



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

**Board of Trustees Regular Meeting Agenda
Monday, November 27, 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, **November 27, 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=L2NQWUWczUVFXRTZuRVdoax6K3ZtZz09>

Meeting ID: 846 2393 3493

Passcode: Passcode: 557292

Find your local number:

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

Meeting ID: 846 2393 3493

Passcode: 557292

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 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 the Regular Board of Trustees Meeting October 23, 2023
- B. Payment of Bills in the amount of \$ 73,402.03

Receipt of:

- A. Fire Report –October 2023
- B. Treasure Report - October 2023

7 – Public Hearing/Presentation

- A. Request For a Public Hearing for the 2024 Operating Budget First Reading

8 – Old Business

9 New Business

- A. Request to Adopt The Meetings and Holiday Schedule Dates 2024
- B. Request to Adopt The 2023 Poverty Exemption Income Guidelines for Property Taxes
- C. Request to Adopt The 2024 Asset Level Test Resolution
- D. Resolution to Approve setting Adult-Use Marijuana License fee at \$200.00
- E. Request to Approve Changes to the Water Agreement
- F. Request to Accept The Wellhead Protection Ordinance First Reading

10 – Items Removed from the Consent Agenda

11 – Board Member Reports

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

12 – Attorney Report

13 – Public Comments

14 – Adjournment

15 – Closed Session Attorney-Client Privileged

Posted: November 22, 2023

Think Green

Don Martin
Kalamazoo Township Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
October 23, 2023**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, October 23, 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

Clerk Mackie requested the addition of an agenda item to hire a temporary assistant to the clerk for the upcoming election.

Trustee Miller motioned to add a temporary election assistant as Item 9C.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

None.

Item 6 CONSENT AGENDA

Clerk Mackie moved, seconded by Trustee Miller, to approve the Consent Agenda, which included action on the following items:

Approval of:

- A. Minutes of October 9, 2023, Board of Trustees Work Session
- B. Minutes of October 9, 2023, Board of Trustees Regular Meeting with Treasurer Miller's correction to the line "Treasurer Miller said it is not an increase but a return to the amount approved by the voters in 2020 because the millage dropped to 8.9 from the Headlee rollback." The number should be 8.7, not 8.9.
- C. Payment of Bills in the amount of \$ 308,364.84

Receipt of:

- D. Treasurer Report - August 2023
- E. Fire Report - September 2023

Voice vote, motion carried.

Item 7 PUBLIC HEARING / PRESENTATION

None.

Item 8 OLD BUSINESS

None.

Item 9 **NEW BUSINESS**

Item 9A **RESOLUTION TO AMEND THE ORDINANCE FOR ADULT USE OF MARIJUANA**

Clerk Mackie described the amendments to ordinance 637, including adding an annual renewal date of April 30 and a section regarding license transfers.

Clerk Mackie moved to accept the proposed ordinance number 637. Amending the provisions of the adult use marijuana licensing ordinance to provide for license transfers and to establish a single timeline for annual license renewals for first reading, Treasurer Miller supported.

Trustee Miller asked for clarification regarding the changes to the ordinance.

Attorney Seeber defined the modifications to the Board.

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

Item 9B **RESOLUTION TO APPOINT NEW LABOR COUNSEL**

Attorney Seeber spoke about the attorneys' meeting with Attorney Grate and Attorney Grate's meeting with the Policy and Administration Committee, PAC. She believes the PAC is recommending that he be approved as labor council.

Trustee Robinson motioned to appoint Clark Hill with Marshall W. Grate as the lead counsel as labor and employment attorneys for the Charter Township of Kalamazoo and authorize the supervisor to sign the letter of engagement, Trustee Miller seconded.

Trustee Robinson spoke about their team utilization and training classes, from harassment to ethics. She supports hiring Clark Hill Group with Marshall and his team.

Trustee Miller agreed with Trustee Robinson and added that the staff is overdue for harassment training. He was comfortable with Marshall Grate's directness and style; Trustee Miller believes he will be good for the township.

Supervisor Martin agrees with the PAC regarding the team concept and their offerings. He also likes that they have daily 9 a.m. meetings to discuss issues.

Trustee Robinson added that she liked their availability, utilization of Zoom, and 24-hour response rule.

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

Item 9C **HIRE CLERK'S ASSISTANT**

Clerk Mackie stated that she wanted to hire Larry Haynor as a temporary clerk's assistant to help instruct AVCB. He would also assist with moving voting equipment and placing flags at the cemetery.

Clerk Mackie motioned to have a temporary assistant to the clerk, Trustee Glass supported.

Trustee Miller asked about salary, budget, and if it would be paid from the general fund.

Clerk Mackie responded \$18 hr.

Trustee Robinson asked about the number of hours for the week.

Trustee Miller responded with his former clerk's experience regarding maintenance hours.

Supervisor Martin said a forty-hour week should be sufficient, and he said when maintenance is involved, to include him because he is in charge of the maintenance department.

Clerk Mackie motioned to add a temporary assistant to the clerk starting November 4th for up to 40 hours at a rate of \$18 per hour, Trustee Glass supported.

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

Item 10 ITEMS REMOVED FROM THE CONSENT AGENDA

None.

Item 11 BOARD MEMBER REPORTS

Trustee Glass reported that the Parks subcommittee is still meeting and is looking at GameTime and other vendors to freshen up the parks. The subcommittee planned a cleaning day for Lakewood Park and asked any volunteers to contact her. The subcommittee will be meeting Tuesday night. Trustee Glass said their hearts go to Angie Ponzini and her family while she is in the hospital.

Trustee Leuty announced that the bulk trash pickup was scheduled for October 30th through November 3rd. He said the KABA Board met on October 17th, and according to KABA, activity is at a record-setting high. Trustee Leuty shared that the Planning Commission met on October 12th and tabled actions. He said the Michigan House of Representatives is moving on two items that could affect removing local control regarding short-term rentals like Airbnbs and gravel mining. He said a House committee forwarded four bills numbered 5120 – 5123 about renewable energy and eliminating local authority for siting. The House of Representatives passed Bill 4965 regarding franchise fees that local governments can collect for the use of public right-of-ways by excluding streaming services from requirements.

Trustee Miller said the next Regional Wastewater Regional Commission meeting will be on October 26th; the negotiating team is working on the sewer contract. He said he, Trustee Leuty, and Rosemary Knox looked at flower beds and the work required. Trustee Leuty shared pictures of flower bed repairs and the weeding he had completed. Taylor VanWinkle attended the Climate Committee meeting on October 18th and they discussed collaboration ideas.

Trustee Robinson said there were two PAC meetings last week, and some items came before the Board this evening. She said the PAC has more things that need to be discussed. She thanked the first responders who helped her son; he was in an auto accident with an intoxicated driver. Be mindful of the intersections when driving on Sprinkle Road.

Clerk Mackie shared key points about House Bill 4965 that passed in the House regarding the franchise bill limiting fees for townships. She shared that an absent voter ballot dropbox is located at the Westwood Fire Station, and a new dropbox is inside the township office.

Treasurer Miller said the treasury department is between summer and winter tax collections, and she commended the front staff for helping with the upcoming election and assisting other departments.

Supervisor Martin said House Bill 4965 is dire for cable access programs; he suggested writing to the House of Representatives. He asked residents to take caution at signal light intersections and wait a couple extra seconds before proceeding after the light changes. Supervisor Martin wished Angie Ponzini and her family the best.

Item 12 ATTORNEY REPORT

Attorney Seeber shared that there is a growing interest in utility-grade solar. She said Madeleine Krol from the University of Michigan Graham Sustainability Institute will attend the Comstock Township Planning Commission meeting on November 9th. Attorney Seeber said if anyone plans to attend the session, contact Jodi Stefforia at 381-2360.

Trustee Robinson shared that the new Comstock Township building address is 5858 Kings Highway.

Item 13 **PUBLIC COMMENTS**

None.

Item 14 **ADJOURNMENT**

Supervisor Martin adjourned at 8:17 p.m. to go into closed session.

Supervisor Martin opened the closed session at 8:20 p.m.

Supervisor Martin adjourned the closed session at 9:00 p.m.

Supervisor Martin adjourned the open session at 9:01 p.m.

BOARD MEMBERS PRESENT:

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

Respectfully submitted,

Lisa S. Mackie, 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

11/17/2023 12:44 PM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 11/28/2023 - 11/28/2023
 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
24DUES-8 40705	KALAMAZOO AREA TRANSPORTATION STUDY MEMBERSHIP DUES 101-200-732.00	11/17/2023 MONICAK	11/17/2023	120.00 120.00	120.00	Open	N 11/17/2023
19259 40706	SIGN IMPRESSIONS, INC. K9 GRAPHICS 810-440-983.00	11/17/2023 MONICAK	11/17/2023	1,591.00 1,591.00	1,591.00	Open	N 11/17/2023
193406 40707	BUIST ELECTRIC, INC. TRANSFORMER 206-336-931.00	11/17/2023 MONICAK	11/17/2023	148.00 148.00	148.00	Open	N 11/17/2023
340302 40708	NAPA AUTO PARTS MISC SUPPLIES 206-336-751.00	11/17/2023 MONICAK	11/17/2023	54.38 54.38	54.38	Open	N 11/17/2023
340284 40709	NAPA AUTO PARTS MISC SUPPLIES 206-336-939.00	11/17/2023 MONICAK	11/17/2023	1,371.22 1,371.22	1,371.22	Open	N 11/17/2023
339784 40710	NAPA AUTO PARTS MISC SUPPLIES 206-336-939.00	11/17/2023 MONICAK	11/17/2023	657.28 657.28	657.28	Open	N 11/17/2023
340285 40711	NAPA AUTO PARTS MISC SUPPLIES 206-336-939.00	11/17/2023 MONICAK	11/17/2023	66.45 66.45	66.45	Open	N 11/17/2023
339903 40712	NAPA AUTO PARTS MISC SUPPLIES 206-336-939.00	11/17/2023 MONICAK	11/17/2023	196.91 196.91	196.91	Open	N 11/17/2023
3580 40713	MICHIGAN MUNICIPAL POLICE REPLACE TRANS SHIELD 207-301-939.00	11/17/2023 MONICAK	11/17/2023	58.36 58.36	58.36	Open	N 11/17/2023

11/17/2023 12:44 PM
 User: MONICAK
 DB: Kalamazoo Twp

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 11/28/2023 - 11/28/2023
 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
3577 40714	MICHIGAN MUNICIPAL POLICE BRAKES/ROTORS 207-301-939.00	11/17/2023 MONICAK	11/17/2023	479.26 479.26	479.26	Open	N 11/17/2023
S0018029 40715	EMERGENCY VEHICLE PRODUCTS VEHICLE SET UP 810-440-983.05	11/17/2023 MONICAK	11/17/2023	10,962.13 10,962.13	10,962.13	Open	N 11/17/2023
S0018038 40716	EMERGENCY VEHICLE PRODUCTS VEHICLE BUILD 810-440-983.00	11/17/2023 MONICAK	11/17/2023	285.22 285.22	285.22	Open	N 11/17/2023
841802 40717	MCDONALD'S TOWING TOWING 207-301-939.00	11/17/2023 MONICAK	11/17/2023	55.00 55.00	55.00	Open	N 11/17/2023
5469 40718	WMCJTC FALL 2023 DISTRIBUTION 266-320-960.00	11/17/2023 MONICAK	11/17/2023	2,127.55 2,127.55	2,127.55	Open	N 11/17/2023
551-625623 40719	STATE OF MICHIGAN LIVESCAN FEES 217-301-811.00	11/17/2023 MONICAK	11/17/2023	346.00 346.00	346.00	Open	N 11/17/2023
551-625404 40720	STATE OF MICHIGAN SOR REGISTRATIONS 217-301-811.00	11/17/2023 MONICAK	11/17/2023	60.00 60.00	60.00	Open	N 11/17/2023
020008870 40721	XEROX CORPORATION CUSTOMER #724921614 207-301-811.00	11/17/2023 MONICAK	11/17/2023	419.43 419.43	419.43	Open	N 11/17/2023
340553 40722	NAPA AUTO PARTS MISC SUPPLIES 206-336-939.00	11/17/2023 MONICAK	11/17/2023	19.30 19.30	19.30	Open	N 11/17/2023

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 11/28/2023 - 11/28/2023
 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
0070280 40723	FERGUSON FACILITIES #3400 ICE MELT 101-265-740.00	11/17/2023 MONICAK	11/17/2023	1,268.23 1,268.23	1,268.23	Open	N 11/17/2023
31310 40724	WEST SHORE FIRE, INC. SCBA MASK REPLACEMENTS 206-336-934.00	11/17/2023 MONICAK	11/17/2023	404.98 404.98	404.98	Open	N 11/17/2023
INV351862 40725	WITMER PUBLIC SAFETY HELMET FRONT REPLACEMENT 206-336-748.00	11/17/2023 MONICAK	11/17/2023	38.69 38.69	38.69	Open	N 11/17/2023
111123 40726	TAYLOR'S TINS, LLC NEW FRONS FOR NEW TANK 206-336-748.00	11/17/2023 MONICAK	11/17/2023	2,688.00 2,688.00	2,688.00	Open	N 11/17/2023
99940 40727	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-939.00	11/17/2023 MONICAK	11/17/2023	20.29 20.29	20.29	Open	N 11/17/2023
S0018091 40728	EMERGENCY VEHICLE PRODUCTS PREV MAINT - 814 NEW 206-336-939.00	11/17/2023 MONICAK	11/17/2023	1,686.81 1,686.81	1,686.81	Open	N 11/17/2023
56379 40729	JB PRINTING COMPANY BUSINESS CARDS 206-336-727.00	11/17/2023 MONICAK	11/17/2023	98.00 98.00	98.00	Open	N 11/17/2023
103123 40730	PORTAGE CLEANERS AND LAUNDRY CLEANING 207-301-748.00 206-336-811.00	11/17/2023 MONICAK	11/17/2023	338.14 322.84 15.30	338.14	Open	N 11/17/2023
2527587-0 40731	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	11/17/2023 MONICAK	11/17/2023	152.97 152.97	152.97	Open	N 11/17/2023

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 11/28/2023 - 11/28/2023
 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
0010775111 40732	MLIVE MEDIA GROUP NOTICES 101-101-903.00	11/17/2023 MONICAK	11/17/2023	250.02 250.02	250.02	Open	N 11/17/2023
77861 40733	PREIN & NEWHOF, INC. CAP IMPROVEMENT PROJECTS 883-520-820.00	11/17/2023 MONICAK	11/17/2023	906.15 906.15	906.15	Open	N 11/17/2023
77873 40734	PREIN & NEWHOF, INC. SEWER - 3324/3328 WESTNEDGE 883-520-820.00	11/17/2023 MONICAK	11/17/2023	138.75 138.75	138.75	Open	N 11/17/2023
77877 40735	PREIN & NEWHOF, INC. WOODWARD/WINDING WAY 883-520-973.00	11/17/2023 MONICAK	11/17/2023	4,483.95 4,483.95	4,483.95	Open	N 11/17/2023
78285 40736	PREIN & NEWHOF, INC. TEXEL LIFT STATION 883-520-973.00	11/17/2023 MONICAK	11/17/2023	564.50 564.50	564.50	Open	N 11/17/2023
78291 40737	PREIN & NEWHOF, INC. NON MOTORIZED PROJECTS 101-446-969.01	11/17/2023 MONICAK	11/17/2023	734.00 734.00	734.00	Open	N 11/17/2023
10318 40738	MI ASSOC. OF MUNICIPAL CLERKS MEMBERSHIP - BLANKENSHIP 101-215-732.00	11/17/2023 MONICAK	11/17/2023	75.00 75.00	75.00	Open	N 11/17/2023
44121 40739	DAVE'S SECURITY CORP. YEARLY MONITORING - GRAND PRAIRIE 584-698-811.00	11/17/2023 MONICAK	11/17/2023	395.00 395.00	395.00	Open	N 11/17/2023
54277 40740	ROAD COMMISSION OF KALAMAZOO COUNTY LAKE STREET RECONSTRUCT 883-520-973.00	11/17/2023 MONICAK	11/17/2023	40,141.06 40,141.06	40,141.06	Open	N 11/17/2023

User: MONICAK

EXP CHECK RUN DATES 11/28/2023 - 11/28/2023

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:	36	# Due:	36	Totals:	73,402.03		73,402.03
# of Credit Memos:	0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:					<u>73,402.03</u>		<u>73,402.03</u>

--- TOTALS BY FUND ---

101 - GENERAL	2,447.25	2,447.25
206 - FIRE	7,465.61	7,465.61
207 - POLICE	1,487.86	1,487.86
217 - LIVESCAN/SOR	406.00	406.00
266 - LAW ENFORCEMENT TRAINING	2,127.55	2,127.55
584 - GOLF COURSE	395.00	395.00
810 - POLICE CAPITAL IMPROVEMENT	12,838.35	12,838.35
883 - SEWER IMPROVEMENT	46,234.41	46,234.41

--- TOTALS BY DEPT/ACTIVITY ---

101 - BOARD OF TRUSTEES	250.02	250.02
200 - GENERAL SERVICES_ADMIN	120.00	120.00
215 - CLERK	75.00	75.00
265 - MAINTENANCE	1,268.23	1,268.23
301 - POLICE	1,893.86	1,893.86
320 - STATE TRAINING MONEY	2,127.55	2,127.55
336 - FIRE	7,465.61	7,465.61
440 - CAPITAL IMPROVEMENT	12,838.35	12,838.35
446 - INFRASTRUCTURE MAINTENANCE	734.00	734.00
520 - SEWER IMPROVEMENT	46,234.41	46,234.41
698 - GOLF COURSE	395.00	395.00

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

SUB TOTAL	20	35	0	89	6	0	6	149
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2321	3215 KING HWY		4	5			2			11
2323	1103 GAYLE			4						4
2324	422 ESPANOLA		6							6
2325	1403 HUNTINGTON			6						6
2326	1426 SHAKESPEARE			5						5
2327	4210 LEISURE LN					5				5
2328	3705 MILLER						2			2
2329	2220 GULL			7						7
2330	3215 KING HWY						2			2
2331	3233 GREENFIELD						2			2
2332	1730 ACADEMY					3				3
2333	702 DWILLARD			2						2
2334	240 N SAGE					1				1
2335	GULL & SHAFFER			3						3
2336	537 CHICAGO			3						3
2337	3317 OLD FARM		1							1
2338	NICHOLS & RAVINE					8				8
2339	3820 CHRISTINE		2							2
2340	1355 WILLOW		1							1
2341	2014 SUNNYSIDE			3			2			3
2342	3215 KING HWY						2			2
2343	2330 SCHIPPERS			2						2
2344	205 N LAUDERDALE					6				6
2345	1928 COLGROVE		2							2
2346	527 PARCHMOUNT			4						4
2348	3307 MAPLE			2						2
2349	301 W ALLEN			4						4
2350	3523 E MAIN			2						2
2351	2707 HICKORY NUT					3				3
2352	1100 NAZARETH			2						2
2353	ALAMO & KAYWOOD					3				3
2354	1918 W MAIN					5				5
2355	1227 ELKERTON						3			3
2356	W MAIN & NELSON					3				3
2357	133 N RIVERVIEW		5							5
2358	1416 TRIMBLE			5						5

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

SUB TOTAL	45	98	0	126	16	0	6	284
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2359	708 GRAND PRE					5				5
2360	537 CHICAGO			4						4
2361	2509 CIMARRON		1							1
2362	2519 LAKE						2			2
2363	806 SHOPPERS		3							3
2364	3616 LAKE						2			2
2365	537 CHICAGO			3						3
2366	537 CHICAGO				3					3
2367	525 N ARLINGTON							3		3
2369	2114 W MAIN					3				3
2370	910 JENKS		3							3
2371	1928 COLGROVE							6		6
2372	557 GAYLE		3	5						8
2373	517 IRA		3	5						8
2374	3413 OLD FARM									
2375	4250 LEISURE LN		2			7			4	15
2376	537 CHICAGO									7
2377	2220 GULL					2				2
2379	4932 CYPRESS CREEK							9		9
2380	HAYMAC & E G AVE		3							3
2381	729 ASHLEY			4						4
2382	1125 E MOSEL		3							3
2384	3215 KING HWY						2			2
2385	2429 N BURDICK		10							10
2386	2325 N BURDICK		10							10
2387	540 WASHBURN		1	6						7
2388	1902 COLGROVE		2	3			4			9
2389	3011 RIVERVIEW		3							3
2390	503 KEYES		5							5
2391	3324 DEVONSHIRE							5		5
2392	3250 WINDMILL									
2393	537 CHICAGO			3						3
2394	3416 WINTER WHEAT		6					10		19
2395	4014 N WESTNEDGE		5	3				6		11
2396	2420 ALAMO							8		8
2397	1231 WAVERLY							4		4

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

SUB TOTAL	122	151	0	189	26	8	10	499
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2399	494 REX			3						3
2400	1722 UPLAND			4			MG			4
2401	3215 KING HWY						2			2
2402	2035 RAVINE					4				4
2403	3426 W MAIN					3				3
2404	2031 SKYLINE					6				6
2405	1571 HIGHLAND HILLS		4							4
2406	4539 GULL PRAIRIE PL				3		MG			3
2407	308 N SAGE					6				6
2408	143 N RIVERVIEW		2							2
2409	729 DAYTON			5						5
2410	3308 W MAIN					1				1
2411	1112 CLEARVIEW			2						2
2412	537 CHICAGO			2						2
2413	537 CHICAGO			6						6
2414	3116 WINTER WHEAT			1		2				7
2415	3215 KING HWY			2			2			2
2416	1519 OLMSTEAD			5						5
2417	537 CHICAGO			2						2
2418	4255 LEISURE LN					4			MG	4
2419	231 N SAGE					5				5
2420	1112 CLEARVIEW					4				4
2421	133 N RIVERVIEW		3							3
2422	3422 MIAMI			5						5
2423	3324 W MAIN					2				2
2424	1027 NICHOLS					2				2
2425	3019 RED CLOVER		2							2
2426	4016 NAZARETH			2						2
2427	307 N RIVERVIEW		2							2
2428	BL-131 AND US-131		5							5
2429	3010 MEADOWCROFT					6				6
2430	2114 SUNNYSIDE			4						4
2431	1713 HUNTINGTON			5						5
2432	1204 BIXBY			4						4
2433	2826 NICHOLS		2			4				6
2434	2230 HILLSDALE					5				5

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: OCTOBER 2023

SUB TOTAL INC. NO	ADDRESS	TYPE OF CALL	143	205	0	245	30	8	10	634
			STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
2435	2820 GRACE					3				3
2436	901 JENKS					4				4
2437	1910 SHAFFER			5						5
2438	CLARK & GULL			4						4
2439	2900 LAKE						2			2
2440	522 CHEROKEE					4				4
2441	3825 CANTERBURY					7				7
2442	2024 SUNNYSIDE					4				4
2443	3002 N BURDICK					7				7
2444	W MAIN & SABIN					5				5
2445	4335 LEISURE LN		8	7		4				22
2446	3322 WINTER WHEAT									6
2447	3214 WILLOW LN		2							2
2448	2220 GULL		3							3
2449	401 S RIVERVIEW			11						11
2450	2034 SUNNYSIDE		1							1
2451	3415 HURON			3						3
2452	W MAIN & SAGE					6				6
2453	2017 ELKERTON			6		2				2
2454	2926 WINTER WHEAT		4							4
2455	2926 WINTER WHEAT		4							4
2456	3512 DOUGLAS		2							2
2457	2020 GULL			3						3
2458	4210 LEISURE LN					6				6
2459	1301 WAVERLY			3						3
2460	1317 HUNTINGTON			5						5
2461	113 S KENDALL					3				3
2462	2113 SCHIPPERS									3
2465	3011 RIVERVIEW			5						5
2467	5151 SUMMERFIELD		3	7		5				15
2468	4815 SWEET CHERRY LN		11							11
2469	3720 GULL					7				7
2470	618 N RIVERVIEW			6						6
2471	3233 GREENFIELD		9							9
2472	806 SHOPPERS						2			2
			6							6



**KALAMAZOO TOWNSHIP
TREASURER'S REPORT
OCTOBER 2023**

CASH SUMMARY BY CLASSIFICATION:

<u>FINANCIAL INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>
MERCANTILE BANK	POOL	1,136,933.73
TOTAL POOLED INVESTMENTS**	POOL	18,284,292.22
FIRST NATIONAL BANK OF MICHIGAN	CURRENT TAX	105,147.16
MERCANTILE BANK	MRA	7,035.17
MERS OPEB TRUST	MERS	304,756.20
TOTAL CASH SUMMARY BY CLASSIFICATION		<u>\$ 19,838,164.48</u>

CASH ALLOCATION BY FUND:

<u>FUND DESCRIPTION</u>	<u>FUND NO.</u>	<u>AMOUNT</u>
GENERAL FUND	101/206/207	8,032,804.80
LIVE SCAN	217	100,236.50
STREET LIGHTING	219	232,595.93
RECYCLING	226	233,066.47
DISASTER RESPONSE FUND	258	37.99
DRUG LAW ENFORCEMENT	265	102,156.65
LAW ENFORCEMENT TRAINING	266	(48,216.53)
SWET	267	(7,544.42)
COMMUNITY POLICING	272	842,939.12
AMERICAN RESCUE PLAN ACT (ARPA)	285	1,555,724.97
ROAD DEBT SERVICE (VOTED BOND)	301	508,494.59
BUILDING IMPROVEMENTS	402	390,725.59
REVOLVING LOAN	550	-
GOLF COURSE	584	15,348.97
TRUST & AGENCY	701	280,070.27
MEDICAL REIMBURSEMENT ACCT	702	105,147.16
CURRENT TAX	704	7,035.17
OPEB TRUST FUND	737	304,756.20
POLICE CAPITAL IMPROVEMENT	810	651,773.05
FIRE CAPITAL IMPROVEMENT	811	2,516,141.31
STREET	812	40,529.98
WATER	871	567,388.69
SEWER FUND	883	3,406,952.02
TOTAL CASH ALLOCATION BY FUND		<u>\$ 19,838,164.48</u>

****POOLED INVESTMENT DETAIL****

<u>FINANCIAL INSTITUTION</u>	<u>ACCOUNT TYPE</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>MARKET VALUE</u>
ADVIA CREDIT UNION	Ultimate Savings	3.500%	NA	255,588.24
COMERICA	MM	3.720%	NA	139,420.67
COMERICA	Govt Sec.	2.500%	12/25/2042	78,207.50
COMERICA	Govt Sec.	0.550%	9/30/2024	477,740.00
CONSUMERS CU	MM	4.000%	NA	1,053,404.29
CONSUMERS CU	CD	5.700%	3/13/2025	514,159.32
FIRST NATIONAL BANK	CD #1	5.000%	9/29/2024	110,827.20
FIRST NATIONAL BANK	CD #2	5.000%	9/29/2024	326,996.61
FIRST NATIONAL BANK	CD #3	4.700%	10/23/2024	546,213.60
FIRST NATIONAL BANK	CD #4	5.400%	3/23/2024	519,308.59
FIRST NATIONAL BANK	CD #5	5.400%	3/24/2024	529,784.27
FIRST NATIONAL BANK	MM	0.050%	NA	28.00
FIRST SOURCE BANK	CD	4.850%	1/12/2024	516,742.70
FLAGSTAR BANK	CD	4.850%	2/16/2024	264,892.39
HUNTINGTON BANK	MM	2.430%	NA	4,959.75
HUNTINGTON NATIONAL BANK	MM	2.529%	NA	527,071.01
HUNTINGTON NATIONAL BANK	Govt Sec.	4.199%	3/31/2025	250,223.86
HUNTINGTON NATIONAL BANK - ARPA	MM	4.451%	NA	1,551,961.28
HUNTINGTON NATIONAL BANK - KTFD-fire station	MM	4.451%	NA	2,129,374.75
LAKE MICHIGAN CREDIT UNION	CD	4.650%	4/29/2024	556,307.76
LAKE MICHIGAN CREDIT UNION	Max Savings	0.000%	NA	887.59
MACATAWA BANK	CD	1.490%	12/6/2023	251,262.22
MERCANTILE BANK OF MI	ICS	2.230%	NA	-
MBIA CLASS	INV POOL	5.021%	NA	3,896,872.26
MBIA CLASS - COMMUNITY POLICING	INV POOL	5.021%	NA	791,838.19
MBIA CLASS - ROAD DEBT SERVICE	INV POOL	5.021%	NA	452,755.74
MBIA CLASS - KTFD	INV POOL	5.021%	NA	506,496.77
MBIA CLASS - ARPA	INV POOL	5.021%	NA	4,910.80
MBIA CLASS - SWET	INV POOL	5.021%	NA	-
SOUTHERN MICHIGAN BANK & TRUST	CD	4.100%	11/19/2024	258,970.37
SOUTHERN MICHIGAN BANK & TRUST	CD	4.250%	11/7/2023	523,837.49
SOUTHERN MICHIGAN BANK & TRUST	CD	4.650%	8/7/2025	512,740.48
STURGIS BANK & TRUST CO	CD	4.250%	9/16/2024	259,903.66
STURGIS BANK & TRUST CO	CD	5.000%	7/16/2024	250,000.00
PRIVATE BANK/CIBC	CD	5.200%	6/26/2024	111,955.64
PRIVATE BANK/CIBC	CD	4.350%	2/26/2025	108,649.22
TOTAL FOR POOL INVESTMENT DETAIL				<u>\$ 18,284,292.22</u>



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AGENDA ITEM REQUEST FORM
FOR MEETING DATE: November 27, 2023

AGENDA ITEM NO: GA 11272023

SUBJECT: 2024 Operating Budget Public Hearing

REQUESTING DEPARTMENT: Treasury

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Supervisor Don Martin

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 NO LATER THAN NOON ON 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.

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

KALAMAZOO TOWNSHIP

FISCAL YEAR 2024

Proposed 2024 Operating Budget



BUDGET MESSAGE



TO: Board of Trustees
FROM: Don Martin, Supervisor
SUBJECT: Proposed Fiscal Year 2024 Operating Budget
DATE: November 27, 2023

This document outlines a scope of work and financial plan for the Township of Kalamazoo beginning January 1, 2024. The Board of Trustees, and staff, provide a quality of work that serves the Community and the Township, instilling efficient, effective, and fiscally responsible approaches to providing Township services.

This year marks a year where we have all come together to provide leadership and service. This budget provides a basis for us to move forward with operations and begin 2024 by outlining strategic priorities and identifying capital improvement commitments. With these important discussions, we expect this presented budget's framework to change early in 2024 and reflect next year's vision. We have embarked on many changes this year, but have remained diligent to serve our residents.

Budget Assumptions

The development of the Budget was based on two primary objectives – continued fulfillment of the Township's legal responsibilities to its residents as set forth by State law and advancement of efforts to realize and further develop the Board of Trustees' vision. This budget outlines a very similar operational focus as 2023. Increased property tax revenue was forecasted as well as a 3% wage increase for all non-union employees and contractual fulfillment of union employees.

- It is proposed that after the start of the new year, we conduct a strategic retreat to outline priorities and capital commitments. This will potentially lead to budget amendments and policy changes.

General Fund

The Township's two primary sources of revenue are Property Taxes and State Revenue Sharing. Assessed property values are again showing an upward trend. The assessed residential property values are anticipated to increase by 9% in 2024. Assessed property values represent 50% of the market value for a property.

Taxable value increases are dictated by the Consumer Price Index. In 2023 it is 3.3%. The Michigan Department of Treasury anticipates approximately a \$100,000 increase in the State Revenue Sharing allotment for the Township from 2023.

BUDGET POLICIES & PROCEDURES

This section describes the pertinent policies and procedures adopted by the Board of Trustees and highlights the process, guidelines, and framework used to assemble the Township's annual operating budget.

Policy

The Township Manager submits a proposed budget to the Board of Trustees each year in October. The goal of the Board of Trustees and the Township Manager is for available funding to exceed ongoing appropriations, ensuring a balanced operating budget each fiscal year. The budget is balanced when the summation of the budgeted revenues and the beginning fund balances equal (or exceed) the budgeted expenditures. All funds are appropriated on an annual basis.

- This year we have utilized many to designate and coordinate a proposed budget that satisfies the legal and planning complexities that are required for exemplary service.

Budget Basis

The budgetary basis of accounting determines when expenditures are charged to budget appropriations and when revenues are credited to funds for budgeting purposes. A fund is a separate fiscal and accounting entity with a separate set of accounting records. The use of Fund Accounting is one of the basic requirements of Generally Accepted Accounting Principles (GAAP) for government and one of the major differences between governmental and commercial accounting. It requires separate record-keeping for each fund that a government uses. Governmental fund types and agency funds use the **modified accrual basis of accounting**. Under this method, revenues are recognized when they become available and measurable. "Measurable" means the amount can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures are recognized in the accounting period in which the fund liability is incurred. The accounting and reporting policies of the Township conform to GAAP applicable to state and local governments. GAAP for local governments includes those principles prescribed by the Governmental Accounting Standards Board (GASB) and the Michigan Department of Treasury.

Budget Preparation

The Township uses a "base budget" budgeting method. Each department requests an annual appropriation sufficient to fund current levels and other costs the department is responsible for managing. The budget base year is the prior year's adopted budget, reducing it for previous one-time expenditures,

increasing it for known future impacts (such as increased utility costs), and adding new proposed projects as determined necessary by key staff. The Township does not automatically increase the budget by a percentage.

Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the Township from fluctuating service levels and avoids crisis when one-time revenues are reduced or removed. Fund balances or contingency accounts should only be used for one-time expenditures. Ongoing maintenance costs shall be financed through recurring operating revenues rather than through a bond issuance. Fluctuating federal or state grants shall not be used to fund ongoing programs; instead, such revenue is to fund capital costs, equipment purchases, or public improvements.

Fund Balance Reserves

The Township adopted a General Fund Balance Policy. It is the goal of the Township to achieve and maintain an unrestricted fund balance in the General Fund not less than 35% of its operating expenditures for its Administrative (101), Fire (206), and Police (207) funds. Fund balance can be used to balance the General fund operating budget. Saving incrementally for expected future events can help mitigate the financial impact of major, nonrecurring, or unforeseen expenditures on the Township's annual operating budget.



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

**NOTICE OF GENERAL BUDGET AND CHARTER MILLAGE HEARINGS
FOR THE 2024 CALENDAR YEAR**

TO: The residents and property owners of the Charter Township of Kalamazoo, Kalamazoo County, Michigan, and all other interested persons.

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Kalamazoo has estimated that the total cost and expenses of the general operations of the Township, to include fire and police protection service, and other general operations for the **2024** calendar year of the Township will be **\$ 11,733,065.** A summary of the foregoing by categories is as follows:

Legislative	\$ 108,115
General Government	2,508,425
Fire Protection	2,822,300
Police Protection	5,729,745
Public Works	347,000
Community & Economic Development	147,930
Culture & Recreation	69,550

PLEASE TAKE FURTHER NOTICE the total anticipated revenues of the Township including millage of **8.7013** mills, Public Act 198 facilities taxes, state-shared revenues, licenses & permits, fines & forfeitures, rental & investment income, charges for services, other revenues, and fund balance for use in funding the general fund budget totals an estimated **\$ 9,737,020.**

PLEASE TAKE FURTHER NOTICE that previously-approved special assessments for police, fire, street lighting and solid waste collections are expected to raised a total of **\$ 3,680,300.**

PLEASE TAKE FURTHER NOTICE that the Township Board will conduct public hearings at a meeting of the Board to be held at the Kalamazoo Charter Township Hall at 1720 Riverview Drive, Kalamazoo, Michigan 49004 on **Monday, November 27, 2023, commencing at 7:30 p.m.** on the budget for the foregoing estimated costs, expenses and capital charges and on the proposed levy of mills.

**PLEASE TAKE FURTHER NOTICE THAT THE PROPERTY TAX MILLAGE RATE
PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A
SUBJECT OF THIS HEARING.**

PLEASE TAKE FURTHER NOTICE that a copy of the proposed budget will be on file at the office of the Township Clerk at the Township Hall and available for public inspection during regular office hours of regular business days, online at www.ktwp.org, from and after the publication of this notice, and until and including the day of said hearing and will be available at said hearing.

PLEASE TAKE FURTHER NOTICE that Kalamazoo Charter Township will provide necessary, reasonable auxiliary aids and services for examination of the aforesaid budget prior to the hearing as well as at said hearing upon reasonable notice to the Kalamazoo Township

Clerk of the need for the same at least three business days prior to such need. Individuals with disabilities requiring auxiliary aids or services should contact the office of the Township Clerk by writing or calling the undersigned Clerk.

All interested persons are invited to be present at the aforesaid time and place to participate in the discussion upon the proposed budget and the levying of the suggested millage.

KALAMAZOO CHARTER TOWNSHIP

Lisa Mackie
Clerk
clerk@ktpw.org
1720 Riverview Drive
Kalamazoo, MI 49004
269-381-8080
www.ktpw.org

**CHARTER TOWNSHIP OF KALAMAZOO
SUMMARY PROPOSED BUDGET**

FUND	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED	2023 YTD	2024 PROPOSED
FUND 101- GENERAL						
	TOTAL ESTIMATED REVENUES	8,152,747	8,851,609	8,629,055	7,120,627	9,193,150
	TOTAL APPROPRIATIONS	7,902,777	8,282,454	8,395,755	7,691,807	8,973,420
NET OF REVENUES/APPROPRIATIONS - FUND 101						
		249,970	569,155	233,300	(571,180)	219,730
	BEGINNING FUND BALANCE	5,230,332	5,480,301	6,049,456	6,049,456	5,478,277
	ENDING FUND BALANCE	5,480,301	6,049,456	6,282,756	5,478,277	5,698,007
Fund 206 - FIRE						
	TOTAL ESTIMATED REVENUES	1,918,023	2,086,336	2,091,659	2,103,368	2,522,300
	TOTAL APPROPRIATIONS	1,907,373	2,035,104	2,293,150	1,467,678	2,822,300
Fund 207 - POLICE						
	TOTAL ESTIMATED REVENUES	4,870,388	4,886,520	4,944,731	5,017,745	5,082,100
	TOTAL APPROPRIATIONS	4,323,922	4,838,899	5,738,295	4,396,286	5,729,745
Fund 217 - LIVESCAN/SOR						
	TOTAL ESTIMATED REVENUES	16,760	22,115	12,000	14,700	16,000
	TOTAL APPROPRIATIONS	20,689	10,621	16,000	6,677	16,000
Fund 219 - STREET LIGHTS						
	TOTAL ESTIMATED REVENUES	250,484	206,586	206,785	227,655	242,100
	TOTAL APPROPRIATIONS	260,551	224,935	245,000	187,048	242,100
Fund 226 - RUBBISH COLLECTION FUND						
	TOTAL ESTIMATED REVENUES	643,283	567,629	566,900	579,969	569,500
	TOTAL APPROPRIATIONS	500,787	529,230	550,000	442,533	569,500
Fund 258 - DISASTER RESPONSE FUND						
	TOTAL ESTIMATED REVENUES	27,560	0	41,608	41,608	40,000
	TOTAL APPROPRIATIONS	11,746	1,440	90,730	90,692	40,000
Fund 265 - DRUG LAW ENFORCEMENT						
	TOTAL ESTIMATED REVENUES	1,200	0	2,500	203	0
	TOTAL APPROPRIATIONS			1,000		
Fund 266 - LAW ENFORCEMENT TRAINING						
	TOTAL ESTIMATED REVENUES	20,492	45,372	25,000	44,362	50,000
	TOTAL APPROPRIATIONS	17,815	38,123	58,400	113,563	50,000
Fund 267 - SWET						
	TOTAL ESTIMATED REVENUES	93,425	89,861	93,120	65,380	93,120
	TOTAL APPROPRIATIONS	93,425	89,861	93,120	72,924	93,120
Fund 272 - COMMUNITY POLICING						
	TOTAL ESTIMATED REVENUES	0	15	775,245	832,216	534,000
	TOTAL APPROPRIATIONS			761,550		534,000
Fund 285 - AMERICAN RESCUE PLAN ACT (ARPA) FUND						
	TOTAL ESTIMATED REVENUES	62	34,932	20,000	59,325	50,000
Fund 301 - ROAD DEBT SERVICE (VOTED BOND)						
	TOTAL ESTIMATED REVENUES	1,280,761	1,276,581	1,265,915	1,227,092	1,281,700
	TOTAL APPROPRIATIONS	1,163,500	1,242,500	1,219,125	1,166,000	1,281,700
Fund 402 - TWP BUILDING & GROUNDS IMPROVEMENTS						
	TOTAL ESTIMATED REVENUES	0	278,690	280,000	280,000	280,000
	TOTAL APPROPRIATIONS	110,996	167,957	280,000	55,897	280,000
Fund 584 - GOLF COURSE						
	TOTAL ESTIMATED REVENUES	15,541	15,498	15,000	15,000	16,000
	TOTAL APPROPRIATIONS	8,077	19,616	15,000	16,317	15,000
Fund 810 - POLICE CAPITAL IMPROVEMENT						
	TOTAL ESTIMATED REVENUES	763,943	169,191	160,500	357,746	177,550
	TOTAL APPROPRIATIONS	473,529	384,938	413,000	350,844	413,000

**CHARTER TOWNSHIP OF KALAMAZOO
SUMMARY PROPOSED BUDGET**

FUND	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 AMENDED	2023 YTD	2024 PROPOSED
Fund 811 - FIRE CAPITAL IMPROVEMENT						
TOTAL ESTIMATED REVENUES		528,607	570,927	11,526,930	672,306	586,600
TOTAL APPROPRIATIONS		821,063	395,606	12,108,500	168,946	272,000
Fund 812 - STREET IMPROVEMENT						
TOTAL ESTIMATED REVENUES		71	330	300	1,140	1,000
Fund 871 - WATER IMPROVEMENT						
TOTAL ESTIMATED REVENUES		97,186	95,381	106,388	70,160	120,000
TOTAL APPROPRIATIONS		14,354	11,018	15,300	15,698	15,300
Fund 883 - SEWER IMPROVEMENT						
TOTAL ESTIMATED REVENUES		300,315	436,819	488,750	866,983	553,750
TOTAL APPROPRIATIONS		169,850	166,681	3,346,100	1,491,389	2,635,750
ESTIMATED REVENUES - ALL FUNDS		18,980,849	19,634,393	31,252,486	19,597,585	21,408,870
APPROPRIATIONS - ALL FUNDS		17,800,455	18,438,981	35,640,025	17,734,298	23,983,935
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		1,180,394	1,195,413	(4,387,539)	1,863,287	(2,575,065)
BEGINNING FUND BALANCE - ALL FUNDS		12,845,625	14,026,019	15,221,432	15,221,432	17,084,719
ENDING FUND BALANCE - ALL FUNDS		14,026,019	15,221,432	10,833,893	17,084,719	14,509,654
APPROPRIATIONS - ALL FUNDS including transfers and capital		17,800,455	18,438,981	35,640,025	17,734,298	23,983,935

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
101-000-403.00	CURRENT PERS & REAL PROPE	4,138,388	4,243,419	4,497,095	4,500,200	4,721,950
101-000-403.01	PMT IN LIEU OF TAX (PILOT)	17,267	18,481	18,000	0	19,000
101-000-404.00	INDUSTRIAL FACILITIES TAX - /	0	3,327	3,450	0	3,450
101-000-412.00	DELINQUENT PERSONAL PROFI	1,917	6,663	5,000	2,782	5,000
101-000-424.00	TRAILER TAX	3,020	3,226	2,500	2,185	3,500
101-000-439.00	CANNABIS TAX	117,005	227,045	175,000	209,147	225,000
101-000-445.00	PENALTIES & INTEREST ON TA	5,694	14,478	8,500	28,748	15,000
101-000-451.00	FRANCHISE FEES	314,626	307,484	325,000	144,740	325,000
101-000-473.00	RENTAL APPLICATION FEES	28,500	13,700	25,000	10,955	25,000
101-000-473.01	MM APPLICATION FEES	100,000	93,334	90,000	102,083	100,000
101-000-474.00	LICENSE FEES/SIGNS	2,780	2,730	2,000	1,850	2,000
101-000-477.00	SPEC. INSP/PLAN REVIEW/ZOI	17,140	22,130	20,000	15,020	20,000
101-000-528.00	FEDERAL GRANTS - OTHER	0	181,915	50,000	43,224	50,000
101-000-573.00	LOCAL COMMUNITY STABILIZ.	179,106	170,463	155,000	114,864	155,000
101-000-575.00	STATE REVENUE SHARING	2,682,109	3,022,190	2,807,235	1,377,033	3,000,000
101-000-576.00	LIQUOR LICENSES	10,338	10,875	8,500	9,209	10,000
101-000-578.00	VIOLATION BUREAU	2,385	450	1,500	300	1,000
101-000-587.00	REIMB - ELECTIONS	20,701	34,088	20,000	24,120	25,000
101-000-602.00	WITNESS/JURY-GEN ONLY	16	0	0	0	0
101-000-603.00	MISC REVENUE	140	6,091	525	1,962	3,000
101-000-603.01	LOCAL GOVT REVENUE	1,665	261	3,000	361	500
101-000-626.01	COPY FEES-COMPUTER	0	1,207	0	0	0
101-000-629.00	TOWNSHIP SERVICE	2,368	11,300	3,000	13,779	10,000
101-000-629.01	TWP CLEAN-UP/MOWING/DE	4,979	37,273	10,000	8,850	10,000
101-000-630.00	LEASE PAYMENTS	36,409	34,343	38,500	32,026	38,500
101-000-633.00	MONUMENT INSTALLATION	3,800	2,000	1,500	1,400	2,000
101-000-634.00	INTERMENT FEES	10,900	13,600	10,500	12,800	12,000
101-000-643.00	SALE OF CEMETERY LOTS	1,125	0	750	750	750
101-000-651.00	TAX ADMIN FEE	256,970	244,519	250,000	205,310	250,000
101-000-652.00	TAX COLLECTION FEES	29,177	29,208	30,000	29,155	30,000
101-000-658.00	FSA FORFEITURE	0	2,005	0	0	0
101-000-659.00	PENSION FORFEITURE	16,258	2,227	0	7,807	2,000
101-000-660.00	DISTRICT COURT FEES	27,614	23,425	10,000	14,017	15,000
101-000-664.00	INTEREST INCOME	10,763	55,656	45,000	166,706	100,000
101-000-667.00	RENTAL INCOME	0	125	0	0	0
101-000-671.00	METRO ACT FEES	12,144	12,372	12,500	13,466	13,500
101-000-673.00	SALE OF ASSETS	0	0	0	23,930	0
101-000-699.00	INTERFUND TRANSFERS IN	97,443	0	0	1,850	0
TOTAL GENERAL FUND REVNUES		8,152,747	8,851,609	8,629,055	7,120,627	9,193,150

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
EXPENDITURE APPROPRIATIONS						
Dept 101 - BOARD OF TRUSTEES						
101-101-711.00	INSURANCE OPT OUT	18,543	19,137	19,650	13,151	19,650
101-101-712.00	WAGES - ELECTED/APPOINTEE	27,074	24,090	25,000	18,800	28,000
101-101-715.00	FICA/MEDICARE	3,229	2,993	3,415	2,234	3,415
101-101-716.00	HEALTH INSURANCE PREMIUM	15,646	21,235	19,000	15,854	22,000
101-101-717.00	LIFE INS/STD/LTD	1,163	1,241	1,250	956	1,250
101-101-718.00	DEFINED CONTRIBUTION PEN	2,708	2,409	2,500	1,880	2,500
101-101-722.00	PER DIEM	0	0	800	(200)	800
101-101-727.00	OFFICE SUPPLIES	0	75	500	336	500
101-101-732.00	DUES/SUBS/PUBL	2,733	1,594	3,000	90	3,000
101-101-811.00	PROFESSIONAL & CONTRACT	0	0	1,500	1,567	0
101-101-826.00	LEGAL SERVICES	9,825	9,875	10,000	10,530	10,000
101-101-862.00	CONFERENCES	1,204	6,899	6,200	1,752	5,000
101-101-903.00	PUBLIC NOTICES	5,525	1,182	10,000	5,533	12,000
Totals for dept 101 - BOARD OF TRUSTEES		87,650	90,730	102,815	72,483	108,115
Dept 171 - SUPERVISOR						
101-171-701.00	WAGES - DEPARTMENT HEAD	15,000	15,000	50,000	35,000	50,000
101-171-715.00	FICA/MEDICARE	802	791	3,480	2,370	3,480
101-171-716.00	HEALTH INSURANCE PREMIUM	15,259	15,812	18,000	13,707	18,000
101-171-717.00	LIFE INS/STD/LTD	310	310	310	259	310
101-171-718.00	DEFINED CONTRIBUTION PEN	1,500	1,500	5,000	3,500	5,000
101-171-722.00	PER DIEM	0	0	150	0	150
101-171-727.00	OFFICE SUPPLIES	0	267	500	112	500
101-171-732.00	DUES/SUBS/PUBL	0	0	500	0	500
101-171-853.00	COMMUNICATIONS (TELEPHC	0	570	600	370	600
101-171-862.00	CONFERENCES	0	1,013	2,350	0	2,000
Totals for dept 171 - SUPERVISOR		32,870	35,263	80,890	55,318	80,540
Dept 175 - MANAGER						
101-175-701.00	WAGES - DEPARTMENT HEAD	103,837	105,957	112,035	90,491	115,400
101-175-702.00	WAGES - SUPPORT STAFF	48,101	46,708	51,675	40,813	53,250
101-175-703.00	OVERTIME	1,343	1,238	1,000	1,378	1,000
101-175-710.00	SICK PAY	1,800	0	0	0	0
101-175-710.01	VACATION PAY	4,173	0	0	0	0
101-175-711.00	INSURANCE OPT OUT	5,706	10,100	13,095	10,912	13,095
101-175-715.00	FICA/MEDICARE	12,451	12,493	14,560	10,985	15,000
101-175-716.00	HEALTH INSURANCE PREMIUM	9,898	2,768	30	40	3,000
101-175-716.01	HEALTH INS PREMIUMS - RETI	4,958	8,157	10,000	6,669	10,000
101-175-717.00	LIFE INS/STD/LTD	2,594	2,618	2,600	2,220	2,600
101-175-718.00	DEFINED CONTRIBUTION PEN	16,126	15,390	15,685	13,268	15,685
101-175-722.00	PER DIEM	0	0	300	0	0
101-175-727.00	OFFICE SUPPLIES	0	230	500	0	500
101-175-732.00	DUES/SUBS/PUBL	1,432	784	2,000	689	1,000
101-175-740.00	OPERATING SUPPLIES	2,690	2,307	1,800	1,728	1,800
101-175-853.00	COMMUNICATIONS (TELEPHC	840	720	840	355	840
101-175-862.00	CONFERENCES	2,721	2,652	1,200	0	2,700
101-175-862.01	CONFERENCES - STAFF	1,050	0	1,000	199	1,000
101-175-909.00	PROFESSIONAL DEVELOPMEN	0	0	1,000	0	1,000
Totals for dept 175 - MANAGER		219,719	212,121	229,320	179,747	237,870
Dept 200 - GENERAL SERVICES_ADMIN						
101-200-702.00	WAGES - SUPPORT STAFF	23,255	34,514	44,705	35,365	46,050
101-200-703.00	OVERTIME	0	7	500	0	500
101-200-711.00	INSURANCE OPT OUT	1,426	3,792	0	0	0
101-200-715.00	FICA/MEDICARE	1,888	2,896	3,500	2,531	3,800

**CHARTER TOWNSHIP OF KALAMAZOO
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GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
101-200-716.00	HEALTH INSURANCE PREMIUM	0	1,859	20,000	8,514	20,000
101-200-716.01	HEALTH INS PREMIUMS - RETI	3,861	60	0	0	0
101-200-717.00	LIFE INS/STD/LTD	78	578	800	344	800
101-200-718.00	DEFINED CONTRIBUTION PEN	1,298	3,339	4,350	2,440	4,350
101-200-724.00	OPEB TRUST CONTRIBUTION	28,000	23,529	24,000	24,000	24,000
101-200-727.00	OFFICE SUPPLIES	5,688	6,375	10,000	4,396	10,000
101-200-730.00	POSTAGE	9,104	15,043	15,000	302	15,000
101-200-732.00	DUES/SUBS/PUBL	8,409	4,876	13,500	14,209	10,000
101-200-740.00	OPERATING SUPPLIES	3,475	2,999	6,500	3,875	6,500
101-200-742.00	SOFTWARE MAINT AGREEME	5,467	15,087	11,500	14,419	16,000
101-200-747.00	SMALL TOOLS & EQUIPMENT	101	0	0	0	0
101-200-811.00	PROFESSIONAL & CONTRACT	47,788	28,576	20,000	18,639	25,000
101-200-814.00	OTHER REPAIRS & MAINT	1,627	1,240	3,200	0	2,000
101-200-815.00	OTHER FEES	3,593	3,190	4,000	2,240	4,000
101-200-827.00	LEGAL SERVICES	37,375	24,925	45,000	47,821	45,000
101-200-853.00	COMMUNICATIONS (TELEPHC	5,020	3,792	4,400	3,111	4,400
101-200-855.00	LOCAL PUBLIC BROADCASTIN	146,170	140,354	150,000	65,567	150,000
101-200-903.00	PUBLIC NOTICES	2,130	1,936	2,500	0	2,500
101-200-912.00	INSURANCE/BOND-GENERAL	37,748	41,100	38,000	48,729	38,000
101-200-913.00	INSURANCE - WORKERS COMI	7,260	6,959	7,000	6,823	7,000
101-200-914.00	HEALTH SERVICES	1,710	1,866	0	311	0
101-200-921.00	UTILITIES - ELECTRIC	33,382	38,237	40,000	29,789	40,000
101-200-922.00	UTILITIES - CABLE/INTERNET	5,884	5,606	7,500	5,409	7,500
101-200-923.00	UTILITIES - NATURAL GAS	11,563	18,449	15,000	10,881	15,000
101-200-924.00	UTILITIES - WASTE/RECYCLE	4,336	5,480	4,500	6,025	4,500
101-200-927.00	UTILITIES - WATER	2,951	3,850	3,500	4,842	3,500
101-200-982.00	CAPITAL OUTLAY - SOFTWARE	5,017	0	0	0	0
101-200-983.00	CAPITAL OUTLAY - EQUIPMEN	3,796	3,090	9,000	105,220	5,000
101-200-991.00	DEBT SERVICE - PRINCIPAL	1,716	1,683	1,790	1,786	1,790
101-200-992.00	DEBT SERVICE - INTEREST	324	201	100	97	100
Totals for dept 200 - GENERAL SERVICES_ADMIN		451,438	445,488	509,845	467,686	512,290

Dept 209 - ASSESSOR

101-209-701.00	WAGES - DEPARTMENT HEAD	82,399	85,811	79,325	62,721	82,500
101-209-702.00	WAGES - SUPPORT STAFF	47,827	55,708	72,500	51,601	72,500
101-209-710.01	VACATION PAY	9,214	17,163	0	0	0
101-209-711.00	INSURANCE OPT OUT	5,406	6,099	6,250	3,644	6,250
101-209-712.00	WAGES - ELECTED/APPOINTE	1,560	1,430	2,000	1,300	2,000
101-209-715.00	FICA/MEDICARE	10,535	11,855	11,615	8,334	12,300
101-209-716.00	HEALTH INSURANCE PREMIUM	19,938	23,855	25,000	17,826	25,000
101-209-716.01	HEALTH INS PREMIUMS - RETI	0	6,054	20,000	15,925	20,000
101-209-717.00	LIFE INS/STD/LTD	2,549	2,783	2,400	1,812	2,800
101-209-718.00	DEFINED CONTRIBUTION PEN	16,723	17,100	13,650	10,235	13,650
101-209-727.00	OFFICE SUPPLIES	119	1,407	1,000	968	1,000
101-209-730.00	POSTAGE	3,733	6,567	5,200	5,070	5,000
101-209-732.00	DUES/SUBS/PUBL	343	683	500	33	500
101-209-740.00	OPERATING SUPPLIES	279	2,232	1,500	345	1,500
101-209-742.00	SOFTWARE MAINT AGREEME	2,151	926	2,800	3,694	2,800
101-209-751.00	GAS & OIL	255	236	500	154	500
101-209-811.00	PROFESSIONAL & CONTRACT	2,473		2,500	1,378	2,500
101-209-814.00	OTHER REPAIRS & MAINT	538	515	100	520	100
101-209-820.00	ENGINEERING SERVICES	1,911	1,537	2,000	1,577	2,000
101-209-827.00	LEGAL SERVICES	4,378	2,319	5,000	2,230	5,000
101-209-903.00	PUBLIC NOTICES	697	1,228	1,200	942	1,200
101-209-909.00	PROFESSIONAL DEVELOPMEN	0	0	750	165	750

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
101-209-960.00	TRAINING	25	0	0	0	0
Totals for dept 209 - ASSESSOR		213,052	245,507	255,790	190,472	259,850
Dept 215 - CLERK						
101-215-701.00	WAGES - DEPARTMENT HEAD	15,000	15,000	50,000	37,220	50,000
101-215-702.00	WAGES - SUPPORT STAFF	62,857	47,369	51,720	40,406	53,275
101-215-703.00	OVERTIME	4,078	7,463	7,800	10,698	8,000
101-215-710.01	VACATION PAY	0	827	0	994	0
101-215-711.00	INSURANCE OPT OUT	2,402	4,417	5,510	9,799	10,000
101-215-712.00	WAGES - ELECTED/APPOINTEI	21,163	47,446	22,000	9,132	22,000
101-215-715.00	FICA/MEDICARE	6,255	5,639	3,380	7,475	2,680
101-215-716.00	HEALTH INSURANCE PREMIUM	6,431	1,116	0	1,508	2,000
101-215-717.00	LIFE INS/STD/LTD	1,143	840	1,100	994	1,100
101-215-718.00	DEFINED CONTRIBUTION PEN	7,058	6,450	10,700	8,900	10,700
101-215-722.00	PER DIEM	0	0	600	425	600
101-215-727.00	OFFICE SUPPLIES	8,262	16,579	9,000	9,391	10,000
101-215-730.00	POSTAGE	7,845	18,040	20,000	10,753	25,000
101-215-732.00	DUES/SUBS/PUBL	360	0	350	300	250
101-215-740.00	OPERATING SUPPLIES	78	15,869	0	(11,197)	5,000
101-215-811.00	PROFESSIONAL & CONTRACTL	1,181	500	11,950	7,178	32,000
101-215-813.00	COUNTY ELECTION SERVICES	0	1,104	0	0	0
101-215-816.00	PURCHASED CLEANING SERV.	75	158	0	0	0
101-215-853.00	COMMUNICATIONS (TELEPHC	180	15	600	626	
101-215-862.00	CONFERENCES	249	1,350	2,500	2,666	2,500
101-215-862.01	CONFERENCES - STAFF	0	3,382	3,000	2,441	3,000
101-215-909.00	PROFESSIONAL DEVELOPMEN	0	0	500	0	500
101-215-914.00	HEALTH SERVICES		372	500	0	500
Totals for dept 215 - CLERK		144,618	193,935	201,210	149,708	239,105
Dept 223 - FINANCE						
101-223-701.00	WAGES - DEPARTMENT HEAD	34,627	54,921	67,300	77,558	80,000
101-223-702.00	WAGES - SUPPORT STAFF	104,564	103,044	113,315	89,717	117,000
101-223-703.00	OVERTIME	265	264	500	755	500
101-223-710.01	VACATION PAY	3,790	0	0	0	0
101-223-710.02	COMPENSATORY PAY	0	0	0	712	0
101-223-711.00	INSURANCE OPT OUT	225	6,099	6,250	5,205	6,250
101-223-715.00	FICA/MEDICARE	9,987	11,755	14,335	12,605	14,335
101-223-716.00	HEALTH INSURANCE PREMIUM	35,513	36,159	40,000	27,046	40,000
101-223-717.00	LIFE INS/STD/LTD	1,860	1,383	2,000	1,671	2,000
101-223-718.00	DEFINED CONTRIBUTION PEN	11,888	11,587	12,535	10,050	14,000
101-223-722.00	PER DIEM	0	0	500	0	500
101-223-727.00	OFFICE SUPPLIES	460	1,375	500	328	500
101-223-732.00	DUES/SUBS/PUBL	465	345	1,000	125	500
101-223-742.00	SOFTWARE MAINT AGREEME	12,150	5,901	13,000	20,192	13,000
101-223-817.00	ACCOUNTING SERVICE	6,180	0	24,000	19,857	24,000
101-223-817.01	AUDIT SERVICES	12,900	13,300	0	0	0
101-223-853.00	COMMUNICATIONS (TELEPHC	540	540	540	330	540
101-223-861.00	MILEAGE REIMB	0	239	250	0	250
101-223-862.00	CONFERENCES	1,054	838	2,200	0	1,500
101-223-862.01	CONFERENCES - STAFF	941	803	1,300	893	1,300
101-223-909.00	PROFESSIONAL DEVELOPMEN	0	0	500	0	0
101-223-960.00	TRAINING	771	0	0	0	0
Totals for dept 223 - FINANCE		238,179	248,552	300,025	267,043	316,175

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GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
Dept 228 - INFORMATION TECHNOLOGY						
101-228-701.00	WAGES - DEPARTMENT HEAD	70,817	60,991	121,785	81,776	121,785
101-228-710.01	VACATION PAY	0	635	0	0	0
101-228-711.00	INSURANCE OPT OUT	5,706	2,924	0	0	0
101-228-715.00	FICA/MEDICARE	5,854	4,772	9,350	5,717	9,350
101-228-716.00	HEALTH INSURANCE PREMIUM	0	5,480	30,000	17,308	30,000
101-228-717.00	LIFE INS/STD/LTD	1,365	1,073	2,480	1,337	2,480
101-228-718.00	DEFINED CONTRIBUTION PEN	7,082	6,163	12,180	8,178	12,180
101-228-722.00	PER DIEM	0	0	200	0	200
101-228-727.00	OFFICE SUPPLIES	50	409	500	85	500
101-228-732.00	DUES/SUBS/PUBL	0	0	250	0	250
101-228-740.00	OPERATING SUPPLIES	0	523	500	1,408	500
101-228-742.00	SOFTWARE MAINT AGREEMENT	0	0	1,600	1,600	1,600
101-228-747.00	SMALL TOOLS & EQUIPMENT	0	2,533	0	0	0
101-228-810.00	COMPUTER SERVICE	3,120	500	0	0	0
101-228-811.00	PROFESSIONAL & CONTRACTUAL	4,950	393	12,500	6,749	12,500
101-228-853.00	COMMUNICATIONS (TELEPHONE)	0	403	800	613	0
101-228-862.00	CONFERENCES	60	0	2,300	0	2,300
101-228-983.00	CAPITAL OUTLAY - EQUIPMENT	0	0	10,000	3,397	10,000
Totals for dept 228 - INFORMATION TECHNOLOGY		99,002	86,799	204,445	128,169	203,645

Dept 253 - TREASURER

101-253-701.00	WAGES - DEPARTMENT HEAD	15,000	15,000	50,000	35,000	50,000
101-253-702.00	WAGES - SUPPORT STAFF	2,144	2,616	3,120	2,519	3,120
101-253-703.00	OVERTIME	1,309	0	750	168	750
101-253-715.00	FICA/MEDICARE	1,263	1,048	4,080	2,632	4,080
101-253-716.00	HEALTH INSURANCE PREMIUM	6,553	10,452	10,000	8,310	10,000
101-253-717.00	LIFE INS/STD/LTD	310	310	310	259	310
101-253-718.00	DEFINED CONTRIBUTION PEN	1,631	1,572	5,675	3,769	5,675
101-253-722.00	PER DIEM	0	0	500	0	500
101-253-730.00	POSTAGE	5,123	3,734	2,200	2,186	2,000
101-253-732.00	DUES/SUBS/PUBL	429	350	500	99	500
101-253-740.00	OPERATING SUPPLIES	60	2,183	1,850	3,250	1,500
101-253-742.00	SOFTWARE MAINT AGREEMENT	2,823	1,944	3,100	3,070	3,100
101-253-814.00	OTHER REPAIRS & MAINT	1,767	0	1,800	0	1,800
101-253-853.00	COMMUNICATIONS (TELEPHONE)	8	0	0	0	0
101-253-862.00	CONFERENCES	1,677	3,026	1,700	2,285	2,200
101-253-862.01	CONFERENCES - STAFF	100	0	1,300	0	1,300
101-253-909.00	PROFESSIONAL DEVELOPMENT	0	0	680	0	680
Totals for dept 253 - TREASURER		40,196	42,234	87,565	63,547	87,515

Dept 265 - MAINTENANCE

101-265-701.00	WAGES - DEPARTMENT HEAD	12,000	8,538	0	0	0
101-265-702.00	WAGES - SUPPORT STAFF	122,344	123,155	144,010	110,498	144,010
101-265-703.00	OVERTIME	699	1,699	1,000	249	1,000
101-265-715.00	FICA/MEDICARE	9,562	9,375	11,095	7,740	11,095
101-265-716.00	HEALTH INSURANCE PREMIUM	54,475	55,449	55,000	44,710	55,000
101-265-716.01	HEALTH INS PREMIUMS - RETI	3,864	4,055	5,000	2,540	5,000
101-265-717.00	LIFE INS/STD/LTD	2,723	2,736	2,800	2,368	2,800
101-265-718.00	DEFINED CONTRIBUTION PEN	15,314	15,130	17,590	12,527	17,590
101-265-740.00	OPERATING SUPPLIES	7,995	7,474	9,500	6,028	9,500
101-265-747.00	SMALL TOOLS & EQUIPMENT	1,493	758	4,000	2,264	4,000
101-265-748.00	PERSONAL EQUIPMENT ALLOCA	1,508	1,731	2,000	569	2,000
101-265-751.00	GAS & OIL	4,886	7,962	5,000	3,993	5,000
101-265-811.00	PROFESSIONAL & CONTRACTUAL	5,242	12,572	8,000	6,515	8,000
101-265-853.00	COMMUNICATIONS (TELEPHONE)	360	315	540	270	540
101-265-931.00	BUILDING REPAIRS & MAINT	3,795	8,293	10,000	8,431	10,000

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GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
101-265-932.00	LAND REPAIRS & MAINT	3,342	1,525	0	1,077	3,000
101-265-934.00	EQUIPMENT REPAIRS & MAIN	717	3,314	3,000	1,026	0
101-265-939.00	VEHICLE REPAIRS & MAINT	4,714	4,209	5,000	333	5,000
101-265-945.00	RENTALS - EQUIPMENT	0	89	500	0	500
Totals for dept 265 - MAINTENANCE		255,031	268,378	284,035	211,138	284,035
Dept 276 - CEMETERY						
101-276-705.00	WAGES - MAINTENANCE	12,506	13,163	10,000	12,012	10,000
101-276-706.00	OVERTIME	424	1,041	750	866	750
101-276-715.00	FICA/MEDICARE	890	979	825	888	825
101-276-716.00	HEALTH INSURANCE PREMIUM	52	41	0	11	0
101-276-718.00	DEFINED CONTRIBUTION PEN	1,552	1,705	1,300	1,545	1,700
101-276-740.00	OPERATING SUPPLIES	1,422	1,070	2,000	1,157	2,000
101-276-742.00	SOFTWARE MAINT AGREEME	1,955	1,316	2,000	1,499	2,000
101-276-811.00	PROFESSIONAL & CONTRACTL	4,328	4,894	7,000	6,295	7,000
101-276-924.00	UTILITIES - WASTE/RECYCLE	627	627	650	626	650
101-276-927.00	UTILITIES - WATER	463	1,160	1,000	3,628	1,000
101-276-932.00	LAND REPAIRS & MAINT	1,681	3,354	3,000	1,981	3,000
101-276-945.00	RENTALS - EQUIPMENT	1,835	2,660	2,500	2,063	2,500
Totals for dept 276 - CEMETERY		27,734	32,009	31,025	32,570	31,425
Dept 310 - CODE ENFORCEMENT(ORD,BLDG,RENTAL)						
101-310-702.00	WAGES - SUPPORT STAFF	28,568	29,616	34,345	24,811	34,345
101-310-715.00	FICA/MEDICARE	2,185	2,265	2,630	1,898	2,630
101-310-740.00	OPERATING SUPPLIES	1,727	1,281	2,000	0	2,000
101-310-811.00	PROFESSIONAL & CONTRACTL	22,990	47,133	25,000	6,625	25,000
101-310-827.00	LEGAL SERVICES	29,195	31,346	25,000	24,149	25,000
101-310-862.00	CONFERENCES	0	479	1,000	586	1,000
Totals for dept 310 - CODE ENFORCEMENT(ORD,BLDI		84,665	112,120	89,975	58,069	89,975
Dept 400 - PLANNING/ZONING						
101-400-702.00	WAGES - SUPPORT STAFF	0	10,152	0	0	0
101-400-703.00	OVERTIME	1,332	0	0	0	0
101-400-712.00	WAGES - ELECTED/APPOINTEI	7,100	7,170	10,000	5,050	10,000
101-400-715.00	FICA/MEDICARE	642	1,317	1,460	386	1,460
101-400-716.00	HEALTH INSURANCE PREMIUM	0	4	0	0	0
101-400-718.00	DEFINED CONTRIBUTION PEN	133	224	0	0	0
101-400-727.00	OFFICE SUPPLIES	60	0	200	49	200
101-400-732.00	DUES/SUBS/PUBL	0	0	360	0	360
101-400-742.00	SOFTWARE MAINT AGREEME	3,767	1,399	3,800	2,210	3,800
101-400-811.00	PROFESSIONAL & CONTRACTL	0	2,115	0	11,901	0
101-400-820.00	ENGINEERING SERVICES	1,566	6,798	15,000	0	15,000
101-400-821.00	PLANNING CONSULTANT	46,429	88,855	89,110	55,105	89,110
101-400-827.00	LEGAL SERVICES	17,923	7,320	20,000	12,168	20,000
101-400-861.00	MILEAGE REIMB	22	0	0	0	0
101-400-862.00	CONFERENCES	250	0	0	634	0
101-400-903.00	PUBLIC NOTICES	3,640	3,745	7,500	1,239	7,500
101-400-960.00	TRAINING	550	80	500	280	500
Totals for dept 400 - PLANNING/ZONING		83,413	129,179	147,930	89,022	147,930
Dept 446 - INFRASTRUCTURE MAINTENANCE						
101-446-827.00	LEGAL SERVICES	0	820	0	0	0
101-446-965.00	CAPITAL IMPROVE - SEWER SY	1,910	21,734	2,000	0	2,000
101-446-969.00	ROAD MAINTENANCE	225,488	199,944	250,000	367,905	250,000
101-446-969.01	SIDEWALK MAINTENANCE	131,704	84,421	90,000	12,795	90,000

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

GENERAL FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
101-446-969.02	SIDEWALK REIMBURSEMENT	0	1,000	5,000	500	5,000
Totals for dept 446 - INFRASTRUCTURE MAINTENANCE		359,102	307,920	347,000	381,200	347,000
Dept 751 - RECREATION						
101-751-740.00	OPERATING SUPPLIES	1,705	1,652	0	0	0
101-751-747.00	SMALL TOOLS & EQUIPMENT	0	31	8,500	154	8,500
101-751-811.00	PROFESSIONAL & CONTRACT	1,288	2,988	20,000	33,290	20,000
101-751-921.00	UTILITIES - ELECTRIC	369	375	1,000	277	1,000
101-751-924.00	UTILITIES - WASTE/RECYCLE	546	546	550	543	550
101-751-927.00	UTILITIES - WATER	145	130	500	76	500
101-751-932.00	LAND REPAIRS & MAINT	19,969	14,799	5,300	15,233	5,000
101-751-970.00	CAPITAL OUTLAY	0	153,000	34,000	0	34,000
Totals for dept 751 - RECREATION		24,023	173,520	69,850	49,571	69,550
Dept 890 - CONTINGENCY						
101-890-955.00	CONTINGENT EXPENSES	0	95,575	157,970	0	150,000
Totals for dept 890 - CONTINGENCY		0	95,575	157,970	0	150,000
Dept 999 - OPERATING TRANSFERS						
101-999-999.00	INTERFUND TRANSFERS OUT	5,542,084	5,563,125	5,296,065	5,296,065	5,808,400
Totals for dept 999 - OPERATING TRANSFERS		5,542,084	5,563,125	5,296,065	5,296,065	5,808,400
TOTAL GENERAL FUND EXPENDITURE APPROPRIATION		7,902,777	8,282,454	8,395,755	7,691,807	8,973,420

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

FIRE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
206-000-412.00	DELINQUENT PERSONAL PROI	0	0	0	72	0
206-000-582.00	PARCHMENT CONTRACT	66,900	66,900	66,900	61,325	66,900
206-000-582.01	PARCHMENT SPECIAL EVENT	0	238	0	263	0
206-000-603.00	MISC REVENUE	880	6,300	1,000	5,140	5,000
206-000-672.00	SPECIAL ASSESSMENTS-FIRE C	0	0	258,415	271,306	275,000
206-000-682.00	CHARGES FOR SERVICES - FIRE	1,918	1,918	2,000	1,918	2,000
206-000-699.00	INTERFUND TRANSFERS IN	1,848,325	2,010,980	1,763,344	1,763,344	2,173,400
Totals for dept 000 - REVENUES		1,918,023	2,086,336	2,091,659	2,103,368	2,522,300
TOTAL ESTIMATED REVENUES		1,918,023	2,086,336	2,091,659	2,103,368	2,522,300

FIRE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
EXPENDITURE APPROPRIATIONS						
Dept 336 - FIRE						
206-336-701.00	WAGES - CHIEF	100,626	99,818	98,625	45,689	114,500
206-336-702.00	WAGES - SUPPORT STAFF	430,642	409,601	588,035	315,455	843,400
206-336-702.02	WAGES - OUTSIDE	6,000	5,000	6,000	5,200	5,000
206-336-703.00	WAGES - OVERTIME	45,175	60,057	48,000	62,699	105,000
206-336-704.01	RESPONSE TIME - NW	50,874	49,505	58,800	36,385	49,500
206-336-704.02	RESPONSE TIME - EW	110,531	106,989	120,750	66,466	107,000
206-336-704.03	RESPONSE TIME - LW	23,432	29,998	26,250	15,578	30,000
206-336-704.04	RESPONSE TIME - WW	135,915	137,544	141,750	88,318	137,500
206-336-706.01	SIT TIME - NW	47,544	61,541	52,000	33,546	52,000
206-336-706.02	SIT TIME	47,154	42,454	48,000	33,832	48,000
206-336-706.03	SIT TIME	851	900	1,500	450	1,500
206-336-706.04	SIT TIME	98,923	112,568	98,000	82,118	98,000
206-336-707.00	TRAINING	68,429	51,634	70,000	36,236	70,000
206-336-710.01	VACATION PAY	10,150	24,659	0	0	12,000
206-336-711.00	INSURANCE OPT OUT	11,411	11,163	19,650	22,759	30,000
206-336-715.00	FICA/MEDICARE	57,174	58,587	59,600	42,901	90,000
206-336-716.00	HEALTH INSURANCE PREMIUM	85,547	88,668	135,000	61,629	215,000
206-336-716.01	HEALTH INS PREMIUMS - RETI	3,864	783	0	0	0
206-336-717.00	LIFE INS/STD/LTD	9,914	9,324	15,500	5,984	21,000
206-336-718.00	DEFINED CONTRIBUTION PEN	75,689	77,920	88,700	55,844	130,000
206-336-718.01	PENSION - PAID ON CALL	32,041	31,724	30,000	22,698	30,000
206-336-723.00	INSURANCE - VOL FIREMEN	5,457	5,457	5,500	5,457	5,500
206-336-724.00	OPEB TRUST CONTRIBUTION	10,000	10,588	10,665	10,665	24,000
206-336-727.00	OFFICE SUPPLIES	4,859	2,150	7,000	1,170	5,000
206-336-732.00	DUES/SUBS/PUBL	5,400	4,049	2,400	2,319	3,500
206-336-738.01	SPECIAL ASSIGNMENT - FIRE	0	0	12,000	19,016	23,000
206-336-738.02	SPECIAL ASSIGNMENT - FIRE	0	0	500	1,348	0
206-336-738.04	SPECIAL ASSIGNMENT - FIRE	0	0	9,000	10,704	13,000
206-336-740.00	OPERATING SUPPLIES	18,360	19,008	24,000	15,278	20,000
206-336-742.00	SOFTWARE MAINT AGREEME	5,556	3,107	10,000	9,430	12,000
206-336-747.00	SMALL TOOLS & EQUIPMENT	21,512	30,681	30,000	3,749	30,000
206-336-748.00	PERSONAL EQUIPMENT ALLO	33,089	50,116	40,000	7,330	30,000
206-336-751.00	GAS & OIL	19,843	29,084	25,000	17,127	25,000
206-336-780.05	FIRE PREVENTION	968	902	0	0	0
206-336-811.00	PROFESSIONAL & CONTRACTL	28,601	27,514	28,000	40,785	35,000
206-336-827.00	LEGAL SERVICES	0	55,462	32,500	40,229	25,000
206-336-853.00	COMMUNICATIONS (TELEPHC	23,193	24,555	28,000	17,948	22,000

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

FIRE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
206-336-862.00	CONFERENCES	3,898	5,172	6,000	2,805	6,000
206-336-909.00	PROFESSIONAL DEVELOPMEN	0	0	3,600	0	3,600
206-336-912.00	INSURANCE - GENERAL	32,099	35,009	50,000	50,207	55,000
206-336-913.00	INSURANCE - WORKERS COMI	65,337	62,632	65,000	61,407	65,000
206-336-914.00	HEALTH SERVICES	34,046	29,664	19,000	7,890	30,000
206-336-921.01	UTILITIES - ELECTRIC	7,218	7,092	6,500	5,573	6,500
206-336-921.02	UTILITIES - ELECTRIC	7,138	7,546	8,600	5,980	8,000
206-336-921.03	UTILITIES - ELECTRIC	2,274	2,333	2,500	1,475	2,500
206-336-921.04	UTILITIES - ELECTRIC	7,874	7,313	8,000	5,690	7,000
206-336-922.01	UTILITIES - CABLE/INTERNET	3,699	8,430	8,500	6,934	8,500
206-336-922.02	UTILITIES - CABLE/INTERNET	4,470	12,498	11,000	10,660	11,000
206-336-922.03	UTILITIES - CABLE/INTERNET	1,960	6,607	6,500	5,534	6,500
206-336-922.04	UTILITIES - CABLE/INTERNET	4,705	8,870	8,500	7,067	8,500
206-336-923.01	UTILITIES - NATURAL GAS	3,941	5,533	6,000	4,113	6,000
206-336-923.02	UTILITIES - NATURAL GAS	4,350	6,574	6,000	4,206	6,000
206-336-923.03	UTILITIES - NATURAL GAS	2,009	2,795	2,500	1,695	2,500
206-336-923.04	UTILITIES - NATURAL GAS	4,800	5,041	5,500	4,539	5,500
206-336-924.01	UTILITIES - WASTE/RECYCLE	905	1,128	950	1,299	1,500
206-336-924.02	UTILITIES - WASTE/RECYCLE	905	1,128	950	1,299	1,500
206-336-924.03	UTILITIES - WASTE/RECYCLE	273	273	325	271	300
206-336-924.04	UTILITIES - WASTE/RECYCLE	905	1,128	950	1,299	1,500
206-336-927.01	UTILITIES - WATER	827	928	700	841	1,000
206-336-927.02	UTILITIES - WATER	1,487	2,499	2,500	903	2,500
206-336-927.03	UTILITIES - WATER	563	502	450	449	500
206-336-927.04	UTILITIES - WATER	1,104	1,139	900	957	1,000
206-336-931.00	BUILDING REPAIRS & MAINT	24,481	20,167	35,000	9,483	45,000
206-336-932.00	LAND REPAIRS & MAINT	3,154	2,202	0	0	0
206-336-933.00	EQUIPMENT REPAIRS & MAINT	3,180	2,748	0	0	0
206-336-934.00	EQUIPMENT REPAIRS & MAINT	1,476	739	7,000	1,273	7,000
206-336-939.00	VEHICLE REPAIRS & MAINT	42,339	44,116	35,000	18,964	45,000
206-336-960.00	TRAINING	7,231	4,751	10,000	8,525	10,000
206-336-960.01	TUITION REIMBURSEMENT	0	5,440	4,000	0	5,000
Totals for dept 336 - FIRE		1,907,373	2,035,104	2,293,150	1,467,678	2,822,300
TOTAL EXPENDITURE APPROPRIATIONS		1,907,373	2,035,104	2,293,150	1,467,678	2,822,300
NET OF REVENUES/APPROPRIATIONS - FUND 206		10,650	51,233	(201,491)	635,690	(300,000)
BEGINNING FUND BALANCE		(106,643)	(95,993)	(44,760)	(44,760)	290,929
ENDING FUND BALANCE		(95,993)	(44,760)	(246,251)	590,929	290,929

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

POLICE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
207-000-412.00	DELINQUENT PERSONAL PROF	131	164	125	250	125
207-000-430.00	SPECIAL ASSESSMENT	696,258	863,902	878,610	922,236	980,000
207-000-502.00	FEDERAL GRANTS - GENERAL	2,700	2,500	0	25,331	0
207-000-582.00	PARCHMENT CONTRACT	356,316	398,265	440,000	403,530	440,000
207-000-582.01	PARCHMENT SPECIAL EVENT	3,090	1,563	6,000	2,530	6,000
207-000-583.00	KPS - SCH RESOURCE OFFICER	21,905	93,922	91,000	98,179	91,000
207-000-583.01	CHGS FOR SRVCS - PARCHMET	0	0	88,475	104,073	88,475
207-000-584.00	CHGS FOR SRVCS - BORGESS	29,358	34,232	125,000	7,421	100,000
207-000-659.00	PENSION FORFEITURE	19,714	0	0	0	0
207-000-660.01	ORD FINES & COSTS - FALSE A	1,577	750	1,000	4,500	1,000
207-000-673.01	SALE OF POLICE ASSETS	0	600	0	0	0
207-000-676.00	VEHICLE INSURANCE REIMB	22,072	28,867	0	3,665	5,000
207-000-680.01	BYRNE MEMORIAL	28,000	14,000	14,000	(14,000)	14,000
207-000-680.02	HIDTA	0	0	6,500	0	0
207-000-680.03	KALAMAZOO COUNTY REVEN	272	0	0	0	0
207-000-680.06	STATE 911 FUNDS	0	1,956	0	0	0
207-000-680.07	RENTAL INCOME	16,449	19,793	19,800	20,585	20,000
207-000-680.08	MCOLES PUB SAFETY ACADEM	0	0	0	91,952	0
207-000-680.65	ATPA - SCAR OFFICER	29,267	47,204	0	35,916	0
207-000-681.00	DISABILITY WAGE/WORKMAN	9,002	12,537	2,500	43,919	2,500
207-000-681.01	CHGS FOR SRVCS - PUBLIC SAF	20,864	4,380	30,000	7,197	15,000
207-000-681.65	ATPA - SCAR CLERICAL MATCH	21,322	0	0	14,000	15,000
207-000-682.00	CHARGES FOR SERVICES	5,049	1,146	0	443	0
207-000-683.00	TRAFFIC VIOLATIONS - OWI	6,957	3,076	3,000	916	3,000
207-000-684.00	MISC. REVENUE	790	3,244	500	7,232	500
207-000-685.00	BOND FEES	537	390	500	150	500
207-000-699.00	INTERFUND TRANSFERS IN	3,578,759	3,354,030	3,237,721	3,237,721	3,300,000
TOTAL ESTIMATED REVENUES		4,870,388	4,886,520	4,944,731	5,017,745	5,082,100

POLICE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
EXPENDITURE APPROPRIATIONS						
Dept 301 - POLICE						
207-301-701.00	WAGES - DEPARTMENT HEAD	112,404	117,215	123,075	107,922	127,000
207-301-702.00	WAGES - SUPPORT STAFF	2,003,963	2,095,239	2,589,845	1,803,162	2,590,000
207-301-703.00	OVERTIME	74,533	54,350	100,000	55,014	100,000
207-301-703.01	REIMBURSED WAGES	48,293	51,660	100,000	23,233	100,000
207-301-704.00	CLERICAL WAGES	213,111	241,857	275,180	201,480	284,000
207-301-704.01	CLERICAL WAGES - SVC OFFICI	56,942	100,829	94,350	149,744	95,000
207-301-705.00	CLERICAL WAGES - OT	10,055	7,330	10,000	5,352	10,000
207-301-706.00	CROSSING GUARDS	13,017	30,485	39,375	25,772	39,375
207-301-707.00	OFFICER IN CHARGE	3,244	3,554	3,000	3,507	3,000
207-301-708.00	HOLIDAY PAY	34,778	34,519	43,000	17,429	43,000
207-301-709.00	LONGEVITY PAY	34,270	32,270	47,100	34,675	40,000
207-301-710.00	SICK PAY	29,251	15,643	15,000	5,489	15,000
207-301-710.01	VACATION PAY	23,123	19,794	42,000	21,644	42,000
207-301-710.02	COMPENSATORY PAY	8,713	4,756	5,000	2,902	5,000
207-301-711.00	INSURANCE OPT OUT	66,370	62,589	66,000	41,494	66,000
207-301-712.65	CLERICAL WAGES - SCAR	0	76	0	0	0
207-301-715.00	FICA/MEDICARE	202,073	212,940	280,765	185,088	281,000
207-301-716.00	HEALTH INSURANCE PREMIUM	307,167	320,063	400,000	296,803	400,000

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

POLICE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
207-301-716.01	HEALTH INS PREMIUMS - RETI	81,206	81,016	90,000	72,013	90,000
207-301-717.00	LIFE INS/STD/LTD	41,171	41,103	45,000	37,485	45,000
207-301-718.00	DEFINED CONTRIBUTION PEN	14,866	18,873	29,255	17,964	30,000
207-301-718.01	DEFINED BENEFIT PENSION	383,350	635,658	653,650	720,613	650,000
207-301-722.00	PER DIEM	0	0	0	225	0
207-301-724.00	OPEB TRUST CONTRIBUTION	62,000	65,883	65,330	65,335	66,000
207-301-727.00	OFFICE SUPPLIES	5,716	8,054	7,000	4,810	7,000
207-301-732.00	DUES/SUBS/PUBL	4,107	2,070	2,500	1,276	2,500
207-301-740.00	OPERATING SUPPLIES	6,834	8,593	15,000	16,247	15,000
207-301-742.00	SOFTWARE MAINT AGREEME	8,642	27,515	30,000	28,818	30,000
207-301-747.00	SMALL TOOLS & EQUIPMENT	9,570	5,780	0	0	0
207-301-748.00	PERSONAL EQUIPMENT ALLO	34,541	86,477	50,000	46,268	50,000
207-301-749.00	UNIFORM CLEANING	2,596	2,760	0	0	0
207-301-751.00	GAS & OIL	60,412	88,692	90,000	60,195	90,000
207-301-780.00	CRIME PREVENTION	751	527	0	0	0
207-301-782.00	INVESTIGATIVE OPERATIONS	7,783	3,795	6,000	3,675	4,000
207-301-810.00	COMPUTER SERVICE	2,409	9,132	3,000	446	3,000
207-301-811.00	PROFESSIONAL & CONTRACTL	32,054	28,886	35,000	49,732	35,000
207-301-812.00	HEALTH SERVICES	7,731	8,470	32,000	10,628	32,000
207-301-812.01	BACKGROUND INVESTIGATIO	10	2,541	0	0	0
207-301-814.00	OTHER REPAIRS & MAINT	3,484	0	5,000	0	0
207-301-827.00	LEGAL SERVICES	17,540	22,408	35,000	10,496	30,000
207-301-853.00	COMMUNICATIONS (TELEPHC	14,104	12,764	18,000	9,609	18,000
207-301-862.00	CONFERENCES	3,066	4,826	4,500	5,618	5,000
207-301-903.00	PUBLIC NOTICES	0	0	600	495	600
207-301-909.00	PROFESSIONAL DEVELOPMEN	0	0	500	0	0
207-301-912.00	INSURANCE - GENERAL	42,503	44,265	46,000	48,730	50,000
207-301-913.00	INSURANCE - WORKERS COMI	108,839	104,320	127,000	102,501	127,000
207-301-914.00	HEALTH SERVICES	6,017	10,219	0	2,400	0
207-301-922.00	UTILITIES - CABLE/INTERNET	0	0	6,600	5,500	6,600
207-301-931.65	TOWER RENT - RAVINE ROAD	19,032	19,793	20,000	17,075	20,000
207-301-933.00	EQUIPMENT REPAIRS & MAIN	1,372	3,187	9,000	0	9,000
207-301-934.00	EQUIPMENT REPAIRS & MAIN	375	375	0	0	0
207-301-939.00	VEHICLE REPAIRS & MAINT	69,010	37,899	40,000	43,393	40,000
207-301-960.00	TRAINING	0	0	0	118	0
207-301-960.01	TUITION REIMBURSEMENT	222	6,178	7,000	3,841	7,000
207-301-983.00	CAPITAL OUTLAY - EQUIPMEN	16,488	0	0	0	0
207-301-991.00	DEBT SERVICE - PRINCIPAL	1,523	1,492	1,584	1,584	1,584
207-301-992.00	DEBT SERVICE - INTEREST	287	178	86	86	86
207-301-999.00	INTERFUND TRANSFERS OUT	13,000	40,000	30,000	28,400	25,000
Totals for dept 301 - POLICE		4,323,922	4,838,899	5,738,295	4,396,286	5,729,745
TOTAL EXPENDITURE APPROPRIATIONS		4,323,922	4,838,899	5,738,295	4,396,286	5,729,745
NET OF REVENUES/APPROPRIATIONS - FUND 207		546,466	47,620	(793,564)	621,459	(647,645)
BEGINNING FUND BALANCE		184,911	731,377	778,998	778,998	1,400,457
ENDING FUND BALANCE		731,377	778,998	(14,566)	1,400,457	752,812

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

LIVE SCAN FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
217-000-580.00	LIVESCAN REVENUE	16,510	20,965	10,000	13,850	14,000
217-000-580.01	SOR REVENUE	250	1,150	2,000	850	2,000
Totals for dept 000 - REVENUES		16,760	22,115	12,000	14,700	16,000
TOTAL ESTIMATED REVENUES		16,760	22,115	12,000	14,700	16,000
EXPENDITURE APPROPRIATIONS						
Dept 301 - POLICE						
217-301-811.00	PROFESSIONAL & CONTRACT	0	0	15,000	5,945	15,000
217-301-956.00	MISCELLANEOUS	20,569	9,026	0	0	0
217-301-956.01	SOR EXPENSE	120	690	0	0	0
217-301-983.00	CAPITAL OUTLAY - EQUIPMENT		905	1,000	732	1,000
Totals for dept 301 - POLICE		20,689	10,621	16,000	6,677	16,000
TOTAL EXPENDITURE APPROPRIATIONS		20,689	10,621	16,000	6,677	16,000
NET OF REVENUES/APPROPRIATIONS - FUND 217		(3929.37)	11494.47	(4000.00)	8022.55	
BEGINNING FUND BALANCE		83788.85	79859.48	91353.95	91353.95	99,377
ENDING FUND BALANCE		79859.48	91353.95	87353.95	99376.50	99,377

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

STREET LIGHTS FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
219-000-412.00	DELINQUENT PERSONAL PROF	48	42	50	59	100
219-000-637.00	SPECIAL ASSESSMENT	244,510	204,427	206,735	218,275	232,000
219-000-664.00	INTEREST INCOME	907	2,117	0	9,321	10,000
219-000-672.00	SPECIAL ASSESSMENTS	5,018	0	0	1	0
Totals for dept 000 - REVENUES		250,484	206,586	206,785	227,655	242,100
TOTAL ESTIMATED REVENUES		250,484	206,586	206,785	227,655	242,100
EXPENDITURE APPROPRIATIONS						
Dept 448 - STREET LIGHTS						
219-448-921.00	UTILITIES - ELECTRIC	260,551	224,935	245,000	187,048	242,100
Totals for dept 448 - STREET LIGHTS		260,551	224,935	245,000	187,048	242,100
TOTAL EXPENDITURE APPROPRIATIONS		260,551	224,935	245,000	187,048	242,100
NET OF REVENUES/APPROPRIATIONS - FUND 219		(10,068)	(18,349)	(38,215)	40,608	
BEGINNING FUND BALANCE		216,822	206,754	188,406	188,406	229,013
ENDING FUND BALANCE		206,754	188,406	150,191	229,013	229,013

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

RUBBISH COLLECT FUNC DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES					
226-000-664.00 INTEREST INCOME	795	2,068	3,000	13,144	3,000
226-000-672.00 SPECIAL ASSESSMENTS	542,488	565,561	563,900	566,825	566,500
226-000-699.00 INTERFUND TRANSFERS IN	100,000	0	0	0	0
Totals for dept 000 - REVENUES	643,283	567,629	566,900	579,969	569,500
TOTAL ESTIMATED REVENUES	643,283	567,629	566,900	579,969	569,500
EXPENDITURE APPROPRIATIONS					
Dept 527 - RUBBISH COLLECTION/DISPOSAL					
226-527-727.00 OFFICE SUPPLIES	0	303	0	0	0
226-527-730.00 POSTAGE	0	2,168	0	0	0
226-527-811.00 PROFESSIONAL & CONTRACTL	500,787	525,924	550,000	442,533	568,500
226-527-903.00 PUBLIC NOTICES		836			1,000
Totals for dept 527 - RUBBISH COLLECTION/DISPOSAL	500,787	529,230	550,000	442,533	569,500
TOTAL EXPENDITURE APPROPRIATIONS	500,787	529,230	550,000	442,533	569,500
NET OF REVENUES/APPROPRIATIONS - FUND 226	142,497	38,400	16,900	137,436	
BEGINNING FUND BALANCE	(89,247)	53,249	91,649	91,649	229,085
ENDING FUND BALANCE	53,249	91,649	108,549	229,085	229,085

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

DISASTER RESPONSE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
258-000-573.00	FEDERAL GRANTS	10,636	0	41,608	41,608	0
258-000-574.00	STATE GRANTS	16,924	0	0	0	0
258-000-699.00	INTERFUND TRANSFERS IN					40,000
Totals for dept 000 - REVENUES		27,560		41,608	41,608	40,000
TOTAL ESTIMATED REVENUES		27,560		41,608	41,608	40,000
EXPENDITURE APPROPRIATIONS						
Dept 425 - DISASTER RESPONSE						
258-425-703.00	OVERTIME	3,235	0	0	0	0
258-425-715.00	FICA/MEDICARE	224	0	0	0	0
258-425-718.00	DEFINED CONTRIBUTION PEN	383	0	0	0	0
258-425-727.00	OFFICE SUPPLIES	22	0	0	0	0
258-425-740.00	OPERATING SUPPLIES	602	0	0	0	0
258-425-747.00	SMALL TOOLS & EQUIPMENT	623	0	0	0	0
258-425-811.00	PROFESSIONAL & CONTRACTL	1,534	1,440	90,730	90,692	40,000
258-425-983.00	CAPITAL OUTLAY - EQUIPMEN	5,122	0	0	0	0
Totals for dept 425 - DISASTER RESPONSE		11,746	1,440	90,730	90,692	40,000
TOTAL EXPENDITURE APPROPRIATIONS		11,746	1,440	90,730	90,692	40,000
NET OF REVENUES/APPROPRIATIONS - FUND 258		15,814	(1,440)	(49,122)	(49,084)	
BEGINNING FUND BALANCE		34,748	50,561	49,122	49,122	38
ENDING FUND BALANCE		50,561	49,122	0	38	38

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

LAW ENFORCEMENT TRAINING		2021	2022	2023	2023	2024
DESCRIPTION		ACTUAL	ACTUAL	AMENDED	YTD	PROPOSED
ESTIMATED REVENUES						
266-000-577.00	STATE GRANTS - PUBLIC SAFE	6,399	2,672	0	11,265	0
266-000-603.00	MISC INCOME	495	0	0	675	25,000
266-000-675.00	PRIVATE CONTRIBUTIONS & I	598	2,700		4,023	
266-000-699.00	INTERFUND TRANSFERS IN	13,000	40,000	25,000	28,400	25,000
Totals for dept 000 - REVENUES		20,492	45,372	25,000	44,362	50,000
TOTAL ESTIMATED REVENUES		20,492	45,372	25,000	44,362	50,000
EXPENDITURE APPROPRIATIONS						
Dept 320 - STATE TRAINING MONEY						
266-320-960.00	TRAINING	17,815	14,092	20,000	20,707	20,000
266-320-960.01	TUITION REIMBURSEMENT		24,031	38,400	92,856	30,000
Totals for dept 320 - STATE TRAINING MONEY		17,815	38,123	58,400	113,563	50,000
TOTAL EXPENDITURE APPROPRIATIONS		17,815	38,123	58,400	113,563	50,000
NET OF REVENUES/APPROPRIATIONS - FUND 266		2677.19	7248.28	(33400.00)	(69200.33)	
BEGINNING FUND BALANCE		11058.33	13735.52	20983.80	20983.80	1,783
ENDING FUND BALANCE		13735.52	20983.80	(12416.20)	(48216.53)	1,783

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

SWET FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
267-000-574.00	STATE GRANTS	93,425	89,861	93,120	65,380	93,120
Totals for dept 000 - REVENUES		93,425	89,861	93,120	65,380	93,120
TOTAL ESTIMATED REVENUES		93,425	89,861	93,120	65,380	93,120
EXPENDITURE APPROPRIATIONS						
Dept 301 - POLICE						
267-301-702.00	WAGES - SUPPORT STAFF	75,585	76,999	78,710	62,862	78,710
267-301-715.00	FICA/MEDICARE	5,507	5,771	6,020	4,720	6,020
267-301-716.00	HEALTH INSURANCE PREMIUM	11,516	6,251	7,500	4,629	7,500
267-301-717.00	LIFE INS/STD/LTD	712	729	715	588	715
267-301-913.00	INSURANCE - WORKERS COMI	106	110	175	125	175
Totals for dept 301 - POLICE		93,425	89,861	93,120	72,924	93,120
TOTAL EXPENDITURE APPROPRIATIONS		93,425	89,861	93,120	72,924	93,120
NET OF REVENUES/APPROPRIATIONS - FUND 267					0	
BEGINNING FUND BALANCE						0
ENDING FUND BALANCE					0	0

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

COMMUNITY POLICE		2021	2022	2023	2023	2024
FUND	DESCRIPTION	ACTUAL	ACTUAL	AMENDED	YTD	PROPOSED
272-000-412.00	DELINQUENT PERSONAL PROJ	0	0	0	216	0
272-000-664.00	INTEREST INCOME	0	15	0	18,061	0
272-000-672.00	SPECIAL ASSESSMENTS	0	0	775,245	813,939	534,000
Totals for dept 000 - REVENUES		0	15	775,245	832,216	534,000
TOTAL ESTIMATED REVENUES		0	15	775,245	832,216	534,000
EXPENDITURE APPROPRIATIONS						
Dept 301 - POLICE						
272-301-702.00	WAGES - SUPPORT STAFF	0	0	445,745	0	400,000
272-301-709.00	LONGEVITY PAY	0	0	13,460	0	10,000
272-301-715.00	FICA/MEDICARE	0	0	59,305	0	32,000
272-301-716.00	HEALTH INSURANCE PREMIUM	0	0	125,000	0	
272-301-717.00	LIFE INS/STD/LTD	0	0	8,100	0	7,000
272-301-718.01	DEFINED BENEFIT PENSION	0	0	78,005	0	55,000
272-301-748.00	PERSONAL EQUIPMENT ALLO'	0	0	8,800	0	7,000
272-301-913.00	INSURANCE - WORKERS COMI	0	0	23,135	0	23,000
Totals for dept 301 - POLICE		0	0	761,550	0	534,000
TOTAL EXPENDITURE APPROPRIATIONS		0	0	761,550	0	534,000
NET OF REVENUES/APPROPRIATIONS - FUND 272		0	15	13,695	832,216	
BEGINNING FUND BALANCE		0	0	15	15	832,231
ENDING FUND BALANCE			15	13,710	832,231	832,231

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

ARPA FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
285-000-664.00	INTEREST INCOME	62	34,932	20,000	59,325	50,000
Totals for dept 000 - REVENUES		62	34,932	20,000	59,325	50,000
TOTAL ESTIMATED REVENUES						
		62	34,932	20,000	59,325	50,000
NET OF REVENUES/APPROPRIATIONS - FUND 285						
BEGINNING FUND BALANCE			62	34,994	34,994	94,320
ENDING FUND BALANCE		62	34,994	54,994	94,320	144,320

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

ROAD DEBT FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
301-000-403.00	CURRENT PERS & REAL PROPE	1,183,388	1,174,224	1,204,215	1,205,222	1,220,000
301-000-403.01	PMT IN LIEU OF TAX (PILOT)	5,026	5,275	5,000	0	5,000
301-000-404.00	INDUSTRIAL FACILITIES TAX - /	0	0	950	0	950
301-000-412.00	DELINQUENT PERSONAL PROJ	535	1,848	500	747	500
301-000-573.00	LOCAL COMMUNITY STABILIZ	91,635	87,107	50,000	0	50,000
301-000-664.00	INTEREST INCOME	177	8,126	5,250	21,124	5,250
Totals for dept 000 - REVENUES		1,280,761	1,276,581	1,265,915	1,227,092	1,281,700
TOTAL ESTIMATED REVENUES		1,280,761	1,276,581	1,265,915	1,227,092	1,281,700
EXPENDITURE APPROPRIATIONS						
Dept 906 - ROAD IMPROVEMENT						
301-906-910.00	DEBT SERVICE - PRINCIPAL	1,000,000	1,100,000	1,100,000	1,100,000	1,100,000
301-906-915.00	DEBT SERVICE - INTEREST	163,000	142,000	118,625	65,500	118,625
301-906-956.00	MISCELLANEOUS	0	0	0	0	62,575
301-906-996.00	PAYING AGENT/BANK FEES	500	500	500	500	500
Totals for dept 906 - ROAD IMPROVEMENT		1,163,500	1,242,500	1,219,125	1,166,000	1,281,700
TOTAL EXPENDITURE APPROPRIATIONS		1,163,500	1,242,500	1,219,125	1,166,000	1,281,700
NET OF REVENUES/APPROPRIATIONS - FUND 301		117,261	34,081	46,790	61,092	
BEGINNING FUND BALANCE		342,697	459,959	494,040	494,040	555,132
ENDING FUND BALANCE		459,959	494,040	540,830	555,132	555,132

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

TOWNSHIP BUILDING & GROUNDS FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
402-000-699.00	INTERFUND TRANSFERS IN	0	278,690	280,000	280,000	280,000
Totals for dept 000 - REVENUES		0	278,690	280,000	280,000	280,000
		0				
TOTAL ESTIMATED REVENUES			278,690	280,000	280,000	280,000
EXPENDITURE APPROPRIATIONS						
Dept 265 - MAINTENANCE						
402-265-811.00	PROFESSIONAL & CONTRACTL	0	49,333	0	0	0
402-265-975.00	BUILDING IMPROVEMENTS	110,996	118,623	225,000	42,897	225,000
402-265-983.00	CAPITAL OUTLAY - EQUIPMENT			55,000	13,000	55,000
Totals for dept 265 - MAINTENANCE		110,996	167,957	280,000	55,897	280,000
TOTAL EXPENDITURE APPROPRIATIONS		110,996	167,957	280,000	55,897	280,000
NET OF REVENUES/APPROPRIATIONS - FUND 402		(110,996)	110,733	0	224,103	0
BEGINNING FUND BALANCE		166,885	55,889	166,622	166,622	390,726
ENDING FUND BALANCE		55,889	166,622	166,622	390,726	390,726

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

GOLF COURSE FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
584-000-607.00	LEASE FEES	541	498	0	0	1,000
584-000-699.00	INTERFUND TRANSFERS IN	15,000	15,000	15,000	15,000	15,000
Totals for dept 000 - REVENUES		15,541	15,498	15,000	15,000	16,000
TOTAL ESTIMATED REVENUES		15,541	15,498	15,000	15,000	16,000
EXPENDITURE APPROPRIATIONS						
Dept 698 - GOLF COURSE						
584-698-811.00	PROFESSIONAL & CONTRACTUAL SVC		7,500	7,500	16,317	16,000
584-698-814.00	OTHER REPAIRS & MAINT	8,077	2,208	0	0	0
584-698-983.00	CAPITAL OUTLAY - EQUIPMENT		9,908	7,500	0	0
Totals for dept 698 - GOLF COURSE		8,077	19,616	15,000	16,317	16,000
TOTAL EXPENDITURE APPROPRIATIONS		8,077	19,616	15,000	16,317	16,000
NET OF REVENUES/APPROPRIATIONS - FUND 584		7,464	(4,118)	0	(1,317)	0
BEGINNING FUND BALANCE		13,320	20,784	16,666	16,666	15,349
ENDING FUND BALANCE		20,784	16,666	16,666	15,349	15,349

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

POLICE CAPITAL IMPROVEMENT FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
810-000-412.00	DELINQUENT PERSONAL PROF	56	36	50	44	50
810-000-573.00	GRANT MONIES	0	0	0	154,731	0
810-000-603.00	MISC INCOME	0	10,000	0	6,758	0
810-000-664.00	INTEREST INCOME	2,217	5,972	5,500	18,669	5,500
810-000-672.00	POLICE CAPITAL SPECIAL ASSE	298,794	153,182	155,050	162,646	172,000
810-000-673.01	SALE OF POLICE ASSETS	462,875	0	0	14,898	0
Totals for dept 000 - REVENUES		763,943	169,191	160,600	357,746	177,550
TOTAL ESTIMATED REVENUES		763,943	169,191	160,600	357,746	177,550
EXPENDITURE APPROPRIATIONS						
Dept 440 - CAPITAL IMPROVEMENT						
810-440-983.00	CAPITAL OUTLAY - EQUIPMEN	376,086	384,938	300,000	345,414	300,000
810-440-983.05	CAPITAL OUTLAY - VEHICLES	0	0	113,000	5,430	113,000
810-440-999.00	INTERFUND TRANSFERS OUT	97,443	0	0	0	0
Totals for dept 440 - CAPITAL IMPROVEMENT		473,529	384,938	413,000	350,844	413,000
TOTAL EXPENDITURE APPROPRIATIONS		473,529	384,938	413,000	350,844	413,000
NET OF REVENUES/APPROPRIATIONS - FUND 810		290,414	(215,747)	(252,400)	6,902	(235,450)
BEGINNING FUND BALANCE		561,696	852,110	636,363	636,363	643,266
ENDING FUND BALANCE		852,110	636,363	383,963	643,266	407,816

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

FIRE CAPITAL IMPROVEMENT FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
811-000-412.00	DELINQUENT PERSONAL PROF	94	100	100	147	100
811-000-573.00	GRANT MONIES	0	0	0	25,050	0
811-000-603.00	MISC REVENUE	0	26,594	0	0	0
811-000-664.00	INTEREST INCOME	6,235	17,641	10,000	36,373	10,000
811-000-667.00	RENTAL INCOME	16,162	17,545		18,674	
811-000-672.00	SPECIAL ASSESSMENT	498,072	509,047	516,830	542,444	576,500
811-000-673.02	SALE OF ASSETS - FIRE	8,045	0		49,618	0
811-000-696.00	PROCEEDS FROM SALE OF BO	0	0	11,000,000	0	0
Totals for dept 000 - REVENUES		528,607	570,927	11,526,930	672,306	586,600
TOTAL ESTIMATED REVENUES		528,607	570,927	11,526,930	672,306	586,600
EXPENDITURE APPROPRIATIONS						
Dept 440 - CAPITAL IMPROVEMENT						
811-440-975.01	BUILDINGS - EASTWOOD STA1	40,347	252,736	11,750,000	0	0
811-440-983.00	CAPITAL OUTLAY - EQUIPMEN	149,244	19,315	107,500	75,631	40,000
811-440-983.04	ENGINE REPLACEMENT	601,004	0	0	0	0
811-440-983.05	CAPITAL OUTLAY - VEHICLES		62,053	71,000	84,938	71,000
811-440-983.06	STATION UPGRADES & EQUIP	26,341	57,140	179,000	7,717	160,000
811-440-983.08	BUILDING IMPROVEMENTS - \	2,194	2,320	500	352	500
811-440-983.10	BUILDING IMPROVEMENTS - f	1,933	2,043	500	308	500
Totals for dept 440 - CAPITAL IMPROVEMENT		821,063	395,606	12,108,500	168,946	272,000
TOTAL EXPENDITURE APPROPRIATIONS		821,063	395,606	12,108,500	168,946	272,000
NET OF REVENUES/APPROPRIATIONS - FUND 811		(292,456)	175,321	(581,570)	503,360	314,600
BEGINNING FUND BALANCE		2,129,916	1,837,460	2,012,781	2,012,781	2,516,141
ENDING FUND BALANCE		1,837,460	2,012,781	1,431,211	2,516,141	2,830,741

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

STREET IMPROVEMENT FUND DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES					
812-000-664.00 INTEREST INCOME	71	330	300	1,140	1,000
Totals for dept 000 - REVENUES	71	330	300	1,140	1,000
TOTAL ESTIMATED REVENUES	71	330	300	1,140	1,000
NET OF REVENUES/APPROPRIATIONS - FUND 812	71	330	300	1,140	1,000
BEGINNING FUND BALANCE	38,416	38,487	38,817	38,817	39,957
ENDING FUND BALANCE	38,487	38,817	39,117	39,957	40,957

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

WATER IMPROVEMENT FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
871-000-654.00	WATER SURCHARGE FEES	84,311	91,446	101,388	52,322	100,000
871-000-664.00	INTEREST INCOME	958	3,897	5,000	15,137	20,000
871-000-669.00	INTEREST ON SPEC. ASSESS.	350	39	0	0	0
871-000-672.00	SPECIAL ASSESSMENTS	4,568	0	0	0	0
871-000-677.00	WATER CONNECTION FEE	7,000	0	0	2,700	0
Totals for dept 000 - REVENUES		97,186	95,381	106,388	70,160	120,000
TOTAL ESTIMATED REVENUES		97,186	95,381	106,388	70,160	120,000
EXPENDITURE APPROPRIATIONS						
Dept 441 - WATER IMPROVEMENT		0	0	0	0	0
871-441-732.00	DUES/SUBS/PUBL	13,750	10,312	13,750	11,876	13,750
871-441-815.00	OTHER FEES	504	466	550	126	550
871-441-820.00	ENGINEERING FEES	0	240	500	3,696	500
871-441-827.00	LEGAL SERVICES	100	0	500	0	500
Totals for dept 441 - WATER IMPROVEMENT		14,354	11,018	15,300	15,698	15,300
TOTAL EXPENDITURE APPROPRIATIONS		14,354	11,018	15,300	15,698	15,300
NET OF REVENUES/APPROPRIATIONS - FUND 871		82,832	84,363	91,088	54,462	104,700
BEGINNING FUND BALANCE		340,512	423,344	507,707	507,707	562,170
ENDING FUND BALANCE		423,344	507,707	598,795	562,170	666,870

**CHARTER TOWNSHIP OF KALAMAZOO
2024 PROPOSED BUDGET**

SEWER IMPROVEMENT FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 AMENDED	2023 YTD	2024 PROPOSED
ESTIMATED REVENUES						
883-000-528.00	FEDERAL GRANTS - OTHER	0	0	0	500,000	0
883-000-654.00	SEWER SURCHARGE FEES	281,853	401,615	446,250	225,284	446,250
883-000-664.00	INTEREST INCOME	9,740	32,897	35,000	114,748	100,000
883-000-669.00	INTEREST ON SPEC. ASSESS.	711	367	0		
883-000-672.00	SPECIAL ASSESSMENTS	8,011	1,939	0	11,950	0
883-000-679.00	CONNECTION FEES	0	0	7,500	15,000	7,500
Totals for dept 000 - REVENUES		300,315	436,819	488,750	866,983	553,750
TOTAL ESTIMATED REVENUES		300,315	436,819	488,750	866,983	553,750
EXPENDITURE APPROPRIATIONS						
Dept 520 - SEWER IMPROVEMENT						
883-520-732.00	MEMBERSHIPS	11,250	8,437	11,250	13,126	15,000
883-520-815.00	OTHER FEES	2,016	2,054	2,100	1,504	2,100
883-520-820.00	ENGINEERING FEES	16,476	69,677	24,400	6,583	24,400
883-520-827.00	LEGAL SERVICES	0	80	100	0	100
883-520-921.00	UTILITIES - ELECTRIC	612	900	750	266	750
883-520-930.00	MAINTENANCE - SEWER	55,066	62,134	93,400	24,486	93,400
883-520-973.00	CONSTRUCTION COSTS	84,430	23,400	3,214,100	1,445,425	2,500,000
Totals for dept 520 - SEWER IMPROVEMENT		169,850	166,681	3,346,100	1,491,389	2,635,750
TOTAL EXPENDITURE APPROPRIATIONS		169,850	166,681	3,346,100	1,491,389	2,635,750
NET OF REVENUES/APPROPRIATIONS - FUND 883		130,465	270,138	(2,857,350)	(624,406)	(2,082,000)
BEGINNING FUND BALANCE		3,585,661	3,716,126	3,986,264	3,986,264	3,361,857
ENDING FUND BALANCE		3,716,126	3,986,264	1,128,914	3,361,857	1,279,857



1720 Riverview Drive
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Fax: (269) 381-3550
www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9A 11272023

FOR MEETING DATE: November 27, 2023

SUBJECT: 2024 Schedule for Meetings and Holidays

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Resolution to Set Charter Township of Kalamazoo 2024 Schedule for Meetings and Holidays

Financing Cost: _____

Source: General Fund _____

Grant _____

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Supervisor Don Martin

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 **NO LATER THAN NOON ON 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.

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

Charter Township of Kalamazoo

2024 Schedule for Board of Trustees

Work Sessions and Regular Meetings

Meeting Location: Township Administrative Offices, 1720 Riverview Dr., Kalamazoo, MI 49004-1099 or via Zoom Mtg. in accordance with State rules

Regular Board Meetings: 2nd & 4th Monday of every month at 7:30 p.m. unless otherwise noted. Regular board meetings are televised live on Charter Communications channel 190.

Board of Trustees Meeting Dates

January 8	Work Session	Regular Meeting
January 22		Regular Meeting
February 12	Work Session	Regular Meeting
February 26		Regular Meeting
March 11	Work Session	Regular Meeting
March 25		Regular Meeting
April 8	Work Session	Regular Meeting
April 22		Regular Meeting
May 13	Work Session	Regular Meeting
June 10	Work Session	Regular Meeting
June 24		Regular Meeting
July 8	Work Session	Regular Meeting
July 22		Regular Meeting
August 12	Work Session	Regular Meeting
August 26		Regular Meeting
September 9	Work Session	Regular Meeting
September 23		Regular Meeting
October 14	Work Session	Regular Meeting
October 21		Budget Discussion
October 28		Regular Meeting
November 25		Regular Meeting
December 9	Work Session	Regular Meeting

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Kalamazoo Charter Township Board held on _____, the original of which resolution is on file in my office, 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 Mackie, Clerk

Zoning Board of Appeals 2024

Meeting Location: Township Administrative Offices, 1720 Riverview Dr., Kalamazoo, MI 49004-1099 or via Zoom Mtg. in accordance with State rules

Zoning Board of Appeals: Third Wednesday of each month at 7:00 p.m.

Zoning Board of Appeals Dates

January 17	ZBA Meeting
February 21	ZBA Meeting
March 20	ZBA Meeting
April 17	ZBA Meeting
May 15	ZBA Meeting
June 12	ZBA Meeting
July 17	ZBA Meeting
August 21	ZBA Meeting
September 18	ZBA Meeting
October 16	ZBA Meeting
November 20	ZBA Meeting
December 18	ZBA Meeting

Planning Commission 2024

Meeting Location: Township Administrative Offices, 1720 Riverview Dr., Kalamazoo, MI 49004-1099 or via Zoom Mtg. in accordance with State rules

Planning Commission: First Thursday of each month at 6:00 p.m.

Planning Commission Meeting Dates

January 4	Planning Commission Meeting
February 1	Planning Commission Meeting
March 7	Planning Commission Meeting
April 4	Planning Commission Meeting
May 2	Planning Commission Meeting
June 6	Planning Commission Meeting
July 11	Planning Commission Meeting
August 1	Planning Commission Meeting
September 5	Planning Commission Meeting
October 3	Planning Commission Meeting
November 7	Planning Commission Meeting
December 5	Planning Commission Meeting

**Charter Township of Kalamazoo
2024 Observed Holidays**

January 1	New Year's Day Observed	Wednesday
January 15	Martin Luther King Day	Monday
February 19	President's Day Observed	Monday
May 27	Memorial Day Observed	Monday
June 19	Juneteenth	Wednesday
July 4	Independence Day Observed	Thursday + Friday.
September 2	Labor Day	Monday
November 11	Veterans' Day	Monday
November 28	Thanksgiving Day	Thursday
November 29	Day After Thanksgiving	Friday
December 25	Christmas Day Observed	Wednesday

Pending Approval by Board of Trustees November 27, 2023

The Supervisor declared the motion carried out 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 Charter Township Board held on _____, the original of which resolution is on file in my office, 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 Mackie, Clerk



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www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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

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

**Kalamazoo Charter Township
Kalamazoo County, Michigan**

**Resolution Adopting Poverty Exemption Income Guidelines
For Property Taxes**

WHEREAS, the General Property Tax Act, Act 390 of 1994, as amended, requires the Township Board to adopt guidelines for poverty exemptions; and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, as amended, the Township Board of Kalamazoo Charter Township, Kalamazoo County, Michigan adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to: the specific income level of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year:

NOW THEREFORE, BE IT HEREBY RESOLVED that the Township Board of Kalamazoo Charter Township, Kalamazoo County, Michigan, hereby adopts by reference the United States Department of Health and Human Services poverty exemption guidelines, as they are provided for 2024 as follows:

Size of Family Unit	Poverty Guidelines
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For each additional person	\$5,140

BE IT FURTHER RESOLVED that in order to be eligible for consideration of a whole (100%) or partial property tax exemption, of (75%, 50%, or 25%) a person shall be required to establish that those living in the principal residence meet the poverty exemption guidelines, and the asset test as adopted by the Township Board on November 27, 2023.

BE IT FURTHER RESOLVED that in order to be eligible for consideration of a whole or partial property tax exemption, a person shall do the following on an annual basis, which

shall establish for the Township Board of Review the income and asset level and shall constitute an application for consideration of a full or partial poverty tax exemption:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested; and
- 2) File Michigan Treasury Form 5736 “Application for MCL 211.7u Poverty Exemption”; and Michigan Treasury Form 5739 “Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty” with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year; and
- 3) File a claim reporting that the combined assets of all persons residing in the residence for which poverty exemption is sought do not exceed the current United States Department of Health and Human Services Poverty income guidelines; and
- 4) Establish the amount of assets for the owner/occupants of such principal residence which may include, but are not limited to, real estate other than the principal residence, motor vehicles, recreational vehicles and equipment, savings accounts, checking accounts, stocks, and bonds. Such assets will be compared to the asset level guidelines adopted by the Kalamazoo Charter Township Board on November 27, 2023; and
- 5) Produce a valid driver’s license or other form of identification if requested; and
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence; and
- 7) The application for an exemption shall be filed after January 1, but at least one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption; and

IT IS HEREBY FURTHER RESOLVED that in accordance with PA 253 of 2020, the Board of Review is not permitted to deviate from these guidelines, nor the total asset value contained on the asset level test for 2023 approved by the Township Board on November 27, 2023; and

IT IS FURTHER RESOLVED that the following documents shall be posted on the Township's website at www.ktwp.org as soon as practicable after the date of adoption as certified hereon:

- Poverty income guidelines and procedure (this document); and
- Michigan Treasury Form 5737-Application
- Michigan Treasury Form 5739-Affirmation of Ownership
- Michigan Treasury Form 4988-Affidavit/No Income Tax Filed
- Asset level test adopted by the Township Board on November 27, 2023.

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 Supervisor declared the motion carried and the resolution duly adopted.

KALAMAZOO CHARTER TOWNSHIP

By: _____
Mark E. Miller, Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Kalamazoo Charter Township Board held on November 27, 2023; the original of which resolution is on file in my office; 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 Mackie, Clerk
Charter Township of Kalamazoo
Kalamazoo County, Michigan

Attest:

Donald D. Martin, Supervisor



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Fax: (269) 381-3550
www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9C 11272023

FOR MEETING DATE: November 27, 2023

SUBJECT: 2024 Asset Level Test Resolution

REQUESTING DEPARTMENT: Assessing/ Legal

SUGGESTED MOTION:

Move to Adopt the resolution approving the Asset level Test the Board of Review for 2024

Financing Cost: \$0

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Submitted by: rca

Recommendation: Yes

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 NO LATER THAN NOON ON 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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CHARTER TOWNSHIP OF KALAMAZOO
KALAMAZOO COUNTY, MICHIGAN

ASSET LEVEL TEST FOR BOARD OF REVIEW

WHEREAS, MCL 211.7u of the General Property Tax Act of the State of Michigan allows a property tax exemption for the principal residence of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges; and

WHEREAS, the Kalamazoo Township Board has adopted poverty income guidelines with respect to the General Property Tax Act; and

WHEREAS, the Kalamazoo Township Board is also required to adopt an “asset level test” for use by the Supervisor and Board of Review in determining whether to grant a full or partial exemption for a property owned by person(s) who meet the poverty income guidelines; and

WHEREAS, the Kalamazoo Township Board has determined what level of particular assets should be considered by the Board of Review in making such determination.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the “asset level test” for consideration by the Supervisor and Board of Review in making a determination as to whether a property that meets the poverty income guidelines is eligible for a full or partial exemption of property taxes in accordance with MCL 211.7u is as follows:

1. A person seeking an exemption shall file a separate affidavit (Michigan Treasury Form 4988) signed by each member of the household over the age of 18 (including the owner) residing in the residence for which exemption is sought in order to establish to the

Board of Review that no person over the age of 18 residing on said property was required to file federal or state income tax returns in the years 2021 and 2022.

2. No more than one motor vehicle for each licensed driver residing full time at the property in an amount not to exceed \$15,000 in value for each.
3. Checking and savings accounts in total amount not exceeding 25% of the current annual poverty guideline for a single person (\$3,645 in 2023), making \$3,645 the value of bank accounts permitted in 2023.
4. Additional valuable assets including but not limited to stocks, bonds, jewelry, boats, equipment, recreational vehicles, additional real estate, and the like may be considered by the Board of Review in determining whether to grant a full or partial exemption for properties whose owners meet the poverty income guidelines.
5. The maximum cumulative amount of assets owned other than the home is limited to \$18,000. All other owned assets above this total amount shall be deemed to be available for payment of property taxes, whether liquid or not.
6. The Township Board of Review may require an applicant for poverty exemption to establish documentary proof that these asset levels are not exceeded.

7. If a taxpayer qualifies for a poverty exemption, the Board of Review is permitted to grant only a 100%, 75%, 50%, or 25% reduction in taxable value. No other percentage value reductions shall be permitted.
8. The Board of Review is not permitted to deviate from these guidelines.

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 Supervisor declared the motion carried and the resolution duly adopted.

Lisa Mackie, Clerk
Charter Township of Kalamazoo

Attest:

Donald D. Martin, Supervisor

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 November 27, 2023; the original of which resolution is on file in my office; that the meeting was conducted and public notice of the meeting was given pursuant to an 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 Mackie, Clerk
Charter Township of Kalamazoo
Kalamazoo County, Michigan

The Asset Level Test has been modified to coincide with the requirements of the Michigan Department of Treasury Letters. In short, the Township must provide a "maximum" level for assets that can be owned in order to obtain an exemption or partial poverty exemption; the prior requirement of owning a business has been removed because there is a separate test for that; each member of the household that was not required to file income taxes in the prior year must file a form stating such with the township; and the Board of Review cannot deviate from the 25, 50, 75, 100 % reductions set by the Department of Treasury without prior approval.



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www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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

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

**RESOLUTION ESTABLISHING TRANSFER FEE FOR ADULT-USE MARIJUANA
LICENSE TRANSFERS**

Resolution No. _____

Adopted: November 27, 2023

WHEREAS, Ordinance No. 637 amended the Kalamazoo Charter Township Adult Use Marijuana Establishments Ordinance (Ordinance No. 614) to, among other things, allow for the transfer of an existing establishment license to another entity; and

WHEREAS, Ordinance No. 637 allows the Township Board of the Charter Township of Kalamazoo to establish an adult use marijuana establishment license transfer fee approximating the administrative costs to process and effectuate the transfer; and

WHEREAS, the Township Board of Kalamazoo Charter Township wishes to establish the transfer fee for existing adult use marijuana licenses at \$200, which amount approximates the costs to the township for the processing and effectuating of the transfer.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Township Board of the Charter Township of Kalamazoo sets the transfer fee for transfers of existing adult use marijuana licenses at \$200.00 which approximates the costs to the township in processing and effectuating the transfer.

Motion was made by _____; supported 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 Resolution duly adopted.

Charter Township of Kalamazoo

Lisa Mackie, Clerk
Charter Township of Kalamazoo

CERTIFICATE

The undersigned hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of Kalamazoo Township on _____, 2023 the original of which resolution is on file in the office of the Township Clerk, at which meeting a quorum was present, that said meeting was conducted in accordance with the Open Meetings Act of the State of Michigan and that the members of said Board voted upon said Resolution as hereinbefore set forth and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

Lisa Mackie, Clerk
Charter Township of Kalamazoo

Attest:

Donald D. Martin, Supervisor



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www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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

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**Kalamazoo Regional Water & Wastewater Commission
c/o Charter Township of Comstock
PO Box 449 / Comstock, MI 49041**

Chair: Jeff Sorensen <supervisor@coopertwp.org> 269-207-1156

Vice-Chair: Nick Loeks <nloeks@texastownship.org> 269-375-1591

Secretary-Treasurer: Lysanne Harma <lharma@richlandtwp.net> 269-269-4921

Director: Rich Pierson <rp5343@yahoo.com> (269-998-4587)

Assistant Director: Tim Hudson <thudson5653@charter.net> (269-384-5113)

Membership: Alamo Township; Brady Township; Charleston Township; Comstock
Charter Township; Cooper Charter Township; Kalamazoo Charter Township;
Oshtemo Charter Township; Pavilion Charter Township; Richland Township; Ross Township
Schoolcraft Township, Schoolcraft Village; Texas Charter Township

Dear Regional Commission “Water” Contract signers:

11/8/2023

RE: Proposed Water Agreement Amendment for System Capacity Buy-in Fee (SCBF)
: Wellhead Protection Ordinance approval (per Water Agreement)

Water Amendment: Pursuant to the last several Regional Commission meetings, the Regional Commission has recommended the respective municipalities approve the Water Agreement amendment to implement a System Capacity Buy-In Fee (“SCBF”). Details of this amendment have been developed over the last 12 months at the Utility Policy Committee (including the City) and the amendment is viewed as beneficial to all parties.

Attached for your upcoming Board meetings are the following:

1. Memorandum from Timothy Ferrand (Legal Counsel to RC) dated 9/11/2023
2. Regional Commission / UPC approved Water Agreement red-lined changes
(note: Appendices A-F are unchanged and not included in the above)
3. New Appendix G – calculation of System Capacity Buy-in Fee
4. Water Agreement complete - incorporating SCBF amendments and Appendix G
5. Signature page(s) (note: provided separate pages for convenience and sending to Mr. Ferrand)

UPC members will/can be in attendance to introduce the above at one of your upcoming meetings, with the goal of having all approvals before 1/1/2024 (or very close after that date). This would be accomplished in an open session, with discussion and subsequent proposed motion to approve.

Assuming approval of the contract amendment, please mail your executed original signature page to Attorney Tim Ferrand via:

Tara Lange, Asst to Timothy S. Ferrand,
Cummings, McClorey, Davis & Acho, PLC
19176 Hall Road, Suite 205
Clinton Township, MI 48038

Also, as you are aware, the Water Agreement requires each participant in the Water Agreement approve Wellhead Protection Ordinance(s), and Mr. Wheat has previously forwarded your

municipality the proposed documents, and these will be reviewed at an upcoming with your respective boards.

Respectfully submitted,
Rich Pierson, KRWWC Director

WATER SERVICE AGREEMENT

This Water Service Agreement, (“Agreement”), executed this _____ day of _____, 2020, is made by and between the City of Kalamazoo, a Michigan Municipal Corporation (“City”) and the Charter Township of Comstock, Charter Township of Cooper, Charter Township of Kalamazoo, Charter Township of Oshtemo, Township of Pavilion, Township of Richland, Village of Richland, and Charter Township of Texas, each a Michigan Municipal Township or Charter Township, collectively (“Townships”) and individually (“Township”).

RECITALS

- A. The City operates a Public Water Supply System.
- B. The City is authorized to sell treated/potable water outside of its territorial limits and the Townships are authorized to contract for the purchase/sale of treated potable water pursuant to MCL 123.141.
- C. The City previously entered into long-term Water Service Agreements with each Township.
- D. The City and the Townships desire to enter into this Water Service Agreement which shall replace and supersede the previous Water Service Agreements entered into by the City and each Township.
- E. The City and the Townships recognize that the supply of treated/potable water is vital to public health, safety and welfare.
- F. The City and the Townships desire to establish a representative Utility Policy Committee (UPC) with direct input regarding water financial and rate making activities, and the operations, maintenance, repair, and replacement of the Public Water Supply System.
- G. The City and the Townships desire to establish Equivalent Water Rates by Customer Classification, without regard to location (in the City or in the Townships).

Accordingly, the Parties agree as follows:

Article 1 – Definitions

1. **City:** The City of Kalamazoo.
2. **City Commission:** The legislative body established by Kalamazoo City Charter to exercise all authorized powers related to governance of the City.

3. **City Customers:** Each Customer located within the geographic boundary of the City, the City of Portage, and the City of Parchment.
4. **City Distribution Facilities:** Water Distribution Mains, infrastructure and appurtenances designed and used primarily for the purpose of distributing treated/potable water to the City Customers.
5. **Customer Class:** Each category of customer defined as Residential, Commercial, Industrial, and Other receiving water or water services from the Public Water Supply System as part of this Agreement.
6. **Customer:** A person or entity receiving water or water services from the Public Water Supply System as part of this Agreement.
7. **Direct Contribution:** A contribution of Production, Distribution and/or Transmission Facilities, goods, materials and/or services, or combination thereof, required of Developer(s) or Customer(s) connecting to the Public Water Supply System, designed to reduce the system-wide costs of expanding Production, Distribution and/or Transmission Facilities beyond the Existing Service Area.
- ~~7.8.~~ **System Capacity Buy In Fee:** A fee charged for each new connection to the Public Water Supply System designed to recapture the proportional share of additional available capacity in the Public Water Supply System attributable to each new connection. The System Capacity Buy In Fee shall be calculated using the methodology set forth in Appendix G (which may be revised periodically by action of the Utility Policy Committee).
- ~~8.9.~~ **Existing Service Area:** The geographic area receiving and scheduled to receive as of December 31, 2019, treated/potable water from the Utility Plant In-Service, as defined in **Appendix A.**
- ~~9.10.~~ **Historical Investment:** The purchase price of the Capital Asset.
- ~~10.11.~~ **Net Book Value:** An asset's Purchase Price less Accumulated Depreciation.
- ~~11.12.~~ **Production Facilities:** Water Wells, Pumps, and Treatment Facilities used primarily for the purpose of obtaining and producing treated/potable water for the Customers.
- ~~12.13.~~ **Public Water Supply System:** The assets, liabilities, revenues and expenses necessary to provide treated/potable water to the City Customers and Township Customers.
- ~~13.14.~~ **Public Water Supply System Capital Assets:** Property and property rights of the Public Water Supply System as identified in the Schedule of Public Water System Current Capital Assets, (**Appendix B.**).

- ~~14.15.~~ **Rate Year:** An annual period for which rates are being set.
- ~~15.16.~~ **Related Water Services:** Services related to the production, transmission and distribution of water provided to or for the Customers of the Public Water Supply System (**Appendix C**).
- ~~16.17.~~ **Retail Service Assets in the City:** The Utility Plant In-Service Used and Useful only to City Customers as further described in the Schedule of Public Water System Current Capital Assets. (**Appendix B**).
- ~~17.18.~~ **Retail Service Assets in the Townships:** The Utility Plant In-Service Used and Useful only to the Township Customers as further described in the Schedule of Public Water Supply System Current Capital Assets. (**Appendix B**).
- ~~18.19.~~ **System Connection Fee:** A fee assessed to Developer(s) or Customer(s) connecting to the Public Water Supply System designed to defray the system wide costs of expanding Production, Distribution and/or Transmission Facilities beyond the Existing Service Area.
- ~~19.20.~~ **Township Customers:** Each customer located within the geographic boundary of the Township(s).
- ~~20.21.~~ **Townships:** Charter Township of Comstock, Charter Township of Cooper, Charter Township of Kalamazoo, Charter Township of Oshtemo, Township of Pavilion, Township of Richland, Village of Richland, and Charter Township of Texas.
- ~~21.22.~~ **Township Distribution Facilities:** Water Distribution Mains, infrastructure and appurtenances designed and used primarily for the purpose of distributing treated/potable water to the Township Customers.
- ~~22.23.~~ **Transmission Facilities:** Water Transmission Mains, Booster Pumps, infrastructure and appurtenances, designed and used primarily for the purpose of transporting treated/potable water to Customers of the Public Water Supply System, including “City Transmission Facilities” constructed at the expense of the City and “Township Transmission Facilities”, constructed at the expense of the Townships and identified in **Appendix B**.
- ~~23.24.~~ **Utility Plant In-Service:** The land, facilities and equipment currently used to generate, transmit, and/or distribute water and/or water service(s) to the Customers of the Public Water System as identified in the Schedule of Public Water Supply System Current Capital Assets, (**Appendix B**).
- ~~24.25.~~ **Used and Useful:** A test to determine those Assets of the Utility Plant In-Service applicable to the Rate Base. The Utility Plant In-Service which is “in use” (not under construction or standing idle) and “useful” (actively engaged in providing service to Customers).

25-26. *Wholesale Service Assets*: The Utility Plant In-Service, Used and Useful to both City Customers and Township Customers as further described in the Schedule of Public Water Supply System Current Capital Assets. (**Appendix B**).

Article 2 – Public Water Supply

2.1 - Exclusive Right to Provide Public Water

The Townships grant the City the exclusive right to provide treated/potable water to the Township Customers. Except in the case of breach or violation, inability to perform or termination of this Agreement, no Township shall contract nor grant authority to any other person or entity to supply treated/potable water within the geographic boundaries of the Townships. This exclusivity provision shall not apply to those sections of Pavilion Township provided water by the City of Portage or those sections of Comstock Township provided water by City of Galesburg. Further, upon request from Richland Township, the UPC will decide whether those sections of Richland Township not provided treated/potable water by the City, may be provided treated /potable water by the Gull Lake Sewer and Water Authority. The UPC will make this decision based upon practical considerations which may include, but are not limited to, the cost of infrastructure, cost of providing water services and the overall impact on Water Rates. Further, nothing herein precludes the wholesale/bulk sale of water from the City to the Gull Lake Sewer and Water Authority.

2.2 – Duty to Provide Public Water

The City shall deliver treated/potable water consistent with applicable federal and Michigan standards/regulations to all Customers at substantially similar pressure and quality. The City shall not be liable in damages for any temporary interruption or disruption of service, water quality or pressure. The City and Townships agree that the provision of Water Services under this Agreement is a governmental function and nothing in this Agreement shall be construed as a waiver of any defense at law or equity, common law or statute, including, but not limited to the defense of governmental immunity.

Article 3 – Utility Policy Committee

3.1 – Creation of the Utility Policy Committee

The Parties to this Agreement establish a Utility Policy Committee (UPC) which consists of seven members who shall exercise the authority granted herein. All members and alternate members of the UPC have a duty to act in the best interest of the Public Water Supply System.

3.2 – Appointment

The City shall appoint three members and two alternate members to the Utility Policy Committee. The Townships shall appoint four members and three alternate members to the Utility Policy

Committee. The members appointed by the City serve at the pleasure of the City Commission and may only be removed by the City. The members appointed by the Townships serve at the pleasure of the Townships and may only be removed by the Townships. Alternate members may deliberate and vote only in the absence of a member. The City and the Townships shall each appoint at least one individual with background in engineering, utilities management, public works, finance, accounting, rate making, planning, law or a related field. The City and the Townships shall notify each other of their respective appointments and each subsequent appointment/replacement. The Utility Policy Committee shall meet, organize, and operate in accordance with rules, procedures and bylaws established by vote of the Utility Policy Committee which shall not conflict with the provisions of this Agreement.

3.3 – Voting Rights

Each appointed member, or in their absence a duly appointed alternate, of the Utility Policy Committee shall be assigned one (1) vote. Committee action, approval, and/or recommendations shall require the presence of a quorum consisting of four or more of the appointed Utility Policy Committee members or their alternate and a majority vote (at least 51%) of the Utility Policy Committee members present.

3.4 - Meetings

The Utility Policy Committee shall meet no less than four times per year (once in each quarter). The Committee Chair (who shall be elected by majority vote of the Committee members) may call a special or additional meeting of the Utility Policy Committee. All meetings of the Utility Policy Committee shall be open to the public and conducted in a place available to the general public in the City of Kalamazoo or any Township, which is a party to this Agreement. The regularly scheduled meetings of the Utility Policy Committee shall be posted by the Utility Policy Committee for each calendar year stating the dates, times, and places of each regular meeting for the calendar year. Rescheduled regular meetings and/or special meetings shall be noticed and posted at least eighteen hours before the meeting in a prominent and conspicuous place at the principal office of the City and each Township which is party to this Agreement and by electronic posting on City and Township websites in compliance with the Michigan Open Meetings Act, MCL 15.261 *et seq.*

3.5 – Utility Policy Committee Costs

All costs incurred by the Utility Policy Committee shall be paid by and deemed an operating expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8. Except as otherwise provided in this Agreement, services for the performance of Utility Policy Committee functions, including contracts with consultants retained by the Utility Policy Committee shall be executed and entered by the City and treated as an operating expense of the Public Water Supply System.

3.6 – Utility Policy Committee Function

A. Utility Policy Committee – Regular Meetings with City Officials

The Rate Consultant (unless the City and Utility Policy Committee agree that a Rate Consultant will not be used in a particular Rate Year or the Utility Policy Committee determines that the Rate Consultant shall not appear at any particular meeting), City Manager (or his/her designee), City Management Services Director, City Public Services Director, and other pertinent City Department Heads and/or other City consultants shall meet, not less than four times per year with the Utility Policy Committee to review, discuss, and confer regarding matters affecting the Public Water Supply System, the Capital Improvement Plan, Operations, Maintenance, Repair and Replacement of Infrastructure, Water Services, Financial Policy, Water Rates, the Components set forth at Section 8.4 and Appendix E, and the following Factors:

1. The Utility Financial Policy
2. The Capital Improvement Plan
3. All Levels of Reserves – Capital Reserves, Capital Replacement Reserves, Operating Reserves and Emergency Reserves
4. Reserve Fund Deposits and Withdrawals
5. The Transfer of Revenues to Specific Sub-Funds to cash finance Capital Improvements
6. The Levels of Debt and Debt Financing of Capital Improvements
7. Cost of Operation, Maintenance, Repair and Replacement Costs, Administrative and Indirect Costs, OPEB and Pension Costs, Depreciation and PILOT
8. The Cost-of-Service Study and frequency of the Cost of Service Study
9. Water Rate Adjustments and the frequency of Water Rate adjustments

The Rate Consultant (unless the City and UPC agree that a Rate Consultant will not be used in a particular Rate Year), City Manager (or his/her designee), and City Department Heads upon request of the Utility Policy Committee shall provide the Utility Policy Committee with all books, records, plans, documents and supporting data regarding Water Rates and the Components set forth at Section 8.4 and Appendix E, and the Factors set forth in this Section, consistent with Article 10.

B. Utility Policy Committee – Retaining Consultants

Each Rate Year the Utility Policy Committee may, in its discretion, select one or more consultants to review and analyze the Water Rate Making process, the Components set forth at Section 8.4 and Appendix E, and the Factors set forth in Section 3.6A, and provide advice and recommendations to the Utility Policy Committee. The consultant(s) shall report his/her findings and recommendations to the Utility Policy Committee and the City and provide the Utility Policy Committee and the City access to all supporting records and data.

The City will contract with the consultant(s) selected by the Utility Policy Committee to perform the tasks/services directed by the Utility Policy Committee. The consultant(s) fees and costs, which do not exceed \$75,000.00 per Rate Year, adjusted annually by the rate of inflation identified in the June Municipal Cost Index as published by *American City & County*, shall be an Operating Expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8. Any portion of the consultant(s) fees and costs which exceed \$75,000.00 per annum, adjusted annually for inflation, shall be the sole responsibility of the Townships.

The Utility Policy Committee shall select its consultants from a list of pre-qualified contractors maintained by the City's Purchasing Department. Consultants who meet the City's written purchasing standards and guidelines shall be added to the list of pre-qualified contractors.

The consultant(s) shall provide the Utility Policy Committee and the City with a scope of services, applicable fees and costs, prior to contracting with the City.

The consultant(s) shall conduct his/her work in a timely manner to conform with the City's Annual Budget Approval Process and the Rate Making Process for the Rate Year. In no event shall the consultants' work delay the City's Annual Budget or Rate Making Process.

C. Utility Policy Committee – Process Regarding Water Rate Approval

Unless the City and the Utility Policy Committee agree on the proposed Water Rate Schedules for the Rate Year, the Rate Consultant and the Utility Policy Committee, shall meet with the City Manager (or his/her designee), City Management Services Director, City Public Services Director, and other pertinent City department heads at one or more UPC meetings to review and discuss proposed Water Rates and the Factors and Components set forth at Sections 3.6A, 8.4 and Appendix E. Prior to the City Commission taking action to establish the Water Rate Schedules for the Rate Year, the Rate Consultant (unless the City and the UPC agree that a Rate Consultant shall not be used in a particular Rate Year) and the Utility Policy Committee shall appear before the City Commission to present recommendations to the City Commission regarding the Water Rate Schedules and the Factors and Components set forth at Sections 3.6A, 8.4 and Appendix E. The City Manager (or his/her designee) shall forward the Rate Consultant's and Utility Policy Committee's recommendations to the City Commission and any recommendation from the City Administration, with supporting rationale.

Unless the City and the Utility Policy Committee have agreed to Water Rate Schedules in advance of the Rate Year, the Kalamazoo City Commission shall adopt and implement the Rate Consultant's recommended Water Rate Schedules or reject the proposed Water Rate Schedules and direct the Rate Consultant to prepare revised Water Rate Schedules for City Commission consideration after consultation with and input from the Utility Policy Committee.

If the Utility Policy Committee disagrees with the Kalamazoo City Commission's decision regarding the Water Rate Schedules, the Utility Policy Committee may invoke the dispute resolution process set forth Article 20.

D. Utility Policy Committee – Authority

The Utility Policy Committee shall have authority to perform each of the following functions by a majority vote of its Members:

1. Select the Rate Consultant for contract with the City and extend the Rate Consultant's contract in two (2) year increments consistent with Section 7.2.

2. Review and analyze the Rate Consultant's work product, and all data used to formulate the recommended Water Rates.
3. Review and analyze the data, documents, records, plans and materials, regarding the Factors set forth in Section 3.6A and Components set forth in Section 8.4 and Appendix E.
4. Review and analyze the annual reports provided by the City regarding Operation, Maintenance and Repair Costs, Administrative and Indirect Costs, OPEB and Pension Costs, Depreciation Costs, PILOT and the Utility Basis and Cash Basis Revenue Requirements.
5. Meet and consult with the Rate Consultant regarding every aspect of the formulation of recommended Water Rates.
6. Select one or more consultants consistent with Section 3.6B.
7. Conduct a periodic review of Water Services and the Cost of Services and approve the selection of an outside independent consultant, consistent with Section 3.6F.
8. Conduct a periodic review of Billing and Collection Services and the Cost of Billing Services, consistent with Section 3.6F.
9. Establish and determine whether an assessment or surcharge on Water Rates, a System Connection Fee or Direct Contribution is appropriate, consistent with Sections 5.1 and 6.1.
10. Provide approval and consent to proposed revisions to the List of Related Water Services, consistent with Section 4.3.
11. Establish the frequency of the Cost-of-Service Study and the frequency of Water Rate Adjustments consistent with Section 8.3.
- ~~11.~~12. Review, analyze and revise the methodology used to establish the System Capacity Buy In Fee and any other fees, charges, penalties and assessments consistent with Section 8.4 G2 and Appendix G.
- ~~12.~~13. Recommend for City Commission and UPC's approval, revisions to or simplifications to the formulation of Water Rates to conform to the intent of this Agreement.
- ~~13.~~14. Perform all other functions and acts specifically described in this Agreement and necessary thereto.

E. Utility Policy Committee – Input

Prior to taking action affecting any of the following, the City shall consult with and obtain input from the Utility Policy Committee, and the position of the Utility Policy Committee regarding the proposed action shall be communicated to the City Commission:

1. The long-term policies, plans, and goals for the Public Water System.
2. The early retirement of debt for the Public Water Supply System.
3. All Billing and Collection methods employed for the Public Water Supply System.
4. All requests to expand the Public Water Supply System, Production, Transmission and/or Distribution Facilities beyond the geographic boundaries of the City and the Townships.
5. The Michigan Department of Environment, Great Lakes, and Energy required Asset Management Plan, the City's Reliability Study and Capital Improvement Plan.
6. The amendment of the existing Wellhead Protection Program and Ordinance.

F. Utility Policy Committee – Periodic Review of Services and Costs of Services

The Utility Policy Committee may review the services and costs of services provided by the City, including, but not limited to those, described in (1) through (5) below.

1. Operation, Maintenance, Repair and Replacement of the City's and Townships' Distribution Facilities as described in Article 4, § 4.2.
2. Related Water Services as described in Article 4, § 4.3.
3. Water Meter Installation and Replacement as described in Article 4, § 4.4.
4. Water Main and Hydrant Repair and Replacement as described in Article 4, § 4.5.
5. Water Billing and Collection Services as described in Article 9, § 9.1.

Not more frequently than every fourth Rate Year the City, at the request of the Utility Policy Committee, will retain an independent outside consultant, approved by the Utility Policy Committee, to conduct a Benchmark Study regarding the services and costs of service provided by the City, including, but not limited to those described in (a) through (e) above. The study shall compare the cost, quality and efficiency of the services provided by the City to the cost, quality and efficiency of the services provided by other Michigan peer municipalities who own and/or operate a Public Water Supply System serving a population of 50,000 or more. The study shall also examine whether services are equitable, adequately, and properly provided to all Customers of the Water Supply System. If the study demonstrates that services are not equitably, adequately, or properly provided, or that the cost of providing services is not reasonable or reasonably related to the services provided, or that the quality or efficiency of providing the services may be substantially improved, the UPC, in its discretion, may petition the City to remedy the inequity, or inadequacy, to improve the services, to equitably or adequately provide the services, or to reduce the cost of service. If the City disagrees or refuses the UPC's request or fails to remedy the inequity, inadequacy, or efficiency improvement, then the UPC, in its discretion, may determine whether

the matter should be submitted to mediation, and, after mediation, then to binding arbitration consistent with the terms of Article 20.

If a matter is submitted to binding arbitration, the arbitrator shall consider, among other factors, the following:

1. The adequacy of the services provided;
2. The adequacy and cost of comparable services provided by a Michigan peer municipality who owns or operates a Public Water Supply System serving a population of 50,000 or more;
3. Whether the services are provided equitably in the City and in the Township(s) in accordance with standard operating procedures;
4. The cost of providing these services;
5. The adequacy and cost of providing comparable services through an outside provider actually providing services to/for a Michigan peer municipality who owns or operates a Public Water Supply System serving a population of 50,000 or more;
6. The City's ability to control or regulate services and the cost and quality of services.

Article 4 – Water Services

4.1 – Operation, Maintenance, Repair and Replacement – Public Water Supply System

- (a) With input provided by the Utility Policy Committee, the City shall operate, maintain, repair, and replace the Public Water Supply System Capital Assets.
- (b) The actual cost incurred by the City to operate, maintain, repair, and replace the Public Water Supply System Capital Assets shall be allocated to each Customer Class as described in Article 8.

4.2 – Operation, Maintenance, Repair and Replacement – Distribution Facilities

- (a) With input provided by the Utility Policy Committee, the City shall operate, maintain, repair and replace the Wholesale Service Assets and Retail Service Assets in the City and Townships. The City shall apply the same standards of operation, maintenance, repair, and replacement for the Wholesale Service Assets and Retail Service Assets in the Townships as applied to the Wholesale Service Assets and Retail Service Assets in the City.
- (b) The actual costs incurred by the City to operate, maintain, repair and replace the Retail Service Assets in the City and Townships shall be allocated to each Customer Class as described in Article 8.

4.3 – Related Water Services

- (a) With input provided by the Utility Policy Committee, the City shall provide all Related Water Services to all Customers, including those Related Water Services identified in

Appendix C, which may be amended with the approval of the Utility Policy Committee. The City shall provide Related Water Services to all Customers at the same level, frequency, and quality of service.

- (b) The Reimbursable Cost Schedule is set forth in **Appendix D**. The costs set forth in the Reimbursable Cost Schedule shall be recaptured from the Customers benefiting from the services provided and/or their contractors. The Reimbursable Cost Schedule shall be identical (same type and amount) for all Customers within each Customer Class and may be amended by agreement between the City and the Utility Policy Committee.
- (c) The actual costs incurred by the City providing Related Water Services shall be allocated to each Customer Class as described in Article 8.

4.4 – Water Meters

- (a) With input provided by the Utility Policy Committee, the City will inspect install, repair and replace water meters for all Customers. Water meters will be inspected, maintained, tested, repaired and replaced in accordance with the guidelines established by the American Water Works Association or the then current industry standard unless required sooner. The City shall apply the same standards of installation, repair, and replacement of water meters to all Customers.
- (b) The actual costs incurred by the City to install, repair and replace water meters shall be allocated to each Customer Class as described in Article 8.

4.5 – Water Mains and Hydrants

- (a) With input provided by the Utility Policy Committee, the City shall relocate and/or replace water mains and fire hydrants at the request of each Township and/or the governmental entity having jurisdiction over the roadway or right-of-way in which the water mains and/or fire hydrant is located in accordance with applicable industry standards. The City shall apply the same standard for the maintenance, repair and replacement of water mains and fire hydrants in the Townships as applied in the City.
- (b) The actual costs incurred by the City to relocate and/or replace fire hydrants shall be allocated to each Customer Class as described in Article 8.

Article 5 – Expansion Within the Geographic Boundaries of the City and the Townships

5.1 – Expansion of Distribution Facilities

- (a) The City and the Township(s) may, in its/their discretion, expand the Distribution Facilities within or beyond the City/Township’s Existing Service Area to any area designated as low-, medium-, or high-density, residential; commercial; or industrial land use (or similar comparable classifications should these classifications change) in a manner consistent with the City/Township’s Master Plan, adopted or amended in

conjunction with the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* (as amended).

On or before December 31, 2023, each Township shall submit a Public Water Utility Master Plan to the Utility Policy Committee. Each Township shall review and update its plan every seven years thereafter and submit a copy to the UPC.

- (b) The cost of expansion may be recaptured, in whole or in part, for the benefit of all Customers of the Public Water Supply System by one or any combination of any of the following methods:
 - 1. A Direct Contribution of Infrastructure or the assessment of infrastructure costs to or from the developer/proponent of the expansion or the Customer(s) who are provided water or improved water services as a result of the expansion.
 - 2. A System Connection Fee assessed to the developer/proponent of the expansion or Customer(s) provided water or improved water services as a result of the expansion.
 - 3. An assessment or surcharge on Water Rates charged to the Customer(s) provided water or improved water services as a result of the expansion.

- (c) The Utility Policy Committee will determine whether a Direct Contribution of Infrastructure, assessment of costs for infrastructure, System Connection Fee, or assessment or surcharge on Water Rates (or some combination thereof) shall be assessed, who shall be assessed and the amount/cost to be assessed to cover or recapture the cost of expansion. The Direct Contribution of Infrastructure or assessment of costs for infrastructure, the System Connection Fee, and the assessment or surcharge on Water Rates shall be reasonable, based on established industry standards, and designed solely to recapture the cost of expanding the Distribution, Production and/or Transmission Facilities which the Utility Policy Committee, determines shall not be allocated to the Rate Base. The remaining costs of expansion (which are not recaptured by Direct Contribution of Infrastructure or assessment of costs for infrastructure, a System Connection Fee, and/or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.

- (d) The City and/or Township(s) in which the expansion is occurring, shall prepare all drawings, plans and specifications for the proposed expansion. The plans shall be prepared by a registered professional engineer. The plans shall be submitted to the City Engineers and the Michigan Department of Environment, Great Lakes and Energy (EGLE)(or its successor regulating agency) for review/inspection and for compliance with the specifications for water main and service installations as required by EGLE (or its successor regulating agency), the "Ten States Standards" and written City Standard Specifications. The City or Township(s) in which the expansion is occurring shall provide as-built drawings to the City Engineers and the City shall make available electronic as-built drawings for all existing Water Mains, Infrastructure, and Appurtenance.

5.2 – Expansion of Production and/or Transmission Facilities

- (a) The City, as required by sound engineering practice, will expand its Production and/or Transmission Facilities to provide new service, increased capacity, and/or to improved reliability/redundancy of water services and will construct production, storage, transmission, booster, and bleeder facilities to accommodate expansion of the City/Township(s)' Distribution Facilities. The cost of expanding the Production and/or Transmission System to accommodate expansion may be recaptured for the benefit of all Customers of the Public Water Supply System, in whole or in part, by a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, System Connection Fee, and/or an assessment or surcharge on Water Rates, or any combination thereof, if the Utility Policy Committee, determines that a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates is appropriate. Otherwise, the cost of expanding the Production and/or Transmission System to accommodate expansion (which is not recaptured through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.
- (b) The City, as required by sound engineering practice, will increase the size/capacity of the other Township(s)' Distribution Facilities to provide transmission services to accommodate expansion of the City/Township(s)' Distribution Facilities or to provide new service, increased capacity, and/or to improve reliability/redundancy of the water services to New Customers created from the expansion. The cost of expanding the City/Township(s)' distribution facilities to provide transmission services for expansion, may be recaptured in whole or in part for the benefit of all Customers of the Public Water Supply System through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates, or any combination thereof, if the Utility Policy Committee determines that a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates is appropriate. Otherwise, the cost of expanding the City/Township(s)' Distribution Facilities to provide transmission services for expansion (which is not recaptured through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.

Article 6 – Expansion Outside the Geographic Boundaries of the City/Township(s)

6.1 – Expansion of Distribution, Production, and/or Transmission Facilities

- (a) The City, with input and comment from the Utility Policy Committee, may expand the Distribution, Production and/or Transmission Facilities to provide water and water services to New Customers located outside the geographic boundaries of the City and Townships. The cost of acquiring or assuming liability of the New Customers Infrastructure, as well as the cost of expanding Distribution, Production and/or Transmission Facilities to provide water and/or water services to these New Customers, may be recaptured, in whole or in part, for the benefit of all Customers of the Public Water Supply System by one or any combination of and/or all of the methods set forth in Section 5.1(b).
- (b) The Utility Policy Committee, will determine whether the costs of acquiring or assuming liability of the New Customers Infrastructure and/or expansion of the Distribution, Production and/or Transmission Facilities of the existing system will require a Direct Contribution of Infrastructure, assessment of costs for infrastructure, System Connection Fee, or assessment or surcharge on Water Rates, or some combination thereof, to be assessed, including who shall be assessed and the amount/cost to be assessed. The Direct Contribution of Infrastructure or assessment of costs for infrastructure, the System Connection Fee, and the assessment or surcharge on Water Rates shall be reasonable, based on established industry standards, and designed solely to recapture the cost of acquiring or assuming liability of the New Customers Infrastructure and expanding the Distribution, Production and/or Transmission Facilities which the Utility Policy Committee, determines shall not be allocated to the Rate Base. The remaining costs of expansion (which are not recaptured by Direct Contribution of Infrastructure or assessment of costs for infrastructure, a System Connection Fee, and/or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.
- (c) The City, shall prepare all drawing, plans and specifications for the proposed expansion. The plans shall be prepared by a registered professional engineer. The plans shall be submitted to the City Engineers and the Michigan Department of Environment, Great Lakes and Energy (EGLE)(or its successor regulating agency) for review/inspection and for compliance with the specifications for water main and service installations as required by EGLE (or its successor regulating agency), the "Ten States Standards" and written City Standard Specifications. The City shall provide as-built drawings to the City Engineers and the City shall make available electronic as-built drawings for all existing Water Mains, Infrastructure, and Appurtenance.

6.2 Water Rates for New Customers

New Customers located outside the geographic boundary of the City and/or Township(s) who are provided water and/or water services through expansion, shall be assessed and pay Equivalent Water Rates to those assessed and paid by the then-current Customers of the Public Water Supply System plus any additional Direct Contribution of Infrastructure or assessment of costs for infrastructure, System Connection Fee, and/or an assessment or surcharge on Water Rates as established by the Utility Policy Committee.

Article 7 – Water Rate Consultant

7.1 - Rate Consultant

Except as agreed by the City and the Utility Policy Committee, Water Rates under this Agreement shall be calculated by a Rate Consultant. The Water Rate shall be derived from the “Actual Cost of Service” using the “Utility Basis of Rate Making” as described in Article 8.

7.2 - Selection of Rate Consultant

A. Selection Committee

The retention of a Rate Consultant by the City for purposes of this Agreement will be filled by an advertisement, interview, and selection process. The position shall be advertised nationally in sources applicable to the profession. The advertisement shall identify the minimum qualifications for the position and the proposed/anticipated scope of service. Candidates shall be vetted and interviewed by a “selection committee” made up of three City-appointed members of the Utility Policy Committee or their alternates and four Township-appointed members of the Utility Policy Committee or their alternates. Each member of the selection committee shall rate each candidate using a scale approved by the selection committee based on the candidate’s knowledge of the ratemaking process, knowledge of the Utility Basis of Ratemaking, experience in water ratemaking, knowledge and experience in the scope of services to be provided and the candidate’s anticipated cost of providing services and/or hourly rate and other factors established by agreement of the Selection Committee. The City will contract with the candidate rated highest (in total) by the selection committee in accordance with City purchasing policies and terms for professional service contracts.

B. Contract Term and Renewal

The contract with the Rate Consultant will be for a term of two (2) years with the option of extending the contract for additional two (2) year terms. The Utility Policy Committee shall determine whether the Rate Consultant’s contract shall be extended for additional two (2) year terms. The contract term shall expire in April. The Utility Policy Committee shall make the determination whether to extend the Rate Consultant’s contract within sixty (60) days after the end of the previous two (2) year term. At the termination of the contract, including any extension, the advertisement, interview and selection process set forth in this Article shall be repeated. Nothing in this Article shall be construed to prohibit the City from terminating the contract with the Rate Consultant for a material breach of the terms of the contract prior to the end of its 2-year term or any extension of its term.

7.3 – Rate Consultant’s Fees

The Rate Consultant’s costs and fees shall be treated as an Operating Expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8.

7.4 – Rate Consultant’s Record Maintenance

The Rate Consultant shall maintain complete and accurate records regarding the formulation of Water Rate Schedules, all records and data provided by the City to the Rate Consultant and all records and data which support the Rate Consultants recommendations to the Kalamazoo City Commission. The Rate Consultant shall provide these records and data to the Utility Policy Committee upon request.

Article 8 – Water Rates

8.1 – General Principle

Water Rates for each Customer Class shall be established based on the “Actual Cost of Service”, applying the ‘Utility Basis of Rate Making”, adjusted to achieve “Rate Equivalence” as defined by the “Rate Making Process” set forth in this Article and Appendix E, and the “Process Regarding Water Rate Approval” set forth in Section 3.6 C.

8.2 – Equivalent Water Rates

A. Rate Equalization

Effective Rate Year 2022, and each Rate Year thereafter, City Customers and Township Customers within each Customer Class shall be assessed the same Water Rates. Water Rates may vary between Customer Classes based on the cost of service for each Customer Class. However, the Customers within each Customer Class shall be assessed the same Water Rates.

B. Phased Equivalence

Water Rates charged to City Customers and to Township Customers in 2021 shall be incrementally adjusted to achieve rate equivalence for Rate Year 2022, pursuant to the methodology established in the 2021 Water Rate Report (Table 19), **Appendix F**.

8.3 – Rate Making Process

A. Cost of Service Study

For each Rate Year beginning January 1, 2022, unless otherwise agreed by the City and the Utility Policy Committee, the Rate Consultant shall conduct a Cost of Service Study identifying the Annual Revenue Requirements of the Public Water Supply System and the cost of service for each Customer Class for the upcoming Rate Year.

The Cost of Service Study shall allocate the Annual Revenue Requirements to each Customer Class in a manner that, as closely as practical, reflects each Customer Classes’ proportional use of the Public Water Supply System. The allocation methodology will follow industry standards for proportional use, including using average water sales, peak (maximum day and hour) water

demand, and the number and size of connections to the Public Water Supply System. The allocation methodology will differentiate between Customer Classes not between City Customers and Township Customers within Customer Classes.

For purposes of allocating the Annual Revenue Requirements, the Cost of Service Study will express those revenue requirements on the Utility Basis, as set forth in **Appendix E**.

8.4 – Annual Revenue Requirements - Defined

The Annual Revenue Requirements for the Public Water Supply System recaptured through Water Rates shall be the aggregate sum of each of the following Components, each of which is described herein:

- Direct Operation, Maintenance and Repair Costs;
- Administrative and Indirect Operating Costs;
- Debt Service Principal and Interest Requirements;
- Payment In Lieu Of Taxes (“PILOT”);
- Revenue Financed Capital;
- Reserve Fund Deposits and Withdrawals;
- **Reduced By:** the sum of the Other Water System Revenues

A. Direct Operation, Maintenance and Repair Costs

The direct/actual costs of personnel, materials, utilities, and contractual services for the annual Operation, Maintenance, and Repair of the Public Water Supply System Capital Assets. Operation, Maintenance, and Repair Costs shall not include any other revenue requirement; Administrative and Indirect Costs, Debt Service Principal and Interest, Depreciation, PILOT, Revenue Financed Capital or Reserve Fund Deposits or Withdrawals.

B. Administrative and Indirect Operating Costs

1. Administrative and Indirect Cost Allocations

Every year, a qualified independent Cost Allocation Consultant shall conduct an Indirect Cost Allocation Study specific to the City of Kalamazoo and the Public Water Supply System to determine the appropriate annual Administrative Costs and the Indirect Costs to be allocated to and from the Public Water Supply System. The Study shall be conducted in compliance with the Standards required for Federal Grant Agreements designed to replicate actual costs incurred. The Administrative and Indirect Cost allocation to the Public Water Supply System may also include an appropriate allocation from the City Commission as determined by the Cost Allocation Study, which the City and Township Customers recognize as a cost pool that would not typically be allocable under the Standards for Federal Grant Agreements. Upon agreement between the City and Utility Policy Committee, aggregate departmental cost increases arising out of reorganization or unanticipated expenditures may be allocated in advance of the Cost Allocation Plan.

2. Other Post-Employment Benefits (“OPEB”) and Pension Costs

The annual cash payment made by the City to fund pensions and OPEB shall be allocated to the Public Water Supply System based on the percentage of the present value of future benefits for eligible pension system participants who are employed in or retired from the City’s Water Department.

C. Debt Service Principal and Interest Requirement

The Debt Service/Principal and Interest shall consist of the Annual Principal and Interest Payments required on bonds issued to finance Capital Improvements to the Public Water Supply System – consistent with the City’s bond ordinances. The City’s bond ordinances shall be adopted by the Kalamazoo City Commission consistent with the Utility Financial Policy and the bond coverage requirements. The Debt Service/Principal and Interest requirements may be amended by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

D. Payment In Lieu Of Taxes (“PILOT”)

The City may, in its discretion, assess a Payment In Lieu of Taxes (“PILOT”) to the Public Water Supply System. In no case shall the annual PILOT exceed \$300,000.

E. Revenue Financed Capital

The Revenue Financed Capital shall consist of the Annual Revenues assigned to Cash Finance Capital Improvements for the Public Water Supply System. The Annual Revenues assigned to Cash Finance Capital Improvements will be established by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

F. Reserve Fund Deposits and Withdrawals

The Reserve Fund Deposits and Withdrawals shall consist of the annual sum required to create and maintain Reserve Fund Levels consistent with Bond Covenants requirements and the City Utility Financial Policy. The Annual Reserve Fund Deposits and Withdrawals, and Reserve Fund Levels will be established by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

G. Other Water System Revenues

The Annual Other Water System Revenues for the Public Water Supply System shall consist of

the following:

1. The sale of water and water services to Customers who are not party to this Agreement.
2. The System Capacity Buy In Fee, System Connection Fees, Assessments and Surcharges on Water Rates and every other fee, charge penalty and assessment which is not a Direct Contribution of Infrastructure;
3. The sale, lease, rental, use or sale of Public Water Supply System assets, facilities, equipment, tools, and/or materials;
4. Non-paid use of Public Water Supply System assets;
5. Refunds, grants and contributions;
6. Investment Income.

8.5 – Annual Revenue Requirements – Tracking

A. Direct Operation, Maintenance, Repair Costs – Tracking

The City shall implement a Work Order and Cost Tracking System which shall track, record, and report the direct/actual costs of personnel, materials, utilities and contractual services expended annual for the Operation, Maintenance and Repair of the Public Water Supply System Capital Assets in the City and in the Townships. The City shall provide an annual report detailing the Actual Cost of Operations, Maintenance and Repair to the Utility Policy Committee.

B. Administrative and Indirect Costs Component – Tracking

The City shall track, document and report all costs allocated to and from the Public Water Supply System and delineate any change in the cost allocation methodology used to allocate the actual costs in an annual report to the Utility Policy Committee.

C. Other Revenue Requirements – Tracking

The City shall track, document and report all Annual Revenue Requirements including OPEB and pension costs, PILOT, Debt Service/Principal and Interest, Revenue Financed Capital, and Reserve Fund Deposits and Withdrawals and provide an annual report to the Utility Policy Committee detailing the actual costs of each component.

8.6 – Revenue – Tracking

A. Revenues from Rates and Charges to Customers – Tracking

The City shall track and record, to the extent practicable, projected and actual Sales of water and water services and all revenues derived therefrom for each Customer Class, and for City Customers

and Township Customers and provide an annual report detailing Revenues and the source of Revenues from Rates and Charges to the Utility Policy Committee.

B. Other Water System Revenues – Tracking

The City shall track and record all Other Water System Revenues and provide an annual report detailing Other Water System Revenues to the Utility Policy Committee.

Article 9 - Billing and Collections

9.1 – Water Bills

- (a) The City shall bill each Customer for water and water services directly. Bills shall be sent monthly or quarterly depending on classification and paid on or before the due date. Unpaid bills shall constitute a lien on the property to which water and water services have been provided pursuant to Section 2 of Public Act 178 of 1939, as amended, being MCL 123.161 *et seq.*
- (b) Water bills shall be paid to the City. The City shall make every effort to collect delinquent and unpaid water bills using the same collection practices and collection efforts for unpaid water bills, both inside and outside of the City. The City shall provide each Township a list of delinquent accounts to be placed on the Township(s) tax roll. The Township(s) shall pay the City all delinquent funds which are subsequently collected. The City and/or Townships may discontinue service after failed collection efforts in accordance with the City’s ordinance.
- (c) The actual cost of Billing and Collection for water services shall be assessed and allocated to the Customer Classes as a cost of operating the Public Water Supply System as described in Article 8.

Article 10 - Records

10.1 – Record Maintenance

The City of Kalamazoo shall maintain complete and accurate records regarding the formulation of Water Rates and all records which support the recommended Water Rates and the Operation and Maintenance of the Public Water Supply System, consistent with the City’s record retention schedule, including all data provided to the Rate Consultant and every internal and external record, report, study and survey (by any name, designation or title) which supports, defines, explains, or clarifies the data, documents, and/or information which provides any basis for the Water Rate Making Methodology or any Component of the Water Rate Making Methodology described in Appendix E, Operation and Maintenance Costs, Administrative General Fund Costs, Depreciation Costs, Rate of Return, PILOT and Water Revenue Components described in Article 8 and all records required to perform the Utility Policy Committee Functions defined in Article 3.

10.2 - Availability of Records

The records outlined above shall be maintained by the City of Kalamazoo in a manner which is easily available and transferable to the members of the Utility Policy Committee and each Township.

10.3 – Township Records

Any Township which charges or collects a water surcharge must comply with the requirements of Section 10.1 regarding the sources and detailed uses of the surcharge. The Township shall make such records available to the Utility Policy Committee and City consistent with Section 10.2.

Article 11 – Annual Audit

11.1 – Fiscal Year

The fiscal year for budget and accounting purposes shall be January 1 through December 31 of each year, or as otherwise set by amendment of the Kalamazoo City Charter.

11.2—Audit Records

An audit of the Public Water Supply System shall be conducted annually by a certified public accountant in conjunction with the City’s audit. The City shall make the audit results available to the Utility Policy Committee. If the audit reveals any discrepancy in accounting methods or record keeping, the discrepancy shall be cured immediately.

Article 12 – Restriction/Discontinuance of Water Supply

12.1 – Temporary Discontinuance

If, due to circumstances beyond the control of the City, the capacity of the Public Water Supply System becomes temporarily inadequate to meet demands for short periods of time, then the City may impose restrictions on water use and the Township(s) shall impose and enforce like restrictions on Water Customers.

12.2 – Emergency Discontinuance

The Parties have the right to temporarily discontinue the supply of water to mains or pipes without notice in times of emergency and with notice upon a determination of necessity for purposes of testing, repairing, or replacing water mains, meters, and facilities serving the Water Supply System. No claim for damages during such period of discontinuance shall be made by these Parties as long as the discontinuance is for a proper purpose and the City responds within a reasonable time and with reasonable methods to restore service.

Article 13 – Protection Against Contamination

13.1 – Contamination

For the protection of all consumers of water, the Parties agree to take reasonable efforts to guard against all forms of contamination. Should contamination be detected at any time, the area or areas affected shall immediately be shut off and isolated and remain so until the condition is abated, and the water has been declared safe and fit for human consumption. The decision of the City in this respect shall be final.

13.2 – Right to Inspect – Cross Connections

The Townships shall allow the City to enforce Kalamazoo’s Cross Connection Program for the Public Water Supply System. The City shall have the right, at any time, deemed necessary, to inspect the water service equipment within the Townships, to review construction and chlorination and protective devices, and to perform all other things necessary to protect the quality of the water supply. The City shall provide, and the Townships shall approve, a written cross-connection inspection program. In the event that any Party detects contamination, it shall promptly notify the other.

13.3 – Wellhead Protection

The City shall establish, and the Townships shall approve, a wellhead protection program and adopt corresponding Wellhead Protection Ordinances subject to Utility Policy Committee input as to form and content.

13.4 – Emergency Contacts

The City and Townships agree to abide by any requirements as established by the state or federal governments in emergency situations. The Townships shall inform the City on an annual basis, or more frequently if changes occur, of appropriate contact information for designated Township emergency management officials. Each Party is responsible for providing and maintaining up to date emergency contact information.

Article 14 – Water Quality

14.1 – Responsibility for Water Quality

The City shall deliver treated/potable water to each Customer of water in conformance with applicable federal and Michigan regulations. The City shall sample and monitor the water quality per applicable federal and Michigan monitoring requirements. The City shall not be liable for temporary water quality or pressure fluctuations.

14.2 – Water from Other Sources

The Parties will not permit water from any other source or supply to mix or comingle with the supply from the City’s Water Treatment facilities, except in cases of emergency where the water from other sources meets all applicable federal and Michigan regulations and the use has been approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE) (or its

successor agency) to relieve the emergency. The City's Emergency Response Plan will take precedence in cases where the emergency impacts the Public Water Supply.

14.3 – Operating Liability

The City will attempt to provide and maintain regular and uninterrupted water service under this Agreement, but shall not be liable for any injuries or damages to any Party or any Customer of water caused by contamination, interruptions, main breaks, water damage, loss of supply or pressure, construction, electrical, or supervisory control and data acquisition (SCADA) malfunctions or any other cause except as provided by law. The Parties agree that the water facilities and services provided under this Agreement are a governmental function, as defined by Public Act No. 170 of 1964, as amended.

Article 15 – Operation of the Public Water Supply System

15.1 – Operation of the Public Water Supply System

During the Term of this Agreement, and any extension therefore, the City shall continue to operate the Public Water Supply System for the benefit of all Customers and continue to have the exclusive right to provide potable water to each Customer. Neither the City nor the Townships shall take any action to impede or harm the delivery of potable water to any Customer.

Article 16 – Other Services

16.1 – Other Services

The City will perform additional services for the Townships as may, from time-to-time, be agreed between the City and The Utility Policy Committee.

16.2 – Water Exploration and Production Services

The City may continue to conduct water exploration and production services, including but not limited to, soil borings, construction of test Wells, use of water level meters, and all other necessary projects to determine the availability of water for the continued and efficient supply of water through the Public Water Supply System. The cost of water exploration and production shall be assessed and allocated to all Customers as described in Article 8. Each Township grants the City consent during the term of this contract to conduct water exploration and production evaluation testing and will permit the City to use its streets, alleys, and public rights of way for these purposes.

Article 17 – Term of Agreement

17.1 – Term of Agreement

This Agreement shall remain in effect for forty (40) years unless terminated earlier by written agreement executed by the City and all of the Townships. At any time prior to twelve months before the termination of the Agreement, the Townships, at their option, may extend the

Agreement for an additional 20 years by providing written notice of their intention to exercise this option to the City. If the Townships do not exercise their option to renew for an additional 20 years, this Agreement shall automatically renew in five (5) year increments, unless the City or any Township(s) provide(s) written notice of its/their intent to terminate or amend the Agreement.

Article 18 – Termination and Division of Water System Assets

18.1 - Reserve Funds

Upon termination of this Agreement, the City and the Townships shall discuss a possible amicable division of reserve funds taking into consideration the City Customers' and Township Customers' contributions to the reserve funds as described in Article 8, as well as the City's ownership and operation of the Water Supply System. Any portion of the reserve funds allocated to the City shall be held for the benefit of the City Customers who contributed thereto. Any portion of the reserve funds allocated to the Townships shall be held for the benefit of the Township Customers who contributed thereto.

18.2 - Capital Assets

Upon termination of this Agreement the Retail Service Assets in the City and Parchment shall be the property of the City. The Retail Service Assets in the Townships shall be the property of the Township in which the asset is located. Upon termination of this Agreement the Wholesale Service Assets shall become shared assets of the City and the Townships which shall not be separated or divided but used for the benefit of all Customers unless the City and the Townships agree otherwise by separate agreement. The City and/or Township(s) in which Retail Service Assets are located shall assume all debt directly related to that Retail Service Asset. The City and the Townships shall each assume a portion of the debt associated with the Wholesale Service Assets which become shared Assets of the City and the Townships in a manner that, as closely as practicable reflects the City Customers and Township Customers' proportional use of the Public Water Supply System applying the applicable share of Assets/Costs Methodology defined in Section 8.5 of this Agreement to and between the City Customers and the Township Customers (not to the Customer Classes as described in Section 8.5).

Article 19 – Assignment

19.1 - Assignment

The City and the Township(s) shall not, without prior written consent from the other, assign, transfer, or convey its rights or interests under this Agreement, except that the City and the Township(s) shall each retain the right to assign its/their rights, obligations, and duties under this Agreement by intergovernmental agreement to a water authority or similar entity. If the City or Township(s) are merged into or succeeded by another governmental entity, the successor shall be bound by the terms and conditions of this Agreement.

Article 20 – Remedies

20.1 – Dispute Resolution Process

Any dispute under the terms or conditions of this Agreement, including a challenge to the water rates and/or the assessment or allocation of water charges and/or any action taken by the City, the Township(s) or the Utility Policy Committee shall be resolved by the following methodology:

First, the aggrieved party shall serve a written Notice of Dispute on all other parties to this Agreement. The written Notice of Dispute shall contain the following information:

1. The factual basis for the dispute;
2. The term or condition of the Agreement which has been violated;
3. The adverse effect on the aggrieved party.

Second, within thirty (30) days after receipt of the written Notice, the City and the Utility Policy Committee will convene in an attempt to resolve the dispute. If the dispute is not resolved or the party serving written Notice is not satisfied with the recommendation of the City or the Utility Policy Committee, the matter shall be subject to mediation as follows:

1. Within thirty (30) days after the City and Utility Policy Committee have met, the aggrieved party shall provide written Notice seeking mediation.
2. The City and the Utility Policy Committee shall select an independent mediator who shall convene a meeting of the parties within thirty (30) days. The mediator shall attempt to resolve the dispute and to reach a mutual understanding/agreement between the parties.
3. If mediation is successful, the Agreement between the parties shall be reduced to writing. If mediation is unsuccessful, the mediator shall render his recommendation regarding the outcome. However, the recommendation of the mediator is non-binding and each party is free to pursue all other remedies provided by this Agreement, at law, and in equity.

20.2 – Remedies

The Parties to this Agreement retain all rights, remedies and actions as defined under State and Federal law. The Parties may seek to enforce this Agreement in any court of competent jurisdiction and/or by alternative dispute resolution as agreed upon by the Parties hereto. The terms of this Agreement and any dispute resolution provision contained herein shall not be construed as a waiver of any right or remedy available in law and/or equity.

20.3 – Arbitration

The Parties, by agreement, may stipulate to arbitration of the dispute at issue. However, arbitration is not mandatory, except as expressly provided in Article 3.6F of this agreement. If the Parties agree to arbitration, the following process shall be followed:

1. The Parties to the dispute may agree to a single arbitrator. Otherwise, there shall be three arbitrators with each Party to the dispute selecting an arbitrator and the two arbitrators selecting the third.
2. The arbitration shall be conducted no later than sixty (60) days after receipt of written demand for arbitration unless agreed upon otherwise by the Parties. The arbitration hearing shall take place at a mutually agreeable time and place within the County of Kalamazoo. Seven (7) days before arbitration, each Party shall serve the arbitrator and all other Parties with an arbitration brief containing a concise statement of issues to be arbitrated, supporting arguments, and a list of witnesses that each Party intends to call, including experts and the topic or subject matter about which each witness or expert will testify. The arbitration hearing shall be conducted in accordance with the rules and procedures established by the American Arbitration Association.
3. Within fifteen (15) days of completion of arbitration, the arbitrator(s) shall submit a written determination regarding the matter in dispute. The arbitrator's decision shall be conclusive and binding on the Parties to the arbitration. The scope of the arbitrator's review shall be limited to a review of the contractual provisions contained in this contract as applied under law.
4. Each Party to the arbitration shall pay its own costs and attorney fees.

Article 21 – Notices

21.1 – Notices

All written notices and other documents to be delivered or transmitted hereunder shall be addressed to the respective Parties at such address or addresses as shall be specified by the Parties from time to time. Written notices or other documents may be delivered in person, transmitted electronically or by facsimile, or by ordinary or certified mail, properly addressed with sufficient postage.

Article 22 – Miscellaneous

22.1 – Miscellaneous

- (a) Waiver. The waiver by any Party of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- (b) Unenforceability. If any paragraph or provision of the Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, which shall remain in full force and effect.
- (c) Entire Understanding. This Agreement represents the entire understanding and agreement between the Parties hereto.

- (d) Captions. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way to amplify or modify the terms and provisions hereof.
- (e) Modification. This Agreement may be changed or modified only by a written document signed by all the Parties.
- (f) Interpretation of Agreement. The Parties acknowledge that each Party has had the opportunity to participate in the drafting of this Agreement. As a result, in the event of any ambiguity in this Agreement, it shall not be interpreted for or against any Party on account of the drafting by any Party.

Article 23 – Effective Date of Agreement

23.1 – Effective Date of Agreement

This Agreement will become effective upon the approval of all of the legislative bodies of the Parties when duly executed by the City Manager and the Supervisor of each Township.

Article 24 – Execution in Counterparts

24.1 – Execution in Counterparts

This Agreement may be executed in several counterparts and when so executed will be considered to be an original.

CITY OF KALAMAZOO

Dated: _____, 2020

By: _____

Its: _____

TOWNSHIP OF _____

Dated: _____, 2020

By: _____

Its: _____

Note: All of Appendix G is new.

Appendix G– Water System Capacity Buy-in Fee

G.1 – General Principle

A fee charged for each new connection to the Public Water Supply System designed to recapture the proportional share of additional available capacity in the Public Water Supply System attributable to each new connection. The System Capacity Buy-in Fee (SCF) shall be calculated using the methodology set forth below.

G.2 – Calculation of Water System Capacity Buy-in Fee per Residential Equivalent Unit (REU)

Net book value of the Public Water Supply System Capital Assets (excluding net book value of customer connection and meeting devices), minus the outstanding debt on the bond principal of the Public Water Supply System (excluding the outstanding debt on the bond principal of customer connections and meeting devices), plus the current bond reserve funds.

Table 1 Water System Capacity Buy-in Fee per REU (SCF)	
Net System Value	\$62,348,512
Calculated REUs	52,260
Calculated Fee per REU	<u>\$1,193</u>
Recommended Fee per REU	<u>\$1,175</u>
Residential Equivalent Units (REU) based on 1” meter	

Table 2 Calculation of Water System Capacity Buy In Fee per REU	
Net Book Value of Capital Assets	\$201,739,578
Less Net Book Value of Customer Connection and Metering Devices	-49,585,458
Less Outstanding Bonded Debt Principal	-110,602,317
Plus Outstanding Bonded Debt Principal for Customer Connections and Metering Devices	13,217,548
Plus Bond reserves	<u>7,579,161</u>
Net System Value	\$ 62,348,512

Table 3

Water System Capacity Buy-In Fee Per Meter Size

The number of REUs assessed to each new connection is based on the size of the meter at the point of connection. The scale below identifies the equivalent number of REUs per meter size.

Meter Size	AWWA Capacity Maximum Flow Rate (gpm)	Factor based on 1"	Water SCF ¹
1"	50	1.00	\$1,175
1.5"	100	2.00	\$2,350
2"	160	3.20	\$3,760
3"	350	7.00	\$8,225
4"	600	12.00	\$14,100
6"	1,350	27.00	\$31,725
8"	1,600	32.00	\$37,600

¹Based on a minimum meter size of 1". Any meter size smaller than 1" is subject to an individual analysis by City.

(AWWA indicates American Water Works Association)

1st AMENDMENT (_____, 2023)
to the Water Services Agreement (9.1.2021)

CITY OF KALAMAZOO

Dated: _____, 2021

By: _____
James Ritsema
Its: City Manager

COMSTOCK CHARTER TOWNSHIP

Dated: _____, 2021

By: _____
Randy Thompson
Its: Supervisor

COOPER CHARTER TOWNSHIP

Dated: _____, 2021

By: _____
Jeff Sorenson
Its: Supervisor

KALAMAZOO CHARTER TOWNSHIP

Dated: _____, 2021

By: _____
Don Martin
Its: Supervisor

OSHTEMO CHARTER TOWNSHIP

Dated: _____, 2021

By: _____
Cheri Bell
Its: Supervisor

PAVILION CHARTER TOWNSHIP

Dated: _____, 2021

By: _____
Randy Thompson
Its: Supervisor

RICHLAND TOWNSHIP

Dated: _____, 2021

By: _____
Lysanne Harma
Its: Supervisor

Dated: _____, 2021

TEXAS CHARTER TOWNSHIP

By: _____
Nick Loeks
Its: Supervisor

Dated: _____, 2021

VILLAGE OF RICHLAND

By: _____
David Greve
Its: President



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

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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

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

CHARTER TOWNSHIP OF KALAMAZOO
PERFORMANCE STANDARDS
FOR
GROUNDWATER PROTECTION WITHIN
WELLHEAD PROTECTION CAPTURE ZONES
AND
STORMWATER QUALITY MANAGEMENT
(REFERENCE ORDINANCES &)

2023

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1.0 INTRODUCTION

This document provides Performance Standards (Standards) for groundwater protection within Wellhead Protection Areas (Capture Zones) and for stormwater quality management throughout the Charter Township of Kalamazoo, Michigan (Township). The objective of this document is to define technical standards for groundwater and surface water (stormwater) protection during site development and redevelopment activities throughout the Township. The Standards are designed to be consistent with the objectives of the Wellhead Protection Ordinance and maintain compliance with the Township's Stormwater Quality Management Criteria. This document has been prepared with the assistance of the City of Kalamazoo as the Kalamazoo Water System provides service to the Township. Users of this document will see some documents that reference the City of Kalamazoo. The Township is using these documents for convenience; and all requirements in these performance standards shall apply.

The intent/purpose of the Wellhead Protection Ordinance (WH-O) is to protect the groundwater supplies that serve as drinking water by defining noncompatible land uses within Capture Zones and to prevent their creation or establishment, including those that would prevent/limit the City of Kalamazoo's ability to obtain necessary well permits to replace or add new potable water production, and to minimize the risk to drinking water sources by requiring compliance with the Standards established in this document.

These Standards may be applied at all sites within the Township but were developed primarily for use during Site Plan Review and/or building plan review. These Standards supplement the Township's Wellhead Protection Ordinance. For the purpose of these Standards regarding Wellhead Protection, the Township's Capture Zones have been divided into two three groundwater contamination risk areas based on groundwater's Time-of-Travel to a municipal wellfield:

- 1-Year Capture Zone = Area located within a 1-Year Capture Zone to a municipal wellfield.
- 5-Year Capture Zone = Area located within a 5-Year Capture Zone, but outside the 1-Year Capture Zone, to a municipal wellfield; and
- 10-Year Capture Zone = Area located within a 10-Year, but outside" the 1-Year and 5-Year, Capture Zones to a municipal wellfield.

To determine if a site is located in a Capture Zone area, refer to Figure 1 Wellhead Protection Overlay Map, and/or the City of Kalamazoo online Geographic Information System (GIS) (<https://www.kalamazoocity.org/maps>) under the Wellhead Capture Zones Layer.

In certain cases, more stringent standards have been developed for sites located closer to municipal wellheads. Consequently, proposed development of sites within the 1-Year Capture Zones is expected to implement greater controls than that within the 5 or 10-Year Capture Zones.

This document includes a variety of Best Management Practices (BMPs) related to groundwater and surface water protection. These BMPs were derived from a variety of sources, some of which are provided in this document. The BMPs used in this document are considered commonly accepted practices associated with groundwater and/or surface water protection. These BMPs were derived from a variety of sources, including "Low Impact Development Manual for Michigan - A Design Guide for Implementers and Reviewers" (SEMCOG, 2008), and "Michigan Nonpoint Source Best Management Practices Manual" (EGLE, 2017), and various state and federal rules, regulations, manuals, and guidance documents.

Maps showing the Capture Zones are maintained by the Township and are available for viewing at the Charter Township of Kalamazoo, 1720 Riverview Drive, Kalamazoo MI, 49004. Figure 1: Wellhead Protection Overlay (2022) is the official map reference of the WH-O and includes the 1-Year, 5-Year and 10-Year Time-of-Travel Capture Zones and the 2,000-foot State of Michigan Well Permit Isolation Boundaries from existing wells.

The Standards are divided into sections, which follow this Section 1.0 Introduction.

Section 2.0 "Groundwater Contamination Risk Assessment" discusses what risk category to groundwater (i.e., high or low risk) the Zoning Districts and various land uses are designated. Also, supporting rationale for the designations are provided.

Section 3.0 "General Plan and Construction Standards" details standard practices expected of any site, including those sites in possession of regulated substances (defined in the WH-O Ordinance).

Section 4.0 "Land-Use Specific Site Plan Review Standards" includes more specific standards for several high-risk land uses that are prohibited in one or all of the Capture Zones.

Section 5.0 "Stormwater Management Requirements" establishes technical standards that apply both inside and outside the Capture Zones for stormwater management. These standards are intended to address groundwater vulnerability and land-use risks prevent or minimize pollutant loadings to surface water to ensure compliance with the Township's Stormwater Quality Management Criteria; and minimize potential adverse impacts to general surface water quality from stormwater runoff.

Section 6.0 “Treatment and Spill Containment” provides guidance regarding BMPs that can meet treatment requirements for stormwater quality, and specific requirements, for spill containment cells and volumes, water quality swales, and proprietary systems.

Section 7.0 “NonConforming Land Uses” specifically addresses sites within the Capture Zones with existing non-conforming land uses pursuant to the WH-O Ordinance, including the requirement for the implementation of BMPs and/or Spill Contingency Plans (SCPs) at those sites.

Section 8.0 “Potentially Applicable Environmental Regulations” discusses the requirement of developers to comply with all local, state, and federal regulations.

Section 9.0 “Contaminated Properties” addresses contaminated sites and special considerations and requirements for these sites.

2.0 GROUNDWATER CONTAMINATION RISK ASSESSMENT

A groundwater contamination risk assessment is required for all sites within Capture Zones. The assessment shall include a review of land uses allowed by the zoning ordinance and the proposed land use(s) with respect to the presumed risk to groundwater. The final risk designation shall be used to determine what land use Standards must be applied to protect groundwater as a condition of plan approval.

Land-use zoning districts are designated as either high-risk or low-risk for potential groundwater contamination, as shown in Table 1. Generally, high-risk designations were assigned to zoning districts that allow land use activities that are either prohibited or restricted within Capture Zones due to the potential for storage and/or use of regulated substances. Table 1 list these zoning districts that typically allow activities involving the storage and/or use of regulated substances.

Table 1: Zoning Groundwater Risk Designations

High-Risk Zoning Districts

Commercial (C) Districts

- Local Commercial (C-1)
- Commercial Corridor (C-2)

Industrial (I) Districts

- Light Industrial (I-1)
- General Industrial (I-2)

Low-Risk Zoning Districts

Residential (R) District

- Single Family Residential (R-1)
- Single & Two Family Residential (R-2)
- Multiple Family Residential (RM-1)
- Multiple Family Residential / Mixed Use (RM-2)
- Residential Restricted (RM-3)
- Mobile Home Park (MHP)

Table 2 provides a list of high-risk land-use activities that pose potential threats to groundwater. These land-use activities are considered high-risk regardless of zoning designation. Other high-risk land-use activities are identified in the EGLE document "Minimum Isolation Distances (From Contamination Sources and Buildings), Part 127, Act 368, P.A. 1978 And Act 399, P.A. 1976" (Attachment 1). This

document specifies required well isolation distances considered for the issuance of Type I well permits. Attachment 1 shall also be used when determining if a proposed land-use is allowed and what Standards to apply to protect groundwater as a condition of plan approval. To determine if a site is located in an Isolation area, refer to the City of Kalamazoo online GIS (<https://www.kalamazoo.org/maps>) under the Wellhead Capture Zones Layer.

Table 2: High-Risk Land-Use Activities that Pose Potential Threats to Groundwater

<p>Commercial</p> <p>Analytical and clinical laboratories Animal feedlots Auto washes Boat builders/refinishers Automotive rental, sales, and service Establishments with fleets of trucks and cars Gas stations Motor vehicle repair/service shops Impoundment lots Concrete/asphalt/coal/tar companies Drum recycling and cleaning Dry cleaners and laundries Equipment repair Food processors/meat packers/slaughter Fuel oil distributors/stores Furniture manufacturing, stripping, or refinishing Funeral Homes Pesticide application services/stores/retailers Petroleum bulk storage/refineries/pipelines Photographic development Truck or rail tanker cleaning Wood preserving and treatment</p>	<p>Manufacturing</p> <p>Chemical, paint, and plastics manufacturing Metal manufacturing, machining, or plating) Mining operations/injection wells Pharmaceutical Manufacturers Pulp and paper industry Other manufacturing (textiles, marihuana, etc.)</p> <p>Transportation</p> <p>Airport maintenance/fueling areas Governmental agencies with truck and car fleets Salt piles/sand-salt piles Trucking/bus terminals Vehicle maintenance operations</p> <p>Utilities</p> <p>Electric power generation substations</p> <p>Waste Management and Recycling</p> <p>Landfills/dumps Transfer Stations Junk, scrap, recycling and salvage yards</p>
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Groundwater Risk Designation Examples:

- A site with both high risk zoning and high risk land use shall be considered **High-Risk**
- A site that has low risk zoning and high risk land use shall be considered **High-Risk**
- A site with high risk zoning and a low risk land use shall be considered **Moderate-Risk**
- A site that has low risk zoning and low risk land use shall be considered **Low-Risk**

Disclaimer: There may be other influencing factors to consider.

3.0 GENERAL PLAN AND CONSTRUCTION STANDARDS

The minimum requirements for all plans reviewed for stormwater and source water protection compliance are provided below, in addition to some requirements for environmental review/approval. This list is NOT intended to be inclusive of the requirements for all sites and associated plans. The Township may have additional requirements. Specific requirements for stormwater storage (detention/retention), treatment, chemical containment, etc.; and definitions for specific words, acronyms, etc. used below are provided in subsequent sections of this document.

- **Stormwater Calculations (unless directed otherwise) using the Stormwater Calculations Worksheet (Attached and available at: [\[redacted\]](#)).**
- Existing infrastructure that will be used/reused shall be cleaned and inspected, and notes shall be provided on the plans to do so (pipes, structures, catch-basins, drywells/leaching basins, Manufactured Treatment Devices (MTDs), detention systems, retention systems, containment systems, etc.).
- Environmental Reports such as: Phase I Environmental Site Assessment (ESA), Phase II ESA, Baseline Environmental Assessment (BEA), Vapor Intrusion Assessment, etc., where available or as required.
- Soil boring logs and environmental sampling results for proposed infiltration areas, where required.
- Chemical Storage Inventory (CSI) Form, Safety Data Sheets (SDSs), and other forms, as required.
- Identification of regulated substance storage, use, loading/unloading or other areas; and associated chemical containment strategy(s).
- Spill Contingency Plan (SCP) or other relevant emergency response/environmental contingency plan(s) for all existing and proposed sites that possess regulated substances at or above 55 gallons aggregate for liquids, or 440 pounds dry weight for dry substances.
- For sites where stormwater infrastructure will be added, provide engineered and scaled plans of proposed stormwater collection, treatment, and discharge strategy(s), including but not limited to:
 - Proposed grades
 - Runoff shall NOT be discharged onto streets or sidewalks; or onto other properties (without a drainage agreement).

- Runoff from paved or other generally impervious areas shall be collected at intervals not obstructing the flow of vehicular or pedestrian traffic and shall not create standing water or cause unnecessary erosion of soil or other material.
 - Invert and rim elevations for all proposed and existing stormwater infrastructure
 - Details for MTDs, structures, detention/retention systems, etc.
 - Detention/retention systems shall drain completely between runoff events.
 - Containment systems and detention systems that do not infiltrate shall have a minimum 60 mil thick liner constructed of a material(s) that is chemically compatible with onsite materials (existing contamination, regulated substances, etc.). This does not apply to systems constructed of sealed tanks/vessels or solid walled pipes.
 - Proposed storm sewer pipes shall be sized for a minimum 10-year 24-hour design storm.
 - A note shall be on the plans indicating that all areas disturbed within the ROW (streets, sidewalks, etc.) shall be restored in-kind, to existing or better conditions.
 - Proposed site improvements shall maintain minimum 10-foot lateral clearance and 18-inch vertical clearance from existing storm sewer, public sanitary sewer system and municipal water infrastructure, unless otherwise approved.
- For sites where new roofs, eaves, gutters, and/or downspouts are proposed, storage shall be provided, where feasible; and runoff shall NOT be directed toward streets, sidewalks, or adjoining properties (without a drainage agreement between Landowners).
 - All sites shall comply with all relevant Township Ordinances associated with stormwater, wellhead protection, regulated substances, site plan, etc.
 - Required forms, where applicable (Attachment 2):
 - Stormwater Calculations Worksheet
 - Uniform Stormwater Standard 1: Water Quality Treatment Volume and MTD Worksheet
 - Uniform Stormwater Standard 2: Channel Protection Volume Worksheet

3.1 CONSTRUCTION ACTIVITIES

An appropriate material and equipment maintenance and storage area should be identified on the site plan. If construction equipment is to be temporarily stored in an open area:

- The storage site shall not be located within the drip line of trees.

- The storage site shall not be within 100 feet of a watercourse, wetland, or storm sewer inlet, unless approved by the Township. Runoff should be diverted away from watercourses and wetlands.
- The construction site should be designed and operated to prevent excess solids from being discharged into wetlands and surface waters.
- Secondary containment is required for regulated substances stored in containers larger than typical household quantities during site construction activities. These substances include, but are not limited to, fuels, oils, and lubricants. All regulated substances must be stored in a manner that diminishes the possibility of a release to the environment (soils, surface water and groundwater).

3.1.1 Soil Erosion And Sedimentation Control

The Contractor shall comply with the Michigan Part 91 Soil Erosion and Sedimentation Control permit pursuant to the Natural Resources and Environmental Protection Act (NREPA), Public Act 451 of 1994, as amended. Proper provision for water disposal and protection of soil surfaces is required during and after construction in order to promote the safety, public health, and general welfare of the Township, as well as to limit the exposed area of any disturbed land for the shortest possible period of time.

3.1.2 Dewatering

Dewatering is the temporary withdrawal and subsequent discharge of groundwater from a construction site to the extent necessary to associated with a construction project requiring the need to maintain below grade excavation(s) free from surface or subsurface infiltration of groundwater and/or surface water.

- If dewatering is necessary, a dewatering plan shall be submitted to and approved by the Township Engineer and approved by the following depending on the discharge strategy (surface water, storm sewer, public sanitary sewer system or county drain). Surface Water Discharge - Wellhead Protection Administrator for water quality review and Township's Stormwater Engineer for quantity/capacity review and Michigan Department of Environment, Great Lakes, and Energy (EGLE) approval is required and a copy of the approval/permit shall be provided). Storm Sewer Discharge – Wellhead Protection Administrator for water quality review and the Township's Stormwater Engineer for quantity/capacity review (EGLE permitting may also be required).
- Sanitary Sewer Discharge - Wellhead Protection Administrator for water quality and for quantity/capacity review. Any proposed discharge to the public sanitary sewer system must be approved by the Wastewater Superintendent or designee.
- County Drain – Written permission shall be obtained from the Kalamazoo County Drain Commissioner.

The plan will include items such as a map detailing dewatering activities, the proposed dewatering pumping rate, proposed period of dewatering activity, discharge entry point, discharge outfall location, dewatering contingency plan, emergency contact information, dewatering fluid analytical results with DEGLE Criteria (e.g., hydrocarbons, metals, volatile organic compounds, etc.), identification of known contaminated sites and any associated plumes within a radius of 1,000 feet of the dewatering points, dewatering sampling plan (frequency of sampling, parameters to be analyzed, etc.). At a minimum, Total Suspended Solids (TSS) concentrations shall be less than 80 mg/L and routinely monitored as an indicator of effective sediment control and reported daily to the Township's approving personnel or designee. Other requirements may be applicable, dependent upon site conditions and characteristics.

Sediment basins, filters, or other BMPs may be required to filter the dewatered fluids prior to being discharged to a surface water, storm sewer, or sanitary sewer. Dewatering shall be performed so that the velocity of the discharged water does not cause scouring of the receiving area. If the receiving area is a structural BMP (i.e., basin or sump), the design of the BMP shall be based on the anticipated dewatering flow rate. Sediment-laden water from cofferdams, trenches, and other areas that need to be dewatered shall be pumped through a geotextile material before the water is discharged. If the dewatered water is discharged through a filter to a county drain, permission shall be obtained from the drain commissioner.

The dewatering site shall be inspected, and its condition documented at least twice daily to ensure the dewatering system is operating in accordance with the approved plan, and the pumping procedure is adequately controlling the excess water and that any filtering/sediment-reducing BMP is functioning properly (e.g., not clogged). If any deficiency is identified, immediate action must be taken to correct the deficiency(s) and regain compliance with the approved plan. If a BMP is not functioning properly, appropriate maintenance procedures for the specific BMP(s) shall be performed immediately and/or the BMPs replaced as appropriate.

3.1.3 Fill Material

Use of fill material containing regulated substances at concentrations greater than state and/or federal cleanup criteria (all media) is prohibited within the Capture Zones and may only be used at sites outside Capture Zones in accordance with state and federal rules and regulations. Throughout the Capture Zones where fill is required, fill that originates from a clean source is required (i.e., not contaminated with regulated substances). The fill source shall be from a non-industrial area and NOT from sites of known or suspected contamination, including, but not limited to: industrial and/or commercial sites where hazardous materials were used, handled, or stored; unpaved parking areas where petroleum hydrocarbons could have been spilled or leaked into the soil: EGLE Part 201 facilities, EGLE Part 213 sites, Resource Conservation and Recovery Act (RCRA) sites or Comprehensive Environmental Response, Compensation and Liability Act (CERCLA/Superfund) sites. If the source is from an

agricultural area, care shall be taken to ensure the fill does not contain pesticides or agricultural waste byproducts such as manure. Alternatives to using fill from construction sites, include the use of fill material obtained from a commercial supplier of fill material or from soil pits in rural or suburban areas. However, care shall be taken to ensure that these materials are also uncontaminated. For further information regarding the relocation of contaminated soil refer to Section 324.20120c. Relocation of contaminated soil, of the NREPA Act 451 of 1994.

3.1.4 Contaminated Sites

Site plans must take into consideration the location and extent of any contaminated soils and/or groundwater on the site and the need to protect human health and the environment. For this purpose, environmental documentation of the site's environmental condition shall be required (Phase I ESA, Phase II ESA, Baseline Environmental Assessment (BEA), Vapor Intrusion Assessment, or other pertinent information available), unless otherwise approved. A depiction of the location and extent of contamination shall be submitted on or with the site plan. See Section 9.0 for discussion regarding contaminated properties.

Any site used to temporarily store contaminated soils (such as during removal of an Underground Storage Tank (UST)) must do so in a designated area indicated on the site plan. This area shall be located indoors whenever possible, but may be located outdoors provided that the soils/material are containerized in Michigan Department of Transportation (MDOT)-approved drums, or covered with tarp or plastic sheeting and placed on a paved/impermeable surface containment (curb, dike, or berm) to prevent stormwater run-on and runoff.

In most situations, due care obligations apply even if the owner/operator is not responsible for the site's contamination. Additional details of the due care obligations are provided in Section 9.1. As part of the due care obligations, vapor intrusion mitigation may need to be employed at contaminated sites due to potential health risks associated with inhaling contaminants. Mitigation is typically required when contaminants are present in soil and/or groundwater at concentrations greater than EGLE Vapor Intrusion Screening Levels. These sites (and potentially other contaminated sites for which sampling data does not exist) require vapor intrusion assessments and mitigation (if warranted) prior to plan approval. This is consistent with *public health, safety, and welfare*, as required by the Site Plan Review Ordinance.

3.1.5 Parking Areas

All parking areas shall be designed and constructed with a minimum 1% cross slope to prevent ponding and shall NOT allow for sheet flow or discharge of stormwater toward streets, sidewalks, or adjoining properties. Parking areas within the 1-Year Capture Zone that are designed to accommodate 20 or more vehicles or exceed 6,000 square feet shall be paved with concrete, asphalt, or an equivalent smooth,

impervious surface with a minimum of a 1% cross slope to prevent ponding of water. These areas shall be served by an appropriate and approved stormwater treatment system as described in Section 5.0.

Large parking areas shall be designed and constructed such that all runoff is directed to an approved onsite stormwater collection and treatment system. Large parking areas intended for limited or short-term use (i.e., churches or similar), with limited potential for contamination, may be granted exceptions or modifications where other controls or solutions will be incorporated. Parking areas that will be reconstructed shall be designed and constructed to meet the minimum requirements provided herein. Section 5.0 provides additional requirements for parking areas.

3.1.6 Floor Drains and Dry Wells / Leaching Basins

General purpose floor drains must be connected to a public sanitary sewer system or an onsite holding tank (not a storm sewer or a septic system) in accordance with local, state and federal rules and regulations. General purpose floor drains that discharge to groundwater or a stormwater collection system are not permitted.

Dry wells (leaching basins) are a type of drainage structure used for the underground disposal/infiltration of stormwater runoff. Dry wells are prohibited within 1-Year Capture Zones and within 200 feet of a Type I Public Water Supply well. The use of dry wells is restricted within 5-Year and 10-Year Capture Zones (see Section 5.0). Where allowed, dry wells shall only receive stormwater runoff that has been pretreated or untreated runoff that has a low likelihood of being contaminated, including: non-industrial roof runoff, sidewalk runoff, greenspace runoff, and/or runoff from parking areas that are not considered large parking areas. Dry wells may only be located in areas that receive clean water discharges and are required to be managed in accordance with Section 5 “Stormwater Quality Management Criteria”. Dry wells may also require a groundwater discharge permit from the EGLE. The site plan must show the existing and proposed location of any dry well.

3.1.7 Wells

All existing, proposed, and abandoned wells, including potable water wells and monitoring wells, shall be indicated on the site plan.

The WH-O Ordinance prohibits within any Capture Zone:

- Installation of a private water well for the purpose of drinking water or irrigation if public water service is reasonably available, as determined by the Township, the Kalamazoo County Health and Community Services Department, and the Environmental Health Division.
- Use of a private well, if said well is likely to cause an adverse impact to the public water supply.

- Installation or use of a water well not installed for the purpose of drinking water or irrigation, unless it is determined by the Township that the well owner (or representative) has scientifically demonstrated that the well will not cause an adverse impact to the public water supply.
- Drilling for natural gas or petroleum, whether for exploration, production, or otherwise.
- Presence of an abandoned well, which is defined as any well that has either been discontinued for more than one year, is in such disrepair that its continued use for obtaining groundwater is impractical, has been left uncompleted, is a threat to groundwater resources, or is a health or safety hazard. A well shall not be considered abandoned if it has been properly plugged pursuant to the Groundwater Quality Control Act, Part 127, 1978 PA 368. When a well is plugged, formal well abandonment logs must be completed and provided to the Township, except in cases where wells were abandoned in the past and no well abandonment logs are available.

3.1.8 Well Isolation Distance Requirements

Per the WH-O Ordinance, “Within a Capture Zone, no person shall cause or allow uses or activities that would violate the terms and conditions set forth in the document ‘Minimum Well Isolation Distances (From Contamination Sources and Buildings), Part 127, Act 368, P.A. 1978 and Act 399, P.A.1976’, as amended.” This document is presented as Attachment 1. These land use restrictions directly relate to the City of Kalamazoo’s ability to replace or add new wells to its Public Water Supply System, and are permit criteria used by the EGLE.

3.1.9 Septic Systems

The construction or replacement of any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of domestic or non-domestic wastewater is prohibited within the Capture Zones (where public sanitary sewer is available). For sites where public sanitary sewer is not available, all septic systems shall comply with Kalamazoo County sewage disposal system requirements, including the acquisition of necessary permits. Flow restrictors and low-flow faucets for sinks and spray nozzles shall be installed to minimize hydraulic loading to subsurface disposal systems. Floor drains shall not be connected to septic systems. The locations of existing and proposed septic tanks and drain fields shall be indicated on the site plan.

3.1.10 Cooling Water

Closed-loop cooling systems should be considered to eliminate cooling water discharges within Capture Zones. Alternatively, non-contact cooling water may be discharged to a storm sewer, sanitary sewer, or surface water provided all local, state, and federal discharge requirements are met. Discharge of cooling water to site soils/groundwater is not permitted without Township approval.

3.1.11 Road Salt Storage and Use

All salt and associated sand mix piles must be stored on an impermeable surface and covered with a waterproof material. Inside the 1-Year Capture Zone, salt shall be stored in indoor sheds surrounded by impervious paving. Stockpiles shall not be located near surface waters, in flood plains, or areas with steep slopes, and shall be designed to prevent surface water run-on and runoff. Snow containing road salt shall not be brought to sites inside 1-Year Capture Zones for disposal. Alternative deicing chemicals include calcium chloride, magnesium chloride, calcium magnesium acetate (CMA), and products that are mixtures of chlorides and organic compounds. Environmentally friendly snow and ice removal products and procedures are encouraged.

3.1.12 Sump Pumps

Sump pumps may only be connected to and/or discharge to the Townships or City of Kalamazoo's sanitary sewer system(s) if approved by the Township and the Public Services Director, and the discharge shall only occur if consistent with City codes and ordinances.

Sump pumps shall NOT discharge directly or indirectly to sidewalks, roads, sewers, surface water (lakes, rivers, streams, wetlands, ditches, etc.) without Township approval and shall only be allowed if in compliance with local codes, ordinances and policies, and state and federal rules and regulations.

3.2 REGULATED SUBSTANCES AND PROCESS ACTIVITIES

The WH-O Ordinance defines "Regulated Substances" as:

- Substances for which there is a material safety data sheet (SDS), as established by the United States Occupational Safety and Health Administration, and the SDS cites possible health hazards for said substance;
- Hazardous waste as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended;
- Hazardous substances as defined by the Comprehensive Environmental Response, Compensation and Recovery Act (CERCLA);
- Radiological materials; and
- Biohazards.

Regulated Substances shall not include:

- Substances in an amount equal or less than 2,200 pounds that are in an area capable of fully containing a total release of said substance or an area that would drain the substance to a wastewater treatment system capable of treating the released substance(s) (excluding septic tanks);
- Substances in a parked or stopped vehicle in transit, provided the vehicle is stopped or parked for

less than 72 hours;

- Substances, such as gasoline or oil, in operable motor vehicles or boats so long as used solely for the operation of the vehicle, but not the tanker portion of a tank truck;
- Pressurized gases in a chemical storage tank such as chlorine, propane, hydrogen, and nitrogen;
- Refrigerants contained within equipment and used for onsite air cooling or in household appliances;
- Substances contained within electrical utility transformers/switches; or
- Substances used in construction for which all necessary permits have been obtained, and in accordance with the "Performance Standards."

See WH-O Ordinance for further information.

3.2.1 Regulated Substance Use Areas

The possession of regulated substances, including fuel in quantities that exceed 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights, unless prepackaged and intended for retail sale or for commercial or household use (such as salt used in water softeners, fertilizers, pesticides, herbicides) is prohibited in the 1-Year Capture Zones and are only allowed in the 5 and 10-Year Capture Zones if engineering controls are designed and implemented consistent with the BMPs contained herein, the Township's Fire Code, and applicable State of Michigan and federal laws and regulations. Where otherwise permitted (outside Capture Zones), sites where regulated substances are stored, used, or generated shall be designed to prevent spills and discharges of such materials to the environment (i.e., soil, groundwater, surface water, and stormwater). The storage or presence of a regulated substance in a manner in which the substance could reasonably be released to the environment is prohibited. A Spill Contingency Plan (SCP) is required for all sites within the Capture Zones that possess regulated substances in any quantity. Additionally, a Chemical Storage Inventory Form (Attachment 2) and an SCP is required for all sites located outside of capture zones that possess regulated substances in quantities greater than 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights. Refer to Attachment 5 for an example SCP.

Floor surfaces in regulated substance work areas, storage areas, and transfer areas shall be impervious to the types of materials that may be used or generated at the facility. The floor shall be pitched to an appropriate floor drain that is connected to sanitary sewer, a sump, or a holding tank; and entrances shall be designed to prevent stormwater runoff from entering the building and spills from leaving the building. Curbing, sills, and internal floor berms shall be used to isolate spill-prone areas, where necessary.

Whenever possible, activities involving regulated substances shall be conducted indoors. If not feasible, activities that could result in a release shall be segregated from other activities and conducted on an

impervious surface. The surface shall be graded to minimize run-on of stormwater and runoff of spills, and shall be adequately designed to prevent spilled regulated substances from escaping the area. Drains in these areas shall be connected to a holding tank or the sanitary sewer, with Township approval and appropriate pretreatment. The area shall be covered, where possible. If potentially polluting activities cannot be covered and discharge to the sanitary sewer is proposed, discharge of low-volume, high-frequency storms to the sanitary sewer shall be considered.

Whenever possible, sites shall select non-hazardous or less-hazardous chemicals, especially for processes such as degreasing, cleaning, and plating that have historically used toxic materials. In addition, when possible, materials such as oils should be standardized throughout a site to reduce the quantity of leftover material and mixed waste. Practices that minimize waste generation are encouraged.

3.2.2 Spill Response Equipment

Sites intending to use, store, transfer or generate regulated substances in quantities meeting or exceeding 55 gallons for liquids or 440 pounds for dry weight are required to have emergency spill response equipment and must indicate on the site plan the location(s). Spill response equipment shall be located throughout the site so that spills may be contained. The specific type(s) of spill response equipment shall be compatible with and appropriate for the types of regulated substances stored onsite, other engineering controls present, the potential threat to site soils/groundwater/stormwater/surface water, and the site location. A Spill Contingency Plan (SCP) is required for these sites. Refer to Attachment 5 for an SCP Template.

3.2.3 Loading / Unloading Areas

Loading/unloading areas used to transfer regulated substances should be indicated on the site plan. The areas should be paved with concrete or another material sufficiently impervious to the materials loaded and unloaded in that area. Loading/unloading docks must be isolated from storm drains and dry wells to prevent potential spills from contaminating stormwater or discharging to groundwater. If floor drains and/or dry wells already exist, inlets must be appropriately protected during loading/unloading operations to prevent pollutants from entering the storm sewer or infiltrating within pervious surfaces. Loading/unloading operations shall prevent pollutants from entering the storm sewer or infiltrating within pervious surfaces. Loading/unloading areas shall be covered or enclosed and be designed to reduce stormwater run-on. If the loading/unloading area is uncovered (due to infeasibilities), grading and/or berms shall direct runoff to a dead-end sump or another appropriate collection device. Where appropriate, a post indicator valve (PIV) shall be installed. The PIV shall be left open to drain precipitation, except during loading/unloading. If tanker trucks are used for regulated substance loading or unloading, full containment of the loading/unloading area shall be provided.

Spill response equipment shall be provided in all regulated substance loading/unloading areas. The location(s) of loading/unloading areas and associated spill response equipment shall be depicted on the site plan in the SCP.

3.3 REGULATED SUBSTANCE STORAGE UNITS

A regulated substance storage unit is considered to be any underground storage tank (UST), above ground storage tank (AST), drum, carboy, or other container used for the storage of one or more regulated substance(s) including silo, bag, tank wagon, box, glass, bottle, cylinder, total bin, truck body, rail car, tanker, or tool crib when used for permanent or temporary storage of regulated substances. The following standards apply to regulated substance storage units. All current and proposed regulated substance storage units/areas shall be indicated on the site plan with stored contents, stored volumes and secondary containment strategy(s).

3.3.1 General Provisions

Regulated substance storage units containing greater than 55 gallons for liquids or 440 pounds for solids (dry weight) are prohibited within the 1-Year Capture Zones. Within the 5-year and 10-Year Capture Zones, and outside the Capture Zones, regulated substance storage units containing greater than 55 gallons for liquids or 440 pounds for solids shall be indicated on the site plan and are allowed if the following standards are applied.

- Unless other sufficient measures have been implemented at the site, these regulated substance storage units shall be completely contained, isolated from floor and storm drains, have sealed surfaces, comply with fire safety regulations, and shall not be accessible to unauthorized personnel. Whenever possible, regulated substance storage units shall be consolidated into one location for better control of material and waste inventory. All storage units shall be properly labeled as to contents and periodically inspected for evidence of leaks, improper storage, or potential hazards that may result in a release of regulated substances being stored in or transferred into or out of the storage unit. All doors, valves, or other openings through which a release could occur must be locked or otherwise secured when not in use.
- Regulated substances shall be stored inside, whenever feasible. If it is not feasible, it is required that outside storage areas be covered (preferably with a roof) and/or designed to prevent release to the environment. A curb, or berm, and/or grading shall be provided. A curb or berm may be required along the perimeter of outdoor storage areas to prevent the run-on of uncontaminated stormwater from adjacent areas, as well as runoff of stormwater from the storage area. The area inside the curb shall slope to a drain, then to a holding tank or sanitary sewer (if approved) with a

positive control such as a lock, valve, or plug. See Section 3.3.2 for secondary containment requirements.

- Regulated substances stored outdoors shall be in product-tight containers that are protected from weather, leakage, accidental damage, and vandalism. Sites storing regulated substances outdoors must implement security measures that are appropriate for the material stored and the nature of the site. Measures to be implemented, as appropriate, include:
 - Development and implementation of an SCP, Spill Prevention Control and Countermeasure Plan (SPCC), and/or Stormwater Pollution Prevention Plan (SWPPP), where appropriate and as required by state and federal rules and regulations.
 - Fencing the regulated substance storage unit or the entire site and locking or guarding entrance gates when the storage unit/facility is not in production or is unattended.
 - Ensuring that valves permitting direct outward flow of a container's contents have adequate security measures, so they remain in the closed position when in non-operating or standby status.
 - Preventing unauthorized access to starter controls of pumps.
 - Providing facility lighting that will assist in the discovery of releases during hours of darkness and prevention of discharges occurring through acts of vandalism.
 - Surveillance cameras and/or audible remote leak detection may be required at some sites.

The storage and handling of flammable liquids, liquefied petroleum, gases, and explosives shall comply with the state rules and regulations as established by Public Act No. 207 of 1941, as amended.

3.3.2 Secondary Containment for Regulated Substances (other than fuel)

Secondary containment shall be provided for all regulated substance storage units. Secondary-containment facilities shall be designed and constructed such that potential polluting material cannot escape from the unit by gravity through sewers, drains, or other means directly or indirectly into a sewer or stormwater collection system or to the waters of the state, including groundwater. Secondary containment shall include protective measures, such as double walls, dikes, vaults, impervious liners, impervious surfaces, etc. The secondary containment system (including associated pipes, structures, surfaces, etc.) shall be constructed of materials that are compatible with the stored material(s) and shall be impervious to the stored material(s).

Exterior secondary containment provided by dikes shall be constructed of poured concrete or a pre-manufactured containment tub. Concrete-block containment is prohibited in outdoor areas because it can easily crack and does not weather well. Exterior secondary-containment areas shall be capable of

containing 110% of the largest vessel in containment, whichever is larger, plus freeboard to contain precipitation from a 25-Year 24-hour storm. Alternatively, the vessel may be a double-walled tank with interstitial monitoring (see Section 3.3.3). Containment must be higher than the 100-year flood level. When possible and as appropriate, exterior storage of regulated substances and their containment structures shall be covered to protect the containers from exposure to precipitation. If not possible, the surface shall be sloped to a collection point or sump and/or curbing shall be provided to allow for controlled removal of accumulated stormwater or spilled regulated substances. If the containment area is penetrated by a drainage or conveyance pipe, the opening shall be sealed on both sides to ensure a liquid-tight seal. Drainage pipes shall have a lockable valve that shall be kept closed and locked under normal conditions. The valve shall only be opened when the determination is made by an EGLE Certified Stormwater Operator that the discharge of stormwater is acceptable (this may require a Stormwater Permit with Required Monitoring). Discharge of contaminated stormwater from a secondary-containment structure to soils, surface water, or the stormwater collection system is prohibited.

Secondary containment for indoor ASTs may be provided by the building, as long as discharge from the AST cannot escape the building via floor drains, entrances, or any other means, and no specific containment is required by other regulations. Although not permitted for outdoor containment structures, concrete-block containment may be used indoors with Township approval.

3.3.3 ASTs

All ASTs shall be certified, installed, operated, maintained, closed, or removed in accordance with local, state and federal regulations, including: EGLE and Michigan Department of Licensing and Regulatory Affairs (LARA) rules and regulations and local fire codes and ordinances. **All ASTs must be indicated on the site plan, including volume, contents, and containment strategy(s).** A copy of any required local or state AST registration document shall be provided to the Township.

No ASTs should be located in direct contact with site soils. The tank shall have sufficient ground clearance for visual inspection of the bottom of the AST for deterioration, unless the size of the AST prevents raising the tank, as required, or if the AST is a concrete-vaulted tank. Any AST subject to vehicle impact must be protected against impact with physical barriers. Objects used as physical barriers shall be depicted on the site plan.

The following minimum requirements apply to all ASTs:

- ASTs containing regulated substances shall have secondary containment that complies with all local, state and federal rules and regulations. If a double-walled AST is selected, primary tank leak detection with an audible alarm shall be provided (interstitial monitoring).

- Tank piping shall be located within secondary containment and/or double walled.
- Piping shall be designed such that liquid will not continue to flow by gravity or siphoning from the storage tank if the piping or fittings break. Fuel filling ports shall have secondary containment beneath the fill area to prevent a release from reaching the pervious ground surface or storm drain/inlet.
- Tanks shall be equipped with a shut-off valve, preferably an automatic shear valve, with the shut-off located inside the tank.
- For flood control, all exterior ASTs shall have a monitoring system and secondary standpipe above the 100-year flood-control level for monitoring and recovery.
- Fill-pipe inlets shall be above the elevation of the top of the storage tank.
- ASTs shall have overflow protection, such as a visual liquid-level-indicator gauge or alarms.

3.3.4 USTs

USTs are prohibited within the 1-Year Capture Zones, if 55 gallons aggregate for liquid material or 440 pounds aggregate for dry weights are exceeded and shall not be used in the 5-Year and 10-Year Capture Zones unless the use of ASTs is impractical. USTs must conform to local, state and federal rules and regulations, including but not limited to: EPA, EGLE, LARA and local fire code and ordinance requirements.

If new tanks are to be installed, a copy of all registration documents shall be provided to the Township. If existing USTs are to be closed, all EGLE closure procedures must be followed, and a copy of the closure documents shall be submitted to the Township. **All current and proposed USTs shall be indicated on the site plan, including volume, contents, and containment strategy(s).**

For fueling establishments where storage, handling, or use of fuels exceed 55 gallons aggregate refer to Section 4.1 Fuel Establishments.

3.3.5 Holding Tanks

Holding tanks shall adhere to the Standards listed for ASTs and USTs, including secondary containment, unless otherwise approved by the Township.

3.3.6 Trucks, Trailers, Tankers, Rail Cars, and Tool Cribs

The possession of regulated substances for more than 72-hours in trucks, trailers, tanker trucks, rail cars, tool cribs, or similar vehicles is prohibited in 1-Year Capture Zones where the quantity of regulated substance(s) exceeds 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights, unless allowed pursuant to the WH-O Ordinance.

In the 5-Year and 10-Year Capture Zones, the possession of a regulated substance stored in trucks, trailers, tanker trucks, rail cars, tool cribs, or similar vehicles for more than 72-hours is prohibited, unless secondary containment is provided that is sufficient to contain the entire contents of the largest distinct compartment of the container. Appropriate security measures shall be implemented, such as those detailed in Section 3.3.1.

3.3.7 Generators

Standby generators shall be powered by natural gas or propane fuel, unless technically infeasible for the site and/or application. If a generator must be powered by a regulated substance, such as diesel fuel, storage of the regulated substance shall be consistent with the Standards provided herein and all local, state and federal codes, ordinances, rules and regulations, including but not limited to:

- Storage of regulated substances within 1-Year Capture Zones in excess of 55 gallons is prohibited. If a lesser volume of fuel is proposed and allowed within a 1-Year Capture Zone, containment shall be provided, and an SCP shall be prepared and maintained.
- ASTs and USTs used for fuel storage shall be double walled with interstitial monitoring and leak detection alarm(s).
- Generator and associated equipment shall be placed on an impervious surface with curbing and/or grading that is sufficient to contain incidental fuel spills associated with filling and maintenance operations.
- For all sites with proposed and/or existing generators and associated equipment that contains regulated substances in excess of 55 gallons, an SCP shall be prepared, maintained and submitted to the Township for review and approval.

3.4 WASTE

3.4.1 Solid Waste

Solid-waste dumpsters must have lids and be stored on a paved surface, unless otherwise approved by the Township. All dumpsters shall be indicated on the site plan.

3.4.2 Scrap Metal

Dumpsters and drums containing scrap metal that may contain residual chemicals or oils shall be stored on an impervious surface in an enclosed area or covered with an impervious liner to prevent accumulation of stormwater. Where stormwater may otherwise accumulate in the scrap metal collection units, drain plugs shall be left in place to prevent discharge onto the ground, and collection units shall be located on an impervious surface with a separate collection catch basin containing an oil/grit separator that discharges to the municipal sanitary sewer (with prior approval and pretreatment) or a holding tank.

3.4.3 Hazardous Wastes

If site activities involve generating, transporting, storing, recycling, or treating hazardous waste, this shall be indicated on the Chemical Storage Inventory Form (Attachment 3), along with the site's waste generator status (e.g., small-quantity generator). Existing and proposed hazardous waste accumulation areas shall be depicted on the plans. Hazardous waste management techniques shall comply with all applicable local, state, and federal requirements.

Work areas and all hazardous waste storage areas shall be located within a containment area with floors appropriately sealed with a suitable impermeable material and no direct access outside the facility.

3.4.4 Liquid Waste Ponds

Open liquid-waste ponds are not permitted in Capture Zones without Township approval. Any such ponds must be engineered to be protective of the environment, particularly groundwater, and shall comply with all applicable state and federal rules and regulations.

4.0 LAND USE SPECIFIC SITE PLAN REVIEW STANDARDS

This section highlights specific standards for certain land-use types identified in the Ordinance, or herein, as being prohibited in specific Capture Zones or requiring site-specific review. All land uses should incorporate the general standards detailed in Section 3.0. Other use-specific standards not contained herein may be required and subsequently adopted.

4.1 FUELING ESTABLISHMENTS

Fueling establishments where storage, handling, or use of fuels exceed 55 gallons aggregate including, but not limited to, gasoline, diesel, kerosene, and jet fuel are prohibited in the 1-Year Capture Zones. ASTs and USTs are prohibited in the 5 and 10-Year Capture Zones, unless such tanks meet the minimum requirements provided herein.

The fuel dispensing area shall be paved with concrete or an equivalent smooth impervious surface (not asphalt) with a suggested 1 to 4% slope to prevent ponding of stormwater. The fuel dispensing area must be covered to at least one foot beyond the maximum reach of the hose and nozzle assembly. The cover/canopy shall not drain onto the fuel dispensing area. The covered fuel dispensing area shall be separated from the rest of the site by a grade break that prevents run-on of stormwater and runoff of fuel to the maximum extent practicable. Drains at the site shall be labeled to indicate whether they flow directly to the sanitary sewer or storm sewer or if they flow through an oil/water separator. All stormwater shall be managed in accordance with the Standards presented herein.

All fuel dispensing nozzles shall have automatic shut-off mechanisms to help prevent overfilling. Spill response equipment shall be stored in the fuel dispensing area. The proposed location of this equipment shall be indicated on the plan.

ASTs and USTs at fueling areas shall be in compliance with local, state, and federal regulations and comply with the Standards detailed this document. In addition, when fueling is not the primary land use, fueling should be conducted at a location equipped to handle fuel and spills properly. If equipment/vehicle fueling is conducted onsite, fueling should be conducted in properly designed, designated areas, as indicated on the plan.

The Standards detailed in this section also apply to existing, nonconforming fueling establishments within Capture Zones

4.2 VEHICLE WASHING

Commercial vehicle washes (car washes, truck washes, etc.) shall be covered by a roof, have an impervious surface, and be bermed or curbed to prevent stormwater run-on and wash water runoff. The wash area shall be sloped for wash water collection, which may be discharged to a wash water recycling system, directly to the sanitary sewer (with approval and appropriate pretreatment), or to a holding tank (from which the material may be pumped to the sanitary sewer or to an offsite treatment facility). Because wastewaters from vehicle washing represent significant flows that can hydraulically overload an oil/grit separator, any such treatment device must be sufficiently sized to accept these volumes.

The cleaning of semi-trailer and tanker truck interiors may be approved in Capture Zones, if the following standards are met:

- The interior of the semi-trailer should be swept, and all debris should be collected and properly disposed.
- Dry cleaning methods should be used whenever possible. If rinsing the inside of the trailer is necessary, cleaning shall be conducted over an impervious surface. Wash water shall not be discharged to the storm sewer or the ground. With approval and appropriate pretreatment, rinse water may be disposed to the sanitary sewer.
- Wash water from the interior of tanker trucks or rail tankers shall be pumped directly into containers for appropriate offsite disposal or, with approval and appropriate pretreatment, must be pumped directly to a sanitary sewer drain. Rail tankers shall not be cleaned in 1-Year Capture Zones, unless the wash water can be completely contained and appropriately disposed.

4.3 PRESSURE WASHING/STEAM CLEANING

Pressure washing and steam cleaning activities may be permitted within covered, completely contained areas, particularly where these methods replace cleaning/degreasing operations that would otherwise use solvents. Pressure washing and steam cleaning may be conducted on a sealed impervious surface that is completely contained and graded toward a drain that discharges either to the sanitary sewer (with approval and appropriate pretreatment) or a holding tank (not into the storm sewer or directly to site soils or groundwater). Alternatively, steam cleaning or pressure washing facilities may have zero-discharge recycling systems equipped with oil/water separators or other treatment devices.

EGLE has prepared a Guidance Document on Mobile Power Washing. This document contains further details regarding BMPs for these systems. The guidance document can be obtained at: https://www.michigan.gov/egle/0,9429,7-135-70153_69695-47978--,00.html

4.4 AGRICULTURE AND BULK MIXING OF FERTILIZERS AND PESTICIDES

Only the application of agricultural chemicals, fertilizers, mineral acids, organic sulfur compounds, etc., as used in routine agricultural operations and applied under the “Generally Accepted Agricultural Management Practices” (GAAMPs) and consistent with label directions approved by the EPA or the Michigan Department of Agriculture & Rural Development are allowed.

Lawn, garden, pesticide, and agricultural services with onsite bulk mixing or blending of fertilizers, pesticides, and other industry-related chemicals for commercial application are prohibited in the 1-Year Capture Zones when onsite quantities of these chemicals exceed 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights.

The following standards apply to all facilities conducting bulk mixing of fertilizers, pesticides, and related materials within Capture Zones, including existing nonconforming sites in the 1-Year Capture Zones:

- Storage areas shall be designed to protect these chemicals from release to the environment, possible theft, unauthorized use by untrained personnel, and temperature extremes. Outdoor storage areas shall be located within a permanently fenced area and shall have a permanent roof to prevent precipitation and sunlight from entering the storage area. All storage areas shall have an impervious surface and secondary containment. Floor drains shall not be located in storage areas without Township approval.
- Pesticides, fertilizers, and similar chemicals shall be stored separately to minimize the possibility of cross-contamination in case of fire or other disaster. Smaller facilities may choose to construct a containment area with multiple storage compartments for pesticides and fertilizers.
- Mixing areas for pesticides should be located indoors or mixing shall be done at the application site. Onsite mixing and loading areas shall have spill-containment. For liquids, this shall be curbed, bermed, or sloped to contain spillage and drain into an impermeable liquid-tight containment structure. For nonliquid materials, this area shall be constructed to prevent water from flowing into the containment area.

- Facility piping from bulk storage tanks shall be installed aboveground to facilitate inspection for leaks.
- Truck rinse/cleaning areas shall be conducted within a containment area. The floor must be sealed with a suitable impermeable material. Washing areas shall drain into a watertight containment structure.

4.5 DRY CLEANING FACILITIES

Dry cleaning facilities are prohibited in the 1-Year Capture Zones where possession or control of a regulated substance exceeds 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights. The following standards apply to all dry cleaning facilities within the Capture Zones, including existing non-conforming sites in the 1-Year Capture Zones:

- Documentation of compliance with EGLE dry cleaning regulations shall be provided to the Township upon request.
- The dry cleaning area shall be isolated from other site operations.
- Dry cleaners shall provide secondary containment for dry cleaning chemicals and machines containing dry cleaning chemicals. The containment area shall be impermeable and capable of holding 110% of the largest possible spill and shall prevent the spill from reaching the sanitary sewer, storm drains, surface water, groundwater or soil.

The following BMPs shall be implemented whenever possible:

- Traditional dry cleaning solvents shall be replaced with petroleum solvents with a specific gravity less than 1.0. These solvents present a lower fire hazard and are less mobile if released to the environment.
- Dry-to-dry machines are preferred to transfer machines because of the elimination of the need to transfer solvent-laden garments from a washer unit to a dryer unit, which reduces solvent vapor loss.
- A hamper enclosure or a room enclosure of impermeable construction shall be installed to reduce solvent release during transfer. Distillation equipment designed to allow still bottoms to be removed without opening the still is preferred.

4.6 FURNITURE STRIPPING OR REFINISHING

The use of a site for furniture stripping or refinishing is prohibited in a 1-Year Capture Zone, if the site possesses a regulated substance exceeding 55 gallons aggregate for liquid materials and 440 pounds aggregate for solids. If the use is allowed as consistent with the WH-O Ordinance, all applicable standards contained in this document shall be met.

4.7 SCRAP AND SALVAGE OPERATIONS

Scrap and salvage operations including, but not limited to, those related to auto, appliance, and machine parts are prohibited in Capture Zones.

The following Standards apply to all scrap and salvage operations, including existing non-conforming sites in the Capture Zones:

- The site shall be designed to consolidate, contain, and collect differing sources of hazardous substances into manageable point sources. For efficiency, and to prevent contamination of areas not specifically designed for certain activities, the site shall be segregated into specific areas especially equipped for receiving, holding, dismantling, cleaning, inventory, parts storage, core storage, fuel storage, special waste storage, crushing, sales, shipping, receiving, and the office (as applicable to the proposed use). There shall be a logical relationship between these areas so that salvaged materials flow smoothly from area to area and eventually offsite.
- The receiving area shall be designed for temporary storage prior to any dismantling or transfer to a longer-term storage area. This area shall have an impervious surface and be able to sufficiently contain damaged, leaking items. Fluid-containing items, including vehicles, shall be inspected for leaks or unwanted contents at the time of receiving.
- Any fluid removal from salvaged items shall be conducted, as soon as possible after receiving the item, and shall be performed in an area equipped to drain fluids into appropriate collection containers. Any dismantling of fluid-containing items shall be conducted in an area equipped to drain fluids into appropriate collection containers. The area shall be able to fully contain spills from these containers and the work area.
- Steam cleaning of parts shall be conducted only when absolutely necessary and only in an area capable of fully containing associated wastewater for appropriate disposal.

- The site shall have an established secure area to store certain components of vehicles and other materials that pose special hazards, such as mercury switches, air-bags containing sodium azide propellants, lead-acid batteries, tires, and oily rags. The site shall be able to accommodate storage of various fluids, which, depending on items received and processed, could include gasoline, diesel fuel, motor oil, transmission oil, power steering fluid, brake fluid, hydraulic fluid, differential fluid, antifreeze, windshield washer fluid, refrigerants, battery acid, cleaning solvents, and contaminated water. Waste fluid storage areas and containers shall conform to the Standards established in Section 3.4.
- Once all fluids have been drained and there is no possibility of regulated substances being released to the environment, salvaged items may be stored in a long-term storage area until the item is sold or otherwise disposed.
- Scrap vehicles or other units brought into a commercial junk yard shall have all fluids removed in accordance with current local, state, and federal regulations before onsite crushing. The crushing area shall be adequately contained to capture any residual fluids.
- Certain parts that can be remanufactured or rebuilt have intrinsic value, unless seriously damaged. These parts are removed and stored prior to being sold and will usually contain fluids and lubricants. Such parts shall be stored on an impervious, contained surface.
- Concrete or asphalt surfaces at junk and salvage yards shall be properly designed to minimize cracking as they age. These surfaces are required to be sealed with epoxy or another chemical resistant material, as necessary.

4.8 MOTOR VEHICLE REPAIR/SERVICE SHOPS AND/OR BODY REPAIR

Motor vehicle repair/service shops and body repair shops are prohibited in the 1-Year Capture Zones where the possession or control of a regulated substance exceeds 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights. See the WH-O Ordinance for relevant Use-Specific Standards and other conditions of use.

The following Standards apply to all existing and proposed motor vehicle repair/service shops and/or body repair shops:

- Vehicle repair and service shall be performed indoors, and appropriate containment shall be provided.

- Floor drains in service bays and vehicle washing areas shall either be connected to a holding tank with a gravity discharge pipe, to a sump that pumps to a holding tank, or to an appropriately designed oil/grit separator that discharges to a public sanitary sewer system. Also refer to Section 3.1.6.
- Vehicle washing shall be conducted at a commercial car wash, especially when cars only need to be washed occasionally. Onsite vehicle washing shall be performed in accordance with these Standards (see Section 4.2).
- Service bay floors and service pits shall be constructed of concrete and sealed with an impervious material to facilitate clean-up without using solvents.
- Areas where vehicles are stored or repaired shall have provisions for containment of vehicle leaks and shall be paved with an impervious material.
- Parts cleaning and degreasing shall be isolated from other operations, located within a containment area with no direct access outside the facility, and the floor shall be sealed with a suitable impermeable.
- Auto body painting shall be done in a separate, secure area with no floor drains.

4.9 PLATING AND ANODIZING

Metal plating, polishing, etching, engraving, anodizing, and similar processes are prohibited in the 1-Year Capture Zones where the possession or control of a regulated substance exceeds 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights.

The following Standards apply to all existing and proposed plating, polishing, etching, engraving, anodizing, and similar facilities, and the existing non-conforming sites in the 1-Year Capture Zones:

- Facilities shall minimize or eliminate the use of particularly hazardous plating chemicals (Section 3.2).
- Plating operations and regulated substance storage and use shall be performed consistent with these Standards, impervious surfaces and containment shall be provided (Section 3.3).

- All plating operations and storage of regulated substances shall be performed indoors.

4.10 TRUCKING AND BUS TERMINALS

Trucking and bus terminals are prohibited in the 1-Year Capture Zones where the possession or control of a regulated substance exceeds 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights.

The following standards apply to all existing and proposed trucking and bus terminals, including existing non-conforming sites in the 1-Year Capture Zones:

- All parking at terminals shall occur on an impermeable surface, except where otherwise approved by the Township. In Capture Zones, grading to a containment area (holding tank, curbing, etc.) may be required. Large parking areas shall meet the requirements of the Standards presented in this document (Section 5.0).
- If fueling takes place at the terminal, all requirements in Section 3 and Section 4.2 shall be followed.
- Vehicle maintenance shall be conducted indoors in a contained area or offsite (Section 4.8 applies).
- If onsite cleaning of trucks or buses is proposed to be conducted, full containment of wash water is required (Sections 4.2 applies).
- Onsite painting of trucks/buses is not permitted without Township approval (Sections 4.8 applies).
- Regulated substances loading/unloading area shall meet the requirements of Section 3.2.3.

5.0 STORMWATER MANAGEMENT REQUIREMENTS

The primary objectives of stormwater management in the Township are to:

- 1) Achieve predevelopment conditions with respect to stormwater runoff rates and volumes in an effort to reduce and control surcharging;
- 2) Maintain or increase the quality of surface water and groundwater resources;
- 3) Provide source water protection within Capture Zones; and,

The quality and sustainability of the Township's drinking water resources can depend to some extent on the management of stormwater runoff.

- 4) Conform to the State of Michigan's compliance requirements for MS4 communities' performance standards, regardless of if the Township has a Stormwater NPDES permit including:
 - a. Minimum Treatment Volume Standard
 - b. Channel Protection
 - c. Operation and Maintenance of Water Quality Treatment

The following general strategies for minimizing stormwater volume and improving stormwater quality shall be evaluated for all sites, where appropriate:

- Accommodate stormwater that complements the natural drainage patterns maintains the integrity of stream channels for both their drainage and biological functions, and protects wetlands.
- Reduce or maintain impervious surface area.
- Prevent erosion and sedimentation.
- Provide naturalized stormwater treatment for parking lot runoff using bioretention basins, rain gardens, filter strips, and/or other BMPs that can be integrated into landscaped areas and traffic islands, where allowed and appropriate.
- Direct rooftop runoff to pervious areas such as yards, open areas, or vegetated areas (e.g., rain gardens), thus avoiding rooftop runoff to the roadway and stormwater collection system.
- Use native vegetation, where practical, to reduce the need for chemical applications and to enhance plant root absorption of infiltrated stormwater. Nonvegetative stormwater treatment structures will be incorporated if naturalized treatment systems are not practical or consistent with the Standards.
- Maintain or increase onsite storage of stormwater and subsequently groundwater recharge by allowing non-polluted stormwater infiltration in designated areas.

5.1 UNIFORM STORMWATER STANDARDS

The Standards apply to the site size as described below. A summary of the Site Size Applicability to Stormwater Standards is provided below as Table 3.

Project Site Size - For the purposes of these Standards, a site:

- < ½ acre (21,780 square feet) is considered a “**small site**”.
- ≥ ½ acre (21,780 square feet) up to 1 acre is a “**medium site**”.
- > 1 acre is considered a “**large site**”; and,
- Parking lot(s) with a cumulative total of ≥ 20 parking places and/or exceeding 6,000 square-foot area is considered a “**large parking area.**”

Stormwater Runoff Calculations and Associated Information

For all projects/sites, pre- and post-development stormwater runoff calculations shall be determined using the Site Discharge Calculator form [available at the following website](#) and the completed form shall be submitted with the site plan.: At the Township’s discretion this requirement may be waived for the following types of projects/sites, but only when no impacts to stormwater runoff are anticipated: cell tower antenna and equipment mounting/replacement, interior renovations, and sites ≤ 0.25 acres in area.

STANDARD 1: A water quality treatment runoff volume of 1-inch generated from the entire site that contributes to runoff is required for medium sized sites, large sites, and those with large parking areas. The Stormwater Calculations Worksheet calculates this volume in cubic feet by, multiplying the site area (square feet) by 1/12 feet (0.083).

For the purpose of selecting the appropriate size of a stormwater Manufactured Treatment Device or other acceptable BMP, the Water Quality Treatment Flow Rate (Q) shall be calculated using the Stormwater Calculations Worksheet which uses the Rational Method Equation: $Q = CIA$, where

Q = Discharge rate in cubic feet per second (cfs)

C = Runoff coefficient depending on the characteristics of the drainage area

I = Rainfall intensity in inches/hour

A = Drainage area in acres

The runoff coefficient (C) shall be the weighted average that is based on the percentage of different surface types shown on the Stormwater Calculations Worksheet.

The rainfall intensity (I) shall be equal to a 1-year 30-minute storm (1.65 inches/hour) which approximates the 90% annual non-exceedance storm of 1-inch.,

The drainage area (A) means the entire upstream land area which drains to and from that location.

In addition:

- The BMP shall be designed to treat 100% of the flow without bypass at the calculated water quality treatment flow rate; and,
- The BMP shall have the capacity to retain floatables and sediment without loss.

Small sites do not require a water quality treatment volume unless water quality discharge is a concern due to land use characteristics that pose a high risk to water quality. Township-approved catch basin inserts may only be used on small sites as a water quality treatment BMP and when hydrodynamic separators and other BMPs are not physically practical due to site characteristics, such as depth to groundwater, hydraulics, etc.

To meet the objective of Standard 1, the BMP selected to treat the water quality volume shall be designed on a site-specific basis to achieve a minimum of 80% removal of Total Suspended Solids (TSS), as compared with uncontrolled runoff, or a discharge concentration of TSS that does not exceed 80 mg/L. Many BMPs are sufficient individually to achieve the required removal of TSS. Compliance can also be achieved through use of a system of BMPs that cumulatively, reach the 80% reduction factor. If MTDs are selected as BMPs, they shall be NJCAT verified and NJDEP certified (or better) to satisfy the Water Quality Treatment Volume Standard, unless otherwise approved by the Township. The model/size of the certified unit shall be selected on the basis to effectively pre-treat stormwater at the calculated water quality flow rate. The NJDEP 50% Certified TSS Removal Rate approximates 80% net TSS reduction for the Kalamazoo region.

The effective removal of TSS and implementation of other stormwater control strategies by other proposed BMPs will be estimated by reference sources such as: "Low Impact Development Manual for Michigan," SEMCOG, 2008; "Non-Point Source Best Management Practices Manual," EGLE, 2017; and/or other Township acceptable industry standard technical manuals used for estimating stormwater pollutant load reductions by BMPs. The Uniform Stormwater Standard 1: Water Quality Treatment Volume and MTD Worksheet shall be prepared and submitted to demonstrate compliance with this Standard.

STANDARD 2: A Channel Protection Performance Standard is required to maintain the post-development project site runoff volume and peak flow rate at or below pre-development levels for all storms up to the 2-year 24-hour storm or 2.59 inches (whichever is greater), using current data from the nearest NOAA weather station (Kalamazoo State Hosp – Site ID: 20-4244). This standard is required for all sites ≥ 0.5 acre (medium and large sites). If the post-development runoff volume is equal to or less

than the pre-development runoff volume, the channel protection performance standard is met. The intent of the Channel Protection Performance Standard is to prevent excess sediment and channel instability caused by the increased rate and volume of stormwater runoff that can result from development. Refer to Section 5.3 for requirements.

STANDARD 3: Stormwater runoff shall be captured and retained/detained properly to protect neighboring properties. The Township Engineer or designee will review each site plan for approval on a case-by-case basis to determine if the proposed strategy meets industry standards and is appropriate for the specific site. Specific requirements include: site grading the site such that stormwater is captured onsite and not allowed to flow onto adjoining properties, into streets, across sidewalks, etc.; designing detention and retention systems to drain completely between runoff events; and requiring additional stormwater storage (detention/retention).

STANDARD 4: On large sites, a minimum **25-foot naturally vegetated buffer** system shall be incorporated along all perennial streams, wetlands, and other surface water features to protect water quality, reduce erosion and sedimentation, reduce the potential for flooding, and enhance aesthetics and wildlife habitat. On medium sites, a 20-foot buffer is required; on small sites, a 15-foot naturally vegetated buffer is required.

STANDARD 5: All reasonable efforts shall be made to **maintain and protect wetlands**. If loss cannot be avoided, wetland mitigation shall be accomplished on the same site and be approved by the Township and EGLE. Mitigation shall adhere to the standards provided in the Wetland Mitigation Section under Part 303, Wetlands Protection, of the NREPA, 1994 PA 451, as amended - regardless of the size of the wetland. The EGLE permit shall be submitted to the Township prior to plan approval.

STANDARD 6: All reasonable efforts shall be made to **maintain and protect floodplains**. If a loss cannot be avoided, floodplain mitigation at a 1:1 ratio of new floodplain volume to former floodplain volume shall be accomplished within the same stormwater system sub-drainage basin (the land area that drains to a single outfall) and approved by the Township and EGLE. All proposed site work within floodplains shall be approved by EGLE. Permits or other associated correspondence shall be provided to the Township prior to plan approval.

STANDARD 7: In all areas, the maximum design flow rate or volume of **stormwater discharged from the site shall not impair or exceed the capacity of the downstream stormwater collection system**, open channel, watercourse, wetland, or overland flow path. Onsite detention/retention for up to a 100-year 24-hour storm may be required (depending on site location).

STANDARD 8: Within the Wellhead Protection Zones, a Stormwater Management Practices Operations and Maintenance Agreement is required by and between the Township and the owner of the property that has incorporated stormwater best management practices that include: manufactured treatment devices, retention or detention basins/systems, subsurface infiltration beds, bioretention, vegetated swales, porous pavement, etc.

All treatment and storage BMPs are required to be listed and shown on the Agreement (Attachment 2). When a Landowner is making improvements to the Property that require approval under the Township’s Site Plan Review process, or is modifying the existing stormwater discharge system on the property that either impacts the Township’s system or the retention of stormwater on the property, an Agreement is required. As a result of those uses, improvements or modifications, the Landowner agrees: (i) to install and maintain stormwater BMPs on the Property in accordance with approved plans and conditions; and (ii) to ensure that the BMPs continue serving the intended function in perpetuity. The Landowner shall annually submit a report to the Township regarding the inspection, operation, and maintenance for each of the stormwater MTDs and other BMPs. The Landowner shall submit one or more of the Stormwater Treatment Inspection Report forms provided in Attachment 4, or a comparable form for a site-specific MTD or BMP.

Table 3: Site Size Applicability to Stormwater Standards

Site Size	Standard 1	Standard 2	Standard 3	Standard 4	Standard 5	Standard 6	Standard 7	Standard 8
Small	-	-	X	15 ft Buffer	X	X	X	X
Medium	X	X	X	20 ft Buffer	X	X	X	X
Large	X	X	X	25 ft Buffer	X	X	X	X

**Small Site < 1/2 acre; Medium Site ≥ 1/2 acre up to 1 acre; Large Site > 1 acre

5.2 STORMWATER DISCHARGE STANDARDS

Stormwater discharge strategies shall be dependent on the sites location relative to Capture Zones, previous and proposed land uses, site zoning designation(s), groundwater contamination risk assessment, potential for onsite soil and/or groundwater contamination; potential impacts to the surface water features; the zoning district (as defined in the Township’s Code of Ordinances), and all other relevant physical characteristics of the site. Stormwater discharge strategies have been incorporated into

the following Stormwater Discharge Standards that shall be used during site development and re-development or as otherwise deemed necessary to maintain regulatory compliance with the Townships permits or objectives of the EGLE-approved WHPP. The Standards apply to the areas as described below. Table 4 summarizes the discharge strategy for different land-use risk designations. Refer to Section 2 for land-use risk designations based on land use and zoning.

Standard A: Within the 1-Year Capture Zones, sites associated with high-risk land uses (Tables 1 and 2) and/or those exceeding 55 gallons aggregate for liquid materials or 440 pounds aggregate for dry weights, shall discharge to surface water with pretreatment and a spill containment volume (Section 6.0).

Standard B: Within 1-Year Capture Zones, sites with low-risk land uses, shall discharge to surface water with pretreatment. Groundwater infiltration may be allowed if pretreatment is provided, and the site is not contaminated. Large parking areas (refer to Standard E) and regulated substance storage areas are required to have pretreatment and the required spill containment volume (Section 6.0).

Standard C: Within the 5-Year and 10-Year Capture Zones, sites associated with high-risk land uses (Tables 1 and 2), and/or those exceeding the 55 gallon/440 pound aggregate thresholds for regulated substances, stormwater infiltration may be allowed with pretreatment and the required spill containment volume, provided the site is not contaminated and adequate containment is provide if regulated substances are stored or used onsite.

Standard D: In low-risk land use areas within 5 and 10-Year Capture Zones, infiltration is allowed with pretreatment, provided the site is not contaminated and adequate containment is provided if regulated substances are stored or used onsite.

Standard E: Parking areas designed to accommodate 20 or more vehicles or exceed 6,000 square feet (large parking areas) shall be paved with concrete, asphalt, or an equivalent smooth impervious surface with a minimum 1% cross slope to prevent ponding of water. These parking areas shall be graded such that all runoff is directed to the collection system with pretreatment, to minimizing the potential for pollutants to migrate offsite or into groundwater.

Parking areas located outside Capture Zones with limited or short-term use (i.e., churches or similar) that exhibit limited potential for release of regulated substances, may be granted exceptions or modifications to the above requirements.

The following applies to existing parking areas:

- If parking lot resurfacing (i.e. mill and fill) is proposed, the parking lot does not typically need to be brought up to current standards unless major issues are identified during plan review.
- If a portion of a parking lot will be reconstructed (full depth HMA/concrete removal), that portion of the parking lot shall be constructed to current standards (treatment, detention, grading, etc.).
- If the entire parking lot will be reconstructed, the entire parking lot shall be constructed to current standards.
- When determining the required stormwater storage volume (detention/retention) for an existing asphalt, concrete, or other parking lot refer to Section 5.3.

Standard F: Within 10-Year Capture Zones, stormwater infiltration is preferred with low-risk land uses. Large parking areas require pretreatment

Standard G: In areas outside the Capture Zones, infiltration of stormwater is preferred to promote groundwater recharge. All lots or parcels shall retain and infiltrate stormwater onsite, unless the site is contaminated, limited to only surface water discharge due to contamination or a shallow groundwater table, or drainage agreements between adjacent property owners are obtained. Sites with high-risk land uses and/or exceeding the 55 gallons for liquids and 440 pounds for dry weights and those with large parking areas may require pretreatment and/or spill containment. In lower-risk land use sites, pretreatment may be required for certain large sites with larger parking areas. Table 4 summarizes the discharge strategy in different land-use risk types.

Table 4: Stormwater Discharge Summary
Infiltration to Groundwater and MS4 Connection

Capture Zone	Applicable Standards	High-Risk Land Use ¹ and/or Above Quantity Thresholds ¹	Low-Risk Land Use
1-Year Capture Zones	A, B, E	<ul style="list-style-type: none"> No stormwater infiltration. Pretreatment with spill containment volume³ is required. 	<ul style="list-style-type: none"> Pretreatment is required for stormwater infiltration⁴. Certain parking areas² and regulated substance areas require pretreatment with spill containment volume³.
5-Year Capture Zones	C, D, E	<ul style="list-style-type: none"> Pretreatment with spill containment volume³ is required for stormwater infiltration³. Certain parking areas² and regulated substance areas require pretreatment with spill containment volume³. 	<ul style="list-style-type: none"> Stormwater infiltration allowed pending site-specific evaluation⁴. Pretreatment is required for stormwater infiltration. Certain parking areas² and regulated substance areas require pretreatment³ with spill containment volume³.
10-Year Capture Zones	C, E, F	<ul style="list-style-type: none"> Stormwater infiltration allowed pending site-specific evaluation⁴. Certain parking areas² and regulated substance areas require pretreatment with spill containment volume³. 	<ul style="list-style-type: none"> Stormwater infiltration preferred pending site-specific evaluation⁴. Certain parking areas² and all regulated substance areas for large sites require pretreatment.
Outside Capture Zones	E, G	<ul style="list-style-type: none"> Stormwater infiltration preferred pending site-specific evaluation⁴. Certain parking areas² and regulated substance areas for large sites require pretreatment and/or spill containment volume³. 	<ul style="list-style-type: none"> Stormwater infiltration preferred pending site-specific evaluation⁴. Certain parking areas² for large sites may require pretreatment.

¹See Tables 1 and 2 for High-Risk Land Use designations. Sites with “Moderate Risk” shall be evaluated on a case-by-case basis.

Regulated Substance Thresholds: 55 gallons aggregate for liquids and 440 pounds aggregate for dry weights.

²20 or more parking spaces or >6,000-square-foot paved area.

³See Section 6.0 for requirements.

⁴See Section 5.4 for Infiltration Requirements

5.3 DETENTION / RETENTION

Onsite storage (retention and/or detention) of stormwater is required at all sites consistent with Standards

3 and 7. All detention and retention systems shall be designed to fully drain between runoff events;

5.4 INFILTRATION

Infiltration of stormwater is preferred at all sites; but is dependent on previous and proposed land use(s), zoning designation, site location relative to capture zones, and if the site is contaminated. Infiltration shall be allowed at sites on a case-by-case basis following Township review of site-specific data. If infiltration is proposed, the following shall be provided to the Township for review to determine if infiltration will be allowed:

- **For all sites:**
 - Soil borings shall be advanced in proposed infiltration areas at the proposed infiltration depth(s) and soil boring logs shall be submitted to the Township for review;
 - Site soil(s) shall be conducive to infiltration;
 - Infiltration through potentially contaminated fill materials/soil or contaminated soil and/or groundwater is NOT allowed, unless sampling data which indicates the soil and/or groundwater is not contaminated is provided to the Township;
 - Contaminated or potentially contaminated soils may be removed and properly disposed to facilitate infiltration at a site, provided that groundwater beneath the site is not contaminated; and,
 - If available or the Township determines it relevant, environmental reports (Phase I ESA, Phase II ESA, BEA, etc.) shall be provided to the Township for review.
- **For all sites within Capture Zones** (where infiltration is allowed, pending site review):
 - If the Township deems it necessary, soil and/or groundwater samples shall be collected from proposed infiltration areas (at the proposed infiltration depth(s)) and analyzed for any potential chemicals of concern (typically volatile organic compounds (VOCs), polynuclear aromatics compounds (PNAs) and Michigan 10 Metals) to ensure that the proposed infiltration will not exacerbate existing onsite contamination.

6.0 TREATMENT AND SPILL CONTAINMENT

Acceptable types of BMPs that can meet treatment, storage, and spill containment requirements for stormwater quality can be found in the following documents: Low Impact Development Manual for Michigan (SEMCOG, 2008) and the Michigan Nonpoint Source Best Management Practices Manual (EGLE, 2017)), and other available reference materials and manuals. A Stormwater Operations and Maintenance Agreement (Attachment 2) between the Township and the Landowner or designee is required for all treatment and spill containment BMPs.

Maintenance responsibility shall be vested with the owner or authorized operator. At a minimum, a maintenance plan shall include the following components:

- Annual inspection of all onsite treatment, storage and spill containment BMPs, including catch basins, underdrains and outlets.
- Sediment shall be removed when it reaches a depth equal to 10% of the required detention/retention/containment volume or 30% of the sump volume for catch basins and MTDs.
- Maintenance, repair or filter media replacement shall occur when the BMP is not functioning properly (e.g., water not infiltrating, inadequate contaminant removal, plugged/broken piping, etc.).
- If a pollutant spill occurs, spilled materials and all impacted surfaces and media shall be properly cleaned, removed, disposed and/or replaced.
- Eroded and barren areas shall be re-vegetated as soon as possible. Trash and debris shall be removed on a regular schedule.

The following table provides guidance on the types of BMPs that can meet treatment requirements for stormwater quality.

Table 5: Stormwater Treatment Strategy

BMP	Surface Water Quality Volume	Pretreatment	Spill Containment Volume
Sediment Sump		X	
Sediment Basin		X	
Sediment Forebay		X	
Vegetated Buffer Strip		X	
Proprietary Treatment System		X	X
Extended Detention	X		
Permanent Pool (pond)	X		
Infiltration BMP*	X		

Stormwater Filter	X		
Water Quality Swale	X		X [a specialized filter]
Spill-Containment Cell	X		X [a specialized pond]

* bioretention/raingarden, infiltration trench, infiltration/retention basin

Spill Containment Volume

Stormwater spill containment may be required as an additional component of pretreatment to protect both surface and groundwater pollutant spills/discharges. for certain high risk land uses and within certain Capture Zones. Spill containment is required to protect both groundwater and surface water from pollutant spills at:

- All sites within 1-Year Capture Zones with high-risk land Use(s), large parking areas, or regulated substances;
- Certain sites within 5-Year and 10-Year Capture Zones with high-risk land use(s);
- Sites above regulated substance thresholds within all Capture Zones; and,
- Sites with high-risk land use(s) or above regulated substance thresholds, regardless of proximity to Capture Zones, if deemed appropriate to safeguard environmentally sensitive areas, including but not limited to surface water.

The minimum required Spill Containment Volume is equivalent to 30% of 0.5 inch of runoff per impervious acre (30% of 1,815 cubic feet). The spill containment volume is given by the following equation:

$$V = \text{Spill Containment Volume}$$

$$V = 0.3 (1,815 \text{ ft}^3 \text{ per impervious ac.}) = 544.5 \text{ ft}^3 \text{ per impervious ac.} = 4,073 \text{ gallons per impervious ac.}$$

A minimum spill containment volume of 400 gallons shall be provided. The minimum volume is allowable only on small sites without large parking areas. The minimum required spill containment volume for existing developed sites shall be calculated using the proposed development/redevelopment area of the site, unless the Township determines that greater containment volume is required.

In general, measures meeting spill containment standards must have an impermeable barrier between the contained material and underlying soil/groundwater; have provisions for the capture of oil, grease, and sediments; and meet the volume requirements. Spill containment may be provided by one or more of the following BMPs:

- Spill-containment cell,
- Water quality swale

- Proprietary stormwater treatment system.
- Interceptor tank (where allowed), or
- Other devices, as approved by the Township.

6.1 SPILL CONTAINMENT CELL

A spill-containment cell may be used to trap and localize incoming sediments and to capture slug pollutant loads from accidental spills of regulated substances. A spill containment cell (Figure 2) shall have the following characteristics, unless otherwise approved by the Township:

- The spill-containment cell shall be a wet basin with an impermeable bottom and sides to the design high-water level.
- The minimum surface area shall be 25% of the required volume.
- The length-to-width ratio shall be a minimum of 3:1 and a maximum of 4:1 to allow for adequate hydraulic length, yet minimize scour velocities.
- The minimum hydraulic length shall be equal to the length specified in the length-to-width ratio.
- The minimum diameter of the transfer pipe, between the spill containment cell and downstream infrastructure, shall be 12 inches or sized for a highest intensity 10-year storm (minimum), whichever is greater.
- The overflow structure from the spill containment cell shall be sized for the peak inflow from a highest intensity 10-year storm (minimum).
- The spill-containment cell shall have a minimum one-foot-deep sump below the inlet pipe for sediment accumulation.
- The outlet pipe shall be designed to draw water from the central portion of the water column within the cell, to trap floatables, and to contain sediment. The crown of the outlet pipe shall be located vertically, a minimum of 1 foot below the normal water level and a minimum of 1.5 feet from the bottom of the spill containment cell (minimum depth of the permanent pool is 2.5 feet if a snout style outlet pipe is used).
- The bottom and sides shall be lined with a minimum 60 mil thick impermeable liner or minimum 18-inch-thick clay liner with maximum hydraulic conductivity less than or equal to 10^{-7} cm/sec.
- The liner material and all other construction materials shall be chemically compatible with regulated substances that are stored, used, transferred or manufactured onsite.

6.2 WATER QUALITY SWALES

Figure 3 depicts a dimensioned water quality swale. Water quality swales may be used for treatment and/or spill containment. If used for spill containment, the water quality swale shall be designed to contain the spill containment volume without release. If the water quality swale receives runoff from a high-risk land use or zoning district, the owner/operator shall indicate in the site's SCP actions to be taken to contain the spill prior to it leaving the downstream manhole/catch basin.

The following is a summary of required characteristics of a water quality swale:

- A minimum 25-foot vegetated buffer is required between directly contributing impervious surfaces and the water quality swale.
- The swale and outlet shall be sized for the highest intensity 10-year storm (minimum).
- Perforated underdrain pipe(s) shall be bedded in coarse aggregate (river rock or similar – MDOT 4A, 6A, etc.).
- Inlets shall have a riprap apron to dissipate the velocity of incoming stormwater runoff.
- The swale shall have a minimum bottom width of 2 feet.
- Side slopes shall be 3:1 (horizontal : vertical) or flatter.
- The sand filter shall be minimum 24 inches thick, and the sand filter media shall meet MDOT Class II or III requirements for granular materials.
- Filter fabric shall be nonwoven geotextile.
- The bottom and sides of the swale shall be lined with a minimum 60 mil thick impermeable liner or minimum 18-inch-thick clay liner with maximum hydraulic conductivity less than or equal to 10^{-7} cm/sec.

Maintenance responsibility shall be vested with the owner or authorized operator. At a minimum, a maintenance plan shall include the following components:

- Sediment shall be removed when it reaches a depth equal to 50% of the water-quality depth. A visual inspection shall be conducted at least once per year.
- The sand filter shall be replaced, if the swale fails to infiltrate.
- If a pollutant spill occurs, permeable soil shall be removed and disposed in accordance with applicable regulations. Clean permeable fill shall replace it.
- Eroded and barren areas shall be re-vegetated as soon as possible. Trash and debris shall be removed on a regular schedule. Outlets and underdrain outlets shall be inspected annually.

6.3 STORMWATER MANUFACTURED TREATMENT DEVICES

Manufactured Treatment Devices (MTD) shall be identified on the plans and manufacturer's documentation shall be provided which verifies that the MTD will function as required. Acceptable proprietary stormwater treatment systems shall be NJCAT verified and NJDEP certified, or better, and shall be approved by the Township. Proprietary stormwater treatment systems can be used alone or in combination with other BMPs to meet treatment and spill containment requirements.

Catch Basin / Inlet Inserts

Only small sites are allowed to use catch basin/inlet inserts that provide treatment through vertical (gravity-based) flow only. These systems require a suitable treatment media (filter) for the subject contaminants of concern at the subject site. Typically, these systems are used on small high-risk sites (e.g., gasoline stations or large parking lots) where the larger devices are not practical. The inserts shall be capable of treating the first 1-inch of rainfall (the first flush) and shall have the capacity to allow flows from the highest intensity 10-year storm to pass without causing surface ponding.

Other Devices

Other devices may be approved for treatment and/or spill containment on a case-by-case basis, provided they meet the minimum requirements presented in these Standards, including but not limited to, the required minimum: TSS removal, treatment volume, spill containment volume, and/or flow rate(s). A device with a snout style outlet designed to contain sediment, floatables, and substances with a specific gravity less than 1.0 is an example of a device that may be approvable, provided the minimum requirements are met for the application. Test results and/or detailed calculations for the proposed device that demonstrate compliance with these Standards shall be provided.

7.0 NONCONFORMING LAND USES

A non-conforming use is defined as any existing use that, as of the effective date of the WH-O Ordinance, would otherwise be prohibited within a designated Capture Zone.

7.1 CONFORMANCE WITH STANDARDS

Existing nonconformities will be allowed within a Capture Zone only if in accordance with a variance issued by the Wellhead Protection Administrator. Non-conforming land uses pursuant to the WH-O Ordinance shall meet the requirements of the Standards established in this document and/or shall prepare a Township-approved Spill Contingency Plan within two years from the adoption date of the WH-O Ordinance or one year from the date of contact from the Township regarding recognition of nonconforming status, whichever is sooner. The Township reserves the right to approve/determine which option(s) is to be implemented for the specific circumstance.

Proposed development/redevelopment at existing non-conforming sites shall at a minimum meet or exceed the Standards presented herein, to bring the redeveloped portion of the site into compliance with current Standards. The Township encourages all portions of the site to be brought into compliance during redevelopment activities and may require deficiencies beyond proposed project boundaries (redeveloped areas) to be brought into compliance prior to plan approval, depending on the severity of the deficiency(s) and associated risk(s).

7.2 SPILL CONTINGENCY PLANNING

A Spill Contingency Plan or equivalent environmental contingency plan shall be prepared and provided to the Township for all existing and proposed sites that generate store, use, transfer, or manufacturer regulated substances in quantities exceeding 55 gallons aggregate for liquids materials or 440 pounds aggregate for dry weight; and an SCP may be required if the proposed land use poses a direct or potential significant adverse impact to a wellfield or surface water feature, such as a river, stream, pond, lake, or wetland. SCPs or equivalent plans for the site may be submitted to the Wellhead Protection Administrator for review and approval to meet these requirements.

7.2.1 Regulated Substance Inventory

The Township and Department of Public Safety shall collaborate in the collection of chemical storage information for the purposes of the Wellhead Protection Program, Stormwater Management Program, and the Fire Fighters Right-to-Know Program. For this purpose, a Chemical Inventory and Storage Form is

required to be completed and submitted for review prior to site plan approval. Refer to Attachment 3 for a copy of the form. The completed document may be submitted to the Wellhead Protection Administrator.

It is recommended that a business keep an inventory that identifies all regulated substances stored at the site in containers exceeding either 10 pounds for liquids or 100 pounds for solids. An inventory of all regulated substances stored at the site shall be provided to the Township and maintained by the Landowner or their designee. For each regulated substance, the inventory shall identify the type of storage container, storage location(s), and typical and maximum storage quantities in each storage location. The site shall maintain a file of current Safety Data Sheets (SDS) that includes the hazardous components and percentage by weight of each regulated substance. This SDS file shall be readily accessible in the event of an emergency.

Whenever possible, sites should select non-hazardous or less-hazardous chemicals. Materials used for degreasing, cleaning, and plating that have historically been toxic should be standardized throughout a site to reduce the quantity of leftover material and mixed waste. Practices that minimize waste generation are encouraged.

7.2.2 Release Potential Analysis

The site shall develop a written analysis of the potential for a release of each regulated substance stored at the site. This analysis shall consider the potential for release during transfer of the regulated substance to and from the storage area, during storage of the regulated substance, and during use of the regulated substance. In addition, the site shall evaluate the likely size of a release for each scenario, as well as the likely destination of the release (e.g., to a floor drain, sump, storm drain, etc.). The information shall be compiled in table form for ease of data compilation and use. An example table is found in Section 4.0 of the SCP (Attachment 5).

7.2.3 Release Prevention Measures

Considering each potential release scenario identified as part of Section 7.2, the SCP shall identify release prevention measures that will minimize the likelihood and/or reduce the impact of such a release. These measures could include work practices, housekeeping practices, inspection practices, and/or structural controls (e.g., secondary containment). Prevention measures shall be included in the SCP.

7.2.4 Release Response Procedures

The SCP shall identify procedures to be followed in the event of a release of a regulated substance. Written procedures shall be established both for minor releases, which pose no danger to human health or the environment and can be handled by trained employees in the immediate vicinity of the release; and for significant releases that have one or more of the following characteristics:

- The spill cannot be contained safely by site personnel.
- The spilled material has entered site soils or a vegetated area.
- The spilled material has entered the site's drain system, sanitary sewer, storm sewer, surface water, etc.

In addition, the SCP shall include the following:

- Identification of responsibilities of various site personnel in the event of an emergency.
- Internal site emergency notification procedures (chain-of-command reporting).
- Emergency contact information, including, at a minimum:
 - Key site personnel/emergency coordinators, including at least one 24-hour emergency contact.
 - At least one 24-hour emergency contact.
 - Local emergency response agencies (e.g., police department, fire department, ambulance).
 - Local, state, and federal environmental agencies, including the Township's Wellhead Protection Administrator EGLE, EPA, and National Response Center.
 - Local spill response contractor(s) able to respond to the site in the event of a significant spill.
- An inventory of onsite spill response equipment.
- Facility maps, evacuation routes, muster points, etc.
- Routine personnel safety and spill response training.

The SCP shall also include procedures for characterization and disposal of waste generated by a release.

7.2.5 Use of Other Emergency Response Plans

Many sites using or storing regulated substances are required under state and/or federal law to develop a written spill response plan, such as a Pollution Incident Prevention Plan (PIPP), a Spill Prevention Control and Countermeasure (SPCC) Plan, RCRA Contingency Plan and/or Stormwater Pollution Prevention Plan (SWPPP). Provided that all of the elements described above are included in one or more existing emergency response plans, the site may substitute the existing plan(s) for the SCP. If the existing plan(s) address part, but not all, of the requirements, detailed in Sections 7.1 to 7.2.4, the site may prepare an addendum to the existing plan(s) so that all requirements are met.

8.0 POTENTIALLY APPLICABLE ENVIRONMENTAL REGULATIONS

Facility operators subject to regulation under the WH-O Ordinance and Performance Standards shall comply fully with all existing applicable local, state, and federal, regulations in addition to any of the requirements herein. These other requirements may include, but are not limited to, material storage, spill prevention, recordkeeping, emergency response, transport, and disposal of hazardous substances, hazardous wastes, liquid industrial waste, or other potentially polluting materials. No discharge to surface water or groundwater, including direct and indirect discharges of waste, waste effluent, wastewater, pollutants, or cooling water, shall be allowed without approval from local, county, state, and federal agencies. The project and related improvements shall be designed to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands.

9.0 CONTAMINATED PROPERTIES

If the subject property contains soil and/or groundwater contamination, site-specific requirements may apply. See the EGLE Post-Construction Storm Water Runoff Controls Program Compliance Assistance Document (EGLE, 2014) for specifics regarding stormwater: https://www.michigan.gov/documents/deq/wrd-storm-MS4-ComplianceAssistance_470350_7.pdf.

Contact the Kalamazoo District EGLE Office for answers to questions regarding all state environmental regulations pertaining to contaminated sites:

7953 Adobe Road, Kalamazoo, MI 49009-5025

Phone: 269-567-3500

Fax: 269-567-9440

9.1 PART 201, ENVIRONMENTAL REMEDIATION (EXCERPT)

Part 201 of Michigan Act 451 regulates sites of environmental contamination in Michigan. Under Part 201, a person who owns or operates a contaminated property is responsible for taking certain actions to address the contamination if they have caused said contamination. EGLE's Remediation and Redevelopment Division (RRD) response activities for a Part 201 site are identified on their website: https://www.michigan.gov/egle/0,9429,7-135-3311_4109_9846---,00.html. Additionally, Part 201 requires persons who own or operate contaminated property to exercise "due care" with respect to the property's contamination to ensure that the contamination does not cause unacceptable exposures, and the contamination is not exacerbated or worsened. These due care obligations ensure that a property is used in a way that protects public health and safety and does not exacerbate the contamination. EGLE's Remediation and Redevelopment Division (RRD) response actions for a Part 201 site are identified on their website: https://www.michigan.gov/egle/0,9429,7-135-3311_4109_59851---,00.html. In most situations, due care obligations apply even if the owner/operator is not responsible for the site's contamination. Due care obligations for owners and operators of contaminated properties include:

- Preventing exacerbation of the contamination by causing the contamination to migrate beyond the boundaries of the property or increasing response costs at the property.
- Preventing human exposure to hazardous substances, if existing conditions at the property will result in unacceptable exposure levels (e.g., direct contact or vapor intrusion/inhalation).
- Notifying the fire department of fire and explosion hazards, as well as mitigating these hazards.

- Taking reasonable precautions against the foreseeable actions of other people that could exacerbate the contamination or cause them to be exposed to contamination.
- Reporting discarded or abandoned containers to the EGLE.
- Providing Notice of Offsite Migration of the contamination to downgradient property Landowners and EGLE.
- Providing notice to utility holders at the property of the presence of the contamination.
- Preparing documentation of compliance with due care obligations, such as a Due Care Plan.

Part 201 also establishes liability protection for buyers of contaminated property who prepare and file a Baseline Environmental Assessment (BEA) with EGLE. A BEA is an evaluation of environmental conditions at the property at the time of purchase, occupancy, or foreclosure. BEAs include sufficient information about the property so that a new release at the property can be distinguished from an old release. A buyer is required to conduct a BEA prior to or within 45 days after becoming the owner or operator of a contaminated facility. Information for conducting a BEA is provided at: https://www.michigan.gov/egle/0,9429,7-135-3311_4109_4212---,00.html.

9.2 Part 213, ENVIRONMENTAL REMEDIATION (EXCERPT)

The discovery of a release from a UST triggers several critical reporting requirements. EGLE's Remediation and Redevelopment Division (RRD) response activities for a Part 213 site are identified on their website: https://www.michigan.gov/egle/0,9429,7-135-3311_4109_4215---,00.html.

The owner/operator of the offending tank must:

- Notify the EGLE of the release within 24 hours. If you have accessed this site because there has been an emergency release or spill and you are not sure where you need to report, immediately call the Pollution Emergency Alerting System (PEAS) at 800-292-4706.
- Owners/operators are required to hire consultants that meet the qualifications in Section 21325 of Part 213 to perform corrective actions, and to submit specific reports required by the statute in accordance with the use of Risk-Based Corrective Action (RBCA).
- Submit an initial assessment report to the EGLE, within 90 days, which describes all initial abatement steps taken at the site.
- Submit to the EGLE, a Final Assessment Report and Corrective Action Plan, which must describe the extent of contamination and action that will be undertaken to remediate the site, including a schedule for the remediation.

Initial Response Actions

After a release has been reported under the 24-hour notice requirement, the UST owner or operator must "immediately and expeditiously" perform certain initial abatement activities. Specifically, UST owner/operators are expressly required to:

- Identify and mitigate fire, explosion, and vapor hazards.
- Prevent further releases, including removal of product from the leaking UST system.
- Identify and recover light non-aqueous phase liquid (LNAPL) (i.e., gasoline or diesel fuel). If LNAPL is first discovered after the initial 24-hour release report, the discovery of LNAPL must be reported to the EGLE within 24 hours of its discovery.
- Excavate and either contain, treat, or dispose any visibly contaminated soil that is likely to cause a fire hazard or spread or increase the cost of corrective action.
- Take any other action necessary to abate any immediate threat.

9.3 PUBLIC INFORMATION REPORTING – ILLICIT DISCHARGES OR SPILL RELEASES

If hazardous substances, LNAPL or any other contamination is known or suspected to have migrated or discharged to a City of Kalamazoo or Township-owned utility or corridor, or caused an illicit stormwater discharge, the Township shall be immediately contacted to abate or remedy any potential public health and safety risks including but not limited to, vapor inhalation, fire, explosion, direct contact, discharge to a surface water body and/or impact to groundwater drinking water supplies.

- In an emergency, call 911 or contact the **Public Safety (269) xxx-xxxx** immediately.
- During regular business hours, reports from the public regarding contaminant spills, illicit discharges and connections are typically made to the **_____ (269) xxx-xxxx**.
- The **Wellhead Protection Administrator can also be contacted at: _____**.

Additional EGLE Release Reporting information is available on their website at <https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Spill-Release-Reporting/Release-Reporting-Requirements.pdf>.

If hazardous substances, LNAPL or any other contamination is known or suspected to have migrated or discharged to a to a surface water body (i.e., lake, river, creek or wetland) in a quantity equal to or greater than its corresponding reportable quantity contact the following:

- Pollution Emergency Alerting System (PEAS) at (800) 292-4706,

- National Response Center (NRC) at (800) 424-8802 or <http://www.nrc.uscg.mil/>, and/or
- MDARD Agriculture Pollution Emergency Hotline at (800) 405-0101.

10.0 DEFINITIONS

Best Management Practice (BMP): The best available methods, activities, maintenance procedures, technologies, operating methods or management practices for preventing or reducing the quantity of Regulated Substances entering groundwater and surface water from a particular land use activity.

Bioretention (Rain Gardens): Shallow surface depressions planted with specially selected native vegetation to capture and treat stormwater runoff from rooftops, parking lots, and streets.

Buffer Strip: A permanent, maintained strip of vegetation designed to slow runoff velocities and filter out sediment and other pollutants from stormwater.

Capture Zone: That area through which water travels below the surface and reaches a City of Kalamazoo well or wellfield within a specified period of time (under specified conditions set by the EGLE). This ordinance addresses both a one-year and ten-year time-of-travel capture zone.

Catch Basin: A solid-walled stormwater inlet to the stormwater collection system that includes a sump to capture coarse sediments. Catch basin sumps shall be at least two feet deep.

Channel Protection Performance Standard: Criteria that requires maintaining post-development project site runoff volume and peak flow rate at or below pre-development levels for all storms up to the 2-year 24-hour event.

Contaminated Site (or Contamination): A site that exhibits contaminant concentrations that are greater than State and/or Federal clean-up standards (e.g., Michigan Part 201 Criteria, Part 213 Risk-Based Screening Levels, etc.).

Detention (Basin/Pond/ System): A stormwater management practice that provides temporary storage for stormwater runoff before discharging into a surface water body.

EGLE: Michigan Department of Environment, Great Lakes, and Energy; formerly Michigan Department of Environmental Quality (MDEQ).

EPA: United States Environmental Protection Agency

First Flush: Typically, the first one inch of runoff generated from a site. The “first flush” typically contains higher pollutant concentrations than subsequent runoff from the same runoff event.

Green Roof: Rooftop that includes a vegetative surface that allows the roof to function more like a vegetated surface.

Groundwater: The water below the land surface in a zone of saturation, excluding those waters in underground piping for water, wastewater, or stormwater distribution/collection systems.

Groundwater Recharge: The replenishment of existing natural water bearing subsurface layers of porous stone, sand, gravel, silt or clay via infiltration.

Illicit Discharge: Any direct or indirect non-stormwater discharge (or seepage) to the stormwater system that is not composed entirely of stormwater or uncontaminated groundwater.

Impervious Surface: A surface that prevents the infiltration of water into the ground such as roofs, streets, sidewalks, driveways, parking lots, and highly compacted soils.

Infiltration Practices: Natural or constructed land areas using permeable soils that capture, store, and infiltrate the volume of stormwater runoff into surrounding soil. Examples include, but are not limited, to dry wells/leaching basins, retention basins, detention basins, infiltration trenches, and subsurface infiltration beds.

LARA: Michigan Department of Licensing and Regulatory Affairs

Manufactured Treatment Devices (MTDs): A prefabricated stormwater treatment structure utilizing settling, filtration, adsorptive/absorptive materials, vortex separation (hydrodynamic separator), vegetative components, and/or other appropriate technology to remove pollutants from stormwater runoff.

Michigan 10 Metals: arsenic, barium, cadmium, chromium, copper, lead, mercury, selenium, silver, and zinc

MS4: Municipal Separate Storm Sewer System, as defined by federal and state laws.

NPDES: National Pollution Discharge Elimination System, as addressed in 33 USC § 1342 (b) and the Federal Clean Water Act, as amended.

NPDES Stormwater Discharge Permit: A permit issued by the U.S. Environmental Protection Agency (EPA) (or a state under authority delegated pursuant to 33 USC section 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis. For the purposes of this ordinance, the subject NPDES Permit is issued to the City by the EGLE.

New Jersey Corporation for Advanced Technology (NJCAT) Program: A private/public partnership that promotes the development and commercialization of new energy and environmental technologies, including the verification of stormwater MTDs.

New Jersey Department of Environmental Protection (NJDEP) Standard for Manufactured Treatment Devices: A list of third-party certified Manufactured Treatment Devices (MTDs) that were laboratory and/or field tested by the NJCAT Program and approved by the NJDEP to serve as acceptable BMPs. The most current listing available will be used as the list of acceptable MTDs for use in the Township for removing pollutants from stormwater runoff (<https://www.nj.gov/dep/stormwater/treatment.html>).

Peak Discharge Rate: The maximum instantaneous rate of flow during a storm, usually in reference to a specific design storm event.

Pervious Pavement: Infiltration technique that combines stormwater infiltration, storage, and structural pavement consisting of a permeable surface underlain by a storage reservoir.

Pollutant: Any substance which, alone or in combination with other substances, if discharged to waters of the State in sufficient quantities, causes or contributes to, or has the potential to cause or contribute to, a violation of a Federal, State, or local water quality standard, a nuisance, or to render such waters harmful, detrimental or injurious to public health, safety or welfare, or to domestic, industrial, agricultural, recreational, or other legitimate beneficial uses or to any organism, aquatic life, plant or animal. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; sediment; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

PNAs: Polynuclear Aromatic Compounds

Pre-development Conditions: The natural state of a site prior to any human development activities. For most sites in the City, pre-development conditions shall be 100% forested.

Pretreatment: The additional measures taken to protect groundwater and/or surface water quality by removing pollutants from collected stormwater. Typically, pretreatment is accomplished by a BMP designed to provide controlled removal of oils and grease, coarse to fine sediments, and may provide containment in the case of an accidental spill or other release.

Release: The spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of one or more regulated substances upon or into any land or water within a capture zone. Release includes, without limitation, leakage of such materials from failed or discarded containers or storage systems and disposal of such materials into any on-site sewage disposal system, dry-well, catch basin, or landfill.

Regulated Substance (Hazardous Substance): Substance for which there is a Safety Data Sheet (SDS), as established by the United States Occupational Safety and Health Administration, and the SDS cites possible health hazards for said substance; Hazardous waste as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended; Hazardous substances as defined by the Comprehensive Environmental Response, Compensation and Recovery Act (CERCLA); radiological materials; and biohazards (See WH-O Ordinance for exclusions in Section 1.B. Definition of Regulated Substances).

Retention (Basin, Pond, System): A stormwater management practice that provides temporary storage of stormwater runoff and does not discharge directly to a surface water body. The water is discharged via infiltration and/or evaporation.

Runoff: That portion of precipitation that does not infiltrate or evaporate but runs off to a surface water feature or stormwater collection system.

Sediment Basin: A man-made depression in the ground surface where runoff is collected and stored to allow solids to settle out. Sediment basins may be wet or dry.

Spill Containment Cell: A BMP designed to provide controlled removal of oils and grease, coarse to fine sediments, and other subject pollutants to protect groundwater and surface water resources, and to provide for a containment area in the case of a spill or other pollutant release.

Spill Containment Plan: A written site-specific plan conforming to the specifications contained in the "Performance Standards," including the documentation of general site operations; Regulated Substance storage areas; potential for releases of Regulated Substances and an analysis of the potential destination of such releases; and procedures to be followed in the event of a release.

Spill Containment Volume: The containment volume of stormwater required to protect groundwater and surface water from a release of regulated substances.

Stormwater: Runoff from natural precipitation, including snowmelt, as well as other surface runoff and drainage that flow via natural or manmade drainage ways.

Sump: An area or space where liquids are allowed or encouraged to accumulate. Sump pumping is the process of evacuating that liquid using pumps.

Vegetated Filter Strip: A permanent, maintained strip of vegetation designed to slow runoff velocities and filter out sediment and other pollutants from stormwater.

VOCs: Volatile Organic Compounds

Water Quality Swale: An open drainage channel or depression, explicitly designed to filter runoff through a self-contained bed of sand to provide water quality treatment and/or spill containment.

Water Quality Treatment Volume Standard: Criteria that requires a stormwater treatment volume that is intended to reduce or prevent water quality impacts of stormwater runoff by capturing and treating the initial "first flush" volume expected to contain the majority of pollutants.

Wellfield: The surface or subsurface area surrounding one or more permitted wells where potable water is pumped out of the ground to supply a public water system. They are further categorized into wellfield zones based on the time it takes water in the aquifer to travel to the wellhead where it is pumped out.

Wellhead: Any individual well used for supplying water.

Wellhead Protection Area: The surface or subsurface area supplying water to wells or wellfields through which contaminants are reasonably likely to move toward and reach the well(s); The area defined by the Capture Zone.

11.0 REFERENCES

City of Kalamazoo Code of Ordinances: <https://ecode360.com/KA2666>.

City of Kalamazoo Website: <https://www.kalamazoocity.org/>.

Kalamazoo County Office of Drain Commissioner:
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LMNO Engineering, Research, and Software, Ltd., Rational Equation Calculator, 2013:
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Michigan Department of Environment, Great Lakes, and Energy, Minimum Well Isolation Distances (From Contamination Sources and Buildings) Part 127, Act 368, P.A. 1978 and Act 399, P.A. 1976
https://www.michigan.gov/documents/deq/deq-dwmad-eh-swpu-Isolation_Distances_Chart_623619_7.pdf

Michigan Department of Environment, Great Lakes, and Energy, Automotive Salvage and Scrap Metals Handlers Website: https://www.michigan.gov/egle/0,9429,7-135-3307_36106-235729--,00.html.

Michigan Department of Environment, Great Lakes, and Energy, Municipal Program / MS4 Compliance Assistance and the Phase II Permit Website:
https://www.michigan.gov/egle/0,9429,7-135-3313_71618_3682_3716-24366--,00.html.

Michigan Licensing and Regulatory Affairs: <https://www.michigan.gov/lara>.

Michigan Natural Resources and Environmental Protection Act (NREPA) of 1994, Act 451 of 1994, as amended:
[http://www.legislature.mi.gov/\(S\(bs2ew10kk4hbtjdnt2aacb43\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-451-of-1994#:~:text=AN%20ACT%20to%20protect%20the,lands%2C%20waters%2C%20and%20other%20natural](http://www.legislature.mi.gov/(S(bs2ew10kk4hbtjdnt2aacb43))/mileg.aspx?page=GetObject&objectname=mcl-Act-451-of-1994#:~:text=AN%20ACT%20to%20protect%20the,lands%2C%20waters%2C%20and%20other%20natural).

Michigan Natural Resources and Environmental Protection Act, 342.20120c Relocation of contaminated soil:
[http://www.legislature.mi.gov/\(S\(zhm4uyagbjg5xdzbtynmjbyg\)\)/mileg.aspx?page=getObject&objectName=mcl-324-20120c](http://www.legislature.mi.gov/(S(zhm4uyagbjg5xdzbtynmjbyg))/mileg.aspx?page=getObject&objectName=mcl-324-20120c).

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Michigan Department of Environmental Quality, Post-Construction Storm Water Runoff Controls Program Compliance Assistance Document, 2014:
https://www.michigan.gov/documents/deq/wrd-storm-MS4-ComplianceAssistance_470350_7.pdf

Michigan Department of Agriculture & Rural Development. "Generally Accepted Agricultural Management Practices," 2014, redrafted 2017:

https://www.michigan.gov/documents/mdard/Jan_25_Meeting_Documents_549846_7.pdf.

National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Midwestern Climate Center and Illinois State Water Survey, "Rainfall Frequency Atlas of the Midwest" by Floyd A. Huff and James R. Angel, 1992: <https://www.isws.illinois.edu/pubdoc/B/ISWSB-71.pdf>

New Jersey Corporation for Advanced Technology (NJCAT) stormwater testing and verification website: <https://www.nj.gov/dep/stormwater/treatment.html>

New Jersey Department of Environmental Protection (NJDEP) stormwater management treatment devices, maintenance guidance, and certification Website: https://www.nj.gov/dep/stormwater/maintenance_guidance.htm

Release Reporting in Michigan, Chapter 6 of Michigan Facilities' Guide to SARA Title III, Emergency Planning and Release Reporting: https://www.michigan.gov/documents/deq/deq-oea-saraguidebook-Chapter6_444640_7.pdf.

Michigan Coalition of Governments (SEMCOG), Low Impact Development Manual for Michigan - A Design Guide for implementers and Reviewers, 2008: [Low Impact Development Manual for Michigan - A Design Guide for Implementers and Reviewers" \(SEMCOG, 2008\)](#)

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FIGURES

Figure 1: Wellhead Protection Area Delineation Map

Figure 2: Spill Containment Cell

Figure 3: Water Quality Swale

CHARTER TOWNSHIP OF KALAMAZOO

ORDINANCE NO. XXXX

WELLHEAD PROTECTION ORDINANCE

THE CHARTER TOWNSHIP OF KALAMAZOO ORDAINS:

Section 1.

A. Intent / Purpose

The intent of the Charter Township of Kalamazoo Wellhead Protection Ordinance is to safeguard the health, safety, and welfare of persons served by the Public Water Supply System by protecting groundwater that serves as drinking water, thus providing a safe potable water supply now and for future generations.

B. Definitions

The following definitions apply to this ordinance:

Best Management Practices (BMP) means the best available methods, activities, maintenance procedures, technologies, operating methods or management practices for preventing or reducing the quantity of Regulated Substances entering groundwater and surface water from a particular land use activity.

Capture Zone means that area through which water travels below the surface and reaches a municipal well or wellfield within a specified period of time (under specified conditions set by EGLE). This ordinance addresses both a one-year and ten-year time-of-travel capture zone. The capture zones are shown on the Wellhead Protection Ordinance Capture Zone Map, attached to this Ordinance and incorporated herein by this reference.

City means the City of Kalamazoo.

Groundwater means the water below the land surface in a zone of saturation, excluding those waters in underground piping for water, wastewater, or stormwater distribution/collection systems.

Michigan Department of Environment, Great Lakes, and Energy (EGLE) shall include its predecessors and successors.

Performance Standards shall mean those BMPs and engineering controls contained within the document "Performance Standards for Groundwater Protection within Wellhead Protection Capture Zones and Stormwater Quality

Management” which is adopted by resolution of the Township Board and which may be amended by resolution of the Township Board as necessary to incorporate new or modified BMPs and engineering controls. The Wellhead Protection Administrator shall maintain the document and shall at times be prepared to consult and distribute the most recently adopted performance standards, a copy of which shall also be retained by the Township Clerk with resolution date indicated thereon.

RCRA means the Resource Conservation and Recovery Act of 1976 (Pub. L. 94-580; 42 U.S.C. 6901 et seq.), as amended.

Regulated Substances shall include:

1. Substances for which there is a safety data sheet (SDS), as established by the Globally Harmonized System of Classification and Labelling of Chemicals, and the SDS cites possible health hazards for said substance;
2. Hazardous Waste, as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended;
3. Hazardous Substance, as defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with the U.S. EPA regulations;
4. Radiological materials; and
5. Biohazards.

Regulated Substances shall not, however, include:

1. Substances in an amount equal or less than 2200 pounds that are in an area capable of fully containing a total release of said substance or an area that would drain the substance to a wastewater treatment system, excluding septic tanks systems, capable of treating the released substance(s);
2. Substances in a parked or stopped vehicle in transit, provided the vehicle is stopped or parked for less than 72 hours;
3. Substances, such as gasoline or oil, in operable motor vehicles or boats so long as used solely for the operation of the vehicle, but not the tanker portion of a tank truck;

4. Pressurized gases such as chlorine, propane, hydrogen, and nitrogen when in a chemical storage tank;
5. Refrigerants contained within equipment and used for on-site air cooling or in household appliances;
6. Substances contained within electrical utility transformers/switches;
or
7. Substances used in construction for which all necessary permits have been obtained, and in accordance with the "Performance Standards."

Release means the spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of one or more regulated substances upon or into any land or water within a capture zone. Release includes, without limitation, leakage of such materials from failed or discarded containers or storage systems and disposal of such materials into any on-site sewage disposal system, dry-well, catch basin, or landfill. The term "release" when used and applied herein does not include:

1. Disposal in accordance with all applicable legal requirements, including those in RCRA and CERCLA, of hazardous wastes in a Facility that has received and maintained all necessary legal approvals for that purpose;
2. Disposal of any substance in compliance with applicable legal requirements, including without limitation, the terms and provisions of a valid municipal, state, or federal permit;
3. Disposal, in accordance with all legal requirements, of any substance to a sanitary sewer system that has received and maintained all necessary legal approvals for that purpose;
4. Disposal, in accordance with all legal requirements, of "sanitary sewage" to subsurface sewage disposal systems as defined and permitted by the State of Michigan or Kalamazoo County Environmental Health;
5. A release for which there is no obligation to report under Federal, State, or other local regulations that occurs on an impervious ground surface (e.g., building floor or concrete driveway) that is effectively cleaned up before reaching permeable ground (e.g., unpaved), a dry well, a storm sewer, or surface water body; or

6. The application of agricultural chemicals, fertilizers, mineral acids, organic sulfur compounds, etc. as used in routine agricultural operations and applied under the "Generally Accepted Agricultural Management Practices," and consistent with label directions approved by the United States Environmental Protection Agency or the Michigan Department of Agriculture and Rural Development (MDARD).

Spill Contingency Plan means a written site-specific plan conforming to the specifications contained in the "Performance Standards," including the documentation of general site operations; Regulated Substance storage areas; potential for releases of Regulated Substances and an analysis of the potential destination of such releases; and procedures to be followed in the event of a release.

Township means The Charter Township of Kalamazoo.

Wellhead is any individual well used for supplying water.

Wellhead Protection Board of Appeals shall be the Charter Township of Kalamazoo Planning Commission unless the Township Board by resolution designates a separate Wellhead Protection Board of Appeals.

C. Responsibility for Administration

The Township Board shall, by Resolution, designate a person or persons who shall administer, implement and enforce the provisions of this ordinance. That person shall be known as the Wellhead Protection Administrator.

D. Prohibitions within Ten (10) Year Time-of-Travel (TOT) Capture Zone.

Within a ten-year time-of-travel capture zone, no person shall, nor cause or allow another over whom he or she has control to:

- 1 Release or allow the release of a Regulated Substance, alone or in combination with other materials (such as fill) in such a manner that the substance gains access to the ground, to a storm sewer or surface water or in any other way such that the substance might enter the groundwater if doing so creates a reasonable likelihood of an adverse impact upon the groundwater;
2. Possess a Regulated Substance, including fuels (e.g., gasoline, diesel, kerosene, etc.) exceeding fifty-five (55) gallons aggregate for liquid materials, or four-hundred forty (440) pounds aggregate for dry weights, unless prepackaged and intended for retail sale or for commercial or household use (such as salt used in water

softeners, fertilizers, pesticides, herbicides, etc.), or unless engineering controls are designed and implemented consistent with the "Performance Standards," BMPs, the Fire Code, and applicable State of Michigan laws and regulations. The following, however, shall not be considered prohibited activities:

- a. The use of underground oil and water separators and stormwater treatment structures which meet the conditions of the "Performance Standards;
 - b. The use of current hazardous waste storage areas at RCRA permitted facilities;
 - c. Laboratory activities, consistent with all local,, state, and federal regulations.
3. Operate a scrap and recycling yard;
 4. Operate a sanitary / solid waste landfill;
 5. Use oil, waste oil or similar liquid petroleum-type products for dust suppression;
 6. Install a private water well for the purpose of drinking water or irrigation if, in the determination of the Township, public water service is reasonably available;
 7. Install or use a private water well not installed for the purpose of drinking water or irrigation unless it is determined by the Township that the well owner (or representative) has scientifically demonstrated that the well will not cause an adverse impact to the public water supply;
 - 8, Use any private well if said use is likely to cause an adverse impact to the public water supply;
 9. Excavate, extract, or mine sand, gravel, bedrock or any other type of earth if a permit or site plan review is required unless the property owner has established, to the Township's satisfaction, that the activity will not cause an adverse impact to the public water supply;
 10. Allow the presence of an abandoned well, which is defined as any well which has either been discontinued for more than one year, is in such disrepair that its continued use for obtaining groundwater is impractical, has been left uncompleted, is a threat to groundwater

resources, or is a health or safety hazard. A well shall not be considered abandoned if it has been properly plugged pursuant to The Groundwater Quality Control Act, Part 127, 1978 PA 368; or

11. Drill for natural gas or petroleum, whether for exploration, production or otherwise.

E. Prohibitions Within One (1) Year TOT Capture Zone.

Within a one-year time-of-travel capture zone, no person shall, nor cause or allow another, over whom he or she has control, to:

1. Engage in any activity prohibited in the 10-Year TOT capture zone;
2. Possess Regulated Substances, including fuels (e.g., gasoline, diesel, kerosene, etc.), exceeding fifty-five (55) gallons aggregate for liquid materials or four-hundred forty (440) pounds aggregate for dry weights, such as sometimes occurs with activities such as fueling service establishments, motor vehicle repair, body repair; trucking or bus terminals; primary metal product industries; metal plating, polishing, etching, engraving, anodizing or similar processes; lawn, garden, pesticide and agricultural services with on-site bulk mixing or blending of fertilizers, pesticides and other industry-related chemicals for commercial application; and dry cleaning facilities with on-site cleaning service; or
3. Construct or replace any privy, privy vault, septic tank system, cesspool, or other facility intended or used for the disposal of domestic or non-domestic wastewater if in the determination of the Township, a public sanitary sewer is reasonably available.

F. Well Isolation Distance Restrictions

Within either capture zone, no person shall cause or allow uses or activities that would violate the terms and conditions set forth in the document "Minimum Well Isolation Distances (From Contamination Sources and Buildings), Part 127, Act 368, P.A. 1978 and Act 399, PA 1976" as prepared by the EGLE, Drinking Water and Environmental Health Division (DWEHD), as it may be amended, which, for the purpose of this section, shall be deemed to apply to all persons, unless approved in writing by the Township Wellhead Protection Administrator.

G. Determination of Capture Zone Boundaries

In determining whether a property is within a capture zone, the following shall apply:

1. Where a capture zone line that delineates the boundary of one or more zones passes through a property, the entire parcel shall be subject to the restrictions that apply to the more restrictive zone.
2. The Township Wellhead Protection Administrator or his or her designee shall have the authority to interpret the capture zone and determine where the boundaries of the different zones fall, if in dispute. Said interpretation may be appealed to the Wellhead Protection Board of Appeals, appointed by the Township Board.

H. Continuation of Existing Facilities and Land Uses

All facilities shall meet the requirements of the "Performance Standards" and/or shall prepare a Spill Contingency Plan within two years from the adoption date of this ordinance.

I. Requirements Regarding Release of Regulated Substance

1. Upon discovery of a release within a capture zone, the owner and person in control of the property on which a release occurred, as well as the person responsible for the release, shall take appropriate reasonable actions to mitigate the potential impact of the release on groundwater and remediate the release. Within 24-hours of such release, the owner or person responsible for the release shall notify the Township and the City of Kalamazoo Public Services Director. Remediation must be conducted in a timely manner and in accordance with applicable law. Wastes generated during remediation of a Regulated Substance release must be handled in accordance with all applicable legal requirements. Storage of these materials for a period of greater than ninety (90) days must be reported to, and approval obtained from, the Township Wellhead Protection Administrator.
2. All releases shall be documented in writing and notice thereof shall be mailed to the Township within ten (10) business days of said incident. Initial release notification shall include, at a minimum, the following:
 - a. Location of the release (address, and name and phone number of property owner);
 - b. Reporting party's name, address, email address, and phone(s) (if different from above);
 - c. Emergency contact and phone;

- d. Description and photographs of the nature of the incident, including date, time, location, and cause of the incident; type, concentration, and volume of substance(s) released;
 - e. Map showing exact release location, and relevant site features (i.e., paved area, storm sewer catch basins/inlets, water features, etc.), scale, and north arrow;
 - f. All measures taken to clean up the release; and
 - g. All measures proposed to be taken to reduce and prevent any future release.
3. The Township Wellhead Protection Administrator or his/her designee shall use the Regulated Substance Release Report to determine if and where any additional investigative work needs to be completed to assess the potential impact of the release. The owner or operator shall retain a copy of the written notice for at least three years.

J. Inactive Operations

This section applies to any business or other operation (“operation”) that is inactive, is within a capture zone, and at which there are regulated substances. For purposes of this section, “inactive” is defined to include those businesses or operations that are unoccupied and have no activity for at least thirty (30) days. Those who own or control such an inactive operation shall do the following:

1. Within 7 days of the operation becoming inactive, take such steps as necessary to secure the site such that vandals and all other persons cannot gain access to the regulated substances;
2. Within 30 days of the operation becoming inactive, provide to the Township Wellhead Protection Administrator a document that identifies the site, the date of inactivity, the regulated substances, quantities and storage conditions that exist on site, and the name, address, email address and phone number(s) of both the owner and the person in control of the site; and
3. Within 6 months of the operation becoming inactive, remove all regulated substances from the site. This does not include those substances used for heating, cooling, or electrical lighting.

K. Enforcement

1. Whenever the Township determines that a person has violated a provision of this Ordinance, the Township may order compliance by issuing a written Notice of Violation to the responsible person/facility.

2. If the Township requires abatement of a violation and/or restoration of affected property, the notice shall set forth a deadline by which such action must be completed. Said notice may further advise that, should the violator fail to remediate or restore within the established deadline, the work will be performed by the Township, with the resulting expense thereof charged to the violator.
3. Nothing within this section shall limit the Township's authority to seek injunctive relief and/or a search warrant allowing entry onto the premises and abatement of the violation to protect the public health, safety and welfare.

L. Variance / Appeal Rights

1. If an owner of property within a capture zone believes the requirements of this ordinance impose an unreasonable burden on the use of the owner's property, the owner may seek a variance from the Township Wellhead Protection Administrator (or his or her designee). Such a request must be in writing with enough detail to allow the Township Wellhead Protection Administrator to understand the situation and proposed variance. If the Township Wellhead Protection Administrator determines that additional information is needed, the request for additional information shall be made within 30 days of the owner's request. Within 30 days of the receipt of such additional information, or, if no such request is made, within 30 days of the owner's request, the Township Wellhead Protection Administrator shall issue a written response to the owner. The response shall grant, deny, or grant partial or different relief than was requested. A grant, partial or complete, may relieve the property owner from strict compliance of this ordinance. Reasonable conditions may be imposed as part of such a grant. The Township Wellhead Protection Administrator shall be guided by the primary goal of protecting the municipal well fields without creating undue hardship upon the property owners affected.
2. Any person receiving a Notice of Violation or whose variance request has been denied in whole or in part may appeal the determination set forth within the Notice or the variance decision to the Township Wellhead Protection Board of Appeals by submitting a written notice of appeal to the Township. The notice of appeal must be received by the Township Wellhead Protection Administrator within 30 days from the date of the Notice of Violation, with enough detail to allow the Township Wellhead Protection Board of Appeals to understand the situation. Within 30 days of the receipt of such an appeal, the Wellhead Protection Board of Appeals shall set the matter for hearing. Notice of the

hearing shall be given in writing to the applicant and to the City of Kalamazoo Department of Public Services Director. The applicant shall be given the opportunity to present evidence at the hearing in person or in writing or by representative. The Board of Appeals shall issue a written decision on the appeal. The Township Wellhead Protection Board of Appeals' response shall affirm, reverse, or modify the Notice of Violation being appealed.

3. If the person who has made an appeal does not agree with the Township Wellhead Protection Board of Appeals' decision, said person may appeal the matter by filing an appeal in the Kalamazoo Circuit Court, which may affirm, reverse or modify the decision being appealed. Such an appeal must be filed within 30 days of the Township Wellhead Protection Board of Appeals' decision.

M. Abatement / Remedial Activities by the Township

1. Any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense. The Township is authorized to take any legal action necessary to abate, enjoin, or otherwise compel the cessation of such nuisance.
2. The Township may seek authority to enter the premises to take or may contract with others to take reasonable and necessary abatement or remedial activities whenever the Township determines a violation of this Ordinance has occurred and that the responsible party cannot or will not timely correct the violation, or when no known responsible party exists. The responsible party shall reimburse the Township for all reasonable expenses thus incurred by the Township.
3. The remedies listed in this Ordinance are not exclusive of any other remedies available under any applicable local, state, or federal law and it is within the discretion of the Township to seek cumulative remedies.

N. Violation & Penalty

Any violation of this Ordinance or any order made in accordance with this Ordinance constitutes a misdemeanor, punishable by a fine of not more than \$500.00 or imprisonment of not more than 90 days, together with repayment of costs incurred by the Township in prosecuting the action; in abating the violation or seeking injunctive relief. Each day a violation exists shall be deemed to be a separate violation. A citation under this Ordinance may be issued by a sheriff's

deputy, the Township's Ordinance Enforcement Officer or the Township's Wellhead Protection Administrator.

REPEALER

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SEVERABILITY

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

EFFECTIVE DATE

This Ordinance is effective on the 30th day following publication of a summary thereof, after adoption by the Township Board.