



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

**Board of Trustees Regular Meeting Agenda
Monday, August 28, 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, **August 28, 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=L2NQWwczUVFXRTZuRVdoEx6K3ZtZz09>

Meeting ID: 846 2393 3493

Passcode: 557292

Find your local number.

<https://us02web.zoom.us/j/84623933493?pwd=L2NQWwczUVFXRTZuRVdoEx6K3ZtZz09>

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 the 3 minutes, please provide your comments in writing and they will be distributed to the board. The public comment period is for the Board to listen to your comments. Please begin your comments with your name and address.)

6 – Consent Agenda (The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with in one Board Motion without discussion.)

Approval of:

Receipt of:

- A. Treasurer Report — June 2023
- B. Fire Report -July 2023

7 – Public Hearing/Presentation

Veterans Mileage, Presented by Michael Fry

8 – Old Business

9 – New Business

- A. Request to Approve the Use of ARPA Funds for Eastwood Fire Station
- B. Request to Approve the use of ARPA Funds of \$20,000 for Township Community Survey.
- C. Request to Approve an Amendment for Additional Salary & and Benefits Compensation for Supervisor, Treasurer, and Clerk
- D. Request to Approve the Hire of 5 on-call Firefighters.
- E. Request to Approve the Addition of Appendix B in the Employee Handbook for Fire Department Employee Benefits
- F. Request to Approve the Hire of a New Finance Director
- G. Request to Approve the Use of ARPA Funds for Township Beautification and Parks Improvements

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

Posted: August 25, 2023

Think Green

Don Martin
Kalamazoo Township Supervisor



KALAMAZOO TOWNSHIP
TREASURER'S REPORT
JUNE 2023

CASH SUMMARY BY CLASSIFICATION:

<u>FINANCIAL INSTITUTION</u>	<u>CLASSIFICATION</u>	<u>AMOUNT</u>
MERCANTILE BANK	POOL	651,950.46
TOTAL POOLED INVESTMENTS**	POOL	21,471,581.47
FIRST NATIONAL BANK OF MICHIGAN	CURRENT TAX	76.64
MERCANTILE BANK	MRA	18,467.03
MERS OPER TRUST	MERS	394,756.20
TOTAL CASH SUMMARY BY CLASSIFICATION		\$ 22,536,831.80

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	252,642.48
COMERICA	MM	3.720%	NA	136,460.96
COMERICA	Govt Sec.	2.500%	12/25/2042	94,339.98
COMERICA	Govt Sec.	0.550%	9/30/2024	470,390.00
CONSUMERS CU	MM	4.000%	NA	1,040,148.91
CONSUMERS CU	CD	2.227%	9/25/2023	508,645.78
FIRST NATIONAL BANK	CD #1	3.000%	9/12/2024	111,057.16
FIRST NATIONAL BANK	CD #2	1.500%	2/4/2024	326,562.78
FIRST NATIONAL BANK	CD #3	4.700%	10/23/2024	537,716.40
FIRST NATIONAL BANK	CD #4	1.500%	9/23/2023	516,686.40
FIRST NATIONAL BANK	CD #5	1.500%	9/25/2023	523,133.37
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	5.22
HUNTINGTON NATIONAL BANK	MM	2.529%	NA	519,066.35
HUNTINGTON NATIONAL BANK	Govt Sec.	4.199%	3/31/2025	249,946.02
HUNTINGTON NATIONAL BANK	MM	4.451%	NA	2,237,640.79
HUNTINGTON NATIONAL BANK - ARPA	MM	4.451%	NA	2,095,269.02
HUNTINGTON NATIONAL BANK - KTFD	CD	4.650%	4/29/2024	547,919.83
LAKE MICHIGAN CREDIT UNION	Max Savings	0.000%	NA	887.37
LAKE MICHIGAN CREDIT UNION	CD	1.490%	12/6/2023	\$ 251,262.22
MACATAWA BANK	ICS	2.230%	NA	2.09
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	6,485,811.55
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	777,510.90
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	496,986.81
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	497,332.30
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	4,821.94
MERCANTILE BANK OF MI	CD	4.100%	11/19/2024	255,515.06
MERCANTILE BANK OF MI	CD	4.250%	11/7/2023	516,632.97
MERCANTILE BANK OF MI	CD	4.650%	8/7/2025	505,015.20
MERCANTILE BANK OF MI	CD	4.250%	9/16/2024	259,903.66
MERCANTILE BANK OF MI	CD	5.000%	7/16/2023	250,000.00
MERCANTILE BANK OF MI	CD	5.200%	6/26/2024	111,955.64
MERCANTILE BANK OF MI	CD	4.350%	2/26/2025	108,649.22
TOTAL FOR POOL INVESTMENT DETAIL				\$ 21,471,581.47

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1539		CHEST PAIN		2						2
1540		UNKNOWN/PERSON DOWN		2						2
1541		CHEST PAIN		6						6
1542		SMOKE INVESTIGATION	5	6			4			15
1543		MOTOR VEHICLE ACCIDENT		2						2
1544		ALTERED MENTAL STATUS		4						4
1545		BREATHING PROBLEM		4						4
1546		GRASS/BRUSH FIRE	2	4			4			10
1548		AID GIVEN - FIRE		4			MG			4
1549		CONVULSIONS/SEIZURE	1							1
1550		BREATHING PROBLEM				3				3
1551		WIRES DOWN/ARCING	2							2
1552		BREATHING PROBLEM		5						5
1553		BREATHING PROBLEM				5				5
1554		ABDOMINAL PAIN	3							3
1555		DUMPSTER FIRE		3						3
1556		CARBON MONOXIDE		3						3
1557		ANIMAL BITE		4						4
1558		HEMORRHAGE/LACERATION	4							4
1559		ALTERED MENTAL STATUS				6				6
1560		CONVULSIONS/SEIZURE				3				3
1561		BREATHING PROBLEM				6				6
1562		CONVULSIONS/SEIZURE				4				4
1563		GRASS/BRUSH FIRE	4	3			4			11
1564		DUMPSTER FIRE		4						4
1565		FIRE ALARM	2	4						6
1566		SMOKE INVESTIGATION	2	4						6
1567		DUMPSTER FIRE	2							2
1568		VEHICLE FIRE	1	3						4
1569		CONVULSIONS/SEIZURE	1	3						4
1570		BREATHING PROBLEM				3				3
1571		UNKNOWN/PERSON DOWN		3						3
1572		AID GIVEN - FIRE				4		MG		4
1573		ALTERED MENTAL STATUS		4						4
1574		CANCELLED EN ROUTE	3							3
1575		FALL				3				3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

SUB TOTAL	32	77	0	37	12	0	0	158
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1576		CANCELLED EN ROUTE	3							3
1577		GAS LEAK	6			6				12
1578		GAS LEAK	6			5				11
1579		GAS LEAK	6			6				12
1580		BREATHING PROBLEM		5						5
1581		GAS LEAK				5				5
1582		SICK PERSON	1							1
1583		SMOKE INVESTIGATION	2	5						7
1585		BREATHING PROBLEM		7						7
1586		ALTERED MENTAL STATUS		5						5
1587		MOTOR VEHICLE ACCIDENT					3			3
1588		DUMPSTER FIRE				8				8
1589		OVERDOSE/POISONING	5	6						11
1590		BREATHING PROBLEM	1							1
1592		EMS ALARM		4						4
1593		WELFARE CHECK		5						5
1594		VEHICLE FIRE	7	5			6			18
1595		SMOKE INVESTIGATION	2			8		3	4	17
1596		CONVULSIONS/SEIZURE				6				6
1597		GAS LEAK	3	4			5			12
1598		UNKNOWN/PERSON DOWN				6				6
1599		AID GIVEN - MOVE UP				3				3
1600		CARBON MONOXIDE		3						3
1601		FIRE ALARM	3	3						6
1602		BURNING COMPLAINT	2	5						7
1603		UNKNOWN/PERSON DOWN				4				4
1604		BREATHING PROBLEM	1							1
1605		CHEST PAIN	2							2
1606		FIRE ALARM	4	3						7
1607		UNKNOWN/PERSON DOWN				5				5
1608		PREGNANCY/OB				5				5
1609		BREATHING PROBLEM		4						4
1610		UNKNOWN/PERSON DOWN				5				5
1611		BREATHING PROBLEM		5						5
1612		STRUCTURE FIRE	1	4		5				10
1613		BREATHING PROBLEM	4							4

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

SUB TOTAL	91	150	0	114	26	3	4	388
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1614		CANCELLED EN ROUTE		4						4
1615		ALTERED MENTAL STATUS		5						5
1616		BURNING COMPLAINT	4	5					4	13
1617		AID GIVEN - FIRE				3		MG		3
1618		STROKE				6				6
1619		LIFT ASSIST	4							4
1620		FIRE ALARM	2	3		5				10
1621		MOTOR VEHICLE ACCIDENT	3							3
1622		ASSAULT		2						2
1623		LIFT ASSIST				8				8
1625		LIFT ASSIST		3						3
1626		UNKNOWN/PERSON DOWN		2						2
1627		EMS ALARM		2						2
1628		BREATHING PROBLEM				7				7
1629		FALL		4						4
1630		BREATHING PROBLEM				3				3
1631		NOTHING FOUND/ARRIVAL		5						5
1632		UNKNOWN/PERSON DOWN				3				3
1633		CARDIAC ARREST	4	6						10
1634		NOTHING FOUND/ARRIVAL	3							3
1635		NOTHING FOUND/ARRIVAL		3						3
1636		UNKNOWN/PERSON DOWN				6				6
1637		ASSAULT	3							3
1638		BREATHING PROBLEM				6				6
1639		SICK PERSON		2						2
1640		FIRE ALARM	2			3				5
1641		BACK PAIN		5						5
1642		UNKNOWN/PERSON DOWN				2				2
1643		CANCELLED EN ROUTE		4						4
1644		NOTHING FOUND/ARRIVAL		4						4
1645		CHEST PAIN		2						2
1646		SICK PERSON		2						2
1647		FIRE ALARM	2	3						5
1648		STROKE		3						3
1649		FIRE ALARM	4	3						7
1650		FIRE ALARM	4	3						7

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

SUB TOTAL	126	225	0	166	26	3	8	554
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1651		FIRE ALARM		3						3
1652		CANCELLED EN ROUTE		5						5
1653		STRUCTURE FIRE				1				1
1654		NOTHING FOUND/ARRIVAL		6						6
1655		HEAD INJURY/PAIN		5						5
1656		MOTOR VEHICLE ACCIDENT	3							3
1657		SICK PERSON		6						6
1658		BREATHING PROBLEM	3							3
1659		BREATHING PROBLEM	3							3
1660		BURNING COMPLAINT		5						5
1661		STROKE	2							2
1662		WIRES DOWN/ARCING				5				5
1663		CARDIAC ARREST	3	6						9
1664		CARDIAC ARREST				3				3
1665		WIRES DOWN/ARCING				4				4
1666		PSYCHIATRIC PROBLEMS				7				7
1667		GAS LEAK	5	6			5			16
1668		CONVULSIONS/SEIZURE		5						5
1669		BURNING COMPLAINT	2							2
1670		WIRES DOWN/ARCING		5						5
1671		CONVULSIONS/SEIZURE		4						4
1672		FIRE ALARM	3			5				8
1673		NOTHING FOUND/ARRIVAL				8				8
1674		FALL	6							6
1675		HEMORRHAGE/LACERATION		3						3
1676		HEMORRHAGE/LACERATION		3						3
1677		SMOKE INVESTIGATION	8			7		3		18
1678		AID GIVEN - FIRE		6						6
1679		BURNING COMPLAINT	2	8						10
1680		CHEST PAIN				7				7
1681		BREATHING PROBLEM	2							2
1682		STROKE				7				7
1683		BURNING COMPLAINT	2							2
1684		PSYCHIATRIC PROBLEMS	2							2
1685		AID GIVEN - FIRE				5		MG		5
1687		BREATHING PROBLEM		3						3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

SUB TOTAL		172	304	0	225	31	6	8	746
INC. NO	ADDRESS	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1688					5				5
1689			3						3
1690					5				5
1691					4				4
1692			5						5
1693		2							2
1694					5				5
1695			2						2
1696			3						3
1697					3		MG		3
1698		3							3
1699		2	4						6
1700			3						3
1701					4				4
1702			4						4
1703					3				3
1704					4				4
1705			3						3
1706			3						3
1707					4				4
1708			2						2
1709		1			4		4		9
1710			4						4
1711						2			2
1712						2			2
1713		1							1
1714		1			6				7
1715		1			2				3
1716			1						1
1717			1						1
1718					5				5
1719		2							2
1720		2							2
1721		3							3
1722		3							3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JULY 2023

1723		STROKE		4						4
TOTALS			193	346	0	279	35	10	8	871

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



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9A 08282023

FOR MEETING DATE: 08-28-2023

SUBJECT: ARPA funds to support Eastwood Fire Station _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Move the transfer of \$500,000 of ARPA funds to the Fire Capital Fund to support the construction of a new Eastwood Fire Station.

Financing Cost: _____

Source: General Fund Grant Other (ARPA): X

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Trustee Leuty

Background/Recommendation: See the attached, 2-page supporting document.

Direction: For an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be 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 administrative office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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

Proposal to support the Eastwood Fire Station with ARPA funds

Congress adopted the American Rescue Plan Act (ARPA) with an original intent to support:

1) investments in sewer, water, and broadband infrastructure, 2) premium pay for essential workers, and 3) revenue replacement for government services and negative economic impacts of COVID-19.

Kalamazoo Township has honored ARPA's intent by committing ARPA funds to improve the sanitary sewer, sidewalks and parks especially valued during COVID to promote social distancing and fitness, and other core governmental services (see summary on page 2).

One of the township's greatest, current needs is to replace the 83 year-old Eastwood Fire Station. A new station is designed to advance many of the township's goals, including:

1. Support infrastructure to provide quality fire and emergency response services, particularly during the current environment of record-setting numbers of calls,
2. Address climate change challenges with an energy-efficient and solar-energy producing building to advance the community's resiliency in face of increased climate change-related events (fires, extreme heat, flooding, power loss, and other emergencies) and increased human health challenges, and
3. Enhance the visual appeal of the neighborhood to promote economic development.

Our community strongly supports public safety. For example, per the 2013 Community Survey:

- Residents were most satisfied with fire coverage and response times to fires and medical emergencies.
- When asked to prioritize services for funding, support for public safety stood out, including:
 - Road maintenance (77%)
 - Law enforcement (72%)
 - **Fire response (63%)**
 - **Emergency medical response (58%)**
 - Economic development (41%)
 - Sidewalk repair (39%)
 - Adding bike/walk paths (36%).
- Survey respondents' support for raising funds to maintain existing services was strongest for fire response (60%), law enforcement (60%), and road maintenance (51%). In contrast, respondents rated funding for parks as a significantly lower priority, preferring to raise user fees and reduce or privatize services than to allocate added funds for parks.

To finance the estimated 13 million dollar cost to replace the Eastwood Fire Station, the Township will need to ask voters to consider a special bond millage. Voters will naturally ask what the Township has done to save funds to contribute toward the new building and reduce the burden on taxpayers. By committing **\$500,000 of ARPA funds to the Fire Capital Fund for replacing the Eastwood Fire Station**, the Township can demonstrate its pledge to taxpayers and public safety.

(Updated 8/22/23)

American Rescue Plan Act (ARPA) Funds commitments & balance (updated 8/14/23)

Original ARPA award (does not include ARPA interest income, 285-000-664.00)	\$2,375,592
General	\$(162,163)
<ul style="list-style-type: none"> o Building safety improvement, \$75,250 (approved 6/12/23) o Maintenance vehicle, \$23,497 portion (approved 8/14/23) o IT infrastructure upgrades (VEEAM & backup firewall), \$63,416 (approved 8/14/23) 	
Clerk Department	\$(250,000)
<ul style="list-style-type: none"> o Document scanning project, \$250,000 (approved 6/12/23) 	
Fire Department	\$(106,800)
<ul style="list-style-type: none"> o Replace Northwood Fire Station garage roof, \$6,750 (approved 5/22/23) o Replace fans with battery-powered fans, \$25,050 (approved 5/22/23) o Replace Fire Marshall vehicle, \$75,050 (approved 6/26/23) 	
Parks & Recreation	\$(481,915)
<ul style="list-style-type: none"> o Rebuild aged Grand Prairie Golf Course parking lot, \$94,200 (approved 6/27/22) o Rebuild aged Stroud Family Park courts, \$87,715 (approved 6/27/22) o Accelerate sidewalk improvements, \$300,000 (approved 6/26/23) 	
Police Department	\$(225,000)
<ul style="list-style-type: none"> o Implement Canine Unit, \$150,000 (approved 5/22/23) o Recruitment Incentives to attract police officers, \$75,000 (approved 5/22/23) 	
Sewer	\$(500,000)
<ul style="list-style-type: none"> o Transfer to Sewer Fund, \$500,000 (approved 7/10/23) 	
Balance	\$649,714



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9B 08282023

FOR MEETING DATE: _____

SUBJECT: Township of Kalamazoo Community Survey _____

REQUESTING DEPARTMENT: Trustee Glass, Clerk Mackie, Treasurer Miller on behalf of the ARPA Committee

SUGGESTED MOTION: Motion to approve the use of up to \$20,000 in ARPA funds to complete a 2023 Kalamazoo Township Community Survey. This would be for 3000 mailings to complete the survey (proposal attached).

Financing Cost: Up to \$20,000

Source: General Fund _____ Grant _____ Other ARPA

Are these funds currently budgeted? Yes _____ No X

Submitted by: Trustee Glass, Clerk Mackie, Treasurer Miller

Recommendation:

Direction: For an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be 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 administrative office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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

Proposal for:
Township of Kalamazoo Community Survey

Prepared By:

Patrick R Cundiff, Ph.D.
Associate Professor of Sociology
Western Michigan University

This is only a rough estimate and is not an offer. No binding offer can be made until the WMU administration has approved the offer. These amounts are included here only as illustrations of what the costs might be based on current projections.

Proposal for the Township of Kalamazoo Community Survey

The Kercher Center for Social Research (KCSR) of Western Michigan University proposes to assist the Township of Kalamazoo (TK) in a mailed survey of a random sample of residents of the township to obtain data on residents' opinions and perceptions relating to the township and services provided and their needs from TK. Results of the survey will provide the TK with valuable information to better understand community needs and attitudes, and thus guide their efforts in serving the community.

This proposal provides an efficient and cost-effective method for conducting a mailed survey. The Kercher Center will carry out four major research tasks, which are further divided into specific research activities. They are as follows:

Review, finalizing, and prepare the survey instrument.

The three activities associated with this task are to: a) draft the survey instrument in consultation with the TK in revisions to their initial survey draft, b) finalize the survey instrument, and c) prepare the instrument for mailing. The principal investigator at the KCSR will create a rough draft of a survey instrument and provide it to the TK. A collaborative effort will be used for revisions. The budget provided with this proposal assumes a four page (two double-sided sheets) survey. After any necessary modifications are made and approved by the TK, the principal investigator at KCSR will submit the survey to WMU's Institutional Review Board and then prepare the instrument for mailing.

Sampling.

Recent mail-based surveys in southwest Michigan have typically resulted in 11-19% overall response rates, so a similar response rate can be expected. A higher or lower response rate is also possible. In comparison, phone-based surveys and web-based surveys typically have lower response rates, and also do not allow for each person to have an equal chance of being selected due to difficulty in sampling (e.g., landlines vs. cellphones, obtaining email addresses or selectivity in social media use), which is necessary for the sample findings to be generalizable to the community population.

The TK will provide the KCSR with a list of names and their respective mailing addresses in a spreadsheet format organized by neighborhood after undergoing a random sample selection performed by KCSR of 3,000 individuals/residences to receive a mailed survey.

Online Survey.

If the TK chooses to include an online survey, the KCSR will offer one at no additional charge. In conducting the online survey we recommend the following option:

Delayed Open Online Survey: This option would include an online survey open to public participation, but only after a delay (e.g., one month) designed to allow paper responses from the random sample to be returned. This approach allows for a secure, scientific survey to be completed, but also for citizens not chosen in the random sample to still participate if they so desire. The data for the paper and online surveys will be analyzed separately.

Publicizing/dissemination of the link to the survey would be the responsibility of TK and/or its partners; the KCSR cannot guarantee any particular number of responses. In order to ensure the best response rate possible, it is important that the online survey not be publicized until after the delay period has concluded.

Data Processing – Data collection, cleaning and statistical analysis.

The five activities associated with this task are to: a) check each returned survey and prepare them for data entry, b) set up data file (provide definitions of variables), c) enter and verify data, d) conduct descriptive analyses to further clean the data as needed, e) conduct final descriptive analyses of the quantitative and qualitative data.

Report writing and communication of results.

The KCSR will provide a final report of the project to the TK. The report will include frequency distributions and percentages for all quantitative questions, and means and standard deviations for appropriate questions (if applicable). Tables will be fully labeled for ease of interpretation. Subgroup analyses may also be conducted based upon questions that the TK have. The report will also include a summary of the findings of the study. Open-ended item responses will be transcribed and included in the final report.

Time Frame

Once the contract is approved by the TK, drafting of and edits to the survey instrument will begin. This process will be collaborative between the KCSR and the TK to ensure that it meets the needs of the TK as best as possible. The proposed project start is immediately upon the execution of a contract by TK and WMU. Following approval by WMU's Institutional Review Board, the instrument will be prepared for mailing and then mailed to potential participants. The target date for the mailing of surveys is October 20th, 2023. The full report will be completed no later than January 31st, 2024. This timeline is contingent on having all contract forms signed/processed, and a fully approved instrument completed by September 20th, 2023 in order for IRB approval and mail set-up to be completed in time for the target mailing date. In the event of a change to the time frame the final report will be completed as soon as possible and no later than three months after the initial return window from the actual mailing date. Changes in this schedule can be made if agreeable to the TK and the KCSR. The project end date will be approximately one year after the start date to allow for work to continue as needed after the submission of the initial full report, such as for presentations of the findings and preparing a final report with any amendments.

Deliverables

The KCSR shall provide the TK with digital copies of the final report and dataset.

Project Personnel

Patrick Cundiff will serve as the principal investigator and oversee all activities. One or more undergraduate and/or graduate students will also be hired for data entry and assistance with preparing the report. Compensation may be provided to project personnel on an appointment,

hourly, overload, and/or summer basis to the extent permitted by WMU policy and to the extent approved by the WMU administration.

Budget

	3,000 Mailings	2,000 Mailings
Principal Investigator	\$5,500	\$5,500
FICA / Blended Retirement	\$1,348	\$1,348
Graduate Student	\$1,200	\$1,200
FICA	\$92	\$92
Survey Printing and Mailing	\$2,800	\$2,000
Business Reply Postage	\$600	\$450
Facilities & Administration (WMU's Standard Rate)	\$5,886	\$5,401
Total Costs	\$17,426	\$15,991

This is only a rough estimate and is not an offer. No binding offer can be made until the WMU administration has approved the offer. These amounts are included here only as illustrations of what the costs might be based on current projections.



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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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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9D 08282023

FOR MEETING DATE: August 28, 2023

SUBJECT: Authorize Hiring 5 Paid On-Call Firefighters

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Authorize the hiring of 5 Paid on-call firefighters with a start date of Sept. 5, 2023.

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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

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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9E 08282023

FOR MEETING DATE: August 28, 2023

SUBJECT: Employee Handbook Addition of Appendix B for Fire Department – Employee Benefits

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Authorize the PAC recommendation for addition to the Employee Handbook “Appendix B.1 Supplement for Fire Department – Employee Benefits”.

Financing Cost: _____

Source: General Fund X _____ Grant _____ Other _____

Are these funds currently budgeted? Yes X No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager’s office NO LATER THAN NOON 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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To: Kalamazoo Township Board
From: Jairus Baird, Fire Chief
Date: August 28, 2023

With the re-organization of Fire Department staffing upon us, the attached Appendix B to the employee handbook codifies what was already approved by the board for recruiting purposes at the June 12, 2023, Board of Trustees meeting. By amending the employee handbook, clarifies that pay and benefits previously discussed clearly includes all full-time Fire Department personnel, as well as some necessary changes that only apply to members who work 24-hour shifts.

APPENDIX B

B.1 SUPPLEMENT FOR FIRE DEPARTMENT - EMPLOYEE BENEFITS

Recognizing that fire department employment positions are full-time employees of the Township that are responsible for shift work on a 24-hour basis and/or 8-hour basis as assigned, the Township of Kalamazoo Personnel Policy Manual is amended – for Fire Department members only – as follows (except as explicitly modified below, all other portions of the Personnel Policy Manual remain “as is”):

B.1.1 HOURS OF WORK

The standard work period for full-time fire department personnel begins Monday at 0700 (7:00 a.m.) and ends 336 hours later on Monday at 0659 (6:59 a.m.)

Department Heads, after consultation with the Manager, may establish work schedules for specific departments, or for individual employees, in order to meet special program needs, and unusual, or emergency situations.

B.1.2 REST BREAKS/MEAL BREAKS – For Hourly Employees

Fire department members working a 56-hour average work week will be permitted reasonable time for meal prep and consumption with the understanding these “breaks” can be interrupted by any calls for service, station duties, public service requests, or scheduled activities.

Fire department members working a 40-hour average work week will be permitted two paid, 15-minute rest breaks each day. Employees shall be entitled to an unpaid 30-minute lunch break at or near the middle of the working day. Rest periods or lunch breaks may not be accumulated in any manner for the purpose of compensatory time or overtime pay. Rest breaks may be combined with your unpaid 30-minute lunch break. “Use your paid rest breaks or lose them.”

When an extended incident or series of incidents occurs and personnel is unable to be relieved for normal food breaks, the Township will make every effort to provide hot food to all members operating at the incident under the following conditions. If the incident has started into the 3rd hour (2 hours and 59 minutes from alarm time) and is not anticipated to be concluded by the start of the 5th hour (4 hours and 59 minutes from alarm time) and will overlap with a traditional meal period, attempts shall be made to provide food as soon as the incident stabilizes enough to allow resources to be dedicated to the ordering and pickup up of food.

B.1.3 OVERTIME PAY FULL-TIME NON-EXEMPT FIREFIGHTERS

Overtime will be paid at the rate of time and one-half (1.5) for authorized hours worked in excess of 106 hours in a work period. Established paid Township holidays falling during the payroll period will be considered hours worked for purposes of overtime pay for members working a 40-hour average work week who do not work the holiday.

If an employee works on a holiday at the direction of his/her Department Head, the employee shall be paid two and one-half (2.5) his/her normal rate for all hours worked.

Other time shall be considered hours worked for purposes of calculating overtime pay, (i.e. sick time and/or vacation time).

B.1.4 COMPENSATORY TIME

Compensatory time is overtime worked for which time off may be granted in lieu of overtime pay. Employees may, at their option, elect to receive payment for overtime or to accumulate compensatory time at a rate of one and one-half (1-1/2) hours of compensatory time for each hour of overtime worked. Employees must have Department Head approval prior to accumulating or using compensatory time.

The maximum amount of banked compensatory time shall not exceed 72 hours. On the payday closest to December 15 of each year, the employee will be compensated for all unused compensatory time.

B.1.5 PAID AUTHORIZED HOLIDAYS

Regular full-time employees will receive the following 12 holidays off with pay for 40-hour average employees, and two and one-half times their hourly rate for 56-hour average employees: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, Scheduled Floating Holiday.

All holidays will be observed on the day the holiday falls for fire department members working a 56-hour average work week. All holidays shall commence at 0700 and cease at 0659 the next calendar day.

Fire department members working a 40-hour average work week will follow the observed holiday schedule set by the Township if a holiday falls on a Saturday or Sunday. In the event an employee working a 40-hour average work week needs to work a holiday, the employee will have the opportunity to choose whether the holiday falls on the observed day, or calendar day, for purposes of their pay.

Example: Employee could use 8 hours of vacation for the observed holiday if they did not work in order to receive holiday pay on the calendar scheduled holiday. Alternatively, they could elect straight pay on the Township observed holiday to earn holiday pay on the scheduled calendar holiday and vice-versa if they worked both.

However, in no circumstance will holiday pay be paid twice for the same employee on the Township observed holiday and the actual calendar holiday.

B.1.6 SHIFT SUBSTITUTIONS

Fire department members working a 56-hour average work week may be permitted to substitute their shift with another member in the same grade classification. This substitution must be agreed to by both members in writing, and the substitution form signed by both the member working the shift, and the member who was regularly scheduled for that shift. After those signatures are obtained, the immediate shift supervisor must also sign the form for approval.

Should a member be unable to work the shift they agreed to, their accrual will be used for the shift they were unable to work (i.e. sick and/or vacation). Any member who does not have at least 24 hours of sick and/or vacation leave accrued will not be permitted to accept a shift substitution.

In no case shall a shift substitution create additional overtime. The regularly scheduled employee who is not at work will still have their hours counted as hours worked, while the member substituting on that shift will have their hours counted as though they did not work.

Any shift trades falling on a holiday will require a repayment of two and one-half (2.5) the hours worked by the employee working the holiday. (60 hours for a 24 hour shift.)

B.1.7 VACATION

The Township recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Township provides paid vacation time to full-time employees for this purpose, and employees are encouraged to take vacation during the year.

Fire department members working a 56-hour average work week earn vacation per fully completed month of employment as follows:

Years of Service	Monthly Accrued Time	Yearly Accrued Time	Maximum Accrued Time
0 through 3 years	10 hours	120 (6 days)	180 hours
3 years, 1 month through 8 years	15 hours	180 (7.5 days)	270 hours
8 years, 1 month through 14 years	20 hours	240 (10 days)	360 hours
14 years, 1 month through 21 years	25 hours	300 (12.5 days)	450 hours
21 years, 1 month and up	30 hours	360 (15 days)	540 hours

Fire department members working a 40-hour average work week earn vacation per fully completed month of employment as follows:

Years of Service	Monthly Accrued Time	Yearly Accrued Time	Maximum Accrued Time
0 through 3 years	6.67 hours	80 (10 days)	120 hours
3 years, 1 month through 8 years	10.0 hours	120 (15 days)	180 hours
8 years, 1 month through 14 years	13.33 hours	160 (20 days)	240 hours
14 years, 1 month through 21 years	16.67 hours	200 (25 days)	300 hours
21 years, 1 month and up	20.00 hours	240 (30 days)	360 hours

A new employee shall not use earned vacation hours until completion of six (6) months of continuous employment. In the event of a conflict within a department, the employee with the oldest seniority date shall be granted the vacation. However, a vacation scheduled ninety (90) days or more in advance may not be preempted. Vacation requests must be submitted to management for approval. Multiple requests for members working the same shift in the same grade classification shall be denied if the vacation could create a staffing issue.

Hours accrued above the maximum allowable vacation hours will be lost and not reimbursed. Paid vacation may only be taken in half-day (4 or 12 hours respectively) or full-day (8 or 24 hour respectively) increments unless approved by Department Head.

When a holiday occurs during a scheduled vacation, a fire department member working a 56 average hour work week will only need to use 1 hour leave for 1 hour off during that holiday, but will forfeit their holiday pay rate of two and one-half hours, as they would have earned if they were working.

If a full-time employee starts working part-time for the Township they will no longer accrue vacation time. If that employee goes back to full-time employment at the Township, with no break in service, the

employee will resume accrual of vacation time at the rate they were accruing the last day of their previous full-time employment.

B.1.8 PAID SICK TIME

Fire department members working a 56-hour average work week will earn twelve (12) hours of paid sick time per fully completed month. Members may use forty-eight (48) hours of accumulated paid sick time each year for personal business with prior approval of their Immediate Supervisor. Members may accumulate a maximum of 3,120 hours of sick time.

Fire department members working a 40-hour average work week will earn eight (8) hours of paid sick time per fully completed month. Members may use sixteen (16) hours of accumulated paid sick time each year for personal business with the prior approval of their Immediate Supervisor. Members may accumulate a maximum of 2,080 hours of sick time.

Sick leave may be used in increments of a half day (12 or 4 hours respectively), or less as granted at the sole discretion of the Department Head.

When a holiday occurs while an employee is using sick leave, a fire department member working a 56 average hour work week will only need to use 1-hour leave for 1 hour off during that holiday but will forfeit their holiday pay rate of two and one-half hours, as they would have earned if they were working.

When a holiday occurs while an employee is using sick leave, a fire department member working a 40-average hour work week will not need to use their sick leave.

When a fire department member retires after 10 years of continuous employment with the Township, sick leave will be bought out at a rate of \$200 per year of service.

*All other portions in 6.3 not explicitly modified above, remain in effect.

B.1.9 RETIREE GROUP HEALTH INSURANCE AND NON ACTIVE EMPLOYEE COVERAGE:

Coverage until Medicare Eligible: A fire department member who retires from Township employment after at least twenty-five (25) years of service and after attaining the age of fifty-three (53), will be treated the same as active employees and shall be entitled to a continuation of medical, prescription, and dental insurance coverage subject to the employer/employee 80%/20% cost sharing for them and their eligible dependents until such time as the retiree is eligible for Medicare; provided current Medicare requirements and time limits do not change.

(A) A fire department member who retires from Township employment with at least thirty-two (32) years of service but has not yet reached the age of fifty-three (53) will be treated the same as active employees and shall be entitled to a continuation of medical, prescription, and dental insurance coverage subject to the employer/employee 80%/20% cost sharing for them and their eligible dependents until such time as the retiree is eligible for Medicare; provided current Medicare requirements and time limits do not change.

B.1.9.1 SUPPLEMENTAL COVERAGE BEYOND THE DATE OF MEDICARE ELIGIBILITY

Provided the employee retires from Township employment after at least twenty-five (25) years of service and after attaining the age of fifty-three (53), a calculation will be made (using the "Old Formula") at the time of the employee's retirement and, if the "Old Formula" qualifies the employee

and/or their eligible dependents for continued coverage past the employee's 65th birthday, the Township shall pay 80% of the premium, co-insurance and deductible to provide the employee and or their eligible dependents with the insurance provider's Medicare supplement during such period of continued coverage. The retiree shall pay 20% of the cost of the premium, coinsurance, and deductibles. "Old Formula"- The employee's eligible dependents are credited with three (3) months, and the employee is credited with 4.25 months, for each year of continuous KTFD service the employee completed. Credits established pursuant to the "Old Formula" will be applied beginning on the employee's retirement date.

Example 1: Assume a married employee who retires at age 53, with 30 years of continuous service. The employee is credited with 127.5 months (30 yrs. x 4.25 = 127.5 month's credit). The employee's spouse is credited with 90 months (30 yrs. x 3 = 90 month's credit). The employee therefore has 10 years 7 months of credit ($127.5 \div 12 \text{ months/yr.} = 10 \text{ yrs. } 7 \text{ months}$) and the spouse has 7.5 years of credit ($90 \div 12 \text{ months/yr.} = 7 \text{ yrs. } 6 \text{ months}$). Because the "Old Formula" time is counted from the employee's retirement (age 53), the employee's and spouse's credits will be exhausted before the employee or spouse reaches age 65. Consequently, neither the employee nor spouse will receive continuation coverage beyond age 65.

Example 2: Assume a married employee who retires at age 57, with 35 years of continuous service. The employee is credited with 148.75 months (12 yrs. 4 months) and the spouse is credited with 105 months (8 yrs. 8 months.). The employee and spouse will each use 8 years of credit before the employee reaches age 65. The employee will thereafter receive continued coverage for 4 years 4 months beyond their 65th birthday (until the employee/retiree is 69 years 4 months old), and the spouse will receive continued coverage for 8 months beyond the employee's/retiree's 65th birthday (until the employee/retiree is 65 years 8 months old).

B.1.9.2 EMPLOYEES RETIRING BEFORE AGE 53

If an employee retires with at least twenty-five (25) years of service, but before reaching age fifty three (53), said employee and their eligible dependents will continue receiving Township paid coverage for only that length of time as determined by application of the "Old Formula."

Example: Assume a married employee retires at age 50, with 25 years of continuous service. The employee is credited with 106.25 months (8 yrs. 10 months), and the spouse is credited with 75 months (6 yrs. 4 months). The employee will continue to receive Township paid coverage until they reach age 58 years 10 months and the spouse will receive coverage until the retired employee reaches age 56 years 4 months.

B.1.9.3 EMPLOYEES RETIRING WITH 25 TOTAL YEARS OF FULL-TIME FIRE DEPARTMENT EXPERIENCE

If an employee retires with at least fifteen (15) years of service, with the last fifteen (15) being at the Township, the Employer will recognize up to ten (10) years of previous fire experience as a full-time fire department member from another fire department agency. Said employee and their eligible dependents will continue receiving Township paid coverage for only that length of time as determined by application of the "Old Formula."

Example: Assume an employee is fifty-five (55) years old, and worked for twenty (20) years for KTFD, and has five (5) years of recognized service at another fire department. As the employee does not meet the criteria for traditional retirement (i.e., 25 years of service at KTFD and 53 years old), the "Old Formula" will apply: The employee is credited with 106.25 months (8 yrs. 10 months), and the spouse is

credited with 75 months (6 yrs. 4 months). The employee will continue to receive Township paid retiree insurance coverage until they reach age 63 years 10 months and the spouse will receive coverage until the retired employee reaches age 61 years 4 months.

B.1.9.4 EMPLOYEE PASSES AWAY BEFORE RETIRING

If an employee based on their age and/or years of service is eligible for retiree insurance, but dies before actually retiring, their spouse and eligible dependents shall be treated, for purposes of B.1.9, as though the employee retired on the date of their death.

B.1.10 TOWNSHIP 401 (A) PENSION PLAN

Eligibility: Class IV – All full-time fire department members (40 and 56 hour work week employees)

Voluntary Contributions: After-tax deferral – 1% to 10% of compensation; and rollover from former employer's plan or IRA

Employer Contributions: Class IV – 12%

Vesting: Class IV – 100% after 48 months



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9F 08282023

FOR MEETING DATE: August 28, 2023

SUBJECT: Authorize Hiring of a Finance Director

REQUESTING DEPARTMENT: Administrative Department

SUGGESTED MOTION: Authorize the Hiring of a Finance Director with a start date of Sept. 28, 2023.

Financing Cost: _____

Source: General Fund: _____ Grant _____ Other _____

Are these funds currently budgeted? Yes No _____

Submitted by: Supervisor Don Martin

Recommendation: Support

Direction: For an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be 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 administrative office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9G 08282023

FOR MEETING DATE: August 28, 2023

SUBJECT: ARPA Funds for Township Beautification and Parks Improvements

REQUESTING DEPARTMENT: ARPA Committee

SUGGESTED MOTION: Approve up to \$500,000 for beautification and parks improvements to come to the board as projects are formed. The first three projects to work on being:

- Wilson Recreation Area improvements
- Lakewood Park Improvements
- Rybrandt park Improvements

Financing Cost: \$500,000

Source: General Fund _____ Grant _____ Other ARPA

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Trustee Glass on behalf of the ARPA Committee

Recommendation:

Direction: For an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be 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 administrative office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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In the summer of 2022, the Board of Trustees embraced the 2022 Strategic Plan, to guide the board's trajectory over the forthcoming years. Within this strategic framework, the board reaffirmed its unwavering commitment to fostering strong and vibrant neighborhoods and a strong neighborhood identity in the community, with a goal of the manager working on and completing a township beautification plan sometime in March of 2023. In the absence of a manager the board has still completed important actions such as the pickle ball courts in Westwood and the improvements to the Grand Prairie Golf Course parking lot. However, no projects have been completed in any of our other neighborhoods which is part of the reason the ARPA Committee unanimously agreed that we should put up to \$500,000 into township parks improvements and beautification.

Against the backdrop of Kalamazoo Township maintaining one of the highest tax rates within the county, a compelling imperative arises to share with the community the tangible outcomes their tax contributions create. The demographic profile, revealing a median age of 35, coupled with an impressive 85% single-family homeownership rate, underscores a favorable moment to amplify our parks, affording growing families an optimal setting for recreation and open-air relief. This is magnified by the era of COVID-19, and underscores the pivotal role these enhancements play in nurturing the overall well-being of our community.

To start this beautification process the subcommittee plans to meet with 2-3 select firms, enlisted to collaborate on the design and realization of park plans. Similar to the process used for obtaining an updated township website, the committee will engage in dialogues with these firms to delineate the precise requisites and communal aspirations for the parks. Subsequently, the committee will embark upon a thorough examination of references, culminating in the identification of the optimal partner to recommend to the board.

The contemplated improvements include:

Wilson Recreation Area:

- Erection of a new pavilion to allow for neighborhood events and recognizing the dedication for such critical individuals to the success of the park such as Rolene Leathers and Ernie Larson. The pavilion will be dedicated to these individuals with a commemorative plaque or some sort of recognition in the park.
- Integration of new playground equipment, catering to all age groups and abilities.
- Installation of new benches and upgrades to the seating area across from the playground in the park, a place where picnicking and community building takes place.
- Adoption of indigenous plant landscaping, characterized by low-maintenance attributes and an innate, natural essence.
- Creation of pathways fostering seamless navigation for strollers and individuals with mobility constraints.

Lakewood Park:

- Overhaul of playground infrastructure, replacing dated and dilapidated equipment.
- Addition of fresh picnic areas, complemented by grilling facilities.
- Introduction of native plant landscaping, consistent with an organic ambience and ease of upkeep.

Rembrandt Park:

- Erection of a modest pavilion.
- Installation of picnic tables and grilling stations.
- Establishment of an all-inclusive playground structure, accommodating individuals of all ages. We are looking at a sensory play area.
- Establish 1 to 2 pickleball courts

The committee requests the board to deliberate other area in the township that could also use improvements.





Back Play Area





Middle Play Area

CHILDREN
2 YEARS & UNDER

OMP







Rynbrandt Park









