



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

**Board of Trustees Work Session Meeting  
Monday, July 10, 2023  
5:30 P.M.**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "Work Session to be held at 5:30 p.m., on **Monday, July 10, 2023**, at the Kalamazoo Township Hall to discuss the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83542880585?pwd=RDBCZmphNitWMjJjUjEvdUQxMUZnQT09>

**Meeting ID:** 835 4288 0585

**Passcode:** 530501

**Find your local number:**

<https://us02web.zoom.us/u/kelEndo6m>

**Meeting ID:** 835 4288 0585

**Passcode:** 530501

- A. Discussion on ARPA Funds for Sewer 883
- B. Discussion on Planning and Zoning
- C. Discussion on Disposal of Fire Department Assets
- D. Discussion on Community Survey
- E. Discussion on Fire Survey
- F. Discussion on ARPA funds for sewer 883-699

Posted: July 7, 2023

*Don Martin*

Supervisor Kalamazoo Township

1.



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9A 07102023

FOR MEETING DATE: 07/10/2023

SUBJECT: ARPA funds for Sewer funds

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

**SUGGESTED MOTION:**

Move approval of a transfer of \$1,311,877 of ARPA funds to the Sewer Fund (Fund 883) to continue the sanitary sewer improvements determined by Prein & Newhof in 2020.

Financing Cost: \$1,311,877

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

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

**Other comments or notes:**

See attached Sanitary Sewer Update and ARPA balance sheet.

Submitted by: Trustee Leuty

**Recommendation:**

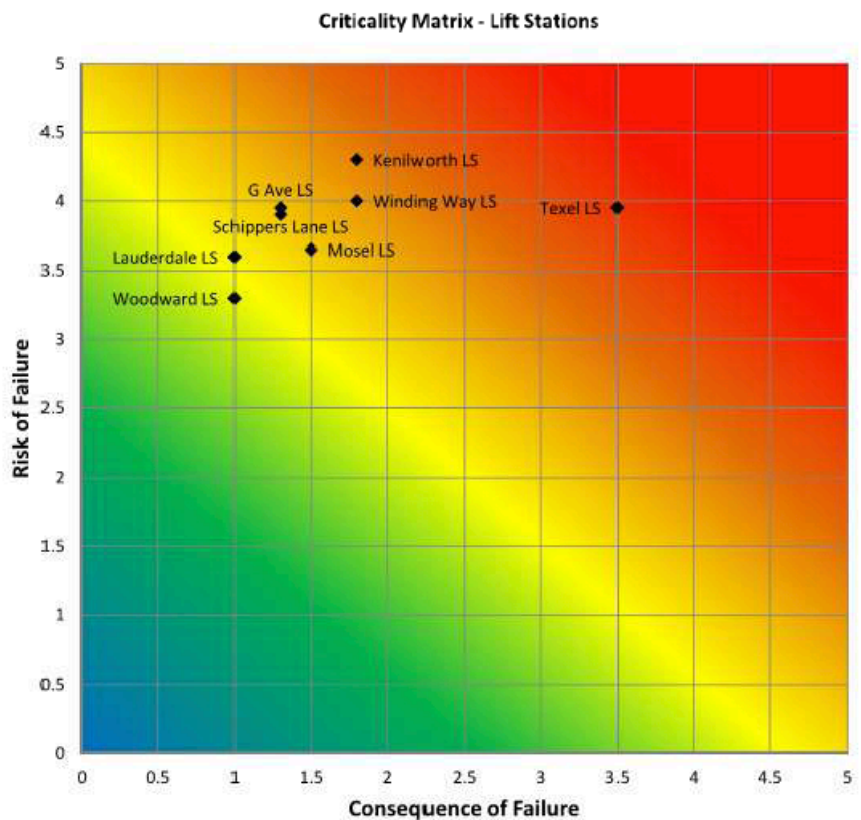
**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for 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 office **NO LATER THAN NOON THE 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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## Sanitary sewer improvements: Update (7/5/2023)

The Charter Township of Kalamazoo promotes public health and welfare by maintaining the township’s sanitary sewer infrastructure. A state SAW grant in 2020 enabled the township to work with Prein and Newhof to evaluate the sewer infrastructure and objectively plan for needed improvements. The study determined that lift stations are one of the most vulnerable components of the sewer system (lift stations raise wastewater to a higher point, when necessary, so it can again flow by gravity to the City of Kalamazoo’s treatment plant). The graph (right) illustrates the relative risks of various lift stations, as determined in 2020.

Sewer improvements will resume in 2023, after COVID’s interruption. Yet, COVID’s effect significantly increased material and labor costs. For example, estimated construction costs for 2023’s lift station improvements increased 65% for the Texel project and 95% for the Winding Way/Woodward projects (see table below).



2023 Project	Location	Cost
Texel Lift Station construction & engineering	Texel	\$542,379
Lake Street Reconstruction	Lake St.	1,698,583
Winding Way/Woodward Lift Station & Winding Way Pressure System	Winding Way and Woodward	1,226,704
CCTV - Sanitary	Multiple areas	93,400
		<b>\$3,561,066</b>

The township’s Sewer Fund finances sewer Improvements. The Sewer Fund’s current balance is approximately \$3,770,000. Due to higher, COVID-related costs, the **Sewer Fund will be inadequate for 2024’s planned work, and completion of the entire scope of planned work may be delayed 6 years.** Therefore, **more funds are needed** to continue the planned improvements (outlined on page 2). It will take years to restore the fund balance with surcharge revenue from customers’ quarterly sewer billings. **A transfer from the balance of the township’s ARPA Fund** (approximately \$1,311,877, not including ARPA’s interest) **would enable the township to continue sewer improvements in 2024 and 2025 and reduce the delay for completing the entire scope of work to 2.5 years.** A \$700,000 ARPA contribution would help finance 2024’s work, but the entire scope of work may be delayed by 4 years.

In addition, fully utilizing ARPA funds by year’s end will make more funds available to the township because State Revenue Sharing for 2023-2024 pledges to grant an additional one percent (1%) to townships that expend, obligate or decline their federal ARPA funding by 12/31/2023.

### Sewer Improvement Construction Projects

<b>2024 Project</b>	<b>Location</b>	<b>Cost</b>
Sanitary Maintenance (Clean/CCTV/Root cut)	All areas	\$95,300
Sanitary - Point repair	Ravine Rd.	45,500
Sanitary - Point repair	Grand Prairie	47,000
Sanitary - Point repair	Gull Rd. west of Fairfield Ave.	49,400
Sanitary - Point repair	Turwill Ln.	109,500
Sanitary - Point repair	Gull Road @ Henson	67,500
Lift Station Improvements (Design)	G Avenue	24,400
Lift Station Improvements (Construction)*	G Avenue	825,800
Lift Station Improvements (Admin/Observ)	G Avenue	36,400
Lift Station Improvements (Design)	Kenilworth	22,400
		<b>\$1,323,200</b>
<b>2025 Project</b>		
Lift Station Improvements (Construction)*	Kenilworth	\$673,200
Lift Station Improvements (Admin/Observ)	Kenilworth	22,400
Lift Station Improvements (Construction)*	Bixby Rd.	91,800
Sanitary - Point repair	E. Main St. @ Cooper Ave.	54,400
Lift Station Improvements (Design)	Mosel Lift Station	19,600
		<b>\$958,600</b>
<b>2026 Project</b>		
Lift Station Improvements (Construction)*	Mosel Lift Station	587,800
Lift Station Improvements (Admin/Observ)	Mosel Lift Station	19,600
Sanitary - Point repair	Ira Avenue	85,300
Sanitary - Point repair	Arlington St.	51,000
Lift Station Improvements (Design)	Schippers Ln.	21,000
		<b>\$863,800</b>
<b>2027 Project</b>		
Lift Station Improvements (Construction)*	Schippers Ln.	\$628,600
Lift Station Improvements (Admin/Observ)	Schippers Ln.	21,000
Sanitary - Point repair	N. Burdick St.	55,900
Sanitary - Point repair	N. Burdick St. @ Mosel	83,800
Sanitary - Point repair	Gilkison Ave.	25,400
Lift Station Improvements (Design)	Lauderdale Dr	14,300
		<b>\$930,100</b>
<b>2028 Project</b>		
Lift Station Improvements (Construction)*	Lauderdale Dr	\$356,000
Lift Station Improvements (Admin/Observ)	Lauderdale Dr	14,300
Sanitary - Point repair	Nichols Rd., north of W. Main St.	50,000
Sanitary - Point repair	Douglas Ave., north of Kaaf Dr.	69,000
Sanitary - Point repair	Douglas Ave. at Barn Owl Ln.	51,800
Sanitary - Reconstruction	Douglas Rd./Barney	43,000
Sanitary - Reconstruction	W. Main St., east of Sage St.	33,900
Force Main Replacement	Lauderdale Lift Station	64,100
		<b>\$785,200</b>

\* The construction costs for lift stations are double the original estimates.

**American Rescue Plan Act (ARPA) Funds commitments & balance (7/5/23 update)**

<b>Original ARPA award</b> (does not include ARPA interest income, 285-000-664.00)	<b>\$ 2,375,592</b>
<b>Clerk Department</b> o Document scanning project, \$250,000 (approved 6/12/23)	\$ (250,000)
<b>Fire Department</b> o Replace Northwood Fire Station garage roof, \$6,750 (approved 5/22/23) o Replace fans with battery-powered fans, \$25,050 (approved 5/22/23) o Replace Fire Marshall vehicle, \$75,050 (approved 6/26/23)	\$ (106,800)
<b>Parks &amp; Recreation</b> o Rebuild aged Grand Prairie Golf Course parking lot (approved 6/27/22), \$94,200 o Rebuild aged Stroud Family Park courts (approved 6/27/22), \$87,715 o Accelerate sidewalk improvements (approved 6/26/23), \$300,000	\$ (481,915)
<b>Police Department</b> o Implement Canine Unit, \$150,000 (approved 5/22/23) o Recruitment Incentives to attract police officers, \$75,000 (approved 5/22/23)	\$ (225,000)
<b>Balance</b>	<b>\$ 1,311,877</b>

WS July 10:

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**PLANNING COMMISSION NOTICE OF INTENT TO PREPARE MASTER PLAN AMENDMENTS 2023-1**

PLEASE TAKE NOTICE that the Planning Commission of Oshtemo Charter Township intends to prepare Master Plan Amendments 2023-1 addressing the following:

- A user-friendly Comprehensive Master Plan, in written and electronic form, which incorporates existing Master Plan content where applicable addressing agricultural, residential, commercial, industrial, and recreation development in the Township.
- An updated Future Land Use Map.
- An Economic Development Strategic Plan.
- Marijuana Ordinance Review and necessary Amendments.
- An updated Future Road Connections Map.
- An updated Access Management Plan.
- An updated Complete Street Policy.
- An updated Non-motorized Transportation Plan.
- A Road Standards Policy, which identifies where and how private streets should be permitted.
- Private Streets Design Guidelines.
- A Housing Plan for the Township.
- An updated Parks Plan.

You are requested to cooperate and provide comment concerning the proposed Master Plan Amendment 2023-1.

Please direct comments to:

Iris Lubbert – Planning Director  
Planning Commission  
Oshtemo Charter Township  
7275 West Main Street  
Kalamazoo, MI 49009  
(269) 216-5223

By: Iris Lubbert – Planning Director Oshtemo Charter Township Planning Commission



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9B 07102023

FOR MEETING DATE: 07/10/2023

SUBJECT: Disposal of Fire Department Assets

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Approve the attached "RESOLUTION FOR DISPOSAL OF UNNEEDED FIRE DEPARTMENT MISCELLANEOUS ITEMS AND EQUIPMENT"

Financing Cost: \$0

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

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

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

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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**CHARTER TOWNSHIP OF KALAMAZOO**  
**COUNTY OF KALAMAZOO, STATE OF MICHIGAN**

**RESOLUTION FOR DISPOSAL OF UNNEEDED FIRE DEPARTMENT  
MISCELLANEOUS ITEMS AND EQUIPMENT**

WHEREAS, MCL 41.2 allows the Township Board to sell or convey property no longer needed for public purposes by resolution; and

WHEREAS, the Township Fire Department occasionally has miscellaneous items of equipment; such as parts, equipment that has been replaced, excess equipment and supplies, obsolete and or otherwise unneeded items which may be of use to other fire departments and/or entities; and

WHEREAS the Township Fire Chief is in the best position to be able to identify those items and to find available markets for their disposition; and

WHEREAS pursuant to ML 41.2 a resolution is required for the disposition of assets no longer needed by the Township, regardless of their value; which requires the Township Fire Chief to obtain Township Board approval pursuant to MCL 41.2 each time he wishes to sell unneeded or unnecessary equipment; and

WHEREAS the Township Board of Kalamazoo Township meets twice monthly and often available markets, such as equipment sales, secondary market sales and identified potential purchasers; are not made known to the fire department sufficiently in advance to allow the Chief to identify them and to and obtain a resolution of the Township Board to dispose of such items and in some cases, potential disposition opportunities will be lost due to time constraints; and



WHEREAS the Township Board therefore finds it prudent and expedient to allow the fire chief to take advantage of potential disposition via market/secondary sale or direct sale in a timely manner; and

WHEREAS the Township Board wishes to authorize the Fire Chief to transfer, sell or dispose of miscellaneous items and equipment which are in his opinion, no longer needed for fire department purposes without the necessity of requesting a resolution of the Township Board authorizing sale/disposition of each item.

NOW THEREFORE BE IT HEREBY RESOLVED as follows:

1. The Township Fire Chief is authorized to identify miscellaneous items and equipment that are no longer needed for fire department purposes; and
2. The Township Board hereby determines that individual items valued at \$5,000 resale or less may be disposed of by the Fire Chief without prior board authorization; and
3. The Township Board hereby authorizes the Fire Chief to sell and/or dispose of those miscellaneous items and equipment no longer needed by the fire department; so long as the resale value of such item is individually under \$5,000.
4. If disposed-of items are titled property, the Fire Chief shall obtain the signature of the Township Supervisor or Clerk to transfer title.
5. The Township Fire Chief shall identify such items; account for the money received and provide the proceeds to the township treasurer within 10 days of their disposition; and

6. The Township Board hereby retains the authority to approve the sale/disposal of any fire department items which of more than \$5,000 in individual value in accordance with MCL 41.2.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were absent:

The Supervisor declared the motion carried and the resolution duly adopted.

#### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Kalamazoo Township Board held on July 10, 2023; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

---

Lisa Moaiery, Clerk  
Charter Township of Kalamazoo

Kalamazoo County, Michigan



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

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

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

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

SUGGESTED MOTION:

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

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

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

Other comments or notes:

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

Manager's Recommendation:

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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:

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

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

SUGGESTED MOTION:

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

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

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