,748.91	1,197.36	3,576.09		76.66
101-209-727.00	OFFICE SUPPLIES	500.00	500.00	302.42	0.00	197.58		60.48
101-209-730.00	POSTAGE	0.00	4,250.00	4,250.00	0.00	0.00		100.00
101-209-732.00	DUES/SUBS/PUBL	500.00	500.00	33.00	0.00	467.00		6.60
101-209-740.00	OPERATING SUPPLIES/MAPS	1,500.00	1,500.00	1,821.50	1,766.50	(321.50)		121.43
101-209-742.00	SOFTWARE PROGRAMS	2,500.00	2,500.00	2,121.00	0.00	379.00		84.84
101-209-751.00	GAS & OIL	500.00	500.00	102.72	0.00	397.28		20.54
101-209-811.00	PURCHASED SERVICE	2,500.00	2,500.00	1,078.62	0.00	1,421.38		43.14
101-209-814.00	PURCHASED MAINT. SERVICE	1,000.00	1,000.00	85.00	0.00	915.00		8.50
101-209-827.00	LEGAL SERVICE	7,000.00	7,000.00	2,025.00	0.00	4,975.00		28.93
101-209-861.00	MILEAGE REIMB	100.00	100.00	0.00	0.00	100.00		0.00
101-209-862.00	TRAVEL - CONFERENCES	250.00	250.00	0.00	0.00	250.00		0.00
101-209-862.01	TRAVEL - CONFERENCES - STAFF	250.00	250.00	0.00	0.00	250.00		0.00
101-209-903.00	NOTICES	1,200.00	1,200.00	1,167.67	0.00	32.33		97.31
101-209-939.00	MAINT. - VEHICLE	500.00	500.00	0.00	0.00	500.00		0.00
101-209-960.00	TUITION/TRAINING	500.00	500.00	45.00	(40.00)	455.00		9.00
Total Dept 209 - ASSESSOR		205,795.00	210,045.00	150,165.63	15,736.27	59,879.37		71.49
Dept 215 - CLERK								
101-215-701.00	WAGES - DEPARTMENT HEAD	15,000.00	15,000.00	11,538.40	1,153.84	3,461.60		76.92
101-215-702.00	WAGES -	56,425.00	56,425.00	45,107.28	3,498.20	11,317.72		79.94
101-215-703.00	OVERTIME	7,000.00	14,550.00	8,784.89	58.83	5,765.11		60.38
101-215-711.00	INSURANCE OPT OUT	7,700.00	3,700.00	3,062.40	189.96	637.60		82.77

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL								
Expenditures								
101-215-712.00	ELECTION - INSPECTORS	44,360.00	48,860.00	28,284.53	100.00	20,575.47		57.89
101-215-715.00	FICA	10,095.00	10,695.00	5,057.54	363.15	5,637.46		47.29
101-215-716.00	HEALTH INSURANCE	110.00	4,110.00	3,827.49	558.69	282.51		93.13
101-215-717.00	LIFE INS/STD/LTD	1,225.00	1,225.00	768.01	93.70	456.99		62.69
101-215-718.00	PENSION	7,500.00	8,250.00	6,839.49	444.61	1,410.51		82.90
101-215-727.00	OFFICE SUPPLIES	2,500.00	14,500.00	11,127.45	1,706.60	3,372.55		76.74
101-215-730.00	POSTAGE	0.00	10,575.00	12,880.19	5,906.24	(2,305.19)		121.80
101-215-732.00	DUES/SUBS/PUBL	100.00	100.00	234.50	54.50	(134.50)		234.50
101-215-740.00	OPERATING SUPPLIES	0.00	0.00	371.14	15.02	(371.14)		100.00
101-215-747.00	SMALL TOOLS & EQUIPMENT	2,500.00	12,000.00	2,893.76	0.00	9,106.24		24.11
101-215-811.00	PURCHASED SERVICE	2,000.00	8,000.00	5,649.71	47.55	2,350.29		70.62
101-215-813.00	COUNTY ELECTION SERVICES	6,700.00	6,700.00	0.00	0.00	6,700.00		0.00
101-215-816.00	PURCHASED CLEANING SERV.	250.00	250.00	150.00	0.00	100.00		60.00
101-215-862.00	TRAVEL - CONFERENCES	2,500.00	2,000.00	91.00	0.00	1,909.00		4.55
101-215-862.01	TRAVEL - CONFERENCES - STAFF	2,100.00	2,100.00	0.00	0.00	2,100.00		0.00
101-215-914.00	HEALTH MGMT	0.00	500.00	410.40	0.00	89.60		82.08
Total Dept 215 - CLERK		168,065.00	219,540.00	147,078.18	14,190.89	72,461.82		66.99
Dept 223 - FINANCE								
101-223-701.00	WAGES - DEPARTMENT HEAD	37,150.00	37,150.00	25,205.09	2,168.42	11,944.91		67.85
101-223-702.00	WAGES -	103,050.00	103,050.00	75,949.38	8,001.22	27,100.62		73.70
101-223-703.00	OVERTIME	500.00	500.00	128.94	115.72	371.06		25.79
101-223-715.00	FICA	9,400.00	9,400.00	6,859.37	684.34	2,540.63		72.97
101-223-716.00	HEALTH INSURANCE	34,215.00	34,215.00	23,072.34	3,118.01	11,142.66		67.43
101-223-717.00	LIFE INS/STD/LTD	1,870.00	1,870.00	1,441.18	160.88	428.82		77.07
101-223-718.00	PENSION	11,300.00	11,300.00	8,396.04	896.29	2,903.96		74.30
101-223-727.00	OFFICE SUPPLIES	500.00	500.00	447.99	369.09	52.01		89.60
101-223-732.00	DUES/SUBS/PUBL	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-223-742.00	SOFTWARE PROGRAMS	14,000.00	14,000.00	10,699.00	0.00	3,301.00		76.42
101-223-817.00	ACCOUNTING SERVICE	10,000.00	10,000.00	5,132.50	0.00	4,867.50		51.33
101-223-817.01	AUDIT SERVICES	15,000.00	15,000.00	12,500.00	0.00	2,500.00		83.33
101-223-853.00	TELEPHONE	0.00	360.00	165.00	30.00	195.00		45.83
101-223-861.00	MILEAGE REIMB	200.00	200.00	0.00	0.00	200.00		0.00
101-223-862.00	TRAVEL - CONFERENCES	2,500.00	2,140.00	0.00	0.00	2,140.00		0.00
101-223-862.01	TRAVEL - CONFERENCES - STAFF	1,500.00	1,500.00	0.00	0.00	1,500.00		0.00
101-223-960.00	TUITION/TRAINING	2,000.00	2,000.00	744.23	0.00	1,255.77		37.21
101-223-982.00	SOFTWARE PROGRAMS	0.00	8,900.00	8,505.00	0.00	395.00		95.56
Total Dept 223 - FINANCE		244,185.00	253,085.00	179,246.06	15,543.97	73,838.94		70.82
Dept 253 - TREASURER								
101-253-701.00	WAGES - DEPARTMENT HEAD	15,000.00	15,000.00	11,538.40	1,153.84	3,461.60		76.92
101-253-702.00	WAGES -	1,040.00	1,040.00	800.00	80.00	240.00		76.92
101-253-703.00	OVERTIME	200.00	700.00	335.37	154.87	364.63		47.91
101-253-715.00	FICA	1,250.00	1,250.00	864.22	93.38	385.78		69.14
101-253-716.00	HEALTH INSURANCE	10,000.00	10,000.00	5,118.06	558.69	4,881.94		51.18
101-253-717.00	LIFE INS/STD/LTD	310.00	310.00	235.55	25.85	74.45		75.98
101-253-718.00	PENSION	1,600.00	1,600.00	1,267.34	138.87	332.66		79.21
101-253-732.00	DUES/SUBS/PUBL	500.00	500.00	385.86	385.86	114.14		77.17
101-253-740.00	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00		0.00
101-253-742.00	SOFTWARE PROGRAMS	2,900.00	2,900.00	2,784.00	0.00	116.00		96.00
101-253-814.00	PURCHASED MAINT. SERVICE	1,800.00	1,800.00	1,767.00	0.00	33.00		98.17
101-253-862.00	TRAVEL - CONFERENCES	2,500.00	2,000.00	949.95	0.00	1,050.05		47.50

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL								
Expenditures								
101-253-862.01	TRAVEL - CONFERENCES - STAFF	2,000.00	2,000.00	1,303.44	0.00	696.56		65.17
Total Dept 253 - TREASURER		39,600.00	39,600.00	27,349.19	2,591.36	12,250.81		69.06
Dept 265 - MAINTENANCE								
101-265-701.00	WAGES - DEPARTMENT HEAD	0.00	12,000.00	9,230.80	461.54	2,769.20		76.92
101-265-702.00	WAGES -	139,100.00	127,100.00	85,196.50	10,256.74	41,903.50		67.03
101-265-703.00	OVERTIME	2,000.00	2,000.00	423.55	0.00	1,576.45		21.18
101-265-715.00	FICA	9,580.00	9,580.00	6,621.08	750.80	2,958.92		69.11
101-265-716.00	HEALTH INSURANCE	48,375.00	48,375.00	37,633.62	3,342.12	10,741.38		77.80
101-265-716.01	HEALTH INSURANCE - RETIREE	4,500.00	4,500.00	3,731.54	373.90	768.46		82.92
101-265-717.00	LIFE INS/STD/LTD	3,015.00	3,015.00	2,081.95	220.54	933.05		69.05
101-265-718.00	PENSION	17,100.00	17,100.00	10,762.10	1,220.63	6,337.90		62.94
101-265-740.00	OPERATING SUPPLIES	7,000.00	7,000.00	5,634.13	2,483.30	1,365.87		80.49
101-265-747.00	SMALL TOOLS & EQUIPMENT	4,000.00	4,000.00	1,410.14	0.00	2,589.86		35.25
101-265-748.00	PERSONAL EQUIP. - ALLOWANCE	2,000.00	2,000.00	499.29	356.79	1,500.71		24.96
101-265-751.00	GAS & OIL	3,000.00	3,000.00	1,096.72	103.74	1,903.28		36.56
101-265-811.00	PURCHASED SERVICE	8,000.00	8,000.00	4,467.62	0.00	3,532.38		55.85
101-265-853.00	TELEPHONE	540.00	540.00	225.00	30.00	315.00		41.67
101-265-931.00	MAINT. - BUILDING	25,000.00	25,000.00	761.57	0.00	24,238.43		3.05
101-265-932.00	MAINT. - GROUNDS	13,000.00	13,000.00	1,844.00	(4,688.50)	11,156.00		14.18
101-265-934.00	MAINT. - MACHINE	2,000.00	2,000.00	560.74	143.05	1,439.26		28.04
101-265-939.00	MAINT. - VEHICLE	3,000.00	3,000.00	633.28	61.94	2,366.72		21.11
101-265-945.00	RENTALS - EQUIPMENT	500.00	500.00	0.00	0.00	500.00		0.00
Total Dept 265 - MAINTENANCE		291,710.00	291,710.00	172,813.63	15,116.59	118,896.37		59.24
Dept 276 - CEMETERY								
101-276-705.00	WAGES - MAINTENANCE	10,000.00	10,000.00	3,894.29	1,011.81	6,105.71		38.94
101-276-706.00	CEMETERY OVERTIME	500.00	500.00	158.83	88.24	341.17		31.77
101-276-715.00	FICA	765.00	765.00	271.26	74.92	493.74		35.46
101-276-716.00	HEALTH INSURANCE	4,050.00	4,050.00	644.58	422.50	3,405.42		15.92
101-276-717.00	LIFE INS/STD/LTD	250.00	250.00	29.63	19.42	220.37		11.85
101-276-718.00	PENSION	1,200.00	1,200.00	486.36	132.00	713.64		40.53
101-276-740.00	OPERATING SUPPLIES	2,000.00	2,000.00	160.21	38.71	1,839.79		8.01
101-276-742.00	SOFTWARE PROGRAMS	2,200.00	2,200.00	1,955.00	1,955.00	245.00		88.86
101-276-811.00	PURCHASED SERVICE	6,950.00	6,950.00	0.00	(1,955.00)	6,950.00		0.00
101-276-924.00	UTILITIES - WASTE/RECYCLE	550.00	550.00	429.75	52.25	120.25		78.14
101-276-927.00	UTILITIES - WATER	1,000.00	1,000.00	122.24	33.51	877.76		12.22
101-276-931.00	REPAIRS - MAINT.	500.00	500.00	124.48	0.00	375.52		24.90
101-276-932.00	MAINT. - GROUNDS	2,500.00	2,500.00	8,022.57	7,820.80	(5,522.57)		320.90
101-276-945.00	RENTALS - EQUIPMENT	2,500.00	2,500.00	995.00	187.50	1,505.00		39.80
Total Dept 276 - CEMETERY		34,965.00	34,965.00	17,294.20	9,881.66	17,670.80		49.46
Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)								
101-310-702.00	WAGES -	18,860.00	18,860.00	7,916.36	2,216.96	10,943.64		41.97
101-310-715.00	FICA	1,450.00	1,450.00	605.60	169.60	844.40		41.77
101-310-740.00	OPERATING SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
101-310-811.00	PURCHASED SERVICE	95,000.00	95,000.00	7,587.11	545.00	87,412.89		7.99
101-310-827.00	LEGAL SERVICE-GEN. TWP.	30,000.00	30,000.00	8,140.60	2,455.00	21,859.40		27.14
101-310-862.00	TRAVEL - CONFERENCES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 101 - GENERAL Expenditures								
Total Dept 310 - ENFORCEMENT (ORD, UNSAFE BDG, RENTAL)		148,310.00	148,310.00	24,249.67	5,386.56	124,060.33		16.35
Dept 400 - PLANNING/ZONING								
101-400-703.00	OVERTIME	0.00	1,000.00	500.03	44.12	499.97		50.00
101-400-712.00	PLANNING/APPEALS BOARD	10,000.00	10,000.00	5,330.00	0.00	4,670.00		53.30
101-400-715.00	FICA	765.00	765.00	444.68	3.23	320.32		58.13
101-400-718.00	PENSION	0.00	0.00	50.00	4.41	(50.00)		100.00
101-400-727.00	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
101-400-732.00	DUES/SUBS/PUBL	360.00	360.00	360.00	0.00	0.00		100.00
101-400-742.00	SOFTWARE PROGRAMS	0.00	2,000.00	2,004.00	2,004.00	(4.00)		100.20
101-400-811.00	PURCHASED SERVICE	5,000.00	3,000.00	1,633.00	(1,971.00)	1,367.00		54.43
101-400-820.00	ENGINEERING SERVICES	37,500.00	36,500.00	0.00	0.00	36,500.00		0.00
101-400-821.00	PLANNING CONSULTANT	35,000.00	35,000.00	20,725.00	0.00	14,275.00		59.21
101-400-827.00	LEGAL SERVICES - GEN. TWP.	25,000.00	25,000.00	21,948.50	940.00	3,051.50		87.79
101-400-862.00	TRAVEL - CONFERENCES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-400-903.00	NOTICES	8,500.00	8,500.00	7,387.03	0.00	1,112.97		86.91
Total Dept 400 - PLANNING/ZONING		123,325.00	123,325.00	60,382.24	1,024.76	62,942.76		48.96
Dept 425 - DISASTER RESPONSE								
101-425-740.00	DISASTER RELIEF	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
Total Dept 425 - DISASTER RESPONSE		10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
Dept 446 - INFRASTRUCTURE MAINTENANCE								
101-446-965.00	DRAINS - AT LARGE	0.00	12,800.00	12,766.80	0.00	33.20		99.74
101-446-969.00	ROAD MAINTENANCE	250,000.00	237,200.00	8,865.86	509.90	228,334.14		3.74
101-446-969.01	SIDEWALK MAINTENANCE	50,000.00	50,000.00	0.00	0.00	50,000.00		0.00
Total Dept 446 - INFRASTRUCTURE MAINTENANCE		300,000.00	300,000.00	21,632.66	509.90	278,367.34		7.21
Dept 751 - RECREATION								
101-751-740.00	OPERATING SUPPLIES	4,000.00	2,500.00	1,212.00	202.00	1,288.00		48.48
101-751-811.00	PURCHASED SERVICE	0.00	500.00	41.00	0.00	459.00		8.20
101-751-921.00	UTILITIES - ELECTRIC	2,000.00	2,000.00	224.43	30.44	1,775.57		11.22
101-751-924.00	UTILITIES - WASTE/RECYCLE	500.00	500.00	409.50	45.50	90.50		81.90
101-751-927.00	UTILITIES - WATER	300.00	300.00	71.97	20.36	228.03		23.99
101-751-932.00	REPAIRS - MAINT. GROUNDS	3,500.00	7,500.00	0.00	0.00	7,500.00		0.00
101-751-970.00	CAPITAL OUTLAY	3,000.00	0.00	0.00	0.00	0.00		0.00
Total Dept 751 - RECREATION		13,300.00	13,300.00	1,958.90	298.30	11,341.10		14.73
Dept 890 - CONTINGENCY								
101-890-955.00	CONTINGENT EXPENSES	250,000.00	61,636.00	50,000.00	0.00	11,636.00		81.12
Total Dept 890 - CONTINGENCY		250,000.00	61,636.00	50,000.00	0.00	11,636.00		81.12
Dept 999 - OPERATING TRANSFERS								
101-999-999.00	INTERFUND TRANSFERS OUT	4,760,765.00	4,841,974.00	4,841,974.00	81,209.00	0.00		100.00



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		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	NORM	(ABNORM)	
Fund 101 - GENERAL								
Expenditures								
	Total Dept 999 - OPERATING TRANSFERS	4,760,765.00	4,841,974.00	4,841,974.00	81,209.00	0.00	100.00	
	TOTAL EXPENDITURES	7,248,045.00	7,440,330.00	6,227,262.75	251,623.51	1,213,067.25	83.70	
Fund 101 - GENERAL:								
	TOTAL REVENUES	7,381,043.00	7,593,643.00	5,952,113.63	86,456.62	1,641,529.37	78.38	
	TOTAL EXPENDITURES	7,248,045.00	7,440,330.00	6,227,262.75	251,623.51	1,213,067.25	83.70	
	NET OF REVENUES & EXPENDITURES	132,998.00	153,313.00	(275,149.12)	(165,166.89)	428,462.12	179.47	

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 206 - FIRE								
Revenues								
Dept 000 - REVENUES								
206-000-582.00	PARCHMENT CONTRACT	41,000.00	41,000.00	55,750.00	5,575.00	(14,750.00)		135.98
206-000-682.00	CHARGES FOR SERVICES - FIRE RESPONSE	2,000.00	2,000.00	1,438.83	479.61	561.17		71.94
206-000-699.00	INTERFUND TRANSFERS IN	1,477,258.00	1,487,258.00	1,487,258.00	10,000.00	0.00		100.00
Total Dept 000 - REVENUES		1,520,258.00	1,530,258.00	1,544,446.83	16,054.61	(14,188.83)		100.93
TOTAL REVENUES		1,520,258.00	1,530,258.00	1,544,446.83	16,054.61	(14,188.83)		100.93
Expenditures								
Dept 336 - FIRE								
206-336-701.00	WAGES - CHIEF	98,259.00	98,259.00	74,281.78	7,445.24	23,977.22		75.60
206-336-702.00	WAGES -	377,360.00	377,360.00	283,366.88	29,725.59	93,993.12		75.09
206-336-702.02	WAGES - OUTSIDE	6,000.00	6,000.00	4,000.00	500.00	2,000.00		66.67
206-336-703.00	WAGES - OVERTIME	48,000.00	48,000.00	30,333.71	4,145.04	17,666.29		63.20
206-336-704.01	RESPONSE TIME - NW	40,000.00	40,000.00	37,272.55	5,532.64	2,727.45		93.18
206-336-704.02	RESPONSE TIME - EW	86,000.00	86,000.00	75,266.78	9,558.59	10,733.22		87.52
206-336-704.03	RESPONSE TIME - LW	19,000.00	19,000.00	11,714.98	1,853.10	7,285.02		61.66
206-336-704.04	RESPONSE TIME - WW	105,000.00	105,000.00	72,691.34	12,390.68	32,308.66		69.23
206-336-706.01	SIT TIME - NW	48,000.00	48,000.00	29,961.09	4,825.29	18,038.91		62.42
206-336-706.02	SIT TIME	48,000.00	48,000.00	27,455.74	3,686.54	20,544.26		57.20
206-336-706.03	SIT TIME	1,500.00	1,500.00	600.00	75.00	900.00		40.00
206-336-706.04	SIT TIME	78,000.00	78,000.00	57,230.99	7,901.86	20,769.01		73.37
206-336-707.00	TRAINING	56,000.00	56,000.00	36,485.70	3,511.20	19,514.30		65.15
206-336-711.00	INSURANCE OPT OUT	10,820.00	10,820.00	8,116.56	901.84	2,703.44		75.01
206-336-715.00	FICA	45,000.00	45,000.00	36,591.91	4,160.13	8,408.09		81.32
206-336-716.00	HEALTH INSURANCE	87,225.00	87,225.00	61,974.40	6,429.29	25,250.60		71.05
206-336-716.01	HEALTH INSURANCE - RETIREE	4,500.00	4,500.00	3,731.54	373.90	768.46		82.92
206-336-717.00	LIFE INS/STD/LTD	8,500.00	8,500.00	6,785.99	752.39	1,714.01		79.84
206-336-718.00	PENSION	58,350.00	58,350.00	52,849.98	5,507.57	5,500.02		90.57
206-336-718.01	PENSION - VOLUNTEER	27,000.00	27,000.00	16,696.60	2,727.67	10,303.40		61.84
206-336-723.00	INSURANCE - VOL. FIREMEN	5,500.00	5,500.00	5,427.00	0.00	73.00		98.67
206-336-724.00	OPEB TRUST CONTRIBUTION	0.00	10,000.00	0.00	0.00	10,000.00		0.00
206-336-727.00	OFFICE SUPPLIES	6,000.00	6,000.00	1,070.11	192.36	4,929.89		17.84
206-336-732.00	DUES/SUBS/PUBL	4,000.00	4,000.00	2,872.46	238.55	1,127.54		71.81
206-336-740.00	OPERATING SUPPLIES	21,000.00	21,000.00	12,454.63	516.13	8,545.37		59.31
206-336-742.00	SOFTWARE PROGRAMS	10,000.00	10,000.00	4,360.42	0.00	5,639.58		43.60
206-336-747.00	SMALL TOOLS & EQUIPMENT	35,000.00	35,000.00	18,366.01	12,251.13	16,633.99		52.47
206-336-748.00	PERSONAL EQUIPMENT ALLOWANCE	42,000.00	42,000.00	7,930.03	1,037.16	34,069.97		18.88
206-336-751.00	GAS & OIL	18,000.00	18,000.00	7,666.44	1,325.18	10,333.56		42.59
206-336-780.05	FIRE PREVENTION	1,000.00	1,000.00	380.78	0.00	619.22		38.08
206-336-811.00	PURCHASED & MAINT. SERVICE	27,500.00	27,500.00	18,003.62	2,106.70	9,496.38		65.47
206-336-827.00	LEGAL SERVICE	1,500.00	1,500.00	0.00	0.00	1,500.00		0.00
206-336-853.00	TELEPHONE	18,000.00	18,000.00	14,322.08	1,886.32	3,677.92		79.57
206-336-862.00	TRAVEL - CONFERENCES	6,000.00	6,000.00	1,542.69	80.95	4,457.31		25.71
206-336-912.00	INSURANCE - GENERAL	32,000.00	32,000.00	22,538.17	7,315.62	9,461.83		70.43
206-336-913.00	INSURANCE - WORKERS COMP	58,000.00	58,000.00	58,615.20	13,437.09	(615.20)		101.06
206-336-914.00	HEALTH MGMT	28,000.00	28,000.00	2,789.00	2,789.00	25,211.00		9.96
206-336-921.01	UTILITIES - ELECTRIC	6,500.00	6,500.00	4,348.64	671.97	2,151.36		66.90
206-336-921.02	UTILITIES - ELECTRIC	8,600.00	8,600.00	5,069.65	922.93	3,530.35		58.95
206-336-921.03	UTILITIES - ELECTRIC	2,500.00	2,500.00	1,228.12	183.83	1,271.88		49.12
206-336-921.04	UTILITIES - ELECTRIC	8,000.00	8,000.00	5,531.25	1,505.10	2,468.75		69.14
206-336-922.01	UTILITIES - CABLE/INTERNET	2,500.00	2,500.00	2,220.01	251.23	279.99		88.80
206-336-922.02	UTILITIES - CABLE/INTERNET	2,500.00	3,500.00	2,516.60	300.54	983.40		71.90

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 206 - FIRE								
Expenditures								
206-336-922.03	UTILITIES - CABLE/INTERNET	2,500.00	1,500.00	972.53	100.03	527.47		64.84
206-336-922.04	UTILITIES - CABLE/INTERNET	2,500.00	2,500.00	2,219.72	251.20	280.28		88.79
206-336-923.01	UTILITIES - NATURAL GAS	5,000.00	5,000.00	2,550.52	95.80	2,449.48		51.01
206-336-923.02	UTILITIES - NATURAL GAS	5,000.00	5,000.00	2,738.54	111.67	2,261.46		54.77
206-336-923.03	UTILITIES - NATURAL GAS	2,500.00	2,500.00	961.58	21.31	1,538.42		38.46
206-336-923.04	UTILITIES - NATURAL GAS	4,500.00	4,500.00	2,449.14	188.04	2,050.86		54.43
206-336-924.01	UTILITIES - WASTE/RECYCLE	625.00	625.00	553.50	61.50	71.50		88.56
206-336-924.02	UTILITIES - WASTE/RECYCLE	625.00	925.00	691.00	61.50	234.00		74.70
206-336-924.03	UTILITIES - WASTE/RECYCLE	625.00	325.00	194.37	22.75	130.63		59.81
206-336-924.04	UTILITIES - WASTE/RECYCLE	625.00	625.00	553.50	61.50	71.50		88.56
206-336-927.01	UTILITIES - WATER	600.00	600.00	471.17	0.00	128.83		78.53
206-336-927.02	UTILITIES - WATER	1,400.00	1,400.00	1,017.30	47.85	382.70		72.66
206-336-927.03	UTILITIES - WATER	450.00	450.00	232.31	28.26	217.69		51.62
206-336-927.04	UTILITIES - WATER	900.00	900.00	568.56	84.36	331.44		63.17
206-336-931.00	MAINT. - BUILDING	40,000.00	40,000.00	10,826.83	715.33	29,173.17		27.07
206-336-932.00	MAINT. - GROUNDS	4,000.00	4,000.00	3,448.97	5.99	551.03		86.22
206-336-933.00	MAINT. - RADIO	3,000.00	3,000.00	57.50	0.00	2,942.50		1.92
206-336-934.00	MAINT. - MACHINE	2,000.00	2,000.00	1,844.42	53.97	155.58		92.22
206-336-939.00	MAINT. - VEHICLE	45,000.00	45,000.00	19,919.62	5,763.03	25,080.38		44.27
206-336-960.00	TUITION/TRAINING	6,500.00	6,500.00	4,150.00	0.00	2,350.00		63.85
206-336-960.01	TUITION REIMBURSEMENT	1,000.00	1,000.00	451.00	0.00	549.00		45.10
Total Dept 336 - FIRE		1,725,964.00	1,735,964.00	1,183,533.51	166,689.44	552,430.49		68.18
TOTAL EXPENDITURES		1,725,964.00	1,735,964.00	1,183,533.51	166,689.44	552,430.49		68.18
Fund 206 - FIRE:								
TOTAL REVENUES		1,520,258.00	1,530,258.00	1,544,446.83	16,054.61	(14,188.83)		100.93
TOTAL EXPENDITURES		1,725,964.00	1,735,964.00	1,183,533.51	166,689.44	552,430.49		68.18
NET OF REVENUES & EXPENDITURES		(205,706.00)	(205,706.00)	360,913.32	(150,634.83)	(566,619.32)		175.45

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 207 - POLICE								
Revenues								
Dept 000 - REVENUES								
207-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	0.00	107.97	102.54	(107.97)	100.00	
207-000-430.00	POLICE - OPERATING SPECIAL ASSESSE	654,174.00	654,174.00	662,003.95	(433.86)	(7,829.95)	101.20	
207-000-582.00	PARCHMENT CONTRACT	342,390.00	342,390.00	270,858.50	29,693.00	71,531.50	79.11	
207-000-582.01	PARCHMENT SPECIAL EVENT	10,000.00	10,000.00	1,877.75	0.00	8,122.25	18.78	
207-000-583.00	KPS - SCH RESOURCE OFFICER	84,900.00	84,900.00	47,700.80	0.00	37,199.20	56.18	
207-000-584.00	KCMHSAS/BORGESS CONTRACT	112,350.00	112,350.00	79,930.45	9,162.12	32,419.55	71.14	
207-000-658.00	FSA FORFEITURE	0.00	0.00	3,523.66	0.00	(3,523.66)	100.00	
207-000-673.01	SALE OF POLICE ASSETS	1,500.00	1,500.00	4,844.35	0.00	(3,344.35)	322.96	
207-000-680.01	BYRNE MEMORIAL	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00	
207-000-680.03	OHSP OVERTIME	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	
207-000-680.06	STATE 911 FUNDS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
207-000-680.07	TOWER SITE - RAVINE ROAD	18,000.00	18,000.00	18,300.00	0.00	(300.00)	101.67	
207-000-681.00	DISABILITY WAGE/WORKMAN'S COMP REIMB	5,000.00	5,000.00	19,122.72	3,187.12	(14,122.72)	382.45	
207-000-681.01	POLICE OT WAGE REIMBURSEMENTS	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00	
207-000-682.00	CHARGES FOR SERVICES	3,000.00	3,000.00	2,167.00	513.50	833.00	72.23	
207-000-683.00	OWI REIMBURSEMENT	3,000.00	3,000.00	2,757.50	1,227.71	242.50	91.92	
207-000-684.00	MISC. REVENUE	500.00	500.00	0.00	0.00	500.00	0.00	
207-000-685.00	BOND FEES	500.00	500.00	510.00	80.00	(10.00)	102.00	
207-000-699.00	INTERFUND TRANSFERS IN	3,273,507.00	3,354,716.00	3,354,716.00	81,209.00	0.00	100.00	
Total Dept 000 - REVENUES		4,579,821.00	4,661,030.00	4,468,420.65	124,741.13	192,609.35	95.87	
TOTAL REVENUES		4,579,821.00	4,661,030.00	4,468,420.65	124,741.13	192,609.35	95.87	
Expenditures								
Dept 301 - POLICE								
207-301-701.00	WAGES - DEPARTMENT HEAD	105,270.00	105,270.00	81,673.95	8,227.16	23,596.05	77.59	
207-301-702.00	WAGES -	2,058,705.00	2,058,705.00	1,482,272.50	148,195.20	576,432.50	72.00	
207-301-703.00	OVERTIME	100,000.00	100,000.00	59,006.40	8,223.31	40,993.60	59.01	
207-301-703.01	OUTSIDE OVERTIME	100,000.00	97,500.00	76,526.12	5,843.64	20,973.88	78.49	
207-301-704.00	CLERICAL WAGES	193,200.00	193,200.00	170,225.42	18,359.19	22,974.58	88.11	
207-301-704.01	CLERICAL WAGES - SVC OFFICERS	52,300.00	52,300.00	50,215.37	2,748.02	2,084.63	96.01	
207-301-705.00	CLERICAL WAGES - OT	4,000.00	6,500.00	6,395.44	300.01	104.56	98.39	
207-301-706.00	CROSSING GUARDS	37,840.00	32,840.00	13,485.22	0.00	19,354.78	41.06	
207-301-707.00	OFFICER IN CHARGE	3,000.00	3,000.00	1,312.50	223.00	1,687.50	43.75	
207-301-708.00	HOLIDAY PAY	43,000.00	43,000.00	19,496.22	5,518.32	23,503.78	45.34	
207-301-709.00	LONGEVITY PAY	36,750.00	36,750.00	27,560.00	0.00	9,190.00	74.99	
207-301-710.00	SICK PAY	15,000.00	15,000.00	9,342.23	1,712.98	5,657.77	62.28	
207-301-710.01	VACATION PAY	35,000.00	32,500.00	25,340.88	5,208.50	7,159.12	77.97	
207-301-710.02	COMPENSATORY PAY	0.00	2,500.00	2,413.51	941.41	86.49	96.54	
207-301-711.00	INSURANCE OPT OUT	48,950.00	48,950.00	43,107.03	5,797.65	5,842.97	88.06	
207-301-714.00	UNEMPLOYMENT INSURANCE	0.00	5,000.00	4,933.62	0.00	66.38	98.67	
207-301-715.00	FICA	185,000.00	185,000.00	155,074.70	16,470.58	29,925.30	83.82	
207-301-716.00	HEALTH INSURANCE	410,000.00	410,000.00	231,589.66	23,139.55	178,410.34	56.49	
207-301-716.01	HEALTH INSURANCE - RETIREE	123,000.00	123,000.00	68,283.65	3,645.24	54,716.35	55.52	
207-301-717.00	LIFE INS/STD/LTD	50,000.00	50,000.00	30,164.14	3,050.32	19,835.86	60.33	
207-301-718.00	CLERICAL PENSION	22,500.00	22,500.00	12,019.22	1,318.65	10,480.78	53.42	
207-301-718.01	FOP PENSION	378,900.00	378,900.00	264,752.03	28,148.18	114,147.97	69.87	
207-301-724.00	OPEB TRUST CONTRIBUTION	0.00	71,209.00	0.00	0.00	71,209.00	0.00	
207-301-727.00	OFFICE SUPPLIES	5,000.00	5,000.00	3,963.62	841.69	1,036.38	79.27	
207-301-732.00	DUES/SUBS/PUBL	1,600.00	1,600.00	1,421.29	0.00	178.71	88.83	
207-301-740.00	OPERATING SUPPLIES	7,000.00	17,000.00	15,068.58	1,450.82	1,931.42	88.64	
207-301-742.00	SOFTWARE PROGRAMS	10,000.00	10,000.00	5,748.70	0.00	4,251.30	57.49	

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 207 - POLICE								
Expenditures								
207-301-747.00	SMALL TOOLS & EQUIPMENT	8,500.00	8,500.00	7,845.54	42.98	654.46	92.30	
207-301-748.00	UNIFORMS/PERSONAL EQUIPMENT	30,000.00	30,000.00	17,406.19	4,415.36	12,593.81	58.02	
207-301-749.00	UNIFORM CLEANING	4,000.00	4,000.00	1,502.07	67.21	2,497.93	37.55	
207-301-751.00	GAS & OIL	50,000.00	50,000.00	29,529.30	5,705.21	20,470.70	59.06	
207-301-780.00	CRIME PREVENTION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
207-301-782.00	INVESTIGATIVE OPERATIONS	5,000.00	5,000.00	1,079.47	50.00	3,920.53	21.59	
207-301-810.00	COMPUTER SERVICE	20,000.00	17,000.00	3,411.75	391.35	13,588.25	20.07	
207-301-811.00	PURCHASED SERVICE	7,000.00	5,250.00	6,133.00	2,758.07	(883.00)	116.82	
207-301-811.05	PURCHASED SERVICE - CONSOL DISPATCH	365,000.00	365,000.00	364,778.00	0.00	222.00	99.94	
207-301-812.00	EMPLOYMENT TESTING	10,000.00	10,000.00	9,089.00	915.00	911.00	90.89	
207-301-812.01	BACKGROUND INVESTIGATION	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
207-301-814.00	PURCHASED MAINT. SERVICE	1,000.00	1,000.00	2,400.00	2,400.00	(1,400.00)	240.00	
207-301-827.00	LEGAL	35,000.00	35,000.00	20,096.50	3,392.00	14,903.50	57.42	
207-301-853.00	TELEPHONE	18,000.00	18,000.00	9,959.00	1,193.71	8,041.00	55.33	
207-301-853.01	LEIN BILLING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
207-301-853.02	RADIO TOWER T1 LINE	4,500.00	4,500.00	3,175.16	353.72	1,324.84	70.56	
207-301-862.00	TRAVEL - CONFERENCES	3,000.00	3,000.00	640.35	0.00	2,359.65	21.35	
207-301-903.00	NOTICES	600.00	600.00	320.00	0.00	280.00	53.33	
207-301-912.00	INSURANCE - GENERAL	40,000.00	40,000.00	28,755.53	9,333.70	11,244.47	71.89	
207-301-913.00	WORKER'S COMP.	100,000.00	100,000.00	97,568.71	22,382.83	2,431.29	97.57	
207-301-914.00	HEALTH MGMT	22,000.00	22,000.00	21,927.70	584.96	72.30	99.67	
207-301-921.00	RAVINE TOWER SITE - ELECTRIC	0.00	3,000.00	2,445.24	343.63	554.76	81.51	
207-301-931.65	TOWER RENT - RAVINE ROAD	18,000.00	18,000.00	12,120.00	1,560.00	5,880.00	67.33	
207-301-933.00	MAINT. - RADIO	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00	
207-301-934.00	MAINT. - MACHINE	4,500.00	4,500.00	160.75	0.00	4,339.25	3.57	
207-301-939.00	MAINT. - VEHICLE	35,000.00	35,000.00	19,652.97	1,013.44	15,347.03	56.15	
207-301-945.00	RENTALS - EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
207-301-956.00	MISC. EXPENSE	1,000.00	1,000.00	0.00	(892.46)	1,000.00	0.00	
207-301-960.01	TUITION REIMBURSEMENT	5,000.00	5,000.00	3,500.00	0.00	1,500.00	70.00	
207-301-991.00	DEBT SERVICE - PRINCIPAL	0.00	1,500.00	1,057.05	117.45	442.95	70.47	
207-301-992.00	DEBT SERVICE - INTEREST	0.00	250.00	201.24	22.36	48.76	80.50	
207-301-999.00	INTERFUND TRANSFERS OUT	13,000.00	13,000.00	15,772.95	2,772.95	(2,772.95)	121.33	
Total Dept 301 - POLICE		4,836,615.00	4,917,824.00	3,541,919.47	348,286.89	1,375,904.53	72.02	
TOTAL EXPENDITURES		4,836,615.00	4,917,824.00	3,541,919.47	348,286.89	1,375,904.53	72.02	
Fund 207 - POLICE:								
TOTAL REVENUES		4,579,821.00	4,661,030.00	4,468,420.65	124,741.13	192,609.35	95.87	
TOTAL EXPENDITURES		4,836,615.00	4,917,824.00	3,541,919.47	348,286.89	1,375,904.53	72.02	
NET OF REVENUES & EXPENDITURES		(256,794.00)	(256,794.00)	926,501.18	(223,545.76)	(1,183,295.18)	360.80	

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 217 - LIVESCAN/SOR								
Revenues								
Dept 000 - REVENUES								
217-000-580.00	LIVESCAN REVENUE	25,000.00	25,000.00	5,500.00	0.00	19,500.00		22.00
217-000-580.01	SOR REVENUE	4,000.00	4,000.00	1,550.00	0.00	2,450.00		38.75
217-000-664.00	INTEREST EARNED	1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
Total Dept 000 - REVENUES		30,200.00	30,200.00	7,050.00	0.00	23,150.00		23.34
TOTAL REVENUES		30,200.00	30,200.00	7,050.00	0.00	23,150.00		23.34
Expenditures								
Dept 301 - POLICE								
217-301-956.00	LIVESCAN EXPENSE	20,000.00	20,000.00	10,260.39	2,249.25	9,739.61		51.30
217-301-956.01	SOR EXPENSE	3,000.00	3,000.00	870.00	0.00	2,130.00		29.00
Total Dept 301 - POLICE		23,000.00	23,000.00	11,130.39	2,249.25	11,869.61		48.39
TOTAL EXPENDITURES		23,000.00	23,000.00	11,130.39	2,249.25	11,869.61		48.39
Fund 217 - LIVESCAN/SOR:								
TOTAL REVENUES		30,200.00	30,200.00	7,050.00	0.00	23,150.00		23.34
TOTAL EXPENDITURES		23,000.00	23,000.00	11,130.39	2,249.25	11,869.61		48.39
NET OF REVENUES & EXPENDITURES		7,200.00	7,200.00	(4,080.39)	(2,249.25)	11,280.39		56.67

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	NORM	(ABNORM)	
Fund 219 - STREET LIGHTS								
Revenues								
Dept 000 - REVENUES								
219-000-412.00	DELINQUENT PERSONAL PROP TAX	50.00	50.00	41.70	39.61	8.30		83.40
219-000-637.00	C.T. REVENUE	253,444.00	253,444.00	260,567.39	(170.45)	(7,123.39)		102.81
219-000-664.00	INTEREST EARNED	5,000.00	5,000.00	4,694.61	269.66	305.39		93.89
Total Dept 000 - REVENUES		258,494.00	258,494.00	265,303.70	138.82	(6,809.70)		102.63
TOTAL REVENUES		258,494.00	258,494.00	265,303.70	138.82	(6,809.70)		102.63
Expenditures								
Dept 448 - STREET LIGHTS								
219-448-921.00	UTILITIES - ELECTRIC	245,000.00	245,000.00	164,197.02	20,481.03	80,802.98		67.02
219-448-934.00	MAINT. - MACHINE	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
Total Dept 448 - STREET LIGHTS		246,000.00	246,000.00	164,197.02	20,481.03	81,802.98		66.75
TOTAL EXPENDITURES		246,000.00	246,000.00	164,197.02	20,481.03	81,802.98		66.75
Fund 219 - STREET LIGHTS:								
TOTAL REVENUES		258,494.00	258,494.00	265,303.70	138.82	(6,809.70)		102.63
TOTAL EXPENDITURES		246,000.00	246,000.00	164,197.02	20,481.03	81,802.98		66.75
NET OF REVENUES & EXPENDITURES		12,494.00	12,494.00	101,106.68	(20,342.21)	(88,612.68)		809.24

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 226 - RUBBISH COLLECTION FUND								
Revenues								
Dept 000 - REVENUES								
226-000-664.00	INTEREST EARNED	5,000.00	5,000.00	2,941.30	98.09	2,058.70	58.83	
226-000-672.00	SPECIAL ASSESSMENTS	498,346.00	498,346.00	500,570.00	0.00	(2,224.00)	100.45	
Total Dept 000 - REVENUES		503,346.00	503,346.00	503,511.30	98.09	(165.30)	100.03	
TOTAL REVENUES		503,346.00	503,346.00	503,511.30	98.09	(165.30)	100.03	
Expenditures								
Dept 527 - RUBBISH COLLECTION/DISPOSAL								
226-527-811.00	SOLID WASTE	500,000.00	500,000.00	357,433.51	45,041.73	142,566.49	71.49	
Total Dept 527 - RUBBISH COLLECTION/DISPOSAL		500,000.00	500,000.00	357,433.51	45,041.73	142,566.49	71.49	
TOTAL EXPENDITURES		500,000.00	500,000.00	357,433.51	45,041.73	142,566.49	71.49	
Fund 226 - RUBBISH COLLECTION FUND:								
TOTAL REVENUES		503,346.00	503,346.00	503,511.30	98.09	(165.30)	100.03	
TOTAL EXPENDITURES		500,000.00	500,000.00	357,433.51	45,041.73	142,566.49	71.49	
NET OF REVENUES & EXPENDITURES		3,346.00	3,346.00	146,077.79	(44,943.64)	(142,731.79)	4,365.74	



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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 258 - DISASTER RESPONSE FUND								
Revenues								
Dept 000 - REVENUES								
258-000-574.00	STATE GRANTS	0.00	0.00	153,798.00	43,994.00	(153,798.00)		100.00
258-000-699.00	INTERFUND TRANSFERS IN	0.00	50,000.00	50,000.00	0.00	0.00		100.00
Total Dept 000 - REVENUES		0.00	50,000.00	203,798.00	43,994.00	(153,798.00)		407.60
TOTAL REVENUES		0.00	50,000.00	203,798.00	43,994.00	(153,798.00)		407.60
Expenditures								
Dept 425 - DISASTER RESPONSE								
258-425-702.00	WAGES -	0.00	0.00	46,460.55	1,466.41	(46,460.55)		100.00
258-425-703.00	OVERTIME	0.00	10,000.00	2,508.75	0.00	7,491.25		25.09
258-425-715.00	FICA	0.00	0.00	3,006.88	112.15	(3,006.88)		100.00
258-425-718.00	PENSION	0.00	0.00	272.01	0.00	(272.01)		100.00
258-425-727.00	OFFICE SUPPLIES	0.00	5,000.00	0.00	0.00	5,000.00		0.00
258-425-740.00	OPERATING SUPPLIES	0.00	25,000.00	20,628.42	11,069.14	4,371.58		82.51
258-425-747.00	SMALL TOOLS & EQUIPMENT	0.00	10,000.00	3,073.89	0.00	6,926.11		30.74
258-425-811.00	PURCHASED SERVICE	0.00	0.00	187.21	187.21	(187.21)		100.00
Total Dept 425 - DISASTER RESPONSE		0.00	50,000.00	76,137.71	12,834.91	(26,137.71)		152.28
TOTAL EXPENDITURES		0.00	50,000.00	76,137.71	12,834.91	(26,137.71)		152.28
Fund 258 - DISASTER RESPONSE FUND:								
TOTAL REVENUES		0.00	50,000.00	203,798.00	43,994.00	(153,798.00)		407.60
TOTAL EXPENDITURES		0.00	50,000.00	76,137.71	12,834.91	(26,137.71)		152.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	127,660.29	31,159.09	(127,660.29)		100.00

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)		MONTH 09/30/20 INCR (DECR)	NORM (ABNORM)	BALANCE		
Fund 265 - DRUG LAW ENFORCEMENT										
Revenues										
Dept 000 - REVENUES										
265-000-655.00	DRUG FORFEITURE	2,500.00	2,500.00	0.00		0.00		2,500.00		0.00
265-000-664.00	INTEREST EARNED	1,700.00	1,700.00	0.00		0.00		1,700.00		0.00
Total Dept 000 - REVENUES		4,200.00	4,200.00	0.00		0.00		4,200.00		0.00
TOTAL REVENUES		4,200.00	4,200.00	0.00		0.00		4,200.00		0.00
Expenditures										
Dept 333 - DRUG LAW ENFORCEMENT										
265-333-956.00	MISC. FORFEITURE EXPENSES	1,000.00	1,000.00	0.00		0.00		1,000.00		0.00
Total Dept 333 - DRUG LAW ENFORCEMENT		1,000.00	1,000.00	0.00		0.00		1,000.00		0.00
TOTAL EXPENDITURES		1,000.00	1,000.00	0.00		0.00		1,000.00		0.00
Fund 265 - DRUG LAW ENFORCEMENT:										
TOTAL REVENUES		4,200.00	4,200.00	0.00		0.00		4,200.00		0.00
TOTAL EXPENDITURES		1,000.00	1,000.00	0.00		0.00		1,000.00		0.00
NET OF REVENUES & EXPENDITURES		3,200.00	3,200.00	0.00		0.00		3,200.00		0.00

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 266 - LAW ENFORCEMENT TRAINING								
Revenues								
Dept 000 - REVENUES								
266-000-577.00	PA 302 FUNDS	5,500.00	5,500.00	2,154.90	0.00	3,345.10		39.18
266-000-580.00	CONTRIBUTIONS FROM LOCAL UNITS	0.00	0.00	0.00	(500.00)	0.00		0.00
266-000-675.00	PRIVATE CONTRIBUTIONS & DONATIONS	0.00	0.00	500.00	500.00	(500.00)		100.00
266-000-699.00	INTERFUND TRANSFERS IN	13,000.00	13,000.00	15,772.95	2,772.95	(2,772.95)		121.33
Total Dept 000 - REVENUES		18,500.00	18,500.00	18,427.85	2,772.95	72.15		99.61
TOTAL REVENUES		18,500.00	18,500.00	18,427.85	2,772.95	72.15		99.61
Expenditures								
Dept 320 - STATE TRAINING MONEY								
266-320-960.00	TUITION/TRAINING	24,355.00	24,355.00	6,754.29	2,034.99	17,600.71		27.73
Total Dept 320 - STATE TRAINING MONEY		24,355.00	24,355.00	6,754.29	2,034.99	17,600.71		27.73
TOTAL EXPENDITURES		24,355.00	24,355.00	6,754.29	2,034.99	17,600.71		27.73
Fund 266 - LAW ENFORCEMENT TRAINING:								
TOTAL REVENUES		18,500.00	18,500.00	18,427.85	2,772.95	72.15		99.61
TOTAL EXPENDITURES		24,355.00	24,355.00	6,754.29	2,034.99	17,600.71		27.73
NET OF REVENUES & EXPENDITURES		(5,855.00)	(5,855.00)	11,673.56	737.96	(17,528.56)		199.38

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	NORM	(ABNORM)	
Fund 267 - SWET								
Revenues								
Dept 000 - REVENUES								
267-000-574.00	STATE GRANTS	80,180.00	80,180.00	57,122.00	0.00	23,058.00		71.24
Total Dept 000 - REVENUES		80,180.00	80,180.00	57,122.00	0.00	23,058.00		71.24
TOTAL REVENUES		80,180.00	80,180.00	57,122.00	0.00	23,058.00		71.24
Expenditures								
Dept 301 - POLICE								
267-301-702.00	WAGES -	63,500.00	63,500.00	58,529.90	5,743.36	4,970.10		92.17
267-301-715.00	FICA	4,725.00	4,725.00	4,281.01	417.37	443.99		90.60
267-301-716.00	HEALTH INSURANCE	10,950.00	10,950.00	8,116.70	911.05	2,833.30		74.13
267-301-717.00	LIFE INS/STD/LTD	680.00	680.00	529.20	58.80	150.80		77.82
267-301-913.00	WORKER'S COMP.	175.00	175.00	123.29	12.32	51.71		70.45
Total Dept 301 - POLICE		80,030.00	80,030.00	71,580.10	7,142.90	8,449.90		89.44
TOTAL EXPENDITURES		80,030.00	80,030.00	71,580.10	7,142.90	8,449.90		89.44
Fund 267 - SWET:								
TOTAL REVENUES		80,180.00	80,180.00	57,122.00	0.00	23,058.00		71.24
TOTAL EXPENDITURES		80,030.00	80,030.00	71,580.10	7,142.90	8,449.90		89.44
NET OF REVENUES & EXPENDITURES		150.00	150.00	(14,458.10)	(7,142.90)	14,608.10		9,638.73

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 301 - ROAD DEBT SERVICE (VOTED BOND)								
Revenues								
Dept 000 - REVENUES								
301-000-403.00	OPERATING LEVY-C.T.	1,184,207.00	1,184,207.00	1,190,692.27	0.00	(6,485.27)		100.55
301-000-403.01	PMT IN LIEU OF TAX (PILOT)	5,000.00	5,000.00	4,995.80	0.00	4.20		99.92
301-000-412.00	DELINQUENT PERSONAL PROP TAX	1,000.00	1,000.00	1,317.05	766.68	(317.05)		131.71
301-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	65,000.00	65,000.00	72,713.58	0.00	(7,713.58)		111.87
301-000-664.00	INTEREST EARNED	2,000.00	2,000.00	3,638.58	30.83	(1,638.58)		181.93
Total Dept 000 - REVENUES		1,257,207.00	1,257,207.00	1,273,357.28	797.51	(16,150.28)		101.28
TOTAL REVENUES		1,257,207.00	1,257,207.00	1,273,357.28	797.51	(16,150.28)		101.28
Expenditures								
Dept 906 - ROAD IMPROVEMENT								
301-906-910.00	DEBT SERVICE - PRINCIPAL	950,000.00	950,000.00	950,000.00	0.00	0.00		100.00
301-906-915.00	DEBT SERVICE - INTEREST	182,500.00	182,500.00	182,500.00	86,500.00	0.00		100.00
301-906-996.00	PAYING AGENT/BANK FEES	550.00	550.00	500.00	0.00	50.00		90.91
Total Dept 906 - ROAD IMPROVEMENT		1,133,050.00	1,133,050.00	1,133,000.00	86,500.00	50.00		100.00
TOTAL EXPENDITURES		1,133,050.00	1,133,050.00	1,133,000.00	86,500.00	50.00		100.00
Fund 301 - ROAD DEBT SERVICE (VOTED BOND):								
TOTAL REVENUES		1,257,207.00	1,257,207.00	1,273,357.28	797.51	(16,150.28)		101.28
TOTAL EXPENDITURES		1,133,050.00	1,133,050.00	1,133,000.00	86,500.00	50.00		100.00
NET OF REVENUES & EXPENDITURES		124,157.00	124,157.00	140,357.28	(85,702.49)	(16,200.28)		113.05

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		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS								
Revenues								
Dept 000 - REVENUES								
402-000-664.00	INTEREST EARNED	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 000 - REVENUES		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
TOTAL REVENUES		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
Expenditures								
Dept 265 - MAINTENANCE								
402-265-975.00	BUILDING IMPROVEMENTS	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00	
Total Dept 265 - MAINTENANCE		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00	
TOTAL EXPENDITURES		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00	
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS:								
TOTAL REVENUES		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
TOTAL EXPENDITURES		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00	
NET OF REVENUES & EXPENDITURES		(149,000.00)	(149,000.00)	0.00	0.00	(149,000.00)	0.00	

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			NORM	(ABNORM)	
Fund 584 - GOLF COURSE								
Revenues								
Dept 000 - REVENUES								
584-000-607.00	LEASE FEES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00
584-000-699.00	INTERFUND TRANSFERS IN	10,000.00	10,000.00	10,000.00	0.00	0.00	100.00	0.00
Total Dept 000 - REVENUES		15,000.00	15,000.00	10,000.00	0.00	5,000.00	66.67	
TOTAL REVENUES		15,000.00	15,000.00	10,000.00	0.00	5,000.00	66.67	
Expenditures								
Dept 698 - GOLF COURSE								
584-698-814.00	PURCHASED MAINT. SERVICE	7,500.00	7,500.00	7,895.00	0.00	(395.00)	105.27	
584-698-970.00	CAPITAL IMPROVEMENT	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00	
584-698-983.00	NEW EQUIPMENT	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00	
Total Dept 698 - GOLF COURSE		15,000.00	15,000.00	7,895.00	0.00	7,105.00	52.63	
TOTAL EXPENDITURES		15,000.00	15,000.00	7,895.00	0.00	7,105.00	52.63	
Fund 584 - GOLF COURSE:								
TOTAL REVENUES		15,000.00	15,000.00	10,000.00	0.00	5,000.00	66.67	
TOTAL EXPENDITURES		15,000.00	15,000.00	7,895.00	0.00	7,105.00	52.63	
NET OF REVENUES & EXPENDITURES		0.00	0.00	2,105.00	0.00	(2,105.00)	100.00	

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 810 - POLICE CAPITAL IMPROVEMENT								
Revenues								
Dept 000 - REVENUES								
810-000-412.00	DELINQUENT PERSONAL PROP TAX	50.00	50.00	46.28	43.95	3.72	92.56	
810-000-664.00	INTEREST EARNED	10,000.00	10,000.00	10,001.75	595.86	(1.75)	100.02	
810-000-672.00	POLICE CAPITAL SPECIAL ASSESSM	280,727.00	280,727.00	284,043.61	(185.94)	(3,316.61)	101.18	
810-000-673.01	SALE OF POLICE ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	
Total Dept 000 - REVENUES		300,777.00	300,777.00	294,091.64	453.87	6,685.36	97.78	
TOTAL REVENUES		300,777.00	300,777.00	294,091.64	453.87	6,685.36	97.78	
Expenditures								
Dept 440 - CAPTIAL IMPROVEMENT								
810-440-983.00	NEW EQUIPMENT	346,000.00	336,000.00	227,096.75	11,768.99	108,903.25	67.59	
810-440-999.00	INTERFUND TRANSFERS OUT	0.00	10,000.00	10,000.00	10,000.00	0.00	100.00	
Total Dept 440 - CAPTIAL IMPROVEMENT		346,000.00	346,000.00	237,096.75	21,768.99	108,903.25	68.53	
TOTAL EXPENDITURES		346,000.00	346,000.00	237,096.75	21,768.99	108,903.25	68.53	
Fund 810 - POLICE CAPITAL IMPROVEMENT:								
TOTAL REVENUES		300,777.00	300,777.00	294,091.64	453.87	6,685.36	97.78	
TOTAL EXPENDITURES		346,000.00	346,000.00	237,096.75	21,768.99	108,903.25	68.53	
NET OF REVENUES & EXPENDITURES		(45,223.00)	(45,223.00)	56,994.89	(21,315.12)	(102,217.89)	126.03	



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		ORIGINAL BUDGET	2020 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 811 - FIRE CAPITAL IMPROVEMENT								
Revenues								
Dept 000 - REVENUES								
811-000-412.00	DELINQUENT PERSONAL PROP TAX	0.00	0.00	77.09	73.21	(77.09)	100.00	
811-000-664.00	INTEREST EARNED	20,000.00	20,000.00	28,384.52	1,868.90	(8,384.52)	141.92	
811-000-667.00	RENTAL INCOME	15,000.00	15,000.00	10,348.98	0.00	4,651.02	68.99	
811-000-672.00	FIRE CAPITAL SPECIAL ASSESSMEN	467,939.00	467,939.00	473,539.11	(309.90)	(5,600.11)	101.20	
Total Dept 000 - REVENUES		502,939.00	502,939.00	512,349.70	1,632.21	(9,410.70)	101.87	
TOTAL REVENUES		502,939.00	502,939.00	512,349.70	1,632.21	(9,410.70)	101.87	
Expenditures								
Dept 440 - CAPTIAL IMPROVEMENT								
811-440-827.00	FIRE CAP IMPR LEGAL FEES	500.00	500.00	0.00	0.00	500.00	0.00	
811-440-975.01	BUILDINGS - EASTWOOD STATION	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00	
811-440-983.00	FIRE EQUIPMENT	50,000.00	50,000.00	62,521.20	14,250.00	(12,521.20)	125.04	
811-440-983.04	ENGINE REPLACEMENT	185,000.00	185,000.00	0.00	0.00	185,000.00	0.00	
811-440-983.05	STAFF VEHICLES	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00	
811-440-983.06	STATION UPGRADES & EQUIP	60,000.00	60,000.00	48,985.00	0.00	11,015.00	81.64	
811-440-983.08	MAINT - 1219 WOODROW	500.00	500.00	320.77	0.00	179.23	64.15	
811-440-983.10	MAINT - 1220 NASSAU	500.00	500.00	281.22	0.00	218.78	56.24	
Total Dept 440 - CAPTIAL IMPROVEMENT		391,500.00	391,500.00	112,108.19	14,250.00	279,391.81	28.64	
TOTAL EXPENDITURES		391,500.00	391,500.00	112,108.19	14,250.00	279,391.81	28.64	
Fund 811 - FIRE CAPITAL IMPROVEMENT:								
TOTAL REVENUES		502,939.00	502,939.00	512,349.70	1,632.21	(9,410.70)	101.87	
TOTAL EXPENDITURES		391,500.00	391,500.00	112,108.19	14,250.00	279,391.81	28.64	
NET OF REVENUES & EXPENDITURES		111,439.00	111,439.00	400,241.51	(12,617.79)	(288,802.51)	359.16	

User: NDESAI

PERIOD ENDING 09/30/2020

DB: Kalamazoo Twp

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	2020		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	BALANCE NORM (ABNORM)			
Fund 812 - STREET IMPROVEMENT										
Revenues										
Dept 000 - REVENUES										
812-000-664.00	INTEREST EARNED	500.00	500.00	0.00		0.00		500.00		0.00
812-000-672.00	SPECIAL ASSESSMENTS	0.00	0.00	368.06		0.00		(368.06)		100.00
Total Dept 000 - REVENUES		<u>500.00</u>	<u>500.00</u>	<u>368.06</u>		<u>0.00</u>		<u>131.94</u>		<u>73.61</u>
TOTAL REVENUES		<u>500.00</u>	<u>500.00</u>	<u>368.06</u>		<u>0.00</u>		<u>131.94</u>		<u>73.61</u>
Fund 812 - STREET IMPROVEMENT:										
TOTAL REVENUES		500.00	500.00	368.06		0.00		131.94		73.61
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>500.00</u>	<u>500.00</u>	<u>368.06</u>		<u>0.00</u>		<u>131.94</u>		<u>73.61</u>

User: NDESAI

PERIOD ENDING 09/30/2020

DB: Kalamazoo Twp

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 871 - WATER IMPROVEMENT								
Revenues								
Dept 000 - REVENUES								
871-000-664.00	INTEREST EARNED	4,500.00	4,500.00	3,527.79	221.76	972.21		78.40
871-000-669.00	INTEREST ON SPEC. ASSESS.	0.00	0.00	65.20	0.00	(65.20)		100.00
871-000-672.00	SPECIAL ASSESSMENTS	0.00	0.00	1,838.94	0.00	(1,838.94)		100.00
871-000-677.00	WATER CONNECTION FEE	0.00	0.00	2,700.00	0.00	(2,700.00)		100.00
Total Dept 000 - REVENUES		4,500.00	4,500.00	8,131.93	221.76	(3,631.93)		180.71
TOTAL REVENUES		4,500.00	4,500.00	8,131.93	221.76	(3,631.93)		180.71
Expenditures								
Dept 441 - WATER IMPROVEMENT								
871-441-732.00	DUES/SUBS/PUBL	16,500.00	16,500.00	13,750.00	0.00	2,750.00		83.33
871-441-820.00	ENGINEERING FEES	500.00	500.00	697.00	0.00	(197.00)		139.40
Total Dept 441 - WATER IMPROVEMENT		17,000.00	17,000.00	14,447.00	0.00	2,553.00		84.98
TOTAL EXPENDITURES		17,000.00	17,000.00	14,447.00	0.00	2,553.00		84.98
Fund 871 - WATER IMPROVEMENT:								
TOTAL REVENUES		4,500.00	4,500.00	8,131.93	221.76	(3,631.93)		180.71
TOTAL EXPENDITURES		17,000.00	17,000.00	14,447.00	0.00	2,553.00		84.98
NET OF REVENUES & EXPENDITURES		(12,500.00)	(12,500.00)	(6,315.07)	221.76	(6,184.93)		50.52

User: NDESAI

PERIOD ENDING 09/30/2020

DB: Kalamazoo Twp

% Fiscal Year Completed: 74.86

GL NUMBER	DESCRIPTION	2020		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET	09/30/2020 NORM (ABNORM)	MONTH 09/30/20 INCR (DECR)	NORM BALANCE	(ABNORM)	
Fund 883 - SEWER IMPROVEMENT								
Revenues								
Dept 000 - REVENUES								
883-000-664.00	INTEREST EARNED	55,000.00	55,000.00	48,338.13	3,078.76	6,661.87		87.89
883-000-669.00	INTEREST ON SPEC. ASSESS.	0.00	0.00	530.76	253.58	(530.76)		100.00
883-000-672.00	SPECIAL ASSESSMENTS	0.00	0.00	22,899.26	14,825.91	(22,899.26)		100.00
883-000-679.00	CONNECTION FEES	0.00	0.00	7,500.00	0.00	(7,500.00)		100.00
Total Dept 000 - REVENUES		55,000.00	55,000.00	79,268.15	18,158.25	(24,268.15)		144.12
TOTAL REVENUES		55,000.00	55,000.00	79,268.15	18,158.25	(24,268.15)		144.12
Expenditures								
Dept 520 - SEWER IMPROVEMENT								
883-520-732.00	DUES/SUBS/PUBL	11,250.00	11,250.00	11,250.00	0.00	0.00		100.00
883-520-820.00	ENGINEERING FEES	54,500.00	54,500.00	16,305.20	3,236.65	38,194.80		29.92
883-520-827.00	LEGAL	100.00	100.00	0.00	0.00	100.00		0.00
883-520-921.00	UTILITIES - ELECTRIC	400.00	400.00	254.89	0.00	145.11		63.72
883-520-930.00	MAINTENANCE - SEWER	600.00	600.00	0.00	40.48	600.00		0.00
883-520-973.00	CONSTRUCTION COSTS	312,000.00	312,000.00	51,183.79	0.00	260,816.21		16.41
Total Dept 520 - SEWER IMPROVEMENT		378,850.00	378,850.00	78,993.88	3,277.13	299,856.12		20.85
TOTAL EXPENDITURES		378,850.00	378,850.00	78,993.88	3,277.13	299,856.12		20.85
Fund 883 - SEWER IMPROVEMENT:								
TOTAL REVENUES		55,000.00	55,000.00	79,268.15	18,158.25	(24,268.15)		144.12
TOTAL EXPENDITURES		378,850.00	378,850.00	78,993.88	3,277.13	299,856.12		20.85
NET OF REVENUES & EXPENDITURES		(323,850.00)	(323,850.00)	274.27	14,881.12	(324,124.27)		0.08
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		16,512,965.00	16,866,774.00	15,197,760.72	295,519.82	1,669,013.28		90.10
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		17,116,409.00	17,449,903.00	13,223,489.57	982,180.77	4,226,413.43		75.78
NET OF REVENUES & EXPENDITURES		(603,444.00)	(583,129.00)	1,974,271.15	(686,660.95)	(2,557,400.15)		338.57

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2  
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8

**Charter Township of Kalamazoo  
Minutes of a Planning Commission Meeting  
Held on September 3, 2020**

9  
10  
11  
12  
13  
14  
15

A regular meeting of the Kalamazoo Charter Township Planning Commission was conducted on September 3, 2020, commencing at 7:00 p.m., via Zoom remote teleconference pursuant to Michigan Governor's Order 2020-154 in light of the coronavirus outbreaks.

16  
17  
18

**Present were:**

19  
20  
21  
22  
23

William Chapman  
Denise Hartsough  
Christopher Mihelich  
Fred Nagler, Chairman  
Warren Cook

24  
25  
26  
27

**Absent was:**

28  
29

None.

30  
31  
32  
33

Also present were Township Planner Patrick Hudson, Township Manager Dexter Mitchell, Township Attorney Roxanne Seeber; and approximately 8 additional interested persons were present electronically.

34  
35  
36  
37

**Call to Order**

38  
39  
40  
41  
42  
43  
44

The Chairman called the meeting to order at 7:00 p.m. Due to Executive Orders issued by the Governor relating to the COVID-19 pandemic, this regular Planning Commission meeting was held electronically via Zoom and properly noticed so that any interested party could attend and participate.

45  
46  
47  
48

**Roll Call and Recognition of Visitors**

Nagler welcomed those in attendance.

**Approval of the Agenda for the September 3, 2020 Planning Commission Meeting**

The first item on the agenda was approval of the agenda for the September 3, 2020 regular Planning Commission meeting. The Commissioners received the revised meeting agenda in their packets.

Nagler asked Hudson if there were any additions to the agenda. Hudson said yes there was an additional request for a permit extension for 7300 East Main. Hudson asked if Nagler would like it to go under public comment or new business. Nagler suggested adding it as new business item Number 7C.

Mihelich had requested to add a discussion regarding home office accessory structures given that more people are working from home. Nagler suggested that they make that addition to the agenda as Item Number 7D.

Upon motion of Cook, supported by Chapman, and unanimous vote, the agenda was approved as amended.

**Approval of Meeting Minutes of the August 6, 2020 Planning Commission Meeting**

1  
2 The next item on the agenda was approval of the August 6, 2020 regular Planning Commission meeting  
3 minutes. Copies of the draft meeting minutes were provided to the Commissioners in their agenda  
4 packets.

5  
6 Several Commissioners recommended revisions to the proposed August 6, 2020 regular Planning  
7 Commission meeting minutes. Seeber hand wrote the changes onto the draft minutes.

8  
9 Upon motion of Cook, supported by Mihelich, and unanimous vote, the minutes of the August 6, 2020  
10 regular Planning Commission meeting were approved as revised. Seeber signed the minutes on behalf of  
11 Mihelich and indicated that she would email the approved minutes to Hudson.

12  
13 **Scheduled Reviews—gravel mines and concrete crushing**

14  
15 *None.*

16  
17 **Public Hearings**

18  
19 *None.*

20  
21 **New Business**

22  
23 **7a. 2527 N. Westnedge Ave. – Gernaat Greenhouse – site plan SUP expansion**

24  
25 The first item of new business was the request of Phil Gernaat & Sons, Inc., at 2527 N. Westnedge Avenue  
26 (Parcel No. 06-09-235-070). Hudson noted that this went before the Zoning Board of Appeals last month.  
27 The parcel is zoned as R-2 Single & Two-family Residential with a Pre-existing Nonconforming Use. Hudson  
28 read from his report that Gernaat’s is a long-standing greenhouse occupying 6.62 acres. The applicant  
29 wishes to add a truck dock and a 50’ x 80’ pole building. Lot coverage would have increased to 65.4%,  
30 however, on July 15, 2020, the ZBA granted setback variances from the R-2 zoning district regulations  
31 contingent upon Gernaat’s combining at least one of the five adjacent parcels Gernaat’s own so that the  
32 maximum lot coverage will not exceed 25%. They have chosen to combine all five parcels. The existing  
33 buildings cover approximately 184,600 square feet (64% lot coverage). These include a small office  
34 building and two greenhouse structures of c. 64,000 sq.ft. and c. 120,000 sq.ft. The office is about 70 feet  
35 from the street right-of-way line. The greenhouses are setback c. 150’ and c. 180’ from r-o-w and are c.  
36 10 from the north lot line and c. 15 feet from the south lot line. These buildings are 500’ from the rear lot  
37 line. Hudson noted that the land to the south is in common ownership with this parcel. The property to  
38 north is zoned C-1 Local Commercial and is occupied by a large greenhouse complex. The properties to  
39 the south are zoned R-2 and are vacant. There are four parcels totaling 5.4 acres owned by the applicant  
40 (Phil Gernaat. These abut the US-131 Business Loop and are tree-covered. The properties across N.  
41 Westnedge to the east are zoned C-1 and are occupied by a greenhouse, a nonconforming dwelling and a  
42 business.

43  
44 Hudson mentioned that he was not able to calculate the parking lot requirements. Also, received a letter  
45 from the Kalamazoo County Drain Commissioner regarding the storm water run-off. He read from the  
46 letter that the “Commissioner’s office has reviewed the site plan for the Gernaat Greenhouse loading dock  
47 improvement. This site drains to an undeveloped area to the south that the greenhouse owns, and makes

1 its way to the West Street Drain which is under Drain office control. This drain was recently cleaned out.  
2 The Drain Commissioner's office hereby approves of the proposed design and drainage plan."  
3  
4 Hudson added that the plan did not provide landscaping, especially along the road. The plan also did not  
5 show individual parking spots. Also, Hudson did not receive anything from the Road Commission.  
6  
7 Hudson noted that he cannot recommend approval of this site plan. He said that the Planning Commission  
8 should consider the parking lot requirements, the driveway access, the possible need for sidewalks, and  
9 additional landscaping.  
10  
11 Phil Gernaat spoke that they have no more than 25 employees and it is a wholesale facility, so only semi-  
12 trucks will be in and out of there. He also noted that they are not changing the driveway. He stated that  
13 he dropped off a landscaping plan and a photometric map at the Township Hall for Hudson.  
14  
15 Hudson then found the plans and noted that the Southern half of the property is tree-covered. The plan  
16 did show eight trees within 100 feet of the road, but nothing about any shrubs or anything directly in front  
17 of the facility. Hudson also added that a lighting plan was delivered to the township.  
18  
19 Nagler asked Gernaat to speak. Gernaat spoke that they are wanting to put nice shrubs along the roadway  
20 and about a 15 foot grass area to spruce up the area.  
21  
22 Hudson then added that the revised plan did show the parking spaces. Hartsough noted that she did not  
23 believe that the Commission received that revised plan. Gernaat mentioned that he had delivered hard  
24 copies to Township Hall, but did not send a digital copy.  
25  
26 Mihelich mentioned that he did receive a plan that did show the parking spaces, but that the plan was  
27 extremely tiny. Hartsough had a copy of that too, but she could not see the landscaping, only the "grass"  
28 area.  
29  
30 Gernaat noted again that they have not had more than 25 employees and that there is no retail area.  
31 Mihelich had counted 41 parking spots. Manager Mitchell noted that the parking seems very sufficient to  
32 Hudson.  
33  
34 Mihelich asked if the sign is existing or new. Gernaat answered that it is existing.  
35  
36 Chapman asked if the sidewalks would be necessary. Nagler said that there are sidewalks on the other  
37 side of the road.  
38  
39 Cook mentioned that he visited the site and noticed that there is some excavation already happening at  
40 the site, probably to remove some of the muck and to put down a base. Gernaat said yes and that there  
41 is about 3 feet of muck.  
42  
43 Mihelich asked if there needs to be any screening around that construction site, so no one would fall into  
44 a hole. Gernaat said there is no actual hole, it is all just banked dirt.  
45  
46 Cook asked Hudson about the landscaping obligation and where he thought some of the shrubs could  
47 even go to be out of the way of semi-trucks. Cook also asked about the gravel entrance to the loading  
48 dock.

1  
2 Gernaat answered that yes, the existing gravel drive would be the entrance.  
3  
4 Hudson responded to Cook to that there is a 15 foot area between North Westnedge and the parking area  
5 that could be planted that is unlabeled on the site plan.  
6  
7 Gernaat identified this area as that which they intend to plant. Also, they are planning on putting  
8 shrubbery down the whole Northside of the building.  
9  
10 In response to Cook's concern that the planting would eliminate one of the parking spaces, Hudson stated  
11 that the loss of a parking space was okay because they have more parking than they need on the site  
12  
13 Gernaat responded that it is just going to be a little area, about 3 feet from the barn and then parking will  
14 be right up to the shrubbery.  
15  
16 Cook said that with those revisions there is not much else to look for.  
17  
18 Nagler asked if Hudson if he would be ok with administratively approving the landscaping. Hudson said he  
19 would be.  
20  
21 Mihelich said he would like to see that green space. Gernaat confirmed that there will be green space.  
22  
23 Hartsough asked about the sidewalk and if it was necessary. Nagler said that with the sidewalk on the  
24 other side of the road, that should be adequate. Cook said that sounds practical. Hartsough said she  
25 doesn't see many people walking to the business loop either. Mihelich added that he could see adding a  
26 sidewalk if it was going to be retail sales floor too, not just wholesale, but that's not the case and there is  
27 the sidewalk across the street.  
28  
29 Mitchell added that the Township wants walkability and wants sidewalks on all new construction, even  
30 with the one across the street. He believes they have done that with others, such as with KalSec.  
31  
32 Hartsough said it could be added to the conditions then.  
33  
34 Hartsough moved approval of the site plan for 2527 N. Westnedge Avenue with the condition that  
35 landscaping be added with Hudson's administrative approval and a sidewalk along N. Westnedge be  
36 installed across the entire combined lot. Cook seconded the motion and it was unanimously approved.  
37  
38 Nagler asked Gernaat if there would be room for a sidewalk across the entire lot. Gernaat responded yes,  
39 but there would be power poles they would need to move around.  
40  
41 Mihelich asked Gernaat if any employees walk or ride their bike to work. Gernaat answered no.  
42  
43 Mihelich asked for the walkability sidewalk ordinance. Hudson noted that it was in Article 2, Section 2.18.  
44  
45 **7b. 2101 N. Pitcher Street – Consumers Energy – site plan – new substation**  
46  
47 The next item of new business was the request of Consumers Energy Co. (applicant) at 2101 N. Pitcher  
48 Street (Parcel No. 06-10-205-030). The property is owned by Spur Development LLC. The property is



1 zoned I-2 as are all of the properties on the north, south, west and east sides. These properties are  
2 either vacant or occupied by heavy industrial uses. The properties to the south are in the City of  
3 Kalamazoo, but are in common ownership with this site. The applicant requested to erect two 138 kV  
4 facilities on a vacant site to create a new substation in order to serve an expansion of industrial uses  
5 nearby. The proposed improvement would be the addition of two 21' x 31' control buildings and related  
6 circuit structures. The proposed location is conforming to setbacks.

7  
8 Hudson mentioned that no drainage plan was provided, however minimal increase in impervious surface  
9 area is planned.

10  
11 Hudson noted that the Planning Commission should discuss the need for the required roadside  
12 vegetation.

13  
14 Rusty Miller, VP and Mill Manager from Graphic Packaging, spoke. This site will be the substation for the  
15 new mill they are building. The lack of landscaping resembles what they have down the rest of N. Pitcher  
16 and he has safety concerns about landscaping close to the substation. They would like a clear view of  
17 the substation.

18  
19 Courtney Claim, from Consumers Energy Co., spoke. She said she was there to answer questions  
20 regarding the site plan.

21  
22 Chapman asked about the old fencing around the property and its placement. Hudson said it is around  
23 the perimeter but does not encompass the full site. Hudson said they asked for 6-foot fencing. Chapman  
24 inquired where the fencing would be and if it would be just around the substation. Hudson answered  
25 that it would be more than that since it is meant to keep people away from the electrical components.

26  
27 Wendy Churette, designer for the substation, spoke. She said there will be a 7 foot fence with barb wire  
28 and appropriate signage will enclose the substation and its components.

29  
30 Manager Mitchell spoke that the township would be ok without having the required landscaping t. It is a  
31 safety reason and common to not have landscaping based on other substations he has looked at.

32  
33 Churette spoke that if they do need to do landscaping, normally they try to keep the landscaping offset  
34 from the fence to also keep animals away.

35  
36 Hartsough asked about the sidewalks. Nagler said this would be a good area for sidewalks.

37  
38 Nagler asked about the status update about abandoning that right of-way of the road based on previous  
39 discussions. Miller said that it is still being pursued with the county and is an active project. He also  
40 mentioned that a sidewalk would be a sidewalk to nowhere since there is none in the area.

41  
42 Supervisor Don Martin spoke. He said that Graphic Packaging owns both sides of the road. He also said  
43 that he has been working with Miller and the road commission regarding the driveway situation. Martin  
44 shared his opinion that there is no reason for sidewalks there because it is Graphic Packaging's property  
45 on both sides of the road and it will be a sidewalk to nowhere.

1 Mihelich read aloud from the Section 2.18 Sidewalks Ordinance, subsection A. Requirements, "Sidewalks  
2 shall be required in conjunction with all new residential and commercial development." He noted that it  
3 does not say anything about industrial zones.

4  
5 Hartsough asked about the employees parking and if they will need a way to walk to the building. Miller  
6 said that for the new mill, there will also be a new parking lot adjacent of the paper mill to the North.  
7 Cook noted that the lot will be South of the substation.

8  
9 Cook moved approval of the site plan for 2101 N. Pitcher Street. Mihelich seconded. Unanimous  
10 approval.

11  
12 **7c. Pure Roots LLC (Amended Agenda Item)**

13  
14 Reni George, Vice President of Government Affairs for Pure Roots spoke. George said that he emailed a  
15 letter to Hudson on September 3, 2020. George said that Pure Roots LLC is requesting a one-year  
16 extension on the conditional approval for a MMFLA Dispensary located at 3700 East Main Street. Pure  
17 Roots LLC was granted a conditional approval, by the planning commission, on October 5th, 2019.

18  
19 Initially Pure Roots planned to be built, locally licensed, state-licensed and operational by September.  
20 However, Covid-19 has caused significant delays and continues to interrupt their implementation plan.

21  
22 Cook asked if there is a revised end date. Nagler clarified that they are asking for a one-year extension.

23  
24 Mihelich asked if they had required sidewalks for that parcel. Hudson said that he believed that the parcel  
25 had existing sidewalks, but that he did not have the site plan. George shared his screen to show the site  
26 plan. It did show a sidewalk.

27  
28 Hartsough moved to approve the one-year extension for the conditional approval for a MMFLA Dispensary  
29 for 3700 East Main Street. Cook seconded. Unanimous approval.

30  
31 Chapman asked if there was any additional cost owed to the Township. Hudson answered no.

32  
33 Mihelich asked if any updated bond paperwork would be required. Hudson said that Mitchell had been  
34 taking care of that and then asked Mitchell if they were up to date. Mitchell answered that he believed so  
35 and the State has been working to extend some of those requirements.

36  
37 **7d. Mihelich Matter (Amended Agenda Item)**

38  
39 Mihelich introduced the agenda item. He mentioned that he sent an article to the Commissioners  
40 regarding an accessory dwelling unit concept that does not fit with the current Zoning Ordinance. He was  
41 supportive of using a shed as a back-yard home office space. Mihelich said he believes that currently  
42 permitted home occupations and home-based businesses definitions and requirements do not appear to  
43 accommodate this concept. Plus some of the rules would not apply, such as signage. He asked if this would  
44 be allowed or not.

45  
46 Nagler mentioned that he thought Mihelich sent Zoning Ordinance language that says they do not allow  
47 it. Mihelich said the language says home business or home occupation, nothing about home office space.  
48 Seeber forwarded the home occupation and home business definitions to Mihelich and Hudson.

1  
2 Nagler asked Mitchell and Seeber if that is something the Commission can interpret and allow. Seeber  
3 said that interpretation of the Zoning Ordinance is up to the Zoning Board of Appeals, not the Planning  
4 Commission. She added that some of the issues they could run into would be the difference in  
5 construction standards for one occupying and being inside of the accessory building versus being in a  
6 house. She suggested talking with Mike Alwine from KABA for his input.

7  
8 Mihelich added that he believed these structures were prebuilt, fully insulated, and costing \$10,000 to  
9 \$16,000. They appeared to be drop-in units that the owner would add electricity to.

10  
11 Hudson added that it seems like it would be allowed as a home business once it had site plan review from  
12 the Planning Commission. It would not be a home occupation.

13  
14 Mihelich said that the required signage for a home business would not make sense for a home office. He  
15 suggested adding a clarification under home occupation for home offices or work-from-home offices.  
16 Mihelich also added that he shared the article in the Westwood Facebook group and received positive  
17 feedback in response. He believed 64 people were for it, with 28 comments about how it should be done,  
18 and a number of people interested in it.

19  
20 Hudson said the problem would be when people say they just want to have their home office there, but  
21 instead are running a company, such as construction or landscaping, out of it and want to store their  
22 equipment in the yard. Nagler added that he thought the equipment was already regulated. Hudson said  
23 yes, in residential areas only one piece of equipment would be allowed in the yard, but there is currently  
24 a situation like that in the Township.

25  
26 Mihelich said he could work with Hudson to create some verbiage and talk about some of the situations  
27 that could arise. Hudson said that would work.

28  
29 **Old Business**

30  
31 **8a. Solar panel text amendment – 2<sup>nd</sup> draft**

32  
33 There was a draft to discuss.

34  
35 Hudson started by mentioning that he forwarded a suggestion from Trustee Steve Leuty. He also added  
36 that the Commission should review the definitions in Article 1, "Accessory Buildings" in Article 2, and  
37 "Wind and Solar" in Article 8.02 to make sure they mesh. Hudson said he sent copies of each of those.

38  
39 Hartsough asked if the proposed changes are highlighted in yellow. Hudson said yes and also it is to make  
40 sure that the Commission wants it worded that way.

41  
42 Hudson said in Article 2.03 "Detached Accessory Structures" he highlighted "structures" because he is  
43 unsure if that is the word they should use. Also, in the table, he believes it should be the height of the  
44 accessory structure, not the principal structure. He also added that it should say "required front yard",  
45 not just "front yard", because some houses are set back farther than what is required.

1 Mihelich suggested sending an applicant to the Zoning Board of Appeals if they do have a larger front  
2 yard. Nagler agreed with that. Mitchell said that the request could be put in for parcels that are two acres  
3 or larger.  
4

5 Nagler commented that the table is for two acres or larger. He also mentioned that there is a bit of  
6 conflict in the ordinance. In the bottom box it states over two acres is an 18 foot maximum height, but  
7 then above it said 25 foot maximum height. Hudson said that should read one to two acres, instead of  
8 over two acres.  
9

10 Hartsough asked Hudson for clarification on solar panel placement and the required front yard setbacks.  
11 She asked if a resident could put solar panels in between the house and the required setback if the house  
12 sits farther back. Hudson said he is not saying that at all. He said that is for accessory structures and it's a  
13 separate question for the solar panels.  
14

15 Mihelich and Mitchell both mentioned examples of houses that sit farther back.  
16

17 Hartsough asked what the Commission has to figure out now. Cook said the issue is that one deals with  
18 accessory structures and the other deals with solar setbacks.  
19

20 Nagler asked Hudson what he thought in general would make sense in regards to solar panel placement  
21 in the front yard but having them be outside of the required setbacks. Hudson said he agreed with that  
22 statement.  
23

24 Then Hudson said in reference to D, for all of the items listed there they would not count them as  
25 accessory structures. That way it would include the solar panels. Nagler mentioned that was what they  
26 originally proposed, but it got sent back.  
27

28 Then looking at number 5, Hudson would suggest crossing off the word "front" and saying "required front  
29 yard", just as how pools have to be 35 feet back from the street right of way instead of 25 feet.  
30

31 Hudson said he had some notes in the solar energy specifically in the bottom of D regarding the ground  
32 covering. Commission found a typo in that section and it should say "shall not count", instead of "shall  
33 count". Nagler mentioned that in previous conversations they were going to measure the ground covering  
34 based on position of use. The section in reference was in D2 and E1.  
35

36 Hudson said there is a question regarding Section D and if solar panels will be considered accessory  
37 structures or not. Nagler thought they wanted to consider the panels as accessory structures so they could  
38 be regulated as such, but they did not want them counted against the number of accessory structures.  
39 Seeber said that she thinks that they just need to add an extension to that section saying something to  
40 the effect of such structures shall not be counted as accessory buildings when counting the number of  
41 accessory buildings.  
42

43 Mihelich added that they still cap at the kilowatt output and lot size coverage. Nagler agreed with that.  
44 Hudson asked if they wanted to change that section to 20 kilowatts or higher. Cook said that he would  
45 need to do some research on that. Mihelich added that he thinks based on his research from a year ago,  
46 that the goal was to fall in line with Consumers' Energy net use meters and that's why it was 20 kilowatts.  
47 Seeber mentioned that it has already been changed to 20 kilowatts or less. Hartsough asked why that  
48 cannot that be included in the definition in Section 8 .02 TT 2C. Hudson liked the idea of that.

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Nagler asked what if a resident wanted to go over the 20 kilowatts for some reason. Mihelich said that they would need a second meter. Mitchell asked if that number could be flexible in the future or would they have to revamp the ordinance. Mihelich said yes. Hartsough asked why they have to distinguish the kilowatt number. Hudson said that the Township wouldn't want someone setting up a power utility facility in their back yard.

Mihelich said to Mitchell that he would prefer to wait on approving a larger kilowatt number because if the density of the panels increases, then the board would have to investigate other factors too, such as lot coverage. Nagler said if that was the case, then they would start to see smaller panels then.

There was more discussion on the kilowatts, however it was decided to leave it the way it is.

Hudson asked if the Commission would like to hold the ordinance for another amendment or hold a public hearing for it. Seeber said they should make sure the ordinance is completely ready before moving forward. She indicated that the Township Board had passed Ordinance 612 related to solar but that it had not yet been incorporated into the ordinance chapter. She stated that she would have 612 incorporated into Article 8 and then email it to Patrick Hudson for distribution to the members, so that everyone would know what the text looked like now. Nagler indicated that he would appreciate that.

The ordinance will be reviewed again next meeting and a date will be set for public hearing.

**8b. Master Plan – 5-Year Mandatory Update- Work Session**

Hudson mentioned that they need to start to get public input. Mihelich mentioned that at first he was against having the public hearing completely digital, but now it is looking like that is the only way to do it. He mentioned that there are ways to do it via Facebook through groups and ads.

**Open Discussion – Members of the Audience**

None.

**Report of the Township Board Representative**

Cook gave an update on the most recent Township Board happenings, including the Fireworks Ordinance and Cable Franchise agreement.

Manager Mitchell added that the Cable Franchise agreement doesn't have anything to do with the bill rates; it had to do with the audit.

**Report of the Township ZBA Representative**

Nagler said that there was not an August ZBA meeting.

**Comments from Planning Commission Members**

Hartsough asked if it was true that there was a Zoning Enforcement Officer. Manager Mitchell said yes.

1 Hartsough added that she listened to the most recent Westwood Community meeting and noted there  
2 were some complaints on a Grand Prairie situation. Mitchell said that the situation has been taken care  
3 of.

4  
5 Chapman thanked Cook for his work on the Americans with Disabilities Act proclamation. Cook thanked  
6 Manager Mitchell for finding the language for the ordinance.

7  
8 Mihelich mentioned again the outreach on Facebook.

9  
10 Cook commented on Hudson's report for the 2101 N. Pitcher Street and the essential services section.

11  
12 **Report of the Planner/Zoning Administrator**


13  
14 Hudson mentioned that there will be a meeting next month.

15  
16 **Report of the Township Attorney**

17  
18 No report from Attorney Seeber.

19  
20 **Adjournment**

21  
22 There being no further business to come before the Planning Commission, the September 3, 2020 regular  
23 Planning Commission meeting was adjourned at 8:30PM.

24  
25   
26  
27 Christopher Mihelich, Secretary

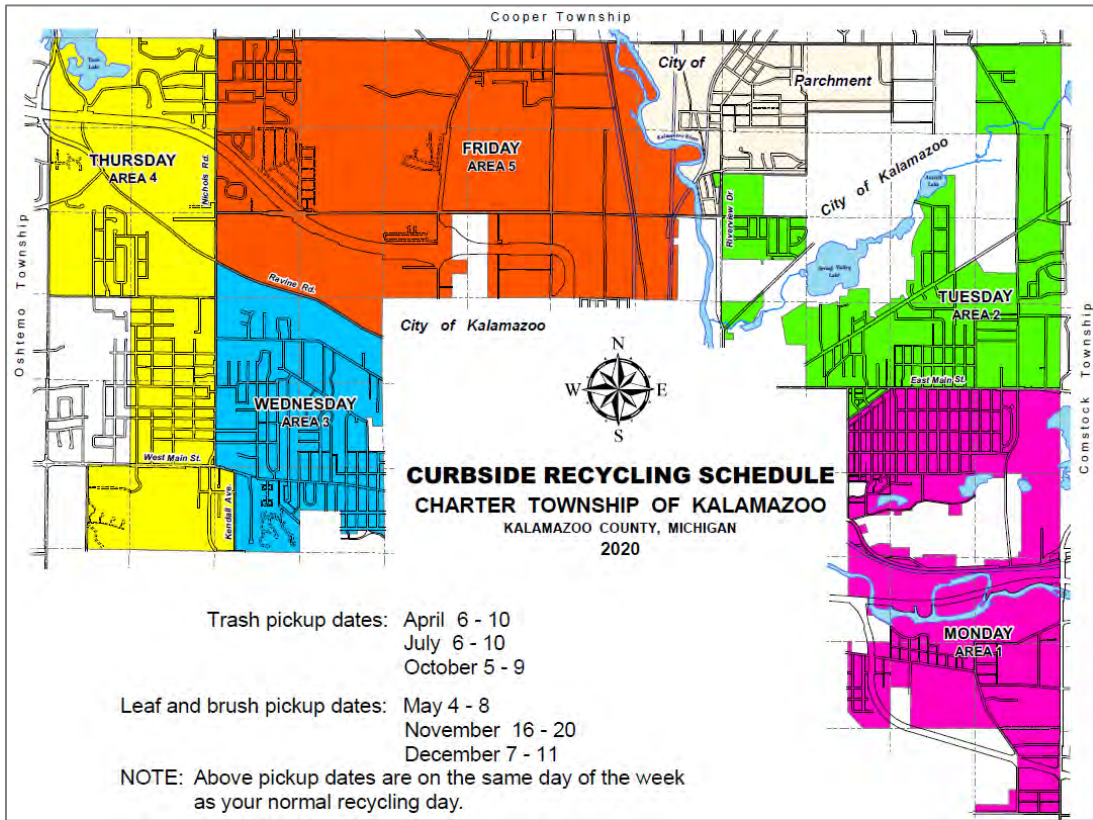
28  
29  
30 **SYNOPSIS OF ACTIONS**

31  
32 The Kalamazoo Township Planning Commission undertook the following actions at the September  
33 3, 2020 regular Planning Commission meeting:

- 34  
35 • Approved the special use expansion and site plan with conditions for 2527 N. Westnedge Ave. –  
36 Gernaat Greenhouse.  
37 • Approved the site plan for 2101 N. Pitcher Street – Consumers Energy's new substation.  
38 • Approved the one-year extension for the conditional approval for a MMFLA Dispensary for 3700  
39 East Main Street.  
40

# Household participation in Kalamazoo Township's seasonal bulk trash collections (10/13/20 update)

## Collection Areas



## Household participation (the October 2020 bulk trash collection is highlighted in yellow)

Collection day	Household participation (%)			Collection month & year
	Spring	Summer	Fall	
<b>Monday</b>				
<b>Lakewood</b>		12/5% 20%	<b>9%</b>	<b>October 2020</b> July/August 2020 July 2019 October 2014 October 2003
<b>Eastwood (south of E. Main St.)</b>	14%	29%/3% 20%	<b>13%</b>	<b>October 2020</b> July 2020/August 2020 July 2019 April 2016 October 2014 July 2003 October 2003
<b>Tuesday</b>				
<b>Eastwood (north of E. Main St.)</b>	14%	26%/5% 14%	<b>15%</b>	<b>October 2020</b> July/August 2020 July 2019 April 2016 October 2014 July 2003
		21%	4%	

<b>Wednesday</b> <b>Westwood (east of Nichols Rd.)</b>	20%  14%	41%/8%  17%  20%	<b>14%</b>  8%	<b>October 2020</b> July/August 2020 April 2019 July 2019 October 2014 April 2003 July 2003
<b>Thursday</b> <b>Westwood (west of Nichols Rd.)</b>	18%  15%  14%	36%/5%  13%  20%	<b>11%</b>  8%  20%	<b>October 2020</b> July/August 2020 April 2019 July 2019 April 2016 October 2014 April 2003 July 2003 October 2003
<b>Friday</b> <b>Valleywood subdivision</b>  <b>Northwood</b>	    23%	32%/10%  20%/1%  12%	<b>17%</b>  3%  <b>13%</b>  10% 16%	<b>October 2020</b> July/August 2020 October 2003  <b>October 2020</b> July/August 2020 April 2019 July 2019 October 2014 October 2003
<b>Township overall</b>				
		31%/5% 19%  ~16%	<b>13%</b>  8% 17%	<b>October 2020 (257 of 1955 units)</b> July (681 of 2230 units)/August 2020 July 2019 April 2019 October 2014 (88 of 1113 units) October 2003





September 30, 2020

Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, MI 49004

RE: Kalamazoo River Valley Trail, Parcel ID: none

Dear Charter Township of Kalamazoo:

The purpose of this letter is to notify you that Boroughs Corporation (Boroughs) at 3002 N. Burdick Street is preparing to apply for a Groundwater Use Restriction Zone (Restricted Zone) under Article IIIB of the Kalamazoo County Sanitary Code, for an area that includes your property at the above-referenced address. The reason for the Restricted Zone is to prevent the use of groundwater wells and the water supplies from such wells for human consumption or other purposes that may constitute a public health risk.

Your drinking/tap water in the proposed Restricted Zone is not affected by this notice because drinking water is provided through the municipal drinking water supply system. This notice specifically applies to groundwater within the proposed Restricted Zone because it may contain vinyl chloride at concentrations above Part 201 generic residential drinking water criteria developed by the Michigan Department of Environmental, Great Lakes, and Energy (EGLE). Vinyl chloride is the only groundwater contaminant of concern at the Boroughs Facility.

**A public meeting with the Kalamazoo County Board of Commissioners will be held at 5:00 P.M. October 20, 2020 for comment on this request.**

The property owned by Boroughs at 3002 N. Burdick Street is the source of the groundwater contamination. Boroughs has conducted environmental investigations and remedial actions at the Facility since the mid-1980s. This work included the installation of an extensive monitoring well network and long-term groundwater monitoring.

The Michigan Department of Environmental, Great Lakes, and Energy has approved use of Kalamazoo County's Restricted Zone ordinance to prevent future groundwater use. Kalamazoo County has approved the preliminary request to establish this Groundwater Use Restricted Zone to prevent ingestion of contaminated groundwater. The area with the affected groundwater,



3002 N. BURDICK ST. • KALAMAZOO, MI 49004-3483 • 800-748-0227 • 269-342-0161 • FAX 269-342-4161  
[www.boroughs.com](http://www.boroughs.com)



referred to as a “plume”, has migrated past Borroughs property boundaries to the southeast beneath the adjoining railroad parcel, the North Pitcher Street right-of-way and Parcel No. 06-03-460-010. The proposed Restricted Zone encompasses any possible offsite migration extent of the Borroughs vinyl chloride plume. The proposed Restricted Zone will prevent the use of groundwater for drinking water purposes from the Borroughs property southeast to the Kalamazoo River. The extent of potential groundwater contamination associated with the Borroughs site and the proposed Restricted Zone boundary are shown on the enclosed map.

Within the proposed Restricted Zone, the use or installation of water wells will be prohibited to prevent the ingestion of local groundwater. In addition, any old water wells in the proposed Restricted Zone will be identified and properly plugged at no cost to the owners or occupants of the properties. Our consultant, Fleis & VandenBrink, has performed a well survey to locate wells within the proposed Restricted Zone. No wells were identified within the Restricted Zone. However, if you disagree with this conclusion, please let us know.

If you have questions about this notice or the well survey, please contact Mr. Tim Tyler using the contact information below. Contact information for EGLE and Kalamazoo County Health Department are also provided below.

If you have any questions or comments, please do not hesitate to contact me. Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Tim Tyler".

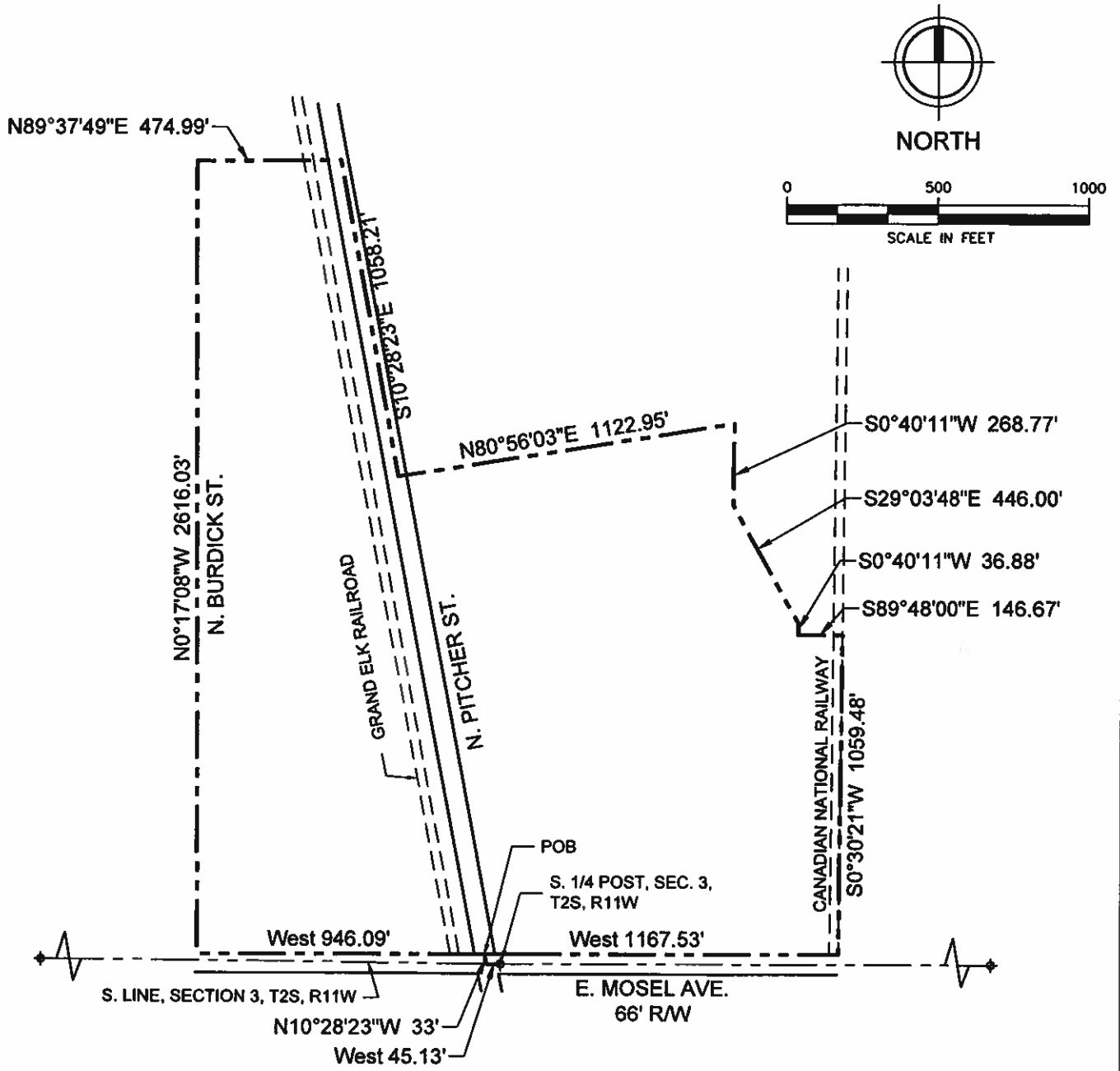
Mr. Tim Tyler  
Borroughs Corporation  
3002 N. Burdick St.  
Kalamazoo, MI 49004  
(800) 748-0227

Enclosure: Figure 1 – Proposed Restricted Zone

**For more information, please contact:**

Mr. David Heywood District Supervisor Michigan Department of Environmental, Great Lakes, and Energy Remediation Division 7953 Adobe Road Kalamazoo, MI 49009 Phone: 269.547.0604	Mr. Vern Johnson Environmental Health Director Kalamazoo Co. Health & Community Services Environmental Health Division 311 E. Alcott Street Kalamazoo, MI 49001 269.373.5356
--	--

### SKETCH OF SURVEY



SEE PAGE 2 FOR LEGAL DESCRIPTION

F&V PROJECT NO.  
829840

  
**FLEIS&VANDENBRINK**  
 DESIGN. BUILD. OPERATE.

**PROPOSED GROUNDWATER RESTRICTED USE ZONE**  
 SECTION 3, T2S, R11W  
 KALAMAZOO COUNTY, MICHIGAN

4798 Campus Drive  
 Kalamazoo, MI 49008  
 P: 269.385.0011  
 F: 269.382.6972

**BORROUGHS CORPORATION**  
 3002 N. BURDICK ST., KALAMAZOO, MI

**LEGAL DESCRIPTION:**

A PARCEL OF LAND SITUATED IN THE SOUTH HALF OF SECTION 3, TOWN 2 SOUTH, RANGE 11 WEST, KALAMAZOO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER POST OF SECTION 3, TOWN 2 SOUTH, RANGE 11 WEST, KALAMAZOO COUNTY, MICHIGAN; THENCE WEST ON THE SOUTH LINE OF SAID SECTION 45.13 FEET, MORE OR LESS TO A POINT IN THE CENTER LINE OF PITCHER STREET (BEING DESCRIBED IN LIBER NUMBER 1891, PAGE 445); THENCE NORTH 10 DEGREES 28 MINUTES 23 SECONDS WEST (BEING THE BEARING DESCRIBED IN SAID LIBER NUMBER AND PAGE, AND ALSO BEING RECORDED AS NORTH 10 DEGREES 39 MINUTES WEST) 33 FEET, MORE OR LESS, TO THE NORTH RIGHT-OF-WAY LINE OF MOSEL AVENUE AND THE POINT OF BEGINNING; THENCE WEST ALONG SAID NORTH RIGHT-OF-WAY LINE PARALLEL TO THE SOUTH LINE OF SAID SECTION 946.09 FEET, MORE OR LESS TO A POINT IN NORTH BURDICK STREET; THENCE NORTH 00 DEGREES 17 MINUTES 08 MINUTES WEST PARALLEL TO THE CENTER LINE OF NORTH BURDICK STREET (BEING THE SAME BEARING DESCRIBED IN INSTRUMENT NUMBER 2015-035526) 2,616.03 FEET, MORE OR LESS TO THE NORTHWEST CORNER OF THE PARCEL RECORDED AS TAX PARCEL NUMBER 06-03-335-011; THENCE NORTH 89 DEGREES 37 MINUTES 49 SECONDS EAST ALONG THE NORTH LINE SAID PARCEL 474.99 FEET, MORE OR LESS TO THE CENTER LINE OF NORTH PITCHER STREET; THENCE SOUTH 10 DEGREES 28 MINUTES 23 SECONDS EAST ALONG SAID CENTER LINE 1,058.21 FEET, MORE OR LESS TO THE NORTHWEST CORNER OF THE PARCEL RECORDED AS TAX PARCEL NUMBER 06-03-410-021; THENCE ALONG THE NORTH LINE OF SAID PARCEL NORTH 80 DEGREES 56 MINUTES 03 SECONDS EAST 1,122.95 FEET, MORE OR LESS TO THE EAST LINE OF SAID PARCEL; THENCE ALONG SAID EAST LINE OF SAID PARCEL SOUTH 00 DEGREES 40 MINUTES 11 SECONDS WEST 268.77 FEET, MORE OR LESS; THENCE CONTINUING ALONG SAID EAST LINE OF SAID PARCEL SOUTH 29 DEGREES 03 MINUTES 48 SECONDS EAST 446.00 FEET, MORE OR LESS; THENCE CONTINUING ALONG SAID EAST LINE OF SAID PARCEL SOUTH 00 DEGREES 40 MINUTES 11 SECONDS WEST 36.88 FEET, MORE OR LESS; THENCE SOUTH 89 DEGREES 48 MINUTES 00 SECONDS EAST 146.67 FEET, MORE OR LESS TO THE EAST RIGHT-OF-WAY LINE OF CANADIAN NATIONAL RAILWAY (FORMERLY THE GRAND TRUNK WESTERN RAILROAD AS DESCRIBED IN INSTRUMENT NUMBER 2016-029115); THENCE ALONG SAID RIGHT-OF-WAY LINE SOUTH 00 DEGREES 30 MINUTES 21 SECONDS WEST 1,059.48 FEET, MORE OR LESS TO THE NORTH RIGHT-OF-WAY LINE OF MOSEL AVENUE; THENCE WEST ALONG SAID NORTH RIGHT-OF-WAY LINE PARALLEL TO THE SOUTH LINE OF SAID SECTION 1,167.53 FEET, MORE OR LESS TO THE POINT OF BEGINNING.

THE ABOVE DESCRIPTION INCLUDES THE FOLLOWING TAX PARCEL NUMBERS:

06-03-385-040, 06-03-385-061, 06-03-385-030, 06-03-385-020, 06-03-385-010, 06-03-335-011, 06-03-410-021,  
06-03-410-022, 06-03-460-010, 06-03-460-030, 06-03-460-020, 06-03-460-040

SEE PAGE 1 FOR SURVEY

F&V PROJECT NO.  
829840



PROPOSED GROUNDWATER RESTRICTED USE ZONE  
SECTION 3, T2S, R11W  
KALAMAZOO COUNTY, MICHIGAN

4798 Campus Drive  
Kalamazoo, MI 49008  
P: 269.385.0011  
F: 269.382.6972

**BORROUGHS CORPORATION**  
3002 N. BURDICK ST., KALAMAZOO, MI



G.T.W. R.R.

AVENUE

NORTH

NORTH

BURDICK

MOSEF

BURDICK

PITCHER STREET

INDIANA R.R.

PENN. CENTRAL R.R.





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:** 10262020 9A

FOR MEETING DATE: October 26, 2020

SUBJECT: Municipal Employees' Retirement System Defined Benefit Plan Adoption Agreement Addendum

REQUESTING DEPARTMENT: Police

**SUGGESTED MOTION:**

I move that the Township of Kalamazoo agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be ammended, subject to the terms and conditions contained in the attached document.

Financing Cost: \$ N/A

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

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

**Other comments or notes:**

The attached document contains information already agreed upon and included in the MERS plan document and the collective bargaining agreement between the Township of Kalamazoo and the Kalamazoo Township Police Officers Association.

Submitted by: Larry Haynor (MERS liaison to KTPOA)

Manager's Recommendation: Support



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

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

## Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

### I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Kalamazoo, Chtr Twp of

Municipality number 390701

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 39070102

Division name on file with MERS Sworn Police Ofcrs&Dispatchers

### III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

All sworn police officers and all dispatchers who are/were directly employed by the Township of Kalamazoo

Employee classification contains **public safety employees**:  Yes  No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Kalamazoo, Chtr Twp of

DIV: 39070102

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than <u>30</u> per <u>week</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.



## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Kalamazoo, Chtr Twp of

DIV: 39070102

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 120 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

# Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Kalamazoo, Chtr Twp of

DN: 39070102

## 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Kalamazoo, Chtr Twp of

DN: 39070102

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

**CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

**Regular Wages**

- |  |                                       |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours  | <input type="checkbox"/> On-call pay  |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

**Other Wages apply:** YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime            | <input type="checkbox"/> Other: _____                                  |

**Lump Sum Payments apply:** YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> PTO cash-out         | <input type="checkbox"/> Educational degrees   |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses   |
| <input type="checkbox"/> Bonuses              | <input type="checkbox"/> Sick payouts  |
| <input type="checkbox"/> Merit pay            | <input type="checkbox"/> Severance (if issued as lump sum)                             |
| <input type="checkbox"/> Job certifications   | <input checked="" type="checkbox"/> Other: <u>Up to 180 hours of vacation cash out</u> |

**Taxable Payments apply:** YES  NO

- |   |  |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards   | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Personal use of a company car  |  |

**Reimbursement of Nontaxable Expenses (as defined by the IRS) apply:** YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement  |
| <input type="checkbox"/> Phone                          | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness                        | <input type="checkbox"/> Other: _____   |

### Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions apply:** YES  NO

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> 457 employee and employer contributions | <input checked="" type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs                  | <input type="checkbox"/> Other: _____                 |

### Types of Benefits

**Nontaxable Fringe Benefits of Employees apply:** YES  NO

- |  |  |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits    | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums           | <input type="checkbox"/> Other: _____                                  |
| <input type="checkbox"/> Short- or Long-term disability premiums |  |

**Mandatory Contributions apply:** YES  NO

- |  |                                       |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions       | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions |                                       |

**Taxable Fringe Benefits apply:** YES  NO

- |   |   |
|---|---|
| <input type="checkbox"/> Clothing reimbursement                         | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____                         |

**Other Benefits / Lump Sum Payments apply:** YES  NO

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

## Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Kalamazoo, Chtr Twp of

DN: 39070102

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Charter Township of Kalamazoo

at a Board Meeting which took place on: 10/26/2020  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





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:** 10262020 9B

FOR MEETING DATE: 10/26/2020

SUBJECT: Kalamazoo Township COVID- 19 update policy

REQUESTING DEPARTMENT: Human Resources

**SUGGESTED MOTION:**

Motion to approve the updated COVID-19 policy for Kalamazoo Charter Township.

Financing Cost: \$ NA

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

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

**Other comments or notes:**

After the Governor's Executive orders were deemed unconstitutional, the state of Michigan and other organizations placed additional restrictions on employers with regards to Covid-19. One of those organization is MIOSHA. The purpose of this policy is to comply with those new rules that have been put in place for government entities.

Submitted by: Dexter Mitchell

Manager's Recommendation: Support



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

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**  
**COVID-19 Preparedness and Response Plan**

*DATE IMPLEMENTED: OCTOBER 26, 2020*



# Kalamazoo Charter Township

## REVISED COVID-19 Preparedness and Response Plan

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# **COVID-19 PREPAREDNESS AND RESPONSE PLAN**

In order to respond to the Department of Labor and Economic Opportunity, Michigan Occupational Safety and Health Administration (MIOSHA), General Rules, Emergency Rules Corona Virus Disease 2019 (COVID-19) of October 14, 2020, Kalamazoo Charter Township has Revised the following COVID-19 Preparedness and Response Plan. These rules shall remain in effect for 6 months from October 14, 2020.

## **1. SCOPE AND APPLICATION**

These rules apply to all employers covered in the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1001 to 408.1094.

## **2. DEFINITIONS**

- "Close contact" means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.
- "COVID-19" means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.
- "Known cases of COVID-19" means persons who have been confirmed through diagnostic testing to have COVID-19.
- "Suspected cases of COVID-19" means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19

## **3. EXPOSURE DETERMINATION**

- The employer has evaluated routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to COVID-19.
- The employer has categorized jobs tasks and procedures into the following risk categories:
  - Lower exposure risk job tasks and procedures. These job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with COVID-19 nor frequent close contact (e.g., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
  - Medium exposure risk job tasks and procedures. These job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, high-volume retail settings).

- High exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category could include licensed health care professionals medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.
- Very high exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category can include:

#### 4. PROTECTIVE SAFETY MEASURES

The employer has developed and implemented a written covid-19 preparedness and response plan, consistent with the current guidance for covid-19 from the U.S. Centers for Disease Control and Prevention (CDC) and recommendations in “guidance on preparing workplaces for COVID-19,” developed by the occupational health and safety administration (OSHA).

#### *SICK LEAVE*

- Employees are permitted to take paid leave consistent with the relevant applicable vacation and sick time policies.
- During the COVID-19 pandemic, the Township requires that employees self-assess for COVID-19 symptoms prior to reporting for work. The Centers for Disease Control and Prevention (“CDC”) has published the following wide range of symptoms: Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat and new loss of taste or smell.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and come up with a plan to stay home and not report to work.
- Employees who experience any of the following CDC “early warning signs” shall not report to work and should get immediate, as appropriate, medical attention for: Trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse and bluish lips or face.

#### *REMOTE WORK*

**All employees who are not essential to operations, and whose job duties reasonably allow them to telework, will work remotely.** The Township is a municipal government entity which is subject to statutory deadlines and constitutional requirements. As such, the Township Manager is delegated the authority to determine the feasibility of employees working from home, which may change from week to week and day to day depending on the governmental activity that must be accomplished and the deadlines that must be adhered to. The Township manager shall notify employees as to the feasibility of their working from home at least 24 hours prior to their scheduled shift and at least 2 days prior to any change in work-from-home status if possible.

Beginning November 9 the building will be closed to the public Tuesdays, Thursdays and Fridays after noon except by appointment. This is being done to limit exposure between visitors and to limit exposure of front desk staff by allowing them to work from home on the days the Township is closed to the public.

Staff will be provided with and trained to use remote technology to be able to continue to do their work and interact with the public remotely.

#### *EMPLOYEE SCREENING BEFORE ENTERING THE WORKPLACE*

A sample Employee Entry Screening Questionnaire is attached as Appendix A. A screening questionnaire shall be reviewed by all employees before being permitted to enter the workplace and shall comply with any required screening process required by the state or local jurisdiction in which the Township is located. The screening form has been made available to all employees as a fillable form and should be filled out and sent by email to the manager each day the employee enters the Township workplace. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the When to Quarantine Document, attached as Appendix B.

#### *PERSONAL PROTECTIVE EQUIPMENT*

The Township shall provide and make available to all personal protective equipment (PPE) such as gloves and face masks as appropriate for the activity being performed by the employee. Any employee able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space.

#### *SOCIAL DISTANCING*

Employees shall perform their work in such a way so as to reasonably avoid coming within six (6) feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any room shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work areas as much as possible. Employees whose job duties regularly require them to be within six (6) feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19. Again, it is critical and therefore expected that employees will follow CDC social distancing recommendations at all times.

#### *HYGIENE*

Employees shall wash their hands frequently, cover their coughs and sneezes with disposable paper products, and avoid touching their faces. Employees are provided with access to places to frequently wash hands or to access hand sanitizer. Hand shaking is also prohibited to ensure good hand hygiene. Employees must report to work in clean clothes, free of soil and other substances.

## *CLEANING AND DISINFECTING*

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using products containing disinfectants. Employees are provided with access to disposable disinfectant wipes so that any commonly used surfaces can be wiped down before each use and at the end of the day. In the event that an employee that has been in the workplace in the past 14 days tests positive for COVID-19, the work area and/or vehicle will be thoroughly sanitized and deep cleaned using EPA-approved disinfectants.

## *VISITORS*

Beginning November 9 the building will be closed to the public Tuesdays, Thursdays and Friday after noon except by appointment.

Persons other than employees accessing the building are required to wear a face covering as long as they are not medically unable to do so. Access to the Township by those without a face mask is prohibited.

## **5. EMPLOYEES WITH SUSPECTED OR CONFIRMED COVID-19 CASES**

### *SUSPECTED CASES*

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Fever (felt feverish)
  - New or worsening cough; or continuous cough
  - Shortness of breath
  - Sore throat
  - Vomiting or Diarrhea
  - New loss of taste or smell
- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
  - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

- Immediately notify the supervisor;
- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then we will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

## *CONFIRMED CASES*

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify the supervisor of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then we will:

- Immediately notify the local public health department.
- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

## **6. TRAINING REQUIREMENTS FOR ALL EMPLOYEES**

- The Township will provide communication and training on COVID-19 to include the following:
- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

*Failure to comply with the COVID-19 preparedness plan policies would fall under the category of unacceptable conduct in the employee handbook.*

## **7. RECORDKEEPING REQUIREMENTS**

The Township will maintain a record of the following:

- Training
- Screening protocols
- Required Notifications

## **8. BUSINESS CONTINUITY PLANS**

As the COVID-19 Workplace Coordinator, the Township Manager, will: (1) work with employees to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

## **9. EMERGENCY COMMUNICATION PLAN**

The Township Manager or designee will serve as the contact person for all communications related to this Plan.

**APPENDIX A**  
**EMPLOYEE ENTRY SCREENING QUESTIONNAIRE**

<b>Employee Name:</b>	
<b>Date:</b>	<b>Time In:</b>

**In the past 24 hours, have you experienced:**

Fever (felt feverish)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:	_____ ° F	

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4° F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction. You should also:

- Isolate (do not leave) at home for a minimum of 7 days since symptoms first appear, **AND**
- Have 3 days without fevers (without the use of medicine) and improvement in respiratory symptoms

If symptoms such as shortness of breath are due to a known, non-worsening chronic condition, mark “No”.

**In the past 14 days, have you:**

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Travelled via airplane internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.

## **APPENDIX B**

### **EMPLOYEE RETURN TO WORK PLAN**

Employees who fail entrance screening will only be permitted to return to work based on the following CDC Quarantine Guidelines





## When to Quarantine When to Quarantine

Stay home if you might have been exposed to COVID-19

Updated Sept. 10, 2020

[Print](#)

### Note:

At this time, we have limited information about reinfections with the virus that causes COVID-19. This is a new virus, and CDC is actively working to learn more. We will provide updates as they become available. Data to date show that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19.

There are no confirmed reports to date of a person being reinfected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Therefore, if a person who has recovered from COVID-19 has new symptoms of COVID-19, the person may need an evaluation for reinfection, especially if the person has had close contact with someone infected with COVID-19. The person should isolate and contact a healthcare provider to be evaluated for other causes of their symptoms, and possibly retested.

CDC recommends that all people, whether or not they have had COVID-19, take steps to prevent getting and spreading COVID-19. Wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks.

For more information:

- [Media statement](#)
- [Information for Healthcare Professionals](#)

**Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Quarantine or isolation: What's the difference?

**Quarantine** keeps someone who might have been exposed to the virus away from others.

**Isolation** keeps someone who is infected with the virus away from others, even in their home.

#### Who needs to quarantine?

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

#### What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

#### Steps to take

#### Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

## When to start and end quarantine

You should stay home for 14 days after your last contact with a person who has COVID-19.

For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

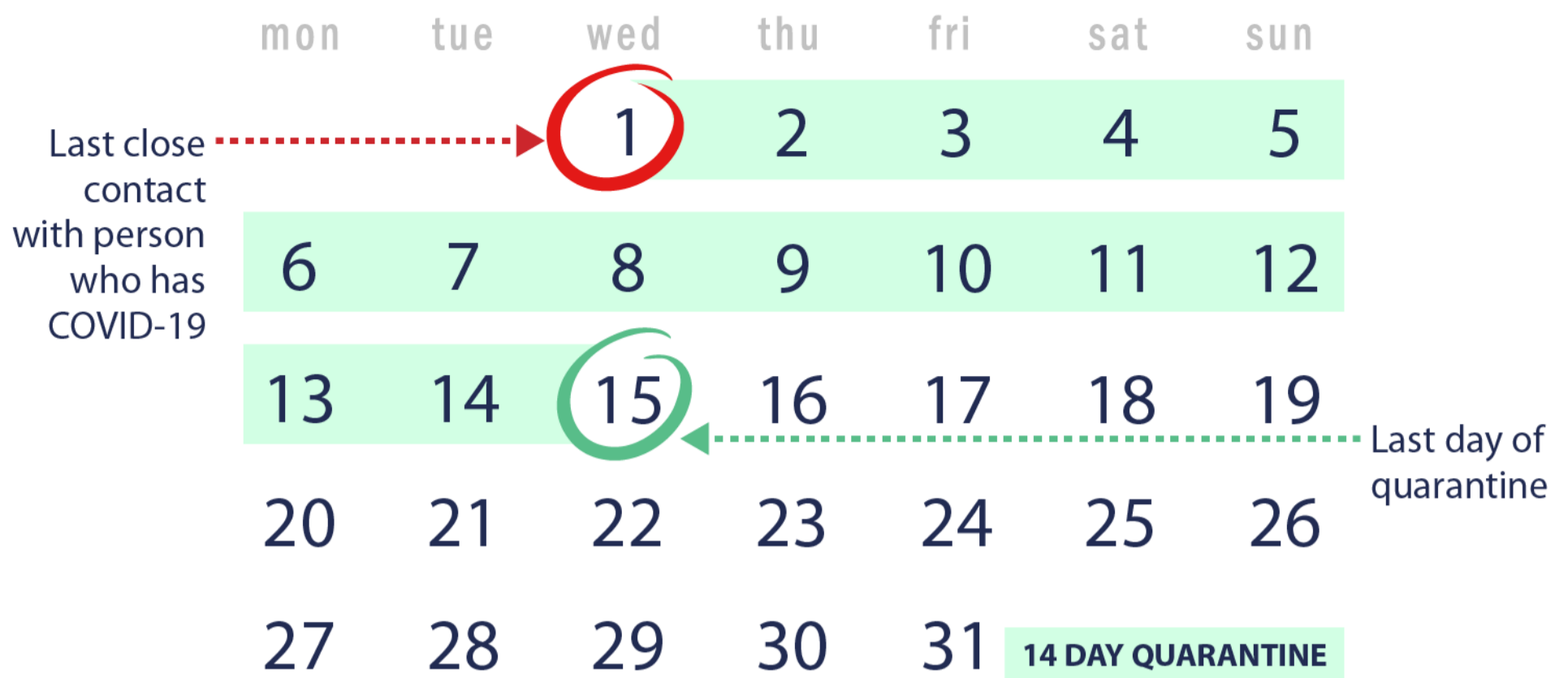
See scenarios below to determine when you can end quarantine and be around others.

### Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days= end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

## Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine



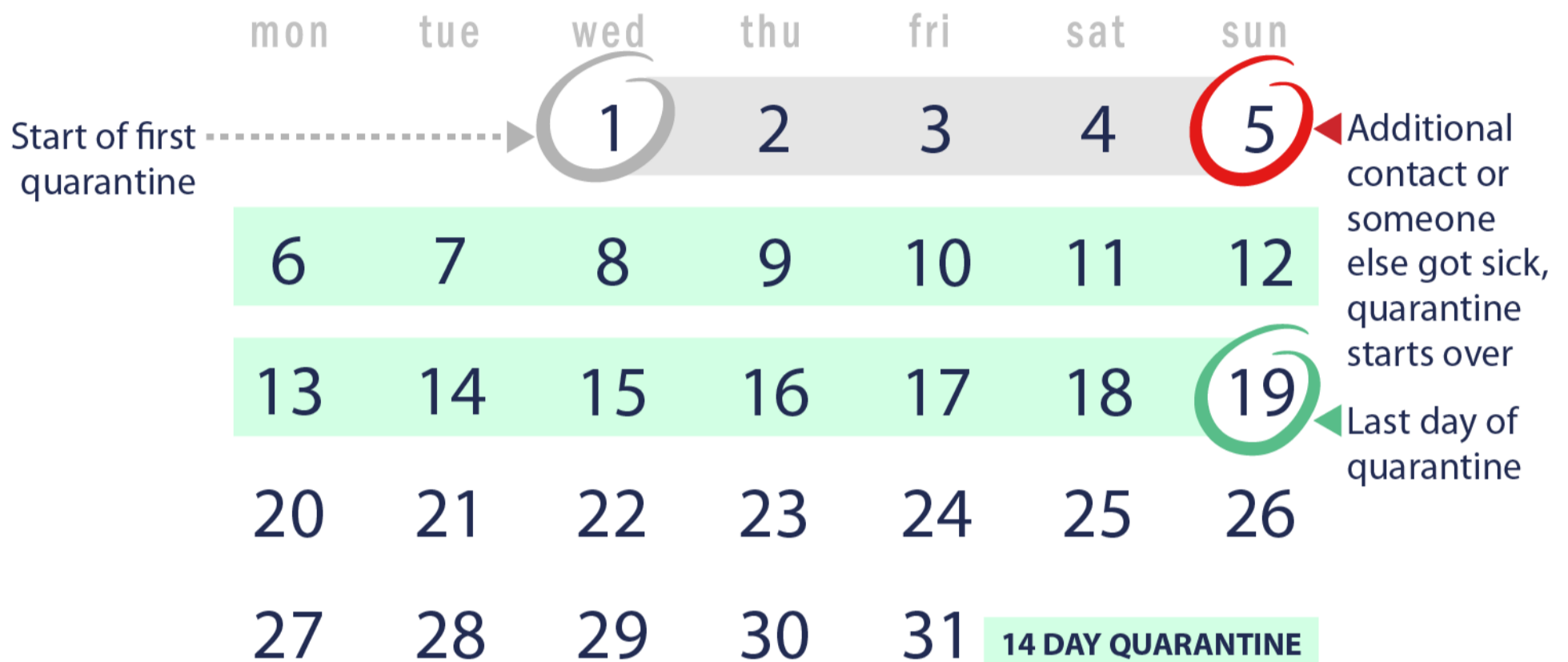
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

## Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



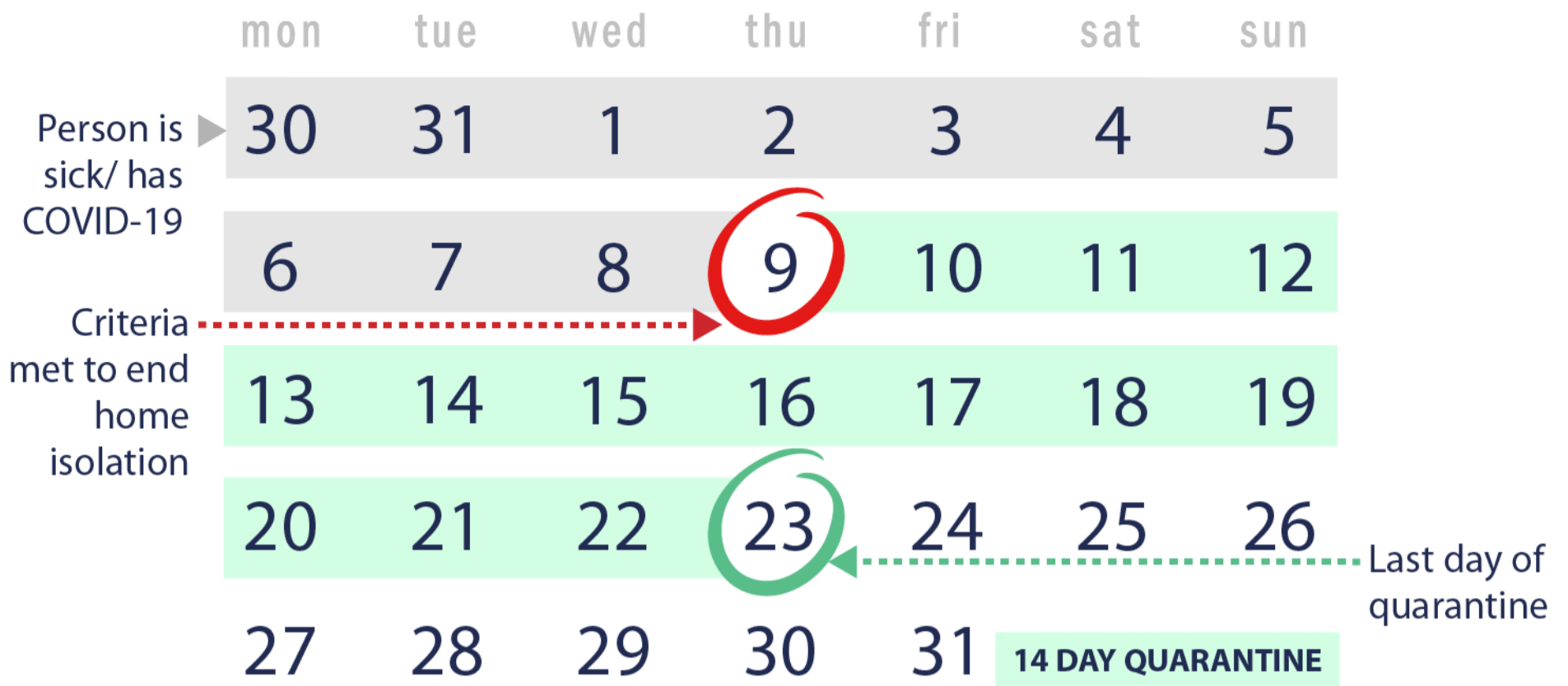
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

### Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



*Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.*

Last Updated Sept. 10, 2020

## APPENDIX C

### RISK CATEGORIES AND ESSENTIAL EMPLOYEES

#### MIOSHA RISK CATEGORIES

##### **Low Risk**

Finance Director (no need for contact with the public, almost all communication with staff and board could be electronic)

Executive Administrative Assistant (almost no contact with public, almost all work can be done electronically)

Assessor (not much public contact except during Board of Review and filling in for Assessing Assistant)

Accounts payable (little public contact except when helping with elections)

Police records office staff (little contact with public but police officers coming and going and not always wearing mask. Could be made low risk by enforcing mask policy and directing officers to not pass through office area unless necessary and/or working from home.

##### **Medium Risk**

Cashier/Receptionist

Part-time Intern (when helping with elections and covering cashier/receptionist)

Accounts Receivable (during tax collection, and helping with elections)

Assessing Assistant (when here, spends more time dealing with public than assessor does)

Elections Coordinator/Documents Manager (during election season, could move to low risk after elections are finalized)

Planner/Zoning Administrator (If having to go over drawings etc. in person but if it's done electronically could be in low risk.)

Maintenance (? Cleaning building but little public contact actually necessary)

##### **High Risk**

Fire fighters and police

CISA ESSENTIAL EMPLOYEES Those considered essential public health and security, community well-being and infrastructure operation (Most likely to need to work in-person/on-site.)

**Level One** – most critical for safety in community (Most risk)

Firefighters and Police Officers

**Level Two** – Critical for support of facilities, equipment and support of operations (Less risk)

IT

Maintenance

**Level Three** – Critical for statutory duties at various time (Least risk)

Administrative Staff

- when they need access to equipment located in the building such as making large numbers of copies for tax bills and postage machine
- to check mail or retrieve supplies
- when it is necessary to meet with members of the public that are not able to take care of Township business remotely.

**APPENDIX D**

**SIGN FOR OFFICE DOOR**



If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

**DO NOT ENTER** if you have:



**FEVER**



**COUGH**



**SHORTNESS OF BREATH**



CS376120A 08/10/22, 2:20:54 PM

[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

**APPENDIX E**  
**OTHER RESOURCES**

MIOSHA Emergency Rules for COVID-19

[https://www.michigan.gov/documents/leo/Emergency\\_Rules\\_10.14\\_705109\\_7.pdf](https://www.michigan.gov/documents/leo/Emergency_Rules_10.14_705109_7.pdf)

Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience In Covid-19

[https://www.cisa.gov/sites/default/files/publications/Version\\_4.0\\_CISA\\_Guidance\\_on\\_Essential\\_Critical\\_Infrastructure\\_Workers\\_FINAL%20AUG%2018v3.pdf](https://www.cisa.gov/sites/default/files/publications/Version_4.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_FINAL%20AUG%2018v3.pdf)

Memorandum on Identification of Essential Critical Infrastructure Workers During Covid-19 Response:

<https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf>

CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC When to Quarantine

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

CDC Symptoms of Coronavirus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>

CDC Handwashing Fact Sheet: <https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

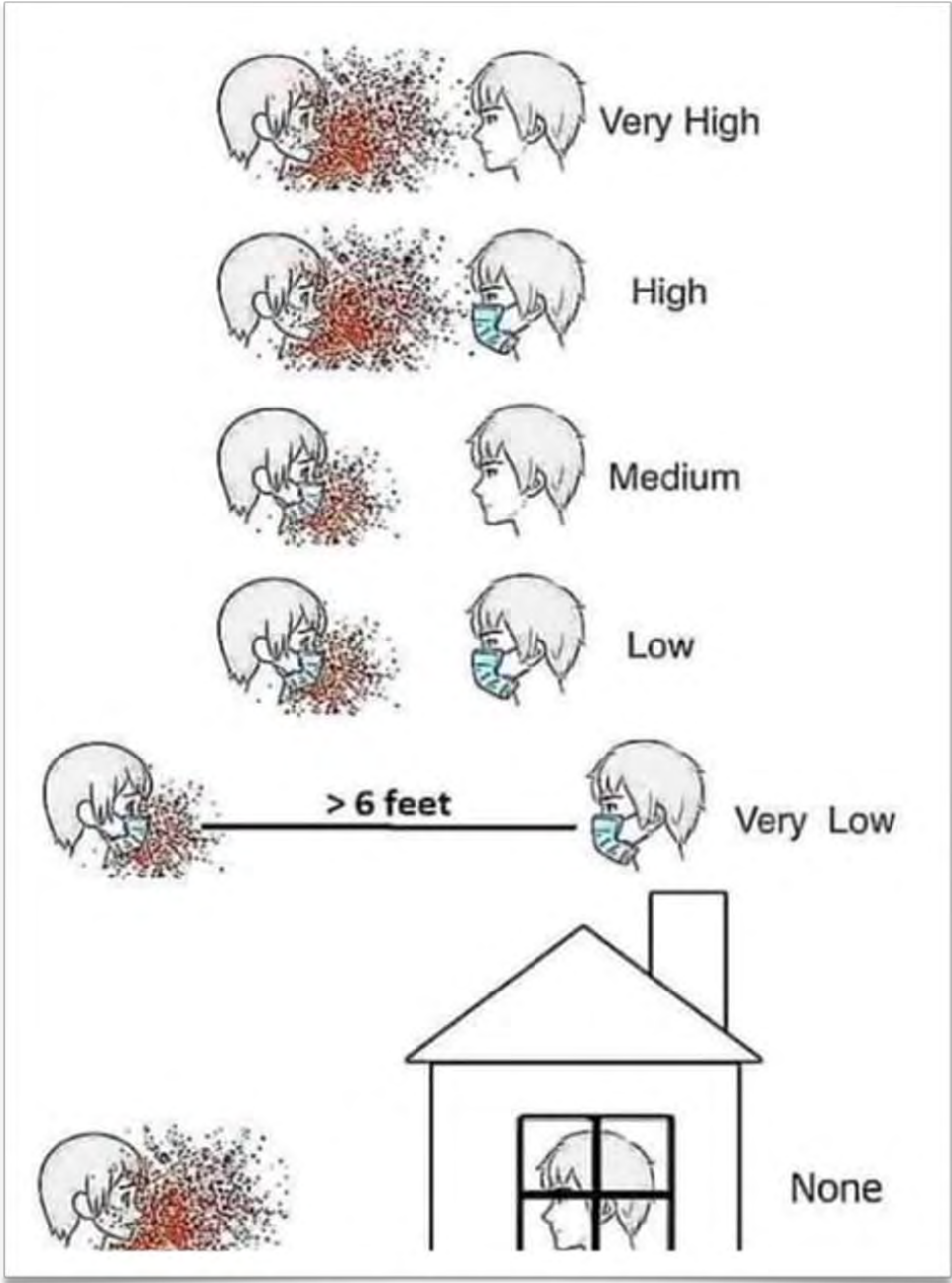
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Not to Enter When Sick: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>



APPENDIX F

Exposure Safety Illustration





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:** 10262020 9C

FOR MEETING DATE: 10/26/2020

SUBJECT: Demolition of Properties

REQUESTING DEPARTMENT: Police

**SUGGESTED MOTION:**

The Township of Kalamazoo take action on the current demolition orders for the properties located at 1342 Schuster Avenue and 3111 Carleton Avenue. Furthermore, these properties be demolished by J.L. Schippers and Associates for \$26,500.00, with the costs being assessed against the property.

Financing Cost: \$26,500.00

Source:      General Fund \$26,500.00      Grant \_\_\_\_\_      Other \_\_\_\_\_

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

Other comments or notes:

Submitted by: Sgt. Darien Smith

Manager's Recommendation: Support



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

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

Date: October 22, 2020

To: Township Manager Dexter Mitchell

From: Sergeant Darien Smith and Ordinance Officer Robert McCain



RE: Demolition of Properties

The Township of Kalamazoo is committed to improving the quality of life within the community we serve. To address properties within the community that are in disrepair the Township of Kalamazoo Police Department works closely with the Kalamazoo Area Building Authority (KABA), the Township of Kalamazoo Attorney's Office, and the 8<sup>th</sup> District Court. Our goal is to work with the property owners to seek compliance, however, when properties fall into complete disrepair to the point they are not salvageable the only remaining option is to demolish the property.

The first step in the enforcement process is to notify the property owner of specified issues with the property and give them an opportunity to address the problems. If these issues go unaddressed, a citation to appear in court is then issued to the property owner. If found in violation of the ordinance a compliance order is then issued to the property owner to bring the property into compliance. If the compliance order is violated and the issues remain, we then summon the property back to court for a show cause hearing. During this hearing, the property owner has an opportunity to explain to a judge why the order hasn't been brought into compliance and what steps they are taking to remedy the problem. The owner is then given a final opportunity to fix the property and if not repaired the Township of Kalamazoo is then authorized to demolish the property. Although the description of this process is concise, the process itself is lengthy and provides the property owner ample opportunity to fix the cited issues.

The Township of Kalamazoo currently holds two valid demolition orders for properties at 1342 Schuster Avenue and 3111 Carleton Avenue. These orders have been vetted by the Township of Kalamazoo Attorney's Office and both specific orders are included with this proposal. Both properties are currently unoccupied and have had no progress towards compliance. Furthermore, Mike Alwine from KABA believes to bring the properties back to a livable condition would be significantly more costly than their value.

After seeking bids for each demolition project, the only company that would provide a bid was J.L. Schippers and Associates. J.L. Schippers and Associates has completed several jobs in the area and can get the projects completed before the onset of winter. The bid for demolition and cleanup of 1342 Schuster Avenue, which includes asbestos abatement, large quantities of trash, and an outbuilding is \$15,500. The bid for demolition and cleanup of 3111 Carleton Avenue is \$11,000.00. These prices include the necessary disconnects from Consumers Energy,

environmental testing which included the asbestos assessment, and anything necessary to bring the lot back to grade.

After numerous attempts to have these properties brought into compliance, and the property owners being unwilling/unable to do so, we believe the best course of action moving forward is to have J.L. Schippers and Associates demolish both properties for a total cost of \$26,500.00. These costs should be assessed against the property.

Attachments:

Demolition Order

Estimates for Demolition

Recent Pictures of Properties

LAW OFFICES OF BAUCKHAM, SPARKS, THALL, SEEBER & KAUFMAN, P.C. - 470 W. CENTRE AVE., SUITE A, PORTAGE, MI 49024-0600

STATE OF MICHIGAN  
IN THE 8TH JUDICIAL DISTRICT COURT  
FOR THE COUNTY OF KALAMAZOO

KALAMAZOO CHARTER TOWNSHIP,

Plaintiff,

Honorable Christopher T. Haenicke

v

Case No. 19K119258

ROBERT WILLIAM NICKS,

Citation No. K119258

Defendant.

Roxanne C. Seeber (P51374)  
Attorney for Kalamazoo Charter Township  
BAUCKHAM, SPARKS, THALL,  
SEEBER & KAUFMAN, P.C.  
458 W. South Street  
Kalamazoo, MI 49007-4621  
(269) 382-4500

Robert William Nicks  
In Pro Per  
1342 Schuster  
Kalamazoo, MI 49048

**ORDER OF DEMOLITION**

At a session of said Court held in the City of Kalamazoo  
County of Kalamazoo, State of Michigan  
on this 12 day of July 2019.

PRESENT: Honorable Christopher T. Haenicke, District Judge

WHEREAS, on April 15, 2019 the Defendant was found responsible after a hearing for a violation of the State Construction Code as administered and enforced by the Charter Township of Kalamazoo, which violation occurred on March 28, 2019 with respect to the property owned and/or occupied by the Defendant at 1342 Schuster within the Township (hereinafter "subject property"); and

WHEREAS an compliance order/Order after Show Cause was entered on April 28, 2019 which required, among other things, that the Defendant obtain an inspection, pull

Kalamazoo Charter Township v Robert William Nicks  
Case No. 19K119258  
Order of Demolition

permits and make all necessary repairs to place the property into a habitable condition by no later than June 28, 2019; and

WHEREAS on July 22, 2019 the Court received and reviewed the building official's report and took the testimony of the building official in this matter at a hearing at which both parties had an opportunity to be heard; and

WHEREAS, the Court finds that the house and outbuildings on the subject property are dangerous and unsafe and cannot be lived in or repaired to a habitable condition; and

WHEREAS the April 28, 2019 order of the Court stated at paragraph 4 that:

" If the house on the subject property has not been placed into a habitable condition by no later than 60 days after the date of signing of this Order; or if some other resolution to the matter has not been obtained; the Court will enter an order allowing the Township to demolish the house and to charge the costs to the Defendant" and at paragraph 6, in part, that " (i)if a contempt hearing is necessary, the court will entertain the township's request to demolish the structures on the subject property and charge the costs to the Defendant".

NOW THEREFORE IT IS HEREBY ORDERED that the Defendant shall vacate the house and outbuildings and remove all personal property therein by no later than August 15, 2019.

IT IS FURTHER ORDERED that at any time after August 15, 2019 the Township may demolish the house and accessory building(s) on the subject property; shall remove the debris created thereby; and shall return the property to normal grade. The Township may effectuate said demolition on its own or it may contract to have the work done. Any costs incurred by the

LAW OFFICES OF BAUCKHAM, SPARKS, THALL, SEEBER & KAUFMAN, P.C. - 470 W. CENTRE AVE., SUITE A, PORTAGE, MI 49024-0600

Kalamazoo Charter Township v Robert William Nicks  
Case No. 19K119258  
Order of Demolition

Township shall be reimbursed by the Defendant and may further be secured by filing a copy of this Order and a bill of costs against the property which is legally described as:

"Byron J. Healy's Addition to Kalamazoo Lot 71".

IT IS SO ORDERED.

**Christopher T. Haenicke**

\_\_\_\_\_  
Christopher T. Haenicke, District Judge

This Order prepared by:  
Roxanne C. Seeber

Proof of Service:

On July 22, 2019 I handed a copy of the within Order to Robert Nicks at 150 E Crosstown, Courtroom R at \_\_\_\_\_ p.m.

\_\_\_\_\_  
Roxanne C. Seeber (P51374)

**J.L. SCHIPPERS AND ASSOCIATES**

**REALTOR/ BUILDER**

7324 EAST ML.AVE, KALAMAZOO,MICH. 49048

STEEL BUILDINGS DEALER

OFFICE 269-349-2177

**BUILDING**

FAX 269-349-2177

**ON**

CELL 269-207-7765

**AMERICA**

COMMERCIAL

INDUSTRIAL

RESIDENTIAL

---

**OCT.20.2020**

**DEMOLITION ESTIMATE**

KALAMAZOO TOWNSHIP  
1720 RIVERVIEW DR.  
KALAMAZOO,MI. 3818080

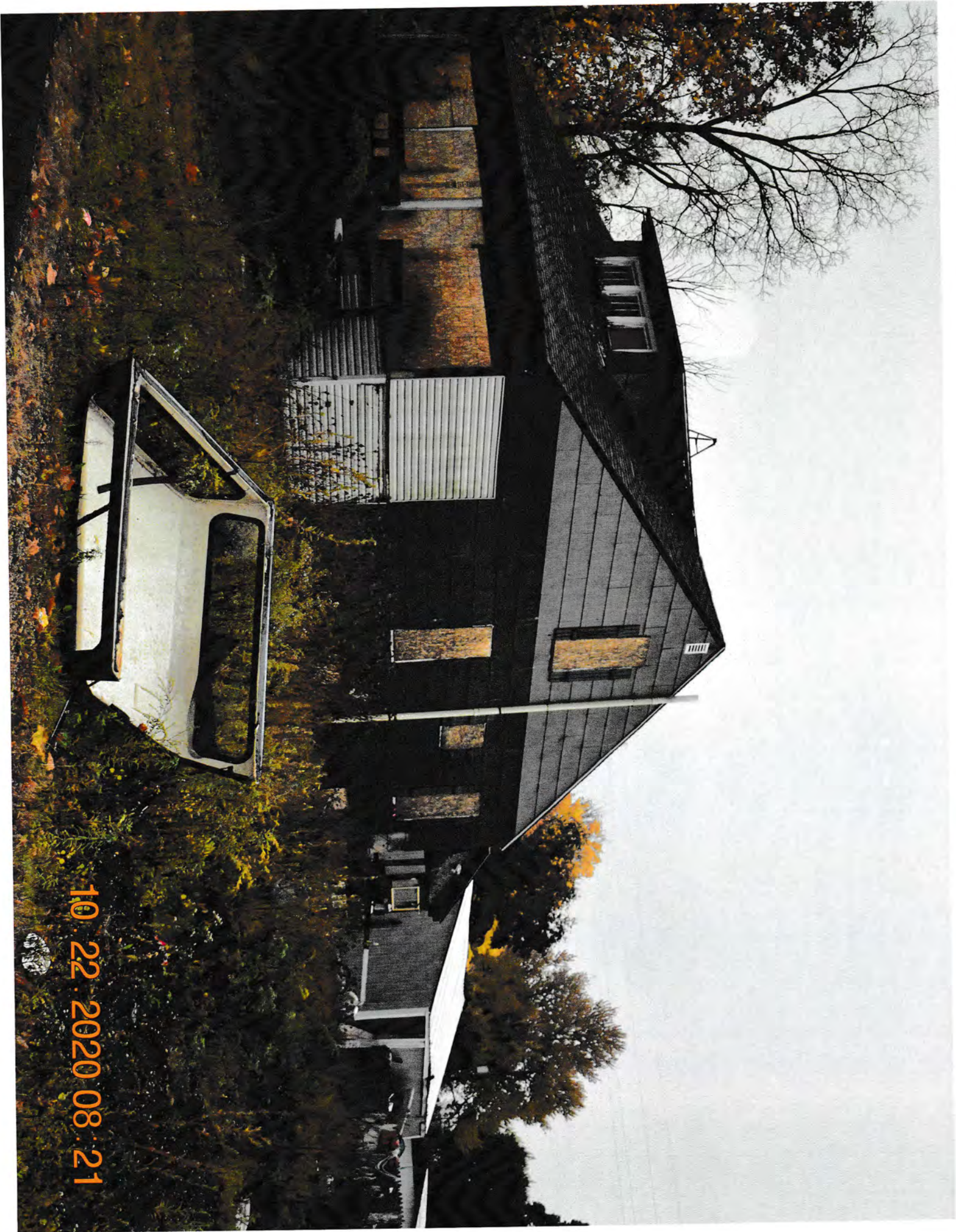
THIS ESTIMATE IS GIVEN FOR THE DEMOLITION OF 1342 SCHUSTER, KALAMAZOO. THE HOUSE IS 1400 SQ.FT WITH FULL BASEMENT. THE HOUSE AND YARD IS FULL OF JUNK AND TRASH AND A POLEBARN. THE POWER AND GAS WILL BE ORDERED CUTOFF AND AN ASBESTOS ANALYSIS DONE. WE WILL THEN REMOVE THE ASBESTOS PRIOR TO DEMOLITION AND THEN REMOVE THE HOUSE. THE FOOTINGS AND CEMENT WILL BE DUGOUT AND THE HOLE FILLED APPROXIMATELY 18 LOADS OF SAND AND TOPDIRT TO CREAT THE NEW LOT.

JOB COST TO BE \$15,500





10.22.2020 08:21



10 22 2020 08:21



10.22.2020 08:19



10-22-2020 08:19

LAW OFFICES OF BAUCKHAM, SPARKS, THALL, SEEBER & KAUFMAN, P.C. - 470 W. CENTRE AVE., SUITE A, PORTAGE, MI 49024

STATE OF MICHIGAN  
IN THE 8TH JUDICIAL DISTRICT COURT-CROSSTOWN  
FOR THE COUNTY OF KALAMAZOO

KALAMAZOO CHARTER TOWNSHIP,

Plaintiff,

Hon. Christopher T. Haenicke

V

Case No. 20K118775

MICHAEL ANDREW BOSIER,

Citation No. K118775

Defendant.

Roxanne C. Seeber (P51374)  
Attorney for Kalamazoo Township  
BAUCKHAM, SPARKS, THALL,  
SEEBER & KAUFMAN, P.C.  
470 W. Centre, Suite A  
Portage, MI 49024 (269) 382-4500

Michael Andrew Bosier  
In Pro Per  
3111 Carleton Avenue  
Kalamazoo, MI 49048

**ORDER ENFORCING STATE CONSTRUCTION CODE**

At a session of said Court held in the City of Kalamazoo  
County of Kalamazoo, State of Michigan  
on this 21 day of September, 2020.

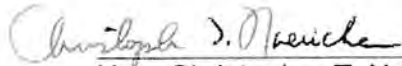
PRESENT: HON. CHRISTOPHER T. HAENICKE, DISTRICT JUDGE

WHEREAS, an Order Requiring Compliance with the State Construction Code as administered and enforced by Kalamazoo Charter Township was entered on March 6, 2020; a show cause hearing was conducted on September 21, 2020; at which both parties had an opportunity to be heard; during which both parties had an opportunity to be heard; and during which the Court was otherwise fully advised in the premises and determined that the house on the property addressed as 3111 Carleton Avenue, Kalamazoo, MI 49048 within the Township (hereinafter the "subject property") had not been demolished by the owner as ordered on March 6, 2020.

NOW THEREFORE, IT IS HEREBY ORDERED that the Charter Township of Kalamazoo may demolish the house and all accessory structures located on the subject property at any time after September 30, 2020. Said removal and disposal may be completed by Township employees or agents or the Township may contract to have the work done.

IT IS FURTHER ORDERED that any expense incurred by the Township in demolishing the buildings and removing the debris shall be chargeable against the Defendant and the Court shall enter judgment in favor of the Township and against the Defendant in the amount of the costs of removal and disposal upon presentation of documentation of the costs of the same; which judgment shall be collectible by the Township in any legal manner, including as if, and in the same manner as, a tax upon the real property (parcel # 06-24-305-060) which is legally described as:

"2723600 3906 24 305 060 FIELD ADDITION LOT 6"



Hon. Christopher T. Haenicke  
District Judge

This Order prepared by:  
Roxanne C. Seeber

**J.L. SCHIPPERS AND ASSOCIATES**

**REALTOR/ BUILDER**

7324 EAST ML.AVE, KALAMAZOO,MICH. 49048

STEEL BUILDINGS DEALER

OFFICE 269-349-2177

**BUILDING**

FAX 269-349-2177

**ON**

CELL 269-207-7765

**AMERICA**

COMMERCIAL

INDUSTRIAL

RESIDENTIAL

OCT 20,2020

DEMOLITION ESTIMATE

KALAMAZOO TOWNSHIP  
1720 RIVERVIEW DR.  
KALAMAZOO,MI 3818080

THIS ESTIMATE IS WRITTEN FOR THE DEMOLITION OF 3111 CARELTON ST. KALAMAZOO.

HOUSE IS BURNED OUT WITH A PARTIAL BASEMENT AND THREE OUT BUILDINGS. IT HAS A LARGE AMOUNT OF TRASH PILED AROUND IT AND IN THE YARD. WE WILL ORDER CONSUMERS TO REMOVE THE GAS AND POWER AND ORDER AN ASBESTOS INSPECTION AND REMOVE ANY ASBESTOS PRIOR TO DEMOLITION.

ALL FOOTING WILL BE REMOVED AND THE LOT LEVELED AND TOPDIRTED AND SEEDED.

TOTAL COST TO BE \$11,000.00



10.22.2020 08:37





10 22 2020 08:36



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:** 10262020 9D

FOR MEETING DATE: 10/26/2020

SUBJECT: Vacation payout in 2021 for unused time in 2020

REQUESTING DEPARTMENT: Manager Department

**SUGGESTED MOTION:**

Motion to approve the payout of vacation time in 2021 for the time not able to be cared over into 2021

Financing Cost: \$ 30,500

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

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

**Other comments or notes:**

Due to Covid-19 several staff members were unable to utilize vacation time. Kalamazoo Charter Township has a "use it or lose it" vacation policy. This request is asking for the policy to be suspended for this calendar year of 2020. The Township staff has sacrificed vacation time to ensure that the, Township functions during this essential time. We have reached a point in the year where there is not enough mathematical time for people to take time off.

Submitted by: Dexter Mitchell, Township Manager

Manager's Recommendation: Support +

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

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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 10262020 9E

FOR MEETING DATE: 10-26-2020

SUBJECT: Request for addition of Fire Department Utility Firefighter Position

REQUESTING DEPARTMENT: Fire Dept.

**SUGGESTED MOTION:**

Request a motion to approve the addition of one full -time Firefighter Utility Position to the authorized fire department staffing level effective January 1, 2021.

Financing Cost: \$70,500 (includes salary and benefits)

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other 2021 Fire Operating Budget

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

Other comments or notes:

Submitted by: Dave Obreiter, Fire Chief 

Manager's Recommendation: Support

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**Fire Department**  
1720 Riverview Drive  
Kalamazoo, MI 49004  
Tel: (269) 888-2170  
Fax: (269) 381-3550  
[www.ktwp.org](http://www.ktwp.org)

TO: Dexter A. Mitchell, Township Manager  
FROM: David Obreiter, Fire Chief  
RE: PAC Request for Addition of Fire Department Utility Firefighter Position  
DATE: 10-22-2020

Over the past six months, the fire department command staff have been regularly meeting to discuss the operational status and future budget needs of the department. A few of the key areas found that continue to negatively affect our overall operations are staffing levels and maintaining a healthy work schedule for our fire department members.

In January of 2018, a part-time Firefighter Utility Position was created through the Policy Administration Committee and the Township Board of Trustees. Through the summer and fall of 2018, this position was closely monitored for operational relevance and proved to be a successful investment in time, effort and finances. In January of 2019, the position was moved to a full-time status and continues to be a very beneficial addition to the fire department.

The fire department continues to see a steady increase of calls for service, a shortage of part-time fire department vehicle drivers and a continued reduction of part-time personnel available to respond to day time calls for service. These changes in the part-time work force availabilities are industry wide and are being dealt with by all fire departments in Kalamazoo County.

In an effort to continue in a positive direction as it relates to staffing levels and maintaining of a more healthy work schedule for our fire department personnel, I am requesting PAC authorization to add one additional full-time Firefighter Utility Position within the Township of Kalamazoo Fire Department. This position would utilize a current job description and fit into our overall operation with our current Firefighter Utility Position. The position would also follow the current pay rate of Grade 4, Step 1.

# Township of Kalamazoo Fire Department

## JOB DESCRIPTION

**TITLE: FIREFIGHTER UTILITY POSITION**

1/2018

### **Nature of Work**

Under the general supervision of the fire chief, performs emergency response and general tasks as assigned. Position will require employee to work varying shift schedules to include occasional nights, weekends and holidays.

### **Examples of Work**

- As directed, responds to emergency calls for service.
- Works with other agencies within the community as required.
- Actively participates in fire department training program to maintain proficiency.
- Staffs fire stations as required and/or scheduled.
- Performs vehicle and station maintenance as required and/or directed.
- Assists with the identification and remediation of station, vehicle and operational safety concerns.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** - High School diploma or equivalent.

**Experience:**

- Minimum of two years fire department experience.
- Current Township of Kalamazoo Fire Department relief driver or ability to complete training within three months of appointment.
- Ability to set priorities and complete tasks in a timely and professional manner.
- Knowledge of basic vehicle and facility maintenance operations.
- Basic computer knowledge with the ability to create and update Microsoft Word and Excel documents.

### **Necessary Special**

**Requirements:**

- Valid State of Michigan Vehicle Operator License
- Certification of State of Michigan Medical First Responder level or higher
- Michigan Fire Fighter Training Council (MFFTC) - Fire Fighter I/II
- MFFTC – Hazardous Materials Awareness/Operations
- Current CPR certification. (Healthcare provider or equivalent)



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 10282020 9F

FOR MEETING DATE: 10-26-2020

SUBJECT: Eastwood Fire Station Phase 1 Concept Design Agreement

REQUESTING DEPARTMENT: Fire Department

**SUGGESTED MOTION:**


I respectfully request a motion to authorize DLZ Architecture and Engineering of Kalamazoo, Michigan to complete a Phase 1 Programming and Concept Design Study for the Eastwood Fire Station proposed replacement for the total cost of \$19,500 and to authorize Manager Mitchell to sign the letter of agreement and associated project documents.

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

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \$19,500 - Fire Capital

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

Other comments or notes:

Submitted by: Dave Obreiter, Fire Chief 

Manager's Recommendation: Support

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1720 Riverview Drive  
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Tel: (269) 888-2170  
Fax: (269) 381-3550  
[www.ktwp.org](http://www.ktwp.org)

TO: Dexter A. Mitchell, Township Manager  
FROM: David Obreiter, Fire Chief *DO*  
RE: Eastwood Station Phase 1 Concept Design Agreement  
DATE: 10-23-2020

Earlier this year, we began the process of performing a phase 1 concept design process for the proposed replacement of the Eastwood Fire Station. In the early stages of planning, I met with representatives of the Kalamazoo Department of Public Safety and the City of Portage Fire Department to both gain a better understanding of the process and discuss the process that they took to select an engineering and architect firm to conduct their phase 1 design project.

After reviewing the processes, it was determined that we would like to proceed with utilizing the services of DLZ Architecture and Engineering of Kalamazoo, Michigan to complete a Phase 1 Programming and Concept Design Study. The completion of this study will provide an overall project process narrative and estimated cost. At the completion of this study, there is no obligation to proceed with any additional phases of the project.

The total cost of the Phase 1 Programming and Concept Design Study is \$19,500. This would be a fire department capital improvement budget expenditure that has been budgeted for.

I respectfully request a motion to authorize DLZ Architecture and Engineering of Kalamazoo, Michigan to complete a Phase 1 Programming and Concept Design Study for the Eastwood Fire Station proposed replacement for the total cost of \$19,500 and to authorize Manager Mitchell to sign the letter of agreement and associated project documents.



INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

October 23, 2020

David Obreiter, Fire Chief  
Kalamazoo Township Fire Department - Station 2  
2703 East Main Street  
Kalamazoo, Michigan 49048

RE: Letter Agreement for Professional Architectural and Engineering Design Services  
Phase 1: Programming and Concept Design Study

Chief Obreiter:

DLZ Michigan, Inc. (DLZ) is pleased to submit this Letter Agreement to Kalamazoo Township (CLIENT) for Professional Architectural and Engineering Design Services for the above referenced project.

#### DESCRIPTION OF THE PROJECT

The Kalamazoo Township Fire Department is in the preliminary planning stages of creating a new Fire Station 2 on existing Township land immediately adjacent to the existing facility; refer to Attachment A – Initial Project Information.

Preliminary project goals and design guidelines have been outlined as follows:

#### Site Development

- 25 Staff/Training Parking Spaces.
- 6-8 Public Parking Spaces
- Drive turning radii to accommodate SPH100 Aerial (27'-4.5" inside radius)

#### Fire Station

- 3 Drive-through Apparatus Bays, approximately 17' wide, 85' long, with 24' ceiling.
- 14'x 14' Apparatus Bay Doors, sectional (four-fold not required).
- Direct capture exhaust system
- Associated Gear Laundry, Storage, Shop, Etc.
- Day Room and adjacent Kitchen
- 2 unisex sleeping rooms with shared bathroom.
- Locker and Shower Room (24 M, 6 F)
- Wellness/Fitness Room, approximately 20'x 20'
- 1 Training Room, approx. 50 people, 30'x 40'
- 3 Administrative Offices (Chief, Asst. Chief, Training Officer)
- 1 Conference Room for 8-10 people.
- 1 Public Toilet
- Brick exterior, neighborhood residential aesthetic

535 S Burdick St, Ste 248, Kalamazoo, MI 49007-6112 | OFFICE 269.553.0840 | ONLINE [WWW.DLZ.COM](http://WWW.DLZ.COM)





INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

Letter Agreement for Professional Services  
Phase I – Programming and Concept Design Study  
Kalamazoo Township Fire Department – Station 2

Page 2 of 5

#### Staff House

- Attached to Fire Station, similar to existing.
- 3 BR, 2.5 Bath, K, D, LR, 2 Car Garage

#### OVERVIEW

In order to develop stakeholder consensus regarding project goals, DLZ recommends a two-phased approach for project development.

Phase I involves Programming and Concept Design. The information developed during Phase I will establish design, schedule, and budgetary guidelines for further development in Phase II.

Phase II will include Design Development, Contract Documents, Bidding and Construction Administration Phase services.

#### PHASE 1 - SCOPE OF SERVICES

##### A. PROGRAMMING – SITE DEVELOPMENT

1. Perform a site visit and conduct a review of existing operations.
2. Identify circulation and operation process needs for vehicular movement, required clearances and turning radii.
3. Identify specific type and quantity of vehicles and associated requirements.
4. Develop a concept narrative of existing site components and proposed needs:
  - a. Parking Areas
  - b. Drives, Curbs, and Approaches, including ingress/egress and traffic flow.
  - c. Sidewalks
  - d. Landscape Plantings
  - e. Site Drainage, Retention/Detention and Best Management Practices
  - f. Site Utilities (gas, water, sanitary, storm)
  - g. Site Lighting
  - h. Signage

##### B. PROGRAMMING – BUILDING

Programming establishes facility space needs including functional adjacencies for anticipated operations. This phase concentrates on information gathering, facility needs and the overall project parameters. DLZ will facilitate up to two (2) collaborative planning work sessions to include the following:

1. Perform a site visit to review existing operations and discuss anticipated needs.
  2. Identify existing space size and operation to be used as a reference for the proposed facility.
  3. Identify proposed spaces, adjacencies, and total facility gross square feet.
-

#### **C. CONCEPT DESIGN**

Concept Design establishes the design direction for the facility including the building's massing, organization of spaces, materials and construction type, and site development. The intent of this phase is to analyze the quantitative information developed during the Programming Phase and begin to develop a qualitative representation of the desired spaces and character of the project. Based upon the project direction established upon the conclusion of the Programming Phase, described herein, a Conceptual Design will be developed, including exploration of design alternatives. The following items will be performed:

1. Develop a site and building concept design that reflects organizational adjacencies and information gathered within during Programming.
2. Concept Design will utilize web based aerial photography and owner-provided information to establish overall adjacencies, circulation, clearances and building massing.
3. Develop floor plan diagrams to establish adjacencies and overall building organization.

#### **D. ANTICIPATED PROJECT BUDGET**

1. Develop a preliminary opinion of the anticipated Project Budget based on the proposed Concept Design, as well as anticipated equipment, design and contingency costs typically associated with projects of this type. Historical data based on similar projects, as well as trends in construction costs in the area shall be used to estimate the total project cost. Budgeting will be based on gross square feet and the anticipated construction types projected for construction beginning in 2021.

#### **E. ANTICIPATED PROJECT SCHEDULE**

1. Develop an anticipated Project Schedule, including durations for design and subsequent construction.

#### **F. REPORT**

1. Prepare written report for review and comment (PDF format). The Report shall include:
  - a. Executive Summary.
  - b. Code Summary.
  - c. Project Systems Narrative.
  - d. Project Schedule.
  - e. Project Budget.
  - f. Graphic Drawings that reflects our Conceptual Design.
2. Present Report to Client for review and comment.

#### **Additional Information**

1. All existing drawing documents will be provided by CLIENT for DLZ's use in scanned electronic documents or hard copies, which can be used in the preparation of final report documents.
-



INNOVATIVE IDEAS  
 EXCEPTIONAL DESIGN  
 UNMATCHED CLIENT SERVICE

Letter Agreement for Professional Services  
 Phase 1 – Programming and Concept Design Study  
 Kalamazoo Township Fire Department – Station 2

**ADDITIONAL SERVICES: WORK TO BE PERFORMED UNDER A SEPARATE AGREEMENT**

Professional services not specifically identified within the Scope of Work are outside the scope of this Project. Additional Services may be performed upon mutual agreement as an amendment to this Letter Agreement.

The following work items are not within this Project’s scope of services:

1. Phase II Design Services associated with this Project, including subsequent development of the associated Design Development, Contract Documents, Bidding, and Construction Administration Phase Services.
2. Perform 3-D scanning and/or “as-built” documentation of the existing facility and equipment for the purposed of developing a detailed building inventory.
3. Phase 1 Environmental Analysis, including review and testing of potentially hazardous materials.
4. Geotechnical and subsurface investigation.
5. Land Survey Services.
6. Financial Analysis and research of available funding mechanisms.
7. Traffic Impact Study, including signalized intersection warrant/permitting.
8. Utility infrastructure analyses and utility extensions.

**SCHEDULE**

For services as described herein, DLZ will proceed upon receipt of a signed Agreement. The following preliminary schedule has been developed as a general guideline:

<b>Anticipated Project Schedule</b>			
<b>Description</b>	<b>Duration</b>	<b>Start Date</b>	<b>Completion Date</b>
Notice to Proceed	-		November 11, 2020
Kick-off meeting and Programming	3 weeks	November 24, 2020	December 15, 2020
Preliminary Concept Design	6 weeks	December 15, 2020	January 26, 2021
Preliminary Schedule and Budget	2 weeks	January 26, 2021	February 09, 2021
Prepare Final Report	3 weeks	February 09, 2021	March 02, 2021

**COMPENSATION**

DLZ shall provide Professional Services as outlined for Phase 1 for a lump sum amount of Nineteen Thousand Five Hundred dollars (\$19,500.00) inclusive of all expenses. DLZ shall submit invoices, on a monthly basis, for services rendered.

**STANDARD TERMS AND CONDITIONS**

The Standard Terms and Conditions, as set forth in Attachment B, are incorporated here into and made part of this Letter Agreement. The CLIENT referred to in the Standard Terms and Conditions means Kalamazoo Charter Township, Michigan.



INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

Letter Agreement for Professional Services  
Phase 1 – Programming and Concept Design Study  
Kalamazoo Township Fire Department – Station 2

**ACCEPTANCE**

If this Letter Agreement meets with your approval, please sign, date and return one copy (pdf format is acceptable). An executed Letter Agreement shall serve as DLZ's Notice to Proceed with identified work. We look forward to working with you on this project. Please do not hesitate to contact us if you should have any questions.

**DLZ MICHIGAN, INC.**

Manoj Sethi, P.E.  
President

Jason C. Vetne, AIA, LEED AP  
Project Manager

**AGREED AND ACCEPTED  
KALAMAZOO CHARTER TOWNSHIP**

\_\_\_\_\_  
Name and Title

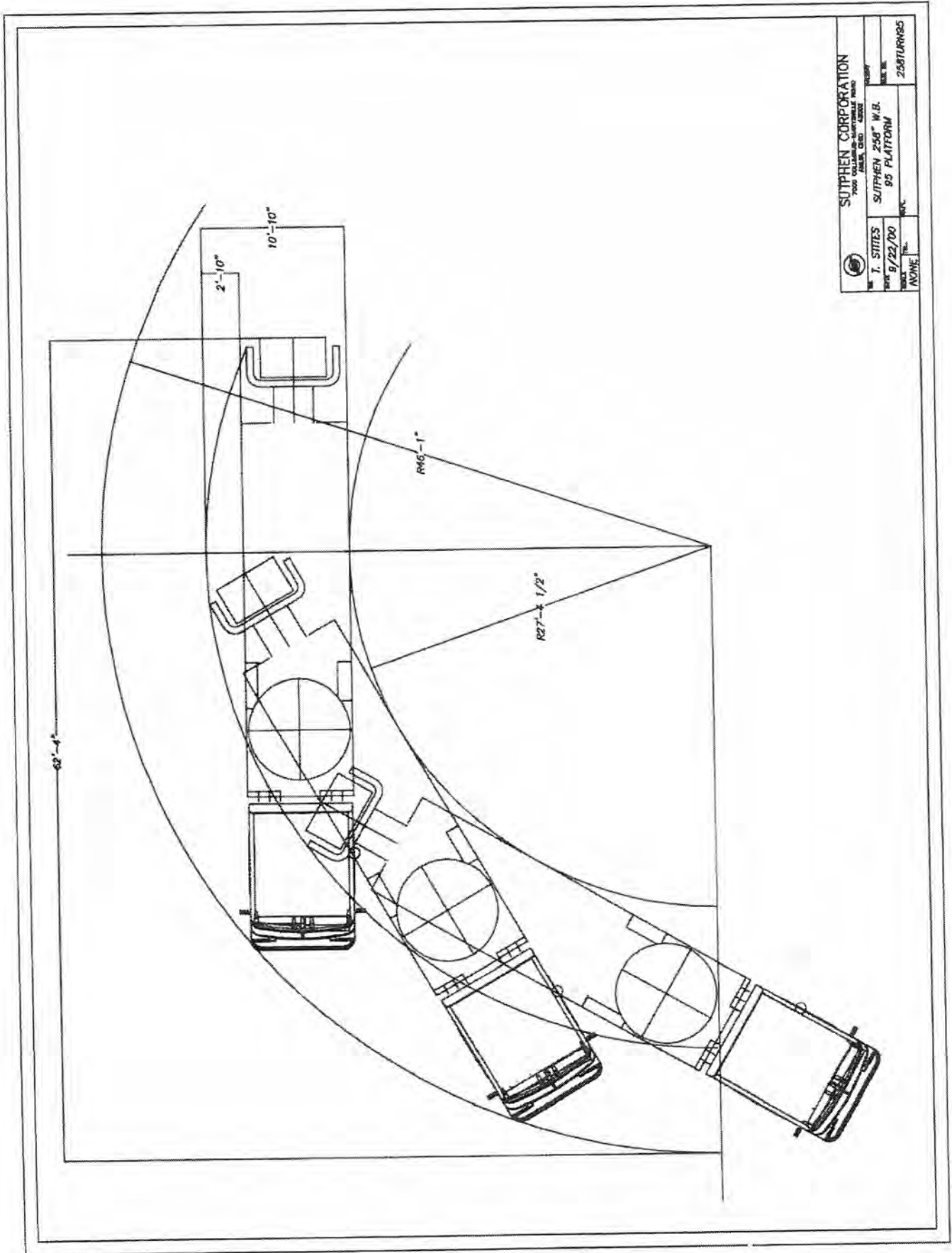
\_\_\_\_\_  
Date

**ATTACHMENTS:**

- Attachment A – Initial Project Information
- Attachment B – Standard Terms and Conditions

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<b>SUTPHEN CORPORATION</b> 7000 COLLIER BLVD MEMPHIS, TN 38118	
DATE: 9/22/00	PROJECT: SUTPHEN 250' W.B. 95 PLATFORM
BY: T. STITES	SCALE: AS SHOWN
CHECKED: NONE	DATE: 2/28/2003



Attachment B  
**DLZ'S STANDARD TERMS AND CONDITIONS**

**1. INVOICES AND PAYMENT:** Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at eight percent (8%) per annum after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.

**2. CONSTRUCTION SERVICES:** If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contract documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.

**3. CHANGES IN REQUIREMENTS:** In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.

**4. SURVEY STAKING:** If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.

**5. MISCELLANEOUS EXPENSES:** Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.

**6. CHANGE OF SCOPE:** DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.

**7. SAFETY:** DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.

**8. REUSE OF PROJECT DELIVERABLES:** CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by DLZ for the specific purpose intended, will be at CLIENT's sole risk.

**9. OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as

compared to contractor bids or actual cost to CLIENT.

**10. INSURANCE:** During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations aggregate, \$1,000,000 personal/advertising injury aggregate; Automobile Liability- \$1,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and \$1,000,000 employers liability; and Professional Liability- \$2,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.

**11. INDEMNITY:** To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.

**12. CONSEQUENTIAL DAMAGES:** Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.

**13. LIABILITY:** No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.

**14. DISPUTES:** Any litigation regarding this agreement or DLZ's services hereunder will be governed by the substantive laws of the state in which the project is located. The parties agree that the sole venue for any such litigation will be the county in which the project is located. The prevailing party in such litigation will be entitled to recover its litigation expenses, including reasonable attorney fees, from the other party.

**15. STATUTE OF LIMITATIONS:** The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.

**16. DELAYS:** DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.

**17. SHOP DRAWINGS:** If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.

**18. ACCEPTANCE:** Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.

**19. STANDARD OF CARE:** DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose.





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:** 10262020 9G

**FOR MEETING DATE:** 10/26/2020

**SUBJECT:** Par Plan Grant application to purchase a Portable Traffic Speed and Data Collection Sign

**REQUESTING DEPARTMENT:** Police

**SUGGESTED MOTION:**

The Township of Kalamazoo apply for the Par Plan Grant and if approved purchase a Portable Traffic Speed Notification and Data Collection Sign from All Traffic Solutions.

**Financing Cost:** \$4,840.00

**Source:** General Fund \_\_\_\_\_ Grant \$4,840.00 Other \_\_\_\_\_

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

**Other comments or notes:**

**Submitted by:** Sgt. Darien Smith

**Manager's Recommendation:** Support

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

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

## **Charter Township of Kalamazoo**

1720 Riverview Drive  
Kalamazoo, MI 49004  
(269) 567-7523  
(269) 552-4468  
[dmsmith@ktwp.org](mailto:dmsmith@ktwp.org)

### **Current Population**

The Township of Kalamazoo currently serves a population of almost 22,000 and provides police services to an additional 1,800 in the City of Parchment.

### **Par Plan Membership**

The Township of Kalamazoo is a charter member of the Par Plan and has been a participating member for over 30 years.

### **Project Manager**

Administrative Sergeant Darien Smith

### **Project Title**

Portable Traffic Speed Notification and Data Collection

### **Resolution of Approval**

Attached is a signed resolution of approval by the Township of Kalamazoo Board of Trustees.

### **Identified Exposure**

The Township of Kalamazoo Police Department investigates close to 300 traffic crashes each year. The majority of these crashes involve at-fault motorists exceeding the posted speed limit. The Township of Kalamazoo provides 24-hour police and fire protection to our community. In providing these services, emergency vehicles owned by the Township of Kalamazoo log significant amounts of hours and miles on the roads each year. In addition to police and fire vehicles, the Township of Kalamazoo also owns numerous maintenance and staff vehicles driven frequently throughout a given week.

We continue to look for ways to deter motorists speeding, generate data to direct enforcement and increase roadway safety for the general public and Township of

**Project Timeline**

If approved ordering of the Portable Traffic Speed Notification and Data Collection sign would occur quickly. The lead time to receive these items from the manufacturer is six to eight weeks. Once received and installed the project would be completed. The data collection and analysis would be continual.

**Detailed Budget:**

Shield 12 Speed Display; base unit w/ mounting bracket	\$2,995.00
App, Traffic Suite (12mo); Equip Mgmt, Reporting, Management, Alerts	\$1,500.00
Base Model CREDIT, speed display; requires min1 year Traffic Suite	-\$600.00
LFP Power kit, 10Ah battery (2), internal power, charger w/connector	\$595.00
App, Mobile User Interface perpetual license	\$100.00
Carrying Case; Sh12 softcase with storage pockets	\$200.00
3 Year Warranty \$	\$0.00
<u>Shipping and Handling Common Carrier</u>	<u>\$50.00</u>
<b>Total:</b>	<b>\$4,840.00</b>
Grant Requested	\$4,840.00
Township of Kalamazoo Participation (yearly continued software lic.)	\$1,500.00

**Summary:**

On behalf of the Township of Kalamazoo, I would like to thank the Par Plan grant committee for your generous approval of previous grants, and your consideration of this grant proposal.

Respectfully,

Sgt. Darien Smith

**Whereas, the Charter Township of Kalamazoo Board of Trustees approves and supports said grant application to the Michigan Participating Plan Risk Reduction Grant Program for the safety and security of equipment at the Township of Kalamazoo Police Department.**

**Now, therefore be it hereby resolved as follows:**

- 1. That the Charter Township of Kalamazoo Board of Trustees approves and supports said grant application in the amount of \$4,840.00 to the Michigan Township Participating Plan Risk Reduction Grant Program for the purchase of a portable traffic speed notification and data collection sign.**
- 2. That the Charter Township of Kalamazoo Board of Trustees approves the expenditure of \$1,500.00 to continue the purchase of the traffic data software.**
- 3. That a copy of this resolution shall accompany the submission of said grant application to the Michigan Township Participating Plan Risk Reduction Grant Program.**

**Motion was made by**

**Upon roll call vote the following voted "aye":**

**Upon roll call vote the following voted "nay":**

**Duration: This quote is good for 60 days from date of issue.**

**Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.**

**Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.**

**Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-0002R**

**Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.**

**Print Name, Title**

**Signature**

**Date**