

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

**March 22<sup>nd</sup>, 2022**

Refer to [www.oshtemo.org](http://www.oshtemo.org) home page for Virtual Meeting Information

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

1. Call to Order
2. Pledge of Allegiance
3. Public Comment on Non-Regular Session Items

**WORK SESSION ITEMS**

4. Request to Enter Into Closed Session per Employee Request to Discuss Performance Evaluation
5. Discussion on Housing
6. Other Updates & Business

**BREAK (Time Permitting) – 7:05 P.M.**

**REGULAR SESSION ITEMS – 7:15 P.M.**

7. Consent Agenda
  - a. Approve Minutes – March 9, 2022
  - b. Receipts & Disbursements Report
  - c. Budget Amendments
  - d. IT Laptop Purchase
  - e. Job Descriptions
8. Discussion on Sewer Expansion Relative to County Policy on Temporary Septic Systems as well as Funding Options for Individual Neighborhood Sewer Expansions
9. Public Comment
10. Board Member Comments
11. Adjournment

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

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Cheri L. Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

<b>Township Department Information</b>		
<b><u>Assessor:</u></b>		
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>
<b><u>Fire Chief:</u></b>		
Mark Barnes	375-0487	<a href="mailto:mbarnes@oshtemo.org">mbarnes@oshtemo.org</a>
<b><u>Ordinance Enf:</u></b>		
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>
<b><u>Parks Director:</u></b>		
Karen High	216-5233	<a href="mailto:khigh@oshtemo.org">khigh@oshtemo.org</a>
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>
<b><u>Planning Director:</u></b>		
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>
<b><u>Public Works:</u></b>		
Marc Elliott	216-5236	<a href="mailto:melliott@oshtemo.org">melliott@oshtemo.org</a>

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 815 3164 8922**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **815 3164 8922#**

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



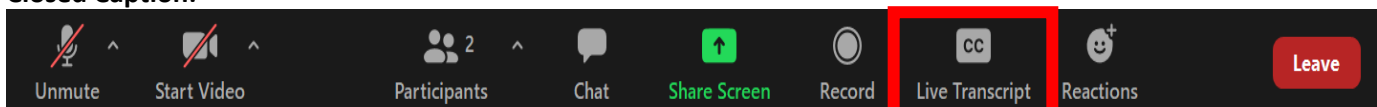
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

**Budget Amendment Request Worksheet**

Date	Dept. Head	Fund Name	Funds Requested To		Amount	Funds Requested From		Amount	Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description		GL Number	Description				
3/14/2022	Anna Horner	General	101-506-97600.SWGMDR	SW Green Meadow Dr	\$ 12,000.00	101-001-40100	Carryover	\$ 12,000.00	Remaining balance of sidewalk construction contract approved in 2021 with Krohn Excavating. All work items complete. This amount includes retainage held to guarentee restoration. Amount is within project	YES	NO
			101-506-97600.SWMHDR	SW Maple Hill/Croyden	\$ 18,000.00	101-001-40100	Carryover	\$ 18,000.00			
					\$ 30,000.00		\$ 30,000.00				

Date	Dept. Head	Fund Name	Funds Requested To		Amount	Funds Requested From		Amount	Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description		GL Number	Description				
3/14/2022	Anna Horner	Sewer	490-000-81000	Legal Fees	\$20,000.00	490-000-40100	Carryover	\$20,000	Outside counsel fees for litigation against Township Clerk's determination of improper notorization of petition signatures for issuance of USDA bonds for neighborhood sewer expansion projects. (second request)	NO	NO
			<b>Total</b>		\$ 20,000.00	<b>Total</b>	\$ 20,000.00				

Grand Total	\$ 50,000.00
Total Added to Budget (Projects not completed/not spent in 2021)	\$ 50,000.00
Total Not Previously Discussed with TB	\$ 20,000.00

REVIEW DATE 3/17/2022

SIGNATURE 

# Memorandum

**Date:** 10 March 2022  
**To:** Township Board  
**From:** Jon Gibson, I.T. Coordinator  
**Subject:** Authorization to Purchase Laptops

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## **Objective**

Authorization to spend \$5,000 from Capital Outlay 101-201-97000 for a Dell XPS 13 and a Microsoft Surface Laptop with docking stations, Microsoft Windows 11 Pro upgrades, and accessories. This is not new money; these additional laptops were not detailed in the 2022 budget. These Laptops will be for Planning and Assessing.

## **Background**

The effort this year was to get all employees who are working remote to be using Township laptops. There was also a need to get upgraded laptops for several of the work remote users for the Hosted Phone System we will be going to later this year. After purchasing the laptops budgeted for this year, we were 2 laptops short in completing the upgrades. Normally a budget of \$2,000 per laptop with accessories is enough but with the current state of supply and demand laptop costs have increased significantly and our budgeted amount did not allow for the purchase of all the laptops needed.

# Memorandum



**Date:** March 18, 2022  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** County Policy on Temporary Septic Systems and Funding Options for Individual Neighborhood Sewer Expansions

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## **Objective**

Inform Board on Kalamazoo County Environmental Health (KCEH) Policy for Permit of Temporary Septic System and discuss alternative funding options (pros & cons) for individual neighborhood sewer expansion. Intent is to provide Staff further direction on funding option(s).

## **Background**

On February 10, 2022 Township Staff was contacted by a resident on Driftwood Ave about their failing septic system. The original system was installed in 1968 and a relief system (two additional drywells) was installed in 1986. In discussion with septic company and KCEH, this property needs entirely new system as the current tank does not meet setback requirements and existing drywells are deteriorated. The parcel is 0.271 acres and has a pool in the backyard. There is not sufficient area for new drain field that would comply with current sanitary code. This property would be permitted for (outdated) drywells. The estimate provided by independent contractor for new septic system is “greater than \$12,000.” Owner is currently working to get the final estimate.

On March 7, 2022 Township staff was contacted by an Oshtemo resident that is helping another Oshtemo family of seven on Club View Drive about their failing septic system. This family purchased the home in August 2020. The existing septic system is original, approximately 30 years old. Discussion with the KCEH staff indicated that this system is undersized for current sanitary code standards based on the number of bedrooms. This would have been recorded for the new owners if an inspection was required or completed at time of sale. The public sanitary sewer ends approximately 175 feet north of this property and the parcel adjacent to them is connected. The estimate provided by independent contractor for new septic system is \$17,000.00.

In this specific case, extension of the existing municipal sanitary sewer line is feasible. The Board should consider the cost of small, inefficient projects, this particular one estimated at \$40,000 and the precedence in extending sewer incrementally when a system fails. In these types of situations, the assessment by the Board is based upon reasonableness of extension and consideration of future timing for the full neighborhood sewer extension. In this case, the remaining sewer expansion in Country Club Village is in Phase II of the USDA sewer projects. Depending on the Court ruling, which is expected in late April, the Board will know whether Phase II will move forward as a unit (construction in 2023) or whether the neighborhood sewer extensions will be constructed individually over many years.

**Both resident parties have indicated that they desire public sanitary sewer over investing in new on-site systems** and KCEH and septic company acknowledge public sewer is best solution in these situations. In an effort to “buy some time” for these residents until public sanitary sewer is available, staff asked the KCEH staff what would be required to postpone the new system permits if there is a known date of project or permit temporary septic systems.

Commitment from the Board on the following items is required from KCEH:

1. Provide specific date of when the municipal system will be ready for connection,
2. Oshtemo Township verifies in writing the available connection date, and

3. Homeowner signs an agreement with Oshtemo and KCEH that they will connect when the municipal system is available.

As previously indicated by the Board, sewer is a matter of public health, safety and welfare and is a priority. If the method of financing like bonds, which requires a predictable revenue stream and thus predictable timing of connections, is not favorable to residents, then the Board has other options for individual neighborhood expansions, to support residents in urgent situations. Staff has met with CPA, engineering consultants, and legal department to look at financial impacts given current budget/5-yr CIP and weighing options for pursuing neighborhood expansions without bonding like USDA program. A few ideas were presented:

- No Financing (Cash funded)
- Levy Charter Milage
- ARPA funds
- Installment Payment Agreement (with Contractor)
- Private Loan
- Kalamazoo County Public Works Bonds (do not require right of referendum)

Staff has not analyzed the different funding options impact on individual resident connection fees as there are many factors to consider prior. However, without large contribution from general fund, public connection fees *will not* be the proposed \$5,000.

Staff wanted to provide these examples to the Board publicly and have discussion on commitment to proceed on individual neighborhood sewer expansion projects with consideration of alternate funding options.

**Information Provided**

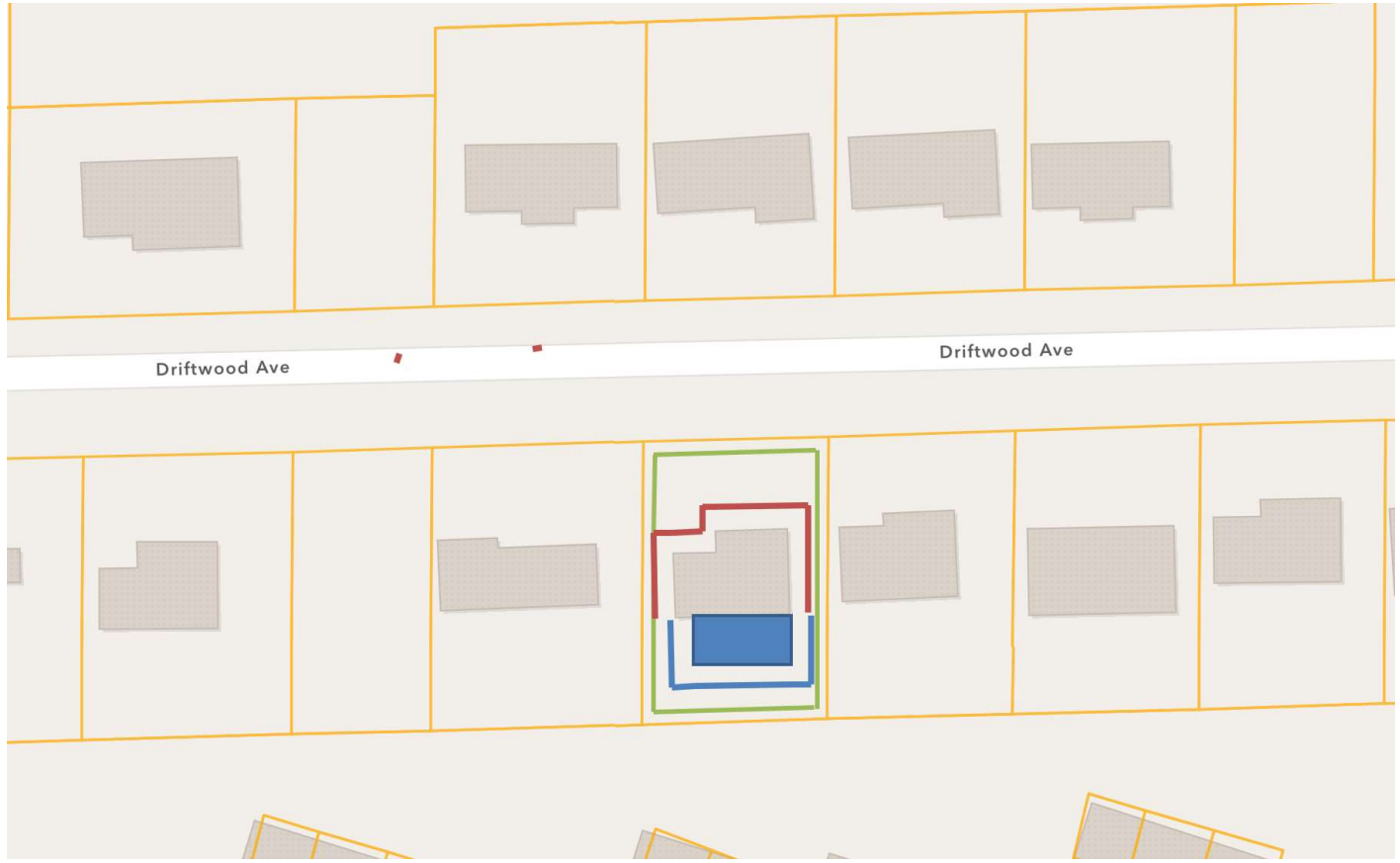
Driftwood parcel septic system setbacks

Email from Septic company re: new septic Club View Drive (identifying information redacted)

Funding Option Examples

**Driftwood Parcel Septic System Setbacks**

Example Sketch of small lot with minimal area for septic system per Kalamazoo County Sanitary Code (page 27 of 133). Shows remaining area for tank(s) and fields, and reference for adjacent properties.



Setbacks for septic tanks per County Sanitary code (absorption fields have their own) – orange: property lines, red: 10’ setback from basement wall, green: 5’ setback from property line, blue: 10’ setback from in ground swimming pool.  
Soil Absorption fields (drain fields) require 5’ setback from septic tank.

**Email from Septic company re: new septic Club View Drive (identifying information redacted)**

Re: Sewer Availability

To: Anna Horner <[redacted]@yahoo.com>

Mon 3/14/2022 9:38 AM

**CAUTION: External Email**

Good morning, Anna-

I spoke to [redacted] on Friday afternoon with an update regarding an estimated cost for the replacement system installation at [redacted] Club View (\$16,986.00 + electric). I do not know the cost of the electrical portion of the project as we do not have an in house electrician, however typically the cost from a licensed electrician for this type of project ranges from \$500-\$1,000.

The requirement for the pump is due to the size requirement of the new drain field. The Kalamazoo County Sanitary Code requires a pump for a drain field sized larger than 1,200sqft, and this location would require 1,250sqft.

Typically the connection between the house and the city tap can be achieved with gravity flow, and I am hopeful that would be the case in this instance as well, thus avoiding the need for a lift station (pump).

Future maintenance for this septic system includes an annual cleaning of the effluent filter in the distal tank outlet, turning the alternator valve, and inspecting the pump. Pumping of the septic tanks is recommended every 2-3 years, and the average life of the effluent pump is 5-7 years with an average cost of \$650-700 for replacement, including labor and material.

Please let me know if you have any further questions. Thank you!



**Funding Option Examples**

Examples: *this presentation is only for purposes of discussions at this time and Board direction*  
**Skyridge Plat w/ Pump Station Estimated Construction Cost: \$1,930,000.00**

#1: NO FINANCING (Cash Funded by Sewer Fund)

Road Revenue: \$500,000

Public Connection Fees: 120 residential parcels x \$9,000 = \$1,080,000

ARPA or General Fund: \$350,000

Sewer fund balance would be low – 3-5 years until another sewer project could be cash funded (depends on size)

#2: LEVY CHARTER MILLAGE (Cash Funded by General Funds and Sewer Funds)

0.8 mils revenue approximately \$800,000 annually

Road Revenue: \$500,000

Public Connection Fees: 120 residential parcels x \$5,000 = \$600,000

Every 1-2 years another sewer project could be cash funded (depends on size)

#3: ARPA FUNDS

Road Revenue: \$500,000

Expend 33% of Federal Relief Funds: \$800,000; dedicate \$800,000 subsequent two years to fund two more neighborhoods (does not address all neighborhoods, revert to another option)

Connection Fees: 120 residential parcels X \$5000 = \$600,000

#4: INSTALLMENT PAYMENT AGREEMENT with contractor (assume 10 years, 5% interest)

Annual Payment, 10 years: \$250,000

Road Revenue: \$50,000 annual

Public Connection Fees: 120 residential parcels x \$11,000 = \$180,000 annual

\*this equates to \$1,495 annually or \$125 monthly payment per resident, invoiced on winter taxes

General Fund: \$20,000 annual

#5: Private Loan (assume 5% interest rate)

Similar to Installment Payment Agreement, 15 or 20 year term

#6 Kalamazoo County Public Works Bond

Dependent upon County Board authorization (no guarantee of bond availability)

Similar to USDA bonding.

Funding Option	Pros	Cons