

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

**Tuesday**  
**March 27, 2018**

**Township Board Meeting**

**6:00 p.m.**

**AGENDA**

1. Call to Order
2. Public Comment
3. IT Work Group Discussion
  - a. North Conference Room Projection System
  - b. Assessing Property Records Digitization
  - c. Nas
  - d. Inventory (ongoing)
  - e. Rotating Schedule for Hardware Replacements (ongoing)
4. Consideration of Drake Farmstead Barn Design Consultant Work
5. Consideration of Child Abuse Awareness and Prevention Month Resolution
6. (7 pm) – Joint Discussion on the Village Theme Plan Draft with Planning Commission and Downtown Development Authority Members
7. Other Business
8. Public Comment
9. 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 to respond at a later date.
- 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.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

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 or Citizen Comment on 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 is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)  
(revised 5/14/2013)

**Policy for Public Comment**  
**6:00 p.m. "Public Comment"/Portion of Township Board Meetings**

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

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 to respond at a later date.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)  
(revised 5/14/2013)



# Memorandum

**Date:** 3/23/2018  
**To:** Township Board  
**From:** Dusty Farmer  
**Subject:** Assessing Property Records Digitization

**Objective:**

To provide information regarding digitization of large quantities of records, and request that the IT Board Group consider utilizing interns/temporary help to complete the project.

**Summary:**

Clerk Farmer has received two quotes over the past two years to have the Assessing Property Records (also referred to as parcel records) digitized for retention and archival purposes. The first quote, from Graphic Sciences, was \$37,851.70. The second quote, from Data Guardian, is \$37,045.

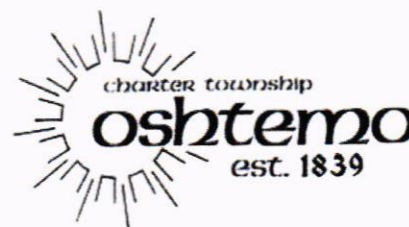
The Supervisor and Clerk have begun discussing hiring two interns/temporary employees for 6 weeks (at 37 hours per week) and possibly purchasing two new scanners to complete the project in-house. The estimated cost is about \$10,000. The breakdown is as follows:

Two temporary workers:	\$15/hr (37 hrs per week X 6 weeks)	\$6,700
	Tax	\$550
Two auto feed scanners:	\$900 each	\$1800
Workspace Setup:	5 hrs @\$120/hr	\$600
Total Estimate:		\$9650

**Core Values Recognized:**

Public Service, Innovation, Professionalism, Fiscal Stewardship

# Memorandum



**Date:** March 22, 2018

**To:** Township Board

**From:** Karen High, Parks Director

**Subject:** Budget amendment request for redesign of carriage barn at Drake Farmstead Park.

## **OBJECTIVE**

To request a budget amendment to shift funds within the Parks budget for redesign of the carriage barn at Drake Farmstead Park. (See attached Budget Amendment form.)

## **INFORMATION**

A key component of the Phase One improvements proposed at Drake Farmstead Park is the carriage barn, or multi-purpose building. It will be used for educational and recreational programs and made available for rentals. The ability to offer year 'round programming in the carriage barn has been especially important to many of our campaign donors. Of the Capital Campaign's \$500,000 budget, \$279,000 is designated for the carriage barn.

The proposed 30' x 40' building will be sited in the location of the former carriage barn. It will include a multi-purpose room, covered porch, and two unisex accessible restrooms. The restrooms will be accessible from inside the building or from the park. The building is designed to be the nucleus of a larger event barn and observation deck in the future.

Architect Nelson Nave was contracted in April 2017 to design the carriage barn, prepare construction documents, bid the project, and observe construction. His contract includes consultation from Nehil-Sivak Structural Engineers and Engineering Plus Mechanical and Electrical Engineers. Total contract amount for architecture and engineering fees is \$25,400, which is 10% of the project cost.

The Parks Committee and several members of the Oshtemo Historical Society have worked with architect Nave throughout the design process. When the design was nearing completion, a cost estimate was sought from a local contractor. The cost estimate, including site work and utilities, was \$456,000. This is approximately \$200,000 over budget. Several revisions were made to reduce the projected cost, such as eliminating the cupola, reducing the number of windows, eliminating decorative trim, etc. These revisions resulted in an expected savings of approximately \$60,000 but weren't enough to bring the project within our budget.

To reduce the projected construction cost further, architect Nave met with the structural engineer and a timber frame contractor to look for significant cost savings. They recommend reducing the ceiling height from 15' to 12' and changing the walls from standard construction to timber frame construction. A rough cost estimate shows that the building should be within our budget. The Parks Committee reviewed their recommendations and agreed with the suggested design revisions.

# BUDGET AMENDMENT REQUEST

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

Date: 03/22/2018

Department Head Name: Karen High

Fund Name: 107 Parks

Additional Funds Request for: (description and GL number)	Amount
107-756-80800.DRFMP1 Consultant	\$ 6,000.00
107-756-80800.DRFMP3 Consultant	\$ 6,000.00

Explanation of request:

Preliminary cost estimate of carriage barn was significantly over budget. Additional consulting fee is required to redesign the structure for cost savings measures. Includes architectural and engineering fees.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**Resolution Proclaiming April as  
Child Abuse Prevention Month**

March 27, 2018

WHEREAS, the Township Board recognizes the need to heighten awareness regarding child abuse; and

WHEREAS, 13 suspected cases of maltreatment of children were received by our local Children's Protective Services each day in Kalamazoo County; and

WHEREAS, both locally and nationally, child abuse is considered to be one of the most serious public health problems with scientific studies documenting the link between the abuse and neglect of children and a wide range of medical, emotional, psychological and behavioral disorders; and

WHEREAS, promoting, family functioning/resiliency, social support systems, concrete supports, nurturing and attachment, and knowledge of parenting/child development are all known protective factors which prevent child maltreatment and help to strengthen families; and

WHEREAS, the Kalamazoo County Child Abuse and Neglect Prevention Council has worked in our community for 42 years to educate children on personal safety, parents on safe sleep practices, and professionals on recognizing and reporting signs of child abuse and neglect.

NOW THEREFORE, BE IT HEREBY RESOLVED, that Oshtemo Charter Township declares April as Child Abuse Prevention Month.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

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

The following voted "Nay":

The following "Abstained":

The Supervisor declared that the Resolution has been adopted.

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Dusty Farmer, Clerk  
Oshtemo Charter Township

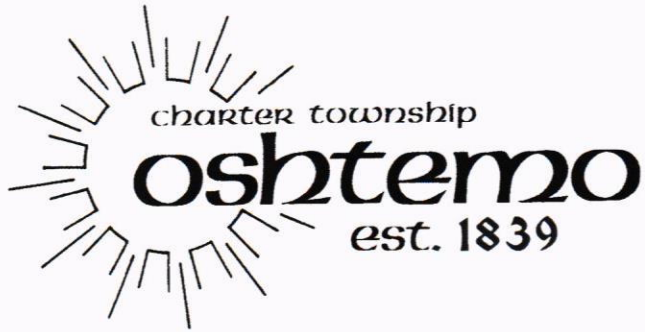
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#### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on March 27, 2018, at which meeting \_\_\_\_ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

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Dusty Farmer, Township Clerk



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

**Planning Commission  
DDA Board**

**SPECIAL MEETING  
Tuesday,  
March 27, 2018**

**7:00 p.m.**

1. Call to Order
2. Public Comment
3. Joint Discussion on the Village Theme Plan Draft with Planning Commission, Downtown Development Authority, and Township Board
4. Other Business
5. Public Comment
6. Adjournment