

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

**April 10, 2018  
BOARD WORK SESSION  
6:00 p.m.  
AGENDA**

- A. Call to Order
- B. Public Comment
- C. Update on Fire Department Standards of Cover Work
- D. Discussion on Residential Condominium Standards
- E. Discussion on Street Lighting Energy Efficiency Research
- F. 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 – March 13 and 27, 2018 Regular Meetings
  - b. Receipts & Disbursements Report
  - c. Revenue/Expenditure Report
  - d. Employee Handbook - Amendment to Add Donated Leave Policy
  - e. Sanitary Sewer Phase I Engineering Design Plan Consultant Agreement
  - f. Update on Drake Path Regarding Amtrak
- 5. Discussion with Sheriff Fuller
- 6. Consideration of Plant Growth Ordinance Amendments – First Reading
- 7. Discussion on Coordination of Sidewalk Projects with Phase I Sanitary Projects
- 8. Consideration of First Quarter Budget Amendments
- 9. Consideration of North Conference Room Projection System
- 10. Other Township Business
- 11. Public Comment
- 12. Board Member Comments
- 13. Request to Enter into Closed Session for Employee Performance Evaluation
- 14. 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)

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
af 90052355	Accident Fund Dept 77125 PO Box 77000 Detroit MI, 48277-0125	03/27/2018 03/30/2018 / / 03/30/2018	WCV 80045240701 0.0000	GEN N N N	Audit Adj. 2017	5,249.00 0.00 5,249.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-91100	Worker's Compensation	629.88
206-340-91200	General Insurance	4,619.12
		<u>5,249.00</u>

af 90052354	Accident Fund Dept 77125 PO Box 77000 Detroit MI, 48277-0125	03/26/2018 03/30/2018 / / 03/30/2018	WCV80045240801 0.0000	GEN N N N	2018 Insurance - 2nd Installment	11,458.75 0.00 11,458.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-91100	Worker's Compensation	1,375.05
206-340-91200	General Insurance	10,083.70
		<u>11,458.75</u>

VENDOR TOTAL: 16,707.75

ars 90052344	Advanced Radiology Services PO Box 776446 Chicago IL, 60677-6446	03/26/2018 03/30/2018 / / 03/30/2018	Schuiteboer, Cody 000010398 0.0000	GEN N N N	NEW HIRE PHYSICAL/CHEST X-RAY	41.00 0.00 41.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-87200	NEW HIRE PHYSICAL/CHEST X-RAY	41.00	41.00

VENDOR TOTAL: 41.00

aflac 90052352	Aflac Attn: Remittance Processing Service 1932 Wynnton Rd Columbus GA, 31999-0797	03/26/2018 03/30/2018 / / 03/30/2018	662979 0.0000	GEN N N N	Voluntary Insurance - April 2018	1,047.28 0.00 1,047.28
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-26700	AFLAC Insurance	292.22
206-000-26700	AFLAC Insurance	755.06
		<u>1,047.28</u>

VENDOR TOTAL: 1,047.28

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
afp 90052199	Approved Fire Protection Company 2513 North Burdick Street Kalamazoo MI, 49007	03/06/2018 03/16/2018 / / 03/16/2018	159801 000010319 0.0000	GEN N N N	EXTINGUISHERS	240.00 0.00 240.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	FIRE EXTINGUISHERS	240.00	300.00

VENDOR TOTAL: 240.00

ab 90052348	Arcadia Benefits Group, Inc 612 S. Park Street Kalamazoo MI, 49007	03/26/2018 03/30/2018 / / 03/30/2018	47873 0.0000	GEN N N N	FSA & HRA Participant Fees - April 2018	155.00 0.00 155.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	HEALTH & LIFE INSURANCE	105.00
206-336-71600	Health & Life Insurance	50.00
		155.00

VENDOR TOTAL: 155.00

att 90052323	AT&T PO Box 5080 Carol Stream IL, 06197-5080	03/26/2018 03/30/2018 / / 03/30/2018	269381851203 0.0000	GEN N N N	Telephone Service - March 2018	37.22 0.00 37.22
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-98100	Capital Outlay/Drake House	37.22

VENDOR TOTAL: 37.22

balkema 90052261	Balkema Excavating Inc 1500 River Street Kalamazoo MI, 49048	12/31/2017 03/16/2018 / / 03/16/2018	2160302 - 5 000009580 0.0000	GEN N N N	MAPLE HILL ESTATES, N 2ND & J AVE PUBLIC	45,733.19 0.00 45,733.19
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96400.WTRKLA	UNIT PRICE CONTRACT AMOUNT	45,733.19	45,733.19

VENDOR TOTAL: 45,733.19

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
bwd 90052229	Best Way Disposal 2314 Miller Rd Kalamazoo MI, 49001	03/08/2018 03/16/2018 / / 03/16/2018	090640 000010355 0.0000	GEN N N N	PORTABLE RESTROOMS FOR PARKS - February	270.00 0.00 270.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-93100	PORTABLE RESTROOMS FOR PARKS	270.00	270.00
VENDOR TOTAL:			270.00

bcbs 90052353	Blue Cross Blue Shield of Michigan PO Box 674416 Detroit MI, 48267-4416	03/26/2018 03/30/2018 / / 03/30/2018	April2018 0.0000	GEN N N N	Health Insurance	24,715.98 0.00 24,715.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	HEALTH & LIFE INSURANCE	12,362.56
206-336-71600	Health & Life Insurance	7,410.22
101-000-27800	H/D/V INSURANCE	4,943.20
VENDOR TOTAL:		24,715.98

MISC 90052338	Borton, Carol 2921 N. 6th St. Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	03302018 0.0000	GEN N Y N	Rental Deposit Return	175.00 0.00 175.00
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Paid

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

bs&a 90052367	BS&A Software 14965 Abbey Lane Bath MI, 48808	03/28/2018 03/30/2018 / / 03/30/2018	116572 000010425 0.0000	GEN N N N	CREATION OF MAPS FOR 2018 ASSMT ROLL	400.00 0.00 400.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-209-72800	CREATION OF MAPS FOR 2018 ASSMT ROLL	400.00	400.00
VENDOR TOTAL:			400.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90052343	Campbell, Amy 3066 S. 8th St. Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	03302018 0.0000	GEN N Y N	Rental Deposit Return	250.00 0.00 250.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	250.00
VENDOR TOTAL:		250.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
canon 90052374	Canon Solutions America, Inc. 15004 Collections Center Drive Chicago, IL, 60693-0150	03/28/2018 03/30/2018 / / 03/30/2018	18386525 000010416 0.0000	GEN N N N	CANON COPIER	736.00 0.00 736.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-93300	CONTRACT CHARGE	651.00	651.00
101-249-93300	ONE TIME DOCUMENT FEE	85.00	85.00
VENDOR TOTAL:		736.00	736.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
coash 90052369	Coash Martha 25800 Wise Road Gobles MI, 49055	03/28/2018 03/30/2018 / / 03/30/2018	03302018 0.0000	GEN N N Y	Minute Transcriptionist - March 2018	800.00 0.00 800.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-805-70200	Salary	800.00
VENDOR TOTAL:		800.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ce-e 90052269	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45271-0309	03/19/2018 03/16/2018 / 03/16/2018	February2018 000010379 0.0000	GEN N N	GRANGE & STATION 3 ELECTRIC	340.92 0.00 340.92

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-92100		255.69	255.69
206-340-92100		85.23	85.23
		<u>340.92</u>	<u>340.92</u>

ce-e 90052270	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45271-0309	03/19/2018 03/16/2018 / 03/16/2018	February2018 000010375 0.0000	GEN N N	DRAKE HOUSE GAS & ELECTRIC	403.90 0.00 403.90
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98100	ELECTRIC	146.83	146.83
107-756-98100	GAS	257.07	257.07
		<u>403.90</u>	<u>403.90</u>

ce-e 90052364	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45271-0309	03/27/2018 03/30/2018 / 03/30/2018	March 2018 0.0000	GEN N N	FD Station 2 - Electric & Gas	1,695.66 0.00 1,695.66
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-92100	st 2 electric - 798	1,076.44
206-340-92300	st 2 gas - 872	619.22
		<u>1,695.66</u>

ce-e 90052365	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45271-0309	03/27/2018 03/30/2018 / 03/30/2018	March 2018 0.0000	GEN N N	Flesher Field Electric	49.98 0.00 49.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-92100	flesher electric - 048	49.98

VENDOR TOTAL: 2,490.46

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ce-sl 90052324	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45274-0309	03/26/2018 03/30/2018 / / 03/30/2018	February 2018  0.0000	GEN N N N	Street lights	 10,404.96  0.00 10,404.96

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-506-92600	Street Lighting	10,404.96

ce-sl 90052325	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45274-0309	03/26/2018 03/30/2018 / / 03/30/2018	March 2018  0.0000	GEN N N N	Street lights	 144.35  0.00 144.35
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-506-92600	Street Lighting - Parkview	56.01
101-506-92600	Street Lighting - Stadium	88.34
		<u>144.35</u>

VENDOR TOTAL: 10,549.31

conlife 90052350	Consumers Life Insurance Company PO Box 951914 Cleveland OH, 44193	03/26/2018 03/30/2018 / / 03/30/2018	020174788-8  0.0000	GEN N N N	Life and AD&D Insurance - April 2018	 407.84  0.00 407.84
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	Health & Life Insurance	202.50
206-336-71600	Health & Life Insurance	205.34
		<u>407.84</u>

VENDOR TOTAL: 407.84



BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
cts 90052271	CTS Telecom Inc. PO Box 33772 Detroit MI, 48232-3772	03/19/2018 03/16/2018 / / 03/16/2018	10070084 000010376 0.0000	GEN N N N	PARKS TELEPHONE SERVICE	83.14 0.00 83.14

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-92100	PHONE LINES	83.14	83.14

cts 90052272	CTS Telecom Inc. PO Box 33772 Detroit MI, 48232-3772	03/19/2018 03/16/2018 / / 03/16/2018	10070084 000010362 0.0000	GEN N N N	FD TELEPHONE SERVICE	271.32 0.00 271.32
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-85300	PORTION OF MAIN SERVICE	103.98	103.98
206-340-85300	STATION 3	48.44	48.44
206-340-85300	STATION 2	24.22	24.22
206-340-85300	STATION 3	23.67	23.67
206-340-85300	STATION 2	71.01	71.01
		271.32	

cts 90052273	CTS Telecom Inc. PO Box 33772 Detroit MI, 48232-3772	03/19/2018 03/16/2018 / / 03/16/2018	10070084 000010360 0.0000	GEN N N N	GENERAL TOWNSHIP TELEPHONE SERVICE	465.89 0.00 465.89
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-85300	TOWNSHIP PORTION OF MAIN SERVICE	291.16	291.16
101-249-85300	TELEPHONE	96.88	96.88
101-249-85300	TELEPHONE	24.33	24.33
101-249-85300	TELEPHONE	29.85	29.85
101-249-85300	TELEPHONE	23.67	23.67
		465.89	

VENDOR TOTAL: 820.35

DATAGUARD 90052266	DATA GUARDIAN 9136 PORTAGE INDUSTRIAL DR PORTAGE MI, 49024	03/19/2018 03/16/2018 / / 03/16/2018	1037047 000010310 0.0000	GEN N N N	OFFICE SHREDDING SERVICES THROUGH APRIL	10.00 0.00 10.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-95900	SHREDDING SERVICE - BIN - PICKUP	10.00	10.00

VENDOR TOTAL: 10.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
dp 90052298	D'Elegance Photography 8637 Meadowview Dr Kalamazoo MI, 49009	03/22/2018 03/30/2018 / / 03/30/2018	122 000010333 0.0000	GEN N N Y	FIRE DEPARTMENT PHOTOS	735.72 0.00 735.72

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	MOUNTED PLAK-IT MAT	310.00	310.00
206-340-72800	20X24 DEPARTMENT COMPOSITE	178.00	180.00
206-340-72800	11X14 DEPARTMENT COMPOSITE	90.00	100.00
206-340-72800	LABOR RATE	119.72	138.00
206-340-72800	PLAK-IT	38.00	45.00
		<u>735.72</u>	

VENDOR TOTAL: 735.72

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
dss 90052289	Douglas Safety Systems LLC 2655 N. Meridian, Ste 6 Sanford, MI, 48657	03/21/2018 03/30/2018 / / 03/30/2018	42224 000010195 0.0000	GEN N N N	9 SETS OF PPE	20,521.31 0.00 20,521.31

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-344-76600	HONEYWELL VIPER TURNOUT COAT.	11,833.65	11,833.65
211-344-76600	HONEYWELL VIPER TURNOUT PANT	8,662.68	8,662.68
211-344-76600	SHIPPING	24.98	24.98
		<u>20,521.31</u>	

VENDOR TOTAL: 20,521.31

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
evp 90052262	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	03/19/2018 03/16/2018 / / 03/16/2018	10664 000010331 0.0000	GEN N N N	511 TANK FILL VALVE LEAKING	572.50 0.00 572.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	511 TANK FILL VALVE LEAKING	572.50	572.50

evp 90052263	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	03/19/2018 03/16/2018 / / 03/16/2018	10672 000010330 0.0000	GEN N N N	511 HIGH IDLE SWITCH	253.99 0.00 253.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	511 HIGH IDLE SWITCH	253.99	253.99

evp 90052264	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	03/19/2018 03/16/2018 / / 03/16/2018	10682 000010337 0.0000	GEN N N N	501 DECALS	493.69 0.00 493.69
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	501 DECALS	493.69	493.69

evp 90052265	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	03/19/2018 03/16/2018 / / 03/16/2018	10699 000010342 0.0000	GEN N N N	511 DRIVERS SEAT REPLACEMENT	752.99 0.00 752.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	511 DRIVERS SEAT REPLACEMENT	752.99	752.99

evp 90052317	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	03/26/2018 03/30/2018 / / 03/30/2018	10743 000010406 0.0000	GEN N N N	500 OIL CHANGE	114.40 0.00 114.40
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	500 OIL CHANGE	114.40	114.40

VENDOR TOTAL: 2,187.57

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
eps 90052231	Engineered Protections Systems, Inc 750 Front NW Suite 200 Grand Rapids MI, 49504-4400	03/08/2018 03/16/2018 / / 03/16/2018	A738077 000010353 0.0000	GEN N N N	ANNUAL ALARM SYSTEM MONITORING - Twp Hal	179.43 0.00 179.43

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	MONITORING ALARM SYSTEM	161.49	161.49
206-340-93100	MONITORING ALARM SYSTEM	17.94	17.94
		<u>179.43</u>	

VENDOR TOTAL: 179.43

fahey 90052336	Fahey Schultz Burzych Rhodes PLC 4151 Okemos Road Okemos MI, 48864	03/26/2018 03/30/2018 / / 03/30/2018	41153 0.0000	GEN N N Y	Hope Woods Senior Community - February 2	3,646.50 0.00 3,646.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-223-82600	Legal Fees	3,646.50

fahey 90052337	Fahey Schultz Burzych Rhodes PLC 4151 Okemos Road Okemos MI, 48864	03/26/2018 03/30/2018 / / 03/30/2018	41154 0.0000	GEN N N Y	Kellison Woods v Solarek	672.50 0.00 672.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-223-82600	Legal Fees	672.50

VENDOR TOTAL: 4,319.00

half 90052333	HalfMoon Education Inc PO Box 278 Altoona WI, 54720-0278	03/26/2018 03/30/2018 / / 03/30/2018	Baker, James 0.0000	GEN N N N	Stormwater Management 2018	279.00 0.00 279.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-506-95800	EDUCATION/DUES	279.00

VENDOR TOTAL: 279.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
hp 90052334	Hopkins Propane 2701 12th Street Shelbyville MI, 49344	03/26/2018 03/30/2018 / / 03/30/2018	627 0.0000	GEN N N Y	Propane -Grange Hall. Invoice #238256 S	1,118.55 0.00 1,118.55

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-92300	Station 3	600.50
107-756-92100	Grange Hall	518.05
		<u>1,118.55</u>

VENDOR TOTAL: 1,118.55

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
horton 90052349	Horton Robert 398 Valencia Cove Ellenton FL, 34222	03/26/2018 03/30/2018 / / 03/30/2018	03302018 0.0000	GEN N N N	RetireeHealth Insurance Reimbursement	154.47 0.00 154.47

Paid

GL NUMBER	DESCRIPTION	AMOUNT
249-000-08300	Due From Retiree Medical Trust Fund	154.47

VENDOR TOTAL: 154.47

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
jhowe 90052257	Howe Harold J 1215 Southern Avenue Kalamazoo MI, 49009	03/19/2018 03/16/2018 / / 03/16/2018	17-009 000010245 0.0000	GEN N N Y	BS&A CONSULTANT SUPPORT	120.00 0.00 120.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
249-371-95800	BS&A CONSULTATION SERVICES 2018	60.00	60.00
207-330-72800	BS&A CONSULTATION SERVICES 2018	60.00	60.00
		<u>120.00</u>	<u>120.00</u>

VENDOR TOTAL: 120.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
iab 90052375	Interstate All Battery Center 3515 Stadium Drive Kalamazoo MI, 49009	03/28/2018 03/30/2018 / / 03/30/2018	1901801022041 000010388 0.0000	GEN N N N	EMERGENCY LIGHT BATTERY	19.99 0.00 19.99

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	EMERGENCY LIGHT BATTERY	19.99	19.99

VENDOR TOTAL: 19.99

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
iron 90052224	Iron Mountain PO Box 27128 New York NY, 10087-7128	03/08/2018 03/16/2018 / / 03/16/2018	PVC4407 000010361 0.0000	GEN N N N	STORAGE FEE 3/1/18-3/31/18	135.00 0.00 135.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-95500	STORAGE FEE 3/1/18-3/31/18	135.00	135.00

VENDOR TOTAL: 135.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
j&b 90052287	J&B Medical 50496 West Pontiac Trail Wixom MI, 48393	03/21/2018 03/30/2018 / / 03/30/2018	4287417 000010324 0.0000	GEN N N N	FR2 AED BATTERY FOR OCC	256.29 0.00 256.29

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	FR2 AED BATTERY PMSM 3538A	256.29	256.29

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
j&b 90052288	J&B Medical 50496 West Pontiac Trail Wixom MI, 48393	03/21/2018 03/30/2018 / / 03/30/2018	4303364 000010366 0.0000	GEN N N N	AED BATTERY	229.50 0.00 229.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75500	AED BATTERY	229.50	257.00

VENDOR TOTAL: 485.79

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90052297	JAXON 2, LLC 210 RAINTREE CIRCLE KALAMAZOO MI, 49006	03/22/2018 03/30/2018 / / 03/30/2018	03302018 000010374 0.0000	GEN N Y N	EASEMENT ACQUISITION FOR DRAKE ROAD NON-	4,030.56 0.00 4,030.56

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMDRTA	SIDEWALK ESMT 06-18-316-001 & -315-001	4,030.56	4,030.56

VENDOR TOTAL: 4,030.56

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90052291	JOHN & BETH SOISSON 4720 GREEN ACRES DRIVE KALAMAZOO MI, 49009	03/22/2018 03/30/2018 / / 03/30/2018	03302018 000010408 0.0000	GEN N Y N	EASEMENT ACQUISITION, DRAKE ROAD NON-MOT	50.00 0.00 50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMDRTA	PERMANENT SIDEWALK EASEMENT	50.00	50.00

VENDOR TOTAL: 50.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kcityt-w 90052326	Kalamazoo City Treasurer 415 E Stockbridge Kalamazoo MI, 49001	03/26/2018 03/30/2018 / / 03/30/2018	February 2018 0.0000	GEN N N N	Water for Parks - Drake House & OCC	129.84 0.00 129.84

Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-98100	Drake House	36.35
107-756-92000	OCC	93.49
		129.84

kcityt-w 90052268	Kalamazoo City Treasurer 415 E Stockbridge Kalamazoo MI, 49001	03/19/2018 03/16/2018 / / 03/16/2018	February2018 000010378 0.0000	GEN N N N	WATER FOR TWP BLDGS & FD	422.52 0.00 422.52
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-92000	TWP OFFICE & STATION #1	231.92	231.92
206-340-92000	TWP OFFICE & STATION #1	77.30	77.30
206-340-92000	STATION #2	79.10	79.10
101-218-92000	GENESSEE PRAIRIE	17.10	17.10
101-218-92000	WEST OSHTEMO	17.10	17.10
		422.52	422.52

VENDOR TOTAL: 552.36

kct 90052280	Kalamazoo County Treasurer 201 West Kalamazoo Ave Kalamazoo MI, 49007	03/21/2018 03/30/2018 / / 03/30/2018	03302018 000010401 0.0000	GEN N Y N	DEC 2017 BOARD REFUND PRE	67.80 0.00 67.80
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-96100	TOWNSHIP 2016	67.80	67.80

kct 90052281	Kalamazoo County Treasurer 201 West Kalamazoo Ave Kalamazoo MI, 49007	03/21/2018 03/30/2018 / / 03/30/2018	03302018 000010402 0.0000	GEN N Y N	RECORD SEWER FOR 6329 WEST H AV	30.00 0.00 30.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
490-000-96400	SEWER FOR 6329 WEST H AVENU	30.00	30.00

VENDOR TOTAL: 97.80

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kct-p 90052278	Kalamazoo County Treasurer -Police 201 West Kalamazoo Kalamazoo MI, 49007	03/21/2018 03/30/2018 / / 03/30/2018	23-000037 000010189 0.0000	GEN N N N	2018 POLICE CONTRACT - March & April 201	197,156.00 0.00 197,156.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-310-80200	2018 POLICE CONTRACT	197,156.00	197,156.00

VENDOR TOTAL: 197,156.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
klg 90052284	Kalamazoo Lawn and Garden 3825 E Michigan Ave Kalamazoo MI, 49048	03/21/2018 03/30/2018 / / 03/30/2018	185378 000010386 0.0000	GEN N N N	PARTS FOR SNOW BLOWER 5-1	59.79 0.00 59.79

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	SNOW BLOWER ENGINE PARTS 5-1	59.79	60.00

VENDOR TOTAL: 59.79

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ko 90052235	Kalamazoo Oil Company 2601 N. Burdick Street Kalamazoo MI, 49007-1874	03/08/2018 03/16/2018 / / 03/16/2018	1956-1805901 000010363 0.0000	GEN N N N	FD VEHICLE FUEL	2,444.46 0.00 2,444.46

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86800	FUEL	2,444.46	2,444.46

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ko 90052267	Kalamazoo Oil Company 2601 N. Burdick Street Kalamazoo MI, 49007-1874	03/19/2018 03/16/2018 / / 03/16/2018	1958-1805901 000010377 0.0000	GEN N N N	TWP & FD VEHICLE FUEL	439.65 0.00 439.65

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-86800	FUEL	136.26	136.26
101-249-86800	FUEL	46.28	46.28
107-756-86800	FUEL	196.32	196.32
206-340-86800	FUEL	60.79	60.79

439.65

VENDOR TOTAL: 2,884.11



BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kansas 90052351	Kansas City Life Co PO Box 8858 Carol Stream IL, 60197-8858	03/26/2018 03/30/2018 / / 03/30/2018	1287959 0.0000	GEN N N N	Ltd & Std Insurance - March 2018	721.17 0.00 721.17

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	Disability Insurance	432.06
206-336-71600	Health & Life Insurance	289.11
		<u>721.17</u>

VENDOR TOTAL: 721.17

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kwhite 90052275	Kelly White Design P.O. Box 339606 Farmington Hills MI, 48334	03/19/2018 03/16/2018 / / 03/16/2018	4646 000010372 0.0000	GEN N N N	WEBSITE UPDATE - FTP WALK-THROUGH & LOGI	112.50 0.00 112.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-80500	WEBSITE UPDATES	112.50	112.50

VENDOR TOTAL: 112.50

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kss 90052319	KSS Enterprises 5053 Sports Dr Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	1082792 000010381 0.0000	GEN N N N	RESTROOM SUPPLIES	250.89 0.00 250.89

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76600	JUMBO JR TISSUE	37.31	37.31
107-756-76600	ROLL TOWEL	68.69	70.05
206-340-93100	HAND SOAP	139.94	139.94
107-756-76600	Fuel Surcharge	2.47	0.00
206-340-93100	Fuel Surcharge	2.48	0.00
		<u>250.89</u>	

VENDOR TOTAL: 250.89

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90052345	Kye, Lora 743 Dragonfly #188 Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	03302018 0.0000	GEN N Y N	Rental Deposit Return	125.00 0.00 125.00

Paid

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

VENDOR TOTAL: 125.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
Land 90052372	Land Matters LLC 0-11230 Tallmadge Woods Drive Grand Rapids MI, 49534	03/28/2018 03/30/2018 / / 03/30/2018	1801 (16-45) 000010419 0.0000	GEN N N N	EASEMENT ACQUISITION SERVICES, DRAKE ROA	330.50 0.00 330.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMDRTA	DRAKE ROAD PHASE II (TA NORTH, 05 WEST)	330.50	330.50

Land 90052370	Land Matters LLC 0-11230 Tallmadge Woods Drive Grand Rapids MI, 49534	03/28/2018 03/30/2018 / / 03/30/2018	1808 (17-32) 000010419 0.0000	GEN N N N	EASEMENT ACQUISITION SERVICES, DRAKE ROA	1,698.86 0.00 1,698.86
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMDRTA	DRAKE ROAD PHASE II (TA NORTH, 06 EAST)	1,698.86	1,698.86

Land 90052373	Land Matters LLC 0-11230 Tallmadge Woods Drive Grand Rapids MI, 49534	03/28/2018 03/30/2018 / / 03/30/2018	1824 (16-45) 000010419 0.0000	GEN N N N	EASEMENT ACQUISITION SERVICES, DRAKE ROA	120.00 0.00 120.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMDRTA	DRAKE ROAD PHASE II (TA NORTH, 05 WEST)	120.00	120.00

Land 90052371	Land Matters LLC 0-11230 Tallmadge Woods Drive Grand Rapids MI, 49534	03/28/2018 03/30/2018 / / 03/30/2018	1826 (17-32) 000010419 0.0000	GEN N N N	EASEMENT ACQUISITION SERVICES, DRAKE ROA	1,071.25 0.00 1,071.25
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMDRTA	DRAKE ROAD PHASE II (TA NORTH, 06 EAST)	1,071.25	1,071.25

VENDOR TOTAL: 3,220.61

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
life 90052201	Life EMS 1275 Cedar St NE Grand Rapids MI, 49503	03/06/2018 03/16/2018 / / 03/16/2018	18-15314 000010201 0.0000	GEN N N N	EMS SUPPLIES	 617.24 0.00 617.24

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75500	INFANT BLOOD PRESSURE CUFF	10.53	10.00
206-340-75500	PEDS. BLOOD PRESSURE CUFF	10.53	10.00
206-340-75500	OB KIT	6.22	6.00
206-340-75500	HAND HELD SUCTION	61.84	125.00
206-340-75500	NPA SET	11.90	10.00
206-340-75500	STETHOSCOPE	49.14	100.00
206-340-75500	TRAMUA DRESSING	10.00	10.00
206-340-75500	THERMOMETER	59.85	60.00
206-340-75500	STERILE WATER	49.68	49.68
206-340-75500	FOIL BLANKETS	16.80	16.80
206-340-75500	PPE KITS	120.30	120.30
206-340-75500	PEDS EVM W/3 MASKS	210.45	210.45
		<u>617.24</u>	

VENDOR TOTAL: 617.24

MISC Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90052346	Loney, Barbara 1174 Wickford Dr. Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	03302018 0.0000	GEN N Y N	Rental Deposit Return	 150.00 0.00 150.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	150.00

VENDOR TOTAL: 150.00

lowes Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
lowes 90052200	Lowe's Home Center PO Box 530954 Atlanta GA, 30353-0954	03/06/2018 03/16/2018 / / 03/16/2018	910865 000010239 0.0000	GEN N N N	MAINTENANCE SUPPLIES	 160.60 0.00 160.60

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	REPLACEMENT CEILING FAN	47.48	60.00
101-218-76000	ANGLE AND SCREWS	12.89	26.00
101-218-76000	MASKING TAPE	54.09	60.00
107-756-76000	6" CAP	4.74	20.00
107-756-76000	HANDLES AND CATCHES	12.94	12.00
101-218-76000	2032 BATTERIES	5.69	12.00
101-218-76000	FLUSH HANDLE	15.18	15.18
107-756-76000	FLUSH HANDLE	7.59	7.59
		<u>160.60</u>	<u>212.77</u>

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 160.60

maria 90052321	Maria's Tailor Shop 3821 S. Westnedge Kalamazoo, MI, 49008	03/26/2018 03/30/2018 / / 03/30/2018	38271 000010415 0.0000	GEN N N N	REPAIRS / ALTERATIONS	 86.95 0.00 86.95
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	TWO PATCHES AND STRIPE	30.00	30.00
206-336-72500	20' ROLL OF STRIPE FOR SLEEVES	31.95	31.95
206-340-75500	REPAIR TO EMS BAGS	25.00	25.00
		<u>86.95</u>	<u>86.95</u>

VENDOR TOTAL: 86.95

meekhof 90052258	Meekhof Tire Sales & Service 1640 Olson NE Grand Rapids MI, 49503	03/19/2018 03/16/2018 / / 03/16/2018	570003-74 000010199 0.0000	GEN N N N	541 REPLACEMENT TIRES	 7,775.70 0.00 7,775.70
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	541 REPLACEMENT TIRES	7,245.70	7,245.70
206-340-86700	LABOR	530.00	530.00
		<u>7,775.70</u>	<u>7,775.70</u>

meekhof 90052282	Meekhof Tire Sales & Service 1640 Olson NE Grand Rapids MI, 49503	03/21/2018 03/30/2018 / / 03/30/2018	574664-71 000010383 0.0000	GEN N N N	REPAIR TRAILER TIRE	 18.00 0.00 18.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-75100	REPAIR TIRE	18.00	20.00

VENDOR TOTAL: 7,793.70

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
menards 90052232	Menards 6800 West Main Street Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	65165 000010340 0.0000	GEN N N N	BULBS, BRUSHES AND ANCHORS	91.95 0.00 91.95

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-76000	BULBS	15.92	20.00
101-218-76000	BRUSHES	35.93	40.00
101-218-76000	ANCHORS	26.15	30.00
101-218-76000	SLICERS	13.95	20.00
		91.95	

menards 90052198	Menards 6800 West Main Street Kalamazoo MI, 49009	03/06/2018 03/16/2018 / / 03/16/2018	65181 000010298 0.0000	GEN N N N	PAINT FOR TRAINING PROP	61.80 0.00 61.80
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76000	SPRAY CAN PAINT	19.30	25.00
206-340-76000	SPRAY CAN PAINT	23.16	23.76
206-340-76000	SPRAY CAN PAINT	11.58	23.82
206-340-76000	STENCIL KIT	2.98	2.98
206-340-76000	STENCIL KIT	2.29	2.29
206-340-76000	PAINTERS TAPE	2.49	2.49
		61.80	

menards 90052247	Menards 6800 West Main Street Kalamazoo MI, 49009	03/09/2018 03/16/2018 / / 03/16/2018	65615 000010344 0.0000	GEN N N N	ELECTRIC CORD REEL	54.95 0.00 54.95
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	ELECTRIC CORD REEL FOR APPARATUS BAY	54.95	60.00

menards 90052318	Menards 6800 West Main Street Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	66472 000010407 0.0000	GEN N N N	PAINT FOR FORCE ENTRY PROP	13.99 0.00 13.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-70700	STENCIL KIT	1.99	1.99
206-340-70700	BLACK PRIMER PAINT	3.00	3.00
206-340-70700	WHITE PAINT	6.00	6.00
206-340-70700	BLUE PAINT	3.00	3.00
		13.99	

VENDOR TOTAL: 222.69

04/04/2018 08:41 AM  
 User: DFARMER  
 DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP  
 EXP CHECK RUN DATES 03/05/2018 - 04/04/2018  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90052347	MESKIL, KEVIN 627 WHITES RD. KALAMAZOO MI, 49008	03/26/2018 03/30/2018 / / 03/30/2018	Drake House 000010320 0.0000	GEN N Y N	2018 DRAKE HOUSE UPSTAIRS WINDOWS REPLAC	600.00 0.00 600.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-98100	1/2 COST OF THE UPSTAIR WINDOW REPLACE.	600.00	600.00

VENDOR TOTAL: 600.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount Discount Net Amount
mta 90052276	Michigan Townships Assoc PO Box 80078 Lansing MI, 48908-0078	03/19/2018 03/16/2018 / / 03/16/2018	2018 Institute 000010390 0.0000	GEN N N N	MTA LEGAL INSTITUTE FOR TOWNSHIP ATTYS	211.00 0.00 211.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-95800	LEGAL INSTITUTE FOR TOWNSHIP ATTYS	211.00	211.00

VENDOR TOTAL: 211.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount Discount Net Amount
MISC 90052277	Mihelich, TJ 31933 Red Arrow Highway Paw Paw MI, 49079	03/19/2018 03/16/2018 / / 03/16/2018	03162018 0.0000	GEN N Y N	Escrow Refund	500.00 0.00 500.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-23000	Planning Escrow	500.00

VENDOR TOTAL: 500.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kg 90052361	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	03/27/2018 03/30/2018 / / 03/30/2018	2162213  0.0000	GEN N N N	February 2018 Legal Notices - General	3,042.83  0.00 3,042.83

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-90300	Ordinance Text Amendments	1,430.06
101-249-90300	Goodrich Theaters Liquor License	297.85
101-249-90300	Ordinance Adoption	1,314.92
		<u>3,042.83</u>

kg 90052362	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	03/27/2018 03/30/2018 / / 03/30/2018	2162213  0.0000	GEN N N N	February 2018 Legal Notices - Planning	451.37  0.00 451.37
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-805-90300	Special exceptions - Rotary and D&R Spor	451.37

kg 90052363	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	03/27/2018 03/30/2018 / / 03/30/2018	2162213  0.0000	GEN N N N	February 2018 Legal Notices - Assessing	207.16  0.00 207.16
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-209-90300	Legal Notices	207.16

VENDOR TOTAL: 3,701.36

MISC 90052342	Moon, Alyssa 2457 Ramblewood Dr. Kalamazoo MI, 49009	03/26/2018 03/30/2018 / / 03/30/2018	03302018  0.0000	GEN N Y N	Rental Deposit Return	175.00  0.00 175.00
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Paid

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

VENDOR TOTAL: 175.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
mfe 90052238	Moses Fire Equipment PO Box 690 Lawrence MI, 49064-0690	03/09/2018 03/16/2018 / / 03/16/2018	18080 000010267 0.0000	GEN N N N	FIREFIGHTING GLOVES	 769.93 0.00 769.93

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
211-344-76600	FIRECRAFT PHOENIX GLOVES #FC-P5000	750.00	750.00
211-344-76600	FREIGHT	19.93	0.00
		<u>769.93</u>	<u>750.00</u>

VENDOR TOTAL: 769.93

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount Discount Net Amount
mrc 90052274	MRC Industries, Inc. 2538 South 26th Street Kalamazoo MI, 49048	03/19/2018 03/16/2018 / / 03/16/2018	51349 000010387 0.0000	GEN N N N	JANITORIAL SERVICES - MONTHLY	 1,221.51 0.00 1,221.51

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	MONTHLY SERVICE	134.37	134.37
101-218-93100	MONTHLY SERVICE	543.57	543.57
107-756-93100	MONTHLY SERIVCE	543.57	543.57
		<u>1,221.51</u>	<u>1,221.51</u>

VENDOR TOTAL: 1,221.51

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount Discount Net Amount
NRI 90052366	Natural Resource Insight, LLC 934 Thomas St. SE Grand Rapids MI, 49506	03/28/2018 03/30/2018 / / 03/30/2018	1 000010426 0.0000	GEN N N N	DRAKE FARMSTEAD FOREST MGMT PLAN	 1,500.00 0.00 1,500.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-80800.DRFMP2	DRAKE FARMSTEAD FOREST MGMT PLAN	1,500.00	1,500.00

VENDOR TOTAL: 1,500.00



BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
nu 90052299	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	03/22/2018 03/30/2018 / / 03/30/2018	645568 000010336 0.0000	GEN N N N	UNIFORM PANST, SHIRTS, BELT	99.00 0.00 99.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50
206-336-72500	SHIRTS	49.50	49.50
		<u>99.00</u>	

nu 90052300	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	03/22/2018 03/30/2018 / / 03/30/2018	645570 000010336 0.0000	GEN N N N	UNIFORM BELT	20.50 0.00 20.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	BELT	20.50	45.00

nu 90052301	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	03/22/2018 03/30/2018 / / 03/30/2018	645571 000010336 0.0000	GEN N N N	UNIFORM PANTS	49.50 0.00 49.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50

nu 90052302	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	03/22/2018 03/30/2018 / / 03/30/2018	645573 000010336 0.0000	GEN N N N	UNIFORM PANTS	49.50 0.00 49.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50

nu 90052303	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	03/22/2018 03/30/2018 / / 03/30/2018	645575 000010336 0.0000	GEN N N N	UNIFORM PANTS, SHIRTS	99.00 0.00 99.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50
206-336-72500	SHIRTS	49.50	49.50
		<u>99.00</u>	

nu 90052304	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	03/22/2018 03/30/2018 / / 03/30/2018	645576 000010336 0.0000	GEN N N N	UNIFORM PANTS, SHIRTS	108.90 0.00 108.90
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BANK CODE: GEN

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

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	54.45	54.45
206-336-72500	SHIRTS	54.45	54.45
		108.90	

nu	Nye Uniform	03/22/2018	645577	GEN	UNIFORM PANTS	
90052305	1030 Scribner NW	03/30/2018	000010336	N		49.50
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		03/30/2018		N		49.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50

nu	Nye Uniform	03/22/2018	645578	GEN	UNIFORM PANTS	
90052306	1030 Scribner NW	03/30/2018	000010336	N		49.50
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		03/30/2018		N		49.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50

nu	Nye Uniform	03/22/2018	645579	GEN	UNIFORM PANTS	
90052307	1030 Scribner NW	03/30/2018	000010336	N		49.50
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		03/30/2018		N		49.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	49.50	49.50

nu	Nye Uniform	03/22/2018	645581	GEN	UNIFORM PANTS	
90052308	1030 Scribner NW	03/30/2018	000010336	N		148.50
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		03/30/2018		N		148.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	148.50	148.50

nu	Nye Uniform	03/22/2018	645583	GEN	UNIFORM PANTS	
90052309	1030 Scribner NW	03/30/2018	000010336	N		148.50
	Grand Rapids MI, 49504	/ /	0.0000	N		0.00
		03/30/2018		N		148.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	148.50	148.50

nu	Nye Uniform	03/22/2018	645585	GEN	UNIFORM PANTS, SHIRTS,	
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BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
90052310	1030 Scribner NW Grand Rapids MI, 49504	03/30/2018 / / 03/30/2018	000010336 0.0000	N N N		316.12 0.00 316.12

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM PANTS	148.50	148.50
206-336-72500	SHIRTS	148.50	148.50
206-336-72500	SHIPPING	19.12	19.12
		<u>316.12</u>	

VENDOR TOTAL: 1,188.02

ocba 90052259	OCBA, Inc 521 S Riverview Dr Kalamazoo MI, 49004	03/19/2018 03/16/2018 / / 03/16/2018	41707.00-4 000010301 0.0000	GEN N N N	STADIUM DRIVE SIDEWALKS DESIGN	 1,365.45 0.00 1,365.45
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMSTDM	STADIUM DRIVE SIDEWALK DESIGN	409.64	409.64
900-728-97500.NMSTDM	STADIUM DRIVE SIDEWALK DESIGN	955.81	955.81
		<u>1,365.45</u>	

ocba 90052260	OCBA, Inc 521 S Riverview Dr Kalamazoo MI, 49004	03/19/2018 03/16/2018 / / 03/16/2018	51511.02-2 000009716 0.0000	GEN N N N	GREENWAY PLAN PHASE 2	 586.99 0.00 586.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-80800.GRNCOR	GREENWAY PLAN PHASE 2	586.99	586.99

ocba 90052320	OCBA, Inc 521 S Riverview Dr Kalamazoo MI, 49004	03/26/2018 03/30/2018 / / 03/30/2018	51701.00-12 000010309 0.0000	GEN N N N	2018 KL AVE NON-MOTORIZED DESIGN	 974.17 0.00 974.17
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-506-97600.NMKLAV	Drake Rd to Copper Beech-Design Engineer	974.17	974.17

VENDOR TOTAL: 2,926.61

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
office 90052311	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / 03/30/2018	106142299001 000010263 0.0000	GEN N N	SUCKERS FOR COUNTER & MECHANICAL PENCILS	54.57 0.00 54.57

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	SUCKERS	45.88	45.88
101-249-72800	MECH PENCILS	8.69	8.69
		<u>54.57</u>	

office 90052312	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / 03/30/2018	107442393001 000010281 0.0000	GEN N N	COPY PAPER, BINDER CLIPS	110.54 0.00 110.54
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	MINI BINDER CLIPS- 60	9.58	9.58
101-249-72800	SMALL BINDER CLIPS-144	9.49	9.49
101-249-72800	MEDIUM BINDER CLIPS-144	16.49	16.49
101-249-72800	COPY PAPER	74.98	74.98
		<u>110.54</u>	

office 90052313	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / 03/30/2018	109539908001 000010306 0.0000	GEN N N	DYMO LABELS (5 PKS OR 20 ROLLS)	70.95 0.00 70.95
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	DYMO LABELS	70.95	70.95

office 90052314	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / 03/30/2018	110558710001 000010311 0.0000	GEN N N	SUGAR PACKETS	8.19 0.00 8.19
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	SHIPPING TAPE FOR K BARNES	0.00	6.98
101-249-72800	1000 SUGAR PACKETS	8.19	8.19
		<u>8.19</u>	

office 90052335	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / 03/30/2018	110558710001 0.0000	GEN N N	SHIPPING TAPE FOR K BARNES	6.98 0.00
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BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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		03/30/2018		N		6.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-250-72800	Shipping Tape for K Barnes	6.98

office 90052315	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / / 03/30/2018	112331749001 000010341 0.0000	GEN N N N	FIRE DEPT COPY PAPER	29.99 0.00 29.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	FIRE DEPT COPY PAPER	29.99	29.99

office 90052316	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	03/26/2018 03/30/2018 / / 03/30/2018	113400411001 000010347 0.0000	GEN N N N	2 CASES COPY PAPER	79.98 0.00 79.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	2 CASES COPY PAPER	79.98	79.98

VENDOR TOTAL: 361.20

od 90052283	Overhead Door Co of Kalamazoo 5291 Wynn Road Kalamazoo MI, 49048	03/21/2018 03/30/2018 / / 03/30/2018	154416 000010380 0.0000	GEN N N N	REPAIR 5-1 FRONT DOOR	225.00 0.00 225.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	REPAIR FRONT OVERHEAD DOOR STATION 5-1	225.00	225.00

VENDOR TOTAL: 225.00

p&n 90052285	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	03/21/2018 03/30/2018 / / 03/30/2018	43562 000009819 0.0000	GEN N N N	DDA CAR WASH DEMOLITION	741.75 0.00 741.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-80800	DEMOLITION OF CAR WASH AT 6532 STADIUM	741.75	741.75

VENDOR TOTAL: 741.75



BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
secant 90052236	Secant Technologies 6395 Technology Ave Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	IPS001674 000010345 0.0000	GEN N N N	SMARTNET PROJECT WARRANTY COVERAGE	4,275.25 0.00 4,275.25

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-80500	CUWL STANDARD LICENSE - ECMU SUPPORT	2,483.00	2,483.00
101-201-80500	EMERGENCY RESPONDER LICENSE - ECMU SUPPO	122.50	122.50
101-201-80500	BE6K-STBDL-PLS-K9= - 8X5XNBD (SNT)	439.75	439.75
101-201-80500	C2901-CME-SRST/K9 - 8X5XNBD (SNT)	1,230.00	1,230.00
		<u>4,275.25</u>	<u>4,275.25</u>

secant 90052237	Secant Technologies 6395 Technology Ave Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	IPS001674 000010346 0.0000	GEN N N N	SMARTNET PROJECT WARRANTY COVERAGE	4,275.25 0.00 4,275.25
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-80900	CUWL STANDARD LICENSE - ECMU SUPPORT	2,483.00	2,483.00
206-340-80900	EMERGENCY RESPONDER LICENSE - ECMU SUPPO	122.50	122.50
206-340-80900	BE6K-STBDL-PLS-K9= - 8X5XNBD (SNT)	439.75	439.75
206-340-80900	C2901-CME-SRST/K9 - 8X5XNBD (SNT)	1,230.00	1,230.00
		<u>4,275.25</u>	<u>4,275.25</u>

secant 90052220	Secant Technologies 6395 Technology Ave Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	IREC003420 000010350 0.0000	GEN N N N	COMPUTER SUPPORT - Gen - March 2018	1,017.75 0.00 1,017.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-80500	COMPUTER SUPPORT	1,017.75	1,017.75

secant 90052221	Secant Technologies 6395 Technology Ave Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	IREC003420 000010357 0.0000	GEN N N N	COMPUTER SUPPORT - FD - March 2018	1,267.75 0.00 1,267.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-80900	COMPUTER SUPPORT	1,267.75	1,267.75

VENDOR TOTAL: 10,836.00

04/04/2018 08:41 AM  
 User: DFARMER  
 DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP  
 EXP CHECK RUN DATES 03/05/2018 - 04/04/2018  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
sherwin 90052228	Sherwin Williams 5601 W Main Street Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	6498-4 000010348 0.0000	GEN N N N	PAINT FOR HALLWAY	35.17 0.00 35.17
Paid						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	PAINT	35.17	45.00

sherwin 90052360	Sherwin Williams 5601 W Main Street Kalamazoo MI, 49009	03/27/2018 03/30/2018 / / 03/30/2018	6976-9 000010389 0.0000	GEN N N N	HALLWAY PAINT	84.89 0.00 84.89
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GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	HALL PAINT	78.14	80.00
206-340-93100	ARTIST BRUSHES	6.75	15.00
		84.89	

VENDOR TOTAL: 120.06



BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
sc 90052222	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/08/2018 03/16/2018 / / 03/16/2018	35040 000010351 0.0000	GEN N N N	COMPUTER SERVICE - Gen - February 2018	937.50 0.00 937.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-80500	COMPUTER SERVICE	937.50	937.50

sc 90052223	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/08/2018 03/16/2018 / / 03/16/2018	95040 000010358 0.0000	GEN N N N	COMPUTER SERVICES - FD - February 2018	62.50 0.00 62.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-80900	COMPUTER SERVICES	62.50	62.50

sc 90052327	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/26/2018 03/30/2018 / / 03/30/2018	95131 0.0000	GEN N N N	Services - February 2018 - FD	100.00 0.00 100.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-336-82500	Accounting & Audit Fees	50.00
211-344-82500	Accounting & Audit Fees	50.00
		100.00

sc 90052328	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/26/2018 03/30/2018 / / 03/30/2018	95131 0.0000	GEN N N N	Services - February 2018 - PW	100.00 0.00 100.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
490-000-80800	Audit Fees	50.00
491-000-80800	Audit Fees	50.00
		100.00

sc 90052329	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/26/2018 03/30/2018 / / 03/30/2018	95131 0.0000	GEN N N N	Services - February 2018 - Parks	50.00 0.00 50.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-82500	Accounting & Audit Fees	50.00

sc 90052330	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/26/2018 03/30/2018 / / 03/30/2018	95131 0.0000	GEN N N N	Services - February 2018 - DDA	50.00 0.00 50.00
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BANK CODE: GEN

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

GL NUMBER	DESCRIPTION	AMOUNT
900-728-82500	Accounting & Audit Fees	50.00
sc 90052331	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/26/2018 95131 03/30/2018 / / 0.0000 03/30/2018
		GEN Services - February 2018 - Police & Bul N 100.00 N 0.00 N 100.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
207-310-82500	Accounting & Audit Fees	50.00
249-371-82500	Accounting & Audit Fees	50.00
		100.00

sc 90052332	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	03/26/2018 95131 03/30/2018 / / 0.0000 03/30/2018	GEN Services - February 2018 - General N 485.00 N 0.00 N 485.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-223-82500	Accounting & Audit Fees	485.00

VENDOR TOTAL: 1,885.00

MISC 90052340	Skalski, MacKenzie 3726 Barrington Dr. Kalamazoo MI, 49006	03/26/2018 03302018 03/30/2018 / / 0.0000 03/30/2018	GEN Rental Deposit Return N 250.00 Y 0.00 N 250.00
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Paid

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

VENDOR TOTAL: 250.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
slp 90052226	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	03/08/2018 03/16/2018 / / 03/16/2018	496376 000010356 0.0000	GEN N N N	CHAIN SAW GAS CAP	5.19 0.00 5.19

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-75300	CHAINSAW GAS CAP	5.19	6.00

slp 90052356	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	03/27/2018 03/30/2018 / / 03/30/2018	497789 000010382 0.0000	GEN N N N	BLOWER AND SAW PARTS	46.94 0.00 46.94
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75300	STARTER ROPE	2.00	2.00
101-218-75300	BRAKE HANDLE	22.35	22.35
101-218-75300	INTAKE CUP	17.59	17.59
101-218-75300	FREIGHT	0.24	0.00
101-218-75300	FREIGHT	2.10	0.00
101-218-75300	FREIGHT	2.66	0.00
		<u>46.94</u>	

slp 90052357	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	03/27/2018 03/30/2018 / / 03/30/2018	499095 000010399 0.0000	GEN N N N	ANNUAL MOWER SERVICING	342.40 0.00 342.40
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75300	ANNUAL MOWER SERVICING	102.72	102.72
107-756-75300	ANNUAL MOWER SERVICING	205.44	205.44
206-340-93100	ANNUAL MOWER SERVICING	34.24	34.24
		<u>342.40</u>	

slp 90052358	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	03/27/2018 03/30/2018 / / 03/30/2018	499155 000010399 0.0000	GEN N N N	ANNUAL MOWER SERVICING	306.30 0.00 306.30
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75300	ANNUAL MOWER SERVICING	91.89	91.89
107-756-75300	ANNUAL MOWER SERVICING	183.78	183.78
206-340-93100	ANNUAL MOWER SERVICING	30.63	30.63
		<u>306.30</u>	

VENDOR TOTAL: 700.83

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
swt 90052293	SWT 8936 E K AVE Galesburg MI, 49053	03/22/2018 03/30/2018 / / 03/30/2018	6579 000010373 0.0000	GEN N N N	PUBLIC WATER SERVICE - MAIN TAP & CURB B	2,387.37 0.00 2,387.37

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96600	CONSTRUCTION SERVICES	2,387.37	2,387.37

swt 90052295	SWT 8936 E K AVE Galesburg MI, 49053	03/22/2018 03/30/2018 / / 03/30/2018	6592 000010373 0.0000	GEN N N N	PUBLIC WATER SERVICE - MAIN TAP & CURB B	2,819.93 0.00 2,819.93
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96600	CONSTRUCTION SERVICES	2,819.93	2,819.93

swt 90052294	SWT 8936 E K AVE Galesburg MI, 49053	03/22/2018 03/30/2018 / / 03/30/2018	6594 000010373 0.0000	GEN N N N	PUBLIC WATER SERVICE - MAIN TAP & CURB B	2,328.03 0.00 2,328.03
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96600	CONSTRUCTION SERVICES	2,328.03	2,328.03

VENDOR TOTAL: 7,535.33

term 90052230	Terminix 9406 East K Ave Suite 1 Galesburg MI, 49053	03/08/2018 03/16/2018 / / 03/16/2018	373101902 000010354 0.0000	GEN N N Y	ANNUAL PEST CONTROL - Station #2	465.60 0.00 465.60
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	ANNUAL PEST CONTROL 5-2	465.60	465.60

VENDOR TOTAL: 465.60

thomson 90052296	Thomson West P.O. Box 6292 Carol Stream IL, 60197-6292	03/22/2018 03/30/2018 / / 03/30/2018	837896670 000010395 0.0000	GEN N N N	2018 COURT RULES BOOK SET	314.82 0.00 314.82
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-95500	2018 COURT RULES BOOK SET	314.82	314.82

VENDOR TOTAL: 314.82

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
vbr&s 90052359	Van Beck Roofing & Siding 1125 King Hwy Kalamazoo MI, 49001	03/27/2018 03/30/2018 / / 03/30/2018	2452 000010385 0.0000	GEN N N N	REPAIR ROOF AT DRAKE FARMSTEAD	4,280.00 0.00 4,280.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-93100	REPAIR ROOF AT DRAKE FARMSTEAD	4,280.00	4,280.00

VENDOR TOTAL: 4,280.00

vw 90052322	Verizon Wireless PO Box 15062 Albany NY, 12212-5062	03/26/2018 03/30/2018 / / 03/30/2018	9803253120 0.0000	GEN N N N	FD cell phones & USB units - February 20	476.02 0.00 476.02
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-85300	FD Cell phones	155.94
206-340-85300	USB sticks	320.08
		476.02

VENDOR TOTAL: 476.02

vfp 90052233	VFP Fire Systems 3725 Cleveland Rd Ste 200 South Bend IN, 46628	03/08/2018 03/16/2018 / / 03/16/2018	1025-F021121 000010326 0.0000	GEN N N Y	ANNUAL SYSTEM TESTING	494.00 0.00 494.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	ANNUAL FIRE SUPPRESSION SYSTEM TESTING	247.00	247.00
206-340-93100	ANNUAL FIRE SUPPRESSION SYSTEM TESTING	247.00	247.00
		494.00	494.00

VENDOR TOTAL: 494.00

vredeveld 90052279	Vredeveld Haefner LLC 10302 20th Ave. Grand Rapids MI, 49534	03/21/2018 03/30/2018 / / 03/30/2018	4052 000010322 0.0000	GEN N N Y	POLICE CONTRACT TRUE UP	304.50 0.00 304.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-310-82500	PROFESS. SERVICES-POLICE CONTRACT TRUE U	304.50	304.50

VENDOR TOTAL: 304.50

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
wade 90052286	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	03/21/2018 03/30/2018 / / 03/30/2018	2010844 000009591 0.0000	GEN N N N	VILLAGE THEME PLAN UPDATE	175.00 0.00 175.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-80800	VILLAGE THEME PLAN UPDATE - PLANNING DEP	175.00	175.00

wade 90052368	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	03/28/2018 03/30/2018 / / 03/30/2018	2011028 000010417 0.0000	GEN N N N	MASTER PLAN UPDATE - Sub-Area Planning	1,000.00 0.00 1,000.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-80800	COMPLETE THE MASTER PLAN UPDATE	1,000.00	1,000.00

wade 90052290	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	03/22/2018 03/30/2018 / / 03/30/2018	2011029 000009591 0.0000	GEN N N N	VILLAGE THEME PLAN UPDATE	612.75 0.00 612.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-80800	VILLAGE THEME PLAN UPDATE - PLANNING DEP	612.75	612.75

VENDOR TOTAL: 1,787.75

weal 90052202	Weal L.E.D's LLC 537 Campbell Ave Kalamazoo MI, 49006	03/06/2018 03/16/2018 / / 03/16/2018	2026 000010161 0.0000	GEN N N Y	BADGES	871.00 0.00 871.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	SILVER BADGES WITH ONE COLOR SEAL	660.00	660.00
206-336-72500	GOLD BADGES WITH ONE COLOR SEAL	130.00	130.00
206-336-72500	NAME TAGS	70.50	70.50
206-336-72500	SHIPPING	10.50	10.50

871.00

VENDOR TOTAL: 871.00

MISC 90052185	Woods, Stefanie 308 S. Drake Rd. #C6 Kalamazoo MI, 49009	03/05/2018 03/16/2018 / / 03/16/2018	03162018 0.0000	GEN N Y N	Rental Deposit Return	250.00 0.00 250.00
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Paid

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

04/04/2018 08:41 AM  
User: DFARMER  
DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP  
EXP CHECK RUN DATES 03/05/2018 - 04/04/2018  
BOTH JOURNALIZED AND UNJOURNALIZED PAID

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
VENDOR TOTAL:						250.00
TOTAL - ALL VENDORS:						400,797.74



# Memorandum

**Date:** April 3, 2018  
**To:** Township Board  
**From:** HR Committee  
**Subject:** Donated Leave Policy

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**Objective:**

Request the Board consider a recommendation from the HR Committee to establish a Donated Leave Policy for Township employees.

**Summary:**

The HR Committee researched establishing a donated leave policy upon the request of an employee who wished to donate PTO hours to another employee with a need for medical leave.

**Information included:**

Proposed Appendix I - Draft Donated Leave Policy  
Proposed Change to current Appendix I and J

**Core Values Recognized:**

Sustainability  
Professionalism  
Integrity



## APPENDIX I

### DONATED LEAVE POLICY – 03.08.2018:

#### A. **Policy Statement.**

Oshtemo Township recognizes that employees may have a medical event resulting in a need for additional time off in excess of their available Personal Time Off (PTO). To address this need, all eligible employees will be allowed to donate PTO from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

#### B. **Eligibility.**

Employees must be employed with Oshtemo Township for a minimum of six months to be eligible to donate and/or receive donated PTO.

#### C. **Guidelines.**

Employees who would like to make a request to receive donated PTO must have a situation that meets the following criteria:

**Medical emergency**, defined as a medical condition of the employee that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PTO available.

Donated hours can be used as follows:

- Full time employees – if the requesting employee does not have sufficient hours banked to fulfill the 14-day elimination period prior to Short Term Disability coverage, donated hours can be used to meet this requirement.

- Full time employees – once approved for Short Term Disability, donated hours can be used to “supplement” Short Term Disability to provide full pay.
- Part time employees – if the requesting employee has depleted their PTO, donated hours can be used to provide wages.

**D. Donation of PTO.**

- The donation of PTO is strictly voluntary.
- An employee may donate PTO to a pool for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of PTO is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of PTO hours that an eligible employee may donate is 4 hours.
- The maximum number of PTO hours an eligible employee may donate in one calendar year is 40 hours, unless the employee is donating hours they would lose at year end.
- Employees cannot borrow against future PTO to donate.
- Employees may donate PTO at any time. In addition, employees will be given the opportunity to donate PTO annually during benefits open enrollment.
- Employees who are currently on an approved leave of absence cannot donate PTO.

**APPENDIX I**

**E. Requesting Donated Personal Time.**

Employees who would like to request donated sick/personal time are required to complete a Request for Donation of PTO form and submit it to Human Resources.

Requests for donations of PTO must be approved by the employee's Department Head and the Township Personnel Director. If insufficient hours are available when multiple requests are received for donated PTO, the Personnel Director will make the final decision as to how the available time is disbursed.

If the recipient employee has available PTO in his/her balance, it must be used prior to any donated PTO time. Donated PTO may only be used for the approved request.

Employees who receive donated PTO may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

**APPENDIX I**

*New Appendix I - Effective: \_\_\_\_\_*

**APPENDIX I J:**

EMPLOYEE BENEFIT SUMMARY

Please see the Summary Plan Description issued May 2014 (located on the “T” Drive).

Also included with the Summary Plan Description are the following:

- BCBS Benefits at a Glance
- BCBS Group Benefits Certificate
- BCBS Summary of Benefits & Coverage
- Group Long Term Care Plan Booklet
- Life Insurance Certificate for Full-time Employees
- Life Insurance Certificate for Paid On-Call Firefighters
- Long-Term Disability Certificate
- Short-Term Disability Certificate

**APPENDIX I J**

*Revised Appendix I – Effective 10/13/09*  
*Revised Appendix I – Effective 03/23/10*  
*Revised Appendix I – Effective 02/14/12*  
*Revised Appendix I – Effective 09/09/14*  
*Relabeled Appendix J – Effective \_\_\_\_\_*

**APPENDIX J-K:**

ACKNOWLEDGMENT:

All employees will be required to sign the following acknowledgment and the same shall be maintained in their employment file:

“I acknowledge that I have been notified of the location of the Oshtemo Charter Township *Employee Handbook* located on the T Drive under the heading, “Township Employee Forms Folder, Employee Handbook,” made available to firefighters on Tex.com. I acknowledge that I have not only received notification of the availability of the *Handbook*, but that I have read and familiarized myself with the same.

I recognize that no one except the Township Board can modify the terms and conditions of this *Employee Handbook*.

I further recognize that I am an at-will employee and that any contract of employment must be in writing and signed by the Township Board in order to be valid and enforceable.

I FURTHER ACKNOWLEDGE THAT ALL FUTURE NOTIFICATIONS OF CHANGES TO THE *EMPLOYEE HANDBOOK* WILL COME ELECTRONICALLY, AND BY OPENING THE SAME, I AM INDICATING THAT I HAVE READ AND FAMILIARIZED MYSELF WITH ALL CHANGES.

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(Print Your Name Above)

**APPENDIX J-K**

*New Appendix J – Effective 10/13/09*  
*Revised Appendix J – Effective 03/23/10*  
*Revised Appendix J – Effective 06/14/11*  
*Relabeled Appendix K – Effective \_\_\_\_\_*

# Memo



To: Oshtemo Charter Township Board  
From: Marc Elliott, P.E., Director of Public Works   
Date: April 4, 2018  
Subject: Authorization to Contract Design Services for Sanitary Sewers (Phase 1)

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## **OBJECTIVE**

Board Members shall consider authorizing the Supervisor to execute the engineering services contract with Fleis & Vandenbrink (F&V) to proceed with full engineering design work for phase 1 of the Township's planned extension of public sewers into existing neighborhoods. The Engineering Services contract was contained in the Board's approved June 2017 application to USDA, which can be retrieved from the Public Works Department page of the Oshtemo Web site as [USDA Rural Development Application](#)).

## **BACKGROUND**

On June 27, 2017 the Board approved submitting an (F&V prepared) application to the Rural Development program of USDA for funding assistance for "phase 1" of Oshtemo planned public sanitary sewer extensions into existing neighborhoods. Per USDA requirements, the application identified the project's design engineer (F&V) and contained a model contract for engineering services. USDA required that the contract be in the form promulgated by the Engineers Joint Contract Documents Committee (EJCDC) of NSPE, ASCE, and ACEC. In the attached letter F&V notes the USDA's funding commitment is anticipated, now that federal appropriations were completed last month to fund the remainder of 2017.

In order to proceed expeditiously, the Board previously authorized F&V to proceed with the topographic survey, soil borings and preliminary engineering work, with the expectation that Oshtemo would receive a notice of financing commitment from USDA by now. The work schedule continues to call for design work to be completed by December of 2018, with bidding and the bond/financing arrangements completed in early 2019. This will allow 2019 construction.

Engineering services up to this date has been in accordance with F&V's standard services agreement, a form historically acceptable to USDA for continuity of preliminary work, pending formal USDA commitment. Programmatically, staff believes it is now appropriate to make the controlling document the "Engineer's Services" model-contract that was submitted with the Grant Application. This will assure the work phasing going forward is fully aligned. More specifically, proceeding under the described "Engineer's Services" will herein authorize F&V to proceed with Part 1, A1.02, "Preliminary Design Phase" for the remaining amount of \$92,000, plus "Final Design Phase" (Part 1, A1.03) for \$146,000, and "Permits" (Exhibit C, Appendix 3, Item 1) for \$6,000. For clarity and convenience, these items are highlighted within the provided attachments.

## **INFORMATION PROVIDED**

Ltr, April 2, 2018, Fleis&Vandenbrink; Neighborhood Sewer Extensions Phase I Engineering Design EJCDC Excerpts, Engineering Services, with Exhibit C – Appendix C (Narrative of Additional Services)



April 2, 2018

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

**RE: Neighborhood Sewer Extensions Phase I Engineering Design**

Dear Libby:

In March, an appropriations bill was approved providing full funding to the Rural Development water and wastewater program. Based on discussions with rural development staff, we anticipate the Township will receive a USDA loan/grant offer this year.

In preparation for construction in 2019, F&V has completed a topographic survey, preliminary design concepts for West Main, Sky Ridge and 7<sup>th</sup> Street, and preliminary easement layouts for property easement discussions. To remain on schedule for winter bid openings, it is recommended the ownership authorize Fleis and VandenBrink to complete the preliminary design phase and final design phase for the Neighborhood Sewer Extension – Phase 1 project.

We propose to continue work on the Neighborhood Sewer Extensions Phase I as noted below. The fees in this proposal are included in the USDA Agreement between Owner and Engineer for professional services and are eligible for funding by USDA. This proposal will be incorporated into the USDA Owner/Engineer Agreement as an exhibit.

<u>Item</u>	<u>Budget</u>	<u>Fee Type</u>	<u>Authorized</u>
Topographical Survey	\$52,000	(Lump Sum)	EAHC (10-11-17)
Preliminary Design/Lift Station Layout	\$40,000	(Lump Sum)	EAHC (10-11-17)
Soil Boring/Pavement Coring Information	\$20,000	(Hourly T&M)	EAHC (10-11-17)
<b>Previously Approved Total:</b>	<b>\$92,000</b>	<b>(Lump Sum)</b>	
	<b>\$20,000</b>	<b>(Hourly T&amp;M)</b>	

4798 Campus Drive  
 Kalamazoo, MI 49008  
 P: 269.385.0011  
 F: 269.382.6972  
[www.fveng.com](http://www.fveng.com)

Complete Remaining Preliminary Design Phase	\$92,000	(Lump Sum)	_____
Final Design Phase	\$146,000	(Lump Sum)	_____
Permits	\$6,000	(Hourly T&M)	_____
<b>Requested Project Total</b>	<b>\$238,000</b>	<b>(Lump Sum)</b>	
	<b>\$6,000</b>	<b>(Hourly T&amp;M)</b>	
<b>Project Design Phase Fee Total</b>	<b>\$330,000</b>	<b>(Lump Sum)</b>	
	<b>\$26,000</b>	<b>(Hourly T&amp;M)</b>	

We will complete the proposed services in accordance with section A1.02, and A1.03 of exhibit A, and item 1 of the Exhibit C - Appendix 3 of the Owners/Engineer Agreement, enclosed for reference.

This work is authorized as an amendment under our general professional services agreement dated August 16, 2016 based on the scope of work outlined above.

Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK



Craig L. Shumaker, PE  
Vice President, Principal,

Matt G. Johnson, PE  
Project Engineer

Enclosures:  
Owner/Engineer Agreement Excerpts

**Authorized to Proceed:**

\_\_\_\_\_  
Oshtemo Charter Township

\_\_\_\_\_  
Date



This is **EXHIBIT A**, consisting of [17] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ] .

## Engineer's Services

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Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

### PART 1 – BASIC SERVICES

#### A1.01 Study and Report Phase

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.
  - a. If Owner has already identified one or more potential solutions to meet its Project requirements, then proceed with the study and evaluation of such potential solutions: **N/A**
  - b. **In addition, Engineer must identify, study, and evaluate multiple potential alternative solutions potentially available to Owner, unless Owner and Engineer mutually agree with Agency concurrence that only one feasible solution exists. The number of alternative solutions should be appropriate to the specific project as concurred in by the Agency.**
  - ~~c. If it is necessary for Engineer to identify, study, and evaluate multiple potential solutions, then identify [ ] [insert specific number] alternative solutions potentially available to Owner, unless Owner and Engineer mutually agree that some other specific number of alternatives should be identified, studied, and evaluated.~~
2. Identify potential solution(s) to meet Owner's Project requirements, as needed.
3. Study and evaluate the potential solution(s) to meet Owner's Project requirements.
4. Visit the Site, or potential Project sites, to review existing conditions and facilities, unless such visits are not necessary or applicable to meeting the objectives of the Study and Report Phase.
5. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Project-related data and information, for Engineer's use in the study and evaluation of potential solution(s) to Owner's Project requirements, and preparation of a related report.

6. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Project.
7. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project to be designed or specified by Engineer, including but not limited to mitigating measures identified in an environmental assessment for the Project.
8. Prepare a report (the "Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s). For each recommended solution Engineer will provide the following, which will be separately itemized: opinion of probable Construction Cost; proposed allowances for contingencies; the estimated total costs of design, professional, and related services to be provided by Engineer and its Consultants; and, on the basis of information furnished by Owner, a tabulation of other items and services included within the definition of Total Project Costs. **The Report mentioned in paragraph 1.01.A.8 of Exhibit A to the Agreement is the Preliminary Engineering Report as defined in RUS Bulletin 1780-2. This document must meet customary professional standards as required by CFR 1780.55. The Report must be concurred in by the Agency.**
9. Advise Owner of any need for Owner to provide data or services of the types described in Exhibit B, for use in Project design, or in preparation for Contractor selection and construction.
10. When mutually agreed **and approved by the Agency**, assist Owner in evaluating the possible use of building information modeling; civil integrated management; geotechnical baselining of subsurface site conditions; innovative design, contracting, or procurement strategies; or other strategies, technologies, or techniques for assisting in the design, construction, and operation of Owner's facilities. The subject matter of this paragraph shall be referred to in Exhibit A and B as "Project Strategies, Technologies, and Techniques."
11. If requested to do so by Owner, assist Owner in identifying opportunities for enhancing the sustainability of the Project, and pursuant to Owner's instructions plan for the inclusion of sustainable features in the design.
12. Use ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" **Level D** as a means to advise the Owner on a recommended scope of work and procedure for the identification and mapping of existing utilities.
13. Develop a scope of work and survey limits for any topographic and other surveys necessary for design.
14. Perform or provide the following other Study and Report Phase tasks or deliverables: **Provide an Environmental Report as defined at 7 CFR 1794 and RUS Bulletin 1794A-602 or other Agency approved format. The Environmental Report must be concurred in by the Agency.**

15. Furnish **three** review copies of the Report and any other Study and Report Phase deliverables to Owner within **120** days of the Effective Date and review it with Owner. Within **15** days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.
16. ~~Revise the Report and any other Study and Report Phase deliverables in response to Owner's and Agency's comments, as appropriate, and furnish **three (3) written** copies and one (1) electronic copy of the revised Report and any other Study and Report Phase deliverables to the Owner within [ ] days of receipt of Owner's and Agency's comments.~~

**Revise the Report and any other Study and Report Phase deliverables in response to Owner's and Agency's comments, as appropriate, and furnish three (3) written copies and one (1) electronic copy of the revised Report and any other Study and Report Phase deliverables to the Owner within **30** days of receipt of Owner's and Agency's comments.**

- B. Engineer's services under the Study and Report Phase will be considered complete on the date when Engineer has delivered to Owner the revised Report and any other Study and Report Phase deliverables.

#### **A1.02 Preliminary Design Phase**

- A. After acceptance by Owner **and concurrence by Agency** of the Report and any other Study and Report Phase deliverables; selection by Owner of a recommended solution; issuance by Owner of any instructions of for use of Project Strategies, Technologies, and Techniques, or for inclusion of sustainable features in the design; and indication by Owner of any specific modifications or changes in the scope, extent, character, or design requirements of the Project desired by Owner, (1) Engineer and Owner shall discuss and resolve any necessary revisions to Engineer's compensation (through application of the provisions regarding Additional Services, or otherwise), or the time for completion of Engineer's services, resulting from the selected solution, related Project Strategies, Technologies, or Techniques, sustainable design instructions, or specific modifications to the Project, and (2) upon written authorization from Owner, Engineer shall:
  1. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.
  2. In preparing the Preliminary Design Phase documents, use any specific applicable Project Strategies, Technologies, and Techniques authorized by Owner **and Agency** during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions.
  3. Provide necessary field surveys and topographic and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," as set forth in Paragraph A1.01.A.12 above. If no such scope of work and procedure for utility mapping has been selected and authorized,

then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.

4. Visit the Site as needed to prepare the Preliminary Design Phase documents.
  5. Advise Owner if additional reports, data, information, or services of the types described in Exhibit B are necessary and assist Owner in obtaining such reports, data, information, or services.
  6. Continue to assist Owner with Project Strategies, Technologies, and Techniques that Owner has chosen to implement.
  7. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.
  8. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Also obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable. **Engineer must also incorporate all Agency regulations, forms, and design and construction standards applicable to the project in development of the documents indicated in this Article.**
  9. Perform or provide the following other Preliminary Design Phase tasks or deliverables: **Develop basis of design information for neighborhood sewers.**
  10. Furnish **three** review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner within **180** days of authorization to proceed with this phase, and review them with Owner. Within **21** days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.
  11. Revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner **three** copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables within **60** days after receipt of Owner's comments.
- B. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents,

revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

**A1.03 Final Design Phase**

- A. After acceptance by Owner of the Preliminary Design Phase documents, revised opinion of probable Construction Cost as determined in the Preliminary Design Phase, and any other Preliminary Design Phase deliverables, subject to any Owner-directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from Owner, Engineer shall:
1. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
  2. Visit the Site as needed to assist in preparing the final Drawings and Specifications.
  3. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate.
  4. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
  5. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.
  6. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
  7. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
  8. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.
  9. Perform or provide the following other Final Design Phase tasks or deliverables:  
**The Engineer shall identify the building codes and accessibility standards used in the design and indicate them on the drawings and specifications and certify that the final drawings and specifications comply with those standards.**

10. Furnish for review by Owner, its legal counsel, **and Agency** and other advisors, **three** copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, within **120** days of authorization to proceed with the Final Design Phase, and review them with Owner. Within **21** days of receipt, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
  11. Revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit **three** final copies of such documents to Owner within **45** days after receipt of Owner's comments and instructions.
  12. **Provide the Owner and Agency with a written certification that the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables comply with all requirements of Agency. Use the Engineer's Certification of Final Plans and Specifications (Attachment GC-B) for this purpose.**
- B. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables **and all final design phase deliverables have been accepted by Owner.**
  - C. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime contract, or if Engineer's services are to be separately sequenced with the work of one or more prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding or Negotiating, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable to the work under such separate prime contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such contracts is to proceed concurrently.
  - D. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is **two (2)**. If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

#### A1.04 *Bidding or Negotiating Phase*

- A. After acceptance by Owner of the final Drawings and Specifications, other Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:

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#### Exhibit A – Engineer's Services

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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## Exhibit C – Appendix 3

### NARRATIVE OF ADDITIONAL SERVICES

The following narratives and budgets describe each additional service proposed.

#### Additional Services by Engineer:

##### 1. Permits:

- a. Preparation of permit applications and assistance in obtaining permits is anticipated by the Engineer for MDEQ Part 41, MDOT Right-of-way, Soil Erosion and Sedimentation Control, and Road Commission of Kalamazoo County (RCKC) right-of-way permit

Budget: \$6,000

##### 2. Color Coded ROW Maps/Easement

- a. Provide Oshtemo township with color coded right of way maps and prepare three (3) easement description for lift stations to assist the attorney in meeting the legal requirements.

Budget: \$9,000

##### 3. Line and Grade Construction Survey and Staking:

- a. In addition to establishing control and benchmarks, the Engineer anticipates detailed construction staking is need. Construction Staking will locate the line, grade, and elevation of proposed improvements for the contractor(s) including sanitary sewer, removal limits, pavement restoration, etc. Sanitary sewer will be staked at each structure, curb and gutter will be staked at 50-foot intervals for straight sections and 25-foot intervals for curves. Roadways will be roughed staked at 100-foot intervals on the center line and second staked at 50-foot intervals on both side of the road.

Budget: \$44,000

##### 4. On-site Testing:

- a. Engineer anticipates the need for engineering based on-site testing of construction materials to verify conformance with specifications.

Budget: \$8,000

##### 5. O&M Manuals, Systems Commissioning:

- a. On behalf of the Township, Engineer anticipates the need to coordinate and attend one start up training by equipment manufacturers or contractors for each lift station construction, receive O&M manuals for systems constructed in the project, incorporate product warranty information within the O&M manuals. Provide the City of Kalamazoo with three copies and the Township one copy of the O&M manual.

Budget: \$3,000

# Memo



To: Oshtemo Charter Township Board  
From: Marc Elliott, P.E., Director of Public Works  
Date: April 6, 2018  
Subject: Amtrak Rail Crossing Update

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## **OBJECTIVE**

This memo is to update the Board regarding discussions with Amtrak and others in regard to the design-review and planned construction of a pedestrian crossing of the high-speed rail at Drake Road, between KL Avenue and West Michigan Avenue. As the underlying land owner, Amtrak is the last remaining segment of work to be engineered, acquired and owner-approval for Oshtemo's proposed non-motorized facility located along the west side of Drake Road, and extending from Green Meadow Drive to West Michigan Avenue.

Having exhausted all options, the Supervisor is now prepared to execute the \$84,810 contract (as authorized by the Board on March 27) which Amtrak provided. The Contract is for Amtrak to review the Township's proposed crossing. In addition, we now understand that Amtrak's schedule is approximately 6-months. This will cause the earliest possible construction date for this segment to be the 2019 season.

## **BACKGROUND**

On March 27, 2018 the Township Board did authorize Supervisor Heiny-Cogswell to execute a \$84,810 contract with Amtrak for Amtrak to review the design plans prepared to construct a rail crossing for the Township's proposed Drake Road non-motorized facility. The Board's approval was motivated by the necessity of timeliness to allow 2018 construction. The Board also conditioned Supervisors execution of the Contract to be contingent upon further Township pursuit of viable options to possibly reduce the expense.

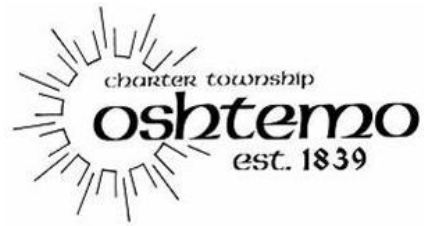
A conference call initiated by Oshtemo Township was held on March 29th with multiple MDOT program managers, local Act 51 agency representatives and our Consulting Project Design Team. In summary, the MDOT representatives were unable to accommodate or perceive a viable, alternative path forward for the three project segments proposed for the overall facility.

The overall Drake Road project is a non-motorized facility extending from West Main to Stadium Drive. Over the past four years the project became segmented into three construction projects with two Act 51 Agents (City of Kalamazoo and RCKC). Each segment is associated with an MDOT funding amount. The conference call confirmed that the rail crossing was required in order to receive MDOT financing for two of the segments. MDOT's representatives, having jokingly noted Amtrak as a "nation of its own" remarked upon the need to acquiesce to Amtrak. Please recall that Oshtemo also sought assistance and advice from Representative Upton's Office, as well soliciting the offices of Senators Peters and Stabenow.

## **INFORMATION PROVIDED**

The Amtrak Contract with initial briefing materials is available on-line, in the Board's Agenda Packet for February 13, 2018





# Memorandum

**Date:** 5 April 2018  
**To:** Township Board  
**From:** Supervisor Heiny-Cogswell, Trustee Zak Ford  
**Subject:** Discussion with Sheriff Fuller Oshtemo Police Protection

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**Objective:**

Board discussion with Sheriff Rick Fuller regarding Oshtemo Township Police Protection. This is an opportunity for the Township Board to learn directly about the 2018 Sheriff's Office staffing reorganization. The Board has the opportunity to ask questions.

## CORE VALUES

### PUBLIC SERVICE

- Fair treatment to all people.
- Each customer is welcomed and that their input is wanted.
  - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

### SUSTAINABILITY

- Meet the needs of the present without compromising future generations.
  - o Consider the environment through practices that reduce impacts.
  - o Value conscious decision making.
  - o Committing to quality Fire and Police protection.

### INNOVATION

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

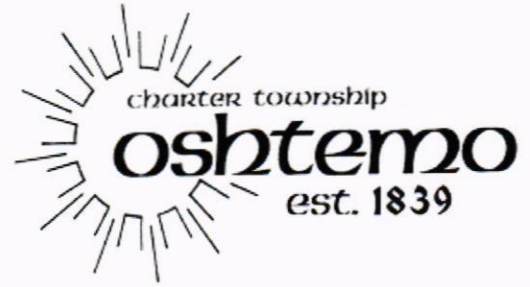
### PROFESSIONALISM

- Hire staff with strong core competencies within their given profession.
- Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### INTEGRITY

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
- We do not obfuscate - we say what we mean and do what we say.
- Transparent governmental practices are of the highest priority.

# Memo



**To:** Oshtemo Charter Township Board

**From:** James W. Porter  
 Julie Johnston  
 Libby Heiny-Cogswell  
 Rick Suwarsky  
 Plant Growth Sub-Committee

**Date:** April 3, 2018

**Subject:** New Proposed Plant Growth Control Ordinance

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**OBJECTIVE**

To accept for first reading the new Plant Growth Control Ordinance.

**BACKGROUND**

On September 8, 1981, the Township adopted the Weed Control Ordinance No. 178, which contained some ambiguous language that made enforcement difficult. The Ordinance Enforcement Officer requested a number of changes to help resolve interpretation difficulties. The attached Ordinance was prepared in cooperation with Township staff and residents who have an expertise in native plants and native landscaping.

**INFORMATION PROVIDED**

The attached new Ordinance

**STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE**

Asking the Board to accept the new Plant Growth Control Ordinance for first reading and set the new Ordinance for second reading.

CHARTER TOWNSHIP OF OSHTEMO ORDINANCE NO. \_\_\_\_\_

PLANT GROWTH CONTROL ORDINANCE

Adopted: \_\_\_\_\_, 2018

Effective: \_\_\_\_\_, 2018

An Ordinance to control and manage noxious weeds and unmanaged plant growth, and to repeal existing Ordinances or parts of Ordinances in conflict herewith.

THE CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN,

ORDAINS:

SECTION I. TITLE.

Sec. I. This Ordinance shall be known and cited as the "Plant Growth Control Ordinance."

SECTION II. PURPOSE.

Sec. II. It is the purpose of this Section to control noxious weeds and the encroachment of unmanaged plant growth. There are reasonable expectations regarding the proper maintenance of vegetation on any lot or parcel of land. It is in the public's interests to provide standards regarding the maintenance of vegetation which, if not met, can degrade the natural environment, threaten public health and safety, and negatively impact nearby properties.

The Township recognizes the landowners' interest in having managed turf grass landscapes. At the same time, the Township understands a landowners' desire to preserve, restore, and manage native plant communities and wildlife habitats, which can be economical, low-maintenance, and effective in water and soil conservation. The intent of this Section is to balance these interests.

SECTION III. DEFINITIONS.

Sec. III.

- A. "Destroy" means the complete killing of weeds or the killing of weed plants above the surface of the ground by the use of chemicals, cutting, tillage, cropping system, or any or all of these in effective combination, at a time and in a manner as will effectually prevent the weed plants from maturing to bloom or flower stage.
- B. "Duff" means the accumulation of leaves and dead plant material on the ground.

- C. "Environmentally Sensitive Areas" means a natural resource like steep slopes, wetlands, drainage ways, upland buffers, etc. that would be threatened by unrestricted development.
- D. "Garden" means a cultivated area dedicated to growing vegetables, fruits, annual and perennial plants, ornamental grasses and ground cover in a defined location.
- E. "Land Management Plan" means a written plan with scaled drawings of the lot or parcel relating to the management of a planned native landscape area or uncultivated natural vegetation.
- F. "Lawn" means ground (as around a house) covered with short turf grasses and other plants that is traditionally cut or mowed.
- G. "Native Plants" means those grasses (including prairie grasses), sedges (solid, triangular-stemmed plants resembling grasses), forbs (flowering broadleaf plants) that are native to the state of Michigan. Native plants do not include weeds.
- H. "Noxious Weed" means any plant defined or listed as prohibited or restricted under the Michigan noxious weed laws, which include Noxious Weed, Public Act 359 of 1941 and Michigan Seed Law, Public Act 329 of 1965, and specifically include ragweed (*Ambrosia elatior* L), poison ivy (*Rhus toxicodendron*), poison sumac (*Toxicodendron vernix*), nettle (*Urtica dioica*), bittersweet night shade (*Solanum dulcamara*).
- I. "Planned Native Landscaping" means a planned, intentional and maintained planting of native plants. Planned native landscaping does not include any species of turf grasses.
- J. "Rain Garden" means a native plant garden that is designed not only to aesthetically improve properties, but also to reduce the amount of storm water and accompanying pollutants from entering streams, rivers and lakes.
- K. "Turf Grasses" means grasses commonly used in regularly cut lawns or play areas including bluegrass, fescue or rye grass blends or any other similar grasses.
- L. "Unmanaged Plant Growth" means any non-woody vegetation like grass, hay, weeds, brush or other vegetation which has grown to a height of over 10-inches or is vegetation that conceals rubbish or filthy deposits, constitutes a fire hazard, restricts vision at street intersections or driveways, or is otherwise regarded as contrary to the public's health, safety and welfare, but does not include:
1. Gardens,
  2. Plants located on agricultural land,
  3. Plants located on an undeveloped natural parcel/lot, except as required in Section 211.6.
  4. Plants located on shore land within 35 feet of the ordinary high-water mark,
  5. Plants located within environmentally sensitive areas, or
  6. Planned native landscaping that is wholly contained within the lot or parcel on which it is planted and maintained.
- M. "Uncultivated Vegetation" means vegetation not intentionally tilled, prepared or planted.
- N. "Undeveloped Natural Parcel/Lot" means property that has been unaffected by infrastructure or construction on at least 90 percent of the parcel or lot.

SECTION IV. WEED COMMISSIONER.

Sec. IV. The Ordinance Enforcement Officer of the Township shall be appointed to serve as the "Commissioner of Noxious Weeds" pursuant to 1941 PA 359, as amended.

SECTION V. CONTROL OF NOXIOUS WEEDS.

Sec. V.

- A. A person owning, occupying, or controlling land shall destroy all noxious weeds found in unmanaged plant growth.
- B. If a person neglects to destroy noxious weeds as required, the Commissioner of Noxious Weeds shall destroy or have destroyed the noxious weeds. The cost of destroying the weeds shall be charged and assessed to the property owner as described in Section X: Enforcement.

SECTION VI. UNMANAGED PLANT GROWTH.

Sec. VI.

- A. It shall be the duty of all persons owning, occupying, or controlling land to cut and remove unmanaged plant growth six feet from either the edge of the road pavement or back of the curb, or three feet from the back of the sidewalk, if present, and maintained so unmanaged plant growth does not encroach onto neighboring properties.
- B. Properties within the AG: Agricultural and RR: Rural Residential Districts are exempt from these regulations unless located within a subdivision or site condominium.
- C. If a person neglects to cut and/or remove unmanaged plant growth as required, the Ordinance Enforcement Officer shall cut down and remove or cause to be cut down and remove the unmanaged plant growth. The cost of cutting and removing the unmanaged plant growth shall be charged and assessed to the property owner per Section X: Enforcement.

SECTION VII. LAWN MAINTENANCE.

Sec. VII.

- A. It shall be the duty of all persons owning, occupying, or controlling land to maintain lawn areas below a height of ten inches.
- B. If a person neglects to maintain lawn areas as required, the Ordinance Enforcement Officer shall mow or cause the lawn to be mowed. The cost of mowing shall be charged and assessed to the property owner per Section X: Enforcement.

SECTION VIII. PLANNED NATIVE LANDSCAPING.

Sec. VIII.

- A. Planned Native Landscaping Requirements:

1. Turf grass is to be eliminated within planned native landscaping.
  2. A front yard setback area of three feet from either the edge of the road pavement or the back of the curb, or back of the sidewalk, if present, shall include a 3-foot to 6-foot vertical clearance. The setback shall be regularly maintained and include low growth garden beds or shrubs, trees, mulch, wood chips or landscape stone. Side and rear yards shall be maintained so plant growth does not encroach onto neighboring properties.
  3. Planned native landscaping that utilizes fire for the control of duff management must follow the permitting requirements of the Township Fire Department.
- B. Planned native landscaping is not intended to allow a property owner to ignore lawn care or property maintenance.

SECTION IX. COMPLAINTS.

Sec. IX.

- A. The Ordinance Enforcement Officer shall be responsible for managing concerns related to weeds and unmanaged plant growth in violation of this Ordinance and shall persistently apply such remedies or treatments best calculated to prevent its spread and to eradicate the same.
- B. Complaint Process:
1. If a person or persons believes a violation of this Ordinance exists, a complaint must be made with the Ordinance Enforcement Officer with the name and address of complainant(s) given so a response can be made to them. If the complainant(s) request(s) anonymity, his/her identity(ies) shall not be disclosed by the Ordinance Enforcement Officer.
  2. The Ordinance Enforcement Officer shall inspect the disputed property.
  3. If the Ordinance Enforcement Officer determines the disputed property meets the regulations and is not in violation of this Ordinance, said officer will notify the complainant(s) who will have the right to appeal the Officer's decision. In exercising the right to appeal, the complainant(s) forfeit(s) the right to remain anonymous.
  4. If the Ordinance Enforcement Officer determines the disputed property does not meet the regulations of this Ordinance and a violation exists, said Officer will notify the owner(s) of the property. The notice shall describe methods of treating and/or eradicating the weeds or unmanaged vegetation and a summary of the ordinance requirements as well as the penalties for failure to comply and right to appeal.

In the event the owner(s) cannot be determined or notified as required, after due diligence to do so, substitute notice can be given to the occupants of the premises or, in the event of vacant, unoccupied land, by publication in a newspaper of general circulation within the Township, once, at least 10 days prior to the destruction or cutting of the vegetation by the Township Ordinance Enforcement Officer or agent, and such latter notice shall be deemed in compliance with the notice requirements of the Ordinance.

5. The owner(s) will have 14 days from date of notification to comply with the Ordinance or to protest the Ordinance Enforcement Officer's decision.

- a. Said protest shall include a "land management plan", with the following:
    - i. Property address and/or parcel number,
    - ii. Statement of intent and purpose,
    - iii. General description of the vegetational types, plants and plant succession, and
    - iv. Specific management and maintenance techniques to be employed.
  - b. The plan must explain the owner(s)'s intentions to cultivate native vegetation or leave uncultivated vegetation in its natural state and include provisions for maintaining areas at driveways and intersections so that motorists' vision is not obstructed.
6. If, after protest, the Ordinance Enforcement Officer determines the land management plan meets the restrictions of this Ordinance, copies of said Officer's decision will be sent to all owners and occupants (as their names appear on the latest tax roll) of properties within 200 feet of said property. Copies of the plan will be on file at the Township Office for their examination. These property owners or occupants will have 14 days from date of notification to respond with objections.
  7. If there are no objections, the land management plan shall be implemented.
  8. If there are objections, the Ordinance Enforcement Officer shall determine if said objections have merit. If the Ordinance Enforcement Officer determines the objections do not have merit, said Officer shall require the implementation of the land management plan. The determination of the Ordinance Enforcement Officer shall be sent to the objecting party(ies) and property owner(s).
  9. If the Ordinance Enforcement Officer determines the objections do have merit, said Officer shall deny implementation of the land management plan and notify the objecting party(ies). The property owner(s) shall have 14 days from date of notification to comply with this Ordinance or appeal the decision.
  10. Complainants, property owners, or notified neighboring property owners or occupants who wish to appeal the decision made by the Township Ordinance Enforcement Officer to the Township Environmental Board may do so by an appeal in writing to the Ordinance Enforcement Officer, within 14 days from date of notification of the Ordinance Enforcement Officer's decision.

C. Environmental Board:

1. Members: The Township Environmental Board will consist of three individuals appointed by the Township Board, all of whom must be Oshtemo Township residents.
2. Terms: These positions will be staggered three- year terms.
3. Duties: It shall be the duty of this Board to conduct a public hearing within 21 days of the Ordinance Enforcement Officer's receipt of one or more appeal(s). The Board shall hear all sides and render an opinion as to whether the property in question is in violation of this ordinance.



4. Public Notice: A notice of the public hearing must be sent by First Class Mail to the party(ies) involved at least five business days prior to the hearing. A determination resulting from the public hearing shall be sent to all objecting parties and to the property owner(s) within ten days of decision.
5. Determination: If it is determined that the property is in violation of this Ordinance, the property owner must correct the violation within 14 days from date of notification.

SECTION X. ENFORCEMENT.

Sec. X. If the violation is not resolved within 14 days of receipt of notification, the Ordinance Enforcement Officer may enter upon such land of owner and destroy or cut the vegetation and growth thereon or cause the same to be destroyed or cut by such other person or agent appointed by the Officer. All expenses incurred in such destruction or cutting shall be paid by the owner(s) of such land. Additionally, an administration fee, the amount of which shall be determined by the Township Board from time to time by resolution, shall be paid by the owner(s) of such land. The Township shall have a lien upon such land for such expense and fee, which may be enforced in the same manner as the enforcement of tax liens through entry upon the next tax roll of the Township and assessment as a general Township tax. Such expenses shall be subject to all interest and penalties provided for taxes due and collectible within the Township under the general tax laws of the State of Michigan. In addition to the foregoing, the Township may sue the owner(s) in an appropriate court of law for the collection of said debt.

SECTION XI. VIOLATIONS AND PENALTIES.

Sec. XI. The refusal by an owner to destroy weeds or unmanaged plant growth as provided in this Ordinance shall constitute a municipal civil infraction. Upon determination of responsibility, the person shall pay a fine according to the following schedule:

First offense	\$ 75.00
Second offense within 3 years of first offense	\$ 150.00
Third offense within 3-year period	\$ 325.00
Fourth and each subsequent offense within 3-year period are each	\$ 500.00

SECTION XII. VALIDITY.

Sec. XII. Should any section, clause or provision of this Ordinance be declared by the courts to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid.

SECTION XIII. EFFECTIVE DATE AND REPEAL.

Sec. XIII. This Ordinance shall take effect upon publication. This Ordinance repeals Ordinance No. 178, as amended, as well as all Ordinances or parts of Ordinances in conflict herewith.

DUSTY FARMER, CLERK  
CHARTER TOWNSHIP OF OSHTEMO

# Memo



To: Oshtemo Charter Township Board  
From: Marc Elliott, P.E., Director of Public Works  
Date: April 5, 2018  
Subject: Fast Track Sidewalks, Concept Plans & Probable Cost

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## **OBJECTIVE**

The Board shall review preliminary concept plans for six (6) sets of fast track residential sidewalk projects to be considered. These projects are potential sidewalk extensions within the six neighborhood sanitary sewer extensions to be built in 2019. The concept plans are intended to provide “core” connectivity within existing residential developments, with connection to the Township’s existing/planned through-corridor, non-motorized facilities.

Members shall also review the existing policy for financing roads, sidewalks and non-motorized projects.

## **BACKGROUND**

The coordination of Capital Improvement Projects is a goal of the Township. In 2019 six neighborhoods are targeted to receive public sewer extensions. The sewer project includes replacing the roadway and extending sewer service leads to the ROW limits. The Board identified that there is opportunity to include select extensions of public sidewalks into the affected neighborhoods during this work. Economies of scale should produce significant cost savings. The coordinated and concurrent construction of both sewer and sidewalks will also minimize the disruption and inconvenience experienced by homeowners.

The attached estimates do not consider the economy of scale aspect. Additionally, the Township is planning meetings with each area to dialogue with residents about the schematic sidewalk layouts, policies, and funding. Following these meetings and associated feedback, the Board will be asked to consider more precise extents of any sidewalk extensions.

## **INFORMATION PROVIDED**

- Oshtemo Complete Streets Policy
- Maple Hill Area (1 of 6)
- West Main Area (2 of 6)
- Skyridge Area (3 of 6)
- Fairgrove Area (4 of 6)
- Meridian Area (5 of 6)
- Whitegate Farms Area (6 of 6)
- Engineer’s Probable Cost of Construction (6 tables)
- Engineer’s Summary of Fees (excerpt—in form used by USDA to describe non-participating work)
- Road/Sidewalk/Shared-Use Path Assessment Policy

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**COMPLETE STREETS POLICY RESOLUTION**

**December 9, 2014**

**WHEREAS**, "Complete Streets" are defined as a design framework that enables safe and convenient access for all users, including pedestrians, bicyclists, transit riders, and drivers of all ages and abilities; and

**WHEREAS**, "Complete Streets" are achieved when transportation agencies routinely plan, design, construct, reconstruct, operate, and maintain the transportation network to improve travel conditions for bicyclists, pedestrians, transit, and freight in a manner consistent with, and supportive of, the surrounding community; and

**WHEREAS**, development of pedestrian, bicycle, and transit infrastructure offers long-term cost savings and opportunities to create safe and convenient non-motorized travel; and

**WHEREAS**, streets that support and invite multiple uses, including safe, active, and ample space for pedestrians, bicycles, and transit are more conducive to the public life and efficient movement of people than streets designed primarily to move automobiles; and

**WHEREAS**, increasing active transportation (e.g., walking, bicycling, and public transportation) offers the potential for improved public health, economic development, a cleaner environment, reduced transportation costs, enhanced community connections, social equity, and more livable communities; and

**WHEREAS**, Complete Streets allows people with disabilities, low-income residents, older adults, children, and other segments of the population who do not have consistent access to vehicular transportation the ability to travel freely throughout the community; and

**WHEREAS**, the State of Michigan has adopted complete streets legislation with the passing of Public Acts 134 and 135 of 2010 that require the Michigan Department of Transportation to consider all users in transportation related projects and work with locals, townships, cities, and villages to including planning for Complete Streets in their transportation programming; and

**WHEREAS**, PA 135 stipulates that before a city, village, or township approves any project that affects a roadway or transportation facility under the jurisdiction of another agency, it shall consult with that agency and agree on how to address the respective complete streets policies before approving a non-motorized project affecting a transportation facility whether it is under the jurisdiction of the Michigan Department of Transportation (MDOT), or under the jurisdiction of the county or another municipality; and

**WHEREAS**, PA 135 further stipulates that before MDOT submits its multiyear capital plan to the state transportation commission or a county road agency approves its multi-year capital plan, for any project that affects a roadway or transportation facility within or under the jurisdiction of a city, village, or township, the MDOT or county road agency shall consult with the affected city, village, or township and agree on how to address the respective complete streets; and

**WHEREAS**, the Oshtemo Charter Township's Master Plan was last updated in 2012 and addresses multiple forms of transportation including roads, mass transportation, and non-motorized transportation; and

**WHEREAS**, in 2012, the Township adopted a Non-Motorized Facilities Plan providing a vision and strategy for development and implementation of the community's goals for non-motorized facilities; and

**WHEREAS**, both the Kalamazoo Area Transportation Study (KATS) and MDOT have adopted Complete Streets Policies that incorporate consideration of these principles into broader transportation planning and funding decisions; and

**WHEREAS**, the Township seeks to provide a high quality of life for its residents consistent with the vision presented in the Master Plan as well an environment conducive to business development and will continue to communicate and coordinate with its road agencies and local and regional transportation partners to develop a more complete transportation system in concert with this and other similar policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Charter Township of Oshtemo Board of Trustees hereby declares its support of Complete Streets policies and to the extent feasible will incorporate Complete Streets design considerations and practices as a routine part of infrastructure planning and implementation; and

**BE IT FURTHER RESOLVED**, that the Charter Township of Oshtemo will consider Complete Street principles in future long-range planning documents, such as the Master Plan, Zoning Ordinance, Non-Motorized Plan, Recreation Plan, and on-going zoning activities such as site plan review; and

**BE IT FURTHER RESOLVED**, that the Charter Township of Oshtemo will work closely with its local, regional, and State transportation partners in the planning, designing, construction, operation, and maintenance of the transportation network in the Township to achieve compliance with this Policy.

A motion was made by Dusty Farmer, seconded by Lee Larson, to adopt the foregoing Resolution.

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

Elizabeth Heiny-Cogswell, Deborah Everett, Nancy Culp, Dusty Farmer, Lee Larson, Nancy Carr and Grant Taylor

The following voted "Nay":           None

The following "Abstained":       None

The Supervisor declared that the Resolution has been adopted.



DEBORAH L. EVERETT, Clerk  
Oshtemo Charter Township

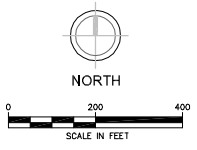
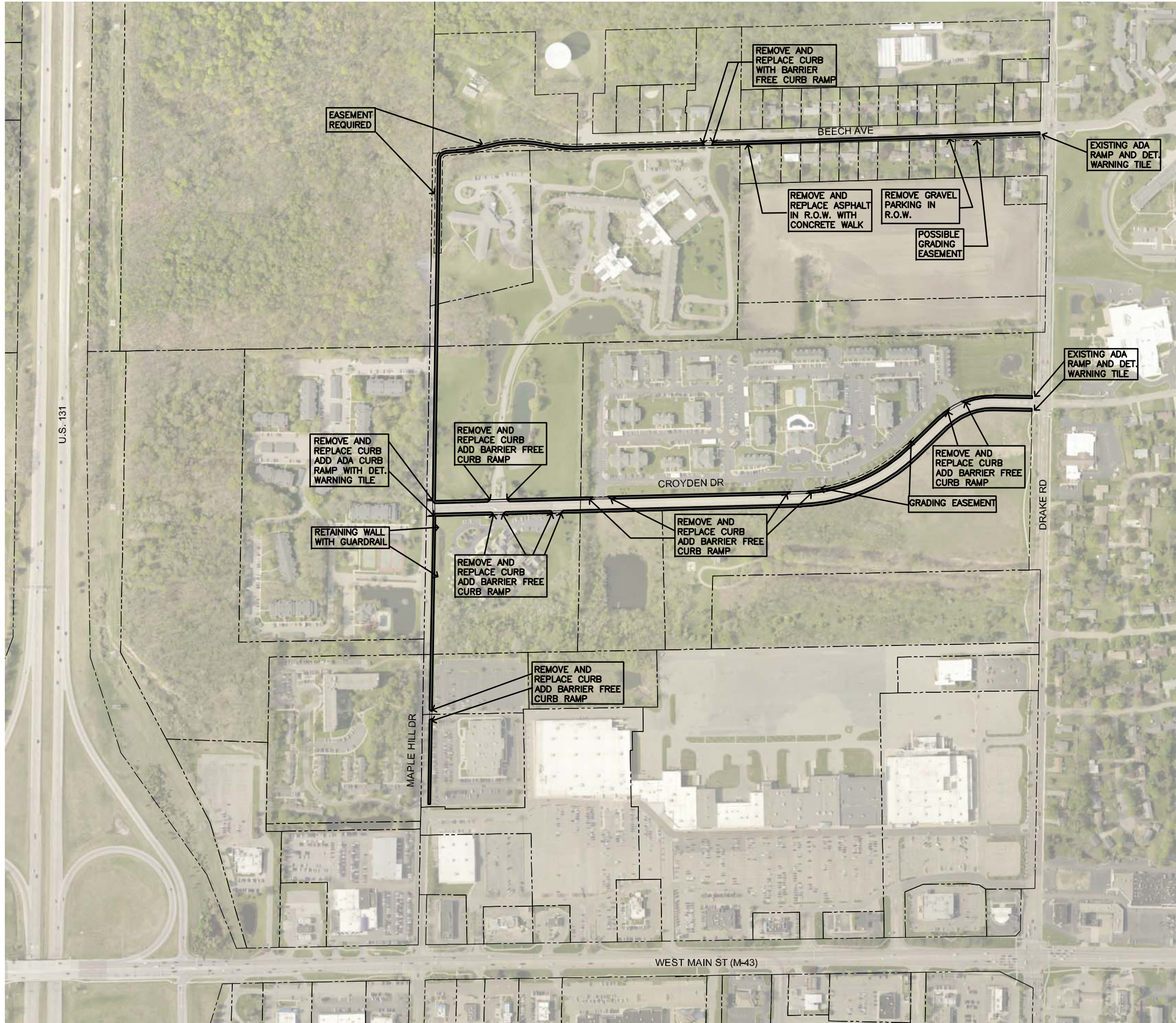
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CERTIFICATE




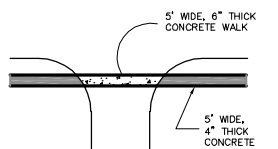
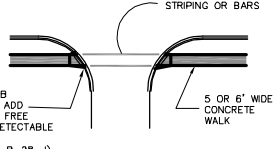
I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on December 9, 2014, at which meeting all members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.



DEBORAH L. EVERETT, Township Clerk



**LEGEND**

- 
 PROPOSED APPROXIMATE SIDEWALK LOCATION  
 5 OR 6' WIDE CONCRETE WALK
- 
 CROSSWALK STRIPING
- 
 REMOVE AND REPLACE CURB AND GUTTER, ADD BARRIER FREE RAMP  
 CROSSWALK AT COMMERCIAL DRIVE - TYPICAL  
 NOT TO SCALE
- 
 5' WIDE, 6" THICK CONCRETE WALK  
 5' WIDE, 4" THICK CONCRETE WALK  
 CROSSWALK AT RESIDENTIAL DRIVE - TYPICAL  
 NOT TO SCALE
- 
 CROSSWALK STRIPING OR BARS  
 REMOVE AND REPLACE CURB AND GUTTER, ADD ADA BARRIER FREE RAMP WITH DETECTABLE WARNING TILE (MDOT DETAIL R-25-J)  
 CROSSWALK AT PUBLIC STREET R.O.W. - TYPICAL  
 NOT TO SCALE
- 6' WIDE CONCRETE WALK      5' WIDE CONCRETE WALK  
 - CROYDEN DRIVE              - BEECH AVENUE  
 - MAPLE HILL DRIVE         - WEST CONNECTOR



4738 Campus Drive  
 Kalamazoo, MI 49008  
 P: 269.385.0011  
 F: 269.382.6972



200 South Main Street  
 Kalamazoo, Michigan 49001  
 Tel: (269) 382-1001  
 Fax: (269) 382-1002

Landscape Architecture  
 Urban Planning  
 Parks & Recreation  
 Campus & Institutional Planning  
 Camp Planning & Design

OSHTEMO TOWNSHIP  
 OSHTEMO TOWNSHIP, MICHIGAN  
 NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1  
 MAPLE HILL AREA

DESIGN TEAM  
 MGL, RCC

CHECK BY

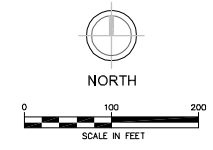
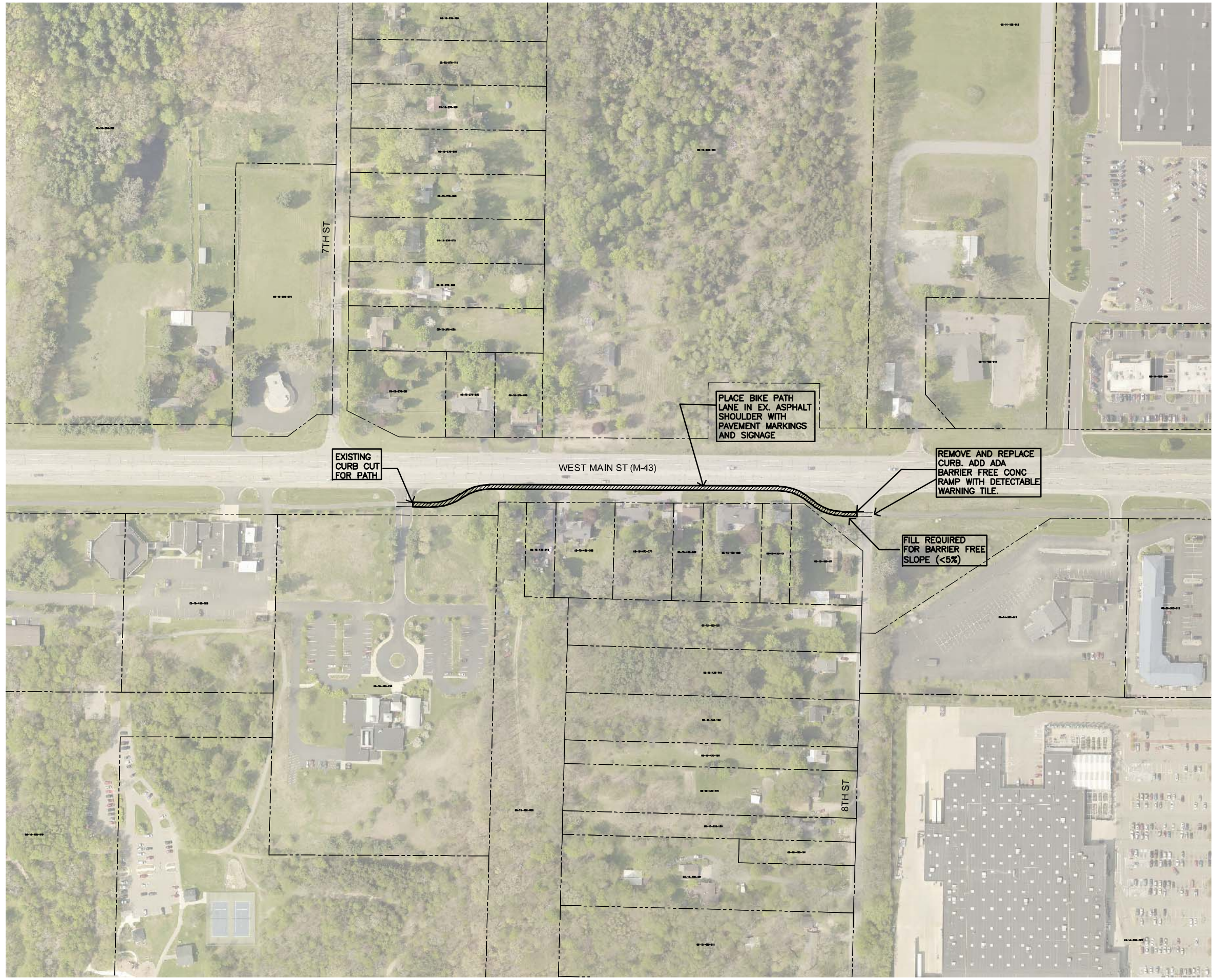
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 040418 pwwm/jck

**NOT FOR CONSTRUCTION**

APRIL 10, 2018

RAW PROJECT NO.  
 P13719

**1/6**



**LEGEND**  
 [Hatched Line] PROPOSED APPROXIMATE SIDEWALK LOCATION  
 [Solid Line] 10' WIDE ASPHALT



4738 Campus Drive  
 Kalamazoo, MI 49008  
 P: 269.385.0011  
 F: 269.382.8972



605 South Riverdale Drive  
 Kalamazoo, Michigan 49006  
 Phone (269) 385-2927  
 Fax (269) 385-2944

Landscape Architecture  
 Urban Planning  
 Parks & Recreation  
 Campus & Institutional Planning  
 City Planning & Design

OSHTEMO TOWNSHIP  
 OSHTEMO TOWNSHIP, MICHIGAN  
 NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1  
 WEST MAIN AREA

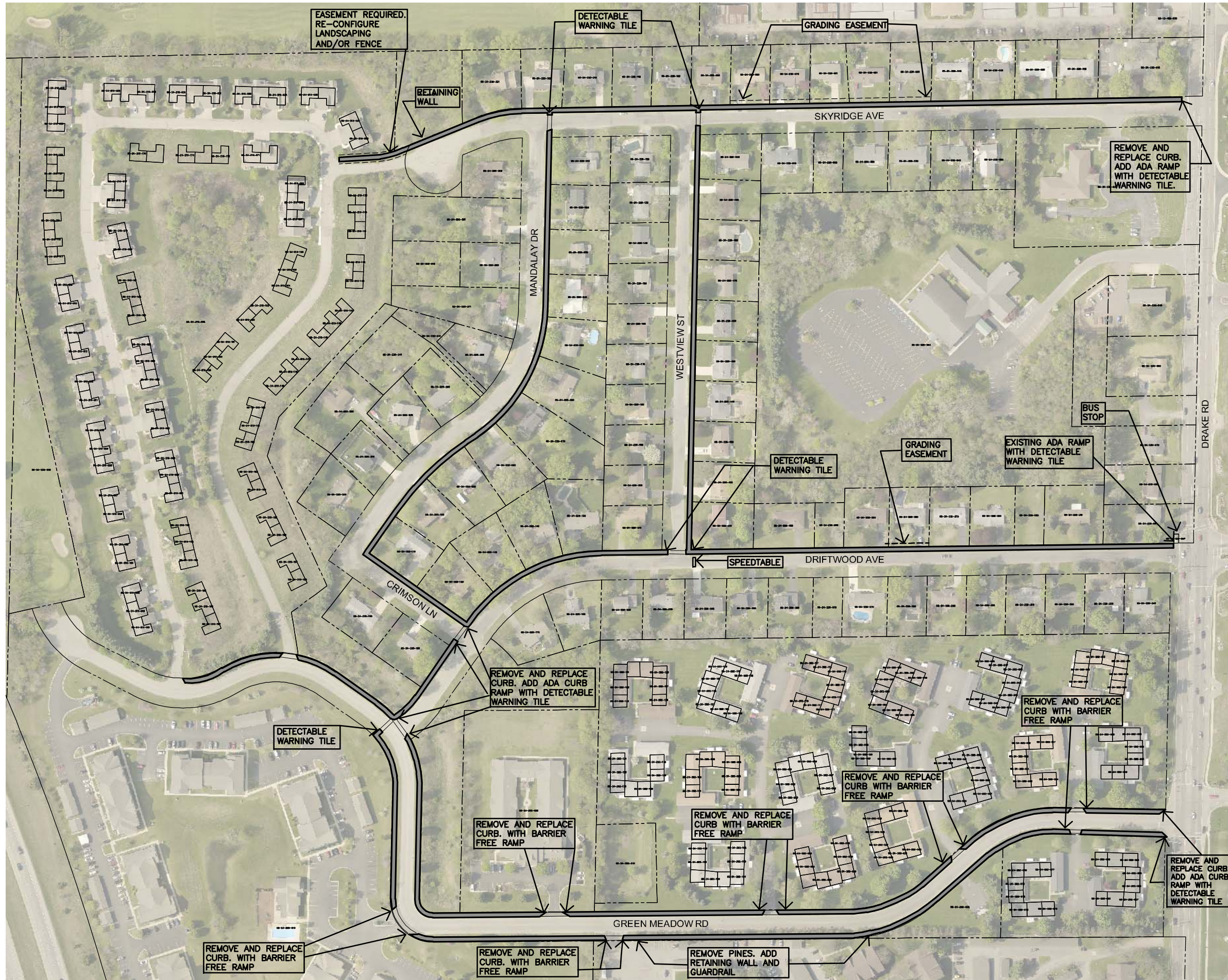
DESIGN TEAM  
 MGL, RCC  
 CHECK BY

DRAWING INFORMATION  
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 040418\_pawmick

**NOT FOR CONSTRUCTION**

APRIL 10, 2018  
 PAV PROJECT NO.  
 P-13719

**2/6**



NORTH

0 100 200  
SCALE IN FEET

**LEGEND**

PROPOSED APPROXIMATE SIDEWALK LOCATION  
5' OR 6' WIDE CONCRETE WALK

CROSSWALK STRIPING

REMOVE AND REPLACE CURB AND GUTTER. ADD BARRIER FREE RAMP

5' OR 6' WIDE CONCRETE WALK

CROSSWALK AT COMMERCIAL DRIVE - TYPICAL  
NOT TO SCALE

5' OR 6' WIDE, 6" THICK CONCRETE WALK

5' OR 6' WIDE, 4" THICK CONCRETE WALK

CROSSWALK AT RESIDENTIAL DRIVE - TYPICAL  
NOT TO SCALE

CROSSWALK STRIPING OR BARS

REMOVE AND REPLACE CURB AND GUTTER. ADD ADA BARRIER FREE RAMP WITH DETECTABLE WARNING TILE (DOT DETAIL R-28-J)

5' OR 6' WIDE CONCRETE WALK

CROSSWALK AT PUBLIC STREET R.O.W. - TYPICAL  
NOT TO SCALE

6' WIDE CONCRETE WALK

5' WIDE CONC. WALK

- GREEN MEADOW ROAD
- SKYRIDGE AVENUE
- MANDALAY DRIVE
- WESTVIEW STREET
- DRIFTWOOD AVENUE

**FLS LANDBANK**  
FEDERAL LAND BANK OF MICHIGAN

4738 Campus Drive  
Kalamazoo, MI 49008  
P: 269.385.0011  
F: 269.382.6972

---

REVISION

**OSHTEMO TOWNSHIP  
OSHTEMO TOWNSHIP, MICHIGAN  
NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1  
SKYRIDGE AREA**

---

DESIGN TEAM  
MGL, RCC

CHECK BY

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833250\_SIV\_3  
040418 pww/mek

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**NOT FOR CONSTRUCTION**

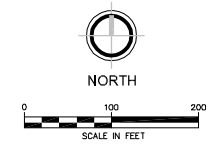
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APRIL 10, 2018  
RAY PROJECT NO.  
P13719

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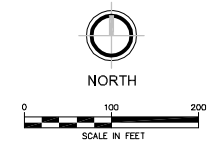
**3/6**







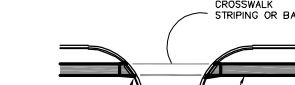


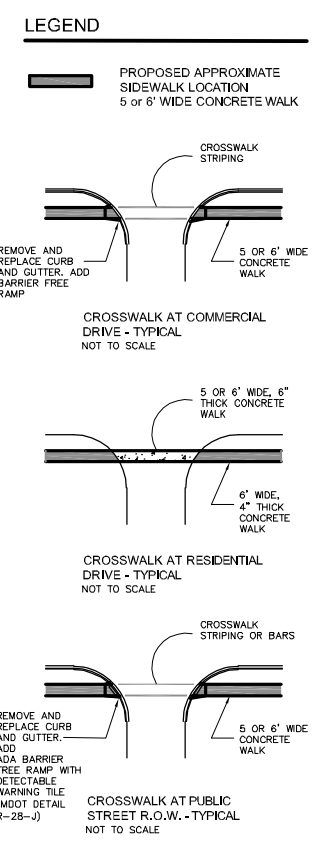
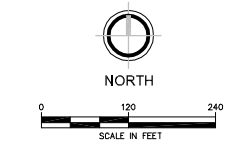
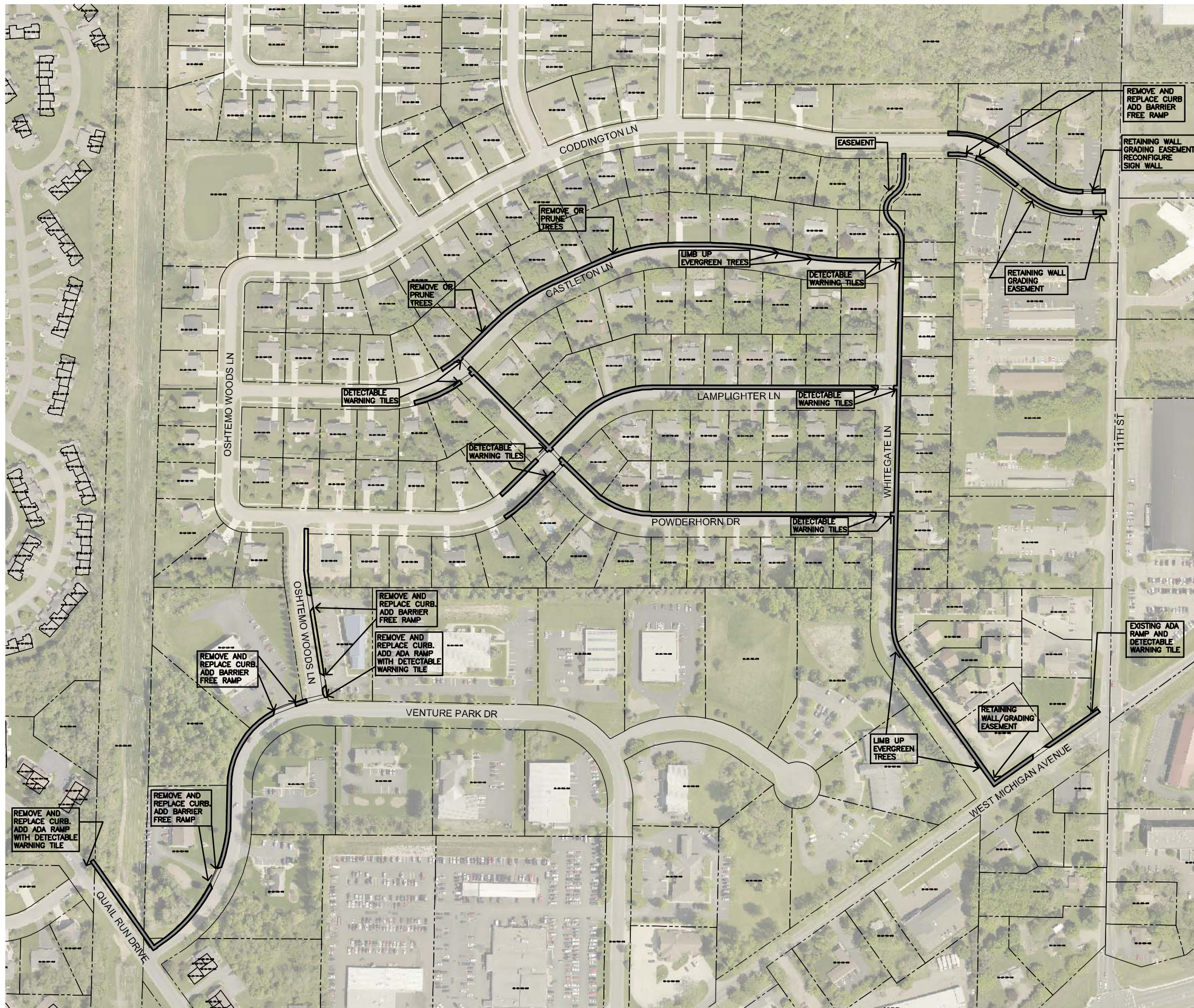
**LEGEND**

- PROPOSED APPROXIMATE SIDEWALK LOCATION  
 5' WIDE CONCRETE WALK
- CROSSWALK STRIPING  
 5' WIDE CONCRETE WALK  
 REMOVE AND REPLACE CURB AND GUTTER. ADD BARRIER FREE RAMP.  
 CROSSWALK AT COMMERCIAL DRIVE - TYPICAL  
 NOT TO SCALE
- 5' WIDE, 6" THICK CONCRETE WALK  
 5' WIDE, 4" THICK CONCRETE WALK  
 CROSSWALK AT RESIDENTIAL DRIVE - TYPICAL  
 NOT TO SCALE
- CROSSWALK STRIPING OR BARS  
 5' WIDE CONCRETE WALK  
 REMOVE AND REPLACE CURB AND GUTTER. ADD ADA BARRIER FREE RAMP WITH DETECTABLE WARNING TILE (MDOT DETAIL R-28-J).  
 CROSSWALK AT PUBLIC STREET R.O.W. - TYPICAL  
 NOT TO SCALE



LEGEND

- 
 PROPOSED APPROXIMATE SIDEWALK LOCATION  
 5' WIDE CONCRETE WALK
- 
 CROSSWALK STRIPING
- 
 REMOVE AND REPLACE CURB AND GUTTER, ADD BARRIER FREE RAMP  
 CROSSWALK AT COMMERCIAL DRIVE - TYPICAL  
 NOT TO SCALE
- 
 5' WIDE, 6" THICK CONCRETE WALK  
 5' WIDE, 4" THICK CONCRETE WALK  
 CROSSWALK AT RESIDENTIAL DRIVE - TYPICAL  
 NOT TO SCALE
- 
 REMOVE AND REPLACE CURB AND GUTTER, ADD ADA BARRIER FREE RAMP WITH DETECTABLE WARNING TILE (MOT DETAIL R-28-J)  
 CROSSWALK STRIPING OR BARS  
 CROSSWALK AT PUBLIC STREET R.O.W. - TYPICAL  
 NOT TO SCALE



- 6' WIDE CONCRETE WALK
  - 5' WIDE CONCRETE WALK
- WEST MICHIGAN AVENUE
  - VENTURE PARK DRIVE
  - OSHTEMO WOODS LANE
  - WHITEGATE LANE
  - QUAIL RUN DRIVE
  - POWDERHORN DRIVE
  - LAMPLIGHTER LANE
  - CASTLETON LANE
  - CODDINGTON LANE

**FLS LANDBANK**  
RESIDENTIAL LANDS OPERATIONS

4798 Campus Drive  
Kalamazoo, MI 49008  
P: 269.385.0011  
F: 269.382.6972

OSHTEMO TOWNSHIP  
OSHTEMO TOWNSHIP, MICHIGAN  
NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1  
WHITEGATE FARMS AREA

DESIGN TEAM  
M&J, RCC

CHECK BY

DRAWING INFORMATION  
833250, SW 5  
040518 pww/mjk

**NOT FOR CONSTRUCTION**

APRIL 10, 2018  
REV PROJECT NO.  
P13719

**6/6**

10 April 2018



**Neighborhood Sidewalk Concept Plan**  
Oshtemo Township, Michigan

**Preliminary Opinion of Probable Costs**

Item	Qty.	Unit	Unit Price	Total
<b>Sheet 1 : Maple Hill Area</b>				
Tree and Brush Removal	1	LS	\$ 5,000.00	\$ 5,000.00
Sawcut and Remove Paving (Residential Driveways)	220	LF	\$ 10.00	\$ 2,200.00
4" Concrete Walk	55,300	SF	\$ 8.00	\$ 442,400.00
6" Concrete Walk	1,100	SF	\$ 10.00	\$ 11,000.00
Remove and Replace Curb and Gutter	256	LF	\$ 20.00	\$ 5,120.00
Detectable Warning Tiles	24	SF	\$ 50.00	\$ 1,200.00
Segmental Unit Retaining Wall	700	SF	\$ 40.00	\$ 28,000.00
Pedestrian Crosswalk Striping	900	LF	\$ 3.00	\$ 2,700.00
Vinyl Coated Chain Link Fence 4' ht Guardrail	230	LF	\$ 22.00	\$ 5,060.00
Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
Soil Erosion Control	1	LS	\$ 2,500.00	\$ 2,500.00
Topsoil and Turf Restoration	19,400	LF	\$ 6.00	\$ 116,400.00
<b>Sheet 1 Subtotal</b>				<b>\$ 626,580.00</b>
Engineering (20%)				\$ 125,316.00
Administration and Legal (5%)				\$ 31,329.00
Contingency (10%)				\$ 62,658.00
<b>Sheet 1 Total</b>				<b>\$ 845,883.00</b>
<b>Sheet 2 : West Main Area</b>				
Remove and Replace Curb and Gutter	32	LF	\$ 20.00	\$ 640.00
MDOT Class II Fill Compacted	40	CY	\$ 18.00	\$ 720.00
Detectable Warning Tiles	40	SF	\$ 50.00	\$ 2,000.00
Asphalt Path (10' wide)	320	SY	\$ 18.00	\$ 5,760.00
Crosswalk and Bike Lane Striping / Markings	1,500	LF	\$ 3.00	\$ 4,500.00
Bike Lane Signs	2	EA	\$ 600.00	\$ 1,200.00
Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	600	LF	\$ 6.00	\$ 3,600.00
<b>Sheet 2 Subtotal</b>				<b>\$ 19,920.00</b>
Engineering (20%)				\$ 3,984.00
Administration and Legal (5%)				\$ 996.00
Contingency (10%)				\$ 1,992.00
<b>Sheet 2 Total</b>				<b>\$ 26,892.00</b>

10 April 2018



**Neighborhood Sidewalk Concept Plan**  
Oshtemo Township, Michigan

**Preliminary Opinion of Probable Costs**

Item	Qty.	Unit	Unit Price	Total
<b>Sheet 3 : Skyridge Area</b>				
Tree Removal	1	LS	\$ 10,000.00	\$ 10,000.00
Sawcut and Remove Paving (Residential Driveways)	780	LF	\$ 10.00	\$ 7,800.00
4" Concrete Walk	50,600	SF	\$ 8.00	\$ 404,800.00
6" Concrete Walk	3,900	SF	\$ 10.00	\$ 39,000.00
Remove and Replace Curb and Gutter	270	LF	\$ 20.00	\$ 5,400.00
Detectable Warning Tiles	170	SF	\$ 50.00	\$ 8,500.00
Segmental Unit Retaining Wall	1,500	SF	\$ 40.00	\$ 60,000.00
Vinyl Coated Chain Link Fence 4' ht Guardrail	700	LF	\$ 22.00	\$ 15,400.00
Pedestrian Crosswalk Striping	1,050	LF	\$ 3.00	\$ 3,150.00
Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
Soil Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
Topsoil and Turf Restoration	21,000	LF	\$ 6.00	\$ 126,000.00
<b>Sheet 3 Subtotal</b>				<b>\$ 693,050.00</b>
Engineering (20%)				\$ 138,610.00
Administration and Legal (5%)				\$ 34,652.50
Contingency (10%)				\$ 69,305.00
<b>Sheet 3 Total</b>				<b>\$ 935,617.50</b>
<b>Sheet 4 : Fairgrove Area</b>				
Landscape Removals	1	LS	\$ 500.00	\$ 500.00
Sawcut and Remove Paving (Residential Driveways)	450	LF	\$ 10.00	\$ 4,500.00
Remove and Replace Curb and Gutter	16	LF	\$ 20.00	\$ 320.00
4" Concrete Walk	12,400	SF	\$ 8.00	\$ 99,200.00
6" Concrete Walk	2,700	SF	\$ 10.00	\$ 27,000.00
Detectable Warning Tiles	40	SF	\$ 50.00	\$ 2,000.00
Pedestrian Crosswalk Striping	200	LF	\$ 3.00	\$ 600.00
Traffic Control	1	LS	\$ 3,000.00	\$ 3,000.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	4,200	LF	\$ 6.00	\$ 25,200.00
<b>Sheet 4 Subtotal</b>				<b>\$ 162,820.00</b>
Engineering (20%)				\$ 32,564.00
Administration and Legal (5%)				\$ 8,141.00
Contingency (10%)				\$ 16,282.00
<b>Sheet 4 Total</b>				<b>\$ 219,807.00</b>

10 April 2018



**Neighborhood Sidewalk Concept Plan**  
Oshtemo Township, Michigan

**Preliminary Opinion of Probable Costs**

Item	Qty.	Unit	Unit Price	Total
<b>Sheet 5 : Meridian Area</b>				
Landscape Removals	1	LS	\$ 500.00	\$ 500.00
Sawcut and Remove Paving (Residential Driveways)	150	LF	\$ 10.00	\$ 1,500.00
Remove and Replace Curb and Gutter	16	LF	\$ 20.00	\$ 320.00
4" Concrete Walk	5,800	SF	\$ 8.00	\$ 46,400.00
6" Concrete Walk	750	SF	\$ 10.00	\$ 7,500.00
Detectable Warning Tiles	10	SF	\$ 50.00	\$ 500.00
Pedestrian Crosswalk Striping	60	LF	\$ 3.00	\$ 180.00
Traffic Control	1	LS	\$ 1,500.00	\$ 1,500.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	2,400	LF	\$ 6.00	\$ 14,400.00
<b>Sheet 5 Subtotal</b>				<b>\$ 73,300.00</b>
Engineering (20%)				\$ 14,660.00
Administration and Legal (5%)				\$ 3,665.00
Contingency (10%)				\$ 7,330.00
<b>Sheet 5 Total</b>				<b>\$ 98,955.00</b>
<b>Sheet 6 : Whitegate Farms Area</b>				
Landscape Removal and Pruning	1	LS	\$ 1,500.00	\$ 1,500.00
Sawcut and Remove Paving (Residential Driveways)	750	LF	\$ 10.00	\$ 7,500.00
4" Concrete Walk	36,800	SF	\$ 8.00	\$ 294,400.00
6" Concrete Walk	3,750	SF	\$ 10.00	\$ 37,500.00
Remove and Replace Curb and Gutter	170	LF	\$ 20.00	\$ 3,400.00
Detectable Warning Tiles	228	SF	\$ 50.00	\$ 11,400.00
Pedestrian Crosswalk Striping	964	LF	\$ 3.00	\$ 2,892.00
Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
Soil Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
Topsoil and Turf Restoration	14,000	LF	\$ 6.00	\$ 84,000.00
<b>Sheet 6 Subtotal</b>				<b>\$ 455,592.00</b>
Engineering (20%)				\$ 91,118.40
Administration and Legal (5%)				\$ 22,779.60
Contingency (10%)				\$ 45,559.20
<b>Sheet 6 Total</b>				<b>\$ 615,049.20</b>
<b>PROJECT SUMMARY</b>				
Sheet 1 : Maple Hill Area				\$ 845,883.00
Sheet 2 : West Main Area				\$ 26,892.00
Sheet 3 : Skyridge Area				\$ 935,617.50
Sheet 4 : Fairgrove Area				\$ 219,807.00
Sheet 5 : Meridian Area				\$ 98,955.00
Sheet 6 : Whitegate Farms Area				\$ 615,049.20
<b>PROJECT GRAND TOTAL</b>				<b>\$ 2,742,203.70</b>

**RUS CERTIFICATION PAGE**PROJECT NAME: Neighborhood Sewer Extensions Phase #1

The Engineer and Owner hereby concur in the Funding Agency required revisions to E-500. In addition, Engineer certifies to the following:

All modifications required by RUS Bulletin 1780-26 have been made in accordance with the terms of the license agreement, which states in part that the Engineer “must plainly show all changes to the Standard EJCDC Text, using ‘Track Changes’ (redline/strikeout), highlighting, or other means of clearly indicating additions and deletions.” Such other means may include attachments indicating changes (e.g. Supplementary Conditions modifying the General Conditions).

**SUMMARY OF ENGINEERING FEES**

Note that the fees indicated on this table are only a summary and if there is a conflict with any provision of Exhibit C, the provisions there overrule the values on this table. Fees shown in will not be exceeded without the concurrence of the Agency.

Basic Services	\$ <u>531,000</u>
Resident Project Observation	\$ <u>266,000</u>
Additional Services	\$ <u>124,000</u>
TOTAL:	\$ <u>921,000</u>

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

**MOTION TO APPROVE  
ROAD/SIDEWALK/SHARED-USE PATH  
ASSESSMENT POLICY**

**December 12, 2017**

WHEREAS, the Charter Township of Oshtemo has heretofore adopted road assessments for local roads, platted streets, reconstruction or overlay of gravel, dust control on gravel roads, together with an assessing policy and administrative procedure; and

WHEREAS, the Charter Township of Oshtemo has adopted a Non-Motorized Facilities/Sidewalk Ordinance, being Ordinance No. 468, and Section IX allows the Township Board to establish the costs for construction, reconstruction or repairs.

WHEREAS, upon the recommendation of the Road Committee, it is the desire of the Township Board to amend the road assessments for local roads and platted streets as well as sidewalks and shared-use paths.

NOW, THEREFORE, until further modification the Township Board, road/sidewalk/shared-use path assessment charges within the Charter Township of Oshtemo shall be as follows:

Motion made by Nancy Culp, seconded by Zak Ford to adopt the foregoing Policy.

The following voted "Aye":

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




The following voted "Nay":           None

The following abstained:           None

The following members were absent:   None

The Supervisor declared the Motion carried and the Policy duly adopted.

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

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing motion to approve Road/Sidewalk/Shared-Use Path Assessments Policy was adopted by the Township Board of said Charter Township at a regular meeting of said Board held on December 12, 2017, at which meeting a quorum was present as hereinbefore set forth; that said Policy was ordered to take effect January 1, 2018.

  
\_\_\_\_\_  
Dusty Farmer, Township Clerk

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

**ROAD – SIDEWALK -- SHARED USE PATH  
ASSESSMENT POLICY**

**EFFECTIVE: JANUARY 1, 2018**

**ADMINISTRATIVE PROCEDURE**

With assistance of the Capital Improvements Committee, the Township Board shall annually determine which roads will be restored/reconstructed or which will receive Hot Mix Asphalt (HMA) or gravel overlay. Selection of projects and treatments shall be subject to available Township funds, budgeting and scheduling.

A project funding formula is herein outlined. Specific projects shall be approved by the Township Board. On projects with no petitions, a Township Board resolution is needed.

Resolutions or petitions for Assessment Districts shall be forwarded to the Road Commission for Public Hearing.

Township road dollars shall, in general, not be spent on roadway reconstruction if the local street is not served with sanitary sewer and sanitary sewer is available to be extended to service properties along the street. This deferment of other than routine road maintenance is to facilitate the coordination of roadway work with sanitary sewer extensions to utilize Township funds in the most efficient and effective manner. If work is deferred for a local street under this policy, said local street will be planned for sanitary sewer extension within three years.

**FUNDING FORMULA**

**SUBJECT TO AVAILABLE FUNDS**

**1. Local Roads –**

Chip Seal or Seal Coat

Township Funds as supplemented with Road Commission Par Funds

HMA Overlay/Reconstruction

Township Funds as supplemented with Road Commission Par Funds

**2. Plat Streets –**

Chip Seal or Seal Coat

Township Funds as supplemented with Road Commission Par Funds

Ultra-Thin HMA Paving 100% Of Additional Cost Over Township-Proposed Project shall be by special assessment. Cul-de-Sacs shall be assessed in a manner that approximates an equitable contribution for the "pie" shaped square yardage frontage each assessable parcel (i.e. approximately comparable to the ½ roadway width square yardage assessed on a two-sided street).

HMA Overlay/Reconstruction Township Funds as supplemented with Road Commission Par Funds

**3. Dust Control (gravel roads) –**

100% Township Funds

**4. Failed Condition Local Road –**

The Failed Condition Local Road Policy of the Road Commission shall be utilized.

**5. Sidewalks/Shared Use Paths –**

\$30.00 Per Front Foot For Single-Family Residential Zoning

\$35.00 Per Front Foot For Commercial/Industrial Zoning

Note 1: If developed, actual land use shall take president when determining the sidewalk/path assessment. When the underlying zoning allows other than single-family residential, or when substantial frontage remains undeveloped, the Township Board may elect to enter into an agreement with the property owner to defer collection of the full assessment until the parcel further develops.

Note 2: An exception shall apply to single-family residential properties which are (a) located along North 10th Street, from W. Main to the Kal-Haven Trail, or (b) located along an "arterial roadway" as classified by the National Functional Classification (NFC) will not be assessed. This location-based exemption is intended to recognize the subordinate neighborhood-usage of the sidewalk/path, versus the facility's function as an arterial/connector.

**6. Land Owner Initiated or Shared-Use Private Roads –**

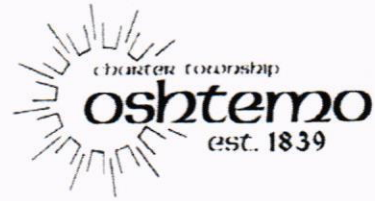
At its sole discretion, the Oshtemo Township Board may elect to facilitate creation of a special assessment district for private roadway improvements when shared-use or other unique conditions warrant the proposed improvements as a public interest. Properties in Private Roadway SAD's shall bare 100% of the cost for the improvements, and shall include reimbursement of the administrative costs incurred by the Township.

A petitioned Public Roadway SAD project is exempt from Township cost participation as outlined in this policy. Specifically, the Township Board shall separately determine to what extent, if any, the Township shall contribute to the project.

**ASSESSING POLICY**

1. The Township shall annually determine which roads will be restored/reconstructed or which will receive an HMA or gravel overlay subject to budget limitations.
2. Parcels or outlots not in a plat, but with frontage on a plat street would be assessed using the funding formula but not to exceed the largest assessment in the district.
3. Parcels located on a "curved corner" will be assessed using the funding formula but not to exceed the largest assessment in the district.
4. Assessments for condominium units will assessed using the funding formula and the amount will be divided equally among the number of units.
5. The Township has the right and responsibility to set an assessment district, when it has been determined a road must be overlaid or reconstructed and funding is needed.
6. If sidewalk/shared use path project costs are less, individual assessments will be credited accordingly.
7. If any development is required by zoning to provide a sidewalk/shared use path, the development bears the full cost.

8. The Township reserves the right, should the need arise, to revise this policy at any time and may establish assessment districts calling for abutting land owners to share in the construction, restoration/reconstruction, HMA or gravel overlay of any road, sidewalk or non-motorized facility. In addition, the Township may consider a petition for road improvements and the establishment of a special assessment as provided by state law.



# Memorandum

**Date:** 4/4/2018

**To:** Township Board

**From:** Clerk Dusty Farmer

**Subject:** Oshtemo Township 2018 1<sup>st</sup> Quarter Budget Amendment Requests

**Objective:**

To bring departmental and general budget amendment requests to the Board in accordance with the Purchasing Policy adopted on March 3, 2018. These requests will come before the Board at the end of each quarter in an effort to promote stronger and more efficient fiscal stewardship by both staff and the Township Board.

**Summary:**

Department heads, in collaboration with the Supervisor, Clerk, and Treasurer, have reviewed their budgets each month, monitoring for both corrections and the need for amendment requests. Each request was discussed and reviewed either individually or during the weekly Department Head meeting. The Supervisor, Clerk, and Treasurer then met with Steve Bryer (Siegfried Crandall) for a quarterly discussion regarding budget amendment requests and to engage in general discussion regarding best financial practices.

A number of first quarter 2018 salary changes are a result of the implementation of the new compensation policy, especially with regard to the salary comparison factor within the policy. The 2019 budget forecast will include these factors. Additionally, all reviews are now conducted in the first six months of the year, so more reviews are now held in the first quarter.

**Information included:**

Line item requests from each department.

**Core Values Recognized:**

Fiscal Responsibility, Professionalism, Integrity, Innovation

# BUDGET AMENDMENT REQUEST

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

Date: 01/01/2018

Department Head Name: LHC

Fund Name: 101 General

Additional Funds Request for:

(description and GL number)	101-506-70200	Salary	\$ 4,000.00
	101-506-71500	Taxes	\$ 350.00
	101-506-72200	Pension	\$ 350.00

Funds requested from:

(description and GL number)	101-001-40100	Carryover	\$ 4,700.00

Explanation of request:

Salary adjustment.

Supervisor Review: 1-1-2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 01/01/2018

Department Head Name: LHC

Fund Name: 101 General

Additional Funds Request for:

(description and GL number)	490-000-70200	Salary	\$ 4,000.00
	490-000-71500	Taxes	\$ 350.00
	490-000-72200	Pension	\$ 350.00

Funds requested from:

(description and GL number)	490-000-40100	Carryover	\$ 4,700.00

Explanation of request:

Salary adjustment.

Supervisor Review: 1-1-2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)



# BUDGET AMENDMENT REQUEST

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

Date: 01/30/2018

Department Head Name: LHC/Sewer and Water

Fund Name:

	Professional fees	Amount
Additional Funds Request for:		
(description and GL number)		
490-000-95800	Professional fees	\$ 1,000.00
491-000-95800	Professional fees	\$ 1,000.00
		\$ 2,000.00
Funds requested from:	Legal Fees	\$ 1,000.00
(description and GL number)	Legal Fees	\$ 1,000.00
490-000-81000		
491-000-81000		
		\$ 2,000.00

Explanation of request:

KRWWC dues increase for 4th quarter fiscal year ending March 31, 2108

Supervisor Review:  
(pending or date reviewed)

Board Authorization:  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 01/01/2018

Department Head Name: LHC

Fund Name:

Additional Funds Request for:

(description and GL number)	107-756-70210	Salary	\$ 1,500.00
	107-756-71500	Taxes	\$ 150.00
	107-756-72200	Pension	\$ 150.00

Funds requested from:

(description and GL number)	107-001-40100	Transfer from other funds	\$ 1,800.00
			\$ 1,800.00

Explanation of request:

These dollars would have been transferred to the Fire fund for the salary and benefits, but should now be paid from the general fund (and allocated through both the Parks and General)

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 01/01/2018

Department Head Name: LHC

Fund Name:

Additional Funds Request for: (description and GL number)	Amount
101-249-70200 Salary	\$ 3,500.00
101-249-71500 Taxes	\$ 300.00
101-249-72200 Pension	\$ 300.00
101-110-96500 Transfer from other funds	\$ 4,100.00
	\$ 4,100.00

Funds requested from:  
(description and GL number)

Explanation of request:

These dollars would have been transferred to the Fire fund for the salary and benefits, but should now be paid from the general fund (and allocated through both the Parks and General)

Supervisor Review:  
(pending or date reviewed)

Board Authorization:  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 01/01/2018

Department Head Name: LHC

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Amount
101-506-70200 Salaries	\$ 1,000.00
490-000-70200 Salaries	\$ 1,000.00
 Tax and pension	\$ 100.00
 Carryover	\$ 1,050.00
101-001-40100 490-000-40100 Carryover	\$ 1,050.00
 	\$ 2,100.00

Funds requested from:

Explanation of request:

Salary Adjustment  
Also add

Supervisor Review: 1/1/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

BUDGET AMENDMENT or JOURNAL CORRECTION REQUEST

Date 2/14/2018

Person/Department Libby/Police Contract AMOUNT  
Accounting Consultant \$ 1,500.00

Item Requested (supplies, salary, engineering cost, etc)

Board Authorization (pending or date approved; NA if not required)

Yes

BUDGET AMENDMENT or ADJUSTMENT (select one)

Budget Amendment

FROM: GL # of funds or correction

207-001-40100 Carryover \$ 1,500.00

IO:

207-310-82500 Accounting Fees \$ 1,500.00

Supervisor Review (Y, N, NA)

Y

Explanation:

Forensic Accounting services to determine Police Contract True Up Information with County

# BUDGET AMENDMENT REQUEST

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

Date: 02/26/2018

Department Head Name: Public Works/M Elliott

Fund Name:  490 Sewer

Additional Funds Request for: Construction Costs, N 10th Sewer & PS  
(description and GL number)

	Amount
<u>490-000-96400.N10THS</u>	<u>\$ 1,000.00</u>
	<u>\$ 1,000.00</u>

Funds requested from: Carryover  
(description and GL number)

<u>490-000-40100</u>	<u>\$ 1,000.00</u>
	<u>\$ 1,000.00</u>

Explanation of request:

Project was anticipated to be completed in 2017 and therefore not part of a current line-item. This budget amendment is to capture the estimated remaining direct costs to complete the hand-off of the sewage pump station to the City of Kalamazoo for Operation and Maintenance.

Supervisor Review:   
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

## BUDGET AMENDMENT REQUEST

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

Date: 02/26/2018

Department Head Name: Public Works/M Elliott

Fund Name: Select Fund 491 Water

	Amount
Additional Funds Request for: (description and GL number)	
Construction Cost, KLA Group Wtr Ext	\$ 3,000.00
491-000-96400.WTRKLA	
Carryover	\$ 3,000.00
491-000-40100	
	\$ 3,000.00

Explanation of request:

Project was anticipated to be completed in 2017. This line-item addition for FY 2018 is to cover remaining project wrap-ups. This includes tracking progress of the City's remaining work to complete the pressure reduction station, finalize construction record plans, resolution of final billing records and completion of reimbursements between City of Kalamazoo, KLA Group and Oshtemo.

Supervisor Review: 2/27/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 02/27/2018

Department Head Name: Dusty Farmer

Fund Name:

Additional Funds Request for: (description and GL number)	Amount
Household Hazardous Waste 101-249-95600	\$ 170.00
	\$ 170.00
Funds requested from: (description and GL number)	
Carryover 101-001-40100	\$ 170.00
	\$ 170.00

Explanation of request:

The 2018 budget only accounted for the annual operations contract and did not include the waste hauler license fee.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)



# BUDGET AMENDMENT REQUEST

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

Date: 02/21/2018

Department Head Name: Dusty Farmer

Fund Name: 101 General

Funds Requested to: (description and GL number)	Clerk salary	Amount
	101-173-70200	\$ 2,500.00
	101-173-71500	\$ 200.00
	101-173-72200	\$ 200.00
		\$ 2,900.00
Funds requested from: (description and GL number)	101-001-40100	\$ 2,900.00
		\$ 2,900.00

Explanation of request:

annual salary adjustment

Supervisor Review: 02.21.2018

(pending or date reviewed)

Board Authorization: pending

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 02/26/2018

Department Head Name: Libby HC

Fund Name:

Additional Funds Request for: (description and GL number)	Amount
Salaries	\$ 9,600.00
FICA	\$ 800.00
Pension	\$ 800.00
Carryover	\$ 11,200.00
	\$ 11,200.00

Funds requested from:  
(description and GL number)  
101.001.401  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of request:

25% of position not budgeted in 2018 GF for the customer service portion of the position.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 02/28/2018

Department Head Name: Karen High

Fund Name: 107 Parks

Additional Funds Request for: (description and GL number)	Amount
Carryover 107-001-40100	\$ 55,000.00
	\$ 55,000.00
Funds requested from: (description and GL number)	
Grant Revenue 107-751-46200	\$ 55,000.00
	\$ 55,000.00

Explanation of request:

The Recreation Passport grant application in the amount of \$75,000 for Drake Farmstead Phase 1 Barn was not approved and needs to be deducted from the Parks Fund estimated revenue. \$20,000 in other grant dollars will still be received, but the carryover line item will need to be increased by \$55,000 to cover the cost of the project, which will still be completed.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 02/28/2018

Department Head Name: Karen High

Fund Name:

Additional Funds Request for: (description and GL number)	Amount
Education and Dues 107-756-95800	\$ 400.00
	\$ 400.00
Funds requested from: (description and GL number)	
Program and Marketing Supplies 107-756-72800	\$ 400.00
	\$ 400.00

Explanation of request:

Request to increase Education/Dues budget because hotel stay was not anticipated.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 02/28/2018

Department Head Name: Julie J

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Fund Number	Amount
Salary	101-805-70200	\$ 4,600.00
Payroll Taxes - FICA	101-805-71500	\$ 370.00
Pension Plan	101-805-72200	\$ 370.00
Funds requested from: (description and GL number)	101-001-40100	\$ 5,340.00
Explanation of request:		\$ 5,340.00

Annual salary adjustment

Supervisor Review: 2/14/2018  
(pending or date reviewed)

Board Authorization: pending  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 03/01/2018

Department Head Name: M. Barnes

Fund Name: 211 Fire Equipment

Additional Funds Request for: 211-001-47500  
(description and GL number)

	Amount
Revenue - Miscellaneous	\$ 28,152.00
	\$ 28,152.00
	\$ 0.00

Funds requested from:  
(description and GL number)

Explanation of request:

These funds were received from Fire House Subs Foundation for a 100% grant to purchase 3 fire helmets, 9 sets of turnout gear (coat and pants) and 22 pair of fire boots.

**THIS WILL REDUCE CARRYOVER**

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 03/06/2018

Department Head Name: M. Barnes, Fire Chief

Fund Name: 206 Fire Operations

Additional Funds Request for: (description and GL number)	Amount
Fire Operating - Misc. Revenue 206-001-47500	\$ 25.00
	\$ 25.00
	\$ 0.00

Funds requested from:  
(description and GL number)

Explanation of request:

Check #28922 from Biddergy.com for the sale of a used treadmill.  
THIS WILL REDUCE CARRYOVER

Supervisor Review: Pending

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 03/06/2018

Department Head Name: M. Barnes, Fire Chief

Fund Name: 211 Fire Equipment

Additional Funds Request for: (description and GL number)	Amount
Fire Equipment - Revenue 211-001-47500	\$ 500.00
	\$ 500.00
	\$ 0.00

Funds requested from:  
(description and GL number)

Explanation of request:

Check #L33164033 from EMC Insurance dated 2/28/2018. Payment for lettering and striping of replacement command vehicle a 2017 Chevrolet Tahoe. Claim #EA70-Z01318846.

**THIS WILL REDUCE CARRYOVER**

Supervisor Review: Pending

(pending or date reviewed)

Board Authorization:

(pending or date authorized)



# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: HEINY-COGSWELL

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Amount
101-250-70200 SALARIES	\$ 860.00
101-250-71500 TAXES	\$ 70.00
101-250-72200 PENSION	\$ 70.00
101-001-40100 CARRYOVER	\$ 1,000.00
	\$ 1,000.00

Explanation of request:

SALARY ADJUSTMENT AFTER ANNUAL APPRAISAL

04/04/2018

Supervisor Review:  
(pending or date reviewed)

Board Authorization:  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: HEINY-COGSWELL

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Amount
101-249-70200 SALARIES	\$ 85.00
101-249-71500 TAXES	\$ 7.00
101-249-72200 PENSION	\$ 7.00
101-001-40100 CARRYOVER	\$ 99.00
	\$ 99.00

Funds requested from:  
(description and GL number)

Explanation of request:

SALARY ADJUSTMENT AFTER ANNUAL APPRAISAL

Supervisor Review: 04/04/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 03/09/2018

Department Head Name: Nancy Culp/Information Technology

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Amount
Capital Outlay:Information Technology 101-201-97000	\$ 2,000.00
	\$ 2,000.00
Funds requested from: (description and GL number)	
Carryover 101-001-40100	\$ 2,000.00
	\$ 2,000.00

Explanation of request:

To have more efficient and versatile audio visual in the North Meeting Room, up to 12 people.

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

## BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: LHC

Fund Name: 249 Building

		Amount
Additional Funds Request for: (description and GL number)	249-371-70200	\$ 550.00
	249-371-71500	\$ 41.00
	249-371-72200	\$ 44.00
Funds requested from: (description and GL number)	249-001-40100	\$ 635.00
		\$ 635.00

Explanation of request:

Salary adjustment after annual appraisal

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: HEINY-COGSWELL

Fund Name: 101 General

Additional Funds Request for:	101-249-70200
(description and GL number)	101-249-71500
	101-249-72200

Funds requested from:	101-001-40100
(description and GL number)	

	Amount
SALARIES	\$ 900.00
TAXES	\$ 75.00
PENSION	\$ 80.00
	\$ 1,055.00
CARRYOVER	\$ 1,055.00
	\$ 1,055.00

Explanation of request:

SALARY ADJUSTMENT AFTER ANNUAL APPRAISAL

04/04/2018

Supervisor Review:  
(pending or date reviewed)

Board Authorization:  
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: HEINY-COGSWELL

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Amount
101-209-70200 SALARIES	\$ 2,300.00
101-209-71500 TAXES	\$ 175.00
101-209-72200 PENSION	\$ 185.00
101-001-40100 CARRYOVER	\$ 2,660.00
	\$ 2,660.00

Funds requested from:

Explanation of request:

SALARY ADJUSTMENT AFTER ANNUAL APPRAISAL

Supervisor Review: 04/04/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 03/01/2018

Department Head Name: M. Barnes

Fund Name: 206 Fire Operations

Additional Funds Request for: 206-001-48000  
(description and GL number)

Revenue - Federal Grant  
\$ 19,875,084

Funds requested from:  
(description and GL number)

\$ 19,875,084  
\$ 0.00

Explanation of request:

This new revenue is from a Federal Emergency Management Agency (FEMA) Assistance to Firefighters Act (AFG) grant. This is 90% of the funding to purchase 45 pagers with chargers, extended warranty and 1 programming kit.  
**THIS WILL REDUCE CARRYOVER**

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: HEINY-COGSWELL

Fund Name: 101 General

Additional Funds Request for: (description and GL number)		Amount
SALARIES	101-173-70200	\$ 3,000.00
TAXES	101-173-71500	\$ 300.00
PENSION	101-173-72200	\$ 250.00
		\$ 3,550.00
Funds requested from: (description and GL number)	101-001-40100	\$ 3,550.00
		\$ 3,550.00

Explanation of request:

SALARY ADJUSTMENT AFTER ANNUAL APPRAISAL

Supervisor Review: 04/04/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)



## BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: LHC

Fund Name: 207 Police

Additional Funds Request for:  
(description and GL number)

	<u>207-330-70200</u>
	<u>207-330-71500</u>
	<u>207-330-72200</u>

Funds requested from:  
(description and GL number)

	<u>207-001-40100</u>

Explanation of request:

Salary adjustment after annual appraisal

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

	Amount
Salaries	<u>\$ 550.00</u>
Taxes	<u>\$ 41.00</u>
Pension	<u>\$ 44.00</u>
Carryover	<u>\$ 635.00</u>
	<u>\$ 635.00</u>

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: HEINY-COGSWELL

Fund Name: 101 General

Additional Funds Request for:	101-805-70200	
(description and GL number)	101-805-71500	
	101-805-72200	

Funds requested from:	101-001-40100	
(description and GL number)		

	Amount
SALARIES	\$ 2,400.00
TAXES	\$ 180.00
PENSION	\$ 190.00
CARRYOVER	\$ 2,770.00
	\$ 2,770.00

Explanation of request:

SALARY ADJUSTMENT AFTER ANNUAL APPRAISAL

04/04/2018

Supervisor Review:  
(pending or date reviewed)

Board Authorization:  
(pending or date authorized)



## BUDGET AMENDMENT REQUEST

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

Date: 03/09/2018

Department Head Name: Marc Elliott/Public Works

Fund Name:

	Amount
Additional Funds Request for: (description and GL number)	
Capital Outlay; Plat Sidewalk Extensions	\$ 35,000.00
101-506-97600.PLATSW (new project)	
_____	
_____	\$ 35,000.00
Funds requested from: (description and GL number)	
Carryover	\$ 35,000.00
101-001-40100	
_____	
_____	
_____	
_____	\$ 35,000.00

Explanation of request:

Concept planning and cost estimates for key sidewalks extensions. Building selected sidewalks in conjunction with planned sewer projects should yield significant cost savings and minimize neighborhood disruptions. Concept planning shall identify facilities that will provide key connector route.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/05/2018

Department Head Name: Marc Elliott/Public Works

Fund Name: 491 Water

Additional Funds Request for: (description and GL number)	Amount
KLA Water (Josiane, 2nd, J Ave & PRS) 491-000-96400.WTRKLA	\$ 350,000.00
	\$ 350,000.00
Funds requested from: (description and GL number)	
Carryover 491-000-40100	\$ 350,000.00
	\$ 350,000.00

Explanation of request:

The approved 2017 budget included project code WTRKAL for the KLA Group extension of public water into portions of Josianne Dr, 2nd St, J Ave, Rosemary Ln, and a pressure reduction station (PRS). Project costs are to be reimbursed from the KLA Groups by contract. The project was not completed in 2017 so a budget amendment (both expense and revenue) is required to approve the anticipated 2018 expense/revenue.

Approximately \$350,000 of work remains outstanding and is being completed in 2018. The majority of this 2018 expense is attributable to the Pressure Reduction Station that is being constructed by the City of Kalamazoo. Revenue Funds should be adjusted accordingly for 491-000-69600, Misc Revenue.

Supervisor Review:   
(pending or date reviewed)

Board Authorization:   
(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: LHC

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Salaries	Taxes	Pension	Amount
101-506-70200				\$ 700.00
101-506-71500				\$ 55.00
101-506-72200				\$ 180.00
<b>Funds requested from:</b>				
(description and GL number)				\$ 935.00
				\$ 935.00

Explanation of request:

Salary adjustment after annual appraisal

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: LHC

Fund Name: 490 Sewer

Additional Funds Request for: (description and GL number)	Salaries	Taxes	Pension	Amount
490-000-70200				\$ 3,250.00
490-000-71500				\$ 175.00
490-000-72200				\$ 180.00
<b>Funds requested from: (description and GL number)</b>	<b>Carryover</b>			<b>\$ 3,605.00</b>
				<b>\$ 3,605.00</b>

Explanation of request:

Salary adjustment after annual appraisal

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization: \_\_\_\_\_

(pending or date authorized)





# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: LHC

Fund Name: 491 Water

Additional Funds Request for: (description and GL number)	Salaries	Taxes	Pension	Amount
491-000-70200				\$ 1,600.00
491-000-71500				\$ 120.00
491-000-72200				\$ 1,845.00
Funds requested from: (description and GL number)	491-000-40100			\$ 1,845.00
				\$ 1,845.00

Explanation of request:

Salary adjustment after annual appraisal

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# BUDGET AMENDMENT REQUEST

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

Date: 04/04/2018

Department Head Name: LHC

Fund Name: 101 General

Additional Funds Request for: (description and GL number)	Salaries	Taxes	Pension	Amount
101-805-70200				\$ 5,400.00
101-805-71500				\$ 410.00
101-805-72200				\$ 430.00
\$ 6,240.00				\$ 6,240.00

Funds requested from: (description and GL number)	Carryover	Amount
101-001-40100		\$ 6,240.00
		\$ 6,240.00

Explanation of request:

Salary adjustment after annual appraisal

Supervisor Review: 4/4/2018

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# 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)

\_\_\_\_\_

# 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)

\_\_\_\_\_

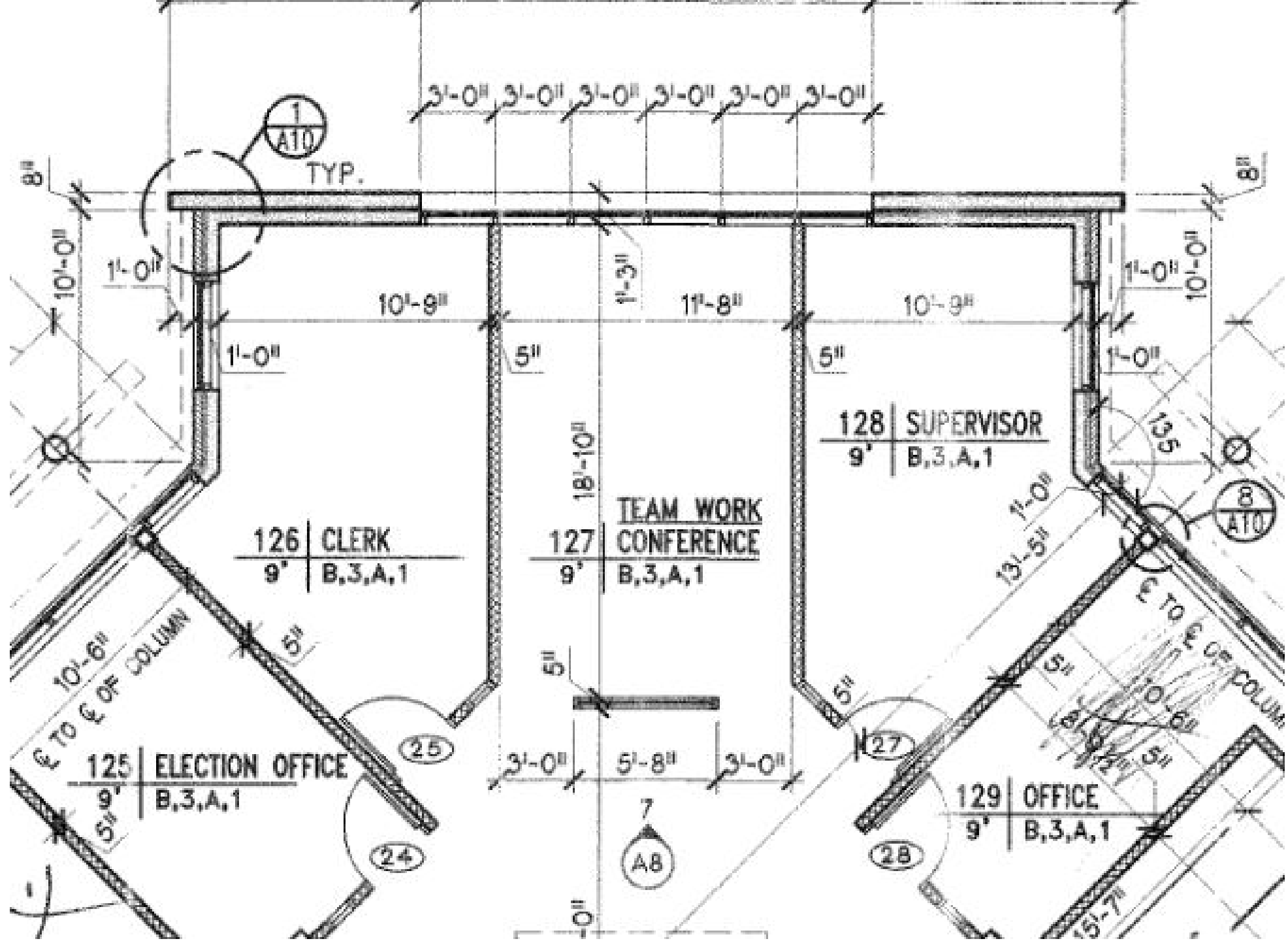
Oshtemo Township

# North Conference Room AV Study



April 2018

-Grant T.



# Option 1: Moveable TV and Stand

Large TV on Mobile Stand	
TV 75"	+/- \$1,400 - \$3,800
Stand	\$200
Installation/ Electrical	\$0
<b>Total</b>	<b>+/- \$1,600 - \$4,000</b>

## Pros

- Mobility
- No Installation

## Cons

- Takes up a lot of space in the room
- Storage when not in use
- Might not provide adequate visualization for the whole table
- Set up time required

- Current situation used by both Portage and PMN
- TV needs to be 70"+ in order to provide effective display capabilities for whole room





# Option 2: Duel TVs on opposite walls

Duel TV's	
(2) TVs	+/- \$1,300 - \$6,000
(2) Wall Mounts	\$220
(2) Dongle	\$250
Installation / Electrical	\$10
<b>Total</b>	<b>+/- \$1,780 - \$6,480</b>

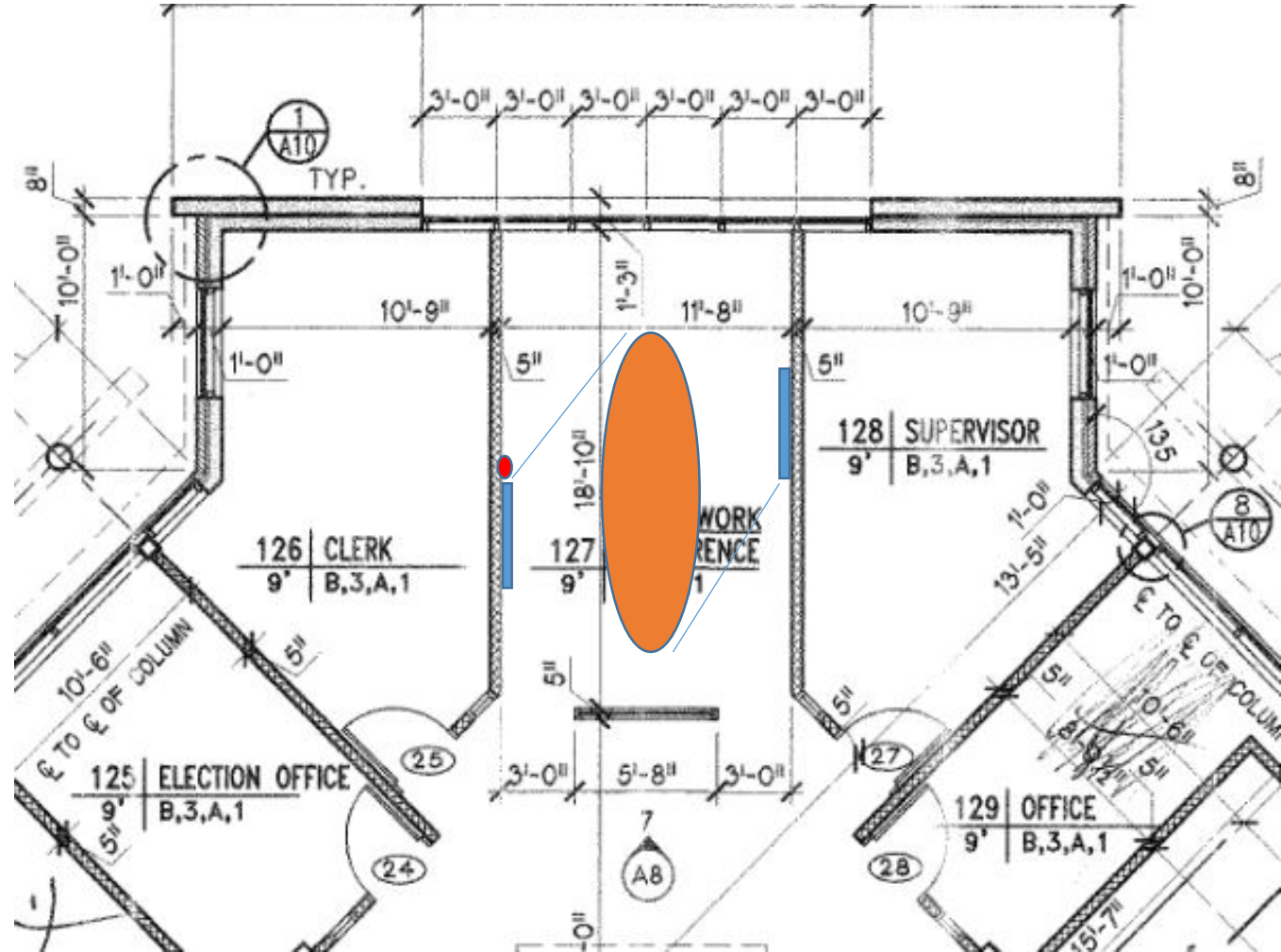
## Pros

- Best Coverage
- Professional Look
- Ergonomically suited for expanded AV use
- Preferred by office staff

## Cons

- Fire alarm would make the TVs offset from each other
- Would run an electrical cover down east wall to outlet
- Would require a second dongle

- Can move Fire Strobe for \$200



# Option 3: Projection System

Projection System	
Projector	+/- \$1,325.50
Screen	\$310.00
Projector Mount	\$100.00
Install / Electrical	\$\$
<b>Total</b>	<b>+/- \$1,735.00</b>

## Pros

- Large Display
- Similar to what is in the meeting room now
- Would take up least amount of space

## Cons

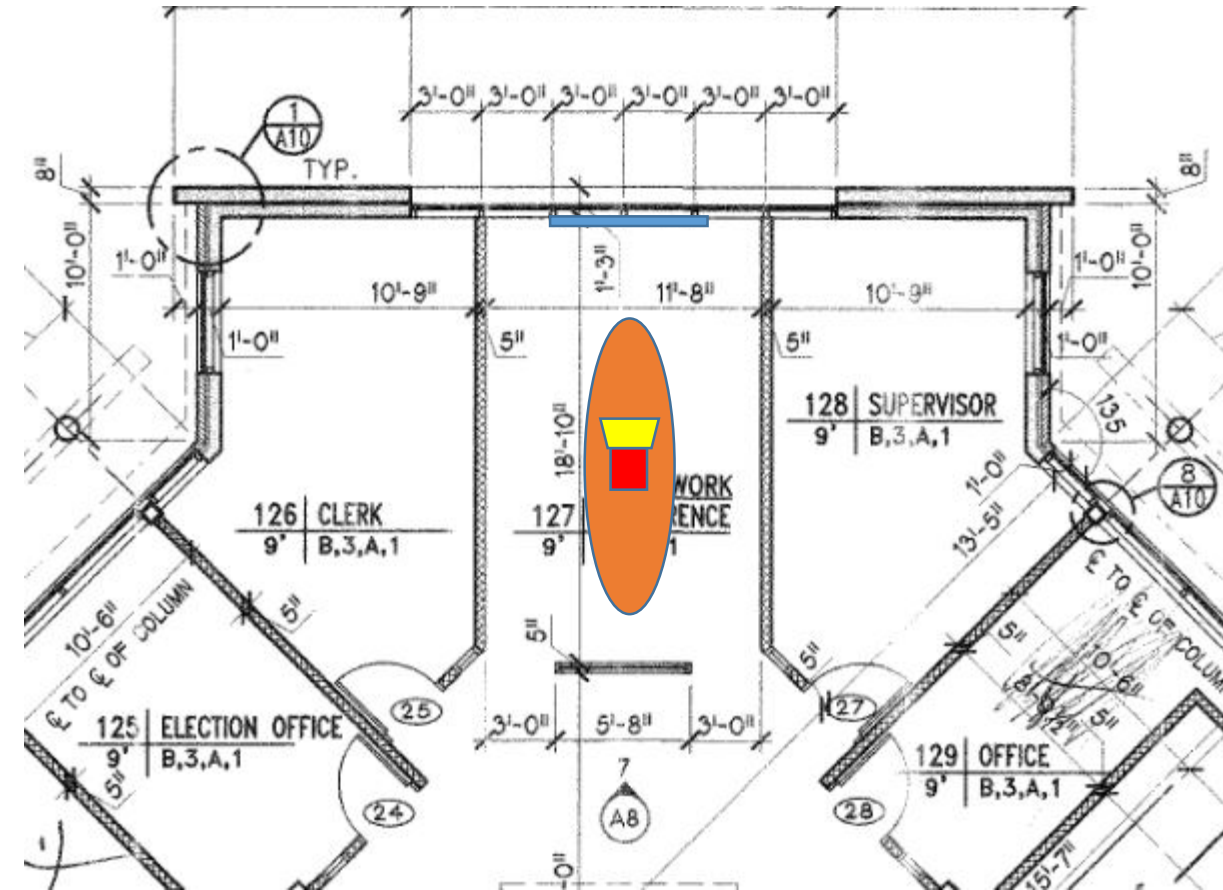
- Would not be as crisp as a TV
- Would need electrical installation
- Would take time to “Fire Up”

- Would need a nice projector with high Lumens and both HDMI and USB ports

# 106" Screen



Any Projector with over 3000 Lumens with both a USB port and an HDMI port



# Option 4: Large Mount with Arm

Mount w/ Arm	
TV 75"+	+/- \$1,400 - \$3,800
Industrial Arm Mount	\$150
Installation / Electrical	\$\$
<b>Total</b>	<b>+/- \$1,550 - \$3,950</b>

## Pros

- Could be tucked away after use
- Has some mobility in selected corner

## Cons

- Mounting would be tricky due to steel framing
- Electrical cord might be needed or electrical box moved
- Ergonomic issues for one side of room/extended use

- Installation would require heavy anchoring due to size and weight of TV
- T.V. needs to be 75"+ in order to provide effective display capabilities for whole room

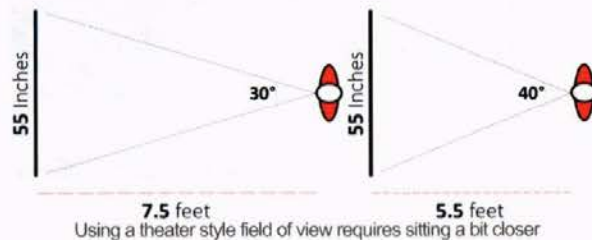


# Additional information

- Monitors are much more expensive than TVs
- TVs will need the laptop to adjust its display to fit the full screen
- Minor contracting might be needed for some options
- All options are currently used throughout industries
- Prices fluctuate
- The display options are not meant to hold a picture for more than 6 hours, anything more might burn (except projector)
- TV resolution should be ultra high resolution
- TV should have high rating for wide angle viewing and “PC Monitor” use



The Guidelines from the Society of Motion Picture & Television Engineers recommends sitting at a distance where the screen fills up about 30° of your field of vision as a minimum for a good experience.



The tool above is based on the 30° guideline that is suitable for a mixed usage, but you can find distances for a variety of sizes at 40° here. [Learn more about the human visual field.](#)

Screen Size	Recommended Mixed Usage Distance (30°)	Recommended Cinema Distance (40°)
25"	3.4' (1.04 m)	2.5' (0.77 m)
30"	4.1' (1.24 m)	3' (0.92 m)
35"	4.8' (1.45 m)	3.5' (1.07 m)
40"	5.5' (1.66 m)	4' (1.22 m)



## Display Sizing for Conference Rooms & Collaboration Spaces

Room Length Furthest Viewing Distance (feet)	Display Sizing for Conference Rooms & Collaboration Spaces								
	50 inch Display	55 inch Display	60 inch Display	65 inch Display	70 inch Display	80 inch Display	100 inch Display	120 inch Display	150 inch Display
6.0	Yellow	Green	Green	Green	Blue	Blue	Blue	Blue	Blue
6.5	Yellow	Yellow	Green	Green	Blue	Blue	Blue	Blue	Blue
7.0	Yellow	Yellow	Yellow	Green	Blue	Blue	Blue	Blue	Blue
7.5	Yellow	Yellow	Yellow	Yellow	Green	Blue	Blue	Blue	Blue
8.0	Red	Yellow	Yellow	Yellow	Green	Blue	Blue	Blue	Blue
8.5	Red	Yellow	Yellow	Yellow	Green	Blue	Blue	Blue	Blue
9.0	Red	Red	Yellow	Yellow	Green	Blue	Blue	Blue	Blue
9.5	Red	Red	Red	Yellow	Green	Blue	Blue	Blue	Blue
10.0	Red	Red	Red	Yellow	Yellow	Green	Blue	Blue	Blue
10.5	Red	Red	Red	Red	Yellow	Green	Blue	Blue	Blue
11.0	Red	Red	Red	Red	Red	Yellow	Green	Blue	Blue
11.5	Red	Red	Red	Red	Red	Yellow	Green	Green	Blue
12.0	Red	Red	Red	Red	Red	Yellow	Green	Green	Blue
12.5	Red	Red	Red	Red	Red	Yellow	Green	Green	Blue
13.0	Red	Red	Red	Red	Red	Yellow	Yellow	Green	Blue
13.5	Red	Red	Red	Red	Red	Red	Yellow	Green	Blue
14.0	Red	Red	Red	Red	Red	Red	Yellow	Green	Blue
14.5	Red	Red	Red	Red	Red	Red	Yellow	Yellow	Green
15.0	Red	Red	Red	Red	Red	Red	Yellow	Yellow	Green
15.5	Red	Red	Red	Red	Red	Red	Yellow	Yellow	Green
16.0	Color Coding Key	Excellent / Equivalent Visibility		This will deliver a room experience that is equivalent to a desktop experience.					
16.5		Extra Large		This size will create an experience significantly bigger than the desktop.					
17.0		Marginal / Acceptable		This meets 4/6/8 and ANSI minimums, but is not equivalent to a desktop experience.					
17.5		Not Recommended		This is a poor experience that does not meet any standards.					
18.0		Not Recommended		This is a poor experience that does not meet any standards.					