



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

**Board of Trustees Regular Meeting Agenda  
Monday, June 26, 2023  
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, June 26, 2023, 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/84623933493?pwd=L2NQWUWczUVFXRTZuRVdoEx6K3ZtZz09>

**Meeting ID:** 846 2393 3493

**Passcode:** 557292

**Find your local number.**

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**Meeting ID:** 846 2393 3493

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**1 – Call to Order**

**2 – Pledge of Allegiance**

**3 – Roll Call of Board Members**

**4 – Addition/Deletions to Agenda** (Any member of the public, board, or staff may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for a 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 April 24, 2023, Board of Trustees Regular Meeting
- B. Minutes of June 12, 2023, Board of Trustees Work Session
- C. Minutes of June 12, 2023, Board of Trustees Regular Meeting
- D. Payment of bills in the amount of \$ 233,265.14

**Receipt of:**

- A. Fire Report — May 2023

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

**None for this meeting.**

## **8 – Old Business**

## **9 – New Business**

- A. Request to Approve ARPA funds for sidewalk improvements.
- B. Request to Approve the Adoption of Ordinance 636
- C. Request to Approve TKPD Strategic Plan Update
- D. Request to Approve Fire Marshal Vehicle Replacement
- E. Request to Approve Sell of Fire Pumper
- F. Request to Approve Hiring Finance Administrator

## **10 – Items Removed from the Consent Agenda**

## **11 – Board Member Reports**

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

## **12 – Attorney Report**

## **13 – Public Comments**

## **14– Adjournment**

Posted: June 23, 2023

**Don Martin**  
Kalamazoo Township Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
April 24, 2023**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, April 24, 2023, 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 p.m.

**Item 2            PLEDGE OF ALLEGIANCE**

Treasurer Miller led the Pledge of Allegiance.

**Item 3            ROLL CALL OF BOARD MEMBERS**

All present.

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

9F "Request to Approve the Fire Department Posting and Hiring of 7 Full-time (24-hour) Shift Firefighters and 2 Battalion Chiefs was removed from the agenda until a later date.

9G "Request to Approve the Resolution for Neighborhood Traffic Management" was removed from the agenda until rewritten.

9I "Lisa Moaiery to be Appointed as Interim Police Commissioner" added to the agenda.

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

Angie Ponzini, 2301 Skyline, said an estate sale is being held on April 24 & 25 between 10<sup>th</sup> and 9<sup>th</sup> streets in Oshtemo with fire equipment and memorabilia. The next Fire Chief contract needs to be a cost-effective plan for the taxpayers with truth and transparency. Treasurer Miller said in the December meeting that there was a budget for two firefighters. How many firefighters are there, and were firefighters hired. What is the status of the consultant search. Who can she call on weekends for immediate issues. She read the fire report and thanked Comstock, Kalamazoo, Oshtemo, and Parchment for their assistance.

James Ferner, 525 Berkley Street, spoke about the neighborhood traffic management was pulled, and he wanted to speak because he lives on one of the streets. A study completed five to seven years ago by Western Michigan University's transportation department about one-way traffic prohibits people from turning left at the bottom of the hill. Drivers use North Street, Dartmouth, Clarendon, Berkeley, and Arlington. The traffic management project needs to look comprehensively at the ABCD streets in this neighborhood, Commonwealth and North Street. He feels they use every street to get to West Main and back. He said the city's 20-year plan to return the downtown streets to two-way is a long wait. He was recently on Dartmouth, and the traffic was going 50 miles an hour, which occurs daily.

**Item 6            CONSENT AGENDA**

**Clerk Moaiery 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 \$ 154,674.70

**Receipt of:**

- A. Treasurer’s Report - March 2023
- B. Revenue & Expense Report - March 2023
- C. Revenue and Expense Summary - March 2023
- D. Fire Report - March 2023

**Voice vote, motion carried.**

**Item 7            PUBLIC HEARING/PRESENTATION**

None.

**Item 8            OLD BUSINESS**

None.

**Item 9            NEW BUSINESS**

**Item 9A           REQUEST TO APPROVE THE FIRE CHIEF CONTRACT**

Trustee Robinson said the Supervisor added this item, but she will speak about it. She said that she and Attorney Seeber did a lot of work on the contract. She does not think the Board will vote unanimously. She said many things were addressed, but not everything has been addressed. She said there is no realistic way to achieve perfection, but she thought it could have been better. She said she did her due diligence with leg work by talking to a lot of people. She feels this contract is better, but there are still concerns. She hopes the Board will learn to use their emotions to think and not think with their emotions. She wants to hear from her fellow board members and asked if Attorney Seeber had comments.

Attorney Seeber stated that this is a two-year contract. There is a step for a raise in pay after one year, and they have eliminated a lot of additional time off, and things initially included in this contract. They did keep some things that proposed Chief Baird had requested. She agreed with Trustee Robinson that this had been a challenge for everybody. She remarked that the whole Board could get in a room and try to negotiate, or it has to be done as it is in an open meeting, which could last for a very long time, or we have to delegate and do the best we can. She thinks that is what they have done.

Supervisor Martin explained that one duty of the PAC committee is to bring things discussed in the committee forward to the Board for a vote. There was a PAC committee last Friday; another is scheduled for Thursday at 10 o’clock. He said he is trying to get things moving forward in the right direction. He said Trustee Robinson took it upon herself to sit down and rewrite the contract with our attorney, Mr. Baird, and she talked to some of the available board members.

Clerk Moaiery said she is pleased with the contract for the most part, and she thanked Trustee Robinson and Attorney Seeber for their effort and persistence. She said there are still some sticking points, she does not have to agree with everything, and sometimes the work must be done. Her primary concern is the stipend for Parchment. She referred to the contract on page three, number six; part C described the stipend amount, which starts at \$3000 and then increases to \$6000 after Deputy Chief Weidemann retires. She disagrees with a stipend because the employees should be paid equitably. If there is a stipend on the fire department side, there should be a matching stipend on the police department side. She would prefer not to have a stipend.

Trustee Robinson said the PAC Committee had discussed this and is looking at making this level on the police side; both sides respond to calls.

Supervisor Martin added that stipends were discussed last week and will continue on Thursday. Both chiefs negotiated the previous contracts, and the fire chief put it in, but the police chief did not. He said this is how it got to where it is now, and the PAC committee is working on correcting it now.

Clerk Moaiery said she disagrees with a stipend in the contract and cannot support it. She said if the Board approves it moving forward, then the Board should also offer that to the police department. Ten percent on the police side for Parchment service is \$40,000; she disapproves of that. She said that if the stipend is removed, she can vote yes on this contract. She likes Jairus and thinks he is a competent and capable person. She wants him as our next chief, but she wants her actions to match her words. She said she has to act within her ethics and wants the Board to move forward with Jairus.

Trustee Glass said she has concerns with the ambiguous contract, leaving room for items to be decided differently. She said some examples are whether or not the person meets expectations; there is not a clear timeline with metrics for the review process. She said a fire assessment had not been completed, so criteria were not set. She remarked that the fire chief's position should be posted externally. She said Battalion Chief Baird should first be introduced into the deputy chief position. The chief would, by default, be under the supervision of the Supervisor because the manager is on administrative leave, and there is no Director of Public Safety in place. She stated that the Board of Trustees should supervise instead of the township supervisor. She said the amount of paid leave is unclear, and the contract is one-sided for the individual. She said it was not a good contract for the township and could not vote yes. She said the police chief's department runs well, and she wants the same for the fire department.

Treasurer Miller said she agrees with Trustee Glass. She thought this contract was for a deputy chief position. She reviewed the job description for Fire Chief and is meeting with Jairus to hear his vision for moving the department forward. She said it would be better for the department if acting Fire Chief Weidemann continued until his retirement, and Baird could work on his vision as Deputy Chief. She said the contract under Six F says the employee's job performance will be evaluated periodically, but it should be an annual review. She said the contract's three-step pay increase is not the normal process when promoting from within, and if the job were posted externally at the contract's rate, there would probably be some good candidates. She said that after speaking with Jairus and the finance director about vacation time accrual, she thinks the numbers are incorrect. She commented that fire and police departments should get the stipend, not just one department. She wants the Chief of Public Safety implemented to unite the fire and police departments.

Supervisor Martin stated on page two of the contract that there is a six-month review on November 1, 2023.

Trustee Leuty said all township employees have annual reviews, and not all jobs start at step one. He clarified that he thought Trustee Robinson and Supervisor Martin said the stipend is a historical item that was negotiated in the Parchment contract. He said he is comfortable with the PAC reviewing this and other options in the future.

Clerk Moaiery asked if the stipend came directly from Parchment. The Supervisor said yes. She said she wanted to vote yes and asked if the stipend could be removed from the contract.

Supervisor Martin asked Acting Chief Wiedemann if the contract is being negotiated this year with Parchment.

Acting Chief Wiedemann stated that the contract ends in December.

Supervisor Martin explained that the fire and police department chiefs completed the Parchment contracts, not the Board. He said there are two different types of jobs. The police side runs more service calls, and the fire department does its payroll, training, and vehicle maintenance. He said the PAC is discussing it because the difference was identified.

Clerk Moaiery asked if the contract states the stipend goes to the fire chief.

Attorney Seeber replied that it was not written in the Parchment contract and was a carryover from previous contracts.

Trustee Leuty commented that Manager Mitchell could have added and approved it during an evaluation.

Trustee Robinson stated it was in the contract from the former fire chief, and it was identified in Friday's PAC meeting.

Mike Weidemann read the section about the stipend from the 2021 contract to the Board, and he stated the fire department's service requirements for supporting Parchment for the contracted amount.

Trustee Glass said the stipend should be given to the police department too, and she referred to previous conversations with manager Mitchell regarding the stipend and said he did not add it.

**Trustee Miller motioned to adopt the employment agreement in front of them, Trustee Leuty supported.**

Trustee Glass reiterated her concerns.

Clerk Moaiery asked Attorney Seeber for clarification regarding making a motion to amend the contract.

Trustee Robinson said there is already a motion to accept the contract; the first motion needs to be voted on first.

**Roll call vote (4 AYE – 3 NAY Treasurer Miller, Trustee Glass, Clerk Moaiery), motion carried.**

**Item 9B**      **REQUEST TO APPROVE BALKEMA CONTRACT FOR WINDING WAY PRESSURE SYSTEM & WINDING WAY & WOODWARD LIFT STATIONS PROJECT**

Supervisor Martin said the west part of Winding Way has no sewer, and approximately eight to ten houses are septic and drywell. Many houses, including septic systems, were underwater during a previous water rise. One homeowner's system was failing, and a pump was installed and hooked to the new pump station. The contract is for Balkema Excavating to install a forced main for generators to power two stations and a main during an outage. The RFP is for \$1,770,004, and there is four million in the sewer fund.

**Trustee Miller moved to adopt, Treasurer Miller seconded.**

Trustee Miller said he would like a status of the projects in the capital improvement plan to see where they are. He said the sewer surcharges were raised and would like the update so adjustments can be made if needed.

Supervisor Martin agreed with Trustee Miller and said it was projected and planned for completion last year but had not been completed; there have been issues with contractors getting the required parts.

Clerk Moaiery asked about the number of bids received.

Supervisor Martin responded that there were two bids.

**Roll call vote (7 AYE – 0 NAY), motion carried.**

**Item 9C**      **REQUEST TO APPROVE PURCHASE OF SIERRA WIRELESS UNIT MP-70**

Fire Marshal Kowalski said the fire department uses Verizon wireless WiFi pucks for internet access which are six years old, and the batteries are failing. The units were not designed for 24-hour use. He met with interim Chief Weidemann and Rick Shaink from IT and learned that many police departments, including the township, use Sierra Wireless without issues. The plan is to phase-in the system into the

fire department, starting with rescue rigs and fire Marshal's vehicle. The systems will be installed in-house, and the project cost is \$6176

**Trustee Leuty motioned to approve the purchase of the Sierra wireless units and MP-70s for a cost of \$6,176, Trustee Glass seconded, roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 9D            REQUEST TO APPROVE ARLINGTON STREET DRAINAGE IMPROVEMENT**

Supervisor Martin said that on Arlington, at the dead-end, there is a drain system with a 3.5 to 4.5 foot drop if anyone misses the driveway. The road commission put up barriers, but it does not help the citizens. The request is to pipe the drains, fill the ditches, and seed it for \$30,000.

**Clerk Moaiery moved to approve the Arlington street drainage improvements for a total not to exceed cost of \$30,000 to be paid out of the sewer improvements funds, Treasury Miller seconded.**

Angie Ponzini asked if it was the road commission's responsibility, and Supervisor Martin responded that it was the township's responsibility.

**Roll call vote (7 AYE – 0 NAY), motion carried.**

**Item 9E            REQUEST TO APPROVE THE PURCHASE OF SHOT STOP BALLISTIC VESTS FOR FIRE DEPARTMENT**

Supervisor Martin described active shooter training and that Nashville's emergency responders had ballistic vests. He asked the fire marshal to investigate the costs of protecting our emergency responders.

Fire Marshal Kowalski said this request is for 20 stop ballistic vests for the fire department. They have trained with the police department and agree with the assessment. He thanked Lieutenant Jackson for the direction regarding purchasing vests. He said four vests would be in each engine and one in each staff vehicle. The cost for this is \$30,000.

Trustee Miller asked if the vests would be available in fire trucks but not worn routinely. The vests would only be worn when needed.

Fire Marshal Kowalski said he was correct and added that the vest has a 15-year warranty.

Trustee Miller said the fire department already carries a lot of gear, but the additional 20 pounds is only when necessary.

Supervisor Martin said this is if there was a call with shots fired. The department had answered a fire call and found out afterward that shots had been fired.

**Trustee Miller motioned to approve the purchase of 20 shots stop Ballistic vest for the Fire Department, not to exceed 30,000, Trustee Leuty supported, roll call vote (7 AYE – 0 NAY), motion carried.**

**Item 9F            REQUEST TO APPROVE THE FIRE DEPARTMENT POSTING AND HIRING OF 7 FULL-TIME (24-HOUR) SHIFT FIREFIGHTERS AND 2 BATTALION CHIEFS**

Removed during additions and deletions to the agenda section.

**Item 9G            REQUEST TO APPROVE THE RESOLUTION FOR NEIGHBORHOOD TRAFFIC MANAGEMENT**

Removed during additions and deletions to the agenda section.

**Item 9H**            **REQUEST TO APPROVE THE ASSESSING DEPARTMENT ACCESSIBILITY POLICY PURSUANT TO PA 660 OF 2018**

Trustee Leuty spoke with Assessor and learned there is a state requirement to accommodate people outside of actual business hours when their schedule allows.

**Trustee Leuty moved to approve the assessing department accessibility policy. Pursuant to Pa 660 of 2018, Treasurer Miller supported, roll call vote (7 AYE - 0 NAY), motion carried.**

**Item 9I**            **Clerk Moaiery Police Commissioner**

Supervisor Martin said the Police Commissioner is not currently available. He said an Interim is needed, and he spoke with Clerk Moaiery, and she agreed to take the job as long as she is here. He said he supports this, and he asked for Board support.

**Trustee Miller moved to appoint Lisa Moaiery as Police Commissioner, Treasurer Miller supported.**

Supervisor Martin said this is a good move, and the Board learns more by doing different things.

Clerk Moaiery said she was honored to take the position.

Trustee Leuty said he appreciated the Supervisor's comments, and the Supervisor said the same in November 2020. As needs come, people gain more experience and needs to develop.

**Role call vote (7 AYE – 0 NAY) motion carried.**

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

None.

**Item 11**            **BOARD MEMBER REPORTS**

Trustee Glass said the ARPA Committee had its first meeting, and another meeting is planned on Wednesday with the department heads and two community members from Eastwood and Westwood. She and Toni Kennedy toured and inventoried some of the Eastwood parks, and she will be touring and inventorying Westwood parks with Angie Ponzini. The committee unanimously agreed to review parks for improvements and beautification. She said the committee discussed monies for fire and police services. She said that she and Clerk Moaiery attended the MTA conference last week, and there were several informative sessions. She said she wants to bring some ideas to the Board, like better preparation for meetings and better communication. She stated she heard the State Fire Marshal's Michigan prevention plan, and there is available funding for 10-year steel fire alarms that would be good for the community.

Trustee Leuty said he had no committee assignments to report. Last week he witnessed a fire department response for a potential stroke victim in the Eastwood neighborhood. He saw the care and professionalism presented to the family. He said he has witnessed about a dozen calls over 32 years, and he thought about the 2022 Fire Department report and how many residents experienced care from the fire department in 2022. He calculated that about 25% experienced direct service. He has witnessed the quality of care from the fire and police departments in the township, and he also stated that a 2013 survey found that the township's fire and police departments were two of the top three.

Trustee Miller said the last Climate Committee meeting was canceled because two board members attended a conference. He is trying to arrange for a speaker to present to the Board. He said many things have changed in the news, with climate change is not good. He said we are doing things to respond, but the overall situation is not good. He said he would like the Board to know some of the new information and what other municipalities are doing. He congratulated Chief Baird and said the Board is asking him to do a ton of work, but he has every confidence that the Board will look back and see that this was a good decision.



Trustee Robinson said there was a PAC meeting last Friday with many items on the table. She informed the Board that a lot more is coming from the PAC moving forward. About 561 days of this board configuration are left to make some changes. She quoted James Baldwin, "Not everything that is faced can be changed, but nothing can be changed unless it's faced." She said she want the Board to unify and face the challenges together.

Clerk Moaiery announced an election on May 2nd for the Kalamazoo Regional Educational Service Agency enhancement millage renewal proposal. She congratulated Fire Chief Baird and said she fully supports and has confidence in him and his abilities.

Treasurer Miller congratulated Chief Baird and said he has much work ahead but also has the Board's support.

Supervisor Martin said Mike Majors has mulch for the parks' playground areas at Wilson and Stroud, and the outhouses are set. The tennis and pickleball courts installation will be started the first week of May. The pipes will be cemented in the ground and painted. He said that after the past eight to nine months, we need to move ahead together, and there are 561 days to regroup and redo things. Let us move on. He thanked Jairus and told him that he could do the job.

**Item 12**      **ATTORNEY REPORT**

Attorney Seeber states the Scheid Park transfer is complete and is now privately owned. She said a copy of the employment agreement is available for immediate signature, and the fire chief must be sworn in. She also said the contract starts on May 1, 2023.

**Item 13**      **MANAGER REPORT**

None.

**Item 14**      **PUBLIC COMMENTS**

Jairus Baird thanked the Board for their support and for entrusting him with the fire chief position. He said he is ready to work and benefit the township residents and firefighters.

Mike Weidemann, Acting Fire Chief, thanked the Board for appointing Jairus Baird as fire chief and moving forward. He said Jairus would move the department in the right direction. He thanked the Board for approving the vests. He also commented that Roe Comm should install the Sierra Wireless equipment on the roofs of vehicles.

Angie Ponzini, 2301 Skyline, stated it would be nice if the public could ask questions during the meeting and have them answered immediately. She asked who was heading the consultant search and who she should call on the weekend if there were an issue.

**Item 15**      **ADJOURNMENT**

**Adjourned at 8:57 p.m.**

**BOARD MEMBERS PRESENT:**

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

Respectfully submitted,

\_\_\_\_\_  
Lisa S. Moaiery, Clerk

Attested to by,

**ABSENT:**

None

\_\_\_\_\_  
Donald D. Martin, Supervisor

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Fire Marshal Todd Kowalski

**MINUTES PREPARED BY:**

Barbara Blankenship  
Elections Coordinator & Document Manager

**Charter Township of Kalamazoo  
Minutes of a Work Session of the Township Board  
held June 12, 2023**

A work session of the Township Board of the Charter Township of Kalamazoo was conducted on Monday, June 12, 2023, commencing at 5:30 p.m. at the Township Hall, 1720 Riverview Drive, within the Township.

**1. Call to order.**

The Supervisor called the meeting to order.

Present were: Supervisor Martin, Treasurer Miller, Trustee Miller, Trustee Leuty, and Trustee Glass. Trustee Robinson indicated that she would be arriving late.

**2. Audit Presentation.**

Kate Balfourt of Vredveld Haefner, LLC presented the 2021-2022 audit report in summary form. Page 1 contained an auditor's report stating, among other things, that the township management is responsible for the financial statements. The auditors are required to express an opinion regarding the financial statements. The goal is to present the financial position of the Township fairly in accordance with accounting standards applicable to the Township. The auditor's opinion is "clean", meaning that there were no material weaknesses or exceptions. She showed the negative \$2.7 million representing long term liability for retirement benefits, indicating that this type of account was not uncommon. The fire and police department special assessments were reclassified more appropriately as "taxes" rather than as "charges for service". She also discussed the categorization of ARPA funds and how they are expressed in the financial statements. She noted that there are 6 areas of recommended internal controls to be undertaken by the Township; or requests to document how internal controls are presently used.

**3. Discussion on Building Safety.**

Chief Ergang presented the information on and proposed plan for building safety improvements. He indicated that the building's main office needed some upgrades and safety features in order to protect employees and staff. The plan includes, in brief, a new wall and safety door for the administration side of the building. The Chief indicated that none of the "optional" items in the Miller Davis proposal would be needed at this time. Trustee Glass inquired as to how long making the upgrades would take.

Chief Ergang stated 13 weeks from acceptance of the proposal. Supervisor Martin spoke in favor of the request.

#### **4. Time out to adjust Zoom.**

Fire Marshal Kowalski noted that the ZOOM access numbers were incorrect on the website and board packet. It took a few minutes to locate the correct ZOOM access number and for people who wanted to attend remotely to obtain the correct access numbers.

#### **5. Presentation on Kalamazoo Township Document Scanning Project.**

Barbara Blankenship appeared via ZOOM and spoke about the document scanning process. She stated that there are numerous boxes of documents to be scanned that are stored at Abraxas. If a person needs a FOIA, the Township has to call Abraxas, and get the box pulled in order to go through it for an unscanned document. Every time a box is pulled, it costs the Township money. The proposal involves bringing the scanning project back into the township hall, obtaining the necessary hardware; software and training; and hiring up to 4 part-time temporary staff members to undertake the scanning of approximately 500 boxes of documents.

Ms. Blankenship had done a cost analysis of the various options and provided it to the Township Board. Abraxas was not getting the scanning done very quickly and the Township was paying a good amount in storage fees for unscanned documents. She stated that there were boxes containing old road commission documents that had been damaged. She had looked through them and noted that if a person could not pay their property taxes back in the day, they were required to provide road work to pay off the costs.

Ms. Blankenship provided additional information regarding the comparison of costs and services with Abraxas; LaserFische; and OnBase. Overviews and cost comparisons were included in the board packet, as was a job description for temporary help. She noted that LaserFische would be changing their cost structure. The Township would be grandfathered for in for the next 6-7 years with the old structure and rate.

Trustee Leuty inquired as to whether there were some documents that did not need to be scanned. Ms. Blankenship stated that a person may be able to go through the indexing and eliminate some documents; however, training would be required before anything was dismissed as unneeded. She stated that both systems had an ability to add "forms" as a package addition, which may be beneficial to the Township and community at some point in the future. The forms addition was about \$10,000 if the Township wanted it. She also stated that the fire department and police department would be able to use the same program for data storage. She was recommending the [Laserfiche](#) service because it was the most user-friendly and cost-effective and allowed the Township to control the scanning with temporary personnel. Supervisor Martin spoke in favor of the project. Trustee Miller was not in favor of the former project, and felt that Ms. Blankenship's work had given an effective alternative to the present one, which did not work.

#### **6. Presentation on Fire Department Employee Wage and Benefit.**

Fire Chief Baird made a presentation on the fire department employee wage and benefits. He referred the group to page 87 of the board packet and said that it was identical to that provided at the last board meeting. He had not received any questions or requests to clarify his position since the last board meeting. Trustee Miller inquired about whether any feedback had been received. Chief Baird stated that he had not heard anything from board members. Supervisor Martin remarked that the chief had done a lot of exhaustive research and that the numbers were in line with current salary from other nearby departments. Treasurer Miller expressed concern about the overall costs, saying that budget modifications may need to be made. Trustee Glass suggested holding off on the approval and including the administrative staff in the discussion on salaries. Treasurer Miller suggested undertaking a wage study, since the last one was done more than 5 years ago. Supervisor Martin understood the desire to address the administrative side, but suggested taking the matter one step at a time. Trustee Leuty agreed. Trustee Glass felt that giving raises only to the fire department appeared to be a piecemeal improvement, not a global one. Supervisor Martin stressed the need to hire a full-time fire department and the first thing people would ask would be what the pay was.

#### **7. Discussion Regarding Items on Regular Agenda.**

Trustee Glass was asked to introduce the item of new business on the regular agenda regarding ARPA committee and funding. She indicated

that the request on the board agenda was to allow the committee to allocate certain of the funds to various departments, such as police, fire and administration. Trustee Miller thought that the ARPA committee was charged with making a list of ways to use ARPA funds and making recommendations to the board. Trustee Glass stated that this was a new vision and she was not sure whether the board was needed to approve the creation of a subcommittee for each of the various fund allotments. Treasurer Miller stated that some departments have already received the benefit of ARPA funds, while others had a lesser degree of use.

Toni Kennedy, a member of the ARPA committee from the audience, expressed confusion and dismay at the potential removal of the ARPA committee funding report from the board packet. She stated that the numbers had already been discussed. It made the ARPA committee look like it didn't have its act together. She didn't know about the allocation to each department. Trustee Glass stated that the matter was up for consideration by the board. She felt that the board would want to know about fund allocation and to approve sub-committees.

Trustee Glass explained the slight difference in the numbers. The ARPA committee did not have all of the correct numbers when the financial director went through it. Leuty inquired as to why the matter would be brought up at all, when he had done a board agenda item and proposal regarding ARPA funding in time to get on the agenda and with the correct numbers. Ms. Kennedy stated that it didn't make sense to have a discussion on ARPA funds if there was not clear direction from the board on what the project entails. Trustee Glass stated that the numbers were not far off. On one sheet, the fire department costs to replace the roof on the garage at the Northwood fire station was expressed as \$67,500 instead of \$6,700.

Trustee Leuty directed the group to Item 5 on the agenda indicating that he had used the community survey to identify necessary items that were of value to the constituents. He had determined that the board had already approved individual requests for rebuilding the Grand Prairie Golf Course parking lot, and to rebuild the Stroud Family Park courts. He stated that the Township had approved a replacement server at a cost of \$75,000 using ARPA funds; however, the Finance Director had taken the money for the server out of the general fund. He stated that the fire department had spent \$31,800 of ARPA funds approved by the Township Board for replacement of the garage roof at the Northwood

Fire station and for replacement of obsolete fans with battery-powered ones. The police department, he said, had already been allocated \$150,000 in ARPA funds to establish a canine unit and \$75,000 for recruitment incentives. He directed the board to the community survey and thought that the focus should be on the improvements the Township residents had identified as important, such as recreation and increase in non-motorized transportation opportunities.

Trustee Glass suggested that the board should use Trustee Leuty's numbers as they appeared to be the correct ones. The request was to approve the allocations as budgeted and to allow the formation of subcommittees to make recommendations as to how the allocated funds could be spent. Ms. Kennedy suggested leaving Trustee Glass's suggestion on the agenda and just amending the numbers to reflect the correct ones. Supervisor Martin stated that there is already an ARPA fund set up and that approved costs can come out of the ARPA money into individual funds.

Treasurer Miller inquired as to who may be on the subcommittees for each cost center or project. Trustee Glass said she did not have anyone particular in mind for any particular project. Trustee Leuty stressed the need to consider the community survey and not to undertake the subcommittee concept. Trustee Glass was unsure as to whether the board had to create the subcommittees. Trustee Miller thought that the original plan was to have the ARPA committee come up with recommendations and perhaps priorities for certain projects. He inquired as to whether the plan had now been changed by the ARPA committee to add prior allocations and subcommittees to determine the extent of projects that could be undertaken.

Glass thought they would allocate and then whomever wants to work on that project could. Miller inquired if subcommittees would be made up of only members of the ARPA committee. Trustee Glass stated that anyone who was interested could be on the subcommittees. Supervisor Martin saw two problems. First, he said, the ARPA committee was supposed to direct how the resources would be used. If the fire department and police department already had committees and requests, who would be addressing some of the other township needs such as parks? Trustee Miller inquired as to whether the ARPA committee would only be concerned with the portion that had not been allocated to public safety. Leuty expressed concern that his board agenda item, which had been planned and prepared a week and a half

ago, would be at a disadvantage when the issue of potential allocations and subcommittees appeared to be the topic for discussion. He asked the board to consider the agenda item he had prepared, which contained the correct numbers at the regular board meeting.

Trustee Leuty voiced concern that the community survey was not considered by the ARPA committee. Trustee Glass stated that the community survey was old. Trustee Leuty quoted Clerk Moaiery at a prior board meeting indicating that she did not want recurring costs to be considered for ARPA funds. He stated that the ARPA committee is supposed to be making suggestions and that the board will be deciding how to spend the money. Some suggested that ARPA funds be used to pay for sewer improvements, since the proposed costs far outweighed the balance in the fund and more revenue would be needed if ARPA funds were not used. Supervisor Martin was in favor of this. Trustee Leuty expressed his personal opinion that the ARPA money should be used to pay down the bond costs for the roads. He is still paying on his personal taxes \$1,000 over the next ten years on the road bond. If a reduction of the burden on taxpayers could be found, they may be convinced to do another bond issue for a fire station or township hall improvement. He stated that the ARPA committee couldn't be transparent if it did not do notices and take minutes. Little tidbits of information was all that trickled out. Trustee Leuty stated that the most important aspect in the citizen's survey was public safety and the second was non-motorized improvements. He said that the citizens liked and desired park improvements, but not paying for them with tax money. Trustee Miller inquired as to whether there were plans in place if some ARPA money were allocated to the non-motorized transportation improvements. Trustee Leuty stated that the Township is on year two of a three-year-plan.

Treasurer Miller stated that some money should be allocated to the Eastwood area for improvements. The \$2,000,000 in ARPA funds was going to go quickly. Supervisor Martin stated that he had spoken with the assessor and that there are grants available for park improvements. Oshtemo has a nice park behind its fire station that was paid for with grant money.

Trustee Robinson arrived. She stated that she had been listening to the whole discussion. She had thought that the ideas brought forth by the ARPA Committee would be more project-based. She stated that projects would get more buy-in from stakeholders. If a lump sum is allocated



to a department they will find every way to spend all of it. Priorities differ, she said. She would prefer to see a lineup of the projects with an estimate cost. Trustee Glass agreed that was how the ARPA committee was initially set up; however, she got the feeling that some members of the board were not happy which was why she had proposed a change.

**8. Public Comment.**

Toni Kennedy spoke as an ARPA committee member. The group had started out with lists. She thought that the idea was to get the amounts and distribute to certain cost centers. She was confused with the differing matters being proposed. She was in support of the Women's Veteran's Proclamation and said that the Governor had signed the legislation earlier in the day.

Clerk Moaiery appeared via ZOOM. She indicated that she had a hard time getting into the meeting via ZOOM. She suggested making a statement at the beginning of the regular meeting, in case people had accessed the meeting via public media network.

Attorney Seeber identified three changes to the draft meeting minutes for the May 22 Township Board meeting, as had been requested by Trustee Leuty.

**9. Adjournment.**

Supervisor Martin Adjourned the work session at 7:20 p.m.

Respectfully submitted,

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Roxanne C. Seeber, Recording Secretary

**Charter Township of Kalamazoo  
Minutes of a Regular Meeting of the Township Board  
held June 12, 2023**

A regular meeting of the Township Board of the Charter Township of Kalamazoo was conducted on Monday, June 12, 2023, commencing at 7:30 p.m. at the Township Hall, 1720 Riverview Drive within the Township.

**1. Call to order, pledge and attendance.**

The supervisor called the meeting to order.

Present were: Supervisor Martin, Treasurer Miller, Trustee Miller, Trustee Leuty, Trustee Glass and Trustee Robinson. Clerk Moaiery was at a clerk's convention out of town.

Trustee Robinson led the group in the pledge of allegiance.

Treasurer Miller moved, supported by trustee Robinson, to excuse Clerk Moaiery from the meeting. The motion passed unanimously.

**2. Additions to/Deletions from the Agenda.**

None.

**3. Public Comment.**

Andrew McCann, 926 Washburn Avenue, reported on a clear-vision area obstruction at Washburn and East Main. There are bushes that are way too tall and Zebra Grass planted in the right of way, obstructing the view on the corner. He provided photographs.

Toni Kennedy of Arthur Avenue thanked the board for considering the proclamation for Women Veterans Recognition Day.

Connie Butler of 3508 Mulhearn expressed concern about the missing township manager and requested that the paid leave be discontinued in favor of unpaid leave. The board is always concerned about the budget and paying the manager for not working did not make it any better.

No one on ZOOM made a public comment.

#### **4. Consent Agenda.**

Trustee Miller moved, supported by Treasurer Miller, to approve the consent agenda consisting of minutes of the April 3, 2023 Board of Trustees Special Meeting; the minutes of the April 10, 2023 Board of Trustees Work Session Meeting, the Minutes of the April 10, 2023 Board of Trustees Regular Meeting, the minutes of the May 22, 2023 Board of Trustees Regular Meeting, and payment of bills in the amount of \$155,282.24; and

Receipt of the check disbursement report for May 2023; the check EFT register for May 2023; the OPEB report for 2022; the KABA report for May 2023; and a letter from the Westwood Firefighters Association cancelling the ice cream social which was to be held in July 2023.

The motion passed unanimously.

#### **5. Adjustment to draft Agenda.**

Supervisor Martin moved item F "Proclamation" to Item A.

#### **6. Old business.**

None.

#### **7. New Business.**

##### **A. Proclamation**

Trustee Robinson read the proclamation recognizing June 12 of each year as Women Veterans Recognition Day. Trustee Robinson is a veteran, as is Supervisor Martin. Trustee Robinson moved adoption of the proclamation. Supervisor Martin seconded the motion and it passed unanimously on roll call vote.

Supervisor Martin recognized Fire Marshal Kowalski's efforts in undertaking the lead on 23 honor flights to Washington DC. He invited people to attend the homecoming at the airport when they return, saying that it is very moving.

**B. Request to Approve Code of Criminal Misdemeanor Ordinances.**

Trustee Miller moved, supported by Trustee Leuty to adopt Ordinance No. 635, which is the Code of Criminal Misdemeanor Ordinances. Upon roll call vote, the motion passed unanimously.

**C. Request to Approve Amendment to Zoning Ordinance.**

Trustee Leuty moved, supported by Trustee Miller to adopt Ordinance No. 634 amending the Township Zoning Ordinance by eliminating required fencing from adult use and medical marijuana uses. Upon roll call vote, the motion passed unanimously.

**D. Request to approve American Rescue Plan Act Committee Recommendation.**

Trustee Leuty introduced this agenda item indicating that there had been lengthy discussion during the work session. He felt it was appropriate to take a couple of weeks to consider the information provided. This would give the board time to provide considerations for use of the funds and what the board expected from the ARPA committee. He stated that about  $\frac{3}{4}$  of the \$2,100,000 ARPA money remains.

Supervisor Martin stated that he would like to see consideration for using some of the money for sewer improvements.

Trustee Miller asked Trustee Glass to discuss proposed projects and costs with the fire chief and the police chief. Trustee Leuty stated that \$225,000 had already been allocated to the police department for canine units and employment incentives.

The board had also added two new pickleball courts to Stroud Family Parks with ARPA money. The fire department had gotten ARPA funding to pay for battery-operated fans and roof improvement to the garage at Northwood fire station. He suggested using the remaining money to address already-identified needs. He wished to be able to use the funds to alleviate some of the burden on taxpayers. Supervisor Martin suggested delaying action on the matter for two weeks and returning it to the agenda on June 26. He invited all members to bring their suggestions to the committee.

**E. Request to Approve Township Document Scanning Project.**

Supervisor Martin explained that Barb Blankenship had done considerable research and made a recommendation to take the scanning project in-house. Trustee Miller stated that he was not originally in favor of the prior document scanning project and he was glad to see that the Township was moving forward to scan and/or dispose of the numerous documents in boxes presently stored off-site. Trustee Miller moved, supported by Treasurer Miller, to approve the document scanning project consisting of moving the project back into the township hall; obtaining the necessary hardware, software and training; and hiring up to 4 part-time temporary staff members to undertake the scanning of approximately 500 boxes of documents. The motion passed unanimously.

**F. Fire Department wages and benefits.**

Chief Baird introduced the matter, saying that it was the exact item that had been postponed from the prior meeting. There had been no changes to the recommendation of the PAC and no questions had arisen from members of the board. Treasurer Miller moved, supported by Trustee Miller, to approve the fire department wage and benefit numbers as presented. Trustee Robinson thanked the chief for his work. She stated that the chief had 4 top items to consider and this was one of them. The board cannot hire full time people without telling them how much they will get paid. Trustee Miller and Supervisor Martin agreed. The motion passed unanimously.

**G. Request to approve \$75,250 for building safety improvements.**

The Supervisor commented on the need for safety improvements to the administration side of the building. There is no key access to the back of the building. The panel for the alarm system is on its last legs. The Township had received a quote to make building secure with ARPA money. Trustee Glass moved, supported by Trustee Robinson to approve up to \$75,250 for building security improvements as provided in the quote. Trustee Miller recalled that some of the options were not

needed on the quote, per the information from Chief Ergang at the work session meeting. The motion passed unanimously.

#### **H. Rezoning of Property 411 Nazareth.**

Trustee Leuty explained that the property was located near Consumers Concrete and immediately south of the platted residential areas of Eastwood. The Planning Commission had held a public hearing and recommended rezoning the property from C-1 to R-2. Trustee Leuty moved to accept the rezoning ordinance for first reading. Trustee Miller supported the motion. The motion passed unanimously.

#### **I. Request to approve the ARPA Allocations and Ability to Create Subcommittee to Work on Specific Projects.**

Trustee Glass asked to remove this item from the agenda.

#### **J. 2022 Audit.**

Trustee Miller moved, supported by Trustee Glass, to approve the 2022 Township Audit. Treasurer Miller commented favorably on the new audit company. Supervisor Martin thanked Trustee Leuty for his many questions on the audit and the auditors for answering them. The motion passed unanimously.

### **11. Board Member Comments.**

Trustee Leuty reported on the progress of the Master Plan. The most pressing immediate need for the parks was for volunteers to pick up litter in the parks.

Trustee Miller reported on the Clean Energy Conference he recently attended, saying that there was a large contingent of people from Kalamazoo in attendance. He also reported on a new bill regarding the potential elimination of rooftop solar. He stressed the need to clean up and de-carbonize the creation of energy.

Trustee Glass appreciated those that were involved in the Women Veterans Day Proclamation.

Trustee Robinson commented on the work of the PAC. She stated that if there were students or Eagle Scout candidates looking for community service hours, doing some park clean-up is available. She stated that

she will be bringing some suggestions to the ARPA committees and apologized for the board's lack of direction to the committee.

Treasurer Miller commented favorably on the discussion of use of ARPA dollars. She also felt that the department heads meeting was valuable. She asked the PAC to consider review of personnel policy and encouraged people to get in touch with the township's employees for their input.

Supervisor Martin discussed some outdated personnel policies and commented favorably the ideas for changes suggested by Chief Baird.

**12. Public Comment.**

Clerk Moaiery thanked the board for approving the document scanning project and recognized Barb Blankenship's efforts at putting the proposal together.

**13. Adjournment.**

There being no additional business before the Township Board, the supervisor adjourned the meeting at 8:25 p.m.

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

Respectfully Submitted,

Roxanne C. Seeber,  
Recording Secretary.

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 06/27/2023 - 06/27/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
143477 39259	IMAGETREND, INC. ELITE RESCUE - ANNUAL FEES 206-336-742.00	06/27/2023 MONICAK	06/27/2023	3,414.00	3,414.00	Open	N 06/22/2023
	SOFTWARE MAINT AGREEMENTS			3,414.00			
15132 39260	BURNHAM & FLOWER INSURANCE GROUP POLICY #PRCO-92056-MI10269 206-336-723.00	06/27/2023 MONICAK	06/27/2023	5,457.00	5,457.00	Open	N 06/22/2023
	INSURANCE - VOL. FIREMEN			5,457.00			
205101523182 39261	CONSUMERS ENERGY ACCT #1000 1445 5693 206-336-921.04	06/27/2023 MONICAK	06/27/2023	678.30	678.30	Open	N 06/22/2023
	UTILITIES - ELECTRIC			678.30			
207058596645 39262	CONSUMERS ENERGY ACCT #1000 0024 6171 206-336-923.04	06/27/2023 MONICAK	06/27/2023	179.64	179.64	Open	N 06/22/2023
	UTILITIES - NATURAL GAS			179.64			
4878 39263	BILL'S LOCK SHOP, INC. KEYS 207-301-740.00	06/27/2023 MONICAK	06/27/2023	13.00	13.00	Open	N 06/22/2023
	OPERATING SUPPLIES			13.00			
4761 39264	BILL'S LOCK SHOP, INC. KEYS 207-301-740.00	06/27/2023 MONICAK	06/27/2023	100.00	100.00	Open	N 06/22/2023
	OPERATING SUPPLIES			100.00			
551-618709 39265	STATE OF MICHIGAN SOR REGSITRATIONS 217-301-811.00	06/27/2023 MONICAK	06/27/2023	30.00	30.00	Open	N 06/22/2023
	PROFESSIONAL & CONTRACTUAL SVC			30.00			
3977 39266	ROBERT LAMSON, LLC SCREENINGS 207-301-811.00	06/27/2023 MONICAK	06/27/2023	2,670.00	2,670.00	Open	N 06/22/2023
	PROFESSIONAL & CONTRACTUAL SVC			2,670.00			
1000526818 39267	ACCIDENT FUND COMPANY INSTALLMENT 101-200-913.00 206-336-913.00 207-301-913.00 267-301-913.00	06/27/2023 MONICAK	06/27/2023	42,643.50	42,643.50	Open	N 06/22/2023
	INSURANCE - WORKERS COMP			1,705.74			
	INSURANCE - WORKERS COMP			15,351.66			
	INSURANCE - WORKERS COMP			25,554.94			
	INSURANCE - WORKERS COMP			31.16			



User: MONICAK

EXP CHECK RUN DATES 06/27/2023 - 06/27/2023

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
75106 39268	PREIN & NEWHOF, INC. SIDEWALK INFILL INVESTIGATION 101-446-969.01                      SIDEWALK MAINTENANCE	06/27/2023 MONICAK	06/27/2023	384.00 384.00	384.00	Open	N 06/22/2023
75110 39269	PREIN & NEWHOF, INC. WOODWARD/WINDING WAY LIFT 883-520-973.00                      CONSTRUCTION COSTS	06/27/2023 MONICAK	06/27/2023	307.10 307.10	307.10	Open	N 06/22/2023
75226 39270	PREIN & NEWHOF, INC. GIS MAINT/UPDATES 101-209-820.00                      ENGINEERING SERVICES	06/27/2023 MONICAK	06/27/2023	598.25 598.25	598.25	Open	N 06/22/2023
75181 39271	PREIN & NEWHOF, INC. CONSUMERS CONCRETE - SPR 701-000-240.00                      ZONING/DEVELOPMENT ESCROW	06/27/2023 MONICAK	06/27/2023	768.00 768.00	768.00	Open	N 06/22/2023
75107 39272	PREIN & NEWHOF, INC. SEWER LEAD/EASEMENT INVESTIGATION 883-520-820.00                      ENGINEERING FEES	06/27/2023 MONICAK	06/27/2023	256.00 256.00	256.00	Open	N 06/22/2023
75098 39273	PREIN & NEWHOF, INC. 2022 WATER CIP 871-441-820.00                      ENGINEERING FEES	06/27/2023 MONICAK	06/27/2023	2,102.50 2,102.50	2,102.50	Open	N 06/22/2023
23-06-05 39274	KALAMAZOO AREA BUILDING AUTHORITY PROPERTY INSPECTIONS 101-310-811.00                      PROFESSIONAL & CONTRACTUAL SVC	06/27/2023 MONICAK	06/27/2023	550.00 550.00	550.00	Open	N 06/22/2023
INV145030 39275	HOLLAND SUPPLY, INC. CEMETERY FLAGS 101-276-740.00                      OPERATING SUPPLIES	06/27/2023 MONICAK	06/27/2023	1,156.56 1,156.56	1,156.56	Open	N 06/22/2023
321987 39276	NAPA AUTO PARTS OIL/FILTER 101-265-939.00                      VEHICLE REPAIRS & MAINT	06/27/2023 MONICAK	06/27/2023	51.31 51.31	51.31	Open	N 06/22/2023
139721 39277	FADER EQUIPMENT, INC. EXCAVATOR 101-276-945.00                      RENTALS - EQUIPMENT	06/27/2023 MONICAK	06/27/2023	247.50 247.50	247.50	Open	N 06/22/2023

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 06/27/2023 - 06/27/2023  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2645 39278	KAL. COUNTY HEALTH & COMM SERVICES HHW - MAY 226-527-811.00	06/27/2023 MONICAK	06/27/2023	817.26 817.26	817.26	Open	N 06/22/2023
2484416-0 39279	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00	06/27/2023 MONICAK	06/27/2023	319.96 319.96	319.96	Open	N 06/22/2023
01475 39280	LOWE'S COMPANIES, INC. MISC SUPPLIES 101-276-932.00	06/27/2023 MONICAK	06/27/2023	98.33 98.33	98.33	Open	N 06/22/2023
019012089 39281	XEROX CORPORATION CUSTOMER #724921614 101-200-811.00	06/27/2023 MONICAK	06/27/2023	354.04 354.04	354.04	Open	N 06/22/2023
2482128-0 39282	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	06/27/2023 MONICAK	06/27/2023	159.98 159.98	159.98	Open	N 06/22/2023
2482912-0 39283	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	06/27/2023 MONICAK	06/27/2023	80.58 80.58	80.58	Open	N 06/22/2023
551-618442 39284	STATE OF MICHIGAN LIVESCAN FEES 217-301-811.00	06/27/2023 MONICAK	06/27/2023	389.25 389.25	389.25	Open	N 06/22/2023
062223 39285	PAUL ERLANDSON BACKGROUND INVESTIGATIONS 207-301-811.00	06/27/2023 MONICAK	06/27/2023	838.14 838.14	838.14	Open	N 06/22/2023
3969 39286	ROBERT LAMSON, LLC SCREENING - ZEERIP 207-301-811.00	06/27/2023 MONICAK	06/27/2023	150.00 150.00	150.00	Open	N 06/22/2023
3945 39287	ROBERT LAMSON, LLC SCREENING - CHANSON 207-301-811.00	06/27/2023 MONICAK	06/27/2023	200.00 200.00	200.00	Open	N 06/22/2023

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3943 39288	ROBERT LAMSON, LLC SCREENINGS - COFFEY/GALLIMORE 207-301-811.00	06/27/2023 MONICAK	06/27/2023	300.00 300.00	300.00	Open	N 06/22/2023
43867 39289	KRESA PRINT CENTER BUSINESS CARDS 207-301-740.00	06/27/2023 MONICAK	06/27/2023	55.04 55.04	55.04	Open	N 06/22/2023
43894 39290	KRESA PRINT CENTER FLYER 207-301-740.00	06/27/2023 MONICAK	06/27/2023	84.50 84.50	84.50	Open	N 06/22/2023
3485 39291	MICHIGAN MUNICIPAL POLICE TIE RODS/ALIGNMENT 207-301-939.00	06/27/2023 MONICAK	06/27/2023	188.16 188.16	188.16	Open	N 06/22/2023
3486 39292	MICHIGAN MUNICIPAL POLICE OIL CHANGE/SHOCKS 207-301-939.00	06/27/2023 MONICAK	06/27/2023	324.39 324.39	324.39	Open	N 06/22/2023
052423 39293	MICHIGAN MUNICIPAL POLICE INSPECT BRAKES 207-301-939.00	06/27/2023 MONICAK	06/27/2023	48.00 48.00	48.00	Open	N 06/22/2023
3494 39294	MICHIGAN MUNICIPAL POLICE OIL CHJANGE/BLADES/SENSORS 207-301-939.00	06/27/2023 MONICAK	06/27/2023	603.18 603.18	603.18	Open	N 06/22/2023
3493 39295	MICHIGAN MUNICIPAL POLICE REPLACE BATTERY 207-301-939.00	06/27/2023 MONICAK	06/27/2023	296.94 296.94	296.94	Open	N 06/22/2023
S0017282 39296	EMERGENCY VEHICLE PRODUCTS VEHICLE BUILD 810-440-983.00	06/27/2023 MONICAK	06/27/2023	14,019.14 14,019.14	14,019.14	Open	N 06/22/2023
26063858 39297	DORRANCE FORD OIL CHANGE 207-301-939.00	06/27/2023 MONICAK	06/27/2023	61.44 61.44	61.44	Open	N 06/22/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
848075A 39298	NYE UNIFORM CO. UNIFORMS 207-301-748.00	06/27/2023 MONICAK	06/27/2023	1,500.69	1,500.69	Open	N 06/22/2023
	PERSONAL EQUIPMENT ALLOWANCE			1,500.69			
8485053A 39299	NYE UNIFORM CO. UNIFORMS 207-301-748.00	06/27/2023 MONICAK	06/27/2023	1,554.45	1,554.45	Open	N 06/22/2023
	PERSONAL EQUIPMENT ALLOWANCE			1,554.45			
0583977 39300	FERGUSON FACILITIES #3400 MISC SUPPLIES 101-265-740.00	06/27/2023 MONICAK	06/27/2023	1,237.11	1,237.11	Open	N 06/22/2023
	OPERATING SUPPLIES			1,237.11			
26063921 39301	DORRANCE FORD OIL CHANGE 207-301-939.00	06/27/2023 MONICAK	06/27/2023	61.44	61.44	Open	N 06/22/2023
	VEHICLE REPAIRS & MAINT			61.44			
26063963 39302	DORRANCE FORD OIL CHANGE 207-301-939.00	06/27/2023 MONICAK	06/27/2023	61.44	61.44	Open	N 06/22/2023
	VEHICLE REPAIRS & MAINT			61.44			
21-028-25 39303	MCKENNA ASSOCIATES, INC. PLANNING SERVICES 101-400-821.00	06/27/2023 MONICAK	06/27/2023	9,000.00	9,000.00	Open	N 06/22/2023
	PLANNING CONSULTANT			9,000.00			
21-028-25A 39304	MCKENNA ASSOCIATES, INC. CONSUMERS CONCRETE_SLU #2 701-000-240.00	06/27/2023 MONICAK	06/27/2023	800.00	800.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			800.00			
21-028-25B 39305	MCKENNA ASSOCIATES, INC. CONSUMERS CONCRETE_SPR #2 701-000-240.00	06/27/2023 MONICAK	06/27/2023	1,075.00	1,075.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			1,075.00			
21-028-25C 39306	MCKENNA ASSOCIATES, INC. CONSUMERS CONCRETE_VARIANCE 701-000-240.00	06/27/2023 MONICAK	06/27/2023	500.00	500.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			500.00			
21-028-25D 39307	MCKENNA ASSOCIATES, INC. 2334 LINCOLN_VARIANCE 701-000-240.00	06/27/2023 MONICAK	06/27/2023	200.00	200.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			200.00			

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 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 06/27/2023 - 06/27/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21-028-25E 39308	MCKENNA ASSOCIATES, INC. 1950 RAVINE RD_LAND DIVISION 701-000-240.00	06/27/2023 MONICAK	06/27/2023	375.00	375.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			375.00			
21-028-25F 39309	MCKENNA ASSOCIATES, INC. GRAPHIC PKG 701-000-240.00	06/27/2023 MONICAK	06/27/2023	200.00	200.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			200.00			
21-028-25G 39310	MCKENNA ASSOCIATES, INC. 2017 N BURDICK 701-000-240.00	06/27/2023 MONICAK	06/27/2023	100.00	100.00	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			100.00			
I4895 39311	CARIBOU SERVICES, INC. WILSON PARK 101-751-811.00	06/27/2023 MONICAK	06/27/2023	130.00	130.00	Open	N 06/22/2023
	PROFESSIONAL & CONTRACTUAL SVC			130.00			
I4894 39312	CARIBOU SERVICES, INC. STROUD PARK 101-751-811.00	06/27/2023 MONICAK	06/27/2023	130.00	130.00	Open	N 06/22/2023
	PROFESSIONAL & CONTRACTUAL SVC			130.00			
0010673162 39313	MLIVE MEDIA GROUP NOTICES 701-000-240.00	06/27/2023 MONICAK	06/27/2023	516.10	516.10	Open	N 06/22/2023
	ZONING/DEVELOPMENT ESCROW			516.10			
30073647 39314	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	06/27/2023 MONICAK	06/27/2023	14.00	14.00	Open	N 06/22/2023
	OPERATING SUPPLIES			14.00			
88833448 39315	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	06/27/2023 MONICAK	06/27/2023	34.75	34.75	Open	N 06/22/2023
	OPERATING SUPPLIES			34.75			
30073690 39316	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	06/27/2023 MONICAK	06/27/2023	14.00	14.00	Open	N 06/22/2023
	OPERATING SUPPLIES			14.00			
30073691 39317	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	06/27/2023 MONICAK	06/27/2023	7.00	7.00	Open	N 06/22/2023
	OPERATING SUPPLIES			7.00			

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 User: MONICAK  
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO  
 EXP CHECK RUN DATES 06/27/2023 - 06/27/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
88851602 39318	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	06/27/2023 MONICAK	06/27/2023	20.85 20.85	20.85	Open	N 06/22/2023
P01868 39319	MACQUEEN EMERGENCY INSPECTION/REPAIRS 206-336-811.00	06/27/2023 MONICAK	06/27/2023	2,250.00 2,250.00	2,250.00	Open	N 06/22/2023
54043 39320	ROAD COMMISSION OF KALAMAZOO COUNTY LAKE ST RECONSTRUCT 883-520-973.00	06/27/2023 MONICAK	06/27/2023	83,005.27 83,005.27	83,005.27	Open	N 06/22/2023
54035 39321	ROAD COMMISSION OF KALAMAZOO COUNTY FILL/SEAL - ELKERTON 101-446-969.00	06/27/2023 MONICAK	06/27/2023	62.08 62.08	62.08	Open	N 06/22/2023
54036 39322	ROAD COMMISSION OF KALAMAZOO COUNTY FILL/SEAL - SAGEBRUSH 101-446-969.00	06/27/2023 MONICAK	06/27/2023	44,859.99 44,859.99	44,859.99	Open	N 06/22/2023
10425 39323	ABRAXAS ADMIN VAULT/POLICE RECORDS 207-301-811.00	06/27/2023 MONICAK	06/27/2023	453.15 453.15	453.15	Open	N 06/22/2023
S499273 39324	ENGINEERED PROTECTION SYSTEMS, INC. REPLACE POWER SUPPLY 101-265-931.00	06/27/2023 MONICAK	06/27/2023	739.88 739.88	739.88	Open	N 06/22/2023
206969768968 39325	CONSUMERS ENERGY ACCT #1000 0038 0319 101-200-921.00	06/27/2023 MONICAK	06/27/2023	3,283.90 3,283.90	3,283.90	Open	N 06/22/2023
0583977-1 39326	FERGUSON FACILITIES #3400 MISC SUPPLIES 101-265-740.00	06/27/2023 MONICAK	06/27/2023	39.97 39.97	39.97	Open	N 06/22/2023
KB67658 39327	CDW GOVERNMENT, INC. CUSTOMER #2250825 101-253-740.00 206-336-740.00	06/27/2023 MONICAK	06/27/2023	44.08 14.41 29.67	44.08	Open	N 06/22/2023

User: MONICAK

EXP CHECK RUN DATES 06/27/2023 - 06/27/2023

DB: Kalamazoo Twp

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	69	# Due:	69	Totals:	233,265.14	233,265.14	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					<u>233,265.14</u>	<u>233,265.14</u>	

--- TOTALS BY FUND ---

101 - GENERAL	64,963.03	64,963.03
206 - FIRE	27,450.87	27,450.87
207 - POLICE	35,359.46	35,359.46
217 - LIVESCAN/SOR	419.25	419.25
226 - RUBBISH COLLECTION FUND	817.26	817.26
267 - SWET	31.16	31.16
701 - TRUST & AGENCY	4,534.10	4,534.10
810 - POLICE CAPITAL IMPROVEMENT	14,019.14	14,019.14
871 - WATER IMPROVEMENT	2,102.50	2,102.50
883 - SEWER IMPROVEMENT	83,568.37	83,568.37

--- TOTALS BY DEPT/ACTIVITY ---

000 - REVENUES	4,534.10	4,534.10
200 - GENERAL SERVICES_ADMIN	5,663.64	5,663.64
209 - ASSESSOR	598.25	598.25
253 - TREASURER	14.41	14.41
265 - MAINTENANCE	2,068.27	2,068.27
276 - CEMETERY	1,502.39	1,502.39
301 - POLICE	35,809.87	35,809.87
310 - CODE ENFORCEMENT (ORD, BLDG, RE	550.00	550.00
336 - FIRE	27,450.87	27,450.87
400 - PLANNING/ZONING	9,000.00	9,000.00
440 - CAPITAL IMPROVEMENT	14,019.14	14,019.14
441 - WATER IMPROVEMENT	2,102.50	2,102.50
446 - INFRASTRUCTURE MAINTENANCE	45,306.07	45,306.07
520 - SEWER IMPROVEMENT	83,568.37	83,568.37
527 - RUBBISH COLLECTION/DISPOSAL	817.26	817.26
751 - RECREATION	260.00	260.00





KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1036		CARBON MONOXIDE		3						3
1037		CONVULSIONS/SEIZURE		3						3
1038		EMS ALARM				6				6
1039		OVERDOSE/POISONING		6						6
1040		ALTERED MENTAL STATUS				4				4
1041		BREATHING PROBLEM				6				6
1042		HEMORRHAGE/LACERATION				5				5
1043		SICK PERSON	1							1
1044		FALL				4				4
1045		LIFT ASSIST		5						5
1046		FIRE ALARM	3							3
1047		STROKE				6				6
1048		MOTOR VEHICLE ACCIDENT				7				7
1049		CARBON MONOXIDE				4				4
1050		BREATHING PROBLEM		6						6
1051		LIFT ASSIST	7	2						9
1052		AID GIVEN - FIRE						MG		0
1053		BREATHING PROBLEM				6				6
1054		BREATHING PROBLEM	2							2
1055		OVERDOSE/POISONING		3						3
1056		CHEST PAIN	2							2
1057		CONVULSIONS/SEIZURE				5				5
1058		CANCELLED EN ROUTE		4						4
1059		CANCELLED EN ROUTE		7						7
1060		CHEST PAIN		5						5
1061		BURNING COMPLAINT		5						5
1062		ALTERED MENTAL STATUS		4						4
1064		FALL				8				8
1065		EMS ALARM				5				5
1066		BREATHING PROBLEM				8				8
1067		ALTERED MENTAL STATUS				6				6
1068		BREATHING PROBLEM				9				9
1069		SMOKE INVESTIGATION	1							1
1070		ALTERED MENTAL STATUS				3				3
1071		CONVULSIONS/SEIZURE				6				6
1072		CHEST PAIN		3						3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

<b>SUB TOTAL</b>	<b>16</b>	<b>56</b>	<b>0</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1073		ALTERED MENTAL STATUS	4							4
1074		LIFT ASSIST		5						5
1075		BREATHING PROBLEM	2							2
1076		ALTERED MENTAL STATUS					2			2
1077		MOTOR VEHICLE ACCIDENT				4				4
1078		AID GIVEN - MOVE UP				6				6
1079		ASSAULT		5						5
1080		DUMPSTER FIRE		5						5
1081		ALTERED MENTAL STATUS	3							3
1082		DUMPSTER FIRE	6							6
1083		FALL		4						4
1084		GAS LEAK	5							5
1085		MOTOR VEHICLE ACCIDENT				7				7
1086		FIRE ALARM	3	4						7
1087		FALL	1							1
1088		UNCONSCIOUS					3			3
1090		ALTERED MENTAL STATUS		4						4
1091		MOTOR VEHICLE ACCIDENT		5						5
1092		SMOKE INVESTIGATION		4						4
1093		FALL		2						2
1094		BURNING COMPLAINT		6						6
1095		CONVULSIONS/SEIZURE				4				4
1096		BREATHING PROBLEM	2							2
1097		BREATHING PROBLEM		2						2
1098		AID GIVEN - FIRE		3			MG			3
1099		BREATHING PROBLEM				5				5
1100		ALTERED MENTAL STATUS					2			2
1101		EYE INJURY				6				6
1102		CHEST PAIN		3						3
1103		BREATHING PROBLEM	4	2						6
1104		ALTERED MENTAL STATUS		5						5
1105		BREATHING PROBLEM		4						4
1106		PREGNANCY/OB		3						3
1107		ALTERED MENTAL STATUS		2						2
1108		BACK PAIN		3						3
1109		CHEST PAIN		1						1

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

<b>SUB TOTAL</b>	<b>46</b>	<b>128</b>	<b>0</b>	<b>130</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>311</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1110		SICK PERSON		4						4
1111		CHEST PAIN				5				5
1112		MOTOR VEHICLE ACCIDENT				7				7
1113		SICK PERSON	3							3
1114		MOTOR VEHICLE ACCIDENT	4							4
1115		FIRE ALARM	3	5						8
1116		BURNING COMPLAINT				4				4
1117		AID GIVEN - FIRE				6		MG		6
1118		CHEST PAIN				6				6
1119		FALL	1			5				6
1121		SMOKE INVESTIGATION	1	5			4		4	14
1122		ALTERED MENTAL STATUS	3							3
1123		FIRE ALARM	3			4				7
1124		ALLERGIC REACTION/STINGS		2						2
1125		UNCONSCIOUS		3						3
1126		FIRE ALARM				2				2
1127		ALTERED MENTAL STATUS	1							1
1129		FALL	2							2
1130		AID GIVEN - MOVE UP				6		MG		6
1131		AID GIVEN - MEDICAL				6				6
1132		ALTERED MENTAL STATUS		4						4
1133		SICK PERSON		3						3
1134		FALL	5							5
1135		STROKE		4						4
1136		GRASS/BRUSH FIRE		4						4
1137		UNKNOWN/PERSON DOWN				8				8
1138		BURNING COMPLAINT				8				8
1139		FALL		4						4
1140		BREATHING PROBLEM	2							2
1141		FALL				4				4
1142		MOTOR VEHICLE ACCIDENT		7						7
1143		FIRE ALARM	1	5					4	10
1144		UNKNOWN/PERSON DOWN				4				4
1145		FALL				8				8
1146		FALL				7				7
1147		BREATHING PROBLEM		5						5

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

SUB TOTAL		75	183	0	220	11	0	8	497
INC. NO	ADDRESS	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1148						2			2
1149					7				7
1150			3						3
1151		11							11
1152		11			8				19
1153					7				7
1154			6						6
1155					2				2
1156						2			2
1157		3							3
1158			6			MG			6
1159		3							3
1160					10				10
1161					6		MG		6
1162					3				3
1163			5						5
1164		1							1
1165			3						3
1166			7						7
1167		3							3
1168			5						5
1169						2			2
1170					7				7
1171					7				7
1172					5				5
1173					7				7
1174			2						2
1175			1						1
1176		2							2
1177		5							5
1178					12				12
1179					7		MG		7
1180					3				3
1181					5		MG		5
1182					8				8

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

1183		STROKE				4				4
SUB TOTAL			114	221	0	328	17	0	8	688
INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1185		BURNING COMPLAINT		10						10
1186		SMOKE INVESTIGATION	3			9		4		16
1187		CHEST PAIN		3						3
1188		CHEST PAIN				9				9
1189		ALTERED MENTAL STATUS		5						5
1190		CANCELLED EN ROUTE	1							1
1191		BREATHING PROBLEM	7							7
1192		HEMORRHAGE/LACERATION				6				6
1193		CANCELLED EN ROUTE		5						5
1194		SMOKE INVESTIGATION	5	6			5		4	20
**1195**		VEHICLE FIRE		3						3
1196		ABDOMINAL PAIN		3						3
1197		BREATHING PROBLEM		3						3
1198		DUMPSTER FIRE		5						5
1199		MOTOR VEHICLE ACCIDENT	5							5
1200		SICK PERSON	3							3
**1201**		STRUCTURE FIRE	4	8			3			15
1202		BREATHING PROBLEM	4							4
1203		HEMORRHAGE/LACERATION				5				5
1204		BREATHING PROBLEM	5			5				10
1205		STROKE	2							2
1206		AID GIVEN - FIRE				4		MG		4
1207		AID GIVEN - MEDICAL				5		MG		5
1208		FALL		5						5
1209		FIRE ALARM	5	3		4				12
1210		FIRE ALARM	2							2
1211		FIRE ALARM	2	6		5				13
1212		MOTOR VEHICLE ACCIDENT	2							2
1213		CARDIAC ARREST	2	5						7
1214		UNKNOWN/PERSON DOWN				4				4
1216		AID GIVEN - MEDICAL				3				3
1217		NOTHING FOUND/ARRIVAL		5						5
1218		CHEST PAIN					6			6
1219		FALL	3							3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

1220		ALTERED MENTAL STATUS				4				4
1221		LIFT ASSIST		4						4
<b>TOTALS</b>			<b>169</b>	<b>300</b>	<b>0</b>	<b>391</b>	<b>31</b>	<b>4</b>	<b>12</b>	<b>907</b>
<b>INC. NO</b>	<b>ADDRESS</b>	<b>TYPE OF CALL</b>	<b>STA. 1</b>	<b>STA. 2</b>	<b>STA. 3</b>	<b>STA. 4</b>	<b>COMSTK</b>	<b>OSH</b>	<b>CITY</b>	<b>TOTALS</b>
1222		CONVULSIONS/SEIZURE					2			2
1224		UNKNOWN/PERSON DOWN				4				4
1225		ALTERED MENTAL STATUS	3							3
1226		UNCONSCIOUS	3							3
1227		FALL				4				4
1228		MOTOR VEHICLE ACCIDENT		4						4
1229		GAS LEAK	3	5			3			11
1230		LIFT ASSIST				4				4
1231		PSYCHIATRIC PROBLEMS	2							2
1232		GRASS/BRUSH FIRE	6							6
1233		BREATHING PROBLEM				5				5
1234		EMS ALARM				5				5
1235		BREATHING PROBLEM				4				4
1236		UNKNOWN/PERSON DOWN				4				4
1237		OVERDOSE/POISONING				3				3
1238		NOTHING FOUND/ARRIVAL		3						3
1239		UNKNOWN/PERSON DOWN				3				3
1240		BACK PAIN		3						3
1241		BREATHING PROBLEM				3				3
1242		BURNING COMPLAINT		4						4
1243		DUMPSTER FIRE		5						5
1244		AID GIVEN - FIRE		5						5
1245		BURNING COMPLAINT		5						5
1246		BREATHING PROBLEM	2							2
1247		AID GIVEN - FIRE		6			MG			6
**1248**		STRUCTURE FIRE	5			9		3	5	22
1249		SICK PERSON	1							1
1250		CHEST PAIN		4						4
1251		BREATHING PROBLEM				4				4
1252		BREATHING PROBLEM				3				3
1253		BREATHING PROBLEM	2							2
1254		SICK PERSON		4						4
1255		LIFT ASSIST				4				4





KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MAY 2023

										0
										0
										0
<b>TOTALS</b>			<b>197</b>	<b>383</b>	<b>0</b>	<b>456</b>	<b>44</b>	<b>7</b>	<b>21</b>	<b>1108</b>
	DENOTES PRIMARY RESPONSE STATION ** DENOTES A PROPERTY AND/OR CONTENTS LOSS FIRE									

AID GIVEN - FIRE  
AID GIVEN - HAZMAT TEAM  
AID GIVEN - MEDICAL  
AID GIVEN - MOVE UP  
ABDOMINAL PAIN  
ALLERGIC REACTION/STINGS  
ALTERED MENTAL STATUS  
ANIMAL BITE  
ASSAULT  
ASSIST POLICE  
ATTEMPT SUICIDE  
BACK PAIN  
BREATHING PROBLEM  
BURNING COMPLAINT  
BURNS  
CANCELLED EN ROUTE  
CARBON MONOXIDE  
CARDIAC ARREST  
CHEST PAIN  
CHOKING  
CONVULSIONS/SEIZURE  
DIABETIC PROBLEM  
DUMPSTER FIRE  
ELEVATOR RESCUE  
EMS ALARM  
EYE INJURY  
EXTRICATION  
FALL  
FIRE ALARM  
FORCIBLE ENTRY  
GAS LEAK  
GRASS/BRUSH FIRE  
HAZMAT INVESTIGATION  
HEAD INJURY/PAIN  
HEAT EXHAUSTION  
HEMORRHAGE/LACERATION  
HIGH ANGLE RESCUE  
HYPOTHERMIA  
LIFT ASSIST  
MOTOR VEHICLE ACCIDENT  
NOTHING FOUND/ARRIVAL  
OVERDOSE/POISONING  
PREGNANCY/OB  
PSYCHIATRIC PROBLEMS  
SICK PERSON  
SMOKE INVESTIGATION  
STAB/GUNSHOT WOUND  
STROKE  
STRUCTURE FIRE  
TREE DOWN/REMOVAL  
UNCONSCIOUS  
UNKNOWN/PERSON DOWN  
VEHICLE FIRE  
WATER LEAK  
WATER RESCUE/DROWNING  
WELFARE CHECK  
WIRES DOWN/ARCING



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:** 9A 6262023 \_\_\_\_\_

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.

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To: Kalamazoo Township Board of Trustees and ARPA Committee  
From: Trustee Steve Leuty  
Date: 6/21/23  
Subject: ARPA support for sidewalk improvements

**Summary: A board-approved transfer of \$200,000 of ARPA funds to the Sidewalk Repair Fund (101-446-969.01) would enable the township to more quickly correct the remaining orphaned corners and correct some sidewalk slabs to enable all residents to more easily and safely move outside.**

Reports from the ARPA Committee indicate strong support for using a portion of the township's ARPA (American Rescue Plan Act) funds to enhance residents' ability to move outside. Sidewalks are considered "linear parks" that provide immediate access to benefits like mental and physical health, meeting neighbors, public safety, and transportation. As Clerk Moaiery emphasized, during COVID, "one thing that made me feel good ... was to just be outside and walk".

The township's *Non-motorized Transportation Plan (2024) and Plan Update (2021)* prioritizes non-motorized improvements that:

- advance Safe Routes to Schools,
- complete existing infrastructure, such as tying together existing sidewalks where gaps occur,
- connect orphaned corners where existing sidewalks fail to reach the road, and replacing curb-and-gutter barriers with ADA ramps,
- Improve access to the Kalamazoo River Valley Trail, and
- construct sidewalks for County primary and other busy roads.



orphaned corner where the existing sidewalk fails to reach the road

As a result, non-motorized improvements in recent years:

- improved 195 orphaned and curbed corners with ADA ramps
- replaced over 100 sets of "spot repairs" (where concrete sidewalk slabs are deficient), and
- built 2.8 miles of new sidewalks on relatively busy streets.

As part of the township's current 3-year Plan, 2022 improved 31 orphaned sidewalks in Eastwood and 8 orphans in Westwood. The Plan calls to improve more orphaned corners in Westwood (in 2023) and a section of Seminole's existing sidewalk (in 2024).

A board-approved transfer of \$200,000 of ARPA funds to the Sidewalk Repair Fund (101-446-969.01) would enable the township to more quickly correct the remaining orphaned corners and correct some sidewalk slabs to enable all residents to more easily and safely move outside.

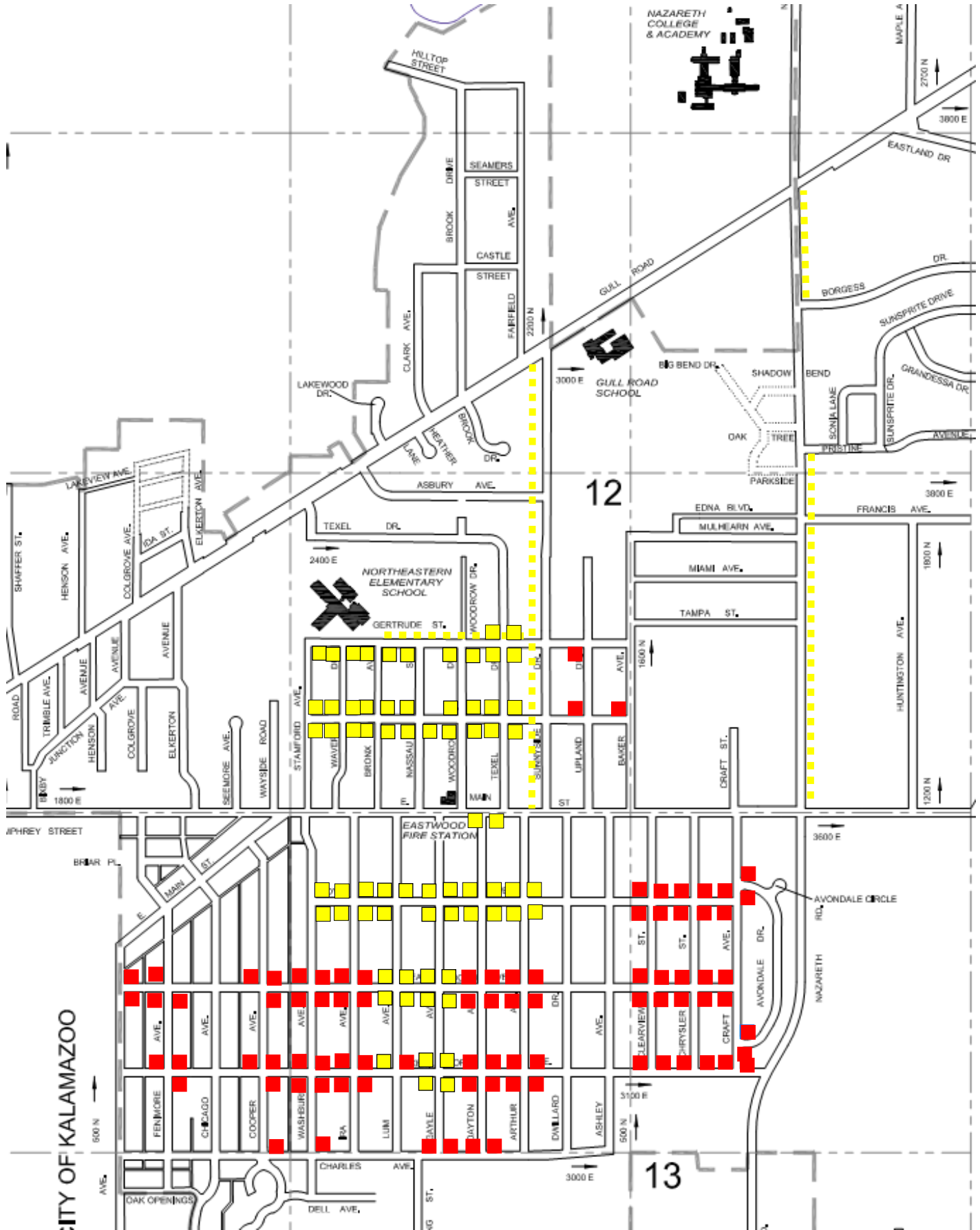
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For reference, please see the following attachments:

1. Three-year Plan (2022 – 2024)
2. Maps of each neighborhood with remaining, orphaned corners highlighted in red.

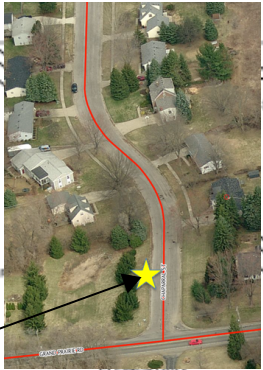
Portion of Eastwood Neighborhood (6/16/23 update)

- = orphaned sidewalk
- = orphaned sidewalk or curb corrected with ADA ramps in 2017 & 2022
- = new sidewalk in recent years



# Portion of Westwood Neighborhood (6/18/23 update)

- = orphaned sidewalk or curb & gutter, needing connection & ADA ramp
- = orphaned sidewalk or curb corrected with ADA ramps in 2017 & 2022
- - - = new sidewalk in recent years



CITY OF KALAMAZOO

CITY OF KALAMAZOO

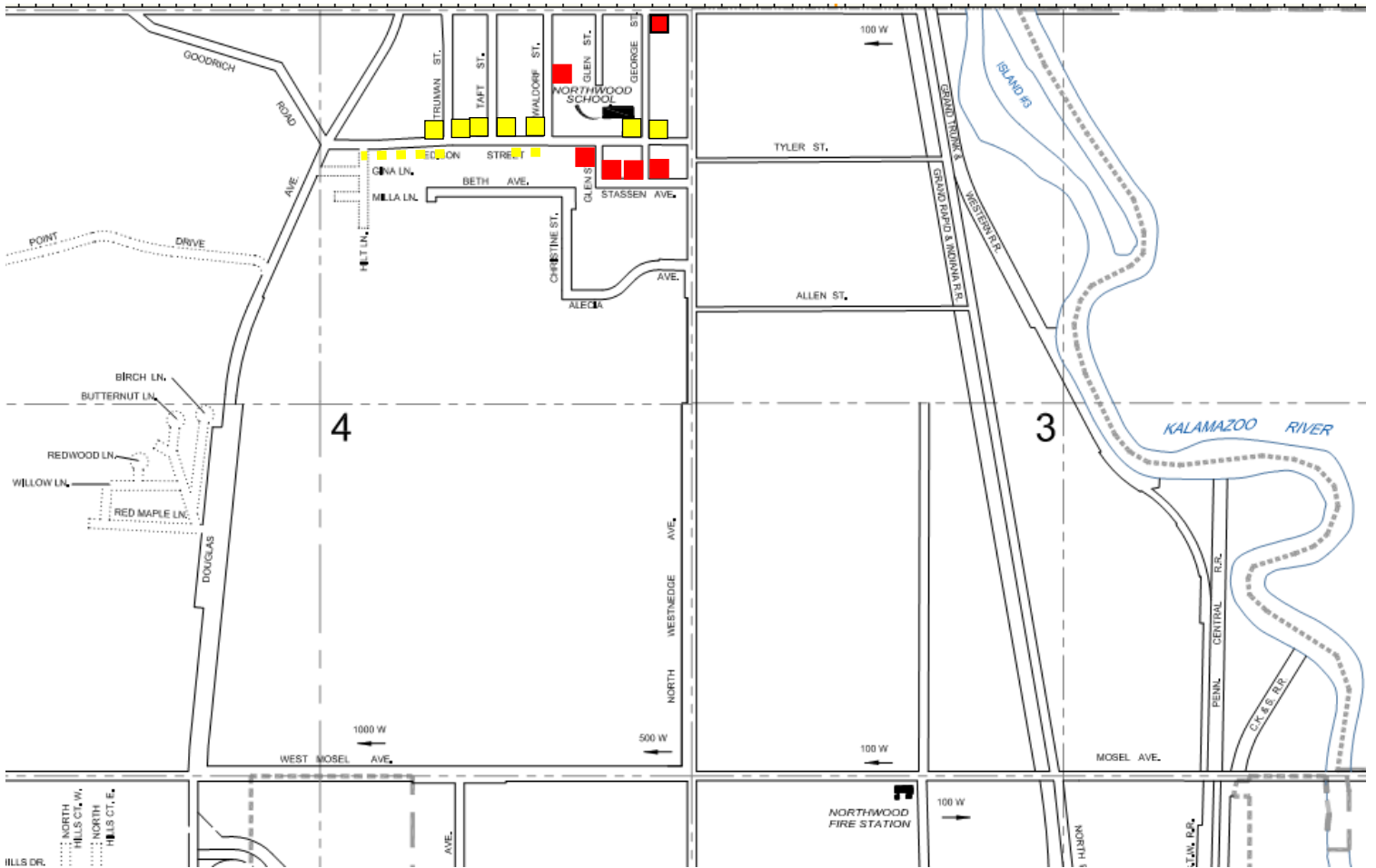
18

8

17

# Portion of Northwood Neighborhood (6/16/23 update)

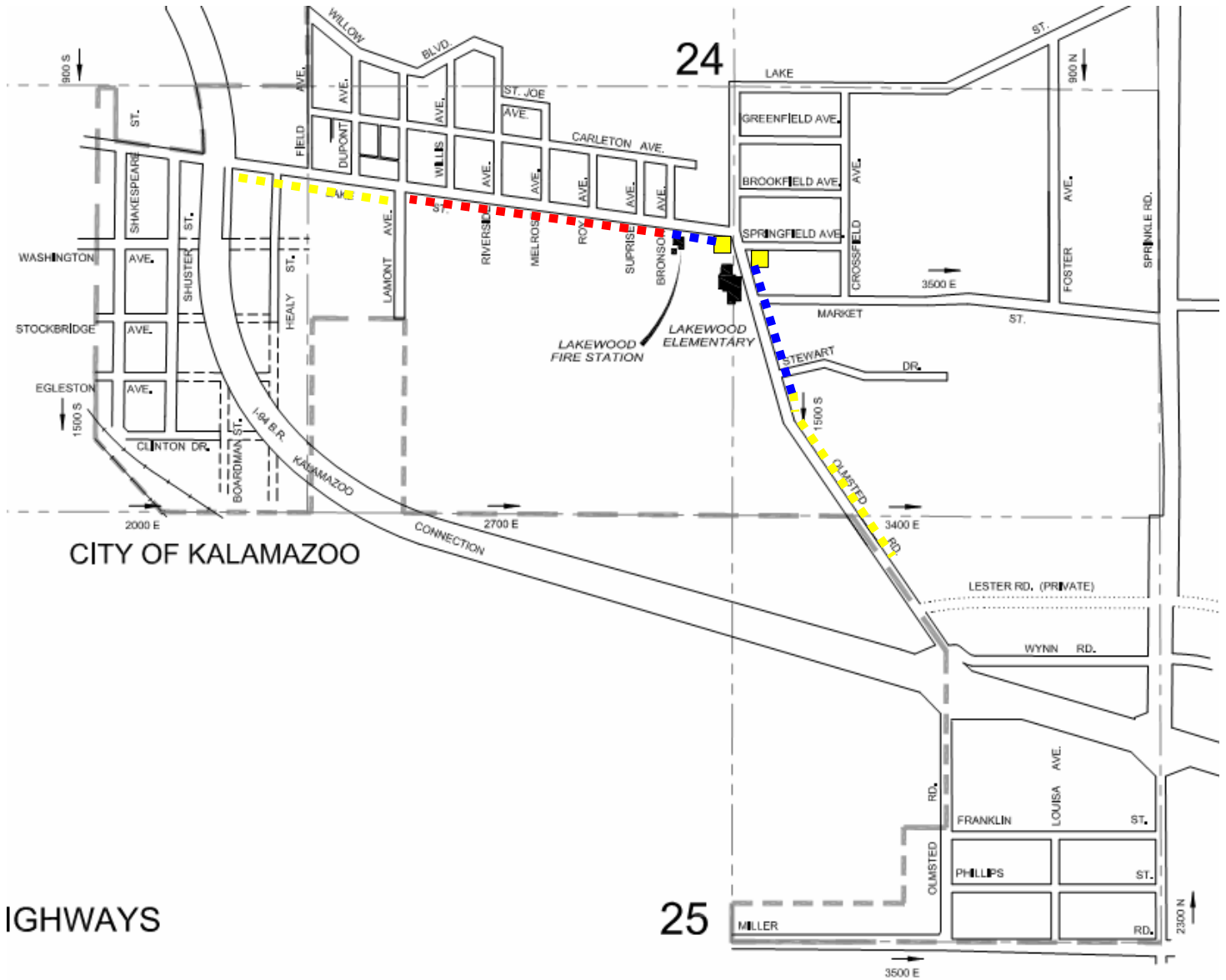
- = ADA ramps installed in 2017
- = sidewalk sections re-built in 2021





Portion of Lakewood Neighborhood (12/6/22 update)

- = ADA ramps, recently installed
- ■ ■ ■ = sidewalk scheduled for 2023 as part of Lake Street project
- ■ ■ ■ = sidewalk, recently installed
- ■ ■ ■ = existing



IGHWAYS

## Preliminary plan (01/10/22) for Non-motorized Transportation Projects for 2022-2024

This three-year plan aligns with community-vetted input to prioritize limited non-motorized transportation funds to continue to complete gaps in the existing infrastructure (such as orphaned sidewalk corners that do not connect to roads and gaps in existing sidewalks), particularly to access schools and the Kalamazoo River Valley Trail, as noted in the Non-motorized Transportation Master Plan (2014) and Plan Update (2021).

### 2022

ADA ramps to connect orphaned sidewalk corners to roadways at:

- Anne Street, between Stamford & Texel (10 orphans)
- Gertrude Street at Texel (2 orphans) &
- Coy Street, between Washburn & Arthur (16 orphans)

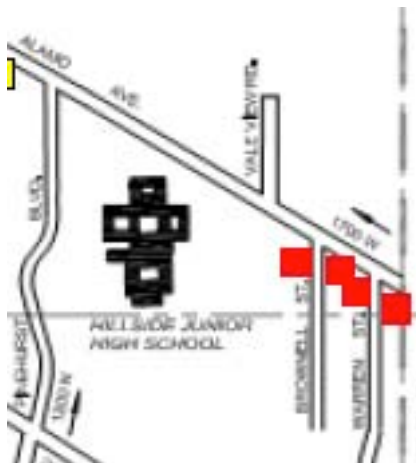
Supports access to Northeastern Elementary, public transit, and “downtown” Eastwood’s stores, library, park, and fire station.



Note:

- Red squares are orphaned corners.
- Yellow represents recently improved corners and new sidewalks.
- Costs are current estimates. The work is grouped geographically in an attempt to reduce construction costs.
- The three project years are flexible and interchangeable.

- Alamo Avenue, between Brownell Street and Warren Place (4 orphans)



**\$ 66,000 estimate**

2023

- 41 orphaned corners in the area boarded by Croyden (north) to Olney (south) to Turwill (west) to Nichols (east). Supports access to King-Westwood Elementary and, if the City extends Canterbury's and Croyden's sidewalks to the west, to the City's Frays Park.



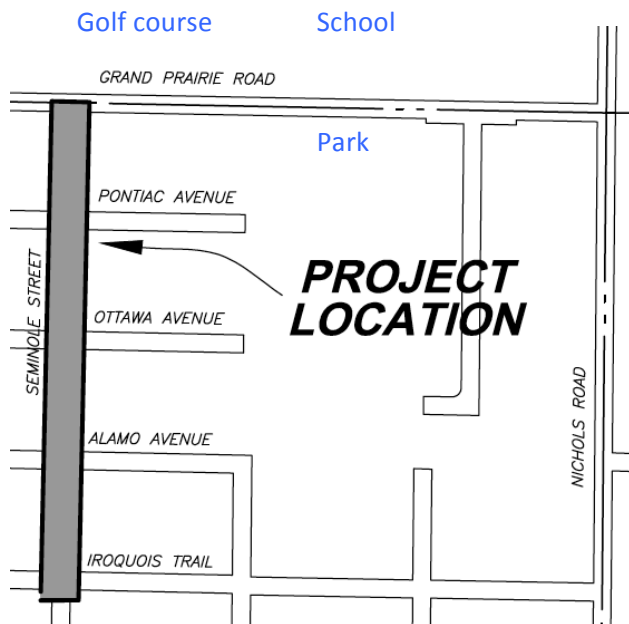
- Note:
- Red squares are orphaned corners.
  - Yellow represents recently improved corners.

- One orphaned corner at SW corner of Edison and Glen Streets and crosswalk to Northwood Elem. **\$ 76,000 estimate**

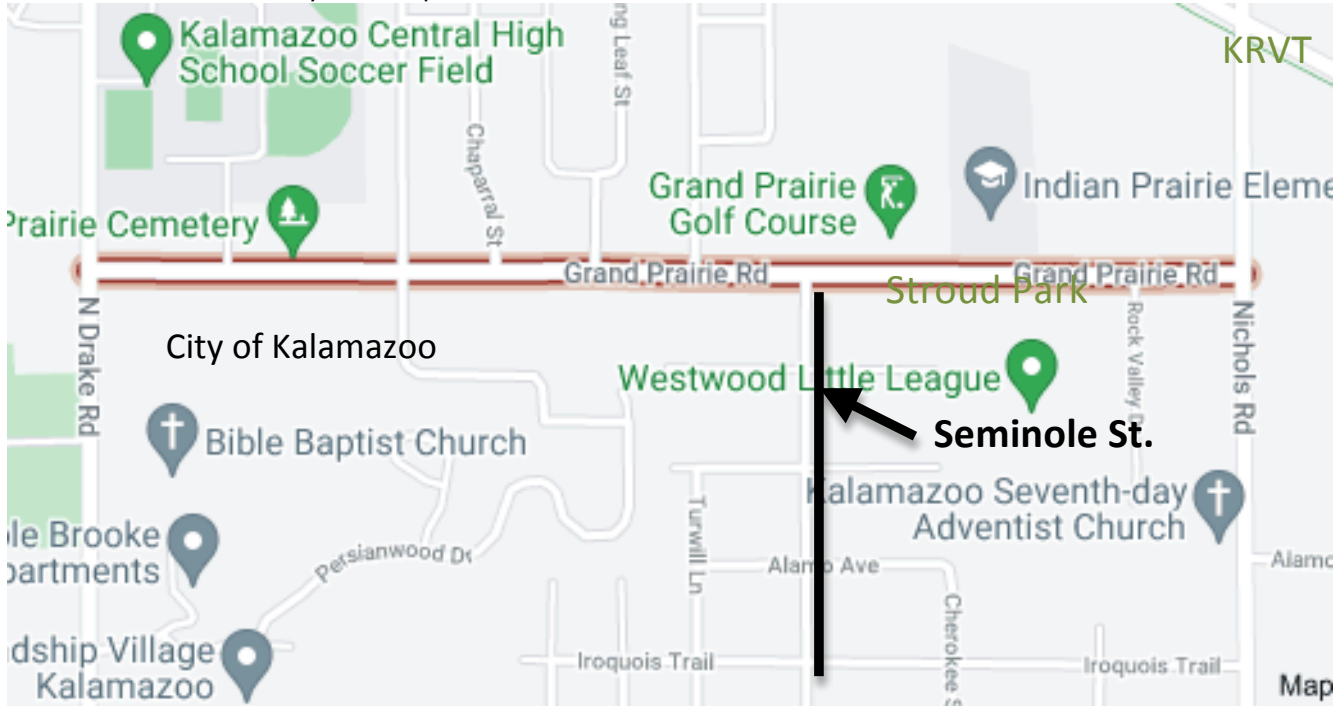
2024

Seminole Street (east side, between Grand Prairie and Iroquois):

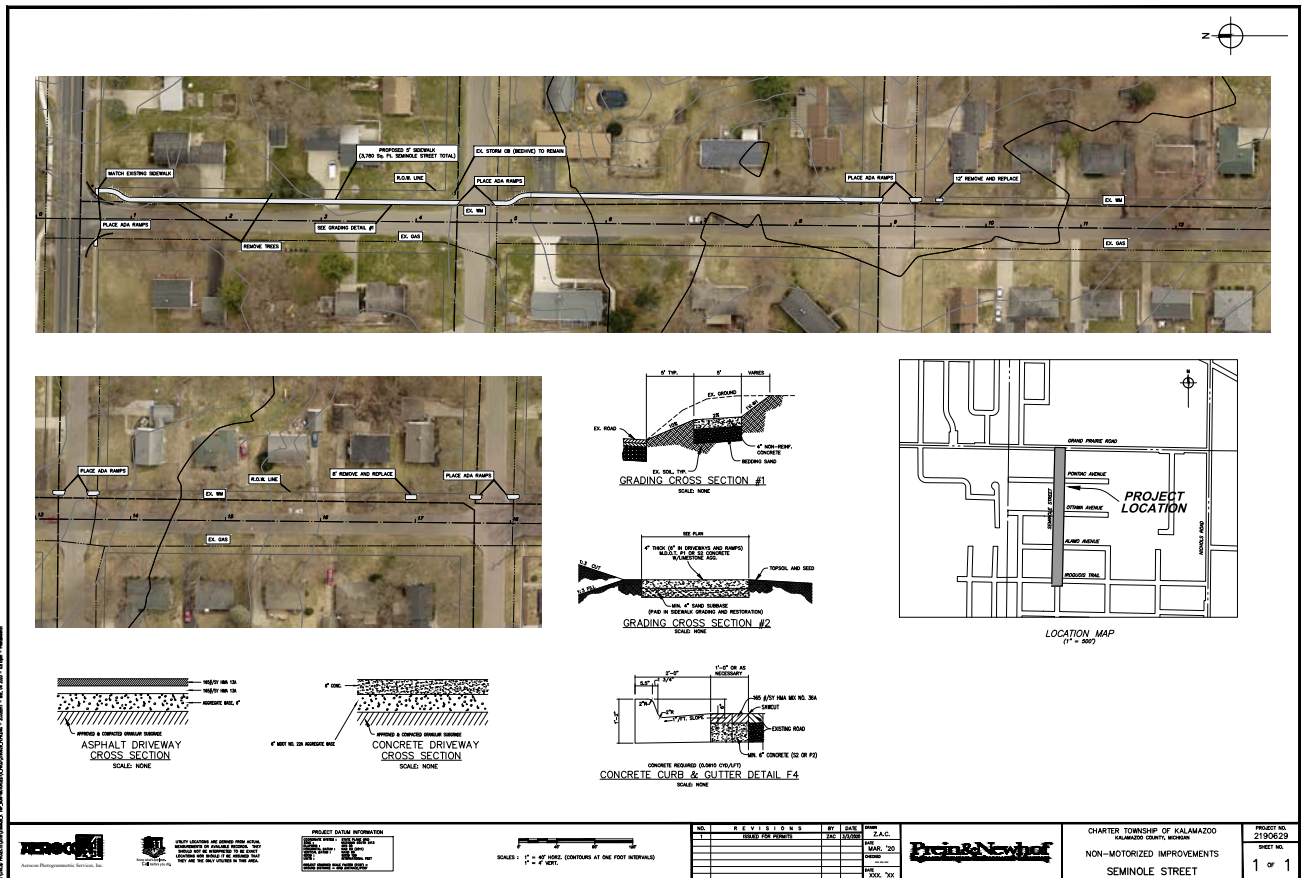
In 2020, COVID interrupted plans to implement Project #03 (originally estimated at \$73,986). The plans included ADA ramps and sidewalk segments to fill gaps in order to more safely connect the Westwood Neighborhood to Grand Prairie Road's sidewalk, schools, Stroud Family Park, golf course, and Kalamazoo River Valley Trail's intersections at Nichols and Drake.



Seminole Street is the only township access south of Grand Prairie Road, between Nichols and Drake Roads:



Engineered plans prepared for 2020, which COVID interrupted:



\$ 95,000 estimate



1720 Riverview Drive  
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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9B 6262023

**FOR MEETING DATE:** JUNE 26, 2023

**SUBJECT:** Ordinance Rezoning

**REQUESTING DEPARTMENT:** Planning/Zoning

**SUGGESTED MOTION:**

Adopt Ordinance No. 636 rezoning the property at 411 Nazareth Road from the existing C-1 Local Business District Zoning Classification to the R-2 Single and Two-Family Residential District Zoning Classification; and to amend the zoning map to reflect the rezoning.

**Financing Cost:** \$0

<b>Source:</b>	<b>General Fund</b>	<b>Grant</b>	<b>Other</b>
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<b>Are these funds currently budgeted?</b>	<b>Yes</b>	<b>No</b>
--	------------	-----------

**Other comments or notes:**

This ordinance was accepted for first reading by the Township Board at its meeting of June 12, 2023. It is now presented for adoption. If approved, it will be effective on the 8th day following publication, following adoption.

**Submitted by:** Planning Commission/Legal

**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.

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**KALAMAZOO CHARTER TOWNSHIP**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 636**

**ADOPTED: June 26, 2023**

**EFFECTIVE: July \_\_, 2023**

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

An Ordinance to rezone the property commonly addressed as 411 Nazareth Road (Parcel No. 06-13-405-020) within the Township from the existing C-1 Local Business District Zoning Classification to the R-2 Single and Two-Family Residential 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: 411 Nazareth (Parcel No. 06-13-405-020) which is legally described as:

“ BEG AT PT IN E&W 1/4 LI SEC 13 918.75 FT E OF C1/4 POST SD SEC-SD PT ALSO BEING AT INTER SD 1/4 LI & W LI OF NAZARETH RD-TH S ALG W LI SD RD 132 FT TH W PAR TO SD 1/4 LI 383 FT TH NLY 132.7 FT TO PT ON SD 1/4 LI 395.75 FT W OF BEG TH E 395.75 FT TO BEG”

is hereby rezoned from the existing C-1 Local Commercial District Zoning Classification to the R-2 Single and Two-Family Residential District Zoning Classification. The Township zoning map is hereby amended to reflect the rezoning.

**SECTION II**

**EFFECTIVE DATE AND REPEAL**

This ordinance shall take on the eighth day following proper publication of notice of its adoption in accordance with and subject to Michigan Public Act 110 of 2006. All parts of ordinances in conflict

herewith are hereby repealed.

**KALAMAZOO CHARTER TOWNSHIP**

Lisa Moaiery, Township Clerk

1720 Riverview Drive

Kalamazoo, MI 49004

269-381-8080

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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9C 6262023

FOR MEETING DATE: Monday, June 26, 2023

SUBJECT: TKPD Strategic Plan Update

REQUESTING DEPARTMENT: Police Department

**SUGGESTED MOTION:**

Authorize Chief Bryan Ergang to sign the agreement with Dams & Associates, Inc. to update the TKPD Strategic Plan in early 2024, as outlined in the attached consultation proposal.

Financing Cost: \$4,800.00

Source:      General Fund   X        Grant                 Other           

Are these funds currently budgeted? Yes   X        No           

Other comments or notes:

Submitted by: Bryan N. Ergang, Chief of Police

**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.

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June 20, 2023

Chief Bryan Ergang  
Township of Kalamazoo Police Department  
1720 Riverview Drive  
Kalamazoo, MI 49004

SUBJECT: STRATEGIC PLAN UPDATE

Dear Bryan:

Thank you for meeting with me to review TKPD's Strategic Plan and its impact on the Department. I was very encouraged by your successes, especially in the light of the COVID-19 pandemic.

Per our conversation I am submitting the attached proposal for updating the 2018 Strategic Plan. I trust you will find it complete and satisfactory. Please do not hesitate to call if we can modify the scope of work in order to make this proposal better suit your expectations.

Respectfully submitted,

Dams & Associates, Inc.

A handwritten signature in blue ink that reads "Peter Dams, Ph.D." with a stylized flourish at the end.

Peter Dams, Ph.D.  
President

## Consultation Proposal for: Strategic Plan Update

### A. Scope

You are seeking to update the 2018 Strategic Plan for the Township of Kalamazoo Police Department. The planning process outlined below mirrors the planning activities we conducted in 2018.

You anticipate conducting this project early 2024.

### B. Planning Process

1. Review the proposed planning process with you and other members of your leadership (Planning Team) and draft the agenda for the departmental offsite planning retreat.
2. Facilitate a three-hour planning retreat with the following activities:
  - Affirm KTPD's mission, vision, and values;
  - Review successes related to the 2018 Strategic Plan;
  - Identify factors that supported and impeded the execution of the 2018 Plan;
  - Identify gaps and barriers to achieving the Department's vision;
  - Brainstorm strategies for overcoming those challenges and moving toward the vision; and
  - Identify potential measures of success for goal achievement.
3. Update the strategic plan document with the Planning Team during two 2-½ hour work sessions with the Planning Team and discuss how to ensure successful execution.

## C. Deliverables

Deliverables will consist of the strategic plan and agendas for the offsite and Planning Team sessions. We will submit all deliverables electronically. Please duplicate agenda packets for each participant.

Your final strategic plan will include the Department's guiding principles, goals, strategies, as well as target completion dates and strategy owners.

We will also include a record of all planning activities to support future strategy reviews and facilitate onboarding of new team members.

## D. Proposed Project Fees

Based on the above outlined process for facilitating the offsite and developing the strategic plan, we propose a total consulting fee of \$4,800.00.

Fees include the planning and facilitation of the offsite, two follow-up work sessions with the Planning Team, and writing of the final plan.

*We will always seek your permission before incurring additional cost.*

## E. Terms and Conditions

### 1. Client Satisfaction

- a. Client satisfaction is our priority. The phased approach to this project allows you to experience the process and see the results. If, at any time, you feel you are not receiving the expected value, you may cancel future phases and terminate the project.
- b. The Township of Kalamazoo Police Department or Dams & Associates may terminate this project with ten (10) days' notice.
- c. Completed work will be invoiced at the standard hourly rate of \$280.00.

2. Payment Schedule

- a. Payments will be invoiced according to the following schedule:

<u>Project Phase</u>		<u>Invoice Amount</u>
Begin Engagement	~40%	\$1,800.00
Growth Plan Delivered	~60%	\$3,000.00
<hr/>		
Total Consulting Fees	100%	\$4,800.00

- b. Unless other arrangements are made in advance, invoices will be payable upon receipt.

3. Intellectual Property

- a. As part of this project, Dams & Associates may utilize pre-existing intellectual property, including written materials, techniques, authored works, concepts, or ideas. Existing intellectual property contributed by Dams & Associates remains the property of Dams & Associates and will be referenced as such in reports.
- b. All derivative work or new work incorporating pre-existing materials that are adapted from previously developed or copyrighted work by Dams & Associates shall remain the property of Dams & Associates.
- c. Intellectual property provided by the Township of Kalamazoo Police Department shall remain the property of TKPD. Any new intellectual property created as a result of this project constitutes a work for hire and will be owned by TKPD.

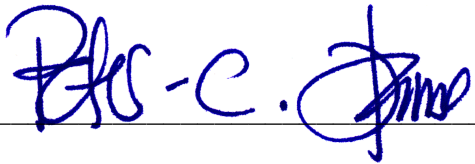
4. Confidentiality Agreement

- a. Dams & Associates shall not disclose to any third parties information assigned by the Township of Kalamazoo Police Department as confidential except as specifically permitted in writing by TKPD.

**Accepted for Township of Kalamazoo  
Police Department**

**Accepted for Dams & Associates, Inc.**

By: \_\_\_\_\_

By:  \_\_\_\_\_

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

Printed Name: Peter Dams, Ph.D.

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

Title: President

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

Date: June 20, 2023

I look forward to working with you on this important project!



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO: 9D 6262023**

FOR MEETING DATE: 06/26/2023

SUBJECT: Vehicle Replacement – Fire Marshal Vehicle

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Approve the Supervisor to sign for no more than \$75,000 to purchase, up fit, and sign a Chevrolet Suburban LS from LaFontaine Chevrolet with up fitting from Great Lakes Upfitting, and signing by Sign Impressions. Also, authorize the disposal of the 2014 Chevrolet Suburban LS via bid solicitation or public auction, with proceeds being deposited into Fire Capital 811-000-673.02

Financing Cost: \$75,000

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

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

Other comments or notes: \_\_\_\_\_

Submitted by: Jairus Baird, Fire Chief

**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.

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

To: Kalamazoo Township Board  
From: Jairus Baird, Fire Chief  
Date: 06/26/2023

The Fire Marshal vehicle currently in service was slated for replacement in 2022. With the increased cost of vehicles, we were able to stretch out its replacement an additional year with proactive maintenance to increase its life. The vehicle is now in need of replacement due to age, mileage, and the cost of continual maintenance. There are electrical issues that have rendered the vehicle unable to start on several occasions and mileage has exceeded 80,000 miles.

We have contacted Berger Chevrolet with estimates of the time to replace via ordering through MI State Bid. This method would not allow the vehicle to be ordered until next summer with an anticipated build start time of January 2025 with vehicle delivery for modifications in late summer. This would place the vehicle in service in fall of 2025 which is not feasible.

In assessing the vehicle needs, we looked at available Battery EV's on the market. Those available with rated tow capacity are listed below:

- 2024 Chevrolet Silverado EV – 10,000 pounds
- 2022 Ford F-150 Lightning – 10,000 pounds
- 2022 GMC Hummer EV Pickup – 7,500 pounds
- 2022 Rivian R1S – 7,700 pounds
- 2022 Rivian R1T – 11,000 pounds
- 2023 Tesla Cybertruck – 14,000 pounds
- 2022 Tesla Model X – 5,500 pounds

Since all of these vehicles are pickups, none of these vehicles offer an interior space which is necessary to store the needed emergency medical equipment carried on this vehicle to license it as a Medical First Responder vehicle with the State of MI. Fire Investigation equipment is also required to be stored inside the passenger compartment area.

Additionally, if we replace our current vehicle with the same manufacturer and model, we will be able to re-use mounted storage equipment to keep the total in-service cost lower than if we were to change models.

With those considerations in mind, we are seeking support to purchase a 2023 Chevrolet Suburban LS to replace and dispose of the current 2014 Chevrolet Suburban LS through a public auction. Available models and costs were requested from DeNooyer Chevrolet, Shaheen Chevrolet, and LaFontaine Chevrolet which has the vehicle available immediately at the lowest cost of \$64,285. After taking delivery of the vehicle, up fitting will be completed by Great Lakes Upfitting at a cost not to exceed \$10,480, and Sign Impressions of Kalamazoo will handle exterior striping and marking of the vehicle at a cost of \$235.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9E 6262023

FOR MEETING DATE: 06/26/2023

SUBJECT: Disposal of capital asset Vehicle 814, a 1998 Pierce Custom Rescue Pumper

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Authorize the disposal of the 1998 Pierce Custom Rescue Pumper via solicitation of bids, negotiated sale via used fire truck sale listing companies, or public auction, with proceeds being deposited into Fire Capital 811-000-673.02

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

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

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

Other comments or notes: \_\_\_\_\_

Submitted by: Jairus Baird, Fire Chief

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.

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Date/Time: Jun 14, 2023 02:37 PM

Buyer: Todd Kowalski

Phone: H: (269) 888-2171

Salesperson: Robert Halfacre

## 2023 Chevrolet Suburban, Body Type: Sport Utility 23C1372

Color: Black, 35 Miles VIN: 1GNSKBKD1PR393034

<b>Cash</b>	Balance Due
\$ Down	
<b>\$0</b>	<b>\$64,285</b>

<b>MSRP/Retail</b>	<b>\$63,970.00</b>
<b>Selling Price</b>	<b>\$63,970.00</b>
<b>Trade Difference</b>	<b>\$63,970.00</b>
<b>Government Fees</b>	<b>\$55.00</b>
<b>Proc/Doc Fees</b>	<b>\$260.00</b>
<b>Subtotal (Selling Price +</b>	<b>\$64,285.00</b>
<b>Total Balance Due</b>	<b>\$64,285.00</b>

X  
\_\_\_\_\_  
Customer Signature

X  
\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Payments are estimates based on credit approval, program eligibility, and manager acceptance.*



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO: 9F 6262023**

FOR MEETING DATE: June 26, 2023

SUBJECT: Hiring an Administrator of Finance

REQUESTING DEPARTMENT: Supervisor

**SUGGESTED MOTION:**

Approve the Hiring of an Administrator of Finance.

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

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

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

Submitted by: Don Martin

Recommendation: Support

Direction: 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 completed and accompany any requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration before its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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## **JOB DESCRIPTION**

07/01/2023

### **TITLE: FINANCE DIRECTOR**

#### **Full –Time, Salaried - Exempt**

#### **General Summary:**

Under the supervision of the Township Manager, serves as financial officer for the Township; plans and directs all Township accounting activities and functions. Performs special projects and duties as assigned by the Manager. Coordinates finance objectives with the operational team in carrying out all aspects of township financial activities and reporting. Liaison between office staff and Township Manager.

#### **Essential Functions and Responsibilities:**

- Provides direction to implement the Board's finance and accounting strategy, to optimize the township's financial stability, performance, and strategic position.
- Assists in developing and maintaining internal audit controls.
- Assists in the development of the annual budget for consideration by the Board. Evaluates current revenue trends and forecasts year-end activities. Attends and participates in meetings to evaluate departmental requests, assists the Manager in compiling the final budget request to be presented to the Board, and advises the Board in its budget deliberation. Attends budget hearings and meetings, researches data, answers inquiries, and assists in the recording of budget determination.
- Assists in development and maintains a comprehensive system for monitoring and reporting receipts and expenditures. Oversees accounts payable and accounts receivables. Maintains the Chart of Accounts and fixed assets.
- Assists in development and revises accounting systems to meet Township requirements and public regulations and requirements.
- Evaluates financial trends and, when necessary, develops, recommends courses of action to bring the budget into balance.
- May represent the Township in financial meetings and conferences.
- Assists the Township's auditors in the preparation of an Annual Audit Report.
- Assists in development and utilizes software to process necessary accounting entries.
- Coordinates the maintenance of accounting records, fixed assets and the compilation of monthly and year end reports, accruals, and statements.
- Participates in the selection, training and oversight of support staff.
- Assists in the reconciliation of all bank accounts.

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

