

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

**August 23rd, 2022**

Refer to [www.oshtemo.org](http://www.oshtemo.org) home page for Virtual Meeting Information

**REGULAR MEETING  
6:00 P.M.  
AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Public Comment on Non-Regular Session Items

**WORK SESSION ITEMS**

4. Discussion on 2023 Budget (continued)
5. Other Updates & Business

**BREAK (Time Permitting) – 7:05 P.M.**

**REGULAR SESSION ITEMS – 7:15 P.M.**

6. Consent Agenda
  - a. Approve Minutes – August 9, 2022
  - b. Receipts & Disbursements Report
  - c. Compensation for Maintenance
7. Consideration of the Necessity of Taking for Parkview Avenue Path Easements
8. Consideration of Office Hours – Permanent Lunch Hours Customer Service Closure 1-2 pm Monday-Thursday
9. Discussion on Transportation Network (continued)
10. Public Comment
11. Board Member Comments
12. Adjournment

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

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

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

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8:00 a.m. – 5:00 p.m., and on Friday, 8:00 a.m. – 1:00 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

<b>Oshtemo Township Board of Trustees</b>		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Ron Farr (Interim)	375-0487	<a href="mailto:rfarr@oshtemo.org">rfarr@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Karen High	216-5233	<a href="mailto:khigh@oshtemo.org">khigh@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## Zoom Instructions for Participants

### Before a videoconference:

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

### To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 862 7641 7309**

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

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **862 7641 7309#**

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



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

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

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

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

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

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# Memorandum

**Date:** 23 August 2022  
**To:** Township Board  
**From:** Sara Feister, HR/Benefit Coordinator  
**Subject:** Additional Compensation for the Interim Maintenance Director Duties

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## **Objective**

Requesting consideration for additional compensation for the Maintenance Director duties being performed by a General Maintenance employee while we search for the new Maintenance Director.

## **Background**

Rick Everett, the long-standing Maintenance Director, has announced his retirement, and we are currently working to staff for that position. In the meantime, one of our General Maintenance employees is performing approximately 80% of Rick's duties while transitioning. We would like to compensate this employee an extra \$140.00 per week for these additional duties, effective 7/1/2022. This number is recommended by Human Resources and the Township Supervisor with consideration to the Employee Handbook and number of duties being performed.

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# MEMORANDUM



**Date:** August 18, 2022  
**To:** Township Board  
**From:** James Porter *[Signature]*  
**Subject:** Resolution of Necessity of Taking- Parkview Avenue Path

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**OBJECTIVE:**

To request that the Board approve the Resolution of Necessity of Taking to allow the Township to move forward with the condemnation of four properties on Parkview Avenue.

**BACKGROUND:**

The Board, at its August 9, 2022 meeting, approved the plan to move forward with the condemnation of four properties on Parkview Avenue in order to acquire the permanent easements and temporary grading permits necessary to complete the project. The Resolution of Necessity of Taking allows the Township Supervisor to sign the necessary Declarations of Taking for each of these properties, allows for the deposit of funds into an escrow account for each property, and instructs the Township Attorney to move forward with legal proceedings in this matter (in compliance with, and as required by, state law MLC 231.51, et. seq.).

Following the signing of this Resolution of Necessity of Taking, the Township will mail a letter to each of the four property owners to advise them that legal action will be taken in this matter if the easement offers are not accepted and the permanent easement and temporary grading permit agreements signed, by September 26, 2022. The Township Attorney will then proceed with condemnation proceedings in the 9<sup>th</sup> Circuit Court for any properties for which condemnation is still required.

**INFORMATION PROVIDED:**

I have attached the August 8, 2022 Memo from the Public Works Direction re: Consideration of Parkview Ave Non-Motorized Easements and a copy of the Resolution of Necessity of Taking.

**STATEMENT OF REQUESTED BOARD ACTION:**

I recommend that the Board approve the Resolution of Necessity of Taking to authorize the actions necessary for the Township to condemn the four properties on Parkview Avenue necessary for the construction of the Parkview Avenue Path.

# Memorandum



**Date:** August 8, 2022  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Consideration of Parkview Ave Non-Motorized Easements

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## **Objective**

Consideration of Parkview Ave Easements through property condemnation process.

## **Background**

In coordination with the Road Commission of Kalamazoo County's Road project to install mini-roundabouts on Parkview Ave at 11<sup>th</sup> Street and 12<sup>th</sup> Street, Oshtemo pursued sanitary sewer and a non-motorized facility, solely on the north side, to be constructed in conjunction with other work. A public meeting about the project was held by RCKC on May 4, 2022 and Oshtemo Township held a public meeting for effected property owners on May 23, 2022. Seven (7) properties attended the Oshtemo meeting at the Community Center which focused on the non-motorized facility.

Oshtemo began negotiations to acquire easements, both permanent and temporary, with ten (10) property owners on in June 2022. On behalf of Oshtemo Township, a MDOT certified right-of-way agent, Commonwealth Engineering & Associates (a subconsultant to HRC), has scheduled meetings with the residents to work through negotiations with good faith offers of reimbursement for the value of the proposed permanent and temporary easements based on a market study and assessment of the parcels.

Commonwealth has been able to obtain the required easements from R-01, R-03, R-08. Active negotiations for R-04, R-05, and R-06 are on-going and these signed easements are anticipated to be finalized in the coming days.

The owner of R-02 has refused to negotiate an easement, suggesting that the easement would negatively impact the value of the parcel. A proposition of purchasing the parcel outright was presented by the owner, but those negotiations have stalled due to the owner's perceived value of the parcel versus market value obtained through MDOT process.

The owner of R-07 is opposed to the construction of the path and has rejected any negotiations and good faith offers outright.

The owner(s) of R-09 have requested additional scope of the project in addition to the good faith offer that was made for the easement. Owners have firmly request that a 100' driveway taper, as is existing, be reinstalled as part of the project, and that additional signage be installed at the driveway warning pedestrians of a commercial driveway. Tapers are no longer common practice by RCKC, and this would not be reinstalled with the road project (if the path was not being included in project, an easement would not be required). A compromise was proposed with a 60' taper based on design standards or an increased driveway radius and compensation for signage as desired. This counter was rejected and countered with a request of a 75' taper, which does not meet design standards and furthers construction impacts and scope to the project.

The owner of R-10 has an interest in the negotiations of R-09 and has declined to proceed with negotiations until an agreement has been reached with R-09.

Due to the stalled negotiations with R-02, R-07, R-09, and R-10 the construction of the shared use path must be removed from the RCKC road project in order to stay on schedule. RCKC has a federal safety grant and must certify all right-of-way ownership by September 2, 2022. RCKC has agreed to complete as much work for the path construction as possible during their project if in the public right-of-way or recorded easements. This does not effect the sanitary sewer construction.

The construction of this shared use path on the non-motorized network is timely and opportune given recently completed adjacent segments. At this time, staff is recommending moving forward with condemnation of the properties in order to obtain the required easements and complete construction of the path as soon as possible.

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

**RESOLUTION OF NECESSITY OF TAKING**

Adopted: August 23, 2022

Effective: August 23, 2022

WHEREAS, Whereas the Road Commission of Kalamazoo County is in the process of making road safety improvements to Parkview Avenue (including the construction of two roundabouts at 11<sup>th</sup> Street and 12<sup>th</sup> Street) within Oshtemo Charter Township; and

WHEREAS, Oshtemo Charter Township updated its Nonmotorized Plan as part of its “Go! Green Oshtemo” Master Plan update in 2019, which calls for the development of a ten foot (10’) wide shared use path along the north side of Parkview Avenue between Drake Road (easterly limit) to the Fruitbelt Trail (“Parkview Avenue Path”) within the Township; and

WHEREAS, detailed plans showing such Parkview Avenue Path have been prepared and are now on file with the Township’s Director of Public Works; and

WHEREAS, the Easements proposed to be acquired and utilized for the Parkview Avenue Path include permanent easements and temporary grading permits, and other access rights required for the construction of the Parkview Avenue Path over and through four (4) parcels of land within the Township; and

WHEREAS, in accordance with the detailed plans for the Parkview Avenue Path the Township has determined that permanent easements, temporary grading permits are required for the construction, installation, and maintenance of the Parkview Avenue Path are as follows:

**1. PARCEL NO. 05-25-388-010 (VACANT LAND PARKVIEW AVE.)-**

**Temporary Grading Permit:** PART OF LOT 1 "JACOB'S PLAT" SECTION 25, T.02S., R.12W., TOWNSHIP OF OSHTEMO, COUNTY OF KALAMAZOO, MICHIGAN AS RECORDED IN LIBER 24 OF PLATS, PAGE 48, K.C.R.,

DESCRIBED AS: BEGINNING AT A POINT DISTANT N00°14'40"W 18.58 FEET ALONG THE WEST LINE OF SAID LOT 1 FROM THE S.W. CORNER OF SAID LOT 1; THENCE CONTINUING N 00°14'40"E 6.00 FEET ALONG THE WEST LINE OF SAID LOT 1; THENCE S 89°36'08"E 89.23 FEET TO A POINT ON THE EAST LINE OF SAID LOT 1; THENCE S 00°14'40"W 6.00 FEET ALONG THE EAST LINE OF SAID LOT 1; THENCE S 89°36'08"W 89.23 FEET TO THE POINT OF BEGINNING.

CONTAINING 535 SQUARE FEET, MORE OR LESS.

**Permanent Easement:** PART OF LOT 1 "JACOB'S PLAT" SECTION 25, T.02S., R.12W., TOWNSHIP OF OSHTEMO, COUNTY OF KALAMAZOO, MICHIGAN AS RECORDED IN LIBER 24 OF PLATS, PAGE 48, K.C.R., DESCRIBED AS: BEGINNING AT THE S.W. CORNER OF SAID LOT 1; THENCE N00°14'40"E 18.58 FEET ALONG THE WEST LINE OF SAID LOT; THENCE N89°36'08"E 89.23 FEET TO A POINT ON THE EAST LINE OF SAID LOT 1; THENCE S00°14'40"W 18.63 FEET ALONG THE EAST LINE OF SAID LOT 1 TO THE S.E. CORNER OF SAID LOT 1; THENCE S 89° 38'20"W 89.23 FEET ALONG THE SOUTH LINE OF SAID LOT 1 TO THE POINT OF BEGINNING.

CONTAINING 1,660 SQUARE FEET, MORE OR LESS.

**2. PARCEL NO. 05-25-455-090 (5440 PARKVIEW AVE.)-**

**Temporary Grading Permit:** PART OF THE S.E. ¼ SECTION 25, T.02S., R.12W., OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT S 89°47'32" E 330.30 FEET FROM THE SOUTH ¼ CORNER OF SAID SECTION AND N 01°03'10" E 40.61 FEET; THENCE CONTINUING N 01°03'10" E 6.00 FEET; THENCE S 89°51'23" E 330.30 FEET; THENCE S 01°03'10" W 6.00 FEET; THENCE N 89°51'23"W 330.30 FEET TO THE POINT OF BEGINNING.

CONTAINING 1,982 SQUARE FEET, MORE OR LESS.

**Permanent Easement:** PART OF THE S.E. ¼ SECTION 25, T.02S., R.12W., OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT S 89°47'32" E 330.30 FEET FROM THE SOUTH ¼ CORNER OF SAID SECTION AND N 01°03'10" E 33.00 FEET TO THE NORTH RIGHT OF WAY LINE OF PARKVIEW AVENUE (66 FEET WIDE R.O.W.); THENCE CONTINUING N 01°03'10" E 7.61 FEET; THENCE S 89°51'23" E 330.30 FEET; THENCE S 01°03'10" W 7.98 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF SAID PARKVIEW AVENUE; THENCE N 89°47'32" W 330.30 FEET ALONG SAID RIGHT OF WAY LINE TO THE POINT OF BEGINNING.

CONTAINING 2,575 SQUARE FEET, MORE OR LESS.

**3. PARCEL NO. 05-25-455-110 (5334 PARKVIEW AVE.)-**

**Temporary Grading Permit(s):** PART OF THE S.E. 1/4 OF SECTION 25,

T.02S., R.12W., OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT EAST 750.60 FEET FROM THE SOUTH ¼ OF SAID SECTION AND NORTH 40.00 FEET; THENCE CONTINUING NORTH 11.33 FEET; THENCE S 88°48'42" E 64.11 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF PARKVIEW AVENUE (VARIABLE WIDTH R.O.W.) AND POINT 'A'; THENCE SOUTH 11.02 FEET ALONG SAID R.O.W. LINE; THENCE N 89°05'33" W 64.11 FEET TO THE POINT OF BEGINNING.

ALSO, BEGINNING AT A POINT DISTANT EAST 33.90 FEET FROM POINT 'A'; THENCE NORTH 15.00 FEET; THENCE EAST 96.00 FEET TO POINT '8'; THENCE SOUTH 15.00 FEET TO A POINT ON SAID R.O.W. LINE; THENCE WEST 96.00 FEET ALONG SAID R.O.W. LINE TO THE POINT OF BEGINNING.

ALSO, BEGINNING AT A DISTANT NORTH 93.00 FEET AND EAST 88.00 FEET AND SOUTH 70.00 FEET FROM SAID POINT '8'; THENCE S 81°00'08" E 83.12 FEET TO A POINT ON THE NORTH R.O.W. LINE OF SAID PARKVIEW AVENUE; THENCE SOUTH 25.00 FEET ALONG SAID R.O.W. LINE; THENCE WEST 82.10 FEET ALONG SAID R.O.W. LINE; THENCE NORTH 38.00 FEET ALONG SAID R.O.W. LINE TO THE POINT OF BEGINNING.

CONTAINING 4,742 SQUARE FEET, MORE OR LESS.

**Permanent Easement:** PART OF THE S.E. ¼ OF SECTION 25, T.02S., R.12W., OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT EAST 750.60 FEET FROM THE SOUTH 1/4 OF SAID SECTION AND NORTH 33.00 FEET TO THE NORTH RIGHT OF WAY LINE OF PARKVIEW AVENUE (VARIABLE WIDTH R.O.W.); THENCE CONTINUING NORTH 7.00 FEET; THENCE S 89°05'33" E 64.11 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF PARKVIEW AVENUE (VARIABLE WIDTH); THENCE SOUTH 5.98 FEET ALONG SAID R.O.W. LINE; THENCE CONTINUING ALONG SAID R.O.W. WEST 64.10 FEET TO THE POINT OF BEGINNING.

CONTAINING 416 SQUARE FEET, MORE OR LESS.

**4. PARCEL NO. 05-25-455-120 (5318 PARKVIEW AVE.)-**

**Temporary Grading Permit:** PART OF THE S.E. 1/4 OF SECTION 25, T.02S., R.12W., OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT S 89°47'32" E 944.60 FEET FROM THE SOUTH 1/4 CORNER OF SAID SECTION AND N 01°03'10" E 36.93 FEET; THENCE CONTINUING N 01°03'10" E 51.08 FEET; THENCE S 89°47'32" E 88.00 FEET; THENCE S 01°03'10" W 49.39 FEET; THENCE S 89°06'35" W 88.04 FEET TO THE POINT OF BEGINNING.

CONTAINING 4,420 SQUARE FEET, MORE OR LESS.

**Permanent Easement:** PART OF THE S.E. ¼ OF SECTION 25, T.02S., R.12W., OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT DISTANT S 89°47'32" E 944.60 FEET FROM THE SOUTH ¼ CORNER OF SAID SECTION AND N 01°03'10" E 33.00 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF PARKVIEW AVENUE (VARIABLE WIDTH R.O.W.); THENCE CONTINUING N 01°03'10" E 3.93 FEET; THENCE N 89°06'35" E 88.04 FEET; THENCE S 01°03'10" W 5.62 FEET; THENCE N 89°47'32" W 88.00 FEET ALONG SAID R.O.W. LINE TO THE POINT OF BEGINNING.

CONTAINING 420 SQUARE FEET, MORE OR LESS.

along with the right to enter upon the above-described parcels as well as upon sufficient land adjacent thereto for the purpose of construction, operation, maintenance, repair and/or replacement of the Parkview Avenue Path in accordance with the permanent easement and temporary grading permit agreements for the project; and

WHEREAS, the acquisition of such permanent easements, temporary grading permits, and the construction and installation of the Parkview Avenue Path is necessary for the protection of the public health, safety and welfare of the present and future residents of the area in order to accommodate safe pedestrian traffic within the Township.

NOW, THEREFORE, by virtue of the authority vested in the Oshtemo Charter Township Board, pursuant to state law:

1. It is hereby declared and determined that it is necessary to layout and establish the Parkview Avenue Path, in accordance with the Township's approved Nonmotorized Plan, for the health, safety and welfare of the area and its citizens to promote safe pedestrian traffic within the Township; and
2. It is further declared and determined necessary to acquire and take permanent easements, temporary grading easement permits, and any other access rights required for the construction of the Parkview Avenue Path in the following real property parcels located within Oshtemo Charter Township, Kalamazoo County Michigan as described above; and
3. That the acquisition, taking, and/or acquiring of such rights in the above-described parcels must occur without the consent of the owners of said parcels, for the purpose of

laying out, establishing, and constructing the Parkview Avenue Path as the permanent easements and temporary grading permits upon said parcels are necessary for the completion of the Parkview Avenue Path project; and

4. That said permanent easements and temporary grading permits are necessary for the use and benefit of the public and that a good faith written offer to purchase said permanent easements and temporary grading permits has been made in accordance with the requirements of MCL 213.51 et. seq., Public Act 246 of 1931, MCL 41.2, and Public Act 359 of 1947, as amended, and;

5. That the Township Supervisor is authorized to sign a Declaration of Taking for each of the above identified properties and to take such other and further actions as are required or permitted by Michigan Public Act 87 of 1980 to obtain said easements; and

6. That the Township Treasurer is authorized to deposit the amounts for the above easements with the Kalamazoo County Treasurer to be set aside and held for the benefit of the owner(s) and parties in interest in the above-described real property to be disbursed upon order of the Kalamazoo County Circuit Court; and

7. That the Oshtemo Charter Township Attorney is hereby directed to institute condemnation proceedings against the owner(s) and other parties in interest in the above identified private property for the acquisition of the necessary permanent easements and temporary grading permits required for the establishing of the Parkview Avenue Path within the Township.

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

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

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

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

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**CERTIFICATE**

STATE OF MICHIGAN            )  
                                          ) ss.  
COUNTY OF KALAMAZOO        )

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on August 23, 2022, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this \_\_ day of August, 2022.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

# Memorandum

**Date:** 19 August 2022  
**To:** Township Board  
**From:** Libby Heiny-Cogswell  
**Subject:** Permanent Lunch Hour-Customer Service Closure

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## **Objective**

Consideration of the Township Board to adopt the previously proposed lunch hour from 1-2 p.m. Mondays through Thursdays as the Township Office's permanent lunch hour to allow Customer Service Staff a lunch break and have the necessary backup support for front desk coverage during hours of operation.

## **Background**

Previously Township Customer Service Staff staggered lunch breaks, however this presented the issue of shortages of assisting residents at the counter, often coming for Township business on their lunch breaks, with the heaviest traffic from 12 – 1 p.m.

## **Information Provided**

There has been a small number of complaints from residents with the Township Offices closure from 1-2 p.m., but nothing significant and no major issues reported with this timeframe. Overall, this has been productive as well as beneficial for Township Staff to acknowledge a uniform break in the workday.

## **Core Values Recognized**

*(Identify and list the adopted Board Core Values for the item. Core Values found on Township website. For example: Public Service (Fair Treatment), Professionalism (Continuous Improvement) & Integrity (Transparency)).*