

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

**June 25, 2019
BOARD WORK SESSION
6:00 p.m.
AGENDA**

- A. Call to Order
- B. Public Comment
- C. Update from Kalamazoo County
- D. Discussion on Operations Manager Position – Description, Schedule, Interview Team
- E. Discussion on Lighting Efficiency Upgrades
- F. Discussion on Housing
- G. Discussion on Fireworks
- H. Other Business

**REGULAR MEETING
7:15 p.m.
AGENDA**

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
 - a. Approve Minutes
 - b. Receipts & Disbursements Report
 - c. FOIA Policy Amendment
 - d. Budget Amendment for Additional Human Resource Staff Hours
- 5. Presentation on Annual Audit Review
- 6. Consideration of June Pride Month in Oshtemo Township
- 7. Discussion on Fees - Cemetery
- 8. Other Township Business
- 9. Public Comment
- 10. Board Member Comments
- 11. 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.

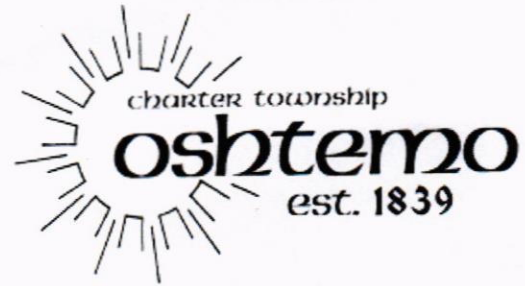
(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

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>		
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>		
Julie Johnston	216-5223	jjohnston@oshtemo.org
<u>Public Works:</u>		
Marc Elliott	216-5236	melliott@oshtemo.org

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: June 20, 2019
Subject: Amendments to the Freedom of Information Act Policy and Procedure Guide

OBJECTIVE

To adopt an updated Freedom of Information Act Policy and Procedure Guide

BACKGROUND

There were some recent changes to state law impacting our policy of this Public Act 523 of 2018. This was the result of the Emily FOIA request that went out state-wide. In response to that, our Freedom of Information Act request form now requires name, address and telephone number. An email address is still optional under state law.

In addition, we tried to simplify the Freedom of Information Act revised fee schedule, per the clerk's request. Rather than setting forth the actual labor costs for the lowest paid employee, we simply referenced the state law which allows us to charge the hourly wage of the lowest paid employee "capable" of retrieving the information. Because this varies from time to time, we thought that it would be best to remove the specific amount and simply allow us to bill as needed, depending on who was qualified to retrieve the information.

INFORMATION PROVIDED

We have attached a red-line version of the updated Freedom of Information Act Policy and Procedure Guide.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

We are asking the Township Board to approve the updated Freedom of Information Act Policy and Procedure Guide.

OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY MICHIGAN

FREEDOM OF INFORMATION ACT

Policy & Procedure Guide

Adopted by: Oshtemo Charter Township Board

April 28, 2015 _____, 2019

OSHTEMO CHARTER TOWNSHIP

SUMMARY OF OSHTEMO CHARTER TOWNSHIP
FREEDOM OF INFORMATION ACT
POLICY & PROCEDURE GUIDE

- ◆ **Purpose of Policy:** To assure compliance with the Michigan Freedom of Information Act.

- ◆ **Who to make FOIA request to:** Township Clerk/FOIA Coordinator
7275 West Main Street, Kalamazoo, MI 49009
(269) 375-4260
Email Address: oshtemo@oshtemo.org

- ◆ **How to submit request:** Use Freedom of Information Request form
Submit the same in writing
Describe the documents you are requesting
Check nature of request being made
Choice payment option
Sign the same and submit it as set forth above

- How must the Township respond:** Clerk must respond within 5 business days to grant, deny, grant in part, or deny in part.
Extension of response may be up to 10 business days,
request deposit

- ◆ **Option if denied:** You have a right to appeal any denial.
Please see Notice of Right to Appeal in Policy & Procedure Guide

Not all records are public records. See Exemption page attached hereto.
Public Act 442, Section 13, Paragraph 1.

The Michigan Freedom of Information Act (FOIA) requires that public bodies grant full and complete access to information regarding the affairs of their operations. This Act provides for public access to certain records; permits certain fees; prescribes the powers and duties of certain public officers; and provides remedies, penalties and repeals to certain acts and parts of acts.

The Freedom of Information Act is designed to implement a strong state policy that all records maintained by government, unless exempted, are to be made available to the public upon request.

As a public body, Oshtemo Charter Township is required to assure that all persons (except those incarcerated in state or local correctional facilities) are entitled to full and complete information if the procedures of the Act are followed. Information covered under the FOIA include business transactions and paperwork maintained, received and generated as part of the governmental unit.

The purpose of this policy is to:

- ◆ Assure compliance with the Freedom of Information Act by all Township Departments and Offices as required and permitted by statutes.
- ◆ Formulate a comprehensive policy that will be applicable Township-wide regarding the dissemination of information pursuant to the Freedom of Information Act (MCL.14.231 et. Sec.) (Public Act 553 of 1996), as amended.
- ◆ Communicate to Township elected officials, department heads, employees, and the public the formal Township Policy on Freedom of Information requests.

I. RECEIVE THE REQUEST

1. FOIA Officer - The Township Clerk, or his/her designee, is the designated FOIA Officer with authorization by the Oshtemo Charter Township Board to accept and process requests for public records and to approve denials under this act.
2. The FOIA Officer shall be notified of all requests for processing. The Township Clerk or his/her designee shall prepare a memo to the Township department or departments requesting the documents and a statement regarding the time required to compile the documents. Requests for departmental information that is furnished to the general public through normal operations should not be treated as a FOIA request. This includes information readily available on the Township website, pamphlets, loose-leaf publications, and other printed materials (e.g. reports) produced for public information and disclosure. In addition, manuals and forms, adopted or used by the Township in the discharge of its functions should also be made available without a FOIA request.
3. All denials under this act must be authorized by the FOIA Officer and must cite the reason for denial.
4. Requests under the Freedom of Information Act must meet the following requirements:
 - a. All FOIA requests must be submitted in writing. If you require assistance with writing or translating, please contact the FOIA Officer. Individuals can submit their requests in letter format or complete and return a Request for Information form (FOIA #010) attached and also available on the Township's website at www.oshtemo.org. Requests received by facsimile, electronic mail or other electronic means are considered received the first business day following the transmittal.
 - b. The requested information must be identifiable. The written request should describe the public record sufficiently to enable the public body to find the public record.
 - c. The requested document and/or information must exist.
 - d. The requested records should NOT be exempt from disclosure under the Act as referenced in FOIA 15.243, Section 13 (see attachment).
 - e. The FOIA request can be a single (one-time) request or a renewable subscription request (information disseminated on a regular basis for up to six months).

- f. Prisoners in state, county or federal correctional facilities are not entitled to make requests.
5. All requests received from attorneys will be forwarded to Corporate Counsel for information, and if deemed necessary, for action.

II. RESPOND TO THE REQUEST

1. The Clerk's Office shall **determine the scope of the FOIA request** (e.g. the time required to search for, examine, separate/delete exempt information, and/or copy the requested records).
2. The Clerk may charge fees for reproducing requested records in accordance with Section 4 of the FOIA.
 - a. The Clerk's Office should use the established FOIA fees as outlined in the attached fee schedule to **estimate the cost of providing the requested information.**
 - b. The first \$20 of a fee shall be waived for a person who receives public assistance or presents facts showing inability to pay because of indigency.
 - c. The FOIA Officer shall periodically review and recommend FOIA fee adjustments to the Oshtemo Charter Township Board. Approved fees shall be communicated to all Departments and Elected Offices of the Township.
3. In accordance with the Act (Reference 15.235, Section 5.2): Unless otherwise agreed to in writing by the person making the request, the Clerk's Office (public body) shall **respond to the FOIA request within 5 business days** by doing one of the following:
 - a. Process and grant the request.
 - b. Issue a written notice to deny the request.
 - c. Grant the request in part and issue a written notice to deny the request in part.
 - d. Under unusual circumstances (See FOIA 15.232, Section 2.g), issue a notice to extend the response period by 10 business days.
 - e. If the cost of the request is expected to exceed \$50, issue a notice to the requestor to provide a 50% good faith deposit prior to processing the request. **If the deposit is not received within 45 days of the request for deposit, the request will be considered abandoned.**

III. RECORD THE REQUEST

1. The Clerk's Office or his/her designee that processes FOIA information shall establish and maintain a **FOIA file** to track and record related details to verify the following:
 - a. Compliance with FOIA 15.233, Section 3.2 - A copy of all written FOIA requests for public records should be kept on file for no less than one (1) year.
 - b. Compliance with FOIA 15.235, Section 5.2 - A public body shall respond to a request for a public record within five (5) business days after its receipt.
 - c. Compliance with FOIA 15.234, Section 4.3 - Fees shall be uniform and not dependent upon the identity of the requesting person.
2. The FOIA files should maintain the written request and written response identifying (as a minimum) the following items:
 - a. Date Received
 - b. Brief Description of Request
 - c. Requesting Party
 - d. Date Responded
 - e. Response Type (granted, denied, partial, extension, deposit)
 - f. Fees Charged
 - g. Fees Collected
3. In addition to the file, the Clerk's Office shall keep on file a time stamped copy of all requests and responses for a period of one (1) year following their issuance.
4. FOIA files, requests, responses and related information must be available for review by the FOIA Officer upon request.
5. The Clerk's Office shall comply with the following FOIA related record retention responsibilities in accordance with 15.233, Section 3.3:
 - a. Furnish the requesting person a reasonable opportunity for inspection and examination of its public records and furnish reasonable facilities for making memoranda or abstracts from its public records during usual business hours.
 - b. Make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions.
 - c. Protect public records from loss, unauthorized alteration, mutilation, or destruction.

FREEDOM OF INFORMATION REQUEST FORM*

TO: OSHEMO CHARTER TOWNSHIP

REQUESTED BY:

(Name) **

(Address) **

(Telephone) **

(Email)

DESCRIPTION OF PUBLIC RECORDS REQUESTED: _____

NATURE OF REQUEST [*check one below*]:

____ Please provide a copy of the requested public records. Paper Records Digital Records

____ Please provide a certified copy of the requested public records.

____ Please allow me an opportunity to inspect the requested public records prior to copying. I understand that the Township may require me to schedule an appointment for this inspection.

PAYMENT [*check one below*]:

____ I understand that the Township will charge me a fee for providing a copy of a public record, including the cost of copying, mailing, searching, examining, reviewing, separating and deleting exempt information. I understand that a deposit of one-half of the anticipated fee (if the fee is estimated to exceed \$50) will be required.

____ Attached is an Affidavit of Indigency. Please furnish me the requested public records without charge for the first \$20.00 of the required fee. I agree that the Township may respond to my request by the _____ day of _____, 20__.

(Date)

(Signature)

*It is the policy of Oshtemo Charter Township that a written Freedom of Information Act Request is required except when the request involves the following types of records (1) current property record cards; (2) current zoning maps; (3) current zoning and general ordinances; (4) minutes for any meeting within the last 12 months.

** REQUIRED

OSHTEMO CHARTER TOWNSHIP

FREEDOM OF INFORMATION ACT
REVISED FEE SCHEDULE

Effective: ~~March 9, 2018~~

<u>Type of Reproduction</u>	<u>Cost</u>	<u>Unit</u>
CD's, DVD's	\$3.00	per CD/DVD
Copies of a Document		
8½ x 11	\$.10	per page
8½ x 17	\$.15	per page
Larger copies: 24 x 36	\$.30	per page
36 x 48	\$.75	per page
Labor cost incurred in examination, review separation, deletion, and duplication, etc.	\$6.38*	Actual per ¼ hour
* Hourly wage of the lowest paid departmental employee capable of retrieving the information necessary to comply with the request plus 50% for fringe benefits. The rate listed was calculated using the hourly wage of \$17.00 + 50% benefits = \$25.50 prorated in ¼ units.	-	
Actual postage charges	Actual	per mailing
Digital records	No mailing or copy costs	

Waivers

The first \$20 of the fee shall be waived for each request of an individual who submits an Affidavit of Indigency stating that they are receiving public assistance or facts showing inability to pay the full cost.

A waiver of fees will **not** be provided to an indigent person requesting additional copies of identical documents previously provided with a waiver of fees pursuant to a prior request under the FOIA.

Deposits

If the fee for the search and providing the public information exceeds \$50, a deposit of ½ the estimated fee is required.

Other

Fees must be paid in full prior to the actual delivery of the public information or copies.

The Clerk's Office cannot refuse to process a subsequent FOIA request on the ground that the requestor failed to pay fees charged for a prior FOIA request.

FREEDOM OF INFORMATION ACT

NOTICE OF RIGHT TO APPEAL

After notification of a denial of a Freedom of Information Act request, the requesting party has the right to undertake either of the following actions to appeal the decision:

1. Submit to the Supervisor of Oshtemo Charter Township a written appeal that specifically states the word "appeal" and identifies the reasons for the reversal of the disclosure denial to:

Attn: Oshtemo Charter Township Supervisor
7275 West Main Street
Kalamazoo, MI 49009

The Supervisor is not considered to have received the written appeal until the first regularly scheduled Board meeting following submission of the written appeal.

The Supervisor shall, within 10 days after receiving written appeal, do one of the following:

Reverse the denial.

Issue written notice upholding the denial.

Reverse the denial in part and issue written notice upholding denial in part.

Under unusual circumstances, issue notice extending for not more than 10 business days the period during which the head of the public body shall respond to written appeal.

2. Seek judicial review under Section 10 of the FOIA.

The requesting party also has the right to receive attorney's fees and damages as provided in Section 10 of the FOIA if, after judicial review, the Circuit Court determines that the public body has not complied with this Section and orders disclosure of all or portions of the public record.

EXEMPTIONS UNDER P.A. 442, SECTION 13, PARAGRAPH 1:

- A. Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of the individual's privacy.
- D. Records or information specifically described and exempted from disclosure by Statute.
- E. A public record or information described in this Section which is furnished by the public body originally compiling, preparing or receiving the record or information to a public officer of public body in connections with the performance of the duties of that public officer or public body, if the considerations originally giving rise to the exempt nature of the public record remains applicable.
- F. Trade secrets or commercial or financial information voluntarily provided to an agency for use in developing governmental policy if:
 - i. The information is submitted upon a promise of confidentiality by the public body.
 - ii. The promise of confidentiality is authorized by the chief administrative officer of the public body or by an elected official at the time the promise is made.
 - iii. A description of the information is recorded by the public body within a reasonable time after it has been submitted, maintained in a central place within the public body, and made available to a person upon request. This subdivision shall not apply to information submitted as required by law or as a condition of receiving a governmental contract, license, or other benefit.
- G. Information or records subject to the Attorney Client Privilege.
 - I. A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for receipt of bids or proposals has expired.
- M. Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action.

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.

DUSTY FARMER, Clerk
Oshtemo Charter Township

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 _____, 2019, 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.

DUSTY FARMER, Township Clerk

ITEM 4.d.



Memorandum

Date: 21 June 2019
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: 2019 Supervisor's Office – Additional Hours Request to Township Board

Objective

Township Board consideration of additional 2019 hours for part time Supervisor's Office staff. Request is for adding a total of 112 hours. This equates to four (4) additional hours per week through 2019 for the two half time staff in the Supervisor's Office. Request requires a General Fund budget amendment in the amount of \$6900.

Background

The workload for the two twenty (20) hour staff in the Supervisor's Office fluctuates depending on the number of projects, the addition and/or changeover in personnel, and HR issues. We are experiencing a significant increase in 2019 workload from all the above factors. Please refer HR/Supervisor's Office June 5, 2019 information, following. Additionally, the recent change in Public Works staff coupled with significant construction season implementation and sewer expansion project work, the Supervisor is providing backup PW's assistance as needed and as available.

The Supervisor and Staff are concerned about maintaining sufficient responsiveness to all areas of responsibility. The Board determined need for additional staffing in the Operations Manager position last year. Filling the position was budgeted for late 2019 due to budget constraints. Over time, this position will certainly address work load as well as succession planning. In the meantime, in 2019, current staff continue to manage the workload.

Information Provided

HR/Supervisor's Office Information June 5, 2019
Budget Amendment Request

New Hire Recruiting

- Review/revise job description.
- Post position internal and external (Indeed, Linked In, professional sites).
- Receive/review applications/resumes.
- Filter applications/resumes for qualifications and fit for the position.
- Review applications/resumes with Department Head.
- Set up interview team.
- Notify applicants/schedule/conduct interviews
- Discuss qualified candidate choice with Department Head & Personnel Director including starting salary range and offer to the chosen candidate.
- Contact candidate of choice, make offer contingent upon background check and pre-employment physical. Handle any counteroffer or other concerns associated with the offer.
- Arrange for background check/provide candidate info to schedule physical.
- Review background check and physical results.
- Contact candidate, prepare Understanding of Employment.
***as of 6/3 processed 11 new hires and 2 Promotions*
*** Promotions - OFD - 2 Captain*
*** New Hires - 6 FT Firefighters, 1 FT Treasury Assistant, 1 FT Maintenance Person, 2 PT/Seasonal Maintenance Person, 1 Public Works Technical Specialist.*

On Boarding

- Assemble new hire packet - benefit/employment forms.
- Review benefits/employment process with new hire and answer any questions.
- Enter new hire information into HR Module, Payroll and Timesheet programs.
- Enter new hire information into new benefit management software (currently in training phase). **Note:** this software in conjunction with The Nulty Agency our benefit agency, will help streamline annual benefit open enrollment and day – day benefit management. Forward new hire information to benefit providers, State of MI as required

Benefits

- Coordinate eight benefit providers.
- Coordinate benefit providers to attend staff meeting.
- Coordinate open enrollment period, schedule provider presentations.
- Assist employees with benefit questions/issues on a regular basis.

Supervisor's Office

- Intimately involved with Oshtemo Fire Department (OFD) as they report to the Township Supervisor / Personnel Director and with their rapid staffing expansion, many issues have arisen with respect to the more military like structure of the OFD vs. the normal Township structure. These issues are complex and the entire Supervisor's Department staff, spends a large majority of their time working on resolution of these concerns as they arise.
- Schedule meetings for Supervisor and attend those meeting as requested.
- Triage Supervisor's incoming mail.
- Attend weekly department head meeting.
- Attend weekly Supervisor's Office staff meeting.
- Review/approve timesheets for bi-weekly payroll.
- Schedule/assist with employee performance appraisals. *This includes helping draft the documentation, placing input from HR and other township peers into the form, adhering to the appraisal schedule (salary adjustments entered in a timely manner) and entry of all documentation and salary adjustments into the HR Module.*
- Assist with setting budget calendar.
- Develop a future plan for budget with respect to the Supervisor's office including succession planning and integration of the new Operations Manager into our workflow.
- Assist with special projects as needed, *i.e., sole trash provider, Fire Dept. Standards of Cover, Dept. Head Reporting Revision, Revised Weekly Dept. Head attendance schedule, Set up of Supervisor Monthly meetings with Department heads and numerous others.*
- Schedule/verify employee completion of quarterly safety training.
- Work closely with our in-house attorney on resolution of HR issues requiring Legal advice.
- Worked on identifying two outside counsel to be on call when potential conflicts of interest develop such as "Compensation Policy 2018" ensue.

Departmental Assistance

- Resource to assist Department Heads with employee issues as needed.

Committees

- **HR Committee** – determine and research agenda items, assemble packet for bi-monthly committee meeting. Work with In-House attorney to define changes to Employee Handbook when recommend to Township Board and approved by same.
- **Police Committee** – schedule meetings as needed, assist with research/packet info and take meeting minutes, transcribe and distribute.
- **GEEOC** – schedule meetings as needed, assist with research/packet info and take meeting minutes and help with designing a report format to convey results and recommendations of committee to the Township Board and Committee members. Also drafted initial position descriptions from research verified on our own and from other sources. Also provided extensive research on potential conversion from a charter township to either a city or Village.

Clear Form

BUDGET AMENDMENT REQUEST

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

Date: 06/21/2019

Department Head Name: Supervisor's Office

Fund Name:

		Amount	
Additional Funds Request for:	<u>101.171.171</u>	Supervisor Salaries	<input type="text" value="\$ 6,000.00"/>
(description and GL number)	<u>101.171.715</u>	Withholdings	<input type="text" value="\$ 440.00"/>
	<u>101.171.722</u>	Pension	<input type="text" value="\$ 460.00"/>
			<input type="text" value="\$ 6,900.00"/>
Funds requested from:	<u>101.001.401</u>	Carryover	<input type="text" value="\$ 6,900.00"/>
(description and GL number)	<u></u>		<input type="text"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text"/>
	<u></u>		<input type="text" value="\$ 6,900.00"/>

Explanation of request:

Please refer TB memo, prepared for June 25th meeting.

Supervisor Review:
(pending or date reviewed)

Board Authorization:
(pending or date authorized)

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

Resolution Proclaiming June, 2019 as
LGBTQ+ Pride Month

June 25, 2019

WHEREAS, the Charter Township of Oshtemo is a welcoming community, an exceptional place to live, work, play, learn, build a business, and raise a family; and

WHEREAS, Oshtemo Township recognizes the importance of equality and freedom; and

WHEREAS, our nation was founded on and is guided by a set of principles which include that every person has been created equal, has rights to their life, liberty and pursuit of happiness, and that each shall be accorded the full recognition and protection of the law; and

WHEREAS, Oshtemo Township's Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community are a vital part of all fields and professionals and contribute to making our community a stronger one; and

WHEREAS, Oshtemo Township is dedicated to fostering acceptance of all of its residents and preventing discrimination, harassment, and bullying based on sexual orientation, gender identity, and expression; and

WHEREAS, Oshtemo Township is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender, and sexual identities of its residents; all of which contribute to the vibrant nature of our City; and

WHEREAS, it is imperative that young people in our community, regardless of sexual orientation, gender identity, and expression, feel valued, safe, empowered, and supported by their peers and community leaders.

NOW THEREFORE BE IT PROCLAIMED, that the Oshtemo Charter Township Board of Trustees, hereby proclaims and recognizes June 2019 as LGBTQ+ Pride Month in the Charter Township of Oshtemo and urges residents to recognize the contributions made by members of the LGBTQ+ community and to actively promote the principles of, equality, liberty, and justice.

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.

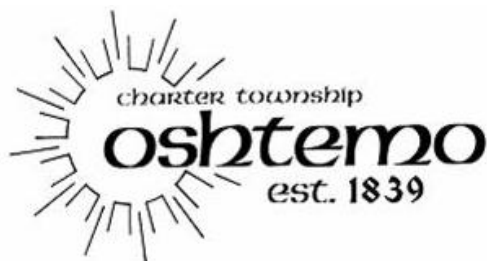
Dusty Farmer, Clerk
Oshtemo Charter Township

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 June 25, 2019, 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.

Dusty Farmer, Township Clerk

Memorandum



Date: June 20, 2019
To: Township Board
From: Grant Taylor, Treasurer
 Dusty Farmer, Clerk
Subject: Cemetery Fee Increase

Objective: In order to compensate for the raising cemetery costs and to negate the large yearly cemetery budget, the Clerk's office proposes a fee increase for cemetery services.

Background:

The Treasurer and Clerk worked together to compare cemetery revenues and expenses. Over the last 5 years, on average, the Township has expended \$6,323 more than it received in revenues. This amount does not include the Township employee salaries or capital expenditures.

Based on the expenses, we concluded that an increase in fees for our cemetery services are necessary in order to match or exceed the deficit costs. The orange column is our current pricing. The blue column is the suggested increase. The yellow column is the revenue collected based on those prices. The green column is the projected revenue had we used the suggested fees in 2018 instead of the current fee schedule. The suggested fees would have had a net positive effect on the revenues by \$14,127.76. It is the recommendation that the Board approve the fee increase.

Attachments:

FEE Schedule		Pricing		Gross		
		Current	Suggested	2018 Actual	2018 (IF)	
	Foundations	0.42	\$ 0.50	\$ 3,269.76	\$ 3,892.57	
	Grave Openings	\$20	20% Increase	\$ 22,149.72	\$ 26,579.66	#'s Based on actual amounts in Cash Receipting Module for 2018 *Except 1 proj res green burial
Lot Sales	Full Body Lawn	\$150.00	\$ 500.00	\$ 3,450.00	\$ 9,500.00	
	Green Burial	N/A	\$ 750.00	N/A	\$ 750.00	
	Cremation	\$100.00	\$ 200.00	\$ 200.00	\$ 400.00	
	Transfers	\$ 5.00	\$ 20.00	\$ 25.00	\$ 100.00	
Non-Resident	Full Lawn	N/A	N/A	N/A	N/A	# Based on 2 Non-Residents for Green Burial
	Green Burial	N/A	\$ 1,000.00	N/A	\$ 2,000.00	
	Cremation	N/A	N/A	N/A	N/A	
				\$ 29,094.48	\$ 43,222.24	\$ 14,127.76 Difference

*3 additional burials were included in the projections, 1 resident and 2 non-resident green burials.