

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

March 28, 2023

Refer to page 3 for Virtual Meeting Information

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

1. Call to Order
2. Pledge of Allegiance

WORK SESSION ITEMS

3. Discussion on Community Survey
4. Other Updates & Business

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

5. Pledge of Allegiance
6. Township Mission/Vision/Core Values
7. Public Comment on Non-Regular Session Items
8. Consent Agenda
 - a. Minutes of Regular Meeting March 14, 2023
 - b. Receipt and Disbursements
 - c. Budget Amendments
9. Consideration of Position Hire – Parks Planner/Landscape Architect
10. 2023 Staffing Update from Human Resources
11. Public Comment
12. Board Member Comments
13. Request to Enter into Closed Session to Discuss Performance
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 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 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. 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>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri Bell	372-2275	cbell@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Kizzy Bradford	375-4260	kbradford@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225		assessor@oshtemo.org
<u>Fire Chief:</u>			
Greg McComb	375-0487		gmccomb@oshtemo.org
<u>Ordinance Enforcement:</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>			
Iris Lubbert	216-5223		ilubbert@oshtemo.org
<u>Public Works Director:</u>			
Anna Horner	216-5228		ahorner@oshtemo.org

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 856 6068 9723**

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

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **856 6068 9723#**

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



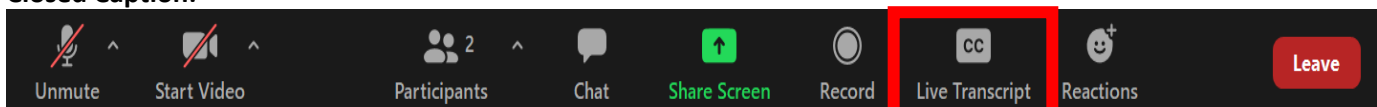
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.

Vision:

A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.

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.
 - Consider the environment through practices that reduce impacts.
 - Value conscious decision making.
 - 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.

FISCAL STEWARDSHIP

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

Memorandum

Date: 24 March 2023
To: Township Board
From: Libby Heiny-Cogswell, Supervisor,
& Deb Everett, Community Survey
Subject: 2023 Oshtemo Community Survey



Objectives

Township Board review and discussion of Community Survey selected questions, proposed changes, and estimate.

Background & Information Provided

Township Departments reviewed/suggested changes to the Community Survey and those are included in the summary of proposed changes, along with the 2017 Community survey. Many questions remain the same as in the 2017 survey. This allows a degree of standardized measurement over time.

Information Provided

2017 Cobalt Community Survey
Proposed Survey Question Changes from Department Heads
(Estimate will be provided when available)

Core Values

Public Service, Professionalism

2023 COMMUNITY SURVEY EDITS – using 2017 survey

Question 6

Change response choices to:

- Cost of living
- Quality of jobs
- Affordability of housing
- Availability of jobs
- Stability of property values
- Strength of local economy
- Access to health care services

Question 11

Change response choices to:

- A safe place to live
- Enjoyable place for children
- Enjoyable place for young adults (age 18-35)
- Enjoyable place for senior citizens (age 65+)
- Enjoyable place for people to visit
- Physically attractive/great curb appeal
- A great place for families
- A great place to have a business
- Growing responsibly
- A safe place to bike and walk
- A safe place to walk at night
- A perfect community for me
- A place that is inclusive and celebrates diversity

Question

Question 20

Change Monday – Thursday hours to:

8 AM to 5 PM – closed 1 PM – 2 PM

Verbiage for “Parks and Recreation in the Township”

Add:

Drake Farmstead Park at 927 North Drake Rd
Fruitbelt Trail accessed from Flesher Field

Update:

“All four parks have been upgraded in the past 10 years.....”

Question 22

Add:

Drake Farmstead Park
Fruitbelt Trail

Question 24

Add:

Number of trails in the Township

NEW QUESTION 33

Do you feel recreation programs for seniors should be offered by the Township?

Township Citizen Engagement and Priority Survey

Thank you for your participation in this Citizen Engagement and Priority Survey. We value your opinion. All answers will remain completely confidential - your name will not be shared.

Township Quality of Life

1. First, think about your **Township's fire and emergency medical services** on the following attributes using a scale from 1 to 10, where 1 means **"Poor"** and 10 means **"Excellent."** If you are not sure or have no opinion, please mark **"Don't Know."**

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Fire coverage for the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to fires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to medical emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please rate the **police services** in your Township on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Respectful treatment of citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair and equitable enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to police calls for service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please rate the **transportation infrastructure** in your Township:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Public transportation options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street maintenance/repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodation for bicycle and foot traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Rate your **local property taxes** on the following attributes. If you do not pay property taxes, please select **"Don't Know."**

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Fairness of Township property appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount and quality of Township services you receive for the local taxes you pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Rate your **Township government** on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Trustworthy leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient and organized operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well-trained employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates effectively with the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spends dollars wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourages citizen ideas and involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains a website that meets your needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Rate the **economic health** of your Township on the following aspects:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Affordability of housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stability of property values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Rate your **telecommunication services** in your Township on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Cell phone reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed of your internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety of internet access options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Consider all your experiences living in the your community in the last year. Using a 10 point scale, where 1 means **"Very Dissatisfied"** and 10 means **"Very Satisfied,"** how satisfied are you with your community?

Very Dissatisfied= 1	2	3	4	5	6	7	8	9	Very Satisfied= 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Consider all of the expectations you have about living in your Township. Using a 10 point scale where 1 means **"Falls Short of Expectations"** and 10 means **"Exceeds Your Expectations,"** how well has living in your Township met your expectations?

Falls Short= 1	2	3	4	5	6	7	8	9	Exceeds= 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Imagine an ideal community. How closely does living in your Township compare with that ideal? Please use a 10 point scale where 1 is **"Not Very Close to the Ideal"** and 10 is **"Very Close to the Ideal."**

Not Very Close= 1	2	3	4	5	6	7	8	9	Very Close= 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. On a scale where 1 is **"Strongly Disagree"** and 10 is **"Strongly Agree,"** how much do you agree or disagree your Township is:

	Strongly Disagree= 1	2	3	4	5	6	7	8	9	Strongly Agree= 10	Don't Know
A safe place to live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physically attractive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Growing responsibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A safe place to bike and walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A perfect community for me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. On a scale where 1 means **"Not Likely"** and 10 means **"Very Likely,"** how likely are you to take the following actions?

	Not Likely= 1	2	3	4	5	6	7	8	9	Very Likely= 10
Recommend the community as a place to live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remain living in the Township for another five years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage someone to start a business here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning, Zoning & Budget

13. Planning and zoning laws help regulate land uses and activities impacting neighboring property owners and values of the Township. They seek to balance supporting the business community and protecting individual private property interests. Help the Township strike this important balance by indicating the level to which the following uses and activities should be regulated.

	Increase Restrictions	Maintain Current Regulations	Reduce Restrictions
Building appearance/appeal (architecture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other planning (parking, lighting, traffic, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening/buffers between properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial signs along the road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and window signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sales and displays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properties in disrepair (blight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grass and noxious weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and other nuisances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage and leaf burning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. To help allocate limited budget resources, the Township is strengthening its focus on services that provide the greatest value to residents. Review the list of services and select those you believe the Township should prioritize for funding. **(Select up to 7.)**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Law enforcement | <input type="checkbox"/> Road maintenance | <input type="checkbox"/> Recreation facilities and programming | <input type="checkbox"/> Communication (Social media, cable, print, etc.) |
| <input type="checkbox"/> Fire response | <input type="checkbox"/> Add bike/walking paths | <input type="checkbox"/> Code enforcement | <input type="checkbox"/> Fall leaf pick up/ drop off |
| <input type="checkbox"/> Emergency medical response | <input type="checkbox"/> Transfer station/dump day | <input type="checkbox"/> Economic development (job creation) | |
| <input type="checkbox"/> Sidewalk repair | <input type="checkbox"/> Water and sewer service | <input type="checkbox"/> Public participation | |
| | <input type="checkbox"/> Parks | | |

15. The Township needs to live within its budget. In planning the budget, there is a need to establish priorities. Revenues (taxes, fees, etc.) to fund core Township services may not keep pace with the cost of providing such services. If revenues were not adequate to maintain Township services at current levels, please indicate the budgeting strategies or approaches you would support for each of the services listed below. **(Select all that apply.)**

	Reduce Service Levels	Raise Taxes	Raise User Fees	Special Assessment	Privatize/ Outsource the Service
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency medical response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add bike and walking paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer station and dump day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and sewer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation facilities and programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development (job creation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (Social media, cable, print, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall leaf pick up/ drop off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration of Future Options

16. Because the costs of these services are rising, review the areas below and indicate if you would support a new millage/user fee to fund each one. Note which you would **support** or **oppose**, or if you **need more information**.

	Support Additional Funding	Oppose Additional Funding	Need More Information
Police services (maintain service levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police services (expand service levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire services (maintain service levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire services (expand service levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance and repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and recreation (expand program options and/or capital improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Would you support moving toward a Township-wide contract with one company for garbage/recycling services?

- Yes No

Town Hall

18. Over the last 12 months, how frequently did you visit the Township Office?

- Never (skip to Q20) Less than 4 times 5-12 times More than 12 times

19. Which of the following best describe the reason(s) for your visit(s) to the Township Office? **(Select all that apply.)**

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Pay property taxes | <input type="checkbox"/> Property information | <input type="checkbox"/> Building permits/ inspections | <input type="checkbox"/> Other (specify on following page) |
| <input type="checkbox"/> Obtain absentee ballot/vote | <input type="checkbox"/> Passports | <input type="checkbox"/> Cemetery information | |

What other reasons did you have for visiting the Township Office?

20. Currently, the Oshtemo Township Office is open Monday - Thursday, 8 AM to 5 PM and Friday, 8 AM to 1 PM. Do the current office hours serve your needs?

- Yes (skip to Q22) No

21. Which hours would you like to see the Township offices open?

- Stay open until 5 PM on Friday Stay open until 6 PM at least one night a week Open before 8 AM at least one morning a week

Parks and Recreation in the Township

The Township owns the following park facilities: Flesher Field on 9th St., Township Park on West Main St. behind the Township Hall & Library, and Grange Hall on N 3rd St. and W H Ave. All three parks have been upgraded in the past 5 years. Improvements were funded through grants from the Michigan Natural Resources Trust Fund, private donations, and the Township General Fund.

22. Which of the following parks have you visited within the last 18 months? (Select all that apply.)

- Flesher Field Township Park Grange Hall I have not visited any park in the last 18 months (skip to Q27)

23. How often do you visit?

- At least once a week A few times a month At least once a month Less than once a month

24. Rate your level of satisfaction with the parks on the following dimensions. Please use a scale where 1 means "Very Dissatisfied" and 10 means "Very Satisfied."

Table with 11 columns (1-10) and 7 rows (Park maintenance, Enforcement of park rules, Your feeling of personal safety, Welcoming environment, Amount of park land in the Township, Recreation facilities, etc.)

25. Please indicate which activities you do during your visits to the park: (Select all that apply.)

- Playground Hiking or walking Soccer Pickleball Other (specify below) Picnicking Family/group activities Disc golf Basketball Relaxing Wiffleball Tennis

What other activities do you participate in while visiting the parks?

26. How can Oshtemo Township improve the parks to increase your satisfaction and/or desire to visit?

27. If you haven't visited a park in the last 18 months, what best explains your reason for not doing so? (Select all that apply.)

- Lack of transportation Health issues Lack of facilities/inadequate facilities Other (specify below) Safety/security concerns Maintenance of facilities

What other reasons prevent you from visiting the parks?

28. Review statements below and indicate whether you agree or disagree:

Table with 2 columns (Agree, Disagree) and 4 rows (Parks provide economic benefits, Parks enhance quality of life, Well-maintained parks enhance property values, The parks in Oshtemo Township are well promoted)

29. Oshtemo Township has 4.3 acres of park land per resident. This compares with 17.8 for the City of Portage and 15.9 for the City of Kalamazoo. Would you support up to an additional 0.5 mills in property taxes for the following?
 (NOTE: 0.5 mills equals \$35 per \$70,000 in taxable value of property.)

	Yes	No
Building trails	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing land for and developing additional parks	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing land to conserve for wildlife and passive recreation	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining, upgrading, and improving existing parks	<input type="checkbox"/>	<input type="checkbox"/>

30. Would you support Oshtemo Township requiring residential developers to set aside a portion of all new residential developments for parks and/or open space?

Yes No Undecided

31. Where are lands you believe Oshtemo Township should conserve for parks/open space, if any?

32. The Township is experiencing growth and development, including construction of a new utility corridor. Would you support a program to re-plant trees and native plants?

Yes No Undecided

33. Are there recreational programs or facilities you feel are needed in the Township?

Yes No (skip to Q35)

34. What recreational programs or recreational facilities would you like to see added in the Township?

35. Are you aware that Oshtemo Friends of Parks offers free outdoor movies and concerts during the summer at Township Park and Flesher Field?

Yes No

36. What is the best method for you to receive information regarding park information, programs, pavilion rentals, and events?
 (Mark all that apply.)

Township website Flyers distributed at parks Social media
 Email newsletter Mailings sent to your home Other (specify below)

What other ways do you prefer to receive information from the Township?

37. The following questions are for analysis only and will not be used in any way to identify you.

How long have you been living in the Township?

Less than 1 year 1-5 years 6-10 years 11-20 years More than 20 years

What is your age group?

18 to 24 25 to 34 35 to 44 45 to 54 55 to 64 65 or over

What is your current employment status?

Employed Self employed Stay-at-home parent/spouse Retired Unemployed Student

Which of the following categories includes your total household income last year?

\$25,000 or less \$25,001 to \$50,000 \$50,001 to \$100,000 Over \$100,000

Mark the boxes that describe the people living in your house (other than yourself and/or a spouse). (Select all that apply.)

Child(ren) age 5 or under Child(ren) age 13 to 18 Dependent parent
 Child(ren) age 6 to 12 Adult child(ren) age 19 to 30 None of these

Which of the following best describes your home?

Condo House on 1 acre or less House on more than 10 acres
 Apartment House on 1-10 acres Mobile/manufactured home

Do you have any additional comments regarding the Township you would like to share? (Please print clearly.)

Thank you for your time and sharing your opinion. Please return this survey in the postage-paid envelope provided.

Budget Amendment Requests

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
3/20/2023	Greg Fountain/IT	General Fund	101-218-97400	Capital Outlay	\$ 3,500.00	101-001-40100	Carryover	\$ 3,500.00		Audio processor in House 2 Meeting room has expired. This request is to replace the Audio processor and have it reprogrammed.	No	No
			Total		\$ 3,500.00	Total		\$ 3,500.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
3/21/2023	I.T.	General Fund	101-201-97000	Capital Outlay	\$ 3,000.00	101-001-40100	Carryover	\$ 3,000.00		Laserfiche was upgraded and invoiced in 2022. The budgeted training was not completed in 2023 and we are now being invoiced for the training.	Yes	Yes
			Total		\$ 3,000.00	Total		\$ 3,000.00				

Grand Total	\$ 6,500.00
Total Added to Budget	\$ 6,500.00
Authorization Only	\$ -
Total Not Previously Discussed with TB	\$ 3,500.00

REVIEW DATE 2/9/2023 SIGNATURE _____

Memorandum



Date: 23 March 2023
To: Township Board
From: Sara Feister, Human Resources Director
Subject: Parks Director & Park Planner/Landscape Architect Employment Information

Objective

MOTION: Request to hire Libby Heiny-Cogswell as the Part Time Park Planner/Landscape Architect and to approve restructuring of Parks Director position for Karen High.

Background

The Board approved the revised job descriptions for Parks Director & Park Planner/Landscape Architect on 3/14/23. The Board also stated their desire to retain Karen High as the Parks Director in a part time capacity, as well as hire Libby Heiny-Cogswell for the Park Planner/Landscape Architect position. Since Libby Heiny-Cogswell is the current Personnel Director, and the Personnel Director generally approves all hires, I am seeking final Board approval on the restructuring of the Parks Department as well as hiring Libby Heiny-Cogswell for the Park Planner/Landscape Architect position effective 05/01/23.

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity, Fiscal Stewardship

Memorandum

Date: 23 March 2023
To: Township Board
From: Sara Feister, Human Resources Director
Subject: 2023 Staffing Update



Objective

UPDATE: Update to Board on 2023 staffing activities.

Background

In 2022, the Board approved several new positions. Additionally, there have been some positions that have become available that needed to be staffed in 2023.

Information Provided

1. Table of Staffing Updates

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity, Fiscal Stewardship

Position	FTE	Position Wage Range	Notes
Park Ranger—Rentals	Part Time .40 FTE	\$15.00	Filled December 2022
Paralegal/Legal Assistant	Full Time 1.00 FTE	\$21.40-\$28.10	Filled January 2023
Full Time Firefighter (2)	Full Time 1.00 FTE	\$18.34 (per CBA)	Filled March 2023
Seasonal Maintenance—Gardening	Seasonal 05/01-09/30	\$15.00	Filled March 2023
Parks Director	Part Time .50 FTE	\$26.44-\$36.06**	Filled pending Board approval on 03/28/23
Park Planner/Landscape Architect	Part Time .50 FTE	\$26.44-\$36.06**	Filled pending Board approval on 03/28/23
Township Supervisor	Full Time 1.00 FTE	\$78,296.92	Special Board Meeting on 04/04/23 to address
Clerk's Assistant	Full Time 1.00 FTE	\$18.00-\$22.00	Offer made 03/22/23
Deputy Fire Chief	Full Time 1.00 FTE	\$82,000-\$89,000	Offer made 03/23/23
Construction Site Inspector	Full Time 1.00 FTE	\$21.00-\$25.00	OPEN (see additional information)
General Maintenance	Full Time 1.00 FTE	\$17.00-\$19.00	OPEN (evaluating candidates)
Seasonal Maintenance—Park Ranger	Seasonal 05/01-09/30	\$15.00	OPEN (posting comes down 04/10/23)
GIS Specialist	Full Time 1.00 FTE	\$60,000-\$70,000	Waiting to post pending the successful staffing of above open positions
Zoning Administrator	Full Time 1.00 FTE	\$45,000-\$60,000	Waiting to post pending the successful staffing of above open positions
Township Engineer	Part Time .50 FTE	\$35.00-\$40.00	Waiting to post pending the successful staffing of above open positions
Communications	Under Discussion	One time \$50K ARPA Funding	Working through with Staff & Township Board; consideration of PMN for part

**recommended wage range that may require budget amendment

CONSTRUCTION SITE INSPECTOR ADDITIONAL INFORMATION:

1. Originally posted on 11/18/22
2. 95 Indeed applications, approximately 12 short listed applications, 2 interviewed
3. Re-posted 02/27/23
4. 35 Indeed applications, approximately 3 short listed applications, 1 scheduled interview
5. Planning Director, Public Works Director, & HR discussed alternative staffing options throughout the process (ex. consultant, recruiter, signing bonus)

RECRUITER INFORMATION:

1. Recruiter #1
 - a. Willing to take on, but admittedly has never staffed for this position before
 - b. True recruiter; will headhunt
 - c. COST: 28% of first year salary, which is approximately \$15,000
 - d. 30-day guarantee
2. Recruiter #2
 - a. Was not willing to take this on
 - b. Offered some advice. We are not going to be able to staff this position with traditional methods. Need to go actively recruit.
 - c. Suggested some places to reach out to for potential candidates
 - d. Additional work to actively recruit
3. Recruiter #3
 - a. Willing to take on
 - b. COST: 25% of first year salary, which is approximately \$13,000
 - c. 30-day guarantee
 - c. No fee due until we select and hire the candidate