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Board of Trustees Regular Meeting Agenda For January 24, 2022 7:30 P.M.

The "Regular Meeting" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, January 24, 2022, at 7:30 PM at the **Charter Township of Kalamazoo Hall** 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*.

To join the meeting via Zoom:

<https://us02web.zoom.us/j/88620755522?pwd=TThtV0o5azZ6v050RDQzRU45UzcQT09>
Meeting ID: 886 2075 5522 Passcode: 836818

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

Meeting ID: 886 2075 5522 Passcode: 836818

Find your local number: <https://us02web.zoom.us/j/kcGGUrUvmk>

- 1 – Call to Order**
- 2 – Pledge of Allegiance**
- 3 – Roll Call of Board Members**
- 4 – Addition/Deletions to Agenda** (Any member of the public, board, or staff may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.)
- 5 – Public Comment on Agenda and Non-agenda Items** (Each person may use three (3) minutes for remarks. If your remarks extend beyond the 3-minute time period, please provide your comments in writing and they will be distributed to the board. The public comment period is for the Board to listen to your comments. Please begin your comments with your name and address.)
- 6 – Consent Agenda** (The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with in one Board Motion without discussion.)

Approval of:

- A. Minutes of the January 10, 2022, Board of Trustees Work Session
- B. Minutes of the January 10, 2022, Board of Trustees Regular Meeting
- C. Payment of Bills in the Amount of \$174,551.49

Receipt of:

- A. December 2021 911 summary report for Kalamazoo Township
- B. December 2021 Kalamazoo Township Fire report
- C. Report on completed and current sidewalks

7 – Public Hearing/Presentation

8 – Old Business

None for this meeting.

9 – New Business

- A. Approval of the Kalamazoo County Household Hazardous waste agreement for 2022
- B. Approval of the Auditing services for FYE 2021
- C. Approval of the rescinding of the Vaccination and Testing
- D. Approval of the amendment to the Planning & Zoning fee schedule
- E. Approval of the servers for the records retention and disaster recovery
- F. Approval of the Climate Committee action plan for Kalamazoo Township
- G. Approval of the Climate Committee Vehicle and Equipment purchase policy

10 – Items Removed from the Consent Agenda

11 – Board Member Reports

Trustee Leuty
Trustee Glass
Trustee Moaiery
Trustee Robinson
Clerk Miller
Treasurer Miller
Supervisor Martin

12 – Attorney Report

13 – Manager Report

14 – Public Comments

15 – Adjournment

Posted: January 20, 2022


Dexter A. Mitchell, Manager
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES – WORK SESSION
Monday, January 10, 2022**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, January 10, 2022** at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004, for the purpose of discussing Work Session Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County.

PRESENT: Supervisor Donald Martin, Clerk Mark Miller, Treasurer Sherine Miller, Trustees Ashley Glass, Clara Robinson, Steven Leuty, and Lisa Moaiery.

ABSENT: None.

ALSO PRESENT: Manager Dexter Mitchell, Deputy Treasurer Michael Seals, Finance Director Nancy Desai, Police Chief Bryan Ergang, Ryan Russell of Prein and Newhof, and Attorney Seth Koches.

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

Item 1 – NON-MOTORIZED PLAN DISCUSSION

Trustee Leuty reviewed the plan for work on sidewalks for the next several years, including working on repairs, orphaned corners, and access to schools and the Kalamazoo River Valley Trail. He introduced Ryan Russell from Prein and Newhof. He has been doing non-motorized design for the Township for the last five-plus years. Our engineer will work on itemized cost for the rest of this winter. He estimates \$1,800 per orphaned corner. Prices are the direct construction costs, not including engineering and oversight.

He said that there was still considerable work to do on orphaned corners even after the next two years' work. These corners do not belong to any property owner, so must be handled by the Township. The Implementation Committee decided to concentrate on completing existing sidewalks. Any citizens with new input on the plan can contact Manager Mitchell. They could also use the "report an issue" page of the website.

Supervisor Martin said the biggest issue is funding to complete the plan.

Item 2 – DISCUSSION ABOUT POTENTIAL RENOVATIONS FOR FITNESS ROOM UPDATES

Chief Ergang made a presentation on Evidence Retention and Fitness Room Conversion. The plan is to use the area of the current fitness center for evidence, and to refurbish the current evidence room for a fitness center. He showed pictures of current evidence storage.

Trustee Robinson said the visuals clearly show the problem. Trustee Moaiery asked about the timeline. Chief Ergang said it would go in stages, and we would be applying for grants. Trustee Leuty asked about the sequence of steps in the project.

Item 3 – MANAGER'S UPDATE

Manager Mitchell discussed the "Housing for All" millage and how projects would be awarded. In a previous meeting, he said that McKenna Associates was our Zoning Administrator. That is actually Katarina Kusmack.

A regular citizen participant in our meetings, M. Pence, has passed away. Chief Ergang has been appointed 3rd Vice-President of the Michigan Association of Chiefs of Police. Scott Jackson will be attending the FBI Academy.

Item 4 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA

Trustee Leuty suggested that we have 7:30 p.m. meetings only, doing all our business at that one meeting. This way all the Board discussions will be televised.

Clerk Miller asked Attorney Koches about canceling meetings. This can be done with prior notice on the website.

Trustee Glass was concerned about having the time for dialog that the Work Session provides.

Supervisor Martin said previous practice was to hash out any problems in advance.

Trustee Glass said the proposed change would not allow for reflection between introduction and a vote.

Treasurer Miller says this would not solve the issue of not spending too much time together.

Trustee Leuty said we never used to have Work Sessions more than once a month. If we can work efficiently, we might be able to cancel an unneeded work session.

On the subject of the vaccination policy, Clerk Miller suggested that we pass a resolution that the previous COVID policy is not canceled by the new policy. We should pass the policy as the law exists now, not try to predict what the Supreme Court will do.

Trustee Robinson agreed that we need to act and implement something. Trustee Glass agreed. Trustee Leuty said there is a deadline – January 10 (today). Trustee Moaiery agrees with the policy.

Supervisor Martin has concerns about mandating shots and made comments about getting input from our Chiefs on the policy.

There was further discussion about enforcement of the policy.

Item 5 – PUBLIC COMMENT

None.

Adjourned 7:10 p.m.

Respectfully submitted,

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
January 10, 2022**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, January 10, 2022** at **7:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

Item 1 CALL TO ORDER

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

Item 2 PLEDGE OF ALLEGIANCE

Clerk Miller led the Pledge of Allegiance.

Item 3 ROLL CALL OF BOARD MEMBERS.

All present.

Item 4 ADDITIONS AND DELETIONS TO AGENDA

None.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Katarina Kusmack, spoke on the proposed vaccination requirement. She has been chosen as spokesperson for some staff members. Most employees believe that this policy is jumping the gun. She believes we have an employee morale problem in the Township.

Ron Huster 1314 Coolidge, hopes that we continue to complete the orphaned sidewalk corners.

Item 6 CONSENT AGENDA

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

Approval of:

- A. Minutes of December 13, 2021 Board of Trustees Work Session
- B. Minutes of December 13, 2021 Board of Trustees Regular Meeting
- C. Payment of Bills in the amount of \$16,445.16

Receipt of:

- A. Final 2022 Kalamazoo Township Meeting Schedule
- B. Check Disbursement Report, December 2021
- C. EFT Report, December 2021
- D. KABA Reports, December 2021
- E. "Housing for All" millage information
- F. Non-Motorized Plan Update

Voice vote, Motion carried.

Item 7 **PUBLIC HEARING / PRESENTATION**

Potential Improvements to the Kalamazoo Charter Township Non-Motorized Plan – Trustee Leuty reviewed the discussion which was held at the preceding Work Session.

Item 8 **UNFINISHED BUSINESS**
None.

Item 9 **NEW BUSINESS**

Item 9A **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH PREIN & NEWHOF.**

Manager Mitchell explained the agreement.

Trustee Glass moved, seconded by Treasurer Miller, to approve the agreement.

Clerk Miller asked if attorneys have reviewed the agreement. Attorney Seth Koches said yes.

Voice vote, Motion carried.

Item 9B **REQUEST FOR APPROVAL OF WINDING WAY LIFT STATION WORK**

Manager Mitchell reviewed the work, costing \$84,200 from the Sewer Fund for the lift station engineering work.

Trustee Leuty moved, seconded by Trustee Robinson, to approve the request.
Voice vote, Motion carried.

Item 9C **REQUEST FOR APPROVAL OF KALAMAZOO CHARTER TOWNSHIP CAPITAL ASSET POLICY**

Manager Mitchell said this corrects a material deficiency noticed by our auditors.

Trustee Robinson moved, seconded by Trustee Glass. Roll call vote (7-0), Motion carried.

Item 9D **REQUEST FOR ADOPTION OF RESOLUTION RATIFYING THE LOCAL FRANCHISE AGREEMENT WITH COMCAST**

Clerk Miller reviewed the background of the Comcast agreement. He has already returned the signed document in order to be timely.

Clerk Miller moved, seconded by Trustee Leuty, to adopt the Resolution ratifying the Local Franchise Agreement with Comcast. Roll call vote (7-0), Motion carried.

Item 9E **REQUEST FOR APPROVAL OF COVID-19 VACCINATION POLICY FOR KALAMAZOO CHARTER TOWNSHIP**

Manager Mitchell explained that this policy is a mandate from MIOSHA. Today is the deadline to adopt a policy mandating vaccination. We had an extensive discussion at the Work Session.

Trustee Robinson said that we had asked whether the Chiefs had been consulted, but we did not ask what employees' opinions were. Was there input from employees?

Manager Mitchell said that there have been discussions with some employees, but in the end it is a mandate.

Clerk Miller moved, seconded by Trustee Leuty, as follows: "I move the following Resolution: Be it Resolved, that the Township Board approve the "Kalamazoo Charter Township Vaccination, Testing, and Face Covering Policy", and be it further Resolved, that the "Kalamazoo Charter Township COVID-19 Preparedness and Response Plan" dated May 15, 2020 remains in force except for any provisions therein contradicted by the Vaccination, Testing, and Face Covering Policy."

Trustee Glass asked why the Clerk made that motion. Clerk Miller explained that he did not want us to leave any ambiguity about the status of the previous COVID policy, and there are valuable provisions in it, including masking in shared spaces.

Manager Mitchell said that an alternative to vaccination in the policy is testing every seven days.

There was further discussion about the implications of the policy, and who would pay for testing.

Trustee Moaiery pointed out some employers have fees for smokers. We are in a crisis, and throughout history, vaccination protects communities. This policy allows employees to object and not lose their jobs.

Roll call vote (4-3 Robinson, Treasurer Miller, Martin), Motion carried.

Item 10 **ITEMS REMOVED FROM THE CONSENT AGENDA**
None.

Item 11 **BOARD MEMBER REPORTS**

Trustee Leuty mentioned positives to meeting together. Planning Commission Jan 6 meeting was canceled. Annual report from Planning Commission will be out soon. He will attend "Floodplains 101" EGLE webinar. We have access to many foundational services provided by local government, done in a cost-effective way.

Trustee Robinson said it was good to meet in person and thanked the Board and others.

Treasurer Miller mentioned employee morale. She apologized for the fact that we have not done a Manager evaluation. She acknowledged being a part of the morale situation.

Supervisor Martin thanked PMN for the work to adjust to in-person meeting again. He reflected on our decisions. Part of morale is communication. Long-term employees are less common.

Item 12 ATTORNEY'S REPORT

Attorney Seth Koches reported that paying for testing is up to the employer.

Item 13 MANAGER'S REPORT

Manager Mitchell likes having in-person meetings. He agrees that we do not rubber-stamp decisions. He corrected a previous announcement that Katarina Kusmack is our Zoning Administrator. Long-time participant M. Pence has passed away. Congratulations to Lt. Scott Jackson, who will attend the FBI Academy. Derek Thompson has been promoted to Sergeant.

Item 14 PUBLIC COMMENT

Katarina Kusmack says the staff respects the Boards decision. The policy does not mention who pays for the tests. The vaccinated get sick too, what will be the policy for testing these? Not all staff receives Board communications.

Item 15 ADJOURNMENT

Adjourned at 8:30 pm.

BOARD MEMBERS PRESENT:

Supervisor Donald D. Martin
Treasurer Sherine M. Miller
Clerk Mark E. Miller
Trustee Ashley Glass
Trustee Steven C. Leuty
Trustee Lisa Moaiery
Trustee Clara D. Robinson

Respectfully submitted,

Mark E. Miller, Clerk

ABSENT: None.

Attested to by,

ALSO PRESENT:

Attorney Seth Koches
Manager Dexter Mitchell

Donald D. Martin, Supervisor

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3693R 34436	DECKER AGENCY INSTALLMENT #1 101-200-912.00 206-336-912.00 207-301-912.00	01/12/2022 MONICAK	01/12/2022	31,837.00	31,837.00	Open	N 01/20/2022
258255 34436	RIDGE COMPANY MISC SUPPLIES 206-336-939.00	01/12/2022 MONICAK	01/12/2022	159.16	159.16	Open	N 01/20/2022
11436040 34436	CERTASITE, LLC EXTINGUISHER INSPECTIONS 206-336-811.00	01/12/2022 MONICAK	01/12/2022	324.35	324.35	Open	N 01/20/2022
11437235 34436	CERTASITE, LLC EXTINGUISHER INSPECTIONS 206-336-811.00	01/12/2022 MONICAK	01/12/2022	231.00	231.00	Open	N 01/20/2022
4435-756037 34436	HARMON GLASS DOCTOR WINDSHIELD - 895 206-336-939.00	01/12/2022 MONICAK	01/12/2022	300.38	300.38	Open	N 01/20/2022
2307513-0 34436	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	01/12/2022 MONICAK	01/12/2022	13.84	13.84	Open	N 01/20/2022
2307075-0 34436	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	01/12/2022 MONICAK	01/12/2022	52.08	52.08	Open	N 01/20/2022
63325 34436	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	01/12/2022 MONICAK	01/12/2022	77.97	77.97	Open	N 01/20/2022
136168 34436	FADER EQUIPMENT, INC. EXCAVATOR 101-276-945.00	01/12/2022 MONICAK	01/12/2022	210.00	210.00	Open	N 01/20/2022
N9210925 34436	QUADIENT LEASING USA, INC. LEASE PYMT	01/12/2022 MONICAK	01/12/2022	377.72	377.72	Open	N 12/31/2021

INVOICE REGISTER REPORT FOR CHARTER TOWNSHIP OF KALAMAZOO
EXP CHECK RUN DATES 01/25/2022 - 01/25/2022
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnld Post Date
N9210925A 34440	QUADIENT LEASING USA, INC. LEASE PYMT 101-200-811.00	01/12/2022 MONICAK	01/12/2022	377.72	188.86	Open	N 01/20/2022
015180637 34441	XEROX CORPORATION CUSTOMER #724921614 101-200-811.00	01/12/2022 MONICAK	01/12/2022	188.86	343.37	Open	N 12/31/2021
206435391509 34442	CONSUMERS ENERGY ACCT #1030 2066 4423 219-448-921.00	01/12/2022 MONICAK	01/12/2022	343.37	3,046.25	Open	N 12/31/2021
206969112778 34443	CONSUMERS ENERGY ACCT #1000 0018 2830 219-448-921.00	01/12/2022 MONICAK	01/12/2022	3,046.25	17,980.90	Open	N 12/31/2021
0249-007341179 34444	REPUBLIC SERVICES #249 ACCT #3-0249-0303078 226-527-811.00	01/12/2022 MONICAK	01/12/2022	39,951.78	39,951.78	Open	N 12/31/2021
21-06-11 34445	KALAMAZOO AREA BUILDING AUTHORITY PROPERTY INSPECTIONS 101-310-811.00	01/12/2022 MONICAK	01/12/2022	400.00	400.00	Open	N 12/31/2021
122921 34446	ACCIDENT FUND COMPANY INSTALLMENT #1 101-200-913.00 206-336-913.00 207-301-913.00 267-301-913.00	01/12/2022 MONICAK	01/12/2022	37,325.25	37,325.25	Open	N 01/20/2022
583776 34447	DEERFIELD COMMUNICATIONS, INC. ANNUAL MAINTENANCE - 3CX 101-200-814.00	01/12/2022 MONICAK	01/12/2022	1,195.00	1,195.00	Open	N 01/20/2022
2304419-0 34448	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	01/12/2022 MONICAK	01/12/2022	299.19	299.19	Open	N 01/20/2022

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
82D1F4 36669	PORTAGE CLEANERS AND LAUNDRY CLEANING 207-301-749.00 206-336-811.00	01/12/2022 MONICAK	01/12/2022	241.41	241.41	Open	N 12/31/2021
138915 64450	RS & A SOFTWARE SERVICE/SUPPORT - FIXED ASSETS 101-223-142.00	01/12/2022 MONICAK	01/12/2022	1,343.00	1,343.00	Open	N 01/20/2022
8773 36652	ABRAXAS BLUEPRINT SCANNING 101-200-811.00	01/12/2022 MONICAK	01/12/2022	7,149.00	7,149.00	Open	N 12/31/2021
21-028-8 66651	MCKENNA ASSOCIATES, INC. PLANNING SERVICES 101-600-821.00	01/12/2022 MONICAK	01/12/2022	2,600.00	2,600.00	Open	N 12/31/2021
21-028-8A 36652	MCKENNA ASSOCIATES, INC. 3334 N PITCHER 701-000-240.00	01/12/2022 MONICAK	01/12/2022	573.63	573.63	Open	N 12/31/2021
9228H 36654	MIDWAY CHEVROLET, INC. OIL CHANGE 207-301-939.00	01/12/2022 MONICAK	01/12/2022	52.98	52.98	Open	N 01/20/2022
551-594137 66655	STATE OF MICHIGAN LIVESCAN FEES 217-301-956.00	01/12/2022 MONICAK	01/12/2022	735.25	735.25	Open	N 12/31/2021
2309195-0 36656	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	01/12/2022 MONICAK	01/12/2022	339.20	339.20	Open	N 01/20/2022
65474 64451	PREIN & NEWHOF, INC. RESEARCH 3829 GLENGARRY SEWER AVAIL 883-520-820.00	01/12/2022 MONICAK	01/12/2022	36.00	36.00	Open	N 01/20/2022
65318 66658	PREIN & NEWHOF, INC. TEXEL LIFT STATION 883-520-820.00	01/12/2022 MONICAK	01/12/2022	1,807.00	1,807.00	Open	N 01/20/2022

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65473 34459	PREIN & NEWHOF, INC. UPDATE EASEMENT EXHIBITS 101-446-969.01	01/12/2022 MONICAK	01/12/2022	442.00	442.00	Open	N 01/20/2022
01321 34460	LOWE'S COMPANIES, INC. MISC SUPPLIES 101-265-740.00	01/12/2022 MONICAK	01/12/2022	8.90	8.90	Open	N 01/20/2022
011022 34461	QUADIENT FINANCE USA, INC POSTAGE SUPPLIES 101-200-727.00	01/12/2022 MONICAK	01/12/2022	353.13	353.13	Open	N 01/20/2022
92097 34462	JEFF'S TOWING AND RECOVERY LLC TOWING 207-301-782.00	01/12/2022 MONICAK	01/12/2022	150.00	150.00	Open	N 01/20/2022
3412 34463	ROBERT LAMSON, LLC SCREENING - SIMMONS 207-301-812.00	01/12/2022 MONICAK	01/12/2022	125.00	125.00	Open	N 01/20/2022
INV7113 34464	ALL PRO EXERCISE SERVICE FITNESS EQUIPMENT 207-301-983.00	01/12/2022 MONICAK	01/12/2022	4,915.71	4,915.71	Open	N 12/31/2021
INV7112 34465	ALL PRO EXERCISE SERVICE FITNESS EQUIPMENT 207-301-983.00	01/12/2022 MONICAK	01/12/2022	4,999.85	4,999.85	Open	N 12/31/2021
INV7114 34466	ALL PRO EXERCISE SERVICE FITNESS EQUIPMENT 207-301-983.00	01/12/2022 MONICAK	01/12/2022	4,975.41	4,975.41	Open	N 12/31/2021
INV7115 34467	ALL PRO EXERCISE SERVICE FITNESS EQUIPMENT 207-301-983.00	01/12/2022 MONICAK	01/12/2022	1,597.40	1,597.40	Open	N 12/31/2021
26054570 34468	DORRANCE FORD OIL CHANGE 207-301-939.00	01/12/2022 MONICAK	01/12/2022	43.92	43.92	Open	N 01/20/2022

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4435-756266 36676	HARMON GLASS DOCTOR WINDSHIELD 207-301-939.00	01/12/2022 MONICAK	01/12/2022	487.00	487.00	Open	N 01/20/2022
2307411-0 46676	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	01/12/2022 MONICAK	01/12/2022	390.58	390.58	Open	N 01/20/2022
0201395 36677	IACP MEMBERSHIP - ERGANG 207-301-732.00	01/12/2022 MONICAK	01/12/2022	190.00	190.00	Open	N 01/20/2022
I100274-20211231 36678	LEXISNEXIS CLAIMS SOLUTIONS, INC CITATION SUPPORT/MAINT 207-301-810.00	01/12/2022 MONICAK	01/12/2022	1,860.30	1,860.30	Open	N 01/20/2022
63152 36679	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	01/12/2022 MONICAK	01/12/2022	219.00	219.00	Open	N 01/20/2022
011722 36676	BORGESS LIFE SUPPORT LIFE SUPPORT CARDS 206-336-740.00	01/12/2022 MONICAK	01/12/2022	225.00	225.00	Open	N 01/20/2022
I1500203 36675	CERTASITE, LLC EXTINGUISHER INSPECTION 206-336-811.00	01/12/2022 MONICAK	01/12/2022	101.75	101.75	Open	N 01/20/2022
63689 36676	MENARDS - KALAMAZOO EAST MISC SUPPLIES 206-336-931.00	01/12/2022 MONICAK	01/12/2022	333.87	333.87	Open	N 01/20/2022
01205 36677	LOWE'S COMPANIES, INC. MISC SUPPLIES 101-265-740.00	01/12/2022 MONICAK	01/12/2022	164.31	164.31	Open	N 01/20/2022
63408 36678	MENARDS - KALAMAZOO EAST MISC SUPPLIES 101-265-740.00	01/12/2022 MONICAK	01/12/2022	49.98	49.98	Open	N 01/20/2022

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010722 34479	DELL BUSINESS CREDIT ACCT #6879 4502 0401 6690 491 101-200-740.00	01/12/2022 MONICAK	01/12/2022	1,042.59	1,042.59	Open	N 01/20/2022
59095509 34480	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	01/12/2022 MONICAK	01/12/2022	14.00	14.00	Open	N 01/20/2022
59095510 34481	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	01/12/2022 MONICAK	01/12/2022	7.00	7.00	Open	N 01/20/2022
59095440 34482	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	01/12/2022 MONICAK	01/12/2022	14.00	14.00	Open	N 01/20/2022
36512 34483	R.W. LAPINE, INC. REPAIR GENERATOR 206-336-811.00	01/12/2022 MONICAK	01/12/2022	211.45	211.45	Open	N 01/20/2022
36503 34484	R.W. LAPINE, INC. SCHEDULED MAINTENANCE 206-336-811.00	01/12/2022 MONICAK	01/12/2022	386.25	386.25	Open	N 01/20/2022
136123 34485	FADER EQUIPMENT, INC. EXCAVATOR 101-276-945.00	01/12/2022 MONICAK	01/12/2022	210.00	210.00	Open	N 01/20/2022
802054 34486	NYE UNIFORM CO. UNIFORMS 206-336-748.00	01/12/2022 MONICAK	01/12/2022	193.50	193.50	Open	N 01/20/2022
796734 34487	NYE UNIFORM CO. UNIFORMS 206-336-748.00	01/12/2022 MONICAK	01/12/2022	333.00	333.00	Open	N 01/20/2022
A809982 34488	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 101-265-811.00	01/12/2022 MONICAK	01/12/2022	344.76	344.76	Open	N 01/20/2022

INVOICE REGISTER REPORT FOR CHARTER TOWNSHIP OF KALAMAZOO

EXP CHECK RUN DATES 01/25/2022 - 01/25/2022

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Journalized Post Date
A809823 34494	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/12/2022 MONICAK	01/12/2022	104.22	104.22	Open	N 01/20/2022
A809821 34493	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/12/2022 MONICAK	01/12/2022	104.22	104.22	Open	N 01/20/2022
A809807 34495	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/12/2022 MONICAK	01/12/2022	104.22	104.22	Open	N 01/20/2022
A809822 34492	ENGINEERED PROTECTION SYSTEMS, INC. MONITORING 206-336-811.00	01/12/2022 MONICAK	01/12/2022	104.22	104.22	Open	N 01/20/2022
203587959370 34491	CONSUMERS ENERGY ACCT #1000 1445 5693 206-336-921.04	01/12/2022 MONICAK	01/12/2022	276.69	276.69	Open	N 12/31/2021
203587959370A 34494	CONSUMERS ENERGY ACCT #1000 1445 5693 206-336-921.04	01/12/2022 MONICAK	01/12/2022	276.69	276.69	Open	N 01/20/2022
# of Invoices: 65		# Due: 65		174,551.49	174,551.49		
# of Credit Memos: 0		# Due: 0		0.00	0.00		
Net of Invoices and Credit Memos:				174,551.49	174,551.49		



SUMMARY OF INCIDENTS REPORT

(Includes all Officer Initiated & Citizen Reported)

Kalamazoo Township

ORI	All
Create Date/Calendar	Calendar 2021
Venue	KALAMAZOO TOWNSHIP

Call Type/Nature Code	# of Incidents
911 Hangup(s)	1635
Abandoned Vehicle	225
Abandoned Vehicle-Private Proper	201
Airplane/Train Crash	8
Airport Alert 2	1
Airport Alert 3	2
Alarm	432
Animal Complaint	147
Arrest On Warr (Other Dept)	40
Arson	3
Assault/DV	334
Assist Fire Dept	207
Assist Other Dept	322
Assist Person	786
ATL	90
B&E/Illegal Entry	157
B&E/Larceny From Veh	257
Background Investigation	1
BOL	289
Bomb Threat	1
Brush/Grass Fire - No Exposure	12
Carbon Monoxide - No Symptoms	24
Carbon Monoxide - With Symptoms	10
Check Welfare	712
Child Abuse/Neglect	27
Civil Calls	94
Community Policing/Crime Prev	160
Conservation/Littering	27
Crime Prevention	3
Crossing Guard	83
Crowd	23
CSC	45
Death Investigation	40
Directed Patrol	2009
Disorderly	2
Disturbance/Fight	238
Drugs/VCSA	56
Embezzlement	7
Equipment Failure	2
Felonious Assault	66
Fire Alarm - Commercial	92
Fire Alarm - Residential	36
Fire Alarm - Test	63

Fireworks	53
Follow-Up	753
Foot Patrol	49
Forgery/U&P/Counterfeit	11
Fraud	173
Harassing TX/Texts	129
Harrassment/Misc Criminal	52
Health & Safety	15
Hit & Run Accident	157
Homicide	3
Indecent Exposure/Peeping	5
Juvenile Mischief	28
Kidnapping	2
Larceny	275
Lockouts	18
Lost/Found Property	155
Maintenance	42
MDP	220
Message Delivery	1
Mischievous Behavior	4
Misd Traffic (DWLS)	330
Missing Person	74
Money Escort	1
Motorist Assist	154
Natural Gas Leak - Inside	41
Natural Gas Leak - Outside	39
Noise Complaint	387
Obs Justice	69
Open Door/Window	9
Ordinance Violation	248
Other Criminal Complaint	7
Outside Fire - with Exposure	4
OWI/OUID	46
Panhandler/Vagrant/Solicitor	84
Parking Complaint	84
PD Accident	383
Peace Officer	283
Personal Injury (WMU)	2
PI - Confirmed Injuries	160
PI - Entrapment	12
PR/PRB/PRS	79
Prints/DNA	12
Prisoner Transport	22
Property Check - Commercial	17
Property Check - Residential	16
R&O/Fleeing	58
Recover Stolen Property	9
Recover Stolen Vehicle	75
Repossession	42
Rescue-Medical Incoming	139
Rescue-Medical P1	2322
Rescue-Medical P2	969
Rescue-Medical P3	1747
Retail Fraud	69
Road Commission/MDOT Notify	12
Robbery	9
Runaway	76

Service For Department	102
Sex Offense -Not CSC	5
Shooting	6
Shots Fired	127
SOR Registration	1
Special Check	28
Special Service	359
Stalking	8
Structure Fire - Commercial	64
Structure Fire - Residential	91
Suicide/Attempt	228
Suspicious	1714
Tech Rescue - Building Collapse	5
Tech Rescue - Water	2
Test Call Only	3
Traffic Hazard	185
Traffic Investigation/Complaint	7
Traffic Mishap/Acc Damage	19
Traffic Stop	2189
Training	5
Trespassing	218
Trouble with Subject	1644
Unk Accident	331
Vehicle Fire	16
Vehicle Fire - Commercial	2
Vehicle Inspection	31
Vehicle Theft (UDAA)	161
VRDL/Fix it Tickets	117
Warrant Service	174
Weapons	16
Grand Total	27062

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2021

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2506	503 IRA	BURNING COMPLAINT		11						11
2508	804 PARCHMOUNT	FALL	6							6
2509	2605 DOUGLAS	ALTERED MENTAL STATUS	4							4
2510	3119 OLD FARM	FALL	5							5
2511	4210 VALLEY RIDGE	SMOKE INVESTIGATION	5					4	4	23
2512	1902 COLGROVE #102	BREATHING PROBLEM		7		10				7
2513	1519 OLMSTEAD LOT 29	ALLERGIC REACTION/STINGS					2			2
2514	1230 CRAFT	FALL		2						2
2515	2220 GULL O-3	OVERDOSE/POISONING		3						3
2516	1416 WILLOW	PSYCHIATRIC PROBLEMS	5							5
2517	3324 W MAIN # 101	CHOKING					8			8
2518	2114 DEARBORN	SICK PERSON		6						6
2519	3928 GLEN	PSYCHIATRIC PROBLEMS	6							6
2520	3429 MULHEARN	BREATHING PROBLEM		7						7
2521	537 CHICAGO	ALTERED MENTAL STATUS		6						6
2522	2510 CONWAY	PSYCHIATRIC PROBLEMS	6							6
2523	215 PAISLEY	ASSIST POLICE				13				13
2524	1902 COLGROVE #215	FIRE ALARM	6	5						11
2525	1050 FARGO	BURNING COMPLAINT	2							2
2526	537 CHICAGO	ASSAULT		3						3
2527	431 PARK	CARBON MONOXIDE	4							4
2528	2220 GULL H-7	HEAD INJURY/PAIN		6						6
2530	3316 WINDMILL	FALL	2							2
2531	537 CHICAGO	BREATHING PROBLEM		3						3
2532	1642 GULL	ALTERED MENTAL STATUS		4						4
2533	2220 GULL H-7	UNKNOWN/PERSON DOWN		6						6
2534	521 CHEROKEE #111	BREATHING PROBLEM				6				6
2535	1135 WILLIS	OVERDOSE/POISONING				2				2
2536	511 ARTHUR	FALL		4						4
2537	1701 OLMSTEAD	BREATHING PROBLEM				2				2
2538	630 DAYTON	UNKNOWN/PERSON DOWN		4						4
2539	2910 BARNEY	CONVULSIONS/SEIZURE				9				9
2541	3306 W MAIN	NOTHING FOUND/ARRIVAL				9				9
2542	1801 TEXEL	EMS ALARM		5						5
2543	1629 TURWILL	CARBON MONOXIDE				3				3
2544	128 PARK	UNKNOWN/PERSON DOWN	3	3						6

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2021

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2545	315 TURWILL	GAS LEAK				4				4
2546	2432 N DRAKE ROOM 248	UNCONSCIOUS				10				10
2547	1518 TURWILL	UNKNOWN/PERSON DOWN				11				11
2548	TURWILL & W MAIN	MOTOR VEHICLE ACCIDENT				7				7
2549	3516 WINDMILL	FALL	6							6
2550	1913 ELKERTON #214	SMOKE INVESTIGATION	4	3		4			4	15
2551	5585 GULL #108	AID GIVEN - FIRE		5					4	5
2552	4209 BEVERTON	BREATHING PROBLEM				9		MG		9
2553	HILLTOP & BROOK	CANCELLED EN ROUTE								8
2554	1701 OLMSTEAD	BREATHING PROBLEM				2				2
2555	2012 SUNNYSIDE A-7	BREATHING PROBLEM		3						3
2556	2819 CARLETON	BREATHING PROBLEM				4				4
2557	2114 DEARBORN	LIFT ASSIST		4						4
2558	1313 HIGHLAND HILLS	CARDIAC ARREST	4			9				13
2559	1809 HUMPHREY #1	BREATHING PROBLEM		7						7
2560	3227 HURON	BREATHING PROBLEM				7				7
2561	3111 RED CLOVER	FALL	4							4
2562	TAMPA & NAZARETH	MOTOR VEHICLE ACCIDENT		6						6
2563	2220 GULL H-7	ATTEMPT SUICIDE		7						7
2564	1922 EGLESTON	GAS LEAK		7						7
2565	537 CHICAGO	PSYCHIATRIC PROBLEMS		1						1
2566	308 N SAGE #103	BREATHING PROBLEM				3				3
2567	3308 W MAIN #302	UNKNOWN/PERSON DOWN				7				7
2568	2032 SUNNYSIDE A-5	BREATHING PROBLEM		6						6
2569	1422 STAMFORD	GAS LEAK		6						6
2570	4220 LEISURE LN E-437	BREATHING PROBLEM				7				7
2571	2703 E MAIN	UNKNOWN/PERSON DOWN		9						9
2572	2026 W MAIN	UNCONSCIOUS				9				9
2573	2016 SUNNYSIDE B-10	BREATHING PROBLEM		8						8
2574	2015 SUNNYSIDE	LIFT ASSIST		2						2
2575	1910 SHAFFER	CHEST PAIN		9						9
2576	3228 OLD FARM	ALTERED MENTAL STATUS	5							5
2577	650 REX	AID GIVEN - FIRE		8				MG		8
2578	139 HAYMAC	ALLERGIC REACTION/STINGS	1							1
2579	407 GROVELAND	FALL	2							2
2580	2602 GULL	SMOKE INVESTIGATION	3	10				6		19

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2021

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2581	1930 GULL	CANCELLED EN ROUTE		10						10
2582	4028 VALLEY RIDGE #1	BREATHING PROBLEM				4				4
2583	750 S DRAKE APT G	AID GIVEN - FIRE				5				5
2584	1913 ELKERTON #204	SMOKE INVESTIGATION	9	8				MG		21
2585	2114 SUNNYSIDE A-6	CARDIAC ARREST	4	8		4				12
2586	3125 NICHOLS #103	BREATHING PROBLEM				6				6
2587	445 N CLARENDON	UNCONSCIOUS				7				7
2588	3705 MILLER	CONVULSIONS/SEIZURE					2			2
2589	1311 HIGHLAND HILLS	BREATHING PROBLEM	2							2
2590	3324 DEVONSHIRE	BREATHING PROBLEM				3				3
2591	1309 BRONX	WIRES DOWN/ARCING		6						6
2592	FLETCHER & W MAIN	WIRES DOWN/ARCING				5				5
2593	1916 E G AVE	FIRE ALARM	7							7
2594	1809 HUMPHREY #3	LIFT ASSIST		10						10
2595	116 S DARTMOUTH	WIRES DOWN/ARCING				4				4
2596	714 SHOPPERS	CARDIAC ARREST	7	11						18
2597	NAZARETH & E MAIN	MOTOR VEHICLE ACCIDENT		11						11
2598	3318 W MAIN #201	CANCELLED EN ROUTE				7				7
2599	1035 FENIMORE	UNCONSCIOUS		11						11
2600	730 ARTHUR	CONVULSIONS/SEIZURE		12						12
2601	537 CHICAGO	STROKE		9						9
2602	4290 GULL PRAIRIE	AID GIVEN - FIRE		8			MG			8
2603	2617 FAIRFIELD	LIFT ASSIST		6						6
2604	234 N LAUDERDALE	ALTERED MENTAL STATUS				6				6
2605	1910 SHAFFER	CONVULSIONS/SEIZURE		8						8
2606	3304 W MAIN #303	BREATHING PROBLEM				6				6
2607	WAYSIDE & HUMPHREY	MOTOR VEHICLE ACCIDENT		6						6
2608	1019 CLEARVIEW	GAS LEAK	3	4		5				12
2609	1113 NICHOLS	BREATHING PROBLEM				8				8
2610	3005 CARLETON	FALL					2			2
2611	521 EDISON	FIRE ALARM	3							3
2612	537 CHICAGO	CHEST PAIN		8						8
2613	501 N 9TH	AID GIVEN - FIRE				7	MG			7
2614	1700 BRONSON WAY	AID GIVEN - FIRE				9	MG			9
2615	3215 THORNHILL	CHEST PAIN				9				9
2616	2422 MONTEREY	CHEST PAIN	2							2

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: DECEMBER 2021

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2618	6900 E MICHIGAN	AID GIVEN - FIRE		9						9
2619	3100 LAKE	MOTOR VEHICLE ACCIDENT		10						10
2621	2212 STRAWBERRY	LIFT ASSIST	3							3
2622	2428 CHAPARRAL	BREATHING PROBLEM				8				8
2623	1809 HUMPHREY #11	BREATHING PROBLEM		4						4
2624	2034 SUNNYSIDE B-10	SICK PERSON		5						5
2625	1008 COOPER	CHEST PAIN		4						4
2626	123 S KENDALL #101	SMOKE INVESTIGATION	4			7		2	4	17
2627	1019 AVONDALE	FALL		8						8
2628	2614 N WESTNEDGE	LIFT ASSIST	4							4
2629	1910 SHAFFER	CONVULSIONS/SEIZURE		8						8
2630	537 CHICAGO	CANCELLED EN ROUTE		6						6
2631	SUNNYSIDE & GULL	LIFT ASSIST		6						6
2632	214 S SAGE #104	FALL				7				7
2633	2034 SUNNYSIDE B-10	BREATHING PROBLEM		7						7
2634	301 N KENDALL	MOTOR VEHICLE ACCIDENT				11				11
2635	522 CHEROKEE #303	UNCONSCIOUS				12				12
2636	1003 JENKS	WIRES DOWN/ARCING				7				7
2637	910 JENKS	WIRES DOWN/ARCING				7				7
2638	537 CHICAGO	ALLERGIC REACTION/STINGS		3						3
2639	333 PARCHMOUNT	WIRES DOWN/ARCING	4							4
2640	1407 TEXEL	BREATHING PROBLEM		7						7
2641	1701 OLMSTEAD	HEAD INJURY/PAIN					2			2
2642	PONTIAC & SEMINOLE	WIRES DOWN/ARCING				7				7
2643	KEYES & W THOMAS	MOTOR VEHICLE ACCIDENT	8							8
2644	4305 LEISURE LN J-701	STROKE				8				8
2645	1362 SEMINOLE	WIRES DOWN/ARCING				8				8
2646	1701 OLMSTEAD	CHEST PAIN					2			2
2647	4312 GULL PRARIE 2-A	AID GIVEN - FIRE		7			MG			7
2648	2220 GULL M-2	GAS LEAK	3	6					4	13
2649	3125 NICHOLS #112	CHEST PAIN								5
2650	4315 W MAIN	BREATHING PROBLEM								3
2651	4305 LEISURE LN J-701	STROKE				4				4
2652	2318 WOODWARD	BURNING COMPLAINT	4							4
2653	2903 E MAIN	STRUCTURE FIRE	6	9				5		20
2654	3010 WINTER WHEAT	BREATHING PROBLEM	3							3

Estimate of completed and currently outstanding
orphaned corners and deficient sidewalk slabs in Kalamazoo Township

	Completions (estimate)	%	Outstanding (estimate)	%	Notes
Orphaned corners	44	19%	184	81%	The objective is to provide barrier-free access in relatively high-use intersections (particularly serving schools) with ADA-compliant ramps to correct obstacles like curb & gutter sidewalks and existing sidewalks ending in grass without reaching roads. Orphaned corners generally exist in the Road Commission's Right-of-Way (ROW).
Concrete, sidewalk slab "spot" repairs	366	48%	396	52%	The Transportation Bond funded the repair of approximately 300, relatively high-use concrete slabs, representing over 100 "spot" repair areas, each of which comprised 1-7 slabs. The most common type of deficiency is a concrete slab raised at least 2". Plus, a 2021 project for the south side of Edison Street replaced approximately 96 concrete slabs. Per the township's Ordinance #604, adjacent property owners are responsible to maintain sidewalks to a specific standard. The Transportation Bond provided a rare opportunity to help correct some of the highest use sidewalks, based on the rationale that the sidewalks provided both a private good to the adjacent property owner and a public good to others using the linear pathway for non-motorized transportation, exercise, and other benefits. In addition, the township's Sidewalk Replacement Program offers limited financial assistance.

Future improvements for prioritized areas rely on available funds.

Updated 1/18/22. Compiled by Trustee Steve Leuty.



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: 01242022 A

FOR MEETING DATE: 1/24/2022

SUBJECT: Household Hazardous waste agreement for 2022

REQUESTING DEPARTMENT: Manager

SUGGESTED MOTION:

To approve the 2022 Household hazardous waste agreement

Financing Cost: \$12,132

Source: General Fund X Grant _____ Other _____

Are these funds currently budgeted? Yes X No _____

Other comments or notes:

Submitted by: Manager Mitchell

Manager's Recommendation: Support

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

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.

**AMENDMENT #1 TO THE AGREEMENT
BETWEEN THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT
AND IT'S ENVIRONMENTAL HEALTH DIVISION/HOUSEHOLD HAZARDOUS
WASTE PROGRAM
201 W. KALAMAZOO AVE., KALAMAZOO, MI 49007 AND
KALAMAZOO TOWNSHIP
1720 RIVERVIEW DRIVE, KALAMAZOO, MI 49004**

The County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department's Environmental Health Division/Household Hazardous Waste Program, (hereinafter referred to as the "County"), and Kalamazoo Township, 1720 Riverview Drive, Kalamazoo, MI 49004, (hereinafter referred to as the "Municipality") having previously entered into an AGREEMENT dated April 1, 2021, for the purpose of providing household hazardous waste disposal services; said AGREEMENT being for the period January 1, 2021 through December 31, 2021; do now hereby approve and agree to amend the existing AGREEMENT as follows:

a. Section C. FINANCIAL REQUIREMENTS.

1. Under the terms of this Agreement, the Municipality will provide funding for Operational Costs which will be billed in January and Disposal Costs which will be billed monthly. The total of the Municipality contract will be the combined monetary amounts of #3 below (Operational Costs calculated by the County) **PLUS** #4 below (provided by the Municipality).
2. Operational Costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within forty-five (45) days of receipt County Finance invoice.
3. Operational costs = the number of household equivalents in 2019 x \$12.00. For your Municipality, this equals **\$ 12,132.00** (entered by County).
4. Disposal cost is based upon the participation rate of the Municipality and disposal costs from all contractors each month. It is up to the Municipality to budget disposal costs for 12 months. It is highly recommended that this is increased from the previous year. The total the Municipality is budgeting for 12 months is
\$ (**(MUNICIPALITY FILL IN DISPOSAL AMOUNT)**)
\$ (**(MUNICIPALITY FILL IN TOTAL CONTRACT AMOUNT = #3 + #4).**)
5. The County will provide an itemized quarterly report to show the rate of participation and the materials disposed.
6. County Finance will provide a monthly disposal cost invoice.
7. If the Municipality would like to utilize the HHW Center to dispose of hazardous waste



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

January 6, 2022

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2022 calendar year. When making allotments for 2022, please consider the following items as costs have significantly changed:

1. A request for proposal was sent out for chemical disposal and recycling. ERG Environmental Services was selected. They have been a proven contractor for many years. Costs increased from \$0.64/pound to \$0.67/pound. ERG will supply cubic yard boxes, drums, labels and pallets at no cost; there are no other fees.
2. A request for proposal was sent out for electronic waste recycling. Valley City was selected and has been a proven contractor for many years. While their fees were the lowest of the proposals, the fees are higher than previous years. Valley City will pay \$0.03 per pound for central processing units, laptops and notebooks. There is no charge for non-CRT televisions/monitors or printers. Valley City will supply cubic yard boxes and pallets at no cost and there are no driver or fuel fees.

Miscellaneous electronics (answering machines, CD players/CD's, copiers, electric typewriters, fax machines, hard drives, mobile phones, digital items, etc.) will be charged at a rate of \$0.05 per pound; CRT containing devices will be charged at a rate of \$0.20 per pound; and projection televisions at a rate of \$0.25 per pound.

3. The household equivalent fee used to calculate operational costs has increased from \$8.00 to \$12.00. It is anticipated that this will continue to increase over the next three years until the operational cost reaches a 50% cost share between municipalities and the County. The 20% cost share is no longer sustainable.
4. Operational costs will be billed out in January (upon approval of contract).
5. We highly recommend an increase in your 2022 allotment to prevent running out of funds late in the year. Remember, the County does not actually hold any of the allotment. We ask that you do not send a check until you receive an invoice. If there is unused funding at the end of 2022, that money remains with your municipality.

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

HEALTH AND COMMUNITY SERVICES DEPARTMENT
Environmental Health Unit - Household Hazardous Waste
1301 Lamont Avenue | Kalamazoo, MI 49048
Phone: 269.373.5211 | www.kalcounty.com/hww



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: 01242022 B

FOR MEETING DATE: 01-24-2022

SUBJECT: APPROVAL OF AUDITING SERVICES FOR FYE 2021

REQUESTING DEPARTMENT: Finance

SUGGESTED MOTION:

APPROVE AN EXPENDITURE OF \$13,300 FOR FISCAL YEAR ENDING 2021 AUDITING SERVICES PERFORMED BY YEO & YEO.

Financing Cost: 13,300

Source: General Fund X Grant _____ Other _____

Are these funds currently budgeted? Yes X No _____

Other comments or notes:

Submitted by: Nancy Desai, Director of Finance

Manager's Recommendation: Support

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

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



800.968.0010 | yeoandyeo.com

December 6, 2021

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

Dear Nancy:

Enclosed is the engagement letter for the Charter Township of Kalamazoo for the year ending December 31, 2021. Generally Accepted Auditing Standards and *Government Auditing Standards* require that we communicate, during the planning stage of an audit, certain information to the Board of Trustees. This information includes the auditors' responsibilities in a financial statement audit, and the planned scope and timing of the audit. The engagement letter includes the items which must be communicated to the Board of Trustees.

Therefore, please make copies of the attached engagement letter and forward the copies to each member of the Board of Trustees. Additionally, please inform the Board of Trustees, that as part of our audit procedures we will be selecting a member of the Board of Trustees to direct specific inquiries to as part of our risk assessment process. However, any of the members of the Board of Trustees are invited to contact us to discuss any matters they feel as though may be of audit significance, or areas of concern.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Jamie L. Rivette'.

Jamie L. Rivette, CPA, CGFM, Principal
Yeo & Yeo, P.C.
CPAs & Business Consultants

Enclosures

December 6, 2021

Board of Trustees
Charter Township of Kalamazoo
1720 Riverview Drive
Kalamazoo, MI 49004

We are pleased to confirm our understanding of the services we are to provide for the Charter Township of Kalamazoo for the year ended December 31, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Charter Township of Kalamazoo as of and for the year ended December 31, 2021. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Charter Township of Kalamazoo's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Charter Township of Kalamazoo's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary comparison schedules
- OPEB – Schedules
- Pension – Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Charter Township of Kalamazoo's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- Combining balance sheet - nonmajor government funds
- Combining statement of revenue, expenditures and changes in fund balances – nongovernment funds

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it

exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from the government's attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We will communicate significant risks of material misstatement identified in our audit planning with a specific individual or individuals charged with governance during our required discussions as part of our planning process. Our audit procedures will be developed to address the specific risks identified.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we

will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis to our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Government's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

In conjunction with the audit, we will provide certain non-audit services, some of which are covered by separate engagement letters, which will include the following.

- Assist in preparing financial statements, related notes and supplementary financial information in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- Assist in preparing the entity-wide conversion
- Assist in preparing calculations related to GASB 68 for the Net Pension Liability and related amounts
- Assist in preparing calculations related to GASB 75 for the Total OPEB Liability and related amounts
- Assist in preparing the Michigan Form F-65 Annual Local Unit Fiscal Report
- Assist in preparing of the Municipal Finance Qualifying Statement

These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the items identified above. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and

application of accounting principles; and for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statement; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for providing information to us related to any funding sources that you have received as a result of COVID-19; including any new grants, credits, loans, or other relief. You are also responsible for determining that the use of any funds is in accordance with the applicable guidelines for each funding source.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. You will be required to acknowledge in the management representation letter the non-audit services provided and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services prior to their issuance and have accepted responsibility for them and obtained a copy of our work product in order to make your records complete.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Yeo & Yeo, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Yeo & Yeo, P.C. is not involved, you agree to clearly indicate in the exempt offering document that Yeo & Yeo, P.C. is not involved with the contents of such offering document.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the written representations provided to us at the completion of the audit.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Charter Township of Kalamazoo and the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our report will be addressed to management and those charged with governance of the Charter Township of Kalamazoo. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulation, contracts, and grant agreements, noncompliance which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the government's internal control or on compliance, (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the government's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the government is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

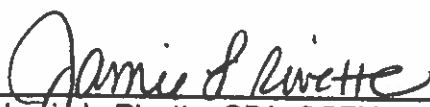
We appreciate the opportunity to be of service to the Charter Township of Kalamazoo and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Acknowledged:

Yeo & Yeo, P. C.
CPAs & Business Consultants

Charter Township of Kalamazoo



Jamie L. Rivette, CPA, CGFM
Principal

Name, Title/Position



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: 01242022 C

FOR MEETING DATE: 1/24/2022

SUBJECT: Vaccination and Testing

REQUESTING DEPARTMENT: Trustee Leuty

SUGGESTED MOTION:

I move the following Resolution:

Be it Resolved, that the Township Board rescind the "Kalamazoo Charter Township Vaccination, Testing, and Face Covering Policy", and be it further Resolved, that the "Kalamazoo Charter Township COVID-19 Preparedness and Response Plan" dated May 15, 2020 remains in force.

Financing Cost: \$ NA

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

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

In light of a recent Supreme Court decision, this resolution rescinds the policy adopted on 01/10/2022.

Submitted by: Trustee Leuty

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.



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 01242022 D

FOR MEETING DATE: 01/24/2022

SUBJECT: Amendment to Planning & Zoning fee schedule

REQUESTING DEPARTMENT: Planning & Zoning Department

SUGGESTED MOTION:

To adopt the amended planning & zoning fee schedule

Financing Cost: N/A

Source: General Fund N/A Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Please see attached memo

Submitted by: Katarina Kusmack, Zoning Administrator

Manager's Recommendation: Support

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

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Kalamazoo Charter Township
1720 Riverview Drive
Kalamazoo, MI 49007-4686
Telephone: (269) 381-8080
www.kalamazootownship.org

January 18, 2022

To: Charter Township of Kalamazoo Board of Trustees
Charter Township of Kalamazoo Manager, Dexter Mitchell

From: Katarina Kusmack, Zoning Administrator

Subject: Planning and Zoning Fee Schedule

The Planning and Zoning Department is requesting an amendment to our previously approved fee schedule to include the Chicken Permit Application fee. When the Planning and Zoning Department fee schedule was originally amended in early 2021, somehow the Chicken Permit Application fee was not included. This amendment will reestablish this fee on our schedule.

You will see in the attached Proposed Fee Schedule the area highlighted in yellow is the fee we would like added.

If you have any questions or comments, please do not hesitate on reaching out to me.

Respectively,



1/18/2022

Katarina Kusmack
Kalamazoo Charter Township
Director of Elections, Zoning Administrator, and Document Manager
(269) 381-8080, ext. 129
katarinak@ktwp.org

Attachments: Proposed Fee Schedule

Agenda Item Request Form



PLANNING AND ZONING FEE SCHEDULE

Amended January 18, 2021

Adopted October 15, 2021

Application Type	Fee
Special Uses	
Special Use Application	\$600 + \$1000 escrow
Amendment	\$600 + \$1000 escrow
Site Plans	
Special Meeting - Planning Commission	\$600 + \$1000 escrow
Site Plan Review	\$600 + \$3600 escrow
Site Plan Review - Following Reviews	\$300
Site Plan Amendment - Major	\$600 + \$3600 escrow
Site Plan Amendment - Minor	\$300 + \$1800 escrow
Preliminary Site Sketch Plan/Concept Plan - Not Mandatory	\$500 escrow
Cell Towers	\$1000*
Developments	
Site Plan Review	
<6 Dwelling Units or <1,500 s.f.	\$600 + \$3600 escrow
6-99 Dwelling Units or 1,501 s.f. to 50,000 s.f.	\$720 + \$3600 escrow
100 Dwelling Units or >50,001 s.f.	\$840 + \$3600 escrow
Plat/Condominiums	\$1080 + \$2000 escrow
Residential Permits	
Residential Accessory Building - 200 s.f. and under	\$100
Residential Accessory Building - 201 s.f. or larger	\$100
Residential Administrative Approval	\$100
Home Occupation	\$250
Home-Based Business	\$600 + \$1000 escrow
Commercial Permits	
Zoning Approval where no Building Permit is Required	\$100
Sign Permit/Approval	\$110
Temporary Sign	\$100

Zoning Board of Appeals	
Variance Request	\$600 + \$500 escrow
Ordinance Interpretation by ZBA	\$600 + \$500 escrow
Sign Variance	\$600 + \$1000 escrow
Special Meeting - Zoning Board of Appeals	\$600 + \$550 escrow
Zoning/Master Plan Amendments	
Rezoning Map Amendment	\$600 + \$1800 escrow
Text Amendment	\$600 + \$1800 escrow
Master Plan Amendment	\$600 + \$1800 escrow
Other Fees	
Zoning Verification Letter	\$100
Chicken Permit Application	\$10
Land Division	\$120 + \$450 escrow
Floodplain	\$100
Temporary Use - Less than 30 Days	\$180
Temporary Use - 30 Days or More	\$360
Annual Inspection (Including Used Car Dealership, Salvage Yard, Entertainment, Sand/Gravel/Other Mineral, and Marijuana License)	\$120 per license
Rental Home Permit for 2 Years	\$120
Collection/Donation Box, No Bin	\$120
Failure to Obtain a Permit	Double
Pre-Application Conference with the Township Planner, Zoning Administrator, and Fire Marshal during Planner's office hours. <i>Note: Any extra consultation or review outside of this meeting may require additional fees and escrow payment (per Article 26 Section 26.02.C.1.)</i>	\$100 per hour
Pre-Application Conference with the Township Planner, Zoning Administrator, and Fire Marshal outside of Planner's office hours. <i>Note: Any extra consultation or review outside of this meeting may require additional fees and escrow payment (per Article 26 Section 26.02.C.1.)</i>	\$300 per hour
Conceptual Review by Planning Commission or Township Board (per Article 26 Section 26.02.C.2.)	See corresponding fees above

*Note: per FCC regulations, the charge for wireless communications facilities permits shall not exceed \$1,000 or actual costs, whichever is less.



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 01242022 E

FOR MEETING DATE: 01/24/ 2022

SUBJECT: Server Purchase & Disaster Recovery

REQUESTING DEPARTMENT: Information Technology & Administrative Offices

SUGGESTED MOTION:

The Township Board approve the purchase of two (2) Dell servers for records retention and data management, while also following recommended standards for disaster recovery.

Financing Cost: \$95,5740.28

Source: General Fund X Grant Other

Are these funds currently budgeted? Yes X No

Other comments or notes:

Submitted by: Ben Moored, I T Department

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: January 19, 2022

To: Chief Bryan Ergang

From: Lt. Darien Smith and Technical Analyst Ben Moored

 *34

RE: Server Purchase & Disaster Recovery

The Township of Kalamazoo has agreed to have all archived documents scanned by Abraxas and hosted in OnBase records management. There are two basic ways to store these documents, on-site using a server or off-site utilizing cloud services. On-site storage has a higher initial investment, however, over time realizes a lower overall cost.

The total estimated archived data that will be housed in the OnBase records management system is between 6 and 8 terabytes (Tb). This does not include future items scanned and housed in OnBase. The cost of OnBase cloud storage is \$5 per gigabyte/per month (there are 1000 gigabytes per 1 terabyte).

- 6 terabytes x 1,000 = 6,000 gigabytes x \$5 = \$30,000 in cloud storage costs per month

Currently, the Township of Kalamazoo utilizes several servers to provide a variety of computing and storage needs. By adding single-purpose servers, we are required to maintain licensing, updating, and virus protection for each. A single-purpose server used for storage and operability of our OnBase records system would cost just over \$20,000. Instead of purchasing a single server with the sole purpose of housing OnBase records management, Technical Analyst Ben Moored and I believe the best course is to consolidate several servers onto one large server.

With one large server, we have the ability to consolidate three singular servers we currently maintain.

One of the three servers is nearing the end of life and will soon need replacing also at a cost of just over \$20,000.

We will be able to repurpose the newest of the three as a physical domain controller and as an in-house failover for the Police server and the Administration server (BS&A).

In case of disaster, catastrophic failure, or ransomware attack it is best practice to have all data backed up at a location that is geographically separated from the Township of Kalamazoo Administrative Offices.

The second server being proposed will be used as an offsite disaster recovery server. We have already received approval from a governmental partner to house the disaster recovery server off-site in a secure location that has a direct fiber link with Kalamazoo Township. This would



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000103525468.6	Sales Rep	Syed Naqvi
Total	\$47,589.36	Phone	(300) 456-3355, 6182292
Customer #	530004875025	Email	A_Naqvi@Dell.com
Quoted On	Jan 13, 2022	Billing To	DEXTER MITCHELL
Expires on	Jan 28, 2022		TOWNSHIP OF KALAMAZOO
Solution ID	15126242		1720 RIVERVIEW DR
			KALAMAZOO, MI 49004-1099

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Syed Naqvi

Shipping Group

Shipping To	Shipping Method
DEXTER MITCHELL TOWNSHIP OF KALAMAZOO 1720 RIVERVIEW DR KALAMAZOO TOWNSHIP OFFICE KALAMAZOO, MI 49004 (269) 381-8080	Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge R540	\$47,589.36	1	\$47,589.36

Shipping Group Details

Shipping To

DEXTER MITCHELL
TOWNSHIP OF KALAMAZOO
1720 RIVERVIEW DR
KALAMAZOO TOWNSHIP OFFICE
KALAMAZOO, MI 49004
(269) 381-8080

Shipping Method

Standard Delivery

		Quantity	Subtotal	
PowerEdge R540 Estimated delivery if purchased today: Mar. 16, 2022		\$47,589.361	\$47,589.36	
Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R540 Server	210-ALZH	-	1	-
PowerEdge R540 MCR Motherboard, V2	329-BFBP	-	1	-
Trusted Platform Module 2.0	491-AAEM	-	1	-
3.5" Chassis w/ 12 HP HDs 2x 3.5" Rear Drive, PERCHBATT	321-BHDM	-	1	-
PowerEdge R540 Shipping	340-BSID	-	1	-
PowerEdge R540 Shipping Material, V2	340-COSN	-	1	-
PowerEdge R540 COG and BIS Marking, No CE Marking	389-DSxE	-	1	-
Intel Xeon Gold 6730 2.1G, 20C/40T, 10.4GT/s, 27.5M Cache, Turbo HE (125W) DDR4-2933	333-BRWH	-	1	-
Intel Xeon Gold 6230 2.1G, 20C/40T, 10.4GT/s, 27.5M Cache, Turbo HE (125W) DDR4-2933	333-BRWH	-	1	-
Additional Processor Selected	373-8UCO	-	1	-
2 CPU Standard Thermal for 3.5" Chassis	322-3B5B	-	1	-
Performance Optimized	370-ANRP	-	1	-
Unconfigured RAID	789-8CDS	-	1	-
PERC H750 Adapter, Low Profile	405-ABCC	-	1	-
BOSB controller card • with 2 M.2 Stocks 240G (RAID 1), LP	493-8CHH	-	1	-
Windows Server 2022 Datacenter, 16-CORE, Fully No MSD, 3xL HD, VMs, NO CALs, Multi-Language	634-BYJS	-	1	-
Windows Server 2022 Datacenter, 16-CORE, Digitally Fully Licensed, Recovery Image, Multi-Language	628-OSGT	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade OF Media, Multi-Language	628-OSGO	-	1	-
Windows Server 2022 Datacenter, No Media, WS2016 DC Downgrade w/OVD Media, Multi-Lang	634-BYLN	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade OF Media, Multi-Language	628-OSGS	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade w/OVD Media, Multi-Lang	634-BYLR	-	1	-
iDRAC Basic	395-B9LD	-	1	-
iDRAC Group Manager, Disabled	379-8CQV	-	1	-
iDRAC Factory Generated Password	379-BCSE	-	1	-
2xLP 2CPU	330-65HU	-	1	-
On Board LOM	342-65BP	-	1	-

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oe/terms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/oula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.delland.com/en-us/customer-service/product-warranty-and-service-descriptions.html.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offering-specific/terms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order, and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

[^]Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.



A quote for your consideration

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Expires by	Jan 28, 2022		TOWNSHIP OF KALAMAZOO
Solution ID	15126242		1720 RIVERVIEW DR
			KALAMAZOO, MI 49004 1099

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Syed Naqvi

Shipping Group

Shipping To	Shipping Method
DEXTER MITCHELL TOWNSHIP OF KALAMAZOO 1720 RIVERVIEW DR KALAMAZOO TOWNSHIP OFFICE KALAMAZOO, MI 49004 (269) 381-8080	Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge R540	\$47,589.36	1	\$47,589.36

Shipping Group Details

Shipping To

DEXTER MITCHELL
TOWNSHIP OF KALAMAZOO
1720 RIVERVIEW DR
KALAMAZOO TOWNSHIP OFFICE
KALAMAZOO, MI 49004
(269) 381-8080

Shipping Method

Standard Delivery

	Quantity	Subtotal
PowerEdge R540		
Estimated delivery if purchased today		
Mar 10, 2022		

\$47,589.36 1 \$47,589.36

Description	SKU	Unit Price	Quantity	Subtotal
PowerEdge R540 Server	210-AEZM	-	1	-
PowerEdge R540 MLK Material V2	329-BFBK	-	1	-
Trained Platform Module 2.0	451-AAEM	-	1	-
5.5-Gigabit 12-UP HDs 2+3 5T Rear Drives PERC HBA11	321-BHDM	-	1	-
PowerEdge R540 Shipping	340-BSDC	-	1	-
PowerEdge R540 Shipping Material V2	340-COSN	-	1	-
PowerEdge R540 GCF and BIS Marking, No CE Marking	339-DSXE	-	1	-
Intel Xeon Gold 6230 2.1G 29CM01 10.45Tls 27.5M Cache Turbo HT (125W) LDR3 2531	313-BRVN	-	1	-
Intel Xeon Gold 6230 2.1G 29CM01 10.45Tls 27.5M Cache Turbo HT (125W) LDR3 2531	333-BRVN	-	1	-
Additional Processor Selected	379-BDCD	-	1	-
2-UP J-Standard Thermal for 3.5T Chassis	372-B5B	-	1	-
Performance Optimized	370-AMP	-	1	-
Unconfigured RAID	780-BCDS	-	1	-
PERC H750 Adapter, Low Profile	405-ABOC	-	1	-
BOSS controller card F with 2 M.2 Slots 240G (RAID 1) LP	403-BCRI	-	1	-
Windows Server 2022 Datacenter, 16-CORE, Full MSO, No LTU, VMs, NO CALs, Multi Language	634-BFJG	-	1	-
Windows Server 2022 Datacenter, 16-CORE, Digitally Signed, Full MSO, Recovery Image, Multi Language	526-4SCT	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade, OF Media, Multi Language	634-OSOD	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade, w/OVD Media, Multi Lang	634-BYLN	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade, OF Media, Multi Language	628-OSCS	-	1	-
Windows Server 2022 Datacenter, No Media, WS2019 DC Downgrade, w/OVD Media, Multi Lang	634-BYLP	-	1	-
iDRAC Basic	385-BBLD	-	1	-
iDRAC Group Manager, Disabled	373-BCOY	-	1	-
iDRAC Factory Generated Password	373-BCSF	-	1	-
2xP 2CPU	330-BBHU	-	1	-
On Board LOM	542-BB8P	-	1	-



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: 01242022F

FOR MEETING DATE: 01/24/ 2022

SUBJECT: Consideration of Approval of Draft Climate Action Plan

REQUESTING DEPARTMENT: Climate Committee

SUGGESTED MOTION:

I move to approve the draft Climate Action Plan dated Jan 24, 2022.

Financing Cost: \$0

Source: General Fund Grant Other

Are these funds currently budgeted? Yes No

Other comments or notes:

Any policy change or expenditure implied by the plan will be brought to the Township Board separately for approval.

Submitted by: Clerk Mark Miller

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 TOWNSHIP CLIMATE ACTION PLAN

DOING OUR PART TO ADDRESS THE CLIMATE CRISIS

(1/24/2022 version approved by the Kalamazoo Township Climate Change Committee)

INTRODUCTION

All of us understand that the climate crisis represents the most severe and persistent threat to the continued flourishing of human civilization and to the natural world that supports it. The question is: what can we do on a local scale about such an overwhelming threat.

To have a viable Climate Action Plan we need to work in three areas. First, the Township has direct control over its buildings, vehicles, and other direct purchases and assets. Second, the Township works in cooperation with other governmental entities, such as the Kalamazoo County Road Commission, Kalamazoo Regional Water/Wastewater Commission, etc. Third, the Township can encourage positive actions of its residents through ordinances and education.

This is a living plan. As technologies evolve, we will improve our strategies and strengthen our ability to reduce carbon emissions and negative environmental impacts in the Township.

The motivating idea behind this plan is the following: every policy, budgetary decision, or action will be considered by the Township Board, staff, and other township bodies in light of its impact on the climate crisis.

GOAL: Commit the Charter Township of Kalamazoo to a just and equitable transition, reaching carbon neutrality by 2040. Our ability to do this will rely on appropriate financial and regulatory assistance and collaboration with other state and federal entities, including but not limited to the County of Kalamazoo and adjacent local governments.

OBJECTIVE 1: ESTIMATE KALAMAZOO TOWNSHIP CURRENT GREENHOUSE GAS (GHG) EMISSIONS AND THEN MONITOR AND DOCUMENT FUTURE EMISSIONS

We built a current baseline of GHG emissions using the Simplified GHG Emissions Calculator (SEGC) by the EPA. As of August 2021, we have entered the township building energy bills from 2019 and the amount of vehicle fuel purchased in 2020.

We will calculate the fuel consumption for our maintenance tools, such as lawnmowers, weed whackers, etc.

For our vehicles, we purchased 28,484 gallons of gasoline and 1,532 gallons of diesel in 2020, equating to 266 Metric Tons (MT) of CO₂.

We purchased 2,754,648.3 Kbtu of natural gas for heating, hot water, and cooling in our buildings, equating to 150 MT of CO₂.

In 2019, we purchased 349,000 kWh of electricity for our buildings equating to 209 MT of CO₂ emissions.

From July 2019 thru June 2020, we used 773,130 kWh of electricity on our street lighting equating to 463.3 MT of CO₂.

Based on these data, the Township generated about 1088 MT of CO₂ in a year. Of that, 42% was generated to light our streets, suggesting that using more efficient streetlights would help the Township reduce its carbon footprint.

OBJECTIVE 2: IMPLEMENT ENERGY EFFICIENCY AND GREENHOUSE GAS REDUCTION STRATEGIES

This category includes implementing technologies and practices to reduce energy use directly, and moving energy uses to the electrical grid, which we anticipate will become less carbon-intensive in coming years.

2.1) Convert Streetlights to LEDs: Consumers Energy owns and manages 1546 streetlights in Kalamazoo Township. Funded by a special assessment, Kalamazoo Township pays the utility for the energy used. Beginning in 2020, as older lamps burn out, Consumers Energy replaces the older, high-pressure sodium lights with energy-efficient, 3000K LED streetlights. As of June 2021, the utility replaced 314 (20%) older streetlights with LEDs and expects to replace 3-4% of older lights each year (Trustee Steve Leuty). Kalamazoo Township continues to interact with the utility to seek opportunities to accelerate the conversion to LEDs. LED streetlights are more efficient and last 20-25 years. If we had solar operated LED streetlights, there would be zero carbon emissions.

2.2) Vehicles and Light Equipment Purchase Policy: The Township will develop a policy requiring Battery Electric Vehicles and non-gasoline equipment unless they are not feasible.

2.2.3) Use Clean Cities Network Resources and Michigan Clean Cities Fleet Consulting Service (michigancleancities.org) to help with planning our fleet EV transition. Register the Township with Consumers Energy "PowerMIFleet" program. Apply for "Charge Up Michigan" grant to install Electric Vehicle Supply Equipment (EVSE) at new Eastwood Fire Station. Utilize "Alternative Fuel Data Center" Tools for planning. www.afdc.energy.gov

2.3) Building energy efficiency

2.3.1) Township Buildings: In recent years, the Township implemented significant, energy-efficiency improvements, including a new HVAC system, an insulated membrane roof for the Township office, and lighting systems in the fire stations and Township office building and parking lot.

2.3.2) Consumers Energy carried out an audit on Township buildings in Summer 2021 (four fire stations, Township Hall, Grand Prairie Golf Course Clubhouse). We are evaluating

recommendations, which fall mainly in the areas of lighting, heating and cooling, and a new controller for the golf course water pump.

2.3.3) We agree that there is a need for a more in-depth evaluation of our buildings, focusing on insulation, infiltration, window efficiency, and HVAC efficiency.

As each building is evaluated, we will need to plan for and perform the recommended upgrades. (Note 2)

2.3.4) Standards for new construction and renovations: All new construction of township buildings should meet environmental standards equivalent to LEED Gold or higher. It is not necessary to pay for the credential, but documentation should be given to the Board that construction meets the criteria. In addition, all renovations should be conducted in line with attaining LEED Silver or higher.

On October 25, 2021, the Township Board passed a motion “To approve the Phase 2 work for the new Eastwood Fire Station, authorizing DLZ Architects and Engineering for a total cost of \$580,333, and to authorize Manager Mitchell to sign the contract and associated documents, subject to the understanding that the design team will interact with the Township Climate Committee to consider proposals to expand renewable energy production and maximize energy efficiency in the design of the station, in order to approach net-zero energy use as closely as feasible subject to budgetary constraints and design requirements.”

2.4) Circular Economy: Identify opportunities to implement efficiencies in normal everyday usage of computers, paper, business travel, waste disposal, coffee room equipment and goods, cleaning products, office furniture, etc. When we buy products and/or equipment are they designed for a circular economy? How do we dispose of the end product? Also we should be purchasing from suppliers who are working on and implementing a Climate Action Plan.

OBJECTIVE 3) RENEWABLE ENERGY: Renewable energy systems are becoming more cost-effective as advances in technology lead to increased efficiencies and the cost of traditional power sources increases. Kalamazoo Township will develop and identify opportunities to install solar, wind, geothermal, and other renewable energy systems at Township facilities and facilitate installations elsewhere. The current strategy will be focused on solar upgrades since many opportunities exist.

3.1) Investigate feasibility of photovoltaic panels on Township buildings. (Trustee Leuty + Manager Mitchell)

3.2) Investigate feasibility of a “solar farm” on Township property.

3.3) Investigate the possibility of owning fractional shares in renewable energy production (Community Solar or similar programs)

3.4) Identify and seek grant funding for demonstrations of new renewable energy technologies.

OBJECTIVE 4) SEEK TO IDENTIFY FUTURE CHALLENGES DUE TO CLIMATE CHANGE AND STRATEGIES TO IMPROVE RESILIENCE (ADAPTATION STRATEGIES): It has been more difficult to identify exactly what threats to future resilience we may face, and in what sequence, as a result of climate changes that cannot now be avoided. Examples might include inadequate storm sewer capacity to handle extreme rainfall events, or a need for cooling stations to serve many of our residents during a protracted heat wave (or heating stations if power outages in winter interrupt residential heating systems) coincident with a widespread power failure. We need to do more research to characterize and plan to respond to these.

The information below has been abstracted and simplified from the Fourth National Climate Assessment section on Midwest impacts of climate change:

Biodiversity and Ecosystems - Parks and undeveloped land in the Township may house species and ecosystems that are at risk from temperature increases, habitat loss, pollution, nutrient inputs, and invasive species. Restoration of natural systems, use of green infrastructure, and conservation efforts, especially of wetlands, help protect people and nature from climate change impacts.

Human Health - Climate change will worsen existing health conditions and introduce new health threats by increasing the frequency and intensity of poor air quality days, extreme high temperature events, and heavy rainfalls; extending pollen seasons; and increasing disease-carrying pests and insects. We can expect to experience substantial, yet avoidable, loss of life, worsened health conditions, and economic impacts as a result of these changes. Improved basic health services and increased public health measures— including surveillance and monitoring—can prevent or reduce these impacts.

Transportation and Infrastructure - Stormwater management systems, transportation networks, and other critical infrastructure will experience impacts from changing precipitation patterns and elevated flood risks. Over time the annual cost of adapting stormwater systems to more frequent and severe storms may increase significantly beyond what is now required. Green infrastructure can reduce some of the negative impacts by using plants and open space to absorb stormwater.

Community Vulnerability and Adaptation - At-risk communities are becoming more vulnerable to climate change impacts such as flooding, drought, and increases in urban heat islands. Integrating climate adaptation into planning processes offers an opportunity to better manage climate risks now. Developing knowledge for decision-making in cooperation with vulnerable communities will help to build adaptive capacity and increase resilience.

OBJECTIVE 5) CLIMATE-FRIENDLY TOWNSHIP ORDINANCES, POLICIES AND PROGRAMS: Revise Township ordinances and procedures to ensure that they encourage energy conservation and the use of renewable energy.

Existing:

5.1) The Township has adopted, and recently revised, a Wind and Solar Renewable Energy Systems Ordinance as part of its Zoning Ordinance, based on input solicited from the University of Michigan's Graham Sustainability Institute.

5.2) Non-motorized Transportation Plan: The Township Board recently (June 2021) approved a revised Plan, which will help prioritize efforts to improve walkability in our neighborhoods.

5.3) Complete Streets Policy (ongoing review)

5.4) Township support of Transit: continue our historical support of CCTA (we opted in all of our precincts), encourage increased ridership, encourage use of electric vehicles by CCTA and KCTA.

5.5) Single hauler garbage and yard trimming collections: Adopted in 2015, Ordinance 577 provides for a single garbage hauler for all Township residences selected by a competitive bid to reduce the number of heavy vehicles on our streets, thus reducing wear on our roads and GHG production in garbage collection.

5.6) Recycling Program: The Township's curbside recycling program began in Spring 1989 as a pilot (likely the first program in a Michigan township), which grew within months to serve all 1-4 unit housing structures. In 2020, approximately 80% of eligible households participated.

5.7) Yard Waste program: The Township contracts to provide seasonal spring and fall collections of tree leaves and brush since 1994 (in response to a state ban on yard trimmings in landfills). In addition, residents can manage their yard trimmings by using two, local, private drop-off sites, composting and mulching grass clippings in their yards, or subscribing to weekly yard waste collection from the Township's single-hauler.

Proposed Policies:

5.8) Ask Planning Commission to study ordinance amendments allowing for greater density within zones adjacent to Metro Transit routes.

5.9) SolSmart: The Township will work to achieve SolSmart certification, a national designation program designed to recognize communities that have taken key steps to address local barriers to solar energy and foster the growth of mature local solar markets. www.solsmart.org (Miller)

OBJECTIVE 6) RESIDENT EDUCATION (Trustee Glass and Jennifer Drake)

6.1) Establish the goal of one climate-related article or at least mention within every Township newsletter.

6.2) Include a climate page on the Township website, with links to this plan (when adopted), a summary of our efforts, and other organizations we are part of.

6.3) Social media focus on climate.

6.4) Have representation at current neighborhood gatherings to provide information to residents about reducing carbon footprint.

6.5) Organize a Carbon Neutral exposition that includes contractors, other local climate groups, Consumer's representative, etc. The goal is to help educate residents about steps they can take to reduce their own carbon footprint. This may be better organized as a county-wide event. (we will work on this in 2022)

6.6) Tours (virtual or in person) of local homes, new and retrofitted, that demonstrate steps towards carbon neutrality (we will work on this for 2022).

6.7) Publicize through the newsletter and website Consumers Energy "Bring Your Own Charger" rebate program. bringyourowncharger.com/consumersenergy (Miller)

OBJECTIVE 7) COLLABORATION WITH OTHER ENTITIES

7.1) Continue participation with Michigan Green Communities Challenge.

7.2) Continue participation with Kalamazoo Regional Climate Collaborative. Report what others are doing back to the Township Climate Committee.

7.3) Research and consider joining the US Mayors Climate Protection Agreement

7.4) As appropriate, have a representative present at other government entities' Environmental Committee meetings or receive reports from them.

7.5) Collaborate with the Kalamazoo Climate Crisis Coalition.

OBJECTIVE 8) TRACKING PROGRESS AND BENCHMARKING: We anticipate quarterly progress reports to the Board. As we make progress in prioritizing investments in climate mitigation, we will be making proposals to the Board for the infrastructure improvements identified above.

OBJECTIVE 9) RECOMMENDATION FOR BUDGET AND STAFFING: It is apparent to all members of the committee that we will never be able to research, write, collaborate and implement this plan to the extent and speed required to be fully responsive to the climate crisis on an all-volunteer basis, or as added duties to existing staff and elected officials. On the other hand, existing budget realities don't allow for a full-time climate position within the Township. We are

in conversation with our municipal partners in Kalamazoo County, exploring opportunities for collaboration, including, in time, the possibility of a shared climate position, perhaps hosted by the County, to which participating municipalities would contribute and which would serve as a resource for planning and implementation.

Note 1: Tesla has created a unit to work with Police Departments. Their cars have currently been converted to police vehicles in a few jurisdictions and the results have been favorable.

Not including the seven Fire Trucks, the Township has approximately 40 vehicles. Our current rate of replacement appears to average 3-4 a year. If we continue with that rate, but replace our vehicles with electric vehicles, we would be converted in 10-15 years.

The Fire Trucks would take longer. There currently are electric Fire Trucks on the market and again the reports are favorable. Fire engines appear to have a life of 25+ years. This means vehicles purchased today will still be operational into the 2040's.

Note 2: Apply for the Catalyst Communities "Community Energy Management" funding to carry out the audit above, and possibly help to fund some of the upgrades.

[Michigan.gov/Energy>Funding Opportunities>Community Energy Management Program](https://www.michigan.gov/Energy>Funding%20Opportunities>Community%20Energy%20Management%20Program)

Note 3: Use LEED Gold criteria or the equivalent for all future projects undertaken by the Township. LEED criteria include measures related to energy efficiency, renewable energy, recycling and waste management, transportation, and water management.



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: 01242024G

FOR MEETING DATE: 01-24-2022

SUBJECT: Consideration of Approval of Vehicle and Light Equipment Purchase Policy

REQUESTING DEPARTMENT: Climate Committee

SUGGESTED MOTION:

I move to approve the Vehicle and Light Equipment Purchase Policy dated Jan 24, 2022.

Financing Cost: \$0

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

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

If approved, this policy will be placed in the appropriate place in the Township Policy Manual.

Submitted by: Clerk Mark Miller

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

VEHICLES AND EQUIPMENT PURCHASE POLICY

The following will be added in the appropriate place to the Township Policy Manual:

Vehicles: Departments purchasing new vehicles for the Township will specify battery electric vehicles (BEV) or submit a statement in the request made to the Board certifying that only traditional internal combustion or hybrid electric vehicles (HEV) are feasible for the intended application and give some detail on alternatives considered.

Equipment: Departments purchasing new Township maintenance equipment, including lawnmowers, leaf blowers, weed trimmers and other power equipment will specify battery or corded electric models or submit a statement to the Board that only gas-powered equipment is feasible for the intended application. This decision should not be based solely on price.