

*Charter*  
***Township***  
*of Kalamazoo*

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

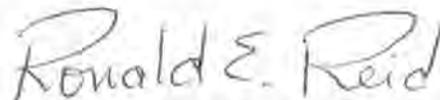
**BOARD OF TRUSTEES  
SPECIAL WORK GROUP MEETING**

**5:00 p.m. June 27, 2016**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "**Special Work Group Meeting**" to be held at 5:00 p.m., on Monday, June 27, 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 progress on search for Kalamazoo Township Manager
2. Update on KABA
3. Discussion regarding items on the regular Agenda
4. Public comment

**Posted: June 24 , 2016**



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**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.

KALAMAZOO CHARTER TOWNSHIP, MICHIGAN

SEARCH TIMELINE (revised June 23, 2016)

Project Milestone	Target Date
Develop candidate questionnaire and applicant addendum; send to candidates who meet qualifications with management assessment link	June 13 - 20
Candidate outreach	Through June 17
Benchmark questionnaires completed by Trustees	June 20
Candidates submit questionnaire and applicant addendum	By June 27
Township Board of Trustees receives an update on the search, including upcoming receipt of candidate information and evaluating candidate video interviews	June 27
Township receives Semi-Finalist Report on up to 8 candidates in electronic and hard copy formats	June 28 – June 29
Candidates participate in a video interview; Township Board members review individually as candidates complete the interview	June 29 - July 8
Township Board selects up to 5 candidates to be interviewed	July 11
Comprehensive background check and reference checks completed for finalists.	By July 26
Township receives Finalists Report	August 3
On-site Interviews with finalists. (Possible dates are August 9 or August 12 after 3 p.m. and August 13)	Week of August 8
Top candidate(s) meet with psychologist	Week of August 15
Employment offer made / accepted	Week of August 22
Start date	Week of September 26

# Charter Township

## of Kalamazoo

### Board of Trustees Regular Meeting Agenda

June 27, 2016

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

The "**Regular Meeting**" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, May 23, 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 June 13, 2016
- B. Board of Trustees Regular Meeting Minutes of June 13, 2016
- C. Request to close South Fletcher at 211 for block party July 23, 2016 from 1:00 to 6:00 p.m.
- D. Payment of Bills in the amount of \$122,900.55

**Receipt of:**

- A. May 2016 Treasurer's Report
- B. Planning Commission Draft Meeting Minutes of June 2, 2016
- C. Planning Commission Draft Special Meeting Minutes of June 8, 2016
- D. Notice of receipt of dividend from Michigan Participating Plan
- E. Notice of Michigan Township Association Planning & Zoning workshops In August of 2016
- F. Notice of Southcentral Michigan Regional Highway Safety Study Meeting June 30, 2016

**7 – Public Hearings**

- A. None at this meeting

**8 - Unfinished Business**

- A. None at this meeting

**9 – New Business**

- A. Presentation of 2016 audit report from Abraham & Gaffney, P.C.
- B. Consideration of request to award bid for sidewalks
- C. Consideration of request to hire Fawn Metsa to the position of dispatcher
- D. Consideration of request to dispose of old self-contained breathing apparatus units
- E. Consideration of request to replace personnel doors at Station One
- F. Consideration of request to accept \$68,182 Federal Emergency Management Agency, Assistance to Firefighters grant to replace vehicle exhaust removal systems in the stations

**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: June 24, 2016



**Ronald E. Reid, Supervisor  
Charter Township of Kalamazoo**

**CHARTER TOWNSHIP OF KALAMAZOO**  
**BOARD OF TRUSTEES - WORK GROUP SESSION**  
**Monday, June 13, 2016**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Group Session on **Monday, June 13, 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:** (2) audience members

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

**Item 1 – DISCUSSION OF SCHEDULE AND LOGISTICS FOR CONDUCTING INTERVIEWS FOR KALAMAZOO TOWNSHIP MANAGER**

The Board Members discussed the schedule and logistics for conducting interviews for Kalamazoo Township Manager.

The project milestones include:

- Develop candidate questionnaire and applicant addendum, June 13 – 20
- Candidate outreach, through June 17
- Benchmark questionnaires completed by Trustees, June 20
- Candidates submit questionnaire and applicant addendum, June 23
- Township receives and reviews Semi-Finalist Report, June 27
- Consultant invites candidates to participate in a video interview, June 28 – July 5
- Township Board selects candidates to be interviewed, July 11
- Comprehensive background and reference checks, by July 25
- Township receives Finalists Reports, August 1
- On-site Interviews with finalists to be scheduled: after 3:00 p.m. on August 5, all day on August 6, all day on August 9, after 3:00 p.m. on August 12, and all day on August 13
- Employment offer made/accepted, week of August 15
- Start date, week of September 19.

**Item 2 – UPDATE ON 2105 N. BURDICK SALE**

Treasurer Cochran updated the Board on the issues related to the reconnection of water and power to the property of 2105 N. Burdick.

**Item 3 – UPDATE ON KALAMAZOO AREA BUILDING AUTHORITY (KABA)**

Treasurer Cochran updated the Board on some recent activities of the Kalamazoo Area Building Authority (KABA), and also noted that the Supervisors of Oshtemo, Cooper, Comstock and Kalamazoo Townships have been meeting weekly to allow for Oshtemo and Cooper Townships to leave KABA.

**Item 4 – DISCUSSION REGARDING ITEMS ON THE REGULAR AGENDA**

Trustee Leuty discussed the agreements and permit requests with the Road Commission of Kalamazoo County (RCKC). Supervisor Reid reviewed the proposed local road contract for Nichols Road from Barney Road to G Avenue.

**Item 5 – PUBLIC COMMENT**

Sherine Miller, 609 Stassen, asked for support from the Board for her campaign for Township Treasurer. She also reminded the Board that health issues can take various forms and comments can be hurtful.

Diane Sower, 3826 N. Westnedge, reiterated Ms. Miller's comments about inappropriate comments.

Clerk Thall apologized for his comment that it was intended as a joking observation.

Supervisor Reid also apologized on behalf of the entire Board.

**Item 6 – ADJOURNMENT**

Supervisor Reid moved to adjourn the Work Session at 7:15 p.m.

Respectfully submitted,

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Donald Z. Thall, Clerk,  
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
June 13, 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, June 13, 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 Leuty led the Pledge of Allegiance.

**Item 3**            **ROLL CALL OF BOARD MEMBERS**

All Board Members were present.

**Item 4**            **ADDITIONS AND DELETIONS TO 06/13/2016 AGENDA**

There were no additions or deletions.

**Item 5**            **PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

There were no public comments.

**Item 6**            **CONSENT AGENDA**

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

Approval of:

- A.    **Board of Trustees Regular Meeting Minutes of May 23, 2016**
- B.    **Board Members attending the 2016 Michigan Transportation Planning Conference in Kalamazoo, July 13-15, 2016**
- C.    **Payment of Bills in the amount of \$90,795.45**

Receipt of:

- A.    **May 2016 Budget Report**
- B.    **May 2016 Check Disbursements Report**
- C.    **May 2016 Planning and Zoning Department Report**
- D.    **May 2016 Kalamazoo Area Building Authority Reports**
- E.    **May 2016 Miss Dig Report**
- F.    **Society for History and Racial Equity (SHARE) flyer on 2016 upcoming events**
- G.    **Summer Programs on Kalamazoo River Valley Trail**

Motion carried.

**Item 7**            **PUBLIC HEARINGS**

There were no public hearings.

**Item 8**            **UNFINISHED BUSINESS**

There was no unfinished business.

**Item 9**            **NEW BUSINESS**

**Item 9A**            **CONSIDERATION OF ADOPTING ORDINANCE NO. 580 AMENDING SECTION 11 TO REZONE FORMER DAVENPORT UNIVERSITY PROPERTIES FROM EXISTING RB-2 AND B-2 RESIDENCE DISTRICTS TO C-1 LOCAL BUSINESS DISTRICT**

Trustee Leuty gave an overview of the former Davenport University property. The Planning Commission held a public hearing reference a request to rezone the property from the existing zoning classifications, RB-2 and B2 Residence Districts, to the C-1 Local Business District Zoning Classification. At the May 23, 2016, Board Meeting, the first reading of the text amendments/rezoning ordinance pertaining to the Davenport University properties 4201, 4203, 4123, 4107 West Main (PIN# 3906-18-330-041, 3906-18-330-042, 3906-18-330-051, 3906-18-330-070, 3906-18-330-082) was accepted.

Trustee Leuty moved, seconded by Treasurer Cochran, to adopt the Ordinance No. 580, Amendment to Kalamazoo Charter Township Zoning Ordinance, effective eight (8) days following publication. Roll call vote: 7 – yes, 0 – no. Ordinance adopted.

**Item 9B**            **CONSIDERATION FOR REQUEST FOR CHANGE ORDER K1 FOR LOCAL ROAD CONTRACT WITH ROAD COMMISSION OF KALAMAZOO COUNTY**

Trustee Martin moved, seconded by Clerk Thall, to approve Change Order K1 for the total amount of \$11,400 for the 2016 roadwork contract with the Road Commission of Kalamazoo County (RCKC). Motion carried.

**Item 9C**            **CONSIDERATION OF REQUEST FOR LOCAL ROAD CONTRACT FOR NICHOLS ROAD – BARNEY ROAD TO G AVENUE**

Treasurer Cochran moved, seconded by Trustee Goodacre, to authorize the Local Road Contract with the Road Commission of Kalamazoo County (RCKC) to undertake an onyx seal for the outside edges of Nichols Road from Barney Road to G Avenue. Motion carried.

**Item 9D**            **CONSIDERATION TO AUTHORIZE ACCEPTANCE OF A GRANT OF SIDEWALK EASEMENT FOR HELEN HYBELS TRUST FOR PARCEL NO. 3906-07-280-032**

Trustee Goodacre moved, seconded by Trustee Leuty, to accept the Grant of Sidewalk and Pedestrian Walkway Public Easement from Helen L. Hybels Trust and authorize the payment of \$650.00 for the easement; and authorize the Township Supervisor to sign on behalf of the Township of Kalamazoo. Motion carried.

**Item 9E**            **CONSIDERATION OF REQUIRING ALL PLANNING COMMISSIONERS TO ATTEND A TRAINING PROGRAM WITHIN THREE MONTHS OF THEIR INITIAL APPOINTMENT**

Trustee Goodacre moved, seconded by Trustee Leuty, to adopt a rule that requires all planning commissioners to attend a training program within three (3) months of their initial appointment. Motion carried.

**Item 9F**            **CONSIDERATION OF ROAD COMMISSION OF KALAMAZOO COUNTY NON-MOTORZIED PROJECT APPLICATION RESOLUTIONS FOR THE FOLLOWING 11 AREAS:**

1. Grand Prairie Road – new and repaired sidewalks
2. Gertrude Street – extend existing sidewalks to the road

3. **Ann Street – extend existing sidewalks to the road**
4. **Lum Avenue – extend existing sidewalks to the road**
5. **Gayle Avenue – extend existing sidewalks to the road**
6. **Devonshire Avenue – extend existing sidewalks to the road**
7. **Canterbury Avenue – extend existing sidewalks to the road**
8. **Olney Road – extend existing sidewalks to the road**
9. **Coolidge Avenue – extend existing sidewalks to the road**
10. **Cumberland Street – extend existing sidewalks to the road**
11. **N. Kendall Avenue – new sidewalk to connect existing sidewalks**

Trustee Leuty gave the highlights of the Non-Motorized project application resolutions.

Supervisor Reid asked if there are any requests to pull the 11 resolutions/contracts from consideration. With no requests noted, a motion was made.

Treasurer Cochran moved, seconded by Trustee Miller, to adopt each of the agreements as provided by the Road Commission of Kalamazoo County (RCKC): Grand Prairie Road, Gertrude Street, Ann Street, Lum Avenue, Gayle Avenue, Devonshire Avenue, Canterbury Avenue, Olney Road, Coolidge Avenue, Cumberland Street, and N. Kendall Avenue; approved as to form by the Township Attorney and authorize the Township Supervisor to sign each as approved on behalf of the Township of Kalamazoo. Roll call vote: 7 – yes, 0 – no. Motion carried.

**Item 9G**      **CONSIDERATION OF PROPOSED “APPLICATIONS TO CONSTRUCT, OPERATE, USE AND/OR MAINTAIN WITHIN THE RIGHT-OF-WAY, OR TO CLOSE, A COUNTY ROAD” ASSOCIATED WITH INSTALLING RCKC’S BIKE ROUTE AND DIRECTIONAL ARROW SIGNS FOR THE FOLLOWING FOUR PROJECTS:**

1. **N. Drake Road – east side**
2. **East Main Street – north and south sides**
3. **A route through the Eastwood Neighborhood that aligns with the scheduled bike route in the City of Kalamazoo**
4. **A route through the Westwood Neighborhood’s bike boulevard that aligns with the scheduled bike route in the City of Kalamazoo**

Supervisor Reid asked if there are any requests to pull the any of the permit applications from consideration. With no requests noted, a motion was made.

Trustee Martin moved, seconded by Trustee Goodacre, it authorize the submission of each of the (4) four permit applications with the Road Commission of Kalamazoo County (RCKC): N. Drake Road, East Main Street, the route through the Eastwood Neighborhood, and the route through the Westwood neighborhood (routes commonly known as bike boulevards); and to authorize the Township Supervisor to sign each of the applications on behalf of the Township of Kalamazoo. Roll call vote: 7 – yes, 0 – no. Resolution adopted.

**Item 10**      **ITEMS REMOVED FROM CONSENT AGENDA**

There were no items removed from the Consent Agenda.

**Item 11**      **COMMITTEE REPORTS**

Clerk Thall reminded everyone that the Primary election is on August 2, 2016.

Treasurer Cochran said that possibly in August, the Kalamazoo Area Building Authority (KABA) will be relocating to a new location on Nazareth Road. He also reported that the Dispatch Authority Finance Committee has started on their startup and operational budget.

Trustee Goodacre reported that June 16, 2016, is the eleventh annual “National Dump the Pump Day”. In addition, the City of Kalamazoo and Amtrak are renegotiating a contract. She also noted that former Kalamazoo County Deputy Treasurer, Greg Vlietstra, is the new Assistant Director for Kalamazoo County Transportation Authority (KCTA).

Trustee Leuty commented on the June 2, 2016, Planning Commission meeting. He noted the Planning Commission approved a special exception use for Consumers Concrete and Hillside Gravel Pit. In addition, there was discussion of the zoning ordinance updates. He also mentioned that the Planning Commission met on Wednesday, June 8, 2016, and held a Public Hearing on the proposed new zoning ordinance and map; and shared highlights from the proposed new zoning ordinance. The next Planning Commission meeting is scheduled on Thursday, July 7, 2016, at 7:00 p.m. at the Kalamazoo Township Hall.

Trustee Martin reported that four Kalamazoo Township firefighters have done the final inspection on the new pumper truck that is scheduled to be delivered to Station 1 this week. He reminded residents that if grass/weeds are higher than 12” they are in violation of the township ordinance and could be cited; and if weeds are tall by stop signs and obstruct the view, please call the Road Commission of Kalamazoo County (RCKC). He also gave an update on the road work/drain schedule for Kalamazoo Township; and asked that residents check the website or call the Township of Kalamazoo to find out the work schedule.

Trustee Miller said that the Zoning Board of Appeals had a special meeting and approved a site-plan for the Landings Apartments on West Main and Nichols. He also reminded people to keep the parks free of trash.

Supervisor Reid reported that the Kalamazoo Area Transportation Study (KATS) is working on a personnel policy.

**Item 12**      **ATTORNEY’S REPORT**

Township Attorney Seeber reported that Senate Bill 0399 (2015), which addresses telecommunications and video providers, has been amended. She also commented that a Michigan Court of Appeals determined a commercial composting facility was not a farm activity and therefore is not subject to Right to Farm Act protection.

**Item 13**      **PUBLIC COMMENTS**

Nicolette Leigh, 3306 Nazareth Road, said she attended the vigil in Bronson Park in honor of the victims, their loved ones and the Orlando community. She suggested that the Township of Kalamazoo should have a representative attend these activities even though the event conflicts with scheduled Board Meetings.

Diane Sower, 3826 N. Westnedge, inquired about Oshtemo Township’s opt-out for providing bus service to West Main and 9<sup>th</sup> Street area. She also noted a possible error in the time for either a Planning Commission Meeting or Zoning Board of Appeals Meeting that she saw on the website.

**Item 14**      **BOARD MEMBER COMMENTS**

The Board is saddened by the recent tragedies in Orlando, Florida and on North Westnedge; and asked to keep the victims and their families, the firefighters, the police officers,

and the emergency responders in our thoughts and prayers. They also commented on safety and awareness of riding a bike. The Board mentioned that there are a number of rides in honor of the victims, including the “Finish the Ride” with the Chain Gang cycle group. With the anticipation of a lot of people who want to participate and show their support and honor the victims, as well as known cyclist Lance Armstrong joining, they discussed the attendance, responsibility, and protection of the bike ride.

Trustee Miller said that some members of the Board, police departments and fire departments were in attendance at the 11:00 p.m. press conference on Tuesday, June 07, 2016, that took place at the Kalamazoo Township Hall, and commented on how efficient, professional, caring and compassionate all of the emergency workers and other officials are.

Trustee Goodacre extended a Happy Father’s Day and congratulated all the graduates. She also announced that the Juneteenth Celebration is happening on June 19, 2016, at 4:00 p.m., at the Dalton Center on Western Michigan University’s campus. Lastly, she said that the Eastwood Community Association is holding their 2<sup>nd</sup> Annual Garage Sale on June 25, 2016, starting at 10:00 a.m.; and there will be free electronic recycling available.

Treasurer Cochran reminded township residents that the summer tax bills will be sent July 1, 2016. The last day to pay taxes without penalty is September 14, 2016.

Supervisor Reid expressed how proud he is of the Board and the many accomplishments. He also commented on the impact of the Complete Streets Policy and how the East Main project is a great example of how Complete Streets helps all users in the road right-of-way. He also reported that the Township of Kalamazoo is recognized in the June 2016, issue of the Michigan Township Association’s monthly magazine. Lastly, Supervisor Reid said that riders of all abilities are welcome to participate in the 25<sup>th</sup> Annual Kal Tour, a 10 mile to 100 mile ride put on by the Kalamazoo Bicycle Club, on June 26, 2016. The proceeds from this ride go to the victims and the families associated with the recent tragic bicycle incident.

**Item 15      ADJOURNMENT**

**There being no further business to come before the Board, the meeting was adjourned at 9:05 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,

\_\_\_\_\_  
Donald Z. Thall, Clerk

**ABSENT:**

Attested to by,

**ALSO PRESENT:**

Attorney Seeber

\_\_\_\_\_  
Ronald E. Reid, Supervisor

PA OK TRB 6-14-2016



## APPLICATION AND PERMIT

TO CONSTRUCT, OPERATE, MAINTAIN, USE AND/OR REMOVE  
IMPROVEMENTS WITHIN A COUNTY ROAD RIGHT-OF-WAY

Board of County Road Commissioners of Kalamazoo County, Michigan  
3801 East Kilgore Road, Kalamazoo, Michigan 49001  
Telephone: (269) 381-3171 Fax: (269) 381-1760  
["http://www.kcrc-roads.com"](http://www.kcrc-roads.com)

Permit Fee	Permit Number
Other	Date Issued
	Receipt Number

If owner hires a contractor to perform work, BOTH shall assume responsibility for the provisions of this Application and Permit.

APPLICATION					
OWNER/APPLICANT — Please Print			CONTRACTOR — Please Print		
Name Sheila Gavan			Name		
Street 211 S. Fletcher Ave			Street		
City Kalamazoo	State MI	Zip 49006	City	State	Zip
Day Phone 269-271-3921	Evening Phone 269-271-3921	Fax Number 269-381-2363	Day Phone	Evening Phone	Fax Number 269-381-23621
APPLICANT SIGNATURE <i>Sheila Gavan</i>			TITLE		DATE 6/14/16

I/We do hereby make application for a permit for the purpose indicated below and/or as provided in the attached plans and specifications at the following location:

<b>Charter Township of Kalamazoo</b>		Begin:	Completion:
Road Name and Address (EXACT) 211 S. Fletcher Ave	Location (cross streets between which property is located or nearest main intersection) W. Main and Sydell		
Purpose Block Party (for S. Fletcher and Sydell) Front Yard of 211 Fletcher, July 23, 2016 (1pm - 6pm) There is a lot of children in the neighborhood and we usually set up games and water balloons in the road for them.	Plans and Specifications	Yes	No
	Proof of Insurance	Yes	No
	Other		

- I/We certify the accuracy of facts set forth in this application, and agree to the following:
1. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
  2. Failure to object within ten (10) days to the permit as issued constitutes acceptance of the permit as issued.
  3. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
  4. Permittee has read, acknowledges, and agrees to terms and conditions on page 2 of this form.

If Authorized Agent, I certify that I am acting as Authorized Agent on behalf of the Charter Township of Kalamazoo

AUTHORIZED AGENT SIGNATURE	TITLE	DATE

**REMINDER: IF APPLYING FOR DRIVEWAY PERMIT, DRIVEWAY LOCATION MUST BE STAKED AND IDENTIFIED BY PROPERTY ADDRESS AND OWNER'S NAME**

**PERMIT - FOR KCRC USE ONLY BELOW THIS LINE**

Additional KCRC requirements:

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Permit is granted in accordance with the foregoing application for the period stated above, subject to and incorporating the Terms and Conditions set forth on page 2 of this form.  
When Owner hires a Contractor, the Permittee is both the owner and the Contractor.

Approved & Issued By: KCRC AUTHORIZED SIGNATURE	TITLE	DATE

EXP CHECK RUN DATES 06/28/2016 - 06/28/2016

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date

## Vendor 000392 - ACCIDENT FUND COMPANY:

070116							
14179	ACCIDENT FUND COMPANY	06/23/2016	06/28/2016	42,757.25	42,757.25	Open	N
	INSTALLMENT	MONICAK					06/23/2016
	101-200-913.00	Worker's Comp.		2,565.44			
	206-336-913.00	Insurance - Workers Comp		13,254.75			
	207-301-913.00	Worker's Comp.		26,937.06			
	Total for vendor 000392 - ACCIDENT FUND COMPANY:			42,757.25	42,757.25		

## Vendor 002675 - BAUCKHAM, SPARKS, THALL &amp; SEEBER:

18553							
14189	BAUCKHAM, SPARKS, THALL & SEEBER	06/23/2016	06/28/2016	9,665.96	9,665.96	Open	N
	LEGAL SUPPORT	MONICAK					06/23/2016
	101-200-826.00	LEGAL SERVICES-BD. MEET.		180.00			
	101-200-827.00	LEGAL SERVICE-GEN. TWP.		2,772.00			
	101-400-827.00	PLANNING/ZONING		1,485.00			
	101-209-827.00	LEGAL SERVICE		546.00			
	101-200-727.00	OFFICE SUPPLIES		85.96			
	207-301-827.00	LEGAL		637.00			
	101-310-827.00	UNSAFE BUILDING		1,262.00			
	701-000-240.00	2120 SPRINKLE/929 WARREN MEETING		450.00			
	701-000-240.00	BORGESS HOSPITALITY ZBA MINUTES		135.00			
	701-000-240.00	PLANNING NOTICE KAL SEC, DAVENPORT, MEA		225.00			
	701-000-240.00	MINTUES 2120 SPRINKLE/929 WARREN		270.00			
	701-000-240.00	ZBA RUGBY NOTICE		108.00			
	701-000-240.00	ZBA MEETING 929 WARREN		180.00			
	701-000-240.00	ZBA MINTUES 929 WARREN		180.00			
	101-310-827.00	MUN CODE INFRACTION LEGAL FEES		1,150.00			
18663							
14190	BAUCKHAM, SPARKS, THALL & SEEBER	06/23/2016	06/28/2016	13,106.00	13,106.00	Open	N
	LEGAL SUPPORT	MONICAK					06/23/2016
	101-200-826.00	LEGAL SERVICES-BD. MEET.		378.00			
	101-200-827.00	LEGAL SERVICE-GEN. TWP.		3,924.00			
	101-400-827.00	PLANNING/ZONING		2,064.60			
	101-209-827.00	LEGAL SERVICE		54.00			
	101-200-727.00	OFFICE SUPPLIES		157.00			
	207-301-827.00	LEGAL		1,130.00			
	101-310-827.00	UNSAFE BUILDING		621.00			
	701-000-240.00	PLANNING MTG KAL SEC, DAVENPORT, MEADOW		360.00			
	701-000-240.00	PLANNING MINUTES KAL SEC, DAVENPORT, ME		720.00			
	701-000-240.00	ZBA RUGBY MEETINGS		295.65			
	701-000-240.00	ZBA RUGBY MINUTES		393.75			
	701-000-240.00	ZBA TRILLIUM NOTICE		135.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-310-827.00	MUN CODE INFRACTION LEGAL FEES		2,873.00			
	Total for vendor 002675 - BAUCKHAM, SPARKS, THALL & SEEGER:			22,771.96	22,771.96		
Vendor 004727 - ABRAHAM & GAFFNEY, PC:							
EL-25199 14178	ABRAHAM & GAFFNEY, PC FINAL AUDIT BILLING 101-200-817.01	06/23/2016 MONICAK AUDIT SERVICES	06/28/2016	5,100.00	5,100.00	Open	N 06/23/2016
	Total for vendor 004727 - ABRAHAM & GAFFNEY, PC:			5,100.00	5,100.00		
Vendor 006672 - CONSUMERS ENERGY:							
201182203658 14185	CONSUMERS ENERGY ACCT #1000 0038 0319 101-200-921.00	06/23/2016 MONICAK Utilities - Electric	06/28/2016	2,603.16	2,603.16	Open	N 06/23/2016
	Total for vendor 006672 - CONSUMERS ENERGY:			2,603.16	2,603.16		
Vendor 008600 - BERNIE'S HAUL-AWAY, INC.:							
11356 14149	BERNIE'S HAUL-AWAY, INC. 553 GAYLE CLEAN UP 701-000-231.05	06/23/2016 MONICAK 553 GAYLE CLEAN UP	06/28/2016	600.00	600.00	Open	N 06/23/2016
	Total for vendor 008600 - BERNIE'S HAUL-AWAY, INC.:			600.00	600.00		
Vendor 009207 - FIDLAR TECHNOLOGIES, INC.:							
R221191-IN 14167	FIDLAR TECHNOLOGIES, INC. RECEIPT BOOKS 207-301-727.00	06/23/2016 MONICAK Office Supplies	06/28/2016	297.65	297.65	Open	N 06/23/2016
	Total for vendor 009207 - FIDLAR TECHNOLOGIES, INC.:			297.65	297.65		
Vendor 010621 - EDWARDS INDUSTRIAL SALES, INC.:							
3174782 14188	EDWARDS INDUSTRIAL SALES, INC. HOSES/BARBS 206-336-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	51.41	51.41	Open	N 06/23/2016
	Total for vendor 010621 - EDWARDS INDUSTRIAL SALES, INC.:			51.41	51.41		
Vendor 013500 - CHARTER COMMUNICATIONS:							

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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
061416 14184	CHARTER COMMUNICATIONS ACCT #0614877 101-200-811.00	06/23/2016 MONICAK Purchased Service	06/28/2016	183.92 183.92	183.92	Open	N 06/23/2016
Total for vendor 013500 - CHARTER COMMUNICATIONS:				183.92	183.92		

Vendor 013869 - FIRST DUE FIRE SUPPLY:

16-425 14160	FIRST DUE FIRE SUPPLY UNIFORMS 206-336-748.00	06/23/2016 MONICAK Personal Equipment Allowance	06/28/2016	4,578.93 4,578.93	4,578.93	Open	N 06/23/2016
Total for vendor 013869 - FIRST DUE FIRE SUPPLY:				4,578.93	4,578.93		

Vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:

1395936-0 14166	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 207-301-727.00	06/23/2016 MONICAK Office Supplies	06/28/2016	262.10 262.10	262.10	Open	N 06/23/2016
1397212-0 14177	INTEGRITY BUSINESS SOLUTIONS, LLC OFFICE SUPPLIES 101-200-727.00 101-200-740.00	06/23/2016 MONICAK Office Supplies Operating Supplies	06/28/2016	713.86 398.68 315.18	713.86	Open	N 06/23/2016
Total for vendor 022170 - INTEGRITY BUSINESS SOLUTIONS, LLC:				975.96	975.96		

Vendor 026062 - MLIVE MEDIA GROUP:

0007658677 14174	MLIVE MEDIA GROUP ZONING ORD/MAP 101-400-903.00	06/23/2016 MONICAK ZONING ORD/MAP	06/28/2016	614.89 614.89	614.89	Open	N 06/23/2016
0007677147 14175	MLIVE MEDIA GROUP 3306 W MAIN 701-000-240.00	06/23/2016 MONICAK 3306 W MAIN	06/28/2016	159.66 159.66	159.66	Open	N 06/23/2016
0007682239 14176	MLIVE MEDIA GROUP 4107 W MAIN 701-000-240.00	06/23/2016 MONICAK 4107 W MAIN	06/28/2016	442.18 442.18	442.18	Open	N 06/23/2016
Total for vendor 026062 - MLIVE MEDIA GROUP:				1,216.73	1,216.73		

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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
Vendor 026076 - KALAMAZOO LANDSCAPE SUPPLIES:							
107791 14148	KALAMAZOO LANDSCAPE SUPPLIES SOIL 206-336-932.00	06/23/2016 MONICAK Maint. - Grounds	06/28/2016	33.38 33.38	33.38	Open	N 06/23/2016
Total for vendor 026076 - KALAMAZOO LANDSCAPE SUPPLIES:				33.38	33.38		
Vendor 031004 - M & W TAILOR SHOP:							
127 14161	M & W TAILOR SHOP TAILORING 207-301-748.00	06/23/2016 MONICAK Uniforms/Personal Equipment	06/28/2016	72.00 72.00	72.00	Open	N 06/23/2016
Total for vendor 031004 - M & W TAILOR SHOP:				72.00	72.00		
Vendor 032654 - DECKER AGENCY:							
1541B 14147	DECKER AGENCY PAYMENT #3 206-336-912.00 207-301-912.00 101-200-912.00	06/23/2016 MONICAK Insurance - General Insurance - General Insurance/Bond-General	06/28/2016	26,420.00 7,661.80 9,775.40 8,982.80	26,420.00	Open	N 06/23/2016
Total for vendor 032654 - DECKER AGENCY:				26,420.00	26,420.00		
Vendor 044000 - R & M AUTO BODY, INC.:							
061616 14171	R & M AUTO BODY, INC. REPAIR TAHOE 207-301-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	1,820.82 1,820.82	1,820.82	Open	N 06/23/2016
061016 14172	R & M AUTO BODY, INC. REPAIR CROWN VIC 207-301-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	822.80 822.80	822.80	Open	N 06/23/2016
Total for vendor 044000 - R & M AUTO BODY, INC.:				2,643.62	2,643.62		
Vendor 048101 - PEOPLEFACTS, LLC:							
2016040253 14163	PEOPLEFACTS, LLC CREDIT REPORT 207-301-782.00	06/23/2016 MONICAK Investigative Operations	06/28/2016	8.65 8.65	8.65	Open	N 06/23/2016
Total for vendor 048101 - PEOPLEFACTS, LLC:				8.65	8.65		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 048769 - STATE OF MICHIGAN:							
551-469256 14165	STATE OF MICHIGAN LIVESCAN FEES 217-301-956.00	06/23/2016 MONICAK	06/28/2016	402.75	402.75	Open	N 06/23/2016
	LIVESCAN EXPENSE			402.75			
	Total for vendor 048769 - STATE OF MICHIGAN:			402.75	402.75		
Vendor 058020 - WILLIAMS & WORKS:							
79548 14182	WILLIAMS & WORKS PLANNING/ZONING ADMIN 101-400-821.00	06/23/2016 MONICAK	06/28/2016	1,200.00	1,200.00	Open	N 06/23/2016
	Planning Consultant			1,200.00			
	Total for vendor 058020 - WILLIAMS & WORKS:			1,200.00	1,200.00		
Vendor 058029 - PREIN & NEWHOF, INC.:							
34725 14150	PREIN & NEWHOF, INC. PRAIRIEVIEW FARMS 101-400-820.00	06/23/2016 MONICAK	06/28/2016	302.00	302.00	Open	N 06/23/2016
	Engineering Services			302.00			
34691 14151	PREIN & NEWHOF, INC. DAVENPORT PROP/UPDATE PRINTS 101-400-820.00	06/23/2016 MONICAK	06/28/2016	523.74	523.74	Open	N 06/23/2016
	DAVENPORT PROP/UPDATE PRINTS			523.74			
34682 14152	PREIN & NEWHOF, INC. BORGESS HOSPITALITY SITE PLAN 101-400-820.00	06/23/2016 MONICAK	06/28/2016	198.50	198.50	Open	N 06/23/2016
	BORGESS HOSPITALITY SITE PLAN			198.50			
34686 14153	PREIN & NEWHOF, INC. WATER SYSTEM UPDATES 871-441-820.00	06/23/2016 MONICAK	06/28/2016	732.50	732.50	Open	N 06/23/2016
	WATER SYSTEM UPDATES			732.50			
	Total for vendor 058029 - PREIN & NEWHOF, INC.:			1,756.74	1,756.74		
Vendor 500005 - ARTWEAR APPAREL GRAPHICS:							
16615 14155	ARTWEAR APPAREL GRAPHICS UNIFORMS 206-336-748.00	06/23/2016 MONICAK	06/28/2016	197.00	197.00	Open	N 06/23/2016
	Personal Equipment Allowance			197.00			
	Total for vendor 500005 - ARTWEAR APPAREL GRAPHICS:			197.00	197.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 500154 - DENOAYER CHEVROLET:							
526620 14164	DENOAYER CHEVROLET REPAIR HATCH 207-301-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	232.49 232.49	232.49	Open	N 06/23/2016
658622 14169	DENOAYER CHEVROLET OIL. 207-301-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	26.95 26.95	26.95	Open	N 06/23/2016
Total for vendor 500154 - DENOAYER CHEVROLET:				259.44	259.44		
Vendor 500201 - EMERGENCY VEHICLE PRODUCTS:							
S0009166 14158	EMERGENCY VEHICLE PRODUCTS PREV MAINT - 894 206-336-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	1,006.09 1,006.09	1,006.09	Open	N 06/23/2016
009161 14159	EMERGENCY VEHICLE PRODUCTS LED LAMP 206-336-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	164.91 164.91	164.91	Open	N 06/23/2016
S0009144 14162	EMERGENCY VEHICLE PRODUCTS INSTALL LOCK ASSY 207-301-939.00	06/23/2016 MONICAK Maint. - Vehicle	06/28/2016	85.00 85.00	85.00	Open	N 06/23/2016
Total for vendor 500201 - EMERGENCY VEHICLE PRODUCTS:				1,256.00	1,256.00		
Vendor 500398 - HELPNET:							
6780 14168	HELPNET ONE YEAR SERVICE 206-336-811.00	06/23/2016 MONICAK Purchased & Maint. Service	06/28/2016	2,131.20 2,131.20	2,131.20	Open	N 06/23/2016
Total for vendor 500398 - HELPNET:				2,131.20	2,131.20		
Vendor 500440 - INTERSTATE ALL BATTERY:							
6164 14170	INTERSTATE ALL BATTERY BATTERIES 207-301-740.00	06/23/2016 MONICAK Operating Supplies	06/28/2016	18.98 18.98	18.98	Open	N 06/23/2016
Total for vendor 500440 - INTERSTATE ALL BATTERY:				18.98	18.98		

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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
Vendor 500527 - KERKSTRA PORTABLE RESTROOM:							
92730 14186	KERKSTRA PORTABLE RESTROOM WILSON PARK 101-751-740.00	06/23/2016 MONICAK Operating Supplies	06/28/2016	80.00 80.00	80.00	Open	N 06/23/2016
92729 14187	KERKSTRA PORTABLE RESTROOM STROUD PARK 101-751-740.00	06/23/2016 MONICAK Operating Supplies	06/28/2016	80.00 80.00	80.00	Open	N 06/23/2016
Total for vendor 500527 - KERKSTRA PORTABLE RESTROOM:				160.00	160.00		
Vendor 500577 - LEHRMAN LAWN CARE:							
820 14181	LEHRMAN LAWN CARE LAWN CARE/WEED ORD 101-265-811.00 701-000-231.05	06/23/2016 MONICAK Purchased Service Clean-up/Mowing/Demo - Twp Svc	06/28/2016	2,310.00 1,350.00 960.00	2,310.00	Open	N 06/23/2016
Total for vendor 500577 - LEHRMAN LAWN CARE:				2,310.00	2,310.00		
Vendor 500592 - DALE W. HUBBARD, INC.:							
2-8662 14146	DALE W. HUBBARD, INC. SHERWOOD PK LOTS 259 & 260 883-520-930.00	06/23/2016 MONICAK SHERWOOD PK LOTS 259 & 260	06/28/2016	339.20 339.20	339.20	Open	N 06/23/2016
Total for vendor 500592 - DALE W. HUBBARD, INC.:				339.20	339.20		
Vendor 500598 - EXTREME POWER EQUIPMENT:							
40874 14156	EXTREME POWER EQUIPMENT SCREWS 101-276-932.00	06/23/2016 MONICAK Maint. - Grounds	06/28/2016	9.96 9.96	9.96	Open	N 06/23/2016
40870 14157	EXTREME POWER EQUIPMENT SPINDLE ASSEMBLY 101-276-932.00	06/23/2016 MONICAK Maint. - Grounds	06/28/2016	34.99 34.99	34.99	Open	N 06/23/2016
40915 14180	EXTREME POWER EQUIPMENT FILTERS/FUEL 101-276-932.00	06/23/2016 MONICAK Maint. - Grounds	06/28/2016	22.97 22.97	22.97	Open	N 06/23/2016
Total for vendor 500598 - EXTREME POWER EQUIPMENT:				67.92	67.92		

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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
Vendor 500653 - MOSES FIRE EQUIPMENT, INC.:							
16222 14154	MOSES FIRE EQUIPMENT, INC. TRIPOD BASES 206-336-747.00 Small Tools & Equipment	06/23/2016 MONICAK	06/28/2016	207.88	207.88	Open	N 06/23/2016
Total for vendor 500653 - MOSES FIRE EQUIPMENT, INC.:				<u>207.88</u>	<u>207.88</u>		
Vendor 500720 - ONE WAY PRODUCTS, INC.:							
612039 14173	ONE WAY PRODUCTS, INC. MISC SUPPLIES 207-301-740.00 Operating Supplies	06/23/2016 MONICAK	06/28/2016	158.82	158.82	Open	N 06/23/2016
Total for vendor 500720 - ONE WAY PRODUCTS, INC.:				<u>158.82</u>	<u>158.82</u>		
Vendor 500907 - W.E. UPJOHN INSTITUTE FOR:							
34054 14183	W.E. UPJOHN INSTITUTE FOR PLANNING/ZONING - MAY 2016 101-400-821.00 Planning Consultant	06/23/2016 MONICAK	06/28/2016	2,120.00	2,120.00	Open	N 06/23/2016
Total for vendor 500907 - W.E. UPJOHN INSTITUTE FOR:				<u>2,120.00</u>	<u>2,120.00</u>		
# of Invoices:	45	# Due:	45	Totals:	122,900.55		122,900.55
# of Credit Memos:	0	# Due:	0	Totals:	<u>0.00</u>		<u>0.00</u>
Net of Invoices and Credit Memos:					<u>122,900.55</u>		<u>122,900.55</u>

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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
--- TOTALS BY FUND ---							
	101 - GENERAL			44,238.79	44,238.79		
	206 - FIRE			29,287.35	29,287.35		
	207 - POLICE			42,285.72	42,285.72		
	217 - LIVESCAN/SOR			402.75	402.75		
	701 - TRUST & AGENCY			5,614.24	5,614.24		
	871 - WATER IMPROVEMENT			732.50	732.50		
	883 - SEWER IMPROVEMENT			339.20	339.20		
--- TOTALS BY DEPT/ACTIVITY ---							
	000 -			5,614.24	5,614.24		
	200 - GENERAL SERVICES_ADMIN			27,646.14	27,646.14		
	209 - ASSESSOR			600.00	600.00		
	265 - MAINTENANCE			1,350.00	1,350.00		
	276 - CEMETERY			67.92	67.92		
	301 - POLICE			42,688.47	42,688.47		
	310 - ENFORCEMENT (ORD, UNSAFE BD			5,906.00	5,906.00		
	336 - FIRE			29,287.35	29,287.35		
	400 - PLANNING/ZONING			8,508.73	8,508.73		
	441 - WATER IMPROVEMENT			732.50	732.50		
	520 - SEWER IMPROVEMENT			339.20	339.20		
	751 - RECREATION			160.00	160.00		

**KALAMAZOO TOWNSHIP  
TREASURER'S REPORT  
MAY 2016**

POOLED FUNDS		
CASH IN BANK	MAY 2016	
MERCANTILE BANK INVESTMENTS		2,257,138.39
		10,134,627.01
<b>TOTAL POOLED FUNDS =</b>	MAY 2016	<b>\$ 12,391,765.40</b>
CURRENT TAX		
CASH IN BANK:		
MERCANTILE BANK-ROAD BOND	MAY 2016	7,532,389.59
CURRENT TAX		
CASH IN BANK:		
CHEMICAL BANK	MAY 2016	18,809.80
<b>TOTAL FUNDS =</b>	MAY 2016	<b>\$ 19,942,964.79</b>

LOCATION OF INVESTMENTS POOLED FUNDS MAY 2016	
ADVIA CREDIT UNION/ 1ST CMMTY	912,417.18
CHARTER ONE	-
CHEMICAL BANK	-
COMERICA	1,048,208.00
CONSUMERS CU	1,443,346.28
FIFTH THIRD BANK	-
FIRST FINANCIAL BANK	-
FIRST NATIONAL BANK	1,010,473.00
FIRST SOURCE BANK	300,000.00
FLAGSTAR BANK	652,503.11
HUNTINGTON BANK	-
KALAMAZOO COUNTY STATE BANK	-
LAKE MICHIGAN CREDIT UNION	427,591.65
MACATAWA BANK	424,397.71
MBIA CLASS	401,219.15
MERCANTILE BANK OF MI	782,130.36
MORGAN STANLEY	1,194,310.98
OLD NATIONAL BANK	500,000.00
PNC	-
PRIVATE BANK	551,403.35
SMITH BARNEY	-
TALMER BANK	235,065.72
WELLS FARGO	-
WOLVERINE BANK	251,560.52
<b>TOTAL INVESTMENTS</b>	<b>\$ 10,134,627.01</b>

FUND BALANCE		
GENERAL FUND	101/206/207	4,875,233.59
PARK AND RECREATION	211	9,701.62
LIVE SCAN	217	156,798.42
STREET LIGHTING	219	337,852.26
RECYCLING	226	296,668.80
FITNESS ROOM	237	3,592.82
BUILDING DEPT	249	-
DRUG LAW ENFORCEMENT	265	74,666.68
LAW ENFORCEMENT TRAINING	266	5,089.92
SWET	267	(11,047.89)
FEMA	268	-
911 WIRELESS FUND	270	186,310.39
ROAD DEBT SERVICE (VOTED BOND)	301	7,532,389.59
RADIO SITE PROJECT	407	(208,060.10)
REVOLVING LOAN	550	1,850.00
GOLF COURSE	584	25,445.70
CAPITAL IMPROVEMENT	615	656,031.01
TRUST & AGENCY	701	116,116.56
S.W.E.T. AGENCY	727	462,472.52
POLICE CAPITAL IMPROVEMENT	810	614,786.99
FIRE CAPITAL IMPROVEMENT	811	1,126,434.55
STREET	812	143,592.07
WATER	871	244,130.37
SEWER FUND	883	3,274,099.12
CURRENT TAX	704	18,809.80
<b>FUND BALANCE-</b>	MAY 2016	<b>\$ 19,942,964.79</b>

1                   **KALAMAZOO CHARTER TOWNSHIP PLANNING COMMISSION**

2  
3                   **MINUTES OF REGULAR MEETING HELD JUNE 2, 2016**

4  
5 A regular meeting of the Kalamazoo Charter Township Planning Commission was held on  
6 June 2, 2016, at the Kalamazoo Township Hall commencing at 7:00 p.m.

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

15  
16 Members Absent: None

17  
18 Also present were Patrick Hudson, Township Planner/Zoning Administrator, Catherine  
19 Kaufman, Township Attorney and 3 interested persons.

20  
21 **ITEM 1        CALL TO ORDER**

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

24  
25 **ITEM 2        ROLL CALL**

26  
27                   Chairman VanderKlok noted that all members were in attendance and that there  
28 were 3 members of the public in the audience.

29  
30 **ITEM 3        APPROVAL OF MEETING MINUTES FOR MAY 5, 2016 MEETING**

31  
32                   Mr. Rothrock noted two changes to the minutes. Motion was made by Mr. Rothrock,  
33 seconded by Ms. Milne to approve the minutes from the May 5, 2016 meeting with the  
34 proposed changes. The motion passed unanimously.

35  
36 **ITEM 4        APPROVAL OF AGENDA FOR JUNE 2, 2016 MEETING**

37  
38                   There being no revisions, a motion was made by Mr. Rothrock, seconded by Ms.  
39 Milne to approve the agenda as presented. The motion passed unanimously.

40  
41 **ITEM 5        SCHEDULED REVIEWS -GRAVEL MINING REVIEWS**

42  
43 **5.a.** Consumers Concrete – 1100 Nazareth and 1800 Ravine Road

44  
45                   Greg Thomas, Vice President of Consumers Concrete, address the Planning  
46 Commission. He presented the annual review report on 1100 Nazareth Road. He  
47 distributed a site map overlaid on an aerial photo and asked the Planning Commission for

1 an approval to allow the continuation of the mining permit for another year at 1100  
2 Nazareth Road. He said that Consumers has sold all of its aggregate processing to Top  
3 Grade. Currently, they bring outside material in and process it. They may mine a little bit  
4 in the southwest corner of the property, which area is about 1 acre in size. This area abuts  
5 City of Kalamazoo property.

6  
7 Chairman VanderKlok asked how close this area is to homes.

8  
9 Mr. Thomas said that this area is within a couple of hundred feet of some homes. He  
10 also said that the company has options to purchase these homes, but no set time to  
11 complete those purchases. Mr. Thomas also said that Consumers will maintain the special  
12 exception approval and the bond. The current bond will expire in August; when renewed he  
13 will provide a copy of the bond to Mr. Hudson. He will also provide a copy of the liability  
14 insurance to Mr. Hudson.

15  
16 Chairman VanderKlok clarified that although Top Grade leases the property,  
17 Consumers will still be responsible for reclamation.

18  
19 Mr. Rothrock asked how much concrete is crushed on site. Mr. Thomas said that  
20 about 50,000 tons of concrete is crushed on site. Mr. Thomas also confirmed that there  
21 were no complaints about this operation this year.

22  
23 Chairman VanderKlok advised that he and Mr. Hudson had inspected the site and  
24 everything was in order and as required.

25  
26 There being no further Planning Commission discussion, motion was made by Mr.  
27 Rothrock, seconded by Ms. Milne to approve the continuation of the special exception use  
28 permit for Consumers Concrete at 1100 Nazareth for another year, subject to the following  
29 conditions:

- 30  
31
- 32 1. The operation shall continue to meet and comply with all previous limitations  
33 and conditions.
  - 34 2. Bonding requirements must be kept current and proof of same provided to  
35 the Township.
  - 36 3. Liability insurance must be kept current and proof of same provided to the  
37 Township.
  - 38 4. The applicant shall pay the inspection fee.

39 The motion passed unanimously.

40  
41 Mr. Thomas next addressed the site at 1800 Ravine Road, asking for the  
42 continuation of the special exception permit for another year. Mr. Thomas showed an  
43 aerial photo of the site, noting that much of the parcel has been sold, including some sold to  
44 Superior Gravel and 28 acres sold to the Kalamazoo Public Schools. Consumers has  
45 retained 30 -35 acres in the rear of the site, with a 66 foot easement retained to Ravine  
46 Road. Consumers is asking to keep the mining permit active.

1 Chairman VanderKlok asked how many acres were bonded now? Patrick Hudson  
2 said that 71 acres were bonded. Mr. Rothrock asked if reclamation is needed on the acreage  
3 retained. Mr. Thomas said that Statler had bonded for the reclamation. Mr. Rothrock  
4 asked if there was much area left to be mined. Mr. Thomas said that there may be, but not  
5 at this time. He also confirmed that they will not do reclamation of setbacks between their  
6 site and Superior Gravel's site.  
7

8 The Planning Commission the status of the mine and the current need for  
9 reclamation. Chairman VanderKlok said that no inspection had been done as there is no  
10 active mining at present. Mr. Thomas confirmed that there was adequate bonding to cover  
11 the area not yet reclaimed.  
12

13 There being no further Planning Commission discussion, motion was made by Mr.  
14 Rothrock, seconded by Mr. Chapman to approve the continuation of the special exception  
15 use permit for Consumers Concrete at 1800 Ravine for another year, subject to the  
16 following conditions:  
17

- 18 1. The operation shall continue to meet and comply with all previous limitations  
19 and conditions.
- 20 2. Bonding requirements must be kept current and proof of same provided to  
21 the Township.
- 22 3. Liability insurance must be kept current and proof of same provided to the  
23 Township.
- 24 4. The approval is for Consumers 30 – 35 acres and the retained easement  
25 located on the west of the property.  
26

27 The motion passed unanimously.  
28

29 **5.b. Hillside Gravel Pit – 2702 Ravine Road**  
30

31 Don Balkema, operator, distributed an aerial photo for the Planning Commission's  
32 review. He requested the continuation of the mining permit for another year for the same  
33 area. He is bonded for 4 acres on the southwest corner of the site. He noted that he will  
34 provide copies of his bond, liability insurance and soil erosion control permits to the  
35 Township for the file.  
36

37 Chairman VanderKlok said that he and Mr. Hudson inspected the site and the  
38 mining activity is as depicted on the aerial photo and there were no problems on site.  
39 Chairman VanderKlok asked if the mining activity was close to the floor. Mr. Balkema said  
40 that it looked like they were getting close to the floor, but could not tell for sure.  
41

42 The Planning Commission discussed issues arising from prior operator's activities on  
43 site. Mr. Balkema said that he has cleaned up the site significantly, crushing concrete and  
44 removing it. There was discussion regarding the adjacent houses and ownership of those  
45 houses.  
46

1           There being no further Planning Commission discussion, motion was made by Mr.  
2 Rothrock, seconded by Ms. Milne to approve the continuation of the special exception use  
3 permit for Hillside Gravel Pit at 2702 Ravine for another year, subject to the following  
4 conditions:

- 5
- 6           1. The operation shall continue to meet and comply with all previous limitations  
7           and conditions.
- 8           2. Bonding requirements for 4 acres must be kept current and proof of same  
9           provided to the Township.
- 10          3. Liability insurance must be kept current and proof of same provided to the  
11          Township.
- 12          4. The applicant shall provide copies of his liability insurance and soil erosion  
13          permits to the Township and pay his inspection fee.
- 14

15           The motion passed unanimously.

16

17

18 **5.c. Superior Gravel – 1950 Ravine Road**

19

20           Wes Smith, one of the owners of Superior Gravel, addressed the Planning  
21 Commission. He said that this was the 9<sup>th</sup> time Superior was asking for a continuation of  
22 the mining permit. It was his second time appearing before the Commission, taking over  
23 for Gary Knapp. Mr. Smith handed out a memo and then outlined its provisions. Superior  
24 Gravel has leased this area since 2008. It is currently working on the areas highlighted in  
25 green on the site map he distributed. He noted on the northernmost area that they are  
26 mining gravel in the area along Business Loop 131, but did not process gravel in 2015. They  
27 do plan to process gravel this year. On the southernmost green area, they are mining sand.  
28 They are purchasing the third area (8 acres in size) from Consumers. They are proposing  
29 mining in all green highlighted areas in 2016.

30

31           Mr. Smith said they are also requesting the ability to crush concrete, noting that  
32 Superior Pre-Cast Concrete generates concrete and that there is a good demand for crushed  
33 concrete.

34

35           Mr. Smith said that Superior Gravel has done more reclamation around the radio  
36 towers and that it is now clear that the towers are remaining on site. He noted that he  
37 inspected the berm along Business Loop 131 with Chairman VanderKlok and Mr. Hudson  
38 and it is a 1:1 slope. Mr. Smith wants to keep the berm at that slope, as it discourages  
39 drivers crossing the slope to enter the site for in order to steal cooper wire, etc. He also  
40 said that they plan to reclaim 2 acres this year: 1) the area where sand mining now (A-3  
41 shown on the drawing) and 2) the northeast corner of the Azon property, where they  
42 mistakenly encroached on neighboring site. Mr. Smith said that he has had an on-site  
43 meeting with Azon and have agreed to how the Azon site will be reclaimed.

44

45           Mr. Smith said they have received one complaint this year about dust. The complaint  
46 was anonymous. Mr. Smith said that he has submitted the soil erosion permit, copies of  
47 proof of insurance, his bond is good through March 2017 and he has paid his inspection fee.

1  
2 Chairman VanderKlok complimented Mr. Smith for being forthright about the  
3 inadvertent trespass on the Azon site. He noted it is a very narrow access to get to the  
4 Superior site. Chairman VanderKlok also clarified that the sale of the 8 acres from  
5 Consumers Concrete was in process, but was not finalized yet. Chairman VanderKlok felt  
6 that this purchase would provide better access to the back of the property. Chairman  
7 VanderKlok also said that he was concerned about reclamation work going on around the  
8 towers (and the supporting guy wires). He noted he had been contacted by the landlord  
9 that day expressing concerns about mining around the towers. Mr. Smith said that they do  
10 not plan to go closer to the towers than the reclamation activities. Chairman VanderKlok  
11 asked if when the purchase of the 8 acres was completed, if Superior would move the  
12 driveway. Mr. Smith said that they would move the driveway.  
13

14 The Planning Commission discussed with Mr. Smith their concerns about the  
15 proximity of the towers/guy wires to the driveway, mining area and reclamation area. They  
16 also discussed the slope of the berm and reclamation timelines. Mr. Smith said that they  
17 are bonded for mining 8 acres.  
18

19 Chairman VanderKlok asked if Superior Gravel is part owner of Superior Precast.  
20 Mr. Smith said they were not. Mr. Smith did confirm that Superior Gravel will crush  
21 concrete produced by Superior Precast. The Planning Commission discussed the hours  
22 for concrete crushing and the sloping of reclaimed areas. Chairman VanderKlok noted  
23 that Mr. Hudson recommended in his memo that this site be reviewed again in October  
24 2016 for compliance. Mr. Leuty noted that Exhibit B showed that no mining had occurred  
25 within 50 feet of the guy wires.  
26

27 There being no further Planning Commission discussion, motion was made by Mr.  
28 Rothrock, seconded by Ms. Milne to approve the continuation of the special exception use  
29 permit for Superior Gravel for gravel mining and concrete crushing at 1950 Ravine for  
30 another year, subject to the following conditions:  
31

- 32 1. The operation shall continue to meet and comply with all previous limitations  
33 and conditions.
- 34 2. Bonding requirements for 8 acres must be kept current and proof of same  
35 provided to the Township.
- 36 3. Liability insurance must be kept current and proof of same provided to the  
37 Township.
- 38 4. Reclamation of parcel A-3 and the northeast corner of the Azon property shall  
39 take place in 2016.
- 40 5. Applicant will return to the Planning Commission for additional review in  
41 October 2016 regarding the reclamation around the towers and repairs made  
42 in that area. Reclamation will include seeding north of the towers on parcel  
43 A-2.  
44

45 The motion passed unanimously.  
46  
47

1  
2 **ITEM 6 PUBLIC HEARINGS**

3  
4 None

5  
6 **ITEM 7 OLD BUSINESS**

7  
8 None

9  
10 **ITEM 8 NEW BUSINESS**

11  
12 None

13  
14 **ITEM 9 OPEN DISCUSSION**

15  
16 **9.a.** Correspondence Received.

17  
18 The Planning Commission received correspondence from Chris Doozan, McKenna  
19 Associates, regarding proposed changes to the RM-2 zoning district to allow live work units  
20 and other combinations of residential, office and commercial uses.

21  
22 **9.b.** Planning Commission Members.

23  
24 Chairman VanderKlok reminded the Planning Commission of the special meeting on  
25 June 8 for the public hearing on the proposed new zoning ordinance.

26  
27 **9.c.** Members of the Audience

28  
29 None

30  
31 **ITEM 10 REPORT OF TOWNSHIP BOARD REPRESENTATIVE**

32  
33 Mr. Leuty advised that the Township Board was applying for a grant to install  
34 cameras in the parking lot. He also advised that the Township Board had accepted for first  
35 reading the ordinance to rezone the Davenport College site.

36  
37 He also updated the Planning Commission on the Township's progress on sidewalk  
38 installation, noting that the project is going out to bid.

39  
40  
41 **ITEM 11 REPORT OF ZONING BOARD OF APPEALS REPRESENTATIVE**

42  
43 Chairman VanderKlok reported that the ZBA will hold a special meeting on June 6 to  
44 review a site plan for a new leasing building at the Landings Apartments.

1 **ITEM 12 COMMENTS FROM PLANNING COMMISSION MEMBERS**

2  
3 Mr. Talbot updated the Commission on activities in the Eastwood neighborhood.

4  
5 Chairman VanderKlok advised that he would resign from the Planning Commission  
6 following adoption of the new Zoning Ordinance.

7  
8 Mr. Rothrock noted that the Township was starting road work in his area. He also  
9 said that a manhole near his house had not been repaired, despite repeated requests, and  
10 that a neighbor fell through the manhole. He repeated his concerns about high grass in his  
11 neighborhood. Last, he expressed his frustration with the Police Department that his wife  
12 had witnessed an assault and battery at King Westwood School, had reported this to the  
13 Police Department and nothing was done.

14  
15 **ITEM 13 REPORT OF PLANNER AND ZONING ADMINISTRATOR**

16  
17  
18 **ITEM 14 REPORT OF TOWNSHIP ATTORNEY**

19  
20 None.

21  
22 **ITEM 15 ADJOURNMENT**

23  
24 There being no further business, Ms. Milne made a motion to adjourn, seconded by  
25 Mr. Rothrock. The motion carried unanimously and the meeting was adjourned at 8:50  
26 p.m.

27  
28  
29  
30 **KALAMAZOO TOWNSHIP**  
31 **PLANNING COMMISSION**

32  
33  
34 \_\_\_\_\_  
35 Robert Talbot, Secretary  
36 1720 Riverview Drive  
37 Kalamazoo, MI 49004  
38 (269) 381-8080  
39

1 KALAMAZOO CHARTER TOWNSHIP PLANNING COMMISSION

2  
3 MINUTES OF SPECIAL MEETING HELD JUNE 8, 2016

4  
5 A special meeting of the Kalamazoo Charter Township Planning Commission was held on  
6 June 8, 2016 at the Kalamazoo Township Hall commencing at 7:00 p.m.

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

14  
15 Members Absent: Henry Dingemans

16  
17 Also present were Catherine Kaufman, Township Attorney, Rebecca Harvey and Chris  
18 Doozan, McKenna Associates, Township Zoning Administrator Patrick Hudson and 8  
19 members of the audience.

20  
21 ITEM 1 CALL TO ORDER

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

24  
25 ITEM 2 ROLL CALL AND RECOGNITION OF VISITORS

26  
27 Chairman VanderKlok called the roll and advised that Commissioner Dingemans was  
28 not in attendance. Motion was made by Mr. Rothrock, seconded by Ms. Milne to excuse  
29 Commissioners Dingemans' absence. The motion passed unanimously.

30  
31  
32 ITEM 3 APPROVAL OF MEETING MINUTES FOR JUNE 2, 2016

33  
34 Chairman VanderKlok said that the draft minutes of the June 2 meeting had not  
35 been prepared yet. Motion was made by Mr. Rothrock, seconded by Ms. Milne to hold  
36 approval of the June 2, 2016 regular Planning Commission meeting minutes until the next  
37 regular meeting. The motion passed unanimously.

38  
39 ITEM 4 APPROVAL OF AGENDA FOR JUNE 8, 2016 SPECIAL MEETING

40  
41 There being no corrections to the agenda, Chairman VanderKlok accepted the agenda  
42 as presented.

43  
44 ITEM 5 SCHEDULED REVIEWS

45  
46 None

47  
48 ITEM 6 PUBLIC HEARINGS

1  
2 6.a Public Hearing on Proposed New Zoning Ordinance and Map  
3

4 Chairman VanderKlok said that the Planning Commission had been working for 1½  
5 years on the new Zoning Ordinance and Map. He introduced Chris Doozan and Rebecca  
6 Harvey from McKenna Associates, the consulting firm hired by the Township to assist in  
7 the preparation of the new ordinance and map.  
8

9 Mr. Doozan presented an overview of the Zoning Ordinance update process, noting  
10 that the process began a year ago. McKenna Associates worked with a subcommittee  
11 consistent of the Township Supervisor, Chairman VanderKlok, the Township  
12 Planner/Zoning Administrator, Township Attorney and McKenna Associates. Mr. Doozan  
13 said that the existing Zoning Ordinance was adopted in 1947 and had been amended many  
14 times since then. It was appropriate now to prepare a new Zoning Ordinance to modernize  
15 the format and provisions, to come into compliance with current law and to incorporate  
16 current best practices. He also said issues of blight and zoning enforcement will be included  
17 in the new Zoning Ordinance.  
18

19 Mr. Doozan said that there had been substantial preliminary work done in this  
20 process, including a technical review of the existing Ordinance; a field survey to determine  
21 how well the Zoning Ordinance achieves the Goals and Objectives of the Master Plan; a  
22 review of ZBA minutes regarding recurring issues; a review of the Master Plan; and an  
23 annotated outline of the new Zoning Ordinance. Mr. Doozan said that each chapter of the  
24 new Zoning Ordinance was reviewed two times, first by subcommittee and then by the full  
25 Planning Commission, for a dual review process. Throughout the ongoing review, revisions  
26 were made to the draft text and map.  
27

28 Mr. Doozan said that by law, the Planning Commission must hold a public hearing  
29 and then make a recommendation on the Zoning Ordinance to the Township Board.  
30 Thereafter, the Township Board would adopt the new Zoning Ordinance and map. The  
31 goals for the process were:  
32

- 33 1. Reduce the number of zoning districts. Mr. Doozan displayed a chart showing the  
34 consolidation and renaming of existing zoning districts to proposed new zoning  
35 districts. Additionally, three zoning districts were deleted (Open Space, Parking  
36 and D1.
- 37 2. A simple outline/structure was used for the new Zoning Ordinance. Graphics were  
38 also incorporated. Mr. Doozan said that Article 1 is Rules of Construction and  
39 Definitions; Articles 2 through 9 are General Regulations; Articles 11 – 25 are  
40 District regulations; Article 25 is the schedule of regulations; Article 27 is  
41 Administration and Article 28 contains severability, repeal and effective date  
42 provisions.  
43

44 Mr. Doozan also pointed out the changes on the proposed zoning map, which is  
45 incorporated into the Zoning Ordinance. He identified the residential zoning districts,  
46 including R-1, R-2, RM-1, RM-2, RM-3 and discussed the varying minimum lot sizes and  
47 uses allowed in each district. He also discussed the MHP district, noting that there are 4 or  
48 5 areas shown as MHP on the new zoning map. He next highlighted the proposed

1 commercial districts, C-1 and C-2, noting that C-1 allowed a variety of office and commercial  
2 uses to serve the adjacent area, while C-2 was a corridor commercial district. Mr. Doozan  
3 explained the I-1 (Light Industrial) and I-2 (General Industrial) zoning districts, noting the  
4 consolidation into two industrial districts. Last, Mr. Doozan explained a Planned Unit  
5 Development (PUD) would now be a zoning district and would replace the MUD  
6 classification. At present, there are two areas that will be rezoned to PUD so as to reflect  
7 their existing approved status – the Kalamazoo County Fairgrounds and the Todd property  
8 on West Main Street.

9  
10 Chairman VanderKlok thanked Mr. Doozan for his presentation **and for McKenna's**  
11 excellent service during the Zoning Ordinance Update process.

12  
13 Chairman VanderKlok noted that the Planning Commission was in receipt of a letter  
14 from Jon Start, 318 Cherry Hill, dated June 7, 2016. Mr. Rothrock read the letter into the  
15 record.

16  
17 Chairman VanderKlok opened the public hearing at 7:20 p.m.

18  
19 Steve Terranella, 1616 Academy Street, in the City of Kalamazoo, addressed the  
20 Commission. Mr. Terranella said that he has served on a committee since 2008 to develop  
21 design standards for the West Main Hill business district. The committee is made up of  
22 representatives from the Township, the City, MDOT and K College. The committee feels  
23 that there are three main issues for the West Main Hill area: appearance of the structures  
24 in the area (which runs from Prairie to Gilkinson), attracting more businesses and  
25 increasing the feeling of safety for pedestrians. He noted that the recession interrupted the  
26 **committee's work, but that the committee is working together again. He said that the**  
27 proposed mixed use designation in the new Zoning Ordinance will help with development,  
28 as mixed commercial or office and residential uses will be allowed.

29  
30 Mr. Terranella said his concerns are: 1) slowing down traffic he asked that the Planning  
31 Commission consider setbacks in the older developed areas such as West Main Hill, as it is  
32 understood that buildings that are closer to the street will help slow traffic; 2) signage,  
33 landscaping and screening: the committee is interested in uniformity and aesthetic  
34 standards along West Main. He said that the committee has gotten the Hilltop signage  
35 installed. Mr. Terranella feels the area has a lot of potential, including addition of K  
36 College dorms and a possible admission center.

37  
38 Sandra Smokoska, 110 Nelson Avenue, Kalamazoo Township, said she is working with  
39 Mr. Terranella regarding the West Main Hill improvement area. She echoed Mr.  
40 **Terranella's comments. She said there is ongoing interest in this area and the committee**  
41 wants the neighborhoods to look their best. The committee is concerned about ordinances,  
42 especially regarding required maintenance and upkeep of residential and business areas.  
43 She has filed numerous ordinance violation forms with the Township but has not seen much  
44 follow up. She is glad that the new Zoning Ordinance will be straightforward. She wants the  
45 new Zoning Ordinance to be enforced.

46  
47 Albert Ross Sr. said he and his son do not live in Kalamazoo Township but are  
48 considering opening a business in the Township. They are interested in investing in a

1 property near 131, for a medical marijuana dispensary. Mr. Ross said that the issue of  
2 legalizing marijuana may be on the November 2016 ballot for voter approval. He said that  
3 he and his son have identified a building at 4023 Douglas (Halfmoon Bar) that they would  
4 like to buy. However, before doing that, they would like to know if the future zoning will be  
5 commercial. Chairman VanderKlok said the proposed zoning for that property is C-1. Mr.  
6 Doozan said at this time, medical marijuana dispensaries are prohibited in the new zoning  
7 ordinance. Attorney Kaufman spoke of pending legislation that may pass, which would  
8 allow a municipality to determine if it wants to allow medical marijuana provisioning  
9 centers (dispensaries), testing facilities or other facilities. If the pending legislation passes,  
10 the Township would need to decide if it wanted to allow any medical marijuana facility and,  
11 if so, how many, what types and upon what terms.

12  
13 Steve and Kelly Henry addressed the Planning Commission. They are the owners of 2  
14 four-plex buildings (3622 and 3630 Douglas). Mr. Henry gave the background of their  
15 ownership and improvements and advising that in order to get financing on the buildings,  
16 so as to continue his improvements, the new zoning district must allow multi-family uses as  
17 permitted uses. Currently, the four-plexes are nonconforming uses and he cannot obtain  
18 financing on them. He asked how the proposed zoning was assigned to the new map.  
19 Chairman VanderKlok said that the proposed zoning was transferred from the existing  
20 zoning in most cases. Mr. Henry said his four-plex buildings were constructed in 1981 and  
21 were allowed at that time. They are not converted single family units. They are located  
22 across from the trailer park. He said that since he took over these units, he has evicted the  
23 prior tenants and worked on attracting tenants that are employed. He does a thorough  
24 background check on prospective tenants. He is improving the properties and has raised  
25 rents to a mid-range level (\$550 per month). He has registered them as rental units with  
26 the Township. He keeps the property up. He is asking the Planning Commission to have  
27 the new zoning classification for these properties allow multi family units as a permitted  
28 use.

29  
30 Mr. Terranella asked about the RM-2 designation proposed for West Main Street. He is  
31 concerned that it may cause problems for existing businesses in terms of non-conformities.  
32 He asked the Planning Commission to consider these implications.

33  
34 The Planning Commission discussed possible non-conformities that may be created if  
35 the West Main Hill area is zoned RM-2, including the Dollar Store, Muffler Shop, etc. If the  
36 area was rezoned to C-1 or C-2, all uses would be allowed but such zoning would not  
37 necessarily serve as a transition area between residential and commercial areas.

38  
39 Mark Miller, 122 Sydelle Avenue, asked the Planning Commission about the proposed  
40 R-1 zoning classification for the front of the Greenhill Apartments on West Main, while the  
41 balance of the property will be zoned RM-1. The Planning Commission and Mr. Doozan  
42 reviewed the proposed zoning map and concluded that the R-1 was most likely a mistake.

43  
44 Kelly Henry, owner of 3622 and 3630 Douglas, submitted a letter to the Planning  
45 Commission regarding their ownership of the four-plex buildings and requesting a zoning  
46 classification that would permit multi-family uses.

47  
48 There being no further public comment, Chairman VanderKlok closed the public

1 hearing at 7:50 p.m.

2  
3 Chairman VanderKlok said that he thinks the four-plexes on Douglas Avenue are  
4 established and the zoning should reflect that. With regards to the West Main Hill area, he  
5 wonders if the Planning Commission favors allowing a mix of businesses and residential  
6 moving westward, until the area transitions to primarily commercial. Or would it be better  
7 to rewrite the C-1 and C-2 provisions to include residential uses. He is concerned with  
8 creating non-conformities.

9  
10 Mr. Rothrock distributed a memo summarizing his thoughts on the West Main Hill  
11 area. He said that he thought it would be a good idea to revise the C-1 and C-2 zoning  
12 districts to allow residential uses. He said that the City of Kalamazoo allows mixed uses and  
13 the Township needs to be cognizant of that. The current Master Plan shows commercial in  
14 the area, although some of the sites are brownfield sites and may be difficult to develop.  
15 Also, he feels that some of the higher end uses have left and have not been replaced with  
16 uses of equal caliber. He favors slowing down traffic in the area. Mr. Rothrock noted that  
17 the 2015 Strategic Plan favors allowing mixed uses. The 2013 Master Plan proposed a  
18 Corridor Improvement Authority in the West Main Hill area. Commercial development is  
19 recognized and accepted in the West Main Hill area. He feels that the proposed RM-2  
20 zoning only allows low intensity commercial uses, which may not be enough for this area.  
21 He is not in favor of the proposed revisions to the zoning ordinance text and/or map as  
22 delineated in **McKenna's memo dated 5/23/16, which was provided to the Planning**  
23 **Commission tonight.** He feels the most appropriate approach is adding residential uses to  
24 the C-1 and C-2 zoning districts, to allow for mixed uses in commercial districts.

25  
26 Mr. Leuty said that last year, the Township amended the Zoning Ordinance to allow  
27 mixed uses in the C-1, C-2, RM-2, B2 and B3 zoning districts. Mr. Doozan said that it may  
28 not be recommended to add residential uses as permitted uses in the proposed C-2 zoning  
29 district, as that district is intended for more intensive commercial uses, while it may be  
30 appropriate to allow them in C-1. He asked if the Planning Commission wanted the  
31 proposed rezoning on West Main Street east of Gilkinson to be C-1.

32  
33 The Planning Commission had discussion on regarding creation of non-conformities,  
34 proposed setbacks for the RM-2 and C-1 districts, the ability to have a restaurant serving  
35 alcohol in the C-1 district, and the most appropriate zoning for the West Main Hill area.  
36 Ms. Harvey said that adding mixed uses would be allowing a mix of uses in a single  
37 building, versus allowing a detached single family home in a commercial zoning district.  
38 She felt that the C-2 district should stay solely commercial. She asked if the Planning  
39 Commission was comfortable with the C-1 district as proposed, or would it like to consider  
40 design guidelines for the C-1 district. She noted that RM-2 has design guidelines, which  
41 distinguishes it from C-1. Mr. Doozan noted that he proposed revised setbacks for the RM-  
42 2 district which would apply only in the West Main Hill area, to allow development closer to  
43 the street and to work with existing conditions, as well as a desire to slow traffic in the area.

44  
45  
46 The Planning Commission deliberated regarding the recommended zoning for the West  
47 Main Hill area. Ms. Harvey recommended that a mix of uses be allowed, because that is the  
48 existing development pattern, but that design guidelines be adopted. This would help

1 achieve the desired end result. She cautioned against rewriting zoning district provisions  
2 and/or rezoning this area to C-1 in order to accommodate three existing businesses, unless  
3 those three businesses represent the form and intensity of development that the Planning  
4 Commission hopes to achieve in this area. Ms. Harvey also cautioned against revising the  
5 C-1 and C-2 districts to the extent that there was very little distinguishing them from the  
6 RM-2, which she felt would undermine the attempt to develop a mixed use corridor.  
7

8 The Planning Commission had questions on what would happen to the Dollar Tree  
9 store if it became non-conforming. Mr. Doozan it is important to set the tone for the types  
10 of land uses that the Township wants, versus writing ordinances to facilitate existing  
11 development (unless it is the desired form of development).  
12

13 **Ms. Harvey called the Planning Commission's attention to Mr. Doozan's memo of**  
14 **5/23/16 discussing live work units, in regards to the proposed RM-2 zoning.** Chairman  
15 VanderKlok accepted the memo and included it in the record.  
16

17 Mr. Rothrock said he is uncomfortable with the proposed RM-2 zoning for West Main  
18 Hill and that he prefers a straight commercial zoning for this area. He is also very  
19 concerned with growing areas of blight. Mr. Doozan said he felt that the RM-2 zoning is  
20 **more in line with the Township's vision for West Main Hill.** There was Planning  
21 Commission discussion on what properties might become nonconforming. Mr. Doozan  
22 also pointed out that some properties would become conforming.  
23

24 Mr. Hudson brought up that although the standards for retail were not to exceed 5,000  
25 square feet, larger structures might be able to be divided so as to meet this requirement.  
26

27 Motion was made by Mr. Leuty, seconded by Ms. Milne to recommend the proposed  
28 zoning of the West Main Hill area (Prairie to Gilkinson) be RM-2, that revised setbacks be  
29 developed for this area, that the purpose section of the RM-2 zoning district be revised to  
30 include reference to live/work units and that proposed zoning map remain as drafted. The  
31 motion passed unanimously.  
32

33 Mr. Doozan said he would revise the Zoning Ordinance text as directed, for the  
34 **Planning Commission's review at its next meeting.**  
35

36 The Planning Commission continued its discussions about residential setbacks and the  
37 area on Douglas with the four-plexes. Mr. Henry said that there is approximately 4 acres in  
38 the area that is developed with the four-plexes and adjacent vacant land. He also noted  
39 that mortgage lenders are very leery of lending if there is a provision that nonconforming  
40 structures cannot be rebuilt if they are more than 50% destroyed.  
41

42 After discussion, motion was made by Mr. Leuty, seconded by Ms. Milne to recommend  
43 that minimum side yard setbacks in the R-1 and R-2 zoning districts be 5 feet. The motion  
44 passed unanimously.  
45

46 Motion was made by Mr. Leuty, seconded by Ms. Milne to recommend that the area of  
47 Douglas Avenue with the existing four-plexes be rezoned to RM-1. The motion passed  
48 unanimously.

1  
2        Motion was made by Mr. Rothrock, seconded by Ms. Milne to add mixed uses (allowing  
3 mix of commercial and residential uses in the same building) to the C-1 zoning district text.  
4 The motion passed unanimously.

5  
6        The Planning Commission continued its discussion by noting that pole signs have been  
7 recommended to be removed from the Zoning Ordinance; five foot sidewalks are  
8 recommended; and focusing wind turbines to industrial areas because of the potential for  
9 harm if one fails will be considered.

10  
11 ITEM 7        OLD BUSINESS

12  
13 7.a.    Planning Commission consideration of Proposed New Zoning Ordinance  
14        and Zoning Map

15  
16        Motion was made by Mr. Rothrock, seconded by Mr. Chapman to place consideration  
17 **of the revised Zoning Ordinance and map on the Planning Commission’s agenda for July 7.**  
18 The motion passed unanimously.

19  
20 ITEM 8        NEW BUSINESS

21  
22 8.a    None

23  
24 ITEM 9        OPEN DISCUSSION

25  
26 9.a.    Correspondence Received  
27        None

28  
29 9.b.    Planning Commission Members  
30        Chairman VanderKlok thanked the members of the public for attending.

31  
32 9.c.    Audience Comments  
33        None

34  
35 ITEM 10       REPORT OF TOWNSHIP BOARD REPRESENTATIVE

36  
37        Mr. Leuty said that the Board considered the non-motorized grant application at its  
38 recent meeting.

39  
40 ITEM 11       REPORT OF ZBA REPRESENTATIVE

41  
42        Chairman VanderKlok said that the ZBA approved a site plan for the Kalamazoo  
43 Rugby Club for a rugby field.

44  
45 ITEM 12       COMMENTS FROM PLANNING COMMISSIONERS

46  
47        Mr. Rothrock and Ms. Milne submitted their resignations, effective following the  
48 **Planning Commission’s final action on the new Zoning Ordinance and map.**

1  
2 ITEM 13 REPORT OF PLANNER AND ZONING ADMINISTRATOR

3  
4 None

5  
6 ITEM 14 REPORT OF TOWNSHIP ATTORNEY

7 None

8  
9 ITEM 15 ADJOURNMENT

10  
11 There being no further business, Mr. Rothrock made a motion to adjourn, seconded  
12 by Ms. Milne. The motion carried unanimously and the meeting was adjourned at 8:55  
13 p.m.

14  
15  
16 KALAMAZOO TOWNSHIP  
17 PLANNING COMMISSION

18  
19 \_\_\_\_\_  
20 Robert Talbot, Secretary  
21 1720 Riverview Drive  
22 Kalamazoo, MI 49004  
23 (269) 381-8080  
24



Dear Michigan Township Participating Plan Member:

We are very excited to announce that on April 22, 2016, the Michigan Township Participating Plan Board of Directors approved a dividend distribution to be processed and distributed pro rata to members of our program.

On April 22, 2016 it was determined that the distribution would be \$0.74797892 per qualifying member tied to the member's premium of the 2012-2013 underwriting year (the program's dividend calculation year). Additionally, we are very pleased to inform you actuarial calculations indicate an improved loss ratio for the 2011-2012 underwriting year which brings to you an additional \$0.010408189 percent.

Accordingly, we are pleased to enclose your check for the program's 2012-2013 dividend calculation and additional percentage for the 2011-2012 dividend calculation.

The Michigan Township Participating Plan will continue to work hard in conjunction with our members in continuing to bring growth and benefits to our members in the coming years. **The Board thanks you for your continued loyalty and support!**

If you should have any questions regarding this distribution please contact your Michigan Township Participating Plan agent.

On behalf of the Michigan Township's Participating Plan Board of Directors,

*Ronald E. Reid*  
Ronald E. Reid  
Chairman

# MICHIGAN TOWNSHIP PAR PLAN

9791

VENDOR NO: M111088

NAME: KALAMAZOO CHARTER TWP-KALAMAZOO

CHECK DATE: 5/23/2016

REFERENCE	INV DATE	INV DESCRIPTION	GROSS AMOUNT	DISCOUNT TAKEN	NET AMOUNT PAID
MTPP 2011/2012 ADD	5/18/2016	Program Dividend Recipient	955.78	0.00	955.78
MTPP 2012/2013	5/18/2016	Program Dividend Recipient	7,028.68	0.00	7,028.68
TOTAL >			7,984.46	0.00	7,984.46

THIS CHECK IS VOID WITHOUT A BLUE & RED BACKGROUND AND A WATERMARK - HOLD UP TO THE LIGHT TO VERIFY

## MICHIGAN TOWNSHIP PAR PLAN

1700 OPDYKE CT.  
AUBURN HILLS, MI 48326  
(248) 371-3100

FIRSTMERIT  
FLINT, MI 48502  
74-521724

9791

DATE	5/23/2016
AMOUNT	***7,984.46

PAY TO THE ORDER OF Seven Thousand Nine Hundred Eighty-Four and 46/100\*\*\*\*\*

KALAMAZOO CHARTER TWP-KALAMAZOO  
1720 RIVERVIEW DRIVE  
KALAMAZOO, MI 49004

*Patricia Banks*

CHECK IS PRINTED ON SECURITY PAPER WHICH INCLUDES A MICROPRINT BORDER & FLUORESCENT FIBERS

⑈009791⑈ ⑆072400528⑆ 00605212⑈



# coming soon...

## **What are the 'hot' zoning issues in your area? We'll discuss at MTA's August workshops**

Join MTA for a how-to guide and real-life practical experiences at the summer's hottest workshop series, *Hot Topics in Planning & Zoning*. This program identifies emerging issues and is a must for planning commissioners, township board members and zoning administrators. The content is sure to hit home with attendees—we'll be targeting the topics covered to the various areas around the state where the workshop is held.

Registration and dinner begin at 4 p.m.; the class is held from 5 to 8:30 p.m. on Aug. 2 in Lawrence, Aug. 10 in Frankenmuth, Aug. 17 in Grayling, and Aug. 30 in White Cloud.

- Learn what your township can (and can't!) do with its zoning ordinance to address medical marijuana.
- Learn how the Religious Land Use and Institutionalized Persons Act impacts local zoning decisions regarding religious uses.
- Examine zoning preemptions that affect wind turbines, gravel mining, farm operations and wireless towers (including DAS antennas).
- Identify when zoning regulation is limited by the exclusionary rule.
- Understand how special uses and variances may best be used shape your township's present and future land uses.

**Watch your mailbox for the registration brochure!** Can't wait? Download the brochure [here](#) or register [online now](#).



## **Southcentral Michigan Planning Council**

300 South Westnedge Avenue · Kalamazoo, Michigan 49007

Phone: (269) 385-0409 · Fax: (269) 343-3308 · Email: [adams@upjohn.org](mailto:adams@upjohn.org)

### **Southcentral Michigan Regional Highway Safety Study Meeting Invitation**

**June 30, 2016**

**9:00 a.m.**

**Kalamazoo Metro Transit  
530 North Rose Street  
Kalamazoo, MI 49007**

The Southcentral Michigan Planning Council, in cooperation with the Michigan Department of Transportation, is working on a Regional Highway Safety Study in the five county Southcentral Michigan Planning Council area. The consultant Hubbell, Roth & Clark is completing the study.

You, as regional safety stakeholders, are invited to a meeting to see the traffic crash analysis showing traffic safety trends in our region. There will be time to ask questions and provide input to help move the study forward. The goal is to make the resulting report a document that can be used as a basis for addressing traffic safety improvements in our region and support the Michigan Strategic Highway Safety Plan.

We hope you can make time to attend. Please let the Kalamazoo Area Transportation Study know by June 27, 2016 if you are able to do so. If you have questions on this please contact:

Jonathan Start  
Kalamazoo Area Transportation Study  
5220 Lovers Lane, Suite 110  
Portage, MI 49002  
269 343-0766  
[jrstart@katsmpo.org](mailto:jrstart@katsmpo.org)

Principals

Dale J. Abraham, CPA  
Steven R. Kirinovic, CPA  
Aaron M. Stevens, CPA  
Eric J. Glashouwer, CPA  
Alan D. Panter, CPA  
William I. Tucker IV, CPA



3511 Coolidge Road  
Suite 100  
East Lansing, MI 48823  
(517) 351-6836  
FAX: (517) 351-6837

Board of Trustees  
Charter Township of Kalamazoo  
Kalamazoo County, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Kalamazoo (the Township) for the year ended December 31, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 27, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Charter Township of Kalamazoo are described in Note 1 to the financial statements. As described in Note 16 to the financial statements, the Township adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - An Amendment of GASB Statement No. 68*, during the fiscal year ended December 31, 2015. Accordingly, the effect of the accounting change is reported in the applicable financial statements. We noted no transactions entered into by the Township during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities, business-type activities, and aggregate remaining fund information is:

Management's calculation of depreciation expense for the current period is based on an estimate of the useful lives of the capital assets.

The most sensitive estimates affecting the governmental activities are:

Management's calculation of the percentages for current and noncurrent compensated absence payments is based on an estimate of the percentage of employees' use of compensated absences.

Management's calculation of the net pension liability is based on an actuarial study which utilized certain actuarial assumptions and estimations.

Management's calculation of the net post-employment benefits obligation and changes therein is based on the use of the alternative measurement method permitted by GASB Statement No. 45 for employers in plans with fewer than one hundred total plan members. The alternative measurement method incorporates various assumptions and estimations.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Misstatements were not detected as a result of our audit procedures.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated June 8, 2016.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Township's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Township's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, and pension and other post-employment benefit schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the members of the Board of Trustees of the Charter Township of Kalamazoo and is not intended to be, and should not be, used by anyone other than these specified parties.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

June 8, 2016

*Charter Township of Kalamazoo  
Kalamazoo County, Michigan*

**FINANCIAL STATEMENTS**

*Year ended December 31, 2015*

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**INDEPENDENT AUDITOR'S REPORT**

Principals

Dale J. Abraham, CPA  
Steven R. Kirinovic, CPA  
Aaron M. Stevens, CPA  
Eric J. Glashouwer, CPA  
Alan D. Panter, CPA  
William I. Tucker IV, CPA



3511 Coolidge Road  
Suite 100  
East Lansing, MI 48823  
(517) 351-6836  
FAX: (517) 351-6837

INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Charter Township of Kalamazoo  
Kalamazoo County, Michigan

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Kalamazoo, Michigan (the Township), as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements, as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Charter Township of Kalamazoo, Michigan, as of December 31, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Changes in Accounting Principles**

As discussed in Note 16 to the financial statements, the Township implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, during the year. As a result, the financial statements now recognize the Township's unfunded defined pension benefit obligation as a liability for the first time and more comprehensively and comparably measures the annual costs of pension benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplemental information (RSI). Our opinions are not modified with respect to this matter.

The Township also implemented GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - An Amendment of GASB Statement No. 68*, during the year. As a result, the Township recognized a beginning deferred outflow of resources for its pension contributions made subsequent to the measurement date of the beginning net pension liability. Our opinions are not modified with respect to this matter.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and pension and OPEB schedules, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements. The combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Abraham & Gaffney, P.C.*

ABRAHAM & GAFFNEY, P.C.  
Certified Public Accountants

June 8, 2016

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

The following discussion and analysis is intended as a narrative overview of the Charter Township of Kalamazoo's operations over the fiscal year and its financial condition on December 31, 2015. Please read it in conjunction with the Township's financial statements.

### **FINANCIAL HIGHLIGHTS**

- The Township's total net position decreased \$172,874 (less than 1 percent) as a result of this year's operations.
- Of the \$23,641,441 total net position reported, \$2,548,176 is unrestricted.
- The General Fund's unassigned fund balance at the end of the fiscal year was \$3,037,555, which represents 42 percent of the actual total General Fund expenditures for the fiscal year.

### **Overview of the financial statements**

This discussion and analysis introduces the Township's basic financial statements that follow this section. These financial statements are presented to comply with Governmental Accounting Standards Board (GASB) Statement No. 34. The Township's annual report is comprised of four parts: management's discussion and analysis, the basic financial statements, required supplementary information, and an optional section that presents combining statements for nonmajor governmental funds. The basic financial statements include two kinds of statements that present different views of the Township:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the Township's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the Township government, reporting the Township's operations in more detail than the government-wide financial statements.
  - Governmental funds statements explain how general government services, like public works and public safety, were financed in the short-term, as well as what remains for future spending.
  - Proprietary funds statements offer short-term and long-term financial information about the activities the government operates like a business. The Township has one proprietary fund to account for its golf course.
  - Fiduciary funds statements provide information about the financial relationships in which the Township acts solely as an agent for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by sections of required supplementary information and other supplementary information that further explain and support the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2015 and 2014 is also presented.

### **Government-wide financial statements**

The government-wide financial statements report information about the Township as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Township's assets and deferred outflows of resources, and liabilities and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Township's net position and how it has changed. Net position (the difference between the Township's assets and deferred outflows of resources, and liabilities and deferred inflows of resources) is one way to measure the Township's financial health, or position.

- Over time, increases or decreases in the Township's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Township, you need to consider additional nonfinancial factors, such as changes in the Township's property tax base and the condition of the Township's roads.

The government-wide financial statements of the Township are divided into two categories:

- *Governmental activities* - These activities include functions most commonly associated with government (e.g., general government, public safety, public works, etc.). Property taxes and intergovernmental revenues generally fund these services.
- *Business-type activities* - The Township charges fees to customers to help it cover the costs of operating the golf course.

### **Fund financial statements**

The fund financial statements provide more detailed information about the Township's most significant funds - not the Township as a whole. Funds are accounting devices that the Township uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law and by grant agreements.
- The Township Board establishes other funds to control and manage money for particular purposes (like street, water, and sewer improvements) or to show that it is properly using certain taxes and other revenues (like street lighting, recycling, and public safety capital asset revenues).

The Township has three types of funds:

- *Governmental funds*. Most of the Township's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Township's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Proprietary funds*. Services for which the Township charges customers a fee are generally reported in proprietary funds. Proprietary funds statements, like the government-wide statements, provide both long-term and short-term financial information.
- *Fiduciary funds*. These funds are used to account for the collection and disbursement of resources, primarily taxes, for the benefit of parties outside the Township. The Township is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purpose. The Township's fiduciary balances are reported in a separate Statement of Fiduciary Assets and Liabilities. We exclude these activities from the Township's government-wide financial statements because the Township cannot use these assets to finance its operations.

**FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE**

**Net position**

Total net position at the end of the fiscal year was \$23,641,441. However, \$19,282,324 of this total is invested in capital assets and \$1,810,941 is restricted for public safety, public works, and capital outlay. Consequently, unrestricted net position is \$2,548,441, or 11 percent of the total.

*Condensed financial information  
Net position*

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Totals</i>	
	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>
Current and other assets	\$ 22,983,514	\$ 14,765,800	\$ 34,466	\$ 21,713	\$ 23,017,980	\$ 14,787,513
Capital assets	<u>22,034,072</u>	<u>19,113,193</u>	<u>276,135</u>	<u>285,153</u>	<u>22,310,207</u>	<u>19,398,346</u>
Total assets	<u>45,017,586</u>	<u>33,878,993</u>	<u>310,601</u>	<u>306,866</u>	<u>45,328,187</u>	<u>34,185,859</u>
Deferred outflows of resources	<u>484,750</u>	-	-	-	<u>484,750</u>	-
Current and other liabilities	<u>6,392,749</u>	<u>3,903,377</u>	-	-	<u>6,392,749</u>	<u>3,903,377</u>
Long-term debt	<u>10,364,628</u>	<u>9,231</u>	-	-	<u>10,364,628</u>	<u>9,231</u>
Total liabilities	<u>16,757,377</u>	<u>3,912,608</u>	-	-	<u>16,757,377</u>	<u>3,912,608</u>
Deferred inflows of resources	<u>5,414,119</u>	<u>5,023,739</u>	-	-	<u>5,414,119</u>	<u>5,023,739</u>
Net position:						
Net investment in capital assets	<u>19,006,189</u>	<u>19,103,962</u>	<u>276,135</u>	<u>285,153</u>	<u>19,282,324</u>	<u>19,389,115</u>
Restricted	<u>1,810,941</u>	<u>1,412,525</u>	-	-	<u>1,810,941</u>	<u>1,412,525</u>
Unrestricted	<u>2,513,710</u>	<u>4,426,159</u>	<u>34,466</u>	<u>21,713</u>	<u>2,548,176</u>	<u>4,447,872</u>
Total net position	<u>\$ 23,330,840</u>	<u>\$ 24,942,646</u>	<u>\$ 310,601</u>	<u>\$ 306,866</u>	<u>\$ 23,641,441</u>	<u>\$ 25,249,512</u>

**Changes in net position**

The Township's total revenues for 2015 were \$9,050,816. Approximately 42 percent of the Township's revenues comes from property taxes and 30 percent is received as charges for services. About 23 percent of total revenues comes from state revenue sharing.

The total cost of all the Township's programs for 2015, covering a wide range of services, totaled \$9,223,690. About 66 percent of the Township's total costs relates to public safety, while general government and public works represent 18 percent and 13 percent, respectively.

**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

Condensed financial information  
Changes in net position

	Governmental activities		Business-type activities		Totals	
	2015	2014	2015	2014	2015	2014
Net position, beginning of year*						
As previously reported	\$ 24,942,646	\$ 24,341,057	\$ 306,866	\$ 311,816	\$ 25,249,512	\$ 24,652,873
Cumulative effect of change in accounting principle	(1,435,197)	-	-	-	(1,435,197)	-
As restated	<u>23,507,449</u>	<u>24,341,057</u>	<u>306,866</u>	<u>311,816</u>	<u>23,814,315</u>	<u>24,652,873</u>
Program revenues:						
Charges for services	2,706,606	2,724,289	13,028	9,948	2,719,634	2,734,237
Operating grants	97,246	95,550	-	-	97,246	95,550
Capital grants	140,178	526,420	-	-	140,178	526,420
General revenues:						
Property taxes	3,779,743	3,770,680	-	-	3,779,743	3,770,680
State grants	2,043,520	2,065,330	-	-	2,043,520	2,065,330
Franchise fees	208,891	208,534	-	-	208,891	208,534
Investment income	61,604	58,257	-	-	61,604	58,257
Total revenues	<u>9,037,788</u>	<u>9,449,060</u>	<u>13,028</u>	<u>9,948</u>	<u>9,050,816</u>	<u>9,459,008</u>
Expenses:						
General government	1,696,114	1,731,574	-	-	1,696,114	1,731,574
Public safety	6,127,229	6,011,129	-	-	6,127,229	6,011,129
Public works	1,158,239	1,019,048	-	-	1,158,239	1,019,048
Community and economic development	87,418	72,136	-	-	87,418	72,136
Culture and recreation	13,495	13,448	9,293	14,898	22,788	28,346
Interest on debt	131,902	136	-	-	131,902	136
Total expenses	<u>9,214,397</u>	<u>8,847,471</u>	<u>9,293</u>	<u>14,898</u>	<u>9,223,690</u>	<u>8,862,369</u>
Changes in net position	<u>\$ (176,609)</u>	<u>\$ 601,589</u>	<u>\$ 3,735</u>	<u>\$ (4,950)</u>	<u>\$ (172,874)</u>	<u>\$ 596,639</u>
Net position, end of year	<u>\$ 23,330,840</u>	<u>\$ 24,942,646</u>	<u>\$ 310,601</u>	<u>\$ 306,866</u>	<u>\$ 23,641,441</u>	<u>\$ 25,249,512</u>

\*As discussed in Note 16 to the financial statements, the Township adopted the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* in 2015. In connection with the adoption of this Statement, the Township recorded a cumulative effect of a change in an accounting principle in the amount of \$1,435,197 in 2015. As this pronouncement has been adopted prospectively, there was no restatement of the 2014 financial position or results of operations.

**Governmental activities.** Governmental activities decreased the Township's net position by \$176,609 in 2015 compared to a \$601,589 increase in 2014. The Township received \$386,242 less in capital grants in 2015. Total governmental expenses combined were approximately \$366,926 more in 2015 compared to 2014. The difference is primarily due to increases in employee costs due to rate increases for fire and police employees and a \$131,766 increase in interest expense related to interest due on new debt issues in 2015.

The total cost of governmental activities this year was \$9,214,397. After subtracting the direct charges to those who directly benefited from the programs (\$2,706,606) and other operating and capital grants (\$237,424), the "public benefit" portion covered by property taxes, state revenue sharing, and other general revenues was \$6,270,367 in 2015.

**Business-type activities.** Charges for services in the business-type activities for 2015 were \$13,028 compared to \$9,948 last year. Expenses decreased by \$5,605 due to a reduction in maintenance costs.

#### **FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS**

At December 31, 2015, the Township's governmental funds reported a combined fund balance of \$16,404,174, an increase of \$8,036,228 over the prior year.

General Fund revenues of \$7,428,575 exceeded expenditures (\$7,196,680) and transfers out (\$13,000) by \$218,895 in 2015. Fund balance at year end was \$3,599,260.

The Sewer Improvement Fund revenues, comprised of assessments and interest, totaled \$87,560, while expenditures totaled \$34,726. As a result, the fund balance increased by \$52,834. The fund balance was \$3,264,758 at the end of 2015.

The Road Fund, received debt proceeds (\$9,835,527) and interest revenue (\$6,366) during the year, while expenditures amounted to \$2,440,704, causing a \$7,401,189 increase in fund balance. The fund had an ending fund balance of \$7,401,189.

The net position of the Golf Course Fund, the sole proprietary fund, increased by \$3,735, as revenues of \$13,028 exceeded \$9,293 in expenses for the year.

#### **General Fund budgetary highlights**

There were no significant differences between the original and final General Fund budget adopted by the Township Board for 2015.

Revenues were \$84,292 more than anticipated, as charges for services and other revenues exceeded the amounts budgeted by \$76,221 and \$74,249 respectively. Actual expenditures and transfers were \$490,938 less than budgeted. These conditions resulted in a \$575,230 positive budget variance and a \$218,895 increase in fund balance for the year, compared to a \$356,335 budgeted decrease.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital assets**

At December 31, 2015, the Township had invested \$22,463,235, net of depreciation, in various capital assets, including its land, buildings, equipment, and infrastructure.

This year's major capital asset additions included:

- \$2,583,306 for road and sidewalk infrastructure
- \$936,119 for a public safety communication project
- \$496,930 for new vehicles
- \$201,674 for a deposit on a fire truck

More detailed information about the Township's capital assets is presented in Note 5 of the notes to the basic financial statements.

**Debt**

At the end of the fiscal year, the Township had installment purchase notes and bonds payable with balances outstanding in the amount of \$10,364,628, an increase of \$10,355,397. The increase was the result of issuance of new debt in the amount of \$10,970,669, net of premium of \$10,840, and total debt principal payments of \$604,432.

Other long-term obligations consisted of a liability for compensated absences of \$426,654, net pension liability of \$2,009,488, and a net other postemployment benefit obligation of \$2,897,064.

More detailed information about the Township's long-term debt is presented in Note 7, Note 12, and Note 13 of the notes to the basic financial statements.

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

In 2016, the Township plans to primarily use current revenues to provide essential services in order to maintain current fund balances. Property tax revenues are expected to increase in 2016 due to recognition of revenue on the 2015 road levy. The Township continues to review all budget areas for opportunities to reduce expenditures.

**CONTACTING THE TOWNSHIP'S FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of the Township's finances to its citizens, customers, investors, and creditors and to demonstrate the Township's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Ronald E. Reid, Supervisor  
Charter Township of Kalamazoo  
1720 Riverview Drive  
Kalamazoo, MI 49004

Phone: (269) 381-8080

## **BASIC FINANCIAL STATEMENTS**

## STATEMENT OF NET POSITION

December 31, 2015

	<i>Governmental activities</i>	<i>Business-type activities</i>	<i>Totals</i>
<b>ASSETS</b>			
Current assets:			
Cash	\$ 17,419,471	\$ 25,445	\$ 17,444,916
Investments	1,192,749	-	1,192,749
Receivables, net	4,182,620	-	4,182,620
Prepaid items	18,189	9,021	27,210
Total current assets	<u>22,813,029</u>	<u>34,466</u>	<u>22,847,495</u>
Noncurrent assets:			
Receivables, net	170,485	-	170,485
Capital assets not being depreciated	706,422	171,000	877,422
Capital assets, net of accumulated depreciation	<u>21,327,650</u>	<u>105,135</u>	<u>21,432,785</u>
Total noncurrent assets	<u>22,204,557</u>	<u>276,135</u>	<u>22,480,692</u>
Total assets	<u>45,017,586</u>	<u>310,601</u>	<u>45,328,187</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension	<u>484,750</u>	-	<u>484,750</u>
<b>LIABILITIES</b>			
Current liabilities:			
Payables	397,557	-	397,557
Unearned operating assessment revenue	661,986	-	661,986
Current portion of long-term debt	<u>278,662</u>	-	<u>278,662</u>
Total current liabilities	<u>1,338,205</u>	-	<u>1,338,205</u>
Noncurrent liabilities:			
Noncurrent portion of long-term debt	10,085,966	-	10,085,966
Compensated absences	426,654	-	426,654
Net pension liability	2,009,488	-	2,009,488
Net other postemployment benefit obligation	<u>2,897,064</u>	-	<u>2,897,064</u>
Total noncurrent liabilities	<u>15,419,172</u>	-	<u>15,419,172</u>
Total liabilities	<u>16,757,377</u>	-	<u>16,757,377</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Property tax revenues levied for the subsequent year	4,119,678	-	4,119,678
Assessments levied for the subsequent year	<u>1,294,441</u>	-	<u>1,294,441</u>
Total deferred inflows of resources	<u>5,414,119</u>	-	<u>5,414,119</u>
<b>NET POSITION</b>			
Net investment in capital assets	19,006,189	276,135	19,282,324
Restricted for:			
Public safety	263,428	-	263,428
Public works	250,193	-	250,193
Capital outlay	1,297,320	-	1,297,320
Unrestricted	<u>2,513,710</u>	<u>34,466</u>	<u>2,548,176</u>
Total net position	<u>\$ 23,330,840</u>	<u>\$ 310,601</u>	<u>\$ 23,641,441</u>

See notes to financial statements

**STATEMENT OF ACTIVITIES**

Year ended December 31, 2015

	Program revenues				Net (expenses) revenues and changes in net position		
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities	Totals
<b>Functions/Programs</b>							
Governmental activities:							
General government	\$ 1,696,114	\$ 446,398	\$ -	\$ -	\$ (1,249,716)		\$ (1,249,716)
Public safety	6,127,229	1,529,138	88,294	50,775	(4,459,022)		(4,459,022)
Public works	1,158,239	682,695	8,952	89,403	(377,189)		(377,189)
Community and economic development	87,418	48,375	-	-	(39,043)		(39,043)
Culture and recreation	13,495	-	-	-	(13,495)		(13,495)
Interest on long-term debt	131,902	-	-	-	(131,902)		(131,902)
Total governmental activities	9,214,397	2,706,606	97,246	140,178	(6,270,367)		(6,270,367)
Business-type activities - golf course	9,293	13,028	-	-		\$ 3,735	3,735
Totals	<u>\$ 9,223,690</u>	<u>\$ 2,719,634</u>	<u>\$ 97,246</u>	<u>\$ 140,178</u>	(6,270,367)	3,735	(6,266,632)
General revenues:							
Taxes					3,779,743	-	3,779,743
State grants					2,043,520	-	2,043,520
Franchise fees					208,891	-	208,891
Investment income					61,604	-	61,604
Total general revenues					6,093,758	-	6,093,758
Changes in net position					(176,609)	3,735	(172,874)
Restated net position - beginning					23,507,449	306,866	23,814,315
Net position - ending					<u>\$ 23,330,840</u>	<u>\$ 310,601</u>	<u>\$ 23,641,441</u>

See notes to financial statements

**BALANCE SHEET - governmental funds**

December 31, 2015

	<u>General</u>	<u>Sewer Improvement</u>	<u>Road Fund</u>	<u>Nonmajor funds</u>	<u>Total governmental funds</u>
<b>ASSETS</b>					
Cash	\$ 4,238,702	\$ 3,258,375	\$ 6,885,283	\$ 3,037,111	\$ 17,419,471
Investments	1,192,749	-	-	-	1,192,749
Receivables	<u>2,787,383</u>	<u>187,879</u>	<u>515,906</u>	<u>861,937</u>	<u>4,353,105</u>
Total assets	<u>\$ 8,218,834</u>	<u>\$ 3,446,254</u>	<u>\$ 7,401,189</u>	<u>\$ 3,899,048</u>	<u>\$ 22,965,325</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>					
Liabilities:					
Payables	\$ 213,999	\$ 23	\$ -	\$ 57,672	\$ 271,694
Unearned operating assessment revenue	-	-	-	661,986	661,986
Total liabilities	<u>213,999</u>	<u>23</u>	<u>-</u>	<u>719,658</u>	<u>933,680</u>
Deferred inflows of resources:					
Property tax revenues levied for the subsequent year	3,801,986	-	-	317,692	4,119,678
Assessments levied for the subsequent year	603,589	-	-	690,852	1,294,441
Unavailable special assessment revenue	-	<u>181,473</u>	-	<u>31,879</u>	<u>213,352</u>
Total deferred inflows of resources	<u>4,405,575</u>	<u>181,473</u>	<u>-</u>	<u>1,040,423</u>	<u>5,627,471</u>
Fund balances:					
Nonspendable - advance to joint venture	3,352	-	-	-	3,352
Restricted for:					
Public safety	-	-	-	263,428	263,428
Public works	-	-	7,401,189	185,749	7,586,938
Capital outlay	-	-	-	1,297,320	1,297,320
Committed for culture and recreation	-	-	-	9,702	9,702
Assigned for:					
Public works	-	3,264,758	-	382,768	3,647,526
Subsequent year expenditures	549,853	-	-	-	549,853
Unassigned	<u>3,046,055</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,046,055</u>
Total fund balances	<u>3,599,260</u>	<u>3,264,758</u>	<u>7,401,189</u>	<u>2,138,967</u>	<u>16,404,174</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 8,218,834</u>	<u>\$ 3,446,254</u>	<u>\$ 7,401,189</u>	<u>\$ 3,899,048</u>	<u>\$ 22,965,325</u>
Reconciliation of the balance sheet to the statement of net position:					
Total fund balance - total governmental funds					\$ 16,404,174
Amounts reported for <i>governmental activities</i> in the statement of net position (page 11) are different because:					
Capital assets used in <i>governmental activities</i> are not financial resources and, therefore, are not reported in the funds.					
					22,034,072
Other long-term assets are not available to pay for current period expenditures and are deferred in the funds.					
					213,352
Certain pension contributions and unamortized changes in pension plan net position are reported as deferred outflows of resources in the statement of net position but are not reported in the funds.					
					484,750
Interest payable, related to long-term liabilities, is not due and payable in the current period and, therefore, is not reported in the funds.					
					(125,863)
Prepaid items are not financial resources and, therefore, are not reported in the funds					
					18,189
Long-term liabilities that are not due and payable in the current period and are not reported in the funds:					
Long-term debt					(10,364,628)
Compensated absences					(426,654)
Net pension liability					(2,009,488)
Other postemployment obligation, net					<u>(2,897,064)</u>
Net position of <i>governmental activities</i>					<u>\$ 23,330,840</u>

See notes to financial statements

Charter Township of Kalamazoo

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCES - governmental funds**

Year ended December 31, 2015

	<i>General</i>	<i>Sewer Improvement</i>	<i>Road Fund</i>	<i>Nonmajor funds</i>	<i>Total governmental funds</i>
<b>REVENUES</b>					
Taxes	\$ 3,997,058	\$ -	\$ -	\$ -	\$ 3,997,058
Federal grants	21,062	-	-	250,775	271,837
State grants	2,110,228	-	-	14,936	2,125,164
Intergovernmental	-	-	-	48,822	48,822
Fines and forfeitures	38,314	-	-	7,102	45,416
Licenses and permits	268,508	-	-	-	268,508
Charges for services	297,345	-	-	-	297,345
Investment income	69,302	19,128	6,366	26,703	121,499
Other	626,758	68,432	-	1,381,247	2,076,437
	<u>7,428,575</u>	<u>87,560</u>	<u>6,366</u>	<u>1,729,585</u>	<u>9,252,086</u>
Total revenues					
<b>EXPENDITURES</b>					
Current:					
General government	1,550,708	-	-	-	1,550,708
Public safety	5,326,116	-	-	27,705	5,353,821
Public works	170,198	34,726	77,448	673,638	956,010
Community and economic development	87,418	-	-	-	87,418
Culture and recreation	5,736	-	-	-	5,736
Capital outlay	50,348	-	2,363,256	1,197,919	3,611,523
Debt service:					
Principal	6,156	-	-	598,276	604,432
Interest	-	-	-	16,879	16,879
	<u>7,196,680</u>	<u>34,726</u>	<u>2,440,704</u>	<u>2,514,417</u>	<u>12,186,527</u>
Total expenditures					
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>231,895</u>	<u>52,834</u>	<u>(2,434,338)</u>	<u>(784,832)</u>	<u>(2,934,441)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Proceeds from debt	-	-	9,835,527	1,135,142	10,970,669
Transfers in	-	-	-	47,462	47,462
Transfers out	(13,000)	-	-	(34,462)	(47,462)
	<u>(13,000)</u>	<u>-</u>	<u>9,835,527</u>	<u>1,148,142</u>	<u>10,970,669</u>
Net other financing sources (uses)					
<b>NET CHANGES IN FUND BALANCES</b>	218,895	52,834	7,401,189	363,310	8,036,228
<b>FUND BALANCES - BEGINNING</b>	<u>3,380,365</u>	<u>3,211,924</u>	<u>-</u>	<u>1,775,657</u>	<u>8,367,946</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 3,599,260</u>	<u>\$ 3,264,758</u>	<u>\$ 7,401,189</u>	<u>\$ 2,138,967</u>	<u>\$ 16,404,174</u>

See notes to financial statements

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN  
FUND BALANCES - governmental funds (Continued)**

Year ended December 31, 2015

Reconciliation of the statement of revenues, expenditures, and changes in fund balances to the statement of activities:

Net change in fund balance - total governmental funds (page 14) \$ 8,036,228

Amounts reported for *governmental activities* in the statement of activities (page 12) are different because:

Capital assets:

Assets acquired	3,825,277
Provision for depreciation	(900,129)
Basis of assets disposed	(4,269)

Proceeds from debt issued	(10,959,829)
Principal repayments on long-term debt	604,432

Changes in other assets/liabilities:

Increase in prepaid expenditures	18,189
Increase in interest payable	(125,863)
Increase in deferred outflows of resources - pension plan interest projections compared to actual	113,797
Decrease in deferred outflows of resources - pension contributions made after plan year end	11,380
Decrease in deferred inflows of resources	(264,933)
Increase in net other postemployment obligation	(299,039)
Increase in net pension liability	(214,718)
Increase in other accrued liabilities	<u>(17,132)</u>

Change in net position of *governmental activities* \$ (176,609)

**STATEMENT OF NET POSITION - proprietary fund**

December 31, 2015

	<u>Golf Course Fund</u>
<b>ASSETS</b>	
Current assets:	
Cash	\$ 25,445
Prepaid items	<u>9,021</u>
Total current assets	<u>34,466</u>
Noncurrent assets:	
Capital assets not being depreciated - land	171,000
Capital assets, net of accumulated depreciation	<u>105,135</u>
Total noncurrent assets	<u>276,135</u>
Total assets	<u>310,601</u>
<b>NET POSITION</b>	
Investment in capital assets	276,135
Unrestricted	<u>34,466</u>
Total net position	<u><u>\$ 310,601</u></u>

See notes to financial statements

*Charter Township of Kalamazoo*

**STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN  
NET POSITION - *proprietary fund***

*Year ended December 31, 2015*

	<u><i>Golf Course Fund</i></u>
<b>OPERATING REVENUES</b>	
Rentals	\$ 13,028
<b>OPERATING EXPENSES</b>	
Operating and maintenance costs	275
Depreciation	<u>9,018</u>
Total operating expenses	<u>9,293</u>
<b>CHANGE IN NET POSITION</b>	3,735
<b>NET POSITION - BEGINNING</b>	<u>306,866</u>
<b>NET POSITION - ENDING</b>	<u><u>\$ 310,601</u></u>

*See notes to financial statements*

**STATEMENT OF CASH FLOWS - proprietary fund**

Year ended December 31, 2015

	<u>Golf Course Fund</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Receipts from customers	\$ 13,028
Payments to suppliers	<u>(275)</u>
Net cash provided by operating activities	12,753
<b>CASH - BEGINNING</b>	<u>12,692</u>
<b>CASH - ENDING</b>	<u>\$ 25,445</u>
<b>Reconciliation of operating gain to net cash provided by operating activities:</b>	
Operating gain	\$ 3,735
Adjustments to reconcile operating gain to net cash provided by operating activities:	
Depreciation expense	<u>9,018</u>
Net cash provided by operating activities	<u>\$ 12,753</u>

See notes to financial statements

**STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES - *agency funds***

*December 31, 2015*

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**ASSETS**

Cash \$ 4,690,074

**LIABILITIES**

Due to others \$ 4,690,074

*See notes to financial statements*

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Charter Township of Kalamazoo, Michigan (the Township), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

*Reporting entity:*

The Township is governed by an elected seven-member board. In accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) Statement No. 61, *The Financial Reporting Entity*, these financial statements present only the Township (the primary government), located in Kalamazoo County. The criteria established by the GASB for determining the reporting entity includes oversight responsibility, fiscal dependency and existence of a financial benefit or burden, and whether the financial statements would be misleading if data were not included. Management of the Township has determined that no other entity qualifies for inclusion as a component unit.

*Government-wide and fund financial statements:*

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Township. The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, the proprietary fund, and fiduciary funds, even though the latter are excluded from government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

*Measurement focus, basis of accounting, and financial statement presentation:*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Township generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenues of the current period. All other revenue items are considered to be measurable only when cash is received by the Township.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Measurement focus, basis of accounting, and financial statement presentation (continued):*

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund.

The Sewer Improvement Fund accounts for the construction or purchase of major sewer improvements.

The Road Fund accounts for the construction or improvement of Township roads.

The Township also reports fiduciary funds, which account for assets held by the Township as an agent for individuals, private organizations, and other governments. The Township currently reports agency funds. Fiduciary funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary fund relate to charges to customers for sales and services. Operating expenses for proprietary fund include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

*Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position or equity:*

*Bank deposits and investments* - Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Pooled investment income is proportionately allocated to all funds.

*Receivables and payables* - In general, outstanding balances between funds are reported as "due to/from other funds." Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "advances to/from other funds." Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances." All trade and property tax receivables are considered to be fully collectible.

*Prepaid items* - Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in the government-wide financial statements.

*Capital assets* - Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets, other than infrastructure, are defined by the Township as assets with an initial, individual cost of more than \$2,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Governments can elect to account for infrastructure assets either retroactively to June 15, 1980, or prospectively. The Township has elected to account for infrastructure assets prospectively, beginning January 1, 2004.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position or equity (continued):*

*Capital assets (continued)* - Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings	40 - 60 years
Improvements	15 - 30 years
Vehicles	5 - 10 years
Equipment	3 - 15 years
Road infrastructure	5 - 40 years
Sewer infrastructure	50 - 75 years

*Deferred outflows of resources* - The statement of net position includes a separate section for deferred outflows of resources related to contributions made after the measurement date and the net difference between projected and actual earnings on pension plan investments. The deferred pension amount is being amortized over a closed five-year period using the straight-line method. This separate financial statement element reflects a decrease in net position that applies to a future period. No deferred outflows of resources affect the governmental fund's financial statements in the current year.

*Compensated absences* - It is the Township's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. Vested compensated absences are accrued when earned in the government-wide and proprietary funds financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year end.

*Unearned revenue* - Unearned revenue represents resources related to operating assessments, which have not yet been earned, due to performance of service.

*Deferred inflows of resources* - The statement of net position and the governmental funds balance sheet include a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The related revenues will not be recognized until a future event occurs. The Township has two items that are included in this category: property taxes and special assessments. Property tax revenues and certain operating special assessments, which are levied to finance the following period's budget, are deferred and recognized as an inflow of resources in the period that it was intended to finance. Other special assessment revenue and grant proceeds, which are not available (collected later than 60 days after the end of the Township's fiscal year) are deferred in the governmental funds and recognized as an inflow of resources in the period that the assessments become available.

*Pension* - For purposes of measuring the net pension liability and deferred outflows of resources related to pensions and pension expense, information about the fiduciary net position of the pension plan and additions to/deductions from the pension plan's fiduciary net position have been determined on the same basis, as they are reported by the pension plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The Township and its defined pension plan share the same year-end date. Accordingly, the Township has elected to measure its net pension liability as of the prior December 31.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

*Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position or equity (continued):*

*Net position* - Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. The Township reports three categories of net position, as follows: (1) *Net investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets, and increases by balances related to those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the Township's debt. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the Township.

*Net position flow assumption* - Sometimes, the Township will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary funds financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Township's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

*Fund equity* - In the fund financial statements, governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Township Board. A formal resolution of the Township Board is required to establish, modify, or rescind a fund balance commitment. The Township Board retains the authority to assign fund balances. Unassigned fund balances are amounts that do not fall into any other category above. This is the residual classification for amounts in the General Fund. In other governmental funds, only negative unassigned amounts are reported, if any, and represent expenditures incurred for specific purposes exceeding the amounts previously restricted or assigned to those purposes. When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Township's policy to use the restricted fund balance first, followed by committed fund balance, then assigned fund balance, and, finally, unassigned fund balance.

*Property tax revenue recognition* - Property taxes are levied each December 1 (lien date) on the taxable valuation of property (as defined by State statutes) located in the Township as of the preceding December 31. Property taxes are considered delinquent on March 1 of the following year, at which time interest and penalties are assessed.

Although the Township's 2014 ad valorem taxes are levied and collectible on December 1, 2014, it is Township's policy to recognize revenue from that tax levy in the current year, when the proceeds are budgeted and made available for the financing of operations.

*Use of estimates* - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

*Budgetary information* - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for governmental funds. The budget document presents information by fund, function, and department. The legal level of budgetary control adopted by the governing body is the function level. Amounts encumbered for purchase orders, contracts, etc., are not tracked during the year. Budget appropriations are considered to be spent once the goods are delivered or the services rendered.

*Excess of expenditures over appropriations* - During the year, the Township incurred expenditures in a budgeted fund, which were in excess of the amounts appropriated, as follows:

<u>Fund</u>	<u>Function</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance</u>
Recycling	Public works	\$ 415,000	\$ 417,414	\$ 2,414
Police Training	Public safety	18,000	19,195	1,195

**NOTE 3 - CASH AND INVESTMENTS**

A reconciliation of cash and investments to the Township’s deposits and investments, as shown in the government-wide statement of net position and the fiduciary fund statement of fiduciary assets and liabilities, is as follows:

	<u>Governmental activities</u>	<u>Business-type activities</u>	<u>Fiduciary activities</u>	<u>Totals</u>
Financial statements:				
Cash and cash equivalents	\$ 17,419,471	\$ 25,445	\$ 4,690,074	\$ 22,134,990
Investments	1,192,749	-	-	1,192,749
<b>Totals</b>	<b>\$ 18,612,220</b>	<b>\$ 25,445</b>	<b>\$ 4,690,074</b>	<b>\$ 23,327,739</b>
Notes to financial statements:				
Deposits				\$ 22,134,990
Investments				1,192,749
<b>Total</b>				<b>\$ 23,327,739</b>

*Deposits* - Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the Township’s investment policy authorize the Township to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. At December 31, 2015, the Township held \$489,338 of deposits in financial institutions located outside the State of Michigan.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Township will not be able to recover its deposits. The Township’s investment policy does not specifically address custodial credit risk for deposits. At December 31, 2015, \$17,424,983 of the Township’s bank balances of \$22,184,851 was exposed to custodial credit risk because it was uninsured and uncollateralized.

*Investments* - State statutes and the Township’s investment policy authorize the Township to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper, with three (3) highest rate classifications by at least two (2) rating services, maturing not later than 270 days; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers’ acceptances; e) mutual funds composed of otherwise legal investments; and f) qualified investment pools.

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

Investments at year end, which are reported at fair value, consist of the following:

Governmental activities:

Cooperative Liquid Assets Securities System - Michigan, a local investment pool established under Michigan state statutes for participating Michigan municipalities	\$ 100,771
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Government-sponsored enterprises:

\$530,000 Federal Farm CR BKS CONS Systemwide Bonds zero coupon bonds - paying interest at 0.71% and maturing 10/20/17	525,946
\$530,000 Genesee County Municipal Bonds - paying interest at 5.21% and maturing 9/1/16	214,826
\$100,000 Whitemore Lake Michigan Public School zero coupon bonds - paying interest at 1.36% and maturing 5/1/17	100,130
\$331,000 Federal National Mortgage Association Remic Trust Bonds - paying interest at 2.50% and maturing 12/25/42	<u>251,076</u>
Total investments	<u>\$ 1,192,749</u>

The Township’s investments are subject to several types of risk, which are discussed below:

*Custodial credit risk.* Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, the Township will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. The Township’s investment policy does not contain requirements that would limit the exposure to custodial credit risk for investments. As of December 31, 2015, all of the Township’s investments, excluding investments in investment pools, are subject to custodial credit risk as they are uninsured, unregistered, and held by the same counterparty that purchased the securities for the Township.

*Credit risk.* Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This risk is measured by the assignment of a rating by a nationally recognized statistical rating organization. At year end, the credit quality ratings of the Township’s investments are as follows:

<u>Investment type</u>	<u>Fair value</u>	<u>Rating</u>	<u>Rating organization</u>
CLASS - Michigan investment pool	\$ 100,771	AAAm	S&P
Government-sponsored enterprises:			
Whitemore Lake Michigan Public School District	100,130	AA	S&P
Genesee County Municipal Bonds	214,826	SP1+	S&P
Federal Farm CR BKS CONS Systemwide	525,946	Aaa	Moody's
Federal National Mortgage Association Remic Trust	251,076	Aaa	Moody's

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

*Concentration of credit risk.* Concentration of credit risk is the risk of loss attributable to the magnitude of the Township’s investment in a single holding. The Township’s investment policy places no limitations on the amount that can be invested in any one issuer. Of the Township’s investments, the Federal Farm Credit Bank bonds, and the Federal Home Loan Mortgage Corporation bonds each represent more than 5% of the Township’s total investments. Investments in investment pools and money market funds are not subject to concentration of credit risk.

*Interest rate risk.* Interest rate risk is the risk that the value of an investment will decrease as a result of an increase in market interest rates. Generally, longer investment maturities generate more sensitivity to changes in an investment’s fair value due to changes in market rates. The Township’s investment policy has no specific limitations with respect to maturities of investments. Investments in investment pools and money market funds are not subject to interest rate risk.

The CLASS - Michigan is a local investment pool established under Michigan state statutes for participating Michigan municipalities. This pool is not subject to regulatory oversight and is not registered with the SEC. The fair value of the Township’s position in the pool is the same as the value of its pool shares. A separate report can be obtained from the CLASS office at 15309 Meadowwood Drive, Grand Haven, Michigan, 49417.

**NOTE 4 - RECEIVABLES**

Receivables as of December 31, 2015, for the Township’s individual major and aggregate nonmajor funds, were as follows:

	<u>Taxes</u>	<u>Accounts</u>	<u>Special assessments</u>	<u>Intergovern- mental</u>	<u>Totals</u>
Governmental funds:					
General	\$ 2,273,369	\$ 73,137	\$ -	\$ 440,877	\$ 2,787,383
Sewer Improvement	-	-	187,879	-	187,879
Road	-	-	-	515,906	515,906
Nonmajor funds	<u>163,257</u>	<u>-</u>	<u>685,819</u>	<u>12,861</u>	<u>861,937</u>
Total governmental funds	<u>\$ 2,436,626</u>	<u>\$ 73,137</u>	<u>\$ 873,698</u>	<u>\$ 969,644</u>	<u>\$ 4,353,105</u>
Amounts due beyond one year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,485</u>	<u>\$ -</u>	<u>\$ 170,485</u>

All receivables are considered to be fully collectible.

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**NOTE 5 - CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2015, was as follows:

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 504,748	\$ -	\$ -	\$ 504,748
Deposit on communication equipment	337,365	-	(337,365)	-
Deposit on fire equipment	213,664	201,674	(213,664)	201,674
	<u>1,055,777</u>	<u>201,674</u>	<u>(551,029)</u>	<u>706,422</u>
Total capital assets not being depreciated				
Capital assets being depreciated:				
Buildings and improvements	2,746,408	79,219	-	2,825,627
Equipment	2,733,626	1,015,177	(73,861)	3,674,942
Vehicles	3,244,836	496,930	(218,541)	3,523,225
Infrastructure	23,260,359	2,583,306	-	25,843,665
	<u>31,985,229</u>	<u>4,174,632</u>	<u>(292,402)</u>	<u>35,867,459</u>
Subtotal				
Less accumulated depreciation for:				
Buildings and improvements	(1,599,299)	(74,161)	-	(1,673,460)
Equipment	(1,739,096)	(290,671)	73,861	(1,955,906)
Vehicles	(2,827,176)	(271,170)	214,272	(2,884,074)
Infrastructure	(7,762,242)	(264,127)	-	(8,026,369)
	<u>(13,927,813)</u>	<u>(900,129)</u>	<u>288,133</u>	<u>(14,539,809)</u>
Subtotal				
Total capital assets being depreciated, net	<u>18,057,416</u>	<u>3,274,503</u>	<u>(4,269)</u>	<u>21,327,650</u>
Governmental activities capital assets, net	<u>\$ 19,113,193</u>	<u>\$ 3,476,177</u>	<u>\$ (555,298)</u>	<u>\$ 22,034,072</u>

Depreciation expense was charged to governmental activities of the Township as follows:

Governmental activities:	
General government	\$ 89,161
Public safety	435,995
Public works	367,376
Culture and recreation	<u>7,597</u>
Total governmental activities	<u>\$ 900,129</u>

From time to time, the Township records capitalizable costs of governmental activities, within current expenditure functions, for purposes of administrative control. In 2015, the Township recorded \$165,147 of capitalizable costs as public works in the statement of revenues, expenditures, and changes in fund balances (page 14).

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**NOTE 5 - CAPITAL ASSETS (Continued)**

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Business-type activities:				
Capital assets not being depreciated - land	\$ 171,000	\$ -	\$ -	\$ 171,000
Capital assets being depreciated:				
Buildings	94,759	-	-	94,759
Improvements other than buildings	235,380	-	-	235,380
Vehicles and equipment	142,191	-	-	142,191
Subtotal	<u>472,330</u>	<u>-</u>	<u>-</u>	<u>472,330</u>
Less accumulated depreciation for:				
Buildings	(94,758)	-	-	(94,758)
Improvements other than buildings	(130,601)	(6,618)	-	(137,219)
Vehicles and equipment	(132,818)	(2,400)	-	(135,218)
Subtotal	<u>(358,177)</u>	<u>(9,018)</u>	<u>-</u>	<u>(367,195)</u>
Total capital assets being depreciated, net	<u>114,153</u>	<u>(9,018)</u>	<u>-</u>	<u>105,135</u>
Business-type activities capital assets, net	<u>\$ 285,153</u>	<u>\$ (9,018)</u>	<u>\$ -</u>	<u>\$ 276,135</u>

**NOTE 6 - PAYABLES**

Payables as of December 31, 2015, for the Township’s individual major and aggregate nonmajor funds, were as follows:

	<i>Accounts</i>	<i>Accrued payroll</i>	<i>Totals</i>
Governmental funds:			
General	\$ 99,939	\$ 114,060	\$ 213,999
Sewer Improvement	23	-	23
Nonmajor funds	<u>57,672</u>	<u>-</u>	<u>57,672</u>
Total governmental funds	<u>\$ 157,634</u>	<u>\$ 114,060</u>	<u>\$ 271,694</u>

**NOTES TO FINANCIAL STATEMENTS (Continued)**

**NOTE 7 - LONG-TERM LIABILITIES**

Long-term obligation activity for the year ended December 31, 2015, was as follows:

	<i>Beginning balance</i>	<i>Increases</i>	<i>Reductions</i>	<i>Ending balance</i>	<i>Due within one year</i>
Governmental activities:					
\$9,750,000 2015 General Obligation Unlimited Tax Bonds, payable in annual installments of \$850,000 to \$1,350,000, including interest at 1.5% - 3.0%; final payment due April 2026	\$ -	\$ 9,750,000	\$ -	\$ 9,750,000	\$ -
\$199,024 2014 Installment purchase agreement note, payable in annual installments of \$69,780, with 2.5% interest; final payment due September 2017	-	199,025	(64,665)	134,360	66,328
\$936,118 2014 Installment purchase agreement note, payable in annual installments of \$208,010, with 2.23% interest; final payment due June 2017	-	936,118	(533,611)	402,507	199,034
\$11,088 2013 Installment purchase agreement note, payable in annual installments of \$3,696, with zero interest	3,696	-	(3,696)	-	-
\$12,300 2012 Installment purchase agreement note, payable in annual installments of \$2,460, with zero interest; final payment due March 2017	<u>5,535</u>	<u>-</u>	<u>(2,460)</u>	<u>3,075</u>	<u>2,460</u>
Subtotal	9,231	10,885,143	(604,432)	10,289,942	267,822
Premium on 2015 bonds	<u>-</u>	<u>85,526</u>	<u>(10,840)</u>	<u>74,686</u>	<u>10,840</u>
Total long term debt	9,231	10,970,669	(615,272)	10,364,628	278,662
Compensated absences	409,522	415,950	(398,818)	426,654	-
Postemployment healthcare benefits	<u>2,598,025</u>	<u>430,298</u>	<u>(131,259)</u>	<u>2,897,064</u>	<u>-</u>
Total governmental activities	<u>\$ 3,016,778</u>	<u>\$ 11,816,917</u>	<u>\$ (1,145,349)</u>	<u>\$ 13,688,346</u>	<u>\$ 278,662</u>

**NOTE 7 - LONG-TERM LIABILITIES (Continued)**

At December 31, 2015, debt service requirements, excluding compensated absences and postemployment healthcare benefits, were as follows:

<i>Year ended</i> <u>December 31:</u>	<u>Governmental activities</u>	
	<u>Principal</u>	<u>Interest</u>
2016	\$ 267,822	\$ 310,704
2017	272,120	428,009
2018	850,000	211,875
2019	900,000	198,750
2020	950,000	182,500
2021 - 2025	5,700,000	573,250
2026	<u>1,350,000</u>	<u>20,250</u>
Totals	<u>\$ 10,289,942</u>	<u>\$ 1,925,338</u>

All debt is secured by the full faith and credit of the Township.

**NOTE 8 - PROPERTY TAXES**

The 2014 taxable valuation of the Township approximated \$416,884,000, on which ad valorem taxes levied consisted of 8.9691 mills for operating purposes, raising approximately \$3,752,000. This amount is recognized in the respective fund financial statements as property tax revenue.

The 2015 taxable valuation of the Township approximated \$421,100,000, on which ad valorem taxes levied consisted of 8.9691 mills for operating purposes and 0.7508 mills for roads, raising approximately \$3,802,000 and \$318,000, respectively. This amount is recognized in the respective fund financial statements as deferred inflows of resources, based upon the period for which the proceeds are budgeted and will be made available for the financing of operations.

**NOTE 9 - INTERFUND TRANSFERS**

The transfer from the General Fund to the Police Training Fund represents the transfer of available resources required to cover current public safety expenditures.

The transfer from the 911 Wireless Capital Fund to the 911 Wireless Fund and to the Police Capital Fund represents a proportionate refund of a transfer in the previous year for the purchase of capital.

**NOTE 10 - RISK MANAGEMENT**

The Township is exposed to various risks of loss related to general liability, property and casualty, workers' compensation, and employee health and medical claims. The risks of loss arising from general liability up to \$5,000,000, building contents, workers' compensation, employee medical, and casualty are managed through purchased commercial insurance. For all risks of loss, there have been no significant reductions in insurance coverage from coverage provided in prior years. Also, in the past three years, settlements did not exceed insurance coverage.

**NOTE 11 - DEFINED CONTRIBUTION RETIREMENT PLANS**

The Township and its employees contribute to the Kalamazoo Township Pension Plan, a defined contribution pension, individual account plan, which is administered by a third party administrator. The plan covers four classes of employees, as allowed under Internal Revenue Code Section 401(a). The first class of employees includes all elected officials. The second class of employees includes paid on-call firefighters. The third class includes all full time employees, except elected officials and police hired after January 1, 2013. The fourth class includes all-full time employees, except elected officials and police hired before January 1, 2013.

Benefit terms, including contribution requirements, for the Plan are established, and may be amended, by the Township Board. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate as described above. The Township contributes 10% of compensation to the first class of qualifying employees. The Township contributes 6.20% of compensation to the second class of qualifying employees, with an equal percentage contributed by all covered employees in the second class. The Township contributes 10% of compensation to the third class. The Township contributes 12% of compensation to the fourth class. Employees are permitted to make contributions to the Plan, up to applicable Internal Revenue Code limits. For the year ended December 31, 2015, the Township and eligible employees made contributions of \$173,701 and \$23,369, respectively. At December 31, 2015, the Township reported no accrued liability as part of the contributions to the plan.

The Township's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested on the day the employee is eligible to participate in the plan, which occurs after 48 months of service.

The Township is not a trustee of the defined contribution pension plan, nor is the Township responsible for investment management of the pension plan assets. Accordingly, plan assets, and changes therein, are not reported in these financial statements.

**NOTE 12 - DEFINED BENEFIT PENSION PLAN**

*Plan description:*

The Township participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent, multiple-employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine-member Retirement Board. MERS issues a publicly-available financial report that includes financial statements and required supplementary information. This report may be obtained by accessing the MERS website at [www.mersofmich.com](http://www.mersofmich.com).

*Benefits provided:*

The Township's defined benefit pension plan provides certain retirement, disability, and death benefits to plan members and beneficiaries and covers the full-time employees of the Township. Retirement benefits for eligible employees are calculated as 2.5% of the employee's three-year final average compensation times the employee's years of service with a maximum of 80% of final average compensation. Normal retirement age is 60, with early retirement at a reduced benefit at age 50, with 25 years of service, or age 55, with 15 years of service. Deferred retirement benefits vest after 10 years of credited service but are not paid until the date retirement would have occurred had the member remained an employee. Covered employees are not required to contribute to the plan. An employee who leaves service may withdraw their contributions, plus any accumulated interest. Benefit terms, within the parameters of MERS, are established and amended by the authority of the Township Board.

**NOTE 12 - DEFINED BENEFIT PENSION PLAN (Continued)**

*Employees covered by benefit terms:*

At the December 31, 2014, measurement date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	8
Active employees	<u>36</u>
Total	<u><u>44</u></u>

*Contributions:*

The Township is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Covered employees are not required to contribute to the plan. For the fiscal year ended December 31, 2015, the Township contributed \$370,953 to the plan.

*Net pension liability:*

The Township’s net pension liability reported at December 31, 2015, was determined using a measurement of the total pension liability and the pension net position as of December 31, 2014. The total pension liability was determined by an annual actuarial valuation as of that date.

*Actuarial assumptions:*

The total pension liability in the December 31, 2014, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3 - 4%	
Salary increases	4.50%	In the long term (2% and 3% for calendar years 2015 and 2016, respectively, including inflation)
Investment rate of return	8.25%	Gross of pension plan investment expense, including inflation

Mortality rates were based on the 1994 Group Annuity Mortality Table of a 50% Male and 50% Female blend. For disabled retirees, the regular mortality table is used, with a 10-year set forward in ages to reflect the higher expected mortality rates of disabled members.

The actuarial assumptions used in the December 31, 2014, valuation were based on the results of the most recent actuarial experience study in 2008.

**NOTE 12 - DEFINED BENEFIT PENSION PLAN (Continued)**

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following schedule:

<u>Asset class</u>	<u>Target allocation</u>	<u>Long-term expected real rate of return</u>
Global equity	57.50%	5.02%
Global fixed income	20.00%	2.18%
Real assets	12.50%	4.23%
Diversifying strategies	10.00%	6.56%

*Discount rate:*

The discount rate used to measure the total pension liability is 8.25% for 2014. The projection of cash flows used to determine the discount rate assumes that employer contributions will be made at the actuarially determined rates for employers. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in the net pension liability:*

	<u>Increase (decrease)</u>		
	<u>Total pension liability</u> <u>(a)</u>	<u>Plan fiduciary net position</u> <u>(b)</u>	<u>Net pension liability</u> <u>(a) - (b)</u>
Balances at December 31, 2013	\$ 10,413,846	\$ 8,619,076	\$ 1,794,770
Changes for the year:			
Service cost	246,772	-	246,772
Interest	855,303	-	855,303
Employer contributions	-	360,234	(360,234)
Net investment income	-	547,289	(547,289)
Benefit payments, including refunds	(339,834)	(339,834)	-
Administrative expenses	-	(20,166)	20,166
Net changes	<u>762,241</u>	<u>547,523</u>	<u>214,718</u>
Balances at December 31, 2014	<u>\$ 11,176,087</u>	<u>\$ 9,166,599</u>	<u>\$ 2,009,488</u>

**NOTE 12 - DEFINED BENEFIT PENSION PLAN (Continued)**

*Sensitivity of the net pension liability to changes in the discount rate:*

The following presents the net pension liability of the Township, calculated using the discount rate of 8.25%, as well as what the Township’s net pension liability would be using a discount rate that is 1 percentage point lower (7.25%) or 1 percentage point higher (9.25%) than the current rate.

	<u>1% decrease (7.25%)</u>	<u>Current rate (8.25%)</u>	<u>1% increase (9.25%)</u>
Net pension liability	\$ 3,438,273	\$ 2,009,488	\$ 814,761

*Pension plan fiduciary net position:*

Detailed information about the pension plan’s fiduciary net position is available in the separately issued MERS financial report, which can be found at [www.mersofmich.com](http://www.mersofmich.com). The plan’s fiduciary net position has been determined on the same basis used by the plan. The plan uses the economic resources measurement focus and the full accrual basis of accounting. Investments are stated at fair value. Contribution revenue is recorded as contributions are due. Benefit payments are recognized as expense when due and payable in accordance with benefit terms.

*Pension expense and deferred outflows of resources related to pensions:*

For the fiscal year ended December 31, 2015, the Township recognized pension expense of \$461,155. At December 31, 2015, the Township reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Source</u>	<u>Deferred outflows of resources</u>
Net difference between projected and actual earnings on pension plan investments	\$ 113,797
Contributions made subsequent to the measurement date	<u>370,953</u>
Total	<u>\$ 484,750</u>

Amounts reported as deferred outflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year ended</u>	<u>Deferred outflows of resources</u>
2016	\$ 399,402
2017	28,449
2018	28,449
2019	<u>28,450</u>
	<u>\$ 484,750</u>

**NOTE 13 - OTHER POSTEMPLOYMENT BENEFITS**

*Plan description.* The Township of Kalamazoo Retiree Health Care Plan is a single-employer defined benefit healthcare plan administered by the Township, which provides medical insurance benefits to eligible retirees and their spouses.

*Funding policy.* The Township pays the full cost of coverage of these benefits for retirees and their spouses on a pay-as-you-go basis. Currently, fourteen retirees are eligible for postemployment health benefits. The Township obtains health care coverage through private insurers. The Township has the authority to establish the funding policy for the plan and to amend the obligations of both the Township and members. Active members are not obligated to make contributions to the plan at this time. For the year ended December 31, 2015, the Township contributed \$131,259 to the plan.

*Annual OPEB cost and net OPEB obligation.* The Township's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the *annual required contribution of the employer (ARC)*. The Township has elected to calculate the ARC and related information using the alternative measurement method permitted by GASB Statement No. 45 for employers in plans with fewer than one hundred total plan members. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal costs each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following schedule shows the components of the Township's annual OPEB cost for the year ended December 31, 2015, the amount actually contributed to the plan, and changes in the Township's net OPEB obligation:

Annual required contribution (ARC)	\$ 454,609
Interest on net OPEB obligation	103,921
Adjustment to annual required contribution	<u>(128,232)</u>
Annual OPEB cost (expense)	430,298
Contributions made	<u>(131,259)</u>
Increase in net OPEB obligation	299,039
Net OPEB obligation - beginning of year	<u>2,598,025</u>
Net OPEB obligation - end of year	<u><u>\$ 2,897,064</u></u>

The Township's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the current and two prior years were as follows:

<u>Year</u>	<u>Annual OPEB cost</u>	<u>Percentage of annual OPEB cost contributed</u>	<u>Net OPEB obligation</u>
2013	\$ 617,588	23.42%	\$ 2,124,373
2014	616,522	23.17%	2,598,025
2015	430,298	30.50%	2,897,064

*Funded status and funding progress.* As of December 31, 2015, the most recent valuation date, the plan had not been funded, resulting in an unfunded actuarial accrued liability (UAAL) of \$4,612,975. The covered payroll (annual payroll of active employees covered by the plan) was \$3,288,578, and the ratio of the UAAL to the covered payroll was 140%.

**NOTE 13 - OTHER POSTEMPLOYMENT BENEFITS (Continued)**

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision, as actual results are compared with past expectations and new estimates are made about the future.

The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Methods and assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The following simplifying assumptions were made:

*Retirement age for active employees* - Based on the historical average retirement age for the covered group, active plan members were assumed to retire at age 55, or at the first subsequent year in which the member would qualify for benefits.

*Marital status* - Marital status of members at the calculation date was assumed to continue throughout retirement.

*Mortality* - Life expectancies were based on mortality tables from the National Vital Statistics Reports. The Life Tables for U.S. Males and Females, 2007 version, were used.

*Turnover* - Non-group-specific, age-based turnover data from GASB Statement No. 45 were used as the basis for assigning active members a probability of remaining employed until the assumed retirement age and for developing an expected future working lifetime assumption for purposes of allocating to periods the present value of total benefits to be paid.

*Healthcare cost trend rate* - The expected rate of increase in healthcare insurance premiums was based on projections of the National Institute of Health Expenditure Projections, Table 3, 2005 - 2020. A rate of 5.5% initially, increased to an ultimate rate of 6.5% after six years, was used.

*Health insurance premium* - 2015 health insurance premiums for retirees were used as the basis for calculation of the present value of total benefits to be paid.

*Payroll growth rate* - The expected long-term payroll growth rate of 1% was used

*Inflation rate* - The expected long-term inflation assumption of 4% was used.

**NOTE 14 - JOINT VENTURE**

The Township is a member of the Kalamazoo Area Building Authority (the Authority), which is a joint venture of the Charter Townships of Comstock, Kalamazoo, Oshtemo, and Cooper. The administrative board of the Authority consists of members appointed by each participating unit and a member at-large. The Authority was established to administer and enforce the Michigan State Construction Code within its constituent municipalities. In 2012, the Township advanced the Authority \$41,000 (non-interest bearing) as its proportionate share of initial startup costs. As of December 31, 2015, the balance of the advance of \$3,352 is collectible, subject to the Authority’s cash requirements. Complete audited financial statements for the Authority can be obtained by contacting the Authority at P.O. Box 292, Oshtemo, MI 49077.

The Township does not expect to receive residual equity from the joint venture. The Township is unaware of any indication that the joint venture is accumulating significant financial resources or is experiencing fiscal stress that may cause an additional financial benefit or burden on the Township in the near future.

**NOTE 15 - COMMITMENTS AND CONTINGENCIES**

*Contingent liabilities:*

*Litigation.* The Township is the defendant in various lawsuits arising principally in the normal course of operations. In the opinion of management, the outcome of these lawsuits will not have a materially adverse effect on the accompanying basic financial statements and, accordingly, no provision for losses has been recorded.

*Accumulated non-vested sick pay.* The Township is contingently liable to its employees for approximately \$425,000 in accumulated non-vested sick pay benefits.

*Commitments:*

*Installment purchase contracts.* The Township has entered into a contract for the installment purchase of a fire truck, to be delivered in 2016, with the remaining contract amount of \$187,580.

**NOTE 16 - CHANGES IN ACCOUNTING PRINCIPLE**

In 2015, the Township adopted the provisions of GASB Statements No. 68, *Accounting and Financial Reporting for Pensions*, and No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - An Amendment of GASB Statement No. 68*. As a result, the government-wide financial statements now include a liability for underfunded pension costs, known as the net pension liability. Some of the changes in the net pension liability are recognized immediately, as part of pension expense, and other changes will be deferred and recognized over future years. See Note 12 for more details.

The cumulative effect of this new accounting standard was a decrease in opening net position of governmental activities of \$1,435,197, at January 1, 2015, as follows. The adoption of GASB Statement No. 68 did not affect the beginning of year fund balance of any fund.

Net position of governmental activities, beginning of year, as previously reported	\$ 24,942,646
Cumulative effect of change in accounting principle:	
Net pension liability	(1,794,770)
Deferred outflows for contributions to the plan after the measurement date	<u>359,573</u>
	<u>(1,435,197)</u>
Net position of governmental activities, beginning of year, as restated	<u>\$ 23,507,449</u>

**NOTE 17 - PENDING ACCOUNTING PRONOUNCEMENT**

In December 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 79, *Certain External Investment Pools and Pool Participants*. This Statement establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost, for financial reporting purposes. If an external investment pool meets the criteria, the pool's participants also should measure their investments in that external investment pool at amortized cost. This Statement also establishes additional note disclosure requirements for qualifying external investment pools that measure all of their investments at amortized cost and for governments that participate in those pools. The requirements of this Statement are effective for reporting periods beginning after June 15, 2015, except for certain provisions on portfolio quality, custodial credit risk, and shadow pricing. Those provisions are effective for reporting periods beginning after December 15, 2015. The Township is currently evaluating the impact this Statement will have on the financial statements when adopted during the year ending December 31, 2016.

In August 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 77, *Tax Abatement Disclosures*. This Statement requires disclosure of tax abatement information about (1) the Township's own tax abatement agreements and (2) those that are entered into by other governments which reduce the Township's tax revenues. The requirements of this Statement are effective for reporting periods beginning after December 15, 2015. The Township is currently evaluating the impact this Statement will have on the financial statements when adopted during the year ending December 31, 2016.

**NOTE 18 – SUBSEQUENT EVENT**

Subsequent to year end, the Township entered into a road construction contract in the amount of \$3,793,869. The project is being funded by proceeds from the 2015 General Obligation Unlimited Tax Bonds.

**REQUIRED SUPPLEMENTARY INFORMATION**

Charter Township of Kalamazoo

**BUDGETARY COMPARISON SCHEDULE - General Fund**

Year ended December 31, 2015

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
<b>REVENUES</b>				
Taxes	\$ 4,016,850	\$ 4,016,850	\$ 3,997,058	\$ (19,792)
Federal grants	34,500	34,500	21,062	(13,438)
State grants	2,186,000	2,186,000	2,110,228	(75,772)
Fines and forfeitures	40,300	40,300	38,314	(1,986)
Licenses and permits	253,000	253,000	268,508	15,508
Charges for services	221,124	221,124	297,345	76,221
Investment income	40,000	40,000	69,302	29,302
Other	552,509	552,509	626,758	74,249
Total revenues	<u>7,344,283</u>	<u>7,344,283</u>	<u>7,428,575</u>	<u>84,292</u>
<b>EXPENDITURES</b>				
General government:				
Legislative	80,985	80,985	75,687	5,298
Supervisor	82,050	82,050	81,780	270
Elections	35,400	35,400	44,692	(9,292)
Assessor	203,400	203,400	189,277	14,123
Clerk	179,700	179,700	169,029	10,671
Treasurer	158,400	158,400	158,773	(373)
General services administration	624,000	624,000	555,974	68,026
Building and grounds	245,650	245,650	250,440	(4,790)
Cemetery	21,350	21,350	25,056	(3,706)
Total general government	<u>1,630,935</u>	<u>1,630,935</u>	<u>1,550,708</u>	<u>80,227</u>
Public safety:				
Police protection	4,196,783	4,172,183	3,911,895	260,288
Fire protection	1,509,750	1,485,149	1,410,633	74,516
Emergency preparedness	2,000	2,000	3,588	(1,588)
Total public safety	<u>5,708,533</u>	<u>5,659,332</u>	<u>5,326,116</u>	<u>333,216</u>
Public works:				
Streets	175,000	175,000	160,746	14,254
Sidewalks	50,000	50,000	9,452	40,548
Total public works	<u>225,000</u>	<u>225,000</u>	<u>170,198</u>	<u>54,802</u>

Charter Township of Kalamazoo

**BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)**

Year ended December 31, 2015

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
<b>EXPENDITURES (Continued)</b>				
Community and economic development - planning and zoning	\$ 87,650	\$ 87,650	\$ 87,418	\$ 232
Culture and recreation - parks	4,500	7,500	5,736	1,764
Capital outlay	31,000	71,000	50,348	20,652
Debt service:				
Principal	-	6,156	6,156	-
Interest	-	45	-	45
Total expenditures	<u>7,687,618</u>	<u>7,687,618</u>	<u>7,196,680</u>	<u>490,938</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(343,335)	(343,335)	231,895	575,230
<b>OTHER FINANCING USES</b>				
Transfers to other funds	<u>(13,000)</u>	<u>(13,000)</u>	<u>(13,000)</u>	<u>-</u>
<b>NET CHANGES IN FUND BALANCES</b>	(356,335)	(356,335)	218,895	575,230
<b>FUND BALANCES - BEGINNING</b>	<u>3,380,365</u>	<u>3,380,365</u>	<u>3,380,365</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 3,024,030</u>	<u>\$ 3,024,030</u>	<u>\$ 3,599,260</u>	<u>\$ 575,230</u>

**Charter Township of Kalamazoo**

**SCHEDULE OF CHANGES IN THE TOWNSHIP'S NET PENSION LIABILITY AND RELATED RATIOS**

*Last fiscal year only (schedule is built prospectively upon implementation of GASB 68)*

	<u>2015</u>
Total pension liability:	
Service cost	\$ 246,772
Interest	855,303
Benefit payments, including refunds	<u>(339,834)</u>
Net change in total pension liability	762,241
Total pension liability, beginning of year	<u>10,413,846</u>
Total pension liability, end of year	<u>\$ 11,176,087</u>
Plan fiduciary net position:	
Contributions - employer	\$ 360,234
Net investment income	547,289
Benefit payments, including refunds	(339,834)
Administrative expenses	<u>(20,166)</u>
Net change in plan fiduciary net position	547,523
Plan fiduciary net position, beginning of year	<u>8,619,076</u>
Plan fiduciary net position, end of year	<u>\$ 9,166,599</u>
Township's net pension liability, end of year	<u>\$ 2,009,488</u>
Plan fiduciary net position as a percent of total pension liability	82.02%
Covered employee payroll	\$ 2,225,472
Township's net pension liability as a percentage of covered employee payroll	90.29%

Charter Township of Kalamazoo

**SCHEDULE OF TOWNSHIP CONTRIBUTIONS**

Last Six Fiscal Years

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Note - 2010 was the first year of the plan						
Actuarially determined contributions	\$ 370,953	\$ 360,234	\$ 322,156	\$ 301,309	\$ 307,036	\$ 197,754
Contributions in relation to the actuarially determined contributions	<u>370,953</u>	<u>360,234</u>	<u>322,156</u>	<u>301,309</u>	<u>307,036</u>	<u>197,754</u>
Contribution deficiency	<u>\$ -</u>					
Covered employee payroll	<u>\$ 2,225,472</u>	<u>\$ 2,223,172</u>	<u>\$ 2,127,448</u>	<u>\$ 2,008,353</u>	<u>\$ 2,053,447</u>	<u>\$ 2,072,158</u>
Contributions as a percentage of covered payroll	16.67%	16.20%	15.14%	15.00%	14.95%	9.54%

Actuarial valuation information relative to the determination of contributions:

Valuation date Actuarially determined contribution rates are calculated as of December 31 each year, which is 24 months prior to the beginning of the fiscal year in which the contributions are required.

Methods and assumptions used to determine contribution rates:

Actuarial costs method	Entry-age normal cost
Amortization method	Level percentage of pay, open
Remaining amortization period	26 years
Asset valuation method	10-year smoothed market
Inflation	3 - 4%
Salary increases	4.5%
Investment rate of return	8.25%
Retirement age	Experience-based tables of rates that are specific to the type of eligibility condition
Mortality	50% Male - 50% Female blend of the 1994 Group Annuity Mortality Table

**SCHEDULE OF FUNDING PROGRESS FOR THE POSTEMPLOYMENT HEALTHCARE PLAN**

Year ended December 31, 2015

The information presented in the required supplementary schedule was determined as part of the actuarial valuation at the date indicated.

<i>Valuation date, December 31,</i>	<i>Actuarial accrued liability (AAL) (a)</i>	<i>Market value of assets (b)</i>	<i>Unfunded AAL (UAAL) (a-b)</i>	<i>Funded ratio (b/a)</i>	<i>Covered payroll (c)</i>	<i>UAAL as a percentage of covered payroll ((a-b)/c)</i>
2009	\$ 5,195,070	\$ -	\$ 5,195,070	0%	\$ 3,165,386	164%
2012	5,284,865	-	5,284,865	0%	3,268,697	162%
2015	4,612,975	-	4,612,975	0%	3,288,578	140%

**SUPPLEMENTARY INFORMATION**

Charter Township of Kalamazoo

COMBINING BALANCE SHEET - nonmajor governmental funds

December 31, 2015

	Special revenue funds					Debt service	Capital projects funds					Totals	
	Police Training	Drug Enforcement	Street Lighting	Recycling	Parks	911 Wireless	Road Bonds	Police Capital	Fire Capital	Street	Water		911 Wireless Capital
<b>ASSETS</b>													
Cash	\$ 16,416	\$ 70,413	\$ 302,647	\$ 308,764	\$ 9,702	\$ 168,803	\$ 154,435	\$ 649,376	\$ 977,000	\$ 142,203	\$ 237,352	\$ -	\$ 3,037,111
Receivables	-	-	120,848	168,083	-	12,861	163,257	134,282	227,514	16,855	18,237	-	861,937
Total assets	\$ 16,416	\$ 70,413	\$ 423,495	\$ 476,847	\$ 9,702	\$ 181,664	\$ 317,692	\$ 783,658	\$ 1,204,514	\$ 159,058	\$ 255,589	\$ -	\$ 3,899,048
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>													
Liabilities:													
Accounts payable	\$ 5,065	\$ -	\$ 16,865	\$ 35,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,672
Unearned operating assessment revenue	-	-	232,926	429,060	-	-	-	-	-	-	-	-	661,986
Total liabilities	5,065	-	249,791	464,802	-	-	-	-	-	-	-	-	719,658
Deferred inflows of resources:													
Property tax revenues levied for the subsequent year	-	-	-	-	-	-	317,692	-	-	-	-	-	317,692
Assessments levied for the subsequent year	-	-	-	-	-	-	-	259,017	431,835	-	-	-	690,852
Unavailable special assessment revenue	-	-	-	-	-	-	-	-	-	15,966	15,913	-	31,879
Total deferred inflows of resources	-	-	-	-	-	-	317,692	259,017	431,835	15,966	15,913	-	1,040,423
Fund balances:													
Restricted for:													
Public safety	11,351	70,413	-	-	-	181,664	-	-	-	-	-	-	263,428
Public works	-	-	173,704	12,045	-	-	-	-	-	-	-	-	185,749
Capital outlay	-	-	-	-	-	-	-	524,641	772,679	-	-	-	1,297,320
Committed for culture and recreation	-	-	-	-	9,702	-	-	-	-	-	-	-	9,702
Assigned for public works	-	-	-	-	-	-	-	-	-	143,092	239,676	-	382,768
Total fund balances	11,351	70,413	173,704	12,045	9,702	181,664	-	524,641	772,679	143,092	239,676	-	2,138,967
Total liabilities, deferred inflows of resources, and fund balances	\$ 16,416	\$ 70,413	\$ 423,495	\$ 476,847	\$ 9,702	\$ 181,664	\$ 317,692	\$ 783,658	\$ 1,204,514	\$ 159,058	\$ 255,589	\$ -	\$ 3,899,048

Charter Township of Kalamazoo

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND

BALANCES - nonmajor governmental funds

Year ended December 31, 2015

	Special revenue funds					Debt service	Capital projects funds					Totals	
	Police Training	Drug Enforcement	Street Lighting	Recycling	Parks	911 Wireless	Road Bonds	Police Capital	Fire Capital	Street	Water		911 Wireless Capital
<b>REVENUES</b>													
Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,775	\$ 250,775
State grants	5,984	-	-	-	-	-	-	-	8,952	-	-	-	14,936
Intergovernmental	-	-	-	-	-	48,822	-	-	-	-	-	-	48,822
Fines and forfeitures	-	7,102	-	-	-	-	-	-	-	-	-	-	7,102
Investment income	-	-	1,097	714	-	967	-	2,619	17,795	755	2,756	-	26,703
Other	-	-	228,738	428,745	-	-	-	268,368	424,082	2,301	29,013	-	1,381,247
<b>Total revenues</b>	<b>5,984</b>	<b>7,102</b>	<b>229,835</b>	<b>429,459</b>	<b>-</b>	<b>49,789</b>	<b>-</b>	<b>270,987</b>	<b>441,877</b>	<b>12,008</b>	<b>31,769</b>	<b>250,775</b>	<b>1,729,585</b>
<b>EXPENDITURES</b>													
Current:													
Public safety	19,195	220	-	-	-	8,290	-	-	-	-	-	-	27,705
Public works	-	-	224,898	417,414	-	-	-	-	-	-	31,326	-	673,638
Capital outlay	-	-	-	-	-	-	-	122,218	468,644	-	-	607,057	1,197,919
Debt service:													
Principal	-	-	-	-	-	-	-	-	64,665	-	-	533,611	598,276
Interest	-	-	-	-	-	-	-	-	5,115	-	-	11,764	16,879
<b>Total expenditures</b>	<b>19,195</b>	<b>220</b>	<b>224,898</b>	<b>417,414</b>	<b>-</b>	<b>8,290</b>	<b>-</b>	<b>122,218</b>	<b>538,424</b>	<b>-</b>	<b>31,326</b>	<b>1,152,432</b>	<b>2,514,417</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(13,211)</b>	<b>6,882</b>	<b>4,937</b>	<b>12,045</b>	<b>-</b>	<b>41,499</b>	<b>-</b>	<b>148,769</b>	<b>(96,547)</b>	<b>12,008</b>	<b>443</b>	<b>(901,657)</b>	<b>(784,832)</b>
<b>OTHER FINANCING SOURCES (USES)</b>													
Proceeds from debt	-	-	-	-	-	-	-	-	199,024	-	-	936,118	1,135,142
Transfers in	13,000	-	-	-	-	17,231	-	17,231	-	-	-	-	47,462
Transfers out	-	-	-	-	-	-	-	-	-	-	-	(34,462)	(34,462)
<b>Net other financing sources (uses)</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,231</b>	<b>-</b>	<b>17,231</b>	<b>199,024</b>	<b>-</b>	<b>-</b>	<b>901,656</b>	<b>1,148,142</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>(211)</b>	<b>6,882</b>	<b>4,937</b>	<b>12,045</b>	<b>-</b>	<b>58,730</b>	<b>-</b>	<b>166,000</b>	<b>102,477</b>	<b>12,008</b>	<b>443</b>	<b>(1)</b>	<b>363,310</b>
<b>FUND BALANCES - BEGINNING</b>	<b>11,562</b>	<b>63,531</b>	<b>168,767</b>	<b>-</b>	<b>9,702</b>	<b>122,934</b>	<b>-</b>	<b>358,641</b>	<b>670,202</b>	<b>131,084</b>	<b>239,233</b>	<b>1</b>	<b>1,775,657</b>
<b>FUND BALANCES - ENDING</b>	<b>\$ 11,351</b>	<b>\$ 70,413</b>	<b>\$ 173,704</b>	<b>\$ 12,045</b>	<b>\$ 9,702</b>	<b>\$ 181,664</b>	<b>\$ -</b>	<b>\$ 524,641</b>	<b>\$ 772,679</b>	<b>\$ 143,092</b>	<b>\$ 239,676</b>	<b>\$ -</b>	<b>\$ 2,138,967</b>

June 23, 2016  
2150623

Board Members  
Charter Township of Kalamazoo  
1720 Riverview Dr.  
Kalamazoo, MI 49004

RE: Sidewalk Infill and Repair

Dear Board Members:

Please find enclosed the bid tabulation for the subject project. We have reviewed the bids submitted and recommend award to Northern Construction Services, Corp. of Niles, Michigan in the amount of \$371,345.75.

Following Board action regarding contract award, we will request that the contractor furnish the necessary bonds and insurance and prepare the contracts for execution. If you have any questions, please contact our office.

Sincerely,

**Prein&Newhof**



Thomas C. Wheat, P.E.

TCW:dlj

Enclosure

## Bid Tabulation

Owner: Charter Township of Kalamazoo				1st		2nd		3rd	
Project Title: Sidewalk Infill and Repair				Northern Const. Services Corp. P.O. Box 1299 Niles, MI 49120		Peters Construction Co. 3325 E. Kilgore Rd. Kalamazoo, MI 49001		SWT Excavating, Inc. 8936 E. K Avenue Galesburg, MI 49053	
Bid Date & Time: June 23, 2016 at 10:00 am			Project #: 2150623						
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
<b>Grand Prairie - North Side (Exhibit "C")</b>									
1	4" Sidewalk (New)	21,600	SF	\$7.20	\$155,520.00	\$6.79	\$146,664.00	\$8.60	\$185,760.00
2	6" Sidewalk (New)	2,075	SF	\$7.45	\$15,458.75	\$6.98	\$14,483.50	\$7.22	\$14,981.50
3	Detectable Warning Plate (Ductile Iron)	64	SF	\$90.00	\$5,760.00	\$61.93	\$3,963.52	\$92.49	\$5,919.36
4	Driveway repair	19	EA	\$650.00	\$12,350.00	\$388.51	\$7,381.69	\$866.45	\$16,462.55
5	Tree Removal	5	EA	\$1,750.00	\$8,750.00	\$792.01	\$3,960.05	\$1,188.58	\$5,942.90
6	Restoration	4,715	LF	\$3.50	\$16,502.50	\$7.53	\$35,503.95	\$8.64	\$40,737.60
7	Traffic Control	1	LS	\$4,900.00	\$4,900.00	\$29,507.86	\$29,507.86	\$3,703.43	\$3,703.43
8	Soil Erosion & Sedimentation Control	1	LS	\$600.00	\$600.00	\$1,377.17	\$1,377.17	\$2,401.14	\$2,401.14
<b>Grand Prairie - North Side Subtotal</b>					<b>\$219,841.25</b>	<b>\$242,841.74</b>	<b>\$275,908.48</b>		
<b>Grand Prairie - South Side (Exhibit "C")</b>									
1	6" Sidewalk Replacement	16	SF	\$9.00	\$144.00	\$7.47	\$119.52	\$24.40	\$390.40
2	4" Sidewalk Replacement	652	SF	\$8.00	\$5,216.00	\$6.78	\$4,420.56	\$12.41	\$8,091.32
3	4" Sidewalk Remove and Raise	208	SF	\$8.00	\$1,664.00	\$8.69	\$1,807.52	\$12.38	\$2,575.04
4	Restoration	219	LF	\$3.50	\$766.50	\$11.51	\$2,520.69	\$8.65	\$1,894.35
5	Traffic Control	1	LS	\$500.00	\$500.00	\$5,617.63	\$5,617.63	\$2,249.56	\$2,249.56
6	Soil Erosion & Sedimentation Control	1	LS	\$100.00	\$100.00	\$281.79	\$281.79	\$445.03	\$445.03
<b>Grand Prairie - South Side Subtotal</b>					<b>\$8,390.50</b>	<b>\$14,767.71</b>	<b>\$15,645.70</b>		

## Bid Tabulation

Owner: Charter Township of Kalamazoo				1st		2nd		3rd		
Project Title: Sidewalk Infill and Repair				Northern Const. Services Corp. P.O. Box 1299 Niles, MI 49120		Peters Construction Co. 3325 E. Kilgore Rd. Kalamazoo, MI 49001		SWT Excavating, Inc. 8936 E. K Avenue Galesburg, MI 49053		
Bid Date & Time: June 23, 2016 at 10:00 am			Project #: 2150623							
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	
<b><u>Kendall Ave (Exhibit "D")</u></b>										
1	4" Sidewalk (New)	2,100	SF	\$8.00	\$16,800.00	\$6.25	\$13,125.00	\$6.64	\$13,944.00	
2	6" Sidewalk (New)	420	SF	\$8.20	\$3,444.00	\$6.35	\$2,667.00 *	\$12.78	\$5,367.60	
3	Driveway Repair	3	EA	\$500.00	\$1,500.00	\$379.81	\$1,139.43	\$1,219.81	\$3,659.43	
4	Restoration	500	LF	\$2.00	\$1,000.00	\$19.08	\$9,540.00 *	\$5.23	\$2,615.00	
5	Traffic Control	1	LS	\$1,500.00	\$1,500.00	\$5,917.77	\$5,917.77	\$4,563.67	\$4,563.67	
6	Soil Erosion & Sedimentation Control	1	LS	\$100.00	\$100.00	\$704.47	\$704.47	\$445.03	\$445.03	
<b>Kendall Ave Subtotal</b>					<b>\$24,344.00</b>		<b>\$33,093.67</b>		<b>\$30,594.73</b>	
<b><u>Eastwood and Westwood Intersections (Exhibit "B")</u></b>										
1	4" Sidewalk Removal	1,365	SF	\$1.00	\$1,365.00	\$1.27	\$1,733.55	\$1.65	\$2,252.25	
2	4" Sidewalk (New)	1,575	SF	\$10.00	\$15,750.00	\$6.13	\$9,654.75	\$8.97	\$14,127.75	
3	6" Sidewalk (New)	2,405	SF	\$11.00	\$26,455.00	\$6.80	\$16,354.00	\$11.36	\$27,320.80	
4	Detectable Warning Plate (Ductile Iron)	530	SF	\$90.00	\$47,700.00	\$61.93	\$32,822.90	\$52.90	\$28,037.00	
5	Type "R" Ramp	18	EA	\$1,000.00	\$18,000.00	\$1,033.58	\$18,604.44	\$1,107.46	\$19,934.28	
6	Restoration	1	LS	\$5,000.00	\$5,000.00	\$4,512.17	\$4,512.17	\$2,687.93	\$2,687.93	
7	Traffic Control	1	LS	\$3,500.00	\$3,500.00	\$7,539.98	\$7,539.98	\$5,012.83	\$5,012.83	
8	Soil Erosion & Sedimentation Control	1	LS	\$400.00	\$400.00	\$998.63	\$998.63	\$518.58	\$518.58	
<b>Eastwood and Westwood Intersections Subtotal</b>					<b>\$118,170.00</b>		<b>\$92,220.42</b>		<b>\$99,891.42</b>	
<b><u>Alternate (if required)</u></b>										
1	Silt Fence	300	LF	\$2.00	\$600.00	\$4.30	\$1,290.00	\$2.51	\$753.00	
<b>Total Bid</b>					<b>\$371,345.75</b>		<b>\$384,213.54 *</b>		<b>\$422,793.33 *</b>	

\* Denotes correction made by Engineer

# Charter Township of Kalamazoo

FIRE DEPARTMENT  
1720 Riverview Drive  
Kalamazoo, MI 49004  
Tel: (269) 381-8080  
Fax: (269)-381-3550  
[www.Kalamazootownship.org](http://www.Kalamazootownship.org)

TO: Ronald E. Reid, Township Supervisor  
FROM: David Obreiter, Fire Chief   
RE: Disposal of old Self-Contained Breathing Apparatus  
DATE: June 23, 2016

In late 2015, the Township of Kalamazoo was awarded a Federal Emergency Management Agency Assistance to Firefighters grant in the amount of \$268,300 to replace our self-contained breathing apparatus. All of the new breathing apparatus units were placed into service in April of 2016. As the last step of the project, we are working to dispose of the old breathing apparatus units.

The old breathing apparatus units were purchased in 2005 after the Township of Kalamazoo received a Federal Emergency Management Agency Assistance to Firefighters grant. Federal purchasing regulations and grant program rules allow the Township of Kalamazoo to dispose of our old units as we would like to.

We have attempted to find an interested party to purchase the breathing apparatus. The used breathing apparatus market is currently flooded with units as a result of many large fire departments receiving similar grants. As a result, there is currently no method to dispose of our used breathing apparatus units that would benefit the township financially.

I have been contacted by a representative from the Sauble-Elk-Eden Township Fire Department located in Irons, Michigan. The breathing apparatus that they are currently using are much older than the units that we are attempting to dispose of. Financial, budgetary and coordination efforts are currently keeping them from applying for a Federal Emergency Management Agency grant.

In an effort to keep our retired self-contained breathing apparatus in service and available to assist the residents of a fellow township, I respectfully request a motion to transfer ownership of our old self-contained breathing apparatus units in an as-is condition to the Sauble-Elk-Eden Township Fire Department.

Please contact me if you have any questions or concerns.

# Charter Township of Kalamazoo

FIRE DEPARTMENT  
1720 Riverview Drive  
Kalamazoo, MI 49004  
Tel: (269) 381-8080  
Fax: (269)-381-3550  
[www.Kalamazootownship.org](http://www.Kalamazootownship.org)

To: Ronald E. Reid, Township Supervisor  
From: Dave Obreiter, Fire Chief   
Re: Request to replace doors at Station 1  
Date: June 21, 2016

As part of our capital improvement plan that includes fire station maintenance and upkeep, we have identified and prioritized projects and maintenance issues that need to be addressed. This year, the double doors to the community room and the single personnel door to the vehicle bays at Station 1 have reached the point that they need to be replaced.

The double doors to the community room no longer open, latch or lock properly on a regular basis. This condition causes a safety concern in means of the safe entry and exit of employees, visitors and groups of people that have rented the community room. In addition, the unreliable ability to securely lock the doors causes a security issue in regards to unauthorized entry to the facilities.

The single personnel door to the vehicle bay area is also worn and the operation of the mechanical push-button lock is rarely reliable. This entrance in the main entrance used by employees, often while responding to emergency calls.

We have received three bids from local contractors to complete the work.

I am respectfully requesting a motion authorizing Wagner Door Company of Portage, Michigan to replace the community room double door fixture and the vehicle bay area personnel door for a total cost of \$8,978 and to authorize Clerk Thall to sign the work proposal and contract forms associated with the projects.

This would be a fire department capital improvement fund expenditure.



# Wagner Door Company

8830 PORTAGE RD.  
KALAMAZOO, MI 49002  
KAL. 329-1000 • B.C. 746-4475

## PROPOSAL AND CONTRACT FORM

DATE May 27, 2016  
JOB NO. \_\_\_\_\_

S O L D T O	Kalamazoo Fire Station #1 Northwood	S H I P T O	jdbaird@ktwp.org
	2617 N. Burdick		Jairs Baird 344-1466 344-9904
	Kal, Mi 49007		

We propose to furnish and install the following materials:

<p>Opening #1 <span style="float: right;">*Add for full glass door.....</span></p> <p>1-3'2"x7' Steelcraft metal door with 1/2-<sup>1</sup>/<sub>8</sub>" temp. glass  1-Steelcraft frame 53/4"x39<sup>1</sup>/<sub>2</sub>"x86" custom cut to fit.  3-NRP-BB Hinges  1-vonduprin flat panic bar model 22  1-Schlage exterior leverhandle with push button entry.  1-3'2"x7' weather strip kit  1-3'2" bottom sweep  1-3'2" flat threshold  1-LCN 4040 door closer  Remove old door and frame and install new door frame and hardware.....</p>	<p>Net Amount</p> <p><del>\$200.00</del></p> <p>\$3,388.00</p>
<p>Opening #@ <span style="float: right;">*Add for full glass doors.....</span></p> <p>2-Steelcraft 3'x7' metal doors with 1/2-<sup>1</sup>/<sub>4</sub>" temp. glass  1-Steelcraft Frame 53/4"x76"x85<sup>1</sup>/<sub>2</sub>" custom cut to fit  6-NRP-BB Hinges  2-Vonduprin Vertical stay-rod panic bars  1-Schlage exterior Lever handle with push button entry  2-LCN 4040 door closers  1-deverter  1-6'x7' weather strip kit  1-6' flat threshold and 2-36" bottom sweeps.  Remove the old door and install the new door, frame and hardware.....</p>	<p>Net Amount</p> <p><del>\$400.00</del></p> <p>\$5,195.00</p>
<p>Opening #3 1-new Simplex tear drop push button latch bolt .....</p>	<p>\$395.00</p>

TOTAL \$8,978.00

Installed by Wagner Door Co. Wiring by None.

Back Jambs by Existing.

Wagner Door Co. \*Total due upon completion.....

By D. Timothy Wagner  
Sales Representative

This agreement is subject to the terms printed on reverse side hereof.

Accepted \_\_\_\_\_  
As Owner- Contractor- Lessee

Date \_\_\_\_\_

Total Amount *		
Net Amount		
Terms	F.O.B.	

NOTICE: A finance charge of 1 1/2% monthly or 18% yearly will be added to unpaid balance after 30 days.

\* PLEASE SIGN AND RETURN (1) COPY.

**Proposal**  
**J & J Paint and Glass**  
 509 E. Vine St., Kalamazoo, MI 49001  
 Ph: (269) 344-2834 Fax: (269) 344-0378

Proposal Submitted To: <b>Kalamazoo Township</b>	Phone:	Date:	
Address:	Job Name: <b>Kalamazoo Fire Township Fire</b>	Job Location: <b>2617 N. Burdick</b>	
Architect:	Date of Plans	Job Phone:	

We hereby submit specifications and estimates for:

One 6' x 7' pair and one 3' x 7' single Kawneer 190 narrow stile doors with hardware listed below:

- |   |                                    |
|---|------------------------------------|
| -butt hinges                                | -standard threshold and weathering |
| -concealed rod panics with electric retract | -style CO9 pull                    |
| -LCN 4041 closer                            | -10" bottom rail                   |
| -clear anodized finish                      | -1" clear insulated glass          |
| -touch button key pad                       | -power supply for electric panics  |

One push button mechanical lock to be installed on your back steel door.

We will remove and dispose of your existing doors. All electrical wiring and connections to be done by others and is NOT included in this quote.

**Installed \$11,600.00**

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: (\$ 11,600.00 )

**Eleven thousand six hundred dollars and 00/100**

Payment to be made as follows:

**Net 30 days**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other insurance. Our workers are fully covered by Workman's Compensation Insurance.	Authorized Signature <u>Scott Miracle</u>  Note: This proposal may be withdrawn by us if not accepted in <u>60</u> days.
---	--

<b>Acceptance Of Proposal -</b> The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Signature _____  Date: _____
---	------------------------------------

# RELIABLE GLASS INSTALLERS LLC.

Phone (269) 345-8909  
Fax (269) 345-7799

3450 RAVINE ROAD  
KALAMAZOO MI 49006

## QUOTATION

To: Township of Kalamazoo  
2617 North Burdick  
Kalamazoo, MI 49007

Attention: Jairus Baird

Date: 5/27/16

Job: Door and hardware replacement

Location: Kalamazoo, MI

Pages: 2

Bid Division: Aluminum, Glass and Glazing per below and attached

Remarks: Furnish and install: Sizes and Quantities per below and attached

Framing: Tubelite E4500 series door framing

Doors: Tubelite wide stile with 10" bottom rail

Finish: Clear anodized

Glass: 1" insulated using 1/8" clear tempered

Hardware:

Hinge	Select SL11-HD continuous hinge per leaf
Closer	Standard stock ANSI Grade 1
Push	None – see locking
Pull	Schlage CO-100 exit trim
Locking	VonDuprin 98EO rim exit (single door)
	VonDuprin 9947 CVR exit (pair of doors)
	Schlage mortise CO-100 mortise lock assembly (existing hollow metal door)
	Construction cylinder with keys-Final keying by others
Threshold	Standard Mfg saddle threshold - 1/2" x 4"
Other	Standard Mfg. weather-strip and sweep

Includes: Demolition and disposal of existing aluminum doors  
Taxes  
Finished caulking of work

FOR THE SUM OF: \$ 12,930

Please call with any questions

Thank You,  
Jeff Ragan

Authorized to Proceed: \_\_\_\_\_ Date: \_\_\_\_\_



# Charter Township of Kalamazoo

FIRE DEPARTMENT  
1720 Riverview Drive  
Kalamazoo, MI 49004  
Tel: (269) 381-8080  
Fax: (269) 381-3550  
[www.Kalamazootownship.org](http://www.Kalamazootownship.org)

TO: Ronald E. Reid, Township Supervisor  
FROM: David Obreiter, Fire Chief   
RE: Federal Emergency Management Agency Grant  
DATE: June 20, 2016

On Friday, June 17, 2016, The Township of Kalamazoo was notified by the Federal Emergency Management Agency that it has been offered a 2015 Assistance to Firefighters Grant Program award of \$68,182 to replace the vehicle exhaust removal systems that are located in each of the fire stations.

The grant requires a ten percent match of funds by the receiving municipality. If the grant is accepted, we will be utilizing the township purchasing policy to solicit quotes and select the make and model of system to be purchased and installed. When the selection is made, we will submit the request to purchase.

I am respectfully requesting a motion to accept the 2015 Federal Emergency Management Agency 2015 Assistance to Firefighters Grant in the amount of \$68,182 to replace the vehicle exhaust removal systems located in the fire stations.