

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

**May 12, 2026**

*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: Decisions are made based on the value to our Township and residents.*
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Work Session:
  - a. Fire Department Q 1 Strategic Plan Update ([Pg 5](#))
  - b. West Main and Drake Scenario Planning Project Update ([Pg 7](#))
  - c. Topic for Board Discussion
    - i. Burn Ordinance
    - ii. Battery Energy Storage Systems
8. Public Comment on Consent Agenda or Non-Regular Session Items
9. Consent Agenda
  - a. Meeting Minutes [[Minutes of Regular Meeting \(April 28, 2026\)](#)]
  - b. Meeting Minutes [[Minutes of Retreat Meeting \(May 7, 2026\)](#)]
  - c. [Receipts and Disbursements](#)
  - d. Memo: Spring 2026 Shred Day ([Pg 17](#))
  - e. Replacement of Two Chairs in Fire Station 5-2 ([Pg 19](#))
10. Discussion and Consideration: Flagpole and Courtyard Project ([Pg 23](#))
11. Authorization to Purchase Memo: Replacement of John Deer Tractor ([Pg 25](#))
12. Authorization to Purchase Memo: Assessing, Public Works and Maintenance Vehicles ([Pg 27](#))
13. Closed Session Meet with Counsel re Real Estate Purchase ([Pg 31](#))
14. Public Comment
15. Board Member Comments & Committee Updates
16. Adjournment

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

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

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 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](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>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@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>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@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>
Michael Chapman	375-4260	<a href="mailto:mchapman@oshtemo.org">mchapman@oshtemo.org</a>

Township Department Information			
<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>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Alan Miller	216-5230	<a href="mailto:amiller@oshtemo.org">amiller@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Jodi Stefforia	375-4260	<a href="mailto:jstefforia@oshtemo.org">jstefforia@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@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](https://join.zoom.us) on any browser and entering this **Meeting ID: 774 238 7802**

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: **+1 312 626 6799 US (Chicago)**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **774 238 7802#**

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



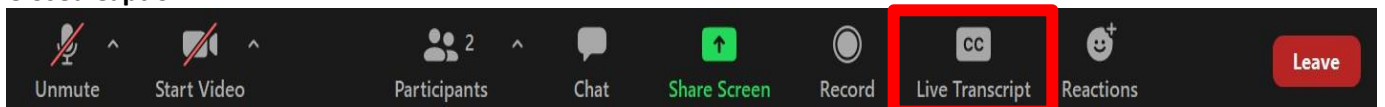
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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.



7275 W. Main Street  
Kalamazoo, MI 49009  
Phone: 269.375.4260  
oshtemo@oshtemo.org

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To: Oshtemo Charter Township Board  
From: Deputy Chief Eric Burghardt  
Date: May 6, 2026  
Subject: 2026 Strategic Plan – Quarter 1 Progress Update

The Oshtemo Fire Department continues to make progress toward the objectives identified within the 2025–2027 Strategic Plan. During Quarter 1 of 2026, the department focused on advancing initiatives within the Response, Training, Administration, and Maintenance pillars while continuing to align departmental operations with organizational goals, national standards, and community expectations.

### **Response Pillar**

The Response Pillar remains focused on achieving 90th percentile performance outcomes through data-driven decision-making, continuous improvement, and regular training programs. During Quarter 1, the department continued developing operational performance metrics aligned with both national standards and departmental objectives. Several metrics have been approved and are currently being beta-tested, while additional performance indicators remain under development before full implementation in regular performance review processes.

The department also continued expanding quarterly training initiatives focused on operational improvement areas. Quarter 1 training concentrated on Emergency Medical Services (EMS) and Technical Rescue disciplines, while Quarter 2 training shifted toward fire suppression improvement areas. In May, personnel participated in live-fire basement-fire operations training designed to improve suppression tactics, firefighter coordination, and operational readiness. Participation goals for training initiatives have exceeded the department’s minimum benchmarks.

Additionally, the department established a performance-monitoring system using the Vector Solutions Training RMS platform. Line Captains are actively using the system to monitor training participation, compliance, and operational performance metrics in support of accountability and continuous improvement initiatives.

### **Training Pillar**

Under the Training Pillar, the department evaluated the potential implementation of virtual simulation technologies during Quarter 4 of 2025. Following review and evaluation, the department elected not to pursue virtual simulation training platforms at this time due to inconclusive research regarding measurable operational benefits relative to the associated financial investment.

While virtual simulation technology will not be implemented, the department remains fully committed to improving firefighter readiness through practical, hands-on simulation training. Continued investments are being made in live-fire training, scenario-based exercises, and operational skill development designed to improve firefighter performance and emergency response outcomes.

### **Community Risk Reduction Pillar**

Community Risk Reduction (CRR) strategic plan updates are not included in this Quarter 1 report due to ongoing staffing transitions and program restructuring within the CRR division. The department is currently evaluating program priorities, workload distribution, and long-term CRR objectives to ensure future updates accurately reflect sustainable program development and measurable outcomes.



## **Administration Pillar**

The Administration Pillar continues to focus on improving administrative efficiency and service delivery through stakeholder engagement and human resource assessments. Because the Township's existing annual review process occurs during Quarter 1, the department moved the stakeholder engagement plan objectives to Quarter 3 and Quarter 4 of 2026. This adjustment will allow for coordination with the Human Resources Department to identify stakeholders and better align the engagement process with existing Township review structures.

The department also implemented several improvements to the recruitment and hiring process as part of the annual human resources assessment initiative. These changes included outsourcing the Candidate Physical Ability Test (CPAT) process and implementing a new written examination. A follow-up review meeting has been scheduled to evaluate whether these changes achieved the desired recruitment and retention outcomes.

## **Maintenance Pillar**

Within the Maintenance Pillar, the department completed its annual assessment of apparatus condition, usage, and compliance with NFPA standards. These evaluations are performed annually by the department's fleet maintenance vendor and documented within the department's maintenance system. The assessment process also identified a potential long-term opportunity for cost savings through future evaluation of a certified fleet maintenance employee position.

Additionally, the department successfully established an apparatus replacement committee consisting of representatives from full-time personnel, paid-on-call personnel, line staff, fire officers, firefighters, and administration. This committee will be responsible for developing fleet-replacement recommendations and ensuring that employee input is incorporated into apparatus specifications and long-term replacement planning.

The Oshtemo Fire Department remains committed to continuous improvement, operational readiness, and responsible stewardship of Township resources while advancing the goals identified within the department's Strategic Plan.

# Memorandum & Update



**Date:** May 12, 2026  
**To:** Township Board  
**From:** Sharon Lowhim, P.E., Township Engineer  
**Subject:** W. Main and Drake Road Kalamazoo County Community Grant Update

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## **Objective**

Provide the Township Board with a progress update on work underway for the W. Main and Drake Road Kalamazoo County Community grant.

## **Background**

In November 2025, the Township secured a \$50,000.00 grant from Kalamazoo County to develop a transportation plan for the West Main Street and Drake Road corridors to improve safety, access, and circulation and support growth for the area.

As part of this effort, the Township engaged Kittelson Engineering to provide transportation planning and travel demand modeling support. The scope of services is included in Appendix A, and the contract total is \$50,060.00. The grant award is \$50,000.00, and the Township has set aside an additional \$20,000 to support this work. The work includes updating and calibrating the regional travel demand model in TransCAD and evaluating future land-use scenarios using the TransCAD model maintained by our local Metropolitan Planning Organization, Kalamazoo Area Transportation Study (KATS).

Public Works has submitted the required quarterly grant update to Kalamazoo County describing intended use of funds (see Appendix B). Updates will be completed on a quarterly basis.

This approach aligns with the Township's sole sourcing purchasing policy, by utilizing Kittelson Engineering, a highly specialized transportation planning and travel demand modeling consultant. This work requires technical expertise that is available from a limited number of qualified firms, and Kittelson's established methodologies will help ensure the modeling reflects local conditions that can be used to identify issues, opportunities, and next steps for the corridors.

Public Works will continue to coordinate with Kittelson Engineering and other stakeholders to ensure the model reflects conditions and assumptions so that we can inform next steps, including identification of key issues and opportunities.

## **Core Values**

Sustainability  
Integrity

April 24, 2026

Project #: 33273P

Sharon Lowhim, P.E.  
Oshtemo Charter Township  
7275 W. Main Street  
Kalamazoo, MI 49009

RE: Oshtemo Charter Township Traffic Forecasting and Analysis Support

Dear Sharon:

Attached is a proposal for traffic forecasting and analysis support associated with Oshtemo Charter Township West Main Street and Drake Road. Part "A" identifies our proposed services for the project in accordance with the terms and conditions outlined in Part "B". This scope was developed based on our discussions with you and our review of the proposed development plan.

We propose to conduct the services (detailed in Part "A" herein) on a time & materials basis, not-to-exceed \$50,060 (detailed in Table 1 of the attached Part "B"). This proposal (scope of work, budget, and timeline) is effective for sixty days.

Like Liu will serve as the Project Manager and Justin Bansen will serve as the Project Principal providing senior review and quality assurance. Any questions of a technical or contractual nature can be directed to either of us.

Please review this proposal at your earliest convenience. If the attached Professional Services Agreement is satisfactory, please return a signed copy electronically. A fully executed copy will be returned for your records. Thank you for the opportunity to propose on this project. If you have any questions please call us at 407.373.1129.

Sincerely,  
**KittelsoN Engineering, PA**

Like Liu  
Associate Planner

Justin Bansen  
Senior Principal Engineer

## PROFESSIONAL SERVICES AGREEMENT

April 24, 2026

Kittelsohn Engineering, PA  
225 East Robinson Street, Suite 355  
Orlando, FL 32801  
407.540.0555 (P)  
503.273.8169 (F)

Oshtemo Charter Township with an office at 7275 W. Main Street in Kalamazoo, MI 49009 (the “CLIENT”) hereby enters into this Professional Services Agreement (this “Agreement”) with KITTELSON ENGINEERING, PA to perform the services as described in this Agreement’s Part “A” - Scope of Work (the “Services”) for the Oshtemo Township Traffic Forecasting Support (the “Project”), subject to all of the provisions described in Part “B” Terms and Conditions.

### PART A - SCOPE OF WORK

This scope does not include preparatory time (graphics and handouts) or attendance time for any public hearings or meetings. All client requests for presentations and meetings of this nature will be accommodated on a time-and-materials basis and will be considered additional services. (optional)

The project schedule associated with this Scope of Work would be developed through discussion and mutual agreement between the CLIENT and the CONSULTANT. The schedule is intended to remain flexible and will be established based on CLIENT direction, data availability, and input from project partners.

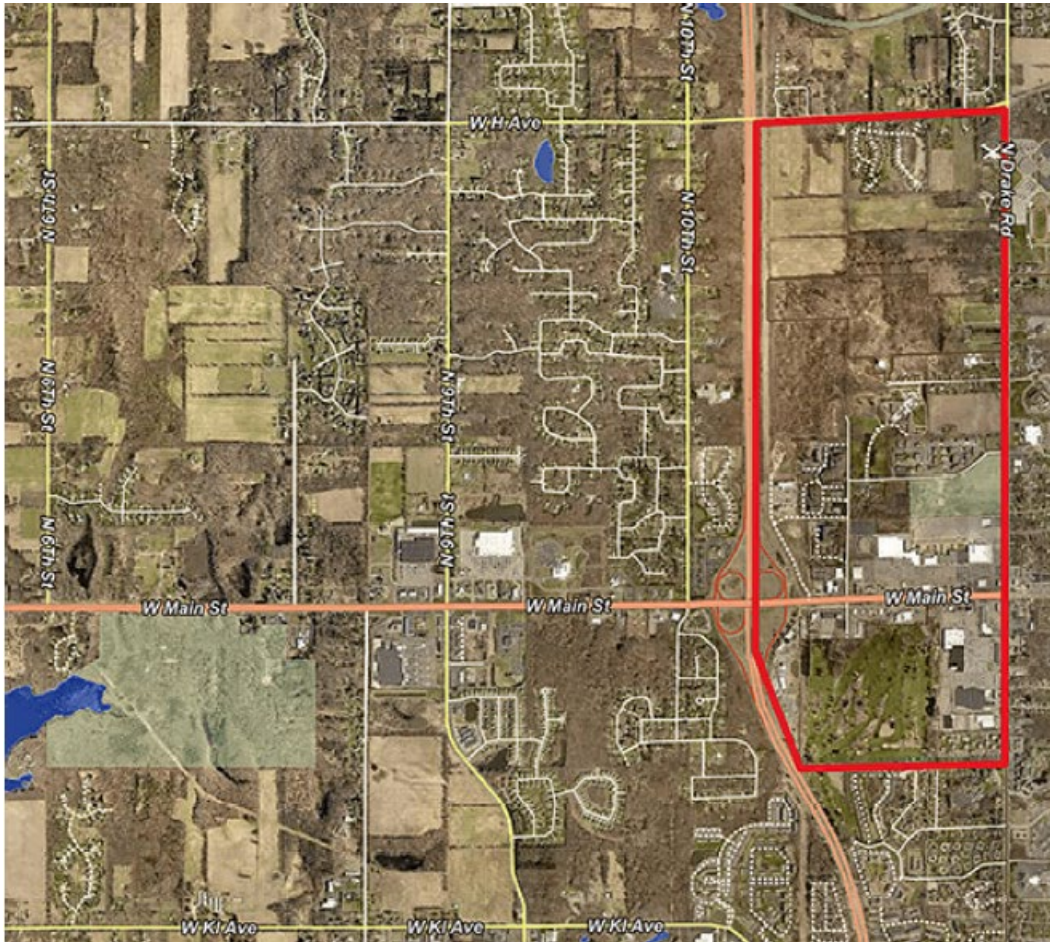
#### TASK 1: SUBAREA MODEL UPDATE

The CONSULTANT will utilize the available regional travel demand model, the Kalamazoo Area Transportation Study (KATS) model, in TransCAD to evaluate future travel conditions along West Main Street. This task will inform long-range planning and help estimate future travel demand under different growth and development scenarios.

##### **Task 1.01 – Base Year Scenario Update**

The CONSULTANT will obtain the most recent regional travel demand model covering the Oshtemo Charter Township from the CLIENT. The CONSULTANT will review and update the base year scenario within the subarea, as outlined in **Figure 1**. This includes refining the local network structure and TAZ-level socioeconomic data within the regional TransCAD model. The goal of this effort is to provide sufficient detail within the study area’s network geometry and land-use attributes to reasonably reflect existing travel conditions. The CONSULTANT will notify the CLIENT if there are significant discrepancies or issues with the model that will require additional authorizations to resolve.

The CONSULTANT will conduct a reasonableness check of the subarea traffic estimates against the observed traffic volumes, including the segments along West Main Street and Drake Road. Should the subarea model be found unacceptable for local application, the CONSULTANT will perform minor adjustments to network or land use to bring it into an acceptable condition for sub-area validation. Those changes will be carried out in future conditions.



**Figure 1 Model Subarea**

**Task 1.02 – Future No-Build Scenario Development**

The CONSULTANT will develop a future "No-Build" scenario consistent with the local Comprehensive Plan, Long Range Transportation Plan (if available), and currently vested roadway and development investments, which will be provided by the CLIENT. This scenario will incorporate the refinements from Task 1.01 into the future year to establish the benchmark for comparison.

**Task 1 Deliverables:**

- Base year subarea model plots
- Future year no-build scenario model plots
- Updated model files

## TASK 2: SCENARIO TESTING

### **Task 2.01 – Future Alternative Scenario Development**

The CONSULTANT will develop up to three (3) "What-If" travel demand model scenarios to evaluate the impacts of various growth and roadway connectivity. Each of these alternative scenarios will be developed utilizing the future no-build model as a starting point. These scenarios will be developed in coordination with the CLIENT to understand and evaluate rezoning, development pacing, or mode shift.

#### **Task 2 Deliverables:**

- Future alternative scenario model plots
- Model files for up to three (3) development scenarios.

## TASK 3: CORRIDOR PERFORMANCE AND OPERATIONS EVALUATION

### **Task 3.01 – Planning-Level Segment Analysis**

The CONSULTANT will use the observed traffic counts, base year model volumes, and future year model volumes to develop future year traffic forecasts for roadway segments within the subarea, including Annual Average Daily Traffic (AADT) and peak-hour volumes, for the no-build scenario and three alternative scenario to inform segment-level analysis.

The study segments will be evaluated using planning-level metrics to help identify future issues and opportunities for vehicular mobility. Roadway or segment-level capacities will be coordinated and confirmed following the KATS Congestion Management Process (approved on November 17, 2021) and with the CLIENT. This analysis will focus on roadway segment and include but not limited to metrics such as volume-to-capacity (V/C) ratio, congested travel speed from the KATS model, congested travel time from the KATS model. No detailed operational analysis were expected for the study segments or intersections.

### **Task 3.02 – Comparative Operations Analysis**

The CONSULTANT will perform a side-by-side comparative analysis of the tested scenarios. This task will utilize the segment AADT and performance to identify specific infrastructure issues and opportunities. The analysis will highlight how changes in land use or connectivity (from Task 2.01) impact intersection and corridor performance relative to the No-Build condition.

#### **Task 3 Deliverables:**

- Traffic forecasting and analysis report
- Summary of issues and opportunities

**STANDARD FEE SUMMARY SHEET**

**Oshtemo Charter Township Traffic Forecasting and Analysis Support**

Name of Firm: Kittelson & Associates, Inc.

ACTIVITY	Principal Engineer/Planner		Associate Engineer/Planner		Senior Engineer/Planner		Engineer/Planner		Transportation Analyst		TOTAL HOURS	COST BY ACTIVITY
	RATE:	\$310.00	RATE:	\$270.00	RATE:	\$235.00	RATE:	\$200.00	RATE:	\$180.00		
<b>Task 1: SUBAREA MODEL UPDATE</b>	<b>4</b>	<b>\$ 1,240.00</b>	<b>20</b>	<b>\$ 5,400.00</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>60</b>	<b>\$ 10,800.00</b>	<b>84</b>	<b>\$ 17,440.00</b>
1.01 Base Year Scenario Update	2	\$ 620.00	10	\$ 2,700.00		\$ -		\$ -	30	\$ 5,400.00	42	
1.02 Future No-Build Scenario Development	2	\$ 620.00	10	\$ 2,700.00		\$ -		\$ -	30	\$ 5,400.00	42	
<b>Task 2: SCENARIO TESTING</b>	<b>6</b>	<b>\$ 1,860.00</b>	<b>9</b>	<b>\$ 2,430.00</b>	<b>8</b>	<b>\$ 1,880.00</b>	<b>0</b>	<b>\$ -</b>	<b>45</b>	<b>\$ 8,100.00</b>	<b>68</b>	<b>\$ 14,270.00</b>
2.01 Future Alternative Scenario Development	6	\$ 1,860.00	9	\$ 2,430.00	8	\$ 1,880.00		\$ -	45	\$ 8,100.00	68	
<b>Task 3: CORRIDOR PERFORMANCE AND OPERATIONS EVALUATION</b>	<b>8</b>	<b>\$ 2,480.00</b>	<b>16</b>	<b>\$ 4,320.00</b>	<b>10</b>	<b>\$ 2,350.00</b>	<b>10</b>	<b>\$ 2,000.00</b>	<b>40</b>	<b>\$ 7,200.00</b>	<b>84</b>	<b>\$ 18,350.00</b>
3.01 Planning-Level Segment Analysis	4	\$ 1,240.00	6	\$ 1,620.00	5	\$ 1,175.00	5	\$ 1,000.00	20	\$ 3,600.00	40	
3.02 Comparative Operations Analysis	4	\$ 1,240.00	10	\$ 2,700.00	5	\$ 1,175.00	5	\$ 1,000.00	20	\$ 3,600.00	44	
<b>TOTAL PROJECT</b>	<b>18</b>	<b>\$ 5,580.00</b>	<b>45</b>	<b>\$ 12,150.00</b>	<b>18</b>	<b>\$ 4,230.00</b>	<b>10</b>	<b>\$ 2,000.00</b>	<b>145</b>	<b>\$ 26,100.00</b>	<b>236</b>	<b>\$ 50,060.00</b>
Percentage of project hours	8%		19%		8%		4%		61%		100%	
												\$ 50,060.00

**Total Ta \$ 50,060.00**

**AUTHORIZATION TO PROCEED:** Signing this form shall constitute agreement with all terms and conditions of this AGREEMENT and authorization by CLIENT for KITTELSON ENGINEERING, PA to proceed with performance of the Services as of the date first written above (the "EFFECTIVE DATE").

**Table 1:**

Project Phase Description	Billing Method	Authorized Amount
Tasks 1 through 3	Time & Material	Not-to-Exceed \$50,060

Accepted for:

**Oshtemo Charter Township**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Approved for:

**Kittelson Engineering, PA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Kalamazoo County Community Grants Program

## Quarterly Program & Financial Report Template

Reports are due within 15 days following the end of each quarter: March 31, June 30, September 30, December 31

Reporting Period: **Quarter 1 2026**

Organization Name: **Oshtemo Charter Township**

Project/Program Name: **Transportation Planning of West Main and Drake Road**

Contact Name, Title & Email: **Anna Horner, Public Works Director, ahorner@oshtemo.org**

### SECTION 1: PROGRAM PROGRESS

#### A. Progress Toward Outcomes

Please update progress against the outcomes identified in your application. If there are changes to what was originally submitted, please include the reason why this information differs from your application.

Outcome	Annual Target	Progress This Quarter	Year-to-Date	Comments
Subarea Model Update	100%	5%	5%	Coordinate with Region (KATS) Update, Kick off Meeting with Consultant
Scenario Testing	100%	0%	0%	
Corridor Performance and Operations Evaluation	100%	0%	0%	

#### B. Key Activities Completed This Quarter

- Developed scope of work for external consultant
- Conducted consultant solicitation and evaluation.
- Finalize Contract.

Comments: **Consultant selection and contracting were the primary focus this quarter to ensure appropriate expertise and capacity prior to beginning implementation activities.**

**C. Challenges or Changes**

Briefly note any challenges, delays, or changes to the project, timeline, or approach. If none, please state N/A.

N / A

**D. Impact Snapshot**

Provide one brief example, story, or key insight that illustrates the impact of your program this quarter.

While direct program activities have not yet commenced, securing a qualified consultant, with experience in similar projects, this quarter positions the project for effective implementation and supports successful achievement of the intended outcomes in future reporting periods.

**E. Support or Updates for the County**

Any information the County should be aware of or opportunities for support.

No additional support needed at this time. Consultant Contract will be sent to County for approval of Sub-Contractor (section 12 of grant agreement).

**SECTION 2: FINANCIAL REPORT**

**A. Budget**

Report expenditures using the same categories as your approved grant budget. If there are changes to what was originally submitted, please include updated information and reasons for the differences.

Category	Original Budget	Updated Budget	Q1 Expenses	Remaining	Notes
Data Collection	\$10,000	N/A	\$0.00	\$10,000	
Professional Planning Consultant	\$55,000	N/A	\$0.00	\$55,000.00	Contract with Consultant under review for \$50,060.
Public Engagement	\$5,000	N/A	\$0.00	\$5,000	
<b>TOTAL:</b>	\$70,000	N/A	\$0.00	\$70,000	

Comments: No grant expenditure was incurred during this reporting period. Consultant-related costs are anticipated in the next quarter. Contract with Consultant is structured to be billed as Time & Materials, with Not to Exceed amount.

**B. Subgrantees, Vendors, & Partner Organizations**



7275 W. Main Street  
Kalamazoo, MI 49009  
Phone: 269.375.4260  
oshtemo@oshtemo.org

If your project has utilized any subgrantees, partner organizations, or vendors, briefly describe their role.

A consultant was engaged this quarter to provide technical expertise and software capabilities. The consultant will begin substantive project activities in the next reporting period. The Kalamazoo Area Transportation Study staff will be key partners in the next steps to set up the model and verify base conditions.

### SECTION 3: CERTIFICATION

I certify that the information provided in this report is accurate and that grant funds have been used in accordance with the terms of the grant agreement.

Name: David Kobb

Title: Operations Coordinator

Signature: \_\_\_\_\_

Date: 4/27/2026

# Memorandum



**Date:** April 24, 2026  
**To:** Township Board  
**From:** Greg Fountain, Maintenance Director  
**Subject:** Shred Day – Spring 2026

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## **Objective**

To provide residents with a secure and convenient opportunity to dispose of sensitive documents, while promoting community engagement and environmental responsibility.

## **Background**

The Township hosts an annual Shred Day to assist residents with safe document disposal and identity theft prevention. The event is open to the public and is supported by two members of the Township Maintenance Department, as well as a contracted shredding service.

## **Summary**

- The event ran smoothly overall, with a steady flow of participants throughout the day and no major issues reported.
- There was one temporary delay due to a shred truck issue, which caused a brief backup. Staff adjusted the loading process, and operations resumed efficiently.
- A total of 90 participants attended the event. Several individuals expressed appreciation for the Township offering this service.

## **Core Values**

Public Service, Sustainability, Fiscal Stewardship

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# Memorandum & Request



**Date:** May 5<sup>th</sup>, 2026  
**To:** Township Board  
**From:** Fire Chief McComb  
**Subject:** Amendment Request for Replacement Recliners at 5-2

---

## Objective

To request approval of a budget amendment to support the purchase of two new recliners to replace worn out recliners at station 5-2.

<b>From:</b>	GL 211-344-98000	Capital Outlay – Equipment	\$1,593.73
<b>To:</b>	GL 211-344-98100	Capital Outlay – Facilities	\$1,593.73

## Proposed Motion:

Motion to approve a budget amendment in the amount of \$1,593.73, transferring funds from GL 211-344-98000 (Capital Outlay - Equipment) to GL 211-344-98100 (Capital Outlay – Facilities), to facilitate the purchase of two recliners from Fire Station Furniture.

## Background

For the last several years, we have continued repairing two recliners at Station 5-2 in an effort to extend their usable life. At this point, one of the recliners is falling completely apart, and the other is nearing the same condition.

This expense was not included in the current budget.

I am requesting Board approval for a budget amendment to cover the purchase of two replacement recliners from Fire Station Furniture. These recliners are designed and built for fire station use and are more durable than typical residential recliners.

The total cost for both recliners, including shipping, is **\$1,593.73**.

## Core Values

Respect, Responsibility, Pride



# Quote

WORKING FIRE FURNITURE & MATTRESS CO.,  
 INC.  
 PO Box 1310  
 Mebane NC 27302 USA  
 sales@firestationfurniture.com  
 +18559563473

<b>DATE</b>	<b>EXPIRATION</b>	<b>QUOTE #</b>
4/29/2026	6/28/2026	18023
		<b>PO #</b>

**BILL TO**  
 Erin Phillips  
 Oshtemo Twp Fire Dept.  
 7275 W Main St.  
 Kalamazoo MI 49009

**SHIP TO**  
 Erin Phillips  
 Oshtemo Twp Fire Dept.  
 7275 W Main St.  
 Kalamazoo MI 49009

ITEM LIST	QTY	EACH	AMOUNT
<b>DB-SBN-RR-S</b>			
Duty-Built® Station Basics Recliner - Slate/Rocking	2.00	649.99	1,299.98
<b>Sales Tax</b>			
Sales Tax calculated by AvaTax for 99283-V2 at Wed Apr 29 07:09:52 UTC 2026	1.00	0.00	0.00

<b>SUBTOTAL</b>	1,299.98
<b>SHIPPING</b>	293.75

<b>TOTAL USD</b>	<b>1,593.73</b>
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\* Duty-Built® recliners and sofas ship in estimated 4 weeks.  
 \* Deliveries are only made to business addresses and include customer offloading. Lift gate is not provided or available unless specifically requested. Actual delivery times are determined by the carrier and can vary based on the geographic location of the delivery.

## Terms & Conditions

Quote is valid for 60 days from quote date. Beyond 60 days, quote must be updated before placing order.

The shipping quote for some products is valid for less than 60 days, and an updated quote may be needed before we can process your order. This may change the total amount of your Estimate.

Our supplier agreement prohibits us from selling or delivering product to residential customers.

**Order acknowledgement:** Any changes to this order must be received and acknowledged no more than 3 business days after receipt of the order approval.

Order may be subject to a price increase after receipt of signed quote, order contract or receipt of signed purchase order.

**Cancellation:** If you wish to cancel an order, please notify us as quickly as possible. Generally, we are NOT able to cancel an order once it is placed. Once an order has been processed for shipping, it cannot be canceled. If we can cancel the order on eligible items before they ship, you will not be charged a restocking fee. If the order has shipped, you will be responsible for a 35% restocking fee and all applicable shipping costs (out and return). If a shipment is refused, you will be responsible for a 35% restocking fee and all applicable shipping costs.

**Deliveries:** Customers must be prepared for deliveries. Customer is responsible for offloading the furniture upon delivery. Drivers may assist with moving the boxes to the back of the trailer but will not offload or transport the boxes into the facility. Lift gates are not available with the carriers that we use for delivery. If you are not willing or able to unload the furniture, you can request a quote for "white glove" delivery. This cost will be the responsibility of the customer. It is your responsibility to let us know if any potential issues with accessing your delivery location - remote island, gated access, low bridges, restricted access, etc. If you fail to notify us of any potential accessibility issues, you will be responsible for any added costs incurred during the delivery.

**Postponed Delivery/Installation:** Some orders may be postponed/held without penalty. For those that can't be, any order postponed 30 days or longer from the original estimated ship date, without 60 days prior notice may be subject to storage charges of \$300 per trailer/container per month and a one-time handling charge of \$360 per trailer/container. Any order postponed with less than 14 days' notice will be subject to additional shipping, handling, and storage charges of up to \$1,000 per trailer/container per week. Payment will be due per the original terms. We will make every effort to reschedule postponed deliveries on customer's requested date. Due to other delivery commitments, we cannot guarantee delivery on the date you requested.

**Payment terms:** Terms are Net 30 days from invoice date when approved. Some customers may be required to pay a deposit before ordering. Payment may be made by check, ACH or credit card. When paying with credit card a 3% processing fee will be added to the total.

**Collection costs:** Customer agrees to pay all costs of collection, including reasonable attorney fees, collection fees and court costs in the event customer fails to pay any charges when due.

**Warranty:** Warranty varies from item to item, please check the individual item for specifics on that product's warranty.

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# Memorandum



**Date:** May 5, 2026  
**To:** Township Board  
**From:** Greg Fountain, Maintenance Director  
Neil Sikora, Trustee  
**Subject:** Township Hall Flagpole Project – Budget Amendment

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## **Objective**

Allocated funds for the Township Hall Flagpole courtyard project to 2026 budget.

## **Background**

This project was initiated to enhance the Township Hall flagpole courtyard by improving visibility of the flags and overall aesthetics of the area. The project is currently in progress. Tree removal has been scheduled, and OCBA has been contracted to provide landscape design services. A project initiation budget amendment in the amount of \$10,000 was approved for the project. To date, approximately \$6,000 has been spent on this project.

### **An additional \$10,000 will be needed to complete this project:**

From:	GL 101-000-40000	Capital Outlay carryover	\$10,000	2026
To:	GL 101-567-97400	Capital Outlay	\$10,000	2026

## **Proposed Motion**

Approve the budget amendment in the amount of \$10,000, transferring funds from GL 101-000-97400 – Capital Outlay Carryover 2026 to GL 101-567-97400 – Capital Outlay 2026.

## **Core Values**

Sustainability  
Public Service



# Memorandum



**Date:** May 1, 2026

**To:** Township Board

**From:** Greg Fountain, Maintenance Director  
Neil Sikora, Trustee

**Subject:** Replacement of 2014 John Deere 2025R Tractor

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## **Objective**

To provide an update to the Board on the purchasing process and the selected vendor used to purchase a 2014 John Deere 2025R tractor.

## **Background**

The existing 2014 John Deere 2025R tractor is 12 years old and has approximately 1,000 hours of use, which is considered moderate to high usage. While it has provided reliable service, the unit is now experiencing significant deterioration and mechanical issues, including cab failure due to corrosion, worn tires, a leaking front axle assembly, corrosion of hydraulic lines, and a worn-out snowblower requiring frequent repairs.

Due to these conditions, the tractor is no longer dependable, and continued maintenance is not cost-effective. A total of \$50,000 has been budgeted for this replacement across the following accounts:

- CB&G: \$30,000 (101-567-97400)
- Parks: \$10,000 (107-756-97700)
- Fire: \$10,000 (211-338-75300)

## **Summary**

A replacement John Deere 2025R tractor with heated cab and necessary attachments is available through Steensma Lawn and Power Equipment using MiDEAL cooperative purchasing and the State of Michigan contract, providing an 18% discount off retail pricing.

- Discounted purchase price: \$36,247
- Trade-in allowance: \$2,750
- Total cost after trade-in: \$33,497

The purchase is budgeted and comes in under the approved amount, showing responsible use of funds. Using a state-approved pricing program helps secure cost savings, and replacing aging equipment supports reliable, safe, and efficient operations. The recommendation is based on the condition of the equipment and fair market value, reflecting a transparent and responsible decision.

## **Core Values**

Fiscal Stewardship  
Sustainability  
Public Service

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# Memorandum & Request



**Date:** May 12, 2026

**To:** Township Board

**From:** Cheri Bell, Township Supervisor

**Subject:** Authorization to Purchase Replacement Vehicles for Multiple Departments

## Objective

Receive Board authorization to proceed with the purchase of new vehicles for select Township departments to support ongoing operations, safety, and service delivery.

## Proposed Motion

I move to authorize staff to proceed with the purchase of new vehicles for the identified departments as outlined in this memorandum.

## Background

Several Township departments rely on vehicles to perform essential job functions, including field work, inspections and surveys, and township maintenance. Due to increasing demand and usage of existing township vehicles, we need to purchase additional vehicles that can be dedicated to specific departments. Maintenance, Assessing and Public Works have been identified as departments that need dedicated vehicles to avoid service disruptions.

In prior discussions, the Township Board expressed an interest in exploring electric or hybrid vehicle options as part of the Township's long-term sustainability goals. Staff has considered these options as part of the vehicle review process. However, current operational constraints, including vehicle availability timelines, higher upfront costs for some alternative-fuel models, and the additional time and expense associated with installing and coordinating charging infrastructure, make it impractical to limit purchases to a specific fuel type at this time.

Given the urgent need for new vehicles, staff is requesting Board approval to proceed with vehicle purchases based on operational suitability, availability, and total cost of ownership, regardless of whether the vehicles are electric, hybrid, or gas-powered. This approach allows departments to secure vehicles in the timeframe required to maintain uninterrupted services while still permitting flexibility should alternative-fuel options be feasible and readily available.

Approval of this request does not preclude current or future consideration of electric or hybrid vehicles as part of a more comprehensive fleet planning effort. Rather, it enables staff to address immediate vehicle replacement needs in a timely and fiscally responsible manner.

## Fiscal Impact

Funding for these vehicle purchases is in the current budget. \$60,000 was budgeted for the Maintenance vehicle, \$60,000 for

7275 W. Main Street, Kalamazoo, MI 49009, (269) 216-5220, Fax (269) 375-7180, [www.oshtemo.org](http://www.oshtemo.org)

the Public Works vehicle and \$40,000 for the Assessing vehicle., The list of vehicle options provided by dealerships fall within the budget.

### **Information Provided**

New Vehicles Options List document that contains the recommended and available vehicles meeting department needs as provided by various dealerships.

### **Core Values**

Fiscal Stewardship  
Public Service  
Integrity

Department	Make	Model	Year	Price	Fuel Type
<u>Maintenance</u>	<u>GMC</u>	<u>Sierra 2500HD</u>	<u>2024</u>	<u>\$ 45,918.00</u>	<u>Gasoline</u>
<u>Maintenance</u>	<u>GMC</u>	<u>Sierra 2500HD</u>	<u>2026</u>	<u>\$ 50,403.00</u>	<u>Gasoline</u>
<u>Maintenance</u>	<u>Chevrolet</u>	<u>Silverado 2500HD</u>	<u>2026</u>	<u>\$ 48,609.00</u>	<u>Gasoline</u>
<u>Maintenance</u>	<u>Chevrolet</u>	<u>Silverado 2500</u>	<u>2026</u>	<u>\$ 55,435.00</u>	<u>Gasoline</u>
<u>Maintenance</u>	<u>Ford</u>	<u>F-250</u>	<u>2026</u>	<u>\$ 50,161.00</u>	<u>Gasoline</u>
Department	Make	Model	Year	Price	Fuel Type
<u>Public Works</u>	<u>GMC</u>	<u>Sierra 1500</u>	<u>2026</u>	<u>\$ 48,369</u>	<u>Gasoline</u>
<u>Public Works</u>	<u>Chevrolet</u>	<u>Colorado</u>	<u>2026</u>	<u>\$ 38,389</u>	<u>Gasoline</u>
<u>Public Works</u>	<u>Dodge</u>	<u>Durango GT</u>	<u>2026</u>	<u>\$ 35,172</u>	<u>Gasoline</u>
<u>Public Works</u>	<u>Ford</u>	<u>F-150</u>	<u>2026</u>	<u>\$ 44,494</u>	<u>Gasoline</u>
Department	Make	Model	Year	Price	Fuel Type
<u>Assessing</u>	<u>Chevrolet</u>	<u>Blazer</u>	<u>2025</u>	<u>\$ 35,670.00</u>	<u>Gasoline</u>
<u>Assessing</u>	<u>GMC</u>	<u>Terrain</u>	<u>2026</u>	<u>\$ 32,359.00</u>	<u>Gasoline</u>
<u>Assessing</u>	<u>Chevrolet</u>	<u>Equinox</u>	<u>2026</u>	<u>\$ 31,824.00</u>	<u>Gasoline</u>
<u>Assessing</u>	<u>Jeep</u>	<u>Compass Latitude</u>	<u>2026</u>	<u>\$ 28,880.00</u>	<u>Gasoline</u>
<u>Assessing</u>	<u>Jeep</u>	<u>Cherokee</u>	<u>2026</u>	<u>\$ 36,637.00</u>	<u>Non Plug-in Hybrid</u>

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CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION REGARDING**  
**CLOSED SESSION OF 5/12/2026**

WHEREAS, it is necessary for the Township Board to meet and consult with its Attorney for the purpose of discussing the Purchase of Property and to do so in an open meeting would have a detrimental effect upon the Township's position, and would disclose matters protected by attorney-client privilege; and

WHEREAS, Section 8 of the Open Meetings Act, 1976 PA 267, as amended, permits a public body to meeting in closed session to consult with its Attorney regarding material exempt from discussion and disclosure as set forth above.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the Open Meetings Act, the Oshtemo Charter Township Board hereby determines to meet in closed session this 12th day of May, 2026, to consult with its Attorney regarding the Purchase of Property and material exempt from discussion or disclosure by State law.

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_ to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye:

The following voted "Nay":

The following "Abstained":

The following member(s) were absent:

The Supervisor declared that the Resolution has been adopted by at least 2/3 of the members of the Board.

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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 May 12, 2026, 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, Township Clerk