



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

**Board of Trustees Work Session Meeting  
Monday, January 8, 2024  
5:30 P.M.**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "Work Session to be held at 5:30 p.m., on **Monday, January 8, 2024**, at the Kalamazoo Township Hall to discuss the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

**Join Zoom Meeting:**

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

**Meeting ID:** 835 4288 0585

**Passcode:** 530501

**Find your local number:**

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

**Meeting ID:** 835 4288 0585

**Passcode:** 530501

- A. Discussion on Review of Policy
- B. Discussion on Public Hearing on Consumers Concrete Tax Abatement Request
- C. Discussion on consideration of parking on the street in front of Wilson Park
- D. Discussion on Resolution on Gaza Ceasefire
- E. Public Comment

Posted: January 5, 2024

# Think Green

*Don Martin*  
Supervisor Kalamazoo Township

## **Don Martin**

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**From:** Steven C. Leuty  
**Sent:** Thursday, December 14, 2023 2:59 PM  
**To:** Mark E. Miller; Don Martin  
**Subject:** Salary/compensation

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Hi Don and Mark,

Attached are three documents that explain compensation for the four trustees.

The MTA document (which is similar to the one Lisa Mackie highlights) notes a board must authorize additional payment for other meetings, which K Twp has never authorized.

Even though the township lacks a specific policy, these sources clearly document the township's practice.

Another example is Clerk Thall's assigned duties to the Regional Water/Wastewater Commission and the Streetlighting Committee, for which he did not receive financial compensation (other than his general clerk salary) because he earned a specific salary as clerk.

Steve

## Issues to Consider

- ▶ Board Member Compensation for Other Meetings:
- ▶ Township board members may be paid to attend meetings that are not township board meetings, IF the township board has authorized such pay.
  - Township board member on PC or ZBA (or other statutory body) → You must be paid what the other members are paid, if they are paid.
  - Township committees → You may (NOT must) be paid, according to township board policy.
  - Attending meetings that you don't serve on (observing county commission, road commission, etc.) → You may (NOT must) be paid, according to township board policy.

20



### Trustee Compensation & Benefits

Life Insurance	\$55,000
Medical and Dental Insurance	for Trustee and qualifying dependents, 20% shared cost
Medical or Dental Opt-Out	1/2 of cost minus 20% shared cost for trustee and up to one qualifying dependent
Vision	\$125 per year total reimbursement for active trustee and qualifying dependent
Salary	\$170.00 per month
Regular/Special Board Meetings & assignment meetings	\$90.00 stipend per meeting/per day (no matter the number of meetings)
Meal per diem for out of overnight Conferences/Training etc.	\$50/day
Mileage for Conferences/ Training etc. out of the county and with prior approval of Board	IRS approved rate
Mileage in the county	0
Pension Plan	Contribution equal to 10% of pay
Annual Budget for Conferences	\$1,500.00

Eligible for Retiree Medical and Dental coverage after eight years of uninterrupted continuous service. See personnel policy for formula, details & restrictions

Draft – Not official

15 November 2012

RRReid

Trustee Stipend & Per Diem Policy

(1) Board members receive a \$90.00 stipend for attendance at assigned meetings, but will only receive one (1) \$90.00 stipend payment per day regardless of how many meetings may be held on that date. If another board member is assigned by the Supervisor to attend a meeting in absence of the regularly assigned board member, the absent member will not be paid but the substitute member will instead be paid the meeting stipend.

An Assigned Meeting is defined as a regular or otherwise called mandatory meeting of each Board, Commission, Committee, Authority or other body that the Trustee is assigned to in the current list of appointments to Commissions and Boards. Assigned meetings include, but are not necessarily limited to, representing Kalamazoo Township at the:

- Policy Administration Committee
- Election Commission
- Council of Governments
- Kalamazoo Area Transportation Study
- Kalamazoo Water/Wastewater Regional Commission
- Metro Transit Local Advisory Committee
- Public Media Network
- Brownfield Redevelopment Authority Board
- Planning Commission
- Zoning Board of Appeals

A meeting, even if noticed, which is identified by the person(s) calling it as voluntary or information only, is not an Assigned Meeting. A meeting of a sub-committee or an ad hoc committee is not an Assigned Meeting unless approved by the Supervisor or Township Board. *2015 Committee stipend approved on 2/11/15, as an example.* Attendance at a conference or training session, even if the registration fee is paid by the Township, is not an Assigned Meeting.

(2) Board members are eligible for a \$50.00 "per diem" expense payment for (Personnel Policy of 1/1/2008, Page 3, Appendix IV) "only those instances where an overnight stay is required". Requests for a "per diem" expense payment should be reduced in order to take into account meals already paid by registration fees and the meeting start and end times. One day conferences etc., will be reimbursed on a submitted expenses basis only. In those instances where expenses exceed the established amount, the employee shall keep a record of expenses and submit for reimbursement upon return. The Charter Township of Kalamazoo Board may approve "per diem" of a greater amount in advance where special circumstances arise.

Revised 7 February 2013

Sent from my iPhone



## Don Martin

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**From:** Michigan Townships Association <jenn@michigantownships.org>  
**Sent:** Thursday, December 14, 2023 10:31 AM  
**To:** Don Martin  
**Subject:** Shared clerk compensation resolution does not comply with township legal requirements

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

[THIS IS AN EXTERNAL MESSAGE]



We are aware that the Michigan Association of Municipal Clerks (MAMC) has sent out a statement and sample resolution that they are proposing be used by municipalities to address compensation for the new and expanded election responsibilities resulting from Proposal 2 of 2022 and follow-up legislation adopted for its implementation.

While we share the concerns for adequate compensation for all election officials (including clerks and other officials responsible for the election process), we cannot advocate for the use of a resolution that does not match the legal requirements and restrictions on the compensation of township clerks.

MTA supports townships paying township clerks an appropriate salary of the office for their very important duties, especially election functions. And we recognize that the greatly expanded election functions due to extensive amendments to the law in a short period of time, as well as increasing numbers of elections being scheduled, even in what would normally have been considered previously to be "off years," means that all townships should review their lawful options for appropriate clerk's compensation.

But there are major differences between the laws that govern counties, cities, villages and townships—particularly regarding what a township board member can be paid and how that is set, as compared to the other units where, for example, a city or village clerk might not be elected/appointed, but is actually an employee. However, the MAMC sample resolution we have seen does not make any distinction and includes language that conflicts with state laws regarding the salaries of the township board offices. It is our opinion that this would not be a lawful resolution or approach for a township to use regarding a township clerk's salary of the office. This opinion, however, is not legal advice and you should consult your own township attorney for guidance.

In a township, the salary of the office of clerk, as stated in the salary resolution for the office of clerk, is the **ONLY** compensation that a township clerk can receive for performing the **statutory** duties of the office of clerk. And any and all election administration duties of the office of clerk are statutory duties of the office of township clerk. *(If a clerk is appointed by the election commission to also serve as an election inspector for an election, then they would be an "election inspector" for those hours they serve on Election Day, and they*



would be paid what the township pays its election inspectors—BUT they cannot receive any other additional pay for their clerk's statutory election duties.)

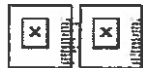
So, regardless of how many elections or early voting/registration days a township clerk might have in a given year, the salary of the office stated in the salary resolution is the most that can be paid to a township clerk for holding the office of clerk and performing the statutory duties of the office.

For this reason, MTA encourages townships to consider increasing the salary of the office of clerk, if at all possible.

There are three possible ways that the salary resolutions of the township board offices (*supervisor, clerk, treasurer, and trustee if the trustees in a township are paid a salary*) would be set in an individual township: 1) By the township board at any time, 2) By the annual meeting of the electors before a new fiscal year (*if the annual meeting is still held—uncommon*) or 3) By a salary compensation commission created by township board ordinance that meets every two years (*rare*).

Additional information is available in MTA's "Understanding Compensation for Township Officials and Employees" information packet; a presentation on setting board salaries; and two sample MTA Township Board Salary Resolutions (township board sets the salaries OR annual meeting). Note that the samples include all four board offices, but only to keep the sample to one page—each office would have a separate salary resolution.

MTA-member township officials may contact the MTA Member Information Services staff at (517) 321-6467 (press 1) for more information on the process.



Michigan Townships Association | 512 Westshire Drive, Lansing, MI 48917  
www.michigantownships.org

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Sent by jenn@michigantownships.org powered by



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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.

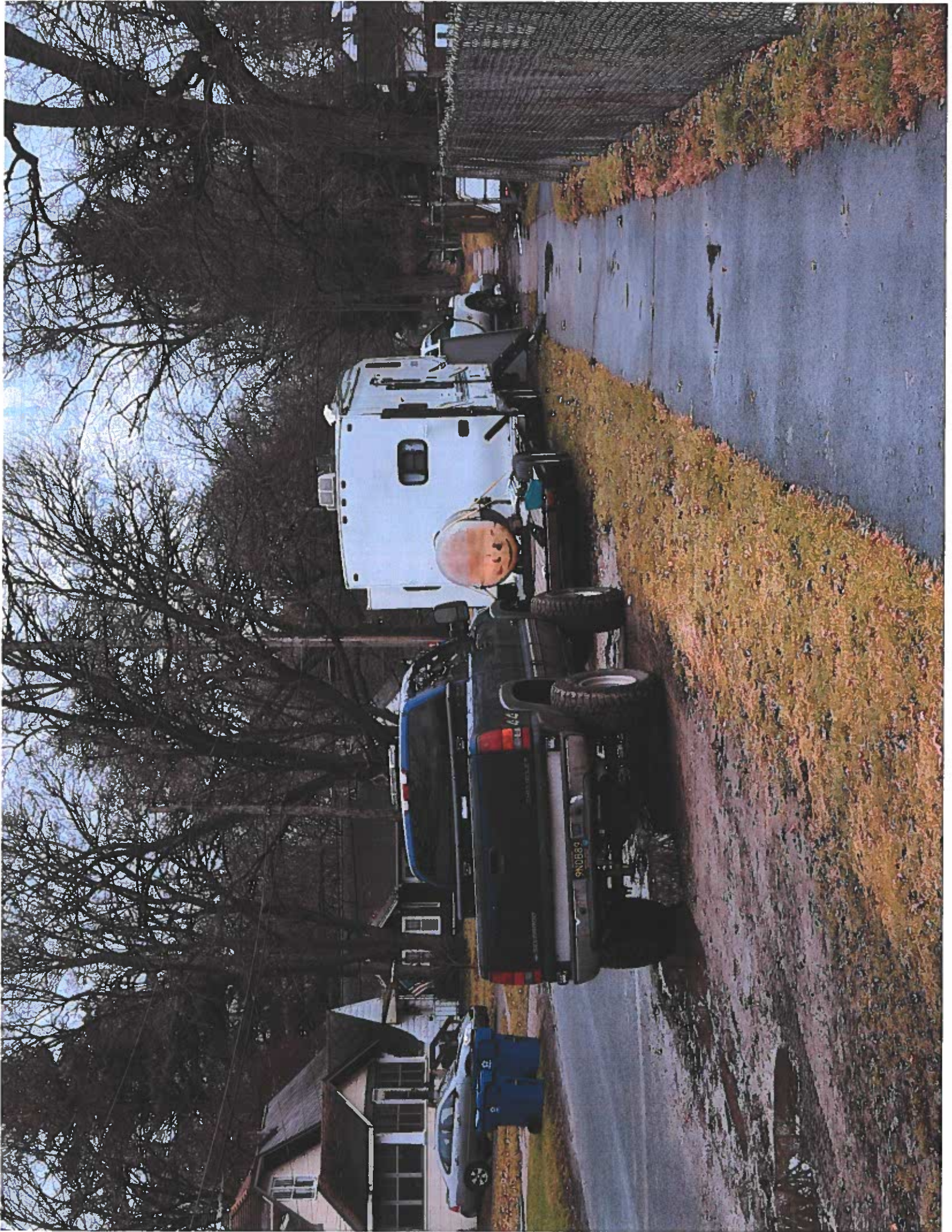
The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.

To: Kalamazoo Township Board

RE: Gayle Street Parking in Front of Wilson Recreation Area

A long-term problem of parking on Gayle Street in front of Wilson Recreation Area can be resolved by the Township Board if it is willing to adopt an ordinance prohibiting parking on Gayle Street in front of the park. Wilson Park is 2.94 acres bordering Lum, Coy and Gayle Streets. Parking spaces are provided along Coy; however, local residents have been parking heavy equipment, such as recreational vehicles; trucks with plows; and trailers with equipment on Gayle Street in front of the park as part of a business or for overflow parking purposes. This activity limits visual access to the playground from the street. In order to protect the public health, safety, and welfare that the Township Board consider adopting a "no parking ordinance" or a "no parking during certain hours" ordinance for this location. If the board adopts such an ordinance, it would have to ask the County Road Commission to put up "no parking" signs. If an ordinance is adopted, parking on Gayle Street in front of the park can then be addressed through the parking violations bureau (in which the Township keeps the fine money) or through the district court as a compliance matter.









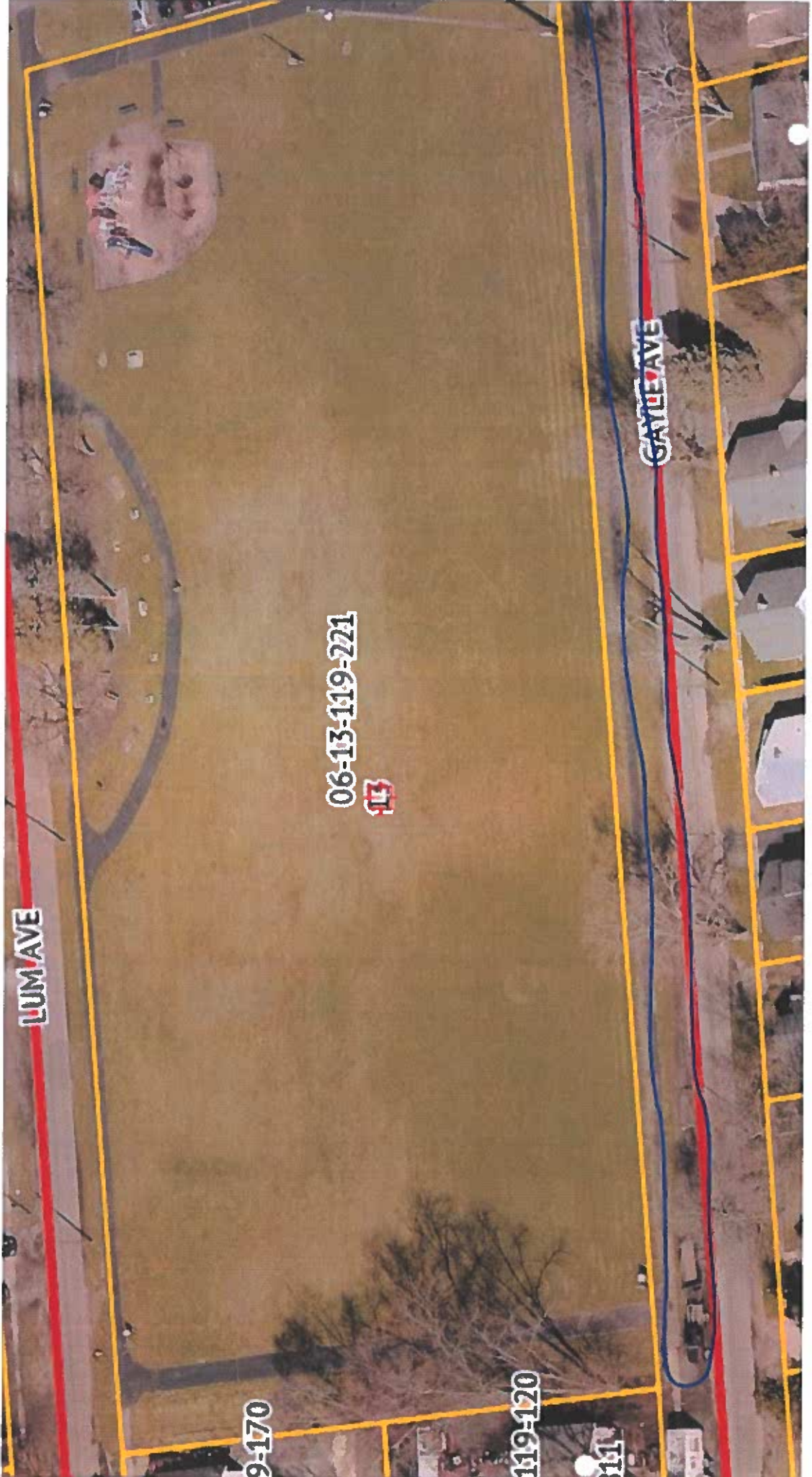












LUM AVE

GAYLE AVE

06-13-119-221



9-170

119-120

111



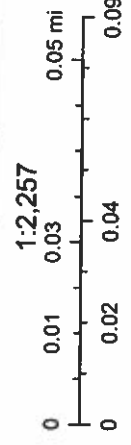
# Kalamazoo County GIS



1/3/2024, 11:31:10 AM

**Parks**
 **Government Units**
 **Parcels 2022**

**Municipal**
 **County Local Road - Tertiary**
 **Street Centerlines**
 **ParcelAddresses**



Maxar, Microsoft

**Address Points**

This map is for reference purposes only, and does not represent a survey or legal document. Data layers on this map are generated from individual local sources. The County makes no representation regarding the accuracy or reliability of the data contained herein.

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 9<sup>th</sup>), 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.