

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

**September 24, 2019  
BOARD WORK SESSION  
6:00 p.m.  
AGENDA**

- A. Call to Order
- B. Public Comment
- C. 2020 Budget Discussion
- D. Other Updates and 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 – September 10, 2019
  - b. Receipts & Disbursements Report
  - c. Consideration of Drake Farmstead Rental Fee Schedule
- 5. Consideration of 2020 Budget – Set Public Hearing for November 12<sup>th</sup>, 2019
- 6. Consideration of 2020 Capital Improvement Plan and 2021-2025 Illustrative CIP
- 7. Consideration of Planning Director Appointment
- 8. Consideration of Records Management Policy
- 9. Consideration of LED Streetlight Conversion – Phase I
- 10. Other Township Business
- 11. Public Comment
- 12. Board Member Comments
- 13. Request to Enter into Closed Session to Discuss Written Opinion of Counsel
- 14. 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](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	libbyhc@oshtemo.org
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<b><u>Treasurer</u></b>		
Grant Taylor	216-5221	gtaylor@oshtemo.org
<b><u>Trustees</u></b>		
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			
<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>			
Julie Johnston	216-5223		<a href="mailto:jjohnston@oshtemo.org">jjohnston@oshtemo.org</a>
<b><u>Public Works:</u></b>			
Marc Elliott	216-5236		<a href="mailto:melliott@oshtemo.org">melliott@oshtemo.org</a>

# Memorandum

Date: September 17, 2019  
To: Township Board  
From: Karen High, Parks Director  
Re: Drake Farmstead Park Carriage Barn Fee Schedule



## **OBJECTIVES**

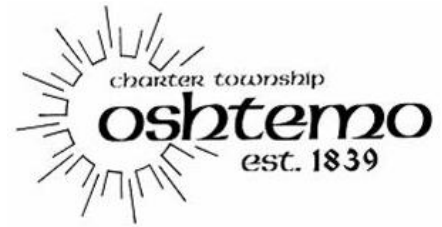
Board consideration of proposed rental fees for the Carriage Barn at Drake Farmstead Park.

## **BACKGROUND**

The Parks Committee recommends the following rental fees for the new Carriage Barn at Drake Farmstead Park. Proposed fees are equal to those charged for the Grange Hall, with the exception of the tent fee. (There is no tent fee at the Grange Hall, as there isn't a place for a tent.) The Oshtemo Historical Society will be asked to establish a fee for use of the historic house for tours or photos. Rental applications will be accepted when construction of the barn, parking lot, and trail that connects them is complete. This will likely occur by December 1, 2019.

### **Proposed Rental Fees for the Carriage Barn at Drake Farmstead Park**

<b>Rental Fee</b>	<b>Weekday (Mon-Thurs)</b>	<b>Weekend (Fri-Sun)</b>
Discounted Resident Rate	\$100	\$150
Regular Rate	\$200	\$300
<b>Tent Fee</b>	\$100 per tent. No fee for canopies that are 10' x 10' or less.	
<b>Security Deposit</b>	First time user: \$250, 2-5 rentals: \$175, 5+ rentals in good standing: \$125	
<b>Liquor Liability Deposit</b>	\$250	
<b>Proof of Insurance</b>	Proof of liability insurance required. If alcohol will be served, Certificate of Insurance Liability listing Oshtemo Township as additional insured on a General Liability and Host Liquor Liability Insurance Policy (\$1,000,000 min.) is also required.	



# Memorandum

**Date:** 20 September 2019  
**To:** Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** Oshtemo Charter Township - 2020 Budget

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## **Objective**

Board consideration of noticing the 2020 annual budget for public review.

## **Background**

The 2020 Budget was developed through discussion with Staff and the Township Board at public meetings starting in May and continuing to September. The budget is now compiled and provided for public review. Required noticing of the 2020 budget in the newspaper and online will occur in coming weeks. The Board will consider the budget for adoption at their regular meeting on November 12th, 2020.

*2020 Budget highlights include:*

- Roads & Non-motorized Projects
  - Local road maintenance & construction (\$500K)
  - Non-motorized path construction (Drake, Croydon, Green Meadow, Stadium)  
(Refer Capital Improvements Plan for extents)
- Transportation
  - Kalamazoo county Metro Transit public bus line route system (\$67K)
- Police Protection
  - Kalamazoo County/KCSO Contract – 1 Sergeant; 7 Deputies (\$868K)
- Fire & EMS Services
  - HVAC Station 2 Improvements & other Station Maintenance (\$90K)
  - Vehicle Replacements (3 Tahoe) (\$165,000)
  - Personal Protection Equipment & Misc. Firefighting Equipment (\$127K)
- Sanitary Sewer Extension
  - Construction Projects Phase I (postponed from 2019; \$8.3 Million)
- Water Extension
  - West Main St (7<sup>th</sup> to 8<sup>th</sup>, north side) (\$217K)
- Parks
  - Drake Farmstead Park Phase 2 (\$60K)
  - Township Park/Grange Hal Court Resurface & Nets (\$17K)
  - Maintenance Trucks Replacement (\$56K)
  - Old Township Hall Painting (\$35K)

**OSHTEMO CHARTER TOWNSHIP - Detailed 2020 Budget Request - 09.24.2019**

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>GENERAL FUND ESTIMATED REVENUE</b>						
101-001-40100		Carryover	186,800		186,800	1,575,000
101-001-40300		Current Real Property Tax	806,000	783,488	783,488	1,717,838
	845,972	<i>Current levy .97</i>				
	435,933	<i>Additional levy .5</i>				
	435,933	<i>Additional PA Road Millage</i>				
101-001-40400		Street Lights Tax				
101-001-40900		Act 198 Tax Collection	2,500			
101-001-43000		Payments in Lieu of Taxes	2,000		2,000	2,000
101-001-44500		Other Tax Related Revenue		4,140	4,140	2,000
101-001-44600		Penalties/Interest Taxes		130	130	
101-001-44700		Property Tax Admin Fee	338,000	348,849	348,849	367,023
		<i>1% Summer, 1% Winter</i>				
101-001-45200		Animal Licenses	200	192	192	200
101-001-45300		Manufactured Home Comm Fees	5,000	2,470	2,470	4,900
101-001-45400		Hawkers/Peddlers	100	60	60	100
101-001-47500		Miscellaneous	10,000	3,905	3,905	
101-001-47600		Reimburse Revenue	13,260	10,000	13,260	34,254
	12,754	<i>Meijer Corp for Bus Service, 131 to 9th Street</i>				
	10,000	<i>SMBA Legal Fees</i>				
	500	<i>DDA Legal Fees</i>				
	11,000	<i>Police Satelite Office Facility</i>				
101-001-47700		SRS-Right of Way	16,000	16,069	16,069	16,000
101-001-57400		SRS-Sales Tax Statutory	75,017	608,112	75,000	77,268
101-001-57500		SRS-Sales Tax Constitutional	1,840,215	351,054	1,840,215	2,030,287
101-001-57600		Other Grants	929,030		30,000	801,572
	320,800	<i>MDOT Safety Grant, Drake Rd Path from Green Meadows to W MI Ave</i>				
	60,000	<i>SoDA Reimbursement #3 to Twp for Drake Rd Non-Motorized Facilities</i>				
	25,000	<i>Other Development Revenue (NM/Sidewalk Participation Agreements)</i>				
	135,772	<i>MDOT Transportation Alternatives Grant (Drake Rd Path from W MI to Stadium (Sect 01)</i>				
	260,000	<i>KATS MDOT TA Grant (11th Street to Quail Run)</i>				
101-001-60300		FOIA/Subpeona Payment		1,525	2,000	2,500
101-001-60500		Cable Fees	180,000	135,822	170,000	170,000
101-001-60700		Election Reimbursement				30,000
101-001-61400		Planning Escrow				
101-001-61500		Planning Fees	30,000	14,370	20,000	30,000
101-001-61700		Metal Recycling Revenue	3,500	2,477	3,500	4,000
101-001-61800		Sidewalk Permit/Inspection				1,500

<b>GL NUMBER</b>	<b>FOOTNOTE AMOUNT</b>	<b>DESCRIPTION</b>	<b>2019 AMENDED BUDGET</b>	<b>2019 ACTIVITY THRU 9.30.2019</b>	<b>2019 PROJECTED ACTIVITY</b>	<b>2020 REQUESTED BUDGET</b>
101-001-63400		Grave Openings	30,000	10,630	20,000	19,000
101-001-64300		Sales of Lots	10,000	4,230	4,000	10,000
101-001-64500		Monument Installations		698		4,000
101-001-66500		Interest Earned	14,000	62,865	120,000	75,000
101-001-69400		Insurance Reimbursement		3,375	3,375	
101-001-69900		SMBA Facility Fee	20,000	20,000	20,000	21,000
<b>TOTAL GENERAL FUND ESTIMATED REVENUE</b>						<b>6,995,442</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>GENERAL FUND TRANSFERS TO OTHER FUNDS</b>						
101-110-96510		Transfer to Sewer	250,000	250,000	250,000	250,000
	125,000	<i>Phase I Contract A GF contribution toward road</i>				
	125,000	<i>Phase I Contract B GF contribution toward road</i>				
101-110-96525		Transfer to Cemetery				5,000
101-110-96540		Transfer to Police Fund	2,400	2,400	2,400	
101-110-96560		Transfer to Parks Fund	175,000	175,000	175,000	325,000
<b>TOTAL GENERAL FUND TRANSFERS TO OTHER FUNDS</b>						
						<b>580,000</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>SUPERVISOR'S OFFICE</b>						
101-171-70200		Salaries	136,752	99,469	136,752	220,078
		<i>Supervisor 1 FTE</i>				
		<i>HR Specialist - Recruiting, Dept Ops .5 FTE</i>				
		<i>Admin Assistant .2 FTE</i>				
		<i>Assist to Supervisor - HR Benefits.5 FTE</i>				
		<i>Assist to Supervisor - Strategic Planning, Ops (1 FTE)</i>				
101-171-71500		Payroll Taxes - FICA	10,443	7,298	10,443	16,836
101-171-72200		Pension Plan	8,840	3,978	8,840	15,883
<b>TOTAL SUPERVISOR</b>						<b>252,797</b>



GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>CLERK'S OFFICE</b>						
101-173-70200		Salaries	112,058	82,388	112,058	116,481
		<i>Clerk</i>				
		<i>Deputy Clerk</i>				
		<i>Clerk's Assistant .925 FTE (80% Clerk, 20% General)</i>				
		<i>Assistant to the Clerk (20% of .925 FTE)</i>				
101-173-71500		Payroll Taxes - FICA	8,572	5,834	8,572	8,911
101-173-72200		Pension Plan	8,965	3,295	8,965	9,318
<b>TOTAL CLERK</b>						<b>134,710</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>TREASURER'S OFFICE</b>						
101-174-70200		Salaries	94,470	68,651	94,470	96,413
		<i>Treasurer 1 FTE</i>				
		<i>Assistant Treasurer (60% of .925 FTE)</i>				
		<i>Deputy Treasurer</i>				
101-174-71500		Payroll Taxes - FICA	7,127	4,900	7,127	7,276
101-174-72200		Pension Plan	7,454	2,660	7,454	7,609
101-174-73000		Postage	5,500	2,809	7,500	7,500
	2,000	<i>Delinquent Personal Property Taxes</i>				
	5,500	<i>Tax Bills</i>				
<b>TOTAL TREASURER</b>						<b>118,798</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>TRUSTEES</b>						
101-175-70200		Salaries	28,000	16,470	24,000	28,000
101-175-71500		Payroll Taxes - FICA	2,240	1,260	2,240	2,240
<b>TOTAL TRUSTEES</b>						<b>30,240</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>ELECTIONS</b>						
101-191-72800		Supplies	2,800	1,326	2,800	9,000
		<i>2 backup e-pollbook laptops, ID cards, supplies, AV envelopes, app, ballots</i>				
101-191-73000		Postage	1,000	667	1,000	7,000
		<i>Postage for ID cards and AV</i>				
101-191-80800		Precinct Workers			15,000	52,300
		<i>4 elections</i>				
101-191-82670		Facility Rental Fees			500	1,000
101-191-90300		Legal Notices				
101-191-97000		Capital Outlay-Equipment	10,000	3,881	4,500	
<b>TOTAL ELECTIONS</b>						<b>69,300</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>INFORMATION TECHNOLOGY</b>						
101-201-70200		Salaries/Clerical				56,000
101-201-71500		Payroll Taxes - FICA				4,284
101-201-72200		Pension Plan				3,102
101-201-72800		Supplies	3,000	2,227	3,000	1,000
		<i>Cables, keyboards, monitors, mouse devices</i>				
101-201-80500		Computer Support	63,900	66,803	113,900	115,950
	18,000	<i>BS&amp;A Annual Support</i>				
	5,000	<i>Encode Ordinance Hosting</i>				
	1,300	<i>Apex Software</i>				
	2,800	<i>BS&amp;A Seats</i>				
	52,800	<i>Secant Cloud Service</i>				
	150	<i>Web Page Support Fees</i>				
	2,700	<i>GIS Licensing</i>				
	7,500	<i>IT Additional Costs</i>				
	100	<i>SSL Certificate (Encryption)</i>				
	2,000	<i>Community Center WiFi</i>				
	16,000	<i>Laserfiche - Upgrade</i>				
	7,600	<i>Fiber optic dedicated line (CTS)</i>				
101-201-97000		Capital Outlay	60,000	4,192	10,000	11,000
	6,000	<i>Computer Replacements (3)</i>				
	4,000	<i>New Employee Computers (2)</i>				
	1,000	<i>O.E. Mobile Surface Pro (50% IT/50% Building)</i>				
<b>TOTAL INFORMATION TECHNOLOGY</b>						<b>191,336</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>ASSESSING</b>						
101-209-70200		Salaries	113,574	82,591	113,574	116,201
		<i>Assessor 1 FTE</i>				
		<i>Assistant to Assessor 1 FTE</i>				
101-209-70300		Board of Review Salaries	2,500	2,210	2,500	3,000
		<i>\$65/half day &amp; \$130 full day, including alternate</i>				
101-209-71500		Payroll Taxes - FICA	8,688	6,416	8,688	8,889
101-209-72200		Pension Plan	9,086	3,304	9,086	9,296
101-209-72800		Supplies	4,000	400	400	4,000
101-209-73000		Postage	6,200	5,644	6,200	6,500
101-209-80700		Contracted Appeals	60,000	24,053	60,000	60,000
	28,000	<i>Legal</i>				
	32,000	<i>Commercial Appraisal</i>				
101-209-82000		Engineering Fees	15,000	11,008	15,000	20,000
101-209-82600		Legal Fees	12,000	9,068	12,000	18,000
101-209-87000		Mileage	800	362	37	800
101-209-90300		Legal Notices	1,200	722	1,200	1,200
101-209-95800		Education/Dues	5,000	2,834	5,000	5,000
101-209-97000		Capital Outlay-Equipment	18,500	8,395	21,000	11,000
	8,000	<i>BS&amp;A Programming Service</i>				
	500	<i>Misc</i>				
	2,500	<i>PivotPoint Software/Assessing Mobile Technology</i>				
<b>TOTAL ASSESSING</b>						<b>263,886</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>CEMETERY, BLDG &amp; GROUNDS</b>						
101-218-72800		Supplies	1,500	293	200	1,500
101-218-75100		Vehicle Maintenance	3,000	1,469	3,000	3,000
101-218-75300		Grounds Maint Equipment	2,500	1,162	2,500	2,500
101-218-75700		Tools & Supplies	1,500	135	300	1,500
101-218-76000		Facility Supplies	3,200	2,471	2,500	3,200
101-218-76600		Expendable Supplies	3,000	1,198	1,000	3,000
101-218-80500		Contracted Snow Removal	1,000	125	1,000	1,000
101-218-80600		Contracted Lawn Maintenance	11,500	7,400	11,500	11,500
101-218-80800		Contracted Grave Openings	20,000	7,000	20,000	
101-218-86800		Fuel, Oil & Grease	1,500	539	1,000	1,500
101-218-92000		Water	2,000	943	2,000	2,000
101-218-92100		Electric	23,000	13,309	23,000	23,000
101-218-92300		Heat	4,000	2,723	4,000	4,000
101-218-93100		Maintenance Services	23,000	17,579	23,000	24,500
	4,400	Trash services				
	500	Irrigation start up/close out				
	19,600	Alarm & video systems, cleaning, pest control, video monitoring, etc.				
101-218-97400		Capital Outlay	178,500	6,959	63,000	187,500
	115,000	Maintenance Facility Structure Modification or Pole Bldg Framework (Insulation, Interior, Electrical, Water Extension)				
	2,500	Lighting Upgrades (LED)				
	6,000	Asphalt Maintenance (crack seal, sealcoat, etc)				
	20,000	Cemetery Maintenance (Phase 3 of 4)				
	10,000	Twp Office, Public Restroomms Sanitary Sewer Connections				
	30,000	Replacement Township Hall Carpet				
	4,000	Security Cameras				
<b>TOTAL CEMETERY, BLDG &amp; GROUNDS</b>						<b>269,700</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>FINANCE &amp; LEGAL</b>						
101-223-82500		Accounting & Audit Fees	58,200	33,320	58,200	62,500
	14,500	<i>Annual Audit &amp; Single Audit</i>				
	48,000	<i>Acctg Consulting Services (prepare financial stmts, month end, etc)</i>				
101-223-82600		Legal Fees	25,000	28,361	32,000	30,000
<b>TOTAL FINANCE &amp; LEGAL</b>						<b>92,500</b>



GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>INSURANCE &amp; BONDS</b>						
101-234-71600		Health & Life Insurance	150,000	129,918	150,000	214,500
	190,000	<i>Health Insurance</i>				
	3,000	<i>Life Insurance</i>				
	5,800	<i>ST/LT Disability</i>				
	1,500	<i>HRA/FSA Admin Fees</i>				
	2,500	<i>Long Term Care</i>				
	11,700	<i>In Lieu of</i>				
101-234-72500		Retiree Health Care	57,600		57,600	68,400
		<i>Full Time Employees Defined Contribution Plan (17 current + 2)</i>			0	
101-234-91100		Worker's Compensation	6,620	4,720	6,620	6,700
101-234-91200		General Insurance	40,000	15,884	40,000	42,000
		<i>Liability /Vehicles/Property Damage</i>				
<b>TOTAL INSURANCE &amp; BONDS</b>						<b>331,600</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>GENERAL OPERATIONS</b>						
101-249-70200		Salaries	146,146	78,198	146,146	123,985
		<i>Clerk's Assistant .925 FTE (20%)</i>				
		<i>Customer Service Admin Assistant .6 FTE</i>				
		<i>GIS Specialist .5 FTE</i>				
		<i>Maintenance Staff</i>				
		<i>Assistant to Clerk .925 FTE (20%)</i>				
101-249-70400		In Lieu Of Insurance	5,500	4,320	5,500	7,020
101-249-71500		Payroll Taxes - FICA	11,280	6,008	11,280	9,584
101-249-72200		Pension Plan	11,446	3,098	11,446	9,542
101-249-72800		Supplies	8,000	4,536	6,000	8,000
101-249-73000		Postage	15,000	5,656	15,000	15,000
101-249-75100		Vehicle Maintenance	1,500	192	500	1,500
101-249-80800		Contracted Services	85,500	49,607	60,000	71,500
	2,500	<i>Maintenance</i>				
	67,000	<i>Bus Service - West Main 131 to 9thSt</i>				
	2,000	<i>Maintenance - Hazardous Communication</i>				
101-249-82000		Engineering Fees				
101-249-85300		Telephone	7,000	4,255	6,000	7,000
101-249-86800		Fuel, Oil & Grease	800	437	800	800
101-249-87000		Mileage	1,000	1,064	1,200	1,000
101-249-87200		New Hire Expenses	4,000	4,194	6,400	4,000
101-249-90300		Legal Notices	18,000	8,316	18,000	18,000
101-249-93300		Equipment Maintenance	10,400	8,119	10,400	12,400
101-249-95600		Household Hazard Waste	16,000	11,488	16,000	17,000
101-249-95700		Newsletter	16,000	8,698	12,000	16,000
		<i>Publishing and Postage Costs Bi-Monthly, 1 Township-Wide Mailing</i>				
101-249-95800		Education/Dues	16,000	15,385		24,000
101-249-95900		Trash Collection	48,000	28,988	48,000	51,000
	49,500	<i>Township Trash Day Operations</i>				
	1,500	<i>Township Trash Day Staffing</i>				
101-249-96100		BOR/MTT Refunds		2,291		
101-249-96300		Contingency Items	3,340			19,272
101-249-97500		Capital Outlay / Buildings	5,000	4,826	5,000	
101-249-97600		Capital Outlay	3,500		1,000	106,500
	6,500	<i>Replacement Maintenance Trailer</i>				
	35,000	<i>Replacement Plow Truck (2006 Chevy)</i>				
	35,000	<i>Replacement Plow Truck (2009 Ford)</i>				
	30,000	<i>Township Office Carpet Replacement (Pt 2)</i>				
101-249-97600.WMSTDM		Capital Outlay				

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
101-249-97700		Capital Outlay / Equipment	10,000			10,000
<b>TOTAL GENERAL OPERATIONS</b>						<b>533,103</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>LEGAL DEPT</b>						
101-250-70200		Salaries	262,165	191,521	262,165	267,647
		<i>Attorney 1 FTE</i>				
		<i>Admin Assist/Paralegal 1 FTE</i>				
		<i>Admin Assist .5 FTE</i>				
101-250-71500		Payroll Taxes - FICA	16,448	13,578	16,448	16,988
101-250-72200		Pension Plan	20,973	7,930	20,973	21,412
101-250-72800		Supplies	1,000	1,036	1,200	1,200
101-250-80800		Contracted Legal Counsel/Temp Paralegal	2,000			2,200
101-250-83000		Departmental Billings	(158,200)	(60,759)	(120,000)	(99,000)
101-250-87000		Mileage	325	275	325	550
101-250-95500		Law Library/Archives	12,500	10,002	12,500	14,500
101-250-95800		Education/Dues	925	125	925	1,200
101-250-97000		Capital Outlay	1,000	443	1,000	1,250
<b>TOTAL LEGAL DEPT</b>						<b>227,947</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>PUBLIC WORKS</b>						
101-506-70200		Salaries	45,449	47,786	65,000	84,167
		<i>Public Works Director 1 FTE (50%)</i>				
		<i>Public Works Technical 1 FTE 50%</i>				
		<i>Public Works Technical (Part Time, Flex Schedule)</i>				
		<i>Public Works Director (Succession overlap; 4th quarter 2020)</i>				
101-506-70400		In Lieu Of Insurance				
101-506-71500		Payroll Taxes - FICA	3,477	3,502	3,477	6,477
101-506-72200		Pension Plan	3,636	1,727	3,636	5,711
101-506-72800		Supplies	2,500			2,500
	500	<i>Supplies</i>				
	2,000	<i>Bikeway Signage</i>				
101-506-73000		Postage	600			600
101-506-82000		Engineering Fees	6,000	4,206	4,206	6,000
101-506-82600		Legal Fees	3,500	6,112	12,000	12,000
101-506-87000		Mileage	600			500
101-506-92600		Street Lighting				
101-506-95200		Road Project Costs				
101-506-95200.BTR2RD		Road Project Costs	366,500		366,500	
		<i>BTR 2.0 Road Economic Development</i>				
101-506-95200.RDMAIN		Road Project Costs	250,000	129,164	160,000	250,000
		<i>Road Maintenance Program (support RKC PAR match program)</i>				
101-506-95200.SANCOA		Sewer 1 Contract A	180,000			
101-506-95300		Storm Sewer Costs	12,000	364	6,000	12,000
	6,000	<i>Improvements to Maple Hill Storm PS in conjunction with transfer to Drain Comm</i>				
	6,000	<i>General storm sewer capital expense</i>				
101-506-95800		Education/Dues	1,500	668	1,000	2,000
101-506-97600		Capital Outlay	107,130	1,540	20,000	20,000
		<i>Non-motorized facilities ADA assessment activities with maintenance &amp; restoration</i>				
		<i>Proposed 2020 Nonmotorized Bond Expenses</i>				
101-506-97600.NMDRDR		Non-Motorized Drake Rd	276,480			286,000
		<i>Non Motorized TA, W MI Ave to Stadium (DR at Corners @DR), (MDOT Sect 01 of 2)</i>				
101-506-97600.NMDRSA		Non Motorized Drake Safety Grant	1,047,600			1,084,000
		<i>Green Meadow to W Michigan</i>				
101-506-97600.NMDRTA		South Drake Phase 2 Transportation Alt.	829,440	374,318	500,000	15,000

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
		<i>Non-motorized TA, W Main to Green Meadows (MDOT Sect 02 of 2) (Changed to First Phase); add 60' sidewalk</i>				
101-506-97600.NMKLAV		Non Motorized Facility KL Ave	10,000			220,000
		<i>KL Ave Path Incrementals (Legal Descriptions &amp; Easement Acquisitions)</i>				
101-506-97600.NMS9TH		Non motorized 9th St.	30,000			30,000
101-506-97600.NMSTDM		Non motorized Stadium	40,000	4,709	40,000	520,000
		<i>KATS TA Construction (460 ft West of Quail Run to 11th St)</i>				
101-506-97600.PLATSW		Capital Outlay / Bldg Adds	31,000	5,292	30,000	30,000
		<i>Non-Motorized Concept and Preliminary Design (Phase 2 Sewers Extent)</i>				
101-506-97600.SANCOA		Sewer 1 Contract A	164,000	10,850	20,000	
101-506-97600.SANCOB		Sewer 1, Contract B	26,000	1,720	26,000	148,800
	26,800	<i>Fairgrove Connector</i>				
	122,000	<i>Whitegate Connector</i>				
101-506-97600.SANPH2		Sewer 2	11,240		10,000	30,000
		<i>11th St NM Improvements, Parkview to N Ave (4-ft shoulders), Engr Design</i>				
101-506-97600.SWGMDR		Sidewalk, Green Meadow				430,000
		<i>To be bid following Contract A (Skyridge Sewer)</i>				
101-506-97600.SWMHDR		Sidewalk, Maple Hill and Croyden				473,000
		<i>To be bid following Contract B (Beech St Sewer)</i>				
<b>TOTAL PUBLIC WORKS</b>						<b>3,668,755</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>PLANNING DEPT</b>						
101-805-70200		Salaries	92,222	76,497	92,222	108,163
		<i>Planning Director 1 FTE</i>				
		<i>Admin Assistant .2 FTE</i>				
		<i>Zoning Administrator .5 FTE</i>				
101-805-70300		Salaries-PC/ZBA	12,000	5,955	12,000	14,380
	8,800	<i>Planning Commission</i>				
	5,580	<i>Zoning Board of Appeals</i>				
101-805-71500		Payroll Taxes - FICA	8,202	6,143	8,202	8,274
101-805-72200		Pension Plan	8,578	3,071	8,578	8,653
101-805-72800		Supplies	2,000	42	2,000	2,000
101-805-73000		Postage	3,000			2,000
101-805-80100		GIS Expense	7,000	2,309	7,000	7,000
101-805-80800		Consultants	39,500	17,246	39,500	25,000
	10,000	<i>Zoning Ordinance Updates</i>				
	8,000	<i>Recorder of Minutes</i>				
	6,000	<i>GO! Green Oshtemo Conservation Next Steps Planning &amp; Community Outreach</i>				
	1,000	<i>Maple Hill Zoning Ordinance (Cont. from 2019)</i>				
101-805-82000		Engineering Fees	3,000	754	2,000	3,000
101-805-82600		Legal Fees	35,000	16,500	32,000	32,000
101-805-87000		Mileage	300	230	300	300
101-805-90300		Legal Notices	15,000	12,108	15,000	15,000
101-805-95800		Education/Dues	5,000	2,715	5,000	5,000
<b>TOTAL PLANNING DEPT</b>						<b>230,770</b>
<b>GENERAL FUND - OVERALL TOTAL ESTIMATED REVENUES</b>						<b>6,995,442</b>
<b>GENERAL FUND - OVERALL TOTAL ESTIMATED APPROPRIATIONS</b>						<b>6,995,442</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>CEMETERY TRUST FUND</b>						
151-001-67500		Transfer from General Fund				<b>5,000</b>
<b>TOTAL CEMETERY FUND ESTIMATED REVENUE</b>						



GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>PARKS FUND ESTIMATED REVENUES</b>						
107-751-40100		Carryover	377,525		377,525	
107-751-46000		Donations - Restricted	20,000	10,544	10,150	10,000
		<i>Rotary Picnic Shelter (#2 of 5)</i>			0	
107-751-46100		Donations - Unrestricted		1,538	1,500	
107-751-46200		Grant Revenues	137,700	6,380	129,350	13,650
107-751-47200		Rental Fee - Grange	6,000	6,485	6,000	6,000
107-751-47300		Rental Fee - Oshtemo Community Center	13,000	9,653	11,000	11,000
107-751-47400		Rental Fee - Twp Park Pavilion	6,000	6,160	6,000	6,000
107-751-47500		Rental Fee - Flesher Pavilion	3,500	4,988	4,000	4,000
107-751-47600		Rental Fee - Flesher Gazebo	500	75		200
107-751-66500		Interest Earned	9,000	9,984	11,000	16,000
	13,000	<i>Kal Comm Fndtn Oshtemo Parks &amp; Recreation Fund</i>				
	3,000	<i>Parks Fund Interest</i>				
107-751-67300		Sales-Fixed Assets				
107-751-67500		Transfer from General Fund	175,000	175,000	175,000	325,000
<b>TOTAL PARKS FUND ESTIMATED REVENUE</b>						<b>391,850</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>PARKS</b>						
107-756-70210		Salaries	76,652	54,871	77,000	94,472
		<i>Parks Director .75 FTE</i>				
		<i>Maintenance Staff</i>				
		<i>Parks Intern (25 hours, 12 weeks)</i>				
107-756-71500		Payroll Taxes - FICA	5,864	4,189	6,000	7,227
107-756-72200		Pension Plan	6,093	2,075	4,500	6,340
107-756-72800		Program/Marketing Supplies	500	399	500	2,500
	500	<i>Supplies</i>				
	2,000	<i>Printing of marketing materials for wedding &amp; other rentals</i>				
107-756-75100		Vehicle Maintenance	2,600	1,996	2,600	2,600
107-756-75300		Grounds Maint Equipment	4,500	2,295	4,500	4,500
107-756-75700		Tools & Supplies	300	101	300	300
107-756-76000		Facility Supplies	3,000	2,157	3,000	3,000
		<i>Facilities maintenance parts/supplies: light bulbs, fasteners, lubricants, paint/painting supplies, locks, lock batteries, thermostats</i>				
107-756-76600		Expendable Supplies	4,000	2,738	4,000	4,000
		<i>Supplies expended though use: Paper towels, toilet paper, cleaning chemicals, ice melt, soap, garbage bags, disposable gloves, e</i>				
107-756-80500		Contracted Snow Removal	1,000			1,000
107-756-80800		Consultant	300	871	300	14,000
	8,000	<i>New Drake/KL Area Neighborhood Park (MNRTF application, surveys, concept design, etc)</i>				
	5,000	<i>Fruitbelt Trail concept plan and acquisition grant</i>				
	1,000	<i>Photography and graphic design of marketing materials for rentals</i>				
107-756-80800.DRFMP1		Consultant	14,820	5,000	14,820	
107-756-80800.DRFMP2		Consultant	19,083	15,742	17,583	1,800
		<i>Drake Farmstead Master Plan - update map graphic</i>				
107-756-80800.GRNCOR		Consultant	1,000			
		<i>Land Acquisition Planning/Evaluation</i>				
107-756-80800.P&RMPU		Consultant				
107-756-82500		Accounting & Audit Fees	3,000	1,150	3,000	2,000
107-756-82600		Legal Fees	2,000	1,253	2,000	2,000
107-756-85300		Telephone	1,720	1,395	1,720	2,000
		<i>Grange Elevator Emergency Phone</i>				
107-756-86800		Fuel, Oil & Grease	1,500	1,296	1,500	1,500

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
107-756-92000		Water	1,500	823	1,500	2,000
107-756-92100		Electric	7,780	4,194	7,780	8,700
107-756-92300		Heat	6,500	4,306	6,500	6,500
107-756-93100		Maintenance Services	23,700	10,027	23,700	23,700
	1,000	<i>Elevator Inspection Services</i>				
	1,700	<i>Flesher Field garden area landscpe maintenance</i>				
	1,000	<i>EPS Elevator Inspection Services</i>				
	20,000	<i>Other</i>				
107-756-95800		Education/Dues	1,200	532	600	1,200
107-756-97400		Capital Outlay/Improvements	23,500	1,895	15,000	74,000
	5,000	<i>Tee signs in disc golf course</i>				
	2,000	<i>Planting &amp; tree maintenance</i>				
	10,000	<i>Parking lot maintenance</i>				
	3,000	<i>Engineered Wood Fiber (Playground Safety Surface)</i>				
	17,000	<i>Color coat and restripe tennis and basketball courts</i>				
	1,000	<i>Trail head sign at Flesher Field</i>				
	1,000	<i>Design and install rain garden and no mow signs</i>				
	35,000	<i>Old Township Hall Paint</i>				
107-756-97400.DRFMP1		Capital Outlay/Improvements	369,422	153,407	369,422	
107-756-97400.DRFMP2		Capital Outlay/Improvements	159,000	4,850	159,000	
107-756-97400.DRFMP3		Capital Outlay/Improvements				60,300
	10,000	<i>Tables, chairs for Drake carriage barn</i>				
	40,000	<i>Improve gravel driveway</i>				
	2,000	<i>Build woodchip trails with volunteers</i>				
	5,000	<i>Trim trees along driveway with volunteers and paid contracts</i>				
	3,300	<i>Prairie maintenance</i>				
107-756-97400.GRNGHL		Capital Outlay/Improvements				2,500
	1,500	<i>Install gutters at Grange Hall</i>				
	1,000	<i>repair and repaint basement walls</i>				
107-756-97700		Capital Outlay/Equipment				56,000
		<i>Replacement Plow Trucks (40%)</i>				
107-756-98000		Capital Outlay/Oshtemo Comm Center				2,000
		<i>Gutters</i>				
107-756-98100		Capital Outlay/Drake House	3,000	3,000	3,000	3,000
		<i>Drake House Renovation for 50% match with OHS projects</i>				
<b>TOTAL PARKS ESTIMATED APPROPRIATIONS</b>						<b>389,139</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>POLICE FUND ESTIMATED REVENUE</b>						
207-001-40200		Current Property Tax Levy	1,342,380	1,332,114	1,332,114	1,405,103
	886,885	3.8 Commercial & Multi-housing (SAD District)				
	504,729	0.9 All other areas (2009 SAD District)				
	5,180	Ev No Emergency Services Agreement				
	8,309	Non-taxable Properties SAD				
207-001-45200		Liquor License Fees	20,000	436	20,000	20,000
207-001-65000		Ordinance Violations-8th District Court	40,000	24,114	35,000	40,000
207-001-65100		General Ordinance Violations	2,000	1,125	2,000	2,000
207-001-65300		False Fire Alarm Fines		1,746	1,500	
207-001-65400		False Security Alarm Fines		675	700	
207-001-65600		Parking Violations	5,000	2,510	4,000	5,000
207-001-65700		Rental Housing Inspection Applications	2,040	730	1,000	2,000
207-001-65800		Sidewalk Permit/Inspection	1,500	2,000	1,000	
207-001-66500		Interest Earned	1,500	2,062	6,000	12,000
207-001-67500		Transfer from General Fund	2,400	2,400	2,400	
<b>TOTAL POLICE FUND ESTIMATED REVENUE</b>						<b>1,486,103</b>
<b>POLICE CONTRACT/ADMIN</b>						
Dept 310 - POLICE CONTRACT ADMIN						
207-310-70200		Salary/Contract Administrator	1,000			1,000
		Police Specialist (.05 FTE)				
207-310-71500		Payroll Taxes - FICA	80			
207-310-72200		Pension Plan	80			
207-310-80200		Protection Contract - KC	1,089,534	770,365	1,090,000	867,500
	137,500	Sergeant (1)				
	730,000	Deputies (7), including Traffic Officer & Community Policing Officer				
207-310-80300		KCSD Satellite Office	11,000		11,000	11,000
207-310-82500		Accounting & Audit Fees	13,000	9,626	13,000	8,000
	3,000	General Accounting & Auditing				
	5,000	Project Analysis				
207-310-82600		Legal Fees-8th District Court	35,000	11,542	23,000	23,000
207-310-96100		BOR/MTT Refunds		5,128	5,128	
207-310-97000		Capital Outlay	2,500		2,500	1,250
		Traffic Control (signs) (truck route, etc)				
<b>TOTAL POLICE CONTRACT/ADMIN</b>						<b>911,750</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>PARKING VIOLATIONS ENFORCEMENT</b>						
207-320-71500		Payroll Taxes - FICA	400		400	400
207-320-72200		Pension Plan	500		500	500
207-320-72800		Supplies	500		500	500
207-320-80900		Parking Enforcement Officers	5,000	998	2,000	5,000
207-320-87000		PEO Mileage	1,000		100	1,000
<b>TOTAL PARKING VIOLATIONS ENFORCEMENT</b>						<b>7,400</b>
<b>GENERAL ORDINANCE ENFORCEMENT</b>						
207-330-70200		Salaries	33,598	24,235	33,600	37,955
		<i>Ordinance Enforcement Officer, 50% of 1 FTE</i>				
		<i>Admin Assistant, 50% of .5 FTE</i>				
		<i>OE Seasonal Assistant</i>				
207-330-71500		Payroll Taxes - FICA	2,570	1,845	2,570	2,904
207-330-72200		Pension Plan	2,688	969	2,688	2,724
207-330-72800		Supplies	1,500	176	1,000	2,500
	500	<i>BS&amp;A Consultant Support</i>				
	500	<i>Misc hauling, mowing, etc</i>				
	500	<i>New Uniforms, PPE</i>				
	1,000	<i>Traffic Cones, ADA Safety Barricades (2)</i>				
207-330-82600		Legal Fees	7,500	2,025	4,000	4,000
<b>TOTAL GENERAL ORDINANCE ENFORCEMENT</b>						<b>50,083</b>
<b>TOTAL OVERALL POLICE FUND ESTIMATED REVENUE</b>						
						<b>1,486,103</b>
<b>TOTAL OVERALL POLICE FUND ESTIMATED APPROPRIATIONS</b>						
						<b>969,233</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>FIRE FUND ADMIN/OPERATIONS/MAINT ESTIMATED REVENUE</b>						
206-001-40100		Carryover				31,336
206-001-40200		Current Property Tax Levy	2,409,779	2,350,952	2,350,952	2,480,278
	2,442,167	<i>82% of 3.75 SAD</i>				
	21,411	<i>Evergreen North Emergency Services Agreement</i>				
	16,700	<i>Non-taxable Properties SADs</i>				
206-001-40900		Act 198 Tax Collection				
206-001-43000		Payments in Lieu of Taxes				
206-001-46000		Donations				
206-001-47500		Miscellaneous		700	700	
206-001-47800		PEO Mileage Reimbursement				
206-001-61000		Other Services Provided		165	135	
206-001-66500		Interest Earned		2,856	5,000	18,000
<b>TOTAL FIRE FUND ADMIN/OPERATIONS/MAINT ESTIMATED REVENUE</b>						<b>2,529,614</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>ADMINISTRATION</b>						
206-336-70200		Salaries	859,859	634,286	859,859	944,047
		<i>Fire Chief, Deputy Chief, Assistant Chief, Training Officer (4 FTE)</i>				
		<i>24 Hour Firefighters (12 FTE)</i>				
		<i>Admin Assistant (0.6 FTE - up to 24 hours per week)</i>				
206-336-70300		Overtime	33,090	50,113	60,000	60,000
206-336-70310		Other Overtime			40,000	39,800
206-336-70400		In Lieu Of Insurance	5,000	2,295	5,000	2,340
206-336-71500		Payroll Taxes - FICA	51,098	50,761	80,000	79,854
206-336-71600		Health & Life Insurance	193,300	87,631	193,300	131,569
	121,351	<i>Health, Dental &amp; Vision (Blue Cross, Blue Shield)</i>				
	2,980	<i>Life Insurance (Consumers Life Ins.)</i>				
	1,284	<i>Long Term Care (UNUM)</i>				
	5,134	<i>Disability (Kansas City - Nulty)</i>				
	820	<i>HRA &amp; FSA Admin Fees (Arcadia Benefits)</i>				
206-336-72200		Pension Plan	52,328	26,779	52,328	83,163
206-336-72500		Clothing Allowance	23,763	4,124	23,763	31,590
	8,800	<i>FTE (16 positions @ \$550 ea.)</i>				
	4,392	<i>New Resident Interns (4 positions @ \$1,098 ea)</i>				
	8,040	<i>Promoted from trainee to firefighter (10 @ \$804 ea.)</i>				
	1,280	<i>Promoted to DO &amp; PEO (5 @ \$256 ea.)</i>				
		<i>Promoted from firefighter to officer (0 @ \$500 ea.)</i>				
	3,500	<i>Repairs</i>				
	1,168	<i>Change in FTE person (If an FTE leaves and is replaced)</i>				
	4,410	<i>Provide Class A for new FTE's from 2019 (7 @ \$630)</i>				
206-336-72600		Retiree Health Care	57,600			57,600
		<i>16 FTE's @ \$3,600 ea.</i>				
206-336-82500		Accounting & Audit Fees	5,500	3,350	5,500	5,000
206-336-82600		Legal Fees	3,000	1,088	3,000	45,000
206-336-87000		Mileage	500	96	500	500
206-336-95900		Continuing Education	35,470	20,416	35,470	51,025
	36,100	<i>Department Wide</i>				
	5,590	<i>Administration Division</i>				
	7,765	<i>Fire Prevention Division - Inspectors &amp; Investigators certifications</i>				
	1,570	<i>Training &amp; Safety Division</i>				
206-336-96100		Hazmat Fees	1,400		1,400	1,400
		<i>Annual maintenance membership to support countywide team. Same as 2019.</i>				
206-336-96300		Admin Contingency	5,000	813	2,000	
<b>TOTAL FIRE ADMINISTRATION</b>						<b>1,532,888</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>OPERATIONS</b>						
206-340-70500		Fire Pay - On Call	407,875	226,996	407,875	415,384
		<i>Paid On Call Firefighters (Estimated to be approximately 25 members)</i>				
206-340-70600		Relief Driver Pay				
206-340-70700		Education & Training				
206-340-70800		Work Detail Pay				
206-340-70900		Station Staffing/Part Time				
206-340-71500		Payroll Taxes - FICA	6,627	3,789	6,627	6,023
206-340-71500.FIREDP		Payroll Taxes - FICA				
206-340-71800		Fire Dept Maintenance	9,323	6,892	9,323	
		<i>Est. hours Maint. works on FD facilities</i>				
206-340-71800.FIREDP		Fire Dept Maintenance				
206-340-72200		Pension Plan	41,533	23,128	41,533	41,538
206-340-72200.FIREDP		Pension Plan				
206-340-72800		Supplies	8,000	3,653	8,000	8,000
206-340-72900		Petty Cash	500			500
206-340-75500		EMS Supplies	6,381	4,401	6,381	6,660
	1,836	<i>8 replacement batteries for FR3 AED's</i>				
	270	<i>Field notes purchased from medical control</i>				
	260	<i>Colorimetric Detector (20 @ \$13 ea.)</i>				
	53	<i>Thomas Tube Holder (15 @ \$3.50 ea.)</i>				
	310	<i>Replacement EMS bags (2 @ \$155 ea.)</i>				
	640	<i>Hand held suction units (10 @ \$64 ea.)</i>				
	260	<i>Replacement Suction Canister (20 @ \$13 ea.)</i>				
	225	<i>Opti Cide Surface Wipes (15 @ \$15 ea.)</i>				
	1,989	<i>Exam Gloves (all sizes)</i>				
	204	<i>Accountability Cynch Locks for bags (12 bags @ \$16.96)</i>				
	538	<i>Misc: Sterile water, heat packs, O2 regulator, B/P Cuffs...</i>				
	75	<i>Annual DEQ license as a "Medical Waste Producing Facility".</i>				
206-340-75700		Tools & Supplies	3,000	538	3,000	3,000
206-340-76000		Training Supplies	1,800	1,528	1,800	5,595
	500	<i>Construction Materials for simulators</i>				
	995	<i>SHO-FLOW: 1 1/2" x 1.5"</i>				
	1,200	<i>SHO-FLOW: 2.5" x 2.5"</i>				
	400	<i>Line Pressure Gauge 1/5" Pitot Type</i>				
	500	<i>In-Line Pitot Pressure auge 2.5"</i>				
	1,500	<i>FDC/Standpipe Training Prop</i>				
	500	<i>Unspecified</i>				



GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
206-340-76100		Public Education	5,380		5,380	5,880
	2,000	Kids plastic fire helmets (2,500 @ \$0.80 ea.)				
	290	Badges, stickers... (1,000 @ \$0.29 ea.)				
	260	Instructional Coloring books (3 boxes @ \$65 ea.)				
	2,470	Reflective Slap Wristbands (250 per box @ \$617.50 ea.)				
	260	Pencils (1,000 @ \$0.26 ea.)				
	600	Recruitment Banners (3 @ \$200 ea.)				
206-340-76600		Equipment	13,000	1,405	13,000	5,020
	800	SCBA Batteries. All units changed twice annually.				
	220	TIC Batteries. Replacement or refurbishment.				
	2,000	PPE equipment: Key FOBs, helmet shields, accountability tags, flashlights...				
	2,000	Equipment Replacement. Broken shoves, axes, pike poles, spanner wrenches...				
206-340-80900		Computer Operations	77,370	43,301	77,370	77,523
	7,842	Annual desktop rotation of 3 units & hardware to connect 504 to CAD				
	16,483	Software support & annual licensing (RMS, Lexipol, Aladtec)				
	33,600	SECANT Technologies (\$2,800 per month)				
	5,750	Segfriend Crandall - Installations, repairs...				
	1,000	Technology Repairs by other vendors				
	900	Road Safety: \$15 per vehicle (5 trucks) per month.				
	1,740	Printers: Both stations. Quarterly lease agreement and supplies.				
	608	Active 911 services for secondary alarm notifications (Up to 50 units @ \$12.15 ea.)				
	2,000	Charter Communications - both fire stations				
	7,600	Fiber optic dedicated line (CTS)				
206-340-85100		Radio Maintenance	6,300	1,627	6,300	11,150
	1,000	Pager batteries, belt clips and replacement knobs				
	5,000	Repairs to HT 1250 portables.				
	2,000	Unspecified repairs				
	1,200	Replacement batteries for XTS5000 800 MHz radios (8)				
	1,950	Repair or replace worn Fire Comm headsets in trucks				
206-340-85300		Telephone	13,520	6,686	13,520	13,740
	900	Cellphone charges for 3 positions (50% of \$50 per month) \$25 x 3 x 12 months				
	5,940	WiFi connections to 10 trucks & 1 card @ \$45 per month = \$495 per mo)				
	3,600	Building Telephone service (CTS) \$300 per month				
	2,000	Telephone System Repairs				
	300	Rebate to 1 OFD member for his phone use. (\$25 per month)				
	1,000	Unspecified				

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
206-340-86700		Vehicle Operations	113,855	101,908	113,855	91,881
	10,000	Annual PM Service - Large Vehicles (5 units @ \$2,000 ea.)				
	1,600	Annual PM Service - Small Vehicles ( 8 units @ \$100 ea. 2x per year)				
	1,750	Annual fire pump certification testing				
	3,200	Annual Aerial Ladder Testing				
	1,235	Annual Ground Ladder Testing (392 feet)				
	4,006	Annual Hose Testing (16,000 feet)				
	90	Annual Large Vehicle weights (6 units)				
	70,000	Repairs for existing fleet				
206-340-86800		Fuel	30,000	23,746	30,000	30,000
		Diesel, gasoline for vehicles and equipment				
206-340-87100		Physical Exams	20,300	19,676	20,300	26,075
	23,625	Annual medical physicals & other medical for up to 45 members @ \$525 ea				
	450	Annual flu inoculations - offered to all 45 members @ \$10 ea				
	2,000	Injury evaluation and unspecified medical needs				
206-340-87200		New Hire Expenses	9,000	4,100	9,000	5,500
	3,500	Entry Level Medical examination. \$350 ea for up to 10 candidates.				
	1,000	Background Investigation. \$100 ea for up to 10 candidates.				
	500	Psych Evaluation for up to 1				
	500	Undesignated				
206-340-91200		General Insurance	171,608	63,406	171,608	126,927
	58,328	Vehicles, Liability & Property (EMC / Hartleb)				
	21,000	Volunteer Package (Vol. Fireman's Insurance Services - VFIS)				
	47,599	Workers Compensation. FD pays 90% of total Twp premium (Accident Fund).				
206-340-92000		Water	2,400	1,376	2,400	
206-340-92100		Electric	33,000	20,402	33,000	
206-340-92300		Heat	12,600	7,911	12,600	
206-340-93100		Building Maintenance	24,700	21,297	24,700	
206-340-93300		Equipment Maintenance	12,000	2,922	12,000	15,060
	3,240	SCBA annual 3rd party testing				
	400	General SCBA repairs				
	1,500	Annual extrication equipment testing and service (Holmatro)				
	600	Repairs to extrication equipment: Blades, bolts, couplers				
	1,320	Air Compressor annual testing. (Mako)				
	4,000	Thermal Imaging Cameras (TIC) repairs for all 6 units				
	4,000	Unspecified repairs: Air monitors, saws, hand tools, fans, blowers, eductor hoses...				
206-340-96100		BOR/MTT Refunds-Operations Fund		5,061	5,061	
206-340-96300		Operations Contingency				13,077
<b>TOTAL FIRE OPERATIONS</b>						<b>908,533</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>MAINTENANCE</b>						
206-341-70200		Maintenance Salaries				12,240
206-341-71500		Payroll Taxes - FICA				936
206-341-72200		Pension Plan				892
206-341-75100		Vehicle Gas & Maintenance				1,500
206-341-75300		Grounds Maint Equipment				700
206-341-75700		Tools & Supplies				300
206-341-76000		Facility Supplies				3,800
206-341-76600		Expendable Supplies				2,100
206-341-86800		Fuel, Oil, and Grease				625
206-341-92000		Water				2,900
206-341-92100		Electric				33,000
206-341-92300		Heat				12,600
206-341-93100		Maintenance Services				16,600
<b>TOTAL FIRE MAINTENANCE</b>						<b>88,193</b>
<b>TOTAL OVERALL FIRE FUND ADMIN/OPERATIONS/MAINT ESTIMATED REVENUE</b>						<b>2,529,614</b>
<b>TOTAL OVERALL FIRE FUND ADMIN/OPERATIONS/MAINT EST APPROPRIATIONS</b>						<b>2,529,614</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>FIRE FUND EQUIP/FACILITIES ESTIMATED REVENUE</b>						
211-001-40200		Current Property Tax Levy	529,837	500,086	500,086	444,703
	387,173	13% of 3.75 Fire SAD Levy - Equipment				
	4,000	Non-taxable Properties SAD				
	53,530	Evergreen North Emergency Services Agreement				
211-001-43000		Payments in Lieu of Taxes		30,676	30,676	
211-001-47500		Miscellaneous				
211-001-66500		Interest Earned	1,500	2,130	2,130	28,000
211-001-67300		Sales-Fixed Assets	125,000			15,000
<b>TOTAL FIRE FUND EQUIP/FACILITIES ESTIMATED REVENUE</b>						<b>487,703</b>
<b>FIRE FUND EQUIP/FACILITIES</b>						
211-344-76600		Personal Protective Equipment	44,925	26,034	44,925	43,875
	3,750	Replace outdated: 2 coats & 1 pants				
	18,000	Replacing destroyed / unsafe 6 sets of PPE (coat, pant, helmet & boot) @ \$3,000 ea				
	4,000	Possible repairs to garments				
	3,125	Standard replacement of gloves and hoods				
	15,000	New PPE for new member when nothing in stock fits. 5 units at \$3,000 ea				
211-344-82500		Accounting & Audit Fees	1,000	1,050	1,500	1,000
211-344-96100		BOR/MTT Refunds				
211-344-97600		Vehicle	159,344		159,344	179,000
	165,000	Replace 3 SUV response units. \$55,000 ea.				
	14,000	Replacement Plow Trucks (10%)				
211-344-98000		Capital Outlay/Equipment	39,460	4,940	35,000	101,731
	54,485	Portable Radios: 16 units @ \$3,200 ea. Year 1 of 3.				
	85	Radio programing cable: one				
	2,200	Portable Radio bank charger. 1 per station @ \$1,100 ea.				
	11,000	Fire Comm headset for truck 541.				
	7,225	PPE lockers for both stations. Keeps equipment off floor and dry.				
	780	Vehicle Stabilization chains				
	20,000	Change over of all equipment from 2 trucks into new 512				
	956	Relacement valves for deck guns				
	5,000	Miscellaneous				
211-344-98100		Capital Outlay/Facilities	235,218	3,939	50,000	100,000
	10,000	Station Location Study				
	50,000	Station 2 HVAC				
	10,000	Station 1 & Station 2 Window Frame Repair				
	20,000	Station 1 & 2 Exterior Lighting & LED Upgrades				
	10,000	Sewer Connection				
211-344-98800		Contingency	5,000	540	2,000	5,000
<b>TOTAL FIRE FUND EQUIP/FACILITIES ESTIMATED APPROPRIATIONS</b>						<b>430,606</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>FIRE FUND FACILITIES CAPITAL ESTIMATED REVENUE</b>						
212-001-40200		Current Property Tax Levy				148,913
		<i>5% of 3.75 Fire SAD levy</i>				
<b>TOTAL FIRE FUND FACILITIES CAPITAL ESTIMATED REVENUE</b>						<b>148,913</b>
<b>TOTAL OVERALL FIRE FUND EQUIP/FACILITIES ESTIMATED REVENUE</b>						<b>487,703</b>
<b>TOTAL OVERALL FIRE FUND EQUIP/FACILITIES ESTIMATED APPROPRIATIONS</b>						<b>430,606</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>STREET LIGHT FUND ESTIMATED REVENUE</b>						
219-001-40100		Carryover			103,000	
219-001-40200		Current Property Tax Levy	150,000	150,110	150,110	151,000
<b>TOTAL STREET LIGHT FUND ESTIMATED REVENUE</b>						<b>151,000</b>
<b>STREET LIGHTING</b>						
219-506-92600		Street Lighting	130,000	93,031	130,000	135,000
		<i>Power Usage Expense</i>				
219-506-97600		Capital Outlay / Upgrade			123,000	
<b>TOTAL STREET LIGHTING ESTIMATED APPROPRIATIONS</b>						<b>135,000</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>SOUTH DRAKE ROAD COORIDOR IMPROVEMENT AUTHORITY (SODA) ESTIMATED REVENUE</b>						
247-001-40100		Carryover	5,300			
247-001-40300		Current Real Property Tax	62,500	73,193	73,193	70,000
247-001-66500		Interest Earned		140	250	1,400
<b>TOTAL SODA ESTIMATED REVENUE</b>						<b>71,400</b>
<b>SOUTH DRAKE ROAD COORIDOR IMPROVEMENT AUTHORITY (SODA)</b>						
247-728-82500		Accounting & Audit Fees	300		300	300
247-728-93300		Repairs/Maintenance	7,500		2,000	9,900
		<i>Contracted snow plowing Nov/Dec 2020</i>				
247-728-96300		Contingency Items		1,921	1,921	
247-728-97500		Capital Outlay/Obligated Projects	60,000		60,000	60,000
		<i>Payment #4 to Township for Reimbursement for South Drake Path/Grant Match</i>				
<b>TOTAL SODA ESTIMATED APPROPRIATIONS</b>						<b>70,200</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>BUILDING DEPT FUND ESTIMATED REVENUE</b>						
249-001-40100		Carryover	43,257		43,257	43,000
249-001-66400		Interest on Investments	1,800	1,530	4,500	8,000
<b>TOTAL BUILDING DEPT ESTIMATED REVENUE</b>						<b>51,000</b>
<b>BUILDING DEPT</b>						
249-371-70200		Salaries/Clerical	33,598	24,220	33,600	37,955
		<i>Property Code Enforcement/Rental Inspector (50% of 1 FTE)</i>				
		<i>Admin Assistant (50% of .5 FTE)</i>				
249-371-71500		Payroll Taxes - FICA	2,570	1,844	2,600	2,904
249-371-72200		Pension Plan	2,688	969	2,700	2,724
249-371-72500		Retiree Health Care				
249-371-82400		Contracted Bldg Plan Review				
249-371-82500		Accounting & Audit Fees	2,200	1,250	2,200	2,200
249-371-82600		Legal Fees	2,000			2,000
249-371-95800		Education/Dues	1,500	390	390	1,000
		<i>BS&amp;A Consultant, Property Maintenance Code Training; Education</i>				
249-371-97600		Capital Outlay				1,600
	1,000	<i>O.E. Mobile Surface Pro (50% IT/50% Building)</i>				
	600	<i>OnStar Data Access Plan for Mobile Tablet Access to Twp &amp; SMBA servers, work from field \$40/per month data package</i>				
<b>TOTAL BLDG DEPT ESTIMATED APPROPRIATIONS</b>						<b>50,383</b>



GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>SEWER FUND ESTIMATED REVENUE</b>						
490-000-40100		Carryover	926,475		325,000	
490-000-65000		Mortgage/Contract/SAD/FF	85,400	350,339	375,000	300,000
490-000-66400		Interest on Investments	1,000	1,199	2,000	5,000
490-000-66600		Interest on Assessments	11,000		11,000	6,000
		<i>Interest Portion of Sewer Mortgage Payments</i>				
490-000-67900		Assessment Revenue	30,000		60,000	60,000
		<i>Capital Portion of Sanitary Sewer Mortgage Payments</i>				
490-000-68000		Benefit Fees	220,000	413,286	340,000	220,000
490-000-68500		Surcharge	30,000	23,378	29,000	293,368
		<i>2% Surcharge plus debt service (new = 20%)</i>				
490-000-69600		Miscellaneous Revenue	360,000	194,772	320,000	26,000
		<i>SAW Grant Revenue</i>				
490-000-69900		Transfer In	269,000	250,000	250,000	250,000
<b>TOTAL SEWER FUND ESTIMATED REVENUE</b>						<b>1,160,368</b>
<b>SEWER</b>						
490-000-70200		Salaries/Clerical	62,963	38,636	63,000	75,127
		<i>Public Works Director (50%)</i>				
		<i>Public Works Technical (50%)</i>				
		<i>Public Works Director (Succession 4th Qtr)</i>				
490-000-71500		Payroll Taxes - FICA	4,817	2,802	4,800	5,785
490-000-72200		Pension Plan	5,037	1,540	5,037	5,303
490-000-80800		Audit Fees	2,500	2,450	2,500	3,500
490-000-81000		Legal Fees	10,000	3,450	7,000	15,000
490-000-82000		Engineering Fees	24,000	15,495	24,000	16,000
490-000-82000.SANPH1		USDA Phase 1 Engineering Fees	3,975			
490-000-82000.SAWENG		SAW Grant Engineering Fees	158,000	85,843	140,000	26,000
490-000-82000.SAWSRV		SAW Grant Clean/VAC Field Services	248,000	81,375	100,000	
490-000-95800		Professional Fees	26,000	12,568	26,000	26,000
490-000-96200		Miscellaneous				
490-000-96300		Refunds to Developers				
490-000-96400		Construction Costs	20,000	3,710	10,000	20,000
		<i>Miscellaneous Infrastructure Repairs &amp; Improvements</i>				
490-000-96400.BTRSAN		BTR 2.0 San Sewer Construction Costs	144,000		144,000	
490-000-96400.N10THS		Construction Costs				
490-000-96400.WWKLAV		Construction Costs				
490-000-96400.WWMAIN		Construction Costs				
490-000-96580		Transfer to USDA Sewer Phase 1	163,900	163,900	163,900	
490-000-96590		Transfer to USDA Sewer Phase 2	929,400	929,400	929,400	817,000

<b>GL NUMBER</b>	<b>FOOTNOTE AMOUNT</b>	<b>DESCRIPTION</b>	<b>2019 AMENDED BUDGET</b>	<b>2019 ACTIVITY THRU 9.30.2019</b>	<b>2019 PROJECTED ACTIVITY</b>	<b>2020 REQUESTED BUDGET</b>
490-000-99600		Debt Service	130,058			130,000
<b>TOTAL SEWER FUND ESTIMATED APPROPRIATIONS</b>						<b>1,139,715</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>USDA SEWER PHASE 1 ESTIMATED REVENUE</b>						
492-000-67800		Transfer from Sewer	163,900	163,900	163,900	
492-000-68200		Debt Proceeds	8,308,000			7,355,215
<b>TOTAL USDA SEWER PHASE 1 ESTIMATED REVENUE</b>						<b>7,355,215</b>
<b>USDA SEWER PHASE 1</b>						
492-000-80800		Audit Fees	3,500		1,500	3,500
492-000-82000		Engineering Fees	457,600	22,661	50,000	400,000
492-000-82600		Legal Fees	20,000	6,158	3,000	40,000
	20,000	<i>Bond Counsel</i>				
	20,000	<i>Legal Counsel</i>				
492-000-96400		Construction Costs	6,563,800	16,997	25,000	6,582,800
	2,052,900	<i>A-Skyridge Area</i>				
	1,550,200	<i>A-West Main Sewer &amp; 7th St Pump Station</i>				
	463,400	<i>B-Beech Street (Allenwood Plat)</i>				
	1,093,700	<i>B-Fairlane Plat</i>				
	296,500	<i>B-Meridian &amp; Sunset Street (Pioneer Acres Plat)</i>				
	1,126,100	<i>B-Whitegate Farms Plat</i>				
492-000-96500		Transfer to Sewer	19,000			
492-000-99600		Debt Service				328,915
	297,315	<i>Debt Service (USDA Phase 1)</i>				
	31,600	<i>Debt Reserve (USDA)</i>				
<b>TOTAL USDA SEWER PHASE 1 ESTIMATED APPROPRIATIONS</b>						<b>7,355,215</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>USDA SEWER PHASE 2 ESTIMATED REVENUE</b>						
493-000-67800		Transfer from Sewer	929,400	929,400	929,400	817,000
<b>TOTAL USDA SEWER PHASE 2 ESTIMATED REVENUE</b>						<b>817,000</b>
<b>USDA SEWER PHASE 2</b>						
493-000-82000		Engineering Fees	909,400	404,754	610,000	650,000
		<i>Country Club Plat, Engineering Design</i>				
		<i>West port and Meadowbrook Plat, Engineering Design</i>				
		<i>11th Street Sanitary, Parkview to N Ave, Engineering Design</i>				
		<i>Frie and Gibbs Plat Sewer and Pump Station, Engineering Design</i>				
		<i>KL Ave Sewer, Autumns Way Blvd to 8th St</i>				
493-000-82100		Professional Fees				51,000
493-000-82600		Legal Fees	20,000		15,000	105,000
	30,000	<i>Bond Council; Special Council</i>				
	75,000	<i>Municipal Advisor</i>				
493-000-96400		Construction Costs				11,000
		<i>Land Acqusion for Pump Station</i>				
<b>TOTAL USDA SEWER PHASE 2 ESTIMATED APPROPRIATIONS</b>						<b>817,000</b>

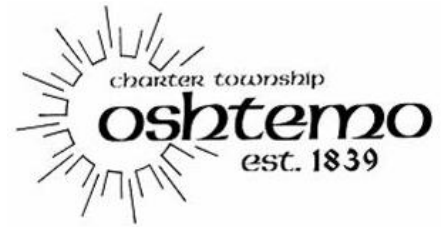
GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>WATER FUND ESTIMATED REVENUE</b>						
491-000-40100		Carryover	351,675			150,000
491-000-65000		Mortgage/Contract/SAD/FF	24,000	2,123	2,123	18,000
491-000-66400		Interest on Investments	4,000	6,196	10,000	28,000
491-000-66600		Interest on Assessments				
491-000-67900		Assessment Revenue				
491-000-68000		Benefit Fees	58,000	94,201	140,000	60,000
491-000-68100		Curb Box Fees	30,000	12,240	30,000	
491-000-68500		Surcharge	74,000	63,884	74,000	75,000
491-000-69000		Water Extension				
<b>TOTAL WATER FUND ESTIMATED REVENUE</b>						<b>331,000</b>
<b>WATER</b>						
491-000-70200		Salaries/Clerical	27,514	4,723	27,514	10,328
		<i>Public Works Technical 1 FTE (20%)</i>				
		<i>Public Works Director (10%)</i>				
491-000-71500		Payroll Taxes - FICA	1,340	361	1,340	714
491-000-72200		Pension Plan	1,401	187	1,401	685
491-000-75700		Tools & Supplies	1,700		850	
491-000-80800		Audit Fees	2,500	1,950	2,500	2,500
491-000-82000		Engineering Fees	4,000	707	4,000	36,800
	2,000	<i>Misc</i>				
	25,000	<i>South 11th St</i>				
	9,800	<i>Frie &amp; Gibbs Plat</i>				
491-000-82000.WM7TO8		Engineering Fees	1,400	1,400	1,400	
491-000-82600		Legal Fees	10,000	45	1,000	1,000
491-000-87000		Mileage	1,200			
491-000-95800		Professional Fees	26,520	12,953	20,000	26,000
		<i>KRWWC membership and consulting fees et al</i>				
491-000-96200		Miscellaneous	4,100	30	30	1,000
		<i>Fire Hydrant Inspection and Maintenance</i>				1,000
491-000-96300		Refunds to Developer	35,000			
491-000-96400		Construction Costs	20,000	2,980	20,000	20,000
		<i>Miscellaneous Infrastructure Repairs &amp; Improvements</i>				
491-000-96400.BTRWTR		BTR 2.0 Water Ext Construction Costs	146,000		146,000	
491-000-96400.WM7TO8		Construction Water Main 7th to 8th	217,000			217,000
491-000-96400.WTRKLA		Construction Costs				
491-000-96600		Curb Box Installations	42,000	8,409	9,000	
<b>TOTAL WATER FUND ESTIMATED APPROPRIATIONS</b>						<b>316,027</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>REITREE MEDICAL TRUST ESTIMATED REVENUE</b>						
736-001-40100		Carryover	13,000			7,000
736-001-66500		Interest	5,000	21,096	21,096	6,500
<b>TOTAL RETIREE MEDICAL TRUST ESTIMATED REVENUE</b>						<b>13,500</b>
<b>RETIREE MEDICAL TRUST</b>						
736-234-72500		Insurance Premiums	18,000	6,057	18,000	13,500
		<i>Retiree Grandfathered Group - 3 @\$4,500 each</i>				
<b>TOTAL RETIREE MEDICAL TRUST ESTIMATED APPROPRIATIONS</b>						<b>13,500</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
<b>DOWNTOWN DEVELOPMENT AUTHORITY (DDA) ESTIMATED REVENUE</b>						
900-001-40100		Carryover	457,250		175,000	
900-001-40300		Current Real Property Tax	146,000	126,217	126,217	170,000
	40,000	<i>Personal Property Tax Reimbursement</i>				
	130,000	<i>Real Property Tax</i>				
900-001-47500		Miscellaneous				
900-001-66500		Interest Earned	3,000	3,298	5,000	15,000
<b>TOTAL DDA ESTIMATED REVENUE</b>						
						<b>185,000</b>
<b>DDA FUND</b>						
900-728-70300		Salaries-Staff	2,000	1,000	2,000	2,000
900-728-72800		Supplies	500			500
900-728-73000		Postage	500			500
900-728-80100		Community Events	750	750		750
900-728-80800		Consultants	20,000			20,000
		<i>Assistance with New Projects</i>				
900-728-80800.NMS9TH		Non motorized 9th St.	10,000			
900-728-82500		Accounting & Audit Fees	2,000	1,150	2,000	2,000
900-728-82600		Legal Fees	2,000	263	700	2,000
900-728-90300		Legal Notices	500	60		500
900-728-93300		Repairs and Maintenance	8,000	1,337	3,000	8,000
	2,000	<i>Village Banners</i>				
	4,000	<i>Lawn Care and Maintenance</i>				
	2,000	<i>Commercial Access Drive Snow Removal</i>				
900-728-96200		Miscellaneous		11,224		
900-728-97500		Capital Outlay/Obligated Projects	10,000		10,000	20,000
	10,000	<i>Grants/Loan Program</i>				
	10,000	<i>Stadium Dr Sidewalk Construction Documents Cont.</i>				
900-728-97500.DDACNR		DDA Stadium Corner Project	470,000	39,817	250,000	
900-728-97500.NMSTDM		Non motorized Stadium Dr.	80,000	11,735	20,000	
900-728-97600		Capital Outlay/Land Acquisition				110,000
	50,000	<i>Stadium Drive Sidewalk Easements</i>				
	60,000	<i>Possible Property Acquisition (New Project)</i>				
<b>TOTAL DDA FUND ESTIMATED APPROPRIATIONS</b>						
						<b>166,250</b>

GL NUMBER	FOOTNOTE AMOUNT	DESCRIPTION	2019 AMENDED BUDGET	2019 ACTIVITY THRU 9.30.2019	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET
ESTIMATED REVENUES - ALL FUNDS						22,180,108
APPROPRIATIONS - ALL FUNDS						21,377,324





# Memorandum

**Date:** 20 September 2019  
**To:** Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** Oshtemo Capital Improvement Plan 2020-2025

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## **Objectives**

Board consideration of 2020 Capital Improvements Plan with 2021-2025 Illustrative Capital Improvements Plan. Capital items for CIP plan approval are highlighted.

## **Background**

Per the Michigan Planning Enabling Act 33 of 2008, the Township Board is presented with a Capital Improvement Plan.

“The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period.”

The plan presented today highlights the capital improvement items in the following funds: General, Parks, Fire, Sewer, Water, DDA, and SoDA. The capital items are collaboratively derived from master planning documents, discussion with departments, work with accounting consultants, and discussions with the Township Board.

Please note the Board is not approving the operations budget. The operations numbers are for reference regarding the overall financial picture. Given personal circumstances with our accounting consultant, the operations numbers are not yet synced with the latest version of the annual budget. The numbers for operations will be amended in coming weeks and provided to the Board. The capital items are the focus of the CIP under consideration.

## **Information Provided**

2019 9-20 Oshtemo Capital Improvements Plan 2020 - 2025

**2020 Capital Improvement Plan  
2021-2025 Illustrative Capital Plan  
September 20, 2019**

**GENERAL FUND**

	CAPITAL IMPROVEMENT PLAN	2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
	2020	2021	2022	2023	2024	2025
<b>REVENUES:</b>						
Property taxes	\$ 2,078,158	\$ 1,236,401	\$ 1,261,129	\$ 1,286,352	\$ 1,312,079	\$ 1,338,320
Licenses and permits	\$ 171,500	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Capital State & Other Grants - Roll Up Summary	\$ 801,572	\$ 744,832	\$ 864,000	\$ -	\$ 968,100	\$ -
State grants/revenue sharing	\$ 2,123,555	\$ 2,144,791	\$ 2,166,238	\$ 2,187,901	\$ 2,209,780	\$ 2,253,975
Interest and rentals	\$ 96,000	\$ 35,800	\$ 35,800	\$ 35,800	\$ 35,800	\$ 35,800
Building department interest	\$ 8,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Other	\$ 138,954	\$ 113,400	\$ 116,800	\$ 120,100	\$ 124,600	\$ 127,092
<b>Total Revenues:</b>	<b>\$ 5,417,739</b>	<b>\$ 4,479,724</b>	<b>\$ 4,648,468</b>	<b>\$ 3,834,653</b>	<b>\$ 4,854,859</b>	<b>\$ 3,959,688</b>
<b>EXPENDITURES:</b>						
Operating expenditures	\$ 2,455,939	\$ 2,306,158	\$ 2,352,281	\$ 2,399,327	\$ 2,447,314	\$ 2,496,260
Building department operating expenditures	\$ 50,383	\$ 51,391	\$ 52,418	\$ 53,467	\$ 54,536	\$ 55,627
Capital expenditures:						
<b>NON-MOTORIZED PROJECTS</b>						
Bikeway Signage (Collabrative/Uniform Implementation Project)	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Drake Road Shared Use Path (W. Main St to Green Meadow Dr)	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Drake Road Shared Use Path (Green Meadow Dr to W. Michigan Ave)	\$ 1,084,000	\$ -	\$ -	\$ -	\$ -	\$ -
Drake Road Shared Use Path (W. Michigan Ave to Stadium Dr)	\$ 286,000	\$ -	\$ -	\$ -	\$ -	\$ -
West Main St Cycle Track (8th St to Public Library)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Croyden Ave/Maple Hill Dr Sidewalk	\$ 473,000	\$ -	\$ -	\$ -	\$ -	\$ -
Green Meadow Dr Sidewalk (Drake Rd to Round Hill Rd)	\$ 430,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fairgrove St Sidewalk (Mansfield St to Stadium Dr)	\$ 26,800	\$ -	\$ -	\$ -	\$ -	\$ -
Whitgate Lane/Michigan Ave Sidewalk (Powderhorn Dr to 11th St)	\$ 122,000	\$ -	\$ -	\$ -	\$ -	\$ -
KL Avenue Shared Use Path (Drake Rd to Copper Beach Blvd)	\$ 220,000	\$ 24,000	\$ 1,200,000	\$ -	\$ -	\$ -
Stadium Drive Shared Use Path (11th St to DDA Boundry)	\$ 520,000	\$ -	\$ -	\$ -	\$ -	\$ -
9th St Shared Use Path (Erie St to Quail Run Dr) (DDA cost share)	\$ -	\$ 30,000	\$ 50,000	\$ 1,012,000	\$ -	\$ -
11th Street Shoulders (Parkview Ave to N Ave)	\$ 30,000	\$ 127,000	\$ -	\$ -	\$ -	\$ -
11th Street 6' Sidewalk - East Side (Parkview Ave to N Ave)	\$ -	\$ -	\$ -	\$ 25,760	\$ 362,760	\$ -
KL Ave Shoulders (Autumns Way Blvd to 8th St)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8th St Shoulders (West Main St to KL Ave)	\$ -	\$ 162,000	\$ -	\$ -	\$ -	\$ -
Fruit Belt Line Non-Motorized Trail (Construction)	\$ -	\$ -	\$ 420,000	\$ -	\$ -	\$ -
Chime and Erie St Sidewalks (Stadium Dr to 9th St)	\$ -	\$ -	\$ -	\$ 98,000	\$ -	\$ -
9th St Shared Use Path (Quail Run Dr to W. Main St)	\$ -	\$ -	\$ 42,000	\$ 130,000	\$ 1,383,000	\$ -
11th Street Shared Use Path (Stadium Dr to KL Ave)	\$ -	\$ -	\$ -	\$ 72,000	\$ 648,000	\$ -
11th Street Shared Use Path (Parkview Ave to Stadium Dr)	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 420,000
KL Avenue Shared Use Path (Copper Beech Blvd to 9th St)	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 60,000
Maintenance Repair & Reconstruction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
<b>INFORMATION TECHNOLOGY</b>	\$ 49,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 80,000	\$ -
<b>LOCAL ROAD IMPROVEMENTS</b>						
Driftwood and Skyridge Aves: Traffic Calming Improvements	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Local Road Improvements (PAR)	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>GENERAL PROJECTS</b>						
Green Burial Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Township Hall Carpet	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Maint. Truck x2 Replacement (2019 and 2020); Plow Truck (2020) New	\$ 70,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Maintenance Facility; New Storage Building (2019) and Shop Bldg (2020)	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
Plotter/Scanner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bobcat with Snow Blower and Trailer (New)	\$ -	\$ 33,500	\$ -	\$ -	\$ -	\$ -
Lawn Equipment	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Camry Replacement	\$ -	\$ 26,000	\$ -	\$ -	\$ -	\$ -
Election Equipment: Tabulators (2022)	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Cemetery Maintenance and Upgrades	\$ 20,000	\$ 20,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>STORM WATER PROJECTS</b>						
General Investigations and Retrofit Coordination	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Total Expenditures:</b>	<b>\$ 6,639,122</b>	<b>\$ 3,140,049</b>	<b>\$ 4,445,699</b>	<b>\$ 4,094,554</b>	<b>\$ 5,380,610</b>	<b>\$ 3,291,887</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
To Cemetery Trust Fund	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)
To Sewer	\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (250,000)
To Parks Fund	\$ (325,000)	\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (250,000)	\$ (350,000)
<b>Total Net Other Financing Sources (Uses):</b>	<b>\$ (580,000)</b>	<b>\$ (505,000)</b>	<b>\$ (505,000)</b>	<b>\$ (505,000)</b>	<b>\$ (505,000)</b>	<b>\$ (605,000)</b>
<b>FUND BALANCES:</b>						
Net change in fund balance	\$ (1,801,383)	\$ 834,675	\$ (302,232)	\$ (764,901)	\$ (1,030,752)	\$ 62,801
Beginning fund balance - Restricted for Building Department	\$ 346,052	\$ 303,669	\$ 256,778	\$ 208,860	\$ 159,893	\$ 109,857
Beginning fund balance (Estimated)	\$ 3,358,135	\$ 1,599,135	\$ 2,480,701	\$ 2,226,387	\$ 1,510,453	\$ 529,738
Ending Fund Balance:	\$ 1,902,804	\$ 2,737,479	\$ 2,435,247	\$ 1,670,346	\$ 639,594	\$ 702,395
Ending fund balance as a % of operating expenditures	77%	119%	104%	70%	26%	28%

**Capital Plan**  
**September 20, 2019**

**PARK FUND**

	CAPITAL IMPROVEMENT PLAN		2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
	2020	2021	2022	2023	2024	2025	
<b>REVENUES:</b>							
State grants	\$ 13,650	\$ 187,500	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	
Interest and rentals	\$ 43,200	\$ 41,000	\$ 42,000	\$ 43,000	\$ 44,000	\$ 45,000	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grants and other revenues	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenues:</b>	<b>\$ 66,850</b>	<b>\$ 238,500</b>	<b>\$ 267,000</b>	<b>\$ 268,000</b>	<b>\$ 269,000</b>	<b>\$ 270,000</b>	
<b>EXPENDITURES:</b>							
Operating expenditures	\$ 146,339	\$ 150,729	\$ 155,251	\$ 159,909	\$ 164,706	\$ 169,647	
Capital expenditures:							
Drake Farmstead Park, Phase 1 (continued)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Drake Farmstead Park, Phase 2	\$ 60,300	\$ -	\$ -	\$ -	\$ -	\$ -	
Flesher Field, Phase 3A	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	
Township Park/Grange Hall Court Resurface and Nets	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Township Park Disc Golf Course Upgrades	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Grange Hall Nature Trail/Drainage Improvements	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	
Drake Farmstead Park, Phase 3 (Construction)	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	
Neighborhood Park #1 - Drake / KL Avenue (Acquisition and Schematic Plan)	\$ 8,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	
Grange Hall Improvements	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
HVAC Repairs and Upgrades (Grange Hall, Drake Farmstead, Community Center)	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
Neighborhood Park #1 - Drake / KL Avenue (Construction)	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	
Open Space Acquisition - Phase 1 (Acquisition)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	
Drake Farmstead Park, Phase 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Flesher Field, Phase 3B	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Open Space Acquisition - Phase 2 (Acquisition)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Drake House Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Township Park Refurbishment	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	
Off-Road Non-Motorized Trail - Phase 1 (Construction)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Neighborhood Park #2 (Acquisition and Schematic Plan)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
KL Landfill Area Park Master Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Off-Road Non-Motorized Trail - Phase 2 (Construction)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Neighborhood Park #2 (Construction)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Flesher Field Refurbishment	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	
Maint. Truck x2 Replacement (2019 and 2020); Plow Truck (2020) New	\$ 56,000	\$ 28,000	\$ -	\$ -	\$ -	\$ -	
Bobcat with Snow Blower and Trailer (New)	\$ -	\$ 26,800	\$ -	\$ -	\$ -	\$ -	
Lawn Equipment	\$ -	\$ 10,400	\$ -	\$ -	\$ -	\$ -	
Community Center Roof Replacement	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	
Drake House Renovation - OHS Projects	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	
Old Township Hall Paint	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Kalamazoo Community Foundation Endowment	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	
<b>Total Expenditures:</b>	<b>\$ 333,139</b>	<b>\$ 491,929</b>	<b>\$ 528,251</b>	<b>\$ 517,909</b>	<b>\$ 552,706</b>	<b>\$ 607,647</b>	
<b>TRANSFERS:</b>							
From General Fund	\$ 325,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 350,000	
<b>Total Transfers:</b>	<b>\$ 325,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 350,000</b>	
<b>FUND BALANCE:</b>							
Net change in fund balance	\$ 58,711	\$ (3,429)	\$ (11,251)	\$ 91	\$ (33,706)	\$ 12,353	
Beginning fund balance (Estimated)	\$ 7,245	\$ 65,956	\$ 62,527	\$ 51,276	\$ 51,367	\$ 17,661	
<b>Ending Fund Balance:</b>	<b>\$ 65,956</b>	<b>\$ 62,527</b>	<b>\$ 51,276</b>	<b>\$ 51,367</b>	<b>\$ 17,661</b>	<b>\$ 30,014</b>	

**Capital Plan**  
September 20, 2019

**FIRE FUND**

	CAPITAL IMPROVEMENT PLAN		2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
	2020	2021	2022	2023	2024	2025	
<b>REVENUES:</b>							
Interest	\$ 46,000	\$ 30,000	\$ 10,000	\$ 8,000	\$ 10,000	\$ 11,000	
Other (miscellaneous)	\$ 15,000	\$ 20,000	\$ -	\$ 5,000	\$ -	\$ -	
Other (special assessment fund 212)	\$ 148,314	\$ 151,280	\$ 154,306	\$ 157,392	\$ 160,540	\$ 163,751	
Other (special assessment)	\$ 2,913,605	\$ 2,971,877	\$ 3,031,314	\$ 3,091,940	\$ 3,153,778	\$ 3,216,854	
<b>Total Revenues:</b>	<b>\$ 3,122,919</b>	<b>\$ 3,173,157</b>	<b>\$ 3,195,620</b>	<b>\$ 3,262,332</b>	<b>\$ 3,324,318</b>	<b>\$ 3,391,605</b>	
<b>EXPENDITURES:</b>							
Operating expenditures	\$ 2,520,795	\$ 2,571,191	\$ 2,622,595	\$ 2,675,027	\$ 2,728,508	\$ 2,783,508	
<b>Capital expenditures:</b>							
Fire Station 1 New Station	\$ 10,000	\$ 100,000	\$ 1,000,000	\$ 350,000	\$ 350,000	\$ 350,000	
Fire Station 1 & 2 Maintenance	\$ 90,000	\$ 20,000	\$ 200,000	\$ 20,000	\$ 20,000	\$ 20,000	
Fire Station 3 Maintenance	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ -	
Station Alerting System - Phase 1 & 2	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Rescue Engine - Final Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Township Plow Trucks - Purchase Assistance	\$ 14,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	
Bobcat with Snow Blower and Trailer (New)	\$ -	\$ 6,700	\$ -	\$ -	\$ -	\$ -	
Lawn Equipment	\$ -	\$ 2,600	\$ -	\$ -	\$ -	\$ -	
2008 EMS SUV (x2)	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	
2010 PEO Car (Ford)	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Engine 511 - 2008 Pierce (Refurbish)	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	
Engine 513 - 1994 Pierce (Replace)	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	
Command Car 500 - 2015 Tahoe (Replace)	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -	
Truck 541 - 2011 Smeal Aerial (Refurbish)	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ -	
Fire Equipment	\$ 101,731	\$ 80,500	\$ 54,800	\$ 95,000	\$ 10,000	\$ 31,600	
Personal Protection Equipment	\$ 25,775	\$ 25,325	\$ 42,125	\$ 26,075	\$ 22,625	\$ 11,100	
<b>Total Expenditures:</b>	<b>\$ 2,947,301</b>	<b>\$ 3,473,316</b>	<b>\$ 3,927,520</b>	<b>\$ 3,441,102</b>	<b>\$ 3,131,133</b>	<b>\$ 3,196,208</b>	
<b>TRANSFERS:</b>							
From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Transfers:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>FUND BALANCE:</b>							
Net change in fund balance	\$ 175,618	\$ (300,159)	\$ (731,900)	\$ (178,770)	\$ 193,185	\$ 195,397	
Beginning fund balance (Estimated)	\$ 1,008,439	\$ 1,184,057	\$ 883,898	\$ 151,998	\$ (26,772)	\$ 166,413	
<b>Ending Fund Balance:</b>	<b>\$ 1,184,057</b>	<b>\$ 883,898</b>	<b>\$ 151,998</b>	<b>\$ (26,772)</b>	<b>\$ 166,413</b>	<b>\$ 361,810</b>	

**Capital Plan  
September 20, 2019**

**SEWER FUND**

	CAPITAL IMPROVEMENT PLAN	2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN				
	2020	2021	2022	2023	2024	2025
<b>REVENUES:</b>						
Additional Connection Fees	\$ 360,000	\$ 300,000	\$ 155,000	\$ 155,000	\$ 160,000	\$ 165,000
Mortgage Income (Connection Fees)	\$ -		\$ 183,500	\$ 575,800	\$ 573,600	\$ 573,500
Interest	\$ 11,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Other (Surcharge & Assessments)	\$ 513,368	\$ 315,000	\$ 352,700	\$ 363,800	\$ 375,300	\$ 387,100
Other (Miscellaneous)	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues:</b>	<b>\$ 910,368</b>	<b>\$ 622,500</b>	<b>\$ 698,700</b>	<b>\$ 1,102,100</b>	<b>\$ 1,116,400</b>	<b>\$ 1,133,100</b>
<b>EXPENDITURES:</b>						
Operating expenditures	\$ 147,715	\$ 577,700	\$ 595,000	\$ 612,900	\$ 625,000	\$ 640,625
Other Costs	\$ 199,500	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 458,915	\$ 529,898	\$ 941,913	\$ 1,168,598	\$ 1,168,386	\$ 1,168,924
Engineering	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -	\$ -
Capital expenditures:						
Land Acquisition for Pump Station	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -
BTR 2.0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Loan Phase 1A						
Skyridge Plat Sewer & Pump Station	\$ 2,052,900	\$ -	\$ -	\$ -	\$ -	\$ -
W Main Sewer and 7th St Pump Station (8th St to 7th St)	\$ 1,550,200	\$ -	\$ -	\$ -	\$ -	\$ -
USDA Loan Phase 1B						
Beech Street	\$ 463,400	\$ -	\$ -	\$ -	\$ -	\$ -
Fairlane Plat	\$ 1,093,700	\$ -	\$ -	\$ -	\$ -	\$ -
Meridian & Sunset	\$ 296,500	\$ -	\$ -	\$ -	\$ -	\$ -
Whitegate Farms Plat	\$ 1,126,100	\$ -	\$ -	\$ -	\$ -	\$ -
Country Club Plat	\$ -	\$ 2,466,091	\$ -	\$ -	\$ -	\$ -
Westport and Meadowbrook Plat	\$ -	\$ 10,655,993	\$ -	\$ -	\$ -	\$ -
11th Street Sanitary (Parkview to N Ave)	\$ -	\$ 1,499,087	\$ -	\$ -	\$ -	\$ -
Frie and Gibbs Plat Sewer & Pump Station	\$ -	\$ 1,692,257	\$ -	\$ -	\$ -	\$ -
<b>FUTURE PROJECTS (YEAR/FINANCING TBD):</b>						
KL Avenue (Autums Way to 8th Street)	\$ -	\$ 1,689,943	\$ -	\$ -	\$ -	\$ -
8th Street (West Main to KL Avenue)	\$ 25,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Chime Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plainview Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parkview Avenue (Stadium to 12th St)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vienna Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Promenade Street	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Country Trail Homesites Plat and Penny Lane	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc. Infrastructure Repairs & Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>Total Expenditures:</b>	<b>\$ 8,494,930</b>	<b>\$ 19,220,970</b>	<b>\$ 1,556,913</b>	<b>\$ 1,801,498</b>	<b>\$ 1,813,386</b>	<b>\$ 1,829,549</b>
<b>OTHER FINANCING SOURCES:</b>						
Debt Proceeds (USDA)	\$ 7,355,215	\$ 18,003,372	\$ 1,800,000	\$ -	\$ -	\$ -
Transfers Within Sewer Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer From General Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>Total Other Financing Sources:</b>	<b>\$ 7,605,215</b>	<b>\$ 18,253,372</b>	<b>\$ 2,050,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>FUND BALANCE:</b>						
Net change in fund balance	\$ 20,653	\$ (345,098)	\$ 1,191,787	\$ (449,398)	\$ (446,986)	\$ (446,449)
Beginning fund balance (Estimated)	\$ 500,000	\$ 520,653	\$ 175,555	\$ 1,367,342	\$ 917,944	\$ 470,958
<b>Ending Fund Balance:</b>	<b>\$ 520,653</b>	<b>\$ 175,555</b>	<b>\$ 1,367,342</b>	<b>\$ 917,944</b>	<b>\$ 470,958</b>	<b>\$ 24,509</b>

**Capital Plan  
September 20, 2019**

**WATER FUND**

	CAPITAL IMPROVEMENT PLAN					
	2020	2021	2022	2023	2024	2025
<b>REVENUES:</b>						
Interest	\$ 28,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Other (Surcharges, Assessments & Benefit Fees)	\$ 153,000	\$ 202,200	\$ 208,300	\$ 214,500	\$ 221,500	\$ 225,930
Other (Miscellaneous)					\$ 1,500,000	
<b>Total Revenues:</b>	<b>\$ 181,000</b>	<b>\$ 206,200</b>	<b>\$ 212,300</b>	<b>\$ 218,500</b>	<b>\$ 1,725,500</b>	<b>\$ 229,930</b>
<b>EXPENDITURES:</b>						
Operating expenditures	\$ 44,227	\$ 96,800	\$ 99,700	\$ 102,700	\$ 105,800	\$ 107,925
Capital expenditures:						
BTR 2.0 Water Extension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
West Main St - North Side (7th St to 8th St)	\$ 217,000	\$ -	\$ -	\$ -	\$ -	\$ -
South 11th Street	\$ 25,000	\$ 271,000	\$ -	\$ -	\$ -	\$ -
Frie & Gibbs Plat	\$ 9,800	\$ 104,000	\$ -	\$ -	\$ -	\$ -
West Main St (2nd St to 4th St), Big Rock Road, with PRS	\$ -	\$ -	\$ -	\$ -	\$ 1,855,000	\$ -
Misc. Infrastructure Repairs & Improvements	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>Total Expenditures:</b>	<b>\$ 316,027</b>	<b>\$ 491,800</b>	<b>\$ 119,700</b>	<b>\$ 122,700</b>	<b>\$ 1,980,800</b>	<b>\$ 127,925</b>
<b>FUND BALANCE:</b>						
Net change in fund balance	\$ (135,027)	\$ (285,600)	\$ 92,600	\$ 95,800	\$ (255,300)	\$ 102,005
Beginning fund balance (Estimated)	\$ 1,246,170	\$ 1,111,143	\$ 825,543	\$ 918,143	\$ 1,013,943	\$ 758,643
<b>Ending Fund Balance:</b>	<b>\$ 1,111,143</b>	<b>\$ 825,543</b>	<b>\$ 918,143</b>	<b>\$ 1,013,943</b>	<b>\$ 758,643</b>	<b>\$ 860,648</b>

**Capital Plan**  
**September 20, 2019**

**DDA FUND**

	CAPITAL IMPROVEMENT PLAN					
	2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENT PLAN					
<b>REVENUES:</b>	2020	2021	2022	2023	2024	2025
Property tax captures	\$ 130,000	\$ 225,000	\$ 231,750	\$ 238,703	\$ 245,864	\$ 253,239
Miscellaneous (Personal Property Loss)	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Interest	\$ 15,000	\$ 15,300	\$ 15,605	\$ 15,915	\$ 16,235	\$ 16,550
Grants	\$ -	\$ 603,000	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues:</b>	<b>\$ 185,000</b>	<b>\$ 873,300</b>	<b>\$ 277,355</b>	<b>\$ 284,618</b>	<b>\$ 292,099</b>	<b>\$ 299,789</b>
<b>EXPENDITURES:</b>						
Operating expenditures	\$ 36,250	\$ 36,975	\$ 37,715	\$ 38,469	\$ 39,238	\$ 40,023
Capital expenditures:						
Corner Site Improvements/Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stadium Drive Shared Use Path	\$ 60,000	\$ 1,005,000	\$ -	\$ -	\$ -	\$ -
9th St Path (Erie to Quail Run) (Twp cost share)	\$ -	\$ -	\$ 10,000	\$ 137,632	\$ -	\$ -
Streetscape Projects	\$ -	\$ -	\$ 60,000	\$ 80,000	\$ 80,000	\$ -
Property Acquisition	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Property Improvements			\$ 150,000			
Grants Loan Program	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Total Expenditures:</b>	<b>\$ 166,250</b>	<b>\$ 1,051,975</b>	<b>\$ 267,715</b>	<b>\$ 266,101</b>	<b>\$ 129,238</b>	<b>\$ 50,023</b>
<b>FUND BALANCE:</b>						
Net change in fund balance	\$ 18,750	\$ (178,675)	\$ 9,640	\$ 18,517	\$ 162,861	\$ 249,766
Beginning fund balance (Estimated)	\$ 625,995	\$ 644,745	\$ 466,070	\$ 475,710	\$ 494,227	\$ 657,087
<b>Ending Fund Balance:</b>	<b>\$ 644,745</b>	<b>\$ 466,070</b>	<b>\$ 475,710</b>	<b>\$ 494,227</b>	<b>\$ 657,087</b>	<b>\$ 906,854</b>

**Capital Plan**  
**September 20, 2019**

**SODA FUND**

	CAPITAL IMPROVEMENT PLAN					
	2021 - 2025 ILLUSTRATIVE CAPITAL IMPROVEMENTS PLAN					
<b>REVENUES:</b>	2020	2021	2022	2023	2024	2025
Property tax captures	\$ 70,000	\$ 74,200	\$ 78,650	\$ 83,370	\$ 88,375	\$ 90,145
Interest	\$ 1,400	\$ 1,425	\$ 1,455	\$ 1,485	\$ 1,515	\$ 1,550
<b>Total Revenues:</b>	<b>\$ 71,400</b>	<b>\$ 75,625</b>	<b>\$ 80,105</b>	<b>\$ 84,855</b>	<b>\$ 89,890</b>	<b>\$ 91,695</b>
<b>EXPENDITURES:</b>						
Operating expenditures	\$ 10,200	\$ 10,400	\$ 10,610	\$ 10,820	\$ 11,035	\$ 11,035
Capital expenditures:						
Drake Road Nonmotorized Path Payment	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 70,000	\$ 70,000
General Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures:</b>	<b>\$ 70,200</b>	<b>\$ 70,400</b>	<b>\$ 70,610</b>	<b>\$ 70,820</b>	<b>\$ 81,035</b>	<b>\$ 81,035</b>
<b>FUND BALANCE:</b>						
Net change in fund balance	\$ 1,200	\$ 5,225	\$ 9,495	\$ 14,035	\$ 8,855	\$ 10,660
Beginning fund balance (Estimated)	\$ 50,294	\$ 51,494	\$ 56,719	\$ 66,214	\$ 80,249	\$ 89,104
<b>Ending Fund Balance:</b>	<b>\$ 51,494</b>	<b>\$ 56,719</b>	<b>\$ 66,214</b>	<b>\$ 80,249</b>	<b>\$ 89,104</b>	<b>\$ 99,764</b>



CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**Resolution to Adopt Oshtemo Charter Township's  
2020 Capital Improvement Plan**

**September 24, 2019**

**WHEREAS**, pursuant to Section 65 of the Michigan Planning and Enabling Act, Public Act 33 of 2008, all Michigan municipalities are required to prepare a Capital Improvement Plan for their community; and

**WHEREAS**, the Township Board, pursuant to Section 68.120 of the Oshtemo Charter Township Zoning Ordinance, has reserved to itself, after the Township's Master Plan is adopted, the duty to prepare the Capital Improvement Plan for public structures and improvements for the Township for the following six-year period; and

**WHEREAS**, the Township has prepared the 2020 Capital Improvement Plan covering the years 2020 through 2025 as part of the Board's comprehensive budget overview.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Township will adopt the attached 2020 Capital Improvement Plan covering the years 2020 through 2025.

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

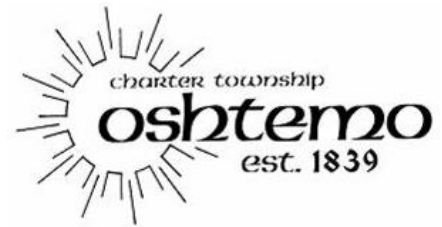
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CERTIFICATE

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 September 24, 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.

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Dusty Farmer, Township Clerk



# Memorandum

**Date:** 20 September 2019  
**To:** Township Board  
**From:** Libby Heiny-Cogswell, Supervisor  
**Subject:** Planning Director Appointment Request – Iris Lehmann

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## **Objectives**

Oshtemo Township Board consideration of appointment of Iris Lehmann, AICP to serve as Oshtemo Township Planning Director.

Also Board consideration of up to \$5,000 moving reimbursement benefit, and 2019 budget amendment for same.

## **Background**

Human Resources Specialist Ed Hellwege worked concertedly in recent months recruiting candidates to serve as Oshtemo Planning Director. After review of resumes, phone interviews were conducted, followed by in-person interviews. The unanimous recommendation from the Supervisor, HR Specialist, and Zoning Administrator is to appoint Iris Lehmann, AICP to the position.

The candidate's education, experience, and references are strong, and a review of the candidate's written work products demonstrate excellent writing ability.

## **Information Provided**

Resume

Work Product Examples

Cedar Falls Planning & Zoning Commission video recording (45:00 and 1:14 minute marks):

<https://meetings.municode.com/multimediaPage/index?cc=CEDARFLS&mm=71a5976dd618455083e4b496e42bae7c&me=5deb4a0575a04896b43f83fd76c1c9a2&ts=381&ei=850dfaa8006f43febd6de83d793eebf8>

# Iris Lehmann, AICP

4121 Heritage Road, Cedar Falls, IA 50613 | (216) 288-8398 | Irisel90@gmail.com

## Work Experience

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City of Cedar Falls, Cedar Falls, IA

### Planner II

December 2018 - Present

### Planner I

January 2015 – December 2018

- Write RFPs for and administer City projects as needed (ex. Currently co-leading the Cedar Falls' downtown visioning project *Our Cedar Falls – Downtown, Imagine the Possibilities*).
- Write, obtain, and administer grants, including: CLG grants (ex. Nomination of the Cedar Falls Downtown onto the National Register of Historic Places) and Gaming Grants (ex. University Avenue Streetscaping).
- Administer multiple operations of the Cedar Falls' Community Development Block Grant Program.
- Petitioned for, created, launched, and administer a façade grant program for the City of Cedar Falls.
- Leading public resource for end-to-end approval of residential rental permits.
- Administer the City's Rental to Single Family Owner Conversion Program.
- Collaborate with City code enforcement officer and manage the City's rental paving enforcement.
- Complete ordinance revisions, such as: zoning overlay updates, rental policies, and paving requirements.
- Update long range planning documents as needed (ex. City's Future Land Use Map and Hazard Mitigation Plan).
- Guide citizens and developers through City policies, procedures, and ordinances.
- Coordinate with applicants, stakeholders, and various city departments in effectively satisfying the administrative requirements for site plan/design reviews, rezonings, subdivisions, vacations, and variances.
- Compose and present staff reports to local Commissions and Cedar Falls' City Council.
- Conduct qualitative and quantitative research as needed to help inform policy decisions (ex. 2015 Downtown Parking Study).
- Assist in Economic Development activities as needed (ex. orchestrating farm leases).
- City liaison to various Commissions, including: Historic Preservation Commission (acting secretary), Board of Rental Housing Appeals (acting secretary), Community Main Street Design Committee, and the Downtown Parking Committee.
- Actively involved in the City's Wellness Committee, Website Redesign Committee, and Group Rental Committee (acting secretary).
- Collaborate with the City's graphic designer to create and update informational and promotional materials.
- Train new employees on city policies, procedures, and codes.

City of Shaker Heights, Shaker Heights, OH

### Planning Department Intern

July 2014 – November 2014

Designed and implemented a transportation study; updated the City's Land Bank archive; compiled a Landmark Designation Report; conducted zoning compliance reviews for the Architectural Review Board; researched Dam grants and loans; active front desk representative for the Planning Department.

Focus: HOPE, Detroit, MI

### Placemaking and Planning Intern

March 2014

Created logos for community initiatives; created surveys for event feedback; conducted event implementation research; updated the business directory.

Institute for Social Research, Ann Arbor, MI

### Survey Research Center Summer Intern

May 2013 – August 2013

Collaborated on a university-sponsored interdisciplinary pilot project to quantify the effect of urban spaces on residents' movement.

## Language Skills

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German (Fluent), Spanish (Beginner)

## Computer Skills

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OptiView, LAMA, Firehouse, IDIS, GIS, AutoCAD, Photoshop, Atlas TI, SPSS, R, SAS, Qualtrics, Microsoft Office

## Education

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American Institute of Certified Planners (AICP)

November 2018

University of Michigan, Ann Arbor, MI  
Urban and Regional Planning

Master of Urban Planning May 2014

Interactive Field Experience: Comprehensive Planning

January 2014 - May 2014

LifeBUILDERS, Detroit, MI

A project manager in a student team commissioned to create a Comprehensive Plan; conducted research through data products, interviews, surveys, and focus groups; created maps using GIS; designed and wrote portions of the plan; presented at stakeholder meetings.

Kalamazoo College, Kalamazoo, MI

Bachelor of Arts 2012

Double Major in Human Development & Social Relations and Studio Art, Minor in Economics

Graduated Cum Laude

American University of Rome, Italy

Fall Semester Study Abroad 2010

Iris Lehmann, AICP  
4121 Heritage Road  
Cedar Falls, IA 50613  
(216) 288 - 8398  
Irisel90@gmail.com

August 10, 2019

Dear Hiring Manager,

Please accept my resume for the position of Planning Director for Oshtemo Township. The experience I have gained as a Planner for the City of Cedar Falls, my Master's degree in Urban Planning from the University of Michigan, and my American Institute of Certified Planners (AICP) certification make me a well-qualified candidate for this position.

I am a graduate of Kalamazoo College and will soon be married to a man who is an Oshtemo Township native. We visit often, since his family and many of our close friends are in the area, and we have often discussed moving back to Oshtemo. Although I had planned to wait a little longer before considering new job opportunities, when I became aware of this job opening, I knew it was a perfect fit for me and that now was the time. Working in Oshtemo would bring us back to a community we love while providing me with the opportunity to continue growing professionally.

Through my work in Cedar Falls over the past few years, I have acquired valuable experience in the field and honed my skills in a variety of standard Planner activities; such as navigating both citizens' and developers' through the City's various review processes and composing and presenting staff reports to local Commissions and Cedar Falls' City Council. Moreover, I have taken advantage of the many unique opportunities that come with working for a small city, consistently taking on additional responsibilities and working to expand my skill set. For example, I have acquired and administered multiple grants, written a number of ordinance revisions, become the administrator for the City's rental review process, as well as gained hands-on experience in floodplain management, code enforcement, rental policies, housing, and economic development. Colleagues who have worked for the city for much longer than I have frequently come to me with questions about city codes and programs.

As a Planner I, I was given some of the greatest and most challenging responsibilities available to city staff; since being promoted to Planner II in December 2018, I have been disappointed to find that my tasks have not changed significantly. I am immensely grateful to my superiors and colleagues in Cedar Falls for the opportunities and support with which they have provided me over the past few years, and now, I feel it is time for me to seek out new opportunities to grow professionally.

I am confident that if I am chosen for the position for Planning Director for Oshtemo Township I will quickly prove a valuable member of the team. I am eager to get to know and learn from the Township Supervisor and colleagues, take on extended responsibilities, and expand my skill set, all while contributing my own voice and the unique perspective I bring from my experiences in Cedar Falls. Thank you for your time and consideration.

Kind regards,

Iris Lehmann, AICP



## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
Phone: 319-273-8600  
Fax: 319-273-8610  
www.cedarfalls.com

**MEMORANDUM**

*Planning & Community Services Division*

**TO:** Honorable Mayor Brown and City Council  
**FROM:** Iris Lehmann, Planner I  
**DATE:** August 29, 2018  
**SUBJECT:** Hold Public Hearing for revisions to Section 29-168: Central Business District Overlay Zoning and revisions to Section 29-2: Definitions.

The Community Development Department requests that a public hearing be held on September 4th, 2018 to consider the revisions to Sections 29-168 and 29-2 of the Code of Ordinances pertaining to design guidelines in the Central Business District Overlay.

### **Background:**

The Central Business District Overlay provides guidance for building, site design standards, maintenance, and development within the district. City Staff has been working with Community Main Street (CMS) to clarify the review process and provide more objectivity to the design criteria of this section; specifically for new development and redevelopment. Establishing more objective standards in the overlay code will help both City Staff and the Planning & Zoning Commission be consistent in their reviews as well as create a vision of how the downtown should grow. Developers will also benefit by having a clear set of standards to follow. The proposed changes outline best practices of storefront design; many of which City Staff and CMS have already been holding developers accountable for but have never been clearly outlined in the code. The proposed code amendments aim to continue and strengthen the high level of development in the downtown.

The Planning and Zoning Commission reviewed the amendments at a public hearing on July 25, 2018 regular meeting and unanimously voted to forward the proposed changes to Council for approval.

### **Summary of Proposed Amendments:**

Section 29-2: Definitions:

- Adding a definition for "façade" and "storefront". Adding the definitions of these two terms, which are heavily used in the amendments to Section 29-168, ensures that there will be no confusion on their meaning.

Section 29-168: Central Business District Overlay Zoning:

- ) Existing residential buildings with up to seven units are exempted from the Planning & Zoning and City Council review process. Currently the overlay exempts only single unit homes in the district from the review process. With this amendment there are 9 other properties (7 duplexes, 1 four unit conversion, and 1 five-unit conversion) that

would become exempt. All of these properties are on the outer edge of the overlay district. Staff, Community Main Street, and the stakeholders present at the July 25th, 2018 meeting agreed that it was unnecessary to make these individuals go through the Planning & Zoning Commission and City Council review process if they wished to make an improvement to their property. Any new residential dwellings proposed within the district will still be required to go through the review process.

- J) Allowing smaller front yard setbacks for new construction and improvements. Many older buildings in the district are already closer to the street than the current code allows, creating a more urban and walkable environment. To keep this character throughout the district it is being proposed that all new commercial buildings in any zoning district within the overlay will be built to the front and corner of lots with a minimum front setback of 0 and a maximum front setback of 10 feet. For residential buildings the minimum front yard setback is decreased from 25 feet to 10 feet. This will allow for more flexibility for development and allow smaller lots to be better utilized. For commercial buildings this change also encourages parking to be placed behind a building to further promote walkability in the district.
- J) Adding building composition regulations. The proposed language of this section considers how a new building is physically composed. These proposed amendments are what City Staff and CMS have already been holding developers accountable for but have never been clearly outlined in the code. In order for the code to be more objective it was agreed to include language specific to these best practices of building composition. These amendments include:
  - The use of vertical breaks or bays in order to break up long building walls. This can be done in multiple ways, including the grouping of windows or breaks in the wall plane.
  - To avoid flat, continuous, and overly long upper floor facades, the maximum length of a wall plane of the façade is 60 feet. Articulation between continuous upper floor façade sections shall be accomplished by recessing the façade 1 foot minimum for a distance of at least 10 feet. At their July 25, 2018 meeting the Planning and Zoning Commission requested that the minimum requirement for the wall recession be changed from two feet to one foot.
  - Standards that will require or encourage elements that provide visual interest and emphasize the storefront.
  - Implementing a 14-foot minimum first floor commercial floor height. This is a best practice that has been shown to not only make commercial spaces more competitive but also protect and encourage a variety of commercial uses being able to utilize a space.
- J) Adding window and transparency requirements. These changes promote transparent windows at the pedestrian level of a storefront to invite views into the interior of the store. This is a common best practice that is necessary for a pedestrian-friendly shopping environment.
- J) Specifying types and percentages of materials permitted on the exterior of buildings. The goal of this section is to promote higher quality materials in the downtown, specifically: brick, stone, or terracotta. However the proposed code still promotes architectural variation by allowing up to 35% of a building's exterior to be other materials, for example architectural metal, cement board, and architectural CMU.

Following best practices, the code also encourages the use of certain types of materials on specific locations on a building.

- J) Specifying the types of colors permitted in the district. The proposed code amendment provides a certain measure of objectivity to the review of color on buildings in the district. The proposed code would allow for earth and neutral colors to be used on building facades. However language was included to allow other colors, e.g. bright colors, neon, etc., to be on a building but only as accents. This section does not apply to signage. It is a general best practice for a business logo or marketing colors to be primarily displayed in the signage of a building and not on the building itself.
- J) Adding building entry regulations. This section looks to codify best practices for entries that ensure building entries are safe, accessible, and pedestrian friendly. These amendments include that a building is accessible from the primary street, access to residential units is easily accessible and visible, longer buildings have multiple entrances, the main entrance is level with the sidewalk, and that the main entrance to a building is prominent in its design.
- J) Outlining the types of signs permitted in the overlay district. The current code requires anyone looking for signage requirements to refer to various other sections of the code. Putting all the signage requirements for this district in one place was one of the goals of this proposed ordinance amendment. Most additions in this section are collected from the other applicable code sections. However, there are three new proposed additions to this section of the code:
  - Allowing for “blade signs”, smaller projecting signs, to be closer to the sidewalk as they are purely meant for pedestrians.
  - Limiting the amount of window signs and film to keep windows transparent to further encourage a pedestrian friendly shopping environment
  - Decrease the allowable percentage of wall signage from 33% to 10%. This decrease in allowable wall percentage is more than what other communities allow for wall signage in downtown areas. This is consistent with what is currently in the downtown district.

If you have any questions or need additional information, please feel free to contact this office.

xc: Stephanie Sheetz, Community Development Director  
Karen Howard, Planning & Community Services Manager



Sec. 29-168. - CBD, Central business district overlay zoning district.

- (a) *Purpose and intent* . The purpose of the CBD, central business district overlay zoning district (hereinafter the "overlay district") is to provide guidance for future development in the specified area and to encourage continued successful business development in the downtown Cedar Falls area, particularly in the Main Street Parkade retail and service business area extending from First Street to Sixth Street. However, the overlay district may be extended over other nearby downtown areas. The overlay district is intended to allow land uses and to encourage appropriate building design standards in a manner that complements and strengthens the downtown retail and service business sector. Originally developed as a compact, multi-functional, walkable environment, the overlay is intended to support pedestrian access and use. The provisions of this section shall apply in addition to any other zoning district regulations and requirements in which the land may be classified. In case of conflict, the more specific standard shall apply.
- (b) *Boundaries*. The CBD, ~~commercial-central~~ business district overlay ~~zoning district~~ boundaries are generally outlined in the image below. The legal description and official zoning map of the overlay legally described on Attachment A to this ordinance (said attachment is not set out at length herein, but is on file in the office of the city clerk).

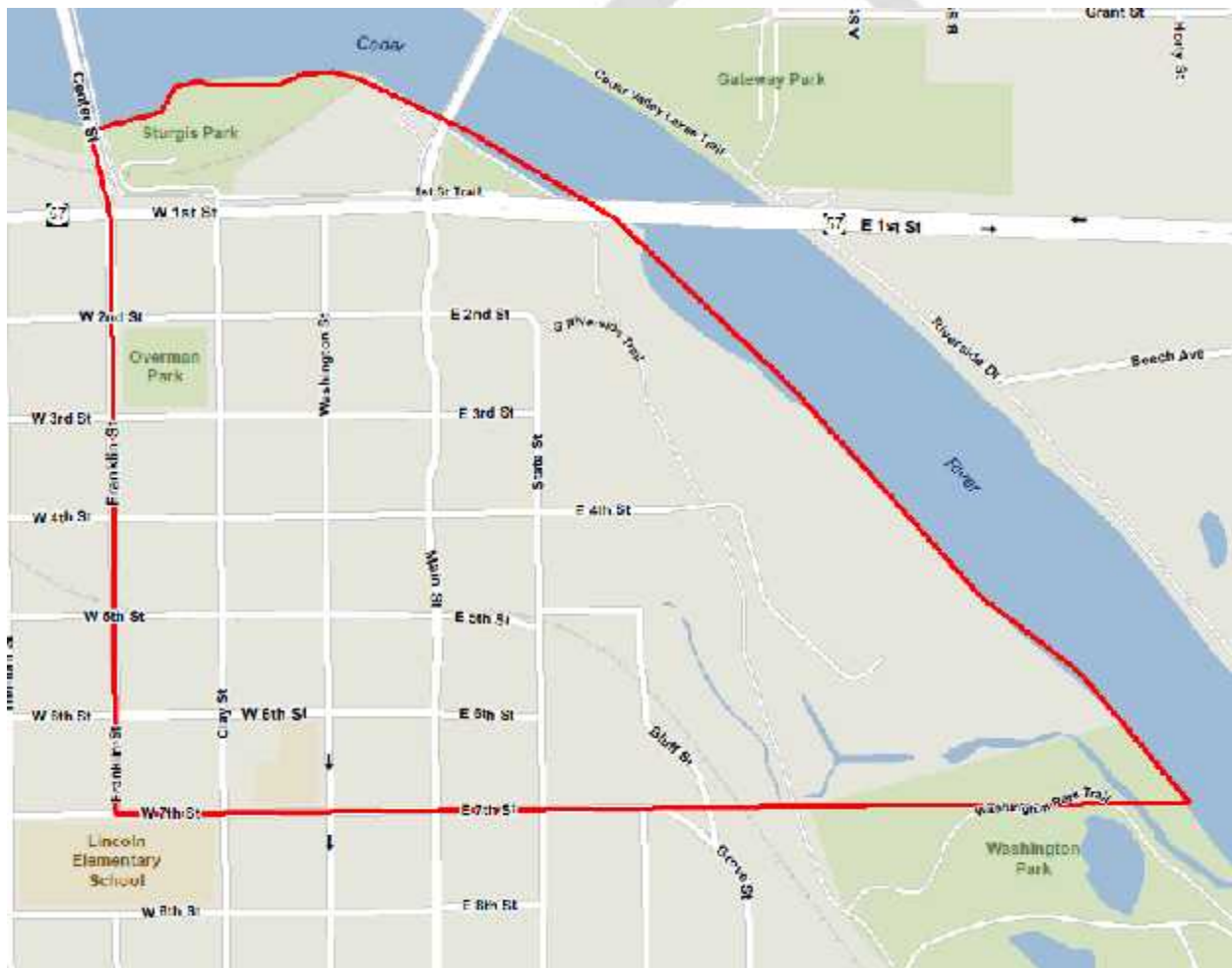


Figure 1 – CBD boundary map

~~(c) — Definition.~~

~~"Substantial improvement" includes any new building construction within the overlay district or any renovation of an existing structure that involves any modification of the exterior appearance of the structure by virtue of adding or removing exterior windows or doors or altering the color or exterior materials of existing walls. All facade improvements, changes, alterations, modifications or replacement of existing facade materials will be considered a substantial improvement. Included in this definition are any new, modified or replacement awning structures or similar material extensions over the public sidewalk area. A substantial improvement also includes any increase or decrease in existing building height and/or alteration of the existing roof pitch or appearance. Routine repair or replacement of existing roof materials that do not materially change the appearance, shape or configuration of the existing roof will not be considered a "substantial improvement". Any new freestanding sign, projecting wall sign, or monumental sign, or an increase in size or height of any existing freestanding sign, projecting wall sign, or monumental sign, shall be considered a substantial improvement. Owner-occupied detached single family residences will not be subject to these regulations.~~

~~(cd) Permitted uses.~~

- (1) Allowable uses within the overlay district include typical commercial, professional office and service oriented businesses, uses or facilities, including hotels and lodging facilities, all such uses currently allowed in the C-1 commercial, C-2 commercial and C-3 commercial districts unless herein limited. If the underlying zoning district is more restrictive than the C-3 commercial district, then only those uses permitted in the more restrictive district shall be allowed.
- (2) Residential uses are allowable subject to planning and zoning commission and city council review and approval. No residential use may be established on the ground floor of any ~~building store front or shop front located~~ within the ~~Main Street Parkade retail and service~~ commercial area ~~bounded by extending from~~ First Street south to Sixth Street ~~from Washington Street east to State Street, and also extending at least one-half block in depth on any side street perpendicular to said Main Street Parkade area.~~ Residential uses are encouraged to be established in upper levels of downtown commercial ~~buildingsfacilities. (hereinafter referred to as "mixed-use buildings").~~

~~(de) Conditional uses.~~ Where some question arises whether a particular commercial use is appropriate within the overlay district, the use may be allowed subject to planning and zoning commission and city council review and approval, provided that the proposed use conforms to the prevailing character of the downtown area and provided that the use will not necessitate the use of outdoor storage areas. In addition, such uses must not generate excessive amounts of noise, odor, vibrations or fumes, or ~~generate excessive amounts of~~ truck traffic. If the underlying zoning district is more restrictive than the C-3 commercial district, allowable conditional uses will be those generally compatible with the more restrictive standards of the underlying zoning district. Examples of uses that may be allowed subject to approval of a conditional use permit are:

- (1) Auto repair shop.
- (2) Printing or publishing facility.
- (3) Limited manufacturing activity that is directly related to the operation of a retail business conducted on the premises.
- (4) Plumbing and heating shop.
- (5) Sign painting shop.
- (6) Appliance repair shop.
- (7) Home supply business.

~~(ef) Prohibited uses.~~ In all cases the following uses will not be allowed within the overlay district either as permitted or conditional uses:

- (1) Lumber yards.

- (2) Used or new auto sales lots and displays.
- (3) Auto body shop.
- (4) Storage warehouse or business.
- (5) Mini-storage warehouse.
- (6) Sheet metal shop.
- (7) Outdoor storage yard.

(fg) *Site plan review.* Any proposed substantially improved or new building structure or development, including proposed residential facilities, must submit a detailed site plan and building plans for review and approval by the planning and zoning commission and the city council. Applicants are encouraged, but not required, to consult with Community Main Street's Design Guidelines and Design Committee as a design resource. Elements to be considered in this review process are proposed use, proposed building improvements or new structural elements, with particular attention to exterior building design elements, parking provision (see section 29-177 parking regulations if any), and how the proposed improvement or development will complement existing nearby uses and building design elements. ~~In the case of emergency repairs needed as the result of unanticipated building or facade damages due to events such as fire, vandalism, or weather related damages, site plan review will not be required, provided that the needed repairs do not alter the appearance of the structure prior to the event causing the unanticipated damages. Owner-occupied detached single-family dwellings will be exempt from this provision.~~

"Substantial improvement" includes any new building construction within the overlay district or any renovation of an existing structure that involves any modification of the exterior appearance of the structure by virtue of adding or removing exterior windows or doors or altering the color or exterior materials of existing walls. All facade improvements, changes, alterations, modifications or replacement of existing facade materials will be considered a substantial improvement. Included in this definition are any new, modified or replacement awning structures or similar material extensions over the public sidewalk area. A substantial improvement also includes any increase or decrease in existing building height and/or alteration of the existing roof pitch or appearance.

The following shall be exempt from site plan review:

- (1) Existing detached single-unit and multi-unit dwellings containing less than seven units; not including mixed use buildings.
- (2) Routine repair or replacement of existing roof materials, awnings, or other minor facade elements that do not materially change the appearance, shape or configuration of the existing building will not be considered a "substantial improvement".
- (3) Emergency repairs needed as the result of unanticipated building or facade damages due to events such as fire, vandalism, or weather related damages, provided that the needed repairs do not alter the appearance of the structure prior to the event causing the unanticipated damages.

(g) *Parking:* On-site parking in the downtown area will not be required for principal permitted commercial, professional office or service business uses or facilities. Any proposed residential use established within the overlay district must conform to the parking regulations described in section 29-177.

(h) Front Setbacks.

- (1) New commercial and mixed-use buildings shall be placed to the front and corner of lots, and set back a minimum of 0 feet and maximum of 10 feet from any street side lot line.
- (2) New residential or expansions of residential buildings shall be setback a minimum of 10 feet.

(ih) *Building design review.* All substantially improved or new building structures within the overlay district shall be reviewed by the planning and zoning commission and the city council for architectural compatibility with surrounding structures. Paramount ~~into~~ this review will ~~include~~ be consideration of

building materials, exterior building materials on all sides, coloration of materials, building height, roof line, size and location of windows and doors, roof mounted appurtenances, and facades. For the purposes of this section, when a building is located on a corner lot the primary street shall be the north-south street, with other streets being considered secondary. In addition to consideration of typical physical structural improvements to structures, review is also required of any wall painting, mural wall signs or painted artwork or other similar applications to exterior walls. The purpose of review of said exterior wall paintings or drawings is to ensure that said applications are consistent with the prevailing standards and character of the downtown area. The following design elements will be reviewed:

- (1) *Proportion*: The relationship of width and height of the front elevations of adjacent buildings shall be considered in the construction or alteration of a building. An effort should be made to generally align horizontal elements along a street frontage, such as cornice lines, windows, awnings and canopies. The relationship of width and height of windows and doors of adjacent buildings shall be considered in the construction or alteration of a building. Particular attention must be given to the scale of street level doors, walls and windows. Large expanses of blank walls spaces at the street level are to be discouraged. Elements such as windows, doors, columns, pilasters, and changes in materials, artwork, or other architectural details that provide visual interest must be distributed across the façade in a manner consistent with the overall design of the building.
- (2) *Roof shape, pitch and direction*: The similarity or compatibility of the shape, pitch and direction of roofs in the immediate area shall be considered in the construction or alteration of a building. Routine repair and maintenance or replacement of existing roof materials will not be subject to review provided that the existing roof line and configuration is not altered during the course of said repairs or maintenance.
- (3) *Pattern*: Alternating solid surfaces and openings (wall surface versus doors and windows) in the front facade, sides and rear of a building create a rhythm observable to viewers. This pattern of solid surfaces and openings shall be considered in the construction or alteration of a building.

(4) Building Composition (See Figure 2):

(i) To create visual interest and visually break up long building walls, facades on buildings greater than 50 feet in length shall be divided vertically into bays. Façade bays shall be a minimum of 20 feet wide and a maximum 40 feet wide. The bays shall be distinctive but tied visually together by a rhythm of repeating vertical elements, such as window groupings, pilasters, window bays, balconies, changes in building materials and textures, and/or by varying the wall plane of the façade.

(ii) To avoid flat, continuous, and overly long upper floor facades, the maximum length of a wall plane of the façade is 60 feet. Articulation between continuous upper floor façade sections shall be accomplished by recessing the façade 1 foot minimum for a distance of at least 10 feet. This recessed section would count as a façade bay per paragraph (i), even if the width is less than 20 feet.

(iii) Storefronts in mixed-use buildings shall be distinguished from the upper floors by a horizontal element, such as a cornice, band board, or soldier course to create a distinctive base to the building.

(iv) For all mixed-use and commercial buildings, the minimum ground floor, floor-to-structural ceiling height is 14 feet.

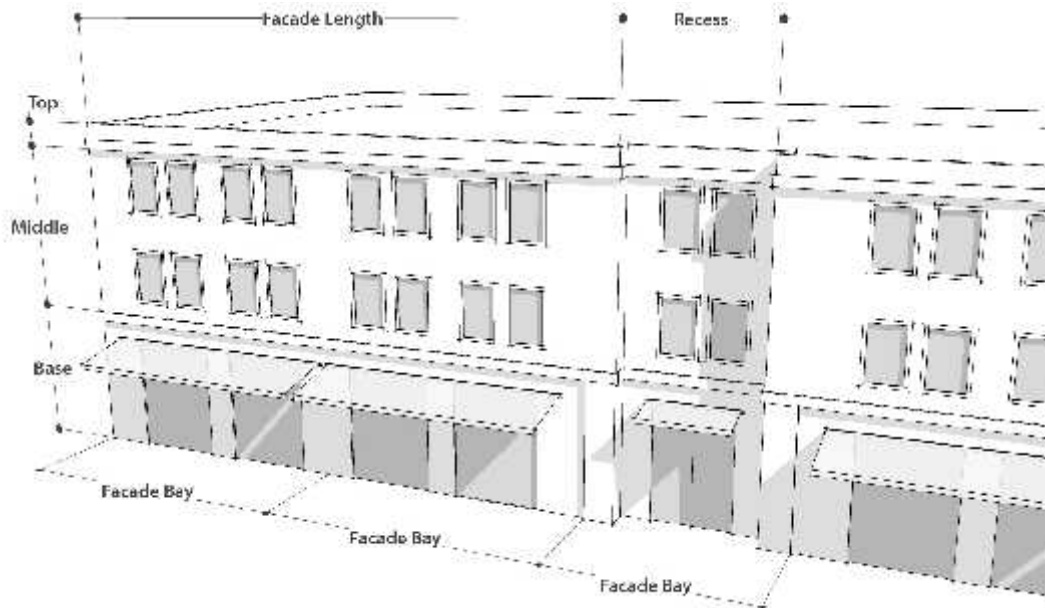


Figure 2 – Building composition example

(5) Windows and Transparency: The size, proportion, and type of windows need to be compatible with existing neighboring buildings. For storefronts, the following standards shall apply:

(i) A minimum of 70% of the storefront area between 2 and 10 feet in height above the adjacent ground level shall consist of clear and transparent storefront windows and doors that allow views into the interior of the store. The bottom of storefront windows shall be no more than 2 feet above the adjacent ground level, except along sloping sites, where this standard shall be met to the extent possible so that views into the interior of the store are maximized and blank walls are avoided. Exceptions may be allowed for buildings on corner lots where window coverage should be concentrated at the corner, but may be reduced along the secondary street façade, and for repurposing of buildings not originally designed as storefront buildings (e.g. re-purposing of an industrial or institutional building).

(ii) Transom windows are encouraged above storefront display windows. Residential window types, reflective (mirrored), or colored glass are not allowed for storefronts.

(iii) Glazing should be clear and highly transparent to maximize views into the store. Low-E or tinted glazing will reduce transparency, so is discouraged for storefront windows, but if used, the glass chosen should have a high visible light transmittance and low reflectivity.

(iv) Removing storefront windows or reducing storefront window coverage is discouraged and will require Planning & Zoning Commission and City Council approval.

(64) Materials and texture: The similarity or compatibility of existing materials and texture on the exterior walls and roofs of the buildings in the immediate area shall be considered in the construction or alteration of a building. A building or alteration will be considered compatible if the materials and texture used are appropriate in the context of other buildings in the immediate area.

Street-facing facades shall be comprised of at least 50% brick, stone, or terra cotta. Side and rear walls shall be comprised of at least 25% brick, stone, or terra cotta. These high quality materials should be concentrated on the base of the building.

The following materials may be used in limited amounts:

(i) Fiber cement, aluminum, metal, pre-formed panels, painted wood, or anything similar – Up to 35 percent of any one siding material may be used on the street-facing façade and up to 40 percent of any other sides. These materials are not generally allowed for storefronts. Fiber cement board should be high quality and smooth-faced. Metal shall be heavy gauge and non-reflective. Durability and maintenance of the metal shall be carefully considered if used in high use areas.

(ii) Concrete and Precast Concrete- This includes site-poured or preformed concrete items. Use is limited to architectural elements such as window hoods, cornices, columns, capitals, etc. Architectural CMU may be used in combination with other materials such as brick, stone or terra cotta. Except for burnished/polished or glazed units, CMU is not generally allowed on the storefront level, however, architectural CMU, such as split-face, ground-face, and rock-face, may be used as an accent material on the storefront level.

(iii) EFIS may only be used for architectural detailing above the ground floor

(iv) In the case of an unenclosed rear or roof deck, stained wood is permitted.

**(75) Color:** The similarity or compatibility of existing colors of exterior walls and roofs of buildings in the area shall be considered in the construction or alteration of a building. Buildings in the CBD utilize earth and neutral tones; however, other colors can highlight the architectural features of a building and are acceptable as accents. Accents generally include trim areas and comprise up to 15% of the façade. Painting unpainted brick or stone is discouraged.

**(86) Architectural features:** Architectural features including but not limited to cornices, entablatures, doors, windows, shutters, fanlights and other elements prevailing in the area shall be considered in the construction or alteration of a building. It is not intended that the details of existing buildings be duplicated precisely, but those features shall be suggestive of the extent, nature and scale of details that would be appropriate on new buildings or associated with building alterations.

**(9) Building Entries:** This section applies to new mixed use and commercial buildings.

(i) Primary entries to ground floor building space and to common lobbies accessing upper floor building space shall be located along street-facing facades. For buildings with more than one street-facing façade, entries along facades facing primary streets are preferred. Building entries along rear and side facades or from parking garages may not serve as principal building entries. Buildings with more than three street-facing facades shall have building entries on at least two street-facing sides.

(ii) For buildings that contain residential dwelling units, there must be at least one main entrance on the street-facing façade or façade facing a prominent residential courtyard that provides pedestrian access to dwelling units within the building. Access to dwelling units must not be solely through a parking garage or from a rear or side entrance.

(ii) For storefronts with frontage of 100 feet or more, a visible entryway shall be provided a minimum of every 50 feet.

(iii) Entryways into a storefront will be at grade with the fronting sidewalks.

(iv) Entryways shall be designed to be a prominent feature of the building. The use of architectural features such as awnings, canopies, and recessed entries are encouraged.

**(107) Exterior mural wall drawings, painted artwork, exterior painting:** These elements shall be reviewed to consider the scale, context, coloration and appropriateness of the proposal in relation to nearby facades and also in relation to the prevailing character of the downtown area. Exterior painting of detached single family-unit and two-family-unit residential structures within

the district shall be exempt from this provision. Other multi-family-unit dwelling structures will be subject to this review.

- (ii) ~~Signage . Typical business signage shall be permitted without mandatory site plan review by the planning and zoning commission and city council, unless said review is mandated by ordinance requirements.~~ All signage shall conform to requirements of the Cedar Falls sign regulations outlined in the Zoning Ordinance Section 29-202, except as provided for below:

(1) Freestanding signs:

- (i) When located adjacent to any street other than First Street, shall not exceed 15 feet in height and 40 square feet in surface area.
- (ii) When located adjacent to First Street, shall not exceed 25 feet in height and 60 square feet in surface area.

(iii) One freestanding or monument sign shall be allowed per lot provided all components are entirely on private property. In the case of a double frontage lot, a second sign may be considered.

(2iv) Monumental signs: Shall not exceed 8 feet in height and 40 square feet in surface area.

(2) Projecting signs: One projecting sign per business is permitted on the primary façade. Signs which are permitted to encroach over or upon public rights-of-way shall meet the following standards and clearance height:

(i) Vehicular ways: 14 feet clear above the vehicular way, unless public services necessitate higher clearance.

(ii) Pedestrian ways: 10 feet clear above the pedestrian way. For blade signs and awnings, the minimum clearance height shall be 8 feet.

(iii) Blade signs are limited to an area of 4 square feet and a projection of 2.5 feet from an exterior wall.

(iv) All projecting signs, excluding blade signs, shall project no further than half the width of the sidewalk that the storefront is located on or 5 feet, whichever is less.

(v) All projecting signs, excluding blade signs, shall be no larger in size than 1 square foot for each linear foot of the side of the building to which the sign is attached, not to exceed 40 square feet per sign face.

(vi) Corner projecting signs are those that are visible from two or more intersecting streets, and shall be allowed as long as they do not exceed 40 square feet per sign face.

(3) Window Signs and film: Permanent or adhered window signage and film shall not exceed 25% of glazing of the first 15 vertical feet of wall area and shall not be placed in a manner that preventss views into a storefront.

(4) Wall Signs: Wall signs shall not exceed 10% of the total wall area, and in no case shall exceed 10% of the area of the storefront. Wall signs on storefronts shall not extend beyond or above an existing sign band or extend over or detract from the architectural features of the building façade , such as cornices, pilasters, transoms, window trim, and similar.

(5) Billboards: Prohibited

(6) Roof signs: Prohibited

(7) Illuminated signs: Illuminated signs are permitted. External illumination should be provided by a continuous light source directed onto the sign. The use of internally lit signs (back-lit plastic) is acceptable for monument and freestanding signs. The use of internally lit wall and projecting signs (back-lit plastic) are permitted when the background is opaque at night.

- (jk) *Removal or demolition of building structures.* Removal or demolition of structures within the overlay district is allowable, subject to securing a demolition permit with the city inspection services division. If no immediate building reconstruction plans are proposed within 30 days following building removal or demolition, the site shall be filled and graded to a topographic elevation equal to or level with surrounding adjacent property natural grade levels. All drainage shall be directed away from existing buildings. Within 30 days of final grading of the site or at the earliest opportunity during the growing season conducive to plant germination, the site shall be seeded with grass. Reasonable efforts shall be taken by the property owner to ensure proper germination of the vegetation and the property owner must maintain the property in accordance with city ordinances.
- l) Exceptions: The Planning and Zoning Commission and City Council may approve deviations from the standards if there are characteristics of the site or building that makes it difficult or infeasible to meet the requirements outlined in this section, such as buildings located on a corner lot, sloping sites, reuse of an existing building that was not originally designed as a storefront building, or other similar situation. To be granted an exception the applicant must provide:
- (1) A detailed explanation of why the specific standard cannot be met;
  - (2) The proposed building is uniquely designed to fit the characteristics of the site and the surrounding neighborhood, is consistent with the purpose and intent of the CBD, Central Business District Overlay, and will not detract from or be injurious to other properties in the vicinity.
  - (3) The Planning and Zoning Commission or City Council may require an alternative design solution that is consistent with the intent of the standard being modified.

(Ord. No. 2477, § 1, 5-10-04; Ord. No. 2853, §§ 1—3, 9-8-15)





## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
Phone: 319-273-8606  
Fax: 319-273-8610  
www.cedarfalls.com

### MEMORANDUM

#### Planning & Community Services Division

**TO:** Mayor and Council  
**FROM:** Iris Lehmann, ACIP, Planner II  
Matt Tolan, Civil Engineer II  
**DATE:** August 15, 2019  
**SUBJECT:** Pheasant Hollow Seventh Addition Preliminary Plat

**REQUEST:** Request to approve the Pheasant Hollow Seventh Addition Preliminary Subdivision Plat  
**PETITIONER:** White Coat Series II, LLC; Engineer: CGA, Inc.  
**LOCATION:** The 14-acre property is located west of Apollo Street and north of Pheasant Drive.

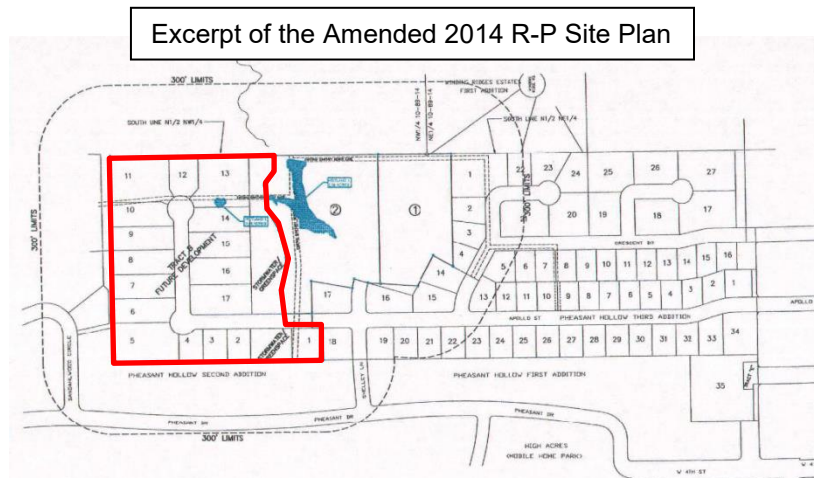
### PROPOSAL

The applicant is proposing to subdivide a 14 acre parcel in the R-P, Planned Residence, zoning district with the intent to develop 18 new single-unit residential lots.

### BACKGROUND

The 14 acres under consideration are part of the Pheasant Hollow Development and was rezoned from A-1 (Agricultural) and R-1 (Residential) to R-P (Planned Residence District) on October 13, 2003. The rezoning, as required by the R-P zoning district, included an R-P Site Plan and development agreement. These documents outlined how this area was to develop. An amendment to the original R-P Site Plan was approved by the City Council on July 21, 2014.

The amended R-P Site Plan updated the proposed uses allowed in the area (i.e. single unit homes and a limited amount of condo units) and reconfigured the layout of the development. The proposed preliminary plat is the westernmost section of the plan, outlined in red in the image above.



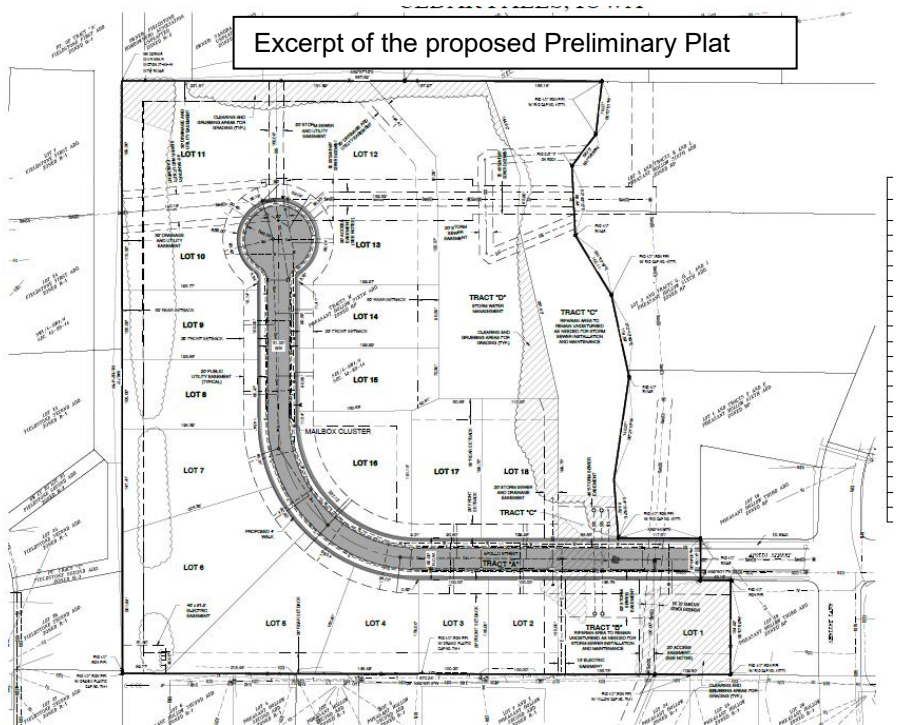
The Pheasant Hollow Development has been growing since 1990. Past approvals and

development in this area include: Pheasant Hollow Addition (42 lots approved in 1990), Pheasant Hollow Second Addition (11 lots approved in 1999), Pheasant Hollow Third Addition (34 lots approved in 2005), Pheasant Hollow Fourth Minor Subdivision (1 lot in 2014), Pheasant Hollow Fifth Minor Subdivision (created several unbuildable parcels within Pheasant Hollow Third Addition that were sold to adjoining lot owners in 2015), and Pheasant Hollow Sixth Addition (4 lots and a 14-acre "Tract M" that was reserved for future development). The preliminary plat, Pheasant Hollow Seventh Addition, under consideration proposes to replat Tract M of Pheasant Hollow Sixth Addition to create 18 new lots.

### Analysis

The property under consideration is zoned R-P, Planned Residential District. R-P Districts are established with a comprehensive development plan. The R-P District site plan for this area was originally approved in 2003 and amended in 2014. The applicant is proposing to create 18 new single unit homes on 14 acres of land, for an overall density of 1.3 units per acre. The proposed preliminary plat is consistent with the approved 2014 R-P District Site Plan.

The R-P District allows the establishment of a mixture of residential types as well as some commercial uses in order to create a more diverse neighborhood. To ensure that the proposed mix of uses are integrated together in a cohesive manner, a master plan is required at the time of rezoning. Development in this particular proposed preliminary plat is restricted to single unit homes; this is consistent with the approved 2014 R-P District Site Plan. Minimum lot area standards and required setbacks in the R-P District are the same as



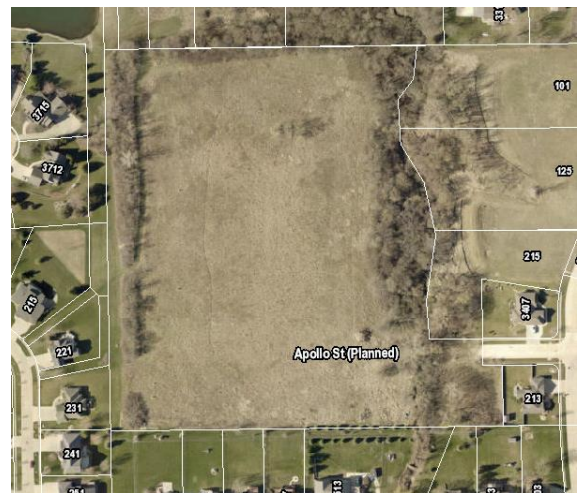
found in the R-4, Residential District. The only difference is that the R-P District allows the flexibility for a "zero" side yard setback to meet the layout and building types proposed in the master plan. In this case, since only detached single-unit dwellings are proposed, the submitted preliminary plat follows all of the R-4 standards, including the side yard setback. The R-4 District requires that a single unit lot have a minimum square footage of 6,000 square feet and the following minimum setbacks: 20-foot front yard, 30-foot rear yard, and a side yard of 10% of the lot width. All 18 of the proposed buildable lots meet these standards. In this particular case, as the rear yard of all of the proposed lots are along the district boundary, the required 30 foot boundary setback of the R-P District is also met. The minimum required setbacks are shown on the plat and echoed in the Deed of Dedication.

Tract A on the preliminary plat will be an extension of Apollo Street, which has an existing 60-foot right-of-way. This extension will provide access to all 18 proposed lots. The placement of the proposed street is consistent with the approved 2014 R-P District Site Plan.

Tract's B and D on the preliminary plat are for detention basins. Stormwater easements are proposed throughout the preliminary plat to direct storm water runoff to the two detention basins. These basins are designed to ensure that the water runoff from the new development is properly managed. A 20-foot wide drainage easement is identified along the southern boundary of the plat to channel stormwater in this area to Tract B near the southeast corner of the plat. This will divert stormwater away from the neighboring properties to the south. A culvert will be constructed under the proposed road to connect Tract B to the larger Tract D so to direct any overflow on the south side of the development. City engineering staff has reviewed and approved the Applicant's stormwater report. After the preliminary plat is approved, but prior to construction of the infrastructure, the City's engineering staff will review the stormwater calculations again to make sure everything is properly located, graded and sized.

None of the area of the preliminary plat falls within the flood plain. However, it should be noted that when the land was originally surveyed in 2014 a small wetland was identified on the site. However, it was determined this June by the US Army Corps of Engineers that it is not a jurisdictional wetland, so mitigation will not be required and the wetland delineation is no longer required on the platting documents.

Tract C on the preliminary plat is reserved for greenspace. Most of the existing grove of trees on this property will be maintained as the applicant sees the existing tree coverage as a valuable asset for the development. Only the striped areas on the plat, shown on the previous page, will need to be cleared for grading purposes. An aerial image of the site today is shown on the right.



Approval of a preliminary plat would allow the developer to proceed with the construction and installation of all required public infrastructure such as streets, sewers, and other utilities. A final plat, which legally creates all the lots and any tracts, will follow. No lot sales or new home construction can begin until a final plat is approved by the City Council. A final plat cannot be processed through the Commission until infrastructure construction plans (streets, utilities, etc.) are approved by the City Engineering Division.

Basic platting documents have been submitted including the Deed of Dedication, Auditor approval of the subdivision plat name, \$300 platting fee, Certificate of Survey, environmental report/soil survey, and a drainage/grading plan. The attorney's title opinion must be submitted for the final plat.

### TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities (CFU) personnel, noted that water, gas, and communication services are available to the site. The developer will be responsible for extending the utility services to the proposed development. The easements identified on the plat satisfy CFU requirements. The placement of water hydrants will be reviewed when the construction plans are completed. All technical comments have been addressed

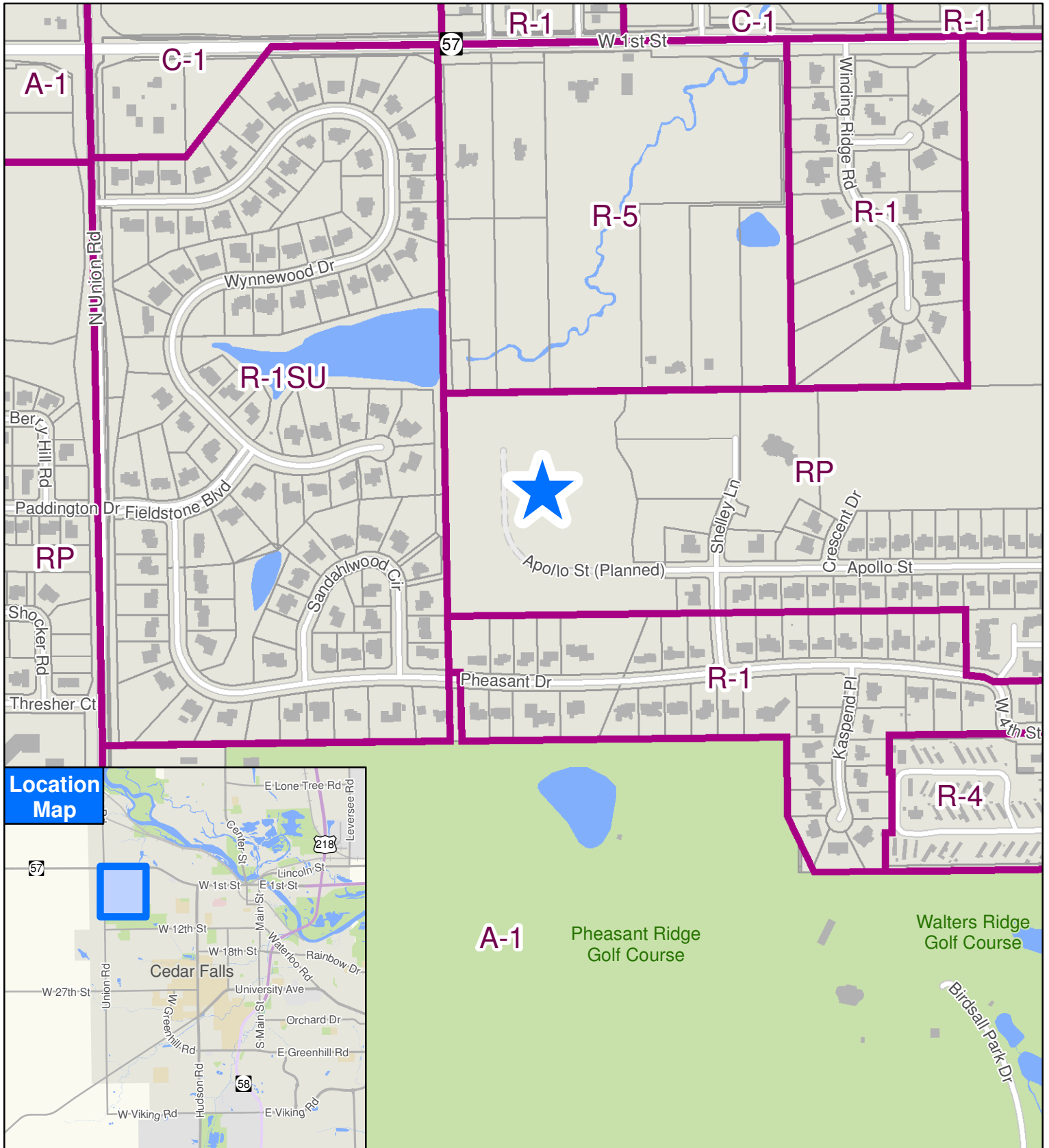
## PLANNING & ZONING COMMISSION

Discussion/Vote 8/14/2019 The Planning and Zoning Commission considered the Pheasant Hollow Seventh Addition Preliminary Plat. Acting Chair Saul introduced the item and Mr. Sturch provided background information. He explained that the property is located at the west end of Apollo Street. This plat will accommodate 18 lots for single family development and satisfies the R-P district standards and the City's storm water management regulations. Staff recommends approval of the plat with conformance to all City staff recommendations and requirements as well as any comments or direction from the Commission.

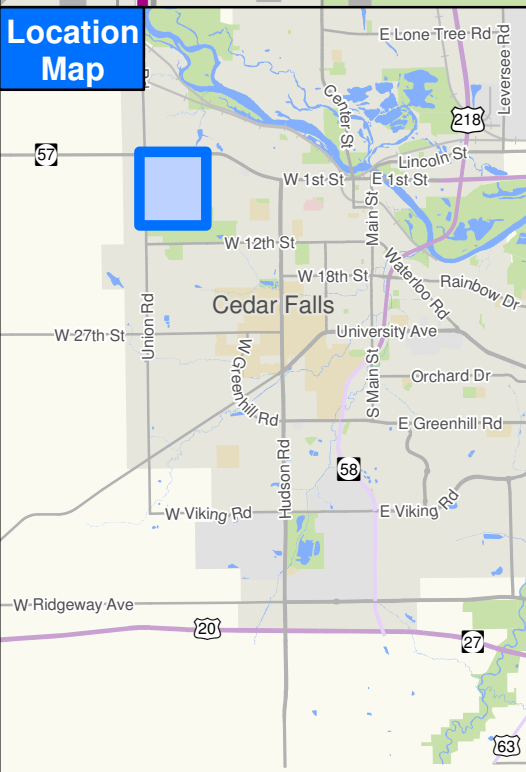
## STAFF RECOMMENDATION

The proposed Pheasant Hollow Seventh Addition Preliminary Plat is consistent with the zoning, the adopted R-P District Site Plan for this area, and meets the standards of the City's subdivision code. The Community Development Department recommends approval.

# Cedar Falls City Council August 19, 2019



## Location Map



Pheasant Hollow Seventh Addition  
Preliminary Plat

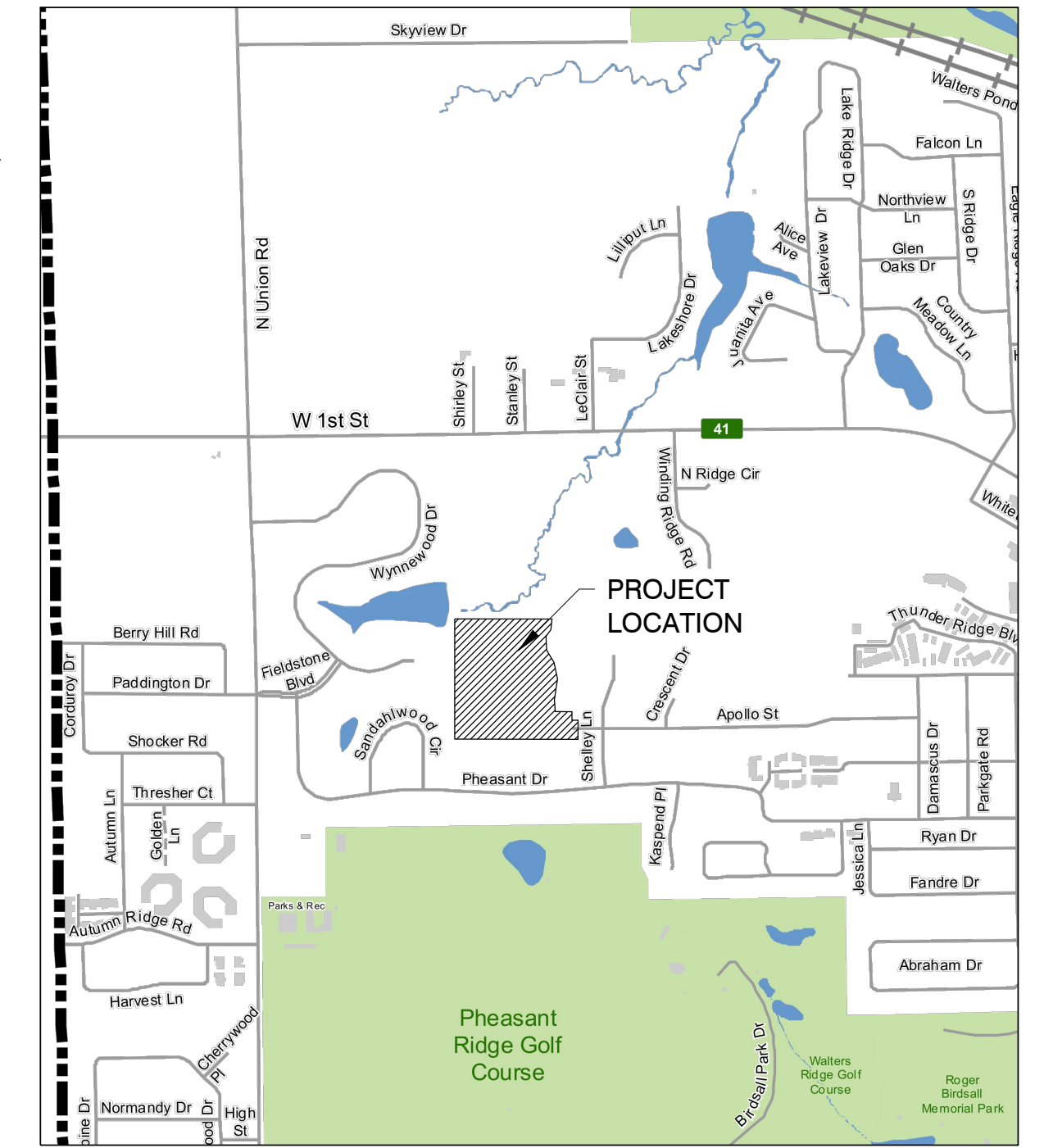
# PRELIMINARY PLAT PHEASANT HOLLOW SEVENTH ADDITION REPLAT OF TRACT "M", PHEASANT HOLLOW SIXTH ADDITION CEDAR FALLS, IOWA

## LEGEND

EXISTING	PROPOSED	
		EVERGREEN TREE
		DECIDUOUS TREE
		SHRUBS (BUSHES)
		TREE LINE
		SIGN (TYPE AS NOTED)
		FENCE
		SILT FENCE
		CONTOUR LINE
		WATERLINE
		WATER VALVE
		FIRE HYDRANT
		SANITARY SEWER LINE
		STORM SEWER LINE
		MANHOLE
		CLEANOUT
		INTAKE
		BEEHIVE INTAKE
		GAS LINE
		GAS VALVE
		OVERHEAD ELECTRICAL LINE
		BURIED ELECTRICAL LINE
		POWER POLE
		STREET LIGHT
		ELECTRICAL BOX/TRANSFORMER
		TELEPHONE LINE
		TELEPHONE PEDESTAL
		CLEARING AND GRUBBING

## LEGAL DESCRIPTION

TRACT "M" PHEASANT HOLLOW SIXTH ADDITION, CITY OF CEDAR FALLS, IOWA FILE NO 2018-8122.



VICINITY MAP  
NOT TO SCALE

## FLOOD ZONE

(ZONE X)  
PANEL # 19013C0161F  
EFFECTIVE DATE: JULY 18, 2011

## SETBACK DATA

FRONT YARD = 20 FT  
REAR YARD = 30 FT  
SIDE YARD\* = 10% LOT WIDTH AT THE FRONT SETBACK LINE

\*LOTS MAY BE SPLIT OR DIVIDED TO PROVIDE FOR MORE LOT AREA BY BEING ADDED TO AN ADJOINING LOT. SIDE YARD SETBACKS SHALL BE BASED ON OWNERSHIP/PROPERTY LINES RATHER THAN PLATTED LOT LINES.

## SURVEY LEGEND

- ▲ GOVERNMENT CORNER MONUMENT FOUND
- △ GOVERNMENT CORNER MONUMENT SET 1/2" x 30" REBAR w/ORANGE PLASTIC ID CAP #17162
- PARCEL OR LOT CORNER MONUMENT FOUND AS NOTED ON PLAN
- SET 1/2" x 30" REBAR w/ORANGE PLASTIC ID CAP #17162
- ( ) RECORDED AS

## MAILBOX NOTES:

1. CLUSTER MAILBOX UNITS SHALL COMPLY WITH ALL USPS STANDARDS & SPECIFICATIONS.
2. CONTRACTOR WILL CONSULT WITH THE CITY OF CEDAR FALLS PRIOR TO INSTALLATION.
3. ALL CLUSTER MAILBOXES SHALL BE PLACED IN THE R.O.W.

## SURVEYOR AND ENGINEER

TRAVIS R. STEWART, P.L.S.  
ADAM DATERS, P.E.  
CLAPSADDLE-GARBER ASSOCIATES  
P.O. BOX 754 - 16 E. MAIN STREET  
MARSHALLTOWN, IOWA 50158  
(641)752-6701

## ZONING INFORMATION:

CURRENT: RP (RESIDENTIAL PLANNED)

## SURVEY REQUESTED BY:

WHITE COAT SERIES II, LLC  
4426 WYNNEWOOD DRIVE  
CEDAR FALLS, IOWA 50613

## CLOSURE:

- ALL SUBDIVISION BOUNDARIES ARE WITHIN THE 1:10,000 ERROR OF CLOSURE REQUIREMENT
- ALL LOTS ARE WITHIN THE 1:5000 ERROR OF CLOSURE REQUIREMENT.

## NOTE:

ALL BEARINGS ARE THE RESULT OF G.P.S. OBSERVATIONS USING NAD83 IOWA STATE PLAN NORTH ZONE

## OWNERS OF RECORD

PHEASANT HOLLOW HOLDINGS INC  
9055 BEAVER MEADOWS LANE  
CEDAR FALLS, IA 50613

DATE PREPARED: AUGUST 15, 2019

NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

**CGA**  
Clapsaddle-Garber Associates, Inc  
5106 Nordic Drive  
Cedar Falls, Iowa 50613  
Ph 319-266-0258  
www.cgaconsultants.com

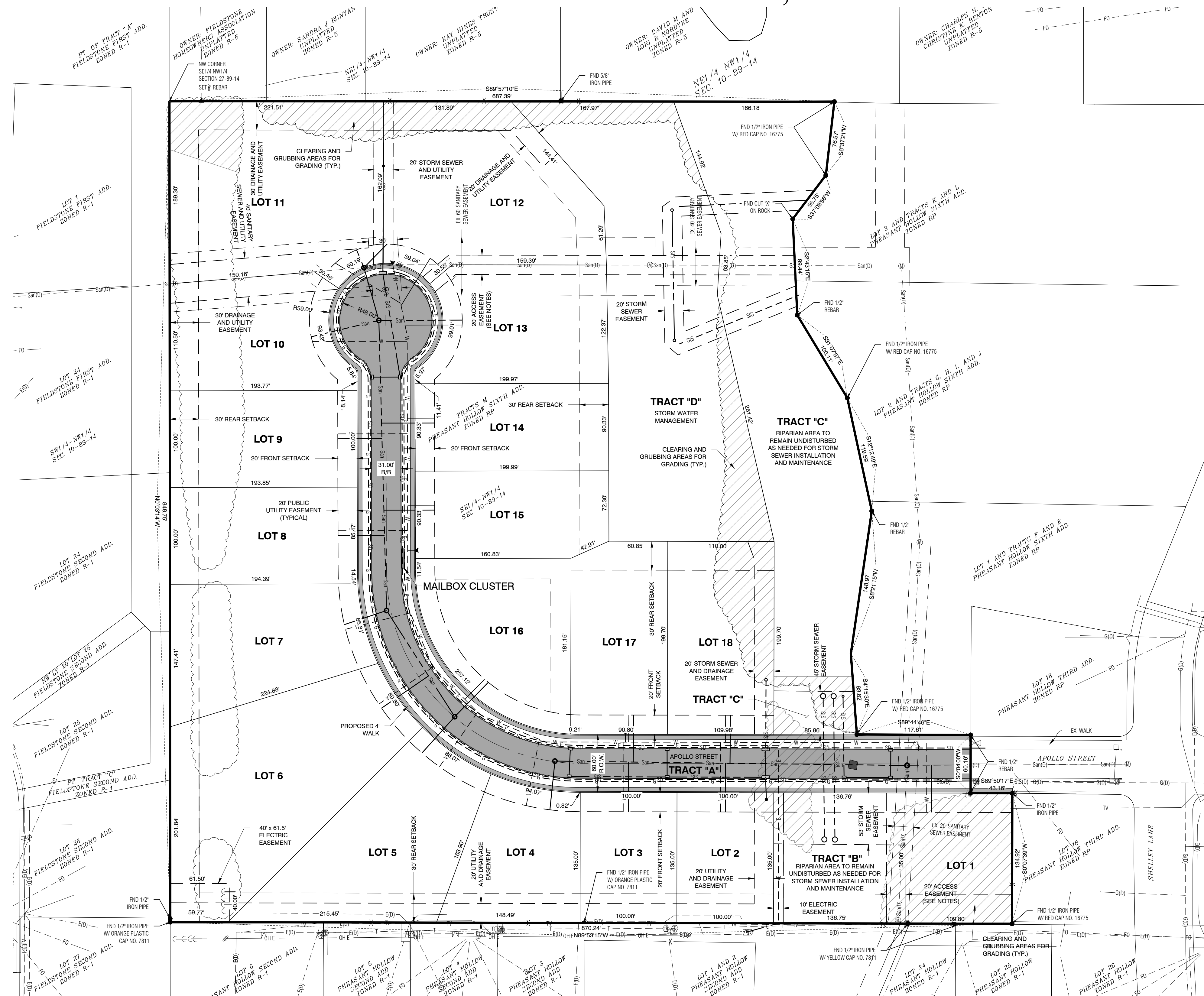
DESIGNED: MJS DATE: \_\_\_\_\_  
DRAWN: SJC DATE: 6-03-2019  
CHECKED: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PHEASANT HOLLOW SEVENTH ADDITION**  
CEDAR FALLS, IOWA

**PRELIMINARY PLAT**

PROJECT NO.  
5748  
SHEET NO.  
1 OF 3

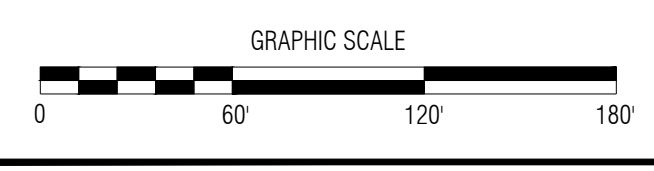
# PRELIMINARY PLAT PHEASANT HOLLOW SEVENTH ADDITION REPLAT OF TRACT "M", PHEASANT HOLLOW SIXTH ADDITION CEDAR FALLS, IOWA



LOT FRONTAGE AT 30' SETBACK		
LOT NUMBER	ACTUAL DISTANCE OF SETBACK (FT.)	CHORD DISTANCE (FT.) (STRAIGHT LINE)
1	109.86	109.86
TRACT "B"	136.76	136.76
2	100.00	100.00
3	100.00	100.00
4	105.40	104.68
5	99.07	98.48
6	95.57	95.03
7	94.15	93.63
8	100.00	100.00
9	100.00	100.00
10	133.78	123.15
11	84.14	81.04
12	80.35	77.65
13	135.53	122.81
14	90.33	90.33
15	90.33	90.33
16	222.24	199.98
17	100.00	100.00
18	110.00	110.00
TRACT "C"	83.58	83.58

- NOTES**  
THE EXTENT OF TOPOGRAPHIC CHANGES SHALL CONSIST OF ROADWAY GRADING AND LOT GRADING.
- TRACT "A" IS PUBLIC RIGHT-OF-WAY TO BE DEDICATED TO THE CITY OF CEDAR FALLS.
  - TRACT "B" STORM WATER MANAGEMENT EXCAVATION.
  - TRACT "C" SHALL BE RESERVED FOR GREEN SPACE (STORM SEWER GRADING WILL TAKE PLACE WITHIN THIS TRACT).
  - TRACT "D" STORM WATER MANAGEMENT EXCAVATION.
  - TRACTS "B", "C", "D", AND "E" SHALL ALL HAVE BLANKET EASEMENTS TO ALLOW FOR ACCESS AND MAINTENANCE.
  - SLOPES SHALL NOT EXCEED 4:1 IN ANY ACCESS EASEMENT AREA
  - LOT 11'S DRIVEWAY SHALL BE LIMITED TO THE SOUTHERN SIDE DUE TO THE SANITARY MANHOLE STRUCTURE

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NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

**CGA** Clapsdille-Garber Associates, Inc.  
5106 Nordic Drive  
Cedar Falls, Iowa 50613  
Ph 319-266-0268  
www.cgaconsultants.com

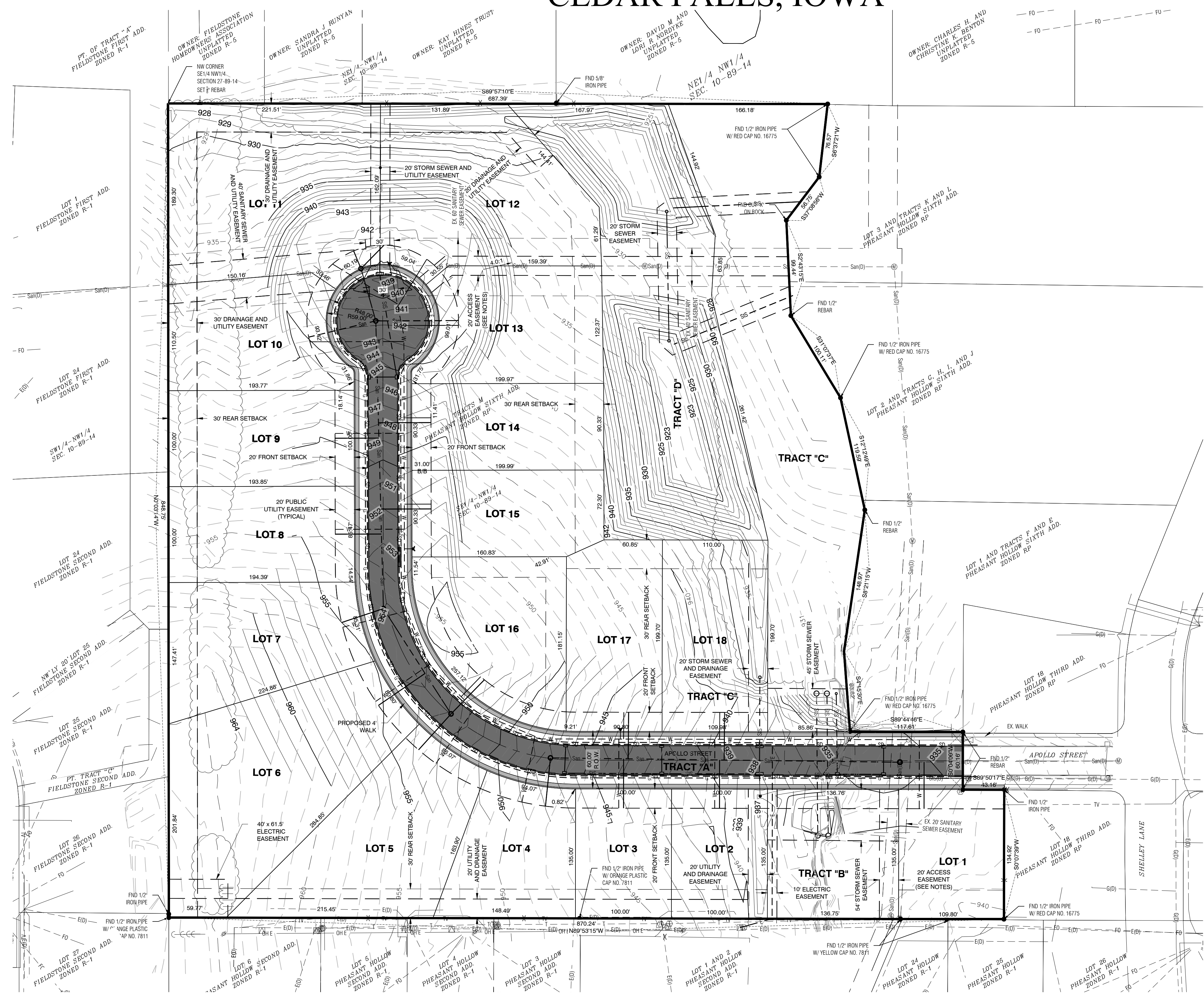
DESIGNED: MJS DATE: \_\_\_\_\_  
DRAWN: SJC DATE: 06-03-2019  
CHECKED: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**PHEASANT HOLLOW SEVENTH ADDITION  
CEDAR FALLS, IOWA**

PRELIMINARY PLAT

PROJECT NO. 5748  
SHEET NO. 2 OF 3

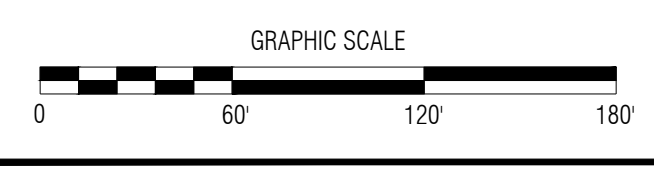
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NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

**CGA** Clapsaddle-Garber Associates, Inc.  
5106 Nordic Drive  
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Ph 319-266-0258  
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DESIGNED: MJS DATE: 06-03-2019  
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CHECKED: DATE:  
APPROVED: DATE:

**PHEASANT HOLLOW SEVENTH ADDITION  
CEDAR FALLS, IOWA**

**PRELIMINARY PLAT**

PROJECT NO. 5748  
SHEET NO. 3 OF 3





## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
220 Clay Street  
Cedar Falls, Iowa 50613  
Phone: 319-273-8600  
Fax: 319-273-8610  
www.cedarfalls.com

### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Honorable Mayor James P. Brown and City Council  
**FROM:** Iris Lehmann, AICP, Planner II  
**DATE:** July 30, 2019  
**SUBJECT:** Greenhill Village Townhomes II, Phase I – Site Plan

---

**REQUEST:** Request to approve the Greenhill Village Townhomes II, Phase I Site Plan

**PETITIONER:** Panther Farms LLC – owner; CGA Engineers – Civil Engineer

**LOCATION:** Lot 1 in Greenhill Village Townhomes II, Phase I 0.98 acres southeast of the Lloyd Lane and Norse Drive intersection

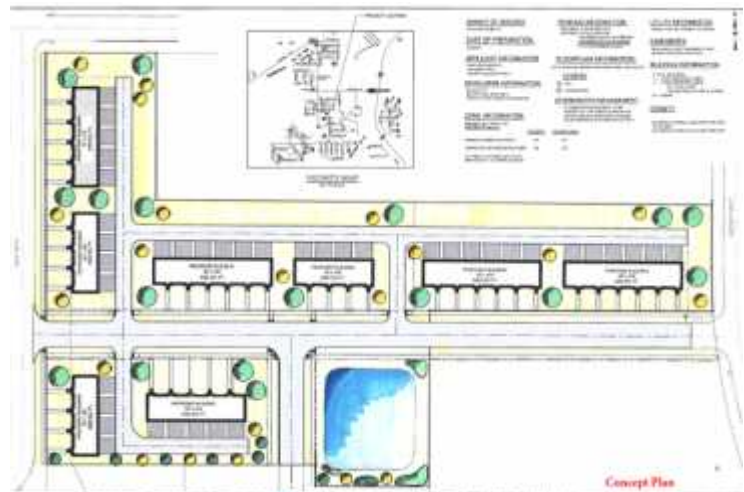
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#### PROPOSAL

The applicant is proposing to build one (1) four-unit townhome building and one (1) five-unit townhome building on Lot 1 of the Greenhill Village Townhome II, Phase I subdivision. This request will be subject to the approval of the Greenhill Village Townhomes II, Phase I Final Plat.

#### BACKGROUND

In 1998 the 130 acres of the Greenhill Village property was rezoned to MU, Mixed Use Residential. This rezoning was accompanied by the creation of a Greenhill Village Master Plan that was to be used as a guide for the development in this area. Since that time there have been a number of amendments to the Greenhill Village Master Plan. The most recent amendment to the Master Plan was approved in April 2018. This amendment to the Master Plan focused on the 5.3 acres southeast of the Greenhill Road and Hudson Road intersection; the land now described as Greenhill Village Townhomes II. The approved amendment allows for multi-unit, residential development at a density of 7.7 units an acre. The concept plan that was approved with this update to the Greenhill Village Master Plan presented a development of townhomes, see image to the right.



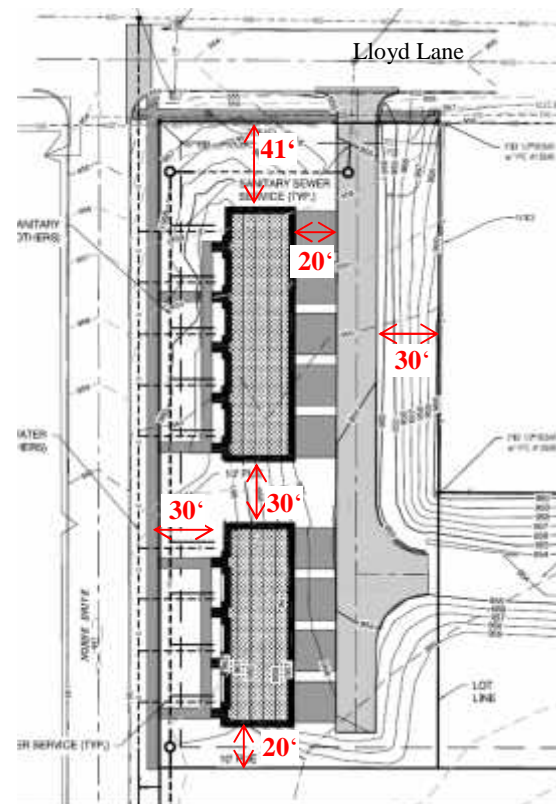
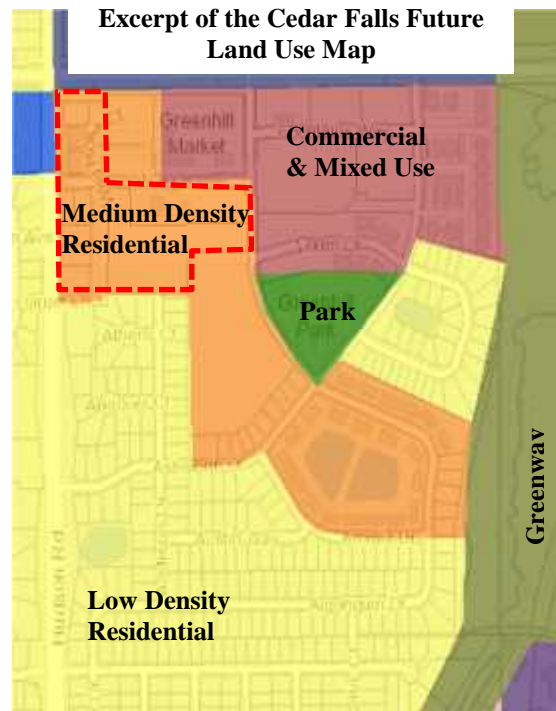
## ANALYSIS

The property in question is located within the MU, Mixed Use Residential, zoning district. Development in an MU zoning district requires a detailed site plan review to ensure that the development site satisfies the standards of the comprehensive plan, recognizes principles of civic design, land use planning, landscape architecture, and building architectural design that are set out for the district. Attention to details such as parking, open green space, landscaping, signage, building design, and other similar factors help to ensure orderly development. The following is a review of the zoning ordinance requirements:

**Use:** The intent of the MU district is to encourage a variety of housing types and neighborhood commercial land uses for the purpose of creating viable, self-supporting neighborhood districts. Therefore, MU zoning permits a variety of uses ranging from neighborhood commercial to office to single-unit homes to condominiums. The approved Greenhill Village Master Plan, attached, arranges the various permitted uses and densities by area. The proposed Greenhill Village Townhomes II, Phase I Site Plan proposes to build two townhome buildings that are consistent with the approved Greenhill Village Master Plan and concept plan. The City's Future Land Use Map closely follows the Greenhill Village Master Plan. A standard planning practice is to create a gradual transition of development intensity from single unit development to higher density residential to neighborhood-serving commercial and mixed-uses. The City's Future Land Use Map shows this area, outlined in red in the image to the right, as being developed as Medium Density Residential. The proposed Greenhill Village II, Phase I Site Plan will serve as a transition in development intensity and is consistent with the City's Future Land Use Map. **The proposed use of Townhomes is a permitted use in this area.**

**Building Location:** In the MU Zoning District a 30 foot minimum setback area consisting of open landscaped green space must be established around the district. In addition, principal structures must be setback at least 20 feet from any interior streets and other buildings. The boundaries of the Greenhill Village MU zoning district run along Lloyd Lane and Norse Drive. The proposed setbacks are enhanced over an excerpt of the submitted site plan in the image to the right. **The locations of the two buildings meet or exceed the standards of the district.**

**Parking:** The parking requirement for townhomes in Cedar Falls is two parking spaces per dwelling unit,



plus one additional parking space for each bedroom in each dwelling unit in excess of two bedrooms. The applicant is proposing to build one (1) four-unit townhome building and one (1) five-unit townhome building. Each unit will have three bedrooms, see floor plan below. Per the city code the development will need to provide each townhome unit a minimum of three parking spaces. In addition to this general requirement, one stall is required for every five units in excess of five units for visitor parking. There are nine units being proposed in this site plan; no guest parking is required. The proposed development will provide each unit with a tuck-under two stall garage located in the rear of the buildings and accessed from a private alley. Each garage will have a 20 foot long by 20 foot wide paved driveway. The proposed layout provides four parking spaces per unit: two in each garage and two behind each garage. These four stalls would also provide the needed parking for the optional fourth bedroom shown in the lower level next to the garage, see the proposed floor plan below.



At the Planning and Zoning Commission meetings, there was public concern about parking congestion along neighborhood streets. The advantage of placing all the parking to the rear of the townhomes along a private alley is that it reserves the entire street frontage for visitor parking, without the interruption of multiple driveways onto the street. This site layout also helps to reduce traffic congestion as there are fewer conflict points since drivers do not have to back directly into the street. The streets are designed to accommodate parking on both sides. The location of the garages off of the back of the buildings also creates a more pedestrian-oriented, residential character along the streets which is consistent with the intent of the district. Parking lot regulations and landscaping requirements are not applicable to this review. **The parking requirement is met.**

Open Green Space/Landscaping: The MU District requires that open green space be provided at the rate of 10% of the total development site area excluding the required district setbacks. It should be noted that with no driveways located along the street frontage there is more room for landscaping and street trees in front of these homes, even though this greenspace is not counted toward the requirement. The development site is 0.98 acres or 42,689 square feet. The proposed site plan offers 0.46 acres or 20,038 square feet (47%) of open space. The minimum required open space area for this lot is 4,269 square feet. When deducting the district setbacks for this property (13,534 square feet) the open space provided for the site is 6,504 square feet.





Greenhill Market and Greenhill Crossing (developments to the north)



Greenhill Village Commercial 4th (development to the east)

*Proportion: The relationship between the width and height of the front elevations of adjacent buildings shall be considered in the construction or alteration of a building; the relationship of width to height of windows and doors of adjacent buildings shall be considered in the construction or alteration of a building.*

As seen in the images above, the MU District houses a variety of housing types and neighborhood commercial land uses. The property in question has single family residential development to the south and west (the land to the west is outside of the MU zoning district so an example of this housing stock is not included in this analysis). A water tower (outside of the MU zoning district), Greenhill Market (commercial), and Greenhill Crossing (multi-family development) are to the north. The Greenhill Village Commercial 4th (Multi-family development) is to the east. Two story buildings are typical for this area. See image above for the front and back elevations of the proposed five-unit building. Note that the proposed four-unit building has the same design, see attached for the complete set of elevations.



Each proposed townhome will be 25 feet wide by 35 feet deep. In total, the four-unit townhome building will be 100 feet long and the five-unit townhome building will be 125 feet long. The proposed design breaks up a multiunit building so each townhome is easily distinguished from the adjacent townhome with each townhome proportioned consistent with that of a single unit home. **Criterion met.**

*Roof shape, pitch, and direction: The similarity or compatibility of the shape, pitch, and direction of roofs in the immediate area shall be considered in the construction or alteration of a building.*

All neighboring residential developments have pitched roofs. The proposed two buildings incorporate the same roof shape, pitch, and direction. **Criterion met.**

*Pattern: Alternating solids and openings (wall to windows and doors) in the front facade and sides and rear of a building create a rhythm observable to viewers. This pattern of solids and openings shall be considered in the construction or alteration of a building.*

The two proposed buildings have a distinct repeating pattern for each unit on both the back and front facades. Each entry is recessed from the front line of the main portion of the townhome units to add additional depth to the front façade. Access to each unit is from a front porch. In the rear the second floor dormer overhangs the main portion of the house to also create depth in the façade. The proposed doors and windows on each side create visual interest and rhythm. **Criterion met.**

*Materials and texture: The similarity or compatibility of existing materials and textures on the exterior walls and roofs of buildings in the immediate area shall be considered in the construction or alteration of a building. A building or alteration shall be considered compatible if the materials and texture used are appropriate in the context of other buildings in the immediate area.*

To help distinguish between adjacent townhome units a vertical board and batten siding will alternate with a horizontal lap board siding from unit to unit. This variation in design also helps to prevent monotony by visually breaking up the façade into distinct units. The siding is cement board, which is a more durable material than vinyl siding. A brick liner will be used in areas where the foundation is visible. The applicant is proposing to use a standing seam metal roof. The proposed materials are consistent with materials used within the district. **Criterion met.**

*Color: The similarity or compatibility of existing colors of exterior walls and roofs of buildings in the area shall be considered in the construction or alteration of a building.*

The proposed buildings will be covered with both vertical and horizontal, white siding, gray brick, and topped with a gray roof. The use of a neutral color is consistent with the area. To provide additional visual interest, along with the alternating siding, the applicant is showing each unit with its own unique door color. **Criterion met.**

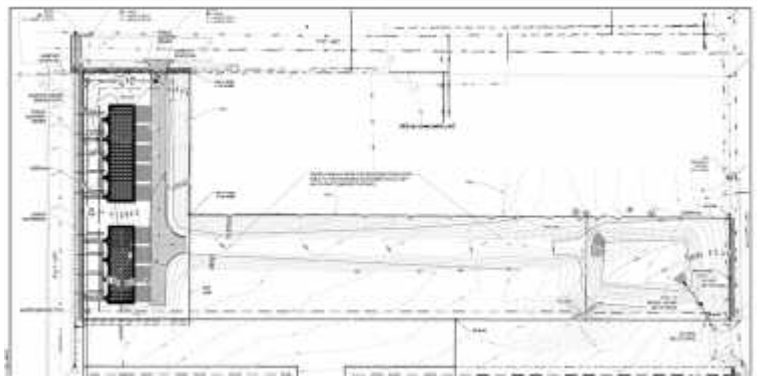
*Architectural features: Architectural features, including but not limited to, cornices, entablatures, doors, windows, shutters, and fanlights, prevailing in the immediate area, shall be considered in the construction or alteration of a building. It is not intended that the details of existing buildings be duplicated precisely, but those features should be*

*regarded as suggestive of the extent, nature, and scale of details that would be appropriate on new buildings or alterations.*

Each townhome unit of this building has a small porch and balcony. The roof line is broken up and the front walls are setback in places to create both visual horizontal and vertical breaks. The architectural elements of these two buildings can be found in the residential development to the south. **Criterion met.**

**Signage:** No signage is currently proposed. **The signage criterion is not applicable to this proposal.**

**Access locations:** A private alley is proposed coming south off of Lloyd Lane to provide access to the garages for the townhomes on Lot 1. A turnaround will be provided at a location where the private alley could continue east to serve potential future development. Public sidewalks are required along the north and west sides of Lot 1 and the east side of Outlot B. Sidewalk connections are required along public streets. Since there



will be a new street (Loren Drive) constructed along the south side of the subject lot in the future, a public sidewalk will also be required along the south lot line, but this will be installed when this street is constructed in the future. This future public sidewalk has been noted on the site plan. Private sidewalk connections to the townhomes will also be provided as shown. **Criterion met.**

**Traffic Generation:** At the Planning and Zoning Commission meetings, concerns were expressed about the amount of traffic that might be generated by this development. The City Engineer's Office notes that depending on the circumstances and corridor constraints, an urban two-lane roadway can handle capacities up to 1,000 vehicles per hour during peak times. The proposed subdivision shows a detention basin in the place of one of the six unit townhome buildings shown in the concept plan. With this change, the proposed development at full build-out could have 34 townhome units. A townhome generates traffic similar to a single family home at approximately 7 trips per day per unit for a total of approximately 238 trips per day. With the new street connections proposed with this subdivision, multiple travel routes (Norse Drive, Lloyd Lane, Addison Drive, and the proposed Loren Drive) will be provided to nearby arterial and collector streets. Therefore, traffic generated by this development will not exceed the capacity of the existing streets. City staff will continue to monitor traffic volumes throughout the neighborhood and will make improvements as necessary.

**Stormwater:** A detention basin located east of the proposed townhomes on Outlot B of the Greenhill Village Townhomes II Subdivision will be utilized to control water runoff from this site. Outlot B will be graded to include a drainage swale that will guide the stormwater from Lot 1 to the detention basin. The detention basin is sized to hold the water run-off from a 100-year storm event and release it at a controlled rate into the City's stormsewer system. This improvement ensures that the water runoff from the new development will be managed. This detention basin will be sized so it has the capacity to serve any development proposed on Outlot B in the future.

The City Engineer's office has reviewed the stormwater plans, but will review a more detailed report that is required prior to approval of construction drawings. The applicant's engineer will be available at the meeting to answer any technical questions about the stormwater management plan for the site. **Criterion met.**

Other Site Elements: The developer intends to remove garbage and snow from the site with a private contractor.

#### TECHNICAL COMMENTS

City technical staff, including Cedar Falls Utilities (CFU) personnel, has reviewed the proposed site plan. All technical comments have been addressed.

Courtesy notices to neighboring property owners for this site plan were mailed on January 16, 2019 and February 4, 2019. An additional courtesy mailing was sent to neighboring property owners on July 2, 2019 in connection with the notice for the Greenhill Village Townhomes II, Phase I Final Plat submission, which also provided notice that the approval of the final plat would allow for the site plan to be considered by City Council.

#### PLANNING & ZONING COMMISSION

Discussion  
1/23/2019 Chair Oberle introduced the item and Ms. Lehmann provided background information. She explained that this site plan will be contingent upon the previously discussed preliminary plat and the submission and approval of a final plat. The lot is at the southeast corner of Lloyd Lane and Norse Drive intersection. Two townhomes are being proposed on the site.. The proposal closely follows the approved concept plan. She discussed the site plan elements, including height, setbacks, parking, access, sidewalks, landscaping, trash, stormwater management, and signage. She displayed renderings of the proposed building layout and façade elements. Staff would like to bring this to the commission for discussion only at this time.

Mr. Wingert recused himself due to a conflict of interest.

Mr. Leeper asked if there is any percentage of masonry requirements. Ms. Lehmann noted that there is not. He stated that it seems to be consistent with the rules we have set in place. Mr. Hartley noted he would like to see more about the water retention and runoff at the next meeting. Ms. Oberle noted that she feels the porches make the front more interesting. Mr. Leeper asked about the parking calculations. Ms. Lehmann stated that they are meeting and exceeding the parking requirement. Mr. Leeper then asked about street parking and whether additional onsite parking could be considered in the alley. Ms. Lehmann will discuss the option with staff and the developer.

Discussion of this item will be continued at the next meeting.

Discussion  
2/13/2019 As the preliminary plat was deferred, the Commission was given the option to defer this item as well.

Mr. Holst made a motion to defer the Greenhill Village Townhomes II Site Plan to the February 27th meeting. Mr. Hartley seconded the motion. The motion was



approved with 7 ayes (Adkins, Giarusso, Hartley, Holst, Larson, Oberle, and Saul), 1 abstention (Wingert) and 0 nays.

Discussion  
/Vote  
2/24/2019

Chair Holst introduced the item and Ms. Lehmann provided background information. She explained that the site plan is at the southeast corner of the Lloyd Lane and Norse Drive intersection. She displayed the proposed concept plan and discussed the site plan and façade elements. She also showed renderings of the proposed building design, including elevations. Each townhome will be created to have the feel of a single-family home. All site plan elements meet requirements. Staff recommends approval of the site plan subject to the resolution of minor technical issues and the approval of the Greenhill Village Townhomes II Preliminary and Final Plats.

Tim Hanson, 1517 Athens Court, asked what the maximum height will be. Ms. Lehmann stated that the total height from the lowest point is 34 feet, which falls within the height limitation requirements. Adam Daters, CGA Engineers, explained that there are some cases where the lower level will be at or near existing grade. The units on the site plan application will be below the existing water tower grade.

Robyn Frost, 4718 Addison Drive, echoed concerns about the confusion with the height of the building and the two and three stories. She noted concerns with potential drainage problems and stated that she doesn't think the design fits into the neighborhood.

Mr. Larson stated that he likes the look of the project and thinks it makes sense to add a more homey look to a higher density area. He suggested that some larger trees be added to the plans to help with privacy concerns.

Mr. Holst stated that the site plan is consistent with the Master Plan, but feels that the exteriors are a little plain and he would like them to have better aesthetics.

Ms. Adkins asked about the potential for the 4<sup>th</sup> bedroom in the basement and the proposed size of the space. Ms. Lehmann stated that it is roughly 10" x 9". Mr. Troskey clarified that it is around 11 x 9. Ms. Adkins stated that she didn't believe based on the location right next to the garage and the mudroom and the fact that there was no bathroom in the basement that this would in most cases not be used as a bedroom.

Mr. Leeper made a motion to approve. Mr. Hartley seconded the motion. The motion was approved unanimously with 6 ayes (Adkins, Giarusso, Hartley, Holst, Larson and Leeper), and 0 nays.

### STAFF RECOMMENDATION

The proposed Greenhill Village Townhomes II, Phase I Site Plan is consistent with the development intent of this area, the approved preliminary plat, the proposed final plat, and the requirements of the zoning ordinance. Therefore, staff recommends approval, subject to the approval of the Greenhill Village Townhomes II, Phase I Final Plat.

Attachments: Proposed Site Plan, Building Elevations, Proposed Landscaping Plan, Greenhill Village Townhomes II, Phase I Final Plat, Greenhill Village Master Plan, Written correspondence

# GREENHILL VILLAGE TOWNHOMES II

## LOT 1 SITE PLAN SUBMITTAL

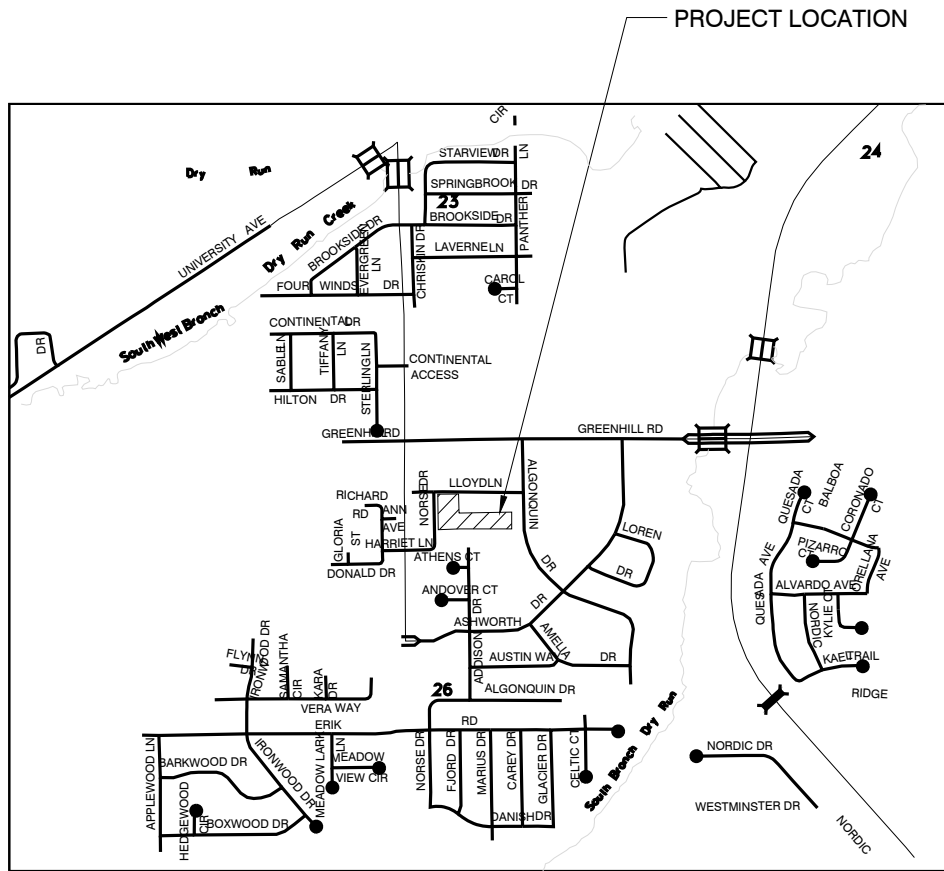
### CEDAR FALLS, IOWA

# 2019

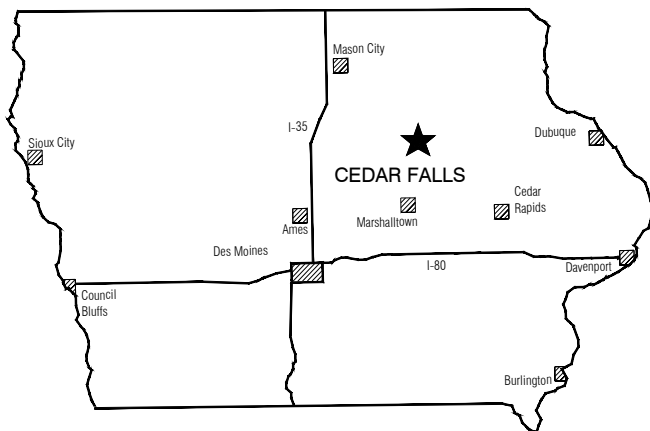
## GRADING, PAVING, & UTILITIES

WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE IOWA STATEWIDE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, 2018 EDITION (SUDAS) AND THE CITY OF CEDAR FALLS STANDARD SPECIFICATIONS

INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
C.001	TITLE SHEET
C.002	SYMBOLS, LEGEND AND GENERAL INFORMATION
C.100	EXISTING CONDITIONS AND DEMOLITION PLAN
C.200	SITE PLAN
C.300	OVERALL UTILITIES AND GRADING PLAN
C.301-C.302	GRADING PLAN
C.303	SWPPP
C.500-C.504	DETAILS



VICINITY MAP  
NOT TO SCALE



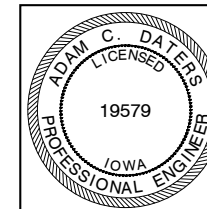
LOCATION MAP

**PRELIMINARY  
- NOT FOR  
CONSTRUCTION**



Clapsaddle-Garber Associates, Inc  
16 East Main Street, P.O. Box 754  
Marshalltown, Iowa 50158  
Phone 641-752-6701  
www.cgaconsultants.com

SITE PLAN SUBMITTAL SET - DATE: 01-23-19

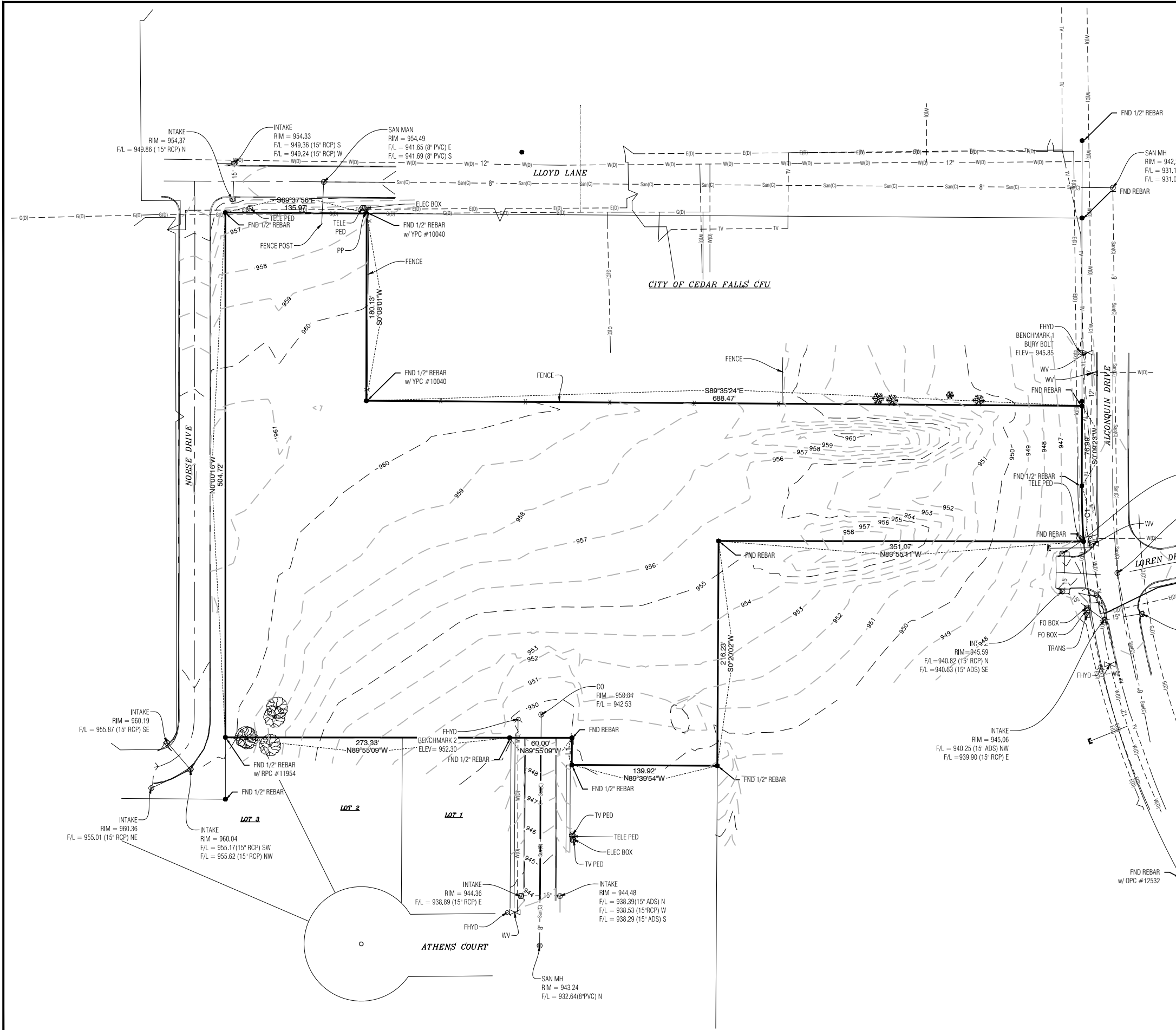


I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Adam C. Daters, PE  
Iowa License Number 19579  
My license renewal date is December 31, 2018

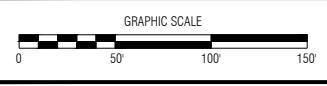
Pages or sheets covered by this seal: \_\_\_\_\_





Curve Table					
CURVE DATA	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD
C1	53.45'	780.00'	3°55'35"	S1°47'42"E	53.44'

LINE DATA		
LINE NUMBER	BEARING	DISTANCE
L1	N0°19'47"E	26.06'



NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

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Marshalltown, Iowa 50158  
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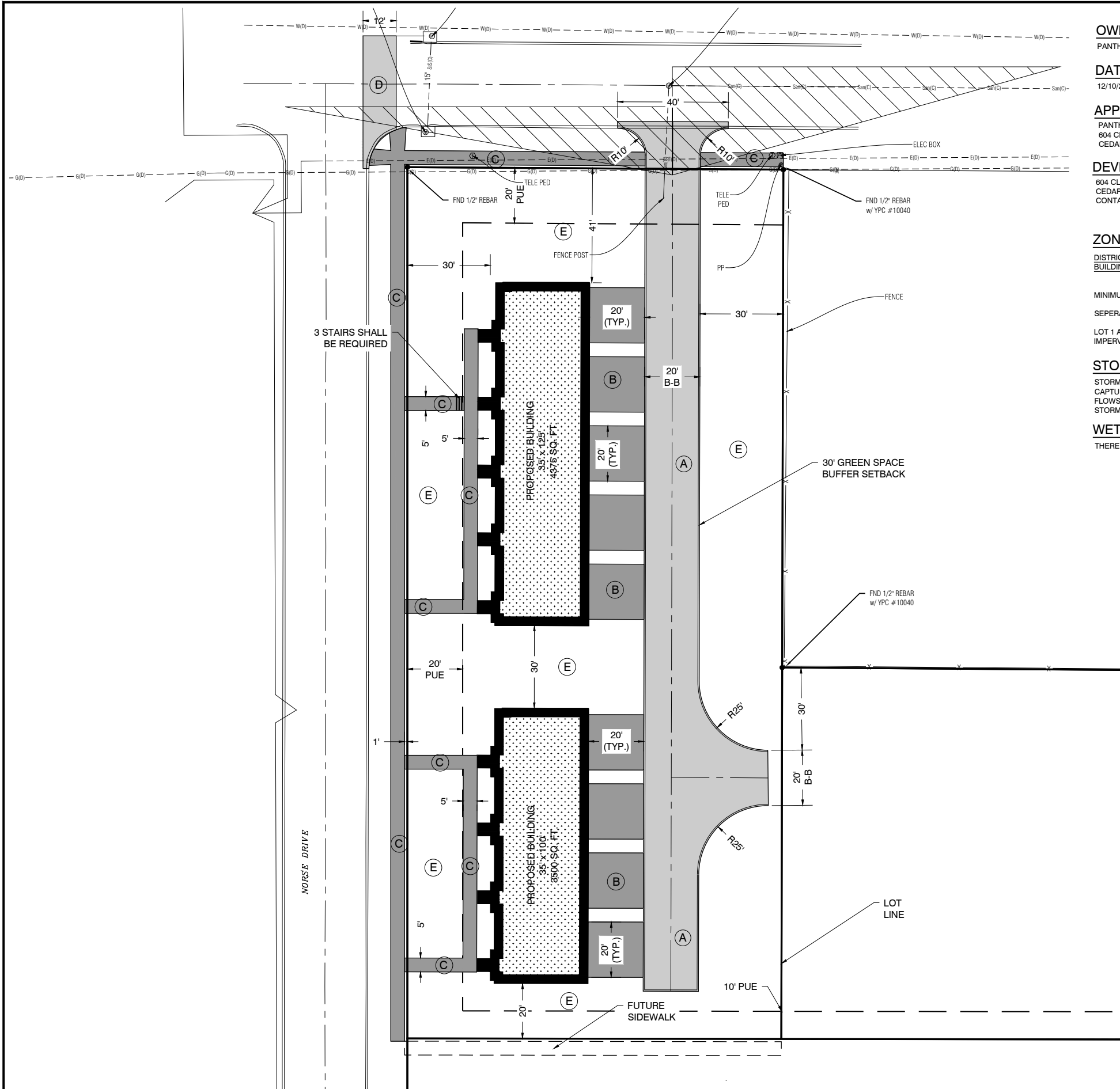
DESIGNED: LAW DATE: 11-21-2018  
DRAWN: BMC DATE: 11-21-2018  
CHECKED: ACD DATE: 11-21-2018  
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GREENHILL VILLAGE TOWNHOMES**  
CEDAR FALLS, IOWA

**EXISTING CONDITIONS**

PROJECT NO. 5638  
SHEET NO. C.100

J:\0628\0628\Sheet\Phase 1\Phase\_Site\0628 - C.100 (Existing Conditions).dwg - C.100 - 01-23-19 - 3:52pm - BMC345



**OWNER OF RECORD:**

PANTHER FARMS LLC

**DATE OF PREPARATION:**

12/10/2018

**APPLICANT INFORMATION**

PANTHER FARMS LLC  
604 CLAY ST.  
CEDAR FALLS, IOWA 50613

**DEVELOPER INFORMATION**

604 CLAY ST.  
CEDAR FALLS, IOWA 50613  
CONTACT: CORY HENKE (319-640-0182)

**ZONE INFORMATION:**

DISTRICT: MU - MIXED USE  
BUILDING SETBACKS

	REQUIRED	PROVIDED (MIN)
MINIMUM PERIMETER SETBACK:	30'	30'
SEPERATION BETWEEN STRUCTURES	20'	30'

LOT 1 AREA: 0.98 ACRES (42,689 SF)  
IMPERVIOUS: 0.46 ACRES (19,986 SF)

**STORMWATER MANAGEMENT**

STORMWATER MANAGEMENT TO BE PROVIDED BY CAPTURING STORM WATER ON SITE AND ROUTING FLOWS THROUGH A DETENTION POND IN THE STORM WATER TRACT TO THE SOUTHEAST.

**WETLANDS**

THERE ARE NO KNOWN WETLANDS ON THIS SITE.

**PARKING INFORMATION:**

REQUIRED: 3 STALLS PER UNIT  
PROVIDED: 4 STALLS PER UNIT  
18 PARKING STALLS IN DRIVEWAY  
18 PARKING STALLS IN GARAGE  
36 TOTAL PARKING STALLS

**FLOODPLAIN INFORMATION:**

NO FLOODPLAIN PRESENT PER FIRM PANEL 19013C0277F

**LEGEND**

- (A) - PRIVATE ACCESS DRIVE, 6" PCC
- (B) - PRIVATE DRIVEWAY, 6" PCC
- (C) - SIDEWALK, 4" PCC
- (D) - PCC PATCH
- (E) - LANDSCAPING

**PROPERTY USE**

MULTIFAMILY HOUSING

**UTILITY INFORMATION**

PUBLIC UTILITIES PRESENT AS SHOWN.

**SIGHT TRIANGLES**

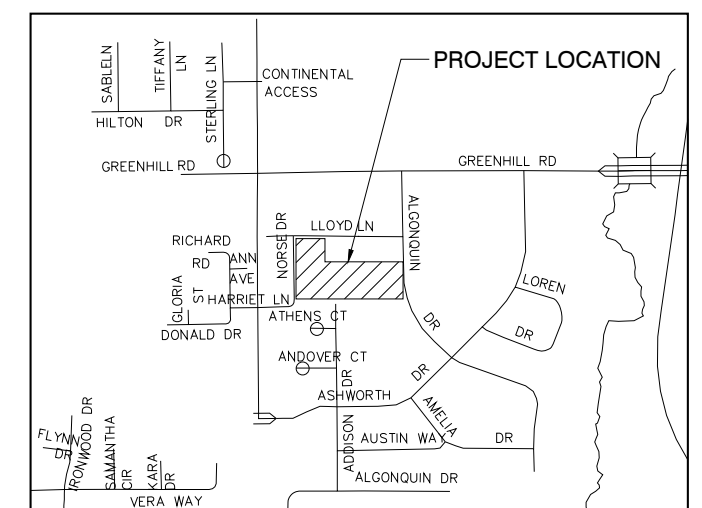
SIGHT TRIANGLE SHOWN ARE BASED ON A 30 MPH DESIGN SPEED

**EASEMENTS**

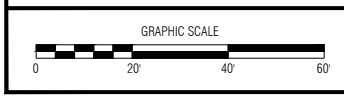
ROW LINES, UTILITY EASEMENTS, AND BUFFER SETBACKS AS SHOWN.

**BUILDING INFORMATION**

2 TOTAL BUILDINGS  
1 - 4 PLEX APARTMENT UNITS  
1 - 5 PLEX APARTMENT UNITS  
9 - TOTAL UNITS  
3 BEDROOMS PER UNIT = 27 BEDS  
34' - 11 1/4" - HEIGHT



**VICINITY MAP**  
NOT TO SCALE



NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

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16 East Main Street  
Marshalltown, Iowa 50158  
Ph 641-752-6701  
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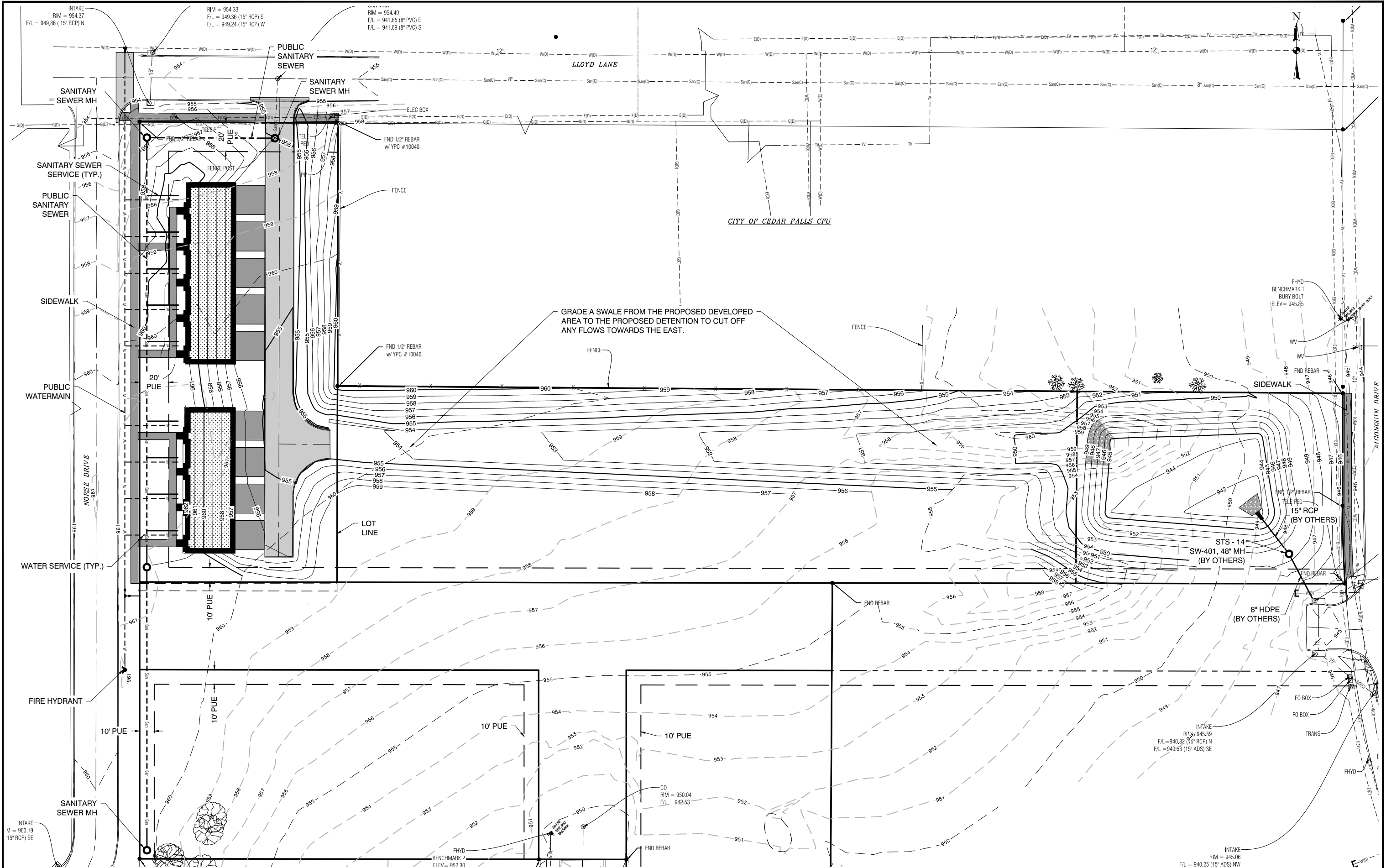
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CHECKED: ACD	DATE: 08-06-18
APPROVED: _____	DATE: 08-06-18

**GREENHILL VILLAGE TOWNHOMES II**  
CEDAR FALLS, IOWA

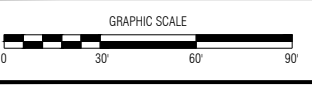
**SITE PLAN**

PROJECT NO.	5638
SHEET NO.	C.200

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J:\0568\0568\Sheet\Phase 1\Phase\_Site\0568 - C 300 (Overall Utility & Grading).dwg - C 300 - 01-23-19 - 3:52pm - BMC345



NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

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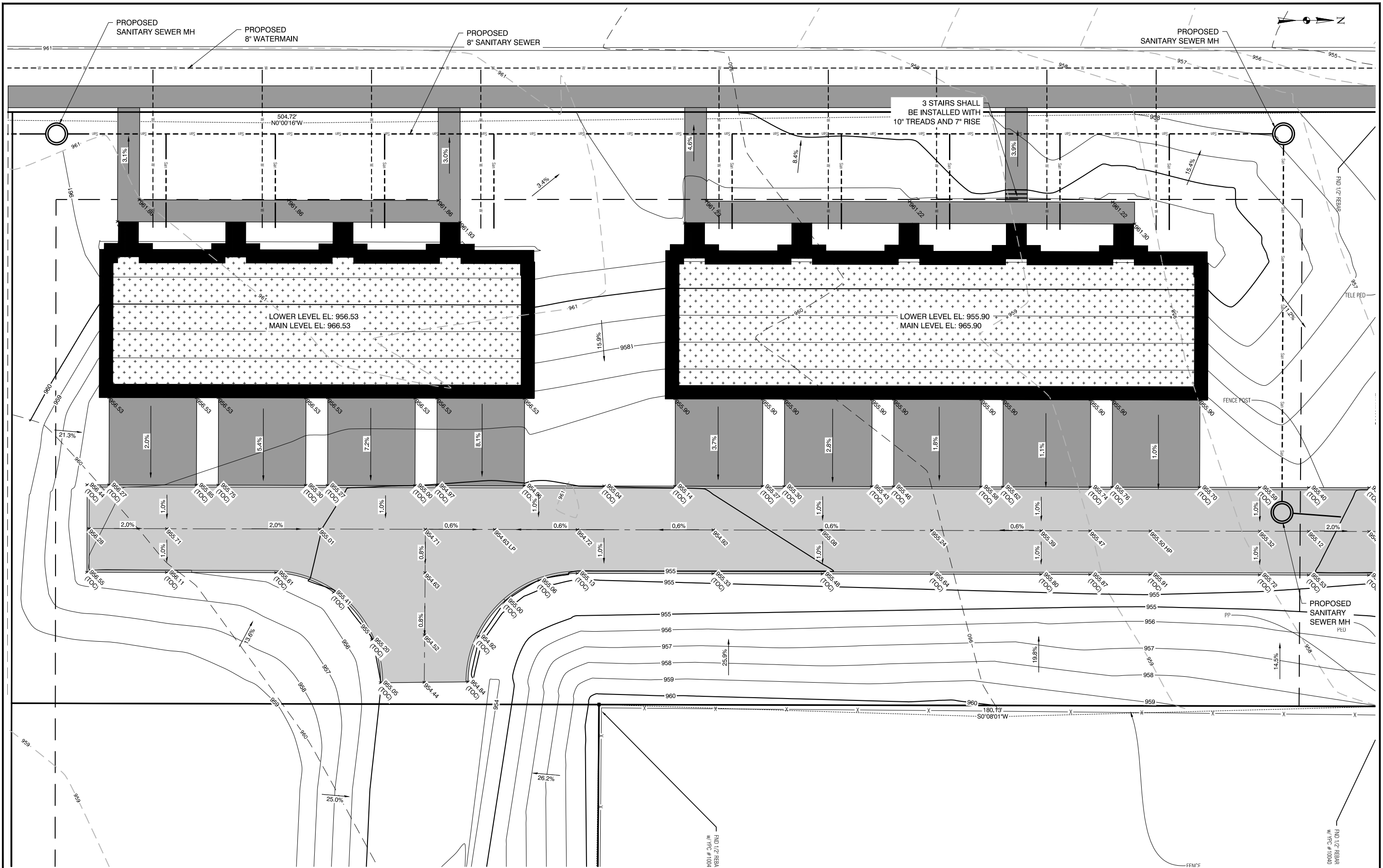
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 DRAWN: BMC      DATE: 11-21-2018  
 CHECKED: ACD      DATE: 11-21-2018  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

## GREENHILL VILLAGE TOWNHOMES II

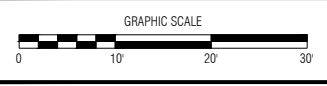
### CEDAR FALLS, IOWA

## OVERALL UTILITY AND GRADING PLAN

PROJECT NO. 5638  
 SHEET NO. C.300



J:\0658\dwg\Sheet\Phase 1\Phase\_Site\0658 - C.301 - 302 (Grading Plan).dwg - C.300 - 01-25-19 - 3:50pm - BMC345



NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

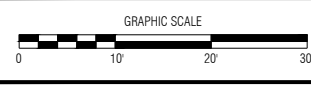
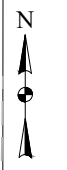
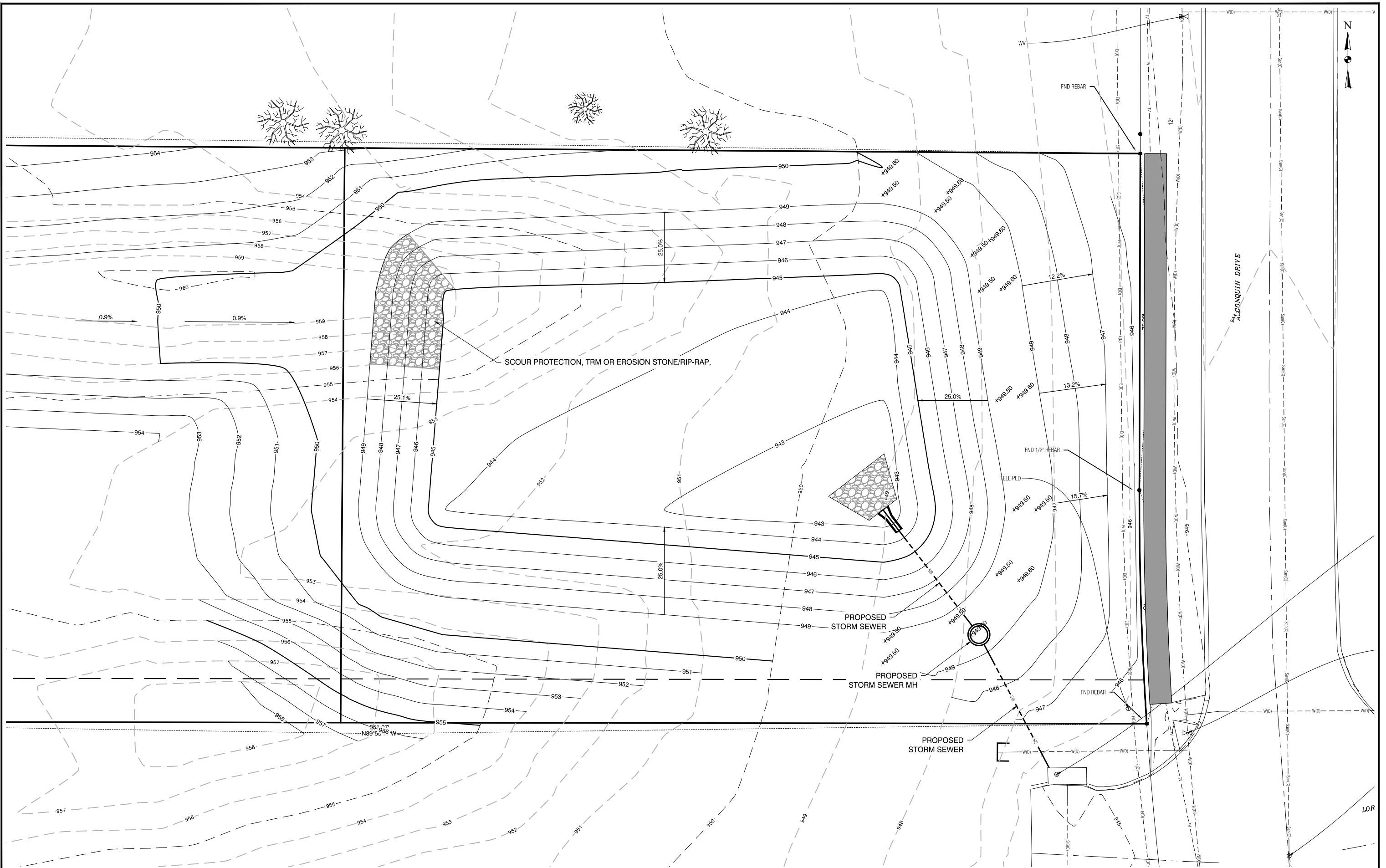
**CGA** Clapsaddle-Garber Associates, Inc.  
 1523 S. Bell Ave. Suite 101  
 Ames, Iowa 50010  
 Ph 515-232-1764  
 www.cgaconsultants.com

DESIGNED: LAW DATE: 11-21-2018  
 DRAWN: BMC DATE: 11-21-2018  
 CHECKED: ACD DATE: 11-21-2018  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GREENHILL VILLAGE TOWNHOMES II**  
 CEDAR FALLS, IOWA

**GRADING PLAN**  
 PROJECT NO. 5638  
 SHEET NO. C.301

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NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

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 Clapsaddle-Garber Associates, Inc.  
 1523 S. Bell Ave. Suite 101  
 Ames, Iowa 50010  
 Ph 515-232-1764  
 www.cgarconsultants.com

DESIGNED: LAW DATE: 11-21-2018  
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 CHECKED: ACD DATE: 11-21-2018  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GREENHILL VILLAGE TOWNHOMES II**  
 CEDAR FALLS, IOWA

**GRADING PLAN**

PROJECT NO. 5638  
 SHEET NO. C.302

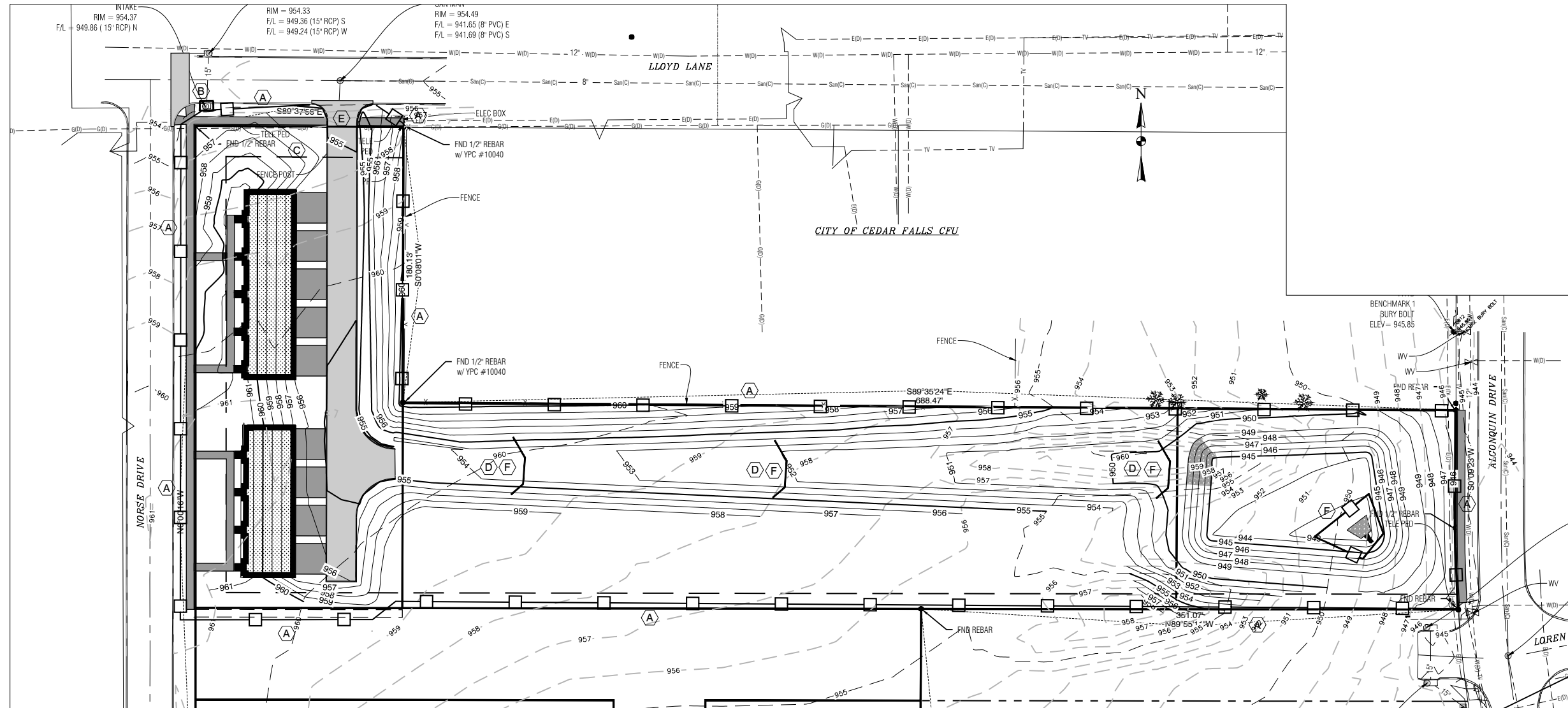


**POLLUTION PREVENTION PLAN NOTES**

1. ALL CONTRACTORS SHALL BE SUPPLIED A COPY OF THE SWPPP DOCUMENT AT THE BEGINNING OF CONSTRUCTION. A COPY OF THE SWPPP DOCUMENTS SHALL BE LOCATED WITH THE SWPPP MANAGER AT ALL TIME. COPIES CAN ALSO BE FOUND AT THE OFFICES OF 16 E MAIN STREET, MARSHALLTOWN, IA 50158. ALL CONTRACTORS/SUBCONTRACTORS SHALL CONDUCT THEIR OPERATIONS IN A MANNER THAT MINIMIZES EROSION AND PREVENTS SEDIMENTS AND NON EARTH DISTURBING POLLUTANTS FROM LEAVING THE SITE AS DESCRIBED IN THE SWPPP. THE PRIME CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE AND IMPLEMENTATION OF THE SWPPP FOR THEIR ENTIRE CONTRACT. THIS RESPONSIBILITY SHALL BE FURTHER SHARED WITH SUBCONTRACTORS WHOSE WORK IS A SOURCE OF POTENTIAL POLLUTION AS DEFINED IN THE SWPPP.
2. THIS SHEET IS NOT THE COMPLETE STORM WATER PREVENTION PLAN (SWPPP), BUT RATHER A PART OF THE SWPPP THAT IS TO BE UPDATED REGULARLY BY THE CONTRACTOR. IT IS THE PRIME CONTRACTORS RESPONSIBILITY TO UPDATE THE SWPPP PLAN AS NEEDED AS WELL AS CONDUCT ANY NECESSARY INSPECTIONS IN ACCORDANCE WITH THE CITY OF CEDAR FALLS, IOWA DNR AND EPA GUIDELINES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IDENTIFYING ANY DEFICIENCIES, CORRECTING THOSE DEFICIENCIES IMMEDIATELY AND DOCUMENTING SUCH WITH THE SWPPP. ALL EROSION CONTROL ITEMS SHALL BE REMOVED AT THE END OF THE PROJECT. THE SWPPP MANAGER SHALL UPDATE SITE PLAN WITH THE LOCATION OF THE 'POLLUTION PREVENTION PLAN LEGEND' ITEMS ONCE THE LOCATION OF THOSE CONTROLS IS ESTABLISHED. ANY ADDITIONAL CONTROLS THAT ARE USED BUT ARE NOT LISTED IN THE LEGEND SHALL BE CLEARLY IDENTIFIED ON THE PLANS. POST CONSTRUCTION STORM WATER CONTROL (DETENTION) IS LOCATED OFFSITE.

**LEGEND**

- (A) INSTALL SILT FENCE OR COMPOST FILLED FILLED SOCK - TO BE REMOVED AT THE END OF THE PROJECT.
- (B) INSTALL INLET PROTECTION - TO BE REMOVED AT THE END OF THE PROJECT.
- (C) INSTALL CONCRETE WASH OUT AREA - TO BE REMOVED & RESTORED AT THE END OF THE PROJECT.
- (D) INSTALL EXCELSIOR MAT
- (E) INSTALL STABILIZED CONSTRUCTION ENTRANCE.
- (F) INSTALL FILTER SOCKS/DITCH CHECKS



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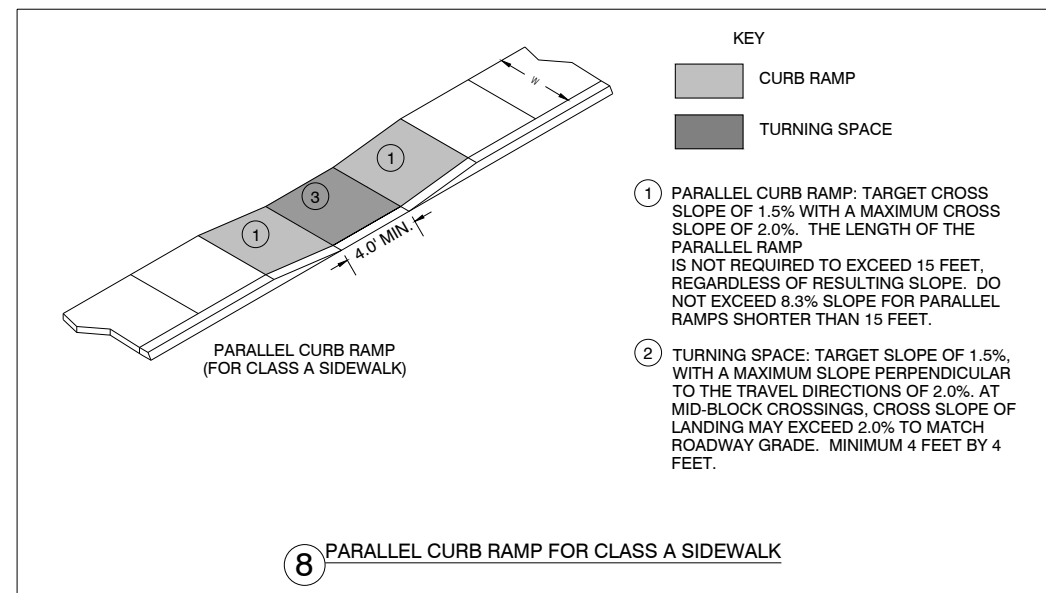
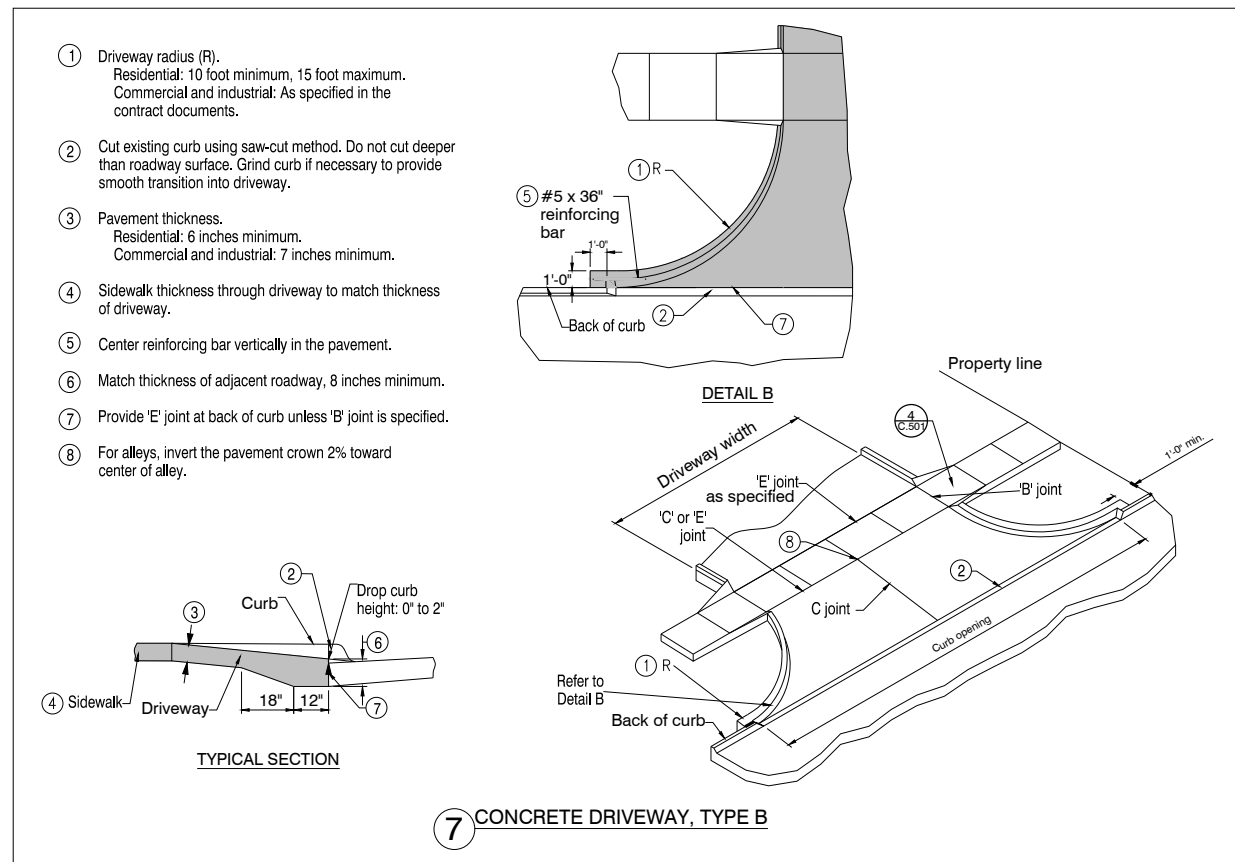
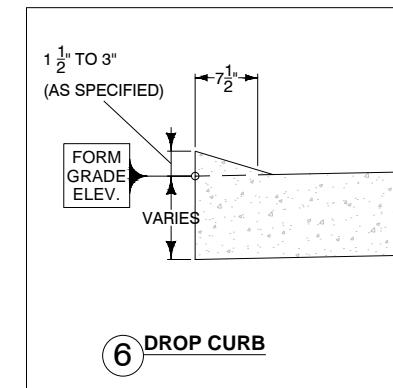
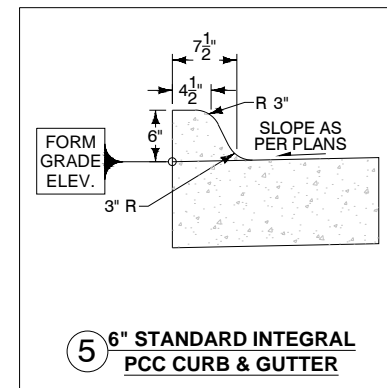
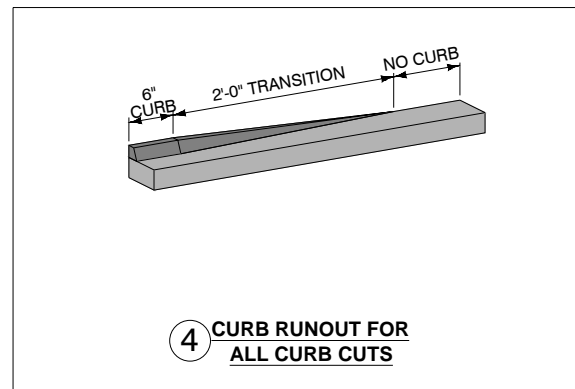
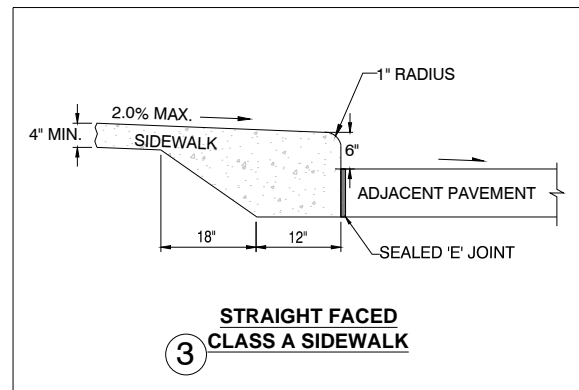
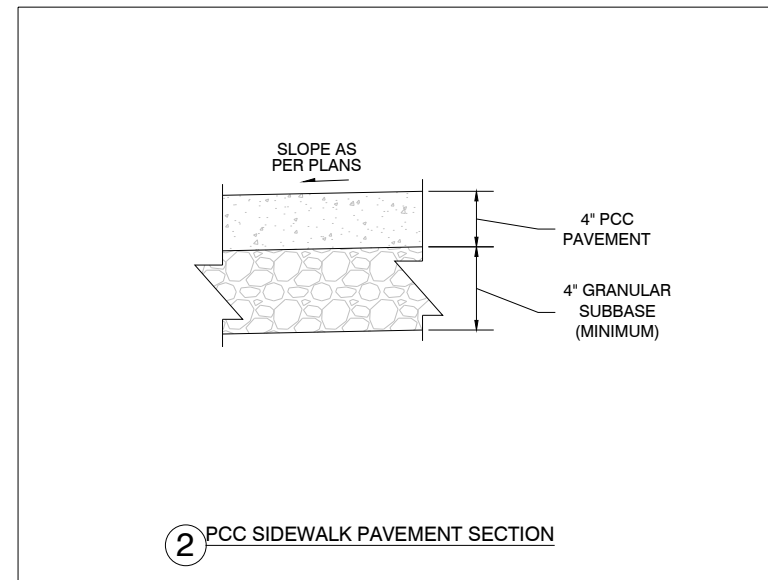
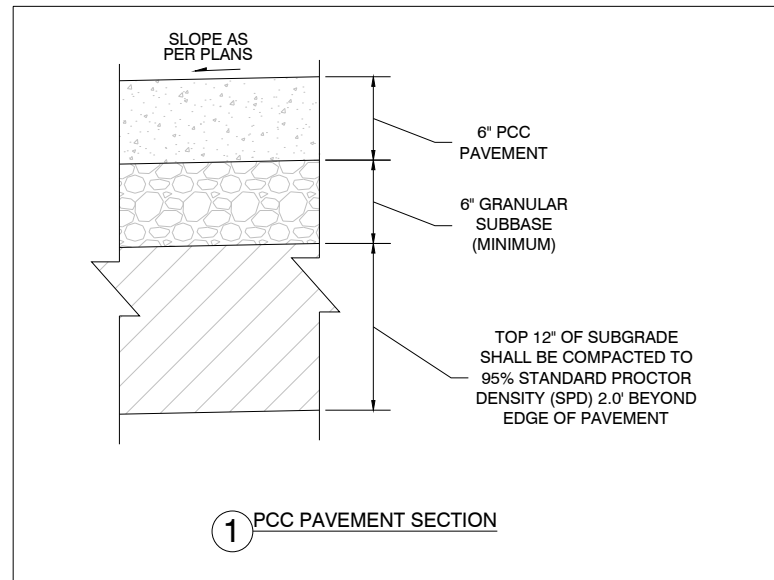
**CGA** Clapsaddle-Garber Associates, Inc.  
 16 East Main Street  
 Marshalltown, Iowa 50158  
 Ph 641-752-6701  
 www.cgaconsultants.com

DESIGNED: LAW DATE: 11-21-2018  
 DRAWN: BMC DATE: 11-21-2018  
 CHECKED: ACD DATE: 11-21-2018  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**GREENHILL VILLAGE TOWNHOMES II**  
 CEDAR FALLS, IOWA

**STORM WATER POLLUTION PREVENTION PLAN**

PROJECT NO. 5638  
 SHEET NO. C.303



J:\0658\0658\Drawings\Phase 1\Phase\_Site\0658 - C 500 (Details).dwg - C 500 - 01-28-19 - 3:56pm - BMC345

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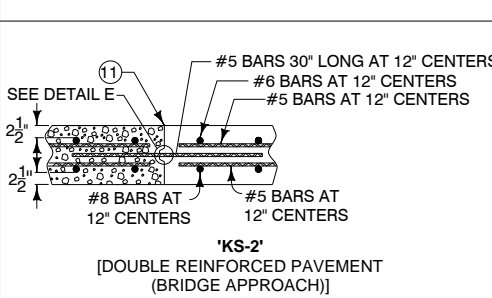
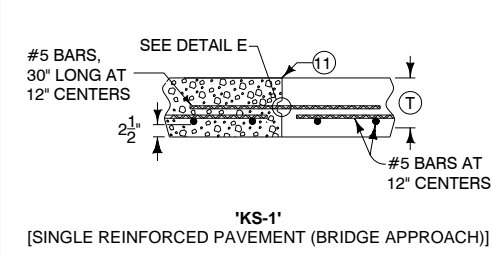
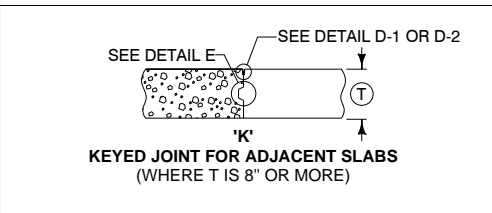
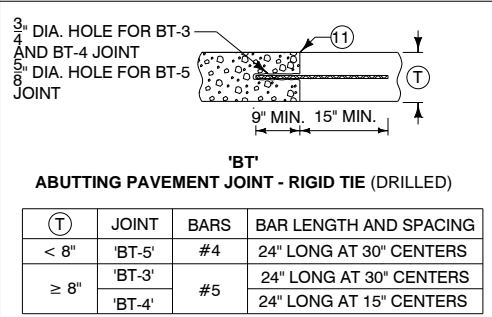
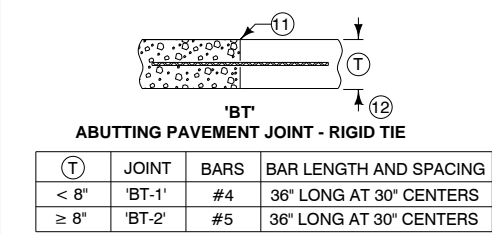
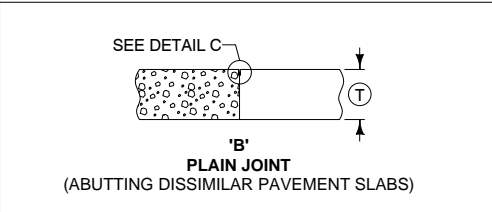
**CGA**  
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16 East Main Street  
Marshalltown, Iowa 50158  
Ph 641-752-6701  
www.cgaconsultants.com

DESIGNED: LAW DATE: 06-29-2017  
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CHECKED: ACD DATE: 06-29-2017  
APPROVED: --- DATE: 06-29-2017

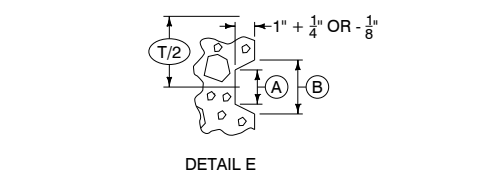
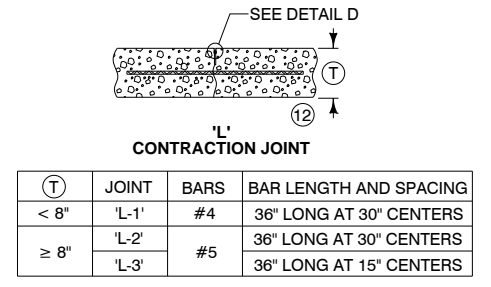
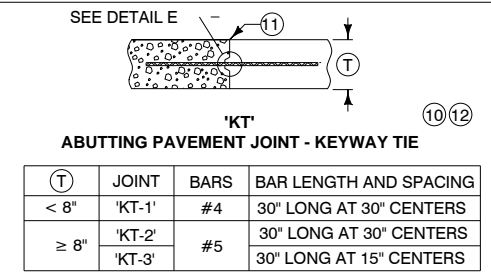
**GREENHILL VILLAGE TOWNHOMES II**  
CEDAR FALLS, IOWA

**DETAILS**

PROJECT NO.  
5638  
SHEET NO.  
C.500

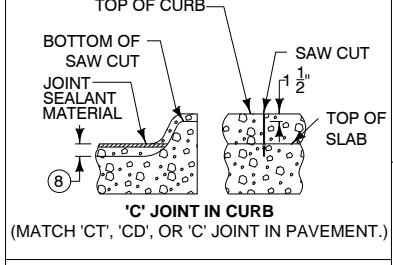
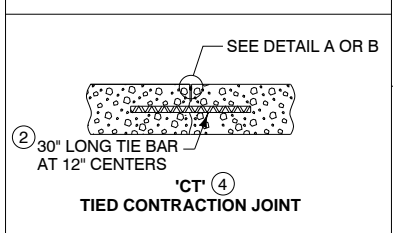
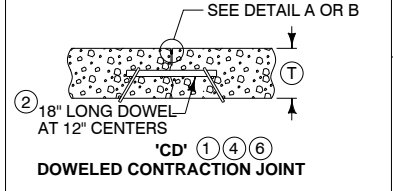
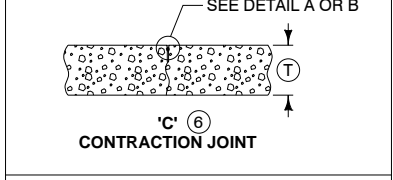
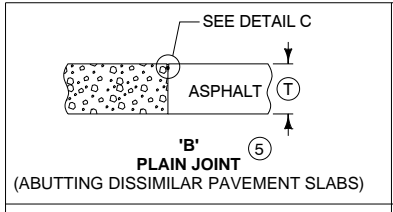
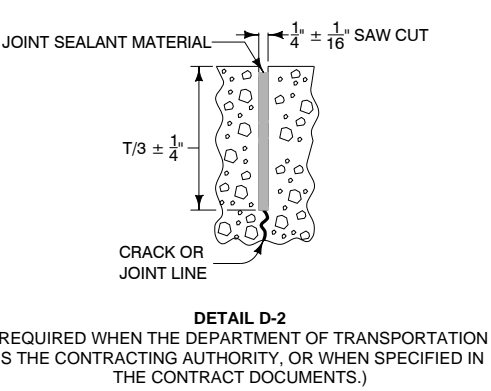
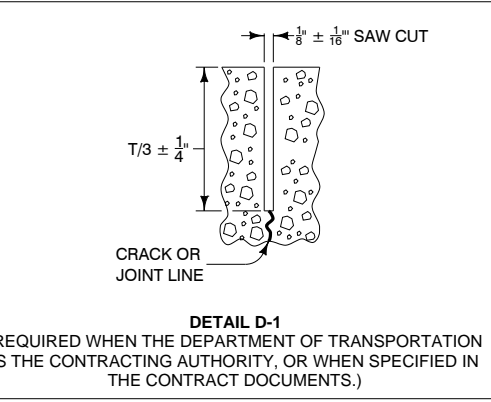


**LONGITUDINAL CONTRACTION JOINTS**



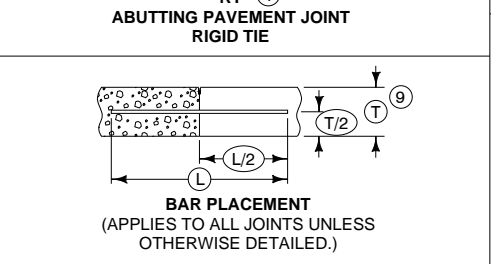
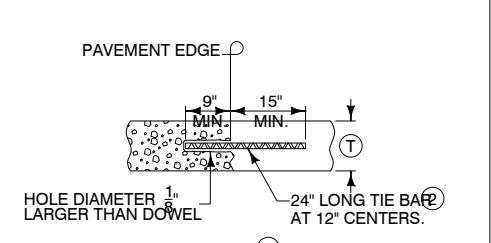
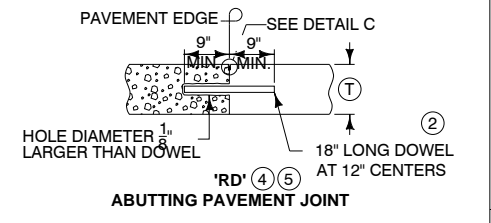
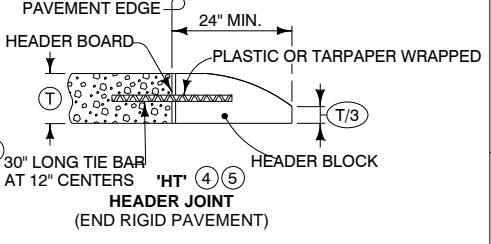
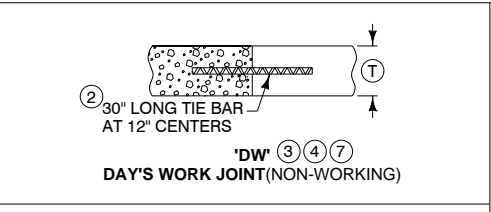
**KEYWAY DIMENSIONS**

KEYWAY TYPE	PAVEMENT THICKNESS T	A	B
STANDARD	8" OR GREATER	1 3/4"	2 3/4"
NARROW	LESS THAN 8"	1"	2"

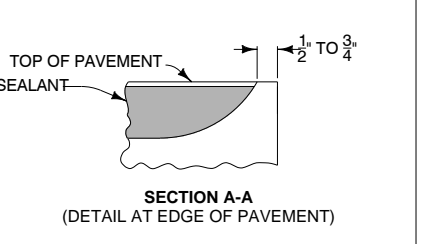
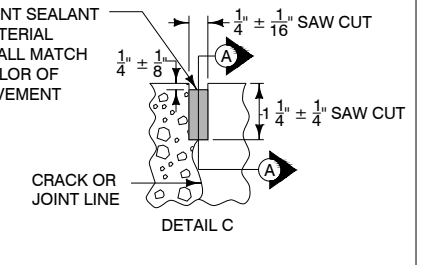
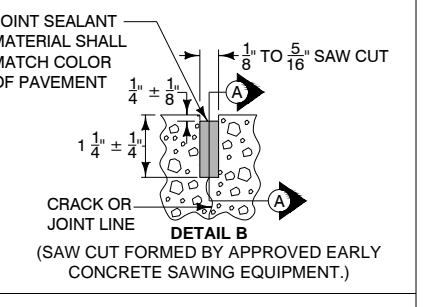
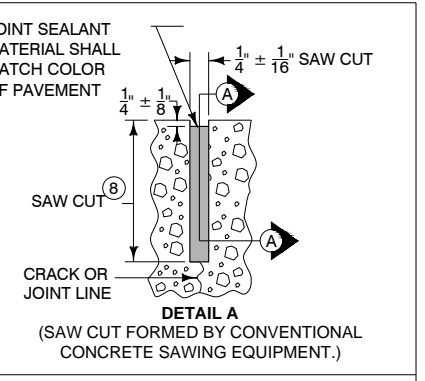


**BAR SIZE TABLE**

T	DOWEL DIAMETER	TIE BAR SIZE
< 8"	3/4"	#6
≥ 8"	1 1/4"	#10



**TRANSVERSE CONTRACTION JOINTS**



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NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

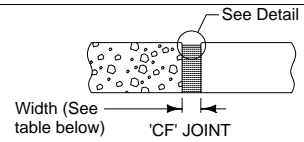
**CGA** Clapsaddle-Garber Associates, Inc.  
16 East Main Street  
Marshalltown, Iowa 50158  
Ph 641-752-6701  
www.cgaconsultants.com

DESIGNED: LAW DATE: 06-29-2017  
DRAWN: BMC DATE: 06-29-2017  
CHECKED: ACD DATE: 06-29-2017  
APPROVED: DATE: 06-29-2017

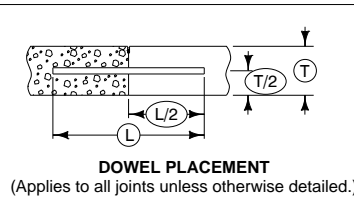
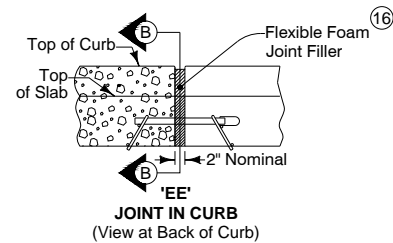
**GREENHILL VILLAGE TOWNHOMES II**  
CEDAR FALLS, IOWA

**DETAILS**

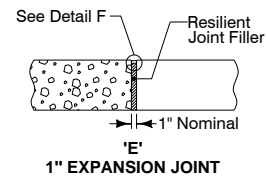
PROJECT NO. 5638  
SHEET NO. C.501



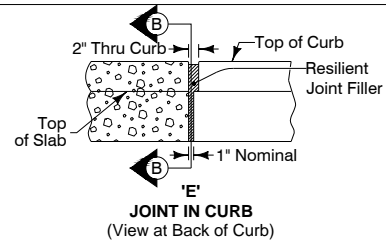
TYPE	WIDTH
CF-1	2"
CF-2	2 1/2"
CF-3	3"
CF-4	3 1/2"



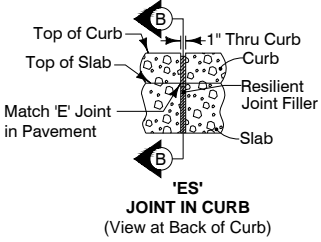
**DOWEL PLACEMENT**  
(Applies to all joints unless otherwise detailed.)



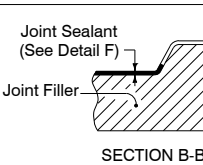
**1" EXPANSION JOINT**



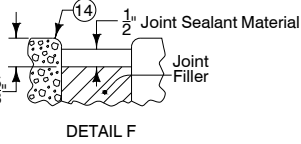
**'E' JOINT IN CURB**  
(View at Back of Curb)



**'ES' JOINT IN CURB**  
(View at Back of Curb)



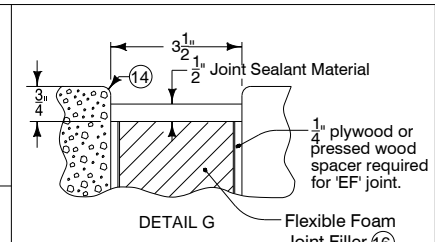
SECTION B-B



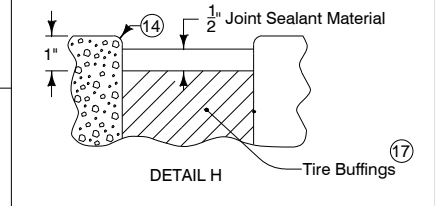
DETAIL F

DOWELED EXPANSION JOINTS			
TYPE	WIDTH	FILLER MATERIAL	16
ED	1"	Resilient (Detail F)	
EE	2"	Flexible Foam (Detail F)	
EF	3 1/2"	Flexible Foam (Detail G)	

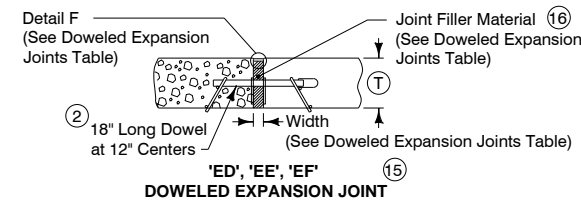
BAR SIZE TABLE			
(T)	< 8"	≥ 8" but < 10"	≥ 10"
Dowel Diameter	3/4	1 1/4	1 1/2



DETAIL G



DETAIL H



**'ED', 'EE', 'EF' DOWELED EXPANSION JOINT**

**EXPANSION JOINTS**

**NOTES:**

- PAVEMENT JOINT TYPES ARE DEPENDENT UPON POUR SEQUENCE.
- JOINTS SHALL BE A MINIMUM OF 2' IN LENGTH AND HAVE AN ANGLE OF 70° OR MORE.
- MAXIMUM JOINT SPACING IS AS FOLLOWS:  
TRANSVERSE = 15'  
LONGITUDINAL = 12.5'
- SEE DOWEL ASSEMBLIES FOR FABRICATION DETAILS.
- SEE BAR SIZE TABLE.
- LOCATE 'DW' JOINT AT A MID-PANEL LOCATION BETWEEN FUTURE 'C' OR 'CD' JOINTS. PLACE NO CLOSER THAN 5 FEET TO A 'C' OR 'CD' JOINT.
- PLACE BARS WITHIN THE LIMITS SHOWN UNDER DOWEL ASSEMBLIES.
- EDGE WITH 1/4 INCH TOOL FOR LENGTH OF JOINT INDICATED IF FORMED; EDGING NOT REQUIRED WHEN CUT WITH DIAMOND BLADE SAW. REMOVE HEADER BLOCK AND BOARD WHEN SECOND SLAB IS PLACED.
- UNLESS OTHERWISE SPECIFIED, USE 'CD' TRANSVERSE CONTRACTION JOINTS IN MAINLINE PAVEMENT WHEN (T) IS GREATER OR EQUAL TO 8 INCHES. USE 'C' JOINTS WHEN (T) IS LESS THAN 8 INCHES.
- 'RT' JOINT MAY BE USED IN LIEU OF 'DW' JOINT AT THE END OF THE DAYS WORK. REMOVE ANY PAVEMENT DAMAGED DUE TO THE DRILLING AT NO ADDITIONAL COST TO THE CONTRACTING AUTHORITY.
- SAW 'CD' JOINT TO A DEPTH OF T/3 ± 1/4"; SAW 'C' JOINT TO A DEPTH OF T/4 ± 1/4".
- WHEN TYING INTO OLD PAVEMENT, (T) REPRESENTS THE DEPTH OF SOUND PCC.
- BAR SUPPORTS MAY BE NECESSARY FOR FIXED FORM PAVING TO ENSURE THE BAR REMAINS IN A HORIZONTAL POSITION IN THE PLASTIC CONCRETE.
- SAWING OR SEALING OF JOINT NOT REQUIRED.
- THE FOLLOWING JOINTS ARE INTERCHANGEABLE, SUBJECT TO THE POURING SEQUENCE:  
'BT-1', 'L-1', AND 'KT-1'  
'KT-2' AND 'L-2'  
'KT-3' AND 'L-3'
- SEALANT OR CLEANING NOT REQUIRED.
- EDGE WITH 1/4 INCH TOOL FOR LENGTH OF JOINT INDICATED IF FORMED; EDGING NOT REQUIRED WHEN CUT WITH DIAMOND BLADE SAW.
- SEE DOWEL ASSEMBLIES FOR FABRICATION DETAILS AND PLACEMENT LIMITS. COAT THE FREE END OF DOWEL BAR TO PREVENT BOND WITH PAVEMENT. AT INTAKE LOCATIONS, DOWEL BARS MAY BE CAST-IN-PLACE.
- PREDRILL OR PREFORM HOLES IN JOINT MATERIAL FOR APPROPRIATE DOWEL SIZE.
- COMPACT TIRE BUFFINGS BY SPADING WITH A SQUARE-NOSE SHOVEL.

Joint	Type			Method of Load Transfer				Thermal movement				Comments
	Transverse	Longitudinal	Expansion	Aggregate Interlock	Key	Tie Bar	Dowel Bar	Doweled to allow movement	Tied to prevent movement	Expansion joint allows movement	Lack of reinforcing allows movement	
B	X	X									X	Used between dissimilar materials or when other joints are not suitable.
C	X			X							X	Transverse joint used when T < 8 in. May also be used on non-primary routes if AADIT < 200 vpd.
CD	X			X			X	X				Transverse joint used when T ≥ 8 in. Use C joint when joint length is 2 ft.
CT	X			X		X			X			Specialty tied contraction joint.
DW	X					X			X			Used by contractor as a stopping point.
HT	X					X			X			Used at the end of rigid pavement prior to placement of second slab.
RD	X						X	X				Joint between new and existing pavements, dowels are used.
RT	X					X			X			Joint between new and existing pavements, tie bars are used.
BT-1		X							X			Longitudinal joint used when T < 8 in, interchangeable with L-1 depending on paving sequence.
BT-2		X							X			Used when L-2 and the KT-2 are not possible, T ≥ 8 in.
BT-3		X							X			Joint used between new and existing pavements. Tie bars are used when T ≥ 8 in.
BT-4		X							X			Joint used between new and existing pavements. Tie bars are used when T ≥ 8 in.
BT-5		X							X			Joint used between new and existing pavements. Tie bars are used when T < 8 in.
K		X			X						X	T > 8 in. minimal usage.
KS		X			X				X			Used in reinforced pavements.
KT-1		X			X				X			Longitudinal joint used when T < 8 in, interchangeable with L-1 depending on paving sequence.
KT-2		X			X				X			Longitudinal joint used when T < 8 in, interchangeable with L-2 depending on paving sequence.
KT-3		X			X				X			Longitudinal joint used when T < 8 in, interchangeable with L-3 depending on paving sequence.
L-1		X		X					X			Longitudinal joint used when T < 8 in, interchangeable with BT-1.
L-2		X		X					X			Longitudinal joint used when T ≥ 8 in, interchangeable with KT-2 depending on paving sequence.
L-3		X		X					X			Longitudinal joint used with pavement of large width, interchangeable with KT-3 depending on paving sequence.
CF	X		X								X	4 in expansion joint.
E	X	X	X								X	1 in expansion joint.
EE	X						X	X			X	1 in doweled expansion joint.
EE	X						X	X			X	2 in doweled expansion joint.
EF	X						X	X			X	4 in doweled expansion joint.
ES			X								X	Used in curb to match expansion joint in pavement.

NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE



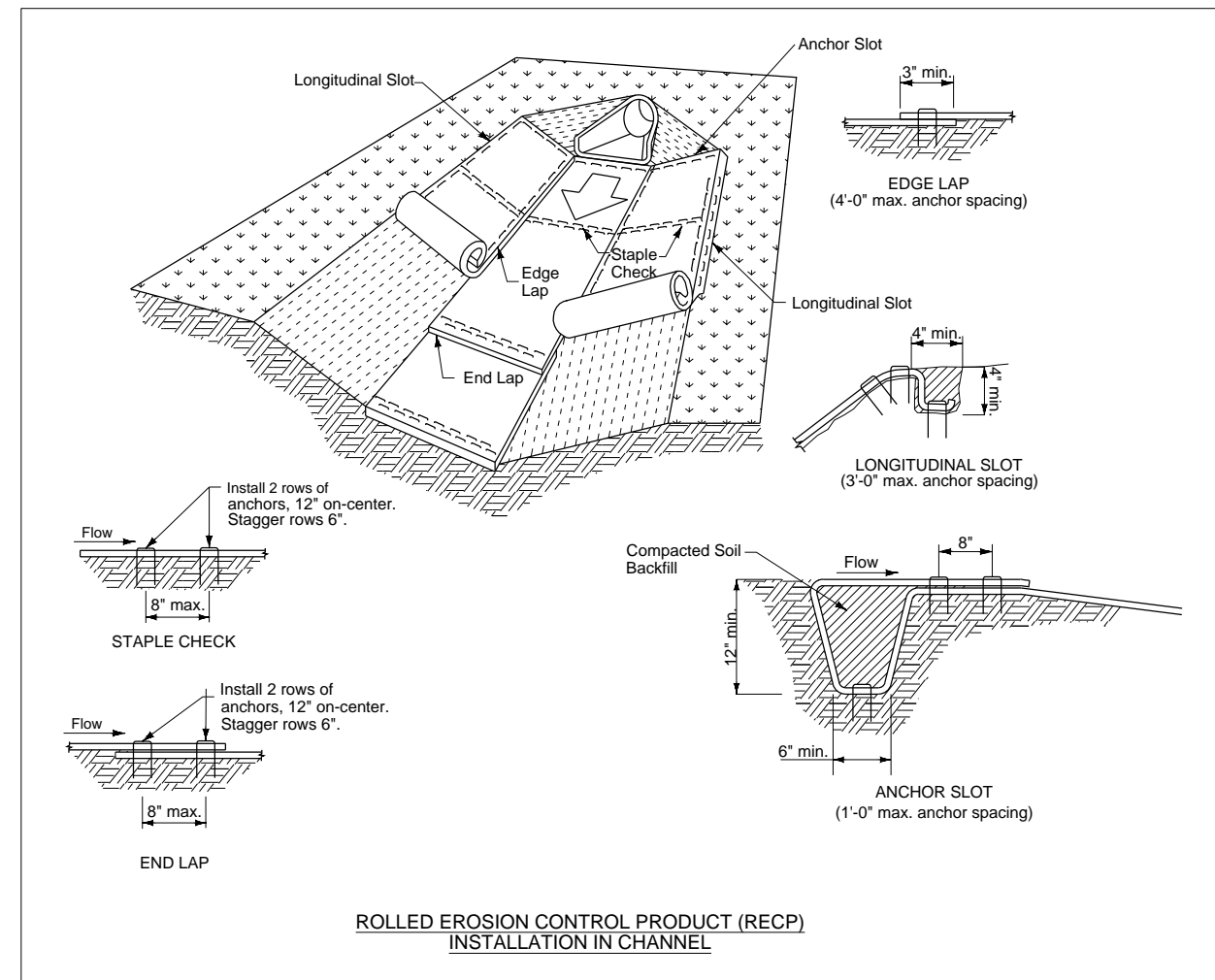
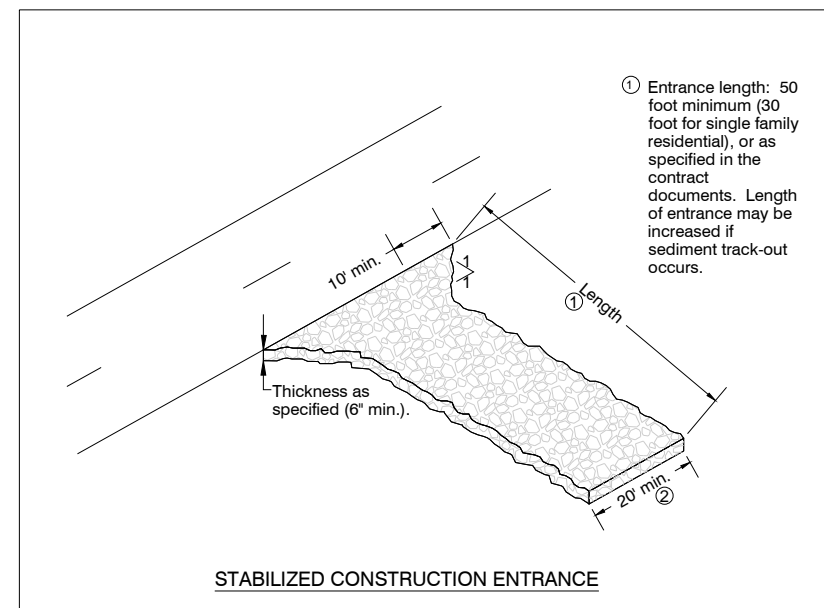
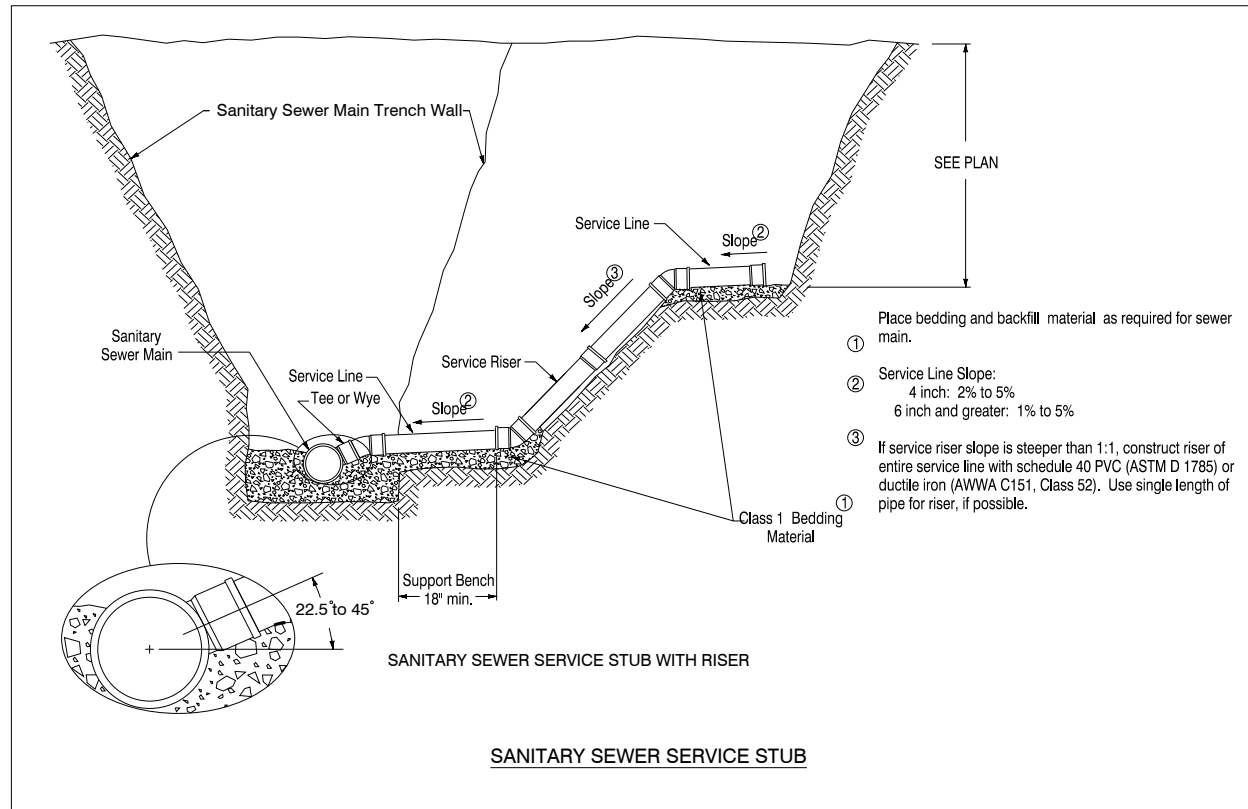
DESIGNED: LAW DATE: 06-29-2017  
 DRAWN: BMC DATE: 06-29-2017  
 CHECKED: ACD DATE: 06-29-2017  
 APPROVED: DATE: 06-29-2017

**GREENHILL VILLAGE TOWNHOMES II**  
 CEDAR FALLS, IOWA

**DETAILS**

PROJECT NO. 5638  
 SHEET NO. C.502

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NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

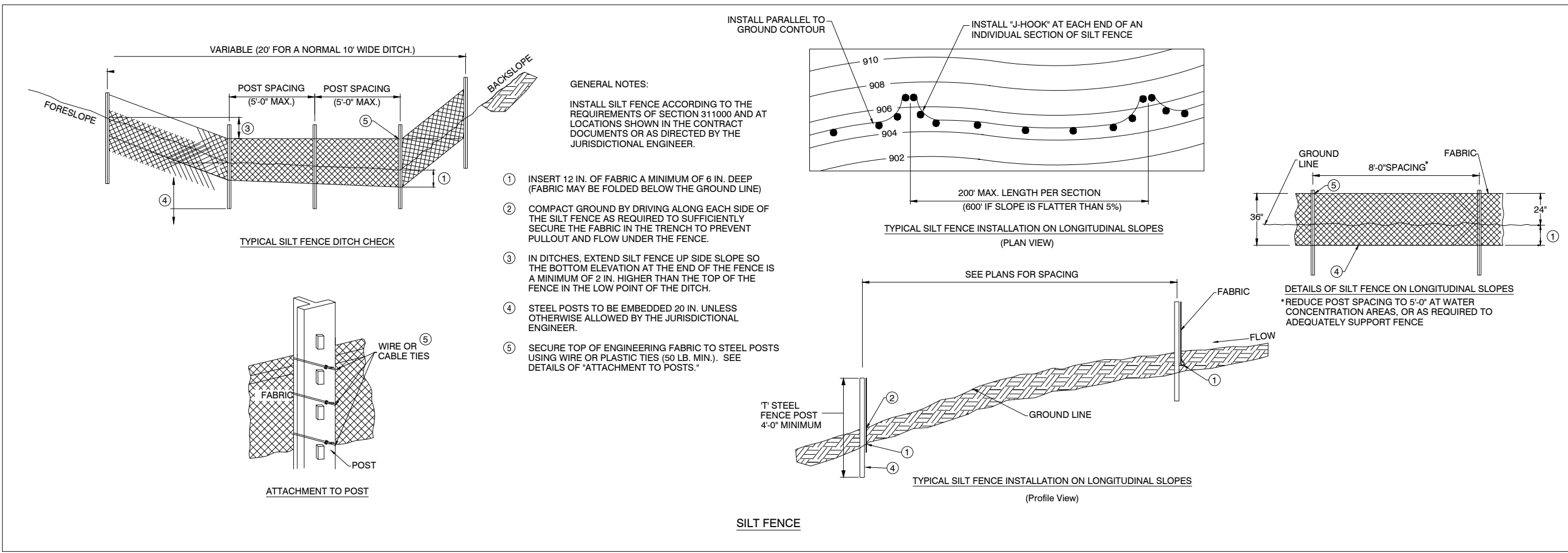
**CGA** Clapsaddle-Garber Associates, Inc.  
16 East Main Street  
Marshalltown, Iowa 50158  
Ph 641-752-6701  
www.cgaconsultants.com

DESIGNED: LAW DATE: 06-29-2017  
DRAWN: BMC DATE: 06-29-2017  
CHECKED: ACD DATE: 06-29-2017  
APPROVED: --- DATE: 06-29-2017

**GREENHILL VILLAGE TOWNHOMES II**  
CEDAR FALLS, IOWA

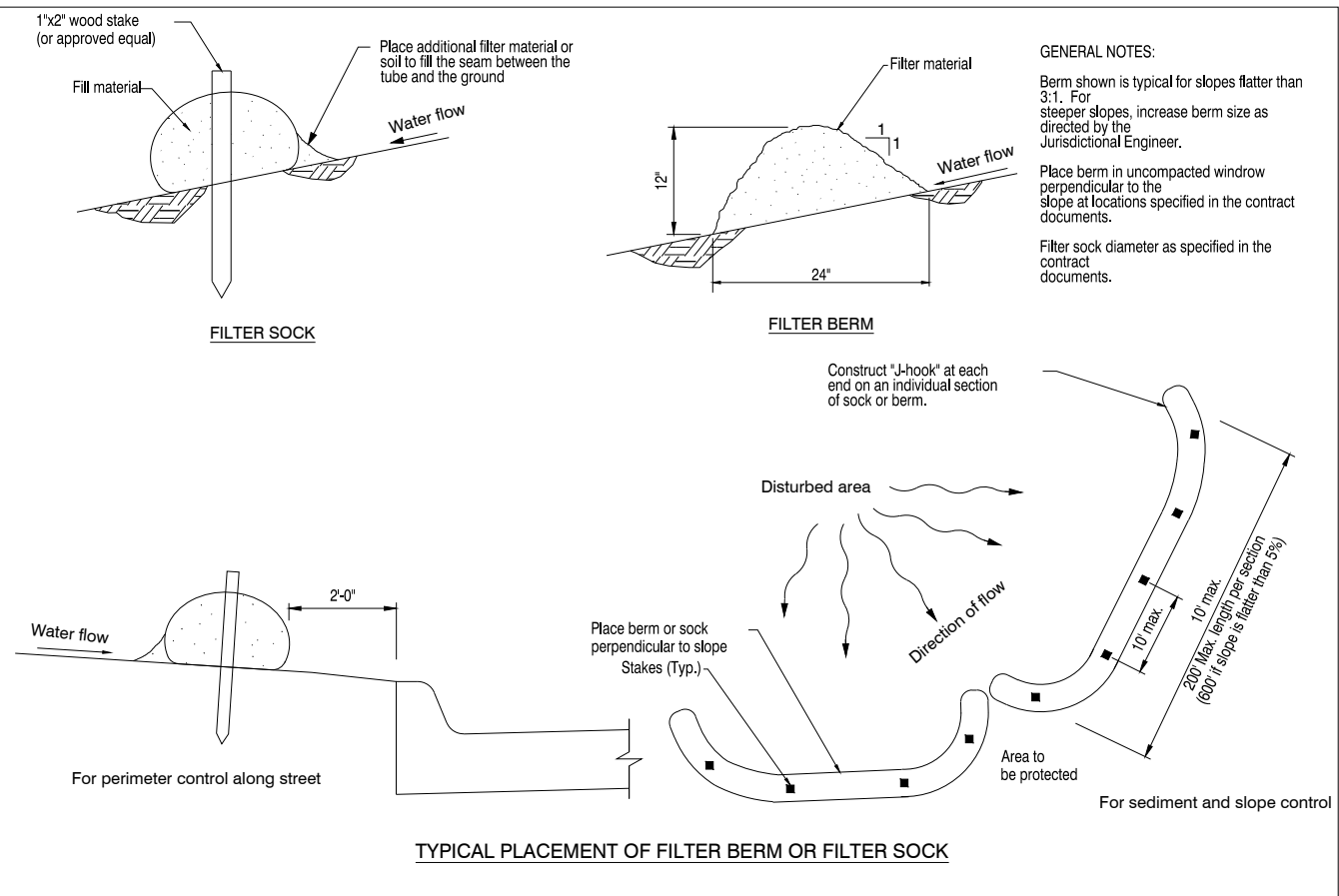
**DETAILS**

PROJECT NO. 5638  
SHEET NO. C.503



- GENERAL NOTES:**
- INSTALL SILT FENCE ACCORDING TO THE REQUIREMENTS OF SECTION 311000 AND AT LOCATIONS SHOWN IN THE CONTRACT DOCUMENTS OR AS DIRECTED BY THE JURISDICTIONAL ENGINEER.
- 1 INSERT 12 IN. OF FABRIC A MINIMUM OF 6 IN. DEEP (FABRIC MAY BE FOLDED BELOW THE GROUND LINE)
  - 2 COMPACT GROUND BY DRIVING ALONG EACH SIDE OF THE SILT FENCE AS REQUIRED TO SUFFICIENTLY SECURE THE FABRIC IN THE TRENCH TO PREVENT PULLOUT AND FLOW UNDER THE FENCE.
  - 3 IN DITCHES, EXTEND SILT FENCE UP SIDE SLOPE SO THE BOTTOM ELEVATION AT THE END OF THE FENCE IS A MINIMUM OF 2 IN. HIGHER THAN THE TOP OF THE FENCE IN THE LOW POINT OF THE DITCH.
  - 4 STEEL POSTS TO BE EMBEDDED 20 IN. UNLESS OTHERWISE ALLOWED BY THE JURISDICTIONAL ENGINEER.
  - 5 SECURE TOP OF ENGINEERING FABRIC TO STEEL POSTS USING WIRE OR PLASTIC TIES (50 LB. MIN.). SEE DETAILS OF "ATTACHMENT TO POSTS."

**SILT FENCE**



NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

**CGA** Clapsaddle-Garber Associates, Inc.  
 16 East Main Street  
 Marshalltown, Iowa 50158  
 Ph 641-752-6701  
 www.cgaconsultants.com

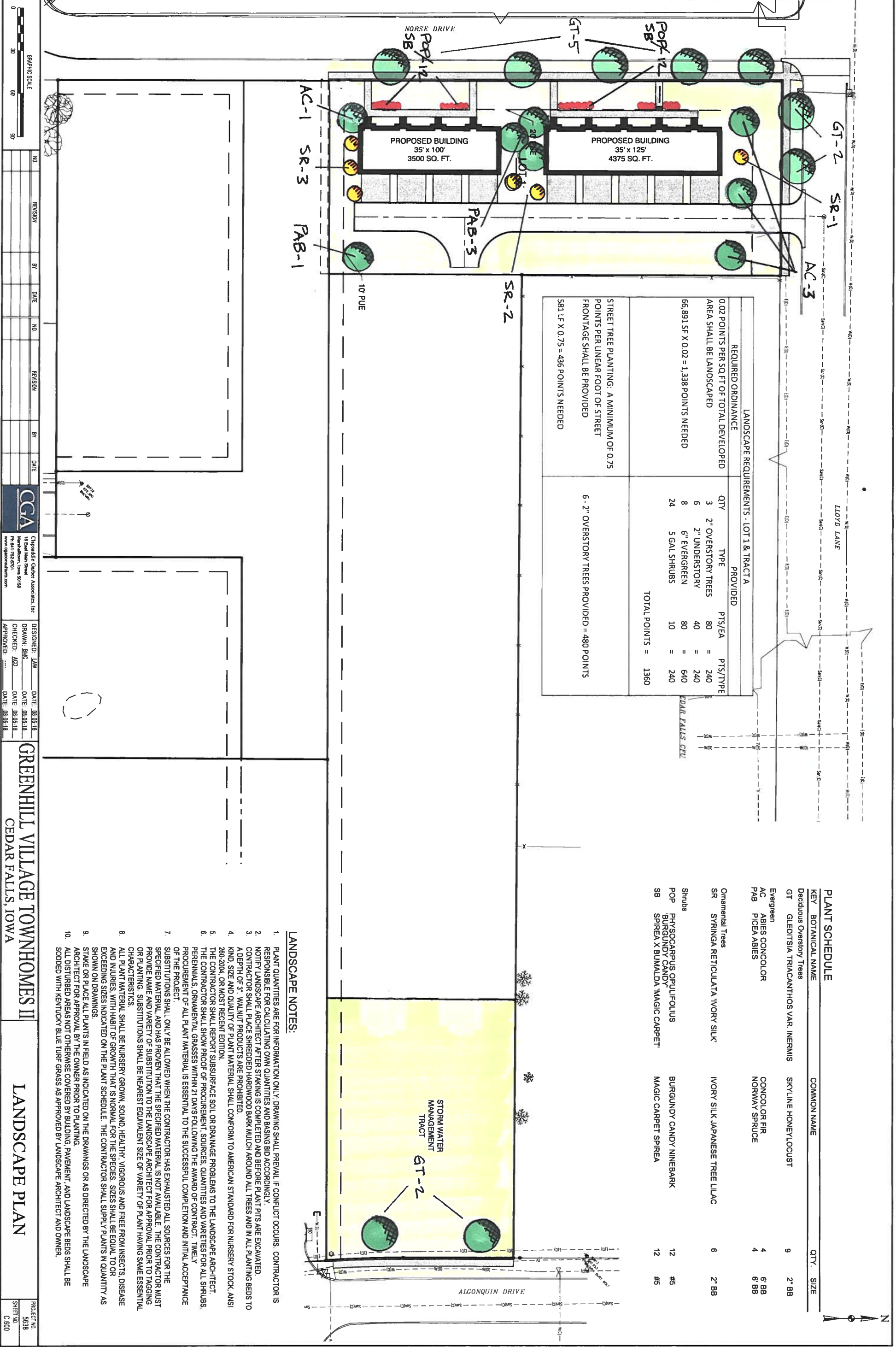
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 DRAWN: BMC DATE: 06-29-2017  
 CHECKED: ACD DATE: 06-29-2017  
 APPROVED: \_\_\_\_\_ DATE: 06-29-2017

**GREENHILL VILLAGE TOWNHOMES II**  
 CEDAR FALLS, IOWA

**DETAILS**

PROJECT NO. 5638  
 SHEET NO. C.504

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LANDSCAPE REQUIREMENTS - LOT 1 & TRACT A

REQUIRED ORDINANCE	PROVIDED	PTS/EA	PTS/TYP
0.02 POINTS PER SQ. FT. OF TOTAL DEVELOPED AREA SHALL BE LANDSCAPED	3 2" OVERSTORY TREES	80	= 240
	6 2" UNDERSTORY	40	= 240
66,891 SF X 0.02 = 1,338 POINTS NEEDED	8 6" EVERGREEN	80	= 640
	24 5 GAL SHRUBS	10	= 240
			TOTAL POINTS = 1360

STREET TREE PLANTING: A MINIMUM OF 0.75 POINTS PER LINEAR FOOT OF STREET FRONTAGE SHALL BE PROVIDED

581 LF X 0.75 = 436 POINTS NEEDED

6 - 2" OVERSTORY TREES PROVIDED = 480 POINTS

PLANT SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	QTY.	SIZE
GT	Deciduous Overstory Trees	SKYLINE HONEYLOCUST	9	2" BB
GT	GLEDITSIA TRIACANTHOS VAR. INERMIS			
Evergreen	AC ABIES CONCOLOR	CONCOLOR FIR	4	6" BB
PAB	PICEA ABIES	NORWAY SPRUCE	4	6" BB
Ornamental Trees	SR SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK JAPANESE TREE LILAC	6	2" BB
Shrubs	POP PHYSOCARPUS OPULIFOLIUS	BURGUNDY CANDY NINEBARK	12	#5
SB	'BURGUNDY CANDY' SPIREA X BUWALDA 'MAGIC CARPET'	MAGIC CARPET SPIREA	12	#5

LANDSCAPE NOTES:

1. PLANT QUANTITIES ARE FOR INFORMATION ONLY. DRAWINGS SHALL PREVAIL IF CONFLICT OCCURS. CONTRACTOR IS RESPONSIBLE FOR CALCULATING OWN QUANTITIES AND BIDDING BID ACCORDINGLY.
2. NOTIFY LANDSCAPE ARCHITECT AFTER STAKING IS COMPLETED AND BEFORE PLANT PITS ARE EXCAVATED.
3. CONTRACTOR SHALL PLACE SHREDED HARDWOOD BARK MULCH AROUND ALL TREES AND IN ALL PLANTING BEDS TO A DEPTH OF 3" WALNUT PRODUCTS ARE PROHIBITED.
4. KIND, SIZE AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO AMERICAN STANDARD FOR NURSERY STOCK, ANSI 288-2004, OR MOST RECENT EDITION.
5. THE CONTRACTOR SHALL REPORT SUBSURFACE SOIL OR DRAINAGE PROBLEMS TO THE LANDSCAPE ARCHITECT.
6. THE CONTRACTOR SHALL SHOW PROOF OF PROCUREMENT, SOURCES, QUANTITIES AND VARIETIES FOR ALL SHRUBS, PERENNIALS, ORNAMENTAL GRASSES WITHIN 21 DAYS FOLLOWING THE AWARD OF CONTRACT. TIMELY PROCUREMENT OF ALL PLANT MATERIAL IS ESSENTIAL TO THE SUCCESSFUL COMPLETION AND INITIAL ACCEPTANCE OF THE PROJECT.
7. SUBSTITUTIONS SHALL ONLY BE ALLOWED WHEN THE CONTRACTOR HAS EXHAUSTED ALL SOURCES FOR THE SPECIFIED MATERIAL, AND HAS PROVEN THAT THE SPECIFIED MATERIAL IS NOT AVAILABLE. THE CONTRACTOR MUST PROVIDE NAME AND VARIETY OF SUBSTITUTION TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO TAGGING OR PLANTING. SUBSTITUTIONS SHALL BE NEAREST EQUIVALENT SIZE OF VARIETY OF PLANT HAVING SAME ESSENTIAL CHARACTERISTICS.
8. ALL PLANT MATERIAL SHALL BE NURSERY GROWN, SOUND, HEALTHY, VIGOROUS AND FREE FROM INSECTS, DISEASE AND INJURIES, WITH HABIT OF GROWTH THAT IS NORMAL FOR THE SPECIES. SIZES SHALL BE EQUAL TO OR EXCEEDING SIZES INDICATED ON THE PLANT SCHEDULE. THE CONTRACTOR SHALL SUPPLY PLANTS IN QUANTITY AS SHOWN ON DRAWINGS.
9. STAKE OR PLACE ALL PLANTS IN FIELD AS INDICATED ON THE DRAWINGS OR AS DIRECTED BY THE LANDSCAPE ARCHITECT FOR APPROVAL BY THE OWNER PRIOR TO PLANTING.
10. ALL DISTURBED AREAS NOT OTHERWISE COVERED BY BUILDING, PAVEMENT, AND LANDSCAPE BEDS SHALL BE SODDED WITH KENTUCKY BLUE TURF GRASS AS APPROVED BY LANDSCAPE ARCHITECT AND OWNER.

GRAPHIC SCALE

0 30 60 90

NO.	REVISION	BY	DATE	NO.	REVISION	BY	DATE

CGA  
 14 East Main Street  
 Maple Grove, Iowa 50138  
 P: 515.282.2700  
 F: 515.282.2701  
 www.cga-landscaping.com

DESIGNED: LAW DATE: 08.06.18  
 DRAWN: BMC DATE: 08.06.18  
 CHECKED: ADD DATE: 08.06.18  
 APPROVED: DATE: 08.06.18

GREENHILL VILLAGE TOWNHOMES II  
 CEDAR FALLS, IOWA

LANDSCAPE PLAN

PROJECT NO. 5638  
 SHEET NO. C.600

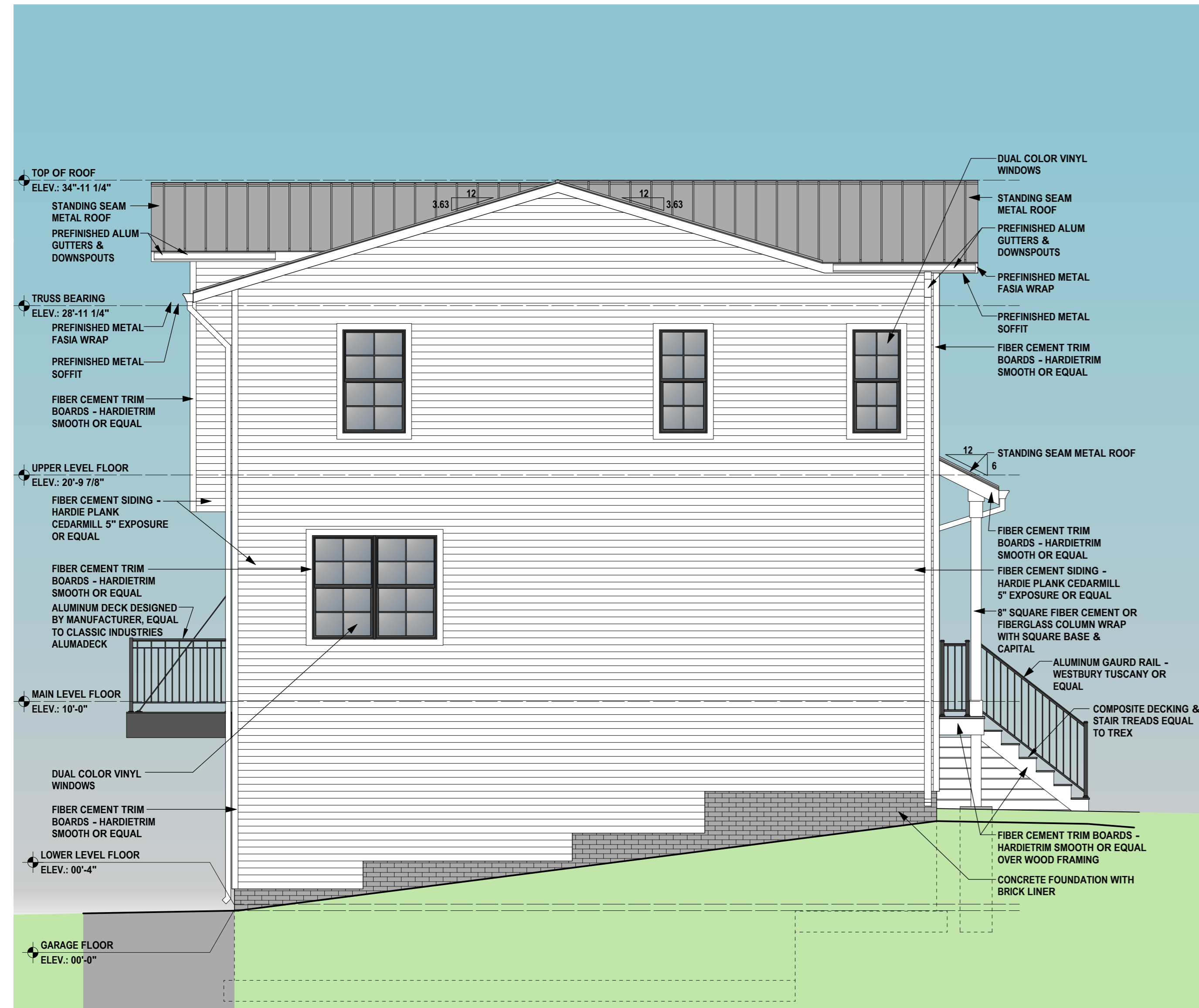


**5 Unit Front Elevation**  
Scale: 1/4" = 1'-0"

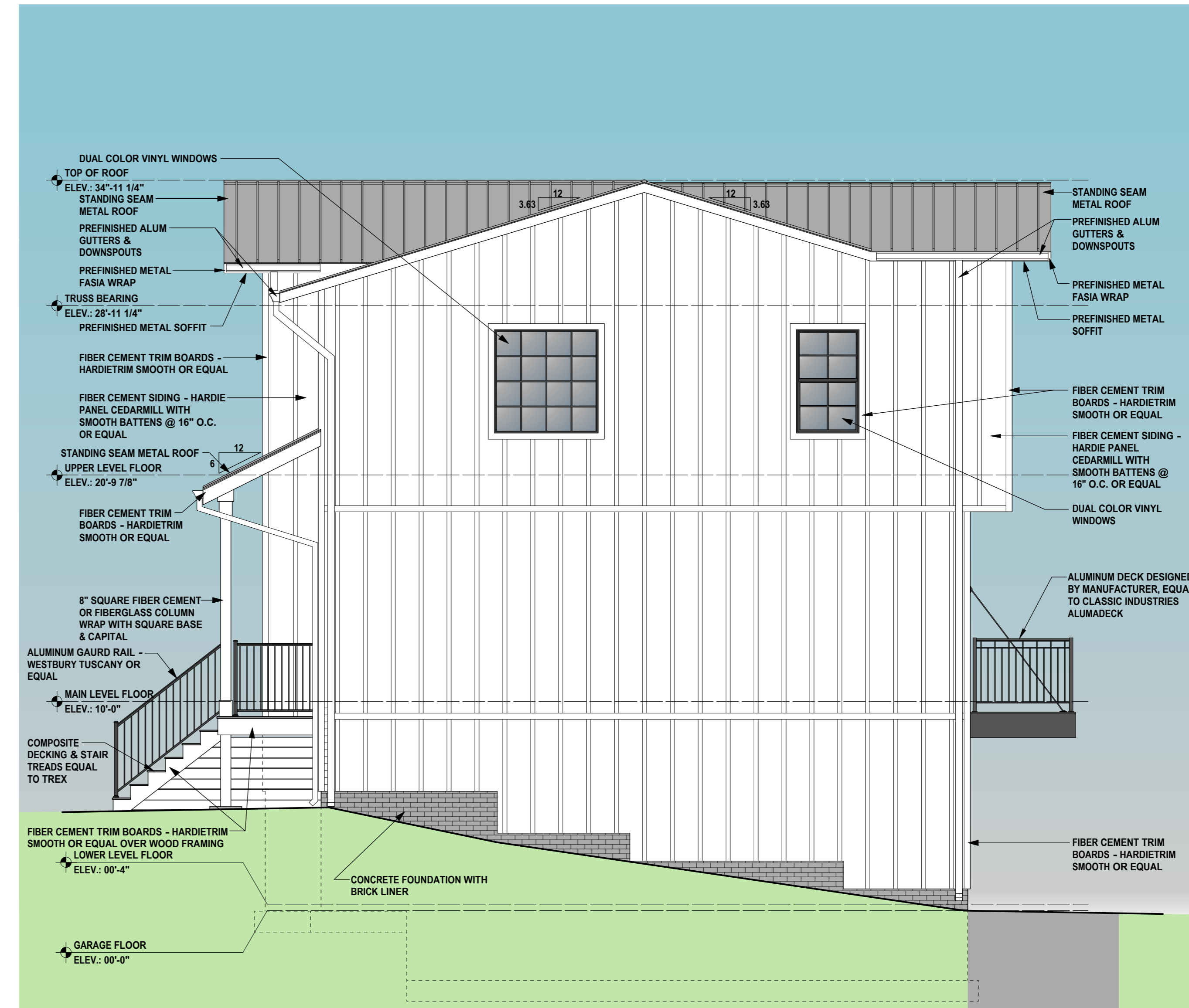


**5 Unit Rear Elevation**  
Scale: 1/4" = 1'-0"



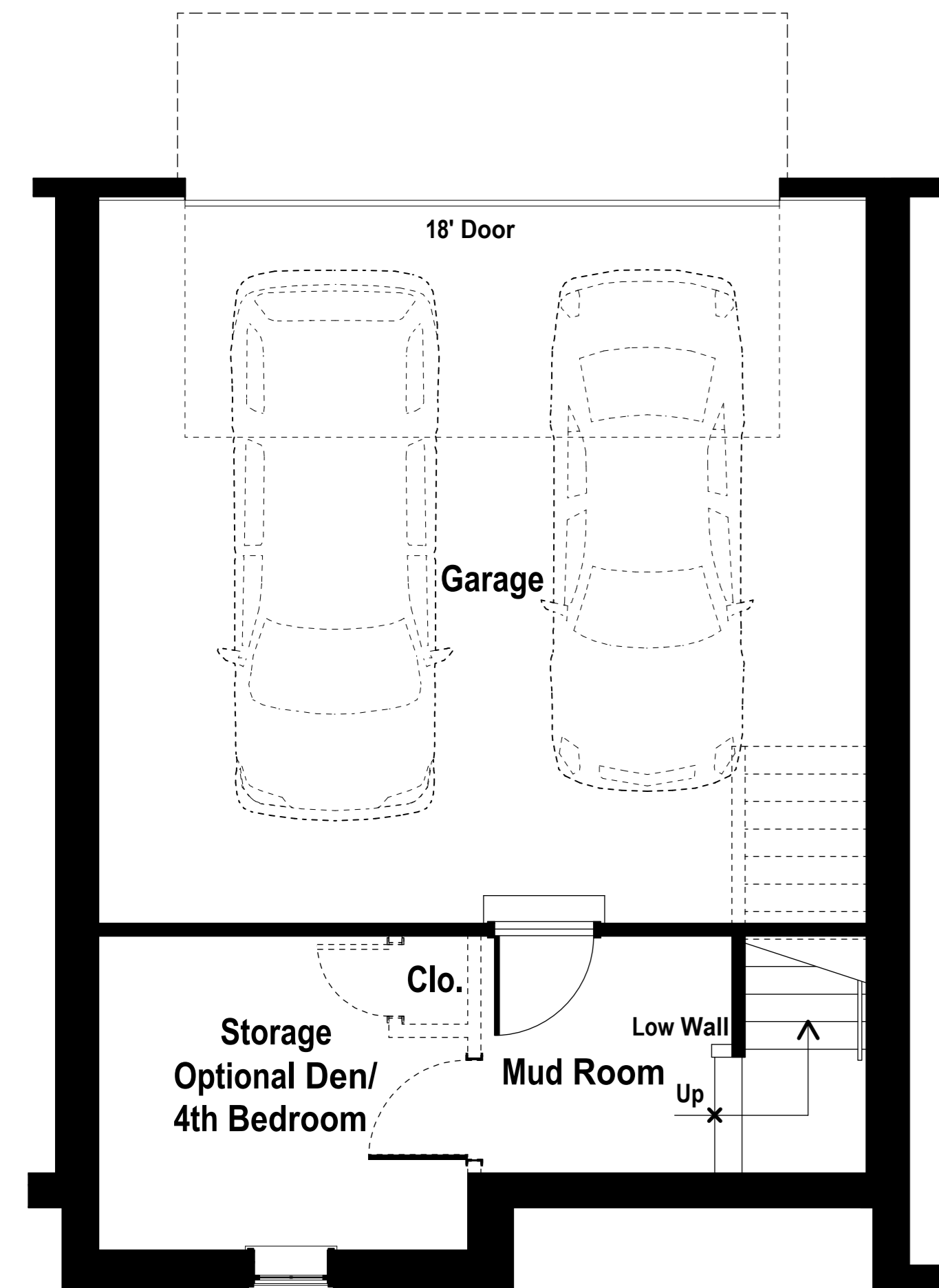
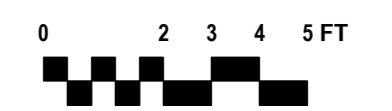


**Side Elevation**  
Scale: 1/4" = 1'-0"

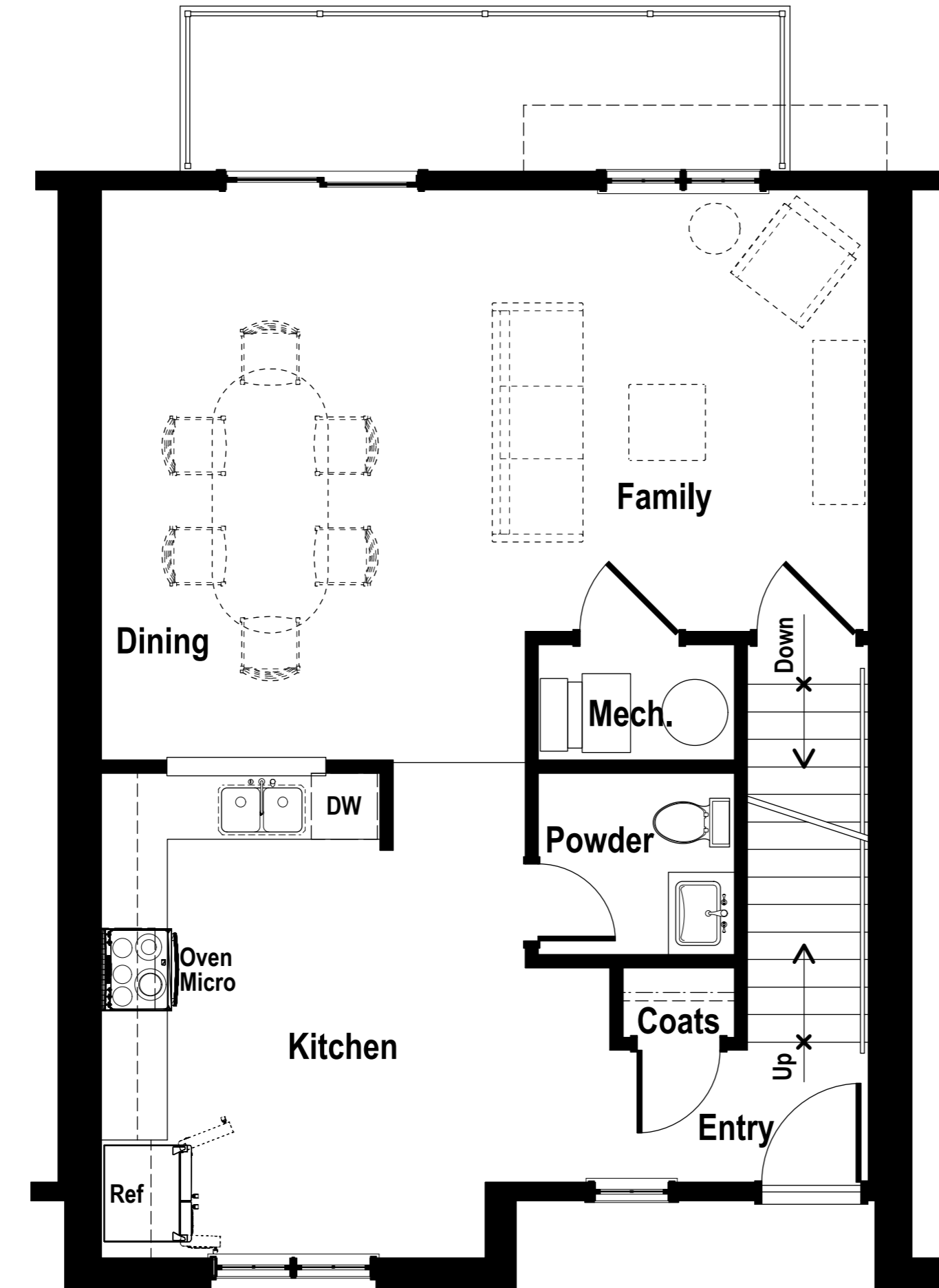


**Side Elevation**  
Scale: 1/4" = 1'-0"

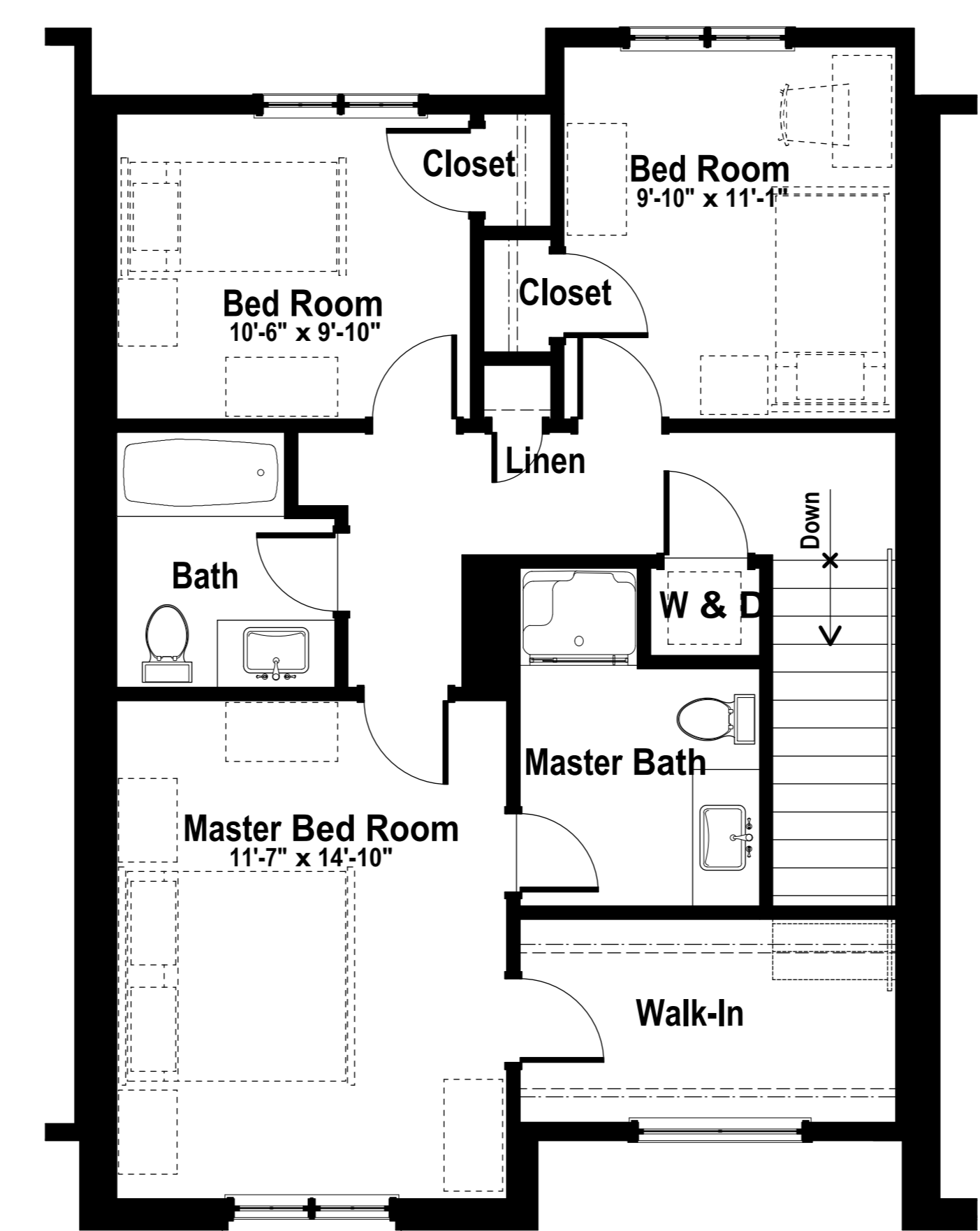
**Proposed Condo Unit**



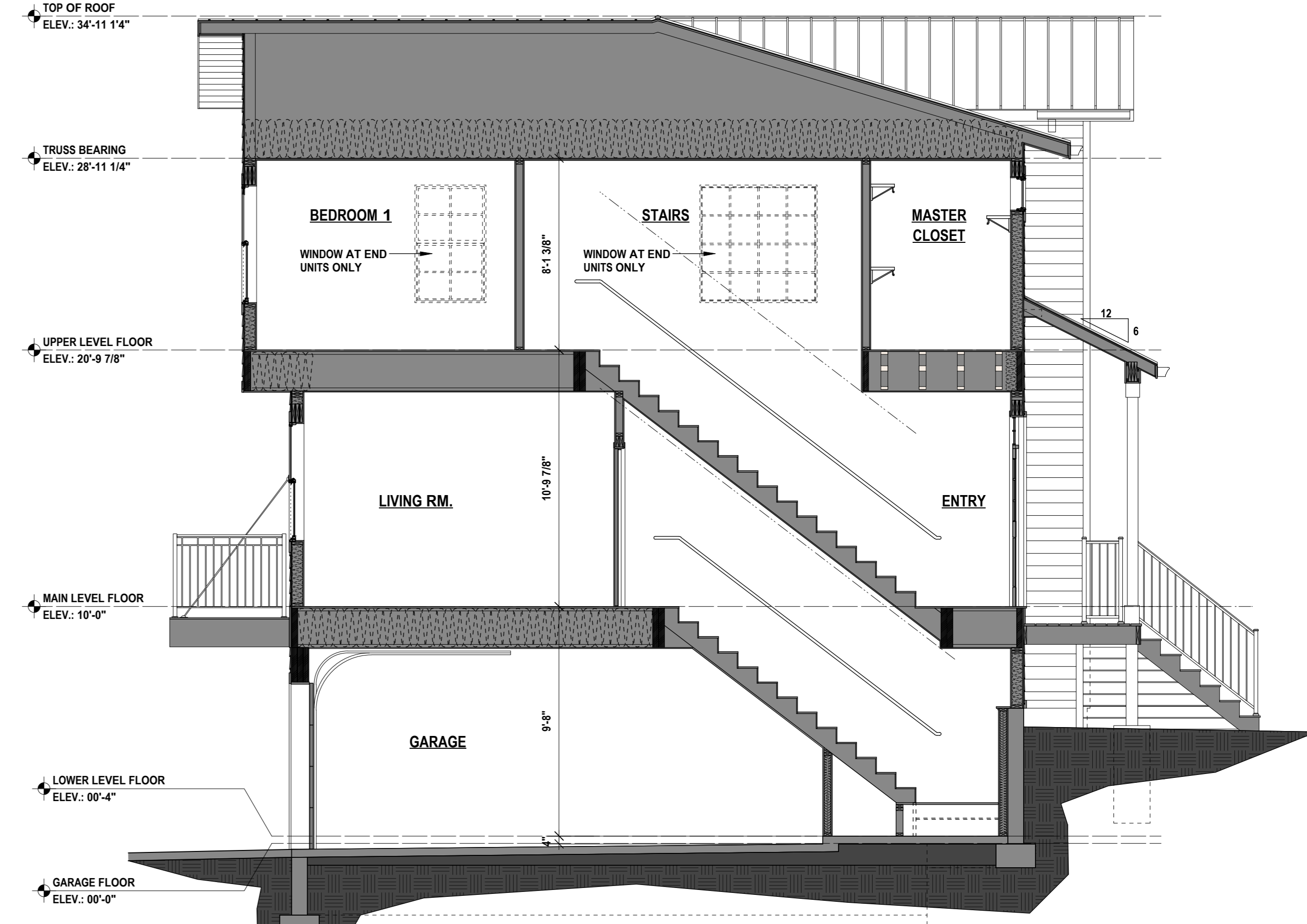
**Lower Level**  
Scale: 1/4" = 1'-0"



**Main Level**  
Scale: 1/4" = 1'-0"



**Upper Level**  
Scale: 1/4" = 1'-0"



**Building Section**  
Scale: 1/4" = 1'-0"



**4 Unit Front Elevation**  
Scale: 1/4" = 1'-0"



**4 Unit Rear Elevation**  
Scale: 1/4" = 1'-0"

# Oshtemo Township

## RECORDS MANAGEMENT POLICY

Oshtemo Township, recognizing that good records management is vital to the effective and efficient operation of government operations, enacts the following records management policy:

### Applicability

This records management policy shall apply to all Officials, employees, agents, independent contractors, and volunteers of Oshtemo Township.

### Definitions

**Agency-specific schedule:** covers records that are unique to a particular government agency. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency. Any record that is not covered by a general schedule must be listed on an agency-specific schedule. Agency-specific schedules always supersede general schedules.

**General schedule:** covers records that are common to a particular type of government agency. General schedules may not address every single record that a particular office may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them. Retention for longer periods is authorized if the individual has reason to believe that a record may be required beyond the minimum retention period for the efficient operation of the agency.

**Non-record Materials:** include, but are not limited to, extra copies of documents retained only for convenience of reference, and letters of transmittal/routine correspondence that do not document significant activities of the agency. A more comprehensive description may be found within Appendix A.

**Public Records:** recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.” Michigan Freedom of Information Act (FOIA) (M.C.L. 15.231 - 15.232)

**Retention and Disposal Schedule:** define how long each record, regardless of its physical format, should be retained. Retention and Disposal Schedules also indicate which records have archival value, and when those records should be transferred to the Archives of Michigan. According to Michigan law, no public records may be destroyed without the authorization of an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board.

### Records

Each individual who creates, sends, or receives official records is responsible for retaining these records in accordance with this records management policy.

## Non-Records

Employees are not required to retain non-record materials once their reference value to the individual has expired. However, if a FOIA request is received, or if the agency becomes involved in litigation, non-records may be requested and may be released, if they have not already been destroyed. See Appendix A for more information about Non-Records.

## Record Retention

All ~~public~~ records shall be retained in accordance with an approved Retention and Disposal Schedule. Records not listed on an approved Retention and Disposal Schedule may not be disposed of until a schedule is approved. Michigan Penal Code (MCL 750.491)

## Record Maintenance

Individuals and offices shall organize their records to promote fast and efficient retrieval of information. Appropriate and cost-effective office equipment, indexes and tools shall be used to maintain records.

The Clerk will work closely with Department Heads and staff to determine compliance with records retention schedules, the need for agency schedules, the transition from temporary to permanent storage, and the best strategies for file and naming conventions.

Records that will be retained for more than 10 years shall be stored in an environment that facilitates the security and stability of the storage media. The type of storage media (e.g. paper or electronic) shall be determined for each record: by the Clerk, with guidance from the State and professional staff for best practice. See Appendix B for more information about email retention and storage.

The Township Clerk shall work with the IT ~~Director~~ Coordinator to determine the most cost effective and reliable method of maintaining electronic records for their full retention period, so technology changes do not render them inaccessible and unusable. The Clerk shall publish that method to all affected individuals.

~~Oshtemo Township shall comply with the State of Michigan's standards for record reproduction, as authorized by the Records Reproduction Act (MCL 24.401-24.406).~~

Records containing sensitive or confidential information shall be protected against unauthorized access, especially records that are protected by state or federal laws, records containing private information, financial information, background checks, medical information, and social security numbers. ~~Individuals and offices shall employ appropriate locks, passwords, and other devices to protect the privacy of this information.~~ The Clerk will work with those Departments that keep records of sensitive or confidential information to determine the best method for storage. See Appendix C for a complete listing of sensitive and confidential information.

Oshtemo Township shall comply with the State of Michigan's standards for record reproduction, as authorized by the Records Reproduction Act (MCL 24.401-24.406).

## Separation from Employment

Employees shall not take public records with them when they terminate employment with the Township and they shall not destroy records that have not yet fulfilled their approved retention period.

~~Supervisors~~ Department Heads and Officials are responsible for ensuring that the records (including e-mail and other electronic records) of employees who are separating from employment with the Township continue to be retained in accordance with this policy. Officials and Department Head will work together to determine who should be responsible to monitoring and responding to e-mail and records requests until the position is filled.

### **Release of Information**

Requests for information shall follow the Freedom of Information Act Policy

### **Disposal**

Public records which have reached their minimum retention period, and which are no longer required for the efficient operation of the agency, may be disposed of. The Township shall destroy sensitive or confidential information through a secure shredding service that destroys the documents on site.

The Township shall destroy open records by recycling or regular trash disposal.

Some records possess permanent or historical value. These records may be designated for eventual transfer to the Archives of Michigan for permanent preservation. The Township shall follow the Archives' procedures for transferring records.

### **Litigation, Investigations, and Freedom of Information Act Requests**

No records that are the subject of litigation, a pending investigation request, or a pending Freedom of Information Act (FOIA) request shall be destroyed until the legal action or activity has ended, even if the records are otherwise scheduled for destruction pursuant to this policy. Any individual with knowledge of pending litigation, a pending investigation, or a FOIA request shall immediately inform the Township Attorney. The Attorney shall direct all relevant individuals to immediately cease disposal of all records relevant to the pending litigation, pending investigation, or FOIA request. If the relevant records are in electronic form (including e-mail) the Attorney shall notify the IT Director so they can protect the records from destruction (which may include stopping the rotation of backup tapes). Should questions arise as to what records are relevant to the pending litigation, pending investigation, or FOIA request, the Attorney shall direct the immediate cessation of the disposal of all records. The moratorium on the disposal of all records relevant to the pending litigation, pending investigation, or FOIA request shall remain in effect for the duration of the litigation, investigation, or until the FOIA request had been fully processed.

### **Failure to Adhere to this Records Management Policy**

Failure to adhere to this records management policy may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of the volunteer relationship, or expulsion. Further, the removal, mutilation, or destruction of public records may result in civil and criminal liability, up to and including a penalty of not more than two years in state prison or a fine of not more than \$1,000.

## **Appendix A – Non Record Materials**

State of Michigan General Schedule #1: Non Record Materials (Approved November 16, 20114)

Non-record materials are recorded information that are in the possession of an agency, but are not needed to document the performance of an official function. An agency's disposition practices need to include managing non-record materials, because their volume may exceed that of records that do document official functions.

Examples of non-records may include:

- Draft documents that are replaced by new or final versions. Drafts that are not needed to document the development of the final record. Drafts that are not required to be retained by an agency-specific schedule.
- Duplicate copies of a document that are retained for convenience of reference.
- Information that does not document official activities.
- Letters of transmittal (including routing slips) that do not add any information to the transmitted material.
- Notes and recordings that have been transcribed into another format for record retention.
- Publications that are received from outside sources that are retained for reference purposes, such as newsletters, brochures, catalogs, books, professional development materials, etc.
- Mass mailings, notices, flyers, etc. that are received for informational purposes.
- Advertisements, spam and junk mail.
- Tracking documents or tools that are used to ensure that all steps in a business process take place, but are not the official documentation of the action or activity.
- Research and reference materials that are collected from outside sources, but are not needed to document how the final decision is made.

Non-record materials can be disposed of when they are no longer needed for reference purposes.

## **Appendix B – Email Retention**

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; and any attachments.

In accordance with the Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended), e-mail messages are public records if they are created or received as part of performing a public employee's official duties. All e-mail messages that are created, received or stored by a government agency are the property of Oshtemo Township. They are not the property of its employees, vendors, or customers. E-mail accounts are provided to employees for conducting public business. Employees should have no expectation of privacy when using the agency's computer resources.

### **EMAIL RETENTION**

Just like paper records, e-mail messages are used to support a variety of business processes. Just like paper records, senders and recipients of e-mail messages must evaluate each message to determine if they need to keep it as documentation of their role in a business process. Just like paper records, the retention period for an e-mail message is based upon its content and purpose, and it must be retained in accordance with the appropriate Retention and Disposal Schedule.

Employees will establish folders for arranging e-mail according to their content, and they are responsible for disposing of e-mail that has met all of its retention requirements.

### **EMPLOYEE RESPONSIBILITIES**

Employees will establish folders for arranging e-mail according to their content, and they are responsible for disposing of e-mail that has met all of its retention requirements.

Employees are responsible for organizing their e-mail messages so they can be located and used. They are responsible for keeping e-mail messages for their entire retention period, and for disposing of e-mail messages in accordance with an approved Retention and Disposal Schedule.

Records, including e-mail, cannot be destroyed if they have been requested under FOIA, or if they are part of ongoing litigation, even if their retention period has expired.

Employees who use a home computer and a personal e-mail account to conduct government business must manage their work-related e-mail the same way as those messages that are created and received using government computer resources. Just like paper records, e-mail messages might be subject to disclosure in accordance with FOIA. They can also be subject to discovery once litigation begins.

### **INFORMATION TECHNOLOGY STAFF RESPONSIBILITIES**

Individual employees are responsible for deleting messages in accordance with the appropriate Retention and Disposal Schedule. However, deleted messages may be stored on servers and backup tapes for two weeks after the information is deleted. After two weeks, the IT Director will ensure that deleted messages are rendered unrecoverable.

Note: The destruction of e-mail messages on servers and backup tapes must cease when an agency becomes involved in litigation or when it receives a FOIA request. Many e-mail messages need to be kept longer than the original technology that was used to send and receive them. New technology is not always compatible with older technology that agencies may have used. The IT Director will ensure that older e-mail messages remain accessible as technology is upgraded or changed. Each time technology upgrades and changes take place, the IT Director will ask agency administrators for information about the existence and location of older messages so they can be migrated to the new technology.

### **ADMINISTRATOR RESPONSIBILITIES**

The Clerk is responsible for ensuring that employees are aware of and implement this policy. The Clerk is also responsible for ensuring that the Township has an approved Retention and Disposal Schedule that covers all records (regardless of form or format) that are created and used by departments.

The IT Director is responsible for ensuring that the e-mail (and other records) of former employees are retained in accordance with approved Retention and Disposal Schedules.

### **ATTORNEY RESPONSIBILITIES**

Just like paper records, e-mail messages might be subject to disclosure during the discovery phase of litigation. Attorneys representing Michigan government agencies are responsible for identifying if the records that are requested during the discovery process are stored in e-mail, even if the discovery order does not specifically request e-mail. They are also responsible for ensuring that the IT Director is notified that a discovery order involving e-mail was received to prevent the destruction of relevant messages.

The Township Attorney is responsible for notifying the IT Director when the agency becomes involved in litigation or when a FOIA request that involves e-mail is received.



## Appendix C – Sensitive Information

### A. Information of a personal nature:

- ◆ address
- ◆ phone number
- ◆ social security number
- ◆ medical information
- ◆ physician-patient psychological counseling information

### B. Law enforcement records:

- ◆ deployment
- ◆ ordinance enforcement

### C. Records or information exempt from disclosure by statute

### D. Trade secrets or commercial or financial information voluntarily provided with promise of confidentiality:

- ◆ sealed architectural plans

### E. Information subject to attorney-client privilege

### F. Bid proposals

### G. Real Estate Appraisals

### H. Communications of an advisory nature

### I. Letters of applicants for a public position

### J. Archeological sites

### K. Any information if requesting party is in litigation with the Township



A CMS Energy Company

**CEM Support Center**

Consumers Energy, CEM Support Center, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

September 9, 2019

NOTIFICATION #s:

OSHTEMO TOWNSHIP  
7275 W MAIN ST  
KALAMAZOO, MI 49009-8210

REFERENCE: OSHTEMO TOWNSHIP SECTION 11 3A &B, 12A&B, OSHTEMO

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

A copy of our proposed design drawings are enclosed.

The estimated cost for your energy request is as follows:

Refundable Agreement for Installation of Electric Facilities:	
Non Refundable Agreement for Installation of Electric Facilities:	\$ 123,348.00
Overhead Electric Service	
Underground Electric Service:	
Excess Footage Charge:	
Temporary Electric Service:	
Winter Construction Costs:	\$ -
Additional Costs (See Invoice):	
<b>Total Estimated Cost</b>	<b>\$ 123,348.00</b>
Less Prepayment Received:	\$ -
<b>Total Estimated Cost Due:</b>	<b>\$ 123,348.00</b>

Costs may also result from practical difficulties encountered during construction and additional payment may be required if:

- Work presently designed is done outside normal business hours.
- Change to the location of the service entrance.
- Changes to the design or route.
- Other construction delays.

Enclosed is a copy of the Agreement for Installation or Modification of Electric Facilities and invoice that is valid for 60 days from the date of this letter and is subject to change thereafter. This cost estimate includes only work required for Consumers Energy and does not reflect any work or costs that may be required by other parties, including other utilities. Please review and sign the Agreement for Installation of Electric Facilities and return in the envelope provided or email to: [POBoxCEServiceRequest@cmsenergy.com](mailto:POBoxCEServiceRequest@cmsenergy.com). You will receive a copy of the agreement after it is signed and dated by a Consumers Energy company representative. Once we receive your payment and any required easements, contracts, permits or inspections we can proceed with your request. Payment in full is required before the installation will be scheduled for construction.

**CONTACT OUR SECURE CREDIT/DEBIT CARD PAYMENT CENTER @ 1-866-329-9593 TO PAY "FEE FREE" WITH YOUR VISA OR MASTERCARD OR MAKE A PAYMENT ONLINE AT: [www.consumersenergy.com](http://www.consumersenergy.com) AND CLICK "MAKE PAYMENT" TO USE THE GUEST PAY FEATURE.**

Please review all attached materials carefully and direct inquiries for your request to:

Kristen R Greenwood at 269-337-2265



A CMS Energy Company

**CEM Support Center**

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., P.O. Box 30162 Lansing, MI 48909-7662

**PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED**

**TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:**

[POBoxCEServiceRequest@cmsenergy.com](mailto:POBoxCEServiceRequest@cmsenergy.com)

<input checked="" type="checkbox"/>	AGREEMENT FOR INSTALLATION (Please return all pages of contracts) (Form 93, Form 94 and Form 95 - 2 Page Document Each) (Form 861, Form 862 and Form 230 - 4 Page Document Each)
<input checked="" type="checkbox"/>	PAYMENT WITH INVOICE STUB (BOTTOM STUB IS REQUIRED FOR PROCESSING)
<input type="checkbox"/>	REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE
<input checked="" type="checkbox"/>	STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK)
<input type="checkbox"/>	SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT (PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)
<input type="checkbox"/>	GO READY FORM (FORM 1250) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <u><a href="mailto:POBoxCEServiceRequest@cmsenergy.com">POBoxCEServiceRequest@cmsenergy.com</a></u>
<input type="checkbox"/>	SITE READY PHOTO(S) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <u><a href="mailto:POBoxCEServiceRequest@cmsenergy.com">POBoxCEServiceRequest@cmsenergy.com</a></u>
<input type="checkbox"/>	OTHER:

**NOTIFICATION REFERENCE NUMBERS**

ELECTRIC SERVICE NOTIFICATION:	
GAS SERVICE NOTIFICATION:	
ELECTRIC OH DISTRIBUTION NOTIFICATION:	
ELECTRIC UG DISTRIBUTION NOTIFICATION:	
GAS MAIN NOTIFICATION:	
STREETLIGHT NOTIFICATION:	1047396627-1047396628-1047396548-1047967733-1048001373



**OSHTEMO TOWNSHIP**  
7275 W MAIN ST  
KALAMAZOO MI 49009-8210

**Amount Due: \$123,348.00**

**Please pay by: September 23, 2019**

<b>Invoice Number</b>	9316394629
<b>PO Number</b>	
<b>PO Date</b>	
<b>Bill Date</b>	09/09/19

**Account: 3000 1584 7225**

▶ OSHTEMO TOWNSHIP SECTION 11 3A &B, 12A&B - OSHTEMO - STREETLIGHTING - NOTIFICATION NUMBER (s): -  
1047396627-1047396628-1047396548-1047967733-1048001373 -

### NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-Reimbursable Oshtemo Township Section 3b- 1047967733	1.0 EA	\$1,344.00	\$1,344.00
Electric Streetlights-Reimbursable Oshtemo Township Section 3a- 1047396548	1.0 EA	\$4,862.00	\$4,862.00
Electric Streetlights-Reimbursable Oshtemo Township Section 12b- 1048001373	1.0 EA	\$29,221.00	\$29,221.00
Electric Streetlights-Reimbursable Oshtemo Township Section 12a- 1047396628	1.0 EA	\$36,641.00	\$36,641.00
Electric Streetlights-Reimbursable Oshtemo Township Section 11- 1047396627	1.0 EA	\$51,280.00	\$51,280.00

**TOTAL DUE: \$123,348.00**

**See Page 2 for Payment Options.**

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

**INVOICE QUESTIONS - Contact: Kristen R Greenwood -269-337-2265 -**

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY  
CEM Support Ctr - Lansing RM 122  
PO Box 30162  
Lansing, MI 48909-7662

PREPAYMENT REQUEST

**Account: 3000 1584 7225**

**Amount Due: \$123,348.00**

**Please pay by: September 23, 2019**

▶ **Enclosed:**

6 330025874064 000123348005 0000 2056 3 300015847225 H

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**Ways to pay your nonenergy bill:**



**Same-day payment**  
ConsumersEnergy.com  
Discover® MasterCard®  
Visa® or eCheck



**Same-day payment**  
866-329-9593  
Discover® MasterCard®  
Visa® or eCheck



**By mail**  
Check, money order  
Consumers Energy  
Payment Center  
P.O. Box 740309  
Cincinnati, OH 45274 0309



**In person**  
Cash, check, card  
or money order  
Varies by authorized payment location  
Fee may apply



AGREEMENT FOR MODIFICATIONS OF ELECTRIC FACILITIES (NONREFUNDABLE)

PART I

Effective Date: 9/9/2019 Notification Number: 1047396627 (Drawing Attached, Exhibit A)

Company:

CONSUMERS ENERGY COMPANY a Michigan Corporation

Customer:

OSHTEMO TOWNSHIP (Name)

530 W. Willow St

7275 W MAIN ST

Lansing, MI 48909-7662 (Address)

(Street and Number)

KALAMAZOO, MI 49009-8210 (City, State and Zip Code)

Attention:

Service Location: OSHTEMO TOWNSHIP SECTION 11, OSHTEMO

Township OSHTEMO County KALAMAZOO Town 52 Range 12 Section 33

Price: \$ 51,280.00

NOTE: ADDITIONAL CHARGES MAY BE OWED. SEE PART II, SECTION 2 and 5 FOR DETAILS.

The Price is good for sixty (60) days from the effective date above. Part II, CONSUMERS' FACILITIES AGREEMENT TERMS AND CONDITIONS is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS. CONSUMERS ENERGY COMPANY EXPRESSLY REJECTS ANY ADDITIONAL OR DIFFERENT TERMS AND CONDITIONS SET FORTH IN ANY PURCHASE ORDER ISSUED BY CUSTOMER OR IN ANY OTHER CONTRACT DOCUMENT ISSUED BY CUSTOMER.

CONSUMERS ENERGY COMPANY

OSHTEMO TOWNSHIP (Customer)

By (Signature)

By (Signature)

(Print or Type Name)

(Print or Type Name)

(Date Signed)

(Date Signed)

Title

Title



**AGREEMENT FOR MODIFICATIONS OF  
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS  
PART II**

1. For any new facilities being installed to accommodate new load to the Company's system, a non-refundable contribution pursuant to tariffs filed with the Michigan Public Service Commission (Rule C6) is included in the Price.

In consideration of Customer's request and agreement to pay all the costs of relocation/modification of Consumers' facilities, Consumers hereby agrees to relocate and/or modify its electric facilities. The facilities to be relocated or modified are shown on the drawing attached as Exhibit A. Pursuant to tariffs filed with the Michigan Public Service Commission (Rule C1), when relocation or modification of Consumers' facilities is requested or made necessary by a customer, all costs for the relocation or modification are charged to the requesting party.

For the above mentioned activities, all costs are non-refundable and are due prior to the start of construction. The Customer shall pay the Price identified in Part I upon execution of this Agreement.

2. After all work is completed, Consumers will invoice the Customer for any additional amounts owed.

The Customer is solely responsible to contact the owner of any phone, cable TV or any other facility that may be attached to Consumers' poles and make arrangements for the removal and/or relocation of those facilities at the Customer's expense. The Price identified in Part I does not include any cost the owner of those facilities may charge for the removal and/or relocation.

The Customer shall also be responsible for additional extraordinary construction costs that result from, but are not limited to site conditions, environmental contamination, underground, or buried obstructions, permit fees or other governmental restrictions. If work is to be completed outside of Consumers' normal working hours at the Customer's request, incremental costs shall apply, and these costs will be the Customer's responsibility.

Any amounts to be paid pursuant to this Agreement are exclusive of federal, state, county, municipal, or local property, license, excise, sales use, gross receipt or similar tax with respect to the work covered hereunder and if Consumers is required by applicable law or regulation to pay or collect any such tax or if any such taxes are assessed against Consumers on account of performance of this Agreement, no matter when such assessment is made, then such tax or taxes shall be paid by the Customer to Consumers in addition to the amounts provided for herein.

3. Prior to the installation of the facilities, and as a condition precedent thereto, the Customer shall provide, at no expense to the Company, recordable easements, on a form provided by the Company, granting all necessary rights of way for installation and maintenance of said facilities. If said facilities are to serve a residential subdivision, said easements shall include, but not be limited to, rights of way for streetlighting in the subdivision by means of underground facilities, even though Consumers does not undertake to provide streetlighting facilities and service as a part of this Agreement. If said easements are not secured and delivered to Consumers within thirty (30) days after execution of this Agreement, Consumers may, at its option, refund all payments made to it hereunder by the Customer, without interest, after deducting reasonable expenses incurred by Consumers on account of this Agreement, and this Agreement shall thereupon terminate.

4. For any underground facilities included in the work to be performed hereunder, the Customer shall provide, at no expense to Consumers, rough grading (not more than three inches below finished grade) so that the underground facilities can be properly installed in relation to the finished grade level. The Customer shall maintain the average elevation within six feet of any cable, conduit wire, conductor or other underground facility thereafter at a level not to exceed twelve inches above or three inches below the grade level established at the time of installation of said underground facilities. Further, the Customer shall maintain the ground surface elevation in an area four feet wide around any transformer pad, subsurface transformer, junction vault or other support at an elevation of not less than three inches and not more than six inches below the base of any transformer mounted on a pad or other support and not more than six inches below the top of any subsurface transformer or junction vault; provided, however, that changes in the ground surface elevation in excess of the limits herein prescribed may be permitted upon written consent of Consumers. Consumers will backfill and place excavated earth over any area of construction; the Customer is responsible for the final restoration of the construction area.



**AGREEMENT FOR MODIFICATIONS OF  
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS (CONT.)**

5. If any underground facilities or any portion thereof are to be installed between December 15 and April 15, the Customer shall, prior to installation of said underground facilities or portion thereof, pay Consumers an additional nonrefundable contribution per trench foot as stated in the "Computation of Electric Distribution System Line Extension Deposit and Contribution" for the portion of said facilities installed during said period (Winter construction/practical difficulties charge). The Customer will receive a credit for any part of such winter charge paid by other utilities for joint use of the trench or paid by the Customer for installation, by Consumers, of gas pipe in the same trench. No portion of said facilities will be installed between December 15 and April 15, unless the Customer has paid such additional contribution.

In addition, a further nonrefundable contribution in addition to that provided for herein may be required where, in Consumers' judgment, practical difficulties not considered in determining the Customer's estimate such as water conditions or rock near the surface are encountered during construction. If the Customer does not make such additional contribution within fifteen (15) days after receiving written notice of the necessity for and amount of such additional contribution, Consumers may, at its option, refund all payments made to it hereunder by the Customer, without interest and deducting reasonable expenses incurred by Consumers, and this Agreement shall thereupon terminate.

6. Consumers shall not be in breach of contract as a result of any delay in performing its obligations if such delay is due to strikes or other labor troubles; inability to obtain labor, materials, components, supplies, for any reason, including default of suppliers or subcontractors; acts of God; fire; flood; storm; earthquake or other natural calamities; war; insurrections; riot; embargoes; curtailment; order; regulations or restriction imposed by governmental authorities; or any other cause which is beyond the reasonable control of Consumers, whether of a similar or dissimilar nature and whether or not existing or foreseeable on the scheduled date of commencement of the work. Consumers shall have no obligation to settle any strike or other labor difficulty in a manner not completely satisfactory to it. Should any such delay occur, the time for the performance of Consumers' obligations shall be extended by a time equal to the length of the delay plus such additional time as is reasonably necessary to enable Consumers to resume performance of its obligations.

7. Consumers warrants that any work performed under this Agreement shall be performed by properly skilled personnel in accordance with generally accepted standards for the work being performed. The sole liability of Consumers for defective work under this warranty or otherwise, shall be limited to reperforming any such work on the same conditions as the original work. The foregoing is the Customer's exclusive remedy and, EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE.

In no event shall Consumers be liable for any loss or damage whatsoever, by reason of its failure to discover, report or modify latent defect or defects inherent in the subject matter of the work. The aforementioned warranty is subject to the following conditions:

(a) Consumers shall not be responsible for repairs, replacements, or corrections made by others with respect to the work performed by Consumers.

(b) The Customer shall notify Consumers in writing of any breach or warranty with respect to the services performed by Consumers within ten (10) days after completion of the work.

8. THE TOTAL LIABILITY OF CONSUMERS, ITS AGENTS, EMPLOYEES, VENDORS AND CONTRACTORS WITH RESPECT TO ANY AND ALL CLAIMS ARISING OUT OF THIS CONTRACT INCLUDING THE PERFORMANCE OF OBLIGATIONS IN CONNECTION WITH THE WORK HEREUNDER, WHETHER BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED IN AGGREGATE ONE THOUSAND DOLLARS (\$1,000.00) AND SHALL IN NO EVENT INCLUDE INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE INCLUDING, BUT NOT LIMITED TO, LOSS OF REVENUE OR ITS USE; LOSS BY REASON OF PLANT OR EQUIPMENT SHUTDOWN OR INABILITY TO OPERATE AT RATED CAPACITY; INCREASED EXPENSE OR OPERATION OF PLANT OR EQUIPMENT; INCREASED COSTS OF PURCHASING OR PROVIDING EQUIPMENT, MATERIALS, SUPPLIES OR SERVICES OUTSIDE CONSUMERS' SCOPE OR SUPPLY; COSTS OR REPLACEMENT POWER OR CAPITAL; CLAIMS OF THE CUSTOMER'S CUSTOMERS; OR INVENTORY OR USE CHARGES, EVEN IF CONSUMERS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.





**AGREEMENT FOR MODIFICATIONS OF  
ELECTRIC FACILITIES (NONREFUNDABLE)**

**TERMS AND CONDITIONS (CONT.)**

This limitation of liability section shall prevail over any conflicting or inconsistent provisions contained herein or in any other applicable document and shall be in effect even if the remedy or remedies set forth herein fail in their essential purpose.

9. The Customer shall indemnify and hold Consumers, its agents, employees, vendors and contractor(s) harmless from and against, and shall at Consumers' option undertake the defense of, any and all claim, losses, liability and damage (including environmental harm) and including reasonable attorney's fees which Consumers might sustain or incur or which might be asserted by any third party against Consumers as a result of the services provided under this Agreement, whether based on warranty, contract, tort (including negligence), strict liability or otherwise, unless caused solely by the negligence of Consumers, its agents or employees.

10. Any assignment or any part thereof by the Customer without the previous written permission of Consumers shall be void and of no effect. Consumers may subcontract any services hereunder.

11. This agreement does not create an employer/employee relationship between the parties. Consumers will retain sole and absolute discretion over the manner and means of carrying out Consumers' responsibilities hereunder.

12. The terms of this Agreement shall not be changed superseded or supplemented, except in writing by an authorized representative of Consumers and by a duly authorized representative of Customer.

13. This Agreement shall be deemed a Michigan contract and shall be construed in accordance with and governed by the laws of the State of Michigan. With respect to the subject matter hereof, this Agreement supersedes all previous representations, understandings and negotiations, either written or oral, between the parties hereto or their representatives and constitutes the entire contract between the parties. This Agreement is intended for the benefit of the parties hereto and does not grant any rights to any third parties unless otherwise specifically stated herein. No part of any purchase order, request for proposal or other documents issued by Customer shall be binding upon Consumers or affect its rights or obligations hereunder unless signed by a duly authorized representative of Consumers.

14. This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the Parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither Party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

15. Additional Items

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**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000184687

Consumers Energy Company is authorized as of 8/15/2019, by the Township of Oshtemo, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Oshtemo, dated 2/1/2013.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1047396627

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 2/1/2013 shall remain in full force and effect.

Township of Oshtemo

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of Oshtemo, dated 2/1/2013, in accordance with the Authorization for Change in Standard Lighting Contract dated 8/15/2019,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Select...

I, \_\_\_\_\_, Clerk of the Township of Oshtemo, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: Township

**GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE**

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>175</u>	<u>MV</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Remove</u>	NORTH SIDE OF 3234 N 3RD ST
2	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Remove</u>	3RD ST & H AVE 9412 H AVE



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103035156878

Consumers Energy Company is authorized as of 8/15/2019, by the Township of Oshtemo, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Oshtemo, dated 10/2/2018.

Lighting Type:

General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):

1047396548, 1047967733

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/2/2018 shall remain in full force and effect.

Township of Oshtemo

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of Oshtemo, dated 10/2/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated 8/15/2019,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Select...

I, \_\_\_\_\_, Clerk of the Township of Oshtemo, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: Township

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
4	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Install</u>	NORTH SIDE OF 3234 N 3RD SW CORNER 3RD ST & H AVE NE CORNER 3RD ST & H AVE 9412 H AVE



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000184687

Consumers Energy Company is authorized as of 8/15/2019, by the Township of Oshtemo, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Oshtemo, dated 2/1/2013.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1047396627

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 2/1/2013 shall remain in full force and effect.

Township of Oshtemo

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

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**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of Oshtemo, dated 2/1/2013, in accordance with the Authorization for Change in Standard Lighting Contract dated 8/15/2019,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Select...

I, \_\_\_\_\_, Clerk of the Township of Oshtemo, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: Township

## GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
10	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Remove</u>	Stadium Dr - between 4th St & 8th St
14	<u>100</u>	<u>HPS</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Remove</u>	GLENDORA LN ST CHRLES PL BELLE CHASE BLVD BAYOU VISTA ST BATON ROUGE AVE
5	<u>100</u>	<u>HPS</u>	<u>Post Top</u>	<u>Contempora ry</u>	<u>Remove</u>	SKY KIND BLVD
8	<u>100</u>	<u>HPS</u>	<u>Center Suspension</u>	<u>NA</u>	<u>Remove</u>	STADIUM DR



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103035156878

Consumers Energy Company is authorized as of 8/15/2019, by the Township of Oshtemo, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Oshtemo, dated 10/2/2018.

Lighting Type:

General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):

1047396627

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/2/2018 shall remain in full force and effect.

Township of Oshtemo

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

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**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of Oshtemo, dated 10/2/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated 8/15/2019,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Select...

I, \_\_\_\_\_, Clerk of the Township of Oshtemo, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: Township

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
18	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Install</u>	Stadium Dr - between 4th St & 8th St
19	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	GLENDORA LN ST CHRLES PL BELLE CHASE BLVD BAYOU VISTA ST BATON ROUGE AVE



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000184687

Consumers Energy Company is authorized as of 8/15/2019, by the Township of Oshtemo, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Oshtemo, dated 2/1/2013.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1047396628/1048001373

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 2/1/2013 shall remain in full force and effect.

Township of Oshtemo

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

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RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Select...

I, \_\_\_\_\_, Clerk of the Township of Oshtemo, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_  
Municipal Customer Type: Township

## GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
48	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Remove</u>	SUNSET RD FAIRGROVE ST STADIUM DR 9TH ST ATLANTIC AVE PLAINVIEW ST PARKVIEW AVE 11TH ST
12	<u>100</u>	<u>HPS</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Remove</u>	SUNDOWNER LN SWEETBRIAR DR ANTIQUA CIR FOUNTAIN SQUARE DR BRANDI AVE
2	<u>100</u>	<u>HPS</u>	<u>Center Suspension</u>	<u>NA</u>	<u>Remove</u>	STADIUM DR - W/OF CHIME ST
1	<u>100</u>	<u>HPS</u>	<u>Center Suspension</u>	<u>NA</u>	<u>Remove</u>	PARKVIEW AVE & 11THST
7	<u>100</u>	<u>HPS</u>	<u>Post Top</u>	<u>Acorn</u>	<u>Remove</u>	JACOBS CIR BRADLEY BLVD





**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103035156878

Consumers Energy Company is authorized as of 8/15/2019, by the Township of Oshtemo, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Oshtemo, dated 10/2/2018.

Lighting Type:

General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):

1047396628, 1048001373

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/2/2018 shall remain in full force and effect.

Township of Oshtemo

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

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heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN  
COUNTY OF Select...

I, \_\_\_\_\_, Clerk of the Township of Oshtemo, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: Township

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
51	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Install</u>	SUNSET RD FAIRGROVE ST STADIUM DR 9TH ST ATLANTIC AVE PLAINVIEW ST PARKVIEW AVE 11TH ST
18	<u>46</u>	<u>LED</u>	<u>Post Top</u>	<u>Traditional</u>	<u>Install</u>	SUNDOWNER LN JACOBS DR SWEET BRIAR DR ANTIQUA CIR FOUNTAIN SQUARE DR BRANDI AVE

**CONSUMERS ENERGY CONTACTS**

DEPARTMENT	NAME	EMAIL	NUMBER
DESIGNER	MICHAEL BERTAPELLE	MICHAEL.BERTAPELLE@CMSENERGY.COM	989 600 3647
COORDINATOR	JAMES CHEESEBRO	JAMES.CHEESEBRO@CMSENERGY.COM	269 337 2340

**JOB PURPOSE STATEMENT:**

1. THIS JOB IS BEING DONE TO REPLACE THE EXISTING OSHTEMO TOWNSHIP STREETLIGHTS WITH LED LIGHTS OF EQUIVALENT INTENSITY.

**CONSTRUCTION NOTES:**

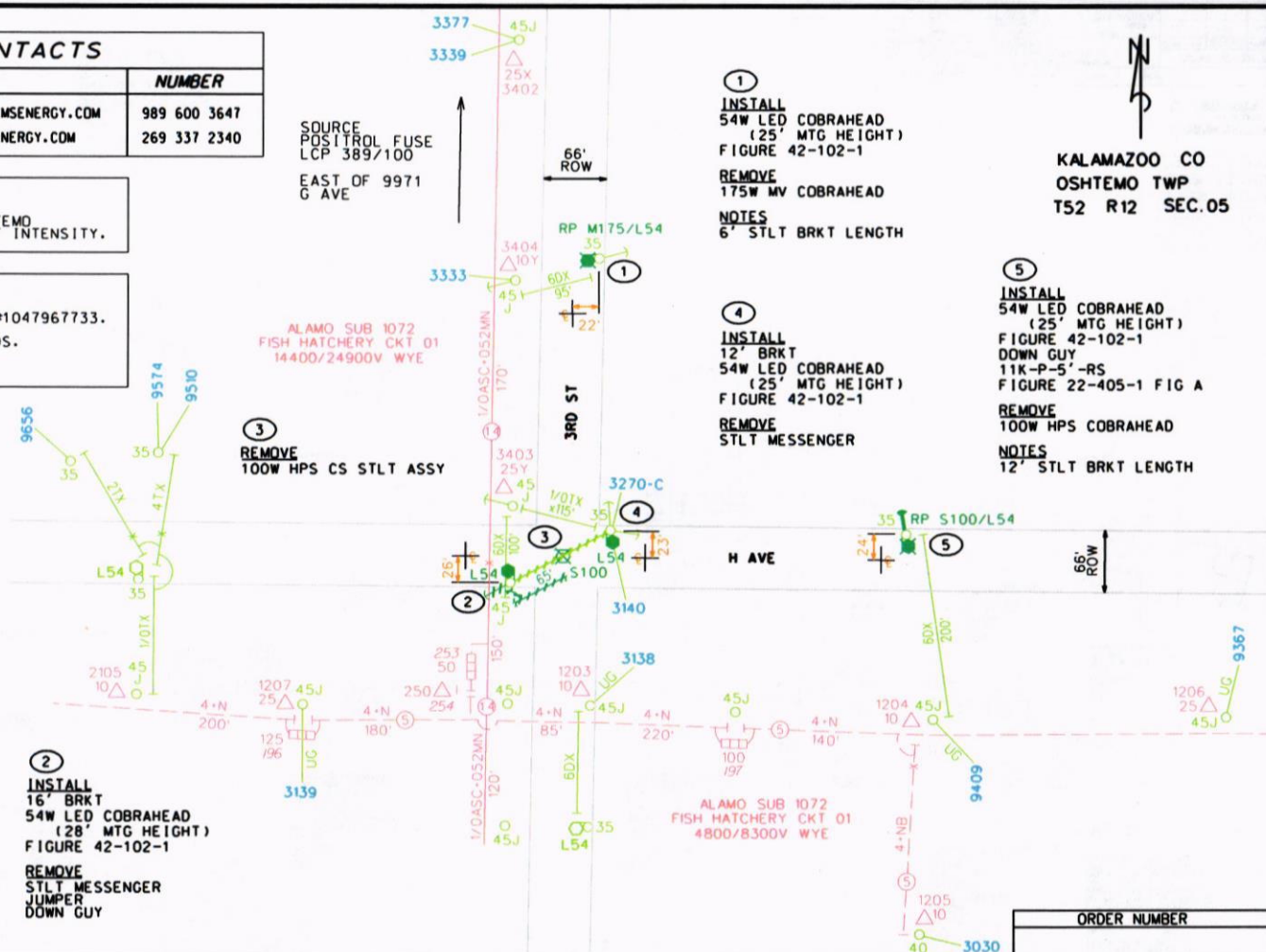
1. PRINT COVERS WORK FOR NOTIFICATIONS #1047396548 & #1047967733.
2. REPLACE ALL CENTER SUSPENSION LIGHTS WITH COBRAHEADS.
3. DO NOT REPLACE ANY EXISTING LED LIGHTS.

**MISS DIG System, Inc.**  
1-800-482-7171



ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER
ECNC	LED	1043716479	11026551	
ESIC	STL	1048027662	11028078	
ESIC	LED	1048095687	11030647	
ESIC	LED	1047396544	11026553	
ESIC	LED	1047396548	11026555	
ESIC	STL	1047967733	11026784	

SOURCE  
POSITROL FUSE  
LCP 389/100  
EAST OF 9971  
G AVE



①  
**INSTALL**  
54W LED COBRAHEAD  
(25' MTG HEIGHT)  
FIGURE 42-102-1  
**REMOVE**  
175W MV COBRAHEAD  
**NOTES**  
6' STL BRKT LENGTH

KALAMAZOO CO  
OSHTEMO TWP  
T52 R12 SEC.05

④  
**INSTALL**  
12' BRKT  
54W LED COBRAHEAD  
(25' MTG HEIGHT)  
FIGURE 42-102-1  
**REMOVE**  
STLT MESSENGER

⑤  
**INSTALL**  
54W LED COBRAHEAD  
(25' MTG HEIGHT)  
FIGURE 42-102-1  
DOWN GUY  
11K-P-5-RS  
FIGURE 22-405-1 FIG A  
**REMOVE**  
100W HPS COBRAHEAD  
**NOTES**  
12' STL BRKT LENGTH

②  
**INSTALL**  
16' BRKT  
54W LED COBRAHEAD  
(28' MTG HEIGHT)  
FIGURE 42-102-1  
**REMOVE**  
STLT MESSENGER  
JUMPER  
DOWN GUY

③  
**REMOVE**  
100W HPS CS STL ASSY

ORDER NUMBER
--------------

**-CONSTRUCTION CERTIFICATION-**  
Work was constructed as Engineered or Changed as Indicated.  
All Salvageable Material Was Returned to Stores.

Signed \_\_\_\_\_ in Direct Charge of Work  
Dates: Started \_\_\_\_\_ Completed \_\_\_\_\_  
MISS DIG NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

STAKED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
TREES	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
TLM NUMBER	# OF RODS	OHMS
52120543		
52120821		

**Consumers Energy**  
A CMS Energy Company **ELECTRIC**  
DESIGNED BY MBERTAPE DATE 03/14/19  
APPROVED BY DATE  
SHEET 1 OF 1 SCALE 1"=120'

Oshtemo TWP, SECTION 3  
For: OSHTEMO TOWNSHIP  
OSHTEMO TOWNSHIP STL  
CONVERSION  
SUBSTATION ALAMO WD NO. 1072  
CIRCUIT FISH HATCH CKT NO. 01 LCP NO.

CM NO. 100005171189		
ORDER TYPE	MAINTENANCE ACTIVITY TYPE	DESIGN NUMBER
ECNC	LED	11026555

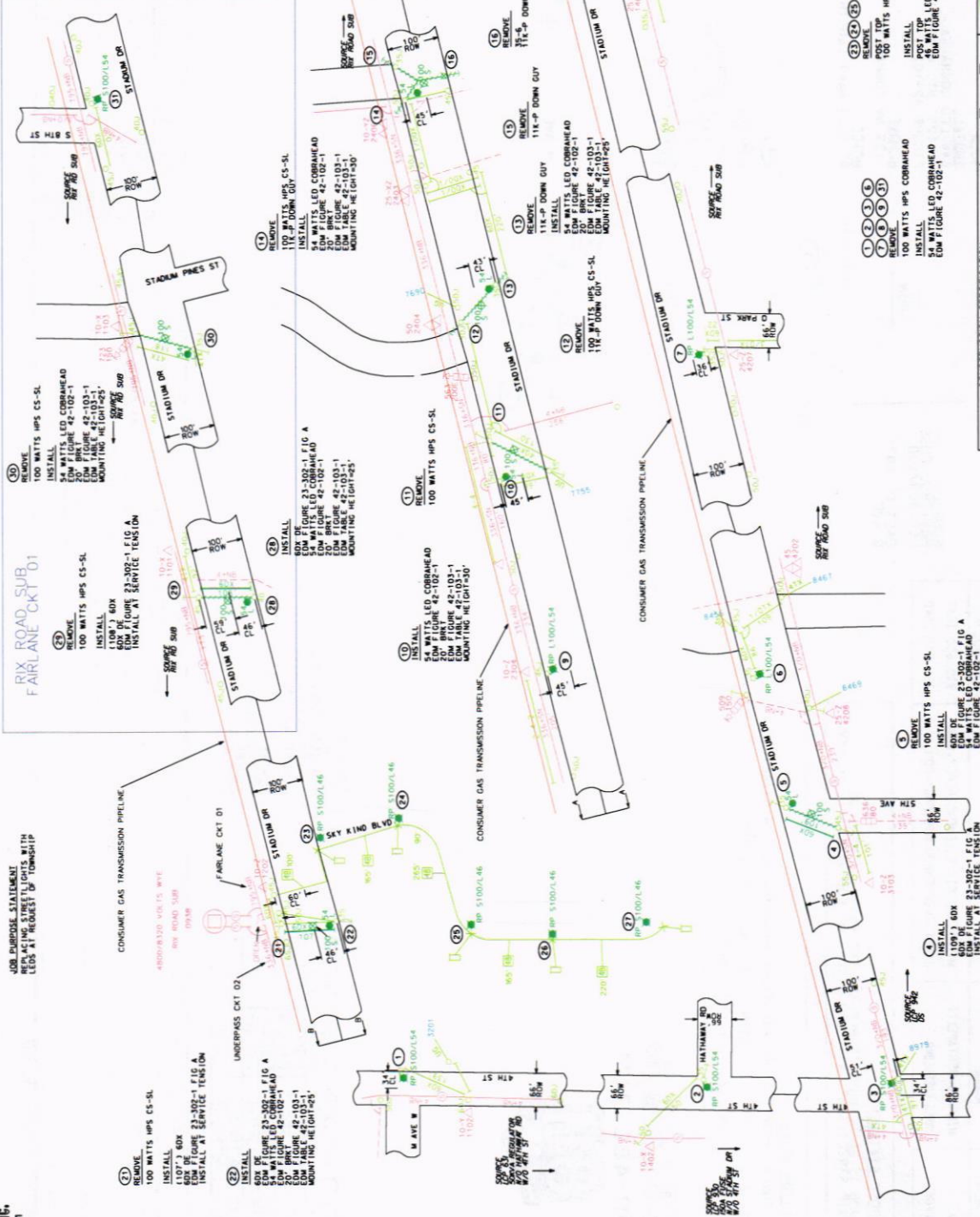
DESIGN FILE NAME: 11026555.001  
**T R S 52 12 05**

**JOB JURISDICTION STATEMENT**  
 REPLACING STREET LIGHTS WITH  
 LEDS AT REQUEST OF TOWNSHIP

**TRANSMISSION PIPELINE IN AREA**  
 PIPELINE OWNERS CONSIDERS EXIST.  
 NAME: STATE STREET  
 ADDRESS: 325 S. STATE ST.  
 SPECIAL NOTES:

**CAUTION**  
 NOTE: CONSUMERS GAS TRANSMISSION PIPELINE  
 RUNNING ALONG NORTH SIDE OF STADIUM DR

KALAMAZOO CO  
 152 R12 SEC. 33



**TRANSMISSION PIPELINE IN AREA**  
 PIPELINE OWNERS CONSIDERS EXIST.  
 NAME: STATE STREET  
 ADDRESS: 325 S. STATE ST.  
 SPECIAL NOTES:

**CAUTION**  
 NOTE: CONSUMERS GAS TRANSMISSION PIPELINE  
 RUNNING ALONG NORTH SIDE OF STADIUM DR

RELATED NOTIFICATIONS	NAME	NUMBER
SECTION 1	1043781679	
SECTION 2	1047396544	
SECTION 3	1047396548	
SECTION 4	1047396612	
SECTION 5	1047396615	
SECTION 6	1047396617	
SECTION 7	1047396619	
SECTION 8	1047396623	
SECTION 9	1047396624	
SECTION 10	1047396624	
SECTION 12	1047396628	

SECTION IDENTIFICATION	ORIGIN NUMBER
SECTION 1	1043781679
SECTION 2	1047396544
SECTION 3	1047396548
SECTION 4	1047396612
SECTION 5	1047396615
SECTION 6	1047396617
SECTION 7	1047396619
SECTION 8	1047396623
SECTION 9	1047396624
SECTION 10	1047396624
SECTION 12	1047396628

STAKED	YES	NO	DATE
TRIES	<input type="checkbox"/>	<input type="checkbox"/>	
FILE NUMBER	# OF 8005		
DATE	# OF 1005		

CONTRACTOR	DATE
Completed	

CONSTRUCTION CERTIFICATION	DATE
Completed	

CONTRACTOR	DATE
Completed	

CONTRACTOR	DATE
Completed	

CONTRACTOR	DATE
Completed	

CONTRACTOR	DATE
Completed	

CONTRACTOR	DATE
Completed	

CONTRACTOR	DATE
Completed	

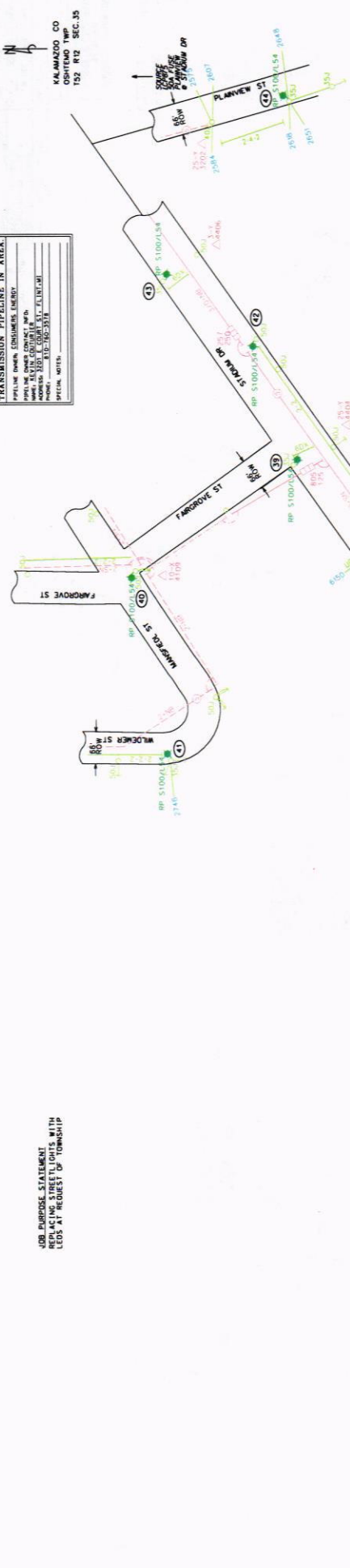




**CAUTION**  
TRANSMISSION PIPELINE IN AREA

PIPELINE OWNER: CONSUMERS ENERGY  
 PROJECT NO: 101802  
 ADDRESS: 101802 COLONY ARMY SUB 1018  
 SPECIAL NOTES:

JOB PURPOSE STATEMENT  
 REFLECTING CURRENT CONDITIONS WITH  
 LEGS AT REQUEST OF THROUGH

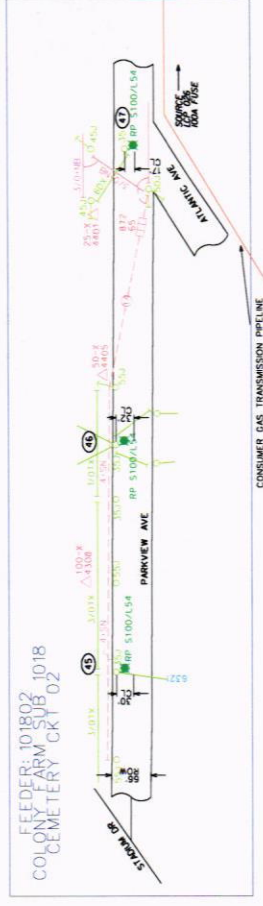


GENERAL CONSTRUCTION NOTES  
 LOCATIONS 31 THROUGH 35 ON PART 2  
 LOCATIONS 36 THROUGH 59 ON PART 2

- (27) (28) (29) (30)
- (31) (32) (33) (34)
- (35) (36) (37) (38)
- (39) (40) (41) (42)
- (43) (44) (45) (46)
- (47)

REMOVE  
 100 WATTS HIPS COBRAHEAD  
 INSTALL  
 54 WATTS LED COBRAHEAD  
 EDM FIGURE 42-108-1

FEEDER: 101802  
 COLONY ARMY SUB 1018  
 CEMETERY CRT 02



RELATED NOTIFICATIONS	NAME	NUMBER
SECTION 1	1043716479	
SECTION 2	1047396544	
SECTION 3	1047396549	
SECTION 4	1047396612	
SECTION 5	1047396615	
SECTION 6	1047396617	
SECTION 7	1047396619	
SECTION 8	1047396622	
SECTION 9	1047396623	
SECTION 10	1047396624	
SECTION 11	1047396627	

SECTION IDENTIFICATION	SECTION NUMBER	WORK NUMBER
SECTION 12	1043716479	

CONSUMER ENERGY CONTACTS	NAME	NUMBER	ALTERNATE
DEPARTMENT	NEAL WOODRICK	517-786-9743	
OPERATIONS	DAVID WOODRICK	517-786-9743	
CONSTRUCTION	DAVID WOODRICK	517-786-9743	

CONSTRUCTION CERTIFICATION	DATE
Work was completed in accordance with the plans and specifications on file with the City of Kalamazoo.	
Signature: _____	
Print Name: _____	
Job Number: 52123522	
Sheet 2 of 3	

CONSUMERS ENERGY CONTACTS	NAME	NUMBER	ALTERNATE
DEPARTMENT	NEAL WOODRICK	517-786-9743	
OPERATIONS	DAVID WOODRICK	517-786-9743	
CONSTRUCTION	DAVID WOODRICK	517-786-9743	

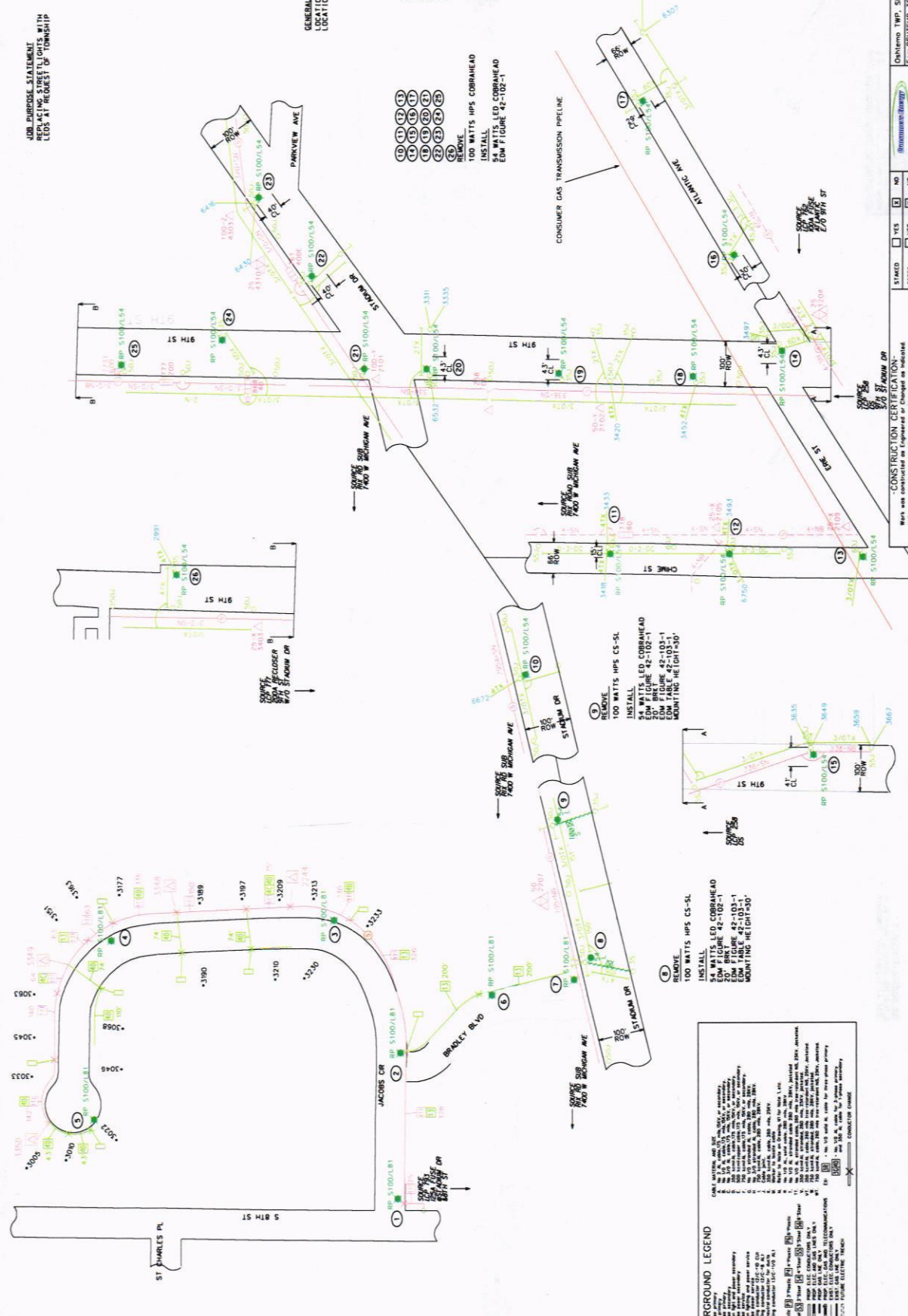


KALAMAZOO CO  
OSHTEDO TWP  
152 RT2 SEC.35

JOB PURPOSE STATEMENT  
REPLACING STREET LIGHTS WITH  
LEDS AT REQUEST OF TOWNSHIP

TRANSMISSION PIPELINE IN AREA  
PIPELINE OWNER: CONSUMERS ENERGY  
PIPELINE DEPTH: 48" TO 60"  
APPROX. 100' WATTS HPS ACORN  
MOUNTING HEIGHT: 12'-0"  
SPECIAL NOTES: 81-102-1

GENERAL CONSTRUCTION NOTES  
LOCATIONS 3A THROUGH 8B ON PART 1  
LOCATIONS 9A THROUGH 8B ON PART 2



- 10 (1) (2) (3) (4)
- 11 (5) (6) (7) (8)
- 12 (9) (10) (11) (12)
- 13 (13) (14) (15) (16)
- 14 (17) (18) (19) (20)
- 15 (21) (22) (23) (24)
- 16 (25) (26) (27) (28)

INSTALL  
100 WATTS HPS CORNHAEAD  
81 WATTS LED CORNHAEAD  
EDM FIGURE 42-102-1

REMOVE  
100 WATTS HPS CS-SL  
INSTALL  
84 WATTS LED CORNHAEAD  
EDM FIGURE 42-103-1  
MOUNTING HEIGHT=30'

**UNDERGROUND LEGEND**

1. 12" WATER MAIN  
2. 12" GAS MAIN  
3. 12" ELECTRIC MAIN  
4. 12" SANITARY SEWER  
5. 12" RAINWATER SEWER  
6. 12" CEMENT CLAY TILE  
7. 12" CONCRETE PIPE  
8. 12" POLYETHYLENE GLASS FIBER REINFORCED PLASTIC (FRP)  
9. 12" POLYETHYLENE TEREPHTHALATE (PET)  
10. 12" POLYETHYLENE TEREPHTHALATE (PET) WITH SAND FILL  
11. 12" POLYETHYLENE TEREPHTHALATE (PET) WITH SAND FILL AND GEOTEXTILE  
12. 12" POLYETHYLENE TEREPHTHALATE (PET) WITH SAND FILL AND GEOTEXTILE AND SAND FILL  
13. 12" POLYETHYLENE TEREPHTHALATE (PET) WITH SAND FILL AND GEOTEXTILE AND SAND FILL AND GEOTEXTILE  
14. 12" POLYETHYLENE TEREPHTHALATE (PET) WITH SAND FILL AND GEOTEXTILE AND SAND FILL AND GEOTEXTILE AND SAND FILL  
15. 12" POLYETHYLENE TEREPHTHALATE (PET) WITH SAND FILL AND GEOTEXTILE AND SAND FILL AND GEOTEXTILE AND SAND FILL AND GEOTEXTILE

RELATED NOTIFICATIONS	NUMBER	NAME
SECTION 1	1043716479	
SECTION 2	1047398544	
SECTION 3	1047398548	
SECTION 4	1047398612	
SECTION 5	1047398615	
SECTION 6	1047398617	
SECTION 7	1047398619	
SECTION 8	1047398622	
SECTION 9	1047398623	
SECTION 10	1047398624	
SECTION 11	1047398627	

SECTION 12 NOTIFICATION	SECTION 12 IDENTIFICATION	OBJECT NUMBER
SECTION 12	047398628	
SECTION 12	047398629	

ENGINEER	DATE	SCALE	PROJECT NUMBER	SECTION NUMBER
OSHTEDO TWP	SECTION 12		152 RT2 SEC.35	

CONSTRUCTION CERTIFICATION  
I, the undersigned, being duly licensed and qualified in the State of Michigan, do hereby certify that the above described work was done in accordance with the plans and specifications on file in the office of the State Engineer, and that the same are true and correct copies of the original plans and specifications on file in the office of the State Engineer.

DATE: \_\_\_\_\_  
MSS. DIG. NUMBER: \_\_\_\_\_  
SHEET 1 OF 3

CONSUMERS ENERGY CONTACTS  
DEPARTMENT: ALTERNATE  
NAME: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
EXTENSION: \_\_\_\_\_  
CELL: \_\_\_\_\_  
FAX: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_  
MSS. DIG. NUMBER: \_\_\_\_\_  
SHEET 1 OF 3

DATE: \_\_\_\_\_  
MSS. DIG. NUMBER: \_\_\_\_\_  
SHEET 1 OF 3

DATE: \_\_\_\_\_  
MSS. DIG. NUMBER: \_\_\_\_\_  
SHEET 1 OF 3

DATE: \_\_\_\_\_  
MSS. DIG. NUMBER: \_\_\_\_\_  
SHEET 1 OF 3