

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

**November 15, 2016
BOARD WORK SESSION
6:00 p.m.
AGENDA**

- A. Call to Order
- B. Public Comment
- C. Update from Kalamazoo County
- D. Discussion on Property & Liability Insurance
- E. Committee Updates and 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 – October 25, 2016, Regular Meeting
 - b. Receipts & Disbursements Report
 - c. Fire Department Grant Applications
 - d. Public Works Technical Specialist Job Description
 - e. Consideration of Planning 2017 Fee Schedule
 - f. Poverty Exemption Standards for 2017
 - g. 2017 Depositories
 - h. 2017 Township Board Meeting Dates
 - i. Board Appointments (DDA)
- 5. Public Hearing – Fire Protection Special Assessment District
- 6. Public Hearing – Street Light Special Assessment District
- 7. Public Hearing – Police Protection Special Assessment Districts 2003-1 and 2009-1
- 8. Public Hearing – 2017 General and Special Revenue Funds Budget /General Tax Levy .9765
- 9. Consideration of 2017 Township Officers' and Trustees Compensation Resolutions
- 10. Consideration of Adoption of the 2017 Budget in General & Detailed Formats
- 11. Consideration of Capital Improvement Plan 2017-2022
 - a. Adoption of the CIP
 - b. Authorization of Non-motorized Agreements with the Road Commission
- 12. Consideration of 2017 Police Protection Agreement with Kalamazoo County
- 13. Consideration of Resolution to Apply for Drake Farmstead Park Grant
- 14. Consideration of Trustee Duties
- 15. Consideration of Amendments to the Building Code Ordinance Regarding the Building Board of Appeals – First Reading
- 16. Other Township Business
- 17. Board Member Comments
- 18. Request to Enter into Closed Session to Discuss Mystic Heights Litigation
- 19. 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)

D,

Memo



To: Oshtemo Charter Township Board

From: Supervisor & Staff Review Members

Date: 11/10/2016

Re: Comprehensive Review of Oshtemo Charter Township 2017 Insurance Carrier

OBJECTIVE

The objective for the Oshtemo Charter Township Board work session is to review the process and recommendation for Township contracted property, liability, and workers comprehensive insurances. The Board previously requested that the Supervisor's Office solicit competitive bids for these insurances for the 2017 calendar year coverage.

BACKGROUND

An internal staff group consisting of Supervisor Libby Heiny-Cogswell, Attorney Porter, Fire Chief Barnes, Clerk Everett, former Township Board Member & retired insurance professional Stan Rakowski, and HR Specialist Hellwege met multiple times with three potential insurance providers: the Hartleb Agency (EMC), Burnham and Flower (PAR Plan), and the Michigan Municipal Risk Management Authority (MMRMA). Each agent provided a comprehensive proposal and rate quote to the Township.

The attached analysis discusses:

1. The benefits and disadvantages of each proposal,
2. The key factors used to make the evaluation of the best value added, cost effective selection for the overall protection of Oshtemo Township assets, and
3. The process used to arrive at the recommendation to safeguard Oshtemo Township from unforeseen circumstances.

Based upon the criteria cited in this memo and attached information, the staff work group requests Board consensus on the recommendation to bring the 2017 Hartleb Agency proposal for property, liability, and workers compensation insurances to the Township Board on December 13th at the regular meeting. Again, the recommendation is to continue the Oshtemo Charter Township property, liability and workers compensation Insurance coverage for 2017 with the Hartleb Agency (EMC), and to continue to work with Hartleb Agent Geoff Lansky.

INFORMATION PROVIDED

- Liability Insurance Provider Selection Analysis 11-7-16
- Attorney Porter Analysis of Contract Language
- Memo from Committee Member, former Township Board Trustee Rakowski

**Liability, Property, & Workers Comp Insurance Committee Provider Selection Data
11-10-16**

Agency Candidates

1. Hartleb Agency EMC – Geoff Lansky
2. Burnham and Flowers PAR Plan– Jeff McCray
3. MMRMA – Tim McCrory

Company Description

1. Hartleb Agency EMC – Geoff Lansky -Agent

They have been the municipal insurer for Oshtemo Charter Township for the last eight (8) years. Premium up ~4% in 2017 due to number of claims. EMC Insurance the primary provider for most coverages

2. Burnham and Flowers Agency – Jeff McCray – Agent

Basic administration through the PAR plan (Michigan Township Participating Plan). They provide grant opportunities after membership in the PAR plan, for a certain timeframe (1-2 years). Grant opportunities include "Firefighter Training of Emergency Vehicle Operations" and "Township Hall Emergency Lighting & Exit Signs" as two example.

3. MMRMA – Michigan Municipal Risk Management Authority – Tim McClorey – Agent

A Public Entity Pool and a separate legal and administrative entity as permitted by Michigan law. It appears they deal more with larger municipalities (cities, counties) rather than Townships. They provide grant opportunities and also Premium reimbursement programs after membership in the Authority, for a certain timeframe (2-3 years). MMRMA does not offer Workers Compensation Coverage. Grant opportunities include "Automatic External Defibrillators", "In Car Cameras for Fire Vehicles". First year MMRMA members not eligible for RAP funding and "members with long continuous membership will be given priority".

Criteria for Selection

- Service
 - Hartleb Agency
 - The experience with Geoff Lansky, an Oshtemo resident and our agent for the last eight years, is very positive. Geoff and EMC have been very responsive to our needs and they have paid all claims submitted, consistent with the stated policies.

- Burnham and Flowers
 - Burnham and Flower was the insurance provider before the Hartleb Agency was chosen to take over in 2008. The reasons stated from personnel still employed by Oshtemo now and at that time were that the service provided by the agent at that time was not conducive to Oshtemo's needs. Property which was thought to be covered and failed, turned out to not be covered by the policy.

- MMRMA
 - The agent providing the service is based in Livonia, on the eastern part of Michigan and he has a risk management coordinator who is stationed in the office and does not travel to client sites. We have minimal experience with this provider but it was the committee's consensus that their service capability would be inferior to what we have at this point in time.

- Premium
 - Hartleb Agency
 - Premium higher than 2016 due to higher volume of claims submitted, yet still very competitive with the other bidders. This quote is the only one of the three which actually summarizes each coverage, each deductible and each premium in a summation sheet. Quote is for **\$71,793**. For 2017, the Township will add liability coverage for the Township Attorney. (which may add minimal additional premium costs above the quoted \$71,793).

 - Burnham and Flowers
 - Original Premium Quote came in at \$59,322. However, the B&F policy is a "Claims Based" as opposed to an "Occurrence Based" policy. This quote does not summarize each coverage, each deductible and each premium in a summation sheet, making it very difficult to compare specific coverage costs. To convert to a Claims Based Policy, as this quote is based on, there are additional one-time expenditures along with some additional riders suggested on terrorism and cyber security that the actual quote **increases to \$72,879**. Mr. McCray provided a "3 year premium guarantee" which had a condition of satisfying an "Account Loss Ratio" condition, which the committee concluded was not possible to be achieved by Oshtemo township, based on 2016 claims history. Therefore, we did not consider this premium guarantee proposed benefit in our conclusions.

- MMRMA
 - This quote does not summarize each coverage, each deductible and each premium in a summation sheet, making it very difficult to compare specific coverage costs. Total premium quoted for 2017 is **\$71,019**.

- Policies
 - Hartleb Agency
 - Attorney Porter has read and interpreted many facets of the EMC policy language and he says it reads clearly and is easily understood. In our experience with Mr. Lansky and EMC, we have found that the policy language accurately represents the proposal assertions verbally transmitted in the proposal and verbally conveyed by the agent. If there is a dispute between the Township and the Insurer, Oshtemo Township has the right to sue the Insurer in an effort to seek retribution.

 - Burnham and Flowers
 - We requested actual policy to follow-up to insure that the policy language accurately represents the proposal assertions verbally transmitted in the proposal and verbally conveyed by the agent. If there is a dispute between the Township and the Insurer, the actual policy language will prevail.
Attorney Porter has reviewed the policy language for Auto, Binding Arbitration and Public Official Liability coverages and has detected several inconsistencies in what was verbally spoken vs. what the actual policy states (***see attached list compiled by Attorney Porter***).

 - MMRMA
 - MMRMA refused to share actual policy language as well as the "Joint Powers Agreement and the MMRMA rules" until Oshtemo Charter Township accepted the Coverage Proposal Q000010806. Therefore, we have not seen actual policy information. Their arbitration process involves presenting your individual case to an MMRMA Board, consisting of MMRMA members. You are unable to sue the Authority if a Township claim is dismissed.

- Reputation

- Hartleb Agency

- EMC is listed on the 100 Most Trustworthy Companies list by Forbes. To be on this list, the company has to “persistently display the accounting transparency, have the lowest incidence of high risk events and have appropriate Board supervision.” In our experience at Oshtemo Township, EMC, Hartleb Agency and our agent Geoff Lansky have adhered to this reputation and standards of excellence.

- Burnham and Flowers

- Burnham and Flowers represent the “The Michigan Township Participating Plan” (Par Plan) and is described in their literature as “a unique and proven member-driven system that has effectively provided affordable, tailored property and casualty coverage to small and medium sized Michigan public entities for many years”. In Oshtemo’s own experience in the past and in incidents we researched from other nearby municipalities who either are with the Par plan now or have left the Par plan, we have identified several issues in coverage response that would tend to make us not recommend this provider.

- MMRMA

- The fact that this Authority would not give us the “Joint Powers Agreement and the MMRMA rules” until Oshtemo Charter Township accepted the Coverage Proposal, tends to make us believe that their reputation may not be stellar as their transparency is not a virtue with potential new members.

- Trust Factor

Whether one trusts an Insurance company they deal with is a combination of three factors:

- Historical contacts with the agent assigned to your account,
- The manner in which the company has dealt with claims you or others have submitted, and
- Their history of stating their policies before you hire that company vs. their actual adherence to those policies, once an event occurs, a claim is presented and the adherence to satisfying the claim monetarily and sensitively.

- Hartleb Agency
 - "Geoff Lansky has never said something regarding his policy that he could not back up" –James Porter – Oshtemo Attorney
 - "Geoff has been very responsive to any issues or claims we have made to him" – Deb Everett – Oshtemo Clerk
 - "We do not recall any claims we have submitted to EMC which have not been paid" - Deb Everett – Oshtemo Clerk

- Burnham and Flowers
 - The agent that would be assigned to Oshtemo Charter Township we have no history with, however, in an effort to obtain Oshtemo business through his bidding process, Mr. McCray has been very responsive with providing information
 - Previously, when the PAR plan was the liability insurance carrier for Oshtemo, they failed to satisfy some claims that Oshtemo personnel felt were very valid and due to this fact plus below average service from the previous agent, Oshtemo switched to Hartleb / EMC, eight years ago.
 - In reviewing actual policy verbiage vs. the proposal documentation and agent assertions, Attorney Porter found discrepancies which lower our trust for this company/agent.
 - In conversation with other previous PAR plan members, some events that were conveyed to staff showed that in real life circumstances, recovery of monetary and property claims were not settled in the terms that were conveyed to the customer, before the policy was signed off.

- MMRMA
 - The fact that this Authority would not give us the "Joint Powers Agreement and the MMRMA rules" until Oshtemo Charter Township accepted the Coverage Proposal, tends to make us believe that trust would be a negative factor in our decision making process regarding this Authority.

MEMORANDUM

TO: Ed Hellwege
FROM: James W. Porter 
DATE: November 3, 2016
SUBJECT: Liability Insurance Coverage for Fire Vehicles

The liability insurance coverage of the Par Plan versus the fire truck liability coverage for EMC is set forth in the attachment below.

As you can see, all policies pay the lesser of, but it is what they pay the lesser of which counts. The EMC policy pays the lesser of the cost to repair, cost to replace with like kind or quality without deduction for depreciation or a comparable new auto manufactured current standards, or 125% of the amount shown on the Schedule of Covered Autos.

The Par Plan, on the other hand, pays the lesser of the cost to repair and replace the damaged or stolen property with new property of like kind and quality, or the amount shown in the Schedule.

This is likely why South County only received \$30,000 for a truck which was insured at a cost of \$250,000.

This is a significant difference in insurance coverage.

**REPLACEMENT COST COVERAGE EXTENSION
FIRE DEPARTMENTS AND RESCUE SQUADS**

For covered "autos" for which a limit and premium are specifically shown for Replacement Cost Coverage in the Schedule of Covered Autos You Own, Paragraph C. **Limit of Insurance** is deleted and replaced by the following:

C. Limit of Insurance, Replacement Cost Coverage

1. The most we will pay for "loss" in any one "accident" is the least of:
 - a. The cost to repair a covered "auto" or a part of parts of it; or
 - b. The cost to replace a part or parts of the covered "auto" with a part or parts of like kind and quality without deduction for depreciation; or
 - c. The cost to replace the covered "auto" as of the time of the "loss" with a comparable new "auto" manufactured to current specifications or standards set by nationally recognized organizations such as but not limited to National Firefighters Professional Association or the United States Department of Transportation, without deduction for depreciation; or
 - d. 125% of the amount shown in the Schedule of Covered Autos You Own as the Replacement Cost for the covered "auto."

For a covered "auto" described in the Schedule above, **SECTION IV – PHYSICAL DAMAGE COVERAGE, C. Limit of Insurance** is replaced by the following:

C. Limit Of Insurance

The most we will pay for "loss" in any one "accident" is the lesser of the following amounts minus any applicable deductible:

1. The cost of repairing or replacing the damaged or stolen property with new property of like kind and quality, or
2. The amount shown in the Schedule:

Committee Members,

As an resident of Oshtemo Township, I am pleased to be on this committee and also pleased, to see competitive bids regarding insurance coverage for Oshtemo Township.

Elected officials are always seeking "to get more for less", be it reducing insurance premiums or finding better efficiency in government spending.

As the township officials who will decide the next insurance carrier, I caution you that the lowest price (\$\$\$) is not the best.

Insurance carriers always observe the "frequency of claims" and in some cases cancel policies on that finding. At present the "loss ratio" for Oshtemo over 50%. Many factors should be examined in choosing an insurance carrier. Some are: cooperation between the agent and policy holder, advise if new coverage is available, service (how soon the agent responds to questions), agent knowledge of policies and recommendations, along with timely reviews. It would be my recommendation to keep the present insurance carrier.

Stan Rakowski

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

4,6

RECEIPTS 10/17 thru 10/31/2016

Admin Site Plan/Chestnut Hills	250.00
Admin Site Plan/Low	250.00
Site Plan Review/Crick Halton	250.00
Planning Escrow/Chestnut Hills	500.00
Planning Escrow/Crick Halton	500.00
Zoning Verification Letter	50.00
3rd Qtr Staff/DDA	500.00
Sign Permits	150.00
Copies	140.56
Ordinance/Parking Violations	1,342.87
Grave Sales	150.00
Grave Openings	1,960.00
Rent Deposits	675.00
OCC Rentals	600.00
Grange Rentals	50.00
3rd Qtr Legal/DDA	262.50
Rebate/Truck Coating	100.00
FD Metal Recycle	26.10
False Alarm Fines	178.65
Water Receipts	2,481.67
Sewer Receipts	20,506.67

Total 30,924.02

DISBURSEMENTS

10/26/2016	Payroll/Office/FF	57,411.29
10/28/2016	Payables	128,434.13

Total 185,845.42

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		
aflac	Aflac	10/27/2016	539218	GEN	extra insurance	
90048712	Attn: Remittance Processing Service 1932 Wynnton Rd Columbus GA, 31999-0797	10/28/2016		N		1,139.46
Paid		/ /	0.0000	N		0.00
		10/28/2016		N		1,139.46
GL NUMBER	DESCRIPTION				AMOUNT	
101-000-26700	AFLAC Insurance				284.38	
206-000-26700	AFLAC Insurance				855.08	
					<u>1,139.46</u>	
					VENDOR TOTAL:	<u>1,139.46</u>
allsteel	Allsteel Inc.	10/27/2016	375042	GEN	4 DRAWER LATERAL FILE	
90048713	c/o Interstate Office Interiors 2210 Second Ave Muscatine IA, 52761-5257	10/28/2016	000008781	N		778.73
Paid		/ /	0.0000	N		0.00
		10/28/2016		N		778.73
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
101-209-97000	4 DRAWER LATERAL FILE				778.73	778.73
					<u>778.73</u>	
					VENDOR TOTAL:	<u>778.73</u>
ab	Arcadia Benefits Group, Inc	10/27/2016	44157	GEN	fsa and hra	
90048714	612 S. Park Street Kalamazoo MI, 49007	10/28/2016		N		160.00
Paid		/ /	0.0000	N		0.00
		10/28/2016		N		160.00
GL NUMBER	DESCRIPTION				AMOUNT	
101-234-71600	HEALTH & LIFE INSURANCE				104.45	
206-336-71600	Health & Life Insurance				55.55	
					<u>160.00</u>	
					VENDOR TOTAL:	<u>160.00</u>

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 10/28/2016 - 10/28/2016
 BOTH JOURNALIZED AND UNJOURNALIZED

User: DJANSSEN
 DB: Oshtemo

Vendor name: Argus-Hazco
 Address: PO Box 33757
 City/State/Zip: Detroit MI, 48232-3757

Vendor Code: 90048715
 Ref #: 90048715

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

Post Date: 10/27/2016
 Invoice: 04115999
 CK Run Date: 10/28/2016
 PO: 000008899
 Disc. Date: / /
 Disc. %: 0.0000
 Due Date: 10/28/2016

DESCRIPTION: TEST GAS
 AMOUNT: 658.56
 AMT RELIEVED: 658.56

Paid
 VENDOR TOTAL: 658.56

autozone 90048717
 6550 West Main Street
 Kalamazoo MI, 49009

DESCRIPTION: REAR WIPER BLADES FOR 501 AND 551
 AMOUNT: 21.98
 AMT RELIEVED: 21.98

Paid
 VENDOR TOTAL: 21.98

autozone 90048716
 6550 West Main Street
 Kalamazoo MI, 49009

DESCRIPTION: HEAD LIGHT BULBS FOR CAR 501
 AMOUNT: 31.19
 AMT RELIEVED: 31.19

Paid
 VENDOR TOTAL: 31.19

GL NUMBER 206-340-86700
 DESCRIPTION: HEAD LIGHT BULBS
 AMOUNT: 31.19
 AMT RELIEVED: 31.19

Paid
 VENDOR TOTAL: 53.17

batteries 90048718
 Batteries Plus
 6370 28th Street SE
 Grand Rapids MI, 49546

DESCRIPTION: REPLACEMENT AA AND AAA BATERIES
 AMOUNT: 280.80
 AMT RELIEVED: 280.80

Paid
 VENDOR TOTAL: 280.80

GL NUMBER 206-340-75700
 DESCRIPTION: BOX OF AA BATTERIES
 AMOUNT: 196.56
 AMT RELIEVED: 196.56

GL NUMBER 206-340-75700
 DESCRIPTION: BOX OF AAA BATTERIES
 AMOUNT: 84.24
 AMT RELIEVED: 84.24

Paid
 VENDOR TOTAL: 280.80

Vendor name: Bob Harvey
 Address: 7070 North 6th Street
 City/State/Zip: Kalamazoo MI, 49009

Vendor Code: harvey
 Ref #: 90048735

Invoice Description: dump day worker 10/29

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 10282016
 PO: 0.0000
 Disc. %: 0.0000

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

Paid

GL NUMBER: 101-249-95900
 DESCRIPTION: Trash Collection

AMOUNT: 80.00

VENDOR TOTAL: 80.00

GL NUMBER: 90048719
 DESCRIPTION: Campbell Murch Memorials
 PO Box 100
 Mattawan MI, 49071

AMOUNT: 1,230.40

Paid

GL NUMBER: 101-001-64500
 DESCRIPTION: Monument Installations

AMOUNT: 1,230.40

VENDOR TOTAL: 1,230.40

Gross Amount
 Discount
 Net Amount

80.00
 0.00
 80.00

1,230.40
 0.00
 1,230.40

1,230.40

Vendor name: Consumers Energy
 Address: Payment Center
 City/State/Zip: PO Box 740309 Cincinnati OH, 45271-0309

Vendor Code: ce-e
 Ref #: 90048720

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 10282016
 PO: 0.0000
 Disc. %: 0.0000

Invoice Description: electric and gas

GL NUMBER	DESCRIPTION	AMOUNT	Bank	Invoice Description	Gross Amount	Discount	Net Amount
101-218-92100	twp office electric	1,222.26			3,887.53		
101-218-92300	twp office gas	30.02				0.00	
206-340-92100	St 1 electric	1,067.28					
206-340-92300	st 1 gas	64.15					
206-340-92100	st 2 electric	953.81					
206-340-92300	st 2 gas	47.40					
101-218-92300	maint bldg	16.70					
101-218-92100	maint/veh bldg	103.55					
107-756-92100	occ electric	121.96					
107-756-92300	occ gas	14.83					
107-756-92100	flesher electric	112.88					
107-756-98100	drake house electric	79.30					
107-756-98100	drake house gas	28.80					
107-756-92100	old town hall electric	24.59					
Paid		3,887.53					

VENDOR TOTAL: 3,887.53

GL NUMBER	DESCRIPTION	AMOUNT	Bank	Invoice Description	Gross Amount	Discount	Net Amount
ce-sl	Consumers Energy		GEN	street lights - parkview and stadium	109.17		
90048721	Payment Center		N				
	PO Box 740309						
	Cincinnati OH, 45274-0309						
Paid							

VENDOR TOTAL: 109.17

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Ref # CK Run Date PO Hold Sep CK Discount
 City/State/Zip Disc. Date Disc. % 1099 Net Amount

conlife Consumers Life Insurance Company 10/27/2016 018333470-5 GEN life and add 437.77
 90048722 10/28/2016 N
 PO Box 951914 / / 0.0000 N 0.00
 Cleveland OH, 44193 10/28/2016 N 437.77

Paid
 GL NUMBER DESCRIPTION AMOUNT
 101-234-71600 Health & Life Insurance 202.50
 206-336-71600 Health & Life Insurance 235.27
 437.77

VENDOR TOTAL: 437.77

CT EL CT Electrical Services, Inc. 10/27/2016 61527 GEN WIRING PARKING LOT LIGHTS 595.00
 90048723 2535 Saidia Rd 10/28/2016 000008855 N
 Kalamazoo MI, 49001 / / 0.0000 N 0.00
 10/28/2016 10/28/2016 N 595.00

Paid

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 107-756-93100 CONNECT PARKING LOT LIGHTS TO NEW SERVIC 595.00 595.00

VENDOR TOTAL: 595.00

BOTH OPEN AND PAID

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		

dm	Des Moines Stamp	10/27/2016	1079378	GEN	DIAS NAME PLATE B VANDERWEELE	23.50
90048725	851 Sixth Ave	10/28/2016	000008871	N		
	PO Box 1798	/ /	0.0000	N		0.00
	Des Moines IA, 50306-1798	10/28/2016		N		23.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	DIAS NAME PLATE B VANDERWEELE	23.50	23.50

dm	Des Moines Stamp	10/27/2016	1079558	GEN	CONTRACTOR STAMP, TOWNSHIP STAMP	62.75
90048726	851 Sixth Ave	10/28/2016	000008869	N		
	PO Box 1798	/ /	0.0000	N		0.00
	Des Moines IA, 50306-1798	10/28/2016		N		62.75

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-72800	PERMA STAMPS - 2	62.75	62.75

dm	Des Moines Stamp	10/27/2016	1079911	GEN	SMBA PAYABLES STAMP	44.70
90048724	851 Sixth Ave	10/28/2016	000008888	N		
	PO Box 1798	/ /	0.0000	N		0.00
	Des Moines IA, 50306-1798	10/28/2016		N		44.70

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-72800	SMBA PAYABLES STAMP	44.70	44.70

VENDOR TOTAL: 130.95

Vendor name: Duo-Safety Ladder
 Address: 513 W 9th Ave
 City/State/Zip: PO Box 497 Oshkosh WI, 54903-0497

Vendor Code: 206-340-75700
 Ref #: 206-340-75700
 206-340-75700

duo 90048727
 Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 457830-00
 PO: 000008903
 Disc. %: 0.0000

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

REPLACEMENT HALYARDS

DESCRIPTION:
 3/8 HALYARD FOR GROUND LADDER
 BULL RINGS FOR GROUND LADDER ROPE
 SHIPPING

Paid

GL NUMBER	AMOUNT	AMT RELIEVED	Gross Amount
206-340-75700	81.00	81.00	105.57
206-340-75700	12.50	12.50	0.00
206-340-75700	12.07	20.00	105.57
	105.57		

VENDOR TOTAL: 105.57

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Address CK Run Date PO Hold
 City/State/Zip Disc. Date Disc. % Sep CK Discount
 Due Date 1099 Net Amount

evp	Emergency Vehicle Products	10/27/2016	9373	GEN	532 TANK TO PUMP VALVE REBUILD	
90048728	2975 Interstate Pkwy	10/28/2016	000008896	N		1,513.77
	Kalamazoo MI, 49048-9600	/ /	0.0000	N		0.00
		10/28/2016		N		1,513.77

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	532 TANK TO PUMP VALVE REBUILD	1,513.77	1,513.77

evp	Emergency Vehicle Products	10/27/2016	9422	GEN	532 COOLANT LEAK	
90048729	2975 Interstate Pkwy	10/28/2016	000008895	N		107.12
	Kalamazoo MI, 49048-9600	/ /	0.0000	N		0.00
		10/28/2016		N		107.12

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	532 COOLANT LEAK	107.12	107.12

evp	Emergency Vehicle Products	10/27/2016	9428	GEN	541 INSTALL NEW MONITOR, REGREASE LADDE	
90048731	2975 Interstate Pkwy	10/28/2016	000008897	N		1,265.15
	Kalamazoo MI, 49048-9600	/ /	0.0000	N		0.00
		10/28/2016		N		1,265.15

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	541 INSTALL NEW MONITOR, REGREASE LADDER	1,265.15	1,265.15

evp	Emergency Vehicle Products	10/27/2016	9448	GEN	551 COMPUTER CHARGING ISSUE	
90048730	2975 Interstate Pkwy	10/28/2016	000008898	N		42.50
	Kalamazoo MI, 49048-9600	/ /	0.0000	N		0.00
		10/28/2016		N		42.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	551 COMPUTER CHARGING ISSUE	42.50	42.50

VENDOR TOTAL: 2,928.54

Vendor name: Fahey Schultz Burzych Rhodes PLC
 Address: 4151 Okemos Road
 City/State/Zip: Okemos MI, 48864

Vendor Code: fahey
 Ref #: 90048732

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

Invoice Description: kaba seperation

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 33837
 PO: 0.0000
 Disc. %: 0.0000

Gross Amount: 935.00
 Discount: 0.00
 Net Amount: 935.00

Paid

GL NUMBER: 101-223-82600
 DESCRIPTION: Legal Fees
 AMOUNT: 935.00

		VENDOR TOTAL:			
fish	Fish Window Cleaning	10/27/2016	10172016	GEN	PERIODIC WINDOW CLEANING
90048733	PO Box 111	10/28/2016	000008909	N	
	Oshtemo MI, 49077	/ /	0.0000	N	
		10/28/2016		N	
Paid				VENDOR TOTAL: 935.00	
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED		
101-218-93100	PERIODIC WINDOW CLEANING	550.00	550.00		
107-756-93100	PERIODIC WINDOW CLEANING	175.00	175.00		
206-340-93100	PERIODIC WINDOW CLEANING	290.00	290.00		
Paid		1,015.00	1,015.00	VENDOR TOTAL: 1,015.00	

		VENDOR TOTAL:			
genzink	Genzink Appraisal Company	10/27/2016	3662-16	GEN	APPRAISAL SERVICES RE RANCH PROPERTIES
90048734	1009 44TH STREET, SW	10/28/2016	000008863	N	
	SUITE 107	/ /	0.0000	N	
	WYOMING MI, 49509-4480	10/28/2016		Y	
Paid				VENDOR TOTAL: 2,000.00	
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED		
101-209-80700	APPRAISAL SERVICES RE RANCH PROPERTIES	2,000.00	2,000.00		
Paid				VENDOR TOTAL: 2,000.00	

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 10/28/2016 - 10/28/2016
 BOTH JOURNALIZED AND UNJOURNALIZED

Vendor name
 Address
 City/State/Zip

Vendor Code
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 Post Date
 CK Run Date
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 Due Date

Bank Invoice Description
 Hold
 Sep CK
 1099

Iron Mountain
 PO Box 27128
 New York NY, 10087-7128

10/27/2016
 10/28/2016
 / /
 10/28/2016

FILES STORAGE FEE FOR OCT.
 GEN
 N
 N
 N

AMOUNT
 181.54
 181.54

AMT RELIEVED
 181.54

VENDOR TOTAL:
 181.54

rental fee refund
 11/22/2016
 0.0000
 10/28/2016

GEN
 N
 Y
 N

AMOUNT
 75.00

VENDOR TOTAL:
 75.00

jim wiley conf expense
 10/27/2016
 10/28/2016
 / /
 10/28/2016

GEN
 N
 Y
 N

AMOUNT
 100.00

VENDOR TOTAL:
 100.00

Continuing Education
 10/27/2016
 10/28/2016
 / /
 10/28/2016

GEN
 N
 N
 N

AMOUNT
 170.00

VENDOR TOTAL:
 170.00

Water - parks
 10/27/2016
 10/28/2016
 / /
 10/28/2016

GEN
 N
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AMOUNT
 170.00

VENDOR TOTAL:
 170.00

Water

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BOTH OPEN AND PAID

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		

kchsd	Kalamazoo County HCS	10/27/2016	14-0017762	GEN	hhw 3rd qtr	2,875.72
90048745	3299 Gull Rd	10/28/2016		N		0.00
	Kalamazoo MI, 49048	/ /	0.0000	N		2,875.72
		10/28/2016		N		

Paid

GL NUMBER 101-249-95600
 DESCRIPTION Household Hazard Waste

AMOUNT 2,875.72

VENDOR TOTAL: 2,875.72

BOTH OPEN AND PAID

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		

kct	Kalamazoo County Treasurer	10/27/2016	15-003356	GEN	MTT CHANGE FOR ARBY'S	
90048744	201 West Kalamazoo Ave	10/28/2016	000008860	N		268.39
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
		10/28/2016		N		268.39

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-96100	TWSP 2015 TAXES	39.27	39.27
206-340-96100	FIRE 2015	80.42	80.42
211-344-96100	FIRE EQUIPMENT	20.10	20.10
206-340-96100	POLICE 1015	100.52	100.52
101-249-96100	ADM FEE 2015	8.30	8.30
101-249-96100	MTT INTEREST	7.72	7.72
101-506-92600	LIGHTS	12.06	12.06
		268.39	268.39

kct	Kalamazoo County Treasurer	10/27/2016	corrion 9th	GEN	RECORD CORRION 9TH LLC'S CONSENT TO EST	
90048742	201 West Kalamazoo Ave	10/28/2016	000008910	N		30.00
	Kalamazoo MI, 49007	/ /	0.0000	Y		0.00
		10/28/2016		N		30.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-82600	RECORD CORRION 9TH LLC'S CONSENT TO ESTA	30.00	30.00

kct	Kalamazoo County Treasurer	10/27/2016	kai chinese	GEN	RECORD KAL CHINESE CHRISTIAN FELLOWSHIP	
90048741	201 West Kalamazoo Ave	10/28/2016	000008885	N		30.00
	Kalamazoo MI, 49007	/ /	0.0000	Y		0.00
		10/28/2016		N		30.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-82600	RECORDING FEE - KAL CHINESE FELLOWSHIP	30.00	30.00

kct	Kalamazoo County Treasurer	10/27/2016	weathervane	GEN	RECORD WEATHERVANE FARMS DEVELOPMENT IN	
90048740	201 West Kalamazoo Ave	10/28/2016	000008886	N		30.00
	Kalamazoo MI, 49007	/ /	0.0000	Y		0.00
		10/28/2016		N		30.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-82600	RECORD WEATHERVANE FARMS SIDEWALK SAD	30.00	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		

VENDOR TOTAL: 358.39

kct-p	Kalamazoo County Treasurer	10/27/2016	police	GEN	police contract	
90048743	201 West Kalamazoo	10/28/2016		N		85,490.83
	Kalamazoo MI, 49007	/ /	0.0000	N		0.00
Paid		10/28/2016		N		85,490.83
GL NUMBER	DESCRIPTION				AMOUNT	
207-310-80200	Protection Contract - KC				85,490.83	

VENDOR TOTAL: 85,490.83

ko	Kalamazoo Oil Company	10/27/2016	1956-1627401	GEN	fd vehicle fuel	
90048747		10/28/2016		N		1,872.42
	2601 N. Burdick Street	/ /	0.0000	N		0.00
Paid	Kalamazoo MI, 49007-1874	10/28/2016		N		1,872.42

VENDOR TOTAL: 1,872.42

GL NUMBER	DESCRIPTION				AMOUNT	
206-340-86800	Fuel				1,872.42	
ko	Kalamazoo Oil Company	10/27/2016	1958-1627401	GEN	twp vehicle fuel	
90048746		10/28/2016		N		280.29
	2601 N. Burdick Street	/ /	0.0000	N		0.00
Paid	Kalamazoo MI, 49007-1874	10/28/2016		N		280.29

VENDOR TOTAL: 280.29

GL NUMBER	DESCRIPTION				AMOUNT	
206-340-86800	Fuel				42.95	
101-249-86800	Fuel, Oil & Grease				88.10	
107-756-86800	Fuel, Oil & Grease				100.01	
101-218-86800	Fuel, Oil & Grease				49.23	
					280.29	

VENDOR TOTAL: 2,152.71

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Address CK Run Date PO Hold Sep CK Discount
 City/State/Zip Disc. Date Disc. % 1099 Net Amount

kb Kal-Blue Reprographics & Supplies 10/27/2016 31174 GEN LG PLAN COPIER TONER 289.05
 90048748 914 E Vine Street 10/28/2016 000008879 N N 0.00 289.05
 Kalamazoo MI, 49001-3083 / / 0.0000 N 289.05
 Paid 10/28/2016

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 101-201-72800 OCE B-5 LG PLAN COPIER TONER 289.05 289.05
 kb Kal-Blue Reprographics & Supplies 10/27/2016 31465 GEN PAPER ROLLS FOR COLOR PLOTTER 37.24
 90048819 914 E Vine Street 10/28/2016 000008914 N N 0.00 37.24
 Kalamazoo MI, 49001-3083 / / 0.0000 N 0.00
 Paid 10/28/2016 37.24

GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 101-249-72800 PAPER FOR COLOR PLOTTER 37.24 37.24
 Paid VENDOR TOTAL: 326.29

kansas Kansas City Life Co 10/27/2016 1228256 GEN ltd and std 718.88
 90048749 PO Box 8858 10/28/2016 N N 0.00 0.00
 Carol Stream IL, 60197-8858 / / 0.0000 N 718.88
 Paid 10/28/2016

GL NUMBER DESCRIPTION AMOUNT
 101-234-71600 Disability Insurance 413.36
 206-336-71600 Health & Life Insurance 305.52
 Paid 718.88
 VENDOR TOTAL: 718.88

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Address CK Run Date PO Hold
 City/State/Zip Disc. Date Disc. % Sep CK Discount
 Due Date 1099 Net Amount

VENDOR TOTAL: 112.00

menards	Menards	10/27/2016	27270	GEN	HOSE HANGER	
90048756	6800 West Main Street	10/28/2016	000008907	N		23.32
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
Paid		10/28/2016		N		23.32
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
107-756-76000	HOSE HANGER				23.32	23.32
menards	Menards	10/27/2016	27721	GEN	PROPANE EXCHANGE FOR FIRE DEPARTMENT	
90048755	6800 West Main Street	10/28/2016	000008901	N		31.64
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
Paid		10/28/2016		N		31.64
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
206-340-72800	PROPANE				31.64	31.64
					VENDOR TOTAL:	54.96

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 10/28/2016 - 10/28/2016
 BOTH JOURNALIZED AND UNJOURNALIZED

DB: Oshtemo

Vendor name: Miner Supply Co., Inc.
 Address: 922 47th Street SW
 City/State/Zip: Wyoming MI, 49509

Vendor Code: msc
 Ref #: 90048760

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

Invoice Description: DISPOSABLE SUPPLIES

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 468498
 PO: 000008852
 Disc. %: 0.0000

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
101-218-76600	MULTIFOLD TOWELS	46.64	46.64	249.14
206-340-93100	MULTIFOLD TOWELS	46.64	46.64	0.00
101-218-93100	BATH TISSUE	92.52	92.52	249.14
101-218-76600	56 GAL LINERS	63.34	63.34	
		249.14	249.14	

VENDOR TOTAL: 249.14

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
mulder 90048761	Mulder Waterproofing & Sealing 3420 Ravine Rd Kalamazoo MI, 49009	16699	16699	5,210.00
		000008688	0.0000	0.00
		/ /		5,210.00
		10/28/2016		

VENDOR TOTAL: 5,210.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
211-344-98000	FLOOR TO WALL SEAL	2,490.00	2,490.00	250.00
211-344-98000	TRENCH DRAIN SEAL	2,720.00	2,720.00	0.00
		5,210.00	5,210.00	250.00

VENDOR TOTAL: 5,210.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
MISC 90048762	Natalie Kyles 5973 Fairway Circle Kalamazoo MI, 49009	10162016	10162016	250.00
		0.0000		0.00
		/ /		250.00
		10/28/2016		

VENDOR TOTAL: 250.00

Vendor name	Office Depot	Post Date	10/27/2016	847663749001	GEN	NOTARY SEAL	Invoice Description	Gross Amount
Address	Dept .69-00827020	CK Run Date	10/28/2016	000008881	N			Discount
City/State/Zip	PO Box 183174	Disc. %	/ /	0.0000	N			Net Amount
	Columbus OH, 43218	Due Date	10/28/2016		N			

Office Depot
 Dept .69-00827020
 PO Box 183174
 Columbus OH, 43218

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	NOTARY SEAL	38.30	38.30

Office Depot	852403138001	GEN	INDEX TABS	9.28
Dept .69-00827020	000008877	N		
PO Box 183174		N		
Columbus OH, 43218		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	INDEX TABS	9.28	9.28

Office Depot	862527173001	GEN	INK 564XL -2, LEGAL EXP FILES, STENO BO	129.95
Dept .69-00827020	000008765	N		
PO Box 183174		N		
Columbus OH, 43218		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	HP 564 XL-YELLOW	22.99	22.99
101-249-72800	HP 564 XL-MAGENTA	22.99	22.99
101-249-72800	LEGAL EXP. FILES	69.98	69.98
101-249-72800	STENO BOOKS	13.99	13.99
		<u>129.95</u>	

Office Depot	863169605001	GEN	ASTROBRIGHT PAPER, PLOTTER INK, 60 BLK	93.97
Dept .69-00827020	000008753	N		
PO Box 183174		N		
Columbus OH, 43218		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	ASTROBRIGHT PAPER	15.49	15.49
101-201-72800	PLOTTER INK	72.49	72.49

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Address CK Run Date PO Hold
 City/State/Zip Disc. Date Disc. % Sep CK Discount
 Due Date 1099 Net Amount

101-249-72800 60 BLK PENS 5.99 5.99
 93.97

office Office Depot 10/27/2016 863169676001 GEN 60 BLUE PENS, RED LEAD REFILL 7.28
 90048765 Dept .69-00827020 10/28/2016 000008751 N
 PO Box 183174 / / 0.0000 N
 Columbus OH, 43218 10/28/2016 N

Paid AMOUNT AMT RELIEVED
 GL NUMBER 5.99
 101-249-72800 1.29
 101-249-72800 7.28

office Office Depot 10/27/2016 863800790001 GEN MATTE BLK INK, 8-TAB DIVIDERS/5, STENO 135.85
 90048768 Dept .69-00827020 10/28/2016 000008768 N
 PO Box 183174 / / 0.0000 N
 Columbus OH, 43218 10/28/2016 N

Paid AMOUNT AMT RELIEVED
 GL NUMBER 29.99
 206-340-72800 13.99
 206-340-72800 11.69
 206-340-72800 74.99
 101-201-72800 5.19
 206-340-72800 135.85

office Office Depot 10/27/2016 863800884001 GEN AVERY PAGE DIVIDERS 24 TABS 19.99
 90048766 Dept .69-00827020 10/28/2016 000008754 N
 PO Box 183174 / / 0.0000 N
 Columbus OH, 43218 10/28/2016 N

Paid AMOUNT AMT RELIEVED
 GL NUMBER 19.99
 206-340-72800 19.99
 office Office Depot 10/27/2016 864146345001 GEN HP42X PRINTER CARTRIDGE 278.99
 90048769 Dept .69-00827020 10/28/2016 000008778 N

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

Columbus OH, 43218 / / 0.0000 N 0.00 0.00
 10/28/2016 N 278.99

Paid
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 101-201-72800 HP42X PRINTER CARTRIDGE 278.99 278.99
 office Office Depot GEN ADDRESS LABELS 45.19
 90048780 Dept .69-00827020 N 000008861 45.19
 PO Box 183174 N
 Columbus OH, 43218 N 0.0000 0.00
 10/28/2016 N 45.19

Paid
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 101-249-72800 ADDRESS LABELS 45.19 45.19
 office Office Depot GEN SHREDDER FOR F.D. 69.99
 90048772 Dept .69-00827020 N 000008824 69.99
 PO Box 183174 N
 Columbus OH, 43218 N 0.0000 0.00
 10/28/2016 N 69.99

Paid
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 206-340-72800 SHREDDER FOR F.D. 69.99 69.99
 office Office Depot GEN OFFICE SUPPLIES TOWNSHIP/SMBA 122.36
 90048770 Dept .69-00827020 N 000008819 122.36
 PO Box 183174 N
 Columbus OH, 43218 N 0.0000 0.00
 10/28/2016 N 122.36

Paid
 GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED
 101-249-72800 TAPE LETTERING 19.59 19.59
 249-371-72800 HOLDER 4 TIERS 42.79 42.79
 101-249-72800 LABELS ADDRESS 59.98 59.98
 122.36
 office Office Depot GEN PLAN FILES, BINDER CLIPS BUS. CARD HOLD 3.08
 90048764 Dept .69-00827020 N 000008840 3.08
 PO Box 183174 N
 Columbus OH, 43218 N 0.0000 0.00
 10/28/2016 N 0.00

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description Gross Amount
 Address CK Run Date PO Hold
 City/State/Zip Disc. Date Disc. % Sep CK Discount
 Due Date Net Amount

10/28/2016 N 3.08

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-72800	BUS. CARD HOLDER	3.08	3.08
office	Office Depot		
90048784	Dept .69-00827020	868465826001	GEN FILES, STAPLERS PENS WITEOUT, ORGANIZER
	PO Box 183174	000008906	N 234.11
	Columbus OH, 43218	0.0000	N 0.00
		10/28/2016	N 234.11

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-72800	STAPLER	17.70	17.70
249-371-72800	STAPLES	4.97	4.97
249-371-72800	CUBICLE CLIPS	11.55	11.55
249-371-72800	HANGING FILES	48.90	48.90
249-371-72800	WITE OUT	14.29	14.29
249-371-72800	SHARPIES	33.72	33.72
249-371-72800	SHARPIE RETRACTABLES	16.86	16.86
249-371-72800	DESK ORGANIZER	11.19	11.19
249-371-72800	FOLDERS	14.33	14.33
249-371-72800	FLEX GRIP PENS	16.02	16.02
249-371-72800	GEL PENS	12.56	12.56
249-371-72800	YELLOW HIGHLIGHTERS	5.47	5.47
249-371-72800	ASST. HIGHLIGHTERS	5.47	5.47
249-371-72800	HANGING WIDE FILES	21.08	21.08
		234.11	

office	DESCRIPTION	AMOUNT	AMT RELIEVED
90048781	Office Depot		
	Dept .69-00827020	868466090001	GEN ARCHITECT SCALE
	PO Box 183174	000008864	N 6.72
	Columbus OH, 43218	0.0000	N 0.00
		10/28/2016	N 6.72

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	ARCHITECT SCALE	6.72	6.72
office	Office Depot		
90048776	Dept .69-00827020	868475822001	GEN CLIPS, PENS, STAPLER, SORTERS & ORGANIZ
	PO Box 183174	000008868	N 114.29
	Columbus OH, 43218	0.0000	N 0.00
		10/28/2016	N 0.00

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		

10/28/2016 N 114.29

Paid						
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
249-371-72800	LG SZ BINDER CLIPS	15.16	15.16			
249-371-72800	GEL PENS	5.99	5.99			
249-371-72800	STAPLER	20.99	20.99			
249-371-72800	DESK TOP HOLDER	3.78	3.78			
249-371-72800	FILE SORTER	24.39	24.39			
249-371-72800	STEP FILE SORTER	43.98	43.98			
		<u>114.29</u>				

office	Office Depot	10/27/2016	868488935001	GEN	DESK ORGANIZER & FILE SORTER	37.57
90048777	Dept .69-00827020	10/28/2016	000008870	N		
	PO Box 183174	/ /	0.0000	N		0.00
	Columbus OH, 43218	10/28/2016		N		37.57

Paid						
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
249-371-72800	ORGANIZER	25.58	25.58			
249-371-72800	FILE SORTER	11.99	11.99			
		<u>37.57</u>				

office	Office Depot	10/27/2016	868495797001	GEN	FILE SORTER & DESK ORGANIZER	50.36
90048775	Dept .69-00827020	10/28/2016	000008874	N		
	PO Box 183174	/ /	0.0000	N		0.00
	Columbus OH, 43218	10/28/2016		N		50.36

Paid						
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
249-371-72800	FILE SORTER	11.99	11.99			
249-371-72800	DESK ORGANIZER	38.37	38.37			
		<u>50.36</u>				

office	Office Depot	10/27/2016	869412167001	GEN	WALL CALENDAR	39.59
90048778	Dept .69-00827020	10/28/2016	000008893	N		
	PO Box 183174	/ /	0.0000	N		0.00
	Columbus OH, 43218	10/28/2016		N		39.59

Paid						
------	--	--	--	--	--	--

BOTH OPEN AND PAID
 Vendor name Post Date Invoice Bank Invoice Description
 Address CK Run Date PO Hold
 City/State/zip Disc. Date Disc. % Sep CK
 1099
 Gross Amount
 Discount
 Net Amount

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	WALL CALENDAR	39.59	39.59
office			
90048779	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	869413087001 000008865	GEN N 94.36
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	PLANNER	26.99	26.99
101-249-72800	EXPANDING BROWN FILES	14.99	14.99
101-249-72800	AVERY INDEX SETS	52.38	52.38
		94.36	
office			
90048785	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	returns	GEN N (30.52)
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-72800	Supplies	(30.52)	(30.52)
office			
90048771	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000009822	GEN N 58.98
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	HIGH CAPACITY STAPLER	50.99	50.99
101-250-72800	HIGH CAPACITY STAPLES	7.99	7.99
		58.98	58.98
office			
90048773	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000008823	GEN N 58.38
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	HIGH CAPACITY STAPLER	50.99	50.99
101-250-72800	HIGH CAPACITY STAPLES	7.99	7.99
		58.98	58.98
office			
90048773	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000008823	GEN N 58.38
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	HIGH CAPACITY STAPLER	50.99	50.99
101-250-72800	HIGH CAPACITY STAPLES	7.99	7.99
		58.98	58.98
office			
90048773	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000008823	GEN N 58.38
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	HIGH CAPACITY STAPLER	50.99	50.99
101-250-72800	HIGH CAPACITY STAPLES	7.99	7.99
		58.98	58.98
office			
90048773	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000008823	GEN N 58.38
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	HIGH CAPACITY STAPLER	50.99	50.99
101-250-72800	HIGH CAPACITY STAPLES	7.99	7.99
		58.98	58.98
office			
90048773	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000008823	GEN N 58.38
Paid			
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	HIGH CAPACITY STAPLER	50.99	50.99
101-250-72800	HIGH CAPACITY STAPLES	7.99	7.99
		58.98	58.98
office			
90048773	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	various 000008823	GEN N 58.38
Paid			

BOTH OPEN AND PAID

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		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	INDEX TABS	13.98	13.98
101-249-72800	LABEL TAPE	41.98	41.98
101-249-72800	SM. RUBBER BANDS	2.42	2.42
		58.38	58.38

VENDOR TOTAL: 1,618.07

ohd	OHD	10/27/2016	48894	GEN	ANNUAL CALIBRATION AND MAINTENANCE	790.00
90048763	2687 John Hawkins Pkwy	10/28/2016	000008632	N		0.00
	Hoover AL, 35244	/ /	0.0000	N		790.00
		10/28/2016		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93300	ANNUAL CALIBRATION AND MAINTENANCE	625.00	625.00
206-340-93300	ROUND TRIP SHIPPING	165.00	165.00
		790.00	790.00

VENDOR TOTAL: 790.00

pmason	Patricia Mason	10/27/2016	10242016	GEN	CONSULTANT/SUPREME COURT BRIEF/ITC CASE	950.00
90048818	522 E Gordon St	10/28/2016	000008911	N		0.00
	Savannah GA, 31401	/ /	0.0000	N		950.00
		10/28/2016		Y		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-223-82600	CONSULTANT/SUPREME COURT BRIEF/ITC CASE	950.00	950.00

VENDOR TOTAL: 950.00

MISC	Phyllis J Burnam	10/27/2016	10152016	GEN	retnal deposit refund	175.00
90048786	2004 Quail Cove Drive	10/28/2016		N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		175.00
		10/28/2016		N		

Paid

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

VENDOR TOTAL: 175.00

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		

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
City/State/Zip	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
pncbank 90048803	PNC Bank PO Box 856177 Louisville KY, 40285	10/27/2016 10/28/2016 / /	09162016 0.0000	GEN N N N	conf exp - wiley	322.05 0.00 322.05
Paid						
GL NUMBER 206-336-95900	DESCRIPTION Continuing Education - fire department		AMOUNT 322.05			
pncbank 90048804	PNC Bank PO Box 856177 Louisville KY, 40285	10/27/2016 10/28/2016 / /	09162016 0.0000	GEN N N N	conf exp - flahive	322.05 0.00 322.05
Paid						
GL NUMBER 206-336-95900	DESCRIPTION Continuing Education - fire department		AMOUNT 322.05			
pncbank 90048805	PNC Bank PO Box 856177 Louisville KY, 40285	10/27/2016 10/28/2016 / /	09222016 0.0000	GEN N N N	double pymt rectification	(102.00) 0.00 (102.00)
Paid						
GL NUMBER 249-371-81300	DESCRIPTION SMBA Start Up		AMOUNT (102.00)			
pncbank 90048799	PNC Bank PO Box 856177 Louisville KY, 40285	10/27/2016 10/28/2016 / /	10282016 0.0000	GEN N N N	conf exp - jennie	589.90 0.00 589.90
Paid						
GL NUMBER 101-209-95800	DESCRIPTION Education/Dues - assessing		AMOUNT 589.90			
pncbank 90048806	PNC Bank PO Box 856177 Louisville KY, 40285	10/27/2016 10/28/2016 / /	10282016 0.0000	GEN N N N	pymt for previous interest charge	(97.51) 0.00 (97.51)
Paid						
GL NUMBER 101-249-72800	DESCRIPTION Supplies		AMOUNT (97.51)			

Vendor name: PNC Bank
 Address: PO Box 856177
 City/State/Zip: Louisville KY, 40285

Vendor Code: pncbank
 Ref #: 90048787

Invoice Description: PURCHASE FUEL AT CITGO

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 9th st citgo
 PO: 00008850
 Disc. %: 0.0000

Amount: 14.57
 AMT RELIEVED: 14.57

Gross Amount: 14.57
 Discount: 0.00
 Net Amount: 14.57

GL NUMBER: 206-340-72800
 DESCRIPTION: PURCHASE FUEL AT CITGO FOR SMALL ENGINES

Amount: 14.57
 AMT RELIEVED: 14.57

Vendor name: PNC Bank
 Address: PO Box 856177
 City/State/Zip: Louisville KY, 40285

Vendor Code: pncbank
 Ref #: 90048797

Invoice Description: PREMIUM FUEL FOR FIRE DEPARTMENT FUEL C

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 9th st citgo
 PO: 00008796
 Disc. %: 0.0000

Amount: 12.93
 AMT RELIEVED: 12.93

Gross Amount: 12.93
 Discount: 0.00
 Net Amount: 12.93

GL NUMBER: 206-340-86800
 DESCRIPTION: FUEL

Amount: 12.93
 AMT RELIEVED: 12.93

Vendor name: PNC Bank
 Address: PO Box 856177
 City/State/Zip: Louisville KY, 40285

Vendor Code: pncbank
 Ref #: 90048796

Invoice Description: DIGITAL MEASURE SCALE

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: amazon
 PO: 00008832
 Disc. %: 0.0000

Amount: 59.38
 AMT RELIEVED: 59.38

Gross Amount: 59.38
 Discount: 0.00
 Net Amount: 59.38

GL NUMBER: 101-805-72800
 DESCRIPTION: DIGITAL MEASURE SCALE

Amount: 59.38
 AMT RELIEVED: 59.38

Vendor name: PNC Bank
 Address: PO Box 856177
 City/State/Zip: Louisville KY, 40285

Vendor Code: pncbank
 Ref #: 90048790

Invoice Description: BELTS FROM AUTO ZONE

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: autozone
 PO: 00008849
 Disc. %: 0.0000

Amount: 31.78
 AMT RELIEVED: 31.78

Gross Amount: 31.78
 Discount: 0.00
 Net Amount: 31.78

GL NUMBER: 206-340-93100
 DESCRIPTION: BELTS FOR AIR COMPRESSOR

Amount: 31.78
 AMT RELIEVED: 31.78

Vendor name: PNC Bank
 Address: PO Box 856177
 City/State/Zip: Louisville KY, 40285

Vendor Code: pncbank
 Ref #: 90048790

Invoice Description: FED EX OFFICE - COPY AND BIND SUPREME C

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: fed ex
 PO: 00008873
 Disc. %: 0.0000

Amount: 268.39
 AMT RELIEVED: 268.39

Gross Amount: 268.39
 Discount: 0.00
 Net Amount: 268.39

GL NUMBER: 206-340-93100
 DESCRIPTION: BELTS FOR AIR COMPRESSOR

Amount: 268.39
 AMT RELIEVED: 268.39

Vendor name: PNC Bank
 Address: PO Box 856177
 City/State/Zip: Louisville KY, 40285

Vendor Code: pncbank
 Ref #: 90048790

Invoice Description: FED EX OFFICE - COPY AND BIND SUPREME C

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

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: fed ex
 PO: 00008873
 Disc. %: 0.0000

Amount: 268.39
 AMT RELIEVED: 268.39

Gross Amount: 268.39
 Discount: 0.00
 Net Amount: 268.39

GL NUMBER: 206-340-93100
 DESCRIPTION: BELTS FOR AIR COMPRESSOR

Amount: 268.39
 AMT RELIEVED: 268.39

BOTH OPEN AND PAID

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		

Paid 10/28/2016 N 10.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-96300	MAILING FOIA DOCS RE KELLISON WOODS	10.00	10.00

VENDOR TOTAL: 3,993.03

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		
quill	Quill	10/27/2016	12393	GEN	LEGAL PADS, TONER CE505A & CC532A	312.95
90048807	PO Box 37600	10/28/2016	000008878	N		0.00
	Philadelphia PA, 19101-0600	/ /	0.0000	N		312.95
		10/28/2016		N		
Paid						
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
101-249-72800	LEGAL PADS 8X14	36.48	36.48			
101-201-72800	HPCC532A	112.23	112.23			
101-201-72800	HPCE505A	164.24	164.24			
		312.95				
quill	Quill	10/27/2016	13979	GEN	FIRE DEPT PAPER	27.09
90048808	PO Box 37600	10/28/2016	000008876	N		0.00
	Philadelphia PA, 19101-0600	/ /	0.0000	N		27.09
		10/28/2016		N		
Paid						
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
206-340-72800	COPY PAPER	27.09	27.09			
quill	Quill	10/27/2016	13979	GEN	TWP COPY PAPER & FD, STAPLES, ARCHITECT	186.68
90048809	PO Box 37600	10/28/2016	000008892	N		0.00
	Philadelphia PA, 19101-0600	/ /	0.0000	N		186.68
		10/28/2016		N		
Paid						
GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
101-249-72800	REG STAPLES	6.04	6.04			
101-249-72800	HIGH CAPACITY STAPLES	6.02	6.02			
101-249-72800	CLIPBOARDS	12.27	12.27			
101-249-72800	ARCHITECT SCALES	16.78	16.78			
101-249-72800	COPY PAPER	108.36	108.36			
101-249-72800	MINI BINDER CLIPS	13.95	13.95			
101-249-72800	SM BINDER CLIPS	12.10	12.10			
101-249-72800	BIC PENS	11.16	11.16			
		186.68				

VENDOR TOTAL:

526.72

User: DJANSSEN
 DB: Oshtemo
 EXP CHECK RUN DATES 10/28/2016 - 10/28/2016
 BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID
 Vendor name: Roe-Comm, Inc
 Address: 1400 Ramona Ave
 City/State/Zip: Portage MI, 49002
 Vendor Code: 90048820
 Ref #: 90048820
 Invoice Date: 10/27/2016
 Invoice Hold: N
 Invoice Sep CK: 1099
 Invoice Description: KNOB KIT, KNOB CHANNEL
 Gross Amount: 20.00
 Discount: 0.00
 Net Amount: 20.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-85100	RLN6521 KNOB KIT, KNOB CHANNEL	20.00	20.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
90048821	Roe-Comm, Inc 1400 Ramona Ave Portage MI, 49002	343909	343909
		0.0000	0.0000
		0.0000	0.0000

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-85100	RLN5707A MINITOR V NIMH BATTERY PACK	132.00	132.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
90048810	Ron Cooper 2090 S 9th Street Kalamazoo MI, 49009	10222016	10222016
		0.0000	0.0000
		0.0000	0.0000

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

term	DESCRIPTION	AMOUNT	AMT RELIEVED
90048811	Terminix 9406 East K Ave Suite 1 Galesburg MI, 49053	3372031	3372031
		0.0000	0.0000
		0.0000	0.0000

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	Building Maintenance	256.08	256.08
107-756-93100	Maintenance Services	256.08	256.08

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-85100	RLN6521 KNOB KIT, KNOB CHANNEL	20.00	20.00
90048821	Roe-Comm, Inc 1400 Ramona Ave Portage MI, 49002	343909	343909
		0.0000	0.0000
		0.0000	0.0000
90048810	Ron Cooper 2090 S 9th Street Kalamazoo MI, 49009	10222016	10222016
		0.0000	0.0000
		0.0000	0.0000
101-000-24800	Rent Deposits	175.00	175.00
term	Terminix 9406 East K Ave Suite 1 Galesburg MI, 49053	3372031	3372031
		0.0000	0.0000
		0.0000	0.0000
206-340-93100	Building Maintenance	256.08	256.08
107-756-93100	Maintenance Services	256.08	256.08

VENDOR TOTAL: 152.00

Vendor name: Thomson West
 Address: P.O. Box 6292
 City/State/Zip: Carol Stream IL, 60197-6292

Vendor Code: 90048812
 Ref #: 90048812

Post Date: 10/27/2016
 CK Run Date: 10/28/2016
 Disc. Date: / /
 Due Date: 10/28/2016

Invoice: 834824106
 PO: 00008883
 Disc. %: 0.0000

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

Invoice Description: ON-LINE LIBRARY RESEARCH FOR SEPT. 2016

Gross Amount: 485.26
 Discount: 0.00
 Net Amount: 485.26

VENDOR TOTAL: 512.16

Paid

GL NUMBER: 101-250-95500
 DESCRIPTION: ON-LINE LIBRARY RESEARCH FOR SEPT 2016

AMOUNT: 485.26
 AMT RELIEVED: 485.26

VENDOR TOTAL: 485.26

MISC: 90048813
 Tina DeVries
 7494 West Kl Ave
 Kalamazoo MI, 49009

10/27/2016: 10232016 rental deposit refund
 10/28/2016: 0.0000
 / /
 10/28/2016

AMOUNT: 175.00
 Net Amount: 175.00

VENDOR TOTAL: 175.00

MISC: 90048814
 Trever Patterson
 2670 S. 8th Street
 Kalamazoo MI, 49009

10/27/2016: 09242016 bal of rental deposit refund
 10/28/2016: 0.0000
 / /
 10/28/2016

AMOUNT: 50.00
 Net Amount: 50.00

VENDOR TOTAL: 50.00

GL NUMBER: 101-000-24800
 DESCRIPTION: Rent Deposits

AMOUNT: 50.00

VENDOR TOTAL: 50.00

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		
tshirt	T-Shirt Printing Plus	10/27/2016	10282016	GEN	DRAKE FARMSTEAD PARK BANNER	160.00
90048815	8608 West Main Street	10/28/2016	000008853	N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	N		160.00
Paid		10/28/2016		N		
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
107-756-98100	BANNER - 2' X 8' DOUBLE SIDED				160.00	160.00
tshirt	T-Shirt Printing Plus	10/27/2016	trail sign	GEN	ONE TRAIL SIGN FOR TOWNSHIP PARK	18.75
90048816	8608 West Main Street	10/28/2016	000008882	N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	N		18.75
Paid		10/28/2016		N		
GL NUMBER	DESCRIPTION				AMOUNT	AMT RELIEVED
107-756-97400	TRAIL SIGN FOR TOWNSHIP PARK				18.75	18.75
VENDOR TOTAL:						178.75

vw	Verizon Wireless	10/27/2016	9773432630	GEN	fd cell phones & fd vehicle computers	385.25
90048817	PO Box 15062	10/28/2016		N		0.00
	Albany NY, 12212-5062	/ /	0.0000	N		385.25
Paid		10/28/2016		N		
GL NUMBER	DESCRIPTION				AMOUNT	
206-340-85300	FD Cell phones				155.61	
206-340-85300	FD Vehicle Computer Connections				229.64	
VENDOR TOTAL:						385.25
TOTAL - ALL VENDORS:						128,434.13



Memo



To: Libby Heiny-Cogswell, Township Supervisor
From: Mark Barnes, Fire Chief
Date: November 4, 2016
Re: Authorization for Grant Application.

The purpose of this memo is to obtain approval to participate in two federal grants by signing the attached memos of understanding (MOU). Submission date is November 16, 2016.

Attached are the MOUs describing two regional fire service equipment grants. These 90% Federal Emergency Management Agency (FEMA) grants are being coordinated by the Kalamazoo County Fire Chief's Association (KCFCA) as they have in past years. This year they have hired a professional grant writer to increase the likelihood of success.

The spreadsheet below depicts the components being requested by Oshtemo. Should this grant be awarded, our 10% share will be \$20,718 for PPE and \$11,767 for communications. This will replace existing equipment that is reaching its useful life. Due to the unknown results of a grant application, this matching funding was not budgeted for 2017.

Personal Protective Equipment (PPE)	Unit Cost	# Requested	Agency 10% Match	90% Total (FEMA)	Grand Total
Coat, pants, helmet, boots, 2 hoods, & 2 pair gloves.	\$ 4,000	45	\$18,000	\$162,000	\$180,000
Gear Bag	\$ 75	45	\$338	\$3,038	\$3,375
Turnout gear washer/extractor (Installed)	\$ 6,000	1	\$600	\$5,400	\$6,000
Scott Epic 3 Blue Tooth Capable Voice Amplifier	\$ 1,100	16	\$1,760	\$15,840	\$17,600
Scott Epic 3 Programmer.	\$ 200	1	\$20	\$180	\$200
TOTAL		108	\$20,718	\$186,458	\$207,175

Communications

VHF Motorola APX4000 Model 2 P25 Capable w/Mic & charger	\$ 2,085	45	\$9,383	\$84,443	\$93,825
Multi-Unit Charger with 1 Display	\$ 425	2	\$85	\$765	\$850
Programming Equipment & Software for APX4000	\$ 400	1	\$40	\$360	\$400
VHF Motorola Minitor VI Pager w/extended warranty	\$ 500	45	\$2,250	\$20,250	\$22,500
Programming Equipment & Software for Minitor VI	\$ 100	1	\$10	\$90	\$100
TOTAL		94	\$11,768	\$105,908	\$117,675

4. d.

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: PUBLIC WORKS TECHNICAL SPECIALIST

General Summary:

Under the direct supervision of the **DIRECTOR OF PUBLIC WORKS**, performs professional and technical engineering duties for the Township; as well as administrative duties in assisting the planning and coordinating the operation of sewer, water, and road maintenance services.

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 drive in order to visit properties within the Township. Property visits will be required to assist in evaluating development projects, site design, water run-off, water retention, compliance with construction plans and design, etc. While on site the employee must be able to traverse rough terrain in order to complete on-site inspections.

While at the office, the **PUBLIC WORKS – TECHNICAL ASSISTANT** must be able to type reports and permits and prepare maps. The **PUBLIC WORKS – TECHNICAL ASSISTANT** must also be able to visually review schematic drawings, permit applications, site plans and related documents. In addition, the employee must be able to meet with outside agencies and organizations when assigned by the **DIRECTOR OF PUBLIC WORKS**.

On occasion, the employee must be able to attend necessary public meetings, when requested by the **DIRECTOR OF PUBLIC WORKS**. During the Planning Commission, Zoning Board of Appeals and Township Board meetings, the employee may be asked 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 goals of the Township, prepare reports and analyses and recommendations for the Capital Improvements Committee, Planning Commission, Township Board, orally and in writing, in English, is required.

Typical Responsibilities:

1. Performs administrative, and engineering type work necessary to assist in the management of sewer, water, and storm water engineering or oversight, and sidewalk, path, and road construction and maintenance oversight, for the Township.
2. Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
3. Provides staff assistance to the Capital Improvements Committee on behalf of road maintenance and capital improvement project goals.
4. Coordinates capital improvement projects with consultants, private contractors and affected Township departments and outside agencies.
5. Assists in managing state/federal grants on all assigned projects.
6. Provides research to the **DIRECTOR OF PUBLIC WORKS** which allows him/her to advise and provide expert witness services to other Township departments on matters related to professional civil engineering.
7. Assists the **DIRECTOR OF PUBLIC WORKS** and ultimately the Township Supervisor and the Capital Improvements Committee. Participates in the development of the Capital Improvement Plan in terms of project priority recommendations and project cost estimates.
8. Assists in the pursuit of Federal, State and County funding for capital improvement projects.
9. Participates in the development of the Public Works department budget.
10. Contributes to the planning, supervision and design of public works projects, as assigned.
11. Maintain, access and extract infrastructure and public works records in a variety of formats such as MS Office digital documents, hard copy plan sheets, scanned records, database files and spatial records in a geographic information system (GIS).

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

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

EDUCATION: Bachelor's degree in Construction Management, Civil Engineering, or related field. Similar or equivalent experience in Construction Management, Civil Engineering, or a related field would also be considered.

EXPERIENCE: This is an entry level position. Internship experience desirable.

Certification: TBD.

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

Effective Date: _____, 2016

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: November 8, 2016
Mtg. Date: November 15, 2016
Subject: Planning and Zoning Fee Schedule Update

OBJECTIVE

Approve the revised Planning and Zoning Fee Schedule to begin January 1, 2017.

BACKGROUND

The Planning and Zoning Fee Schedule is intended to cover the actual costs incurred by the Township for applications generally related to development review. The application fee is for Planning Department staff time and any required public notices. However, for those projects that require notice in the local paper, the majority of the fee goes to cover these costs. Escrow accounts are intended to pay for actual costs associated with engineering, legal and landscape architecture review.

The Planning Department records are not clear, but it does not appear that the Planning and Zoning Fee Schedule has been updated since at least 2005. As you can imagine, costs associated with development have changed since this time. Consultant and public hearing notice fees have definitely increased to the point where our existing schedule often fails to cover these costs.

Planning staff reviewed the current Fee Schedule and the average costs to complete the different types of projects outlined in the Schedule based on public hearing costs, average staff time, consultant fees, as well as engineering and legal expenses. Based on this information, we derived the proposed Fee Schedule. Staff then did a comparison of this updated Fee Schedule with Comstock Township, Cooper Township, Kalamazoo Township and the City of Kalamazoo. We found that this proposed updated fee schedule was generally consistent with those of other jurisdictions.

Staff is requesting some changes to the ways fees are calculated on a few of the development project types. These are as follows:

Planned Unit Developments (PUD): This project type has two steps, a concept plan and then individual site plans. Per the current Ordinance, the Special Exception Use is applied to a PUD when the individual site plans are approved. With that said, the current fee structure did not make sense because no fees were collected for the concept plan review. Planning staff is requesting a change to this fee structure so funds are collected at the concept plan and then again when individual site plans are submitted.

Site Plan Review: The complexity of a site plan review is predicated more on the number of buildings on the site than the square footage of a single building. Planning staff felt the change to a flat rate with additional costs per building was a better approach to addressing site plan review.

Subdivisions/Site Condominiums: The same scenario applies to subdivisions or site condominiums. The more lots or building sites involved in the development, the more complex the review process. In addition, the escrow accounts are supposed to cover actual costs to the Township for the review of these projects. Many subdivisions or site condominiums require up to \$10,000 in engineering and legal fees before the project is complete. Requiring more escrow funds from the start of the project helps to ensure the Township is not burdened by these costs.

Temporary Outdoor Events (Administrative Approval): These types of projects are not included in the current Fee Schedule. A number of these requests are submitted to the Township every year with no compensation for staff time to review.

INFORMATION PROVIDED

Redlined Proposed Planning and Zoning Fee Schedule – 2017
Final draft Proposed Planning and Zoning Fee Schedule - 2017

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Approval of the revised Planning and Zoning Fee Schedule to become effective January 1, 2017.

PROPOSED PLANNING FEES - 2017

ITEM	CURRENT FEES	PROPOSED FEES
Rezoning	\$600 for first acre and \$50 for each additional acre up to \$2,000	Ag - R-2: \$1,000 All Other Districts: \$1,500
Master Plan Amendment	\$500 + actual costs	\$700 + \$2,000 escrow
PUD	Special Exception Use + Site Plan Review	
Concept Plan		\$700 + \$1,000 escrow
Amendment to Concept Plan		\$500
Special Exception Use	\$300 + Site Plan Review	\$400
Special Exception Use Amendment	\$300 + Site Plan Review	\$400
Site Plan Review		
— (a) < 6 dwellings or < 1,500 s.f.	\$500 + actual costs (\$1000 escrow)	\$600 for one structure + \$100 for each additional structure + \$1,500 escrow
— (b) 6-99 dwellings or 1,500 to 50,000 s.f.	\$600 + actual costs (\$1000 escrow)	
— (c) 100 dwellings or > 50,000 s.f.	\$700 + actual costs (\$1000 escrow)	
Site Plan Amendment		
Minor (Administrative)	\$250 + actual costs (escrow may be req.)	\$250 + \$500 escrow
Major	SPR + actual costs (escrow may be req.)	\$350 + \$1,000 escrow
Administrative Approval	Same as amendment	
Conceptual Plan	\$100	
Plat or Site Condominium Steps 1-3	\$200 per step + actual costs (\$1000 escrow)	
Step 1		\$30 per lot + \$1,500 escrow
Step 2		\$30 per lot + \$5,000 escrow
Step 3		\$15 per lot + \$1,500 escrow
Variance Request		
— Individual 1 or 2 family property	\$300	\$500
— All others	\$500	
Sign Deviation Request	\$400	
Zoning Ordinance Text Amendment	\$500	\$1,000 + \$500 escrow
Ordinance Interpretation	\$200	\$200 + \$500 escrow
Accessory Building Review (residential)	\$100	\$100
Zoning Verification Letter	\$50	\$100
Parcel, Lot or Building Site		
Division / Re-Description	\$150	\$150
Combination	\$100	\$100
Temporary Residence Permit	\$100	\$100
Special Meetings of the PC or ZBA	\$550	\$550
Signs		
New	\$75	\$75
Face Change	\$50	\$50
Temporary	\$25	\$25
Agricultural Directional	\$10	\$10
Temporary Outdoor Events (Administrative Review)		
New	No fee	\$150
Pre-Approved Resubmittal	No fee	\$50

Escrow accounts are intended to cover actual costs incurred by the Township for engineering, legal, landscape architecture and any outside consultant fees. If costs exceed the escrow payment, additional funds will be required. Residuals will be returned to the applicant.

PROPOSED PLANNING FEES - 2017

ITEM	FEES
Rezoning	Ag - R-2: \$1,000 All Other Districts: \$1,500
Master Plan Amendment	\$700 + \$2,000 escrow
PUD	
Concept Plan	\$700 + \$1,000 escrow
Amendment to Concept Plan	\$500
Special Exception Use	\$400
Special Exception Use Amendment	\$400
Site Plan Review	\$600 for one structure + \$100 for each additional structure + \$1,500 escrow
Site Plan Amendment	
Minor (Administrative)	\$250 + \$500 escrow
Major	\$350 + \$1,000 escrow
Plat or Site Condominium	
Step 1	\$30 per lot + \$1,500 escrow
Step 2	\$30 per lot + \$5,000 escrow
Step 3	\$15 per lot + \$1,500 escrow
Variance Request	\$500
Zoning Ordinance Text Amendment	\$1,000 + \$500 escrow
Ordinance Interpretation	\$200 + \$500 escrow
Accessory Building Review (residential)	\$100
Zoning Verification Letter	\$100
Parcel, Lot or Building Site	
Division / Re-Description	\$150
Combination	\$100
Temporary Residence Permit	\$100
Special Meetings of the PC or ZBA	\$550
Signs	
New	\$75
Face Change	\$50
Temporary	\$25
Agricultural Directional	\$10
Temporary Outdoor Events (Administrative Review)	
New	\$150
Pre-Approved Resubmittal	\$50

Escrow accounts are intended to cover actual costs incurred by the Township for engineering, legal, landscape architecture and any outside consultant fees. If costs exceed the escrow payment, additional funds will be required. Residuals will be returned to the applicant.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

POVERTY EXEMPTIONS GUIDELINES – 2017

Meeting of the Township Board on November 15, 2016

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Township Board; and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 Oshtemo Charter Township, Kalamazoo County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- (1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- (2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- (3) Produce a valid driver's license or other form of identification if requested.
- (4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.

- (5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
- (6) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review.

Poverty exemption standards shall be as follows:

The following are the poverty thresholds as of December 31, 2016, for use in setting poverty exemption guidelines for 2016 assessments:

Size of Family Unit	Poverty Guidelines
1 person	\$11,880
2 persons	\$16,020
3 persons	\$20,160
4 persons	\$24,300
5 persons	\$28,440
6 persons	\$32,580
7 persons	\$36,730
8 persons	\$40,890
For each additional person, add	\$ 5,200

1. Applicants must complete an application, except for their signature, and return it in person to the Assessor's Office.
2. Application must be signed in witness of the Assessor or Board of Review, and filed with the Assessor between January 1 and the second Monday in March.
3. Applicant must submit the previous year's Federal Income Tax Return, State Income Tax Return and Homestead Property Tax Claim, if applicable.
4. Applications may be reviewed by the Board without applicant being present, however, the Board may request the applicant be physically present to respond to questions; and may be called upon to appear on short notice.
5. Questions regarding the applicant's financial affairs, health, status of those residing in the residence before the Board at a meeting which is open to the public.
6. Applicants will be administered an oath of truth.

7. An asset test considering all revenue-producing assets owned by the applicant will be used in determining whether relief should be granted. Income generated by revenue-producing assets will be added to any other forms of income to determine if the Poverty Guidelines are met. No non-revenue producing assets will be considered.
8. The Board may grant property tax relief based on poverty annually.
9. Applicant may be subject to investigation by the Township to verify information submitted or statements made in regard to a tax exemption claim.
10. The meeting may be recorded, and minutes will be kept of all proceedings of the Board of Review and all meetings held in compliance with the Open Meetings Act.
11. The Board of Review shall follow the policy and guidelines of Oshtemo Charter Township as set forth in this resolution in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the applicant.
12. Applicants will be evaluated based on data submitted to the Board of Review, testimony taken from the applicant and information gathered from any source by the Township.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above-stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by _____ and supported by _____.

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

The following voted "Nay":

The following member was absent:

The following abstained:

The Supervisor declared the resolution adopted.

Clerk
Oshtemo Charter Township

CERTIFICATE

I, _____, the duly elected and acting Clerk of Oshtemo Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board at the regular meeting of said Board on November 15, 2016, at which meeting _____ members were present, and that said resolution passed unanimously upon roll-call vote and was ordered to take immediate effect.

Clerk
Oshtemo Charter Township

2017 BANKS

4G

OLD NATIONAL	6338 Stadium Drive 220 South Drake Rd Kalamazoo MI
COMERICA BANK	5080 West Main St Kalamazoo MI 49009
CONSUMERS CREDIT UNION	6699 West Main Kalamazoo MI 49009
FIFTH THIRD BANK	4705 West Main Kalamazoo MI 49009
FIRST NATIONAL BANK OF MICHIGAN	5313 West Main St Kalamazoo MI 49009
FLAGSTAR BANK	5151 Corporate Drive Troy, MI 48098
HUNTINGTON NATIONAL BANK	Grand Rapids, MI
MBIA CLASS	3135 S State Street Ste 108 Ann Arbor, MI 48108
MERS RETIREE HEALTH FUND RETIREE HEALTH CARE SAVINGS	1134 Municipal Way Lansing, MI 48917
MERCANTILE BANK	5610 Bryon Center Ave SW Wyoming, MI 49519
MULTI BANK SECURITIES	1000 Town Center Ste 2300 Southfield, MI 48075
PNC	5299 West Main Kalamazoo MI 49009
TALMER BANK & TRUST/CHEMICAL	2301 W Big Beaveer Ste 525 Troy, MI 48084
THE PRIVATE BANK	38505 Woodward Ave Ste1300 Bloomfield Hill, MI 48304
SOURCE ONE	200 West Michigan Ave Kalamazoo MI 49007

4h

Oshtemo Township Board Meeting Dates – 2017

2nd Tuesday of the Month – 6:00 p.m. Board Work Session
4th Tuesday of the Month – 6:00 p.m. – Public Comment Session
All Meetings – Regular Agenda – 7:00 p.m.

January 10

February 14
February 28

March 14

April 11
April 25

May 8

June 13
June 27

July 11

August 8

August 21 – Budget Work Session- 1:00 - 3:00 p.m.
August 22 - Public Comment Session- 6:00 p.m.
Regular Meeting- 7:00 p.m.

September 12- Budget Work Session- 5:00 - 7:00 p.m.
Regular Meeting- 7:00 p.m.

September 26- Budget Work Session- 4:00 – 8:00 p.m.

October 10
October 24

November 14

December 12

**Quarterly Township Board/Planning Commission/ZBA/SoDA/Friends of
Parks/DDA Joint Boards Meetings**

6:00 p.m.

February 21
May 15
September 19

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 15, 2016, REGARDING FIRE PROTECTION ASSESSMENT**

A meeting of the Oshtemo Charter Township Board was held on November 15, 2016, commencing at 7:00 p.m. at the Oshtemo Charter Township Hall, 7275 West Main Street, within the Charter Township.

Members present:

Members absent:

The Supervisor announced that the next item of business would be the public hearing on the proposed special assessment levy in the amount of \$1,764,284 (2.5 mills) against the lands and premises located within the Fire Protection Special Assessment District previously created by the Oshtemo Charter Township Board.

The Township Clerk reported that notice of the public hearing had been published in the Kalamazoo Gazette, a newspaper of general circulation within the Charter Township, on October 27, 2016. Affidavit of the foregoing publication was presented and filed as part of the records of the meeting.

It was pointed out that the area of the special assessment district is Township-wide and explained that the proposed levy of 2.5 mills would produce \$1,764,284 to be raised by special assessment, the total budgeted amount for fire protection being \$2,206,592.

The Supervisor then asked for comments from persons present at the hearing.

After all persons had been given an opportunity to be heard, and an invitation had been repeated by the Supervisor person for the continuance of the public hearing which produced no comments, the following Resolution was then presented by the Township Attorney for consideration and adoption by the Township Board:

FIRE PROTECTION ASSESSMENT RESOLUTION

WHEREAS, there has been submitted to the Township Board of the Charter Township of Oshtemo by the Supervisor of said Township a budget for fire protection within said Township for the calendar year of 2017 including operating and maintenance expenses together with capital expenditures in the amount of \$2,206,592; and

WHEREAS, it has been tentatively determined by the Township to assess the sum of \$1,764,284 against the taxable lands and premises (This is a renewal of the current millage.) within the Township through the levy of 2.5 mills special assessment and to pay any additional costs of such fire protection from miscellaneous income accruing to the Township; and

WHEREAS, notice of the hearing was given by publication in the Kalamazoo Gazette on October 27, 2016; and

WHEREAS, Affidavit of the foregoing publication was presented and filed as part of the records of the meeting; and

WHEREAS, a hearing was held on November 15, 2016, at 7:00 p.m. in accordance with duly published notice thereof in accordance with the law and statute; and

WHEREAS, upon further review by the Township Board it appears reasonable and proper to approve a fire protection budget for 2017 fiscal year of the Township in the amount of \$2,206,592 and to further approve a special assessment levy of 2.5 mills against the taxable lands and premises within the Township Fire Protection Special Assessment District benefitted by such fire protection to defray the foregoing sums.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That a budget of the estimated costs and expenses of fire protection including fire extinguishing apparatus and equipment and housing for the same in the total amount of \$2,206,592 for the 2017 fiscal year of the Township commencing January 1, 2016, be hereby approved as reasonable and proper.

2. That a special assessment levy against the taxable lands and premises within the said Fire Protection Special Assessment District of the Township in the amount of 2.5 mills raising the sum of \$1,764,284 be hereby approved and confirmed for collection in a special column on the tax statements to be mailed to the taxpayers of the Township in December of 2016.

3. That the Township Treasurer be hereby directed to collect the foregoing special assessments at the time of the collection of ad valorem Township taxes in December, 2016.

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

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

The following voted "NAY":

Abstained:

The following member was absent:

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

Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

_____, the duly elected and acting Clerk of the Charter Township of Oshtemo, Kalamazoo County, Michigan, hereby certifies that the foregoing is a true and correct copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board held on November 15, 2016, at which a quorum was present.

, Clerk
OSHTEMO CHARTER TOWNSHIP

6

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 15, 2016, REGARDING LIGHTING SPECIAL ASSESSMENT**

A meeting of the Oshtemo Charter Township Board was held on November 15, 2016, commencing at 7:00 p.m. at the Oshtemo Charter Township Hall, 7275 West Main Street, within the Charter Township.

Members present:

Members absent:

The Supervisor announced that the next item of business would be a public hearing on the proposed special assessment levy of \$140,630 (.3 mill) for lighting within those areas of the Township General Lighting District currently benefitting by street lights in place. The Supervisor identified the areas of the Township where street lights are currently installed. Affidavit of service of public notice was ordered filed as a part of the record of this meeting.

The Township Clerk reported that notice of the public hearing had been published in the Kalamazoo Gazette, a newspaper of general circulation within the Charter Township on October 27, 2016.

The Supervisor then asked for public comments from any persons present at the hearing.

After all persons had been given an opportunity to be heard, and an invitation had been repeated by the Supervisor for the continuance of the public hearing which produced no further public comments, the following Resolution was then presented by the Township Attorney for consideration and adoption by the Township Board:

LIGHTING RESOLUTION

WHEREAS, the Supervisor of the Charter Township of Oshtemo, Kalamazoo County, Michigan, has reported to the Township Board that it is proposed to raise the sum of \$140,630 for lighting expenses within the Oshtemo Township General Lighting District by special assessment at the rate of .3 mill against the properties benefitted by lights within said District and the balance needed by appropriation from the General Fund of the Township for public benefits accruing by virtue of such lighting for the fiscal year commencing on January 1, 2017; and

WHEREAS, the Township Board has tentatively determined that the aforesaid special assessments would be reasonable and just and has directed the Supervisor and Assessing Officer to spread such special assessment sum as a levy against the properties benefitted by lights within said District for such lighting purposes and has called a hearing to review and hear any objections to said cost and expense and to said special assessment levy and General Fund appropriations; and

WHEREAS, notice of a hearing on said assessment roll was given by publication in the Kalamazoo Gazette on October 27, 2016, and by first-class mail to those persons being assessed within the District where additional lighting is being installed; and

WHEREAS, Affidavit of the foregoing publication was presented and filed as part of the records of the meeting; and

WHEREAS, in accordance with said notice, a hearing was held on November 15, 2016, at 7:00 p.m. and opportunity given to all persons present to be heard in the premises; and

WHEREAS, said special assessment roll now appears to be reasonable and proper and in accordance with law and statute and the foregoing decisions.

NOW, THEREFORE, BE IT RESOLVED, that it hereby be determined reasonable and proper to assess the sum of \$140,630 against the properties benefitted by said lighting within said District; and to appropriate from the General Fund on the basis of public benefit such additional sum as may be necessary to cover the balance of such lighting costs and expenses for said fiscal year.

BE IT FURTHER RESOLVED that the levy of .3 mill against the land and premises within the said General Lighting Special Assessment District benefitted by the aforementioned street lighting be hereby confirmed.

BE IT FURTHER RESOLVED that said assessment of .3 mill shall be collected in a special column of the tax statements to be mailed to the taxpayers within the benefitted area of the Township in December, 2016.

BE IT FURTHER RESOLVED that the balance of the costs and expenses of the lighting protection within the benefitted areas of the Township, if any, be appropriated from the General Fund to the Township for the fiscal year 2017.

BE IT FURTHER RESOLVED that the Township Treasurer be hereby directed to collect the foregoing special assessment at the time of the collection of the ad valorem taxes in December, 2016.

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

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

The following voted "NAY":

Abstained:

The following member was absent:

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

Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

_____, the duly elected and acting Clerk of the Charter Township of Oshtemo, Kalamazoo County, Michigan, hereby certifies that the foregoing is a true and correct copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board held on November 15, 2016, at which a quorum was present.

Clerk
OSHTEMO CHARTER TOWNSHIP

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 15, 2016, REGARDING POLICE PROTECTION ASSESSMENT**

A meeting of the Oshtemo Charter Township Board was held on November 15, 2016, commencing at 7:00 p.m. at the Oshtemo Charter Township Hall, 7275 West Main Street, within the Charter Township.

Members present:

Member absent:

The Supervisor noted a proposed special assessment levy in the amount of \$1,156,758, comprised of 3.8 mills against the lands and premises located within the Police Protection Special Assessment District No. 2003-1 as expanded and .9 mills against the lands and premises located within the Police Protection Special Assessment District No. 2009-1 previously created by the Oshtemo Charter Township Board.

It was explained that the levies of 3.8 mills and .9 mills would raise \$1,156,758 within said Districts which would be utilized to continue to furnish police protection for a 12-month period within Police Protection Special Assessment District No. 2003-1 as expanded, which includes the commercial developments on either side of West Main Street (Highway M-43) between U.S. 131 and Drake Road, the northeast and southeast corner of West Main and 10th Street, the southwest corner of West Main and Lodge Lane, north and south sides of the intersection of West Main and 9th Street, north side of KL Avenue at the intersection with Drake Road, west to 9th Street, west side of Drake Road from Century Avenue north to Croyden Avenue, together with land in Section 10 on the north and south sides of West Main, between 5th and 6th Streets, lands in Sections 25, 26, 34 and 35, on the north and south sides of Stadium Drive including those properties along Venture, Venture Court, Parks Road and Stadium Pines Street, land in Sections 24 and 25, on the east and west sides of 11th Street, between KL Avenue and Parkview Avenue, land in Sections 26 and 35, on the east and west sides of 9th Street, between Meridian Avenue and Atlantic Avenue, as well as the following

multi-family or high-density residential developments: Tall Oaks Apartments, Fountain Springs, Huntington Run and Woodland Estates. District No. 2003-1 as expanded does not include any residentially-assessed properties. The said Police Protection Special Assessment District No. 2009-1 is assessed on all the property not otherwise included in Police Protection Special Assessment District No. 2003-1 as expanded, for 12 months commencing in January, 2017.

The total budgeted amount for police protection for the fiscal year 2017 is \$1,260,362, with approximately \$103,604 from carryover, court fines and miscellaneous income and \$1,156,758 from Police Protection Special Assessment District No. 2003-1, as expanded, and Police Protection Special Assessment District No. 2009-1 being raised by special assessment levy, the balance, if any, to come from reserves or a transfer from general funds.

The Township Clerk reported that notice of the public hearing had been published in the Kalamazoo Gazette, a newspaper of general circulation within Oshtemo Charter Township, on October 27, 2016. Affidavit of the foregoing publication was presented and filed as part of the records of the meeting.

The Supervisor then asked for any comments from any persons present at the hearing.

After all persons had been given an opportunity to be heard, and an invitation had been repeated by the Supervisor for the continuance of the public hearing which produced no comments, the following Resolution was then presented by the Township Attorney for consideration and adoption by the Township Board:

POLICE PROTECTION SPECIAL ASSESSMENT

WHEREAS, in accordance with Michigan Public Act 33 of 1951 and Public Act 188 of 1954, as amended, a hearing was scheduled and held this date with regard to the Police Protection Special Assessment District No. 2003-1 created by the Township Board on August 26, 1980, expanded May 13, 2003, and August 13, 2013, and confirmed June 10, 2003, and November 12, 2013, after hearing, for the purpose of raising sufficient funds to provide additional police protection within the said District for a 12-month period; and

WHEREAS, in accordance with Michigan Public Act 33 of 1951 and Public Act 188 of 1954, as amended, a hearing was scheduled and held this date with regard to the Police Protection Special Assessment District No. 2009-1 created by the Township Board on November 9, 2009, and confirmed on November 23, 2009, after hearing, for the purpose of raising sufficient funds to provide additional police protection within the said District for a 12-month period; and

WHEREAS, there has been submitted to the Township Board of the Charter Township of Oshtemo by the Supervisor a budget for police protection within the Township for calendar year 2017 of \$1,260,362; and

WHEREAS, notice of this budget hearing was given by publication in the Kalamazoo Gazette on October 27, 2016.

NOW, THEREFORE, BE IT RESOLVED, that a budget of the estimated costs and expenses of police protection in the total amount of \$1,260,362 for the fiscal year commencing January 1, 2017, is confirmed as reasonable and proper.

IT IS FURTHER RESOLVED that the levy of 3.8 mills against the lands and premises within the said Police Protection Special Assessment District No. 2003-1 as expanded, and the levy of .9 mills against the lands and premises within the said Police Protection Special Assessment District No. 2009-1, which are benefitted by the continued additional police protection therein, will raise approximately \$1,156,758, and it is recognized the remainder of the budget is to be paid from court fees and miscellaneous income.

BE IT FURTHER RESOLVED that said assessments of 3.8 mills and .9 mills shall become due and be collected at the same time as ad valorem Township taxes are assessed, levied, and collected in December, 2016, and shall be returned in the same manner for non-payment.

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

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

The following voted "NAY":

Abstained:

The following member was absent:

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

Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

_____, the duly elected and acting Clerk of the Charter Township of Oshtemo, Kalamazoo County, Michigan, hereby certifies that the foregoing is a true and correct copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board held on November 15, 2016, at which a quorum was present.

Clerk
OSHTEMO CHARTER TOWNSHIP

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 15, 2016, REGARDING GENERAL FUNDS**

A meeting of the Oshtemo Charter Township Board was held on November 15, 2016, commencing at 7:00 p.m. at the Oshtemo Charter Township Hall, 7275 West Main Street, within the Charter Township.

Members present:

Member absent:

The Supervisor announced that the next item of business would be a public hearing upon the proposed 2017 General Fund Budget, Fire Fund Budget, Street Lighting Fund Budget and Police Fund Budget for the Charter Township of Oshtemo.

The Township Clerk reported that notice of the public hearing had been published in the Kalamazoo Gazette, a newspaper of general circulation within Oshtemo Charter Township, on October 27, 2016. Affidavit of the foregoing publication was presented and filed as part of the records of the meeting.

Reference was made to the budget document which stated that the total 2017 General Operations Budget for the Charter Township of Oshtemo including special assessment levies will be approximately \$13,006,031. The cost and expenses of the General fund operations for 2017 will be approximately \$6,536,248.

The Budget for Police Protection, Parking Enforcement and Ordinance Enforcement for the fiscal year commencing January 1, 2017, is approximately \$1,260,362 which is comprised of \$1,156,758 being raised by the special assessment levy and \$103,604 carryover, court fees and miscellaneous income.

The 2017 Lighting Fund Budget for the fiscal year commencing January 1, 2017, is approximately \$140,630 which is being raised by special assessment.

The 2017 Fire Fund Budget is approximately \$2,206,592 which is comprised of \$1,764,284 being raised by special assessment and revenue carryover.

It was pointed out that \$735,871 of said total Budget will be raised by the levying of .9765 mill against the taxable property within the Township.

The Supervisor then asked for public comments from persons present at the hearing.

After all persons had been given an opportunity to be heard, and an invitation had been repeated by the Supervisor for the continuance of the public hearing which produced no comments, the following Resolution was then presented by the Township Attorney for consideration and adoption by the Township Board.

**GENERAL OPERATIONS BUDGET APPROPRIATIONS ACT
AND MILLAGE RESOLUTION**

WHEREAS, in accordance with law and statute a General Operations Budget has been prepared by the Township Supervisor and submitted to the Township Board covering the 2017 fiscal year of the Township in the total amount of \$13,006,031 for General Operations, comprised of police protection budget of \$1,260,302; fire protection budget of \$2,206,592; street lighting special assessment levy of \$140,630; and \$6,536,248 for general Township operations; and

WHEREAS, it has tentatively been determined by the Township Board to levy .9765 mill against the taxable real and personal properties within the Township to raise the sum of \$735,871 of said total budget; and

WHEREAS, notice was published in the Kalamazoo Gazette of a hearing upon said Budget and the levy of .9765 mill to partially support the same on October 27, 2016, scheduling a hearing for this time and date upon the same and describing where said Budget may be reviewed by the public; and

WHEREAS, a public hearing has been held as scheduled in accordance with such notice and all persons given an opportunity to be heard upon said Budget and levy; and

WHEREAS, as a result of the foregoing, it appears reasonable and proper to approve a total General Operations Budget in the amount of \$13,006,031 including the aforementioned lighting, fire and police protection special assessment levies and to

approve a levy of .9765 mill against the taxable real and personal property within the Township to raise a portion of such funds required by such Budget.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the General Operations Budget for the Charter Township of Oshtemo for the 2017 fiscal year of the Township commencing on January 1, 2017, in the total amount of \$13,006,031, including \$6,536,248 for general Township operations, police protection budget of \$1,260,362 (\$1,156,758 from special assessment levy); lighting fund budget of \$140,630 (all raised by special assessment); fire fund budget of \$2,206,592 (\$1,764,284 from special assessment).

2. Said special assessment levies are hereby approved and confirmed as reasonable and proper.

3. That a general tax levy in the amount of .9765 mill against the taxable real and personal properties within the Township be hereby approved and confirmed to be collected with the tax statement delivered to taxpayers in the Township in December of 2016 to defray a portion of the foregoing budget.

4. That the Clerk be hereby directed to report the foregoing tax levy to the Supervisor of the Township forthwith and that the Supervisor, in turn, be hereby directed to deliver certified copies of the Resolution to the Clerk of the County of Kalamazoo for presentation to the County Board of Commissioners at its subsequent annual meeting.

Next, it was explained that the Budget of the Township was prepared by "line item," but approved by function; and that in order for the routine expenditures and efficient management of Township fiscal affairs, it is important that the Township officers be authorized to make payment of routine bills and to initiate routine purchases subject to ratification by the Township Board.

RESOLUTION REGARDING ROUTINE EXPENDITURES AND PURCHASES

WHEREAS, in accordance with Michigan statute, a Budget was prepared and approved on November 15, 2016, for the 2017 fiscal year of Oshtemo Charter Township; and

WHEREAS, the Budget was prepared by "line item," but approved by function, and affairs and the payment of routine bills and the initiation of routine purchases, it is necessary that these be accomplished by the Township officers subject to Township Board ratification.

IT IS THEREFORE RESOLVED AS FOLLOWS:

1. The Township Supervisor, Clerk and Treasurer are hereby authorized to amend the line item budgeted amounts, so long as the total budgeted revenues and expenditures of each function for the fiscal year are not exceeded.

2. The Township Supervisor, Clerk and Treasurer are hereby authorized to initiate purchases for the benefit of the Township in accordance with the Township's Purchasing Policy as adopted by the Township Board on May 13, 2014.

3. The payment of reoccurring routine, i.e., regularly incurred Township expenses is hereby authorized, and said disbursements may be made by the Township prior to Township Board approval of same provided said disbursements are within

budget appropriations and no controversy or disagreement exists as to the amount or recipient of such disbursements.

After both resolutions were discussed, _____ made a motion which was seconded by _____ to adopt the resolutions.

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

The following voted "NAY":

Abstained:

The following member was absent:

The Supervisor declared the Resolution duly adopted.

, Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

_____, the duly elected and acting Clerk of the Charter Township of Oshtemo, Kalamazoo County, Michigan, hereby certifies that the foregoing is a true and correct copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board held on November 15, 2016, at which a quorum was present.

Clerk
OSHTEMO CHARTER TOWNSHIP

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**Resolutions Regarding Township Officers' and
Township Trustees' Compensation - 2017**

WHEREAS, MCL 42.6 and 41.95(3) state that the Township Board determines the salaries/compensation of Township Officers; and

WHEREAS, the Oshtemo Charter Township Board wishes to set a compensation schedule for 2016 for its Officers.

IT IS HEREBY RESOLVED that effective January 1, 2017, the salary of the Township Supervisor is \$ 70,006 annually.

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

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

The following voted "NAY":

Abstained:

Absent:

The Supervisor declared that the resolution has been adopted.

IT IS FURTHER RESOLVED that effective January 1, 2017, the salary of the Township Clerk is \$ 70,006 annually.

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

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

The following voted "NAY":

Abstained:

Absent:

The Supervisor declared that the resolution has been adopted.

IT IS FURTHER RESOLVED that effective January 1, 2017, the salary of the Township Treasurer is \$ 70,006 annually.

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

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

The following voted "NAY":

Abstained:

Absent:

The Supervisor declared that the resolution has been adopted.

IT IS FURTHER RESOLVED that, effective January 1, 2017, the salary of Township Trustees is \$ 2,400 annually plus \$ 100.00 per Township Board meeting and \$ 50.00 per committee meeting in accordance with Township Board Policy adopted October 8, 2013.

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

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

The following voted "NAY":

Abstained:

Absent:

The Supervisor declared that the resolution has been adopted.

Oshtemo Charter Township, Clerk

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 November 15, 2016, 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.

Township Clerk

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: November 8, 2016
Mtg. Date: November 15, 2016
Subject: Approval of the Capital Improvement Plan

OBJECTIVE

Adoption of the Capital Improvement Plan, 2017-2022.

BACKGROUND

The Michigan Planning Enabling Act (MPEA - PA 33 of 2008, as amended), requires communities with public water or sewer to prepare a Capital Improvement Plan (CIP). More specifically, local jurisdictions are charged with the task of adopting CIPs that connect, in a meaningful way, to local planning documents like the Township's Master Plan. The current draft CIP utilized a variety of Township planning documents and public input from the 2015 joint Board meeting to outline projects for 2017, plus the five-year planning period through 2022.

Some minor changes to the General Fund balance were made to the tables on pages 8 and 10 of the October 17th draft Plan. An updated copy of the Plan has been posted to the Township's homepage and can be found at:

<http://www.oshtemo.org/wp-content/uploads/2016/10/Full-Plan-CIP-11.07.2016.pdf>

Please bring your bound copy of the budget and CIP to the November 15th meeting. If the CIP is approved, staff will be collecting your copies to insert the adopted version of the Plan into your final budget booklet.

Approval of the CIP is an important step in implementing the vision identified in the Township's Master Plan. Capital projects are one of the primary means by which the Township can influence and directly effect this vision, providing infrastructure that becomes the backbone for future private investment.

INFORMATION PROVIDED

Pages 8 through 11 - Updated

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

A motion to approve the 2017 – 2022 Capital Improvement Plan.

Fund Balances

In the table below, the fund balance that remains at the end of each projected budget year is presented based on the forecasted revenues and expenditures in the 2017 through 2022 planning period. It is a reflection of the difference between the proposed revenues and expenditures calculated on the anticipated fund balances at the end of 2016, the current budget year.

At this point, it is good to remind readers that this is a document that will be reviewed and updated on an annual basis. Therefore, where funds illustrate substantial balances – either positive or negative – those situations will be evaluated and amended as that budget year approaches.

This summary table identifies where there are funds that have additional money available for investment or transfer to other funds. Those funds with a negative balance indicate a need to review the proposed projects for that year, explore alternative funding opportunities, or consider transfer of money from other funds, if possible.

The table clearly identifies that the proposed projects in the CIP have costs that exceed the revenues anticipated to be generated in the program years. Sewer and water projects in particular will require supplemental revenue sources in order to be implemented as proposed.

	2017	2018	2019	2020	2021	2022
General Fund	\$2,197,671	\$683,216	(\$562,815)	(\$1,490,470)	(\$2,060,317)	(\$2,715,619)
Park Fund	\$32,294	\$22,836	\$53,144	\$99,988	\$3,832	\$60,676
Police Fund	\$147,273	\$150,273	\$138,173	\$110,273	\$65,873	\$4,173
Fire Fund	\$1,385,251	\$638,376	(\$321,524)	(\$877,424)	(\$934,324)	(\$1,212,324)
Sewer Fund	\$152,940	(\$2,434,945)	(\$4,729,253)	(\$7,745,975)	(\$9,990,797)	(\$14,651,519)
Water Fund	\$1,010,353	\$582,786	(\$47,068)	(\$140,622)	(\$84,676)	(\$683,030)
DDA	\$606,757	\$593,232	\$578,005	\$560,948	\$542,029	\$521,111
SODA	\$6,751	\$8,251	\$15,551	\$28,751	\$47,951	\$68,251
TOTAL	\$5,541,307	\$246,043	(\$4,873,768)	(\$9,452,511)	(\$12,408,408)	(\$18,606,259)

CAPITAL IMPROVEMENT PLAN SUMMARY TABLES

The tables on the following pages present the six year Capital Improvement Plan (CIP) for Oshtemo Township from 2017 through 2022. A separate table is provided for each fund category, which includes projected revenues and sources along with operating and capital expenditures on an annual basis. The intent is to illustrate a potential budget framework for years to come to inform decisions on future projects. The proposed capital projects identified in the tables are described in more detail in subsequent pages.

It is important to note that the non-motorized projects described in the General Fund table on the next page are only feasible to construct if other revenue sources such as MDOT grants (Safety Grant, Safe Routes to School grant, Transportation Alternative grant), Federal Surface Transportation Program dollars or Downtown Development Authority or South Drake Road Corridor Improvement Authority funds are secured. For Federal Surface Transportation program dollars to be used towards non-motorized facilities, an amended County/Road Commission policy is required that would allow these dollars to be used for sidewalk and/or path construction.

In addition, the capital improvement projects outlined in both the Sewer and Water Fund will need supplementary funds for construction. These dollars may come from transfers from the General Fund, assessments, mandatory connection, grants or other funding sources.

GENERAL FUND - 101
Project Revenues and Expenditures 2017 - 2022

Revenues:	2017	2018	2019	2020	2021	2022
Property taxes	1,042,548	1,063,400	1,084,700	1,106,400	1,128,500	1,151,100
Licenses and permits	200,000	200,000	200,000	200,000	200,000	200,000
Capital grants	810,800	69,600	387,000	666,000	936,000	936,000
State grants/revenue sharing	1,739,020	1,749,634	1,741,643	1,706,810	1,672,674	1,672,674
Interest and rentals	11,000	2,000	2,000	2,000	2,000	2,000
Other	280,450	286,100	291,800	297,600	303,600	309,700
Total	4,083,818	3,370,734	3,707,143	3,978,810	4,242,774	4,271,474
Expenditures:						
Operating expenditures	2,216,448	2,282,939	2,351,424	2,421,965	2,494,621	2,569,457
Capital expenditures:						
NON-MOTORIZED						
Drake Road Safety Grant (Green Meadows to W Michigan)	836,000	-	-	-	-	-
Drake Road TA Grant (remainder of W Main to Stadium)	732,000	-	-	-	-	-
Maintenance Repair & Reconstruction	80,000	40,000	20,000	20,000	20,000	20,000
KL Avenue Shared-Use Pathway, Copper Beech to Drake Rd	190,000	1,464,000	-	-	-	-
9th St Sidewalk (SRTS), Bluestone (Elementary School) to Erie		92,250	522,750	-	-	-
KL Avenue Shared-Use Pathway, 9th St to Copper Beech		135,000	900,000	-	-	-
Stadium Drive Sidewalk, Quail Run to 11th St		-	79,000	303,500	-	-
Stadium Drive - 8th Street to Quail Run (by DDA)		-	195,000	1,061,000	-	-
11th Street Sidewalk, KL Avenue to Stadium		-	-	213,000	1,209,000	-
9th Street Non-Motorized Facility, W Main to Bluestone		-	-	-	270,000	1,530,000
N 10th Street Non-Motorized Facility		-	-	-	-	-
IT	16,000	24,000	74,000	49,000	24,000	24,000
ANNUAL LOCAL ROAD IMPROVEMENTS*	826,500	650,000	650,000	650,000	650,000	650,000
GENERAL PROJECTS						
Election Equipment	24,000	-	-	-	25,000	-
Records Electronic Conversion Projects	7,000	-	-	-	-	-
Township Hall Office Equipment	-	12,000	-	-	-	-
Cemeteries Drive Improvements	50,000	-	-	-	-	-
Maintenance Facility Structure	150,000	-	-	-	-	-
Maintenance Miscellaneous	17,000	-	-	-	-	-
FACILITIES EQUIPMENT FUND						
Equipment Replacement For HVAC, Generators, Mechanical, Misc.	-	-	-	-	-	-
Facilities Replacement and Maintenance	-	-	-	-	-	-
Total expenditures	5,144,948	4,700,189	4,792,174	4,718,465	4,692,621	4,793,457
Transfers:						
Police Fund	33,320	20,000	20,000	20,000	20,000	33,320
Fire Operations	6,000	-	-	-	-	-
Sewer	929,000	-	-	-	-	-
Parks Fund	470,000	165,000	141,000	168,000	100,000	100,000
Total transfers	1,438,320	185,000	161,000	188,000	120,000	133,320
Fund Balance:						
Net change in fund balance	(2,499,450)	(1,514,455)	(1,246,031)	(927,655)	(569,847)	(655,303)
Beginning fund balance - Restricted for Bldg Department (Estimated)	443,229	398,209	398,209	398,209	398,209	398,209
Beginning fund balance (Estimated)	4,253,892	1,799,462	285,007	(961,024)	(1,888,679)	(2,458,526)
Ending fund balance	2,197,671	683,216	(562,815)	(1,490,470)	(2,060,317)	(2,715,619)
Ending fund balance as a % of operating expenditures	99%	30%	-24%	-62%	-83%	-106%
*Fund Balance Assigned for Roads	200,000					
Unassigned Fund Balance	1,997,671					

PARK FUND - 107
Projected Revenue and Expenditures for 2017 - 2022

Revenues:	2017	2018	2019	2020	2021	2022
State grants	-	112,500	-	225,000	-	-
Interest and rentals	22,025	25,000	25,000	25,000	25,000	25,000
Other	100,000	80,000	88,334	5,000	5,000	5,000
Total	122,025	217,500	113,334	255,000	30,000	30,000

Expenditures:						
Operating expenditures	186,731	68,958	71,026	73,156	73,156	73,156
Capital expenditures:						
Greenway Corridor Acquisition		20,000	150,000	-	-	-
Grange Hall Improvements	320,000	-	-	-	-	-
Improvements	20,000	-	-	-	-	-
Drake Farmstead Park Phase 1a	150,000		-	-	-	-
Drake Farmstead Park Phase 1b	-	300,000	-	-	-	-
Flesher Field Phase 3	-	-	-	-	150,000	-
Drake House Renovation - OHS Projects	3,000	3,000	3,000	3,000	3,000	-
Greenway Trail Construction Phase 1	-	-	-	300,000	-	-
Total expenditures	679,731	391,958	224,026	376,156	226,156	73,156

Transfers:						
From General Fund	470,000	165,000	141,000	168,000	100,000	100,000
Total transfers	470,000	165,000	141,000	168,000	100,000	100,000

Fund Balance:						
Net change in fund balance	(87,706)	(9,458)	30,308	46,844	(96,156)	56,844
Beginning fund balance (Estimated)	120,000	32,294	22,836	53,144	99,988	3,832
Ending fund balance	32,294	22,836	53,144	99,988	3,832	60,676

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: November 8, 2016
Mtg. Date: November 15, 2016
Subject: Capital Improvement Plan and Non-Motorized Projects

OBJECTIVE

As part of the approval of the Capital Improvement Plan, authorize the Township Supervisor to sign agreements with the Road Commission of Kalamazoo County (RCKC) for all non-motorized projects outlined in the Plan.

BACKGROUND

To be eligible for state or local grant funding, Oshtemo Township must have the support of the RCKC who is the Act 51 agency that would submit these grants on our behalf. To achieve this goal, the RCKC requires the Township to submit both an application and an agreement, which details a set of conditions for the construction and maintenance of any planned non-motorized facilities within their jurisdictional right-of-way.

As part of the Capital Improvement Plan approval process, staff thought it would be expeditious to also request approval for the Supervisor to sign and submit these documents to the RCKC for all non-motorized projects outlined in the Plan. Authorizing the Supervisor's signature and in turn, the submittal of the application documents to the RCKC, will allow their staff the ability to work with us on the design and implementation of these non-motorized projects.

INFORMATION PROVIDED

Non-Motorized Application and Sample Agreements

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

As part of the approval of the Capital Improvement Plan, authorize the Supervisor to enter into agreements with the Road Commission of Kalamazoo County for the non-motorized projects outlined in the Plan.

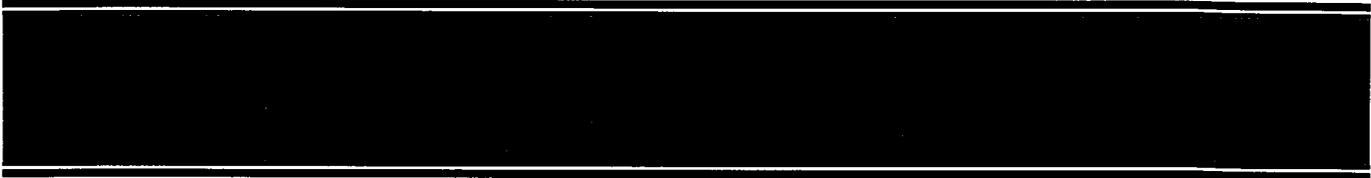
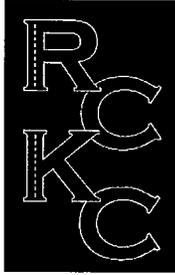


Exhibit "A"

Non-Motorized Facilities Instructions and Request Application

Introduction

The purpose of this document is to provide a structured application process for requests to the Road Commission of Kalamazoo County (RCKC) for non-motorized facilities. The application process is intended to foster partnerships to plan, fund, design, construct, maintain and operate transportation facilities that promote safety and connectivity, while strategically using the limited transportation funding.

Timeline

Projects to be considered should be submitted a minimum of three (3) years in advance of design engineering for federal projects and prior to the start of design engineering for other projects, unless funding requests make this impossible, preferably in the early design stages. Projects should be identified as part of the RCKC primary road and/or local plan. Applications submitted after that deadline will be considered for approval and funding after all timely applications are processed, and may be subject to additional charges connected with the late submission and related costs, if any.

Considerations

Factors that may be considered before RCKC grants or denies approval of a project, and which may vary based on funding source, include, but are not limited to, the following:

- Current PASER rating of road
- Current and Future Land Use (Local planning/zoning)
- Road classification (Federal, State, All Season, etc.)
- Current and future capacity needs of roadway (Capital Improvement Plan, Long range plan)
- Project's impact on safety and mobility
- Project's Average Daily Traffic (ADT) count
- Project's cost of incorporating the facility
- Project's long term maintenance
- Project's impact on existing facilities and connectivity
- Project's right-of-way limitations
- Project's impact on drainage
- Project's impact on utilities
- Project's environmental constraints
- Project's funding
- Project's coordination with other projects
- Project being identified in a local planning document (master plan, recreation plan, etc.)
- Project's Public Support

Application Instructions

The non-motorized project application is to be filled out by the local government for each project per fiscal year, including a RCKC right-of-way permit application. Applications should be filled out thoroughly and appropriate attachments must be provided to support the application. As necessary, a proposed agreement between the locality and RCKC regarding the non-motorized facility should be submitted concurrently with the application.

RCKC NON-MOTORIZED Project Application

<i>Project Information</i>			
Year:	Township:	Project Name:	Project Limits:
Project Type: Project Location: PASER Road Rating: Township Average PASER Rating: Road Classification: ADT: Has the road been identified for capacity needs? Y/N Have non-motorized Federal/State funding sources been applied for? Design Construction completed? Y/N			
<i>Additional Information</i>			
Please include information to address items considered for requests.			
Is this project planned with an already scheduled road project? (If Yes, identify project and year) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		Is the project in a local non-motorized plan? (Describe) Is the project in a current or future plat development? (Describe) Is the project in a condominium development? (Provide copy of Master Deed)	
<i>Project Cost Estimate</i>			
<u>Federal Cost</u>	<u>Local/State/Other Cost</u>	<u>Total Cost</u>	<u>Match %</u>
<u>Source:</u>	<u>Source:</u>		
Is the match already identified? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, source:		Anticipated Bid/Construction Date:	
<i>Additional Information</i>			

Describe how the project will be funded for future maintenance:

Applicable Non-Motorized Agreement is attached? Yes No

Attach Project Location Map

Sidewalk Funded by Township Special Assessment District
Location _____

WHEREAS, the _____ (hereinafter referred to as _____) is a municipal corporation organized under the laws of the State of Michigan, and is located in the County of Kalamazoo, State of Michigan, and:

WHEREAS, the Board of Road Commissioners of the County of Kalamazoo (hereinafter referred to as "RCKC") is a public body corporate, located within the County of Kalamazoo, State of Michigan, and;

WHEREAS, _____ the _____ desires to build sidewalks in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way, more specifically; _____

WHEREAS, because the intended location of the sidewalk is within the county road right-of-way, it is necessary for _____ to obtain the consent of the RCKC prior to commencing construction of the sidewalk, and;

WHEREAS, it is the desire and objective of the parties hereto, to set forth their mutual understanding with respect to the conditions under which the RCKC will grant its consent to the _____ to construct the sidewalk within the county road right-of-way;

NOW, THEREFORE, in consideration of the aforementioned premises and in furtherance thereof, it is hereby mutually agreed as follows:

1. _____ will apply for sidewalk project approval from the RCKC and agrees to abide by all terms and conditions imposed upon such approval. _____ will construct the sidewalk in accordance with the plans and design prepared by its consultant or engineer and approved by the _____ and the RCKC. Any deviation from the plans and design must receive the prior written approval of _____ and the RCKC. _____ shall develop a sidewalk project design package and submit the design package including a copy of the storm water drainage plan and calculations to the RCKC for review. The RCKC shall make final design decisions regarding sidewalk location with regard to driveways, intersection, signage and drainage features in the county road right- of- way.
2. As Owner of the facility, _____ agrees RCKC has no responsibility for sidewalk maintenance, winter maintenance (including, but not limited to snow removal/shoveling), signage, repair and restoration of the sidewalk for so long as the sidewalk may exist. RCKC reserves the right to remove the sidewalk at its expense when necessary to accommodate a roadway improvement of the RCKC, but has no responsibility to relocate the sidewalk.
3. _____ shall be responsible for all costs not covered by other funding. _____ shall be responsible for RCKC staff time and administrative expenses related to this project. Prior to project advertisement by the Michigan Department of Transportation (MDOT), _____ will deposit a check for ninety (90) percent of the estimated local cost of the construction project plus the RCKC overhead factor. All other invoices will be based on actual costs incurred. After construction is complete, the RCKC will conduct a final accounting to determine if any further payment is due or if a refund is due to _____. If bids come in ten (10) percent or less over the consultant's/engineer's estimate then the project will proceed to award. _____ shall be responsible for all costs over the amount covered by _____ funds. If bids come in more than 10 percent over the consultant's/engineer's estimate, then the _____ will have an opportunity to request to reject all bids, or to proceed to award. If bids come in under the engineer's estimate then the project will proceed to award. Any extras or increases which exceed the original programmed amount will be paid by _____.
4. For increased or extra items that may not be eligible for other funding, _____ shall generate a Work Order for RCKC review prior to the work being done by the Contractor. The RCKC will invoice _____ the amount of the Work Order as soon as it is determined. The amount of the Work Order is due within thirty (30) days of the invoice.

5. _____ shall provide construction engineering services as stated in the MDOT Program Application for this project and in the MDOT Construction Manual. Construction engineering includes all of the file documentation and review necessary to close out the project, and is the responsibility of _____. _____ shall prepare a final as built set of plans for the project and provide it to the RCKC. The as built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. _____ will also provide a copy of the project construction file to the RCKC for its records.
6. _____ will agree to have its Consultant attend a project update meeting every two weeks or 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. Every two weeks _____ shall prepare a written report including inspector daily reports, Davis Bacon Wage Documentation review, status of materials certifications, materials testing reports, the MDOT contractor pay estimate, and any other submittal requirements.
7. _____ shall reimburse the RCKC's cost in reviewing and administering the contract.
8. _____ shall be responsible for any required land acquisition (including temporary grading permits). _____ will submit the proposed right-of-way acquisitions for approval prior to acquiring the necessary additional right-of-way and shall have a qualified right-of-way specialist certify the right-of-way file prior to submitting it to the RCKC.
9. _____ shall complete the RCKC tree notification form for any tree removals within the existing county road right-of-way. Compensation required by the property owner, in accordance with RCKC written policy, will be paid by _____. All county road right-of-way encroachments shall adhere to RCKC policy, any adjustments will be paid by _____.
10. _____ agrees to be responsible for all utility reconfiguration costs associated with project. Prior to advertisement of the project, _____ shall submit a letter to the RCKC stating that they have reviewed utility conflicts, and have addressed any necessary utility relocation.
11. This agreement shall be in effect as between the parties hereto upon the affixation of the signatures of the duly authorized officers of the RCKC and _____.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and their seals affixed hereto the day and year written below.

BOARD OF ROAD COMMISSIONERS OF KALAMAZOO COUNTY

By: _____
Chairman

Date: _____

_____ TOWNSHIP OF _____

By: _____

Date: _____

Sidewalk funded by township or other funds

Location _____

WHEREAS, the _____ (hereinafter referred to as _____) is a municipal corporation organized under the laws of the State of Michigan, and is located in the County of Kalamazoo, State of Michigan, and;

WHEREAS, the Board of Road Commissioners of the Kalamazoo County (hereinafter referred to as "RCKC") is a public body corporate, located within the County of Kalamazoo, State of Michigan, and;

WHEREAS, _____ the _____ desires to build sidewalks in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way, more specifically;

WHEREAS, because the intended location of the sidewalk is within the county road right-of-way, it is necessary for _____ to obtain the consent of the RCKC prior to commencing construction of the sidewalk path, and;

WHEREAS, it is the desire and objective of the parties hereto, to set forth their mutual understanding with respect to the conditions under which the RCKC will grant its consent to the _____ to construct the sidewalk within the county road right-of-way;

NOW, THEREFORE, in consideration of the aforementioned premises and in furtherance thereof, it is hereby mutually agreed as follows:

1. _____ will apply for sidewalk project approval from the RCKC and agrees to abide by all terms and conditions imposed upon such approval. _____ will construct in accordance with the plans and design prepared by its consultant or engineer and approved by _____ and the RCKC. Any deviation from the plans and design must receive the prior written approval of _____ and RCKC. _____ shall develop a sidewalk project design package and submit the design package including a copy of the storm water drainage plan and calculations to the RCKC for review. The RCKC shall make final design decisions regarding sidewalk location with regard to driveways, intersection, signage and drainage features in the county road right of way.
2. As owner of the facility, _____ agrees RCKC has no responsibility for maintenance, winter maintenance (including, but not limited to snow removal/shoveling), signage, repair and restoration of the sidewalk for so long as the sidewalk may exist. RCKC reserves the right to remove the sidewalk at its expense when necessary to accommodate a roadway improvement of the RCKC, but has no responsibility to relocate the sidewalk.
3. _____ shall be responsible for all costs not covered by other funding. _____ shall be responsible for RCKC staff time and administrative expenses related to this project. Prior to project advertisement by the Michigan Department of Transportation (MDOT), _____ will deposit a check for ninety (90) percent of the estimated local cost of the construction project plus the RCKC overhead factor. All other invoices will be based on actual costs incurred. After construction is complete, the RCKC will conduct a final accounting to determine if any further payment is due or if a refund is due to _____. If bids come in ten (10) percent or less over the consultant's/engineer's estimate then the project will proceed to award. _____ shall be responsible for all costs over the amount covered by _____ funds. If bids come in more than 10 percent over the consultant's/engineer's estimate, then the _____ will have an opportunity to request to reject all bids, or to proceed to award. If bids come in under the consultant's/engineer's estimate then the project will proceed to award. Any extras or increases which exceed the original programmed amount will be paid by _____.
4. For increased or extra items that may not be eligible for other funding, _____ shall generate a Work Order for RCKC review prior to the work being done by the Contractor. The RCKC will invoice _____ the amount of the Work Order as soon as it is determined. The amount of the Work Order is due within thirty (30) days of the invoice.
5. _____ shall provide construction engineering services as stated in the MDOT Program Application

for this project and in the MDOT Construction Manual, as required by statute or regulations applicable to the proposed project. _____ shall prepare a final as built set of plans for the project and provide it to the RCKC. The as built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. _____ will also provide a copy of the project construction file to the RCKC for its records.

6. _____ will agree to have its Consultant attend a project update meeting every two weeks or 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. Every two weeks _____ shall prepare a written report including inspector daily reports, Davis Bacon Wage Documentation review, status of materials certifications, materials testing reports, the MDOT contractor pay estimate, and any other submittal requirements.
7. _____ shall reimburse the RCKC's cost in reviewing and administering the contract.
8. _____ shall be responsible for any required land acquisition (including temporary grading permits). _____ will submit the proposed right-of-way acquisitions for approval prior to acquiring the necessary additional right-of-way and shall have a qualified right-of-way specialist certify the right-of-way file prior to submitting it to the RCKC.
9. _____ shall complete the RCKC tree notification form for any tree removals within the existing county road right-of-way. Compensation required by the property owner, in accordance with RCKC written policy, will be paid by _____. All county road right-of-way encroachments shall adhere to RCKC policy, any adjustments will be paid by _____.
10. _____ agrees to be responsible for all utility reconfiguration costs associated with project. Prior to advertisement of the project, _____ shall submit a letter to the RCKC stating that they have reviewed utility conflicts, and have addressed any necessary utility relocation.
11. This agreement shall be in effect as between the parties hereto upon the affixation of the signatures of the duly authorized officers of the RCKC and _____.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and their seals affixed hereto the day and year written below.

BOARD OF ROAD COMMISSIONERS OF KALAMAZOO COUNTY

By: _____

Chairman

Date: _____

_____ TOWNSHIP OF _____

By: _____

Date: _____

**Non-Motorized Facility – Not Sidewalk
Location _____**

WHEREAS, the _____ (hereinafter referred to as _____) is a municipal corporation organized under the laws of the State of Michigan, and is located in the County of Kalamazoo, State of Michigan, and;

WHEREAS, the Board of Road Commissioners of the Kalamazoo County (hereinafter referred to as "RCKC") is a public body corporate, located within the County of Kalamazoo, State of Michigan, and;

WHEREAS, the _____ desires to build non-motorized transportation facilities, or bicycle paths (hereinafter referred to as "non-motorized path") in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way, more specifically:

WHEREAS, because the intended location of the non-motorized path is within the county road right-of-way, it is necessary for _____ to obtain the consent of the RCKC prior to commencing construction of the non-motorized path, and;

WHEREAS, it is the desire and objective of the parties hereto, to set forth their mutual understanding with respect to the conditions under which the RCKC will grant its consent to the _____ to construct non-motorized path within the county road right-of-way;

NOW, THEREFORE, in consideration of the aforementioned premises and in furtherance thereof, it is hereby mutually agreed as follows:

1. _____ will make application and apply for a permit and/or non-motorized facility project approval from the RCKC and agrees to abide by all terms and conditions imposed upon permit and non-motorized facility project applications. _____ will construct the non-motorized path in accordance with the plans and design prepared by its consultant or engineer and approved by _____ and the RCKC. Any deviation from the plans and design must receive the prior written approval of _____ and RCKC. _____ shall develop a project design package and submit the design package including a copy of the storm water drainage plan and calculations to the RCKC for review. The RCKC shall make final design decisions regarding non-motorized facility location with regard to driveways, intersection, signage and drainage features in the county road right of way.
2. As owner of the facility, _____ agrees to assume or assign to third parties as applicable, total and 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 path may exist. If, however, the non-motorized facility is a paved shoulder, RCKC will do maintenance, winter maintenance, repair and restoration. RCKC reserves the right to require the removal of the non-motorized facility when necessary to accommodate a roadway improvement of the RCKC. In such an instance, _____ shall be responsible for all costs associated with the removal and relocation of the non-motorized facility and for restoration of the county road right-of-way where the non-motorized path is located, to a condition reasonably similar to that in effect prior to the construction of the non-motorized path.
3. _____ shall be responsible for all costs not covered by other funding. _____ shall be responsible for RCKC staff time and administrative expenses related to this project. Prior to project advertisement by the Michigan Department of Transportation (MDOT), _____ will deposit a check for ninety (90) percent of the estimated local cost of the construction project plus the RCKC overhead factor. All other invoices will be based on actual costs incurred. After construction is complete, the RCKC will conduct a final accounting to determine if any further payment is due or if a refund is due to _____. If bids come in ten (10) percent or less over the consultant's/engineer's estimate then the project will proceed to award. _____ shall be responsible for all costs over the amount covered by _____ funds. If bids come in more than 10 percent over the consultant's/engineer's estimate, then the _____ will have an opportunity to request to reject all bids, or to proceed to award. If bids come in under the consultant's/engineer's estimate then the project will proceed to award. Any extras or increases which exceed the original programmed amount will be paid by _____.

4. For increased or extra items that may not be eligible for other funding, _____ shall generate a Work Order for RCKC review prior to the work being done by the Contractor. The RCKC will invoice _____ the amount of the Work Order as soon as it is determined. The amount of the Work Order is due within thirty (30) days of the invoice.
5. _____ shall provide construction engineering services as stated in the MDOT Program Application for this project and in the MDOT Construction Manual. Construction engineering includes all of the file documentation and review necessary to close out the project, and is the responsibility of _____. _____ shall prepare a final as built set of plans for the project and provide it to the RCKC. The as built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. _____ will also provide a copy of the project construction file to the RCKC for its records.
6. _____ will agree to have its Consultant attend a project update meeting every two weeks or 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. Every two weeks _____ shall prepare a written report including inspector daily reports, Davis Bacon Wage Documentation review, status of materials certifications, materials testing reports, the MDOT contractor pay estimate, and any other submittal requirements.
7. _____ shall reimburse the RCKC's cost in reviewing and administering the contract.
8. _____ shall be responsible for any required land acquisition (including temporary grading permits). _____ will submit the proposed right-of-way acquisition for approval prior to acquiring the necessary additional right-of-way and shall have a qualified right-of-way specialist certify the right-of-way file prior to submitting it to the RCKC.
9. _____ shall complete the RCKC tree notification form for any tree removals within the existing county road right-of-way. Compensation required by the property owner, in accordance with RCKC written policy, will be paid by _____. All county road right-of-way encroachments shall adhere to RCKC policy, any adjustments will be paid by _____.
10. _____ agrees to be responsible for all utility reconfiguration costs associated with project. Prior to advertisement of the project, _____ shall submit a letter to the RCKC stating that they have reviewed utility conflicts, and have addressed any necessary utility relocation.
11. Upon completion of the installation of the non-motorized path, and final approval having been granted by the RCKC to the _____, _____ agrees to save harmless, indemnify and defend the RCKC 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 path within the county road right-of-way.
12. This agreement shall be in effect as between the parties hereto upon the affixation of the signatures of the duly authorized officers of the RCKC and _____.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and their seals affixed hereto the day and year written below.

BOARD OF ROAD COMMISSIONERS OF KALAMAZOO COUNTY

By: _____

Chairman

Date: _____

TOWNSHIP OF _____

By: _____

Date: _____

Adopted: 1/28/14
Amended: 12/16/14
Amended: 11/03/2015

Memo



To: Oshtemo Charter Township Board
From: James W. Porter *[Signature]*
Date: November 7, 2016
Subject: Police Protection Agreement with County and Sheriff's Department for 2017

OBJECTIVE

Review and approve proposed 2017 Police Protection Agreement with the County and Sheriff's Department.

BACKGROUND

Given the Board's discussion and its proposed budget, the 2017 contract will be maintaining the current status quo. This will provide for five full-time patrol officers, one full-time traffic enforcement officer, one full-time community policing officer, one full-time sergeant for night-time patrol and a full-time lieutenant. Total costs - \$1,132,645.

INFORMATION PROVIDED

Attached hereto you will find the proposed 2017 Police Protection Agreement.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Asking that the Board authorize Libby Heiny-Cogswell to sign the proposed 2017 Police Protection Agreement with the Kalamazoo County and Kalamazoo County Sheriff's Department.

POLICE PROTECTION AGREEMENT

This Agreement is made this ___ day of _____, 2016, by and between the County of Kalamazoo, hereinafter designated "County"; the Sheriff of Kalamazoo County, Michigan, hereinafter designated "Sheriff"; and the Township of Oshtemo, Kalamazoo County, Michigan, hereinafter designated "Township."

WITNESSETH:

WHEREAS, Act 246 of the Public Acts of 1945, as amended [MCL 41.181], authorizes a township, by resolution, to appropriate funds and call upon the sheriff of the county to provide special police protection for the township, including enforcement of local township ordinances; and

WHEREAS, Act 33 of the Public Acts of 1951, as amended [MCL 41.801], further authorizes a township to appropriate funds for police protection, motor vehicles and equipment and, in general, to establish a police department for police protection within the township; and

WHEREAS, Act 35 of the Public Acts of 1951 (MCL 124.1) authorizes municipal corporations to join in the performance of any service which each could perform separately; and

WHEREAS, The Township accordingly desires to enter into an Agreement with the Sheriff and the County for additional police protection within the Township.

NOW, THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. The Township, under the authority of the aforementioned Public Acts, hereby calls upon the Sheriff to furnish additional special police protection within the Township for the enforcement of state and local laws and ordinances of the Township, subject to the terms and conditions hereinafter contained. Within the limitations of available manpower, the

Sheriff hereby covenants and agrees to furnish such additional police protection under such terms and conditions.

2. For the time period of January 1, 2017 through December 31, 2017, the County and the Sheriff agree to provide the equivalent of five (5) full-time patrol officers, with appropriate experience, to service the Township with additional special police protection and to provide the necessary hours for overtime in relation to the routine duties of those officers. In addition, the County and Sheriff agree to provide the equivalent of one (1) full-time traffic enforcement officer who shall issue citations under the Township's Uniform traffic Code ordinance. Traffic enforcement shall take place as directed by the Sheriff and agreed upon with the Township Supervisor. The traffic enforcement officer shall, when on duty, serve as the primary officer to handle traffic accidents thereby relieving patrol officers to respond as needed. In addition, the County and Sheriff agree to provide the equivalent of one (1) full-time Community Police/Deputy Officer. The Community Police/Deputy Officer, under the direction of the lieutenant, will undertake specialized assignments within the Township. The specialized assignments will be developed through the joint efforts of the Township, lieutenant, and Community Police/Deputy Officer. Also, the County and the Sheriff agree to provide the necessary associated personnel, equipment and services, and other various indirect and associated costs in support of the above. Further, the County and the Sheriff agree to provide the equivalent of one (1) full-time sergeant, with appropriate experience, to coordinate and supervise the night-time patrol officers. Further, the County and the Sheriff agree to provide the equivalent of one (1) full-time lieutenant, with appropriate experience, to direct overall police service operations within the Township including, subject to the terms and conditions of all applicable collective bargaining agreements, scheduling the deputies, coordinating police services, analyzing operations to develop plans and manage resources and ensure the effective and efficient delivery of such services. In addition to the aforementioned duties and responsibilities, the lieutenant shall communicate with Township Officials on a daily and/or weekly basis about policing issues affecting the Township; attend Township Board meetings; and facilitate communications between the Sheriff and Township Officials.

3. For the performance of the above-described services, the Township agrees to pay the County One Million One Hundred Thirty-Two Thousand Six Hundred Forty-Five Dollars (\$1,132,645) for services provided in 2017. The amount of \$1,132,645 is calculated based upon an annual per deputy cost to the Township of \$119,914 for the five (5) full-time patrol officers and one (1) full-time traffic

enforcement officer, (1) full-time Community Police/Deputy Officer; and an annual cost of \$138,765 for the full-time sergeant; and an annual cost of \$154,479 for the full-time lieutenant. Payment shall be made in twelve (12) installments beginning January 1, 2017, and on or before the first day of each month thereafter until the full amount is paid. A reduction in the Township's payment under this Agreement, shall be required whenever a patrol officer is absent from their scheduled shift during the month without suitable replacement except when the absence results from one or more of the following reasons: court appearance/duty, vacation, personal leave, or funeral leave for the required days and duty related administrative leave or sick leave of five (5) days or less.

4. Reporting: The Sheriff/County will provide Crime Watch or similar reporting data to the Citizens of All Townships through an internet address. The Sheriff will continue to provide reports for the township through the Sheriff's Liaison or Command Officer assigned to the township. The reports will reflect the call volume, clearance rates, type of calls monitored. The reporting will show trends and tracking related to the township. The reports described in this Paragraph may include, but shall not be limited to, an Annual Report; Oshtemo Township Monthly Statistical Reports; Oshtemo Township Year-to-date Statistical Reports; UCR/Clearance Reports (Clearance shall mean the resolving of a crime); and Crime Watch Internet Reports; samples of these reports are attached to this Agreement as Appendix "A" for demonstration purposes.
5. If the Township intends to extend this Agreement it shall notify the County and the Sheriff in writing on or before September 1, 2017, and submit a request describing the police services desired. As soon as practicable after receiving the Township's request, the County and the Sheriff shall provide the Township with a written statement of the costs for such services. The parties shall thereafter enter into an Addendum to extend this Agreement accordingly.
6. These police officer(s) shall work principally within the boundaries of the Township and shall not be employed by the Sheriff outside of said boundaries, except in case of general public emergencies, riots or civil disturbances; or general inter-municipal cooperation in a search and apprehension in a general inter-municipal cooperative law enforcement effort. The Sheriff's radio dispatcher shall be made aware of the stipulations of this paragraph.

7. The normal Sheriff's police protection shall be continued within the Township and shall not be reduced as a result of this Agreement or as a result of additional police service provided hereunder. Patrol officers assigned to the Township under this Agreement shall enforce Township ordinances as well as State law and County ordinances. The officers shall not be utilized by the Township for functions or duties other than those related to law enforcement or police protection.
8. All patrol officers shall be deputy sheriffs and directly accountable to the Sheriff.
9. Any dispute or controversy over any of the provisions hereof or the administration of this Agreement shall be arbitrated between the parties, bearing in mind the general purposes of this Agreement are to afford greater police protection and law enforcement within the Township and thereby the County at large, at a minimum of costs or duplication of effort and services for the health, safety and general welfare of the inhabitants and property owners in the Township, within the County of Kalamazoo.
10. This Agreement shall continue until one of the parties hereto delivers a written notice to all other parties of this Agreement of their intent to terminate this Agreement; 90 days after delivery of such written notice, this Agreement shall end and be null and void thereafter. This Agreement may also be terminated pursuant to the provisions of Paragraph 4 hereof if the Township or the County indicates their unwillingness to continue the Agreement for another calendar year.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first above written.

COUNTY OF KALAMAZOO

TOWNSHIP OF OSHTEMO

John P. Taylor, Chairperson
Kalamazoo County Board of
Commissioners

Libby Heiny-Cogswell
Supervisor

Timothy A. Snow
County Clerk/Register

KALAMAZOO COUNTY SHERIFF

Richard Fuller, Sheriff

Memorandum



Date: November 8, 2016
To: Township Board
From: Karen High, Parks Director
Subject: Resolution in support of grant application to Enbridge Donation Program

OBJECTIVE

Township Board approval of a resolution in support of a \$100,000 grant request to the Enbridge Donation Program to fund a portion of Drake Farmstead Park – Phase 1. Funds would go toward the Capital Campaign for Drake Farmstead Park.

Note: no grant match is required for this program.

INFORMATION

Enbridge Energy has established a donation fund to distribute grants to organizations that support environmental conservation and other efforts. Municipalities in Kalamazoo and Calhoun Counties are eligible to apply for funding. The donation fund was established as part of the settlement of a class action lawsuit in 2015. The funds are administered through the Kalamazoo River Community Recreational Foundation.

An application for participation in the Enbridge Donation Program has been prepared to help fund Phase 1 improvements at the Drake Farmstead Park as part of the Capital Campaign. A resolution from the Township Board of Trustees is desired in order to strengthen our application. The application also includes letters of support from the Oshtemo Friends of the Parks, Kalamazoo Conservation District, and the Principal of Kalamazoo RESA's West Campus.

Please feel free to contact me with any questions or concerns.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**Resolution in Support of Oshtemo Charter Township's
Grant Application for the Drake Farmstead Park to Enbridge Donation Program,
Kalamazoo River Community Recreational Foundation**

November 15, 2016

WHEREAS, Oshtemo Charter Township has undertaken the preparation of a Five-Year Parks and Recreation Plan Study of existing recreational facilities and actions to be taken to improve and maintain those recreational facilities; and

WHEREAS, the Township has completed the Master Plan for its Parks for 2014 through 2018; and

WHEREAS, the Township strives to increase outdoor recreational opportunities to serve its ever-growing population; and

WHEREAS, the Township believes that environmental education efforts are of the utmost importance to promote the stewardship of its water, air and land; and

WHEREAS, the Township purchased the Drake Homestead to preserve the Homestead of its founding father, Benjamin Drake, and supports the development of the new Drake Farmstead Park; and

WHEREAS, Enbridge, through the Kalamazoo River Community Recreational Foundation, has established the Enbridge Donation Program to benefit the local community and support environmental conservation efforts.

NOW, THEREFORE, IT IS HEREBY RESOLVED that Oshtemo Charter Township, on behalf of Oshtemo Friends of the Parks, supports submitting an application to the Enbridge Donation Program to help fund Phase 1 Improvements at the Drake Farmstead Park.

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.

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 November 15, 2016, 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.

, Township Clerk

Memo



To: Oshtemo Charter Township Board

From: Supervisor's Office

Date: 11/14/2016

Re: Assignment of Duties of Assistant to the Supervisor to Trustee Deb Everett

OBJECTIVE

The objective for the Oshtemo Charter Township Board is to assign the duties of "Assistant to the Supervisor" position to newly elected Trustee Deb Everett, in 2017.

BACKGROUND

Current Oshtemo Township Clerk Deb Everett was elected as Oshtemo Township Trustee with her term to begin Nov 20, 2016. Ms. Everett has expressed a desire to remain on as **"Assistant to the Supervisor"** position beginning Nov 20, 2016, in addition to her duties as Township Trustee.

Oshtemo Charter Township Supervisor Heiny- Cogswell is supportive of these additional duties as the Township can utilize Ms. Everett's governmental experience and talents to assist the new Clerk, Ms. Farmer and to help the Supervisors office continuously improve by completing projects of this nature.

Based upon the reasons cited above, we request Board consensus on the recommendation to assign the Duties of **"Assistant to the Supervisor" to Trustee Deb Everett.**

INFORMATION PROVIDED

- Job Description **"Assistant to the Supervisor" position**

CHARTER TOWNSHIP OF OSHTEMO

POSITION DESCRIPTION

Position Title: ASSISTANT TO SUPERVISOR

General Summary:

Under the direct supervision of the Township Supervisor, performs a variety of Township management functions and duties to ensure the overall functioning of Township business by performing various tasks to meet the needs of the Township residents.

Essential Job Functions:

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 position. 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 read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, to deliver such documents to the Township Supervisor and other office personnel.

The employee must be able to exercise reasonably proficient typing skills for purposes of replying to e-mails, updating calendar and logging into employee locator. In addition, the employee must have the necessary dexterity to operate a computer in order to research and write reports on administration and management issues affecting the Township Supervisor's office. In order to perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, use a calculator, schedule appointments, and type memorandums.

The employee will be required to attend and assist at meetings when the Supervisor is unable to attend in order to provide, as well as disseminate information on behalf of the Supervisor and the Supervisor's office to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, be prepared to speak in English to those persons in attendance, to gather information and communicate to the various boards and commissions the positions of the Supervisor's office. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

1. Provide research and analysis on projects as requested by the Supervisor.

2. Assists in fiscal aspects of the Township, including the preparation and administration of the annual Township budget and quarterly budget analysis.
3. Attends a variety of commission, board, committee, staff, citizen and other meetings where Township business is conducted or where the welfare and interest of the Township may be affected, as a back-up for attendance as requested by the Supervisor.
4. Assists with oversight of service contracts with businesses and other governmental agencies and administration of their implementation to ensure compliance.
5. Assists with development and implementation of purchasing procedures.
6. Performs other related administrative and management functions as necessary.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Desired Qualifications:

Degree in public administration desirable. Financial analysis and reporting ability; budgeting ability.

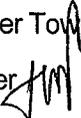
Strong interpersonal communication skills.

Effective Date: 12/14/10

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Memo



To: Oshtemo Charter Township Board
From: James W. Porter 
Date: November 14, 2016
Subject: Proposed Amendment to State Construction Code Ordinance, Sec. V

OBJECTIVE

The primary objective is to amend the Township's State Construction Code Ordinance (Ord. No. 530).

BACKGROUND

The Township adopted the State Construction Code Ordinance No. 530 on September 11, 2012. We amended the Ordinance in August, 2016. Since that time, the new Southwest Michigan Building Authority has determined that a smaller Construction Board of Appeals, also known as the Building Board of Appeals would be easier to manage.

INFORMATION PROVIDED

A copy of the proposed Ordinance Amendment is attached showing the new language changes to Section V of the State Construction Code Ordinance No. 530 highlighted in red and strikeouts through eliminated language.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

To approve the amendment to Section V of the State Construction Code Ordinance regarding the establishment of the Construction Board of Appeals to allow a Board of not less than three (3) or more than seven (7) members appointed by the Authority.

ADOPTED: _____, 2016

EFFECTIVE: _____, 2016

STATE CONSTRUCTION CODE ORDINANCE

This Ordinance amends the provisions of the Oshtemo Charter Township State Construction Code Ordinance No. 530 adopted on September 11, 2012, and repeals all Ordinances or parts of Ordinances in conflict.

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

ORDAINS:

SECTION I. AMENDMENT TO COMPILED SECTION 274.005 CONSTRUCTION

BOARD OF APPEALS. Subsection A and sub-paragraph (6) are

amended to read as follows:

274.005 Construction board of appeals.

Sec. V.

A. General. If the Township Board establishes an Authority, the Authority Board shall establish a Construction Board of Appeals (also referred to as a "Building Board of Appeals") of **not less than three (3) or more than seven (7) members** appointed by the Authority as follows:

- (1) ~~One~~ **A** person who is experienced as a major general contractor; **or**
- (2) ~~One~~ **A** person who is experienced in residential construction; **or**
- (3) ~~One~~ **A** person who is a registered professional engineer or architect; **or**
- (4) ~~One~~ **A** person who is experienced in electrical contracting work; **or**
- (5) ~~One~~ **A** person who is experienced in mechanical contracting work; **or**
- (6) ~~Two (2) other persons~~ **A person** deemed by the Authority to be qualified by training or experience to perform the duties of the Construction Board of Appeals.

If no Authority Board is established, the Township Board shall appoint the representatives of the Construction Board of Appeals.

4.6

TITLE	# / Mtgs.	Members	Dates	Term/End Date
Board of Review Two Year Term, Even Years	TBD	Fred Gould Kitty Gelling Neil Sikora Kim Bourner (1st Alternate) Fred Antosz (2nd Alternate) Libby Heiny-Cogswell Kristine Biddle (Staff)	March, July & December	12.31.2018 12.31.2018 12.31.2018 12.31.2018 12.31.2018
Corridor Improvement Authority (SoDA) 5 to 9 members Majority with ownership or bus int At least 1 resident (w/in 1/2 mile) Four year term staggered terms		Galen Rike (Resident) Cheri Jodoin (Resident) Joe Gesmundo, AVB (Developer) Dale Shugars (County Rep) Corey Ashley, Grp. Mktg. Cvcs., (Business Rep) Kelly Bringman, Nottingham Apts. (Mgr) Dennis Patzer, At Large (School Admin) Theresa Spurr, (Spurr Dental) Libby Heiny-Cogswell (TB Liason) Julie Johnston (Staff)		12.31.2019 12.31.2019 12.31.2020 12.31.2020 12.31.2017 12.31.2017 12.31.2018 12.31.2018
DDA Four Year Terms	6	Jack Siegel (Interest) Bruce Betzler Grant Taylor Ethan Sivewright (Resident) Millard Loy (Interest) Dick Skalski Maria Dacoba (Interest) Shelly Corakis (Interest) Rich McDonald (Interest) Jay Brown (resident) Mike Lutke (Interest) Julie Hite (Interest) Libby Heiny-Cogswell (Twp Supervisor) Julie Johnston (Staff)	3rd Thurs, every other month, starting Jan @ noon	12.31.2017 12.31.2017 12.31.2017 12.31.2020 12.31.2020 12.31.2020 12.31.2019 12.31.2019 12.31.2019 12.31.2018 12.31.2018 12.31.2018