

Charter
Township
of Kalamazoo

1720 Riverview Drive
Kalamazoo, Michigan 49004-1099
Tele: (269) 381-8080
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www.kalamazootownship.org

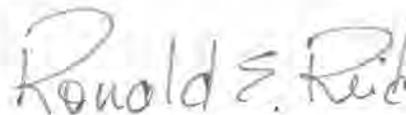
BOARD OF TRUSTEES WORK GROUP MEETING

February 22, 2016

The Board of Trustees of the ***Charter Township of Kalamazoo*** will meet in a "**Work Group Meeting**" to be held at 5:30 p.m., on Monday, February 22, 2016, in the ***Charter Township of Kalamazoo*** Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099 for the purpose of discussing the below listed items and any other business that may legally come before the Board of Trustees of the ***Charter Township of Kalamazoo***.

1. Discussion of Policy Manual for Officials, Employees, Contracted Professionals and Volunteers
2. Discussion of elected officials' job descriptions
3. Elected officials compensation
4. Discussion regarding items on the regular Agenda
5. Public comment

Posted: February 19, 2016



Ronald E. Reid, Supervisor
Charter Township of Kalamazoo

Kalamazoo Township Board meetings are open to all without regard to race, color, national origin, sex, or disability. Individuals with disabilities requiring special assistance must contact the Township, giving five business days notice by writing or calling: Ronald E. Reid, *Charter Township of Kalamazoo* Supervisor, 1720 Riverview Drive, Kalamazoo, MI 49004-1099. Telephone: (269) 381-8083.

Charter Township of Kalamazoo

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Board of Trustees Regular Meeting Agenda February 22, 2016

The "**Regular Meeting**" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, February 22, 2016, in the *Charter Township of Kalamazoo* Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099 for the purpose of discussing and acting on the below listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

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 of the consent agenda be removed and placed elsewhere on the agenda for 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 minute time period, 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. Board of Trustees Work Session Meeting Minutes of February 8, 2016
- B. Board of Trustees Regular Meeting Minutes of February 8, 2016
- C. Payment of Bills in the amount of \$46,047.14

Receipt of:

- A. Fire Department report for January 2016
- B. Kalamazoo County Hazardous Materials Response Team 2015 Annual Report
- C. Kalamazoo Area Building Authority Permit Reports for December 2015 and January 2016
- D. Planning Commission Draft Meeting Minutes for February 4, 2016
- E. Kalamazoo Area Transportation Authority Quarterly Newsletter

7 – Public Hearings

- A. None at this meeting

8 - Unfinished Business

- A. None at this meeting

9 – New Business

- A. Request to adopt proposed Ordinance No. 579 amending the zoning ordinance to allow chickens in platted areas with conditions
- B. Request to accept transmittal of Order to Raze from Dangerous Building Hearing officer and set public hearing date for 625 Gayle
- C. Request to accept transmittal of Order to Raze from Dangerous Building Hearing officer and set public hearing date for 1805 Gull Road
- D. Request for approval of 2017 Kalamazoo Area Transportation Study agreement
- E. Request for approval to renew contract with Kalamazoo County Health & Community Services Department/Household Hazardous Waste (HHW) for 2016 HHW services
- F. Consideration of request to install/repair automatic lawn sprinkler system at the Township Hall
- G. Request to amend and restate Township Non-ERISA Retirement Plan
- H. Authorization to hire Danielle Hirsch to fill open position in dispatch beginning March 7, 2016
- I. Authorization to hire police officer pending favorable result of physical examination
- J. Request for approval of the clerk, supervisor and treasurer job descriptions
- K. Request for approval of the Policy Manual for Officials, Employees, Contracted Professionals and Volunteers
- L. Request to authorize signing of a resolution appointing Michael R. Alwine as the Building Official for Kalamazoo Charter Township
- M. Consideration of request for adoption of MERS 457 Program Resolution

10 – Items removed from Consent Agenda

11 – Committee Reports

Election Commission / Street Light Committee - Clerk Thall
County Brownfield / KABA / Dispatch Authority - Treasurer Cochran
Metro Transit LAC / CCTA / Public Media – Trustee Goodacre
Planning Commission / Brownfield Redevelopment – Trustee Leuty
Fire Department / Noxious Weeds / Highway Commissioner – Trustee Martin
Parks and Recreation / Zoning Board of Appeals – Trustee Miller
Police Dept. / Policy and Admin. / KATS / COG / KRWWWC – Supervisor Reid

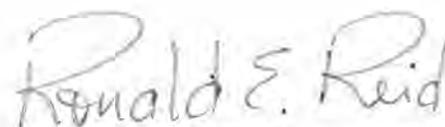
12 – Attorney Report

13 – Public Comments

14 – Board Member Comments

15 – Adjournment

Posted: February 19, 2016



Ronald E. Reid, Supervisor
Charter Township of Kalamazoo

CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES - WORK GROUP SESSION
Monday, February 8, 2016

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Group Session on **Monday, February 8, 2016**, at **5:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099, for the purpose of discussing Work Session Agenda items, and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County.

PRESENT: Supervisor Ronald Reid, Clerk Donald Thall, Treasurer George Cochran, Trustees, Pamela Brown Goodacre, Donald Martin, Mark Miller and Steven Leuty.

ABSENT: None

ALSO PRESENT: Township Assessor Jim Yonker and (1) interested person

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

Item 1 – REPORT FROM THE ASSESSING DEPARTMENT

Township Assessor Jim Yonker reported on the Township's Assessing Department. He informed the Board that as a guideline, the State of Michigan recommends that the Assessor inspects 20% of the properties in each property class every year which ensures that each parcel is reviewed every five years. The Assessing Department uses Pictometry Aerial Photos, Arc Reader Aerials, or field inspections to review the properties. He also reported that in 2015 there were 11 new homes and 4 commercial buildings constructed in the Township of Kalamazoo.

Item 2 – DISCUSSION OF BOARD POLICY MANUAL

The Board reviewed the proposed Township Policy Manual. The final review and recommendation of adoption is scheduled at the next Work Session on February 22, 2016 at 5:30 p.m.

Item 3 – DISCUSSION OF ELECTED OFFICIALS' JOB DESCRIPTIONS

The Board reviewed the draft descriptions of the part-time elected officials' job descriptions.

Item 4 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA

There was no discussion on the regular agenda items.

Item 5 - PUBLIC COMMENT

There were no public comments.

Item 6 - ADJOURNMENT

Supervisor Reid moved to adjourn the Work Session at 7:20 p.m.

Respectfully submitted,

Donald Z. Thall, Clerk,
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO
BOARD OF TRUSTEES MEETING
February 8, 2016**

The regular meeting of the Board of Trustees of the Charter Township of Kalamazoo, Kalamazoo County, was held at 7:30 p.m., Monday, February 8, 2016, at the Charter Township of Kalamazoo Administrative Offices, 1720 Riverview Drive, Kalamazoo, Michigan 49004-1099.

Item 1 CALL TO ORDER

Supervisor Reid called the meeting to order at 7:30 p.m.

Item 2 PLEDGE OF ALLEGIANCE

Trustee Goodacre led the Pledge of Allegiance.

Item 3 ROLL CALL OF BOARD MEMBERS

All Board Members were present.

Item 4 ADDITIONS AND DELETIONS TO 2/8/2016 AGENDA

Treasurer Cochran moved, seconded by Trustee Leuty, to remove Item G, Consideration of Request to Approve Restatement of Township's 401 (a) Defined Contribution Plan, from the agenda and to accept the modified agenda. Motion carried.

Item 5 PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS

Maksym Kloka, 3612 Glengarry, requested that the Board consider amending the proposed chicken ordinance to include ducks.

Item 6 CONSENT AGENDA

Trustee Miller moved, seconded by Trustee Martin, to approve the consent agenda which included action on the following items:

Approval of:

- A. Board of Trustees Work Session Meeting Minutes of January 11, 2016
- B. Board of Trustees Regular Meeting Minutes of January 11, 2016
- C. Board of Trustees Work Session Meeting Minutes of January 25, 2016
- D. Request for Supervisor Reid to attend Miller Canfield 2016 HR Spring Training on April 26, 2016, in Kalamazoo
- E. Payment of Bills in the amount of \$72,989.00

Receipt of:

- A. Check Disbursement report for January 2016
- B. Fire Department Report for December 2015
- C. Planning and Zoning Department Report for January 2016
- D. Planning and Zoning Department Annual Report for 2015
- E. Planning Commission Draft Meeting Minutes for January 7, 2016
- F. Planning Commission Draft Special Meeting Minutes for January 13, 2016
- G. Notice of MTA workshops on Strategic Planning and Meeting Township Needs in Battle Creek, Michigan on March 28-29, 2016
- H. Invitation to 31st Annual Kalamazoo Township Fire Department Awards and Recognition Program, February 28, 2016, at 3:00 p.m. at the Kalamazoo Township Hall
- I. Confirmation of joint meeting with Road Commission of Kalamazoo County on August 8, 2016
- J. Public Media Network 2nd quarter report

K. Public Media Network Fiscal Year 2014-2015 Annual Report

L. Household Hazardous Waste 4th quarter Newsletter

Motion carried.

Item 7 PUBLIC HEARINGS

There was no public hearing.

Item 8 UNFINISHED BUSINESS

There was no unfinished business.

Item 9 NEW BUSINESS

Item 9A KALAMAZOO BICYCLE CLUB FRIEND OF BICYCLING AWARD PRESENTATION

Members of the Kalamazoo Bicycle Club; Renee Mitchell, President, John Olbrot, Vice President, and Paul Selden, Director of Safety, presented the Township of Kalamazoo with the Kalamazoo Bicycle Club's 2016 Friend of Bicycling Award.

Supervisor Reid noted that the Township Board was honored and thanked the club.

Item 9B KALAMAZOO COUNTY TRANSPORTATION AUTHORITY REPORT BY LINDA TEETER, CHAIRPERSON

Kalamazoo County Transportation Authority (KCTA) Chair, Linda Teeter, gave a report on the KCTA. She noted that there was an increase in ridership in Kalamazoo County and that there were 13,622 trips in and out of Kalamazoo Township in 2015. She also reported that Sunday service has started for Metro County Connect. In September, 2016, the fixed-route service is anticipated to include Sundays, adding longer hours to include late-night, and increase the number of frequencies on some of the routes.

The KCTA voted to place a millage proposal on the May 3, 2016, ballot. The millage will be .315 (just over three-tenths of a mill) for five years, reduced from the current .4 millage rate, which expires in 2016.

Item 9C FIRST READING OF ZONING ORDINANCE PERTAINING TO THE KEEPING OF CHICKENS

Township Attorney Roxanne Seeber gave the highlights of the amendment to the ordinance to allow the keeping of chickens (hens) in the Township of Kalamazoo. Trustee Leuty also gave an overview of the Planning Commissions process and public hearing on proposed amendments to the Township Zoning Ordinance which allows up to four hens, under some conditions, in all residential areas in the Township. This amendment eliminates the former prohibition on chickens in "platted areas" within the township.

Trustee Miller inquired about the possibility of adding ducks to the ordinance. After considerable discussion, the Board decided to proceed with the first reading of the zoning ordinance pertaining to the keeping of chickens, and to review the consideration of ducks in the future.

Trustee Goodacre moved, seconded by Trustee Miller, to accept the first reading of the amendment of the zoning ordinance pertaining to the keeping of chickens (hens) in the Charter Township of Kalamazoo. Motion carried.

Item 9D **CONSIDERATION OF REQUEST TO PURCHASE SELF-CONTAINED BREATHING APPARATUS**

The Township of Kalamazoo has been notified that it was successful in obtaining a Federal Emergency Management Agency Assistance to Firefighters Grant to assist in replacing the fire departments' self-contained breathing apparatus units and the upgrading of their breathing air compressor and cylinder fill capabilities, with a 10% match from the Township of Kalamazoo. The funding for this project would include the Assistance to Firefighters Grant in the amount of \$252,983.25, and the match from Kalamazoo Township in the amount of \$41,356.75 for a total of \$294,340.

Trustee Martin moved, seconded by Trustee Miller, to approve the purchase of the following items: 43 Scott brand, model X-3, self-contained breathing apparatus units; 86 4500psi carbon fiber air cylinders; 22 spare facepieces; Pak-Tracker receiver and charging system; 65 Epic 3 Voice amplifier units for the facepieces; 65 facepiece storage bags; and 3 RIT-PAK III 4.5 units for a total cost of \$294,340 from Argus-Hazco of Chesterfield, Michigan, with the Township's share being \$41,356.75. Motion carried.

Item 9E **CONSIDERATION OF REQUEST TO APPROVE CONTRACT WITH ROAD COMMISSION OF KALAMAZOO COUNTY**

Treasurer Cochran moved, seconded by Trustee Goodacre, to approve the 2016 Local Road Project Contract with the Road Commission of Kalamazoo County (RCKC), including the following schedule: Project Estimates, \$3,961,634; Participation Funds (to extent available), \$167,765; and Township Share, \$3,793,869. Motion carried.

Item 9F **CONSIDERATION OF REQUEST TO ADOPT RESOLUTION NAMING OLD NATIONAL BANK AS A DEPOSITORY**

Treasurer Cochran read the Resolution Authorizing the Financial Institutions Listed Below as Depositories of Township Funds.

Treasurer Cochran moved, seconded by Clerk Thall, to adopt the Resolution Authorizing the Financial Institutions Listed Below as Depositories of Township Funds authorizing that Old National Bank be added to the list of financial institutions, designated as the list of depositories for 2016. Roll call vote: 7 yes, 0 no. Resolution adopted. (See attached Resolution)

Item 9G **REQUEST FOR AUTHORIZATION TO SIGN FINANCIAL STATEMENT PREPARATION AGREEMENT WITH SIEGFRIED CRANDALL PC**

Clerk Thall moved, seconded by Trustee Martin, to authorize signatures on the letter with Siegfried Crandall PC to provide financial statements to the Township of Kalamazoo, which outlines the parameters of their work. Motion carried.

Item 9H **REQUEST FOR AUTHORIZATION TO NEGOTIATE WITH CONSUMERS ENERGY REGARDING SHARING COSTS OF CHANGING OVER TO LED LIGHTING**

Trustee Leuty gave an overview of Kalamazoo Township's interest in enhancing street lighting services in the Township by converting the many existing high-pressure sodium lights to LED fixtures.

Trustee Martin moved, seconded by Treasurer Cochran, to authorize a letter expressing interest to work with Consumers Energy to accomplish the change and to request a cost-sharing agreement. Motion carried.

Item 9I **CONSIDERATION OF REQUEST FOR REWARD OF RESIDENTIAL BUILDING DEMOLITION WORK**

Supervisor Reid moved, seconded by Trustee Martin, to award the demolition and asbestos removal as specified in the RFQ document for the 209 West Allen Street and 2125 Briar Place (garage only) properties to Specialized Demolition Inc. for a total of \$10,500 and award the demolition and asbestos removal as specified in the RFQ document to Pitsch Companies for the 925 Edison Street, 1026 Cooper Avenue, and 1315 Olmstead Road Properties for a total of \$26,200. Motion carried.

Item 9J **CONSIDERATION OF APPROVAL OF CONTRACT FOR PROFESSIONAL SERVICES WITH SOUTHCENTRAL MICHIGAN PLANNING COUNCIL**

The Township of Kalamazoo needs the services of a Planner/Zoning Administrator but currently does not have a Planner/Zoning Administrator on staff. The contract with Southcentral Michigan Planning Council (SMPC) will direct SMPC to provide a staff member who meets its requirements for a Planner/Zoning Administrator.

Trustee Leuty moved, seconded by Clerk Thall, to approve the Contract for Professional Services between the Charter Township of Kalamazoo and the Southcentral Michigan Planning Council (SMPC), subject to Township Attorney's final review for the provision of Planner/Zoning Administrator services. Motion carried.

Item 10 **ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the Consent Agenda.

Item 11 **COMMITTEE REPORTS**

Trustee Leuty gave an update on the Planning Commission meeting from February 4, 2016. He reported that the request for the rezoning for a parcel located at 3125 West Main was tabled and noted that there was discussion of the need to update the Land Use Plan.

Trustee Martin invited the public to support the firefighters by attending the 31st Annual Kalamazoo Township Fire Department Awards and Recognition Program on February 28, 2016, at 3:00 p.m. at the Kalamazoo Township Hall.

Trustee Miller said that the Zoning Board of Appeals met in January to elect officers.

Supervisor Reid reported that the Kalamazoo Township Police Department is closing in on hiring a Dispatcher.

Item 12 **ATTORNEY'S REPORT**

Attorney Seeber reported that the "gag order" law (Public Act 269 of 2016) that prohibited townships from using certain types of mass media to disseminate information about an election topic 60 days prior to the date of election has been temporarily set aside by a federal judge.

Item 13 **PUBLIC COMMENTS**

There were no public comments.

Item 14 **BOARD MEMBER COMMENTS**

Clerk Thall said that the presidential primary on March 8, 2016, is a closed primary. The voter must select a specific party's ballot for the presidential primary. This requirement is only for the presidential primary.

Trustee Leuty thanked the Township staff and recognizes their work that goes into the Board packets. He also said that Republic Services has sent a letter with a return postcard to all Township residents. The letter provides information about their services, trash container options and prices, as well as contact information. Township residents should set up their trash account by selecting the options provided on the postage-paid return card. Treasurer Cochran noted that if a resident is a current customer of Republic Services and does not wish to make any changes, there is no need to return the card. Lastly, he commented on the sale of Land Bank properties.

Treasurer Cochran informed taxpayers that taxes are due on Tuesday, February 16, 2016. He reminded everyone that the Kalamazoo Township Offices will be closed on Monday, February 15, 2016 in observance of President's Day.

Supervisor Reid shared the highlights of the Township of Kalamazoo's many accomplishments and achievements in 2015:

January

- the 2015-2019 Parks and Recreation Master Plan was adopted

February

- a second parcel in preparation for the reconstruction of the Eastwood Fire Station in 2018 or 2019 was purchased
- with approval from 60% of the voters, a ten-year capital improvement millage was set that will pay off \$9.75 million in bonds to fix Township roads

March

- the first of three annual contracts (this one was for \$2.9 million) with the Road Commission of Kalamazoo that paved nearly 25 miles of local roads was approved

May

- an agreement with McKenna Associates to prepare a comprehensive update of zoning ordinances was approved

June

- 2015 Strategic Plan was adopted
- Complete Streets Resolution was adopted

August

- the Capital Improvement Plan for 2016-2021 was approved

September

- a 2015 Pierce Saber brand pumper fire truck was purchased
- joined Kalamazoo Valley Intergovernmental Ambulance Authority (with cities of Kalamazoo and Parchment, as well as the townships of Cooper and Oshtemo)

November

- the Residential Waste Single Hauler Mixed Waste Collection Ordinance was adopted

December

- a resolution to change the Township's administrative structure was adopted
- the bid for single waste hauler services was awarded to Republic Services
- the Kalamazoo Township Police Officer's labor agreement was approved

All of these achievements were in accordance of the mission of Kalamazoo Township, which is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn, and play.

Item 15 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:27 p.m.

BOARD MEMBERS PRESENT:

Supervisor Ronald E. Reid
Clerk Donald Z. Thall
Treasurer George E. Cochran
Trustee Pamela Brown Goodacre
Trustee Steven C. Leuty
Trustee Donald D. Martin
Trustee Mark E. Miller

Respectfully submitted,

ABSENT:

Donald Z. Thall, Clerk

ALSO PRESENT:

Attorney Seeber

Attested to by,

Ronald E. Reid, Supervisor

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 000426 - ABSOPURE WATER COMPANY:							
55541741 12936	ABSOPURE WATER COMPANY ACCT #172898 206-336-740.00	02/18/2016 MONICAK Operating Supplies	02/23/2016	14.00 14.00	14.00	Open	N 02/18/2016
55541742 12937	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	02/18/2016 MONICAK Operating Supplies	02/23/2016	7.00 7.00	7.00	Open	N 02/18/2016
83917144 12938	ABSOPURE WATER COMPANY ACCT #172902 206-336-740.00	02/18/2016 MONICAK Operating Supplies	02/23/2016	14.25 14.25	14.25	Open	N 02/18/2016
55541617 12939	ABSOPURE WATER COMPANY ACCT #171123 206-336-740.00	02/18/2016 MONICAK Operating Supplies	02/23/2016	14.00 14.00	14.00	Open	N 02/18/2016
Total for vendor 000426 - ABSOPURE WATER COMPANY:				49.25	49.25		
Vendor 000900 - ALL-PHASE - MICHIGAN DIVISION:							
3505-510660 12926	ALL-PHASE - MICHIGAN DIVISION BULBS 101-265-931.00	02/18/2016 MONICAK Maint. - Building	02/23/2016	39.00 39.00	39.00	Open	N 02/18/2016
Total for vendor 000900 - ALL-PHASE - MICHIGAN DIVISION:				39.00	39.00		
Vendor 006649 - CONFIRMDELIVERY.COM:							
2096 12930	CONFIRMDELIVERY.COM PARCELPAKS 101-200-727.00	02/18/2016 MONICAK Office Supplies	02/23/2016	119.76 119.76	119.76	Open	N 02/18/2016
Total for vendor 006649 - CONFIRMDELIVERY.COM:				119.76	119.76		
Vendor 006672 - CONSUMERS ENERGY:							
601009006060 12931	CONSUMERS ENERGY ACCT #1000 1445 5693 206-336-921.04	02/18/2016 MONICAK Utilities - Electric	02/23/2016	582.72 582.72	582.72	Open	N 02/18/2016

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
201893904771 12932	CONSUMERS ENERGY ACCT #1000 2469 5296 206-336-921.03	02/18/2016 MONICAK Utilities - Electric	02/23/2016	119.99 119.99	119.99	Open	N 02/18/2016
201893904761 12933	CONSUMERS ENERGY ACCT #1000 2469 4752 206-336-921.03	02/18/2016 MONICAK Utilities - Electric	02/23/2016	22.59 22.59	22.59	Open	N 02/18/2016
201004282257 12934	CONSUMERS ENERGY ACCT #1000 0033 6162 206-336-923.03	02/18/2016 MONICAK Utilities - Fuel	02/23/2016	343.02 343.02	343.02	Open	N 02/18/2016
203851786614 12935	CONSUMERS ENERGY ACCT #1000 2359 6263 206-336-921.02	02/18/2016 MONICAK Utilities - Electric	02/23/2016	24.71 24.71	24.71	Open	N 02/18/2016
Total for vendor 006672 - CONSUMERS ENERGY:				<u>1,093.03</u>	<u>1,093.03</u>		

Vendor 011720 - ENTENMANN-ROVIN CO.:

0115411-IN 12944	ENTENMANN-ROVIN CO. BADGE 207-301-748.00	02/18/2016 MONICAK Uniforms/Personal Equipment	02/23/2016	123.25 123.25	123.25	Open	N 02/18/2016
Total for vendor 011720 - ENTENMANN-ROVIN CO.:				<u>123.25</u>	<u>123.25</u>		

Vendor 013828 - FIRST REPORT SOFTWARE, LLC:

020116-6 12924	FIRST REPORT SOFTWARE, LLC ANNUAL LICENSE 101-200-742.00	02/18/2016 MONICAK Software Programs/Fees	02/23/2016	250.00 250.00	250.00	Open	N 02/18/2016
Total for vendor 013828 - FIRST REPORT SOFTWARE, LLC:				<u>250.00</u>	<u>250.00</u>		

Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:

1341036-0 12909	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-191-727.00 101-200-740.00	02/18/2016 MONICAK Office Supplies Operating Supplies	02/23/2016	126.64 37.78 88.86	126.64	Open	N 02/18/2016
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1338772-0 12915	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	02/18/2016 MONICAK Office Supplies	02/23/2016	79.62 79.62	79.62	Open	N 02/18/2016
1340678-0 12916	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-747.00 207-301-727.00	02/18/2016 MONICAK Small Tools & Equipment Office Supplies	02/23/2016	164.89 137.80 27.09	164.89	Open	N 02/18/2016
Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:				371.15	371.15		

Vendor 024206 - JB PRINTING COMPANY:

40334 12921	JB PRINTING COMPANY NEWSLETTER 101-200-903.00	02/18/2016 MONICAK Notices and Publications	02/23/2016	337.50 337.50	337.50	Open	N 02/18/2016
Total for vendor 024206 - JB PRINTING COMPANY:				337.50	337.50		

Vendor 026022 - KALAMAZOO CITY TREASURER:

012516 12940	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.01	02/18/2016 MONICAK Water	02/23/2016	101.30 101.30	101.30	Open	N 02/18/2016
012616 12941	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.02	02/18/2016 MONICAK Utilities - Water	02/23/2016	81.96 81.96	81.96	Open	N 02/18/2016
012816 12942	KALAMAZOO CITY TREASURER WATER/SEWER 206-336-927.02	02/18/2016 MONICAK Utilities - Water	02/23/2016	56.60 56.60	56.60	Open	N 02/18/2016
Total for vendor 026022 - KALAMAZOO CITY TREASURER:				239.86	239.86		

Vendor 026049 - ROAD COMMISSION OF KALAMAZOO COUNTY:

MISC2015-159 12929	ROAD COMMISSION OF KALAMAZOO COUNTY SEGMENT 1-SIDEWALK PROGRESS 101-446-969.01	02/18/2016 MONICAK SIDEWALKS	02/23/2016	8,817.26 8,817.26	8,817.26	Open	N 12/31/2015
Total for vendor 026049 - ROAD COMMISSION OF KALAMAZOO COUNTY:				8,817.26	8,817.26		

EXP CHECK RUN DATES 02/23/2016 - 02/23/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 026062 - MLIVE MEDIA GROUP:							
0007545360 12903	MLIVE MEDIA GROUP 3125 W MAIN REZONING 701-000-240.00	02/18/2016 MONICAK 3125 W MAIN REZONING	02/23/2016	471.37 471.37	471.37	Open	N 02/18/2016
Total for vendor 026062 - MLIVE MEDIA GROUP:				471.37	471.37		
Vendor 028649 - BIO-CARE, INC.:							
2614 12918	BIO-CARE, INC. PHYSICAL EXAM - ZUK 207-301-914.00	02/18/2016 MONICAK Vision & Physicals	02/23/2016	300.00 300.00	300.00	Open	N 02/18/2016
Total for vendor 028649 - BIO-CARE, INC.:				300.00	300.00		
Vendor 031520 - AUTO VALUE KALAMAZOO:							
260-1290272 12948	AUTO VALUE KALAMAZOO WIPER BLADES 207-301-939.00	02/18/2016 MONICAK Maint. - Vehicle	02/23/2016	12.38 12.38	12.38	Open	N 02/18/2016
Total for vendor 031520 - AUTO VALUE KALAMAZOO:				12.38	12.38		
Vendor 032016 - MI POLICE EQUIPMENT:							
165308 12911	MI POLICE EQUIPMENT BOOTS 206-336-748.00	02/18/2016 MONICAK Personal Equipment Allowance	02/23/2016	463.00 463.00	463.00	Open	N 02/18/2016
Total for vendor 032016 - MI POLICE EQUIPMENT:				463.00	463.00		
Vendor 032042 - EDS BREADS LLC:							
569895 12927	EDS BREADS LLC MISC SUPPLIES 101-265-740.00	02/18/2016 MONICAK Operating Supplies	02/23/2016	125.65 125.65	125.65	Open	N 02/18/2016
Total for vendor 032042 - EDS BREADS LLC:				125.65	125.65		
Vendor 032110 - MIDWEST ELECTRIC MOTORS:							
0046695-IN 12912	MIDWEST ELECTRIC MOTORS FASCO BLOWER 206-336-931.00	02/18/2016 MONICAK Maint. - Building	02/23/2016	222.81 222.81	222.81	Open	N 02/18/2016

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 02/23/2016 - 02/23/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Total for vendor 032110 - MIDWEST ELECTRIC MOTORS:				222.81	222.81		
Vendor 032669 - MCKENNA ASSOCIATES, INC.:							
020416							
12925	MCKENNA ASSOCIATES, INC. PROJECT #21520 - ZONING ORD 101-400-811.00	02/18/2016 MONICAK PREP ZONING ORDINANCE	02/23/2016	13,110.00 13,110.00	13,110.00	Open	N 02/18/2016
Total for vendor 032669 - MCKENNA ASSOCIATES, INC.:				13,110.00	13,110.00		
Vendor 033829 - RIDGE COMPANY:							
959203							
12904	RIDGE COMPANY MISC SUPPLIES 206-336-939.00	02/18/2016 MONICAK Maint. - Vehicle	02/23/2016	31.48 31.48	31.48	Open	N 02/18/2016
960807							
12947	RIDGE COMPANY WIPER BLADES 207-301-939.00	02/18/2016 MONICAK Maint. - Vehicle	02/23/2016	29.98 29.98	29.98	Open	N 02/18/2016
Total for vendor 033829 - RIDGE COMPANY:				61.46	61.46		
Vendor 047051 - SCHUHARDT'S AUTO SERVICE:							
31697							
12908	SCHUHARDT'S AUTO SERVICE OIL CHANGES/WIPER BLADES 207-301-939.00	02/18/2016 MONICAK Maint. - Vehicle	02/23/2016	105.88 105.88	105.88	Open	N 02/18/2016
Total for vendor 047051 - SCHUHARDT'S AUTO SERVICE:				105.88	105.88		
Vendor 047500 - SHARP SHOP:							
4456							
12910	SHARP SHOP SCRAPER/PADDLES 206-336-934.00	02/18/2016 MONICAK Maint. - Machine	02/23/2016	86.85 86.85	86.85	Open	N 02/18/2016
Total for vendor 047500 - SHARP SHOP:				86.85	86.85		
Vendor 048101 - PEOPLEFACTS, LLC:							
2016010325							
12914	PEOPLEFACTS, LLC BACKGROUND INFORMATION 207-301-812.01	02/18/2016 MONICAK Background Investigation	02/23/2016	33.97 33.97	33.97	Open	N 02/18/2016
Total for vendor 048101 - PEOPLEFACTS, LLC:				33.97	33.97		

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
 EXP CHECK RUN DATES 02/23/2016 - 02/23/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: POOL

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 048257 - STEVEN REIFERT:							
021116 12917	STEVEN REIFERT FINAL PYMT-RADIO PROJ CONSULTING 207-301-811.00	02/18/2016 MONICAK	02/23/2016	5,000.00	5,000.00	Open	N 02/18/2016
	Purchased Service			5,000.00			
	Total for vendor 048257 - STEVEN REIFERT:			<u>5,000.00</u>	<u>5,000.00</u>		
Vendor 058020 - WILLIAMS & WORKS:							
78660 12928	WILLIAMS & WORKS PLANNING ZONING ADMIN 101-400-821.00	02/18/2016 MONICAK	02/23/2016	4,800.00	4,800.00	Open	N 02/18/2016
	Planning Consultant			4,800.00			
	Total for vendor 058020 - WILLIAMS & WORKS:			<u>4,800.00</u>	<u>4,800.00</u>		
Vendor 058029 - PREIN & NEWHOF, INC.:							
33205 12922	PREIN & NEWHOF, INC. PRAIRIEVIEW FARMS PHASE II 101-400-820.00	02/18/2016 MONICAK	02/23/2016	720.00	720.00	Open	N 02/18/2016
	Engineering Services			720.00			
33162 12943	PREIN & NEWHOF, INC. REVISE PRECINCT MAPS 101-191-903.00	02/18/2016 MONICAK	02/23/2016	74.00	74.00	Open	N 02/18/2016
	Notice & Publ.			74.00			
	Total for vendor 058029 - PREIN & NEWHOF, INC.:			<u>794.00</u>	<u>794.00</u>		
Vendor 500154 - DENOYER CHEVROLET:							
518144 12946	DENOYER CHEVROLET OIL CHANGE 207-301-939.00	02/18/2016 MONICAK	02/23/2016	41.44	41.44	Open	N 02/18/2016
	Maint. - Vehicle			41.44			
	Total for vendor 500154 - DENOYER CHEVROLET:			<u>41.44</u>	<u>41.44</u>		
Vendor 500298 - GALLS, INC.:							
004874524 12919	GALLS, INC. BELTS 206-336-748.00	02/18/2016 MONICAK	02/23/2016	58.78	58.78	Open	N 02/18/2016
	Personal Equipment Allowance			58.78			

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
004873253 12920	GALLS, INC. BELTS 206-336-748.00	02/18/2016 MONICAK	02/23/2016	235.12	235.12	Open	N 02/18/2016
	Personal Equipment Allowance			235.12			
	Total for vendor 500298 - GALLS, INC.:			<u>293.90</u>	<u>293.90</u>		

Vendor 500590 - LOWE'S COMPANIES, INC.:

08495 12907	LOWE'S COMPANIES, INC. MISC SUPPLIES 206-336-740.00	02/18/2016 MONICAK	02/23/2016	44.95	44.95	Open	N 02/18/2016
	Operating Supplies			44.95			
	Total for vendor 500590 - LOWE'S COMPANIES, INC.:			<u>44.95</u>	<u>44.95</u>		

Vendor 500646 - MILLER, CANFIELD, PADDOCK:

1308191 12952	MILLER, CANFIELD, PADDOCK LEGAL SUPPORT 207-301-827.00	02/18/2016 MONICAK	02/23/2016	918.00	918.00	Open	N 02/18/2016
	Legal			918.00			
	Total for vendor 500646 - MILLER, CANFIELD, PADDOCK:			<u>918.00</u>	<u>918.00</u>		

Vendor 500653 - MOSES FIRE EQUIPMENT, INC.:

16050 12905	MOSES FIRE EQUIPMENT, INC. SWIVEL/ADAPTER 206-336-939.00	02/18/2016 MONICAK	02/23/2016	83.21	83.21	Open	N 02/18/2016
	Maint. - Vehicle			83.21			
16048 12906	MOSES FIRE EQUIPMENT, INC. BULBS 206-336-939.00	02/18/2016 MONICAK	02/23/2016	96.60	96.60	Open	N 02/18/2016
	Maint. - Vehicle			96.60			
	Total for vendor 500653 - MOSES FIRE EQUIPMENT, INC.:			<u>179.81</u>	<u>179.81</u>		

Vendor 500720 - ONE WAY PRODUCTS, INC.:

606428 12923	ONE WAY PRODUCTS, INC. MISC SUPPLIES 101-265-932.00	02/18/2016 MONICAK	02/23/2016	49.80	49.80	Open	N 02/18/2016
	Maint. - Grounds			49.80			
606764 12951	ONE WAY PRODUCTS, INC. VEHICLE WASH 207-301-939.00	02/18/2016 MONICAK	02/23/2016	47.36	47.36	Open	N 02/18/2016
	Maint. - Vehicle			47.36			

INVOICE REGISTER REPORT FOR CHARTER TOWNSHP OF KALAMAZOO
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Total for vendor 500720 - ONE WAY PRODUCTS, INC.:				97.16	97.16		
Vendor 500926 - TELEGRATION, INC.:							
020116 12950	TELEGRATION, INC. SERVICE 207-301-853.00	02/18/2016 MONICAK Telephone	02/23/2016	28.95	28.95	Open	N 02/18/2016
Total for vendor 500926 - TELEGRATION, INC.:				28.95	28.95		
Vendor 501142 - MICHIGAN OFFICE ENVIRONMENTS:							
59169 12949	MICHIGAN OFFICE ENVIRONMENTS STORAGE CABINETS/MAIL SORTER 810-440-983.00	02/18/2016 MONICAK Police Capital Improvement	02/23/2016	6,812.00	6,812.00	Open	N 02/18/2016
Total for vendor 501142 - MICHIGAN OFFICE ENVIRONMENTS:				6,812.00	6,812.00		
Vendor 501163 - WEAL L.E.D.'S LLC:							
1790 12913	WEAL L.E.D.'S LLC COMMENDATION BARS 206-336-740.00	02/18/2016 MONICAK Operating Supplies	02/23/2016	578.50	578.50	Open	N 02/18/2016
1791 12945	WEAL L.E.D.'S LLC NAME TAG 207-301-748.00	02/18/2016 MONICAK Uniforms/Personal Equipment	02/23/2016	25.00	25.00	Open	N 02/18/2016
Total for vendor 501163 - WEAL L.E.D.'S LLC:				603.50	603.50		
# of Invoices:	50	# Due:	50	Totals:	46,047.14	46,047.14	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				46,047.14	46,047.14		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL			28,569.61	28,569.61		
	206 - FIRE			3,283.44	3,283.44		
	207 - POLICE			6,910.72	6,910.72		
	701 - TRUST & AGENCY			471.37	471.37		
	810 - POLICE CAPITAL IMPROVEMENT			6,812.00	6,812.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			471.37	471.37		
	191 - ELECTION			111.78	111.78		
	200 - GENERAL SERVICES_ADMIN			796.12	796.12		
	265 - MAINTENANCE			214.45	214.45		
	301 - POLICE			6,910.72	6,910.72		
	336 - FIRE			3,283.44	3,283.44		
	400 - PLANNING/ZONING			18,630.00	18,630.00		
	440 - CAPTIAL IMPROVEMENT			6,812.00	6,812.00		
	446 - STREETS			8,817.26	8,817.26		

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JANUARY 2016

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
1	4016 W MAIN	AID GIVEN - FIRE				10			MG	10
2	2414 SKYLINE	STROKE				12				12
3	2656 MCKINLEY	AID GIVEN - FIRE	4			12				16
4	537 CAMPBELL	SMOKE INVESTIGATION	4			14				18
5	4812 BLACK OAK	TROUBLE BREATHING				11				11
6	3307 OLNEY	FIRE ALARM	3			12				15
7	608 HAYMAC	AID GIVEN - MEDICAL	4							4
8	617 AMSTERDAM	TROUBLE BREATHING	4							4
9	616 STASSEN	STRUCTURE FIRE	2	3		10				15
10	2814 OLD FARM	TROUBLE BREATHING	3							3
11	E MOSEL & PITCHER	SICK PERSON	3							3
12	3257 BUTTERNUT	SICK PERSON	2							2
13	2621 DOUGLAS	SICK PERSON	9							9
14	1202 PINEHURST	LIFT ASSIST				9				9
15	1217 N FLETCHER	SMOKE INVESTIGATION	4			14				18
16	4250 LEISURE LN G-511	CHEST PAIN				4				4
17	1218 BIXBY	ALLERGIC REACTION		7						7
18	2220 GULL O-3	CANCELLED EN ROUTE		6						6
19	537 CHICAGO	TROUBLE BREATHING		7						7
20	518 IRA	UNCONSCIOUS		5						5
21	1314 HENSON	SICK PERSON		7						7
22	4004 LAKE CREST CIR	AID GIVEN - FIRE		4				MG		4
23	3523 E MAIN	UNCONSCIOUS		4						4
24	1910 SHAFFER	CANCELLED EN ROUTE	1	5			MR-1			6
25	2523 DEARBORN	STROKE		3						3
26	2104 SUNNYSIDE C-19	SEIZURE		3						3
27	537 CHICAGO	SEIZURE		4						4
28	808 GAYLE	SICK PERSON		3						3
29	2109 INVERNESS	AID GIVEN - FIRE		2					MG	2
30	537 CHICAGO	FALL		4						4
31	4255 LEISURE LN K-812	UNCONSCIOUS	2			11				13
32	W MAIN & COOLIDGE	P.I. ACCIDENT				12				12
33	3318 W MAIN #104	PREGNANCY/OB				11				11
34	209 PAISLEY CT	EMS ALARM				7				7
35	4220 LEISURE LN E-411	FALL				7				7
36	4335 LEISURE LN A-107	EMS ALARM				7				7
SUB TOTAL	SUB-TOTALS		45	67	0	163	0	0	0	275

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JANUARY 2016

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
37	304 N SAGE #202	TROUBLE BREATHING				7				7
38	3616 CANTERBURY	MAN DOWN				6				6
39	1941 ALAMO	TROUBLE BREATHING				8				8
40	2908 OLNEY	EMS ALARM				11				11
41	610 CAMPBELL B	ALTERED MENTAL STATUS				9				9
42	4250 LEISURE LN G-511	FALL				12				12
43	1103 CROWN	FALL				13				13
44	2432 N DRAKE	SEIZURE				6				6
45	119 N ARLINGTON	TROUBLE BREATHING				11				11
46	407 N DARTMOUTH	TROUBLE BREATHING				12				12
47	130 S CLARENDON	LIFT ASSIST				8				8
48	3226 W MAIN #304	MAN DOWN				5				5
49	225 DURNESS CT	TROUBLE BREATHING				4				4
50	1905 RAVINE	MAN DOWN				6				6
51	4301 W MAIN	CANCELLED EN ROUTE				11				11
52	3125 NICHOLS #101	TROUBLE BREATHING				7				7
53	3923 PONTIAC	SMOKE INVESTIGATION	2			15		MR-8		17
54	4550 DOVER HILLS	AID GIVEN - FIRE				8			MG	8
55	4610 WIMBLETON	AID GIVEN - FIRE				9			MG	9
56	2215 HAYLOFT	STROKE	3							3
57	2618 SONORA	CANCELLED EN ROUTE	7							7
58	2003 DOUGLAS #2	CHEST PAIN	4							4
59	2503 SHASTA	SICK PERSON	7							7
60	1908 BARNEY	FALL	5							5
61	424 N RIVERVIEW	AID GIVEN - FIRE	6							6
62	3316 WINTER WHEAT	FALL	10							10
63	2535 NORTH HILLS CT W	TROUBLE BREATHING	4							4
64	3911 DEVONSHIRE	LACERATION/HEMORRHAGE				7				7
65	3913 STONEGATE	CHEST PAIN				11				11
66	531 JENKS	DIABETIC PROBLEMS				9				9
67	4255 LEISURE LN K-812	ASSIST POLICE				9				9
68	4335 LEISURE LN A-104	MAN DOWN				10				10
69	815 JENKS	TROUBLE BREATHING				14				14
70	2930 W MAIN	MAN DOWN				10				10
71	W MAIN & BRAEMAR	P.I. ACCIDENT				12				12
72	1827 COMMONWEALTH	MAN DOWN				13				13
SUB TOTAL			93	67	0	426	0	0	0	586

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JANUARY 2016

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
73	2420 ALAMO	LACERATION/HEMORRHAGE				4				4
74	NORTH & BERKLEY	P.I. ACCIDENT				8				8
75	3324 W MAIN #201	DIABETIC PROBLEMS				8				8
76	1905 RAVINE	MAN DOWN				9				9
77	4220 LEISURE LN	MAN DOWN				8				8
78	3318 W MAIN #301	TROUBLE BREATHING				9				9
79	521 CHEROKEE #303	UNCONSCIOUS				8				8
80	105 S KENDALL D	MAN DOWN				6				6
81	2324 W MAIN	BACK PAIN				11				11
82	304 N SAGE #104	LIFT ASSIST				9				9
83	4255 LEISURE LN K-818	MAN DOWN				12				12
84	2432 N DRAKE	MAN DOWN	4			11				15
85	520 CAMPBELL	P.I. ACCIDENT				14				14
86	2230 HILLSDALE	FALL				9				9
87	N KENDALL & W MAIN	P.I. ACCIDENT				15				15
88	2003 SAGEBRUSH	TROUBLE BREATHING				10				10
89	1941 ALAMO	TROUBLE BREATHING				9				9
90	3015 NICHOLS	TROUBLE BREATHING				6				6
91	4870 CYPRESS CREEK	MAN DOWN				11				11
92	1428 PINEHURST	FIRE ALARM	6			12				18
93	4255 LEISURE LN K-818	CANCELLED EN ROUTE				7				7
94	4255 LEISURE LN K-818	CANCELLED EN ROUTE				9				9
95	1018 N FLETCHER	STROKE				10				10
96	3004 NICHOLS	CHEST PAIN				11				11
97	122 N FLETCHER	LACERATION/HEMORRHAGE				14				14
98	3215 KING HWY	CHEST PAIN					MR-12			0
99	3707 PHILLIPS	UNCONSCIOUS					MR-3			0
100	3707 PHILLIPS	MAN DOWN					MR-3			0
101	1701 OLMSTEAD	UNCONSCIOUS					MR-2			0
102	3815 LESTER	CHEST PAIN					MR-8			0
103	1519 OLMSTEAD #46	FALL					MR-3			0
104	3815 LESTER	INGESTION/POISONING					MR-6			0
105	1120 FIELD	MAN DOWN					MR-10			0
106	1126 FOSTER	SEIZURE					MR-7			0
107	1502 OLMSTEAD	TROUBLE BREATHING					MR-3			0
108	3309 GREENFIELD	STRUCTURE FIRE		6			MR-12			6
SUB TOTAL			103	73	0	666	0	0	0	842

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: JANUARY 2016

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
109	1701 OLMSTEAD	SEIZURE					MR-5			0
110	3721 PHILLIPS	MAN DOWN					MR-5			0
111	LAKE & SCHUSTER	CANCELLED EN ROUTE					MR-1			0
112	3721 PHILLIPS	CANCELLED EN ROUTE					MR-4			0
113	1419 OLMSTEAD	LIFT ASSIST					MR-2			0
118	2217 WAGON WHEEL	TROUBLE BREATHING	6							6
119	100 ISLAND	AID GIVEN - FIRE	8	5						13
120	1355 RED MAPLE	CANCELLED EN ROUTE	7							7
121	1411 RED MAPLE	SICK PERSON	8							8
122	2508 SONORA	ALLERGIC REACTION	3							3
123	1130 DAYTON	CHEST PAIN		5						5
124	3233 E MAIN	SICK PERSON		9						9
125	3631 FRANCIS	SICK PERSON		6						6
126	614 WALLACE	UNCONSCIOUS		6						6
127	2050 E MICHIGAN	FIRE ALARM	1	5			MR-9		MR-4	6
128	BROOK & HILLTOP	CANCELLED EN ROUTE		6						6
129	1302 SUNNYSIDE	TROUBLE BREATHING		5						5
130	8938 KRUM	AID GIVEN - FIRE		5			MG			5
131	4384 GULL PRARIE	AID GIVEN - FIRE		6			MG			6
132	3112 KENILWORTH	SEIZURE		4						4
133	1527 WAVERLY	ABDOMINAL PAIN		3						3
134	E MAIN & HUMPHREY	P.I. ACCIDENT		4						4
135	821 ARTHUR	STROKE		6						6
136	1902 COLGROVE	FIRE ALARM	5	5			MR-10		MR-4	10
137	1030 COOPER	SEIZURE		3						3
138	2220 GULL G-3	TROUBLE BREATHING		4						4
139	702 FENIMORE	MAN DOWN		4						4
140	537 CHICAGO	CHEST PAIN		4						4
141	604 WALLACE	SICK PERSON		4						4
142	537 CHICAGO	TROUBLE BREATHING		6						6
143	2108 SUNNYSIDE	STROKE		6						6
144	1331 ELKERTON	DIABETIC PROBLEMS		5						5
145	1815 HENSON	DIABETIC PROBLEMS		6						6
146	2597 S SPRINKLE	AID GIVEN - FIRE		4			MG			4
147	3018 MAPLE	TROUBLE BREATHING		3						3
148	708 FENIMORE	FALL		2						2
SUB TOTAL			141	204	0	666	0	0	0	1011



2015 ANNUAL REPORT

**Presented by Mike Phelps, Hazmat Coordinator
And
Stacy French, Chairman Hazmat Executive Board
for
KALAMAZOO COUNTY HAZARDOUS MATERIALS RESPONSE TEAM**

KALAMAZOO COUNTY HAZARDOUS MATERIALS TEAM

2015 Annual Report

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I. EXECUTIVE SUMMARY

Please accept the 2015 annual report of activities for the Kalamazoo County Hazardous Materials Response Team (KCHMRT). We believe you will find the information contained in this report to be informative related to the exceptional resource we have available for our county.

The average annual response has been nine incidents per year since the inception of the team in 2004. Fortunately, there were no hazardous materials incidents that the entire team responded to in 2015. However, there were three consultations provided by the Team Coordinator or Team Leader.

In 2010, with the adoption of the Intergovernmental Hazardous Materials Response Agreement, including the dues structure for member agencies, a budget with a predictable income source was developed to manage anticipated expenses. Due to an increase in costs associated with disposable materials and the periodic calibration or service of the team's monitors and surveying equipment, the team will be recommending an increase in the annual dues from the current \$600 to \$1,200 for each agency.

In 2015 the team continued to look at various grant opportunities for additional forms of revenue. The Kalamazoo Department of Public Safety has graciously offered to write a regional grant on behalf of the hazmat team for the purchase of a new monitor in the 2015 Assistance to Firefighters Grant (AFG). Other grants are being sought this year to assist with initial training expenses and the replacement of some capital items such as the 1993 tow vehicle (a retired fire truck) and other monitors that are nearing the end of their service life. Each of these capital items are in excess of \$50,000.

The team continues to assess the role in which they participate in both locally and regionally. Many communities are struggling to provide enough qualified emergency response personnel to adequately manage an incident. In addition, they often lack the highly specialized and expensive equipment. This has resulted in the increased use of initial and mutual-aid from departments both within and just outside Kalamazoo County. To address the need for these additional resources, 14 of the 15 Fire departments within our county have become members of Mutual Aid Box Alarm System (MABAS). This system provides a broad based approach to address compensation and legal concerns which result when no mutual-aid agreements are available. As an executive board, we continue to look at where the team will fit into MABAS and what it will take to acquire the equipment that is required to be a part of a MABAS group.

The team continues to train on a variety of topics making this team very diverse in the capabilities it provides. Some of the response personnel on the team are sworn law enforcement officers. This aspect along with the completion of the FBI Sampling class allows many of our team to collect evidentiary samples which is essential when dealing with potential criminal activity.

In 2015 the team continues to have a very robust medical surveillance program. Part of the normal response to an incident includes a Medical Doctor, typically an emergency resident physician from Kalamazoo County Medical Control to provide oversight and advanced medical

care should that be required on-site. This is in addition to the paramedics that provide monitoring of vital signs, fluid replenishment and care for other medically related items during the event.

The team is comprised of members from 12 agencies and 1 private industry partner. The number of members includes Haz Mat Technicians, Executive Board members and members of our Medical Team. The numbers in parenthesis indicate the number of members each agency has on the team as of December 31st, 2015.

- Kalamazoo Department of Public Safety (9)
- Kalamazoo County Emergency Management (1)
- Portage Department of Public Safety (3)
- Kalamazoo Township Fire Department (6)
- Comstock Township Fire Department (7)
- Oshemo Township Fire Department (2)
- South Kalamazoo County Fire Authority (2)
- Pfizer Corporation Fire Department (1)
- Kalamazoo County Medical Control (1)
- Life EMS Ambulance (5)
- Cooper Township Fire Department (2)
- Parchment Fire Department (2)
- Texas Township Fire Department (2)



II. MISSION STATEMENT and BACKGROUND

Mission Statement

The mission of the Kalamazoo County Hazardous Materials Response Team (KCHMRT) is to protect the residents of Kalamazoo County from natural and man-made hazardous materials disasters and to protect our citizens from water, air, land and general environment from contamination. Internally, our mission is to provide relevant training and instruction that is mandated by law, required by departmental policy, or needed by individuals to maximize their potential to provide Hazardous Materials Response Services and to promote safety in the community we serve.

Demographics

Kalamazoo County Michigan comprises 576 square miles with 18.3 square miles of that being water area, and is made up of 15 townships and 4 cities. Within the Townships are 5 smaller villages that maintain their own governance. The County has, as of 2013, a population of 256,725 with 80% living in urban/suburban areas and 20% in rural areas. The population density is around 446 people per square mile. Educational, health and social services provides 24.1% of the employment, manufacturing 20.4%, and retail trade 11.7%. The County is home to 2 large teaching hospitals, one State University, one Community College, one private arts college, banking and service companies, a major pharmaceutical manufacturer, and many major industrial product manufacturers including chemical producers. The county has over 40 miles of freeways including the major intersection of U.S. 131 connecting Indiana to Michigan and Interstate – 94, the major thoroughfare between Chicago and Detroit.

Roads and Rail (rounded to the nearest mile)

I-94	26 miles		
I-94 BL	10 miles	Amtrak	30 miles
US-131	25 miles	CN	34 miles
US-131BL	6 miles	Grand Elk	26 miles
'M' routes	57 miles total		
County 266	primary miles		

Capabilities

Members of the team are trained to the minimum of “technician” level. Most of the team members have also attended several additional specialized training sessions including but not limited to:

- FBI public safety sampling
- Advanced Nuclear/Radiological
- Railcar emergencies
- Advanced Biological and “Small Labs”
- Industrial spills/fires
- Weapons of Mass Destruction (WMD); radiological, nuclear, chemical, and biological

Background

The response team members are strategically located around the county. The team, when activated, operates under the direction of the Team Coordinator or a Team Leader and within the Incident Management System. The team intends to respond to acute hazardous chemical releases in the county. The primary objective is to protect human life and incident mitigation during the early stages of an emergency.

The KCHMRT recognizes that local fire departments have primary responsibility for the mitigation of hazardous materials emergencies as directed by P.A. 207. For those incidents where the local officials ask the KCHMRT for assistance, the local team will provide emergency hazardous materials incident response under the direction of the Intergovernmental Hazardous Materials Response Agreement.

The KCHMRT is designed as a support unit to provide 24-hour coverage seven days a week. As a support unit, the team operates under the direct authority of the on-scene Incident Commander. If requested, the team may provide technical guidance to an on-scene Incident Commander by phone or in person.

The team is governed by an Executive Board, comprised of Chief Officers or senior administrators of the departments that have members on the team, a Team Coordinator and four Team Leaders. The Executive Board manages the finances, member appointments and dismissals, and oversees the general administrative operations of the team as directed by the Intergovernmental Response Agreement and the Executive Board By-Laws. The Board also represents the team at official functions and is the liaison to the elected boards of the member agencies. The team has one Team Coordinator and four Team Leaders that manage the tactical responses and operations of the team. They also coordinate and conduct the specialized training the team receives. The Team Coordinator reports directly to the Executive Board with the Team Leaders reporting to the Team Coordinator.

Significant Responses

The team routinely responds to small spills, leaks and ruptures of various types throughout the year. The following are significant responses the team has been involved with since the inception of the team:

- Texas Township; Assisted FBI on suspicious powder found in letter (2005)
- Texas Township; Assisted EPA on Superfund Site (2008)
- City of Portage; Acid reaction and leak (2008)
- Bronson Hospital; Suspicious package (2009)
- Kalamazoo Township; Suspicious “small lab” (2009)
- Kalamazoo Valley Community College; Radiological response (2010)
- Western Michigan University; Provide hazmat coverage for Presidential visit (2010)
- Comstock; Fuel Spill into Kalamazoo River (2014)
- I-94 Multi-vehicle pileup (2015)

III. 2015 RESPONSE ACTIVITY SUMMARY



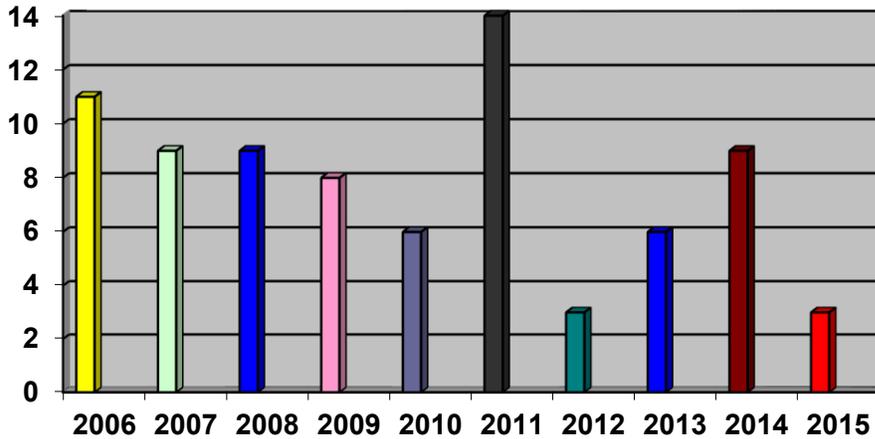
1. January 2015, I94 Galesburg Township. The team was notified of a multiple vehicle crash on I94 that involved a semi truck suspected of carrying Formic Acid. We were also advised that the tank was leaking.

Team Coordinator Phelps responded to the scene and made contact with the Incident Commander. It was learned that the tank leaking the Formic Acid was in the middle

of several semis that were still burning. The carrier notified a cleanup contractor who was on site shortly after Phelps arrived. Team Coordinator Phelps remained on scene for several hours and supervised the clean up and containment efforts of the private contractor. Team Coordinator Phelps was relieved by Board Chair French who was on scene for many hours before being relieved by Team Leader Everett who remained until the scene was totally stabilized by the private contractors. The team was on the scene providing supervision and support for a total of approximately 34 hours.

2. November 2015 Oshtemo Township. Team Leader Everett and Team Coordinator Phelps responded to assist the Kalamazoo County Sheriff's Department regarding unmarked barrels that were found on a vacant lot in a residential area. It was determined that the barrels were not leaking and Deputies were going to handle the criminal case as well as getting the land owner to remove the barrels.

- November 2015 City of Kalamazoo. Team Leader Mox responded to vehicle that struck debris in the roadway and ruptured the fuel tank. Team Leader Mox was able to assist Kalamazoo Department of Public Safety (KDPS) Officers in stopping the flow of gasoline from the tank.



The average length of team involvement per incident for the 2015 calendar year was approximately 12 hours. Because our 2015 responses were for consultation, the average number of team members responding was 1 person.

IV. 2014 TRAINING SUMMARY

The purpose of Kalamazoo County Hazardous Materials Training Team is to present a comprehensive inter-departmental network of professional, relevant, and accurate training in order to maintain and enhance the knowledge and performance for the personnel working with the KCHMRT.

The Training Team also provides training services to other private and governmental agencies that assist the KCHMRT.



The mission of the Training Team is to:

- Promote ethical and courteous behavior as an integral component in all of the training presented;
- Promote a training environment that enhances professional performance of duty;
- Promote an appreciation for the diversity of our organization and the community we serve in all Hazardous Material Response services;
- Maintain a data bank that will provide our colleagues with information to be utilized in Hazmat mitigation.

In-service refresher training is provided to all team personnel and is intended to maintain and improve basic skills and knowledge in the fields of Hazmat response and mitigation. New laws, community issues, liability concerns, and recommended standards are considered when developing instruction.

During 2015, the Training Team decided to implement quarterly training in an attempt to increase attendance at training sessions. There were additional training opportunities that came up throughout the year that were also available to team members to attend.

In-service Hazmat Training for 2015

- Hazmat Health and Safety – Respirator fit testing and physical exams
- Year-end basic competency skills examination
- National Incident Management System (NIMS)
- PPE / Decontamination
- Confinement and Containment Techniques
- Public Safety Sampling for Weapons of Mass Destruction
- Survey and identification of chemicals/substances
- MIOSHA Review



Off-Site Training

Arrangements for personnel to attend training at off-site locations or for outside instructors to conduct training locally are administered by the Training Team. During 2015, several personnel attended the following training:

- NFPA 472 Technician Training in Colorado

Recruit Training and Orientation

In 2015, the Training Team had no new members join KCHMRT. As a result of various issues, mostly moving on to different jobs, lack of time to devote to the team, retirement and leaving the area, the team member roster is declining. This necessitates the need for additional recruiting practices from the area departments.

Multi- Jurisdiction Training

The Training Team instructed courses, seminars, and classes with Kalamazoo County Police, Fire, and EMS jurisdictions during 2015. Below lists a summary of these training events:

- Training with the U.S. Army National Guard 51st Civil Support Team on air monitoring
- Hazmat training to KVCC Police Academy and Fire Academy

Projects & Procedural Updates

The Training Team maintains a high level of subject matter proficiency and stays on the cutting edge of new information. Consequently, the division is tasked with assisting other departments and specialty units with procedural and informational updates.

The Training Team accomplished the following in 2015:

- Working on revising and updating our hazmat Emergency Response Guide including several response guides and communications procedures for use during responses

V. SPECIAL PROJECTS and RESPONSES

The KCHMT is often called to assist State and Federal agencies due to the extensive training and experience our team members possess, as well as the type of specialized equipment our team has on inventory.

In addition, the team maintains a positive relationship with private firms and other response agencies. In 2015, the team completed the following projects:



- Continued National Incident Management System training
- Revised forms and guidelines for the team
- Participated in community events
- Worked on policies and procedures for assisting surrounding jurisdictions should the need arise for a Haz Mat response
- Worked on the possibility and feasibility of becoming part of MABAS

VI. BUDGET SUMMARY

In 2010 and prior years, the team was supported by donations from Kalamazoo Department of Public Safety, Portage Department of Public Safety- Fire Division, Kalamazoo County Emergency Management, Pfizer Corporation and the Kalamazoo County Fire Chief's Association.

When supplies or repairs were needed, these agencies were solicited for funds. Without a specific and reliable budget, many items were not being addressed. Calibrations of monitoring and detection devices were in particular need of attention.

The team gained its own source of funding for 2011 and beyond with the implementation of the Intergovernmental Hazardous Materials Response Agreement. This allows the team to develop an annual budget and track expenditures. It also allows for better strategic planning for maintenance and replacement of equipment. This budget is for the operation of the team only and it does not address the capital improvement items such as vehicles, trailers and some of the larger equipment used.

The team continues to look at different funding ideas as many of our large ticket items are nearing the end of their recommended service lives. Many of these items are beyond the reach of short term funding numbers and will have to be addressed in the near future. We are exploring grant options as well as partnerships with private industry.

Budget Summary

Revenue	(Actual) 2015	(Budget) 2016
Annual Countywide FD Dues	\$9,600.00	\$9,600.00
Team Response Reimbursement	\$0.00	
Expenditures		
Fuel and Oil	\$0.00	\$1,200.00
Equipment Maintenance	\$2,487.45	\$1,800.00
Truck/Trailer Maintenance	\$1,018.37	\$3,000.00
New Equipment	\$4,340.02	\$600.00
Training	\$0.00	\$1,000.00
Miscellaneous	\$911.24	\$1,000.00
Contractual Services	\$0.00	\$1,000.00
	\$8,757.08	\$9,600.00

All budget expenditures must be reviewed and approved by the Executive Board. Personnel costs for responses, training and medical surveillance are borne by the agency employing the team member.

Although expenses this last year were relatively light, the upcoming fiscal year 2016 is expected to have several large expenses including replacement of suits, gloves, boots and other disposable items. Included with those expenses will be additional costs in the replacement of sensors and tubes utilized in the teams various survey equipment. Due to this and other projected additional costs in years to come, the Executive Board is recommending an increase in the annual dues from \$600 to \$1,200 per year. This is the first increase since the formal intergovernmental agreement was signed in 2011. This increase will only cover the maintenance costs associated with support of this team. Due to the age of both the haul vehicle and some survey equipment these capital items will need to be funded outside those dues either through acquired grants or donations.

In addition, this budget will not support a large scale long duration event. The KCHMT will rely on the host agency / jurisdiction to implement its hazardous materials cost recovery ordinance for reimbursement of operational expenses.

VII. EQUIPMENT SUMMARY

- HazMat 1 1993 Chevrolet 2500 “Top Kick” crew cab utility truck (former KDPS Rescue unit)
- HazMat 2 2006 25-foot enclosed equipment trailer with interior office space

Listed is a brief highlight and description of major equipment or monitors that the team uses to handle the various incidents that we are tasked to handle.

5 complete Self Contained Breathing Apparatus (SCBA). Used in our suits to provide breathing air. Total cost for 5 SCBA is \$25,000.

20 Level A entry suits. These suits are the highest level of protection available when it comes to hazardous materials. These suits protect against vapors, liquids as well as solids. The cost for 20 suits is \$40,000.

18 portable radios valued at \$8100.

Radiation detection equipment valued at \$11,000.

Thermal imaging camera used to check the level of liquid containers that are leaking. This was donated by the Portage Department of Public Safety when they upgraded their cameras. The approximate value of the used camera is \$5000. The cost to replace this with a new camera is approximately \$10,000.

ResponderR is a monitor that uses laser technology to identify unknown liquids. The value of this used piece of equipment is approximately \$20,000. To replace this unit with a new version would cost approximately \$70,000. This piece of equipment is currently nearing the end of its service life and will need to be replaced in the near future.

HazMat ID utilizes infrared mass spectrometry to identify unknown solids and liquids. This monitor is 10 years old and has a current value of approximately \$40,000. To replace this instrument will cost approximately \$70,000. This instrument is also nearing the end of its service life and will need to be replaced.

Most of not all of these monitors or equipment need annual calibration or testing to keep them service ready in the event of a Hazardous Materials leak. The cost to test and/or calibrate all of this equipment is approximately \$3000 annually.



2015 MONTHLY KABA PERMITS BY JURISDICTION

2015 DECEMBER

DECEMBER 2014 [%] PREV YEAR MONTH

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	4	\$ 2,150
COMSTOCK	ELECTRICAL	9	\$ 1,673
COMSTOCK	MECHANICAL	14	\$ 3,197
COMSTOCK	PLUMBING	5	\$ 1,304
COMSTOCK	SPECIAL		
TOTAL COMSTOCK		32	\$ 8,324
COOPER	BUILDING	8	\$ 3,803
COOPER	ELECTRICAL	5	\$ 1,724
COOPER	MECHANICAL	10	\$ 2,726
COOPER	PLUMBING	5	\$ 1,049
COOPER	SPECIAL		
TOTAL COOPER		28	\$ 9,302
KALAMAZOO	BUILDING	16	\$ 3,261
KALAMAZOO	ELECTRICAL	27	\$ 4,632
KALAMAZOO	MECHANICAL	15	\$ 1,908
KALAMAZOO	PLUMBING	6	\$ 797
KALAMAZOO	SPECIAL		
TOTAL KALAMAZOO		64	\$ 10,598
OSHTEMO	BUILDING	18	\$ 16,516
OSHTEMO	ELECTRICAL	17	\$ 3,283
OSHTEMO	MECHANICAL	21	\$ 3,493
OSHTEMO	PLUMBING	7	\$ 1,465
OSHTEMO	SPECIAL		
TOTAL OSHTEMO		63	\$ 24,757
TOTAL KABA	DECEMBER	187	\$ 52,981

REVENUE	REVENUE	PERMITS	PERMITS
REVENUE DEC2014	%^{PREV} YEAR MONTH	DEC 2014	% 2014 - YTD
\$ 57,300	92%	186	101%

TOTAL BUILDING	46	\$ 25,730
TOTAL ELECTRICAL	58	\$ 11,312
TOTAL MECHANICAL	60	\$ 11,324
TOTAL PLUMBING	23	\$ 4,615
TOTAL SPECIAL	0	\$ -

2015 MONTHLY KABA PERMITS BY JURISDICTION

**** SEE COMMENTS IN CELLS F3 AND F31**

2015

YTD

AS OF: 31-Dec-15

				2015 MONTHLY CUMULATIVE TOTALS				
JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE	# PERMITS	REVENUE			
COMSTOCK	BUILDING	165	\$ 208,787	159	\$ 37,611	JAN		
COMSTOCK	ELECTRICAL	135	\$ 30,507	165	\$ 34,084	FEB		
COMSTOCK	MECHANICAL	146	\$ 32,094	159	\$ 51,857	MAR		
COMSTOCK	PLUMBING	103	\$ 22,066	237	\$ 96,699	APRIL		
COMSTOCK	SPECIAL	22	\$ 945	250	\$ 66,810	MAY		
TOTAL COMSTOCK		571	\$ 294,399	242	\$ 118,162	JUNE		
COOPER	BUILDING	166	\$ 90,612	235	\$ 63,655	JULY		
COOPER	ELECTRICAL	101	\$ 21,237	212	\$ 65,019	AUG		
COOPER	MECHANICAL	96	\$ 17,165	225	\$ 104,475	SEPT		
COOPER	PLUMBING	42	\$ 10,687	289	\$ 151,589	OCT		
COOPER	SPECIAL	3	\$ 145	203	\$ 75,372	NOV		
TOTAL COOPER		408	\$ 139,846	187	\$ 52,981	DEC		
KALAMAZOO	BUILDING	166	\$ 57,718	2,563	918,312	2015		
KALAMAZOO	ELECTRICAL	148	\$ 24,922					
KALAMAZOO	MECHANICAL	161	\$ 25,070					
KALAMAZOO	PLUMBING	55	\$ 9,147					
KALAMAZOO	SPECIAL	24	\$ 1,035					
TOTAL KALAMAZOO		554	\$ 117,892					
OSHTEMO	BUILDING	280	\$ 221,811					
OSHTEMO	ELECTRICAL	226	\$ 47,597					
OSHTEMO	MECHANICAL	345	\$ 64,172					
OSHTEMO	PLUMBING	177	\$ 32,496					
OSHTEMO	SPECIAL	2	\$ 100					
TOTAL OSHTEMO		1030	\$ 366,175					
				REVENUE	REVENUE	REVENUE	PERMITS	PERMITS
				YTD - DEC 2014	% 2014 - YTD	% 2015 - YTD Budget	YTD - DEC 2014	% 2014 - YTD
TOTAL KABA	YTD	2563	918,312	\$ 885,598	104%	122.0%	2545	101%

TOTAL BUILDING	777	\$ 578,928
TOTAL ELECTRICAL	610	\$ 124,263
TOTAL MECHANICAL	748	\$ 138,501
TOTAL PLUMBING	377	\$ 74,396
TOTAL SPECIAL	51	\$ 2,225

Residential and Commercial Building Permits

Kalamazoo

Commercial

PB15-06-789 Commercial Alteration/Repair Interior alteration, adding restroom, and Break Room.

Total Permits: 1

Residential

PB15-06-722 Garage, Detached 12' x 20' Detached Garage on existing Slab.
PB15-06-737 Re-roof re-roof house and detached garage, replace damaged sheeting on house
PB15-06-738 Garage Alteration/Repair raise 12'x24' roof of 24'x24' garage 4 feet higher to 12' eave wall and 17' ridge height. Install new trusses on raised portion of garage.
PB15-06-740 Res. Alteration/Repair finish 442 s.f. of basement w/ recreation room and partition off 2 storage areas
PB15-06-750 Res. Alteration/Repair Install 12 solar panels on roof of house
PB15-06-770 Res. Alteration/Repair fire repair drywall
PB15-06-771 Deck Addition 408 s.f. attached deck
PB15-06-772 Commercial Alteration/Repair repair fire damage. Remove and replace water damage drywall in living room and kitchen
PB15-06-773 Res. Alteration/Repair Repair fire damage in apt 204 and adjacent hallway. remove drywall, repair and replace several studs. install new drywall and finish.
PB15-06-776 Demolition Demo of cottage behind home
PB15-06-781 Manufactured Home Setup new home set lot 31
PB15-06-782 Manufactured Home Setup new home set lot 39
PB15-06-786 Res. Alteration/Repair Fire repair. Fire started in NW corner of basement in a bedroom area. Replace structural framing and sheeting (floor joist system) damaged by fire. replace all trades affected by fire, new wall and ceiling coverings. Basement bedroom to have code compliant egress window and code compliant smoke and co detectors to be installed in house.
PB15-06-791 Demolition demo home
PB15-06-793 Demolition Demo the home

Total Permits: 15

Grand Total Permits: 16

Permit.DateIssued Between 12/1/2015 12:00:00 AM AND 12/31/2015 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential OR
Permit.BasicUsage = Commercial
AND
Parcel.ParcelNumber Starts With <Prompt For Value>

Residential Building Permits

Kalamazoo

Commercial Alteration/Repair			1
PB15-06-772	308 N SAGE 104	TG SAGE TERRACE LLC	
Deck Addition			1
PB15-06-771	215 E WESTWOOD DR	HUSTON, PATRICIA L.	
Demolition			3
PB15-06-776	134 NELSON AVE	WEBER, CARL	
PB15-06-791	1928 EGGLESTON AVE	KORN MILLER, BRANDON J.	
PB15-06-793	1431 SCHUSTER ST	PEEKS, RAYMOND & EDGERLY, R	
Garage Alteration/Repair			1
PB15-06-738	928 IRA AVE	MUNOS, CHRISTOPHER & PARKE	
Garage, Detached			1
PB15-06-722	1512 TEXEL DR	PIERSMA, CARLYNN R.	
Manufactured Home Setup			2
PB15-06-781	4004 DOUGLAS/MB PARK	MILLWOOD 2004, LLC	
PB15-06-782	4004 DOUGLAS/MB PARK	MILLWOOD 2004, LLC	
Re-roof			1
PB15-06-737	1407 TEXEL DR	PENCE, M.C. & SPALLA, DENISE R	
Res. Alteration/Repair			5
PB15-06-740	3240 EDLING DR.	LIVINGSTON, CODY & KATHLEEN	
PB15-06-750	1338 PINEHURST BLVD	JOHNSON, PHILIP & BAGGERMAN	
PB15-06-770	2428 W MAIN	KNAPP, BRIAN	
PB15-06-773	308 N SAGE 204	TG SAGE TERRACE LLC	
PB15-06-786	1307 HENSON AVE	KLINGER, STEVEN C. & DONNYEL	

Total Permits: 15

Permit.DateIssued in <Previous month> [12/01/15 - 12/31/15] AND
 Permit.PermitType = Building
 AND
 Permit.BasicUsage = Residential
 AND
 Parcel.ParcelNumber Starts With <Prompt For Value>

Commercial Building Permits

Kalamazoo

1

PB15-06-789

Commercial Alteration/Repai 1747 W Main

1745 WEST MAIN, LLC

Total Permits: 1

Permit.DateIssued Between 12/1/2015 12:00:00 AM AND 12/31/2015 11:59:59 PM AND

Permit.PermitType = Building AND

Permit.Status = ISSUED

AND

Permit.BasicUsage = Commercial

AND

Parcel.ParcelNumber Starts With <Prompt For Value>

2016 MONTHLY KABA PERMITS BY JURISDICTION

2016 JANUARY

JANUARY 2015 "% PREV YEAR MONTH

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	12	\$ 12,808
COMSTOCK	ELECTRICAL	19	\$ 5,355
COMSTOCK	MECHANICAL	17	\$ 2,962
COMSTOCK	PLUMBING	9	\$ 1,175
COMSTOCK	SPECIAL		
TOTAL COMSTOCK		57	\$ 22,300
COOPER	BUILDING	4	\$ 2,667
COOPER	ELECTRICAL	8	\$ 875
COOPER	MECHANICAL	9	\$ 1,481
COOPER	PLUMBING	2	\$ 562
COOPER	SPECIAL		
TOTAL COOPER		23	\$ 5,585
KALAMAZOO	BUILDING	6	\$ 3,548
KALAMAZOO	ELECTRICAL	18	\$ 2,635
KALAMAZOO	MECHANICAL	13	\$ 2,148
KALAMAZOO	PLUMBING	4	\$ 1,228
KALAMAZOO	SPECIAL		
TOTAL KALAMAZOO		41	\$ 9,559
OSHTEMO	BUILDING	15	\$ 6,784
OSHTEMO	ELECTRICAL	30	\$ 6,614
OSHTEMO	MECHANICAL	22	\$ 3,820
OSHTEMO	PLUMBING	13	\$ 2,679
OSHTEMO	SPECIAL		
TOTAL OSHTEMO		80	\$ 19,897
TOTAL KABA	JANUARY	201	\$ 57,341

REVENUE	REVENUE	REVENUE	PERMITS	PERMITS
REVENUE JAN 2015	"% PREV YEAR MONTH	"% 2016 -YTD BUDGET	JAN 2015	"% 2015 - YTD
\$ 37,611	152%	8%	159	126%

TOTAL BUILDING	37	\$ 25,807
TOTAL ELECTRICAL	75	\$ 15,479
TOTAL MECHANICAL	61	\$ 10,411
TOTAL PLUMBING	28	\$ 5,644
TOTAL SPECIAL	0	\$ -

Residential and Commercial Building Permits

Kalamazoo

Commercial

PB15-06-689	Commercial Addition	Addition to existing church of 1875 s.f. gathering area /meeting room. 280 s.f. foyer and 80 s.f. entry
PB16-06-020	Commercial Alteration/Repair	permit for disassembling and strip interior of structure and portions of exterior walls to accomodate new interior alteration and entry additions.

Total Permits: 2

Residential

PB15-06-796	Res. Alteration/Repair	Removing existing wall between Kitchen and Dining room and installing a LVL Beam, removing existing paneling in existing Bedroom and replacing with Drywall. remodel existing Bathroom.
PB16-06-001	Res. Alteration/Repair	Install basement egress window and construct bedroom in existing basement approx. 200 s.f. of finished area
PB16-06-016	Res. Alteration/Repair	Install new header to accomodate kitchen renovation
PB16-06-023	Re-roof	re-roof

Total Permits: 4

Grand Total Permits: 6

Permit.DateIssued Between 1/1/2016 12:00:00 AM AND 1/31/2016 11:59:59 PM AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential OR
Permit.BasicUsage = Commercial
AND
Parcel.ParcelNumber Starts With <Prompt For Value>

Residential Building Permits

Kalamazoo

Re-roof		
	1	
PB16-06-023	2230 HILLSDALE AVE	RAMIREZ, NICHOLAS
Res. Alteration/Repair		
	3	
PB15-06-796	625 JENKS BLVD	HILLMAN, KATHLEEN
PB16-06-001	1107 CLEARVIEW ST	COLE, KYRA M.
PB16-06-016	909 WARREN PL	DUNCAN, DANIEL & MARY WHIT

Total Permits: 4

Permit.DateIssued in <Previous month> [01/01/16 - 01/31/16] AND
Permit.PermitType = Building
AND
Permit.BasicUsage = Residential
AND
Parcel.ParcelNumber Starts With <Prompt For Value>

Commercial Building Permits

Kalamazoo

1

PB16-06-020	Commercial Alteration/Repai	3048 W MAIN ST	HAMMOND, GEOFFREY K
-------------	-----------------------------	----------------	---------------------

VB

1

PB15-06-689	Commercial Addition	538 NICHOLS RD	WESTWOOD UNITED MET
-------------	---------------------	----------------	---------------------

Total Permits: 2

Permit.DateIssued Between 1/1/2016 12:00:00 AM AND 1/31/2016 11:59:59 PM AND
Permit.PermitType = Building AND
Permit.Status = ISSUED
AND
Permit.BasicUsage = Commercial
AND
Parcel.ParcelNumber Starts With <Prompt For Value>

1 **KALAMAZOO CHARTER TOWNSHIP PLANNING COMMISSION**

2
3 **MINUTES OF REGULAR MEETING HELD FEBRUARY 4, 2016**

4
5 A regular meeting of the Kalamazoo Charter Township Planning Commission was held on
6 February 4, 2016, at the Kalamazoo Township Hall commencing at 7:00 p.m.

7
8 Members Present: Robert J. VanderKlok
9 William Chapman
10 Henry Dingemans
11 Steven C. Leuty
12 Charles H. Rothrock
13 Robert E. Talbot

14
15 Members Absent: Sarah Milne

16
17 Also present were Nathan Mehmed, Township Planner and Zoning Administrator,
18 Catherine Kaufman, Township Attorney and 8 interested persons.

19
20 **ITEM 1 CALL TO ORDER**

21
22 Chairman VanderKlok called the meeting to order at 7:00 p.m.

23
24 **ITEM 2 ROLL CALL**

25
26 Chairman VanderKlok called the roll and advised that Commissioner Milne was
27 absent. Motion was made by Mr. Rothrock, seconded by Mr. Chapman to excuse
28 Commissioner **Milne's** absence. The motion passed unanimously.

29
30 **ITEM 3 APPROVAL OF MEETING MINUTES FOR JANUARY 7 and**
31 **JANUARY 13, 2016**

32
33 Chairman VanderKlok said the next item was approval of minutes from the Planning
34 **Commission's regular meeting on January 7, 2016 and special meeting on January 13, 2016.**
35 Motion was made by Mr. Chapman, seconded by Mr. Leuty to approve the minutes of the
36 January 7, 2016 meeting as presented. The motion passed unanimously.

37
38 Mr. Rothrock asked for a change to the draft minutes of the January 13, 2016 special
39 meeting, noting that the word asphalt should be removed from page 3, line 37. Motion was
40 made by Mr. Rothrock, seconded by Mr. Chapman to approve the minutes of the January
41 13, 2016 special meeting as corrected. The motion passed unanimously.

42
43 **ITEM 4 APPROVAL OF AGENDA FOR FEBRUARY 4, 2016 MEETING**

44
45 Motion was made by Mr. Rothrock, seconded by Mr. Chapman to approve the
46 agenda as presented. The motion passed unanimously

1 **ITEM 5 SCHEDULED REVIEWS**

2
3 Chairman VanderKlok noted that the review for Superior Gravel had been
4 rescheduled until June, 2016 and would be heard at that time.

5
6 **ITEM 6 PUBLIC HEARINGS**

7
8 **6.a** Public hearing regarding proposed rezoning: 3125 W. Main Street, rezoning from
9 RB-2 to B-3. Tax parcel 3906-17-305-080.

10
11 Chairman VanderKlok asked the applicant to present his request to the Planning
12 Commission. Jeff Brennan, representing his father-in-law Dr. Talanda and the Talanda
13 family, addressed the Planning Commission. Mr. Brennan introduced Dr. Edmund
14 Talanda, noting that the property is currently owned by Dr. Edmund and Dorothy Talanda.
15 Mr. Brennan also introduced Ed and Kathy Talanda and Annette Talanda Brennan. Mr.
16 Brennan provided a handout which he had distributed to the Planning Commission that
17 evening. He said that the property is currently zoned RB-2 and has been used for many
18 years as a medical office building. The building is 7,000 square feet, although only 3,700
19 square feet is ADA accessible and therefore available for occupancy. He noted that Dr.
20 Talanda was the original developer and designer of the building and has had a long time
21 respectful relationship with the neighbors. Mr. Brennan referenced the aerial photos and
22 tax map in his handout, detailing the relationship between the office building and the
23 adjacent single family residences. Mr. Brennan said that this office building has lost some
24 luster over the years and has not been able to hold medical or dental tenants. The building
25 has been for sale since 2002 with no offers, even though the price has been continually
26 lowered. Mr. Brennan said that the building is running in the red, there are two remaining
27 **tenants (including Mr. Brennan's engineering firm)** and that both are ready to vacate in
28 2016. Mr. Brennan said that the owners are unable to rent the building during the current
29 market and feel that a different zoning district may provide more flexibility and options for
30 the use of the building. Mr. Brennan said that the family does not want to see this building
31 fall into demise.

32
33 Chairman VanderKlok asked Mr. Brennan to clarify the number of medical/dental
34 offices in the building. Mr. Brennan said there are 6 spaces – 3 upstairs and 3 downstairs.
35 He also reiterated that the downstairs area is not compliant with the ADA and not to code.
36 He said that Dr. Talanda turned down the offer to rent the building to a medical marijuana
37 dispensary because he wanted to be a good neighbor to the adjacent residences.

38
39 Mr. Dingemans asked for the list price. Mr. Brennan said that the building had
40 started with a list price of over \$700,000, but now had reduced that list price to under
41 \$400,000. Mr. Dingemans **asked if the reason the property hadn't sold since 2002** was
42 because the price was too high, instead of the current zoning classification. Mr. Brennan
43 said again that the property is unattractive for medical or dental offices.

44
45 Ed Talanda, son of the applicant, addressed the Planning Commission. He said that
46 he lives across the street from the medical building and that the building has been for sale
47 for 13 years. He said that until recently, the building has been rented, but that the building

1 just lost its last two medical tenants. He said that tenants have said that the examining
2 rooms are not big enough and there are not enough of them. He feels that the property is
3 limited by its zoning. He said that the dental office across West Main, at the corner of
4 Nichols Road, sold recently to a dentist, who is renovating the building. He said that the
5 property across West Main is zoned B-3.

6
7 Mr. Mehmed advised that the property across West Main is zoned B-2, with RB-2
8 zoning to the east of that property.

9
10 Chairman VanderKlok opened the public hearing at 7:20 p.m.

11
12 Jonathan Start, 318 Cherry Hill Street, addressed the Planning Commission. Mr.
13 Start said he lives one property south of the property requested for rezoning. He said that
14 Dr. Talanda and family have been good neighbors for the 9 years that he has lived at this
15 location, but that he opposes this rezoning. He said he also submitted a letter dated 2/4/16
16 to the Planning Commission in opposition of the rezoning. He is very concerned with the
17 uses that are allowed in the B-3 zoning district, including uses that might include heavier
18 night-time use, as well as fraternities and sororities. He feels that many of the uses allowed
19 in the B-3 zoning district are not compatible with the existing single family uses.
20 Therefore, he is opposed to the rezoning request.

21
22 Kathleen Doornbos, 314 Solon, addressed the Planning Commission. She asked if
23 the rezoning request included the house at the front of the property. Mr. Mehmed
24 explained that it did not. She feels that B-3 zoning is not compatible with the single family
25 residential uses that are adjacent to this property. She said that this site is different than
26 the dental office on the north side of West Main, as that property has no adjacent single
27 family residences around it.

28
29 There being no further public comment, Chairman VanderKlok closed the public
30 hearing at 7:27 p.m.

31
32 Mr. Mehmed presented his staff report dated 1/28/16. He noted that the property is
33 currently zoned RB-2, but the applicant is requesting rezoning to B-3. He said that at
34 present, there are no plans for redevelopment of the site and that the owner feels that the
35 B-3 zoning would make the property more marketable. Mr. Mehmed said that RB-2 allows
36 single family homes, 2 family homes, medical and dental offices, banks, barber shops and
37 funeral homes, among other things. B-3 allows more uses and is primarily found along
38 West Main and Gull Roads. Mr. Mehmed said that the property is located within the
39 residential and office portion of the West Main corridor. The properties immediately
40 adjacent to this property are zoned RB-2, while the properties to the south are zoned B.
41 Properties on the north side of West Main Street are zoned B-2. Mr. Mehmed noted in his
42 report that this section of West Main is developed predominantly with office, commercial
43 and residential land uses. The subject property is developed with an existing office building
44 surrounded by single family and two family dwellings to the south, east and west, as well as
45 office buildings to the north.

1 Mr. Mehmed's report also stated that the RB-2 district is designed to accommodate a
2 variety of uses primarily in residential areas which have frontage on heavily traveled
3 thoroughfares. Mr. Mehmed stated that the B-3 district is a mixed use district that allows a
4 variety of residential uses, including multiple family dwellings and fraternities and
5 sororities. The district also permits low to moderate intensity commercial uses including
6 hotels, athletic clubs, full course menu restaurants and retail flower shops.
7

8 Mr. Mehmed said that the Master Plan, which should be consulted when the
9 Planning Commission considers a rezoning request, shows the subject property as having a
10 **future land use designation of "office/service."** This same future land use designation is
11 also applied to the majority of the surrounding properties, except that the properties to the
12 **southwest are shown as a "low density residential" future land use designation.** The Master
13 Plan says that the proposed B-3 zoning district is consistent with the "office/service" future
14 land use designation, but that the RB-2 zoning district is more compatible. The Master
15 Plan notes that the RB-2 is considered more compatible, while the B-2 and B-3 zoning
16 districts allow for increased intensity of land uses in areas further removed from low density
17 residential development.
18

19 Mr. Mehmed outlined in his report the standards for consideration by the Planning
20 Commission when reviewing a rezoning request. The standards, as contained in Section
21 21.221 of the Zoning Ordinance include: 1) whether the rezoning is consistent with the
22 **policies and uses proposed for that area in the Township's Master Land Use Plan;** 2)
23 whether all of the uses allowed under the proposed rezoning would be compatible with
24 other zones and uses in the surrounding area; 3) whether any public services and facilities
25 would be significantly impacted by a development or use allowed under the requested
26 rezoning; and 4) whether the uses allowed under the proposed rezoning would be equally or
27 better suited to the area than use allowed under the current zoning of the land.
28

29 Mr. Mehmed, in presenting his report, said that the subject property is planned for
30 **an "office service" future land designation in the Master Plan and that while RB-2 zoning is**
31 **determined to be more compatible with low density residential uses, the B-3 zoning may fit**
32 **within the goals and objectives of the Master Plan and the vision of the West Main corridor.**
33 Mr. Mehmed also noted that consideration of whether all uses allowed in the B-3 zoning
34 district would be compatible with existing land uses was critical to the Planning
35 **Commission's review. He felt there would be no added impact on public facilities, as the**
36 **subject property is currently served by public water and sewer.** Last, Mr. Mehmed said that
37 the B-3 zoning district allows low to moderate intensity commercial uses, along with
38 multiple family and other group living facilities which may not be compatible next to a
39 residential neighborhood. He did note, however, that the existing medical building had
40 been located on site for several years and that West Main is a heavily travelled road that
41 attracts commercial development. Mr. Mehmed concluded his report by noting that the
42 RB-2 zoning district is the preferred zoning **district for the "office/service" future land use**
43 **designation in the Master Plan, although both B-2 and B-3 are considered compatible for**
44 **areas further removed from single family residential development.** Mr. Mehmed said that
45 the Planning Commission would need to determine if the proposed rezoning was consistent
46 **with the surrounding area and the Township's Master Plan.**
47

1 Chairman VanderKlok thanked Mr. Mehmed for his report and noted the report was
2 part of the record. Chairman VanderKlok then advised the applicant and the audience that
3 **the Planning Commission was in the process of updating the Township's Zoning Ordinance**
4 and that, in a few months, the existing zoning districts may be eliminated, changed or
5 otherwise amended. He noted that this update was in progress.
6

7 Mr. Mehmed said that the RB-2 district does allow apartments currently, but that the
8 B-3 zoning would also allow fraternities and sororities.
9

10 Mr. Rothrock asked if the Planning Commission could table the request until the
11 zoning ordinance update was completed. Attorney Kaufman advised that the Planning
12 **Commission needed to act upon the applicant's request now, with the understanding by all**
13 that the zoning districts and zoning of the subject property may change when the Zoning
14 Ordinance update is completed. She advised that the Planning Commission needed to apply
15 the standards for consideration of a rezoning request as contained in the Zoning Ordinance
16 **and outlined in Mr. Mehmed's staff report when rendering a decision.** Attorney Kaufman
17 also said that the applicant could request a tabling and/or a withdrawal of their application.
18 Mr. Rothrock said that his thoughts on the rezoning request were that:
19

- 20 1. He is concerned about access management on West Main Street. This is a property
21 that has an office building near the West Main frontage, with several single family
22 **and 2 family homes located to the rear of the property. He doesn't feel that more**
23 intensive commercial uses would fit in terms of access management concerns and/or
24 with the proximity to single family/2 family homes and sharing access to West Main
25 Street with those single family/2 family homes.
- 26 2. He feels that B-3 zoning is intended to be located closer to the C, Commercial uses.
27 RB-2 or B-2 zoning would be more appropriate at this site.
- 28 3. **The Township's strategic plan has a goal of promoting mixed uses; while he**
29 understands that concept, he is not sure what it means in practice and what it might
30 mean for this site.
- 31 4. He said that the Zoning Ordinance update may address mixed use or commercial use
32 on this site, although the Planning Commission is not far enough yet in its review to
33 be able to comment on that.
- 34 5. He felt that there are single family homes to the east and south/southwest and that
35 those residences need to be protected from the impacts of commercial development.
36 6.

37 Chairman VanderKlok advised the audience that the next Planning Commission
38 meeting on the Zoning Ordinance update was scheduled for 2/24/16 at 7:00 p.m. All are
39 invited to attend.
40

41 Chairman VanderKlok recognized Mr. Brennan. Mr. Brennan asked about the
42 **process to table or withdraw the applicant's rezoning request. Mr. Brennan said that the**
43 applicant would like to consider some of the options available under the RB-2 zoning.
44

45 Mr. Dingemans asked if the existing building could be converted or if it would have
46 to be removed. Mr. Brennan said that most likely it would have to be removed. Mr.
47 Mehmed explained the zoning ordinance and how permitted/special uses are called out.

1 Chairman VanderKlok asked Attorney Kaufman to explain the Planning
2 **Commission's options in dealing with this rezoning request. Attorney Kaufman advised**
3 that as the public hearing had taken place and been closed, the Planning Commission could
4 table this matter if it felt it needed more information or additional time for deliberation. If,
5 however, the Planning Commission felt it had had adequate time to review the application
6 and consider public comment, it could make a recommendation on the request to the
7 Township Board. Chairman VanderKlok recognized Mr. Brennan. Mr. Brennan said that
8 the applicant would like to table this request in order to have time to further review
9 available options. Attorney Kaufman said that if the request was tabled to a date certain,
10 the Township would not have to renotice the request.

11
12 Motion was made by Mr. Rothrock, seconded by Mr. Leuty to table the consideration
13 of the rezoning request for 3125 West Main Street until the next regular Planning
14 Commission meeting, which was scheduled for March 3, 2016 at 7:00 p.m. at the Township
15 Hall. The motion passed unanimously.

16
17 Mr. Leuty commented on how the RB-2 zoning district is intended to be a transition
18 zone between the more intense uses on West Main and residential uses. Tabling this item
19 may give the applicant more time to review their options.

20
21 **ITEM 7 OLD BUSINESS**

22
23 **7.a. Zoning Ordinance Update**

24
25 Chairman VanderKlok noted that the committee continues to work on draft sections
26 of the proposed Zoning Ordinance, which are then forwarded to the Planning Commission
27 for consideration. The Planning Commission will hold a special meeting on 2/24/16 at
28 7:00 p.m. to continue review of Article 8.

29
30 **ITEM 8 NEW BUSINESS**

31
32 None

33
34 **ITEM 9 OPEN DISCUSSION**

35
36 9.a. Correspondence Received.

37
38 Chairman VanderKlok acknowledged receipt of a letter dated 2/4/16 from Jonathan
39 Start, 318 Cherry Hill Street, in opposition to the proposed rezoning of 3125 W. Main Street.

40
41 9.b. Planning Commission Members.

42
43 None

44

1 9.c. Members of the Audience.
2

3 Jon Start thanked the Planning Commission **for listening to the residents' concerns**
4 on the proposed rezoning of 3125 W. Main Street. He said that if the Township revises the
5 zoning ordinance to allow intense commercial or multiple family uses adjacent to single
6 family residential, he would oppose it. He had significant concerns about allowing
7 fraternities/sororities adjacent to single family and 2 family residences. He said that while
8 the current property owners have been good neighbors, new owners may not have the same
9 commitment to the neighbors on Cherry Hill Street. He felt that if permitted uses were
10 expanded, there would be no ability to stop or regulate (outside of site plan review) their
11 establishment.

12
13 Kathleen Doornbos said she agreed with Mr. Start. She said that college housing has
14 already spread into the neighborhood and she does not want it to expand further. Ms.
15 Doornbos noted that Cherry Hill Street does not connect through because someone sold and
16 developed that property.

17
18 Mr. Leuty thanked the public for their comments, noting that these concerns would
19 be kept in the forefront when the Planning Commission continued working on the zoning
20 ordinance update.

21
22 **ITEM 10 REPORT OF TOWNSHIP BOARD REPRESENTATIVE**
23

24 Mr. Leuty said that he had obtained a lot of information from Rachel Grover, staff
25 person at Kalamazoo County for the County Brownfield Authority. The County will begin
26 preparing a report on County brownfield activities for the Township. He noted that EPA
27 grant funds had been secured for 2700 N. Pitcher and for Beckham Industries. He also said
28 that the County is applying for an EPA grant for the King Highway Corridor and the Pitcher
29 Street Corridor.

30
31 He also said that the Township is working with Consumers Energy to convert the
32 **Township's street lights to LED lights.** A demonstration project may happen soon.

33
34 Mr. Leuty noted that he and Supervisor Reid had filmed a show for Public Media
35 Network on the Zoning Ordinance Update and the single waste hauler contract.

36
37 Mr. Leuty also said that the Township Board would consider for first reading the
38 zoning ordinance amendment to allow chickens in residential areas at the February 22
39 Board meeting. **Mr. Leuty also discussed the Board's preparation of a policy manual and**
40 **recent review of the Township roads' passer ratings, after road improvements.** Last, Mr.
41 Leuty discussed the generally positive response to the single waste hauler contract.

42
43 **Mr. Talbot asked how the Township's planned administrative restructuring would**
44 work. Mr. Leuty explained that the Supervisor, Treasure and Clerk would go to part-time in
45 the new term (November 2016) and that the Township would hire a Township manager and
46 chief financial officer. He said that the Township was working on RFPs at this time.
47

1 **ITEM 11 REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE**

2
3 Chairman VanderKlok reported that the ZBA met and elected the following officers
4 for 2016: Chairman James Short, Vice Chairman James Cripps and Secretary Ann
5 Simmons.

6
7 **ITEM 12 COMMENTS FROM PLANNING COMMISSION MEMBERS**

8
9 Mr. Talbot asked why he received two packages of materials on the Brownfield
10 Authority. He was directed to return one set of documents to the Township.

11
12 Mr. Chapman noted that additional bus service for Metro Transit was beginning on
13 Sunday, as approved in the recent transit millage. He said that public transit is important,
14 as well as making sure access to public transit is assured. He noted that gaps between
15 sidewalks and transit stops need to be fixed.

16
17 Mr. Dingemans said he will miss the special meeting on 2/24/16.

18
19 Mr. Rothrock commented on the Township's strategic plan and the zoning ordinance
20 update. He felt it was important to continue this work by looking at the Township Master
21 Plan next. Mr. Mehmed noted that the zoning plan (as a component of the Master Plan)
22 will need to be updated following the enactment of a new zoning ordinance.

23
24 Mr. Chapman asked about his neighbor who was attacked by two pit bulls. Attorney
25 Kaufman advised that the neighbor could contact the Township police department to see if
26 a citation was issued.

27
28 **Mr. Rothrock added that a neighbor had told him that a Township farmers' market**
29 **might be a good idea. Additionally, he is concerned that Popeye's business is falling off; he**
30 **doesn't want this new business to fail. He also said that the** Master Plan should serve as a
31 guide for the Planning Commission when reviewing rezoning and other development
32 requests. Last, Mr. Rothrock said he has been reviewing the factors that influenced his
33 moving to the Township many years ago and feels that many of them have changed over
34 time. He asked the Planning Commission to consider why people would want to move to
35 the Township, as there is not a financial advantage (as compared to living in the City of
36 Kalamazoo). He said that he reviewed a livability index and it showed that Richland had an
37 84% livability rating, Winchell neighborhood had 83%, while Eastwood had 74% and
38 Westwood 77%. The east side of the City of Kalamazoo had 66%. Mr. Rothrock opined that
39 **maybe the Township isn't doing so well at this point. He also noted that Kalamazoo's crime**
40 **rate is such that it is better than only 6% of the cities in the country (ie., 94% of cities in the**
41 **country have a lower crime rate). Mr. Rothrock reviewed the Township's strategic plan and**
42 found that it contained goals similar to the Master Plan, such as developing options for
43 mixed land uses, increasing safety and stability (perhaps through community policing) and
44 working on parks issues.

1 The Planning Commission had general discussion on the Township's Parks and Rec
2 Committee, along with discussion on the County's Parks Master Plan. The Planning
3 Commission felt that maintenance of Township parks facilities is important.

4
5 **ITEM 13 REPORT OF PLANNER AND ZONING ADMINISTRATOR**

6
7 None.

8
9 **ITEM 14 REPORT OF TOWNSHIP ATTORNEY**

10
11 None.

12
13 **ITEM 15 ADJOURNMENT**

14
15 There being no further business, Mr. Rothrock made a motion to adjourn, seconded by
16 Mr. Chapman. The motion carried unanimously and the meeting was adjourned at 9:05
17 p.m.

18
19
20 **Synopsis of Actions**
21 **Township Planning Commission Meeting`**
22 **February 4, 2016**

23
24 At its meeting of February 4, 2016, the Kalamazoo Charter Township Planning
25 Commission took the following actions:

- 26
27 1. Tabled a rezoning request for 3125 W. Main Street until the regular meeting of
28 March 3, 2016
29 2. Discussed the upcoming special meeting on 2/24/16 re zoning ordinance update.

30
31 Date minutes prepared: February 8, 2016

32
33 Date minutes approved: March , 2016

34
35
36 **KALAMAZOO TOWNSHIP**
37 **PLANNING COMMISSION**

38
39
40 _____
41 Robert Talbot, Secretary
42 1720 Riverview Drive
43 Kalamazoo, MI 49004
(269) 381-8080

2045 Metropolitan Transportation Plan Updates

The Metropolitan Transportation Plan covers a minimum of a 20-year planning horizon. It discusses strategies and projects to develop and maintain an integrated multi-modal transportation system. It also outlines the area's goals for the transportation system. The plan includes road, public transit, and non-motorized facilities and discusses inter-modal linkages. The plan must be fiscally constrained and is reviewed, or updated, every four years.

Public Input Wanted!

The KATS website has been updated with new chapters of the draft 2045 Metropolitan Transportation Plan. Public comment and input is wanted! The target for adoption is March. KATS staff is currently working on revisions to the Non-motorized Element of the MTP. Cambridge Systematics has completed model runs for the proposed alternatives.

For the most current updates on the MTP, please visit the 2045 Metropolitan Transportation Plan webpage.

Draft Chapters Currently Online

[Vision and Goals \(Approved 6-24-2015\)](#)
[Existing Transportation System Facilities](#)
 Public Participation (In Progress)
[Transportation Survey Summary](#)
[2045 MTP Survey Comments](#)
[Environmental Justice](#)
[Consultation and Environmental Mitigation](#)
 Appendixes
[Travel Demand Model](#)
[Socioeconomic Projections](#)
 Addendum: [Non-Motorized Element 10-29-2015](#) *Being updated based upon public comment.

Proposed Projects

[2045 Proposed Project List- Operations](#)
[2045 Proposed Project List- Capacity](#)
[2045 Proposed Project List-Capacity \(Prioritized\)](#)
[2045 Proposed Project List- Non-motorized](#)
[2045 Proposed Project List- Preservation](#)
[2045 Proposed Project List- Transit](#)

Project Ranking Process

[Approved Project Ranking Process](#)



KATS

Quarterly

February 2016

2016 PASER TRAINING

Every year local agencies must collect Pavement Surface Evaluation and Rating (PASER) data on at least 50% of their paved federal-aid eligible roads and then submit the data to the Transportation Asset Management Council (TAMC).

The Center for Technology & Training (CTT) will be conducting a series of rater training sessions on behalf of the TAMC. All raters who plan to evaluate federal-aid eligible roads as part of a three person team which consists of one staff member from the local agency, one staff member from KATS and one staff member from MDOT in 2016 must attend one of these training sessions.

Register Online at:

<http://ctt.nonprofitsoapbox.com/upcoming-events/event/452>

March 30
 Road Commission of
 Kalamazoo County

7:30 a.m. Registration

WEBINAR SESSIONS: New raters (never attended PASER training before) and seasoned raters (who did not attend PASER training the year prior) must attend one supplemental PASER webinar training session in addition to attending one on-site session.

February 16 – 9:00 AM - 11:30 AM
 February 18 – 1:00 PM - 3:30 PM
 March 9 – 9:00 AM - 11:30 PM
 March 21 – 1:00 PM - 3:30 PM

FY 2017-2020 Transportation Improvement Program

KATS is currently prioritizing projects for the FY 2017-2020 Transportation Improvement Program. Proposed projects will be discussed at the February 11, 2016 Technical Committee meeting which will be held at 9:00 a.m. at Kalamazoo Metro Transit, 530 N. Rose Street.

How are projects prioritized?

The Transportation Improvement Program must contain projects consistent with the Metropolitan Transportation Plan and reflects the investment and planning priorities established with the current MTP. The KATS Policy Committee has approved the following factors to assign points to proposed projects: Average Daily Traffic, Road Conditions, Local Planning and Economic Development, Environmental Justice, Safety, and National Functional Classification. Following project prioritization, projects are reviewed for compliance with the MPO Complete Streets Policy and/or whether an exception to the policy has been requested. The [complete Prioritization Process](#) is available on KATS website. The FY 2017-2020 Transportation Improvement Program is targeted for adoption in June of 2016.

2016 Policy Committee Officers Elected

KATS Policy Committee took action to elect officers at the December 16, 2015 Policy Committee meeting.

Policy Committee Chair
Don Ulsh, Schoolcraft Township

Policy Committee Vice-Chair
Paul Dykstra, Ross Township

Policy Committee Treasurer
Jeff Sorensen, Cooper Township

KATS thanks David F. Anderson, City of Kalamazoo, for his service as KATS Policy Committee Chair.

2016 Policy Committee Meetings

February 24
March 30
April 27
May 25
June 29
July 27
August 31
September 28
October 26
November 30
December 21

2016 Technical Committee Meetings

February 11
March 10
April 14
May 12
June 9
July 7
August 11
September 8
October 13
November 3
December 1

Meetings are at 9:00 a.m. at the Kalamazoo Metro Transit office located at 530 N. Rose Street.

Citizen Advisory Committee

KATS Policy Committee took action at the December 16, 2015 Policy Committee meeting to appoint members to the KATS Citizen Advisory Committee (CAC). KATS Staff was directed to seek two additional CAC members with an interest in 1) Freight Transportation Planning and 2) Economic Development. If you know of a potential CAC member, please contact KATS.

Citizen Advisory Committee Members

Mike Mallos (two year term) Linda MacDonald (one year term)

Michele McGowen (two year term) Paul Sotherland (two year term)

Marc Irwin (one year term) Jun Oh (two year term)

Kay Chase (two year term)

The next meeting of the KATS Citizen Advisory Committee (CAC) will be held on Wednesday, March 2, 2016 at 4:00 p.m. at Kalamazoo Metro Transit, 530 N. Rose Street.

Public Transportation Updates

Metro County Connect (MCC) Sunday service begins on February 7. The millage rate to fund MCC has been set for the May 3 ballot. The millage rate on the ballot will be 0.315 mils down from 0.4 mils. Changes to fixed route service including extended evening hours, Sunday service, and service enhancements will begin September 6. Information on these changes will be rolled out to the public and stakeholders in February and March.

KATS Education

What is KATS?

Are you wondering:

- What is a Metropolitan Planning Organization (MPO)?
- What are the roles of the KATS committees and members?
- How are projects prioritized for Federal funding?

Can't make a session but want to learn more about KATS? Let us know! KATS Staff is willing to work with you to schedule an alternate time.

Then, these sessions are for you! KATS will be hosting KATS Education sessions during February on:

February 15 at 9:00 a.m. or 2:00 p.m.

February 17 at 9:00 a.m. or 2:00 p.m.

February 18 at 9:00 a.m. or 2:00 p.m.

Sessions will be held at the KATS business office at 5220 Lovers Lane, Suite 110, Portage. For KATS staff planning and scheduling purposes, please sign up in advance at the Doodle event link: <http://doodle.com/poll/w2uuh6y4qzhfxhc3>. You may also sign-up by emailing mzehner@katsmpo.org or contacting KATS at 343-0766. KATS will not hold sessions on a given date/time if there is no interest. Sessions will be limited to 5 attendees due to space limitations.

Fixing America's Surface Transportation (FAST) Act

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act." It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects, like new highways and transit lines, with the confidence that they will have a Federal partner over the long term.

Changes to Programs

National Highway Performance Program (NHPP)

- Transportation Infrastructure Finance and Innovation Act (TIFIA) costs and Vehicle-to-Infrastructure (V2I) communication equipment now eligible
- Bridge resurfacing/preservation/reconstruction on non-National Highway System (NHS) Federal-aid highways now eligible

Surface Transportation Program (STP)

- Renamed: Surface Transportation Block Grant Program (STBG)
- Eligibilities restated with none eliminated; new eligibilities for TIFIA costs, State Private Public Partnerships (P3) office, V2I communication equipment
- In border States, up to 5% for infrastructure projects eligible under the SAFETEA-LU border program
- More suballocation: +1%/year up to 55% (vs. 50% today)
- Set-asides for Transportation Alternatives and Recreational Trails

Transportation Alternatives Program (TAP)

- Same program, but no longer called TAP; no name specified
- All funds set aside from STBG (vs. from all formula programs today)
- Nonprofits responsible for local transportation safety programs may be project sponsors

Congestion Mitigation & Air Quality Improvement (CMAQ)

- V2I communication equipment eligible
- Port-related equipment & vehicles eligible under PM2.5 set-aside
- Exception from Particulate Matter 2.5 set-aside for low population density States (under certain conditions)

Highway Safety Improvement Program (HSIP)

- Only listed project types eligible—mostly infrastructure-related
- Adds eligibility for V2I communication equipment and certain pedestrian safety improvements
- State need not collect certain data on unpaved roads (but can't use HSIP funds on those roads until it collects the data)

\$305 Billion in Funding (All Modes) FY 2016-2020

Program	Funding (Billions)
Federal Highway Administration	\$226.3
Federal Transit Administration	\$61.1
Federal Motor Carrier Safety Administration	\$3.2
Pipeline and Hazardous Materials Administration	\$0.4
National Highway Traffic Safety Administration	\$4.7
Federal Railroad Administration	\$10.3
Total	\$305.0

The following information is from www.transportation.gov/fastact/ and <https://www.fhwa.dot.gov/fastact/presentations.cfm>.

FAST ACT PROJECTED PROGRAM CHANGE FROM 2015

NHPP

Average Annual Funding (Millions): \$23,280

+6.3% change from 2015

Surface Transportation Block Grant Program

Average Annual Funding (Millions): \$11,654

+15.6% change from 2015

The Surface Transportation Block Grant Program includes set aside funds for Transportation Alternatives and Recreational Trails.

CMAQ

Average Annual Funding (Millions): \$2,405

+6.1% change from 2015

HSIP

Average Annual Funding (Millions): \$2,317

+5.7% change from 2015

Rail-Highway Crossing Program

Average Annual Funding (Millions): \$235

+6.8% change from 2015

Metropolitan Planning

Average Annual Funding (Millions): \$343

+9.5% change from 2015

National Highway Freight Program (NEW!)

Average Annual Funding (Millions): \$1,249

+100% change from 2015

What is KATS?

The Kalamazoo Area Transportation Study or KATS, as it is commonly referred to, is the Kalamazoo Urbanized Area's Metropolitan Planning Organization (MPO).

A MPO is a transportation policy-making organization made up of representatives from local government and transportation authorities. In 1962, the United States Congress passed legislation that required the formation of an MPO for any Urbanized Area (UZA) with a population greater than 50,000.

Congress created MPOs in order to ensure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative and comprehensive ("3-C") planning process. Federal funding for transportation projects and programs are channeled through this planning process.



KATS

CONTACT US:

Kalamazoo Area Transportation Study

5220 Lovers Lane
Portage, MI 19002
269-343-0766

info@KATSmpo.org
www.KATSMPO.org

State of Michigan Transportation Revenue Package

Information from:

http://www.michigan.gov/mdot/0,4616,7-151-9620_67094---,00.html

On November 10, 2015, the Legislature passed and Governor Snyder signed nine bills into law which will raise \$1.2 billion for the new transportation revenue package. The revenue package will be phased-in starting in FY 2017 and increasing through FY 2021. This includes a Registration Fee and Fuel Tax increase as well as a dedication of General Fund to the Michigan Transportation Fund (MTF) among other changes. At this time, increases for public transportation are unknown to KATS.

County with City/Village	Revenues FY 2015	Revenues in FY 2017 Above 2015 Actual	Revenues in FY 2018 Above 2015 Actual
Kalamazoo	13,643,391.47	3,312,814.93	4,371,283.99
Augusta	76,676.67	18,084.51	23,839.62
Climax	60,898.69	14,363.37	18,934.29
Galesburg	131,921.05	31,117.40	41,020.03
Kalamazoo	5,472,768.32	1,290,776.16	1,701,545.81
Parchment	130,871.98	30,459.94	40,153.34
Portage	3,660,165.42	863,394.51	1,138,156.51
Richland	48,533.39	11,449.10	15,092.60
Schoolcraft	131,930.39	31,115.22	41,017.15
Vicksburg	235,243.33	55,485.25	73,142.56
County-Wide Total	\$23,592,400.71	\$5,659,060.39	\$7,464,185.90

County with City/Village	Revenues in FY 2019 Above 2015 Actual	Revenues in FY 2020 Above 2015 Actual	Revenues in FY 2021 Above 2015 Actual
Kalamazoo	5,655,187.63	7,149,496.90	9,483,281.60
Augusta	30,854.98	39,004.56	51,733.04
Climax	24,506.15	30,978.84	41,088.25
Galesburg	53,091.14	67,113.86	89,015.30
Kalamazoo	2,202,265.01	2,783,938.82	3,692,429.36
Parchment	51,969.40	65,695.82	87,134.53
Portage	1,473,085.40	1,862,164.46	2,469,849.79
Richland	19,533.96	24,693.37	32,751.62
Schoolcraft	53,087.41	67,109.13	89,009.05
Vicksburg	94,666.45	119,670.25	158,722.58
County-Wide Total	\$9,658,247.53	\$12,209,866.01	\$16,195,015.12

KALAMAZOO CHARTER TOWNSHIP

BOARD AGENDA ITEM

BOARD MEETING DATE: February 22, 2016

SUBJECT: Text Amendments re: Chickens, Township Zoning Ordinance

SPECIFIC ACTION REQUESTED: Motion to adopt proposed Ordinance No. 579 amending the zoning ordinance to allow chickens in platted areas with conditions

OTHER PERTINENT INFORMATION:

On January 7, 2016 the Township Planning Commission conducted a public hearing on proposed amendments to the Township Zoning Ordinance which allows up to four hens, under some conditions, in all residential areas in the Township. This amendment eliminates the former prohibition on chickens in "platted areas" within the township and defines the number of chickens and provides the parameters for keeping the same regardless of whether the property is in a plat or not. As noted by the Planning Commission those in the non-platted areas will now have to comply with the standards in the Ordinance (grandfathering notwithstanding).

The Township Board accepted the ordinance for first reading on February 8, 2016. It is not presented for adoption.

PERSON/BOARD SUBMITTING REQUEST: Township Planning Commission

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

ORDINANCE NO.

ADOPTED:

**EFFECTIVE: EIGHT DAYS FOLLOWING
PUBLICATION AFTER ADOPTION**

An Ordinance to amend the Charter Township of Kalamazoo Zoning Ordinance by the amendment of Section 12, Light, Ventilation, Billboards, Sanitation and Protection Requirements, Subsection 10 (20.990) thereof pertaining to the keeping of chickens; and to repeal of all ordinances or parts of ordinances in conflict herewith.

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

ORDAINS:

**SECTION I
AMENDMENT OF SECTION 12, SUBSECTION 10 (20.99)
OF THE TOWNSHIP ZONING ORDINANCE**

Subsection 10 of Section 12 “Light, Ventilation, Billboards, Sanitation and Protection Requirements” of the Kalamazoo Charter Township Zoning Ordinance is hereby amended to read as follows:

Section 20.990

[Sec.] 10. The keeping of more than 3 dogs and/or cats, the keeping of pigeons having free access outside of their cages, or the keeping of pigs, hogs, horses or poultry other than chickens (hens) as defined herein, prohibited within properties used primarily for residential purposes or within or upon any area located within 132 feet of such aforesaid platted properties, unless such latter area is located in a "C-1" Local Business District classification or lower, provided, however, that any litter of dogs or cats which causes the aforesaid limit of 3 to be exceeded shall not constitute a violation of this provision for a period of 4 months after birth, and provided further, however, that no more than 2 such litters shall be allowed to so remain on the afore-described premises within any consecutive 12 months period. All such pigs, hogs, horses, livestock, more than 3 dogs and/or cats or poultry other than chickens (hens) as defined herein, shall also be prohibited in any area of the Township if the same become obnoxious by reason of odors or noise. The determination of the Board of Appeals, established under the statute and this Ordinance, shall in the absence of fraud, be conclusive on the question of whether such are so obnoxious.

1. KEEPING OF CHICKENS (HENS)

Chickens (hens). The purpose of this section is to provide standards and requirements for the keeping of chickens. Roosters are not permitted. It is intended to enable residents to keep up to four chickens on a non-commercial basis while limiting and mitigating any potential adverse impacts on surrounding properties and neighborhoods. The keeping of up to four chickens that are utilized exclusively by the person(s) occupying a one-family dwelling as a locally grown food source for the consumption of eggs or meat, is permitted as accessory to the residential use if all of the following are satisfied:

- A. Chickens shall be kept only in the rear yard. During non-daylight hours, chickens shall be secured within a coop and attached pen. During daylight hours, chickens may be allowed to roam outside of the coop and pen, if supervised, and only within an area completely enclosed by a fence with a minimum height of four feet.
- B. The accessory use, coop and pen shall be designed to provide safe and healthy living conditions for chickens while minimizing adverse impacts on other residents and the neighborhood. The coop and pen shall meet the following additional requirements:
 1. The coop shall be setback a minimum of ten feet from all property lines of adjacent property and both the coop and pen shall be located a minimum of 35 feet from the nearest wall of any adjacent dwelling. Additionally, a coop and pen located on a lake front lot shall have a 40-foot rear yard setback. Public streets and public easements shall not be considered adjacent property lines for purposes of this section.
 2. The coop and pen shall be a maximum of six feet in height and shall not exceed a combined total of 80 square feet.
 3. The use of corrugated fiberglass, plastic tarps, scrap lumber or similar materials is prohibited. The coop and pen shall be similar in appearance to the surrounding residential dwellings and must be completely enclosed with a top and/or cover. The coop shall have a pitched roof.
 4. The coop and pen may be movable only if the dimensional/setback restrictions contained in this section are satisfied.
- C. All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice or other rodents shall be protected so as to prevent rats, mice or other rodents from gaining access or coming into contact with them.

- D. The outdoor slaughter of chickens is prohibited.
- E. The accessory use shall comply with all provisions of the Kalamazoo Charter Township Code of Ordinances pertaining to noise, odors, dust, fumes, sanitation and health or other comparable nuisances to ensure the public health, safety and welfare.
- F. No person shall keep chickens without first securing a permit from the Township on a form provided and without paying a permit fee as prescribed by the Kalamazoo Township Board by resolution. The permit shall be issued by the Zoning Administrator. Such permit may be revoked by the Zoning Administrator if it is determined that any provision of this section is violated. The permit holder shall be noticed of such violation and have the right to a hearing by the Planning Commission before the permit may be revoked.
- G. Establishment of an accessory use and/or accessory building under this section shall not confer a vested right in the provisions contained herein or a right to continue such use. Further, a permit granted under this section is personal to the applicant occupying the dwelling and is not transferable.
- H. This section shall not regulate the keeping of chickens in those areas where a form of agriculture is a permitted principal use or special land use under other sections of this zoning code.
- I. All licensing required by the State of Michigan and Kalamazoo County, as well as all other statutes, ordinances and codes, shall be satisfied.
- J. No permit shall be issued by the Zoning Administrator without the written authorization from an owner of the property (if different from the applicant) consenting to the application on a form provided. Once authorization is obtained it shall continue for as long as the applicant is in possession of the property.

SECTION II
SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason, by any court of competent jurisdiction, it shall not affect any portion of the Ordinance other than said part or portion thereof.

SECTION III
REPEAL

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

SECTION IV
EFFECTIVE DATE

This Ordinance shall take effect eight days following publication after adoption.

KALAMAZOO CHARTER TOWNSHIP
Donald Z. Thall, Township Clerk
1720 Riverview Drive
Kalamazoo, MI 49004
269-381-8080

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

**TRANSMITTAL OF ORDER TO RAZE TO TOWNSHIP BOARD
AND REQUEST FOR ENFORCEMENT OF ORDER**

To: Kalamazoo Charter Township Board
From: Bruce Fletcher, Dangerous Buildings Hearing Officer
Date: February 16, 2016

Re: 625 Gayle
Parcel No.: 13-118-080
Case No. 2015-7
Owner according to Township Tax Rolls:
Jeffrey Stuart
3714 Hoover
Kalamazoo, MI 49008

Building(s): House

Attached please find a copy of an Order to Raze entered by the undersigned on January 15, 2016 ordering the property owners **to RAZE the dangerous and unsafe buildings on the property identified above by no later than February 15, 2016**. This order was served by certified mail and by tacking on the subject property.

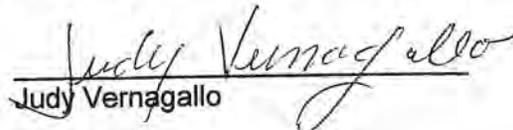
This is to advise the Township Board that the Order to Raze has not been complied with and the structure remains standing and constitutes a dangerous building in accordance with the written decision of January 15, 2016.

Pursuant to the Kalamazoo Charter Township Dangerous Buildings Ordinance and the statutes of the State of Michigan, the undersigned hereby requests that the Kalamazoo Charter Township Board, as the legislative body of Kalamazoo Charter Township, take the necessary action to enforce the Order. A copy of the findings, notices and orders of the dangerous buildings hearings relative to this case are transmitted herewith. The undersigned respectfully requests that the Township Board uphold his ORDER TO RAZE and enforce the Order by any lawful means.

Dated: February 16, 2016


Bruce Fletcher
Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

I acknowledge receipt of this Request for Enforcement of Order on behalf of the Charter Township of Kalamazoo and forwarded it for consideration by the Township Board on March 14, 2016, 2016.


Judy Vernagallo

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

**NOTICE OF DANGEROUS OR UNSAFE BUILDINGS HEARING
BEFORE THE TOWNSHIP BOARD**

TO: Jeffrey Stuart
3714 Hoover
Kalamazoo, MI 49008

Case # 2015-7

Address: 625 Gayle

Parcel Number: 13-118-080

Building: House

PLEASE TAKE NOTICE that pursuant to Section VI of the Kalamazoo Charter Township Ordinance No. 411, as amended by Ordinance No. 566 entitled "Dangerous Buildings" and the statutes of the State of Michigan, a hearing regarding the land and premises situated at 1805 Gull Road within Kalamazoo Charter Township will be held before the Kalamazoo Township Board on the **14th day of March, 2016** commencing at **7:30 p.m.** at the Kalamazoo Township Hall, 1720 W Riverview Drive within the Township.

PLEASE TAKE FURTHER NOTICE that the Kalamazoo Township Board is empowered by Ordinance and Statute to determine whether the structure(s) located on the premises above constitute dangerous structures as defined by the Dangerous Structures Ordinance and it may enforce, modify or set aside the Order of the Dangerous Structures Hearing Officer made on **January 15, 2016**.

PLEASE TAKE FURTHER NOTICE that the purpose of the hearing is to provide you with an opportunity to show cause before the Kalamazoo Township Board why the structure or structure(s) should not be demolished.

PLEASE TAKE FURTHER NOTICE that your failure or refusal to attend this hearing or to comply with the decisions or order(s) of the Township Board may result in the structure or building(s) being demolished or otherwise made safe by action of the Township Board, and the costs thereof being assessed upon the tax rolls as a lien against the property.

Dated: _____, 2016

Kalamazoo Charter Township Board
1720 Riverview Drive
Kalamazoo, MI 49004
269-381-8080

By: _____
Ronald E. Reid, Supervisor

PROOF OF MAILING

This is to certify that on _____, 2016, I mailed a copy of the within notice to Jeffrey Stuart via certified mail to the property owner's address above.

Judy Vernagallo

PROOF OF POSTING

This is to certify that on _____, 2016, I posted a copy of this notice on the main building on the property located at 625 Gayle.

Todd Kowalski

Shawn Gallagher

Kalamazoo Township Police
Department

CHARTER TOWNSHIP of KALAMAZOO

DANGEROUS BUILDINGS ORDINANCE VIOLATION

REFERRAL TO THE TOWNSHIP BOARD

CASE HISTORY

Date: Feb. 17, 2016

To: Kalamazoo Township Board of Trustees

Re: 625 GAYLE 13-118-080

Owner:

Jeffrey Stuart
3714 Hoover
Kalamazoo, MI 49008

Attached is the case history.

Township Board Meeting Date: March 14, 2016

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

**TRANSMITTAL OF ORDER TO RAZE TO TOWNSHIP BOARD
AND REQUEST FOR ENFORCEMENT OF ORDER**

To: Kalamazoo Charter Township Board
From: Bruce Fletcher, Dangerous Buildings Hearing Officer
Date: February 16, 2016

Re: 625 Gayle
Parcel No.: 13-118-080
Case No. 2015-7
Owner according to Township Tax Rolls:
Jeffrey Stuart
3714 Hoover
Kalamazoo, MI 49008

Building(s): House

Attached please find a copy of an Order to Raze entered by the undersigned on January 15, 2016 ordering the property owners ***to RAZE the dangerous and unsafe buildings on the property identified above by no later than February 15, 2016.*** This order was served by certified mail and by tacking on the subject property.

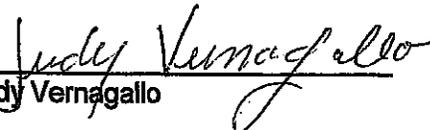
This is to advise the Township Board that the Order to Raze has not been complied with and the structure remains standing and constitutes a dangerous building in accordance with the written decision of January 15, 2016.

Pursuant to the Kalamazoo Charter Township Dangerous Buildings Ordinance and the statutes of the State of Michigan, the undersigned hereby requests that the Kalamazoo Charter Township Board, as the legislative body of Kalamazoo Charter Township, take the necessary action to enforce the Order. A copy of the findings, notices and orders of the dangerous buildings hearings relative to this case are transmitted herewith. The undersigned respectfully requests that the Township Board uphold his ORDER TO RAZE and enforce the Order by any lawful means.

Dated: February 16, 2016


Bruce Fletcher
Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

I acknowledge receipt of this Request for Enforcement of Order on behalf of the Charter Township of Kalamazoo and forwarded it for consideration by the Township Board on March 14, 2016, 2016.


Judy Vernagallo

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

ORDER OF THE DANGEROUS BUILDINGS HEARING OFFICER

Parcel Nos. 06-13-118-080

Address: 625 Gayle

File No. 2015-7

Owners and parties in interest in accordance with the Kalamazoo Charter Township Tax Rolls:

Jeffrey Stuart
3714 Hoover
Kalamazoo, MI 49008

Buildings: Single family dwelling

After a hearing regarding the above-referenced property conducted on January 13, 2016 commencing at 3:00 at the Charter Township of Kalamazoo Hall, 1720 Riverview Drive within the Township at which both parties had an opportunity to be heard; for which the property owner had declined and/or failed to appear; and upon the receipt of evidence concerning the condition of the house, the undersigned finds that the structure constitutes a dangerous building in accordance with the Dangerous Buildings Ordinance and the Housing Law of Michigan.

NOW THEREFORE IT IS HEREBY ORDERED that my no later than February 15, 2016 regarding the property identified above which is legally described as "VOSLERS ADDITION LOT 8 & N 1/2 OF LOT 9 BLK 6" that the House shall be razed (demolished); the debris created thereby removed; and the soil returned to normal grade

IT IS SO ORDERED.

Dated: January 15, 2016



Bruce Fletcher Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

PROOF OF MAILING

This is to certify that on 1-15, 2016, I mailed a copy of the within order to Jeffrey Stuart via certified mail to the taxpayer's last known address at 3714 Hoover, Kalamazoo MI 49008.

Cert. & Reg. mail

Judy Vernagallo
Judy Vernagallo

Susan E. Ritchie

PROOF OF POSTING

This is to certify that I posted a copy of the within order on the house located at 625 Gayle, Kalamazoo, MI 49007 on 1-15, 2016 at 13:10 a.m./p.m.

Shawn Gallagher

Todd Kowalski
Todd Kowalski

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JANUARY 13, 2016

Re: CASE NOS. 2013-1; 2014-2; AND 2015-7

An Unsafe Building Hearing was held on Wednesday, January 13, 2016, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Mike Alwine, Building Inspector; Todd Kowalski, Fire Marshal; Ron Reid, Township Supervisor; David Obreiter, Fire Chief; Roxanne Seeber, Township Attorney; and 2 interested persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the November 18, 2015 were corrected to amend the time on the Sanchez hearing to 3:00. The corrected minutes were then approved and signed by the Hearing Officer. The next hearing date is scheduled for Wednesday, March 9, 2015 at 3:00 p.m. at the Township Hall.

2. CASE NO. 2015-7; 625 GAYLE

Buildings: House

Owner according to the Township's Tax Rolls:

Jeffrey Stuart

3714 Hoover

Kalamazoo, MI 49008

Yonker provided current photographs. There was a few days' accumulation of snow on the ground and no apparent vehicle tracks or footprints showing in the snow. Yonker stated that the house appeared vacant every time he went past. Alwine stated that he had received no communications from the property owner. None of the conditions had changed. No permits had been pulled. The house had now stood vacant in the same condition for two additional months. The Hearing Officer found that the building constituted a dangerous and substandard structure. He ordered that the house be razed (demolished) by the property owner and all debris removed. The lot was to be returned to normal grade as well. Fletcher will sign an order requiring the razing to be accomplished by no later than February 15, 2016. The order will be mailed to the property owner via certified mail, in accordance with the Dangerous Buildings Ordinance and the Housing Code of Michigan.

1-19-16

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD NOVEMBER 18, 2015

Re: CASE NOS. 2013-1; 2014-2; AND 2015-7

An Unsafe Building Hearing was held on Wednesday, November 18, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Mike Alwine, Building Inspector; Todd Kowalski, Fire Marshal; Donald Z. Thall, Township Clerk; Roxanne Seeber, Township Attorney; and 2 interested persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the September 23, 2015 meeting were approved by the Hearing Officer. The next hearing date is scheduled for Wednesday, January 13, 2016 at 3:00 p.m. at the Township Hall.

2. CASE NO. 2015-7; 625 GAYLE

Buildings: House

Owner according to the Township's Tax Rolls:

Jeffrey Stuart

3714 Hoover

Kalamazoo, MI 49008

The hearing officer noted that the building had been declared dangerous and substandard on October 30, 2015 and was posted that same day. The roof is severely deteriorated with likely interior structural damage. The house appears to be vacant. The yard is severely overgrown. The hearing officer noted that attempts to contact the property owner had been unsuccessful. Mike Alwine, Building Inspector, indicated that he had been at the property on the prior day. The roof of the house is in a state of collapse in the front and the back. There are tarps on the roof; but they are not doing any good. Alwine indicated that he can see through the windows in the rear of the house. There are a number of plastic tubs full of discolored water inside. The walls are stained with water damage. The ceiling is falling in. The water has apparently penetrated the roof and is now making its way through the ceiling and down the walls. The house, Alwine said, is secure at the doors and windows. However, there are gaping holes in the collapsing roof and significant water damage is apparent. Yonker indicated that the present owner had purchased in 2013. Alwine surmised that the problem had been ongoing since at least the present owner's purchase, if not longer.

Alwine stated that the detached garage is in a little better condition. It is not past the point of repair, anyway. Fletcher confirmed that the notice of hearing had been provided to the property owner as required by the Ordinance and statutes. He set the matter over to the January 13, 2016 hearing date. If the property owner failed to appear and/or if he had not been heard from, Fletcher's intention was to order the house demolished at that time.

KALAMAZOO CHARTER TOWNSHIP

NOTICE OF HEARING AND NOTICE TO APPEAR CONCERNING

DANGEROUS and SUBSTANDARD BUILDING

TO **Jeffrey Stuart**
3714 Hoover
Kalamazoo, MI 49008

HEARING DATE: November 18, 2015 WEDNESDAY 3:00 P.M.

RE: 625 Gayle Parcel # 3906-13-118-080 CASE# 2015 - 7

DANGEROUS & SUBSTANDARD BUILDING(S)

Please take notice that the building(s) or structure(s) located at 625 Gayle, within the Charter Township of Kalamazoo, Kalamazoo County, Michigan, is a **DANGEROUS BUILDING** in violation of Charter Township of Kalamazoo Ordinance #288, as amended, Dangerous Building Ordinance and **SUBSTANDARD BUILDING** in violation of Charter Township of Kalamazoo Ordinance #404, as amended, 2009 Residential International Property Maintenance Code, Chapter 3, Section 304.1.

A copy of the ordinance(s) are enclosed.

- #1. Dwelling was declared Dangerous and substandard on October 30, 2015 & Posted.
- #2 Roofing is severely deteriorated.
- #3 Failure to maintain residence and property.
Failure to respond to letters and notices.
- #4 Yard is becoming overgrown.

Please take further notice that a hearing will be held before a Hearing Officer on the 18th DAY of November, 2015 commencing at 3:00 P.M. at the Kalamazoo Charter Township Hall, 1720 Riverview Dr., Kalamazoo, MI. to show cause why the building or structure should not be demolished or otherwise made safe.

Please take further notice that the Township Hearing Officer will take testimony from the Building Inspector and from all interested parties concerning the same, and thereafter shall render his decision either closing the proceedings or ordering the building to be demolished or otherwise made safe.

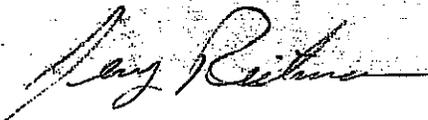
Please take further notice that your refusal to attend this hearing or to comply with the decisions of the Hearing Officer may result in the structure or building being demolished or made safe by action of the Township Board and the cost thereof being assessed upon tax rolls as a lien against the property.

DATE: Oct. 30, 2015

Jerry Reitenour, Building Official

Tel. # 269-381-8080

cc: Supervisor Ron E. Reid / George Cochran / D. Thall / Jim Yonker / Jerry Reitenour



10-2015

Property Information

06-13-118-080

625 GAYLE AVE
KALAMAZOO MI, 49048

Subdivision:

Lot:

Block:

Name Information

Owner: STUART, JEFFREY

Phone:

Occupant: STUART, JEFFREY

Phone:

Filer:

Phone:

Enforcement Information

Date Filed: 10/05/2015

Date Closed:

Status: Checking On

Complaint:

Shawn checked this to see if owner had started making roof repairs - I checked and no roof permit has been pulled.

Will discuss this with JR tomorrow -

10/6/2015 talked with JR - can put thru on Dangerous Bldg. - as:

Failure to maintain residence and property.

Failure to respond to the letters/notices.

Will get with JR to post property -w/ Notice to Appear/ orange sticker and get photo

Last Action Date:

Last Inspection:

Last Action:

Five horizontal lines for additional notes or actions.

10-6-15
10-5-15

Charter
Township
of Kalamazoo

1720 Riverview Drive
Kalamazoo, Michigan 49004-1099
Tele: (269) 381-8080
Fax: (269) 381-3550
www.kalamazootownship.org

9/3/2015

Jeffrey Stuart
3714 Hoover
Kalamazoo, MI 49008

RE: 625 Gayle Ave., Kalamazoo Township

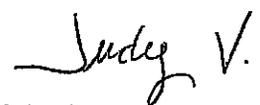
Dear Mr. Stuart,

Please contact our office regarding the above property with your intentions to make repairs. Attached is a copy of the inspector's report.

We have sent letters on 7/1/2015, 7/21/2015 and 8/21/2015 and no response from you.

Please contact me at 269-381-8080 as soon as possible, to see if we can set up a scheduled repair plan.

Thank you for your cooperation in this matter.

Judy V. 
Staff Assistant
269-381-8080

Att.

a-3-15

Inspection Results for 625 GAYLE AVE:

Uncorrected

The roofing is severely deteriorated. The house appears to be vacant and secured from casual entry. The yard is becoming overgrown.

COPY



Kalamazoo Area Building Authority

www.kaba-mi.org

Office Location: 7275 W. Main St., Kalamazoo, MI 49009

Mailing Address: PO Box 292, Oshtemo, MI 49077

Phone: (269) 216-9643 or (269) 219-9672/Fax: (269) 250-9078

08/21/2015
07/21/2015

JEFFREY STUART
3714 HOOVER
KALAMAZOO, MI 49008

To Whom It May Concern:

On 06/25/2015, our Inspector performed a Property Maintenance Inspection for the property located at 625 GAYLE AVE after being requested by the local jurisdiction. Attached are the results of the inspection.

Please let me know if we can be of further assistance.

Sincerely,

Kerrie LeClerc, Administrative Assistant
Phone: (269) 216-9862
E-mail: kleclercq@kaba-mi.org

COPY

8/21/2015

Mr. Stuart,
Please contact our office regarding the above property with your intentions to make repairs.

We have sent letters on 7/1/2015 and 7/21/2015 and no response from you. If we do not have a response by Sept. 3, 2015, you will be sent a Notice to Appear at the next Unsafe Building Hearing.

Please contact 269-381-8080 - Judy.
Thank you for your cooperation in this matter.

Judy V.

8/31/2015 ^{JV} SHAWN - please check out this week sometime. JV

9-1-15 Nothing is done 9/1/15 @

SHAWN
NOTES
9-1-15

Inspection Results for 625 GAYLE AVE:

Uncorrected

The roofing is severely deteriorated. The house appears to be vacant and secured from casual entry. The yard is becoming overgrown.

COPY

Property Information

06-13-118-080 625 GAYLE AVE Subdivision:
KALAMAZOO MI, 49048 Lot: Block:

Name Information

Owner: STUART, JEFFREY Phone:
Occupant: STUART, JEFFREY Phone:
Filer: Phone:

Enforcement Information

Date Filed: 07/01/2015 Date Closed: Status: 1st Letter Sent

Complaint:
6/26/2015 per Shawn
Poor roof condition.
6/25/2015
Roofing is severely deteriorated.
House appears to be vacant and secured from casual entry.
Yard is becoming overgrown.
Inspected by JR - Disapproved.
Letter due - 7/31/2015

Last Action Date: Last Inspection:
Last Action:

06-13-118-080

625 GAYLE AVE
KALAMAZOO MI, 49048

Subdivision:

Lot:

Block:

Owner Information

Owner:	STUART, JEFFREY	Phone:
Occupant:	STUART, JEFFREY	Phone:
Applicant:	STUART, JEFFREY	Phone:
Contractor:		Phone:
Licensee:		Phone:
License Issued:		
License Expires:		

General Information

Date Issued: Date Expires: Status: HOLD (FEE)

Work Description:
Property Maintenance Inspection requested by Kalamzoo Township.

Stipulations:

Comment:

Fee Information

Inspection	Property Maintenance Insp.	1.00	45.00
------------	----------------------------	------	-------

CORRECTION NOTICE

Property Maintenance Inspection / Inspection / Date / Amount

Status:	Completed	Result:	Disapproved
Scheduled:	06/26/2015 12:00 AM	Completed:	06/25/2015 12:00 AM

Comments:

6-25-15 Written concerns: Poor roof condition.
6-25-15 Roofing is severely deteriorated. House appears to be vacant and secured from casual entry.
36 Yard is becoming overgrown.

6-26-15
7-1-15

Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

06/30/2015 11:08 AM

Parcel: 06-13-118-080
Owner's Name: STUART, JEFFREY
Property Address: 625 GAYLE AVE
KALAMAZOO, MI 49048

Current Class: 401.Residential
Previous Class: 401.Residential
Gov. Unit: 06 KALAMAZOO TOWNSHIP
MAP #
School: 39010 KALAMAZOO
Neighborhood: 00009 09 WASHBURN PLATS

Liber/Page: 2013-038441 **Created:** //
Split: // **Active:** Active

Public Impr.: Paved Road, Sidewalk, Water, Sewer, Electric, Gas
Topography: Level

Mailing Address:
STUART, JEFFREY
3714 HOOVER
KALAMAZOO MI 49008

Description:
4203860
3906 13 118 080
VOSLERS ADDITION LOT 8 & N 1/2 OF LOT 9 BLK 6

Most Recent Sale Information

Sold on 09/13/2013 for 0 by ENGEL JOHN W & ELLA E.

Terms of Sale: PERSONAL REP

Liber/Page: 2013-038441

Most Recent Permit Information

None Found

Physical Property Characteristics

2016 S.E.V.:	Tentative	2016 Taxable:	Tentative	Lot Dimensions:	
2015 S.E.V.:	27,200	2015 Taxable:	27,200	Acreage:	0.21
Zoning:	B-RESID (*)	Land Value:	Tentative	Frontage:	69.0
PRE:	0.000	Land Impr. Value:	Tentative	Average Depth:	135.0

Improvement Data

of Residential Buildings: 1
Year Built: 1939
Occupancy: Single Family
Class: CD
Style: 1-1/2 STORY
Exterior: Alum., Vinyl
% Good (Physical): 63
Heating System: Forced Air w/ Ducts
Electric - Amps Service: 100
of Bedrooms: 3
Full Baths: 1 Half Baths: 0
Floor Area: 1,059
Ground Area: 847
Garage Area: 396
Basement Area: 847
Basement Walls:
Estimated TCV: Tentative

Image



6-30-15



625

Red sign on door

White sign on siding

625 COBYLE

1-13-2016

625 64th
1316



1-13-2016

625 647 E
11346

1-13-2016





11-17-15

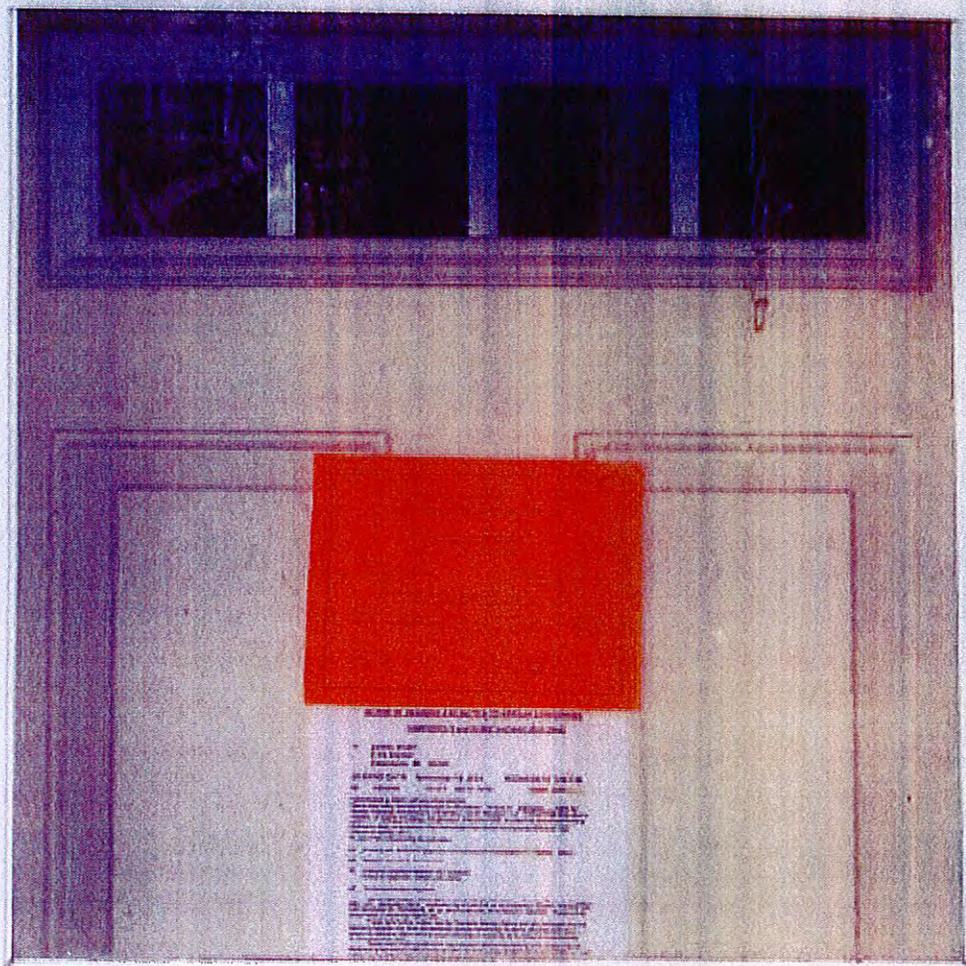
625 6th St
B-118-030
1117-15



11-17-15

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OCT 30.
2015



5
30
2015

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

**TRANSMITTAL OF ORDER TO RAZE TO TOWNSHIP BOARD
AND REQUEST FOR ENFORCEMENT OF ORDER**

To: Kalamazoo Charter Township Board
From: Bruce Fletcher, Dangerous Buildings Hearing Officer
Date: February 16, 2016

Re: 1805 Gull Road
Parcel No.: 11-405-302
Case No. 2013-1

Owner according to Township Tax Rolls:
PA Gull Road LLC
6039 Avon Street
Portage MI 49024

Attorney:
Joe McCully (P28367)
PO Box 19937
Kalamazoo, MI 49019-0937

Building(s): Former gas station

Attached please find a copy of an Order to Raze entered by the undersigned on January 15, 2016 ordering the property owners **to RAZE the dangerous and unsafe buildings on the property identified above by no later than February 15, 2016**. This order was served by certified mail and by tacking on the subject property.

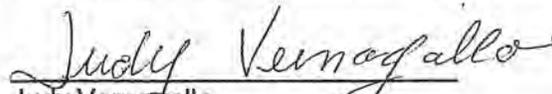
This is to advise the Township Board that the Order to Raze has not been complied with and the structure remains standing and constitutes a dangerous building in accordance with the written decision of January 15, 2016.

Pursuant to the Kalamazoo Charter Township Dangerous Buildings Ordinance and the statutes of the State of Michigan, the undersigned hereby requests that the Kalamazoo Charter Township Board, as the legislative body of Kalamazoo Charter Township, take the necessary action to enforce the Order. A copy of the findings, notices and orders of the dangerous buildings hearings relative to this case are transmitted herewith. The undersigned respectfully requests that the Township Board uphold his ORDER TO RAZE and enforce the Order by any lawful means.

Dated: February 16, 2016


Bruce Fletcher
Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

I acknowledge receipt of this Request for Enforcement of Order on behalf of the Charter Township of Kalamazoo and forwarded it for consideration by the Township Board on March 14, 2016, 2016.


Judy Vernagallo

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

**NOTICE OF DANGEROUS OR UNSAFE BUILDINGS HEARING
BEFORE THE TOWNSHIP BOARD**

TO: PA Gull Road, LLC
6038 Avon St.
Portage, MI 49024

Attorney Joe McCully
P. O. Box 19937
Kalamazoo, MI 49019-0937

Case # 2013-1

Address: 1805 Gull Road

Parcel Number: 11-405-302

PLEASE TAKE NOTICE that pursuant to Section VI of the Kalamazoo Charter Township Ordinance No. 411, as amended by Ordinance No. 566 entitled "Dangerous Buildings" and the statutes of the State of Michigan, a hearing regarding the land and premises situated at 1805 Gull Road within Kalamazoo Charter Township will be held before the Kalamazoo Township Board on the **14th day of March, 2016** commencing at **7:30 p.m.** at the Kalamazoo Township Hall, 1720 W Riverview Drive within the Township.

PLEASE TAKE FURTHER NOTICE that the Kalamazoo Township Board is empowered by Ordinance and Statute to determine whether the structure(s) located on the premises above constitute dangerous structures as defined by the Dangerous Structures Ordinance and it may enforce, modify or set aside the Order of the Dangerous Structures Hearing Officer made on **January 15, 2016**.

PLEASE TAKE FURTHER NOTICE that the purpose of the hearing is to provide you with an opportunity to show cause before the Kalamazoo Township Board why the structure or structure(s) should not be demolished.

PLEASE TAKE FURTHER NOTICE that your failure or refusal to attend this hearing or to comply with the decisions or order(s) of the Township Board may result in the structure or building(s) being demolished or otherwise made safe by action of the Township Board, and the costs thereof being assessed upon the tax rolls as a lien against the property.

Dated: _____, 2016

Kalamazoo Charter Township Board
1720 Riverview Drive
Kalamazoo, MI 49004
269-381-8080

By: _____
Ronald E. Reid, Supervisor

PROOF OF MAILING

This is to certify that on _____, 2016, I mailed a copy of the within notice to PA Gull Road, LLC and Attorney Joe McCully (courtesy copy) via certified mail to the property owner's address above.

Judy Vernagallo

PROOF OF POSTING

This is to certify that on _____, 2016, I posted a copy of this notice on the main building on the property located at 1805 Gull Road.

Todd Kowalski

Shawn Gallagher

Kalamazoo Township Police
Department

CHARTER TOWNSHIP of KALAMAZOO
DANGEROUS BUILDINGS ORDINANCE VIOLATION
REFERRAL TO THE TOWNSHIP BOARD
CASE HISTORY

Date: Feb. 17, 2016

To: Kalamazoo Township Board of Trustees

Re: 1805 Gull Road – 11-405-302

Owner:

PA Gull Road LLC
Imad Farran
6039 Avon Street
Portage, MI 49024

Joe McCully, Attorney
PO Box 19937
Kalamazoo, MI 49049-0937

Attached is the case history.

Township Board Meeting Date:

March 14, 2016

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

**TRANSMITTAL OF ORDER TO RAZE TO TOWNSHIP BOARD
AND REQUEST FOR ENFORCEMENT OF ORDER**

To: Kalamazoo Charter Township Board
From: Bruce Fletcher, Dangerous Buildings Hearing Officer
Date: February 16, 2016

Re: 1805 Gull Road
Parcel No.: 11-405-302
Case No. 2013-1

Owner according to Township Tax Rolls:
PA Gull Road LLC
6039 Avon Street
Portage MI 49024

Attorney:
Joe McCully (P28367)
PO Box 19937
Kalamazoo, MI 49019-0937

Building(s): Former gas station

Attached please find a copy of an Order to Raze entered by the undersigned on January 15, 2016 ordering the property owners **to RAZE the dangerous and unsafe buildings on the property identified above by no later than February 15, 2016**. This order was served by certified mail and by tacking on the subject property.

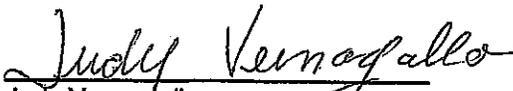
This is to advise the Township Board that the Order to Raze has not been complied with and the structure remains standing and constitutes a dangerous building in accordance with the written decision of January 15, 2016.

Pursuant to the Kalamazoo Charter Township Dangerous Buildings Ordinance and the statutes of the State of Michigan, the undersigned hereby requests that the Kalamazoo Charter Township Board, as the legislative body of Kalamazoo Charter Township, take the necessary action to enforce the Order. A copy of the findings, notices and orders of the dangerous buildings hearings relative to this case are transmitted herewith. The undersigned respectfully requests that the Township Board uphold his ORDER TO RAZE and enforce the Order by any lawful means.

Dated: February 16, 2016


Bruce Fletcher
Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

I acknowledge receipt of this Request for Enforcement of Order on behalf of the Charter Township of Kalamazoo and forwarded it for consideration by the Township Board on March 14, 2016, 2016.


Judy Vernagallo

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

ORDER OF THE DANGEROUS BUILDINGS HEARING OFFICER

Parcel Nos. : 11-405-392

Address: 1805 Gull Road

File No. 2013-1

Owners and parties in interest in accordance with the Kalamazoo Charter Township Tax Rolls:

PA Gull Road LLC
C/O Imad Farran
6039 Avon St.
Portage, MI 49024

Buildings: Former Clark Gas Station

WHEREAS a dangerous buildings and substandard housing hearing was conducted on January 13, 2016 commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall, 1720 W Riverview Drive within the township. The undersigned, Building Official Mike Alwine, Township Supervisor Ron Reid; Fire Marshal Todd Kowalski, Township Attorney Roxanne Seeber and 1 additional interested person was present (arrived late); and

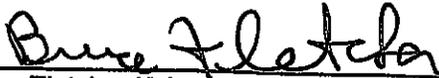
WHEREAS the hearing officer received a report from the building department; took testimony; reviewed the minutes and his prior orders and made the following findings:

The building located on the subject property constitutes a Dangerous Building in accordance with the Township Dangerous Buildings Ordinance.

NOW THEREFORE it is hereby ordered that with respect to the property identified above which is legally described as "Assessors Plat of Gull Heights Lot 39 and that Part of Lot 40 lying southerly of an ext E & W of N LI Lot 39 EXC Sly 17 FEET as follows:

The building shall be **RAZED** (demolished) by no later than **February 15, 2016**; the property owner shall pull a demolition permit prior to such razing; and shall remove all debris created by such razing by no later than **February 15, 2016**; the land shall thereafter be returned to normal grade.

Dated: January 15, 2016



Bruce Fletcher Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

PROOF OF MAILING

This is to certify that on 1/15, 2016, I mailed a copy of the within order to Imad Farran via certified mail to the taxpayer's last known address above.

Cert & Reg. mail
Imad Farran
6039 Avon
Portage, MI 49024

Judy Vernagallo
Judy Vernagallo

Susan E. Ritchie

PROOF OF MAILING

This is to certify that on 1/15, 2016, I mailed a courtesy copy of the within order to Attorney Joseph McCully at PO Box 19937, Kalamazoo MI 49019 via certified mail.

Cert & Reg. mail
Atty Joseph McCully, Jr.
David Schaefer
121 W. Cedar St.
Kalamazoo, MI 49007

Judy Vernagallo
Judy Vernagallo

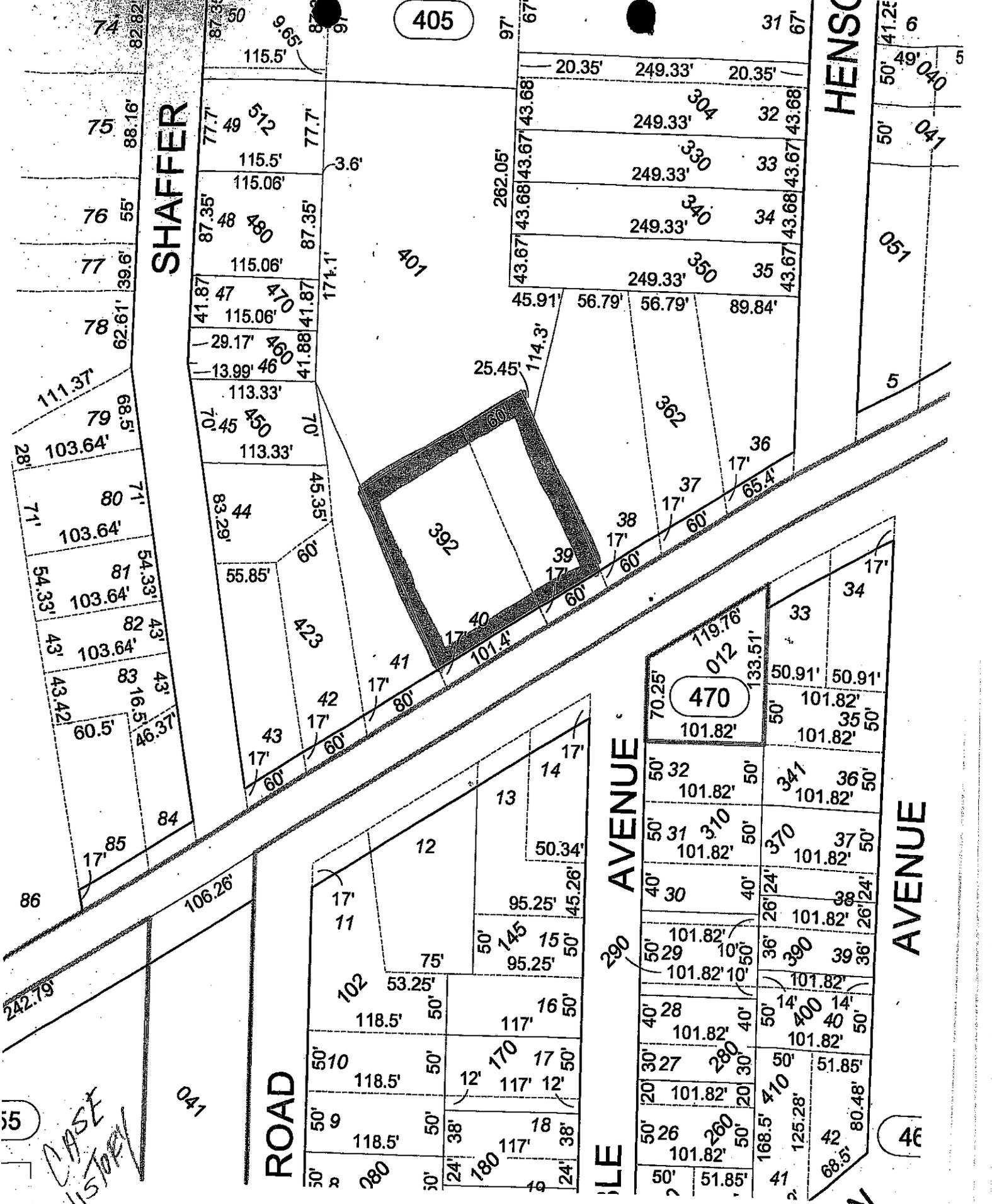
Susan E. Ritchie

PROOF OF POSTING

This is to certify that I posted a copy of the within order on the house located at 1805 Gull Road on 1-15, 2015 at 13:20 a.m./p.m.

Shawn Gallagher

Todd Kowalski
Todd Kowalski



SHAFFER

HENSC

AVENUE

AVENUE

ROAD

ILE

405

470

35

CHASE HISTORY

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Judy Vernagallo

From: Judy Vernagallo
Sent: Friday, January 15, 2016 2:01 PM
To: seeber@michigantownshiplaw.com
Subject: FW: Proof of Mailing and Posting
Attachments: DOC011516-01152016135805.pdf

-----Original Message-----

From: toshiba@ktpw.org [mailto:toshiba@ktpw.org]
Sent: Friday, January 15, 2016 4:58 PM
To: Judy Vernagallo <vgallo@ktpw.org>
Subject: Proof of Mailing and Posting

Scanned from MFP-07202947.
Date: 01/15/2016 13:58
Pages:3
Resolution:200x200 DPI

KALAMAZOO CHARTER TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

ORDER OF THE DANGEROUS BUILDINGS HEARING OFFICER

Parcel Nos. : 11-405-392

Address: 1805 Gull Road

File No. 2013-1

Owners and parties in interest in accordance with the Kalamazoo Charter Township Tax Rolls:

PA Gull Road LLC
C/O Imad Farran
6039 Avon St.
Portage, MI 49024

Buildings: Former Clark Gas Station

WHEREAS a dangerous buildings and substandard housing hearing was conducted on January 13, 2016 commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall, 1720 W Riverview Drive within the township. The undersigned, Building Official Mike Alwine, Township Supervisor Ron Reid; Fire Marshal Todd Kowalski, Township Attorney Roxanne Seeber and 1 additional interested person was present (arrived late); and

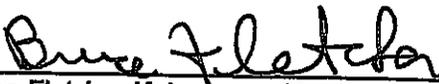
WHEREAS the hearing officer received a report from the building department; took testimony; reviewed the minutes and his prior orders and made the following findings:

The building located on the subject property constitutes a Dangerous Building in accordance with the Township Dangerous Buildings Ordinance.

NOW THEREFORE it is hereby ordered that with respect to the property identified above which is legally described as "Assessors Plat of Gull Heights Lot 39 and that Part of Lot 40 lying southerly of an ext E & W of N LI Lot 39 EXC Sly 17 FEET as follows:

The building shall be **RAZED** (demolished) by no later than **February 15, 2016**; the property owner shall pull a demolition permit prior to such razing; and shall remove all debris created by such razing by no later than **February 15, 2016**; the land shall thereafter be returned to normal grade.

Dated: January 15, 2016



Bruce Fletcher Kalamazoo Charter Township
Dangerous Buildings Hearing Officer

PROOF OF MAILING

This is to certify that on 1/15, 2016, I mailed a copy of the within order to Imad Farran via certified mail to the taxpayer's last known address above.

Cert & Reg. mail
Imad Farran
6039 Avon
Portage, MI 49024

Judy Vernagallo
Judy Vernagallo

Susan E. Ritchie

PROOF OF MAILING

This is to certify that on 1/15, 2016, I mailed a courtesy copy of the within order to Attorney Joseph McCully at PO Box 19937, Kalamazoo MI 49019 via certified mail.

Cert & Reg. mail
Atty Joseph McCully, Jr.
David Schaefer
121 W. Cedar St.
Kalamazoo, MI 49007

Judy Vernagallo
Judy Vernagallo

Susan E. Ritchie

PROOF OF POSTING

This is to certify that I posted a copy of the within order on the house located at 1805 Gull Road on 1-15, 2015 at 13:20 a.m./p.m.

Shawn Gallagher

Todd Kowalski
Todd Kowalski

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JANUARY 13, 2016

Re: CASE NOS. 2013-1; 2014-2; AND 2015-7

An Unsafe Building Hearing was held on Wednesday, January 13, 2016, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Mike Alwine, Building Inspector; Todd Kowalski, Fire Marshal; Ron Reid, Township Supervisor; David Obreiter, Fire Chief; Roxanne Seeber, Township Attorney; and 2 interested persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the November 18, 2015 were corrected to amend the time on the Sanchez hearing to 3:00. The corrected minutes were then approved and signed by the Hearing Officer. The next hearing date is scheduled for Wednesday, March 9, 2015 at 3:00 p.m. at the Township Hall.

3. CASE NO. 2013-1; 1805 GULL ROAD

Buildings: Former Gas Station

Owner(s) According to the Township's Tax Rolls: PA Gull Road LLC
(Imad Farran)

Kowalski indicated that he had received no information or correspondence from Joseph McCully or David Schaefer. No one was present for the hearing. Alwine testified that the building remained in the same condition as the prior hearing. It is

vacant and boarded up. There is structural damage and rotted rafters on the back side of the building. The exterior is not weather-tight and is in poor condition. Sealed plans for a commercial use are required under the building code, he said. Generally a building that has sat this long without occupancy requires mechanical, electrical and other repairs.

Fletcher expressed frustration that nothing had been accomplished. He was particularly concerned that no one had appeared for the hearing. It appeared as though waiting for the state was more of an excuse not to do anything. The soil/sampling issues really had nothing to do with the structure, which just continued to sit. It was up to the property owner to indicate a proposed use of the structure and move it back to viable status or to eliminate it. Kowalski noted that there had been a number of prior notifications to the property owner that he needed to make a repair/rehabilitation/improvement plan and one had never been received.

1-19-16

Fletcher ordered that the building be razed (demolished), the debris created thereby removed from the property and the property returned to normal grade by no later than February 15, 2016.

David Schaefer representing the owner appeared at 3:35. The Hearing Officer indicated that he had just ordered the building razed. Schaefer said he was confused about the time and that he had been wandering around killing time for a half an hour. He thought that his notice said 3:30. The Hearing Officer inquired about communication with Kowalski. Schaefer stated that nothing had changed, so he didn't feel that there was any reason to communicate. He said that the new owner was going to obtain an environmental assessment. Upon further inquiry, it was determined that there was not a new owner. Schaefer was outraged that the building was ordered demolished. He had been working on getting the property cleared by LARA for a long time. This was the first that he had heard about the building being demolished. Seeber indicated that the hearings were for "dangerous buildings". The building had been vacant for some time and structural issues were present. Schaefer wondered why no one ever gave him a punch list of upgrades that needed to be done. Vacancy alone was not enough to order a demolition, he reasoned. The issues identified at the prior hearing had been poo-poo'ed as no big deal. Why did it all of a sudden become so significant, he inquired.

Seeber explained that it is up to the owner to obtain the inspections and repairs checklist. This would involve a design professional because it is a commercial structure. The property owner would make a determination as to what he wanted to do with the property and the building. He would then apply for zoning approval. Depending on the request, a public hearing before the planning commission or site plan review may be required. It could not just be left standing vacant for several years. Schaefer indicated that this was the first he heard anything about the building. It was obvious that they had been hired to work on the environmental contamination, he said. He stated that he had never received a written order about the building. He threatened to take the township to court. He asked the Hearing Officer to explain his reasoning in entering a raze order. Seeber explained about the possible issuance of a citation and how that

would proceed through the court system. Additionally, she explained the dangerous building procedure and the taking of the order to the Township Board. Schaefer thought that the entire process was flawed and that there was no reason to order the demolition of the building. He abruptly left the meeting.

There being no further business, Hearing Officer Fletcher concluded the hearing at 4:00 p.m.

CHARTER TOWNSHIP OF KALAMAZOO

Bruce Fletcher, Hearing Officer

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD NOVEMBER 18, 2015

Re: CASE NOS. 2013-1; 2014-2; AND 2015-7

An Unsafe Building Hearing was held on Wednesday, November 18, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Mike Alwine, Building Inspector; Todd Kowalski, Fire Marshal; Donald Z. Thall, Township Clerk; Roxanne Seeber, Township Attorney; and 2 interested persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the September 23, 2015 meeting were approved by the Hearing Officer. The next hearing date is scheduled for Wednesday, January 13, 2015 at 3:00 p.m. at the Township Hall.

3. CASE NO. 2013-1; 1805 GULL ROAD

Buildings: Former Gas Station

Owner(s) According to the Township's Tax Rolls: PA Gull Road LLC
(Imad Farran)

The hearing officer noted receipt of a letter from the owner's attorney, Joseph McCully and his associate, David Schaefer expressing surprise that the hearing officer was considering ordering demolition. David Schaefer appeared on behalf of the owners. He had been under the impression from the prior hearing that he was to work with Kowalski in order to provide a progress report on the soil samples taken after the underground fuel storage tanks had been removed. He was having a hard time getting the Storage Tank Division to close its case on the property because one of the soil samples had come up with slightly elevated numbers.

Kowalski provided a couple of emails that had gone between himself and Schaefer. The tanks had been removed, he said, but there had been no resolution regarding the elevated levels on the soil sample. Schaefer indicated that depending on when and how the case was closed at the state, there were different plans for the property. Either it could be opened again as a gas station, or it could be sold as a convenience store or a used car dealership. Under the gas station scenario, he said, the present building would be demolished and the gas station building would be set further back to the north side of the property.

Alwine indicated that the exterior of the building could be repaired. The back side had some missing and damaged rafters and it would need to be repaired and spruced up. The building, he said, was closed to casual entry. Assessing Officer Yonker provided a recent photograph. Fletcher expressed dismay at the length of time the process was taking; indicating that this was a three-year old case. Schaefer indicated a willingness to provide the dangerous building information to the state in order to urge it to a decision. Fletcher indicated that the matter would be continued for another three months. Schaefer was to provide any information received from the state to Kowalski in a timely fashion. Schaefer provided a new mailing address for the office to the group. Seeber indicated that she would provide the information to Township staff.

11-18-15

**JOSEPH C. MC CULLY, JR.
ATTORNEY AT LAW
121 WEST CEDAR STREET
KALAMAZOO, MI 49007**

MC
NOV 18 2015

11:00AM

HAND DELIVERED

November 17, 2015

Township of Kalamazoo
Dangerous Buildings
1720 Riverview Drive
Kalamazoo, MI 49004

Re: 1805 Gull Road

Dear Mr. Fletcher,

Our client sent us a copy of the minutes of your last meeting. I must admit that I am taken aback. The last time that I attended meeting, I thought that we had agreed that we were to report directly to your Fire Marshal, Todd Kowalski. Since that meeting, we have kept him informed as to our progress concerning environmental closure of the above referenced site.

The minutes of your last meeting seem to imply that we have disregarded your notices and contain a threat to raze our client's building. To date, we have removed the underground storage tanks and reported that to your committee and Fire Marshal Kowalski. We have employed the services of an environmental contractor who has conducted a site investigation and is working with the State of Michigan in an attempt to obtain closure under the environmental laws of this state. Because our client never operated a gas station at the site and the contamination that was found in one of the soil samples was just above correction levels, the issues with the State are not simply resolved.

At this juncture, jurisdiction of the environmental matter rests with the State of Michigan. Other than the underground storage tank issue, we are unaware of any other concerns the Township may have or may have had concerning this property; but stand ready willing and able to correct any and all other such issues or concerns that the Township expresses in a writing to us or our client.

118-f

Neither Attorney McCully nor myself are in a position to attend today's meeting due to prior scheduling conflicts and ask that this letter suffice as our "update". I understand that the meeting starts at 3:00 PM. In the event either of us are in a position to rearrange our schedule or if something changes, we will attempt to be at your meeting not later than 3:30 PM. You can feel free to reach me on my cell phone at 269-365-2936.

Sincerely,



David L. Shafer, Non-Attorney Associate
to Joseph C. McCully Jr. P28367

NOTE CORRECTION: Next USB Hearing - November 18, 2015

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD SEPTEMBER 16, 2015

Re: CASE NOS. 2013-1; 2014-5; 2015-1; AND 2015-4

An Unsafe Building Hearing was held on Wednesday, September 16, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Jerry Reitenour, Building Inspector; Roxanne C. Seeber, Township Attorney; and 3 interested persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the July 15, 2015 meeting were approved by the Hearing Officer. The next hearing date is scheduled for Wednesday, November 18, 2015 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1: 1805 GULL ROAD

Buildings: Former Gas Station

Owner(s) According to the Township's Tax Rolls: PA Gull Road LLC
(Imad Farran)

No one was present and there was no further report from the Building Official. Yonker provided a current photograph. The Hearing Officer ordered that this matter be continued to the November 11, 2015 meeting. If no progress was made and no one appeared for the hearing, his intent is to order the structures razed at that time.

2. CASE NO. 2015-1: 1004 FLETCHER

Buildings: Single family dwelling, detached accessory building

Owner(s) According to the Township's Tax Rolls: Mark Haynes

The Township received a report indicating that the structure had been sold to an adjoining property owner, Mark Haynes who had pulled a demolition permit. Reitenour confirmed this. Two neighboring property owners, Mr. and Mrs. Larry Beeder of 1018 Fletcher appeared on behalf of the new owner who was out of town. In response to an inquiry from the Hearing Officer, the Beeders indicated that the house and structures had been razed and that only a hole in the ground and some debris remained. The lot would be leveled off later in the week, they said. The Hearing Officer was satisfied that the matter could be removed from the Dangerous Buildings list. The Beeders inquired as to how their neighbor would go about using the empty lot for something, such as a garage. The township attorney indicated that the zoning department was the first place to start.

9-30-15

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JULY 15, 2015

Re: CASE NOS. 2013-1; 2014-5; 2015-1; 2015-2; 2015-3 AND 2015-4

An Unsafe Building Hearing was held on Wednesday, July 15, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Jerry Reitenour, Building Inspector; John K. Lohrstorfer, Township Attorney; and eight interested persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the May 13, 2015 meeting were approved by the Hearing Officer. The next hearing date is scheduled for Wednesday, September 16, 2015 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 GULL ROAD

No one was present and there was no further report from the Fire Marshal. The Hearing Officer ordered that this matter be continued to the September 16, 2015 meeting.

2. CASE NO. 2014-5; 209 W. ALLEN

Mr. Reitenour noted that the house has been secured. No one appeared on the matter and the Hearing Officer ordered that in view of the past several hearings where there was no visible work being done and no one coming forward to respond to notices, this matter should be forwarded on to the Township Board for recommended demolition.

3. CASE NO. 2015-1; 1004 FLETCHER

Mr. Pulver was present. He has been trying to sell the property. He claims that he has cleaned up the yard. He stated that the house has been cleaned out and that he plans on taking the drywall out right down to the studs because of possible meth contamination. He stated at this point he is in a holding pattern but eventually he will repair the house.

In attendance were 5 neighbors who had various questions and complaints about the status of the house which they have had to contend with since the fire occurred. They stated that they were aware that there was a lot of mold in the house and they did not see how the house could be properly repaired and made habitable.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD MAY 13, 2015

Re: CASE NOS. 2013-1; 2014-5; 2015-1; 2015-2; 2015-3; 2015-4 AND 2015-5

An Unsafe Building Hearing was held on Wednesday, May 13, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Jerry Reitenour, Building Inspector; Roger Iverson, KABA; Todd Kowalski, Fire Marshal; John K. Lohrstorfer, Township Attorney; and one visitor.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the March 18, 2015 meeting were approved by the Hearing Officer. The next hearing date is scheduled for Wednesday, July 15, 2015 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 GULL ROAD

No one was present. Mr. Reitenour noted that the tanks have been pulled which was verified by the Fire Marshal. The Fire Marshal noted that the tests show that the soil is clean, however, no one has called the office to make any further report on the property. The Hearing Officer ordered that a report be made by the owners at the July 15, 2015 meeting.

2. CASE NO. 2014-5; 209 W. ALLEN

No one appeared. Mr. Reitenour noted that the bank is no longer the owner of the property and that there is a new owner. A new notice will have to be sent out. Mr. Reitenour noted that the chimney is pulling away from the house, there is more deterioration on the roof and he recommended that because of foundational problems and other problems, that the building be demolished. This should be communicated to the new owner. The new owner should prepare a plan and submit it to Mr. Reitenour before the July 15, 2015 meeting and appear at the meeting. If there is no substantial progress made, the matter will be forwarded onto the Township Board for demolition.

3. CASE NO. 2015-1; 1004 FLETCHER

No one was present at the meeting. The dumpster is still on the property and Mr. Pulver is still doing work on the building. The Hearing Officer ordered that a report be made at the July 15, 2015 meeting. Mr. Pulver called Mr. Reitenour during the hearing and informed him that they may have a prospective buyer for the property and he believes all of the debris has been removed from the house. The owner should attend the July 15, 2015 meeting.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD MARCH 18, 2015

Re: CASE NOS. 2013-1; 2014-5; 2015-1 and 2015-2

An Unsafe Building Hearing was held on Wednesday, March 18, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Jerry Reitenour, Building Inspector; Todd Kowalski, Fire Marshall; Officer Mike White; John K. Lohrstorfer, Township Attorney; and two other police officers and seven other persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of the January 14, 2015 meeting were approved by the Hearing Officer as submitted. The next hearing date is scheduled for Wednesday, May 13, 2015 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 GULL ROAD (COMMERCIAL)

Mr. David Shafer was present and explained that the tanks have now been removed. They will have to conduct further tests of the soil because of vapors. They are on the schedule for the DEQ but the test may not be completed until June. In the meantime, Mr. Shafer is talking with prospective buyers about the property and the Hearing Officer directed that Mr. Shafer prepare a plan with the Fire Marshal and report back at the next meeting.

2. CASE NO. 2014-5; 209 W. ALLEN

Ms. Katz was not present but she had spoken with the Fire Marshal. Mr. Reitenour reported that some of the demolition on the site has been completed, however, the interior needs to be done and also a section of the porch is still in need of repair. Also, in the rear of the house the foundation is cracking and the rear of the house will have to somehow be stabilized. The Hearing Office ordered that Ms. Katz report back at the May 13, 2015 meeting as to the further plan of action to rehabilitate the house.

3. CASE NO. 2015-1; 1004 FETCHER

Mr. Mark Pulver was present and explained that he and his son Justin hold joint title to the house. There was fire damage on March 2, 2015. There is a great amount of debris around the house. Officer Mike White reported that they have been called to the house several times for things not related to the condition of the home but an investigation is going on as to the cause of the fire and whether or not there is any meth

3-18-15

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JANUARY 14, 2015

Re: CASE NOS. 2013-1; 2014-1; 2014-2 AND 2014-5

An Unsafe Building Hearing was held on Wednesday, January 14, 2015, commencing at 3:00 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assessor; Jerry Reitenour, Building Inspector; John K. Lohrstorfer, Township Attorney; and three additional persons.

The Hearing Officer called the meeting to order at 3:00 p.m. The minutes of November 12, 2014 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for Wednesday, March 18, 2015 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1: 1805 GULL ROAD (COMMERCIAL)

~~No one was present. The Hearing Officer stated that this would be continued one more time for the March hearing. It is imperative that the owner or representative be present at the March meeting. It is presumed that the tanks will have been removed by that time. The representative or owner is requested to make a full report. If it appears that there has been no progress, the matter will be referred to the Township Board for final action.~~

2. CASE NO. 2014-1: 3502 MULHEARN (HOUSE/FIRE)

Mr. Yonker stated that Mr. Veen left a message at 1:00 p.m. that he was not able to attend the meeting because of a job conflict and stated that he felt he was making progress but did not leave any details regarding what progress was being made.

Jim Yonker stated that he inspected the property on December 31, 2014, although he did not enter the building. He did look through the windows and did not see that there appeared to be any progress or work being done since the last meeting.

The Building Official Mr. Reitenour stated that he stopped by the property on January 13, 2015 and did not see any progress being made.

Connie Butler, a neighbor, stated that the rubbish is still in the driveway and has not been removed since the last meeting. She also stated that there seemed to be no apparent progress being made on the house. The Building Official stated that there is no gas or electric to the building and there is still black smoke damage on some of the walls since the fire of September 2013.

1-14-15
USB

Property Information

06-11-405-392 1805 GULL RD Subdivision:
KALAMAZOO MI, 49048 Lot: Block:

Name Information

Owner: PA GULL ROAD, LLC Phone:
Occupant: PA GULL ROAD, LLC Phone:
Filer: Phone:

Enforcement Information

Date Filed: 11/12/2014 Date Closed: Status: Meeting

Complaint:
USB Hearing - no one present - Todd K talked with Dave shaffer - re: soil samples -poss gas station or used car lot?? to report at next USB on Jan. 14, 2015.
11/12/2014 USB minutes - Fire Marshal Kowalski stated that Mr. Shafer had called and that the tanks have not been removed. They have obtained a permit and are waiting for the contractor to remove the tanks by the end of the month. A report is to be made at the next meeting by Mr. Shafer.

Last Action Date: Last Inspection:

Last Action:

11-12-14

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD NOVEMBER 12, 2014

Re: CASE NOS. 2013-1; 2014-1; 2014-2 AND 2014-5

An Unsafe Building Hearing was held on Wednesday, November 12, 2014, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jim Yonker, Assessor; Jerry Reitenour, Building Inspector; John K. Lohrstorfer, Township Attorney; Judy Vernagallo, staff member; and three additional persons.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of September 17, 2014 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for Wednesday, January 14, 2015 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 GULL ROAD (COMMERCIAL)

Fire Marshall Kowalski stated that Mr. Shafer had called and that the tanks have not been removed. They have obtained a permit and are waiting for the contractor to remove the tanks by the end of the month. A report is to be made at the next meeting by Mr. Shafer.

11-12-14

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD SEPTEMBER 17, 2014

Re: CASE NOS. 2013-1; 2014-1; 2014-2, 2014-4 AND 2014-5

An Unsafe Building Hearing was held on Wednesday, September 17, 2014, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jim Yonker, Assessor; John K. Lohrstorfer, Township Attorney; and three additional persons.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of July 9, 2014 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for Wednesday, November 12, 2014 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 GULL ROAD (COMMERCIAL)

David Shafer was present. He stated that the product from the gas tanks has been removed. They have submitted RFPs to several removal firms to have the gas tanks removed and have prepared a 30-day removal notice to the State. He will keep Fire Marshal Kowalski up to date and informed of the progress on the property. The Hearing Officer told Mr. Shafer that the tanks then should be removed before the November 12th meeting date. Mr. Shafer is to make a report at that time.

2. CASE NO. 2014-1; 3502 MULHEARN (HOUSE/FIRE)

Mr. Dan Veen was present and explained that he has installed all new electric. The drywall is still going up and he still has not addressed the heating and vent situation. The Hearing Officer explained that at the last meeting in July he stated he would have everything completed by the end of August. Mr. Veen explained that he would have everything done within the next two weeks. The Hearing Officer requested that he draw up a letter to Fire Marshal Kowalski setting forth a plan and the completion of the plan for the corrections needed which include the HVC, drywall and flooring. Mr. Veen explained that he would e-mail that information to Fire Marshal Kowalski.

3. CASE NO. 2014-02; 2016 N. PITCHER (COMMERCIAL BUILDING)

No one was present. Fire Marshal Kowalski explained that more buildings are caving in and the hole in the fence is still there from July. The Hearing Officer ordered that Mr. Donaldson or some representative must appear at the November 12, 2014 hearing. If there is no progress by that time, the Hearing Officer will order that the structures be demolished and it will be referred to the Township Board for final action.

9-7-14

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JULY 9, 2014

Re: CASE NOS. 2013-1; 2014-01; 2014-02 AND 2014-4

An Unsafe Building Hearing was held on Wednesday, July 9, 2014, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jerry Reitenour, Building Official; Jim Yonker, Assessor; John K. Lohrstorfer, Township Attorney; and three additional persons.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of May 21, 2014 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for September 17, 2014 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 GULL ROAD (COMMERCIAL)

The Chairman noted that no one was present. The Chairman received an e-mail dated July 8, 2014 at 2:12 p.m. from David Shafer stating that no one would attend the hearing. There had been a problem with the scheduling of core borings and more soil borings needed to be done. They are considering razing the building and doing a new building or turning the parcel into a used car lot. The Hearing Officer ordered that Mr. Shafer get a schedule to Fire Marshal Kowalski and to the Hearing Officer Fletcher and report at the next meeting.

2. CASE NO. 2014-1; 3502 MULHEARN (HOUSE/FIRE)

Mr. Dan Veen was present and explained that except for the two rear windows, the windows had been installed, although the windows have not been trimmed out. Mr. Veen has obtained a building permit and he still needs to address the electrical. He considered installing new heating ducts but now he may contact a company to have the ducts cleaned. He also explained that the potential renter has rented some other dwelling. He expects to have everything completed by the end of August. Mr. Veen is to contact Building Official Reitenour at the end of August and report on the completion. Connie Butler, a neighbor, was also present and once again expressed concern about having the violations corrected in a timely manner.

3. CASE NO. 2014-02; 2016 N. PITCHER (COMMERCIAL BUILDING)

Jack Donaldson was present. He explained that there are two companies now that have expressed interest in purchasing the property. He had repaired the fencing but it had been torn down. The gate on the fence is locked. Fire Marshal Kowalski noted there is a hole in the fence which is a problem because people are still getting into the property and the police have been called out to the property several times. Mr.

7-9-14

Judy Vernagallo

From: David Shafer <pirate4dls@gmail.com>
Sent: Tuesday, July 08, 2014 2:12 PM
To: Judy Vernagallo
Subject: USB - 180S Gull Rd./ July 9 , 2014 Hearing Information

To the Dangerous Buildings Board.

Due to a communications problem between our office, the consultant and the drilling firm, the scheduling of the core borings has been delayed. I believe we have worked through the problem and will advise you as to the revised schedule. At this juncture, we have nothing new to report and understand through staff that we will not be required to attend tomorrow's meeting.

Thank You for Your Consideration,

David L. Shafer, Non-Attorney Associate to
Joseph C. McCully, Jr.

2-8-14

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD MAY 21, 2014

Re: CASE NOS. 2013-1; 2013-2; 2013-3; 2014-01; 2014-02; 2014-3 AND 2014-4

An Unsafe Building Hearing was held on Wednesday, May 21, 2014, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jerry Reitenour, Building Official; Jim Yonker, Assessor; John K. Lohrstorfer, Township Attorney; and six additional persons.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of March 19, 2014 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for July 9, 2014 at 3:00 p.m. at the Township Hall.

1. CASE NO. 2013-1; 1805 FULL ROAD (COMMERCIAL)

The Chairman announced that he had received a letter from Attorney Joseph C. McCully. The letter stated that residue products and other liquids had been removed from the underground storage tanks. They also have contracted with an environmental group to conduct Phase I and Phase II environmental studies. Site work is expected to be completed before July 1, 2014. The Fire Marshal reported that everything they said they were going to address has been done so far and the Hearing Officer ordered that a report be made at the next meeting.

5-21-14

**JOSEPH C. MC CULLY, JR.
ATTORNEY AT LAW
4215 WEST MAIN STREET
KALAMAZOO, MI 49006**

MEMORANDUM VIA E-MAIL

DATE: May 20, 2014

TO: Messers: Lohrstorfer and Fletcher

FROM: David Shafer, Non-Attorney Associate to Joseph C. McCully, Jr.

SUBJECT: Dangerous Building Hearing Re: 1805 Gull Road

COPIES: Imad Farran, Todd Kowalski via e-mail

Dear Messers: Lohrstorfer and Fletcher

Thank you for allowing us to "attend" Wednesday's hearing by way of e-mail response. I have an unavoidable conflict tomorrow.

Since we last met, we have completely removed any residual product and other liquid from the underground storage tanks at 1805 Gull Road and have taken steps to prohibit intrusion of surface water. Further, we have removed the dispensing units and secured the piping associated therewith.

We have also contracted with Eric Larcinese of Holocene Environmental, LLC to conduct Phase 1 and Phase 2 environmental studies at that location. We expect the on-site work to be completed before July 1, 2014 depending on unforeseen site conditions. In the event environmental contamination is discovered above acceptable levels, we will file the requisite notices and advise you as to our proposed work plan to address those issues.

We would also propose that you adjourn this matter from future hearings until our work is complete. In the event work is delayed for any reason, I will keep you informed via e-mail. If you have any questions, please reach me on my cell at 269-365-2936.

Once Again, Thank You,

/s/

David Shafer, Non-Attorney Associate to
Joseph C. McCully, Jr

*ATY of c.
365-2936
5-20-14*

PHONE: 269-372-3521

FAX: 269-762-5544

E-MAIL: pirate4dls@gmail.com

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD MARCH 19, 2014

Re: CASE NO's. 2010-1; 2013-1; 2013-2; 2013-3; 2014-01; 2014-02

An Unsafe Building Hearing was held on Wednesday, March 19, 2014, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jerry Reitenour, Building Official; Jim Yonker, Assessor; John K. Lohrstorfer, Township Attorney; and six additional persons.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of January 8, 2014 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for May 21, 2014 at 3:00 p.m. at the Township Hall.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

Mr. Imad Farrow was present along with Attorney Dave Shafer, of Kalamazoo. Mr. Shafer stated he has been working with his client and they will check the gasoline tanks within the next 30 days. They are not aware of any petroleum release reported on the site. They are still looking at various options as to what has to be done with the tanks, including removal.

Mr. Shafer will be in contact with the Fire Marshal to coordinate any remedial action that may have to be done on the site.

The Hearing Officer thanked both Imad and Mr. Shafer and explained it was important to start making progress on the site and get the tank issue resolved as soon as possible.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JANUARY 8, 2014

Re: CASE NO's. 2010-1; 2013-1; 2013-2; 2013-3; 2014-1

An Unsafe Building Hearing was held on Wednesday, January 8, 2014, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jerry Reitenour, Building Official; Roxanne Seeber, Township Attorney, and five additional persons.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of November 13, 2013 were approved by the Hearing Officer as submitted. The next hearing date is scheduled for March, 19, 2014 at 3:00 p.m. at the Township Hall.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

Imad Farrow, the property owner reported he is still trying to get a loan. There have been no new changes. Also the owner is still waiting on the DEQ to review. The Hearing Officer ordered that this would be reviewed again on March 19, 2014. The group discussed with the property owner the number and type of underground oil tanks and whether they had to be removed. The property owner understood that they could remain if another gas station were to be put on the property. The Fire Marshal indicated that there had been leaking in at least one of the tanks. He expressed concern as to whether another gas station was a possibility. The property owner indicated that the property was up for sale and that he would take any reasonable offer on it at this point.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD NOVEMBER 13, 2013

Re: CASE NO'S: 2010-1, 2013-1, 2013-2, 2013-3

An Unsafe Building Hearing was held on Wednesday, November 13, 2013 commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer, Jim Yonker, Assessor, Todd Kowalski, Fire Marshal, Jerry Rettenour, Building Official, John K. Lohrstorfer, Township Attorney, and four visitors.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of September 11, 2013 were approved by the Hearing Officer as presented. The next hearing date is scheduled for January 8, 2014 at 3 p.m.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

The property owner reported he is still trying to get a loan. There have been no new changes. Also the owner is still waiting on the DEQ to review. The Hearing Officer ordered that this would be reviewed again on January 8, 2013 meeting.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD SEPTEMBER 11, 2013

Re: CASE NOS. 2010-1; 2013-1; 2013-2; 2013-3

An Unsafe Building Hearing was held on Wednesday, September 11, 2013, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Jim Yonker, Assistant Assessor; and John K. Lohrstorfer, Township Attorney.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of July 10, 2013 were approved by the Hearing Officer as presented. The next hearing date was scheduled for November 13, 2013 at 3 p.m.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

Mr. Imad Farran was present and informed the Hearing Officer that he, once again, was still trying to get financing. Although he has not contacted the DEQ as requested, he has contacted a person that removes gasoline storage tanks.

After further discussion, the Hearing Officer ordered that he report at the November 13, 2013 meeting.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JULY 10, 2013

Re: CASE NOS. 2010-1; 2013-1; 2013-2; 2013-3

An Unsafe Building Hearing was held on Wednesday, July 10, 2013, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Jim Yonker, Assistant Assessor; Jerry Reitenour, Building Official, and John K. Lohrstorfer, Township Attorney.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of June 5, 2013 were approved by the Hearing Officer as presented. The next hearing date was scheduled for September 11, 2013 at 3 p.m.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

Mr. Imad Farran was present and informed the Hearing Officer that he was still looking for financing but the building was properly secured.

The Fire Marshall informed him that he needed to contact the DEQ and DELAG regarding the status of the underground tanks. State law requires that when the tanks have not been used for more than a year, they must be inspected.

Mr. Farran stated he would contact the DEQ.

The Hearing Officer ordered that a report be made at the September 11, 2013 meeting on the status of the building and tanks.

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD JUNE 5, 2013

Re: CASE NOS. 2010-1; 2010-5; 2013-1

An Unsafe Building Hearing was held on Wednesday, June 5, 2013, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Ruth Blake, Township Assessor; Jim Yonkers, Assistant Assessor; and John K. Lohrstorfer, Township Attorney.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of May 1, 2013 were approved by the Hearing Officer as presented. The next hearing date was set for July 10, 2013 at 3 p.m.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

Mr. Imad Farran was present along with the owner Belal Asad Mitersea who is the current owner and who bought the property on land contract 4 years ago.

Mr. Farran explained that the property is being considered by another buyer. At this time Mr. Mitersea is the present owner.

Mr. Mitersea reported that for the past two years he has been trying to obtain a loan but the banks have been reluctant to loan to gas stations.

The windows have been sealed with plywood and he is waiting for bank financing. He should know within the next 6 to 8 weeks.

Fire Marshal Kowalski inquired as to whether there is any gasoline left in the underground tanks.

Mr. Mitersea stated he was not aware whether or not there was any gasoline products in the tanks. He also presented some preliminary plans for a new station. He stated his intent was that if they get the financing, he would tear down the gas station and put in new tanks and hopefully operate a brand new gas station.

Fire Marshal Kowalski announced that the Bureau of Fire Services is the organization that is handling the underground tanks.

After further discussion, the hearing officer ordered that a report be made by Mr. Farran or the owner, Mr. Mitersea, at the July 10, 2013 meeting. In the meantime, if they have information regarding successfully obtaining the loan, they were to contact Mr. Kowalski.

There being no further business to come before the meeting, the hearing was adjourned at 3:40 p.m.

CHARTER TOWNSHIP OF KALAMAZOO

Bruce Fletcher, Hearing Officer

Charter
Township
of Kalamazoo

1720 Riverview Drive
Kalamazoo, Michigan 49004-1099
Tele: (269) 381-8080
Fax: (269) 381-3550
www.kalamazootownship.org

May 9, 2013

Mr. Imad Farran
6039 Avon
Portage, MI 49024

Re: 1805 Gull Road - Case 2013-1

Dear Mr. Farran:

Pursuant to the conversation, with Judy, on May 2, 2013, she informed you that our office would need a copy of the deed where PA Gull Road, LLC, sold the property to Amer Y. Farran.

The fax we received was a sales agreement, she checked with the Assessor's office and they informed her, we would need to receive a copy of the deed before any names can be changed on the property at 1805 Gull Road.

Notices for an Unsafe Building Hearing scheduled for June 5, 2013, will be sent to all persons involved with the property.

Enclosed is a copy of the original notice to appear and the Unsafe Building Minutes from the May 1, 2013 hearing.

Thank you for your cooperation in this matter.

Sincerely,

Ronald E. Reid

Ronald Reid, Supervisor

cc: PA Gull Road, LLC, Belah Mheisen,
Rominana Farran
Amer Y. Farran

(e-mailed to John L, Atty, Bruce F., Ruth B. - mailed copies also.)

4-9-B

*McC
5-3-2013
AM*

KALAMAZOO CHARTER TOWNSHIP

UNSAFE BUILDING HEARING

MINUTES OF HEARING HELD MAY 1, 2013

Re: CASE NOS. 2010-1; 2010-5; 2013-1

An Unsafe Building Hearing was held on Wednesday, May 1, 2013, commencing at 3 p.m. at the Kalamazoo Charter Township Hall within the Township.

Present were Bruce Fletcher, Hearing Officer; Todd Kowalski, Fire Marshal; Ruth Blake, Township Assessor; and John K. Lohrstorfer, Township Attorney.

The Hearing Officer called the meeting to order at 3 p.m. The minutes of March 13, 2013 were approved by the Hearing Officer as presented.

CASE NO. 2013-1; 1805 GULL ROAD (COMM)

Fire Marshal Kowalski reported that a certified letter was sent on April 12, 2013 and the "received card" came back on April 15, 2013. The person signing for the letter was Romiana Farran. Regular mail was also sent to the address and not returned. The structure is an old gas station which was cited for "open to casual entry and a state of disrepair". Underground fuel tanks are still in place with an unknown quantity of fuel. Fire Marshal Kowalski has contacted the DEQ because of the underground tanks. It was noted that there has been some plywood placed on the structure to keep it from casual entry. However, it could still be open for entry.

The Hearing Officer ordered that the structure be secured and closed to casual entry and that the underground fuel tanks be removed.

It was announced by the Hearing Officer that the next unsafe building hearing will be held on June 5 with an additional meeting scheduled for July 10, 2013, both starting at 3 p.m.

There being no further business to come before the meeting, the hearing was adjourned at 3:45 p.m.

CHARTER TOWNSHIP OF KALAMAZOO

Bruce Fletcher, Hearing Officer

5-1-14

NOTICE OF HEARING AND NOTICE TO APPEAR CONCERNING

DANGEROUS BUILDING

**TO: Rominana Farran
1455 Kelveve Ave.
Portage, MI 49024**

RE: 1805 Gull Rd. Parcel 3906-11-405-392 Case# 2013-1

Please take notice that the building(s) or structure(s) located at 1805 Gull Rd. within the Charter Township of Kalamazoo, Kalamazoo County, Michigan, are **DANGEROUS BUILDINGS in violation of Charter Township of Kalamazoo Ordinance # 288 Dangerous Buildings Ordinance.**

A copy of the ordinance is enclosed.

- #1 Building - Commercial was declared dangerous on April 9, 2013.**
- #2 Building is open to casual entry and in a state of disrepair.**
- #3 The underground fuel tanks are still in place with an unknown quantity of fuel left in them.**
- #4 We have been unable to make contact with the owner on record by telephone.**

**Photos of the property were taken and attached.
Attached copy of letter from Fire Marshal Todd Kowalski.**

Please take further notice that a hearing will be held before a Hearing Officer on the 1st May, 2013 commencing at 3:00 P.M. at the Kalamazoo Charter Township Hall, 1720 Riverview Dr., Kalamazoo, Mi. to show cause why the building or structure should not be demolished or otherwise made safe.

Please take further notice that the Township Hearing Officer will take testimony from the Building Inspector and from all interested parties concerning the same, and thereafter shall render his decision either closing the proceedings or ordering the building to be demolished or otherwise made safe.

Please take further notice that your refusal to attend this hearing or to comply with the decisions of the Hearing Officer may result in the structure or building being demolished or made safe by action of the Township Board and the cost thereof being assessed upon tax rolls as a lien against the property.

Fire Marshall - Todd Kowalski

**Tel. # 269-381-8080
Date: April 10, 2013**

**cc: Ron Reid, Supervisor
George Cochran, Treasurer
Don Thall, Clerk**

4
2580.00



2006-040349
Page: 1 of 4
09/12/2006 01:32P

PINNACLE TITLE MD-Kalamazoo ROD

ROLL	MAP	CARD	IBM	Assoc re.Ord
	✓	✓	✓	
FILE # 2896300 G				
2006-11-405-300				

COPY

WARRANTY DEED

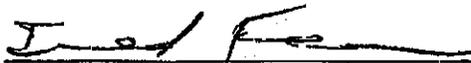
Grantor(s), IMAD FARRAN and AMAL AYASH*, husband and wife, whose address is 6039 Avon Street, Portage, Michigan 49024 Convey and Warranty to
Grantee, PA GULL ROAD, LLC, a Michigan limited liability company, of 1805 Gull Road, Kalamazoo, Michigan 49048, the real property situated in the Township of Kalamazoo, Kalamazoo County and State of Michigan, described as set forth on Exhibit "A" attached hereto.

The consideration for this transfer is Three Hundred Thousand Dollars (\$300,000.00).

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act. The Grantor(s) grant(s) to the Grantee(s) the right to make four (4) division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

*AMAL AYASH, one of the Grantors herein, is the wife of IMAD FARRAN and joins in this conveyance for the purpose of barring any and all dower interest she might have in the above described property.

Dated this 17th day of February, 2006.



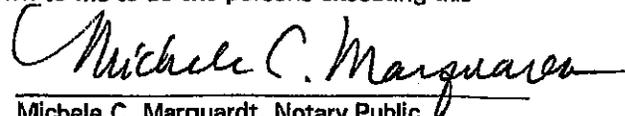
 IMAD FARRAN



 AMAL AYASH

STATE OF MICHIGAN)
)SS.
 COUNTY OF KALAMAZOO)

The foregoing instrument was acknowledged before me this 17th day of February, 2006 by IMAD FARRAN and AMAL AYASH, husband and wife, known to me to be the persons executing this document of their free will and deed.



Michele C. Marquardt, Notary Public
 Kalamazoo County,
 My commission expires: 5/4/2012
 Acting in Kalamazoo County, Michigan

Drafted by and when
 recorded, return to:
 Michele C. Marquardt, Esq.
 DeMent and Marquardt, P.L.C.
 211 E. Water Street, Ste. 401
 Kalamazoo, Michigan 49007
 (269) 343-2106

*Type or print names under signature

Cert# 218588

STATE OF MICHIGAN



REAL ESTATE
TRANSFER TAX

Kalamazoo
09/12/2006
182596

\$330.00 -C
 \$2250.00 -S
 #299549

700-11071

Property Information

11-405-392 1805 GULL Subdivision:
KALAMAZOO MI, 49048 Lot: Block:

Name Information

Owner: PA GULL ROAD, LLC Phone:
Occupant: PA GULL ROAD, LLC Phone:
Filer: Phone:

Enforcement Information

Date Filed: 05/02/2013 Date Closed: Status: INFO RECEIVED

Complaint:

10:00AM IMAD FARRAN CALLED (CELL # 269-808-6697)(BROTHER-IN-LAW) HE JUST FOUND OUT ABOUT THE HEARING YESTERDAY - WANTS TO KNOW WHAT HAPPENED AT THE HEARING -- IMAD SOLD TO BELAH MHEISEN SEVERAL YRS AGO - BELAH MHEISEN SOLD - JAN 25, 2013 TO AMER FARRAN (BROTHER-IN-LAW) (BELAH, CELL # 313-218-0481) IMAD FAXED US COPY OF SALES AGREEMENT - THIS NOT A DEED. WE NEED A COPY OF THE DEED TO CHANGE THE NAME ON THE PROPERTY. GAVE INFO TO TODD K TO CALL AMAD. PLEASE CALL IMAD FARRAN AT 269-808-6697, TO TELL HIM WHAT HAPPENED AT THE HEARING YESTERDAY.

Last Action Date: Last Inspection:

Last Action:

10:23A TO JOHN
5-3-2013 JOHN my NOTES - Judy V & NAMES + ADDRESSES
& COPY OF SALES AGREEMENT. FOR YOUR FILE

Me
5-2-2013

FAX

To:	Township of Kalamazon	From:	Imad Furrar
Fax:	269-381-3550	Pages:	6
Phone:	269-381-8080	Date:	5.2.2013
Rc:	1805 Gull Rd.	CC:	

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

Comments:

Attn.: Judy

As per our conversation enclosed a copy of the Sales Agreement but a closing date havenot been set after talking to my attorney Michael Holmes at DeMent and Marquardt, PLC 269-343-2106.

THIS IS A SALES AGREEMENT
NOT A DEED.

5.2.2013

Me
5-2-2013

SALES AGREEMENT

**AGREEMENT FOR SALE AND
PURCHASE OF REAL ESTATE**

This Agreement is made this 25 day of January, 2013, by and between PA GULL ROAD, LLC, a Michigan limited liability company of 4415 W Vernor, Detroit, Michigan 48209 ("Seller"), and AMER YOUSSEF FARRAN of 7106 Appoline Street, Dearborn, Michigan 48126 ("Buyer"). Buyer agrees to buy from Seller and Seller agrees to sell a parcel of real property located in the Township of Kalamazoo, County of Kalamazoo, State of Michigan legally described as:

See attached Exhibit A for legal description

1. **Purchase Price.** Purchase price for the property is Two Hundred Thousand Dollars (\$200,000).
2. **Terms.** The full purchase price shall be paid upon execution and delivery of a good and sufficient Warranty Deed.
3. **Inspections.** Buyer acknowledges that it has been advised to have the Property and inspected for structural integrity, condition of mechanical systems, environmental status, pests, health and safety by licensed inspectors and/or appropriately licensed individuals of Buyer's choice. All such inspections shall be at Buyer's expense. If such inspections reveal any infestation or unacceptable structural, mechanical, environmental, health or safety conditions, Buyer shall furnish Seller with a copy of the inspection report and a written estimate of the cost of the requested corrective action and/or repairs. These documents must be received by Seller no later than ten (10) days after the execution date of this Agreement. Seller shall respond in writing to Buyer within five (5) days after the receipt of such documents as to whether Seller will agree to pay for the requested corrective action and/or repair of the Property in accordance with the inspection report and estimates. If Seller does not agree, Buyer shall have the right to terminate this Agreement. Such election by Buyer must be in writing and received by Seller not later than the tenth (10th) day after the initial inspection report and estimate were furnished to Seller.

Buyer agrees that the contingency provided by this paragraph shall be deemed to have been waived if (1) Buyer fails to provide an inspection report and written estimate within ten (10) days after the execution date of this Agreement, or (2) Buyer fails to terminate this Agreement in writing within ten (10) days after submitting such report and estimates, in the event Seller does not agree to take corrective action.

If this contingency is waived, or if Buyer elects to close notwithstanding any report of infestation or poor condition, Buyer shall be deemed to have accepted the Property in its "as is" condition as of the Closing Date.

Buyer is solely responsible for obtaining such inspection reports and estimates as it deems necessary, and shall be exclusively responsible for obtaining and supervising any necessary or desired corrective action or repairs.
4. **Disclosure Statement.** Seller has provided Buyer with a Disclosure Statement which is attached to the Agreement.

5. Taxes and Assessments. Current real estate taxes, except special assessments, shall be pro-rated to the Closing Date and shall be deemed to cover the calendar year in which they become due and payable. Taxes shall be deemed due and payable as follows: County (winter) taxes, December 1; City (summer) taxes, July 1. The balance amount owing of the lien of any special assessments existing prior to the Closing Date shall be paid by Seller at closing.

6. Proof of Title. As evidence of marketable title, Seller shall obtain at Seller's expense an Owner's Policy of Title Insurance. If it is determined that title is not marketable, Seller will have thirty (30) days to remedy the defects. If Seller is unable to cure the defects within thirty (30) days, Buyer's deposit will be refunded in full, and this Agreement shall be terminated unless Buyer waives the contingency and agrees to accept title with the defect on title.

7. Closing. This sale shall be closed as soon as possible, but not later than January 15, 2013 (the "Closing Date"); except, if the closing of the sale is delayed due to correctable title defects, as provided in paragraph six (6) above. Closing of the sale shall be held at the offices of any title company issuing an Owner's Policy of title insurance, or at the offices of Counsel for Buyer or Seller as mutually agreed. Buyer agrees to pay any closing fee charged by the closing office.

8. Possession of Property. Possession of the Property shall be given to Buyer at the closing.

9. Default. If Buyer defaults, Seller may enforce this Agreement, or may declare Buyer's right to purchase terminated and keep the earnest money, or may pursue its other legal remedies. If Seller defaults, Buyer may demand return of the earnest money and may bring any and all actions to enforce this Agreement in equity or at law.

10. Casualty. In the event that, on or before the Closing Date, any buildings or other improvements on the Property shall be damaged by fire, storm or other casualty, and the cost to repair such damage is in excess of ten percent (10%) of the purchase price, either party shall have the right to rescind this Agreement by written notice to the other party within seven (7) days after receiving notice of the casualty, and Buyer shall be entitled to a refund of Buyer's earnest money.

11. Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signatures of each party were upon the same document.

12. Prior Offers. This Agreement terminates any prior offers or counter offers between the parties for the Property.

13. Facsimile Communications. The parties agree that the Agreement may be delivered by use of a facsimile mail, and signatures, initials and modifications shall be deemed to be valid and binding upon the parties as if the original signatures, initials and modifications present on the documents in the handwriting of each party. Neither party shall assert the Statute of Frauds or non-enforceability or invalidity of this Agreement because of facsimile copies being used, and both parties specifically waive and relinquish any such defense. Each party agrees to provide an original signed document to the other party upon request.

14. **Earnest Money.** Buyer deposits Zero Dollars (\$0) with Seller as earnest money evidencing Buyer's good faith. If the sale is not closed due to a failure to satisfy contingencies specified in this Agreement for reason other than the fault of Buyer, the earnest money shall be refunded to Buyer. If the sale is closed pursuant to the terms and conditions of this Agreement, the earnest money will be applied to the purchase price at closing. When this Agreement is signed by both parties, Buyer and Seller agree that it shall be a binding agreement for the sale and purchase of the Property for themselves, their heirs, successors and legal representatives.

15. **Attorney Review.** Each party has three (3) business days to have this Agreement reviewed and revised by counsel. Thereafter, the terms of this Agreement are as executed, unless amended in writing by both parties.

SELLER:

PA GULL ROAD, LLC

Date: 11/25, 2013



By: Belal Mheison
Its: Member

BUYER:

Date: 11/25, 2013



Amer Youssef Farran

Exhibit A
Store #1473

The land situated in the Township of
Kalamazoo, County of Kalamazoo, State of Michigan, and described as follows:

PARCEL 1:

Commencing at the Southwest corner of Lot 40 of Assessor's Plat of Gull Heights, according to the plat thereof recorded in Liber 13 of Plats, Page 13, Kalamazoo County Records, for point of beginning; thence Northwestwardly along the Westerly line of said Lot 40, 180.62 feet; thence North 58 degrees 05 minutes East to the Northwest corner of Lot 39 of Assessor's Plat of Gull Heights; thence Southeastwardly along the Westerly line of said Lot 39 to the Southwest corner of said Lot 39; thence Southwestwardly along the Southerly line of said Lot 40 and adjacent to Gull Road to point of beginning.

PARCEL 2:

That part of Lot 40 of the Assessor's Plat of Gull Heights, which lies Southerly of a line extended North 58 degrees 05 minutes East from the Northeast corner of Lot 39, of the Assessor's Plat of Gull Heights to the Westerly boundary of Lot 38 of the said Assessor's Plat of Gull Heights.

PARCEL 3:

Beginning on the Northerly line of the Gull Road at a point 555.12 feet South 58 degrees and 5 minutes West of the intersection of the Northerly line of the Gull Road and the East line of the West 1/2 of the Southeast 1/4 of Section 11, Town 2 South, Range 11 West; and running thence South 58 degrees and 5 minutes West along the Northerly line of the Gull Road 60 feet; thence North 29 degrees and 2 minutes West 180 feet; thence North 58 degrees and 5 minutes East 60 feet; thence South 29 degrees and 2 minutes East 180 feet to the place of beginning. The above is the intent to describe Lot 39 of the Assessor's Plat of Gull Heights.

EXCEPT:

That part of the following described Tract "A" which lies Southerly of a line 50 feet Northerly of (measured at right angles and parallel to) the survey line of Highway M-43.

Tract "A": Commencing at the Southwest corner of Lot 49 of Assessor's Plat of Gull Heights, according to the plat thereof recorded in Liber 13 of Plats, Page 13, Kalamazoo County Records, for point of beginning; thence Northwestwardly along the Westerly line of said Lot 40, 180.62 feet; thence North 58 degrees 05 minutes East to the Northwest corner of Lot 39 of Assessor's Plat of Gull Heights; thence Southeastwardly along the Westerly line of said Lot 39 to the Southwest corner of said Lot 39; thence Southwestwardly along the Southerly line of said Lot 40 and adjacent to Gull Road to point of beginning.

Also, that part of Lot 40 of the Assessor's Plat of Gull Heights, which lies Southerly of a line extended North 58 degrees 05 minutes East from the Northeast corner of Lot 39, of the Assessor's Plat of Gull Heights to the Westerly boundary of Lot 38 of the said Assessor's Plat of Gull Heights.

NOTICE OF HEARING AND NOTICE TO APPEAR CONCERNING

DANGEROUS BUILDING

**TO: PA GULL ROAD, LLC
Rominana Farran c/o
1455 Kelveve Ave.
Portage, MI 49024**

RE: 1805 Gull Rd. Parcel 3906-11-405-392 Case# 2013-1

Please take notice that the building(s) or structure(s) located at 1805 Gull Rd. within the Charter Township of Kalamazoo, Kalamazoo County, Michigan, are **DANGEROUS BUILDINGS in violation of Charter Township of Kalamazoo Ordinance # 288 Dangerous Buildings Ordinance.**

A copy of the ordinance is enclosed.

- #1 Building - Commercial was declared dangerous on April 9, 2013.**
- #2 Building is open to casual entry and in a state of disrepair.**
- #3 The underground fuel tanks are still in place with an unknown quantity of fuel left in them.**
- #4 We have been unable to make contact with the owner on record by telephone.**

**Photos of the property were taken and attached.
Attached copy of letter from Fire Marshal Todd Kowalski.**

Please take further notice that a hearing will be held before a Hearing Officer on the 1st May, 2013 commencing at 3:00 P.M. at the Kalamazoo Charter Township Hall, 1720 Riverview Dr., Kalamazoo, MI. to show cause why the building or structure should not be demolished or otherwise made safe.

Please take further notice that the Township Hearing Officer will take testimony from the Building Inspector and from all interested parties concerning the same, and thereafter shall render his decision either closing the proceedings or ordering the building to be demolished or otherwise made safe.

Please take further notice that your refusal to attend this hearing or to comply with the decisions of the Hearing Officer may result in the structure or building being demolished or made safe by action of the Township Board and the cost thereof being assessed upon tax rolls as a lien against the property.

Fire Marshall - Todd Kowalski

Tel. # 269-381-8080

Date: April 10, 2013

April 16, 2013 - (resent notice w/PA Gull Road, LLC on it)

**cc: Ron Reid, Supervisor
George Cochran, Treasurer
Don Thall, Clerk**

COPY

Charter
Township
of Kalamazoo

FIRE DEPARTMENT
1720 Riverview Drive
Kalamazoo, Michigan 49004

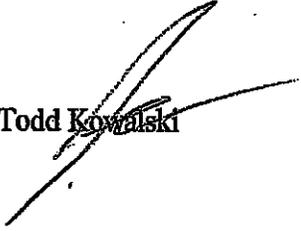
Telephone: (269) 381-8080
Fax: (269) 381-3550
Emergency 911

April 9, 2013

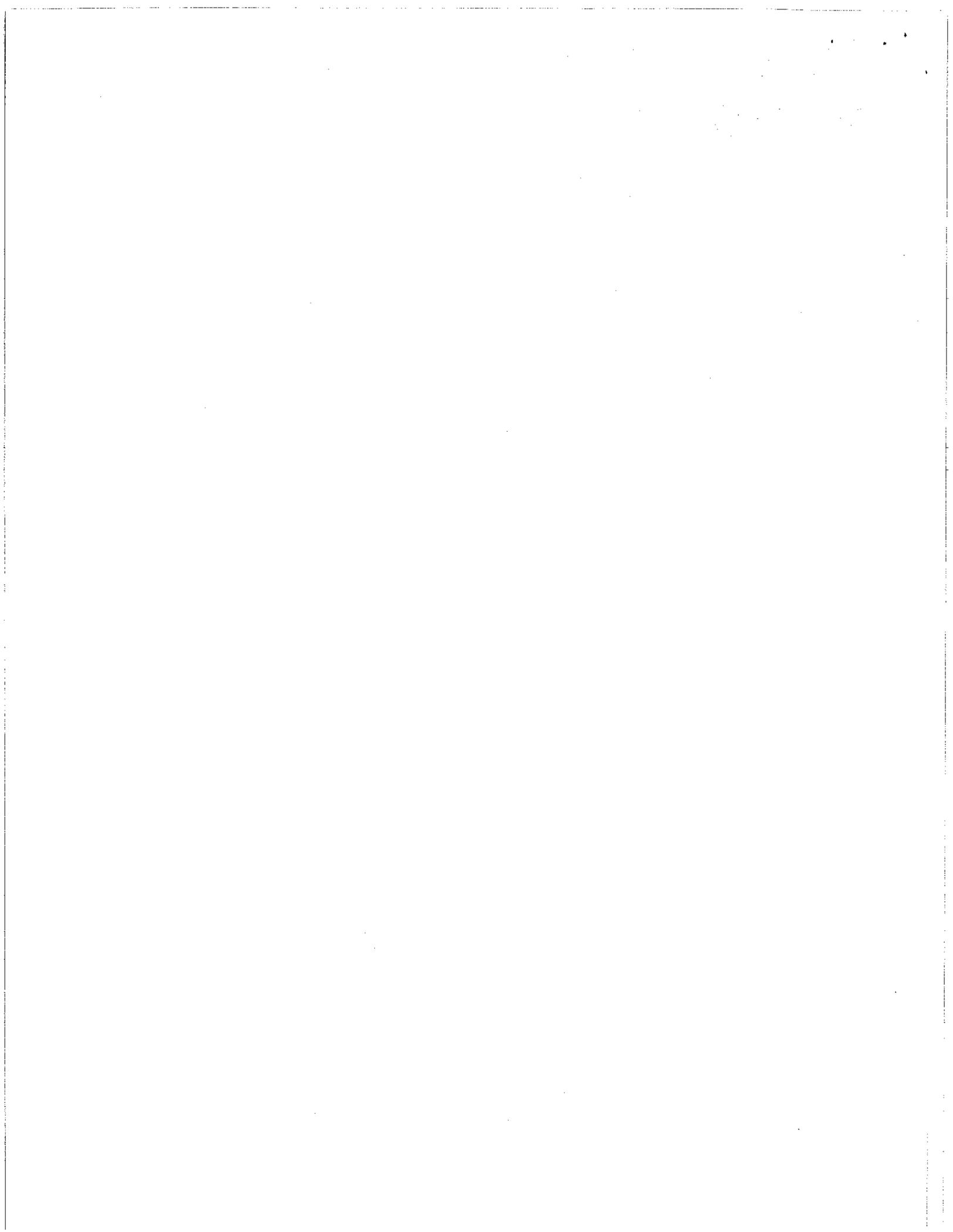
On April 9, 2013 a fire safety inspection was conducted at 1805 Gull Road. The business is now vacant and the following was noted:

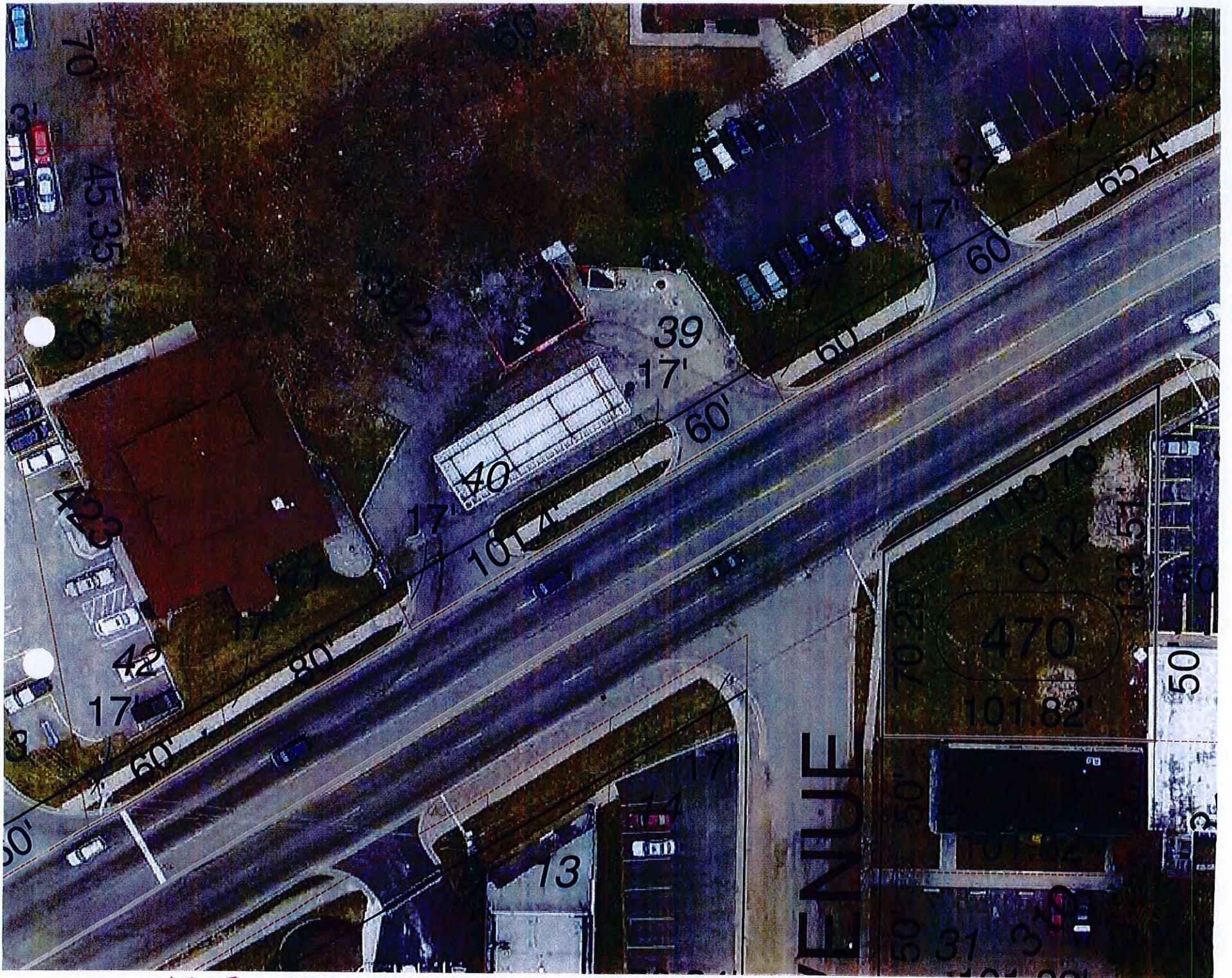
1. The building is open to casual entry and in a state of disrepair
2. The underground fuel tanks are still in place with an unknown quantity of fuel left in them.
3. Have been unable to make contact with the owner on record by telephone

Photo's of the property were taken and are enclosed. I will still attempt contact with the owner on record.


Todd Kowalski

Properly working smoke detectors and residential sprinklers save lives
Email: tckowalski@ktpw.org Office 269-381-8080 ext. 115





1805 6011 RD

1805 GULL RD.
11316



1-13-2016



11-17-15

1805 Gull Road

11-1715 11-765 392



11-17-15



9-15-2015

180.5 call

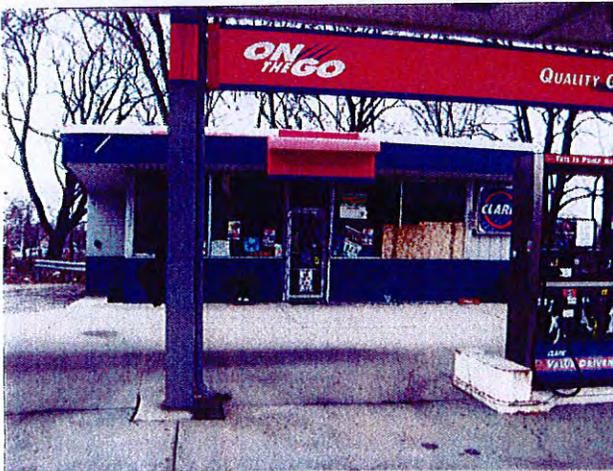
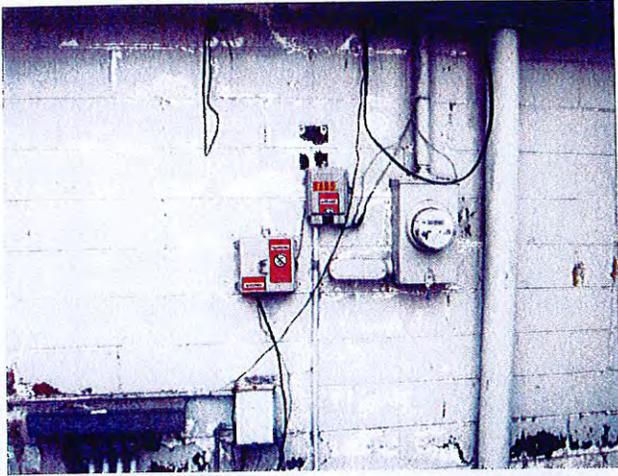


9-14-2015

102 x 1.11



1805 Guiz Road
5-13-15



4-9-2019



Charter
Township
of Kalamazoo

TO: Kalamazoo Township Board
FROM: Supervisor Ronald E. Reid
RE: Request for approval of 2017 KATS agreement
DATE: 16 February 2016

The staff operations of the Kalamazoo Area Transportation Study (KATS) are funded using planning funds provided by the Federal Highway Administration (MDOT), the Federal Transit Administration, and the Michigan Department of Transportation. The federal funds require a local match that can be cash or in-kind contributed services. KATS has historically used in-kind contributed services from member agencies to provide the needed match. The in-kind contributed services may be provided by consultants, or staff working on eligible planning activities.

The Policy Committee approved a schedule of contributions, either in-kind, or cash; for members to raise the local match needed. That schedule took into account the size of a member agency and the potential benefits of KATS membership.

In order to use in-kind contributed services for local match, KATS needs to make an early request to MDOT and their federal partners to use that local match source. Attached is the letter from KATS and the agreement making the request to us to participate and to provide our share of local match. Note, that there is a statement that, as long as the required local match is raised, KATS will not go to members who for whatever reason were not able to meet their match for the difference in the agreed amount that was stipulated in the agreement. If however, KATS does not receive the local match needed then it will go back to members who did not meet their agreed amount, for the needed difference to meet the match in cash. Historically, we have not had an issue with meeting our match requirement.

Therefore, I respectfully request that the Supervisor be authorized execute the Third-Party In-Kind Contribution Notification Assurances Statement for the FY 2017 Unified Work Plan for the Kalamazoo Urbanized Area for Federal Highway Administration Planning Funds to support the Kalamazoo Area Transportation Study request for federal funding of its eligible activities and the Township's agreement to provide the estimated \$2,000 in-kind contribution for FY 2017.



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110
Portage, MI 49002
269-343-0766
info@KATSmpo.org

January 27, 2016

Mr. Ronald E. Reid, Supervisor
Kalamazoo Township
1720 Riverview Dr.
Kalamazoo, MI 49004

RE: Contributed Services Agreement for Kalamazoo Area Transportation Study (KATS) Match

Dear Mr. Reid,

Enclosed you will find the approved schedule of contributed services to cover the local match needed for the Kalamazoo Area Transportation Study (KATS) operations. Thank you for agreeing to help KATS meet the local match it needs for Federal planning funds in FY 2017 (beginning October 1, 2016). This local match will come from the value of contributed services that your staff or consultants will be normally doing in FY 2017. This is not a request for cash from your jurisdiction.

While your township does not receive Federal funds directly through KATS, it does benefit from the operations and actions of KATS. These benefits include:

- Federal funding to the Road Commission of Kalamazoo County and Van Buren County Road Commission for road, bridge, non-motorized, and other projects in your township.
- Federal funding to the Kalamazoo County Transportation Authority, the Central County Transportation Authority, Kalamazoo Metro Transit, and Van Buren Public Transit for public transit.
- KATS is a forum where townships, cities, villages, the Road Commissions, public transit agencies, the counties of Kalamazoo and Van Buren, and the Michigan Department of Transportation meet to cooperatively plan and program transportation projects in Kalamazoo County and a portion of eastern Van Buren County
- Land use and master planning at the local level is tied to transportation planning and KATS staff is available to work with your planning commissions on questions or issues.

Enclosed is an agreement that I ask you to complete and return to us by **March 1, 2016**. Again by agreeing to provide contributed services to KATS, we can use the value of the costs you accrue in completing planning or mapping work that supports the KATS work program. KATS staff will work with you in the coming months to show how you can report this time.

Thank you for your help. Please feel free to call me if you have any questions on this request. I will be happy to meet with you if you would like.

Sincerely,

Mr. Jonathan Start
Executive Director

Enclosure



The Metropolitan Planning Organization for the Greater Kalamazoo Area

5220 Lovers Lane, Suite 110

Portage, MI 49002

☎ 269-343-0766

✉ info@KATSmpo.org

**Third Party In-Kind Contributions Notification and Assurances
FY 2017 Unified Planning Work Program
Kalamazoo Urbanized Area**

For Federal Highway Administration Consolidated Planning Dollar Funds (FHWA PL 112)

1. **Notification** - In executing the subject FY 2017 Unified Planning Work Program (UPWP), the Kalamazoo Area Transportation Study (KATS), the Metropolitan Planning Organization (MPO) for the Kalamazoo urbanized area, proposes to use third party in-kind contributions provided by:

- Road Commission of Kalamazoo County
- Van Buren County Road Commission
- City of Kalamazoo
- City of Portage
- Kalamazoo County
- Western Michigan University
- Comstock Township
- Kalamazoo Township
- Oshtemo Township
- Texas Township
- City of Galesburg
- City of Parchment
- Village of Augusta
- Village of Climax
- Village of Mattawan
- Village of Lawton
- Village of Paw Paw
- Village of Richland
- Village of Schoolcraft
- Village of Vicksburg
- Van Buren County
- Alamo Township
- Almena Township
- Antwerp Township
- Brady Township
- Charleston Township
- Climax Township
- Cooper Township
- Pavilion Township
- Paw Paw Township
- Prairie Ronde Township
- Richland Township
- Ross Township
- Schoolcraft Township
- Wakeshma Township
- Waverly Township

to cover all or a portion of the non-federal match on a total UPWP basis.

2. **Identification and Inclusion** - The third party in-kind contributions are identified in the UPWP tasks descriptions and budget tables. The value of these in-kind contributions is included in the total UPWP budget.
3. **Third Party Consent** - The above stated agencies have agreed that the value of the eligible work performed by their staff or consultants may be used as an in-kind contribution.
4. **Not Paid by Other Federal Funds** - The cost of the third party work will be paid for with funds available to the third party. The cost for such work will not be paid for by Federal funds or used as a match for other federally funded grants or subgrants.
5. **Eligible and Allowable** - The third party in-kind contributions are for:
 - Safety Analysis
 - Short and Long Range Planning
 - Public Participation
 - Transportation System Monitoring
 - Planning Program Development
 - Development of Transportation Model
 - Use of social and economic data
 - Congestion Mitigation and Air Quality
 - Transportation Management Systems
 - Environmental Mitigation and Consultation
 - Updating GIS Maps
 - Non-Motorized Planning
 - Long Range Transportation Development

Third Party In-Kind Contributions Notifications and Assurances

FY 2017 Unified Planning Work Program

Page 3

Agency	Match Requested
Antwerp Township	\$100.00
Brady Township	\$100.00
Charleston Township	\$100.00
Climax Township	\$100.00
Cooper Township	\$100.00
Pavilion Township	\$100.00
Paw Paw Township	\$100.00
Prairie Ronde Township	\$100.00
Richland Township	\$100.00
Ross Township	\$100.00
Schoolcraft Township	\$100.00
Wakeshma Township	\$100.00
Waverly Township	\$100.00
Estimated FY 2017 Contributions	\$110,000.00

Agencies are encouraged to continue to report activities to the Kalamazoo Area Transportation Study once their contribution has been reached. If this total exceeds the amount needed to provide the non-Federal match for available FHWA Consolidated Planning Dollar funds, only that portion needed to cover the match will be used. If the third party in-kind contributions are not sufficient to cover the match requirement, the additional match will be paid from non-Federal cash resources.

The Kalamazoo Area Transportation Study will not invoice any contributing member that fails to meet their target listed here provided that the local match needed for the KATS program has been satisfied by all contributed services. In case the required KATS match is not reached, KATS will invoice those agencies/municipalities that did not reach their target for the match shortfall. If more than one agency/municipality is short and cash is required to satisfy the KATS local match, the amount needed will be divided between those entities in proportion to their contributed service targets. The amount invoiced will not exceed the difference between the contributed service target and the services actually contributed by an agency/municipality.

This assurance is provided in support of the Kalamazoo Area Transportation Study's request for prior approval to use in-kind contributions as match to FHWA Consolidated Planning Dollar funds and to convey recognition of the continuing responsibility for record keeping and billing procedures per 49 CFR Part 18. We agree to the estimated third party in-kind contributions for our agency as identified on Pages 2 and 3.

Printed Name:	Date:
Signature:	Third Party/Agency:
Title:	Department



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

Gillian A. Stoltman, PhD, MPH
Director/Health Officer

Enclosed you will find the contract for your municipalities continued participation in the Kalamazoo County Household Hazardous Waste (HHW) program. The contract is between your township/municipality and Kalamazoo County Health & Community Services Department/Household Hazardous Waste for 2016 HHW services.

Please review the attached contract, **complete section C, item 1 and C, item 2b.** with your municipalities maximum funding designation (on p.3) and **return two (2) signed originals** attention to me at the following address

Health & Community Services Department

Attn: Courtney Davis

3299 Gull Road

Kalamazoo, MI 49048

If you have any contract questions please feel free to contact me at (269) 373-5197 or cldavi@kalcounty.com

Thank you,
Courtney Davis
Administrative Coordinator



**KALAMAZOO COUNTY
HEALTH AND COMMUNITY SERVICES DEPARTMENT**

Promoting Health For All

Household Hazardous Waste

December 7, 2015

Dear HHW Center Contract Partner:

Please find attached, the contract for services for the 2016 calendar year. In 2015, the amount of funding allotted by your municipality was \$ 13,000⁰⁰. When making allotments for 2016, please consider the following items:

1. The existing contract for a chemical contractor expired October 31. Through a competitive bid process, ERG Environmental Services was selected as the chemical contractor for November 1, 2015 to October 31, 2016. This company has provided top quality service since 2012. Disposal fees have increased from \$0.59/pound to \$0.60/pound.
2. The existing contract for an electronic contractor expires December 31, 2015. Through a competitive bid process, Valley City will be recommended as the contractor for 2016. Valley City has been working with Kalamazoo County since 2012. In the past, electronic recycling costs were extremely low because all the components were in demand. However, more CRT glass is being collected than is being re-used so the cost for recycling CRT monitors and TVs has increased. CRT glass was used to remanufacture new CRT monitors and TVs. Today's flat screens are thinner so less glass is needed. The MDEQ is working to strengthen the Natural Resources and Environmental Protection Act 451 of 1994, Part 127 Electronics which will help with future recycling costs. In the mean time all electronic contractors are struggling with the vast quantities of CRT glass that has very little re-use value and therefore very little monetary value. It is expected that the disposal cost will be approximately \$2.50 per household equivalent.
3. Operation costs were increased in April of 2015 to accommodate the request for Saturday collections. Operation costs for 2016 will be billed and subtracted in January from the funding allotment you provide. The remainder of the allotment is used for disposal costs and is billed to you each quarter. Participation has continued to steadily increase which in turn increases disposal costs. We recommend an increase in your 2016 allotment to prevent running out of funds at the end of the year. Remember, the County does not actually hold any of the allotment. If there is unused funding at the end of 2016, that money remains with your municipality.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.



**AGREEMENT BETWEEN
THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT**

AND

**Kalamazoo Township
1720 Riverview Drive
Kalamazoo, MI 49004**

This Agreement is made between the County of Kalamazoo, a municipal corporation, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department, hereinafter referred to as the "County", and Kalamazoo Township, hereinafter referred to as the "MUNICIPALITY."

WHEREAS, the MUNCIPALTIY is in need of Household Hazardous Waste disposal services and is willing to provide funding for such services; and

WHEREAS, the County of Kalamazoo, by and through its Health and Community Services Department, operates the Household Hazardous Waste Center;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter made, the parties hereto agree as follows:

A. COUNTY RESPONSIBILITIES

The County shall:

1. Provide household hazardous waste collection services to residents of the MUNICIPALITY on the condition that the calculated percent of operational costs are paid in January and there are adequate funds on account with the County to pay for disposal costs throughout the year.
2. Operate the Household Hazardous Waste (HHW) Center at 1301 Lamont Avenue, on the Kalamazoo County Fairgrounds. The HHW Center will be open for business two to three days per week, approximately fifty (50) weeks per year including ten (10) Saturdays per year. Based on past experience and participation rates, collection hours may be reduced during the winter and/or increased during the spring, summer and fall. This is subject to change depending on demand for services and/or inclement weather.
3. Provide staffing for the HHW Center.
4. Accept the following materials at the HHW Center during collections (list may be modified by the County at any time):

Oil Based Paints

Solvents

Household Cleaners

Garden & Lawn Chemicals

Used Motor Oil & Filters

Pesticides

Acids/Bases

Aerosols

Batteries - all

Antifreeze

Gasoline

Paint Thinners

Reactives

Automotive Chemicals

Ammunition/Explosives

Fluorescent Light Bulbs Mercury Containing Devices Electronics

5. The following materials will not be accepted at the HHW Center (list may be modified by the County at any time):

Asbestos Latex Paint Radioactive Materials
6. May require that a citizen provide a valid Michigan Driver's License or other proof of residency at the time of collection. If such proof of residency is not provided, the citizen may be refused service unless payment is provided at the time of service.
7. Measure the size of each incoming load and assign a 'household equivalent' to each load. One household equivalent is equal to approximately twenty-five (25) gallons or one hundred fifty (150) pounds. Larger loads will be invoiced as a multiple household equivalents.
8. Provide advertisements once per month to promote proper disposal of household hazardous waste. Additional advertisement by the MUNICIPALITY must have approval of the County as to content. Further, both funding and arranging for additional advertisement will be the responsibility of the MUNICIPALITY.
9. Provide on-going public education on household hazardous waste and proper disposal methods for such waste. Education efforts may include distribution of flyers and pamphlets and public speaking presentations.
10. Maintain a household hazardous waste hotline and website to provide the public with information regarding proper disposal of household hazardous waste and community resources.
11. Contract with a licensed transporter to transport and dispose of materials collected through the program at a facility licensed for such hazardous waste by the State of Michigan. It is understood that the County's agreement with its transporter and disposal contractor designates the contractor as the generator of such materials, and nothing in this agreement between the County and the MUNICIPALITY to assist in the financing of the program is intended to place the County or the MUNICIPALITY in the position of being an owner, transporter, arranger or generator for purposes of federal or state statutes concerning liability for hazardous waste.

B. MUNICIPALITY RESPONSIBILITIES

The MUNICIPALITY shall agree to reimburse the County for additional labor costs associated with utilizing contractor personnel as additional staff for collections.

C. FINANCIAL REQUIREMENTS

1. Under the terms of this Agreement, the MUNICIPALITY will provide funding to a maximum amount of \$~~13,000.00~~ (C.1.) to the County for services at the HHW Center. Of this total, the following allocations will be made:
 2. a. \$5,999.00 of the total amount in C.1. will be invoiced in January of 2016 for operating costs. This amount equates to a per household equivalent participation rate of \$7.00 (20% of operational costs) applied to 2014 household equivalent participation volume. Operational costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of HCS FMA billing invoice.
 - b. ~~\$500.00~~ of the total amount in C.1. will be reserved for service fees and disposal costs of items directly from **MUNICIPALITY Buildings and Offices** which will be accepted by appointment only. HCS FMA will submit a quarterly invoice and will indicate charges, if any, for use of the HHW Center by the MUNICIPALITY. The MUNICIPALITY shall pay the invoice amount to the County within thirty (30) days of the invoice date.
 - c. The remainder of the total amount of C.1. minus amounts in C.1.a. and C.1.b. will be used for disposal costs associated with the disposal of household hazardous wastes from the MUNICIPALITY's **citizens**. Costs charged to the MUNICIPALITY for utilization of the household hazardous waste collection services by its citizens will be based upon the number of household equivalents from the MUNICIPALITY and disposal costs during the billing period.
3. The County will provide an itemized quarterly report to each participating MUNICIPALITY in the Household Hazardous Waste program. The report will serve as the basis for accounting of the funds provided to the County for the HHW Center. The quarterly report will be provided within forty-five (45) days of the end of the quarter.

D. INDEPENDENT CONTRACTOR

It is understood and agreed by both parties hereto that the County is an independent contractor. The MUNICIPALITY is not responsible for the County's federal, state or local income tax deductions, or any other responsibilities of state or federal laws concerning employment status.

E. AMENDMENTS

The County may send a Letter of Understanding to the MUNICIPALITY in order to add additional funding to the current contract amount.

F. INDEMNIFICATION

The MUNICIPALITY agrees to indemnify and hold harmless the County, its agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any act, negligence or omission on the part of the MUNICIPALITY, its agents, employees, officers, or representatives, in performing this Agreement. The County agrees to indemnify and hold harmless the MUNICIPALITY, its agents, employees, officers and representatives, from all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, which occur by reason of any act, negligence or omission on the part of the County, its agents, employees, officers, or representatives, in performing this Agreement, provided that nothing herein contained in the Agreement constitutes, nor shall be construed, as a waiver of any governmental immunity that has been provided to the County or its agents, employees, officers or representatives by common law, statute or court decision.

G. SEVERABILITY

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of the Agreement shall remain in full force and effect.

H. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Paragraph heading E. Amendments of this Agreement. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

I. HEADINGS

The Headings or Titles of the SECTIONS and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a Heading or Title and the text of the section or paragraph, the text shall control.

J. NOTICE

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers, e-mails or first class mails the Notice/Communication to the other party or if the party sends the Notice/Communication through first class mail or email to the other party. The parties agree that Notices and Communications should be sent to the parties at the following addresses:

MUNICIPALITY

Kalamazoo Township
Ron Reid, Supervisor
1720 Riverview Drive
Kalamazoo, MI 49004

COUNTY

Jennifer Kosak
Household Hazardous Waste Center
Kalamazoo County
1301 Lamont
Kalamazoo MI 49001

K. PERIOD OF AGREEMENT

The term of this Agreement shall be from January 1, 2016 through December 31, 2016, unless terminated earlier as provided.

L. TERMINATION

This Agreement may be terminated by either party heretofore at will by providing a sixty (60) day written notice to the other party.

M. SIGNATURES

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

FOR THE MUNICIPALITY

Printed or Typed Name Title

Signature Date

Printed or Typed Name Title

Signature Date

FOR THE COUNTY OF KALAMAZOO

John P. Taylor, Chair Date
Board of Commissioners

Timothy A. Snow, County Clerk/Register Date

Charter
Township
of Kalamazoo

1720 Riverview Drive
Kalamazoo, Michigan 49004-1099
Tele: (269) 381-8080
Fax: (269) 381-3550
www.kalamazootownship.org

TO: Ronald E. Reid, Township Supervisor
FROM: David Obreiter, Fire Chief 
RE: Automatic Lawn Sprinkler Install/Repair at the Township
DATE: February 10, 2016

I spoke with Mike Major Jr. this morning regarding the project to get the lawn sprinklers back in operation after the road construction on Mt. Olivet Road last fall. Mike advised me that he solicited three bids and received two responses.

Of the two bids, Mike feels that the bid from Sanderson & Dehaan Lawn Sprinkling is the most comprehensive and cost effective proposal for the project.

After speaking with Mike and reviewing the two proposals, I would also suggest moving forward with the project as specified by Sanderson & Dehaan Lawn Sprinkling of Portage, Michigan for a total cost of \$5,588.

I respectfully request a motion to authorize Sanderson & Dehaan Lawn Sprinkling of Portage, Michigan to install/repair the automatic lawn sprinkler system at the township hall for a total of \$5,588.

Irrigation Proposal

November 13, 2015

We hereby propose to furnish all materials and perform all the labor necessary for the completion of a new Automatic Underground Sprinkler System to be installed at

Charter Township of Kalamazoo
1720 Riverview
Kalamazoo, MI

All materials are guaranteed as specified. All work to be performed in accordance with the corresponding specifications and drawings, (if applicable). All work shall be conducted in a positive, workmanlike manner for the investment of \$5,588.00.

Irrigation Proposal Specifications

70 Rainbird 5000/3500 Series Gear-driven Rotors
11 Rainbird 1800 Series Spray Heads
10 Automatic Zones-Rainbird DV Series Valves
1 Automatic Controller-Rainbird Modular
1 Rainbird Wireless Rain Sensor
** Backflow Preventer done by others
** Tie into existing zones next to the North side of the building.

Owner Responsibility: Property Owner is responsible for verifying and locating property lines, pool lines, underground down-spouts, septic lines, etc. prior to installation.

Coverage: Install all new irrigation in turf areas to the west of the building, in the turf area along riverview to the north of the entrance, and the turf area to the south of the building on the west side of the entrance.

Pricing: Contract price may need to be adjusted after 3/1/16.

Service Agreement: 1-Year Winterization (2016) & 1-Year Start-up (2017)

Warranty: 2-Year Limited Warranty

Terms: \$1,000.00 deposit upon acceptance, the balance due upon completion.

Credit/Debit Card Payments: A 3% processing fee will be added for credit/debit card payments. We accept Visa, Mastercard, and Discover.

Respectfully Submitted,


Jonathan J. DeHaan
Sanderson & DeHaan Irrigation

I understand and accept this proposal _____

Note: This proposal may be withdrawn if not accepted within seven days

Mike Major

Contract Price: \$5,588.00


"Serving Southwest Michigan since 1988"

5797 South 12th Street, Portage, MI 49024 • Kalamazoo: (269) 372-7707 • Fax: (269) 372-7778
Toll Free: (800) 489-4441 • Battle Creek: (269) 964-1600 • Grand Rapids: (616) 453-5333

SANDERSON
& DeHAAN
LAWN • SPRINKLING
www.walcmnygrass.com

Past Due Accounts:

Payment due on completion: Accounts more than 30 days delinquent will incur a one and one-half percent (1.5%) service charge per month, or eighteen percent (18%) annual service charge. For accounts more than 30 days past due, Sanderson & DeHaan reserves the right to lien the above property, and will file the matter in the appropriate court. Any costs incurred by Sanderson & DeHaan in the collections and litigation process will be added to delinquent account.

Financed Accounts: Accounts without a signed promissory note within 30 days of the system completion will incur a one and one-half percent (1.5%) service charge per month, or eighteen percent (18%) annual service charge. If no promissory note is signed within 30 days after the completion of the system, Sanderson & DeHaan reserves the right to terminate the financing agreement and collect the balance of the account in full. For accounts more than 30 days past due, Sanderson & DeHaan reserves the right to lien the above property, and will file the matter in the appropriate court. Any costs incurred by Sanderson & DeHaan in the collections and litigation process will be added to the past due account and paid by the borrower.

Warranty:

Coverage: Sanderson & DeHaan Irrigation, Inc. will warrant all material and labor for a period of two years from the date of the installation. This covers parts, labor, wear and tear, product defect, and workmanship. The warranty is only valid to the original property owner(s) named on the original agreement signed by the property owners(s) and Sanderson & DeHaan Irrigation, Inc. The warranty is not transferrable.

Exclusions: Sanderson & DeHaan will not warrant damage due to: Acts of God, vandalism, damage due to misuse, damage due to neglect, freeze damage, construction damage, snow plow damage, lawn mower damage, damage/issues due to maturing landscapes, pool installations, fence installations, and property line issues. Sprinkler head and controller adjustments beyond reasonable expectations are not covered under the warranty. "Reasonable expectations" are determined by Sanderson & DeHaan Irrigation, Inc.

Termination of warranty: Sanderson & DeHaan must perform the winterizations on the irrigation system during the warranty period in order for the warranty to remain valid. Account must be kept current in order for the warranty and service agreement to remain valid. Account past due by greater than 60 days will result in the termination of the warranty and service agreement.

Miscellaneous:

Sanderson & DeHaan Irrigation, Inc. may subcontract all or any portion of the work and may assign this agreement to another Contractor, provided such assignments shall not affect the rights and privileges of the Client under this Agreement.



Maple Hill Sprinkling, Inc

2725 Lake Street
Kalamazoo, MI 49048

Phone: 269.349.3948

Fax: 269.349.9202

Email Quote Sheet

Date: November 17, 2015

To: Township of Kalamazoo
Mike Major Jr.
269-744-2482

From: Mike Lambeth

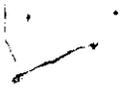
Number of Pages: 1

Subject: Irrigation System Revamp Quote
1720 Riverview Drive
Kalamazoo, MI

Message: Mike, here is the Maple Hill Sprinkling quote to repair and revamp the underground irrigation system due to road construction @ Kalamazoo Township Offices, 1720 Riverview Dr.

\$5,500.00

Thank you,
Mike Lambeth
President



Maple Hill Sprinkling

Charter
Township
of Kalamazoo

TO: Kalamazoo Township Board
FROM: Supervisor Ronald E. Reid
RE: Amend and Restate Township Non-ERISA Retirement Plan
DATE: 18 February 2016

We have received notice from the Burnham & Flower Agency that pursuant to IRS requirements, plan sponsors must restate their retirement plan documents at regular intervals. The Township's Governmental Non-ERISA Retirement Plan is within the mandated restatement period and we need to update our plan document accordingly. There are not any substantive changes to the plan and it does not result in any new fees or charges to the plan or participants.

Attached for your information is that updated Kalamazoo Charter Township Governmental Non-ERISA Retirement Plan Adoption Agreement and a resolution to adopt the plan.

I respectfully request that the Board adopt the attached resolution to amend and restate the plan in the form provided.

**KALAMAZOO CHARTER TOWNSHIP
GOVERNMENTAL NON-ERISA RETIREMENT PLAN**

**KALAMAZOO CHARTER TOWNSHIP
GOVERNMENTAL NON-ERISA RETIREMENT PLAN**

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ADOPTION AGREEMENT #004
VOLUME SUBMITTER GOVERNMENTAL PENSION PLAN

The undersigned adopting employer hereby adopts this Plan and its related Trust to the extent an outside trust is not used. The Plan and Trust are intended to qualify as a tax-exempt plan and trust under Code sections 401(a) and 501(a), respectively. The Plan is further intended to qualify as a governmental plan under Code section 414(d). The Plan shall consist of this Adoption Agreement, its related Basic Plan Document and any related Appendix and Addendum to the Adoption Agreement. Unless otherwise indicated, all Section references are to Sections in the Basic Plan Document.

EMPLOYER INFORMATION

NOTE: An amendment is not required to change the responses in items 1-10 below.

NOTE: The Plan Sponsor must be an entity that is eligible to adopt a governmental plan as defined in Code section 414(d).

1. Name of adopting employer (Plan Sponsor): Kalamazoo Charter Township
2. Address: 1720 Riverview Drive
3. City: Kalamazoo
4. State: MI
5. Zip: 49004-1099
6. Phone number: 269-3818080
7. Fax number: 269-3813550
8. Plan Sponsor EIN: 38-3006910
9. Plan Sponsor fiscal year end: 31-Dec
10. State of organization of Plan Sponsor: MI

PLAN INFORMATION

SECTION A. GENERAL INFORMATION

Plan Name/Effective Date

1. Plan Number: 001
2. Plan name:
 - a. Kalamazoo Charter Township
 - b. Governmental Non-ERISA Retirement Plan

NOTE: A.1 is optional.

3. Effective Date

- a. Original effective date of Plan: 12/1/1966
- b. This is a restatement of a previously-adopted plan. Effective date of Plan restatement: 1/1/2016

NOTE: The date specified in A.3a for a new plan may not be earlier than the first day of the Plan Year during which the Plan is adopted by the Plan Sponsor.

NOTE: If A.3b is not selected, the Effective Date of the terms of this document shall be the date specified in A.3a. If A.3b is selected, the Effective Date of the restatement shall be the date specified in A.3b. However if the Adoption Agreement states another specific effective date for any Plan provision, when a provision of the Plan states another effective date, such stated specific effective date shall apply as to that provision. The date specified in A.3b for an amended and restated plan (including the initial PPA restatement) may not be earlier than the first day of the Plan Year during which the amended and restated Plan is adopted by the Plan Sponsor.

4. Plan Year

- a. Plan Year means each 12-consecutive month period ending on 12/31 (e.g. December 31)
- b. The Plan has a short Plan Year. The short Plan Year begins _____ and ends _____

5. Limitation Year means:

- a. Plan Year
- b. calendar year
- c. other: _____

NOTE: If A.5c is selected, the Limitation Year must be a consecutive 12-month period.

6. Frozen Plan

The Plan is frozen as to eligibility and benefits effective _____

NOTE: If A.6 is selected, no Eligible Employee shall become a Participant, no Participant shall be eligible to further participate in the Plan and no contributions shall accrue as of and after the date specified.

Plan Features

7. Employee Contributions(Section 4.01)

a. Mandatory Employee Contributions (pick-up contributions) are permitted under the Plan:

i. Yes, _____% of Compensation

ii. Yes, salary schedule according to the chart below:

Salary Range

Mandatory Employee Contributions

iii. Yes, other fixed method: _____

iv. No

b. Voluntary (After-Tax) Contributions are permitted:

i. Yes

ii. No

iii. Formerly Allowed

c. Mandatory After-Tax Employee Contributions are permitted under the Plan:

i. Yes, _____% of Compensation

ii. Yes, salary schedule according to the chart below:

Salary Range

Mandatory After-Tax Employee Contributions

iii. Yes, other fixed method: Class (2): 6.2%

iv. No

NOTE: If A.7a is "No", questions regarding Mandatory Employee Contributions are disregarded.

NOTE: If other method (A.7a.iii or A.7c.iii) is selected, the method must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

Compensation

8. Compensation

a. Definition of Compensation for purposes of allocating contributions:

i. W-2. Wages within the meaning of Code section 3401(a) and all other payments of compensation paid to an Employee by the Employer (in the course of the Employer's trade or business) for which the Employer is required to furnish the Employee a written statement under Code sections 6041(d), 6051(a)(3), and 6052.

ii. Base Compensation. The basic annual rate of compensation in effect at the beginning of the period selected below (A.8b).

iii. Withholding. Wages paid to an Employee by the Employer (in the course of the Employer's trade or business) within the meaning of Code section 3401(a) for the purposes of income tax withholding at the source.

iv. Other: _____

b. Compensation is determined over the period specified below ending with or within the Plan Year:

i. Plan Year

ii. calendar year

iii. Plan Sponsor Fiscal Year

iv. Limitation Year

v. Other 12-month period beginning on: _____ (enter month and day)

c. Include Employee Contributions in the definition of Compensation.

d. Include deemed Code section 125 compensation in the definition of Compensation.

e. Include differential military pay (as defined in Code section 3401(h)(2)) in the definition of Compensation (Section 3.08).

f. Include other pay (not otherwise included in A.8a): _____

NOTE: If other (A.8a.iv) is selected, Compensation must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

NOTE: A.8b must be "Plan Year" if the Plan is excluding compensation earned before entry (A.11 is selected).

NOTE: If "Plan Year" is not selected in A.8b, for new/rehired Employees whose date of hire is less than 12 months before the end of the 12-month period designated, Compensation will be determined over the Plan Year.

NOTE: If employee contributions are included (A.8c is selected), Compensation shall also include any amount which is contributed by the Employer pursuant to a salary reduction agreement and which is not includable in the gross income of the Employee under Code sections 125, 402(e)(3), 402(h), 403(b),122(f) or 457.

NOTE: Employee contributions are always included in the definition of Compensation for purposes of Mandatory Employee Contributions.

NOTE: If deemed Code section 125 compensation (A.8d) is selected, Compensation shall include any amounts not available to a Participant in cash in lieu of group health coverage because the Participant is unable to certify that he or she has other health coverage. An amount will be treated as an amount under Code section 125 only if the Employer does not request or collect information regarding the Participant's other health coverage as part of the enrollment process for the health plan. This option is meant to be interpreted consistent with Revenue Ruling 2002-27.

NOTE: If A.8e is not selected and differential military pay exists, the payments will be included in Statutory Compensation.

NOTE: If other pay (A.8f) is selected, A.8f should indicate for what purposes (e.g., Mandatory Employee Contributions, etc.) and which class of Participants the Compensation is included, must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

9. Post Severance Compensation

Include Post Severance Compensation (unused sick or vacation pay/nonqualified plan payments) in definition of Compensation.

NOTE: A.9 will also apply for purposes of Statutory Compensation.

10. Post Year End Compensation

Determine Compensation using Post Year End Compensation

NOTE: If selected, amounts earned during the current year and paid during the first few weeks of the next year will be included in current year Compensation.

NOTE: A.10 will also apply for purposes of Statutory Compensation.

Compensation Exclusions

11. Pay Before Participation

Exclude pay earned before participation in the Plan from definition of Compensation.

NOTE: If selected, Compensation shall include only that compensation which is actually paid to the Participant during that part of the Plan Year the Participant is eligible to participate in the Plan. If not selected, Compensation shall include that compensation which is actually paid to the Participant during the Plan Year.

12. Other Pay

Exclude other pay from definition of Compensation: Bonuses & Commissions

NOTE: A.12 should indicate for what purposes (e.g., Mandatory Employee Contributions, etc.) and which class of Participants the Compensation is excluded.

NOTE: The pay specified above must be objectively determinable and may not be specified in a manner that is subject to Employer discretion.

13. Statutory Compensation

a. Definition of Statutory Compensation:

- i. W-2. Wages within the meaning of Code section 3401(a) and all other payments of compensation paid to an Employee by the Employer (in the course of the Employer's trade or business) for which the Employer is required to furnish the Employee a written statement under Code sections 6041(d), 6051(a)(3), and 6052.
- ii. Withholding. Wages within the meaning of Code section 3401(a) for the purposes of income tax withholding at the source paid to the Employee by the Employer (in the course of the Employer's trade or business).
- iii. Section 415 Safe Harbor Option. As described in the definition of "Section 415 Safe Harbor Option" in Article 2 of the Basic Plan Document.

b. Include deemed Code section 125 compensation in definition of Statutory Compensation:

NOTE: See A.9 and A.10 to determine if Statutory Compensation will include Post Severance Compensation and/or be determined using Post Year End Compensation.

NOTE: If A.8e is not selected and differential military pay exists, the payments will be included in Statutory Compensation.

Definitions

14. Disability

Definition of Disability

- a. Under Code section 22(e). The Participant is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. The permanence and degree of such impairment shall be supported by medical evidence.
- b. Under the Social Security Act. The determination by the Social Security Administration that the Participant is eligible to receive disability benefits under the Social Security Act.

- c. Inability to engage in comparable occupation. The Participant suffers from a physical or mental impairment that results in his inability to engage in any occupation comparable to that in which the Participant was engaged at the time of his disability. The permanence and degree of such impairment shall be supported by medical evidence.
- d. Pursuant to other Employer Disability Plan. The Participant is eligible to receive benefits under an Employer-sponsored disability plan.
- e. Under uniform rules established by the Plan Administrator. The Participant is mentally or physically disabled under a written policy.
- f. Other: _____

NOTE: If A.14f is selected, provide the definition of Disability. The definition provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

15. Choice of Law/State Law

- a. Name of state or commonwealth for choice of law (Section 13.05): Michigan
- b. Enter any state law provisions that apply to the Plan: Michigan

NOTE: Only state law and regulations may be entered in A.15b. The Plan may not violate applicable state law.

SECTION B. ELIGIBILITY

Eligible Employee

1. The term "Eligible Employee" shall include:

- a. All Employees
- b. The following Employees: (1) Elected Officials; (2) Volunteer Firefighters; (3) All FT Employees except Elected Officials and Police hired after 1/1/13; (4) All FT Employees except Elected Officials and Police hired before 1/1/13
- c. All Employees except the following (select all that apply):
 - i. Union Employees. Any Employee who is included in a unit of Employees covered by a collective bargaining agreement, if retirement benefits were the subject of good faith bargaining, and if the collective bargaining agreement does not provide for participation in this Plan.
 - ii. Leased Employees.
 - iii. Non-Resident Aliens. Any Employee who is a non-resident alien who received no earned income (within the meaning of Code section 911(d)(2)) which constitutes income from services performed within the United States (within the meaning of Code section 861(a)(3)).
 - iv. Other Employees: _____

NOTE: See Section 3.06(a) for rules regarding excluded Employees.

NOTE: If B.1b is selected, describe the Employees and indicate for what purposes (e.g., Pension Contributions, etc.) the Employees are eligible. The definition provided must be objectively determinable and may not be specified in a manner that is subject to discretion. In order to meet the permanency requirement of Treas. Reg. section 1.401-1 (b)(2), a specific person or persons may be named by position/title but not given name; a finite group of individuals that cannot increase/change over time (such as those hired before a specific date) may not be used.

NOTE: If B.1c.iv is selected, describe other excluded Employees from definition of Eligible Employee and indicate for what purposes (e.g., Pension Contributions, etc.) the Employees are excluded. The definition provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

2. Opt-Out.

- An Employee may irrevocably elect not to participate in the Plan.

NOTE: If the Plan provides for Mandatory Employee Contributions (A.7a.iv is not selected), B.2 shall not apply to Mandatory Employee Contributions.

Eligibility Service Rules

3. Other Employer Service

- Count service with employers other than the Employer for eligibility purposes. List other employers along with any limitations: _____

4. Special Participation Date

- a. Allow immediate participation for all Eligible Employees employed on a specific date. All Eligible Employees employed on _____ shall become eligible to participate in the Plan as of _____
- b. The Plan provides conditions or limitations on immediate participation: _____

NOTE: If B.4b applies (B.4a is selected) and is selected, describe the conditions or limitations that apply. The conditions/limitations must be objectively determinable and may not be specified in a manner that is subject to discretion.

Eligibility for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions

An Eligible Employee shall be eligible to receive/make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions (if permitted pursuant to A.7) at the time specified in B.8 upon meeting the requirements of B.5 through B.7 (Section 3.01).

5. Age Requirement for Employee Contributions

Minimum age requirement for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions: 20

6. Service Requirement for Employee Contributions

Minimum service requirement for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions:

Contributions:

- a. None
- b. Completion of ____ year(s) of eligibility service
- c. Completion of ____ Hours of Service in a ____ month period
- d. Completion of ____ Hours of Service within a 12-month period. The service requirement shall be deemed met at the time the specified number of Hours of Service are completed.
- e. Completion of ____ months of service
- f. Completion of ____ days of service
- g. Other: Class (2) Immediate; Class (1) (3) (4): 1 Month of Service

NOTE: If B.6g is selected, the service requirements provided must be definitely determinable and may not be specified in a manner that is subject to discretion.

7. Additional Requirements for Employee Contributions

Additional requirements, limitations, conditions or other modifications to B.5-6 (eligibility to make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions) apply: ____

NOTE: The additional requirements provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

8. Entry Dates for Employee Contributions

a. Frequency of entry dates for Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions:

- i. immediate
- ii. first day of each calendar month
- iii. first day of each Plan quarter
- iv. first day of the first month and seventh month of the Plan Year
- v. first day of the Plan Year
- vi. other: Class (2): Immediate; Class (1) (3) (4): 1st Day of Plan Month after eligibility satisfied

b. An Eligible Employee shall become a Participant eligible to make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions on the entry date selected in B.8a that is:

- i. coincident with or next following the date the requirements of B.5 through B.7 are met
- ii. next following the date the requirements of B.5 through B.7 are met

NOTE: If B.8a.i is selected, an Eligible Employee shall become a Participant eligible to make Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions immediately upon meeting the requirements of B.5 through B.7.

NOTE: If B.8a.vi is selected, the other entry date must be objectively determinable and may not be specified in a manner that is subject to discretion.

NOTE: B.8b is not applicable if B.8a.i or B.8a.vi (immediate entry/other) is selected.

Eligibility for Pension Contributions

9. Eligibility for Pension Contributions (select one):

- a. Same as Mandatory Employee Contributions/Voluntary Contributions/Mandatory After-tax Employee Contributions. An Eligible Employee shall be eligible to receive an allocation of Pension Contributions at the time specified in B.8 upon meeting the requirements of B.5 through B.7
- b. Pursuant to options selected below. An Eligible Employee shall be eligible to receive an allocation of Pension Contributions at the time specified in B.13 upon meeting the requirements of B.10 through B.12

NOTE: If B.9a is selected B.10 - B.13 shall be inapplicable.

10. Age Requirement for Pension Contributions

Minimum age requirement for Pension Contributions: _____

11. Service Requirement for Pension Contributions

Minimum service requirements for Pension Contributions:

- a. None
- b. Completion of _____ year(s) of eligibility service
- c. Completion of _____ Hours of Service in a _____ month period
- d. Completion of _____ Hours of Service within a 12-month period. The service requirement shall be deemed met at the time the specified number of Hours of Service are completed.
- e. Completion of _____ months of service
- f. Completion of _____ days of service
- g. Other: _____

NOTE: If B.10g is selected, the service requirements provided must be definitely determinable and may not be specified in a manner that is subject to discretion.

12. Additional Requirements for Pension Contributions

Additional requirements, limitations, conditions or other modifications to B.10-11 (eligibility to receive Pension Contributions) apply: _____

NOTE: The additional requirements provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

13. Entry Dates for Pension Contributions

a. Frequency of entry dates for Pension Contributions:

- i. immediate
- ii. first day of each calendar month
- iii. first day of each Plan quarter
- iv. first day of the first month and seventh month of the Plan Year
- v. first day of the Plan Year
- vi. other: _____

b. An Eligible Employee shall become a Participant eligible to receive Pension Contributions on the entry date selected in B.13a that is:

- i. coincident with or next following the date the requirements of B.10 through B.12 are met
- ii. next following the date the requirements of B.10 through B.12 are met
- iii. coincident with or immediately preceding the date the requirements of B.10 through B.12 are met
- iv. immediately preceding the date the requirements of B.10 through B.12 are met
- v. nearest to the date the requirements of B.10 through B.12 are met

NOTE: If immediate entry (B.13a.i) is selected, an Eligible Employee shall become a Participant eligible to receive Pension Contributions immediately upon meeting the requirements of B.10 through B.12.

NOTE: If B.13a.vi is selected the other entry date must be objectively determinable and may not be specified in a manner that is subject to discretion.

NOTE: B.13b is not applicable if immediate or other entry (B.13a.i or B.13a.vi) is selected.

Transfers/Rehires

14. Transfers/Rehires

- a. If an Employee either (1) upon rehire again qualifies as an Eligible Employee (2) or if not previously an Eligible Employee who due to a change in status becomes an Eligible Employee, he shall become a Participant with respect to the contributions for which the eligibility requirements have been satisfied (Section 3.04):
 - i. as of the later of the effective date of such subsequent change of status or the date the Employee meets the eligibility requirements of this Article 3
 - ii. on the entry date as of the later of the effective date of such subsequent change of status or the date the Employee meets the eligibility requirements of this Article 3
- b. An individual who has satisfied the applicable eligibility requirements set forth in Article 3 before his rehire date, and who is subsequently reemployed by the Employer as an Eligible Employee shall resume or become a Participant (Section 3.05):
 - i. immediately upon his rehire date with respect to the contributions for which the eligibility requirements of this Article 3 have been satisfied
 - ii. on the entry date coincident with or next following his rehire date with respect to the contributions for which the eligibility requirements of this Article 3 have been satisfied

SECTION C. CONTRIBUTIONS

Voluntary Contributions

NOTE: If A.7b is "Yes" (Voluntary Contributions are permitted), an Eligible Employee who has met the requirements of B.5 through B.8 shall be eligible to make Voluntary Contributions to the Plan as follows (Section 4.01):

1. Minimum and Maximum Voluntary Contributions

- a. Minimum Voluntary Contribution: none
- b. Maximum Voluntary Contribution: 10%
- c. Other limits on Voluntary Contributions apply: none

NOTE: C.1a and C.1b may not be more than 100% of Compensation.

NOTE: If C.1c is selected the requirements provided must be objectively determinable and may not be specified in a manner that is subject to discretion.

Pension - Service

NOTE: An Eligible Employee who has met the requirements of B.9 through B.13 and who has satisfied the following requirements shall be eligible to receive an allocation of Pension Contributions during the applicable Plan Year.

2. Allocation Service Requirements for Pension Contributions

- a. None
- b. In order to share in the allocation of Pension Contributions, a Participant is required to complete at least the following number of Hours of Service in the applicable Plan Year _____
- c. In order to share in the allocation of Pension Contributions, a Participant is required to be employed by the Employer on the last day of Plan Year
- d. In order to share in the allocation of Pension Contributions, a Participant is required to be employed by the Employer on the last day of Plan Year or complete at least _____ Hours of Service in the applicable Plan Year

NOTE: C.2b and C.2c are inapplicable if C.2a or C.2d is selected.

3. Exceptions to Allocation Service Requirements for Pension Contributions

- a. Modify Hour of Service requirement and/or last day requirement for a Participant who Terminates employment with the Employer during the Plan Year due to:
 - i. death
 - ii. Disability
 - iii. attainment of Normal Retirement Age
- b. Any Hour of Service requirement and last day requirement shall be modified as follows:
 - i. Waive both the Hour of Service requirement and last day requirement
 - ii. Waive the Hour of Service requirement only
 - iii. Waive last day requirement only
- c. The following other modifications shall be made to the requirements specified in C.2-3b: _____

NOTE: C.3 is only applicable if C.2a, C.2b or C.2c is selected.

NOTE: C.3c may only be used to make minor changes to the requirements specified in C.2-3b and must be specified in a manner that is objectively determinable and may not be specified in a manner that is subject to Employer discretion. For example, C.3c could be used to clarify that last day but not Hours of Service is waived for death while Hours of Service and last day are waived for Disability and attainment of Normal Retirement Age.

Pension Contributions - Formula

- 4. Pension allocation formula. The Employer's Pension Contribution shall be allocated to eligible Participants who have met the requirements of B.9 through B.13 and C.2 through C.3 as follows (Section 4.03):
 - a. Pro rata. In the amount of _____ to be allocated in the ratio that each Participant's Compensation bears to the Compensation of all eligible Participants.
 - b. Points. In the amount of _____ to be allocated as described in C.5.
 - c. Fixed Amount. In the amount of _____ to be allocated by dividing the total amount by the number of Participants eligible to share in such contribution.
 - d. Defined Groups. See C.6
 - e. Other fixed formula: (1) 10%; (2) 6.2%; (3) 10%; (4) 12% of Compensation

NOTE: If B.4e is selected, the other fixed formula must be objectively determinable and may not be specified in a manner that is subject to discretion.

5. Pension Contribution - Points

If C.5b is selected, the Employer's Pension Contribution shall be allocated to eligible Participants who have met the requirements of B.9 through B.13 and C.2 through C.3 in the ratio that such Participant's points bears to the points of all eligible Participants.

Each Participant shall receive to the extent provided in C.5a: (a) the points described in C.5d for each year of age he has attained (as of his birthday during such Plan Year), (b) the points described in C.5c for each Plan Year, including the current Plan Year, during which he was eligible to participate in the Plan after meeting the requirements of Article 3 (regardless of any service or last day requirement in Article 4) applicable to Pension Contributions, and (c) the points described in C.5b for each \$100 of Compensation he has earned for such Plan Year.

a. Points will be computed on basis of:

- i. Age, Service and Compensation
- ii. Age and Service
- iii. Age and Compensation
- iv. Service and Compensation
- v. Age Only
- vi. Service Only

b. Points awarded for \$100 of Compensation: _____

c. Points awarded for each year of participation: _____

d. Points awarded for each year of age: _____

NOTE: C.5b, C.5c and C.5d apply to the extent that C.5a provides points for Compensation, Years of Service and/or age, respectively.

6. Pension Contribution- Defined Groups

If C.4d is selected, the Employer's Pension Contribution shall be allocated to eligible Participants who have met the requirements of B.9 through B.13 and C.2 through C.3 in an amount designated by the Employer to be allocated to each group described in C.6. The contribution for a group shall then be further allocated to the members of such group who are eligible to receive allocations of Pension Contributions in the method as specified in C.6 for such group. The amount allocated to one group need not bear any relationship to amounts allocated to any other group. The Employer shall notify the Plan Administrator in writing of the amount of contributions allocated to each group.

a. Group One: _____ An amount equal to:

- i. A percentage of Compensation _____
- ii. A fixed dollar amount _____
- iii. the greater of i. or ii.

NOTE: Groups must be defined in a manner that is objectively determined with no Employer discretion. Groups may not be designed so that the permanency requirement of Treas. Reg. section 1.401-1(b)(2) is violated.

NOTE: See Section 3.06 for rules regarding eligibility requirements.

7. Allocation of Pension Contributions

a. Pension Contributions are allocated to Participant Accounts at the following time(s):

- i. End of Plan Year
- ii. Semi-annually
- iii. Quarterly
- iv. Each calendar month
- v. Each pay period

b. Minimum and Maximum Pension Contributions

- i. Allocations of Pension Contributions for a Participant shall be subject to a minimum amount: _____
- ii. Allocations of Pension Contributions for a Participant shall be subject to a maximum amount: _____

NOTE: Any service requirements specified in C.2 through C.3 shall be applied pro rata to the period selected in this C.7a. Any last day rule specified in C.2 through C.3 shall be applied as of the end of each period selected in this C.7a.

8. Paid Time Off

a. The Employer will contribute a Participant's unused paid time off (vacation and/or sick leave) as a Pension Contribution to the Plan. Unused paid time off shall be contributed to the Plan:

- i. Each Plan Year
- ii. Upon Termination

b. The following limitations/conditions shall apply: _____

NOTE: Any unused paid time off where the Participant has the right to request cash payment is not eligible for contribution to the Plan under this C.8.

NOTE: The unused paid time off contributions must be contributed by multiplication of the Participant's current daily rate of pay against the amount of accrued unpaid leave.

NOTE: Paid time off contributions must conform with Revenue Rulings 2009-31 and 2009-32.

9. Pension - Disability

- Allocate Pension Contributions to Disabled Participants who do not meet the allocation service requirements (Section 4.03(d)). Allocations to Disabled Participants end as of the earliest of: (i) the last day of the Plan Year in which occurs the ___ anniversary of the start of the Participant's Disability or (ii) such other time specified in Section 4.03(d).

NOTE: C.9 shall not be more than "tenth".

NOTE: Allocations under C.9 may occur after Termination.

10. Collective Bargaining Agreement

- a. In addition to the amount selected in C.4, an amount necessary to meet the Employer's requirements under an applicable collective bargaining agreement.
- b. The collective bargaining allocations will offset other employer contribution allocations that would otherwise be made to a Participant:
- i. Yes - Pension contributions only
- ii. No
- iii. Other: _____

NOTE:C.4-7 (amount, timing, maximum and minimum Pension Contributions) will not apply to collectively bargained contributions. Collectively bargained contribution allocation timing, maximums and minimums will be determined under the collective bargaining agreement unless otherwise specified in C.10b.

Other Contributions

11. Prevailing Wage

- a. In addition to any other Pension Contributions, an amount necessary to meet the Employer's requirements under an applicable prevailing wage statute. The formula for allocating prevailing wage contributions shall be specified in an Addendum to the Adoption Agreement. The addition of such Addendum shall not be considered a modification to the Volume Submitter document.
- b. The prevailing wage contributions offset:
- i. None
- ii. The prevailing wage contributions will offset any other Pension Contribution allocations that would otherwise be made to a Participant.
- iii. Other: _____

NOTE: Depending upon the offset rule chosen, timing of allocations may need to be considered as contributions under prevailing wage are typically required to be made not less often than quarterly.

NOTE: The offset provided under C.11b.iii must be objectively determinable and may not be specified in a manner that is subject to Employer discretion

NOTE: C.11b is only applicable if C.11a is selected.

12. Rollovers

Rollover Contributions are permitted (Section 4.04):

- a. No
- b. Yes - All Eligible Employees may make a Rollover Contribution even if not yet a Participant in the Plan
- c. Yes - Only active Participants may make a Rollover Contribution
- d. Yes - _____ Participants may make a Rollover Contribution

NOTE: The Plan Administrator has discretion under Section 4.05 to limit the types of Rollover Contributions accepted by the Plan and must use that discretion in a consistent manner.

13. Deemed IRAs

- The Plan may accept voluntary contributions to deemed IRAs (Section 4.08) effective: _____

NOTE: If C.13 is selected, see Section 4.08 for rules regarding deemed IRAs.

14. Death or Disability During Qualified Military Service

- For benefit accrual purposes, a Participant that dies or becomes Disabled while performing qualified military service will be treated as if he had been employed by the Employer on the day preceding death or Disability and terminated employment on the day of death or Disability pursuant to Code section 414(u)(9) (Section 6.02) effective: 1/1/2007

NOTE: Effective date must be on or after January 1, 2007.

15. 415 Additional Language

- Additional language necessary to satisfy Code section 415 because of the required aggregation of multiple plans: _____.

SECTION D. VESTING

Vesting Schedules

1. Pension

Pension Contribution Account Vesting Schedule:

- a. 100%
- b. ____ year cliff
- c. Other:
- | | |
|--|---|
| i. Other Pension Schedule -
less than 1 year: ____% | xii. Other Pension Schedule -
11 years but less than 12 years: ____ |
| ii. Other Pension Schedule -
1 years but less than 2 years: ____% | xiii. Other Pension Schedule -
12 years but less than 13 years: ____% |
| iii. Other Pension Schedule -
2 years but less than 3 years: ____% | xiv. Other Pension Schedule -
13 years but less than 14 years: ____% |
| iv. Other Pension Schedule -
3 years but less than 4 years: ____% | xv. Other Pension Schedule -
14 years but less than 15 years: ____% |
| v. Other Pension Schedule -
4 years but less than 5 years: ____% | xvi. Other Pension Schedule -
15 years but less than 16 years: ____% |
| vi. Other Pension Schedule -
5 years but less than 6 years: ____% | xvii. Other Pension Schedule -
16 years but less than 17 years: ____% |
| vii. Other Pension Schedule -
6 years but less than 7 years: ____% | xviii. Other Pension Schedule -
17 years but less than 18 years: ____% |
| viii. Other Pension Schedule -
7 years but less than 8 years: ____% | xix. Other Pension Schedule -
18 years but less than 19 years: ____% |
| ix. Other Pension Schedule -
8 years but less than 9 years: ____% | xx. Other Pension Schedule -
19 years but less than 20 years: ____% |
| x. Other Pension Schedule -
9 years but less than 10 years: ____% | xxi. Other Pension Schedule -
20 years: <u>100%</u> |
| xi. Other Pension Schedule -
10 years but less than 11 years: ____% | |

NOTE: A cliff vesting schedule means no vesting is provided until the Participant meets the number of Years of Vesting Service provided in D.1b.

NOTE: D.1b and D.1c may not be completed with a cliff vesting schedule of more than 15. However, if substantially all Participants are qualified public safety employees within the meaning of Code section 72(t)(10)(B), the limit is increased to 20.

NOTE: D.1c may provide for a graded vesting schedule of up to 5 to 20 years.

2. Other Vesting Schedule

- The Plan has another vesting schedule: 100% after 48 Months Service for Class 1, 3 & 4

NOTE: The vesting schedule in D.2 is in addition to the vesting schedule in D.1.

Vesting Service Rules

NOTE: If D.1a is selected and D.3a is not selected, the remaining options in section D.3-7 are inapplicable.

3. Vesting Computation Period

- a. Calendar year
- b. Plan Year
- c. The 12-consecutive month period commencing on the date the Employee first performs an Hour of Service; each subsequent 12-consecutive month period shall commence on the anniversary of such date
- d. Other: ____

NOTE: D.3d must be based on creditable years of service.

4. Other Employer Service

- Count service with employers other than the Employer for vesting purposes. List other employers for which the service applies along with any limitations: ____

5. Vesting Exceptions

- a. Death. Provide for full vesting for a Participant who Terminates employment with the Employer due to death while an Employee (Section 6.02).

- b. Disability. Provide for full vesting for a Participant who Terminates employment with the Employer due to Disability while an Employee (Section 6.02).
- c. Early Retirement. Provide for 100% vesting upon the attainment of Early Retirement Age while an Employee (Section 6.02).

6. Vesting Exclusions

- a. Exclude Years of Vesting Service earned before age 18.
- b. Exclude Years of Vesting Service earned before the Employer maintained this Plan or a predecessor plan.

7. Vesting Forfeitures

- a. Upon termination, nonvested account balances shall be forfeited
 - i. as soon as administratively feasible
 - ii. other timeframe: _____
- b. Upon receiving a distribution, the nonvested portion of the account shall be forfeited
 - i. as soon as administratively feasible
 - ii. other timeframe: _____

NOTE: The other timeframes must be definitely determinable and may not be specified in a manner that is subject to discretion.

8. Forfeitures and Re-employment

- a. forfeited account balances shall be restored and continue to vest (select any of the following if applicable)
 - i. only if the period of severance was less than or equal to the following period 1 year
 - ii. only to the extent the vested account balance was not distributed
 - iii. only to the extent the vested distributed account balance is restored to the Plan
- b. forfeited account balances shall not be restored

9. Use of Forfeitures

Forfeitures will be used in the following manner (Articles 5 and 6):

- a. Any permissible method (restore forfeitures, reduce Employer contributions (or reallocate as Employer contributions) made pursuant to Article 4 or to pay Plan expenses)
- b. Other: _____

NOTE: D.9b is limited to one or a combination of the options described in D.9a, D.9b may be used to further restrict the uses of forfeiture and must be applied in a consistent manner.

10. Special Vesting Provisions

- Provide for special vesting provisions: _____

NOTE: The special vesting provisions must be definitely determinable and may not be specified in a manner that is subject to discretion.

SECTION E. DISTRIBUTIONS

1. Normal Retirement

Normal Retirement Age means:

- a. Attainment of age 65
- b. Later of attainment of age _____ and the _____ anniversary of Plan participation.
- c. Other: _____

NOTE: Effective Plan Years beginning on or after the later of (1) January 1, 2015 or (2) the close of the first regular legislative session of the legislative body with the authority to amend the plan that begins on or after the date that is 3 months after the final regulations are published in the Federal Register, the definition of Normal Retirement Age must satisfy Treas. Reg. section 1.401(a)-1(b) pursuant to IRS Notice 2012-29.

2. Early Retirement

Early Retirement Age means:

- a. None. The Plan does not have an early retirement feature.
- a. Attainment of age 55
- b. Later of attainment of age _____ and _____ service.
- c. Other: _____

3. Time of Payment (Other than Death)

Distributions after Termination of Employment for reasons other than death shall commence (Section 7.02):

- a. Immediate. As soon as administratively feasible with a final payment made consisting of any allocations occurring after such Termination of Employment.
- b. End of Plan Year. As soon as administratively feasible after all contributions have been allocated relating to the Plan Year in which the Participant's Account balance becomes distributable
- c. Normal Retirement Age. When the Participant attains Normal Retirement Age.

d. Other: _____

NOTE: Any entry in E.3d must comply with Code section 401(a)(9), Section 7.02(e) and other requirements of Article 7.

4. Form of Payment (Other than Death)

Medium of distribution from the Plan:

a. Cash only

b. Cash or in-kind rollover to an individual retirement account sponsored by the following vendor: _____

c. Other: _____

5. Default Form of Payment (Other than Death)

a. Unless otherwise elected by the Participant, distributions shall be made in the form of:

i. Lump sum only

ii. Other: _____

b. In addition to the form described in E.5a, distributions from the Plan after Termination for reasons other than death may be made in the following forms (select all that apply):

i. Lump sum only

ii. Lump sum payment or substantially equal annual, or more frequent installments over a period not to exceed the joint life expectancy of the Participant and his Beneficiary

iii. Under a continuous right of withdrawal pursuant to which a Participant may withdraw such amounts at such times as he shall elect

iv. Other: _____

NOTE: Any entry in E.5a.ii and/or E.5b.iv must comply with Code section 401(a)(9), Section 7.02(e) and other requirements of Article 7.

6. Permit Distributions as an Annuity

Permit distributions in the form of an annuity

NOTE: If E.6 is selected, a Participant may elect to have the Plan Administrator apply his entire vested Account toward the purchase of an annuity contract, which shall be distributed to the Participant. The terms of such annuity contract shall comply with the provisions of this Plan and any annuity contract shall be nontransferable.

7. Payment upon Participant's Death

Distributions on account of the death of the Participant shall be made in accordance with the following:

a. Pay entire Account balance by end of fifth year for all Beneficiaries in accordance with Sections 7.02(b)(1)(A) and 7.02(b)(2)(A) only

b. Pay entire Account balance no later than the 60th day following the end of Plan Year in which the Participant dies

c. Allow extended payments for all Beneficiaries in accordance with Sections 7.02(b)(1)(A), (B) and (C) and 7.02(b)(2)(A) and (B)

d. Pay entire Account balance by end of fifth year for Beneficiaries in accordance with Sections 7.02(b)(1)(A) and 7.02(b)(2)(A) and allow extended payments in accordance with Sections 7.02(b)(1)(B) and (C) and 7.02(b)(2)(B) only if the Participant's spouse is the Participant's sole primary Beneficiary

e. Other: _____

NOTE: Any entry in E.7e must comply with Code section 401(a)(9), Section 7.02(b) and other requirements of Article 7.

8. Beneficiaries

a. Death benefits when there is no designated beneficiary:

i. Standard according to Section 7.04(c)

ii. Other: _____

b. Revocation. A beneficiary designation to a spouse shall be automatically revoked upon the following circumstances: _____

c. Domestic Partners are treated as a spouse under the terms of this Plan for purposes of death benefits to the extent applicable:

i. No

ii. Yes - limited to the following terms and conditions: _____

iii. Yes

d. The term "Domestic Partner" as defined in Article 2 is modified in the following manner: _____

NOTE: If E.8a.ii (Other) is selected, death benefits when there is no designated beneficiary shall be provided pursuant to E.8a.ii. The death benefits described must be definitely determinable and may not be specified in a manner that is subject to discretion.

NOTE: If E.8c.i is selected, E.8d does not apply.

NOTE: If E.8d is selected, the modifications must be definitely determinable.

NOTE: Domestic Partners shall not be treated as a spouse under the following Sections of the Plan: 7.02(b) (distribution upon death), 7.05 (minimum distributions) and 7.06 (direct rollovers).

NOTE: If revocation is selected (E.8b) you may use this item to indicate automatic revocation upon divorce.

9. Cash Out

a. Involuntary cash-out amount for purposes of Section 7.03: \$1000

- b. Involuntary cash-out of a terminated Participant's Account balance when it exceeds the cash-out amount specified in E.9a is deferred under Section 7.03(b) until:
 - i. Later of age 62 or Normal Retirement Age - payment made in a lump sum only
 - ii. Required Beginning Date - Participant may elect payment in a lump sum or installments
 - iii. Required Beginning Date - payment made in a lump sum only
- c. Exclude amounts attributable to Rollover Contributions in determining the value of the Participant's nonforfeitable account balance for purposes of the Plan's involuntary cash-out rules (Section 7.03).

NOTE: E.9a has a \$5,000 maximum, \$5,000 will be entered unless otherwise specified.

NOTE: If E.9a is not selected, E.9c does not apply.

NOTE: If E.9a is less than \$1,000, E.9c may not be selected.

10. Required Beginning Date

Required Beginning Date for a Participant:

- a. Retirement. April 1 of the calendar year following the later of the calendar year in which the Participant: (a) attains age 70-1/2, or (b) retires
- b. Age 70-1/2. April 1 of the calendar year following the calendar year in which the Participant attains age 70-1/2
- c. Election. The option provided in E.9a; provided that a Participant may elect to commence distributions pursuant to either E.10a or E.10b

SECTION F. IN-SERVICE WITHDRAWALS

NOTE: See Section 8.05 for limits on in-service distributions.

NOTE: In-service withdrawal options are meant as enabling rules. If an in-service distribution is permitted under any option specified below, the in-service withdrawal is permissible.

In-Service Withdrawals

1. Retirement

- a. Allow in-service distributions after attainment of Normal Retirement Age (Section 7.01(b)) from the following Accounts:
All Accounts

Other Withdrawals

2. At Any Time (Section 8.03(b))

In-service withdrawals are allowed from the following Accounts at any time:

- a. Voluntary Contribution Account
- b. Rollover Contribution Account

NOTE: If nothing is indicated, no in-service withdrawals are allowed under this Section.

3. Disability

- Allow distributions upon Disability.

4. Other Conditions/Limitations

- The following limitations, conditions and/or special rules apply to in-service withdrawals: one per plan year

NOTE: Unless otherwise specified, the limitations will apply to all in-service withdrawals (H.1 through H.3).

5. Loans

Loans are permitted:

- Yes
- No

SECTION G. PLAN OPERATIONS

1. Permitted Investments

- a. Plan may invest in life insurance (Section 9.06)

2. Participant Self-Direction

- a. Specify the extent to which the Plan permits Participant self-direction (Section 9.02):

- i. All Accounts
- ii. Some Accounts
- iii. None

b. If Some Accounts is selected, a Participant may self-direct the following Accounts:

- i. Mandatory Employee Contribution Account
- ii. Mandatory After-tax Employee Contribution Account
- iii. Pension Contribution Account
- iv. Voluntary Contribution Account
- v. Rollover Contribution Account
- vi. Transfer Account
- vii. Other: _____

c. Participants may also establish individual brokerage accounts.

d. Participants may exercise voting rights with respect to investments (Section 9.05).

NOTE: If G.2a.iii (None) is selected, G.2b through G.2d do not apply.

NOTE: G.2b only applies if G.2a.ii is selected.

3. Valuation Date

Enter Valuation Date:

- a. Last day of Plan Year
- b. Last day of each Plan quarter
- c. Last day of each month
- d. Each business day
- e. Other: _____ (Must be at least annually).

4. Plan Administration

a. Designation of Plan Administrator (Section 11.01):

- i. Plan Sponsor
- ii. Committee appointed by Plan Sponsor
- iii. Other: _____

b. Establishment of procedures for the Plan Administrator and the Investment Fiduciary (Sections 11.01(c) and 11.02(c)):

- i. Plan Administrator and Investment Fiduciary adopt own procedures
- ii. Governing body of the Plan Sponsor sets procedures for Plan Administrator and Investment Fiduciary

c. Type of indemnification for the Plan Administrator and Investment Fiduciary:

- i. None - the Employer will not indemnify the Plan Administrator or the Investment Fiduciary
- ii. Standard according to Section 11.06
- iii. Provided pursuant to an outside agreement

d. The following modifications shall be made to the duties of the applicable parties: _____

NOTE: H.4d may be used to reallocate duties between the Plan Sponsor and the Plan Administrator. It may also be used to designate additional parties to perform specific Plan Administrator and/or Plan Sponsor duties.

5. Trust

a. Use the Trust agreement contained in the Basic Plan Document

- i. Yes
- ii. No
- iii. Yes, but only for the following assets/Accounts: _____; other assets/Accounts will use an outside Trust or an arrangement described in Code section 401(f).
- iv. Not Applicable - Assets are held solely by an arrangement described in Code section 401(f).

b. Trustee Type

- i. Corporate. Trustee name and address: _____
- ii. Individual. Trustee name(s): _____

c. Type of Trustee Indemnification:

- i. Standard according to Section 10.07(b)
- ii. None

d. The Trustees may designate one or more Trustees to act on behalf of all Trustees (Section 10.05(b)(2)).

NOTE: Section 10.09 of the Basic Plan Document shall apply to the extent assets are held in an outside trust agreement.

NOTE: If the Trust agreement contained in the Basic Plan Document applies, then Trustee signature(s) is/are not necessary on amendments if the amendment does not affect Trustee duties.

NOTE: If G.5a.iv is selected, G.5b - d shall not apply.

NOTE: If a separate trust agreement is to be used (G.5a.ii or G.5a.iii is selected), the items in G.1-5 shall apply only to the extent that they are not superseded by the terms of the separate trust agreement. Only the trust document(s) previously approved by the IRS may be utilized with this Plan and still rely on the Plan's advisory letter.

NOTE: If G.5a.i or G.5a.iii (use Trust Agreement in Basic Plan Document) is selected and G.5c.ii (no indemnification) is selected, indemnification for the Trustee may be pursuant to an agreement that is not a part of the Plan.

NOTE: If G.5c.ii (no indemnification) Section 10.07(b) shall not apply and indemnification for the Trustee may be pursuant to an agreement that is not a part of the Plan.

6. Trust Administrative Modifications

- a. The following modifications are made to the permitted investments under the Trust Fund: _____
- b. The following modifications are made to the duties of the Trustee, Investment Fiduciary or Investment Manager: _____
- c. The following modifications are made to other administrative provisions of the Trust Fund: _____

NOTE: G.6 only applies if G.5a.i or G.5a.iii is selected (the Trust Agreement contained in the Basic Plan Document applies).

NOTE: The addition of language in G.6 cannot conflict with other provisions of the Plan and cannot cause the Plan to fail to qualify under Code section 401(a). Under no circumstances can a modification consist of: 1) removal or change to the prudent man rule, 2) addition of arbitration for Participant disputes, 3) addition of securities lending program, and 4) modification of the duties of the special trustee in Section 10.02(b) to determine and collect contributions under the Plan.

Qualified Domestic Relations Orders

- 7. Section 13.02 shall apply.

SECTION H. MISCELLANEOUS

Failure to properly fill out the Adoption Agreement may result in disqualification of the Plan.

The Plan shall consist of this Adoption Agreement #004, its related Basic Plan Document #P-03 and any related Appendix and Addendum to the Adoption Agreement.

The Plan is a volume submitter plan and is not a prototype plan.

The adopting employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under Code section 401 only to the extent provided in Revenue Procedure 2011-49 and any superseding guidance. The employer may not rely on the advisory letter in certain other circumstances or with respect to certain qualification requirements, which are specified in the advisory letter issued with respect to the Plan and in Revenue Procedure 2011-49 and any superseding guidance. In order to have reliance in such circumstances or with respect to such qualification requirements, application for a determination letter must be made to Employee Plans Determinations of the Internal Revenue Service. The practitioner will inform the adopting employer of any amendments made to the Plan or of the discontinuance or abandonment of the Plan. The practitioner, CCH INCORPORATED, DBA ftwilliam.com may be contacted at 700 W. Virginia St., Suite 305, Milwaukee, WI 53204; 414-226-2442.

SECTION I. EXECUTION PAGE

The undersigned agree to be bound by the terms of this Adoption Agreement and Basic Plan Document and acknowledge receipt of same. The parties have caused this Plan to be executed this _____ day of _____, 2015.

KALAMAZOO CHARTER TOWNSHIP:

Signature: _____

Print Name: _____

Title/Position: _____

Date: February 18, 2016

To: Supervisor Ronald E. Reid, Police Commissioner & the Kalamazoo Township Board of Trustees

From: Police Chief Tim Bourgeois 

Re: Dispatcher Candidate

Information

Dispatcher candidate Danielle Hirsch has successfully completed all phases of the selection process and we would like to offer her employment to fill our open dispatch position.

Request

That the Kalamazoo Township Board of Trustees authorize the hiring of Danielle Hirsch for the position of dispatcher with an anticipated start date of approximately March 7, 2016 at Dispatcher 1 rate.

Date: February 18, 2016

To: Supervisor Ronald E. Reid, Police Commissioner & the Kalamazoo Township Board of Trustees

From: Police Chief Tim Bourgeois *T-B*

Re: Police officer applicant

Information

We have a police officer candidate who has completed all phases of selection except the physical examination, which is pending. Assuming a positive result from the physical, we would look to offer the applicant immediate employment a police officer. This would bring our sworn officer strength to 32, one short of our authorized strength of 33. Our hiring process continues. The candidate's name will be supplied to the Board upon successful completion of the physical.

Request

That the Kalamazoo Township Board of Trustees authorize the employment of the police officer candidate once a favorable result from a physical examination is received. Anticipated start date is approximately March 7, 2016 at Police Officer 1 rate.

Kalamazoo Charter Township Clerk Job Description Part-time

The office of Clerk for a charter township has numerous statutorily assigned duties and responsibilities, most of which are administrative in nature. In addition to ancillary duties related to Township Board operations, Michigan law requires the township Clerk to carry out three major responsibilities, which include (1) township record keeping, (2) financial operations, and (3) elections.

The clerk may be assisted with the administrative operations for the township and may delegate certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the Clerk's statutory responsibilities and that these duties may be assumed at the Clerk's discretion at any time.

TASKS OF THE CLERK:

A. Township Records

The Clerk has custody of all the records, books, and papers, including electronic records of the township, unless state law makes other provision. (MCL 41.65) The clerk must oversee compliance with all rules pertaining the keeping of such records.

The Clerk shall review the township minutes prior to presenting them to the board for approval and see that the minutes of each proceeding township board meeting are entered in the minute book and each order, direction or rule made by the township board is entered in the appropriate book of records of the township.

B. Maintains the Township Book of Oaths

The township Clerk shall file and safely keep all certificates of oath required by law to be filed in the Clerk's office. (MCL 41.65)

C. General Ledger

The Clerk will meet as necessary with the Manager and financial staff to review the revenue/expenditure report, aged accounts, and other financial records, ask questions, raise concerns, discuss the fiscal implications and propose recommendations and plans.

D. Warrants for Township Checks

The Clerk shall review the invoice report and invoices prior to board meetings.

E. Financial Statements

The Clerk shall meet with the township auditors, as appropriate and necessary, and shall participate in the management review of the audit prior to presentation to the full board.

F. Tax Certificates

The Clerk shall be provided an opportunity to review the necessary form and any related documents. The necessary form shall be signed by the Clerk. If the Clerk is absent and cannot be reached prior to September 30, the deputy Clerk shall execute the form and provide a copy for the Clerk's review upon return.

G. Voter Registration Files and Elections

The Clerk is the chairperson of the election commission. The township Election Commission, which consists of the Clerk and two trustees of the board, is in charge of all township elections. (MCL 42.4)

1. The Clerk shall receive updates, by either phone or email, to ensure that the Clerk can properly supervise the elections process.
2. The Clerk shall retain responsibility to establish the boundaries and determine the size of the township precincts, working with and through the Elections Commission.
3. The Clerk shall oversee the maintenance of the township's voting equipment and have final authority on recommending additional purchases to the township board.
4. The Clerk shall oversee the proofing of ballots have final approval regarding the furnishing of election supplies prior to finalizing any order.
5. The Clerk shall bring the list of selected inspectors to the Elections Commission for appointment.

H. Taking Office.

The Clerk shall ensure that the board members and other appointed officials take the necessary oath of office and that a bond is filed, in an amount and with sureties as required and approved by the township board. (MCL 41.69)

I. Appointing a Deputy

The Clerk must appoint a deputy, who serves at the pleasure of the Clerk. In case of absence, sickness, death or other disability of the Clerk, the deputy possesses the powers and performs the duties of the Clerk, except that the deputy does not have a right to vote on the township board. The township board determines the compensation of the deputy. (MCL 41.69)

J. Elected Official

The Clerk serves as an elected and voting member of Charter Township Kalamazoo Board of Trustees and member of various other boards and committees.

Revised: 12 February 2016

DRAFT

Kalamazoo Charter Township Supervisor Job Description Part-time

The office of supervisor generally serves as the township's chief spokesperson. The authority of the supervisor is limited to that provided by statute or delegated by the township Board. The image of the township and its ability to satisfy the needs of its citizens and property owners rests largely on the supervisor's knowledge of township government and how the township can accomplish these purposes legally, fairly and with the least amount of dissension and friction as possible. The ability to mediate in a rational and logical manner and in the interest of good township development and service is the major goal of the supervisor.

The supervisor is assisted with the administrative operations for the township and delegates certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the supervisor's statutory responsibilities and that these duties may be assumed at the supervisor's discretion at any time.

The supervisor works with the Township Manager on matters related to policy formation, budget oversight, general personnel matters, agenda matters, and committee assignments.

The supervisor is ex officio of all board committees and represents the township at various local, countywide, state or national meetings.

TASKS OF THE SUPERVISOR:

A. Legal Agent

The supervisor is the township's agent for transacting all legal business, upon who suits may be brought and defended and upon whom all process against the township is served. (MCL 41.2)

B. Moderates board meetings

When present, the supervisor is the moderator of any township meeting. (MCL 41.97) The supervisor has the authority to place a person under oath on any statements made to the supervisor in his or her official capacity as supervisor. (MCL 41.64b) The supervisor also has the right and duty to regulate the proceedings of any meeting, including deciding questions of order, making declaration of votes cast, granting authority to persons to speak at the meeting and silencing those who may be out of order or disrupting the meeting. (MCL 41.97 through MCL 41.99) As a member of the township board, the supervisor should vote on all issue upon which a vote is required, unless there is a conflict of interest unanimously agreed to by the board members. (MCL 42.5(2) and MCL 42.7)

C. Appointments, Nominations and Oath of Office

The supervisor is responsible for appointing, with township board approval, all members of the planning commission. (MCL 125.3815)

Further, it is noted that under the township's administrative policies and procedures that the supervisor also appoints, with township board approval, the members to the zoning board of appeals, board of review, and all other standing and special committees of the township.

The supervisor may administer the oath of office as provided in section 1 of article XI of the state constitution of 1963 to township officers. (MCL 41.64b)

D. Elected Official

Serves as an elected and voting member of the Charter Township of Kalamazoo Board of Trustees and member of various other boards and committees.

Revised: 09 February 2016

DRAFT

Kalamazoo Charter Township Treasurer

Job Description

Part-time

The office of treasurer is required to receive and take charge of all funds belong to the township or which are required by law to be paid into the township treasury, and to pay over and account for the funds according to law or township board decision.

It is very important that the treasurer diligently maintains accurate records of all revenue and disbursements, promptly deposits all receipts in township approved depositories and invests idle funds in keeping with the Township's investment policy. The treasurer must notify the board if cash balances in any fund become overdrawn or if overdrawing appears imminent. The treasurer must, however, pay out funds on the order of the township board notwithstanding any disagreement concerning the disbursement, provided the disbursement is not clearly a mistake or illegal.

The treasurer may be assisted with the administrative operations for the township, and delegate certain statutorily assigned functions to other full-time and/or part-time employees of the township. It is understood that this assignment does not diminish the treasurer's statutory responsibilities and that these duties may be assumed at the treasurer's discretion at any time.

TASKS OF THE TREASURER:

A. Appointment of Deputy Treasurer

The treasurer must appoint a deputy, who serves at the pleasure of the treasurer. In case of absence, sickness, death or other disability of the treasurer, the deputy possesses the powers and performs the duties of the treasurer, except that the deputy does not have a right to vote on the township board. The township board determines the compensation of the deputy. (MCL 41.77 and MCL 211.111)

B. Safekeeping of Funds

The treasurer must receive and take charge of monies belonging to the township, or that is required by law to be paid into the township treasurer's hands by virtue of the office, and must properly credit all money paid out by the treasurer on the order of the proper township authorities. (MCL 41.65)

C. Provide list of depositories

The treasurer shall provide a list of financial institutions authorized to receive deposit of township funds. The list shall be reviewed and approved, with or without amendment, by the township board on an annual basis. (MCL 41.77)

Receive and review investment policy and list of depositories prior to sending to the board for action.

D. Maintain Accounts

The treasurer shall oversee the accurate accounting of the receipts and expenditures of township money in a manner that meets the uniform accounting requirements of the state treasurer. This system must reflect the amount of money belonging to each of the township's funds and be available for public review. (MCL 41.78)

E. Collection of Taxes

The treasurer is the township's agent for collecting taxes. The Treasurer oversees the tax collection process. With respect to the collection of property taxes, the treasurer is required, upon receiving the tax roll and warrant, to mail each taxpayer or their designated agent a statement showing the description, the assessed valuation, taxable value, state equalized valuation of the property taxed and the amount of the tax. (MCL 42.27 and MCL 211.44)

F. Investment of Public Funds

The township board has authorized the treasurer by resolution to invest surplus funds belonging to and under control of the township. (MCL 129.91) The township investment policy will be reviewed on an annual basis by the treasurer.

G. Reconciliation of Bank Statements

The treasurer shall reconcile the township's bank statements with the collection records of the township. This reconciled bank account balance and all cash and investment balances should be reconciled to the general ledger balances maintained by the clerk on a monthly basis. (MCL 41.65 and MCL 41.78)

H. Elected Official

Serves as an elected and voting member of the Charter Township of Kalamazoo Board of Trustees and member of various other boards and committees.



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.

POLICY MANUAL

CHARTER TOWNSHIP OF KALAMAZOO

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CHAPTER 1 – INTRODUCTION

1.1 PURPOSE

This policy manual is adopted to provide for the efficient and uniform application of policies and procedures in The Charter Township of Kalamazoo, where such procedures have not been provided for by law. All Township officials and personnel are bound by these policies and any deviation from established policy is prohibited.

1.2 EMPLOYEE PERSONNEL POLICY

Kalamazoo Township has an adopted employee personnel manual that provides an array of policies concerning our employees, their conditions of employment and responsibilities on the job. This policy manual is not intended to supplant any items within that personnel manual.

1.3 APPOINTED COMMITTEES

The Supervisor is responsible for appointing, with township board approval, all members of the Planning Commission. (MCL 125.321 and MCL 125.1654) The Supervisor also appoints, with township board approval, the members of the zoning board of appeals, board of review, and all other standing and special committees of the township.

Violations of township policy and procedures may be considered by the township board as just cause for removing members of township committees. Other actions may be taken by the township board according to the other provisions of this policy, depending on whether the committee member is a township board member, appointed official, township employee or volunteer.

A township board member or appointed official whose conduct does not comply with any township policy or procedure, including its Code of Ethical Conduct, may be subject to actions including, but not limited to, internal

reprimand, formal board censure, loss of a non-statutory committee assignment, or budget restriction, where such restriction is not prohibited by statute. Violations of township policy may also be considered by the township board as just cause for removing members of appointed township boards and commissions from office, where removal is authorized by law.

1.4 VOLUNTEERS

A township volunteer who violates township policy may be subject to dismissal by the township board from township service, depending on the severity of the policy violation, the number and frequency of policy violations, and the degree of adverse impact to the township or to the public.

1.5 ELECTIVE OR APPOINTIVE POSITIONS

When a township board member or appointed official questions the applicability of a provision of any township policy or procedure to a particular situation, they may apply to the township board for a decision. The township board member or appointed official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The board may modify policy in light of facts presented.

CHAPTER 2 – CODE OF ETHICAL CONDUCT

2.1 COMMITMENT TO ETHICAL CONDUCT

The township board recognizes that to carry out its mission of service to the community, the township elected and appointed officials, employees, contracted professionals and volunteers must earn the full confidence of the Kalamazoo Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To maintain the high standards and traditions of Michigan townships, we embrace these dynamic principles of governance excellence to guide our stewardship, deliberations, constituent services and commitment to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township;
- Bring credit, honor and dignity to our public offices through collegial board deliberations and through diligent, appropriate responses to constituent concerns;
- Actively pursue education and knowledge, and to embrace best practices;
- Treat all persons with dignity, respect and impartiality; without prejudice or discrimination;
- Practice openness and transparency in our decisions and actions;
- Cooperate in all reasonable ways with other government entities and to consider

the impact our decisions may have outside our township's borders;

- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being;
- Strive for compliance with state and federal statutory requirements;
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township;
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom.

These principles we pledge to our citizens, our township, our state, and to our country.

2.2 CONDUCT IN COMPLIANCE WITH LAWS

All elected and appointed officials, employees, contracted professionals and volunteers of the Township shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating their conduct.

2.3 UNIFORMITY OF ENFORCEMENT

Township ordinances, policies, procedures, rules and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule or regulation.

2.4 CONFLICT OF INTEREST

All Township elected and appointed officials, employees, and volunteers shall not enter into any business relationships that would

put them into conflict with their obligations to the township.

Township elected and appointed officials, employees, and volunteers shall avoid even the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies and procedures.

2.5 GIFTS AND SPECIAL BENEFITS

Township officials, appointees, employees and volunteers shall refrain from accepting any gifts, favors or promises of future benefits that compromises their independence of judgment or action.

2.6 USE OF TOWNSHIP RESOURCES

Township officials, appointees, employees and volunteers shall not use public resources that are not available to the public in general, such as township staff time, equipment, supplies or facilities, for private gain, private purposes, personal purposes or political benefit.

Use of public time, resources and /or personnel by an elected official for campaign purposes is a violation of Michigan Campaign Finance Law (MCL 169.257)

2.7 PERSONAL OR POLITICAL BENEFIT

A member or candidate for the township board shall not solicit contributions or endorsements from township appointees, employees or volunteers. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own, or to prohibit soliciting contributions or endorsements from employee bargaining units. The Township expects all elected officials, appointees, employees, and volunteers to adhere to federal and state campaign finance rules.

2.8 INCOMPATIBLE OFFICES AND RESIDENCE REQUIRED FOR OFFICE

If a Township Board member is elected or appointed to a different public office that is incompatible with their township board office they shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of their resignation.

A township elected official, or appointed board or commission member who intends to reside permanently outside the township shall resign from office by submitting a letter of resignation to the township board stating the effective date of his or her resignation (the last day he or she will hold township office).

2.9 TRUTHFULNESS

All information provided by township officials, appointees, boards and commissions, employees and volunteers will be truthful and complete. The township board, appointees, boards and commissions, employees and volunteers shall not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

2.10 CONFIDENTIAL INFORMATION

Township officials, appointees, boards and commissions, employees and volunteers, shall respect the confidentiality of information concerning the property, personnel or affairs of the township. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

2.11 INFORMATION ACQUIRED

Information acquired in one's public position will not be used for personal advantage.

2.12 COMMUNITY DECISIONS

Township officials and appointees shall demonstrate effective approaches to solving problems. Township officials and appointees shall utilize their public forum to demonstrate how individuals with differing points of view can find common ground and seek compromises that benefit the community as a whole.

2.13 QUALITY OF LIFE

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of its residents.

2.14 COMMUNITY COMMITMENT

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

2.15 DEVELOPMENT OF PUBLIC POLICY

Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

2.16 TRANSPARENCY

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

2.17 AVOIDING UNDUE INFLUENCE ON ITS BOARDS AND COMMISSIONS

Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions and committee proceedings.

2.18 PARTICIPATION IN DECISION-MAKING

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

2.19 MEANINGFUL PARTICIPATION

Township board members and appointees shall strive to stay informed on issues affecting the township, and shall perform their duties in accordance with the processes and rules of order established by their respective board or commission. Board members and appointees will assist new members of their respective bodies in understanding their role and responsibilities.

2.20 MEETING INCLUSION

Relevant staff shall be included in all meetings that affect their respective departments.

2.21 PUBLIC INPUT

In compliance with the Open Meetings Act, decisions made in an open meeting shall be accompanied by opportunities for public input.

2.22 PUBLIC INVOLVEMENT

Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions and committees.

2.23 PUBLIC/TOWNSHIP INTERFACE

Processes for public interaction with the township should not be made overly difficult or complicated.

2.24 REPRESENTATION OF TOWNSHIP INTERESTS

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

2.25 INTERACTIONS WITH OTHERS

Interactions with others shall demonstrate fairness, respect, impartiality and equitable treatment. Township officials, appointees, employees, and volunteers shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's race, color, sex, age, religion, national origin, height, weight, marital status, familial status, veteran status, citizenship, handicap/disability, gender identity, sexual orientation, genetic information, or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

2.26 INTERACTIONS WITH CITIZENS

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

2.27 PROMISES

Township officials, appointees, employees and volunteers shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

2.28 PERSONAL CONDUCT

The professional and personal conduct of township officials, appointees, employees and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, employees and volunteers.

2.29 BOARD COMMUNICATION OF TOWNSHIP POSITIONS

Township board members shall represent the official policies or positions of the township board, commission or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state they do not represent the township board or the township.

2.30 RESPECT FOR MODERATOR

Board, commission and appointed committee members shall honor the role of the presiding officer in maintaining order and ensuring equal opportunity to provide input on matters of public policy. Members will respect the role of the chair as moderator to focus discussion on current agenda items. Objections to the chair's actions should be voiced politely and with reason.

2.31 IMPLEMENTATION

Township officials, appointees, employees and volunteers shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the township board, boards and commissions shall conduct a review of the Code of Ethical Conduct in the first meeting of the calendar year.

2.32 COMPLIANCE AND ENFORCEMENT

The Code of Ethical Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, employees and volunteers. Each person has the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions, department heads, managers and the Supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Code of Ethical Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified

by the board. The township board also has the option to remove members of boards, commissions and committees as the law allows. A violation of this Code of Ethical Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

2.33 REPORTING IMPROPER ACTIONS OF ELECTED AND APPOINTED OFFICIALS

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report to the Township Supervisor who will investigate the allegation. The Supervisor shall provide a report of his findings to the involved elected or appointed Supervisor who will provide the Township Board with officials and the Township Board. The appropriate updates of the resolution of the complaint in a timely manner. In the event that the complaint involved the Supervisor it should be reported to the Clerk who will follow due process in investigating and reporting to the involved official and the Board.

CHAPTER 3 – TOWNSHIP BOARD

AUTHORITY AND RESPONSIBILITIES

3.1 TOWNSHIP BOARD AUTHORITY

The township board is empowered by the Michigan Constitution and state laws to govern the Charter Township of Kalamazoo. The township board has the exclusive authority, subject to applicable laws, to determine the scope, quality and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives.

The township board may authorize appointed officials and employees to take such actions and make decisions that are consistent with applicable federal and state laws, local ordinances, and township board policies.

3.2 TOWNSHIP BOARD AUTHORITY IS EXERCISED BY THE BOARD

The township board shall act only at a meeting held in compliance with the Open Meetings Act.

Township board authority shall be exercised only through official board decisions recorded as votes taken, directives given or consensus established by the township board at a township board meeting.

No individual, committee or organization shall represent its authority or action in a matter as that of the township board unless the township board has directed the individual, committee or organization to act on the township board's behalf in that matter.

3.3 GOVERNANCE OF ADMINISTRATION

The township board shall govern township administration through the adoption of policies and procedures. Board policies and procedures shall define what the township is to accomplish, through the adoption of a mission statement, strategic plan, and other adopted policies and procedures, in compliance with applicable laws.

Board policies and procedures shall also define the manner in which the board will conduct its business, the relationship of the board to the township officials and employees, and limitations on the actions of township officials and employees.

3.4 BOARD CONSULTANTS

The township board reserves to itself the authority to appoint the following consultants including but not limited to:

- Accountant
- General Counsel
- Auditor
- Building Official (KABA)
- IT Consultant
- Labor Attorney
- Planner
- Risk manager
- Zoning Administrator

A mutually agreed upon contract or intergovernmental cooperative agreement shall be in place, between the board and any consultant, that identifies the:

- Term/length of the agreement
- Services to be provided

- Payment method (retainer, hourly or by project)
- Payment schedule
- Documentation of services provided for payment (details to be included in statements)
- Method of resolving disputes
- Proof of liability and worker’s compensation insurance.

All appointments shall be reviewed and confirmed annually by the Township Board.

3.5 CONTRACTS

All contracts entered into on behalf of the township must be authorized by the township board. As the legal agent of the township, the Supervisor has statutory authority to sign a contract that the township board has approved. The township board may direct other township board member(s), attorney, other, as appropriate, to sign a contract that the board has authorized, in addition to or instead of, the Supervisor.

3.6 LITIGATION

The initiation of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding requires a majority vote of the township board, except when there are extenuating circumstances. The Supervisor is authorized to remedy the circumstances as defined in this section.

“Extenuating circumstances” are defined as an emergency situation that cannot wait until a special or regular meeting of the board or a situation in which a violation of any state, federal or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation is detrimental to the health, safety and welfare of the township.

“Extenuating circumstances” also include any situation where the continued existence of any condition, emergency or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding.

The township board reserves the authority to authorize and direct the course and conduct of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding, notwithstanding its initiation for extenuating circumstances.

The Township is responsible to provide legal representation at no cost to township elected officials, staff and committee members with regard to litigation claims arising from their actions within the scope of their township responsibilities.

3.7 ALLOCATION OF RESOURCES

The township board shall allocate township resources through the annual adoption of the township budget and periodic budget amendments in accordance with the State of Michigan Uniform Budget Act. The board shall authorize the resources necessary to fulfill the township’s mission as required by law and shall consider providing funds to meet the goals identified in the township strategic plan.

3.8 STRATEGIC PLANNING

The township board shall focus its administrative and budgetary deliberations at a strategic level through the adoption and updating of a strategic plan to provide long-range direction over three years.

The strategic plan shall:

- Define long-term outcomes that the township board wishes to achieve
- Facilitate introduction of new programs or services in a logical, rational manner

- Link program objectives to resource development
- Be adjusted annually for changes in environment
- Be reviewed as part of the budget process to align township resources with the strategic plan goals and objectives
- Establish, monitor and evaluate measurable objectives in the strategic plan that define when success has been achieved according to the metrics developed for each portion of the plan.

3.9 STEWARDSHIP

The township board will protect township assets (real and other property) through proper maintenance, insurance coverages, and other means, and may delegate these tasks to township officials and employees.

3.10 DIRECTION AND CONTROL OF ADMINISTRATION

To promote efficient administration, the township board authorizes the Supervisor or designee to provide direction and control over all township activities and functions that are not assigned by state law to another official, and to provide a liaison between the board and the various township departments unless some such duties have been assigned to another Board member.

3.11 BOARD MEMBER CONCERNS REGARDING TOWNSHIP EMPLOYEES

Township board members should make all inquiries, requests or complaints about department heads or employees to the Supervisor. Any directives, complaints or requests made by a board member directly to a department head or employee, other than from a board member with statutory authority over the department head or employee, must be brought to the attention

of the Supervisor prior to initiating any response.

TOWNSHIP BOARD MEETINGS

3.12 BOARD MEETING NOTICES

The Clerk is responsible for all regular, special, work session and rescheduled township board meeting notice requirements in conformance with the Open Meetings Act and other state laws.

The Clerk shall be responsible for seeing that notice of the time, place and reason(s) for any special meeting of the township is given to each township board member either in person, by leaving a written notice at the member's address or place of residence, or electronic communication at least 24 hours prior to the meeting time.

3.13 REGULAR BOARD MEETING AGENDA

The Supervisor or designee shall be responsible for preparing an agenda and board packet for every regular township board meeting. Business items intended for board action may be placed on the agenda by any board member or department head by notifying the Supervisor at least 5 days prior to the meeting. Agenda items shall normally be accompanied by a cover letter including a copy of the recommended motion or resolution that will be placed before the board, along with background information helpful to board members for understanding the issue. The cover memo, recommended motion and supporting documentation should be made available to the Supervisor or Supervisor's assistant at least 4 days prior to the township board meeting. A copy of the proposed agenda shall be delivered or made available to every board member, along with all supporting documentation and correspondence addressed to the township board, at least 3 days prior to the board meeting.

Board members who wish to bring an issue to the board's attention, but are not seeking board action, shall bring up such issues under one of the report sections of the meeting.

When extenuating circumstances arise that require the placement of an item on the agenda after the deadline, the business item may be added to the agenda by a majority vote of the board. "Extenuating circumstances" are defined as an emergency situation that cannot wait until a special or regular meeting of the board or a situation in which a violation of any state, federal or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation is detrimental to the health, safety and welfare of the township. "Extenuating circumstances" also include any situation where the continued existence of any condition, emergency or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding.

Changes to the proposed agenda shall be approved by majority vote during (3) below. The agenda shall conform to the following format:

1. Call to order
2. Pledge to flag
3. Roll Call of board members
4. Additions/deletions to agenda
5. Public comment on agenda and non-agenda items
6. Approval of the consent agenda
7. Public hearings, as necessary
8. Unfinished business
9. New business

10. Items removed from the consent agenda
 11. Committee Reports
 12. Attorney Report
 13. Public Comments
 14. Board member comments
- (Closed Session as necessary)
15. Adjournment

3.14 BOARD CORRESPONDENCE

Board members shall receive in the board packet a copy of any written correspondence that was addressed to the board. Correspondence not requesting board action will be received under the consent agenda. Correspondence requesting board action at a regularly scheduled meeting will be addressed under new business.

3.15 CONSENT AGENDA

The Supervisor or designee shall prepare a consent agenda for the board as part of the meeting 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 all of the items on the consent agenda shall be accomplished by a single majority vote. Any member of the public, board, or staff may ask that any item of the consent agenda be removed and placed in the items removed from consent agenda section of the agenda for full discussion. Such requests will be automatically respected. The consent agenda shall contain all routine items of business on which no disagreement or debate is anticipated, such as, but not limited to, the following:

- Approval of the prior meeting minutes
- Approval of attendance of board members and department heads to

appropriate educational workshops, seminars and conferences within budget

- Approval to pay bills
- Receipt of departmental reports
- Receipt of budget reports
- Receipt of committee reports
- Receipt of affiliated agency reports
- Receipt of correspondence (where no board action is required)

3.16 PUBLIC PARTICIPATION

Public Comment on Agenda and Non-Agenda Items: Two public comment periods are provided at each Board meeting, one at the beginning of the meeting and one at the end. Each person may use three minutes for remarks. If remarks extend beyond the three-minute time period, it is asked that comments be provided in writing and they will be distributed to the board. The public comment period is for the Board to listen to comments. It is asked that comments begin with the speaker's name and address. A board member may take time during board member time to respond to comments made by the public.

Public Hearings: Members of the public may also address the board during a public hearing for up to three minutes at the time the item is taken up by the board. The board may suspend the time limitation when warranted. When all persons who wish to address the public hearing have been heard, the Supervisor shall announce that public comment on the agenda item is concluded.

Members of the public are expected to conduct themselves in a mature fashion.

3.17 CLOSED SESSIONS

PROCEDURE: The Township Board may enter closed session from a public meeting of the Board per the Open Meetings Act, PA 267 of 1976. The roll call vote on the motion to enter closed session and the purpose or purposes for calling the closed session shall be recorded in the minutes of the meeting at which the decision to hold a closed session was made (MCL15.267).

PURPOSES: The Township Board shall enter closed sessions only for the following purposes:

- To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee or staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions (simple majority sufficient to enter).
- Strategy and negotiation sessions connected with the negotiation of a Collective Bargaining Agreement (simple majority sufficient to enter).
- To consider the purchase or lease of real property prior to the time that an option to lease or purchase such real property is secured (requires two-thirds affirmative vote of members elected and serving to enter).
- To consult with legal counsel regarding trial or settlement strategy in connection with specific pending litigation only when an open meeting would have a detrimental effect on the Township Board's litigating or settlement position (requires two-thirds affirmative vote of members elected and serving to enter).

- To review and consider the specific contents of an application for employment or appointment to a public office if a candidate requests that the application remain confidential. Whenever the Township Board shall meet to interview an applicant it shall be an open session (requires two-thirds affirmative vote of members elected and serving to enter).
- To review other matters exempt from disclosure by state or federal law (requires two-thirds affirmative vote of members elected and serving to enter).

MINUTES: At each closed session, the Clerk shall keep a separate record. This record of minutes shall not be disclosed to the public except upon court order. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was held.

3.18 BOARD WORK SESSION MEETINGS

Board work sessions may be held for the purpose of more lengthy discussion of issues before the board and presentations on topics that may come before the board.

Work sessions are for discussion. Decisions generally are not to be made at a work session.

Work sessions must comply with the Open Meetings Act. One public comment period must be provided.

3.19 SPECIAL BOARD MEETING NOTICE/AGENDA CONSIDERATIONS

The purpose(s) for which a special meeting is called shall be stated in the special meeting notice.

If all township board members are present at a special meeting of the township board, then

the board may add any lawful business to the special meeting agenda.

If any township board member is not present at a special meeting of the township board, then the business shall be limited to the purpose(s) in the special meeting notice. No other agenda items may be added.

3.20 BOARD MEETING LOGISTICS

- The Clerk or designee shall be responsible for determining that the township hall and the board meeting room is properly set up for a public meeting. This includes, but is not limited to, ensuring that:
 - The parking lot, sidewalks and ramps are clear of snow and ice during winter weather.
 - The meeting room temperature has reached a reasonable temperature.
 - The outside entry and meeting room doors are unlocked and then locked after the meeting.
 - Directional signs are in place as needed.
 - Audio-visual equipment that may be used during the meeting is set up and tested.
 - Adequate seating is available for the anticipated audience.
 - Nameplates of township board members are placed on the board table.
 - Copies of the proposed agenda and any other public materials are placed on a table along with any sign-in sheet and pens.
 - The gavel is placed at the Supervisor's seat.

3.21 QUORUM

A quorum of the township board is four members. (MCL 42.7) (However, a member abstaining on an issue due to a conflict of interest (2.31) may not be counted to establish a quorum to consider that matter. (OAG, 1981-1982, No 5916, p 218)) If a quorum of the township board is present, a board meeting shall be called to order promptly at the time announced for the meeting.

3.22 BOARD MEMBER MEETING CONDUCT

Each board member shall fully participate in board meetings by doing the following:

- Attend all board meetings unless there is a conflict or unforeseen emergency
- In the case of a meeting conflict notify the Clerk and/or the Supervisor in advance of the meeting
- Prepare for board meetings by reading their packets ahead of time in order to fully participate in discussions
- Help the chair keep the meeting moving
- Limit remarks to the issue being considered
- Ask questions for clarification
- Respect colleagues' rights
- Refrain from interrupting other speakers, except for Point of Order or Call for the Orders of the Day (see 2.26, Rules of Procedure below)
- Actively listen
- Listen courteously and attentively to all public discussions before the board
- Explain reasons behind significant decisions during the discussion before voting

- Raise concerns and objections at a meeting, rather than after
- Express disagreement verbally, rather than non-verbally
- Criticize constructively and in private
- Vote with a clear audible voice

3.23 CHAIRING BOARD MEETINGS

The Supervisor, if present, shall be the presiding officer (chair) of the board and shall have an equal voice and vote in the proceedings of the board. If the Supervisor is absent from a meeting of the township board, the board shall appoint one of its members president pro tem for that meeting. (MCL 42.5(2))

All board members will be treated with equal dignity and respect, and board members shall have equal access to speak and to make motions.

The chair is charged with ensuring that the will of the board majority prevails on decisions, while giving board members who hold to a minority view an adequate opportunity to present their positions to the other board members.

The chair will:

- Keep discussions focused on the agenda items.
- Relinquish the gavel when he or she has a personal conflict of interest or is sufficiently conflicted on an issue that impartiality cannot be assured.
- Maintain proper decorum among board members and the public audience.
- Open the meeting at the specified time
- Explain meeting procedures and decision-making processes so that board members and the audience may appropriately participate

- Protect members and staff from inappropriate comments
- Keep track of amendments to motions
- Adjourn the meeting

3.24 RULES OF PROCEDURE FOR TOWNSHIP BOARD MEETINGS

Only one member may speak (“have the floor”) at a time. A member requests the floor by saying “Mr. chair” (“Madam chair”) or less formally by raising his or her hand when no one else is speaking. The chair normally assigns the floor to the first member who requests it when no one else is speaking.

Discussion of an agenda item is in order when that item comes before the board, even if no motion has been made. Experience has shown that some preliminary discussion is helpful in framing the motion most likely to be supported by the board.

During discussion of an agenda item, the only main motions which are in order are those addressing that agenda item. (Privileged and Incidental motions are in order, however.) Only one main motion may be before the board at a time.

3.25 HANDLING MOTIONS

A member makes a motion relating to the current agenda item. The motion must precisely state what is to be done. The Clerk must record the motion in the minutes, and the chair must state the question, so either may request the motion be repeated or reduced to writing by the maker if unclear. In some cases, the exact motion will already be contained in the board packet, or the motion will simply be to pass a resolution contained in the board packet. In case of a resolution, the Clerk or another member may be requested by the chair to read relevant portions of the resolution.

Another member seconds the motion if the member thinks the motion is worthy of further discussion or vote. (If not, the motion dies for lack of second.)

The chair must state the question, that is say the exact words of the motion. The chair may ask the maker of the motion for clarification of the motion. In stating the question, the chair gives the question to the board for consideration. It is the chair’s duty to determine that the motion is in order at the time it is made, and also that members understand exactly what the question before the board is at all times.

Full debate among board members is allowed before the vote on a main motion (except see “Previous Question”, below). The maker of a motion has the right to speak first. During debate, the chair will assign the floor to a member who has not yet spoken to the question in preference to a member who has.

When no member appears to be seeking the floor during debate, the chair will ask, “Are you ready for the question?” or “Is there any further debate?” If no member speaks, the chair then “puts the question”: “The question is on adoption of the motion (or resolution) that...”, and repeats the exact wording of the motion under consideration (except for a lengthy resolution, or passage of the consent agenda). The chair then calls for a voice vote or for a roll call vote.

Most motions are voted on by voice vote. A roll call (recorded) vote will be taken on passage of a resolution, or whenever a member requests a vote be taken (or repeated, in case of doubt) by roll call. A request for a roll call vote will automatically be granted. Resolutions are required by state law for the following, among others:

- adoption of an ordinance
- issuance of bonds or other indebtedness
- budget adoption
- calling an election

- acquiring, leasing, or disposing of real property
- determining the schedule of regular meetings
- designating the depositories of township funds
- setting the salaries of township board members
- approving a special assessment district and assessment roll
- moving into closed session
- approving an Act 198 district or tax exemption district
- approving an Act 425 conditional transfer

The minimum number of votes required to pass a motion are as follows:

- Most actions: simple majority of members present and voting – not counting vacant positions, or members absent or abstaining.
- Approve a 425 agreement for Conditional Transfer of Land (MCL 124.24): majority of members serving – not counting vacant positions or abstaining members, but counting members absent.
- Enter a closed session (for certain purposes, see 2.18; MCL 15.267, 15.268) or Reject the recommendation of an officials’ compensation commission (MCL 41.95, 42.6a(b)): two-thirds of members elected and serving – not counting vacant positions or abstaining members, but counting members absent.
- Adopt or amend a zoning ordinance (MCL 125.3401, 125.3404): majority of the membership – not counting vacant positions, but counting absent or abstaining members.
- Adopt or amend a non-zoning (“police power”) ordinance (MCL 41.181) or grant a public utility franchise (MCL 460.602):

majority of the board – counting vacant positions and absent or abstaining members.

- Previous Question (close debate), or Suspend the Rules: two-thirds of members present and voting – not counting vacant positions, or members absent or abstaining.

Following the vote, the chair announces the result, consisting of:

- reporting which side “has it”;
- declaring that the motion is adopted (or lost);
- indicating the effect of the vote, if needed or appropriate; and
- announcing the next item of business.

3.26 SUBSIDIARY MOTIONS

The following motions may be made while a main motion is pending, and apply to it. Each must go through the standard steps in handling a motion, before debate resumes on the main motion, including second, chair stating the motion, debate (except for undebatable motions), chair putting the question, and vote. A higher ranking subsidiary motion (appears higher in the list below) may be made while a different subsidiary motion on this list is already under consideration; for instance, a motion to Refer or to Postpone the main motion may be made while a motion to Amend is pending.

PREVIOUS QUESTION: This has the effect of closing debate and proceeding to a vote either on the current motion, or the main motion and all adhering subsidiary motions. If it is unclear which of these is intended, the chair should ask the member making the motion. If the motion applies to a main motion and subsidiary motions and the Previous Question is adopted, a series of votes without debate will be held in normal order, ending with a vote on the main motion. A member may say instead “Call the

question!" or "I call for the question!" or "Move to close debate." The chair should interpret any of these as a motion of the Previous Question. This motion is not debatable, and requires a second and a two-thirds vote in the affirmative to close debate. In general, full debate on every motion before the board should be allowed, and this motion should be used only as a last resort.

POSTPONE (the current main motion, and its associated agenda item) to a Certain Time: Typically, this will be a later scheduled meeting of the township board. (A motion to Postpone all further business on the agenda would be equivalent to a motion to Adjourn.)

REFER (the current main motion to a committee for further work): If adopted, has the effect of ending consideration of the motion (and its associated agenda item) for the current meeting. The committee may be a different board, commission, or standing committee of the township, or it may be an ad hoc committee. In the latter case, the motion to Refer should specify the members of the proposed committee, or how they are to be named. Failing that, the chair may call for nominations or a procedure to be suggested to complete the motion. The motion to Refer is debatable and amendable.

AMEND: A motion to change a main motion by striking out and/or inserting individual words, striking out and/or inserting a paragraph, or substituting an entire paragraph. A proposed amendment must in some way involve the same question as the main motion, otherwise it is not germane and must be ruled out of order.

3.27 PRIVILEGED MOTIONS:

These may interrupt consideration of a main or subsidiary motion.

CALL FOR THE ORDERS OF THE DAY: a reminder to the Chair to return the meeting to the proper place in the agenda, in case discussion has wandered from the topic at

hand. May interrupt a speaker, does not require a second, not debatable or amendable. No vote necessary, unless a member or the Chair immediately moves to continue the present discussion, in which case a two-thirds vote is required to continue in spite of the agenda.

RAISE A QUESTION OF PRIVILEGE: Relates to the conditions of the meeting (noise, lighting, safety etc.) or to a question of personal privilege, for instance a fact about a member incorrectly recorded or stated. If the situation can be addressed by instructions from the Chair, that is done.

RECESS: To take a short intermission (typically, of a few minutes, stated in the motion). Not debatable. Usually unnecessary, unless a meeting is unusually protracted.

3.28 INCIDENTAL MOTIONS:

Most of these deal with situations that arise in the course of the meeting that must be dealt with immediately, before business can proceed.

POINT OF ORDER: A member notices a deviation from proper procedure, and uses this form to call the chair's attention to it. May interrupt a speaker, no second required, not debatable, and not voted on. The chair rules whether or not the point is well taken, and applies corrective action if warranted. The point must be timely; for example, if debate has already begun on a motion, and a member realizes that the motion was not seconded, it is too late for a Point of Order, debate must be allowed to continue. A Point of Order may be made later only in the circumstance where the violation would be ongoing, for instance, a motion is passed which violates state law.

APPEAL FROM THE DECISION OF THE CHAIR: In case the chair makes a ruling on a Point of Order or any other ruling with which members do not agree, a member may Appeal, and with a second may submit the

question to the board. The chair states the question: "Shall the decision of the chair be sustained?" During debate of the Appeal, the chair is entitled to give his or her reasons for the ruling first; other members may then speak once, and the chair may speak again prior to putting the question. A tie vote sustains the decision of the chair. If the decision of the chair is not sustained, the opposite of his ruling determines the situation from that point.

SUSPEND THE RULES: A motion to allow the board to take an action that would otherwise be prevented by one of these rules of order. The rule being suspended is not mentioned in the motion, but the desired action is. The motion to Suspend the Rules is not debatable, requires a second and a two-thirds vote in the affirmative. Example: "Mr. Chair, I move to Suspend the Rules and take up Agenda item 6.E immediately." Provisions in these rules arising out of state law may not be suspended.

PARLIAMENTARY INQUIRY: Requests the chair to give his or her opinion on the parliamentary situation or effect of a proposed motion. The chair answers, or may defer to the Attorney or another member.

3.29 BOARD MEMBER CONFLICT OF INTEREST

A township board member shall vote upon all matters that require a vote of the township board unless the board member has a conflict of interest regarding a matter on which the township board is required to vote, the board member will disclose that interest, and the township board shall vote on whether to allow the board member to abstain. A unanimous vote of the other board members present is required to allow the board member to abstain. If so voted, the township board member shall recuse him- or herself, and refrain from participation in all deliberations, discussions and voting on that matter.

3.30 MINUTES

The Clerk shall ensure that minutes of board meetings are prepared in accordance with the Open Meetings Act including but not limited to recording the:

- Time, date and place of the meeting
- Board members present and absent
- Decisions made by the board at a meeting open to the public
- Roll-call votes taken at the meeting
- The purpose or purposes for which a closed session is held

The board shall make any necessary corrections in the minutes at the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available to the board at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

CHAPTER 4 - FINANCIAL ADMINISTRATION

4.1 FINANCIAL ADMINISTRATION

The township adopts the Michigan Department of Treasury's Accounting Procedures Manual and shall comply to the extent possible with both the required policies and the best practices identified in that manual.

The following policies are intended to represent compliance with the Accounting Procedures Manual and Kalamazoo Township's administrative structure and procedures. No policy manual can anticipate all possibilities that may be encountered when administering the finances of the township. The following policies establish a framework for adequate controls over the financial administration processes. When questions arise, township personnel must refer to this manual and agree to a solution to the question, and the Board may amend this manual accordingly.

4.2 FUND BALANCE

The township board shall budget for a general fund balance that equals at least 20% to 25% of projected annual expenditures.

4.3 AUDIT

The township board shall contract with a certified public accountant to annually audit the financial systems of the township.

4.4 EMPLOYEE FIDUCIARY BONDS

The township shall provide a surety bond for all township officials required by law to be bonded.

The township shall acquire a public employee dishonesty bond for all employees authorized to handle money.

BUDGET

4.5 BUDGETING FOR RESULTS AND OUTCOMES

The township board shall link the budget to strategic planning, long-range financial planning, performance measures, and evaluation. The use of resources shall be linked to objectives established or reaffirmed at the beginning of the budget development process. The township board shall routinely monitor, evaluate and adjust budget allocations to align township resources with the strategic plan goals and objectives.

4.6 MULTI-YEAR PLANNING

The township board shall incorporate multi-year planning in considering its budgeting and strategic planning processes.

4.7 EVALUATING PROGRAMS AND SERVICES

The township board shall establish, monitor and evaluate measurable objectives identified in its the strategic plan that define when strategies have success has been achieved. At a minimum, on a quarterly basis, the township board shall track progress toward the successful implementation of its strategic plan use benchmarking to evaluate the township's programs and services and, if necessary, to modify strategies or to identify the financial resources to be reallocated to successfully achieve the unaccomplished strategies.

4.8 DEVELOPMENT

The township shall use the following approaches to develop the budget.

- The budget shall be based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.

- The results or outcomes that matter most to citizens will be identified, and based on that, in accordance with the adopted strategic plan, the township board shall determine what programs are most important to their constituents.
- The budget allocations shall be made in a fair and objective manner.
- The board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

4.9 TIMETABLE

The proposed budget shall be developed according to the following schedule:

May-July: Develop proposed six-year Capital Improvement Plan (CIP)

July: Notify Department Heads of Budget calendar & provide budget worksheets

01 August: Department Heads submit proposed budget requests

Early August: Planning Commission considers and adopts Township's six-year CIP

2nd Week of August: During this week, meetings are held with each department regarding budget requests

Mid-August: Supervisor and Assessor prepare Special Assessment District (SAD) roll and submit to Clerk for the following:

- Fire Protection (Capital) – 1 mill (tentative)
- Police Protection (Capital) – 0.6 mill (tentative)
- Police Protection (Operating) – 1.4 mills (tentative)
- Street Lighting - 0.62 mill (tentative)

- Solid Waste Collection, Disposal and Recycling - \$60/parcel (tentative)

Late August: Publish Notice and schedule hearing on the rolls for the Board's first regular meeting in Sept.

1st Meeting in September: Board holds public hearings on SAD assessment rolls. Possibly adopt resolution approving SADs.

Mid-September: Board holds Budget workshop (Third Monday – special meeting)

Late September: Board adopts six year CIP

30 September (at the latest): Assessor & Treasurer submit form L-4029 millage levy to County

Mid October: Board holds Budget workshop (Third Monday – special meeting)

Late October: Publish Notice and schedule hearing on the proposed budget for the Board's first regular meeting in November.

Late October: The proposed budget to be available for public inspection.

1st Meeting in November: Board holds public hearing on proposed budget. Possibly adopt budget resolution.

2nd Meeting in November: Board adopts budget resolution (back-up date)

4.10 METHODS

The township board shall use the line item approach to develop its proposed budget on a functional basis of accounting.

4.11 FORMAT

The proposed and adopted budgets shall provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget.

The proposed and adopted budgets shall also include a narrative that:

- Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes
- Identifies the priorities and key issues for the new budget period
- Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections, tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earnings.

4.12 ADOPTION

Prior to the beginning of each fiscal year, the township board shall annually adopt a budget using a functional method of adoption unless otherwise directed in the General Appropriations Act.

The board shall monitor and amend the budget as needed to approve and control all expenditures.

4.13 TOWNSHIP FISCAL OFFICER

The Clerk or designee shall be the township fiscal officer and shall be responsible for the development and administration of the township budget.

4.14 TRANSFER AUTHORITY

The fiscal officer shall have the authority to make transfers among departments without prior board approval, if the amount to be transferred does not exceed 25% of the appropriation item from which the transfer is to be made. The board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund

budget be changed without prior board approval.

4.15 BUDGET MONITORING

The township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The board shall establish measures of annual progress. These measures should spell out the expected results and outcomes and how they will be measured.
- The board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.
- The board shall communicate performance results so that township personnel and the public will be informed of the results in an understandable format.

CAPITAL IMPROVEMENT PLANNING

4.16 CAPITAL IMPROVEMENT PLAN (CIP)

The township planning commission shall be responsible for the development and updating of the township capital improvement plan, subject to final approval of the township board. The capital improvement plan will be reviewed annually, with such review completed at least two months prior to initiating the development of the proposed township operating budget.

4.17 SCOPE

The CIP shall address the medium- and long-range needs of the township regarding building, lands, major equipment and infrastructure. The capital improvement plan shall prioritize such needs for the next 6 years beyond the current fiscal year.

A capital improvement is defined as a major project or purchase that is generally not recurring, has a long life expectancy, costs more than \$5,000 and generally fits into one of the following categories:

- Acquisition, lease or development of land
- Construction of new buildings and facilities and/or additions, including design, engineering and other pre-construction costs. This includes major building improvements that are not routine expenses and that substantially enhance the value of a structure by adding capacity or square footage.
- Construction or extension of sewer and/or water systems
- Construction or extension of roads, sidewalks or pathways
- Acquisition of large vehicles/equipment (fire truck, police cars, etc.)

4.18 BUDGET

The capital improvement budget shall constitute those projects programmed for the first fiscal year of the six-year CIP. The capital improvement budget is enacted as a part of the annual budget adopted by the township board and will be the basis upon which funds are appropriated during the budget year for identified projects.

4.19 PROJECT REQUESTS

Department heads and elected officials shall submit any suggested projects to be included in the capital improvement plan to the planning commission staff support person who shall develop a capital improvement plan that includes the following information on each project:

- Priority of need within the requesting department
- Justification for priority ranking

- Estimated year project to commence
- Estimated year project should be completed
- Total estimated acquisition or construction cost
- Proposed method of financing acquisition or construction
- Annual debt service requirements of the project
- Estimated annual operating expenses after completion
- Method of financing operating expenses

4.20 PUBLIC HEARING

The planning commission shall hold a public hearing on the capital improvement plan prior to submitting the capital improvement plan to the township board. The township board may hold additional hearings on the capital improvement plan.

4.21 ADOPTION

Prior to beginning the development of the proposed township budget for the ensuing fiscal year, the township board shall adopt the capital improvement plan as recommended or following any alterations the township board deems advisable. All parties involved in the development of the proposed township budget shall address any implications of the capital improvement plan in the proposed budget.

FINANCIAL REPORTS

4.22 PERIODIC EXPENDITURE AND REVENUE REPORT

The Clerk or designee shall prepare a monthly financial report for the board. The report will be current through the last day of

the previous month, and shall be presented to the board at its first meeting of each month. The financial report for each fund will show the following information for revenues and expenditures:

- Account number
- Description
- Amended budget
- Current period
- Year to date
- Budget balance

4.23 PERIODIC BALANCE SHEET REPORT

The Clerk or designee shall prepare a quarterly balance sheet showing the assets, liabilities and equities for each fund.

4.24 INVESTMENT PERFORMANCE REPORT

The Treasurer or designee shall prepare a quarterly report of all interest-bearing activities, including the name of the financial institution, type of investment, anticipated yield and date of maturity.

4.25 SUMMARY REPORT OF CASH ACTIVITY BY FUND

The Treasurer or designee shall provide the township board with a monthly summary report of cash activity by fund and a summary report of cash activity by bank account, certificate of deposit and investment account.

4.26 FINANCIAL REPORTS REVIEW

The fiscal officer (as defined by the Budget Resolution) shall review the financial reports prior to the board meeting, and shall

recommend to the board any necessary budget amendments or fund transfers.

INTERNAL CONTROLS

4.27 FINANCIAL EMPLOYEE TRAINING

The township shall provide education and training for township officials and other personnel involved in financial administration on accounting procedures, investments, budgeting and fraud prevention as annually approved in the township budget.

4.28 SEGREGATION OF DUTIES

The functions of authorizations, recordkeeping and processing financial transactions shall be segregated where possible.

4.29 CROSS TRAINING

Bookkeeping duties shall be periodically shifted between two or more employees (e.g., during vacations, etc.).

4.30 RECONCILIATIONS

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The Treasurer or designee must keep track of the total cash and investments allocable to each fund and must reconcile these amounts to each month's bank statements.

A listing of all cash and investments, along with a copy of the bank reconciliations, must be provided to the Clerk or designee.

The Clerk or designee must reconcile the cash and investments recorded in the general ledger to either the treasurer's reconciliation or to the bank statements directly.

Bank statements and reconciliations shall be retained for audit purposes.

CASH HANDLING AND RECEIPTING

4.31 AUTHORIZATION TO RECEIVE CASH

The following employee positions are authorized to receive cash:

Treasurer

Deputy Treasurer

Administrative Clerk in the Treasurer's Department

Deputy Clerk

Elections Specialist, Clerk's Department

Planning and Zoning Department Assistant

Police Department employees

4.32 CHANGE DRAWER

The Treasurer or designee shall maintain a cash drawer to exchange currency in order to make change for a cash financial transaction.

4.33 IMPREST CASH

The Treasurer shall maintain a petty cash fund of \$300 to provide for the immediate purchase of emergency materials, supplies or service only. Routine or other non-emergency purchases shall not be made from the petty cash fund. The purchase requisition/purchase order procedure is required for all normal purchases.

Loans, cash advances, making change and personal check cashing are prohibited. Cash refunds shall not be issued for overpayments at the time of occurrence (i.e., either a credit should be issued or a check refund generated through accounts payable).

The police chief shall maintain a petty cash fund of \$300 to provide for minor purchases (shipping, meals during training, minor repairs, etc.) and an investigative operations fund of \$500.

4.34 RECEIPTING OF CASH RECEIPTS

The Treasurer or designee is responsible for all cash receipts. There must be a computer record of all individual cash transactions. All cash transactions must be recorded using a sequentially computer-numbered document (Police Department (PD) pre-numbered triplicate form). The receipt shall include the amount received, method of payment, name of the payer, purpose and ID of staff receiving payment.

All invoices received shall be attached to a duplicate computer-numbered document (PD, pre-numbered triplicate form). Checks must be stamped for "deposit only" at the point and time of collection. Checks returned for insufficient funds or closed accounts should be forwarded to the treasurer for reconciling.

On a daily basis, authorized individuals who receive cash shall turn over all cash and a copy of all issued receipts to the Treasurer or designee intact. The amount turned over should equal the total of the cash drawer receipts for the day. The Treasurer or designee shall issue a receipt to the person/department for all cash received. Each cash register should be closed out or cleared at the register every time a deposit is made.

4.35 POSTING OF CASH RECEIPTS

The Treasurer or designee shall provide the Clerk or designee a record of all money received and the purpose of the amount received (i.e., the budgeted revenue account or the receivable account). The clerk shall be provided with a copy of voided or canceled receipts marked "voided."

The authorized person will post each receipt to the receipts journal in numerical order to the proper bank account, fund and revenue account.

4.36 CASH RECEIPT REPORT

A cash receipt report shall be run by the Treasurer or designee of each day's activity batched by deposit. A cash receipt report shall contain the detail of all daily transactions and a summary by general ledger line item, and shall agree with the day's deposits.

4.37 DEPOSIT PROCEDURES

Total cash collected shall be reconciled to the sum of the computer-numbered and triplicate form receipts. Deposits shall be made intact, with no reductions to deposits made for expenditures, and must be reconciled to official receipts. Deposit tickets (or attached listing) shall list checks by name or number, and amount. Total cash collected shall be deposited at least once a week, in the appropriate township bank account. Undeposited funds shall be secured in a locked safe.

DEPOSITORIES

4.38 BANK ACCOUNTS

All bank accounts shall be in the name of the township and the Treasurer. The use of the township's tax ID number shall be strictly controlled by the Treasurer, and it shall not be used to open non-township bank accounts.

Tax collections shall be deposited in a separate bank account in the name of the treasurer.

Bank signature cards shall be kept current and the authorized signers limited to the Clerk, deputy clerk, Treasurer and deputy treasurer.

4.39 AUTHORIZED DEPOSITORIES

The Treasurer or designee is authorized to manage funds belonging to the township, including depositing funds in approved financial institutions and administration of investments in conformance with MCL 41.77, P.A. 20 and the township investment policy (Appendix A).

The Treasurer or designee shall annually recommend for approval by the township board financial institutions for the safekeeping of township funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of township funds held in trust, if applicable. The Treasurer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted.

The procedure for identifying approved depositories shall be in conformance with applicable state statute.

4.40 CONTROL OF CASH AND INVESTMENTS

All cash and investments shall be under the control of the Treasurer. No other individual shall hold cash of the township or open a bank account to hold township cash or investments.

4.41 AUTHORITY TO MAKE BANK DEPOSITS

The Treasurer or designee is responsible for making all bank deposits. The Treasurer may authorize other township personnel to make deposits if the township board has agreed to incorporate that function in the job description for that position.

4.42 NOTICE OF INVESTMENT POLICY

All investments of township funds shall be in accordance with the township's investment policy (Appendix A).

ACCOUNTS RECEIVABLE

4.43 ACCOUNTS RECEIVABLE

The Treasurer's department shall be responsible for processing all accounts receivable.

4.44 INVOICE PREPARATION

The Treasurer's department shall be responsible for preparing invoices for revenues due to the township:

All invoices shall include a remittance advice or duplicate invoice to be returned to the township with payment. The remittance advice or invoice shall include the name, amount invoiced, purpose and that payment is to be made to the township and mailed to the Treasurer.

4.45 POSTING AND DISTRIBUTION OF ACCOUNTS RECEIVABLE

A copy of all invoices or bills for money owed the township shall be given daily to the Treasurer or designee and Clerk or designee.

The Treasurer or designee will use the invoice copy as verification when payment is received.

The Clerk or designee will use the invoice copy to record the receivables in the general ledger. Invoices are to be reconciled to the general ledger control on a monthly basis.

4.46 ACCOUNTING FOR ACCOUNTS RECEIVABLE

For all payments received, the Clerk or designee shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger.

4.47 CREDIT CARD, DEBIT CARD AND OTHER ELECTRONIC PAYMENTS

In addition to payments made by cash or check, the township will accept payments made via debit cards, electronic fund transfers and certain credit cards (an additional fee may apply to the use of debit or credit cards).

Payments that may be made to the township by a financial transaction device in accordance with the terms of the Resolution for the Acceptance of Payments by Financial Transaction Device shall include all real and personal property taxes, special assessment payments, permit fees and any other type of payment due the township.

ACCOUNTS PAYABLE

4.48 ACCOUNTS PAYABLE

The Clerk or designee shall be responsible for processing all accounts payable.

4.49 PROCESSING OF CLAIMS

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. With rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. Appropriate documentation (supporting invoices) shall be attached for all disbursements.

Employee expense reimbursements shall be documented on an expense voucher signed and dated by the employee. All invoices, departmental check requests and expense vouchers shall include the following:

1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered (if applicable)
4. Date goods delivered or services rendered
5. The related purchase order (if applicable)

All requests for payments shall be approved by the department to which the expense shall be posted by initialing the document.

All requests for payment shall be submitted to the authorized person at least 6 days prior to the board meeting at which claims will be approved and the authorized person shall verify the payee, amount, purpose and the disbursing fund (account) of each request.

After verification, the Clerk or designee shall prepare an Invoice Register Report which itemizes the invoices, subtotaled by vendor, includes general ledger distribution number, and date the warrant is to be issued and journalized to the general ledger. A copy of the warrant is made for township records.

The Invoice Register Report is submitted to the Township Board requesting its approval at a regular meeting.

Invoices and bills supporting the report shall be available for board member review the day of the board meeting. Board members are responsible for scrutinizing the bills prior to board approval.

4.50 REPORTS TO THE BOARD

In addition to the regular submission of the Invoice Register Report, the Clerk or designee shall prepare a Monthly Check Disbursement Report. The Monthly Check

Disbursement Report includes an itemization of the checks (and includes invoice numbers, payees, invoice descriptions, general ledger numbers and check amounts) issued during the prior month. The Monthly Check Disbursement Report is to include the invoices approved for payment by the Board at its regular meeting and payments made pursuant to Section 4.52 during the prior month.

The Monthly Check Disbursement Report is to be included in the board packet. Generally, the Monthly Check Disbursement Report is to be accepted as part of the Board's regular meeting consent agenda.

4.51 BOARD APPROVAL REQUIRED FOR ALL CLAIMS

All claims shall be approved by the township board prior to payment, with the exception of tax collection disbursements and claims authorized in the budget resolution or board policy.

4.52 CERTAIN AUTHORIZED CLAIMS

Only the following types of claims may be paid by disbursements made prior to board audit and approval:

1. Bills that are subject to a penalty for late payment or a discount for early payment where such payment is necessary to take advantage of such discount or to avoid such penalty.
2. Re-occurring routine township expenses regularly incurred in the operation of the township such as, but not limited to utility expenses, insurance premiums, publication costs, operating supplies, necessary operating repairs, established salaries and wages of township employees and officials and established per diem compensation of township officials
3. Distribution of escrow funds, trust or agency funds, intra-governmental service

funds, enterprise funds or special assessment funds in accordance with the purposes for which such funds have been received, and the statutory or local regulations governing the same.

4. Purchases for the benefit of the Township costing less than \$5,000.

5. The Supervisor or designee may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

Any claims authorized under this policy prior to board approval shall be confirmed at the next board meeting.

4.53 CHECK CONTROLS

Numerically controlled, pre-numbered checks shall be used. Checks shall not be signed prior to being completely filled out. Cleared checks must be returned to the township or electronically stored.

4.54 CHECK PROCESSING

Each draft shall be signed by the Clerk or designee to document board authorization of that payment and forwarded to the treasurer by the next business day following the board meeting at which they were approved.

The Treasurer or designee shall verify that the funds are available, sign the check and distribute it.

The Clerk and Treasurer may not designate the same person for the above two roles.

A check-signing machine shall be limited to use by authorized designee, and shall be locked when not in use.

4.55 ELECTRONIC PAYMENTS

Following township board approval, the Clerk or designee shall initiate electronic

payments and the Treasurer or designee shall review and accomplish.

Electronic payments are authorized if in compliance with the board's policy provisions and the written procedures and internal control adopted by the Treasurer and presented to the township board. (See Appendix B for complete policy on electronic payments)

4.56 CREDIT CARD USE POLICY

The Clerk or designee is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy. (See Appendix C for complete credit card policy)

4.57 TAX ACCOUNT DISBURSEMENTS

The Treasurer or designee shall create a separate bank account and shall account for the tax fund separately from other township funds, as per state statute and accepted accounting principles.

EXPENSE REIMBURSEMENTS

4.58 EXPENSE REIMBURSEMENTS

The township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. Department heads and officials will obtain authorization for any travel or business expense from the board prior to incurring the cost. All other employees must obtain authorization from their department head. In exceptional cases, the Supervisor or designee may approve time-sensitive requests.

4.59 EXPENSE DOCUMENTATION AND REQUESTS

Expenses requested for reimbursement shall be substantiated with actual detailed

receipts or other documentation such as a mileage log. All requests for expense reimbursement shall be made on the proper expense reimbursement form and within a reasonable time after the expense has been incurred.

4.60 ALLOWED EXPENSES

All expenses requested for reimbursement shall be for amounts that a reasonable, prudent person would conclude benefits the township. Personal expenses that are unnecessary in conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement. Commuting from residence to the township hall or the official or employee's official work location shall not be eligible for reimbursement. Board and commission members shall not receive mileage reimbursement to attend board meetings that are a statutory duty of their office/position or meetings being held in Kalamazoo County.

4.61 TRAVEL REIMBURSEMENT

Travel shall be reimbursed at the IRS mileage rate when the employee uses his or her own vehicle to conduct township business.

4.62 TRAVEL ADVANCES

Travel advances may be requested from the Supervisor or designee. Receipts of all expenses incurred shall be submitted within three business days after concluding the trip, and any excess travel advance shall be reimbursed to the township at that time.

4.63 EXPENDITURE AUTHORIZATION

The township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of these administrative policies and procedures or any other financial

administration policies adopted by the township board.

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds. No obligations shall be incurred against, and no payment shall be made from, any appropriation classification unless there is a sufficient balance to meet the obligation.

The township board shall exercise supervision and control to ensure that expenditures are within appropriations, and department heads shall not make any purchases that exceed appropriations.

Expenditures must follow the procedures set forth in the township's expenditure control, purchasing or bidding policies.

CHAPTER 5 – PERSONNEL ADMINISTRATION

5.1 AUTHORITY FOR PERSONNEL MATTERS

The township board reserves all authority to hire, supervise, provide direction, discipline and terminate employees. The Supervisor or designee, as personnel officer, will implement and enforce all personnel-related policies within the parameters established by the township board. The Supervisor or designee shall supervise, provide direction to and discipline employees, and shall make recommendations to the township board on hiring and terminating employees.

5.2 SUPERVISOR'S DUTIES

The Supervisor or designee shall do all of the following:

- Develop job descriptions for all township positions
- Update job descriptions as needed, and review the accuracy and currency of all job descriptions at least once every three years
- Recruit applicants for position vacancies
- Provide all new employees with a current copy of the township Personnel Policy.
- Monitor changes in state and federal law that impact on township personnel practices
- Recommend to the township board necessary changes in the Personnel Policy, and provide all employees with copies of amendments to the Personnel Policy.
- Provide interpretations of the township personnel policies and procedures when requested by department heads or

employees. The interpretation of the Supervisor or designee shall be considered final, unless an appeal of the interpretation is filed with the township board.

- Recommend appropriate pay grade or compensation for all employees, subject to board policies and appropriations
- Authorize department heads to impose employee sanctions that exceed the severity of a verbal or written warning
- Develop and implement a standard employee evaluation form for use by department heads in periodically evaluating the performance of employees under their supervision
- Authorize the use of extended leave by employees pursuant to the Personnel Policy
- Monitor township and union compliance with collective bargaining agreements
- Conduct exit interviews of all terminating employees following a voluntary separation from township employment

5.3 COLLECTIVE BARGAINING

The township board will appoint a bargaining team to represent the township board in collective bargaining negotiating sessions. Prior to beginning negotiations, the township board may meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the township board agrees to negotiate. Any proposed agreement shall be brought to the township board for its ratification or rejection.

5.4 POLICY MANUALS

The Supervisor and the Policy and Administration Committee shall develop and

periodically provide recommended updates to its Personnel Policy to help guide the board, employee Supervisors and managers in the implementation of all employee workplace issues.

The provisions of the Personnel Policy may be changed at the sole discretion of the township board. Township board members, officials and employees may submit any suggested changes or additions to these policies and procedures to the Supervisor.

5.5 AUTHORIZED STAFFING

The township board, by means of the annual budgetary appropriations, shall determine the number of full-time and part-time employees assigned to the various township offices/locations.

The township board assigns its Policy and Administration Committee to review and make recommendations to the township board for all changes to an employee's grade reclassification, an employee's change from part-time to full-time status (or vice versa), a request for a new position or elimination of a current position.

The following process is to be used to make employee changes as noted above:

1. The department head shall discuss the need for the change with the Supervisor.
2. The department head shall submit a draft job description and written justification for the change to the Policy and Administration Committee. The Policy and Administration Committee may support, modify or reject the draft job description and written justification.
3. If the Policy and Administration Committee supports the change, the matter will be referred to the township board for further consideration.
4. If the Policy and Administration Committee modifies or rejects the requested

change, the department head may request that the matter be referred to the township board for further consideration or may make changes and resubmit the request to the Policy and Administration Committee.

5. The township board may accept, modify or reject the implementation of the proposed change. The township board may not make any change that increases the costs for the township without prior adoption of any necessary budget amendments.

5.6 SERVICE PROVIDERS

The township may hire service providers to provide specialized or requested services on a project or as-needed basis. All service providers will have the following (such will be in accordance with IRS standards):

- A written contract between the township and the service provider
- A federal identification number or Social Security number if a sole proprietor
- Proof of liability and worker's compensation insurance
- A completed W-9 form

5.7 VOLUNTEERS

The township board may use volunteers to provide services for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for the services rendered.

5.8 EQUAL OPPORTUNITY EMPLOYMENT

The Charter Township of Kalamazoo is an Equal Opportunity Employer and shall employ, promote and transfer all employees and job applicants without regard to race, color, sex, age, religion, national origin, height, weight, marital status, familial status, veteran status, citizenship, handicap /

disability, gender identity, sexual orientation, genetic information or as otherwise in accordance with all Federal or State law, or local regulations.

5.9 EMPLOYEE SELECTION

The township shall employ, promote and transfer all employees and job applicants on the basis of merit, qualifications and competence in compliance with all applicable employment laws.

The Supervisor shall ensure that the following procedures are used in filling any vacant employment positions:

- A notice of position vacancy shall be developed, based on the current job description and discussions with the department head. The posting shall provide the position title, brief description, education and experience requirements, current pay grade, application deadline, and the township's Equal Employment Opportunity policy.
- The position vacancy notice shall be published on the township website, and disseminated as widely as feasible to local media, community organizations, and other specialized networks.
- The applications or resumés submitted will be reviewed by the department head and Supervisor, and a list of qualified candidates will be developed.
- Interviews will be conducted with the department head's participation. At least three non-related references shall be contacted.
- The department head shall select the candidate who best meets the job prerequisites for education, experience and management style, if appropriate.
- The candidate will be offered the position, pending the satisfactory completion of

department specific requirements and township board approval.

5.10 EMPLOYMENT OF RELATIVES

The township is committed to equal opportunity. However, in cases where the most qualified applicant is related to a current township employee, the township permits the employment of qualified relatives of officials and employees.

The department head and Supervisor or designee are responsible for, and will exercise sound business judgment in the placement of related employees in accordance with current law and utilizing best practices.

Relatives are permitted to work in the same facility, provided minimal direct reporting or supervisory/management relationship exists.

An applicant for township employment shall notify the township on the application for employment, and a current employee shall notify the Supervisor or designee in writing if a relationship exists.

5.11 EMPLOYEE CLASSIFICATION

Employees will be assigned to a particular job classification with its corresponding job description, pay grade assignment (if applicable), and pay range.

5.12 EMPLOYEE COMPENSATION

The township board shall establish an equitable compensation system for township employees. The township shall use a compensation system that will determine the value of all jobs based on the skills, knowledge and behaviors required. The system will be designed to maintain control over compensation costs and to be objective and non-discriminatory in application and practice.

5.13 BENEFITS

The township board, in its sole discretion, will determine what employment benefits may be provided to township officials or employees, unless employees are covered under a collective bargaining agreement. Township board members, officials, department heads or employees may submit suggested changes or additions to the benefits to the Supervisor or designee as part of the annual budgeting process.

5.14 EMPLOYEE SUPERVISION

Department heads shall provide direction to employees in a manner that complies with the provisions of the township's Policy Manual, Personnel Policy, as well as all federal and state laws, and township ordinances.

5.15 EMPLOYEE RECOGNITION

Department heads may bring to the attention of the township board any conduct of merit by any township employee, volunteer or appointed official deserving of recognition. The township board may recognize meritorious conduct through the adoption of a resolution of tribute.

5.16 EMPLOYEE SAFETY

The township shall provide a workplace in compliance with recognized standards to address hazards that may cause or are likely to cause death or serious physical harm to employees. The township shall provide an effective safety strategy that includes both leadership and employee involvement, will conduct worksite analysis, and will provide employee training.

The Supervisor or designee is hereby appointed as the township safety officer. It shall be the duty of the safety officer to assess the general working conditions of the township on a continual basis. Any

conditions that create a safety hazard shall be corrected immediately. The safety officer shall report to the township board any unsafe condition that will require a modification of any board-adopted policy or procedure.

5.17 NON-RETALIATION

The township shall not tolerate retaliation against any employee or other person who, in good faith, reports a violation or perceived violation of township policies, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to discipline up to and including discharge. An employee must promptly report any acts of retaliation to his or her department head or to the Supervisor.

PAYROLL

5.18 PAYROLL

The township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

5.19 PAYMENT ON TERMINATION

An employee who voluntarily terminates employment or is discharged will be paid all wages earned and due as soon as the amount can be determined, or at the latest, on the next regularly scheduled payday.

5.20 TIME SHEETS

All completed time sheets for non-exempt employees shall be submitted to the Clerk on the (day) following the end of each pay

period. Time sheets will be signed by both the employee and the employee's department head.

5.21 DEDUCTIONS AND WITHHOLDINGS

The township shall comply with federal and state laws regarding income tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The Clerk or designee shall be notified at least three days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

The township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

5.22 PAYROLL CHANGES

A payroll change order or other documentation shall be used to make any employee changes (e.g., setting or changing compensation, and deductions or withholdings) or to add a new employee to payroll. A payroll change order or other documentation must be signed by the Supervisor, and department head.

A new employee change order shall also be accompanied by the following:

- New Hire Reporting Form
- I-9 Form
- W-4 Form
- Direct deposit authorization and any other voluntary deduction forms

5.23 PAY ADVANCES

Pay advances shall not be authorized under any circumstances.

5.24 PAYROLL PROBLEMS

Employees shall immediately notify the Clerk or designee of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the Clerk or designee.

PERSONNEL RECORDKEEPING

5.25 PERSONNEL FILES

The Supervisor or designee shall maintain a permanent personnel record of each township employee. The personnel records shall be kept complete and accurate in compliance with federal and state laws and any applicable general record retention schedules adopted by the State of Michigan.

Each employee's personnel file contains the following:

- Personnel data, including full name, Social Security number, current address, resumé or application submitted and physical examination (if required)
- Performance evaluations
- Use of authorized leaves
- Commendations or disciplinary actions
- Tax withholding information
- Beneficiary information
- Record of positions held
- Insurance and pension records

A personnel file shall not include:

- Employee references supplied to an employer if the identity of the person making the reference would be disclosed.
- Materials relating to the employer's staff planning with respect to more than one employee, including salary increases,

management bonus plans, promotions and job assignments.

- Medical reports and records made or obtained by the employer if the records or reports are available to the employee from the doctor or medical facility involved.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Information that is kept separately from other records and that relates to an investigation of the employee by the employer regarding criminal activity that may result in loss or damage to the employer's property or disruption of the employer's business operation.
- Records limited to grievance investigations that are kept separately and are not used for the purposes provided in this subdivision.
- Records kept by an executive, administrative or professional employee that are kept in the sole possession of the maker of the record, and are not accessible or shared with other persons. But a record concerning an occurrence or fact about an employee may be entered into a personnel record if entered not more than six months after the date of the occurrence or the date the fact becomes known.

5.26 EMPLOYEE ACCESS TO PERSONNEL FILE

Upon written request that describes the personnel record, any employee may examine the contents of his or her personnel file under the direct supervision of the Supervisor or designee. If an employee demonstrates that he or she is unable to review his or her personnel record at the

township, then the township, upon that employee's written request, shall mail a copy of the requested record to the employee.

An employee may obtain a copy of the information or part of the information contained in the employee's personnel record.

5.27 EMPLOYER ACCESS TO PERSONNEL FILES

Department heads and the Supervisor or designee shall be allowed to view any personnel file when necessary within the scope of their authority and responsibility. Information contained in a personnel file shall be considered confidential and released to others only with written authorization of the employee.

The contents of an employee's personnel file shall not be removed from the township hall by anyone.

5.28 RELEASE OF PERSONNEL RECORDS TO A THIRD PARTY

The Supervisor or designee shall not release information to a third party except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration.

When notice is required by law, the Supervisor or designee shall provide written notice to an employee or former employee of a release of the employee's personnel records.

5.29 FREEDOM OF INFORMATION REQUESTS FOR PERSONNEL RECORDS

Copies of documents contained in the personnel files that are requested pursuant to the Freedom of Information Act may be released only after information that is exempt from FOIA disclosure that may be contained on the document is redacted. The

FOIA coordinator may contact the township attorney for advice in responding to a FOIA request involving personnel records.

CHAPTER 6 - RECORDS MANAGEMENT

6.1 APPLICABILITY

This records management policy shall apply to all officials, appointees, employees, agents, independent contractors and volunteers of the township. Each individual who creates, sends or receives official records is responsible for retaining those records in accordance with this policy. The township shall comply with all applicable state statutes for retention and inspection of public records.

6.2 RECORDS MANAGEMENT RESPONSIBILITIES

The Clerk or designated employee shall be responsible for coordinating all records management procedures and activities for township offices, departments or services. Duties include the:

- Distribution of state-approved general record retention schedules
- Distribution of policies, guidelines and standards published by the State of Michigan, the township and other parties
- Arranging off-site storage facilities for inactive records, if necessary
- Arranging digital imaging services
- Arranging the destruction of confidential records
- Coordinating all litigation holds to prevent the destruction of records that are relevant to a Freedom of Information Act request, investigation or litigation

6.3 RESPONSIBILITY TO ENFORCE

The Clerk or designated employee shall ensure that township officials, appointees

and employees are aware of and implement the township's record management policies. They shall ensure that the township has the most current record retention schedules that cover all records (regardless of form or format) that are created and used by the township.

The Clerk or designated employee shall ensure that the digital files and email (and other records) of former officials, appointees, employees, volunteers and consultants are retained in accordance with approved record retention schedules.

6.4 SEPARATION FROM TOWNSHIP

Township officials, appointees, employees, volunteers and consultants/contractors shall not take public records with them when they terminate office, employment or contract with the township, and they shall not destroy records that have not yet fulfilled their approved retention period. The Clerk or designated employee is responsible for ensuring that the records, including email and other digital records, of employees who are separating from the township are retained in accordance with the township's record retention policies.

6.5 FAILURE TO ADHERE TO THIS RECORDS MANAGEMENT POLICY

Failure to adhere to the township's records management policies may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, or termination of the volunteer relationship. Further, the removal, mutilation or destruction of public records may result in civil and criminal liability as per applicable state statute.

6.6 RECORD RETENTION SCHEDULES

All township records shall be retained in accordance with the appropriate state-approved record retention schedule. Records

not listed on the record retention schedule are considered permanent records and may not be disposed of until a schedule is approved by the State Archives and State Administrative Board.

6.7 RECORDS ARE MAINTAINED AND STORED TO ENSURE TOWNSHIP COMPLIANCE WITH LAW

Township officials, appointees, employees, volunteers and consultants/contractors shall create, develop, organize, maintain, retain and store all township records to accommodate public inspection, FOIA compliance, and record retention requirements.

The Clerk or designated employee and Supervisor or designated employee shall develop procedures to accommodate access by the FOIA coordinator for the purpose of public inspection of records, FOIA requests, and discovery or other litigation-related requests, when:

- Specific records are required by law or township policy to have limited access
- Specific records contain information exempt from disclosure

6.8 FREEDOM OF INFORMATION ACT PROCEDURES, GUIDELINES AND FORMS

See Kalamazoo Township Freedom of Information Act Policy

DIGITAL FILES AND EMAIL RETENTION

6.9 EMAIL DEFINED

Electronic mail (email) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete email message not

only includes the contents of the communication, but also the metadata (dates and times that messages were sent, received, opened, deleted; path, routing and server information, digital signatures, as well as aliases and email addresses of sender and all recipients), and any attachments and links.

6.10 DIGITAL FILES AND EMAILS MAY BE PUBLIC RECORDS

A digital file or email is a public record if it is prepared, owned, used, in the possession of or retained by a public body in the performance of an official function, from the time it is created.

6.11 DIGITAL FILES AND EMAIL ARE PUBLIC PROPERTY

All digital files and emails that are created, received or stored by the township are the property of the township. They are not the property of the township officials, appointees, employees, volunteers, consultants/contractors, vendors or customers. Email accounts are provided to township staff for conducting public business. No one should have an expectation of privacy when using the township's computer/electronic resources.

6.12 DIGITAL FILES AND EMAIL RETENTION AND DISPOSAL SCHEDULES

All digital files and emails shall be retained according to the applicable record retention schedule for the type of record the digital file or email represents. Individual employees or consultants are responsible for deleting digital files and email in accordance with the appropriate record retention schedule. The clerk shall ensure that messages deleted in compliance with the appropriate record retention schedule are rendered unrecoverable.

6.13 DIGITAL/ELECTRONIC FILES AND EMAIL STORAGE AND MAINTENANCE

The township shall retain its digital files and email as required by applicable state statute.

RECORD STORAGE AND MAINTENANCE

6.14 RECORD STORAGE

Township officials, appointees, employees, volunteers, consultants/contractors and departments shall organize records to promote fast and efficient retrieval of information. Appropriate and cost-effective office equipment, indexes and tools shall be used to maintain records as funding allows.

The Clerk or designee shall periodically evaluate and make recommendations to the township board on the methods to be used to maintain and store records for their minimum retention periods. Records that will be retained for more than 10 years shall be stored in an environment that facilitates the security and stability of the storage media.

The Clerk or designee shall work in conjunction with the appropriate staff, consultants and contractors to determine the most cost-effective and reliable method of maintaining digital and electronic records for their full retention period, so technology changes do not render them inaccessible and unusable. When reproducing township records for storage purposes, the township shall comply with the applicable State of Michigan standards and best practices for record reproduction, as authorized by the Records Reproduction Act, MCL 24.401, et seq.

Records containing sensitive or confidential information shall be protected against unauthorized access, especially records that are protected by state or federal laws, records containing private information,

financial information, background checks, medical information and Social Security numbers. Individuals and offices shall employ appropriate locks, passwords and other devices to protect the privacy of this information.

6.15 RECORD DISPOSAL

Public records that have reached their minimum retention period, and which are no longer required for the efficient operation of the township, may be disposed of. All township offices shall routinely review all records (regardless of format) to identify those that have fulfilled their retention requirements.

Disposal shall be made by a method that is guaranteed to ensure the privacy of sensitive or confidential information. Records that contain confidential information will be disposed of in a manner that ensures they cannot be reconstructed.

Some records possess permanent or historical value. These records may be designated for eventual transfer to the Archives of Michigan or WMU Archives and Regional History Collections for permanent preservation. The township shall follow the Archives' procedures for transferring records.

6.16 DISASTER PREVENTION AND RECOVERY

Township records, books and papers shall not be kept where they will be exposed to an unusual hazard, fire, theft or other damage.

In the event of damage to township records, township personnel, at the direction of the Clerk or designated employee shall:

- Contact the township's risk manager and insurance agent

- Determine the type of damage to records (fire, smoke, chemical, clean water, dirty water, heat, humidity, etc.)
- Determine which records have been damaged
- Determine the types of materials that have been damaged (paper, film/microfiche, computer files, CDs/DVDs, etc.)
- Begin salvage according to applicable State of Michigan standards and best practices for document salvage

CHAPTER 7 – PUBLIC COMMUNICATIONS

7.1 PUBLIC INFORMATION OFFICER

The Supervisor or designee shall be the public information officer for the township. At their discretion, the Supervisor or designee can delegate certain specific items listed below to other board members and /or township staff.

The public information officer shall be responsible for supervising the content disseminated as approved by the township board through the township newsletter, website, public service announcements and press releases on township government events, and responding to inquiries from the media or referring contact to other appropriate township officials. The public information officer shall review the content of these materials for:

- Potential violations of the Campaign Finance Act
- Political preference or support
- Promotion of private interests
- Misrepresentation of township board actions or policy
- Statements that could expose the township to legal liability

The public information officer is authorized to determine in his or her sole discretion, whether such content will be removed or edited out, submitted to the township legal counsel for a further opinion, directed to the township board for a final determination, or returned to the author for revision.

The public information officer shall advise township board members and other appropriate staff of all media releases at the time of release.

Township officials and employees such as the Police Chief, Fire Chief and Fire Marshal will notify the public information officer, in a timely manner, of all media contacts made in their township capacity. They will be expected to take into consideration the impact of their statements in light of the criteria listed above. Other Township employees (except elected officials) and volunteers will notify the public information officer prior to making any statement to the news media in their township capacity.

7.2 PUBLIC NOTICE

The Clerk or designee shall be responsible for seeing that public notice of all meetings of all public bodies (e.g. Zoning Board of Appeals, Planning Commission) of the township is given in conformance with the Open Meetings Act and other state laws.

The support staff of each public body shall notify the Clerk or designee of that body's regular meeting schedule within 7 days after it is adopted, and of any special or rescheduled meeting at least 24 hours (at a minimum) prior to that meeting.

The Clerk or designee shall also be responsible for publishing and mailing all public notices required by state law. The support staff shall notify the Clerk or designee when a public notice is required to be mailed or published with sufficient lead time for the notice to be provided in compliance with applicable laws.

7.3 INCOMING MAIL

The Clerk or designee shall receive all incoming mail, and shall open and date-stamp the letter or cover letter of all correspondence. Correspondence shall be sorted and distributed immediately to the various township offices. Mail addressed to the township board shall be forwarded to the Supervisor or designee, who shall provide a copy to each board member. Incoming mail to the Police Department shall be opened by

Police Department under procedures promulgated by the Police Chief.

Correspondence addressed to the board, but requiring action typically handled by a particular official (such as a Freedom of Information Act request or subpoena), shall be immediately forwarded to that official, as well.

7.4 TOWNSHIP LETTERHEAD

Because statements made on township stationery may be construed as the official position of the township, all officials, appointees and employees shall not make written statements representing the township outside of the scope of their authority when using township stationery. All correspondence should be considered a public document, unless the contents are specifically excluded from disclosure by state law.

7.5 COURTESY AND CUSTOMER SERVICE

The primary goal of the township is to serve the public. All officials and employees will respond to requests for township information from members of the public with courtesy and efficiency.

All officials and employees shall communicate with the public in such a way as to portray the image of the township government as friendly, courteous and efficient.

All visitors to the township hall shall be greeted in a friendly, helpful manner. All personnel, when encountering the public, shall assist the public by directing them to the appropriate official, employee or department.

Phone calls to the township shall be answered, "Kalamazoo Township, how may I direct your call?" Phone calls transferred to township official or employees shall be

answered by providing your name and stating, "How may I help you?"

7.6 COMPLAINTS AND PROBLEMS

If an official or employee receives a citizen complaint that is outside their authority or responsibility, the official or employee shall direct the citizen to the appropriate official, employee or department or to the Supervisor or designated employee. Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. The respective department head will be notified of all complaints.

CHAPTER 8 - PROPERTY MANAGEMENT

8.1 IDENTIFYING TOWNSHIP ASSETS

Assets that have a value of at least \$250 shall be identified and inventoried, and safeguarded to prevent loss.

8.2 INVENTORY OF ASSETS

The Clerk or designee shall maintain an inventory of the township's assets, and shall add or remove assets from the inventory at the time of acquisition or disposal. Department heads shall inventory all assets assigned to their department, at least annually and at the time of acquisition, and shall submit the inventory to the Supervisor or designated employee.

The inventory of assets shall include the following information on each asset:

- Acquisition date
- Name and address of vendor
- Description of asset
- Responsible department
- Location
- Acquisition cost
- Fund or cost center from which it was purchased
- How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift)
- Estimated life
- Date and method of authorized disposition
- Permanent identification number

8.3 INVENTORY TAGGING

All assets shall be tagged with a label or marked with a permanent marker that includes the permanent identification number.

8.4 LOST OR DAMAGED TOWNSHIP PROPERTY OR EQUIPMENT

Any lost or damaged equipment shall be reported immediately to the employee's department head. The department head shall notify the Supervisor or designee within a reasonable time period.

8.5 DISPOSAL OF FIXED ASSETS

Annually department heads shall, as a component of the budgeting process, notify the Supervisor or designee of any equipment that would be appropriate for disposal, replacement or trade. The Supervisor or designee shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the board of trustees for approval. For non-capitalized assets the Supervisor or designee shall be authorized to solicit bids or quotes from the public for purposes of selling said asset. For capitalized assets (4.17) the Supervisor or designee shall submit the recommended disposal to the township board for approval. The items the Supervisor or designee shall recommend and the township board shall determine, on a case-by-case basis, the method of disposal, which may include sealed bids, public auction, negotiated sale or disposal.

The township shall not make a gift or donation of township property with any remaining value.

Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the board.

8.6 INTELLECTUAL PROPERTY

Documents and files written or otherwise created by township officials, appointees, employees, volunteers and consultants/contractors in connection with performing their township duties, or for the township's use, are the creative and intellectual property of the township.

PROPERTY MAINTENANCE

8.7 RESPONSIBILITY FOR MAINTENANCE

The Supervisor or designee shall be responsible for monitoring the need for repairs and improvements to township property.

The Supervisor or designee shall use the township purchasing and bidding procedures for procuring the following services as applicable:

- Cleaning
- Non-routine repairs or maintenance
- Non-emergency repairs to township buildings, land, equipment and vehicles
- Other services as determined by the township board

8.8 EMERGENCY REPAIRS

The Supervisor or designee is authorized to contract for emergency repairs up to a cost of \$10,000 without prior board approval, when a delay in initiating a repair will have a significant impact on township operations or finances.

TOWNSHIP FACILITIES

8.9 TOWNSHIP BOARD AUTHORITY FOR TOWNSHIP FACILITIES

Township facilities are public property, but they are not open to public use unless the township board has so directed. The township board shall determine which township facilities will be open to public access and use, and the degree of public access and use. The Supervisor or designee shall establish procedures for opening, closing and the security of township facilities.

8.10 HOURS OF BUSINESS

The township office shall be open to the public at 8:00 a.m. and shall be closed at 4:30 p.m. on every normal business day. The township office will be open to the public ten minutes prior to any public meeting being held at the office.

8.11 EMERGENCY CLOSING

The Supervisor or designee shall have the authority to close the township office in an emergency. Emergency situations include, but are not limited to, severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation that would either prohibit the normal operation of the township offices, or jeopardize the safety of the officials, employees or public. The township office will be closed any time that Western Michigan University is closed for weather related emergency or as directed by the Supervisor.

If a closing is deemed necessary prior to normal business hours, the Supervisor or designee shall notify the officials and employees by the township website at least one-half hour prior to the usual starting time, or as soon as possible. Emergency closures do not apply to police or fire operations.

8.12 KEYS

Keys may refer to metal keys, key fobs or ID cards containing electronic key chips.

The Supervisor or designee shall designate which officials, employees or others are authorized to receive a key.

If a key is lost, the Supervisor or designee shall be informed immediately. A replacement key shall be issued. If the Supervisor or designee has reason to believe that the missing key may be used for unauthorized use, new locks may be installed.

Upon termination of employment, the employee shall return their office keys to the township Supervisor or designee or department head.

No person shall duplicate a key without authorization from the township Supervisor or designee or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a keys any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

8.13 VALUABLES

Township officials, appointees, employees, volunteers and consultants/contractors shall not keep money or other valuables in their desks or at their work stations. The township shall not be responsible for the loss of any personal property.

8.14 SAFETY

All township facilities will be maintained for compliance with MIOSHA and liability insurance standards as they apply to fire hazards, flammable materials and other safety hazards.

PUBLIC USE OF TOWNSHIP FACILITIES

8.15 AVAILABILITY

Township facilities that are open to public use shall be used only in compliance with township policies, procedures and rental agreements.

The township board authorizes limited public access to and use of the following township community rooms:

Fire Station Community Rooms

- Northwood Community Room and kitchen, 2617 N. Burdick
- Eastwood Community Room and kitchen, 2703 East Main St.
- Westwood Community Room and kitchen, 1310 Nichols Rd.

8.16 DENIAL OF FACILITIES

The township board reserves the right to refuse use of the facilities for cause.

8.17 RESERVATIONS (COMMUNITY ROOMS)

Township community room facilities are available for use by any individual or non-profit organization located in the township on a first-come, first-served basis. The Clerk or designee shall record each reservation on a facility calendar, on a first-come, first-served basis.

Rental application/agreement forms shall be used to secure use of township facilities and to establish the terms such reservations are subject to. The rental application/agreement form shall include a waiver that will hold the township harmless for any actions related to the event. This agreement may be amended from time to time as determined appropriate by the township board.

Rental application/agreement forms shall be made available at the township office and online.

8.18 FEES AND DEPOSITS (COMMUNITY ROOMS)

The township board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of township facilities by township board resolution.

For a listing of fees, deposits and rules please see the current room rental application / agreement form in Appendix E of this policy.

8.19 DAMAGES

A damage deposit shall be required as per the terms of rental as established by the township board.

If damage to the facility has occurred, the township shall use the deposit to repair the damage. If damage has occurred, the renter shall be notified. The township shall repair the damage, and if damages exceed the deposit, an invoice covering the cost of the repairs shall be submitted to the renter for payment.

Failure to reasonably clean the facility after use shall result in forfeiture of a portion of the damage deposit to pay for cleaning expenses.

8.20 PARKS

Township parks are open to the public during daylight hours on a first-come, first-served basis. No reservation is required. Each park may have its own posted rules and regulations. It is expected that park users will be respectful of neighbors and leave the park in the same or better condition than it was found.

The township board authorizes limited public access to and use of the following township parks:

- Stroud Park on Grand Prairie
- Rynbrandt Park on Edna Blvd
- Jenks and Grand Pre
- Lakewood Park on Lake St.
- Sheid Park off Pinehurst Blvd.
- Academy and Grand
- Wilson Recreation Area on Coy, Gayle and Lum

8.21 ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in any township facility.

USE OF TOWNSHIP PROPERTY BY TOWNSHIP PERSONNEL

8.22 PERSONAL USE OF TOWNSHIP PROPERTY

The personal use of the township premises, equipment, machines, tools, supplies, office supplies, postage or personal use of township labor, shall be prohibited. This is not to prevent township employees or officials from renting township facilities as per the policy regulating public rentals.

8.23 PERSONAL MAIL

The township is a business address, and all mail and deliveries received at township facilities are subject to township policies regarding how mail and deliveries will be received and whether mail or deliveries will be opened by the township.

The township is a public entity, and mail and deliveries received at township facilities may be subject to public disclosure if they

constitute public records. Township officials, appointees, employees, volunteers and consultants/contractors shall have no expectation of privacy regarding personal mail or deliveries at township facilities.

8.24 TOWNSHIP OWNED VEHICLE POLICY

See Appendix I in the Personnel Policy

8.25 BULLETIN BOARDS

Public notices from non-profit organizations or other government entities that are intended or incidentally promote or support the goals of the township, as stated in the Board's strategic plan, or that are legally required to be displayed, will be submitted to the Supervisor or designated employee for consideration for posting.

8.26 USE OF CELL PHONE AND SIMILAR DEVICES

See Appendix III in the Personnel Policy

8.27 DAMAGED OR LOST PHONE

The theft, damage to or loss of a township-issued phone must be reported to the department head as soon as possible. In the event of a lost or damaged township-issued phone, the township may repair or replace the phone if there is no employee negligence.

COMPUTER AND EMAIL USE

8.31 COMPUTER USE

The township's computer systems (including all hardware and software) are the exclusive property of the township and are provided for creating and transmitting business-related information. The township treats all computer files, including email sent or received, as business information belonging to the township. In that regard, the township

has the capability and reserves the right, with or without notice, to access, monitor, review, copy or delete any computer files, including email sent or received, and all website communications and/or transactions. All computer users have the responsibility to use these resources in a professional, ethical and lawful manner.

8.32 EMAIL USE

Employees may have access to the township's email system for township-related purposes. When transmitting messages via email, employees should consider that email messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. The public may have a right to request a copy of email sent or received via the township email system. Employees shall maintain the highest standards of courtesy and professionalism when transmitting email.

8.33 INTERNET

Some employees may have access to the township's Internet connection for township-related purposes. Any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.

Employees should be mindful of their use of streaming music or videos which may limit the band width available for important township business and slow down the functioning of township computers.

The public may have a right to request a record of the sites an employee has visited. The township has the capability to review website access. Employees should not have any expectation of privacy regarding the websites accessed through the computer system.

8.34 INFORMATION SYSTEMS AND SOCIAL MEDIA POLICY

Refer to Appendix VIII in the Personnel Policy.

8.35 TOWNSHIP ACCESS TO EMPLOYEE COMMUNICATIONS

Generally, electronic information created and/or communicated by an employee using email, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the township. However, the following conditions should be noted:

Electronic communications generated by township resources are potentially subject to Freedom of Information Act requests.

The township reserves the right to gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, websites accessed, call length, and time at which calls are made, for the following purposes:

- Cost analysis
- Resource allocation
- Optimum technical management of information resources
- Detecting patterns of use that indicate employees are violating township policies or engaging in illegal activity

The township reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other township policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive

information to transmit, they should use other means.

8.36 SOFTWARE

The unauthorized use of township software is prohibited. Employees shall not make or use unauthorized copies of software programs. Employees shall not install or run outside software on township computers unless approved by the Supervisor or designated employee. All outside software or documents must be virus-scanned before being installed or run on township equipment.

8.37 PASSWORDS AND ENCRYPTION

All passwords shall be disclosed to the department head or designee. Security passwords do not imply confidentiality.

Employees may use encryption software supplied to them by the department head for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a township computer must provide the department head or designee with a sealed hard copy record to be retained in a secure location of all of the passwords and/or encryption keys necessary to access the files.

CHAPTER 9 – PURCHASING POLICY AND PROCEDURES

9.1 PURCHASING PROCEDURES

Purchasing is an administrative function requiring an awareness of good procedures providing proper accountability and use of public funds. The following outlines the established policy and procedures concerning purchasing authorization, awarding of contracts, and receiving of goods. The responsibility for administration falls within the scope of each department's general responsibilities.

9.2 AUTHORIZATION TO PURCHASE

Department heads, supervisors and their designated employees are authorized to purchase supplies, materials, equipment and services within the provisions of the budgeted appropriations and these specific purchasing procedures. Staff and employees shall not consider budgeted appropriations as a directive or mandate to expend township funds.

Elected officials, department heads, Supervisors, employees, and appointees shall obtain prior authorization and/or budget confirmation before obligating the township for expenditures of the following nature:

- Memberships
- Seminars, conferences and out-of-state travel
- Professional and contractual services
- Property, plant and major equipment

9.3 DUTIES OF STAFF AND EMPLOYEES

- To adhere to the purchasing procedures outlined in this policy.

- To purchase or contract for supplies, materials, equipment and services to the overall best interest of the township, procuring the highest quality at the least expense to the township.
- To seek to obtain as full and open competition as possible on all purchases.
- To seek volume, cash and other discounts when available.
- To timely process all invoices for payment for which materials and/or services have been received, so that cash discounts may be received.
- To use due diligence to obtain sales tax exemption status for goods and services for township use.
- To not structure purchases in such a manner as to circumvent these purchasing procedures.
- To purchase from local vendors when evaluation criteria are deemed to be equal among two or more providers.
- To seek environmentally preferable products and services when a choice is available.

9.4 BUDGETED PURCHASES

The department heads and supervisors, subject to approval by the Supervisor or designee and approved budgetary appropriations, are authorized to make purchases for supplies, materials, equipment and services up to \$5,000. At least two written price quotations shall be obtained for such purchases between the costs of \$1,000 and \$5,000. There may be some materials or services for which there is only one known supplier or which are effectively purchased from one supplier for consistency of replacement parts or for ongoing maintenance. In such cases, the requirement for written price quotations may be waived with approval of the Supervisor or designee.

For items which are included within the approved Township budget and where the estimated costs range from \$5,000 to less than \$10,000, the department heads shall solicit competitive bids and submit the same with a recommendation to the Supervisor or designee. This section should not be construed as to prevent or preclude sealed bids for items less than \$5,000 if the Supervisor or designee deems it to be in the best interest of the Township.

For all items of an estimated cost of \$10,000 or greater, the Supervisor or designee shall authorize the procurement of sealed bids and submit said bids with a recommendation by the Supervisor or designee for approval by the Board of Trustees. Publication or communication of proper notice of the need for bids shall be arranged for in the manner which will bring the information to the attention of the greatest number of individual professionals, contractors or vendors.

The department heads and supervisors shall solicit bids from all responsible prospective suppliers who have requested their names to be added to the bidders' lists, by sending them a copy of the request for bids. In addition, requests for bids shall be sent to such prospective bidders as shall represent a sufficient number of qualified bidders. Bidders' lists should be maintained by the Clerk, Supervisor or designee, or designated department supervisor or designee, and/or by a designated project consultant.

All bids must be sealed and submitted to the office or official designated in the bid document. The bids shall be opened in public at the time and place stated in the bid document. Bids will be handled and contracts awarded in accordance with 9.8.

9.5 NON-BUDGETED PURCHASES

Non-budgeted purchases, not included in the current budget, are to be reviewed and approved by the Clerk or designee. The Clerk

or designee is responsible to process budgetary appropriation amendments to the Board of Trustees as necessary. Purchasing procedures detailed in Section 5 are to be followed.

9.6 EXCEPTIONS FROM FORMAL BID/BOARD APPROVAL

- Routine operational purchases provided they are within the approved budget. Recurring examples include fuel, routine operating supplies, postage, and the like.
- Routine contractual services provided they are within the approved budget. Recurring examples include utilities, telephone, and the like.
- Bids for professional and technical services, or insurance, shall be requested periodically either as required by law or at the request of the township board or Supervisor or designee.
- Purchases and contractual services associated with emergency maintenance and repairs.
- For specialized vehicles and equipment, and services, the Supervisor or designee may request approval from the township board to solicit specific proposals as an exception to the formal bid process. Staff members and the Supervisor or designee will then solicit, analyze and make a recommendation for purchase of a specific vehicle or equipment to the township board for approval. Examples of specialized vehicles and equipment include those used for firefighting, emergency response, excavation, sewer cleaning, path and trail way maintenance and the like.

9.7 AWARD OF CONTRACTS AND PURCHASES

Contracts and purchases shall be awarded to the lowest responsible bidder, subject to the

exceptions identified in Section 9.6. In considering the award of a bid or contract to the lowest responsible bidder, in addition to price, all pertinent information shall be considered, including without limitation, all of the following:

- The ability, capacity and skill of the bidder to perform the contract or provide material, equipment or services required.
- Whether the bidder can perform the contract or provide the material, equipment, or services promptly, or within the time specified, without delay or interference.
- The demonstrated character, reputation, experience and efficiency of the bidder.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
- The sufficiency of financial resources and abilities of the bidder to perform the contract or provide the service.
- The quality, availability and adaptability of the supplies and/or contracted services to the particular use required.
- The ability of the bidder to provide further maintenance and service for the use of the subject of the contract.
- The number and scope of conditions attached to the bid.
- The requirements of state statute regulating the awarding of public contracts.
- Bidders for contracts involving construction, maintenance or repair of facilities, public works or public buildings, or professional services may be required to qualify for bidding.

- The township reserves the right to accept or reject any or all bids, to negotiate with any bidder, to waive any errors or irregularities in the bids, and to accept any bid deemed to be in the best interest of the township, including accepting a bid that is not the lowest price.
- Bid extensions to an awarded vendor may be granted for 12 additional months (unless otherwise provided in the original contract) if the price remains unchanged and if in the best interest of the township.

9.8 CONTRACTS

The Board of Trustees shall determine which purchases of materials, supplies, equipment and contractual services shall be by written contract. All contracts will be submitted to the Board of Trustees and when approved shall be signed by the Supervisor and/or other designated officials. Contracts and purchase agreements may be subject to legal review as recommended by the Supervisor or designee or requested by the Board of Trustees.

No contracts are to be made for a period more than the useful life of the property, improvements or equipment to be acquired.

The Township may, at its discretion, require a bidder to tender a proposal guarantee, surety bond or letter of credit for the full amount or any partial amount of any prospective award.

9.9 RECEIPT OF GOODS AND INSPECTION

The department head, Supervisor or designated employee shall be responsible for the inspection of all delivery of supplies, materials, equipment, or services, to determine conformance with the specifications set forth in the order for purchase or contract. The request for payment shall be documented in writing by

vendor invoice or contractor payment request and any related receiving documentation. The department head or supervisor who is responsible for the budgetary cost center(s) to which the expense will be charged shall initial the invoice document. Initialing the payment request shall indicate that all of the following are true:

- The goods have been delivered or the services have been rendered to the township.
- The expenditure complies with the procedures outlined in this policy.
- All prices and units agree with the order to purchase or contract.
- The payment request is mathematically accurate and correct.
- The general ledger expense account number(s) being charged have appropriate budgetary allocations for this expenditure.

The Clerk or designee, prior to payment by the township, shall approve all invoices, contract payment requests and other payment requests.

9.10 MISCELLANEOUS

Requests for reimbursement for purchases paid for by township employees shall be submitted with receipts showing pertinent information on the vendor, amount, date, and item purchased and departmental budgetary expense accounts. Such purchases should be for only minor, budgeted items for purposes of convenience or emergency needs.

For change orders exceeding an authorized budget appropriation and if such a change order is \$10,000 or greater, then such change order shall require the approval of the Board of Trustees. Change orders that are the result of adjusting estimated quantities to final construction quantities upon completion and

final inspection of a construction project do not require the approval of the Board of Trustees.

If the Board of Trustees has prohibited a purchase for a specific good or service, then a future purchase of such a good or service shall only be authorized upon the approval of the Board of Trustees.

Employees shall at all times conduct themselves in a professional manner which will avoid any conflict of interest with any vendor who is currently doing business with or for whom it is anticipated that they will be doing business with the township. In the event an employee has a conflict of interest, the conflict shall be disclosed to the Supervisor or designee. Consult Chapter 2 Code of Ethical Conduct.

APPENDIX A: CHARTER TOWNSHIP OF KALAMAZOO INVESTMENT POLICY

A Statement of Purpose:

It is the policy of the Charter Township of Kalamazoo to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the township, and complying with all state statutes governing the investment of public funds.

Scope of Policy:

This investment policy applies to all financial assets of the Charter Township of Kalamazoo in custody of the township treasurer.

1. Investment Objective:

The primary objective of the Charter Township of Kalamazoo investment activities will be:

Safety: Safety of principal is the foremost objective of the investment program.

Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Diversification: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investments: The investment portfolio will be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Approved Depositories:

The board will require the treasurer to submit a list of financial institutions as depositories, each year, to be approved by the board. Additional depositories can be approved by the board during the year.

Safekeeping & Custody:

All security transaction, including collateral for repurchase agreements and financial institution deposits, entered into by the Charter Township of Kalamazoo will be in a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by a safekeeping receipt as determined by the treasurer.

Authorized Investments:

The township is limited to investments authorized by PA. 20 of 1943 as amended, and may invest in the following:

A. In bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States.

B. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution whose deposits are insured by the agency of the U.S. government, but only if the bank or savings and loan association meets all criteria as a depository of public funds contained in state law, and maintains a principal office or branch office in Michigan.

C. In commercial paper rated at the time of purchase with in the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after the purchase.

D. In United States government or federal agency obligation repurchase agreements.

E. In bankers' acceptances of the United States banks.

F. Investment pools organized under the surplus fund investment pool act, 1982 PA 367, M.C.L. 129.11 to 129.118.

G. The investment pools organized under the local government investment pool act, 1985 PA 121, M.C.L. 129.141 to 129.150.

H. (Urban Cooperation Act Pool) This section incorporates the securities identified in subdivisions 1 (1) (a) through 1 (I) g of PA 20 if purchased through pools that are organized under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7 MCL 124.501 to 124.512.

Delegation of Authority to Make the Investments:

The Charter Township of Kalamazoo treasurer is authorized to manage funds belonging to the township, including depositing funds in approved financial institution and administrating investments in conformance with M.C.L. 41.77 and the policies as set forth in this statement.

Standard of Prudence:

The Treasurer Will make such investments and only such investments as a prudent person would make in dealing with the property of the principal and the amount and regularity of the incomes to be derived.

The standard of prudence to be used will be the "fiduciary" standard and will be applied in context of managing an overall portfolio.

A statement of Ethics:

The treasurer will refrain from personal business activities that could conflict with the proper execution and management of township investments, or that could impair the treasurer's ability to make impartial investment decisions.

Investment Activity Report:

The treasurer will monthly provide a written report to the township board concerning the investment of township funds.

**APPENDIX B: POLICY FOR
AUTOMATED CLEARING HOUSE
(ACH) ARRANGEMENT AND
ELECTRONIC TRANSACTIONS OF
FUNDS**

The following policy shall govern the use of electronic transactions and ACH arrangements for Kalamazoo Charter Township:

1. Overview. Public Act 738, MCL 2002, (“the Act”) authorizes and regulates electronic transactions and defines certain powers and duties. The Act allows for the designation of an Electronics Transaction Officer (ETO) by the Charter Township of Kalamazoo and defines parameters whereby the Township Treasurer may enter into ACH arrangements.

2. Definitions.

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An "ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An "ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearinghouse. ACH transactions are banking transactions that can functionally replace checks for payment transactions. They can be used to transfer monies between bank accounts, provide a means to accept incoming payments for amounts due the Kalamazoo Charter Township or other governmental agencies, and for the disbursement of monies deposited in Kalamazoo Charter Township accounts for the payment of amounts due to vendors, schools, and other payees.

An "ACH policy" means the procedures and internal controls as determined under this written policy developed and adopted by the township treasurer.

3. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds. The township treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002.

Kalamazoo Charter Township shall not be a party to an ACH arrangement unless the Kalamazoo Charter Township Board has adopted a resolution to authorize electronic transactions and the Kalamazoo Charter Township Treasurer has presented a written ACH policy to the township board.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

4. Responsibility for ACH Agreements. The Kalamazoo Charter Township Treasurer or Kalamazoo Charter Township Deputy Treasurer is responsible for Kalamazoo Charter Township's ACH agreements, including payment approval, accounting, reporting, and overseeing compliance with the ACH policy.

The treasurer shall make available to the township board documentation detailing the goods or services purchased and the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the township's electronic general ledger software system or in a separate report to the township board.

4. Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township. The following system of internal accounting controls will be used to monitor the use of

ACH transactions made by Kalamazoo Charter Township:

Receipts of Payments Due the Kalamazoo Charter Township

Payments due the Kalamazoo Charter Township Treasurer's Office shall be made via ACH transactions as required by law. In addition, upon establishment of procedures by the Township Treasurer or his/her designee, certain parties may remit payments or have their bank accounts debited by the Township Treasurer or his/her designee upon execution of a written agreement with the Township. In addition, as other specific circumstances occur, the Township Treasurer or his/her designee may accept ACH remittances provided said remittance is in compliance with the Township's ACH arrangement and it is deemed in the Township's best interest to accept a remittance of an ACH transaction.

The Township Treasurer or his/her designee will be provided all agreements for review prior to implementation. Particular attention shall be directed to issues of security, internal control, and compliance with the Act in developing such procedures. The treasurer shall prepare a list of vendors authorized to be make payments by ACH transaction and provide that list to the clerk (Exhibit A). In the event the Township Treasurer has specific concerns about any section of proposed ACH agreement, the Township Treasurer will be provided ten (10) business days to present said concerns to the Township Attorney or his/her designee. The Township Attorney or his/her designee shall have the final authority as the arbitrator of any disagreement associated with a proposed ACH agreement.

The Township reserves the authority to establish a fee or charge to customers for the right to utilize ACH transactions for remitting payments to the Kalamazoo Charter Township. Said fees may be implemented to

provide for the extra expense in processing ACH transactions over and above the fees, charges, and other costs which are associated with the receipt and processing of a check. The Township Treasurer or his/her designee is responsible for determining when such additional fees are appropriate and how they will be assessed.

The Township Treasurer is responsible for establishing procedures which address issues for his Office in regards to security, internal control, and compliance with the Act to assure the accurate receipt of funds by ACH transfer.

Payments by ACH in Lieu of Issuing Checks

1) Payments by ACH in lieu of issuing accounts payable, payroll, or other checks are allowed, as designated by the Township Treasurer. The treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the clerk (Exhibit B). Said payments may be made upon execution of a written agreement with the Township. Particular attention shall be given to issues of security, internal control, and compliance with the Act in developing such procedures. All such disbursements are subject to the normal approval and internal control processes applied to payments which would otherwise be made by check or other means.

The Township Treasurer is responsible for establishing procedures which address issues for his/her Office in regards to security, internal control, and compliance with the Act to assure the accurate disbursement of funds by ACH transfer.

2) The clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate township official. ACH invoices must be approved before payment. The clerk signs the ACH invoice, which then acts as the warrant.

3) The clerk presents the warrants (or check if the clerk prepares the checks in a double signature system), a list of bills for payment, and a separate list of the electronic payments, if other than payroll related payments, for township board approval. The board approves all transactions prior to disbursement. If the township board has established a policy identifying specific payments that have pre-approved authorization (monthly utility bills, payroll), the township treasurer shall make available to the township board any documentation detailing the goods or services purchased, and the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. Include in the ACH policy the list of specific types of payments pre-authorized for post-approval by the board (Exhibit B).

4) Following board approval, the treasurer signs the ACH warrant, initiates the electronic transaction with the vendor, and makes the actual transfer of funds.

5) The treasurer shall retain all ACH transaction documents for audit purposes.

6) The clerk shall retain all invoices for audit purposes.

Certification

I, George C Cochran, Treasurer of Kalamazoo Charter Township, certify that I developed and adopted the foregoing ACH policy and have presented it to the Kalamazoo Charter Township Board.

George C. Cochran, Treasurer

DATE: August 24, 2015

Exhibit A:

ACH Vendor/Miscellaneous Payment

Vendor Name	Type of payment
State of Michigan	General
Charter Communications	General
Kalamazoo County	General
U.S. Department of Justice	Police
U.S. Customs and Border Protection	Police
U.S. Marshals Service	Police

Exhibit B: Electronic Payment Vendors

Vendor Name	Type of payment
IRS USA Tax Payment	Payroll
State of Michigan Tax Payment	Payroll
MERS	Payroll
Friend of the Court	Payroll
Burnham and Flower	Payroll
Northwood Fire Dues	Payroll
Eastwood Fire Dues	Payroll
Westwood Fire Dues	Payroll
KTPOA Dues	Payroll
ING	Payroll
John Hancock	Payroll
Blue Cross Blue Shield	Payroll
Blue Care Network	Payroll

APPENDIX C: RESOLUTION TO ESTABLISH A CREDIT CARD USE POLICY

October 12, 2015

WHEREAS, Public Act 266 of 1995, as amended, authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Charter Township of Kalamazoo Board of Trustees deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

(c) Township credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (IRS Tax Identification #38-6006910) if it is used for the purchase of goods or services in the State of Michigan.

(d) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk's office. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official

business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(e) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(f) An officer or employee issued a credit card shall return the credit card to the Clerk upon termination of his or her employment or service with the township.

(g) The Clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported by the Clerk to the township board.

(h) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

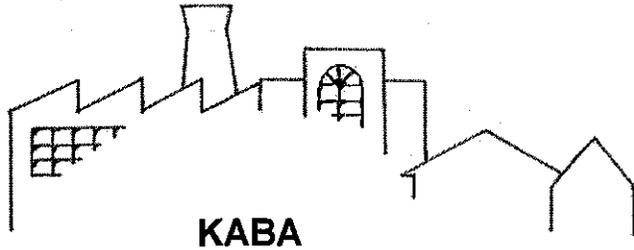
(i) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not

more than 60 days of the initial statement date.

(j) Officers and employees who use a township credit card in a manner contrary to this policy shall immediately reimburse the township for the unauthorized expenditures and be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination

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



Kalamazoo Area Building Authority

www.kaba-mi.org

February 16, 2016

EMAILED: supervisor@ktwp.org

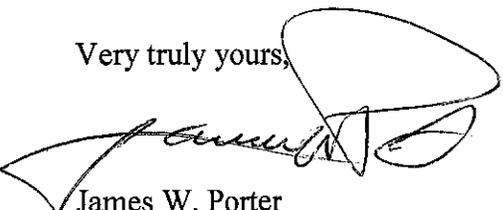
Mr. Ron Reid
Kalamazoo Charter Township Supervisor
1720 Riverview Drive
Kalamazoo, MI 49004

Re: Michael R. Alwine – Building Official

Dear Supervisor Reid:

At its meeting of February 11, 2016, the KABA Board passed a motion recommending your Township Board adopt a resolution appointing Michael R. Alwine as the designated Building Official for the Township. He will be exercising his authority through the Kalamazoo Area Building Authority as the Enforcing Agency for the Township. Once the attached Resolution is completed, please return it to me so the resolution can be submitted to the State Bureau of Construction Codes for its records.

Very truly yours,



James W. Porter
Attorney for KABA

Attachment

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

**RESOLUTION APPOINTING MICHAEL R. ALWINE
AS THE BUILDING OFFICIAL FOR KALAMAZOO CHARTER TOWNSHIP**

February 22, 2016

WHEREAS, Kalamazoo Charter Township is a Member Municipality pursuant to the Interlocal State Construction Code Enforcement and Administration Agreement dated March 5, 2012, and thereafter any amendments; and

WHEREAS, Kalamazoo Charter Township has designated the Kalamazoo Area Building Authority as the Enforcing Agency for the Township and chose to jointly enforce the State Construction Code by agreement; and

WHEREAS, the Kalamazoo Area Building Authority (KABA), as the Enforcing Agent for the Member Municipality, has hired a new Building Official for purposes of overseeing KABA and enforcement of the State Construction Code registered in compliance with the Building Officials and Inspectors Registration Act, 1986 P.A. 54; and

WHEREAS, it is necessary for the local government unit to notify the State of any change in its designation of the Building Official charged with the administration and enforcement of the Code.

NOW, THEREFORE BE IT RESOLVED, that based upon the recommendation of the Kalamazoo Area Building Authority Board, Kalamazoo Charter Township does hereby designate Michael R. Alwine as its Building Official operating through KABA as the Enforcing Agency for the Township.

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

Upon roll call vote the following members voted “aye”:

The following members voted “nay”:

The following members were absent:

The Chairman declared the motion carried and the Resolution duly adopted.

CERTIFICATE

I hereby certify that the foregoing resolution was adopted at a regular meeting of the Kalamazoo Charter Township Board held at the Township Hall on _____; and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act of Michigan; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

Donald Z. Thall

Clerk

Charter
Township
of Kalamazoo

TO: Kalamazoo Township Board
FROM: Supervisor Ronald E. Reid
RE: Adoption of MERS 457 Program Resolution
DATE: 19 February 2016

The Kalamazoo Township Police Officers Association in accordance with Section 18.02 of the 2016-2018 labor agreement have asked the Township to establish a 457 Deferred Compensation Plan with the Municipal Employee Retirement System (MERS).

With the adoption of the MERS plan, the Township agrees to deduct from the employees' paychecks amounts designated by the employee and remit the same to the MERS 457 Deferred Compensation Plan and to make the monetary transfers designated by employees. The Township, like the existing 457 Deferred Compensation Plan through VOYA, has no obligation to make contributions to the MERS plan, no fiduciary responsibilities relative to the MERS plan, and is under no obligation to provide information to employees about investments options, costs, or other features of the MERS plan, all of which responsibilities and liabilities belong to the employee and MERS. This additional 457 plan is available to all eligible employees including non-union employees.

I respectfully request that the Board adopt the attached Municipal Employee Retirement System (MERS) Uniform 457 Supplemental Retirement Program Resolution.

MERS Uniform 457 Supplemental Retirement Program Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This Resolution, together with the MERS 457 Supplemental Retirement Program and Trust Master Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

WHEREAS, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan.

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

WHEREAS, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions;

WHEREAS, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

WHEREAS, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

MERS Uniform 457 Supplemental Retirement Program Resolution

- I. The Participating Employer adopts the Plan for its Employees.
- II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.
- III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.
- IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.
- V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.
- VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.
- VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
- VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

MERS Uniform 457 Supplemental Retirement Program Resolution

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on

_____, 20 16. _____
(Signature of authorized official)

Municipality name: Kalamazoo Charter Township

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ _____
(Authorized MERS signatory)