



7275 West Main Street  
Kalamazoo, MI 49009  
269.375.4260 phone  
269.375.7180 fax  
[www.oshtemo.org](http://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 20, 2021**

Participate through this Zoom link:  
<https://us02web.zoom.us/j/85777739123>

Or by calling: 1-929-205-6099  
**Meeting ID: 857 7773 9123**

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

1. Call to Order
2. Roll Call and Remote Location Identification
3. Oshtemo Township Virtual Meeting Update
4. Street Lighting Discussion
5. Capital Projects Update
6. Other Board Updates
7. Public Comment on Non-Agenda Items
8. Adjournment

Next Joint Board Meeting **October 19<sup>th</sup>, 2021**

**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>		
Clare Buszka	216-5221	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri L. Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

Township Department Information			
<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>	

## 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: 857 7773 9123**

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: **857 7773 9123#**

### 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.**



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## Capital Projects Updates Virtual Joint Board Meeting

Tuesday, April 20, 2021

- a. **Drake Farmstead Park** – Opening May 28<sup>th</sup>, 2021 (soft opening; no event. Public Media Network will work on a video for the opening).
- b. **Fruit Belt Trail** – Property acquisition from AT&T is likely in 2021; property survey field work is underway to locate boundaries and fiber line. The two-mile trail will provide significant expansion to Flesher Field Park amenities.
- c. **Grange Hall cyclist staging area** – The Bike Friendly Kalamazoo grant is funding construction of a bike “fix it” station at the Grange Hall this year. This provides an area for cyclists to meet, fill tires and water bottles, and begin rides on the less travelled rural roads.
- d. **9<sup>th</sup>/Stadium Gateway Project** – The DDA long term project to acquire and rehabilitate this important Northwest intersection quadrant is complete. The sign was modified some to clarify ‘Village Area’ and eliminate confusion between the logo image and the name lettering.
- e. **Stadium Drive Sidewalks** – DDA project to construct sidewalks on North side of Stadium Dr from 8<sup>th</sup> Street to East DDA boundary (about Quail Run Dr) will go out for construction bidding in May. Completion is expected by the end of the 2021 construction season.
- f. **KL Ave Non-motorized Pathway** – Oshtemo, MDOT, and the Road Commission are coordinating 131 bridge and KL Ave path construction projects. The Oshtemo 10’ nonmotorized path is planned for the North side of KL Ave. Construction of the bridge is anticipated in 2024, and, funding permitting, the path in 2024 and 2025. This path will connect to the new Drake Road path and to the many large apartment complexes on KL Ave.
- g. **Drake Road Path** – the nonmotorized sidewalk and path along Drake from West Main to KL Avenue is complete, as is the Stadium Drive sidewalk between Quail Run and 11<sup>th</sup> St. Restoration and plantings will be monitored by the contractors through the spring.
- h. **Maple Hill/Croydon Avenue & Green Meadow Sidewalks** – The Township will continue to implement the Complete Streets Policy and the Nonmotorized Plan, furthering the coordinated network with the construction of sidewalks on the East side of Maple Hill, the South side of Croydon, and the North side of Green Meadow in 2021.
- i. **Sewer Extensions/Connections** – In coming months, the Township Board will discuss the data from the recently completed sewer survey and other information and determine whether there is a path forward or not.
- j. **Roads** – the Township Board is reviewing the status of road needs. This presentation will be made available on the Township website. The annual road maintenance for local Oshtemo roads is under contract with the Road Commission. Additionally the Township is working on engineering design plans for road replacement and sanitary sewer for 8<sup>th</sup> Street from West Main to KL Ave.
- k. **Street Light LED Conversions** – Public Works is continuing to work with Consumers Energy on the phased conversions.
- l. **Sanitary Sewer Asset Management** – First phase of implementation of the sewer asset management plan (SAW) recommendations will be conducted this year. This includes selected repairs, plus further cleaning and CCTV work in about 1/10 of the system to maintain and obtain data. Not all of the system was eligible to be CCTV inspected as part of SAW grant.