

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

**January 28, 2020**

**BOARD WORK SESSION  
6:00 p.m.  
AGENDA**

- A. Call to Order
- B. Public Comment
- C. Discussion on Sanitary Sewer Communications
- D. Discussion on Purchasing Policy Amendments
- E. Discussion on Police Protection Policy
- F. Discussion on Public Water Mandatory Connection Policy (Resident Request)
- G. Discussion on Right of Way Control
- H. Other Updates and Business

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

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

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

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

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

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

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

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

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

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

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

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

**Communication for Sanitary Sewer Expansion Phase 1 Neighborhood Meetings  
Oshtemo Township  
January 21, 2020**

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**Purpose:** Provide valuable information to residents regarding the cost of sewer connection fees and available financing options. Answer resident questions regarding any aspect of the project. Explain the importance of this project for the future of the Township.

**Time:** 6:00pm

**Dates:** (mid-late February) 1<sup>st</sup> meeting 2/5/2020

**Location:** 5 locations

**Messaging:**

- **Sustainability** – Post-construction septic systems are unregulated in the State of Michigan which can and does result in release of pollutants into the environment. County Health Department reports about 60% of the septic systems in the project area do not comply with current standards. Septic tank overflows can result in contamination of surface waters. These factors negatively impact the Township, its residents, and beyond because the entire county's drinking water supply is from groundwater.
- **Property values** – The installation and connection to the City's sewer system can result in long term increases in one's property value. This is because connecting to City sewer means that a home owner or future home owner will not have the looming cost of maintaining and replacing a septic system in the future.
- **Connection fees and other estimated costs** – The Township fee schedule to connect to the sewer project varies slightly for each resident.
  - Parcel lot fee - This fee is a flat rate amount of \$7,500.00. It is designed to balance sewer fees collected from parcels with pie shaped lots, or lots which otherwise do not have significant frontage along the public sewer.
  - Front footage fee - This fee component is based on the length of frontage the parcel/lot has along the roadway in which the public sewer was installed. Each foot of frontage is currently assessed at \$30 per foot. For residential (single-family) properties, the Township has elected to limit the assessed frontage to a maximum of 200 feet.
  - Benefit use fee - This one-time fee is based on common daily usage/flow volumes of the facility-type. Each Benefit Unit assigned to a facility equates to a fee of \$2,000. For example, a restaurant will have a greater quantity of Benefit Units assigned to the facility. Should the facility-use change, additional Benefit Units may be assessed in recognition of a greater use.

Because project area fees were tabulated at 2018 rates, each mandatory connection is being discounted about \$1000. Ultimately, the connection fee average is between \$11,000 and \$12,000. This connection fee amount can be financed through Oshtemo Township.

There is an additional cost to connect the sewer lead to a residence. This portion of the project is handled by the property owner who will need to hire a licensed excavator to install.

- **Financing options** – The Township has worked diligently to push the overall cost to residents down as much as possible and understands that the cost of connecting to the sewer system is a significant financial burden. In an attempt to reduce the financial burden, the Township is offering low interest financing. Residents impacted by this phase of the sewer expansion project will likely be able to finance the connection fees at 3%. A table has been included to show the monthly breakdown of these payments over 30 years.
- **New road** - Another positive result of this project is that every location impacted will have a new road after the sewer line is installed. In order to install the main sewer line, the road will need to be removed. Once the sewer line is installed a new road will be built over top. Because many neighborhood roads in the project area need to be reconstructed; the concurrent extension of sewers with new roads is sound fiscal stewardship.
- **Construction Coordination** - The township will hold an additional meeting in March to layout the construction process and introduce residents to the selected contractor.

#### **Outreach Method:**

- Post cards (Neighborhood specific)
- Door tags (Neighborhood specific)
- Press release (Township wide messaging)
- Social media (Townshipwide messaging)
- Township website (Townshipwide and neighborhood specific)

#### **Communication Materials:**

- Maps
- FAQs
- Financing
- Monthly financing cost table
- List of private contractors

<b>Sewer Connection Project Communication Action Plan</b>			
<b>Step</b>	<b>Action</b>	<b>Completion Date</b>	<b>Owner</b>
1	Set location, time, and date.	1/21/2020	Marc & Libby
2	Complete and post FAQ's, sample repayment table, and press release to website	1/22/2020	Marc, Colten, Aaron & Josh
3	Develop and order mailings and door tags	1/22/2020	Josh & Libby
4	Update website with any new content	1/23/2020	Aaron
5	Send meeting invite mailer	1/23/2020	Josh
6	Set up social media post schedule	1/23/2020	Josh
7	Develop content for social media	1/29/2020	Josh
9	Hang door tags	1/30/2020	Colten & Grant
10	Develop handouts and other material for meetings	2/3/2020	Marc, Colten, Libby & Josh

#### Sewer Communication Meeting Checklist

- Finish FAQs
- Write press release
- Create sample repayment schedule
- Create post cards and door tags
- Order post cards and door tags
- Develop Facebook and Next Door messaging
- Update project website with new content
- Create map, list of private contractors, financing overview and environmental impact information for handouts during the meetings
- Utility fees

# OSHTEMO CHARTER TOWNSHIP

## PURCHASING POLICY

Restated: ~~May 28, 2019~~ January 28<sup>th</sup>, 2020 (Draft Amendments)

### General Purpose:

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

### Summary Statement of Policy:

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

### Actual Policy as Written:

In accordance with State law, the Supervisor is the Township Purchasing Agent. All purchases are ultimately the responsibility of the Township Supervisor and the Board of Trustees. The Township Board sets the policy for purchasing parameters. Elected Officials, Department Heads and certain assigned employees shall be responsible for management of purchases purchasing goods and services for their Office, departments, or /area, such as for certain standard supplies and services. All purchases must be budgeted for, and properly documented, in accordance with this policy. Other than those specifically listed, this policy does not afford anyone the ability to make purchases in excess of what has been budgeted for their specific department budget or outside normal internal organizational reporting. Purchasers shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the Township to purchases, as such authorization originates from the provisions in this policy. This purchasing policy is based on dollar thresholds. The practice of separating the work of vendors into separate invoices to circumvent the policy is prohibited. The intention of this policy is to give Department Heads latitude to keep operations moving and for Department Heads to keep the Personnel Director apprised of operations and purchases.

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

Department Heads shall conduct monthly review of funds assigned to them and is responsible for reporting any variance to the Supervisor or his or her designee. Designees of any Official will be reported to the Township Board during the annual budget process annually.

**Non-Discrimination Requirements:**

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



**Authorization to Purchase:**

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

- 1) *Purchases that have been budgeted for in the annual budget \$2,000 or less:* Purchaser initiates requisition using purchase order program, and Township Officials (or their designee) and Department Heads shall monitor sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition for purchases pertaining to their respective Offices and departments. (refer to organizational chart).
- 2) *Purchases that have been budgeted for in the annual budget for operations (no maximum) or for capital items \$2,000 - \$10,000:* Purchaser initiates requisition using purchase order program, and Township Officials (or their designee) and Department Heads shall monitor

sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition for purchases pertaining to their respective offices and departments. ~~The Department Head must report this purchase to the Township Clerk requesting that the purchase be placed~~ will include the purchase on the receipts and disbursements summary report issued monthly to the Township Board.

- 3) *Purchases that have been budgeted for in the annual budget for capital items >\$10,000:* Capital purchases that have been budgeted for in the annual budget, including but not limited to large capital items such as vehicle purchases, road construction, water construction, and sewer construction, shall not require further Township Board approval. These capital items will be detailed to the Township Board during the annual budget meeting process. These items will be included in the annual budget in the blue detail line items within each General Ledger category. Department Heads will continue to work with their manager (Supervisor, Clerk, or Treasurer) so that full time ~~elected~~ Elected officials ~~Officials~~ are ~~kept~~ apprised of the process ~~being used to~~ evaluate products and consultant on purchases. ~~and concur with the purchase.~~ Department Heads will ~~then~~ provide a written update on the consent agenda or presentation at the meeting will be provided to the Board on the purchasing process used and the selected vendor or contractor.
- 4) *Purchases that have not been budgeted for in the annual budget, less than or equal to \$2,000:* Purchaser must first receive authorization from their Department Head and Supervisor, Clerk or Treasurer for purchases pertaining to their each respective Office and departments. Department Head and Township Official shall identify source of fund from the annual budget. Upon authorization, purchaser shall make requisition request using the purchase order program. The Township Board will be informed via receipts and disbursements reports, and the Board will make budget amendments for all such purchases no less than quarterly.
- 5) *Purchases that have not been detailed in the annual budget greater than \$2,000, or purchases that end up costing more than the detailed amount in the annual budget:* Purchaser must first receive recommendation from their Department Head and the Township Supervisor. The Township Board must then both approve the requisition and amend the annual budget. Purchaser then creates requisition in the ~~purchase~~ Purchase order Order program.
- 5)6) *A finite number of Purchases that exceed the annual budget but require expedient action related to legal actions, Board of Review, Michigan Tax Tribunal or end of year closeout:* Purchaser must first receive authorization from their Department Head and their manager (Supervisor, Clerk or Treasurer) for purchases pertaining to their respective Office. The purchaser shall make the requisition request using the Purchase Order program. When applicable, the Department Head and Township Official will request a budget amendment from the Township Board. The Township Board will be informed via receipts and disbursements reports.

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



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

### **Selecting Vendors/Service Providers:**

#### **A. Sealed Bid Procedure:**

Sealed bids may be obtained using a request for proposal (RFP), a set of detailed specifications, or contract documents (plans and specifications). Publication or communication of proper notice of the need for bids shall be arranged for in the manner which will bring the information to the attention of appropriate professionals, contractors, or vendors. A minimum of three bids are recommended for all purchases over \$10,000. Employees may choose to seek multiple bids for purchases less than or equal to \$10,000 as well. The Township may choose to forego the bidding procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of bidding.

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

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

#### **B. Quoting Procedure:**

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

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

**C. Sole Source Purchasing:**

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

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

**Methods of Payment**

**Petty Cash:**

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

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

**Checks:**

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

**Credit Cards (for employee use):**

When no other payment method is available, Township credit cards may be used to make purchases from vendors where credit terms are not available (such as travel) as well as for one time non

routine items. Treasurer manages credit card availability to employees. **Please see the Township's Credit Card Policy.** Purchaser must submit detailed receipt to Clerk's office.

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

#### **Contracts:**

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

#### **Education and Training:**

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

#### **Cooperative Government Contracts:**

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

#### **Emergency Purchases:**

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

#### **Change Orders (Within Annual Budget Detail):**

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

**Change Orders: (Outside Annual Budget Detail):**

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

**Tax Exempt Status:**

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

**Forms:**

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

**Documentation:**

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

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

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

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

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

The following voted "Nay":               None

The following "Abstained":           None

The following were Absent:           None

The Supervisor declared that the motion has been adopted.

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DUSTY FARMER, 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 November 13, 2018, 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.

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DUSTY FARMER, Township Clerk