

OSHTEMO CHARTER TOWNSHIP

BUDGET WORKSHOP #1

**7275 West Main Street
Kalamazoo, MI 49009
269.375.4260**

August 25, 2015

1:00 p.m.

AGENDA

1. Call to Order
2. Public Comment
3. Board Budget Work Session
4. 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 to respond at a later date.

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.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

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 or Citizen Comment on 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 is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

**Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings**

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

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(adopted 2/27/2001)
(revised 5/14/2013)

August 17, 2015



Mtg Date: August 25, 2015
To: Oshtemo Township Board of Trustees
From: Gregory Milliken, AICP
Subject: Budget Workshop #1

On August 25th, you will have your first budget workshop to discuss the 2016 Township budget. The workshop begins at 1:00 and is likely to last most of the afternoon up to the regular Board meeting that evening.

The focus of the workshop will be the 2016-2021 Capital Improvement Plan (CIP) that was initially presented to you at the August 11th Board meeting. The workshop will provide an opportunity for the department heads to discuss the projects that are included in the CIP and the different funds that are utilized to finance those projects. They will also provide some information on the prioritization process and how the projects were allocated across the six years of the plan. Following the presentation of the information, the Board will have an opportunity to discuss the projects, their prioritization, and potential reallocation of projects and funds.

The purpose of the CIP and this discussion is not only to frame the 2016 budget, since 2016 is included in the CIP, but also ensure that the funds and financial resources are structured appropriately to address implementation of desired projects in the immediate future.

You were given a copy of the Draft CIP at the previous Township Board meeting. If you have misplaced your copy, it is also available on the Township website on the Notice Board.

There is a lot of material to cover, and we want to ensure adequate time for Board discussion and conversation. Therefore, we have provided the following agenda to guide the workshop and the discussion that will occur:

Approximate Times

1:00-2:30

Presentation of Funds and Project Priorities

- There are six funds, and each department head will have approximately 15 minutes to present highlights from the projects identified in the plan for each fund, the process of selecting and prioritization the projects, and any other notable information.
- This is an opportunity for quick, easy questions about specifics that are presented (i.e. "what?" type questions). Bigger picture questions (i.e. "why?" questions) should wait until later in the workshop.

- 2:30-2:50** **Discussion of Transfers and Fund Balances**
- Although presented as separate funds, they are all tied together in one form or another through General Fund transfers. As projects are added, removed, or shifted to other years, these changes impact the fund balances available in the various funds and thus result in other project shifts as well.
- 3:00-4:00** **Break for ZBA Meeting**
- The ZBA has a meeting on Tuesday as well. While Greg and Nancy Culp step aside for this meeting, the rest of the members will have a short break.
- 4:00-5:30** **Board Discussion**
- The Board will reconvene at approximately 4:00. It is unlikely that the ZBA will be done by this point, so Nancy and Greg will rejoin the Board when their meeting is completed.
 - This will be an opportunity for the Board to ask the bigger picture questions indicated above and have discussion about the projects selected to be included in the CIP and their prioritization. Should other projects be included? Should some be removed? Should projects be reallocated? If any of these changes are made, what other changes are required to accommodate them?
- 6:00-7:00** **Board Public Comment Session**
- 7:00** **Regular Meeting**

**OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009
269.375.4260**

August 25, 2015

**BUDGET WORKSHOP #1
1:00 p.m.
(Break at 3 pm)**

- **Township Board Budget Workshop**
- **Continued Discussion of Capital Improvement Plan**

**PUBLIC COMMENT SESSION
6:00 p.m.
AGENDA**

- A. Call to Order
- B. Public Comment
- C. Other Business

**REGULAR MEETING
7:00 p.m.
AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Citizen Comments on Non-Agenda Items
4. Consent Agenda
 - a. Approve Minutes – August 11th, 2015, Regular Meeting
 - b. Receipts & Disbursements Report
 - c. South Drake Road Non-motorized Agreement
 - d. Parks Fund Budget Amendments
 - e. Grange Hall Playground Improvements Construction Contract
5. Other Township Business
6. Board Member Comments
7. Adjournment

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(revised 5/14/2013)

f.b.

RECEIPTS & DISBURSEMENTS

**** GENERAL, FIRE, SEWER & WATER FUNDS ****

RECEIPTS 08/05/2015 thru 08/19/2015

Admin Site Plan/D&R Sports	250.00
Site Plan Review / K College	800.00
Site Plan Review/AutoZone	600.00
Land Division App /Schoolmaster	150.00
Planning Escrow/K College	1,000.00
Planning Escrow/AutoZone	1,000.00
Sign Permits	200.00
Ordinance/Parking Violations	209.95
Rent Deposits	925.00
Grange Rental	35.00
OCC Rental	525.00
Park Pavilion Rental	370.00
Grave Sales	300.00
Grave Openings	1,690.00
Foundations	702.40
Solicitors License	50.00
AFLAC/Lorenz	189.06
False Alarm Fee	199.51
Sale of OFD Equipment	776.00
KABA Start up Reimbursement	4,338.00
Water Receipts	5,050.00

Total 19,359.92

DISBURSEMENTS

8/19/2015	Payroll/Office	34,962.80
8/21/2015	Payables	80,028.38

Total 114,991.18

Vendor name: Aflac
 Address: Attn: Remittance Processing Service
 City/State/Zip: 1932 Wynnnton Rd, Columbus GA, 31999-0797

Post Date: 08/19/2015
 CK Run Date: 08/21/2015
 Disc. Date: / /
 Due Date: 08/21/2015

Invoice: 878666&300318
 PO: 0.0000
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Invoice Description: june/july Extra Insu

Gross Amount: 2,562.50
 Discount: 0.00
 Net Amount: 2,562.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-26700	AFLAC Insurance	747.08
206-000-26700	AFLAC Insurance	1,815.42
		<u>2,562.50</u>

VENDOR TOTAL: 2,562.50

MISC	DESCRIPTION	GEN	AMOUNT
90045915	Amy Wolff 5278 Skyridge Ave Kalamazoo MI, 49009	GEN	250.00
		N	0.00
		Y	250.00
		N	

Paid

VENDOR TOTAL: 250.00

att	DESCRIPTION	GEN	AMOUNT
90045889	AT&T PO Box 5080 Carol Stream IL, 06197-5080	GEN	81.99
		N	0.00
		N	81.99
		N	

Paid

VENDOR TOTAL: 81.99

GL NUMBER	DESCRIPTION	AMOUNT
107-756-98100	Capital Outlay/Drake House	81.99

VENDOR TOTAL: 81.99

BANK CODE: GEN
 Vendor name: Badge Printers of America
 Address: PO Box E
 City/State/Zip: Plainville CT, 06062-0954
 Vendor Code: bpoo
 Ref #: 90045927
 Post Date: 08/20/2015
 CK Run Date: 08/21/2015
 Disc. Date: / /
 Due Date: 08/21/2015
 Invoice: 2461
 PO: 000007558
 Disc. %: 0.0000
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Vendor Code	Ref #	Post Date	Invoice	Bank	Invoice Description	Gross Amount
bpoo	90045927	08/20/2015	2461	GEN	BADGE BUISINESS CARDS	141.90
		08/21/2015	000007558	N		0.00
		/ /	0.0000	N		141.90
		08/21/2015		N		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Net Amount
206-340-72800	500 COUNT BUSINESS CARDS	129.90	129.90	0.00
206-340-72800	SHIPPING	12.00	12.00	0.00
		141.90	141.90	141.90

VENDOR TOTAL: 141.90

GL NUMBER	DESCRIPTION	AMOUNT	Net Amount
bwd	Best Way Disposal	90.00	90.00
90045890	2314 Miller Rd	0.00	0.00
	Kalamazoo MI, 49001	0.00	0.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-93100	Maintenance Services	90.00

VENDOR TOTAL: 90.00

GL NUMBER	DESCRIPTION	AMOUNT	Net Amount
bcbs	Blue Cross Blue Shield of Michigan	22,620.35	22,620.35
90045891	PO Box 674416	0.00	0.00
	Detroit MI, 48267-4416	0.00	0.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	HEALTH & LIFE INSURANCE	11,492.42
206-336-71600	Health & Life Insurance	5,724.44
101-000-27800	H/D/V INSURANCE	4,304.21
101-000-27800	H/D/V Insurance	219.85
206-336-71600	Health & Life Insurance	879.43

VENDOR TOTAL: 22,620.35

VENDOR TOTAL: 22,620.35

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 08/21/2015 - 08/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

User: DeannaJ
 DB: Oshtemo

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
	BANK CODE: GEN					
cmr	Campbell Murch Memorials	08/20/2015	20150574	GEN	ROCK ENGRAVING FLESHER FIELD	
90045928	PO Box 100	08/21/2015	000007571	N		325.00
	Mattawan MI, 49071	/ /	0.0000	N		0.00
		08/21/2015		N		325.00

Paid

GL NUMBER 107-756-72800 DESCRIPTION ROCK ENGRAVING FLESHER FIELD AMOUNT 325.00 AMT RELIEVED 325.00

VENDOR TOTAL: 325.00

ce-sl	Consumers Energy	08/19/2015	07312015	GEN	street lights	10,137.22
90045892	Payment Center	08/21/2015		N		
	PO Box 740309	/ /	0.0000	N		0.00
	Cincinnati OH, 45274-0309	08/21/2015		N		10,137.22

Paid

GL NUMBER 101-506-92600 DESCRIPTION Street Lighting AMOUNT 10,137.22

VENDOR TOTAL: 10,137.22

conlife	Consumers Life Insurance Company	08/19/2015	016777224-3	GEN	life & add ins	449.24
90045893	PO Box 951914	08/21/2015		N		
	Cleveland OH, 44193	/ /	0.0000	N		0.00
		08/21/2015		N		449.24

Paid

GL NUMBER 101-234-71600 DESCRIPTION Health & Life Insurance AMOUNT 319.05
 206-336-71600 Health & Life Insurance 130.19
 449.24

VENDOR TOTAL: 449.24

Vendor Code Vendor name Address City/State/Zip Post Date Invoice Hold Sep CK 1099 Invoice Description Bank Gross Amount Discount Net Amount

iron	Iron Mountain			08/19/2015	lru4083	GEN			FILE STORAGE FEE FOR AUGUST 2015		97.95
90045899	PO Box 27128			08/21/2015	000007545	N					161.37
	New York NY, 10087-7128			/ /	0.0000	N					0.00
				08/21/2015		N					161.37

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED

101-250-95500	FILE STORAGE FEE FOR AUGUST 2015	161.37	161.37
VENDOR TOTAL:			161.37

kct	Kalamazoo County Treasurer	08/19/2015	08042015	GEN	GESMUNDO TAX APPEAL		
90045901	201 West Kalamazoo Ave	08/21/2015	000007542	N			2,960.16
	Kalamazoo MI, 49007	/ /	0.0000	N			0.00
		08/21/2015		N			2,960.16

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED

101-249-96100	TWSP 2014 TAXES	669.72	669.72
206-340-96100	FIRE 2014 TAXES	1,371.80	1,371.80
211-344-96100	FIRE EQUIPMENT 2014 TAXES	342.95	342.95
101-506-92600	POLICE 2014 TAXES	342.96	342.96
101-249-96100	ADM FEE 2014 TAXES	26.94	26.94
101-249-96100	LIGHTS 2014	205.79	205.79
VENDOR TOTAL:		2,960.16	2,960.16

User: DeannaJ
 DB: Oshtemo
 EXP CHECK RUN DATES 08/21/2015 - 08/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN
 Vendor name: Kalamazoo Oil Company
 Address: 2601 N. Burdick Street
 City/State/Zip: Kalamazoo MI, 49007-1874
 Vendor Code: ko
 Ref #: 90045903
 Post Date: 08/19/2015
 CK Run Date: 08/21/2015
 Disc. Date: / /
 Due Date: 08/21/2015
 Invoice: 001956-151201
 PO: 0.0000
 Disc. %: 0.0000
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: N
 Invoice Description: fuel - fd vehicles

Gross Amount: 2,416.72
 Discount: 0.00
 Net Amount: 2,416.72

Paid
 GL NUMBER: 206-340-86800
 DESCRIPTION: Fuel
 AMOUNT: 2,416.72

ko 90045902
 Kalamazoo Oil Company
 2601 N. Burdick Street
 Kalamazoo MI, 49007-1874
 08/19/2015
 08/21/2015
 / /
 08/21/2015
 001968-1521201
 0.0000
 GEN
 N
 fuel- twp vehicles
 387.20

Paid
 GL NUMBER: 101-218-86800
 DESCRIPTION: Fuel, Oil & Grease
 AMOUNT: 84.40
 101-249-86800
 DESCRIPTION: Fuel, Oil & Grease
 AMOUNT: 76.12
 101-249-86800
 DESCRIPTION: Fuel, Oil & Grease
 AMOUNT: 73.37
 107-756-86800
 DESCRIPTION: Fuel, Oil & Grease
 AMOUNT: 153.31
 101-218-86800
 DESCRIPTION: Fuel, Oil & Grease
 AMOUNT: 84.40
 387.20

kb 90045932
 Kal-Blue Reprographics & Supplies
 914 E Vine Street
 Kalamazoo MI, 49001-3083
 08/20/2015
 08/21/2015
 / /
 08/21/2015
 18531
 000007562
 0.0000
 GEN
 N
 FOAM CORE AND LAMINATION
 49.41

Paid
 GL NUMBER: 107-756-72800
 DESCRIPTION: FOAM CORE AND LAMINATION
 AMOUNT: 49.41
 AMT RELIEVED: 49.41

VENDOR TOTAL: 2,803.92

VENDOR TOTAL: 49.41

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 08/21/2015 - 08/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN
 Vendor name: Kalleward Group
 Address: 300 S 8th Street
 City/State/Zip: Kalamazoo MI, 49009

Vendor Code	Ref #	Post Date	Invoice	Bank	Invoice Description	Gross Amount
		CK Run Date	PO	Hold		Discount
		Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
kalleward	90045904	08/19/2015	3649	GEN	FLESHER FIELD PARK - PHASE 1	3,000.00
		08/21/2015	000005577	N		0.00
		/ /	0.0000	N		3,000.00
		08/21/2015		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98200.FF2012	BLANKET PO	3,000.00	3,000.00
VENDOR TOTAL:			
			3,000.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-234-71600	Disability Insurance	411.68	0.00
206-336-71600	Health & Life Insurance	180.60	592.28
VENDOR TOTAL:			
			592.28

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-72800	SM HELIUM TANK	110.00	110.00
107-756-72800	BALLOONS	9.75	9.75
107-756-72800	RIBBON	5.96	5.96
VENDOR TOTAL:			
			125.71

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98200	kd sales	000007546	125.71
VENDOR TOTAL:			
			125.71

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98200	HELIUM BALLOONS FOR FUN DAY '15	0.00	0.00
VENDOR TOTAL:			
			125.71

BANK CODE: GEN
 Vendor Code Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Ref # Address CK Run Date PO Hold Sep CK Discount
 City/State/zip Disc. Date Disc. % 1099 Net Amount

lmm	Lake Michigan Mailers	08/19/2015	330122	GEN	postage	
90045905	PO Box 19157	08/21/2015		N		2,000.00
	Kalamazoo MI, 49019-9157	/ /	0.0000	N		0.00
Paid		08/21/2015		N		2,000.00

GL NUMBER	DESCRIPTION	AMOUNT				
101-249-73000	Postage	2,000.00				
VENDOR TOTAL:						2,000.00

MISC	Leslie Johnson	08/19/2015	08162015	GEN	rental deposit refund	
90045900	2460 Fairgrove Street	08/21/2015		N		175.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		0.00
Paid		08/21/2015		N		175.00

GL NUMBER	DESCRIPTION	AMOUNT				
101-000-24800	Rent Deposits	175.00				
VENDOR TOTAL:						175.00

MISC	Lisa Rodriguez	08/19/2015	08082015	GEN	rental deposit refund	
90045914	7100 Steeplechase Court	08/21/2015		N		125.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		0.00
Paid		08/21/2015		N		125.00

GL NUMBER	DESCRIPTION	AMOUNT				
101-000-24800	Rent Deposits	125.00				
VENDOR TOTAL:						125.00

germay	Marc Germay	08/19/2015	08212015	GEN	record meetings	
90045897	1369 Concord Place Drive	08/21/2015		N		30.00
	Apt 1D	/ /	0.0000	N		0.00
	Kalamazoo MI, 49009-1651	08/21/2015		Y		30.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT				
101-249-80800	Contracted Services	30.00				
VENDOR TOTAL:						30.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
menards 90045934	Menards 6800 West Main Street Kalamazoo MI, 49009	08/20/2015 08/21/2015 / /	94391 000007566 0.0000	GEN N N N	LIGHT BALLAST	14.99 0.00 14.99
Paid						
GL NUMBER 107-756-76000	DESCRIPTION LIGHT BALLAST GRANGE				AMOUNT	AMT RELIEVED
menards 90045933	Menards 6800 West Main Street Kalamazoo MI, 49009	08/20/2015 08/21/2015 / /	94462 000007557 0.0000	GEN N N N	ASPHALT PATCH, CLEANING BRUSHES	67.53 0.00 67.53
Paid						
GL NUMBER 101-218-76000	DESCRIPTION COLD PATCH				AMOUNT	AMT RELIEVED
107-756-76000	CLEANING BRUSHES				52.35 15.18 67.53	52.35 15.18
menards 90045935	Menards 6800 West Main Street Kalamazoo MI, 49009	08/20/2015 08/21/2015 / /	95162 000007575 0.0000	GEN N N N	TIRE CLEANING SUPPLIES AND KITCHEN CLEA	43.55 0.00 43.55
Paid						
GL NUMBER 206-340-72800	DESCRIPTION CLEANING SUPPLIES				AMOUNT	AMT RELIEVED
					43.55	43.55
VENDOR TOTAL:						126.07
mcpes 90045906	Miller, Canfield, Paddock and Stone 277 S Rose St Ste 5000 Kalamazoo MI, 49007	08/19/2015 08/21/2015 / /	1289143 0.0000	GEN N N Y	legal fees	539.00 0.00 539.00
Paid						
GL NUMBER 491-000-82600	DESCRIPTION Legal Fees				AMOUNT	
					539.00	
VENDOR TOTAL:						539.00

BANK CODE: GEN
 Vendor name: Nye Uniform
 Address: 1030 Scribner NW
 City/State/Zip: Grand Rapids MI, 49504
 Vendor Code: 206-336-72500
 Ref #: 90045909
 Post Date: 08/19/2015
 CK Run Date: 08/21/2015
 Disc. Date: / /
 Due Date: 08/21/2015
 Invoice: 515797
 PO: 000007515
 Disc. %: 0.0000
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: N
 Invoice Description: DUTY UNIFORM PANTS
 Gross Amount: 99.00
 Discount: 0.00
 Net Amount: 99.00

VENDOR TOTAL: 1,337.14

nu 90045909 Nye Uniform
 1030 Scribner NW
 Grand Rapids MI, 49504
 Paid

GL NUMBER 206-336-72500 DESCRIPTION
 FOUR POCKET DUTY PANTS FROM ELBECCO
 AMOUNT 99.00
 AMT RELIEVED 99.00

VENDOR TOTAL: 99.00

ocba 90045910 OCBA, Inc
 521 S Riverview Dr
 Kalamazoo MI, 49004
 Paid

GL NUMBER 101-249-97600 DESCRIPTION
 REAR ACCESS DR ON ATLANTIC W/DDA
 AMOUNT 2,461.50
 AMT RELIEVED 2,461.50

ocba 90045911 OCBA, Inc
 521 S Riverview Dr
 Kalamazoo MI, 49004
 Paid

GL NUMBER 101-249-97600 DESCRIPTION
 BLANKET
 AMOUNT 8,305.54
 AMT RELIEVED 8,305.54

ocba 90045912 OCBA, Inc
 521 S Riverview Dr
 Kalamazoo MI, 49004
 Paid

GL NUMBER 107-756-80800 DESCRIPTION
 DRAKE FARMSTEAD MASTER PLAN
 AMOUNT 150.00
 AMT RELIEVED 150.00

VENDOR TOTAL: 10,917.04

User: DeannaJ
 DB: Oshtemo
 EXP CHECK RUN DATES 08/21/2015 - 08/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN
 Vendor name: Oshtemo Township
 Address: 7275 West Main Street
 City/State/Zip: Kalamazoo MI, 49009
 Vendor Code: 90045917
 Ref #: 101-249-96100

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
osh	Oshtemo Township	08/19/2015	08132015	GEN	2015 BOARD OF REVIEW CHANGE	1.01
90045917	7275 West Main Street	08/21/2015	000007552	N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	N		1.01
		08/21/2015		N		

Paid
 GL NUMBER 101-249-96100
 DESCRIPTION REFUND FOR BOARD OF REVIEW JULY CHANGES
 AMOUNT 1.01
 AMT RELIEVED 1.01

VENDOR TOTAL: 1.01

od	Overhead Door Co of Kalamazoo	08/20/2015	141199	GEN	REPAIR REAR APPARATUS BAY DOOR 5-1	195.50
90045938	5291 Wynn Road	08/21/2015	000007570	N		0.00
	Kalamazoo MI, 49048	/ /	0.0000	N		195.50
		08/21/2015		N		

Paid
 GL NUMBER 206-340-93100
 DESCRIPTION REPAIR DOOR 5-1
 AMOUNT 195.50
 AMT RELIEVED 195.50

VENDOR TOTAL: 195.50

MISC	Phyllis Burnam	08/19/2015	08082015	GEN	rental deposit refund	250.00
90045913	2004 Quail Cove Dr	08/21/2015		N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		250.00
		08/21/2015		N		

Paid
 GL NUMBER 101-000-24800
 DESCRIPTION Rent Deposits
 AMOUNT 250.00

VENDOR TOTAL: 250.00

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 08/21/2015 - 08/21/2015
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN
 Vendor name: Prein & Newhof
 Address: 3355 Evergreen Drive NE
 City/State/Zip: Grand Rapids MI, 49525

Post Date: 08/19/2015
 CK Run Date: 08/21/2015
 Disc. Date: / /
 Due Date: 08/21/2015

Invoice Description: engineering fees
 Hold: N
 Sep CK: N
 1099: N

GL NUMBER	DESCRIPTION	AMOUNT
101-209-82000	Engineering Fees	1,179.00
101-805-82000	Engineering Fees	251.00
490-000-82000	Engineering Fees	526.30
491-000-82000	Engineering Fees	166.30
		<u>2,122.60</u>

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UPS CHARGE FOR SENDING BOOTS BACK TO MFG	24.42	24.42
		<u>24.42</u>	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76100	BOTTLED WATER	10.17	10.17
206-340-76100	GATORADE	53.96	53.96
		<u>64.13</u>	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
90045930	UPS COSTS TO RETURN DO WILD'S FIRE BOOT	24.42	24.42
		<u>24.42</u>	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
90045929	SUPPLIES FOR OSTHEMO DAY	64.13	64.13
		<u>64.13</u>	

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
		<u>2,122.60</u>	
VENDOR TOTAL:			<u>2,122.60</u>

BANK CODE: GEN
 Vendor name S & T Lawn Service
 Address 3393 South 6th Street
 City/State/Zip Kalamazoo MI, 49009
 Vendor Code
 Ref #
 Post Date Invoice Description
 CK Run Date PO Hold
 Disc. Date Disc. % Sep CK
 Due Date 1099
 08/19/2015 12072 DDA LAWN MAINT/OCC
 08/21/2015 000007228 N
 / / 0.0000 N
 08/21/2015 N
 Gross Amount 248.00
 Discount 0.00
 Net Amount 248.00

GL NUMBER 900-728-93300 DESCRIPTION AMOUNT AMT RELIEVED
 900-728-93300 BLANKET PO/DDA LAWN MAINT/OCC 248.00 248.00
 Paid
 schley Schley Architects
 90045920 PO Box 19640
 Kalamazoo MI, 49019
 Paid
 VENDOR TOTAL: 248.00

GL NUMBER 249-371-97600 DESCRIPTION AMOUNT AMT RELIEVED
 249-371-97600 ARCH SERVICES/REMODEL/KABA/CONTRACT DOCS 10,867.85 10,867.85
 Paid
 VENDOR TOTAL: 10,867.85

GL NUMBER 101-249-85300 DESCRIPTION AMOUNT AMT RELIEVED
 101-249-85300 CABLES FOR NEW PHONE SYSTEM 47.50 47.50
 Paid
 VENDOR TOTAL: 47.50

GL NUMBER 207-310-72800 DESCRIPTION AMOUNT AMT RELIEVED
 207-310-72800 FAX MACHINE T20150724.0015 162.00 162.00
 Paid
 VENDOR TOTAL: 209.50

Vendor Code Vendor name Address City/State/zip Post Date Invoice PO Disc. % Due Date Bank Hold Sep CK 1099 Invoice Description Gross Amount Discount Net Amount

slp 90045939 Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009 08/20/2015 281379 08/21/2015 000007569 / / 0.0000 GEN OTH GENERATOR COOLANT REPAIR 157.65 0.00 157.65

Paid
GL NUMBER 101-218-93100 DESCRIPTION OTH GENERATOR COOLANT REPAIR AMOUNT 157.65 AMT RELIEVED 157.65

slp 90045923 Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009 08/20/2015 281471 08/21/2015 000007534 / / 0.0000 GEN REPLACEMENT STIHL HELMET VISOR PINS 10.77 0.00 10.77

Paid
GL NUMBER 206-340-93300 DESCRIPTION REPLACEMENT STIHL HELMET VISOR PINS AMOUNT 10.77 AMT RELIEVED 10.77

slp 90045940 Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009 08/20/2015 282776 08/21/2015 000007554 / / 0.0000 GEN 582 CHAINSAW NOZZLE JET REPAIR 79.11 0.00 79.11

Paid
GL NUMBER 206-340-93300 DESCRIPTION 582 CHAINSAW NOZZLE JET REPAIR AMOUNT 79.11 AMT RELIEVED 79.11

Vendor TOTAL: 247.53
Vendor Name: Ted Hartleb Agency 5840 King Highway Kalamazoo MI, 49048
Vendor Code: hartleb 90045898
Description: add fd vehicle
Amount: 347.00
Discount: 0.00
Net Amount: 347.00

Vendor TOTAL: 347.00

Vendor Code Vendor name Address City/State/Zip Post Date Invoice Bank Invoice Description Bank Hold Sep CK Gross Amount
 Ref # 3773 Sky King Blvd Kalamazoo MI, 49009 CK Run Date PO 000007548 N 0.0000 0.00
 Disc. Date Disc. % Due Date 1099 Net Amount

VENDOR TOTAL: 63.84

zop	90045925	Zemlick Office Products	08/20/2015	0123265-001	GEN	OFFICE SUPPLIES						
			08/21/2015	000007548	N							35.80
			/ /	0.0000	N							0.00
			08/21/2015		N							35.80

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	INDEX SHEETS "A"	2.53	2.53
101-250-72800	INDEX SHEETS "B"	2.11	2.11
101-249-72800	DISC MAILERS	7.47	7.47
101-249-72800	DISC CASES	14.08	14.08
101-249-72800	CALC RIBBON	2.19	2.19
101-249-72800	PENS	2.25	2.25
101-249-72800	WITE OUT TAPE	5.17	5.17
		<u>35.80</u>	

VENDOR TOTAL: 35.80

TOTAL - ALL VENDORS: 80,028.38



Memorandum

Date: 21 August 2015
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: South Drake Road Non-motorized Agreement with City of Kalamazoo

Objective

Oshtemo Township Board authorization to Supervisor to enter into agreement with the City of Kalamazoo for the South Drake Road non-motorized pathway agreement.

Background

The Township Board previously authorized Staff to work with the City of Kalamazoo to make application for a Michigan Department of Transportation Safety Grant. This application to MDOT for a non-motorized facility was successful.

The "Agreement Allowing Construction Within the City of Kalamazoo's Road Right of Way" is similar to recent agreements between Oshtemo and the road commission. The agreement clarifies roles and responsibilities for the MDOT Safety Grant South Drake Road non-motorized project.

Both Oshtemo Township and City of Kalamazoo staff and attorneys reviewed the agreement and recommend Board authorization.

Information Provided

Copy of the proposed agreement.

**AGREEMENT ALLOWING CONSTRUCTION WITHIN
THE CITY OF KALAMAZOO'S ROAD RIGHT-OF-WAY**

Green Meadow to West Michigan Avenue on Drake

Government Agencies Involved:

1. The Charter Township of Oshtemo ("Oshtemo") is a municipal corporation organized under the laws of the State of Michigan, and is located at 7275 West Main Street, Kalamazoo, Michigan 49009.
2. The Board of Road Commissioners of the County of Kalamazoo ("Road Commission") is a public body corporate, and is located at 3801 East Kilgore Road, Kalamazoo, Michigan 49001
3. The City of Kalamazoo ("City") is a municipal corporation, and is located at 241 West South Street, Kalamazoo, Michigan 49007.

Recitals:

- A. Oshtemo sought and received authorization from Road Commission in accordance with plans and designs prepared by its consultants to construct a non-motorized pathway along Drake Road from Stadium Drive to West Main Street (M-43).
- B. A portion of the planned non-motorized pathway is located within the County road right-of-way but under the jurisdiction of the City by agreement; more specifically along Drake Road from the north side of Green Meadow Road to the north side of West Michigan Avenue.
- C. The City on behalf of Oshtemo has received a MDOT Safety Grant for that portion of the non-motorized pathway on the west side of Drake Road located within its jurisdiction from north of Green Meadow to north of West Michigan Avenue.
- D. Because the intended location of the non-motorized pathway is within the County road right-of-way but under the jurisdiction of the City, it is necessary for Oshtemo to obtain the consent of the City prior to commencing construction of the non-motorized pathway.
- E. It is the desire and objective of the City and Oshtemo, to set forth their mutual understanding regarding the conditions under which the City will oversee Oshtemo's receipt of the grant to construct the non-motorized pathway within that portion of the road right-of-way under the City's jurisdiction.

THEREFORE, in consideration of the above recitals the City and Oshtemo mutually agree as follows:

1. Oshtemo will request that the City approve the planned non-motorized pathway as a non-motorized facility project and agrees to abide by all terms and conditions imposed upon non-motorized facility project applications. Oshtemo will construct the non-motorized pathway in accordance with the plans and design prepared by its Consultant and approved by Oshtemo and the City. Any deviation from the plans and design must receive the prior written approval of Oshtemo and the City. Oshtemo shall develop a project design package and submit the design package including a copy of the storm water drainage plan and calculations to the City for review. The City shall make final design decisions regarding the location of the non-motorized pathway in relation to driveways, intersections, signage and drainage features in the County road right-of-way.
2. As owner of the non-motorized pathway, Oshtemo agrees to assume or assign to third parties per the Township's Non-motorized Facilities/Sidewalk Ordinance, the exclusive responsibility for maintenance, winter maintenance (including, but not limited to snow removal), signage, repair and restoration of the non-motorized path for so long as the non- motorized pathway may exist.
3. Oshtemo is responsible for all construction costs not covered by the grant. Those costs shall include the City's cost of administering the project, including engineer's review, grant administration and construction management. The City will provide an itemized statement of those costs quarterly to Oshtemo.
4. Oshtemo and/or Oshtemo's Consultant shall provide construction engineering services for this project. Construction engineering includes all of the file documentation and review necessary to close out the project, and is the responsibility of Oshtemo. Oshtemo shall prepare a final 'As Built' set of plans for the project and provide it to the City. The As Built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. Oshtemo will also provide a copy of the project construction file to the City for its records.
5. Oshtemo will have its Consultant attend project update meetings as needed to review the status of the project with the Contractor and to process construction status and payment request reports. Construction Engineering includes construction staking, right-of-way staking, materials sampling and testing, and acting as a storm water operator. Oshtemo shall prepare a written report including inspector daily reports, status of materials certifications, materials testing reports, and any other submittal requirements.
6. Oshtemo is responsible for any required land acquisition (including temporary grading permits). Oshtemo will submit the proposed right-of-way acquisitions - the necessity for which is certified by a qualified right-of-way specialist - for the City's approval prior to acquiring the necessary additional right-of-way.

7. Oshtemo is responsible for all utility reconfiguration costs associated with project. Prior to advertisement of the project, Oshtemo shall submit a letter to the City stating that it has reviewed utility conflicts and has addressed any necessary utility relocation.
8. Upon completion of the installation of the non-motorized pathway, with the final approval by the City to Oshtemo, Oshtemo agrees to save harmless, indemnify and defend the City from any and all claims for bodily injury or property damage or any other claims relating to or arising out of the construction, operation, use or continuing existence of the non-motorized pathway within County road right-of-way.
9. This Agreement is effective when approved by each party's governing body and signed by the duly authorized officers of the City and Oshtemo.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date(s) noted below.

CITY OF KALAMAZOO

By: _____
 James K. Ritsema
 Its: City Manager

STATE OF MICHIGAN)
 : ss.
 COUNTY OF KALAMAZOO)

On this _____ day of _____, 2015, before me, a Notary Public, in and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn, did say that he/she is the City Manager of the City of Kalamazoo, Kalamazoo County, Michigan, named in and which executed the within instrument and that said instrument was signed on behalf of said City of Kalamazoo, and said City Manager acknowledged said instrument to be the free act and deed of said City.

 Notary Public
 Kalamazoo County, Michigan
 My commission expires _____

CHARTER TOWNSHIP OF OSHTEMO

By: _____
Elizabeth Heiny-Cogswell
Its: Supervisor

STATE OF MICHIGAN)
 : ss.
COUNTY OF KALAMZOO)

On this _____ day of _____, 2015, before me, a Notary Public, in and for said County and State, personally appeared Elizabeth Heiny-Cogswell to me personally known, who, being by me duly sworn, did say that she is the Supervisor of the Oshtemo Charter Township, Kalamazoo County, Michigan, named in and which executed the within instrument and that said instrument was signed on behalf of said Oshtemo Charter Township, and said Supervisor acknowledged said instrument to be the free act and deed of said Township.

Notary Public
Kalamazoo County, Michigan
My commission expires _____

Memorandum



Date: August 20, 2015

To: Township Board

From: Karen High, Parks Director
Steve Bryer, CPA, Siegfried Crandall PC

Subject: Request for Budget Amendments to the Parks Fund

OBJECTIVE

Three budget amendments are requested to correct problems resulting from the timing of grant fund expenditures and revenues. The budget amendments requested are as follows:

1. Amend the carryover line item to 0 (decrease from \$213,570)
2. Amend the grant revenue line item to \$317,000 (an increase of \$17,000)
3. Amend the transfer from General Fund to \$239,000 (an increase of \$92,000)

Please note that this is *not* a request for additional spending. Parks expenditures are tracking under budget for the year.

INFORMATION

We have had three big grant projects for our parks in recent years: Township Park in 2011-2012 (\$660,600) and Phases I and II at Flesher Field in 2013-2015 (\$900,000 total). The annual budget process requires that we estimate which year expenses will occur and which year revenues will be received for each of these projects. Predicting the timing of each expense and revenue has proved difficult and has caused the need for the budget amendments listed above.

The amount of carryover shown in the budget is an estimate based on the expected expenses for the remaining year vs. the revenues expected to be received. (In other words, the amount we expect to have left at the end of the year to “carryover” to next year.) It is difficult to accurately estimate in August how much money will be remaining at the end of the year. This is because we don’t know exactly when expenses will occur. For example, we ordered \$75,000 of playground equipment in December 2014. When we prepared the budget in August of 2014, we didn’t know whether this particular expense would occur in 2014 (so the amount would be spent and not reflected in carryover) or would occur in 2015 (so the amount should be included in carryover). Estimating the timing of reimbursements from the DNR is equally difficult. For example, when we prepared the budget last August, we expected to receive \$300,000 in reimbursement payments in 2014. We actually received \$253,000 from the MNRTF in 2014 and will receive the remaining \$47,000 in 2015.

We would like to stress again that all Parks expenditures have been approved by the Board and that no new expenditures are requested. These budget amendments are a result of timing issues based on expenses and revenues from our big grant projects. As we look back to previous years, we realize that estimating the carryover amount has been an ongoing issue. In order to avoid this problem in the future, we intend to meet on a quarterly basis to review the Parks budget and to review the carryover amount at the end of each calendar year. This way, we’ll be able to identify issues earlier and avoid requests for budget amendments at budget time. Please feel free to contact us if you have any questions.



Memorandum

Date: August 20, 2015

To: Township Board

From: Karen High, Parks Director

Re: Grange Hall Playground Improvements
Request for Authorization to approve contract and to amend 2015 budget

OBJECTIVES

1. Township Board authorization for Supervisor to enter into agreement with Apex Contractors, Inc. for construction of Grange Hall Playground Improvements.
2. Request to amend the 2015 budget to reflect an expenditure of \$40,000. A development grant in the amount of \$30,000 was awarded by the Michigan Natural Resources Trust Fund (MNRTF). Match funds will be provided by \$10,000 in donations designated specifically for the Grange Hall playground. Township funds are not requested.

BACKGROUND

In December 2014 the Township received a MNRTF development grant to fund improvements to the playground at the Grange Hall. The proposed project includes a small play area with four swings, a spring animal, a spinning toy and a safe play surface. Other improvements include grading and installation of a handicap accessible picnic area, and accessible sidewalks to the play area and the existing basketball court. The project is expected to cost \$40,000. \$30,000 will be paid through MNRTF grant funds and the remaining \$10,000 from parks restricted donations.

Township staff worked with Larry Harris, Landscape Architect, to prepare construction plans and specifications for the project. Following Michigan Department of Natural Resources (DNR) guidelines, competitive bids were sought for construction of the playground and related improvements. Three bids were received. The DNR requires that the award go to the low bidder. Apex Contractors was the low bidder with a bid of \$38,400. Happily, their bid falls within our project budget.

A bid summary is as follows:

- | | |
|---------------------------|----------|
| 1. Apex Contractors, Inc. | \$38,400 |
| 2. James E. Fulton & Sons | \$45,000 |
| 3. TJM Services | \$47,300 |

The project was not included in the 2015 budget because we didn't know at the time if our grant request would be successful. Therefore, a budget amendment is needed to reflect an expenditure of \$40,000. Again, the expenditure is funded by the grant and donations already received, and no Township funds are requested.