



7275 West Main Street
Kalamazoo, MI 49009
269.375.4260 phone
269.375.7180 fax
www.oshtemo.org

AGENDA
Virtual Joint Board Meeting

Oshtemo Township Board
Planning Commission
Zoning Board of Appeals
Downtown Development Authority (DDA)
South Drake Road Corridor Improvement Authority (SoDA)
Oshtemo Friends of the Parks

6:00 P.M.
Tuesday, April 21, 2020

Participate through this Zoom link:
<https://zoom.us/j/98381011434>

Or by calling: 1-929-205-6099
Meeting ID: 983 8101 1434

(See the last page of this packet for more detailed instructions on how to participate)

1. Call to Order/Roll Call
2. Oshtemo Township Electronic Meeting Policy Update
3. Construction Project Updates
 - a. Drake Farmstead Park
 - b. Fruit Belt Trail
 - c. 9th/Stadium Gateway Project
 - d. "PAR" Funded 2020 Local Roadway Maintenance Projects
 - e. 8th Street (progress towards a solution to road closure due to flooding)
 - f. Drake Road Path
 - g. Stadium Drive Sidewalks
 - h. Sewer Extensions/Connections
4. Other Board Updates
 - a. Township Board
 - b. Planning Commission
 - c. Zoning Board of Appeals
 - d. DDA
 - e. SoDA
 - f. Oshtemo Friends of the Parks
5. Public Comment on Non-Agenda Items
6. Adjournment

Oshtemo Township Electronic Meeting Policy (4-14-2020)

Governor Gretchen Whitmer in response to the novel coronavirus (COVID-19) outbreak has declared a State of Emergency and issued an Executive Order temporarily suspending portions of the Michigan Open Meetings Act, MCL 15.261 *et seq.* requiring meetings of public bodies to be in a physical place open to the public and requiring the physical presence of members of the body.

The Township will continue to conduct public business in a manner permitting both the general public and members of the Township Board, Planning Commission, Zoning Board of Appeals (ZBA) and Downtown Development Authority (DDA) to participate by electronic means and shall do so following these rules:

Meetings

Oshtemo Township public meetings may meet and conduct its regular, special and emergency meetings by electronic means using telephone conferencing or video conferencing technology without regard to the physical place and physical presence requirements of the Open Meetings Act (OMA), MCL 15.261 *et seq.* when the Governor has declared a statewide or local State of Emergency and has issued an Executive Order suspending provisions of the OMA. Public meetings will be held in compliance with the Governor's Executive Order or any extension of the Executive Order by the Legislature. The Township Board may adopt rules governing the orderly conduct of electronic meetings while permitting the electronic attendance and participation of the public during the meeting.

The order of business for regular, special or emergency Township Board meetings conducted electronically and held during a declared statewide or local State of Emergency shall be as follows (Planning Commission, ZBA, and DDA order of business will vary slightly):

- Call to Order/Roll Call
- Pledge of Allegiance
- Approval of Agenda
- Consent Agenda
- Regular Agenda
- Other Township Business
- Public Comment
- Adjournment

An item on the Consent Agenda may be moved to the Regular Agenda for individual discussion and action at the request of any Board Member, or by anyone participating in the meeting. A member of the public desiring to move an item from the Consent Agenda to the Regular Agenda must so request when the Consent Agenda is introduced.

Public Comment

During public meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, may identify themselves for the record and whether they are a Township resident. Comments will be limited to four minutes for each speaker unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting per existing policy.

**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>		
Iris Lubbert	216-5223	ilubbert@oshtemo.org
<u>Public Works:</u>		
Marc Elliott	216-5236	melliott@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, if possible, please use a microphone or headphones with a microphone to cut down on feedback.
3. Phone numbers and links to join the videoconference or conference call are provided on the meeting agenda. The details include a link to join via computer as well as a phone number for a conference call option. It will also include the 11-digit **Meeting ID**.

To join the meeting by videoconference:

1. At the start time of the meeting, click on the link provided on the agenda. 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 the **Meeting ID** highlighted on the agenda.

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 toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the **Meeting ID** number highlighted on the agenda.

How to Participate - Participant controls can be found in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, please note that some features may be locked to participants during the meeting, you can participate by:

- Clicking "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.**
- Clicking "Chat" – opens pop-up screen that allows participants to post comments during the meeting.

To "Raise Hand" while on a phone press *9.

Public comments will be handled by the "Raise Hand" method as instructed above within How to Participate.