



Agenda

Regular Meeting of the City Commission

City of Kalamazoo

Monday, December 18, 2017

7:00 PM

City Commission Chambers - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation: Pastor Nathan Dannison, First Congregational Church
2. Pledge of Allegiance
3. Introduction of Guests
 - a. Oath of Office Ceremony for Public Safety Chief and Public Safety Officers
4. Proclamations

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

1. Public hearing to receive comments on an ORDINANCE to rezone Mayors' Riverfront Park at 251 Mills Street from Zone M-1 (Manufacturing, Limited District) to Zone CMU (Commercial, Mixed Use District). **(Action: Motion to adopt the ordinance)**
2. Public hearing to receive comments on the proposed Fiscal Year 2018 Budget for the City of Kalamazoo. **(no action)**

F. CONSENT AGENDA

(Action: Motion to approve Items "1-13" and authorize the City Manager to sign all documents on behalf of the City)

1. Approval of a professional service agreement for traffic technical services with Traffic Tech Services, LLC, a company owned and operated by City retiree Brian Burlingham.
2. Approval of a contract with L.D. Docsa Associates, Inc. for Frays Park Improvements in the amount of \$164,000.00.
3. Approval of a twelve-month maintenance contract with Hexagon/Intergraph Corporation in the amount of \$172,319.02 for the continued maintenance of the City's computer-aided dispatching, records management systems and mobile data computing systems.

4. Approval of the purchase of a LED video display board for Homer Stryker Field from DAKTRONICS Company in the amount of \$250,000.00 through the National IPA Cooperative Contract.
5. Approval of a one-year contract extension with Consumers Concrete Corporation for ready mixed concrete in the amount of \$334,375.00.
6. Approval of a one-year contract extension for gasoline and diesel fuel with Kalamazoo Oil, Inc. for an amount not to exceed \$600,000.
7. Approval of a contract with the Michigan Department of Transportation for the Vine Street Improvements Project from Davis Street to Westnedge Avenue in the amount of \$628,930.
8. Approval of a professional services agreement with Prein & Newhof, Inc. for professional engineering services associated with the City's wastewater and storm water asset management program in the amount of \$2,000,000.
9. First reading of an ordinance to rezone 243 parcels located between W. Lovell Street and Stockbridge Avenue from Zones CC, CN-1 and M-1 to Zones CCBD, CN-1, CN-2 and RM-36; and schedule a public hearing for January 2, 2018.
10. Adoption of a RESOLUTION setting the schedule of regular City Commission meetings for the 2018 calendar year.
11. Approval of the Second Amendment to the Interlocal Agreement Funding The Kalamazoo County Consolidated Dispatch Authority.
12. Acceptance of the 2017 COPS Hiring Program Award from the U.S. Department of Justice in the amount of \$1,375,000.
13. Appointment of D. Neil Bremer to the Public Media Network Board of Directors as a City of Kalamazoo representative.

G. REGULAR AGENDA

1. Adoption of an ORDINANCE to amend Section 2-237 B. of the City Retirement System Ordinance to permit general member employees with credited service with a reciprocal governmental unit to use such prior service to avoid the reduction in pension amount if they retire with 25 years of credited service, but less than 62 years of age. **(Action: Motion to adopt the ordinance)**
2. Adoption of an ORDINANCE to amend section 22-42 of the Kalamazoo City Code regarding the purchase, consumption, or possession of alcoholic liquor by a minor. **(Action: Motion to adopt the ordinance)**
3. Adoption of an ORDINANCE to Permit the Temporary Continued Operation of Certain Medical Marihuana Facilities in the City. **(Action: Motion to adopt the ordinance)**
4. Review of the slate of ten (10) Sector Representatives for the Foundation for Excellence (FFE) Board of Directors being recommended by the FFE

Governance Facilitator, the Kalamazoo Community Foundation. **(Action: Hold for final consideration until January 16, 2018)**

5. Approval of a process for selecting the single At-Large Director for the Foundation for Excellence Board of Directors. **(Action: Motion to approve a selection process)**

H. REPORTS AND LEGISLATION

1. City Manager's Report
2. Report from the Local Officers Compensation Commission

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

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Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047.

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 337-8792 a week in advance to request mobility, visual, hearing or other assistance.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: www.kalamazoocity.org

The Kalamazoo City Commission business meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). Business meetings are also web streamed live on the City's YouTube channel at <https://goo.gl/Q6DW37>. Public Media Network rebroadcasts these meetings on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m. Recorded meetings are also available on-demand on the YouTube channel.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/14/2017

SUBJECT: Calendar of Upcoming Meetings

INFORMATIONAL ITEMS

Attached is the calendar of upcoming meetings of the City Commission's advisory boards, commissions, and committees.

ATTACHMENTS:

	Type	Description
▢	Meeting Schedule	Calendar of Upcoming Meetings



Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

Regular Business Meetings – 7:00 p.m. in the City Commission Chambers

January 2, 2018*

January 16, 2018*

(*Tentative, pending approval of the City's Commission's 2018 meeting schedule)

Regular Neighborhood Meetings – 6:00 p.m. in the Community Room at City Hall

None scheduled at this time

Special Meetings

The Kalamazoo City Commission will meet in special session on Monday, December 18, 2017 at 6:15 p.m. in the City Commission Chambers at City Hall, located at 241 W. South St.

The purpose of the meeting is to consider the introduction of an ordinance to permit the continued temporary operation of certain medical marihuana facilities pursuant to State regulatory rule.

Advisory Boards, Commissions and Committees (next two weeks)

The **Environmental Concerns Committee** will meet on Wednesday, December 20, 2017 at 4:30 p.m., in the Community Room at City Hall.

The **Building Board of Appeals** will meet on Thursday, December 21, 2017 at 2:00 p.m., in the City Commission Chambers at City Hall.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Christina Anderson, City Planner

PREPARED BY: Rob Bauckham, Senior Development Planner

DATE: 11/20/2017

SUBJECT: Rezone Mayor's Riverfront Park.

RECOMMENDATION

It is recommended that the City Commission adopt an ordinance to rezone Mayors' Riverfront Park at 251 Mills Street from Zone M-1 (Manufacturing, Limited District) to Zone CMU (Commercial, Mixed-Use District).

BACKGROUND

Mayors' Riverfront Park contains 37 acres of land developed with various park and recreation facilities. The Homer Stryker baseball stadium is located at the east side of the park, and it is currently utilized as the home of the Kalamazoo Growler's minor league baseball team. The Soisson Rapacz Clason football stadium is located at the west side of the park and it is utilized for area high school football games, soccer games, and other outdoor sporting events. The City Parks and Recreation Department building is near the center of the park, and a paved parking lot is located to the west of the building. The Parks maintenance building is north of the football stadium. A basketball facility, picnic shelter, canoe launch, fishing pier, playground, and trail way are all situated on the north side of the park.

The Parks and Recreation Master Plan indicates that Mayors' Riverfront Park has been used for a variety of recreational activities since at least the late 1800s. Some landfilling activity occurred on a portion of the property and in the surrounding area in the early 1900s. The park was then dedicated as the "Red Arrow Post Athletic Field" in 1930. The baseball stadium was formerly known as Sutherland Field, and it was actively used for baseball games in the mid-1900s. The park was re-dedicated as the Edward J. Annen Jr. Sports and Recreation Complex in the 1980s after a former Mayor of Kalamazoo, and it was then renamed as the current Mayors' Riverfront Park in 1996.

The park is currently in the M-1 (Manufacturing, Limited District) zoning classification. Park uses are permitted in the M-1 zone, but the district is primarily intended for industrial uses. Earlier this year, the City Commission rezoned 45 parcels of land near the center of town between S. Pitcher Street and Mills Street. These parcels were also industrially zoned, and the rezoning placed them in the CMU zone to encourage new mixed-use development for residential and business uses in this area. The City's Red Arrow Golf Course is directly west of Mayors' Park and it was rezoned earlier this year to CMU. Similarly, the Community Planning and Development Department would like to have the Mayors' Park property rezoned to CMU (Commercial, Mixed-Use District) to

better reflect the current use of it, and to be compatible with the zoning of the golf course and other properties to the west.

POLICY CONSIDERATIONS

M-1 (Manufacturing, Limited District) zoning is not the appropriate district for Mayor's Riverfront Park, especially with the rezoning efforts that occurred earlier this year. CMU (Commercial, Mixed-Use District) is a less intense district that is both compatible with the golf course across Mills Street and allows recreational uses.

COMMUNITY RESOURCES CONSULTED

Notices were mailed to all property owners and occupants located within 300 feet of Mayors' Riverfront Park to inform them of the rezoning request, and to invite them to the public hearing that was held by the Planning Commission on November 2, 2017. A notice of the rezoning and public hearing was also published in the Kalamazoo Gazette and was provided to the Edison and Eastside Neighborhood Associations.

During the public hearing before the Planning Commission, an owner of the adjacent Kalamazoo Metal Recyclers (KMR) business stated that an area at the southwest corner of the Park is owned by his company, and he does not want it rezoned. A survey of the Park property completed by Williams & Works in May of 2012 identifies two small areas of the Park that are encroaching onto the KMR property. The areas include a section at the south edge of the driveway entrance into the Park, and an eight-foot-wide section of the south side of the asphalt parking lot for the Park. The two areas of encroachment have been removed from the rezoning request. It is noted that the same survey identifies a section of the KMR property is encroaching on the Park property at the southeast area. This encroachment area is included in the proposed rezoning.

Another citizen expressed concern that the rezoning might reduce the amount of required open space in the Park. The M-1 zoning district requires only 20% of a site be left in open/green space while in the CMU zoning district, 35% must be left in open/green space. The rezoning would result in the potential for more open/green space in the Park than if left in the M-1 zone.

If the City Commission schedules a public hearing, the same citizen notification process will be conducted for that hearing.

FISCAL IMPACT

It is not anticipated that the rezoning will have any negative fiscal impact on the City. The Park does not generate property taxes. The rezoning is not anticipated to have any impact on the revenue that is provided to the City from the athletic teams that utilize the Park facilities.

ALTERNATIVES

The City Commission has the option of not rezoning the Park property. Rezoning the property to the CMU zone will make it compatible with the zoning of the Red Arrow Golf Course and other parcels located directly to the west of the Park. The CMU zone would also be more appropriate for the uses conducted in the Park. It is recommended that the City Commission approve the rezoning as presented.

ATTACHMENTS:

	Type	Description
□	Aerial Photo	Aerial
□	Map – Existing Zoning	Existing zoning
□	Map – Proposed	Proposed zoning

Zoning

Map -

- ▣ Existing Land Use Existing land use

Map –

- ▣ Future Land Use Future land use

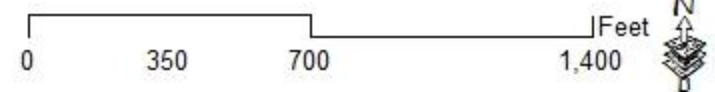
- ▣ Ordinances Ordinance

- ▣ Minutes PC minutes

P. C. #2017.14 - 251 Mills Street
Rezone from Zone M-1 to Zone CMU



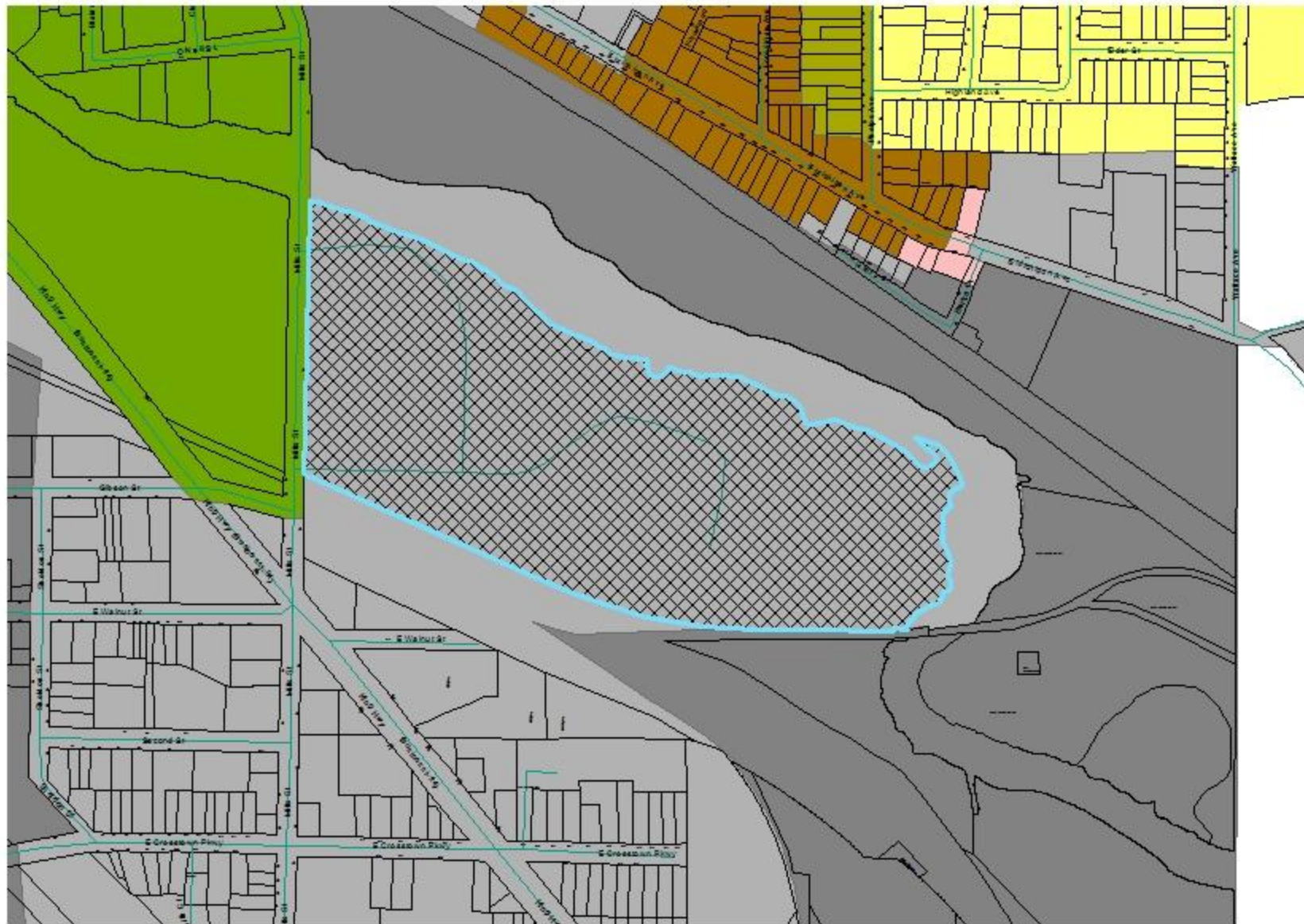
REZONE FROM ZONE M-1 TO ZONE CMU



P. C. #2017.14 - 251 Mills Street
Rezone from Zone M-1 to Zone CMU

**CURRENT
ZONING**

- CBTR
- CC
- CCBD
- CMU
- CN-1
- CO
- M-1
- M-2
- PUD
- RD-19
- RM-15
- RM-15C
- RM-36
- RMU
- RS-5
- RS-7



REZONE FROM ZONE M-1 TO
ZONE CMU

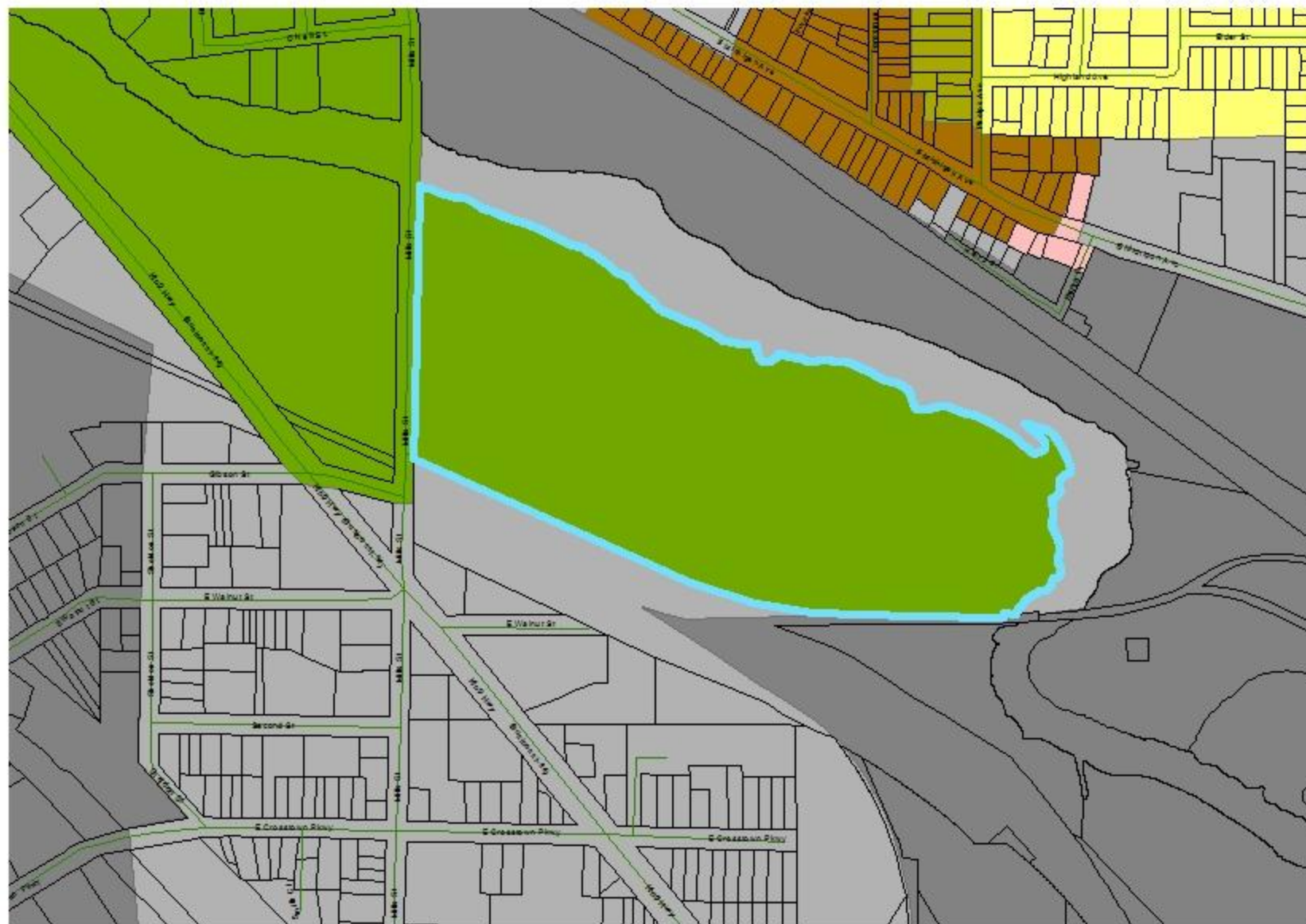
0 205 410 820 Feet



P. C. #2017.14 - 251 Mills Street
Rezone from M-1 to Zone CMU

**PROPOSED
ZONING**

- CBTR
- CC
- CCBD
- CMU
- CN-1
- CO
- M-1
- M-2
- PUD
- RD-19
- RM-15
- RM-15C
- RM-36
- RMU
- RS-5
- RS-7

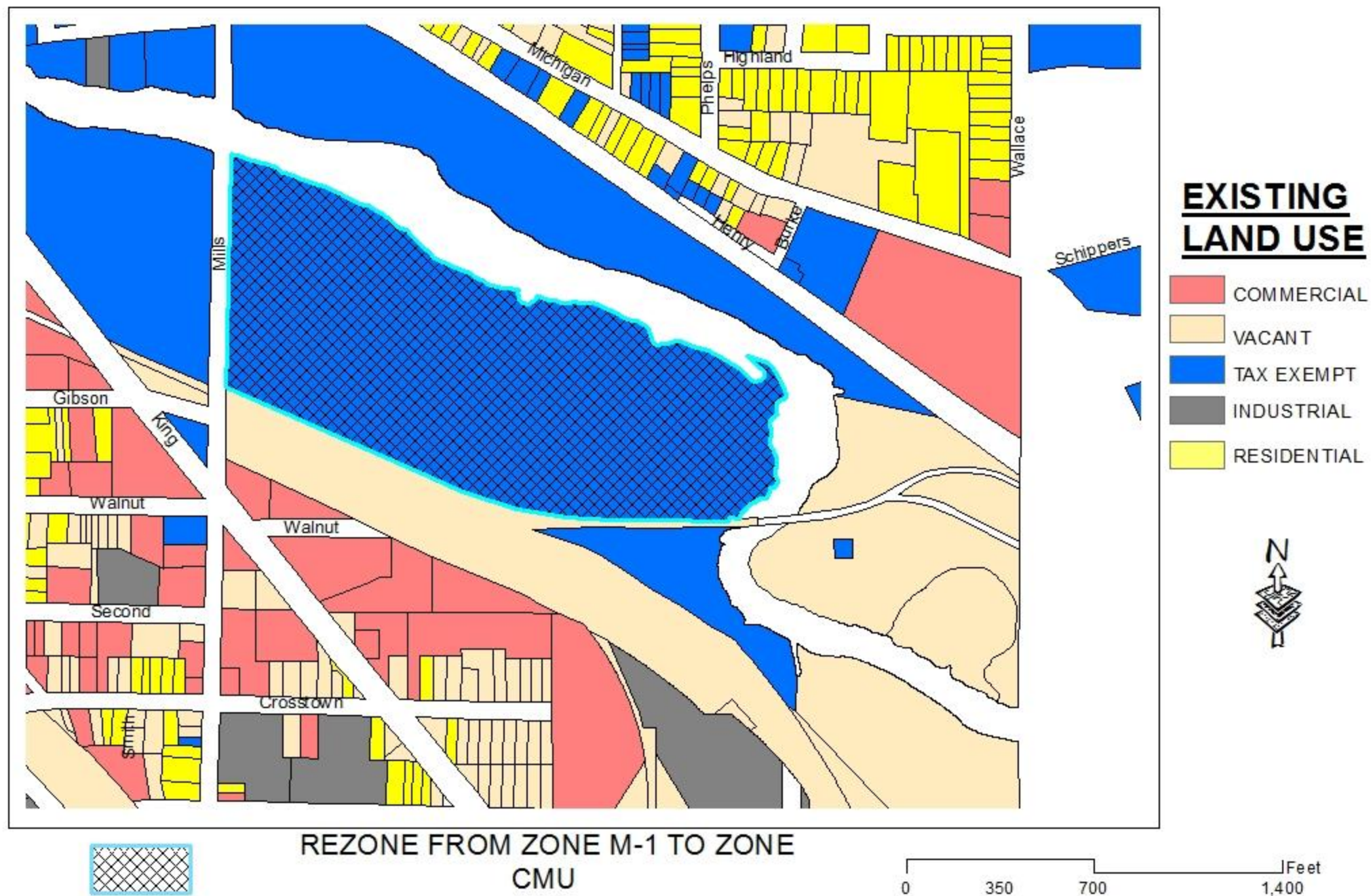


REZONE FROM ZONE M-1 TO ZONE
CMU

0 230 460 920 Feet



P. C. #2017.14 - 251 Mills Street
Rezone from M-1 to Zone CMU



P. C. #2017.14 - 251 Mills Street Rezone from Zone M-1 to Zone CMU



Future Land Use

Type of Use

- Central Business District
- Community Commercial
- Core Residential 1
- Core Residential 2
- Employment Centers
- Greenspace
- Institutional
- Mixed-Use
- Modern Residential 3
- Modern Residential 4
- Multiple-Family
- Neighborhood Commercial
- Railroad Right of Way



0 212.5 425 850 Feet

REZONE FROM ZONE M-1 TO
ZONE CMU



CITY OF KALAMAZOO, MICHIGAN
ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 1.8.A. ZONE DISTRICT MAP OF THE ZONING ORDINANCE, BEING APPENDIX A OF THE KALAMAZOO CODE

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Under Section 1.8.E. the Zone District Map described in Section 1.8.A. is amended as follows:

The land area hereinafter described to be rezoned from Zone M-1 (Manufacturing, Limited District) to Zone CMU (Commercial, Mixed-Use District).

That area of land in Section 14 of the City of Kalamazoo, County of Kalamazoo, State of Michigan, commonly referred to as 251 Mills Street and described as the following:

Beginning at the southeast corner of the intersection of Mills Street and the south side of the Kalamazoo River; thence continuing southeasterly along the south side of the Kalamazoo River to parcel number 06-14-369-401 (301 Mills Street); thence westerly along said parcel to the southeast corner of Mills Street and northwest corner of said parcel; thence north along the east side of Mills Street to the place of beginning.

A map identifying the land area is also attached.

Section 2. Repealer. All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been available as required by said Act, and furthermore, said ordinance was duly recorded, posted, and authenticated by the Mayor and City Clerk as provided by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott A. Borling, City Clerk

City of Kalamazoo
PLANNING COMMISSION
Minutes
November 2, 2017
DRAFT

Second Floor, City Hall
Commission Chambers
241 W. South Street, Kalamazoo, MI 49007

Members Present: Rachel Hughes-Nilsson, Chair; Charley Coss, Vice Chair; Gregory Milliken; James Pitts; Sakhi Vyas; Derek Wissner; Alfonso Espinsosa; Emily Greenman Wright

Members Excused: Christina Anderson, City Planner

City Staff: Robert Bauckham, Senior Development Planner; Clyde Robinson, City Attorney; Amanda Coeur, Recording Secretary, and Beth Cheeseman, Code Administration Clerk and Cashier

A. CALL TO ORDER

Commissioner Hughes-Nilsson called the meeting to order at 7:01 p.m.

B. ROLL CALL

Planner Bauckham proceeded with roll call and determined that the aforementioned members were present.

C. ADOPTION OF FORMAL AGENDA

Commissioner Coss, supported by Commissioner Greenman-Wright, moved approval of the November 2, 2017 Planning Commission agenda. With a voice vote, the motion carried unanimously.

D. APPROVAL OF MINUTES

Commissioner Greenman Wright, seconded by Commissioner Vyas, moved approval of the October 5, 2017 Planning Commission minutes as presented. With a voice vote, the motion carried unanimously.

E. COMMUNICATIONS AND ANNOUNCEMENTS

None

F. PUBLIC HEARINGS

P.C. #2017.13: Request from Brandie Jackson to approve a special use permit to allow a group day care use serving up to twelve children at 1508 Woodward Avenue. [Recommendation: motion to approve the special use permit, with conditions.]

Planner Bauckham proceeded with staff report. The property is north of Paterson in the Northside neighborhood and contains a one-story single family house with an attached garage and a porch. It has a finished basement and fenced-in back yard. The applicant owns and lives at the property. She wants to operate a group daycare in the house serve up to 12 children at a time. In this zone a special use permit is required for this use. If special use permit is approved, she will apply to the State for a license. The State will monitor the operation of the daycare as well as determine how many children will be allowed in the daycare. No additions or significant changes to house for the daycare. She is planning two shifts for daycare. First shift would be 7am-4pm and the second shift would be 10pm-6am Monday through Friday. There would be two full-time caregivers and one part-time caregiver. The age of the children served would be 10 weeks to 4 ½ years for first shift and up to third grade for the second shift. The applicant plans to offer reading, music and skill development as well as other activities to facilitate the natural abilities of the children. There would be no activities after dark. The Interfaith homes complex is directly across road. The applicant has talked with neighbors. Staff believes the request meets requirements for a special use permit. Planner Bauckham showed photos and maps regarding the home. The property is surrounded mostly by single family homes on the north, south, and east sides and Interfaith homes to the west. Current zoning is RS5 single family zone. To the west is the multiple family zone. Existing land use is residential designation and future land use for this area is residential. Staff are recommending approval with 3 conditions: group day care shall not be used until the required licenses are obtained from the State, children in the home will be supervised at all times, the operation of the daycare will meet the noise ordinance regulations of the City.

In response to Commissioners' questions, Planner Bauckham clarified that a fenced in front yard is not required by ordinance; any children living in the home would count toward the number allowed in the daycare; the City will receive a copy of the license from the State.

Commissioner Hughes-Nilsson opened the hearing for public comments.

No citizen comments were made. The public hearing was closed.

Commissioner Milliken, seconded by Commissioner Greenman Wright, moved that a special use permit be approved with the three conditions of the group day care shall not be used until the required licenses are obtained from the State, children in the home will be supervised at all times, the operation of the daycare will meet the noise ordinance regulations of the City.

Planner Bauckham responded to Commissioners' questions regarding the motivation of the applicant to have 12 children in the home – if the number was requested due to children living in the home. Planner Bauckham stated that the applicant had talked with her neighbors and sees a need in the neighborhood. She believes that 12 is a number she can handle with the caregivers available. Planner Bauckham also clarified that if the State reduced the number of children she was allowed to have in the home, it would be reflected on the copy of the license the City would receive.

A roll call vote was taken and passed unanimously.

P.C. #2017.14: Request from the Community Planning and Development Department to rezone 251 Mills Street from Zone M-1 (Manufacturing, Limited District) to Zone CMU (Commercial, Mixed Use District). [Recommendation: motion to recommend to the City Commission to approve the rezoning request.]

Planner Bauckham gave the staff report and history on the property known as the Mayor's Riverfront Park. It is a 37 acre site owned and operated by the City of Kalamazoo. Homer Stryker baseball field is located on the eastside of the park – home of semi-pro baseball teams. The Soisson Rapacz Clason football stadium is on the west side and is home of semi-pro football teams, soccer teams and some local high school football games. The park also contains City Parks & Recreation building, Park's Maintenance Building, picnic shelter, fishing dock, canoe launch, basketball area, trail way and a playground. The park is currently zoned as M1 – manufacturing district. Park uses are permitted in that zone, but are primarily intended for industrial purposes. The Red Arrow Golf course and 45 other parcels in the area were rezoned from an industrial zone to the CMU zone to better reflect the use of those properties and to encourage mixed-use development. It is believed that CMU would place Mayor's Riverfront Park in a zone which will better reflect its use. Property owners and occupants within 300 ft of the park were mailed notices regarding this request inviting them to this meeting. A notice was also published in the Kalamazoo Gazette. We are recommending that the Planning Commission recommend to the City Commission to approve the rezoning to CMU.

Mr. Fletcher spoke at the meeting and gave support to the request and hope that the Planning Commission will approve the request. He stated that they are always looking forward to having new neighbors and are open to any opportunities that present themselves in that area.

Commissioner Hughes-Nilsson opened the public hearing portion of the request.

Mr. Patrick Farrell came forward to speak stating that he owns the property next door at 301 Mills and he owns the scrap yard. He was concerned about the City taking away his M1 buffer. He asked why the zoning was taking place and expressed concerns about the possibility of the City trying to put housing next to M2. He also stated that the City doesn't know where their property lines fall and that they are squatting on his property. He said the City is aware of the situation and they haven't paid a lease since 2011. Mr. Farrell expressed unhappiness about the change in zoning. He also stated that the property is on a flood plain. He stated that every time it floods it costs taxpayers money. He cautioned against zoning the property for commercial and residential use citing that people would be living on a flood plain. Mr. Farrell requested the City to get him a lease on the property they are squatting on.

Mr. Eric Stuckey asked how the zoning will improve the City and how much green space will be eliminated through mixed commercial use. He stated that the current use of the park is appropriate for a flood plain. He asked the Planning Commission to take the flood plain into consideration with regards to allowing commercial uses on the property.

Commissioner Hughes-Nilsson closed the public hearing.

Commissioner Milliken, seconded by Commissioner Vyas, moved to approve the rezoning request to the City Commission.

Commissioner Coss expressed concern regarding the property line issue. He asked if it has been clarified by the City. Planner Bauckham stated that a portion of property in parking lot is Mr. Farrell's property, but he is not aware of the lease situation with that. Planner Bauckham suggested that they could proceed in two different ways. They could proceed as is and rezone the complete property to CMU or they could recommend rezoning and taking out that portion which is KMR's property from the rezoning. Planner Bauckham stated that it would be acceptable to omit that portion of the property from the rezoning. He doesn't believe it would have any adverse effect on the rezoning.

Commissioner Coss stated concerns regarding building on a flood plain and asked if there were any plans to do anything about the flooding. Planner Bauckham agreed that the area is in a flood plain, and it does flood when they have excessive rainfall – more often in the springtime. He assured Planning Commissioners that the park and the facilities in the park are not going away. There is a possibility in connection to redeveloping one of the facilities in the park it may incorporate some housing facilities. The base facility would remain and there would be no reduction in what this park provides to public.

Commissioner Vyas asked if there are any consequences to having a parking lot in a different zone. Planner Bauckham said in this case when there is a property line issue and different ownership, he would say no.

Commissioner Milliken, seconded by Commissioner Vyas, amended his previous motion to approve the rezoning request – excluding Mr. Farrell's property – to the City Commission.

Commissioner Coss asked Attorney Robinson if they were in bounds as far as any potential litigation. Attorney Robinson stepped forward. He didn't believe the amendment should affect any future litigation as far as a property dispute. It is just a classification of what that sliver would be. It can bring that rezoning into compliance with M1 or CMU.

A roll call vote was taken and the motion carried. Commissioner Coss voted no.

P.C. #2017.15: Request from the Community Planning and Development Department to rezone multiple parcels located between W. Lovell Street and Stockbridge Avenue, and between S. Westnedge Avenue and the Portage Creek from Zones CC, CN-1, and M-1 to Zones CCB, CN-1, CN-2, and RM-36. [Recommendation: motion to recommend to the City Commission to approve the rezoning request.]

Commissioner Milliken stated that he was abstaining from discussion and vote because of his job. He is intimately involved with the acquisition and sale of many properties involved in this rezoning request.

Planner Bauckham gave the staff report. The request is initiated by Community Planning and Development. The request involved 243 parcels of land. The parcels are located on W Lovell to the North, Stockbridge to the south and S Westnedge to the west and Portage Creek to the east. Most are in the CC zoning district which allows the most intensive commercial uses in the City. The primary purpose of this request is to down zone these parcels to Neighborhood Commercial - CN-2. It includes one area to be rezoned to the downtown district. Two small areas are to be rezoned to RM-36 district. One small area is to be recommended to the CN-1 zone.

Planner Bauckham went over the four areas to be rezoned. Area 1 is bordered on the west by S. Westnedge Avenue, on the north by W. Lovell Street, on the east by S. Rose Street, and on the south by W. Cedar Street. Area 1 is currently zoned CC and CN-1. The proposal is to rezone all of these parcels to the downtown zoning district - CCBD zoning district, which meets with the current zoning of the downtown Kalamazoo land area located directly to the north and east. All of the current uses on these parcels would be conforming in the proposed zone.

Area 2 is bordered on the west by S. Park Street, on the north by W. Cedar Street, on the east by S. Burdick Street and John Street, and on the south by E. Vine Street. This area is in the CC zoning district. The request is to rezone all of the parcels to the CN-2 zone. All of the current uses on these parcels would be conforming in the proposed zone. Area 2 also includes three parcels at the southwest corner of W. Walnut Street and S. Rose Street. The parcels contain multiple-family houses and are in the CC zoning district. The request is to rezone them to the RM-36 zone, Residential Multiple family which corresponds with the zoning of the adjacent parcels to the west and south. The uses on these three parcels would be conforming in the proposed zone.

Area 3 is a 4-parcel area that is bordered on the west by Boerman Avenue and on the north by E. Vine Street. The parcels are owned by Bronson Hospital, and are in the CC zoning district. The request is to rezone all four parcels to the CN-1 district, which meets the zoning of the adjacent land to the east and south. With the rezoning, the existing use would become legal non-conforming uses as far as the parking lot that is there, but could remain indefinitely.

Area 4 is a large area which is bordered on the north by E. Vine Street and on the south by Stockbridge Avenue. Area 4 also includes parcels on both sides of S. Burdick Street between Vine and Stockbridge, and it extends eastward to the Portage Creek. Most of these parcels are currently in the CC and M-1 zoning districts. The request is to rezone them to the CN-2 district. All of the current uses on the parcels would be conforming in the proposed zone with the exception of three parcels located at 928, 1209, and 1211 S. Burdick Street they contain car sales and repair businesses. These uses would become legal non-conforming uses, but could remain on the parcels indefinitely. They could not expand without a variance and if they were destroyed, they would have to be rebuilt as a conforming use or get a variance to rebuild as their current use.

Area 4 also includes eleven parcels located along Burr Oak Street and S. Rose Street. These parcels contain multiple-family homes and vacant land, and are currently in the CN-1 and CC zoning districts. The proposal is to rezone each of them to the RM-36 district to encourage new residential development in this area.

Planner Bauckham read the CN-2 zone description and went over the standards for CN-2 zoning districts. Some of the differences in standards are as follows: the maximum height of new buildings in CN-2 zone is 35 ft and compares to 65 feet in the current CC zone; the minimum open space/green space is 25% and compares to current CC zone of 20%. Planner Bauckham listed permitted and prohibited uses in the CN-2 zone. Some permitted uses CN-2 zone: multiple family dwellings, foster care homes, transitional residences, nursing homes, community drop-in centers, churches, schools, daycares homes, restaurants, sports facilities, office uses, grocery stores, funeral homes, grocery stores, retail stores and existing single family and duplex houses. Uses not permitted in CN-2 zone: liquor stores, car sales and repair, motels and hotels, animal kennels, gas stations with auto repair facilities, sororities, fraternities. All those uses are currently permitted in the CC zoning for this area. Proposal also does not permit the storage of inoperable or junk vehicles, recycling facilities, industrial manufacturing uses or participant sporting

facilities. Those types of uses are currently permitted in industrial zoning of which there are few in this area.

Planner Bauckham spoke about the meeting Planning staff conducted at the Vine Neighborhood Association. He stated that all affected property owners and occupants within the proposed rezoning areas were invited to the meeting. There were about 25 people at the meeting and they posed questions about their specific parcels. A summary of the meeting was provided to the Commissioners. Planner Bauckham highlighted questions asked about property taxes, gentrification, development of wooded areas, KVCC campus causing flooding to adjacent properties, Air Bed and Breakfast uses, single family dwellings, parking, green space/open space requirements, and if all existing uses will conform to the proposed zoning. Planner Bauckham clarified that the City has not requested this rezoning in response to development proposals.

City staff recommended that the Planning Commission recommend to the City Commission to approve the rezoning of the subject parcels from Zone CC, Zone CN-1, and Zone M-1 to Zone CCBD, Zone CN-1, Zone CN-2, and Zone RM-36.

Commissioner Greenman Wright asked for clarification about the goal of changing the zoning for parcels on the corner of burr oak and rose. Planner Bauckham stated that there are some multiple family residential properties there. The City is interested in encouraging more of that development within those surrounding parcels.

Commissioner Pitts asked for clarification regarding the three parcels containing the auto repair and auto sales. He also asked for clarification if single family houses can be built in the CN-2 zone. Planner Bauckham stated that the three parcels are in the CC district. The goal is to downzone to neighborhood commercial district. Those uses would not be conforming in that zone. They want to prevent additional uses like that in the area. The ones there are legal non-conforming uses. They can remain indefinitely, but if their buildings would be destroyed by storm or fire by more than 50% of their value, they would need a variance to rebuild or expand. Planner Bauckham clarified that all existing single family houses can stay and be rebuilt, but no new additional ones in this area.

Public comments portion of the hearing was opened

Mr. Richard Stuart expressed concern regarding the outreach for the meetings. He cited that only 25 people showed up at the first meeting when 243 parcels are affected. He stated that he received notice of this only a week ahead of the vine street meeting and no meetings were held at the Southtown neighborhood. Mr. Stuart said that a lot of property owners did not receive the invitation. He posted it on Facebook and some people attended who otherwise didn't know. Mr. Stuart requested the Planning Commission to exclude his two parcels for financial reasons. He purchased it for retirement. Mr. Stuart stated that that CC is the most popular zoning for a big old building, is most flexible in use, has most universal buyers. He said he got an appraisal done on property for refinance a week before he was notified of the rezoning request and now there is concern that the property value may go down. Mr. Stuart requested that the Commissioners postpone their decision until they can understand the impact this will have on them. He stated that the City is dealing with a lot of properties and multiple zones going to multiple new zones with an untried zone of CN-2. As a real estate professional, he cautioned them that this is not in everyone's best interests.

Ms. Danielle Pillars stated that her main concern is the gentrification of her community. She said she already sees it happening with luxury apartments being built and rents being raised – pushing out low income and minority families. She cited relief when she discovered that more strategic consulting was employed to analyze strategies and provide recommendations to reduce the likelihood of gentrification, but understands that the completion date of analysis is uncertain. Ms. Pillars stated that, per conversations with Vine Neighborhood association, the presentation of this request is abrupt, goals are vague and there was limited notice and little time to research this project and objectives. Ms. Pillars asked Planning Commissioners to postpone a decision on this rezoning. She requested that the City allow more time for the consultants to complete their analysis and implement the results into the proposal prior to approval. More time will allow the Vine neighborhood Association the opportunity to sufficiently understand the proposal and its objectives. Ms. Pillars stated that they have offered to host future meetings and/or open houses with the city.

Mr. Leonard Stafford asked why the City is picking on his three properties. He requested the Planning Commissioners to postpone a decision on the rezoning saying that this needs to be checked out. Mr. Stafford stated that he works hard and the City wants to downzone him while leaving the other side of the road alone. He stated that it is not fair and he feels they are picking at him. He encouraged the Planning Commissioners to investigate what they are doing.

Mr. Mike Hussar, realtor by trade, brought forward a case study of a house that sold in a similar zoning area where if the house was destroyed, it would have to be rebuilt as a commercial use. He stated that the house was listed in 2016 at \$125,000. As a result of conditions placed on the house, financing options were limited. He stated that the house sold in June for \$50,000. He urged the Planning Commissioners to make sure what they are doing is not killing the value of the real estate.

Mr. John Davis stated that he bought the building in 2005 and the City said it was ok for him to sell cars. He said it bothers him that the rules keep changing – saying he can't do this or that. Mr. Davis said they are a small-time operation that helps those with less money. With the proposed zoning, if his dealership burns down, he can't rebuild another car lot. It does affect the small business man. Mr. Davis told the Planning Commissioners that it seems like the City won't listen to them. He asked them to consider the small man and what the small businesses are doing for the community.

Mr. Craig Lee came forward and asked questions: What if those businesses are sold that are not conforming are sold? What are the restrictions on the future buyers? Do you maintain value or does it impact in any way? If they sell, does the property remain legally non-conforming for the potential new owner? He also said he felt the Vine Street Meeting was poorly advertised and marketed. They need to talk to more people. Mr. Lee asked Planning Commissioners to postpone their decision and reach out more. He stated that he still didn't understand why this change was proposed and that he doesn't find the car lots offensive or negative for the area.

Ms. Allison Parsons attended the vine neighborhood meeting. She said it was poorly attended, the time was not good and there was not a lot of notice for people to arrange to be there. Ms. Parson said that there was no presentation offered at the meeting and she felt that if you didn't have the right question, you didn't get the information you needed. She said it was not presented in a manner which made sense to her and she walked away not knowing why the rezoning had been proposed. She expressed concern about

maintaining single family homes. She stated concern about the zoning making it look like they are favoring big development. She feels that she needs more information. Ms. Parsons also expressed the worry of gentrification, saying she likes having a mixed community. She said they need to have a sense of why these decisions are being made.

Mr. Eric Stuckey also said he would like more notice before meetings. He needs time to process. He said that property values and mix of people are why we decided to be where we are. Mr. Stuckey expressed concern of commercial uses close to his home. He feels there has not been enough information and that the plans for this has been hush hushed and in the works in a couple of years. He also stated that the zoning is favoring those who are big money people. He wondered how rezoning will change any plans already in the works. Mr. Stuckey requested that the Planning Commissioners give it more time and get more information out there.

Ms. Tina McClinton and Ms. Pamela Green brought up issues of flooding in their neighborhood. They both said they were told that KVCC would not make the flooding worse, but that it is worse than before. Ms. McClinton asked the Planning Commissioners to help with the flooding issue instead of building more properties and rezoning. She also cited the deer and crane in the area and asked that they don't take away the woods for more building. Ms. Green asked Planning Commissioners for more time to process the information.

Commissioner Hughes-Nilsson closed the Public hearing.

Commissioner Pitts, seconded by Commissioner Wissner, made a motion to approve rezoning request to City commission.

Commissioner Coss and Commissioner Greenman Wright were in favor of postponing the decision on the rezoning. Commissioner Coss stated that several people had requested to postpone and stated that they had not been given enough time to give input to the city. Commissioner Greenman Wright indicated that this is an opportunity to carry forward the communication strategies implemented during Imagine Kalamazoo. She feared that the lack of communication smacks of having a secret agenda and shows indifference to the needs of residents and small business owners.

Commissioner Wissner stated that he has no concern about postponing the decision. He asked about how the future land use map falls into this area. Planner Bauckham said the categories for this area are neighborhood edge and urban edge corresponding to CCBD. Neighborhood Edge corresponds to the CN-2 and CN-1. Commissioner Wissner stated that the proposed zoning changes seem to be in congruence with future land use.

Planner Bauckham agreed that the proposed zoning is in congruence with the future land use plan. That is one of the components moving this forward at this time. He said there will be other areas of the city they will be looking at to comply with the plan.

Commissioner Greenman Wright asked why such a large area and so many categories need to be changed at one time. Planner Bauckham explained that it made sense to incorporate entire blocks of areas. He

stated that they are trying to downzone the CC zoning district throughout this area to a more neighborhood friendly zone as reflected in Master Plan

Commissioner Espinosa said that he didn't see reasons to postpone the downzoning of the area. As he read through the request, what the CC does, use tables for the area, considered the neighborhood and what we are trying to create, he feels it fits better the description of what we are trying to do. He counted 18 different permits and conforming uses and special uses between CN-2 and CC. He also stated that he wished the City had done a better effort of reaching out – 25 people showing up at a meeting is less than 5% of whole population. He said that is something that needs to be considered.

Planner Bauckham responded to the questions of a sale of a business with a non-conforming use. He stated that if the business was abandoned for over a year, then it would have to be re-established as a conforming use. If it was sold, and there was no change in use than it could be established.

Commissioner Coss questioned how the rezoning would affect the Neighborhood plans to be included in the Master Plan. He believes that the Vine Neighborhood should have more time to give input on how the rezoning affects their neighborhood plan.

Commissioner Vyas said that she heard a lot of questions from the public about why the rezoning is happening. She read the definition of the CN-2 district that Planner Bauckham had read earlier. The CN-2 zoning is intended to encourage the development of small scale retail sales and personal service uses at convenient locations that primarily serve nearby residential neighborhoods. Commissioner Vyas wanted to state why for the record.

Commissioner Espinosa asked what the City can do if the decision was postponed. Planner Bauckham stated that the City would take direction from the Planning Commission. Commissioners provided the following suggestions: Offer a more prose version of our packets; explain how this fits in with Vine neighborhood plan and future land use plan and master plan; give a presentation with power point slides; have a minimum of two meetings on separate nights; provide more than a 10-day notice; post on social media; show Master Plan vision; show current zoning permitted uses and non-permitted uses along with the proposed change to see the differences.

A motion was made by Commissioner Vyas, seconded by Commissioner Espinosa, to postpone the rezoning request to next meeting. A roll call vote was taken and the motion passed. Commissioner Espinosa voted no.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. CITIZENS' COMMENTS (Regarding non-agenda items)

None

J. CITY COMMISSION LIAISON COMMENTS

None

K. CITY PLANNER'S REPORT

Planner Bauckham gave the City Planner's Report and stated there are 45 projects active with the City. One project is a new parking lot for the Foundry facility at 600 E Michigan Ave to help with overflow parking. Another project is a new building for Vine shops at Vine and Westnedge – a rezoning was done on that parcel many months ago. They are working with applicants on the submittal process for six other projects. Walden Woods Phase 4 was approved this week. The People's food Coop addition was approved, RX Optical headquarters facility was completed, the Exchange Building continues and is going well and Parkway Flats is under construction.

He talked about the Planning Commission Retreat on Wednesday, November 15, 2017 from 3-7 pm at the Kalamazoo County Land Bank's Office. There will be a bus tour to show some of the projects going on in the City. City Attorney and staff will present some information and a nice dinner will be provided.

On Monday, December 4, 2017 at the City Commission meeting they will be receiving the Redevelopment Ready Community Certification for the City of Kalamazoo from MEDC. All are invited to attend that.

At the December Planning Commission meeting, there is the vacation of an unused alley associated with the Kalamazoo County Courthouse facility; another special use permit for a group daycare use; CIP for 2018 Planning Commission Reviews and recommends for approval, and may possibly have the Site Plan Review completed for initial review.

Planner Bauckham shared that the Neighborhood Activator, Katie Riley, will be starting next week. She is coming from the Detroit area and has similar experience there. She will be working with the neighborhoods in the city with their plans and also with neighborhoods that not currently organized to see if there is interest in doing that.

L. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

None

M. ADJOURNMENT

Commissioner Coss, seconded by Commissioner Greenman Wright, moved to adjourn the meeting. A voice vote was taken and the motion passed.

Meeting was adjourned at 8:58 pm.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: James J. Baker, PE, Public Services Director and City Engineer

SUBJECT: Professional Services Agreement for Traffic Technical Services

RECOMMENDATION

It is recommended that the City Commission approve professional service agreement for Traffic Technical Services with Traffic Technical Services, LLC (TTS, LLC) at the rate of \$48 per hour. TTS, LLC is owned and operated by a City of Kalamazoo retiree, Brian Burlingham.

BACKGROUND

In order to facilitate the design of safe and effective streets for motorized traffic, cyclists and for pedestrians, the Department of Public Services relies on the professional guidance of highly trained traffic engineers regarding the design and placement of signs, pavement markings and for traffic studies.

Public Services contacted professional firms who possess the capacity to handle this work on a contractual basis, and solicited quotes. TTS, LLC was the lowest responsive contractor.

TTS, LLC possesses the knowledge and expertise to perform the traffic related duties for the City. TTS, LLC currently has a contract with the Kalamazoo Area Transportation Study (KATS) to provide traffic counting services (the City also participates in KATS).

TTS, LLC is owned and operated by City of Kalamazoo retiree Brian Burlingham, who retired from the City of Kalamazoo in 2013 as a Traffic Technician.

The City's Retirement System is an Internal Revenue Service (IRS) qualified plan, meaning that the City and its employees may make tax-free contributions into and distributions (including pension benefit checks) from the Retirement System without federal taxes.

In order to preserve the Retirement System's tax-exempt status, the City must follow certain IRS guidelines and regulations that are designed to ensure that the City is providing retirement benefits in a bona-fide (good faith) fashion. Accordingly, in order for the City to procure the services of a City of Kalamazoo retiree, the City utilizes guidelines provided by our Internal Revenue Service legal experts, Ice Miller, LLC. The pertinent guidelines are, in brief:

- the retiree must have a bona-fide (good faith) separation of employment from the City of at least 30 - 90 days

(90 is preferred); Brian retired from the City four years ago.

- there must be competition for the position or work; the City solicited competitive quotes from contractors in the area with the capacity to perform this work.

- the rehire of a City of Kalamazoo retiree should be approved at the highest levels of the organization (the City Commission) in an open meeting; if the City Commission approves this proposal, this guideline will be fulfilled.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funds are available for this expenditure in the Public Services 2017 Engineering budget and the 2018 Streets budget.

ALTERNATIVES

The City Commission could request that the City re-bid the services. However, TTS, LLC has proposed very reasonable rates, and there is no recommended in-house alternative to provide these services.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Sean R. Fletcher

PREPARED BY: Patrick McVerry

DATE: 11/30/2017

SUBJECT: Frays Park Improvement Project Bid Ref # 988-52-042.0

RECOMMENDATION

It is recommended that the City Commission approve a contract with the low responsive bidder, L.D. Docsa Associates, Inc. for Frays Park Improvements in the amount of \$ 164,000.00

BACKGROUND

The process to make improvements to Frays Park began in the fall of 2016 during the Imagine Kalamazoo community meetings. The residents have desired the walking path in the park to be restored since 2010. Parks and Recreation staff met with representatives from the Westwood Neighborhood Association to determine what improvements were desired. Concept drawings were developed and final plans were confirmed.

Improvements to the park include a new accessible asphalt walking path throughout the park, refurbished tennis and pickleball courts, and new benches around the park.

Bids were solicited for the project in October 2017. A total of six bids were received, with L.D. Docsa providing the low qualified bid. Purchasing Department and Parks and Recreation Department staff met with representatives from L.D. Docsa in a post-bid review meeting to confirm bid pricing.

COMMUNITY RESOURCES CONSULTED

The Westwood Neighborhood Association and numerous City residents voiced their desire to have the walking path and tennis court restored during the Imagine Kalamazoo community meetings.

FISCAL IMPACT

The total budget for this project is \$200,000 which was granted through the Foundation for Excellence. This funding allows the Parks and Recreation Department to accomplish improvements to Frays Park sooner than anticipated, and allows CIP funding to be allocated to other projects.

ALTERNATIVES

There is the alternative to not approve this contract, but that is not being recommended.

ATTACHMENTS:

	Type	Description
▣	Aerial Photo	Bid Results Summary

BID RESULTS SUMMARY

PROJECT: Fray's Park Improvement

DATE: December 6, 2017

BIDDERS SOLICITED: 105

BIDDERS RESPONDED: 6

MBE/WBE BIDS SOLICITED: 23

MBE/WBE BIDDERS RESPONDED: 0

BID REFERENCE NO: 988-52-042.0

MBE/WBE AWARDED: No

ISSUE DATE: October 24, 2017

BID OPENING: November 15, 2017

APPROVAL REQUIRED: City Commission

FUNDED BY: FFE

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
L.D. Docsa & Associates	\$164,000.00	Kalamazoo, MI
Lounsbury Excavating, Inc.	\$200,500.00	Paw Paw, MI
Krohn Excavating, LLC	\$205,000.00	Bangor, MI
Peters Construction Company	\$246,788.93	Kalamazoo, MI
James E. Fulton & Sons	\$259,000.00	Kalamazoo, MI
Michigan Paving & Materials	\$272,200.00	Kalamazoo, MI

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Karianne F. Thomas, Public Safety Chief

PREPARED BY: Ryan Tibbets, Assistant Chief – Fire Administration/Finance

DATE: 12/7/2017

SUBJECT: 2018 Hexagon/Intergraph Maintenance Agreement

RECOMMENDATION

It is recommended that the City Commission approve a twelve (12) month maintenance contract with Hexagon/Intergraph Corporation, 241 Disk Drive, Madison, AL, 35758 in the amount of \$172,319.02 for the continued maintenance of the City's computer-aided dispatching, records management systems and mobile data computing systems.

BACKGROUND

The proposed maintenance agreement reflects the annual cost of the software maintenance for the City's computerized dispatch and mobile data computing systems which, in addition to Kalamazoo Public Safety, also serves Kalamazoo Township, Schoolcraft, and Augusta Police Departments, Kalamazoo County Sheriff Department, Oshtemo, Texas and Comstock Township Fire Departments. The contract allows for twenty-four (24) hour, seven (7) days a week dial-in help desk service and continued support from the company for software upgrades and "fixes" as required. Hexagon/Intergraph is the sole source provider of the system and is therefore recommended to provide maintenance on the computer system.

POLICY CONSIDERATIONS

None

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

If the maintenance contract is not renewed by January 1, 2018, Public Safety is subject to a 25% penalty for each month of the lapsed contract in addition to the contract amount.

Funds for this maintenance contract are contained in Public Safety's 2018 Budget. In addition, the following agencies are required to pay yearly maintenance fees according to established contracts.

Kalamazoo Township Police Department
Kalamazoo County Sheriff Department
Oshtemo Township Fire Department
Texas Township Fire Department
Parchment Police Department
Comstock Fire Department

It is anticipated that the contract payments will be approximately \$40,000 in 2018 based on usage by the aforementioned agencies in 2017. The total cost for Public Safety will be approximately \$132,319.02.

ALTERNATIVES

None



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

PREPARED BY: Sean Fletcher, CPRP, Parks & Recreation Director

DATE: 12/5/2017

SUBJECT: LED Video Display Board for Homer Stryker Field

RECOMMENDATION

It is recommended that the City Commission approve the purchase of a LED video display board from DAKTRONICS Company, 2017 Daktronics Drive, Brookings, South Dakota 57006, in the amount of \$250,000.00 through the National IPA Cooperative Contract.

BACKGROUND

The existing scoreboard at Homer Stryker Field is approximately 14 years old and parts are becoming difficult to find. The cost of repairs to this aging piece of equipment are high as well.

LED video scoreboards have become an industry standard in professional sports and in Northwoods League stadiums throughout the Midwest. The LED video scoreboard will enhance the fan experience and be used during Parks & Recreation special events on the field.

The new scoreboard will remain at the stadium should the Kalamazoo Growlers leave, but that is not anticipated as the Growlers recently signed an extension of their original stadium use agreement taking them through December 2028.

Kalamazoo will host the 2018 Northwoods League All-star game in July and this improvement will be well received by fans.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or public input.

FISCAL IMPACT

The funds for this purchase are included in the proposed 2018 Parks & Recreation Capital Improvement Project budget. The Kalamazoo Growlers will reimburse the City of Kalamazoo a total of \$125,000.00 toward the cost of the scoreboard.

The Cooperative IPA contract through the National Joint Power Alliance was used, therefore no other

bids were solicited.

ALTERNATIVES

There is the alternative to not approve this purchase, but that is not being recommended.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Chris Pratt, Public Service Procurement Coordinator

DATE: 11/29/2017

SUBJECT: Term Contract Extension for Ready Mixed Concrete Bid Ref# 750-70-012.1

RECOMMENDATION

It is recommended that the City Commission approve a one year contract extension beginning January 01, 2018 and ending December 31, 2018 with Consumers Concrete Corporation of Kalamazoo, MI in the amount of \$334,375.00.

BACKGROUND

The Department of Public Services Water, Wastewater and Public Works divisions use this material in the repair of roads, sidewalks, and other construction projects.

The original contract was approved by the City Commission in 2017, in the amount of \$318,625.00. This contract extension represents a less than 1% increase in price from the 2017 contract. The contract in the amount of \$334,375.00 will run from January 01, 2018 through December 31, 2018 and represents the first extension.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funds are available in the respective area budgets.

ALTERNATIVES

There are no viable alternatives to this material. Failure to provide and replenish inventory levels would mean new projects and repairs may not be completed in a timely manner.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Teresa T. Johnson, Deputy Public Services Director

PREPARED BY: Brianna Clawson, Support Services Division Manager

DATE: 11/30/2017

SUBJECT: Term Contract for Gasoline and Diesel Fuel Bid Ref# 705-09-014.1

RECOMMENDATION

It is recommended that the City Commission approve a one-year term contract extension for gasoline and diesel fuel with Kalamazoo Oil, Inc. for an amount not to exceed \$600,000.

BACKGROUND

In 2016, the City of Kalamazoo and Kalamazoo County participated in a cooperative sealed bid purchase of gasoline and diesel fuel. A one year contract was awarded to Kalamazoo Oil, Inc. as a result of that bidding process with expiration on December 31, 2017.

Since the petroleum market is continually changing, the contract was structured to obtain a firm and competitive price which stays current with the market by bidding the margin charged by the supplier. The margin includes the supplier's cost and profit to deliver the fuel to the City's storage site. The margin is added to the regional refinery's rack price, which fluctuates with the marketplace. The refinery provides a verification of the rack price with each shipment of fuel. The increase in margin from 2017 to 2018 reflects federal fee increases.

The City purchases fuel in bulk quantities ranging from 250 gallons to 6,000 gallons and dispenses them to City vehicles and equipment. A contract extension with Kalamazoo Oil is recommended for approval. Kalamazoo County will be making a separate award for their gasoline and diesel fuel requirements.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funds are being budgeted in the proposed 2018 budget and fuel will be purchased on an as-needed basis. As it is dispensed, the fuel is charged to the individual department's expense budget accounts. The proposed contract amount is estimated based upon the current prices and historic usage.

ALTERNATIVES

City staff could purchase gasoline and diesel fuel at commercial stations. This alternative is not recommended because the City would lose quantity discounts and would have to apply for sales and fuel tax refunds.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: James J. Baker, PE, Public Services Director and City Engineer

DATE: 11/20/2017

SUBJECT: Approve Contract No 17-5442 with the Michigan Department of Transportation for the Davis Street to Westnedge Project

RECOMMENDATION

It is recommended that the City Commission approve of a contract with the Michigan Department of Transportation (MDOT) in the amount of \$628,930 for the Vine Street Improvements Project from Davis Street to Westnedge and authorize the City Manager to sign all documents.

BACKGROUND

Public Services identified an improvement project for Vine Street from Davis Street to Oak. The project included milling and resurfacing, widening, bump outs, concrete sidewalk and ramp repair, signing and pavement markings. As part of the project all lead water services within the project boundaries would also be replaced.

In 2017 community resources were consulted with and as a result of the engagement the project was modified. All widening was removed from the scope of the project, the limits were extended from Oak to now Westnedge, work is now included on Locust Ct and construction was moved from 2017 to 2018. The bump outs at Oak Street remains within the scope of the project.

Public Act 51 of 1951 created a fund into which specific transportation taxes are deposited, and prescribed how these revenues are to be distributed and the purpose for which they can be spent. Act 51 also established jurisdictional road networks and set priorities for the use of transportation revenues. As an incorporated city, the City of Kalamazoo is eligible to receive federal and state funding for road construction and maintenance through Public Act 51.

Public Services applied for and received \$183,000 in federal Surface Transportation (STU) funding through our local Metropolitan Planning Organization, Kalamazoo Area Transportation Study (KATS). Public Services designed the project with a consultant and submitted the project for bidding through the MDOT Local Agency Programs (LAP). Through the LAP, MDOT will handle the bidding, awarding, and contractor payments. The City of Kalamazoo will be responsible for the on-site inspection and verifying the contractor quantities. MDOT will bill the City for the local share of the as-bid amount and any administrative fees.

COMMUNITY RESOURCES CONSULTED

The original Vine Street Improvement Project as with all federally funded projects, this was included in the Kalamazoo Area Transportation Study (KATS) Transportation Improvement Program, which is advertised and open to public comment. Meetings were held in the Vine Neighborhood to inform the public on October 11, 2016, November 3, 2016, February 15, 2017 and February 21, 2017.

Additional meetings were held with property and business owners that were concerned with the street design which resulted in Davis portion being pulled from the original design. Since that time an amicable resolution was met so the project can move forward.

FISCAL IMPACT

Funds are being proposed in the 2018 Major Streets CIP budget for this project.

Estimated Total Project Cost:

Funding

FY 2018 Major Street Budget	\$ 207,223
FY2018 Water CIP	\$ 170,043
FY2018 Wastewater CIP	\$ 68,664
Federal Highway Administration Trust Fund	<u>\$ 183,000</u>
Total Funding	\$ 628,930

Cost

Engineering and Contingency	\$ 62,893
Construction (City Share)	\$ 383,037
Construction (FHWA)	<u>\$ 183,000</u>
Total Estimated Cost	\$ 628,930

ALTERNATIVES

The alternative of not approving the contract with MDOT is not recommended as Vine Street requires resurfacing and a major portion of the cost is to be funded through federal and state funds.

ATTACHMENTS:

Type Description



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: James H. Cornell, Wastewater Division Manager

DATE: 12/6/2017

SUBJECT: Wastewater and Storm Water Asset Management Grant Engineering Professional Services

RECOMMENDATION

It is recommended that the City Commission approve a multi-year professional services agreement with Prein & Newhof, Inc. for professional engineering services associated with the City's wastewater and storm water asset management program in the amount of \$2,000,000.

BACKGROUND

The asset management plan (AMP) is a requirement of the National Pollution Discharge Elimination System (NPDES) permit issued to the City of Kalamazoo in 2016. The City of Kalamazoo recently received a \$2,000,000 grant from the State of Michigan which includes \$1,358,937 for wastewater and \$641,064 for the storm water asset management program activities.

Prein & Newhof has worked with the City of Kalamazoo on the grant application, the development of the Wastewater Asset Management Plan, the development of the Water Asset Management Plan, the development of the drinking water system hydraulic model and has mapped and geo referenced the entire drinking water, storm water and sanitary sewer systems. Prein & Newhof has worked with the Townships within Kalamazoo County doing condition assessments of their wastewater and storm water assets. Prein & Newhof are also a pre qualified vendor.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funds have been budgeted in the Public Services 2018 capital projects, and are reimbursable from the State of Michigan on a monthly basis. This grant does not require a local match and is funded at 100%.

ALTERNATIVES

The selection of another qualified engineering firm is an alternative to the recommended action.

ATTACHMENTS:

	Type	Description
▣	Proposal	SAW Grant Proposal
▣	Aerial Photo	Prein & Newhoff_SAW_2017

Agreement Between Owner and Engineer

THIS AGREEMENT made as of this _____th day of _____, 2017, between
OWNER: City of Kalamazoo and ENGINEER: Prein&Newhof, Inc.

FOR THE FOLLOWING PROJECT: City of Kalamazoo Asset Management Plan

ENGINEER will provide professional engineering services for OWNER in connection with the Project and will serve as OWNER'S professional engineering representative on the Project.

The OWNER and ENGINEER agree as set forth below:

1. Agreement Commencement. ENGINEER shall commence to provide services under this agreement upon written authorization of OWNER. OWNER may authorize ENGINEER to proceed with specific services prior to OWNER being awarded an Asset Management Grant by the Michigan Department of Environmental Quality SAW program. Said services shall be rendered and invoiced in accordance with this agreement. If, by the end of the SAW Grant program as determined by the MDEQ, the OWNER has not been awarded a SAW Grant, this contract shall be terminated.
2. Services of ENGINEER. ENGINEER will provide professional services to develop an Asset Management Plan in accordance with the City of Kalamazoo SAW Application dated December 2, 2013, including the budget amendment accepted by MDEQ on August 8, 2017.
3. Engineering Fees.
 - a. OWNER agrees to pay ENGINEER in accordance with the progress of the services (percent complete) by project phase as defined below.

Services Phase	Total Fee
Pre-Application Costs	\$5,300
Inventory/Data Collection	\$141,723
Condition Assessment	\$535,925
Level of Service	\$9,795
Risk/Consequence	\$110,717
Asset Management Plan	\$245,400
Metering/Modeling	\$278,858
Mapping (Equipment)*	\$13,000
Cleaning/Televising*	\$640,526
Level of Service (Admin.)	\$0
MACP/PACP Training	\$12,240
Rates/User Charge Dev.*	\$6,516
Total	\$2,000,000

* At OWNER's option, P&N sub-contractor can provide direct billing to OWNER.

- b. Services performed and expenses incurred by ENGINEER will be invoiced on a monthly basis. The invoice shall indicate the progress of the services and monthly billings will

include all expenses and subconsultant costs. Should full payment not be received within 30 days of the date of invoice, the amount due shall bear interest at the rate of one and one-half percent (1 1/2%) per month until paid, plus the cost of collection and attorney fees.

- c. OWNER agrees that payment to ENGINEER is not contingent upon receipt of reimbursement from the State of Michigan.

4. Administration of Field Services.

- a. ENGINEER will make visits to the site at intervals appropriate to the stages of the project to observe any services provided by others, to become generally familiar with the progress and quality of those services, and to determine in general if those services are proceeding in accordance with the project schedule.
- b. ENGINEER shall not have control or charge of and shall not be responsible for means, methods, techniques, sequences, or procedures, or for any safety precautions and programs in connection with the services by anyone other than direct employees of ENGINEER, for the acts or omissions of Subconsultants, or any other persons performing any of the services, or for the failure of any of them to carry out the services in accordance with the contract documents.

5. OWNER'S Responsibilities.

- a. OWNER shall furnish to ENGINEER all utility record drawings, investigatory data, mapping (hard copy or digital media), and other information regarding utility location, material, age, condition, and other pertinent information in the OWNER's possession.
- b. OWNER shall provide ENGINEER access to secured assets such as pump stations, fenced/gated areas, buildings, mechanical areas, or other assets to be located and/or inspected.

6. Electronic Data Files.

- a. Ownership: ENGINEER will provide OWNER with copies of electronic data for GIS mapping and GIS data base files. Both ENGINEER and OWNER shall retain ownership of finished product files. ENGINEER shall retain sole ownership of data and files in the development of finished product files.
- b. Files will be compatible with ESRI ArcGIS, Microsoft Excel, and the Microsoft Windows operating system in use at the time by ENGINEER. ENGINEER makes no representation as to the compatibility of these files beyond those specifications. OWNER agrees to hold ENGINEER harmless for uses of the file data outside or beyond the scope of this agreement.
- c. Data stored on electronic media can deteriorate undetected. OWNER is responsible for determining the readability of the media upon receipt and has ten (10) calendar days from the dated transmittal to notify ENGINEER if media is unreadable. Also, since data stored on electronic media can be modified and/or be used to generate additional data without ENGINEER'S knowledge, any modifications made to the data and/or additional data generated from the original data by OWNER will be at OWNER'S own risk. ENGINEER agrees that it is responsible for the accuracy of the sealed documentation that accompanies the submittal, in accordance with the standard of care described below.

7. Limitation of Liability.

- a. OWNER and persons claiming through OWNER agree to limit the liability of ENGINEER, its agents and employees, for all claims arising out of, in connection with, or resulting from, the performance of services under this Contract to the amount of fees paid to ENGINEER.

- b. OWNER acknowledges that ENGINEER is a corporation and agrees that any claim made by OWNER arising out of any act or omission of any director, officer, or employee of ENGINEER, in the execution or performance of this Agreement, shall be made against ENGINEER and not against such director, officer, or employee.
 - c. OWNER further acknowledges that ENGINEER has not agreed to provide and is not responsible for safety precautions and programs in connection with the Project or the services, including but not limited to signs, markings, barricades, temporary or permanent traffic control markings or devices, or temporary or permanent warning signs, devices, or markings except those needed for services provided by ENGINEER's direct employees.
8. Disclaimer of Warranties. Nothing contained in this Agreement shall require ENGINEER to exercise professional skill and judgment greater than that ordinarily used by members of ENGINEER'S profession practicing under similar conditions at the same time and in the same locality. ENGINEER makes no warranties, expressed or implied, under this agreement or otherwise, in connection with ENGINEER'S services.
9. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, administrative representatives, successors, and assigns. The Agreement may not be modified except in writing signed by the Party against whom a modification is sought to be enforced.
10. Termination for Cause. This contract may be terminated by either party with seven (7) days written notice to the other party if the other party fails to perform its obligations under this contract after being requested to do so. ENGINEER shall be paid for its fees in accordance with this contract prior to termination.
11. Additional Services. Additional services beyond the scope of this Agreement will only be performed after there is a written agreement to do so with the total fee adjustment included.

WITNESSES:

OWNER: City of Kalamazoo

By: _____

Its: _____

ENGINEER: PREIN&NEWHOF, INC.

By: _____

Its: _____

Ben G. Vincent
Ben G. Vincent

[Signature]
President

December 13, 2017
2130292

Mr. Jim Cornell
City of Kalamazoo
Department of Public Services
1415 Harrison Street
Kalamazoo, MI 49007

RE: MDEQ SAW Grant

Dear Jim:

Attached is the budget breakdown for the proposed SAW Grant Asset Management Plan work. We will provide professional services to develop an Asset Management Plan in accordance with the City of Kalamazoo SAW Application dated December 2, 2013, including the budget amendment accepted by MDEQ on August 8, 2017.

As noted in our conversations, work scope is flexible as well as line item budget allocations within either the Stormwater or Wastewater categories. MDEQ will not allow transfer of AMP funds between the stormwater and wastewater categories. Also, there is a limit on the mapping/equipment component, but there are no other limitations on shifting budget items.

It is anticipated that if the City performs direct work that is included in reimbursement requests (you can charge the project for direct hourly rates x 1.4), we will reduce our P&N budgets to keep the overall SAW budget on the \$2,000,000 limit. The same goes for any subconsultants you pay directly (such as cleaning and televising subs). Your SAW Grant currently has the following line item budgets.

Services Phase	Total Fee
Pre-Application Costs	\$5,300
Inventory/Data Collection	\$141,723
Condition Assessment	\$535,925
Level of Service	\$9,795
Risk/Consequence	\$110,717
Asset Management Plan	\$245,400
Metering/Modeling	\$278,858
Mapping (Equipment)*	\$13,000
Cleaning/Televising*	\$640,526
Level of Service (Admin.)	\$0
MACP/PACP Training	\$12,240
Rates/User Charge Dev.*	\$6,516
Total	\$2,000,000

* At OWNER's option, P&N sub-contractor can provide direct billing to OWNER.

Please note that after James Baker and I met with MDEQ, the City received a determination of disadvantaged status which means the City has 0% match required for grant and will therefore receive 100% reimbursement of cost up to \$2,000,000.

Thank you for consideration of our services and please contact me if you need any additional information.

Sincerely,

Prein&Newhof



Brian G. Vilmont, P.E.

enc: Line item budget sheets

bgv

City of Kalamazoo SAW Grant Asset Management Planning & Budgeting Worksheet Wastewater Collection System Sheet Status - Final Engineers Cost Estimate : Prein & Newhof		
Task	Method	Total Cost
TOTAL COSTS		\$1,358,937
PRE-APPLICATION COSTS		\$5,300
Work plan development (PN proposal)		\$5,300
INVENTORY - DATA COLLECTION		\$65,559
Manholes		
	Handheld GPS	\$11,253
Mapping Manholes from Survey or Handheld	Import	\$279
Mapping using Aerial or other overlays	Graphical from Aerial or other maps	
Pipes - all in office work	GIS line work	\$10,996
Pump Station		
ID location	Handheld GPS	\$2,290
Linking data to GIS - O&M manuals, etc.		\$11,040
Other Assets		\$1,640
Special Features		\$3,400
Scan/Link Documents	GIS linking of as-builts to maps	\$14,295
Internal Meetings		\$5,100
Client Meetings		\$2,516
Project Management and internal coordination		\$2,750
CONDITION ASSESSMENT		\$399,721
Manholes and Pipes		
Field Review	Visual and zoom camera	\$169,360
Office review - Condition Rating Input	Data Review	\$114,000
Pump Station - Submersible/Can	includes all components	\$18,680
Pump Station - Drywell/Wet well below grade	includes all components	\$0
Pump Station - Drywell/Wetwell with building	includes all components	\$30,829
Pump Station - Major station	includes all components	\$17,696
Condition Assessment based on Owner provided video		\$0
Assessment Mapping		\$1,950
Assessment Review	per foot of pipe	\$29,454
Internal Meetings		\$6,460
Client Meetings		\$5,652
Project Management and internal coordination		\$5,640
LEVEL OF SERVICE - Physical Asset Evaluation		\$4,477
Review Capacities		\$1,492
Review breakage/repair demands		\$1,492
Input level of service ratings		\$1,492
RISK/CONSEQUENCE		\$74,941
Risk of failure Evaluation	Review Asset failure modes, condition, and LOS	
Manholes and Catch Basins	Based on structure type and condition rating	\$6,307
Pipes	Data Review	\$3,731
Pump Station - Submersible/Can	includes all components	\$2,336
Pump Station - Drywell/Wet well below grade	includes all components	\$1,752
Pump Station - Drywell/Wetwell with building	includes all components	\$714
Pump Station - Major station	includes all components	\$0

Consequence of failure Evaluation	Review population served and failure damage	\$0
Manholes and Catch Basins	Data Review	\$6,307
Pipes	Data Review	\$9,327
Pump Station - Submersible/Can	includes all components	\$4,672
Pump Station - Drywell/Wet well below grade	includes all components	\$3,504
Pump Station - Drywell/Wetwell with building	includes all components	\$2,336
Pump Station - Major station	includes all components	\$0
Generate Criticality Rating		\$0
Manholes and Catch Basins	Data Review	\$6,307
Pipes	Data Review	\$3,731
Internal Meetings		\$7,620
Client Meetings		\$6,772
Project Management and internal coordinator		\$9,525
DEVELOP ASSET MANAGEMENT PLAN		\$164,496
Determine rehab/replacement options:	per foot of pipe	\$13,125
Determine recommended action	per foot of pipe	\$21,000
Develop costs for O&M (lifecycle)	per foot of pipe	\$13,125
Develop Costs for Rehab/Replacement	per foot of pipe	\$13,125
Create Map of Improvements and with Criticality Factor:	per foot of pipe	\$7,700
Create Map of Projects and Timeline	per foot of pipe	\$7,700
Develop AM plan with projects, costs, and timeline	per foot of pipe	\$20,998
Pump Station - Submersible/Can	includes all components	\$0
Pump Station - Drywell/Wet well below grade	includes all components	\$0
Pump Station - Drywell/Wetwell with building	includes all components	\$37,376
Pump Station - Major station	includes all components	\$0
Develop draft A.M. report		\$6,880
Produce final report		\$2,740
Internal Meetings		\$8,875
Client Meetings		\$6,212
Project Management and coordinator		\$5,640
METERING/MODELING		\$127,900
Capacity Review - Flow Modeling	Based on system size, number of pipe segments	\$0
Calculate Potential Contributing Flow		\$38,500
Flow Monitoring	per location - 12 week monitoring period	\$58,600
Model Calibration		\$15,400
Run Capacity Analysis		\$15,400
I/I Evaluation	Flotiks, Meters, Engineer, Modeling, Report	
Flow Monitoring	per location - 12 week monitoring period	\$0
Data Analysis	based on size of area, PM to set hours	\$0
Final Report and recommendations		\$0
Smoke Testing		\$0
MAPPING - Check against MDEQ allowable limit		\$13,000
ARC GIS Software	Initial Software	\$0
GIS Hardware		
Installation	2 days setup of hardware by P&N	\$0
Laptop computer		\$4,000
Field book		\$6,000
Handheld GPS Unit with software		\$0
GIS Training		
P&N Provided training	2 day training plus 100 hours as needed help	\$0
Online courses		\$1,500
ESRI courses		\$1,500
CLEANING AND TELEVISIONING		\$490,906
Cleaning	Cut and Jet	\$98,181
Televisioning	CCTV	\$392,725
LEVEL OF SERVICE - Administrative		\$0
TRAINING AND CERTIFICATION (PACP/MACP)		\$6,120
PACP Certification	Course Fee and personell time	\$3,060
MACP Certification	Course Fee and personell time	\$3,060
RATE STRUCTURE/USER CHARGE SYSTEM DEVELOPMENT COSTS		\$6,516
Governing Body Work Sessions and prep time		\$3,258
Public Education Meetings and prep time		\$3,258

City of Kalamazoo

SAW Grant
Asset Management Planning & Budgeting Worksheet
Stormwater Collection System
Sheet Status - Final
Engineers Cost Estimate : Prein & Newhof

Task	Method	Total Cost
TOTAL COSTS		\$641,064
PRE-APPLICATION COSTS		\$0
INVENTORY - DATA COLLECTION		\$76,164
Manholes and Catch Basins		
Field Location of Structure Rims (MH and CB)	Survey GPS	\$51,579
	Handheld GPS	
Mapping Structures from Survey or Handheld	Import	\$720
Mapping using Aerial or other overlays	Graphical from Aerial or other maps	
Manhole Internal Info (inverts/sizes/material) MANHOLES ONLY	Sizes/inverts by opening structure	\$0
Input MH Internal Info	Sizes/inverts	\$18,008
Internal Meetings		\$2,270
Client Meetings		\$1,118
Project Management and internal coordination		\$2,470
CONDITION ASSESSMENT		\$136,204
Manholes, Catch Basins, and Pipes		
Field Review	Visual and zoom camera all manholes	\$73,000
Office review - Condition Rating Input	Data Review	\$50,000
Assessment Mapping		\$1,950
Assessment Review	per foot of pipe	\$3,498
Internal Meetings		\$2,810
Client Meetings		\$2,406
Project Management and internal coordination		\$2,540
LEVEL OF SERVICE - Physical Asset Evaluation		\$5,318
Review Capacities		\$1,773
Review breakage/repair demands		\$1,773
Input level of service ratings		\$1,773
RISK/CONSEQUENCE		\$35,776
Risk of Failure Evaluation	Review Asset failure modes, condition, and LOS	
Manholes and Catch Basins	Based on structure type and condition rating	\$4,888
Pipes	Data Review	\$1,773
Consequence of Failure Evaluation	Review population served and failure damage	
Manholes and Catch Basins	Data Review	\$4,888
Pipes	Data Review	\$4,431
Generate Criticality Rating		
Manholes and Catch Basins	Data Review	\$4,888
Pipes	Data Review	\$1,773
Internal Meetings		\$3,390
Client Meetings		\$2,966

Project Management and internal coordination		\$6,780
DEVELOP ASSET MANAGEMENT PLAN		\$80,904
Determine rehab/replacement options	per foot of pipe	\$9,375
Determine recommended action	per foot of pipe	\$15,000
Develop costs for O&M (lifecycle)	per foot of pipe	\$9,375
Develop Costs for Rehab/Replacement	per foot of pipe	\$9,375
Create Map of Improvements and with Criticality Factors	per foot of pipe	\$5,500
Create Map of Projects and Timeline	per foot of pipe	\$5,500
Develop AM plan with projects, costs, and timeline	per foot of pipe	\$15,000
Pump Station - Submersible/Can	includes all components	\$0
Pump Station - Drywell/Wet well below grade	includes all components	\$0
Pump Station - Drywell/Wetwell with building	includes all components	\$0
Pump Station - Major station	includes all components	\$0
Detention/Retention Basins - owned by municipality	Data Review	\$0
Storm Water Treatment Assets - Wetland treatment, rain gardens, other green infrastructure	Data Review	\$0
Develop draft A.M. report		\$3,543
Produce final report		\$0
Internal Meetings		\$3,010
Client Meetings		\$2,686
Project Management and coordination		\$2,540
METERING/MODELING		\$150,958
Capacity Review - Pipe System Flow Modeling	Based on system size, number of pipe segments	\$0
Calculate Potential Contributing Flow		\$51,310
Flow Monitoring	per location - 12 week monitoring period	\$58,600
Model Calibration		\$20,524
Run Capacity Analysis		\$20,524
MAPPING - Check against MDEQ allowable limit		\$0
CLEANING AND TELEVISIONING		\$149,620
Cleaning	Cut and Jet	\$74,810
Televisioning	CCTV	\$74,810
LEVEL OF SERVICE - Administrative		\$0
TRAINING AND CERTIFICATION (PACP/MACP)		\$6,120
PACP Certification	Course Fee and personell time	\$3,060
MACP Certification	Course Fee and personell time	\$3,060
RATE STRUCTURE/USER CHARGE SYSTEM DEVELOPMENT COSTS		\$0



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Christina Anderson, City Planner

PREPARED BY: Rob Bauckham, Senior Development Planner

DATE: 12/8/2017

SUBJECT: Rezone 243 parcels between W. Lovell and Stockbridge Avenue, primarily along the Burdick Street corridor.

RECOMMENDATION

It is recommended that the 243 parcels located between W. Lovell Street and Stockbridge Avenue be rezoned from Zones CC, CN-1 and M-1 to Zones CCBD, CN-1, CN-2 and RM-36.

BACKGROUND

Intent

This rezoning request is being initiated by the Community Planning and Development Department. The proposed change follows the recently adopted 2025 Master Plan (10/2017) vision for walkable urban development south of Downtown along Burdick. The desire to see this scale of development dates back to the 2010 Master Plan. The intent of the rezoning is to remove the Community Commercial (CC) zoning from the Burdick Corridor. CC is intended for areas like Westnedge Ave, Stadium Drive, Drake Road, W. Main Street, and Portage Street (by the airport). It is very permissive in its permitted uses. It is intended for larger lots, along higher volume traffic roads and promotes auto oriented commercial development.

In place of CC zoning, the City is proposing four (4) different zoning districts to reflect the context of the neighborhoods. The predominant of the four (4) is a neighborhood commercial district, CN-2. It is less permissive in its uses, limiting or completely restricting the development of such uses as packaged liquor, animal kennels, hotel/motels, auto repair, gas stations, car washes, fast food drive through, and auto sales. Its standards promote more neighborhood scale development than the current CC zoning. There are three (3) auto sales that exist along the proposed rezoning area. This use is not permitted in the proposed CN-2 district; they would become legally non-conforming. This means that can continue to operate in perpetuity, but new car sales lots would be prohibited from opening in this area.

The other proposed zoning districts are:

RM-36 Residential Multi Family (two locations, both have existing residential uses/structures and are located within current residential districts also zoned RM-36; representative of what exists)

CN-1 Neighborhood Commercial (This designation brings new development into alignment with what currently

exists and would be expected to be built in the future to keep the neighborhood character, traffic, and vision)

CCBD Central Business District (the blocks to the north and east are CCBD, it is adjacent to the existing zoning category; reflects a transitional area).

Proposal

The following breaks down the proposed rezoning to highlight the existing zoning and land use in comparison with the proposed zoning change. The areas for the proposed rezoning are described from north to south as follows:

CC to CN-2: This area accounts for most of the proposed change. It is roughly defined by the parcels at W Cedar and S Park to the north and west and Stockbridge to the south along S Burdick, and those parcels along W Walnut, W Dutton, and Vine, and those east of Burdick along E Crosstown, Lake, and E. Stockbridge.

The parcels in this area include multiple-family homes, a service club, funeral homes, retail stores, car sales and repair, offices, parking lots, a church, a rehabilitation center, two florists, the Public Safety headquarters, KVCC facilities, a commercial day care, restaurants, a convenience store, a theater, a bank, and vacant land. Most of these parcels are currently in the CC with a few in the M-1 district. The request is to rezone them to the CN-2 district. All of the current uses on the parcels in this area would be conforming in the proposed zone except for the three (3) car sales and repair businesses located at 928, 1209, and 1211 S. Burdick Street. These uses would become legal non-conforming uses, but could remain on the parcels in perpetuity. The existing businesses on these parcels could also be sold to other car sales/repair businesses that operate in a similar manner. If the facilities are damaged by more than 50% of the value, they could only be re-built with the same uses with approval from the Zoning Board of Appeals (use variance). They could be re-built with any of the conforming uses in the CN-2 zone without the need for this approval.

CC to RM-36: Two areas are proposed for RM-36 zoning. First are the three parcels at the southwest corner of W. Walnut Street and S. Rose Street. These parcels contain multiple-family houses and are non-conforming in the CC zoning district. The request is to rezone them to the RM-36 zone, which corresponds with the zoning of the adjacent parcels to the west and south. The uses on these three parcels would be conforming in the proposed zone.

Additionally, proposed for RM-36 are eleven parcels located along Burr Oak Street between S. Rose Street and S. Burdick Street. These parcels contain multi-unit residences and vacant land, and are currently in the CN-1 and CC zoning districts. The proposal is to rezone each to the RM-36 district to recognize the current residential uses and the residential nature of the block facing Rose Street.

CC to CN-1: This 4-parcel area is bordered on the west by Boerman Avenue and on the north by E. Vine Street. The parcels contain a parking lot for Bronson Hospital, and are in the CC zoning district. The request is to rezone all four (4) parcels to the CN-1 district, which matches the zoning of the remainder of the block in which these parcels are located. With the rezoning, the existing use would become legal non-conforming, but could remain indefinitely.

CC to CCBD: is bordered on the west by S. Westnedge Avenue, on the north by W. Lovell Street, on the east by S. Rose Street, and on the south by W. Cedar Street. This area contains a theater, parking lots, a church, offices, a bank, multiple-family homes, and a senior citizens facility, and it is currently zoned CC and CN-1. The proposal is to rezone all of these parcels to the CCBD zoning district, which matches with the current zoning located directly to the north and east of these blocks. All of the current uses on these parcels would be conforming in the proposed zone.

POLICY CONSIDERATIONS

The rezoning request meets the future land use plan components of the 2025 Master Plans for the City of

Kalamazoo, as well as the Strategic Vision.

2025 Master Plan. The parcels are in the Urban Edge and Neighborhood Edge future land use categories of the 2025 Master Plan. Urban Edge allows a mix of medium-scale uses that serve as a transition to the more intensive uses that exist in Downtown. Neighborhood Edge is intended for smaller-scale development that primarily serves the surrounding neighborhoods. The proposed rezoning supports these designations.

The proposed rezoning also addresses the goal in the Complete Neighborhoods section of the 2025 Master Plan pertaining to determining the “appropriate mix of building types that would preserve neighborhood patterns ...” Most of the existing buildings in the target area are smaller in scale – less than 4 stories in height and less than 10,000 square feet in area. The proposed CN-2 zone promotes similar smaller scale new development, which will address the needs of the surrounding neighborhood. The current CC zone allows larger buildings, such as big-box stores, as well as intensive uses such as liquor stores and car sales/repair businesses that would not be compatible with the existing development character.

Strategic Vision. The proposed rezoning is in line with the Strategic Vision. This includes the goal of Economic Vitality and the sub-goal: support the development of a downtown district and vibrant commercial corridors to meet the changing needs of our community.

COMMUNITY RESOURCES CONSULTED

Prior to the Planning Commission recommendation the following timeline of outreach was followed:

- 10/18/17 - Notice via mail & newspaper (state mandated requirement)
- 10/26/17 - Community Open House – Vine Neighborhood Association
- 11/02/17 - Planning Commission Meeting – Case Continued
- 11/15/17 - Notice via mail for 2nd Community Meeting & December hearing
- 11/28/17 - 2nd Community Meeting – City Hall Community Room
- 12/07/17 - 2nd Planning Commission Meeting – Recommend approval

Staff received many calls and emails on the project. Most of the calls were questions about the notice they received and the caller had a neutral stance on the proposal and wanted more information; there were also points of contact in favor of the proposal and to express concerns.

Two community meetings were conducted on the rezoning request before the first Planning Commission hearing. The first occurred on October 26th at the Vine Neighborhood Association with about 24 citizens in attendance. The second was on November 15th at City Hall with approximately 29 attendees.

The Planning Commission held a public hearing on the request at the November 2 regular meeting, where the case was continued for additional public engagement. Two additional meetings were requested by the Commissioners. Staff brought the proposal again on December 7 where the rezoning request was recommended for approval by the City Commission. Over 500 mailings describing the request and detailing the community and Planning Commission discussions were sent on two separate occasions to all property owners and occupants within the target area and adjacent properties. Notices were also published in the Kalamazoo Gazette in advance of the Planning Commission meetings. The Vine Neighborhood Association posted the meeting notices on their Facebook page.

FISCAL IMPACT

There will be no immediate fiscal impact from this rezoning. The City Assessor's office has opined that the property values will not decline in the area as a result of the rezoning. In rezoning the area to a more neighborhood-friendly zoning district that does not permit some of the intensive commercial uses allowed in the current zone, it may become more attractive for new investment and redevelopment. Such development may

currently be hindered by the potential for such intensive uses to locate in the area in the existing CC zone.

ALTERNATIVES

The City Commission has the option of not approving the rezoning request. However, the rezoning is supported by several of the City's current policy and plans, including the recently approved 2025 Master Plan. Not approving the rezoning leaves this corridor open to development that does not promote the walkable, mixed use, urban vision put forth in Imagine Kalamazoo. It is recommended that the City Commission approve the rezoning as presented.

ATTACHMENTS:

Type	Description
▣ Ordinances	Rezoning Ordinance w/Attachments
▣ Aerial Photo	Aerial photo
▣ Map – Existing Zoning	Existing zoning
▣ Map – Proposed Zoning	Proposed zoning
▣ Map - Existing Land Use	Existing land use
▣ Map – Future Land Use	Future land use
▣ Correspondence	Support letter
▣ Correspondence	Support letter
▣ Correspondence	Support letter
▣ Correspondence	Support letter
▣ Background Material	Zone CN-2 uses
▣ Background Material	Zone CN-2 description
▣ Aerial Photo	DRAFT PC Minutes 12-7-17

CITY OF KALAMAZOO, MICHIGAN
ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 1.8.A. ZONE DISTRICT MAP OF THE ZONING
ORDINANCE, BEING APPENDIX A OF THE KALAMAZOO CODE**

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Under Section 1.8.E. the Zone District Map described in Section 1.8.A. is amended as follows:

The land area located between W. Lovell Street and Stockbridge Avenue in Section 22 of the City of Kalamazoo, County of Kalamazoo, State of Michigan, containing multiple parcels that are listed and described in Attachment A of this document, rezoned from Zones CC, CN-1 and M-1 to Zones CCBD, CN-1, CN-2 and RM-36.

A map identifying the land area and the rezoning of each parcel is also attached.

Section 2. Repealer. All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

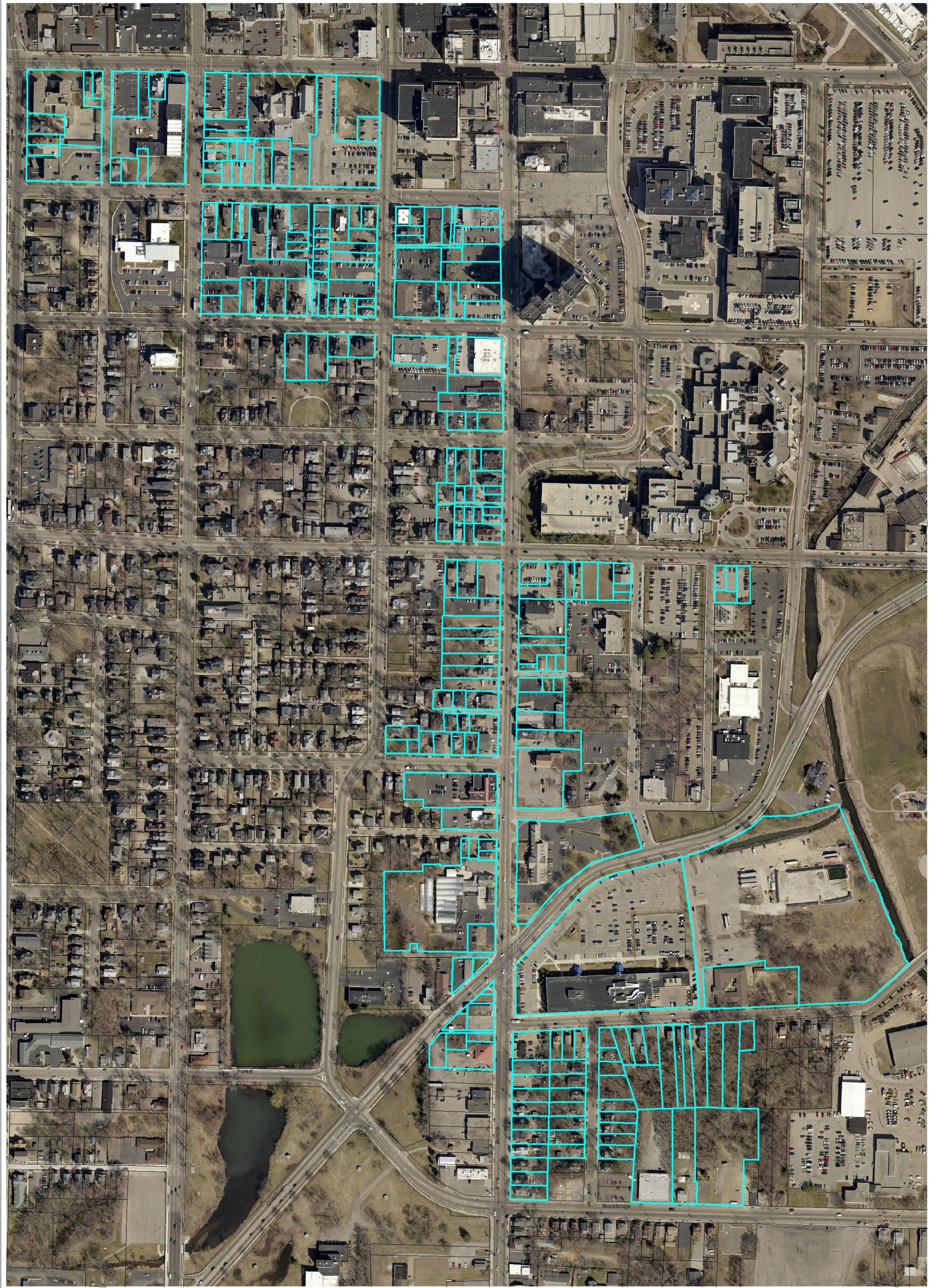
Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been available as required by said Act, and furthermore, said ordinance was duly recorded, posted, and authenticated by the Mayor and City Clerk as provided by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott A. Borling, City Clerk



Parcels affected by potential rezoning

0

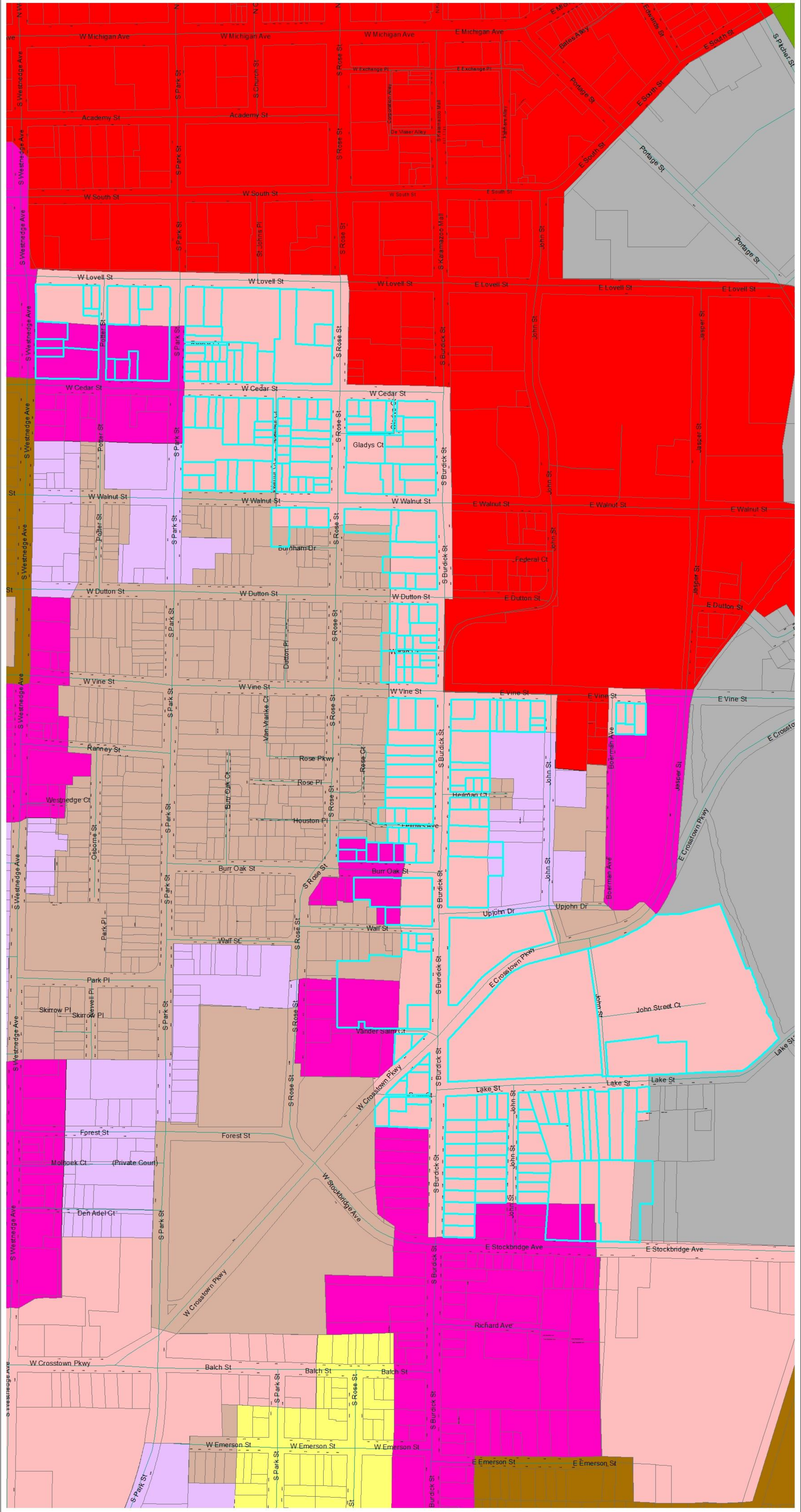
265

530

1,060

Feet





CURRENT ZONING

- CBTR
- CC
- CCBD
- CMU
- CN-1
- CO
- M-1
- M-2
- PUD
- RD-19
- RM-15
- RM-15C
- RM-36
- RMU
- RS-5
- RS-7

Properties Affected by Potential Rezoning



FUTURE ZONING

- M2 - MANUFACTURING, GENERAL
M1 - MANUFACTURING, LIMITED
CCBD - COMMERCIAL, CENTRAL BUSINESS
CBTR - COMMERCIAL, BUSINESS TECHNOLOGY AND RESEARCH
CC - COMMERCIAL, COMMUNITY
CNO-COMMERCIAL, NEIGHBORHOOD OFFICE
CN-1 - COMMERCIAL (LOCAL) NEIGHBORHOOD
CO - COMMERCIAL, OFFICE
RM-36 - RESIDENTIAL, MULTI-DWELLING
RM-15 - RESIDENTIAL, MULTI-DWELLING
RM-15C - RESIDENTIAL, MULTI-DWELLING CAMPUS AREA
RD-19 - RESIDENTIAL, DUPLEX
RS-7 - RESIDENTIAL, SINGLE-DWELLING
RS-5 - RESIDENTIAL, SINGLE-DWELLING

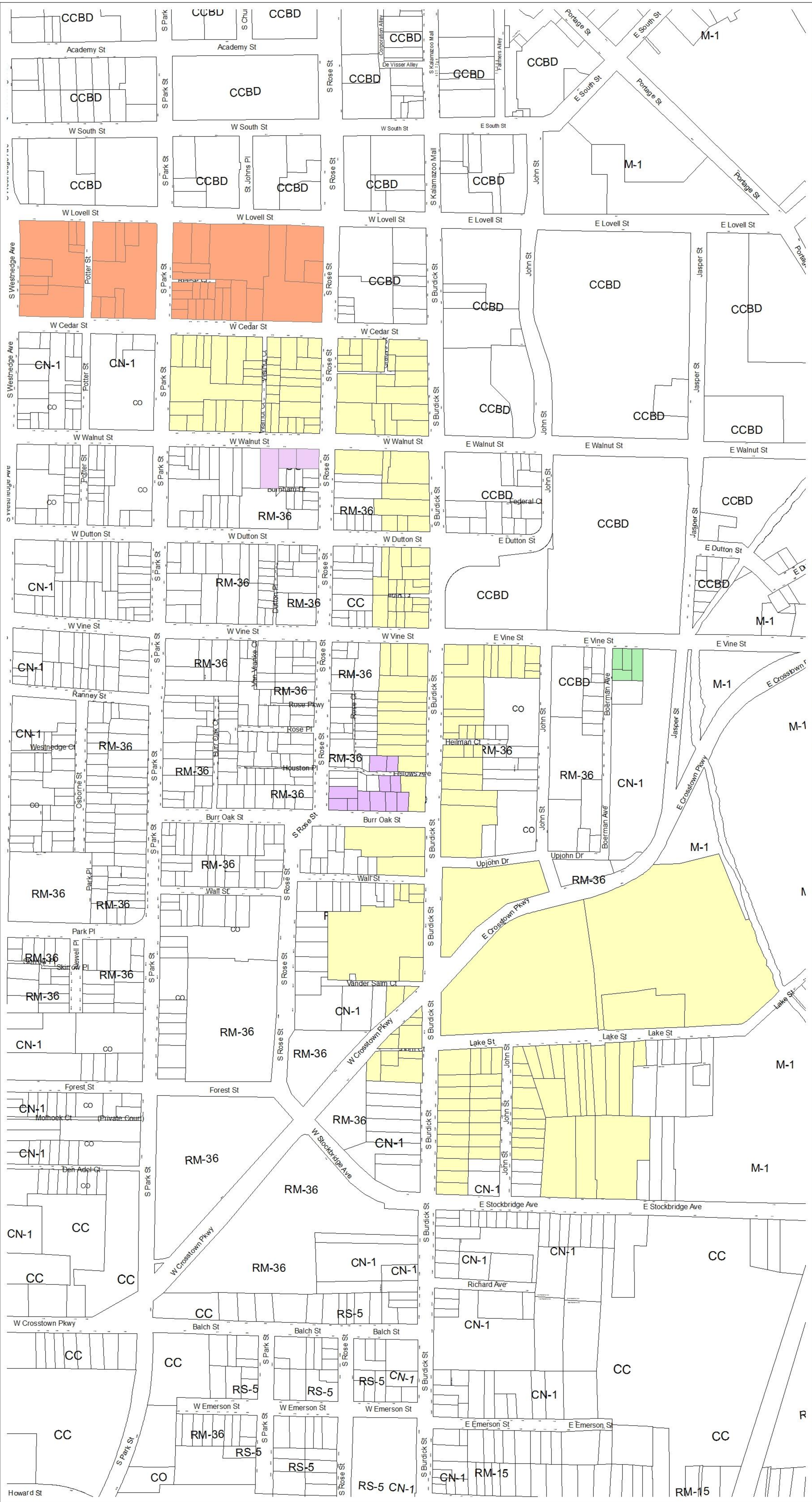
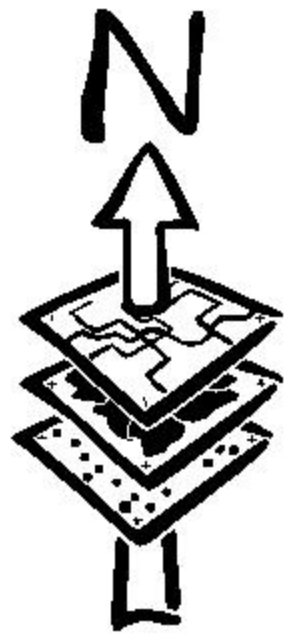
Legend

CN-1

CN-2

RM-36

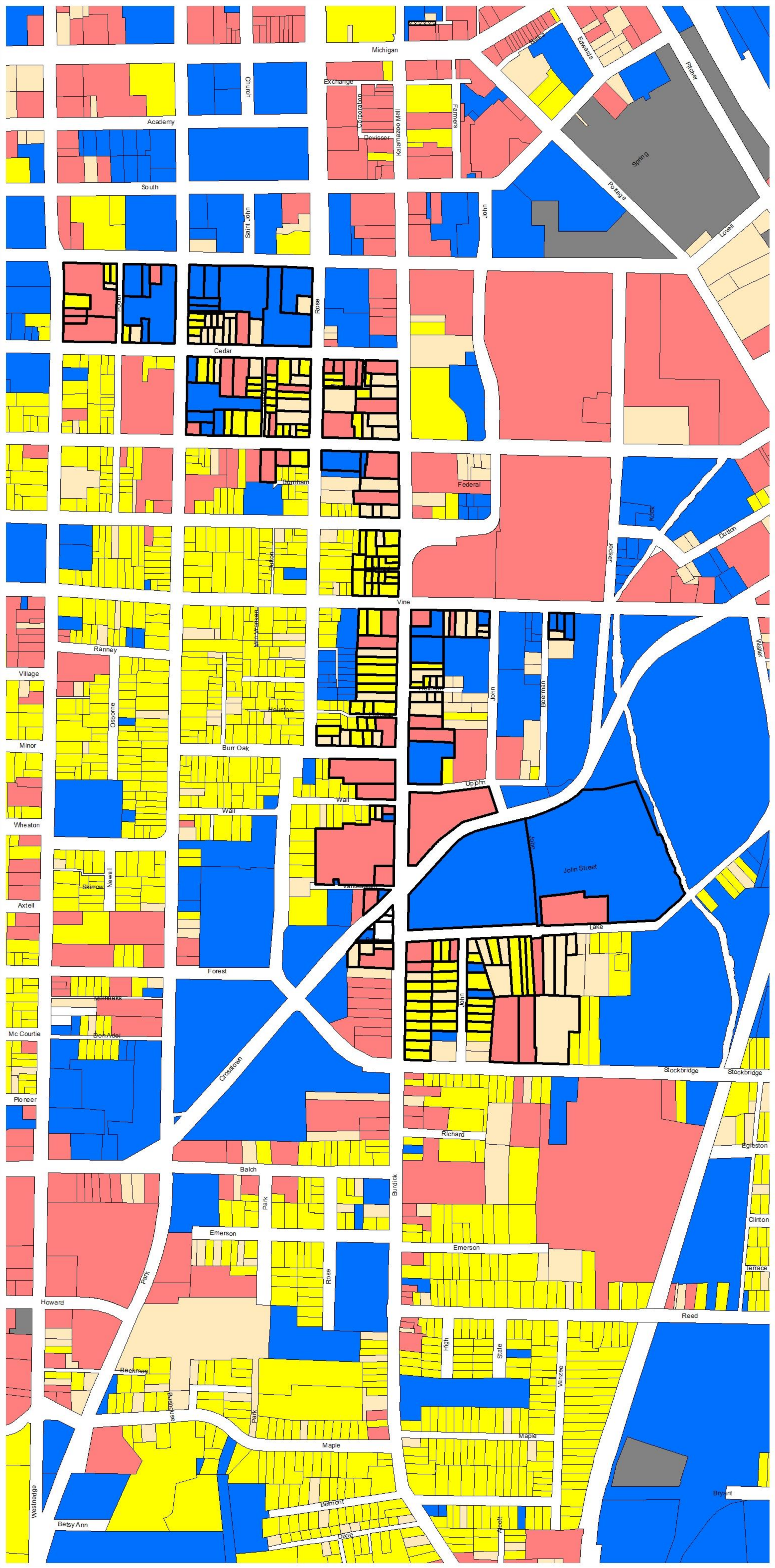
CCBD



Feet

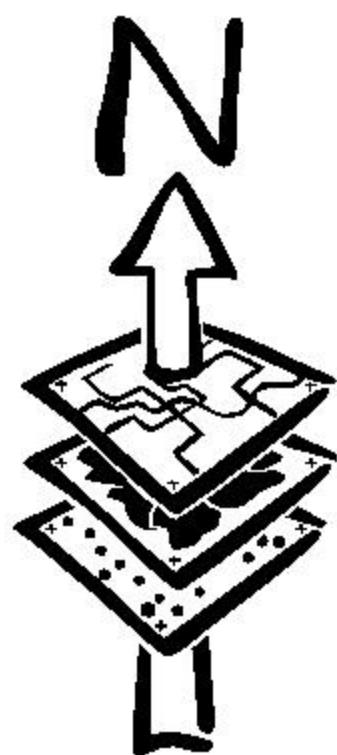
0 500 1,000 2,000

EXISTING LAND USE

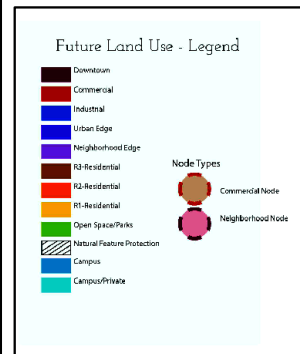
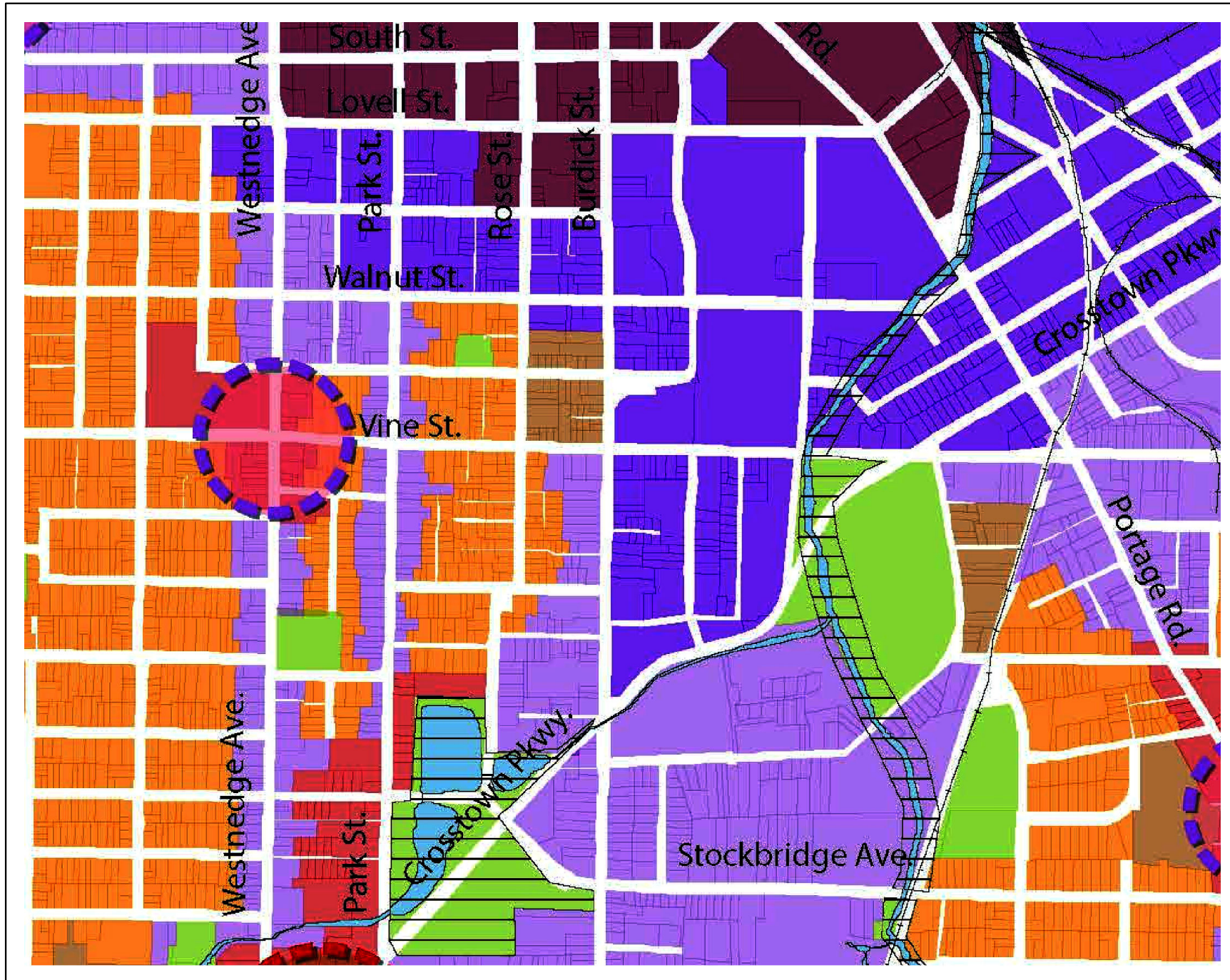


- COMMERCIAL
- VACANT
- TAX EXEMPT
- INDUSTRIAL
- RESIDENTIAL

Parcels affected by possible rezoning



P. C. #2017.15 - Burdick Street
Multiple Parcel Rezoning Between Lovell Street and Stockbridge Avenue





11/30/17

**Downtown
Kalamazoo
Incorporated**



Downtown
Development
Authority

Downtown
Tomorrow
Incorporated

Dear Planning Commissioners,

As partners and participants in Imagine Kalamazoo, we are excited to support the City's efforts to remove the permissive, auto-oriented commercial district, CC Community Commercial, from this critical corridor leading into Downtown. The current designation is not reflective of the character that the corridor had historically, and has largely maintained, nor is it aligned with the vision for the area as established in Imagine Kalamazoo.

Downtown is the heart of Kalamazoo. It is urban, walkable, and inviting. Burdick Street, leading into the Downtown should reflect these same characteristics, drawing developments and uses that are human-scaled and interface with the street in an engaging manner. Nationally, it has been proven, that an increased Walkscore typically translates to increased property values.

As active participants of IK2025, the shift to neighborhood scale commercial is consistent with the community's vision, national best practices, and ultimately the Future Land Development Map in the 2025 Master Plan. We support the City's efforts to move the Master Plan forward with this proposal.

Best regards,

Andrew Haan, President

141 East Michigan Ave
Suite 501
Kalamazoo
Michigan 49007
269-344-0795

dki@dkl.org
www.downtownkalamazoo.org

From: Nancy Arcadipone [<mailto:n.dipone@gmail.com>]

Sent: Thursday, November 30, 2017 6:40 AM

To: Anderson, Christina

Subject: Re: Burdick Rezoning Informational Meeting

Hello Christina,

I did attend the meeting last night and want to voice my general support for the Rezoning. Burdick Street.

I do feel there needs to be more exploration on the height and set back requirements/limitations for the new zoning. Perhaps the City can start there before the zoning is changed so that some of the property can be sold at some point for development that can be more than 3 stories high.

Why not consider a limit of 10 stories gradually going down in height as heading South. Financial incentives are important to attract developers.

Low rise buildings do not always support a profit large enough to incentify the risk.

I know this is starting all over in some ways but I think the long term results would be worth it.

Burdick Street is by far one of the more unattractive approaches to the CBD from the South. I applaud the City's efforts to make a positive change.

Best regards,

Nancy Arcadipone

City Response:

From: Anderson, Christina

Sent: Thursday, November 30, 2017 8:43 AM

To: 'Nancy Arcadipone'

Cc: Bauckham, Robert

Subject: RE: Burdick Rezoning Informational Meeting

Thanks for your support Nancy. We started this process because we believe that the uses permitted in CC and the auto oriented scale associated with it are not the best fit for this corridor directly south of Downtown.

I am looking into the height issue. Under the Community Commercial (CC) zoning the permitted maximum height is 65' or about 5-6 stories. 10 stories is a big jump from that, but I do understand the question with Skybridge nearby.

Thanks.

Christina



December 1, 2017

Via email

Ms. Christina Anderson
City Planner
City of Kalamazoo
415 Stockbridge Avenue
Kalamazoo MI 49001

Re: Support for Rezoning

Dear Ms. Anderson,

The Hinman Company, through its related or affiliated entities owns and manages numerous properties in Downtown Kalamazoo, several of which are proposed for rezoning by the City of Kalamazoo. Please accept this letter as confirmation of our support for the proposed rezoning. If you have any questions, please feel free to contact me at your convenience.

Respectfully Yours,

Rich MacDonald
Chief Operating Officer

November 29, 2017

RE: The proposed Rezoning of 243 parcels in the Vine and Edison Neighborhoods

TO: Kalamazoo Planning Commission

Members of the Planning Commission:

As a property owner of a residence at 216 W. Vine and a multifamily rental unit at 203 W. Vine, I would like to voice my support for the city proposal to change the zoning for the parcels captioned above to CN-2. These neighborhoods are on their own reverting to the walkable urban development they once were and this zoning aligns with the Imagine Kalamazoo 2025 goals and will only speed up the process of making a more live, work, play environment for these neighborhoods. I ask that this letter be part of the record as you determine the fate of this zoning change.

Respectfully,

A handwritten signature in black ink, appearing to read "Herb Ayres", with a stylized flourish at the end.

Herb Ayres

512 E. North St. Kalamazoo, MI 49007

Commercial Neighborhood Zoning District (CN-2)

Permitted Uses (representative):

- Multiple-family dwellings
- Foster care homes
- Transitional residences
- Nursing homes
- Community/drop-in centers
- Churches/schools
- Day care homes
- Existing single-family & duplexes
- Restaurants
- Sports facilities
- Office uses
- Grocery stores
- Funeral homes
- Retail stores
- Funeral homes

Uses Permitted in CC – not in CN-2:

- Liquor stores
- Car sales and repair
- Fraternities/sororities
- Animal kennels
- Motels/hotels
- Gas stations with auto repair facilities
- Adult regulated uses

Uses Permitted in M-1 – not in CN-2:

- Heavy equipment sales and repair
- Storage of inoperable (junk) vehicles
- Recycling facilities
- Industrial/manufacturing uses
- Participant sporting facilities

Uses Only Permitted by Special Use Permit in CN-2:

- Fast order drive-through restaurants
- Convenience stores
- Gas stations without repair facilities
- Car washes

CN-2 Zoning District – Neighborhood Shopping Center District

-CN-2 is the zoning district that is being proposed for most of the parcels in the target rezoning area located in portions of the Vine and Edison neighborhoods.

Description: The CN-2 zoning district is primarily intended to encourage the development of small-scale retail sales and personal service uses at convenient locations that primarily serve nearby residential neighborhoods. The standards for the CN-2 district promote pedestrian-oriented development at the intensity level that is compatible with surrounding residential areas. Uses are restricted in size to promote a local orientation and to limit adverse impacts on nearby residential areas.

The maximum height of new buildings in the CN-2 zone is 35 feet compared to 65 feet in the CC zone. The minimum pervious cover (open/green space) on sites in CN-2 is 25% compared to 20% in the CC zone.

=====

CC – Community Commercial District – Most of the parcels in the target rezoning area are currently in this zoning district. This zone is intended to accommodate larger community and regional shopping centers that serve a community-wide market area. “Big-box” stores such as Walmart and Lowe’s are allowed in this zone, along with liquor stores, and gasoline stations with auto repair facilities. These uses are not allowed in the CN-2 zone.

City of Kalamazoo
PLANNING COMMISSION
Minutes
December 7, 2017
DRAFT

Second Floor, City Hall
Commission Chambers
241 W. South Street, Kalamazoo, MI 49007

Members Present: Rachel Hughes-Nilsson, Chair; Gregory Milliken; James Pitts; Sakhi Vyas; Derek Wissner; Alfonso Espinsosa;

Members Excused: Emily Greenman Wright; Charley Coss, Vice Chair

City Staff: Christina Anderson, City Planner; Robert Bauckham, Senior Development Planner; Clyde Robinson, City Attorney; and Beth Cheeseman, Code Administration Clerk and Cashier

Guests: Jack Urban, City Commission Liaison

A. CALL TO ORDER

Commissioner Hughes-Nilsson called the meeting to order at 7:08 p.m.

B. ROLL CALL

Planner Anderson proceeded with roll call and determined that the aforementioned members were present.

C. ADOPTION OF FORMAL AGENDA

Planner Anderson stated that there was one change to the agenda. She requested to move the Capital Improvement Plan up between items F. and G.

Commissioner Wissner, supported by Commissioner Vyas, moved approval of the changed December 7, 2017 Planning Commission agenda. With a voice vote, the motion carried unanimously.

D. APPROVAL OF MINUTES

Commissioner Milliken, supported by Commissioner Espinsosa moved approval of the November 2, 2017 Planning Commission minutes as presented. With a voice vote, the motion carried unanimously.

E. COMMUNICATIONS AND ANNOUNCEMENTS

F. PUBLIC HEARINGS

G. UNFINISHED BUSINESS

P.C. #2017.15: Request from the Community Planning and Development Department to rezone multiple parcels located between W. Lovell Street and Stockbridge Avenue, and between S. Westnedge Avenue and the Portage Creek from Zones CC, CN-1, and M-1 to Zones CCBD, CN-1, CN-2, and RM-36.

(Continued from the November 2 meeting.) **[Recommendation: motion to recommend to the City Commission to approve the rezoning request.]**

Planner Anderson gave a presentation regarding the rezoning request. She touched on timeline, public input and engagement, intent, and how the rezoning fits in with the 2025 Master Plan and is in line with the City's Strategic Vision. Planner Anderson also explained the differences of the four different zoning districts and how that compared with the current zoning.

Planner Anderson gave answers to some of the questions that came up at the public hearing the previous month. She spoke about the impact of the zoning on current uses, how the zoning would affect property values, and the change in height requirements. She also emphasized the 'why' of the rezoning: the large scale commercial district is not the right zoning district for the corridor which leads into our walkable urban downtown. They were looking for a district which would allow commercial development at a scale which fits the context of the area but also the scale which supports the downtown.

Commissioner Vyas, supported by Commissioner Pitts, moved to re-open the public hearing on the rezoning request to take additional comments before the Commission takes action on the matter. A voice vote was taken and passed unanimously.

Commissioner Hughes-Nillson opened the public comment portion of the hearing.

Citizen, Mr. Richard Stewart, stated that he came to Kalamazoo for college, built a business and stayed here. Mr. Stewart said he lives here, invests here, and is employed here. The top reason he picked his location because of the zoning of CC. He said it is the most desirable zoning for an owner-occupied business. He said it is the zoning that is most flexible and highest value and that zoning plays a big part in evaluation. Mr. Stewart said he has enjoyed good neighbors. He stated he had almost finished rehabbing his building as his retirement plan when the project was stopped. He said he can't finish the outside of the building. The DDRD expansion has made his building functionally obsolete. He has 4.5 thousand square feet of functionally obsolete old building. He stated that the City has turned him down seven times to fix his fence. Mr. Stewart said he does have the opportunity to sell. He stated that an organization is buying up the neighborhood, tearing down affordable housing, and he is in the way. Based on the current CC zoning it is one value, when that is changed it lowers the value. He stated that staff information says appraisals are based on income. Mr. Stewart stated that as a Real Estate Professional, there are three types of approaches for appraisals. He said when you are owner-occupied, you can't use the income approach. He said there is the income approach, cost approach and comp approach. He said they are the most developed area because of their zoning, and the City wants to take this away. Mr. Stewart said that they attended the meetings and spoke up at the meetings. He felt ignored

because his emails were not included in the packet. He believed that the one lady who brought up height requirements will receive preferential treatment.

Mr. Leonard Stafford stated that he recently had a guy who was going to buy his property to build on it until he found out about this meeting. He said the person decided not to buy at that time. Mr. Stafford stated that he is not a car dealership and he is not sure why he is listed as that. Now people don't want to buy the property because you can't build on it – it is just a waste. It's not right at all.

Mr. John Davis came forward to talk about his car lot. He is wondering why they can have so many liquor establishments. The neighbors never complained about the car lots. He doesn't understand why there is so much concern about selling cars in that area when there is more harm done by liquor establishments and drunk driving. He said the Planning Commission would approve putting up a brewing place, but would not approve a car lot. He was upset that people would not be able to sell cars at his property if he decides to sell someday. He encouraged the Commission to leave car lots alone, they don't harm anyone. He only sees they are doing good in the community.

Ms. Tina McClinton of Lake Street has been flooded twice. This last flooding was the worst. She noted that the City said they wanted to do something to the creeks, but she said that won't help Upjohn Park. Ms. McClinton said that Upjohn Park doesn't flow anymore and that is what floods them. She also expressed concern about the rezoning and the possibility of new buildings taking away green space and pushing the water toward her property. She talked about KVCC being built so high that it contributes the the flooding. She stated that if you take the woods away and build anything on their block, her whole yard would flood. Ms. McClinton said that the woods has two ponds now and they are there instead of in her yard. She stated that can't afford to keep fixing things when it floods. Ms. McClinton loves Kalamazoo and has lived here all her life. She stated that she attended all of the meetings.

Commissioner Espinsosa, Supported by Commissioner Wissner, moved to close the public comment portion of the hearing. A voice vote was taken and was unanimously approved.

Planner Anderson addressed some of the concerns noted by citizens. As far as height, there was a letter in packet from a citizen supportive of the process, but she did state concern about the height limitation. Planner Anderson stated that is something staff would consider studying in the future, but changing the height for CN-2 for the whole length of the corridor was not appropriate. She clarified that CN-2 does not allow breweries and liquor establishments. If the area is rezoned, no new package liquor stores will be permitted in the area. Planner Anderson stated that the property on Lake street is currently zoned as Community Commercial and, in theory, it could be developed now. As far as flooding, Mr. Chamberlain said the City is looking into ways to address that issue. In terms of the appraisal comment, the City Assessor provided general information on how properties are assessed. The full packet was posted online and was available prior to today.

Planner Bauckham mentioned that Mr. Stewart's current business is a conforming use in proposed zone. He clarified that the auto sales and repair businesses can continue as they are indefinitely. The owners can make improvements to their building and properties. They can sell their businesses to someone for similar operations as long as the business is not abandoned for over a year.

Commissioner Espinsosa asked Planner Anderson to clarify zoning differences for green space areas. Planner Anderson stated that with CC zoning, you can cover up to 80% of the lot. CN-2 zoning is a little less – you can cover up to 75% of the lot.

Commissioner Pitts asked about the gentlemen who came forward about the car lot. He asked for clarification about selling properties to be used for the same use. Planner Anderson stated that a property that is a legal non-conforming use can be sold for the same use, as long as it is not vacant for a year. Commissioner Pitts asked about Mr. Stafford's concern that his property was classified as a car lot. Planner Anderson stated that the zoning is Community Commercial which does allow auto sales. The City didn't designate one lot or another as auto sales, they just know a few exist along the corridor. Commissioner Pitts asked if selling or fixing cars was available to someone buying or building in this area. Planner Anderson responded that if the business exists now, then the use could continue. If the new zoning goes through, then a new business of that use would not be able to open. However, it is possible to apply for a variance through the Zoning Board of Appeals. She also went through some of the permitted uses in CN-2 zoning.

Commissioner Pitts asked about rebuilding if a legal non-conforming business had a fire and was destroyed by more than 50%. Planner Anderson said no, they would have to ask for permission – there would not be a guarantee of being able to rebuild.

Commissioner Vyas clarified that no one needs to change anything they are doing right now if the re-zoning is approved. Planner Anderson agreed that no changes were required at this time.

Commissioner Vyas, supported by Commissioner Wissner, moved to recommend to the City Commission to approve this re-zoning request.

Commissioner Wissner expressed that the re-zoning request seems to be in line with 2025 Master Plan. He stated that they received a lot of community input regarding the plan. He believed the concerns were answered. Commissioner Wissner stated that if he owned in this area, he would want this – noting that limitations are protections as well. He can empathize with the fear that is there, but anyone currently there can stay there. Commissioner Wissner noted that the car dealer will be the only one on that side of town which could be good for the car business. He expressed support of the re-zoning.

Commissioner Pitts expressed concern that so many residents are not understanding or trusting what is going on.

Commissioner Espinsosa seconded Commissioner Wissner and Commissioner Pitts comments. He stated general support of the re-zoning. He believes it makes sense with the goals of the Strategic Vision. He believes it may help the individuals in the area and give more options to people for business. He can see it may be an advantage to some businesses.

A roll call vote was taken. Commissioner Milliken abstained and Commissioner Pitts voted no. The motion was approved.

H. NEW BUSINESS

I. CITIZENS' COMMENTS (Regarding non-agenda items)

J. CITY COMMISSION LIAISON COMMENTS

K. CITY PLANNER'S REPORT

L. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

M. ADJOURNMENT

Commissioner Espinsosa, supported by Commissioner Vyas, moved to adjourn the meeting. A voice vote was taken and passed unanimously. Meeting was adjourned at 9:06 pm.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/7/2017

SUBJECT: Adoption of the 2018 City Commission Regular Meeting Schedule

RECOMMENDATION

It is recommended that the City Commission adopt a resolution setting the schedule of regular City Commission meetings for the 2018 calendar year.

BACKGROUND

The proposed 2018 schedule of regular City Commission meetings was designed with following parameters in mind:

- both the Open Meetings Act (OMA) and City Commission Rule #1 require the Commission to establish a schedule of its regular meetings for the calendar year.
- City Commission Rule #1 specifies the Commission will hold its Regular Business Meetings on the first and third Mondays of the month, except as specified in the annual schedule of meetings.
- Section 8(a) of the City Charter requires that the City Commission meet "not less than twice each month."
- if a City-observed holiday falls on the first or third Monday of the month, the Commission meeting has been moved to the next business day.

In addition to Business Meetings, the proposed 2018 schedule also includes Neighborhood Meetings on the third Monday of every month except January and December.

The recommendation to adopt a regular meeting schedule does not interfere with the ability of the City Commission to hold special Business Meetings, Committee of the Whole Meetings, or Work Sessions when necessary.

COMMUNITY RESOURCES CONSULTED

No community resources were consulted.

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

ALTERNATIVES

City Commission Rule #1 requires the City Commission to "establish and publish" its schedule of regular

meetings for the calendar year prior to January 1st.

The City Commission may choose to schedule additional meetings or amend the attached schedule. However, the City Administration is confident all matters which require City Commission action can be conducted in an efficient manner using the proposed schedule of regular meetings. In addition, the City Commission may amend its meeting schedule at any time during the year if it determines that the number of meetings should be reduced or increased.

ATTACHMENTS:

Type	Description
□ Resolution	Adopting the City Commission's Schedule of Regular Meetings for 2018
□ Meeting Schedule	2018 City Commission Schedule

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. 17-

A RESOLUTION APPROVING AND ESTABLISHING THE SCHEDULE OF REGULAR CITY COMMISSION MEETINGS FOR THE 2018 CALENDAR YEAR

Minutes of a regular meeting of the City Commission of the City held on December 18, 2017, at or after 7:00 p.m., local time, at City Hall.

PRESENT: Commissioners:

ABSENT: Commissioners:

WHEREAS, MCL 15.265(2) requires that a public body post notice of the dates, times and places of its regular meetings within 10 days of its first meeting in a calendar year; and

WHEREAS, City Commission Rule #1 states the City Commission shall establish and publish a schedule of regular meetings that are to be held throughout the calendar year prior to January 1st of each year.

NOW, THEREFORE, BE IT RESOLVED, that the Kalamazoo City Commission hereby approves and establishes the attached schedule of meetings as its Regular Meeting Schedule for the 2018 calendar year; and

BE IT FURTHER RESOLVED, that the City Clerk is directed to post the Regular Meeting Schedule in compliance with the provisions of MCL 15.264-265; and

BE IT FURTHER RESOLVED, that the City Commission reserves the right to modify its Regular Meeting Schedule at any time, subject to the noticing requirements specified in MCL 15.265(3).

The above resolution was offered by _____ and supported by _____.

AYES: Commissioners:

NAYS: Commissioners:

ABSTAIN: Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The forgoing is a true and complete copy of a resolution adopted by the City Commission of the City of Kalamazoo at a regular meeting held on December 18, 2017. Public notice was given and the meeting was conducted in full compliant with the Michigan Open Meetings Act (PA 267,1976). Minutes of the meeting will be available as required by the Act.

Scott A. Borling, City Clerk

Kalamazoo City Commission

DRAFT 2018 Meeting Schedule

January

2 Business Meeting*
16 Business Meeting*

February

5 Business Meeting
19 Neighborhood Meeting
19 Business Meeting

March

5 Business Meeting
19 Neighborhood Meeting
19 Business Meeting

April

2 Business Meeting
16 Neighborhood Meeting
16 Business Meeting

May

7 Business Meeting
21 Neighborhood Meeting
21 Business Meeting

June

4 Business Meeting
18 Neighborhood Meeting
18 Business Meeting

July

2 Business Meeting
16 Neighborhood Meeting
16 Business Meeting

August

6 Business Meeting
20 Neighborhood Meeting
20 Business Meeting

September

4 Business Meeting*
17 Neighborhood Meeting
17 Business Meeting

October

1 Business Meeting
15 Neighborhood Meeting
15 Business Meeting

November

5 Business Meeting
19 Neighborhood Meeting
19 Business Meeting

December

3 Business Meeting
17 Business Meeting

Times and Locations

Business Meetings - 7:00 p.m. in the City Commission Chambers

Neighborhood Meetings - 6:00 p.m. in the City Hall Community Room

*These meetings will take place on Tuesday rather than Monday due to the observance of national holidays



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

PREPARED BY: Jeff Chamberlain, AICP, Deputy City Manager

DATE: 12/12/2017

SUBJECT: Second Amendment to the Interlocal Agreement Funding The Kalamazoo County Consolidated Dispatch Authority.

RECOMMENDATION

It is recommended that the City Commission approve the Second Amendment to the Interlocal Agreement Funding The Kalamazoo County Consolidated Dispatch Authority.

BACKGROUND

This amendment provides for the capital build out of the new dispatch center located at 8th Street and Stadium Drive in Oshtemo Township. The authority is unable to secure financing on its own, so each Public Safety Answering Point (PSAP), needs to provide its share of the funds to cash finance the capital improvements. Kalamazoo's share will be \$960,000, which we will provide through our capital bond issue in 2018. The other PSAP's will be satisfying their share by advancing their last two payments up front the first quarter 2018 based upon the schedule contained in the agreement. Since the authority's budget originally included debt service for capital financing, they will repay us according to our debt repayment schedule to make us whole.

COMMUNITY RESOURCES CONSULTED

None required.

FISCAL IMPACT

The Adopted FY 2017 Budget envisioned the passage of the Consolidated Dispatch surcharge vote in May 2017, which would have removed the expenditures for City-operated Dispatch from the City's Budget beginning in FY 2018.

The failure of the Consolidated Dispatch surcharge vote created a projected \$600,000 annual deficit in the General Fund beginning in FY 2018. The Administration is evaluating options for eliminating the projected deficit. Funding to implement the Amendment will be included in the Proposed FY 2018 Budget and 5-Year Fiscal Plan.

ALTERNATIVES

The City Commission could choose to not enter into the amended Interlocal Agreement. This would result in insufficient funds for the Consolidated Dispatch Authority and would likely result in the Authority not being able to move forward as planned. This alternative is not recommended.

ATTACHMENTS:

Type	Description
	Agreement 2nd Amendment

SECOND AMENDMENT TO INTERLOCAL AGREEMENT CREATING THE
KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

THIS SECOND AMENDMENT (the “Amendment”) to the Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority (the “Agreement”) is entered into by and between the City of Kalamazoo, the City of Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University (the Parties).

RECITALS

WHEREAS, the City of Kalamazoo, the City of Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University previously entered into an Agreement creating the Kalamazoo County Consolidated Dispatch Authority, a Michigan Public Body Corporation, in October 2014; and

WHEREAS, the parties previously entered into the First Amendment to Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority in September 2017 modifying Section 7B; the Alternative Funding Plan;

WHEREAS, the First Amendment provided short-term funding for Kalamazoo County Consolidated Dispatch Authority’s first five years of operation which included facilities, equipment and maintenance, and operating costs; and

WHEREAS, the Kalamazoo County Consolidated Dispatch Authority is unable to obtain independent financing for the capital investment costs associated to consolidating 9-1-1 and public safety dispatch services; and

WHEREAS, the Parties have determined the Agreement remains viable and have negotiated a short-term funding solution, which includes the capital investment costs associated to the consolidation.

TERMS OF AMENDMENT

NOW, THEREFORE, in mutual consideration of the terms and conditions hereinafter set forth, it is hereby agreed as follows:

1. The Recitals set forth above are part of this Amendment.
2. Section 7B, subsection “i” of the First Amendment is repealed and replaced with the following:

SECOND AMENDMENT – December 2017

i. Short-Term Funding

In addition to state and local surcharge funding, the Parties agree to make financial contributions to the Authority according to the schedule below:

	2018		2019		2020		2021		2022		2023	% of Total
	Jan 1st	July 1st	Jan 1st	July 1st	Jan 1st	July 1st	Jan 1st	July 1st	Jan 1st	July 1st	Jan 1st	
Kalamazoo County	\$1,514,025	\$757,013	\$757,012	\$757,013	\$757,012	\$757,013	\$757,012	\$757,013	\$757,012	\$0	\$0	35.21%
City of Portage	\$756,793	\$378,397	\$378,396	\$378,397	\$378,396	\$378,397	\$378,396	\$378,397	\$378,397	\$0	\$0	17.60%
Western Michigan University	\$374,578	\$187,289	\$187,289	\$187,289	\$187,289	\$187,289	\$187,289	\$187,289	\$187,289	\$0	\$0	8.71%
City of Kalamazoo		\$644,913	\$644,913	\$644,913	\$644,913	\$644,913	\$644,913	\$644,913	\$644,913	\$644,913	\$644,913	30.00%
Kalamazoo Township		\$182,389	\$182,389	\$182,389	\$182,389	\$182,389	\$182,389	\$182,389	\$182,389	\$182,389	\$182,389	8.48%
Total Contributions:	\$4,795,396		\$4,300,000		\$4,300,000		\$4,300,000		\$2,977,302		\$827,302	100%

The Authority shall invoice the Parties on a semi-annual basis; approximately thirty (30) days preceding, the due date identified in the table above.

Capital Build-Out Funding

During the first six months of short-term funding, the City of Kalamazoo agrees to sell bonds payable over fifteen (15) years and contribute \$960,000 to the Authority to assist with financing capital build-out costs. These bond funds shall be repaid by the Authority to the City of Kalamazoo inclusive of all municipal bond cost and interest in accordance with the bond's fifteen-year amortization schedule.

- Other than as amended herein and in the First Amendment, the Agreement creating the Kalamazoo County Consolidated Dispatch Authority executed in October 2014 shall remain in full force and with full effect.
- This Amendment is contingent upon execution by all parties.

IN WITNESS WHEREOF, the parties have executed this Agreement at Kalamazoo, Michigan.

COUNTY OF KALAMAZOO

Dale Shugars, Chairperson Date: _____
Kalamazoo County Board of Commissioners

Timothy A. Snow Date: _____
County Clerk/Register

CITY OF KALAMAZOO

James Ritsema Date: _____
City Manager

CHARTER TOWNSHIP OF KALAMAZOO

Donald Martin Date: _____
Township Supervisor

CITY OF PORTAGE

Laurence Shaffer Date: _____
City Manager

WESTERN MICHIGAN UNIVERSITY

Jan Van Der Kley Date: _____
Treasurer



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Karianne F. Thomas, Public Safety Chief

PREPARED BY: Ryan Tibbets, Assistant Chief – Fire Administration/Finance

DATE: 11/29/2017

SUBJECT: Acceptance of the 2017 COPS Hiring Program Award from the U.S. Department of Justice in the amount of \$1,375,000

RECOMMENDATION

It is recommended that the City Commission accept the 2017 Community Oriented Policing Services (COPS) Hiring Program (CHP) award in the amount of \$1,375,000 from the U.S. Department of Justice and authorize the City Manager to sign the grant award and special conditions documents.

BACKGROUND

In July of 2017, Kalamazoo Department of Public Safety (KDPS) applied for COPS- CHP grant under the reducing gun violence category. KDPS was awarded grant funding in the amount of \$1,375,000 to hire eleven (11) new sworn officers by the U.S. Department of Justice. Through the additional Public Safety Officers, KDPS will continue to strive to build trust with the community while striving to reduce gun violence.

POLICY CONSIDERATIONS

None

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

The 2017 CHP grants cover 75 percent of the approved entry-level salary and fringe benefits for each new, full-time sworn career law enforcement officer over three year period of performance (36 months). The maximum funding per officer over the three year period is \$125,000, with the remaining match coming from the Public Safety general fund budget. Public Safety will be responsible for retaining all sworn officer positions awarded

under the CHP grant for a minimum of 12 months following the 36-month federal funding period.

CHP Funding

2018 Salary and Fringe Benefits for ten officers = \$458,333.33

2019 Salary and Fringe Benefits for ten officers = \$458,333.33

2020 Salary and Fringe Benefits for ten officers = \$458,333.33

Total Award = \$1,375,000

ALTERNATIVES

No alternatives are recommended by staff.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/15/2017

SUBJECT: Appointment to the Public Media Network Board of Directors

RECOMMENDATION

It is recommended that the City Commission appoint D. Neil Bremer to the Public Media Network Board of Directors as a City of Kalamazoo representative.

BACKGROUND

Public Media Network (PMN) provides cable television public access and is a separate legal entity created through an Urban Cooperation Act Agreement. The current parties to this agreement are the City of Kalamazoo, City of Portage, City of Parchment, Kalamazoo Township, Oshtemo Township, and Comstock Township. Each of these "Member Public Agencies" has representatives on the Board of Directors, the number of which is based on the number of cable television subscribers within the jurisdiction.

With the resignation of Sid Ellis from the PMN Board there is now an open seat for a City representative. As indicated in the attached letter, PMN is recommending the appointment of D. Neil Bremer. In addition to Mr. Bremer's strong support for PMN, he is being recommended for appointment based on his extensive background in non-profit management, his expertise in fundraising, and his connections with Kalamazoo's arts community.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

There is no fiscal impact associated with this recommendation.

ALTERNATIVES

The City Commission could choose to approve this appointment, reject the appointment, or postpone action to a date certain. If the appointment of Mr. Bremer is rejected, the City would need to recruit another City resident to fill the vacancy created by the resignation of Mr. Ellis.

ATTACHMENTS:

Type	Description
□	Correspondence PMN Recommendation Letter



RECEIVED

NOV 08 2017

Kalamazoo City Clerk

November 6, 2017

City Manager Jim Ritsema
City of Kalamazoo
241 W South Street
Kalamazoo, MI 49007
cokcitymanager@kalamazoocity.org

With the resignation of Sid Ellis, the City of Kalamazoo has an open seat for a representative on the Board of Directors for Public Media Network.

We are submitting D. Neil Bremer for consideration by the City of Kalamazoo Commission for this appointment. D. Neil Bremer is a resident of the City of Kalamazoo, former Executive Director for the Arts Council of Kalamazoo, and a strong supporter of Public Media Network.

In addition, Mr. Bremer has an extensive background in nonprofit management and governance. Mr. Bremer's resume is attached. As Public Media Network begins to diversify its funding base, Mr. Bremer's expertise will benefit the organization's efforts. Mr. Bremer has also been an advocate for the use of media by the arts community and the role that a public resource like Public Media Network can play in strengthening Kalamazoo's arts community.

Please strongly consider D. Neil Bremer for the appointment to this seat on the Public Media Network Board of Directors. We are happy to discuss the appointment with you further. Let us know if there are any additional steps we need to take to move this process forward.

Sincerely,

Matt Schuster
PMN Executive Director

cc: Scott Borling, City of Kalamazoo City Clerk

public media network

359 S. Kalamazoo Mall, Ste. 300 Kalamazoo, MI 49007
p:269-343-2211 f:269-343-3710 www.publicmedianet.org



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Laura J. Echtenaw, Legal Secretary

DATE: 11/28/2017

SUBJECT: Proposed Amendment to City Retirement System Ordinance

RECOMMENDATION

It is recommended that the City Commission amend Section 2-237 B. of the City Retirement System Ordinance to permit general member employees with credited service with a reciprocal governmental unit to use such prior service to avoid the reduction in pension amount if they retire with 25 years of credited service, but less than 62 years of age.

BACKGROUND

A City employee retired this past summer at age 57 after 16 years with the city of Kalamazoo and a previous 9 years with the city of Portage. Pursuant to Section 2-237 B of the City Retirement System Ordinance, since she retired 60 months short of age 62, she would have to take a reduction in her pension amount of 24% (60 months x 0.4%). However, if she had 25 years of service with the City, the early retirement penalty does not apply.

Both the Cities of Kalamazoo and Portage are reciprocal units under the Public Act 88 of 1961, the Reciprocal Retirement Act. This act permits individuals who work for more than one municipal or State of Michigan agency, if the units have adopted the provisions of Act 88 to piece together their accumulated service so qualify for a pension; however the Act does not permit service with another reciprocal unit to be used to determine the amount of a retirement allowance. In other words, the City employee in question may not use her tenure with Portage to increase her retirement allowance from the City of Kalamazoo, but she could use it to qualify for a pension. However, since she is at least 55 years of age and worked for the City at least 15 years, she already qualified to receive a pension, but she needs the Portage service to avoid the pension reduction.

Public Act 88 permits a governmental unit, should it choose to do so, to use prior service with another reciprocal unit for the purpose to determine a retiree's pension allowance. The proposed ordinance amendment seeks to do so in a very narrow circumstance; which is to avoid the early retirement penalty when an employee, who retires from the City of Kalamazoo, has 25 years of credited service which may include service with another reciprocal unit of government.

COMMUNITY RESOURCES CONSULTED

Over the past 15 years, this office has repeatedly been asked to opine on the question of whether, under the Reciprocal Retirement Act, a City employee may use service with another reciprocal unit of government to avoid

the early retirement penalty. In 2002, Deputy City Attorney Randy Schau wrote an opinion which indicated that such service, under the terms of Act 88, could be used to satisfy the 25 year requirement. However in 2007, after additional research, Mr. Schau reconsidered his earlier opinion and indicated that since Act 88 states that service with another reciprocal unit may not be used to determine the amount of a retiree's benefit, that prior reciprocal service could not be used to avoid the early retirement penalty. This has been the consistent position taken by this office since 2007. Nonetheless, the matter still provokes questions and at least one well known Detroit-area attorney, whose practice specializes in employee benefit law, disagrees with the opinion of this office, although he stops short of saying that our opinion is incorrect. This disagreement in interpretation of Act 88 stems from the fact that no court has issued a controlling decision on the matter. By amending the City pension ordinance to provide for reciprocal service to be used to avoid the early retirement penalty, as allowed by Act 88, would provide much-needed clarity to the issue.

FISCAL IMPACT

This ordinance would permit those employees with credit from other municipal or State agencies to retire early (age 57) from the City of Kalamazoo and not take a reduction in pension amount. It is not anticipated that the amendment would negatively impact the City pension fund since the number of employees who could take advantage of the provision is not very large.

ALTERNATIVES

The City Commission could choose not to adopt this amendment. This would require the affected employee to suffer a 24% reduction in pension amount. And in the future, other employees would not be able to use prior service with a reciprocal governmental unit to avoid the early retirement penalty.

ATTACHMENTS:

Type	Description
Ordinances	
▣ - Redline Version	Proposed Amendment to City Retirement System Ordinance
▣ Ordinances	Proposed Amendment to City Retirement System Ordinance

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

***AN ORDINANCE TO AMEND SECTION 2-237 B OF THE RETIREMENT SYSTEM
ORDINANCE SO AS TO PERMIT GENERAL MEMBERS TO USE PRIOR CREDITED
SERVICE WITH A RECIPROCAL GOVERNMENTAL UNIT SO TO AVOID THE
EARLY RETIREMENT REDUCTION ***

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Section 2-237 B. of the Kalamazoo City Code is amended to read as follows:

“Sec. 2-237 B Except as provided in Subsection C below, in the event a general member, who has fewer than 25 years of credited service and retires before his or her attainment of the age of 62, the pension portion of his or her retirement allowance provided in Subsection A of this section shall be reduced 0.4% multiplied by the number of months and fraction of a month contained in the period from the date of his or her retirement to the date he or she would attain the age of 62. In the event a general member who has 25 or more years of credited service retires on or after January 1, 1974, and before his or her attainment of the age of 57, the pension portion of his or her retirement allowance provided in Subsection A of this section shall be reduced 0.4% multiplied by the number of months and fraction of a month contained in the period from the date of his or her retirement to the date he or she would have attained the age of 57. *A general member who retires on or after July 26, 2017 with credited service with a state unit or municipal unit that has elected to adopt the provisions of the reciprocal retirement act, being Public Act 88 of 1961, as amended, is permitted to apply previous credited service with a reciprocal unit so as to permit the member to achieve 25 years of credited service to avoid the reduction in retirement allowance as otherwise required by this section.*

Section 2. Repealer.

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date.

Pursuant to Section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267, 1976). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott Borling, City Clerk

f:\ord**

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

***AN ORDINANCE TO AMEND SECTION 2-237 B OF THE RETIREMENT SYSTEM
ORDINANCE SO AS TO PERMIT GENERAL MEMBERS TO USE PRIOR CREDITED
SERVICE WITH A RECIPROCAL GOVERNMENTAL UNIT SO TO AVOID THE
EARLY RETIREMENT REDUCTION ***

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Section 2-237 B. of the Kalamazoo City Code is amended to read as follows:

“Sec. 2-237 B Except as provided in Subsection C below, in the event a general member, who has fewer than 25 years of credited service and retires before his or her attainment of the age of 62, the pension portion of his or her retirement allowance provided in Subsection A of this section shall be reduced 0.4% multiplied by the number of months and fraction of a month contained in the period from the date of his or her retirement to the date he or she would attain the age of 62. In the event a general member who has 25 or more years of credited service retires on or after January 1, 1974, and before his or her attainment of the age of 57, the pension portion of his or her retirement allowance provided in Subsection A of this section shall be reduced 0.4% multiplied by the number of months and fraction of a month contained in the period from the date of his or her retirement to the date he or she would have attained the age of 57. A general member who retires on or after July 26, 2017 with credited service with a state unit or municipal unit that has elected to adopt the provisions of the reciprocal retirement act, being Public Act 88 of 1961, as amended, is permitted to apply previous credited service with a reciprocal unit so as to permit the member to achieve 25 years of credited service to avoid the reduction in retirement allowance as otherwise required by this section.

Section 2. Repealer.

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date.

Pursuant to Section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267, 1976). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott Borling, City Clerk

f:\ord**



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

REVIEWED BY: Sarah R. Wenzlick, Assistant City Attorney

PREPARED BY: Laura J. Echtenaw, Legal Secretary

DATE: 11/28/2017

SUBJECT: Amendments to Minor in Possession Ordinance, Section 22-42

RECOMMENDATION

It is recommended that the City Commission offer for first reading amendments to section 22-42 of the Kalamazoo City Code of Ordinances.

BACKGROUND

The Michigan Legislature has amended MCL 436.1703 relating to the purchase, consumption, or possession of alcoholic liquor by a minor. This amended section is effective January 1, 2018. Currently, a minor who is found to be in possession of alcohol is guilty of a misdemeanor. The amendment to MCL 436.1703 provides that a minor who is found to be in possession of alcohol for a first violation is responsible for a civil infraction and a minor who is found to be in possession of alcohol for a second or subsequent violation is guilty of a misdemeanor.

The amendment to MCL 436.1703 also adds a provision stating that if a minor does not consent to a preliminary chemical breath analysis, the analysis shall not be administered without a court order, but a peace officer may seek to obtain a court order. Further, the amendment to MCL 436.1703 removes the provision stating that a peace officer may arrest an individual based in whole or in part upon the results of a preliminary chemical breath analysis.

The proposed ordinance reflects the changes made to the state statute to bring the ordinance in compliance with state law. Changes in the numbering system have been made to the proposed ordinance to make the numbering system consistent with the state statute. The proposed ordinance also supports the Commission's goal of decriminalizing the Kalamazoo Code of Ordinances.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None

ALTERNATIVES

The alternative would be to not enact this revision to the ordinance. This is not recommended because we wish to make City ordinance section 22-42 consistent with state law.

ATTACHMENTS:

Type	Description
▣ Ordinances	Amendments to Minor in Possession Ordinance
▣ - Redline Version	Amendments to Minor in Possession Ordinance

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND SECTION 22-42
TO THE KALAMAZOO CODE OF ORDINANCES**

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Section 22-42 of the Kalamazoo City Code is amended to read as follows:

“Sec 22-42. No person under 21 shall purchase, consume or possess alcohol and no person shall furnish or use fraudulent identification for the purpose of obtaining alcoholic liquor for a person less than 21 years of age.

- (1)** A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content, except as provided by law. A minor who violates this subsection is responsible for a municipal civil infraction or guilty of a misdemeanor as follows and is not subject to the penalties prescribed in MCLA 436.1909:
 - (a)** For the first violation, the minor is responsible for a municipal civil infraction and shall be fined not more than \$100, and may be ordered to participate in substance use disorder services as defined in MCLA 333.6230, and designated by the administrator of substance abuse services, and may be ordered to perform community service and to undergo substance abuse screening and assessment at his or her own expense as described in Subsection **(5)**. A minor may be found responsible or admit responsibility only once under this subdivision.
 - (b)** If a violation of this subsection occurs after 1 prior judgment, the minor is guilty of a misdemeanor. A misdemeanor under this subdivision is punishable by imprisonment for not more than 30 days but only if the minor has been found by the court to have violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or a fine of not more than \$200, or both, and may be ordered to participate in substance use disorder services as defined in MCLA 333.6230, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in Subsection **(5)**.

- (c) If a violation of this subsection occurs after 2 or more prior judgments, the minor is guilty of a misdemeanor. A misdemeanor under this subdivision is punishable by imprisonment for not more than 60 days but only if the minor has been found by the court to have violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or a fine of not more than \$500, or both, and may be ordered to participate in substance use disorder services as defined in MCLA 333.6230, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in Subsection (5).
- (2) A person who furnishes fraudulent identification to a minor, or, notwithstanding Subsection (1), a minor who uses fraudulent identification to purchase alcoholic liquor, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$100, or both.
- (3) If an individual pleads guilty to a misdemeanor violation of Subsection (1)(b) the court, without entering a judgment of guilt in a criminal proceeding and with the consent of the accused, may defer further proceedings and place the individual on probation upon terms and conditions as set forth in MCLA 436.1703, as amended.
- (4) A misdemeanor violation of Subsection (1) successfully deferred, discharged, and dismissed under Subsection (3) is considered a prior judgment for the purposes of Subsection (1)(c).
- (5) The court may order the person found responsible for or convicted of violating Subsection (1) to undergo screening and assessment by a person or agency as designated by the department-designated community mental health entity as defined in MCLA 330.1100a, in order to determine whether the person is likely to benefit from rehabilitative services, including alcohol or drug education and alcohol or drug treatment programs. The court may order a person subject to a conviction or juvenile adjudication of, or placed on probation regarding, a violation of Subsection (1) to submit to a random or regular preliminary chemical breath analysis. In the case of a minor under 18 years of age not emancipated under MCLA 722.1 to 722.6, the parent, guardian, or custodian may request a random or regular preliminary chemical breath analysis as part of the probation.
- (6) (Reserved)
- (7) A public safety officer or a peace officer who has reasonable cause to believe a person less than 21 years of age has consumed alcoholic liquor may request that a person voluntarily consent to a preliminary chemical breath analysis. If a minor does not consent to a preliminary chemical breath analysis, the analysis shall not

be administered without a court order, but a public safety officer or a peace officer may seek to obtain a court order. The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a municipal civil infraction proceeding or criminal prosecution to determine whether the person less than 21 years of age has consumed or possessed alcoholic liquor.

- (8) A law enforcement agency, upon determining that a person less than 18 years of age who is not emancipated under MCLA 722.1 to 722.6 allegedly consumed, possessed or purchased alcoholic liquor, attempted to consume, possess, or purchase alcoholic liquor, or had any bodily alcohol content in violation of Subsection (1), shall notify the parent or parents, custodian, or guardian of the person as to the nature of the violation if the name of a parent, guardian, or custodian is reasonably ascertainable by the law enforcement agency. The notice required by this subsection shall be made not later than 48 hours after the law enforcement agency determines that the person who allegedly violated Subsection (1) is less than 18 years of age and not emancipated under MCLA 722.1 to 722.6. The notice may be made by any means reasonably calculated to give prompt actual notice, including, but not limited to, notice in person, by telephone, or by first-class mail.
- (9) through (16) (Reserved)
- (17) In a prosecution for the violation of Subsection (1) concerning a minor having any bodily alcohol content, it is an affirmative defense that the minor consumed the alcoholic liquor in a venue or location where that consumption is legal. Further, this section shall not apply to any consumption of alcohol expressly permitted by MCLA 436.1703, as amended.
- (18) As used in this section:
 - (a) "Any bodily alcohol content" means either of the following:
 - (i) An alcohol content of 0.02 gram or more per 100 milliliters of blood, per 210 liters of breath, or per 67 milliliters of urine.
 - (ii) Any presence of alcohol within a person's body resulting from the consumption of alcoholic liquor, other than consumption of alcoholic liquor as a part of a generally recognized religious service or ceremony."
 - (b) "Prior judgment" means the term as defined in MCLA 436.1703, as amended.

Section 2. Repealer.

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date.

Pursuant to Section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267, 1976). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott Borling, City Clerk

CITY OF KALAMAZOO, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 22-42
TO THE KALAMAZOO CODE OF ORDINANCES

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Section 22-42 of the Kalamazoo City Code is amended to read as follows:

“Sec 22-42. No person under 21 shall purchase, consume or possess alcohol and no person shall furnish or use fraudulent identification for the purpose of obtaining alcoholic liquor for a person less than 21 years of age.

(1) A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content, except as provided by law. A minor who violates this subsection is responsible for a municipal civil infraction or guilty of a misdemeanor punishable by the following fines and sanctions as follows and is not subject to the penalties prescribed in MCLA 436.1909:

(a) For the first violation, ~~a fine of~~ the minor is responsible for a municipal civil infraction and shall be fined not more than \$100, and may be ordered to participate in ~~substance abuse prevention services or substance abuse treatment and rehabilitation services~~ substance use disorder services as defined in MCLA ~~333.6107~~ 333.6230, and designated by the administrator of substance abuse services, and may be ordered to perform community service and to undergo substance abuse screening and assessment at his or her own expense as described in Subsection ~~(4)~~ (5). A minor may be found responsible or admit responsibility only once under this subdivision.

(b) ~~For a violation of this subsection following a prior conviction or juvenile adjudication for a violation of this subsection, a violation of MCLA 436.1703 as amended, or its predecessor, or another local ordinance substantially corresponding to MCLA 436.1703 as amended or its predecessor, If a violation of this subsection occurs after 1 prior judgment, the minor is guilty of a misdemeanor. A misdemeanor under this subdivision is punishable by imprisonment for not more than 30 days but only if the minor has been found by the court to have violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or a fine of not more than \$200, or both, and may be ordered to participate in substance abuse prevention services or substance abuse treatment and rehabilitation services~~ substance use disorder services as

defined in MCLA ~~333.6107~~ 333.6230, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in Subsection ~~(4)~~ (5).

- (c) ~~For a violation of this subsection following two or more prior convictions or juvenile adjudications for a violation of this subsection, a violation of MCLA 436.1703 as amended or its predecessor, or another local ordinance substantially corresponding to MCLA 436.1703 as amended, If a violation of this subsection occurs after 2 or more prior judgments, the minor is guilty of a misdemeanor. A misdemeanor under this subdivision is punishable by imprisonment for not more than 60 days but only if the minor has been found by the court to have violated an order of probation, failed to successfully complete any treatment, screening, or community service ordered by the court, or failed to pay any fine for that conviction or juvenile adjudication, or a fine of not more than \$500, or both, and may be ordered to participate in substance abuse prevention services or substance abuse treatment and rehabilitation services~~ substance use disorder services as defined in MCLA ~~333.6107~~ 333.6230, and designated by the administrator of substance abuse services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in Subsection ~~(4)~~ (5).
- (2) A person who furnishes fraudulent identification to a minor, or, notwithstanding Subsection (1), a minor who uses fraudulent identification to purchase alcoholic liquor, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$100, or both.
- (3) ~~When an individual who has not previously been convicted of or received a juvenile adjudication for a violation of Subsection (1) pleads guilty to a violation of Subsection (1),~~ If an individual pleads guilty to a misdemeanor violation of Subsection (1)(b) the court, without entering a judgment of guilt in a criminal proceeding and with the consent of the accused, may defer further proceedings and place the individual on probation upon terms and conditions as set forth in MCLA 436.1703, as amended.
- (4) A misdemeanor violation of Subsection (1) successfully deferred, discharged, and dismissed under Subsection (3) is considered a prior judgment for the purposes of Subsection (1)(c).
- (5) ~~(Reserved)~~ The court may order the person found responsible for or convicted of violating Subsection (1) to undergo screening and assessment by a person or agency as designated by the substance abuse coordinating agency as defined in MCLA ~~333.6103~~ department-designated community mental health entity as defined in MCLA 330.1100a, in order to determine whether the person is likely to benefit from rehabilitative services, including alcohol or drug education and

alcohol or drug treatment programs. The court may order a person subject to a conviction or juvenile adjudication of, or placed on probation regarding, a violation of Subsection (1) to submit to a random or regular preliminary chemical breath analysis. In the case of a minor under 18 years of age not emancipated under MCLA 722.1 to 722.6, the parent, guardian, or custodian may request a random or regular preliminary chemical breath analysis as part of the probation.

(6) (Reserved)

- (7) A public safety officer or a peace officer who has reasonable cause to believe a person less than 21 years of age has consumed alcoholic liquor may request that a person voluntarily consent to a preliminary chemical breath analysis, ~~but the officer shall not require the person to submit to a preliminary chemical breath analysis. If a minor does not consent to a preliminary chemical breath analysis, the analysis shall not be administered without a court order, but a public safety officer or a peace officer may seek to obtain a court order. A peace officer may arrest a person based in whole or in part upon the results of a preliminary chemical breath analysis.~~ The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a municipal civil infraction proceeding or criminal prosecution to determine whether the person less than 21 years of age has consumed or possessed alcoholic liquor.

- (8) A law enforcement agency, upon determining that a person less than 18 years of age who is not emancipated under MCLA 722.1 to 722.6 allegedly consumed, possessed or purchased alcoholic liquor, attempted to consume, possess, or purchase alcoholic liquor, or had any bodily alcohol content in violation of Subsection (1), shall notify the parent or parents, custodian, or guardian of the person as to the nature of the violation if the name of a parent, guardian, or custodian is reasonably ascertainable by the law enforcement agency. The notice required by this subsection shall be made not later than 48 hours after the law enforcement agency determines that the person who allegedly violated Subsection (1) is less than 18 years of age and not emancipated under MCLA 722.1 to 722.6. The notice may be made by any means reasonably calculated to give prompt actual notice, including, but not limited to, notice in person, by telephone, or by first-class mail.

(9) through (16) (Reserved)

- (17) In a ~~criminal~~ prosecution for the violation of Subsection (1) concerning a minor having any bodily alcohol content, it is an affirmative defense that the minor consumed the alcoholic liquor in a venue or location where that consumption is legal. Further, this section shall not apply to any consumption of alcohol expressly permitted by MCLA 436.1703, as amended.

- (18) As used in this section:

(a) "Any bodily alcohol content" means either of the following:

- (i) An alcohol content of 0.02 gram or more per 100 milliliters of blood, per 210 liters of breath, or per 67 milliliters of urine.
- (ii) Any presence of alcohol within a person's body resulting from the consumption of alcoholic liquor, other than consumption of alcoholic liquor as a part of a generally recognized religious service or ceremony."

(b) "Prior judgment" means the term as defined in MCLA 436.1703, as amended.

Section 2. Repealer.

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 4. Effective Date.

Pursuant to Section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267, 1976). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Clyde J. Robinson, City Attorney

PREPARED BY: Laura J. Echtenaw, Legal Assistant

DATE: 12/14/2017

SUBJECT: Ordinance to Permit the Temporary Continued Operation of Certain Medical Marihuana Facilities in the City

RECOMMENDATION

It is requested and recommended that the City Commission adopt a ordinance permitting the continued operation of medical marihuana testing centers in the City pending the consideration of comprehensive medical marihuana ordinances.

BACKGROUND

Since 2014, The Spott Laboratory has existed at 901 Riverview Drive. The business engages in the testing of medical marihuana samples for registered medical marihuana patients and primary caregivers to registered patients. It is seeking to be permitted to continue operations pending City Commission consideration of a more comprehensive medical marihuana ordinance. With the adoption of the Medical Marihuana Facilities Licensing Act (MMFLA), the Michigan Department of Licensing and Regulatory Affairs (LARA) issued Emergency Rules on December 4, 2017, which in part, addressed the ability of existing medical marihuana facilities to continue to operate pending application and obtaining a State license under the MMFLA on or after December 15, 2017.

Under the MMFLA, municipalities must adopt an ordinance to "opt-in" under Section 205 so as to permit medical marihuana facilities to operate within their jurisdictions. Emergency Rule 19 provided a 10-day window for communities, which are contemplating opting-in, to adopt an ordinance permitting existing medical marihuana facilities to continue operations past December 15, 2017. Unfortunately, the limitations of this Rule made it literally impossible for the City of Kalamazoo to adopt an ordinance given the restrictions contained in the City Charter for the adoption of ordinances.

The City Charter precludes an ordinance from being introduced and adopted at the same meeting and requires adoption at a regularly-scheduled meeting. Thus, even had an ordinance been introduced at the December 4, 2017 regular meeting or the December 11, 2017 workshop, such could only have been adopted at the December 18, 2017 meeting which falls outside of the scope of the Emergency Rule. Following a conversation between this office and lead LARA administrators, it was determined that the Emergency Rule would not be applied in a manner so as to preclude a municipality from adopting an ordinance in accordance with its City Charter, and if given retroactive effect.

The proposed ordinance grants a "safety compliance center" in existence on December 4, 2017, the date the Emergency Rules were issued by LARA to continue to operate pending the consideration of a more

comprehensive medical marihuana ordinance by the City Commission prior to February 15, 2018. Additionally the ordinance will be given retroactive effect to December 14, 2017, so as to be deemed adopted prior to December 15, 2017 so as to comply with Emergency Rule 19. Further, again in conformance with Emergency Rule 19, the proposed ordinance, if adopted, would sunset on June 15, 2018.

COMMUNITY RESOURCES CONSULTED

Recently the City of Portage adopted a similar ordinance governing dispensaries and that ordinance was reviewed and used as a model for the proposed Kalamazoo ordinance. It should be noted that the language of the Portage City Charter provides more flexibility in the adoption of ordinances, permitting the Portage City Council to introduce, adopt, and give immediate effect to an ordinance considered at a special meeting.

ALTERNATIVES

If this ordinance is not adopted the existing marihuana testing lab would be required to shut down until such time as it is able to secure a state license to operate.

ATTACHMENTS:

Type	Description
□	Ordinances Marihuana Facilities Temporary Operations Ordinance

**CITY OF KALAMAZOO, MICHIGAN
ORDINANCE NO. _____**

**AN ORDINANCE TO ADD CHAPTER 20B “MEDICAL MARIHUANA FACILITIES”,
TO THE CITY OF KALAMAZOO CODE OF ORDINANCES**

THE CITY OF KALAMAZOO ORDAINS:

Section 1. The Kalamazoo City Code of Ordinances is amended by the addition of Chapter 20B, “Medical Marihuana Facilities” to read as follows:

“**Articles I –IV**, comprised of Sections 20B-1 through 20B-44 are reserved.

ARTICLE V Temporary Operation of Medical Marihuana Facilities

§ 20B-45. Purpose and Intent.

A. The purpose of this Article is to authorize the temporary operation of a certain type of medical marihuana facility in the City of Kalamazoo pursuant to the Medical Marihuana Facilities Licensing Act, MCL 333.27101 et seq. (MMFLA) and the Emergency Rules promulgated by the Michigan Department of Licensing and Regulatory Affairs (LARA) on December 4, 2017 implementing the MMFLA.

B. Nothing in this Article is intended to grant, nor shall it be construed as granting, immunity from criminal prosecution for the growing, sale, consumption, use, distribution or possession of marihuana in any form or manner that is not in compliance with the Michigan Medical Marihuana Act, MCL 333.26, 421 et seq.; the Medical Marihuana Facilities Licensing Act, MCL 333.27, 101 et seq. and all other applicable statutes and rules promulgated by the State of Michigan.

C. Because federal law is not affected by State law or rules, nothing in this Article is intended to grant, nor shall any provision of this Article be construed as granting, immunity from criminal prosecution under federal law. This Article does not protect patients, users, caregivers or owners of property on which the medical use of marihuana is occurring from federal prosecution or from having their property seized by federal authorities under the Federal Controlled Substances Act, being Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

D. The City is in the process of developing, reviewing and thereafter considering the adoption of an authorizing ordinance pursuant to Section 205 of the MMFLA and a concomitant zoning ordinance allowing for the location, type and number of medical marihuana facilities permitted in the City of Kalamazoo. However, such an ordinance will not be adopted before December 15, 2017, which is the day the MMFLA has established for allowing applications to be filed with the State for a medical marihuana facilities operating

license and the date set by the Emergency Rules by which a municipality must adopt an ordinance to permit the continued temporary operation of existing unlicensed medical marihuana facilities operating in the City.

E. If an ordinance permitting the continued temporary operation of an existing but unlicensed medical marihuana facility is not adopted, such medical marihuana facility will be required to cease and desist its operation before making application to the State for a medical marihuana facilities license.

F. So as to permit the continued operation of medical marihuana facilities that may be currently operating, the Department of Licensing and Regulatory Affairs (LARA) has issued Emergency Rule 19, effective December 4, 2017 that sets forth certain requirements, which if satisfied will allow the temporary operation of an existing medical marihuana facility until such time as it applies for and obtains a State operating license.

G. The authorization granted by this Article permitting the continued temporary operation of medical marihuana facility is a revocable privilege and not a right conferred by the City. Nothing in this Article may be construed to grant a property right for an individual or business entity to engage, or obtain a license to engage, in medical marihuana as a commercial enterprise in the City.

§ 20B-46. Only Certain Medical Marihuana Facilities Allowed

To enable and insure the continued access to lab-tested medical marihuana to registered patients and their primary caregiver without disruption, the City Commission deems this ordinance necessary for the protection of the public health, safety and welfare. As such, this ordinance is solely limited to permitting the continued operation of operating safety compliance centers in existence and operating on December 4, 2017. As used in this Article, "safety compliance center" means a commercial entity that receives marihuana from registered patients and/or primary caregivers, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, and provides the test results.

§ 20B-47. Conditions Required

A. A safety compliance center is allowed to temporarily continue operations in the City only in compliance with the following conditions:

(1) The facility is a safety compliance center and has been in operation within the City at its present location on a continuous basis for at least one year prior to and including, December 4, 2017.

(2) The owner or principal of the facility files a signed and notarized affidavit with the City Clerk verifying that the above conditions are satisfied. Upon the filing of the affidavit required by this section, the City Clerk or the designee of the City Clerk is authorized to sign the LARA-issued attestation form required by Emergency Rule 19.

(3) Should the City adopt an ordinance pursuant to Section 205 of the MMFLA authorizing safety compliance facilities to operate in the City, the owner or principal of a facility operating pursuant to this Article shall apply for a state operating license no later than February 15, 2018.

B. If by June 15, 2018, should the City not adopt an ordinance pursuant to Section 205 of the MMFLA authorizing safety compliance facilities to operate in the City; or the owner or principal of a facility operating pursuant to this Article having applied for a state operating license and such having been denied or not having been issued, the safety compliance center is operating without a license and shall cease operations.

C. Any temporary operation after June 15, 2018 is considered unlicensed activity. Unlicensed activity may result in a referral to the State Police or Kalamazoo Department of Public Safety for investigation and prosecution of unlicensed activity. This section shall survive any repeal or sunset of this Article

§ 20B-48. Compliance with Subsequent Ordinance

A medical marihuana facility temporarily operating under this Article is subject to all conditions and requirements contained under any subsequent ordinance addressing medical marihuana facilities which may be adopted by the City. Further, nothing in this Article shall be construed as a guarantee for any license, permit, zoning approval or any other approval required by a medical marihuana facility under a subsequently adopted City medical marihuana licensing or zoning ordinance.

§ 20B-49. Effective Date and Retroactive Effect of Article

A. Because the issuance of the Emergency Rules on December 4, 2017 did not permit the City to timely comply with the City Charter requirements addressing the adoption of ordinances so as to authorize temporary operation of existing safety compliance centers prior to December 15, 2017, this Article is deemed adopted on December 14, 2017, *nunc pro tunc* and given retroactive effect to that date.

B. This Article is intended to allow for the temporary operation of certain medical marihuana facilities pursuant to the requirements of Emergency Rule 19 issued by LARA on December 4, 2017 so as to permit a municipality to adopt an ordinance authorizing the continued temporary operation of unlicensed medical marihuana facilities while municipalities considered adopting an ordinance pursuant to Section 205 of the MMFLA after December 15, 2017. Should any section or part of this Article be found by any State board or agency to deprive an otherwise qualifying safety compliance center from being able to continue temporary operations under the Emergency Rule, the City may at its option, choose to amend this Article so as to correct such deficiency. Such an amendment shall be retroactive to the date of adoption of this Article, being December 14, 2017 so as to comply with the Emergency Rule

§ 20B-50. Sunset of Article

Except for § 20B-47 C., the provisions of this Article shall sunset and be of no further legal effect after June 15, 2018.”

Section 2. Repealer. All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are repealed.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity and enforceability of the remaining portions of this ordinance.

Section 4. Effective Date. Pursuant to Section 13(a) of the City Charter, this ordinance shall take effect from and after 10 days from the date of its passage; however, the date of its adoption shall be deemed as of December 14, 2017, *nunc pro tunc*, with retroactive effect to that date.

CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017. Public notice was given and the meeting was conducted in full compliance with the Open Meetings Act, (PA 267, 1976, M.C.L. § 15.261 et. seq). Minutes of the meeting will be available as required by the Act, and the ordinance was duly recorded, posted and authenticated by the Mayor and City Clerk as required by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott A. Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

PREPARED BY: Steve Brown, FFE Coordinator, Resource Specialist

DATE: 12/11/2017

SUBJECT: Nomination Stakeholder Directors to the Foundation for Excellence Board of Directors

RECOMMENDATION

It is recommended that the City Commission review the slate of ten (10) Sector Representatives for the Foundation for Excellence (FFE) Board of Directors being recommended by the FFE Governance Facilitator, the Kalamazoo Community Foundation (KZCF) so that, given a positive opinion by City Commission of the slate presented in this memo for nomination, Staff can bring the slate forward for nomination to the FFE Board at the January 16, 2018 City Commission meeting.

Candidates:

Affinity Organizations, Mia Henry, 2-year initial term
Arts, Alisa Carrel, 2-year initial term
Business/Banking, Adam McFarlin, 2-year initial term
Education, Von Washington, Jr., 3-year initial term
Faith Based, Matthew Zerwekh, 1-year initial term
Healthcare, Angela Graham-Williams, 3-year initial term
Housing, JoVaughan Head, 1-year initial term
Neighborhood 1 (Edison), Sandra Calderon-Huezo, 1-year initial term
Neighborhood 2 (Northside), Alice Taylor, 2-year initial term
Neighborhood 3, Barbara Miller (Oakland/Winchell), 3-year initial term

BACKGROUND

Goal and Task

KZCF was contracted by the City of Kalamazoo as the Governance Facilitator for the FFE. As such, KZCF is responsible for the coordination, identification, and selection of Stakeholders to be recommended to the City Commission for nomination to the Board of Directors. Per the FFE Bylaws, this process must include convening members of each Stakeholder Group to prioritize the candidates and ultimately results in the Community Foundation recommending a slate which achieves:

- Diverse abilities to conduct the duties of the Board
- Diversity across sectors
- Diverse perspectives

Given the KZCF's leadership role in Kalamazoo in the areas of equity, inclusion, and social justice, they provided

a strong introductory inclusivity statement for the Stakeholder Application:

“We respect and promote the diversity that exists in our community through a policy of inclusiveness where all persons are treated fairly regardless of their differences or inclusion in any of the following classifications: age, ancestry, citizenship, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, pregnancy, race, religion, sex/gender, sexual orientation, veteran status, and/or weight.”

Candidate Recruitment

The inclusivity initiative was supported by a strong engagement and recruitment effort.

Beginning in August 2017, the Kalamazoo Community Foundation began working with staff from the City to determine the key elements of the process such as a description of the Stakeholder Director Role (Memo Attachment A) and the key information needed about the candidates' perspectives and skill sets. The application form (Memo Attachment B) was made available to the public from October 10 through November 1, 2017, in both an online form and a paper format available at City Hall and Kalamazoo libraries. The Kalamazoo Community Foundation also made outreach efforts with over 115 different area organizations including neighborhood associations, local nonprofits, education institutions, faith communities, and others.

The social media engagement customized for the Stakeholder process produced City website unique pageviews of 724 people and 9,405 people reached via Facebook.

Development of Final Slate

A team of Kalamazoo Community Foundation staff, with broad knowledge and networks within the community, was convened to utilize their expertise to review the final slate. In addition to this expertise, the team was selected to ensure diverse perspectives across age, gender, and race. The team reviewed the composition of the slate with a lens for equity, diversity, skills, and sector representation. The experience, diversity, and analysis provided by this process, assisted in the delivery of the desired product – a well-balanced slate of ten (10) recommended Stakeholder Directors for the City Commission to consider for the inaugural FFE Board of Directors.

COMMUNITY RESOURCES CONSULTED

Sector Input

In keeping with the expectation set forth in the FFE Bylaws, representatives of each of the eight Stakeholder Groups were convened to review the applicants. In collaboration with the City staff, key representatives from each sector were invited to participate. Of the more than 80 invitations sent, 40 representatives spread across the eight sectors participated. The applications were sorted for review by the sectors, using the candidates' self-selection of sector preference. Sectors that had fewer than 35 first-choice applicants also reviewed applications from candidates who had strong connections to their second and/or third-choice sectors. After reviewing the applications, the sector reviewers were invited to caucus through a facilitated conference call to discuss the applicants, to provide additional first-hand information about candidates, and to begin to prioritize the top candidates (Memo Attachment C). Following the call, each reviewer identified their top five candidates through an online ranking tool. Through the discussion on the call and the ranking tool, clear front-runners emerged as the top candidates to represent each sector. Early analysis of feedback from the sector reviewers reveals that 100% felt they had enough time to fulfill their role in the process.

ALTERNATIVES

Not reviewing the slate of candidates would delay formation of the FFE's Board of Directors.

ATTACHMENTS:

Type	Description
------	-------------

- | | |
|---|--|
| □ | Report Stakeholder Director Report from Kalamazoo Community Foundation |
|---|--|

Foundation For Excellence

Stakeholder Director Recommendations

Table of Contents

	Page
• Methodology	1
○ Methodology Memo	1
○ Selection Process Flow Chart	4
▪ ATTACHMENT A – Roles & Responsibilities	5
▪ ATTACHMENT B – Candidate Application Form	7
▪ ATTACHMENT C – Sector Reviewer Instructions	9
▪ ATTACHMENT D – Sector Reviewer Feedback	10
▪ ATTACHMENT E – Applicant Feedback	17
▪ ATTACHMENT F – Facilitator Feedback.....	25
• Rationale	26
○ Rationale Memo	26
▪ ATTACHMENT A – Sector Descriptions	27
○ Recommended Director Terms of Service	28
▪ ATTACHMENT B – Gantt Chart of Director Terms	29
• Recommended Candidates for Nomination	30
○ List of Recommended Candidates	30
▪ ATTACHMENT C – Slate Matrix	33
▪ ATTACHMENT D – Candidate Applications.....	34
• Alisa Carrell	34
• Adam McFarlin.....	40
• Von Washington, Jr.	42
• Matthew Zerwekh.....	44
• Angela Graham-Williams	46
• JoVaughan Head.....	48
• Sandra Calderon-Huezo.....	52
• Alice Taylor.....	54
• Barbara Miller	57
• Mia Henry	60



MEMORANDUM

DATE: December 8, 2017
TO: Kalamazoo City Commission
FROM: Carrie Pickett-Erway
SUBJECT: Foundation for Excellence Board of Directors Selection Methodology

A slate of ten candidates recommended for nomination to the inaugural Foundation for Excellence (FFE) Board of Directors will be presented at the next City Commission meeting on December 18, 2017. Details about the recommended nominees and the rationale behind the recommendations will be included in that presentation. However, this slate is the result of a multifaceted, collaborative process (see attached flow chart) of candidate recruitment, sector caucusing, and balancing the complementary skills and perspectives listed by the candidates. We hope that by sharing details about the process used to identify the ten final candidates we ensure transparency and promote confidence in the final product. Below you will find an overview of the methodology used to arrive at this final recommendation.

METHODOLOGY

GOAL

The Kalamazoo Community Foundation was contracted by the City of Kalamazoo as the Governance Facilitator for the FFE. As such, the Kalamazoo Community Foundation is responsible for the coordination, identification, and selection of Stakeholders to be recommended to the City Commission for nomination to the Board of Directors. Per the FFE Bylaws, this process must include convening members of each Stakeholder Group to prioritize the candidates and ultimately results in the Community Foundation recommending a slate which achieves:

- Diverse abilities to conduct the duties of the Board
- Diversity across sectors
- Diverse perspectives

The end goal of the methodology described is to deliver a slate of candidates (“the slate”) that meets these expectations.

CANDIDATE RECRUITMENT

Beginning in August 2017, the Kalamazoo Community Foundation began working with staff from the City to determine the key elements of the process such as a description of the Stakeholder Director Role (attachment A) and the key information needed about the candidates' perspectives and skillsets. With this information, an application form (attachment B) was developed in collaboration with City Staff to gather the necessary information needed to prioritize candidates.

Applications were intentionally limited in terms of the depth and quantity of information submitted. The goal of the application was to collect "enough" information to make the selection, but not "too much" information so that the form itself became a barrier to apply. In addition, each applicant was required to select their first choice of the sectors to represent. If the applicant felt capable of representing multiple sectors, they had the option to choose a second and third choice, as well.

The application form was made available to the public from October 10 through November 1, 2017 in both an online form and a paper format available at City Hall and Kalamazoo Libraries. Applicants were also invited to submit a resume/Curriculum Vitae/one-page bio to provide supplemental information for the reviewers.

The City of Kalamazoo announced applications were being accepted by sharing a press release on the City website with links from the City's social media outlets. To help ensure a deep candidate pool, the Kalamazoo Community Foundation also made outreach efforts through local news outlets and by sharing the City's news release with over 115 different area organizations including neighborhood associations, local nonprofits, education institutions, and faith communities, as well as across the Community Foundation's social media and website. Throughout the process, additional outreach efforts were made to sectors that were seeing a lower number of applications. For example, early submissions were low in the faith sector, so Community Foundation staff reached out to multiple faith communities and leaders to encourage additional submissions.

Despite the condensed timeline required to seat the entire board so quickly, these outreach efforts resulted in the submission of over 150 completed applications for the ten seats. Applications were received from across the community, with applicants representing all eight sectors at both the leadership and grassroots levels, from twelve different City neighborhoods and from outside the City limits, a variety of education levels and income brackets, varying gender and sexual identities, and many different religious backgrounds. In future iterations of this process, we would recommend extending the timeline to allow additional targeted outreach to typically underrepresented populations. In addition, recruiting for only three seats at a time, instead of all ten, will allow more focus to the outreach efforts in those sectors.

SECTOR INPUT

In keeping with the expectation set forth in the FFE Bylaws, representatives of each of the eight Stakeholder Groups were convened to review the applicants. In collaboration with the City staff, key representatives from each sector were invited to participate (instructions - attachment C). Of the more than eighty invitations sent, we were able to secure the participation of 40 representatives spread across the eight sectors.

The applications were sorted for review by the sectors, using the candidates' self-selection of sector preference: each application was reviewed by their first-choice sector. To ensure a deep candidate pool for each individual group, sectors that had fewer than 35 first-choice applicants also reviewed applications from candidates who had strong connections to their second and/or third-choice sectors.

After reviewing the applications, the sector reviewers were invited to caucus through a facilitated conference call to discuss the applicants, to provide additional first-hand information about candidates, and to begin to prioritize the top candidates. Following the call, each reviewer identified their top five candidates through an online ranking tool. Through the discussion on the call and the ranking tool, preferences emerged to represent each sector.

Early analysis of feedback from the sector reviewers reveal that 100% feel they had enough time to complete their role in the process. However, as with the application process, for future selections, we recommend an extended timeline for the sector input process. This would also allow sector reviewers additional time to review applications and the opportunity to ask and have additional questions answered by the candidates.

DEVELOPMENT OF FINAL SLATE

The final step in the process of building the slate is to consolidate the information gleaned from the sector reviewers, and to work within the prioritized candidate list from each Stakeholder Group to assemble a broadly diverse and skilled slate of ten Stakeholder Directors to recommend to the City Commission. A team of Kalamazoo Community Foundation staff with broad knowledge and networks within the community was convened to utilize their expertise to review the final slate. In addition to this expertise, the team was selected to ensure diverse perspectives across age, gender, and race. The team reviewed the composition of the slate with a lens for equity, diversity, skills, and sector representation. The experience, diversity, and analysis provided by this process, assisted in the delivery of the desired product – a well-balanced slate of ten candidates recommended for the inaugural Board of Directors.

AFTER ACTION REPORT

Following the completion of the application and review processes, participants were invited to offer feedback on the experience to assist with process improvement for future recruitment efforts. Results of this feedback are included in Attachments D & E. In addition, the facilitator for the Sector Review calls was asked to provide a rating of the quality of the recommendation process for each sector. Those ratings are included in Attachment F.

[illegible]

IRS letter Received – 10/17/17

30 days-11/16/17

60 days – 12/16/17

Foundation For Excellence

BOARD OF DIRECTORS: The Foundation For Excellence (FFE) Board of Directors represents and serves the public trust to ensure that the organization carries out the purposes for which it was established in a legal, ethical, and accountable fashion, thereby filling a critical link between the City of Kalamazoo and the Foundation. The FFE's work will align with the goals and objectives of the Imagine Kalamazoo 2025 Strategic Vision and Master Plan, the Shared Prosperity Kalamazoo plan, and the City of Kalamazoo. The City Commission is where all authority resides unless otherwise delegated to the FFE Board of Directors.

DIRECTOR RESPONSIBILITIES AND LEADERSHIP ATTRIBUTES

The Foundation For Excellence seeks to create an environment that allows for full activation of the talents and attributes that board members bring to the table. In addition to executing the duties and responsibilities for the role, board members have the opportunity to contribute their unique capabilities for maximum community impact.

Engage as a team member- contribute to the Board's efforts as a member of a high functioning team, by being accountable, direct and committed.

- Listen respectfully to all points of view, actively communicate, identify and consider risks and strive for effective decisions.
- Periodically conduct Board evaluation.

Contribute Knowledge- contribute a unique perspective to the breadth of knowledge that the Foundation For Excellence has at its disposal. The knowledge from directors and volunteers helps us widen that base of knowledge.

- From time to time extend learning through attendance at in-service workshops and Conferences.
- Apply broad community knowledge and represent the Foundation to the general public and to the business, corporate and non-profit communities.

Engage in Action - Come prepared for discussion and be willing to take personal action, in appropriate areas, willing to carry the work forward.

- Regularly attend Board, standing and ad-hoc committee meetings, retreats and work sessions.
- Review all agenda material in advance of the meeting to be well informed on issues.
- Respect and support all actions of the Board and maintain confidentiality. Confidential information will not be used for personal purposes or transmitted to others except in the course of a board member's duties on behalf of the Foundation For Excellence.

Be Visionary- contribute to the governance of the organization with a vision for the future.

- Establish and support the vision, mission, guiding principles and values, strategic direction, and policies for the Foundation.
- Become acquainted with the Foundation For Excellence concept, its legal basis, and function.

Support the Leadership - honor the roles of the governance board and the staff leadership, providing support to the City Manager and the leadership team through actions appropriate for volunteers.

- Meet the obligation of legal, fiduciary, and fiscal oversight responsibilities of a director.

- Assure compliance with state and federal regulations and laws.
- Make all decisions pursuant to founding documents, bylaws and established policy.
- Ensure adequate resources exist to carry out the strategic direction.
- Select, employ, provide specific expectations, conduct regular evaluations and determine compensation of the President/CEO, as needed.
- Delegate authority for organizational leadership and management to the President/CEO.

Analyze at systemic and strategic levels- Contribute to the Board's discussions by serving as a critical thinker, looking at long-term benefits and risks, provide focus and reflection on specific board level goals.

- Establish performance standards and evaluate the performance of the Foundation For Excellence.

Demonstrate Strong Character- in leadership thought and action, consistently display integrity, credibility, courage and a commitment to the values of the Foundation For Excellence.

- Conduct affairs ethically and avoid real or perceived conflicts of interest.
- Meet the obligations of duty, care, loyalty and candor.
- Monitor compliance with the organization's principles and policies and ensure the Board, individual members and the President/CEO collectively are held accountable for their performance.

Apply and Equity Lens – Value diverse perspectives, deepen understanding of the impact of racism, classism, etc., and assess challenges and opportunities with a specific focus on those most impacted by systemic barriers.

- Acknowledge personal limitations and grow your own awareness, understanding and competencies in the area of diversity, inclusion, and equity.

Activate Personal Networks - Bring to the table broad and diverse relationships that complement the existing relationships at our disposal. Be willing and effective at making introductions that expand quality relationships for the Foundation For Excellence's goals.

- Introduce staff to prospective donors, open doors to secure major gifts and consider making a personal provision to the Foundation.

Use influence as appropriate- serve as a civic minded leader, using personal influence to inspire positive community change.

Tolerate Risk- The Foundation For Excellence will at times need to take bold positions. The Board will engage in a risk/benefit analysis and make appropriate decisions.

- Explore innovative approaches to the Foundation's governance structure and operations and assess its strengths and weaknesses to build on the leadership of the Foundation.
- Always look toward the future, but have an appreciation of the past in advancing the Foundation's purpose.

Foundation for Excellence

Applications for the Inaugural Board of Directors are currently being accepted until 11:59PM ET, November 1, 2017.

We seek to engage organizations that are headquartered in, significantly located in, or overwhelmingly active within Kalamazoo City limits. We respect and promote the diversity that exists in our community through a policy of inclusiveness where all persons are treated fairly regardless of their differences or inclusion in any of the following classifications: age, ancestry, citizenship, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, pregnancy, race, religion, sex/gender, sexual orientation, veteran status, and/or weight.

BOARD OF DIRECTORS APPLICATION

Did someone else suggest you would be a great candidate for the Board of Directors? Please tell us who that was, or, if not applicable, indicate "self"

Nominator Name: _____

Next, please tell us about YOU, the nominee and potential member of the Board of Directors

Contact Information:

Your First Name: _____

Your Last Name: _____

Street Address: _____

City, State Zip: _____

City of Kalamazoo Resident? ☐ Yes ☐ No (answering "no" does not bar you from consideration)

Best Daytime Phone: _____

Email: _____

The FFE intends that the composition of the Board of Directors include ten (10) Stakeholder Directors, representing a different group or sector that plays an important role in the City of Kalamazoo. Which sector do you feel most suited to represent? (choose up to 3)

Sector Information:

Employer: _____ Position/Title: _____

	Arts	Business/Banking	Education	Faith Community	Health Care	Housing	Affinity Organization/Non-Profit	Neighborhood	None (use for 2nd & 3rd only)
Top priority:	☐	☐	☐	☐	☐	☐	☐	☐	☐
Second Priority:	☐	☐	☐	☐	☐	☐	☐	☐	☐
Third Priority:	☐	☐	☐	☐	☐	☐	☐	☐	☐

If "Neighborhood" indicate which (list on reverse side): _____

Skills and Experience:

The Foundation for Excellence will provide funding to stabilize the City of Kalamazoo's budget, lower its tax rate, and pursue aspirational community projects with the stated goal of continuing this work in perpetuity.

Please indicate skills or experience you are able to contribute to help the Board to achieve these priorities:

☐ Governance/Board Administration

☐ Finance

☐ Anti-Poverty Strategies

☐ Knowledge of this Community

☐ Economic Development

☐ Other: _____

☐ Community Development

☐ Youth Development

☐ Fundraising/Fund Development

☐ Job Training or Placement

☐ Neighborhood Improvement

Please describe the skills and experience you indicated above:

Demographic Information:

The Foundation for Excellence is committed to maintaining a Board of Directors with diverse perspectives and abilities. Therefore, we invite you to share, to your comfort level, how you identify in the following areas:

Household Income <i>(circle range)</i>	Education <i>(circle highest level completed)</i>	Age _____
Under \$35,000	No High School Diploma	Race/Ethnicity _____
\$35,000-\$50,000	High School Diploma/Equivalent	Marital/Family Status _____
\$50,000-\$75,000	Trade/Vocational School	Gender Identity _____
\$75,000-\$100,000	Some College/No Degree	Veteran Status (y/n) _____
\$100,000-\$250,000	Associates Degree	Sexual Orientation _____
Over \$250,000	Bachelors Degree	Religious Affiliation _____
	Master's Degree	<i>(If any)</i>
	Doctorate	

Are there other ways you could bring a diverse perspective to this Board of Directors? If so what are they?

Kalamazoo Neighborhoods:

Arcadia	Hill N Brook	Parker/Duke	West Main Hill
Burke Acres	Homecrest Circle	Parkview Hills	Westnedge Hill
Central Business Dist.	Knollwood	Parkwyn Village	Westwood
Colony Farm	Lakeside	South Westnedge	Whites/Edgemoor/Bronson
Eastside	Milwood	Southside	Western Michigan University
Edison	Northside	Stuart	Woods Lake
Fairmont	Oakland/Winchell	Vine	
Gateway/South St	Oakwood	West Kilgore	

The Foundation for Excellence has contracted with us, the Kalamazoo Community Foundation, as a Governance Facilitator, responsible for the coordination, identification, and selection of persons as Stakeholder Directors to be recommended to the City Commission for nomination.

The Kalamazoo Community Foundation is the sole owner of the information collected on this form. We only have access to/collect information that you voluntarily give us through this tool, email or other direct contact from you.

We will not sell or rent this information to anyone.

We will not share your information with any third party outside of our organization, other than as necessary to complete the identification, selection, and nomination process as outlined in the Articles of Incorporation of the Foundation for Excellence.

By submitting this form, you give the Kalamazoo Community Foundation permission to use the information you share with us to facilitate the nomination and selection process for the Board of Directors of the Foundation for Excellence as outlined above.

Signature: _____

Date: _____

When complete, please return to:
FFE Governance Facilitator
Kalamazoo Community Foundation
c/o Sharon Brown
402 E. Michigan Ave.
Kalamazoo, MI 49007

Questions? Sharon Brown 269-381-4416 or sbrown@kalfound.org

SECTOR REVIEWER PARTICIPATION INSTRUCTIONS

1. **By November 7, 2017** – Information Packets are emailed to Representatives, including:
 - a. Overview of Stakeholder Director Responsibilities and Characteristics
This should help you have a more robust understanding of what the Stakeholder Director Position entails
 - b. Confidentiality Policy
We will ask you to read and agree to abide by this policy to help ensure the confidentiality of this process
 - c. Conflict of Interest Policy
We understand that as leaders in your sector, it is likely you have relationships of varying degrees with several of the applicants up for review. We will ask you to read and agree to abide by this policy to help ensure we avoid conflicts of interest in the process
 - d. Application Materials
There are 35 applications from candidates who would like to be considered for this one position. Reviewing these applications and providing input is the most important part of your role (more on that below)
2. **November 7-12, 2017** – Representatives Complete an Independent Review:
 - a. We ask that you read over each application and any supplemental materials (bio, resume, etc.) that were submitted by the applicant.
 - b. As you review, please make a note of:
 - i. Questions left unanswered by the materials
 - ii. Concerns raised in the reviewing process
 - iii. Helpful insights or comments that may benefit other reviewers (please only use FIRST HAND knowledge – not information you heard from someone else.)
3. **Prior to Conference Call** – Help us prioritize our time together by completing the online Conversation Priority Tool
 - i. Note any candidates for which you have a Conflict of Interest
 - ii. Note the candidates you feel are most important to discuss on the call due to questions, concerns, or valuable information to share

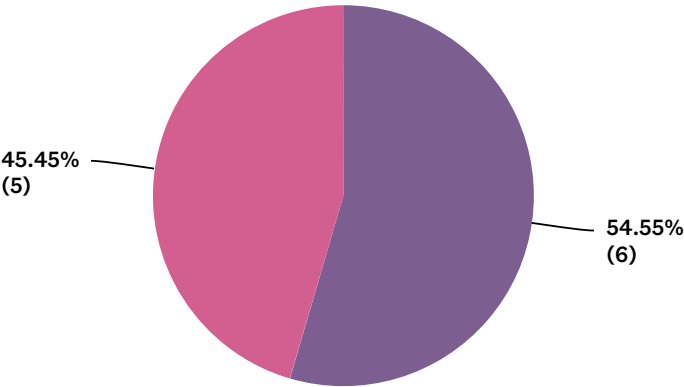
NOTE: We will not have time to discuss each candidate in depth.
4. **November 9-16 – Conference Calls** - It will be helpful to have the application materials and any notes handy to reference during the call.
5. **November 20** - Complete the final Candidate Ranking Tool online
 - a. This tool will allow you to choose your top 5 candidates, as well as add any notes or comments on other applicants. This information will help the team balance all the input from the 8 different sectors to create a balanced slate of recommended nominees for the City Commission

We hope this whole process will take you about 2-3 hours over 2 weeks. We are immensely grateful for your willingness to support this process and the perspectives and insights you can share in helping to narrow this pool of candidates. If you have any questions at all, please don't hesitate to ask.

AFTER-ACTION REPORT: SECTOR REVIEWER FEEDBACK

Q3 I understood my role and what was expected of me in the process of prioritizing the Stakeholder Directors for the FFE.

Answered: 11 Skipped: 0



Strongly Disagree

Disagree

Slightly Disagree

Neither Agree or Disagree

Slightly Agree

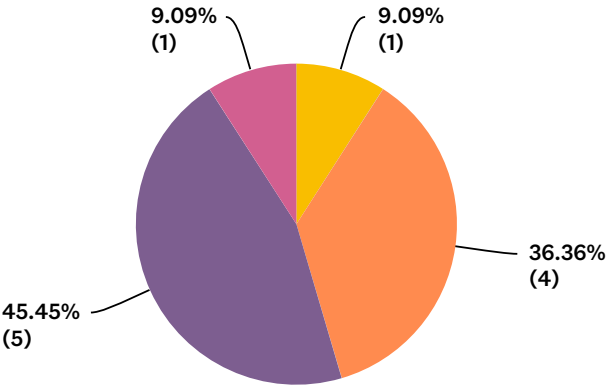
Agree

Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	54.55% 6	45.45% 5	11	6.45

Q4 The information provided was clear, understandable, and sufficient to complete my role in the prioritization process for the FFE Stakeholder Directors.

Answered: 11 Skipped: 0



Strongly Disagree

Disagree

Slightly Disagree

Neither Agree or Disagree

Slightly Agree

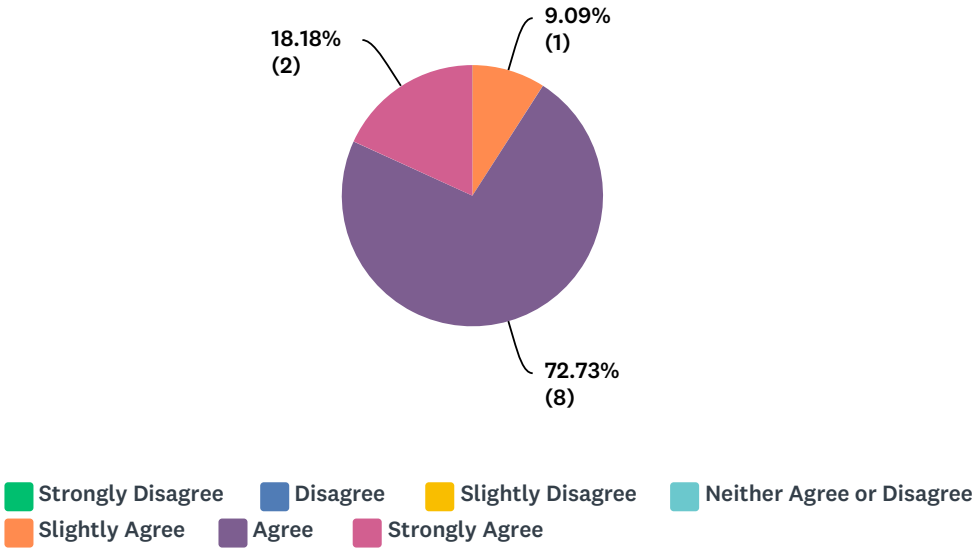
Agree

Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	9.09% 1	0.00% 0	36.36% 4	45.45% 5	9.09% 1	11	5.45

Q5 I had sufficient time to complete my role in the prioritization process for the FFE Stakeholder Directors.

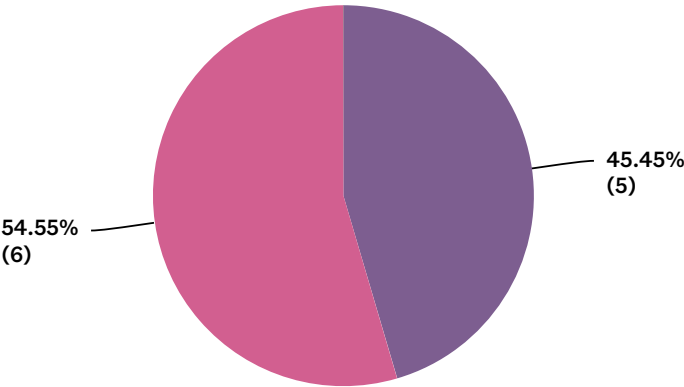
Answered: 11 Skipped: 0



	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	72.73% 8	18.18% 2	11	6.09

Q6 The conference call to review the applicants was a helpful part of the process.

Answered: 11 Skipped: 0



Strongly Disagree

Disagree

Slightly Disagree

Neither Agree or Disagree

Slightly Agree

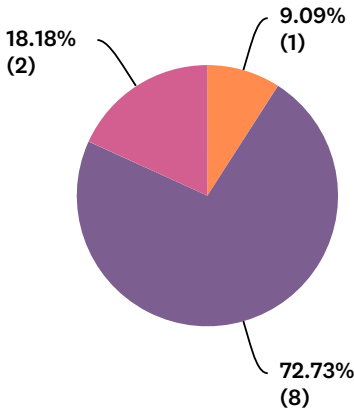
Agree

Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	45.45% 5	54.55% 6	11	6.55

Q7 I was able to add value to the FFE Stakeholder Director prioritization process.

Answered: 11 Skipped: 0



Strongly Disagree Disagree Slightly Disagree Neither Agree or Disagree
Slightly Agree Agree Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	72.73% 8	18.18% 2	11	6.09

Q8 Please share any additional feedback, insights or opportunities for improvement that we can use to improve this process for future appointments.

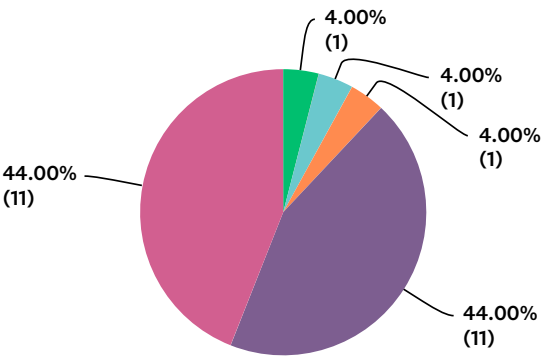
Answered: 8 Skipped: 3

#	RESPONSES	DATE
1	Recommend all applicants be required to give information about themselves. Many applicants did not give us more than basic information. If we did not know the candidate there was no way to make a judgement as to their qualifications for the position.	12/4/2017 11:06 AM
2	This was a lot of data/information to collect, organize and disseminate. I want to applaud the community foundation on a job well done. And the facilitation for the call was excellent.	11/30/2017 12:57 PM
3	We received applications from individuals who did not necessarily identify the sector I was working with as their first choice. It might have been a good idea to explain that those applications were also shared with other sectors. I thought the opportunity to talk with others on the sector selection committee was extremely helpful.	11/30/2017 10:13 AM
4	It was valuable to me to have a primary contact person (Sharon) for seeking clarification or additional instruction. It helped me to be more effective in my role.	11/30/2017 9:11 AM
5	It would've helped to spend more time on the call discussing our finalists.	11/30/2017 8:36 AM
6	I appreciate the opportunity to participate with other community partners in the prioritization process; that was very interesting and new to me. The facilitator did a wonderful job of moving the conference call along, while being attentive to the input from us. A little more clarity in the instructions for the reviewers will help in the future.	11/29/2017 8:07 PM
7	The information we were suppose to provide on the conference call was not very clear. I was under the impression it was to provide any additional information we needed on a candidate to make a decision. However, it turned out it was to provide our rankings.	11/29/2017 7:09 PM
8	While the conference call was helpful -- it did allow for more outspoken members on the call to sway the selection of candidates to his/her thought process. For our topic - business/finance -- the additional materials that should have been included in our initial informational packet were not included. Nonetheless, the conference call allowed for personal opinion to override the materials we were given to select candidates. In the future, I would not include the call as part of the process.	11/29/2017 4:58 PM

AFTER-ACTION REPORT: APPLICANT FEEDBACK

Q3 I understood the duties and responsibilities of the FFE Stakeholder Director role I was seeking before I completed my application.

Answered: 25 Skipped: -1

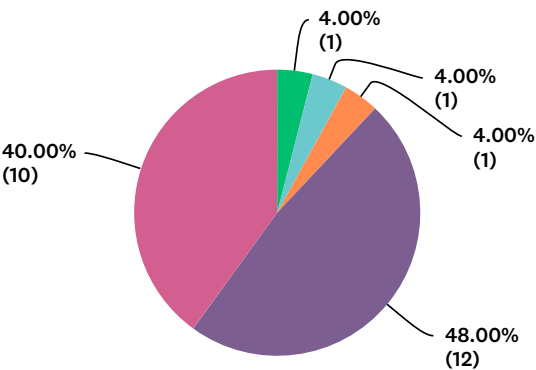


Strongly Disagree Disagree Slightly Disagree Neither Agree or Disagree
Slightly Agree Agree Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	4.00% 1	0.00% 0	0.00% 0	4.00% 1	4.00% 1	44.00% 11	44.00% 11	25	6.12

Q4 The application itself was easy to understand and complete.

Answered: 25 Skipped: -1

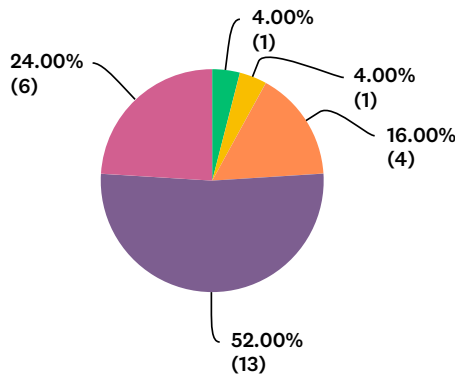


Strongly Disagree Disagree Slightly Disagree Neither Agree or Disagree
Slightly Agree Agree Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	4.00% 1	0.00% 0	0.00% 0	4.00% 1	4.00% 1	48.00% 12	40.00% 10	25	6.08

Q5 I was able to provide sufficient information to the selection team through the application process.

Answered: 25 Skipped: -1

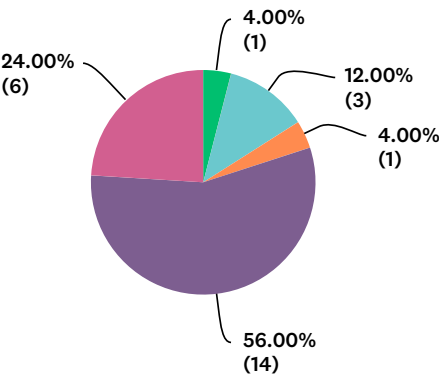


Strongly Disagree Disagree Slightly Disagree Neither Agree or Disagree
Slightly Agree Agree Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	4.00% 1	0.00% 0	4.00% 1	0.00% 0	16.00% 4	52.00% 13	24.00% 6	25	5.76

Q6 Communications throughout the application and selection process were sufficient.

Answered: 25 Skipped: -1

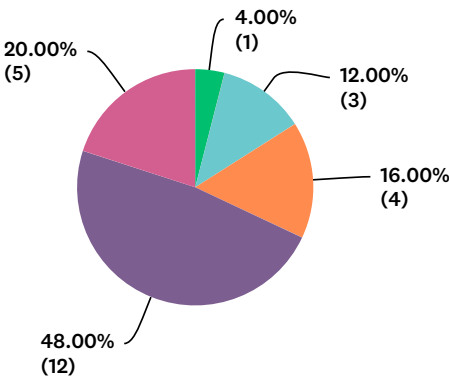


Strongly Disagree Disagree Slightly Disagree Neither Agree or Disagree
Slightly Agree Agree Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	4.00% 1	0.00% 0	0.00% 0	12.00% 3	4.00% 1	56.00% 14	24.00% 6	25	5.76

Q7 I am confident that the application/selection process is transparent and equitable.

Answered: 25 Skipped: -1

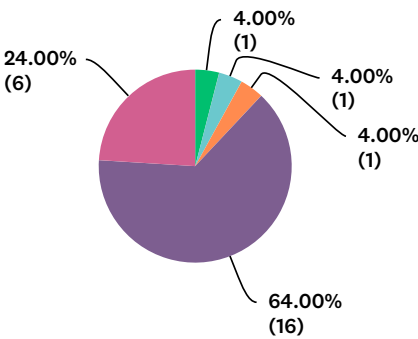


Strongly Disagree Disagree Slightly Disagree Neither Agree or Disagree
Slightly Agree Agree Strongly Agree

	STRONGLY DISAGREE	DISAGREE	SLIGHTLY DISAGREE	NEITHER AGREE OR DISAGREE	SLIGHTLY AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
☆	4.00% 1	0.00% 0	0.00% 0	12.00% 3	16.00% 4	48.00% 12	20.00% 5	25	5.60

Q8 Overall, how satisfied were you with the application process:

Answered: 25 Skipped: -1



Extremely Dissatisfied Dissatisfied Somewhat Dissatisfied
Neither Satisfied or Dissatisfied Somewhat Satisfied Satisfied
Extremely Satisfied

	EXTREMELY DISSATISFIED	DISSATISFIED	SOMEWHAT DISSATISFIED	NEITHER SATISFIED OR DISSATISFIED	SOMEWHAT SATISFIED	SATISFIED	EXTREMELY SATISFIED	TOTAL	WEIGH AVERA
☆	4.00% 1	0.00% 0	0.00% 0	4.00% 1	4.00% 1	64.00% 16	24.00% 6	25	

Q9 Please share any additional feedback, insights or opportunities for improvement that we can use to improve this process for future appointments.

Answered: 9 Skipped: 15

#	RESPONSES	DATE
1	For persons who have never worked in the City Government environment, I doubt that they really understand the complications of unions, ordinances, etc associated with the City of Kalamazoo processes	12/6/2017 4:21 PM
2	This was the most thorough application process I have ever completed.	11/30/2017 11:11 AM
3	Great initiative which will make a huge difference for our wonderful city and its community! Congrats on all the good work!	11/30/2017 9:12 AM
4	The process was well thought out in my opinion.	11/30/2017 8:40 AM
5	It must be difficult to judge candidates without an in-person interview and discussion of a range of pertinent topics. That may be an opportunity to consider next time. Regarding the application process, I found it efficient and all related communications (phone call, emails) gave me a positive impression of the City Commission and the Kalamazoo Community Foundation.	11/30/2017 5:56 AM
6	the process was fine , I am still curious why all members should not be residents of the city. It is a large university town with many professionals. I think diversity is a good idea, and it can be maintained with highly qualified city residents	11/29/2017 11:18 PM
7	Please make the application a pdf that can be completed online!	11/29/2017 7:40 PM
8	might have started sooner, to inform applicants	11/29/2017 7:05 PM
9	The communication regarding updates were good. Not too much, but enough to let one know that the process is still moving forward.	11/29/2017 6:05 PM

AFTER-ACTION REPORT: FACILITATOR FEEDBACK

On a scale of 1-7, with 1 being low quality and 7 being high quality, how would you rate the input and recommendation provided by each sector?

Arts:.....5

Improve with additional outreach efforts

Business/Banking:6

No suggestions

Education:.....6

No suggestions

Faith-based:.....5

Improve with additional outreach efforts

Healthcare:5

Improve with additional outreach efforts

Housing:5

Improve with additional outreach efforts

Nonprofit:6

No suggestions

Neighborhood:4

Improve with a more inclusive process and more focus on skills in applications.



MEMORANDUM

DATE: December 8, 2017
TO: Kalamazoo City Commission
FROM: Carrie Pickett-Erway
SUBJECT: Recommended Candidates for Nomination to
the Foundation for Excellence Board of Directors

As the contracted Governance Facilitator for the Foundation for Excellence (FFE), the Kalamazoo Community Foundation (KZCF) is happy to present this slate of ten candidates recommended for nomination to the inaugural FFE Board of Directors. Below you will find a brief description of each candidate and the rationale for the selection of these top ten candidates for nomination. In addition, attached to this memo are the application materials submitted by these ten candidates.

OVERALL COMPOSITION

The overarching goal of the Governance Facilitator role is to deliver recommendations for candidates to the FFE Board of Directors which will be well-positioned and well-suited to the essential governance work of the FFE. To achieve this, the overall composition of the board must include a variety of skills and expertise, diverse perspectives, and strong representation of the key sectors of the City of Kalamazoo identified within the FFE Bylaws (Attachment A).

The slate detailed below achieves this balance. All ten key skills and abilities identified by the City are represented, with several of the areas listed as qualities of multiple candidates. The candidates come from a variety of positions within the community, from executive-level leadership to informal or grassroots-level networks. In addition, these candidates represent a blend of both experienced positional leaders and new, fresh voices lifting up new perspectives. There are eight residents of the City of Kalamazoo proper, and two persons residing outside the City limits, each with deep ties to the community through their professional roles.

In addition to the broad skillsets represented, the diversity of perspectives present in this slate is notable, as well. Across age, gender, race, education level, income level, religious affiliation, and physical ability there are a variety of life experiences and viewpoints expressed. A chart highlighting this demographic spread is included in the Recommended Slate Matrix (Attachment C).

SECTOR DESCRIPTIONS (from FFE Bylaws)

1. Arts – from a local nonprofit art, music, or performing arts organization
2. Business/Banking – a respected business person whose principal place of business is located in the City of Kalamazoo. Preference shall be given to someone involved in banking and financial institutions that have a significant corporate presence in the City of Kalamazoo, which may include national banks, state chartered banks, state chartered trust banks, and credit unions.
3. Education – from local educational institutions including, but not limited to, Kalamazoo Public Schools, Kalamazoo Valley Community College, Kalamazoo College, Western Michigan University (including the Stryker School of Medicine and Cooley Law School), and other private educational institutions as may be identified by the City Commission.
4. Faith-Based – local ministers or laypersons from local religious institutions, churches, mosques, synagogues, and such other faith-based providers of religious and social services
5. Healthcare – representatives of Borgess Hospital Corporation, Bronson Methodist Hospital, and other major providers of healthcare services operating within the City of Kalamazoo
6. Housing – nonprofit and for-profit entities whose core function or purpose is the provision of affordable housing
7. Neighborhood (3) – persons living in three neighborhoods in the City of Kalamazoo with an organized neighborhood association. Best efforts shall be made to seek stakeholders from the various neighborhoods on a revolving basis, with priority given to those neighborhoods where at least 51% of households have incomes at or below 80% of the area median income. No organized neighborhood association shall have more than one (1) representative on the Board at one time.
8. Nonprofit – from a group of persons representing nonprofit organizations whose mission or purpose is to advocate for and/or provide supportive services to local families and individuals

RECOMMENDED GENERAL DIRECTORS SERVICE TERMS

As outlined in the FFE Bylaws, Stakeholder Directors and At-Large City Director (collectively referred to as "General Directors") will be appointed "to serve on the Board for a three (3) year term with the terms of one-third of the General Directors expiring each year." To accomplish this goal, the initial terms of this inaugural board must be divided up into one-, two-, and three-year terms, each eligible for reappointment at the end of their term. Per the FFE Bylaws, those serving one- or two-year terms will be eligible for reelection to two additional three-year terms (beyond their partial term) before maxing out the "two (2) consecutive three-year terms" limit.

To that end, the following terms are recommended, with rationale provided:
(see in Gantt Chart form – Attachment B)

INITIAL 3-YEAR TERMS (January 2018 – December 2020)

- Neighborhood Stakeholder Director (seat 1) – *to ensure one neighborhood seat is up for appointment each year in perpetuity*
- Education Stakeholder Director
- Healthcare Stakeholder Director
- At-Large City Director

INITIAL 2-YEAR TERMS (January 2018 – December 2019)

- Neighborhood Stakeholder Director (seat 2) – *to ensure one neighborhood seat is up for appointment each year in perpetuity*
- Affinity/Nonprofit Stakeholder Director
- Arts Stakeholder Director
- Business/Banking Stakeholder Director

INITIAL 1-YEAR TERMS (January 2018 – December 2018)

- Neighborhood Stakeholder Director (seat 3) – *to ensure one neighborhood seat is up for appointment each year in perpetuity*
- Faith-based Stakeholder Director – *this sector received the fewest number of applications, making it worthy to consider increased, targeted outreach when it becomes necessary to refill this seat*
- Housing Stakeholder Director – *this sector received few applications from key housing organizations in the community, making it worthy to consider increased, targeted outreach when it becomes necessary to refill this seat*

Foundation For Excellence
RECOMMENDED Board of Directors Rotation Schedule

		2018	2019	2020	2021	2022	2023	2024	2030	2031	2032
Commission Appointees	1 Mayor: Bobby Hopewell <i>Ex Officio Director</i> (term of office)										
	2 Manager: Jim Ritsema <i>Ex Officio Director</i> (as long as holds position)										
	3 Commissioner: David Anderson <i>Commision Director</i> (12/4/17- may not exceed elected term)										
	4 Commissioner: Jack Urban <i>Commision Director</i> (12/4/17- may not exceed elected term)										
	5 Commissioner: TBD <i>At-Large City Director</i> (1/2/18-12/31/20)										
Sector Representatives	6 Affinity Org (NPOs): Mia Henry <i>Stakeholder Director</i> (1/2/18-12/31/19)										
	7 Arts Community: Alisa Carrel <i>Stakeholder Director</i> (1/2/18 - 12/31/19)										
	8 Business/Banking: Adam McFarlin <i>Stakeholder Director</i> (1/2/18 - 12/31/19)										
	9 Education: Von Washington, Jr. <i>Stakeholder Director</i> (1/2/18-12/31/20)										
	10 Faith Based Organizations: Matthew Zerwekh <i>Stakeholder Director</i> (1/2/18 - 12/31/18)										
	11 Healthcare: Angela Graham-Williams <i>Stakeholder Director</i> (1/2/18 - 12/31/20)										
	12 Housing Sector: JoVaughan Head <i>Stakeholder Director</i> (1/2/18 - 12/31/18)										
Neighborhood	13 Neighborhood 1: Sandra Calderon-Huezo (Edison) <i>Stakeholder Director</i> (1/2/18-12/31/18)										
	14 Neighborhood 2: Alice Taylor (Northside) <i>Stakeholder Director</i> (1/2/18-12/31/19)										
	15 Neighborhood 3: Barbara Miller (Oakland/Winchell) <i>Stakeholder Director</i> (1/2/18-12/31/20)										

Key:

Initial Partial or Unexpired Term	***does not count towards term limit***
First Term	
Second Term (Term Limited)	
Successor Term	

Annual Meeting Reappoint/Replace:

2018 Seats #10, #12, #13
2019 Seats #6, #7, #8, #14
2020 Seats #5, #9, #11, #15

RECOMMENDED CANDIDATES FOR NOMINATION

(Complete applications materials for each candidate are found in Attachment D)

ARTS SECTOR – Alisa Carell

Key Competencies Reported: 6/10

Sector Ranking: Overall Top Ranked

Ms. Carell's background in the Arts impressed the sector leaders with its range and diversity across many genres. They also valued her previous experience working with city government. Sector leaders also lifted up personal experience of her open-mindedness and commitment to equity and diversity.

BUSINESS/BANKING SECTOR – Adam McFarlin

Key Competencies Reported: 2/10

Sector Ranking: Overall Top Ranked

Sector leaders hold Mr. McFarlin in high esteem due to the blend of experiences he brings from both the nonprofit and business ownership areas. He is seen as one with his ear to the small business community with top marks for his skillset, ability to represent the sector, and his contribution of a unique and valuable perspective.

EDUCATION SECTOR – Von Washington, Jr.

Key Competencies Reported: 6/10

Sector Ranking: Overall Top Ranked

Mr. Washington is well respected by leaders in this sector based on his valued work in the K-12 education system, as well as his current role for the Kalamazoo Promise. He is regarded as a credible community leader with widespread connections. Despite residing outside the City limits, his deep ties to the community of Kalamazoo are significant.

FAITHBASED SECTOR – Matthew Zerwekh

Key Competencies Reported: 2/10

Sector Ranking: Overall Top Ranked

Mr. Zerwekh was recognized by the sector leaders who have experienced him as thoughtful and committed to the common good. In addition, his engagement with community efforts beyond his place of worship was respected. His ability to give voice to a non-majority faith was regarded as another strong positive trait.

HEALTHCARE SECTOR – Angela Graham-Williams

Key Competencies Reported: 7/10

Sector Ranking: Overall Top Ranked

Ms. Graham-Williams background serving vulnerable families facing behavioral health and substance abuse disorders was highly valued by sector leaders. She is viewed as well trained with excellent management experience and extensive knowledge commiserate with her doctorate degree. Her board and volunteer experience further demonstrate her high level of engagement with the community, despite residing outside the City limits.

HOUSING SECTOR – JoVaughan Head**Key Competencies Reported:** 7/10**Sector Ranking:** Overall Top Ranked

Mr. Head rose to the top of the candidate pool because of his experience finding collaborative solutions to complex problems for large companies and his knowledge of community strategy development. His volunteer work within a housing agency serving the most vulnerable families provides unique insight into the housing sector. Sector leaders valued the unique perspective gained through his previous experiences working in a variety of communities around the country and his strong commitment to anti-racism and working across socio-economic divides.

NONPROFIT SECTOR – Mia Henry**Key Competencies Reported:** 3/10**Sector Ranking:** Overall Top Ranked

Ms. Henry is well respected within the community, sector leaders also valued her experience in cross-sector collaborations and a systems approach. Her expertise in youth development, education, and training, along with her key relationships with national equity and justice organizations, are appreciated as strong additions to the collective skillset of the board.

NEIGHBORHOOD SECTOR – Because this sector had the most overall candidates to select from, the ranking results were also spread across many candidates. Clear front-runners were not easily identifiable. Therefore, the input of the sector leaders was weighed along with the overall composition of the final slate. Candidates for the neighborhood sector were selected to compliment the slate over all. Candidates representing specific priority neighborhoods, as detailed in the FFE Bylaws, were given more consideration.

EDISON – Sandra Calderon-Huezo**Key Competencies Reported:** 3/10**Sector Ranking:** Not Ranked in Top 5

Ms. Calderon-Huezo does not currently hold position on a neighborhood association or city committee, her engagement has been mainly through community events and nonprofits. This allows her to bring a fresh perspective to the collaborative efforts of the FFE board. Drawing on her work within the Latino community will facilitate her ability to lend voice to an often-underrepresented segment of the City.

NORTHSIDE – Alice Taylor**Key Competencies Reported:** 1/10**Sector Ranking:** Ranked in Top 5

As a lifelong resident of this community, Ms. Taylor will provide important insight and representation from the perspective of the Northside neighborhood. Her experience as a trustee and chairperson for a labor union give her valuable knowledge of board governance. Furthermore, her theological training and street ministry work provide unique networks and another perspective into a faith community.

OAKLAND/WINCHELL – Barbara Miller

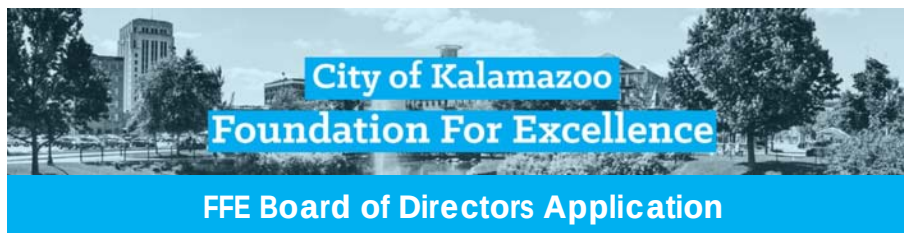
Key Competencies Reported: 5/10

Sector Ranking: Ranked Second Overall

Ms. Miller's past experience serving on City Commission and in other elected roles is seen as an asset. Her background is in a broad range of nonprofits from multiple sectors and municipal committees addressing a variety of issues. Another lifelong resident of Kalamazoo, she will provide deep knowledge of the community and will be able to draw upon years of experience with community projects to assist the board in meeting its goals.

Resident of COK	Skills/Abilities/Experience											Demographic Information									
	governance/Board Administration	Finance	Anti-poverty strategy	Community Knowledge	Economic Development	Community Development	Youth Development	Fundraising/Fund Development	Job Training/Placement	Neighborhood Improvement	Other	Age	Race/Ethnicity	Marital/Family Status	Gender Identity	Sexual Orientation	Education Level	Income	Veteran Status	Religious Affiliation (if any)	Other Diverse Perspective
	Y	X		X		X		X		X	X	45-54	Caucasian	Single	Female	Heterosexual	Master's Degree	\$50,001-\$75,000	No	Christian	Hearing Disabled
	Y	X						X				>35	Caucasian	Single/No kids	Male	Heterosexual	Master's Degree	\$50,001-\$75,000	No	N/A	
	N	X		X	X	X	X					45-54	African American	Married	Male	Heterosexual	Master's Degree	\$100,001-\$250,000	No	Non Denomnational	
	Y	X					X				X	>35		Married	Male	Straight	Other (Masters degree and Rabbinic Ordination)	\$100,001-\$250,000	No	Jewish	
	N	X		X	X	X	X	X				35-44	African American	Married w/ Children	Female	Heterosexual	Doctorate	\$100,001-\$250,000	No	Christian - Baptist	
	Y		X	X	X	X	X		X	X	X	>35	Black	Single	Male (he, him, his)	CIS	Bachelor's Degree	\$75,001-\$100,000	No		
	Y	X		X	X		X	X				64-74	White	Married	Female		Bachelor's Degree	\$100,001-\$250,000	No	Methodist	
	Y			X								55-64	African American	Single	Female		Associate's Degree	\$35,001-\$50,000	No	Galilee Baptist Church	
Y				X		X		X			X	35-44	Hispanic	Single	Female	Straight	Associate's Degree	Under \$35,000	No	Catholic	
Y	X		X				X				X	35-44	Black/African-American	Single	Cis-female	Heterosexual	Master's Degree	\$100,001-\$250,000	No		

Demographic Diversity:	Board of Directors	Applicant Pool	City of Kalamazoo
Age:	Three Millenials, Five GenX, Two Baby Boomer	Millenial - 20-35 (18%), GenX - 35-55 (47%), Baby Boomer -55-75 (32%)	Millenial (35%), GenX (19%), Baby Boomer (14%)
Race:	Three White/Six People of Color, three races/ethnicities represented	White (65.8%), Afr. Amer. (29.1%), Latino (1.8%)	White (68.1%), Afr. Amer. (22.2%), Latino (6.4%)
Family Status:	Four Married, Six Not Married, Both with and without children	Married Applicants (63%) application did not ask about children, children under 18 reported by 8% of applicants	Married Households (26.1%), Single (73.9%) Households with own children under 18 (23.3%)
Gender:	Four Men, Six Women	Male (52.5%), Female (46.2%)	Male (49.3%), Female (50.7%)
Sexual Orientation:	Eight identify as straight, none identify as LGBTQ, two did not answer	5% identified as not traditionally heterosexual	not available
Education:	Two Associate's Degrees, Two Bachelor's, Five Master's, One Doctorate	High Sc./Some College (15%), Assoc. (6%), Bach'r. (29%), Mast. or higher (48%)	High Sc./Some College (47.9%), Assoc. (9.1%), Bach'r. (18.6%), Mast. or higher (14.8%)
Income:	Spanning from under \$35,000/yr to over \$100,000/yr	Household: <\$35k (10%), \$35k-\$50k (6%), \$50-\$75k (18%), \$75-\$100k (13%), \$100k+ (41%)	Household: <\$35k (22%), \$35k-\$50k (15%), \$50-\$75k (23%), \$75-\$100k (16%), \$100k+ (24%)
Veteran Status:	No veterans in this first iteration of the board	Veterans (10%), Nonveteran (89%)	Veteran (10.9%), Nonveteran (89.1%)
Religious Background:	Six Christians of different backgrounds, one Jewish, three non-identified	54% identified as Christian (Protestant and/or Catholic), 1.2% as Jewish, .6% as Islam, .6% as Hindu, and 11% as non-affiliate/non-religious	not available
Physical Ability:	One hearing disabled (not deaf)	not asked on application	able bodied (86.2%),differently abled (13.8%)
Neighborhoods	Edison*, Oakland/Winchell, and Northside* (Also Residents from:Parkview Hills, Stuart, and Whites/Bronson/Edgemoor)	Central Bus. (3%), Eastside (3%), Edison (6%), Milwood (3%), Northside (6%), Oakland/Winchell (7%), Vine (4%), Westnedge Hill (6%), Westwood (5%), Less than 3% - Arcadia, Fairmont, Hill N Brook, Oakwood, Parker/Duke, Parkview Hills, Parkwyn Village, South Westnedge, Stuart, W. Kilgore, W. Main Hill, Whites/Edgemooore/Bronson	not available
*Priority Neighborhoods, per FFE Bylaws			



First Name: Alisa **Last Name:** Carrel

Who nominated you: Alice Kemerling

Address: [REDACTED]
Phone Number: [REDACTED]
Email: [REDACTED]

City Resident: Yes

Employer: Gilmore Keyboard Festival **Position/Title:** Assistant Director of Development

Sector (Choice #1): Arts

Sector (Choice #2): Affinity Organization/ Non-Profit

Sector (Choice #3): None (use for 2nd & 3rd only)

Neighborhood:

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Knowledge of the Kalamazoo Community
- Community Development
- Fundraising/Fund Development
- Neighborhood Improvement
- Previous experience working within a city government structure

Please describe the skills and experience indicated above: I moved back to Kalamazoo five years ago from the Washington, DC area. In Alexandria, Virginia, I led the city's arts council (Office of the Arts). In that capacity, I managed the City's grant-making program and public art program, among other activities. Through the public art program, I worked with the City's Department of Planning & Zoning, private developers, neighborhood residents (stakeholders), and artists. While in Alexandria, I served on the boards of the Alexandria Arts Forum (President, two years), Cultural Alliance of Greater Washington, Washington Metropolitan Philharmonic, Alexandria Commission for the Arts, Friends of the Torpedo Factory Art Center, and Alexandria Arts Safari. Since moving back home to Kalamazoo, I have served on the board of the Kalamazoo Symphony Orchestra League, and am currently on the boards of Fontana Chamber Arts and the Stulberg International Spring Competition. My entire career has been in arts management and I am currently the Assistant Director of Development at the Gilmore Keyboard Festival.

Age: [REDACTED]
Race/Ethnicity: [REDACTED]
Marital/Family Status: [REDACTED]
Gender Identity: [REDACTED]
Sexual Orientation: [REDACTED]
Education Level Completed: [REDACTED]
Other:

Household Income: [REDACTED]

Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I am hearing disabled (not deaf). Having previously lived in a large metropolitan area, I bring experience of working with people from many races, backgrounds and perspectives.

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.

ALISA J. CARREL

KEY QUALIFICATIONS

- 12 years senior management experience
- Skilled at writing and reviewing grants/managed an annual grantmaking program of \$220,000
- Experience in non-profit, for-profit, and government environments
- Adept at building community partnerships and cultivating relationships

PROFESSIONAL EXPERIENCE

IRVING S. GILMORE INTERNATIONAL KEYBOARD FESTIVAL, Kalamazoo, MI

Assistant Director of Development, 2013 – Present

- Lead grant-seeking efforts, write more than 20 grant applications annually; awarded grants from state and national government agencies
- Secure Festival corporate sponsorships and manage sponsor recognition and benefits
- Manage \$275,000 annual fund campaign, donor recognition and benefits
- Manage comprehensive data collection and input for annual DataArts project
- Assist with program evaluation, strategic planning, and special events

STULBERG INTERNATIONAL STRING COMPETITION, Kalamazoo, MI

Executive Director, 2012 – 2013

Strategic Activities & Governance:

- Implemented and updated strategic plan, developed annual work plan
- Managed the activities of the Board of Directors and committees
- Developed and managed budget, restructured financial reporting to increase transparency and understanding, and conform with accounting standards; exceeded income projections

Stakeholder Engagement, Fundraising & Marketing:

- Cultivated relationships with stakeholders and program collaborators
- Led grant-seeking efforts: secured first ever grant award from the state
- Developed first corporate solicitation package and prospect list: increased sponsorships by 600%
- Managed gift records and donor recognition
- Created and implemented marketing plans: increased ticket revenue by 78%, designed program book and increased ad sales revenue by 734%; served as spokesperson and press contact

Program Management:

- Managed annual competition, education outreach program and donor cultivation events: converted competition application process to electronic submission (20% increase in applications)

CITY OF ALEXANDRIA, VIRGINIA

Director, Office of the Arts (working title), 2008 – 2012

Deputy Director, Department of Recreation, Parks & Cultural Activities (official title)

Strategic Activities & Governance:

- Developed city's first Public Art Policy that specified city and developer funding of public art
- Guided and developed arts-related strategies, policies and procedures and presented recommendations to stakeholders, Arts Commission, Planning Commission and City Council

- Wrote, administered, evaluated and updated 3-year business plan and annual work plan
- Prepared and administered annual operating budget of \$700,000 and capital budget of \$2 million
- Worked in tandem with the Alexandria Commission for the Arts (volunteer board)
- Supervised and provided leadership and development to nine employees and 100+ volunteers
- Managed two arts facilities

Stakeholder Engagement, Fund Raising & Marketing/Public Relations:

- Provided excellent public service to Alexandria residents, business owners, workers, visitors
- Worked closely with Public Art stakeholder committees
- Raised funds for programs, special events, and public art
- Led grant seeking efforts: awarded grants from the Virginia Commission for the Arts
- Designed and implemented marketing and public relations plans

Program & Grant Management:

- Oversaw management of granting program, providing \$200,000 in grant awards annually
- Directed the [Alexandria Film Festival](#), Alex Arts Awards, artist receptions and other events
- Managed 5 concurrent public art projects, from request for proposals (RFPs) to installation
- Worked with City agencies to ensure integration of the arts into property development
- Coordinated more than 20 concurrent arts classes for the public

Advocacy:

- Served as spokesperson and represented arts community at meetings and public forums
- Advocated for policies and funding to the City Council, Mayor, City Manager and the public

LIBRARY OF CONGRESS, Washington, DC

Law Library of Congress Program Specialist, 2006 – 2008

Special Events:

- Organized 2008 Wickersham Award Dinner honoring retired Associate Justice Sandra Day O'Connor, secured event underwriters and committee members, designed printed program
- Organized 175th Anniversary Gala Dinner for the Law Library of Congress, worked with Chairman Jeffrey Toobin of CNN; secured event underwriters; designed invitation and program; selected menu, table design and music; organized reception for Honorary Committee
- Planned, promoted and managed legal film series
- Created speaker series featuring members of Congress and legal experts
- Managed the Global Legal Information Network Annual Dinner
- Organized other special events including 175th Anniversary Staff Reunion, Law Day, Constitution Day; visits and tours by leaders of the American Bar Association and foreign delegates

Stakeholder Engagement, Fundraising & Marketing/Public Relations:

- Worked with current and former members of Congress
- Assisted with re-launch of the Friends of the Law Library of Congress 501(c)3
- Wrote Annual Report for the Law Library of Congress
- Assisted with design layout, image selection and text for institutional brochure, which was awarded the American Association of Law Libraries/West "Excellence in Marketing" Award
- Designed and published monthly web-based newsletter for 100+ Law Library staff
- Played critical role in the launch of the revised Law Library of Congress website and wrote content on news and events for web casts, RSS feeds and e-mail blasts
- Designed and distributed invitations, flyers and posters for all programs and special events
- Wrote all press releases and served as press contact for Law Library of Congress

Ovation – The Arts Network, Alexandria, VA (now located in Santa Monica, CA)

Director of Marketing & Cultural Outreach, 2000 – 2006

Community Marketing Manager, 1998 – 2000

Special Events

- Managed high-profile public relations events including lectures, receptions, and tours with VIPs and cultural and political leaders; created multiple “launch” events throughout the country

Marketing

- Managed corporate giving and event sponsorship program
- Drove brand recognition with sponsorships, arts contests with The White House, advertisement campaigns, promotional product development, direct mail and website
- Produced and distributed quarterly Ovation Program Guide (10,000+ distribution)

Press

- Served as primary press contact
- Wrote press releases and program descriptions and distributed to media outlets

Program Acquisition & Scheduling

- Worked closely with national and international distributors and institutions to acquire content
- Reviewed and fulfilled program contracts including payments and copyright requirements
- Presented strategies to affiliate and ad sales staff, worked with on-air and on-line promotions
- Created all daytime program schedules and distributed to national listings services
- Evaluated viewer feedback and Nielsen Ratings
- Facilitated the closed captioning of 100% of documentary programs in library

Outreach

- Planned, implemented and managed outreach initiatives in support of sales strategies and in partnership with cultural organizations, agencies and cable systems.
- Led Ovation’s education initiative ArtsZone, which fosters the use of its programs to expand and enhance learning for students nationwide through on-line resources
- Coordinated Tape Lending Library offering free programs to educators in underserved areas
- Provided free promotional video placements to cultural institutions

Alexandria Symphony Orchestra, Alexandria, VA

Development Director, 1997 – 1998

- Designed fundraising plan targeting individuals, foundations, government and corporations
- Managed budget and tracked giving statistics
- Managed grants-seeking program including research, writing, fulfillment and evaluation
- Created and planned receptions and fundraising events
- Created marketing vehicles, which increased single ticket sales by 60% in one year
- Managed the production of season playbill, concert posters and invitations
- Served as Symphony spokesperson during five-month vacancy of Executive Director position

Folger Shakespeare Library, Washington, DC

Development Services Manager, 1992 – 1997

- Served integral role in creative and logistical planning of annual \$1,000/ticket Folger Gala
- Produced Library’s Annual Report and Donor Honor Roll
- Managed and evaluated all direct mail solicitations for membership renewals and acquisitions
- Researched giving potential of prospects and current donors; tracked cultivation and donations
- Managed database conversion of 20,000+ donor records and integration with ticket sales

VOLUNTEER EXPERIENCE

- Fontana Chamber Arts, Board Officer, 2015 - Present
- Stulberg International String Competition, Board Member, Present
- Education for the Arts, Grants Panelist, 2014 – 2015
- Kalamazoo development professionals group, Co-founder and member, 2014 – Present
- Art League, Nominating Committee member, 2015
- Cultural Alliance of Greater Washington, Board Member, 2010 – 2012
- Washington Metropolitan Philharmonic, Board Member, 2006 – 2008
- Alexandria Commission for the Arts, Commissioner, 1998 – 2004
- Alexandria Arts Forum, President, 2001 – 2003; Vice President, 1999 – 2001, 2003 – 2004
- Friends of the Torpedo Factory Art Center, Board Member, 1999 – 2002
- Alexandria Arts Safari, Board Member and Public Relations Chair, 1999
- The John F Kennedy Center for the Performing Arts, Alliance for Arts Education Intern, 1991

EDUCATION

- Florida State University, Tallahassee, FL: Master of Music Education/Arts Administration, 1991
- University of Texas, Austin, TX: Bachelor of Arts in Music, 1989
- Interlochen Arts Academy, Interlochen, MI: High School Diploma with honors (piano), 1985

COMPUTER SKILLS

- Microsoft Office
- Tessitura, Raiser's Edge, DonorPerfect, GiftWorks, Talisma, Adobe Creative Suite (PhotoShop, Illustrator, InDesign), DreamWeaver, WordPress, QuickBooks

AWARDS

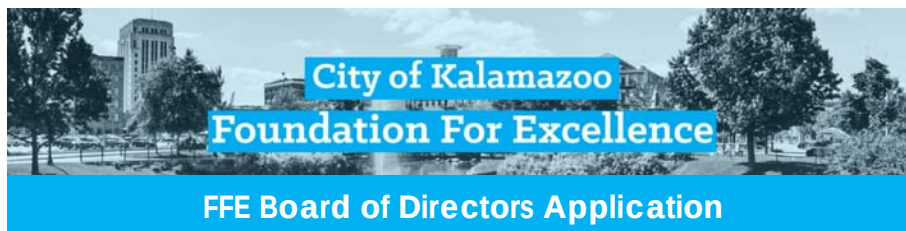
- Alex Award, Alexandria Commission for the Arts, 2012
- Special Achievement Awards, Library of Congress, 2007, 2008
- Cultural Affairs Award, City of Alexandria Commission for Women, 2004
- Commendation, House of Delegates of the Commonwealth of Virginia, 2004
- Award of Harmony, Alexandria Harmonizers, 2003
- Distinguished Employee Award, Folger Shakespeare Library, 1993

PUBLIC ART MANAGEMENT

- *Doppler Effect*, artist Heidi Lippman, Mark Transportation Center, Alexandria, VA, 2012
(<http://www.heidilippman.com/#!doppler/c636>)
- *Path of Thorns and Roses*, Freedmen's Cemetery, artist Mario Chiodo, Alexandria, VA, 2014
(<http://freedommarchofart.com/thepathofthornsandroses.html>)

PROFESSIONAL & ORGANIZATIONAL MEMBERSHIPS

- Association of Fundraising Professionals
- Rotary Club of Kalamazoo
- Kalamazoo Symphony Orchestra League



First Name: Adam **Last Name:** McFarlin

Who nominated you: self

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: Yes

Employer: Kalamazoo Candle Compan **Position/Title:** Owner

Sector (Choice #1): Business/Banking

Sector (Choice #2): Affinity Organization/ Non-Profit

Sector (Choice #3): None (use for 2nd & 3rd only)

Neighborhood:

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Fundraising/Fund Development

Please describe the skills and experience indicated above: Before starting Kalamazoo Candle Company I work in the nonprofit sector for a variety of organizations in a mostly fundraising capacity. In addition, one of those positions was at ONEplace@kpl. In this position I assisted the development of fundraising and marketing plans and had become well versed in board governance and nonprofit implementation.

Age: [REDACTED]

Race/Ethnicity: [REDACTED]

Marital/Family Status: [REDACTED]

Gender Identity: [REDACTED]

Sexual Orientation: [REDACTED]

Education Level Completed: [REDACTED]

Other:

Household Income: [REDACTED]

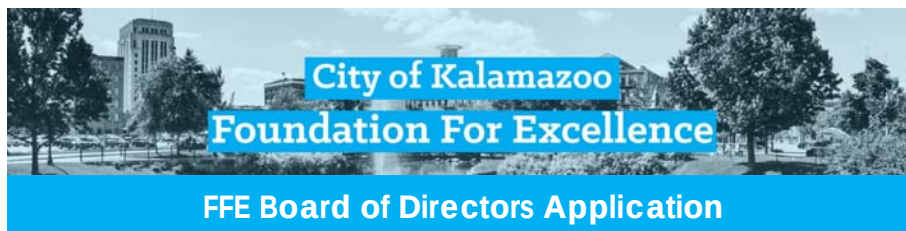
Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I believe I have a unique perspective as a former nonprofit professional working with a variety of organizations in neighborhoods and around the city as well as an entrepreneur that started and grew a business in the city.

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination

process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.



First Name: Von **Last Name:** Washington Jr.

Who nominated you: Ronda Stryker

Address: [REDACTED]
Phone Number: [REDACTED]
Email: [REDACTED]

City Resident: No

Employer: The Kalamazoo Promise **Position/Title:** Executive Director, Community Relations

Sector (Choice #1): Education

Sector (Choice #2): Housing

Sector (Choice #3): Health Care

Neighborhood:

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3): Anti-Poverty Strategies

Knowledge of the Kalamazoo Community:

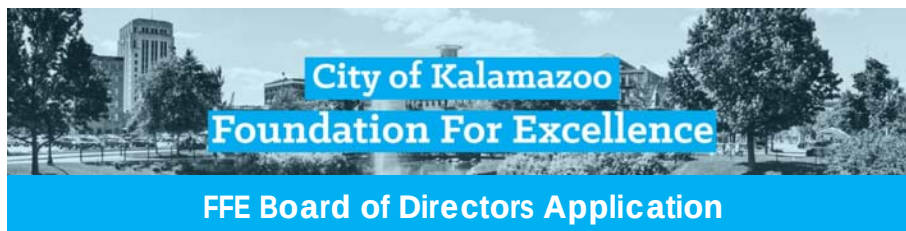
- Knowledge of the Kalamazoo Community
- Economic Development
- Community Development
- Youth Development

Please describe the skills and experience indicated above: As a member of several local boards and years of work in the education system I have had a long history of experience in several of the areas listed above. I am a member of the following boards: Bronson Health Foundation, KIA, Gilmore Keyboard Festival, L.I.S.C., Harold and Grace Upjohn Foundation. I spent 20 plus years in education with a long tenure as the principal at Kalamazoo Central High School. The Kalamazoo Promise was announced the year I started with The Promise and have worked with the scholarship each year as an administrator and now directly as an employee. I also worked for Southwest Michigan First and my priority was Economic Development.

Age: [REDACTED]
Race/Ethnicity: [REDACTED]
Marital/Family Status: [REDACTED]
Gender Identity: [REDACTED]
Sexual Orientation: [REDACTED]
Education Level Completed: [REDACTED]
Other:
Household Income: [REDACTED]
Veteran Status: [REDACTED]
Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I have lived in over 10 communities and spent several years in the education sector as well as economic development and community development. I also spent several years as a children's librarian and athletic coach. I did my masters degree at Western Michigan University.

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First Name: Matthew **Last Name:** Zerwekh

Who nominated you: Dr. Charlae Davis, Director ISAAC Elder Doug King, President ISAAC

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: Yes

Employer: Temple B'nai Israel **Position/Title:** Rabbi

Sector (Choice #1): Faith Community

Sector (Choice #2): Affinity Organization/ Non-Profit

Sector (Choice #3): None (use for 2nd & 3rd only)

Neighborhood:

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Youth Development
- Connections to and relationships with Kalamazoo faith community

Please describe the skills and experience indicated above: Have led and served on leadership boards for various nonprofits and religious organizations for past 15 years. Extensive experience working with youth groups, including teen philanthropy organizations as well as teen leadership boards Active member of the Kalamazoo faith community with relationships with various clergy of different faiths and denominations

Age: [REDACTED]

Race/Ethnicity:

Marital/Family Status: [REDACTED]

Gender Identity: [REDACTED]

Sexual Orientation: [REDACTED]

Education Level Completed: [REDACTED]

Other: [REDACTED]

Household Income: [REDACTED]

Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: Ability to provide diverse perspective on the religious community and to be aware of, and sensitive to, non– dominant religious traditions and observances. Ability to facilitate religious conversation from a non-dogmatic perspective.

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.



First Name: Angela **Last Name:** Graham-Williams

Who nominated you: Self

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: No

Employer: Family Health Center **Position/Title:** Executive Director of Care Intergration

Sector (Choice #1): Arts

Sector (Choice #2): Health Care

Sector (Choice #3): Education

Neighborhood:

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3): Anti-Poverty Strategies

Knowledge of the Kalamazoo Community:

- Knowledge of the Kalamazoo Community
- Economic Development
- Community Development
- Youth Development
- Fundraising/Fund Development

Please describe the skills and experience indicated above: Please see addendum/attachment

Age: [REDACTED]

Race/Ethnicity: [REDACTED]

Marital/Family Status: [REDACTED]

Gender Identity: [REDACTED]

Sexual Orientation: [REDACTED]

Education Level Completed: [REDACTED]

Other:

Household Income: [REDACTED]

Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: Please see addendum/Attachement

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination process for the Board of Directors as outlined in the Articles of Incorporatio

Dr. Angela Graham-Williams
Application Questions – Foundation for Excellence Board of Directors

Please describe the skills and experience you indicated above:

With over 20 years of professional experience as a mental health/substance use disorder provider and administrator, I have been blessed to have been able to apply my practical knowledge to nearly every aspect of the health and wellness field.

Because of my passion for social justice, work with underserved populations, and addressing health disparities as a result of the lived experience of poverty, I sit on the Boards of Directors and several county and state wide steering committees including but not limited to The Urban League of Battle Creek, Big Brothers Big Sisters, A Community of Caring (Kalamazoo, Michigan), Kalamazoo Public Schools Key Communicators, Imagine Kalamazoo Shared Prosperity/Economic Stability, Michigan Community Health Network's Clinical Quality committee, Kalamazoo County Recovery Oriented System of Care and Fetal Infant Mortality Advisory teams.

I am also a former classically trained ballerina and the Founder/Artistic Director of The AGW Conservatory and Dance Angel Network. The mission of the Conservatory is to provide an imaginative and emotional outlet with creative expression thereby instilling self-esteem and emotional transformation through classical dance technique to at risk children who may not otherwise have been exposed. Despite the recent, national economic downturn and Michigan's having one of the most strained economies in the nation, I spearheaded its successful growth by 400%, expansion to another county, and secured funding to ensure financial solvency from such organizations as the Battle Creek Community Foundation, the Miller Foundation, the Kalamazoo Community Foundation, Battle Creek Public Schools, the WK Kellogg Foundation, etc.

Having served on boards of directors for local affiliates of national organizations as well as founding my own IRS determined, 501©3, charity organization, I have experience on both sides of the desk of a fully functioning, nonprofit entity.

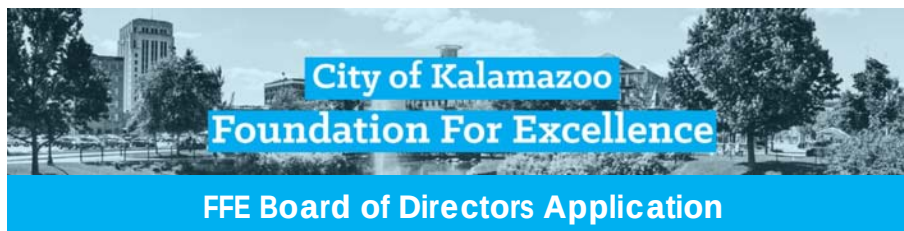
Are there other ways you could bring a diverse perspective to this Board of Directors? If so, what are they?

Because of my long history of experience in the Health and Human Services field, desire to join organizations enabling me play a pivotal role in developing policy that impacts those who are our community's most vulnerable, and heart for service, I am extremely interested in being appointed to the Foundation for Excellence's Inaugural Board of Directors.

Seven years ago, my husband and I founded a residential care facility for disenfranchised boys from difficult situations that no other foster care families would accept. We have been blessed to change the lives and assist in the rehabilitation and successful adoption of several of these young men in our care.

Though I have worked in nearly every facet of the mental/behavioral health and substance use disorder service field throughout my career, it is in this capacity, a direct caretaker of some of the most psychologically vulnerable children in Michigan, that I have gleaned the importance of proper leadership for our community.

It is my belief that my unique skill set, experience as a Licensed Professional Counselor and Psychologist, former classically trained ballerina leading a nonprofit dance studio, experience in founding, leading, and serving as a board member of a number of nonprofit organizations position me as a viable candidate for this role. It would be my utmost honor to serve and support the important work of the Foundation for Excellence whose mission is so closely aligned with my personal goals of uplifting the most vulnerable members of our community.



First Name: JoVaughan **Last Name:** Head

Who nominated you: Kalamazoo Public Library, ARTT Board (Community Member)

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: Yes

Employer: IBM (International Business Machines) **Position/Title:** Senior Strategy Consultant
(Transformation, M&A, IT)

Sector (Choice #1): Housing

Sector (Choice #2): Business/Banking

Sector (Choice #3): Neighborhood

Neighborhood: Northside

Skills/Experience (Choice #1):

Skills/Experience (Choice #2): Finance

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Knowledge of the Kalamazoo Community
- Economic Development
- Community Development
- Youth Development
- Job Training or Placement
- Neighborhood Improvement
- Intersectionality Management

Please describe the skills and experience indicated above: Entrepreneurial, innovative senior-level strategist, analyst, and consultant working across project management, organizational change management, and technical integrations. Skilled leader with comprehensive understanding of business processes particularly focused on community strategy development. Collaborative communicator continually focused on building relationships and promoting synergy across socioeconomic lines to drive positive change. - KPL Anti-Racism Transformation Team (ARTT) Board Member - Former Open Doors Board Member, Chair of Job Placement Sub-Committee - Northside Association for Community Development, Community Member Volunteer - B.A. Supply Chain Mgmt, Eli Broad College of Business, MSU - Former New Genesis Inc. Volunteer, Senior Computer Training Program Leader - Strategy Consultant, I've worked with C-Suite clients to develop long-term business solutions to complex problems

Age: [REDACTED]

Race/Ethnicity: [REDACTED]

Marital/Family Status: [REDACTED]

Gender Identity: [REDACTED]

Sexual Orientation: [REDACTED]

Education Level Completed: [REDACTED]

Other:

Household Income: [REDACTED]

Veteran Status: [REDACTED]

Religious Affiliation:

Other ways to bring diverse perspective: I'm a life long Kalamazoo resident with a deep understanding of the relevant tax, business, housing, and employment issues that effect the city. I'm pragmatic and work well with boards to help drive directives. I understand that compromise is the natural state of a democracy, and if I was given the opportunity to join this board I would work to find collective solutions. I am data driven and look to make decisions that are based on objective metrics. I want to stress that my passion for Kalamazoo runs deep and I don't seek to join this team to push forward a personal agenda, in fact, I want to join with open ears and an open mind. I am not opposed to the Foundation for Excellence--I welcome the opportunity it brings to our city. I will never stand in the way of making this city the crown of West Michigan.

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.

JoVaughan Head Project Manager\Sr. Business Consultant

Entrepreneurial, innovative senior-level strategist, analyst, and consultant working across project management, organizational change management, and technical integrations. Skilled leader with comprehensive understanding of business processes particularly focused on supply chain management. Collaborative communicator continually focused on building relationships and promoting synergy across business lines and global units to drive positive change, cohesive, comprehensive business approaches and enhanced profitability.

Areas of Expertise include:

- | | | |
|---------------------|-----------------------|--------------------|
| ▪Strategic Planning | ▪Project Leadership | ▪Team Management |
| ▪Budget Planning | ▪Process Improvement | ▪Public Engagement |
| ▪System Analysis | ▪Business Development | ▪Client Relations |

Professional Experience

IBM • Kalamazoo, MI • 2012–Present

Global technology & innovation firm providing cognitive solutions and cloud platforms to serve business and individuals.

SENIOR STRATEGY & ANALYTICS CONSULTANT

Providing strategic consultancy to major Fortune 500 companies across digital development, industrial, IT, strategy, SAP and ERP implementations.

Key Projects:

ABBOTT LABS • North Chicago, IL

PTP Change Request Project Lead. Led deployment of Symphony global IT template across Latin America and Asia-Pacific entities.

Key Accomplishments:

- Based on requirement to support a dynamic, rapidly changing and expanding business model through the Symphony deployment, providing a stable, flexible and scalable manufacturing platform.
- Created streamlined, standardized processes in the Materials Management organization.
- Spearheaded change impact assessments to support Application Development global deployments.

DUPONT CHEMICAL • Wilmington, DE

Test Team Project Lead. Designed, tested and deployed the DuPont Product Tracking Solution, a custom warehouse management software, a tactical replacement to the existing platform, providing integration with SAP for transaction processing. As a result of client feedback on my ability to identify and establish clear objectives and report results, my role was upgraded from Analyst to Test Team Lead. Managed internationally-based test team.

Key Accomplishments:

- Collaborated with IBM software group to develop solution at reduced cost and minimized timeframe.
- Maximized test success rates through team cohesion.
- Utilized project management best practices, scrum techniques, and improved collaboration.

PRATT & WHITNEY • Hartford, CT

SNC ASN Project Lead. Managed two global teams and one landed resource team. Delivered 52 custom code enhancements to the Jet Propulsion team, beating client expectations, resulting in successful deployment of Supplier Network Collaboration system in North America and Brazil.

Key Accomplishments:

- Produced 25% savings in supplier-related costs.
- Streamlined cross-company collaboration between suppliers, contract manufacturers and customers.
- Improved cross-team coordination company-wide in the US and Canada.

UNITED TECHNOLOGIES AEROSPACE SYSTEMS • Windsor Locks, CT

SNC XML Project Lead. Implemented supplier network collaboration system resulting in supply chain efficiencies – increased speed, accuracy, and improved adaptability of the supply network. Solved complex problems performing analysis on short turnarounds (2-3 hour).

Key Accomplishments:

- Ensured zero production stoppages working directly with client lead and production teams.
- Designed and developed reporting to track XML errors and issues resulting from production defects.

PFIZER • Philadelphia, PA

Supply Process Analyst. Optimized supply chain activities from the launch of new SNC system to maximize cost savings and minimize budget spent.

Key Accomplishments:

- Promoted smooth learning curve to newly launched SNC developing internal user guide.
- Built relationships with several software suppliers on behalf of client, supplying hand-off to internal teams and sourcing managers.
- Created foundation for Supplier Diversity team to achieve yearly goals.

Education & Training

Bachelor of Arts in Logistics, Materials, Supply Chain Management

MICHIGAN STATE UNIVERSITY – Eli Broad College of Business | East Lansing, MI

PMP Certification (in progress)

Scrum Certification (in progress)

SAP Module (MM)

Ariba and HANA (in progress)



First Name: Sandra **Last Name:** Calderon-Huezo

Who nominated you: Mack Rodriguez of Despierta Kalamazoo

Address: [REDACTED]
Phone Number: [REDACTED]
Email: [REDACTED]

City Resident: Yes

Employer: **Position/Title:**

Sector (Choice #1): Neighborhood

Sector (Choice #2): Housing

Sector (Choice #3): Affinity Organization/ Non-Profit

Neighborhood: Edison

Skills/Experience (Choice #1):

Skills/Experience (Choice #2):

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Knowledge of the Kalamazoo Community
- Community Development
- Fundraising/Fund Development
- member of non profit committee

Please describe the skills and experience indicated above: As a member of the committee Despierta Kalamazoo, I have engaged with many community leaders. The privilege has been mine to collaborate with the Washington Square Library through the Kalamazoo Public Library with a children's bilingual literacy program. Through my volunteering experiences with The Hispanic American Council as an interpreter my ties to my community became stronger and I decided to become more invested in it. The last two years with Despierta Kalamazoo as a Public Relations Director, have developed my communication skills and level of confidence to articulate the vision of a grass-roots committee.

Age: [REDACTED]
Race/Ethnicity: [REDACTED]
Marital/Family Status: [REDACTED]
Gender Identity: [REDACTED]
Sexual Orientation: [REDACTED]
Education Level Completed: [REDACTED]
Other:
Household Income: [REDACTED]
Veteran Status: [REDACTED]
Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I am a native of El Salvador and was brought to the U.S. as a refugee. Kalamazoo was my family's safe city and eventually became our home after being granted political asylum. I feel indebted to this community and I love the people in it. I've seen the kind of growth and greatness that this city is able to accomplish. The future of Kalamazoo is the responsibility of every resident. I have respect for diversity and believe it is the means by which we develop bonds. As a mother of two boys, I understand the concerns of parents who want to raise children in safe neighborhoods and have access to quality education.

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First Name: Alice **Last Name:** Taylor

Who nominated you: Self

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: Yes

Employer: Retired **Position/Title:** Diemaker

Sector (Choice #1): Faith Community

Sector (Choice #2): Neighborhood

Sector (Choice #3): Affinity Organization/ Non-Profit

Neighborhood: Northside

Skills/Experience (Choice #1):

Skills/Experience (Choice #2):

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Knowledge of the Kalamazoo Community

Please describe the skills and experience indicated above: I've lived in the Kalamazoo community for 55 years. I also served as a trustee and chairperson of the trustee for UAW Local 488.

Age: [REDACTED]

Race/Ethnicity: [REDACTED]

Marital/Family Status: [REDACTED]

Gender Identity: [REDACTED]

Sexual Orientation:

Education Level Completed: [REDACTED]

Other:

Household Income: [REDACTED]

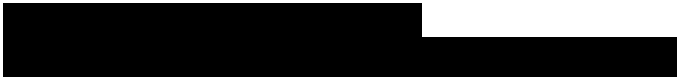
Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective:

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.

ALICE TAYLOR



OBJECTIVE | I desire to serve on the Board of Directors for the Foundation for Excellence.

SKILLS & ABILITIES | I have experience serving on the executive Board of UAW Local 488 as a trustee and as Chief Trustee. I was a part of the business decisions making on what we would fund. These decisions were made in accordance to the local by-law and the nation constitution. I received Trustee training through the International level of the UAW. I was bonded through the Local, because I could fill in for the Recording secretary, this allowed me to sign checks.

EXPERIENCE | **I'M A RETIRED LICENSED DIE MAKER FROM GENERAL MOTORS**
Kalamazoo Plant 1978-1999 and Grand Rapids 36th St. 1999-2009

I built new dies, using blue prints. I repaired broken dies. I operated automate production lines. I built mechanical devices and repaired them. I operated Large and small machines. I was licensed to operate overhead cranes.

I am a licensed minister through Galilee Baptist Church, Kalamazoo, MI 49007

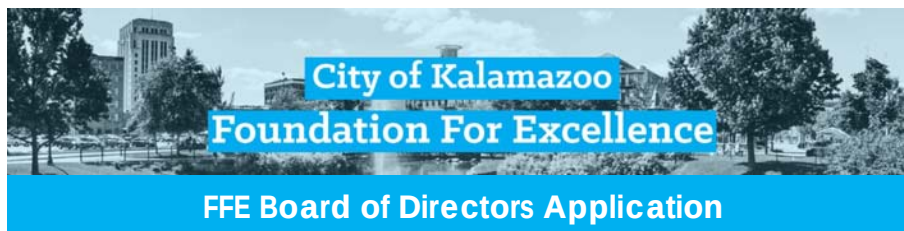
EDUCATION | **GRAND RAPIDS THEOLOGICAL SEMINARY, GRAND RAPIDS, MI**
MASTERS IN BIBLICAL STUDIES

I'm a current student at Grand Rapids Theological Seminary. I have a Graduate Certificate in Urban Ministry from Western Theological Seminary. My GPA was a 3.00 at WTS. I have my Associate degree in General studies from Kalamazoo Valley Community College.

COMMUNICATION | I'm licensed to preach the gospel. This requires me to be able to deliver a sermon that is clear and is biblically base. The interpretation must be correct. It must be a reverent message for the congregation.

LEADERSHIP | I'm currently the leader of the Street ministry at Galilee Baptist church.

REFERENCES | **DR. MICHAEL T. SCOTT, SR – SENIOR PASTOR**
GALILEE BAPTIST CHURCH
269 349-5597



First Name: Barbara **Last Name:** Miller

Who nominated you: Marc Shupan, Janine Brown, Sally Reames

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: Yes

Employer: **Position/Title:**

Sector (Choice #1): Neighborhood

Sector (Choice #2): Business/Banking

Sector (Choice #3): Education

Neighborhood: Oakland/Winchell

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3):

Knowledge of the Kalamazoo Community:

- Knowledge of the Kalamazoo Community
- Economic Development
- Youth Development
- Fundraising/Fund Development

Please describe the skills and experience indicated above: I was on the Kalamazoo Public School board for 8 years, the Kalamazoo City Commission for 10 years and I have served on many non-profits helping them as a participating board member with fund raising projects, strategic planning and general support.

Age: [REDACTED]

Race/Ethnicity: [REDACTED]

Marital/Family Status: [REDACTED]

Gender Identity: [REDACTED]

Sexual Orientation:

Education Level Completed: [REDACTED]

Other:

Household Income: [REDACTED]

Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I consider myself a moderate and an independent. I am fair minded and willing to hear all views.

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination

process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.

November 1, 2017

Barbara Hamilton Miller

I feel a strong need to serve on the Foundation for Excellence board. I feel called for this to be my next step in serving this community.

I have been a life long resident of Kalamazoo and have followed my parent's footsteps in being active in this community.

I served on the Kalamazoo Public School board for 8 years and the Kalamazoo City Commission for 10 years. I was on the school board which selected Janice Brown as superintendent and on the city commission when Jim Ritsema was appointed as city manager. Both are strong leaders that I highly respect.

I am currently serving as a board member on the newly founded Kalamazoo Covenant Academy. It is a charter school where marginalized students have another chance to get a high school diploma.

On the city commission I served on the Economic Development Corporation, the Brownfield Redevelopment board, Parks and Recreation board, Friends of Recreation board, Historic Preservation Commission, Kalamazoo Municipal Golf Association, Employee Retirement System Board, and my most rewarding one, the Retirement Investment committee.

I have served on many boards in this community including the YMCA, Kalamazoo Community Healing Centers, Open Doors, Residential Opportunities, Inc., Kalamazoo Communities in Schools, and Kalamazoo Center for Youth and Community.

For several years running, the city of Kalamazoo won the "100 Best Communities for Young People." I started the process and helped round up information about many of our support systems and submitted the paperwork to receive that honor. I have helped write grants for Hispanic youth soccer, camping for kids whose parents are incarcerated, individual school projects and students looking for financial assistance in college and continuing education.

As a CASA (Court appointed special advocate)volunteer, I represented the children, trying to find the best solution for them as the family made its way through the court system.

I have been involved in many fundraisers from individual school projects, to school district bonds, and fundraising for boards I served on. For over 10 years I put on water shows to raise funds for Housing Resources. I help raise funds for Urban Alliance and am currently raising funds for Bronson Park renovations.

I hope my background qualifies me to serve on the Foundation for Excellence board.

Sincerely,

Barbara H. Miller

[REDACTED]
[REDACTED]



First Name: Mia **Last Name:** Henry

Who nominated you: Carrie Pickett Erway

Address: [REDACTED]
Phone Number: [REDACTED]
Email: [REDACTED]

City Resident: Yes

Employer: Kalamazoo College **Position/Title:** Executive Director, Arcus Center for Social Justice Leadership

Sector (Choice #1): Affinity Organization/ Non-Profit

Sector (Choice #2): Education

Sector (Choice #3): None (use for 2nd & 3rd only)

Neighborhood:

Skills/Experience (Choice #1): Governance/Board Administration

Skills/Experience (Choice #2):

Skills/Experience (Choice #3): Anti-Poverty Strategies

Knowledge of the Kalamazoo Community:

- Youth Development
- Local leadership development, social justice considerations

Please describe the skills and experience indicated above: I am a former high school teacher and public school administrator with many years of experience in youth leadership development. I am also an experienced nonprofit executive and a trainer and facilitator on a number of topics including identity and power, social movement-building and understanding Generation Z/Edge. I have worked with community leaders across the country, young and old, on effective strategies for achieving equity and justice. I have also served on a number of boards providing support to the executives and training for fellow board members.

Age: [REDACTED]
Race/Ethnicity: [REDACTED]
Marital/Family Status: [REDACTED]
Gender Identity: [REDACTED]
Sexual Orientation: [REDACTED]
Education Level Completed: [REDACTED]
Other:
Household Income: [REDACTED]
Veteran Status: [REDACTED]
Religious Affiliation:

Other ways to bring diverse perspective:

Grant permission: I grant permission to the Kalamazoo Community Foundation to use and share the information I have provided as necessary to complete the identification, selection, and nomination process for the Board of Directors as outlined in the Articles of Incorporation of the Foundation for Excellence.

MIA HENRY

PROFESSIONAL EXPERIENCE

Arcus Center for Social Justice Leadership at Kalamazoo College, Kalamazoo, MI 2014 - Present
Executive Director – The Arcus Center supports leaders in social justice through education and capacity-building.

- Plan and manage annual budget of \$1+ million. Facilitate multiple trainings for community members as well as student leaders, staff and faculty. Supervise staff and lead entire staff in quarterly retreats to plan and reflect on overall direction, quality, and purpose of programs. Direct all marketing and communications efforts.
- Developed and currently serve as primary mentor for Regional Fellowship and Activist-In-Residence programs. Initiate and cultivate partnerships with local and national social justice and civic engagement organizations. Serve as an academic advisor for the college.

Safe Places for the Advancement of Community and Equity (SPACES), National 2012 – 2014
Senior Consultant/Director of Special Initiatives – SPACES advances racial equity through relationship-building.

- Developed and facilitated leadership development trainings for intergenerational groups working for racial equity across the U.S. Provide technical assistance to initiatives that nurture effective leaders and strengthen the impact of social justice campaigns. Consult on organizational development goals and fundraising strategy. Manage national communications.

University of Chicago Urban Health Initiative, Chicago, IL 2013
Senior Program Consultant - Youth Development – The South Side Health and Vitality Studies MAPSCorps program engages youth in conducting public health asset mapping in 19 of Chicago’s Southside neighborhoods.

- Provided consulting on implementation, evaluation, and growth strategy. Designed and supported implementation of new program curriculum and approach that strengthened civic engagement and supported a leadership pipeline for participants within a positive youth development framework. Developed measurable goals, appropriate indicators and desired outcomes for effective program evaluation. Consulted with multiple stakeholders to help ensure investment in proposed structural changes. Provided financial analysis to gauge sustainability and potential for replication.

Chicago Freedom School, Chicago, IL 2007 - 2012
Founding Director – The Chicago Freedom School is develops young people ages 14 - 21 as social justice leaders in their schools and communities and trains adults to support youth-led social change.

- Hired, supervised, evaluated and trained all permanent staff, interns, contract/temporary staff, and volunteers. Managed and raised funds for a budget of \$350,000 +. Increased individual donor database from less than 50 to over 500, foundation grants from two to ten, and dues-paying members from zero to 75. Developed earned income strategies. Implemented successful annual benefit.
- Increased youth development program and training initiatives from one to six. Formed organizational partnerships with over 80 schools, universities, and community organizations. Developed alumni Young Policymaker’s Institute. Launched 10-person Youth Leadership Board as governing body of the organization.

Facing History and Ourselves, Chicago, IL 2006 – 2007
Program Associate – Facing History and Ourselves is an international educational and professional development organization that provides resources that address racism, prejudice, and anti-Semitism.

- Trained teachers in curricular implementation of resources and scope and sequence that addresses human rights and civil rights issues. Developed curriculum and led professional development workshops and institutes for educators of grades 6 – 12 (ex. 1957 integration of Central High School in Little Rock, AK, “Eyes on the Prize” documentary). Provided ongoing support for teachers to tailor curriculum to their contexts.

Mikva Challenge, Chicago, IL 2004 – 2006
Associate Director – Mikva Challenge engages young people in the political process through action civics.

- Hired, supervised, evaluated and trained all programming staff. Worked in partnership with executive director on strategy, fundraising and personnel. Designed and implemented curricula for teaching “Action Civics” and addressing racial segregation in Chicago. Worked with more than 50 Chicago high schools in the implementation of organization’s programs.

City University of New York, New York, NY

2003 – 2004

Program Coordinator – College Now is a dual enrollment initiative between the CUNY colleges and NYC public schools.

- Coordinated planning, budgeting, and reporting for programs based at five colleges in four New York City boroughs. Monitored college performance in the areas of enrollment and student achievement. Provided support to campus-based coordinators in areas of professional development, fiscal oversight, annual reports, and collaboration. Developed centralized parent outreach initiative, benefiting all 17 colleges.

Roald Amundsen High School, Chicago, IL

1998 – 2003

Social Studies Teacher and International Baccalaureate (IB) Coordinator

- Taught world studies, US History and 20th Century Topics classes to 9th - 12th grade students in a large urban high school. Served as school's first International Baccalaureate (IB) Middle Years Coordinator, supervising 16 teachers in the program. Organized and led school's first spring break international student travel trips to Europe and Egypt.

EDUCATION

University of Pennsylvania, Philadelphia, PA

1998

M.S. Ed. - Secondary Education with concentration in Social Science

Graduated with Distinction

Rutgers University – Rutgers College, New Brunswick, NJ

1996

B.S. – Sociology/ Administration of Justice

James Dickson Carr Scholar, Paul Robeson Scholar

PROFESSIONAL SERVICE AND RECOGNITION

- **Mikva Challenge**, Board of Directors, 2014 – present, Advisory Board, 2005 - 2014
- **Community Justice for Youth Institute** – Board of Directors, 2013 – present
- **Ashoka Foundation** – Consultant, September 2016 – present
- **University of Illinois at Chicago, College of Education**, Visiting Lecturer, 2011 – 2012
- **Workers Center for Racial Justice** – Board of Directors, 2012 – 2014
- **Reclaiming South Shore for All**, Founder, Member, 2012 – 2014
- **Black America Organizing Project**, Black Space Initiative, National Steering Committee, 2009 - 2012
- **Chicago History Museum** Teacher Advisory Board Member and Consultant, 2000 – 2005
- **Amundsen High School** Dan Jordnt Joy of Teaching Award, 2003
- **Constitutional Rights Foundation Chicago** Democratic Education Exchange Program – Estonia, 2002 – 2003
- **Cap & Skull Society of Rutgers University** – High Skull, Class of 1996

SELECTED PRESENTATIONS AND SPEAKING ENGAGEMENTS

- **Old Guard, New Guard: What Should Movements Look Like Today?** – Session Moderator - Obama Foundation Summit, Chicago, IL, November 2017
- **Identity, Power, Oppression and Liberation** – Full Day Training – Public Libraries of America Equity, Diversity, and Inclusion Taskforce, Chicago, IL, June 2017
- **Understanding Identity, Power, and Social Change** – Keynote Address – MI Student Financial Aid Administrators, Bellaire, MI, June 2017
- **Five Faces of Oppression: Why Diversity is Not Enough** – Cultural Heritage and Social Change Summit – New Orleans, 2016
- **Love with Power** – Keynote Address – Inequality in a Changing World Symposium at Purdue University, 2015
- **Don't be Afraid of the Water: Having Scary Conversations** – DropTalk – Dropbox Headquarters, San Francisco, CA, 2014
- **America at the Turning Point** – Symposium - Civil Rights Act and Freedom Summer – New York City, NY, 2014
- **Untitled** – Keynote Address – Multicultural Student Graduation - Loyola University of Chicago, 2012
- **Educating Urban Youth** – Session Moderator - Freedom Riders 50th Anniversary Conference, Chicago, IL, 2011
- **Working in Partnership with Youth** – Keynote Address - Literacy for Social Justice, St. Louis, MO, 2010



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

PREPARED BY: Steve Brown, FFE Coordinator, Resource Specialist

DATE: 12/11/2017

SUBJECT: Process for selecting the At-Large Directors to the Foundation for Excellence Board of Directors

RECOMMENDATION

It is recommended that the City Commission adopt the process herein described for selecting the single At Large Director for the Foundation for Excellence (FFE) Board of Directors so that, given a positive determination, Staff can bring a slate of a desired size and scope before Commission for review and winnowing at its January 2, 2018 meeting and a potential appointment action at the January 16, 2018 meeting.

BACKGROUND

Process

It is recommended that the City Commission follow a slightly modified version of the precedent set by previous Commission actions for filling vacancies on the City Commission as previously discussed at the November 20th City Commission meeting. This precedent is discussed in greater detail in the attached City Clerk's memo. This modified process includes nine steps. [1]

1. Adapt application form created with the Kalamazoo Community Foundation (KZCF).
2. Post the call for applicants and form on the City's website, at City Hall, on social media, and in a press release to contact list.
3. Conduct extra outreach to all Commissioners asking for participation in outreach.
4. Provide an open application period of approximately three weeks (10.31 – 11.22).
5. Initial vetting of all applicants by City Clerk to assess eligibility
6. Initial vetting of all applicants by Management Services to assess eligibility
7. Consider updated guidance from Commission on the process for vetting and winnowing applications to be reviewed by Commissioners
8. A public review and winnowing of applications by the Commission at a public meeting.
9. Interviews of the candidates by the Commission at a public meeting. Each candidate is given an opportunity to make opening remarks, which are followed by questions from Commissioners. After all candidates are interviewed, there is a time for citizen comments, followed by Commission discussion and a vote.

Candidates

Given the KZCF's leadership role in Kalamazoo in the areas of equity, inclusion, and social justice, the City ensured that the At Large application retained the introductory inclusivity statement from the Stakeholder Application, reading:

“We respect and promote the diversity that exists in our community through a policy of inclusiveness where all persons are treated fairly regardless of their differences or inclusion in any of the following classifications: age, ancestry, citizenship, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, pregnancy, race, religion, sex/gender, sexual orientation, veteran status, and/or weight.”

For the At-Large process, staff decided to consider the strong pool of candidates that have already submitted Stakeholder Director applications to KZCF who: 1) are not selected to be nominees by KZCF to serve as Stakeholder Directors and 2) meet the At-Large criteria as listed in the By-laws to be considered by the Commission. To avoid the complication of having people possibly need to submit two applications, staff sent an email (attached) to all Stakeholder Applicants indicating that their application will be evaluated for both the Stakeholder Director and At-Large Director positions. People who do not wish to be considered for the At-Large position could indicate they “opt-out” with an email reply. To-date, only one person has done so.

[i] Staff have completed the first six (6) of the nine steps

COMMUNITY RESOURCES CONSULTED

The process to identify At-Large Director candidates was supported by a strong engagement effort that leveraged the recently created broad and deep awareness created in the community for the Stakeholder Application process. This included a press release, posting on the City’s website, and sharing via social media. The customized social media engagement strategy for the At Large process produced unique website pageviews of 199 people as well as 687 impressions on Twitter and 2,046 people reached through Facebook posting.

ALTERNATIVES

Not determining a process would delay formation of the FFE’s Board of Directors.

ATTACHMENTS:

Type	Description
□	Report City Commission Appointment Memo
□	Report Board of Directors Application - At Large
□	Report 111617 Stakeholder to At Large Appl

INTER-OFFICEMEMO

To: Clyde Robinson, City Attorney, Laura Lam, Assistant City Manager, Steve Brown, FFE Coordinator

From: Scott A. Borling, City Clerk

Date: September 26, 2017

Re: Processes for Appointing City Commissioners to Boards, Commissions, Committees

This memo is a response to your September 6th request for information on processes the City Commission uses to appoint its own members to various boards, committees, and commissions. It is my understanding you will use this information to advise Commissioners as they decide how to self-select two of their own for the Foundation for Excellence Board.

In summary there are three situations that prompt the City Commission to appoint its own members to various positions: 1) a vacancy on the City Commission that requires Commissioners to appoint a Kalamazoo citizen to fill the empty seat; 2) the beginning of a new City Commission term that prompts the organization of standing and ad-hoc committees and the appointment of Commissioners as either liaisons or members of various City boards, committee, and commissions (Planning Commission, Brownfield Redevelopment Authority, etc.); and 3) the City's participation on an external board, committee, or commission – most often an intergovernmental body like the Kalamazoo County Consolidated Dispatch Authority or the Kalamazoo Regional Water and Wastewater Authority – where there are seats reserved for City representatives. Below are descriptions of the processes that have been used to select Commissioners for these assignments.

Filling Vacancies on the City Commission

Section 9(c) of the City Charter says, "...in case of a vacancy in the office of City Commissioner, the vacancy shall be filled by the affirmative vote of a majority of the remaining members of the City Commission within thirty days after such vacancy occurs;..." Beyond this language there is no additional direction given, no City Commission policy or rule that establishes a process for filling a vacancy on the Commission. However, since 2007 there has been three times the City Commission has needed to fill a vacancy and a similar process has been used each time. The elements common to each of these processes include:

- a call for applicants, which has been accomplished through a media release and information posted on the City's website and social media.
- use of the City's *Board and Commission Application* as the application form. Applicants have also been asked to submit a letter of interest, with the contents of the letter left unprescribed on purpose.

- an open application period of approximately two weeks. The exact length has varied based on the City Commission's meeting schedule at the time.
- a review and winnowing of applications by the Commission at a public meeting. The remaining applicants are considered "candidates" to fill the vacancy.
- interviews of the candidates at a public meeting. Each candidate is given an opportunity to make opening remarks, which are followed by questions from Commissioners. After all candidates are interviewed there is a time for citizen comments, followed by Commission discussion and a vote.

Although this process involves appointing a person to the City Commission rather than appointing a Commissioner to a position, it is the most formalized and public of the processes described in this memo and is being offered for consideration and comparison.

Appointments to City Boards, Commissions, and Committees

City Commission Rule #14 is entitled "Appointment of City Commissioners to Committees and Subcommittees." I have attached a copy of this rule for reference purposes. Although it gives some basic direction for how these appointments are made, it does not address the method for selecting Commissioners for these assignments. In fact, there are no written processes or procedures for this. What I have to offer is my experience working with Mayor Hopewell. (Previous mayors worked through the City Manager's Office to facilitate Commissioners' board/commission/committee assignments.)

At the beginning of a new City Commission term, the City Clerk works with the Mayor to distribute a matrix that contains the names of the City Commission standing committees, ad hoc committees the Mayor wants to create, and the City advisory boards and commissions that have City Commission liaisons or members. Commissioners are asked to rank the various boards, commissions, and committees in order of preference. Once all the matrices have been completed and returned, the Clerk compiles the results and presents them to the Mayor. The Mayor makes the board/commission/committee assignments and talks with individual Commissioners to work out conflicting preferences. When the assignments have been finalized the City Clerk prepares an agenda item, and the City Commission takes action to approve them. I have attached a copy of the blank matrix from 2015 for reference.

Appointments to External Boards

There is no established process for the selection of Commissioners to serve external boards like the Kalamazoo Regional Water and Wastewater Authority Board or the Kalamazoo County Consolidated Dispatch Authority Board. This is especially true when a special appointment is needed, as when an external board is first formed. In these cases it seems there is frequently a Commissioner who has a particular skill set or interest in the board's work that would suggest him or her as the obvious person to represent the City on that board. Once a board is formed the process is sometimes normalized, and the appointment is made with other board/commission/committee assignments at the beginning of a Commission's term (see above).

Subject: CITY COMMISSION RULES**No. 10.1****Date: September 21, 2015****Page: 7 of: 14**

- j. All boards and commissions shall operate under the Open Meetings Act, and citizens shall be afforded an opportunity to speak on any matter before the board or commission. All board and commission meeting agendas shall include a time for citizen comment on nonagenda items.
- k. Unless otherwise provided by statute, ordinance, or by the by-laws of a particular board or commission, or unless waived by a majority vote of the City Commission, no person shall serve on more than one board or commission at a time. All members of boards and commissions shall be residents of the City of Kalamazoo unless otherwise provided by statute, ordinance, or by the by-laws of a particular board or commission, in which case a majority of the members of such boards or commissions shall be City residents. The Economic Development Corporation of the City of Kalamazoo and the Brownfield Redevelopment Authority may have non-resident members who are employed by, or are affiliated with, business organizations, corporations or entities which have a significant economic impact on the City of Kalamazoo or are located within the City of Kalamazoo, provided that a majority of the members of the Economic Development Corporation Board of Directors must be City of Kalamazoo residents.
- l. Unless otherwise required by ordinance or statute, Commissioners who serve as liaisons to City Commission advisory boards and commissions shall not have voting privileges.

13. APPOINTMENT OF MAYOR PRO TEMPORE

In the absence of the Mayor and Vice Mayor at the same City Commission meeting, the Commissioner receiving the next greatest number of votes in the most recent Municipal Election shall chair the meeting and be considered and addressed as Mayor Pro tempore. This rule shall also govern any ceremonial or formal function on behalf of the City where the Mayor and Vice Mayor are both absent.

14. APPOINTMENT OF CITY COMMISSIONERS TO COMMITTEES AND SUBCOMMITTEES

- a. The following standing committees of the City Commission are hereby established: the Administrative Committee; the Legislative Committee; and the Audit Committee. Within six weeks of the beginning of its term of office the City Commission shall approve the appointment of its members to standing committees.

Subject: CITY COMMISSION RULES**No. 10.1****Date: September 21, 2015****Page: 8 of: 14**

- b. The Administrative Committee shall consist of the Mayor, Vice Mayor, and the City Commissioner who received the third highest number of votes in the most recent municipal election.
- c. After the initial standing committee assignments are made, any changes in their membership must be approved by the City Commission.
- d. The Mayor, with the concurrence of a majority of the City Commission, may establish, make appointments to, and dissolve ad-hoc committees and sub-committees as necessary. Ad-hoc committees and subcommittees also may be established, and dissolved by a majority vote of the City Commission.
- e. All ad-hoc committees shall dissolve automatically upon the expiration of the City Commission's term of office.

15. DISCLOSURE OF BOARD MEMBERSHIPS

The Mayor and Commissioners shall disclose their membership of all organizations, entities and clubs, regardless of whether they are voting members of board of such organization, entity or club. This requirement shall apply to membership of non-profit entities, as well as to voting membership on boards created by a governmental body or agency other than the City of Kalamazoo. Such disclosure shall be in writing, and shall be filed annually by January 31 of each year with the City Clerk.

16. WAIVER OF CITY COMMISSION RULES

Any City Commission rule may be waived by a simple majority vote of the City Commission.

17. AMENDING CITY COMMISSION RULES

Any City Commission rule may be amended by a majority vote of the City Commission.

18. APPLICABILITY OF RULES

These rules shall supersede any and all rules previously adopted by this Commission.

City Commission Board/Commission/Committee Assignments
2015-2017

	<i>Anderson</i>	<i>Cooney</i>	<i>Hopewell</i>	<i>Knott</i>	<i>Milcarek</i>	<i>Sykes</i>	<i>Urban</i>
Community Development Act Advisory Committee							
Downtown Development Authority							
Economic Development Corporation/Brownfield Redevelopment Authority							
Environmental Concerns Committee							
Friends of Recreation Board							
Parks and Recreation Advisory Board							
Pension Board							
Planning Commission							
Retirement Investment Committee/Perpetual Care Investment Committee							
Transit Authority Board							
Metro Transition Team Workgroup							

City Commission Board/Commission/Committee Assignments
2015-2017

[illegible]

City Commission Board/Commission/Committee Assignments
2015-2017

[illegible]

Foundation for Excellence

Applications are being accepted until 11:59PM ET, November 22, 2017.

The At-Large Director must be a registered voter in the City of Kalamazoo. The At-Large Director may not be an employee or elected official of the City of Kalamazoo. The At-Large Director may be chosen from applications to the Stakeholder Director seats that are not selected for that seat and are also not directly connected to any of the stakeholder groups.

We respect and promote the diversity that exists in our community through a policy of inclusiveness where all persons are treated fairly regardless of their differences or inclusion in any of the following classifications: age, ancestry, citizenship, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, pregnancy, race, religion, sex/gender, sexual orientation, veteran status, and/or weight.

AT-LARGE DIRECTOR APPLICATION

Contact Information:

Your First Name: _____

Your Last Name: _____

Street Address: _____

City, State Zip: _____

Best Daytime Phone: _____

Email: _____

Skills and Experience:

The Foundation for Excellence will provide funding to stabilize the City of Kalamazoo's budget, lower its tax rate, and pursue aspirational community projects with the stated goal of continuing this work in perpetuity.

Please indicate skills or experience you are able to contribute to help the Board to achieve these priorities:

☐ Governance/Board Administration

☐ Community Development

☐ Finance

☐ Youth Development

☐ Anti-Poverty Strategies

☐ Fundraising/Fund Development

☐ Knowledge of this Community

☐ Job Training or Placement

☐ Economic Development

☐ Neighborhood Improvement

☐ Other: _____

Please describe the skills and experience you indicated above:

Demographic Information:

The Foundation for Excellence is committed to maintaining a Board of Directors with diverse perspectives and abilities. Therefore, we invite you to share, to your comfort level, how you identify in the following areas:

Household Income <i>(circle range)</i>	Education <i>(circle highest level completed)</i>
Under \$35,000	No High School Diploma
\$35,000-\$50,000	High School Diploma/Equivalent
\$50,000-\$75,000	Trade/Vocational School
\$75,000-\$100,000	Some College/No Degree
\$100,000-\$250,000	Associates Degree
Over \$250,000	Bachelors Degree
	Master's Degree
	Doctorate

Age _____

Race/Ethnicity _____

Marital/Family Status _____

Gender Identity _____

Veteran Status (y/n) _____

Sexual Orientation _____

Religious Affiliation _____
(If any)

Are there other ways you could bring a diverse perspective to this Board of Directors? If so what are they?

Kalamazoo Neighborhoods:

Arcadia	Hill N Brook	Parker/Duke	West Main Hill
Burke Acres	Homecrest Circle	Parkview Hills	Westnedge Hill
Central Business Dist.	Knollwood	Parkwyn Village	Westwood
Colony Farm	Lakeside	South Westnedge	Whites/Edgemoor/Bronson
Eastside	Milwood	Southside	Western Michigan University
Edison	Northside	Stuart	Woods Lake
Fairmont	Oakland/Winchell	Vine	
Gateway/South St	Oakwood	West Kilgore	

We will not sell or rent this information to anyone. We will not share your information with any third party outside of our organization, other than as necessary to complete the identification, selection, and nomination process as outlined in the Articles of Incorporation of the Foundation for Excellence. **By submitting this form, you give the Foundation for Excellence and City of Kalamazoo permission to use the information you share with us to facilitate the nomination and selection process for the Board of Directors of the Foundation for Excellence as outlined above.**

Signature: _____

Date: _____

When complete, please return along with a resume or CV to:

ffe@kalamazoocity.org, or

The Kalamazoo Foundation for Excellence

c/o City Manager's Office

241 W. South St. Kalamazoo, MI 49007

**Please direct questions about this application and process to Steve Brown,
FFE Coordinator: browns@kalamazoocity.org, or (269) 337-8788.**

From: [Brown, Steven](#)
To: ffe@kalamazoocity.org
Bcc: brannigan85@gmail.com; rsavara@legalaiddwestmich.net; richardschau715@gmail.com; diandmi@sbcglobal.net; alex_schwartz2001@yahoo.com; pshollerbarber@gmail.com; nspringgate@jscpas.com; jacobtsumner@yahoo.com; Tapprach@gmail.com; alice7485@sbcglobal.net; ctaylor@chcmi.org; pat-taylor@sbcglobal.net; edison@chartermi.net; Bearnlala211@gmail.com; warkenterprises@aol.com; kweishaar@southwestmichiganfirst.com; Laurinweller23@gmail.com; wowells@netzero.net; rwheeler@kamplastics.com; derekwissner@gmail.com; Gabe.wolverton@gmail.com; woolfolk.samara@gmail.com; pauilyancho@gmail.com; rabbi@templebnaisrael.com; kweishaar@southwestmichiganfirst.com
Subject: FW: Foundation for Excellence Board of Directors update
Date: Thursday, November 16, 2017 2:15:00 PM

The Foundation for Excellence is writing to inform you that as an applicant to one of the ten Stakeholder Director seats on the Foundation for Excellence Board of Directors, and as a registered elector of the City of Kalamazoo, you will be eligible for consideration for the single At Large seat on the Board of Directors in the event that your application as a Stakeholder Director is not successful and you are qualified according to the Foundation's bylaws.

This process is being coordinated by staff, meaning that you do not need to take any action at this time **unless** you would specifically prefer not to be considered for the At Large seat. These two types of seat on the Board of Directors have equal status and identical function; however, please be aware that unlike the Stakeholder Director candidates, At Large candidates must be nominated directly by City Commissioners following a public interview at a City Commission meeting. If you prefer not to be considered for the At Large seat, then please reply to this email to inform Foundation for Excellence staff.

A note on the Board of Directors: the fifteen-member Board will have specific requirements of residency and affiliation. Two seats will be automatically filled by the City Manager and Mayor. The City Commission will nominate and appoint two additional City Commissioners to the Board at a public meeting. One seat will be filled by the Commission from any At-Large resident of Kalamazoo. Three seats will be filled by representatives from any three of the City's officially recognized neighborhoods. Finally, one seat will be filled by professionals from each of the following sectors: housing, healthcare, faith-based organizations, education, business/banking, arts community, and affinity organizations. Any combination of nine of the 15 seats must be filled by City residents.

It is the hope of City and FFE leadership to have an inaugural Board of Directors in place in time for orientation at the end of January, 2018. The new Board's next meeting will convene at the end of January, 2018 and be open to the public.

Thank you for striving to do great things for Kalamazoo!

The Foundation for Excellence

City of Kalamazoo
241 W. South St.
Kalamazoo, MI 49007
(269) 337-8788
ffe@kalamazoocity.org



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: City Manager James K. Ritsema, ICMA-CM, City Manager

DATE: 12/14/2017

SUBJECT: City Manager's Report

INFORMATIONAL ITEMS

Attached for your information is the City Manager's Report for Monday, December 18, 2017.

ATTACHMENTS:

Type	Description
------	-------------

- | | |
|--------------------------|---|
| ☐ | Report Departmental Reports and Project Updates |
| ☐ | Report November 2017 Purchases |

City Manager's Report

DECEMBER 18, 2017

Monthly Grants Status Report

Organization	Grant	Purpose	Amount	Status
EPA	Brownfield Cleanup Grant	116 Cedar asbestos removal	\$195,500	Submitted
National Endowment for the Arts (NEA)	Art Works	Bronson Park Fountain	\$20,000	Awarded Approved
VanDalsen Foundation	Grant	Bronson Park	\$50,000	Awarded Approved
Bronson Healthcare	Grant	Bronson Park	\$50,000	Awarded Approved
DNR	Recreation Passport	Crane Park Lighting	\$75,000	Preparing
DNR	MNR Trust Fund	KRV Trail	\$300,000	Preparing
KCF	Grant	SuperRec (Playground)	\$20,000	Preparing

Community Planning & Development (CP&D)

➤ Planning

The Kalamazoo River Valley Trail ribbon cutting was held on November 29. CP&D staff were critical in the planning and assistance in planning, community and business engagement throughout this project. It is a real testament of inter-departmental collaboration and partnership that this 15 year project culminated in this ribbon cutting.

Amanda Cockroft, our LISC Americorps member started in the month of November. She will be working with CP&D/ED staff on the neighborhood plans, research, writing, and volunteer coordination through September 2018.

Michigan State University has awarded an Urban Design Practicum student to the Planning Division to complete the Vine Neighborhood Plan Update. The practicum is a required course in the MSU Urban Planning Curriculum. All graduating students are required to take practicum in their final semester. Experiential learning is a key component of our curriculum and practicum is our Capstone. The practicum is generously supported by Urban Collaborators and MSU Extension. The City Planner and Neighborhood Activator will be participating in a January 10 meeting on the MSU campus to meet the practicum student.

Zoning ordinance stress test scope of work with Michigan Municipal League started. A representative of the League has come for two site visits with the Planning Division. Staff hopes to have draft recommendations for zoning ordinance amendments that will align with

the IK 2025 Master Plan infill, missing middle housing, and developer process improvement in January 2018.

At the November 2 Planning Commission meeting, the Commission approved a special use permit for a group daycare use at 1508 Woodward, and recommended to the City Commission to rezone Mayors' Riverfront Park from M-1 to CMU. The Commission also held a public hearing to consider a request to rezone 243 parcels located along S. Burdick Street between Lovell and Stockbridge. Most of the parcels are in the CC zone and the request from the Planning Department is to rezone them to the CN-2 zone to bring them closer to the IK 2025 vision. The Commission postponed the decision to the December 7 meeting and asked staff to hold a second neighborhood meeting to further discuss the request. The second neighborhood meeting was held on November 28 with 29 citizens in attendance.

Seven site plan projects were processed as follows:

1. Temporary parking lot for the Foundry at 600 E. Michigan
2. New building for the Vine Shoppes at 827 S. Westnedge
3. New hoop house for Kalamazoo College at 909 W. Main
4. Use change of the building at 301 N. Westnedge for Student Haulers
5. Use change of the building at 1511 Portage for a music studio
6. New commercial building at 4210 Stadium Drive (Gallagher's)
7. Use change of the building at 616 E. Michigan for a retail store

Staff is working with the applicants on four other site plan projects. Arrangements were made for the presentation of the Redevelopment Ready Community certification to the City at the December 4 City Commission meeting.

➤ Imagine Kalamazoo

The website has been updated to include the Strategic Vision and 2025 Master Plan. Additionally one project sheet, for the Complete Streets Policy, has been added as a pilot.

➤ Building & Trades

October there were 298 permits issued, representing \$4,239,535 in construction valuation. These figures brought year-to-date permits to 2,639 representing year-to-date construction valuation of \$116,925,400.

➤ Zoning

At the November 9 Zoning Board of Appeal meeting, the following actions were considered:

- The Board denied a dimensional variance for the Westwood Christian Reformed Church at 620 Northampton Road. The dimensional variance was to allow for the

increase in impervious coverage to 69% for the church to then separate the south portion of the property along W. Main Street for a redevelopment project.

- The Board denied a dimensional variance for Chris Wahmhoff at 1407 Bryant Street. The dimensional variance denied would have authorized a fenced enclosure for keeping of ducks and chickens to be located with a zero setback from the side and rear property lines where a 30 foot setback is required by ordinance.
- The Board denied a dimensional variance to allow a ten foot tall freestanding sign for Lakeside Academy at 3921 Oakland Drive. At the same meeting, the Board granted a use variance to authorize the conversion of a commercial unit on the ground floor level to a residential apartment for Jakobson Management at 563 Portage Street.
- The Board approved a dimensional variance to allow the conversion of a single-family dwelling into a duplex for Lukeman Properties LLC at 703 Locust Street. Lastly, at the same meeting, the Board approved a dimensional variance for a new building to be constructed with 38 dwelling units at Carriage Green Apartment complex. This new building will be located where the fire damaged structure was removed in 2009.

➤ Housing

Rental Registration staff continues to track data to inform calendars and staff scheduling for optimizing the Rental Certificate program.

➤ Community Development

HUD Programs

- Vine sidewalk improvement project is completed (Dutton – Westnedge)
- PY2017 funds release and agreements forwarded to sub recipients
- Five PY2018 Affordable Housing Applications submitted for approval on November 13 through 17 (CDBG- Community Homeworks & Senior Services, HOME – Kalamazoo Valley Habitat & New Horizon)

Shared Prosperity Kalamazoo (SPK)

SPK Goal Teams and Task Force meetings have ended. A survey has been developed for participants to prioritize strategies against criteria established by the Task Force. A document will be finished to present to the City Commission by early January 2018.

SPK AmeriCorps member has expanded three new sites in the city for Show Me the Money Day scheduled to take place in February 2018 in alignment with the SPK goal of promoting strong economically secure families. The new sites are Vine, Edison, and Interfaith Homes. Northside and Eastside host this program annually.

SPK is in the process of developing a plan to work with K College for the winter 2017 semester to engage the ALICE (Asset Limited, Income Constrained, Employed) population in a series of focus groups to identify individual and community assets that can be built upon to create shared prosperity.

Staff is involved in the Community Foundation Truth, Racial Healing and Transformation (TRHT) work as it is in direct alignment with Shared Prosperity Kalamazoo. We participated in the THRT community sessions held November 28 and 29.

Economic Development (ED)

Staff assisted 20 small business owners and entrepreneurs with their business ventures through networking. This included assistance with obtaining media contracts, land purchases, introductions to city partners such as the CanDo Kitchen and more.

Staff completed 14 business expansion and retention visits with local businesses.

Staff raised \$60,000 to fully fund the feasibility study for the Entrepreneurship Center.

Staff initiated the Baseline Environmental Assessment for the Panelyte Site. Once completed, the closing on the Brownfield Redevelopment Authority's (BRA) acquisition of the site can be scheduled.

Staff completed closing on the sale of 1807 N. Pitcher (former Sun Chemical property next to Graphic Packaging).

Staff completed a Letter of Understanding for the proposed redevelopment of the BRA owned site at 508 E. Harrison Street.

Staff submitted a grant application to the EPA for asbestos cleanup at 116 Cedar Street.

Staff conducted an initial meeting and discussion with a proposed developer of the northwest corner of the former Performance Paper property.

Human Resources (HR)

➤ Labor Relations

The Respecting Differences Committee is currently working on the planning details for the 2018 annual diversity event. The RD Committee met on November 17 to review the final speaker selection. The proposed title: "Salsa, Soul and Spirit in a Multicultural Age" will be presented by Juana Bordas. There will be two sessions as there has been in the past. We recently booked the Chenery Auditorium for the presentation. The committee will meet again on December 13.

Kalamazoo Department of Public Safety (KDPS)

Detectives worked shootings cases where there was minimal injury and little cooperation.

Detectives worked a shooting at the 500 block of Pearl Street, the investigation continues.

Detectives responded to a double homicide/suicide on Emerson Street. This investigation is ongoing.

Patrol officers continues to address neighborhood traffic concerns and property checks. Staff conducted the annual training on alternate options in use of force situations and firefighting flow path techniques.

Kalamazoo Valley Enforcement Team (KVET) continues the battle against drug trafficking in and about the city of Kalamazoo. KVET made 12 drug cases and seized three firearms in November.

KVET has investigated 16 meth labs to date for 2017.

Management Services

➤ CFO

Staff is working on getting the final group of employees opted in to receive e-checks. Staff is on task to achieve the December 2017 'go live' date for electronic change orders.

Management Services and Public Services formed a cross-departmental team to examine built-in cross walking between BSA/Lucity to better align utility billing account procedures and reports.

PBB resource allocation diagnostic reports were included in the proposed FY 2018 budget as planned. Departments completed program evaluations with these evaluation results being examined in as part of the FY 2019 budget planning process in the first quarter of 2018.

➤ Assessor

Neighborhood reviews for 2018 are complete. The neighborhood reviews for the 2018 assessment roll included neighborhood numbers 15, 19 and 30. These areas consist of the all of the Fairmount neighborhood, part of Milwood west of Lovers Lane and Portage Street, and all of the South Westnedge neighborhood area. These three neighborhoods are keeping with our desire to review approximately 10% of residential parcels every year.

Reviews will begin on any building permits and demolition permits issued by the City. These will continue until the first half of January. The personal property canvas started the end of October and was completed prior to Thanksgiving.

➤ Accounting

Accounting has been working with the Central County Transportation Authority (CCTA) to prepare final accrual entries, adjustments, and prepare work papers for their upcoming financial audit.

Accounting and the auditors met with various finance or budget representatives in the larger departments to discuss general ledger needs and reporting requirements. The auditors are working on their preliminary draft to send to Accounting for review.

OpenGov data integrity issues were resolved in November.

➤ Budget

All final numbers for the line item budget and CIP will be entered into the Priority Based Budgeting (PBB) online tool for inclusion in the budget.

➤ Purchasing

Staff reviewed and set up 160 purchase orders and processed 39 change orders.

Purchasing staff are administering prevailing wages for 17 construction contracts.

Parks and Recreation

➤ Recreation Division

Staff closed the final session of Swim for Success for 2017 this month. This program has continued to be one of the most popular offered to the community. Kalamazoo College provides the coaches and the pool. Staff have also continued to work on enhancing our after school programs with four different locations available that reach over 50 children.

Staff have been busy with our middle school bowling program, adult volleyball, Lunch and Learn, and Mini Moxie Volleyball programs. All of these programs are very well received as well and have seen growth from previous sessions.

Staff wrapped up Safe Halloween as well as the Tree Lighting ceremony and continued to work on the Candy Cane Hunt that will take place December 9. The Tree Lighting ceremony is a great partnership between City Manager's office and the Parks & Recreation department. The unseasonably warm weather made for a fantastic turnout to this annual event.

Communication/Outreach

Staff attended the Gull Road Roundabout event on November 2 to celebrate its opening on November 3. Despite the weather, there were a fair number of people in attendance.

The Recreation Team all pitched in to help Downtown Kalamazoo Incorporated with the Kalamazoo Holiday Parade on November 11. Kzoo Parks was responsible for logistics and operations for the event, which was well attended despite the cold weather. Initial responses from parade attendees were very positive.

➤ Parks Division

Winterization has been completed in all parks and sport facilities, along with the Farmers Market. Parks staff are preparing seasonal equipment for winter storage and snow removal.

The Parks Division participated in the organization and successful completion of the 54th Annual Kalamazoo Holiday Parade. This was the departments' first year being involved in the parade and it was a great success.

The annual Tree Lighting Ceremony was held on November 24. Our Parks staff did a great job in preparation for the event by getting decorations up early and working with the Forestry department to transplant a Norway spruce tree in the center of the park. It was a beautiful evening and the ceremony was very well attended.

Davis St. Park improvements are moving along well. The ground has dried out and concrete will be poured again the last week of this month. The new gaga pit and sidewalk entrance from the Northwest corner are the only concrete left. The new picnic shelter was delivered before Thanksgiving and will be installed the beginning of December.

Communication/Outreach

Staff met with representatives from the West Main Hill Neighborhood Association regarding the Henderson Tot Lot improvements. A discussion was held regarding the play structure types that will be updated in the park and the location of the existing basketball court. Some adjustments were suggested and plans will be adjusted accordingly to present to the association in mid-December in hopes of getting approval and going out to bid in early 2018. This project is set to be completed in 2018.

Staff was interviewed by three different local news stations on the morning of November 24 regarding the graffiti and vandalism of the Fountain of the Pioneers. The graffiti was removed from the fountain that morning before the Tree Lighting Ceremony.

Public Services

➤ Support Services Division

Support Services staff worked with Management Services staff, in conjunction with the audit team, to review the general ledger of accounts with the goal of streamlining codes for 2019.

To date approximately 9,300 carts have been delivered since starting the new single stream recycling program on October 1. Public Services staff have responded to over 1,100 phone calls and taken over 300 additional cart requests. There has been a 45.76% increase in volume from weekly dual stream to bi-weekly single stream recycling and a 25.20% increase in recycling volume between the months of October and November.

➤ Public Works Division

The Federally funded projects on Portage Street and Vine Street have been completed.

The Vine Street (Davis to Westnedge) project will be in the December 2017 bid opening for 2018 construction.

Work at the roundabout has been completed for 2017 and project closeout will happen spring of 2018.

The Kalamazoo Valley River Trail (KVRT) downtown connector has been substantially completed.

The Pitcher Street bridge rehabilitation was completed and the Paterson Street bridge rehabilitation was postponed until spring of 2018 due to weather related material concerns.

All local streets projects were completed this year by Public Services crews at a substantial savings, which allowed more streets to be completed.

Public Services replaced 7,500 linear feet of five foot wide sidewalks and installed 2,300 linear feet of new five foot wide sidewalk.

The Southwest Michigan chapter of the American Public Works Association recognized the City of Kalamazoo for its work and awarded them three awards:

- Intergovernmental Cooperation Award for the S. Burdick Street project
- Environmental Award for the Harrison Street extension project
- Utilities Award for the Lead Water Services Replacement program

All non-emergency utility work and projects are on seasonal hold until spring 2018.

Consumers Energy gas project in Winchell area has been completed and staff held a meeting to review and discuss the impacts of the 2018 planned gas reconstruction project throughout all of the Central Business District of Downtown Kalamazoo. Currently 438 right of way permits have been issued to date.

Preliminary plans have been submitted to MDOT for the 2018 Pitcher Street (Michigan to Kalamazoo) project. It includes traffic signal replacement at the Pitcher and Water Street intersection.

➤ Wastewater Operations Division

The Wastewater Plant has completed the wastewater modeling project and is finalizing the Maximum Allowable Headworks Loading (MAHL) study for submission to the Michigan Department of Environmental Quality (MDEQ).

The Wastewater Plant completed the Consumers Energy Demand Response program and is receiving a \$19,522.40 credit for participating and earned an All Star plaque for performance in the program. During the demand response event the Wastewater Plant saved enough energy to power 39 homes for a month.

The Wastewater Plant developed Key Performance Indicators (KPI's) for some of the Harrison Facility crews.

The Wastewater Plant Vehicle Storage Building construction has begun. Load Center 5 replacement work is also beginning.

➤ Water Operations Division

Follow-up financial documentation has been submitted to MDEQ associated with the 2016-17 Wellhead Protection Grant Program Annual Financial Status Report.

To date for 2017, there have been a total of approximately 470 non-copper water services replaced.

New 15 second and 30 second radio ads were aired on two Townsquare Media Stations over the last weekend of November regarding the City's progress with its Lead and Copper Program.



INTEROFFICE MEMO

To: James K. Ritsema, ICMA-CM, City Manager

From: Michelle Emig, Purchasing Division Manager
Prepared By: Craig Hull, Buyer

Date: November 27, 2017

Subject: November 2017 Purchases

I am forwarding for the City Commission, and your information, a summary of the purchases and change orders between \$50,000 and \$100,000 administratively approved during November 2017.

c: Thomas Skrobola, Director of Management Services, CFO

November 2017
PURCHASES ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

VENDOR	VENDOR Location MBE/WBE?	AMOUNT	DESCRIPTION
Prein & Newhof	7123 Stadium Drive Kalamazoo, MI 49009	\$72,000.00	906-29-017.1.3 Construction engineering services for Booster 40
Tessco Technologies	11126 McCormick Road Hunt Valley, MD 21031	\$61,163.10	Water SCADA equipment

November 2017
CHANGE ORDERS ADMINISTRATIVELY APPROVED BETWEEN \$50,000 AND \$100,000

VENDOR	VENDOR Location MBE/WBE?	AMOUNT	DESCRIPTION
No change orders were administratively approved between \$50,000 and \$100,000.			



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 12/14/2017

SUBJECT: Report of Determination from the Local Officers Compensation Commission

INFORMATIONAL ITEMS

Attached for your information is the *Report of Determination* from the Local Officers Compensation Commission (LOCC), which met on December 13th and voted to increase the salaries for the Mayor, Vice Mayor, and City Commissioners by 5% compared to the current salaries.

Background

Under state law and City ordinance the LOCC is charged with meeting in odd-numbered years to determine compensation levels for the City's elected officials (Mayor, Vice Mayor, and City Commissioners). The determination of the LOCC takes effect 30 days after its report is filed with the City Clerk, unless the City Commission adopts a resolution by a 2/3 vote (5 voting to adopt) rejecting the determination.

Alternatives

The LOCC's report was filed with the City Clerk on December 13, 2017, which means the new compensation levels will take effect automatically on January 12, 2018 unless the City Commission adopts a resolution as described above. If the City Commission rejects the LOCC's determination, the salaries will remain at their current levels.

ATTACHMENTS:

Type	Description
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☐	Report LOCC Report of Determination
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LOCAL OFFICERS' COMPENSATION COMMISSION

REPORT OF DETERMINATION

DECEMBER, 2017

The Local Officers' Compensation Commission (LOCC) has determined that the compensation for the Mayor, Vice Mayor, and City Commissioners of the City of Kalamazoo shall be increased to the following levels: Mayor—\$10,280 per year; Vice Mayor—\$8,656 per year; and City Commissioners—\$7,575 per year.

In making this determination, the LOCC took into account four factors:

- the philosophical basis for the compensation of elected officials in Kalamazoo
- the cost of living since the end of 2015, when current compensation levels were established
- the general state of the economy and the City's improved short and mid-term fiscal outlook
- the level of compensation for elected officials in the City of Kalamazoo as compared to other cities in Michigan

First, the LOCC reaffirmed its position on the philosophical basis for compensating elected officials in the City of Kalamazoo. The LOCC views the compensation for Kalamazoo officials as a stipend or a gratuity designed to defray the expense associated with the responsibilities of being an elected official.

Second, the LOCC considered Consumer Price Index (CPI) data from the U.S. Department of Labor for the Midwest Region. The LOCC continues to be concerned about restoring the purchasing power of elected official's salaries due to the history of erosion of those salaries by inflation. The summary *Kalamazoo City Commission Compensation Rates November 2015— November 2017 Compared to CPI* is included in this report by reference.

Third, the current levels of compensation for elected officials in Kalamazoo are relatively comparable to the compensation for elected officials in other Michigan cities of similar size. The chart *Compensation Rates for Various Michigan Municipalities, December, 2017* is included in this report by reference.

In closing, it is the unanimous opinion of the LOCC that the dedication and service of the Mayor, Vice Mayor, and City Commissioners of the City of Kalamazoo are highly valued and greatly appreciated.

Compensation Rates for Various Michigan Municipalities, December 2017

CITY	POPULATION	MAYOR	VICE MAYOR/MAYOR PRO TEM/PRESIDENT	COMMISSIONER
Ann Arbor 734-794-6140	113,934	\$43,285.00 Part-time *\$44,237 as of 7/1/2018	\$16,232.00 Part-time *\$16,589 as of 7/1/2018	\$16,232.00 Part-time *\$16,589 as of 7/1/2018
Battle Creek 269-966-3348	52,347	\$7,800.00 Part-time (\$200/mtg. + \$250/mo)	\$5,700.00 Part-time (\$200/mtg. + \$75.00/mo.)	\$4,800.00 Part-time (\$200.00/mtg.)
Jackson 517-768-6366	33,534	\$13,750.00 Part-time *\$14,750 as of 1/1/2018	\$9,350.00 Part-time *\$10,100 as of 1/1/2018	\$7,850.00 Part-time
Grand Rapids 616-456-3010	188,040	\$41,638.00 Part-time *\$42,471 as of 7/1/2018		\$23,932.00 Part-time *\$24,410 as of 7/1/2018
Holland 616-355-1301	33,481	\$12,240.00 Part-time	\$6,720.00 Part-time	\$6,120.00 Part-time
Kalamazoo 269-337-8792	74,262	\$9,790.00 Part-time	\$8,244.00 Part-time	\$7,214.00 Part-time
Lansing 517-483-4130	114,297	\$128,400.00 Full-time COO +car+health insurance	\$26,640.00 Pres. Part-time	\$25,140.00 V.P. Part-time \$24,240.00 Comm. Part-time
Portage 269-329-4511	46,292	\$8,500.00 Part-time *In 2017 both Mayor and Council salaries were increased by \$1,000 per year.	\$6,000.00 Part-time	\$6,000.00 Part-time
East Lansing 517-319-6883	48,579	\$9,260.00 Part-time	\$8,011.00 Part-time	\$8,011.00 Part-time
Royal Oak 248-246-3050	57,236	\$2,000.00 Part-time *Max amount; \$40 per meeting	\$1,200.00 Part-time *Max amount; \$20 per meeting	\$1,200.00 Part-time *Max amount; \$20 per meeting
Saginaw 989-759-1547	51,508	\$1,560.00 Part-time	\$1,560.00 Part-time	\$1,560.00 Part-time

Compensation Rates for Various Michigan Municipalities, December 2017

CITY	POPULATION	MAYOR	VICE MAYOR/MAYOR PRO TEM/PRESIDENT	COMMISSIONER
St. Clair Shores 586-447-3306	59,715	\$10,070.76 Part-time	\$7,934.88 Part-time	\$7,934.88 Part-time
Southfield 248-796-5150	71,739	\$46,900.00 Full-time	\$18,000.00 Council President	\$17,000.00 Part-time
Troy 248-524-3316	80,980	\$2,100.00 Part-time \$175.00 per mo	\$2,100.00 Part-time \$175.00 per mo	\$2,100.00 Part-time \$175.00 per mo
Wyoming 616-530-7296	72,125	\$13,355.00 Part-time	\$9,994.00 Part-time	\$8,855.00 Part-time
County Commission	254,580	\$15,300.00 Chairman Part-time	\$13,770.00 Part-time	\$12,240.00 Part-time

Kalamazoo City Commission
Compensation Rates December 2015 – October 2017
Compared to CPI

Current Compensation Rates

Mayor

\$9,790.00/year

Vice Mayor

\$8,244.00/year

City Commissioners

\$7,214.00/year

Compensation Rates in Light of the CPI¹
(what salaries would need to be in December 2017 in order to have the
same buying power as in December, 2015)

Mayor

\$10,138.52/year

- difference from current level: \$348.52 (3.56%)

Vice Mayor

\$8,537.49/year

- difference from current level: \$293.49 (3.56%)

City Commissioners

\$7,470.82/year

- difference from current level: \$256.82 (3.56%)

¹ This figure is based on the Consumer Price Index for the period December, 2015 – October, 2017.