



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

**Board of Trustees Work Session Meeting  
Monday, January 13, 2025  
6:00 P.M.**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a Work Session to be held at 6:00 p.m., on **Monday, January 13, 2025**, at the **Kalamazoo Township Hall** to discuss 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/86025457296?pwd=ZjNWMkZXZUIXYIRRaDU5SWJtUENOQT09>

- A. Building Project History / Update
  - a. Eastwood Fire Station
  - b. Police Department / Township Hall
- B. Water/Wastewater Commission Update
- C. Board Committee Templates (two examples)
- D. Invitation Kalamazoo County Clerk's Office for Veterans Honors Program information
- E. MTA Registration Reminder
- F. Public Comment

Posted January 10, 2025

*David Combs*

Supervisor Kalamazoo Township

## Kalamazoo Township Climate Committee

1. Originator of the Charge  
*Board of Trustees*
2. Nature of the Group  
*Standing Committee*
3. Charge Statement  
*The charges to this committee are to be determined in accordance with the current (upcoming) strategic plan for the township*
4. Township Goals to Which this Charge is Aligned  
*TBD*
5. Intended membership (by position)  
*Standing Committee Members*  
*At least 2, but no more than 3 elected board members; 1 township staff member; 2-3 residents; Other Members might included: County rep, city rep, other relevant entity reps*
6. Group Facilitator(s): Elected official and/or nominated rep on committee
7. Timeline  
*TBD*
8. Meeting Dates  
*TBD at first meeting date, but at least once per quarter*
9. Provision for Record Keeping  
*The committee shall keep minutes and review/approve them at subsequent meetings. These minutes shall be made available to all committee members and to the dean's office staff upon request.*
10. Method of Communicating with Committee Members and other Stakeholders  
*Committee members will communicate with each other primarily through email outside of meetings. The chair of the committee shall communicate with the other relevant parties as needed, and keep board and staff abreast of happenings.*

### For the Committee to Consider

Developing a schedule; setting priorities after strategic plan is established; rules for communication and/or committee procedures

## Kalamazoo Township Communications Committee

1. Originator of the Charge  
*Board of Trustees*
2. Nature of the Group  
*Standing Committee*
3. Charge Statement  
*The charges to this committee are to be determined in accordance with the current (upcoming) strategic plan for the township*
4. Township Goals to Which this Charge is Aligned  
*TBD*
5. Intended membership (by position)  
*Standing Committee Members*  
*At least 2, but no more than 3 elected board members; Township Superintendent; 2-3 residents*
6. Group Facilitator(s): Elected official and/or Superintendent
7. Timeline  
*TBD*
8. Meeting Dates  
*TBD at first meeting date, but at least once per quarter*
9. Provision for Record Keeping  
*The committee shall keep minutes and review/approve them at subsequent meetings. These minutes shall be made available to all committee members and to the dean's office staff upon request.*
10. Method of Communicating with Committee Members and other Stakeholders  
*Committee members will communicate with each other primarily through email outside of meetings. The chair of the committee shall communicate with the other relevant parties as needed, and keep board and staff abreast of happenings.*

### For the Committee to Consider

Developing a schedule; setting priorities after strategic plan is established; rules for communication and/or committee procedures



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:**

FOR MEETING DATE 1/13/2025

SUBJECT: Veteran Honoree Program

REQUESTING DEPARTMENT: Toni Kennedy

**SUGGESTED MOTION:**

Financing Cost:) 0 \_\_\_\_\_

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

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

**Other comments or notes:**

I would like to invite the Kalamazoo County Clerk’s Office to present to this Board and the Township community the following:  
 the Honors program for Veterans and their updated process for Veterans to obtain their DD214/215 forms if they live in the County.

Submitted by: Trustee Toni Kennedy

**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.