

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

June 11, 2019

BOARD MEETING

**BUDGET DISCUSSION
&
OTHER BUSINESS**

**6:00 p.m.
AGENDA**

1. Call to Order
2. Public Comment on Non-Agenda Items
3. Update from Kalamazoo County
4. Consent Agenda
 - a. Approve Minutes – May 28, 2019 Regular and June 4, 2019 Special Meetings
 - b. Receipts & Disbursements Report
 - c. Cemetery Regulations Ordinance Amendment - Second Reading
 - d. Public Works BTR 2.0 Budget Amendment
5. Discussion on 2020 Budget – First Budget Meeting
6. Other Township Business
7. Public Comment
8. Board Member Comments
9. Adjournment

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

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

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Grant Taylor	216-5221	gtaylor@oshtemo.org
<u>Trustees</u>		
Cheri L. Bell	372-2275	cbell@oshtemo.org
Deb Everett	375-4260	deverett@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Ken Hudok	548-7002	khudok@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Mark Barnes	375-0487	mbarnes@oshtemo.org	
<u>Ordinance Enf:</u>			
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org	
<u>Parks Director:</u>			
Karen High	216-5233	khigh@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Julie Johnston	216-5223	jjohnston@oshtemo.org	
<u>Public Works:</u>			
Marc Elliott	216-5236	melliott@oshtemo.org	

4.c.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. _____

Adopted: _____, 2019

Effective: _____, 2019

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend Oshtemo Charter Township Ordinance No. 203, as amended, entitled the Oshtemo Charter Township Cemetery Regulations," specifically Compiled Sections 233.002 through 233.016, and to repeal all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I. AMENDMENT TO COMPILED SECTION 233.002 DEFINITIONS OF CEMETERY LOTS AND BURIAL SPACES AND RETITLED. Compiled Section 233.002 is hereby amended and retitled to read as follows:

233.002 – Definitions.

Sec. 2. The following words and phrases used in this ordinance are defined as follows:

- (a) Burial Right is the right to be buried in a burial space in the cemetery either through purchased ownership or granted written permission from the burial rights owner.
- (b) Burial Space is the area for which burial rights have been purchased. Size is determined by the type of burial.
- (c) Cenotaph is a monument for someone who is buried elsewhere in the cemetery.
- (d) Columbarium is a structure for funeral urns to be stored.
- (e) Cremains are the remains of a person after cremation.
- (f) Lawn burial is an in-ground grave with a casket and vault.
- (g) Green burial is an in-ground grave that allows natural decomposition.

- (h) Memorial is a headstone made of durable material used to identify the occupant interred in a burial space.
- (i) Monument is a large memorial used to indicate several burials.
- (j) Qualified person is a person who either lives in or owns property in the Township.
- (k) Vault is a vessel made of concrete used to contain a casket or cremains container.

SECTION II. AMENDMENT TO COMPILED SECTION 233.003 SALE OF LOTS OR BURIAL SPACES

AND RETITLED. Compiled Section 233.003 is hereby amended and retitled to

read as follows:

233.003 – Sale of burial rights.

Sec. 3.

Type of interment	Type of Monument	Type of Burial	Vault? Yes or No	Township Residency Required?
Full body	Above ground memorial for one person	Lawn burial, single plot,	Yes	Yes
Full body	Above ground memorial for two people	Lawn burial, side by side plots	Yes	Yes
Full body	Cenotaph monument obelisk, engraved with name and birth/death date	Green burial (Prairie Reconstruction Area), single burial space, biodegradable casket or shroud.	No	No
Full body	Cenotaph monument obelisk, engraved with names and birth/death dates that are grouped together.	Green burial (Prairie Reconstruction Area, side by side burial space, biodegradable casket or shroud.	No	No
Cremains	Above ground memorial for one to three person	Lawn burial, single burial space, up to three cremains	No	Yes
Cremains	Name and birth/death date on plaque on columbarium	Columbarium niche in court or wall, cremains in urn	No	No
Cremains	Cenotaph monument obelisk engraved with name and birth/death date	Green burial (Prairie Reconstruction area), single cremains burial space, biodegradable urn or no urn	No	No
Cremains	Cenotaph monument obelisk, both names and birth/death dates are grouped	Green burial, (Prairie Reconstruction area), companion cremains plot, biodegradable urn or no urn	No	No
Cremains	Flush memorial	Lawn burial, cremains section	No	Yes

- A. Cemetery burial rights shall be sold according to the chart in 233.02. Lawn burial rights shall be sold to qualified persons only. No sale shall be made to funeral directors. Green burial rights may be sold to the general public.
- B. The Township Clerk is hereby granted the authority to vary any restriction on sales where the purchaser discloses sufficient personal reason for burial within the Township through previous residence in the Township, relationship to persons interred therein, or other adequate reason disclosing such personal interest.
- C. All such sales shall be made on a form approved by the Township Board which grants a right of burial only and does not convey any other title to the burial right sold. Such form shall be executed by the Township Clerk.
- D. Burial rights, with the exception of green burials, may only be transferred to a qualified person with a form issued by the Township. After approval and processing, the Clerk, shall issue a new burial rights form to the assignee and shall cancel and terminate the original form.

SECTION III. AMENDMENT TO COMPILED SECTION 233.004 PURCHASE PRICE AND TRANSFER

FEES. Compiled Section 233.004 is hereby amended to read as follows:

233.004 – Purchase price and transfer fees.

Sec. 4.

- A. Purchase price of burial rights shall be at a cost determined by the Township Board and will be available in the Clerk's office.
- B. Transfer of burial rights from an original purchaser to another shall be at a cost determined by the Township Board.
- C. The foregoing charges shall be paid to the Township.

SECTION IV. AMENDMENT TO COMPILED SECTION 233.005 REPURCHASE OF LOTS OR

BURIAL SPACES AND RETITLED. Compiled Section 233.005 is hereby amended

and retitled to read as follows:

233.005 – Repurchase of burial rights.

Sec. 5.

The Township will repurchase any burial right from the owner for the original price paid to the Township upon the written request of said owner or his or her legal heirs or representatives.

SECTION V. ADDITION OF COMPILED SECTION 233.006 FORFEITURE OF BURIAL RIGHTS.

Compiled Section 233.006 is hereby added to read as follows:

233.006 – Forfeiture of burial rights.

Sec. 6.

Effective for all burial rights acquired on or after July 1, 2019, unused burial rights to a plot are effective for forty years from the date of acquisition by purchase or transfer. The owner may renew said burial rights without further charge by providing written notice to the Township of their wishes to retain the burial rights to said vacant plot. If the owner does not initiate contact to renew said rights, the Township shall notify the owner by certified mail, using the last address of record, that the burial rights shall expire in 60 days if no written notice is received.

SECTION VI. AMENDMENT COMPILED SECTION 233.006 GRAVE OPENING CHARGES AND

RENUMBERED. Compiled Section 233.006 is hereby amended and renumbered

as Compiled Section 233.007 to read as follows:

233.007 – Grave opening charges.

Sec. 7.

- A. The opening and closing of any burial space, for either interment or disinterment, shall be at a cost to be determined by the Township Board, payable to the Township of Oshtemo.
- B. No burial spaces shall be opened and closed except under the direction and control of the Township Clerk.

SECTION VII. AMENDMENT COMPILED SECTION 233.007 MARKERS OR MEMORIALS,

RETITLED AND RENUMBERED. Compiled Section 233.007 is hereby amended,

retitled and renumbered as Compiled Section 233.008 to read as follows:

233.008 – Memorials.

Sec. 8.

- A. All memorials must be of stone or other equally durable composition.
- B. All memorials must be located upon a suitable solid foundation. The Foundation shall be constructed by the Township. All foundation costs must be paid in full prior to installation.
- C. Only one memorial shall be permitted per burial space, except for flush military memorials or flush memorials at the foot of the grave site to identify buried remains.
- D. Within the cremation section, a memorial not to exceed 24 inches in length and 12 inches in width shall be permitted on each cremation space. If one memorial is placed to identify two adjacent cremation spaces, the size of the memorial may be increased but not to exceed 36 inches in length and 14 inches in width. All markers shall be four inches or less in thickness and shall be placed flush with the ground.

- E. All green burial cenotaphs will be installed and engraved by the Township, with names grouped by location.
- F. Markers shall be proportional to the size of the burial space upon which they are located and shall never extend beyond the burial space for which they are placed.
- G. Marker width shall be determined by number of burial spaces side-by-side for which burial rights have been purchased.
 - (1) Single burial space memorial maximum width shall be forty-two (42) inches.
 - (2) Two to three (2-3) burial space memorial maximum width shall be sixty (60) inches.
 - (3) Four to five (4-5) burial space memorial maximum width shall be eighty-four (84) inches.
 - (4) No memorial shall exceed eighty-four (84) inches in width.
- H. Memorial height shall not exceed forty-eight (48) inches.
- I. Memorial thickness shall not exceed sixteen (16) inches.
- J. Memorial shall be centered on individual burial space or centered on the combined space and located one (1) foot into the burial space at the common burial space line.

SECTION VIII. AMENDMENT COMPILED SECTION 233.008 INTERMENT REGULATIONS AND RENUMBERED. Compiled Section 233.008 is hereby amended and renumbered as Compiled Section 233.009 to read as follows:

233.009 – Interment regulations.

Sec. 9.

- A. Not less than 36 hours' notice shall be given in advance of the time of any funeral to allow for the opening of the burial space, and the Township will use its best efforts to accommodate spiritual or religious preferences of the family.
- B. The appropriate permit for the burial space involved, together with appropriate identification of the person to be buried therein, where necessary, shall be presented to the Township Clerk prior to interment. Where such permit has been lost or destroyed, the Township Clerk shall be satisfied, from his or her records, that the person to be buried in the burial space is an authorized and appropriate person.
- C. All burial spaces shall be kept in an orderly and neat appearing manner.
- D. One casket and one cremain may be buried in one lawn burial space.
- E. Three (3) cremains may be placed in one lawn or green burial space. All materials for a green burial must be natural and biodegradable, with the exception of non-biodegradable medical implants not required by law to be removed prior to burial. Conventionally embalmed bodies are prohibited.

SECTION IX. AMENDMENT COMPILED SECTION 233.009 GROUND MAINTENANCE, RETITLED AND RENUMBERED. Compiled Section 233.009 is hereby amended, retitled and renumbered as Compiled Section 233.010 to read as follows:

233.010 – Maintenance.

Sec. 10.

- A. No grading, leveling or excavating upon a burial space shall be allowed.
- B. No plantings shall be allowed. Flowers must be placed within one foot of the front of the memorial for lawn burials. One underground container for cut flowers will be permitted per cremation burial space. Glass containers are not permitted on any burial space.
- C. The Township reserves the right to remove or trim any tree, plant or shrub located within the cemetery in the interest of maintaining proper appearance and the use of the cemetery.
- D. Decorations or flowers which hinder the free use of a lawn mower or other gardening apparatus are prohibited and will be removed.
- E. Other than the memorial and seasonal decorations, no structures shall be permitted.
- F. The Township shall have the right and authority to remove any and all flowers, emblems, or displays that are or become unsightly. Spring/summer decorations must be removed by October 15 or they will be removed by the Township. Winter decorations are allowed after November 1 and must be removed by April 1 or they will be removed by the Township. Pursuant to State of Michigan law, the Township places flags on Veteran burial spaces prior to November 11.
- G. Burial space shall be either lawn or prairie, per the Cemetery Master Plan, unless constructed by the Township. Other surfaces prohibited.
- H. For green burial sections, after short prairie/savannah reconstruction, the landscape will be minimally maintained. A rough, unpaved walkway through sections will be minimally maintained for use by burial equipment, passenger vehicles, and pedestrians.

SECTION X. AMENDMENT COMPILED SECTION 233.010 RECORDS AND RENUMBERED.

Compiled Section 233.010 is hereby amended and renumbered as Compiled Section 233.011 to read as follows:

233.011 – Records.

Sec. 11.

The Township Clerk shall maintain records concerning all burials and issuance of burial rights, separate and apart from any other records of the Township and the same shall be open to public inspection at all reasonable business hours.

SECTION XI. AMENDMENT COMPILED SECTION 233.011 VAULT AND RENUMBERED.

Compiled Section 233.011 is hereby amended and renumbered as Compiled

Section 233.012 to read as follows:

233.012 – Vault.

Sec. 12.

- A. Lawn burials shall be within a standard concrete vault installed or constructed in each burial space before interment.
- B. Green burials shall not have a vault and shall be interred according to the Interment regulation section of this ordinance.

SECTION XII. ADDITION OF COMPILED SECTION 233.013 EXPANDING EXISTING AND

ESTABLISHING NEW TOWNSHIP CEMETERIES. Compiled Section 233.013 is

hereby added to read as follows:

233.013 – Expanding Existing and Establishing New Township Cemeteries.

Sec. 13.

- A. When it considers it desirable and necessary, by Resolution the Board may provide for enlargement of an existing cemetery or establishment of one (1) or more new cemeteries.
- B. A Board Resolution to enlarge or establish a cemetery shall be subject to:
 - 1. Providing the Kalamazoo County Health and Community Services Department with a land description and two (2) copies of a plat for the division of the enlarged or new cemetery; and,
 - 2. Kalamazoo County Health and Community Services Department approval of a plat for the enlarged or new cemetery.

SECTION XIII. RENUMBERING OF COMPILED SECTIONS 233.012 CEMETERY HOURS AND

233.013 PENALTIES. Compiled Section 233.012 is renumbered as Compiled

Section 233.014, and Compiled Section 233.013 is renumbered as Compiled

Section 233.015.

SECTION XIV. AMENDMENT TO COMPILED SECTION 233.014 REPEAL AND EFFECTIVE DATE

AND RENUMBERED. Compiled Section 233.014 is hereby amended and

renumbered as Compiled Section 233.016 to read as follows:

294.016 Repeal and effective date.

Sec. 16.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. This Ordinance shall take effect upon publication.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

4.d.

Clear Form

BUDGET AMENDMENT REQUEST

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

Date: 06/06/2019

Department Head Name: M Elliott (Public Works)

Fund Name: 490 Sewer

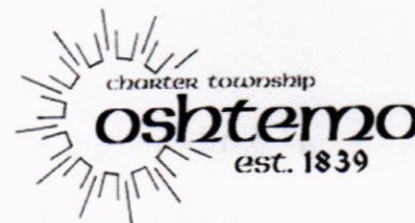
		Amount
Additional Funds Request for: (description and GL number)	<u>499-000-82000 Engineering Fees</u>	\$ 19,000.00
	<u>(BTR 2.0)</u>	
		\$ 19,000.00
Funds requested from: (description and GL number)	<u>492-000-96400 Sewer Construction</u>	\$ 19,000.00
		\$ 19,000.00

Explanation of request:

WMU's BTR 2.0 project is a partnership endeavor. Typically, inspection costs are captured through the developer's escrow and had not been budgeted. However, the partnership arrangement has Oshtemo contributing the cost of the sewer construction, with future connection fees being assessed. Since engineering oversight costs are incorporated into our standard connection fees, this expense will be recovered upon future connection fee-payments. The source fund is portions of the USDA sewer extension which will not be incurred in 2019.

Supervisor Review: 6 JUNE 2019 [Signature]

Board Authorization: [Blank Box]



Memorandum

Date: 7 June 2019
To: Oshtemo Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: Oshtemo Township Board 2020 Budget Discussion

Objective:

Township Board exercise to prioritize current and proposed Township services for 2020, in order to inform the 2020 budget development.

Township Board review of 2020 revenue projections.

Prioritization Process:

Background information is provided herein and by reference.

In summary, there is a lot of information to consider. The ‘Accomplishments, Goals, & Visions’ and the 2019-2024 Capital Improvement Plan provide summaries of what staff and full-time elected officials and the Board are currently working on and toward.

Are things moving in the right direction? Does anything need to change?

Assuming certain givens, such as the continuation of the USDA Phase I and Phase II sewer work, and understanding the need to manage change (revenues, staffing, etc.), what other services, issues, projects should the Township focus on in the year 2020?

What are your top three (3) priorities?

Other Board work will include further discussion to hone in on alignment of staffing and monetary resources to address priorities.

Background Discussion/Prioritization Information:

- Accomplishments, Goals, Vision (“AGV’s” developed for 2019 Budget Development) (available here-- <https://www.oshtemo.org/wp-content/uploads/2018/06/2017-2018-2019-AGVS.pdf>)
- 2019-2023 Capital Improvement Plan Excerpt (Full CIP available here-- <https://www.oshtemo.org/about-oshtemo/budget/>).

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

- 2019 5-14 GEEOC memo summary table.
- 2019 6-3 Township Board Brainstorming Discussion Summary.
- Staffing Overview (will provide early next week)
- Township Board Core Values and Vision (available here -- <https://www.oshtemo.org/about-oshtemo/core-values/>).
- Township Master Plan (2011, 2017 Update, and *GO!* Green Oshtemo 2019) (Full documents available on the Township website).
- 2020 Revenue Projections (Treasurer; provided at meeting).

Township Board Prioritization Initial Discussion Summary

Meeting Date: May 28th, 2019

Draft notes from the Township Board initial brainstorming work. Stated goal is to prioritize and develop strategies to address concerns that will inform the 2020 budget development.

Questions posted:

- Do Board members have additional issues to document?
- What are Board priorities? For 2020 budget development?
- How to accomplish identified priorities?

Comments from May 28th Meeting:

- Survey of services to identify additional desired or those which are obsolete – (Zak)
- Firearm discharge; re-apply for consideration to expand area, per residents' prior request – (Libby)
- Review revenue sources, with a macro approach – (Zak)
- Environmental
- Public Works; provide sufficient staffing – (Zak)
- IT Director; add position – (Cheri, Grant, Dusty, Zak, Ken)
- Zoning Ordinance review & updates; pick up pace of this work; accomplish by adding planning staff – (Dusty)
- GIS; increase staffing to address needs – (Dusty)
- Set doable goals, then review revenue sources – (Cheri)
 - Example, increase efficiency in parks rentals processes
- Continue nonmotorized implementation – (Libby, Zak)
- Operations Manager; add staff in Supervisor's office to address issues via development of 5- or 10-year strategic plan – (Libby)
- Work toward change in police protection services provider – (Zak)
- Single Waste Hauling Township-wide Service (from June 4th Meeting)