

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

September 8, 2020

(Refer www.oshtemo.org home page for Virtual Meeting Information, or to Board packet)

BOARD WORK SESSION

6:00 p.m.
AGENDA

- A. Call to Order
- B. Public Comment
- C. Discussion on 1947 & 1961 Oshtemo Fire Trucks
- D. Discussion on 2021 Budget
- E. Other Updates and Business

REGULAR MEETING

7:15 p.m.
AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
 - a. Approve Minutes – August 24th, 2020 and August 25th, 2020
 - b. Receipts & Disbursements Report
 - c. Wastewater Service Ordinance Amendment – Second Reading
 - d. Drake Road Path Budget Amendment
 - e. KLA Group Water Extension Budget Amendment
 - f. Election Budget Amendment
 - g. Fire Department Policies
- 5. Consideration of Assembly and Convention Hall Zoning Amendments – First Reading
- 6. Discussion on Municipal Sewer
- 7. Discussion on State Revenue Sharing
- 8. Other Township Business
- 9. Public Comment
- 10. Board Member Comments
- 11. Discussion on 2021 Budget
- 12. Adjournment

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

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Grant Taylor	216-5221	gtaylor@oshtemo.org
<u>Trustees</u>		
Cheri L. Bell	372-2275	cbell@oshtemo.org
Deb Everett	375-4260	deverett@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Ken Hudok	548-7002	khudok@oshtemo.org

Township Department Information		
<u>Assessor:</u>		
Kristine Biddle	216-5225	assessor@oshtemo.org
<u>Fire Chief:</u>		
Mark Barnes	375-0487	mbarnes@oshtemo.org
<u>Ordinance Enf:</u>		
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org
<u>Parks Director:</u>		
Karen High	216-5233	khigh@oshtemo.org
Rental Info	216-5224	oshtemo@oshtemo.org
<u>Planning Director:</u>		
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: 814 1631 8597**

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 toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **814 1631 8597#**

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.



Memo



To: Libby Heiny-Cogswell, Township Supervisor
From: M. Barnes, Fire Chief
Date: August 27, 2020
Re: Preserving Fire Department History.

Preserving history in Oshtemo Township is an important endeavor that adds character and charm to our community while also reminding us of how far we have come. Recently, the Township was given two opportunities to capture part of its history through the acquisition of previously owned fire engines. There are no other former apparatuses known to exist. Fortunately, both of these are local.

Opportunity #1 – 1961 International Harvester (IH).

The family of OFD Assistant Fire Chief Dick Jones is generously considering the donation of a former Oshtemo Fire Engine back to the Township. In memory of their father, sons Merrill and Chip (both are former OFD members) are giving us an opportunity to reclaim part of our community's history knowing that we will cherish it as much as the Township respects other historical features such as the Drake House, Grange, former Township Office and Community Center.

They could choose to sell the truck to a collector to capture their family's investment but are allowing us an opportunity to accept it with the belief that we will strive to revive its glimmering glory of days gone by.



Opportunity #2 – 1947 Dodge.

This second truck is owned by the family of retired Fire Chief and long serving Township Trustee David Bushouse. It is significantly older but in surprisingly good condition.



This truck does have some equipment which would also be in line for refurbishment where feasible.

*Both trucks were manufactured by
The American Fire Apparatus Company,
Formerly of Battle Creek, MI.*



Cost:

Unfortunately, like any historical effort, exact costs are not known. We are comfortable that both trucks are capable of being refurbished and given time, those costs will be identified.

Request:

I am asking the Township to consider:

- Accepting the donation of the 1961 IH (if offered) and allow discussion on how we might secure ownership of the 1947 Dodge.
- Allow us to house them in/at a fire station as space is available (primarily station #3). The location will change as needed and sometimes, it may have to be outside.
- Provide insurance as part of our fleet.
- Provide minimal gasoline when needed.
- Allow some initial basic maintenance to ensure safe road worthiness (i.e. repair brakes).

A small committee has been formed with a vision that revitalization of this/these historical fire truck(s) will be accomplished via private funding and not taxpayers' dollars. Like most worthy historical projects, this too would be a long and meticulous process, but the result will be the birth of an appreciation of your Fire Department's legendary birth and service.

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: September 3, 2020
Subject: Proposed Wastewater Service Ordinance Amendment – Section 8

OBJECTIVE

To amend the Wastewater Service Ordinance to allow abutting property owners to wait to connect to available sanitary sewer until 24 months following the installation of the sewer main and publication of notice of availability, or to connect within 24 months of mailed notification of the availability of sanitary sewer.

BACKGROUND

As the Board is well aware, many of the Township residents objected to being notified of the requirement to connect to sanitary sewer until after the sewer main had actually been installed in the public right-of-way. This change to the Ordinance will provide for notification of the required connection 24 months after the line has actually been installed.

INFORMATION PROVIDED

Attached hereto is a proposed Ordinance Amendment

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

To adopt the amendment to the Township's Wastewater Service Ordinance No. 208, as amended.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. _____

Adopted: _____, 2020

Effective: _____, 2020

OSHTEMO CHARTER TOWNSHIP ORDINANCE

This Ordinance amends Ordinance No. 208, being the Oshtemo Charter Township Wastewater Service Ordinance, adopted on February 19, 1985, as amended, and repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

SECTION I. AMENDMENT OF COMPILED SECTION 232.008 TIMING OF CONNECTIONS. Section 232.008 Timing of connections is hereby amended to read as follows:

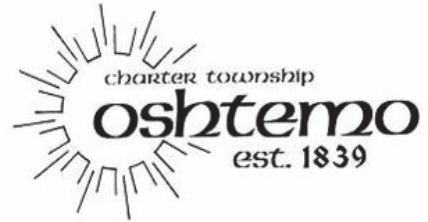
232.008 Timing of connections.

Sec. 8.

Any premises abutting a public sewer main, requiring a sewage disposal service, and which is currently served by, ~~or, at the end of the two-year notice period, will be served by,~~ a septic system which is more than fifteen (15) years old, shall be connected to the abutting sewer system within **twenty-four (24) months following the installation of said public sewer main and publication of the notice of availability by the Township or within twenty-four (24) months of mailed notification of** ~~two (2) years following the installation of said system, or, within two (2) years of notification of~~ availability of sewer service by the Township, **following installation of public sewer main,** or at such earlier time as the private sewage disposal serving the premises requires replacement, a new tile field, new dry wall, or new septic tank. Wastewater and sewage disposal facilities in all buildings hereafter constructed shall be connected to the public sewer system if sewer mains are located in the abutting street at the boundaries of the site at the time of construction. New plats and subdivisions shall be developed with public water and/or sewer mains at the time of street construction if public water and/or sewer service is available at or near the boundaries of the plat or subdivision. The Township Board shall have the right to determine whether the service is sufficiently near to require such public service main installation.

SECTION II. This Ordinance shall take effect upon publication. All Ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP



Memorandum

Date: September 2, 2020
To: Township Board
From: Marc Elliott, P.E., Director of Public Works
Subject: Irrigation Repairs & Restoration

OBJECTIVE

Consideration of a construction expense Budget Amendment for the Drake Road Non-Motorized TAP 02, M43 to Green Meadows for irrigation repairs.

BACKGROUND

Oshtemo obtained a permanent easement for a public sidewalk from WESTMAIN 2000 LLC. Construction activities included earth grade changes to establish level ground for the sidewalk. During the work, buried irrigation pipes and fittings were discovered and needed to be removed.

The facility manager, MC Weiner Company, have provided an open-ended cost estimate of \$33,000+/- for system repairs from their service provider, The Irrigator (see attached). We requested additional estimates and MC Weiner described their difficulties in this regard (see September 2, 2020 email).

Our project manager, Timothy A. Britain, ASLA, confirm the reported damage, as well as judged whether the probable repair cost was reasonable. His response was affirmative for both questions.

To resolve this issue expeditiously, while also recognizing the owner's difficulty in getting multiple quotes, written acceptance of the following conditions shall be required from the owner before the work is initiated:

- A not to exceed amount of \$33,000 shall be specified.
- Billing for services shall be by Time & Materials.
- Rates to be charged as Time & Materials shall be reviewed and approved by Oshtemo's representative in advance of the work.
- Oshtemo's representative shall be pre-notified of the work schedule and be allowed to witness the Time & Materials expended on the repairs.
- Should actual costs exceed the stated cap, Oshtemo shall consider additional compensation.

INFORMATION PROVIDED

- July 22, 2020 estimate (The Irrigator)
- September 2, 2020 email, description of efforts to contact multiple vendors
- Public Works Budget Amendment



July 22, 2020

Drake Rd

Provide & install irrigation to revamp system along Drake Rd from West Main to Lowe's Home Improvement from construction. This very large area still needs to have troubleshooting done to pinpoint actual points of connections, valve locations, mainline, possible boring, sleeving. Quoted at a ball park figure as possible, buried issues become apparent while working through revamp.

Approximately \$33,000.00 +/-.

If you have any questions, please be sure to contact us.

Respectfully submitted,

Brian McCracken

269-963-9606

P.O. Box 1925
Portage, MI 49081
Kalamazoo - 269.372.7221
Battle Creek - 269.963.9606
irrigator@sbcglobal.net

From: [Shannon Orr](#)
To: [Marc Elliott](#); [Tim Britain](#); [Brian Sell](#)
Cc: [Colten Hutson](#); [Brian Wiley](#); [John McCann](#); [Libby Heiny-Cogswell](#)
Subject: RE: Drake Road irrigation repairs
Date: Wednesday, September 2, 2020 4:37:23 PM

Hi Marc,

I would like to let you know we did try to get three bids on this irrigation issue in the Spring however Covid hit and the irrigation companies were shut-down creating a huge back log of work. Out of the three we reached out to the only person that would even give us the time of day then was the Irrigator due to our working relationship. We have a working relationship with Sanderson DeHaan but they were too busy as well to go and look at it.

I reached out again to the other two irrigation companies and one of them is not taking on any new projects this year because they will be lucky to finish what they have. I have not heard back from the other yet but will try again. Is there someone that you know or recommend that could price this and get the work completed this year? I even asked our irrigation contractor up in Wyoming and they are not able to quote anything for us this year unless we want it completed next spring.

I did reach out to Julie and Brian at the Irrigator to provide a more detailed proposal. I will follow up on that tomorrow. I did not want you to think we did not want multiple bids it is just how 2020 is going, everyone is behind in construction. We look forward to hearing for you after presenting to the Board.

Thank you,

Shannon S. Orr
Meyer C. Weiner Co.

BUDGET AMENDMENT REQUEST

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

Date: 09/03/2020

Department Head Name: Marc Elliott (Public Works)

Fund Name: 101 General

		Amount	
Additional Funds Request for:	<u>101-506-97600.NMDRTA</u>	<u>Restoration, Irrigation System Repair</u>	<u>\$ 33,000.00</u>
(description and GL number)	_____	_____	_____
	_____	_____	<u>\$ 33,000.00</u>
Funds requested from:	<u>101-001-40100</u>	<u>General Fund Carryover</u>	<u>\$ 33,000.00</u>
(description and GL number)	_____	_____	_____
	_____	_____	_____
	_____	_____	<u>\$ 33,000.00</u>

Explanation of request:

This additional project construction expense is for repair of irrigation system damage. The system was found to be in conflict with the earth moving and surface grading needed to construct public sidewalk within an easement granted by WESTMAIN 2000 LLC to Oshtemo.

Supervisor Review: LibbyHC 9/3/2020

(pending or date reviewed)

Board Authorization: _____

(pending or date authorized)

BUDGET AMENDMENT REQUEST

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

Date: 09/03/2020

Department Head Name: Marc Elliott (Public Works)

Fund Name:

		Amount	
Additional Funds Request for: (description and GL number)	491-000-96400.WTRKLA	Restoration, Irrigation System Repair	\$ 320,000.00
			\$ 320,000.00
Funds requested from: (description and GL number)	491-000-69600	Revenue Increase	\$ 320,000.00
			\$ 320,000.00

Explanation of request:

This is a paired revenue/expense budget amendment. The expense line is to reimburse the City of Kalamazoo for completion of the Water Pressure Reduction Station installed at 10146 W Main St. The revenue line is reimbursement funds to be received by Oshtemo from the KLA group. The project was completed in early 2019, but assembling the detailed documentation requested by the KLA group was delayed. This amendment is need because the purchase order to the City of Kalamazoo was liquidated at 2019 year-end, and not carried over into the 2020 budget.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the Department to use in the management and mitigation of all-hazards emergency incidents.

300.1.1 DEFINITIONS

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Emergency operations - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. Emergency operations include fire or non-fire incidents, rescues, extrications, hazardous material releases, and natural disasters where fire department response can be anticipated and which subject the fire personnel to personal injury or hazards (Mich. Admin. Code, R 408.17403).

300.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency operations. All emergency operations-related activities shall be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

The Administration Deputy Chief should ensure the Department adopts written ICS/NIMS procedures and training that are compliant with Michigan law and compatible with neighboring jurisdictions. These procedures should be available to members.

The Department shall also develop written procedures for the treatment and transport of injured members from an emergency scene to a medical facility (Mich. Admin. Code, R 408.17451). Reference Kalamazoo County Medical Control Authority related policies and procedures.

Emergency operations shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory, or command level assignments as specified in Mich. Admin. Code, General Industry Safety Standards, Part 74, Appendix A.

Performance of Duties

325.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

325.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

325.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned, and any other lawful instruction or order from a superior officer.

325.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

325.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may include but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade, or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with department policy, guidelines, rules, directives, and orders

325.6 SAFETY

All members shall exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

Oshtemo Fire and Rescue Department

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Performance of Duties

Members shall (Mich. Admin. Code, R 408.17412):

- (a) Use personal protective equipment.
- (b) Report defective equipment, tools, and hazardous conditions to a work supervisor.
- (c) Not remove safeguards from equipment except when necessary to service. The safeguard or equivalent shall be replaced before returning the equipment to operation.
- (d) Not use equipment and tools unless trained in their use and authorized to do so.
- (e) Only perform those duties that he/she is trained to do.

325.7 DRIVER'S LICENSE

All members shall possess a valid state-issued driver's license (MCL 257.301).

All members should be familiar with the state vehicle code, any manuals specific to driving or operating department apparatus, and all other applicable department policies and procedures. Prior to driving an authorized emergency vehicle, members shall meet the driver training standards published under the Michigan Fire Fighter's Training Council Act (MCL 257.312e(11)).

All members shall report to their supervisor any change in their driver's license status. Failure to maintain a valid driver's license in accordance with an employee's current classification specification may result in disciplinary action.

325.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms, and memos on time and in accordance with any other applicable department policy or procedure.

Reports, forms, and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false, or improper information.

325.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their badges and identification cards on their persons while on-duty and in accordance with the Badges Policy, except when responding to or returning from a fire alarm or while actually engaged in fighting a fire (MCL 29.391).

Members shall furnish their names and department identification numbers to any person requesting that information, other than in situations in which the member's personal safety is at risk.

325.10 LOSS OF EQUIPMENT

Members shall report to their work supervisor the loss or recovery of any department badge, identification card, manual, key, or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Line-of-Duty Death and Serious Injury Investigations

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting of the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

328.2 POLICY

It is the policy of the Oshtemo Fire and Rescue Department to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The Department may utilize external resources to assist or lead the investigation. These resources include:

- The Michigan Occupational Safety and Health Administration (MIOSHA)
- The Michigan State Fire Marshal
- Local law enforcement
- Area fire department Fire Chiefs or Fire Marshals
- Michigan Department of Transportation (MDOT)

In the event an investigation utilizes multiple agencies, the Department will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

328.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A Chief level officer designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Oshtemo Fire and Rescue Department shall give their full and complete cooperation to the investigation team.
- (c) MIOSHA will conduct an investigation of incidents involving the death of an employee.
- (d) The Oshtemo Fire and Rescue Department should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a

Oshtemo Fire and Rescue Department

Policy Manual

Line-of-Duty Death and Serious Injury Investigations

line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.

- (e) The investigation team report and all related documentation shall be an internal Oshtemo Fire and Rescue Department administrative report.
- (f) Any public release of the report requires the approval of the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of the Michigan Freedom of Information Act (MCL 15.231 et seq.).

328.4 INVESTIGATION TEAM

The investigation team may consist of the following team members:

- (a) Captain
- (b) Fire investigator
- (c) Department Health and Safety Officer
- (d) Risk manager
- (e) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

328.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the Department, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.
- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the Department.

Oshtemo Fire and Rescue Department

Policy Manual

Line-of-Duty Death and Serious Injury Investigations

- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Community Risk Reduction to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the Department or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

328.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
 - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
 - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

328.5 FINAL REPORT

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report to the Township Supervisor.



August 31, 2020

Mtg Date: September 8, 2020
To: Oshtemo Charter Township Board
From: Iris Lubbert, AICP, Planning Director
Subject: Assembly and Convention Halls – First Reading

Objective:

Consideration of the Assembly and Convention Halls ordinance language for First Reading.

Background:

Township Planning Department staff was approached by a perspective property owner who is interested in establishing a wedding/event venue within the commercial portion of the 9th Street and West Main Zoning Overlay. Examining the Township's Zoning Ordinance, staff found that no such use is identified as allowable in any zoning district in Oshtemo, despite a handful of such businesses having been located here in the past. In some cases, such as with the Delta Marriott Hotel on S 11th Street, the convention center there, is considered an accessory element to the primary use of the property. In the case that prompted this proposal, the event space would be the property's primary use. A general tenant of local zoning is that no reasonable use of land can be outright prohibited in any community and must be allowed somewhere. In the interest of adhering to accepted legal convention and good planning practice, Staff worked with the Planning Commission to draft an amendment that would allow Assembly and Convention Halls as a primary use within the Township.

The Planning Commission initially discussed the proposed amendment at their regular February 27th meeting. After deliberation, the Commission agreed to move forward with the proposed changes to Sections 18.40 and 35.40 and set a Public Hearing for their meeting on March 26th. Due to COVID-19's impact on the Township's ability to hold open meetings, the public hearing needed to be rescheduled to April 30th. At the public hearing the Planning Commission grew concerned when they found that the ordinance does not define Assembly and Convention Halls. The Commission was worried that if no additional guidance was provided larger Convention Centers (like the Kalamazoo County Expo Center) could accidentally be lumped into the same category. The Planning Commission moved to table the item and asked staff to explore possible definitions that would alleviate their concerns and avoid potential future misunderstandings. Staff presented a drafted definition to the Commission at their May 14th meeting as well as discussed the possibility of implementing a maximum capacity or occupancy to be tied to the proposed Special Use – potentially a different value depending on the zoning district in which the use is allowed. It was agreed that staff would return to the Commission with a revised definition for Assembly and Convention Halls and drafted Special Use requirements. Staff presented a revised definition to the Planning Commission at their July 30th regular meeting along with potential Special Use requirements for Assembly and Convention Halls. After review, the Commission agreed to move the amendments forward to a Public Hearing.

A notice for the Public Hearing was published on Tuesday, on August 11, 2020. A Public Hearing was held on the Planning Commission's August 27th regular meeting. There was no public comment. The Planning Commission unanimously motioned to forward the Assembly and Convention Hall language to the Township Board with a recommendation of approval.

Summary of Proposed Amendments:

The proposed text would allow Assembly and Convention Halls as a primary use within the C, Local Business District, the C-R: Local Commercial District Restricted, and the 9th Street and West Main Overlay Zone. All three districts are appropriate locations for this use based on their character and intent. In order to mitigate any unforeseen consequences or impacts of this use to nearby properties, it is recommended to make Assembly and Convention Halls a Special Use with conditions. Placing this use under Special Uses means that any proposed assembly and convention hall would need to go through the Planning Commission public review process. The proposed conditions for this use include maximum capacities or occupancies (depending on the zoning district in which the use is allowed) and specifications that provide flexibility for outdoor event spaces. The maximum capacities proposed are intended to keep the scale of any potential assembly and convention hall appropriate for their prospective locations. These capacity numbers were derived by looking at and comparing the types and scales of existing convention/assembly halls in other jurisdictions. For consistency, the Special Use language that addresses the review of assembly and convention halls with allocated outdoor event space was mirrored from our code’s current Special Use requirements for Temporary Outdoor Events (Section 49.240).

It should be noted that parking for this use is already addressed in 52.100 Minimum required parking spaces, the language is included below for reference.

52.100 Minimum required parking spaces

Land Use	Minimum number of spaces per unit of measure
Meeting rooms, Assembly & Convention Halls (without fixed seating)	1 space for each 3 persons allowed within the maximum occupancy load as established by the Township building code

As the Township gains experience with Assembly and Convention Halls as a primary use, additional criteria can be developed, and other zoning districts considered. To avoid confusion, a definition for Assembly and Convention Halls is also proposed. The Township Attorney has reviewed the proposed language and supports the proposed amendments.

Thank you.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2020

Effective: _____, 2020

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend Oshtemo Charter Township Zoning Ordinance Article 2 Construction of Language and Definitions, Section 2.20 Definitions to add a definition of Assembly and Convention Hall; to amend Article 18 C: Local Business District, Section 18.40 Special Uses, by the addition of Paragraph A. Assembly and Convention Halls as a special use and the re-lettering of subsequent paragraphs; to amend Article 21, C-R Local Commercial District, Restricted, Section 21.40 Special Uses, by the addition of Paragraph B Assembly and Convention Halls as a special use and the re-lettering of subsequent paragraphs; to amend Article 35 9th Street and West Main Overlay Zone, Section 35.40 Special Uses, by the addition of Paragraph B.1. Assembly and Convention Halls as a special use in Commercial and the re-numbering of subsequent paragraphs; and to amend Article 49 Requirements for Special Uses by the addition of a new Section 49.40 Assembly and Convention Halls and the re-numbering of subsequent paragraphs. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF ZONING ORDINANCE COMPILED ARTICLE 2 CONSTRUCTION OF LANGUAGE AND DEFINITIONS, SECTION 2.20 DEFINITIONS. Article 2 Construction of Language and Definitions, Section 2.20 Definitions, is hereby amended by the addition of a definition of Assembly and Convention Hall to read as follows:

ARTICLE 2 CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.20 DEFINITIONS

* * *

Assembly and Convention Hall – A room or building for the purpose of hosting a party, banquet, wedding, or any other social or business event. Assembly and Convention Halls can also be called meeting rooms, function halls, reception halls, or banquet halls.

* * *

SECTION II. AMENDMENT OF ZONING ORDINANCE COMPILED ARTICLE 18 C: LOCAL BUSINESS DISTRICT, SECTION 18.40 SPECIAL USES. Article 18 C: Local Business District, Section 18.40 Special Uses, is hereby amended by the addition of Paragraph A. Assembly and Convention Halls and re-lettering of subsequent paragraphs to read as follows:

ARTICLE 18 C: LOCAL BUSINESS DISTRICT

Section 18.40 SPECIAL USES

- A. **Assembly and Convention Halls**
- B. Child care centers.
- C. Funeral homes.
- D. Private clubs.
- E. Parks of ten acres or less in size, subject to the conditions and limitations set forth at Section 49.90 of this Ordinance.

- F. Nursing, convalescent, handicapped, or senior citizens' homes.
- G. Drive-in service window or drive-through services for businesses.
- H. Retail lumber yards.
- I. New and/or used car sales lots; recreational vehicle sales lots; mobile home sales lots outside of mobile home parks; farm machinery and other equipment sales lots; boat sales lots; and other businesses involving substantial outdoor sales or activities connected with retail sales.
- J. Crematories.
- K. Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
- L. Filling stations, carwashes, public garages or service stations, excluding auto body and auto paint shops.
- M. Drive-in theatres.
- N. Buildings and regulator stations for essential services.
- O. Temporary outdoor events (lasting more than one day).
- P. Brewpub.
- Q. Microbrewery.
- R. Wine Tasting Room.
- S. Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- T. Communication towers.
- U. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- V. Private streets.
- W. Wind energy conversion systems.

SECTION III. AMENDMENT OF ZONING ORDINANCE COMPILED ARTICLE 21 C-R: LOCAL COMMERCIAL DISTRICT, RESTRICTED, SECTION 21.40 SPECIAL USES. Article 21 C-R: Local Commercial District, Restricted, Section 21.40 Special Uses, is hereby amended by the addition of Paragraph B. Assembly and Convention Halls and re-lettering of subsequent paragraphs to read as follows:

ARTICLE 21 C-R: LOCAL COMMERCIAL DISTRICT, RESTRICTED

Section 21.40 SPECIAL USES

- A. Hotels, Motels.
- B. **Assembly and Convention Halls**
- C. Conference center facilities.
- D. Universities, colleges, and/or their activities and facilities.
- E. Restaurants.
- F. Banks, credit unions, and similar financial institutions with drive-through service windows.
- G. Private Clubs.
- H. Essential services.
- I. Commercial planned unit developments.
- J. Temporary outdoor events (lasting more than one day).
- K. Brewpub.
- L. Microbrewery.
- M. Wine Tasting Room.
- N. Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- O. Communication towers.
- P. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- Q. Private streets.
- R. Wind energy conversion systems.

SECTION IV. AMENDMENT OF ZONING ORDINANCE COMPILED ARTICLE 35 9TH STREET AND WEST MAIN OVERLAY ZONE, SECTION 35.40 SPECIAL USES. Article 35 9th Street and West Main Overlay Zone, Section 35.40 Special Uses is hereby amended by the addition of Paragraph B. 1 and the re-numbering of subsequent paragraphs to read as follows:

ARTICLE 35 9TH STREET AND WEST MAIN OVERLAY ZONE

Section 35.40 SPECIAL USES

A. Residential

The following uses may be located within the 9th Street Residential and the West Main Street Residential section of the Overlay District subject to Special Use approval:

1. Group day care home.
2. Residential planned unit development subject to Article 41.
3. Golf courses, parks, and outdoor recreational areas.
4. Buildings and regulator stations for essential services.
5. Public and private schools.

B. Commercial

The following uses may be located within the 9th Street Commercial and the West Main Street Commercial section of the Overlay District subject to Special Use approval:

1. **Assembly and Convention Halls.**
2. Brewpub.
3. Buildings and regulator stations for essential services.
4. Child care centers.
5. Commercial planned unit developments subject to Article 41.

6. Craft food and beverage production facility.
7. Crematories.
8. Drive-in service window or drive-through service for businesses, not to include restaurants.
9. Funeral homes.
10. Golf courses, parks, and outdoor recreational areas.
11. Group day care home.
12. Hotels, motels.
13. Indoor theaters.
14. Microbrewery.
15. Nursing, convalescent, handicapped, assisted living, or senior citizens' homes.
16. Private clubs.
17. Public and private schools.
18. Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
19. Temporary outdoor events.
20. Veterinary clinics.
21. Wine Tasting Room.
22. Temporary outdoor event (lasting more than one day)

SECTION V. AMENDMENT OF ZONING ORDINANCE COMPILED ARTICLE 49 REQUIREMENTS FOR SPECIAL USES – ADDITION OF SECTION 49.40 ASSEMBLY AND CONVENTION HALLS.

Article 49 Requirements for Special Uses, Section 49.40 Assembly and Convention Halls

is hereby added to read as follows and the re-numbering of subsequent sections:

ARTICLE 49 REQUIREMENTS FOR SPECIAL USES

Section 49.40 ASSEMBLY AND CONVENTION HALLS

Assembly and Convention Halls

- A. Assembly and Convention Halls shall have the following maximum capacities as established by the Township building code if located in one of the following zoning districts:
 - i. 9th Street and West Main Overlay Zone: 200 people
 - ii. C, Local Business District: 750 people

- B. Assembly and Convention Halls shall allow for both indoor and outdoor event spaces. Permitted maximum capacity of the site, per item A above, shall be considered the sum of the capacities of all indoor and outdoor event spaces. Outdoor event spaces must be approved by the Planning Commission at the time of Special Use and Site Plan approval. The following additional details shall be provided with the submitted site plan for all requests for outdoor event spaces:
 - a. A letter of intent, including information on how the outdoor event space will be used, the hours of operation, description on what attempts were made to visually shield the proposed outdoor event space from the road and neighboring properties, and a breakdown of the site's maximum occupancy capacity for the indoor and outdoor event spaces.
 - b. The outdoor event space clearly delineated on the site plan.
 - c. Placement of vehicles, trailers, and all other equipment for outdoor events is shown on the plan and placed away from adjoining residentially used properties and complies with all applicable setbacks.
 - d. Restrooms provided (in building or portable facilities).

- e. Traffic lanes and additional on-site parking to service outdoor event space to be provided at the rate of 1 space for each 3 persons allowed within the maximum occupancy.
 - f. Fire lanes and emergency vehicle turning areas.
 - g. All activity takes place on subject property.
- C. The Planning Commission may impose additional conditions when found reasonable and appropriate to avoid or mitigate adverse impacts on surrounding properties.

SECTION VI. 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
CHARTER TOWNSHIP

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

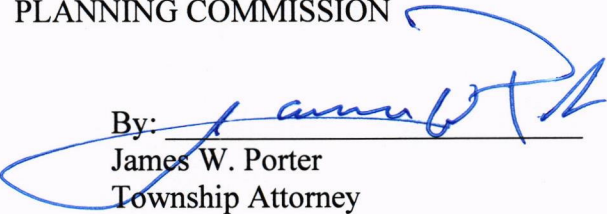
RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION RESULTING FROM A PUBLIC HEARING CONDUCTED ON AUGUST 27, 2020

The Oshtemo Charter Township Planning Commission hereby recommends APPROVAL of the following amendments to Article 2, Section 2.20 Definitions, to add a definition of Assembly and Convention Hall; Article 18 C: Local Business District, Section 18.40 Special Uses, by the addition of Paragraph A. Assembly and Convention Halls as a special use and the re-lettering of subsequent paragraphs; Article 21, C-R Local Commercial District, Restricted, Section 21.40 Special Uses, by the addition of Paragraph B Assembly and Convention Halls as a special use and the re-lettering of subsequent paragraphs; Article 35 9th Street and West Main Overlay Zone, Section 35.40 Special Uses, by the addition of Paragraph B. 1. Assembly and Convention Halls as a special use in Commercial, and the re-numbering of subsequent paragraphs; and Article 49 Requirements for Special Uses, by the addition of a new Section 49.40 Assembly and Convention Halls and the re-numbering of subsequent paragraphs of the Oshtemo Charter Township Zoning Ordinance.

SEE ATTACHMENT

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION

Date: August 27, 2020

By: 
James W. Porter
Township Attorney

Final Action by Oshtemo Charter Township Board

_____ APPROVED _____

_____ DENIED _____

_____ REFERRED BACK TO PLANNING COMMISSION

ATTACHMENT

ARTICLE 2 CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.20 DEFINITIONS

* * *

Assembly and Convention Hall – A room or building for the purpose of hosting a party, banquet, wedding, or any other social or business event. Assembly and Convention Halls can also be called meeting rooms, function halls, reception halls, or banquet halls.

ARTICLE 18 C: LOCAL BUSINESS DISTRICT

Section 18.40 SPECIAL USES

- A. **Assembly and Convention Halls**
- B. Child care centers.
- C. Funeral home
- D. Private clubs.
- E. Parks of ten acres or less in size, subject to the conditions and limitations set forth at Section 49.90 of this Ordinance.
- F. Nursing, convalescent, handicapped, or senior citizens' homes.
- G. Drive-in service window or drive-through services for businesses.
- H. Retail lumber yards.
- I. New and/or used car sales lots; recreational vehicle sales lots; mobile home sales lots outside of mobile home parks; farm machinery and other equipment sales lots; boat sales lots; and other businesses involving substantial outdoor sales or activities connected with retail sales.
- J. Crematories.
- K. Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
- L. Filling stations, carwashes, public garages or service stations, excluding auto body and auto paint shops.
- M. Drive-in theatres.
- N. Buildings and regulator stations for essential services.
- O. Temporary outdoor events (lasting more than one day).
- P. Brewpub.
- Q. Microbrewery.
- R. Wine Tasting Room.
- S. Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- T. Communication towers.
- U. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- V. Private streets.
- W. Wind energy conversion systems.

ARTICLE 21 C-R: LOCAL COMMERCIAL DISTRICT, RESTRICTED

Section 21.40 SPECIAL USES

- A. Hotels, Motels.
- B. **Assembly and Convention Halls**
- C. Conference center facilities.
- D. Universities, colleges, and/or their activities and facilities.
- E. Restaurants.
- F. Banks, credit unions, and similar financial institutions with drive-through service windows.
- G. Private Clubs.
- H. Essential services.
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- J. Temporary outdoor events (lasting more than one day).
- K. Brewpub.
- L. Microbrewery.
- M. Wine Tasting Room.
- N. Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- O. Communication towers.
- P. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- Q. Private streets.
- R. Wind energy conversion systems.

ARTICLE 35 9TH STREET AND WEST MAIN OVERLAY ZONE

Section 35.40 SPECIAL USES

A. Residential

The following uses may be located within the 9th Street Residential and the West Main Street Residential section of the Overlay District subject to Special Use approval:

1. Group day care home.
2. Residential planned unit development subject to Article 41.
3. Golf courses, parks, and outdoor recreational areas.

4. Buildings and regulator stations for essential services.
5. Public and private schools.

B. Commercial

The following uses may be located within the 9th Street Commercial and the West Main Street Commercial section of the Overlay District subject to Special Use approval:

1. **Assembly and Convention Halls.**
2. Brewpub.
3. Buildings and regulator stations for essential services.
4. Child care centers.
5. Commercial planned unit developments subject to Article 41.
6. Craft food and beverage production facility.
7. Crematories.
8. Drive-in service window or drive-through service for businesses, not to include restaurants.
9. Funeral homes.
10. Golf courses, parks, and outdoor recreational areas.
11. Group day care home.
12. Hotels, motels.
13. Indoor theaters.
14. Microbrewery.
15. Nursing, convalescent, handicapped, assisted living, or senior citizens' homes.
16. Private clubs.
17. Public and private schools.
18. Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
19. Temporary outdoor events.
20. Veterinary clinics.
21. Wine Tasting Room.
22. Temporary outdoor event (lasting more than one day)

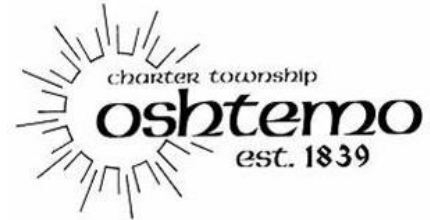
ARTICLE 49 REQUIREMENTS FOR SPECIAL USES

Section 49.40 ASSEMBLY AND CONVENTION HALLS

Assembly and Convention Halls

- A. **Assembly and Convention Halls shall have the following maximum capacities as established by the Township building code if located in one of the following zoning districts:**
 - i. **9th Street and West Main Overlay Zone: 200 people**
 - ii. **C, Local Business District: 750 people**

- B. Assembly and Convention Halls shall allow for both indoor and outdoor event spaces. Permitted maximum capacity of the site, per item A above, shall be considered the sum of the capacities of all indoor and outdoor event spaces. Outdoor event spaces must be approved by the Planning Commission at the time of Special Use and Site Plan approval. The following additional details shall be provided with the submitted site plan for all requests for outdoor event spaces:
- a. A letter of intent, including information on how the outdoor event space will be used, the hours of operation, description on what attempts were made to visually shield the proposed outdoor event space from the road and neighboring properties, and a breakdown of the site's maximum occupancy capacity for the indoor and outdoor event spaces.
 - b. The outdoor event space clearly delineated on the site plan.
 - c. Placement of vehicles, trailers, and all other equipment for outdoor events is shown on the plan and placed away from adjoining residentially used properties and complies with all applicable setbacks.
 - d. Restrooms provided (in building or portable facilities).
 - e. Traffic lanes and additional on-site parking to service outdoor event space to be provided at the rate of 1 space for each 3 persons allowed within the maximum occupancy.
 - f. Fire lanes and emergency vehicle turning areas.
 - g. All activity takes place on subject property.
- C. The Planning Commission may impose additional conditions when found reasonable and appropriate to avoid or mitigate adverse impacts on surrounding properties.



Memorandum

Date: September 7th, 2020
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: Oshtemo Sewer Fees Payment Methodology

OBJECTIVE

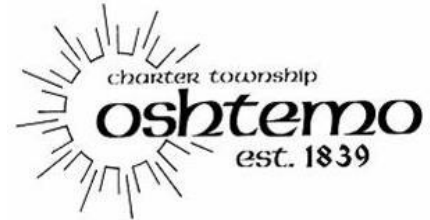
Discussion on the municipal sewer fees payment mechanisms.

BACKGROUND

The Township Board discussed adopting an alternative to the mortgage payment at their last meeting in August, namely transitioning to a the ‘sewer installment payment agreement’ alternative presented by Attorney Porter. The alternative replaces the ‘mortgage agreement’ system. The mechanics of both payment agreements work identically, however the proposed alternative shifts from the ‘mortgage’ format, which some residents oppose.

The alternative installment payment option remains on the table. The Board requested further exploration of a capital charge on the monthly sewer bill received from the City of Kalamazoo. Attorney Porter explored the option, and determined it is feasible. However it remains unknown at this time whether this type of system is feasible for Oshtemo. It requires agreement from the City of Kalamazoo, and close cooperation for tracking, and although initial outreach was made those conversations have not yet occurred.

Given the connections and agreements are not imminent, the recommendation is to continue to work toward the latter option until it is either established by the Township and the City, or deemed not feasible.



Memorandum

Date: September 8th, 2020
To: Township Board
From: Libby Heiny-Cogswell, Supervisor
Subject: Bond Information

OBJECTIVE

Update on the municipal sewer information. Consider authorization for mailed bond ballot information.

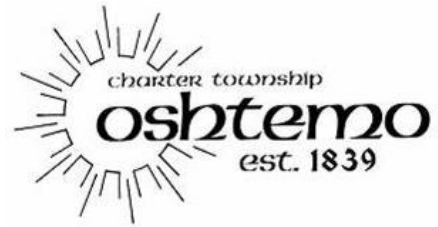
BACKGROUND

The Township Board in August authorized hiring Quadrant II Marketing to assist with assembling factual sewer information for the public ahead of the November 3rd ballot measure. Work and proposed public information include:

- Mailed information (up to 3 postcards)
- Press Release
- Township website information (Bond and updated Public Works information)

Eight staff, elected, and consultants are meeting at least weekly to discuss and review factual information. Quadrant II obtained four bids for the first printing and mailing, with the low bid from JB printing. The cost to print, address, and mail to 9500 residences in the Township is approximately \$4000. The recommendation is to authorize the expenditure for mailing the first postcard, with monies currently budgeted for 2020 in the postage line and in the newsletter line.

Should the Township mail the second and third postcards, the recommendation is to amend the budget for \$4,000 per each subsequent mailing, and to use funds from carryover in the same lines per the above.



Memorandum

Date: 8 September 2020
To: Township Board
From: Josh Owens, Assistant to the Supervisor
Subject: State Revenue Sharing

Objective

Board discussion regarding the replacement of State Revenue Sharing payments for Coronavirus Relief Fund payments.

Background

In late June, the State Legislature passed a COVID-19 related budget agreement that impacted State Revenue Sharing for all Michigan cities, villages, and townships (CVT). As a part of the agreement, CVT revenue sharing payments for August were eliminated and replaced by Coronavirus Relief Fund (CRF) dollars. The CRF dollars are being used to offset the loss of regular CVT revenue sharing. A \$150 million CRF dollars were allocated for CRF dollars based on a local unit's proportionate share of CVT revenue sharing dollars. This new payout equates to 1.5 times the Township's previously anticipated August CVT revenue share payment.

The Township recently received the August CRF dollars which totaled \$294,209. The payment does come with some restrictions. \$19,884 of the aforementioned total must be spent on COVID-19 related purchases and those purchases must take place on or before Dec 30, 2020. The Township must also complete and return a CRF Funding Acceptance Packet by September 15, 2020 in order to retain the COVID-19 related funds. At the time of this writing said packet had not been released by the State of Michigan.