

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

**June 8<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. Roll Call & Remote Location Identification
3. Pledge of Allegiance
4. Public Comment on Non-Regular Session Items

**WORK SESSION ITEMS**

5. Discussion on 2022 Budget – Department Accomplishments, Goals, Vision (Continued)
6. Other Updates & Business

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

**REGULAR SESSION ITEMS – 7:15 P.M.**

7. Consent Agenda
  - a. Approve Minutes – May 25, 2021
  - b. Receipts & Disbursements Report
  - c. Employee Handbook Amendment – Cell Phones
  - d. Budget Amendments – Fire, Parks
  - e. Policy - Sale or Disposal of Real or Personal Township Property
8. 2021 Employee Anniversary Recognitions
  1. Rick Crepas – 5 Years
  2. Dusty Farmer – 5 Years
  3. Nathan Carley – 10 Years
  4. Karen High – 10 Years
  5. Eric Burghardt – 15 Years
  6. Steve Hippensteel – 25 Years
  7. Linda Potok – 25 Years
  8. Jim Wiley – 25 Years Full Time/41 Years Total
  9. Kevin Putnam – 24 Years
9. Discussion on Capital Infrastructure Projects Funding (Continued)
10. Request to Enter Into Closed Session to Discuss Written Opinion of Counsel
11. Consideration of Amendment to Ordinance 234: Cemetery Regulations – First Reading
12. Other Township Business & Question Updates
13. Public Comment
14. Board Member Comments
15. Adjournment

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

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

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

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

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

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

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

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

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

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

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

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

## Zoom Instructions for Participants

### Before a videoconference:

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

### To join the videoconference:

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

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 846 7388 3109**

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: **846 7388 3109#**

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



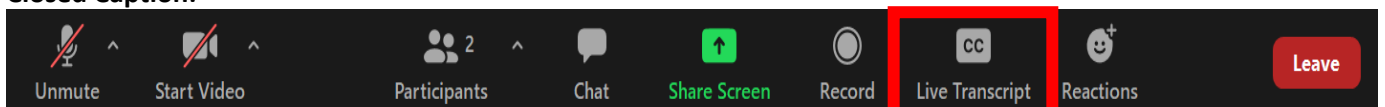
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

# Memo

**To:** Oshtemo Township Board  
**From:** Sara Feister, HR/Benefits Coordinator  
**Date:** 06/08/21  
**Re:** Cell Phone Policy Handbook Revision

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**OBJECTIVE:**

Seeking approval to expand the current cell phone policy to include IT & Assistant Supervisor.

**BACKGROUND:**

Current eligibility for the cell phone program includes positions that “require cell phones at all times to further their official duties.” Two positions fall into this category but since they are new were not included-- IT & Assistant Supervisor. The Board is requested to add these positions to the list of those eligible for cell phones or reimbursement, per the existing policy.

**PROPOSED REVISION:**

See attached for revised policy.

## Cell Phone Use

The cell phone policy shall be as follows:

A. Employees required to have cell phones.

The Township will provide cell phones and a selected service plan for employees who the Township Board determines require cell phones at all times to further their official duties, which include full-time Elected Officials (Supervisor, Clerk and Treasurer), the Ordinance Enforcement Officer, Maintenance Dept. Head, IT, Assistant Supervisor, Fire Chief, Assistant Fire Chief, and those firefighters the Fire Chief determines require cell phones.

1. Township employees required to have a cell phone, but who do not use this cell phone for personal use, will not incur any expense. Those employees wishing to use the Township cell phone for personal use may do so by paying one-half of the per month cost for the service in addition to any other charges not deemed necessary by the Township.
2. Those employees required to have a cell phone at all times but who wish to maintain their own cell phone service may request reimbursement of up to one-half of the cost of the Township's service plan.

B. Employees required to have cell phones periodically.

Township employees with duties and responsibilities which take them from the Township Offices should have a cell phone available while on Township business. Employees have the option of using their own cell phone and making that phone number available to the Township, or, in the alternative, may secure a cell phone from the front desk by logging out the same and returning the same upon their return from the field.

## **APPENDIX G**

*Addition of Cell Phone Use Guidelines - Effective 10/13/09*  
*Amendment of Cell Phone Use Guidelines - Effective 7/28/11*  
*Amendment of Cell Phone Use Guidelines ¶ A - Effective 10/9/12*  
*Amend. of Cell Phone Use Guidelines ¶ A1 & 2 & New ¶ B - Eff. 10/08/13*  
*Amend. of Cell Phone Use Guidelines ¶ A - Eff. 08/09/16*



# Memo



**To:** Josh Owens, Assistant Township Supervisor  
**From:** M. Barnes, Fire Chief  
**Date:** May 27, 2021  
**Re:** Requesting Emergency PO for Fire Hose

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Each year we test all firehose (12,608') to ensure its safety and functionality according to the National Fire Protection Association's Standard #1962 "Standard for the Care, Use, Inspection, Service Testing and Replacement of Fire Hose". This service testing is provided by a professional third-party vendor.

Because this mandated testing is designed to be more rigorous than normal use, we do not replace hose until it fails the test. Managing hose with that criteria avoids premature replacement.

This year, 8 lengths of large diameter supply hose (LDH) failed the test. Some of this hose dated back to 1988. This memo is requesting approval for an emergency purchase pursuant to Oshtemo's purchasing policy dated 5/28/2019 (page 6). A corresponding budget amendment has been produced.



**MFE, Inc.** (Moses Fire Equipment, Inc.)  
 P.O. BOX 690  
 LAWRENCE, MI 49064-0690  
 Voice: (269) 674-8655 / Fax: (269) 674-8633  
 Email: mosesfire@live.com

**QUOTE**

Quote Number:  
**Q21120**

Quote Date:  
 5/24/2021  
 5/28/2021

REVISED

Quote for: **BOB FLAHIVE / MELISSA RUGG**  
 OSHTEMO TWP. FIRE DEPT.

Quote Valid: **30 DAYS**

Prices quoted do not include freight - Freight Additional

**Via Email**  
 bflahive@oshtemo.org  
 (Emailed to Melissa)

Quoted by: Sheryl Moses, Office Mgr.

Salesperson: House

Quantity	Description	Price Each	Total Cost
8 SEC	FIREQUIP HYDRO FLOW LARGE DIAMETER RUBBER HOSE, 5.00" X 100 FT. SECTION WITH 5.00" STORZ COUPLINGS (YELLOW)	\$ 684.00	\$ 5,472.00
	<b>ESTIMATED FREIGHT - \$275.00 TO \$300.00</b>		
	<b><u>The above quantities DO NOT qualify for "free freight" - Freight is additional.</u></b>		

Please review the above information, cross out any items that you do not want, verify quantities and sign below for acceptance of this order as listed above. Please RETURN the signed copy to us so your order can be processed.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Customer PO # \_\_\_\_\_







AT&T 40 Acre Property Purchase Cost Summary  
June 3, 2021

Expenses previously discussed with the Board in 2020 and 2021

\$	40,000	Property Cost
\$	27,000	Property legal descriptions & field staked survey (Required & not eligible for grant reimbursement, as previously discussed. Cost exceeded internal estimate)
\$	5,500	Appraisal
\$	4,200	Phase 1 Environmental
\$	3,700	Closing costs (recording fee, title ins, transfer tax, title search, closing fees)
\$	<b>80,400</b>	<b>Subtotal (Board authorization requested June 8th)</b>
\$	<b>(58,000)</b>	<b>Anticipated Michigan Natural Resources Trust Fund (MNRTF) Grant Reimbursement</b>

Budgeted/New Approved Expenses 2021

\$	23,200	Phase 2 Environmental (Additional 2021 expense per attorney recommendation; Board approval May 11th)
\$	1,000	Trail head sign at Flesher Field, stop signage at S 6th St, property boundary signage (in 2021 budget)

# 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) \_\_\_\_\_  
\_\_\_\_\_

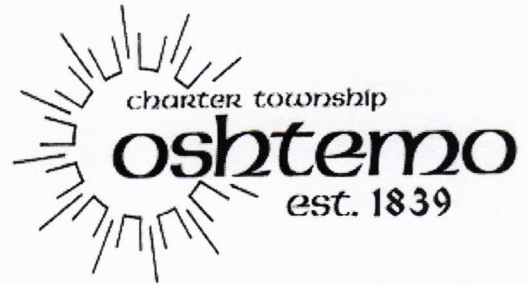
Funds requested from: \_\_\_\_\_  
(description and GL number) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explanation of request: \_\_\_\_\_

Supervisor/Clerk/Treasurer Review:   
(pending or date reviewed) \_\_\_\_\_

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

# Memo



**To:** Oshtemo Charter Township Board  
**From:** James W. Porter *JWP*  
**Date:** June 8, 2021  
**Subject:** Sale or Disposal of Township Real or Personal Property Policy

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## **OBJECTIVE**

To approve a revised and updated policy regarding the sale or disposal of Township real or personal property.

## **BACKGROUND**

The Township Board had an existing policy regarding the sale of real property but had never formally adopted policy regarding the sale of personal property. A small committee was formed to prepare a and updated policy governing the sale of real property and adding a written policy regarding the sale or disposal of personal property.

## **INFORMATION PROVIDED**

Attached you will find the proposed policy entitled, "Sale or Disposal of Township Real or personal Property. In addition, you will find a flow chart crafted by Josh Owens for use by Township staff.

## **STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE**

For the Board to review and approve the policy for the Sale or Disposal Township Real or Personal Property.

OSHTEMO CHARTER TOWNSHIP

SALE OR DISPOSAL OF TOWNSHIP REAL OR PERSONAL PROPERTY POLICY

Adopted: \_\_\_\_\_, 2021

Effective: \_\_\_\_\_

**General Purpose:**

Oshtemo Charter Township may sell, transfer, convey, or dispose of any real or personal property, or part thereof, which is not needed for public purposes. Township owned property may not be sold, transferred, or conveyed for less than its fair market value. The purpose of this policy is to ensure that the sale, conveyance, transfer, and/or disposal of Township property is handled consistently, and in accordance with state and local laws and requirements. This policy will ensure the accountability, transparency, and ethical behavior of Township representatives in the sale, conveyance, transfer, and/or disposal of Township real and personal property.

**I. SALE OF REAL PROPERTY**

The sale of Township owned real property may not only impact the Township taxpayers, but also the abutting property owners who may wish to have input on the sale or transfer of such property. Accordingly, the following procedures will be followed for the sale or transfer of Township real property.

**A. Internal Request for Sale or Transfer of Real Property**

A “Request for Sale or Disposal of Oshtemo Township Property Form” is completed providing a description of the property, the parcel number, legal description (if available), and any other information regarding the property, its use, zoning, whether the land will be split from a larger parcel, etc. and submitted to the Township Board for review. If the Board approves the proposal, the Township Supervisor or Clerk may sign the “Request for Sale or Disposal of Oshtemo Township Property Form” on the Board’s behalf.

**B. Mailing of Notice to Nearby Property Owners**

A notice shall be served to all property owners within three hundred feet (300’) of the boundaries of the proposed Township real property to be sold or transferred at least thirty (30) days prior to the scheduled meeting of the Township Board to authorize the execution of a sale/transfer agreement by the Township. Such notice shall be sent to all owners and parties in interest as reflected on the property tax assessment records of the Township to the last known address as reflected on such records. The notice shall provide information on the proposed sale or transfer, invite written and/or verbal



comments to be submitted at the Township Board, and provide the date and time of the meeting at which the sale or transfer will be considered.

**C. Publication of Notice**

For real property valued at five thousand dollars (\$5,000) or more, the Township shall publish the same notice sent to property owners near the subject property once in the Kalamazoo Gazette at least thirty (30) days prior to the meeting date at which a decision authorizing the sale or transfer agreement will occur. Other property may be advertised on the Township's website or social media accounts.

**D. Township Authorization of Sale or Transfer**

The Township Board shall authorize any agreement for the sale or transfer of Township real property in the form of a Township Board resolution.

**E. Record of Disposition**

The Township will retain all records of the disposition of Township real property **on a server available to the Township Clerk and Treasurer**. Such records shall, minimally, include (1) the signed "Request for Sale or Disposal of Oshtemo Township Property Form", (2) the signed Township Board Resolution authorizing the sale or transfer of the property, (3) the signed sales agreement with the purchaser and deed, and (4) a copy of any payment received for the sale of the real property.

**II. SALE OF TOWNSHIP PERSONAL PROPERTY OF TANGIBLE VALUE**

The Township may sell, convey, or transfer personal Township property with remaining tangible value as follows:

**A. Determination of Value and Disposition Approval**

1. The Department Head having charge of the personal property will determine the estimated value of each item of personal Township property and complete the "Request for Sale or Disposal of Oshtemo Township Property Form".

2. When the estimated value of an item of personal property is two thousand dollars (\$2,000) or less, such property may be sold with the approval of the **Township Supervisor Department Head having charge of the personal property**. A signature **from the authorizing official by the Department Head** must be obtained on the "Request for Sale or Disposal of Oshtemo Township Property Form" before an item is offered for sale.

3. When the estimated value of an item of personal property exceeds two thousand dollars (\$2,000) but is less than Ten Thousand Dollars (\$10,000.00), the ~~Township Board~~ sale must be ~~approve~~ approved by the Department Head and the Public Official to whom the Department Head reports ~~disposition of the item~~. The Township Supervisor, ~~or~~ Clerk or Treasurer may sign the "Request for Sale or Disposal of Oshtemo Township Property Form." ~~on the Board's behalf~~.

4. When the estimated value of an item of personal property exceeds Ten Thousand Dollars (\$10,000.00), the Township Board must approve disposition of the item. The Township Supervisor, Clerk or Treasurer may sign the "Request for Sale or Disposal of Oshtemo Township Property Form" on the Board's behalf.

**B. Posting of Notice of Sale and Solicitation of Bids for Purchase**

The Township will post a notice of the proposed sale of authorized Township personal property with an estimated value less than two thousand dollars (\$2,000) on the bulletin boards in the Township Office, ~~via an email notice to all Township staff~~, and on the Township's website ~~and social media unless submitted to an auction site~~. When the Township's personal property has an estimated value of two thousand dollars (\$2,000) or more, such property will also be advertised via the Township's website and/or social media to solicit sealed bids. The Township may also place personal property items on online sales ~~or auction~~ sites, if deemed appropriate, to solicit bids with information on the bidding location(s) available via the Township's website and/or social media. ~~All sales shall be "as is" and sold to the highest bidder.~~

The Township Supervisor, Clerk, or the appropriate Department Head shall publicly open any sealed bids at a publicly announced dated and time.

If the Township does not receive any bids for the personal property, or the bids received are substantially below fair market value for the item(s), the Township Supervisor may negotiate the sale of such Township personal property in the open market to the best financial advantage of the Township.

**C. Record of Disposition**

The ~~Township~~ Department Head will retain all records of the disposition of Township personal property of tangible value ~~on a server available to the Township Clerk and Treasurer~~. Such records shall, minimally, include: (1) the signed "Request for Sale or Disposal of Oshtemo Township Property Form", (2) the signed sales agreement with the purchaser, and (3) a copy of any payment received for the sale of the Township personal property.



**III. DISPOSAL OF SURPLUS TOWNSHIP PERSONAL PROPERTY – WITH NO MARKET VALUE**

**A. Determination of Surplus Status**

Surplus Township personal property refers only to Township property which has no remaining market value.

**B. Authorization for Disposal**

Surplus Township personal property may be disposed of after the Department Head in charge of such personal property completes the “Request for Sale or Disposal of Oshtemo Township Property Form.” ~~and the Township Supervisor or Clerk, approves and signs the form.~~ A log of all items disposed of shall be maintained by all Departments.

**C. Method of Disposal**

After receiving authorization for disposal, the Department Head in charge of such property may donate, convey, or otherwise dispose of such property in a reasonable manner. The Department Head will ensure, and/or work with the Maintenance Director to confirm, that any item(s) containing hazardous waste, or components, are processed in an environmentally responsible way in accordance with any state or local laws and regulations for the disposal of such item(s). Where possible, the Department Head will obtain a receipt or other proof of the method for disposal of the surplus personal property.

**D. Record of Disposition**

The Department Head will ~~deliver~~ ~~save any~~ records relating to the disposal of surplus Township personal property ~~on a server available~~ to the Township Clerk ~~and Treasurer~~. Such records shall, minimally, include: (1) the signed “Request for Sale or Disposal of Oshtemo Township Property Form”, and (2) any documentation of the method for disposal of the surplus Township personal property.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, to adopt the foregoing Policy by Board 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 Policy Resolution duly adopted.

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

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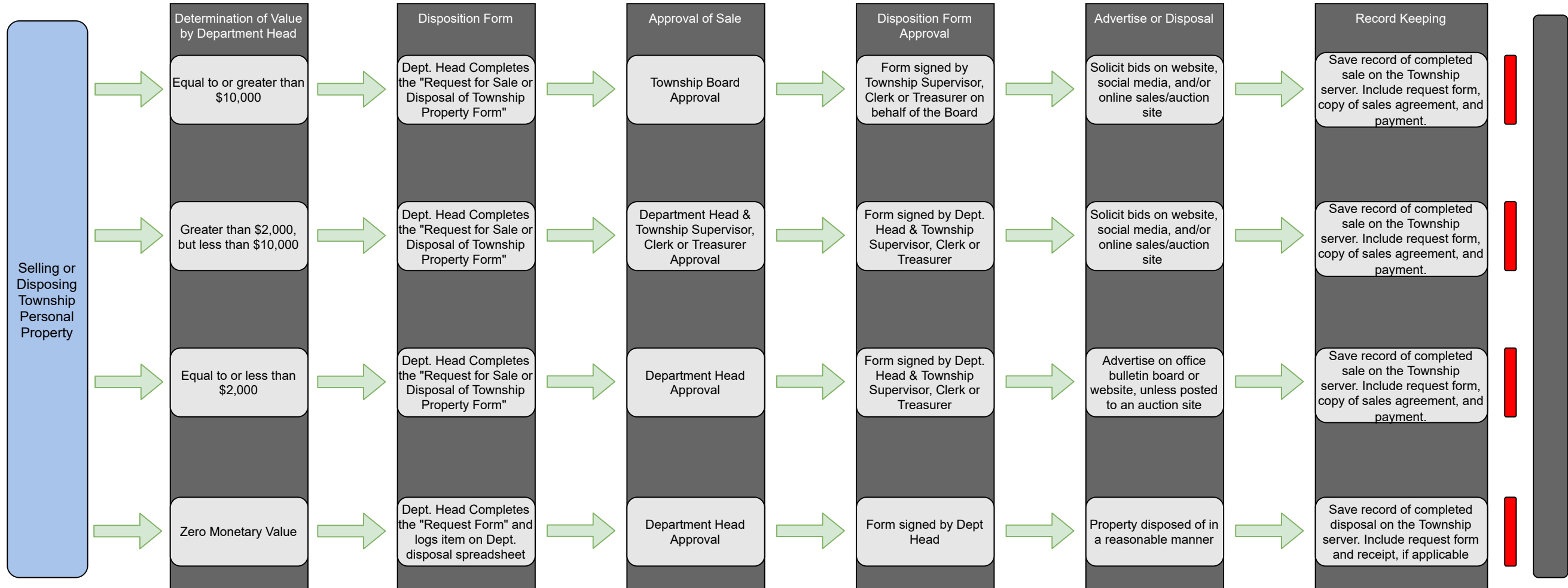
**CERTIFICATE**

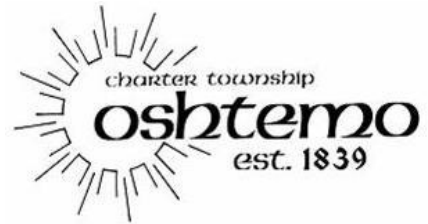
STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF KALAMAZOO        )

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, 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 \_\_\_\_\_, 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.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this \_\_\_\_ day of \_\_\_\_\_, 2021.

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





# Memorandum

**Date:** June 3, 2021  
**To:** Township Board  
**From:** Marc Elliott, P.E., Director of Public Works  
**Subject:** Discussion on Capital Infrastructure Projects Funding (Continued)

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## **OBJECTIVE**

Continued Township Board discussion on road revenue and presentation on sewer expansion financing structure proposal.

## **BACKGROUND**

At the May 25, 2020 public regular session meeting, the Board reached consensus to pursue utilizing a dedicated revenue source for funding local roadway capital expenses (maintenance, reconstruction, road network improvements, etc.). To meet the desired road condition for the entire local network Township wide, many aging neighborhood roads need reconstruction or increased preventive maintenance to maximize pavement service life. The current budget (PAR funds + general funds) does not cover estimated annual expenditures needed for Oshtemo roads. Adoption of a dedicated road millage or community wide special assessment district are means available to Oshtemo to cover the identified budgetary shortfall. Adopting a dedicated funding mechanism for roads could allow general funds currently used for this purpose to be applied to other presently under-funded priorities.

As other capital infrastructure needs like sanitary sewer expansion occur, the roadway removal and replacement are typically incidental to the construction. Using road funding for that portion of the projects is most appropriate. Comprehensively addressing all the asset needs during project planning, is the most effective and efficient way to spend public dollars. Projects (planned, scheduled & constructed) which address "complete" infrastructure needs are also a best means to protect the health, safety and welfare of the entire community.

A general outline of the discussion will be--

- Type of Road Revenue: Community Wide SAD vs Millage
- Sewer expansion projects:
  - USDA loan general info
  - Mix of funding sources for repayment
- Consideration of additional general fund contribution to sanitary sewer and other priorities

## **STATEMENT OF REQUESTED BOARD ACTION**

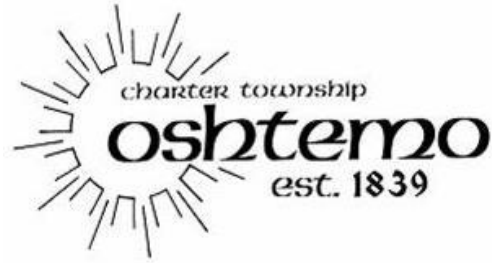
Determination of road revenue type. Directive to CIC for sewer project funding sources and amounts.

# Memorandum

**Date:** 6/8/2021

**To:** Township Board

**From:** Clerk Dusty Farmer



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**Objective:** Amend the cemetery ordinance so that the maximum size of a memorial (headstone) allows for a 3-inch foundation skirt and still remain within the boundaries of a gravesite. The Clerk requests that the Board approve for first reading and set for second reading on June 22, 2021.

## **234.008 - Memorials.**

### **Sec. 8.**

- A. All memorials must be of stone or other equally durable composition.
- B. All memorials must be located upon a suitable solid foundation. The Foundation shall be constructed by the Township. All foundation costs must be paid in full prior to installation.
- C. Only one memorial shall be permitted per burial space, except for flush military memorials or flush memorials at the foot of the grave site to identify buried cremains.
- D. Within the cremation section, a memorial not to exceed 24 inches in length and 12 inches in width shall be permitted on each cremation space. If one memorial is placed to identify two adjacent cremation spaces, the size of the memorial may be increased but not to exceed 36 inches in length and 14 inches in width. All markers shall be four inches or less in thickness and shall be placed flush with the ground.
- E. All green burial cenotaphs will be installed and engraved by the Township, with names grouped by location.
- F. Markers shall be proportional to the size of the burial space upon which they are located and shall never extend beyond the burial space for which they are placed.
- G. Marker width shall be determined by number of burial spaces side-by-side for which burial rights have been purchased.
  - 1. Single burial space memorial maximum width shall be ~~forty-two (42)~~ **thirty-six (36)** inches.
  - 2. Two to three (2-3) burial space memorial maximum width shall be sixty (60) inches.
  - 3. Four to five (4-5) burial space memorial maximum width shall be eighty-four (84) inches.
  - 4. No memorial shall exceed eighty-four (84) inches in width.