



7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**NOTICE
OSHTEMO CHARTER TOWNSHIP
JOINT BOARD
REGULAR MEETING**

Refer to page 3 for Virtual Meeting Information

**TUESDAY, MARCH 21, 2023
6:00 P.M.**

Oshtemo Township Board
Planning Commission
Zoning Board of Appeals
Downtown Development Authority (DDA)
South Drake Road Corridor Improvement Authority (SoDA)
Oshtemo Friends of the Parks

**MEETING WILL BE HELD
AT OSHTEMO TOWNSHIP HALL
7275 W MAIN STREET**

AGENDA

1. Call to Order and Introductions
2. Public Comment
3. Capital Project Updates
4. Board/Commission Updates
5. Adjournment

Next Joint Board Meeting **October 17th, 2023**

**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 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

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

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</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 Director:</u>			
Anna Horner	216-5228	ahorner@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: 837 8983 5173**

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: **837 8983 5173#**

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



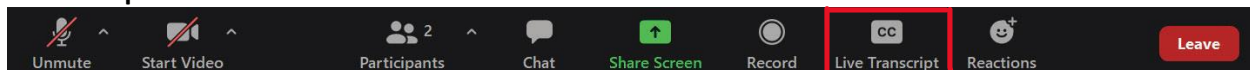
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

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Capital Projects Updates Joint Board Meeting

Tuesday, March 21, 2023

- a. **Drake Farmstead Park** –A new section of drive connecting the historic driveway to Croyden Ave was built last summer. This year, a much-needed gravel parking lot will be added east of this new driveway, along with a gate and pedestrian path. OCBA Landscape Architects is under contract for the design. In the carriage barn, a kitchenette with sink, counter, microwave and mini-frig will be added. Pennings & Sons has volunteered to install the new amenities. In the historic house, the Oshtemo Historical Society (OHS) is kicking off a major restoration effort in the central room, the last ‘untouched’ room in the house. OHS raised funds for this restoration project.
- b. **Fruit Belt Rail Corridor** – This 150’ wide, two-mile long property was acquired from AT&T in November 2021. It is named for the historic rail line that once operated in the corridor. Habitat restoration and environmental education efforts are currently underway, thanks to a \$150,000 Planet Award grant from the Consumers Energy Foundation. Three grant applications will be submitted to the Michigan Natural Resources Trust Fund to fund construction of a 10’ wide crushed stone trail in the corridor. Applications are due April 1 and awards will be announced in December.
- c. **Tennis and Pickleball Courts**– Last fall, one of the tennis courts at Oshtemo Township Park was converted to two pickleball courts. The other tennis court was resurfaced. The courts are ready for play! Benches and signage will be added this year.
- d. **Atlantic Ave Extension** – The Oshtemo Downtown Development Authority and the Township have partnered in the purchase of 6227 Stadium Drive. The intent is to use this property to implement the Township’s future circulation plan for an extension of Atlantic Avenue to Stadium Drive which will allow for the reconfiguration of the Atlantic Avenue, Stadium Drive, and Parkview Avenue intersections. This will be a significant safety improvement for the area. The first step is conducting a traffic study. Traffic counts are anticipated for October of 2023.
- e. **KL Ave Non-motorized Pathway** (north side) – Phase 1 of this project, Drake Rd to the east side of the US-131 overpass/Concord Place Apartments, is nearing final design and right-of-way/easement negotiations in anticipation of construction in Fall of 2023. The facility will match what is on Drake Rd; a 10’ wide asphalt path.

MDOT is still working on an agreement with Amtrak and is pushing for late 2023 to start construction on the US-131 overpass. This will include a full closure of KL Ave for through traffic between 11th St and Drake Rd for approximately one year. Within this project, the path under the bridge will be completed.

Once the section of path under the bridge is completed, Phase 2, the west side of overpass to The Paddock Apartments can be constructed. The Township and their consultant are currently working on easement negotiations, utility coordination and final design. Anticipated construction is late 2025.

- f. **Drake Road Path** – The section from Stadium Dr to KL Ave is the next priority for non-motorized on this corridor. We recently received proposals for design services on this project to reengage with MDOT Office of the Rail and Amtrak. The grant funding needs to be utilized by 2025.
- g. **Parkview Ave Shared-Use Path** (north side from Vienna St to Drake Road) – This project was in coordination with a safety project that RCKC is completing by installing to compact urban or “mini” roundabouts on Parkview Ave at 11th St and 12th St. The Township is still under



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negotiations with property owners and will complete the path as soon as all documents are obtained.

- h. **9th Street Sidewalk** – The Township secured \$540,000 in grant funding to construct 6' wide concrete sidewalk on the west side of 9th St from Stadium Dr to Quail Run Dr. Design will begin in 2023 and construction is anticipated for 2024. This new segment of non-motorized will serve two schools, many residents and Oshtemo's DDA.
- i. **Local Sidewalk Projects** – From recent efforts to require developer's to install sidewalk at time of project approval, we are now seeing more and more opportunities to complete short gaps and significantly extend the non-motorized network. One example of this is a 2023 Local Sidewalk Project on Powderhorn Ln, W Michigan Ave and 11th Street. This connects neighborhoods and high density residential to Stadium Dr sidewalk and beyond.
- j. **Roads** – With the new road millage, the Township has contracted with the Road Commission of Kalamazoo County (RCKC) to complete approximately \$800,000 in preventative maintenance projects on the local road network this year.
- k. **USDA Neighborhood Sanitary Sewer Expansion Projects** – Bids were received for Phase 1 on March 9th and within the bonding amount approved by USDA. This is exciting step in finally seeing this project to fruition! We expect most of the construction to be completed in 2024 however the contractor may start in 2023 if schedules and weather allow.

Phase 2 is under final design, easement acquisition and permitting. Staff anticipates bidding this project in fall of 2023 for construction in 2024 and 2025.