

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

**July 27<sup>th</sup>, 2021**

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. Roll Call & Remote Location Identification
4. Public Comment on Non-Regular Session Items

**WORK SESSION ITEMS**

5. Discussion on Ordinance Priorities
6. Request to Enter Into Closed Session to Discuss Ongoing Litigation – Solarek et al v Kellison Woods Condominium Association et al; Circuit Court Case #2019-0338CH
7. Other Updates & Business

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

**REGULAR SESSION ITEMS – 7:15 P.M.**

8. Consent Agenda
  - a. Approve Minutes – July 13<sup>th</sup>, 2021 Regular Meeting
  - b. Receipts & Disbursements Report
  - c. Zoning Section 57.90 Sidewalks Text Amendment
  - d. DDA Budget Amendment
  - e. Grange Hall Fee
  - f. Grange Hall Grandfathered Fees
  - g. Board/Committee Appointment
  - h. Fire Department Policies (Continued)
9. Consideration of 2022 Township Road Millage
10. Consideration of Public Media Network Agreement Amendment
11. Consideration of Township Website Consultant
12. Consideration of Amendment 2 to the County's Solid Waste Plan
13. Other Township Business & Question Updates
14. Public Comment
15. Board Member Comments
16. 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<br>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: 891 4166 5686**

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: **891 4166 5686#**

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



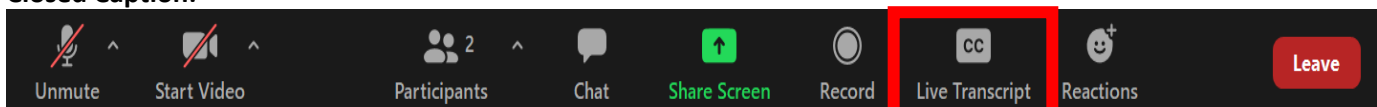
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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, 2021

**Mtg Date:** July 27, 2021

**To:** Oshtemo Charter Township Board

**From:** Iris Lubbert, AICP, Planning Director

**Subject:** Section 57.90 Sidewalks – Refer to Planning Commission

---

**OBJECTIVE**

Board referral of the proposed ZONING amendments to 57.90 Sidewalks back to the Planning Commission for revisions.

**BACKGROUND**

The Township Board held the first reading for this proposed text amendment at their July 13<sup>th</sup> regular meeting. At the meeting it was brought to staff's attention that the portion of the proposed text pertaining to 'change in use' exemptions was too broad and open to interpretation. Upon further review staff has determined that additional language is needed to ensure that the intent of this section of the proposed amendment is clearly communicated, and requests Board referral back to the Planning Commission.



# BUDGET AMENDMENT REQUEST

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

Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_


Fund Name: \_\_\_\_\_

Amount

Additional Funds Request for: \_\_\_\_\_  
(description and GL number) \_\_\_\_\_  
\_\_\_\_\_

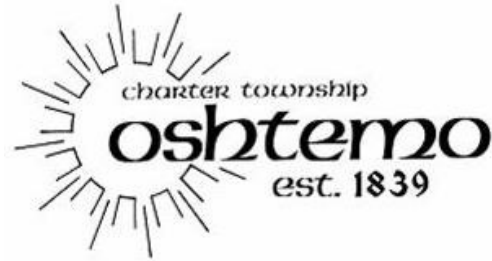
Funds requested from: \_\_\_\_\_  
(description and GL number) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of request:

Supervisor/Clerk/Treasurer Review:  July 22, 2021\_  
(pending or date reviewed)

Board Authorization: \_\_\_\_\_  
(pending or date authorized)

# Memorandum



**Date:** July 21, 2021  
**To:** Township Board  
**From:** Karen High  
**Re:** Request for rental fee reduction at Grange Hall, and Request to allow Parks Committee to authorize future requests

---

## **OBJECTIVE**

One, Board consideration of reducing Grange rental fee to \$100 for this applicant, for up to 27 rentals, as outlined below; and two, Board consideration to authorize Parks Committee to reduce park rental fees in the future for groups that reserve a facility for eight consecutive weeks or more.

## **BACKGROUND**

Christ Fellowship Church is applying to rent the Grange Hall for their Sunday worship services while they look for a suitable building to purchase. Proposed dates are between August 1, 2021 and January 30, 2022. (27 rentals total.) Proposed hours of use are 7:00 am to 1:00 pm. **They are requesting a reduction in the rental fee from \$150 to \$100 per day.** Board action is required to allow a fee reduction.

Oshtemo's Parks Committee reviewed the application on July 15, 2021. They recommend approval of the reduced rental fee. Justification is as follows:

- Frequent use of the building will provide welcome revenue after the shutdown of indoor facilities due to COVID 19 guidelines.
- 27 is a significant number of rentals (similar to a "volume discount").
- Grange Hall will be available for afternoon or evening rentals on Christ Fellowship's reservation days, which will allow for additional revenue.

A breakdown of fees is as follows:

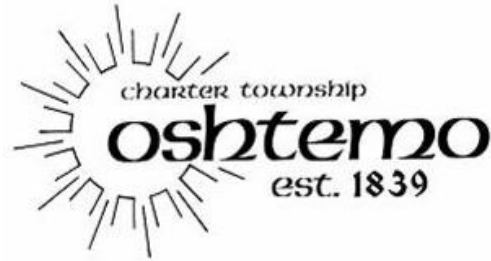
| Number of rentals | Total fee at resident rate of \$150 per day | Total fee at requested rate of \$100 per day | Difference in Parks revenue |
|-------------------|---|--|-----------------------------|
| 27                | \$4,050                                     | \$2,700                                      | - \$1,350                   |

Church attendance averages 55 adults and 25 children per week. Services are open to the public. The church is led by Oshtemo residents.

Board action is also requested to allow the Parks Committee to authorize rental fee reductions in the future, specifically for groups that reserve a facility for eight consecutive weeks or more.

Thank you!

# Memorandum



**Date:** July 21, 2021  
**To:** Township Board  
**From:** Karen High  
**Re:** Rental fee recommendation for 'grandfathered' Grange Hall users

---

## OBJECTIVE

Board consideration of continuing the grandfathered Grange Hall rental rates for two long time, regular renters.

## BACKGROUND

Oshtemo's Grange Hall was renovated in 2017 to allow for barrier-free access. After the upgrades were complete, the Board established new rental rates in keeping with the Township's other facility rentals and those in the area. Previous rental fees were low due to the lack of barrier free access.

When the new rental rates were approved, the Board authorized two Township residents and three non-profit organizations to continue paying the previous, lower rental rate. Justification for 'grandfathering' the rental fee for these residents and organizations was that they were long time and frequent users/supporters of the historic Hall. The Parks Committee was asked to reevaluate the arrangement after one year.

At their July 15, 2021 meeting, the **Parks Committee recommended that the two residents and one of the non-profit organizations (Great Lakes Adventure Club) be asked to pay the current rental rates starting in 2023.** Rental frequency for these residents/group is one to three times per year. **The Parks Committee also recommended that the other two non-profit organizations, who use the Grange Hall more frequently, be allowed to continue at the grandfathered rental rate subject to annual review by the Parks Committee.** These groups are Country Dance in Kalamazoo (40 times per year) and Scottish Dancers (52 times per year).

A breakdown of fees is as follows:

|                    | Grandfathered rental fee | Current resident rate rental fee |
|--------------------|--------------------------|----------------------------------|
| Weekday rental fee | \$35                     | \$100                            |
| Weekend rental fee | \$50                     | \$150                            |

Board action is required to establish the rental fees recommended by the Parks Committee.

Thank you!

\*Bold Font Indicates Proposed Changes. Others are Continuing

| TITLE                              | Members                                      | Dates                                      | Term/End Date |
|------------------------------------|--|--|---------------|
| "Legislative Breakfast"            | Open to Entire Board                         | <i>Quarterly</i>                           |               |
| (Southwest Michigan First)         |  | <i>8am - 9am</i>                           |               |
| Kalamazoo Brownfield Authority     | Iris Lubbert (Staff)                         | <i>4th Thursday of each Month @ 4:00pm</i> |               |
| Kalamazoo County Transit Authority | Dusty Farmer, Attendee                       | <i>2nd &amp; 4th Monday, 5:30 p.m.</i>     |               |
| HR (Human Resources)               | Libby Heiny-Cogswell, TB, Personnel Director | <i>As Needed</i>                           |               |
| <i>Board Group</i>                 | Dusty Farmer, TB                             |  |               |
|                                    | Cheri Bell, TB                               |  |               |
|                                    | Sara Fiester (HR)                            |  |               |
| Parks                              | Libby Heiny-Cogswell, TB                     | <i>3rd Thursday @ 7:30 a.m.</i>            |               |
|                                    | Cheri Bell, TB                               |  |               |
|                                    | Kizzy Bradford, TB                           |  |               |
|                                    | Deb Everett, Resident                        |  |               |
|                                    | Paul Sotherland (At Large)                   |  |               |
|                                    | Karen High (Staff)                           |  |               |
| Police                             | Libby Heiny-Cogswell, TB                     | <i>Quarterly as needed</i>                 |               |
|                                    | Kristin Cole, TB                             |  |               |
|                                    | Zak Ford, TB                                 |  |               |
|                                    | Mark Barnes (Staff Fire Chief)               |  |               |
|                                    | Jack Shepperly (Staff Police Specialist)     |  |               |
|                                    | <b>Louis Parker III (Resident)</b>           |  |               |
|                                    | Malcolm Blair (Resident)                     |  |               |
|                                    | Jim Taylor (Resident)                        |  |               |
|                                    | Deb Everett (Resident)                       |  |               |
|                                    | Josh Owens (Staff )                          |  |               |
|                                    | Jim Porter (Staff Attorney)                  |  |               |
| Safety                             | Mark Barnes (Staff)                          | <i>As needed</i>                           |               |
|                                    | Kristine Biddle (Staff)                      |  |               |
|                                    | Rick Everett (Staff)                         |  |               |
|                                    | Linda Potok (Staff)                          |  |               |

---

## National Fire Incident Reporting System (NFIRS)

### 329.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS). The purpose of this policy is to provide guidance regarding NFIRS reporting to ensure department response information is properly reported to NFIRS.

### 329.2 POLICY

The Oshtemo Fire and Rescue Department is committed to improving fire reporting and analysis capability at the local, state, and national levels. Therefore, it is the policy of the Oshtemo Fire and Rescue Department to participate in NFIRS.

### 329.3 RESPONSIBILITIES

The Administration Deputy Chief is the NFIRS coordinator, and will develop and maintain familiarity with NFIRS resources and reporting requirements and ensure department information is compliant with the NFIRS reporting format and that the information is forwarded to Michigan Bureau of Fire Services (BFS). The BFS serves as the State Program Manager of the NFIRS program for USFA. Michigan law requires that reports of fires be made to BFS in a timely manner and as prescribed by BFS (MCL 29.1c; MCL 29.4).

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation, and a National Fire Academy training course for utilizing the system. Additional resources are available on the BFS National Fire Incident Reporting website.

## Personal Alarm Devices

### 909.1 PURPOSE AND SCOPE

The purpose of this policy is to safeguard members who are engaged in interior structural firefighting activities or other immediately dangerous to life and health (IDLH) conditions that require the use of a self-contained breathing apparatus (SCBA) by providing each member so engaged with a personal alarm device. Such devices may also be known as a Personal Alarm (or Alert) Safety System (PASS) device, an Automatic Distress Signal Unit (ADSU), or another telemetry system that is designed to monitor responder movement and alert others to a lack of movement.

### 909.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to provide all members engaged in interior structural firefighting activities or other emergency operations that require use of an SCBA with a personal alarm device.

### 909.3 USE OF PERSONAL ALARM DEVICES

All personal alarm devices shall meet the requirements of the National Fire Protection Association (NFPA) 1982 (Mich. Admin. Code, R 408.17440).

Members shall wear a personal alarm device any time they are in atmospheres that are IDLH.

The Incident Commander (IC) shall apply personnel accountability measures to track the entry and exit of members from hazardous areas (Mich. Admin. Code, R 408.17451). A personal alarm device should be viewed as a last resort for members to summon help when they are unable to notify others that they are in distress.

### 909.4 MAINTENANCE OF PERSONAL ALARM DEVICES

All personal alarm devices shall be repaired and maintained by qualified members or service representatives in accordance with manufacturer recommendations.

## Personal Projects On-Duty

### 1016.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the specific conditions in which privileges may be granted to conduct some personal projects while on-duty.

### 1016.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to consider granting privileges to members to conduct personal projects while on-duty in some circumstances. Firefighters assigned to a fire station may experience downtime during their shift and have an opportunity to engage in some personal projects. When this opportunity arises, permission may be granted, subject to the following conditions:

- (a) Personal projects shall not interfere with emergency response demands.
- (b) Personal projects shall not interfere with other assigned station duties.
- (c) At their discretion, the Captain or Captain may deny or revoke permission for a personal project while on-duty.
- (d) Department equipment or resources shall not be used for personal projects.
- (e) Office supplies and office equipment (e.g., copiers, fax machines) shall not be used for personal projects.
- (f) All department policies must be followed while engaged in the personal project.

### 1016.3 PROHIBITED PERSONAL PROJECTS

For the purposes of this policy, the following personal projects are prohibited:

- (a) Any project for which someone other than the Department is compensating the member.
- (b) Any project that has the potential to cause injury or illness to anyone, or the potential to create risk or liability for the Department.

## Facility Security

### 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the physical security of fire stations and other department facilities. The safety and security of department members is the primary purpose of this policy. Department members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of department facilities.

### 1100.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to provide physical security measures for all facilities under department control.

### 1100.3 GUIDELINES

Members are responsible for ensuring that all department facilities remain secured from unauthorized access at all times.

Department members should apply the following guidelines whenever practicable.

#### 1100.3.1 ADMINISTRATION, FIRE PREVENTION AND OTHER PUBLIC ACCESS AREAS

Public access facilities should only be accessible to the public when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas.

Members of the public should be prohibited from using photographic, electronic imaging or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the facility's manager or a chief officer.

The facility should be secured against unauthorized entry when closed or when sufficient department personnel are not available to monitor visitor access.

#### 1100.3.2 FIRE STATIONS

Fire stations are considered secure facilities with limited public access. Public access to a fire station shall only be permitted into the designated public access area, which should be kept free of confidential records, reports or other protected materials.

A member of the Department should accompany any visitor entering the controlled areas of the fire station. All visitors should be monitored throughout their stay in the fire station. The public should not be allowed access to the member sleeping quarters of the station or to any area where members have private lockers or storage for personal belongings. Visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit.



# Oshtemo Fire and Rescue Department

## Policy Manual

### *Facility Security*

---

All fire station exterior doors should be equipped with self-closing and self-locking doors. All exterior doors should be kept closed and locked at all times, including apparatus bay doors, unless a member is present to prevent unauthorized access. All points of access to the fire station should be closed and locked any time no members are present. All exterior storage rooms, lockers or other facilities should remain locked at all times unless directly observed by a member. Secure parking areas (fenced/gated) should be kept secured at all times unless directly observed by a member.

#### 1100.3.3 BREACH OF SECURITY

All members are responsible for assisting in maintaining the security of department facilities.

Any breach in security should be reported as soon as practicable, through the chain of command, to the chief officer or in their absence, the maintenance director responsible for the facility.

Any criminal activity that occurs and that poses a threat to department members should immediately be reported to local law enforcement. If warranted by conditions or circumstances, all on-duty members should be notified of the incident and any recommended precautions as soon as practicable. Other members of the Department should be notified of the incident as soon as practicable, given the totality of the circumstances.

#### 1100.3.4 SUSPICIOUS ACTIVITY

Department members should be vigilant about any suspicious activity occurring in or around department facilities and should report any such activity, through the chain of command, to the chief officer or division manager responsible for the facility. In some circumstances it may be necessary to immediately contact law enforcement to investigate a suspicious activity or circumstance. Suspicious activity may include, but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the Department assigned to the facility or of department vehicles or apparatus.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to department facilities without proper authorization.
- Any abandoned packages or other items left on department grounds or adjacent to department facilities.
- Any unknown or abandoned vehicles left on department grounds or adjacent to the department facility.

---

## Fire Station Living

### 1106.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

### 1106.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

### 1106.3 PROCEDURE

Each company shall be assigned responsibility for a specific area of the station and should cooperate with other companies to ensure all duties are completed during the course of a shift.

All fire stations and equipment shall be inspected periodically by a Captain. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, apparatus, beds and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly and sanitary condition. Daily tasks to accomplish this shall include, but are not limited to:
  - 1. Vacuuming
  - 2. Sweeping and mopping floors
  - 3. Dusting
  - 4. Polishing
  - 5. Cleaning restrooms
  - 6. Cleaning apparatus bays
- (b) Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.
- (c) Safety considerations regarding cleaning and maintenance may include, but are not limited to:
  - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.
  - 2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
  - 3. Maintaining cooking appliances and eating utensils in good working order.

# Oshtemo Fire and Rescue Department

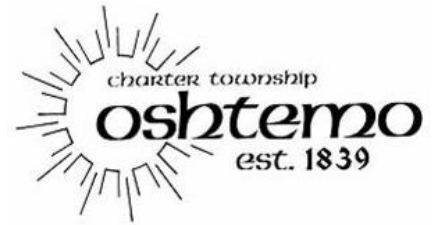
## Policy Manual

### *Fire Station Living*

---

4. Cleaning kitchen hoods and vents at least monthly. Ensuring the hood light is installed and functioning.
  5. Providing and clearly labeling first-aid supplies.
  6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
- (d) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory and testing.
  2. Meal plans for the shift.
  3. Shift change station cleanup.
  4. Sleeping quarter assignments.
  5. Permissible and restricted activities and hours.
  6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.



# Memorandum

**Date:** July 22, 2021  
**To:** Oshtemo Charter Township Board  
**From:** Anna Horner, P.E., Deputy Director of Public Works  
**Subject:** 2022 Township Road Millage

---

## **OBJECTIVE**

Obtain Board approval of proposed 2022 Township Road Millage for local road network needs.

## **BACKGROUND**

At the April 13, 2021 Oshtemo Board meeting, Public Works staff teamed with senior staff of the Road Commission of Kalamazoo County (RCKC) to initiate a series of public presentations and facilitate discussions about Oshtemo LOCAL roads, condition ratings, age and long-term management strategy. Subsequent meetings incorporated these needs into a broader conversation of overall capital infrastructure project planning and opportunities for practical implementation to be considered by the Board.

Based on current policy, funding for local roads in the Township is a combination of RCKC's "PAR" Funds and (a minimum) dollar for dollar match of General Fund revenue, which the Township traditionally over matches. Based on a detailed life cycle cost analysis from RCKC per mile of road type and the goal of average "good" rating from Oshtemo's Capital Improvements Committee (CIC) and the Board, the required maintenance and rehabilitation work is not obtainable under current funding contributions. Other than millage or assessment there is no other consistent, direct allocation or source of transportation funds to Townships.

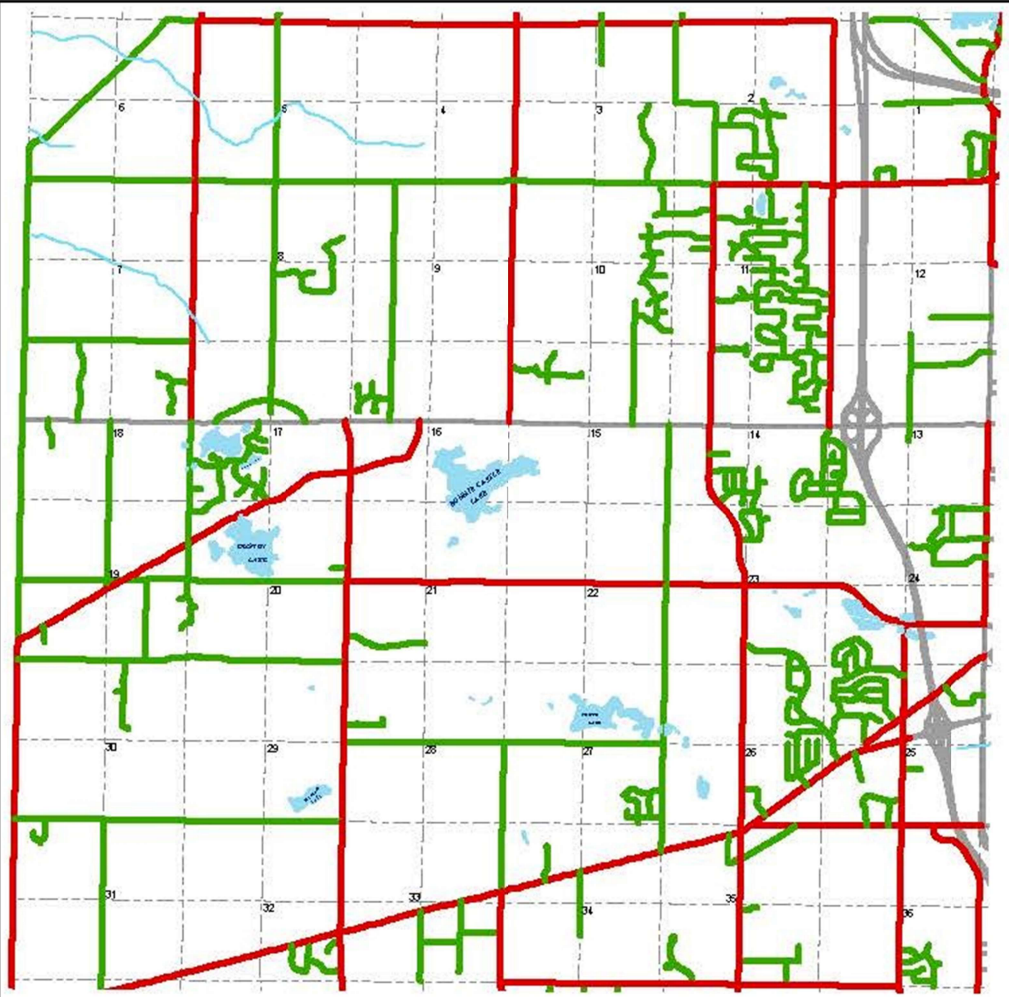
In previous discussions with the Board, a road millage was expressed as the more favorable option for generating road revenue in an amount that would cover all road work and not require additional allocations from General Funds. To achieve this goal, 1.08 mils is needed to raise an anticipated \$1,250,000 in annual dedicated road revenue. This is the annual investment required to continue necessary pavement preventive maintenance and fund heavy-rehabilitation and reconstruction projects of the Oshtemo local roadway network. Given the timing of submittals for County processing and upcoming budgeting and capital projects planning sessions, staff is requesting that a decision be considered. To assist this process, Legal Counsel has provided a draft resolution for member review and discussion.

## **STATEMENT OF REQUESTED BOARD ACTION**

Board adoption of resolution for 2022 Township Road Millage (1.08 mils) for local road funding.

## **ENCLOSURES**

- Graphics: ▫ Local Roads; ▫ Asset Ratings; ▫ Road Age;
- Resolution for 2022 Township Road Millage (1.08 mils) for local road funding.



**LOCAL ROADS**

- RCKC "PRIMARY"
- OSHTEMO "LOCAL"
- .....
- MDOT/City of Kalamazoo

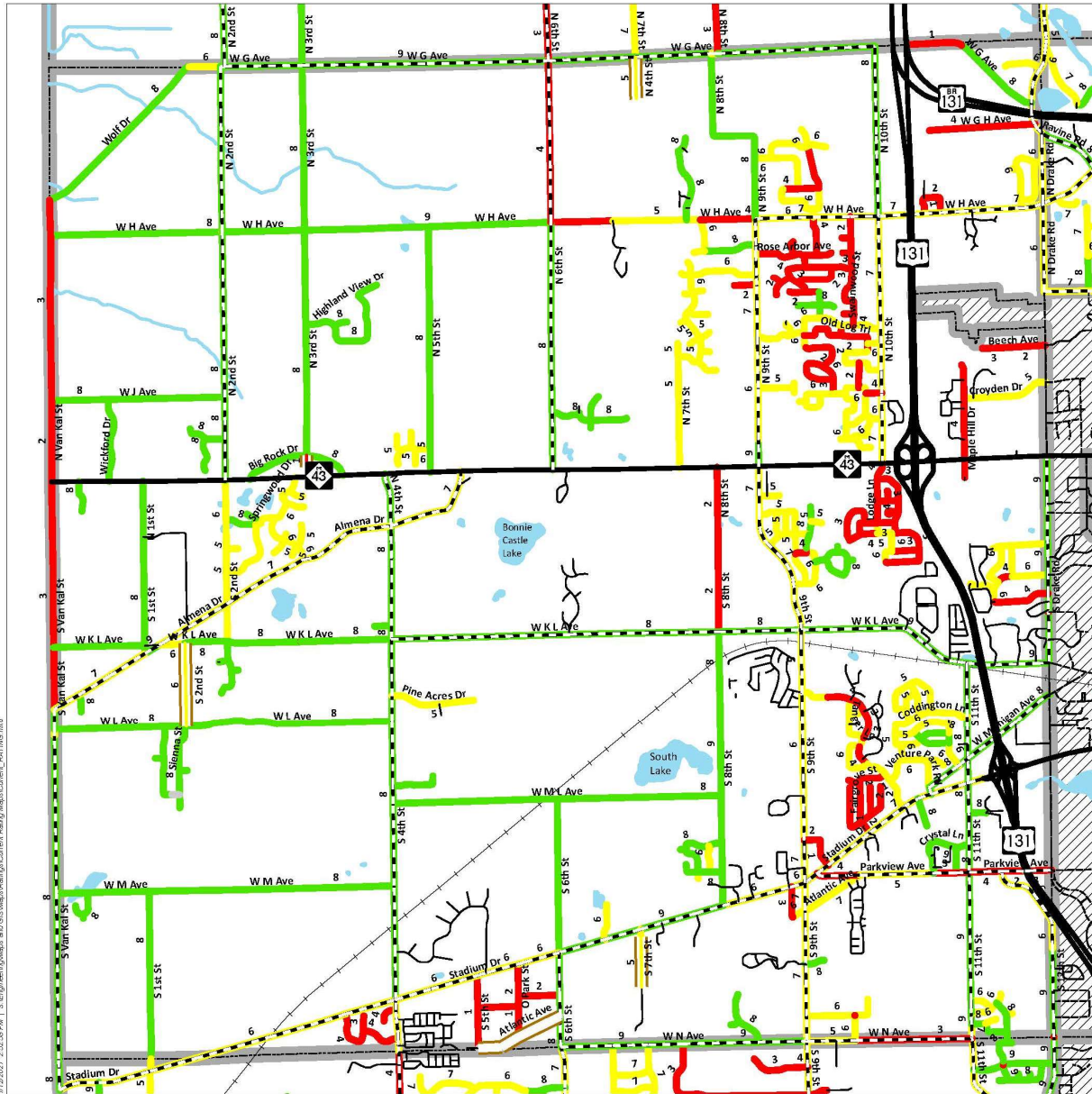
charter township  
**oshtemo**  
 est. 1839

0 0.25 0.5 1 1.5 2  
 Miles

Charter Township of  
 Oshtemo



# 2021 Current Asset Management Ratings Map Oshtemo Twp



1/12/2021 2:52:59 PM I:\S:\Engineering\Maps and GIS\MapRatings\Current Ratings Map\Current\_RATINGS.mxd

## ASSET MANAGEMENT

Asset Management is a systematic approach to selecting the best investment at the right time to maximize the life of the asset being measured, in this case, road surface conditions. The goal is to maintain our roads in good condition, making periodic investments in the pavement, rather than letting it deteriorate to a level that requires a major investment to bring it back to a good condition. Periodic maintenance investments typically total less than the major investment required to rebuild a road.

## PASER RATINGS

PASER stands for Pavement Surface Evaluation and Rating. The PASER rating scale ranges from 1, failed condition, to 10, brand new pavement. A pavement will only be a 10 the first year of its life, the second year it may automatically become a 9. Any condition of 8 or greater is considered to be a good condition, 7, 6 or 5 are fair, 4 or lower is poor.  
-PASER based on physical ratings and project improvements.  
-Private roads not rated.

## IBR SYSTEM

IBR stands for Inventory Based Rating. Condition assessment of unpaved/gravel roads is based on the Surface Width, Drainage Adequacy and Structural Adequacy of the roadway. Each of these three assessment areas are then aggregated to the IBR rating for good, fair, poor ranging from 1, poor condition, to 10, good condition. Once initial ratings are established, updates only occur when a construction or rehabilitation activity is completed. The baseline IBR rating occurred in 2015.

## THE RIGHT FIX AT THE RIGHT TIME

The RCKC determines the best fix to optimize service life for each of our projects. Good pavement management involves less expensive treatments earlier in the life of the pavement in order to take full advantage of infrastructural investments.



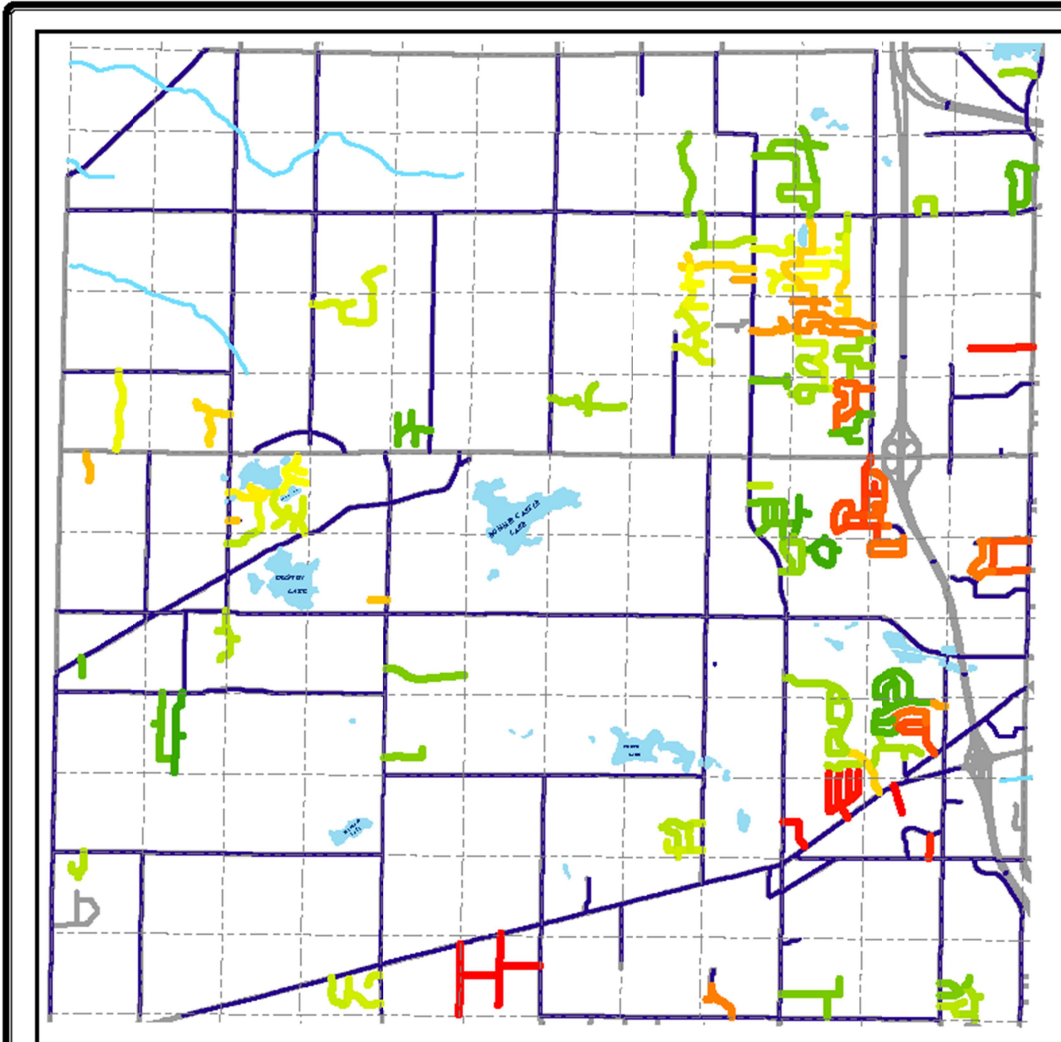
**Township Key**

| Road Classification   | Paved Road Ratings        | Gravel Road Ratings | Boundary Designations |
|-----------------------|---------------------------|---------------------|-----------------------|
| State Trunkline       | Good (10, 9, 8)           | Good (10, 9, 8)     | Township/City         |
| County Primary        | Fair (7, 6, 5)            | Fair (7, 6, 5)      | Lakes & Rivers        |
| County Local - Gravel | Poor (4, 3, 2, 1)         | Poor (4, 3, 2, 1)   | City/Village Limits   |
| City                  | Unrated                   |                     |                       |
| Private               | Private Roads (Not Rated) |                     |                       |

Last Updated: 1/12/2021

Road Commission of Kalamazoo County  
3801 E. Kilgore Road  
Kalamazoo, MI 49001  
(269) 381-3171  
Fax: (269) 381-1760  
www.kalamazoo-county.com

For more information on this, as well as on other topics, please feel free to contact our office or visit our website.



**NEIGHBORHOOD & SUBDIVISION ROADS**

**AGE COLOR RAMP\***

- 1 - 20 YEARS
- 21 - 35 YEARS
- 36 - 50 YEARS
- 51 AND OVER

.....

- Other Local/RCKC Roads
- MDOT/City of Kalamazoo

*\*Age of road is presumed to be similar to the date of the recorded subdivision. This illustration is further supplemented by institutional memory and anecdotal opinion of Oshtemo and Road Commission personnel.*

charter township  
**oshtemo**  
est. 1839

0 0.25 0.5 1 1.5 2  
Miles

Road Commission  
of Kalamazoo County

3801 E. Kilgore Road  
Kalamazoo, MI 49001  
(269) 381-5171  
Fax (269) 381-1760  
[www.kalamazoo.com/roads.com](http://www.kalamazoo.com/roads.com)

**OSHTEMO CHARTER TOWNSHIP  
COUNTY OF KALAMAZOO, MICHIGAN**

**RESOLUTION TO ADOPT 2022 ROAD MILLAGE**

Adopted: July 27, 2021

Effective: July 27, 2021

WHEREAS, Oshtemo Charter Township Board, in conjunction with its Public Works staff and senior officials at the Road Commission of Kalamazoo County, held a series of public meetings and presentations to discuss Oshtemo Township's local roads- their condition, age, and a long-term management strategy to maintain and rehabilitate the local roads to keep them in good condition; and

WHEREAS, a road millage was determined to be the most favorable option for generating sufficient revenue, without the allocation of additional general funds, to rehabilitate and maintain the local roads in good condition; and

WHEREAS, to maintain the local roads in good condition it is necessary that the Township raise an anticipated annual revenue of \$1,250,000.00; and

WHEREAS, the Michigan Public Highways and Private Roads Act, PA 283 of 1909 as thereafter amended, specifically Section 247.670, authorizes a township to levy a property tax not to exceed three (3) mills on each dollar of assessed valuation of the township in any year for the maintenance or improvement of county roads within the township.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Oshtemo Township Board approves the budget estimating the cost and expenses for local road improvement and maintenance within the Township for 2022, which is being prepared in conjunction with an agreement with the Road Commission of Kalamazoo County.



2. That the Oshtemo Township Board approves a road millage against the taxable lands and premises within the Township, in the amount of 1.08 mills, be levied in order to raise approximately \$1,250,000.00; such millage to be confirmed for collection on the tax statements to be mailed to the taxpayers of the Township in December 2021.

3. That the Township Board hereby directs its Treasurer to collect the foregoing millage at the time of the collection of the Ad Valorem Township taxes in December 2021.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Supervisor declared the motion carried and the Resolution duly adopted.

---

Dusty Farmer, Clerk  
Oshtemo Charter Township



# MEMORANDUM

**To:** Township Board  
**From:** James Porter  
**Date:** July 22, 2021  
**Subject:** Proposed 6<sup>th</sup> Amendment to the Urban Cooperation Act Agreement

---

## **OBJECTIVE:**

To request approval of the 6<sup>th</sup> Amendment to the Urban Cooperation Act Agreement, and adoption of the attached Resolution approving that action.

## **BACKGROUND:**

The Board has previously approved five amendments to the Urban Cooperation Act Agreement, which the Township joined to establish the Public Media Network to administer cable television public access and other community media services. This Sixth Amendment merely updates the membership of the municipal parties to the agreement to add the City of Galesburg and remove the City of Portage. No other terms of the Urban Cooperation Act Agreement are modified by the proposed amendment.

## **INFORMATION PROVIDED:**

I have attached the Memorandum (date July 12, 2021) from the Public Media Network, the “Resolution to Approve the Sixth Amendment to the Urban Cooperation Agreement”, and the Proposed 6<sup>th</sup> Amendment to the Urban Cooperation Act Agreement for the Board’s review.

## **STATEMENT OF REQUESTED BOARD ACTION:**

I recommend that the Board adopt the “Resolution to Approve the Sixth Amendment to the Urban Cooperation Agreement”.

## Memorandum

To: Supervisor Libby Heiny-Cogswell, Clerk Dusty Farmer

From: Public Media Network  
Matt Schuster, Executive Director

Date: July 12, 2021

RE: Amendment to the Urban Cooperation Agreement for Public Media Network to add the City of Galesburg to the list of participating municipalities

---

The Public Media Network Board of Directors passed a motion on June 24, 2021 to recommend to current members to authorize the addition of the City of Galesburg to Public Media Network.

Attached is a resolution for the sixth amendment to the Urban Cooperation Act Agreement establishing Public Media Network to authorize the City of Galesburg to become a member of Public Media Network.

We are requesting for this item to be placed on your agenda at the earliest convenience.

Let me know if you have any questions or need any further information. When the resolution is adopted, please return three copies with original signatures.

You may contact me at [mschuster@publicmedianet.org](mailto:mschuster@publicmedianet.org) or 269.343.2211.

Public Media Network  
359 S Kalamazoo Mall, Ste 300  
Kalamazoo, MI 49007

**OSHTEMO CHARTER TOWNSHIP  
COUNTY OF KALAMAZOO, MICHIGAN**

**RESOLUTION TO APPROVE THE SIXTH AMENDMENT TO THE URBAN  
COOPERATION AGREEMENT WHICH ESTABLISHED THE PUBLIC MEDIA  
NETWORK TO PERMIT THE CITY OF GALESBURG TO BECOME A MEMBER  
AND TO REMOVE THE CITY OF PORTAGE AS A MEMBER**

Adopted: July 27, 2021

Effective: July 27, 2021

WHEREAS, Oshtemo Charter Township entered into an Urban Cooperation Act Agreement (the “Agreement”) to establish a separate legal entity (the “Public Media Network”) to administer cable television public access and other community media services on a cooperative basis with other local governments (the “Member Public Agencies”); and

WHEREAS, the Agreement established a Board of Directors to operate the “Public Media Network”; and

WHEREAS, the Board of Directors passed a motion on June 24, 2021 to recommend that the current members vote to authorize the addition of the City of Galesburg to the Public Media Network; and

WHEREAS, the Board of Directors has submitted to the Member Public Agencies a Sixth Amendment to the Agreement (attached) and requested that it be approved; and

WHEREAS, the Agreement provides for the removal of the City of Portage, and the addition of the City of Galesburg, and does not modify any other terms of the Agreement; and

WHEREAS, Oshtemo Charter Township finds and determines it to be in the public interest to approve the Sixth Amendment.

NOW, THEREFORE, BE IT RESOLVED that Oshtemo Charter Township hereby approves the Sixth Amendment to the Agreement in substantially the form attached to this Resolution.

BE IT FURTHER RESOLVED that the Supervisor and Clerk of Oshtemo Charter Township are hereby authorized to sign the Sixth Amendment to the Agreement in substantially the form attached to this Resolution.



**SIXTH AMENDMENT TO THE URBAN COOPERATION ACT AGREEMENT ESTABLISHING PUBLIC MEDIA NETWORK TO AUTHORIZE THE CITY OF GALESBURG TO BECOME A MEMBER OF PUBLIC MEDIA NETWORK**

WHEREAS, the City of Kalamazoo, the Charter Township of Kalamazoo, the Charter Township of Oshtemo, the Charter Township of Comstock, and the City of Parchment (hereinafter the “Member Public Agencies”) have previously entered into an Urban Cooperation Act Agreement to establish Public Media Network to administer cable television public access and other community media services, and

WHEREAS, the City of Galesburg has requested to join Public Media Network and to become a Member Public Agency as described in the Urban Cooperation Act Agreement, and

WHEREAS, the Board of Directors of Public Media Network has recommended to the Member Public Agencies that the Urban Cooperation Act Agreement be amended to authorize the City of Galesburg to become a Member Public Agency, and

WHEREAS, the Member Public Agencies have determined that it would be in the public interest of their respective communities and would advance the efforts of Public Media Network in providing public access and other community media services if the City of Galesburg joined Public Media Network, and

WHEREAS, the City of Portage was previously a Member Public Agency but it has withdrawn as a party to the Urban Cooperation Act Agreement and the Member Public Agencies wish to document this withdrawal and the fact that the City of Portage is no longer a Member Public Agency;

NOW, THEREFORE, IT IS AGREED between the Member Public Agencies that the Agreement shall be amended as follows:

1. Section 1 of the Urban Cooperation Act Agreement is hereby amended to delete the City of Portage as a Member Public Agency and to add the City of Galesburg as a Member Public Agency, and Section 1 shall read in its entirety as follows:
  1. Membership. The following public agencies shall become members and parties to this Urban Cooperation Act Agreement:
    - A. City of Kalamazoo
    - B. Charter Township of Kalamazoo
    - C. Charter Township of Oshtemo
    - D. City of Parchment
    - E. Charter Township of Comstock
    - F. City of Galesburg
2. All other sections of the Urban Cooperation Act Agreement, as amended by the First, Second, Third, Fourth, and Fifth Amendments which are not amended by this Sixth Amendment shall remain in full force and effect.

3. This Sixth Amendment, after being approved and signed by the Member Public Agencies, shall be filed with the Kalamazoo County Clerk and the Secretary of State and shall become effective when signed by all Member Public Agencies.

CITY OF KALAMAZOO

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

TOWNSHIP OF OSHTEMO

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

TOWNSHIP OF COMSTOCK

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

TOWNSHIP OF KALAMAZOO

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF PARCHMENT

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF GALESBURG

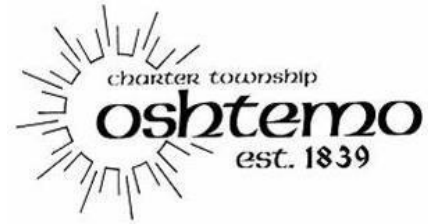
By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_



# Memorandum



**Date:** 23 July 2021  
**To:** Township Board  
**From:** Josh Owens, Assistant Supervisor  
**Subject:** Consideration of Township Website Consultant

---

## **OBJECTIVE**

Consideration to approve the selection of OpenCities as the vendor for the redesign of the Township website and to enter into a 5-year service agreement with OpenCities.

## **BACKGROUND**

During the 2021 budget development process it was determined from problems and feedback that the current Oshtemo Township website needed to be completely redesigned to meet the growing needs of the community. Understanding that this project would take considerable forethought and coordination, a website workgroup consisting of nine (9) members -- Staff, Elected Officials, and Community Members, including an Oshtemo citizen who is a web site professional and a member from the disability community, -- was formed in early February 2021. This group was tasked with identifying needs and goals for the new website, with equity and accessibility being top priorities, as well as developing a Request for Proposal (RFP) to solicit vendors for the project.

The workgroup met several times before finalizing and distributing the RFP, which went out to vendors on May 10, 2021. The Township received eight (8) proposals in total. The workgroup narrowed the proposers to two potential vendors. The workgroup set up and interviewed both finalists. After the interviews, the workgroup members in attendance were polled on which vendor they preferred. The workgroup members unanimously chose OpenCities as their preferred vendor.

Following the meetings and the selection by the website workgroup, the Supervisor's Office met with OpenCities to inform them that the workgroup chose them to recommend to the Township Board. During this meeting, Staff worked with OpenCities to try and reduce some costs in an attempt to fit their proposal into the Board approved budget for this project. OpenCities agreed to spread the total cost over the five-years of the proposed agreement which brought the up-front price within the 2021 budget. The total cost of the project over 5-years will be \$73,000, with the first year \$17,000 and the following years being \$14,000 until the end of the agreement.

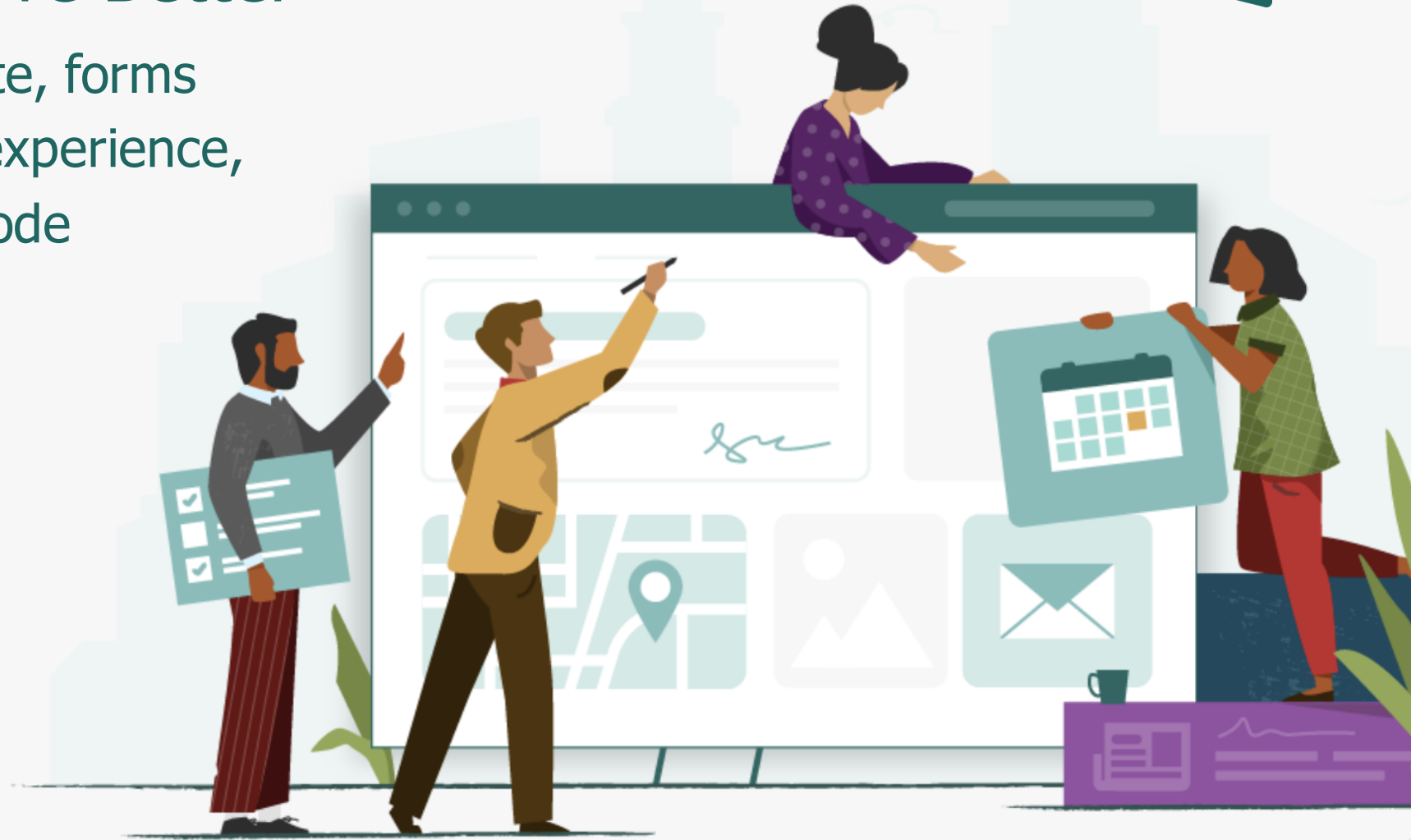
If the Board chooses to authorize the agreement, the time frame for implementing the new website is roughly 5 to 7 months with work likely to begin in early August 2021.

## **Attached Documents:**

Project Overview from OpenCities

# OpenCities | Serve Better

Transform your website, forms and digital customer experience, without any custom code

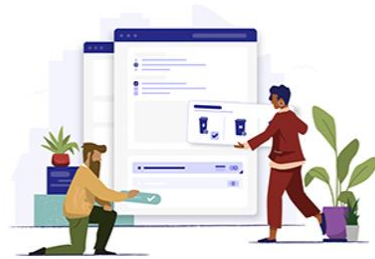


# Transforming .Govs across the world



## Websites

Create beautiful, customer-focused websites that make it easy for people to find what they need.



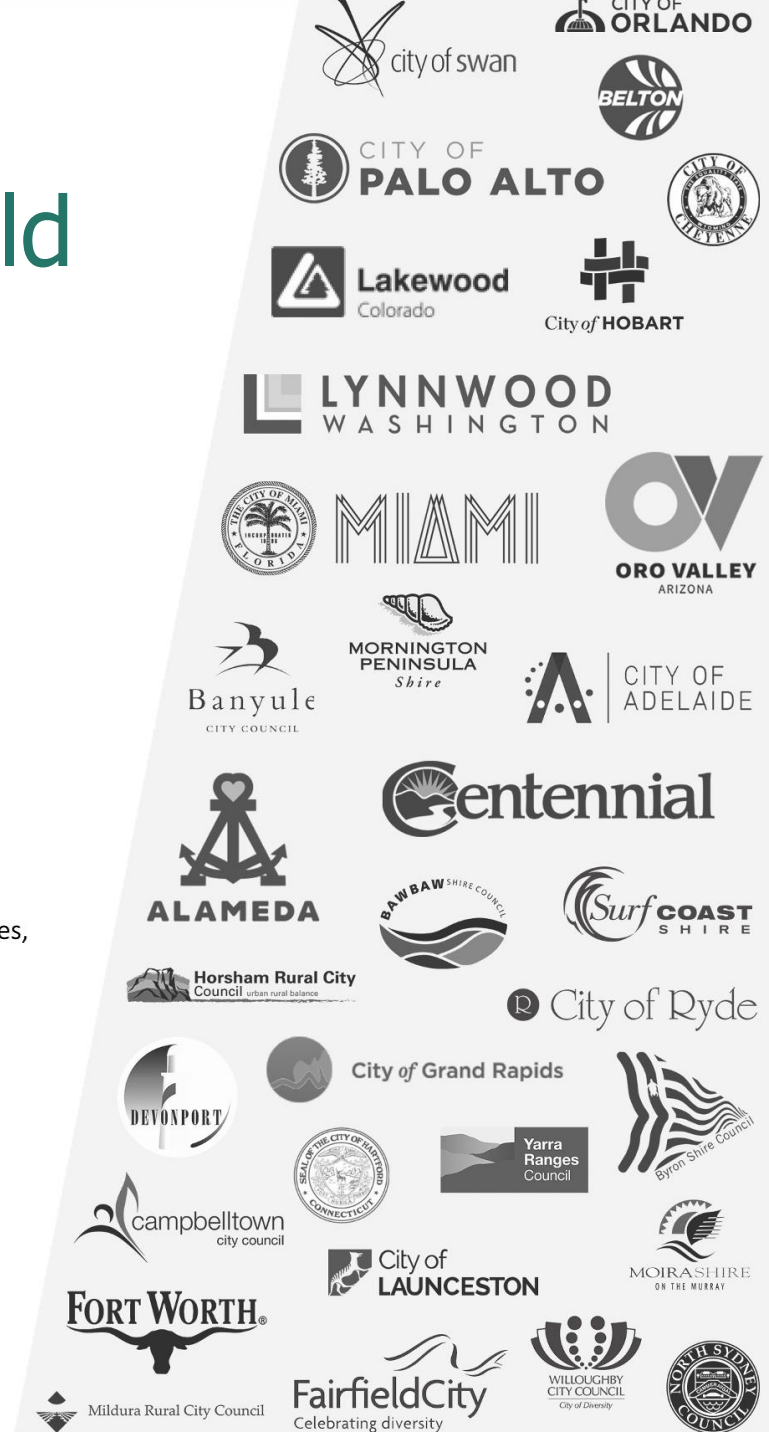
## Forms

Convert PDF's and offline processes into simple, intuitive digital services anyone can use.



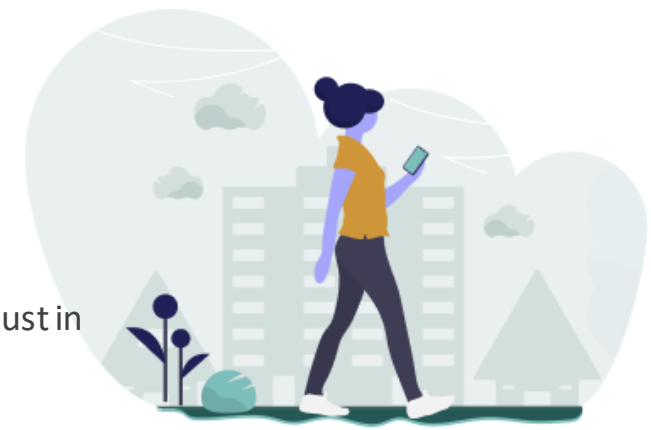
## Intranets

Empower staff with an intranet that helps them better serve themselves, and their community.



# Philosophy and Key Values

OpenCities uses **user-centered design** principles to create **digital services** that provides self-service options for your community, rather than just migrating current content to a more beautiful container. This increases satisfaction and trust in government for your residents, businesses, and visitors.



OpenCities uses **data driven decision making**. We are uniquely positioned to learn from real world behavior by looking at how existing services are used in your city, as well as across all our customers.

**If you cannot find it, you cannot use it!** We believe that site visitors should not have to know how local government operates to find the information and services they are seeking. A powerful predictive search engine utilizing natural language, and a clear set of top tasks on the homepage mean most users find what they need in one click. Your city's tasks are prioritized by YOUR usage data (not extrapolated from aggregate data).

OpenCities is **mobile first**, and our product templates and your content are tested for **accessibility** and **readability**. OpenCities offers a selection of tested and proven content templates that create better digital experiences for your users. Every pattern in **OpenCities meets the high accessibility standards outlined in WCAG 2.1 AA and Section 508** and use responsive mobile ready frameworks. Our patterns and designs are easy to adapt to support the diverse scope and needs of government digital services.

OpenCities provides **training and governance workshops** specifically tailored to each type of government user. Our robust **online support** and **product feedback** portal encourage your staff's participation in our ongoing product improvement.

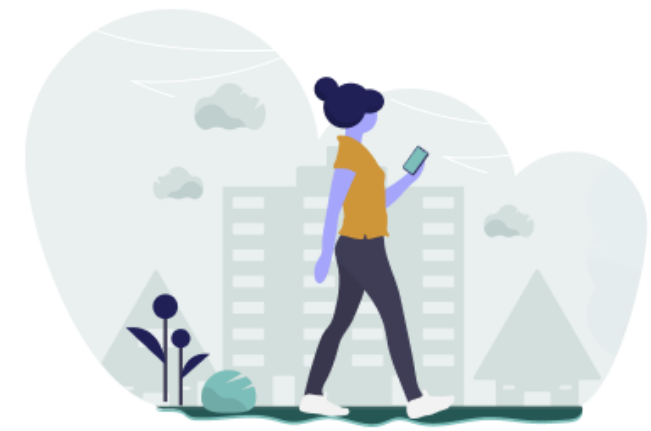
OpenCities gives government staff the tools and appropriate **workflow and permissions** to change homepage images/look-and-feel, add forms and services, add CSS to the site when/where needed, and manage the pages and navigation of their site without coming back to our team for changes or ongoing development.

## Forward Compatibility

Between 2019 and 2020  
OpenCities released more than  
**50 new features** to our SaaS  
customers.



# Updates and Maintenance



OpenCities is delivered only as a Software as a Service, and the annual SaaS fee includes ubiquitous platform updates, quarterly (or more) releases, bug fixes and patches, secure cloud hosting in the Microsoft Azure Government Cloud, a 24/7/365 Services Level Agreement, and unlimited customer support. Our websites are only available via HTTPS to provide you the most enhanced security. Plus, you will benefit from Imperva's leading CDN, WAF, BOT and DDOS. We track product improvements (whether features, bug, maintenance, or updates) in issue management systems, such as Jira and Asana, and create issues from many sensing mechanisms, including:

- Internal QA tests
- Internal ad-hoc and automated tracking systems (such as load tests; up/down monitors; etc)
- Usability testing
- Market research/user research
- Customer-raised support tickets
- Reviews of technical vulnerability bulletins

Bugs, updates, or necessary maintenance revealed via these mechanisms are triaged based on severity and added to our roadmap in accordance with both our SLA commitments for urgent defects, and our internal prioritization process for less urgent defects or general continuous improvement feedback.

# Upgrades

## Upgrades

OpenCities is designed to power thousands of county and city websites and digital services across the world - with each new capability and feature enhancement being rigorously tested to work for all customers and their live systems.

Releases are scheduled quarterly, or as needed, and customers are notified 2 weeks in advance. Maintenance is performed off hours, generally between midnight and 4 am.

## Product Release Cycle

Continuous release cycle

OpenCities releases on a continuous basis.

This approach allows OpenCities to deliver value throughout the year as soon as it's available to customers. Working on the highest value and most in demand features at any one time. These features and enhancements are always informed by and prioritized in part by feedback of our user community.

## Next year of releases:

Forward looking and for your awareness the OpenCities roadmap has been published online.

<https://go.opencities.com/roadmap>



# How do we make it easy for people to...



Find what  
they are  
looking for

without understanding  
the business of council



Understand  
what they  
need to do

in plain English and clear  
step by step instructions



Get it done,  
then and  
there

at any time, on any device,  
with minimum steps



Be delighted,  
become  
engaged

without asking, based on  
implicit needs

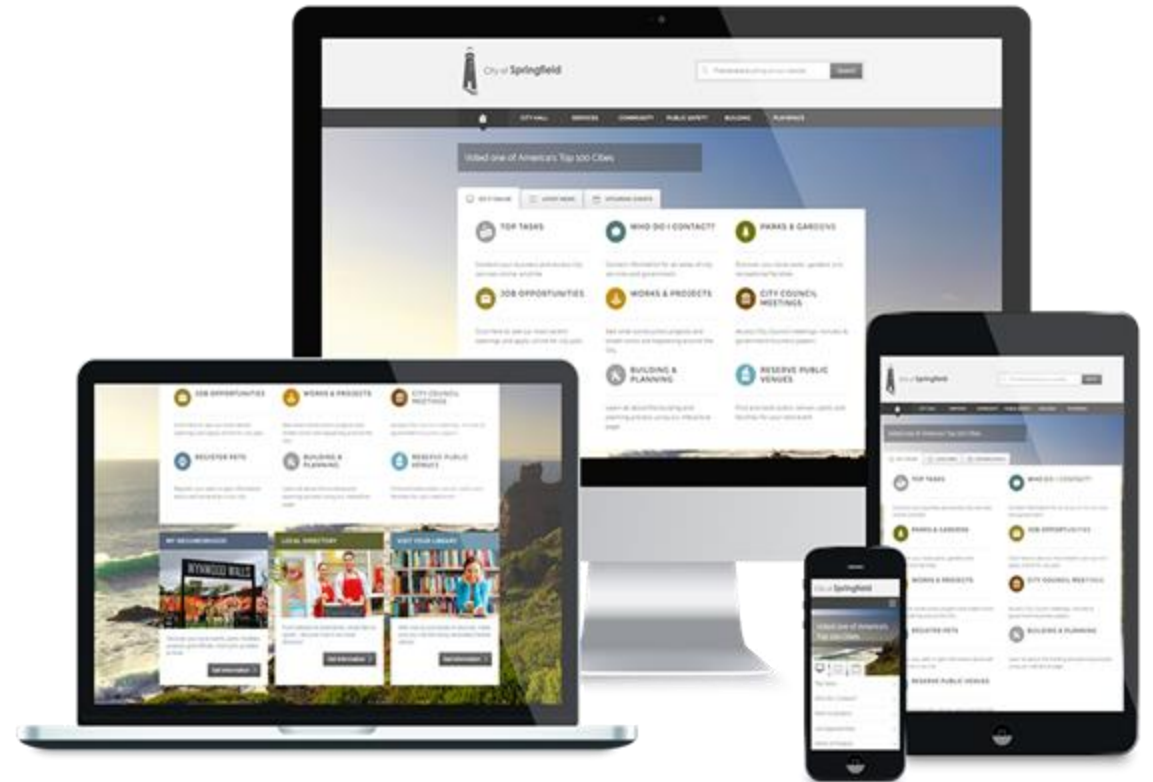


# Mobile First Approach

# Fully responsive, mobile-first approach to design

Built to be mobile first, OpenCities doesn't just scale the website down to mobile, it fully leverages device capabilities such as swipe gestures, GPS location, and camera to reward mobile users with a more 'app like' experience. As a SaaS platform, OpenCities continually updates your website for new devices and form factors, at no additional cost to the city.

No need to have a separate mobile app for content editors to manage. All OpenCities websites can be saved on mobile phones as a WebApp.



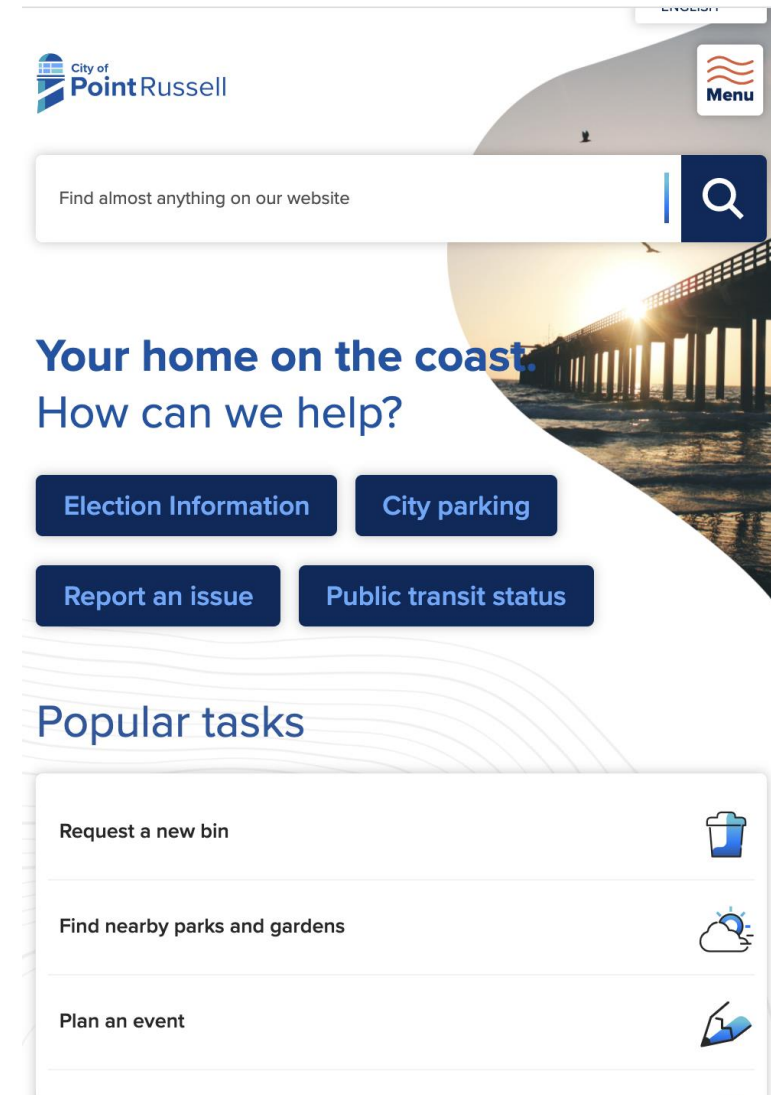


# Data-driven, user-centered Rx

The OpenCities mobile-first approach takes into consideration more than just responsive web design.

We consider:

- How do we leverage data to help determine top tasks by device
- How do we provide feature-rich user experiences common in commercial mobile applications
  - Swipe gestures
  - GPS Location
  - Access to Camera
- Enable the application to render as a web app



Accessibility

# Our commitment to access for all

OpenCities is committed to helping government transform their digital customer experience. That means supporting government to make their digital content and services accessible and usable by everyone.

**This is our commitment to accessibility, a web that everyone can access.** When you use the OpenCities platform, you can rest assured that all functionality is thoroughly tested against the latest accessibility guidelines and standards (with both automated tools and specialist manual checks).

## The standards we follow

The Web Content Accessibility Guidelines (WCAG) are a set of criteria to help make web technologies and web content more accessible. Following these guidelines makes content accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity, and combinations of these. Employing accessibility best practices also improves the user experience of all users.

**The OpenCities platform meets WCAG 2.1 Level AA.** A Statement of Accessibility confirming this level of compliance via external audit is available on request.

When we help build websites for our customers or publish a website of our own we strive to meet WCAG 2.1 Level A.

## Voluntary Product Accessibility Template

For a breakdown of how the OpenCities platform complies with accessibility standards, please refer to our [Voluntary Product Accessibility Template \(VPAT\) document](#).



# Lighthouse – Palo Alto – OpenCities Customer

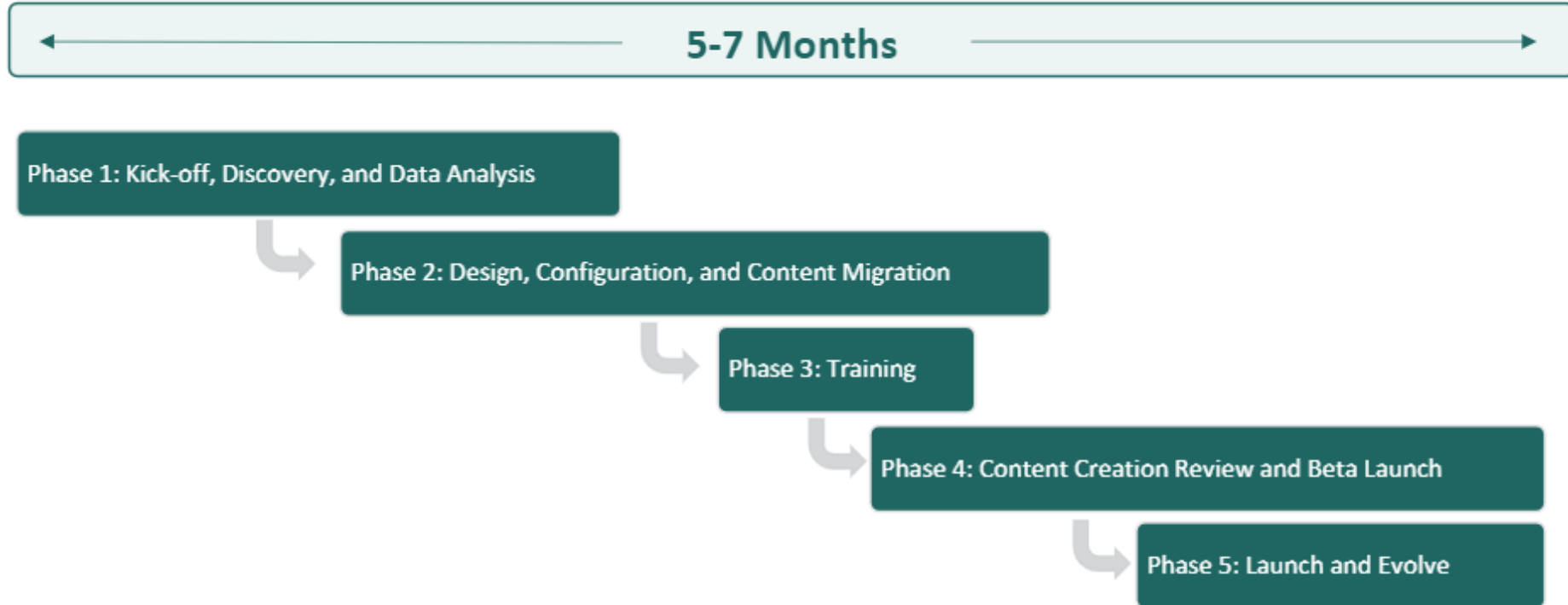
The screenshot shows the home page of the City of Palo Alto website. At the top, there is a navigation bar with links for 'Search near me', 'Contact us', 'PA311', 'Subscribe', and a language dropdown set to 'English'. Below this is a large banner image of a lake with mountains in the background. On the left of the banner is the 'CITY OF PALO ALTO' logo. In the center is a search bar with the text 'Search . Find . Connect' and a magnifying glass icon. Below the banner is a dark navigation bar with links for 'ABOUT', 'CITY HALL', 'DEPARTMENTS', 'RESIDENTS', 'BUSINESS', and 'I WANT TO...'. At the bottom of the page are four white buttons with icons: 'Pay Utilities Bill', 'Report Issues Online / 311', 'Pay Your Parking Citation', and 'Register for Classes'.

The screenshot shows the Lighthouse accessibility audit results for the City of Palo Alto website. The audit score is 100, displayed in a green circle. The section is titled 'Accessibility'. Below the score, there is a paragraph explaining that these checks highlight opportunities to improve the accessibility of the web app and that manual testing is also encouraged. There are three expandable sections: 'Additional items to manually check (10)', 'Passed audits (26)', and 'Not applicable (15)'. At the bottom, there is a 'Runtime Settings' section with a table showing the URL and the fetch time.

| Runtime Settings |  |
|------------------|--|
| URL              | https://paloalto.prelive.opencities.com/Home |
| Fetch Time       | Mar 11, 2021, 9:05 AM CST                    |

# Project Approach

# Project Approach/Timeline





# Hosting & Technical Support

# Hosting/Ongoing Technical Support

Hosted in Azure Government, your website hosting and technical support is fully managed by OpenCities staff, not subcontractors.



Provides a physical and network-isolated instance of Microsoft Azure.



Provides screened U.S. persons and policies to help protect customer data and applications.



Stores data within the United States.



Offers continuous commitment to meet rigorous compliance demands (i.e. FedRAMP, CJIS, and HIPAA) of a government-only cloud.



Provides rich infrastructure, storage, and identity management capabilities delivered through cloud, on-premises, and hybrid solutions.



Delivers integrated, familiar experiences with Office 365 for Government in the cloud.

Pricing



# One Time Fees

## One Time Fees

One-time OpenCities setup fees are based on the level of assistance your City needs for its digital transformation. OpenCities includes in this cost the following services performed by our team:

- Virtual meetings for project initiation and workshopping
- Production of visual design for new City website
- Comprehensive site administrator and content publisher training
- Delivery of project subject to the Scope included in this proposal
- Consultation and coaching on governance, content creation and content migration

NOTE: No travel included. Project delivered virtually.



# One Time Fees

|   |                              |
|---|------------------------------|
| <b>OpenCities Services Package</b> - Configuration, project management, and support on best practices during project set up + launch, includes set up of main site.   | Incorporated into Annual Fee |
| <b>Training:</b> Training sessions for up to 25 staff each (content publishers, site admin, <b>OpenForms</b> , etc.)  | \$3,000                      |
| <b>OpenCities Enhanced Design</b> – Includes three design options with up to five rounds of iteration and internal page design.   | Incorporated into Annual Fee |
| <b>Content Migration</b> – price based on maximum of 115 pages* migrated + up to 1,000 documents/images migrated (following proposed AIM process).<br>*See content migration section for what is and is not in scope. | Incorporated into Annual Fee |
| <b>OpenCities Chat Bot Integration</b> – <b>OpenCities</b> will integrate a 3 <sup>rd</sup> party, JavaScript Chat Bot that is purchased by the city into the new website.  | Waived                       |
| <b>Writing for the Web Workshop</b> – No more than 25 people per Workshop   | Incorporated into Annual Fee |
| <b>TOTAL ONE TIME SET UP FEES</b>   | <b>\$3,000</b>               |

# Annual Subscription Fee

## Annual Subscription Fee

Delivered as a managed cloud solution, the annual subscription fee includes:

- Enterprise grade Hosting, Security, Bandwidth (to limit) and Storage using Microsoft Azure Gov Data Center with 99.9% Services Level Agreement (SLA); DDOS mitigation
- Maintenance, upgrades, and new functionality (continuous releases)
- Accessibility commitment to global standard (WCAG 2.1 AA)
- Unlimited 24/7 telephone helpdesk for Priority level 1 severity issues
- Unlimited online helpdesk for all other support and issues per SLA
- Twice annual “check-up” with OpenCities customer success team to explore site improvements focused on enhancing your usability
- Access to Theme Builder to continually evolve your site design at no additional cost



# Annual Subscription Fee

|   |   |
|---|---|
| <u>OpenCities</u> Annual Subscription<br><u>OpenForms</u> Enterprise with Workspaces (10 users/Unlimited Forms) | Majority One Time Fee Cost Incorporated into Yearly Price |
| <b>TOTAL ANNUAL SUBSCRIPTION</b>  | <b>\$14,000 per year</b>                                  |

# Additional OpenCities Information





# Predictive Search

The OpenCities predictive search experience transforms the way people navigate a government website by suggesting content as a user types their query, and featuring a government thesaurus that connects plain English search queries (i.e. garbage dump) with the language of local government (i.e. waste transfer station). By connecting people to the information, they need, without knowing what it's called, OpenCities helps your site visitors spend less time looking and more time finding.

The screenshot shows the City of Point Russell website. At the top left is the logo for the City of Point Russell. Below it are navigation tabs for 'Residents', 'Business', and 'Com'. A search bar contains the text 'park' and a 'Search' button. A dropdown menu displays search results for 'park':

- Doggie Day in the Park**  
Doggie Day in the Park
- Pet Yoga in the Park**  
Come with your furry best friend for a yoga session
- Dogs off-leash park consultation**  
We are reviewing the number and location of dog off-leash parks across the municipality.
- Pay or contest a parking ticket**  
Find out how you can pay for or contest a parking ticket issued by the city

Below the search bar is a large heading: "Your home on the coast" and "How can we help?". Underneath are several buttons: "Election Information", "Make a payment", "Waste & recycling collections", and "Public transit status". At the bottom, there is a section titled "Popular tasks" with icons for various services.



# Browser Based / Simplified Publishing Experience

 Search for pages or files

Search

[Advanced Search](#)

## My Shortcuts



Consultation



Department



Emergency Announcem...



Forms & Policies



Glossary



Image Gallery



Initiative



Job



Lost Animal



Create See All



Park



Project



# Multi-lingual content

OpenCities allows you to curate multilingual versions of content that's too important to be auto-translated, and fallback to Google Translate for all other, non-critical content. The multilingual experience extends across the entire site experience, from buttons to nav menus, ensuring your website is truly universal and accessible to more people.



## Construcción y permisos

Permisos de construcción, mapas, planificación, zonificación, ePlan, remodelación y más.



## Carreras y empleo

Vea las ofertas de trabajo y las descripciones de la ciudad, incluidas las de civiles, policías y bomberos.



## Resolver un problema

Reporte un bache, violaciones del código, problemas de la ADA, apelaciones, solicite una audiencia.



## Parques y medio ambiente

Aprenda sobre los parques, programas e iniciativas ambientales que ocurren en la ciudad.



## Transporte y carro

Obtenga más información sobre las muchas opciones y servicios de transporte de la ciudad.



## Haciendo negocios

Obtenga una licencia comercial, realice un pago a la ciudad, suministre servicios, vea oportunidades de proveedores.



## Basura y reciclaje

Vea las rutas y los horarios de recolección de basura y reciclaje, comience una nueva recolección, apele una multa de desechos sólidos.



## Tu gobierno

Líderes de la ciudad, ver reuniones de comisiones, noticias y calendario de la ciudad, registros públicos y más.



## Tu barrio

Vea las oficinas de NET, vea las iniciativas de la ciudad y los próximos eventos.



# Flexible Design System / Theme Management

All Lists Widgets

Address picker Consultation list Development application list Top tasks Elected official list Embeds Events list Featured content Message board list News list

Header

Select layout

Option 1 Option 2 Option 3 Option 4 Option 5 Option 6 Option 7 Option 8

The image displays a user interface for theme management. At the top, there are three tabs: 'All', 'Lists', and 'Widgets'. Below these is a horizontal scrollable list of ten widget icons, each with a label: 'Address picker', 'Consultation list', 'Development application list', 'Top tasks', 'Elected official list', 'Embeds', 'Events list', 'Featured content', 'Message board list', and 'News list'. Below the widget list is a row of four device icons: a desktop monitor, a tablet, a smartphone, and a smaller smartphone. Below this is a 'Header' section. The main area is titled 'Select layout' and contains eight layout options, labeled 'Option 1' through 'Option 8'. Each option is a gray rectangular preview showing a different arrangement of the header and widget elements. Option 7 is highlighted with a green checkmark, indicating it is the selected layout.



Find almost anything on our website



Libraries Jobs

Planning and development

Waste and recycling Rates

Noarlunga Aquatic Centre Services

Council meetings Your Say

Find almost anything on our website

SEARCH

Online Services

News

Events

Denver8 TV

Social



Adopt A Pet

Search adoptable pets online and learn more about the adoption process.



Waste & Recycling

Sched...  
View tra...  
recyclin...  
for remi...



Pay a Parking Ticket

Pay your parking ticket or book...



Vehicle Registration

Register your vehicle online, over the phone, or in-person.



Marria

Licens

Apply o

Civil Un



Blacktown City Council

Looking for...



Bins and waste



Report it



Apply & pay



Libraries



Pay My Rates



Plan and Build



Venues for hire



Adopt an animal



Councillors & Meeting Minutes

How can we help you?

Search

Contact Us Facebook

## Most Requested



PAY A UTILITY BILL

Pay your bill, set up auto-pay, or transfer accounts.



COMING UP AT CITY COUNCIL

Upcoming meetings, agenda topics, and more.



WORK AT THE CITY

See our most recent job openings and apply online.



OUR KIRKLAND

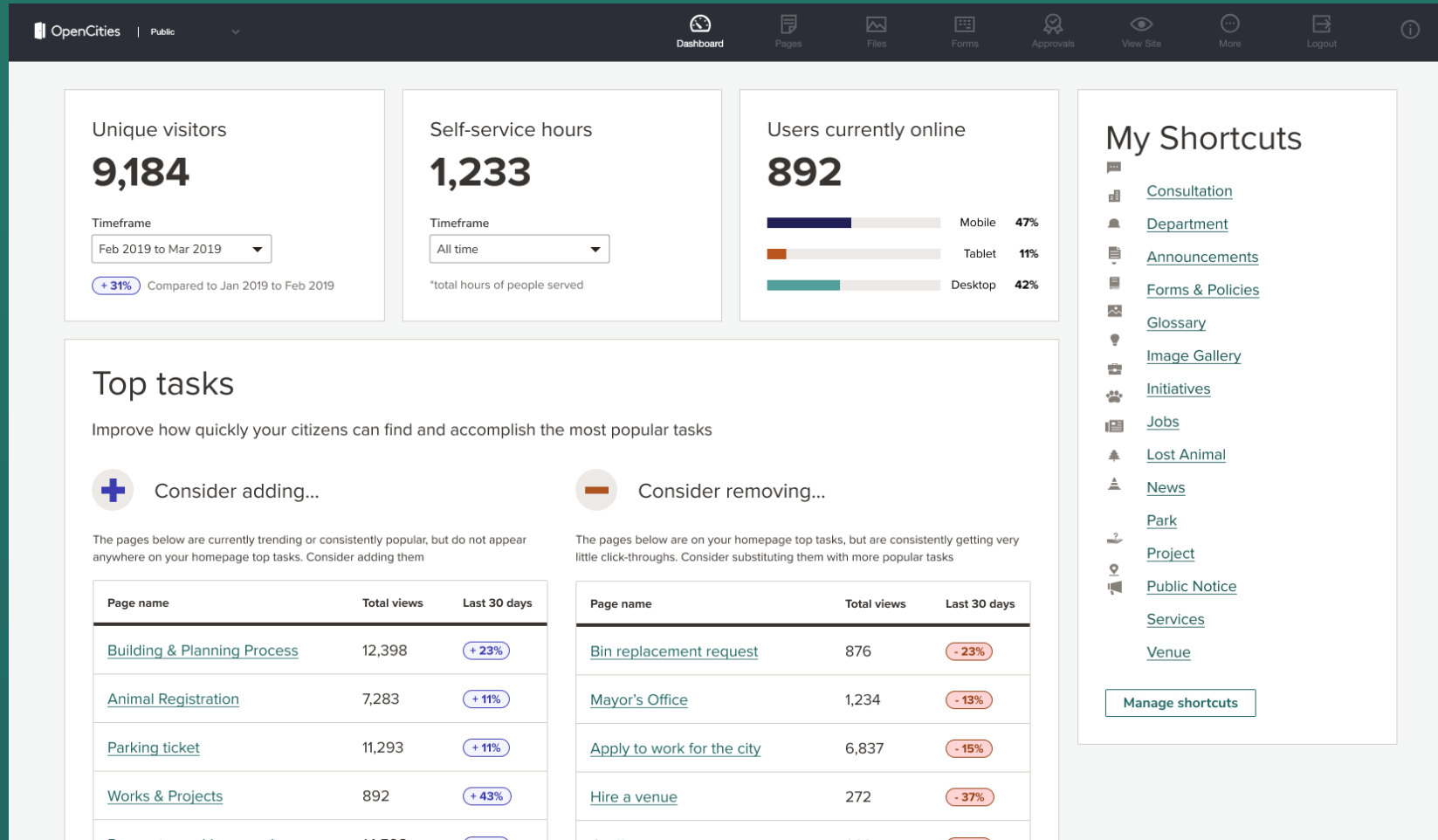


REGISTER FOR A PARKS



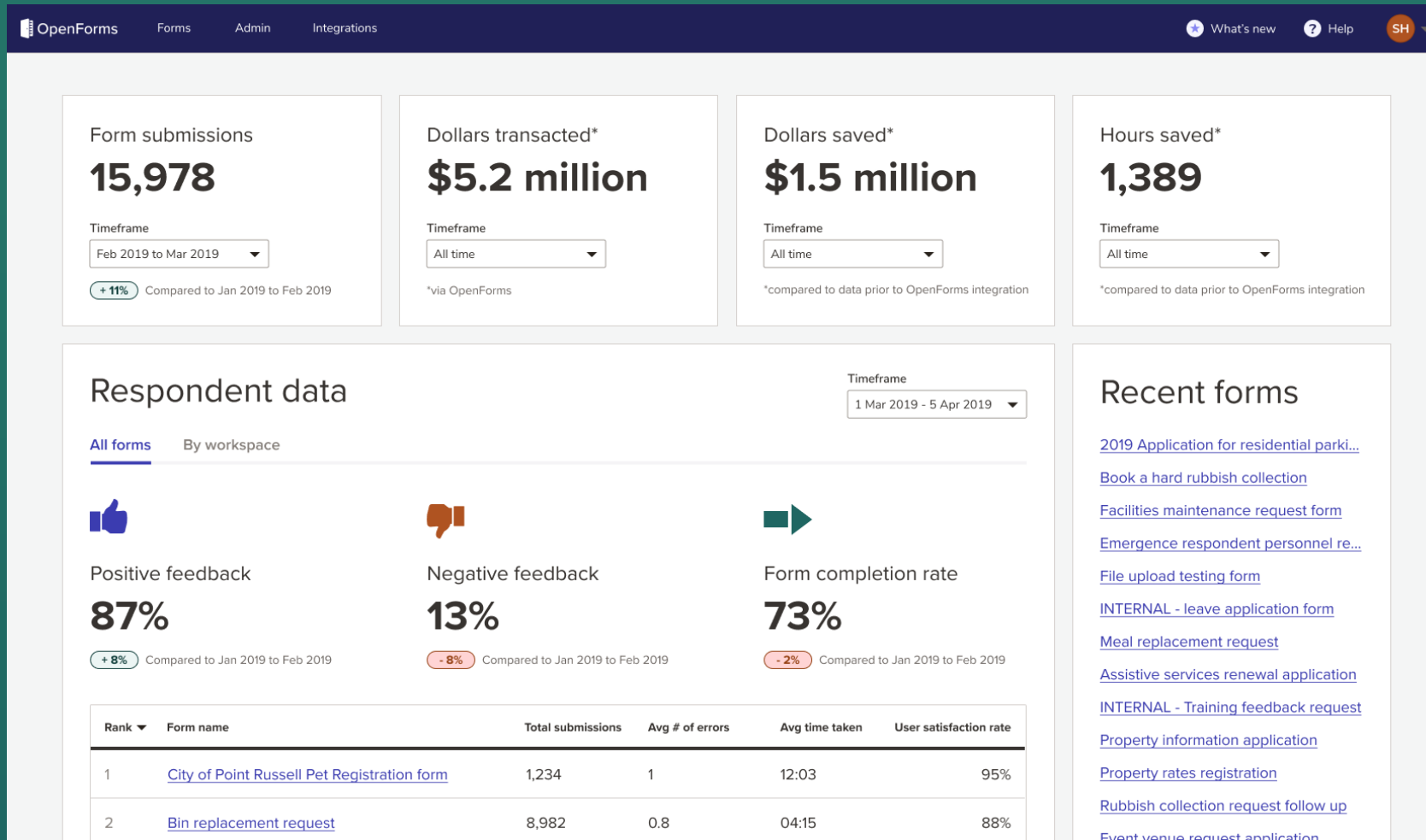
REVIEW THE CITY BUDGET

# Insights Dashboard - OpenCities



OpenCities offers a variety of data insights, ranging from website usage statistics via Google Analytics (including the ability to leverage Google Tag Manager), through to internal publisher and content reports using in-built dashboards and reports. These can be configured easily without any programming skills. The Insights Dashboard provides more than just data and offers suggestions such as what content should be promoted to the home page based on page views, and what information on the homepage may be stale and in need of a swap out.

# Insights Dashboard - OpenForms



Measure the uptake and impact of your digital services, identify and analyze bottlenecks, discover actionable insights, drive continuous improvement. The OpenForms Insights dashboard extends the power of our forms publishing engine with the usage insights your team needs to accelerate your digital transformation.

# Customer Advocacy

## Get to know Customer Advocacy

There's a new team at OpenCities dedicated to helping you achieve your digital goals

As an OpenCities partner, we know you are committed to serving your residents with excellence. But often, there's just more to do than there are resources to do it. It takes time to review your overall site experience, dig into the latest feature releases that may be of real benefit or identify areas where your residents might need additional help on your site. So how can you stay on top of it all and still prioritize outstanding digital service?

That's where we come in. Introducing: the Customer Advocacy program at OpenCities, a new benefit of your annual subscription. Our team is here to partner with you to achieve your long-term digital goals, and make sure you're getting the most value out of our platform.

---

### Who are we

The Customer Advocacy team is led by Rachel Burbank and David Misfeld, both former local government employees who have experienced, and empathize with, the realities of government work.

### What we do

Your primary interaction with the Customer Advocacy team will be in the form of biannual check-ins, where we will cover topics like:

- Understanding your strategic and digital goals
- Recommendations for improving your web, online form or intranet experience
- Modules or products the OpenCities team are working on next that might benefit your organization





# Better Together





OpenCities

# MEMORANDUM

**To:** Township Board  
**From:** James Porter  
**Date:** July 20, 2021  
**Subject:** Amendment 2 to the County's Solid Waste Management Plan

---

**OBJECTIVE:**

To approve Amendment 2 to the Kalamazoo County Solid Waste Management Plan.

**BACKGROUND:**

The Kalamazoo County Waste Management Plan (the "Plan") was adopted in December of 1998. The County is now seeking to amend the Plan a second time to add a "Type B Transfer Station" on Miller Road in the City of Kalamazoo. To allow this change, the Plan must be amended. All units of government within Kalamazoo County must vote on an amendment to the current Plan. The proposed amendment will be beneficial for the County and will not have negative ramifications for the residents of Oshtemo Township.

**INFORMATION PROVIDED:**

Attached to this memo are the proposed Amendment 2 and the Resolution to Approve Amendment 2 to the Solid Waste Management Plan.

**STATEMENT OF REQUESTED BOARD ACTION:**

Adopt the Resolution approving Amendment 2 to Kalamazoo Solid Waste Management Plan.

**OSHTEMO CHARTER TOWNSHIP  
COUNTY OF KALAMAZOO, MICHIGAN**

**RESOLUTION FOR THE APPROVAL OF AMENDMENT 2  
TO THE KALAMAZOO COUNTY SOLID WASTE MANAGEMENT PLAN**

Adopted: July 27, 2021

Effective: July 27, 2021

By action of the Township Board of the Charter Township of Oshtemo, it is hereby resolved that we Approve Amendment 2 to the Kalamazoo County Solid Waste Management Plan, prepared pursuant to the Natural Resources and Environmental Protection Act, 1994 PA451, as amended (NREPA) Part 115, Solid Waste Management, and its Administrative Rules, as attached hereto.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Supervisor declared the motion carried, and the resolution duly adopted.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

\*\*\*\*\*

**CERTIFICATE**

STATE OF MICHIGAN            )  
  ) ss  
COUNTY OF KALAMAZOO        )

I Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held, via permitted ZOOM video conference during COVID-19 public health crises as authorized by PA 254 of 2020, on July 27, 2021, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

**AMENDMENT 2 TO KALAMAZOO COUNTY**

**SOLID WASTE MANAGEMENT PLAN**

\_\_\_\_\_, 202\_\_\_\_

The Kalamazoo County Solid Waste Management Plan (December 1998) is hereby amended and supplemented as follows:

1. Table 2, "Inventory of Solid Waste Disposal Areas" (II-2), is hereby supplemented as follows:
  - a. At the end of Table 2, following the list of solid waste disposal areas under the heading "Type B Transfer Stations," add the following:

| <u>Processing Plants</u>     | <u>County</u> |
|------------------------------|---------------|
| Miller Road Transfer Station | Kalamazoo     |

2. Table 3, "Descriptions of Solid Waste Disposal Areas" (II-3), is hereby amended as follows:
  - a. Under the heading "Type A Transfer Stations", "Miller Road Transfer Station", "Wastes received" (II-8), add: recyclables, contaminated soils, paper sludge.
  - b. Under the heading "Type A Transfer Stations", "Miller Road Transfer Station", "Total area of facility property" (II-8), strike "+/- 1 acre" and insert "+/- 9.51 acres
  - c. Under the heading "Type B Transfer Stations" (II-10), add the following:

**PROCESSING PLANTS**

**Miller Road Transfer Station**

Location: Kalamazoo County, T2S R11W Section 25  
Final Disposal Site: Orchard Hill Sanitary Landfill  
Owner: Landfill Management Company (private)  
Operating Status: Open and Licensed  
Wastes received: residential, commercial, industrial, construction, demolition, trees and stumps, recyclables, contaminated soils, paper sludge  
Total area of facility property: +/-9.51 acres  
Estimated days open per year: 312  
Estimated yearly disposal volume: Unknown

3. Table 11, "Inventory of Solid Waste Disposal Areas" (III-6), is hereby supplemented as follows:
  - a. At the end of Table 11, following the list of solid waste disposal areas under the heading "Type B Transfer Stations," add the following:

| <u>Processing Plants</u>     | <u>County</u> |
|------------------------------|---------------|
| Miller Road Transfer Station | Kalamazoo     |

4. Table 12, “Descriptions of Solid Waste Disposal Areas” (III-7), is hereby amended as follows:
  - a. Under the heading “Type A Transfer Stations”, “Miller Road Transfer Station”, “Total area of facility property” (III-12), strike “+/- 1 acre” and insert “+/- 9.51 acres.
  - b. At the end of Table 12, following the list of solid waste disposal areas under the heading “Type B Transfer Stations” (III-14) add the following:

**PROCESSING PLANTS**

**Miller Road Transfer Station**

Location: Kalamazoo County, T2S R11W Section 25

Final Disposal Site: Orchard Hill Sanitary Landfill

Owner: Landfill Management Company (private)

Operating Status: Open and Licensed

Wastes received: residential, commercial, industrial, construction, demolition, trees and stumps, recyclables, contaminated soils, paper sludge

Total area of facility property: +/-9.51 acres

Estimated days open per year: 312

Estimated yearly disposal volume: Unknown

5. Table 15, “Selected Recycling System” (III-19), is hereby supplemented as follows:
  - a. At the end of the paragraphs under the heading “Drop-off programs” (III-20), add the following:

The **Miller Road Transfer Station** is a privately operated drop-off which is open to the public year round. The drop-off accepts Cardboard, Paper, Rigid Plastic 1-7, Aluminum, Tin, Steel (Ferrous & Non-Ferrous Metals), Wood, Glass, Concrete, Asphalt & Compost.

6. On Page III-27, add the following below the paragraph in “Facility Siting Procedure”:

The following facility is deemed automatically consistent with the plan:

Miller Road Transfer Station for any expansions at its solid waste transfer station or as a new processing plant; located at 2606 Miller Road, Kalamazoo, MI 49001.

7. Appendix D, “Attachments” (D-1) is hereby amended as follows:
  - a. Attachment D-8, the Miller Road Transfer Station, is removed and replaced with the attached **Exhibit C** as “Attachment D-8a”.

## Attachment D-8a

### Exhibit C

#### Miller Road Transfer Station

**Parcel Number: 06-25-314-001**

*County tax description:*

G25-28-2 Section 25-2-11 Beginning 260ft West of the intersection of the E&W 1/4 line of Section 25 with the westerly line of the GTW Railroad right-of-way; thence South 05deg 34min East 484ft; thence East 260ft; thence South 05deg 34min East 183.13ft to the south line of the N 1/2 of the NW1/4 of the SW1/4 of Section 25; thence West 328.02ft along said south line; thence North 05deg 34min West 667.13ft parallel to the westerly line of said right-of-way to the E&W 1/4 line; thence East 68.02ft along said E&W 1/4 line to the point of beginning, excluding the North 33ft for Miller Road.

**Parcel Number: 06-25-318-001**

*County tax description:*

G25-10-2 Sect 25-2-11 that part of the S 1/2 of the NW 1/4 of the SW 1/4 lying E of the ELY li of the GR&I RR right of way.

**Both Parcels:**

*Deed Legal Description (Liber 1210 Pg 152)*

Land located in the North half of the Southwest quarter of Section 25, Town 2 South, Range 11 West, described as: Commencing at a point in the East and West quarter line of said section 328.02 feet West along said quarter line from the West line of the Grand Trunk Western Railroad, thence Southerly parallel with the West line of the Grand Trunk Western Railroad 667.13 feet to the South line of the North half of the Northwest quarter of the Southwest quarter of said section; thence West along said South line 191.58 feet to the East line of the Conrail right-of-way (formerly G.R. & I. Railroad); thence Southerly along the East line of the Conrail right-of-way to the South one-eighth line of said section; thence East along said one-eighth line to the West line of the Grand Trunk Western Railroad; thence Northerly along said West line of said Grand Trunk Western Railroad 850.42 feet; thence West parallel to the East and West quarter line 260 feet; thence Northerly parallel to the West line of the Grand Trunk Western Railroad to the East and West quarter line of said section; thence West along said quarter line to the place of beginning, subject to conditions, limitations, restrictions, and easements of records.



