

OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009

July 9, 2024

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)
3. Pledge of Allegiance
4. Township Mission/Vision/Core Values
 - Core Value: Sustainability – Consider the environment through practices that reduce impacts.*
5. Public Comment on Non-Regular Session Items
6. Public Officials Updates
7. Consent Agenda
 - a. Meeting Minutes [Minutes of Regular Meeting, [June 25, 2024](#) & Budget Meeting [June 26, 2024](#)]
 - b. [Receipts and Disbursements](#)
8. Quarterly Budget Amendments
9. Consideration of H.T.W.B Site Condominium Division and Variance
10. Resolution to Rescind Obsolete and/or Outdated Township Policies
11. Presentation - Non-Motorized Asset Management Plan by Anna Horner, PE
12. Supervisor AGVs
 - Supervisor’s Office, Police, Ordinance Enforcement, Building
13. Public Comment
14. Board Member Comments & Committee Updates
15. Other Updates & Business
16. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Cheri Bell	216-5220	cbell@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Neil Sikora	760-6769	nsikora@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Michael Chapman	375-4260	mchapman@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Rod Rought	216-5222	rrought@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Jodi Stefforia	375-4260	jstefforia@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this Meeting ID: **836 7398 7592**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **836 7398 7592#**

Participant controls in the lower-left corner of the Zoom screen:



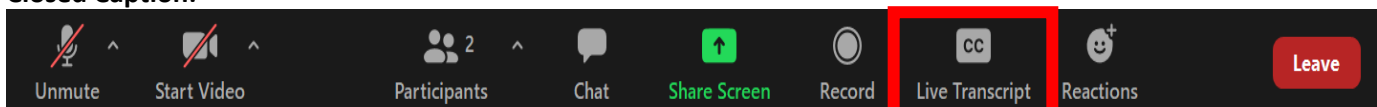
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

Mission:

To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.

Vision:

A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.

Core Values:

PUBLIC SERVICE

- Fair treatment to all people.
- Each customer is welcomed and that their input is wanted.
 - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

SUSTAINABILITY

- Meet the needs of the present without compromising future generations.
 - Consider the environment through practices that reduce impacts.
 - Value conscious decision making.
 - Committing to quality Fire and Police protection.

INNOVATION

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

PROFESSIONALISM

- Hire staff with strong core competencies within their given profession.
- Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

INTEGRITY

- Decisions are made logically through the collection of evidence, facts, and public input.
 - When promises are made, we follow through.
 - We do not obfuscate – we say what we mean and do what we say.
 - Transparent governmental practices are of the highest priority.

FISCAL STEWARDSHIP

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

Memorandum



Date: 7/9/2024
To: Township Board
From: Dusty Farmer, Clerk
Subject: 2024 2nd quarter budget amendments

Core Values

Professionalism, Integrity, Fiscal Stewardship

Objective

Motion to approve 2nd quarter budget amendments as presented.

Background

The Purchasing Policy provides guidance from the Board on how to best review the budget and when to request amendments, and those result of that guidance is presented below. Budget amendments are a useful tool for the Board to accomplish goals for the year while recognizing the challenge of estimating costs in the prior year. The Supervisor, Treasurer, and Clerk supported Department Heads throughout the quarter as they reviewed their budgets monthly, and then met together at the end of the quarter to review the entire budget and identify funds that will require amendments before the end of the year. This is also the appropriate time for Department Heads to identify funds that are available (from projects that came in under budget or were not able to be completed this year), and request reallocation of those funds to accomplish other identified projects.

Budget Amendment Requests

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-249-97800	Capital Outlay	\$ 2,500.00	101-249-97800	Capital Outlay	\$ 2,500.00
	Total	\$ 2,500.00		Total	\$ 2,500.00

Explanation:
 Upgrading the public restroom was a blue line budget item this year, but it was not fully funded. The Township Hall roofing project came in about \$50,000 under budget and I request to reallocate \$2,500 to complete the public restrooms.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
101-249-97800	Capital Outlay	\$ 15,000.00	101-249-97800	Capital Outlay	\$ 15,000.00
	Total	\$ 15,000.00		Total	\$ 15,000.00

Explanation:

Since 2020 we have added staff that worked have primarily worked from home. As we transition toward shifting their work back to the office, it has become apparent that we need work spaces that provide privacy. With limited offices, creative solutions are required. Using funds leftover from the roofing project, we can enclose the South Conference room to make it a usable work space for at least 2 staff. Attached is a quote to enclose the room, and the additional request is for furniture and to move the sprinkler and light.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
211-344-98100	Capital - Facilities	\$ 70,000.00	211-344-98000	Capital - Equipment	\$ 70,000.00
	Total	\$ 70,000.00		Total	\$ 70,000.00

Explanation:

As previously discussed with the Board, the intention was to replace the generators at both station 5-1 and 5-2, totaling \$140,000. Only \$70,000 was budgeted. The additional \$70,000 will come from the unspent funds for the 20% match for an equipment grant.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
101-262-71500	Election Payroll Tax	\$ 800.00	101-000-40000	Carryover	\$ 800.00
	Total	\$ 800.00		Total	\$ 800.00

Explanation:

We do not budget for payroll tax for election pay because it is voluntary. We have had election workers request to pay the tax.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
101-249-74000	Financial Fees	\$ 11,500.00	101-000-40000	Carryover	\$ 11,500.00
	Total	\$ 11,500.00		Total	\$ 11,500.00

Explanation:

The IRS did not receive the mailed W2 and 1099 information until August 2021 and it was due in February 2021. The information was mailed in January of 2021 and an appeal has been filed to waive the \$10,000 fine and \$1,500 in fees that were accruing throughout the appeal process. The appeal is still ongoing (as the IRS is many months behind), and when it was discovered that fees were being assessed the Clerk, Treasurer, and Supervisor agreed that it should be paid now while the appeal is in process.

Funds Requested To			Funds Requested From		
GL Number	Description	Amount	GL Number	Description	Amount
101-249-90300	Legal Notices	\$ 20,000.00	101-000-40000	Carryover	\$ 20,000.00
	Total	\$ 20,000.00		Total	\$ 20,000.00

Explanation:

This item was previously discussed with the Board when a policy was created to reduce legal noticing fees. This overage is due to the large ordinance amendments that were made earlier this year.

Proposal J & J GLASS

509 E. Vine St., Kalamazoo, MI 49001
Ph: (269) 344-2834 Fax: (269) 344-0378

Proposal Submitted To: OSHTEMO CHARTER TOWNSHIP	Phone: 269-375-4260	Date: 6-25-2024
Address: 7275 WEST MAIN ST	Job Name: OFFICE DOOR	Job Location:
Architect:	Date of Plans:	Job Phone:

ONE KAWNEER 450 ALUMINUM STOREFRONT DOOR AND FRAME WITH TRANSOM AND SIDELITE.

- CLEAR FINISH #17
- 1/4" CLEAR TEMPERED GLASS IN DOOR AND TRANSOM
- 1/2" CLEAR TEMPERED GLASS WITH EXPOSED VERTICAL EDGES IN SIDELITE
- OAK 1/2" ROUND TRIM ON SIDELITES TO MATCH EXISTING GLASS
- NO LOCK ON DOOR
- NARROW 190 STILE
- 10" BOTTOM RAIL
- BUTT HINGES
- RH INSWING DOOR
- LCN 1260 DOOR CLOSER
- NO THRESHOLD

LIGHTS TO BE RELOCATED BY OTHERS

SPRINKLERS TO BE RELOCATED/ADDED BY OTHERS AS NEEDED FOR FIRE CODE

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
(\$ 8,375.00)

Payment to be made as follows:

**Net 30
days**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature STEVEN CRETSINGER

Note: This proposal may be withdrawn by us if not accepted in 30 days.

Acceptance Of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date: _____



COMMERCIAL • RESIDENTIAL

Project Name: OSHTEMO TOWNSHIP INTERIOR OFFICE

6/25/2024 12:04 PM

Frame Set Name: Frame Set 1

Frame Name: Frame 1

Metal Group: JJ STANDARD M450 CG/SS/OG STOPS UP NULL

D/S: 1 Frame Type: Standard

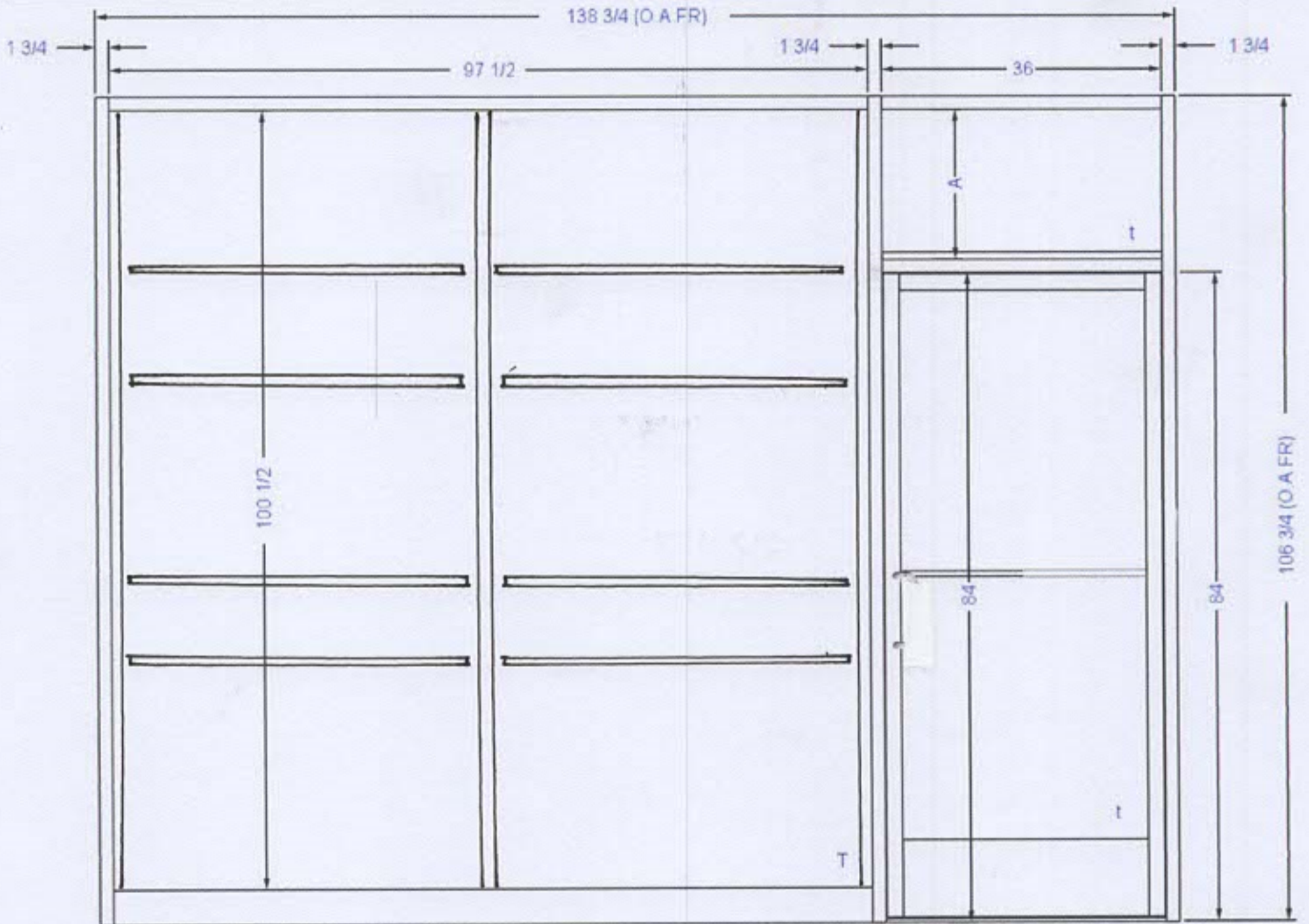
Required: 1 FLASHING Panels: 2 Rows: 2

Frame Width: 138 3/4

Frame Height: 106 3/4

Back Member Color: #17 CLEAR : PERMANODIC

Face Member Color: #17 CLEAR : PERMANODIC



A=19 1/4



Memorandum



Date: 09 July 2024
To: Township Board
From: Sara Feister, Human Resources Director
Subject: Budget Amendment: 2024 Staff Summer Potluck

Objective

Approval of Budget Amendment for the 2024 Staff Summer Potluck.

From GL:	101-249-87200	New Hire Expenses
To GL:	101-249-95810	Employee Recognition

Proposed Motion

I move to approve the Budget Amendment for the 2024 Staff Summer Potluck in the amount of \$300.00.

Background

“Geocaching is an outdoor recreational activity, in which participants use a Global Positioning System (GPS) receiver or mobile device and other navigational techniques to hide and seek containers, called geocaches or caches, at specific locations marked by coordinates all over the world. The first geocache was placed in 2000, and by 2023 there were over 3 million active caches worldwide.”

For the annual staff summer potluck, we would like to do something a little different this year. Rather than just a potluck, we would like to hold a geocaching event in the Township Park! The approximate cost to purchase the items for the event will be \$300.00. After the staff event, we will publish the items so the public can also participate in finding them!

Core Values

Sustainability, Innovation

Memorandum



Date: 7/9/2024
To: Township Board
From: Dusty Farmer, Clerk
Subject: Building Authority Dissolution Expenses and Vehicle Purchase

Objective

Motion to approve the payment for the Building Authority 2021 Chevrolet Colorado by the General Fund in the amount of \$13,405.00, and to authorize the payment of final expenses for both continued IT support and accounting services in the amount not to exceed \$7,000, and approval of the budget amendment to increase Contracted Services by \$10,400 to account for the contracted Building Official and credit card processing fees.

Background

The dissolution of the Southwest Michigan Building Authority resulted in the division of assets to both Cooper and Oshtemo Townships. During that process, Oshtemo requested to retain the 2021 Chevy Colorado as part of that split. Depreciated value of \$13,405 was determined by Siegfried Crandall, and that amount was deducted from the Township's asset allocation. It was also agreed upon by all parties that the final expenses would be split per the by-laws of the previous authority in the same way the assets were split. The percentage of responsibility is determined by the number of permits from 2022.

Request

Since the vehicle was purchased with Building Authority funds, it can only be used for those activities. This request is to reimburse the Building Authority for the vehicle using General Fund dollars so that the Township has more flexibility in determining how the vehicle is used. \$13,405 from Carryover 101-000-40000 to Capital Outlay 101-567-97400 and make payment to 249-000-67700.

The next request is for payment of final expenses, based on the percentage split between the two Townships. A final audit must be completed now that the dissolution is complete, and that is expected to occur at the beginning of August. That audit will be conducted by Siegfried Crandall. There are also final expenses to be paid to Aanalytics. These expenses should not exceed \$7,000. \$7000 to 249-371-82500 from 249-000-40000.

The last request is because more has been spent on contracted services with SafeBuilt than expected, although not expected to go any higher with the hiring of an in-house Building Official. Excess funds are available for re-allocation from the Plan Review line. \$2000 from 249-371-82000 to 249-371-96300 Additional funds are requested from carryover (249-000-40000) to account for the implementation of a \$50 monthly fee for credit card payment processing (249-371-96300).

Core Values

Integrity, Fiscal Stewardship

Memorandum & Request



Date: June 25, 2024
To: Township Board
From: Jodi Stefforia, Planning Director
Subject: Atlantic Avenue Extension Project Budget Amendment Request

Objective

That the Board approve a budget amendment to account for a carryover of \$10,000 in unspent funds for the contracted design work associated with the Atlantic Avenue extension project.

From: GL 248-000-40000 Downtown Development Authority (DDA) - Carryover
To: GL 248-728-80800 Consultants

Proposed Motion: Motion to approve a budget amendment in the amount of \$10,000 for the Atlantic Avenue extension project.

Background

In August of last year, the Township Board approved entering into a professional services agreement with Wightman and Associates for the Atlantic Avenue extension project pursuant to the DDA's recommendation. The contract amount is \$92,500, which is being paid out of DDA funds and the Local Road Fund. Only \$12,000 of the contract amount was expended through the end of 2023. While Staff did anticipate some of the work occurring in 2024, this budget amendment carries over unspent funds from 2023 to 2024 to reflect actual expenditures. The contract amount has not changed. This is only related to billing cycles and the Township's budgeting procedures. The DDA Board did approve this budget amendment in May.

Core Values

Public Service, Fiscal Stewardship

Memorandum & Request



Date: June 25, 2024
To: Township Board
From: Jodi Stefforia, Planning Director
Subject: DDA District Lawn Care and Maintenance Budget Amendment Request

Objective

That the Board approve a budget amendment to account for an increase in the annual contract amount for S & T Lawn Care to maintain Village Corner Plaza, Millard’s Way and the Oshtemo Community Center for this fiscal year. An amendment of \$3,000 is requested to cover the increased contract amount and to leave a reserve for presently unanticipated expenses that would fall under repairs and maintenance.

From: GL 101-000-40000 Downtown Development Authority (DDA) - Carryover
To: GL 248-728-93300 Repairs and Maintenance

Proposed Motion: Motion to approve a budget amendment in the amount of \$3,000 to provide for 2024 lawn care and maintenance of Village Corner Plaza, Millard’s Way and the Oshtemo Community Center in the DDA district.

Background

The expense to have S&T Lawn Care maintain three areas of the DDA District increased for 2024 as in previous years, mowing and maintenance along Millard’s Way was not contracted out but performed by Township Staff. Staff no longer has the capacity to maintain the Millard’s Way area. Therefore, the DDA sought a proposal from S& T Lawn Care to add this area to the other two already being maintained. The contract amount increased accordingly – but it was subsequent to the 2024 budget being adopted thus this present budget amendment. DDA Board approved the budget amendment in May.

Core Values

Public Service, Fiscal Stewardship

Memorandum & Request



Date: June 25, 2024
To: Township Board
From: Jodi Stefforia, Planning Director
Subject: 6227 Stadium Drive - 2023 property taxes payment - Budget Amendment Request

Objective

That the Board approve a budget amendment of \$5,988.74 for the payment of 2023 property taxes attributable to the property before it was acquired by the Township.

Proposed Motion: Motion to approve a budget amendment in the amount of \$5,988.74 for payment of 2023 property taxes attributable to 6227 Stadium Drive.

Background

In March of last year, the Township Board approved the DDA's acquisition of 6227 Stadium Drive (Happy Tails Kennel) for the future extension of Atlantic Avenue. Before the property was acquired by the Township, it was not tax exempt. As part of the purchase negotiations, the DDA is responsible for payment of these property taxes. The property is now tax exempt. This obligation was overlooked initially, and penalties did apply when the taxes were not paid by the deadline. The final amount, when paid in April of 2024, was \$5,988.74. A budget amendment is necessary as this amount exceeds the \$2,000 that may be approved by the DDA Board.

Core Values

Fiscal Stewardship

Memorandum & Request



Date: June 28, 2024
To: Township Board
From: Sierra Lucas, Paralegal – Legal Department
Subject: Legal Filing Fees Budget Amendment Request

Objective

That the Board would approve a budget amendment to account for unexpected costs incurred in this fiscal year.

From: GL 101-000-40000 General Fund Carryover
To: GL 101-250-74000 Legal Filing Fees

Proposed Motion: I make the motion to approve a budget amendment in the amount of \$3,000.00 to cover the cost of the 2024 legal filing fees.

Background:

Upon the filing of the mandatory sewer connection petition to the 9th Circuit Court, we incurred the additional expense of personally serving these petitions to the defendants involved in the litigation, resulting in additional expenses. Hencken Process Service, a service provider contracted with Kalamazoo County for this purpose, imposes a fee of \$26.00 per service, in addition to charges for mileage incurred during the process.

Core Values

Fiscal Stewardship

Memorandum & Request



Date: July 3, 2024
To: Township Board
From: Kyle Gibson, Media & Communications Manager
Subject: Media Equipment Purchase Amendment Request

Objective

That the Board would approve the proposed budget amendment.

From:	GL 101-249-76100	Public Education	\$4,000.00
To:	GL 101-249-76100	Public Education	\$4,000.00

Proposed Motion: Motion to approve a budget amendment to reallocate \$4,000 within the Public Education account for the purpose of purchasing media equipment as presented.

Background

No new dollars are requested. This request is to reallocate existing budgeted dollars within the Public Education account to allow for the purchase of media equipment (details on next page). This equipment will allow the township to produce more dynamic and engaging social media content, as well as staff headshots for the website, newsletter, ID badges, etc. Staff headshots for the website would cost almost \$3,000 for a one-time event. Purchasing the equipment to bring this work in house will provide continuity in our messaging, while also saving us money in the long run.

Core Values

Innovation, Professionalism

Component	Price	Qty	Subtotal
<u>Panasonic Lumix GH5 II Mirrorless Camera</u>	\$1,197.99	1	\$1,197.99
<u>SanDisk 128GB Extreme PRO UHS-II SDXC Memory Card</u>	\$129.99	1	\$129.99
<u>SanDisk Extreme Pro SD Card USB Type-C Reader</u>	\$22.99	1	\$22.99
<u>Panasonic Lumix G 25mm f/1.7 ASPH. Lens</u>	\$147.99	1	\$147.99
<u>Manfrotto 500 Fluid Video Head with 190X Video Aluminum Tripod</u>	\$319.95	1	\$319.95
<u>Impact Background System Kit with 10x12' Black, White, Chroma Green Muslins</u>	\$179.46	1	\$179.46
<u>Impact Solid Muslin Background (10 x 12', Light Gray)</u>	\$69.95	1	\$69.95
<u>Bessey Steel Spring Clamp (Black, 2 1/4 x 2")</u>	\$3.45	8	\$27.60
<u>FotodioX C-700RSV FlapJack LED Bi-Color Edge Light (18")</u>	\$549.95	2	\$1,099.90
<u>Impact Air-Cushioned Light Stand (Black, 8')</u>	\$32.95	2	\$65.90
<u>Tenba Rolling Tripod/Grip Case (38", Black)</u>	\$284.95	1	\$284.95
<u>Tenba Cineluxe Backpack 21</u>	\$285.95	1	\$285.95
			\$3,832.62

Memorandum & Request



Date: July 9, 2024
To: Township Board
From: Zach Pearson, Public Works Project Manager
Subject: Public Works Q2 Budget Amendment

Objective

Receive Board approval of Public Works quarter 2 budget amendment.

From: GL 485-536-82100	Professional Fees
To: GL 487-536-81000	Legal Fees (\$2,500)

Proposed Motion

I move to approve the Public Works budget amendment as outlined below.

Background

Legal fees to date related to USDA bonds plus additional services to prepare for closing. Additional budget amendments may be necessary depending on closing schedule post litigation.

Core Values

Fiscal Stewardship

Memorandum & Request



Date: July 9, 2024
To: Township Board
From: Vanessa Street, Parks Director
Subject: Drake Farmstead Parking Lot – Budget Amendment Request

Objectives

That the Board approve the following budget amendments to complete a parking lot project at Drake Farmstead Park.

Amount	From GL	To GL
\$2,750	107-756-80800 Consultant	107-756-97400 Capital Outlay
\$15,000	107-756-93100 Maintenance Services	107-756-97400 Capital Outlay
\$14,560	107-000-40000 Parks Carryover	107-756-97400 Capital Outlay

Proposed Motion

Motion to approve the budget amendments in the total amount of \$32,280 to complete the parking lot project at Drake Farmstead Park.

Background

As part of the master plan, \$50,000 in the 2024 budget was allocated for constructing an additional parking lot at Drake Farmstead. The project was bid and the lowest bidder was Cripps Fontaine at \$98,180. The Parks Committee examined the bid and looked at cost-saving measures and recommended to remove landscaping plantings and use gravel and other material instead of millings. Additionally, \$10,000 was budgeted for professional services related to this project. The contract with OCBA came in at \$7,250.

A separate project of creating a trail naming system is in the budget for 2024, but has not been completed. These funds could be applied to the parking lot project and the trail naming system project will be completed in 2025. Finally, the remaining funds are requested to be moved from parks carryover. Please see the breakdown below.

Project Budget	\$50,000
Cripps Fontaine bid	\$98,180
	\$98,180
Remove landscape plantings	(\$12,000)
Using gravel instead of millings	(\$3,900)
	\$82,280

Additional funds available in 2024 budget

OCBA contract \$7,250 (\$10,000 budgetted)	\$2,750
Trail naming system	15,000
Request from parks carry over	\$14,530
	\$32,280

Core Values

Sustainability, Fiscal Stewardship

Memorandum



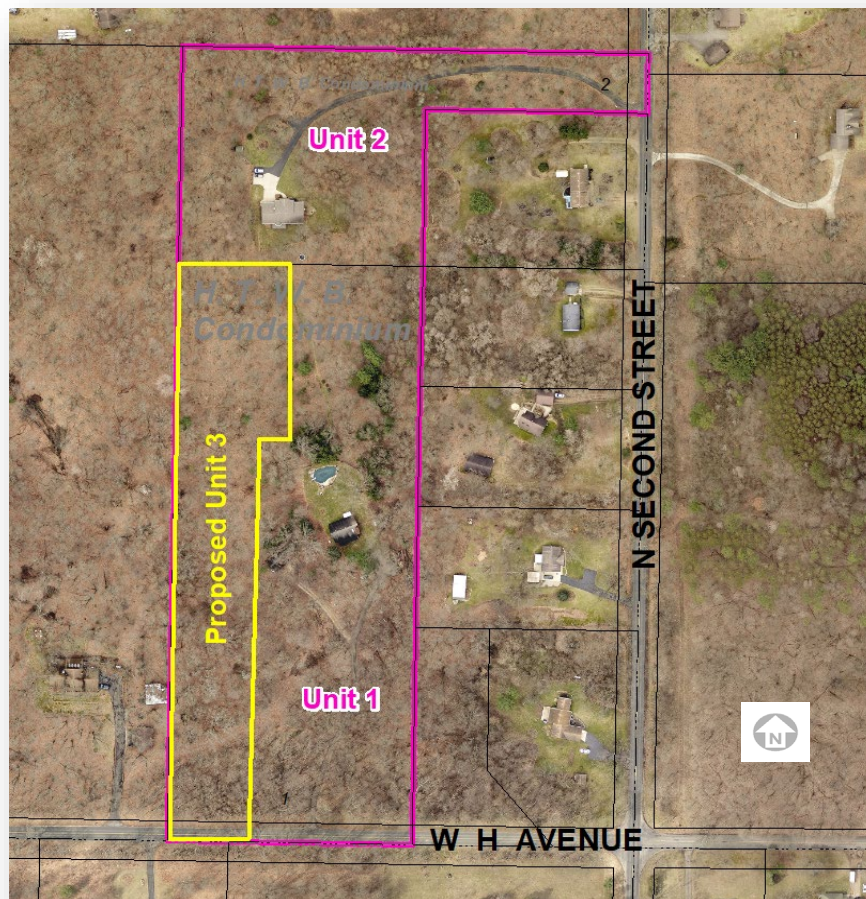
Date: July 9, 2024
To: Township Board
From: Jodi Stefforia, Planning Director
Subject: H.T.W.B Site Condominium – building site division and variance

Objective

MOTION: Grant building site division approval and a variance from the frontage and depth-to-width requirements of the Ordinance to allow Unit 1 of the H.T.W.B site condominium to be divided creating Unit 3 as shown on plans dated January 4, 2024, subject to the condominium document amendments being provided for Township Attorney review and approval before a building permit is issued on Unit 3.

Overview

The H.T.W.B. site condominium was established in 2006 as a two-unit site condominium on acreage northwest of West H Avenue at North Second Street. The site condominium has frontage on both West H Avenue and North Second Street. Pursuant to Section 290.010 of the Site Condominium and Land Division Ordinance, the Township Board may grant approval to allow the division of building site (i.e., a site condominium unit). Section 290.013 of the same ordinance allows the Township Board to grant a variance when the dimensional requirements are not met.



Review

The authority to allow the division of a platted lot or site condominium unit lies with the Township Board. The applicant seeks to divide Unit 1 of the H.T.W.B. site condominium into two creating Unit 3.

The proposed Unit 3 and the reconfigured Unit 1 of the H.T.W.B. site condominium satisfy the minimum area requirement (1.5 acres) for a building site in the RR, Rural Residential district. As proposed, however, Unit 3 does not satisfy the 200-foot frontage requirement and exceeds the 4:1 depth-to-width limitations prescribed in the Zoning Ordinance. The depth-to-width limitation could be addressed by making Unit 3 smaller and reducing the depth. However, given surrounding land uses, the purpose of the 4:1 limitation does not necessarily apply in this instance.

Presently, the Zoning Ordinance prescribes a 200-foot frontage requirement for building sites in the RR, Rural Residential District. A reduced frontage of 125 feet for building sites is allowed in the RR, Rural Residential District when the property is developed as an open space community. The current provisions were adopted in 2016 to encourage use of the open space development option for residential development within the AG, Agricultural and the RR, Rural Residential districts; this was subsequent to the applicant establishing the H.T.W.B. site condominium in 2006. In 2006, the frontage requirement was 100 feet.

Section 290.013 of the Site Condominium and Land Division Ordinance allows the Township Board to grant a variance modifying the terms and provisions “where practical difficulties or unnecessary hardship in carrying out the strict letter” of the Ordinance exist.

Recommendation

Staff recommends that building site division approval be granted to establish Unit 3 out of Unit 1 of the H.T.W.B Site Condominium and that a variance be granted to allow 125 feet of frontage and a depth-to-width that exceeds 4:1 for Unit 3 subject to the following condition:

- 1) Amendments to the condominium documents establishing Unit 3 be provided for Township Attorney review and approval before a building permit is issued on Unit 3.

Information Provided

Planning and Zoning Application
Preliminary Layout

Core Values

Integrity.
Public Service.
Sustainability.

REPLAT NO.1 OF KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 200
 EXHIBIT "B" TO THE MASTER DEED OF:

H. T. W. B. CONDOMINIUM

LOCATED IN SECTION 6, T. 2 S., R. 12 W.
 OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

OWNER - DEVELOPER

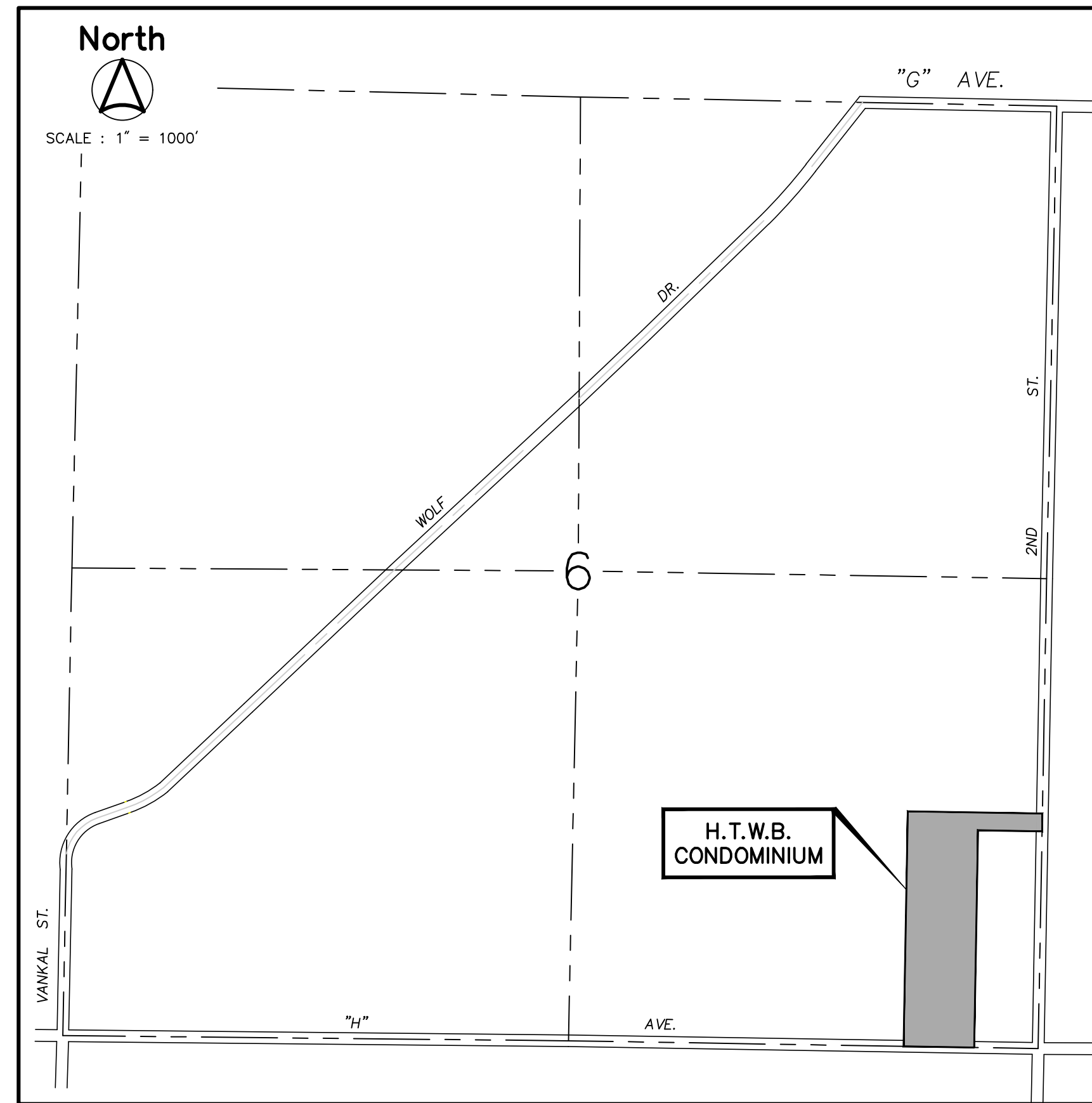
CHARLES HILL
 5787 STADIUM DRIVE
 KALAMAZOO, MI 49009
 PHONE - (269) 375-4699

SURVEYOR - ENGINEER

Prein&Newhof
 Engineers - Surveyors - Environmental & Soils Laboratory
 1707 S. PARK ST., SUITE 200
 KALAMAZOO, MICHIGAN 49001
 PHONE: (269) 372-1158

H. T. W. B. Condominium:

Commencing at the Southeast corner of Section 6, T. 2 S., R. 12 W., Oshtemo Township, Kalamazoo County, Michigan; thence South 89°-54'-56" West along the South line of said Section, 360.00 feet for the place of beginning of the land hereinafter described; thence continuing South 89°-54'-56" West along said South line, 398.17 feet to a point 563.00 feet East of the West line of the Southeast 1/4 of the Southeast 1/4 of said Section; thence North 00°-05'-01" East parallel with said West line, 1,321.43 feet to the North line of the Southeast 1/4 of the Southeast 1/4 of said Section; thence North 89°-54'-42" East along said North line, 756.24 feet to the East line of said Section; thence South 00°-00'-00" West thereon, 100.00 feet; thence South 89°-54'-42" West parallel with the North line of the Southeast 1/4 of the Southeast 1/4 of said Section, 360.00 feet; thence South 00°-00'-00" West parallel with the East line of said Section, 1,221.46 feet to the place of beginning.



LOCATION MAP
 (NO SCALE)

SHEET INDEX

- *1. COVER SHEET
- *2. SURVEY, SITE & UTILITY PLAN

NOTE:

ASTERISK (*) INDICATES AMENDED OR NEW SHEETS DATED DECEMBER 8, 2023.

WITH THIS RECORDING, THESE SHEETS ARE A REPLACEMENT OF THOSE SHEETS PREVIOUSLY RECORDED.

NOTE

This condominium subdivision plan is not required to contain detailed project design plans prepared by the appropriate licensed design professional. Such project design plans are filed, as part of the construction permit application, with the enforcing agency for the state construction code in the relevant governmental subdivision. The enforcing agency may be a local building department or the state department of licensing and regulatory affairs.

Preliminary
 01/04/2024 2:35:09 PM

PREIN&NEWHOF

BY CHRISTOPHER A. KERSTEN
 PROFESSIONAL SURVEYOR NO. 4001053500

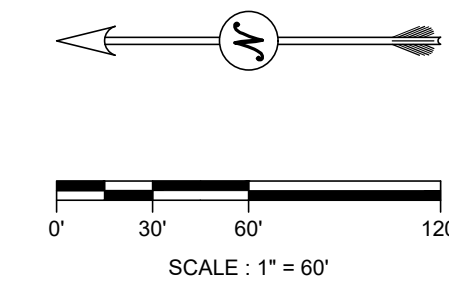
PROPOSED: _____

AS-BUILT: _____

SHEET NO.: **1 OF 2**

EAST 1/4 POST
SECTION 6,
T. 2 S., R. 12 W.

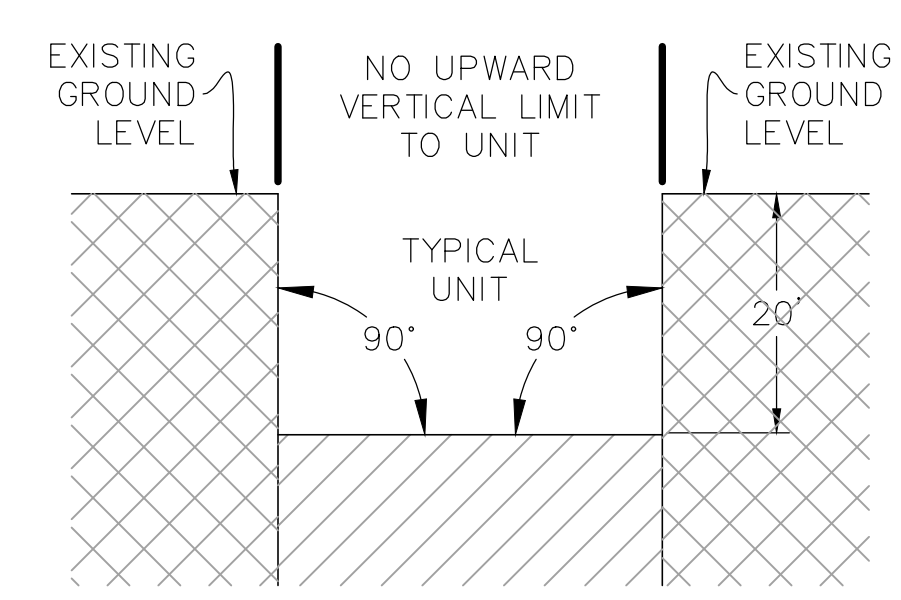
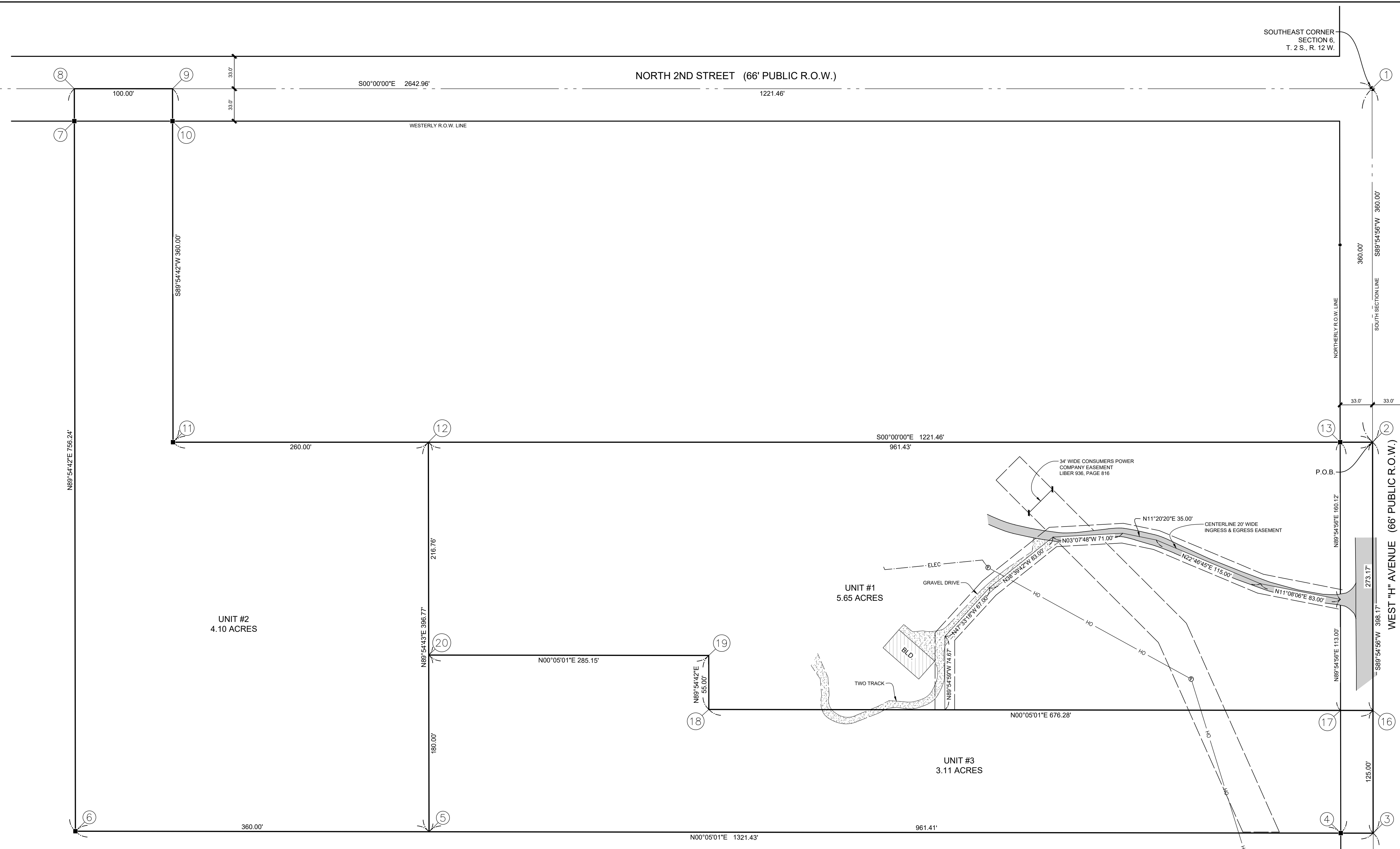
SOUTHEAST CORNER
SECTION 6,
T. 2 S., R. 12 W.



PT.#	NORTHING	EASTING
1	4927.252	4118.899
2	4926.721	3758.899
3	4926.134	3360.730
4	4959.134	3360.778
5	5887.563	3362.133
6	6247.563	3362.658
7	6248.678	4085.899
8	6248.729	4118.897
9	6148.729	4118.897
10	6148.679	4085.899
11	6148.175	3758.902
12	5888.175	3758.902
13	4959.721	3758.902
14	4923.357	1476.562
15	7570.209	4118.897
16	4926.320	3485.729
17	4959.319	3485.778
18	5602.591	3486.716
19	5602.676	3541.717
20	5887.821	3542.133

LEGEND

- SECTION CORNER
- CONCRETE MONUMENT
- ⊙ POWER POLE
- OH — OVERHEAD ELECTRIC
- ELEC — UNDERGROUND ELECTRIC
- ① COORDINATE POINT
- ▨ GENERAL COMMON ELEMENT - OPEN SPACE
- ▨ LIMITED COMMON ELEMENT



TYPICAL CROSS SECTION OF UNIT
ELEVATION VARIES WITH EACH UNIT

SURVEYOR'S CERTIFICATE:
I, Christopher A. Kersten, a Professional Land Surveyor of the State of Michigan, hereby certify: That the Subdivision Plan known as Replat No. 1 of H. T. W. B. Condominium being Kalamazoo County Condominium Plan No. 200, as shown on the accompanying drawings, represents a survey on the ground made under my direction. That there are no existing encroachments upon the land and property as delineated and described herein. That the required survey corners were established and marked as noted as required by rules promulgated under Section 142 of Act 59 of the Public Acts of 1978. That the accuracy of this survey is within the limits required by the rules promulgated under Section 142 of Act No. 59 of the Public Acts of 1978. That the bearings, as shown, are noted on the survey plan as required by the rules promulgated under Section 142 of Act No. 59 of the Public Acts of 1978.

By Christopher A. Kersten: _____ Date: _____
Professional Surveyor No. 4001053500
Prein&Newhof
1707 South Park St., Suite 200
Kalamazoo, Michigan 49001

BEARING BASIS:
THE EAST LINE OF SECTION 16 IS ASSUMED TO BEAR
SOUTH 00°-00'-00" EAST.

FLOOD PLAIN:
THE DESCRIBED PARCEL DOES NOT LIE WITHIN A
FEDERALLY DESIGNATED FLOOD PLAIN. FEMA FLOOD
INSURANCE RATE MAPS ARE NOT AVAILABLE FOR
SUBJECT AREA.

BENCHMARK:
TOP OF CONCRETE MONUMENT AT SOUTHEAST CORNER OF
PROPERTY. ELEVATION = 826.92.

H.T.W.B. CONDOMINIUM SURVEY, SITE & UTILITY PLAN

Preliminary
01/04/2024 2:34:55 PM

PROPOSED: _____
AS-BUILT: _____
SHEET NO.: _____ 2 OF 2

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

**RESOLUTION RESCINDING OBSOLETE AND/OR
OUTDATED TOWNSHIP POLICIES**

Adopted: _____

WHEREAS, Oshtemo Charter Township has grown extensively over the last thirty (30) years; and

WHEREAS, Oshtemo Charter Township, from time to time, has adopted policies governing its internal operations; and

WHEREAS, given the dramatic changes in technology many of the policies established to govern the Township's operations are obsolete, outdated, or have been replaced by newer more innovative policies; and

WHEREAS, the Township Clerk, with the assistance of the Township Attorney, has begun the process of a systematic review of all the Township's policies in order to establish a more uniform set of policies moving forward; and

WHEREAS, during the systematic review of the Township's policies, it has become apparent that some policies contained within the Clerks records are either obsolete, outdated, or have been replaced with newer policies and therefore need to be removed from the Clerks records.

NOW THEREFORE IT BE RESOLVED, that the Township Clerk be authorized to remove the following from the Township's records:

- Industrial Facilities Tax Abatement Policy dated February 1983
- Guidelines For Use Attached Cars dated June 1990
- Billing Department Badge Policy dated January 1990
- Resolution Establishing Payroll Procedures dated June 1991
- Oshtemo Charter Township Purchasing Policy dated October 1991
- Streetlight Policy dated January 1991
- Resolution Establishing Purchasing and Personal Property Disposition Regulations dated November 1993
- Board Appointment Notification Procedure dated November 1993
- Water and Sewer Mortgage Agreement Policy dated December 1993
- Policies For Building Inspector Uniforms
- Policy For Paving Shoulders of Streets dated July 1993
- Computer List Policy dated May 1993
- Office Procedure Regarding Property Files dated February 1993
- Memorial Gift Policy dated November 1994
- Rules Governing Public Comment at Township Board Meetings dated July 1995
- Credit Card Policy dated September 2019

Motion was made by _____ and seconded by _____, to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Supervisor declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township

CERTIFICATE

STATE OF MICHIGAN)
) ss.
COUNTY OF KALAMAZOO)

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on _____, 2024, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this ___ day of _____, 2024.

Dusty Farmer, Clerk
Oshtemo Charter Township