

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

July 26th, 2022

Refer to 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. Update on Sewer Expansion
5. Discussion on Active Development Site Inspection Quality Assurance Processes
(Continued w/additional discussion on Departmental Organization)
6. Other Updates & Business

BREAK (Time Permitting) – 7:05 P.M.

REGULAR SESSION ITEMS – 7:15 P.M.

7. Consent Agenda
 - a. Approve Minutes July 12th, 2022
 - b. Receipts & Disbursements Report
 - c. Rezoning 7441 W KL Ave – Second Reading
 - d. Central County Transportation Authority Appointment
 - e. Budget Amendments
8. Discussion – Fund Balance Policy (Continued)
9. Consideration of Parkview Nonmotorized Detailed Engineering
10. Discussion on 2023 Township Board Meetings
11. Public Comment
12. Board Member Comments
13. Adjournment

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

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

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

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

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

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

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

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

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

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

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

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

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 842 4195 0742**

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: **842 4195 0742#**

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



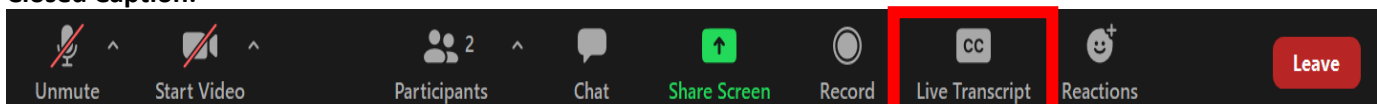
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

July 20, 2022

Mtg Date: July 26, 2022

To: Oshtemo Charter Township Board

From: Colten Hutson, Zoning Administrator

Applicant: Steven Drenth

Owner: Stanley Alphenaar

Property: 7441 W KL Avenue, Parcel Number 05-22-405-010

Zoning: I-1: Industrial District

Request: Rezone to RR: Rural Residential District – Second Reading

Section(s): Section 5 - RR: Rural Residential District
Section 27 - I-1: Industrial District



OBJECTIVE:

Consideration to rezone 7441 W KL Avenue from I-1: Industrial District to RR: Rural Residential District, for second reading. First reading of the proposed rezoning occurred on July 12, 2022 at which the Township Board approved the first reading and moved for second reading unanimously.

PROPOSAL:

The applicant, Steven Drenth, on behalf of the property owner, Stanley Alphenaar, is requesting to rezone 7441 W KL Avenue from I-1: Industrial District to RR: Rural Residential District. The parcel under consideration is outlined in light blue on the map to the right. The subject site has a property area of approximately 14 acres and has over 800 feet of road frontage. 7441 W KL Avenue currently serves a residential land use.

Although the zoning of the property is I-1: Industrial District, a single-family home has occupied the property since 1948. As such, the existing single-family home at this location is categorized as a legal nonconforming use since the zoning of the property no longer permits such. The requested rezoning of



The requested rezoning of

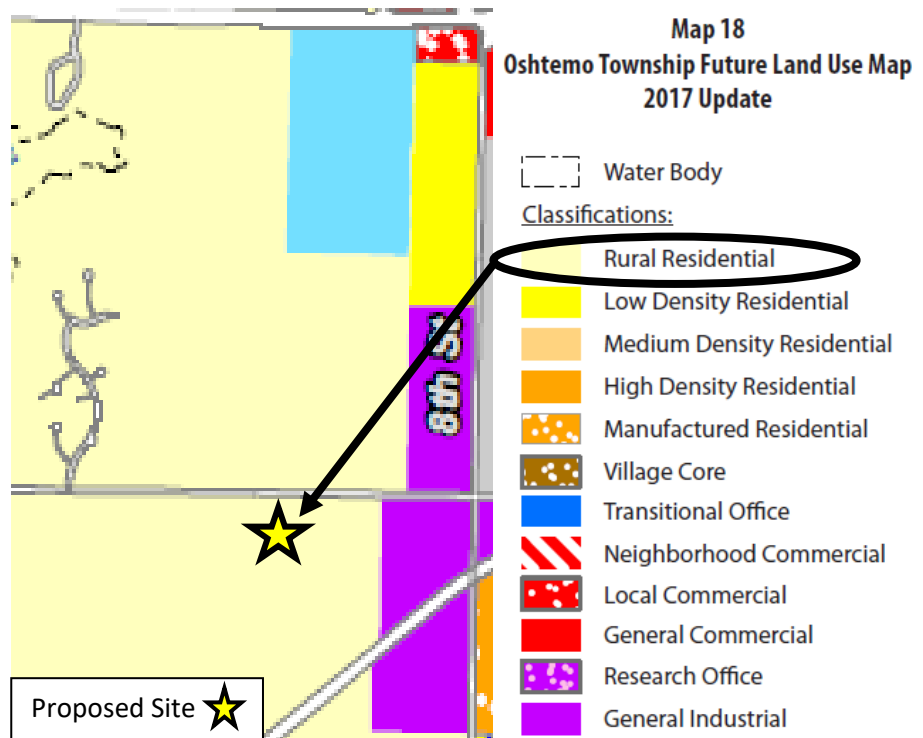
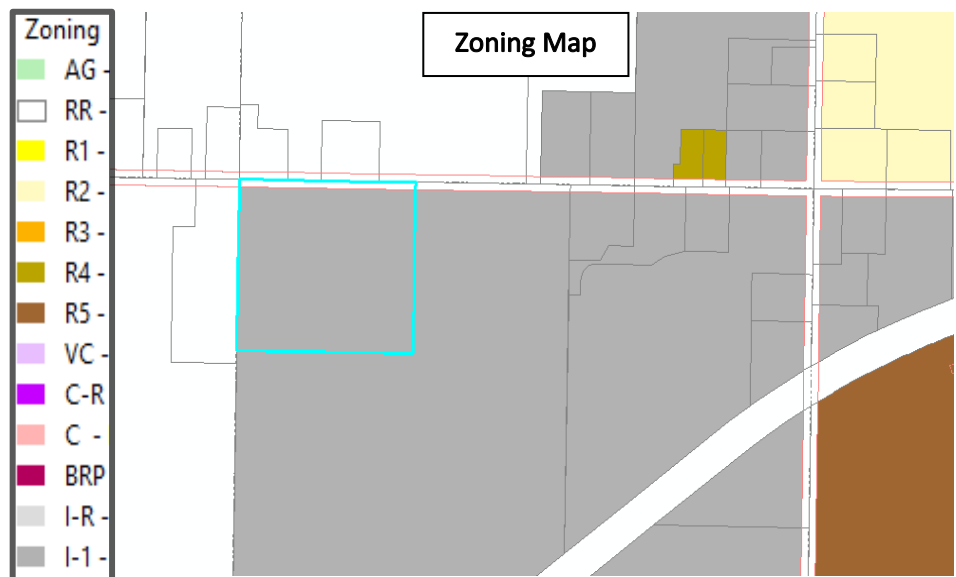
7441 W KL Avenue would make the existing single-family dwelling a legal conforming use. It should be noted that the applicant has indicated an interest in dividing the property in the future and building a single-family dwelling on the newly created parcel, east of the existing home. Staff completed a preliminary review of the land division and determined it would meet Township requirements for newly created parcels located within the RR: Rural Residential zoning classification; however, since the request is for a rezoning, such material shall be considered at time the applicant submits a land division application and building permit application for Township review and approval.

OVERVIEW:

Currently zoned I-1: Industrial District, the subject property is located on the south side of KL Avenue, between 8th Street and 4th Street. Properties immediately surrounding the site currently possess agricultural and residential land uses. I-1: Industrial District zoning abuts the subject site to the east and south. Properties adjacent to the west and north are zoned Rural Residential District. A single-family dwelling, a handful of detached structures, and dense vegetation currently occupy the site. The subject property in question is outlined in light blue in the Zoning Map directly above.

CONSIDERATIONS:

The Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that a Planning Commission must consider when reviewing a rezoning request. However, there are some generally recognized factors that should be deliberated before a rezoning



decision is made. These considerations are as follows:

1. Master Plan Designation

The Township's Future Land Use Plan categorizes this area – east of 8th Street, west of 4th Street – as *Rural Residential*. According to the Township's Master Plan, Rural Residential includes developments such as low-density housing on scattered sites. The Future Land Use Map identifies that the subject property is within an area that is intended to transition to Rural Residential from its present industrial zoning. Single-family dwellings are a permitted use by right within the RR: Rural Residential zoning classification. The proposed rezoning would be consistent with the site's current activity, Future Land Use Map, and the Township's Zoning Ordinance. Should approval for the rezoning be granted, it would follow the Township's vision in terms of land use for this area.

2. Consistency of the Zoning Classification in the General Area

Rezoning 7441 W KL Avenue from I-1: Industrial District to RR: Rural Residential District would be consistent with current zoning in nearby parcels. The site is currently adjacent to several other properties which serve low density land uses. These uses of land include single-family dwellings as well as areas used for farmland.

3. Consistency and Compatibility with General Land Use Patterns in the Area

A pattern already exists less than a quarter mile west of 8th Street on both the north and south sides of W KL Avenue, where numerous residences or farmlands have been established, increasing in consistency traveling westbound while approaching 4th Street. With the request being consistent and compatible with land use patterns in the area, and this use being in accordance with the Future Land Use map, the rezoning will allow the property to match the established character of the area.

4. Utilities and Infrastructure

Municipal water is available adjacent to the subject site along W KL Avenue. Municipal sewer currently does not exist adjacent to the subject property. The existing home on-site is currently serviced by a private drinking well and private septic system. It should be noted that if any future development on the subject site requires such public infrastructure needs, such build will be mandated to connect to the available municipal system prior to a certificate of occupancy. Regarding the transportation network, the intersection to the east at W KL Avenue and 8th Street is well controlled by a traffic signal. The next intersection to the west where W KL Avenue crosses 4th Street is a 4-way stop. The stretch of W KL Avenue between 4th Street and 8th Street supports a handful of industrial uses near 8th Street and numerous residential uses thereafter. Staff is of the opinion that if this rezoning is approved, it will not negatively affect the area.

5. Reasonable Use under Current Zoning Classification

The current zoning classification of I-1: Industrial District allows for more diversity of uses than experienced by neighboring properties; however, it is important to note that this property has enjoyed this residential use for over 70 years. Through the rezoning, the applicant is making efforts to eliminate the legal non-conforming use and make the site comply with the Township's Zoning Ordinance and Future Land Use Plan. The rezoning achieves the Township's goals for this area and also fits the applicant's vision for the site.

6. Effects on Surrounding Property

Staff do not foresee any negative impacts occurring onto surrounding properties if the subject site is rezoned to the RR: Rural Residential District. All properties adjacent to the subject site share a common theme as each property consists of an existing primary residence, farmland, or a combination thereof. The present residential use of the property is not changing and is harmonious with the rural character surrounding the site today. With there being an existing pattern of rural character and uses in the area, the rezoning would complement adjacent zoning districts and their present land uses.

RECOMMENDATION:

The Planning Commission held a public hearing for this request at their regular June 23rd meeting. At this meeting, no members of the public spoke for or against the rezoning request. The Planning Commission made a unanimous motion to recommend approval of this rezoning request to the Township Board.

The Planning Commission and Planning Department recommend that the Township Board approve the request to rezone 7441 W KL Avenue from the I-1: Industrial District to the RR: Rural Residential District.

Attachments: Application, Letter of Intent, Map, and Draft 6-23-2022 PC Minutes Excerpt



7275 W. Main Street, Kalamazoo, Michigan 49009-9334
Phone: 269-216-5223 Fax: 269-375-7180

PLEASE PRINT

PROJECT NAME & ADDRESS Drenth 7441 WKL Ave.

PLANNING & ZONING APPLICATION

Applicant Name : Steven Drenth

Company _____

Address 7071 W N Ave.
Kalamazoo MI 49009

E-mail sdrenth427@gmail.com

Telephone 269 929 7310 Fax _____

Interest in Property Building a home

THIS
SPACE
FOR
TOWNSHIP
USE
ONLY

OWNER*:

Name Stanley Alphenaar

Address 7441 WKL Ave
Kalamazoo MI 49009

Email _____

Phone & Fax 269 744 5587

Fee Amount _____

Escrow Amount _____

NATURE OF THE REQUEST: (Please check the appropriate item(s))

- Planning Escrow-1042
- Site Plan Review-1088
- Administrative Site Plan Review-1086
- Special Exception Use-1085
- Zoning Variance-1092
- Site Condominium-1084
- Accessory Building Review-1083

- Land Division-1090
- Subdivision Plat Review-1089
- Rezoning-1091
- Interpretation-1082
- Text Amendment-1081
- Sign Deviation-1080
- Other: _____

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):

We would like to
rezone the property to RR: Residence District and then
divide the property to build a single-family home.

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

SEC 22-2-12 BEG AT NW COR SE 1/4 SEC 22 TH S ALG W LI SE 1/4 SD

SEC 752 FT THE PAR WITH N LI SD SE 1/4 806 FT TH N PAR WITH W LI SD SE 1/4 752 FT

TO E & W 1/4 LI SD SEC TH W THEREON 806 FT TO BEG (H22-1-2)

PARCEL NUMBER: 3905- 05-22-405-010

ADDRESS OF PROPERTY: 7441 W KL Ave, Kalamazoo MI

PRESENT USE OF THE PROPERTY: Occupied by residential use

PRESENT ZONING I-1: Industrial **SIZE OF PROPERTY** 13.91 acres

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)

Address(es)

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.

Stanley Alphenaar
Owner's Signature (* If different from Applicant)

4-28-22
Date

Sten Bost
Applicant's Signature

4-28-22
Date

- Copies to:
- Planning -1
- Applicant -1
- Clerk -1
- Deputy Clerk -1
- Attorney -1
- Assessor -1
- Planning Secretary - Original

PLEASE ATTACH ALL REQUIRED DOCUMENTS

Letter of Intent for Rezoning and Division

Property: 7441 W KL Ave. Kalamazoo, MI 49009

I (Stanley Alphenaar) am requesting that my property (listed above) be rezoned from I-1: Industrial District to RR: Residential District. I request that the property can then be divided as shown in the site plan sketch. The divided piece of property would consist of 5.179 acres with 300 ft of road frontage.

I am requesting this with intent to then sell the newly divided portion of property to my daughter and son in law to build a single family home.

Owners Signature: Stan Alphenaar

Date: 4-29-22

AVENUE



220'

153.88'

264'

682.12'

154.69'

373.88'

264'

200'

806'

010

405

808'

752'

752'

037

806'

00'

Dobson (p.5), and that he wished that to be corrected. She also said Mr. MacDonald said the fourth line of the first paragraph on p.4 should read “subjective” rather than “suggestive” and the second paragraph on p. 4, line 4, should indicate “*He can understand the uncomfot of this Commission and the Planning Director*” rather than “*He was uncomfotable.*” The Chair asked for a motion.

Ms. Versalle **made a motion** to approve the Minutes of the Meeting of June 9, 2022, as presented with the corrections requested. Ms. Bradford **seconded the motion**. The **motion was approved unanimously**.

Chairperson VanderWeele moved to the next agenda item.

PUBLIC HEARING: REZONING, 7441 W. KL AVENUE

Steven Drenth, on behalf of Stanley Alphenaar, was requesting to rezone the property located at 7441 W. KL Avenue from an I-1: Industrial, Manufacturing/Servicing District to a RR: Rural Residential District.

Mr. Hutson indicated the applicant, Steven Drenth, on behalf of the property owner, Stanley Alphenaar, was requesting to rezone 7441 W KL Avenue from I-1: Industrial District to RR: Rural Residential District. Parcel no. 05-22-405-010 The subject site has a property area of approximately 14 acres and has over 800 feet of road frontage. 7441 W KL Avenue currently serves a residential land use.

Although the zoning of the property is I-1: Industrial District, a single-family home has occupied the property since 1948. As such, the existing single-family home at this location is categorized as a legal nonconforming use since the zoning of the property no longer permits such. The requested rezoning of 7441 W KL Avenue would make the existing single-family dwelling a legal conforming use. It should be noted that the applicant has indicated an interest in dividing the property in the future and build a single-family dwelling on the newly created parcel, east of the existing home. Staff completed a preliminary review of the land division and determined it would meet Township requirements for newly created parcels located within the RR: Rural Residential zoning classification. However, since the request is for a rezoning, such material shall be considered at time the applicant submits a land division application and building permit application for Township review and approval.

Currently zoned I-1: Industrial District, the subject property is located on the south side of KL Avenue, between 8th and 4th Streets. Properties immediately surrounding the site currently possess agricultural and residential land uses. I-1: Industrial District zoning abuts the subject site to the east and south. Properties adjacent to the west and north are zoned Rural Residential District. A single-family dwelling, a handful of detached structures, and dense vegetation currently occupy the site.

Mr. Hutson said the Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that a Planning Commission must

consider when reviewing a rezoning request. However, there are some generally recognized factors that should be deliberated before a rezoning decision is made. These considerations are as follows:

1. Master Plan Designation

The Township's Future Land Use Plan categorizes this area – east of 8th Street, west of 4th Street – as *Rural Residential*. According to the Township's Master Plan, Rural Residential includes developments such as low-density housing on scattered sites. The Future Land Use Map identifies that the subject property is within an area that is intended to transition to Rural Residential from its present industrial zoning. Single-family dwellings are a permitted use by right within the RR: Rural Residential zoning classification. The proposed rezoning would be consistent with the site's current activity, Future Land Use Map, and the Township's Zoning Ordinance. Should approval for the rezoning be granted, it would follow the Township's vision in terms of land use for this area.

2. Consistency of the Zoning Classification in the General Area

Rezoning 7441 W KL Avenue from I-1: Industrial District to RR: Rural Residential District would be consistent with current zoning in nearby parcels. The site is currently adjacent to several other properties which serve low density land uses. These land uses include single-family dwellings and areas used for farmland.

3. Consistency and Compatibility with General Land Use Patterns in the Area

A pattern already exists less than a quarter mile west of 8th Street on both the north and south sides of W KL Avenue, where numerous residences or farmlands have been established, increasing in consistency traveling westbound while approaching 4th Street. With the request being consistent and compatible with land use patterns in the area, and this use being in accordance with the Future Land Use map, the rezoning will allow the property to match the established character of the area.

4. Utilities and Infrastructure

Municipal water is available adjacent to the subject site along W KL Avenue. Municipal sewer currently does not exist adjacent to the subject property. The existing home on-site is currently serviced by a private drinking well and private septic system. If any future development on the subject site requires such public infrastructure needs, it will be mandated to connect to the available municipal system prior to a certificate of occupancy. Regarding the transportation network, the intersection to the east at W KL Avenue and 8th Street is well controlled by a traffic signal. The next intersection to the west where W KL Avenue crosses 4th Street is a 4-way stop. The stretch of W KL Avenue between 4th Street and 8th Street supports a handful of industrial uses near 8th Street and numerous residential uses thereafter. Staff believes if this rezoning is approved, it will not negatively affect the area.

5. Reasonable Use under Current Zoning Classification

The current zoning classification of I-1: Industrial District allows for more diversity of uses than experienced by neighboring properties; however, it is important to note that this property has enjoyed this residential use for over 70 years. Through the rezoning, the applicant is making efforts to eliminate the legal non-conforming use and make the site comply with the Township's Zoning Ordinance and Future Land Use Plan. The rezoning achieves the Township's goals for this area and also fits the applicant's vision for the site.

6. Effects on Surrounding Property

Staff do not foresee any negative impacts for surrounding properties if the subject site is rezoned to the RR: Rural Residential District. All adjacent properties share a common theme as each property consists of an existing primary residence, farmland, or a combination thereof. The present residential use of the property is not changing and is harmonious with the rural character surrounding the site today. With the existing pattern of rural character and uses in the area, the rezoning would complement adjacent zoning districts and their present land uses.

As all six criteria were met, Mr. Hutson recommended the Planning Commission forward a recommendation of approval to the Township Board for the rezoning of the subject property from the I-1: Industrial District to the RR: Rural Residential District. He indicated it would be on the agenda for the July 12 Township Board meeting.

There were no questions for Mr. Hutson from Commissioners, and the applicant was not present for comment.

Chairperson VanderWeele opened a public hearing.

A resident residing at 3274 S. 6th Street asked if the request was for parceling the property or just rezoning.

Ms. Lubbert said it is just for rezoning.

Ms. Nancy DeVries, 7388 W. KL Ave., said she has been concerned about the site line from her driveway since the speed limit was raised.

Hearing no further comments, the Chair closed the hearing. He determined there were no comments from Commissioners and asked for a motion.

Ms. Versalle **made a motion** to approve forwarding a recommendation of approval to the Township Board for the rezoning of the subject property from the I-1: Industrial District to the RR: Rural Residential District as requested. Ms. Bradford **seconded the motion**. The **motion was approved** unanimously.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. _____

Adopted: _____, 2022

Effective: _____, 2022

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance by the rezoning of the following property from an I-1: Industrial, Manufacturing/Service District to a RR: Rural Residential District within the Oshtemo Charter Township Zoning Ordinance. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF LAND SECTION 22. The Oshtemo Charter Township Zoning Ordinance is hereby amended to rezone the subject property in conformance with the current use of the property. The subject property is located at 7441 W KL Avenue, Parcel No. 3905-22-405-010, and is more particularly described as follows:

SEC 22-2-12 BEG AT NW COR SE1/4 SEC 22 TH S ALG W
LI SE1/4 SD SEC 752 FT TH E PAR WITH N LI SD SE1/4
806 FT TH N PAR WITH W LI SD SE1/4 752 FT TO E&W1/4
LI SD SEC TH W THEREON 806 FT TO BEG * (H 22-1-2)

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

Memorandum



Date: 22 July 2022
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: CCTA Board Appointment

Objective

Township Board recommended appointment for three-year term on the CCTA Board.

Background

CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)

Kalamazoo County is seeking a recommendation from Oshtemo to serve as Oshtemo's representative on the CCTA Board. The term is for three years, commencing November 1st, 2022.

Clerk Dusty Farmer is currently serving as the Township's representative on the CCTA Board and indicates a willingness to continue. It is therefore recommended to recommend Clerk Farmer continue to serve on the CCTA Board for the next term.

Dusty Farmer, Oshtemo resident, Township Clerk

Core Values Recognized

Professionalism

- *Commitment to continuous improvement to government operations.*

Budget Amendment Requests

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
7/11/2022	Karen High	Parks	107-756-97400	Capital Outlay/Impr	\$ 1,400.00	107-756-97400	Capital Outlay/Impr	\$750	Cost of fencing between tennis and pickleball courts was slightly higher than anticipated. Pickleball Club will increase their contribution. Remainder will be rebudgeted w/in line item.	Yes	Yes
						107-751-46000	Donations	\$750			
			Total								

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Explanation of Request	Previously Discussed	Within Apprvd Budget
			GL Number	Description	Amount	GL Number	Description	Amount			
7/12/2022	Jon Gibson	General Fund	101-201-97000	Capital Outlay	\$ 16,000.00	101-001-40100	Carryover	\$ 16,000.00	Laserfiche upgrade, additional licensing, and training. This was in the 2020 budget but was not completed until 2022.	Yes	No
			Total								

	Grand Total	\$ 17,500.00
Total Added to Budget (Projects not completed/not spent in 2021)		\$ 16,000.00
Total Not Previously Discussed with TB		\$ -

REVIEW DATE **7/22/22**

SIGNATURE _____

Oshtemo Charter Township Fund Balance Policy

Purpose:

Oshtemo Township believes that sound financial management principles require that sufficient funds be retained by the Township to provide a stable financial base at all times. To retain this stable financial base, the Township needs to maintain a fund balance in the General Fund that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of Oshtemo Township by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the Township maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the Township.

In addition, this policy addresses Oshtemo's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Definitions

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and non-spendable. Under GASB 54, these are broken up into five categories:

- 1) **Non-spendable fund balance** – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

2) Restricted fund balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.

3) Committed fund balance – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

4) Assigned fund balance – Amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) Unassigned fund balance – The residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Unrestricted fund balance – Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Policy

Minimum Unassigned Fund Balance - General Fund and

Minimum Assigned Fund Balance - Fire Operating Fund

It is the goal of Oshtemo to achieve and maintain an unassigned fund balance in the general fund equal to 80% - 120% of expenditures.

It is the goal of Oshtemo to achieve and maintain an assigned fund balance in the Fire Operating Fund equal to 80% - 120% of expenditures.

If either fund falls below 80% of the fund balance, the Board must decide a plan to replenish those funds within 2 years. If either fund goes above 120%, those additional funds can be assigned to specific expenditures.

2023 Oshtemo Township Board Meeting Dates

All meetings are Tuesdays and begin at 6:00 p.m. except where noted otherwise.

January 10

January 24

February 14

February 28

March 14

March 28

April 11

April 25

May 9

May 16 Joint Boards Meeting* 6 p.m.

May 23

June 12 – Budget Meeting, All Day Monday 8:15 am

June 13

June 27

July 11

July 25

August 8

August 21 – Budget Meeting, Monday 1 pm

August 22

September 12

September 26

October 10

October 17 Joint Boards Meeting* 6 p.m.

October 24

November 14

December 12

*Joint Boards TB / PC / ZBA / SoDA / DDA / FOP