



Agenda

Regular Meeting of the City Commission

City of Kalamazoo

Monday, March 4, 2019

7:00 PM

City Commission Chambers at City Hall - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation
2. Pledge of Allegiance
3. Introduction of Guests
4. Proclamations
 - a. Kalamazoo Titans National 2A AFNT Sunshine Bowl Championship
 - b. Meals on Wheels March for Meals

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

F. CONSENT AGENDA

(Action: Motion to approve Items "1-9" and authorize the City Manager to sign all documents on behalf of the City)

1. Approval of a proposal from Peerless-Midwest Company, a prequalified vendor, to perform well rehabilitation and associated maintenance in the amount of \$140,700.
2. Approval of the payment of the 2019 excess workers compensation premium in the amount of \$148,905.
3. Approval of the purchase of a new precast concrete building through the NJPA Cooperative Purchasing Program (# 030117-CXT) for Rockwell Park from CXT Concrete Buildings in the amount of \$156,420.

4. Approval of the purchase of seven Public Safety fleet vehicles from Gorno Ford through the MiDeal program (#071B7700181) in the amount of \$203,875.
5. Approval of the purchase of Public Safety portable and mobile radios from Roe Communications through the MiDeal Extended Purchasing Program (#071B2200101) in the amount of \$799,998.76.
6. Adoption of a RESOLUTION granting a Payment in Lieu of Taxes to Harrison Circle Limited Dividend Housing Association Limited Partnership for a proposed Harrison Circle development located at 617 Harrison Street (06-15-285-103) and 525 E. Ransom Street (06-15-269-352), pursuant to Section 35-4 of the Kalamazoo City Code.
7. Approval of an agreement granting \$350,000 to the Northside Association for Community Development to be used to purchase seven properties in support of a mixed use project.
8. Approval of a recommendation to the Kalamazoo County Board of Commissioners that Rebekah Kik be appointed as the City's Representative on the Kalamazoo County Land Bank Authority Board.
9. Approval of the minutes from the City Commission meetings on January 29, February 4, and February 18, 2019.

G. REGULAR AGENDA

1. Adoption of a RESOLUTION affirming the adoption of the *Oakwood Neighborhood Plan 2019* as a sub-plan to the City of Kalamazoo's Comprehensive Plan. **(Action: Motion to adopt the resolution)**
2. Approval of proposed agreements for the City of Kalamazoo to acquire the Parchment water system and a new wastewater service agreement which will convert Parchment from a wholesale customer to a retail customer. **(Action: Motion to approve the agreements)**
3. Review of the slate of two (2) Sector Representatives for the Foundation for Excellence (FFE) Board of Directors being recommended by the FFE Governance Facilitator, the Kalamazoo Community Foundation, and one reappointment. **(Action: Hold for final consideration until March 18, 2019)**

H. REPORTS AND LEGISLATION

1. City Manager's Report

- I. UNFINISHED BUSINESS**
- J. POLICY ITEMS**
- K. NEW BUSINESS**
- L. CITIZEN COMMENTS**
- M. MISCELLANEOUS COMMENTS 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

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 2/19/2019

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	20190304 Calendar of 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

March 18th and April 1st

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

March 18th

Advisory Boards, Commissions and Committees (next two weeks)

The **Tree Committee** will meet on Tuesday, March 5, 2019 at 2:00 p.m., in the Public Services Conference Room, located at 415 Stockbridge Avenue.

The **Parks and Recreation Advisory Board** will meet on Tuesday, March 5, 2019 at 5:30 p.m., in the Parks and Recreation Community Room at Mayors' Riverfront Park, located at 251 Mills Street.

The **Planning Commission** will meet on Thursday, March 7, 2019 at 7:00 p.m., in the City Commission Chambers at City Hall.

The **Kalamazoo Historic Preservation Commission** will meet on Tuesday, March 12, 2019 at 6:00 p.m., in the Community Room at City Hall.

The **Employee Retirement System Board of Trustees** will meet on Wednesday, March 13, 2019 at 8:00 a.m., in the Third Floor Conference Room at City Hall.

The **Traffic Board** will meet on Thursday, March 14, 2019 at 2:00 p.m., in the Public Services Conference Room, located at 415 Stockbridge Avenue.

The **Zoning Board of Appeals** will meet on Thursday, March 14, 2019 at 7:00 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: James J. Baker, PE Public Services Director and City Engineer

PREPARED BY: John P. Paquin, Water Resources Division Manager

DATE: 2/14/2019

SUBJECT: Rehabilitations for 2019 – Peerless-Midwest Bid Ref# 955-15-004/TJ

RECOMMENDATION

It is recommended that the proposal be approved with the Peerless-Midwest Company of Mishawaka, Indiana in the amount of \$140,700 to perform well rehabilitation and associated maintenance in 2018.

BACKGROUND

In 2015, the City Commission pre-approved two-year contracts with four drilling companies identified by staff as being qualified to perform hydrogeological services for the City of Kalamazoo for work on an as-needed-basis (Bid Reference #955-15-004/TJ). These companies are Peerless-Midwest Company, the Ohio Drilling Company, Layne Christensen Company, and Northern Pump and Well Company. We are in the last one-year contract extension period.

The revised five-year well maintenance and replacement plan proposes maximum use of internal crews and significant contractual services. For 2019, the plan designates 13 contractual well rehabilitations. City crews are assigned to rehabilitate 11 other wells using a passive in-house auto-surgling method. Based on firm expertise, past results, proposed rehabilitation methods, well characteristics, and the attached proposal, the Peerless-Midwest Company was selected to perform seven (7) of the 13 contractual well rehabilitations.

COMMUNITY RESOURCES CONSULTED

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

FISCAL IMPACT

Funds were budgeted for this work and are available in the 2019 Water Operations and Maintenance Budget.

ALTERNATIVES

Alternatives would be to not have the well rehabilitations/repairs performed or to delay the work. Staff does not

recommend these alternatives because the longer the time interval is between well cleanings and repairs, the less responsive a well is to being rehabilitated and consequently, the sooner a well will have to be replaced at a much higher cost.



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: Stephen Vicenzi, Management Services Director / CFO

PREPARED BY: Neena Porter, Management Services Coordinator

DATE: 2/21/2019

SUBJECT: Excess Workers Compensation Premium for 2019

RECOMMENDATION

It is recommended that the City Commission authorize the payment of \$148,905.00 as the 2019 excess workers compensation premium.

BACKGROUND

This is statutorily required workers compensation coverage for the City. The City was confronted with a workers compensation insurance market which is seeking to impose greater self-insured retention levels on employers (the City has had an \$850,000 self-insured retention (SIR) which has been rarely exceeded) and higher premiums due to rising medical costs.

The City was able to retain its current SIR of \$850,000, with rate increase to 35 cents per \$100 of payroll. Our insurance agent Keyser Group advised that the City should retain the SIR of \$850,000.

POLICY CONSIDERATIONS

None

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

The cost of the premium has been figured into the recently approved 2019 City budget.

ALTERNATIVES

The City could reduce the increase of the premium by opting to increase its SIR to \$1 million, however this is not recommended as the City has historically experienced very few claims of that magnitude. In short, there is little

reward for taking on additional exposure liability.

ATTACHMENTS:

Type	Description
▣	Correspondence Excess Workers Compensation 2019 - 2020 pay period

SAFETY NATIONAL CASUALTY CORPORATION
1832 SCHUETZ ROAD
ST. LOUIS, MO 63146

ANNIVERSARY DECLARATIONS – SPECIFIC EXCESS

SP 4058078

Item 1. Employer: CITY OF KALAMAZOO

Address: 241 WEST SOUTH STREET, KALAMAZOO, MI 49007

Item 2. This Agreement covers all business operations of the EMPLOYER as a Self-Insurer in the following State(s): MICHIGAN

Item 3. Effective Date: 12:01 A.M. January 01, 2018

Item 4. Anniversary Date: 12:01 A.M. January 01, 2020

Item 5. The Service Company shall be EAGLE CLAIMS MANAGEMENT

Item 6. CLASSIFICATIONS OF OPERATIONS	Code Number	Estimated Total Annual Remuneration/Manhours	Rate Per \$ 100 Remuneration/Manhours
See Attached			
		Total Estimated Manual Premium	N/A
		SNCC Experience Modification Factor	N/A
		Total Estimated Standard Premium	N/A

Item 7. Self-Insured Retention Per Occurrence \$ 850,000

Item 8. (a) Maximum Limit of Indemnity Per Occurrence Statutory
(b) Employers' Liability Maximum Limit of Indemnity Per Occurrence \$ 1,000,000

Item 9. Premium Rate See Endt 0342

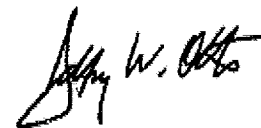
Item 10. Minimum Premium for the Liability Period \$ 268,302

Item 11. Deposit Premium for the Payroll Reporting Period \$ 148,905

Item 12. Payroll Reporting Period January 01, 2019 through January 01, 2020

Item 13. Endorsements See Endorsement Schedule

Signed at St. Louis, Missouri on January 18, 2019



Secretary

Countersigned this day of

By: N/A

DSP-0195A



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, CPRP Parks and Recreation Director

PREPARED BY: Patrick McVerry, CPRP Parks and Recreation Deputy Director

DATE: 2/21/2019

SUBJECT: Purchase of a new precast concrete building for Rockwell Park Bid Ref #0000-019.11

RECOMMENDATION

It is recommended that the City Commission approve the purchase of a new precast concrete building through the NJPA Cooperative Purchasing Program (# 030117-CXT) for Rockwell Park from CXT Concrete Buildings in the amount of \$156,420.00.

BACKGROUND

The Department of Parks and Recreation made improvements to Rockwell Park in 2018. These improvements included new playground equipment, site furnishings, asphalt walking path and a new basketball court. The Department created the Super Rec program in 2017 and has increased the number sites where the program has been offered every year since 2017. This new building will allow the Department to host a Super Rec program at Rockwell Park beginning in 2019. The new building will also give park users new restroom facilities and a space that residents can rent out during the season.

The Super Rec program is held daily during the summer months to give children a safe supervised space to play. The program includes at least 2 meals per day in addition to supervised activities and free play.

COMMUNITY RESOURCES CONSULTED

The Department of Parks and Recreation has worked with the Eastside Neighborhood Association and residents in planning the improvements at Rockwell Park. Community input was gathered at numerous meetings in 2017-18 and a new building was recommended.

The Parks and Recreation 10-year Strategic Vision and Imagine Kalamazoo 2025 both identify Youth Development as one of the key strategies the Parks and Recreation Department should focus on, and the new building will play a key role in providing opportunities for east side youth.

FISCAL IMPACT

Funding for the building was provided by the Foundation for Excellence and included in the 2019 Adopted

Capital Improvement Program. These funds will help offset the Parks and Recreation budget and allow the department to provide this building for the program and residents.

ALTERNATIVES

There is the alternative to not accept these funds and not purchase the building, but that is not being recommended. Funds are not available in the Parks and Recreation or Capital Improvement Project budget to purchase the building and offer the Super Rec program at Rockwell Park.



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 Thomas, Public Safety Chief

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

DATE: 2/19/2019

SUBJECT: 2019 Patrol Vehicle Purchase Bid Ref# 0000-019.10

RECOMMENDATION

It is recommended that the City Commission approve the purchase of seven (7) Public Safety fleet vehicles through the Oakland County Cooperative Purchasing Program in the amount of \$203,875.00 from Gorno Ford, 22025 Allen Road, Woodhaven, MI 48183.

BACKGROUND

Fully marked Public Safety vehicles are critical for safe and effective response to police, fire and medical emergencies. Kalamazoo Public Safety maintains a fleet of (41) marked Public Safety vehicles to accomplish this mission. Due to excessive maintenance costs inherent to high mileage vehicles, several vehicles have to be replaced each year.

For several years, Public Safety had purchased Chevrolet Tahoe's for use as front-line Public Safety vehicles. Several Public Safety Officers including the defensive driving instructors at Public Safety had researched the available pursuit rated vehicles to determine what vehicles should be purchased. Due to the cost and size of the Chevrolet Tahoe, the decision was made to switch to the Ford Explorer. The drive train, suspension, engine components and interiors are subject to extreme wear and tear due to these extreme driving conditions.

All Public Safety Officers carry a significant amount of equipment in the vehicle that they are assigned, making many of the available pursuit rated vehicles unsuitable for public safety use. The proposed vehicles will replace front line Public Safety vehicles, which will then be rotated to other areas of the department or retired completely.

COMMUNITY RESOURCES CONSULTED

Public Safety consulted Kalamazoo County Sheriff's Department, Western Michigan University, and Michigan State Police.

FISCAL IMPACT

The best pricing for the proposed vehicle purchase was the Oakland County Cooperative Purchasing Program. The agency drafted specifications for the manufacture of vehicles used by law enforcement departments, and in turn, received bids from interested automobile companies. Funds for purchase of the seven (7) proposed Public Safety fleet vehicles are included in the adopted 2019 Budget.

ALTERNATIVES

Alternatives include not purchasing these vehicles and continuing to drive aging vehicles or purchasing some other type of vehicle. Staff believes the selected vehicles to be the best and most functional choices available in this price range.



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 Thomas, Public Safety Chief

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

DATE: 2/19/2019

SUBJECT: Public Safety Portable and Mobile Radio Purchase Bid Ref # 0000-019.9

RECOMMENDATION

It is recommended that the City Commission approve the purchase of Public Safety portable and mobile radios through the MiDeal Extended Purchasing Program (#071B2200101) in the amount of \$799,998.76 from Motorola Solutions through Roe Communications, 1400 Ramona Ave., Portage, MI 49002.

BACKGROUND

Public Safety radios are critical for safe and effective response to police, fire, medical emergencies and officer safety. Public Safety maintains over three hundred (300) Public Safety radios to accomplish this mission. Public Safety purchased the current radios in 2004 when the transition from VHF to 800MHz occurred. Due to increasing maintenance costs, the age of the radios and the need to improve interoperability with the neighboring agencies, the radios have to be replaced.

The proposed radios will have the ability to communicate on the 800MHz and VHF radio systems which will allow Public Safety officers to be able to communicate with other agencies. The proposed project is part of a three-year plan to replace all portable and mobile radios.

COMMUNITY RESOURCES CONSULTED

Public Safety consulted Portage Public Safety, Kalamazoo County Consolidated Dispatch Authority, and Michigan State Police.

FISCAL IMPACT

The best pricing for the proposed radio replacement project was through the State of Michigan MiDeal Purchasing Program. The first year (of a three year program) cost of the radio replacements is \$799,998.76. Funds for purchase of the radios for Public Safety are included in the adopted 2019 Capital Improvement Program Budget.



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: Rebekah Kik, Director, Community Planning and Economic Development

PREPARED BY: Marcy Dix, Grants Finance Officer

SUBJECT: Payment In Lieu of Taxes for 617 Harrison Street (06-15-285-103) and 525 E. Ransom Street (06-15-269-352), the Harrison Circle Project

RECOMMENDATION

It is recommended that the City Commission approve a Payment in Lieu of Taxes (PILOT) resolution for the Harrison Circle Limited Dividend Housing Association Limited Partnership for the proposed Harrison Circle development located at 617 Harrison Street (06-15-285-103) and 525 E. Ransom Street (06-15-269-352), pursuant to Section 35-4 of the Kalamazoo City Code.

BACKGROUND

Harrison Circle Limited Dividend Housing Association Limited Partnership has requested a 4% payment in lieu of taxes (PILOT) for a proposed housing development located at 617 Harrison Street and 525 E. Ransom Street. The Project will be owned by a Harrison Circle LDHALP, a limited partnership formed by NoMi Developers, LLC and Nickel Spitters, LLC for the purpose of securing low income housing tax credits (LIHTC) and mortgage financing through the Michigan State Housing Development Authority (MSHDA).

The project was first presented to the City Commission, and a PILOT ordinance was adopted, on September 17, 2018. The project did not receive a LIHTC award in the October 2018 funding round and will be submitting a new application to the April 2019 LIHTC funding round. The new resolution includes updated language to name the LDHALP which will own the project, a clarification of when the PILOT would take effect, and a description of a parcel reconfiguration to take place, with a new parcel number to be assigned if the project receives a LIHTC award.

This would be NOMI Developers' fourth project built on Brownfield Redevelopment Authority land in the Rivers Edge District at the northwest corner of the roundabout at Ransom and Harrison streets. The developer has invested over \$10,000,000 in the Rivers Edge District and the proposed Harrison Circle Building will bring an additional \$13,000,000 to \$15,000,000 investment along with the potential of two food related businesses.

This new project, Harrison Circle, will be a mixed use development. It will consist of potentially two food-related businesses totaling 5000 square feet and 80 apartments. The apartments will be a mix of LIHTC, Workforce and market rate housing. This approach continues NOMI's commitment to building a community where people of all walks of life are able to live work and play.

The project will have 80 residential units. Of the 80 units, 64 will be Tenant Area Median Income (AMI) Restricted MSHDA Project Based. This translates into 16 one-bedroom units at 30% AMI with a monthly rent of \$313.00; 11 one-bedroom units and 1 two-bedroom unit at 40% AMI with a monthly rent of \$443.00 and \$530.00 respectively; 15 one-bedroom units and 1 two-bedroom unit at 60% AMI with a monthly rent of \$662.00 and \$794.00 respectively; 19 one-bedroom units and 1 two-bedroom unit at 80% AMI (Workforce Housing) with a monthly rent of \$959.00 and \$1150 respectively. There will be 15 one-bedroom units and 1 two-bedroom unit at Market Rate with a monthly rent of \$1000.00 and \$1500.00 respectively. This project will add much needed Affordable Housing to this up and coming area.

The developers have requested a 4% PILOT on all residential units, in accordance with updates to the City's PILOT ordinance adopted in September 2018. The 16 market rate units make up 20% of the total housing mix, in compliance with the adopted ordinance revisions. The proposed income mix also qualifies the project for additional points under MSHDA's current Qualified Allocation Plan.

The PILOT for Harrison Circle LDHALP for a proposed Harrison Circle development located at 617 Harrison Street and 525 E. Ransom Street would be contingent upon:

- Receiving the requested LIHTC award from MSHDA;
- Harrison Circle taking the actions required to reconfigure 525 East Ransom to include both the current Parcel I.D. 06-15-269-352 and Lot 10 of Block 41 of the Original Plat of the Town (Now City) of Kalamazoo, Liber 6 of Plats, Page 8, to be assigned the new Parcel I.D. Number 06-15-269-353.
- The developers establishing Harrison Circle LDHALP as the owner of the project;
- Notifying MSHDA of its eligibility for tax exemption;
- Maintaining the units as certified and registered rentals serving as affordable housing;
- Commencing construction within one year from the date the PILOT resolution is adopted.

POLICY CONSIDERATIONS

The addition of 80 housing units that target a mix of incomes, including 64 units with income targets averaging 60% AMI, will support the City's Shared Prosperity and Complete Neighborhoods goals.

COMMUNITY RESOURCES CONSULTED

The developers conducted outreach for this project while preparing a rezoning request for the property in August through September 2018. Outreach included meeting with the head of the Northside Association for Community Development (NACD) and speaking with Northside residents. The Planning Commission meeting to consider the rezoning was publicly noticed per the State of Michigan Requirements.

In addition, the project is consistent with the Imagine Kalamazoo 2025 Master Plan. The development, a mixed income and mixed use development with a range of unit types, supports the city's strategic goal of Complete Neighborhoods by offering affordable housing units that will increase housing options and that will contribute to a neighborhood that can facilitate a wider range of size, age, and income households living within a geographic area.

The project also aligns with the goals of the current Consolidated Plan (2014-2018):

Priority: Affordable Housing

Goal: Improve the amount of decent and affordable housing in the City of Kalamazoo by supporting the maintenance, rehabilitation and development of accessible owner and renter occupied housing. Increase affordable rental housing through rehabilitation and new construction.

FISCAL IMPACT

For the proposed 80 units

80 units are used to calculate the estimated taxes if not a PILOT.

2019 Estimate of Annual Tax Revenue without the PILOT for the 80 units at the proposed development at 525 East Ransom Street:

Total Estimate of Taxes if not a PILOT based on 2018 tax rates: \$102,278

Estimated City's Share of Taxes in 2018 (approximately 21.65%): \$22,143

Estimated Total for 50 Year Period: \$22,143 x 50 years = **\$1,107,165** (without considering inflation or increased taxable values)

Estimated PILOT revenue to the City of Kalamazoo, based on estimated shelter rents

Estimated Annual Shelter Rent = \$684,072

Estimated Vacancy Loss (8%) = \$54,726

Estimated Shelter Rents (Rent Minus Vacancy) = \$629,346

Estimated Yearly PILOT Payment for the parcel (\$629,346 X 4%) = \$25,174

City's Share of Taxes (at 21.65%): \$5,450

Estimated Total for 50 Year Period: \$5,450 X 50 Years = **\$272,507** (without considering inflation)

Difference (City revenue abated):

\$1,107,165 (taxes) - \$272,507 (PILOT) = \$834,658 over a 50-year period or approximately \$16,693 per year.

The commercial (non-residential) portion of the development will pay a service fee equivalent to the taxes that would be paid on that portion if the project wasn't tax exempt.

The property is currently owned by the Brownfield Redevelopment Authority and has a taxable value of \$0.

ALTERNATIVES

The City of Kalamazoo ordinance allows for the approval of PILOTs for such projects. The City Commission could decide to deny the request for the PILOT; however, denial of this request could jeopardize the financial feasibility of the project and prevent the construction of 64 affordable and 16 market rate housing units. This alternative is not recommended.

ATTACHMENTS:

Type	Description
□ Resolution	PILOT Resolution-Harrison Circle
□ Background Material	Harrison Circle Project Description
□ Background Material	Harrison Circle rental matrix

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. _____

**A RESOLUTION GRANTING ELIGIBILITY FOR A PAYMENT IN LIEU OF TAXES TO
A TO-BE-FORMED LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED
PARTNERSHIP FOR HARRISON CIRCLE LOCATED AT 617 HARRISON STREET
(06-15-285-103) and 525 E. RANSOM STREET (06-15-269-352)**

Minutes of a regular meeting of the City Commission of the City held on the ____ day of _____, 2019, at 7:00 o'clock p.m., local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

Recitals:

- A.** NoMi Developers, LLC and Nickel Spitters, LLC and/or their respective principals or affiliates (collectively, the "Sponsors") have formed Harrison Circle Limited Dividend Housing Association Limited Partnership (the "LDHALP") for the purpose of securing Low Income Housing Tax Credits ("LIHTC") and/or a Mortgage Loan for Harrison Circle, a development project located at 525 E. Ransom Street and 617 Harrison Street; and
- B.** In connection with the allocation of LIHTC and/or the Mortgage Loan for the project, the Sponsors are seeking a tax exemption pursuant to MCL 125.1415a (the "Act"); and
- C.** Section 35-4 of the Kalamazoo City Code ("Ordinance") and State Law MCL 125.1415a provide that the City may allow owners of property developed and reserved for low income persons or families to make an annual service charge payment in lieu of ad valorem taxes ("PILOT") to the City in the amount not to exceed the amount of tax which would be imposed on the property but for its exemption from taxation granted. Terms not otherwise defined herein have the meaning set forth in the Ordinance.

THEREFORE, IT IS RESOLVED that the Sponsors are deemed eligible for the tax exemption under the Act and PILOT payments for the 80 eligible housing rental units and the appurtenant common areas, parking facilities and amenities at 525 E. Ransom Street and 617 Harrison Street, subject to the following terms and conditions:

1. The tax exemption under the Act and PILOT eligibility shall commence on January 1st of the calendar year following receipt by the City of Kalamazoo Assessor of a Notice to Assessor, signed by the Sponsors and certified by the Michigan State Housing Development Authority (“MSHDA”), confirming that the project is eligible for the tax exemption and that the exemption would permit the LDHALP to make a PILOT, and shall continue for as long as the Project is supported by a Mortgage Loan, or for 50 years, whichever comes first, so long as the LDHALP maintains units in the project to serve low income persons or families; and
2. Upon notification of the award of LIHTC to the project and satisfaction of applicable award conditions, the Sponsors will reconfigure 525 East Ransom to include both the current Parcel I.D. 06-15-269-352 and Lot 10 of Block 41 of the Original Plat of the Town (Now City) of Kalamazoo, Liber 6 of Plats, Page 8. The New Parcel I.D. Number to be assigned to the reconfigured 525 East Ransom will be 06-15-269-353. Following such reconfiguration, this Resolution shall apply to the entire project to be located on both the reconfigured 525 East Ransom (06-15-269-353) and 617 Harrison Street (06-15-285-103); and
3. The Sponsors have formed the LDHALP and shall establish the LDHALP as the owner of the project prior to the PILOT taking effect; and
4. The PILOT for the housing units and the appurtenant common areas, parking facilities and amenities shall be calculated at a rate of four percent (4%) of annual shelter rents for 80 units during this time period, pursuant to the Ordinance; and
5. The PILOT for commercial (non-residential) areas of the project shall be equal to the full amount of the taxes which would be paid on that portion of the housing development if the project were not tax exempt; and
6. Upon closing of the Mortgage Loan, the project shall be owned by the LDHALP; and
7. The previous PILOT resolution (Resolution No. 18-61) adopted for this property is no longer in effect.

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

AYES, Commissioners:

NAYS, Commissioners:

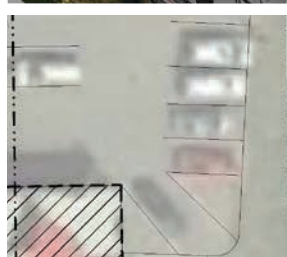
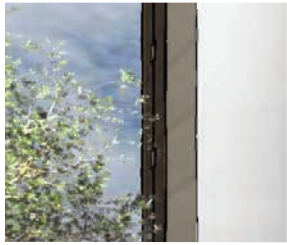
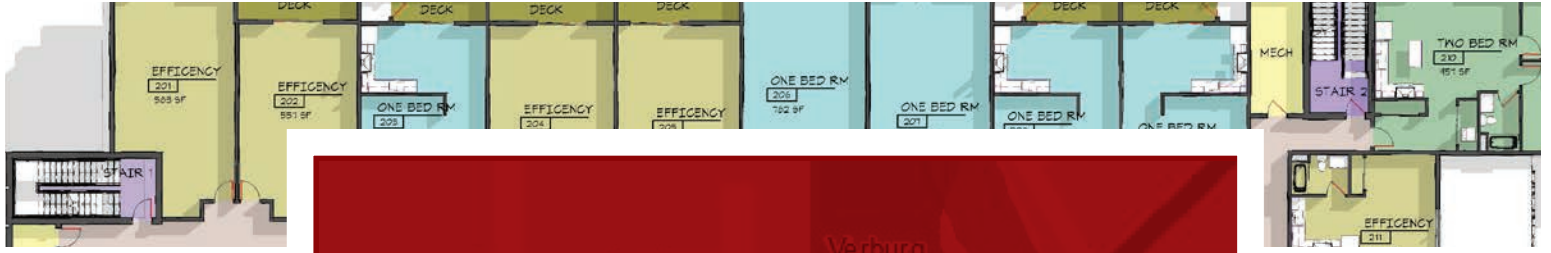
ABSTAIN, Commissioners:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing 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 _____, 2019. Public notice was given and the meeting was conducted in full compliance 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



NOVEMBER 02, 2017

617 Harrison

Walbridge Common

Smarts hop

Ignerti

Butler

MacKenzie's & Food Co-op

525 E. Ransom

419 Harrison

RESPONSE TO

River's Edge District RFP

BROUGHT TO YOU BY

The Foundry

NoMi Developers

< Downtown

Rochester

away

Arcadia Ales

655 Gull

Verburn Park

River

STAIR 1

STAIR 2

MECH

EFFICIENCY 201 509 SF

EFFICIENCY 202 551 SF

ONE BED RM 203 752 SF

ONE BED RM 204 752 SF

ONE BED RM 205 752 SF

ONE BED RM 206 752 SF

ONE BED RM 207 752 SF

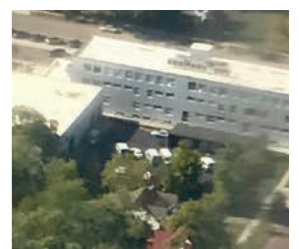
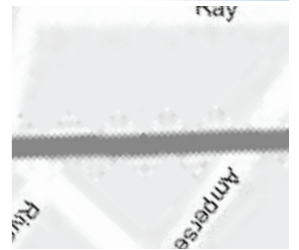
ONE BED RM 208 752 SF

ONE BED RM 209 752 SF

ONE BED RM 210 752 SF

TWO BED RM 211 951 SF

EFFICIENCY 212 509 SF



PROJECT PLAN

NARRATIVE

This proposal includes submissions for both 617 Harrison Street and 525 E. Ransom Street. As you will see from the plans they are not able to be separated and achieve the level of density that we are

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NOMI developers would like to build our 4th BRA project in the Rivers Edge District at the northwest corner of the roundabout at Ransom and Harrison streets. Kalamazoo's North Side, specifically the Rivers Edge District is our home and we have a continued commitment to make this area a welcoming place to live work and play. We have invested over \$10,000,000 in the Rivers Edge District and the proposed Harrison Circle Building will bring an additional \$13,000,000 to \$15,000,000 investment along with the potential of two food related businesses.

NOMI's next project, Harrison Circle Building, is built off of the unique work and knowledge gained from the Walbridge Common Building especially the collaborative effort between the City of Kalamazoo and our team. The concept was featured in Forbes and other publications across the country.

This new project, Harrison Circle Building, will be a mixed use development. It will consist of potentially two food related businesses totaling 5000 square feet and 60 apartments. **The apartments will be a mix of LIHTC, Workforce and market rate housing.** This approach continues NOMI's commitment to building a community where people of all walks of life are able to live work and play.

We are working with Helios Solar to explore the feasibility of installing a solar array composed of 145 solar panels on the roof of the Harrison Circle Building. The total array capacity is over 48.575kW and it would produce approximately 58.4MWh annually.

We also propose to build and maintain a Metro Bust Stop, a sheltered bicycle repair space, bicycle parking and donate \$10,000.00 for improvements to Harrison Park with the direction of Imagine Kalamazoo 2025 to keep a cohesive and community vision. We would like to help make the park a destination for peopling living, working and playing in this area.

This development will require three pieces of property: 617 Harrison Street: offering \$30,000. 525 E. Ransom Street: Offering \$100,000. 516 E. Butler Court: We own this property. The level of return to the city will be in a significantly increased tax base and housing for an underserved market. The level of return will be determined over the coming months as the BRA, MEDC, MSHDA, the City of Kalamazoo, and potentially several other organizations come together to "build" a truly mixed community consisting of LIHTC, Workforce and Market Rate apartments.



THE IGNERTIA BUILDING | 2011
4 Apartments, 2 Condominiums &
15 Jobs



THE NORBRIDGE BUILDING | 2014
5 Apartments & 49 Jobs



GREEN DOOR DISTILLING | 2016
5 Jobs



**THE WALBRIDGE
COMMON BUILDING | 2016**
47 Apartments & 1 Commercial Space

SITE PROGRAM ANALYSIS

HARRISON STREET SITE PROGRAM ANALYSIS

Location: 617 Harrison Street & 525 E Ransom Street, Kalamazoo, MI 49007

Total Commercial Square Footage: 5,000 SF

Total Residential Square Footage:
3 floors @ 17,000 SF = 51,000 SF

Number, Size and Configuration of Commercial/Residential Spaces:

- 1st Floor:
Residential Lobby, Living Room, Game Room, 26 Stall Parking Garage and Outdoor Green Spaces.
- 2nd Floor – 4th Floor:
20 Residential Units per floor. Units Range From 520 SF – 750 SF.

Total Number of Vehicular Parking Stalls:
81 (4 Barrier Free)

Total Number of Bike Parking Stalls:
48 (24 Bike Racks)

Total Building Height:
4 Stories, approximately 56'

Start Date:
October 2018 completion fall of 2019.

Private Versus Public Investment:

This cannot be determined at this time because of the unknown level of participation by public entities that underwrite and support LIHTC and workforce housing.

HARRISON PARK & HARRISON STREET IMPROVEMENTS

- Sheltered bicycle repair station
- Metro stop
- \$10,000.00 for Harrison Park improvements with Imagine Kalamazoo 2025 guidance.



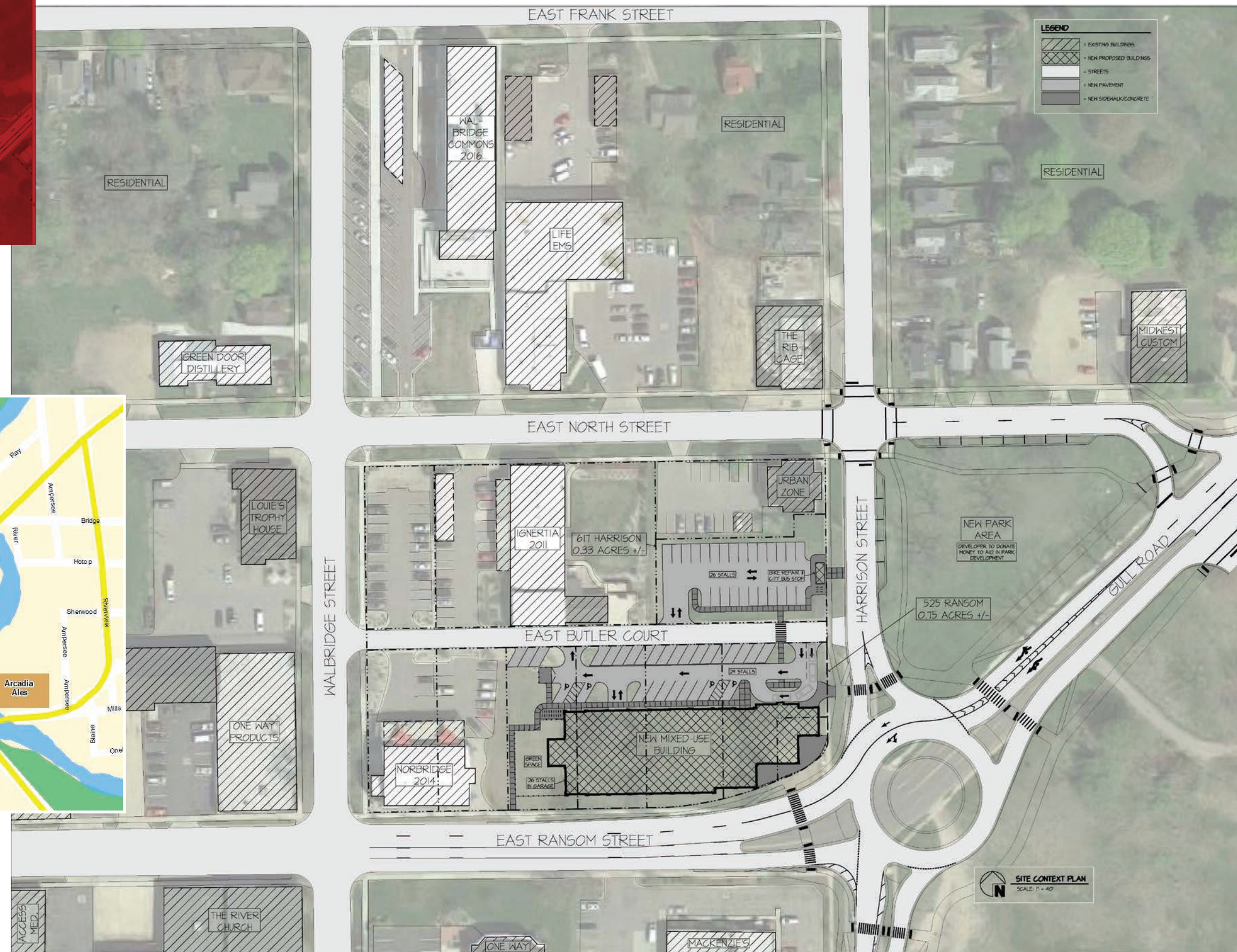
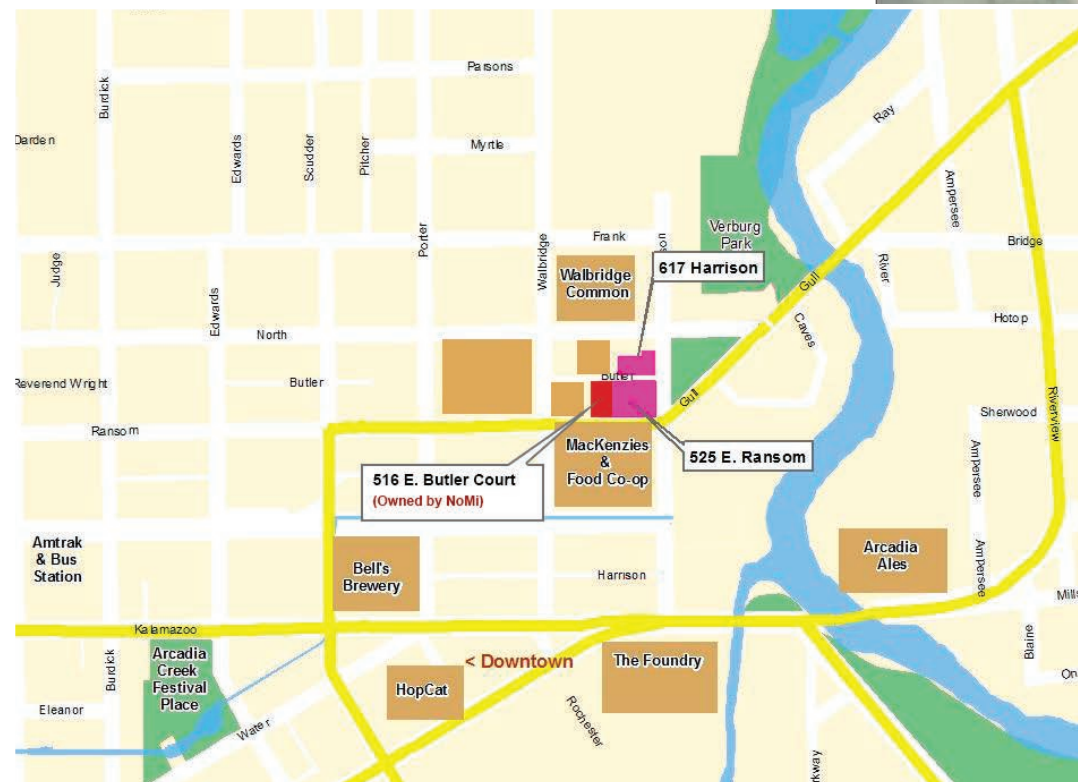
BIKE STATION



METRO STATION



SITE CONTEXT PLAN



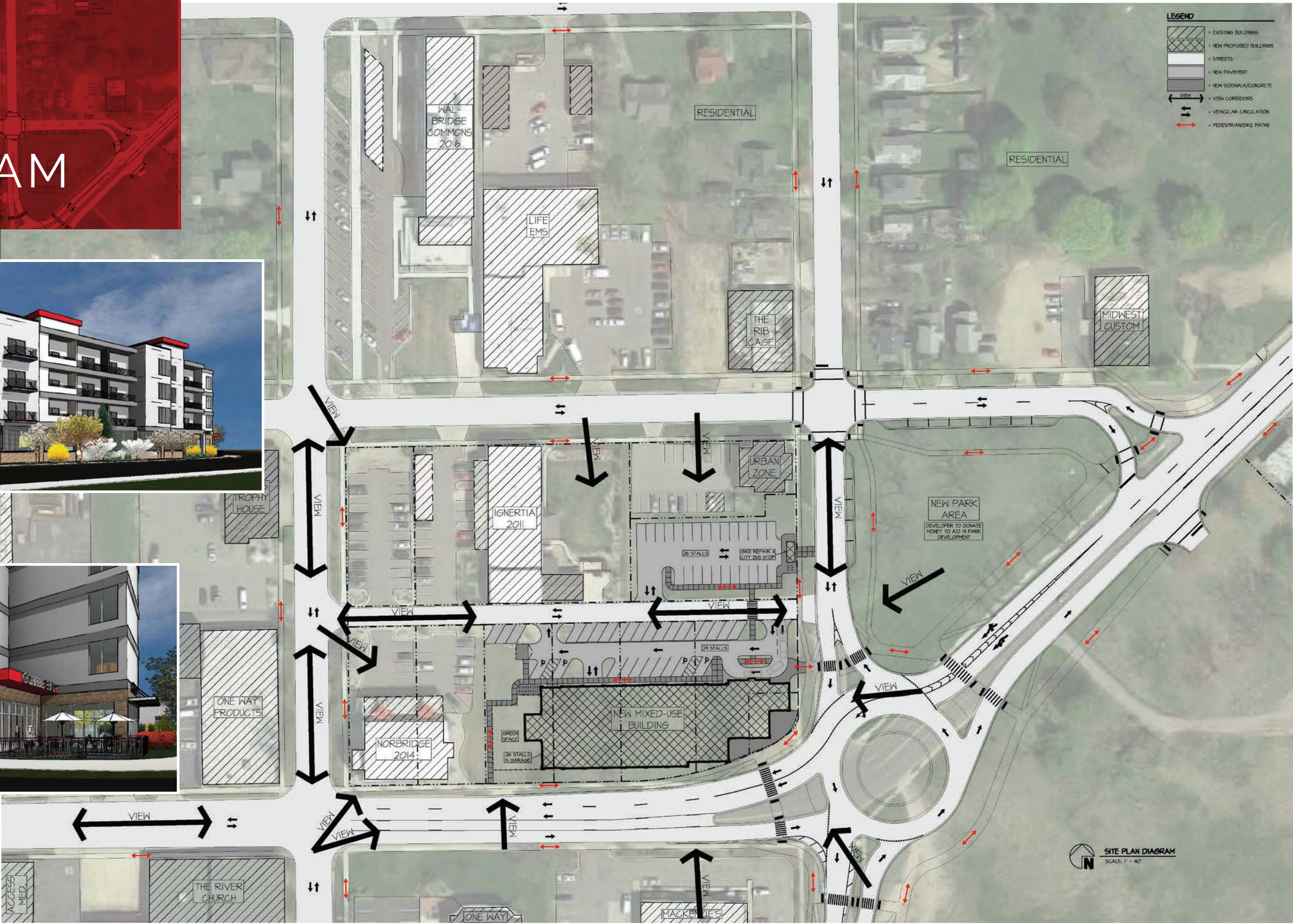
SITE PLAN DIAGRAM



3D VIEW LOOKING NORTH EAST



3D VIEW OF COFFEE SHOP





AREA VIEW LOOKING NORTH WEST



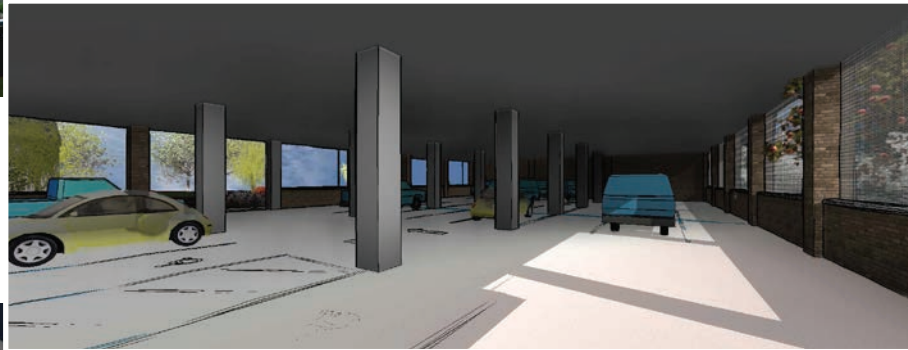
ELEVATED VIEW LOOKING NORTH EAST



3D VIEW CLOSEUP
LOOKING AT APT ENTRY



3D VIEW IN
BUILDING PARKING

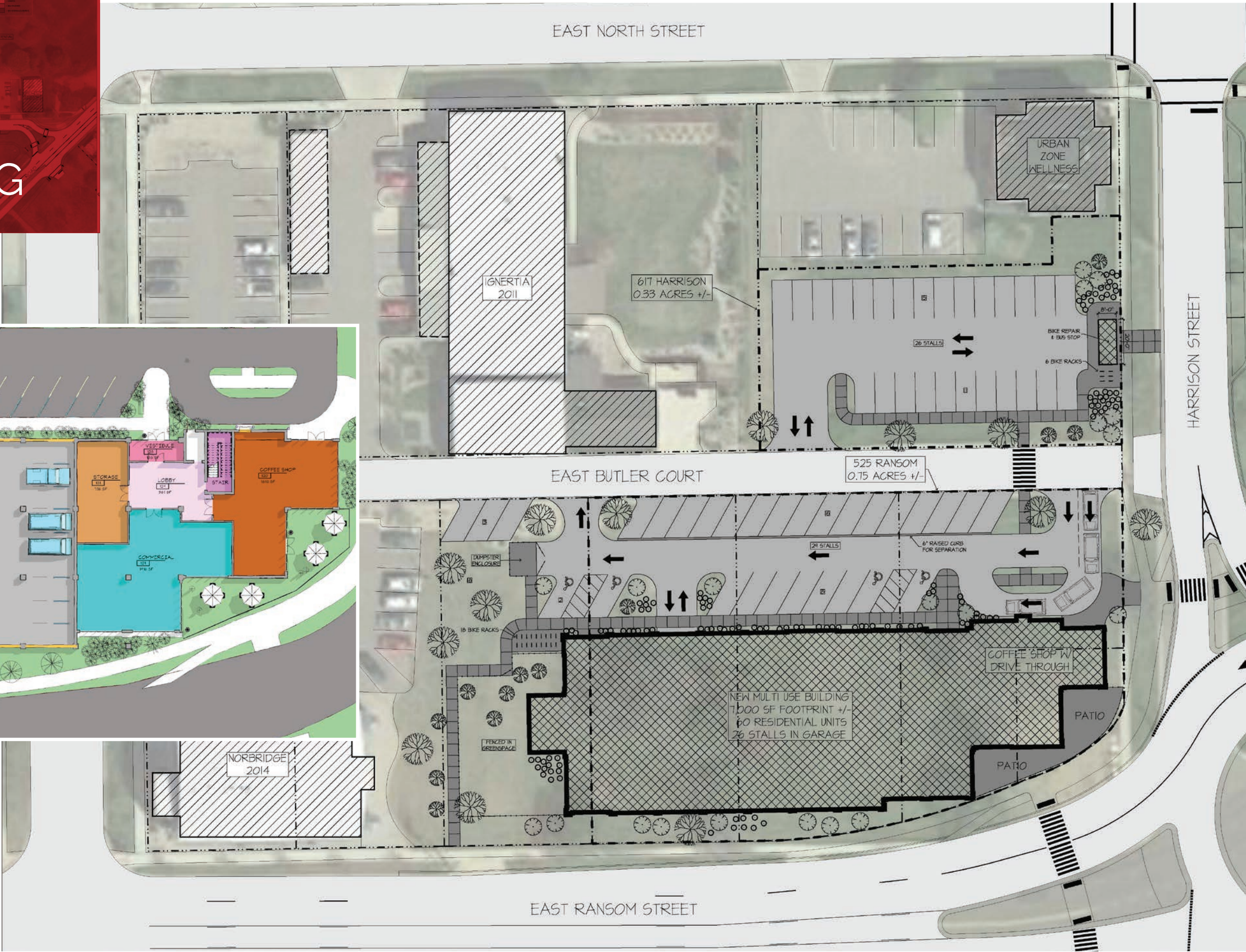


3D VIEW SIDEWALK VIEW
LOOKING NORTH EAST



3D VIEW LOOKING AT DRIVE THRU

SITE PLAN
RENDERING





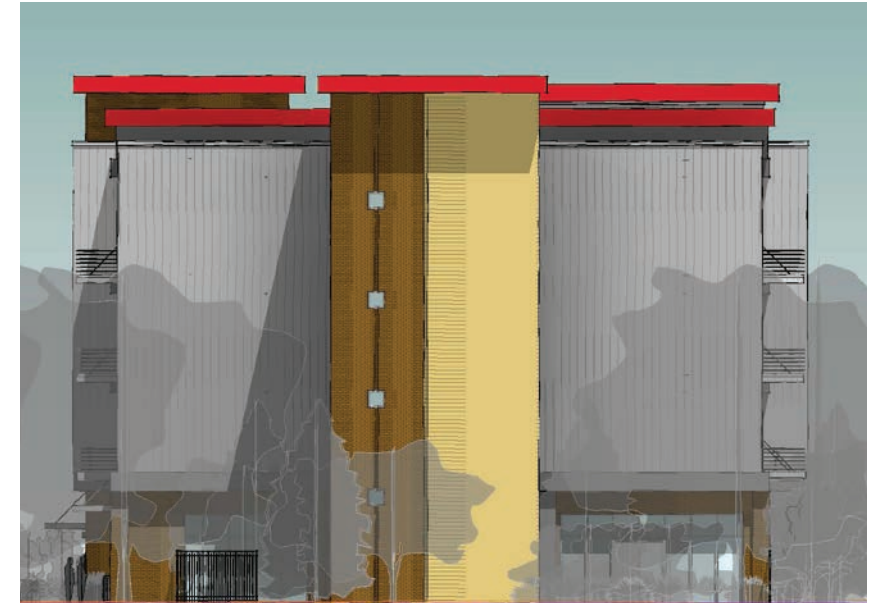
NORTH ELEVATION DESIGN



EAST ELEVATION DESIGN



SOUTH ELEVATION DESIGN



WEST ELEVATION DESIGN

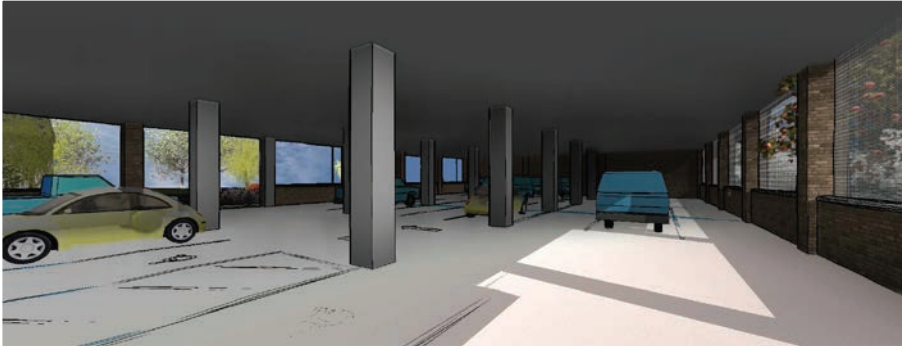
BUILDING ELEVATIONS





3D VIEW OF
COFFEE SHOP

3D VIEW IN
BUILDING PARKING



3D VIEW SIDEWALK VIEW
LOOKING NORTH EAST

3D VIEW LOOKING
NORTH EAST



3D VIEW CLOSEUP LOOKING AT APT ENTRY



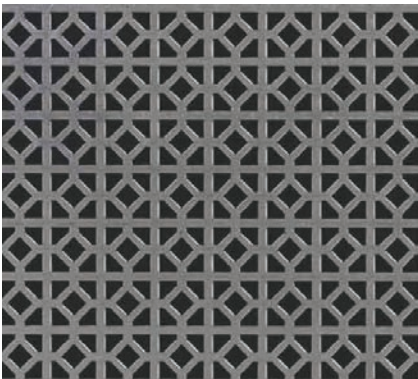
3D VIEW LOOKING AT DRIVE THRU



PROPOSED BUILDING MATERIALS



BRICK



PERFORATED METAL



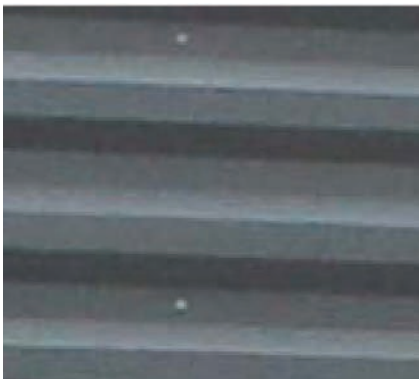
CONCRETE PIER



METAL SIDING - VERTICAL



ALUMINUM STOREFRONT



METAL SIDING - HORIZONTAL



GROUND CONCRETE FLOOR



METAL SIDING - HORIZONTAL

CONCEPT LANDSCAPING MATERIALS



FLOWERING PEAR



CORAL BELLS - PLACE PURPLE



DAYLILY - STELLA-D-ORO



BOXWOOD



WEIGELA - WINE AND ROSES



SPIREA - GOLDFLAME



HYDRANGEA - LIMELIGHT



DWARF FOUNTAIN

The overall look of the project will be reflective of the quality of our previous projects. The Harrison Circle building will have more masonry, brick and polished concrete block, to add variety and substance to what will be another landmark building in this awesome North Side neighborhood that we call home.



THE DEVELOPMENT TEAM

The development team has been expanded to add expertise in LIHTC housing and deepen our ability to deliver a sustainable project.

MAC WALDORF

Mac has spent a career in business development in Kalamazoo focused on real estate and start-up companies. Serving as Founder and Principal of Apjohn Group LLC, Mac has worked within the community to identify, cultivate and transition early stage drug, device and pharmaceutical candidates toward commercialization. Mac has also run a real estate portfolio focused on design/build and commercial office opportunities.



JON DURHAM

Jon has enjoyed a successful career in operating several small businesses in this area. His career began at Life Story Funeral Homes and he moved on to co-founding Life Story Network, Ignertia, and Monumark. For the past four years Jon’s focus has been on commercial and residential development in the River’s Edge District and the North Side of Kalamazoo. He and his business partners are focused on making the North Side a place where people chose to live, work and play.



HERB AYRES

Herb’s business career started in greater Kalamazoo with the Marshall and Gren Funeral Home and grew to include 3 Kalamazoo area Life Story Funeral Homes. Along the way, he’s been responsible for various building construction and renovation projects, including two brown field projects and community revitalization programs. As a resident of the River’s Edge neighborhood it is Herb’s personal and professional commitment to see part of his business located near the downtown business district and continue to participate in the ongoing regeneration of the north side of Kalamazoo.



PHIL SEYBERT

Phil began his career in development in 1982 after graduating from Thomas M. Cooley Law School. After the enactment of the Tax Reform Act in 1986, Phil started focusing his efforts on affordable housing, utilizing Low Income Housing Tax credits as an integral part of underwriting projects. In 1991, Phil formed his own development company, P.S. Equities Inc., and since then has developed many affordable housing projects across the state of Michigan.



Today, Phil’s focus remains on working with communities to better define and develop affordable and workforce housing in urban centers across Michigan.

GARRETT SEYBERT

Garrett is a licensed Real Estate Salesperson in the State of Michigan. He started early in his career as a junior apprentice, working at various multifamily sites for his dad, Phil Seybert. Growing up around multifamily properties, Garrett has an inherent knowledge and interest in the industry. He has worked on both the management side and the development side of the business, giving him a broader perspective in finding solutions and making executive decisions. Being very mechanically inclined and holding an “anything is possible” attitude, Garrett brings a fresh perspective to any project.



Garrett holds a Bachelor’s Degree in Automotive and Heavy Equipment Manufacturing and an Associate’s Degree in Technical Engineering from Ferris State University. He is a loving husband and father to twins, one boy and one girl; future industry leaders in the making!

MATT O’CONNOR

Matt has been involved with the multi-family development industry for over 10 years, developing over 300 residential units and several thousand square feet of retail space in Downtown Grand Rapids. Matt’s primary focus is construction financing and tax incentives, having completed several successful projects with the help of the Michigan Economic Development Corporation (MEDC).



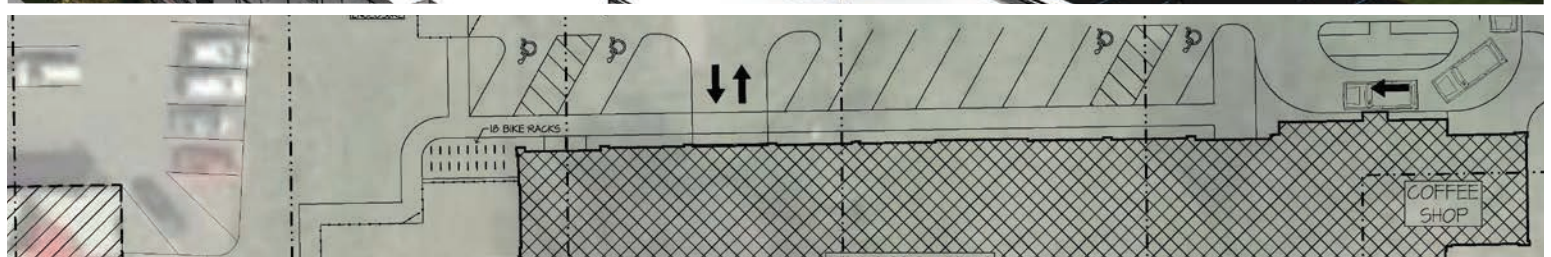
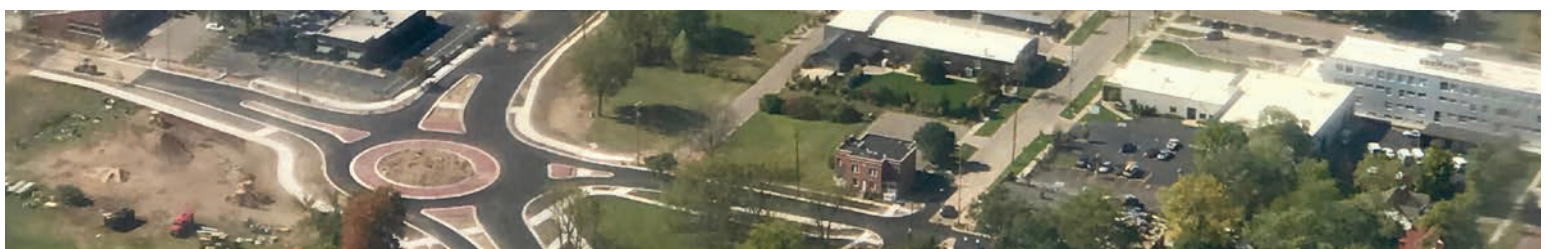
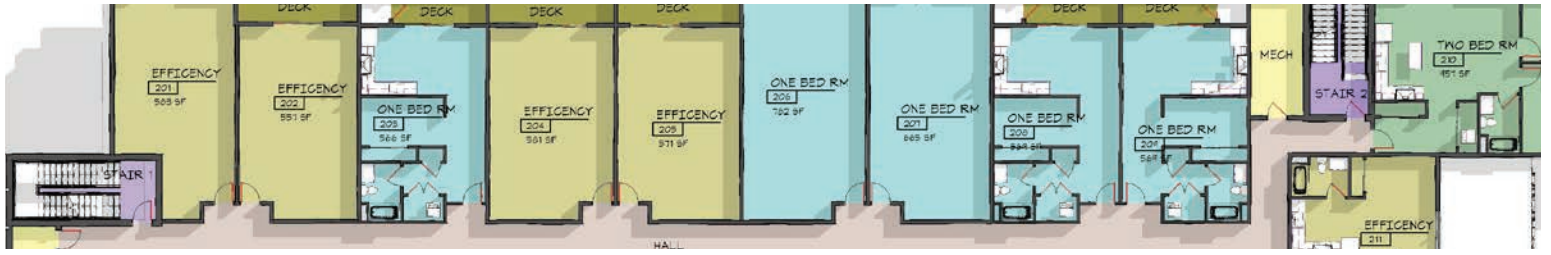
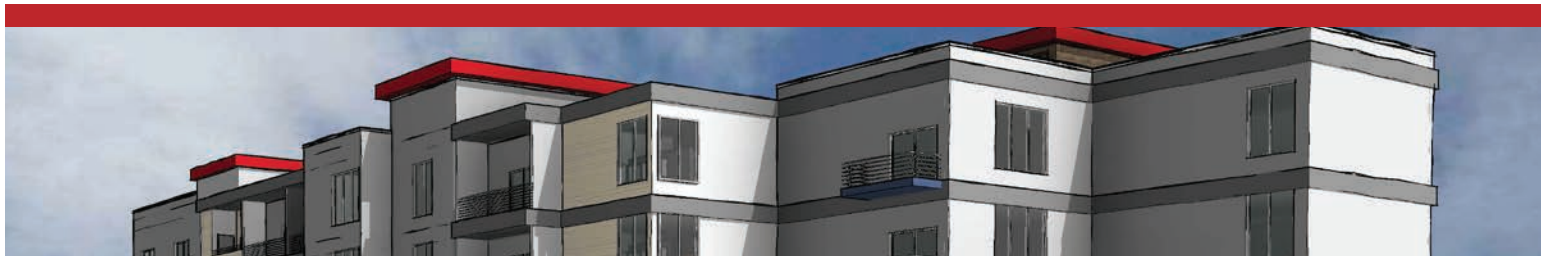
Matt has a Bachelor’s Degree in Finance and Economics from Western Michigan University and holds a Board of Directors seat of Grand Rapids non-profit, Well House.of the non-profit WELLHOUSE in Grand Rapids.

PROPERTY MANAGEMENT

KMG PRESTIGE

KMG Prestige is a well-regarded, fee-based property management firm, specializing in the success of multifamily residential housing. Established in 1992, KMG Prestige’s portfolio has grown to over 20,000 apartment homes. KMG Prestige is approved to manage HUD and MSHDA affiliated communities.





Development 0	Income Units for	Kalamazoo County (Effective April 3, 2018)					
Financing 0	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	
MSHA No. 0	14,460	16,530	18,600	20,640	22,320	23,670	
Step 0	19,280	22,040	24,800	27,520	29,760	31,980	
Date #####	24,100	27,550	31,000	34,400	37,200	39,950	
Type 0	28,920	33,060	37,200	41,280	44,640	47,940	

Instructions

30% of area median
40% of area median
50% of area median
60% of area median

Rental Income

Unit	No. of Units	Unit Type	Bedrooms	Baths	Nat. Sq. Ft.	Contract Rent	Utilities	Total Housing Expense	Gross Rent	Section 8 Contract Rent	% of Gross Rent	% of Total Units	Gross Square Feet	% of Total Square Feet	TC Units	Allowed Housing Expense	Rent Limited By	Differential Under/Over	Differential %	Effective AMI%	Contract Rent/Sq. Foot
Area Median Income Units																					
30% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Occupancy	8	Apartment	1	1.0	525	313	74	387	30,084		4.4%	10.0%	4,200	9.5%	4,200	387	TC Rent	0	0.00%	30.0%	\$0.60
A	8	Apartment	1	1.0	560	313	74	387	30,084		4.4%	10.0%	4,480	10.1%	4,480	387	TC Rent	0	0.00%	30.0%	\$0.56
B	0	Apartment	2	1.5	750	375	90	465	0		0.0%	0.0%	0	0.0%	0	465	TC Rent	0	0.00%	30.0%	\$0.50
C	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
F	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
G	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
H	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
I	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
J	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
Area Median Income Units																					
40% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Occupancy	5	Apartment	1	1.0	525	443	74	517	26,550	0	3.9%	6.3%	2,625	5.9%	2,625	517	TC Rent	0	0.00%	40.0%	\$0.84
A	5	Apartment	1	1.0	560	443	74	517	31,860	0	4.7%	7.5%	3,360	7.6%	3,360	517	TC Rent	0	0.00%	40.0%	\$0.79
B	6	Apartment	2	1.5	750	530	90	620	6,360	0	0.0%	1.3%	750	1.7%	750	620	TC Rent	0	0.00%	40.0%	\$0.71
C	1	Apartment	0	0.0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
F	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
G	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
H	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
I	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
J	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
Area Median Income Units																					
60% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Occupancy	7	Apartment	1	1.0	525	662	74	736	55,609	0	8.1%	8.8%	3,675	8.3%	3,675	736	95% of TC Rent	0	0.00%	57.0%	\$1.26
A	7	Apartment	1	1.0	560	662	74	736	63,553	0	9.3%	10.0%	4,480	10.1%	4,480	736	95% of TC Rent	0	0.00%	57.0%	\$1.18
B	8	Apartment	2	1.5	750	794	90	864	9,522	0	1.4%	1.3%	750	1.7%	750	864	95% of TC Rent	0	0.00%	57.0%	\$1.06
C	1	Apartment	0	0.0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
F	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
G	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
H	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
I	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
J	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
Area Median Income Units																					
80% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Occupancy	9	Apartment	1	1.0	525	860	74	1,033	103,572	0	15.1%	11.3%	4,725	10.7%	4,725	1,033	TC Rent	0	0.00%	80.0%	\$1.83
A	9	Apartment	1	1.0	560	860	74	1,033	115,080	0	16.8%	12.5%	5,600	12.5%	5,600	1,033	TC Rent	0	0.00%	80.0%	\$1.71
B	10	Apartment	2	1.5	750	959	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
C	1	Apartment	0	0.0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
F	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
G	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
H	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
I	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
J	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
Area Median Income Units																					
80% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Rate Units	7	Apartment	1	1.0	525	860	74	1,033	103,572	0	15.1%	11.3%	4,725	10.7%	4,725	1,033	TC Rent	0	0.00%	80.0%	\$1.83
Market	7	Apartment	1	1.0	560	860	74	1,033	115,080	0	16.8%	12.5%	5,600	12.5%	5,600	1,033	TC Rent	0	0.00%	80.0%	\$1.71
MSHDA Project Based Voucher Units	8	Apartment	2	1.5	750	1,150	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
A	8	Apartment	2	1.5	750	1,150	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
B	1	Apartment	0	0.0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
C	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
F	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
G	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
H	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
I	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
J	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
Area Median Income Units																					
80% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Rate Units	7	Apartment	1	1.0	525	860	74	1,033	103,572	0	15.1%	11.3%	4,725	10.7%	4,725	1,033	TC Rent	0	0.00%	80.0%	\$1.83
Market	7	Apartment	1	1.0	560	860	74	1,033	115,080	0	16.8%	12.5%	5,600	12.5%	5,600	1,033	TC Rent	0	0.00%	80.0%	\$1.71
MSHDA Project Based Voucher Units	8	Apartment	2	1.5	750	1,150	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
A	8	Apartment	2	1.5	750	1,150	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
B	1	Apartment	0	0.0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
C	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
F	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
G	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
H	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
I	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
J	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
Area Median Income Units																					
80% Tenant AMI Restriction (if different from rent restriction)																					
MSHDA Project Based Voucher Units																					
Rate Units	7	Apartment	1	1.0	525	860	74	1,033	103,572	0	15.1%	11.3%	4,725	10.7%	4,725	1,033	TC Rent	0	0.00%	80.0%	\$1.83
Market	7	Apartment	1	1.0	560	860	74	1,033	115,080	0	16.8%	12.5%	5,600	12.5%	5,600	1,033	TC Rent	0	0.00%	80.0%	\$1.71
MSHDA Project Based Voucher Units	8	Apartment	2	1.5	750	1,150	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
A	8	Apartment	2	1.5	750	1,150	90	1,240	13,800	0	2.0%	1.3%	750	1.7%	750	1,240	TC Rent	0	0.00%	80.0%	\$1.53
B	1	Apartment	0	0.0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
C	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
D	0	0	0	0	0	0	0	0	0		0.0%	0.0%	0	0.0%	0	N/A	N/A	N/A	N/A	N/A	N/A
E	0	0	0	0	0																

AMI	# of Units	1 Bedroom small	1 Bedroom	2 Bedroom	Income Averaging		
30	16		16	0	16	30%	6.000%
40	12		11	1	-	30%	0.000%
50	0	12		1	11	40%	5.500%
60	16		15	1	1	40%	0.500%
80	20		19	1	15	60%	11.250%
Market	16		15	1	1	60%	0.750%
					19	80%	19.000%
					1	80%	1.000%
	80	0	76	4			
Total LHTC units by size		0	61	3			
Total in Building		36	40	4			
					+ Mkt		
					64		44.000%
					16		
					80		

44.000%
** Cannot exceed

Basis Boost Points for a 9% Deal:

- #2 - project is located in a QCT
- #5 - Projects that receipt points under Developments near Downtowns or Corridors
- #9 - Projects in an Opportunity Zone

Utility Allowance	1 Bedroom	1 Bedroom	2 Bedroom	
Heating	21	21	24	
Cooking	7	7	10	
Other Electric	25	25	35	
A/C	0	0	0	n/a - windows are operable
Hot Water	0	0	0	n/a - landlord pays
Water	0	0	0	n/a - landlord pays
Sewer	0	0	0	n/a - landlord pays
Trash	0	0	0	n/a - landlord pays
Natural Gas Svc Chg	12	12	12	
Electric Svc Chg	9	9	9	
	74	74	90	



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: Rebekah Kik, Director, Community Planning and Economic Development

PREPARED BY: Marcy Dix, Grants Finance Officer

DATE: 2/19/2019

SUBJECT: Approval of a \$350,000 grant to Northside Association for Community Development to be used to purchase seven properties in support of a mixed use

RECOMMENDATION

It is recommended that City Commission approve a grant of \$350,000 to the Northside Association for Community Development (NACD) to be used for the purchase of seven properties project that will further the goals of neighborhood listed in the Northside Cultural Business District (NCBD) strategic vision.

BACKGROUND

NACD has an option to purchase seven properties that are identified in the NACD Neighborhood Plan adopted in 2018:

1. 604 N. Westnedge Avenue
2. 435 W. North Street
3. 437 W. North Street
4. 441 W. North Street
5. 434 W. Ransom Street
6. 440 W. Ransom Street
7. 444 W. Ransom Street

NACD plans to use the properties as part of the Imagine Kalamazoo anti-gentrification strategy to put land in the hands of the community to further the goals of neighborhood listed in the vision:

- Financial incentives to increase the number of resident owned businesses, especially those by African Americans & low income residents.
- Increase the amount of affordable housing available based on income levels in the City of Kalamazoo.
- Build the cultural identity of the neighborhood with a new logo, murals, art installations, and preserving culturally significant places.
- Improve facades, infrastructure, sidewalks, and streetscaping in the District.

Because these goals align with the city's goals and the Community Planning and Economic Development (CPED) department has budgeted funds (received from the Foundation For Excellence) for property acquisition, CPED recommends granting the \$350,000 needed to purchase these properties to NACD. The grant will be paid in one payment to NACD upon grant approval from the City Commission.

In exchange for the grant funds, NACD agrees in the attached grant agreement to build at least one mixed use building that will include affordable housing, community space to be used for affordable commercial space for women-and-minority-owned businesses and single family houses in the form of tiny houses. NACD will also work with the community, City staff, and other organizations to ensure the properties are not needed for the currently planned projects.

NACD has agreed to a project timeline with milestones to be met for the project:

September 30, 2019	Complete engagement and planning process for Affordable Single Housing and mixed use building outlined in Recital B. Engagement and planning for
December 31, 2019	Have planned projects added to Brownfield Plan
March 31, 2020	Complete project plan for all parcels and make any needed additions to the Brownfield Plan
September 30, 2020	Demolition and Site prep completed;
April 30, 2021	Construction begins
September 30, 2022	Complete Construction and receive Certificate of Occupancy

If these milestones are not met, The CPED Director will have to option to request repayment of grant funds or to work with NACD to make necessary adjustments to meet the project completion deadline. If the director determines that an extension of the project completion deadline is warranted, the request for extension would be presented to the City Commission for approval.

POLICY CONSIDERATIONS

The grant to NACD to purchase the seven properties supports Imagine Kalamazoo 2025's anti-gentrification strategy as well as supporting the city's goals of Complete Neighborhood. The grant also supports the goals of the NCBD and the Northside Neighborhood Plan, which was adopted as a sub area plan by the City Commission in September 2018.

COMMUNITY RESOURCES CONSULTED

The properties were identified using the Imagine Kalamazoo 2025 Master Plan and the Northside Neighborhood Plan. Both plans were adopted after the completion of numerous public meetings held for the neighborhood plan on April 24, May 8, and June 5, 2018.

FISCAL IMPACT

The city will spend \$350,000, of the \$925,000 funded by the Foundation for Excellence Aspirational Projects for strategic property acquisition in the Business Development Fund.

ALTERNATIVES

The City Commission may choose not to award this grant to NACD. As the proposed project with further City and neighborhood goals, this alternative is not recommended.

ATTACHMENTS:

Type	Description
□	Agreement NACD Grant Agreement

GRANT AGREEMENT

BETWEEN
THE CITY OF KALAMAZOO AND NORTHSIDE ASSOCIATION FOR COMMUNITY DEVELOPMENT
FOR
PROPERTY ACQUISITION

This Grant Agreement, dated _____, 2019, is between the City of Kalamazoo, a Michigan municipal corporation, 241 West South Street, Kalamazoo, Michigan 49007 (City) and the Northside Association for Community Development, 612 North Park Street, Kalamazoo, Michigan 49007 (NACD).

Recitals:

- A. NACD has an option to purchase seven properties that are identified in the NACD Neighborhood Plan adopted in 2018 and are listed in Appendix A.
- B. Acquiring the listed properties is part of the Imagine Kalamazoo anti-gentrification strategy to put land in the hands of the community to further the goals of neighborhood listed in the Northside Cultural Business District (NCBD) strategic vision:
- C. NACD intends to use the properties to develop/construct a mixed-use project that will include the following:
 - 1. A mixed use building with Affordable Housing, community space, and affordable commercial space for women-and-minority owned-businesses.
 - 2. Affordable Single Family Housing through tiny houses developed in partnership with Raising Hope
 - 3. Other residential and/or commercial developments that support neighborhood goals listed in the NCBD strategic vision, as determined through a project planning process that NACD will undertake with the community and partner organizations
- D. The City, through the Community Planning and Economic Development (CPED) department budget, has allocated funds for site acquisition to further neighborhood goals.

Therefore, in consideration of the above circumstances, the City and NACD agree as follows:

- 1. Recitals. The Recitals set forth above are true and correct, and are incorporated by this reference.
- 2. Purpose and Use of Grant Funds. The City will grant NACD \$350,000.00 to purchase the seven properties listed in Appendix A, to further the NCBD goals.
- 3. Disbursement of Grant Funds. Upon City Commission approval of the grant, the City will issue one payment of \$350,000 to NACD to be used to purchase the properties.
- 4. Commitments by NACD. In consideration of the grant, NACD agrees to the following:
 - a. NACD will work with the City of Kalamazoo Brownfield Redevelopment Authority (BRA), NCBD, and City staff to form redevelopment plans for the properties that will further the goals of the Northside Neighborhood Plan. This work will include meetings with partner organization leadership and community engagement meetings as needed. Possible BRA

incentives and corresponding requirements for project development will be discussed during this planning period.

- b. When BRA incentives and requirements have been determined, the properties and proposed project will be submitted to the BRA Board to be placed in the Brownfield Plan.
 - c. NACD will develop/construct a mixed-use project at the listed properties that will encompass the following:
 - i. A mixed use building with Affordable Housing, community space, and affordable commercial space for women-and-minority owned-businesses.
 - ii. Affordable Single Family Housing through tiny houses developed in partnership with Raising Hope
 - iii. Other residential and/or commercial developments that support neighborhood goals listed in the NCBD strategic vision, as determined through a project planning process that NACD will undertake with the community and partner organizations
 - d. The project will create a minimum of two full-time jobs (for example, Property Manager, Building Manager, and/or Grounds Manager).
5. Project Timeline. NACD agrees to meet the following project milestones:

September 30, 2019	Complete engagement and planning process for Affordable Single Housing and mixed use building outlined in Recital B. Engagement and planning for other developments will continue through March 2020.
December 31, 2019	Have planned projects added to Brownfield Plan
March 31, 2020	Complete project plan for all parcels and make any needed additions to the Brownfield Plan
September 30, 2020	Demolition and Site prep completed;
April 30, 2021	Construction begins
September 30, 2022	Complete Construction and receive Certificate of Occupancy

6. Project Completion Default. The City will check NACD's progress at each date listed above. If NACD fails to meet the milestone deadlines, it shall be in default under this agreement. The City may terminate the agreement and require full reimbursement of the grant funds from NACD. In the event of project default, the City will provide written notice to NACD and NACD will have 30 days to provide a written response with measures that will be taken to meet project milestones. If, upon receipt of the written response, the City Community Planning and Economic (CPED) Director believes reasonable progress is being made toward completion of the project and the project can and will be completed, milestone deadlines, except for construction completion can be extended. If the deadline for project completion needs to be extended, the CPED Director

may recommend that the City Commission approve an amendment to the agreement extending the project completion deadline.

7. Notices and Representatives. Each party to this Agreement shall have a representative. Each party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

NACD:

Mattie Jordan-Woods, Executive Director
Northside Association for Community Development
612 North Park Street
Kalamazoo, MI 49007
269-344-4490 – Phone
nacd@sbcglobal.net

City :

Antonio Mitchell, Development Project Coordinator
415 Stockbridge Avenue
Kalamazoo, MI 49001
269-337-8165 – Phone
mitchella@kalamazoocity.org

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated above, unless otherwise modified by subsequent written notice.

8. Right of First Refusal. The City has the first right of refusal to purchase the completed development project or property if NACD plans to sell or in the event of organizational insolvency.
9. Successors and Assigns: Neither Party shall have the right to assign its rights under this Agreement or any interest herein, without the prior written consent of the other Party, except that the NACD may assign its rights and responsibilities hereunder without the prior written consent of the City to (i) a lending institution of all or a portion of the NACD's rights hereunder as security for repayment of one or more loans to finance the construction or ownership of the Project, or (ii) any related, affiliated or subsidiary entity to which substantially all of its assets, liabilities or its rights to proceed with development of the project are transferred, provided that any assignee under (ii) agrees in writing to assure the NACD's obligations under this Agreement. NACD shall promptly provide the City with a copy of the assignment instrument and the notice information for the assignee. For all assignments, the City shall not unreasonably withhold its written consent. The City's CPED Director, or their designee, may consent to a qualifying assignment under this Section on behalf of the City.

10. Entire Agreement: This Agreement represents the final agreement between NACD and the City and may not be contradicted by evidence of prior, contemporaneous, or subsequent oral agreements of the Parties. There are no unwritten oral agreements between the Parties. If any provision, or portion thereof, of this Agreement is, or becomes, invalid or unenforceable under any applicable statute or rule of law, it is to be deemed stricken and the rest of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Date: _____ By: _____
Mattie Jordan-Woods, NACD Executive Director

Date: _____ By: _____
Rebekah Kik, Community Planning and Economic Development Director

Appendix A

The seven properties to be purchased with grant funds are listed below.

1. 604 N. WESTNEDGE AVENUE, KALAMAZOO, MI 49007-3906-15-165-006-1554 ORIGINAL PLAT W 35FT OF LOT 3, BLK 32. ALSO N 1/2 VACATED ALLEY LYING S OF & ADJACENT THERETO
2. 435 W. NORTH STREET, KALAMAZOO, MI 49007-3906-15-165-103-1554 ORIGINAL PLAT W 35FT OF LOT 3, BLK 32. ALSO N 1/2 VACATED ALLEY LYING S OF & ADJACENT THERETO.
3. 437 W. NORTH STREET, KALAMAZOO, MI 49007-3906-15-165-002-1552 ORIGINAL PLAT E 3 R OF N 5 R OF LOT 2, BLK 32
4. 441 W. NORTH STREET, KALAMAZOO, MI 49007-3906-1-165-102-1550 ORIGINAL PLAT BLK 32 E 19 1/2 FT OF N 5 R OF LOT 1 W 1 R OF N 5 R OF LOT 2
5. 434 W. RANSOM STREET, KALAMAZOO, MI 49007-3906-15-185-304-1565 ORIGINAL PLAT E SOFT OF W 53FT OF LOT 4, BLK 32. ALSO S 1/2 VACATED ALLEY LYING N OF & ADJACENT THERETO. PA 255 8783041
6. 440 W. RANSOM STREET, KALAMAZOO, MI 49007-3906-15-185-005-1564 ORIGINAL PLAT W 3FT OF LOT 4, BLK 32. ALSO LOT 5, BLK 32. ALSO S 1/2 VACATED ALLEY LYING N OF & ADJACENT THERETO. PA 255 8783041
7. 444 W. RANSOM STREET, KALAMAZOO, MI 49007-3906-15-165-007-1566 ORIGINAL PLAT BLK 32 E 40 FT OF S 121 FT OF LOT 6 EXC W 3 1/2 FT OF N 49 FT.



Commission Agenda Report

City of Kalamazoo

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

FROM: Scott A. Borling, City Clerk

DATE: 3/4/2019

SUBJECT: Selection of Rebekah Kik as the City's Representative on the Kalamazoo County Land Bank Authority Board

RECOMMENDATION

It is recommended that the City Commission recommend the reappointment of Rebekah Kik as the City of Kalamazoo's representative on the Kalamazoo County Land Bank Authority board.

BACKGROUND

On July 7, 2009, the Kalamazoo County Board of Commissioners voted to approve the creation of the new Kalamazoo County Land Bank Authority and to enter into an intergovernmental agreement with the State of Michigan. The Land Bank Authority is governed by a seven member board comprised of six at-large individuals and the County Treasurer. The intergovernmental agreement calls for one of the six members to be recommended by the City of Kalamazoo.

Since 2009 the City's representative has been Assistant City Manager Jerome Kisscorni. With Mr. Kisscorni's retirement from the City on February 28, 2019 the City needs to recommend a new representative to serve on the Land Bank Authority Board. It is recommended that Rebekah Kik, Director of Community Planning and Economic Development, be appointed to this position.

Once approved by the City Commission, Ms. Kik's name will be forwarded to the Kalamazoo County Board of Commissioners for appointment to the Land Bank Authority board.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None

ALTERNATIVES

The City Commission could choose to recommend another representative for the Land Bank Authority Board.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Knott, and City Commissioners
FROM: Scott A. Borling, City Clerk
DATE: 1/17/2019
SUBJECT: Approval of Minutes

RECOMMENDATION

It is recommended that the City Commission approve the minutes from its meetings on January 29, February 4, and February 18, 2019.

ATTACHMENTS:

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

- | | |
|--------------------------|--|
| ☐ | Minutes January 29, 2019 Business Meeting |
| ☐ | Minutes February 4, 2019 Business Meeting |
| ☐ | Minutes February 18, 2019 Neighborhood Meeting |
| ☐ | Minutes February 18, 2019 Business Meeting |

Roll Call

A regular meeting of the Kalamazoo City Commission was held on Tuesday, January 29, 2019 at 12:01 p.m. in the City Commission Chambers at City Hall, 241 West South Street.

COMMISSIONERS PRESENT:

Mayor Bobby J. Hopewell
Vice Mayor Erin Knott
Don Cooney
Shannon Sykes
Jack Urban

COMMISSIONERS ABSENT:

David Anderson*
Eric Cunningham

Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioners
Excused

Commissioner Sykes, seconded by Commissioner Cooney, moved to excuse the absences of Commissioners Anderson and Cunningham. With a voice vote the motion passed.

Opening Ceremony

Mayor Hopewell opened the meeting with the Pledge of Allegiance.

2019-0013

Public Hearing re: an
Ordinance to Amend the
Residential District
Standards

At 12:03 p.m. Mayor Hopewell opened a public hearing to receive comments on a zoning ordinance to amend the Residential District Standards.

Toby Hannah-Davies, City resident, stated she served on the ISAAC Housing Task Force and expressed support for the proposed ordinance.

*Commissioner Anderson arrived at 12:04 p.m.

At 12:05 p.m. Mayor Hopewell closed the public hearing.

2019-0013

Ordinance 1978
Amending the
Residential District
Standards

Vice Mayor Knott, seconded by Commissioner Sykes, moved to adopt a zoning **ORDINANCE** to amend the Residential District Standards.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cooney, Sykes, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS: None

Adoption of the
Agenda

By unanimous consent the City Commission adopted its meeting agenda as presented.

Consent Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city:

2019-0014

- approval of a professional service agreement with The Foster Group in the amount of \$140,000 for Water and Wastewater Utility Financial Plan preparation, Service Agreement assistance, True-Up and Rate Studies, and general consulting services.

- | | |
|---|-------------------------------|
| - approval of a sole source purchase with Ferguson Waterworks to provide Neptune Smart Water Meters, in the amount of \$400,000. | 2019-0015 |
| - first reading of an ordinance to amend certain sections of chapter 38 of the Kalamazoo code to change the rates charged for water service. The proposed ordinance would increase water system revenues, effective February 14, 2019. | 2019-0016 |
| - first reading of an ordinance to amend certain sections of chapter 28 of the Kalamazoo City Code to change the rates charged for wastewater service. The proposed ordinance would increase wastewater service system revenues, effective February 14, 2019. | 2019-0017 |
| - adoption of a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission, recommending approval of an application from Kalamazoo Valley Community College for a Brewpub license to be located at 418 E. Walnut Street in the City of Kalamazoo. | 2019-0018
Resolution 19-03 |
| - approval of the Third Amendment to the Urban Cooperation Agreement to establish a Public Art Commission. | 2019-0019 |
| - acceptance of a Wellhead Protection Grant from the Michigan Department of Environmental Quality in the amount of \$70,000. | 2019-0020 |
| - approval of an Easement for Electric Facilities with Consumers Energy Company to permit Consumers to run electric transmission facilities over City-owned property on Penway Street. | 2019-0021 |
| - approval of the following appointments and re-appointments to boards and commissions: | 2019-0022 |
| - the reappointment of Michael Anderson to the Board of Review for Assessments for a term expiring January 31, 2022. | |
| - the reappointment of Glenda Campbell to the Board of Review for Assessments for a term expiring January 31, 2022. | |
| - the reappointment of William Gladstone III to the Board of Review for Assessments for a term expiring January 31, 2022. | |
| - the reappointment of H Charles Kiplinger to the Board of Review for Assessments for a term expiring January 31, 2022. | |
| - the reappointment of Terry Nelson to the Board of Review for Assessments for a term expiring January 31, 2022. | |
| - the reappointment of Linda Servis to the Board of Review for Assessments for a three-year term expiring January 31, 2022. | |
| - the appointment of Tiffany Bell to the Water System Advisory Council for a term expiring on December 31, 2020. | |

2019-0023

- the appointment of **Stephen Walsh** to the Water System Advisory Council for a term expiring on December 31, 2019.

2019-0024

- approval of a recommendation to the Kalamazoo County Board of Commissioners that Greg Rosine be reappointed as one of the three City representatives on the Central County Transportation Authority Board of Directors.

2019-0025

- approval of the minutes from the City Commission meeting on January 7, 2019.
- approval of a recommendation to hold until February 4, 2019 consideration of the sale of a City-owned vacant lot located at 318 Stockbridge to HML Real Estate, LLL for \$32,500.

Commissioner Urban, seconded by Commissioner Anderson, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cooney, Sykes, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS: None

Regular Agenda

Regular Agenda items were considered next.

2019-0026

Acceptance of a DOJ
Grant for the Bridging
Opportunities Initiative

City Manager Ritsema remarked on concerns about the terms and conditions for grants from the U.S. Department of Justice (DOJ) that required City cooperation with Immigration and Customs Enforcement (ICE) agents. City Manager Ritsema explained the Bridging Opportunities funding was a grant through the Michigan State Police, and he reported City staff had met with representatives from the Immigrant Rights Council, El Concilio, and ISAAC to better understand the requirements of DOJ grants and how the City could receive the grants and still adhere to its policy of not assisting ICE.

City Attorney Robinson explained the Bridging Opportunities Grant was a 2017 grant, the City, through the US Conference of Mayors, had joined a lawsuit that resulted in the courts striking down the conditions of 2017 DOJ grants. City Attorney Robinson noted the lawsuit only covered DOJ grants from 2017, as the terms and conditions for other grant years were different and not part of the lawsuit.

Assistant Public Safety Chief David Boysen delivered a presentation entitled *Bridging Opportunities*. Copies of the PowerPoint slides from this presentation were filed with the papers for this meeting.

Mattie Jordan-Woods, Executive Director of the Northside Association for Community Development, expressed support for the Bridging Opportunities Initiative but noted the City needed to prioritize the safety of immigrants. Ms. Jordan-Woods stated the City should never accept funds that compromised immigrant safety, and she expressed trust in the opinion of the City Attorney regarding the Bridging Opportunities grant. Ms. Jordan-Woods remarked the Bridging Opportunities Initiative needed to be a year-round program.

An opportunity was given for citizens to comment on the acceptance of grant funding in the amount of \$75,000 from the Michigan State Police as awarded by the U.S. Department of Justice to support the Bridging Opportunities Initiative, but no comments were offered.

Commissioner Cooney, seconded by Commissioner Urban, moved to accept grant funding in the amount of \$75,000 from the Michigan State Police as awarded by the U.S. Department of Justice to support the Bridging Opportunities Initiative, and authorize the City Manager and City Attorney to sign the associated award documents.

Prior to a vote on the motion, Commissioner Sykes explained the City was a subrecipient of the Bridging Opportunities grant, which was a different type of grant compared with the Justice Assistance Grant (JAG) the City Commission turned down in November, including different terms and conditions. Commissioner Sykes stated the City could accept this grant without putting immigrants at risk, and she stated the City Attorney was committed to fighting this in court if the terms and conditions language became an issue.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cooney, Sykes, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS: None

City Manager Ritsema thanked staff for their work on the Fiscal Year (FY) 2019 Budget and stated the proposed budget was approximately \$182 million, of which \$65 million was the General Fund budget. City Manager Ritsema noted the only change that had been made since the December 10th budget work session involved \$9,000 in the Foundation for Excellence budget.

An opportunity was given for citizens to comment on the Proposed FY2019 Budget, including component unit budgets and fee schedules, but no comments were offered.

Commissioner Anderson, seconded by Vice Mayor Knott, moved to adopt the FY 2019 budget resolution, component unit budgets, and fee schedules as follows:

- adoption of a **RESOLUTION** approving and adopting the annual appropriation for the year 2019, setting forth the number of mills to be levied, approving an interim appropriation for the year 2020, and establishing policies for the administration of the budget.
- approval of the proposed FY 2019 Brownfield Redevelopment Authority (BRA) budget as submitted by the BRA Board.
- approval of the proposed FY 2019 Economic Development Corporation (EDC) budget as submitted by the EDC Board.
- approval of the proposed FY 2019 Downtown Development Authority (DDA) Operating Budget, and the existing two-mill DDA Tax Levy.

2019-0026

Acceptance of a DOJ Grant for the Bridging Opportunities Initiative (cont'd)

2019-0027

Adoption of the FY2019 Budget

Resolution 19-04

Resolution 19-05

- approval of the proposed FY 2019 Downtown Economic Growth Authority operating budget.
- adoption of a **RESOLUTION** approving the 2019 fees for various permits, hearings, etc. within the Community Planning & Economic Development Department.

Resolution 19-06

- adoption of a **RESOLUTION** to establish the Department of Parks and Recreation fees and charges for 2019.
- approval of the proposed 2019 fee schedule for the Kalamazoo Municipal Golf Association.

Prior to a vote on the motion, Commissioner Anderson noted the annual budget was the primary way the City turned its principles into reality. Commissioner Anderson remarked that the budget included funds for both mundane activities and special, aspirational, initiatives. Commissioner Anderson thanked everyone for their work on the budget.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cooney, Sykes, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS: None

2019-0028

City Manager's Report

City Manager Ritsema provided the following reports and updates:

- Departmental Reports and Project Updates
- 2018 Annual Grants Report
- December 2018 Purchases

City Manager Ritsema, Public Services Director James Baker, and Assistant City Manager Laura Lam provided updates on the extreme weather conditions, the work of City snow removal crews, and community efforts to relocate homeless people to warming centers at First Congregational Church and First Baptist Church. City Manager Ritsema announced the Kalamazoo Department of Public Safety (KDPS) was working with Kalamazoo County Emergency Management and the Red Cross to open another emergency shelter.

Commissioner Sykes expressed pride in the City for its response in this emergency and thanked staff for their work.

In response to a question from Vice Mayor Knott, Commissioner Anderson explained the U.S. Department of Housing and Urban Development (HUD) had designated January 30th as the day for communities to conduct the required annual Point-In-Time Survey of people without housing or shelter. Commissioner Anderson reported Kalamazoo Community Mental Health had received an exception from HUD to conduct the survey on a different date due to the bitter cold. Commissioner Anderson stated the new survey date was February 20th.

Next, when an opportunity was given for general citizen comments, the following people addressed the City Commission:

Emily Demorest, City resident, spoke about the lack of a plan for the warming shelters and the lack of support from the City for the volunteers working at the shelters.

Lillian Slack, City resident, spoke about the lack of organization and planning for the warming shelters.

Angel Johnston, City resident, stated she was appalled at the condition of people at the warming centers and commented on the need for a better plan to address the needs of homeless people in the winter.

Rebecca DeGraw, non-resident, recommended the City think broadly about the relationship between climate change, emergency response, and disaster relief. Ms. DeGraw noted citizens were the ones doing the hard work during the current crisis. Ms. DeGraw asked about Assistant City Manager Lam's reference to funds being available to pay for staffing at the shelters.

Melissa Reyes, non-resident, spoke about the effect of homelessness on women and the connection between the City's reaction to the summer encampment in Bronson Park and the current cold weather crisis.

Chris Wahmhoff, City resident, remarked that the community had lost people to extreme weather, and he requested details on the City's plans for addressing homelessness.

Reverend Sarah Schmidt-Lee, City resident and a pastor at First Congregational Church, spoke about the lack of a plan and information for the churches that were serving as warming shelters. Reverend Schmidt-Lee described the hurdles people faced to get into subsidized, affordable housing.

Finally, an opportunity was given for miscellaneous comments by City Commissioners.

Commissioner Sykes stated the City was doing everything it was able to do regarding the extreme weather and those who were homeless, but it could do better. Commissioner Sykes indicated she was glad to see the City's response to this situation because it was different than the response to the homeless encampment in 2018, but she noted that some partners were not being looped-in. Commissioner Sykes stated institutions needed to communicate and share resources, but under Late Stage Capitalism it was the people who needed to do the work. Commissioner Sykes acknowledged volunteers were the ones getting the work done. Commissioner Sykes stated the City had improved and would continue to improve.

Commissioner Cooney thanked City Manager Ritsema and everyone involved in responding to the extreme weather emergency. Commissioner Cooney remarked on the need for better long-term solutions and emergency planning. Commissioner Cooney noted the larger question involved the causes of homelessness, and he stated the lack of resources from the federal government was the missing link.

Citizen Comments

City Commissioner
Comments

City Commissioner
Comments (cont'd)

Commissioner Urban recommended that the City Commission direct staff to develop a plan for addressing homelessness, including a price tag and funding plan, which could then be put forward to voters.

In response to a question from Vice Mayor Knott, Assistant Public Safety Chief Jeff VanderWiere reported the Red Cross was sending 30 beds to the Douglas Community Center, which would open as an emergency shelter staffed by off-duty KDPS officers.

Mayor Hopewell noted it was good that Kalamazoo County was engaged in the effort to open warming centers.

Adjournment

The meeting adjourned at 1:27 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on March 4, 2019

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: March 4, 2019

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Roll Call

A regular meeting of the Kalamazoo City Commission was held on Monday, February 4, 2019 at 7:00 p.m. in the City Commission Chambers at City Hall, 241 West South Street.

COMMISSIONERS PRESENT:

Mayor Bobby J. Hopewell
David Anderson
Don Cooney
Eric Cunningham
Shannon Sykes
Jack Urban

COMMISSIONERS ABSENT:

Vice Mayor Erin Knott

Also present were Deputy City Manager Jeff Chamberlain, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioners
Excused

Commissioner Cunningham, seconded by Commissioner Sykes, moved to excuse the absence of Vice Mayor Knott. With a voice vote the motion passed.

Opening Ceremony

The invocation, given by Bishop Dr. T.D. Lockett, Faith Temple Church of God, was followed by the Pledge of Allegiance.

2019-0029
Presentation of the
2019 Social Justice
Youth Awards

Mayor Hopewell introduced the community sponsors and presenters of the 2018 Social Justice Youth Awards.

Dr. Betty Lodge-Dennis and Mr. Tony Dennis presented the Lodge-Dennis Social Justice Youth Award to Gregory Culp.

Judy Woolsey, Assistant to the CEO of Schupan & Sons, presented the Schupan & Sons Social Justice Youth Award to Emma Knutson.

Ron Foor, Community President of Fifth Third Bank, presented the Fifth Third Bank Social Justice Youth Award to Tanner Luther.

Derek Nofz, Community Affairs Manager at Consumers Energy, presented the Consumer's Energy Social Justice Youth Award to Delores Shackelford.

Mayor Hopewell, on behalf of John Pinkster, Director of South Operations for Life EMS, presented the Life EMS Social Justice Youth Award to Trinity Scott.

Dr. Lewis Walker presented the Dr. Lewis Walker Social Justice Youth Award to Kaylana Jones.

The meeting was recessed at 7:29 p.m.
The meeting resumed at 7:34 p.m.

2019-0030
Proclamations

Commissioner Cunningham proclaimed February 9-16, 2019 *Curling Week* in the City of Kalamazoo. Greg Ayers, President & CEO, Discover Kalamazoo, and Garnet Eckstrand, Founding Member of the Kalamazoo Curling Club, received the proclamation.

By unanimous consent the City Commission adopted its meeting agenda with the following change:

- a citizen requested that Item F-7, acceptance of Koopsen's Alley and the Eleanor Street extension as public roadways, be moved to the Regular Agenda.

Adoption of the Agenda

Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city:

Consent Agenda

- approval of a 3-year Professional Services Agreement and subsequent purchase order with Jones and Henry Engineers, Ltd. for construction consulting services for the Kalamazoo Water Reclamation Plant's Contract 74 Project in the amount of \$825,000.
- approval of a one-year contract extension with the Michigan Municipal Risk Management Authority through Ibex Insurance Agency, for property & casualty insurance annual premium and member loss fund deposit not to exceed \$944,681.
- approval of a contract supplemental and subsequent change order with Hoffman Brothers, Inc. for necessary additional Project construction needs in the amount of \$115,000.
- approval of a 16-month contract and subsequent purchase order with Elite Companies, LLC for the construction of the Laboratory Renovation Project in the amount of \$699,000.
- approval of a two-year contract extension with Rathco Safety Supply, Inc. for rental of temporary traffic control devices in the amount of \$400,000.
- adoption of a corrected **RESOLUTION** recommending approval of the application of DT Water Street, LLC (Water Street Coffee Joint) for a new Redevelopment Liquor License under Section 521a of PA 501 of 2006 to be located at 315 E Water Street within the Downtown Development District; and rescinding of Resolution 18-81 adopted on November 19, 2018.
- approval of the sale of a City-owned vacant lot located at 318 Stockbridge to HML Real Estate, LLL for \$32,500.
- approval of a recommendation to hold for consideration until February 18, 2019 adoption of a resolution vacating the 209-foot-long segment of Cooley Street north of W. Kalamazoo Avenue with the condition that an easement be provided to the Public Services Department for access to the underground utilities for maintenance purposes.
- approval of a recommendation to hold until February 18, 2019 consideration of the purchase 441 Reed Avenue from Kalamazoo County in the amount of \$3,765.69 to facilitate construction of the next segment of the Kalamazoo River Valley Trail.

2019-0031

2019-0032

2019-0033

2019-0034

2019-0035

2019-0036
Resolution 19-07

2019-0037

2019-0038

2019-0039

Consent Agenda
(cont'd)

Commissioner Sykes, seconded by Commissioner Cooney, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed.

AYES: Commissioners Anderson*, Cooney, Cunningham, Sykes, Urban, Mayor Hopewell

NAYS: None

*At the time of the vote, Commissioner Anderson abstained from voting on Item F-9, a resolution vacating a portion of Cooley Street, due to a conflict of interest.

Regular Agenda

2019-0040
Resolution 19-08
Recognizing and
Accepting Koopsen's
Alley and the Eleanor
Street Extension as
Dedicated Roadways

Regular Agenda items were considered next.

When an opportunity was given for citizens to comment on a resolution recognizing and accepting a one-block extension of Eleanor Street and the unnamed alley way between E. Water Street and E. Kalamazoo Avenue adjacent to the Arcadia Festival Site as dedicated roadways; and formally recognizing the alley by the name it has long been informally known, as Koopsen's Alley, the following people addressed the City Commission:

Mark Kraai, City resident and representative of the Arcadia Condominium Association, expressed support for the resolution and spoke about the need for safe streets in the area around the condominiums. Mr. Kraai asked that the City consider reducing the speed limit on the alley and making the alley one-way, and he asked that the City include condominium residents in the discussions and decisions regarding safety issues in that area. A letter submitted to the City Commission by Mr. Kraai, dated November 1, 2018, was filed with the papers for this meeting.

Linda Lesniak, City resident, spoke about bike traffic in the area around the condominium.

Commissioner Urban, seconded by Commissioner Sykes, moved to adopt a **RESOLUTION** recognizing and accepting a one-block extension of Eleanor Street and the unnamed alley way between E. Water Street and E. Kalamazoo Avenue adjacent to the Arcadia Festival Site as dedicated roadways; and formally recognizing the alley by the name it has long been informally known, as Koopsen's Alley; and authorize the City Manager to sign all documents on behalf of the City.

Prior to a vote on the motion, Commissioner Anderson noted City Commissioners had received the correspondence from the condominium residents referenced by Mr. Kraai.

Mayor Hopewell explained the process for citizens to request changes to traffic regulations like speed limits and one-way designations started with the Traffic Engineer and Traffic Board.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Cooney, Cunningham, Sykes, Urban,
Mayor Hopewell

NAYS: None

Neighborhood Activator Katie Reilly provided an overview of the process used to develop the Edison Neighborhood Plan.

When an opportunity was given for citizens to comment on the Edison Neighborhood Plan 2019 as a sub-plan to the City of Kalamazoo's Comprehensive Plan, the following people addressed the City Commission:

Richard Stewart, City resident, asked Commissioners Cooney and Cunningham to help him achieve City designation/recognition of the Southtown Neighborhood and Southtown Neighborhood Association.

Commissioner Cooney, seconded by Commissioner Cunningham, moved to adopt a **RESOLUTION** affirming the adoption of the Edison Neighborhood Plan 2019 as a sub-plan to the City of Kalamazoo's Comprehensive Plan.

Prior to a vote on the motion, Commissioner Cooney expressed appreciation for the work done on the Edison Neighborhood Plan.

With a roll call vote this motion passed unanimously.

AYES: Commissioners Anderson, Cooney, Cunningham, Sykes, Urban,
Mayor Hopewell

NAYS: None

An opportunity was given for citizens to comment on an ordinance to amend certain sections of chapter 38 of the Kalamazoo code to change the rates charged for water service, but no comments were offered.

Commissioner Cooney, seconded by Commissioner Anderson, moved to adopt an **ORDINANCE** to amend certain sections of chapter 38 of the Kalamazoo code to change the rates charged for water service. The proposed ordinance would increase water system revenues, effective February 14, 2019.

Prior to a vote on the motion, Commissioner Anderson noted the City would continue to be one of the lowest water/sewer rates in the state, even with the proposed increases. Commissioner Anderson explained the increased rates would help the City address infrastructure issues with the water and sewer systems.

Commissioner Cooney expressed appreciation to Public Services Director James Baker for effectively demonstrating the need for more investment in water and sewer infrastructure.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cooney, Cunningham, Sykes, Urban,
Mayor Hopewell

NAYS: None

2019-0041

Resolution 19-09
Adopting the Edison
Neighborhood Plan

2019-0042

Ordinance 1979 re:
Rates for Water Service

2019-0043

Ordinance 1980 re:
Rates for Wastewater
Service

An opportunity was given for citizens to comment on an ordinance to amend certain sections of chapter 28 of the Kalamazoo City Code to change the rates charged for wastewater service, but no comments were offered.

Commissioner Urban, seconded by Commissioner Sykes, moved to adopt an **ORDINANCE** to amend certain sections of chapter 28 of the Kalamazoo City Code to change the rates charged for wastewater service. The proposed ordinance would increase wastewater service system revenues, effective February 14, 2019.

With a roll call vote this motion passed.

AYES: Commissioners Anderson, Cooney, Cunningham, Sykes, Urban,
Mayor Hopewell

NAYS: None

City Manager's Report

Deputy City Manager Chamberlain acknowledged the hard work of City crews during the past week of very cold and snowy weather. Deputy City Manager Chamberlain thanked Commissioners and citizens who helped operate warming centers, and he stated the City was continuing to work on improving its response to community emergencies.

City Attorney's Report

City Attorney Robinson reported Assistant City Attorney Marcia Jones was recognized earlier in the day by the Charles Pratt Bar Association for her advocacy, commitment to excellence, and contribution to the African-American legacy in the Kalamazoo community.

2019-0044

Presentation on the
PY2017/2018
Consolidated Annual
Performance
Evaluation Report
(CAPER)

Dorla Bonner and Vanessa Williams-Smith delivered a presentation entitled *Consolidated Annual Performance Evaluation Report (CAPER): Program Year 2017/18*. Copies of the PowerPoint slides from this presentation were included with the papers for this meeting.

In response to a question from Commissioner Anderson, Ms. Bonner explained the City had not received Emergency Solutions Grant (ESG) funding for the past two program years because in the last American Community Census the City was one percentage point below the eligibility for ESG funds. Ms. Bonner reported the Michigan State Housing Development Authority (MSHDA) had received ESG funds, which it then gave to the City as a Continuum of Care allocation.

Citizen Comments

Next, when an opportunity was given for general citizen comments the following people addressed the City Commission:

2019-0045

Jody Dozeman, City resident, spoke about being homeless, having money problems, and various other issues. Written remarks submitted by Ms. Dozeman were filed with the papers for this meeting.

Carl Wiseman, non-resident, spoke about volunteering at warming centers and described how the Kalamazoo Gospel Mission treated homeless people. Mr. Wiseman requested the creation of a secular shelter for the homeless.

Nehemiah Scudder, City resident, spoke about fluoridation of the public water supply.

Angie Ponzini, non-resident, expressed concern for the homeless and suggested the former nursing home on Alamo Avenue as a site for another shelter.

Finally, an opportunity was given for miscellaneous comments from City Commissioners.

Commissioner Sykes stated Kalamazoo's community response to the extreme cold weather was a model for other cities. Commissioner Sykes suggested the City's 75,000 residents should be able to eliminate homelessness for the 5,000 people who experienced homelessness in Kalamazoo each year. Commissioner Sykes recognized the public and private organizations that helped operate the warming centers, gather people who needed shelter, and provide services. Commissioner Sykes read an inspirational quote from Zapatista women at the closing ceremony of the First International Gathering of Politics, Art, Sport, and Culture for Women in Struggle held in March of 2018.

Commissioner Cooney remarked on the caring, kind, generous people in the Kalamazoo community. Commissioner Cooney noted there were also a lot of hurting people in the community, and he stated there needed to be a strategy that focused on a short-term/emergency plan; a long-term plan for people on the streets; and a plan to prevent homelessness and end generational poverty.

Commissioner Urban recommended the City establish a deadline for developing plans and having those plans endorsed by all community partners. Commissioner Urban expressed hope that Commissioner Sykes had a list of the contributions from each community partner, in addition to their names.

Commissioner Cunningham thanked everyone in the community for helping with the emergency response to the extreme cold weather, and he indicated the City needed to come up with a vision and mission and then follow through. Commissioner Cunningham thanked Ms. Bonner for her presentation and for telling the City's story. Commissioner Cunningham commented on the role of CDAAC in the HUD funding process. Commissioner Cunningham thanked City staff for their hard work during the extreme weather.

Mayor Hopewell offered condolences to the family of Mike Westbrook, the Director of Transportation for Portage Public Schools, who died recently while shoveling snow. Mayor Hopewell noted the City had emergency operations plans, but work needed to be done regarding the activation of those plans.

The meeting adjourned at 8:57 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

City Commissioner
Comments

Adjournment

For City Commission approval on March 4, 2019

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: March 4, 2019

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Roll Call

A neighborhood meeting of the Kalamazoo City Commission was held on Monday, February 18, 2019 at 6:00 p.m. in the Community Room at City Hall, 241 W. South Street.

COMMISSIONERS PRESENT:

Mayor Bobby J. Hopewell
Vice Mayor Erin Knott
David Anderson
Don Cooney
Jack Urban

COMMISSIONERS ABSENT:

Eric Cunningham*
Shannon Sykes

Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioners
Excused

Commissioner Anderson, seconded by Vice Mayor Knott, moved to excuse the absences of Commissioners Cunningham and Sykes. With a voice vote the motion passed.

Communications

An opportunity was given for miscellaneous communications, but no communications were offered.

Neighborhood
Communications

Neighborhood communications were received next.

Representatives from the following neighborhood associations were present and addressed the City Commission:

Parkview Hills Neighborhood Association

Bonnie Alkema, Representative
Karen Braemer, Board Member

Kalamazoo College Council of Student Representatives

Emma Eisenbeis, President
Sage Ringsmuth, Secretary

Western Michigan University Student Association

Joseph Sanchez, President
Henry Thiry, Community Involvement Chair
Jenna Otten, Sustainability Chair

Parkview Hills
Neighborhood

The Parkview Hills Neighborhood representatives:

- described the organization of the Parkview Hills Neighborhood and stated the Neighborhood Association had been inactive and was in the process of reorganizing.
- reported the Association was working with the City on a neighborhood plan.
- indicated the association was looking to become more involved with adjacent neighborhood associations, especially regarding the development of properties at the corner of Drake Road and Stadium Drive and the creation of Natural Features Protection rules.

Commissioner Urban noted many people walked on the streets in Parkview Hills because there were no sidewalks.

Parkview Hills
Neighborhood
(cont'd)

Ms. Alkema noted some City departments did not realize the streets in Parkview Hills were public streets.

The Kalamazoo College representatives:

Kalamazoo College
Representatives

- reported the Council of Student Representatives had been reorganizing itself over the past few years and had ratified a new Constitution on Friday, February 15th.
- stated Kalamazoo College was hosting the Great Lakes Colleges Student Government Conference over the coming weekend.

Commissioner Anderson requested a copy of the new Constitution.

In response to a question from Commissioner Cooney, the representatives indicated they were not involved personally with tutoring at Woodward School.

Commissioner Anderson noted Kalamazoo College students staffed the CAPS tutoring program.

In response to a question from Mayor Hopewell, Ms. Eisenbeis stated they were on the open curriculum plan and reported there was a move recently to have students take a more broad, interdisciplinary approach to their capstone projects.

Commissioner Cooney commented on the good work of Arcus Center and requested more timely information about events.

Ms. Eisenbeis stated the Arcus Center had lost Mia Henry as its Executive Director, which caused some communication issues.

The Western Student Association (WSA) representatives:

Western Student
Association

- described the organization of the WSA.
- stated the two foci for the WSA this school year were communicating students' voices upwards to the University administration, and improving the visibility of the Association through branding, and mission/vision clarification.
- indicated the Association was asking what it could do to improve student retention rates, as issues like food access and healthcare, in addition to personal finances, impacted students' ability to continue at the University.
- reported the Association was working with the Invisible Needs program to provide food to students in need.
- stated they were working on upcoming events like Earth Day Kalamazoo and Great Lakes Peace Jam.
- described ideas for students to volunteer when there was limited transportation to sites in the community.

Western Student
Association (cont'd)

- stated \$125,000 was available each year for student sustainability grants to fund student-initiated projects that impacted sustainability on campus.
- represents students on sustainability issues like tree removal.
- reported the Association was trying to make campus more bike-friendly, including a bike rental program and an initiative to make biking on campus legal.

Commissioner Cooney suggested WMU adopt a specific organization or a specific school in the community for volunteering.

Mr. Thiry expressed support for the idea of adopting an organization in the community but highlighted transportation as a barrier for many students.

In response to a question from Commissioner Cooney, Mr. Thiry stated the Invisible Needs program had enough food, but it lacked official standing as a University department/office. The program needed more visibility and promotion.

Commissioner Urban expressed interest in the idea of improving connectivity between WMU and downtown and increasing biking and walkability. Commissioner Urban noted the Stadium/Michigan/Michikal area needed to be redesigned, and he expressed hope that WSA would get involved with this work, even if the changes would not happen while the current leaders were at WMU.

In response to a question from Mayor Hopewell, Ms. Otten described projects that had received Sustainability Grants, including the creation of a community garden by the Honors College; funding for the Solar Car projects; and the purchase of solar powered phone/device charging stations built into park benches.

In response to a question from Mayor Hopewell, Mr. Sanchez stated there was no collaboration between WSA and the Kalamazoo College Council of Student Representatives, but such collaboration would be beneficial.

Mayor Hopewell asked both the WSA representatives and the Kalamazoo College representatives what they wanted from the City.

Ms. Otten stated it would be beneficial to change the bus system from the current hub/spoke system to a point-to-point system, as it was not convenient for a person to have to take a bus downtown to catch another bus that was going to their destination.

*Commissioner Cunningham arrived at 6:37 p.m.

Commissioner Urban advised the student representatives that changing bus routes took a long time, from a procedural standpoint.

Mr. Sanchez expressed concern about the condition of local roads, and he asked if the City had a plan to address the trunklines that had just been transferred from state to City ownership.

City Manager Ritsema stated the Michigan Department of Transportation (MDOT) had conducted a Planning and Environmental Linkage (PEL) Study within the past

couple of years, and the City would be doing a lot of public engagement on the use and design of these roads.

Mr. Thiry commented that getting student input was important, but it was difficult to get students to engage when they did not feel the change was going to happen in the near future.

Mayor Hopewell asked both the WSA and Kalamazoo College representatives what they wanted to see in the downtown.

Mr. Thiry stated the food was great downtown, but the prices did not fit a student's budget. Mr. Thiry also noted students were not into retail shopping or sit-down dining.

Ms. Eisenbeis stated she could envision working with City to increase student engagement, to get them out of the "K-Bubble." Ms. Eisenbeis indicated Kalamazoo College students were very involved, but there was not space for them to come together for engagement purposes. Ms. Eisenbeis also noted Kalamazoo was a great beer City, but most students, who were between 18 and 20 years of age, were not able to participate in that aspect of the downtown. Ms. Eisenbeis highlighted the need to develop new ways to get students involved in the life of the downtown area.

Mayor Hopewell asked other students who were present to share their ideas and comments.

Daniel indicated he was from Detroit and stated he would like to see a "Coney Island place" and a "fried chicken place."

Mayor Hopewell referred students who wanted to be more engaged to Rebekah Kik, the Director of Community Planning and Economic Development.

An opportunity was given for citizen comments, but no comments were offered.

An opportunity was given for miscellaneous comments by City Commissioners, but no comments were offered.

The meeting adjourned at 6:49 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on March 4, 2019

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: March 4, 2019

Western Student
Association (cont'd)

Citizen Comments

Commissioner
Comments

Adjournment

Roll Call

A regular meeting of the Kalamazoo City Commission was held on Monday, February 18, 2019 at 7:03 p.m. in the City Commission Chambers at City Hall, 241 West South Street.

COMMISSIONERS PRESENT:

Mayor Bobby J. Hopewell
Vice Mayor Erin Knott
David Anderson
Don Cooney
Eric Cunningham
Jack Urban

COMMISSIONERS ABSENT:

Shannon Sykes

Also present were City Manager Jim Ritsema, City Attorney Clyde Robinson, and City Clerk Scott Borling.

Commissioners
Excused

Commissioner Anderson, seconded by Commissioner Cunningham, moved to excuse the absence of Commissioner Sykes. With a voice vote the motion passed.

Opening Ceremony

The invocation, given by Pastor Craig Watson, Kalamazoo Free Methodist Church, was followed by the Pledge of Allegiance.

Adoption of the
Agenda

By unanimous consent the City Commission adopted its meeting agenda as presented.

2019-0046

Public Hearing re: the
2019-2023 Parks and
Recreation 5-Year
Master Plan and 10-year
Strategic Vision

At 7:06 p.m. Mayor Hopewell opened a public hearing to receive comments on a resolution adopting and approving the 2019-2023 Parks and Recreation Department Five-year Master Plan and Ten-year Strategic Vision.

Parks and Recreation Director Sean Fletcher delivered a presentation entitled *Kalamazoo Parks and Recreation 5-Year Master Plan and 10-Year Strategic Vision*. Copies of the presentation slides were filed with the papers for this meeting.

An opportunity was given for citizens to comment on this item, but no comments were offered.

At 7:22 p.m. Mayor Hopewell closed the public hearing.

2019-0046

Resolution 19-10
Adopting the 2019-2023
Parks and Recreation 5-
Year Master Plan and 10-
year Strategic Vision

Vice Mayor Knott, seconded by Commissioner Urban, moved to adopt a **RESOLUTION** adopting and approving the 2019-2023 Parks and Recreation Department Five-year Master Plan and Ten-year Strategic Vision.

Prior to a vote on the motion, Commissioner Cooney thanked Director Fletcher and his staff for their work, and Mayor Hopewell remarked on the importance of amenities like parks.

With a roll call vote this motion passed.

AYES:

Commissioners Anderson, Cooney, Cunningham, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS:

None

Consent Agenda items were presented as follows with a recommendation to approve the items with authorization for the City Manager to sign on behalf of the city:

- approval of a contract with Prein & Newhof for Professional Services related to the 2019 Lead Service Replacements in the amount of \$220,000.
- adoption of a **RESOLUTION** vacating the 209-foot-long segment of Cooley Street north of W. Kalamazoo Avenue with the condition that an easement be provided to the Public Services Department for access to the underground utilities for maintenance purposes.
- acceptance of a 2019 grant award in the amount of \$78,416 from the Office of Highway Safety Planning for pedestrian and bicycle safety enforcement and education.
- approval of easement agreements with the Board of Trustees for Western Michigan University related to the Howard Street Pedestrian Upgrade Project.
- approval of a Public Utility Easement between the City and SZR, L.L.C. for the sanitary sewer lines located through 3603 East Kilgore Road.
- approval of the purchase 441 Reed Avenue from Kalamazoo County in the amount of \$3,765.69 to facilitate construction of the next segment of the Kalamazoo River Valley Trail.
- approval of the following appointments and reappointments to boards and commissions:
 - the reappointment of **Candace Howell** to the Community Development Act Advisory Committee as an at-large member for a term expiring on March 31, 2021.
 - the reappointment of **Philip Dietrich** to the Environmental Concerns Committee for a term ending January 1, 2022.
 - the appointment of **Ian Magnuson** to the Environmental Concerns Committee for a term expiring January 1, 2022.

Vice Mayor Knott, seconded by Commissioner Anderson, moved to approve the consent agenda requests and authorize the City Manager to sign all documents on behalf of the City.

With a roll call vote this motion passed.

AYES: Commissioners Anderson*, Cooney, Cunningham, Urban, Vice Mayor Knott, Mayor Hopewell

NAYS: None

*At the time of the vote Commissioner Anderson abstained from Item F-2, the vacation of a portion of Cooley Street, due to a conflict of interest.

Consent Agenda

2019-0047

2019-0048
Resolution 19-11

2019-0049

2019-0050

2019-0051

2019-0052

2019-0053

2019-0054

City Manager's Report

City Manager Ritsema provided the following reports and updates:

- December 2018 Purchases

City Manager Ritsema reported the Kalamazoo Department of Public Safety was working with the Kalamazoo County Emergency Management to assemble emergency plans for hazardous weather like the extreme cold. City Manager Ritsema reported the community's responses to the recent extreme weather emergency were being documented, and there was a meeting scheduled with administrators from the City of Kalamazoo, Kalamazoo Township, the City of Portage, Comstock Township, the City of Parchment, and Kalamazoo County to discuss how local units of government could work together better during emergency situations.

Mayor Hopewell noted the City had emergency plans in place, but they were not activated during the recent frigid weather event.

City Manager Ritsema explained there was a question with cold weather events, whether the county emergency management protocol could be engaged immediately, or if the City needed to exhaust its resources first to be eligible for county assistance.

Citizen Comments

Next, when an opportunity was given for general citizen comments, the following people addressed the City Commission:

Carl Wiseman, non-resident, spoke about the uses of agricultural hemp and suggested the City install turbines on Arcadia Creek to generate electricity for the downtown area.

Angel Johnston, City resident, stated she had volunteered at one of the warming centers during the extreme weather emergency in January, and she remarked on the need to debrief the warming center volunteers as they were the ones doing the work. Ms. Johnston spoke about Commissioner Sykes efforts during the emergency.

Pastor Nathan Dannison, City resident, thanked the City for its immediate response to the cold weather emergency. Pastor Dannison apologized for the lack of participation by other churches during the emergency and reported he was creating covenants for the downtown churches to sign so that the community was prepared for the next emergency.

David Cruz, City resident, spoke about being homeless and the problem of bedbugs in local hotels. Mr. Cruz asked the City Commission to help with this situation.

Tim Graham, City resident, spoke about the poor condition of City streets and suggested the City establish a committee to develop creative financing to fix the roads.

City Commissioner
Comments

Finally, an opportunity was given for miscellaneous comments from City Commissioners.

Commissioner Cooney thanked the City Manager for his report but stated the City needed to do more to address homelessness. Commissioner Cooney stated the City

needed a multi-jurisdictional plan for affordable housing, and this plan needed to include community expertise and input from public hearings. Commissioner Cooney suggested the City use a consultant to help create the plan.

Commissioner Urban thanked City Manager Ritsema for his report. Commissioner Urban questioned the ability of the City to realign the economics of housing in the United States. Commissioner Urban suggested the City might need to shift its efforts to advocacy with state and federal legislatures.

Commissioner Cunningham thanked Pastor Dannison for his comments and for the energy he was putting into organizing area churches.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Scott A. Borling
City Clerk

For City Commission approval on March 4, 2019

Approved by: _____
Bobby J. Hopewell, Mayor
Dated: March 4, 2019

City Commissioner
Comments (cont'd)

Adjournment



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: Katie Reilly, Neighborhood Activator

SUBJECT: Confirmation of approval of the *Oakwood Neighborhood Plan 2019* sub plan as an amendment to Master Plan

RECOMMENDATION

It is recommended that the City Commission confirm the approval of the Master Plan amendment known as the Oakwood Neighborhood Plan 2019.

BACKGROUND

The Oakwood Neighborhood Plan is the culmination of feedback from the Imagine Kalamazoo 2025 engagement process, an analysis of existing conditions, and almost a year of community engagement. This plan identifies key topics that residents brought forward including Housing, Community, Parks and Sustainability, Connectivity, Youth, Commercial, and Seniors. Some of the top priorities identified in the plan include supporting seniors so they can age in place, creating a safe and accessible pedestrian network, strengthening and growing the Neighborhood Association, and increasing access to green spaces.

To address the goals set forth in the Oakwood Neighborhood Plan, the plan focuses on collaborative actions that neighborhood residents, the Neighborhood Association, the City, and other community partners can implement. This was done to promote collective ownership as well as help move projects forward more quickly. Some of the actions in this plan include changing current zoning to allow for accessory dwelling units, and to encourage walkable development in the commercial node. The plan also calls for building strong relationships within the area to collectively address big goals such as storm water mitigation and stewardship of the natural environment.

Planning Commission approved the sub plan and recommended its confirmation February 7th, 2019.

POLICY CONSIDERATIONS

Imagine Kalamazoo 2025 calls for the creation of neighborhood plans through a collaborative effort between the neighborhood, City, and other stakeholders. ONA worked closely with City staff to engage residents and stakeholders to understand the neighborhoods' vision and goals, and to develop actions to achieve them. The Oakwood Neighborhood Plan has goals and actions that align with the following Strategic Vision goals; Shared Prosperity, Connected City, Inviting Public Places, Safe Community, Youth Development, Complete Neighborhoods, Strength through Diversity, Environmental Responsibility, Economic Vitality, and Good Governance.

COMMUNITY RESOURCES CONSULTED

Starting in March of 2018, the neighborhood began engagement of the citizens to complete the plan. The Oakwood Neighborhood Association (ONA) formed a planning committee made up of board members who were also Oakwood residents. The planning committee used a variety of tactics including community meetings, surveys, pop-up engagement, focus groups, and special events. A series of focus groups with partners and service providers was conducted based on major themes in the plan; Connectivity and Parks, Youth and Seniors, Housing, Community and Food Access, and Capacity Building for ONA. At these focus groups, goals of the neighborhood were discussed as well as opportunities to achieve them. Engagement opportunities were promoted in the neighborhood newsletter, through flyers, and online using the Imagine Kalamazoo and the Oakwood Neighborhood Association Facebook pages.

The Neighborhood hosted a “trunk or treat” Halloween event where the final plan was made available and residents confirmed that it captured their priorities. The Neighborhood Association also advertised their January 2019 board meeting as a final opportunity to hear about the plan before it was finalized. Both opportunities were advertised in the newsletter, on ONA’s website, and through Next Door.

FISCAL IMPACT

This plan will help the City make investments in the Oakwood Neighborhood that align with City and resident priorities.

ALTERNATIVES

The City Commission may choose to not confirm the approval of the Oakwood Neighborhood Plan; however, due to the work put in by the neighborhood and staff it is recommend that the plan be confirmed.

ATTACHMENTS:

Type	Description
▣ Master Plan	Oakwood Neighborhood Plan 2019
▣ Resolution	Resolution



Oakwood

Neighborhood Plan 2018



OAKWOOD NEIGHBORHOOD
ASSOCIATION



THE CITY OF KALAMAZOO

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Acknowledgments

Many people throughout Kalamazoo gave time and expertise to the creation of this plan.

Youth & Seniors Focus Group

- Cindy Green, Kalamazoo Public Schools
- Tamica Frison, Kalamazoo Public Schools
- Ashton Anthony, City of Kalamazoo Parks & Recreation
- Christina Anderson, City of Kalamazoo CPED
- Chad Wendt, City of Kalamazoo Parks & Recreation
- Meg Blinkiewicz, KYD Network

Housing Focus Group

- Bob McNutt, City of Kalamazoo CPED
- Sharon Ferraro, City of Kalamazoo CPED
- Cecilia Ringo, City of Kalamazoo CPED
- Ben Leverette, LISC
- Venessa Collins Smith, City of Kalamazoo CPED

Community & Food Access Focus Group

- Margaret Von Steinan, WMU
- Dwayne Powell Jr., City of Kalamazoo CPED
- Rachel Bair, KVCC Food Innovation Center
- Kevin Ford, City of Kalamazoo CPED
- Vernon Coakley, City of Kalamazoo KDPS
- Gaby Gerken, Peoples Food Coop/ Farmers Market

Parks & Connectivity Focus Group

- Kathy Schultz, Metro
- Colten Hutson, Metro
- Venessa Collins Smith, City of Kalamazoo CPED
- Patrick McVerry, City of Kalamazoo Parks & Recreation
- Steve Czitterberg, City of Kalamazoo Parks & Recreation
- Orrin Dorr, City of Kalamazoo Public Services
- Pam Burpee, Disability Network Southwest Michigan
- Jean Talanda, City of Kalamazoo Public Services
- Chris Bovid, Woods Lake Association / ONA Attorney

Capacity Building Focus Group

- Matt Lechel, OnePlace
- Ragan Savara, OnePlace
- Vickie Edwards, WMU
- Laura Huth-Rhoades, Do Good Consulting
- Christina Anderson, City of Kalamazoo CPED
- Deb Droppers, The Event Company

Oakwood Neighborhood Association Board

- Executive Director - Cheryl Lord
- President - Marcia Wallace
- Vice President - Alfonso Espinosa
- Treasurer - A.J. Srmek
- Secretary - Jan Sneddon
- Ellen Tober
- Rachael Grover
- Patricia Lyons Olsen
- Cheri Norton
- Karin Larsen

Oakwood Residents

Thank you to all of the residents who helped inform this plan.

City of Kalamazoo

- Kathleen Reilly, Neighborhood Activator
- Amanda Cockroft, Neighborhood Projects Coordinator, LISC AmeriCorps Member



Oakwood Neighborhood History

By Pat Henry

The Oakwood Neighborhood, located in the southwest corner of Kalamazoo, celebrated its 110 year anniversary in 2018. The Barnard and Stevens families originally settled the land around 1830 and the area grew into a thriving rural district. The Barnards donated land for schools and in 1884, an amusement park was established on farmland belonging to the Barnards bordering Woods Lake.

Marion Barnard purchased Isaac Stevens' farmland and in turn sold it to Samuel McCain in 1908. McCain divided the land into 50 foot lots which sold quickly given the established rural school and a trolley car that traveled to and from the city of Kalamazoo. After Marion's death the rest of her land became part of Oakwood.

Very community minded, a group of residents formed to help with things that the neighborhood and school would need, asking for taxes to improve the neighborhood and school and serving as the school board. In 1943, the group formalized to become Oakwood Youth Incorporated (OYI) and focused on benefiting the youth of the neighborhood. A beach area was established on the lake for use by Oakwood children and adults along with a memorial park at the top of the hill honoring service men and women of the two World Wars.

The Oakwood Neighborhood Association (ONA) was formed in 1947 and is still in existence today. In 1957, Oakwood voted to become a part of the city of Kalamazoo and the school board voted to join the Kalamazoo School District. school system also in the same year.

To support the community-oriented neighborhood, the ONA runs youth and senior programming, operates a food pantry, and hosts many annual neighborhood events including a Halloween Trunk or Treat, a Holiday Party, and an annual reunion picnic the last Sunday in June. A monthly newsletter is mailed out to about 900 businesses and residences.

Fun Fact

The Oakwood Neighborhood also contains the childhood homes of James McDivitt, Jack Moss and Don Seelye.

Introduction

During the Imagine Kalamazoo 2025 (IK2025) planning process, neighborhood plans were identified as a need. Neighborhood plans allow the neighborhood to focus on their neighborhood vision and realize the community's Strategic Vision with small-scale or focused planning work. This resident driven process allows neighborhoods to take control of their future. The neighborhood planning process as laid out in the 2025 Master Plan does not have a required focus beyond aligning with the Strategic Vision and 2025 Master Plan goals. Through this process residents are encouraged to think about everything that impacts their daily wellbeing and futures. The resulting plans are comprehensive and leverage collaboration to achieve results.



Oakwood Demographics

Source: ACS 2016 5 year Estimates



1,533 Total Population



\$41,750

Median Household Income

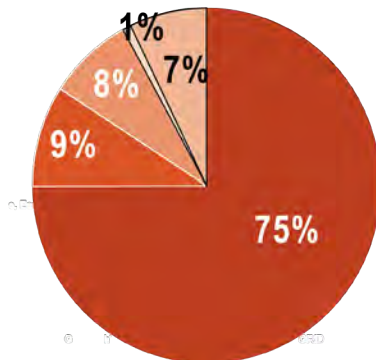


755

Total Housing Units

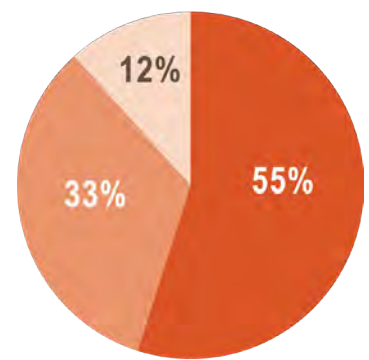
Racial Make-up

- White
- Asian
- Hispanic
- Black
- Other



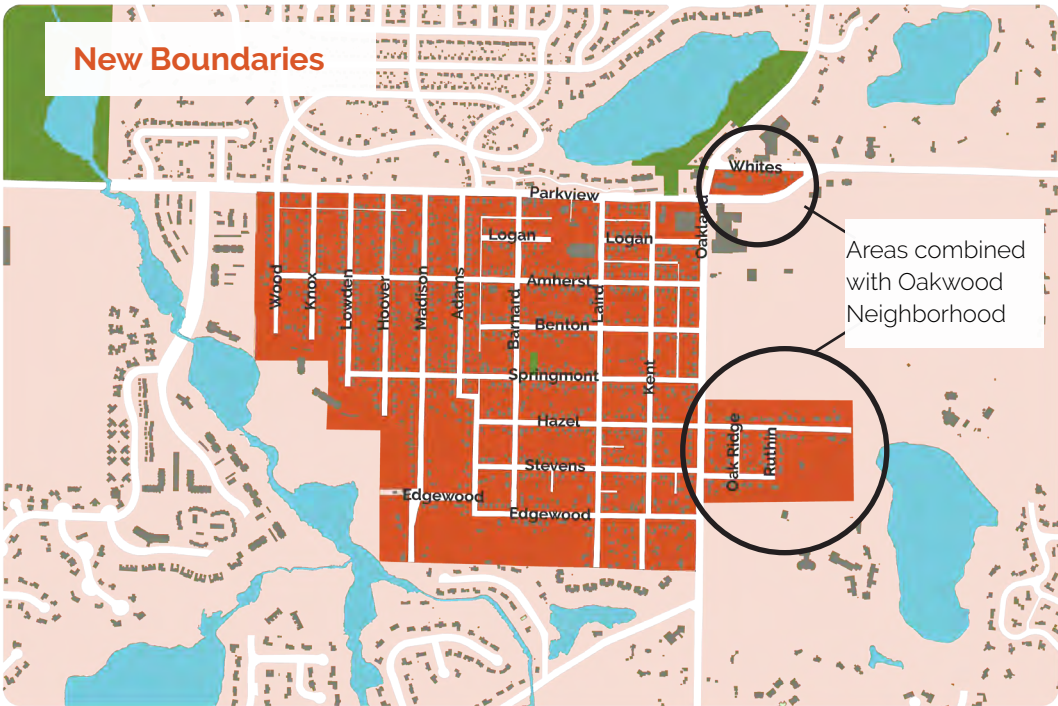
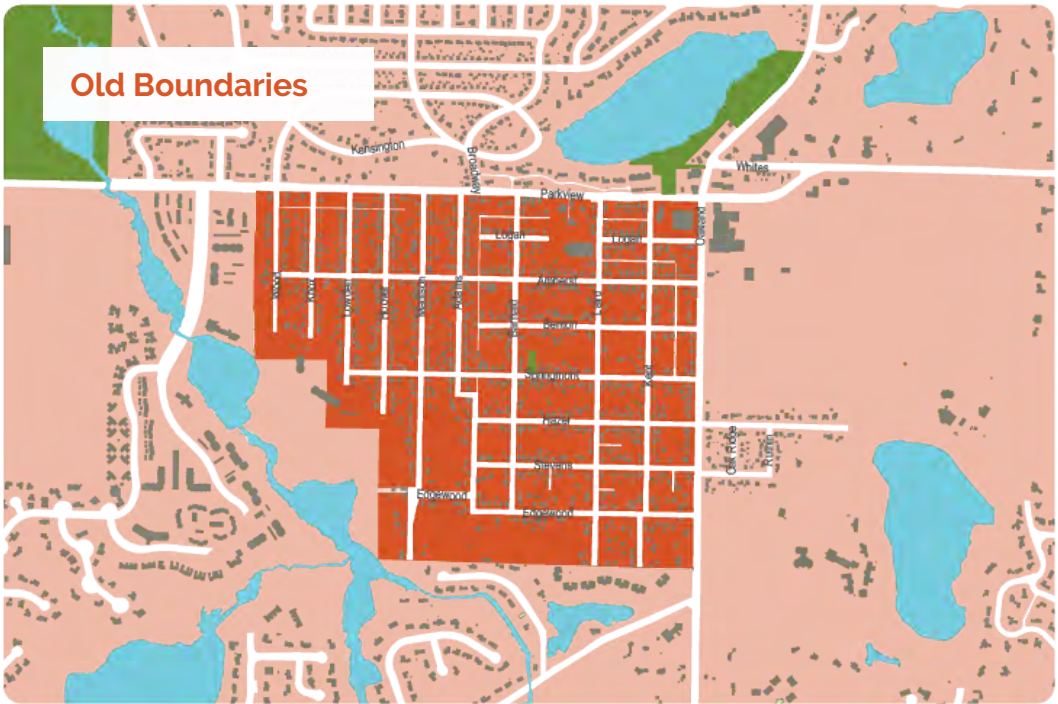
Housing Types

- Owner Occupied
- Renter Occupied
- Vacant



Oakwood Neighborhood Boundaries

Early on in the neighborhood planning process Oakwood Neighborhood Association (ONA) noticed a discrepancy in the neighborhood boundary shown in City of Kalamazoo maps and their neighborhood boundary as defined by their bylaws. Through engagement Oakwood Neighborhood Association confirmed that residents and businesses in the areas in question both currently felt they were part of the Oakwood Neighborhood, and wished to continue to be served by the Neighborhood Association. ONA also engaged the surrounding neighborhoods in this process to ensure everyone was in agreement. The map below shows the changes that will be made to all City of Kalamazoo maps moving forward.



Planning Process



1 Review previous plans & engagement

Oakwood Neighborhood began the planning process by reviewing feedback gathered during Imagine Kalamazoo 2025 engagement. The Oakwood Neighborhood Association strategic plan from 2006 was also referenced for additional background.

2 Engage community to create neighborhood vision

Engagement was kicked off by a survey that was distributed in the neighborhood newsletter and door-to-door. The results of that survey informed the creation of six focus groups to further discuss the recurring themes of Youth, Seniors, Housing, Parks, Streets, and the Neighborhood Association. Additional feedback was gathered through pop-up engagement at an Open House at Kazoo Books and at the Annual Neighborhood Reunion.

Oakwood Neighborhood Association
2018 Planning Survey

*Thank you in Advance for doing this survey.
Your answers will help the Oakwood Neighborhood Association develop a neighborhood plan for the newly updated Master Plan of the City of Kalamazoo.*

Please complete this survey to be eligible for a May 1st 2018 drawing for a \$25.00 D&W gift certificate.

Name: _____ email: _____

Address: _____

How long have you lived in our neighborhood? _____

Number of children in your home _____ and ages _____

Do you have children, who walk to an elementary school? Yes _____ No _____

Would you like to have your K-3 student attend school in our neighborhood? _____

1. What type of businesses or services would you like to see come to the Oakwood area?

2. What needs the most improvement in Oakwood?
(Please list in order of priority 1-9) Specific Location

_____ Trees or bushes that need trimming	_____
_____ Sidewalks that need repair or where they do not exist and are needed	_____
_____ Poor lighting	_____
_____ Bike Lanes	_____
_____ Traffic/or speed control.	_____
_____ Streets flooding or roads in need of repair	_____
_____ Deer over population problems	_____
_____ Unsafe area or dilapidated housing	_____
_____ Other neighborhood concerns that need to be addressed?	_____

3. Where do you take the Metro bus to? _____

What is one thing that would make it easier to take the bus?

4. Where do you bike to? _____

What is one thing that would make biking safer or easier?

3 Draft goals & neighborhood plan

Combining all past information and new input heard from residents during engagement, goals and actions were drafted. The goals were drafted to be Specific, Measurable, Achievable, Realistic, and Timely (S.M.A.R.T.) and align with the Strategic Vision. The goals and actions were then structured into a draft of the neighborhood plan.



4 Confirm goals & neighborhood plan

The goals and actions of the plan were confirmed by residents at an Open House at the Neighborhood Association, during the Trunk or Treat event in late October, and at the November Oakwood Neighborhood Association Board meeting.



5 Neighborhood plan goes to Planning Commission

Once the Oakwood Neighborhood Plan 2018 is finalized by the neighborhood, the plan will go to the Planning Commission and City Commission to seek approval as an amendment to the Imagine Kalamazoo 2025 Master Plan.



6 Complete action steps to turn the vision into reality!

Upon approval the Oakwood Neighborhood Association, residents, the City, and other partners will get to work on carrying out the actions in the plan including a Quick Win Project.



Strategic Vision Alignment



Imagine Kalamazoo Strategic Vision Alignment

Strategic Vision Goal	Shared Prosperity	Connected City	Inviting Public Places	Environmental Responsibility	Safe Community	Youth Development	Complete Neighborhoods	Strength Through Diversity	Economic Vitality	Good Governance
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Oakwood Neighborhood Plan Goals

Connectivity

Improve Connections and Walking Conditions with in and outside of the Neighborhood		•	•		•		•		•	
Improve Street and Intersection Design to Promote Traffic Safety		•	•		•		•			
Make Bicycling Safer In and Around the Neighborhood		•	•		•		•			
Improve Existing Transit Infrastructure and Fill Gaps in Services	•	•		•	•		•			

Parks + Environment

Improve Existing Parks and Work Toward Everyone Being Within a 1/4 Mile of a Park or Green space			•	•	•	•				
Address Flooding Issues in the Neighborhood				•	•					
Protect Natural Assets in the Neighborhood				•						
Maintain Deer Population at Safe Levels and Remediate Externalities From Deer Population in Neighborhood and Surrounding Area				•	•					

Development

Encourage Walkable Commercial Development and Uses that Meet Neighborhood Needs			•	•	•		•		•	•
Create a Vibrant Commercial Node through Supporting Local Entrepreneurs and Placemaking	•		•				•	•	•	



Strategic Vision Goal	Shared Prosperity	Connected City	Inviting Public Places	Environmental Responsibility	Safe Community	Youth Development	Complete Neighborhoods	Strength Through Diversity	Economic Vitality	Good Governance
-----------------------	-------------------	----------------	------------------------	------------------------------	----------------	-------------------	------------------------	----------------------------	-------------------	-----------------

Community

Increase Access to Fresh, Affordable, and Healthy Food						•	•			
Create a Sustainable Organization and Center that Will Continue to Be An Asset for Years to Come	•		•		•	•	•			•
Promote Collaboration and Open Lines of Communication with Schools, Businesses, and other partners										•
Increase Access and Enjoyment of the Arts			•			•	•	•		
Support Affordable Housing in the Neighborhood	•			•	•		•	•	•	

Youth + Seniors

Create More Enrichment Opportunities for Youth	•				•	•				•
Support Seniors in the Neighborhood	•				•		•			•

Goal & Action Tables Legend

Costs

Costs follows the same breakdown as the master plan. Where possible, funding sources are listed.

\$ - Low Cost

\$\$ - Moderate Cost

\$\$\$ - Significant Project Cost

\$\$\$\$ - Significant Planning & Construction Cost

Timeline

Timeline is based on whether a project is in motion, planned, or not started. If it is in motion or planned a year for completion is listed (2019, 2020, etc.). If an action is new from this plan it may have Short, Mid, or Long instead of a date. The years reference how long the project is likely to take from start to finish. If something is a project that doesn't necessarily have an end date it is listed as ongoing

Short - approximately between 0-2 years

Mid - approximately between 3-5 years

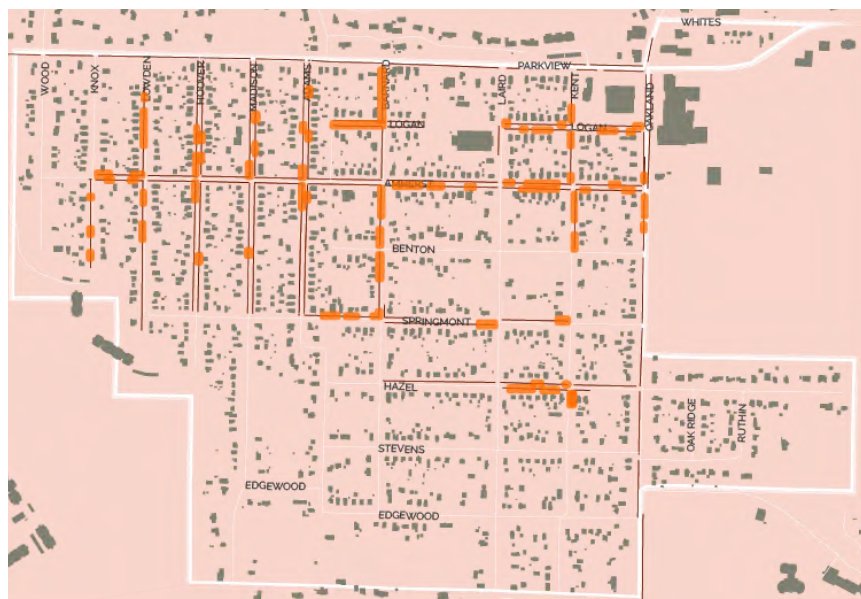
Long - approximately between 5+ years

Connectivity

Oakwood neighborhood became a part of the City of Kalamazoo in the 1950's. When the neighborhood was annexed it had existing conditions that make sidewalk and other infrastructure projects challenging. One of these existing conditions is that the right-of-ways that are between 50-60', which is considerably smaller than the standard right-of-way size. The smaller right-of-way paired with housing built closer to the road and topography make infrastructure projects challenging in Oakwood neighborhood resulting in higher costs and longer project timelines.

This chapter puts forth goals and key connections the neighborhood would like to see addressed while recognizing that due to the unique circumstances of the neighborhood origins and lay out it will take longer than average for projects to be completed.

Sidewalks in Need of Repair



- Existing Sidewalk
- Heaved or Cracked Sidewalk

1

Improve Walking Conditions in the Neighborhood

Being able to connect to neighborhood amenities including James McDivitt Springmont Tot Lot, and the Oakwood Neighborhood Center. It is also a top priority for residents to be able to safely access amenities outside of the neighborhood boundaries regardless of physical ability. In order to achieve this goal residents identified where existing infrastructure needs improvement and where additional, new infrastructure needs built. See figure x for more information.

Amenities Outside of Oakwood's Boundaries

- ONA Memorial Beach
- Woods Lake Beach
- Oakwood Plaza
- Woods Lake Elementary
- Oakland Drive Winchell Neighborhood
- Parkview Hills Neighborhood
- Asylum Lake
- Oakwood Bible Church
- Nature Center's Stryker Property

Complete Neighborhood Study

A study completed by Kalamazoo College students found that approximately **53%** of the neighborhood has sidewalks. Of the existing sidewalk the study found that **65%** was damaged in some way.

2

Improve Street and Intersection Design to Promote Traffic Safety

Residents would like to see improvements to streets and intersections to be able to safely drive in and out of the neighborhood. They would also like to see designs to slow speeding traffic on key corridors. See figure X for more information.

3

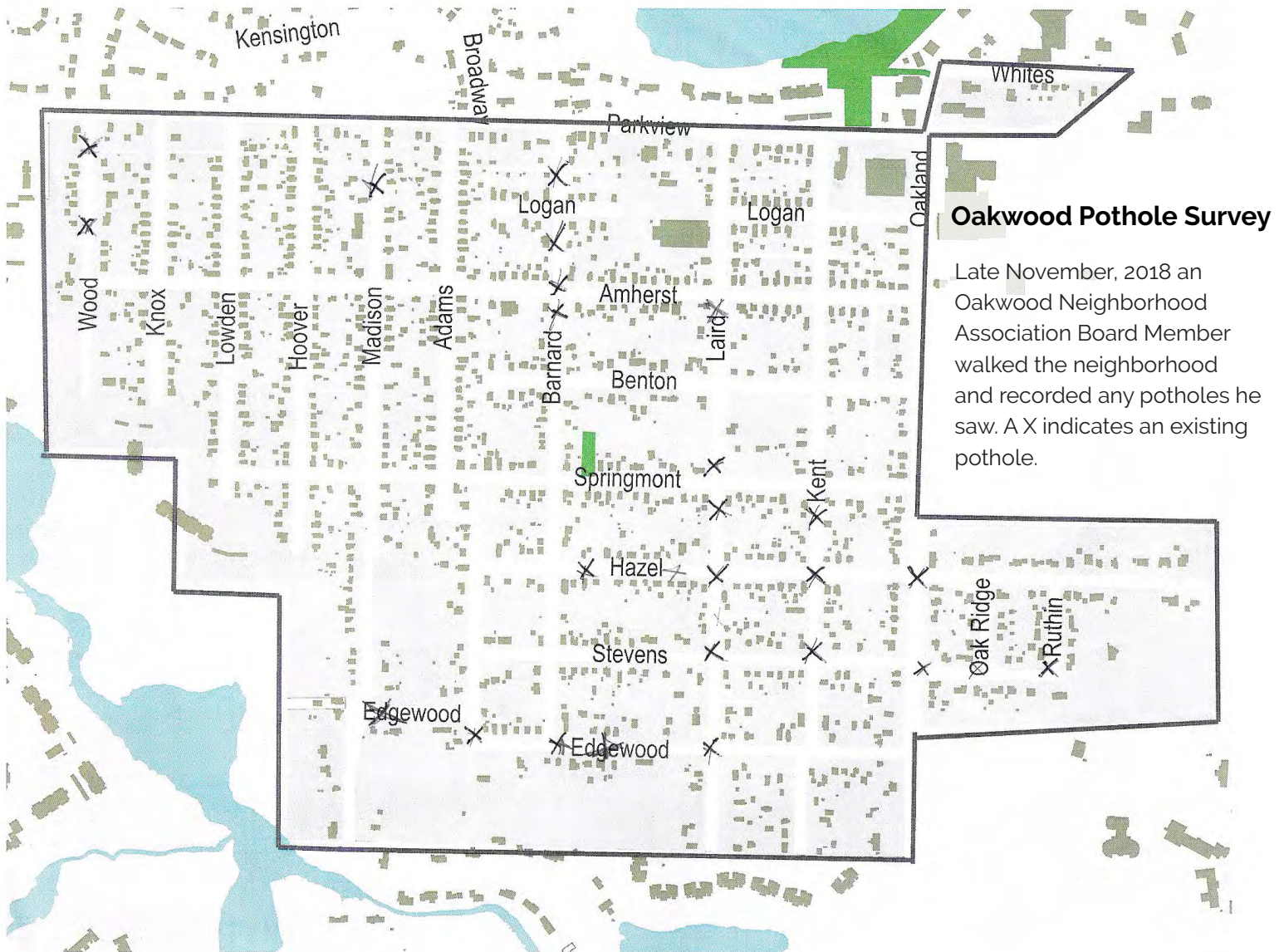
Make Bicycling Safer In and Around the Neighborhood

Many in the neighborhood will bike to nearby amenities such as Asylum Lake preserve and other nearby trails.

4

Improve Existing Transit Infrastructure and Fill Gaps in Service

Oakwood would like to ensure that all residents have mobility and access to affordable transportation options. In order to do this residents identified improving existing stops, making sure there is sidewalk and crosswalk to access the existing system, and determining ways to expand or create new service into the neighborhood.



Oakwood Pedestrian Priorities



LEGEND

-  PRIORITY for NEW SIDEWALK
-  EXISTING SIDEWALK
-  CURB RAMPS NEED REPAIR
-  PRIORITY FOR NEW OR IMPROVED PEDESTRIAN CROSSINGS
-  NEIGHBORHOOD AMENITY

The neighborhood would like to see safer pedestrian connections made to amenities to south including the Nature Center's Stryker property and the Oakwood Bible Church. The Oakwood Bible Church also serves as the neighborhood's voting precinct increasing the need for safe access to the south.

Resident Input

Residents noted that sidewalks in the neighborhood are narrow causing many pedestrians to walk in the street even when sidewalks are present. Where ever possible residents would like to see existing sidewalks updated to meet ADA standards.

Oakwood Traffic + Street Priorities



LEGEND

- TRAFFIC SAFETY ISSUES
- PRIORITY FOR RESURFACING
- PRIORITY INTERSECTIONS
- FLOODING ISSUES
- NEIGHBORHOOD AMENITY

Resident Input

Residents have observed that visibility is often obstructed along roadways due to overgrown weeds and grass. Trimming trees, shrubs, and tall grass away from street lights, street signage, particularly at the intersections identified above, would improve safety throughout the neighborhood.

Connectivity Goals & Actions

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Improve Walking Conditions in the Neighborhood					
Close gaps in existing sidewalk network with priority given to connections to the Oakwood Plaza, Memorial Beach, Woods Lake Elementary, James McDivitt Springmont Tot Lot, and Oakwood neighborhood Center	Assist City with resident outreach and discussions about easements, trees, fences, and sidewalk projects. Support sidewalk projects and explore grants to fund sidewalk projects faster.		- Install sidewalks in identified areas including around amenities and sidewalks identified in priority map. - Keep and open line of communication with neighborhood on process and barriers to sidewalk projects. - As much as possible, work to install sidewalk with road projects	Long	\$\$\$\$
Repair sidewalk that is heaved or deteriorated	Report damaged sidewalks to the City		- Repair sidewalks during road projects. - Work to repair the following sidewalks: Kent and curb cuts at Adams and Amherst	Mid	\$\$\$
Keep sidewalks clear and well lit so pedestrians of all abilities can use them safely.	- Assist with outreach and education about property owners responsibility. - Organize volunteers to help clear sidewalks at season changes and throughout the winter. - Explore grants to help fund the work.		- Enforce sidewalk clearing ordinance - Ensure all City sidewalks are cleared. - Trim trees blocking street lights throughout the neighborhood.	Short	\$
Create safe, dedicated pedestrian space in the right-of-way throughout the neighborhood			- Determine option available for sidewalk alternatives, such as a painted and buffered multi-use path, considering street size, right-of-way size, and existing conditions. - Once option(s) are determined work with neighborhood to install	Long	\$\$\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Improve Walking Conditions in the Neighborhood Continued					
Ensure there are safe crossings to major neighborhood amenities (Oakwood Plaza, Memorial Beach, Woods Lake Elementary)	Work with partners to create Safe Routes to School (SRTS) to Woods Lake. Along with infrastructure improvements, SRTS programming includes things such as walking buses or crossing guards.	Work with partners to create Safe Routes to School (SRTS) to Woods Lake. Along with infrastructure improvements, - KPS	- Study SRTS to ensure students and parents can safely access Woods Lake Elementary. Consider implementations such as school zone signs, and crosswalks with signage, - Study pedestrian crossings to place or enhance infrastructure in common crossing locations (ex. residents often cross Oakland in front of Oakwood Plaza near Woods Lake)	Mid	\$\$\$
Improve Street and Intersection Design to Promote Traffic Safety					
Slow traffic on key neighborhood streets	- Keep the conversation going with education and outreach about traffic and pedestrian safety. - Work with partners to create lawn signs that promote safe driving.		- Create process to propose and install traffic calming measures on neighborhood streets. - Study Amherst to determine design options to slow traffic and improve safety at intersections.	Mid	\$\$\$
Study Parkview and Oakland to determine ways to slow traffic			- Study corridors to determine ways to slow traffic. Particular focus on intersection of Parkview and Oakland for traffic, bicycle, and pedestrian safety.- Public Services - Determine ways to enforce speed limit in the short term. - KDPS	Long	\$\$\$\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Improve Street and Intersection Design to Promote Traffic Safety					
Study Parkview and Broadway intersection for pedestrian, bike, and vehicle travel			- Study intersection for feasibility of a traffic light or develop alternatives for easier turning movements. - Study pedestrian movements along Parkview to determine feasibility and placement of a crossing between Oakland and Greenleaf	Long	\$\$\$\$
Repave neighborhood streets with priority on Barnard, Laird, eastern part of Amherst, Hazel, Madison, Woods, Hoover, and Stevens	- Report potholes or poor road conditions to the City. - Inform residents of different reporting options.		- Prioritize these streets for repaving and whenever possible install or repair sidewalk, or take steps to make sidewalk installation easier in the future - Explore the potential of creating a "service area" around reported potholes in which other conditions issues would be addressed.	Mid	\$\$\$
Make Bicycling Safer In and Around the Neighborhood					
Provide safety training for youth and interested community members	Partner to organize and promote event	<i>Reach out to Open Roads to partner in event</i>	Partner in event to provide trainings and to help promote.	Short	Time
Work to provide helmets to all youth	Engage local groups for donations or purchasing helmet	<i>Reach out to Bronson and Borgess to participate in activity</i>		Short	\$
Study Parkview and Oakland to determine ways to increase bike lane size	Partner with area neighborhood to advocate for improved infrastructure on those roads	Partner with area neighborhood to advocate for improved infrastructure on those roads- ODWN, Parkview Hills, Woods Lake Association	Study roads to determine feasibility of wider or buffered bike lanes	Mid	\$\$\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Imrpove Existing Transit Infrastructure and Fill Gaps in Services					
Ensure existing bus stops are accessible and comfortable for riders		• Improve bus stops with benches, lighting, and shelters where needed. • Install signage with route and schedule information. • Work with City to ensure there are sidewalk connections to stops. - Metro	Continue to support ADA improvements to bus stops and work to close gaps in sidewalk network	Mid	\$\$\$
Provide regular rides to key destinations. Engage seniors to determine demand for this type of service, ideal destinations, and what an affordable rate would be.	Determine locations, volunteers to train, and what an affordable rate would be for the service with the goals of paying drivers.	• Determine locations, volunteers to train, and what an affordable rate would be for the service with the goals of paying drivers. - Area Churches • Provide trainings and vehicles - Metro		Long	\$\$\$
Continue to communicate interest in having a bus route and stop within the neighborhood	• Advocate with Metro for bus route. Continue to have conversation understanding funding is a limitation	• Continue to communicate with neighborhood and seek ways to increase transportation for all residents - Metro		Ongoing	Time

Parks + Sustainability

1

Improve Existing Parks and Work Toward Everyone Being Within a Quarter Mile of a Park or Open Space

Currently Oakwood has one public park, James McDivitt Springmont Tot Lot. Oakwood Neighborhood Association also owns beach property open to the public just outside neighborhood boundaries along Woods Lake. Ensuring there are safe connections and appropriate amenities at these parks is important to residents. As well as working to fill the gap leveraging relationships with the Land Bank or utilizing City property.

2

Address Flooding Issues in the Neighborhood

The southern half of Madison frequently floods and some areas in the southern part of the neighborhood experience flooding or their driveways and property is frequently washed out by storm water. Improving infrastructure and the water system will help to lessen the impact of these occurrences.

Rain Gardens

Rain gardens are an easy way to help divert stormwater from entering the City's system. They often use native plant species and can be paired with disconnecting downspouts, another way to divert water from the City's system. Detroit Future City's Field Guide to Working with Lots provides many examples of different uses of land to promote a healthier environment. The Field Guide can be found at dfc-lots.com

Photo Source: <http://www.stormwaterhawaii.com/latest-news/tips/how-to-build-a-rain-garden/>

3

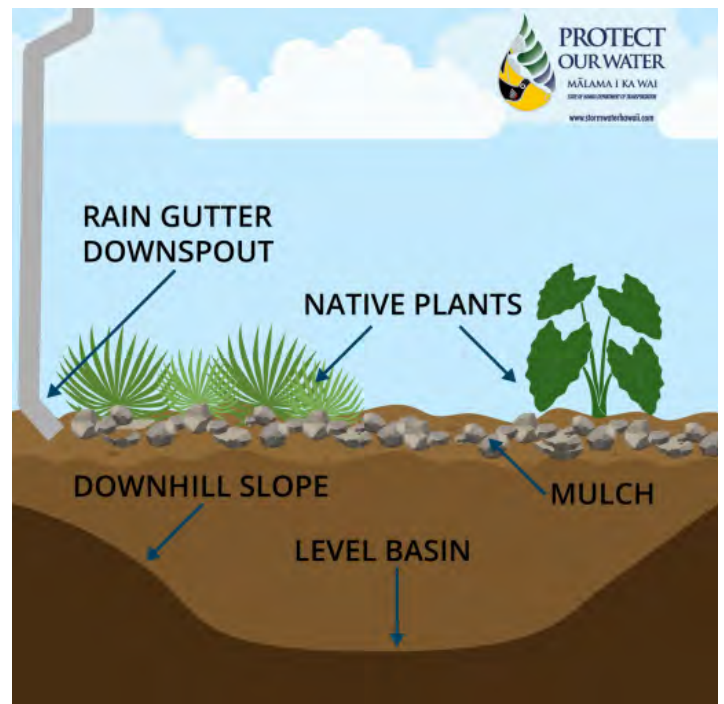
Protect the Natural Assets of the Neighborhood

A common response when asked what they like about the neighborhood most, second only to the people, is the nature. The neighborhood would like to work to become better stewards of their great natural assets and protect them for years to come.

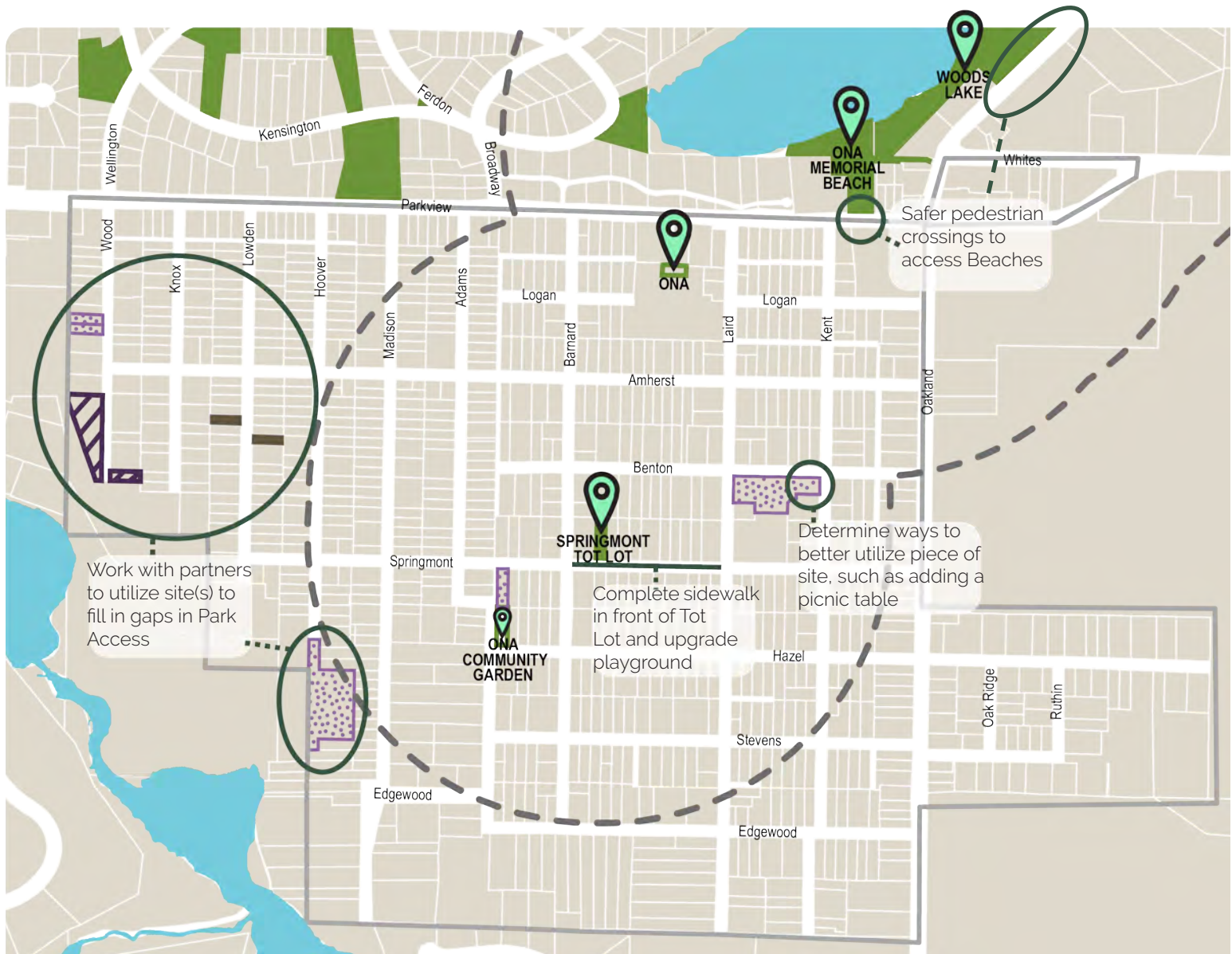
4

Maintain deer populations at safe levels and remediate externalities from high populations in the neighborhood

Oakwood and other area neighborhoods have been experiencing an increase in deer population. Residents are currently split on how they feel about deer with some loving their presence, and others feeling the negative impacts. While a long term solution is worked towards, the neighborhood would like pursue education to promote safety and help neighbors guard against some of the negative impacts of the deer.



Oakwood Parks + Open Space Priorities

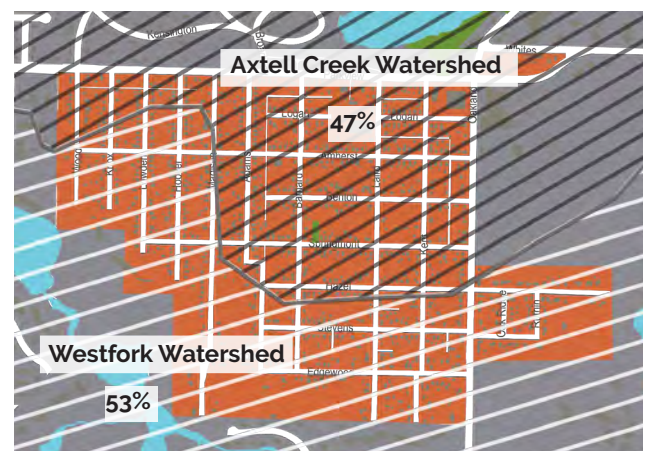


LEGEND

-  ONA Owned Property
-  City Owned Property
-  Land Bank Owned Property
-  1/4 Mile Park Access

Oakwood Watersheds

53 % of Oakwood neighborhood is in the Westfork Watershed which is associated with Asylum Lake. The remaining 47% is in the Axtell Creek Watershed.



Parks + Sustainability Goals and Actions

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Improve Existing Parks and Work Toward Every Being Within a Quarter Mile of a Park or Open Space					
Create New Park(s) and Green Space in Oakwood	- Advocate for the use of KCLBA property as parks - get resident feedback to ensure park serves resident needs	<i>Contact KCLBA to partner in using one or more of their properties for this need</i>	Work to create new park in the neighborhood	Long	\$\$-\$\$\$
Utilize Recharge Sites to Create Passive Park Areas	- Help reach out for volunteers to help plant gardens, - Provide feedback on passive park ideas and needs		- Create passive park uses at recharge sites such as a walking path with native or pollinator garden, picnic tables, or dog runs - Include neighborhood in plantings or building benches/tables	Mid	\$\$-\$\$\$
Address Flooding in the Neighborhood					
Install curbs where flooding regularly occurs in streets causing damage to driveways and homes			Re-install Kent Curb along Madison. If flooding continues to be an issue, study are for potential leeching basins.	Mid	\$\$\$
Clean gutters of debris to prevent back-ups	Organize volunteers to assist in proper disposal of lawn waste during season changes		Continue to clean and maintain gutters, continue to street sweep	Short	\$
Mitigate flooding in Oakwood by addressing issues with existing system			Repair the culvert at Angling to improve overall system flow and function	Long	\$\$\$\$
Protect the Natural Assets in the Neighborhood					
Join with surrounding neighborhoods to develop educational campaign to promote sustainable practices in the area	Work with partners to develop priorities and joint programs to help neighbors be environmentally sustainable	Partner to develop educational materials and trainings - Parkview Hills, ODWNA, KNC, WMU, Woods Lake Association	Provide information on City policies and ordinances related to sustainability	Short	\$

ACTION	Neighborhood Association	Partners	CITY	TIMELINE	COSTS
Protect the Natural Assets in the Neighborhood (Continued)					
Detach downspouts to help mitigate stormwater run-off. Diverted water can be captured in rain barrels or directed to rain gardens.	Partner to provide information and resources such as rain barrels	Partner to provide information and resources such as rain barrels - WMU		Short	\$-\$
Evaluate benefit of permeable pavings	- Install permeable paving treatments in driveways and other surfaces to support the absorption of water into the soil - Partner to educate residents on the benefits of permeable pavings	<i>Reach out to WMU to have students support effort and create educational materials</i>	- Allow permeable paving in zoning ordinance - Assist with review process to transition paved non-permeable areas to permeable	Long	\$\$\$
Plant rain gardens to help mitigate stormwater run-off	- Help to organize an event to build and plant rain gardens throughout the neighborhood including on ONA property - Work with local groups to gather donations and volunteers	Support rain garden plantings through donations, helping to organize volunteers and event, or providing how to trainings - Greenhouses, Master Gardeners, KNC, Parkview Hills, ODWNA, WMU, Building Blocks, Kalamazoo River Watershed Council, Woods Lake Association	- Help navigate ordinances to make sure plantings are allowed and not considered nuisances - Allow volunteers to plant in the curb lawn and other city owned property in the neighborhood as long as it doesn't create safety hazards	Short	\$\$
Increase knowledge and awareness of native and invasive plant species. Work to eliminate native species while encouraging the use of more native plants.	- Work with partners to provide informational material and organize trainings. - Work with City to organize neighborhood walk through to identify areas with invasives and inform homeowners of ordinances and how to remove them	Assist in developing informational materials and how to's on invasives - Master Gardeners, KNC, Parkview Hills, ODWNA, WMU, Woods Lake Association	Provide information on invasive species and City policies. Participate in neighborhood walk to let residents know if they have invasives, if they are in violation of City ordinances, and how to remove them.	Short	\$

ACTION	Neighborhood Association	Partners	CITY	TIMELINE	COSTS
Protect the Natural Assets in the Neighborhood (Continued)					
Advocate for completion of the Natural Feature Protection ordinance to protect neighborhood and City natural assets	- Provide City with information on areas believed to be natural features in the neighborhood - Participate in engagement around policy creation		- Complete the Natural Feature Protection Ordinance - Engage community to ensure all eligible natural features are protected	Short	Time
Maintain Deer Population at Safe Levels and Remediate Externalities from High Populations in the Neighborhood					
Work with surrounding neighborhoods to stop residents from feeding the deer	Promote information on why feeding deer is exacerbating the issue and attracting more deer	Work with neighbors to halt the feeding of deer - Parkview Hills, ODWNA, Woods Lake Association	If issue continues evaluate the need for formal ordinance language about feeding wildlife	Short	\$
Provide information on deer repellent plantings and other treatments with a focus on native plants	Work with partners to provide information, a training or meeting and potentially plants	Partner to provide information and to host a training or meeting, and potentiality plants - KNC, Local Green Houses, Master Gardeners, Parkview Hills, ODWNA, Woods Lake Association	Publish information in a View from the Curb	Short	\$
Advocate for regional approach to maintaining the deer population	Partner to advocate with MDNR to study urban deer population and develop plan for herd maintenance. Participate in any engagement	<i>These partners still need to be contacted to determine actions: MDNR, WMU, KNC, ODWNA, Parkview Hills, Woods Lake Association</i>	Advocate with MDNR to initiate study and regional effort to develop method for maintaining a healthy deer population	Long	Time



Separate Water Systems

The City of Kalamazoo has a Separate Sewer System meaning that sewage and stormwater are diverted into different pipes. According to the EPA benefits of a separate system include :

- Reduction of basement and street flooding
- Reduction or elimination of sanitary discharges to receiving waters
- Decreased impacts to aquatic species and habitat
- Decreased contact risk with pathogens and bacteria from domestic sewage in the receiving water

Development

1

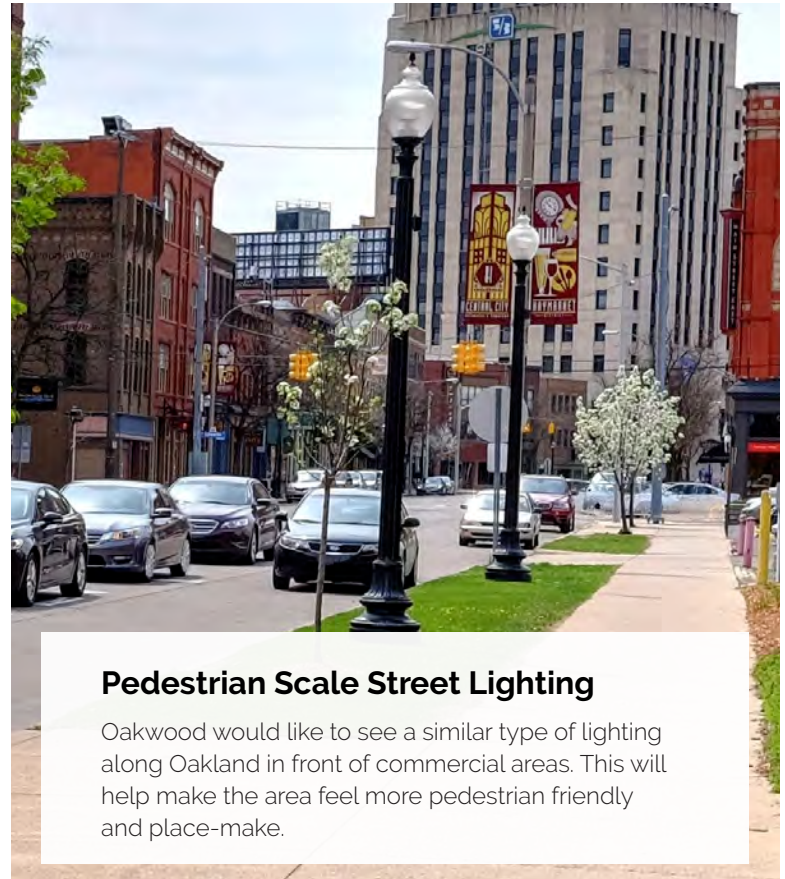
Encourage Walkable Commercial Development and Uses that Meet Neighborhood Needs

Oakwood would like to see the commercial areas enhanced to be more pedestrian friendly. While new development is encouraged the neighborhood also wants to ensure that residents are kept up-to-date as development happens.

2

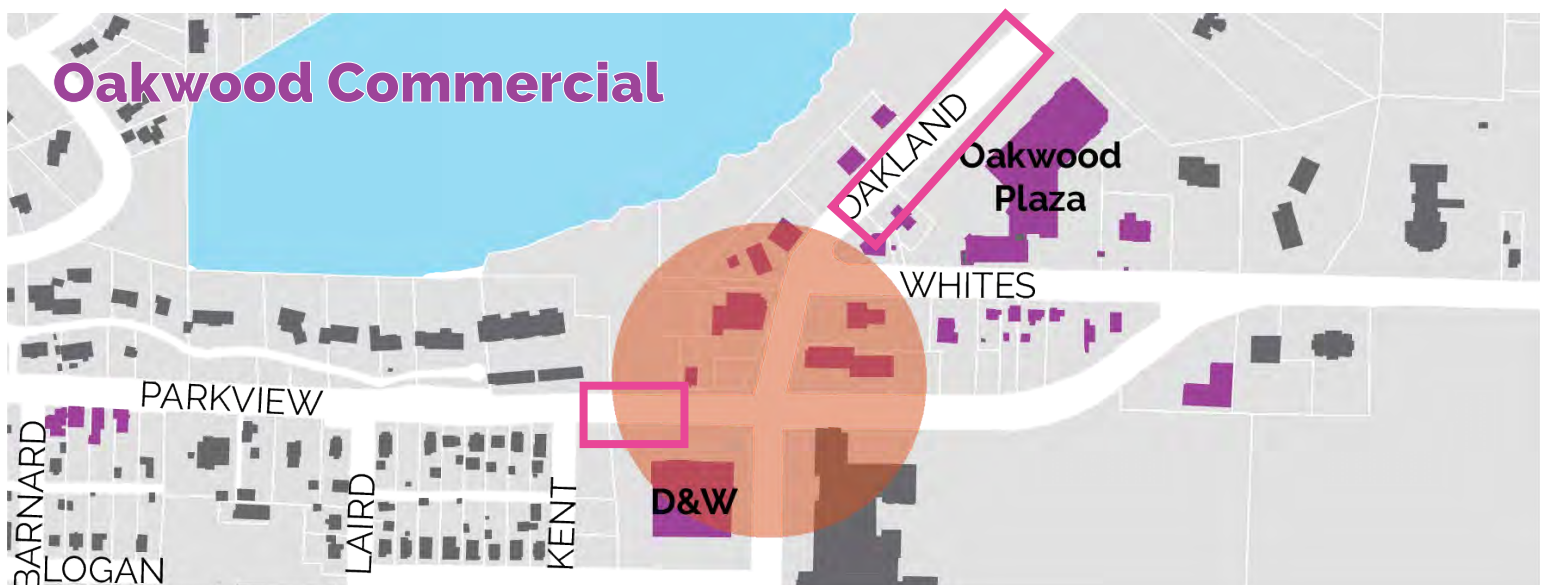
Create a Vibrant Commercial Node through Supporting Local Entrepreneurs and Placemaking

Oakwood would like to promote locally owned business and increase support for neighborhood entrepreneurs including artists. ONA hopes to help facilitate symbiotic relationships between businesses and artists to enhance the commercial node and further encourage development.



Pedestrian Scale Street Lighting

Oakwood would like to see a similar type of lighting along Oakland in front of commercial areas. This will help make the area feel more pedestrian friendly and place-make.



Oakwood Commercial

LEGEND



Priority for improved or new crossings



Commercial Use



Neighborhood Node

Development

ACTION	Neighborhood Association	Partners	CITY	TIMELINE	COSTS
Encourage Walkable Commercial Development and Uses that Meet Neighborhood Needs					
Regularly Communicate with Nearby Neighborhoods to Discuss Developments in the Area	Work with partners to establish open lines of communication and set-up neighborhood meetings about developments when appropriate	Work with partners to establish open lines of communication and set-up neighborhood meetings about developments when appropriate - ODWNA, Parkview Hills, Woods lake Association	- Continue to inform neighborhoods about developments and share site plans as they become available - Evaluate existing site plan review process and determine where and when in the process to require developer to engage the neighborhood	Ongoing	Time
Work To Make Oakwood Plaza And Commercial Node More Pedestrian Friendly And Feel Like A Vibrant Business Destination	- Work with partners to create safe pedestrian connections from sidewalk to the storefronts in Oakwood Plaza - Help connect businesses with the facade grant program - ONA, Oakwood Business Association	Work collectively to advocate for safe pedestrian connections through the parking lot of Oakwood Plaza - ODWNA, Parkview Hills, Woods lake Association	- Consider streetscaping improvements on Oakland, Parkview and Whites - Install decorative street lighting along Oakland in the curb lawn in front of Oakwood Plaza and commercial node - Improve bus stop and crosswalk at Oakwood Plaza - Ensure zoning promotes pedestrian friendly development - Provide support for facade improvements in the commercial node	Mid	\$\$-\$\$\$

ACTION	Neighborhood Association	Partners	CITY	TIMELINE	COSTS
Create a Vibrant Commercial Node through Supporting Local Entrepreneurs and Placemaking					
Support Businesses in the Neighborhood	• Invite Economic Development staff to attend Oakwood Business Association meetings to hear ideas, needs, and/or concerns of local businesses • Explore ways to promote businesses • Invite small business service providers to attend Business Association Meetings	Attend Oakwood Business Association Meetings- SCORE, SBDC, LISC	• Attend Oakwood Business Association meetings to hear needs and ideas of neighborhood business owners • Help connect businesses to resources	Short	\$
Utilize Local Talent to Create a Vibrant and Attractive Commercial Node	• Work with local artists and neighborhood businesses to create partnership to design projecting signs • Work with surrounding neighborhoods to determine best funding source • Explore ways to connect commercial spaces throughout the area with branding and signage	Partner to explore way to fund projecting signs and promote wayfinding and commercial corridor branding - PVH, ODWNA, Kalamazoo Artists Collective, WMU	• Ensure zoning allows for projecting signs in the commercial node • Help shepherd signs through the review process • Provide guidance on any wayfinding signage requirements, assist in approval and installation	Mid	\$-\$\$

Community

1

Increase Access to Fresh, Affordable, and Healthy Food

Oakwood Neighborhood Association currently runs a food bank and community garden. The Oakwood Neighborhood Garden is located at Adams and Springmont. Working with partners to determine ways to promote, grow, and maintain the garden as well as expand the food bank program, will help increase access to food for the neighborhood.

2

Create a Sustainable Organization and Center that Will Continue to Be An Asset for Years to Come

Many residents identify the Oakwood Neighborhood Center as an asset to the community. The Oakwood Neighborhood Association provides many different programs out of the Center. Oakwood Neighborhood Association will strive to make continuous improvements to the Center to be able to continue to effectively provide those programs and to grow its services. Long term the Association would like to build a new center in the neighborhood.

3

Promote Collaboration and Open Lines of Communication

In order to achieve many of the goals and actions identified in the planning process the neighborhood is going to need to build and maintain partnerships with residents, other neighborhoods, other organizations, and the City.

4

Increase Access and Enjoyment of the Arts

ONA has worked to bring art classes into the neighborhood for youth. The neighborhood would like to continue to build on these efforts and support local arts helping to promote local talent while also enhancing the public space in the neighborhood.

5

Support Affordable Housing in the Neighborhood

A majority of residents in Oakwood own their home. The neighborhood would like to continue to support homeownership and housing maintenance. The neighborhood has also prioritized housing options that allow seniors to age in place and continue to be a part of the community.



Oakwood Neighborhood Center



Oakwood Neighborhood Garden

Community

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Increase Access to Fresh, Affordable, and Healthy Food					
Provide Classes on Nutrition and Cooking	- Upgrade kitchen at ONA, consider renting kitchen space - Partner to provide classes on nutrition and cooking	Work with partners to provide classes - KVCC, WMU		Mid	\$\$\$
Expand ONA Capacity To Store Food And Food Pantry Program	- Identify grants and partners to assist in upgrading refrigeration systems and storage capacity - Work with partners to determine options for expanding program	Work with partners to determine best options for expanding food pantry - PFC/ Farmers Market, KVCC Food Innovation Center, Gibbs House		Long	\$\$\$
Bring More Fresh Affordable Food Options to the Neighborhood using tools such as a Neighborhood CSA, Mobile Farmer's Market, and/or Expanding the Community Garden	- Work with partners determine best options, develop program, and execute the program - Work with partners to implement best practice in community garden for outreach, maintenance, and potential expansion	- Work with partners determine best options, develop program, and execute the program - PFC/ Farmers Market, KVCC Food Innovation Center, Gibbs House - Work with partners to implement best practice in community garden for outreach, maintenance, and potential expansion - KVCC		Mid	\$
Create a Sustainable Organization and Center That Will Continue to be an Asset for Years to Come					
Install Signage That Makes the Center More Visible to Visitors and Residents	Determine desired sign design and work with City to ensure design meets zoning regulations		Assist with review and permitting process	Short	\$
Renovate Center Including Accessibility, Kitchen, Bathrooms, Fixtures, and Windows	Identify grants to fund building upgrades and work to establish strong relationships with funders in Kalamazoo	Provide support through student work in research and grant writing - WMU	Assist with review and permitting process	Mid-Long	\$\$\$
Create plan for a new building including design, site selection, and funding	- Work with partners to identify site for new Center - Develop site plan and fundraising plan	<i>Reach out to KCLBA to discuss potential of using one of their sites in the neighborhood</i>	- Assist with finding a site - Help usher site plan through review process	Short	\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Create a Sustainable Organization and Center That Will Continue to be an Asset for Years to Come (Continued)					
Build Organization Capacity and Sustainability	Work to create plans and materials (marketing, fundraising, strategic, etc.) that will help to understand what is needed to become sustainable long term	Work with partners to develop needed plans and materials - WMU, ONE Place	- Continue to provide funding support - Help connect to resources in the City that can assist in organizational capacity	Ongoing	\$
Work to Have Additional Staff (part and/or full time)	- Work with partners to have student volunteers work in the office - Work with partners to identify opportunities for low-cost staff (LISC Americorps)	- Work with partners to have student volunteers work in the office - WMU, KVCC, K College - Work with partners to identify opportunities for low-cost staff- LISC		Ongoing	\$
Understand What Data Resources are Available and How to Use Them	- Work with partners to train staff and board members on how to use data resources available, including Census data - Promote completing the 2020 Census survey with residents to try to attain the most accurate data possible	Work with partners to train staff and board members on how to use data resources available, including Census data - WMU, ONE Place	Support efforts to increase participation in 2020 Census through informational materials and other outreach	Short	\$
Promote Collaboration and Open Lines of Communication					
Increase Opportunities to Meet With City Staff and Provide City Updates	- Invite appropriate City staff to board meetings as needed - Work with partners to identify meeting locations, ideal meeting times, and to promote event	Work with partners to identify meeting locations, ideal meeting times, and to promote event - ODWNA, Parkview Hills, Woods Lake Association	- Engage in ONA board meetings when invited - Establish a rotating town hall where staff from various departments will provide updates and speak with residents about any concerns or ideas they may have	Short	\$
Promote "Coffee with a Commissioner" or similar event to increase access and opportunities to communicate with City Commissioners	Advocate with City Commission to establish an informal opportunity to connect with elected officials	Advocate with City Commission to establish an informal opportunity to connect with elected officials - ODWNA, Woods Lake Association	When appropriate, assist Commissioners in establishing event and advertising	Short	\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Promote Collaboration and Open Lines of Communication (Continued)					
Work to Establish Open Lines of Communication Between Public Schools and the Neighborhood	- Maintain communication between ONA, Woods Lake, and Alternative Learning Program - Encourage residents to participate in School Board - Invite school representative to join Neighborhood Board	Maintain communication between ONA and neighborhood schools - KPS (Woods Lake Elementary and Alternative Learning Program)		Short	Time
Create Clear and Effective Communication With Residents	- Work with partners to engage residents to understand best methods of outreach and communication. - Work to update existing marketing and communication materials to meet needs	- Work with partners to engage residents to understand best methods of outreach and communication - WMU - Work to update existing marketing and communication materials to meet needs - WMU		Short	\$
Establish Relationships With Other Neighborhoods	- Reach out to other neighborhood groups in the City - Maintain relationship and share information about what the organization is doing	Maintain relationship and share information about what the organization is doing - ENA, ODWNA, Parkview Hills, Woods Lake Association, ANA, KENA, NACD, VNA, WMH, Parker Duke, WNA, MNW and Milwood Commons, SARA	Continue to host quarterly All Neighborhood meetings for neighborhoods to meet one another and hear updates from City staff	Short	Time
Increase Access and Enjoyment of the Arts					
Work with Local Artists to create public art installations	Collaborate with Artists and youth to create public art (sculptures, murals, and other installations)	Collaborate to help artists and youth create public art installations - KIA, Kalamazoo Artists Collective	Provide information on relevant requirements, and help to identify spaces as necessary	Short	\$
Work to Bring Performances to the Area such as Plays or Instrumental performances	- Work with partners to identify performers - Work with Parks and Rec to access Woods Lake Gazebo - Work collaboratively to promote events - Work with partners to develop opportunities to showcase talent	- Work with partners to identify performers - Work collaboratively to promote events - Work with local businesses and churches to determine additional performance locations - WMU, Civic and other Theater Companies, PVHNA, ODWNA, Local Artists, Local Businesses	Work with neighborhood to determine partnership to use space at Woods Lake Beach	Short	Time

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Support Affordable Housing in the Neighborhood					
Change zoning to allow for more housing options while still maintaining the neighborhood character	Provide feedback on appropriate housing types and considerations, assist in outreach to residents for feedback		Work to allow for a mix of housing types in the neighborhood that will support all residents needs while still maintaining neighborhood character	Short	Time
Assist residents with home repairs	Provide information about existing programs, help residents connect to the right service	Provide information on existing programming - Community Homeworks, Habitat	Assist neighborhood in identifying and connecting with service providers	Short	Time-\$
Promote Energy Saving Improvements and Programs that Assist in Installation	• Work with partners to connect residents to programs that help make homes more energy efficient • Partner to distribute information on how energy efficiency is not only good for the environment but also helps reduce costs related to owning a home	Partner to provide information on programs - Community Homeworks, Consumers	Explore ways to assist with energy efficient home improvements	Mid	\$\$
Promote Home Maintenance	• Work with partners to provide classes on different home maintenance topics • Work with partners to plan block clean-up parties to assist with exterior property maintenance and build community	Work with partners to provide classes on different home maintenance topics - Habitat, Community Homeworks Work with partners to plan block clean-up parties to assist with exterior property maintenance and build community - Building Blocks	Support creation of classes and block parties	Mid	\$\$

Youth + Seniors

1

Create More Enrichment Opportunities for Youth

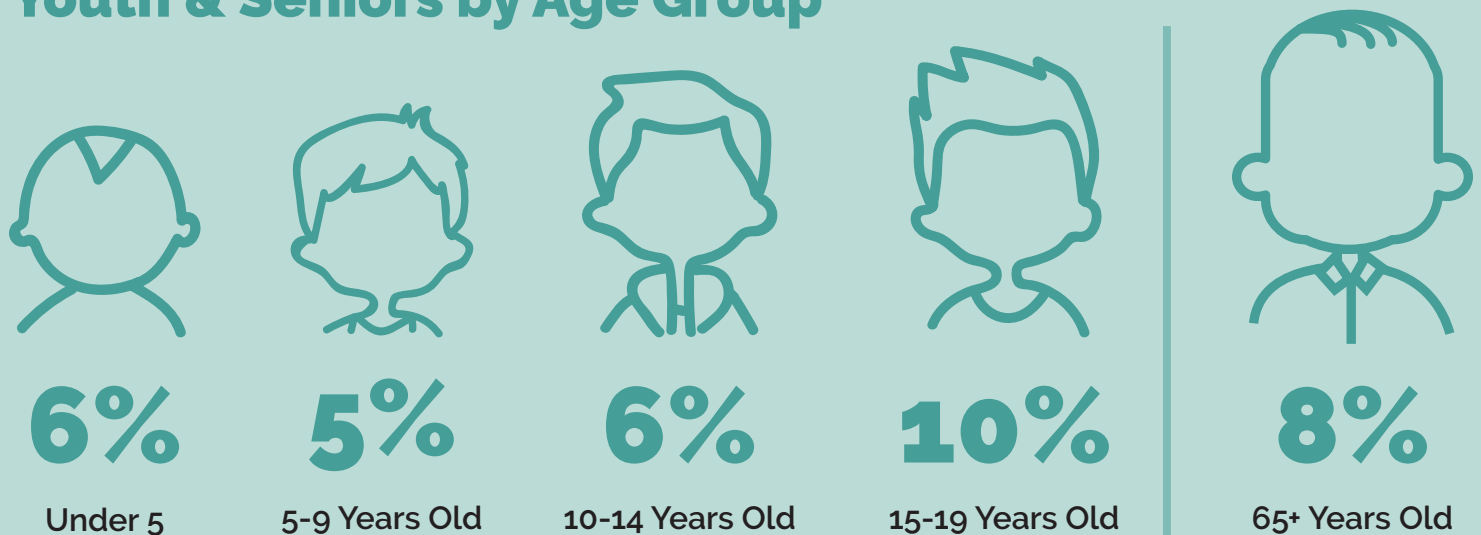
Approximately 27% of Oakwood's population is under 20 years old. The neighborhood would like to find ways to better promote existing and create new opportunities for youth to learn and engage with the community.

2

Support Seniors in the Neighborhood

As the population of Oakwood continues to age, the neighborhood wants to make sure there are opportunities for seniors to age in place and continue to engage with the community.

Percentage of Total Neighborhood Population of Youth & Seniors by Age Group



Oakwood Neighborhood Schools



Within Oakwood Neighborhood is KPS' Alternative Learning Program located near the Neighborhood Center. Just outside of Oakwood's boundaries is Woods Lake Elementary. Woods Lake is where a majority of youth in Oakwood go to school.

Legend

 Neighborhood School

Youth + Seniors Goals & Actions

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Create More Enrichment Opportunities For Youth					
Create Leadership or Decision Making Opportunities for Youth	- Establish two youth seats on the ONA Board or Establish an Oakwood Youth Advisory Board - Support volunteer to attend and lead Youth Advisory Board activities	Continue to provide trainings and support for the establishment and management of youth advisory boards - KYDNet	Consider establishing a Youth Advisory Board for Parks and Rec with youth representatives from all over the City	Short	Time
Increase awareness of existing opportunities for youth	Promote existing opportunities to residents through the newsletter, facebook, website, and next door	Work with partners to understand what programs or other opportunities are available - KYDNet, KNC	Work to create informational materials in formats easily shared on social media platforms	Short	Time
Understand and develop solutions to Oakwood youth participation in programs and school	Work collaboratively to understand existing data, develop tools to fill in gaps in data, and address the barriers uncovered. This could include providing programming for all ages, transportation, food, etc	Work collaboratively to understand existing data, develop tools to fill in gaps in data, and address the barriers uncovered. This could include providing programming for all ages, transportation, food, etc. - KYDNet, Kalamazoo Public Schools, neighborhood Churches		Mid	\$
Create safe access to K-3 programming	- Encourage residents to participate in School Board - Work collaboratively to provide Safe Routes to School for neighborhood youth - Explore partnerships to utilize school spaces for additional programming	- Work collaboratively to provide Safe Routes to School for neighborhood youth - Explore partnerships to utilize school spaces for additional programming - Kalamazoo Public Schools	Support Safe Routes to School efforts	Mid	\$\$\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Create More Enrichment Opportunities For Youth (Continued)					
Engage Oakwood youth in developing programming for youth	Engage the Oakwood youth board members to determine how to approach program development. Engage partners in the process to develop joint programming whenever possible	Partner to assist in discussions- WMU, KPS, KYD Net	Participate in programming discussions and development	Short	Time
Engage teens and young adults in a high quality service learning project(s)	Provide space for teens to meet to develop and implement the project	Provide guidance on how to manage high quality service learning projects - KYDNet	Support project the youth develop as needed - this will vary based on project	Mid	\$
Develop programming for Moms and Tots	Organize a monthly play date and encourage Mom's to take over management of the monthly meetings and any additional programming they may want to develop	Work with ONA to provide enrichment opportunities for Moms and Tots - Ready 4s, Great Start, WMU		Short	Time
Provide free tutoring at times accessible to youth who may have family responsibilities	Partner to provide tutors	Partner to provide tutors - WMU, Area Churches		Short	Time
Provide safe activities and lunch to youth during Winter Break	Partner to develop programming and house activities	Partner to develop programming and house activities - WMU, K College, KPS, KYD Net	Support program development, if possible assist in staffing or identifying possible organizations that could help	Short	\$\$
Host a Neighborhood event on a yearly basis such as Movie in the Park	Work to identify partner to organize and run the event in off years for Parks and Rec	<i>TBD potential partners maybe local movie theaters, WMU, The Event Company</i>	Create a set schedule so neighborhoods know when they will get a Movie in the Park from Parks and Rec	Short	\$-\$\$

ACTION	NEIGHBORHOOD ASSOCIATION	PARTNERS	CITY	TIMELINE	COSTS
Support Seniors in the Neighborhood					
Pilot a program pairing WMU geriatrics students with neighborhood seniors	Jointly develop program to match seniors with students to help seniors stay in their homes and students find affordable housing and course credits	Jointly develop program to match seniors with students to help seniors stay in their homes and students find affordable housing and course credits - WMU	Assist with any permitting or other regulatory issues that arise in program development	Long	\$\$
Assist seniors in home repairs and modifications	Provide information about existing programs, help residents connect to the right service	Provide information on existing programming - Community Homeworks, Habitat	Create informational material to assist Neighborhood in connecting seniors to programs related to HUD dollars	Short	Time-\$
Provide technological trainings to seniors and take steps to make using computers easier for them	Work to program computers for Seniors so it is difficult to damage the software and easy to navigate	Partner to support efforts - Senior Services, WMU, Area Agency on Aging		Ongoing	Time
Create a senior social calendar that seniors can use to know when events, classes, and other resources will be available	Work with partners to develop calendar	Work with partners to develop calendar - Senior Services, Area Agency on Aging, WMU, KVCC, K College		Short	Time
Assist seniors with snow removal	Work with partners to have volunteers help shovel driveways, sidewalks, and steps	Help organize volunteers to assist seniors with shoveling - WMU		Short	Time
Create more senior opportunities/ programming	Engage seniors to understand what type of activities or programming they would like to see. Partner with WMU to have geriatrics students provide the programming	Partner to have geriatrics students provide the programming - WMU		Short	Time

CITY OF KALAMAZOO, MICHIGAN

RESOLUTION NO. XX-XX

**A RESOLUTION AFFIRMING THE ADOPTION OF A SUB-PLAN TO
THE CITY OF KALAMAZOO'S COMPREHENSIVE PLAN
(THE OAKWOOD NEIGHBORHOOD PLAN 2019)**

Minutes of a regular meeting of the City Commission of the City held on **Date, at time.**, local time, at the City Hall.

PRESENT, Commissioners:

ABSENT, Commissioners:

WHEREAS, the Comprehensive Plan is a living document intended to be amended and updated with changing conditions; and

WHEREAS, the Oakwood Neighborhood Plan 2019 has been reviewed by neighboring townships and jurisdictions, as well as the Kalamazoo County Metropolitan Planning Commission, and was received favorably by those jurisdictions; and

WHEREAS, pursuant to Michigan Planning Enabling Act (PA 33 of 2008) the Kalamazoo City Planning Commission held a public hearing on October 4th, 2018, and recommended unanimously to the City Commission to confirm the approval of the sub plan

WHEREAS, the Oakwood Neighborhood Plan 2019 constitutes a public purpose, and:

- a. The sub plan is consistent with the Imagine Kalamazoo Strategic Vision and Imagine Kalamazoo 2025 Comprehensive Plan. Elements of the plan seek to promote economic vitality, create complete neighborhoods, and create inviting public places which are stated goals of the Comprehensive Plan; and
- b. This sub plan was created with a large amount of public input from those who live, work, and own property in the area; and
- c. The Oakwood Neighborhood of Kalamazoo is a geographic area less than the entire planning jurisdiction, and has unique physical characteristics that necessitate a more intensive planning process;

NOW, THEREFORE, BE IT RESOLVED:

The Oakwood Neighborhood Plan 2019 sub-plan to the City of Kalamazoo's 2025 Comprehensive Plan, as recommended by the Planning Commission and City Administration, is hereby approved.

The above resolution was offered by XXX and seconded by XXX.

AYES: Commissioners

NAYS: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing 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 date. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

Scott A. Borling
Acting City Clerk



Commission Agenda Report

City of Kalamazoo

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

FROM: Clyde J. Robinson, City Attorney

DATE: 3/1/2019

SUBJECT: City of Parchment Water & Wastewater Agreements

RECOMMENDATION

It is recommended that the City Commission approve the proposed agreements for the City of Kalamazoo to acquire the Parchment water system and a new wastewater service agreement which will convert Parchment from a wholesale customer to a retail customer.

BACKGROUND

On July 29, 2018 Lt. Governor Brian Calley declared a State of Emergency owing to the fact that the City of Parchment water supply greatly exceeded acceptable levels of PFAS due to contamination impacting that City's wellfields. Fortunately, the City of Kalamazoo water system exists in close proximity to Parchment and a temporary connection was made so as to provide the City of Parchment with potable water while a long term solution is considered and implemented.

Following discussions between officials of both municipalities, it was agreed that the best solution would be for the City of Kalamazoo to acquire the Parchment water system. The proposed agreement to implement this solution would amount to the City of Kalamazoo acquiring the assets of the Parchment water system for the amount of \$492,137 and Parchment water customers would become and be treated as Kalamazoo in-city water customers. Because the Parchment system also serves a portion of Cooper township, those customers would continue to be served, but would be treated as out-city customers, similar to Cooper Township customers currently served by the City of Kalamazoo.

Because the City of Kalamazoo would take over the billing of Parchment residences and businesses for both water and sewer services, the wastewater service contract which currently treats Parchment as a wholesale customer (wherein the amount of wastewater is measured and billed to the City of Parchment who in turn bill residents and businesses) to a retail customer wherein residents and businesses are billed directly by the City of Kalamazoo.

FISCAL IMPACT

The cost of acquisition of the Parchment water system would be \$492,137 to be paid over two years, plus the audited value of accounts receivable, and the expense of additional future costs to maintain the acquired infrastructure. However, the future maintenance costs would be recouped from water service billings from the system as a whole. It should be noted that Kalamazoo is not acquiring the Parchment wastewater system; Kalamazoo would provide ordinary maintenance to that system, but any capital expenses of the wastewater system would remain the responsibility of the City of Parchment.

ALTERNATIVES

The City Commission could decline to approve the proposed contracts, but this is not recommended.

ATTACHMENTS:

	Type	Description
▣	Agreement Parchment	Wastewater Service Agreement
▣	Agreement Parchment	Water Service Agreement

WASTEWATER SERVICE AGREEMENT

THIS AGREEMENT is entered into March 4, 2019 between the City of Kalamazoo ("Kalamazoo"), 241 W. South St, Kalamazoo, MI 49007, and the City of Parchment, ("Parchment"), 650 S. Riverview Dr. Parchment, MI 49004, collectively referred to as the "Parties" or individually as a "Party", pursuant to the authority granted by 1951 Public Act 35, MCL 124.51 et seq.

Recitals

Whereas each of the Parties pursuant to authority granted by law, operate and maintain wastewater collection systems; and

Whereas the Parties in pursuit of achieving the water pollution goals which have been established for them previously entered a 30 year Agreement dated July 23, 1985 whose terms continue on a year-to-year basis, and for which Parchment compensates Kalamazoo on the basis of metered wastewater flow at a common connection point of each Party's system; and

Whereas given that the Parties desire for Kalamazoo to acquire and operate the Parchment water system and as part of that takeover, each Parchment water customer can be individually billed for wastewater services,

Now therefore, in consideration of the promises and mutual covenants contained herein, the Parties agree as follows:

Terms & Conditions

1. This Agreement replaces all previous Agreements between these parties relating to the transportation and treatment of wastewater, and any said previous Agreements are of no further force or effect.

2. DEFINITIONS: As used in this Agreement the following terms are defined as follows:

"Collection System" means all sanitary sewers, trunks, interceptors, pumping stations, appurtenances, instrumentalities, or properties of the wastewater system used or useful in the collection and conveyance of wastewater, excluding service leads.

"Domestic Waste" means human wastes and other wastes related to personal or residential sanitation, including haul the septage wastes.

"Nondomestic Waste" means any waste generated from an industrial or commercial process or other means but which is not domestic waste.

"Service Lead" means an instrumentality that connects an affected property, including a structure, fixture, or improvement on the property, to the collection system and is neither owned nor maintained by a governmental agency.

"Treatment Facilities" means all piping, pumps, force mains, structures, equipment, appurtenances, instrumentalities, or properties used or useful in the treatment and disposal of wastewater.

"Wastewater System" means the facilities of Kalamazoo for collection, transportation, storage, piping, treatment and final disposition of domestic and nondomestic wastewater; the wastewater collection system of any municipality, including Parchment, served by Kalamazoo; and any temporary connection authorized by the Director of the Kalamazoo Department of Public services or the designee or authorized representative thereof.

"Wastewater" mean the liquid-and water-carried domestic and nondomestic wastes from dwellings, commercial buildings, industrial facilities and institutions, together with any groundwater, surface water, and storm water that may be present, whether treated or untreated, which is contributed into or permitted to enter the wastewater system.

3. CONVEYANCE OF WASTEWATER: Parchment agrees to convey its wastewater to the Kalamazoo Treatment Facilities at established points. No flow rate in excess of levels permitted by the Michigan Department of Environmental Quality (or its successor agency) shall be discharged by the Parchment Collection System to the Kalamazoo Wastewater System at any point without prior approval of Kalamazoo.

4. ACCEPTANCE AND TREATMENT: Kalamazoo agrees to accept wastewater to the best of its ability, in accordance with its NPDES permit, from the Parchment service area, into its Treatment Facilities, and to provide for the treatment and disposal thereof.

5. WASTEWATER CONTROL: As long as the wastewater of Parchment is treated by Kalamazoo, Parchment shall have in effect a plumbing code and such other ordinances, rules, and regulations as may be necessary to maintain standards for the construction, maintenance, repair, and use of the Collection System equal to those then in effect in Kalamazoo, and shall provide for the strict enforcement thereof.

At the request of Kalamazoo, Parchment agrees to terminate service to any premises which fails to comply with ordinances, rules, and regulations maintaining standards for the construction, maintenance, repair, or use of the Collection System. Kalamazoo shall have the right to inspect the Parchment Collection System and premises connected thereto for the purpose of enforcement of this Agreement.

The Parchment ordinances, rules, and regulations governing construction, maintenance, repair, and use of the Collection System shall be as stringent as those of Kalamazoo, including but not limited to pertinent provisions of the Kalamazoo City Code pertaining to the Wastewater System, as such exists at present or as may from time to time be amended. Any changes in Federal or State law or regulations or in the Kalamazoo City Code which sets stricter standards shall automatically become part of this Agreement.

The Parchment collection system shall be used for only such waste waters as are permitted under those laws, ordinances, rules, and regulations as are in effect at the time of the given use.

6. MUNICIPAL COLLECTION SYSTEM: It is understood that the sewers and appurtenances which are part of the Collection System as defined, except such facilities as have been, are, or will be constructed at Kalamazoo expense, are the property of Parchment and shall be constructed by Parchment. In the event that another political entity desires service therefrom or connection with the Parchment Collection System, such service shall be rendered or such connection made only with the written approval of Kalamazoo.

7. COLLECTION SYSTEM CONSTRUCTION: Parchment agrees to construct, at its expense, its Wastewater Collection System. Any Parchment Collection System construction (such as new sewers, reconstruction of existing sewers, etc.) shall be designed by a Registered Professional Engineer and the design, plans, and specifications therefor shall be subject to prior review and approval by Kalamazoo acting through its Director of Public Services (or designee thereof) , and shall equal or exceed Kalamazoo standards for materials and construction. Any construction of the Parchment Collection System shall be inspected by qualified personnel under the supervision of the Professional Engineer.

Detailed records of Parchment Collection System additions or modifications shall be maintained by Parchment, and copies of as-built drawings and records pertaining to service connections and property service leads shall be furnished to Kalamazoo. No system extensions beyond the Parchment corporate limits or the areas being presently served shall be made without prior written approval from Kalamazoo.

8. COMPENSATION FOR TREATMENT: Kalamazoo agrees to provide and maintain, pursuant to its ordinance and water service contracts, the proper water meters for properties connected to the Kalamazoo water system and collect individual water consumption data and bill individually metered customers of the Parchment wastewater collection system, according to the rates set forth in the Kalamazoo Code of Ordinances, as may be amended from time to time, for out-city customers of the Wastewater System.

One or 2-family residential customers not connected to the public water system may be charged pursuant estimates made by the Kalamazoo Director of Public Services in accordance with standards set in the Kalamazoo City Code. Such estimated charge procedures shall be at the option of Kalamazoo.

User charges for operation, maintenance, and replacement shall conform with guidelines established by the United States Environmental Protection Agency or other regulatory agency, as may be amended from time to time. Such charges shall generate sufficient revenue to pay all costs of operation, maintenance, and replacement of the Wastewater System. The system of user charges shall be reviewed at least once every 2 years and revised as required. Such charges shall ensure that every user and user class pays his proportionate share of the operation, maintenance, and replacement costs. The system of capital charges shall be reviewed at least once every 2 years and revised is required to ensure that every user and user class pays its proportionate share of such charges.

The Parties may use a rate expert selected by Kalamazoo to assist them in reviewing the charges, and the costs of such expert shall be charged to the Wastewater System.

All wastewater service charges shall be collected by Kalamazoo. The rates and charges shall constitute a lien on the properties located in Parchment as provided for by MCL 123.161 *et seq.*, as amended. It is agreed that such liens may be enforced by Kalamazoo in the same manner that mechanics liens are enforced under the provisions of the laws of the State of Michigan. It is also agreed that Kalamazoo has the power to effect collection of water service charges which remain due and unpaid for more than 30 days by any means permitted by law.

9. ADDITIONAL MUNICIPAL CHARGES: Parchment may make additional charges for wastewater collection and disposal services over and above those which are billed, collected and retained by Kalamazoo under the provisions of this Agreement. Such additional charges may be billed and collected by Kalamazoo in conjunction with the other charges and accounted for by the Kalamazoo to Parchment. Kalamazoo shall be entitled to be reimbursed by Parchment for any additional administrative costs involved in billing and collecting such additional charges.

10. INDUSTRY: Parchment agrees to permit Kalamazoo to establish, bill for, and collect charges directly against industrial users of the Parchment Collection System so as to require such pretreatment of industrial wastes and to execute contracts with industrial users as may be required to comply with federal regulations established as a condition of approval of federal grants for Kalamazoo or Parchment.

Any industry desiring to use the Parchment Collection System for industrial wastes, shall apply in writing to Kalamazoo's Director of Public Services and the appropriate Parchment official for permission to connect to the Parchment Collection System and no discharge of any

such industrial waste into that System in the service area shall be permitted unless and until all of Kalamazoo's lawful requirements have been met, including, where required, the pretreatment of industrial wastes as required by Federal or State regulation and approved by Kalamazoo.

11. MAINTENANCE: Kalamazoo agrees to provide ordinary and regular maintenance of the Parchment wastewater collection system which shall include periodic cleaning of the sanitary sewers, as well as ordinary maintenance and operation of any wastewater pumping stations. Construction, reconstruction or repair of the Parchment collection system or any part thereof shall be the responsibility of Parchment and is not part of the ordinary maintenance service provided by Kalamazoo; nor shall maintenance of service leads, house connections or house sewers be part of the maintenance service. If services which are not required under this contract are performed by Kalamazoo, the charges therefor will be based on the actual cost of labor and materials, inclusive of administrative and overhead charges.

12. CONSTRUCTION BY KALAMAZOO WITHIN PARCHMENT: In the event Kalamazoo needs to use streets, highways, alleys or easements in Parchment to construct, maintain or operate wastewater system facilities to adequately serve Parchment and other areas, Parchment agrees to consider such need and to not unreasonably withhold consent to the use of said streets, highways, alleys, or easements and Parchment agrees not to make any charge therefor to Kalamazoo. Parchment shall however be entitled to place reasonable conditions on its such use of said streets, highways, alleys, or easements, including but not limited to a request to restore all real and personal property to a condition comparable to that existing immediately prior to the work, or at Kalamazoo's option provide a replacement of comparable quality and Kalamazoo's agreement to plan and construct such facilities in a manner so as to minimize disruption of vehicular traffic. All facilities constructed by or at the expense of Kalamazoo shall be the property and remain under the exclusive control of Kalamazoo.

13. CONNECTION TO PARCHMENT SYSTEM: It is mutually understood and agreed that the Parchment Collection System may be utilized to serve areas of Kalamazoo or other communities with the consent of both Kalamazoo and Parchment, which consent will not be unreasonably withheld by either Party. No connection will be made that is not in accordance with accepted waste water system collection practices. If the connection or service results in the use of collection system by any other political entity, Parchment shall be entitled to compensation from that entity proportional to such use. Such charge shall not exceed charges which are levied against users of Parchment's collection system within the City of Parchment.

14. HOLD HARMLESS: Parchment agrees pay Kalamazoo for any liability, claim, fine, cost, or penalty of whatever form or kind, including but not limited to personal injury or property

damage because of any act or omission of Parchment or one of or more of its officers, agents, employees or departments.

Parchment further agrees to pay Kalamazoo, for any liability, claim, find, cost or penalty of whatever form or kind, including but not limited to fines, costs, fees, or penalties imposed upon Kalamazoo by any court or administrative agency, including but not limited to the United States Environmental Protection Agency or the Michigan Department of Natural Resources, because of any act or omission of Parchment or one or more of its officers, agents, employees or departments, if the act or omission constitutes a violation of, or places Kalamazoo in violation of, any environmental statute, ordinance, rule, or regulation.

Kalamazoo agrees to pay Parchment, for any liability, claim, fine, cost or penalty of whatever form or kind, including but not limited to personal injury or property damage because of any act or omission of Kalamazoo or one or more of its officers, agents, employees or departments.

15. OPERATING LIABILITY: Kalamazoo use reasonable diligence but does not guarantee uninterrupted service and shall not be liable for injuries or damages caused by such interruptions whether caused by defects in original construction, cave-ins, accidents, repairs, or other causes, nor shall Kalamazoo be liable to Parchment or any customer or any other person firm or corporation for injuries or damages of any nature caused by a sewage disposal system event as defined by MCL 691.1416, the use of the treatment facilities of Kalamazoo or the Parchment collection system, or by interruptions thereto. This paragraph does not modify paragraph 14.

16. TERMINATION: This Agreement shall remain in full force and effect for an indefinite period of time, but for at least a period of 30 years unless sooner terminated by consent of the Parties hereto or by either Party because of a breach by the other Party of a material provision or undertaking or failure to make a payment required; provided, however that no termination shall be made because of such breach until after the expiration of 6 months following a written notice of such breach to the offending Party by the other Party, which notice shall specify how, in the opinion of the non-offending Party the breach can be corrected. After the expiration of the 30 year period, either Party may terminate your Agreement upon one year's written notice to the other Party.

17. ASSIGNMENT: Kalamazoo shall at all times have the right and may at any time exercise that right to assign all of his rights, obligations and liabilities to a wastewater authority created for the Kalamazoo area.

18. SAVING CLAUSE: Should any part of this Agreement be held by a court of competent jurisdiction to be illegal or unenforceable, such event shall not be deemed automatically affect

the validity of any other portion year of, but if the ruling deprives a Party of one or more rights under this agreement, this Agreement may be suspended upon 10 days written notice to the other Party. The Parties would then negotiate for the purpose of revising this Agreement.

IN WITNESS WHEREOF, this Agreement is signed and delivered the day and year first above written by authority of the City Commission of Kalamazoo given the _____ day of _____ 2019, and the City Commission of Parchment, given the _____ day of _____ 2019.

CITY OF KALAMAZOO

CITY OF PARCHMENT

By: James K. Ritsema

Its: City Manager

By: Robert D. Britigan III

Its: Mayor

WATER SYSTEM AGREEMENT

This Agreement is entered into _____, 2019 between the City of Kalamazoo ("Kalamazoo"), 241 W. South St., Kalamazoo, MI 49007 and the City of Parchment ("Parchment"), 650 S. Riverview Dr., Parchment, MI 49004, collectively referred to as the "Parties" or individually as a "Party", pursuant to the authority granted them by 1951 Public Act 35, MCL 124.1 et seq. and 1917 Public Act 34, MCL 123.141 et seq.

Recitals

Whereas, the City of Parchment owns and operates a municipal water system that services its residents and a portion of Cooper Township and which pursuant to a Water Supply Agreement dated August 14, 2018 has used potable water supplied by the City of Kalamazoo; and

Whereas, the City of Parchment desires that the City of Kalamazoo take over the ownership and operation responsibilities of the Parchment municipal water system;

Now therefore, in consideration of the mutual covenants and agreements contained herein, the Parties agree with each other according to the provisions contained within this Agreement and as set forth as follows.

Terms & Conditions

Section 1. Grant of Title

A. Parchment grants title to Kalamazoo to all accessory equipment, appurtenances, and appliances, including, but not limited to all water mains, pipes, fittings, valves, storage tank, fire hydrants, and any property rights, whether recorded or unrecorded, and all notes and audited accounts receivable (excluding cash on hand and bad debt), which comprise the assets and liabilities of the Parchment municipal water system, as set forth in Attachment A to this Agreement, and which are used for the purpose of transmitting and distributing water throughout the City of Parchment and a portion of Cooper Township, Kalamazoo County, Michigan.

B. It is agreed between the Parties that Kalamazoo is not acquiring the Parchment wellfield property located off of 20th St. in Cooper Township which includes associated wellfield equipment, appliances and appurtenances, including but not limited to Wells, well houses, well pumps, water treatment plant, laboratory, backwash lagoons, and all related equipment, structures and real property.

It is also agreed that the water storage tower located in Kindleberger Park is an asset that will be acquired by Kalamazoo, however, the real property containing the tower remains titled to Parchment, subject to a right of access by Kalamazoo which is granted by the terms of this Agreement.

It is further agreed that Kalamazoo is not acquiring any present or future liability in tort or contract for any claim of injury to person or property as a result of PFOS/PFOA/PFAS, lead, or any other contaminant discovered to have been present in the Parchment water system prior to August 1, 2018 or directly related to the change in water source subsequent to August 1, 2018.

C. Kalamazoo agrees to pay Parchment the sum of \$492,137.00 as consideration for said accessory equipment, appurtenances, appliances, property rights, assets and liabilities being acquired. This sum shall be paid in two equal payments, the first due on or before June 28, 2019 and the second payment due on or before June 30, 2020. Kalamazoo also agrees to pay Parchment the amount of accounts receivable determined as of March 15, 2019, less any bad debt. As used throughout this Section 1, "bad debt" means any accounts more than 90 days in arrears.

Section 2. Grant of Authority

A. Parchment grants Kalamazoo the power and authority access all public streets, avenues and alleys, rights-of-way and public places now existent or which may hereafter come into existence to do all things necessary to operate a municipal water system and in carrying out the delivery of potable water throughout the City of Parchment.

B. Parchment grants to Kalamazoo its irrevocable consent to use such highways streets and alleys, rights-of-way, and other public places as may be reasonably necessary to permit Kalamazoo to service the areas of Parchment and agrees to execute and deliver to Kalamazoo any easements or other consents in recordable form as may from time to time be requested by Kalamazoo, provided however, that any easements for the exclusive use of establishing water mains within Parchment and which must be acquired by eminent domain or purchase, shall not be required to be furnished to Kalamazoo at the expense of Parchment.

Section 3. Acceptance and Performance Obligations; Indemnification

A. In exchange for the grants of authority provided by this Agreement Kalamazoo shall take title to the Parchment municipal water system and by acceptance thereof, faithfully perform all manner of services required to deliver potable water; such performance by Kalamazoo shall be in lieu of all licenses, fees, taxes or charges which Parchment might otherwise levy and impose.

B. Parchment agrees to assume all liability and expense to pay for and defend any claim of personal injury or property damage sounding in tort or contract asserted to be the result of its acts or omissions in the operation of the Parchment water system against Kalamazoo prior to the effective date of this Agreement. Kalamazoo agrees to provide Parchment five (5) business days' notice of any claim received that Parchment may be obligated to defend or resolve.

Section 4. Operation of System

Kalamazoo will operate and maintain the water system in the same manner as water is furnished within the City of Kalamazoo and agrees to keep the water system in good repair including the maintenance and painting of fire hydrants, the repair of leaks and defects and items of a similar nature usually associated with the maintenance and operation of a public water supply system.

Section 5. Service Connections & Meters

A. Any customer service connection shall be installed under the same conditions, rules, regulations, and charges as are now or may hereafter be in effect within the City of Kalamazoo. Kalamazoo will provide at its expense all necessary meters for measuring water used by customers.

B. The Parties understand and agree that Lead Service Lines (LSL) served by the Parchment water system are required to be replaced up to the meter. Kalamazoo agrees to perform or contract for the performance of the LSL replacement work in accordance with applicable State-mandated deadlines.

Section 6. Identity as Kalamazoo Water System; Water Storage Tank

A. Upon execution of this Agreement by the authorized representatives of Kalamazoo and Parchment, the Parchment municipal water system shall become and be considered, in whole and in part, as the Kalamazoo municipal water system.

B. Kalamazoo agrees that so long as the water storage tank in Kindleberger Park remains used and useful, it may, at the request and expense of Parchment, be painted to reflect the identity of the City of Parchment. The Parties further agree that neither Party shall permit third-party privately owned and controlled telecommunication antennas or similar equipment to be located on the water storage tank.

C. The parties agree that future water quality and hydraulic optimization goals may require that the Parchment water storage tank be taken out of service. This decision will be made solely by Kalamazoo as permitted and authorized by the Michigan Department of Environmental Quality. It is further understood that taking the water storage tank out of service could be intermittent,

seasonal or permanent. Should the water storage tank be taken out of service permanently, such would require its demolition and disposal. The cost to demolish and dispose the water storage tank is a utility cost absorbed by Kalamazoo water system, and cannot be prevented by Parchment.

Section 7. Hydrants

Kalamazoo, from time to time and upon request in writing from Parchment, will install, move and remove fire hydrants at locations upon mains then laid or being laid, as requested by Parchment. The installation and removal cost of fire hydrants will be at the expense of the water system and become the property of Kalamazoo.

Section 8. Construction and Maintenance

Kalamazoo agrees to maintain the mains, and all appurtenances subject to this Agreement, however Parchment shall reimburse Kalamazoo for the cost of all changes in or damages to the distribution system and service connections as may be incurred by street redevelopment programs, street grading programs, or other public works by the City of Parchment, its contractors or agents, other than damage caused by activities of Kalamazoo or its contractors and agents. Kalamazoo agrees to save Parchment free from all liability cost and expense to which it might be subject by reason of construction and maintenance activities conducted by Kalamazoo. The liability which Kalamazoo accepts under this paragraph applies only to new construction and maintenance work and is not to be confused with operating liability addressed by Section 9 of this Agreement.

Section 9. Operating Liability

Kalamazoo will use reasonable diligence to provide and maintain regular and uninterrupted water service, but such does not guarantee uninterrupted service and shall not be liable for damages caused by accident, repairs or other causes; nor shall Kalamazoo be liable for injuries or damages of any nature caused by the use of the water so furnished. The Parties agree that the provision of water services pursuant to this Agreement is a governmental function and that nothing in this Agreement shall be deemed or construed as a waiver of the defense of governmental immunity as recognized by Michigan common law and statute.

Section 10. Water Service Rates

The rates to be charged by Kalamazoo for water service to former Parchment water system customers shall be identical to the rates charged by Kalamazoo to users of water service within the City of Kalamazoo as from time to time established by ordinance or resolution.

All water service charges shall be collected by Kalamazoo. The rates and charges shall constitute a lien on the properties located in Parchment as provided for by MCL 123.161 *et seq.*, as amended. It is agreed that such liens may be enforced by Kalamazoo in the same manner that mechanics liens are enforced under the provisions of the laws of the State of Michigan. It is also agreed that Kalamazoo has the power to effect collection of water service charges which remain due and unpaid for more than 30 days by any means permitted by law.

Section 11. Assignment

Parchment assigns to Kalamazoo all rights and responsibilities Parchment has in the Renewed Parchment/Cooper Water Service Agreement dated December 18, 2001 which extends the terms of the November 4, 1968 Water Service Agreement between Parchment and Cooper Township, both agreements being Attachment B to this Agreement. Parchment agrees to secure the consent of Cooper Township to assign its rights and responsibilities under these agreements to the City of Kalamazoo prior to or contemporaneous to entering this Agreement. Attachment C shall reflect the consent by Cooper Township to the water system transfer contemplated by this Agreement.

Section 12. Cooperation

A. Parchment agrees to cooperate with Kalamazoo by adopting and promoting any and all measures of aid and assistance to permit the prompt and efficient accomplishment of the objectives of this Agreement and the operation of the water system, including the adoption of ordinances and enforcement of applicable codes, laws, or regulations to such end. Parchment further agrees to amend or repeal any and all ordinances, rules, regulations which have been previously adopted and which are in conflict with the provisions of this Agreement or contrary or burdensome to the objectives stated herein. Additionally, Parchment commits itself to cooperate fully in assisting in the collection of charges, including the taking of appropriate action on Kalamazoo's behalf and at its request in order to effectuate collection of water service charges.

B. Parchment agrees to transfer its water service customer billing and collection records to Kalamazoo and provide the necessary assistance to Kalamazoo to facilitate said transfer upon execution of this Agreement.

C. All rules, regulations, and services as provided within the City of Kalamazoo, for the administration of its water utility, except as otherwise provided within this agreement, shall be considered to apply to Parchment water service customers. Kalamazoo agrees to faithfully administer such rules in an impartial manner to all its customers.

13. Effective Date

Upon execution by the authorized representatives of the Parties, this Agreement is deemed effective March 4, 2019.

Authorized Signatures

The authority of the official on behalf of the City of Kalamazoo to execute this agreement as evidenced by the authority of the City Commission given on the ____ day of _____, 2019 and reflected in the minutes of said meeting.

The authority of the official on behalf of the City of Parchment to execute this agreement as evidenced by the authority of the City Commission given on the ____ day of _____, 2019 and reflected in the minutes of said meeting.

CITY OF KALAMAZOO

CITY OF PARCHMENT

James K. Ritsema

Robert D. Britigan III

City Manager

Mayor



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: 2/18/2019

SUBJECT: Nomination of Stakeholder Directors to the Foundation for Excellence Board of Directors and Re-appointment

RECOMMENDATION

It is recommended that the City Commission review the slate of two (2) Sector Representatives for the Foundation for Excellence (FFE) Board of Directors being recommended by the FFE Governance Facilitator, the Kalamazoo Community Foundation (KZCF), and one re-appointment, 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 at the March 18, 2019 City Commission meeting.

BACKGROUND

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 the relevant Stakeholder Groups 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.

IDENTIFYING VACANT SEATS

Since the seating of the Inaugural Board in 2018, the Kalamazoo Community Foundation has been in contact with staff from the City to ensure continued support of the governance functions of the board. Beginning in September 2018, conversations began to determine the key elements of the process for reappointment and recruitment to fill emerging vacancies. Over the course of the last year, two Stakeholder Directors have stepped down from their seats. One has relocated out of the community and having been originally appointed to a one-year term expiring December 31, 2018, that seat has been left vacant to be filled in the next round of recruitment in spring 2019. One additional director, who's term does not expire until May 31, 2020, also needed to step down from the Board and has requested a new candidate be recruited to fill her seat. In addition, at the seating of the inaugural board, two additional Directors were appointed to initial 1-year terms to ensure one-third of terms expired each year in three-year cycles. One Directors with an expiring term was willing to continue serving and

one resigned. City staff reported that the remaining board member is a valuable member of the board and recommended she be reappointed. A cohort of leaders from the sector was consulted via email to review the current Stakeholder Director and approved the recommendation for reappointment.

CANDIDATE RECRUITMENT

With two vacancies to fill, the Community Foundation and City staff Met to review the desired qualities for candidates (Attachment A) and to develop a process for recruitment. The application form (Attachment B) was updated to ensure the necessary information needed to prioritize candidates for the vacant seats would be gathered. 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 either sector, they had the option to note a second choice, as well. The application form was made available to the public from January 1st through 31st 2019 in both an online form and a paper format. 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, education institutions, and faith communities, as well as across the Community Foundation’s social media and website. When early submissions were low in the faith sector, Community Foundation staff did additional outreach to leaders in multiple faith communities to encourage additional submissions. These efforts resulted in the submission of 24 completed applications for the two open seats. Applications were received from across the community, with applicants representing both sectors at both the leadership and grassroots levels, from inside and outside the City limits, a variety of education levels and income brackets, different religious backgrounds, and other varying identities.

COMMUNITY RESOURCES CONSULTED

SECTOR INPUT

In keeping with the expectation set forth in the FFE Bylaws, representatives of both Stakeholder Groups were convened to review the applicants. Key representatives from each sector were invited to participate (Instructions - Attachment C). In 2017 we had 40 representatives spread across the eight sectors. This year we were able to consult with 14 representatives in just two sectors, allowing for even more robust input. The applications were sorted for review by the sectors, using the candidates’ self-selection of sector preference: each application was reviewed by both their first and second (when applicable) choice sector(s). After reviewing the applications, the sector reviewers were invited to caucus through a facilitated video conference 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 two candidates through an online ranking tool. Through the discussion on the call and the ranking tool, clear preferences emerged to represent each sector.

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 will be included in a separate report for the March 18th City Commission meeting. In addition, the Community Foundation team which synthesized the final recommendations noted some areas for process improvements in future iterations to intentionally bolster representation in the candidate pool from several underrepresented communities. For example, few to no applicants identified as members of the LGBTQ community, of communities of color aside African American identity, as veterans, or as non-Christian people of faith, amongst many others. Intentional and personal outreach to these communities, rather than “form letters” or mass emails, may elicit a more interest and a more diverse pool of candidates. Presentations from current FFE Board members may be another option. Additionally, to fully support the FFE and City of Kalamazoo’s commitment to equity and inclusion, more information could be gathered on the application about a candidate’s perspectives on equity. For example, moving the City’s diversity statement to a different place in the application, followed by a question like “Are you able to support and advocate on behalf of each of these identities? Why or why not?” could help sector reviewers and City Commissioners have a deeper understanding of each candidate’s views and support of the City’s commitment to embracing diversity.

ALTERNATIVES

Not reviewing the slate of candidates would delay completion of the FFE’s new Board of Directors.

ATTACHMENTS:

Type	Description
□	Proposal 2019 Director Nomination and Reappointment slate

Foundation For Excellence

Stakeholder Director Recommendations

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MEMORANDUM

DATE: February 26, 2019
TO: Kalamazoo City Commission
FROM: Carrie Pickett-Erway
SUBJECT: Foundation for Excellence Board of Directors Selection Methodology

A slate of four candidates recommended for nomination to the Foundation for Excellence (FFE) Board of Directors will be presented at the next City Commission meeting on March 4, 2019. 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 with those of existing members. We hope that by sharing details about the process used to identify the 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 the relevant Stakeholder Groups 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.

IDENTIFYING VACANT SEATS

Since the seating of the Inaugural Board in 2018, the Kalamazoo Community Foundation has been in contact with staff from the City to ensure continued support of the governance functions of the board. Beginning in September 2018, conversations began to determine the key elements of the process for reappointment and recruitment to fill emerging vacancies. Over the course of the last year, two Stakeholder Directors have stepped down from their seats. One has relocated out of the community and having been originally appointed to a one-year term expiring December 31, 2018, that seat has been left vacant to be filled in the next round of recruitment in spring 2019. One additional director, who's term does not expire until May 31, 2020, also needed to step down from the Board and has requested a new candidate be recruited to fill her seat.

In addition, at the seating of the inaugural board, two additional Directors were appointed to initial 1-year terms to ensure one-third of terms expired each year in three-year cycles. Both Directors' with expiring terms were willing to continue serving. City staff reported they are both valuable members of the board and recommended they be reappointed. A cohort of leaders from each of these two sectors was consulted in November 2018 via email to review the current Stakeholder Director for their sector and both cohorts approved the recommendation for reappointment. However, on February 25, 2019 the Board unanimously accepted the resignation submitted by one of these Director's leaving that seat vacant until further action.

CANDIDATE RECRUITMENT

With two vacancies to fill, the Community Foundation and City staff Met to review the desired qualities for candidates (Attachment A) and to develop a process for recruitment. The application form (Attachment B) was updated to ensure the necessary information needed to prioritize candidates for the vacant seats would be gathered.

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 either sector, they had the option to note a second choice, as well.

The application form was made available to the public from January 1st through 31st 2019 in both an online form and a paper format. 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, education institutions, and faith communities, as well as across the Community Foundation's social media and website. When early submissions were low in the faith sector, Community Foundation staff did additional outreach to leaders in multiple faith communities to encourage additional submissions.

These efforts resulted in the submission of 24 completed applications for the two open seats. Applications were received from across the community, with applicants representing both sectors at both the leadership and grassroots levels, from inside and outside the City limits, a variety of education levels and income brackets, different religious backgrounds, and other varying identities.

SECTOR INPUT

In keeping with the expectation set forth in the FFE Bylaws, representatives of both Stakeholder Groups were convened to review the applicants. Key representatives from each sector were invited to participate (Instructions - Attachment C). In 2017 we had 40 representatives spread across the eight sectors. This year we were able to consult with 14 representatives in just two sectors, allowing for even more robust input.

The applications were sorted for review by the sectors, using the candidates' self-selection of sector preference: each application was reviewed by both their first and second (when applicable) choice sector(s).

After reviewing the applications, the sector reviewers were invited to caucus through a facilitated video conference 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 two candidates through an online ranking tool. Through the discussion on the call and the ranking tool, clear preferences emerged to represent each sector.

DEVELOPMENT OF FINAL SLATE

The final step in the process is to consolidate the information gleaned from the sector reviewers to ensure the final recommendation preserves a broadly diverse and skilled Board of Directors. 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 diversity in perspectives across gender and race. The team reviewed the composition of the board 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 two additional candidates recommended to ensure a well-balanced 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 will be included in a separate report for the March 18th City Commission meeting.

In addition, the Community Foundation team which synthesized the final recommendations noted some areas for process improvements in future iterations to intentionally bolster representation in the candidate pool from several underrepresented communities. For example, few to no applicants identified as members of the LGBTQ community, of communities of color aside African American identity, as veterans, or as non-Christian people of faith, amongst many others. Intentional and personal outreach to these communities, rather than “form letters” or mass emails, may elicit a more interest and a more diverse pool of candidates. Presentations from current FFE Board members may be another option.

Additionally, to fully support the FFE and City of Kalamazoo's commitment to equity and inclusion, more information could be gathered on the application about a candidate's perspectives on equity. For example, moving the City's diversity statement to a different place in the application, followed by a question like “Are you able to support and advocate on behalf of each of these identities? Why or why not?” could help sector reviewers and City Commissioners have a deeper understanding of each candidate's views and support of the City's commitment to embracing diversity.

[illegible]

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 a 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 Excellences 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 Nonprofit and Faith-Based Sector Stakeholder Director Seats are being accepted until 11:59PM ET, January 31, 2019.

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.

First, please tell us about YOU, the potential member of the Board of Directors for the Foundation For Excellence.

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: _____

Next, tell us about yourself and why you should be considered to represent your sector as a member of the Board of Directors:

(The questions here provide a brief introduction to who you are and why you are interested in this position. You are encouraged to submit a resume, CV, or other supplemental information along with your application to help us get to know you better.)

Sector Information:

Employer: _____ Position/Title: _____

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. Currently the two vacant seats are in the Faith Community and Nonprofit Sectors.

Which sector do you feel most suited to represent? (choose up to 2)

	Faith Community	Affinity Organization/ Non-Profit	None (use for 2nd choice only)
Top priority:	☐	☐	☐
Second Priority:	☐	☐	☐

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>	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?

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) **February 5, 2019** – Information Packets emailed to Sector 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
These are applications from candidates who would like to be considered for this position. Reviewing these applications and providing input is the most important part of your role (more on that below)
- 2) **February 5-10, 2019** – Sector 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 hearsay or information you heard from someone else.)
- 3) **By 5pm, Monday, February 11** – Help us prioritize our time together by completing the online Conversation Priority Tool:
 - a. Note any candidates for which you have a Conflict of Interest
 - b. Note the candidates you feel are most important to discuss with the group due to questions, concerns, or valuable information to share.
NOTE: It is possible we will not have time to discuss each candidate in depth.
- 4) **Wednesday, February 13 – Collaborative Review at the Kalamazoo Community Foundation:**
Please arrive 5-10 minutes early for our conversation. It may be helpful to have the application materials and any notes handy to reference during the meeting, but I will also be able to project the applicant information onto the video screen.
NOTE: this meeting was shifted to a video conference due to inclement weather
- 5) **By 8am, February 20** - Complete the final Candidate Ranking Tool online
 - a. This tool will allow you to choose your top 2 candidates, as well as add any notes or comments on other applicants. This information will help consolidate input from the sector representatives while considering the composition of the existing board to recommend nominees to ensure a balance of skills and perspectives is maintained.

We hope this whole process will take you about 2-3 hours over the next 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, please don't hesitate to ask. My goal is to make this process as painless as possible for you – please let me know how I can help.



MEMORANDUM

DATE: February 22, 2019
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 Kalamazoo Foundation for Excellence (FFE), the Kalamazoo Community Foundation (KZCF) is happy to present these four candidates recommended for nomination or reappointment to fill the vacancies on the FFE Board of Directors. Below you will find a brief description of each candidate and the rationale for their selection. In addition, attached to this memo are the application materials submitted by these 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 continue to 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 (see below).

The reappointment of one current Director and the appointment of two new candidates preserve this balance. In addition to the broad skillsets represented by the existing members, the new candidates bring additional expertise and diversity of perspectives. A chart highlighting the demographic spread is included in the Recommended Slate Matrix (Attachment D).

As outlined in the FFE Bylaws, the inaugural slate of Stakeholder Directors were split into groups of one-, two-, and three-year terms to ensure one-third of the General Directors will have terms expiring each year. This year and for all future years, appointments will generally be for full, three-year terms. The FFE Bylaws also state that those appointed to initial one- or two-year terms are eligible for reelection to two additional three-year terms (beyond their initial partial term) before maxing out the “two (2) consecutive three-year terms” limit. Therefore, the class elected in 2019 will serve June 1, 2019 – May 31, 2022 and all four candidates, if elected, will be eligible for reappointment in 2022. For a full picture of the term schedule, please refer to the Gantt Chart (Attachment E).

RELEVANT SECTOR DESCRIPTIONS (from FFE BYLAWS)

Faith-Based – local ministers or laypersons from local religious institutions, churches, mosques, synagogues, and such other faith-based providers of religious and social services

Neighborhood – 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 associations shall have more than one (1) representative on the Board at one time.

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 CANDIDATES FOR NOMINATION

(Complete application materials for each candidate are found in Attachment F)

FAITHBASED SECTOR – Rachel Lonberg

Key Competencies Reported: 3/10

Sector Ranking: Overall Top Ranked

Ms. Lonberg was the top ranked candidate by sector leaders. She impressed reviewers with her skillset and the insights she will bring as a more recent transplant to Kalamazoo. She compliments the religious diversity of the board with a non-Christian faith tradition, especially one that is open to and affirms all faith traditions. Ms. Longberg is recommended for appointment to a full three-year term.

EDISON – Sandra Calderon-Huezo (re-appointment)

Key Competencies Reported: 3/10

2017 Sector Ranking: Not Ranked in Top 5

Ms. Calderon-Huezo community 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 has facilitated her ability to lend voice to an often-underrepresented segment of the City. Sandra is up for reappointment as one of the Inaugural Directors appointed to an initial 1-year term as part of the ongoing rotation schedule for open seats on the board. She is willing and able to continue in this role. Reports of her tenure with the board are positive, her colleagues support her continuing service, and City staff and sector leaders support her reappointment for a full three-year term.

NONPROFIT SECTOR – Charlene Taylor**Key Competencies Reported:** 10/10**Sector Ranking:** Overall Top Ranked

Ms. Taylor also applied in 2017, making this her second application to the FFE Board. Both applications were highly ranked throughout the review process. In 2019, Ms. Taylor received the highest ranking among nonprofit sector leaders by a clear margin. Reviewers were impressed by the breadth of her professional and personal experience that have developed an excellent mix of skills, perspective, and knowledge of the community and its challenges. Ms. Taylor is recommended for appointment to complete the unexpired term of Mia Henry, and will be eligible to be reelected for two full three-year terms after completing the remainder of Mia's term.

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	X					45-54	African American	Married	Male	Heterosexual	Master's Degree	\$100,001-\$250,000	No	Non Denomnational	
N	X		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				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				35-44	white	Married (2 young children)	cis woman	heterosexual	Master's Degree	\$75,001-\$100,000	No	Unitarian Universalist	
Y	X	X	X	X	X	X	X	X	X	X	X	64-74	African American	Single	female	heterosexual	Bachelor's Degree	\$35,001-\$50,000	No	Baptist	

*yellow highlight indicates proposed new candidates

Demographic Diversity:	Proposed Slate of Stakeholder Directors	City of Kalamazoo
City Residency	Seven City Residents, Two outside City Limits (All Five City Directors are all City Residents - the minimum of nine is met)	Not applicable
Age:	One Millennial, Six GenX, Two Baby Boomer	Millennial (35%), GenX (19%), Baby Boomer (14%)
Race:	Four White/Five People of Color, three races/ethnicities represented	White (68.1%), Afr. Amer. (22.2%), Latino (6.4%)
Family Status:	Four Married, Five Not Married, Both with and without children	Married Households (26.1%), Single (73.9%) Households with own children under 18 (23.3%)
Gender:	Two Men, Seven Women	Male (49.3%), Female (50.7%)
Sexual Orientation:	Seven identify as straight, none identify as LGBTQ, two did not answer	not available
Education:	Two Associate's Degrees, Two Bachelor's, Four Master's, One Doctorate	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 (22%), \$35k-\$50k (15%), \$50-\$75k (23%), \$75-\$100k (16%), \$100k+ (24%)
Veteran Status:	No veterans in this iteration of the board	Veteran (10.9%), Nonveteran (89.1%)
Religious Background:	Seven Christians of different backgrounds, One Unitarian, one non-identified	not available
Physical Ability:	One hearing disabled (not deaf)	able bodied (86.2%), differently abled (13.8%)
Neighborhoods	Edison*, Oakland/Winchell, and Northside* (Also Residents from: Parkview Hills, Arcadia, West Main Hill)	not available

*Priority Neighborhoods, per FFE Bylaws

Foundation For Excellence
RECOMMENDED Board of Directors Rotation Schedule

		Jan. '19	Jun.'19 - May '20	Jun.'20 - May '21	Jun.'21 - May '22	Jun.'22 - May '23	Jun.'23 - May '24	Jun.'24 - May '25	Jun.'25 - May '26	Jun.'26 - May '27	Jun.'27 - May '28	Jun.'28 - May '29
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> (6/1/19- may not exceed elected term)											
	4 Commissioner: Jack Urban <i>Commision Director</i> (6/1/19- may not exceed elected term)											
	5 Commissioner: Nathan Dannison <i>At-Large City Director</i> (1/2/18-6/1/21)											
Sector Representatives	6 Affinity Org (NPOs): Vacant <i>Stakeholder Director</i> unexpired term: (1/2/18-5/31/20)											
	7 Arts Community: Alisa Carell <i>Stakeholder Director</i> (1/2/18 - 5/31/20)											
	8 Business/Banking: Adam McFarlin <i>Stakeholder Director</i> (1/2/18 - 5/31/20)											
	9 Education: Von Washington, Jr. <i>Stakeholder Director</i> (1/2/18-5/31/21)											
	10 Faith Based Organizations: Vacant <i>Stakeholder Director</i> (6/1/19 - 5/31/22)											
	11 Healthcare: Angela Graham-Williams <i>Stakeholder Director</i> (1/2/18 - 5/31/21)											
	12 Housing Sector: Vacant <i>Stakeholder Director</i> (6/1/19 - 5/31/22)											
Neighborhood	13 Neighborhood 1: Sandra Calderon-Huezo (Edison) <i>Stakeholder Director</i> (6/1/19-5/31/22)											
	14 Neighborhood 2: Alice Taylor (Northside) <i>Stakeholder Director</i> (1/2/18-5/31/20)											
	15 Neighborhood 3: Barbara Miller (Oakland/Winchell) <i>Stakeholder Director</i> (1/2/18-5/31/21)											

Key:

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

Annual Meeting Reappoint/Replace:

2019 Seats #10, #12, #13

2020 Seats #6, #7, #8, #14

2021 Seats #5, #9, #11, #15



First Name: Rachel **Last Name:** Lonberg

Address: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

City Resident: Yes

Employer: People's Church of Kalamazoo **Position/Title:** Minister

Sector (Choice #1): Faith Community

Sector (Choice #2): None (use for 2nd choice only)

Skills/Experience:

- Governance/Board Administration
- Community Development
- Fundraising/Fund Development

Please describe the skills and experience indicated above:

I have studied and practiced governance in nonprofit organizations (primarily congregations) using the Carver Policy Governance model (which originated in nonprofit insurance boards and was adapted for all nonprofits and the Hotchkiss model, which is used only for congregations.) Much of my congregational leadership work is easily transferable to community development. I am an experienced, successful grant writer.

Age: [REDACTED]

Race/Ethnicity: [REDACTED]

Sexual Orientation: [REDACTED]

Gender Identity: [REDACTED]

Education Level Completed: [REDACTED]

Marital/Family Status: [REDACTED]

Other:

Household Income: [REDACTED]

Veteran Status: [REDACTED]

Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I am a relative newcomer to Kalamazoo (only three and half years) who is in the process of making this community my long-term home.

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.

[REDACTED]

OBJECTIVE: To use my leadership skills, nonprofit governance experience, and connections within our community to represent the faith community on the board of directors of the Kalamazoo Foundation for Excellence.

RELEVANT EXPERIENCE:

Minister

2015-present

People's Church, Kalamazoo, MI

People's Church has made a positive difference in our community since its founding over 160 years ago. In the 1890s, People's Church started the first kindergarten in our city, organized vocational training programs, and did sociological studies of public health and welfare that improved living conditions for many. Today, we continue this legacy of working for the common good in many ways, including as a pillar congregation in ISAAC; a Communities in Schools partner with Lincoln Elementary; participating in the Center for Transformation as both mentors and mentees; and in refugee resettlement work, including launching the Kalamazoo Refugee Resource Collaborative. I serve as the spiritual leader and lead administrative officer for this spiritually diverse congregation, offering inspiration, pastoral support, leadership, and encouragement to a committed group of people whose mission is to be a beloved community embracing and serving our diverse world. I am connected to other local clergy and congregations through ISAAC, the Downtown Clergy Group, and the Faith Alliance of OutFront Kalamazoo.

Interim Minister

2013- 2015

Greater Nashville Unitarian Universalist Congregation, Nashville, TN

Much of my work with this congregation focused on governance, including revising bylaws; ensuring compliance with bylaws, policies and best practices, and coaching the board to grow into a well-functioning group of leaders.

Frontier Internship in Mission / Brethren Volunteer Service

2005-2008

Women in Black, Belgrade, Serbia

As the only native English speaker at this visionary feminist peace-making organization, I wrote operating and special projects grants that resulted in an over 200% increase in the budget from fiscal year 2006 to fiscal year 2007. As a liberal religious person in a country without a liberal religious presence, I educated local activists about religious pacifism, 'the religious left,' and religious peace activism through lectures and written materials.

EDUCATION:

Union Theological Seminary, New York, NY

2011

Master of Divinity, Pastoral Ministry and Theology

Tufts University, Medford, MA

2002

Bachelor of Arts, International Relations: Economics and Development

Summa Cum Laude

Semesters of study at School for International Training, Nicaragua and The American University in Cairo, Egypt

RELEVANT PERSONAL EXPERIENCE

I am a relative newcomer to Kalamazoo, but have quickly fallen in love with this community and am planting deep roots here. My family is interfaith. My spouse attends Saint Luke's Episcopal Church, where he currently serves as the Senior Warden, the highest ranking lay leader in the congregation. Seeking common values across religious identities is a way of life for me, which would serve me well as I represent the Kalamazoo faith community as a whole.



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: Charlene **Last Name:** Taylor

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

City Resident: Yes

Employer: Community Healing Center **Position/Title:** Prevention Specialist

Sector (Choice #1): Affinity Organization/ Non-Profit

Sector (Choice #2): Faith Community

Skills/Experience:

- Governance/Board Administration
- Finance
- Anti-Poverty Strategies
- Knowledge of the Kalamazoo Community
- Economic Development
- Community Development
- Youth Development
- Fundraising/Fund Development
- Job Training or Placement
- Neighborhood Improvement
- Successful grant writer for non-profit after school program

Please describe the skills and experience indicated above:

I have been working in the non profit sector since the year 1995 working with the under privileged population. Prior to that I worked for the Kalamazoo county government. I sit on the leadership committee at CHC and serve in other administration duties as assigned. I am the Program Director for the all boys Street after school program, supervisor of six, grant writer, certified prevention specialist and member of the Kalamazoo county Task Force, etc.

Age: [REDACTED]
Sexual Orientation: [REDACTED]
Education Level Completed: [REDACTED]
Marital/Family Status: [REDACTED]
Other:

Race/Ethnicity: [REDACTED]
Gender Identity: [REDACTED]

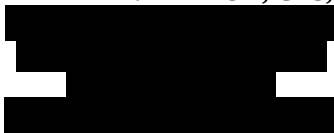
Household Income: [REDACTED]
Veteran Status: [REDACTED]
Religious Affiliation: [REDACTED]

Other ways to bring diverse perspective: I am a very diverse person who welcome and respect differences and the rights of others.

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.

CHARLENE R. TAYLOR, CPS, B.A.



Objective: To offer professionalism in administration that will allow me to apply my skills and experience by providing quality services to individuals, diverse populations groups or organizations in meeting or exceeding desired goals and objectives while strategically demonstrating innovative methods in the delivering of services.

Professional Recognition

Empowering Others Begins At Home – W.K. Kellogg Foundation National Newsletter 1995
A Life Committed to the North side – Kalamazoo Accolade 1996
They Care At Human Services – Kalamazoo Gazette 1987
WWMT-TV Channel 3 News Success by Six March/June 1998
Who's Who Historical Society of Professional Management 2002
Award Recipient 12th Annual Black History Month Celebration/ KCMHSAS & KCHCS 2009

Employment History:

2002 – Current

Elizabeth Upjohn Community Healing Center, Kalamazoo, Michigan
Kalamazoo Regional Substance Abuse Educator and Prevention Specialist (CPS) Duties and Program Coordinator for the Kidshare Program: Orgastrate program coordination and implementation utilizing research-based curriculums with fidelity; community outreach, education/training and technical assistance to high-risk population groups according to CSAP guidelines include individuals, families, schools, civic groups/coalitions, clinical staff, counselors and an array of community organizations. Write renewal grants, monitor budget, ensure compliance with federal and private grants. Follow-up program activities with data collection, evaluations and assessments; inter-agency chair person for the Family Matter's Initiative Planning Committee, travel and public speaking. CHC Leadership Team and Communication/Morale Committee. Member of the Kalamazoo County Task Force, Program Developer and Director of the Street Afterschool Program; staff supervision.

2002 – 2002

Family and Children Services, Kalamazoo Michigan
Duties: Parenting Instructor for individual's who was court ordered to participate in 12 week sessions of parenting classes to either maintain or regain custody of their children.

2001 – 2002

Kalamazoo Public Schools
Duties: Substitute Teacher for all Kalamazoo Public Schools K-12

1993 – 2001

Family Institute, Kalamazoo, Michigan
Duties: Maintained various positions listed; Director of Operations, Healthy Start Program Manager, Director of Education, Program Manager for Opening Doors and Community Facilitator. Responsibilities consist of program administration and management, program coordination, hire personnel and supervision, payroll, accounting, monitoring agency operational budget, ministrant mechanisms for measuring outcomes, parenting / life skills educator, facilitator of diversity trainings, in-service, volunteer program development and coordination, news articles, resource directories, calendars, newsletter's, media, conference coordinator, public speaking, fundraising, etc.

Education

B.A. and Secondary Provisional Certification, Western Michigan University, Kalamazoo MI – 6/1974
Major: Communications Arts & Sciences **Minor:** Black American Studies

Continuing Education Credits

- 3rd Annual Substance Abuse Training Project, Michigan Association of Substance Abuse Coordinating Agencies, Sterling Heights Michigan C.E.U. 12.
- Prevention Academy, Michigan Association of Community Mental Health Boards, Grand Rapids Michigan C.E.U. 24.
- Recipient Rights Training Department of Public Health for Substance Abuse Services C.E.U. 6.5.
- Michigan Association of CMH Boards – Michigan Association of Substance Abuse Coordinating Agencies – Certification “Confidentiality of Patient Records, Liability, and Recipients Rights – Lansing Michigan C.E.U. 6.0.
- 1998 Michigan Drug Prevention Conference for Adults & Middle/Junior High School Youth, Lansing Michigan – C.E.U. CAC 7.0 CPS 7.0 PDH 16.0.
- Breaking the Cycle of Addiction with Claudia Black, Ph. D. Lansing, Michigan: Addiction Counselors/ C.E.U. 6.3. Professional Development C.E.U. 5.25.
- Professional Development & Applied Studies, Parenthood in America National Conference, sponsored by the University of Wisconsin Madison C.E.U. 1.6.
- Engaging America’s Communities Twelfth Annual Conference on Child Abuse and Neglect, Cincinnati Ohio C.E.U. in social work 39.0.
- Women, Community & Sustainable Development International Conference at the School of Social Work, University of N. Carolina, Chapel Hill, NC. USA.
- Advance Intervention Techniques Institute at the Supporting Families with Young Children Conference, Grand Rapids Michigan – Certificate.
- Healthier Communities Summit – San Diego, California
- Today’s Child Conference (Raising Healthy Children) – New York, New York City.
- (3) Healthy Start Annual Continuing Education Conferences, Washington D.C. “Strengthening Public Health Partnerships”.
- Hands-on Grant Writing Seminar presented by PADRES 37th Annual U.P. Public Health Conference, Northern Michigan University – Certification Received.
- Change and Challenges Facing Nonprofit Organizations in the 21st Century sponsored by the Kalamazoo North side Nonprofit Housing Corporation & Upjohn Pharmacia Corp.
- Leadership Works Seminar, Kalamazoo, Michigan – Certificate
- Evaluations and Assessments/Hiring Process, Kalamazoo County Chamber of Commerce.
- Emotional Intelligence Seminar, Kalamazoo Valley Community College Arcadia Commons.
- Methamphetamines Training by Department of Public Safety 1.5 credits
- Introduction to Continuous Quality Improvement for Substance Abuse Agencies 6.0 credits
- The 12th Annual Counseling Skills Conference U.S. Journal Training, Inc. Las Vegas California 18.5 credits
- Transforming Families From Addiction to Healing with Claudia Black PhD, MSW; Kalamazoo, MI. 3.5 credits
- 4th Annual Substance Abuse Conference; Family, Friends and the Community; Grand Rapids MI 12 credits
- 6th Annual Michigan Substance Abuse Conference Training Project; Grand Rapids MI; 11credits
- Basics of HIV for Substance Abuse Treatment, Kent County Health Department; 3.9 credits
- Kalamazoo Community Mental Health Substance Abuse Services; Cultural Diversity; 3 credits
- EUCHC in-service; AA and The Family, Children in Denial, Family and Addiction, Family Matters., Kalamazoo, MI 4 credits
- Community Healing Center Presents Family-Focused Work With Chemically Dependent Clients; presenter, Mark Sanders, LCSW, CADC 14 credit hours 5/30/07 and 5/31/07
- CMH presents – Ethics Training on the Native American 5/16/07 2.5 credit hours
- Community Healing Center Deficit Reduction Act Training 5/30/07

- Family Meeting Approach Intervention Training presented by Randee McGraw, BRI-11, CSADC, CAS, CEAP, MISA 11 and Phil Scherer, BRI-11, CSADC, PCGC, MISA 11 at The Illinois Institute for Addiction Recovery July 26, 27, and 28, 2007 (21 CEU's)
- Effective and Useful Data Presentation – Online, awarded by the Center for Substance Abuse Prevention's Northeast Center for the Application of Prevention Technologies, April 14–18, 2008 5 CEU's
- Staged-Matched Interventions for Mental Health and Substance Use Disordered Clients; WMU School of Social Work and Kalamazoo Community Mental Health & Substance Abuse Services, June 17, 2008 2.5 CEU's
- Prevention Ethics Training – Online conducted by The Knopf Company, a Substance Abuse Prevention and Training Agency facilitated by Jeanne Knopf DeRoche, MA, CPC, July 2008, 6 CEU's
- Culture and Race in Human Service Delivery sponsored by WMU and presented by D. John Lee, Ph.D. Licensed Psychologist, Coordinator Multi-Ethnic Counseling Center Alliance (MECCA) at Michigan State University On July 25, 2008 3 CEU's
- FACE Community Mobilization Training sponsored by the Kalamazoo County Substance Abuse Task Force, presented by Penny Norton a nationally-recognized community organizer and prevention leader (2 Hours) 8/13/2009
- Recovery Concept/Oriented Systems of Care; 10th Annual SA Conference (MCBAP) 9/14/2009
- Mental Health & Substance Use Disorder Integration; 10th Annual SA Conference (MCBAP) 9/14/2009,

Other Affiliations

- Kalamazoo Community Strategy Task Force Team
- KCMHSAS-CA Regional Prevention Coordinators Group
- North side Community Outreach Mental health Block Grant Collaborative
- Executive Board of Directors, President & Volunteer Coordinator, Kalamazoo Junior Girls Org.
- Founding Member of National Campaign for Tolerance, a Project of the Southern Poverty Law Center.
- National Association For Female Executives 1-02 102-R0251300
- Executive Board of Directors, Vice President/Secretary – Northside Association for Community Development.
- Executive Board of Directors, Public Relations Chair – Family Health Center.
- First United Baptist Church Member
- Greater Kalamazoo United Way Executive Directors Council & Campaign Speaker.
- Community Coordinator for Blood Drive – American Red Cross.
- Concerned Black Women's Roundtable – Education Presenter
- New Genesis Abstinence Initiative Committee Member
- Summit on Racism Criminal Justice & Legal Sector Group Member
- Presenter @ 13 Annual Wraparound Conference on Families & Addiction 7/20/2009
- Kalamazoo Public Schools
- MRC Connections Program
- Portage Alternative High School
- The Kalamazoo Residential Juvenile Home/Courts
- Presenter - Silent Sons Perfect Daughters/ CHC 3rd Annual Conference in partnership with WMU 2009
- Presenter – 22nd Annual MARTI Summer School High-Risk Children, Families, and Behavioral Health, Dr. Ackerman, PhD., Mid-Atlantic Addiction Research and Training Institute, Indiana PA.

Reference available upon request