



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

**Board of Trustees Regular Meeting Agenda  
Monday, November 28, 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, November 28, 2022**, at the **Kalamazoo Township Hall** to discuss and act on the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85275723016?pwd=SDAzVXdwQVNlV0plelVmcmlCTIF5dz09>

**Meeting ID:** 852 7572 3016

**Passcode:** 720435

**Find your local number**

<https://us02web.zoom.us/j/85275723016?pwd=SDAzVXdwQVNlV0plelVmcmlCTIF5dz09>

**Meeting ID:** 852 7572 3016

**Passcode:** 720435

**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 the 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 minutes, 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 October 24, 2022, Board of Trustees Regular Meeting
- B. Minutes of November 14, 2022, Board of Trustees Work Session
- C. Minutes of November 14, 2022, Board of Trustees Regular Meeting
- D. Payment of Bills in the amount of \$ 64,780.75

**Receipt of:**

- A. Street Name Confirmations

## **7 – Public Hearing/Presentation**

- A. Public hearing on the 2023 Budget

## **8.-- Old Business**

## **9---New Business**

- A. Request to Approve Rezoning Ordinance 3800 Gull Road
- B. Request to Approve Amending the Outdoor Burning Ordinance
- C. Request to Approve Firefighter Protective Equipment Purchase
- D. Request to Approve Proposal for evaluation of the Township Manager
- E. Request to Approve a Terminated Employee to be heard by the Board of Trustees

## **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: November 23, 2022



Donald A. Elliott, Supervisor  
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES REGULAR MEETING  
October 24, 2022**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, October 24, 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**

Trustee Leuty led the pledge of allegiance.

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

Trustee Moaiery moved, seconded by Trustee Robinson, to excuse Trustee Glass. Motion carried on voice vote.

**Item 4**            **ADDITIONS AND DELETIONS TO AGENDA**

None.

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

Shawn Gallagher, 1326 Nassau, Eastwood firefighter, is angry about the firing of the Battalion Chief and Fire Chief. Residents and personnel are at risk due to the actions of Manager Mitchell. Firefighters are forced to cover the gaps. He vouches for the character of these men.

Joe Van Order, Ravine Road, said the firefighters here tonight have different backgrounds. There were charges of racism at our meeting a month ago. There were charges of bias against women. These are not true. The firings were done rashly. Board members should get to know firefighters.

Mike Rogers, Chaparral Street, has worked beside the chiefs. They have treated him with respect.

LJ Playford said there has been a lot of misinformation. There was a gap in emergency coverage. There have been no job postings. He is concerned by lack of coverage. What is the liability?

Andrew McCann, Washburn Avenue, is also concerned with EMS coverage. Matt Mulac has done a great deal to keep people safe.

Andrew Pitchford, 1072 Mosel, complained about speeding on Mosel and people throwing trash.

Mike Seals, 3743 Gull Road, had an accident near his house where a car went airborne at East H Avenue and Maple Street. He is against the Popeye's restaurant going in near there. The lack of coverage in Eastwood was poor planning by management.

**Item 6            CONSENT AGENDA**

**APPROVAL OF:**

- A. Minutes of October 3, 2022, Board of Trustees Special Meeting
- B. Minutes of October 10, 2022, Board of Trustees Regular Meeting
- C. Minutes of October 17, 2022, Board of Trustees Budget Meeting
- D. Minutes of September 26, 2022, Board of Trustees Regular Meeting
- E. Payment of Bills in the amount of \$143,330.04

**RECEIPT OF:**

- A. Revenue and Expense Report for September 2022
- B. Revenue and Expense Summary Report for September 2022
- C. Treasurer Report for September 2022
- D. Kalamazoo Township Summary of Incident Report for September 2022
- E. Household Hazardous Waste Report for 3<sup>rd</sup> Quarter

**Clerk Miller moved, seconded by Treasurer Miller, to approve the Consent Agenda. Motion carried on a voice vote.**

**Item 7            PUBLIC HEARING / PRESENTATION**

None.

**Item 8            OLD BUSINESS**

**Item 8A            REQUEST TO APPROVE THE CONTINGENT SIDEWALK IMPROVEMENT**

Trustee Leuty said our township engineer prepared an estimate to finish some contingent orphaned sidewalks in the township.

**Trustee Leuty moved, seconded by Trustee Robinson, approval to move \$8,000 from contingency to sidewalk maintenance.**

**Roll Call vote, (6-0, Glass absent), Motion carried.**

**Item 9            NEW BUSINESS**

**Item 9A            REQUEST TO APPROVE RESOLUTION OF THANKS FOR JIM SHORT**

**Clerk Miller moved, seconded by Supervisor Martin, to approve the Resolution.**

Clerk Miller gave some background about Jim Short's long service to the Township as Chair of the Zoning Board of Appeals. Other members added their thanks to Jim.

**Roll Call vote, (6-0, Glass absent), Motion carried.**

**Item 9B      REQUEST TO APPROVE AN APPEAL FROM A DENIAL OF FOIA RELEASE OF THE FIRE DEPARTMENT INVESTIGATION REPORT**

**Clerk Miller moved, seconded by Trustee Robinson, to release the Fire Department investigation report from Attorney-Client Privilege and direct the Clerk to send the report (after redaction) to all those who have requested it.**

Clerk Leuty asked how the report would be released? Clerk Miller said it would be redacted by the Township Attorney's office, and then released by the Clerk to those who have requested it by FOIA.

Trustee Robinson said it is a disservice for people not to know. Releasing it is best for transparency.

Treasurer Miller said we had discussed not making it public. Where do they stand today? Attorney Seeber said this is a policy decision, and we have ten business days to make a decision on the appeal.

Trustee Leuty said he heard no voices calling for it to be withheld other than our attorneys. He pointed out a factual error in the appeal. Treasurer Miller agreed with Trustee Leuty's last point.

Trustee Moaiery asked Attorney Seeber to clarify her advice to the Board. Attorney Seeber outlined the situation of various documents already available in addition to the report.

Trustee Robinson said it is clear that the decision lies with the Board.

Treasurer Miller will vote no because she has not read the entire report.

**Roll Call vote, (5-1 Treasurer Miller; Glass absent), Motion carried.**

**Item 10      ITEMS REMOVED FROM THE CONSENT AGENDA**

None.

**Item 11      BOARD MEMBER REPORTS**

Planning Commission will have a Master Plan workshop Thursday evening. Kalamazoo Area Building Authority reviewed a security policy. Consumer's Energy had an open house of a new natural gas facility. Orphaned sidewalk corners being corrected will keep people safer. Ernie Larson is one of the last people who worked on the plan for Wilson Recreation Area.

Trustee Moaiery thanked those who shared their opinion.

Trustee Robinson said every voice matters. She understands the unrest and the feelings. Friday a week ago we had a Policy Administration Committee (PAC) meeting, we need to bring our policies into alignment.

Clerk Miller alluded to a letter received from an anonymous firefighter. He has been to the fire stations, but right now is running an election. We are thankful for the fire service. The PAC meeting did not make much progress in some issues, unfortunately. He read from the Board policy manual with respect to hiring and firing. He had attempted to write a proposal to bring policies into line that was shot down. The situation remains unresolved.

The Treasurer thanked those who commented. Board members may not know the depth of the job of firefighters. We are looking at an additional \$1.2 million from taxpayers. We have approved a deficit budget for several years.

Supervisor Martin commented that he had not asked the firefighters to come tonight. His concern is that we are all responsible for the actions of our Manager and other employees. We need to step up and do our job.

**Item 12**      **ATTORNEY REPORT**

Planning Commission had a public hearing on Popeye's rezoning. We will need an ordinance.

**Item 13**      **MANAGER'S REPORT**

In Wilson Park two trees were cut down, sprinkler system was shut off, he thanked the Deputy Clerk for hard work on the election.

**Item 14**      **PUBLIC COMMENT**

Todd Kowalski thanks Supervisor Martin and Trustee Leuty for expressing concern.

Joe Van Order says firefighters agree with Mr. Kowalski. There is a divide between the Board and the information provided.

Shawn Gallagher suggested the Board members should go back to full time and do away with the Manager's position.

LJ Playford found that the rumors going around Eastwood have been confirmed.

Mike Rogers said we want to see Board members.

**Item 10      ADJOURNMENT**  
**Adjourned at 8:48 pm.**

**BOARD MEMBERS PRESENT:**

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

Respectfully submitted,

---

Mark E. Miller, Clerk

**ABSENT:** Trustee Ashley Glass

Attested to by,

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Manager Dexter Mitchell

---

Donald D. Martin, Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO**  
**BOARD OF TRUSTEES – WORK SESSION**  
**Monday, November 14, 2022**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, November 14, 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 Steven Leuty, Ashley Glass and Lisa Moaiery.

**ABSENT:** Trustee Clara Robinson.

**ALSO PRESENT:** Police Chief Bryan Ergang, Fire Chief Mike Weidemann, Fire Marshal Todd Kowalski, Finance Director Nancy Desai, Attorney Roxanne Seeber, and Manager Dexter Mitchell.

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

**Item 1 – DISCUSSION REGARDING 2023 COLA**

Manager Mitchell has collected the following Cost of Living Adjustments from neighboring municipalities: Comstock 5%, Oshtemo 3%. Director Desai presented options for COLA. Clerk Miller is comfortable with 4% to 5%. Treasurer Miller would be comfortable with 3%. Others agreed with 4% to 5%. Trustee Leuty asked if it applied to the non-union, non-Board staff? Yes.

**Item 2 – DISCUSSION REGARDING 2023 BUDGET**

Finance Director Desai implemented the changes we discussed, and the changes are highlighted in the current draft. Clerk Miller thanked Desai for a clear, comprehensible budget document.

**Item 3 – DISCUSSION OF 2022 BUDGET AMENDMENT**

Trustee Leuty asked about legal fees applying to the Fire Department? Director Desai said it is necessary to reflect the true cost incurred by each department. Supervisor Martin asked if we charged sidewalk legal fees to general legal? Yes, so far. But it could be on the Maintenance budget.

**Item 4 – DISCUSSION REGARDING ORDINANCE AMENDING RENTAL PROPERTIES REGISTRATION MAINTENANCE AND INSPECTION ORDINANCE**

Manager Mitchell said the draft is not ready for first reading. Attorney Seeber discussed the changes to the Ordinance. Board members asked for the updated draft in addition to just the changes. Trustee Leuty said one KABA inspection was not the owner's fault. Does the owner still have to pay \$100? He said the recent meeting was very good to get all the procedures worked out. Treasurer Miller asked about Ord. 622 vs. 551? It should refer to the original Ord. under Sec. 4 Regulations "adequate sanitary supply of water" was eliminated? Attorney Seeber said this was a duplicate. There was discussion about merging the wording. Under Sec. 5 Registration, #3 should say "Non-owner occupied are required to register."

**Item 5 – DISCUSSION REGARDING THE PROPOSAL FOR EVALUATION OF THE TOWNSHIP MANAGER**

Trustee Leuty said the Manager's employment agreement calls for an annual evaluation. The tool reflects the Manager's agreement, similar to the previous one. Clerk Miller discussed submission of the written documents.

Trustee Glass asked if the Manager thought the tool was productive? The Manager said no. He said there was a closed session to go over the results. He would prefer goals from the Board. Trustee Glass asked the Manager if he agreed with the process proposed? He said the process can be sharpened up some, and we can work together on that.



Trustee Moaiery agreed with doing an evaluation but would like some more time to work on the tool. There is inter-personnel conflict due to personnel decisions. Trustee Leuty reiterated that Attorney Seeber had given an opinion that the questions must be based on the Manager's employment agreement.

**Item 6 – ITEMS ON THE REGULAR AGENDA**

Chief Ergang reviewed the Tyler Technologies proposal. On the COPS Grant, we are one of six agencies in Michigan to receive the grant.

Treasurer Miller said we approved a 1.5 mill increase for Community Policing, before knowing that we would receive a grant. Could we ask for only 1 mill in 2023, then review in the future? Attorney Seeber said it is too late for notice to be given before our budget adoption.

**Item 8 – PUBLIC COMMENT**

None.

Adjourned 7:00 p.m.

Respectfully submitted,

---

Mark E. Miller, Clerk, Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
November 14, 2022**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, November 14, 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**

Manager Mitchell led the Pledge of Allegiance.

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

Trustee Glass moved, seconded by Treasurer Miller, to excuse Trustee Robinson from the meeting. Motion passed on voice vote.

**Item 4      ADDITIONS AND DELETIONS TO AGENDA**

Trustee Leuty moved, seconded by Supervisor Martin, to add Item 9K, Consideration of Request for Terminated Employee to be heard by the Board. Roll call vote, (4-2 Glass, Moaiery), Motion carried.

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

Todd Kowalski thanked Trustee Leuty and Supervisor Martin for support to the fire department. Trustee Robinson had spirited conversation after the last meeting. He invited Trustees to visit the fire stations.

**Item 6      CONSENT AGENDA**

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

**Approval of:**

- A. Payment of Bills in the amount of \$85,262.04

**Receipt of:**

- A. Check Disbursement Report, October 2022
- B. Check EFT Register, October 2022
- C. KABA Report, October 2022
- D. Fire Department Report, September 2022
- E. Monthly 911 Report, October 2022

**Voice vote, Motion carried.**

**Item 7      PUBLIC HEARING / PRESENTATION**

None.

**Item 8**            **UNFINISHED BUSINESS**

None.

**Item 9**            **NEW BUSINESS**

**Item 9A**            **RESOLUTION TO APPROVE THE BUDGET AMENDMENT FOR 2022**

Clerk Miller moved, seconded by Treasurer Miller, to approve the Budget Amendment for 2022. (6-0, Robinson absent), Motion carried.

**Item 9B**            **REQUEST TO APPROVE REZONING ORDINANCE 3800 GULL ROAD**

Attorney Seeber said that the Planning Commission has held a public hearing on rezoning this property from C-1 to C-2.

Trustee Moaiery moved, seconded by Trustee Leuty, to accept the Ordinance Amendment for first reading. Roll call vote, (6-0, Robinson absent), Motion carried.

**Item 9C**            **REQUEST TO APPROVE COPS HIRING GRANT**

Manager Mitchell said the COPS hiring grant needs the Board accept it. Chief Ergang spoke about community policing. This grant helps to accomplish this.

Trustee Leuty said this is a competitive grant, congratulations are in order.

Clerk Miller moved, seconded by Treasurer Miller, to approve the acceptance of the COPS hiring grant for \$750,000. Roll call vote, (6-0, Robinson absent), Motion carried.

**Item 9D**            **REQUEST TO APPROVE KALAMAZOO VALLEY  
INTERGOVERNMENTAL AMBULANCE AGREEMENT**

Deputy Chief Mike Weidemann said this started in 2014 with a four-year contract and provisions for three two-year extensions. There have been rate changes and modifications due to staffing issues.

Trustee Leuty moved, seconded by Trustee Moaiery, to approve the service agreement with Kalamazoo Valley Ambulance. Roll call vote, (6-0, Robinson absent), Motion carried.

**Item 9E**            **REQUEST TO APPROVE THE LEASE AGREEMENT WITH QUADIENT  
LEASING USA FOR NEW POSTAGE MACHINE**

Manager Mitchell explained the lease agreement with Quadient Leasing for \$11,485.80 over five years.

Treasurer Miller moved, seconded by Clerk Miller, to approve the lease agreement. Roll call vote, (6-0, Robinson absent), Motion carried.

**Item 9F**            **REQUEST TO APPROVE THE COST OF LIVING ADJUSTMENT  
(COLA)**

Manager Mitchell reviewed local municipalities' COLAs.

**Clerk Miller moved for a 4% COLA for 2023 for all non-union, non-elected employees, no second. Trustee Glass moved 5%, seconded by Trustee Leuty.**

Trustee Leuty asked Clerk Miller why he had moved 4%? Clerk Miller answered that calculating the fiscal impact is imprecise, and he will support 5%.

**Roll call vote, (5-1 Treasurer Miller), Motion carried.**

**Item 9G      REQUEST TO APPROVE THE PROPOSAL FOR EVALUATION OF THE TOWNSHIP MANAGER**

Trustee Leuty said that an evaluation of the Manager should be routine. We established a goal in our strategic planning process to finish this by December 2022. He is interested in having this requirement fulfilled. We also need to mutually set a new set of goals together with the Manager.

**Trustee Leuty moved, seconded by Clerk Miller, to hold the evaluation as outlined in the proposal.**

Trustee Glass thought the Board should have other discussions before we hold the evaluation.

**Trustee Glass moved, seconded by Trustee Moaiery, to postpone this item of business until the next meeting.**

Trustee Leuty commented on the process, which is the same as used before. It follows the advice previously given by our attorney.

Trustee Moaiery said we should postpone until Trustee Robinson is here. Trustee Leuty advised against delay. Treasurer Miller reminded us she had apologized to the Manager for not carrying out an evaluation.

Trustee Glass does not see why postponing for two weeks is a problem.

**Roll call vote on postponing this item of business to our next regular meeting, (4-2 Trustee Leuty, Treasurer Miller no; Trustee Robinson absent), Motion carried.**

**Item 9H      REQUEST TO APPROVE TYLER TECHNOLOGIES AGREEMENT FOR POLICE DEPARTMENT RECORDS MANAGEMENT**

Chief Ergang said the City of Kalamazoo pulled out of a joint agreement, Tyler Technologies has allowed us to proceed at the same cost to us. We would rather have a common system.

**Trustee Leuty moved, seconded by Treasurer Miller, to accept the agreement with Tyler Technologies for term of seven years. Roll call vote, (6-0 Robinson absent), Motion carried.**

**Item 9I      REQUEST TO APPROVE PEPPER BALL LESS-LETHAL PAR PLAN GRANT SUBMISSION**

Chief Ergang said this was additional option in use of force.

**Supervisor Martin moved, seconded by Trustee Leuty, to accept the PAR plant grant request and purchase for \$5695.77.**

Trustee Leuty said it offers a more targeted solution.

Trustee Glass asked what were potential injuries? Chief Ergang said it might leave welts.

**Roll call vote, (6-0 Robinson absent), Motion carried.**

**Item 9J      REQUEST TO APPROVE RECORDS WORKSTATION ADDITION**

Chief Ergang spoke about the workspace on the police side being short. This will add two workspaces, decreasing the workspace size for some.

**Trustee Leuty moved, seconded by Trustee Glass, to approve the project to add two work stations to the Police Department Records division for \$13,323.89, Roll call vote, (6-0 Robinson absent), Motion carried.**

**Item 9K      CONSIDERATION OF REQUEST FOR TERMINATED EMPLOYEE TO BE HEARD BY THE BOARD**

**Trustee Leuty moved, seconded by Supervisor Martin, to approve a special meeting of the Township Board for November 21, 2022, to provide a recently-terminated employee to be heard by the Board, without the Board participating in a dialog or asking questions of the employee.**

Trustee Moaiery asked why we were approving an amendment to the agenda, when we recently turned down a request for a different item to be added? Supervisor Martin said he would rather not call a special meeting just to consider the request.

Trustee Moaiery asked the Township Attorney if we have an appeal process? Attorney Seeber said she would not comment due to this matter being the subject of a previous Closed Session.

**Roll call vote, (4-2 Glass, Moaiery no; Robinson absent), Motion carried.**

**Item 10      ITEMS REMOVED FROM THE CONSENT AGENDA**

None.

**Item 11      BOARD MEMBER REPORTS**

Trustee Leuty said Planning Commission did not meet. He received two positive comments over sidewalk ramps. There are now 31 new sidewalk ramps installed. He has not seen leaf and brush pickup yet. He thanked those who have given feedback on the Fire Department. He described the responsibilities of different township groups in relation to the Board.

Trustee Glass thanked the Fire Department, Acting Chief Weidemann, and our Manager, election workers, and our Finance Director.

Trustee Moaiery shared similar thoughts. There have been many difficult situations. She is available to listen.

Clerk Miller thanked our election workers.

Treasurer Miller thanked the Fire Department for service during a recent windstorm.

**Item 12**      **ATTORNEY'S REPORT**

Attorney Seeber said we can charge fire run fees to Consumers. She will have notice of our Budget adoption.

**Item 13**      **MANAGER'S REPORT**

Republic is a couple days behind. Our golf course is now closed for the season. Thanks for work on rental ordinance.

**Item 14**      **PUBLIC COMMENT**

Connie Butler thanked Clerk Miller for sending the report. She is shocked if the Chiefs were fired based on what was in the report. Fire service is based on brotherhood. When will we know what the cost of this investigation is? When will this be resolved? There were other options available.

Shawn Gallagher listened to the meeting, and thinks we have had enough time to do an evaluation of the Manager. The chiefs should be reinstated.

Todd Martin thanked the four who voted to hear the chief.

Chris Weidemann encouraged the Board to visit the firefighters.

Dave Hoekstra, Huron Street, spoke about the slow speed the Board moves. He is worried about retention and recruitment.

**Item 15      ADJOURNMENT**  
**Adjourned at 8:55 pm.**

**BOARD MEMBERS PRESENT:**

Supervisor Donald D. Martin  
Treasurer Sherine M. Miller  
Clerk Mark E. Miller

Trustee Ashley Glass  
Trustee Lisa Moaiery  
Trustee Steven C. Leuty

**ABSENT:** Trustee Clara Robinson

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Manager Dexter Mitchell  
Police Chief Bryan Ergang

Respectfully submitted,

---

Mark E. Miller, Clerk

Attested to by,

---

Donald D. Martin, Supervisor

11/22/2022 11:44 AM  
 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
28772 37180	WEST SHORE FIRE, INC. REPAIR 206-336-748.00	11/22/2022 MONICAK PERSONAL EQUIPMENT ALLOWANCE	11/29/2022	180.25 180.25	180.25	Open	N 11/22/2022
28818 37181	WEST SHORE FIRE, INC. KEVLAR HEAD NETS 206-336-748.00	11/22/2022 MONICAK PERSONAL EQUIPMENT ALLOWANCE	11/29/2022	1,217.95 1,217.95	1,217.95	Open	N 11/22/2022
22-037 37182	PROFESSIONAL EMERGENCY SERVICES TRAINING - TAZELAAR 206-336-960.00	11/22/2022 MONICAK TUITION/TRAINING	11/29/2022	300.00 300.00	300.00	Open	N 11/22/2022
1000207153 37183	KALAMAZOO CITY TREASURER NAZARETH TRAINING FACILITY 206-336-960.00	11/22/2022 MONICAK TUITION/TRAINING	11/29/2022	2,700.00 2,700.00	2,700.00	Open	N 11/22/2022
7570 37184	PORT53 TECHNOLOGIES, INC DUO ACCESS EDITION 258-425-740.00	11/22/2022 MONICAK OPERATING SUPPLIES	11/29/2022	1,710.00 1,710.00	1,710.00	Open	N 11/22/2022
297718 37185	RIDGE COMPANY MISC SUPPLIES 206-336-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	195.87 195.87	195.87	Open	N 11/22/2022
01290A 37186	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-931.00 206-336-740.00	11/22/2022 MONICAK MAINT. - BUILDING OPERATING SUPPLIES	11/29/2022	195.03 160.95 34.08	195.03	Open	N 11/22/2022
INV134009 37187	WITMER PUBLIC SAFETY UNIFORMS 206-336-748.00	11/22/2022 MONICAK PERSONAL EQUIPMENT ALLOWANCE	11/29/2022	49.28 49.28	49.28	Open	N 11/22/2022
IN201311 37188	KIESLER'S POLICE SUPPLY, INC. AMMO 266-320-960.00	11/22/2022 MONICAK TUITION/TRAINING	11/29/2022	4,980.00 4,980.00	4,980.00	Open	N 11/22/2022
26059998 37189	DORRANCE FORD OIL CHANGE 207-301-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	55.71 55.71	55.71	Open	N 11/22/2022



INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
831696 37190	NYE UNIFORM CO. UNIFORMS 207-301-748.00	11/22/2022 MONICAK	11/29/2022	718.19	718.19	Open	N 11/22/2022
		UNIFORMS/PERSONAL EQUIPMENT		718.19			
822529 37191	NYE UNIFORM CO. UNIFORMS 207-301-748.00	11/22/2022 MONICAK	11/29/2022	285.00	285.00	Open	N 11/22/2022
		UNIFORMS/PERSONAL EQUIPMENT		285.00			
831699 37192	NYE UNIFORM CO. UNIFORMS 207-301-748.00	11/22/2022 MONICAK	11/29/2022	341.48	341.48	Open	N 11/22/2022
		UNIFORMS/PERSONAL EQUIPMENT		341.48			
826415A 37193	NYE UNIFORM CO. UNIFORMS 207-301-748.00	11/22/2022 MONICAK	11/29/2022	1,587.50	1,587.50	Open	N 11/22/2022
		UNIFORMS/PERSONAL EQUIPMENT		1,587.50			
831692A 37194	NYE UNIFORM CO. UNIFORMS 207-301-748.00	11/22/2022 MONICAK	11/29/2022	64.50	64.50	Open	N 11/22/2022
		UNIFORMS/PERSONAL EQUIPMENT		64.50			
831700A 37195	NYE UNIFORM CO. UNIFORMS 207-301-748.00	11/22/2022 MONICAK	11/29/2022	412.00	412.00	Open	N 11/22/2022
		UNIFORMS/PERSONAL EQUIPMENT		412.00			
9756 37196	ABRAXAS ADMIN VAULT/POLICE RECORDS 207-301-811.00	11/22/2022 MONICAK	11/29/2022	1,036.55	1,036.55	Open	N 11/22/2022
		PURCHASED SERVICE		1,036.55			
017450551 37197	XEROX CORPORATION CUSTOMER #724921614 207-301-811.00	11/22/2022 MONICAK	11/29/2022	387.36	387.36	Open	N 11/22/2022
		PURCHASED SERVICE		387.36			
26641 37198	FIRESERVICE MANAGEMENT, LLC REPAIR/CLEANING 206-336-748.00	11/22/2022 MONICAK	11/29/2022	2,073.60	2,073.60	Open	N 11/22/2022
		PERSONAL EQUIPMENT ALLOWANCE		2,073.60			
111722 37199	KALAMAZOO ROD & GUN CLUB MEMBERSHIP - ERGANG/HOWES/WHITE 207-301-732.00	11/22/2022 MONICAK	11/29/2022	300.00	300.00	Open	N 11/22/2022
		DUES/SUBS/PUBL		300.00			

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
53937 37200	ROAD COMMISSION OF KALAMAZOO COUNTY DRAINAGE STRUCTURE REPLACEMENT 883-520-973.00	11/22/2022 MONICAK CONSTRUCTION COSTS	11/29/2022	1,000.95 1,000.95	1,000.95	Open	N 11/22/2022
53940 37201	ROAD COMMISSION OF KALAMAZOO COUNTY LAKE ST RECONSTRUCT/DRAINAGE 883-520-973.00	11/22/2022 MONICAK CONSTRUCTION COSTS	11/29/2022	831.38 831.38	831.38	Open	N 11/22/2022
581429 37202	WOLVERINE LAWN SERVICES, INC LEAF CLEANUP - CEMETERY 101-276-932.00	11/22/2022 MONICAK MAINT. - GROUNDS	11/29/2022	765.00 765.00	765.00	Open	N 11/22/2022
SWO187994 37203	SANDERSON DEHAAN IRRIGATION, INC. WINTERIZATION - GRAND PRE PARK 101-751-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	94.00 94.00	94.00	Open	N 11/22/2022
SWO187995 37204	SANDERSON DEHAAN IRRIGATION, INC. WINTERIZATION - WILSON PARK 101-751-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	94.00 94.00	94.00	Open	N 11/22/2022
SWO187992 37205	SANDERSON DEHAAN IRRIGATION, INC. WINTERIZATION - CEMETERY 101-276-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	94.00 94.00	94.00	Open	N 11/22/2022
SWO187993 37206	SANDERSON DEHAAN IRRIGATION, INC. WINTERIZATION - TOWNSHIP 101-265-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	94.00 94.00	94.00	Open	N 11/22/2022
DW55362 37207	CDW GOVERNMENT, INC. MISC SUPPLIES 101-200-740.00	11/22/2022 MONICAK OPERATING SUPPLIES	11/29/2022	64.43 64.43	64.43	Open	N 11/22/2022
1350724 37208	BMC SOFTWARE, INC TRACK IT LICENSE AGREEMENT 101-228-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	2,358.05 2,358.05	2,358.05	Open	N 11/22/2022
165603 37209	FIRE SAFETY USA, INC. INTAKE VALVES 206-336-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	2,585.00 2,585.00	2,585.00	Open	N 11/22/2022

11/22/2022 11:44 AM  
 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
J332667 37210	ENGINEERED PROTECTION SYSTEMS, INC. RECURRING SERVICES 206-336-811.00	11/22/2022 MONICAK PURCHASED & MAINT. SERVICE	11/29/2022	5,289.71 5,289.71	5,289.71	Open	N 11/22/2022
21-061-9 37211	MCKENNA ASSOCIATES, INC. MASTER PLAN 101-200-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	1,634.00 1,634.00	1,634.00	Open	N 11/22/2022
21-028-18 37212	MCKENNA ASSOCIATES, INC. PLANNING/ZONING ADMIN 101-400-821.00	11/22/2022 MONICAK PLANNING CONSULTANT	11/29/2022	3,435.00 3,435.00	3,435.00	Open	N 11/22/2022
21-028-18A 37213	MCKENNA ASSOCIATES, INC. 1100 FOSTER SPR #2 701-000-240.00	11/22/2022 MONICAK ZONING/DEVELOPMENT ESCROW	11/29/2022	475.00 475.00	475.00	Open	N 11/22/2022
4021 37214	PLERUS ELECTION SUPPLIES 101-215-727.00	11/22/2022 MONICAK OFFICE SUPPLIES	11/29/2022	245.75 245.75	245.75	Open	N 11/22/2022
3984 37215	PLERUS BALLOTS/TEST DECK 101-200-740.00	11/22/2022 MONICAK OPERATING SUPPLIES	11/29/2022	175.98 175.98	175.98	Open	N 11/22/2022
017450552 37216	XEROX CORPORATION CUSTOMER #724921614 101-200-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	453.31 453.31	453.31	Open	N 11/22/2022
110922 37217	QUADIENT FINANCE USA, INC POSTAGE 101-200-730.00	11/22/2022 MONICAK POSTAGE	11/29/2022	8,040.00 8,040.00	8,040.00	Open	N 11/22/2022
294237 37218	RIDGE COMPANY MISC SUPPLIES 206-336-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	71.53 71.53	71.53	Open	N 11/22/2022
J332666 37219	ENGINEERED PROTECTION SYSTEMS, INC. ALARM SYSTEM INSTALLATION 206-336-811.00	11/22/2022 MONICAK PURCHASED & MAINT. SERVICE	11/29/2022	5,289.71 5,289.71	5,289.71	Open	N 11/22/2022

11/22/2022 11:44 AM  
 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
9758 37220	ABRAXAS ONBASE SOLUTION 101-200-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	90.00 90.00	90.00	Open	N 11/22/2022
9757 37221	ABRAXAS BLUEPRINT SCANNING 101-200-811.00	11/22/2022 MONICAK PURCHASED SERVICE	11/29/2022	90.00 90.00	90.00	Open	N 11/22/2022
61818 37222	APOLLO FIRE APPARATUS SALES AND SVC MISC SUPPLIES 206-336-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	65.97 65.97	65.97	Open	N 11/22/2022
61768 37223	APOLLO FIRE APPARATUS SALES AND SVC MISC SUPPLIES 206-336-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	316.80 316.80	316.80	Open	N 11/22/2022
112222 37224	MICHIGAN STATE FIREMEN'S ASSOC MEMBERSHIP 206-336-732.00	11/22/2022 MONICAK DUES/SUBS/PUBL	11/29/2022	75.00 75.00	75.00	Open	N 11/22/2022
INV125064 37225	WITMER PUBLIC SAFETY MISC SUPPLIES 206-336-747.00	11/22/2022 MONICAK SMALL TOOLS & EQUIPMENT	11/29/2022	315.99 315.99	315.99	Open	N 11/22/2022
INV128954 37226	WITMER PUBLIC SAFETY MISC SUPPLIES 206-336-747.00	11/22/2022 MONICAK SMALL TOOLS & EQUIPMENT	11/29/2022	59.39 59.39	59.39	Open	N 11/22/2022
INV122040 37227	WITMER PUBLIC SAFETY MISC SUPPLIES 206-336-747.00	11/22/2022 MONICAK SMALL TOOLS & EQUIPMENT	11/29/2022	452.39 452.39	452.39	Open	N 11/22/2022
01162 37228	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-747.00	11/22/2022 MONICAK SMALL TOOLS & EQUIPMENT	11/29/2022	6.24 6.24	6.24	Open	N 11/22/2022
112222 37229	MI ASSESSORS ASSOCIATION MEMBERSHIP - BECKER 101-209-732.00	11/22/2022 MONICAK DUES/SUBS/PUBL	11/29/2022	95.00 95.00	95.00	Open	N 11/22/2022

11/22/2022 11:44 AM  
 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
71081 37230	PREIN & NEWHOF, INC. TEXEL LIFT STATION 883-520-820.00	11/22/2022 MONICAK ENGINEERING FEES	11/29/2022	116.00 116.00	116.00	Open	N 11/22/2022
71060 37231	PREIN & NEWHOF, INC. STREET INDEX MAPS 101-209-820.00	11/22/2022 MONICAK ENGINEERING SERVICES	11/29/2022	63.00 63.00	63.00	Open	N 11/22/2022
71057 37232	PREIN & NEWHOF, INC. EXPORT GIS DATA 101-400-820.00	11/22/2022 MONICAK ENGINEERING SERVICES	11/29/2022	103.00 103.00	103.00	Open	N 11/22/2022
71091 37233	PREIN & NEWHOF, INC. NON-MOTORIZED PATH REPAIRS 101-446-969.01	11/22/2022 MONICAK SIDEWALK MAINTENANCE	11/29/2022	647.50 647.50	647.50	Open	N 11/22/2022
70935 37234	PREIN & NEWHOF, INC. 2022 SANITARY CCTV 883-520-820.00	11/22/2022 MONICAK ENGINEERING FEES	11/29/2022	77.00 77.00	77.00	Open	N 11/22/2022
70946 37235	PREIN & NEWHOF, INC. SEWER LEADS 883-520-820.00	11/22/2022 MONICAK ENGINEERING FEES	11/29/2022	638.00 638.00	638.00	Open	N 11/22/2022
70949 37236	PREIN & NEWHOF, INC. WOODWARD/WINDING WAY LIFT STATIONS 883-520-820.00	11/22/2022 MONICAK ENGINEERING FEES	11/29/2022	6,417.50 6,417.50	6,417.50	Open	N 11/22/2022
71026 37237	PREIN & NEWHOF, INC. ORANGE TREE PROPERTIES SPR 701-000-240.00	11/22/2022 MONICAK ZONING/DEVELOPMENT ESCROW	11/29/2022	464.00 464.00	464.00	Open	N 11/22/2022
S3-58493 37238	CUMMINS SALES AND SERVICE REPAIR 206-336-939.00	11/22/2022 MONICAK MAINT. - VEHICLE	11/29/2022	1,004.90 1,004.90	1,004.90	Open	N 11/22/2022
10586 37239	ASPHALT RESTORATION, INC. THERMAL BOND - GRAND PRAIRIE 101-276-932.00	11/22/2022 MONICAK MAINT. - GROUNDS	11/29/2022	1,802.00 1,802.00	1,802.00	Open	N 11/22/2022

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 11/29/2022 - 11/29/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
# of Invoices:	60	# Due:	60	Totals:	64,780.75	64,780.75	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					<u>64,780.75</u>	<u>64,780.75</u>	

--- TOTALS BY FUND ---

101 - GENERAL	20,438.02	20,438.02
206 - FIRE	22,444.61	22,444.61
207 - POLICE	5,188.29	5,188.29
258 - DISASTER RESPONSE FUND	1,710.00	1,710.00
266 - LAW ENFORCEMENT TRAINING	4,980.00	4,980.00
701 - TRUST & AGENCY	939.00	939.00
883 - SEWER IMPROVEMENT	9,080.83	9,080.83

--- TOTALS BY DEPT/ACTIVITY ---

000 - REVENUES	939.00	939.00
200 - GENERAL SERVICES_ADMIN	10,547.72	10,547.72
209 - ASSESSOR	158.00	158.00
215 - CLERK	245.75	245.75
228 - INFORMATION TECHNOLOGY	2,358.05	2,358.05
265 - MAINTENANCE	94.00	94.00
276 - CEMETERY	2,661.00	2,661.00
301 - POLICE	5,188.29	5,188.29
320 - STATE TRAINING MONEY	4,980.00	4,980.00
336 - FIRE	22,444.61	22,444.61
400 - PLANNING/ZONING	3,538.00	3,538.00
425 - DISASTER RESPONSE	1,710.00	1,710.00
446 - INFRASTRUCTURE MAINTENANCE	647.50	647.50
520 - SEWER IMPROVEMENT	9,080.83	9,080.83
751 - RECREATION	188.00	188.00



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

*Sent via email*

November 21, 2022

Dexter Mitchell  
Manager  
Kalamazoo Township  
1720 Riverview Drive  
Kalamazoo, MI 49004  
Via email: [manager@ktwp.org](mailto:manager@ktwp.org)

The street name listed below was submitted by the Road Commission of Kalamazoo County (RCKC) for review and clarification. The street name has been reviewed by the Kalamazoo County Consolidated Dispatch Authority (KCCDA) and the County Planning & Development Department. The Kalamazoo County Street Name and Addressing Policy was used for guidance.

This letter confirms the consensus recommendation by the RCKC, KCCDA, and Kalamazoo County Planning Department of the following street name in Kalamazoo County:

**Street Name Confirmation:**

Glen Street will be the confirmed name for the segments of street from Stassen Street to Edison and G Avenue to Waldorf Street.

Please be advised that the subject street names are recommended and are reserved in the Kalamazoo County Street Name Directory. These clarifications may affect resident addressing and are subject for review by each applicable township.

The Planning Department's recommendation is a non-binding advisory opinion. All street name recommendations by the Planning and Development Department are subject to review by the municipality and/or the RCKC. Final authority of private street names is with the respective municipality. The RCKC has the final authority for public streets within the jurisdiction of the Road Commission.

Should you need further information or have questions regarding this matter, please feel free to contact me by email at [ragrov@kalcountry.com](mailto:ragrov@kalcountry.com) at your earliest convenience.

Sincerely,

Rachael Grover  
Director

Cc: Clerk, Kalamazoo Township: [clerk@ktp.org](mailto:clerk@ktp.org)  
RCKC: [info@kalamazooountyroads.com](mailto:info@kalamazooountyroads.com) ; [jhoekstra@kalamazooountyroads.com](mailto:jhoekstra@kalamazooountyroads.com)  
USPS: [Michigan2DistrictAMS@usps.gov](mailto:Michigan2DistrictAMS@usps.gov)  
Kalamazoo County GIS: [cjbess@kalcountry.com](mailto:cjbess@kalcountry.com) ; [awfran@kalcountry.com](mailto:awfran@kalcountry.com) ;  
[zsvoss@kalcoun.com](mailto:zsvoss@kalcoun.com)  
KCCDA: [mftacek@kccda911.org](mailto:mftacek@kccda911.org)





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

*Sent via email*

November 21, 2022

Dexter Mitchell  
Manager  
Kalamazoo Township  
1720 Riverview Drive  
Kalamazoo, MI 49004  
Via email: [manager@ktwp.org](mailto:manager@ktwp.org)

RE: Clarification of Street Names - Old Riverview/Upper Riverview/Riverview Drive

The street name listed below was submitted by the Road Commission of Kalamazoo County (RCKC) for review and clarification. The street name has been reviewed by the Kalamazoo County Consolidated Dispatch Authority (KCCDA) and the County Planning & Development Department. The Kalamazoo County Street Name and Addressing Policy was used for guidance.

This letter confirms the consensus recommendation by the RCKC, KCCDA, and Kalamazoo County Planning Department of the following street name in Kalamazoo County:

**Street Name Clarification:**

Old Riverview Drive will be the name for all segments of road known as Old Riverview/Upper Riverview/Riverview Drive.

This change is to reduce potential public safety confusion for road names with the same or similar names. This clarification will likely impact address numbers for some residents/structures along the route and will require changes to plat documents.

Please be advised that the subject street names are recommended and are reserved in the Kalamazoo County Street Name Directory. This clarification may affect resident addressing and should be adjusted to comply with the standard address numbering format in the County. Please notify residents of any address changes, if applicable.

The Planning Department's recommendation is a non-binding advisory opinion. All street name recommendations by the Planning and Development Department are subject to review by the municipality and/or the RCKC. Final authority of private street names is with the respective municipality. The RCKC has the final authority for public streets within the jurisdiction of the Road Commission.

Should you need further information or have questions regarding this matter, please feel free to contact me by email at [ragrov@kalcountry.com](mailto:ragrov@kalcountry.com) at your earliest convenience.

Sincerely,

Rachael Grover  
Director

Cc: Clerk, Kalamazoo Township: [clerk@ktp.org](mailto:clerk@ktp.org)  
RCKC: [info@kalamazooountyroads.com](mailto:info@kalamazooountyroads.com) ; [jhoekstra@kalamazoountyroads.com](mailto:jhoekstra@kalamazoountyroads.com)  
USPS: [Michigan2DistrictAMS@usps.gov](mailto:Michigan2DistrictAMS@usps.gov)  
Kalamazoo County GIS: [cjbess@kalcountry.com](mailto:cjbess@kalcountry.com) ; [awfran@kalcountry.com](mailto:awfran@kalcountry.com) ;  
[zsvoss@kalcountry.com](mailto:zsvoss@kalcountry.com)  
KCCDA: [mftacek@kccda911.org](mailto:mftacek@kccda911.org)



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

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

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

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

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

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

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

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.



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

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

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

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

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

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

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

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

**KALAMAZOO CHARTER TOWNSHIP**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 631**

**ADOPTED:** \_\_\_\_\_

**EFFECTIVE:** \_\_\_\_\_

**AMENDMENT TO KALAMAZOO CHARTER TOWNSHIP ZONING ORDINANCE AND MAP**

An Ordinance to rezone the property commonly addressed as 3800 Gull Road (Parcel No. 06-01-495-023) within the Township from the existing C-1 Local Commercial District Zoning Classification to the C-2 Commercial Corridor District Zoning Classification; to amend the zoning map to reflect this rezoning; to provide an effective date; and to repeal all ordinances or parts of ordinances in conflict herewith.

**THE CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION I**

**REZONING OF LAND AND MAP AMENDMENT**

A certain parcel of property commonly addressed as: 3800 Gull Road (Parcel No. 06-01-495-023) in the Charter Township of Kalamazoo, Kalamazoo County, Michigan which is legally described as:

“ SEC 1 & 12-2-11 COM AT THE NE COR SECTION 12 TH S 110.22 FT TO CL H AVE TH N 76 DEG 24 MIN 30 SEC W ALG CL SD AVE 195.54 FT TO POB TH CONT N 76 DEG 24 MIN 30 SEC W 135 FT TH N 09 DEG 23 MIN W 285 FT TO CL GULL RD TH N 57 DEG 37 MIN E 200 FT ALG CL SD RD TH S 01 DEG 11 MIN 55 SEC E 420.12 FT TO POB EXC THE NLY 65 FT THEREOF FOR HWY PURPOSES”

is hereby rezoned from the existing C-1 Local Commercial District Zoning Classification to the C-2 Commercial Corridor District Zoning Classification. The Township zoning map is hereby amended to reflect the rezoning.

**SECTION II**

**EFFECTIVE DATE AND REPEAL**

This ordinance shall take effect eight days following proper publication of notice of its adoption in accordance with and subject to Michigan Public Act 110 of 2006. There being no conflicting ordinance provisions, there is no repeal necessary.

**KALAMAZOO CHARTER TOWNSHIP**

Mark E. Miller, Township Clerk

1720 Riverview Drive

Kalamazoo, MI 49004

269-381-8080

[www.ktwp.org](http://www.ktwp.org)



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

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9B 11282022

**FOR MEETING DATE:** November 28, 2022

**SUBJECT:** Amendment to Outdoor Burning Ordinance 597

**REQUESTING DEPARTMENT:** Fire Department

**SUGGESTED MOTION:**

**Financing Cost:** 0

**Source:** General Fund Grant Other

**Are these funds currently budgeted?** Yes        No       

**Other comments or notes:**

**Submitted by:** Todd Kowalski

**Manager's Recommendation:** Support

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

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

Charter Township of Kalamazoo  
Kalamazoo County, Michigan

Outdoor Burning Ordinance  
Ordinance No. 597; as amended by Ordinance No. 626

Adopted: May 14, 2018  
Effective: June 20, 2018  
Effective Date of Amendment: December 23, 2020

An Ordinance to regulate and define outdoor fires; to prohibit certain outdoor fires; and to provide for sanctions for violation of this Ordinance.

THE CHARTER TOWNSHIP OF KALAMAZOO, KALAMAZOO COUNTY, MICHIGAN ORDAINS:

**Section I**  
**Purpose**

The purpose of this Ordinance is to protect the health and safety of the people and property within Kalamazoo Charter Township from fire hazards caused by recreational and cooking fires; and to prohibit all other types of outdoor burning.

**Section II**  
**Definitions**

1. Chief: Shall mean the Fire Chief of the Kalamazoo Charter Township Fire Department or his/her designee.
2. Cooking Fire: The noncommercial, residential burning of materials, other than rubbish, brush and leaves, not exceeding 3' in diameter and 2' in height in which the fuel burned is contained in an outdoor fireplace, a barbecue grill, or a barbecue pit for the purpose of preparing food.
3. Recreational Fires: The noncommercial burning of materials, other than rubbish, brush and leaves, for pleasure, religious, ceremonial, cooking, or similar purposes in which the fuel burned is contained in a fire pit or commercial outdoor fire place with an area that does not exceed 3' in diameter.
4. Prohibited Fires: Burning in burn barrels, the burning of leaves, limbs, garbage, trash, paper, refuse, construction materials and burn piles and any fire not specifically authorized by this Ordinance.

**Section III**  
**Permits**



1. Permits shall not be required for cooking and recreational fires.
2. Any burning conducted on public property shall be prohibited.
3. The Chief shall have the authority to prohibit any or all recreational fires when atmospheric conditions or local circumstances make such fires hazardous.

#### **Section IV** **Regulations**

1. Recreational fires shall be established and conducted in full compliance with the terms of this ordinance.
2. Prohibited fires shall not be permitted in the Township.

#### **Section V** **General provisions**

1. Recreational fires are permitted on parcels with single and two-family dwellings only. Recreational fires are prohibited on properties containing more than a two-family dwelling. This prohibition includes properties containing apartment buildings, commercial or agricultural buildings.
2. Recreational fires shall not be located within 25' of a structure or combustible material unless contained in a container approved as safe for such purpose by the Chief.
3. No materials shall be burned that create a foul or offensive odor or that may cause smoke emissions that are reasonably offensive to occupants of surrounding property.
4. The Chief shall be authorized to require any fire to be immediately discontinued if the fire is determined to constitute a hazardous condition, to create a foul or offensive odor, or to cause smoke emissions that are reasonably offensive to occupants of surrounding property.
5. Recreational and cooking fires shall be constantly attended by a competent person until such fire is extinguished. A person shall have a garden hose connected to a reliable water supply readily available for use.

#### **Section VI** **Sanctions**

Any person, firm, association, partnership, corporation, or governmental entity who violates any of the provisions of this Ordinance or fails to comply with a duly authorized Order issued pursuant to this Ordinance shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable in accordance with the following schedule:

	Minimum Fine	Maximum Fine
1 <sup>st</sup> offense within 3-year period	\$75.00	\$500.00
2 <sup>nd</sup> offense within 3-year period	\$150.00	\$500.00
3 <sup>rd</sup> offense within 3-year period	\$325.00	\$500.00
4 <sup>th</sup> or more offense within 3-year period	\$500.00	\$500.000

- Determined on the date of commission of the offense(s).

Additionally the violator shall pay costs which may include all expenses, direct and indirect, which the Charter Township of Kalamazoo has incurred in connection with the municipal civil infraction. In now case, however, shall costs of less than \$10.00 nor more than \$500.00 be ordered. In addition, the Township shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance exists shall constitute a separate violation.

**Section VII**  
**Severability**

The provisions of this Ordinance are hereby declared to be severable. If any clause, sentence, paragraph, section or subsection is declared void or inoperable for any reason, it shall not affect any other part or portion thereof.

**Section VIII**  
**Savings Clause**

Existing cases on any provision of an ordinance which is repealed by this Ordinance are retained.

**Section IX**  
**Effective Date and Repeal**

This Ordinance shall take effect thirty days after the date of publication of a summary thereof, after adoption. Conflicting Ordinances and Ordinance provisions and specifically Ordinance No. 515 (codified at 186.00 et seq of the Code of Ordinances) is hereby repealed.

Charter Township of Kalamazoo  
Mark E. Miller, Clerk

**KALAMAZOO CHARTER TOWNSHIP**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 626**

**ORDINANCE AMENDING THE OUTDOOR BURNING ORDINANCE**

Adopted: December 14, 2020

Effective: December 23, 2020

An Ordinance to amend the Kalamazoo Charter Township Outdoor Burning Ordinance (Ordinance No. 597) to specifically prohibit the burning of construction materials; and to provide for an effective date of said amendment.

**THE KALAMAZOO CHARTER TOWNSHIP BOARD**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDAINS:**

**SECTION I**

**AMENDMENT TO SECTION II "DEFINITIONS" OF ORDINANCE NO. 597**

Section II "Definitions" of Ordinance No. 597 "Outdoor Burning Ordinance" subsection 3 "Prohibited Fires" is hereby amended by the addition of the phrase ", construction materials" between the words "refuse" and "and". The subsection is otherwise retained.

**SECTION II**

**EFFECTIVE DATE AND REPEAL**

This ordinance shall take effect the day after publication, after adoption. There being no conflicting ordinance provisions, no repeal is required.

**KALAMAZOO CHARTER TOWNSHIP**

Mark E. Miller, Township Clerk

1720 Riverview Drive

Kalamazoo, MI 49004

269-381-8080

[www.ktwp.org](http://www.ktwp.org)



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

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9C 11282022

**FOR MEETING DATE:** November 14, 2022

**SUBJECT:** Firefighter Protective Equipment Purchase

**REQUESTING DEPARTMENT:** Fire Department

**SUGGESTED MOTION:**

To approve the services agreement with Kalamazoo Valley Intergovernmental Ambulance Agreement. And have the Manager sign the agreement.

**Financing Cost:** \$30,527.00

**Source:**      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other FD - Capital Budget

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

**Other comments or notes:** This is to replace firefighter protective turnout gear. We attempt to replace turnout gear that is 10 years old or older. This order outfits some of the new firefighters and replaces some old gear. The purchase of this equipment is budgeted in the Fire Department Capital Budget.

**Submitted by:** Township Manager Mitchell & Supervisor Martin

**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.



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

To: Dexter Mitchell, Township Manager  
From: Mike Weidemann, Acting Fire Chief  
Date: November 3, 2022

All of our firefighters are issued firefighting protective equipment that is worn during the extinguishment of fires and response to medical emergencies. We regularly replace this equipment after it has been in service for a number of years or as it becomes torn, tattered and unserviceable.

We have looked at a few different manufactures of protective equipment and the general consensus is to stay with our current line of protective equipment, Globe Manufacturing of Pittsfield, NH. The purchase would be through Apollo Fire Equipment Company, Romeo, MI which is our regional sale contact.

I am respectfully requesting a motion to purchase the following firefighter protective equipment from Apollo Fire Equipment of Romeo, Michigan. Eight firefighter protective jackets, 11 firefighter protective pants, 4 pair of firefighter protective boots, ten pair of firefighter protective gloves and 5 name plates for the jackets for the total cost of \$30,527.00. This purchase has been included in the 2022 Fire Department Capital budget.



# ORDER

**Apollo Fire Equipment Company**  
**Apollo Fire Apparatus Repair, Inc.**  
 12584 Lakeshore Drive, Romeo, MI 48065  
 Phone: (800) 626-7783 Fax: (586) 752-6907

QUOTE #: **GKZOOTWPGear22**

DATE: 10/26/22  
 TERMS: Net 30 Days  
 F.O.B: See below  
 VALID FOR: 30 days  
 LEAD TIME: T.B.D.

TO: Chief Jairus Baird  
 ADDRESS: 1720 RIVERVIEW DR, KALAMZOO MI 49904  
 ATTN: Chief Jairus Baird

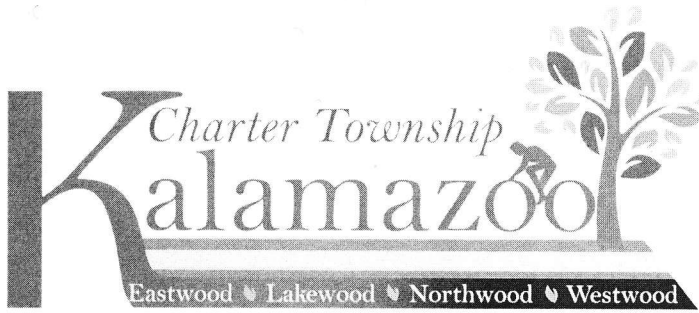
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

QTY	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL
8	XD781G10	GLOBE REACTION QUOTE per KTWP SPEC	\$1,590.00	\$12,720.00
11	FD781G1R	GLOBE PANTS SYSTEM	\$1,325.00	\$14,575.00
4	1201420	Globe Supreme Boots 11W/12W/13M/7.5M.	\$525.00	\$2,100.00
10	X2G	Dragon Fire Gloves 5L/4XL/1XXL.	\$89.00	\$890.00
5		Globe Name Plates	\$242.00	\$242.00
		CRETSINGER \$50/MARTENSEN \$48/ PETERSON/SHELLER \$46		
		HARDENBROOK \$52		
		*SHIPPING NOT INCLUDED. NOT TO EXCEED ACTUAL COST FROM SHIPPER.		
			<b>SUBTOTAL</b>	<b>\$30,527.00</b>

**NOTE: IT IS CUSTOMER'S RESPONSIBILITY TO VERIFY THREAD TYPE PRIOR TO PLACING AN ORDER. SPECIAL THREADED ITEMS (I.E. DETROIT STANDARD THREAD) ARE NOT RETURNABLE.**

SHIPPING	TBD
TAX	NA
OTHER	NA
<b>TOTAL</b>	

**JOHN GODUSH**  
 269-757-2334  
[JGODUSH@APOLLOFIRE.COM](mailto:JGODUSH@APOLLOFIRE.COM)



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:** 9D 11282022

FOR MEETING DATE: 11/28/22 Regular Meeting

SUBJECT: Request to approve proposal for evaluation of the Township Manager

REQUESTING DEPARTMENT: Clerk Miller and Trustee Leuty

**SUGGESTED MOTION:**

I move approval of the performance evaluation document and its implementation, including a deadline for board members to return completed evaluations to Clerk Miller by 12/5/22 and a board discussion of the compiled results at the Township Board's regular meeting on 12/12/22.

Financing Cost: na

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

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

**Other comments or notes:**

On 11/14/22, the board voted to re-schedule this agenda item for the 11/28/22 board meeting to discuss the process for a performance evaluation of the Township Manager. Attached are a proposed rating instrument, the Employment Agreement, and the Manager's annual goals. This fall marks the anniversary of the Employment Agreement. The 2022 Strategic Plan's Objective 3.1 calls for the evaluation to be completed by December 2022.

Submitted by: Clerk Miller and Trustee Leuty

**Manager's Recommendation:**

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

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

## **Proposal for 2022 Performance Evaluation of the Kalamazoo Township Manager** *(updated 11/5/22)*

### Background

A performance evaluation is a process to help communicate information between an employer and an employee. The ***Employment Agreement between the Township Manager and the Township Board*** (adopted 9/7/2016) requires an annual evaluation. This fall marks the anniversary of the *Employment Agreement*. And, the Strategic Plan 2022's Objective 3.1 calls for the evaluation to be completed by December 2022. The last evaluation occurred in 2020.

### Scope of performance review

At the direction of the township's legal counsel, the evaluation tool is based on the specific duties delegated to the Township Manager in the *Employment Agreement*, including the *Employment Agreement's* requirement for the Manager and the Township Board to establish annual goals, by which the Board will evaluate the Manager's performance.

The *Employment Agreement* states:

These goals shall consist of i) objective performance targets of core performance metrics, and ii) subjective performance goals (e.g., leadership skills). The performance review and evaluation should show both strengths and weaknesses, if any, and be discussed with the Employee in a manner to provide the Employee with an opportunity to improve his abilities and service to Kalamazoo Charter Township.

Most recently, the Township Manager submitted the ***Summary of Manager's 2017 Goals***, of which some items are dated and not currently applicable. Other goal items still apply, given that the Township Manager noted that he "will continue to push forward into 2018 and beyond."

### Instructions to Kalamazoo Township Board of Trustees

**Please submit your typed responses to the following questions by November 21, 2022, to Clerk Miller.** Type your responses in this electronic file; the document will expand as needed.

**Clerk Miller will collect and compile the responses for a discussion at the Board of Trustees meeting on November 28, 2022.** The Board of Trustees and the Township Manager will receive the compiled findings in advance of the board's meeting on November 28, 2022. In addition, the Manager has the right to request in advance that the discussion be conducted in closed session.



**Each section asks you for a numerical rating, using the following range:**

- 1 = Unacceptable**
- 2 = Needs improvement**
- 3 = Acceptable**
- 4 = Good**
- 5 = Excellent**

Part 1: Questions drawn directly from the *Employment Agreement*

Each board member is to type their individual feedback, if any, concerning the Manager's performance of the following delegated duties:

- a) Supervise all Department Heads and employees, full and part-time contracted professionals, i.e., attorneys, engineers and auditors, report to Township Manager.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- b) Act as Chief Administrative Officer of the Township, the Township Manager shall be responsible to the Township Board for the efficient administration of all departments of Township government. Regularly conducts staff meetings to coordinate department activities.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- c) Prepare and administer the annual budget pursuant to the policies of the Township Board and keeps the Township Board advised at all times as to the financial condition and needs of the Township.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- d) Administer the Township's personnel policies and acts as the Township's personnel director. Participates in labor negotiations and serves as chief spokesperson for the Township in the settling of labor contracts.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- e) Meets and/or corresponds with citizens interested in Township operations, and handles public complaints finding solutions to problems in a timely and courteous manner.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- f) Makes recommendations to the Township Board for the adoption of such measures as the Township Manager may consider necessary for the operation of the Township. The Township Manager shall also review ordinances contracts and other written instructions before they are submitted to the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- g) Prepares the Township meeting agenda in conjunction with the Township Supervisor, and supervises the preparation of background information, packets and agenda items for distribution to Township Board members, others as determined by the Township Board, and the news media prior to the meeting.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- h) Prepares and distributes correspondence, notices and resolutions after each meeting as directed by the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- i) Secures publications of required legal notices concerning amendments to ordinances, public hearings, re-zoning, public improvements and so forth, as authorized by the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- j) Signs and certifies ordinances, contracts, reports, warrants and other documents as authorized by the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- k) Attends meetings with representatives of other units of government, business, citizens and self-interest groups on matters of mutual concern, as authorized by the Township Board, and issues reports on such. The Township Manager shall not act in any manner that would violate the incompatible Public Office Act.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- l) Reads extensively and keeps informed by attending various conferences, seminars and meetings within the State to keep current with Township government trends and needs.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- m) Sees that all township ordinances are enforced and represents the Township in traffic prosecutions, local ordinance prosecutions or other matters requested by the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- n) Attends all meetings of the Township Board, with the right to take part in discussions, but without the right to vote.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- o) To be a member, ex-officio, of all committees of the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- p) Provides assistance in coordination of activities with liability insurance carriers when the carrier appoints an attorney to represent the Township.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- q) To conduct all sales or purchases of personal property which the Township Board may authorize to be sold or purchased.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- r) To attend meetings of the Planning Commission, Zoning Board of Appeals, Parks and Recreation Commission, and any other meeting or meetings, as determined by the Township Board.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- s) Acts as Township's purchasing agent, coordinating the authority with Department Heads or, under the Township Manager's authority delegates such duties to appropriately responsible Township employees.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- t) Provide administrative assistance to all Commission, the Township Board and Committees within the township.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- u) Keep the Township Board informed of problems, needs and concerns.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

- v) Perform such duties as may be prescribed from time to time by the Township Board along with duties required by ordinance or by statute that are not assigned to another official in conformity with the Michigan Charter Township Act.

**Rating (1 - 5):**

**If your rating is a "1" or "2", have you communicated the concern with the Manager? What was the outcome?**

**Additional response below (if any):**

□

**Part 2: Topics drawn directly from the *Summary of Manager's 2017 Goals***

Strictly in reference to the *Summary of Manager's 2017 Goals*, each board member is to type their feedback (if any) to the following goals:

- 1) Increase the level of public safety in Kalamazoo Township.

Board member's response:

- 2) Enhance economic growth.

Board member's response:

- 3) Strengthen Human Resources policies.

Board member's response:

- 4) Enhance the current cross-training program.

Board member's response:

- 5) Develop an Accounts Payable authorization checklist.

Board member's response:

- 6) Strengthen Township staff morale.

Board member's response:

- 7) Enhance communication with staff, residents, businesses and visitors.

Board member's response:

- 8) Enhance a blight elimination program.

Board member's response:

- 9) Develop partnerships.

Board member's response:

- 10) Optional: Please specify any other goal noted in the *Summary of Manager's 2017 Goals*.

Board member's response:



## **EMPLOYMENT AGREEMENT FOR THE TOWNSHIP MANAGER FOR KALAMAZOO CHARTER TOWNSHIP**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **PROFESSIONAL DEVELOPMENT**

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

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

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

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

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

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

10. **TERMINATION:**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

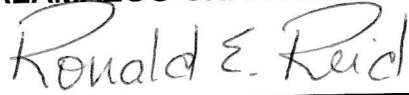
The Township hereby employs Employee and the Employee hereby accepts employment upon and subject to the terms and conditions herein set forth.

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

**TOWNSHIP MANAGER**

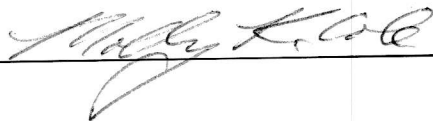
  
\_\_\_\_\_  
Dexter A. Mitchell


**KALAMAZOO CHARTER TOWNSHIP**

  
\_\_\_\_\_  
Ronald E. Reid, Supervisor

  
\_\_\_\_\_  
Donald Z. Thall, Clerk

**WITNESSED:**

  
\_\_\_\_\_

  
\_\_\_\_\_



## Summary of Manager's 2017 Goals

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

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

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

## Personal Development

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

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

# Progress on Goals

## Economics

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

## Customer Service

(Inside and outside the office)

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

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

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

## Partnerships

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

## Outcomes for 2017

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

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

## Additional Information

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

## Conclusion

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

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



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:** 9E 11282022

FOR MEETING DATE: 11/28/22

SUBJECT: Consideration of a Request for a Terminated Employee to be Heard by the Board of Trustees

REQUESTING DEPARTMENT: Trustee Leuty

**SUGGESTED MOTION:**

I move the Kalamazoo Township Board of Trustees approve a Special Meeting on or shortly after December 2, 2022, to provide a recently terminated employee an opportunity to address the board, without the board participating in a dialogue or asking questions of the employee during the Special Meeting.

Financing Cost: \$ NA

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

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

**Other comments or notes:**

On 11-21-22, Attorney Seeber shared via an email to board members the employee's request to address the Board.

Submitted by: Trustee Leuty

**Manager's Recommendation:**

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

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