

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

November 13, 2018
BOARD WORK SESSION
6:00 p.m.
AGENDA

- A. Call to Order
- B. Public Comment
- C. Update from Kalamazoo County
- D. Discussion of Fees
 - a. Sewer and Water Connection Fees
 - b. Parks Rental Fees
- E. Discussion on 911 Consolidated Dispatch Agreement
- F. Discussion of Development Requirements when a Site Plan is Amended
- G. Other Updates & Business

REGULAR MEETING
7:15 p.m.
AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
 - a. Approve Minutes – October 23, 2018 (regular meeting)
 - b. Receipts & Disbursements Report
 - c. 2019 Depositories
 - d. 2019 Township Board Meeting Dates
 - e. Non-Motorized Facilities Ordinance No. 468 –Amendment – Second Reading
 - f. Resolution Establishing Conflict of Interest Policy
 - g. Fire Department
 - i. Oshtemo Radio Communications Grant Request
 - ii. Regional Personal Protective Equipment Grant Request
 - iii. Update on Engine Rescue Truck Purchase
 - h. Limited English Proficiency Language Access Plan
 - i. Water Main Design Consultant Scope Change Authorization
- 5. Rezoning in Land Section 25, 5831 Stadium Drive from “R-2” Residence District to “R-3” Residence District (Mursch) – First Reading
- 6. Public Hearing – GO! Green Oshtemo Master Plan for Parks, Conservation, & Non-motorized
- 7. Consideration of Autumn Grove Site Condominium – Step 2 Review
- 8. Public Hearing – Fire Protection Special Assessment District
- 9. Public Hearing – Street Light Special Assessment District
- 10. Public Hearing – Police Protection Special Assessment Districts 2004-1 and 2009-1
- 11. Public Hearing – 2019 General & Special Revenue Funds Budget /General Tax Levy .9765 /Detailed Format
- 12. Consideration of 2019 Township Officers’ and Trustees Compensation Resolutions
- 13. Consideration of Township Purchasing Policy
- 14. Consideration of 2020-2024 Capital Improvement Plan
- 15. Other Township Business
- 16. Public Comment
- 17. Board Member Comments
- 18. Request to Enter into Closed Session to Discuss Property Easement Acquisition
- 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

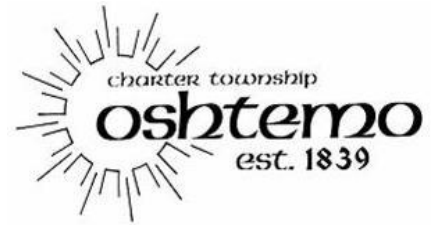
At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make 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)



Memorandum

Date: November 7, 2018
To: Oshtemo Charter Township Board
From: Marc Elliott, P.E., Director of Public Works
Jamie Baker, Public Works
Subject: Discussion of 2019 Sewer and Water Rate Adjustments

Objective:

Board discussion on sewer and public water connection fee adjustments for 2019.

Discussion:

At the October 16th meeting of the Oshtemo Capital Improvements Committee, members reviewed consultant recommended adjustments for 2018 (see attached memo). In normal years, members would discuss the recommendations and advise the Board accordingly. However, two conditions are unique for 2018. The first is that under provisions of the mandatory connection ordinance, all properties with access to sewer have been notified that they are required to connect to sewer service in the next 24-month. They were further advised of the cost to connect (i.e. current 2018 rates). An increase of stated costs on January 1 is unlikely to be received well, even though the original notification did indicate annual adjustments.

Secondly, the USDA project financing template is structured with a goal to assess a per house connection fee of approximately \$11,000. This was a goal stated by the Board in 2017. At that time, the average 2017 connection charges was about \$11,500.

For sanitary sewer, the CIC committee recommends that the Board wait until construction bids are received and USDA financing determined before adjusting the sewer connection fee schedule for 2019.

For public water, the CIC committee recommends the Board adopt the proposed adjustments with one modification, that the 2019 curb stop connection fee be increased to \$2,700 instead of the recommended \$2,800. A key consideration of this limitation is that the City has indicated they will be taking over this task system-wide starting January 1st and therefore negate further applicability of this Township charge.

Attachments:

1. Memo 2018-10-10 [Wheat, Prein&Newhof] Yearly Sewer and Water Rate Adjustments
2. Memo 2018-10-10 [Wheat, Prein&Newhof] Re-bid & cost increase for water service installations

Memorandum

Date: October 10, 2018

To: Marc Elliott, P.E.

Company: Charter Township of Oshtemo

From: Thomas C. Wheat, P.E.

Project #: 2150125

Re: Yearly Sewer and Water Rate Adjustments

At your request we have looked at your sewer and water fee schedule to determine how aligned it is with the current construction market in order to make any necessary adjustments. After several years of relatively stable construction prices we are seeing an increase in costs in the past 6-9 months. We understand this is due to both material costs and contractor availability. Contractors seem to have plenty of work for the crews they have and adding crew capacity is problematic due to a lack of qualified personnel.

As we have discussed before we have analyzed the proposed rates based on a 110, 150 and 200 ft. average lot width. We like to see a rate where a typical platted lot (lot width 110 ft.) is relatively neutral from an expense/revenue standpoint without accounting for the benefit fee. The benefit fee is intended for the Township to collect to make investments in the overall system to ensure the system has capacity and depth to serve said neighborhoods. The neighborhoods should generally stand on their own, not necessarily needing the extra township investment.

The attached tabulations show this analysis and show our recommendations for the 2019 rates which are as follows:

	<u>Roadway Construction</u>	<u>Cross Country Construction</u>
Sanitary Sewer		
Connection	\$8,000	---
Front foot	\$30	---
Benefit	\$2,000	\$2,000
Lineal Foot	---	\$80
Water		
Front Foot	\$50	---
Benefit	\$750	\$750
Lineal foot	---	\$70

Oshtemo Township Sewer & Water Fees: Front Foot

9-Oct-18

Sanitary Sewer

Based on recent experience and discussions with local contractors the cost of sanitary sewer construction has been increasing. This is due largely to material cost increases and contractors schedules being full. A conservative estimate for a plat type street with average depth sewer would be approximately \$200/ft.

		Project Area With Lot Widths of: 110	Project Area With Lot Widths of: 150	Project Area With Lot Widths of: 200	
Project Costs (@ \$200)		\$22,000	\$30,000	\$40,000	
Project Revenues (Current Charges)					
Connection Charge	\$7,000	\$7,000	\$7,000	\$7,000	
Front Foot Charge	\$25.00	\$2,750	\$3,750	\$5,000	
Benefit Unit Charge	\$2,000	\$2,000	\$2,000	\$2,000	
Revenues One Side Road (For each home)		\$11,750	\$12,750	\$14,000	
Revenues Both Side Road		\$23,500	\$25,500	\$28,000	
Project Surplus w/BU		\$1,500	-\$4,500	-\$12,000	
Project Surplus wo/BU		-\$2,500	-\$8,500	-\$16,000	
Project Revenues (Proposed Charges)					
Connection Charge	\$8,000	\$8,000	\$8,000	\$8,000	
Front Foot Charge	\$30	\$3,300	\$4,500	\$6,000	
Benefit Unit Charge	\$2,000	\$2,000	\$2,000	\$2,000	
Revenues One Side Road		\$13,300	\$14,500	\$16,000	13.19% Rate Increase
Revenues Both Side Road		\$26,600	\$29,000	\$32,000	
Project Surplus w/BU		\$4,600	-\$1,000	-\$8,000	
Project Surplus wo/BU		\$600	-\$5,000	-\$12,000	

Water

Based on recent experience and discussions with local contractors the cost of water main construction has continued to rise with the increased cost of Ductile Iron and the contractors schedules as indicated with the sewer costs. A conservative estimate for a plat type street with 8-12 inch water main would be approximately \$110/ft. This analysis does not include service leads.

		Project Area With Lot Widths of: 110	Project Area With Lot Widths of: 150	Project Area With Lot Widths of: 200	
Project Costs (@ \$110)		\$12,100	\$16,500	\$22,000	
Project Revenues (Current Charges)					
Front Foot Charge	\$40.00	\$4,400	\$6,000	\$8,000	
Benefit Unit Charge	\$625	\$625	\$625	\$625	
Revenues One Side Road (For each home)		\$5,025	\$6,625	\$8,625	
Revenues Both Side Road		\$10,050	\$13,250	\$17,250	
Project Surplus w/BU		-\$2,050	-\$3,250	-\$4,750	
Project Surplus wo/BU		-\$3,050	-\$4,250	-\$5,750	
Project Revenues (Proposed Charges)					
Front Foot Charge	\$50.00	\$5,500	\$7,500	\$10,000	
Benefit Unit Charge	\$750	\$750	\$750	\$750	
Revenues One Side Road		\$6,250	\$8,250	\$10,750	24.4% Rate Increase
Revenues Both Side Road		\$12,500	\$16,500	\$21,500	
Project Surplus w/BU		\$400	\$0	-\$500	
Project Surplus wo/BU		-\$1,100	-\$1,500	-\$2,000	

Oshtemo Township Sewer & Water Fees: Cross Country

9-Oct-18

Sanitary Sewer

Based on recent experience and discussions with local contractors the cost of sanitary sewer construction has been increasing. This is due largely to material cost increases and contractors schedules being full. A conservative estimate for a cross country run with average depth sewer would be approximately \$90/ft.

	Project Area With Lot Depths of: 110	Project Area With Lot Depths of: 150	Project Area With Lot Depths of: 200	
Project Costs (@ \$90)	\$9,900	\$13,500	\$18,000	
Project Revenues (Current Charges)				
Connection Charge	\$0	\$0	\$0	\$0
Lineal Foot Charge	\$71.50	\$7,865	\$10,725	\$14,300
Benefit Unit Charge	\$2,000	\$2,000	\$2,000	\$2,000
Revenues	\$9,865	\$12,725	\$16,300	
Project Surplus w/BU	-\$35	-\$775	-\$1,700	
Project Surplus wo/BU	-\$2,035	-\$2,775	-\$3,700	
Project Revenues (Proposed Charges)				
Connection Charge	\$0	\$0	\$0	\$0
Lineal Foot Charge	\$80.00	\$8,800	\$12,000	\$16,000
Benefit Unit Charge	\$2,000	\$2,000	\$2,000	\$2,000
Revenues	\$10,800	\$14,000	\$18,000	9.48% Rate Increase
Project Surplus w/BU	\$900	\$500	\$0	
Project Surplus wo/BU	-\$1,100	-\$1,500	-\$2,000	

Water

Based on recent experience and discussions with local contractors the cost of water main construction has continued to rise with the increased cost of Ductile Iron and the contractors schedules as indicated with the sewer costs. A conservative estimate for a cross country run with 8-12 inch water main would be approximately \$90/ft. This analysis does not include service leads.

	Project Area With Lot Depths of: 110	Project Area With Lot Depths of: 150	Project Area With Lot Depths of: 200	
Project Costs (@ \$90)	\$9,900	\$13,500	\$18,000	
Project Revenues (Current Charges)				
Lineal Foot Charge	\$65.00	\$7,150	\$9,750	\$13,000
Benefit Unit Charge (assume 3-likely business)	\$625	\$1,875	\$1,875	\$1,875
Revenues	\$9,025	\$11,625	\$14,875	
Project Surplus w/BU	-\$875	-\$1,875	-\$3,125	
Project Surplus wo/BU	-\$1,500	-\$3,750	-\$5,000	
Project Revenues (Proposed Charges)				
Lineal Foot Charge	\$70.00	\$7,700	\$10,500	\$14,000
Benefit Unit Charge (assume 3-likely business)	\$750	\$2,250	\$2,250	\$2,250
Revenues	\$9,950	\$12,750	\$16,250	10.2% Rate Increase
Project Surplus w/BU	\$50	-\$750	-\$1,750	
Project Surplus wo/BU	-\$700	-\$1,500	-\$2,500	

Memorandum

Date: October 10, 2018

To: Marc Elliott, P.E.

Company: Charter Township of Oshtemo

From: Thomas C. Wheat, P.E.

Project #: 2180399

Re: Re-bid and cost increase for water service installations

In 2009 the City of Kalamazoo discontinued providing water service installations that were previously performed by their personnel and charged on a "cost averaged" basis (average of long side and short side costs). In response to this, Oshtemo bid out this service with the intent on continuing this "cost averaging" process. In 2010 the Township took bids and awarded the contract to Scott W. Taylor Excavating (SWT). Since the original contract with SWT, the Township has been satisfied with their performance and has consistently extended the contract on a yearly basis with moderate price increases.

In July of this year SWT notified Oshtemo that they were not interested in continuing extending the contract as in the past. In response, the Township rebid the "project" which was substantially the same as before and received one bid; from SWT. The attached comparison spreadsheet shows the scope of the increased costs, resulting in about a 53% increase for the cost averaged amount.

We are unsure why there was interest from only one contractor, but the reasons may be that the market is very busy and contractors are unwilling to take this type of piecemeal work and that SWT has made service leads his "nitch" and others have difficulty competing.

We have discussed this with Rich Pierson (KRWWC) who is currently helping negotiate a new water service contract between the Townships and the City. As part of these negotiations there has been discussion that the City will be required to provide the same services in City and out City, which would include these water service connections, essentially going back to the pre 2009 policy. Our understanding is that the City intends on re-establishing this service at the beginning of 2019.

Our recommendation is to award this contract in the absence of another short term option and wait for the City to resume their service connections. When the City resumes this service, the SWT contract has a provision to terminate the contract at the convenience of the owner (Township). The cost for termination would be to reimburse the contractor their costs for bonds and insurance that was not able to be earned back thru the performance of the work throughout the year. This cost would likely be \$2,000 to \$3,000.

The cost analysis shows a cost averaged price of \$2,600.77 for the new SWT service installation. We recommend that the Township charge an additional \$200 (\$2,800) to cover administrative costs as well as job specific additions that are occasionally required.

Charter Township of Oshtemo				Existing Costs (thru 10-31-18)		Proposed Costs (based on 9-27-18 Bid)		
Water Service Connections (Water Main Tap & Curb Box) Cost Analysis				SWT Excavating, Inc. 8936 E. K Ave. Galesburg, MI 49053		SWT Excavating, Inc. 8936 E. K Ave. Galesburg, MI 49053		
Bid Date & Time: September 27, 2018 at 1:00 pm		Project #: 2180399						
Item No.	Description	Quantity	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Percent Increase
<u>Water Main Tap & Curb Box</u>								
1	Insurance Allowance	1	LS	\$0.00	\$0.00	\$2,000.00	\$2,000.00	
2	Water Main Tap; 1-1/4 Inch Corporation Stop (complete)	20	EA	\$425.60	\$8,512.00	\$555.71	\$11,114.20	30.57%
3	Short Side Service; 1-1/4 Inch K-copper - up to 25 ft. off Roadway Centerline	10	EA	\$370.00	\$3,700.00	\$562.50	\$5,625.00	52.03%
4	Long Side Service; 1-1/4 Inch K-copper - up to 25 ft. off Roadway Centerline	10	EA	\$925.00	\$9,250.00	\$1,496.48	\$14,964.80	61.78%
5	Curb Stop; valve, plug, riser & cover (complete)	20	EA	\$457.18	\$9,143.60	\$615.21	\$12,304.20	34.57%
6	Site Restoration; Soil Erosion & Sedimentation Control	20	EA	\$80.00	\$1,600.00	\$305.36	\$6,107.20	281.70%
7	Public ROW Permit (fixed amount reimbursable; actual fees may vary by roadway agency)	20	EA	\$95.00	\$1,900.00	\$95.00	\$1,900.00	0.00%
	<i>Long Side Cost (Each)</i>			\$1,982.78		\$3,067.76		54.72%
	<i>Short Side Cost (Each)</i>			\$1,427.78		\$2,133.78		49.45%
	<i>Average Cost (Each)</i>			\$1,705.28		\$2,600.77		52.51%
<u>Job Specific Additions (as appropriate / if required)</u>								
8	Additional Length, 1-1/4 Inch Service (K-Copper) [will include longside if main > 25 ft. off centerline]	150	LF	\$18.05	\$2,707.50	\$26.47	\$3,970.50	46.65%
9	Traffic Control; Lane Closure w/o Flagging	1	LS	\$250.00	\$250.00	\$337.50	\$337.50	35.00%
10	Traffic Control; Lane Closure w/ Flagging	1	LS	\$375.00	\$375.00	\$506.25	\$506.25	35.00%
11	Traffic Control; Lighted Arrow Board	1	LS	\$175.00	\$175.00	\$715.31	\$715.31	308.75%
12	Concrete Sidewalk Repair	1	SF	\$5.50	\$5.50	\$8.99	\$8.99	63.45%
13	Bituminous Pathway Repair	1	SY	\$65.00	\$65.00	\$51.75	\$51.75	-20.38%
14	Emergency - 48 Hr. Response (e.g. Well outage/Line break/Off season/Other)	1	LS	\$0.00	\$0.00	\$500.00	\$500.00	
Total Bid					\$37,683.60		\$60,105.70	59.50%

Memorandum



Date: November 7, 2018
 To: Township Board
 From: Karen High, Parks Director
 Re: Facility Rental Policy and Fee for Non-Residents

OBJECTIVES

Board discussion of revised rental fees for park pavilions. Also, Board discussion to allow rental of the Grange Hall and Oshtemo Community Center to the general public and establish fees. These facilities are currently rented only to Township residents.

BACKGROUND

Oshtemo Township Park and Flesher Field each have an outdoor pavilion available for rent. The fee for Township residents is lower fee than the fee for the general public. The pavilions are very popular for events such as birthday parties and family reunions, largely because the parks are well-maintained and newly renovated. In 2018, there were 79 pavilion rentals at Oshtemo Township Park and 44 pavilion rentals at Flesher Field. (These numbers include unpaid reservations for programs and events sponsored by Friends of the Parks, such as ‘Movies in the Park’ and ‘Music in the Park’.)

In order to increase revenues available for park maintenance, the Parks Committee recommends increasing rental fees to both residents and non-residents on weekends. The table below shows current fees in black and proposed fees in red.

Park Facilities (Available to residents and the general public)	Weekday (Mon-Thurs)		Weekend (Fri-Sun)	
	Half day (11 am-3 pm or 4 -8 pm)	Full day	Half day (11 am-3 pm or 4 -8 pm)	Full day
Pavilion - Flesher Field or Township Park				
Resident	\$35	\$70	\$50 <u>75</u>	\$100 <u>125</u>
Non-Resident	\$70	\$140	\$100 <u>150</u>	\$200 <u>250</u>
Flesher Field gazebo and garden area (Intended for concerts, ceremonies, weddings, etc. No picnic tables are located in the gazebo and garden area.)				
Resident	\$35	\$70	\$50	\$100
Non-Resident	\$70	\$140	\$100	\$200
Use of Park for a Special Event , such as Walk-a-thon or sports tournament (Flesher Field or Township Park)				
Resident	\$95 with picnic shelter \$35 without picnic shelter		\$140 with picnic shelter \$50 without picnic shelter	
Non-Resident	\$210 with picnic shelter \$70 without picnic shelter		\$300 with picnic shelter \$100 without picnic shelter	


Oshtemo Community Center and Grange Hall are indoor facilities rented to Township residents only. In order to encourage more rentals and thus increase revenues, the Parks Committee recommends allowing the general public to rent these facilities. The Committee also recommends a higher fee than that charged to Township residents. The table below shows current fees in black and proposed fees in red.

Indoor Facilities*	Weekday (Mon-Thurs)		Weekend (Fri-Sun)	
	6 hours or less	More than 6 hours	6 hours or less	More than 6 hours
Community Center – one room				
Resident	\$50	\$75	\$75	\$100
Proposed Non-resident rate	\$100	\$150	\$150	\$200
Community Center – both rooms				
Resident	\$100	\$150	\$150	\$200
Proposed Non-resident rate	\$200	\$300	\$300	\$400
Grange Hall				
Resident	\$100		\$150	
Proposed Non-resident rate	\$200		\$300	

*Security deposit and/or key deposit also required.

As a point of reference, neighboring communities that offer indoor rentals to non-residents include Portage and Kalamazoo County. The City of Kalamazoo offers only outdoor rentals.

MEMORANDUM

TO: Township Board
FROM: James W. Porter 
DATE: October 23, 2018
SUBJECT: Amendments to Site Plan Requiring Installation of Sidewalks or Non-Motorized Facilities

At the September 11, 2018 Township Board meeting Zak Ford inquired as to when a change to a development site plan would require the installation of sidewalks or a non-motorized path.

Section 82.925 of the Township Zoning Ordinance states that, once a site plan has been approved, any significant changes to the approved site plan shall require a re-submission in the same manner as the original application, except as provided under the Zoning Ordinance. This would require re-submission to the Planning Commission or Zoning Board of Appeals.

Section 82.925 of the Ordinance goes on to say that minor changes in a final site plan, which has previously been approved by the Planning Commission, can be approved by the Planning Director/Zoning Administrator under the following circumstances:

- A. Those items outlined in Section 82.200, please see attachment.
- B. Plantings approved in the landscape plan replaced by similar types or sizes of landscape plantings.
- C. Improvements to site access or circulation.
- D. Changes in building materials, design, fencing, and screening which would result in a higher quality development.

- E. Slight modification of site placement.
- F. Changes required by a county, state or federal agency.
- G. Similar situations deemed appropriate by the Planning Director.

Section 82.200 outlines those items which must be re-submitted to the Zoning Board of Appeals or Planning Commission, as well as those items which can be administratively reviewed and approved by the Planning Department, and I am attaching a copy of the chart for your review.

With the previous provisions in mind, there were some minor circulation changes made in the car wash at the corner of 9th Street and West Main Street, and the changes to that site plan were approved administratively per Section 82.925, Subsection (c).
Improvements to site access or circulation.

Section 82.200 -- SITE PLAN REVIEW

Activity/Use	Administrative Review	Zoning Board of Appeals	Planning Commission	Township Board
NEW CONSTRUCTION				
Open Space Developments			Approve	
Planned Unit Developments (PUD)			Approve	
Multi-Family Developments/Buildings		Approve in R-4 District	Approve in R-3 District	
Mobile Home Community			Recommend	Approve
Any Nonresidential Building, Structure or Use (unless Special Exception Use)		Approve		
Special Exception Uses			Approve	
EXPANSION/MODIFICATION TO EXISTING BUILDINGS				
Alteration or expansion involving less than one-fourth of the floor area of an existing structure or is no greater than 2,000 sq. ft. whichever is less	Approve			
Alteration or expansion involving more than one-fourth of the floor area of an existing structure or is greater than 2,000 sq. ft.		Approve		
Expansion/Intensification of a Special Exception Use			Approve	
CHANGE IN USE				
Reuse of an existing building where no building expansion is proposed, if the Planning Director determines the new use is similar or less intense in terms of parking, traffic generation, drainage, utility needs, noise, aesthetics and other external effects	Approve			
Change of land or building to a more intensive use, as determined by the Planning Director, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site		Approve		

Section 82.200 -- SITE PLAN REVIEW

Change to a Special Exception Use			Approve	
Temporary uses, buildings and structures	Approve			
Change of use/occupancy of an individual suite within a Commercial Center	Approve			
ACCESSORY STRUCTURES AND SITE IMPROVEMENTS				
Accessory structures/buildings that are one-fourth the size of the principal building or less and does not affect other Zoning requirements	Approve			
Accessory structures/buildings that are more than one-fourth the size of the principal building and/or affect other Zoning requirements		Approve		
Outdoor storage, sales and display for more than one day			Approve	
Modification or expansion of existing off-street parking, stacking spaces or loading and unloading areas	Approve			
Construction, relocation or erection of signs, screening walls, fences, waste receptacles, sidewalks, lights, and poles	Approve			
Modifications to comply with accessibility requirements	Approve			

2018 DEPOSITORIES

COMERICA BANK

5080 West Main Street
Kalamazoo MI

CONSUMERS CREDIT UNION

6699 West Main
Kalamazoo, MI 49009

FIFTH THIRD BANK

4705 West Main Street
Kalamazoo MI

FIRST NATIONAL BANK OF MICHIGAN

5313 West Main St.
Kalamazoo, MI 49009

FLAGSTAR BANK

5151 Corporate Drive,
Troy, MI 48098

HUNTINGTON NATIONAL BANK

PO Box 1558 EA1W37
Columbus, OH 43216

MBIA CLASS

3135 S State Street Ste 108
Ann Arbor, MI 48108

MERS (RETIREE HEALTH FUND VEHICLE RETIREE HEALTH CARE SAVINGS PLAN)

1134 Municipal Way
Lansing, MI 48917

MERCANTILE BANK

5610 Bryon Center Ave SW
Wyoming, MI 49519

MULTI -BANK SECURITIES

1000 Town Center Suite 2300
Southfield, MI 48075

PNC

5299 West Main Street
Kalamazoo MI

CIBC (Talmer Bank)

2301 W. Big Beaver Ste 525
Troy, MI 48084

THE PRIVATEBANK

38505 Woodward Avenue Ste 1300
Bloomfield Hills, MI 48304

CHEMICAL

PO Box 529
Midland, MI 48640

4, e

Oshtemo Township Board Meeting Dates – 2019

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 Regular Meetings – 7:15 p.m.

January 8

January 22 – Board Meeting - IT Work Group – 6 pm

February 12

February 19 – Board Meeting - Joint Boards - 6 pm

February 26

March 12

March 26 – Board Meeting - IT Work Group - 6 pm

March 26 – 7:15 pm

April 9

April 23

May 14

May 21 – Board Meeting - Joint Boards - 6 pm

June 11

June 25

July 9

July 23 – Board Meeting - IT Work Group – 6 pm

July 23 – 7:15 pm

August 13

August 26 – Budget Work Session- 1:00 p.m.

August 27 - Budget Work Session- 5:00 - 7:00 p.m.

Regular Meeting- 7:15 p.m.

September 10

September 17 – Board Meeting - Joint Boards – 6 pm

September 24- Budget Work Session- 4:00 p.m.

October 8

October 22

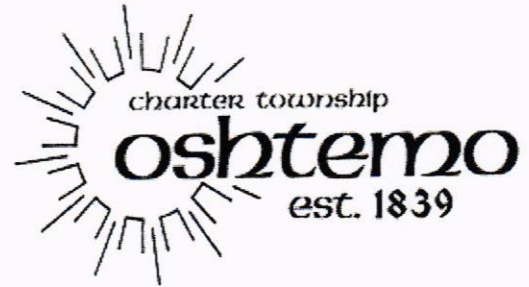
November 12

November 26 – Board Meeting - IT Work Group – 6pm

November 26 – 7:15

December 10

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: October 30, 2018
Subject: Amendment to Ordinance No. 468 – Non-motorized Facilities Ordinance or the Sidewalk Ordinance

OBJECTIVE

To bring Ordinance No. 468 into compliance with the Township's Master Plan and the Township's Complete Streets Policy.

BACKGROUND

The Township recently amended its Complete Streets Policy and is working on changes to its Master Plan which would affect how Ordinance No. 468 is implemented, specifically, doing away with special assessments for sidewalks and non-motorized path improvements.

INFORMATION PROVIDED

I have attached a copy of the Ordinance changes in redlined format.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Accept the Amendment to Ordinance No. 468 for final reading and adoption.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2018

Effective: _____, 2018

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend Oshtemo Charter Township Ordinance No. 468, entitled the Oshtemo Charter Township Non-Motorized Facilities Ordinance," or the "Sidewalk Ordinance," specifically Compiled Sections 294.002, Purpose; 294.004 Path development; 294.009, Assessment of costs, first paragraph; and 294.012 Effective date and repeal, and to repeal all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I. AMENDMENT TO COMPILED SECTION 294.002 PURPOSE.

Compiled Section 294.002 Purpose is hereby amended to read as follows:

294.002 Purpose.

Sec. II. In consideration of the Township's Zoning Ordinance and Subdivision/Site Condominium Ordinance provisions requiring the construction of sidewalks and/or other non-motorized multi-purpose paths/facilities as part of any development or redevelopment within the Township in accordance with the Non-Motorized Facilities Section of the Master ~~Land-Use~~ Plan of the Township and the Non-Motorized Facilities Map therein, **as well as the Township's Complete Streets Policy**, is the intent of the Township through this Ordinance to protect the public health, safety and welfare of the citizens of the Charter Township of Oshtemo by the adoption of regulations concerning the construction, maintenance and repair of sidewalks and other non-motorized multi-purpose paths/facilities within the Township.

It is the intent of the Township that developers construct sidewalks and/or other non-motorized paths/facilities as part of any development or redevelopment of real property. It is also the intent of the Township to finance the construction, maintenance, repair and/or reconstruction of sidewalks and other non-motorized multi-purpose paths/facilities in a manner consistent with the Township's Complete Streets Policy. ~~through special assessment of real property abutting upon or adjacent to a sidewalk or other non-motorized path/facility which is the subject of such construction, maintenance, repair or reconstruction and which properties shall benefit by such improvement.~~ The Township may assist in the construction, maintenance, repair and/or reconstruction through its general fund.

SECTION II. AMENDMENT TO COMPILED SECTION 294.004 PATH

DEVELOPMENT. Compiled Section 294.004 Path development is hereby amended to read as follows:

294.004 Path development.

Sec. IV. ~~The Non-Motorized Facilities Section~~ Non-motorized sections of the Township's Master Land Use Plan, along with the Map therein, and the Township's Complete Streets Policy shall guide development of the system of sidewalks and other non-motorized multi-purpose paths/facilities within the Township. Additionally, sidewalks and non-motorized multi-purpose paths/facilities will be provided as required by the Township Zoning Ordinance and Township Subdivision/Site Condominium Ordinance.

SECTION III. AMENDMENT TO COMPILED SECTION 294.009 ASSESSMENT

OF COSTS. Compiled Section 294.009, first paragraph, is hereby amended to read as follows:

294.009 Assessment of costs.

Sec. IX. The Township Board may order the construction, reconstruction, maintenance or repair of sidewalks or non-motorized paths/facilities or any portion thereof within the Township and ~~shall will~~ assess the cost in a manner consistent with the Township's Complete Streets Policy. ~~thereof in accordance with Act 246 of 1931, or Act 359 of 1947, as amended, to all adjoining or abutting properties. Such cost may be assessed against individual properties or against properties within a district established by the Township for the assessment of such cost among the benefited properties.~~

SECTION IV . AMENDMENT TO COMPILED SECTION 294.012 EFFECTIVE
DATE AND REPEAL. Compiled Section 294.0012 is hereby
amended to read as follows:

294.012 Effective date and repeal.

Sec. IX. ~~This Ordinance shall take effect upon publication after adoption in accordance with State law. All Ordinances or parts of Ordinances inconsistent with this amendment in conflict herewith are hereby repealed. This Ordinance shall take effect on August 31, 2006.~~

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: October 26, 2018
Subject: Conflict of Interest Policy

OBJECTIVE

To adopt a Conflict of Interest Policy for the Township.

BACKGROUND

USDA has requested that the Township have certain policies in place. One of the requirements is to have a detailed Conflict of Interest Policy in place, thus, the recommendation from Counsel for the establishment of such a Policy.

INFORMATION PROVIDED

I have attached a copy of the proposed Resolution Establishing Conflict of Interest Policy.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

I am asking the Board to approve the resolution adopting the Conflict of Interest Policy.

OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY MICHIGAN

RESOLUTION
ESTABLISHING
CONFLICT OF INTEREST
POLICY

Adopted by: Oshtemo Charter Township
_____, 2018

Article I- Purpose

The purpose of the conflict of interest policy is to protect the Township's (Township) interest and integrity when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Township Board member or an officer of the Township or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to the Township.

Article II- Definitions

1. Interested Person

Any Township Board member, officer, or member of a committee with Township Board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

- a. An ownership or investment interest in any entity with which the Township has a transaction or arrangement,
- b. A compensation arrangement with the Township or with any entity or individual with which the Township has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Township is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate Township Board or committee decides that a conflict of interest exists.

Article III- Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to

the Township Board members and members of committees with Township Board-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Township Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Township Board or committee members shall decide if a conflict of interest exists.

3. Procedure for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Township Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Township Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Township Board or committee shall determine whether the Township can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Township Board or committee shall determine by a majority vote of the disinterested Township Board members whether the transaction or arrangement is in the Township's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the Township Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Township Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV- Records of Proceedings

The minutes of the Township Board and all committees with Township Board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Township Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V- Compensation

- a. A voting member of the Township Board who receives compensation, directly or indirectly, from the Township for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from an organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Township Board or any committee whose jurisdiction includes compensation matters and who received compensation, directly or indirectly, from the Township, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI- Annual Statements

Each Township Board member, officer and member of a committee with Township Board-delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy.

Article VII- Periodic Reviews

To ensure the Township operates in a manner consistent with the purposes of a Michigan municipality and does not engage in activities that could reflect negatively on the Township, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's-length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Township's written policies are properly recorded, reflect reasonable investment or payments for goods and services, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII- Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Township may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Township Board of its responsibility for ensuring periodic reviews are conducted.

Motion 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 the Resolution had been adopted.

Elizabeth Heiny-Cogswell, Supervisor
Oshtemo Charter Township

* * * * *

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing Resolution was adopted by the Township Board of said Charter Township at a regular meeting of said Board held on _____, 2018, 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.

Dusty Farmer, Township Clerk



Memo



To: Libby Heiny-Cogswell, Township Supervisor

From: Mark Barnes, Fire Chief

Date: October 24, 2018 (for Board meeting of 11/13/2018).

Re: Federal Grant Opportunity – Local Effort. Requesting Board Approval to Apply.

Requesting Board approval to apply for replacement radio equipment via the Assistance to Firefighters Grant (AFG). Unlike a regional effort, this grant request is exclusive to Oshtemo Township.

The historical acquisition of our existing two-way mobile and portable radio equipment has been accomplished in various quantities and stages over the past 10 years. This has resulted in a medley of equipment versions. Although we have been able to retain similar models, our oldest units are no longer manufactured and have now become obsolete.

In addition, this grant will provide current technology for both VHF and 800 Mhz. mobile and portable radios. This will allow a direct radio linkage with our local law enforcement agency (if KCSO allows). It will also provide the software necessary to allow us to perform some of the radio programing in-house saving the cost and time of using an outside vendor.

If awarded, we will be asking for a 2019 budget adjustment totaling \$36,147 to provide our 10% match.

Item	Unit Cost	Units	Total
Dual head mobile radios	\$ 3,432	5	\$ 17,160
Single head mobile radios	\$ 2,879	5	\$ 14,395
Mobile Radio Programing	\$ 125	10	\$ 1,250
Portable Radios	\$ 7,749	40	\$ 309,960
Portable Programming	\$ 210.00	40	\$ 8,400
MPSCS Mic Fee	\$ 250.00	40	\$ 10,000
Programing Software	\$ 300.00	1	\$ 300
	Total	100%	\$ 361,465
	Federal	90%	\$ 325,319
	Local	10%	\$ 36,147

The Fire Act grant process has a very narrow application window of just 30-days from the moment the grant guidance is released to the day that we must have the grant fully submitted. Because of that, this application has been submitted and accepted by FEMA. Oshtemo has no obligation to accept an award if offered.



Memo



To: Libby Heiny-Cogswell, Township Supervisor

From: Mark Barnes, Fire Chief

Date: October 24, 2018 (for Board meeting of 11/13/2018).

Re: Federal Grant Opportunity – Regional Effort. Requesting Board Approval to Apply.

Requesting Board approval to participate in a Kalamazoo County federal grant (Assistance to Firefighters Grant – AFG) to secure 90% of the cost for replacement personal protective equipment (PPE). This equipment is typically known as firefighting gear which consists of: coats, pants, helmets, boots, hoods and gloves. We will also apply for one washer that is specifically designed to clean this PPE.

The primary reasons we replace PPE are:

1. Damaged beyond the cost-effective repair.
2. Improper size for the individual firefighter.
3. Outdated. National Fire Protection Association’s standard #1851 and manufactures have determined that, assuming there is no damage, PPE has a 10-year life expectancy.

Year	Projected Expenditure
2019	\$22,300
2020	\$3,150
2021	\$2,700
2022	\$19,500
2023	\$3,450
Est. Total	\$51,100

We have projected an expenditure of \$51,100 (see table at right) over the next five years just to replace outdated PPE. These projections assume that none of the exiting equipment will become damaged and that gear returned from a departing firefighter will fit the next person. Obviously, neither are realistic hopes so even if this grant is awarded, the reality is that we will still be purchasing some PPE. However, if this grant is awarded, we will expend only \$5,720 which is our 10% match.



This project also recognizes that what we used to label as simple dirt or soot from firefighting activities, actually contains varying quantities of carcinogens and suspected carcinogenic materials. The best practice to lessen our exposure is to ensure that PPE is clean and serviceable.

Therefore, in addition to the PPE, are applying for one gear washer/extractor. Our current machine (which is housed at station #2) was manufactured in 1999 and thus its continued service life is worrisome. If awarded, the new machine will be installed at station #1. When our gear becomes contaminated, the washing process for each set takes about one hour. Having a second machine will cut our washing time in half.

If awarded, we will be asking for a 2019 budget adjustment totaling \$6,220 to provide our 10% match.

Item	Unit Cost	# Requested	Agency 10% match	FEMA's 90%	Grant Totals
PPE	\$ 3,100	17	\$ 5,270	\$ 47,430	\$ 52,700
Washer	\$ 9,500	1	\$ 950	\$ 8,550	\$ 9,500
			\$ 6,220	\$ 55,980	\$ 62,200

The Kalamazoo County Fire Chief’s Association is coordinating this effort. Comstock Fire is handling the actual grant submittal and Texas Fire has volunteered to manage the grant should it be funded.

The Fire Act grant process has a very narrow application window of just 30-days from the moment the grant guidance is released to the day that we must have the grant fully submitted. Because of that, this application has been submitted and accepted by FEMA. Oshtemo has no obligation to accept an award if offered.



Memo



To: Libby Heiny-Cogswell, Township Supervisor

From: M. Barnes, Fire Chief

Date: October 24, 2018

Re: Update - Alterations to Engine Rescue for 2019 Delivery. No Action Requested.

Just like a construction project, building a fire truck from scratch is a tedious process. In this case, our final step in the project development was a two-day preconstruction work session with the manufacturer's (Rosenbauer) engineers.

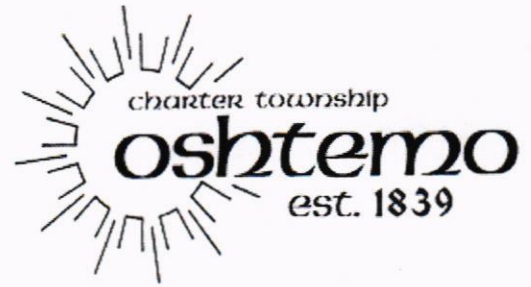
All aspects of the truck's design were evaluated within their computer aided design (CAD) system. That included everything from the exact paint codes to determining the layout of the dashboard, pump panel gauges and even the style of door handles. That information was then used to produce performance assurance documents such as the required axle weights, braking capacity, amperage usage and fire pump flows.

This exhaustive work resulted in a number of changes to the preliminary specifications and the linked blue prints. After the 39 deletions and 47 additions were fiscally identified, the end result was a slight adjustment in cost by 1.62% or \$10,556.

The 2018 budget for this vehicle was \$575,000. With this addition, our 2018 purchase order is for \$488,588 leaving a balance of \$86,412 which is well within the approved allocation. **No budget amendment is needed.**

This meticulously detailed work is intended to ensure that the final product is manufactured with cohesive components that meet our expectations of providing a durable, safe emergency vehicle that will last for its intended two decades.

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: October 29, 2018
Subject: Limited English Proficiency Language Access Plan

OBJECTIVE

To adopt a Limited English Proficiency Language Access Plan.

BACKGROUND

USDA requires that all municipalities that it works with have a Limited English Proficiency Language Access Plan in place to assist individuals with understanding their rights and options through USDA programs.

INFORMATION PROVIDED

I have attached a copy of the proposed Limited English Proficiency Language Access Plan.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

I am asking the Board to adopt by resolution the Limited English Proficiency Language Access Plan for the Township to meet its USDA requirements.

Limited English Proficiency

Language Access Plan (LAP)

for

OSHTEMO CHARTER TOWNSHIP

[DATE]

Policy

Oshtemo Charter Township is committed to providing meaningful access to its programs and service to persons who, as a result of their national origin, are limited in English proficiency. It is our policy to ensure no person is subjected to prohibited discrimination based on national origin in any program receiving Federal financial assistance from USDA Rural Development (RD).

SIGN HERE	DATE
_____	_____
Elizabeth Heiny-Cogswell, Township Supervisor	
SIGN HERE	DATE
_____	_____
Dusty Farmer, Township Clerk	

Purpose

This Language Access Plan (LAP) sets forth the policy and procedures for ensuring that persons with Limited English Proficiency (LEP) have meaningful access to our programs and activities receiving Federal financial assistance from the U.S. Department of Agriculture/Rural Development (USDA/RD). This LAP applies to all programs and activities of recipient's receiving Federal financial assistance from the USDA Rural Development.

Authorities

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. The Supreme Court, in *Law v. Nichols*, 414 U.S. 563 (1974), interpreted Title VI regulations promulgated by the former U.S. Department of Health, Education, and Welfare to hold that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services. The Executive Order states that recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. Federal agencies were instructed to publish guidance for their respective recipients in order to assist them with their obligations to LEP persons under Title VI. The Executive Order recommended uniform guidance to recipients on the preparation of a plan to improve access to

its federally assisted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the U.S. Department of Justice's Policy Guidance Document entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" ("DOJ LEP Guidance"), reprinted at 67 FR 41455 (June 18, 2002). The DOJ LEP Guidance was drafted and organized to function as a model for similar guidance by other Federal agencies.

Consistent with the DOJ LEP Guidance, USDA published its Final "Guidance to Federal Financial Assistance Recipients Regarding the Title VI Prohibition Against National Origin Discrimination Affecting Persons with Limited English Proficiency" on November 28, 2014. The Guidance does not create new obligations for recipients, but provides guidance to recipients in meeting their existing LEP obligations. It clarifies the responsibilities of recipients and will assist them with fulfilling their responsibilities to LEP persons under Title VI and its regulations.

7 CFR Part 15 Subpart A effectuates the provisions of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Act") to the end that no person in the United States shall, on the ground of age, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of an applicant or recipient receiving Federal financial assistance from the U.S. Department of Agriculture or any Agency thereof.

7 CFR Part 1901 Subpart E which contains policies and procedures for implementing the regulations of the U.S. Department of Agriculture issued pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11246, and the Equal Credit Opportunity Act of 1974, as they relate to Rural Development. Nothing herein shall be interpreted to prohibit preference to American Indians on Indian Reservations.

Definitions/Key Terms

- 1) Federally Assisted Programs and Activities. Programs and activities of an entity that receives Federal financial assistance.
- 2) Interpretation. The process by which the spoken word is used when transferring meaning between languages.
- 3) Limited English Proficient (LEP) Persons. Persons who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English are Limited English Proficient, or LEP.
- 4) Qualified Interpreter. An individual who is competent to provide interpretation services at a level of fluency, comprehensive, impartiality and confidentiality appropriate to the specific nature, type and purpose of the information at issue.
- 5) Recipient. Any State, political subdivision of any State, or instrumentality of any State or political subdivision, any public or private agency, institution, or organization, or other entity, or any individual, in any State, to whom Federal financial assistance is extended, directly or through another recipient, including any successor, assign, or transfer thereof, but such term does not include any ultimate beneficiary.
- 6) Translation. The process of transferring ideas expressed in writing from one language to another language.

- 7) Vital Document. Paper or electronic written material that contains information that is critical for accessing a program or activity, or is required by law, such as consent forms, applications, and notices of rights.

OSHTEMO CHARTER TOWNSHIP PROGRAM/MISSION

The Township is committed to providing an inclusive and welcoming approach to interaction with all its residents. As part of that commitment of inclusion, the Township wants to ensure the accessibility of resources, services and engagement regardless of language. The mission of the Township's Language Access Plan is to ensure that those with limited English proficiency receive assistance with necessary translation services to participate in any program or activity offered through USDA Rural Development. This will be accomplished through a partnership with TRANSLATION COORDINATION SERVICES, 1266 Gulf Breeze Court, Portage, Michigan 49002, (269) 459-1740. This company was established in 1996 and is a preferred provider for translation services for many of the major corporate entities located within Kalamazoo County.

All individuals needing translation assistance will be accommodated through the Township Clerk's Office in cooperation with Translation Coordination Services.

Part 1: LEP Individuals Who Need Language Assistance

Oshtemo Charter Township conducted an assessment of the number or proportion of LEP individuals eligible to be served or encountered and the frequency of encounters. See Appendix A.

Part 2: Language Assistance Measures

The goal of the plan is to make sure that all residents:

- Have adequate information to understand the services and benefits available
- Are able to easily access or receive services for which they are eligible
- Are capable of communicating their circumstances or situations to Township staff

Language Assistance Services will be provided to all residents township-wide, but focused primarily on serving those individuals requiring access to USDA Rural Development program(s). The Township will focus on service to the six largest language groups in need of assistance: Spanish, Arabic, African languages, Chinese, Urdu, and Russian. American Sign Language.

Anyone desiring language services, or anyone with limited English proficiency, may contact the Township Clerk's Office who will offer the following:

- Phone translation services
- In-person document review and translation services

All LEP calls or written communications received from LEP persons, or individuals appearing in person making contact with program staff will be directed to the Clerk's office, who will in turn contact Translation Coordination Services to arrange the appropriate services to be provided whether verbal, written translation services by phone and/or in person.

Part 3: Staff Training

Staff members responsible for contact with the general public will be knowledgeable about our Language Access Plan and how to direct all inquiries to the Clerk's Office to provide services to persons that have limited English proficiency as identified through the assessment in Part 1. Refresher information will be provided to our staff when updates are made to the LAP to ensure consistency.

Part 4: Vital Document Translations

Oshtemo Charter Township will provide interpreters to assist in the conversion of written communications from one language to another and to provide information or assist in completion of documents that are critical for assessing federally-funded services or benefits, or documents required by law to include, but are not limited to, the following:

- Intake of Information
- Applications to participate in or receive benefit from services or programs
- Standard forms such as permit applications, written notices of eligibility, criteria rights, denial, losses or decrease in benefits or services
- Handle complaints or questions

The Township will provide written language assistance through an interpreter to assist in the completion of any and all necessary forms to fully comply with USDA RD program requirements.

Due to the limited number of residents with limited English proficiency in the Township, documents will not be automatically translated due to the fact that less than 1,000 individuals (914) and less than 5% (4.3%) of the population eligible for benefits speak English "less than very well." However, written language assistance will be provided as set forth above.

Part 5: Notice to LEP Persons

Oshtemo Charter Township will provide notice to the public that language services are available and the services are free of charge. Notices will be provided in the languages identified in Part 1 and in the following method:

- Posting signs in intake areas and other entry points to the Township
- Preparing and providing outreach documents that language services are available from the Township
- Working with community-based organizations and other stakeholders to inform LEP individuals of these services that will be provided by the Township, including language assistance services.
- Materials will be distributed to all departments as needed and will indicate to LEP residents the availability of interpretation services in their native languages.

Part 6: Monitoring and Updating

Periodically, Oshtemo Charter Township will review the LAP to ensure that it remains relevant to the LEP populations in our service area. At a minimum, the LAP will be reviewed every five (5) years to ensure our LEP policies and procedures remain current and result in effective language services and meaningful access.

B16001

APPENDIX A

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

Universe: Population 5 years and over

2011-2015 American Community Survey 5-Year Estimates

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Versions of this table are available for the following years:

- 2015**
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009

1
119
of
119

		Oshtemo charter township, Kalamazoo County, Michigan	
		Estimate	Margin of Error
Total:		21,024	+/-267
Speak only English		19,115	+/-699
Spanish or Spanish Creole:		788	+/-355
Speak English "very well"		365	+/-229
Speak English less than "very well"		423	+/-255
French (incl. Patois, Cajun):		21	+/-28
Speak English "very well"		21	+/-28
Speak English less than "very well"		0	+/-18
French Creole:		0	+/-18
Speak English "very well"		0	+/-18
Speak English less than "very well"		0	+/-18
Italian:		0	+/-18
Speak English "very well"		0	+/-18
Speak English less than "very well"		0	+/-18
Portuguese or Portuguese Creole:		0	+/-18
Speak English "very well"		0	+/-18
Speak English less than "very well"		0	+/-18
German:		40	+/-37
Speak English "very well"		40	+/-37
Speak English less than "very well"		0	+/-18
Yiddish:		4	+/-8
Speak English "very well"		4	+/-8
Speak English less than "very well"		0	+/-18
Other West Germanic languages:		0	+/-18
Speak English "very well"		0	+/-18
Speak English less than "very well"		0	+/-18
Scandinavian languages:		0	+/-18
Speak English "very well"		0	+/-18
Speak English less than "very well"		0	+/-18
Greek:		0	+/-18
Speak English "very well"		0	+/-18
Speak English less than "very well"		0	+/-18
Russian:		54	+/-66
Speak English "very well"		29	+/-34
Speak English less than "very well"		25	+/-40
Polish:		16	+/-25
Speak English "very well"		16	+/-25
Speak English less than "very well"		0	+/-18
Serbo-Croatian:		0	+/-18
Speak English "very well"		0	+/-18

	Oshtemo charter township, Kalamazoo County, Michigan	
	Estimate	Margin of Error
Speak English less than "very well"	0	+/-18
Other Slavic languages:	16	+/-26
Speak English "very well"	0	+/-18
Speak English less than "very well"	16	+/-26
Armenian:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Persian:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Gujarati:	54	+/-86
Speak English "very well"	54	+/-86
Speak English less than "very well"	0	+/-18
Hindi:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Urdu:	55	+/-77
Speak English "very well"	28	+/-41
Speak English less than "very well"	27	+/-38
Other Indic languages:	39	+/-64
Speak English "very well"	39	+/-64
Speak English less than "very well"	0	+/-18
Other Indo-European languages:	54	+/-62
Speak English "very well"	41	+/-50
Speak English less than "very well"	13	+/-20
Chinese:	133	+/-112
Speak English "very well"	49	+/-57
Speak English less than "very well"	84	+/-92
Japanese:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Korean:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Mon-Khmer, Cambodian:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Hmong:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Thai:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Laotian:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Vietnamese:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Other Asian languages:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Tagalog:	13	+/-21
Speak English "very well"	0	+/-18
Speak English less than "very well"	13	+/-21
Other Pacific Island languages:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Navajo:	0	+/-18

	Oshtemo charter township, Kalamazoo County, Michigan	
	Estimate	Margin of Error
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Other Native North American languages:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Hungarian:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
Arabic:	193	+/-213
Speak English "very well"	47	+/-72
Speak English less than "very well"	146	+/-200
Hebrew:	0	+/-18
Speak English "very well"	0	+/-18
Speak English less than "very well"	0	+/-18
African languages:	415	+/-297
Speak English "very well"	289	+/-271
Speak English less than "very well"	126	+/-117
Other and unspecified languages:	14	+/-22
Speak English "very well"	14	+/-22
Speak English less than "very well"	0	+/-18

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Explanation of Symbols:

An "" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.

An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.

An "" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An "" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An '(X)' means that the estimate is not applicable or not available.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see *Accuracy of the Data*). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

Resolution Adopting Limited English Proficiency Language Access Plan

November 13, 2018

WHEREAS, Oshtemo Charter Township is committed to providing meaningful access to its programs and services to persons who, as a result of their national origin, are limited in English proficiency; and

WHEREAS, it is the Township's policy to ensure that no person is subjected to discrimination based on national origin in any program receiving federal assistance from the USDA Rural Development; and

NOW, THEREFORE, in order to ensure that all persons with limited English proficiency have meaningful access to the Township's programs and activities receiving federal financial assistance from the USDA Rural Development, Oshtemo Charter Township does hereby declare that the attached Limited English Proficiency Language Access Plan be adopted for Oshtemo Charter Township.

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":

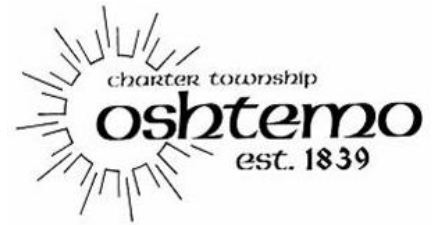
The Supervisor declared that the Resolution has been adopted.

DUSTY FARMER, 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 13, 2018, 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.

DUSTY FARMER, Township Clerk



Memorandum

Date: November 7, 2018
To: Oshtemo Charter Township Board
From: Marc Elliott, P.E., Director of Public Works
Jamie Baker, Public Works
Subject: Scope of Work Modification, USDA Sewers (Fleis&Vandenbrink)

Objective:

Board consideration of a scope of work change to add engineering design of a public water main extension to be constructed adjacent the new sanitary sewer in West Main St., between 7th and 8th St. Approval of this work is to include a 2018 budget adjustment.

Discussion:

The design for the USDA sewer extension project includes extending sewer to properties along the north side of M-43 (West Main St.) from 7th to 8th St. In this location the Township CIP for public water (2019) includes this water extension to be constructed concurrently. The Board is asked to approve the attached scope change to its existing engineering services contract with Fleis&Vandenbrink to complete the water design plans. The Board shall also consider approval of a budget amendment (attached) to expend these funds in 2018.

Attachments:

1. Scope of Work Amendment
3. Budget Amendment Request

BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: _____

Department Head Name: _____

Fund Name: _____

Amount

Additional Funds Request for: (description and GL number)	_____	_____
	_____	_____
	_____	_____

Funds requested from: (description and GL number)	_____	_____
	_____	_____
	_____	_____
	_____	_____

Explanation of request:

Supervisor Review: _____
(pending or date reviewed)

Board Authorization: _____
(pending or date authorized)

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: November 6, 2018
Mtg. Date: November 13, 2018
Subject: Rezoning Request for 5831 Stadium Drive

OBJECTIVE

First reading of a request from Scott Mursch, representing the Francis Mursch Trust, located at 5831 Stadium Drive, to rezone approximately 0.82 acres from the R-2: Residence District to the R-3: Residence District. Parcel number: 3905-25-324-140.

BACKGROUND

The subject property is currently zoned R-2: Residence District and is located at the southwest corner of Stadium Drive and Plainview Street, within the Plainview Plat. The requested change is to the R-3: Residence District, which allows some nonresidential uses like office, banks and financial institutions, and child care centers. The request is to provide more zoning versatility for a property located along Stadium Drive, where office, commercial, and retail uses are located.

Rezoning Considerations

The Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that the Township must consider when reviewing a rezoning request. However, there are some generally recognized factors that should be deliberated before a rezoning decision is made. These considerations are as follows:

1. Master Plan Designation

The Future Land Use Map indicates Transitional Office for the property in question. The Transitional Office District specifies the following:

“There are several areas in the Township that could benefit from a district that serves as a buffer between existing commercial uses and/or transportation networks and adjacent residential uses. The use of a Transitional Office District is intended to mitigate the compatibility issues that often arise between higher intensity development and residential uses.”

Development envisioned for the Transitional Office District include primarily office and institutional uses. Office uses include financial institutions, professional service firms, medical facilities, and personal service establishments. This category may include buildings occupied by single professional business or a larger multi-tenant office building. Institutional uses include churches, schools, daycare centers, libraries, post offices and other public buildings, and public recreation. The District would also include medium density residential uses, such as duplexes and senior-oriented complexes.”

The properties on the south side of Stadium Drive are all future land use planned for Transitional Office in this area. To the north of Stadium Drive is the General Commercial District, which is intended to serve both residents of Oshtemo, as well as a larger regional market. Uses like big box retail, shopping centers, and auto-oriented uses are permitted.

Currently, the Township does not have a Transitional Office zoning district. However, the R-3 District is the closest approximation to this Future Land Use Category. The R-3 District allows both residential and office uses, including the conversion of single-family residential to office uses.

2. Consistency of the Zoning Classification in the General Area

As stated, the property in question is zoned R-2: Residence District, as is the majority of the Plainview Plat. However, the lot at the southeast corner of Stadium Drive and Plainview Street is zoned the R-3 District. On the south side of Stadium Drive at this location is a mix of R-2, R-3, and R-4 zoning. The properties to the immediate west of the subject site are zoned R-4, which allows multi-family development. On the north side of Stadium Drive is the C: Local Business District.

The request for R-3 zoning for this lot could be seen as a buffer or “transition” from the single-family homes to the south and the significant right-of-way for Stadium Drive. In addition, it is consistent with the zoning trend in this area, which is predominantly R-3 and R-4 zoning along the south side of Stadium Drive.

3. Consistency and Compatibility with General Land Use Patterns in the Area

The dominate land use pattern along the south side of Stadium Drive in this area is a mix of office and multi-family development. The Plainview Plat is the only single-family subdivision found on this side of the Stadium Drive right-of-way. To the immediate east of the subject site (5787 Stadium Drive) is a multi-tenant office building. This lot was rezoned in 2001 to the R-3 District and the office use was constructed in 2003 (an excerpt of the Planning Commission minutes from the 2001 rezoning is attached). Moving farther east from the Plainview Plat is another office development and then the Hope Woods senior living complex. To the west of the subject property on the south side of Stadium Drive is the Chestnut Woods apartment complex.

On the north side of Stadium Drive, the land use pattern is more commercial in nature. There are two large automotive dealerships – Metro Toyota and DeNooyer Chevrolet – that encompass 16 acres of land just north of the subject site.

The land uses permitted within the R-3 District, residential and office, would be consistent with the land use pattern found along the south side of the Stadium Drive and would be less intense than the pattern immediately across the street.

4. Utilities and Infrastructure

Utilities and infrastructure are often considered in a request for rezoning to ensure that public facilities can service any possible development that would occur on the site. Both public water and sewer are available to this site.

5. Reasonable Use under Current Zoning Classification

The uses permitted under the current zoning classification of R-2 would limit the site to generally single-family or duplex use. The continuation of the lot as a single-family home allows reasonable use of the property within the context of the Plainview Plat. However, as a corner lot adjacent to Stadium Drive, it is reasonable to consider the uses permitted within the R-3 District, which are more consistent with the land use pattern along this right-of-way.

6. Effects on Surrounding Property

The change to the R-3 District could have possible effects on the single-family homes located to the south of the subject site. The transition to an office use or higher density residential use could result in some compatibility concerns that would need to be clearly addressed during site plan review. It should be noted that this transition has already occurred within the neighborhood when 5787 Stadium Drive was rezoned and the office use developed. In addition, the change to the R-3 District at the subject site will function as both the future land use plan and zoning district intend; providing a buffer between existing commercial uses and/or transportation networks and adjacent residential uses.

Planning Commission Public Hearing

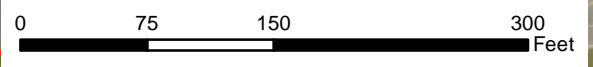
The Planning Commission held their public hearing for this request on October 11, 2018. No interested residents spoke at the public hearing. The Planning Commission made a motion to recommend approval to the Township Board, which received unanimous support. The recommendation was based on the following factors:




1. The proposed rezoning is consistent with the Township's Future Land Use Plan, which indicates Transitional Office for this lot.
2. The request is consistent with the existing zoning and land use pattern in the areas.
3. The requested R-3 zoning will provide a buffer between existing office and commercial uses, as well as the Stadium Drive right-of-way, and the single-family residential uses within the Plainview Plat.

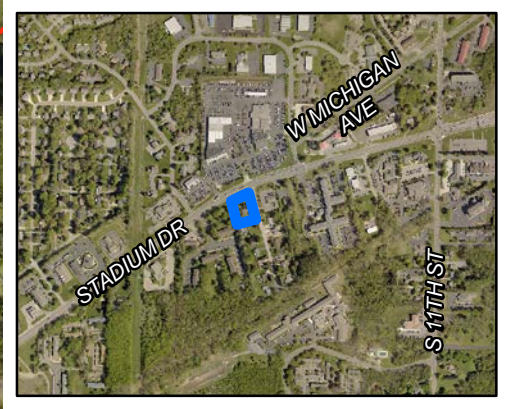
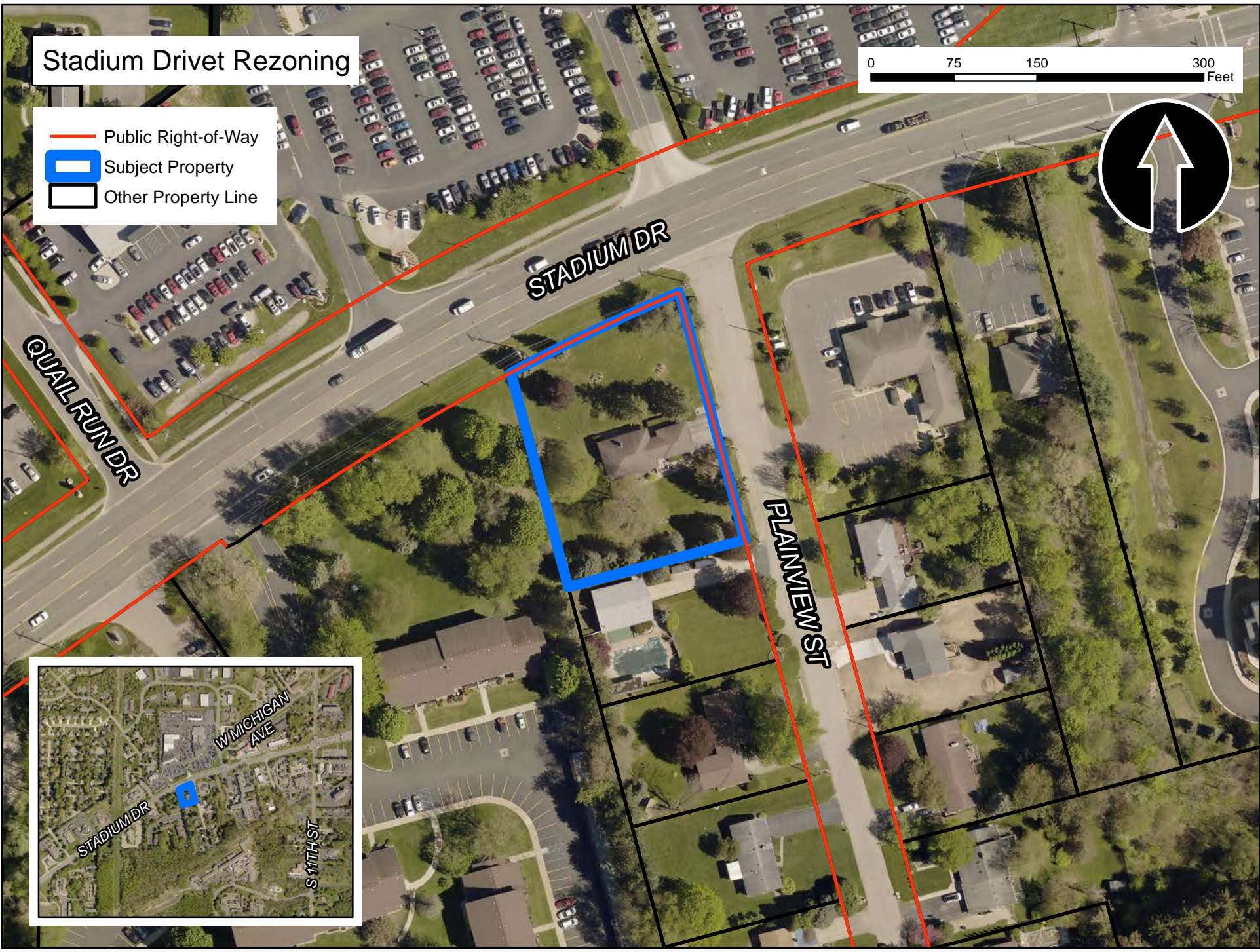
INFORMATION PROVIDED

- Aerial map
- Current zoning map
- Future Land Use map
- Planning Commission Minutes excerpt from October 11, 2018
- Planning Commission Minutes excerpt from May 24, 2001
- Township Ordinance

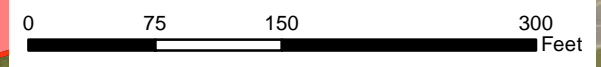
Stadium Drivert Rezoning



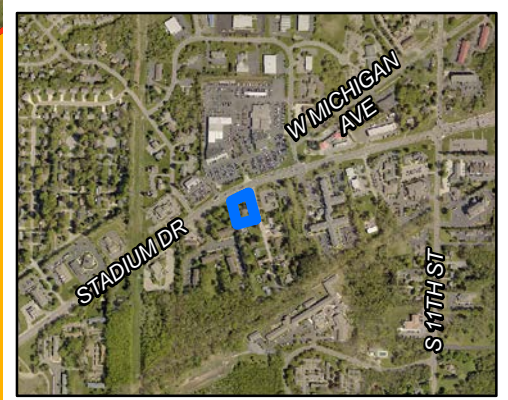
-  Public Right-of-Way
-  Subject Property
-  Other Property Line



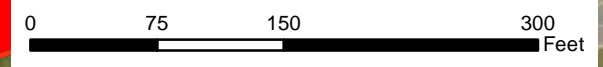
Stadium Drivert Rezoning--Current Zoning



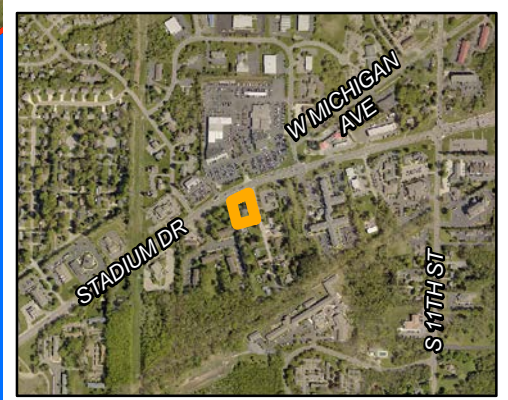
- Public Right-of-Way
- Subject Property
- Other Property Line
- R2 - RESIDENCE DISTRICT
- R3 - RESIDENCE DISTRICT
- R4 - RESIDENCE DISTRICT
- C - LOCAL BUSINESS DISTRICT



Stadium Drivert Rezoning--Future Land Use



- Public Right-of-Way
- Subject Property
- Other Property Line
- Medium Density Residential
- Transitional Office
- General Commercial



Mr. VanderWeele made a motion to accept the agenda as presented. Ms. Farmer supported the motion. The motion was approved unanimously.

Public Comment on Non-Agenda Items

The Chair determined no one in the audience cared to comment regarding non-agenda items and moved to the next agenda item.

APPROVAL OF THE MINUTES OF THE WORK SESSION OF SEPTEMBER 27, 2018

The Chair asked if there were any additions, deletions or corrections to the Work Session Minutes of September 27, 2018. Hearing none, she asked for a motion.

Mr. Antosz made a motion to approve the minutes of the Work Session of September 27, 2018 as presented. Ms. Farmer supported the motion. The motion was approved unanimously.

Chairperson Bell moved to the next agenda item.

PUBLIC HEARING: REZONING REQUEST

Consideration of an application from Scott Mursch, on behalf of Francis Mursch, to rezone 5831 Stadium Drive from the R-2: Residence District to the R-3: Residence District. Parcel No. 3905-25-324-140.

Ms. Johnston indicated the applicant, Mr. Scott Mursch, representing the Francis Mursch Trust, was requesting the Planning Commission's consideration of a rezoning for property located at 5831 Stadium Drive. The subject property, 0.82 acres, is currently zoned R-2: Residence District and is located at the southwest corner of Stadium Drive and Plainview Street, within the Plainview Plat. The requested change is to the R-3: Residence District.

The properties on the south side of Stadium Drive are all future land use planned for Transitional Office in this area. To the north of Stadium Drive is the General Commercial District, which is intended to serve both residents of Oshtemo, as well as a larger regional market. Uses like big box retail, shopping centers, and auto-oriented uses are permitted.

Currently, she said, the Township does not have a Transitional Office zoning district. However, the R-3 District is the closest approximation to this Future Land Use Category. The R-3 District allows both residential and office uses, including the conversion of single-family residential to office uses.

Ms. Johnston recommended the Planning Commission forward a recommendation of approval to the Township Board to rezone 5831 Stadium Drive from the R-2: Residence District to the R-3: Residence District for the following reasons:

1. The proposed rezoning is consistent with the Township's Future Land Use Plan, which indicates Transitional Office for this lot.
2. The request is consistent with the existing zoning and land use pattern in the areas.
3. The requested R-3 zoning will provide a buffer between existing office and commercial uses, as well as the Stadium Drive right-of-way, and the single-family residential uses within the Plainview Plat.

As there were no questions from Commissioners, Chairperson Bell moved to public hearing.

Mr. Scott Mursch, 5831 Stadium Drive, indicated the property in question belongs to his mother who has relocated to assisted living and needs to sell this property, one of the few not zoned R-3 or higher on Stadium Drive.

Hearing no further comments, the Chair moved to Board Deliberation and noted the request would be in line with the Future Land Use Plan and Master Plan.

In response to a question from Ms. Smith, Ms. Johnston said notices were sent to property owners within 300 feet of this property; no one responded.

Ms. Farmer made a motion to recommend approval to the Township Board for re-zoning of the parcel at 5831 Stadium Drive from R-2 Residential District to R-3 Residential District based on the reasons listed in the Staff recommendation. Mr. Chambers supported the motion. The motion was approved unanimously.

PUBLIC HEARING: REZONING REQUEST

Consideration of an application from Oshtemo Charter Township to rezone a portion of a parcel of land totaling 1.95 acres located at 1995 North 6th Street from the C: Local Business District to the RR: Rural Residential District. Parcel No. 3905-09-480-010.

Ms. Johnston noted this was the first of three Planning Department initiated requests for rezoning. This request was to rezone the portion of subject parcel 3905-09-480-010 located at 1995 North 6th Street and designated as C: Local Business District to the RR: Rural Residential District. The concern with the current zoning of this property is its incompatibility with surrounding land uses and zoning. In addition, the request to rezone the subject property is a step towards implementation of the Township's Future Land Use Map. This area is planned as Rural Residential.

She said the total parcel size is 35.4 acres and that portion which is zoned C: Local Business District comprises approximately 1.95 acres located adjacent to 6th Street. From aerial photography and a site visit, the property contains a single-family

fencing would be 5 feet or greater in height.

(5) All lighting would comply with Section 78.700 and be adequately shielded to direct light downward at an angle no greater than 75 degrees above the pavement. The fixture details would be submitted to Township staff for review and approval.

(6) Any signage must comply with Section 76.000 and is subject to review and approval through the permit process. No signage may be hung from the fencing.

(7) That an a residential style waste receptacle be provided on site.

(8) That landscaping as proposed by applicant was approved as modified in the special exception use permit approval.

(9) That maintenance personnel visit the site daily or as often as necessary to remove garbage and unclaimed items left out of the storage units.

(10) That landscaping be installed consistent with the approval prior to Certificate of Occupancy being granted or a Performance Guarantee consistent with the provisions of 82.950 must be provided.

(11) That approval subject to review and approval and conditions imposed by the Township Fire Department.

(12) That storm water would be managed by the parks storm water system. Site engineering and changes to the system on unit #6 are subject to review and approval by the Township Engineer.

(13) An earth change permit from the Kalamazoo County Drain Commissioner's office is required before any earth change activities could commence.

Ms. Everett seconded the motion. The motion carried unanimously.

TAPLIN - REZONING REQUEST - 5787 STADIUM DRIVE - (PARCEL NO. 3905-25-324-010)

The Planning Commission considered the application of Steve Taplin for rezoning of a .90 acre parcel at the southeast corner of Stadium Drive and Plainview Street, at 5787 Stadium Drive. The subject property is located in the "R-2" Residence District zoning classification and is parcel no. 3905-25-324-010. The applicant was requesting rezoning from the "R-2" to the "R-3" Residence District classification.

The Report of the Planning and Zoning Department is incorporated herein by reference.

It was indicated that the applicant desires "R-3" zoning to allow for the establishment of an office building on the property. The Plainview Plat is recognized in the Master Land Use Plan as a protected residential area.

The applicant was present indicating that he was available to answer questions. He felt his plans would not be detrimental to the neighborhood.

It was stressed that a very small area would be left for building and parking on the site due to the applicable set backs. The applicant felt this would not be a problem.

It was noted that in the "R-3" District offices would be a maximum of 10,000 square feet.

The Chairperson asked for public comment and it was noted that a letter had been received from Ron Wiser in opposition to the proposed rezoning. No other public comment was offered and the public hearing was closed.

The Chairperson made reference to the rezoning request criteria. The Planning Commission considered whether the proposed rezoning was supported by the adopted master land use plan. Again it was noted that the plan calls for this area to be "protected residential" and notes that the Township will resist rezoning actions which would allow the encroachment of incompatible uses or discourage the preservation of existing residential neighborhoods.

Mr. Corakis stated that he did not feel that it was likely that the corner lot, being on Stadium Drive and across from commercial zoning on which the DeNooyer Automobile Dealership was located, was likely to be developed with a single family residence. He felt that an office established on the site would be a buffer for the neighborhood as a whole.

Mr. Rakowski expressed concern about a domino effect on the rest of the neighborhood and Ms. Everett agreed. The Chairperson recognized that the Master Land Use Plan had identified certain neighborhoods including this one as protected residential. However, he recognized that transitional zoning might be compatible with, and provide protection for, the neighborhood.

Ms. Stefforia noted that the lot might be split and under current zoning two duplexes established. If rezoned to the "R-3" District, a less than 3,000 square foot office could be established on the site, or the alternative, a three family dwelling.

The applicant stated that in his opinion because the DeNooyer site was across the street, it was not usable for single family development. He felt because an office would be a special exception use the Township would have a better buffer for the rest of the neighborhood.

There was discussion of the fact that the "R-3" District was designed as a transitional zoning classification to permit residential development together with other facilities that did not generate large traffic volumes, traffic congestion or traffic problems. The "R-3" uses were designed to be compatible with surrounding residential uses.

The Chairperson asked for public comment and Francis Mursch stated that she had no objections to the rezoning. She felt that rezoning would be consistent with the area in that there were business along Stadium Drive. She stated that she owned the property located within the plat on the opposite side of Plainview.

The Chairperson stated that as an example the Mansfield area/neighborhood Fairgrove area (also a protected residential neighborhood) was a thriving neighborhood with commercial zoning fronting on Stadium Drive. He felt that this arrangement had not produced a problem for the residential uses.

Mr. Rakowski stated that in his opinion, if the Applicant was requesting commercial zoning, it would be incompatible. However, "R-3" zoning would be more compatible.

Ms. Everett expressed concern that the remainder of the neighborhood be protected.

The Planning Commission considered whether the proposed rezoning would severely impact traffic, public facilities, and the natural characteristics of the surrounding area or significantly change population density. It was the consensus of the Planning Commission that there would not be a severe impact. It was recognized that public sewer was not currently available to the site, but could be extended to the site.

There was a discussion of whether the proposed rezoning would constitute a spot zone. It was felt that this would not be spot zoning in that there was "R-3" zoning to the east and commercial zoning across the street. Therefore, this site would serve as a transition to the R-2 zoning to the south.

The Planning Commission considered whether the proposed rezoning was contrary to the established land use pattern. Planning Commissioners agreed that it was not contrary to the established land use pattern in

that there was a mixture of land use along Stadium Drive.

There was discussion whether the proposed rezoning would have the effect of stimulating other rezoning requests in the vicinity. The Township attorney expressed the opinion that the reasoning in favor of rezoning would apply equally to the lot fronting on Stadium Drive on the west side of Plainview Avenue. However, the Township could reason that no further rezonings to the south would be in keeping with the master plan. The two northern most lots of the plat would provide for transition and a buffer for the neighborhood from the adjacent commercial development.

The Planning Commission agreed that there had been some changes in condition in the surrounding area which would support the proposed rezoning. The property to the east of the subject property was rezoned in 2000 from "R-3" to R-4 for development of the Hope Wood Senior Citizens Housing.

Mr. Rakowski expressed that he would not believe that single family development could occur at this location on Stadium Drive. In his opinion, the development of an office would offer a buffer or transition between the neighborhood and the commercial uses across the street.

Brian Maloney asked whether the area could be expanded to encompass the lot on the west side of Plainview. Since this area was not included in the public notice it, therefore, could not be considered for rezoning, but could be part of the Master Land Use Plan amendment.

After further discussion, Mr. Rakowski moved to recommend amendment of the Master Land Use Plan to designate the area encompassing the two northern most lots of the plat to the transitional classification and to rezone the .9 acre Parcel No. 3905-25-324-010 to the "R-3" Residence District reasoning that the rezoning would allow the parcel to function as a transition/buffer between the neighborhood and the adjacent commercial uses and that "R-3" would allow for development of the lot compatible with residential use to the south. The rezoning would serve the goal of protecting the neighborhood as a whole and allow for reasonable use of the property. The rezoning would decrease the likelihood that there would be pressure to rezone the lot in question to the commercial district. Mr. Corakis seconded the motion. It was agreed that the motion should clearly reflect that no further rezoning to the south would be deemed in keeping with the Master Land Use Plan in that further rezonings would not serve the transition or buffer goal. Therefore, no rezoning to the south would be supported by the Master Land Use Plan. Upon a vote on the motion, the motion carried 5 to 1 with Ms. Heiny-Cogswell voting in opposition.

KNIBBE - REZONING REQUEST - 4628 RAVINE ROAD - (PARCEL NO. 3905-01-285-056)

The Planning Commission considered the application of Doug Knibbe for rezoning of approximately 1.25 acres at 4628 Ravine Road from the "R-4" Residence District to the "C" Local Business District zoning classification. The subject property is Parcel No. 3905-01-285-056. The report of the Planning Zoning Department is incorporated herein by reference.

There is currently a single family home and accessory building on the subject property. The applicant proposed a bakery use, which requires commercial zoning. The property is located on the east side of Ravine Road and abuts Kalamazoo Township. Ms. Stefforia reported that notice of the request had been provided to Kalamazoo Township for service on residents within 300 feet of the property.

Ms. Stefforia indicated that she was not sure that the property could be split as proposed by the applicant due to the placement of the existing buildings on the site. No survey had been provided to the Township. Moreover, staff questioned the ability of the site to be developed in compliance with the requirements of the zoning ordinance if rezoned to the commercial district given the severe topography and the placement of the existing house and accessory building, as well as the applicable setbacks.

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION RESULTING FROM A PUBLIC HEARING CONDUCTED OCTOBER 11, 2018.

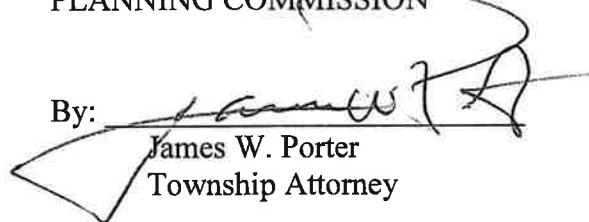
The Oshtemo Charter Township Planning Commission hereby recommends APPROVAL of the following amendment of the Oshtemo Charter Township Zoning Ordinance:

The rezoning of a portion of land approximately 35,726 square feet in size, located at 5831 Stadium Drive, Parcel No. 3905-25-324-140, from the "R-2" Residence District to the "R-3" Residence District.

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION

Date: October 11, 2018

By:



James W. Porter
Township Attorney

Final Action by Oshtemo Charter Township Board

_____ APPROVED _____

_____ DENIED _____

_____ REFERRED BACK TO PLANNING COMMISSION

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. _____

Adopted: _____, 2018

Effective: _____, 2018

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance, by the rezoning of a portion of property on Stadium Drive in Land Section 25 from “R-2” Residence District to the “R-3” Residence District. The Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF LAND SECTION 25. Section 70 of the Oshtemo Charter Township Zoning Ordinance, entitled “Use District Boundaries”, is hereby amended to rezone of a parcel of land approximately 35,726 square feet in size, located at 5831 Stadium Drive, Parcel No. 3905-25-324-140, from the “R-2” Residence District to the “R-3” Residence District, more particularly described as:

Plainview, Lot 14.

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this amendment are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, Clerk
OSHTEMO CHARTER TOWNSHIP

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: November 6, 2018
Mtg. Date: November 13, 2018
Subject: Autumn Grove Site Condominium – Request for Step 2 Approval

OBJECTIVE

Consideration of preliminary plan approval (Step 2) for the Autumn Grove Site Condominium.

BACKGROUND

Process Synopsis

The first approval for the Autumn Grove site condominium, tentative preliminary plan approval (Step 1), was granted by the Township Board on January 10, 2017. This step approves the general layout of the project, for example building site size, street layout, location of public infrastructure, etc. The second step is preliminary plan approval, which is a detailed engineering plan for the development. Once Step 2 is approved, the applicant may begin construction of the project's infrastructure. The request before the Township Board is to consider approval of the Step 2 preliminary plans for the Autumn Grove project.

Project Overview

The applicant seeks to develop a new 18-unit single-family home site condominium, proposed to be located at 2083 North 9th Street. The site in question is an approximate 8.8-acre parcel with 80 feet of frontage on North 9th Street. The subject property is located on the west side of the road, around 300 feet north of the intersection of Wyndham and North 9th. The property is currently undeveloped, and is flanked to the west by the Country Trail Homesites subdivision, to the east by the Wyndham Wood subdivision and a few unplatted parcels, and by long, narrow unplatted parcels to the north and south. Largely devoid of trees, a mature fence row is present at the north and west boundaries of the subject property. There are no water features, wetlands, significant woodlands, or extreme slopes present on the property.

Within the parent parcel, which extends west approximately 1,300 feet from North 9th Street, the applicant is proposing one main east-west road named Asher Trail, terminating in a cul-de-sac 125 feet from the west property line, and two stub streets that spur off from Asher Trail, one to the north, and one to the

south. Building sites within the proposed development are equally distributed along the north and south sides of Asher Trail, with the single drainage basin located between sites five and six. The applicant has stated that the roads are to be public, and each site within the development is to be served by public water and sanitary sewer.

Ordinance Compliance

- **Site Size:** Section 66.200 of the Zoning Ordinance, *Dimensional requirements for parcels, lots and building sites*, dictates that any single-family building site located within a condominium development in the R-2 zoning district and served by public sewer and water must be at least 10,560 square feet in size. The presented plan meets this requirement, with an average building site size of approximately 14,500 square feet, and all sites are at least 100 feet wide at the front building setback line.
- **Motorized and pedestrian circulation:** Proposed to be served by a three-element public road network, all 18 building sites will have frontage on Asher Trail, which terminates at its west end in a cul-de-sac. Clemson Lane and Banford Drive, per the Township's condominium development requirements, will stub out at the parent parcel's north and south boundaries, respectively. These two proposed stub streets are meant to facilitate future interconnection, should either of the adjacent properties ever be subdivided or condominiumized.

Asher Trail will connect to North 9th Street approximately 300 feet north of the latter's intersection with Wyndham Drive to the east. This design is in compliance with Township standards, which requires at least 200 feet of spacing in such arrangements. Dead end street and block lengths within the development are acceptable, with the centerline measurement from Banford Drive to the Asher Trail cul-de-sac being 621 linear feet, where a maximum of 660 feet is allowed. The applicant has also submitted the proposed street layout to the Road Commission of Kalamazoo County, who approved the plan. In addition, the street names were reviewed by the Kalamazoo County Planning Department who had no objections to the proposed names.

Per Township requirements, the developer is proposing public sidewalks on both sides of all public rights-of-way. During Planning Commission tentative preliminary plan review, the applicant agreed to provide pedestrian crossings on Asher Trail on both sides of Clemson Lane and Banford Drive. While such a request may seem excessive given the proposed site condominium's relative isolation from other developments, staff feels that if adjacent properties are ever developed, then having a more robust nonmotorized network already in place helps to ensure that future public health, safety, and general welfare are considered.

- **Treatment of natural features:** This project was submitted under the old Subdivision/Condominium Ordinance, which did not have strict language with regards to the protection of natural features, stating that they "should be preserved insofar as possible." Staff urged the applicant to keep as many trees on site as is feasible. One reason being that the preservation of the existing fence row will act as at least partial screening between this development and adjacent properties. Aside from the aforementioned trees, there are no other known areas of ecological sensitivity on the subject property, as the land has long since been cleared for agricultural use—any slopes are fairly gentle and no regulated wetlands, water bodies, or streams are present.

As a part of this development, the applicant will have to plant at least one canopy tree per 50 feet of road frontage on each building site. While no such plantings are graphically illustrated on the proposed plan, intention to comply with this requirement is explicitly spelled out in a text note on page one of the site plan.

- **Street lighting:** Street lights will be installed at Autumn Grove, and the applicant has provided the Township with the necessary documentation, indicating their willingness to have the development included in the street lighting special assessment district.

Engineering Review

The Public Works Director has had an opportunity to review the preliminary plan for Step 2 approval and is satisfied with the submitted documents. However, there are concerns related storm water management for the site that need to be monitored during construction of both the road and the individual homes. The Public Works Director would like a series of conditions attached to the approval related to these concerns, as outlined below.

STAFF RECOMMENDATION

Township staff recommend approval of the Autumn Grove Site Condominium Preliminary Plan (Step 2 approval), with the following conditions:

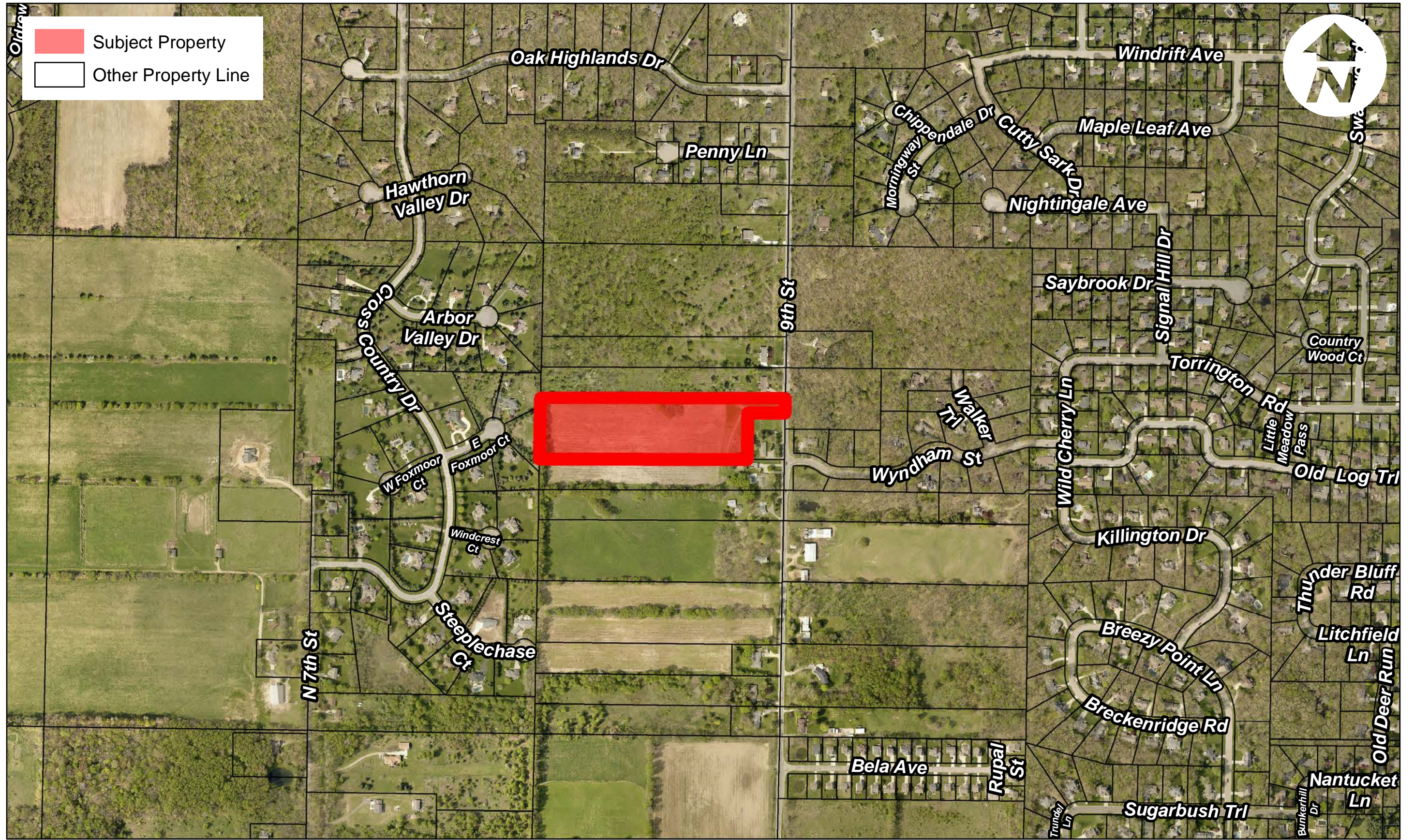
1. Units 5 and 6 shall be the last units constructed. Construction of units 5 and 6 shall be deferred until the remaining condo development is substantially built-out and earth changes stabilized with permanent soil erosion control treatments.
2. Prior to proceeding with units 5 and 6, the storm water basin and other system elements shall be inspected and evaluated for functional serviceability or maintenance needs. Maintenance needs and/or other discovered deficiencies shall be corrected in advance of proceeding with units 5 or 6.
3. State, County and Township soil erosion control standards and applied soil erosion control measures shall be closely adhered to throughout construction and unit development. Said controls shall be especially focused upon preventing migration of soil fines into the basin.
4. At the Township's discretion, a third-party may be contracted to assist the Township in carrying out its oversight authority for soil erosion controls and protection of the storm water storage and disposal basin. Township costs for these services shall be recoverable from the developer.
5. At the developer's/condominium owners' expense, a third-party, engineering professional shall complete a performance evaluation of the stormwater storage and disposal system. Oshemo Township shall have the right to approve the engineer engaged to perform this service. This system evaluation shall be performed annually while the project is under

development, and once during each of the five years immediately following build out. After the first five-year period is completed, this evaluation shall be completed once every five years. Upon developing experience with system performance, the Township may lessen the frequency of evaluation or choose to suspend this requirement.

INFORMATION PROVIDED

- Aerial Maps
- Preliminary Condominium Plan
- Agency Approval Letters
- Lighting Special Assessment District Letter
- Township Board Minutes – excerpt from January 10, 2017

Autumn Grove Site Condominium Proposed Location

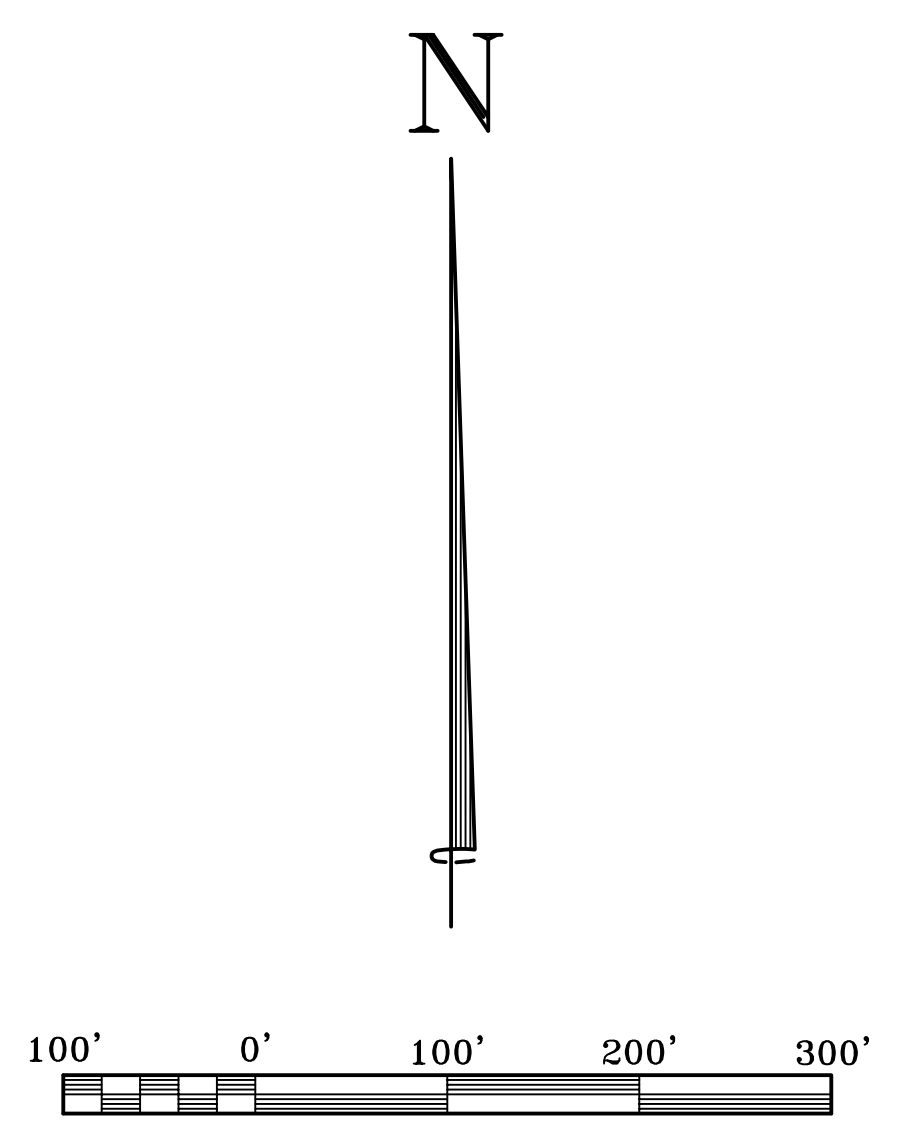
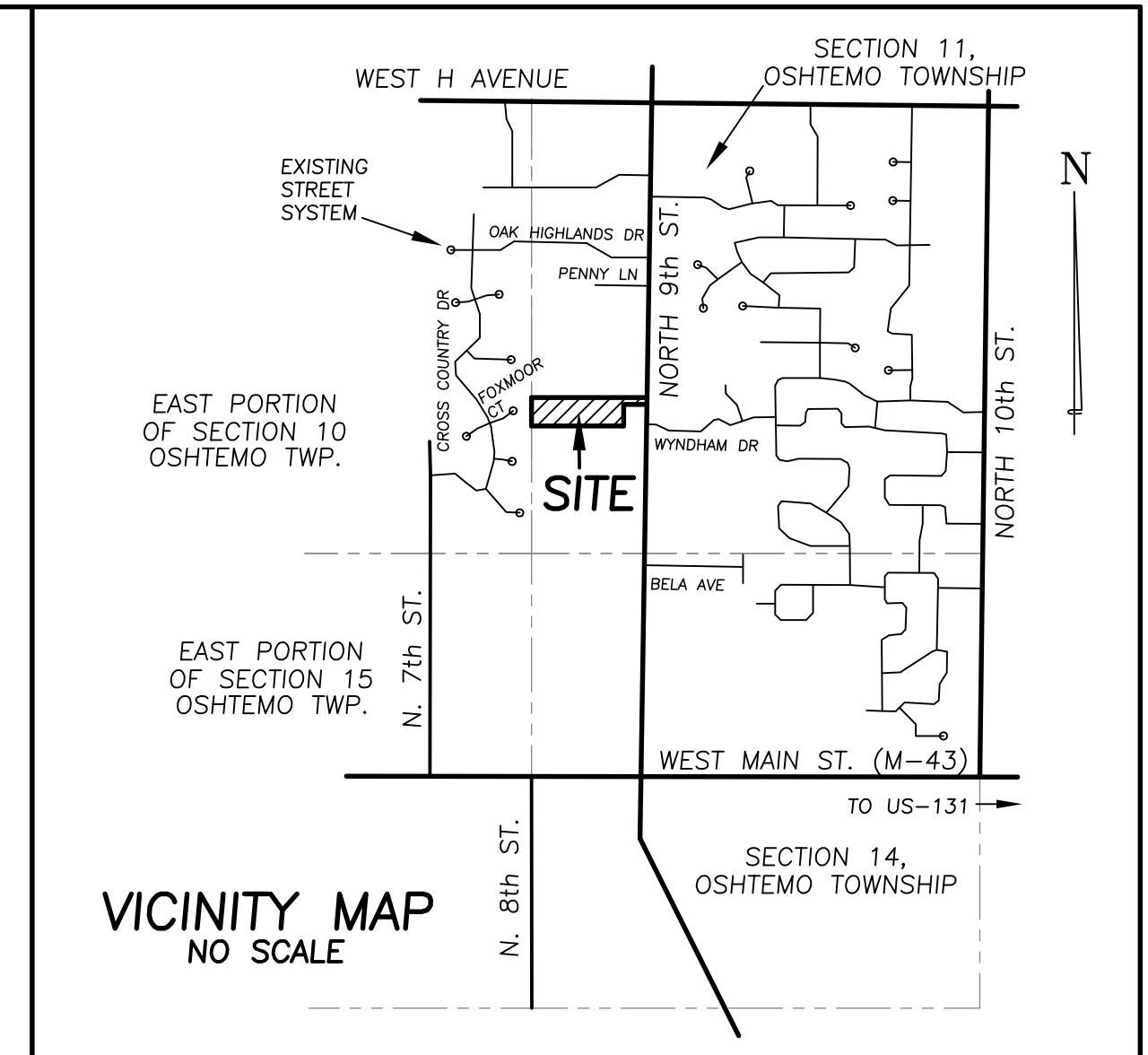


Autumn Grove Site Condominium
Subject Property

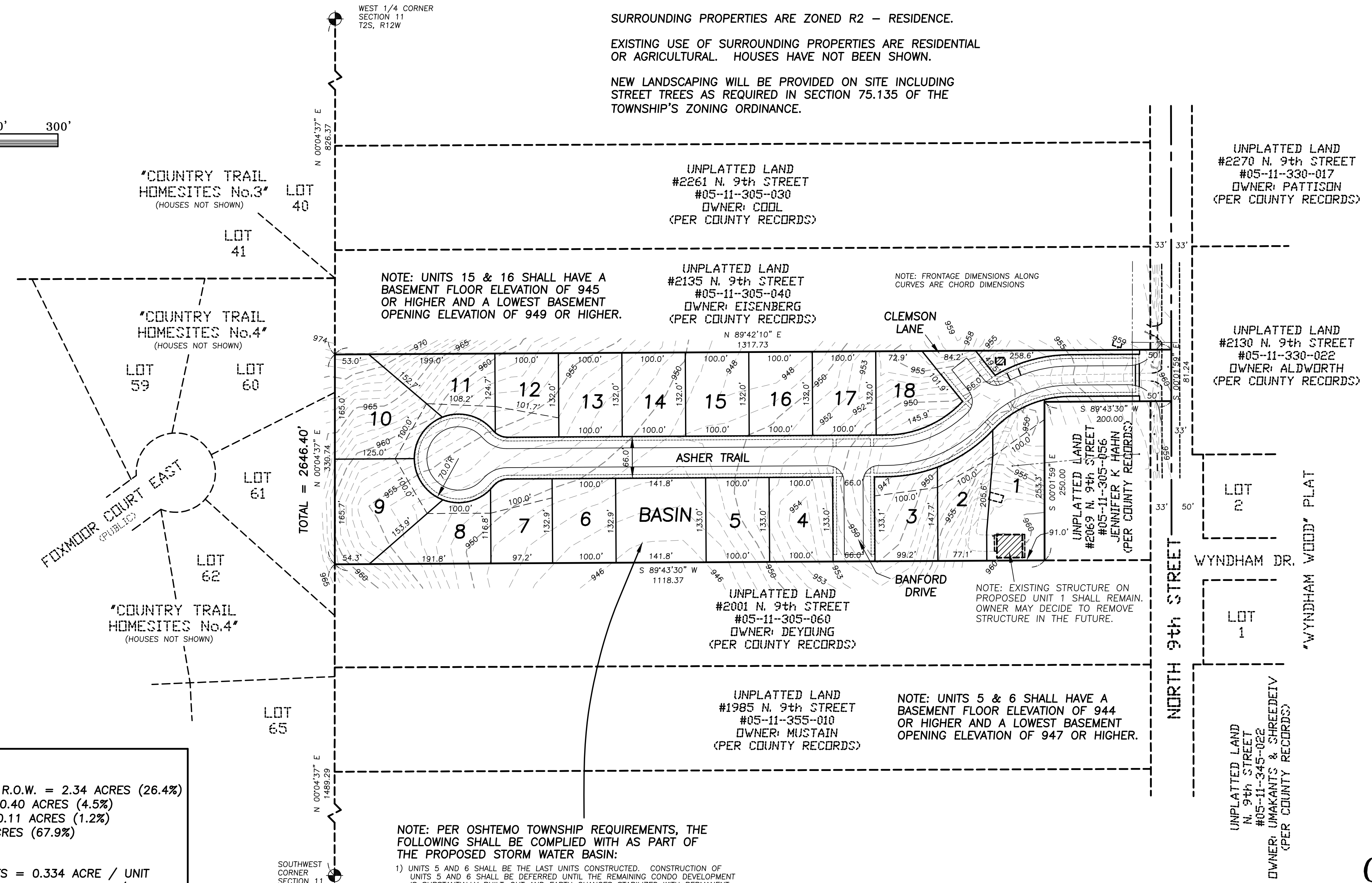


0 125 250 500 Feet

CONSTRUCTION PLANS for "AUTUMN GROVE" SITE CONDOMINIUM in OSHTEMO TOWNSHIP



NOTE:
SURROUNDING PROPERTIES ARE ZONED R2 - RESIDENCE.
EXISTING USE OF SURROUNDING PROPERTIES ARE RESIDENTIAL OR AGRICULTURAL. HOUSES HAVE NOT BEEN SHOWN.
NEW LANDSCAPING WILL BE PROVIDED ON SITE INCLUDING STREET TREES AS REQUIRED IN SECTION 75.135 OF THE TOWNSHIP'S ZONING ORDINANCE.



GENERAL NOTES

- PROPERTY IS CURRENTLY ZONED R-2.
- CONDOMINIUM INCLUDES 18 SINGLE FAMILY UNITS ON 8.87 ACRES.
- SHOWN PROPERTY LINE DIMENSIONS TAKEN FROM 2017 BOUNDARY SURVEY OF PROPERTY BY THIS OFFICE.
- SUBJECT PROPERTY IS PRIMARILY AN AGRICULTURAL FIELD.
- SHOWN TOPOGRAPHICAL INFORMATION BASED ON 2017 FIELD MAPPING BY THIS OFFICE.
- THERE ARE NO DESIGNATED WETLANDS OR FLOOD PLAINS ON THE PROPERTY.
- EXISTING HOUSES ON NEIGHBORING PROPERTIES HAVE NOT BEEN SHOWN.
- SIZE AND LOCATION OF FUTURE DWELLINGS WITHIN EACH UNIT NOT YET KNOWN.
- SITE SHALL BE SERVED WITH PUBLIC WATER MAIN. WATER MAIN SYSTEM SHALL CONNECT TO EXISTING MAIN IN NORTH 9TH STREET.
- SITE SHALL BE SERVED WITH PUBLIC SANITARY SEWER. SEWER SYSTEM SHALL CONNECT TO EXISTING SEWER IN NORTH 9TH STREET.
- PROPOSED STREETS HAVE A MINIMUM RIGHT OF WAY WIDTH OF 66.0' AND SHALL BE PUBLIC. STREETS SHALL BE OWNED AND MAINTAINED BY THE COUNTY. IMPROVED SURFACE SHALL BE 30' WIDE FROM BACK TO BACK WITH BITUMINOUS VALLEY CUTTER ON EACH SIDE OF ROAD. ROADS SHALL BE BUILT TO ROAD COMMISSION STANDARDS (3" OF PAVEMENT ON TOP OF 6" OF GRAVEL BASE ON TOP OF GRANULAR SUB-BASE).
- PROPOSED STORM SEWER SYSTEM WITHIN THE ROAD RIGHT OF WAY SHALL BE PUBLIC AND OWNED AND MAINTAINED BY THE COUNTY / RCKC. THE PROPOSED STORM WATER RETENTION BASIN AND THE STORM SEWER OUTSIDE OF THE ROAD RIGHT-OF-WAY SHALL BE PRIVATE AND OWNED AND MAINTAINED BY THE CONDOMINIUM ASSOCIATION (THE STORM WATER BASIN SHALL BE DESIGNED AND CONSTRUCTED TO MEET TOWNSHIP ENGINEER APPROVAL).
- PUBLIC UTILITIES (GAS, ELECTRIC, ETC.) SHALL BE PLACED UNDERGROUND AND SHALL BE LOCATED OUTSIDE OF THE ROAD RIGHT OF WAY WITHIN 10' WIDE EASEMENT WITHIN FRONT 10' OF EACH UNIT.
- AT ALL INTERSECTIONS, A CLEAR VISION AREA SHALL BE PROVIDED IN ACCORDANCE WITH STANDARD REQUIREMENTS.
- PROPOSED STREET NAMES ARE PRELIMINARY AND ARE SUBJECT TO TOWNSHIP AND COUNTY APPROVAL.

R-2 ZONING INFORMATION:
MINIMUM 10,560 SQ.FT. UNIT AREA
MINIMUM 100' UNIT WIDTH
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 15' REAR YARD SETBACK

NOTE: ALL PROPOSED UNITS HAVE AN AREA OF AT LEAST 10,560 SQUARE FEET AND HAVE A WIDTH OF AT LEAST 100.00' MEASURED ALONG THE FRONT SETBACK LINE.

SITE DATA:
TOTAL AREA = 8.87 ACRES
AREA FOR EXISTING/PROPOSED PUBLIC R.O.W. = 2.34 ACRES (26.4%)
AREA FOR PROPOSED STORM BASIN = 0.40 ACRES (4.5%)
AREA FOR PROPOSED OPEN SPACE = 0.11 ACRES (1.2%)
AREA FOR PROPOSED UNITS = 6.02 ACRES (67.9%)
TOTAL # OF UNITS = 18

NET DENSITY = 6.02 ACRES / 18 UNITS = 0.334 ACRE / UNIT
= 14,568 SQ.FT. / UNIT.

PARCEL DESCRIPTION: (PER CERTAIN COUNTY RECORDS)

TOWNSHIP OF OSHTEMO, COUNTY OF KALAMAZOO AND STATE OF MICHIGAN:

SEC 11-12-12 S 10 ACRES OF N 35 ACRES OF THE NW1/4 OF THE SW 1/4 EXCEPTING THE SOUTH 250 FT OF E 200 FT THEREOF. 1989 SPLIT FROM 11-305-050

NOTE: PER OSHTEMO TOWNSHIP REQUIREMENTS, THE FOLLOWING SHALL BE COMPLIED WITH AS PART OF THE PROPOSED STORM WATER BASIN:

- UNITS 5 AND 6 SHALL BE THE LAST UNITS CONSTRUCTED. CONSTRUCTION OF UNITS 5 AND 6 SHALL BE DEFERRED UNTIL THE REMAINING CONDO DEVELOPMENT IS SUBSTANTIALLY BUILT-OUT AND EARTH CHANGES STABILIZED WITH PERMANENT SOIL EROSION CONTROL TREATMENTS.
- PRIOR TO PROCEEDING WITH UNITS 5 AND 6, THE STORM WATER BASIN AND OTHER SYSTEM ELEMENTS SHALL BE INSPECTED AND EVALUATED FOR FUNCTIONAL SERVICEABILITY AND MAINTENANCE NEEDS. MAINTENANCE NEEDS AND/OR OTHER DISCOVERED DEFICIENCIES SHALL BE CORRECTED IN ADVANCE OF PROCEEDING WITH UNITS 5 AND 6.

NOTE: AS CONSTRUCTION PROCEEDS, CONTRACTOR SHALL NOTIFY GOVERNING AGENCIES RESPONSIBLE FOR CONSTRUCTION INSPECTION:

PUBLIC ROADWAYS SHALL BE CONSTRUCTED IN ACCORDANCE WITH STANDARD SPECIFICATIONS OF THE ROAD COMMISSION OF KALAMAZOO COUNTY ("RCKC").

PUBLIC WATER MAIN SHALL BE CONSTRUCTED IN ACCORDANCE WITH STANDARD SPECIFICATIONS OF THE CITY OF KALAMAZOO.

PUBLIC SANITARY SEWER SHALL BE CONSTRUCTED IN ACCORDANCE WITH STANDARD SPECIFICATIONS OF OSHTEMO TOWNSHIP / PREIN & NEWHOF (KALAMAZOO OFFICE).

ALL SIDEWALKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH STANDARD SPECIFICATIONS OF OSHTEMO TOWNSHIP.

SHEET INDEX:

- COVER SHEET
- PLAN & PROFILE SHEET (EAST HALF)
- PLAN & PROFILE SHEET (WEST HALF)
- GRADING PLAN / EROSION CONTROL PLAN
- CONSTRUCTION DETAILS & NOTES
- TRAFFIC CONTROL DETAILS
- GRADING DETAILS

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

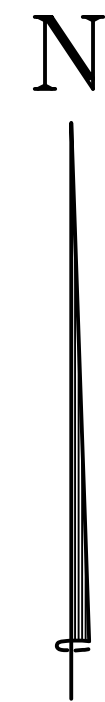
REVISED: 09/28/2018
REVISED: 09/21/2018
REVISED: 07/17/2018
REVISED: 06/19/2018
REVISED: 04/25/2018
REVISED: 10/16/2017
REVISED: 8/09/2017
REVISED: 7/10/2017
REVISED: 6/04/2017
REVISED: 5/19/2017
REVISED: 5/15/2017

COVER SHEET "AUTUMN GROVE"		DATE: 04/09/2017
PART OF THE SW 1/4 OF SECTION 11, T. 2 S., R. 12 W., OSHTEMO TWP., KALAMAZOO COUNTY, MI		SHEET: 1
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS		JOB No.:
1209 East Milham Road · Portage, Michigan 49002 · Phone 269 344-6165 · Fax 269 344-0555		36554



LEGEND

- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 8" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT
- PROPOSED 5.0' WIDE CONCRETE SIDEWALK



SCALES:
 PLAN VIEW: 1" = 40'
 PROFILE VIEW: 1" = 40' HORIZONTAL
 1" = 4' VERTICAL

NOTE: ALL STREET LIGHTS SHALL BE AT LEAST 6.0' OFF BACK OF CURBING AND SHALL BE "BREAK-AWAY DESIGN".

NOTE: ALL STREET SIGNAGE SHALL BE PER R.C.K.C. REQUIREMENTS AND PER THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

NOTE: R.C.K.C. PERMANENT ELEVATION BENCHMARK SHALL BE INSTALLED PRIOR TO FINAL APPROVAL.

- GENERAL NOTES:**
- SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
 - PERMIT(S) SHALL BE OBTAINED FROM THE ROAD COMMISSION OF KALAMAZOO COUNTY AS REQUIRED.
 - M.D.E.Q. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.

NOTE: BETWEEN STA 0+50 AND STA 2+12, THE EASEMENT FOR PUBLIC UTILITIES ON THE NORTH SIDE AND THE SOUTH SIDE OF THE PUBLIC ROAD RIGHT OF WAY IS LESS THAN 10 FEET WIDE. IT IS INTENDED THAT GAS, ELECTRIC, TELEPHONE AND CABLE TV LINES WILL BE LOCATED WITHIN THE SPECIFIED EASEMENT AREA. THE EASEMENT WIDTH VARIES.

NOTE: SAWCUTTING OF 9th STREET WILL BE REQUIRED IF OPEN CUT.

CAUTION:
 U/G UTILITIES

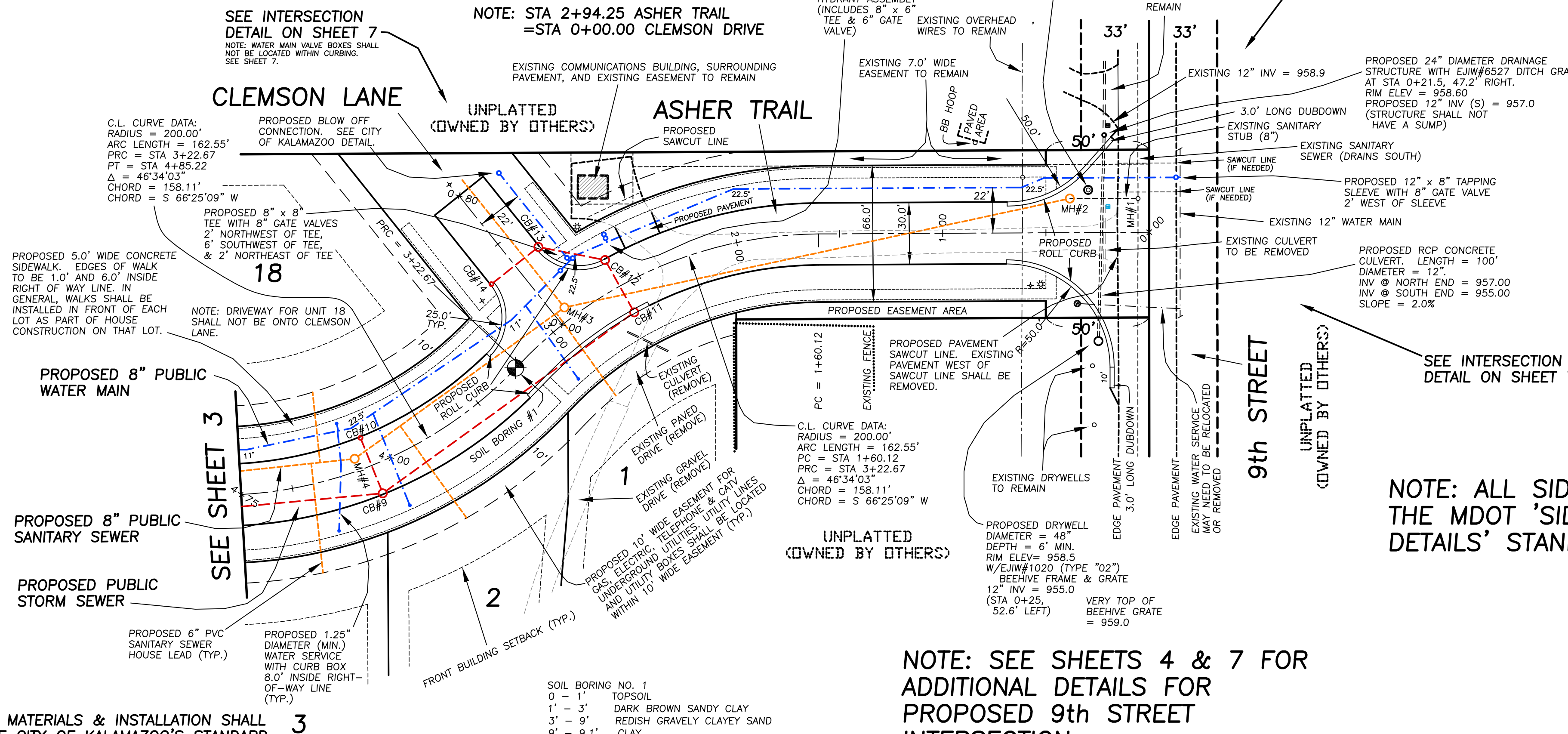
NOTE: A 'RIGHT-OF-WAY' PERMIT IS NEEDED FROM THE R.C.K.C. PRIOR TO DOING ANY WORK IN THE EXISTING 9th STREET RIGHT-OF-WAY.

NOTE: SEE SHEET 6 (TRAFFIC CONTROL DETAILS)

NOTE: DUCTILE IRON DETECTABLE WARNING PLATES ARE REQUIRED AT ALL SIDEWALK APPROACHES TO ROADWAY CROSSINGS PER OSHTEMO REQUIREMENTS. CURBING AND SIDEWALK RAMPS SHALL BE INSTALLED FOR STEP 3 APPROVAL.

NOTE: ALL SIDEWALK RAMPS SHALL BE INSTALLED PER THE MDOT 'SIDEWALK RAMP AND DETECTABLE WARNING DETAILS' STANDARD PLAN R-28 SERIES.

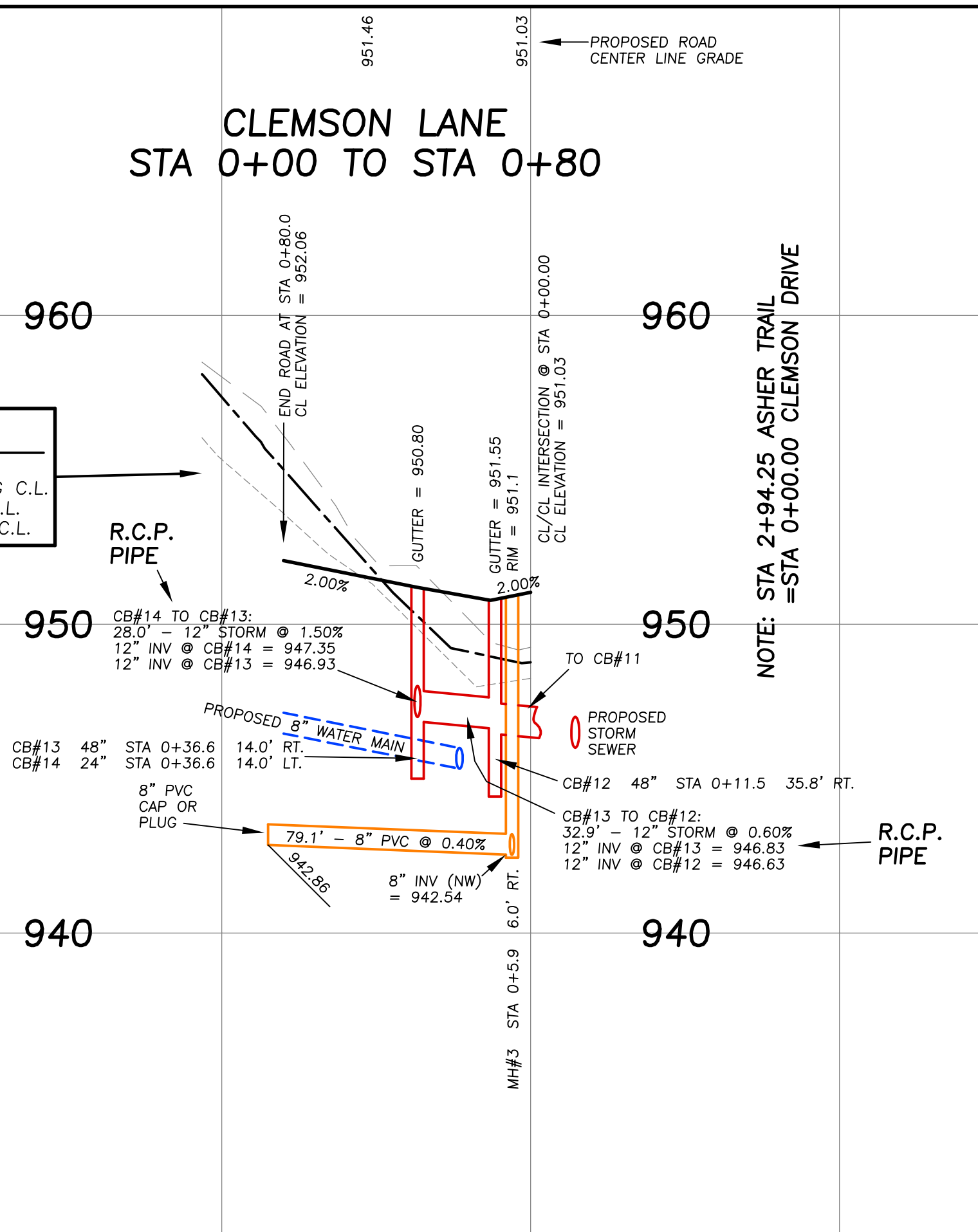
NOTE: SIDEWALKS IN FRONT OF EACH UNIT SHALL BE INSTALLED IN CONJUNCTION WITH HOUSE CONSTRUCTION ON THAT UNIT. ALL OTHER SIDEWALKS SHALL BE INSTALLED PRIOR TO STEP 3 APPROVAL.



2+00 1+00 0+00 5+00 4+00 3+00 2+00 1+00 0+00

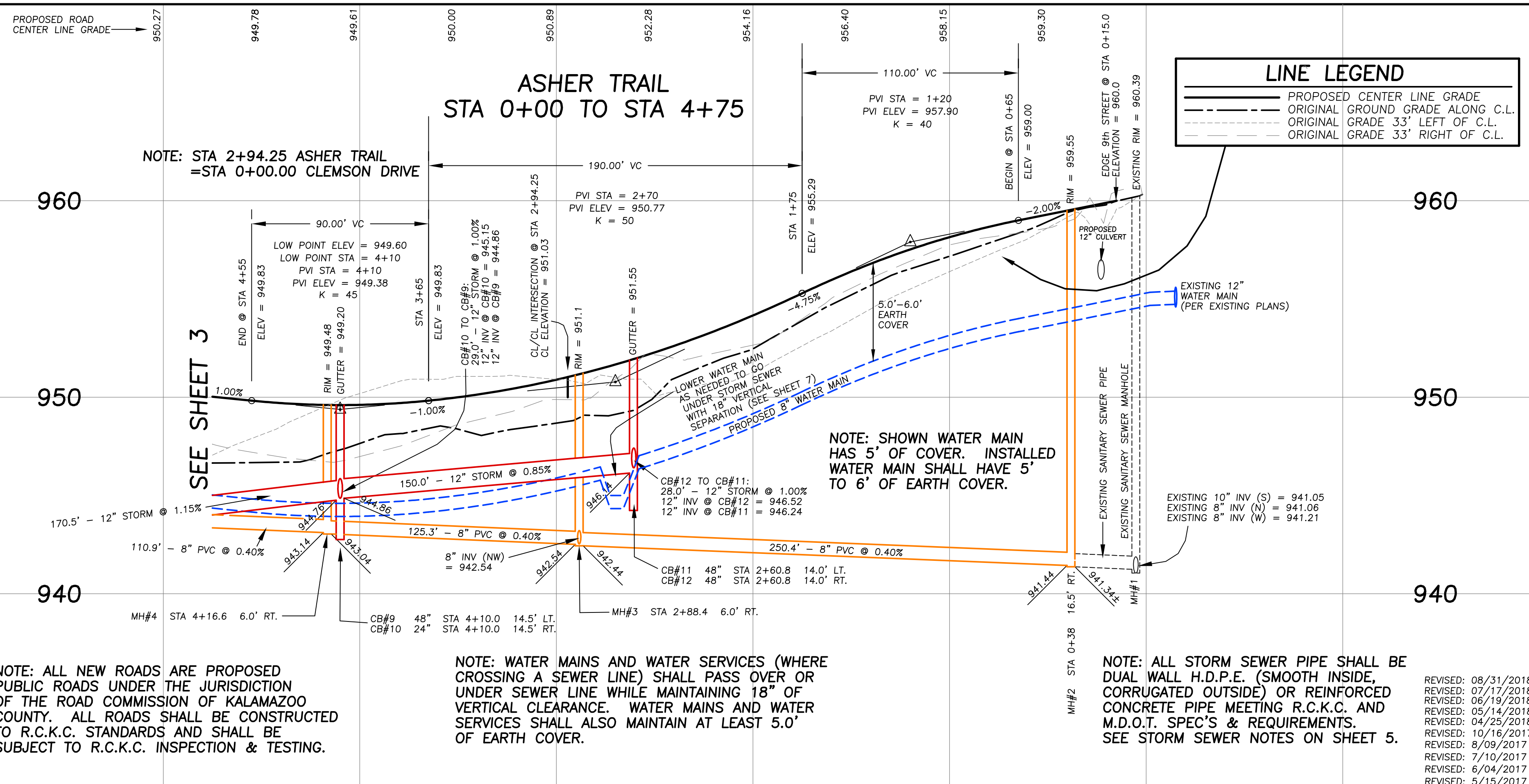
**CLEMSON LANE
 STA 0+00 TO STA 0+80**

- LINE LEGEND**
- PROPOSED CENTER LINE GRADE
 - ORIGINAL GROUND GRADE ALONG C.L.
 - ORIGINAL GRADE 33' LEFT OF C.L.
 - ORIGINAL GRADE 33' RIGHT OF C.L.



**ASHER TRAIL
 STA 0+00 TO STA 4+75**

- LINE LEGEND**
- PROPOSED CENTER LINE GRADE
 - ORIGINAL GROUND GRADE ALONG C.L.
 - ORIGINAL GRADE 33' LEFT OF C.L.
 - ORIGINAL GRADE 33' RIGHT OF C.L.



NOTE: ALL SIDEWALK RAMPS SHALL BE INSTALLED PER THE MDOT 'SIDEWALK RAMP AND DETECTABLE WARNING DETAILS' STANDARD PLAN R-28 SERIES.

- GENERAL NOTES:
- 1) SOIL EROSION & SEDIMENTATION CONTROL PERMIT SHALL BE OBTAINED AS REQUIRED BY STATE LAW.
 - 2) PERMIT(S) SHALL BE OBTAINED FROM THE ROAD COMMISSION OF KALAMAZOO COUNTY AS REQUIRED.
 - 3) M.D.E.Q. CONSTRUCTION PERMITS REQUIRED (FOR BOTH PUBLIC WATER MAIN & PUBLIC SANITARY SEWER) PRIOR TO THE COMMENCEMENT OF UTILITY INSTALLATION.

- WATER MAIN NOTES:
- 1) ALL WATER MAIN MATERIALS & INSTALLATION SHALL COMPLY WITH THE CITY OF KALAMAZOO'S STANDARD SPECIFICATIONS FOR WATER MAIN, HYDRANT AND VALVE INSTALLATION (REVISED THROUGH 2017)
 - 2) WATER SERVICES SHALL BE INSTALLED PRIOR TO INSTALLATION OF GRAVEL AND PAVEMENT.

LEGEND

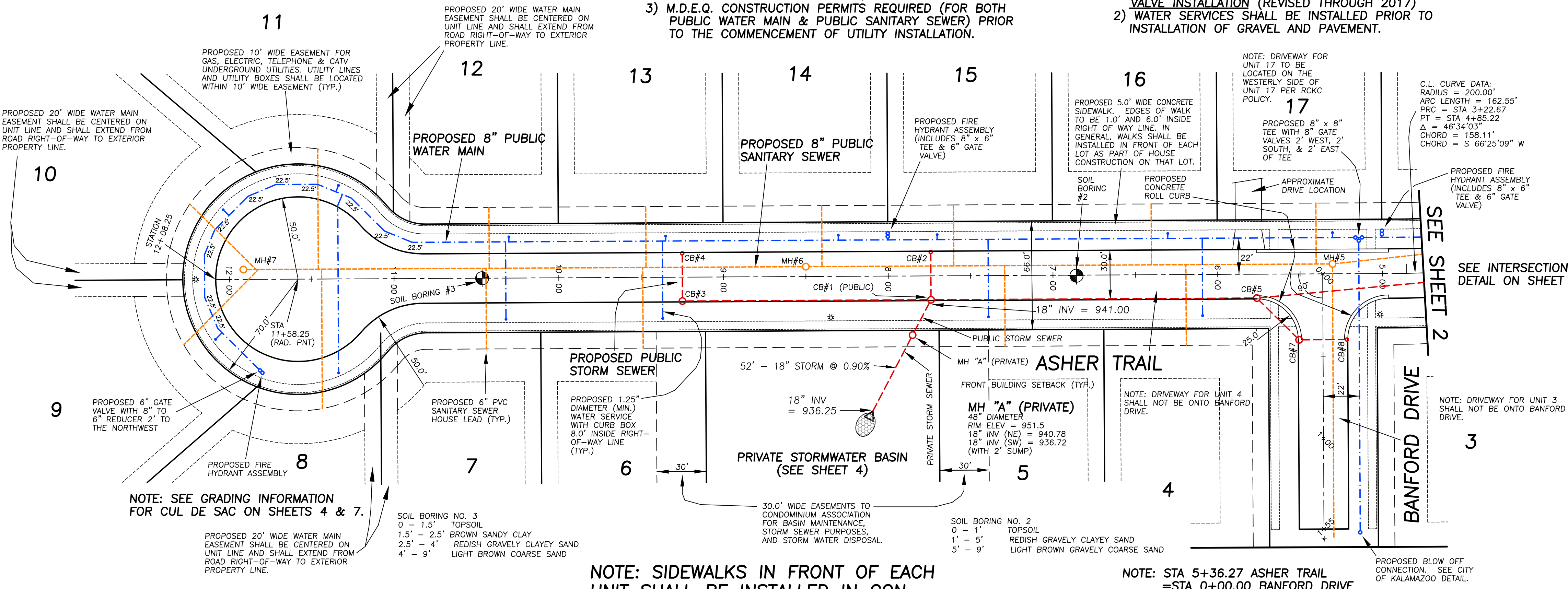
- PROPOSED FIRE HYDRANT ASSEMBLY (8" x 8" TEE, 6" GATE VALVE, & HYD.)
- PROPOSED STOP SIGN/STREET SIGN, OR STREET SIGN
- SUGGESTED LOCATION OF PROPOSED STREET LIGHT
- PROPOSED 5.0' WIDE CONCRETE SIDEWALK

NOTE: DUCTILE IRON DETECTABLE WARNING PLATES ARE REQUIRED AT ALL SIDEWALK APPROACHES TO ROADWAY CROSSINGS PER OSHTEMO REQUIREMENTS. CURBING AND SIDEWALK RAMPS SHALL BE INSTALLED FOR STEP 3 APPROVAL.

SCALES:
 PLAN VIEW: 1" = 40'
 PROFILE VIEW: 1" = 40' HORIZONTAL
 1" = 4' VERTICAL

NOTE: ALL STREET LIGHTS SHALL BE AT LEAST 6.0' OFF BACK OF CURBING AND SHALL BE "BREAK-AWAY DESIGN".

NOTE: ALL STREET SIGNAGE SHALL BE PER R.C.K.C. REQUIREMENTS AND PER THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.



NOTE: R.C.K.C. PERMANENT ELEVATION BENCHMARK SHALL BE INSTALLED PRIOR TO FINAL APPROVAL.

NOTE: SIDEWALKS IN FRONT OF EACH UNIT SHALL BE INSTALLED IN CONJUNCTION WITH HOUSE CONSTRUCTION ON THAT UNIT. ALL OTHER SIDEWALKS SHALL BE INSTALLED PRIOR TO STEP 3 APPROVAL.

NOTE: STA 5+36.27 ASHER TRAIL = STA 0+00.00 BANFORD DRIVE

UNPLATTED
 (OWNED BY OTHERS)

12+00 11+00 10+00 9+00 8+00 7+00 6+00 5+00 4+00 2+00 1+00 0+00

LINE LEGEND

- PROPOSED CENTER LINE GRADE
- ORIGINAL GROUND GRADE ALONG C.L.
- ORIGINAL GRADE 33' LEFT OF C.L.
- ORIGINAL GRADE 33' RIGHT OF C.L.

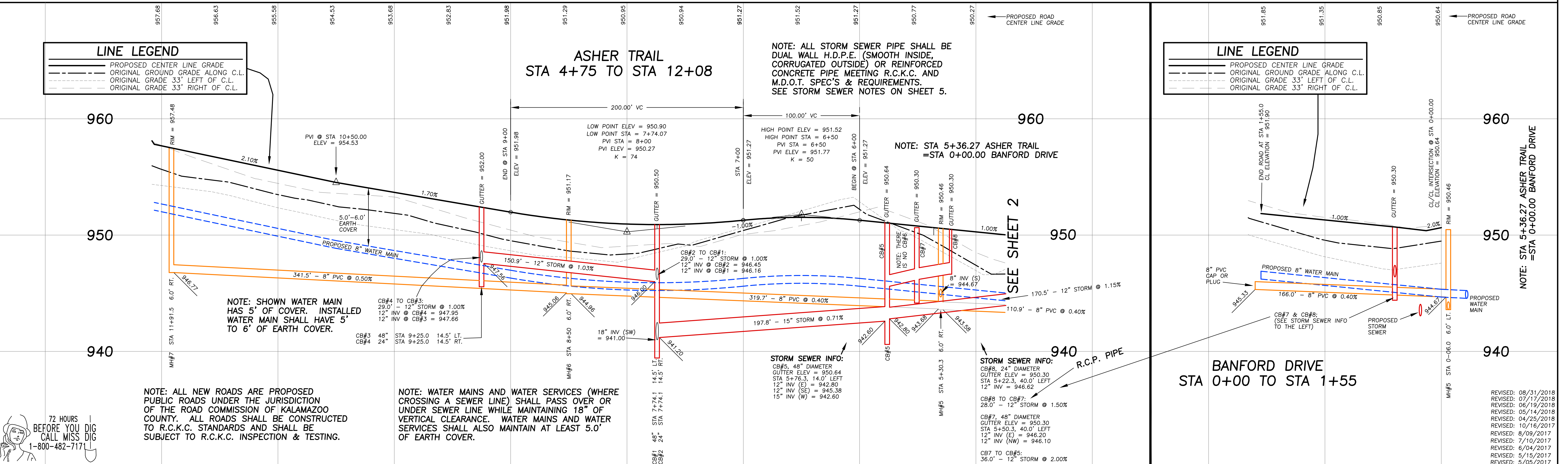
LINE LEGEND

- PROPOSED CENTER LINE GRADE
- ORIGINAL GROUND GRADE ALONG C.L.
- ORIGINAL GRADE 33' LEFT OF C.L.
- ORIGINAL GRADE 33' RIGHT OF C.L.

ASHER TRAIL
 STA 4+75 TO STA 12+08

NOTE: ALL STORM SEWER PIPE SHALL BE DUAL WALL H.D.P.E. (SMOOTH INSIDE, CORRUGATED OUTSIDE) OR REINFORCED CONCRETE PIPE MEETING R.C.K.C. AND M.D.O.T. SPEC'S & REQUIREMENTS. SEE STORM SEWER NOTES ON SHEET 5.

NOTE: STA 5+36.27 ASHER TRAIL = STA 0+00.00 BANFORD DRIVE



NOTE: SHOWN WATER MAIN HAS 5' OF COVER. INSTALLED WATER MAIN SHALL HAVE 5' TO 6' OF EARTH COVER.

NOTE: WATER MAINS AND WATER SERVICES (WHERE CROSSING A SEWER LINE) SHALL PASS OVER OR UNDER SEWER LINE WHILE MAINTAINING 18" OF VERTICAL CLEARANCE. WATER MAINS AND WATER SERVICES SHALL ALSO MAINTAIN AT LEAST 5.0' OF EARTH COVER.

STORM SEWER INFO:
 CB#5, 48" DIAMETER
 GUTTER ELEV = 950.64
 STA 5+76.3, 14.0' LEFT
 12" INV (E) = 942.80
 12" INV (SE) = 945.38
 15" INV (W) = 942.60

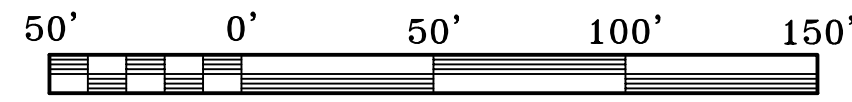
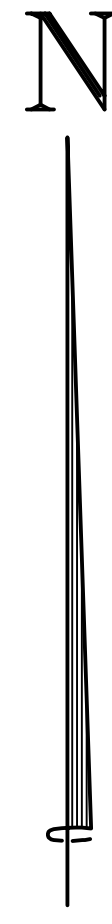
STORM SEWER INFO:
 CB#8, 24" DIAMETER
 GUTTER ELEV = 950.30
 STA 5+22.3, 40.0' LEFT
 12" INV = 946.62

STORM SEWER INFO:
 CB#7, 48" DIAMETER
 GUTTER ELEV = 950.30
 STA 5+50.3, 40.0' LEFT
 12" INV (E) = 946.20
 12" INV (NW) = 946.10

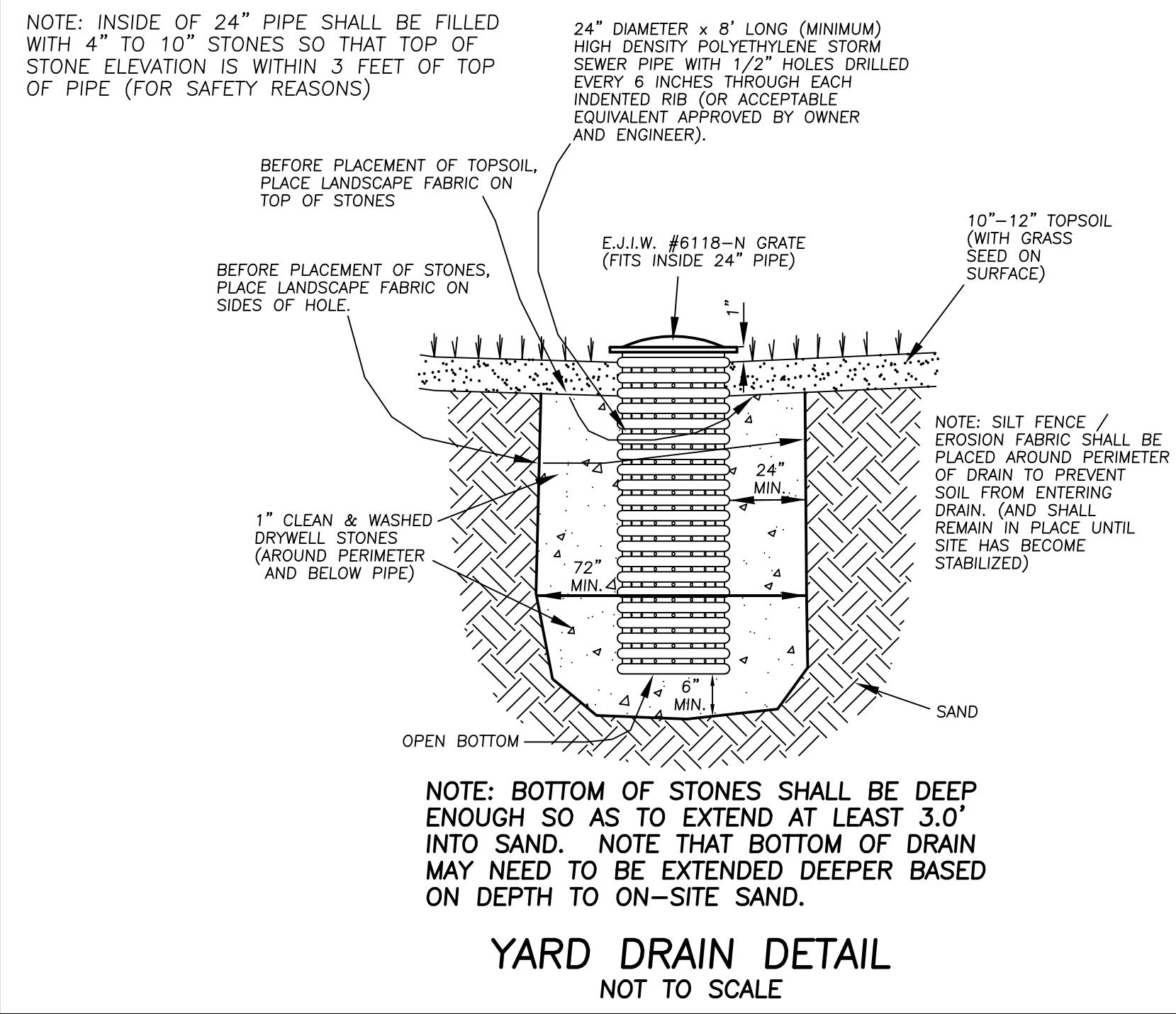
STORM SEWER INFO:
 CB#7 TO CB#5:
 28.0' - 12" STORM @ 1.50%

- REVISED: 08/31/2018
- REVISED: 07/17/2018
- REVISED: 06/19/2018
- REVISED: 05/14/2018
- REVISED: 04/25/2018
- REVISED: 10/16/2017
- REVISED: 8/08/2017
- REVISED: 7/10/2017
- REVISED: 6/04/2017
- REVISED: 5/15/2017
- REVISED: 5/05/2017





NOTE: THE MINIMUM GRADE ALONG THE GUTTER FLOWLINE WITHIN THE CUL DE SAC SHALL BE 1.25% (MIN.) PER R.C.K.C. REQUIREMENTS.



SOIL EROSION CONTROL NOTES

- 1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (P.A. 451 OF 1994, AS AMENDED) AS ADMINISTERED BY THE COUNTY OF KALAMAZOO.
- 2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 - A) BERMING OR FILTERING OF PROPERTY LINES AT ALL LOCATIONS WHERE EROSION COULD OCCUR.
 - B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 - C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 - D) SWEEPING & CLEANING OF ADJACENT STREETS AS NECESSARY.
 - E) OBTAINING SOIL EROSION CONTROL PERMIT (BY OWNER OR CONTRACTOR).

RESTORATION NOTES

- 1) ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL, GRASS SEED AND MULCH, OR OTHER REQUIRED LANDSCAPING.
- 2) EXISTING STREETS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

TEMPORARY SOIL EROSION CONTROL MEASURES

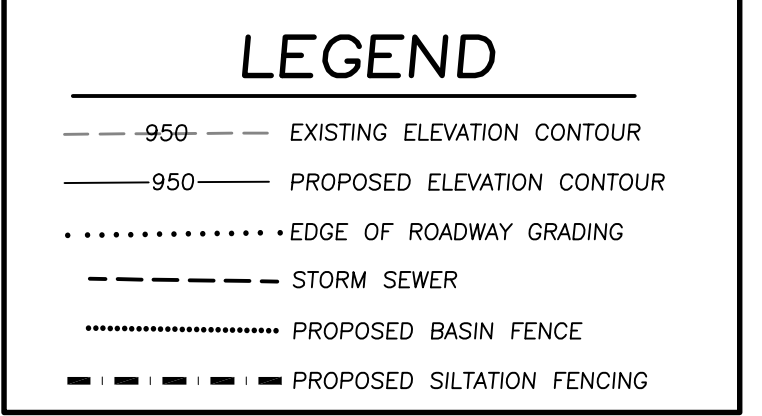
- 1) IMMEDIATELY AFTER CONSTRUCTION, EROSION CONTROL DEVICES SHALL BE PLACED AT ALL DRAINAGE STRUCTURES TO PROTECT THEM FROM EROSION AND SEDIMENTATION AS SHOWN ON THE PLAN. ALL DEVICES SHALL BE MAINTAINED AS NECESSARY AND SHALL REMAIN IN PLACE UNTIL APPROVED FOR REMOVAL.
- 2) SILTATION FENCING SHALL BE INSTALLED AS SHOWN ON PLAN.
- 3) ALL STREETS SHALL BE KEPT CLEAR OF SOIL AND MUD. CONTRACTOR SHALL SWEEP/CLEAN NEARBY STREETS AS NECESSARY.
- 4) ANY EVIDENCE OF SOIL EROSION SHALL BE EXAMINED AND ADDRESSED BY CONTRACTOR. INVOLVEMENT BY ENGINEER AND/OR KALAMAZOO COUNTY MAY BE NECESSARY.
- 5) SOIL EROSION SHALL NOT BE ALLOWED ON ADJOINING PROPERTIES OR ONTO NATURAL AREAS OUTSIDE OF PROPOSED CONSTRUCTION AREA.

PERMANENT SOIL EROSION CONTROL MEASURES

- 1) ALL NEW ROADWAYS SHALL BE PAVED.
- 2) STORM SEWER SYSTEM SHALL CONVEY WATER RUN-OFF TO ON-SITE STORM WATER BASIN.
- 3) ALL DISTURBED AREAS SHALL RECEIVE TOPSOIL AND SEEDING PER THE PROJECT CONSTRUCTION PLANS.

MAINTENANCE REQUIREMENTS (AFTER CONSTRUCTED):

- 1) ALL PAVED ROADWAYS AND THE STORM SEWER WITHIN THE PUBLIC ROADS SHALL BE MAINTAINED BY THE ROAD COMMISSION (R.R.C.). ALL LAWNS AND LANDSCAPED AREAS SHALL BE MAINTAINED BY THE HOMEOWNERS. THE STORM WATER BASIN SHALL BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION.

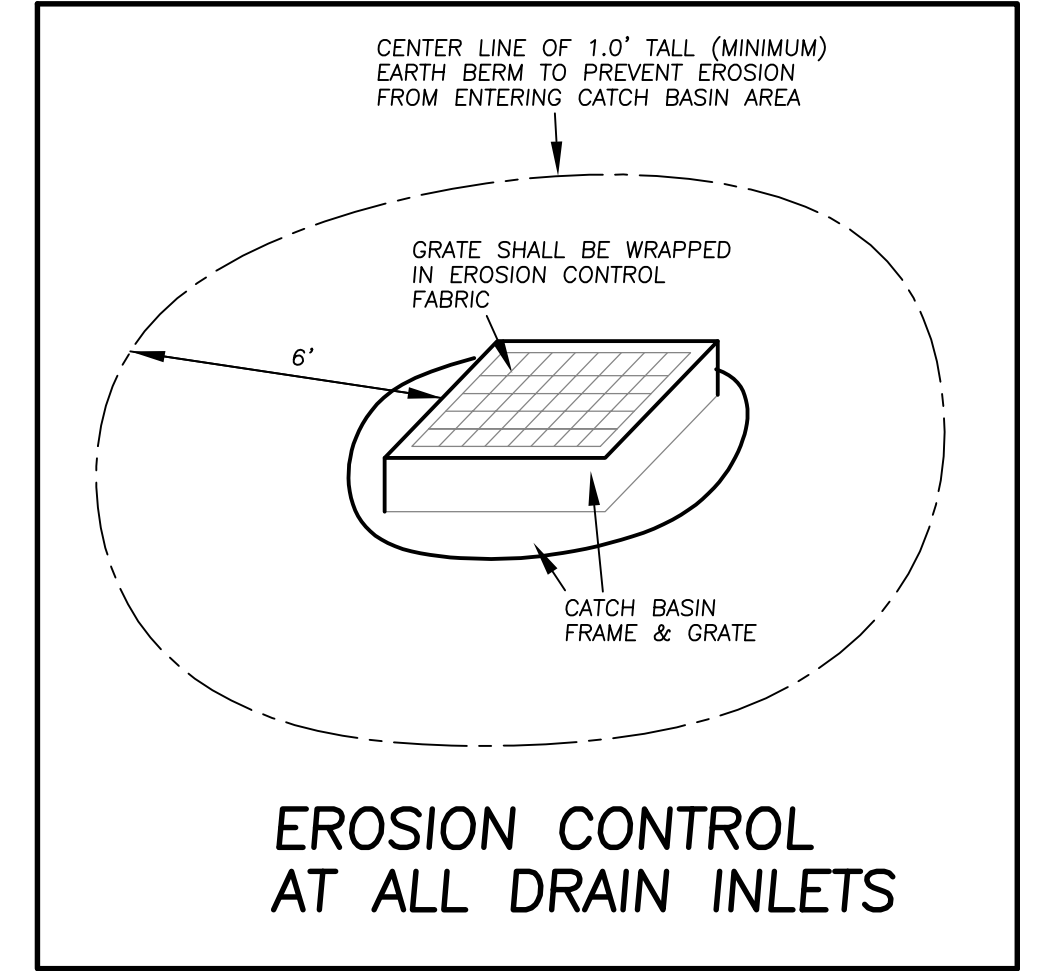


MAPPING NOTES:

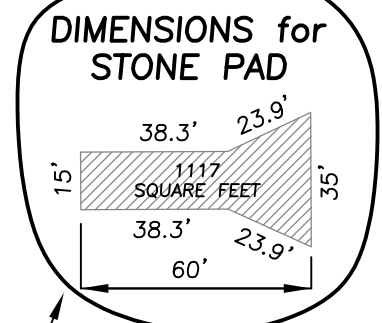
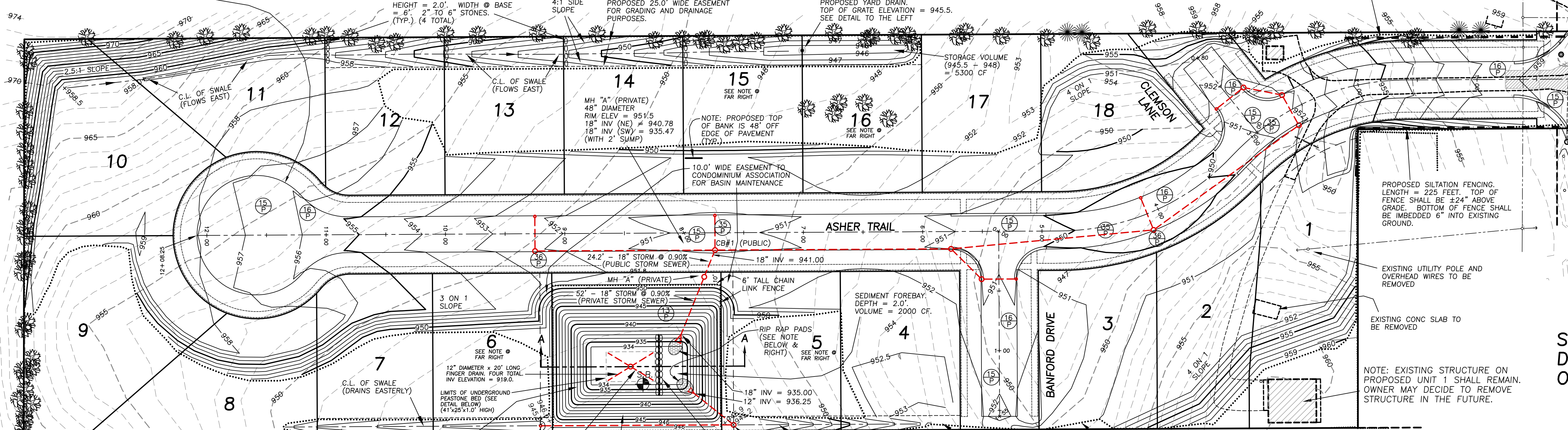
- 1) SHOWN PHYSICAL FEATURES AND EXISTING ELEVATIONS TAKEN FROM 2017 MAPPING OF SUBJECT PROPERTY BY INGERSOLL, WATSON & McMACHEN.
- 2) SHOWN PROPERTY LINE LOCATIONS AND DIMENSIONS TAKEN FROM SURVEY WORK BY THIS OFFICE.

NOTE: ADDITIONAL SILTATION FENCING SHALL BE INSTALLED IF DEEMED NECESSARY BY EROSION CONTROL AGENT OR OTHER GOVERNING BODY.

NOTE: ALL SWALE BOTTOMS AND ALL SIDE SLOPES WITH A SLOPE OF 3 ON 1 (33%) OR STEEPER SHALL BE STABILIZED WITH SOIL EROSION CONTROL FABRIC IN ACCORDANCE WITH MDEQ BEST MANAGEMENT PRACTICES (S & S -3 AND GW-3).



AT A MINIMUM, CB#1, CB#2, CB#9, AND CB#10 SHALL EACH HAVE AN INTERNAL INLET BAG ("INLET PRO" OR "FLEX STORM") AND AN EXTERNAL FILTER MAT ON TOP OF THE GRATE (ZIP TIED IN PLACE). CONTACT HANES GEO COMPONENTS (OR ANOTHER COMPANY) AS NECESSARY.



PROPOSED 1117 SQUARE FOOT BY 6" THICK STONE PAD FOR SOIL REMOVAL PRIOR TO VEHICLES ENTERING 9TH STREET. LOCATION SUBJECT TO FIELD ADJUSTMENT. SIX INCH THICK STONE PAD SHALL BE LAID ON TOP EROSION MATTING. STONES SHALL BE 2" TO 3" DIAMETER AND SHALL BE CLEAN. MAINTENANCE OF STONE PAD WILL BE REQUIRED.

SEE INTERSECTION AND CUL DE SAC GRADING DETAILS ON SHEET 7.

NOTE: UNITS 15 & 16 SHALL HAVE A BASEMENT FLOOR ELEVATION OF 945 OR HIGHER AND A LOWEST BASEMENT OPENING ELEVATION OF 949 OR HIGHER.

NOTE: UNITS 5 & 6 SHALL HAVE A BASEMENT FLOOR ELEVATION OF 944 OR HIGHER AND A LOWEST BASEMENT OPENING ELEVATION OF 947 OR HIGHER.

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
 2186 EAST CENTRE STREET
 PORTAGE, MI 29002
 (269) 207-3712

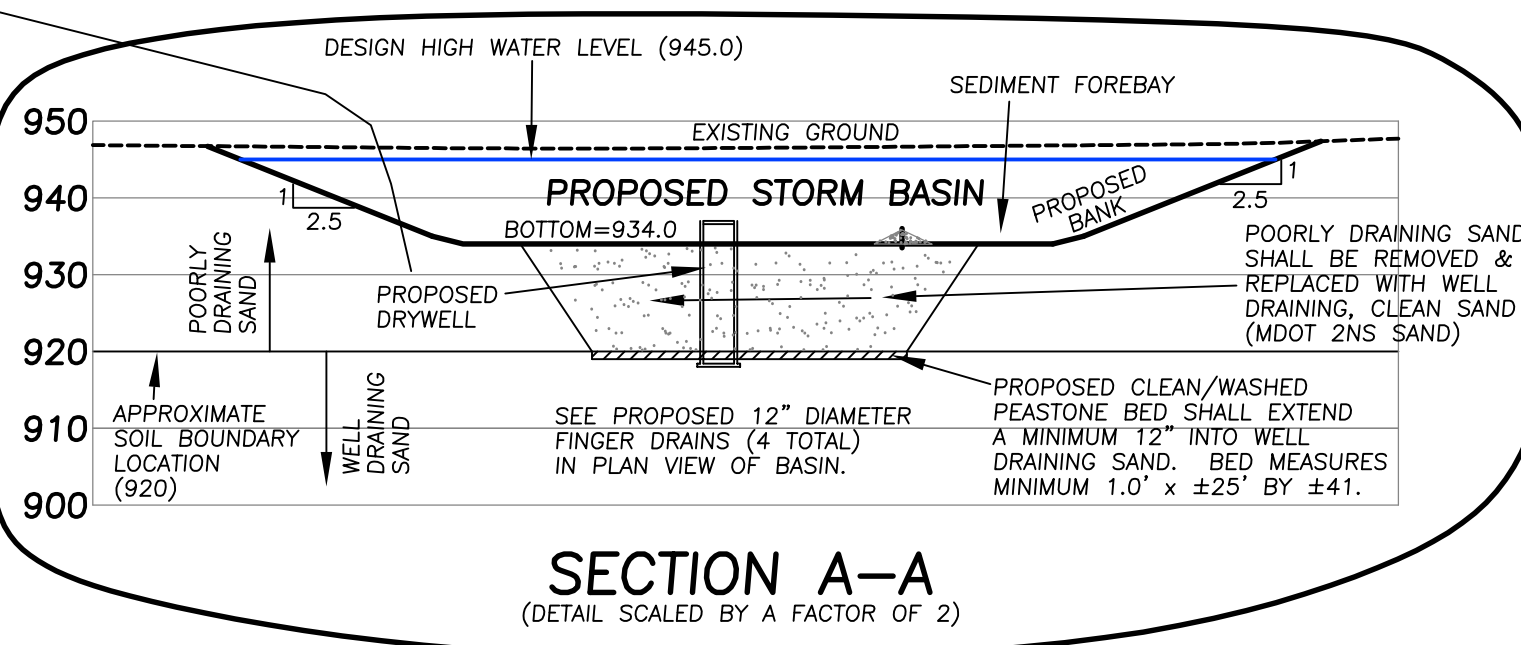
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 REVISED: 7/10/2017
 REVISED: 6/04/2017
 REVISED: 5/15/2017
 REVISED: 5/05/2017

- MICH. UNIFIED KEYING SYSTEM**
- (S) SEEDING (ALL DISTURBED AREAS)
 - (M) MULCHING (IF REQUIRED OR IF NECESSARY)
 - (R) RIP RAP (IN ALL STORM BASINS)
 - (P) PAVEMENT
 - (C) CONCRETE CURB /PAVED BERM
 - (S) STORM SEWER
 - (D) DRAINS/CATCH BASINS
 - (G) GEOTEXTILE SILT FENCE
 - (M.U.S.) M.U.S. DESIGNATION
 - (T) TEMPORARY OR PERMANENT

PRELIMINARY CONSTRUCTION SCHEDULE

MONTH/YEAR	8/18	9/18	10/18	11/18	04/19	05/19
SITE GRADING						
SANITARY SEWER						
STORM SEWER						
WATER MAIN						
CURBING						
ROAD GRAVEL						
PAVING						
SEEDING/RESTORATION						

NOTE: TEMPORARY SEEDING (OR OTHER APPROPRIATE TREATMENT) SHALL BE APPLIED 5 DAYS AFTER SITE GRADING PER OSHTEMO REQUIREMENTS.



YARD DRAIN STORM SEWER INFORMATION:

YARD DRAIN "B"
 24" DIAMETER W/2" SLUMP WITH EJIW#6118-N GRATE RIM ELEV = 945.0 12" INV (OUT) = 941.00

YD. "A" TO YD. "B":
 162' - 12" STORM @ 1.80%

YARD DRAIN "A"
 48" DIAMETER W/2" SLUMP WITH EJIW#6118-N GRATE RIM ELEV = 945.2 12" INV (IN/WEST) = 938.09 12" INV (OUT/EAST) = 937.09

YD. "A" TO BASIN:
 42' - 12" STORM @ 2.00% (12" INV @ FLARED END = 936.25)

NOTE:
 All work must comply with the provisions of Part 91 of the Erosion and Sedimentation Control Act of the Natural Resources and Environmental Protection Act P.A. 451 of 1994, as amended, and as administered by the KCDC, or local jurisdiction

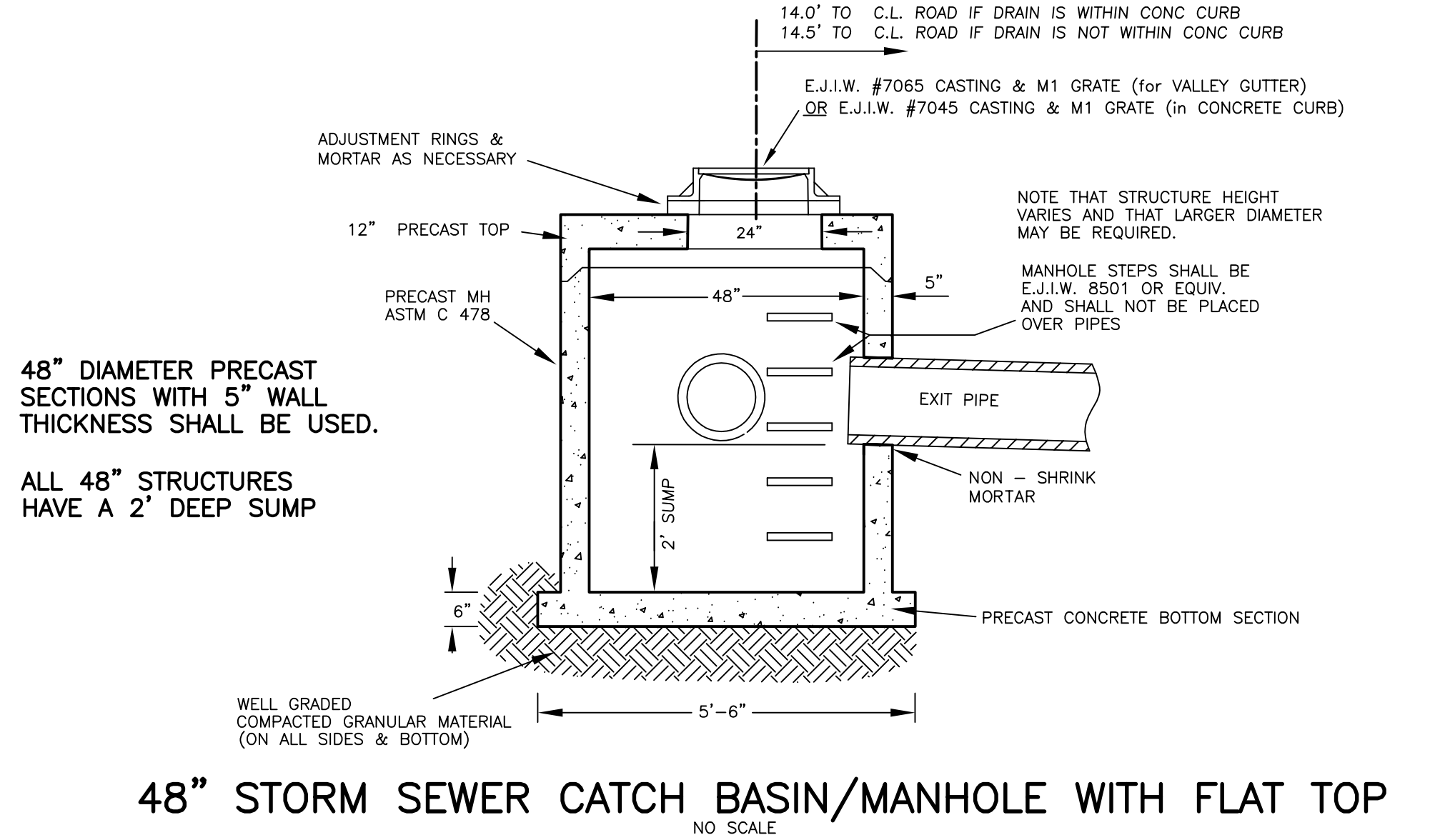


GRADING & EROSION CONTROL PLAN
"AUTUMN GROVE"
 PART OF THE SW 1/4 OF SECTION 11, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

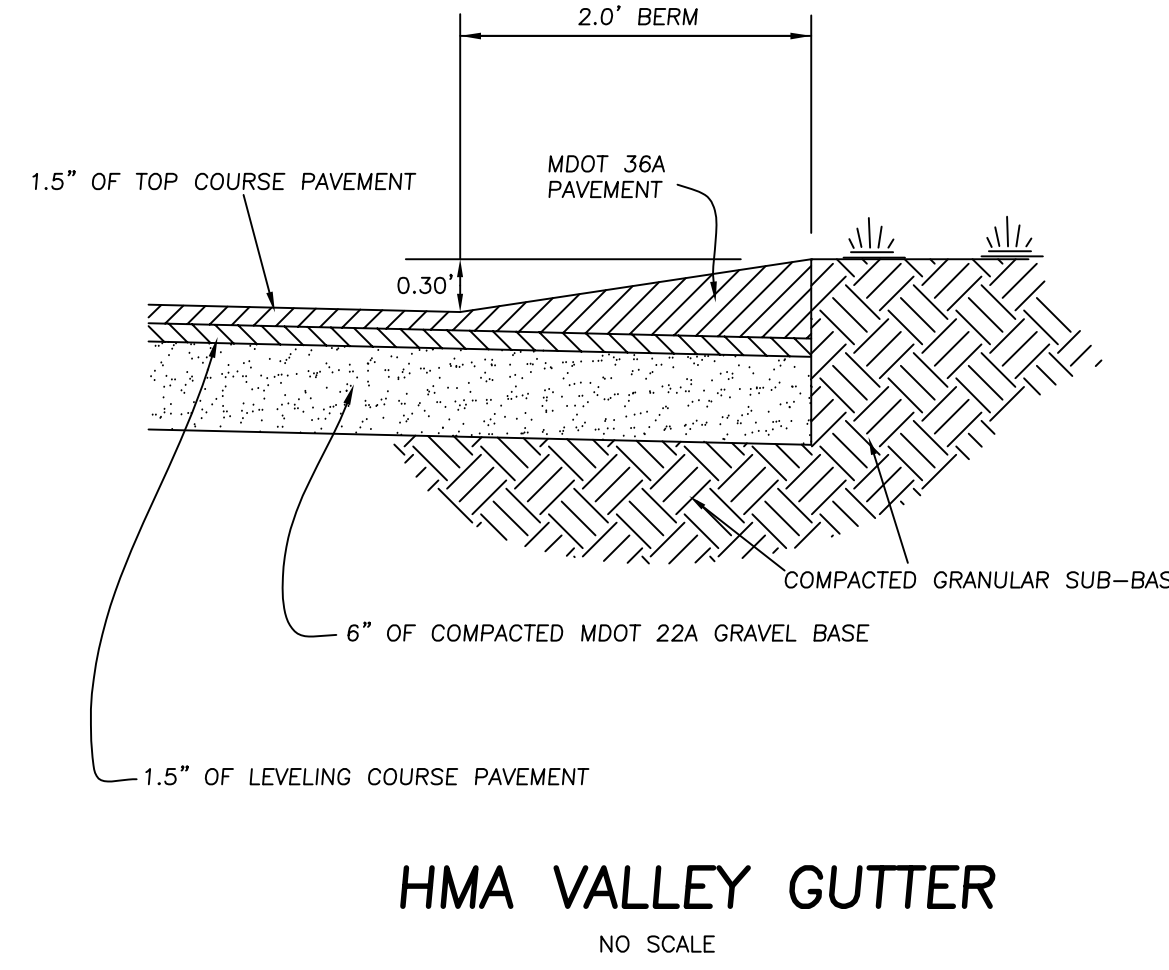
Ingersoll, Watson & McMachen, Inc.
 CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS
 1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555

DATE: 4/9/2017
 SHEET: 4
 JOB No.: 36554

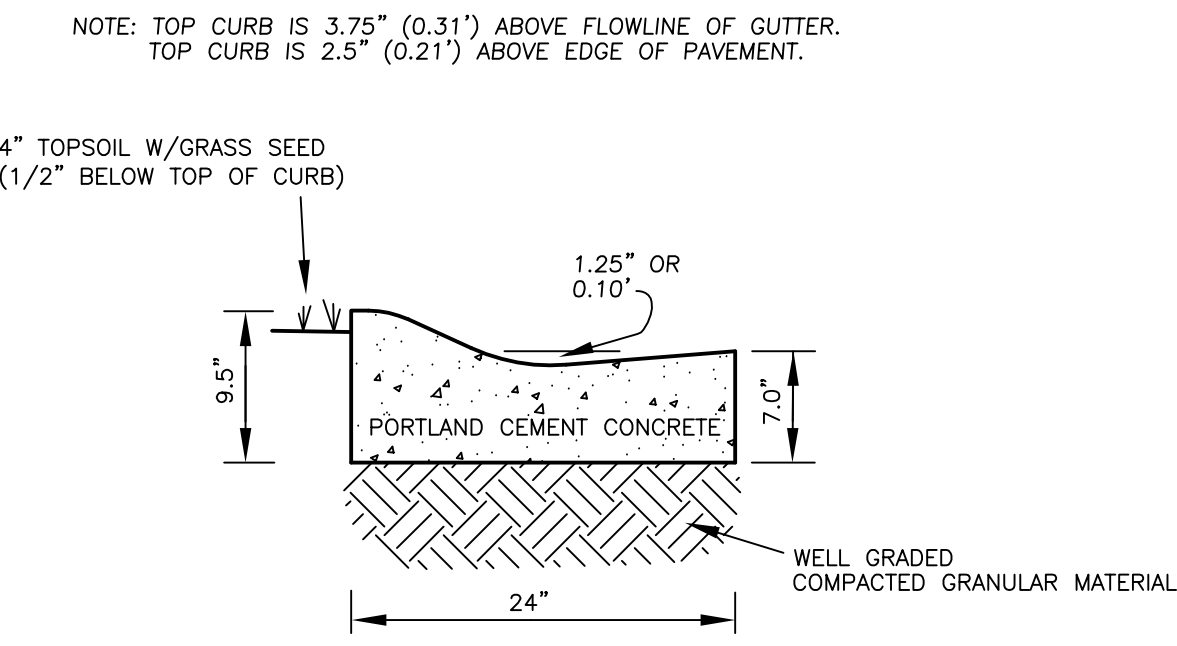
CONSTRUCTION DETAILS



48" STORM SEWER CATCH BASIN/MANHOLE WITH FLAT TOP
NO SCALE

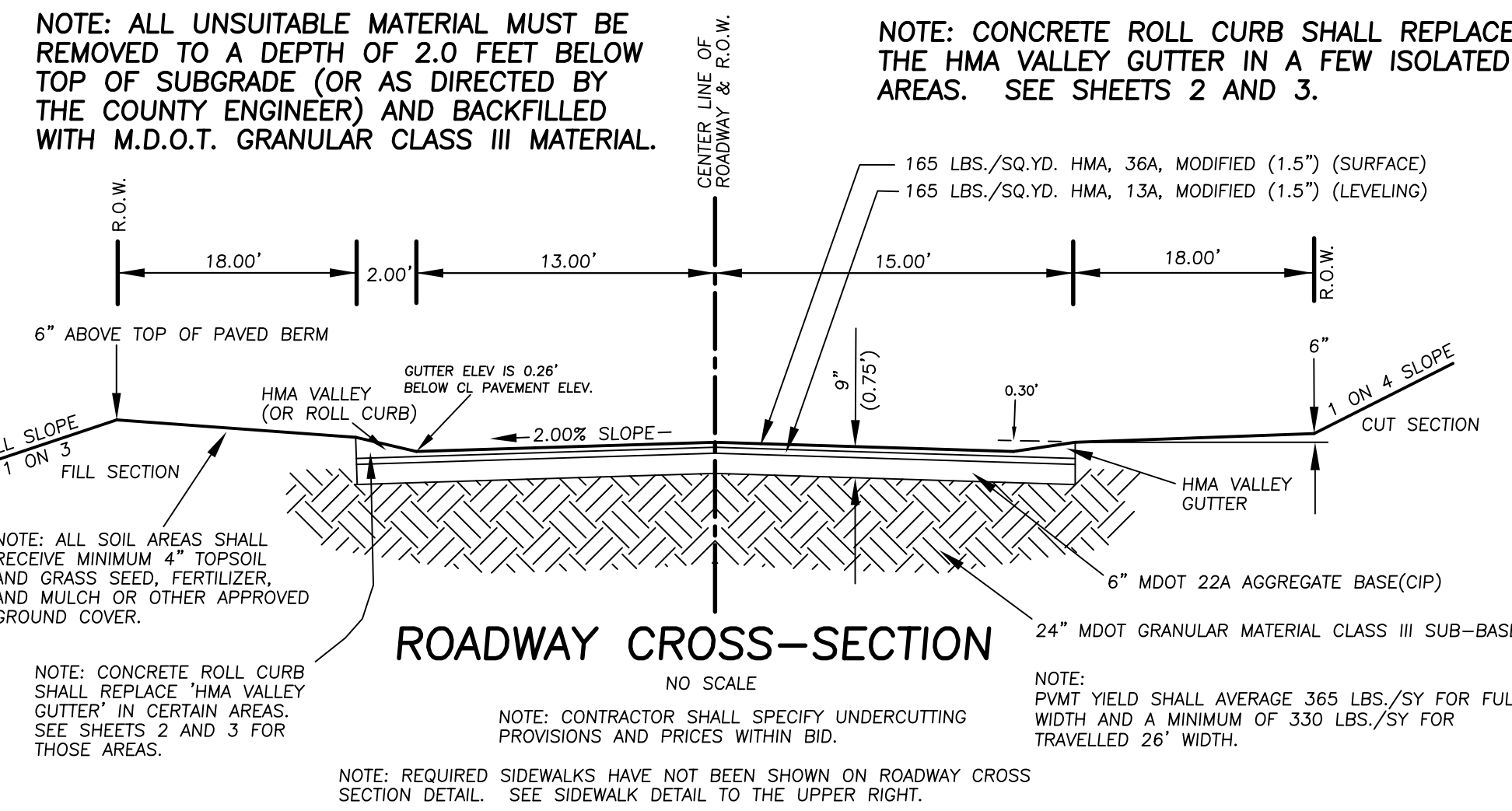


HMA VALLEY GUTTER
NO SCALE

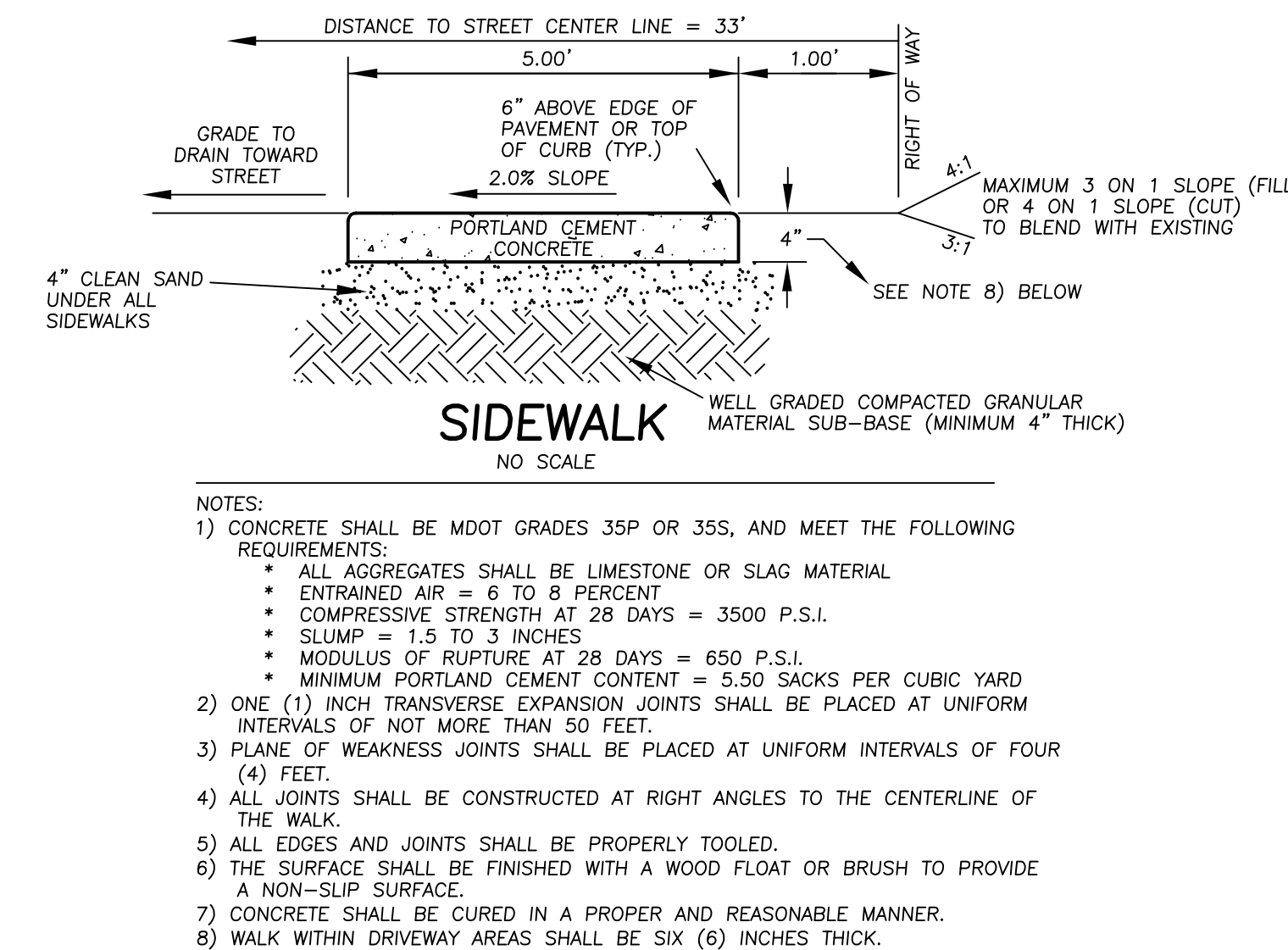


CONCRETE ROLL CURB
NO SCALE

(ALSO REFERRED TO AS "MOUNTABLE CONCRETE CURB & GUTTER" BY THE ROAD COMMISSION OF KALAMAZOO COUNTY)

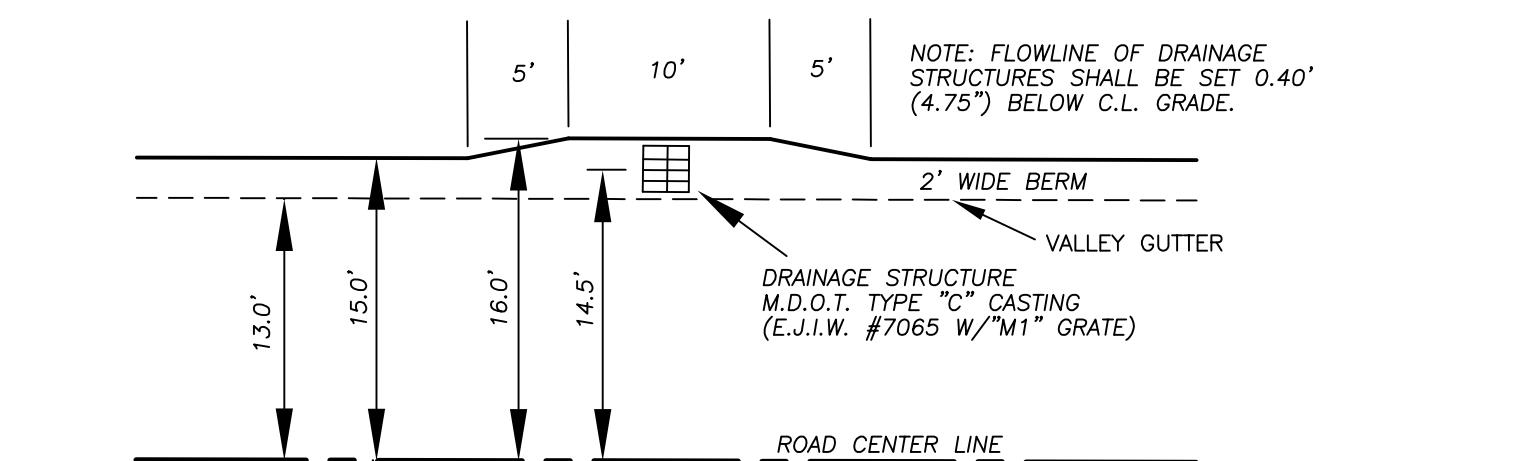


ROADWAY CROSS-SECTION
NO SCALE

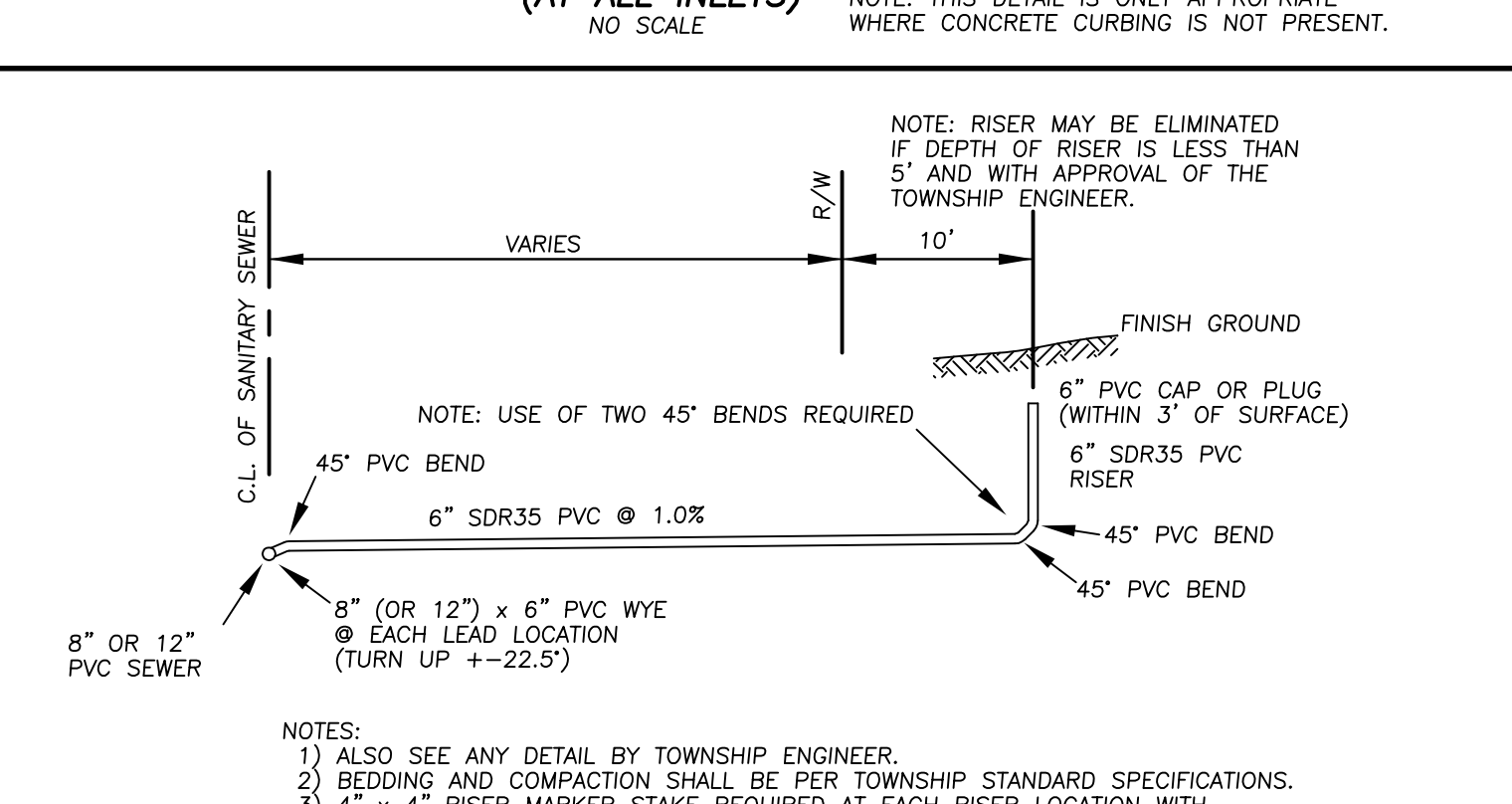


SIDEWALK
NO SCALE

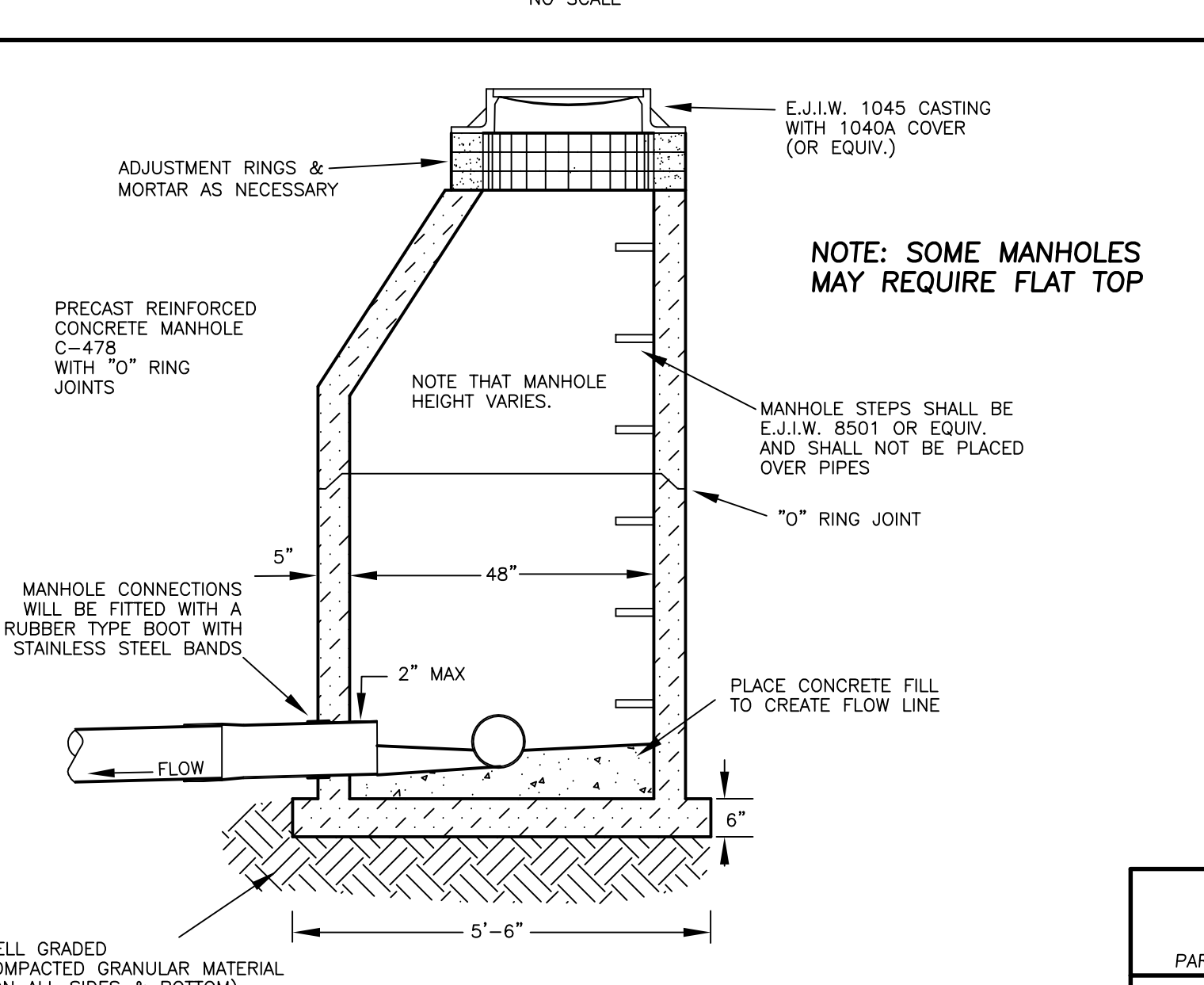
- NOTES:
 1) CONCRETE SHALL BE MDOT GRADES 35P OR 35S, AND MEET THE FOLLOWING REQUIREMENTS:
 • ALL AGGREGATES SHALL BE LIMESTONE OR SLAG MATERIAL
 • ENTRAINED AIR = 6 TO 8 PERCENT
 • COMPRESSIVE STRENGTH AT 28 DAYS = 3500 P.S.I.
 • SLUMP = 1.5 TO 3 INCHES
 • MODULUS OF RUPTURE AT 28 DAYS = 650 P.S.I.
 • MINIMUM PORTLAND CEMENT CONTENT = 5.50 SACKS PER CUBIC YARD
 2) ONE (1) INCH TRANSVERSE EXPANSION JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF NOT MORE THAN 50 FEET.
 3) PLANE OF WEAKNESS JOINTS SHALL BE PLACED AT UNIFORM INTERVALS OF FOUR (4) FEET.
 4) ALL JOINTS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE CENTERLINE OF THE WALK.
 5) ALL EDGES AND JOINTS SHALL BE PROPERLY TOOLED.
 6) THE SURFACE SHALL BE FINISHED WITH A WOOD FLOAT OR BRUSH TO PROVIDE A NON-SLIP SURFACE.
 7) CONCRETE SHALL BE CURED IN A PROPER AND REASONABLE MANNER.
 8) WALK WITHIN DRIVEWAY AREAS SHALL BE SIX (6) INCHES THICK.



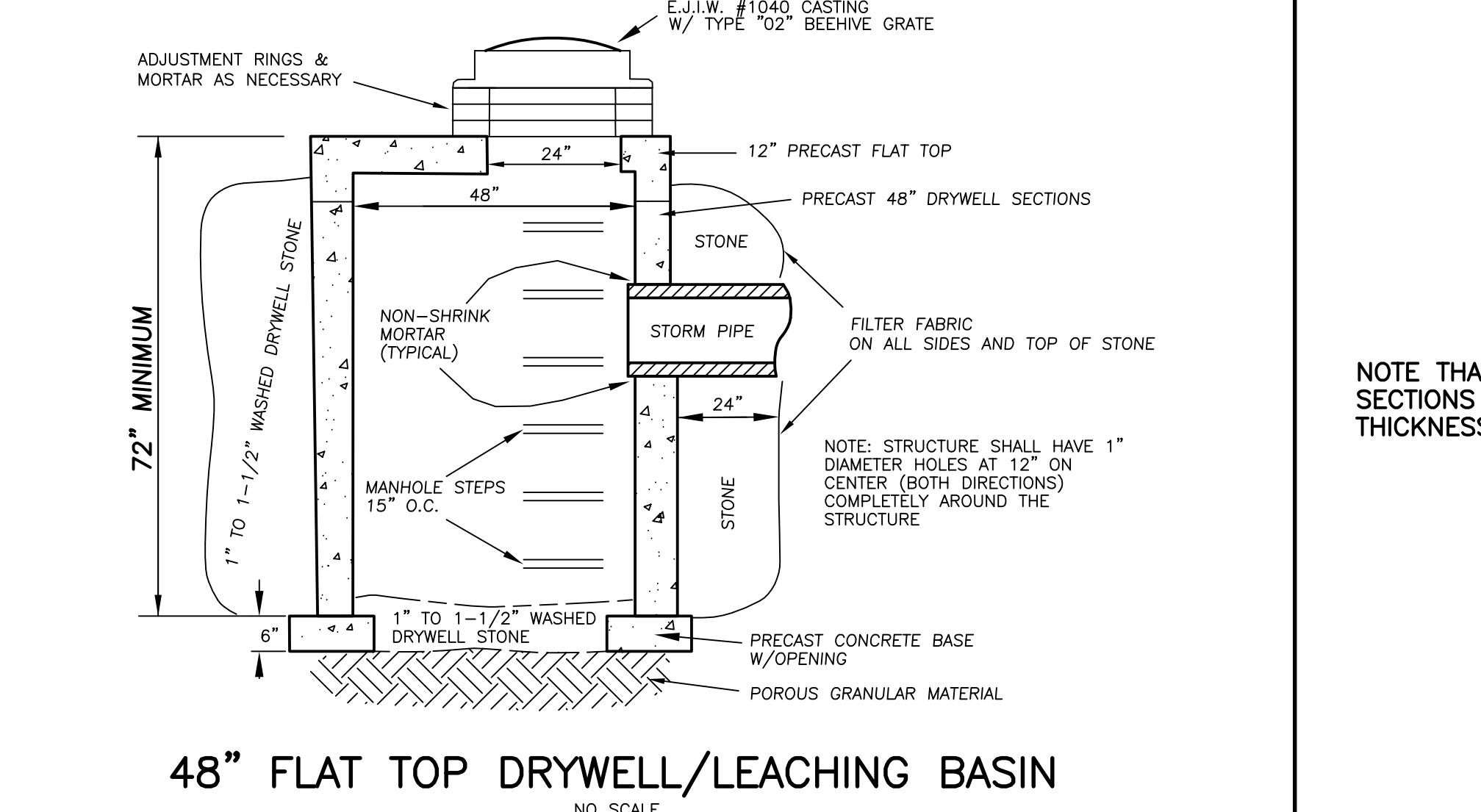
GUTTER TURNOUT DETAIL
(AT ALL INLETS)
NO SCALE



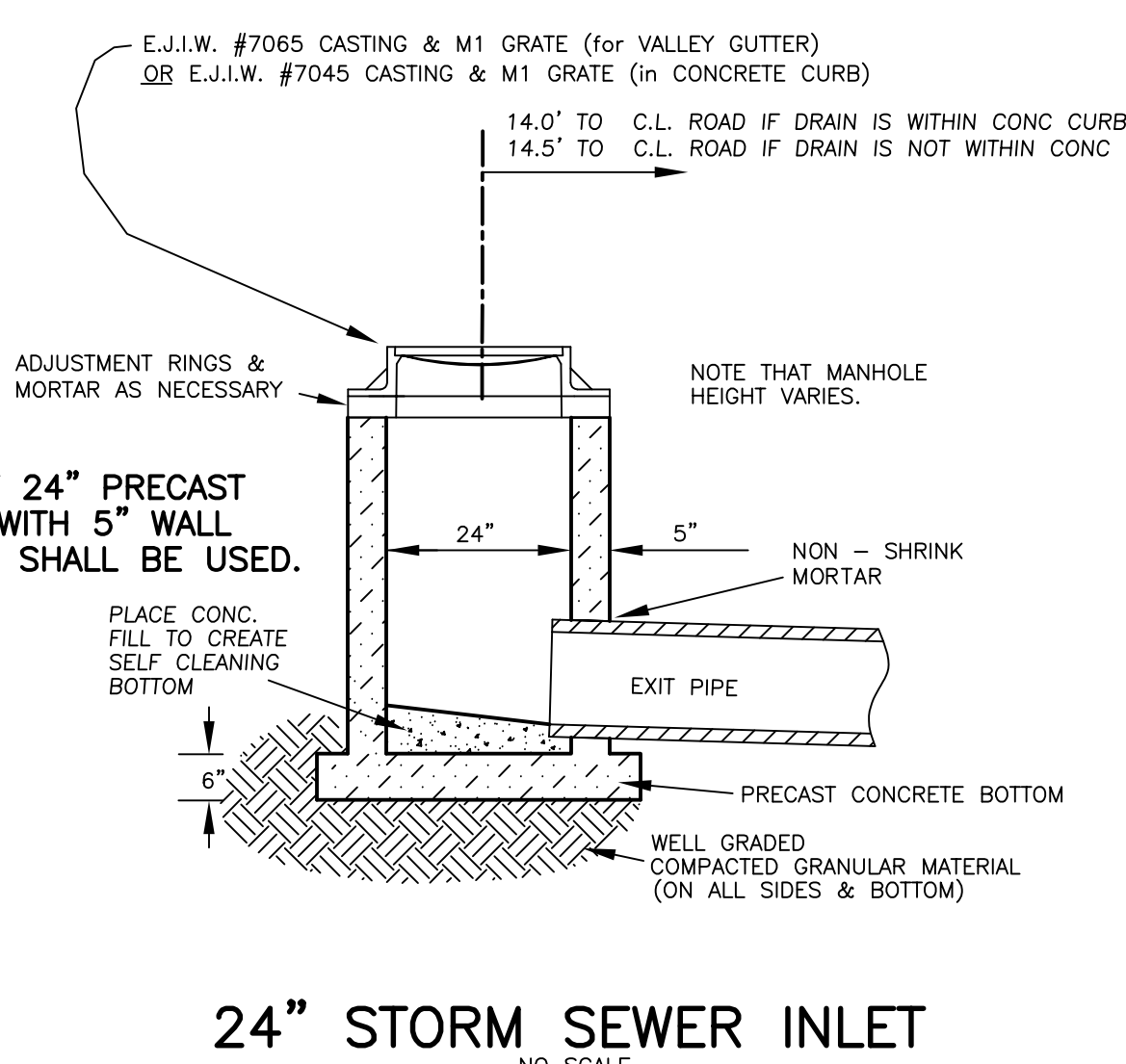
SANITARY SEWER LEAD
NO SCALE



48" SANITARY SEWER MANHOLE
NO SCALE



48" FLAT TOP DRYWELL/LEACHING BASIN
NO SCALE



24" STORM SEWER INLET
NO SCALE

CONSTRUCTION NOTES

- GENERAL NOTES**
- 1) CONTRACTOR SHALL NOTIFY MISS DIG AT 1-800-482-7171 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
 - 2) LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE. ADDITIONAL UNDERGROUND UTILITIES MAY EXIST ON THIS SITE WHICH ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL BE RESPONSIBLE TO LOCATE AND PROTECT ALL UTILITIES ON SITE, WHETHER SHOWN ON THESE PLANS OR NOT.
 - 3) CONTRACTOR SHALL PROVIDE ALL SIGNS, FENCING, LIGHTS, BARRICADES, ETC. NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING CONSTRUCTION.
 - 4) REQUESTS FOR CONSTRUCTION STAKING SHALL BE DIRECTED TO THE ENGINEER A MINIMUM OF 48 HOURS PRIOR TO THEIR ACTUAL NEED.
 - 5) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH ALL UTILITY COMPANIES FOR THE PROTECTION AND/OR RELOCATION OF EXISTING UTILITIES.
 - 6) ALL MATERIALS PLACED DURING CONSTRUCTION SHALL BE IN NEW CONDITION, SHALL BE FREE FROM DEFECTS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE OWNER AND THE ROAD COMMISSION.
 - 7) ALL CONSTRUCTION SHALL BE SUBJECT TO CONSTRUCTION INSPECTION & APPROVAL.
 - 8) THE R.C.K.C. WILL REQUIRE A PRE-CONSTRUCTION MEETING PRIOR TO THE START OF CONSTRUCTION.

- CONSTRUCTION NOTES**
- 1) ALL PIPE LENGTH DISTANCES ARE FROM CENTER TO CENTER OF STRUCTURE.
 - 2) ALL TRENCHING AND BACKFILLING FOR UTILITIES SHALL COMPLY WITH APPLICABLE REQUIREMENTS.
 - 3) ALL CONSTRUCTION SHALL COMPLY WITH ALL LOCAL, STATE, AND FEDERAL RULES, REQUIREMENTS, AND LAWS.

- SANITARY SEWER NOTES**
- 1) ALL SANITARY SEWER PIPE SHALL BE 8" OR 6" SDR35 PVC AND SHALL COMPLY WITH ASTM D 3034. PIPE SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S INSTRUCTIONS.
 - 2) ALL 8" SANITARY SEWER INSTALLATION; ALL SANITARY SEWER MANHOLE CONSTRUCTION; AND ALL OTHER SANITARY SEWER CONSTRUCTION WITHIN THE PROPOSED FUTURE PUBLIC ROAD SHALL CONFORM WITH OSHTEMO TOWNSHIP REQUIREMENTS AND SPECIFICATIONS AND SHALL BE SUBJECT TO THEIR INSPECTION AND APPROVAL.

- STORM SEWER NOTES**
- 1) CORRUGATED POLYETHYLENE PIPE ("CPE") SHALL BE ADS N-12, HANGOR, OR EQUIV. (DUAL WALL, SMOOTH INSIDE, CORRUGATED OUTSIDE, NO PERFORATIONS, PREMIUM JOINTS) AND SHALL COMPLY WITH ASHTO M 294. PIPE SHALL BE INSTALLED IN ACCORDANCE WITH ROAD COMMISSION/MDOT REQUIREMENTS AND SPEC'S.
 - 2) ALL STORM SEWER PIPE SHALL BE PROVIDED WITH A MINIMUM 3.0' OF COMPACTED EARTH COVER DURING CONSTRUCTION.
 - 3) REINFORCED CONCRETE STORM SEWER PIPE SHALL BE C-76 CLASS IV (MDOT TYPE 3) AND SHALL COMPLY WITH ROAD COMMISSION OF KALAMAZOO COUNTY AND MDOT SPEC'S.
 - 4) ALL 48" DIAMETER DRAINAGE STRUCTURES SHALL BE CONSTRUCTED WITH A 2' SUMP.

- WATER MAIN NOTES**
- 1) PROPOSED WATER MAIN SHALL BE A PUBLIC CITY OF KALAMAZOO WATER MAIN WITHIN A PROPOSED EASEMENT TO THE CITY OF KALAMAZOO IF REQUIRED. ALL FINAL WATER MAIN DESIGN SHALL BE BY THE CITY OF KALAMAZOO. HYDRANT LOCATIONS REQUIRE APPROVAL FROM OSHTEMO TOWNSHIP.

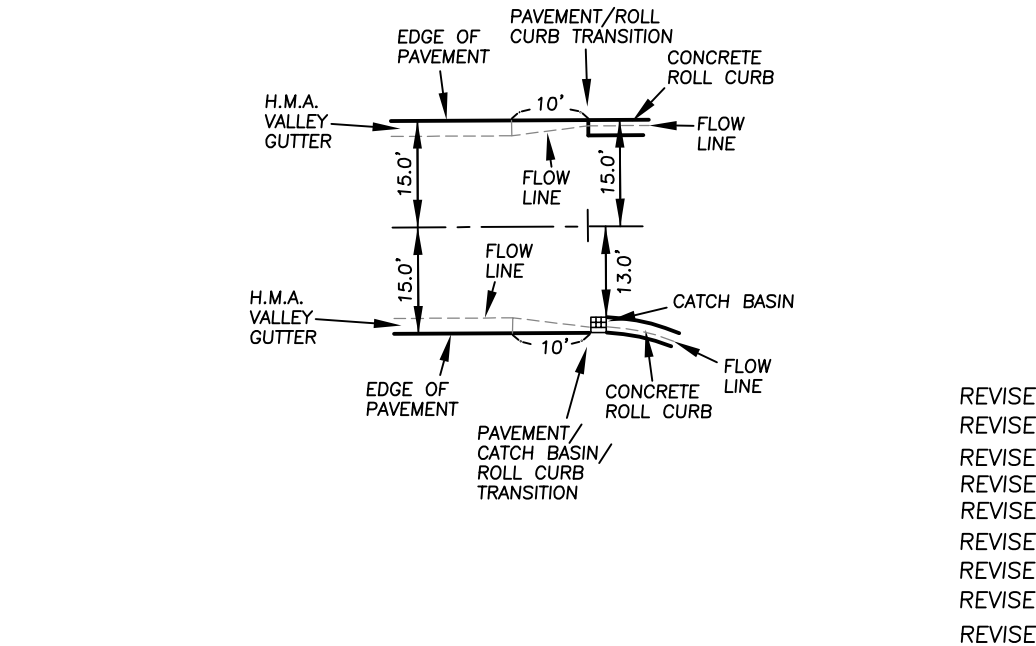
- SOIL EROSION CONTROL NOTES (ALSO SEE SHEET 4)**
- 1) ALL CONSTRUCTION SHALL COMPLY WITH THE SOIL EROSION AND SEDIMENTATION CONTROL ACT (ACT 451, P.A. 1994, AS AMENDED) AS ADMINISTERED BY KALAMAZOO COUNTY.
 - 2) EARTHWORK CONTRACTORS SHALL BE RESPONSIBLE FOR THE FOLLOWING:
 A) BERMING OR FILTERING OF PROPERTY LINES AT ALL LOCATIONS WHERE EROSION COULD OCCUR.
 B) PROTECTION OF ALL EXISTING AND NEWLY CONSTRUCTED STORM SEWER STRUCTURES, WHETHER ADJACENT TO OR ON THE SITE.
 C) MINIMIZATION OF TRACKING OF MATERIAL OFF-SITE.
 D) SWEEPING & CLEANING OF ADJACENT STREETS AS NECESSARY.
 E) OBTAINING SOIL EROSION CONTROL PERMIT.

- RESTORATION NOTES**
- 1) ALL DISTURBED AREAS SHALL BE RESTORED WITH MINIMUM 4" TOPSOIL, GRASS SEED, AND MULCH.
 - 2) ALL SEEDING AND RESTORATION SHALL COMPLY WITH M.D.O.T. AND R.C.K.C. SPECIFICATIONS AND REQUIREMENTS.
 - 3) EXISTING STREETS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT WHICH EXISTED PRIOR TO CONSTRUCTION.

- PRIVATE UTILITY NOTES**
- 1) UNDERGROUND ELECTRIC, NATURAL GAS, TELEPHONE, AND CABLE TV PRIVATE UTILITIES SHALL BE SIZED & INSTALLED BY UTILITY OWNERS.

- TREE AND BRUSH REMOVAL NOTES**
- 1) TREES, STUMPS, BRUSH AND OTHER VEGETATIVE MATERIAL SHALL BE REMOVED FROM CONSTRUCTION AREA AND DISPOSED OF BY CONTRACTOR. MATERIAL SHALL BE DISPOSED OF BY A METHOD WHICH MEETS OWNER'S APPROVAL AND COMPLIES WITH GOVERNING BODY REQUIREMENTS.

PAVEMENT / ROLL CURB TRANSITION DETAILS



REVISIONS: 08/31/2018 DATE: 4/9/2017
 07/17/2018 SHEET: 5
 06/14/2018
 04/25/2018
 10/16/2017
 08/09/2017
 7/10/2017
 6/04/2017
 5/15/2017

CONSTRUCTION DETAILS & NOTES
AUTUMN GROVE

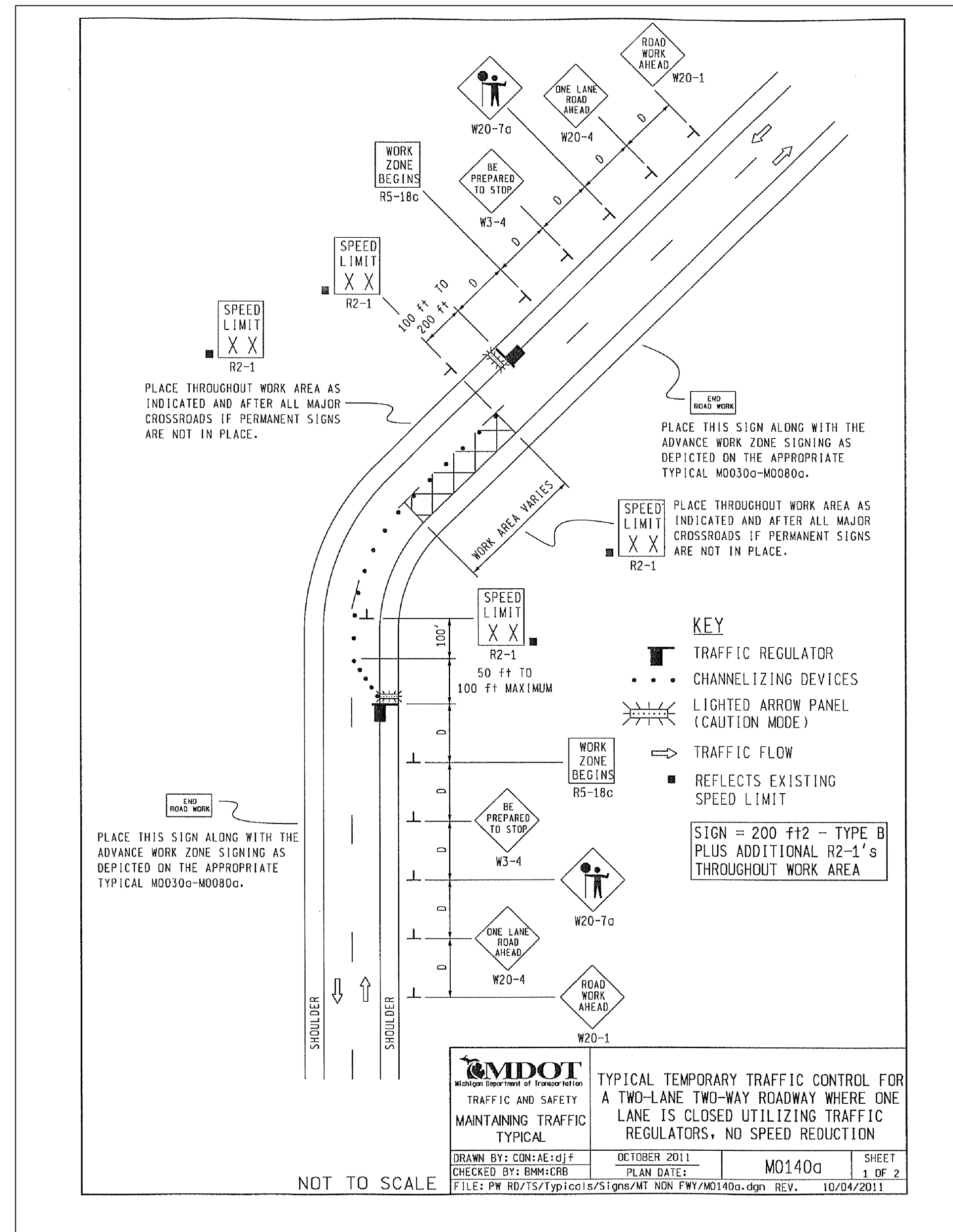
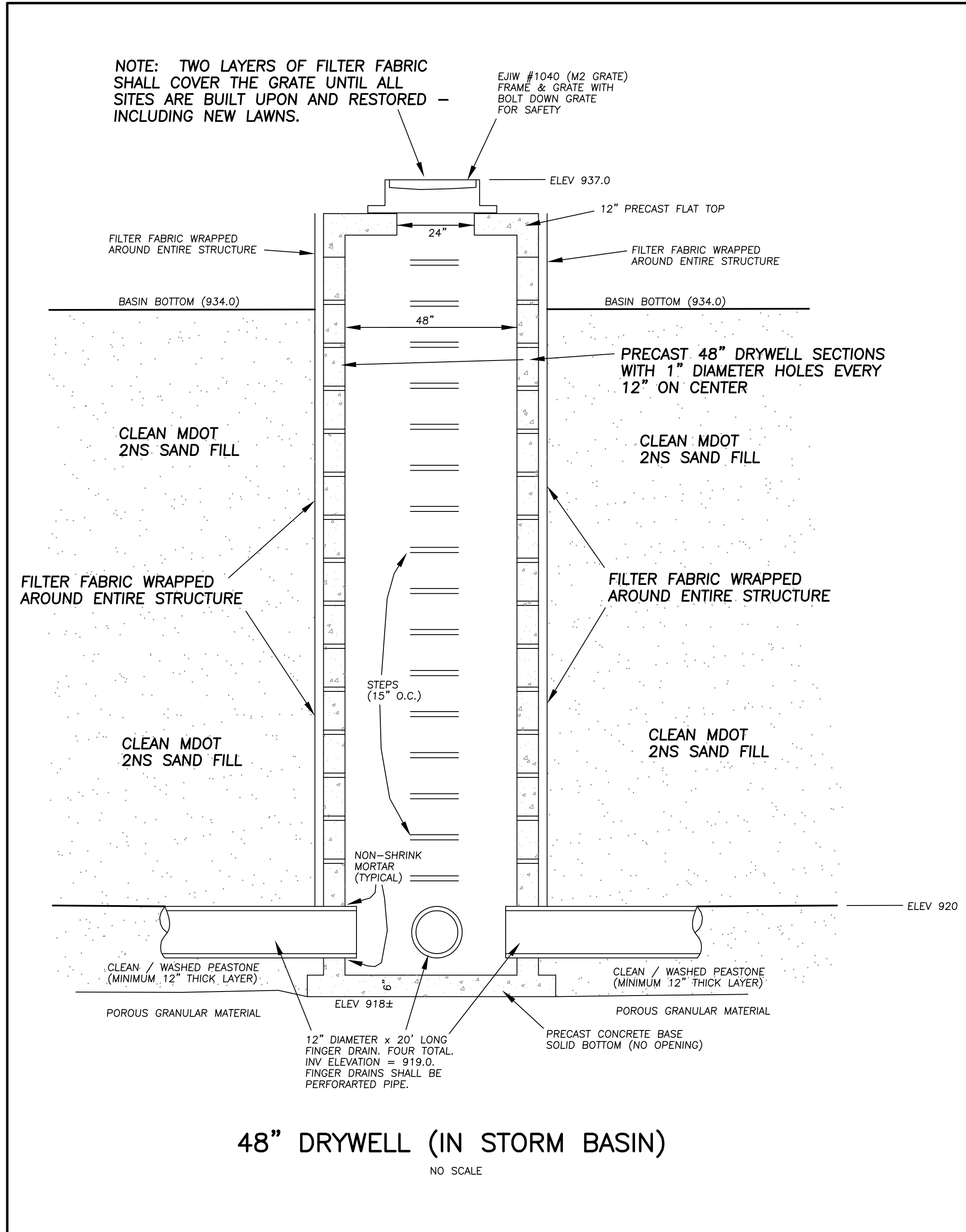
PART OF SECTION 11, OSHTEMO TOWNSHIP, T. 2 S., R. 12 W., KALAMAZOO COUNTY, MICHIGAN

Ingersoll, Watson & McMachen, Inc.
 CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

1209 East Mitham Road - Portage, Michigan 49002 - Phone 269 344-6165 - Fax 269 344-0555



NOTE: ALL SIDEWALK RAMPS SHALL BE INSTALLED PER THE MDOT 'SIDEWALK RAMP AND DETECTABLE WARNING DETAILS' STANDARD PLAN R-28 SERIES.



NOTES

- D = DISTANCE BETWEEN TRAFFIC CONTROL DEVICES AND LENGTH OF LONGITUDINAL BUFFERS SEE M0020g FOR "D" VALUES.
- ALL NON-APPLICABLE SIGNING WITHIN THE CIA SHALL BE MODIFIED TO FIT CONDITIONS, COVERED OR REMOVED.
- DISTANCES BETWEEN SIGNS. THE VALUES FOR WHICH ARE SHOWN IN TABLE D, ARE APPROXIMATE AND MAY NEED ADJUSTING AS DIRECTED BY THE ENGINEER.
- THE "WORK ZONE BEGINS" (R5-18c) SIGN SHALL BE USED ONLY IN THE INITIAL SIGNING SEQUENCE IN THE WORK ZONE. SUBSEQUENT SEQUENCES IN THE SAME WORK ZONE SHALL OMIT THIS SIGN AND THE QUANTITIES SHALL BE ADJUSTED APPROPRIATELY.
- THE MAXIMUM RECOMMENDED DISTANCE(S) BETWEEN CHANNELIZING DEVICES IN THE TAPER AREA(S) SHOULD BE 15 FEET AND SHOULD BE EQUAL IN FEET TO TWICE THE POSTED SPEED IN MILES PER HOUR IN THE PARALLEL AREA(S).
- FOR OVERNIGHT CLOSURES, TYPE III BARRICADES SHALL BE LIGHTED.
- WHEN CALLED FOR IN THE FHWA ACCEPTANCE LETTER FOR THE SIGN SYSTEM SELECTED, THE TYPE A WARNING FLASHER, SHOWN ON THE WARNING SIGNS, SHALL BE POSITIONED ON THE SIDE OF THE SIGN NEAREST THE ROADWAY.
- ALL TEMPORARY SIGNS, TYPE III BARRICADES, THEIR SUPPORT SYSTEMS AND LIGHTING REQUIREMENTS SHALL MEET NCHRP 350 CRASHWORTHY REQUIREMENTS STIPULATED IN THE CURRENT EDITION OF THE MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE STANDARD PLANS AND APPLICABLE SPECIAL PROVISIONS. ONLY DESIGNS AND MATERIALS APPROVED BY MDT WILL BE ALLOWED.
- ALL TRAFFIC REGULATORS SHALL BE PROPERLY TRAINED AND SUPERVISED.
- IN ANY OPERATION INVOLVING MORE THAN ONE TRAFFIC REGULATOR, ONE PERSON SHOULD BE DESIGNATED AS HEAD TRAFFIC REGULATOR.
- ALL TRAFFIC REGULATORS' CONDUCT, THEIR EQUIPMENT, AND TRAFFIC REGULATING PROCEDURES SHALL CONFORM TO THE CURRENT EDITION OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CURRENT EDITION OF THE MDT HANDBOOK ENTITLED "TRAFFIC REGULATORS INSTRUCTION MANUAL."
- WHEN TRAFFIC REGULATING IS ALLOWED DURING THE HOURS OF DARKNESS, APPROPRIATE LIGHTING SHALL BE PROVIDED TO SUFFICIENTLY ILLUMINATE THE TRAFFIC REGULATOR'S STATIONS.
- THE MAXIMUM DISTANCE BETWEEN THE TRAFFIC REGULATORS SHALL BE NO MORE THAN 2 MILES IN LENGTH UNLESS RESTRICTED FURTHER IN THE SPECIAL PROVISIONS FOR MAINTAINING TRAFFIC. ALL SEQUENCES OF MORE THAN 2 MILES IN LENGTH WILL REQUIRE WRITTEN PERMISSION FROM THE ENGINEER BEFORE PROCEEDING.
- WHEN INTERSECTING ROADS OR SIGNIFICANT TRAFFIC GENERATORS (SHOPPING CENTERS, MOBILE HOME PARKS, ETC.) OCCUR WITHIN THE ONE-LANE TWO-WAY OPERATION, INTERMEDIATE TRAFFIC REGULATORS AND APPROPRIATE SIGNING SHALL BE PLACED AT THESE LOCATIONS.
- ADDITIONAL SIGNING AND/OR ELONGATED SIGNING SEQUENCES SHOULD BE USED WHEN TRAFFIC VOLUMES ARE SIGNIFICANT ENOUGH TO CREATE BACKUPS BEYOND THE W3-4 SIGNS.
- THE HAND HELD (PADDLE) SIGNS REQUIRED BY THE MMUTCD TO CONTROL TRAFFIC WILL BE PAID FOR AS PART OF FLAG CONTROL.
- THE TRAFFIC REGULATORS SHOULD BE POSITIONED AT OR NEAR THE SIDE OF THE ROAD SO THAT THEY ARE SEEN CLEARLY AT A MINIMUM DISTANCE OF 500 FEET. THIS MAY REQUIRE EXTENDING THE BEGINNING OF THE LANE CLOSURE TO OVERCOME VIEWING PROBLEMS CAUSED BY HILLS AND CURVES.

SIGN SIZES

DIAMOND WARNING	- 48" x 48"
R2-1 REGULATORY	- 48" x 60"
R5-18c REGULATORY	- 48" x 48"

MDOT
Michigan Department of Transportation

TRAFFIC AND SAFETY

MANTAINING TRAFFIC TYPICAL

MO140g

OCTOBER 2011

PLAN DATE:

M0140g

SHEET 2 OF 2

DRAWN BY: CON:AE:djf

CHECKED BY: BMM:CRB

FILE: PW RD/TS/Typicals/Signs/MT NON FWY/M0140g.dgn

REV: 10/04/2011

NOT TO SCALE

NOTE: IF 9th STREET IS NOT DISTURBED DURING CONSTRUCTION, THEN SHOWN TRAFFIC CONTROL PROVISIONS MAY NOT BE NEEDED.

NOTE: POSTED SPEED LIMIT ON 9th STREET IS 45 M.P.H.

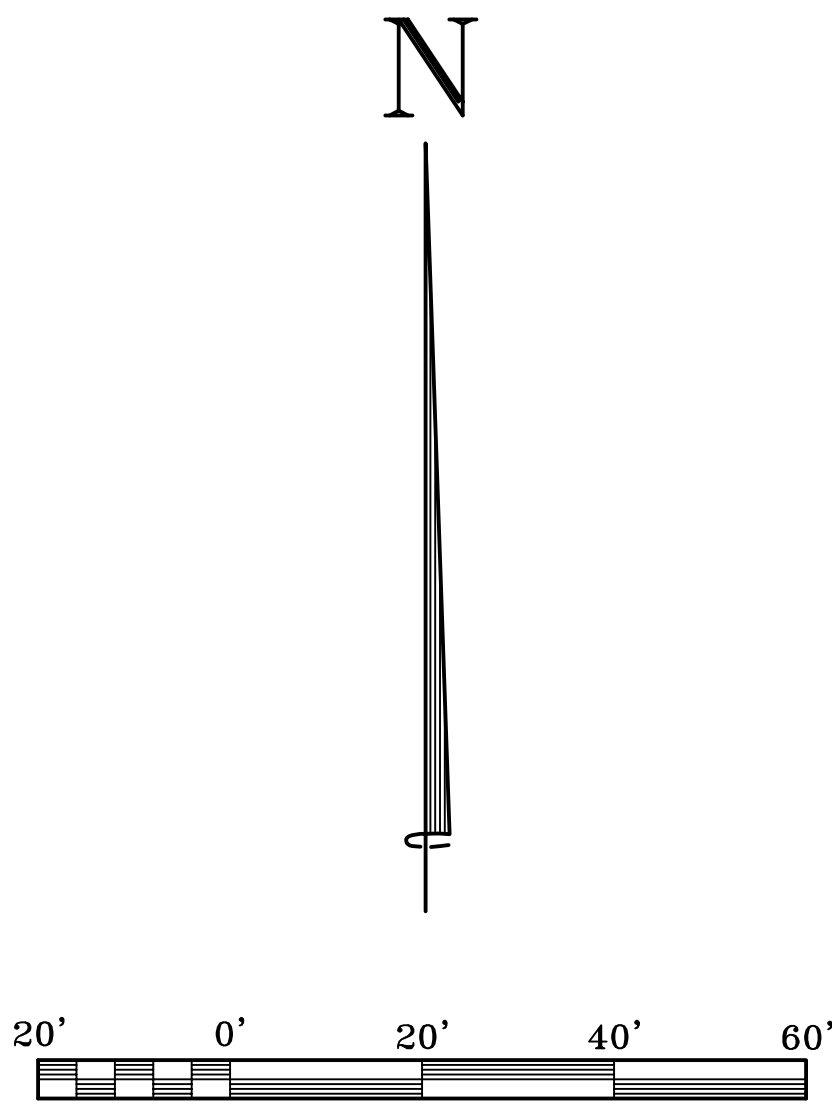
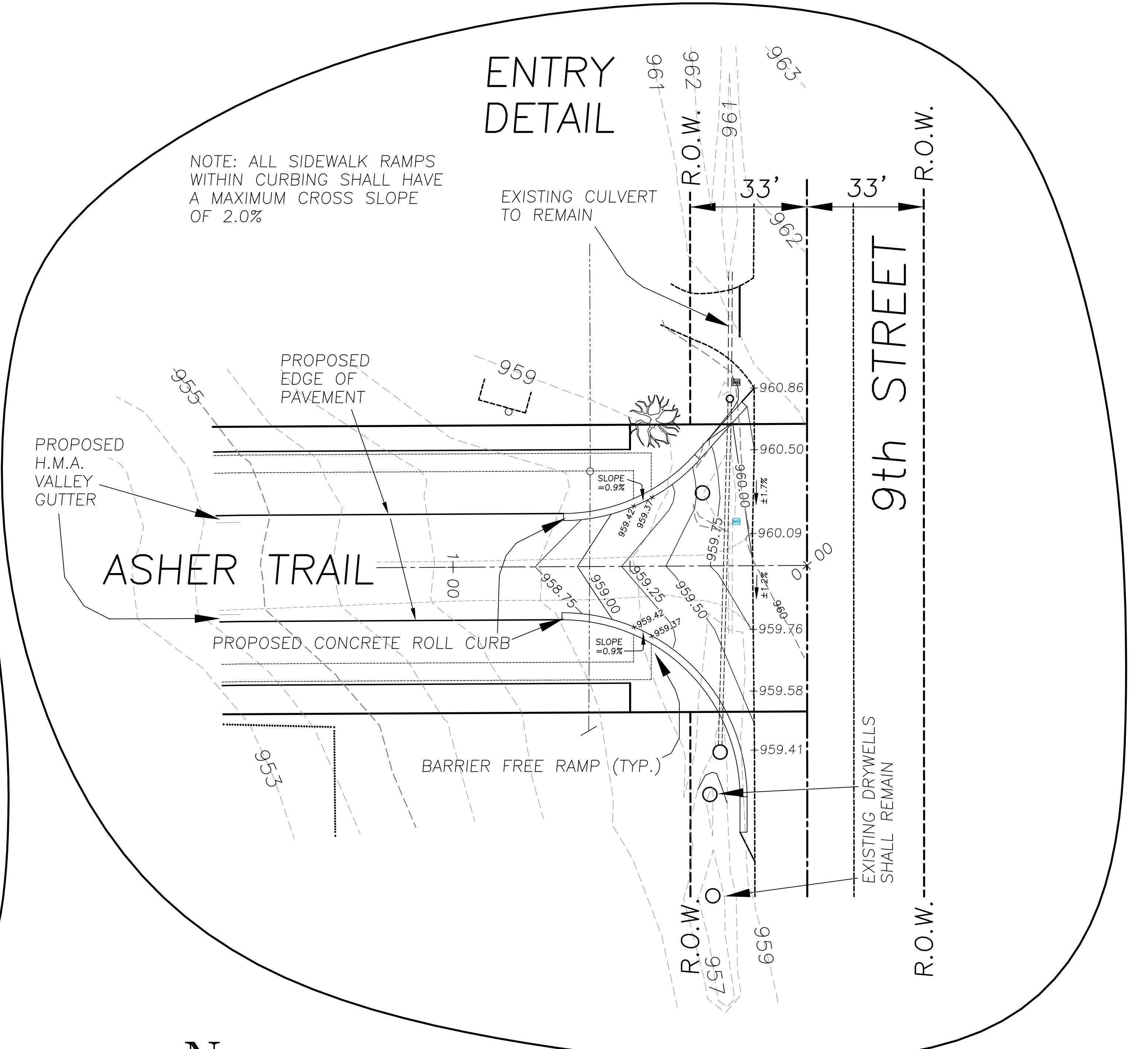
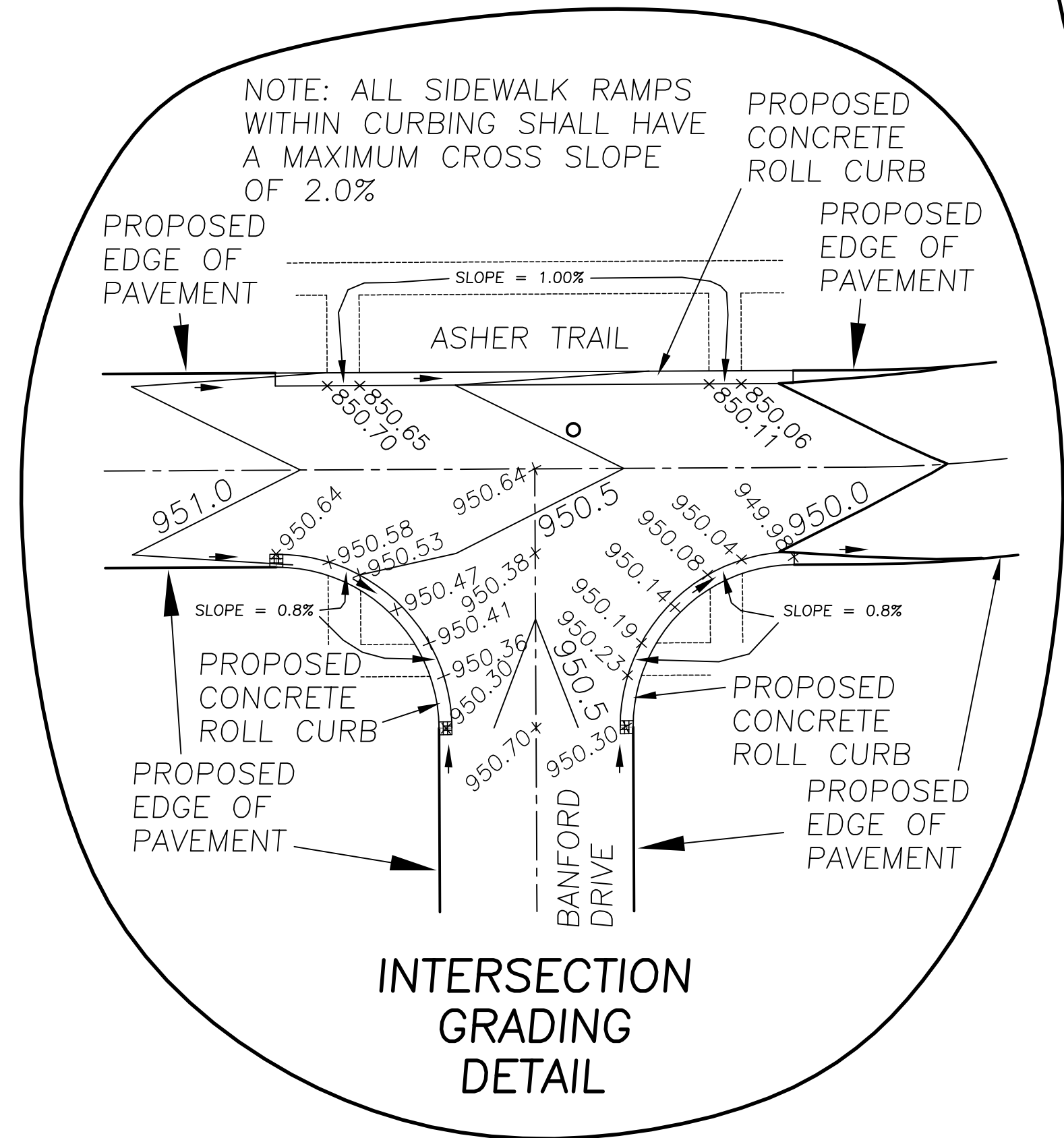
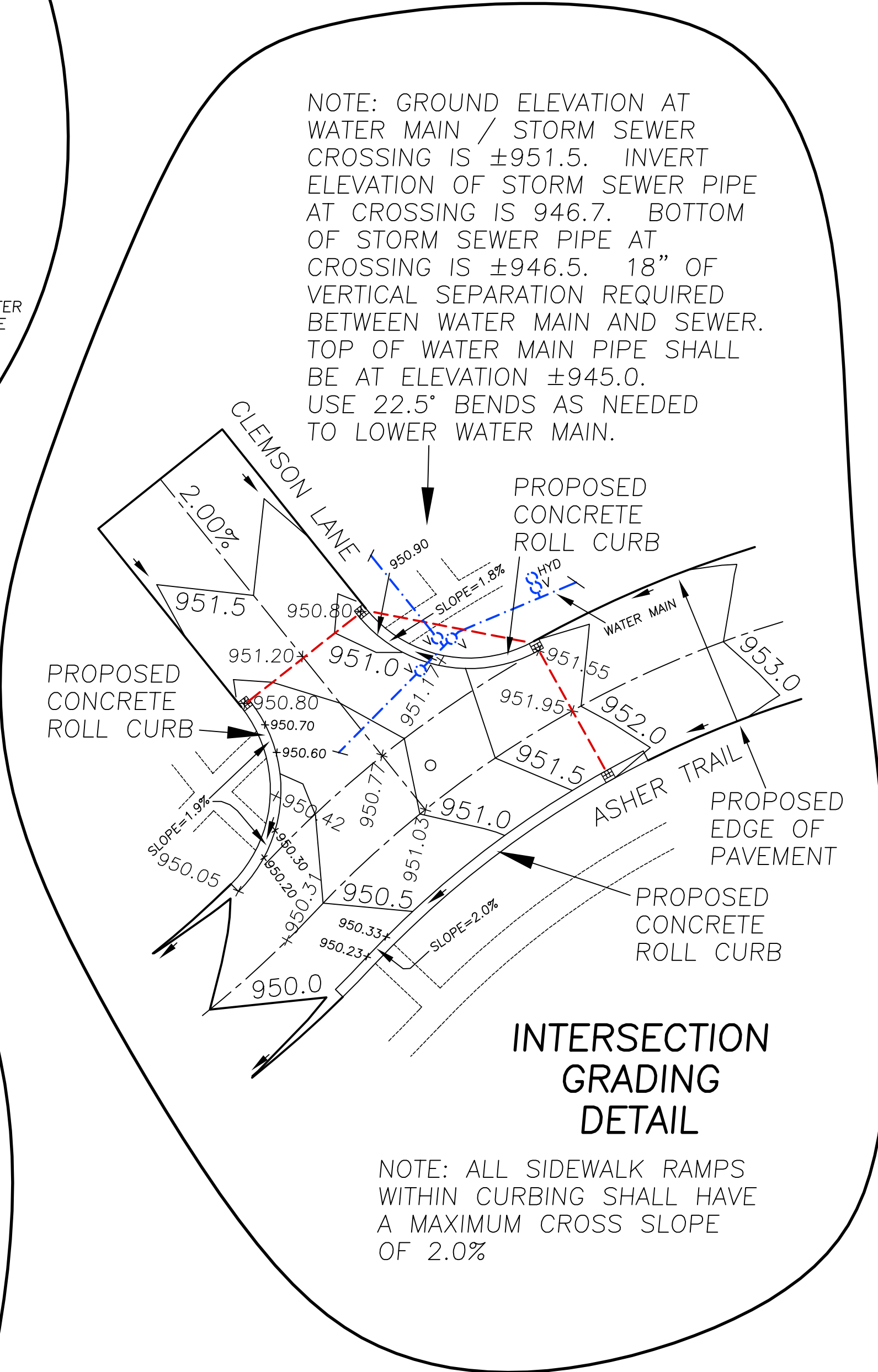
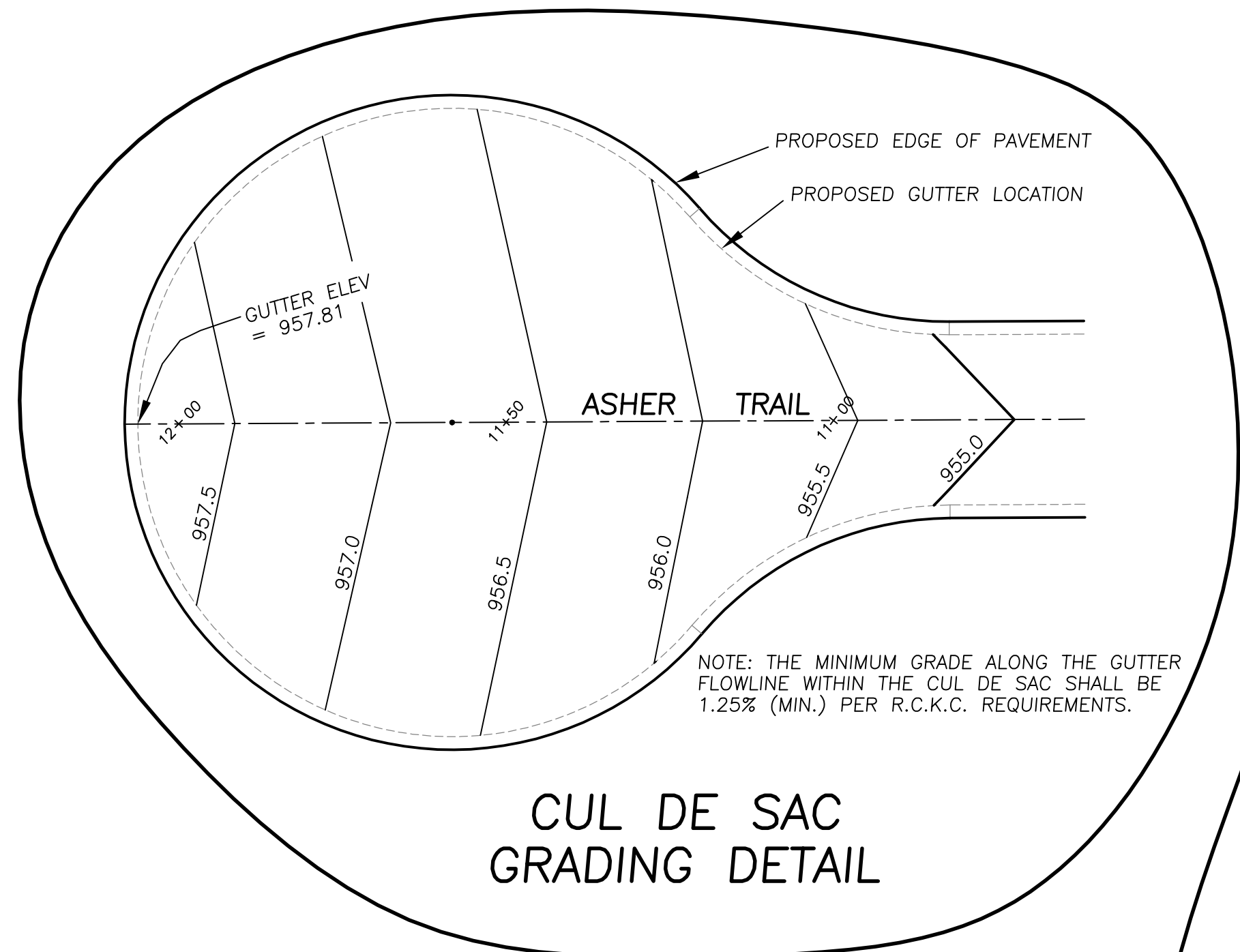
NOTE: ONE LANE SHALL REMAIN OPEN FOR TRAFFIC AT ALL TIMES, AND TWO LANES SHALL BE OPEN OVERNIGHT.

- NOTES:**
- 9th STREET IS UNDER THE JURISDICTION OF THE ROAD COMMISSION OF KALAMAZOO COUNTY ("RCKC").
 - ALL WORK SHALL BE DONE IN ACCORDANCE WITH RCKC REQUIREMENTS.
 - PERMIT(S) SHALL BE OBTAINED FROM THE RCKC AS REQUIRED.
 - AT LEAST ONE TRAFFIC LANE FOR 9th STREET SHALL REMAIN OPEN AND USEABLE AT ALL TIMES.
 - TWO FLAGGERS SHALL BE PROVIDED WHEN 9th STREET HAS ONLY ONE LANE OPEN.
 - ALL SIGNAGE SHALL COMPLY WITH RCKC REQUIREMENTS AND APPLICABLE STANDARDS SET FORTH IN THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 29002
(269) 207-3712

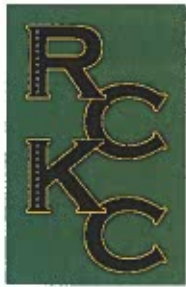
TRAFFIC CONTROL DETAILS & BASIN DRYWELL DETAIL "AUTUMN GROVE"	DATE: 4/9/2016
PART OF THE SW 1/4 OF SECTION 11, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN	SHEET: 6
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS	JOB No.: 36554
1209 East Milham Road - Portage, Michigan 49002 - Phone 269 344-6165 - Fax 269 344-0555	

REVISED: 08/31/2018
REVISED: 07/17/2018
REVISED: 04/25/2018
REVISED: 10/16/2017
REVISED: 8/09/2017
REVISED: 7/10/2017



GRADING DETAILS "AUTUMN GROVE" PART OF THE SW 1/4 OF SECTION 11, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN		DATE: 7/10/2017
<i>Ingersoll, Watson & McMachen, Inc.</i> CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS 1209 East Milham Road • Portage, Michigan 49002 • Phone 269 344-6165 • Fax 269 344-0555		SHEET: 7
		JOB No.: 36554

REVISED: 8/31/2018
 REVISED: 7/17/2018
 REVISED: 4/25/2018
 REVISED: 8/09/2017



Road Commission
of Kalamazoo County

3801 E. Kilgore Road
Kalamazoo, MI 49001
(269) 381-3171
Fax (269) 381-1760
www.kalamazoocountyroads.com

July 25, 2018

Mr. Pat Flanagan, PE
Ingersoll, Watson & McMachen, Inc.
1133 East Milham Avenue
Portage, MI 49002

RE: Construction Drawing Approval – Autumn Grove

Dear Mr. Flanagan:

Thank you for re-submitting construction plans for the proposed public roadways for Autumn Grove. I have reviewed the revised plans, dated July 17, 2018, according to the *RCKC Procedures, Guidelines and Specifications for Developing New Public Roads (RCKC Policy)* and I have found the proposed plans meet RCKC requirements.

Prior to any construction activity, the Proprietor, or his/her designee, must schedule and hold a preconstruction meeting. Notification must include the RCKC project inspector, Proprietor, township supervisor, Proprietor's design engineer, representative of each utility, and a representative of the Contractor that will be performing the work. At the preconstruction meeting, the Proprietor must submit a written progress schedule outlining a systematic procedure of construction. A project manager must be named during the pre-construction meeting. This project manager will be responsible for all stages of construction of the roads. The project manager will act as the liaison between the RCKC and all other agencies and individuals pertaining to the construction and acceptance of the roads.

To schedule the preconstruction meeting, please complete an Application to Construct in Right of Way and submit the appropriate fees. The Public Road Drawing Review and Inspection fees are to be a deposit of 3% of the estimated road improvement costs at the time of the application and the actual cost of the Drawing Review. To date, the cost of the review is \$5,985.23 for which \$2,713.20 was paid at the time of application leaving a balance of \$3,272.03 to be included with the inspection fee.

Should you have any questions, or need additional information, please feel free to contact our office at (269) 381-3171.

Sincerely,


A handwritten signature in blue ink that reads "Debbie Jung".

Debbie Jung, PE
Project Engineer

Cc: Ryan Minkus – RCKC; Jeff VanBelle – KCDC; Ben Clark and Marc Elliot – Oshtemo Township; Brian Wood – Allen Edwin

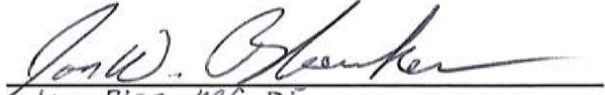
PERMIT APPLICATION FOR WATER SUPPLY SYSTEMS
 (CONSTRUCTION - ALTERATION - ADDITION OR IMPROVEMENT) AS DESCRIBED HEREIN
 Required under the Authority of 1976 PA 399, as amended

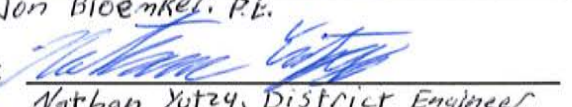
This application becomes an Act 399 Permit only when signed and issued by authorized Michigan Department of Environmental Quality (DEQ) Staff. See instructions below for completion of this application.

<p>1. Municipality or Organization, Address and WSSN that will own or control the water facilities to be constructed. This permit is to be issued to: City of Kalamazoo 415 East Stockbridge Avenue Kalamazoo, MI 49001</p> <p>WSSN: 3520</p>	Permit Stamp Area (DEQ use only) 	
<p>2. Owner's Contact Person (provide name for questions):</p> <p>Contact: Anna Crandall Title: Senior Civil Engineer Phone: (269) 337-8601</p>	<p>3. Project Name (Provide phase number if project is segmented): "Autumn Grove" Site Condominium wat0500290</p> <p>4. Project Location (City, Village, Township): Oshtemo Township</p> <p>5. County (location of project): Kalamazoo County</p>	

ISSUED UNDER THE AUTHORITY OF THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENT QUALITY

cc: Enc. Pat Flanagan, P.E., Ingersoll, Watson & McMachen

Issued by: 
 Jon Bloemkel, P.E.

Reviewed by: 
 Nathan Yotzy, District Engineer

If this box is marked see attached special conditions.

Instructions: Complete items 1 through 5 above and 6 through 21 on the following pages of this application. Print or type all information except for signatures. Mail completed application, plans and specifications, and any attachments to the DEQ District Office having jurisdiction in the area of the proposed construction.

Please Note:

- This **PERMIT** only authorizes the construction, alteration, addition or improvement of the water system described herein and is issued solely under the authority of 1976 PA 399, as amended.
- The issuance of this **PERMIT** does not authorize violation of any federal, state or local laws or regulations, nor does it obviate the necessity of obtaining such permits, including any other DEQ permits, or approvals from other units of government as may be required by law.
- This **PERMIT** expires two (2) years after the date of issuance in accordance with R 325.11306, 1976 PA 399, administrative rules, unless construction has been initiated prior to expiration.
- Noncompliance with the conditions of this permit and the requirements of the Act constitutes a violation of the Act.
- Applicant must give notice to public utilities in accordance with 1974 PA 53, (MISS DIG), being Section 460.701 to 460.718 of the Michigan Compiled Laws, and comply with each of the requirements of that Act.
- All earth changing activities must be conducted in accordance with the requirements of the Soil Erosion and Sedimentation Control Act, Part 91, 1994 PA 451, as amended.
- All construction activity impacting wetlands must be conducted in accordance with the Wetland Protection Act, Part 303, 1994 PA 451, as amended.
- Intentionally providing false information in this application constitutes fraud which is punishable by fine and/or imprisonment.
- Where applicable for water withdrawals, the issuance of this permit indicates compliance with the requirements of Part 327 of Act 451, Great Lakes Preservation Act.

RECEIVED

SEP 13 2010

Permit Application for Water Systems (Continued)

6. **Facilities Description** – In the space below provide a detailed description of the proposed project. Applications without adequate facilities descriptions **will be returned**. SEE EXAMPLES BELOW. Use additional sheets if needed.

1348 lineal feet of 8" D.I.P. water main in proposed Asher Trail (66' wide public road right-of-way) from existing water main in 9th Street to terminus at west end of Asher Trail (at cul de sac).

55 lineal feet of 8" D.I.P. water main in proposed Clemson Lane (66' wide public road right-of-way) from Asher Trail to terminus at north end of Clemson Lane.

179 lineal feet of 8" D.I.P. water main in proposed Banford Drive (66' wide public road right-of-way) from Asher Trail to terminus at south end of Banford Drive.

**WATER SYSTEM ADDITIONS OR MODIFICATIONS
ARE ACCEPTED BY
THE CITY OF KALAMAZOO**

Anna Crowell DATE 9/12/2018
**DEPARTMENT OF PUBLIC SERVICES
SENIOR CIVIL ENGINEER**

EXAMPLES – EXAMPLES – EXAMPLES – EXAMPLES – EXAMPLES – EXAMPLES	
Water Mains	500 feet of 8-inch water main in First Street from Main Street north to State Street. OR 250 feet of 12-inch water main in Clark Road from an existing 8-inch main in Third Avenue north to a hydrant.
Booster Stations	A booster station located at the southwest corner of Third Avenue and Main Street, and equipped with two, 15 Hp pumps each rated 150 gpm @ 200 feet TDH. Station includes backup power and all other equipment as required for proper operation.
Elevated Storage Tank	A 300,000 gallon elevated storage tank located in City Park. The proposed tank shall be spherical, all welded construction and supported on a single pedestal. The tank shall be 150 feet in height, 40 feet in diameter with a normal operating range of 130 – 145 feet. The interior coating system shall be ANSI/NSF Standard 61 approved or equivalent. The tank will be equipped with a cathodic protection system, and includes a tank level control system with telemetry.
Chemical Feed	A positive displacement chemical feed pump, rated at 24 gpd @ 110 psi to apply a chlorine solution for Well No. 1. Chlorine is 12.5% NaOCL, ANSI/NSF Standard 60 approved and will be applied at a rate of 1.0 mg/l of actual chlorine.
Water Supply Well	Well No. 3, a 200 foot deep well with 170 feet of 8-inch casing and 30 feet of 8-inch, 10 slot screen. The well will be equipped with a 20 Hp submersible pump and motor rated 200 gpm @ 225 feet TDH, set at 160 feet below land surface.
Treatment Facilities	A 5 million gpd water treatment plant located at the north end of Second Avenue. The facility will include 6 low service pumps, 2 rapid mix basins, 4 flocculation/sedimentation basins, 8 dual media filters, 3 million gallon water storage reservoir and 6 high service pumps. Also included are chemical feed pumps and related appurtenances for the addition of alum, fluoride, phosphate and chlorine.

Permit Application for Water Systems (Continued)

General Project Information – Complete all boxes below.	
<p>7. Design engineer's name, engineering firm, address, phone number, and email address:</p> <p>Pat Flanagan, P.E. (#38170) Ingersoll, Watson & McMachen, Inc. 1133 East Milham Road Portage, MI 49002</p> <p>(269) 344-6165 / pf@iwmeng.com</p>	<p>8. Indicate who will provide project construction inspection:</p> <p><input checked="" type="checkbox"/> Organization listed in Box 1. <input type="checkbox"/> Engineering firm listed in Box 7. <input type="checkbox"/> Other - name, address, and phone number listed below.</p>
<p>9. Is a basis of design attached?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, briefly explain why a basis of design is not needed.</p>	
<p>10. Are sealed and signed engineering plans attached?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, briefly explain why engineering plans are not needed.</p>	
<p>11. Are sealed and signed construction specifications attached?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If specifications are not attached, they need to be on file at DEQ.</p>	
<p>12. Were Recommended Standards for Water Works, Suggested Practice for Water Works, AWWA guidelines, and the requirements of Act 399 and its administrative rules followed?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, explain which deviations were made and why.</p>	
<p>13. Are all coatings, chemical additives and construction materials ANSI/NSF or other adequate 3rd party approved?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, describe what coatings, additives or materials did not meet the applicable standard and why.</p>	
<p>14. Are all water system facilities being installed in the public right-of-way or a dedicated utility easement? (For projects not located in the public right-of-way, utility easements must be shown on the plans.)</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If no, explain how access will be obtained.</p>	
<p>15. Is the project construction activity within a wetland (as defined by Section 324.30301(d)) of Part 303, 1994 PA 451?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, a wetland permit must be obtained.</p>	
<p>16. Is the project construction activity within a 100-year floodplain (as defined by R 323.1311(e)) of Part 31, 1994 PA 451, administrative rules?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, a flood plain permit must be obtained.</p>	
<p>17. Is the project construction activity within 500 feet of a lake, reservoir, or stream?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, a Soil and Erosion Control Permit must be obtained <u>or</u> indicate if the owner listed in box 2 of this application is an Authorized Public Agency (Section 10 of Part 91, 1994 PA 451) <input type="checkbox"/> Owner is APA.</p>	

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

Permit Application for Water Systems (Continued)

18. Will the proposed construction activity be part of a project involving the disturbance of five (5) or more acres of land?
 YES NO
If yes, is this activity regulated by the National Pollutant Discharge Elimination System storm water regulations?
 YES: NPDES Authorization to discharge storm water from construction activities must be obtained.
 NO: Describe why activity is not regulated: Stormwater run-off directed to proposed on-site stormwater basin.
Please call 517-241-8993 with questions regarding the applicability of the storm water regulations.

19. Is the project in or adjacent to a site of suspected or known soil or groundwater contamination?
 YES NO
If yes, attach a copy of a plan acceptable to the DEQ for handling contaminated soils and/or groundwater disturbed during construction. Contact the local DEQ district office for listings of Michigan sites of environmental contamination.

20. IF YOU ARE A CUSTOMER/WHOLESALE/BULK PURCHASER, COMPLETE THE FOLLOWING

1) Name and WSSN of source water supply system (seller) _____

2) Does the water service contract require water producer/seller to review and approve customer/wholesale/bulk purchaser water system construction plans?
 YES NO

If yes to #2, the producer/seller approval letter must be attached when submitted to DEQ.

21. **Owner's Certification** The owner of the proposed facilities or the owner's authorized representative shall complete the owner's certification. It is anticipated that the owner will either be a governmental agency (city, village, township, county, etc.) or a private owner (individual, company, association, etc.) of a Type I public water supply.

OWNER'S CERTIFICATION

I, Anna Crandall (name), acting as the Senior Civil Engineer (title/position) for
the City of Kalamazoo (entity owning proposed facilities) certify that this project has
been reviewed and approved as detailed by the Plans and Specifications submitted under this application, and is in compliance with the requirements of 1976 PA 399, as amended, and its administrative rules.

Anna Crandall Signature* 9/12/2018 Date 264-337-8055 Phone

*Original signature only, no photocopies will be accepted.

PROJECT BASIS OF DESIGN – FOR WATER MAIN PROJECTS

PROJECT NAME: "Autumn Grove"

For this PROJECT the following information must be provided per Act 399 unless waived by the Department. For projects other than water main installation, or if additional space is needed, attach separate sheet(s) with detailed Basis of Design calculations.

- A. A general map of the initial and ultimate service areas
 Included on engineering plans Attached separately

- B. Number of service connections served by this permit application 18

- C. Total number of service connections ultimately served by entire project 18

- D. Residential Equivalent Units (REUs) served by this permit application 54

- E. Total Residential Equivalent Units (REUs) ultimately served by entire project 54

- F. Water flow rates for proposed project based on REUs listed in "D" and "E" above
 - 1. Initial design average day flow (mgd) 0.0043 mgd
 - 2. Initial design maximum day flow (mgd) 0.017 mgd
 - 3. Total design average day flow (mgd) 0.0043 mgd
 - 4. Total design maximum day flow (mgd) 0.017 mgd
 - 5. Required fire flows: ⁽¹⁾ 1000 gpm for 2.0 hours

- G. Actual flows and pressures of existing system at the connection point(s) ⁽²⁾
 - 1265 gpm at 71 psi
 - _____ gpm at _____ psi
 - _____ gpm at _____ psi
 - _____ gpm at _____ psi

- H. Estimated minimum flows and pressures within the proposed water main system ⁽³⁾
 - 6024 gpm at 20 psi

(1) Every water system must decide what levels of fire fighting flows they wish to provide. Fire flow should be appropriate for the area (residential, commercial, industrial) being served by the project. Typical fire flow rates can be obtained from the water supply, local fire dept., ISO or AWWA. The water system must then be designed to be able to provide the required fire flows while maintaining at least 20 psi in all portions of the distribution system.

(2) Flows and pressures at the connection points must be given to determine if the existing water main(s) are able to deliver water to the new service area. These numbers can be obtained from a properly modeled and calibrated distribution system hydraulic analysis or hydrant flow tests performed in the field. If more than one connection is proposed, list as needed.

(3) List what the estimated minimum flows can be expected in the proposed water mains based on estimated water demands, head losses, elevation changes and other factors that may affect flows, such as dead end mains.



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

April 25, 2018

Pat Flanagan, P.E.
Ingersoll, Watson & McMachen, Inc.
1133 E. Milham Avenue
Portage, MI 49002

Dear Mr. Flanagan:

This letter confirms the recommendation of the following proposed street names for Autumn Grove Condominium in Section 11, Oshtemo Township:

Asher Trail, Banford Drive & Clemson Lane

Please be advised that the subject street names have been reserved in the Kalamazoo County Street Name Directory.

The Planning Department's recommendation is a non-binding advisory opinion. All street name recommendations by the Planning and Development Department are subject to review by the municipality and/or the Kalamazoo County Road Commission.

Should you need further information or have questions regarding this matter, please feel free to contact me at your earliest convenience.

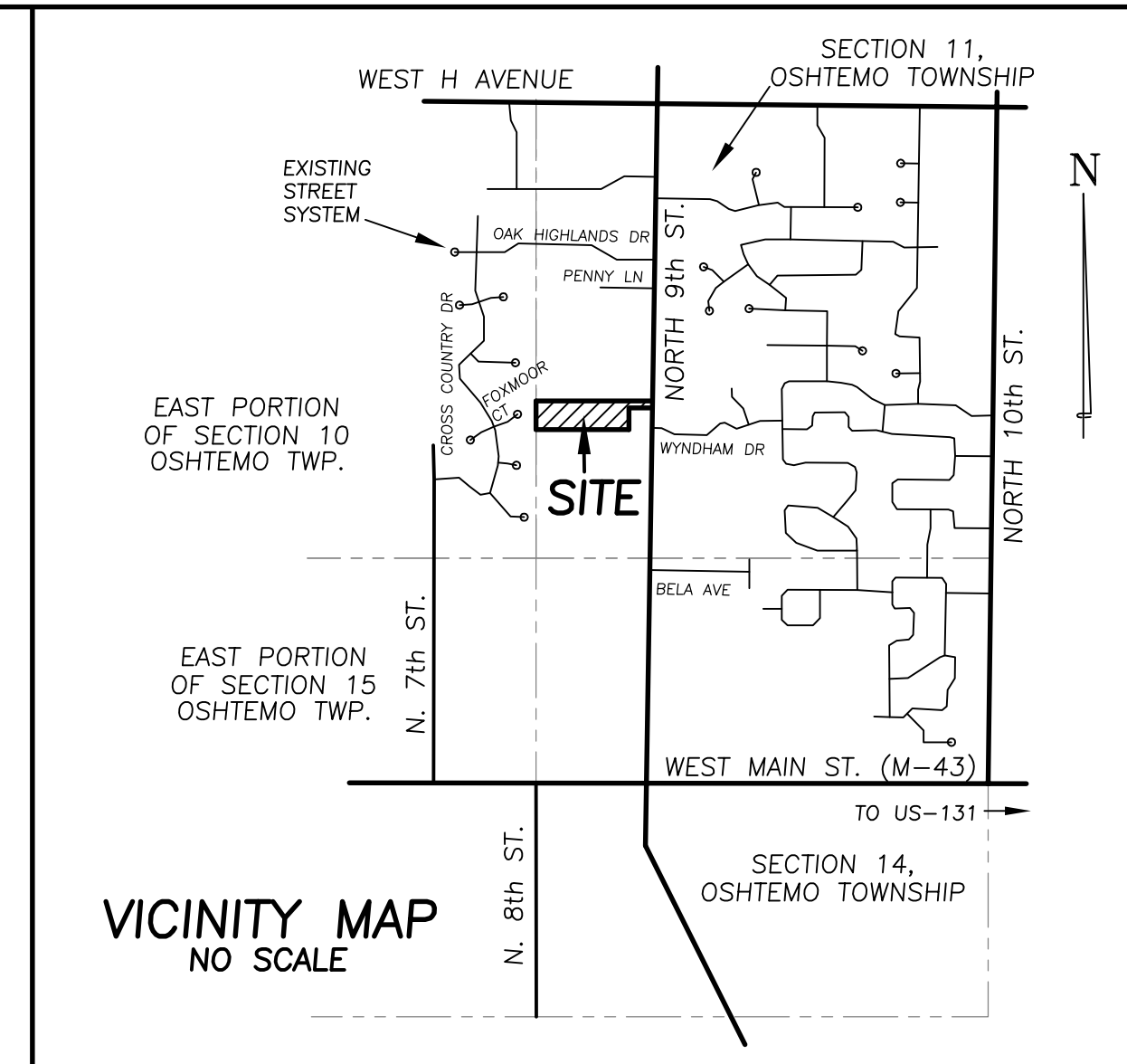
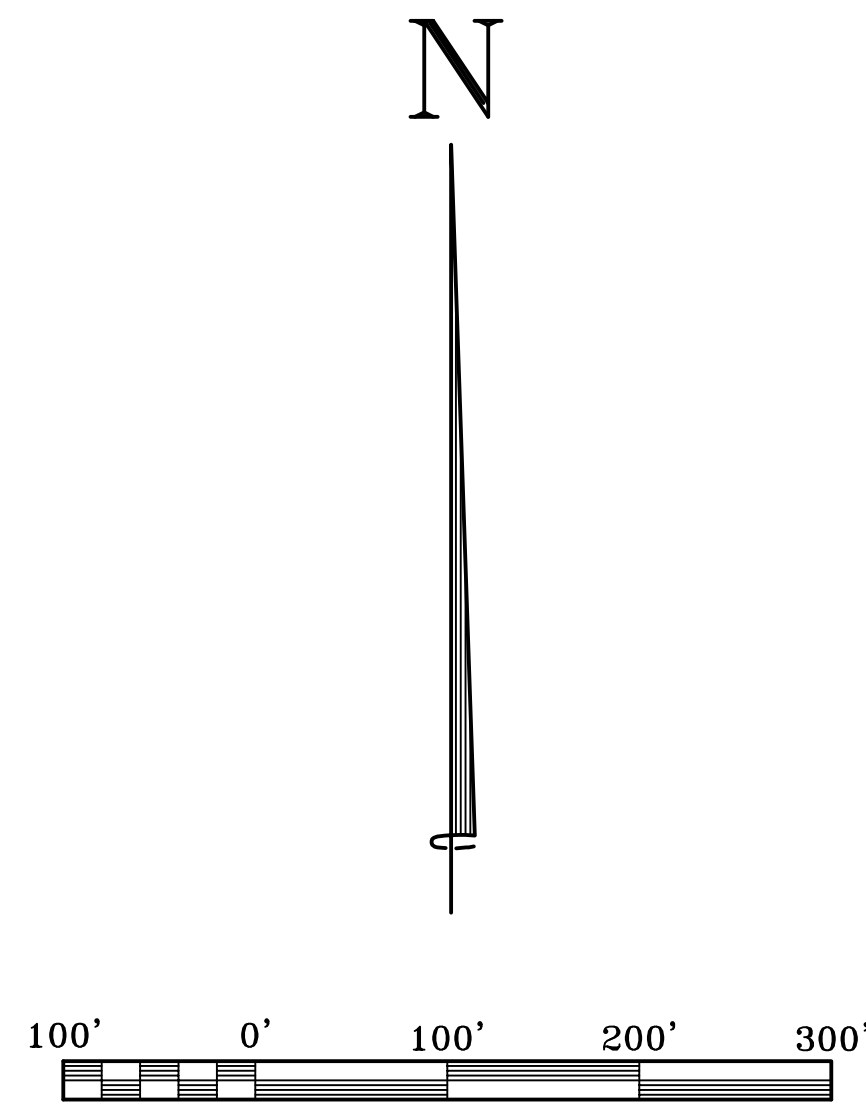
Sincerely,

PLANNING & DEVELOPMENT DEPARTMENT

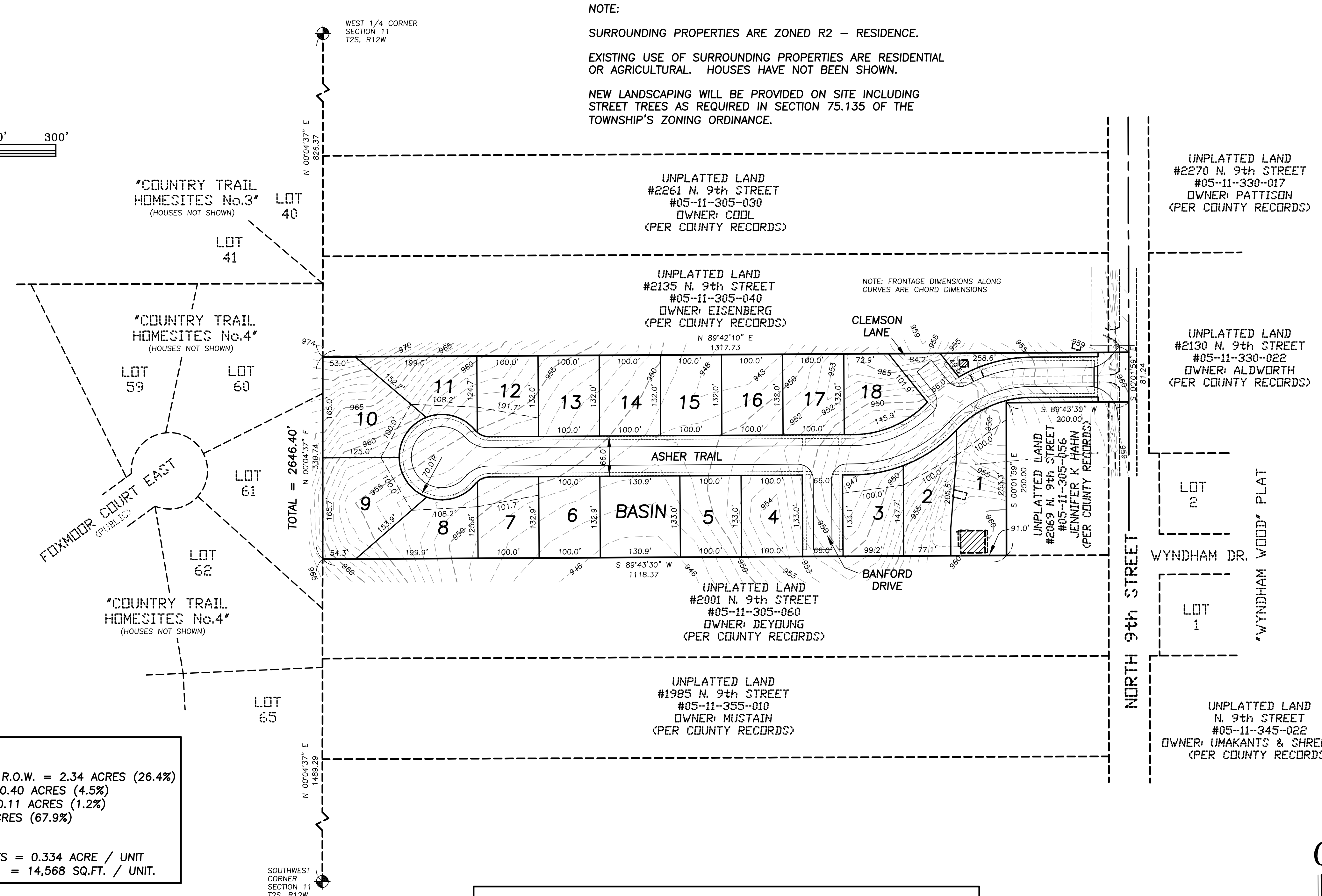
Lotta Jarnefelt
Director

cc: Dusty Farmer, Oshtemo Township dfarmer@oshtemo.org
RCKC, info@kalamazooountyroads.com
USPS Kalamazoo, 49009DUCKKalamazooPOSTMASTER@usps.gov
USPS Grand Rapids, GMDAMS@usps.gov
Kalamazoo County GIS, Chris Bessert, cjbess@kalcounty.com
2002

CONSTRUCTION PLANS for "AUTUMN GROVE" SITE CONDOMINIUM in OSHTEMO TOWNSHIP



NOTE:
SURROUNDING PROPERTIES ARE ZONED R2 - RESIDENCE.
EXISTING USE OF SURROUNDING PROPERTIES ARE RESIDENTIAL OR AGRICULTURAL. HOUSES HAVE NOT BEEN SHOWN.
NEW LANDSCAPING WILL BE PROVIDED ON SITE INCLUDING STREET TREES AS REQUIRED IN SECTION 75.135 OF THE TOWNSHIP'S ZONING ORDINANCE.



- ### GENERAL NOTES
- PROPERTY IS CURRENTLY ZONED R-2.
 - CONDOMINIUM INCLUDES 18 SINGLE FAMILY UNITS ON 8.87 ACRES.
 - SHOWN PROPERTY LINE DIMENSIONS TAKEN FROM 2017 BOUNDARY SURVEY OF PROPERTY BY THIS OFFICE.
 - SUBJECT PROPERTY IS PRIMARILY AN AGRICULTURAL FIELD.
 - SHOWN TOPOGRAPHICAL INFORMATION BASED ON 2017 FIELD MAPPING BY THIS OFFICE.
 - THERE ARE NO DESIGNATED WETLANDS OR FLOOD PLAINS ON THE PROPERTY.
 - EXISTING HOUSES ON NEIGHBORING PROPERTIES HAVE NOT BEEN SHOWN.
 - SIZE AND LOCATION OF FUTURE DWELLINGS WITHIN EACH UNIT NOT YET KNOWN.
 - SITE SHALL BE SERVED WITH PUBLIC WATER MAIN. WATER MAIN SYSTEM SHALL CONNECT TO EXISTING MAIN IN NORTH 9TH STREET.
 - SITE SHALL BE SERVED WITH PUBLIC SANITARY SEWER. SEWER SYSTEM SHALL CONNECT TO EXISTING SEWER IN NORTH 9TH STREET.
 - PROPOSED STREETS HAVE A MINIMUM RIGHT OF WAY WIDTH OF 66.0' AND SHALL BE PUBLIC. STREETS SHALL BE OWNED AND MAINTAINED BY THE COUNTY. IMPROVED SURFACE SHALL BE 30' WIDE FROM BACK TO BACK WITH BITUMINOUS VALLEY GUTTER ON EACH SIDE OF ROAD. ROADS SHALL BE BUILT TO ROAD COMMISSION STANDARDS (3" OF PAVEMENT ON TOP OF 6" OF GRAVEL BASE ON TOP OF GRANULAR SUB-BASE).
 - PROPOSED STORM SEWER SYSTEM WITHIN THE ROAD RIGHT OF WAY SHALL BE PUBLIC AND OWNED AND MAINTAINED BY THE COUNTY. THE PROPOSED STORM WATER RETENTION BASIN SHALL BE PRIVATE AND OWNED AND MAINTAINED BY THE CONDOMINIUM ASSOCIATION (THE STORM WATER BASIN SHALL BE DESIGNED AND CONSTRUCTED TO MEET TOWNSHIP ENGINEER APPROVAL).
 - PUBLIC UTILITIES (GAS, ELECTRIC, ETC.) SHALL BE PLACED UNDERGROUND AND SHALL BE LOCATED OUTSIDE OF THE ROAD RIGHT OF WAY WITHIN 10' WIDE EASEMENT WITHIN FRONT 10' OF EACH UNIT.
 - AT ALL INTERSECTIONS, A CLEAR VISION AREA SHALL BE PROVIDED IN ACCORDANCE WITH STANDARD REQUIREMENTS.
 - PROPOSED STREET NAMES ARE PRELIMINARY AND ARE SUBJECT TO TOWNSHIP AND COUNTY APPROVAL.

R-2 ZONING INFORMATION:
MINIMUM 10,560 SQ.FT. UNIT AREA
MINIMUM 100' UNIT WIDTH
MINIMUM 30' FRONT YARD SETBACK
MINIMUM 10' SIDE YARD SETBACK
MINIMUM 15' REAR YARD SETBACK

NOTE: ALL PROPOSED UNITS HAVE AN AREA OF AT LEAST 10,560 SQUARE FEET AND HAVE A WIDTH OF AT LEAST 100.00' MEASURED ALONG THE FRONT SETBACK LINE.

SITE DATA:
TOTAL AREA = 8.87 ACRES
AREA FOR EXISTING/PROPOSED PUBLIC R.O.W. = 2.34 ACRES (26.4%)
AREA FOR PROPOSED STORM BASIN = 0.40 ACRES (4.5%)
AREA FOR PROPOSED OPEN SPACE = 0.11 ACRES (1.2%)
AREA FOR PROPOSED UNITS = 6.02 ACRES (67.9%)
TOTAL # OF UNITS = 18

NET DENSITY = 6.02 ACRES / 18 UNITS = 0.334 ACRE / UNIT
= 14,568 SQ.FT. / UNIT.

PARCEL DESCRIPTION: (PER CERTAIN COUNTY RECORDS)

TOWNSHIP OF OSHTEMO, COUNTY OF KALAMAZOO AND STATE OF MICHIGAN:

SEC 11-2-12 S 10 ACRES OF N 35 ACRES OF THE NW1/4 OF THE SW 1/4 EXCEPTING THE SOUTH 250 FT OF E 200 FT THEREOF. 1989 SPLIT FROM 11-305-050

- SHEET INDEX:**
- COVER SHEET
 - PLAN & PROFILE SHEET (EAST HALF)
 - PLAN & PROFILE SHEET (WEST HALF)
 - GRADING PLAN / EROSION CONTROL PLAN
 - CONSTRUCTION DETAILS & NOTES
 - TRAFFIC CONTROL DETAILS
 - GRADING DETAILS

OWNER & APPLICANT:
WESTVIEW CAPITAL, LLC
2186 EAST CENTRE STREET
PORTAGE, MI 49002
(269) 321-2610

REVISED: 04/25/2018
REVISED: 10/16/2017
REVISED: 8/09/2017
REVISED: 7/10/2017
REVISED: 6/04/2017
REVISED: 5/19/2017
REVISED: 5/15/2017

COVER SHEET "AUTUMN GROVE"	DATE: 04/09/2017
PART OF THE SW 1/4 OF SECTION 11, T. 2 S., R. 12 W., OSHTEMO TWP., KALAMAZOO COUNTY, MI	SHEET: 1
Ingersoll, Watson & McMachen, Inc. CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS	JOB No.: 36554
1209 East Milham Road - Portage, Michigan 49002 - Phone 269 344-6165 - Fax 269 344-0555	





RECEIVED

JUL 05 2017

PERMIT APPLICATION FOR WASTEWATER SYSTEMS

Construction - Alteration - Addition or Improvement as Described Herein
Required under the Authority of Part 41, Sewerage Systems, of 1994 PA 451, as amended (Act 451)

This application becomes a Part 41 Construction Permit only when signed and issued by authorized DEQ staff.

INSTRUCTIONS: Complete items 1 through 32 on this form and complete the Project Basis of Design (attached form EQP-4600A) or provide same information. Print or type all information except for signatures. Complete the Streamlined Checklist (EQP5937) for sewer projects that qualify; checklist available at www.michigan.gov/deq (select Water; then select Wastewater Construction). Complete the Non-Governmental Ownership Checklist (attached form EQP-4600C) for non-governmentally owned projects. Deliver complete application, plans and specifications, and attachments to the DEQ district office having jurisdiction for the project.

PROCESSING TIME FRAME: Part 13, Permits, of Act 451 allows 150 days for processing of an administratively complete Part 41 permit application, with extensions available when requested by the applicant. However, permits are generally processed within 45 days or less for routine projects. For information regarding recent permit processing time frames, refer to the WRD Metrics Web page (refer to metric B-9). For a fee, an expedited permit review process is available for applicants seeking quicker review time frames; information about this process is available at www.michigan.gov/deq (select Water; then select Wastewater Construction) or click [here](#).

REQUIRED NOTIFICATIONS: The permittee shall provide Startup Notification (just prior to excavation) including permit number and date of issuance and Completion Notification (upon completion of the project) including permit number and date of issuance to the DEQ district office having jurisdiction for the project (attached form EQP-4600B).

PERMIT NUMBER (DEQ USE ONLY) P41001006		DATE OF ISSUANCE (DEQ USE ONLY) 7-26-17	
1. Municipality or Organization Name and Address that will own the wastewater facilities to be constructed. This permit is to be issued to: Charter Township of Oshtemo 7275 W. Main Street Kalamazoo, MI 49009		Permit Stamp Area (DEQ use only) 	
2. Owner's Contact Person (provide name for questions) Contact: Marc E. Elliot, P.E., Public Works Director (269) 216-5223			
3. Project Name (Provide phase number if project is segmented) "Autumn Grove" Site Condominium		4. Project Location Oshtemo Township	5. County (location of project) Kalamazoo County

ISSUED UNDER THE AUTHORITY OF THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENTAL QUALITY

cc: Pat Planagan, P.E.
KCHSD

Issued by: [Signature]
Reviewed by: [Signature]

If this box is marked see special conditions attached to this permit.

GENERAL PERMIT CONDITIONS

- a. This PERMIT only authorizes the construction, alteration, addition, or improvement of the wastewater system as described herein and is issued solely under the authority of Part 41 of Act 451.
- b. Issuance of this PERMIT does not authorize any violation of federal, state, or local laws or regulations, nor does it obviate the need to obtain other permits or approvals from the DEQ or other units of government as may be required by law.
- c. This PERMIT expires two (2) years after the above date of issuance unless construction starts prior to the expiration date in accordance with R 299.2939(2) of the Part 41 Administrative Rules.
- d. Any portion of the herein described facilities constructed prior to the date of issuance is not authorized by this PERMIT and is a violation of Act 451.
- e. No sewer shall be placed into service unless and until the outlet sewer has been constructed, tested, and placed into service.
- f. Failure to meet any condition of this PERMIT or any requirement of Act 451 constitutes a violation of Act 451.
- g. The applicant must provide notice of impending construction to public utilities and comply with the requirements of the Protection of Underground Facilities Act, 1974 PA 53, as amended (MISS DIG).
- h. All earth changing activities must be conducted in accordance with Part 91, Soil Erosion and Sedimentation Control, of Act 451.
- i. All construction activity impacting wetlands shall be conducted in accordance with Part 303, Wetlands Protection, of Act 451.
- j. Intentionally providing false information in this application constitutes a violation of Section 249 of the Michigan Penal Code, 1931 PA 328, as amended.

Michigan Department of Environmental Quality
Water Resources Division
Permit Application for Wastewater Systems (Continued)

6. **Facilities Description** In the space below, provide a detailed description of the proposed project in the format shown in the examples at the bottom of this page. Applications with inadequate facilities descriptions will be returned. Use additional sheets if needed.

1148 LINEAL FEET OF PROPOSED 8" DIAMETER PUBLIC SANITARY SEWER IN ASHER TRAIL (PROPOSED PUBLIC CUL-DE-SAC ROAD) EXTENDING WESTERLY WITHIN A PROPOSED 66' WIDE RIGHT OF WAY FROM AN EXISTING 10" PUBLIC SANITARY SEWER IN N. 9TH ST.

79 LINEAL FEET OF PROPOSED 8" DIAMETER PUBLIC SANITARY SEWER IN CLEMSON LANE (PROPOSED PUBLIC STUB ROAD) EXTENDING NORTHWESTERLY WITHIN A PROPOSED 66' WIDE RIGHT OF WAY FROM PROPOSED 8" PUBLIC SANITARY SEWER IN ASHER TRAIL.

166 LINEAL FEET OF PROPOSED 8" DIAMETER PUBLIC SANITARY SEWER IN BANFORD DRIVE (PROPOSED PUBLIC STUB ROAD) EXTENDING SOUTHERLY WITHIN A PROPOSED 66' WIDE RIGHT OF WAY FROM PROPOSED 8" PUBLIC SANITARY SEWER IN ASHER TRAIL.

TOTAL = 1,393 LF OF PROPOSED 8" DIAMETER PUBLIC SANITARY SEWER.

**SANITARY SEWER FLOWS CAN BE
ACCEPTED AT THE KALAMAZOO
WATER RECLAMATION PLANT**
[Signature] **DATE 7-3-17**
**DEPARTMENT OF PUBLIC SERVICES
SENIOR CIVIL ENGINEER**

RECEIVED

JUL 05 2017

WATER RESOURCES DIVISION

EXAMPLES OF FACILITIES DESCRIPTIONS

Sanitary Sewers and/or Force Mains	250 feet of 10" sanitary sewer in Mark Avenue between John and Lincoln Streets. OR 250' of 10" sewer in an easement from the intersection of Mark Avenue and John Street to the north.
Pumping Stations	A wetwell/drywell, suction lift, submersible, etc. pumping station rated for 250 gpm at a TDH of 34' located at the northeast corner of Mark Avenue and Lincoln Street, and equipped with two pumps, backup power, pump around capability, and all other equipment as required for proper operation.
Wastewater Treatment Facilities	A 10 million gpd (avg. flow) facility located at the north end of Ronald Street including a 2.0 million gallon equalization basin, six 0.5 million gallon primary clarifiers, four 0.75 million gallon aeration basins with fine bubble aerators, four 0.8 million gallon circular secondary clarifiers, ultraviolet disinfection, and all necessary appurtenances and piping as shown on the plans and described in the specifications for the proper operation of the treatment facility to provide a discharge quality in compliance with the facility's discharge permit.



We value what you value.

October 17, 2016

Charter Township of Oshtemo
7275 West Main Street
Kalamazoo, MI 49009

Re: Autumn Grove Preliminary Site Condominium Street Lights

To whom it may concern,

Allen Edwin Homes / Westview Capital is in agreement with incorporating the proposed streetlights for Autumn Grove into the Townships General Streetlight District. We will assist as needed in any procedures required in accordance with the provisions set forth in the Standard Lighting Contract between Consumers Energy and the Township of Oshtemo.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Wood".

Brian Wood
Land Development
Allen Edwin Homes

AUTUMN GROVE SITE CONDOMINIUM PRELIMINARY PLAN – STEP ONE

Planning Director Julie Johnston presented the preliminary plan for the Autumn Grove Site Condominium on 9th St., noting that the plan has been recommended by the Planning Commission. Planning staff further recommends approval be conditioned so that the existing 12 inch trees found along the north and west property boundaries, which are located within the setbacks of the individual building sites, be preserved. Ford asked if we can require sidewalks. Johnston replied that sidewalks had not been pursued because of the small frontage, but yes. Heiny-Cogswell said she supports sidewalks. Farmer and Hudok agreed. Heiny-Cogswell asked if curbs would be appropriate for ADA compliance in the future. Johnston said that she believed this would be curbed. Hudok asked if we could require LED lighting, Culp responded that she is currently looking at cost, referencing Ford’s previous request that the Township change to all LED street lights. No public comment. Motion by Farmer, second by Culp, including recommendations from Planning Commission and Planning staff, and the additional requirement that there will be no opposition to an SAD for sidewalks in the future. Motion carried 7-0.

2017 ROAD MAINTENANCE PROJECTS

Public Works Director Marc Elliot asked the Board to consider authorizing the Supervisor to execute contracts with the Road Commission of Kalamazoo County (RCKS) for the proposed 2017 roadway maintenance projects to match the RCKS’s offered PAR funding amount of \$201,852.72. This is within the Township’s adopted 2017 budget for roadways. Motion by Culp, second by Ford. In further discussion, Farmer said that she does not support the specific projects and would like to see the list reevaluated, but supports the amount. Bushouse and Hudok agreed. Motion passed 4-3 with Farmer, Bushouse and Hudok in opposition.

PMN AMENDMENT TO AGREEMENT OF BYLAWS

Attorney Jim Porter recommended approval of the Amendment to the urban Cooperation Act Agreement Establishing the Public Media Network and Revisions to the Board of Directors Bylaws in that it will significantly impact the proportional level of representation to the townships in Kalamazoo County. Bushouse, Board representative to PMN, supports the agreement, but noted that it was not well received by the members who do not pay dues. Grant Taylor, citizen representative to PMN, also shared his support for the agreement. Motion by Everett, second by Bushouse. Roll call: Everett-yes, Ford-yes, Farmer-yes, Hudok-yes, Culp-yes, Bushouse-yes, Heiny-Cogswell-yes. Resolution adopted 7-0.

OTHER BUSINESS

Supervisor Heiny-Cogswell shared that the grievance filed by KABA against the township has been discredited and the case has been closed by the Grievance Commission. She also shared that the newly bound hard copies of the 2017 budget were completed and ready to be returned to Board members.

BOARD MEMBER COMMENTS

There was no further business and the meeting was adjourned at approximately 9:13 p.m.

Dusty Farmer
Township Clerk

Attested: **Elizabeth Heiny-Cogswell**
Supervisor

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

**NOTICE OF HEARING ON ESTIMATED COST AND EXPENSES OF
FIRE PROTECTION WITHIN THE TOWNSHIP
AND THE AMOUNT THEREOF TO BE SPECIALLY ASSESSED**

TO: Each owner of or party in interest in property in Oshtemo Charter Township Fire Protection Special Assessment District and any other interested persons:

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Oshtemo has estimated that the cost and expenses of the maintenance and operation of the Fire Department within the Township, including capital expenditures for fire extinguishing apparatus and equipment and housing for the same for the fiscal year commencing January 1, 2019, will be \$3,066,116.

PLEASE TAKE FURTHER NOTICE that the Supervisor and Assessing Officer of the Township have prepared a special assessment roll in accordance with the direction of the Township Board for the purpose of raising the sum of approximately \$2,939,616 within the Fire Protection Special Assessment District of the Township, which District comprises all the lands and premises within the Township through a special assessment of 3.75 mills (\$2.50 per \$1,000 of assessed valuation), which roll is on file with the Township Clerk at the Township Hall, 7275 West Main Street, within the Township. **(This is an increase in the current millage.)**

PLEASE TAKE FURTHER NOTICE that this is a Township-wide Special Assessment District encompassing the entire Township.

PLEASE TAKE FURTHER NOTICE that such proposed levy, if confirmed, will be spread and become due and collected at the same time as ad valorem taxes are assessed, levied for the fiscal year commencing January 1, 2019. Said levy shall commence with the December 2018 tax bills.

PLEASE TAKE FURTHER NOTICE that in accordance with the order of the Township Board and Michigan statute, a public hearing will be held on November 13, 2018, at the Oshtemo Charter Township Hall beginning at 7:00 p.m. for the purpose of considering the foregoing estimated costs and expenses and the spread of such special assessment levy as shown by said assessment roll.

PLEASE TAKE FURTHER NOTICE that the appearance and protest at the hearing in the aforementioned special assessment proceedings is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal.

PLEASE TAKE FURTHER NOTICE that an owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment, or shall be permitted to file at or before the hearing his or her appearance or protest by letter and his or her personal appearance shall not be required.

PLEASE TAKE FURTHER NOTICE that if a special assessment is confirmed at or following the above-mentioned public hearing, the owner or any person having an interest in the real property specially assessed may file a written appeal of the special assessment with the Michigan Tax Tribunal within thirty (30) days of the confirmation of the special assessment roll if the special assessment was protested at the above-announced hearing.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon seven (7) days notice to the Oshtemo Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact the Oshtemo Charter Township by writing or calling the Township.

ALL INTERESTED PARTIES ARE HEREBY NOTIFIED TO BE PRESENT AT THE AFORESAID TIME AND PLACE FOR THE PURPOSE OF CONSIDERING THE FOREGOING AND ANY OBJECTIONS OR COMMENTS THERETO.

Dusty Farmer, Clerk
Oshtemo Charter Township

Oshtemo Charter Township Hall
7275 West Main Street
Kalamazoo, MI 49009
Telephone: (269) 375-4260

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 13, 2018, REGARDING FIRE PROTECTION ASSESSMENT**

A meeting of the Oshtemo Charter Township Board was held on November 13, 2018, 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 Chairperson announced that the next item of business would be the public hearing on the proposed special assessment levy in the amount of \$2,939,616 (3.75 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 November 1, 2018. 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 3.75 mills would produce \$2,939,616 to be raised by special assessment, the total budgeted amount for fire protection being \$3,066,116.

The Chairperson 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 Chairperson 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 2019 including operating and maintenance expenses together with capital expenditures in the amount of \$3,066,116; and

WHEREAS, it has been tentatively determined by the Township to assess the sum of \$2,939,616 against the taxable lands and premises (This is an increase in the current millage.) within the Township through the levy of 3.75 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 November 1, 2018; 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 13, 2018, 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 2019 fiscal year of the Township in the amount of \$3,066,116 and to further approve a special assessment levy of 3.75 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 \$3,066,116 for the 2019 fiscal year of the Township commencing January 1, 2018, 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 3.75 mills raising the sum of \$2,939,616 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 2018.

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, 2018.

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 Chairperson declared the motion carried and the Resolution duly adopted.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

Dusty Farmer, 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 13, 2018, at which a quorum was present.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

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

**NOTICE OF HEARING ON
GENERAL LIGHTING DISTRICT COSTS, EXPENSES, INSTALLATION AND LEVY**

TO: Each owner of or party in interest in property in Oshtemo Charter Township, Kalamazoo County, Michigan, and any other interested persons:

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Oshtemo has estimated that the cost and expenses of the maintenance and operation of public street lighting within the Township for the fiscal year commencing January 1, 2019, will be \$150,000.

PLEASE TAKE NOTICE that the Supervisor and Assessing Officer of the Charter Township of Oshtemo, Kalamazoo County, Michigan, have reported to the Township Board that it is proposed to raise the sum of \$150,000 for lighting expenses within the Oshtemo Township General Lighting District by special assessment at the rate of .3 mill against the properties benefited by lights within said District public benefits accruing by virtue of such lighting for the fiscal year commencing on January 1, 2019; said levy shall commence with the December 2018 tax bills. **(This is a renewal of the current millage.)**

PLEASE TAKE FURTHER NOTICE that 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 benefited by lights within said District for such lighting purposes and has called a hearing to review and hear any objections to said cost and expenses and to said special assessment levy.

NOW THEREFORE, in accordance with the direction of the Oshtemo Township Board, NOTICE IS HEREBY GIVEN to the owners of property within said Oshtemo Township General Lighting District, comprising the entire Township of Oshtemo and to any interested persons that the Oshtemo Township Board will meet to review the costs and expenses of such lighting, such special exception levy, such installations and to hear any objections thereto at the Oshtemo Township Hall, 7275 West Main Street within the Township, commencing at 7:00 p.m. November 13, 2018.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days notice to the Oshtemo Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact the Oshtemo Charter Township by writing or calling the Township.

ALL INTERESTED PARTIES ARE HEREBY NOTIFIED TO BE PRESENT AT THE
AFORESAID TIME AND PLACE FOR THE PURPOSE OF CONSIDERING THE
FOREGOING AND ANY OBJECTIONS OR COMMENTS THERETO.

Dusty Farmer, Clerk
Oshtemo Charter Township

Oshtemo Charter Township Hall
7275 West Main Street
Kalamazoo, MI 49009
Telephone: (269) 375-4260

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 13, 2018, REGARDING LIGHTING SPECIAL ASSESSMENT**

A meeting of the Oshtemo Charter Township Board was held on November 13, 2018, 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 \$150,000 (.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 November 1, 2018.

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 \$150,000 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, 2019; 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 November 1, 2018, 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 13, 2018, 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 \$150,000 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, 2018.

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 2019.

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, 2018.

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.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

Dusty Farmer, 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 13, 2018, at which a quorum was present.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

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

**NOTICE OF HEARING ON ESTIMATED COST AND EXPENSES OF POLICE
PROTECTION WITHIN THE OSHTEMO CHARTER TOWNSHIP
POLICE PROTECTION SPECIAL ASSESSMENT DISTRICT NO. 2004-1
AND POLICE PROTECTION SPECIAL ASSESSMENT DISTRICT NO. 2009-1**

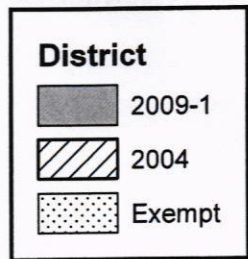
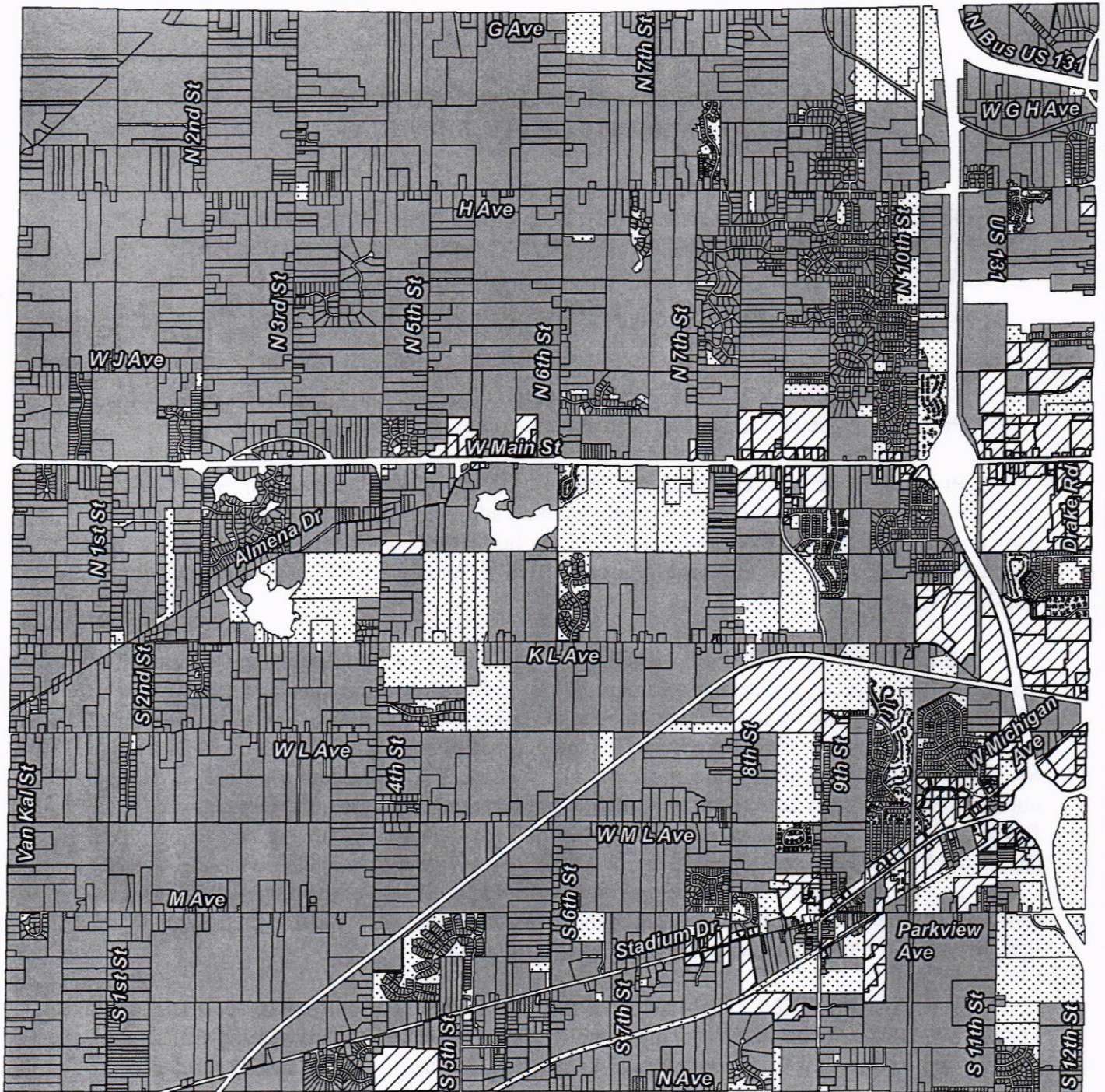
TO: Each owner of or party in interest in property in the Oshtemo Charter Township Police Protection Special Assessment Districts and any other interested persons:

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Oshtemo has estimated that the cost and expenses of providing additional police protection within the Township including Oshtemo Charter Township Police Protection Special Assessment District Nos. 2004-1 and 2009-1 for the fiscal year commencing January 1, 2019, is approximately \$1,416,820.

PLEASE TAKE FURTHER NOTICE that the Supervisor and Assessing Officer of the Township has prepared a special assessment roll for Police Protection Special Assessment District No. 2004-1 and Police Protection Special Assessment District N. 2009-1 in accordance with the direction of the Township Board for the purpose of raising the sum of approximately \$1,342,380 within the Police Protection Special Assessment Districts comprising all of the lands and premises especially benefited by additional police protection within the Districts. Said Police Protection Special Assessment District 2004-1 special assessment is at the rate of 3.8 mills (\$3.80 per \$1,000 of assessed valuation), and said Police Protection Special Assessment District 2009-1 special assessment is at the rate of .9 mills (\$.90 per \$1,000 of assessed valuation). The rolls are on file with the Township Clerk at the Township Hall, 7275 West Main Street, within the Township. **(This is a renewal of the current millage.)**

PLEASE TAKE FURTHER NOTICE that the said Police Protection Special Assessment District No. 2004-1 within which the aforesaid levy is proposed to be assessed and collected, includes the commercial, commercially developed, high density and multi-family residential areas requiring a higher level of service. 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. 2004-1, as set forth in the following map:

Police Millage Districts



PLEASE TAKE FURTHER NOTICE that such proposed levy if confirmed, will be spread and become due and collected at the same time as ad valorem taxes are assessed, levied for the fiscal year commencing January 1, 2019. Said levy shall commence with the December 2018 tax bills.

PLEASE TAKE FURTHER NOTICE that in accordance with the order of the Township Board and Michigan statute, a public hearing will be held on November 13, 2018, at the Oshtemo Charter Township Hall beginning at 7:00 p.m. for the purpose of considering the foregoing estimated costs and expenses and the spread of such special assessment levies as shown by said assessment rolls.

PLEASE TAKE FURTHER NOTICE that appearance and protest at the hearing in the aforementioned special assessment proceeding is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal.

PLEASE TAKE FURTHER NOTICE that an owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment, or shall be permitted to file at or before the hearing his or her appearance or protest by letter, and his or her personal appearance shall not be required.

PLEASE TAKE FURTHER NOTICE that if a special assessment is confirmed at or following the above-mentioned public hearing, the owner or any person having an interest in the real property specially assessed may file a written appeal of the special assessment with the Michigan Tax Tribunal within thirty (30) days of the confirmation of the special assessment roll if the special assessment was protested at the above-announced hearing.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days notice to the Oshtemo Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact the Oshtemo Charter Township by writing or calling.

ALL INTERESTED PARTIES ARE HEREBY NOTIFIED TO BE PRESENT AT THE AFORESAID TIME AND PLACE FOR THE PURPOSE OF CONSIDERING THE FOREGOING AND ANY OBJECTIONS OR COMMENTS THERETO.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

Oshtemo Charter Township Hall
7275 West Main Street
Kalamazoo, MI 49009
Telephone: (269) 375-4260

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 13, 2018, REGARDING POLICE PROTECTION ASSESSMENT**

A meeting of the Oshtemo Charter Township Board was held on November 13, 2018, commencing at 7:00 p.m. at the Oshtemo Charter Township Hall, 7275 West Main Street, within the Charter Township.

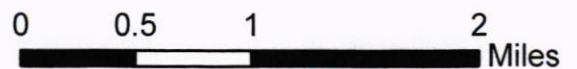
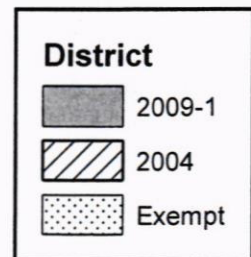
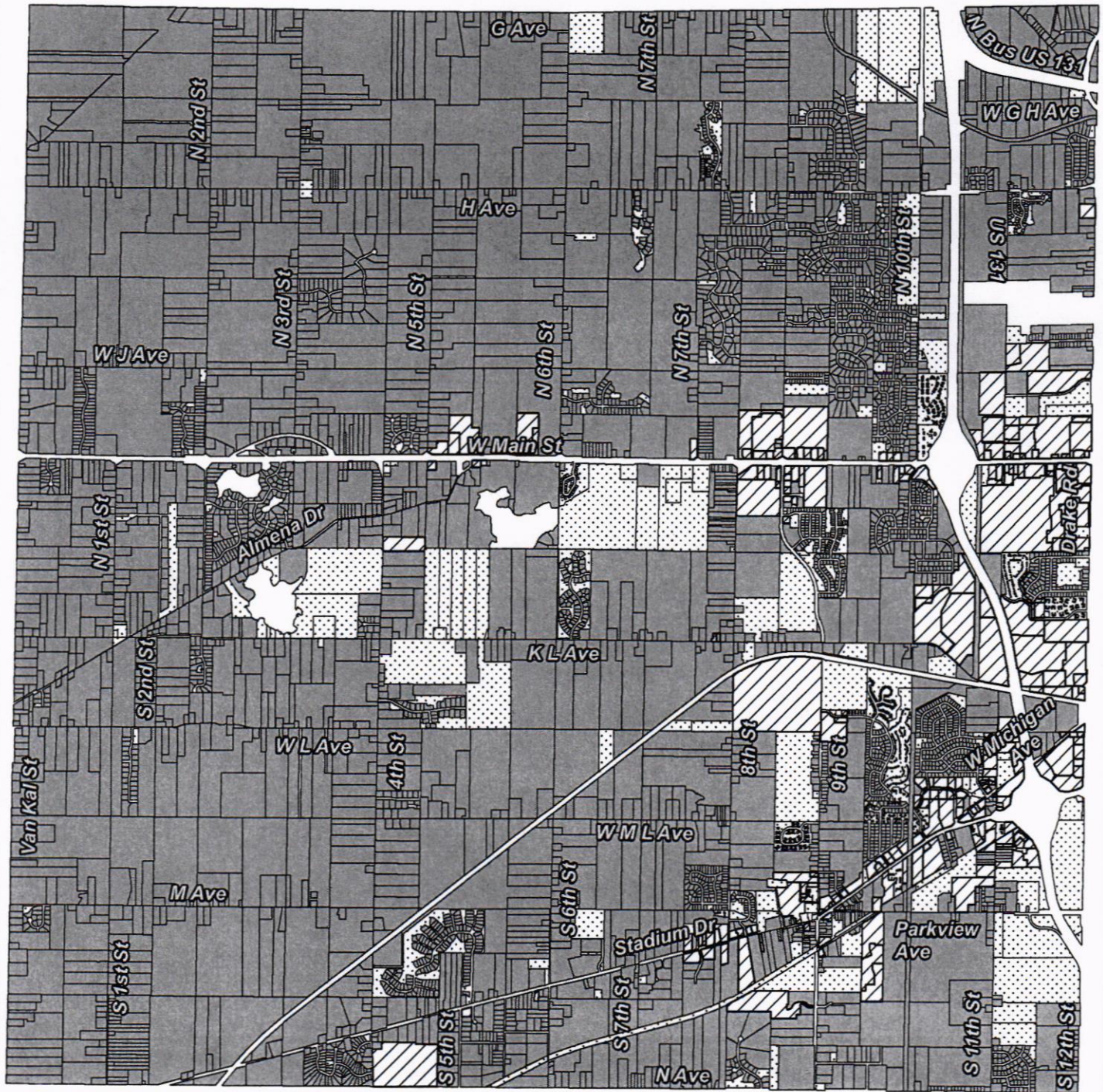
Members present:

Members absent:

The Supervisor noted a proposed special assessment levy in the amount of \$1,342,380, comprised of 3.8 mills against the lands and premises located within the Police Protection Special Assessment District No. 2004-1 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 \$1,342,380 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. 2004-1, which includes the commercial, commercially developed, high density and multi-family residential areas requiring a higher level of service. District No. 2004-1 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. 2004-1 for 12 months commencing in January, 2019. The Districts are set forth on the following map:

Police Millage Districts



The total budgeted amount for police protection for the fiscal year 2019 is \$1,416,820, with approximately \$74,440 from carryover, court fines and miscellaneous income and \$1,342,380 from Police Protection Special Assessment District No. 2004-1 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 November 1, 2018. The 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. 2004-1 created by the Township Board on August 26, 1980, expanded and/or amended and confirmed June 10, 2003, November 12, 2013, and October 10, 2017, 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, and amended October 10, 2017, 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 2019 of \$1,416,820; and

WHEREAS, notice of this budget hearing was given by publication in the Kalamazoo Gazette on November 1, 2018.

NOW, THEREFORE, BE IT RESOLVED, that a budget of the estimated costs and expenses of police protection in the total amount of \$1,416,820 for the fiscal year commencing January 1, 2019, 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. 2004-1, as expanded and/or amended, 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 \$1,342,380, and it is recognized the remainder of the budget is to be paid from court fees, fines 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, 2018, 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.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

Dusty Farmer, 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 13, 2018, at which a quorum was present.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

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

**NOTICE OF HEARING ON THE
GENERAL FUND BUDGET, FIRE FUND BUDGET, LIGHTING FUND BUDGET
AND POLICE FUND BUDGET FOR THE 2019 FISCAL YEAR**

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Oshtemo has estimated that the cost and expenses of the General operations for fiscal year commencing January 1, 2019 to be \$21,886,137 (less DDA and less transfers) and the General Fund for 2019 of \$6,103,948.

PLEASE TAKE FURTHER NOTICE that the Budget for Police Protection, Parking Enforcement and Ordinance Enforcement for the fiscal year commencing January 1, 2019 is estimated at \$1,416,820, which includes \$1,342,380 to be raised by special assessment levy, court fees and miscellaneous income.

PLEASE TAKE FURTHER NOTICE that the Fire Fund Budget for the fiscal year commencing January 1, 2019 is estimated at \$3,066,116, which includes \$2,939,616 to be raised by special assessments and revenue carryover.

PLEASE TAKE FURTHER NOTICE that the Streetlight Fund Budget for the fiscal year commencing January 1, 2019 is estimated at \$150,000 to be raised by special assessments.

PLEASE TAKE FURTHER NOTICE that a hearing on the proposed Budget with respect to anticipated expenditures of such funds for the 2019 fiscal year will be held at the Oshtemo Charter Township Hall, 7275 West Main Street, within the Township, on November 13, 2018, commencing at 7:00 p.m.

PLEASE TAKE FURTHER NOTICE that a copy of the proposed Budget will be on file and available in the Office of the Township Clerk at such Township Hall for public inspection during regular office hours from and after the publication of the Notice until the time of said hearing and will further be so available at such hearing.

PLEASE TAKE FURTHER NOTICE that it is proposed to raise the sum of \$806,000 of said total Budget by levying of .9703 mill against the taxable property within the Township. **THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.**

PLEASE TAKE FURTHER NOTICE that the proposed budget levies will commence with the December 2018 tax bills.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days notice to the Oshtemo Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact the Oshtemo Charter Township by writing or calling the Township.

CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

**EXCERPT OF MINUTES OF REGULAR MEETING OF THE
OSHTEMO CHARTER TOWNSHIP BOARD HELD ON
NOVEMBER 13, 2018, REGARDING GENERAL FUNDS**

A meeting of the Oshtemo Charter Township Board was held on November 13, 2018, 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 Chairperson announced that the next item of business would be a public hearing upon the proposed 2019 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 November 1, 2018. 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 2019 General Operations Budget for the Charter Township of Oshtemo including special assessment levies will be approximately \$21,886,137. The cost and expenses of the General fund operations for 2019 will be approximately \$6,103,948.

The Budget for Police Protection, Parking Enforcement and Ordinance Enforcement for the fiscal year commencing January 1, 2019, is approximately \$1,416,820 which is comprised of \$1,342,380 being raised by the special assessment levy and \$74,440 carryover, court fees and miscellaneous income.

The 2019 Lighting Fund Budget for the fiscal year commencing January 1, 2019, is approximately \$150,000 which is being raised by special assessment.

The 2019 Fire Fund Budget is approximately \$3,066,116 which is comprised of \$2,939,616 being raised by special assessment and revenue carryover.

It was pointed out that \$806,000 of said total Budget will be raised by the levying of .9703 mill against the taxable property within the Township.

The Chairperson 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 Chairperson 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 2019 fiscal year of the Township in the total amount of \$21,886,137 for General Operations, comprised of police protection budget of \$1,416,820; fire protection budget of \$3,066,116; street lighting special assessment levy of \$150,000; and \$6,103,948 for general Township operations; and

WHEREAS, it has tentatively been determined by the Township Board to levy .9703 mill against the taxable real and personal properties within the Township to raise the sum of \$806,000 of said total budget; and

WHEREAS, notice was published in the Kalamazoo Gazette of a hearing upon said Budget and the levy of .9703 mill to partially support the same on November 1, 2018, 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 \$21,886,137 including the aforementioned lighting, fire and police protection special assessment levies and to approve a levy of .9703 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 2019 fiscal year of the Township commencing on January 1, 2019, in the total amount of \$21,886,137, including \$6,103,948 for general Township operations, police protection budget of \$1,416,820 (\$1,342,380 from special assessment levy); lighting fund budget of \$150,000 (all raised by special assessment); fire fund budget of \$3,066,116 (\$2,939,616 from special assessment) is adopted.

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

3. That a general tax levy in the amount of .9703 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 2018 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 13, 2018, for the 2019 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 without Township Board prior approval, so long as the total budgeted revenues and expenditures of each fund for the fiscal year are not exceeded, and the Township's purchases are made in accordance with the Township's Purchasing Policy.

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 last amended by the Township Board November 13, 2018.

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 Chairperson declared the Resolution duly adopted.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

CERTIFICATE

Dusty Farmer, 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 13, 2018, at which a quorum was present.

Dusty Farmer, Clerk
OSHTEMO CHARTER TOWNSHIP

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**Resolutions Regarding Township Officers' and
Township Trustees' Compensation - 2019**

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 2019 for its Officers.

IT IS HEREBY RESOLVED that effective January 1, 2019, the salary of the Township Supervisor is \$ 70,360.08 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, 2019, the salary of the Township Clerk is \$ 70,360.08 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, 2019, the salary of the Township Treasurer is \$ 70,360.08 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, 2019, the salary of Township Trustees is \$ 2,520 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.

DUSTY FARMER, 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 13, 2018, 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.

DUSTY FARMER, Township Clerk

**OSHTEMO CHARTER TOWNSHIP
PURCHASING POLICY**

Amendment Date: March 13, 2018

General Purpose:

The purpose of this purchasing policy is to ensure the efficient procurement of appropriate goods and services for use in the normal and routine operation of the Charter Township of Oshtemo. This policy ensures the accountability, transparency, and ethical behavior of Township purchasing representatives yet supports an efficient process.

Summary Statement of Policy:

The policy is designed to serve as a guide for all purchases by Township employees and elected officials on behalf of Oshtemo Township.

Actual Policy as Written:

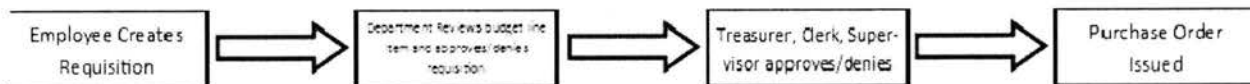
All purchases are ultimately the responsibility of the Township Supervisor and the Board of Trustees. Department Heads, and assigned employees shall be responsible for purchasing goods and services for their departments/area, such as for certain standard supplies and services. All purchases must be budgeted for, and properly documented, in accordance with this policy. This policy does not afford anyone the ability to make purchases in excess of what has been budgeted for their specific department budget. Purchasers shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the Township to purchases, as such authorization originates from the provisions in this policy. This purchasing policy is based on dollar thresholds. The practice of separating the work of vendors into separate invoices to circumvent the policy is prohibited.

Purchases should be awarded to the lowest responsible bidder. Consideration shall be given to: quality of goods/services; conformity with specifications; suitability to the requirements of the township; delivery of goods; and past performance of vendor. The Township shall attempt to purchase the highest quality goods and services in the best interest of the Township. In this process, the Township shall serve as an equal opportunity purchaser, favoring local vendors only when all other factors are equal.

Department Heads and shall conduct monthly review of funds assigned to them. They shall provide a summary to the Supervisor as to the financial position and any variances of their department.

Non-Discrimination Requirements:

In accordance with the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act) and the Oshtemo Charter Township Non-Discrimination Ordinance No. 549 adopted August 27, 2013, to the greatest extent possible, the Township will do business with vendors of goods and services which “do not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status, citizenship, gender identity, sexual orientation, genetic information, or because of a physical or mental disability/handicap that is unrelated to the person's ability to perform the duties of a particular job or position. Any vendor found to not comply with these requirements shall be ineligible to do business with the Township.



Authorization to Purchase:

Purchasers are authorized and required to make purchases of goods or services through the formal requisition process using the purchase order program. Employees must get the following requisition authorization depending on the type of purchase they are requesting. Note: Supervisor, Treasurer or Clerk may determine any particular item can be presented for information to the Township Board. Department Heads will review budget monthly and submit reports, revisions and request amendments (use electronic Budget Amendment Journal Correcting Form – T Drive) to the Township Supervisor. The Supervisor, Clerk and Treasurer will review the budget quarterly to verify purchases are being made in accordance with purchasing policy and annual budget.

- 1) *Purchases that have been budgeted for in the annual budget \$2,000 or less:* Purchaser initiates requisition using purchase order program, and Department Heads shall monitor sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition.
- 2) *Purchases that have been budgeted for in the annual budget for operations (no maximum) or for capital items \$2,000 - \$10,000:* Purchaser initiates requisition using purchase order program, and Department Heads shall monitor sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition. The Department Head must report this purchase to the Township Clerk requesting that the purchase be placed on the receipts and disbursements summary report issued monthly to the Township Board.

- 3) *Purchases that have been budgeted for in the annual budget for capital items >\$10,000:* Capital purchases that have been budgeted for in the annual budget, including but not limited to large capital items such as vehicle purchases, road construction, water construction, and sewer construction, shall not require further Township Board approval. These capital items will be detailed to the Township Board during the annual budget meeting process. These items will be included in the annual budget in the blue detail line items within each General Ledger category. Department Heads will provide a written update on the consent agenda or presentation at the meeting will be provided to the Board on the purchasing process used and the selected vendor or contractor.
- 4) *Purchases that have not been budgeted for in the annual budget, less than or equal to \$2,000:* Purchaser must first receive authorization from their Department Head and Supervisor, Clerk or Treasurer. Department Head /Supervisor shall identify source of fund from the annual budget. Upon authorization, purchaser shall make requisition request using the purchase order program. The Township Board will be informed via receipts and disbursements reports, and the Board will make budget, line item, adjustments for all such purchases no less than quarterly.
- 5) *Purchases that have not been detailed in the annual budget greater than \$2,000, or purchases that end up costing more than the detailed amount in the annual budget:* Purchaser must first receive recommendation from their Department Head and the Township Supervisor. The Township Board must then both approve the requisition and amend the annual budget. Purchaser then creates requisition in the purchase order program.

Using the above guidelines, a purchase order must be generated before the purchase is made.

There are three means by which the Township selects a service provider or material product. These are: a) sealed bids, b) informal quotes, and c) sole source purchasing. Refer to detail on each, below. It is the practice of Oshtemo Township to provide vendors with fair and equal opportunities to compete for work. Summaries shall state method used. Department Heads will review the method of procurement for vendor or service providers with the Township Supervisor.

Selecting Vendors/Service Providers:

A. Sealed Bid Procedure:

Sealed bids may be obtained using a request for proposal (RFP), a set of detailed specifications, or contract documents (plans and specifications). Publication or communication of proper notice of the need for bids shall be arranged for in the manner which will bring the information to the attention of appropriate professionals, contractors, or vendors. A minimum of three bids are recommended for all purchases over \$10,000. Employees may choose to seek multiple bids for purchases less than or equal to \$10,000 as well. The Township may choose to forego the bidding

procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of bidding.

All bids received by the Township will be time/date stamped when received. All bids must be sealed when received; unsealed bids will not be accepted. Bids will be opened by the Township Supervisor or personnel appointed by the Supervisor at the place and time described in the bid advertisement and shall be open to the public. Once the bid opening process is complete, staff will prepare a written purchase recommendation. If approved, staff will inform the winning bidder. The Township reserves the right to reject any and all bids and is not required to accept the lowest bid. In general, the Township works in accordance with the Qualifications-Based Selection (QBS)*.

(*From online: "Qualifications-Based Selection (QBS) is a procurement process established by the United States Congress as a part of the Brooks Act[1] (Public Law 92-582; see also 40 USC 1101 et. seq.)[2] and further developed as a process for public agencies to use for the selection of architectural and engineering services for public construction projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee." Additional information on QBS in Michigan is available at www.qbs-mi.org).

B. Quoting Procedure:

Quotes may be obtained by means of discussion and/or written outline scope of services request. A minimum of three quotes from professionals, contractors, or vendors is recommended for substantive purchases. The Township may choose to forego the quoting procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of quoting.

All quotes received by the Supervisor's Office or designee will be time/date stamped when received. Quotes do not need to be sealed. Quotes may be opened at the time they are received. The approving party must approve or deny all purchases that have been quoted according to purchasing standards previously stated. The Township reserves the right to reject any and all quotes and is not required to accept the lowest quote. In general, the Township works in accordance with the quality based selection on all quotes.

C. Sole Source Purchasing:

In recognition that certain products and services are clearly superior and/or compatible with township operations, the approving party may determine that a specific product or vendor be the sole source of purchasing for the Township. In doing so, the items will be purchased without a formal bidding process. Examples of sole source purchasing include engineering, information technology, insurances, and auditing services.

Purchaser will periodically evaluate composite billings and compare sole source vendor with other vendors, for comparison of pricing and quality, and provide summary of review and decision. Suggested review period is every three years.

Methods of Payment

Petty Cash:

Miscellaneous purchases under \$25 may be made using the petty cash fund in accordance with this policy. Petty cash is maintained by the Treasurer. Receipts must be submitted to the Treasurer for reimbursement. The Treasurer shall keep petty cash in his/her office and may designate additional areas in which petty cash may kept; e.g., in the Fire Department.

The Treasurer will review petty cash disbursements prior to replenishing the fund. Records of petty cash distribution will be kept in the Treasurer's office and are available at all times for review.

Checks:

Checks are the standard form of payment from the Township. A check will be issued through the purchase order process, unless another form of payment is requested.

Credit Cards (for employee use):

When no other payment method is available, Township credit cards may be used to make purchases from vendors where credit terms are not available (such as travel) as well as for one time non routine items. Treasurer manages credit card availability to employees. **Please see the Township's Credit Card Policy.** Purchaser must submit detailed receipt to Clerk's office.

Purchases made on credit cards are subject to transaction and credit limits established for each individual card. A minimum transaction of five dollars (\$5) is required for all credit card transactions.

Contracts:

In general, all contracts are approved through the Township Supervisor who by law is the purchasing agent for the Township. The Supervisor signs the contracts and may do so if signature aligns with purchasing policy herein (budget) and state law. The Treasurer and Clerk co-sign the payments.

Education and Training:

The employee's Department Head shall approve all requests for continuing education, conferences, and external training, prior to registration. Department Head shall approve based on annual budgeted education/training line item and shall not exceed the annual appropriated amount without budget amendment per previous guidelines.

Cooperative Government Contracts:

Should the Township be able to secure quality products at favorable prices by joining with other local units of government, or participating in a State of Michigan or federal government purchasing program, the Township Supervisor may waive the formal bidding process.

Emergency Purchases:

Emergency purchases can be authorized only when health, safety, and/or welfare of Township residents or their property are endangered through unexpected circumstances, when normal operations of the Township would be severely hampered by a long delay, or when Township property or employees are endangered through unexpected circumstances. Normal purchasing procedures outlined in this policy may be suspended when such circumstances exist. In the case of an emergency situation, the Township Supervisor, Treasurer, Clerk, Fire Chief, or Maintenance Director can authorize the immediate purchase of any materials, supplies, equipment, or services needed to resolve the emergency situation. The Supervisor will report all emergency purchases to the Township Board at its next scheduled meeting.

Change Orders (Within Annual Budget Detail):

Staff & Supervisor are expected to document all change orders through the purchase order program in excess of 10% of the original contracted price. Approval is subject to Supervisor review and approval and availability of funds.

Change Orders: (Outside Annual Budget Detail):

Supervisor or Staff will include up to an additional 10% of contract or specified lump sum amount in all project budgets for capital projects when submitting request to Township Board to award contract. Request will identify source of payment funds. As with any other budget approval, Board approval shall be subject to monies availability in either annual budget or in Township reserves. Subsequently, Supervisor can approve change orders within the additional approved budget amount. Supervisor shall work in consultation with consultants and/or Staff to make determination.

Tax Exempt Status:

Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rule, 1979 AC, R205.79, provide that sales to the United States Government, the State of Michigan and their political subdivisions, departments and institutions are not taxable when ordered and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. Statement is available upon request from the Clerk's office.

Forms:

Every Township vendor is required to complete an IRS W-9 form or have this form on record prior to the release of payment for goods and services.

Documentation:

When a purchase order is requested all supporting documentation should be attached to the requisition within the purchase order program (bids, board resolution, etc.). Once a purchase order requisition is approved, all invoices for goods and services will be attached in the accounts payable program.

This policy will be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board, and must be recorded in writing and maintained with this original policy by the Township Clerk. This policy, and all subsequent amendments, will be provided by the Clerk to all Township Board members, Department Heads, and employees.

A motion was made by Nancy Culp, seconded by Zak Ford, to adopt the amendment to the Purchasing Policy.

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


Elizabeth Heiny-Cogswell, Nancy Culp, Dave Bushouse, Deborah Everett,
Zak Ford and Ken Hudok

The following voted "Nay": None

The following "Abstained": None

The following were Absent: Dusty Farmer

The Supervisor declared that the motion has been adopted.



DUSTY FARMER, 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 March 13, 2018, at which meeting six 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.



DUSTY FARMER, Township Clerk