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

September 8, 2015

BUDGET WORKSHOP #2
5:00 p.m.
AGENDA

A. Call to Order
B. Public Comment
C. Update from Kalamazoo County
D. Discussion on 2016 Budget
E. 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 25, 2015, Regular Meeting
    b. Receipts & Disbursements Report
    c. Consideration of Building Official Appointment for Oshtemo Charter Township
5. Drake Farmstead
    a. Presentation on Drake Farmstead Market Study, and
    b. Consideration of Drake Farmstead Master Plan
6. Consideration of Capital Improvement Plan
7. Consideration of Planning Director Appointment
8. Other Township Business
9. Board Member Comments
10. 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.

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.

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.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

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

4,b

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

RECEIPTS 08/20/2015 thru 08/31/2015

Rezoning Request/Marbo	850.00
ZBA Request/Prime Const	500.00
Site Plan/Success Mortgage	1,600.00
Planner Contract/K-Twp	2,610.00
Sign Permits	275.00
Copies	23.51
Ordinance/Parking Violations	9,298.41
Sidewalk Permits/Inspections	150.00
Rent Deposits	175.00
OCC Rental	100.00
Park Pavilion Rental	130.00
Twp Park Tennis Revenue	390.25
Flesher Field Donation/Pattison	25.00
Grave Openings	570.00
Foundations	386.40
Cable Fees/2nd qtr	45,999.10
Water Receipts	20,823.26
Sewer Receipts	7,933.17
Total	**91,839.10**

DISBURSEMENTS

9/2/2015	Payroll/Office/Trustees/FF	63,972.93
9/4/2015	Payables	152,789.19
	Total	**216,762.12**

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
EXP CHECK RUN DATES 09/04/2015 - 09/04/2015
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
aflac	Aflac	09/01/2015	aug	GEN	extra insurance	
90045950	Attn: Remittance Processing Service	09/04/2015		N		1,281.30
	1932 Wynnton Rd					
	Columbus GA, 31999-0797	/ /	0.0000	N		0.00
		09/04/2015		N		1,281.30

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-26700	AFLAC Insurance	373.54
206-000-26700	AFLAC Insurance	907.76
		1,281.30

VENDOR TOTAL: 1,281.30

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
apexcont	Apex Contractors, Inc.	09/01/2015	#6	GEN	FLESHER FIELD CONSTRUCTION PHASE 2	
90045951	4101 27th Street	09/04/2015	000006791	N		22,021.20
	Dorr MI, 49323-0010	/ /	0.0000	N		0.00
		09/04/2015		N		22,021.20

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98200.FF2013	FLESHER FIELD CONSTRUCTION - PHASE 2	22,021.20	22,021.20

VENDOR TOTAL: 22,021.20

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
afp	Approved Fire Protection Company	09/02/2015	144045	GEN	20LB ABC EXTINGUISHER	
90045981	2513 North Burdick Street	09/04/2015	000007616	N		207.50
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
		09/04/2015		N		207.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	20LB ABC EXTINGUISHER	200.00	200.00
206-340-72800	FUEL RECOVERY COST	7.50	7.50
		207.50	

VENDOR TOTAL: 207.50

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
ab	Arcadia Benefits Group, Inc	09/02/2015	sept	GEN	fsa fees	
90045982	612 S. Park Street	09/04/2015		N		65.00
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
		09/04/2015		N		65.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	Health & Life Insurance - fsa fees	55.00
206-336-71600	Health & Life Insurance - fsa fees	10.00
		65.00

ab	Arcadia Benefits Group, Inc	09/02/2015	sept	GEN	hra fees	
90045983	612 S. Park Street	09/04/2015		N		80.00
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
		09/04/2015		N		80.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	HEALTH & LIFE INSURANCE - hra fees	50.00
206-336-71600	Health & Life Insurance - hra fees	30.00
		80.00

VENDOR TOTAL: 145.00

asc	Argus Supply Company	09/02/2015	04092909	GEN	HOSE FOR STANDPIPE KITS	
90045984	1702 Momentum Place	09/04/2015	000007467	N		2,042.43
	Chicago IL, 60689-5317	/ /	0.0000	N		0.00
		09/04/2015		N		2,042.43

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-344-98000	3" X 6' HOSE	256.05	256.05
211-344-98000	2.5" X 50' HOSE	643.74	643.74
211-344-98000	2.5" X 100' HOSE	1,056.96	1,056.96
211-344-98000	freight and handling charges	85.68	0.00
		2,042.43	1,956.75

VENDOR TOTAL: 2,042.43

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
harvey	Bob Harvey	09/01/2015	08292015	GEN	dump day worker 08292015	
90045957	7070 North 6th Street	09/04/2015		N		70.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		Y		70.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-95900	Trash Collection	70.00

VENDOR TOTAL: 70.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
harrell	Cathy Harrell	09/02/2015	08112015	GEN	reimburse spouse health ins premium	
90045991	23040 38th Ave	09/04/2015		N		1,172.29
	Mattewan MI, 49071	/ /	0.0000	N		0.00
		09/04/2015		N		1,172.29

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	Health & Life Insurance	1,172.29

VENDOR TOTAL: 1,172.29

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
stirton-c	Claudia Stirton	09/02/2015	conf exp & mileag	GEN	CONFERENCE EXPENSES	
90046025	1082 Wickford Dr	09/04/2015	000007624	N		519.07
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		519.07

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-209-87000	MILEAGE	161.57	161.57
101-209-95800	COMM & INDL PROPERTY VALUATION	357.50	357.50
		519.07	519.07

VENDOR TOTAL: 519.07

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
clean	Clean Earth	09/02/2015	2-74328	GEN	PERIODIC SEPTIC SYSTEM MAINTENANCE CLEA	
90045988	5189 King Highway	09/04/2015	000007607	N		1,770.00
	Kalamazoo MI, 49048	/ /	0.0000	N		0.00
		09/04/2015		N		1,770.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	CLEAN SAND TRAP AND SEPTIC TANK	770.00	770.00
206-340-93100	CLEAN SAND TRAP AND SEPTIC TANK	1,000.00	1,000.00
		1,770.00	1,770.00

clean	Clean Earth	09/02/2015	2-7507	GEN	PERIODIC SEPTIC SYSTEM MAINTENANCE CLEA	
90045986	5189 King Highway	09/04/2015	000007609	N		865.00
	Kalamazoo MI, 49048	/ /	0.0000	N		0.00
		09/04/2015		N		865.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	CLEAN TRAP AND SEPTIC TANK STATION 5/3	865.00	865.00

clean	Clean Earth	09/02/2015	2-7510	GEN	PERIODIC SEPTIC SYSTEM MAINTENANCE CLEA	
90045987	5189 King Highway	09/04/2015	000007608	N		919.00
	Kalamazoo MI, 49048	/ /	0.0000	N		0.00
		09/04/2015		N		919.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	CLEAN SAND TRAP AND DRAINS STATION 5-2	919.00	919.00

VENDOR TOTAL: 3,554.00

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
ce-e	Consumers Energy	09/01/2015	aug	GEN	electric and gas	
90045953	Payment Center	09/04/2015		N		5,527.62
	PO Box 740309					
	Cincinnati OH, 45271-0309	/ /	0.0000	N		0.00
		09/04/2015		N		5,527.62

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-92100	Electric	2,256.48
101-218-92100	Electric - meter #165 - twp office	28.03
107-756-92100	Elec/Heat - meter #244 - flshr ball park	1,423.28
206-340-92100	Electric - h2	80.56
206-340-92300	Gas - meter #297 - house #1	967.19
107-756-92100	elec - meter #326 - Grange	0.33
206-340-92100	Electric	155.70
107-756-98100	gas - meter #540 - Drake House	51.90
107-756-92100	elec - meter #743 - OCC	13.97
101-218-92300	gas - meter #848 - maint bldg	93.35
206-340-92300	Heat - gas h2	212.42
101-218-92300	gas - meter #879 - Twp Office	13.23
107-756-92300	Heat	54.43
107-756-98100	elec - meter #926 - Drake House	142.64
101-218-92100	elec - meter #951 - maint bldg	11.50
107-756-92100	elec - meter #979 - old town hall	22.61
		5,527.62

VENDOR TOTAL: 5,527.62

cts	CTS Telecom Inc.	09/02/2015	10010606	GEN	telephone	
90045989	13800 E Michigan	09/04/2015		N		702.87
	Galesburg MI, 49053	/ /	0.0000	N		0.00
		09/04/2015		N		702.87

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-85300	Telephone	468.48
206-340-85300	Telephone	234.39
		702.87

VENDOR TOTAL: 702.87

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
driesenga	Driesenga & Associates, Inc	09/01/2015	82936	GEN	BLANKET PO/MATERIALS TESTING & INSPECTI	
90045956	455 E 8th St	09/04/2015	000006794	N		331.25
	Suite 100					
	Holland MI, 49423	/ /	0.0000	N		0.00
		09/04/2015		N		331.25
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98200	BLANKET PO/MATERIALS TESTING/INSPECTIONS	331.25	331.25

VENDOR TOTAL: 331.25

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
evp	Emergency Vehicle Products	09/01/2015	8517	GEN	NEW 573 PUMP ASSEMBLY	
90045958	2975 Interstate Pkwy	09/04/2015	000007588	N		14,931.05
	Kalamazoo MI, 49048-9600	/ /	0.0000	N		0.00
		09/04/2015		N		14,931.05
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-344-98000	NEW 573 PUMP ASSEMBLY	14,931.05	14,931.05

VENDOR TOTAL: 14,931.05

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
genzink	Genzink Appraisal Company	09/02/2015	wendy's & maple h	GEN	APPRAISAL SERVICES FOR MTT TAX APPEALS	
90045990	1009 44TH STREET, SW	09/04/2015	000007612	N		8,330.40
	SUITE 107					
	WYOMING MI, 49509-4480	/ /	0.0000	N		0.00
		09/04/2015		Y		8,330.40
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-209-80700	APPRAISAL SERVICES FOR WENDYS	3,997.70	3,997.70
101-209-80700	APPRAISAL SERVICES FOR MAPLE HILL LEASEH	4,332.70	4,332.70
		8,330.40	

VENDOR TOTAL: 8,330.40

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
j&b	J&B Medical	09/01/2015	2405394	GEN	MEDICAL SUPPLIES	
90045960	50496 West Pontiac Trail	09/04/2015	000007586	N		455.66
	Wixom MI, 48393	/ /	0.0000	N		0.00
		09/04/2015		N		455.66

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75500	CASE OF LARGE EMS GLOVES	117.00	117.00
206-340-75500	CASE OF X-LARGE EMS GLOVES	117.00	117.00
206-340-75500	OXYGEN TUBING	2.90	2.90
206-340-75500	CASE OF MEDIUM EMS GLOVES	117.00	117.00
206-340-75500	BAG TAGS	101.76	101.76
		455.66	

VENDOR TOTAL: 455.66

MISC	Jennifer Butler	09/02/2015	08292015	GEN	rental deposit refund	
90045985	7051 W ML Ave	09/04/2015		N		175.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		0.00
		09/04/2015		N		175.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	175.00

VENDOR TOTAL: 175.00

porter	Jim Porter	09/02/2015	09042015	GEN	parking / copies	
90046001	7275 West Main	09/04/2015		N		29.50
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		29.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-250-87000	Mileage	29.50

VENDOR TOTAL: 29.50

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
EXP CHECK RUN DATES 09/04/2015 - 09/04/2015
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kcfca	Kal County FIre Chiefs Assoc	09/01/2015	2015-sd-02	GEN	FORCIBLE ENTRY CLASS	
90045962	7275 West Main	09/04/2015	000007584	N		390.00
	Attn Mark Barnes					
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		390.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-95900	FEE	390.00	390.00

VENDOR TOTAL: 390.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
kcmca	Kalamazoo County Medical Control Au	09/01/2015	2257	GEN	EMS FIELD NOTES	
90045963	1000 Oakland Drive	09/04/2015	000007599	N		74.50
	Kalamazoo MI, 49008	/ /	0.0000	N		0.00
		09/04/2015		N		74.50
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75500	EMS FIELD NOTES	74.50	74.50

VENDOR TOTAL: 74.50

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
kct	Kalamazoo County Treasurer	09/01/2015	08262015	GEN	RECORD DISCHARGE OF BUSHOUSE WATER MORT	
90045965	201 West Kalamazoo Ave	09/04/2015	000007590	N		14.00
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
		09/04/2015		N		14.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-82600	RECORDING FEE FOR BUSHOUSE DISCHARGE	14.00	14.00

VENDOR TOTAL: 14.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
kct-p	Kalamazoo County Treasurer	09/01/2015	police	GEN	police contract	
90045964	201 West Kalamazoo	09/04/2015		N		70,637.75
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
		09/04/2015		N		70,637.75
Paid						

GL NUMBER	DESCRIPTION	AMOUNT
207-310-80200	Protection Contract - KC	70,637.75

VENDOR TOTAL: 70,637.75

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kb	Kal-Blue Reprographics & Supplies	09/01/2015	18926	GEN	2 ROLLS PAPER FOR T610 PLOTTER	
90045961	914 E Vine Street	09/04/2015	000007580	N		42.86
	Kalamazoo MI, 49001-3083	/ /	0.0000	N		0.00
		09/04/2015		N		42.86
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	PLOTTER PAPER	42.86	42.86

VENDOR TOTAL: 42.86

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
KAR	KARLaboratories, Inc	09/02/2015	507877	GEN	WATER RETEST OF 3RD ST WELL	
90045993	4425 Manchester Rd	09/04/2015	000007615	N		28.00
	Kalamazoo MI, 49001	/ /	0.0000	N		0.00
		09/04/2015		N		28.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-93100	BASIC WATER TEST	28.00	28.00

VENDOR TOTAL: 28.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
ke	Kerwin Electric	09/01/2015	40503/40540	GEN	STATION #5-2 ELECTRICAL UPDATE FOR DISP	
90045966	7376 West RS Ave	09/04/2015	000007591	N		1,001.00
	Schoolcraft MI, 49087	/ /	0.0000	N		0.00
		09/04/2015		N		1,001.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-344-98000	LABOR	520.00	520.00
211-344-98000	SURGE BREAKERS	170.00	170.00
211-344-98000	OUTLETS, WIRING, EQUIPMENT	311.00	311.00
		1,001.00	

VENDOR TOTAL: 1,001.00

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
kss	KSS Enterprises	09/02/2015	941664	GEN	EXPENDABLE SUPPLIES	
90045994	616 E Vine Street	09/04/2015	000007604	N		651.22
	Kalamazoo MI, 49001	/ /	0.0000	N		0.00
		09/04/2015		N		651.22

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76600	FOAMING ANTIBACTERIAL SOAP	209.91	209.91
107-756-76600	DISPOSIBLE GLOVES	16.98	16.98
107-756-76600	PROPRIETARY ROLL TOWELS	191.25	191.25
107-756-76600	JUMBO JR BATH TISSUE	139.24	139.24
206-340-93100	REJUVNAL	93.84	93.84
		651.22	

VENDOR TOTAL: 651.22

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
MISC	Lisa Clark	09/02/2015	09/02/2015	GEN	rental deposit refund	
90046026	3711 Wolf Drive	09/04/2015		N		125.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		0.00
		09/04/2015		N		125.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	125.00

VENDOR TOTAL: 125.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
rodrig	Lisa Rodriguez	09/02/2015	08252015	GEN	rental deposit refund	
90046002	7100 Steeplechase Ct	09/04/2015		N		125.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		125.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	125.00

VENDOR TOTAL: 125.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
lowes	Lowe's Home Center	09/02/2015	901001	GEN	REPLACMENT BREAKERS FOR 511 GENERATOR	
90045995		09/04/2015	000007536	N		27.47
	PO Box 530954					
	Atlanta GA, 30353-0954	/ /	0.0000	N		0.00
		09/04/2015		N		27.47
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	REPLACEMENT BREAKERS FOR 511 GENERATOR	27.47	27.47

lowes	Lowe's Home Center	09/02/2015	927734	GEN	PROJECT SUPPLIES	
90045997		09/04/2015	000007610	N		152.92
	PO Box 530954					
	Atlanta GA, 30353-0954	/ /	0.0000	N		0.00
		09/04/2015		N		152.92
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75700	DREMEL CUT OFF WHEELS	24.66	24.66
101-218-76000	AA BATTERIES AND ASPHALT PATCH	69.72	69.72
107-756-76000	D BATT, SPRINKLER, RECP, FUSES	58.54	58.54
		152.92	

lowes	Lowe's Home Center	09/02/2015	982258/918073	GEN	24 IN T8 BULBS	
90045996		09/04/2015	000007611	N		87.06
	PO Box 530954					
	Atlanta GA, 30353-0954	/ /	0.0000	N		0.00
		09/04/2015		N		87.06
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	24IN T8 BULBS	87.06	87.06

VENDOR TOTAL: 267.45

coash	Martha Coash	09/01/2015	aug	GEN	minute transcriptionist	
90045952	25800 Wise Road	09/04/2015		N		350.00
	Gobles MI, 49055	/ /	0.0000	N		0.00
		09/04/2015		Y		350.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT
101-805-70200	Salary	350.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
					VENDOR TOTAL:	350.00
megee	Megee Print & Document Solutions	09/01/2015	64485	GEN	55 ORDINANCE VIOLATION BOOKS AND BUSINE	
90045967	509 Mills Street	09/04/2015	000007581	N		477.67
	Kalamazoo MI, 49001	/ /	0.0000	N		0.00
		09/04/2015		Y		477.67
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	ORDINANCE BOOKS	398.47	398.47
101-249-72800	BUSINESS CARDS	79.20	79.20
		477.67	477.67

					VENDOR TOTAL:	477.67
menards	Menards	09/02/2015	96111	GEN	SUPPLIES	
90045998	6800 West Main Street	09/04/2015	000007592	N		23.74
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		23.74
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	DRYWALL ANCHORS AND TAX	6.81	6.81
206-340-93300	QUART OF SYNTHETIC 5W30 OIL	9.98	9.98
206-340-93300	SMALL ENGINE FUEL FILTER	4.96	4.96
206-340-86700	TOOL MOUNT FOR 582 WINDOW PUNCH	1.99	1.99
		23.74	23.74

					VENDOR TOTAL:	23.74

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
msc	Miner Supply Co., Inc.	09/02/2015	452808	GEN	EXPENDABLE SUPPLIES	
90045999		09/04/2015	000007603	N		170.00
	922 47th Street SW					
	Wyoming MI, 49509	/ /	0.0000	N		0.00
		09/04/2015		N		170.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76600	MULTIFOLD TOWELS	20.80	20.80
101-218-76600	MULTIFOLD TOWELS	20.80	20.80
101-218-76600	ROLL TOWELS	8.11	8.11
107-756-76600	ROLL TOWELS	3.47	3.47
206-340-93100	ROLL TOWELS	11.58	11.58
206-340-93100	BATH TISSUE	41.90	41.90
107-756-76600	56 GAL LINERS	63.34	63.34
		170.00	170.00

VENDOR TOTAL: 170.00

mfe	Moses Fire Equipment	09/01/2015	15306	GEN	EQUIPMENT FOR STANDPIPE KITS	
90045968	PO Box 690	09/04/2015	000007583	N		1,043.69
	Lawrence MI, 49064-0690	/ /	0.0000	N		0.00
		09/04/2015		N		1,043.69

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-344-98000	2.5" PRESSURE LINE GAUGE	468.00	468.00
211-344-98000	45 DEGREE ELBOW	387.00	387.00
211-344-98000	SPANNER WRENCH	96.00	96.00
206-340-75700	REPLACEMENT LINE GUAGE GUAGE ONLY	65.00	65.00
211-344-98000	SHIPPING	27.69	27.69
		1,043.69	1,043.69

VENDOR TOTAL: 1,043.69

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
mcc	Municipal Code Corporation	09/01/2015	259050/051	GEN	ANNUAL WEB HOSTING/GENERAL & ZONING ORD	
90045969	PO Box 2235	09/04/2015	000007582	N		1,400.00
	Tallahassee FL, 32316	/ /	0.0000	N		0.00
		09/04/2015		Y		1,400.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-80500	ANNUAL WEB HOSTING/GENERAL ORDINANCES	700.00	700.00
101-201-80500	ANNUAL WEB HOSTING/ZONING ORDINANCE	700.00	700.00
		1,400.00	1,400.00

VENDOR TOTAL: 1,400.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
culp	Nancy Culp	09/01/2015	08212015	GEN	REIMBURSEMENT FOR HOTEL FOR APTUS&C CON	
90045955	9836 West M Avenue	09/04/2015	000007579	N		330.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		330.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-95800	HOTEL FOR APTUS&C 2015 CONFERENCE	330.00	330.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
culp	Nancy Culp	09/01/2015	08242015	GEN	refund rental fee	
90045954	9836 West M Avenue	09/04/2015		N		100.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		100.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-751-47300	Rental - Oshtemo Community Center	100.00

VENDOR TOTAL: 430.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
nu	Nye Uniform	09/01/2015	520904/905	GEN	UNIFORM REPLACEMENTS	
90045974	1030 Scribner NW	09/04/2015	000007593	N		174.00
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		09/04/2015		N		174.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	DUTY BELTS (18, 22)	41.00	41.00
206-336-72500	TEK 3 CARGO PANTS	133.00	133.00
		174.00	174.00

nu	Nye Uniform	09/01/2015	521949/521947	GEN	UNIFORMS FOR PROMOTED FF (44) AND CURR	
90045973	1030 Scribner NW	09/04/2015	000007601	N		360.00
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		09/04/2015		N		360.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	LS SHIRTS (44, 30)	97.00	97.00
206-336-72500	SS SHIRTS (44, 30)	89.00	89.00
206-336-72500	CARGO PANTS (44, 30)	133.00	133.00
206-336-72500	BELTS SILVER BUCKLE (44, 30)	41.00	41.00
		360.00	360.00

VENDOR TOTAL: 534.00

ocba	OCBA, Inc	09/02/2015	41501.10-1	GEN	DDA STREETSCAPE, ADDITIONAL RCKC TA APP	
90046000	521 S Riverview Dr	09/04/2015	000007622	N		575.00
	Kalamazoo MI, 49004	/ /	0.0000	N		0.00
		09/04/2015		N		575.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-80800		575.00	575.00

VENDOR TOTAL: 575.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
pncbank	PNC Bank	09/02/2015	all partitions	GEN	LATCHES FROM ALLPARTITIONS	
90046008	PO Box 856177	09/04/2015	000007565	N		39.62
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		39.62

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	LATCHES W/TAX AND SHIPPING	39.62	39.62

pncbank	PNC Bank	09/02/2015	buy door hardware	GEN	DOOR LOCK FOR SUPPLY ROOM FROM BUYDOORH	
90046009	PO Box 856177	09/04/2015	000007561	N		522.00
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		522.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	DOOR LOCK FOR 5-1 SUPPLY ROOM	522.00	522.00

pncbank	PNC Bank	09/02/2015	campground signs	GEN	PARK SIGNS	
90046007	PO Box 856177	09/04/2015	000007529	N		170.60
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		170.60

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-72800	PARK SIGNS	170.60	170.60

pncbank	PNC Bank	09/02/2015	douglas	GEN	TENNIS GEAR FROM DOUGLAS	
90046011	PO Box 856177	09/04/2015	000007574	N		164.00
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		164.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	GEAR BOX, HANDLE AND CABLE FOR TENNIS	164.00	164.00

pncbank	PNC Bank	09/02/2015	fire etc	GEN	STRUCTURAL BOOTS FOR FF WILD	
90046021	PO Box 856177	09/04/2015	000007594	N		265.00
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		265.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76600	FIRE DEX STRUCTURAL BOOTS SIZE 14W # 38	265.00	265.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
pncbank	PNC Bank	09/02/2015	fire etc	GEN	FIRE BOOTS FOR JOHN GODUSH	
90046022	PO Box 856177	09/04/2015	000007539	N		265.00
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		265.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76600	FIRE DEX FIRE BOOT SIZE 15W	265.00	265.00

pncbank	PNC Bank	09/02/2015	firestore	GEN	7 WINDOW PUNCHES	
90046016	PO Box 856177	09/04/2015	000007555	N		63.12
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		63.12
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75700	7 WINDOW PUNCHES	63.12	63.12

pncbank	PNC Bank	09/02/2015	global ind	GEN	TISSUE HOLDERS FOR 5-1 FROM GLOBIALINDU	
90046010	PO Box 856177	09/04/2015	000007576	N		48.56
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		48.56
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	2 TISSUE HOLDERS AND SHIPPING FOR 5-1	48.56	48.56

pncbank	PNC Bank	09/02/2015	hardings	GEN	ice	
90046017	PO Box 856177	09/04/2015	000007553	N		9.52
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		9.52
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76100	ICE	9.52	9.52

pncbank	PNC Bank	09/02/2015	khrma	GEN	KHRMA MEETING REGISTRATION	
90046015	PO Box 856177	09/04/2015	000007541	N		20.00
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		20.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
101-249-95800	KHRMA AUGUST MEETING REGISTRATION				20.00 20.00	
pncbank	PNC Bank	09/02/2015	marathon	GEN	gas	
90046018	PO Box 856177	09/04/2015	000007553	N		80.00
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		80.00
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76100	1/2 FUEL	40.00	40.00
206-340-76000	1/2 FUEL	40.00	40.00
		80.00	

pncbank	PNC Bank	09/02/2015	meijer	GEN	FUEL FOR FIRE DEPARTMENT EQUIPMENT	
90046004	PO Box 856177	09/04/2015	000007563	N		22.52
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		22.52
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86800	FUEL FOR FIRE DEPARTMENT EQUIPMENT	22.52	22.52

pncbank	PNC Bank	09/02/2015	menards	GEN	MENARDS - PROPANE TANK EXCHANGE	
90046005	PO Box 856177	09/04/2015	000007567	N		37.07
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		37.07
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	PROPANE	35.64	35.64
206-340-72800	TAX	1.43	1.43
		37.07	

pncbank	PNC Bank	09/02/2015	office max	GEN	PENS & BATTERIES AA	
90046012	PO Box 856177	09/04/2015	000007549	N		25.47
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		25.47
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	AA BATTERIES	17.98	17.98
101-249-72800	BLUE PENS	7.49	7.49
		25.47	

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
pncbank	PNC Bank	09/02/2015	promotional choic	GEN	FF GRAND OPENING BALLOONS	
90046006	PO Box 856177	09/04/2015	000007527	N		76.25
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		76.25

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-93100	FF GRAND OPENING BALLOONS	76.25	76.25

pncbank	PNC Bank	09/02/2015	ups	GEN	SHIPPING FOR AIR MONITOR	
90046020	PO Box 856177	09/04/2015	000007537	N		9.31
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		9.31

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93300	SHIPPING AIR MONITOR FOR SERVICE	9.31	9.31

pncbank	PNC Bank	09/02/2015	usps	GEN	MAIL TAX APPEAL DOCUMENTS	
90046013	PO Box 856177	09/04/2015	000007597	N		17.85
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		17.85

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-209-80700	MAIL TAX APPEAL DOCUMENTS	17.85	17.85

pncbank	PNC Bank	09/02/2015	walmart	GEN	CLEANING SUPPLIES FOR FIRE DEPARTMENT A	
90046003	PO Box 856177	09/04/2015	000007560	N		12.09
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		12.09

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	CLEANING SUPPLIES	12.09	12.09

pncbank	PNC Bank	09/02/2015	walmart	GEN	TRAINING SUPPLIES	
90046019	PO Box 856177	09/04/2015	000007498	N		47.08
	Louisville KY, 40285	/ /	0.0000	N		0.00
		09/04/2015		N		47.08

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description		Gross Amount / Discount / Net Amount
206-340-76000	BAGS OF ICE				8.24	8.24	
206-340-76000	POWER AID				23.88	23.88	
206-340-76000	WATER				14.96	14.96	
					47.08		
pncbank	PNC Bank	09/02/2015	your membership	GEN	ASSESSOR CLASSIFIED AD/NATES CARD		
90046014	PO Box 856177	09/04/2015	000007521	N			199.00
	Louisville KY, 40285	/ /	0.0000	N			0.00
		09/04/2015		N			199.00
Paid							
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED	
101-209-72800	ASSESSOR CLASSIFIED AD				199.00	199.00	
					VENDOR TOTAL:		2,094.06
horton	Robert Horton	09/02/2015	08192015	GEN	retiree health reimbursement		
90045992	398 Valencia Cove	09/04/2015		N			813.39
	Ellenton FL, 34222	/ /	0.0000	N			0.00
		09/04/2015		N			813.39
Paid							
GL NUMBER	DESCRIPTION				AMOUNT		
249-000-08300	Due From Retiree Medical Trust Fund				813.39		
					VENDOR TOTAL:		813.39
roe-com	Roe-Comm, Inc	09/02/2015	340825	GEN	ANTENNA INSTALL FOR FIRE DEPARTMENT CAR		
90046023	1400 Ramona Ave	09/04/2015	000007617	N			99.50
	Portage MI, 49002	/ /	0.0000	N			0.00
		09/04/2015		N			99.50
Paid							
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED	
206-340-85100	HAD4008A QUARTERWAVE ANTENNA				19.50	19.50	
206-340-85100	LABOR				80.00	80.00	
					99.50	99.50	
					VENDOR TOTAL:		99.50

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
secant	Secant Technologies	09/01/2015	61632	GEN	CABLES FOR NEW PHONE SYSTEM	
90045975	6395 Technology Ave	09/04/2015	000007596	N		1,112.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		09/04/2015		N		1,112.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-85300	PHONE FOR ORDINANCE OFFICE ASSISTANT	1,112.00	1,112.00

VENDOR TOTAL: 1,112.00

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
sc	Siegfried Crandall	09/01/2015	86522	GEN	computer support	
90045976	246 E Kilgore Rd	09/04/2015		N		3,206.22
	Kalamazoo MI, 49002-5599	/ /	0.0000	N		0.00
		09/04/2015		N		3,206.22

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-201-80500	Computer Support	3,206.22

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
sc	Siegfried Crandall	09/01/2015	86625	GEN	accting support	
90045977	246 E Kilgore Rd	09/04/2015		N		2,400.00
	Kalamazoo MI, 49002-5599	/ /	0.0000	N		0.00
		09/04/2015		N		2,400.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-223-82500	Accounting & Audit Fees	1,600.00
490-000-80800	Audit Fees	100.00
206-336-82500	Accounting & Audit Fees	300.00
491-000-80800	Audit Fees	100.00
107-756-82500	Accounting & Audit Fees	100.00
207-310-82500	Accounting & Audit Fees	50.00
249-371-82500	Accounting & Audit Fees	50.00
211-344-82500	Accounting & Audit Fees	50.00
900-728-82500	Accounting & Audit Fees	50.00
		2,400.00

VENDOR TOTAL: 5,606.22

BANK CODE: GEN

Vendor Code / Ref #	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
sdms	Sleep Doctor Mattress Store	09/01/2015	34-004836	GEN	REPLACEMENT BED FOR STATION 5-1	
90045978	504 N Drake Rd	09/04/2015	000007600	N		509.00
	Kalamazoo MI, 49006	/ /	0.0000	N		0.00
		09/04/2015		Y		509.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-97000	MATTRESS WITH 10 YEAR WARRANTY	400.00	400.00
206-340-97000	MATTRESS COVER	60.00	60.00
206-340-97000	TWIN FRAME	49.00	49.00
		509.00	509.00

VENDOR TOTAL: 509.00

hartleb	Ted Hartleb Agency	09/01/2015	08252015	GEN	add fd vehicle	
90045959	5840 King Highway	09/04/2015		N		297.00
	Kalamazoo MI, 49048	/ /	0.0000	N		0.00
		09/04/2015		Y		297.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-91200	General Insurance	297.00

VENDOR TOTAL: 297.00

wmoi	West Michigan Office Interiors	09/02/2015	dir0253605	GEN	PROPERTY FILE CAPACITY EXPANSION DUE TO	
90046024	3308 S Westnedge Ave	09/04/2015	000007621	N		2,401.00
	Kalamazoo MI, 49008-4925	/ /	0.0000	N		0.00
		09/04/2015		N		2,401.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-97600	PROPERTY FILE CAPACITY EXPANSION DUE TO	2,401.00	2,401.00

VENDOR TOTAL: 2,401.00

TOTAL - ALL VENDORS: 152,789.19

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Memo

charter township
oshtemo
est. 1839

To: Oshtemo Charter Township Board

From: James W. Porter

Date: September 1, 2015

Subject: Jerry Reitenour as Building Official

OBJECTIVE

To avoid issues of authority when it comes to Code enforcement and/or dangerous building enforcement.

BACKGROUND

Roger Iveson resigned as the Building Official, and the Township needs to approve a new Building Official. In addition to appointing KABA as the enforcing agency, it has been the practice to also have each unit appoint the Building Official in order to avoid any questions regarding the authority of this Official, whether addressing the Building Code or dangerous buildings.

INFORMATION PROVIDED

Proposed Resolution.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Requesting that the Township Board appoint Jerry Reitenour as the Building Official for Oshtemo Charter Township.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

RESOLUTION APPOINTING JERRY REITENOUR AS THE BUILDING OFFICIAL FOR OSHTEMO CHARTER TOWNSHIP

September 8, 2015

WHEREAS, Oshtemo Charter Township is a Member Municipality pursuant to the Interlocal State Construction Code Enforcement and Administration Agreement dated March 5, 2012, and thereafter any amendments; and

WHEREAS, Oshtemo Charter Township has designated the Kalamazoo Area Building Authority as the Enforcing Agency for the Township and chose to jointly enforce the State Construction Code by agreement; and

WHEREAS, the Kalamazoo Area Building Authority (KABA), as the Enforcing Agent for the Member Municipality, has hired a new Building Official for purposes of overseeing KABA and enforcement of the State Construction Code registered in compliance with the Building Officials and Inspectors Registration Act, 1986 P.A. 54; and

WHEREAS, it is necessary for the local government unit to notify the State of any change in its designation of the Building Official charged with the administration and enforcement of the Code.

NOW, THEREFORE, based upon the recommendation of the Kalamazoo Area Building Authority Board, Oshtemo Charter Township does hereby designate Jerry Reitenour as its Building Official operating through KABA as the Enforcing Agency for the Township.

A motion was made by _____ seconded by _____ to adopt the foregoing Resolution.

Upon roll-call vote, the following voted "AYE":

The following members voted "NAY":

Abstained:

Absent:

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

_____
Elizabeth Heiny-Cogswell

* * * * * * * * * * * * * * * * * * * *

CERTIFICATE

Deborah L. Everett, the duly elected and acting Clerk of Oshtemo Charter Township, hereby certifies that the foregoing is a true and correct copy of an Excerpt of the Minutes of a meeting of the Township Board held on September 8, 2015, at which a quorum was present.

_____
Deborah L. Everett

charter township
oshtemo
est. 1839

Memorandum

Date: September 3, 2015

To: Township Board

From: Karen High, Parks Director

Subject: Presentations on Drake Farmstead Master Plan and Market Study
Consideration of a Resolution adopting the Master Plan

OBJECTIVE

Market study and master planning consultants for the Drake Farmstead will present the results of their work on this project. Board consideration of a resolution adopting the Master Plan will follow.

INFORMATION

I am pleased to report that both the market study and master plan for the Drake Farmstead are wrapping up. The planning process has been extremely rewarding, with good participation at both the visioning session and the interactive community workshop. Neighboring residents, OHS members, agriculture/gardening enthusiasts, historic preservationists, and community members provided a wealth of ideas and feedback. The final master plan reflects critical input from the market study as well as the desires of the broader community and the OHS.

The master plan and summary report are attached. A summary of the market study will be distributed at the meeting. Also attached for your consideration is a proposed resolution adopting the master plan. Adoption of the master plan is important as the OHS and Friends of the Park study the feasibility of a future capital campaign to help fund the continued restoration of the house and implementation of the master plan.

If you have any questions prior to the meeting, please feel free to contact me.

7275 W. Main Street
Kalamazoo, MI 49009
(269) 216-5220
Fax (269) 375-7180
www.oshtemo.org

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Drake Farmstead Master Plan Summary Report

ocba landscape architects

Executive Summary

Based on the information and preferences obtained from the steering committee, a public brainstorming session and public design workshop, and integrated with the recommendations of the Market Feasibility Study prepared by Land Use | USA, the overall concept for the Drake Farmstead recommends a combination of facilities intended to attract users for both indoor and outdoor events; architectural elements with a character compatible with the Drake House; and land uses that are related to the historic farmstead uses of the site and encourage active interaction with the site and it's natural elements. These include:

- Construction of a new Carriage Barn plus Event Barns for indoor events with an ultimate capacity of up to 400 people.
- Agricultural uses including Community Partnered Agriculture, a Food Forest, and an Educational Garden.
- Outdoor event space and supporting elements.
- Re-creation of historic drive from Drake Road.
- A managed wood lot.
- Creation of historically inspired gardens near the Drake House.

While not all of the recommended improvements are expected to generate positive revenue, the combination is intended to provide an overall character to place the historic Drake House in a setting suggestive of its original setting within a prosperous late 19th century to early 20th century farmstead. The single greatest revenue generating element will likely be the Carriage and Event Barn complex; in addition, events at the Drake House and in the outdoor spaces near the House can also be expected to generate revenue. Other outdoor elements such as the Educational Garden and the Food Forest may be spaces that can generate sufficient revenue to operate at no net cost to the Township, while the Community Partnered Agriculture has the potential to generate positive revenue if the right partnership can be formed with an organization willing and able to take responsibility for the land and create a productive agricultural operation on site.

The master plan recommends the following improvements for the Drake Farmstead. Please see the Master Plan site drawing.

1. Landscaped Entry: Improvements at the entrance drive into the Farmstead and Drake Road.

2. Re-created Drive to House: The Master Plan recommends re-creating the experience of the entrance sequence by removing the dead and dying sugar maples and the trees and shrubs that have encroached between the sugar maples and the drive, followed by planting the next generation of native sugar maples to re-create the entrance experience and view to the House.

   At this time, the Master Plan recommends the entrance drive be a fairly narrow (16'-18' wide) improved gravel drive to be consistent with the historic character of the Farmstead. In the future, the Township may wish to consider asphalt pavement on the drive for ease of maintenance.

3. Site Improvements Near the Drake House:

    a. Drive and event space at front of Drake House. The Master Plan recommends a short gravel drive spur from the main entrance drive to an event space for weddings and concerts surfaced with finely crushed stone across the front of the House. The event space should be enhanced with historically inspired gardens.

    b. Barrier free access ramp. In order to provide barrier-free access into the Drake House, the Master Plan recommends a barrier-free ramp on the west side of the south porch where it will have the least possible visual impact on the character and experience of the Drake House.

    c. Historically inspired gardens with gazebo. The Master Plan recommends creating a garden in the space northwest of the Drake House, including a traditional gazebo and historically inspired gardens arranged to facilitate weddings, concerts and other small events.

    d. Windmill. Consistent with the character of the Farmstead in the period selected to emulate, the Master Plan recommends installation of a historically inspired windmill west of the House.

4. New Carriage Barn and Event Barns: Consistent with the recommendations of the Market Feasibility Study by Land Use | USA, the Master Plan recommends construction of a new Carriage Barn plus two Event Barns, in at least two phases, all connected to function as one large event space. The design character must be historically inspired consistent with the architecture of the Drake Farmstead.

    a. Phase 1: Carriage Barn. The Carriage Barn should be constructed with a footprint similar to the original Carriage Barn, and contain about 1,200 square feet per floor. The lower level would include two barrier-free restrooms; a fully functional kitchen, and space to seat 50 people at tables.

    In addition, we recommend the Carriage Barn be constructed with a caretaker's apartment in the upper level, initially constructed as empty "white space"; a finished living space would then be provided in the future when needed.

    b. Phase 2: Event Barn #1. The first Event Barn should be constructed attached to the west wall of the Carriage Barn, in the location of the previous barn at the Farmstead and contain about 2,400 square feet to provide two additional barrier-free restrooms and table seating for 150 people. In addition, we recommend construction of an outdoor observation deck at the west wall of the Event Barn overlooking the existing pond to the west.

    c. Phase 3: Event Barn #2. The Master Plan recommends expansion of the Event Barn with new wings attached to the north and south walls of Event Barn #1, each containing about 1,600 square feet, include two barrier-free restrooms, and space to accommodate about 100 people seated at tables. This would bring the total seating capacity of the event complex to 400 people at tables.

5. Archive Storage. The Oshtemo Historical Society possesses historical artifacts and documents that require appropriately designed storage space that we recommend be designed as multiple shed-roofed additions of about 200 square feet each to the Carriage and/or Event Barns.

6. Event Lawn and Small Corral. To accommodate outdoor events and exhibits such as art fairs, car shows, and animal displays, we recommend maintaining the existing open lawn area south of the House as an open Event Lawn and creating a small fenced corral along the west side of the lawn area. The fencing should be simple and in keeping with the historic nature of the Farmstead.

7. Educational Garden With Storage Shed. The Educational Garden is intended to be flexible to encourage those individuals or groups with an interest to develop and use it in partnership with the Township. A small storage shed with the character of a historic farm structure is also recommended as a gathering place and for tool and equipment storage.

8. Pavilion and Outdoor Education Area. The Master Plan recommends a simple picnic-shelter style Pavilion be provided within a mowed clearing to create an Outdoor Education Area that would also include seating at picnic tables and/or informally on felled logs appropriately placed.

9. Managed Woodlot. The Master Plan recommends managing the woodlot in the southeast by removing invasive and weedy species and selectively thinning the remaining trees to allow the desirable species enough space to thrive and grow into maturity, with trails and interpretive.

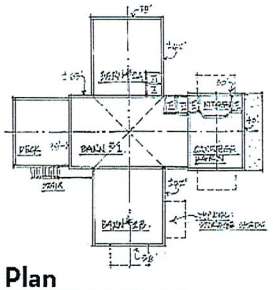
10. Food Forest. Consistent with the agricultural heritage of the Farmstead, we recommend a Food Forest be established in the north central area of the site. A food forest is a low-maintenance, sustainable gardening technique or land management system that mimics a woodland ecosystem by substituting edible trees, shrubs, perennials and annuals for their naturally occurring counterparts. The Food Forest will likely require the Township to enter into a partnership with individuals or a group with knowledge and experience in developing and maintaining this element.

11. Community Partnered Agriculture. The northeast quadrant of the site is recommended to be developed as a Community Partnered Agriculture operation with the intent that the Township will partner and enter into an agreement with an individual or group who will take responsibility to convert this area into productive agricultural land. Under ideal conditions, the production would be adequate to generate revenue for the Partner sufficient to allow the payment of a fee to the Township thereby providing a net positive revenue stream to the Township.

12. Trail System: We recommend a trail and walk system be developed to allow walking throughout the Farmstead.

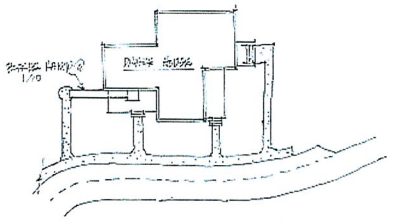
13. Parking. With the improvements recommended in the Master Plan, a large increase in the number of visitors is expected. This will require a significant increase in parking available to visitors.

14. Future Historic Structures. The Township and OHS may wish to explore the relocation of historic farm structures to the Farmstead to contribute to the character and educational resources available on the site. We recommend these be placed in use areas appropriate to the original function of the relocated buildings.



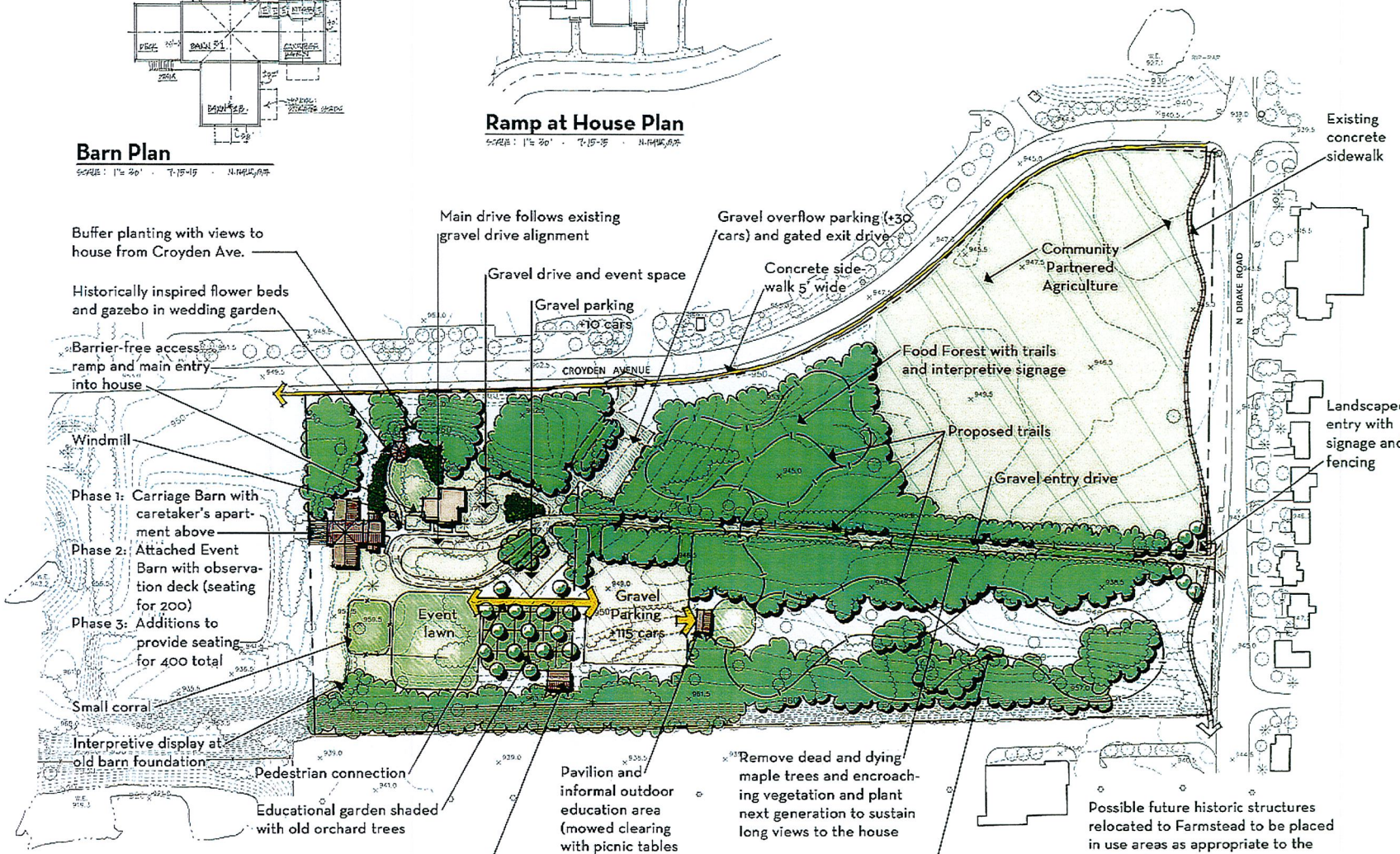
Barn Plan

SCALE: 1"= 30' · 7-15-15 · N.NAHC,AIA



Ramp at House Plan

SCALE: 1"= 30' · 7-15-15 · N.NAHC,AIA



Site Plan

ocba
landscape architects
521 S. Riverview Drive
Kalamazoo, MI 49004
Phone (269) 381-3357
Fax (269) 381-2944
www.ocba.com
Urban Planning
Parks & Recreation
Campus & Institutional Planning
Camp Planning & Design

Issued For:	Date
Township Review	7/17/15
Township Board	9/8/15

Project:

Oshtemo Drake Farmstead Master Plan

Oshtemo Township, MI

Sheet Title

Master Plan

Job No. 51504

Sheet No. C0.1

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CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

Resolution Adopting Master Plan for Drake Farmstead

September 8, 2015

WHEREAS, Oshtemo Charter Township has the authority, pursuant to the Charter Township Act, specifically MCL 42.14, to maintain and operate public parks and their facilities and to exercise the powers and functions both expressed and implied by the grant of such authority including the development of recreational facilities; and

WHEREAS, after undertaking a thorough process of inventory, analysis and public input, the Parks Committee and the Planning Commission have prepared and adopted the Charter Township of Oshtemo Five-Year Parks and Recreation Master Plan 2014-2018; and

WHEREAS, pursuant to the Five-Year Parks and Recreation Master Plan, the Parks Committee has provided for extensive public input on increasing the recreation opportunities at the Drake Farmstead while respecting the integrity of the historic landmark.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Charter Township of Oshtemo hereby adopts the Master Plan for the Drake Farmstead.

A motion was made by _____, seconded by _____, to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following "Abstained":

The Supervisor declared that the Resolution has been adopted.

_____
DEBORAH L. EVERETT, Clerk
Oshtemo Charter Township

****

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on September 8, 2015, at which meeting _____ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

_____
DEBORAH L. EVERETT, Township Clerk

Memorandum

Date: 4 September 2015

To: Township Board

From: Libby Heiny-Cogswell, Supervisor

Subject: Planning Director Appointment Request – Julie Johnston

---

Objectives

Oshtemo Township Board consideration of appointment of Julie Johnston, AICP to serve as Oshtemo Township Planning Director.

Background

The Supervisor established an interview team which included Supervisor Heiny-Cogswell, Clerk Everett, Trustee Farmer, Zoning Administrator Ben Clark, and Parks Director Karen High. These members have worked with the Planning Director and/or the Planning Commission.

On Monday August 31st, 2015 the team interviewed two qualified candidates for the Planning Director position. The interview team unanimous recommendation is to hire Ms. Johnston.

The Supervisor subsequently checked references and confirmed university completion. Therefore, I am pleased to recommend the appointment of Julie Johnston to the position of Planning Director.

Information Provided

Resume
Planning Director Position Description

7275 W. Main Street
Kalamazoo, MI 49009
(269) 216-5220
Fax (269) 375-7180
www.oshtemo.org

Julie A. Johnston, AICP

August 24, 2015

Elizabeth A. Heiny-Cogswell, Supervisor
Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

RE: Planning Director Position

Dear Supervisor Heiny-Cogswell,

It is with great interest that I am submitting my resume for the Planning Director position with Oshtemo Charter Township. I believe that I have the professional experience and characteristics that the Township is looking for in a Planning Director. My diverse understanding of city and regional planning, community development, grants management and project management will contribute to the continued success of the Planning Department. Below is a sampling of my qualifications and how they fit the available position:

- Masters Degree an AICP certified.
- 17 years of city planning and community development experience as a consultant and in municipal positions.
- 14 years presenting to commissions, councils, advisory groups and the public.
- Over nine years of project management experience for planning and zoning projects.
- Enhanced understanding of grant programs, which will assist in securing grant dollars and ensuring compliance of grant programs.

The variety of responsibilities required of the Planning Director will provide the types of exciting assignments I am interested in undertaking. In addition, the opportunity to work for a community that recognizes the importance of planning and development and its impact on overall quality of life, is focal to my own career progress and aspirations.

Please review my attached resume for more particulars. If you have any questions about my skills and experience, I would be happy to provide greater detail during an interview. I look forward to hearing from you at your earliest convenience.

Sincerely,

Julie Johnston

Julie Johnston, AICP

Julie A. Johnston, AICP

PROFESSIONAL HIGHLIGHTS

- Six years of direct supervisory experience and 15 years of indirect experience as a project manager. Managed a team of up to 10 staff members at Wade Trim, Inc.
- Nine years of project management experience. Planning projects ranged from zoning ordinance amendments; master plans; land use studies; policy development and best practices; grant consolidated plans and management; and, neighborhood plans.
- 14 years of zoning administration working with the City of Memphis, TN; City of Phoenix, AZ; City of Southgate, MI; City of Flint, MI; and, the City of Boulder, CO.
- Over nine years of grant management experience which included the development of consolidated plans for the City of Bradenton and Manatee County, FL. Assisted with grant management for a number of communities in Wayne County, MI.
- 14 years of experience presenting to local commissions, councils and other boards. Developed presentations for state planning and community development conferences and training presentations for subgrantees on federal grant regulations.

EDUCATION

MASTER OF CITY AND REGIONAL PLANNING 1997
University of Memphis, Memphis, TN, USA

BACHELOR OF SCIENCE: PSYCHOLOGY, GRADUATE SCHOOL EMPHASIS 1992
Central Michigan University, Mt. Pleasant, MI, USA

EXPERIENCE

City of Kalamazoo
Kalamazoo, MI

Community Development Manager / Compliance Specialist 02/2010 to 8/2014

Managed the federal grant programs allocated to the city by the U.S. Department of Housing and Urban Development. Responsible for regulatory compliance of all city and subgrantee projects. Worked with the citizen advisory group to commit city grant funds. Monitored all aspects of the grants to ensure positive performance and required outcomes. Developed new application, monitoring, performance and report development systems to promote efficiency and predictability of processes. Managed a staff of three.

City of Boulder
Boulder, CO

Senior City Planner 08/2008 to 02/2010

Served as the Project Manager and lead writer of a long-range zoning project that had regulatory implications to future residential development in the city. Responsible for the extensive public engagement process that was sensitive to diverse groups and opinions for this extremely controversial project . The project resulted in a change to city ordinances and new regulatory requirements for the scale of single-family residential development.

Wade-Trim, Inc.
Taylor, MI

Planning Practice Lead and Project Manager

11/2000 to 08/2008

Responsible for the business development of the Planning Group. Supervised staff daily work assignments, provided support with corporate resources, and guided their professional development. Worked with corporate staff to organize and direct policies and strategic planning initiatives for the Planning Group, as well as participated in developing annual business plans and budgets.

Operated as the Project Manager for large municipal projects, which have included planning, zoning, urban design, grant administration and the creation of administrative policies and procedures. As Project Manager, was responsible for all aspects of budgeting, staffing and scheduling to produce projects completed on time and on budget. Also, supervised all client relations to ensure the success of the project and to minimize risk.

Examples of project management experience at Wade-Trim:

- Summerfield Township Master Plan, Summerfield Township, MI
- Milford Community Master Plan, Village of Milford and Milford Township, MI
- Northeast Village Neighborhood Plan, Flint, MI
- Downtown Design Manual, Redford Township, MI
- Waterfront Development Design Standards, City of Winter Haven, FL
- Mill Creek District Land Use Study, City of Garfield Heights, OH
- 14th Street West CRA Overlay Zoning District, Manatee County, FL
- Consolidated Plan, Manatee County, FL
- Housing Impediments Study, City of Dearborn Heights, MI

Salt River Project

Phoenix, AZ

Site Development Coordinator 12/1999 to 11/2000

Managed all aspects of wireless telecommunication site development for SRP from identification to construction. Prepared, filed and presented applications for zoning and special use approval to multiple jurisdictions within Maricopa and Pinal County. Worked with property owners, neighborhood associations and municipal staff to resolve issues and reach consensus regarding design and placement of wireless sites.

City of Phoenix

Phoenix, AZ

Planner II 03/1998 to 12/1999

Responsible for staffing the Planning Commission hearings, including preparing case files and writing summaries of the Commission's actions. Served as a coordinator for all Planned Community Districts (PCD), which included creating a procedural manual, tracking and consolidating comments from differing review departments, and serving as a liaison between the city and the development community. Staffed the Planning and Zoning Counter to assist customers with information requests concerning the City of Phoenix Zoning Ordinance and General Plan.

City of Memphis

Memphis, TN

Plans Reviewer 09/1996 to 03/1999

Coordinated and reviewed all preliminary and final development plans for technical and design compliance with the zoning and subdivision regulations. Researched and wrote staff reports to be presented to the Land Use Control Board on changes to existing planned developments.

AFFILIATIONS

- Member of the Michigan Planning Association, 2010
- Member of the Michigan Community Development Association, 2010
- Member of the American Institute of Certified Planners, July 2000
- Member of the American Planning Association, 1995

EXAMPLES OF PRESENTATIONS

- CDBG and HOME Subrecipient Training - City of Kalamazoo, MI - Yearly training in 2011—2014
- Coordinated Access Systems for Continuums of Care - Michigan HUD All Grantee Meeting - June 13, 2013
- Compatible Development for Single Family Neighborhoods - City of Boulder, CO - July 9, 2009 and September 17, 2009
- High Impact of Low Impact Development - Michigan Association of Planning Conference, Traverse City - October 2007

CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION

Position Title: PLANNING DIRECTOR

General Summary:

Under the general direction of the Township Supervisor, directs the function of the Planning Department; coordinates and supervises Planning Department programs and projects; develops and administers planning documents.

Physical Requirements:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for site plan review and compliance purposes. During site visits to evaluate properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to inspect site conditions and improvements.

While at the office, the employee must be able to type reports and prepare maps. The employee must also be able to visually review site plans and related documents. In addition, the employee must be able to review planning files and property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same.

Several days of the month, the employee must be able to work up to twelve (12) hours per day and attend necessary public meetings. During the Planning Commission, Zoning Board of Appeals and Township Board meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is absolutely necessary.

The ability to communicate the planning process, reports and analyses, recommendations, not only to the public, but also to the Planning Commission, Zoning Board of Appeals and Township Board orally and in writing, in English, is required.

Principal Responsibilities:

1. Direct and supervise the operations and staff of the Planning Department, including establishing department goals in coordination with Township growth objectives as reflected in the Master Land Use Plan.

2. Provide policy guidance and research information to Township Supervisor and Township Board to assist in decision making process.

3. Coordinate the objectives and activities of the Department with the Township Board, Planning Commission, and Zoning Board of Appeals as well as other departments, State, County and local agencies.

4. Directs planning projects and studies involving zoning, land use, resource management, and socio-economic analysis that work toward implementing the Master Land Use Plan.

5. Coordinate all water and sewer extensions triggered by new development; author agreements between Township and developer; assist with water and sewer extension projects initiated by Township; assist water and sewer committee; respond to inquiries regarding water and sewer; liaison to City of Kalamazoo representatives and Township Engineer.

6. Review development proposals for compliance with local policies and regulations and accepted planning principles, including meeting with developers and property owners. Take applicants through the review/approval process. Coordinate project approvals until completion.

7. Advisory and technical staff support to three elected administrators, balance of Township Board, Planning Commission, Zoning Board of Appeals, and subcommittees.

8. Coordinate Planning Department sign off on building permits and certificates of occupancy to ensure compliance with approved conditions and Zoning Ordinance.

9. Assist citizens, developers and other agency staff with planning and land use issues.

10. Prepare Planning Commission and Zoning Board of Appeals agendas and staff reports; ensure appropriate public notice is given as required by law. Provide agendas in electronic format for web page.

Additional Responsibilities:

1. Develop department budget in coordination with Township Supervisor to ensure priorities are in line with Township objectives.

2. Represent the Township, or designate an alternate, on area committees on land use, transportation, environment, geographic information, etc. to discuss issues, provide assistance and gain information.

3. Participate in professional associations, seminars and conferences to keep abreast of new concepts in the profession and land use arena.

4. Identify areas of Zoning Ordinance that need updating or refinement. Review Ordinance to ensure compliance with new legislation and identify areas where new provisions are needed.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)

EDUCATION: Bachelor's Degree in Planning or related field; Masters Degree preferred.

EXPERIENCE: Minimum five (5) years of professional planning experience, preferably supervisory or management level.

Strong interpersonal communications skills, both oral and written.

CERTIFICATION: American Institute of Certified Planners (AICP) certification desired within the break-in period.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

Effective Date: 1/10/12