

OSHTMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009

December 23, 2025

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values:
Core Value: Meet the needs of the present without compromising future generations.
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Public Comment on Consent Agenda or Non-Regular Session Items
8. Consent Agenda
 - a. 2026 Board & Committee Meeting Dates ([Pg 5](#))
 - b. 2026 Oshtemo Consultants ([Pg 7](#))
 - c. Meeting Minutes [[Minutes of Regular Meeting December 9](#)]
9. Resolution: Supporting the International Day of Persons with Disabilities & Promoting Disability Inclusive Communities ([Pg 9-10](#))
10. Resolution: Establishing the Planning and Zoning Fee Scheduled for 2026 ([Pg 11-15](#))
11. Budget Amendments ([Pg 17-19](#))
12. Discussion and Consideration re Draft Police Protection Agreement ([Pg 21-25](#))
13. Presentation and Discussion re: Draft Act 185 Bonds ([Pg 27-33](#))
14. Resolution: Draft Act 185 Bonds ([Pg 35-37](#))
15. Public Comment
16. Board Member Comments & Committee Updates
17. 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 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

Supervisor

Cheri Bell 216-5220 cbell@oshtemo.org

Clerk

Dusty Farmer 216-5224 dfarmer@oshtemo.org

Treasurer

Clare Buszka 216-5260 cbuszka@oshtemo.org

Trustees

Neil Sikora 760-6769 nsikora@oshtemo.org

Kristin Cole 375-4260 kcole@oshtemo.org

Zak Ford 271-5513 zford@oshtemo.org

Michael Chapman 375-4260 mchapman@oshtemo.org

Township Department Information

Assessor:

Kristine Biddle 216-5225 assessor@oshtemo.org

Fire Chief:

Greg McComb 375-0487 gmccomb@oshtemo.org

Ordinance Enforcement:

Alan Miller 216-5230 amiller@oshtemo.org

Parks Director:

Vanessa Street 216-5233 vstreet@oshtemo.org

Rental Info 216-5224 oshtemo@oshtemo.org

Planning Director:

Jodi Stefforia 375-4260 jstefforia@oshtemo.org

Public Works Director:

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: 832 9236 8430**

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: **832 9236 8430#**

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



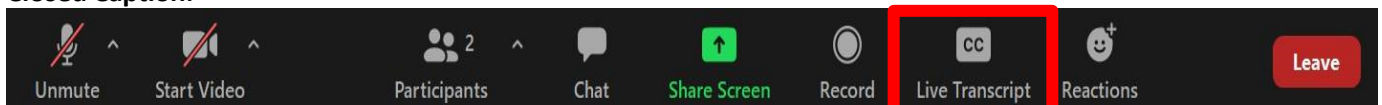
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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”.

Mission:

To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.

Vision:

A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.

Core Values:

PUBLIC SERVICE

- Fair treatment to all people.
- Each customer is welcomed, and their input is wanted.
 - Difficult questions are not marginalized.
- Allow residents to interact directly with Township staff and officials.
- Decisions are made based on the value to our Township and residents.

SUSTAINABILITY

- Meet the needs of the present without compromising future generations.
 - Consider the environment through practices that reduce impacts.
 - Value-conscious decision-making.
 - Committing to quality fire and police protection.

INNOVATION

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

PROFESSIONALISM

- Hire staff with strong core competencies within their given profession.
- Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

INTEGRITY

- Decisions are made logically through the collection of evidence, facts, and public input.
 - When promises are made, we follow through.
- We do not obfuscate – we say what we mean and do what we say.
- Transparent governmental practices are of the highest priority.

FISCAL STEWARDSHIP

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

2026 Oshtemo Township Board Meeting Dates

All meetings begin at 5:30 p.m. and are on Tuesdays except when noted otherwise.

January 13

January 27

February 10

February 24

March 10

March 17 – Joint Boards Meeting*

March 24

April 14

April 28

May 12

May 26

June 9

June 23

June 24 – Budget Kickoff Meeting, Wednesday

July 14

July 15 – Achievements, Goals & Visions, Wednesday

July 28

August 11

August 25

August 26 – Budget Workshop Meeting, Wednesday

September 8

September 15– Joint Boards Meeting*

September 22

September 23 – Budget Meeting, Wednesday

October 13

October 27

November 10

November 24

December 8

December 22

*Joint Boards Meeting to include TB / PC / ZBA / SoDA / DDA / FOP

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**APPOINTMENT
OF ACCOUNTING, AUDITING,
CEMETERY SEXTANT
SERVICES, CIVIL
ENGINEERING, LANDSCAPE
ARCHITURE, LEGAL, &
TRAFFIC ENGINEERING
CONSULTANTS**

2026

(Revised 12.17.2025)

Accounting

Siegfried, Crandall P.C. (Primary)
Vredeveld Haefner LLC (Special Projects)

Auditing

SeberTans, PLC

Cemetery Sextant

RI Excavating

Civil Engineering (Site Plan Review)

Prein & Newhof
Wightman & Associates

Landscape Architecture

OCBA, Inc.

Legal

Fahey & Schultz (Litigation)
Randall L. Brown & Assoc PLC (HR)
Warner Norcross (Labor)

Media & Communications

LKF Marketing

Planning

Progressive (AE) Companies (Special Projects)

Traffic Engineering

Prein & Newhof (Scott Tezak, PE)
Midwestern Consulting LLC (James Valenta, PE)

**For any Township review effort or project, the engineering consultant for any applicant or outside government entity shall be a different engineering company than the township civil engineering consultant.*

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**RESOLUTION SUPPORTING THE INTERNATIONAL DAY OF PERSONS WITH
DISABILITIES AND PROMOTING DISABILITY-INCLUSIVE COMMUNITIES**

December 23, 2025

WHEREAS, the International Day of Persons with Disabilities is observed annually on December 3 to promote the rights, dignity, and inclusion of persons with disabilities;

WHEREAS, persons with disabilities in our community are more likely to experience poverty, barriers to employment, and unequal access to services and opportunities;

WHEREAS, inclusive communities that respect the dignity, autonomy, and participation of persons with disabilities are essential to social and economic progress;

WHEREAS, advancing poverty reduction, employment opportunities, and social inclusion are interconnected goals that require disability-inclusive local policies and practices;

NOW, THEREFORE, BE IT RESOLVED:

1. **Recognizes** its strong support for the observance of the International Day of Persons with Disabilities on December 3rd each year;
2. **Calls upon** local governments, community organizations, and local businesses to adopt and promote policies and practices that ensure the full inclusion, accessibility, and participation of persons with disabilities;
3. **Affirms** its commitment to fostering a disability-inclusive community where all residents can participate fully and equally;
4. **Encourages** disability inclusion in planning, employment practices, service delivery, and community programs;
5. **Supports** efforts to improve accessibility, inclusive employment opportunities, and respectful care and support services for persons with disabilities;
6. **Calls upon** local governments, community organizations, local businesses, and residents to observe the International Day of Persons with Disabilities through inclusive activities and awareness efforts.

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

The following voted "Aye":

The following voted "Nay":

The following abstained or were absent:

The Supervisor declared the motion carried in the resolution duly adopted.

DUSTY FARMER, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on December 23, 2025, at which meeting __ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

DUSTY FARMER, Clerk
Oshtemo Charter Township

Memorandum



Date: December 23, 2025
To: Township Board
From: Jodi Stefforia, Planning Director
Subject: 2026 Planning & Zoning Fee Schedule

Objective

MOTION: Adopt Resolution establishing the updated Planning & Zoning Fee Schedule effective on January 1, 2026.

Background

Annually, the Planning Department reviews the fee schedule to identify any warranted changes based upon the expenses incurred by the Township to process various types of planning & zoning applications. As always, a redline version of the changes is provided for your information. Most of the changes this year are for clarity and fairness among the different types of applications and amount of review time required of staff and the Reviewing Body (PC or ZBA).

Information Provided

Resolution
Redline version of changes

Core Values

Professionalism.
Fiscal Stewardship.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION ESTABLISHING THE PLANNING AND
ZONING FEE SCHEDULE FOR 2026**

DECEMBER 23, 2025

WHEREAS, the Planning & Zoning Fee Schedule outlines the fees for various applications, reviews, and services related to planning and zoning activities; and

WHEREAS, the Oshtemo Charter Township Planning Department has reviewed and recommended updates to the Planning & Zoning Fee Schedule to reflect current operational costs and ensure that fees are appropriate for services provided; and

WHEREAS, the adoption of a fee schedule for 2026 is necessary to ensure the efficient operation of the planning and zoning processes and to maintain cost recovery for the services rendered;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Adoption of the Planning & Zoning Fee Schedule

The Planning & Zoning Fee Schedule for 2026, as presented and attached to this resolution, is hereby adopted.

2. Implementation Date

The fees outlined in the Planning & Zoning Fee Schedule shall become effective on January 1, 2026, and shall apply to all applications submitted on or after that date.

3. Previous Fee Schedules Superseded

The Planning & Zoning Fee Schedule supersedes all previously adopted fee schedules related to planning and zoning activities, and any provisions of prior fee schedules inconsistent with the 2026 schedule are hereby repealed.

4. Effective Date of Resolution

This resolution shall take effect immediately upon its adoption.

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

The following voted "Aye":

The following voted "Nay":

The following abstained or were absent:

The Supervisor declared the motion carried in the resolution duly adopted.

DUSTY FARMER, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on December 23, 2025, at which meeting __ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

DUSTY FARMER, Clerk
Oshtemo Charter Township

Planning & Zoning Fee Schedule 2026

Type of Application	Fee
Rezoning	\$700 + \$50 per acre, max \$2,000; + \$1,000 escrow
Master Plan amendment	\$700 + \$400 escrow
Pre-Application Review	\$500
MUD/PUD Concept Plan Review	\$1,400 + \$1,000 escrow
PUD Overall Site Plan Review	\$1,500 + \$50 per acre + \$1,000 escrow
MUD Rezoning Review	\$1,500 + \$50 per acre + \$1,000 escrow
Special Land Use	\$700 + \$400 escrow; +site plan review fee, if applicable
Special Land Use Amendment	\$350 + \$400 escrow; + site plan review fee, if applicable
Site Plan Review, including in a PUD	Non-residential: \$800 for one structure plus \$100 for each additional principal structure + \$1,000 escrow Residential, more than two dwelling units: \$600 plus \$25 for each residential structure/site + \$1,000 escrow
Site Plan Amendment (minor – other)	\$100
Site Plan Amendment (minor – admin)	\$500 + \$400 escrow (if escrow needs to be replenished)
Site Plan Amendment (major)	\$600 + \$1,000 additional escrow (if escrow needs to be replenished)
Resubmittal Fee (After 2 nd Submittal)	\$400 + \$500 additional escrow (if escrow needs to be replenished)
Plat or Site Condo (Step 1)	\$600 + \$500 escrow
Plat or Site Condo (Step 2)	\$400 + \$4,500 escrow
Plat or Site Condo (Step 3)	\$400 + \$1,000 escrow
Variance Request	One-family residential: \$300 + \$400 escrow All others: \$1,000 + \$400 escrow
Zoning Ordinance Text amendment	\$700 + \$500 escrow
Signs	New: \$75 Temporary: \$25 Face Change: \$50 Per Application more than 1 sign, fee of \$25 per additional sign. Fee is doubled when signs are placed without a permit.
Temporary Outdoor Event	New (four (4) or more days): \$400 New (up to three days): \$150 Pre-approved: \$50
Planning & Zoning / Public Works Re-inspection	When inspection requested and work not complete or not in compliance: \$100/hour; minimum of 1 hour).
Special Meeting	\$900 per request
Temporary Residence Permit	\$100
Clear Cutting Permit	\$100 + \$200 escrow
Zoning Verification Letter	\$50
Tax Increment Financing (TIF)	\$500
Accessory Dwelling Unit	\$50 recording fee + \$100 if detached and not part of a new building, or \$50 if part of house or garage active building permit, or \$300 if Planning Commission review is triggered

Planning & Zoning Fee Schedule 2026 2025 ~~(Revised May 27, 2025)~~

Type of Application	Fee
Rezoning	\$700 + \$50 per acre, max \$2,000; + \$400 <u>\$1,000</u> escrow
Master Plan amendment	\$700 + \$400 escrow
Pre-Application Review	\$500
MUD/PUD Concept Plan Review	\$1,400 + \$1,000 escrow
PUD Overall Site Plan Review	\$1,500 + \$75 <u>\$50</u> per acre; max \$2,000 ; + \$1,000 escrow
MUD Rezoning Review	\$1,500 + \$50 per acre; max \$2,000 ; + \$1,000 escrow
Special Land Use	\$700 + \$400 escrow; <u>+ site plan review fee, if applicable</u>
Special Land Use Amendment	\$350 + \$400 escrow; <u>+ site plan review fee, if applicable</u>
Site Plan Review, <u>including in a PUD</u>	Non-residential: \$800 for one structure plus \$100 for each additional <u>principal</u> structure + \$1,000 escrow Residential, more than two dwelling units: \$600 plus \$25 for each residential structure/site + \$1,000 escrow
Site Plan Amendment (minor – other)	\$100
Site Plan Amendment (minor - admin)	\$500 + \$400 escrow <u>(if escrow needs to be replenished)</u>
Site Plan Amendment (major)	\$600 + \$1,000 additional escrow (if escrow needs to be replenished)
Resubmittal ation Fee (After 2 nd Submittal)	\$400 + \$500 additional escrow (if escrow needs to be replenished)
Plat or Site Condo (Step 1)	\$600 + \$500 escrow
Plat or Site Condo (Step 2)	\$400 + \$4,500 escrow
Plat or Site Condo (Step 3)	\$400 + \$1,000 escrow
Variance Request	One-family residential: \$300 + <u>\$400 escrow</u> All others: \$1,000 + <u>\$400 escrow</u>
Zoning Ordinance Text amendment	\$700 + \$500 escrow
Signs	New: \$75 Temporary: \$25 Face Change: \$50 Per Application more than 1 sign, fee of \$25 per additional sign. <u>Fee is doubled when signs are placed without a permit.</u>
Temporary Outdoor Event	New (<u>four (4) or more</u> multi <u>days</u>): \$400 New (<u>up to three</u> one <u>days</u>): \$150 Pre-approved: \$50
Planning & Zoning / <u>Public Works</u> Re-inspection	\$400/hour (4 hour min. fee charged w/ When inspection requested /required and work not complete or not in compliance; <u>\$100/hour; minimum of 1 hour.</u>
Special Meeting	\$900 per request
Temporary Residence Permit	\$100
Clear Cutting Permit	\$100 + \$200 escrow
Zoning Verification Letter	\$50
Tax Increment Financing (TIF)	\$500
Accessory Dwelling Unit	<u>\$50 recording fee + \$100 if detached and not part of a new building, or \$50 if part of house or garage active building permit, or \$300 if Planning Commission review is triggered</u>

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Memorandum & Request



Date: 12/17/2025
To: Township Board
From: Vanessa Street, Parks Director
Subject: Year End Budget Amendment for Fruit Belt Rail Trail funding

Objectives

Request approval of the following budget amendments related to the Fruit Belt Rail Trail grant projects. Funding was included in the 2025 budget; however, not all funds were expended due to the project timeline extending into 2026.

From GL	Amount	To GL	Amount
107.756.98200.CENTER	\$398,442	107.000.40000 (Parks Carryover)	\$398,442
107.756.98200.FBEAST	\$314,262	107.000.40000 (Parks Carryover)	\$314,262
107.756.98200.FBWEST	\$172,000	107.000.40000 (Parks Carryover)	\$172,000

Motion:

Motion to approve budget amendments as presented.

Background

State-funded grant projects allow up to two years for completion, recognizing that design, construction, and final closeout may span multiple fiscal years. These funds will be expended in 2026 when construction occurs. The project is scheduled for completion by October 2026.

Core Values

Fiscal stewardship

Memorandum & Request



Date: December 23, 2025
To: Township Board
From: Sierra Lucas, Paralegal Manager
Subject: Budget Amendment - Capital Outlay

Objectives

Request approval of the following budget amendment related to the onboarding of the newly established legal assistant position.

From: GL 101-250-74000 - Legal Filing Fees
To: GL 101-567-97400 - Capital Outlay

Proposed Motion

MOTION: to approve a budget amendment of \$2,000.00 to cover new hire expenses.

Background

The Board approved the hiring of a part-time legal assistant for 2026, who will share an office with the paralegal manager. A new desk and office chair will need to be purchased to accommodate the position.

Core Value(s)

Professionalism

TB Meeting December 23, 2025

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**EXTENSION OF
POLICE PROTECTION AGREEMENT
BETWEEN
THE KALAMAZOO COUNTY SHERIFF'S OFFICE AND
TOWNSHIP OF OSHTEMO
(2026)**

THIS EXTENSION AGREEMENT ("Extension") dated as of January 1, 2026, (the "Effective Date"), by and between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, on behalf of the Kalamazoo County Sheriff's office (the "Sheriff"), and the Township of Oshtemo, a Michigan municipal corporation (the "Township"), collectively known as the "Parties, extends and amends the Police Protection Agreement entered into between the Parties on October 22, 2024.

WHEREAS, the Parties entered into a contract on October 22, 2024, whereby the Sheriff agreed to provide police services for the Township for the period of January 1, 2025, through December 31, 2025 (the "Original Contract"); and

WHEREAS, the Parties hereby agree to extend the term of the services provided for the period of January 1, 2026, through December 31, 2026.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties mutually covenant and agree as follows:

1. The Original Contract is hereby extended for an additional one-year period, which will begin on January 1, 2026, immediately upon the expiration of the current extension, and will end on December 31, 2026.
2. Paragraph 4 of the Original Contract shall remain in effect, except as modified herein, and shall govern notice and timing for any request to negotiate a successor agreement.
3. This Extension is intentionally limited to a one-year term, from January 1, 2026, through December 31, 2026, and is intended to serve as a transitional period to allow the Township adequate time to plan and budget for anticipated increases in the cost of providing police protection services.

The Parties acknowledge that, historically, Kalamazoo County has absorbed certain direct and indirect costs associated with providing police protection services to the Township. The Parties further acknowledge that such costs are appropriately borne by the benefiting municipality and that continued cost absorption by the County is not sustainable over the long term.

Accordingly, during calendar year 2026, the Sheriff's Office and the Township agree to work collaboratively and in good faith to evaluate service levels, staffing, equipment, and other cost drivers, and to negotiate a successor police protection agreement that more accurately reflects the full and actual cost of providing such services, including but not limited to personnel costs, vehicle replacement, fuel, maintenance, and other direct and

indirect expenses.

Nothing in this Extension shall be construed as obligating either Party to enter into a subsequent agreement; however, it is the mutual intent of the Parties that any future agreement reflect a cost structure under which the Township assumes responsibility for the full cost of police protection services provided for its benefit.

4. All other terms and conditions shall remain as currently written, with the sole exception being the pay scales of staff. A copy of which is attached as Exhibit 1 and incorporated by reference.
5. This Extension binds and benefits both Parties and any successors or assigns. This document, including the Original Contract, is the entire agreement between the Parties.

COUNTY OF KALAMAZOO

TOWNSHIP OF OSHTEMO

By: _____

By: _____

Jennifer A. Strebs, Chairperson
Kalamazoo County Board of Commissioners

Cheri Bell, Township Supervisor

Date: _____

Date: _____

COUNTY OF KALAMAZOO

By: _____

Richard C. Fuller III, Sheriff

Date: _____



KALAMAZOO COUNTY SHERIFF'S OFFICE

RICHARD C. FULLER III, Sheriff
MICHELLE GREENLEE, Undersheriff

1500 Lamont Ave • Kalamazoo, Michigan 49048 • Phone 269-385-6173 • Fax 269-385-6162

Exhibit 1

Township Contracting Rate Schedule 2026

*2026 Deputy Hourly Wage Scale	Hourly Rate	Overtime 10%	Allocation 54%	Total Hourly Rate	Total Cost
D19 - B Step	\$29.62	\$ 2.96	\$ 17.59	\$ 50.18	\$ 104,366.66
D19 - C Step	\$31.21	\$ 3.12	\$ 18.54	\$ 52.87	\$ 109,969.06
D19 - D Step	\$32.80	\$ 3.28	\$ 19.48	\$ 55.56	\$ 115,571.46
D19 - E Step	\$34.36	\$ 3.44	\$ 20.41	\$ 58.21	\$ 121,068.15
D19 - F Step	\$35.97	\$ 3.60	\$ 21.37	\$ 60.93	\$ 126,741.01
D19 - G Step	\$37.55	\$ 3.76	\$ 22.30	\$ 63.61	\$ 132,308.18
D19 - H Step	\$41.73	\$ 4.17	\$ 24.79	\$ 70.69	\$ 147,036.49

*2026 Sergeant / Det. Sergeant Hourly Wage Scale	Hourly Rate	Overtime 10%	Allocation 54%	Total Hourly Rate	Total Cost
E22 - A Step	\$32.65	\$ 3.26	\$ 19.39	\$ 55.30	\$ 115,027.42
E22 - B Step	\$34.54	\$ 3.45	\$ 20.52	\$ 58.51	\$ 121,696.74
E22 - C Step	\$36.44	\$ 3.64	\$ 21.65	\$ 61.73	\$ 128,402.71
E22 - D Step	\$38.32	\$ 3.83	\$ 22.76	\$ 64.92	\$ 135,035.38
E22 - E Step	\$40.23	\$ 4.02	\$ 23.89	\$ 68.14	\$ 141,741.34
E22 - F Step	\$42.10	\$ 4.21	\$ 25.01	\$ 71.32	\$ 148,337.37
E22 - G Step	\$44.01	\$ 4.40	\$ 26.14	\$ 74.56	\$ 155,079.98
E22 - H Step	\$47.01	\$ 4.70	\$ 27.92	\$ 79.63	\$ 165,640.68

*Estimated cost - Not yet confirmed through CBA



KALAMAZOO COUNTY SHERIFF'S OFFICE

RICHARD C. FULLER III, Sheriff
MICHELLE GREENLEE, Undersheriff

1500 Lamont Ave • Kalamazoo, Michigan 49048 • Phone 269-385-6173 • Fax 269-385-6162

To: Township Supervisors
From: Sheriff Rick Fuller
Date: December 19th, 2026
Ref: Future Billing Structure for Police Protection Contracts

On behalf of the Kalamazoo County Sheriff's Office, I would like to take a moment to express our sincere appreciation for the strong partnerships we share with each of our township and city partners who contract with KCSO for police protection services. These relationships have been built over many years on mutual trust, open communication, and a shared commitment to providing safe and secure communities for the residents we all serve.

We firmly believe that the additional patrol resources provided through these contracts have a meaningful and positive impact on public safety. Increased patrol presence contributes to crime reduction through visible deterrence, proactive policing efforts, and improved response times to calls for service. These outcomes align with our common goal of enhancing the quality of life and sense of safety within our communities.

Historically, KCSO has billed contracting townships for the direct cost of the assigned deputy, including wages and fringe benefits, along with a minimal reimbursement for routine vehicle maintenance, repairs, and fuel. At the same time, KCSO has absorbed the significantly larger costs associated with purchasing the patrol vehicle itself and outfitting it with all required law enforcement equipment necessary for safe and effective operations. This cost structure allowed KCSO to support contracted services for many years while maintaining consistency in fleet standards and operational readiness.

As the scope and scale of contracted services have expanded, this model has become increasingly difficult to sustain. What was once two to three contracts has grown to ten contracts supported by a fleet of seventeen patrol vehicles dedicated to those operations. During this same period, the cost of patrol vehicles has increased dramatically, as has the cost of outfitting those vehicles with the specialized equipment required for modern law enforcement.

While some equipment can be reused and transferred from one vehicle to its replacement, a substantial portion is limited to the lifespan of the vehicle itself or becomes obsolete due to changes in vehicle design. Manufacturers routinely redesign patrol platforms every three to five years, often requiring new mounting systems, consoles, electronics, and safety equipment. As a result, the cumulative cost of providing patrol vehicles for contracted services has reached a level that is no longer sustainable for KCSO to absorb while continuing to meet our broader countywide responsibilities.

The purpose of this letter is to provide transparency regarding the true and direct cost of services that KCSO has been providing under these contracts and to formally notify you that, as part of the

next contract renewal process, the cost of patrol vehicles will be incorporated into the contractual cost structure and passed on to the contracting townships or city.

As Sheriff, I am fully aware of the financial pressures facing local governments and the obligation each township has to be fiscally responsible stewards of taxpayer dollars. I share that same responsibility on behalf of Kalamazoo County. It is precisely for this reason that we are approaching this change thoughtfully, collaboratively, and with advance notice.

Beginning in February, I would like to meet individually with each township to discuss how this transition may take place and to explore options for structuring the updated contract language. Each township and each contract is unique, and it is important to me that this process reflects fair consideration of those differences while maintaining consistency and sustainability across our contracted services.

Thank you for your continued partnership, your understanding as we navigate these necessary changes, and most importantly, for your shared commitment to providing safety and security to the members of our communities. We value these relationships greatly and look forward to continued collaboration in the years ahead.

Respectfully,

Sheriff Richard Fuller III

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Memorandum



Date: December 18, 2025
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: Act 185 of 1957 – County Board of Public Works (BPW)

Objective

Provide Board an update on Neighborhood Sanitary Sewer Expansion Projects and funding with [Act 185](#). Board will be asked to consider a *Resolution to Request County Assistance* under separate item.

Background

As the Board is aware, given the significant delays with the Neighborhood Sanitary Sewer Expansion Projects, the original bonding amount sought from the USDA, no longer covers the original scope of the project. The Public Works Department has presented updates to the Board as needed when various steps or notable activity have been completed over the last few years, at least once per year but often every quarter. Presentations that focused or contained discussion on [various funding options](#) available to Townships are most notably during the Township Board meetings on March 15, 2022, March 26, 2024, and August 20, 2024 for reference.

The Board has remained committed to the project and the overall community benefits realized by the project. In 2025, the first bonds were closed and two neighborhoods received public sanitary sewer, new roads, and improved drainage providing 155 future connections. Residents have contacted Public Works to immediately connect to the public sewer prior to even being able to send out formal notice of service! This reaffirms the value and importance of these projects as there are many residents without other options and currently in need.

Township Public Works staff and Board have considered many options and factors for possible paths forward including numerous other available funding mechanisms. As one of the more favorable options, we inquired with the County Administration team on the potential of requesting Act 185 bonds through the BPW. Consultation occurred with Municipal Finance Advisors, Bendzinski & Co, Township Bond Counsel, Mika Myers, and County Bond Counsel, Miller Cannfield.

I presented an introduction to the project to the [BPW](#) on September 18, 2025 and provided more detail to follow up question from BPW members during their October 16, 2025 meeting. At the December 18, 2025 BPW meeting, the members reached unanimous consensus to support the project if the Township Board passed a Resolution so we would be informed when starting on the timeline steps (attached). Some of the BPW members inquired about outreach to affected residents about the opportunities for public comments during the timeline. The timeline denotes with an asterisk for the various public meetings in which the project funding will be discussed, and public comment can be provided. Public Works in partnership with Media and Communications is working on a specific bulletin mailer on the next phase for release in early 2026.

Based on the current Engineer's Opinion of Costs, Public Works is recommending Phase II includes two more neighborhoods, Westport and Country Club Village, which is divided into three construction contracts, totaling \$35 million. These areas are prioritized based on professional engineering judgement, number of connections/elimination of septic, road condition (i.e. PASER) and average age of septic. The remaining USDA bonds are approximately \$20 million dollars leaving the estimated amount of Act 185 bonds at \$15 million which would have a 30-year repayment term and an estimated rate of 4.50% but is subject to timing of closing with any market changes.

Public Works is working diligently to get the next phase ready for bid and coordinating tasks between the two different funding sources. Design and construction documents are complete, permits and property acquisition are underway and the target bidding window is late March or early April. This would allow us to close on both types of bonds at the same time towards the beginning of construction season and still maximize the season. The amount of construction in 2026 is largely dependent on actual bid amounts and contractor availability.

The Board has completed all the steps to issue the remaining USDA bonds. By authorizing this resolution, the Act 185 bonds can be issued as well.

Information Provided

Draft Act 185 Timeline

Memo to BPW

Map of Phase II

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity, Fiscal Stewardship

**TIMETABLE FOR KALAMAZOO COUNTY ACT 185
OSHTEMO CHARTER TOWNSHIP PHASE II SEWER PROJECT**

Event	Date -	Status
Township - Resolution to Request County Assistance*	12/23/2025	
County BPW - Resolution to Assist Project*	12/18/2025 1/15/2026	
County Board of Commissioners - Resolution to Assist Project (Committee of the Whole)*	01/06/2026 01/20/2026	no business – move to 01/20/2026 COW
County Board of Commissioners – Resolution to Assist Project (Regular Meeting)*	01/20/2026 02/03/2026	
Township – Resolution to Approve Act 185 Contract* (Committee of the Whole)	1/27/2026 02/10/2026	
Township - Resolution to Approve Act 185 Contract (Township Board)		
Apply for Part 41 Construction Permit		Done
County BPW - Resolution to Approve Act 185 Contract*	02/19/2026 Maybe 2/12?- special meeting?	Can this be bumped up? 2/5 or 2/12?
County Board of Commissioners - Committee of the Whole - Resolution to Approve Act 185 Contract*	03/03/2026	Can this be bumped up to 2/17?
County Board of Commissioners - Resolution to Approve Act 185 Contract (Regular Meeting)*	3/17/2026	Can this be bumped up to 03/03?
Execution of Act 185 Contract by Township and County	+1 week	
Receive Part 41 Construction Permit		Done (3)
Advertise for construction bids w/90 day hold	3/23/2026	Can we advertise before Act 185 contract signed?
Receipt of construction bids by Township with minimum 90 day hold	4/10/2026	
Review of bids by Engineer, County, Township	4/13-4/17	

Event	Date -	Status
Bond sizing		
Engineer presents bid recommendations to BPW; award of construction contract by BPW contingent on bond delivery; Resolution to recommend Bond Authorizing Resolution by County BPW (__:00 __.m.)	4/23/2026	
County Board of Commissioners - Committee of the Whole – Recommend Approval of Bond Authorizing Resolution (____ __.m.)*	5/5/2026	
Adoption of Bond Authorizing Resolution by County Board of Commissioners*	5/19/2026	
Advertise for Bond Sale	??	
Bond Sale; Approval of Final Terms and Sale of Bonds	??	
Bond Delivery	??	
Preconstruction Meeting		
Notice to Proceed		
Commence construction		
Expiration of 90 Day hold period on Construction Bids		
Complete construction		

*Public Comment Opportunity

Township Board meets: 2nd and 4th Tuesday 5:30pm

BPW meets: 3rd Thursday (min quarterly, monthly as needed)

County Committee of the Whole meets: 1st & 3rd Tuesdays 4pm (Except for first January meeting)

County Board of Commissioners meets: 1st & 3rd Tuesdays 6:30pm (Except for first January meeting)

Negotiations: 11/13/25, 12/11/25

Memorandum



Date: 22 October 2025

To: Board of Public Works, Kalamazoo County
Rachael Grover, Director of Planning

From: **Anna Horner, P.E., Director of Public Works**

Subject: **Oshtemo Township Sanitary Sewer Project Information**

Introduction

This information is follow-up from previous Board of Public Works presentations and discussions by Oshtemo Township.

Background

Oshtemo Township has been working over the past decade to strategically undertake a large-scale project to expand sanitary sewer in existing residential neighborhoods. The need arises from the age of septic systems, available area for additional/replacements on lots, changes in design requirements, maximizing investment with road reconstruction for pavements that have reached end of life cycle, and environmental impact. A long-term, sustainable solution is both the most fiscally responsible option for the residents but also protects the health and safety of the entire regional community.

The entire population of Kalamazoo County relies on groundwater, whether on public or private systems. The Federal Environmental Protection Agency recognizes faulty septic systems as non-point source type of pollution. However, Michigan is the only state that does not have a statewide septic code – thus no standard for inspection requirements so the maintenance and functionality of septic systems is typically unknown. The efficiency of systems starts to diminish around 15 years according to experts, and the average age of septic in the Oshtemo project is over 30 years. There is extensive published data on this situation across the country and more local experience has been attested to by Lucas Pols, Environmental Health Division Manager.

To sustainably manage the cost of such a project, the Township sought funding through the US Department of Agriculture Rural Development Department. In its application for funding, the Township received numerous letters of support from local professionals on behalf of organizations like the County Health Department and the Southcentral Planning Commission. In 2018, the Township received conditional approval totaling approximately \$30 million which was expected to cover roughly 15 miles of new sanitary sewer and road reconstruction and almost 900 connections. The Township qualified for the lowest interest rate offered by USDA because of the significant amount (>51%) of septic systems that no longer met Sanitary Code (changed in 1980 from dry wells to drain fields).

The repayment of these funds was originally proposed to be largely on the parcels to be connected, as is typical of public utility systems. Despite the analysis on property values being favorable when public utilities are present and increased rate of return on the long-term investment of multiple septic systems vs public sewer, the individual connection costs were not acceptable to the at-large community. As a requirement of the USDA bonds, a 45-day right-of-referendum period was held following the Oshtemo Board issuing the notice of intent to issue debt in 2020. There was sufficient petition signatures collected, and the issue went on a ballot for vote.

The Township analyzed the votes per precinct: overall, in the Township the vote was 39% yes to 61% no. In the areas with sewer service available, it was 45% yes, 55% no. The Township followed up with a public survey as well, with

the most significant concern being connection fees so the Board reconfigured the revenue allocations and lowered the individual connection fees in direct response. The responses gathered from the constituents outside the project area, mostly shared a concern about growth and further westward development into Oshtemo. This project is not to expand the sanitary sewer system beyond its current limits, but to allow the residents whom need it the most to utilize the existing system.

There were also legal challenges from residents, unrelated to the issuance of debt, which were all ruled in favor of the Township by the courts. These contests have caused significant delays in the ability to bid and construction the project and costs have risen over the entire industry. Now engineers' estimates are \$45 million to complete about 80% of the originally planned connections. Over the last few years, the Township has worked diligently to leverage multiple revenue sources that are applicable to this project and equitably divide the cost amongst beneficiaries, both directly and indirectly. Municipal finance advisor, Bendzinski & Co., has concurred that these were all eligible revenue sources and that the Township is charging enough of each to meet the obligations of debt service even for the increased costs.

Considerations

Township Public Works staff and Board have considered many options and factors for possible paths forward including numerous other available funding mechanisms. Of these, an increase in USDA funding (which may no longer be qualified for the lowest rate category), unlimited tax general obligation bonds, or Capital Improvement bonds under Act 34 of 2001, all which require a right of referendum or voting period and it would likely delay bidding another year. We have experienced an average 10% increase annually in costs over the past years, 2021-2025, but are seeing the market stabilize more and more since COVID.

Partnering with the Board of Public Works and utilizing Act 185 seemed to be the most advantageous at this point for the residents, given timing and terms are the biggest benefits, since the top concern through public feedback was cost. By leveraging the County AA+ rating through S&P, Bendzinski estimates that the County would be able to achieve an interest rate that is around 0.20% lower than the Township due to its rating, size, and recognition in the market. Time is of the essence at this point and without the right-of-referendum or voting period, the Township can also concurrently close on its remaining USDA loan and the BPW bonds, to keep the economies of scale of the project to maximize opportunity and not experience anymore risk in increased costs or market volatility with delays.

Understanding the BPW members desire to fully understand their decision, Oshtemo staff did ask external partners like municipal finance advisors Bendzinski what the risks were for the County. Their responses indicated that there weren't significant "cons" for the County other than administrative effort and reduced debt capacity under the 10% of SEV limit, though the limit is much higher than the County could ever afford to issue debt for.

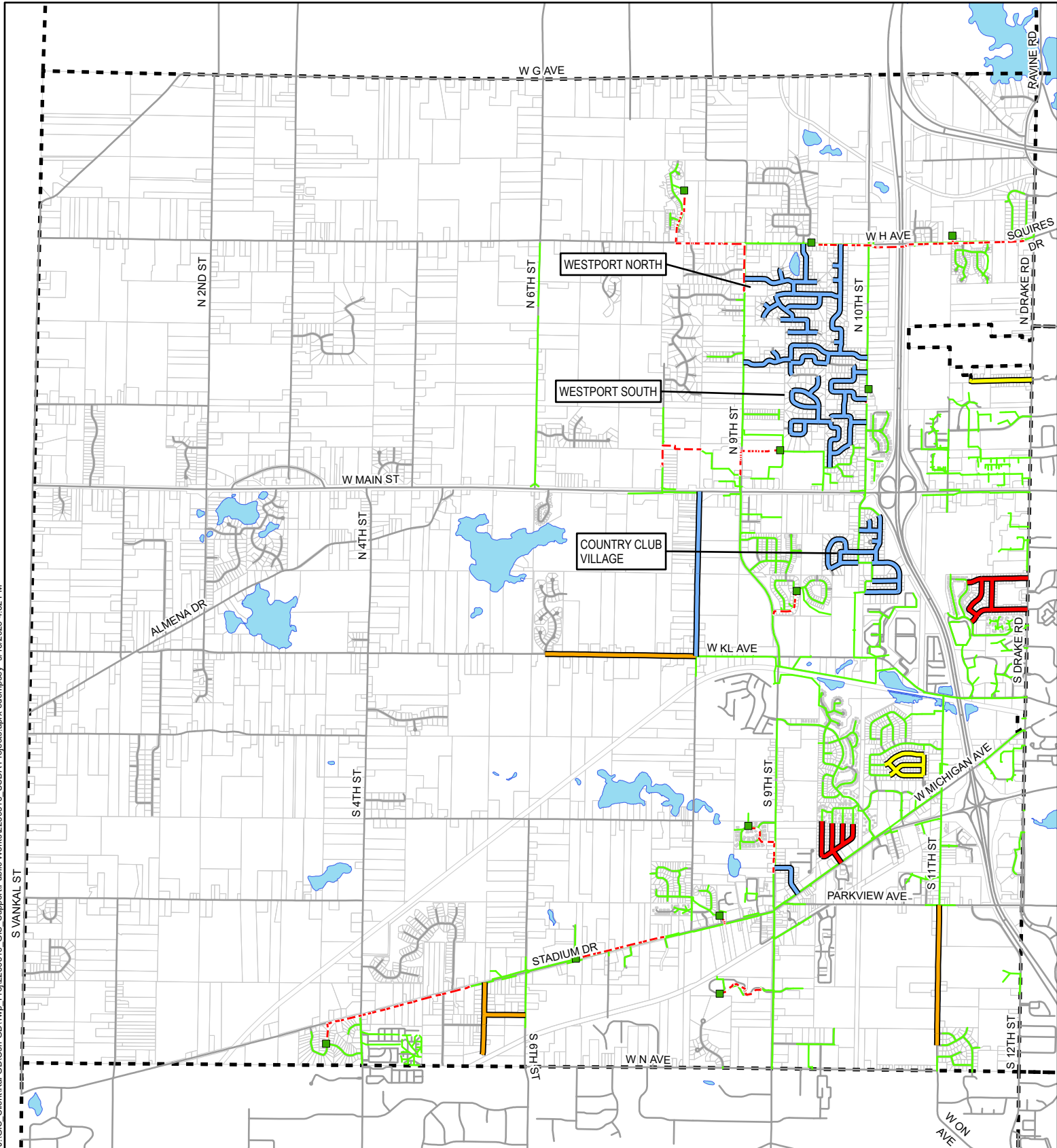
It is important for Oshtemo Township that consideration for this request has been completed analyzed in transparent manner and not interpreted as avoiding the public by not using a funding source that has a 45-day referendum. The benefits of coordinating timing with other funding sources that the Township has already invested in and optimal timing in construction cycle for bidding were the main weight in this determination. Oshtemo completed one of the areas last year and two of the original USDA neighborhoods this year and immediately had residents connect when projects are done. This reaffirms the value and importance of these projects as there are many residents without other options and currently in need.

Attachments

Presentation Slides September 18, 2025 Presentation Slides

[2011 Sanitary Sewer Strategic Plan](#)

USDA Sewer Map 2025



LEGEND

- | | |
|----------------------|---------------------------|
| USDA Sewer Projects | ■ Existing Lift Station |
| — Under Construction | — Existing Sewer |
| — Upcoming | - - - Existing Force Main |
| — Future | |
| — Postponed | |



USDA PROJECTS

This map is for reference purposes only. While it is intended to be an accurate graphic representation, no warranty can be guaranteed. Any conclusions or information derived from this map are at the users sole risk.

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CHARTER TOWNSHIP OF OSHTEMO

COUNTY OF KALAMAZOO

**PRELIMINARY RESOLUTION REQUESTING COUNTY ASSISTANCE
REGARDING SANITARY SEWER SYSTEM IMPROVEMENTS**

Minutes of a regular meeting of the Township Board of the Charter Township of Oshtemo, County of Kalamazoo, Michigan, held at the Township Hall on the 23rd day of December, 2025, at __: __.m. Eastern Standard Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Charter Township of Oshtemo, County of Kalamazoo, Michigan (the “Township”), has determined that it is necessary for the public health, safety and welfare of the Township to acquire, construct, furnish, and equip certain improvements and extensions to the Township’s sanitary sewer system, consisting generally of extensions in Westport, Meadowbrook, County Club Village Plats, Meridian Street (in entirety), Sunset Street (in entirety), and Beech Street (in entirety), together with all necessary interests in land, rights of way, appurtenances and attachments thereto (together, the “Project”); and

WHEREAS, the Township has determined that it is in its best interest to proceed with the financing through the County of Kalamazoo (the “County”); and

WHEREAS, the County Board of Commissioners, pursuant to Act No. 185, Public Acts of Michigan, 1957, as amended (the “Act”), has established a Board of Public Works (the “BPW”), with authority to acquire and finance improvements such as the Project for public corporations within the County; and

WHEREAS, the Act provides the most practicable method and means for acquiring and financing the Project which is necessary for the public health, safety and welfare of the residents of the County residing in the Township; and

WHEREAS, the Township must make certain filings or applications to the Michigan Department of Treasury in connection with the financing of the Project either to obtain “qualified status” or in the alternative for prior approval in connection with the issuance of the bonds by the County for the benefit of the Township; and

WHEREAS, the Township intends at this time to state its intention to be reimbursed from proceeds of the bonds for any expenditures undertaken by the Township for the Project prior to issuance of the bonds.

NOW THEREFORE, BE IT RESOLVED THAT:

1. It is hereby determined that it is impractical and financially undesirable for the Township to undertake the Project alone.

2. The Township hereby requests the assistance of the County and the BPW in the acquisition and financing of the Project under the terms of the Act.

3. The Township hereby recommends that the BPW employ Fleis & Vandenbrink as engineers for the Project, and acknowledges and concurs that Miller, Canfield, Paddock and Stone, P.L.C., will be employed by the County as bond counsel to the County, and that Bendzinski & Co., Municipal Finance Advisors, will be employed by the County as registered municipal advisor to the County.

4. The Township and all agents and employees of the Township shall cooperate with the County and the BPW to the end that there may be issued as promptly as possible bonds of the County in the approximate amount of \$15,000,000, which amount, together with other funds available to the Township, if any, will be sufficient to pay the presently estimated total cost of the Project. Said bonds shall be retired out of payments made by the Township to the County through the BPW on behalf of the County in amounts fully sufficient to meet all principal and interest requirements thereon. The full faith and credit of the County is requested as secondary security for the Bonds.

5. The Township hereby agrees to reimburse the County and the BPW for all expenses incurred in connection with the Project, should the financing and construction of the Project not be completed for any reason whatsoever.

6. The Township Supervisor and Township Treasurer are each hereby authorized to file with the Michigan Department of Treasury (a) a qualifying statement as provided in Section 303(3) of Act 34, Public Acts of Michigan, 2001, as amended, and (b) if necessary, together with the County an application for prior approval of bonds to be issued by the County for the benefit of the Township.

7. The Township makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) As of the date hereof, the Township reasonably expects to be reimbursed by the County for the expenditures described in (b) below with proceeds of debt to be incurred by the County.
- (b) The expenditures described in this paragraph (b) are for the costs of acquiring the Project which were paid or will be paid subsequent to sixty (60) days prior to the date hereof from the funds of the Township.
- (c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$15,000,000.

- (d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date a component of the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the use of the proceeds of the debt to be issued for the Project to reimburse the Township for a capital expenditure made pursuant to this resolution.

8. The Township Clerk is hereby authorized and directed to forward a certified copy of this Resolution to the County Clerk and to the BPW.

9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Dusty Farmer, Township Clerk
Charter Township of Oshtemo

I HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Oshtemo, County of Kalamazoo, State of Michigan, at a regular meeting held on December 23, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dusty Farmer, Township Clerk
Charter Township of Oshtemo