

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

May 11th, 2021

Refer to www.oshtemo.org home page for Virtual Meeting Information

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

1. Call to Order
2. Roll Call & Remote Location Identification
3. Pledge of Allegiance
4. Public Comment on Non-Regular Session Items

WORK SESSION ITEMS

5. Discussion on Capital Projects Planning
6. Other Updates & Business

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

7. Consent Agenda
 - a. Approve Minutes – April 27, 2021
 - b. Receipts & Disbursements Report
 - c. Board/Committee Appointments
 - d. Budget Amendments – Fire, Parks
 - e. Traffic Engineering Consultant Appointment
 - f. Township Logo Update
8. Discussion on Sanitary Sewer Survey Results
9. Consideration of Amendment to Ord. 620 - Public Sanitary Sewer Hardship Financing or Deferment Ordinance – Second Reading
10. Other Township Business & Question Updates
11. Public Comment
12. Board Member Comments
13. Adjournment

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

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri L. 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>			
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, 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: 844 0716 2012**

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: **844 0716 2012#**

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

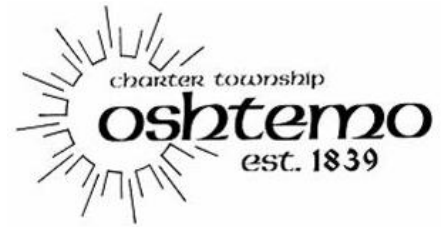


Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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.



Memorandum

Date: 7 May 2021
To: Township Board
From: Marc Elliott, Public Works Director
Subject: Infrastructure Capital Projects Planning (Continued)

Objective

Oshtemo Township Board continuing discussion with Public Works on capital projects long range planning.

Background

At the April Township Board public meetings, the Township Board discussed road infrastructure with Public Works staff and with members of the Road Commission. The discussion with Public Works will continue in May. A general outline of the work session discussion will be--

How to make current policy most effective? Need for upcoming road reconstructions, how do we coordinate other infrastructure needs?

- Funding
- Implementation (timing)

What is a Capital Improvement Plan? What are Oshtemo's Capital Projects?

Review Current Plans

Complete Right-of-way Asset Management Program (CRAMP)

- Effective project planning, coordinate multiple assets
- Leveraging multiple, appropriate revenue streams

Model for Future Projects

OSHTEMO BOARDS (formal)

*Bold Font Indicates Proposed Changes. Others are Elected or Continuing

Effective May 12th, 2021

TITLE	Members	Dates	Term/End Date	
Board of Review	Fred Gould	<i>March, July, & December</i>	12.31.2020	
<i>Two Year Term, Start Jan 1, Odd Years</i>	Kitty Gelling		12.31.2020	
	Neil Sikora		12.31.2020	
	Kim Bourner (1st Alternate)		12.31.2020	
	Fred Antosz (2nd Alternate)		12.31.2020	
	Libby Heiny-Cogswell			
	Kristine Biddle (Staff)			
CCTA (Public Transit)	Dusty Farmer			
Corridor Improvement Authority (SoDA)	Galen Rike (Resident)	<i>June & December, noon</i>	12.31.2023	
<i>5 to 9 members</i>	Joe Gesmundo, AVB (Developer)		12.31.2024	
<i>Majority with ownership or bus int</i>	Dale Shugars (County Rep)	<i>(appointed by County per agreemnt)</i>	12.31.2022	
<i>At least 1 resident (w/in 1/2 mile)</i>	Corey Ashley, Grp. Mktg. Cvcs., (Business Rep)		12.31.2021	
<i>Four year term staggered terms</i>	Kelly Bringman, Nottingham Apts. (Mgr)		12.31.2021	
	Dennis Patzer, At Large (School Admin)		12.31.2022	
	Theresa Spurr, (Spurr Dental)		12.31.2022	
	Libby Heiny-Cogswell (TB Liason)			
	Iris Lubbert (Staff)			
Dangerous Building Hearing Officer	Dave Breytone	<i>Supervisor appointment</i>		
DDA (9-13 Members)	Jack Siegel (Interest)	<i>3rd Thurs, every other</i>	12.31.2021	
<i>9-13 Members</i>	Bruce Betzler (At Large)	<i>month, starting Jan, noon</i>	12.31.2021	
<i>Majority with ownership or bus int</i>	Grant Taylor (At Large)		12.31.2021	
<i>At least 1 resident (w/in 1/2 mile)</i>	Dick Skalski (At Large)		12.31.2024	
<i>Four year term staggered terms</i>	Ryan Winfield (Resident)		12.31.2024	
	Themi Corakis (Interest)		12.31.2023	
	Rich MacDonald (Interest)		12.31.2023	
	Ryan Wieber (KPL Rep; Interest)		12.31.2022	
	Bill Cekola (Interest)		12.31.2022	
	Libby Heiny-Cogswell (Twp Supervisor)	12		
	Iris Lubbert (Staff)			
Environmental Board	Chad Hughson	<i>As needed</i>	12.31.2023	
<i>Three Year Terms</i>	Druba Bhattari		12.31.2022	
	Neil Sikora		12.31.2021	

OSHTEMO BOARDS (formal)

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Effective May 12th, 2021

TITLE	Members	Dates	Term/End Date	
Oshtemo Election Commission	Dusty Farmer	<i>As needed</i>	12.8.2020 to 11.20.2024	
	Clare Buszka (Treasurer)			
	Zak Ford			
Friends of the Parks	David Walsh	<i>Monthly, 2nd Thursday, 1 pm</i>	12.31.2022	
<i>Two Year Term</i>	Bruce Dannenhauer		12.31.2021	
	Jan Gibes		12.31.2021	
	Deb Everett		12.31.2022	
	Dennis Patzer		12.31.2021	
	Libby Heiny-Cogswell (TB Liason)		12.31.2022	
	Cheri Bell (TB Liason)		12.31.2022	
Records Management	Dusty Farmer, Chair			
	Marc Elliott			
	Libby Heiny-Cogswell			
	Mark Barnes			
	Greg McComb (as needed)			
	Yvonne Rummery			
	Ric Keinbaum (Staff)			
	Karen High (Staff, as needed)			
Joint Boards Meetings	Township Board	<i>3rd Tuesday, 6 pm, Twice Annually</i>		
	Zoning Board of Appeals			
	DDA & SoDA			
	Friends of the Parks			
	Iris Lubbert (Staff)			
SMBA (Southwest Michigan Building Authority)	Cheri Bell			
Supervisor, Clerk, Treasurer	Dusty Farmer			
KATS Policy (Kalamazoo Area	Libby Heiny-Cogswell (Primary)	<i>Monthly, 4th Wed, 9 am</i>		
Transportation Study (2 votes)	Dusty Farmer (Alternate)			
KATS Technical (2 votes)	Iris Lubbert or Colten Hutson (Planning Staff)	<i>Monthly, 2nd Thursday, 9 am</i>		
	Marc Elliott or Anna Horner (Public Works Staff)			
Kalamazoo Regional Water	Libby Heiny-Cogswell, Regional Chair			
& Wastewater Commission	Dusty Farmer (Alternate)			
	Jim Porter (Staff)			

OSHTEMO BOARDS (formal)

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Effective May 12th, 2021

TITLE	Members	Dates	Term/End Date	
Planning Commission	Alistair Smith	<i>2nd & 4th Thursday, 6 pm</i>	12.31.2023	1st term
Three Year Term	Micki Maxwell	<i>(& any special meetings)</i>	12.31.2023	2nd term
	Anna Versalle		12.31.2021	Partial
	Deb Everett		12.31.2021	Partial
	Chetan Vyas		12.31.2022	1st term
	Bruce Vanderweele		12.31.2022	2nd term
	Kizzy Bradford (TB Liason)			
	Iris Lubbert (Staff)			
	Jim Porter (Staff Attorney)			
Public Media Network	Lisa Godfrey (Citizen Rep)			
	Clare Buszka (Board Rep)			
Township Board	Libby Heiny-Cogswell (Supervisor)			
	Dusty Farmer (Clerk)			
	Clare Buszka (Treasurer)			
	Kizzy Bradford, Trustee			
	Cheri Bell, Trustee			
	Zak Ford, Trustee			
	Kristin Cole, Trustee			
	Jim Porter (Staff Attorney)			
	Marc Elliott, Public Utilities Dir.			
Zoning Board of Appeals	Neil Sikora (Chair)	<i>4th Tues, 3 pm</i>	12.31.2021	2nd term
<i>Three Year Terms</i>	Fred Gould (Partial Term)		12.31.2022	1st Term
	Anita Smith (Vice Chair)		12.31.2023	1st Term
	Louis Williams (1st Alternate)		12.31.2022	Partial Term
	Ollie Chambers (2nd Alternate)		12.31.2021	Partial Term
	Micki Maxwell (PC Liason)			
	Dusty Farmer (TB Liason)			
	Iris Lubbert (Staff)			
	Jim Porter (Attorney)			
KCCDA (911 Consolidated Dispatch)	Mark Barnes	<i>Board (Rep from County Fire Chiefs)</i>		



Memo



To: Libby Heiny-Cogswell, Township Supervisor
From: M. Barnes, Fire Chief
Date: May 4, 2021
Re: Budget Amendment to purchase replacement firefighting hoods

OBJECTIVE

To allow the purchase of new technology that will reduce carcinogenic exposure for our firefighters.

BACKGROUND

The National Institute of Occupational Safety and Health (NIOSH) and the Center for Disease Control (CDC) have proven that fighters have a higher percentage of contracting and perishingⁱ from various types of cancer than does the general populationⁱⁱ. Considering that fact, our departmental Turnout Gear Committee has been evaluating a replacement firefighting hood that is designed to provide a barrier for particulates found in smoke and steam. This is a new feature that the Committee has been watching for a year as the product progressed through development, testing and placed on the market.

This particulate filtering provides an improved barrier designed to keep cancer causing carcinogens away from the firefighter's skin and thus inhibiting its absorption into their body. This same goal is already employed for the remainder of our other personal protective equipment (PPE) i.e, coats & pants.

Our current hoods (made with Nomex) were designed to provide protection for the firefighter's neckline and head from moderate levels of heat but are permeable so there is no carcinogenic protection. In fact, because they are permeable, they absorb the poisons emitted by fires which can then be absorbed through the skin's pores during perspiration.

As can be imagined, the newer, safer hoods do come at an increased cost. Our current Nomex hoods are \$45 each while the improved hoods are \$125. If approved, our current Nomex hoods would be utilized for training and the new hoods would be utilized in hazardous atmospheres.

Turnout gear committee:

Shane Chambers	Sam VerMeulen
Drake Wednig	Greg McComb
Adam Bennett	

STATEMENT OF WHAT YOU ARE ASKING THE BOARD TO APPROVE

We are requesting a budget amendment of \$5,000 to allow the purchase of 40 hoods for all Oshtemo Township fire personnel.

ⁱ <https://blogs.cdc.gov/niosh-science-blog/2017/05/10/ff-cancer-facts/>

ⁱⁱ <https://www.cdc.gov/niosh/pgms/worknotify/pdfs/ff-cancer-factsheet-final-508.pdf>

BUDGET AMENDMENT REQUEST

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

Date: _____

Department Head Name: _____


Fund Name: _____

Amount

Additional Funds Request for: _____
(description and GL number) _____

Funds requested from: _____
(description and GL number) _____

Explanation of request: _____

Supervisor/Clerk/Treasurer Review: 
(pending or date reviewed) _____

Board Authorization: _____
(pending or date authorized)

**APPOINTMENT OF ACCOUNTING,
AUDITING, CIVIL ENGINEERING,
TRAFFIC ENGINEERING, & LEGAL CONSULTANTS**

2021

(Amended May 11th, 2021 for Traffic Engineering)

Accounting

Siegfried, Crandall P.C.

Accounting Special Projects

Vredeveld Haefner LLC

Auditing

SeberTans, PLC

Civil Engineering (Primary)

Prein & Newhof

Civil Engineering (Secondary)*

Williams & Works

Traffic Engineering (Primary)**

Prein & Newhof
(Scott Tezak, PE)

Traffic Engineering (Secondary)**

Midwestern Consulting LLC
(James Valenta, PE)

Legal

Miller Canfield (Labor)
Randall L. Brown & Assoc PLC (HR)
Fahey & Schultz (Litigation)

*For any Township review effort or project, the engineering consultant for any applicant or outside government entity shall be a different engineering company than the township civil engineering consultant.

**Prein & Newhof recently added staff specialized in Traffic Engineering. Recommendation from Public Works, Planning, and Legal to the Board is to appoint P&N as primary traffic engineering consultant (and Midwestern Consulting secondary) given responsiveness of P&N services.

Scott Tezak, PE

Traffic Engineer

Scott is experienced as a Transportation Engineer and has extensive experience with traffic engineering studies, impact analyses, design of traffic signals, ITS systems, roadway lighting, maintenance-of-traffic plans, signage plans, and pavement marking plans.

Scott's experience encompasses a wide range of projects in the civil engineering field specializing in traffic and transportation engineering at both the state and local levels. He also has significant experience in land development and construction management. He has worked with teams on full-phase site development, due diligence, traffic studies and design, utility layout, grading, and drainage plans. Scott has experience in project permitting, construction documents, opinions of probable cost, project schedules, reports, and coordination with the client, city officials and architects.

Scott has designed projects involving signing and pavement markings design, traffic control and construction phasing design, traffic signal, ITS/interconnect, High Intensity Activated Crosswalks (HAWK), bicycle and pedestrian crossings, and roadway lighting. He has also been involved with access control analysis and signing and striping rehabilitation projects, and is well-versed in resolving circulation issues for public schools and private developments.

Representative Projects

Traffic Signals

- Caledonia Township: Cherry Valley and 92nd Street Pedestrian Signal, Non-Motorized Pathway
- City of Grand Rapids: Sidewalk Improvements in Plainfield I-96 to Salerno Drive
- Holland Charter Township: Quincy Street Non-Motorized Pathway, Traffic Signal Improvements
- City of Vicksburg: 2019-2020 Capital Improvements



Education

BS Civil Engineering
Michigan Technological University, 2006

Registrations

Engineering Michigan, 2018
Engineering Arizona, 2017

Certifications & Training

Highway Capacity Software (HCS)
Michigan Traffic Sign Inventory System
Training (MTSIS)
Synchro/Sim Traffic

Professional Activities

Institute of Transportation Engineers
American Society of Civil Engineers

Professional History

Prein&Newhof, 2018-Present
14 years in Industry

Signing / Pavement Marking

- Park Township: Ottawa Beach Road Pedestrian Safety Improvements, RRFB Pedestrian Crossing
- Little Eden Camp: Little Eden Camp Project
- Zeeland Charter Township: MDOT Rest Area Emergency Entrance

Maintenance of Traffic

- City of Coopersville: 60th and Lake Michigan Drive Booster Station Upgrades
- Holland Charter Township: Pump Station No. 16 Improvements, Lakewood Boulevard Water Main Improvements - River Avenue to Beeline Road
- Van Buren County Drain Commissioner: Bob-O-Link Estates
- City of Muskegon: SRF Project Plan- Phase 1 Implementation

Traffic Studies

- City of Parchment: Riverview Drive Traffic Signal Warrant Study
- Gerald R. Ford International Airport: Traffic Analysis
- City of Douglas: Speed Study

Lighting

- City of Cadillac: Roundabout, Shelby/Cass Street/ US-131BR/ Mitchell Street
- City of Whitehall: Parking Lot Lighting
- City of Vicksburg: 2019-2020 Capital Improvements

Safety Applications

- Lake County Road Commission: Advance Curve Signing, Curve Improvement
- Missaukee County Road Commission: Improved Advance Curve Signing and Sinusoidal Rumble Strips
- City of Hart: SAW Grant
- City of Allegan: SR2S Grant
- City of Hastings: Sidewalk Inventory
- City of Rockford: Pedestrian Safety Improvements

Traffic Engineering

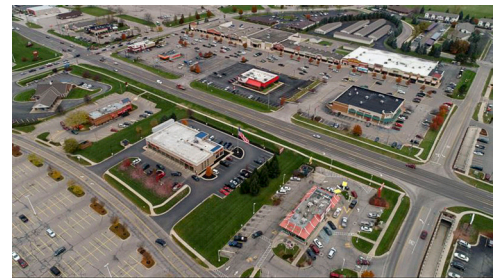
Prein&Newhof has expanded its traffic safety engineering expertise to include vital traffic engineering elements to transportation projects.

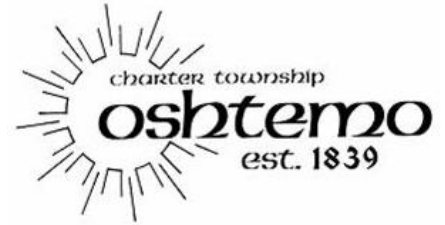
Prein&Newhof has experience in key areas of roadway design and traffic engineering through working for a wide range of clients, and specializes in creating engineering solutions to each client's unique project.

Our areas of expertise include traffic engineering studies, safety assessments, traffic control & detours, pavement marking plans, capacity analyses, access management studies, parking studies, school circulation and safety plans, smart infrastructure, traffic signal warrant analyses, and traffic impact analysis preparation and review.

Recent Experience

- **Caledonia Township:** Cherry Valley and 92nd Street Pedestrian Signal, Non-Motorized Pathway
- **City of Grand Rapids:** Sidewalk Improvements on Plainfield I-96 to Salerno Drive
- **Holland Charter Township:** Quincy Street Non-Motorized Pathway, Traffic Signal Improvements
- **City of Rockford:** 11 Mile/Wolverine Rd,(Courtland) Traffic Signal Improvements, Main and Bridge Street
- **City of Walker:** Fruitridge Avenue (1 traffic signal), Remembrance Road and Kinney Avenue Signal Study (1 traffic signal)
- **Village of Vicksburg:** 2019-2020 Capital Improvements, Downtown Improvements (2 traffic signals)





Memorandum

Date: 7 May 2021
To: Township Board
From: Logo Work Group
Subject: Township Logo

Objective

Board update on the development of a new Township logo.

Background

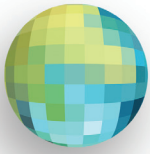
The Township Board budgeted to develop ‘branding, logo, and user guide’ in the 2021 budget. That work is under way. The goal is to complete the work prior to the launch of the new website, so the efforts are coordinated.

Sandy Wachowski is the graphic artist working on the concepts for the new logo. She is not new to Oshtemo graphic design work, having completed the logo designs previously for Oshtemo Friends of the Parks, Music in the Parks, and the Southwest Michigan Building Authority. Her experience portfolio includes work with WMU.

The logo work group includes staff Karen High, Clerk Dusty Farmer, and Supervisor Libby Heiny-Cogswell. The website work group has also provided input, such as recommending there be opportunity for public feedback.

The initial step is to develop the logo, and to do so with an eye toward its ultimate use in digital, paper and other branding mediums (on general and emergency vehicles for example).

The work is in the initial stages but is anticipated to land within the \$3700 budget.



April 9, 2021

To: Karen High, Libby Heiny-Cogswell and Dusty Farmer

Design Estimate for Oshtemo Township Logo Redesign

Logo concept and design: \$500

Step 1 - Three initial design options (either in color or black & white) including one round of revisions.

Step 2 - Refine chosen logo. Provide variations (including logo symbol with and without text, full color, one color, and black & white) including one round of revisions.

Step 3 - Finalize logo and provide files in various formats (jpeg, png, tiff, gif, eps, pdf, etc. - color and b&w)
Provide font information, color codes (CMYK, RGB, HEX)

Style Guide: \$100 per page

Brand Guidelines: \$100 per page

Design Templates:

Letterhead, business cards, township badges, etc.: \$100 per item

Press releases, newsletters, brochures: \$100 per page

Signage: \$100+ depending on complexity

Each item includes one set of revisions. Additional revisions will be made at \$50/hr.

The above quotes are based on previous projects, but I only charge for actual hours worked. If my hours are lower, the final cost will be less. If the project takes longer than anticipated, I will contact you before proceeding.

Schedule: From the time I receive input on each project and approval to proceed, I can typically provide design drafts within a week.

Please take a moment to check out my online portfolio which includes a variety of logos at sandwich.myportfolio.com, and I would be happy to send you pdfs of additional projects upon request.

Thank you for giving me the opportunity to help with your graphic design needs!

Sincerely,

Sandy Wachowski

Proposal Accepted 4/14/2021

Libby Heiny-Cogswell, Supervisor

Oshtemo Charter Township will provide written authorization to proceed on individual items.

Logo concept and design is authorized 4/14/2021.



May 3, 2021

To: Karen High, Libby Heiny-Cogswell, Dusty Farmer and Audrey Seilheimer

Design Estimate for Oshtemo Township Logo Redesign

Logo concept and design: \$500

Additional "vintage postcard" logo design \$200

Step 1 - Three initial design options (either in color or black & white) including one round of revisions.

Step 2 - Refine chosen logo. Provide variations (including logo symbol with and without text, full color, one color, and black & white) including one round of revisions.

Step 3 - Finalize logo and provide files in various formats (jpeg, png, tiff, gif, eps, pdf, etc. - color and b&w)
Provide font information, color codes (CMYK, RGB, HEX)

Style Guide: \$100 per page

Brand Guidelines: \$100 per page

Design Templates:

Letterhead, business cards, township badges, etc.: \$100 per item

Press releases, newsletters, brochures: \$100 per page

Signage: \$100+ depending on complexity

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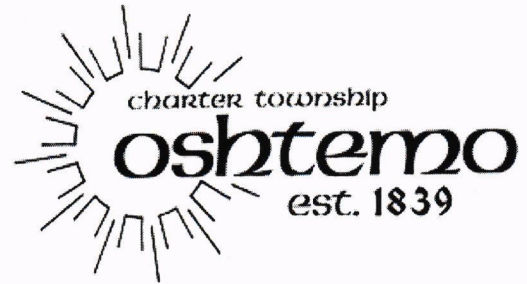
Please take a moment to check out my online portfolio which includes a variety of logos at sandwich.myportfolio.com, and I would be happy to send you pdfs of additional projects upon request.

Thank you for giving me the opportunity to help with your graphic design needs!

Sincerely,

Sandy Wachowski

Memo



To: Oshtemo Charter Township Board
From: James W. Porter *[Signature]*
Date: May 11, 2021
Subject: Proposed Amendment to Ord. 620 - Public Sanitary Sewer Hardship Financing or Deferment Ordinance - Section IV

OBJECTIVE

To amend HARC Ordinance No. 620, based upon the experience of the HARC Committee during the processing of first round of applications.

BACKGROUND

The Board passed the HARC Ordinance on April 28, 2020, and amended by Ordinance No. 631 on January 12, 2021. The first round of applications were considered by the HARC Committee on March 18, 2021. Based upon review of the applications and implementation of the Ordinance, the HARC Committee and the staff implementing the Ordinance have recommended certain changes to better implement the spirit and intent of the Ordinance.

INFORMATION PROVIDED

Attached to find the redline version showing the proposed text amendments to the ordinance.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Asking the Board to adopt the proposed Ordinance Amendment.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2021

Effective: _____, 2021

An Ordinance to amend the Oshtemo Charter Township Public Sanitary Sewer Hardship Financing or Deferment Ordinance No. 620, Section IV Qualifying Standards for Hardship Financing or Hardship Deferment, to remove the reference to a discontinued State Program, to expand the income limitations for hardship financing, reduce the income limitations for hardship deferrals and extend extraordinary circumstances to include hardship financing.

THE CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I. QUALIFYING STANDARDS FOR HARDSHIP FINANCING OR HARDSHIP DEFERMENT. The standards for qualifying for hardship financing or hardship deferment shall be as follows:

- A. Application Limitations. Before submitting an application for hardship financing or deferment, each Property Owner(s) must demonstrate that they do not qualify for assistance ~~from the State of Michigan under the Deferment of Special Assessments on Homesteads Act at 225 of 1976~~ or under the USDA 504 Home Repair Program or the USDA 502 Home Repair Program. Any assistance received under the above-listed Programs will not count toward the asset limitations of the Township Hardship Programs or prohibit a Property Owner who otherwise qualifies for the Township Programs from access to the hardship financing or hardship deferment as set forth below.

B. Hardship Financing. Property Owner(s) in Oshtemo Charter Township may enter into a Sewer Connection Installment Payment Agreement to finance their connection fees as provided in the Wastewater Services Ordinance, No. 208. In addition to the Property Owner(s)' right to enter into a Sewer Connection Installment Payment Agreement under Ordinance No. 208, the following individuals may request that the Private Plumbing Expenses be paid for by the Township and added to the Sewer Connection Installment Payment Agreement and be financed upon the same terms and the same interest rate offered under Ordinance No. 208, provided the Property Owner(s) meet the following income and assets limitations:

1. Income Limitation. Property Owner(s) whose family income is at or below ~~\$34,999.00~~ \$49,999.00 for the year at issue.
2. Asset Limitation. In addition to the Income Limitations requirements, an asset test considering all assets owned by the applicant, other than the applicant's house, vehicle, and household goods, will be used in determining whether relief should be granted. Property Owner(s) with assets in excess of \$20,000 may not be eligible for hardship financing.

C. Hardship Deferments. Property Owner(s) who enter into a Sewer Connection Installment Payment Agreement, pursuant to Ordinance No. 208, may qualify for a Deferment provided they meet the following Income and Asset limitations set forth below.

1. Income Limitation. Property Owner(s) whose family income is at or below ~~\$49,999.00~~ \$34,999, for the year at issue.
2. Asset Limitation. In addition, to the Income Limitations requirements, an asset test considering all assets owned by the applicant, other than the applicant's house, vehicle, and household goods, will be used in determining whether relief should be granted. Property Owner(s) with assets in excess of \$20,000 may not be eligible for a hardship deferment.

- D. Extraordinary Circumstances Warranting Hardship Financing, Deferment or Delay in Connection. Those Property Owner(s) who do not qualify under the above provisions may request consideration, based upon extraordinary circumstances, for **hardship financing**, deferment or delay in the connection to the public sanitary sewer system. The extraordinary circumstances which would be considered by the Hardship Advisory Review Committee would be items such as or similar to the following: death of a spouse; extraordinary medical expenses; recent home purchase (less than two years); bankruptcy; extreme debt impacting household disposable income, extreme difficulty in connecting to the public sanitary sewer system; etc. Those Property Owner(s) who believe they might qualify under the standards set forth herein may file an application as set forth in Section V below.
- E. Funding Limitation. The granting of hardship financing or deferment under this Ordinance is subject to availability of funds in the hardship revolving fund as set forth in Sec. IX below.

SECTION II.

EFFECTIVE DATE. This Ordinance shall take effect upon publication after adoption in accordance with State law. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP