



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

**Board of Trustees Regular Meeting Agenda
January 22, 2024
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, **January 22, 2024**, 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=L2NQWUWczUVFXRTZuRVdoeEx6K3ZtZz09>

Meeting ID: 846 2393 3493

Passcode: 557292

Find your local number:

<https://us02web.zoom.us/j/84623933493?pwd=L2NQWUWczUVFXRTZuRVdoeEx6K3ZtZz09>

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 November 13, 2023, Board of Trustees Work Session
- B. Minutes of November 13, 2023, Board of Trustees Board Meeting

Receipt of:

- A. Treasures Report – December, 2023

7 Public Hearing/Presentation

8 Old Business

9 New Business

- A. Resolution for the Ceasefire and Disbursement of Resolution to appropriate offices
- B. Request to Approve the Election Inspector / Chair Pay Rate
- C. Request to Approve the position of Elections/ Office Assistant

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: January 19, 2024

Think Green

Don Martin
Kalamazoo Township Supervisor

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES - WORK SESSION
Monday, November 13, 2023

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, November 13, 2023**, at **5:30 p.m.** to discuss Work Session Agenda items and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo County. The meeting was in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

PRESENT: Supervisor Donald Martin, Treasurer Sherine Miller, Clerk Lisa Mackie, Trustee Mark Miller, Trustee Clara Robinson, Trustee Ashley Glass, and Trustee Steven Leuty

ABSENT: None

ALSO

PRESENT: Thomas Wheat, Assessor David Becker, Lieutenant Darien Smith, Fire Chief Jairus Baird, Attorney Roxanne Seeber, and Fire Marshal Todd Kowalski

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

Item A DISCUSSION ON WELLHEAD PROTECTION ORDINANCE

Thomas Wheat, PE, Senior Project Manager with Prein & Newhof, Consultant to the Kalamazoo Regional Water & Wastewater Commission, presented information about the Wellhead Protection Program and ordinance the Township is contractually required to adopt.

Supervisor Martin asked about the frequency of the city's well-monitoring system. Mr. Wheat responded that the wells are monitored daily.

Trustee Leuty asked if the section that was corrected was regarding regulated substances. Mr. Wheat said it was that section, and there was an error regarding the number limits.

Trustee Leuty discussed the experience requirements for the wellhead protection administrator. Supervisor Martin said he spoke with Mr. Wheat regarding the administrators for other municipalities. Mr. Wheat said the administrator should be an engineer with planning experience. Trustee Leuty noted that this could be Incorporated into the planning commission.

Clerk Mackie requested the PDF.

Item B DISCUSSION ON CONSUMERS CONCRETE

David Becker, Assessor for Kalamazoo Township, said Consumers Concrete requested an industrial facilities tax exemption to build a concrete block plant at 3809 East Michigan. He said this new structure helps the bottom line because new developments or construction is not subject to the Headlee Rollback. Mr. Becker said the request is for \$22 million, \$11 million for building, and \$11 million in personal property. Consumers Concrete asked for exemptions from half of the millage rates for 12 years; they are not asking for an education tax exemption. He said a benefit of granting this IFT is that it helps with the overall image of the Township with other businesses.

Trustee Miller asked Mr. Becker if it is typical for a municipality to grant the full term requested and if 12 years were the maximum allowed. Mr. Becker replied that it was typical and the maximum. He added that they ask the board to pass this by resolution to set the groundwork for the IFT.

Attorney Seeber said the next steps include notifications, creating a district, and a public hearing for the tax abatement.

Supervisor Martin said the resolution would most likely be presented during the November 27, 2023 meeting.

Trustee Leuty said that an IFT would generally be for a business park. Mr. Becker noted that an IFT is usually for a business park but can be for a single parcel on a case-by-case basis. Trustee Leuty asked about the abatement affecting other areas like the library and school district and whether the board can make this decision. Mr. Becker said the Board does, and they received letters regarding this so they can express concerns or approval at the Board meeting.

Treasurer Miller commented that there have been IFTs in the Township; the last was for KALSEC.

Attorney Seeber said the statute requires the Township to get into an agreement with the owner, and the agreement has to be sent to the state. Mr. Becker said he must complete an annual Assessing Officer's Report (AOR) to confirm that they have abided by the IFT.

Item C DEMOLITION OF 2605 DOUGLAS AVENUE

Lt. Darien Smith presented information regarding the proposed demolition of the 40 Winks Motel located at 2605 Douglas Avenue. He said this has been through the judicial process, and the owner has not repaired the property, the water is shut off, and Consumers Energy has fully disconnected the power for nonpayment. Lt. Smith visited the site earlier in the day and found evidence that someone had stayed in one room. He said there are concerns with squatters and people dumping trash. He said the proposal is for \$60,000 to demolish the building and remove the parking lot.

Supervisor Martin agreed that the parking lot should be cleared to deter people from parking.

Clerk Mackie asked if Sherry Colby still owned the property. Lt. Smith said she does. Clerk Mackie asked how this affected her. Lt. Smith replied that the Township would assess the cost of the demolition to Ms. Colby's taxes.

Trustee Leuty asked about asbestos testing. Lt. Smith said the property was tested and found asbestos-free. Trustee Leuty said he saw two units occupied by squatters earlier in the day.

Item D DISCUSSION ON BUDGET

Supervisor Martin said a budget sheet was in the packet. The Board's public hearing will be during the November 27, 2023, meeting, and the Board will vote during the December 11, 2023 meeting. He said the operations budget is \$11.7 million, and the board will receive a copy on November 14, 2023.

Item E DISCUSSION ON FIRE DEPARTMENT POC PAY RATE CHANGE

Fire Chief Baird stated he has reviewed the fire department's remaining positions and pay rates. He said that regardless of whether the member works full-time or is paid-on-call, each individual has one hourly rate for their work by rank. He said the proposals have been reviewed and recommended by PAC and checked by finance.

Trustee Miller said this simplifies how the firefighters are paid and is a step forward.

Trustee Robinson added that this would be easier for payroll and a move in the right direction.

Supervisor Martin said finance and payroll would be happier with the simplification.

Treasurer Miller stated she appreciated the change, which made the work easier.

Clerk Mackie thanked Chief Baird for presenting this to the Board before the regular meeting.

Item F PUBLIC COMMENT

None

Adjourned at 6:23 until 7:30 p.m.

MINUTES PREPARED BY:

Barbara Blankenship
Elections Coordinator & Document Manager

Respectfully submitted,

Lisa S. Mackie, Clerk
Charter Township of Kalamazoo

Attested to by,

Donald D. Martin, Supervisor
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
November 13, 2023**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, November 13, 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**

Trustee Miller led the Pledge of Allegiance.

Item 3 **ROLL CALL OF BOARD MEMBERS**

All present.

Item 4 **ADDITIONS AND DELETIONS TO AGENDA**

None.

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. Payment of Bills in the amount of \$295,202.90
- B. Budget Amendments – October 2023

Receipt of:

- A. Check Distribution Report – October 2023
- B. Check EFT Register – October 2023
- C. KABA Report – October 2023

Voice vote, motion carried.

Item 7 **PUBLIC HEARING / PRESENTATION**

None.

Item 8 **OLD BUSINESS**

None.

Item 9 **NEW BUSINESS**

Item 9A **REQUEST TO AMEND THE ADULT USE MARIJUANA ORDINANCE**

Clerk Mackie said the clerk's office has an annual date for marijuana license renewals set by the administration and memorialized by the Deputy Treasurer. The annual renewal date of April 30 has been incorporated into the ordinance to match the administrative function. She said there have been

numerous requests for license transfers, so a section has been added to the ordinance. Clerk Mackie stated the Board accepted the ordinance for first reading on October 23, 2023.

Clerk Mackie moved to adopt 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 adoption, Trustee Robinson supported.

Supervisor Martin asked for clarification regarding the correct ordinance number. Attorney Seeber said Ordinance 614 was the original, and Ordinance 637 was the next consecutive number. Ordinance 637 will amend Ordinance 614.

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

Item 9B REQUEST TO APPROVE THE FIRE DEPARTMENT POC PAY RATE CHANGE

Supervisor Martin said this request is for approval of the fire department POC pay rate change, which PAC approved to move to the Board.

Trustee Robinson motioned to approve the PAC recommendation of the changes to the pay rates and bands for the fire department members, Treasurer Miller supported.

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

Item 9C REQUEST TO APPROVE THE DEMOLITION OF 2605 DOUGLAS AVENUE

Supervisor Martin said this request is to approve the demolition of 2605 Douglas Avenue and is not to exceed \$60,000.

Trustee Leuty motioned to approve the attached proposal, which is Bailey Excavation regarding the demolition of 40 Winks Hotel located at 2605 Douglas Avenue at a cost not to exceed \$60,000, and the demo cost be assessed against the property because that was a note that was made in the 8th District Court document, Clerk Mackie 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 had no report.

Trustee Leuty said that according to the current Consumers Energy bill, 40% of the township streetlights are LED energy-efficient lamps; two-and-a-half years ago, about 20% were LED lamps; and three to four years ago, only 2% were LED lamps. He said the Planning Commission met about Cloud Cannabis, 521 East Mosel, for special land use and approval for a site plan to build out an unoccupied portion. He added a second item from the Planning Commission for SAIA Motor Freight, 3735 Franklin, for a special land use hearing and approval of a site plan to redevelop and reutilize the former trucking terminal facility for a motor freight warehouse, including a sidewalk on Franklin Street. Trustee Leuty thanked Rosemary Knox for including him with proposals to fix a broken component of a play structure at Lakewood Park. He thanked the Road Commission for Lake Street's new sidewalks, sewer, water, pavement, and other additions and thanked them for the earlier completion date of November 30, 2023. Trustee Leuty thanked and congratulated Barbara, the election coordinator, Clerk Mackie, and everyone involved in the November election. He worked part-time at the Northwood Fire Station with Treasurer Miller; it was such a strong sense of community, and he was glad to be part of it.

Trustee Miller thanked Trustee Leuty for tracking the status of the street lights; he said it appears Consumers Energy's schedule is moving along without any nudging from the Township's Climate Committee. He shared that during the work session, the Board heard a presentation from Thomas Wheat, our engineer, who is a member of the Water and Wastewater Regional Commission, on the Wellhead Protection ordinance that will need to be adopted by the Board. It is necessary; we need to protect the sources of water that we depend on. He said he looks forward to adopting this ordinance with the other townships in the county that rely on the Kalamazoo water system. He said an amendment to the water agreement is coming regarding a fee for anyone new to the system to make a payment equal to what everybody who is already part of this system has invested.

Trustee Robinson had no report. She offered condolences to Angie Ponzini's family and recognized Angie for speaking for the residents through the years.

Clerk Mackie said there was an election last week; it was the second election since she has been the clerk, and it went well. She thanked Barb, Monica, the Board, Trustee Leuty, Trustee Glass, Treasurer Miller, Fire Marshal Kowalski, Fire Chief Baird, John, Larry, Stephanie, and Cari. She said Kalamazoo County is recruiting election workers for early voting next year, and if anyone is interested, they can contact Clerk Mackie or Clerk Place at Kalamazoo County.

Treasurer Miller thanked the voters for passing the Township millage. She said she would advocate for additional dollars for sewers, the Eastwood Fire Station, and sidewalks in the 2024 budget. Treasurer Miller announced that there will be a budget hearing on November 27, 2023, in the Township Hall.

Supervisor Martin thanked Barb for her work on elections and the scanning project; he invited the Trustees to come in and meet the scanners; they are doing a great job, and see their work. He thanked everyone who came to this meeting. Supervisor Martin congratulated Lt. Scott Jackson for 23 years with the Township. He said that as of Monday, November 20, 2023, the Board member has the following anniversaries, congratulations: Clara Robinson, three years; Lisa Mackie, three years; Sherine Miller, seven years; Steven Leuty, 11 years; Mark Miller, 15 years; and Don Martin, 15 years. He thanked Fire Marshal Kowalski for running the Zoom meetings.

Item 12 **ATTORNEY REPORT**

No report.

Item 13 **PUBLIC COMMENTS**

Mike Boersma, Kalamazoo County Road Commission, shared that the Lake Street project will be completed before the end of the month. On Tuesday, November 7, 2023, he stated that the Kalamazoo County Road Commission adopted the 2024 budget and urged everyone to get their projects in now. Mr. Boersma is reviewing the Township's plans to work them in. He said winter is around the corner; slow down for snowplows and give them plenty of room.

Item 14 **ADJOURNMENT**

Supervisor Martin adjourned at 7:53 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 Chief Jairus Baird
Fire Marshal Todd Kowalski

MINUTES PREPARED BY:

Barbara Blankenship
Elections Coordinator & Document Manager



CASH SUMMARY BY CLASSIFICATION:

FINANCIAL INSTITUTION	CLASSIFICATION	AMOUNT
MERCANTILE BANK	POOL	224,112.38
TOTAL POOLED INVESTMENTS**	POOL	17,523,975.42
FIRST NATIONAL BANK OF MICHIGAN	CURRENT TAX	10,850,560.30
MERCANTILE BANK	MRA	6,360.49
MERS OPER TRUST	MERS	304,756.20
TOTAL CASH SUMMARY BY CLASSIFICATION		\$ 28,909,764.79

POOLED INVESTMENT DETAIL

FINANCIAL INSTITUTION	ACCOUNT TYPE	INTEREST RATE	MATURITY DATE	MARKET VALUE
ADVIA CREDIT UNION	Ultimate Savings	3.500%	NA	257,061.88
COMERICA FINANCIAL ADVISORS	MMI	3.720%	NA	142,400.43
COMERICA FINANCIAL ADVISORS	Govt Sec.	2.500%	12/25/2042	87,944.15
COMERICA FINANCIAL ADVISORS	Govt Sec.	0.550%	9/30/2024	483,635.00
CONSUMERS CU	MMI	4.000%	NA	1,059,979.76
CONSUMERS CU	CD	5.700%	3/13/2025	518,945.42
FIRST NATIONAL BANK	CD #1	5.000%	9/29/2024	111,736.62
FIRST NATIONAL BANK	CD #2	5.000%	9/29/2024	329,679.88
FIRST NATIONAL BANK	CD #3	4.700%	10/23/2024	550,512.41
FIRST NATIONAL BANK	CD #4	5.400%	3/23/2024	523,874.98
FIRST NATIONAL BANK	CD #5	5.400%	3/24/2024	534,442.78
FIRST NATIONAL BANK	MMI	0.050%	NA	30.00
FIRST SOURCE BANK	CD	4.850%	1/12/2024	516,742.70
FLAGSTAR BANK	CD	4.850%	2/16/2024	264,892.39
HUNTINGTON SECURITIES	MMI	2.430%	NA	5,005.04
HUNTINGTON SECURITIES	Govt Sec.	4.840%	3/31/2025	252,789.15
HUNTINGTON NATIONAL BANK	MMI	2.529%	NA	531,086.53
HUNTINGTON NATIONAL BANK - ARPA	MMI	4.451%	NA	1,394,941.39
HUNTINGTON NATIONAL BANK - KTFD-fire station	MMI	4.451%	NA	2,146,629.15
LAKE MICHIGAN CREDIT UNION	CD	4.650%	4/29/2024	560,549.76
LAKE MICHIGAN CREDIT UNION	Max Savings	0.000%	NA	887.81
MACATAWA BANK	CD	1.490%	12/6/2023	255,084.41
MERCANTILE BANK OF MI	MMI		NA	
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	3,181,642.67
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	799,212.81
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	456,972.38
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	511,213.95
MERCANTILE BANK OF MI	INV POOL	5.021%	NA	4,956.54
SOUTHERN MICHIGAN BANK & TRUST	CD	4.100%	11/19/2024	\$ 260,715.51
SOUTHERN MICHIGAN BANK & TRUST	CD	4.250%	11/7/2023	527,655.92
SOUTHERN MICHIGAN BANK & TRUST	CD	4.650%	8/7/2025	516,647.31
STURGIS BANK & TRUST CO	CD	4.250%	9/16/2024	265,501.83
STURGIS BANK & TRUST CO	CD	5.000%	7/16/2024	250,000.00
PRIVATE BANK/CIBC	CD	5.200%	6/26/2024	111,995.64
PRIVATE BANK/CIBC	CD	4.350%	2/26/2025	108,649.22
comerica wealth				
TOTAL FOR POOL INVESTMENT DETAIL				\$ 17,523,975.42

CASH ALLOCATION BY FUND:

FUND DESCRIPTION	FUND NO.	AMOUNT
GENERAL FUND	101/206/207	6,973,476.06
LIVE SCAN	217	102,982.00
STREET LIGHTING	219	194,126.06
RECYCLING	226	137,344.94
DISASTER RESPONSE FUND	258	40,729.63
DRUG LAW ENFORCEMENT	265	102,156.65
LAW ENFORCEMENT TRAINING	266	6,995.71
SWET	267	(25,119.53)
COMMUNITY POLICING	272	850,313.74
AMERICAN RESCUE PLAN ACT (ARPA)	285	1,259,839.58
ROAD DEBT SERVICE (VOTED BOND)	861	512,711.23
BUILDING IMPROVEMENTS	447	390,725.59
REVOLVING LOAN	614	-
GOLF COURSE	409	8,331.58
TRUST & AGENCY	701	426,170.95
MEDICAL REIMBURSEMENT ACCT	702	6,360.49
CURRENT TAX	704	10,850,560.30
OPER TRUST FUND	737	304,756.20
POLICE CAPITAL IMPROVEMENT	825	652,585.92
FIRE CAPITAL IMPROVEMENT	826	2,588,109.23
STREET	812	41,015.02
WATER	806	606,674.68
SEWER FUND	807	2,878,918.76
TOTAL CASH ALLOCATION BY FUND		\$ 28,909,764.79



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

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9A 01222024

FOR MEETING DATE: January 22 , 2024

SUBJECT: Kalamazoo Township Ceasefire Resolution and Disbursement of Resolution to appropriate offices

REQUESTING DEPARTMENT: Trustee Glass

SUGGESTED MOTION: Approve a resolution supporting the call for a ceasefire.

Financing Cost: 0

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Trustee Glass

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.

Proposed Charter Township of Kalamazoo Resolution on Gaza Ceasefire

WHEREAS, all human life is precious, and the targeting of civilians, no matter their faith or ethnicity, is a violation of human rights; and

WHEREAS, armed violence has claimed the lives of over 18,000 Palestinians (as of December 9th), over 1200 Israelis, including Americans, and wounded thousands more; and

WHEREAS, Hundreds of thousands of lives are at imminent risk if a cease-fire is not achieved and humanitarian aid is not delivered without delay; and

WHEREAS, all members of the Township Board must use the platform provided by their office to advocate for measures that will result in the least amount of death and violence; and

WHEREAS, The Federal Government holds immense diplomatic power to save Israeli and Palestinians lives.

NOW, THEREFORE, BE IT RESOLVED, That the Township

- (1) Urges the Biden administration to immediately call for and facilitate de-escalation and a ceasefire to urgently end the current violence, and bring about the release of hostages as well as detainees unjustly held without charge;
- (2) Calls upon the Biden administration to promptly send and facilitate the entry of humanitarian assistance to Gaza

BE IT FURTHER RESOLVED, THAT upon passage a copy of this Resolution be sent to the Office of U.S. President Joe Biden, the Office of U.S Representative Bill Huizenga, the Office of U.S. Senator Gary Peters and office of U.S. Senator Debbie Stabenow.

From: [Daniel Smith](#)
To: [Ashley Glass](#)
Subject: Ceasefire in Gaza resolution
Date: Sunday, January 7, 2024 9:59:04 PM

[THIS IS AN EXTERNAL MESSAGE]

Hi Ashley,

I sent a version of the following email to each of the township trustees tonight:

I'm writing in hopes that you will consider and pass a township resolution in support of a ceasefire in Gaza. I'm sure you have witnessed the horrific scenes of civilians, many of them children, dying under the rubble and now dying of thirst, hunger, and disease. We are paying for the bombs with our tax dollars.

A ceasefire is not taking sides, except for the side of humanity.

If enough municipalities take a stand for a ceasefire, it will be a powerful impetus to Congress and the President to make it happen. Already City of Kalamazoo and Kalamazoo County have passed a proclamation or resolution for a ceasefire. They have not reported any problems due to their actions.

I feel that our municipalities have an obligation to influence how our federal taxes are being spent. While our tax dollars are funding the bombing of Gaza, making hundreds of thousands homeless, we are not doing enough to house families in our town due to lack of resources.

Thanks for your consideration, and for your service to the community.

Daniel Smith

co-chairperson Kalamazoo Nonviolent Opponents of War - KNOW

From: [Maribeth Henry](#)
Subject: New Years Greetings & Gratitude
Date: Tuesday, January 9, 2024 8:00:09 AM

[THIS IS AN EXTERNAL MESSAGE]

2024 greetings! Wishing this new year has been hopeful and uplifting thus far. I would like to send my gratitude for your leadership and consideration of a resolution on the Gaza ceasefire; with immediate need for humanitarian aid. As a resident from neighboring Portage, I am thankful for the example the City of Kalamazoo and Kalamazoo County has made in taking this stand; and hope the township and Portage follows suit.

Continued blessings in 2024!
~Maribeth Henry

From: [Lindsey Palar](#)
To: [Ashley Glass](#)
Subject: Please Call for a Ceasefire in Gazaa
Date: Friday, January 12, 2024 4:03:23 PM

[THIS IS AN EXTERNAL MESSAGE]

Hello Trustee Glass,

I am a Kalamazoo Township resident, and I am writing to ask that you utilize your important position in our local community to call for a ceasefire in Gaza. It is my hope that Kalamazoo Township will join other local municipalities in operating with dignity and humanity by calling for a ceasefire.

I notice in your description on the Kalamazoo Township website that you are a community activist and have volunteered for organizations such as Kalamazoo Nonviolent Opponents of War, so I imagine you have taken action and engaged in advocacy around this issue. The City of Kalamazoo and Kalamazoo County have issued proclamations calling for a ceasefire, and I urge you to work with your colleagues and to provide leadership to assure that Kalamazoo Township does the same.

Our municipalities have an obligation to influence and speak up about the ways in which our federal taxes are being spent, which has incredible impact on the local level. While our tax dollars are being used to fund genocidal war crimes upon Palestinian citizens and families, we do not have adequate resources to assure that citizens here in Kalamazoo Township have access to basic needs such as housing and food. This is abhorrent.

You can read about and sign onto a letter from state and local elected officials to President Biden calling for a ceasefire here:

[State and Local Elected Officials Open Letter to President Biden Calling for a Ceasefire | JVP Action](#)

I look forward to receiving a response from you, and it is my hope and expectation that Kalamazoo Township officials such as yourself call for a ceasefire in Gaza.

Kind regards,

Lindsey Palar
[she/her](#)

"Nobody's free until everybody's free." — Fannie Lou Hamer

From: [Raelyn Joyce](#)
To: [Ashley Glass](#)
Subject: resolution supporting a ceasefire in Gaza
Date: Monday, January 8, 2024 2:18:56 PM

[THIS IS AN EXTERNAL MESSAGE]

Dear Ashley,

A resident of the Kalamazoo Township, I'd like to put the full weight of my convictions in support of the township board passing a resolution to END the killings of innocent civilians in Gaza. I plan to speak in support of this resolution at the trustees' meeting tonight. I'd deeply appreciate your support of this resolution as well!

Respectfully,

Raelyn Joyce
1920 Hillsdale
Kalamazoo 49006

From: [Jim Ferner](#)
To: [Don Martin](#); [Sherine Miller](#); [Steven C. Leuty](#); [Dexter A. Mitchell](#); [Ashley Glass](#); [Clara Robinson](#); [Mark E. Miller](#); [Lisa Mackie](#)
Subject: Resolution to stop the bombing
Date: Monday, January 8, 2024 12:57:56 PM

[THIS IS AN EXTERNAL MESSAGE]

I urge you to vote yes on the amendment to stop the bombing of innocent Palestinian civilians, places of worship, schools and hospitals. Our tax dollars are enabling these war crimes to be committed. Any pressure that can be exerted will help stop these atrocities.

Jim Ferner



State of Michigan, United States of America

Proclamation

Stand For Human Values December 18, 2023

- WHEREAS,** all human life is precious, and the targeting of civilians, no matter their faith or ethnicity, is a violation of basic human values; and
- WHEREAS,** armed violence in Israel and Gaza has claimed the lives of over 18,000 Palestinians (as of December 9th), over 1200 Israelis, including Americans, and wounded thousands more; and
- WHEREAS,** Hundreds of thousands of lives are at imminent risk if a cease-fire is not achieved and humanitarian aid is not delivered without delay; and
- WHEREAS,** The Federal Government holds immense diplomatic power to save Israeli and Palestinians lives.

NOW, THEREFORE THE 55th CITY COMMISSION AND THE CITY OF KALAMAZOO

- (1) Urges the Biden administration to immediately call for and facilitate de-escalation and a ceasefire to urgently end the current violence and bring about the release of hostages as well as detainees unjustly held without charge.
- (2) Calls upon the Biden administration to promptly send and facilitate the entry of humanitarian assistance to Gaza.

BE IT FURTHER RESOLVED, THAT upon presentation of this Proclamation a copy be sent to the Office of U.S. President Joe Biden, the Office of U.S Representative Bill Huizenga, the Office of U.S. Senator Gary Peters and office of U.S. Senator Debbie Stabenow.

David F. Anderson, Mayor



Kalamazoo County Board of Commissioners
RESOLUTION

**TO CALL FOR A CEASEFIRE IN GAZA AND IMMEDIATE RELEASE OF ALL
HOSTAGES**

WHEREAS, On October 7, 2023, Hamas launched a significant attack against Israel, leading to the seizure of over 200 hostages and resulting in the tragic loss of 1,200 Israeli lives;

WHEREAS, In response, the Israeli Cabinet officially declared war against Hamas, and the Israeli Defense Minister ordered a comprehensive siege on Gaza;

WHEREAS, The conflict has subjected Gaza to severe "collective punishment" and has resulted in the isolation of its population from crucial humanitarian aid. The United Nations Human Rights Council reports that 1.5 million Palestinians have been displaced internally, exacerbating a dire situation with limited access to clean water, food, fuel, electricity, and essential medical care;

WHEREAS, As of December 15th, the ongoing war has caused extensive damage to Gaza's civilian infrastructure, including hospitals, and has led to the tragic loss of over 19,000 Israelis and Palestinian lives, including 64 journalists, with nearly 68% of the casualties being women and children, as reported by the United Nations Office for the Coordination of Humanitarian Affairs;

WHEREAS, The current conflict between Israel and Hamas represents the most significant escalation in decades, with the potential for further escalation into a wider regional conflict with devastating consequences;

WHEREAS, The Kalamazoo County Board recognizes the importance of upholding international humanitarian law by all sovereign nations, irrespective of geographic context, particularly in the pursuit of self-defense;

WHEREAS, The Kalamazoo County Board affirms the fundamental human right to access water, food, healthcare, medical supplies, energy (e.g., fuel and electricity), and other essential necessities and strongly condemns their deprivation;

WHEREAS, The Kalamazoo County Board condemns all acts of violence targeting both Israeli and Palestinian civilians and deeply mourns the loss of all civilian lives and hostages; and

WHEREAS, The Kalamazoo County Board acknowledges that a lasting resolution can only be achieved through peaceful means and diplomatic efforts; now, therefore be it

Resolved, That the Kalamazoo County Board calls for an immediate, sustainable, and durable ceasefire aimed at protecting and preserving human lives, allowing for the delivery of humanitarian aid, and ensuring the unobstructed provision of essential goods to the civilian population in Gaza, in accordance with international humanitarian law;

Resolved, That as part of the ceasefire, the Kalamazoo County Board calls for the unconditional release of all civilians held hostage, with an emphasis on ensuring their safety, well-being, and humane treatment in full compliance with international law;

Resolved, That the Kalamazoo County Clerk's Office shall provide copies of this resolution to the members of the Kalamazoo County Board, the Michigan State Legislature representing Kalamazoo County, and the Michigan Congressional Delegation.

Adopted: December 19, 2023

Moved: Rey
Seconded: Morales

Carried. Roll Call Vote: Yes (5): Deleeuw, Morales, Rey, Strebs, Wheeler; No (3): Heppler, Mazer, Taylor; Abstains (0): None; Absent (1): Gisler



John Taylor, Chairperson
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Meredith Place, the duly qualified and acting Clerk of Kalamazoo County do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Kalamazoo County Board of Commissioners at the meeting held on the 19th day of December 2023. Public notice of said meeting was given pursuant to and in compliance with Act No. 247 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREFORE, I have hereunto affixed my signature this 20th Day of December 2023.



Meredith Place
Kalamazoo County Clerk/Register of Deeds





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

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9B 01222024

FOR MEETING DATE: 01/22/2024

SUBJECT: Election Inspector and Chair Pay Rate

REQUESTING DEPARTMENT: Clerk

SUGGESTED MOTION: Approve the pay rate of Election Inspectors to be set at \$15 per hour and Precinct Chairs at \$18 per hour

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

In the summer of 2023, Municipal Clerks within Kalamazoo County were surveyed regarding election worker pay by the Kalamazoo County Clerk’s office. Of the municipalities that responded to the survey, pay ranged from \$11.50 - \$18 / hour with \$13.90/hour as the average. Per the Early Voting Agreement, early voting election inspectors will be paid \$18/hour and Chairs will be paid \$20/hour in 2024 state and federal elections. Currently, Kalamazoo Township Election Inspector pay is set at \$12/hour and Chair pay is set at \$15/hour.

Submitted by: Clerk Mackie

Recommendation:

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

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



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

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9C 01222024

FOR MEETING DATE: January 22, 2024

SUBJECT: Elections / Office Assistant Position

REQUESTING DEPARTMENT: Clerk

SUGGESTED MOTION: Approve the position of Elections/ Office Assistant

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No X _____

Submitted by: Clerk Mackie

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.

**JOB DESCRIPTION
1/16/2024**

Date Posted: January 23, 2024

Application Period: January 23, 2024 – Until Filled

To Apply: Send employment application, cover letter, and resume to clerk@ktpw.org

Pay: \$42,889-\$51,459

Benefits: Health, Dental, and Vision Insurance, Paid Sick, Paid Vacation, Tuition Reimbursement, Retirement plan (10% employer contribution no match required), Life, LTD, and STD Insurance

TITLE: Elections / Office Assistant

Under the supervision of the Township Manager and in the absence of the Manager, the Township Supervisor, this full-time position serves as Elections Assistant, working closely with the Township Clerk and the Elections Coordinator to prepare for elections. During the times in which there is no upcoming election, this position serves as Office Assistant, performing a variety of clerical support tasks in the departments of Treasury, Assessing, and Clerk. Positions in this classification will require proficiency in Microsoft Office, governmental software, automated data entry and retrieval, bookkeeping, record keeping, and computer/software operation.

Examples of Work:

- Professionally communicates via email, telephone, text, and in-person interactions. Receives requests for information or services, collects information from applicants for municipal services, explains departmental procedures according to well-defined guidelines, or refers them to appropriate personnel.
- Operates office equipment, such as copiers, faxes, scanners, and computers.
- Performs various other clerical-related tasks in a training capacity, or as workloads, temporary absences or emergencies dictate.
- All other duties determined to be necessary.

Examples of Elections Work:

- Maintains the integrity of the electoral process and procedures
- Processes and verifies voter registrations; researches and resolves discrepancies and errors; prepares and sends address verification and cancelation correspondences; maintains master card files.
- Operates and updates the Qualified Voter Files (QVF) database; maintains an accurate record of all registered voters.
- Prepares election materials, orders, and distributes supplies.
- Prepares, mails, receives, and validates absentee ballots and applications
- Performs post-election procedures, including reports, reimbursement, retention, and secure storage of ballots, equipment, and supplies.

Examples of Assessing Work:

- Sorting and filing Assessing Department Documents
- Sorting and scanning Assessing Department Documents

Examples of Treasury Work:

- Processes receipts for taxes and other monies due to Kalamazoo Township
- Balances cash drawers daily, creates deposit slips, prepares cash transmittal reports
- Maintains records and provides various reports of related activities involving but not limited to property taxes, special assessment, payroll, accounts payable, trial balance, etc.
- Assists with distribution of tax notices to proper mortgage companies and homeowners
- Answers calls regarding taxes, special assessments, sewer, water, and rental fees

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

Employment Qualifications:**Education / Necessary Special Requirements:**

- High school diploma required, associate degree or some college preferred
- Must have the ability to obtain certification and training required by the Michigan Bureau of Elections within 30 days of hire (i.e. must be registered to vote in Michigan, or be 17.5+ and eligible to become a registered voter upon turning 18)
- Must be bonded upon hire

Knowledge, Skills, and Abilities:

Exhibit excellent communication skills and organizational proficiency. Able to work independently and meet required deadlines while completing other tasks. Accommodate large workloads under time requirements, work effectively under stress, and follow complex instructions. Able to perform work thoroughly and conscientiously with attention to detail, identify problems and make well-informed and objective decisions, determine the accuracy and relevance of information, and use sound judgment. Adapts to change in the work environment and manages competing demands. Able to interpret and apply work-related rules, regulations, laws, and procedures.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

Physical Demands and Working Conditions:

While performing the duties of this job, the employee is required to stand, bend, walk, kneel, and lift and/or move items of moderate weight.

The physical demands and work environment characteristics listed above are representative of those an employee encounters while performing the essential conditions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

For purposes of Employment Standards, this classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act.