

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

January 13, 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 Strategic Planning Update
 - b. Ordinance Discussion Battery Energy Storage Systems ([Pg 7-9](#))
8. Public Comment on Consent Agenda or Non-Regular Session Items (Est. 6:45 PM)
9. Consent Agenda
 - a. Meeting Minutes [[Minutes of Regular Meeting December 9](#)]
 - b. [Receipts and Disbursements](#)
 - c. 2026 Cemetery Fees ([Pg 11-12](#))
 - d. 2025 Maintenance Department Requests Recaps ([Pg 13- 21](#))
 - e. Annual Report/Synopsis
 - i. Planning Department ([Pg 23-29](#))
 - ii. Downtown Development Authority ([Pg 31](#))
 - iii. South Drake Road Corridor Improvement Authority ([Pg 33](#))
10. Trustee Board/Committee Appointments ([Pg 35-37](#))
11. Department Heads Board/Committee Service ([39-41](#))
12. Board & Committee New Appointments ([Pg 43-51](#))
13. Budget Amendments
 - a. Grange Hall Furnace Replacements ([Pg 53](#))
 - b. Maintenance Drake Farmstead Generator ([Pg 55](#))

- c. Seeco Dr Road Extension & Property Acquisition ([Pg 57](#))
- 14. Job Descriptions & Revisions ([Pg 59-67](#))
 - a. Building Department Administrative Assistant
 - b. Legal Assistant
 - c. Park Public Engagement Specialist
 - d. Ordinance Enforcement Manager
- 15. Board Discussion Text Amendments to Parks Regulation Ordinance ([Pg 69-70](#))
- 16. Closed Session re: Purchase of Real Estate ([Pg 71-72](#))
- 17. Public Comment
- 18. Board Member Comments & Committee Updates
- 19. 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:



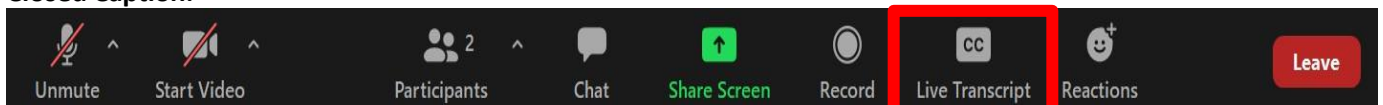
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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.

State-Level Certification (No Ordinance)

Definition: If no ordinance or moratorium is adopted at the local level by the Affected Local Unit of government (ALU), the Michigan Public Service Commission (MPSC) can certify the development site based on Public Act 233 requirements and minimum conditions of approval.

Benefits: Applications are handled through a contested case process. | Developer provides intervenor funds for negotiation of community benefits and site-specific conditions. | Developer provides Host Community Agreement funds (\$2,000 per megawatt) for public safety, infrastructure, or other community needs.

Limitations: ALU loses local zoning authority | Siting standards based on PA 233 guidelines.



Compatible Renewable Energy Ordinance (CREO)

Definition: A CREO is considered a "workable" ordinance and will likely not shift to state-level approval. The project is permitted through local zoning ordinance with criteria and timeline restrained by Public Act 233, which is very permissive.

Benefits: Retains local review authority for qualifying projects. | Developer provides intervenor funds for negotiation of community benefits and site-specific conditions. | Developer provides Host Community Agreement funds (\$2,000 per megawatt) for public safety, infrastructure, or other community needs.

Limitations: Cannot block projects outright if they meet PA 233 standards. | Cannot impose stricter rules than PA 233 (e.g., larger setbacks or lower noise thresholds).



Workable Incompatible Ordinance (WIO)

Definition: A WIO is a local zoning ordinance that doesn't strictly adhere to Public Act 233 requirements. The ordinance is written with legal advice and still considered "workable." If a developer finds an ordinance "unworkable," the project can be moved to the Michigan Public Service Commission (MPSC) for certification.

Benefits: Offers transparency and predictability for residents. | Can influence developer negotiations with additional requirements. | The Affected Local Unit of government (ALU) can include Host Community Agreement funds (\$2,000 per megawatt) in the WIO to be used for public safety, infrastructure, or other community needs.

Limitations: Does not guarantee local control under PA 233. | Developer can bypass local control and apply to MPSC if the ordinance is deemed "unworkable." | Developer ALU loses intervenor funds (up to \$75,000) to advocate for community standards.



RI Stafford Excavating Cemetery Rates

Effective January 1, 2026

All burials require **48** hours' notice.

All burials closed same day as funeral service.

No burial services will be provided on the following holidays:

New Year's Day	Day after Columbus Day
Martin Luther King Jr. Birthday	Veterans' Day
Washington's Birthday/Presidents' Day	Day before Thanksgiving
Memorial Day	Thanksgiving Day
Juneteenth	Friday after Thanksgiving
July 4	Saturday after Thanksgiving
Labor Day	Christmas Eve
Columbus Day	Christmas Day
	Day after Christmas

Weekday Graves:

Type of Service	Rates	Winter Rates ⁽¹⁾
Standard Burial	\$1,000.00	\$1,225.00
Child or Infant Burial	\$875.00	\$1,125.00
Standard Cremation	\$700.00	\$700.00 ^{(2) & (3)}
Cremation with Large Vault ⁽⁴⁾	\$800.00	\$1,000.00
Drop-off Cremation	\$375.00	\$375.00
Drop-off Cremation with Large Vault ⁽⁴⁾	\$475.00	\$675.00
Service scheduled after 2:30pm	\$200.00 additional charge	\$200.00 additional charge

**All Monday burials (or Tuesday burials if Monday is a holiday) must be ordered by 12:00pm on the previous Thursday. Burials the Monday after Thanksgiving must be ordered by 12:00pm on the Tuesday prior to Thanksgiving.*

***Short-notice burial requests are at RI Stafford Excavating's discretion and may be charged extra fees.*

Saturday Graves:

Type of Service	Rates	Winter Rates ⁽¹⁾
Standard Burial	\$1,350.00	\$1,575.00
Child or Infant Burial	\$1,225.00	\$1,475.00
Standard Cremation	\$1,050.00	\$1,050.00 ^{(2) & (3)}
Cremation with Large Vault ⁽⁴⁾	\$1,150.00	\$1,350.00
Service scheduled after 11:30am	\$200.00 additional charge	\$200.00 additional charge

⁽¹⁾ Winter Rates in effect December 1 thru March 15.

⁽²⁾ If snow plowing is requested for a standard cremation during winter months, there will be an additional charge of \$300.00.

⁽³⁾ If the ground is frozen and the hydraulic hammer is needed to dig the cremation, there will be an additional charge of \$300.00.

⁽⁴⁾ Large Vault shall be defined as a container with an outside measurement of **12" x 12"** or larger at the base.

- Additional cemetery work with Bobcat will be billed at \$210.00 per hour
- Foundations will be billed at \$0.65 per square inch
- Cemetery is responsible for providing topsoil for topdressing graves
- Cemetery is responsible for seeding graves

RI Stafford Excavating

Cemetery Rates for Green Burials

Effective January 1, 2026

Green burials require a 3-day notice.

No burial services will be provided on the following holidays:

New Year's Day	Veterans' Day
Martin Luther King Jr. Birthday	Day before Thanksgiving
Washington's Birthday/Presidents' Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Saturday after Thanksgiving
July 4	Christmas Eve
Labor Day	Christmas Day
Columbus Day	Day after Christmas
Day after Columbus Day	

Weekday Graves:

<u>Type of Service</u>	<u>Rates</u>	<u>Winter Rates ⁽¹⁾</u>
Standard Burial	\$1,400.00	\$1,600.00
(with requested closing at time of service)		
Service scheduled after 2:30pm	\$200.00 additional charge	\$200.00 additional charge

**All Monday burials (or Tuesday burials if Monday is a holiday) must be ordered by 12:00pm on the previous Thursday. Burials the Monday after Thanksgiving must be ordered by 12:00pm on the Tuesday prior to Thanksgiving.*

***Short-notice burial requests are at RI Stafford Excavating's discretion and may be charged extra fees.*

Saturday Graves:

<u>Type of Service</u>	<u>Rates</u>	<u>Winter Rates ⁽¹⁾</u>
Standard Burial	\$1,750.00	\$2,000.00
(with requested closing at time of service)		
Service scheduled after 11:30am	\$200.00 additional charge	\$200.00 additional charge

⁽¹⁾ Winter Rates in effect December 1 thru March 15.



2025 Maintenance Log – Year End Summary

WEDNESDAY, JANUARY 7, 2026

ALL STAFF MEETING

2025 Maintenance Log – Year End Summary

SUMMARY

In 2025, the Maintenance Department efficiently managed **352 maintenance requests** across township facilities, parks, and cemeteries.

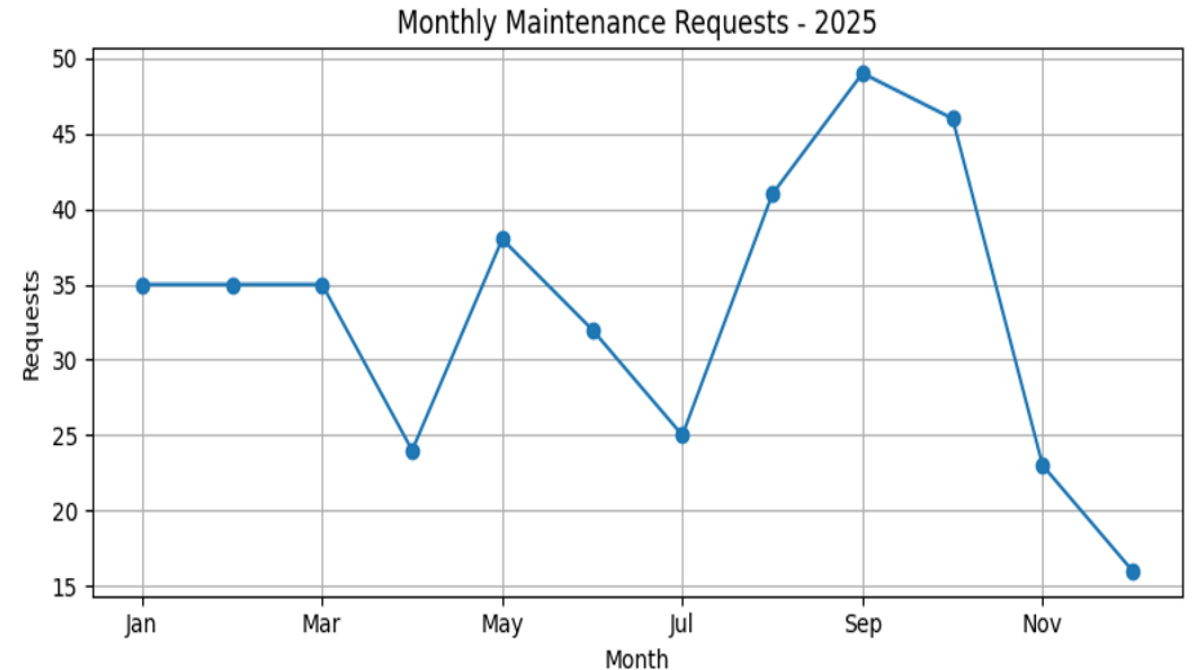
All requests were successfully closed, reflecting the department's commitment to timely and effective service.

2025 Maintenance Log – Year End Summary

MONTHLY TRENDS

Maintenance requests peaked in **May and June**, coinciding with seasonal maintenance activities such as landscaping, HVAC servicing, and facility preparations for summer events.

The winter months of **December and January** saw the lowest volume of requests, reflecting seasonal operational patterns.



2025 Maintenance Log – Year End Summary

REQUEST TYPES & CATEGORIES

The majority of requests involved **electrical** and **plumbing** issues, followed by HVAC system maintenance and groundskeeping tasks. This distribution underscores the importance of skilled trades in maintaining Township infrastructure.

Electrical: Lighting repairs, outlet issues, and emergency lighting maintenance.

Plumbing: Leak repairs, faucet replacements, and restroom maintenance.

HVAC: System repairs, filter replacements, and temperature control adjustments.

Grounds and Parks: Trail maintenance, playground repairs, and park facility upkeep.

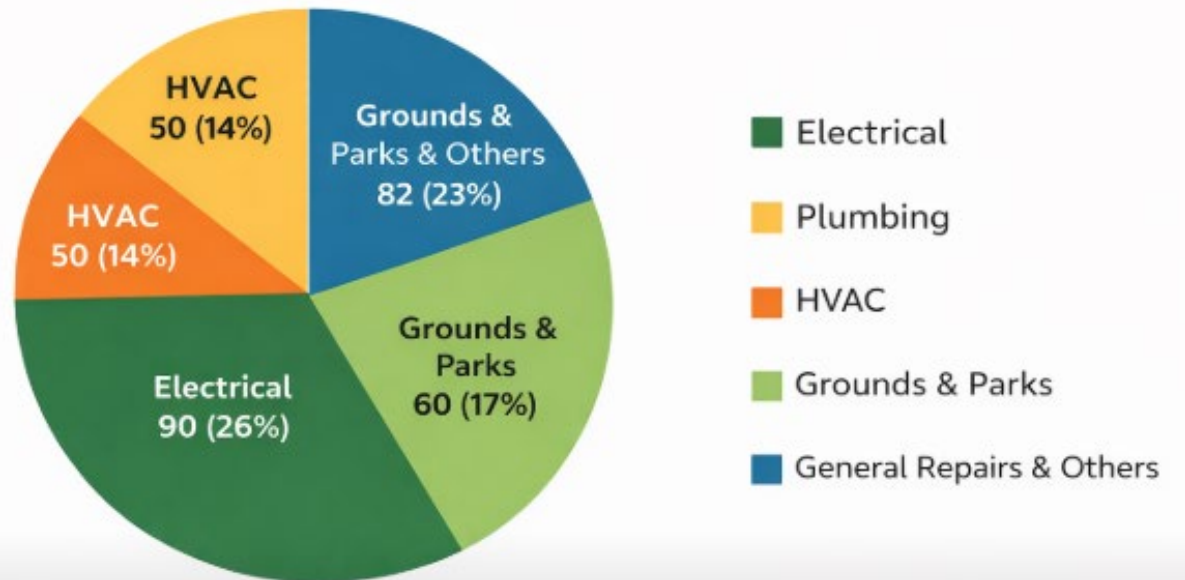
General Repairs: Furniture repairs, door adjustments, and misc. facility maintenance.

2025 Maintenance Log – Year End Summary

CATEGORY BREAKDOWN

- Electrical: **90** (26%)
- Plumbing: **70** (20%)
- HVAC: **50** (14%)
- Grounds & Parks: **60** (17%)
- General Repairs & Others: **82** (23%)

Maintenance Requests by Category



2025 Maintenance Log – Year End Summary

PRIORITY ANALYSIS

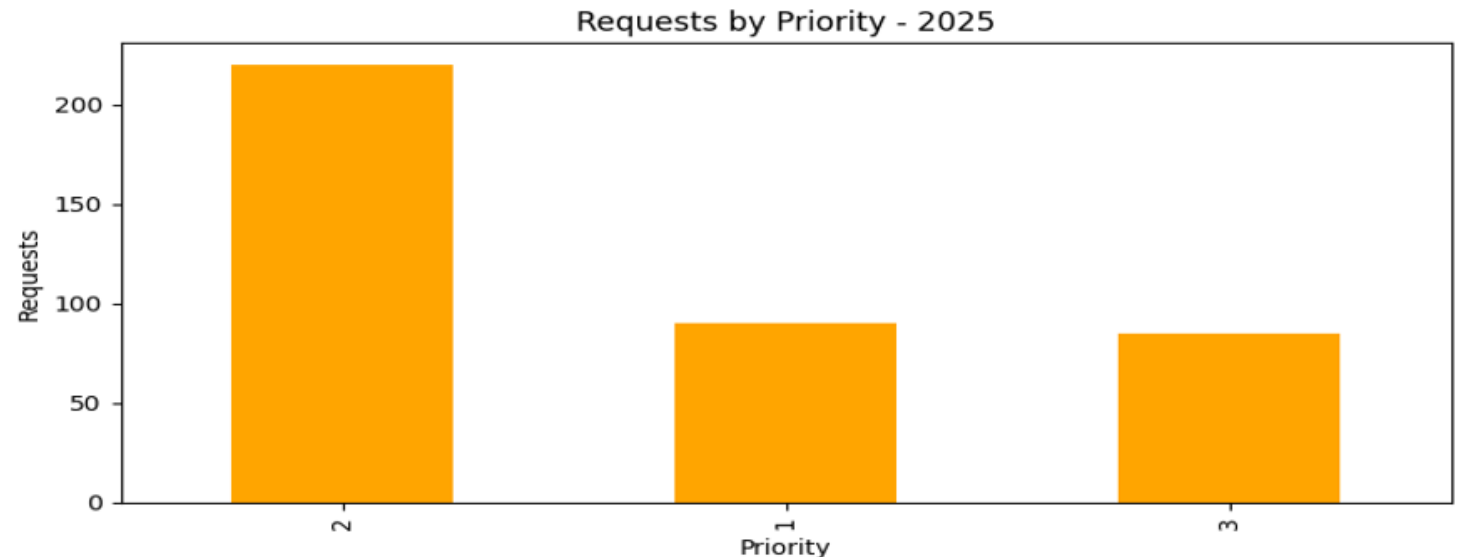
High-priority requests accounted for over one-third of all maintenance activities, reflecting the department's responsiveness to urgent issues.

Medium-priority requests were the most frequent, indicating ongoing routine maintenance needs.

Low-priority requests, while fewer, often involved preventive maintenance and minor repairs.

Priority Distribution:

- High: **120** (34%)
- Medium: **150** (43%)
- Low: **82** (23%)



2025 Maintenance Log – Year End Summary

REQUESTS BY DEPARTMENT

Department	# of Request Submitted	% of Total
Fire	102	29%
Parks	98	28%
Maintenance	95	27%
Clerk	18	5%
Supervisor	11	3%
Planning	10	3%

Department	# of Request Submitted	% of Total
Enforcement	8	2%
IT	4	1%
Legal	2	<1%
Public Works	2	<1%
Human Resources	1	<1%
Treasurer	1	<1%

2025 Maintenance Log – Year End Summary

SUMMARY

Fire, Parks, and Maintenance combined account for 84% of all maintenance requests.

These departments:

- Operate out of multiple facilities
- Maintain equipment, vehicles, and public-facing infrastructure
- Experience high daily usage

Insight:

This distribution reflects **operational demand**, not inefficiency. Departments with the most facilities and public interaction naturally generate more maintenance needs.



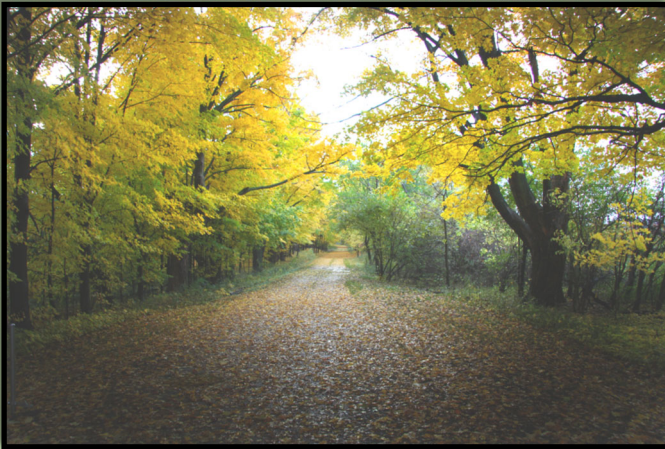
OSHTEMO

PLANNING DEPARTMENT

ANNUAL REPORT

2025

TOWNSHIP



LEGISLATIVE REQUIREMENTS

Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended) requires the Planning Commission to prepare an annual report for the Township Board documenting the administration of the Zoning Ordinance. It is also a requirement to outline possible future amendments to the Ordinance. This report fulfills this obligation for 2025 and provides updates on the activities and projects planned for 2026.

The Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of Planning Department staff. By doing so, the document provides a more complete picture of the Planning and Zoning activities in the Township. This report is submitted to the Township Board for review and consideration as it develops its own work plans and budgets for the coming years.

PLANNING COMMISSION

MEETINGS

The Planning Commission had a total of 20 regular meetings, and two joint meetings. Of the 20 planned regular meetings, 13 meetings were held and seven were cancelled due to lack of agenda items ready for review. November and December each had only one meeting scheduled due to the holidays.

2025 ZONING ORDINANCE AMENDMENTS

Ordinance No. 673 *Amendment to Articles 2, 26, 27, 28, 48, and 49.* These Ordinance Amendments related to a request for a text amendment to allow warehouse and distribution centers in the I-R district initiated by an applicant. The work on this ordinance began in 2024, and wrapped up in 2025.

Ordinance No. 674 *Amendment to Articles 2, 4, 5, 6, 7, 8, 9, 10, 11, 18, 19, 20, 21, 27, 28, 30, 35, 48, 55, 57, and 64.* These Ordinance Amendments related to an audit of the Township's childcare readiness showing how the Township could be more friendly to childcare uses and lessen the burden on residents and homeowners in obtaining local approval to establish or expand the use. Other amendments were the result of areas that were identified for modernizing and clarity.

Ordinance No. 679 *Amendment to Article 2, 4, 5, 6, 7, 8, 19, 48, 57, and 64.* These Ordinance Amendments provided language for accessory dwelling units, and clarified accessory building and site plan review language. The language was crafted to ensure that the accessory dwelling units are compatible and harmonious with where they will be constructed.

Ordinance No. 680 *Amendment to Articles 48 and 52.* These Ordinance Amendments related to a long overdue look at the Off-Street Parking Ordinance with the goal of reducing the amount of pavement in new developments and in retrofitting of existing sites. These amendments updated and overhauled parking and site circulation requirements.

Ordinance No. 681 *Amendment to Articles 19, 20, 21, 35, 41, 42, 43, 44, 49, 51, and 64.* After day-to-day implementation of the *Transportation and Mobility Ordinance*, these Ordinance Amendments related to several instances where information was duplicated amongst existing Zoning Ordinance Sections. These sections were analyzed to ensure consistency between the Zoning Ordinance and the Transportation and Mobility Ordinance.

Ordinance No. 684 *Amendment to Articles 2, 4, 5, 6, 7, 8, 9, 10, 18, 19, 20, 21, 26, 27, 28, 30, 41, 48, 49, and 57.* As a result of the first application of the Mixed Use District, these Ordinance Amendments included changes to the Planned Unit Development ordinance regarding phasing timelines. Other amendments were those relating to adult foster care facilities, temporary outdoor events, and non-motorized facilities.

Ordinance No. 685 *Amendment to Articles 50 and 52.* These Ordinance Amendments related to changes to the supplemental setback requirement when certain uses abut each other that do not have negative externalities or warrant a greater setback. An unrelated change was to clarify off-street parking and storage of vehicles, boats, etc. in the residential districts.

UPCOMING ORDINANCE AND MASTER PLAN AMENDMENTS

One of the purposes of the Annual Report is to look ahead and anticipate those items that the Planning Commission desires to address or work on over the next 12 months and beyond in the area of planning and zoning. *Upcoming Ordinance Amendments* topics also on the Planning Commission's project list such as housing and lot size requirements (with a Housing Readiness Incentive Grant); permitted uses/permitted uses with conditions and special uses in various districts; lighting; environmental protection requirements; and the continued implementation of the Go! Green Oshtemo and the Housing Plan and early steps toward implementing the 2025 Comprehensive Master Plan.

ORDINANCE STUDIES CONTINUING INTO 2026

Large Scale Solar, Wind, and Energy Systems — Public Act 233 of 2023 went into effect on November 29, 2024 and limits local zoning of large-scale solar, wind, and energy storage systems. The Act grants the Michigan Public Service Commission (MPSC) a new authority to issue certificates for renewable projects at designated thresholds. It gives developers an option to go to the MPSC for a certificate for the use, rather than go through the local zoning approval process; the uses are allowed without regard to underlying zoning. While the Township adopted a solar energy systems language in 2024, battery energy storage systems or wind energy were left unaddressed. Work on this began following the adoption of the Act, and continues into 2026.

MASTER PLANNING EFFORTS

Comprehensive Master Plan — In partnership with Progressive AE, the Township kicked off the comprehensive master plan process. The 2025 Comprehensive Master Plan will include a Place Types Map (like a Future Land Use Map), a long range transportation plan, an updated Non-Motorized Facilities Plan, a Master Streets Plan, the evaluation of existing master plan documents, and the incorporation of desired planning concepts. Special studies were also conducted for certain areas of the Township, including near West Main Street, Maple Hill Drive and the Maple Hill Pavilion Mall, H Avenue to Croyden Avenue, and Lodge Lane to West Main Street. This multi-year project and work is expected to wrap up in early 2026.

SPECIAL EXCEPTION USES

Five Special Exception Use applications were reviewed in 2025. All but one were approved. A table summarizing the Special Exception Use reviews in 2025 can be found below.

Special Exception Use Reviews in 2025:				5
Project Title / Address (Parcel #)	Applicant	Use/Project Summary	Decision	Date
Rabbit Angels Rescue / 3531 N 3rd Street (05-05-380-021)	Suzanne Bennett, Rabbit Angels Rescue	To establish a kennel for rabbits in approximately 900 square feet of an existing 1,800 square foot barn.	Approval	02/27
Eighth Street Veterinary Care, LLC / 624 S 8th Street (05-22-285-030)	Thomas Carpenter, AR Engineering	To construct a 1,193 square foot addition to their existing 1,900 square foot veterinary care hospital.	Approval	02/27
Talsma Furniture / 6139 & 6169 W Main Street (05-14-430-040 & -050)	Tim Talsma, Talsma Furniture	To construct a 49,358 square foot single-story building to serve as a furniture store.	Approval	05/08
Nelson Home Occupation / 2100 S 4th Street (05-29-280-016)	Bill and Jaymie Nelson	To establish a golf and softball operation as a home occupation within two existing accessory buildings.	Denial	05/22—06/12
Little Pistol Farms / 2335 S Van Kal Street (05-30-155-029)	Kenneth and Katherine Schneider	To establish an Agritourism, Category 2 use.	Approval	08/28

Prior to the adoption of Ordinance No. 684, the Planning Commission permitted staff to administratively review temporary outdoor events once they have been approved through the public hearing process or if they last only one day. Zero new special use events were approved in 2025 and eight events were approved administratively. A summary of the administratively approved temporary outdoor events can be found on page 9 of this report. Following the adoption of Ordinance No. 684, staff are authorized to administratively approve temporary outdoor events that last up to three days.

REZONINGS

The Planning Commission received one request for rezoning in 2025. A conceptual review of a 48-acre mixed use development in the 6400 block of W Main Street went before the Planning Commission at their regular April 10th meeting, and was tabled to their regular April 24th meeting. The project had a conceptual review at their regular September 12th, 2024, meeting. Conceptual review is a mandatory step in the Mixed Use Rezoning process.

PRELIMINARY/CONCEPTUAL SITE PLAN REVIEW

No preliminary/conceptual review applications were reviewed by the Planning Commission in 2025, besides as noted above.

ZONING BOARD OF APPEALS

MEETINGS / ATTENDANCE

Zoning Board of Appeals meetings are generally scheduled on the fourth Tuesday of each month. In 2025, of the twelve regularly scheduled meetings, eight were held and four were canceled due to lack of agenda items. In addition, the Zoning Board of Appeals was invited to two Joint Board meetings.

SITE PLAN REVIEW

Three site plan reviews went before the Zoning Board of Appeals in 2025. The requests are summarized below.

Site Plan Reviews in 2025:				3
Project Title / Address (Parcel)	Applicant	Use/Project Summary	Decision	Date
Kevin Laaksonen / 7190 W KL Avenue (05-22-285-047)	Seth Baar, Bosch Architecture	To construct a 4,300 square foot warehouse building.	Approval	03/25
Story Point Cottages / 1451 & 1700 Bronson Way (05-12-455-	Kevin Denooyer, CommonSail Development	To construct a 23-unit, three and four family dwelling, senior cottage development.	Approval	03/25
Blackberry Systems / 6477 W KL Avenue (05-23-405-013)	Cameron Shields, Blackberry Systems	A project split into three phases, to construct a new 2,100 square foot single-story warehouse, and office and showroom additions.	Approval	04/22

VARIANCES

The Zoning Board of Appeals reviewed thirteen dimensional variance requests in 2025. A variance is a license to use property in a way not permitted under the Ordinance. If the Township regularly receives variance applications on a specific requirement, it could mean there is something out-of-step with that Ordinance, necessitating a review that may warrant an Ordinance amendment.

Variances in 2025:				13
Title / Address (Parcel #)	Applicant	Request Summary	Decision	Date
Fountain Springs / 1410 S 9th Street (05-23-355-011)	Craig Schellbach, Yes Fountain Springs, LLC	To not be required to construct the non-motorized facility adjacent to S 8th Street and S 9th Street, per Section 57.90 of the Zoning Ordinance.	Approval, Approval	02/25
Blackberry Systems Inc. / 6477 W KL Avenue (05-23-405-013)	Cameron Shields, Blackberry Systems Inc.	To not be required to construct the non-motorized facility and certain landscaping along S 9th Street, per Section 57.90 and 53.60 of the Zoning Ordinance, respectively.	Approval, Approval	04/22
Maple Hill Leaseholds, LLC / 5622 W Main Street (05-13-180-035)	Jason Headley, RWL Signs	To establish a total of 205 square feet of wall sign area, where only 196 feet is allowed and to allow seven wall signs, while only four are allowed, per Section 55.80 of the Zoning Ordinance.	Approval, Approval	05/27

VARIANCES, continued

Variances in 2025, continued:				13
Title / Address (Parcel #)	Applicant	Request Summary	Decision	Date
Neal and Amy Miedema, 5991 Venture Park Drive (05-25-153-160)	Andrew Rossell, AR Engineering	To allow for a reduced setback of 59 feet where 85 feet are required, and to not be required to construct the non-motorized facility along Venture Park Drive, per Section 50.70 and Section 57.90 of the Zoning Ordinance, respectively.	Denial, Approval	06/24
James St. James, 6660 Rose Arbour Avenue (05- 11-135-100)	James St. James	To allow a reduced setback of 30 feet where 70 feet are required, per Section 50.60 of the Zoning Ordinance.	Approval	06/24
LaVerne and Deborah Caron, 2550 Cutty Sark Drive (05-11-225-380)	LaVerne Caron	To allow for a reduced setback of 24 feet, 7 inches, while 30 feet are required, per Section 50.60 of the Zoning Ordinance.	Approval	08/26
Presley Penola S Living Trust, 5418 W G Avenue (05-01-230-030)	Fenner Brown, 5442 W G Avenue	To allow for a redescription of an unplatted parcel that does not satisfy the 1.5 acre requirement in Section 50.10 of the Zoning Ordinance.	Approval	09/23
Eric and Maria Weathers, 3841 & 3815 N 3rd Street (05-05-330-060 & -077)	Eric Weathers	To allow for a redescription of two properties resulting in a parcel that does not satisfy the minimum frontage requirements in Section 50.10 of the Zoning Ordinance.	Approval	10/28
Scott and Mary Husted, 9600 Block of W L Avenue (05-29-130-020)	Scott Husted	To allow for a parcel that does not satisfy the minimum frontage requirements of 200 feet in Section 50.10 of the Zoning Ordinance to become buildable.	Approval	10/28

PLANNING DEPARTMENT REVIEWS

The Planning Department processed over 600 development applications last year, including rezoning requests, variances, site plans, and building, sign, and sidewalk permits. The Zoning Ordinance also grants the authority to the Planning Department to administratively review and approve site plans in certain instances. These include minor amendments to a previously approved site plan, accessory buildings that meet certain criteria, certain temporary outdoor events, and communication tower co-locations or upgrades. Staff also provide support to the Downtown Development Authority (DDA) and the South Drake Road Corridor Improvement Authority (SoDA).

A brief summary of the 2025 staff level reviews are on the following page; these reviews account for a significant portion of the Zoning Administrators' daily activities.

BUILDING PERMITS

Planning Department staff reviews building permit applications that are subject to zoning compliance as determined by the Oshtemo Building Department to ensure that all requirements of the Zoning Ordinance are met. Staff also checks for any conditions of approval that may have been placed on the property by the Planning Commission, Zoning Board of Appeals, or Township Board during the plan review and approval process. In 2025, the Township issued over 650 building permits. Of the total number of building permits issued, about half required zoning review and approval by the Township Zoning Administrators.

SIGN PERMITS

A total of 34 sign permits were issued in 2025. New signs were over half of the sign permits issued in 2025, at 24 permits. The remaining ten permits were for temporary signs or special event signs. The majority of the total sign permits were issued to addresses on West Main Street, with the remaining sign permits primarily on Stadium Drive and the Drake Road and 9th Street corridors.

LAND DIVISIONS, COMBINATIONS, REDESCRIPTIONS

In 2025, the Zoning Administrators worked with the Assessing Department to review 15 land division, re-description, or combination applications. The task of the Zoning Administrator is to ensure that the requested change to property boundaries meets the requirements established in the Township's Zoning Ordinance and that other non-Township agencies have signed off, as applicable.

SIDEWALK PERMITS

In 2015, the Township initiated a sidewalk permitting process to help ensure new sidewalk development meets regulatory standards. These requirements incorporate the Americans with Disabilities Act standards for accessible design. The permit requires both a pre- and post-pour inspection, which is managed by the Public Works Department. In 2025, a total of 17 sidewalk permits were issued. The number of sidewalk permits issued can be indicative of the residential construction occurring in the Township.

ADDRESSING

In March of 2021, the Township adopted a new Street Name and Addressing Workflow with the Kalamazoo County Planning Department in which the coordination of street address assignment became the responsibility of the Planning Department. This created a uniform address and street data procedure for more consistent assignment and for improved emergency response within the limits of Oshtemo Township (and all of Kalamazoo County). In 2025, eight address requests were processed. Of the eight, one was for a residential development. The residential development included addresses for a 23-unit senior housing development.

ZONING VERIFICATION LETTERS

A Zoning Verification Letter is a document provided to an individual by the Township that verifies the current zoning of a particular piece of property, the types of uses that are allowed in that zoning district, past approvals, and other requested zoning information or documents. In 2025, nine applications for Zoning Verification letters were reviewed and letters were issued.

DOWNTOWN DEVELOPMENT AUTHORITY & SOUTH DRAKE ROAD CORRIDOR IMPROVEMENT AUTHORITY

The Planning Department provides Staff support to both the Downtown Development Authority (DDA) and the South Drake Road Corridor Improvement Authority (SoDA) performing the duties of the Secretary and the Treasurer. The DDA meets bi-monthly and had five meetings in 2025. Of the four regular scheduled meetings in 2025, SoDA met three times, and one meeting was canceled due to lack of quorum. A separate Annual Synopsis has been prepared for DDA and for SoDA pursuant to statutory requirements.

ADMINISTRATIVE SITE PLAN REVIEWS

Total Administrative Site Plans Reviews in 2025:

14

Address	Applicant	Use/Project Summary
6110 Technology Avenue	Derek Wissner	Temporary equipment storage yard
5050 W Main Street	Amy Gilpen, Consumers Energy	Temporary equipment storage yard
W Main Street	Kevin Kline	Select cut permit
2335 S Van Kal Street	Katherine Schneider	Agritourism, Category 1
690 Dragonfly Road	Hayden Olszyk	Site modifications; lighting upgrades and crash gate
3330 S 4th Street	Thomas Graham	Clear cut permit
7171 Stadium Drive	Peter Sarelis	Parking lot expansion
5350 W Main Street	Vito Cicinelli	Temporary equipment storage yard
N 10th Street	Jeff Scheffers	Pre-application site plan review
151 S Van Kal Street	Colleen McInis	Accessory dwelling unit
1955 S 8th Street	Lori LaBelle	Accessory dwelling unit
3011 Bramble Drive	Andrew Henn	Portable storage container
5350 W Main Street	Flora Mazreku, FSP Architects	Parking lot improvements
7275 W Main Street	Zach Pearson	Site plan review

TEMPORARY OUTDOOR EVENTS

Total Administrative Temporary Outdoor Events Reviews in 2025:			8
Address	Applicant	Event	Approval Date
8178 W Main Street	D&R Sports Center	Boat and Sports show with a food vendor from April 18, 2025, through April 19, 2025.	03/31
8456 Stadium Drive	Lawton Ridge Winery	Food trucks on Wednesday evenings from April 16th, 2025, through October 29, 2025.	03/19
5034 W KL Avenue	The Good Stuff Fire-works	Sale of fireworks from the site's parking lot from June 10, 2025, through July 8, 2025.	06/03
6660 W Main Street	TNT Fireworks	Sale of fireworks from the site's parking lot from June 22, 2025, through July 8, 2025.	06/09
6800 W Main Street	Country Fresh Farms	Meat sales, taking place from the site's parking lot from September 17, 2025, through September 19, 2025.	09/15
1030 S 8th Street	Meadow Run Knoll LLC	Food trucks, three days a week, from April 18, 2025, through October 31, 2025.	03/14
6779 W Main Street	Jake's Fireworks	Sale of fireworks from the site's parking lot from June 19, 2025, through July 6, 2025.	05/22
5030 W Main Street	Oshtemo Rotary Club	Oshtemo Rotary Family Festival, taking place from April 24, 2025, through April 28, 2025.	03/27

ADMINISTRATIVE COMMUNICATION TOWER REVIEWS

No approval letters were issued for administrative cell tower reviews. One cell tower upgrade was reviewed through the building permit process. This upgrade took place at 624 N 4th Street.



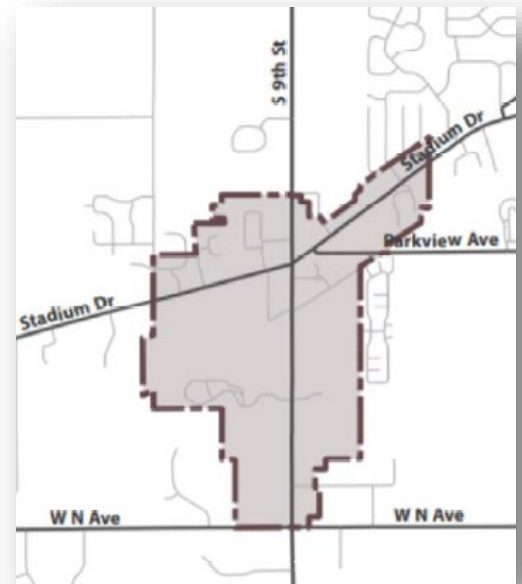
7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 269-375-7180 www.oshtemo.org

Oshtemo Charter Township Downtown Development Authority 2025 Annual Synopsis

This annual synopsis of the projects and activities of the Downtown Development Authority was prepared to satisfy the reporting requirements of the Tax Increment Financing Act, Public Act 57 of 2018.

There are no tax increment revenues that have been accumulated for five or more years to address as to when they will be expended. Other than demolition of buildings on a DDA-owned property, there are no land or equipment investments by the DDA to report for 2025.

In 2025, the DDA Board was made up of 8 members plus the Township Supervisor. The Board can vary from 8 to 12 members, including a resident of the district, plus the Township Supervisor. A majority of the members must have an interest in the DDA district. A resident member was appointed to the Board in 2025 filling that vacancy. The Board meets bimonthly.



Projects and Activities of the DDA in 2025

- Made the annual debt payment for the 2023 purchase of 6227 Stadium for the future Atlantic Avenue extension.
- Demolished the buildings at 6227 Stadium Drive to address trespass issues and to position the property for future redevelopment and the extension of Atlantic Avenue.
- Allowed the Oshtemo Fire Department to train in the buildings at 6227 Stadium and then post-demolition, use the land for trench rescue training.
- Expanded the grant program to include exterior security cameras.
- Awarded a façade improvement grant to an owner within in the district.
- Continued seasonal rotation of banners along 9th Street and Stadium Drive.
- Placed holiday decorations at the Village Corner Plaza.
- Maintained flower beds and lawn areas at the Oshtemo Community Center, Village Corner Plaza and along Millard's Way.
- Provided sponsorship for the Music in the Park series held at Flesher Field.
- Held two Informational Meetings.

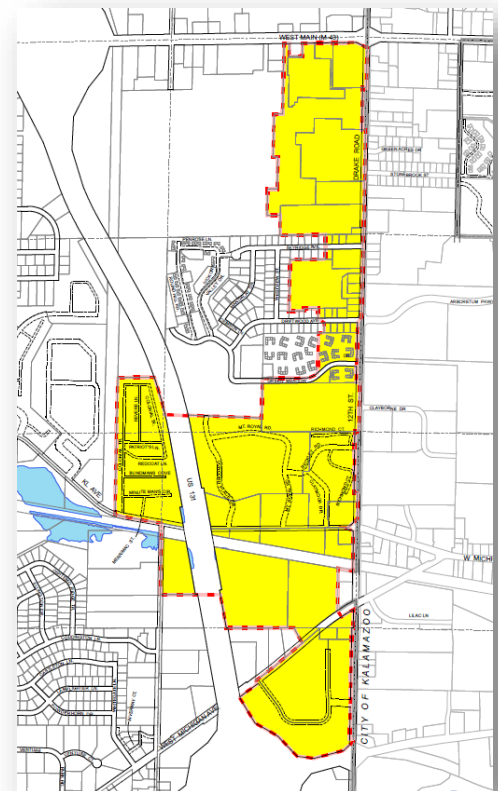
Oshtemo Charter Township South Drake Road Corridor Improvement Authority 2025 Annual Synopsis

This annual synopsis of the projects and activities of the South Drake Road Corridor Improvement Authority (SoDA) was prepared to satisfy the reporting requirements of the Tax Increment Financing Act, Public Act 57 of 2018.

There are no tax increment revenues that have been accumulated for five or more years to address as to when they will be expended. There are no land or equipment investments by the SoDA to report for 2025.

In 2025, the SoDA was made up of 7 members that represent businesses and/or property owners in the district including a resident that lives within ½ mile of the authority boundaries, plus the Township Supervisor. There are no vacancies; the Board meets semi-annually but did schedule a special meeting in September.

Running along the west side of Drake Road from West Main Street to Stadium Drive, the boundaries of the SoDA District are reflected in yellow on the image to the right.



Projects and Activities of the SoDA

In 2025, the SoDA

- Made the annual payment to the Township toward the Drake Road non-motorized pathway. In 2025, the payment was \$40,000.
- Held two Informational Meetings in conjunction with the Downtown Development Authority (DDA), one of which was during a work session of the Township Board.

Memorandum

Date: 23 December 2025
To: Township Board
From: Cheri Bell, Supervisor
Subject: 2026 Board & Committee Appointments



Objectives

To review and discuss upcoming vacancies and terms ending December 31, 2025, and to approve the reappointment of members who have expressed interest and willingness to serve an additional term.

Also find information regarding the boards and committees upon which the Township Board and the Oshtemo Township Department Heads serve.

Proposed Motion

Motion to approve appointment of members from: Downtown Development Authority, Planning Commission, State law requires scheduled rotations on several statutory bodies, including the Planning Commission, Zoning Board of Appeals (ZBA), South Drake Corridor Improvement Authority (SoDA), and Downtown Development Authority (DDA). Each fall, the Supervisor conducts a comprehensive review of all board and committee appointments in preparation for these required actions.

It is the statutory responsibility of the Supervisor to identify vacancies, review expiring terms, and recommend qualified candidates for appointment or reappointment to the Township Board for official action.

Board and committee membership is an evolving process and may undergo further updates in 2026.

Core Values

Public Service, Professionalism, Integrity

Trustees' Board & Committee Appointments

Supervisor Cheri Bell
Board of Review, Statutory, Active
South Drake Corridor Improvement Authority (TB liaison), Active
Downtown Development Authority (TB liaison), Active
Friends of the Parks, Ex Officio
Kalamazoo Area Transportation Study - Policy Committee Ex Officio, Active
Kalamazoo Regional Water and Wastewater Commission (KRWWC) Ex Officio, Active
Board & Committee Appointments – Ex Officio, Active
Building and Grounds Committee – Ex Officio, Active
Capital Improvement Committee (CIC) - Ex Officio
Hardship Advisory Review Committee (HARC) - Ex Officio, Active
HR Board Work Group – Ex Officio, Active
Kalamazoo County Supervisors – Ex Officio, Active
Parks – Ex Officio
Police – Ex Officio, Active
Safety – Ex Officio
Fire Department Strategic Planning Committee – Ex Officio, Active
Kalamazoo County Dispatch Authority – Finance Committee Appointed, Active
Kalamazoo County Event Center Assessment District Authority Board (KCECAD), Appointed, Active

Treasurer Clare Buszka
Oshtemo Election Commission
Public Media Network
Public Media HR Committee
Board & Committee Appointments
Capital Improvement Committee (CIC)
Hardship Advisory Review Committee (HARC)
HR Board Work Group
Fire Department Strategic Planning Committee
KCTA – Kalamazoo County Treasurer's Association

Trustee Michael Chapman
Planning Commission (TB Liaison)
Environmental Health Advisory Committee for Kalamazoo County

Trustee Kristin Cole
Police Committee

Clerk Dusty Farmer
CCTA (Public Transit)
Oshtemo Election Commission
Zoning Board of Appeals (ZBA)
Kalamazoo County Transit Authority (Township Representative)
HR Board Workgroup
KATS Policy Committee
Kalamazoo Local Clerk's Association
Kalamazoo County Elections Focus Group
Kalamazoo County Proposition 2 Implementation Committee
Metro Local Advisory Committee
KCTA/CCTA Governance Board
KCTA/CCTA External Relations Committee

Trustee Zak Ford
Oshtemo Election Commission
Police Committee
Fire Department Strategic Planning Committee

Trustee Neil Sikora
Environmental Board
Friends of the Parks
Kalamazoo Regional Water and Wastewater Commission (KRWWC) (TB Alternate)
Hardship Advisory Review Committee (HARC)
Parks Committee
Building and Grounds Committee

Department Heads' Appointments

Assessing
Board of Review

Fire
Board Chair for the Kalamazoo County Fire Chiefs Association
Board member for Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors
Building and Grounds Committee
Fire Department Strategic Planning Committee
KCCDA Fire Communication Operations Committee
KCDA Fire Technical Advisory Committee (FireTac)
Kalamazoo County Technical Rescue Team
Kalamazoo County Disaster Preparedness Committee (Emergency Management)
Kalamazoo County Local Emergency Planning Committee (LEPC)
Kalamazoo Valley Intergovernmental Ambulance Agreement Committee (KVIAA)
Kalamazoo Valley Community College Fire Science Advisory Board
Kalamazoo County Hazardous Materials Team Executive Board member
Michigan Fifth District Technical Rescue Team Committee
Police Committee
Safety Committee
Kalamazoo County Medical Control Authority EMS Council Advisory Board
Kalamazoo County Medical Control Authority EM/MCI Committee

Human Resources
HR Board Work Group
Safety Committee (Coordinator)
Sunshine Fund Committee
2026 President of Kalamazoo Human Resources Management Association (KHRMA)

Information Technology
Safety Committee

Legal
Board of Review (Attorney)
Capital Improvements Committee (Attorney)
HARC, Hardship Advisory Review Committee (Attorney & Paralegal Manager)

Internal Tech Review Committee (Attorney)
Kalamazoo County Bar Association (Attorney – external)
KRWWC (Staff Attorney)
Michigan Bar Association (Attorney – external)
NALA, The Paralegal Association (Paralegal Manager – external)
Notary Public Commission (Paralegal Manager – external)
Planning Commission (Attorney)
Police Committee (Attorney)
Sunshine Fund Committee (Paralegal Manager)
Township Board (Attorney)
Utility Policy Committee (Staff Attorney)
Zoning Board of Appeals (Attorney)

Maintenance
Building and Grounds Committee (Chair)
Safety Committee

Ordinance Enforcement
Michigan Association of Housing Officials (MAHO)
Police Committee
Safety Committee

Parks
Friends of the Parks (Coordinator)
Parks Committee (Coordinator)

Planning
Downtown Development Authority
Internal Tech Review Committee
Planning Commission
South Drake Road Corridor Improvement Authority
Zoning Board of Appeals
Michigan Association of Planning (external)
American Planning Association (external)
KATS Technical Committee (Member)
Metropolitan Transportation Plan Subcommittee

Public Works

American Public Works Association, SW Branch (external)
Institute of Transportation Engineers (external)
American Society of Civil Engineers, SW Branch (external)
Industrial Advisory Board Member, WMU Civil and Construction Engineering Department (external)
KATS Technical Committee, Chair (2026) <ul style="list-style-type: none"> • Complete Streets Subcommittee • Project Prioritization Subcommittee • Signal Coordination Subcommittee • Metropolitan Transportation Plan Subcommittee • KRWWC
Township Board (Engineer)
Utility Policy Committee
HARC
CIC
Internal Development Review Committee (Internal)
Record Retention (Internal)
TBD: Bike Friendly Kalamazoo

Oshtemo Township Board & Committee New Appointments

<p>Downtown Development Authority</p> <p>A Downtown Development Authority (DDA) is a tool, established by the Michigan Legislature, that helps local communities become proactive in halting property value decline and/or helps a particular business area keep up with other areas of the community experiencing growth and/or reinvestment. Its establishment permits the capture and use of future tax increment funds generated in the area for improvements to the area.</p>	
Members	Term End Date & New Term End Date
Bill Cekola (Interest)	12/31/25 -- 12/31/29
Themi Corakis (Interest)	12/31/25 -- 12/31/29
Stephen Dallas (Interest)	12/31/25 -- 12/31/29

<p>Planning Commission</p> <p>The Planning Commission is responsible for maintaining the Master Land Use Plan, living documents that express the community's vision for the future of Oshtemo. The Master Land Use Plan was originally adopted in 1993, the most recent amendment occurred in 2019.</p>	
Members	Term End Date & New Term End Date
Scot Jefferies (Resident)	12/31/25 -- 12/31/28
Ron VerPlanck (Resident)	1/1/26 -- 12/31/28

South Drake Corridor Improvement Authority

The South Drake Road Corridor Improvement Authority are responsible for the formulation and implementation of a Development and Tax Increment Financing Plan, subject to Township Board approval.

A corridor improvement authority (CIA) is a tool, established by the Michigan Legislature to assist local communities with funding improvements in a commercial corridor by permitting the capture and use of future tax increment funds generated in the designated area.

Members	Term End Date & New Term End Date
Corey Ashley (Interest)	12/31/25 -- 12/31/29
Kelly Bringman (Interest)	12/31/25 -- 12/31/29
Theresa Spurr (Interest)	12/31/25 -- 12/31/29

Oshtemo Township Ad Hoc Boards/Committees

Board & Committee Appointments	Contact Person: Cheri Bell Meeting Dates: As needed
Members	
Cheri Bell (TB)	
Dusty Farmer (TB)	
Clare Buszka (TB)	

HR Board Work Group	Contact Person: Cheri Bell Meeting Dates:
Members	
Clare Buszka (TB)	
Dusty Farmer (TB)	
Cheri Bell (TB)	
Sara Feister (Staff)	

Cemeteries, Buildings, and Grounds	Contact Person: Meeting Dates: As needed
Members	
Cheri Bell (TB)	
Dusty Farmer (TB)	
Neil Sikora (TB)	
Rick Everett (Resident)	
Bernie Mein (Resident/retired builder)	
Vanessa Street (Oshtemo Parks Director)	
Ted Hanson (Oshtemo Building Official)	
Greg McComb (Staff)	
Gary Heckman (Resident & Part Time Building Inspector)	
Karen Griffin (Staff)	
Greg Fountain (Staff)	
David Kobb (Staff)	

<p>Capital Improvement</p> <p>Responsible for planning and prioritizing major infrastructure and facility projects within the township. The committee develops a multi-year Capital Improvement Plan, evaluates project needs, identifies funding sources, and ensures improvements align with the township's master plan and community priorities. Its work supports long-term sustainability, economic development, and fiscal accountability.</p>	<p>Contact Person: Anna Horner</p> <p>Meeting Dates: Third Tuesday at 1pm, quarterly (Jan, Apr, July, Oct)</p>
Members	
Zak Ford (TB)	
Cheri Bell (TB)	
Clare Buszka (TB)	
Tim Mallett (Resident)	
Bernie Mein (Resident/retired builder)	
Anna Horner (Staff)	
Zach Pearson (Staff)	

<h2>Fire Department Strategic Planning Committee</h2> <p>Oshtemo Township has created a Fire Department Strategic Planning Committee to help lay out a map for the department's path over the next 5 years. This committee includes Fire Department staff, Township staff and Board members, residents, and business owners. Meetings started in mid- August and have been meeting every few weeks.</p> <p>The committee covers a wide range of topics regarding the OFD: how the department is managed and funded, how firefighters are staffed, what it requires to effectively respond to calls, developmental needs, and responding to changes within the Township. These meetings have been informative for the members, providing a clearer view into the departmental operations.</p>	<p>Contact Person: Chief Greg McComb</p> <p>Meeting Dates: Quarterly</p>
<p>Members</p>	
<p>Greg McComb (Fire Chief, Chair)</p>	
<p>Cheri Bell (TB)</p>	
<p>Zak Ford (TB)</p>	
<p>Clare Buszka (TB)</p>	
<p>Eric Burghardt - Staff/Deputy Fire Chief</p>	
<p>Adam Bennett- Staff/Full Time FF</p>	
<p>Erin Phillips – Admin Staff</p>	
<p>Dr. Bruce Goethe - Resident</p>	
<p>Deb Everett - Resident</p>	
<p>Chief Ron Farr - Peer Professional</p>	
<p>Themi Corakis - Business Owner</p>	

Friends of the Parks <i>The Mission of the citizen volunteers of Oshtemo Friends of the Parks is to promote the expanded stewardship and preservation of natural features within the community, to further the development and maintenance of existing and future parks in keeping with adopted park plans, and to effectively advocate Township parks as community resources for all to enjoy.</i>	Contact Person: Vanessa Street Meeting Dates: Monthly
Members	
David Walch	
Bruce Dannenhauer	
Dennis Patzer	
Deb Everett	
Kathy Fretz	
Cheri Bell (TB) Ex Officio	
Neil Sikora (TB Liaison)	
Vanessa Street (Staff)	

Hardship Advisory Review Committee To review and recommend property owner(s) to be considered for abatement or deferment.	Contact Person: Term Length: 3 year, staggered terms Meeting Dates: As needed
Members	
Fred Gould (BOR)	
Neil Sikora (TB)	
Jeff Parsons (Resident-at-large)	
Sierra Lucas (Staff)	
Clare Buszka (TB)	
Cheri Bell (TB)	
James Porter (Attorney)	

Kalamazoo Brownfield Redevelopment Authority	Contact Person: Jodi Stefforia Meeting Dates: 4th Thursday of each Month @ 3:00pm
Members	
Jodi Stefforia (Staff)	

Kalamazoo County Transit Authority	Contact Person: Dusty Farmer Meeting Dates: 2nd & 4th Monday, 5:30 p.m.
Members	
Dusty Farmer (TB)	

Parks <p>The Parks Committee consists of two Township Board members, two Citizen Representatives, and Township Staff. They oversee the development of the Township parks, by responding to public interest and use of the Recreation Plan. Yearly development plans are created, and a budget is prepared with monies transferred from the General Fund. There is no direct millage for Park development and maintenance. When a project is identified and estimates are obtained, a recommendation is sent to the Township Board.</p>	Contact Person: Vanessa Street Meeting Dates: 3rd Wednesday @ 4 p.m.
Members	
Hannah Whiteman (Resident)	
Cheri Bell (TB Ex Officio)	
Deb Everett (Resident)	
Paul Sotherland (Interest)	

Neil Sikora (TB)	
Vanessa Street (Staff)	
Greg Fountain (Staff)	

Police	Contact Person: Meeting Dates: Quarterly as needed
Members	
Cheri Bell (TB)	
Kristin Cole (TB)	
Zak Ford (TB)	
Greg McComb (Fire Chief / Staff)	
Deb Everett (Resident)	
Alan Miller (Staff)	
Jim Porter (Staff Attorney)	

Safety The Safety Committee's purpose is to promote a safe workplace/ safe Township by identifying hazards and ensuring regulatory compliance. It also supports emergency preparedness, recommends corrective actions, and helps build a strong safety culture where employees feel empowered to report concerns and follow safe practices.	Contact Person: Sara Feister Term Length: Meeting Dates: As needed
Members	
Greg McComb (Fire Chief / Staff)	
Sara Feister, Safety Coordinator (Staff)	
Alan Miller (Staff)	
Greg Fountain (Staff)	
Jon Gibson (Staff)	
Cheri Bell (TB, Ex Officio)	
David Kobb (Staff)	

Sunshine Manage voluntary contributions from staff to recognize employee life events (determined by Staff within the Sunshine Fund, not TB)	Contact Person: Meeting Dates:
Members	
Sally Higgins (Staff)	
Sara Feister (Staff)	
Sierra Lucas (Staff)	
David Kobb (Staff)	

Memorandum & Request

Date: January 6, 2026

To: Oshtemo Township Board

From: Maintenance Director, Greg Fountain
Parks Director, Vanessa Street



Subject: Budget Amendment – Grange Hall HVAC replacement

Objective

Request funds from carry over for emergency HVAC replacement(s) at Grange Hall

From: GL 107-000-40000 – Parks Carryover (\$22,000)

To: GL 107-756-97400 - Capital Outlay (\$22,000)

Proposed Motion

To approve a budget amendment in the amount of \$22,000 for HVAC replacement(s) at Grange Hall

Background

- The Grange Hall has 3 HVAC systems. 2 service the upstairs, 1 the basement.
 - The HVAC systems are 24 years old.
 - Furnaces typically have a service life of 15-20 years.
 - The associated AC systems have a service life of 10-17 years.

Current Issue

- On 12/23/25 we were made aware that 1 of the upstairs HVAC systems furnaces was not working. Investigation by Oshtemo Maintenance found that the units roll out sensors were being tripped.
- A HVAC contractor was called to investigate the reason for the sensor being tripped.
- It was determined that the 2 upstairs units heat exchangers are plugged and worn out. Not viable to replace the heat exchangers, recommendation is to replace the furnace(s). The problem furnace was disabled leaving 1 unit servicing the upstairs.

Recommendation

- Replace all 3 HVAC systems. 1 has completely failed. 1 is on its last leg. All units are the same age.
- 3 quotes were obtained, ranging from \$26,000 to the lowest coming in at \$19,113.
- Move forward with the low bid, with a 10% contingency for unexpected install costs, totaling \$22,000.

Core Values: Sustainability, Fiscal Stewardship

Memorandum & Request

Date: January 6, 2026

To: Oshtemo Township Board

From: Maintenance Director, Greg Fountain

Subject: Budget Amendment – Drake Farmstead Generator Project



Objective

Carry forward funds allocated for 2025 Drake Farmstead property generator project to 2026 budget.

From: GL 107-000-40000 - Capital Outlay carryover (\$5,597) 2025

To: GL 107-756-97400 - Capital Outlay (\$5,597) 2026

Proposed Motion

Motion: To approve a budget amendment in the amount of \$5,597 to complete the generator installation at Drake Farmstead

Background

Drake property generator project could not be completed in 2025. Project is in progress. Will be completed in January of 2026. PO 18867 created 10/14/2025 for \$17,000. Amount relinquished in 2025 \$11,403. \$5,597 required for final payment.

Core Values: Sustainability, Fiscal Stewardship

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

Memorandum & Request



Date: January 13th, 2026
To: Township Board
From: Zach Pearson, Public Works Project Manager
Subject: Seeco Dr Road Extension Property Acquisition

Objective

Receive Board approval of the budget amendment for the road connection property acquisition.

From: GL	204-000-40000	Carryover \$85,000
To: GL	204-441-97600	Capital Outlay - Roads \$85,000

Proposed Motion

I move to approve the budget amendment for the Seeco Dr property acquisition and closing costs.

Background

The extension of Seeco Dr to the East is a project that has been included in master planning efforts. Public Works identified an opportunity to acquire the property necessary to begin the first steps of that extension. Negotiations for the land acquisition took place throughout 2025 and closing was expected to take place before the end of December. Land acquisition costs were budgeted in 2025, but closing was unfortunately pushed into 2026 and is now planned to take place January 23rd. This budget amendment will move the budgeted dollars from 2025 to 2026 so that closing can proceed.

Core Values

Fiscal Stewardship
Sustainability

Memorandum



Date: 13 January 2026
To: Township Board
From: Sara Feister, Human Resources Director
Subject: Job Descriptions

Objective

PROPOSED MOTION: I approve the following new job descriptions: Building Department Administrative Assistant, Legal Assistant, Parks Public Engagement Specialist, & Ordinance Enforcement Manager.

Background

Building Department Administrative Assistant, Legal Assistant, & Parks Public Engagement Specialist were approved new positions in the 2026 budget. Ordinance Enforcement Manager is an expansion of the Ordinance Enforcement Officer position, aiming to capture the additional duties of the full time Ordinance Enforcement Officer, as well as re-organize the Ordinance Enforcement Department to have the Ordinance Enforcement Officer report to the Ordinance Enforcement Manager.

Information Provided

1. DRAFT Building Department Administrative Assistant Job Description (.80 FTE)
2. DRAFT Legal Assistant Job Description (.50 FTE)
3. DRAFT Parks Public Engagement Specialist Job Description (.25 FTE)
4. REDLINE Ordinance Enforcement Officer Job Description
5. CLEAN COPY Ordinance Enforcement Manager Job Description (1.00 FTE)

Core Values

Public Service, Professionalism, Integrity

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **BUILDING DEPARTMENT ADMINISTRATIVE ASSISTANT**

General Summary:

Under the direct supervision of the Building Department Administrator, the Building Department Administrative Assistant performs a variety of duties to support the Building Department in relation to managing the permit process, scheduling inspections, ensuring compliance and maintaining documentation.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. This requires the ability to open and sort the mail, review and sort documents and distribute documents which requires the employee to be able to lift, move and manipulate such items, and to deliver such documents to office personnel. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer to research and write reports. To perform these functions, the employee must be able to read and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and type memorandums. Will be required to attend and assist at some meetings to provide, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all the required meetings, be prepared to speak in English to those persons in attendance, to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various Department Heads to assist in that regard.

Typical Responsibilities:

- Greet visitors and applicants, answer phone calls and emails regarding permit applications.
- Provide applicants with required forms/ applications, explain requirements, fees, timelines and code/ordinance compliance. Assist applicant with form completion when needed.
- Manage permit application process by verifying application completion, entering data into BS&A tracking, ensuring timely review and issuing permits upon approval.
- Follow up with applicant throughout the permit approval process with updates regarding approvals, denials, or corrections required.
- Schedule and coordinate inspections with trade inspectors and applicants.
- Coordinate with building, plumbing, mechanical, electrical inspectors, to ensure technical requirements are addressed.
- Develop reports to track permits issued, fees collected, and outstanding applications.
- Assist in policy implementation, permit reviews and updates to permit procedures or forms.
- Collect and record payments, issue receipts and assist with daily/weekly/monthly financial reporting.
- Maintain up to date file management/ recordkeeping for permits, applications, plans, inspections, certificate while utilizing inspection tracking systems.
- Maintain current knowledge of relevant codes, ordinances, and fee schedules.
- Ensure compliance with township and state codes/ordinances.

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **BUILDING DEPARTMENT ADMINISTRATIVE ASSISTANT**

- Prepare correspondence, notices, and follow-up communications.
- Respond to general inquiries from the public, contractors, and other departments.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Required Qualifications:

- EDUCATION: High School graduate or equivalent.
- Must be able to meet prescribed typing and computer standards in effect at the time of hire as well as operate all standard office equipment and software.
- Proficiency in Microsoft Office Suite is required.
- Strong interpersonal communication skills, both oral and written.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent written and verbal communication skills, including advanced proficiency in English grammar and legal writing.
- Detail-oriented with the ability to manage complex files and deadlines independently.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: LEGAL ASSISTANT

General Summary:

Under the direction and supervision of the Paralegal Manager, the Legal Assistant will provide administrative and clerical support to the Legal Department with a focus on record digitization, processing paperwork, formatting forms and contracts, filing documentation, and legal time keeping. This role offers exposure to municipal legal processes and procedures.

Essential Job Functions:

Physical requirements described herein are representative of those requirements which must be met to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions.

The Legal Assistant is responsible for assisting in maintaining the Township's legal records. This includes opening, organizing, and closing files, which may involve lifting, standing, bending, walking, and handling files within the office space. The intern must be able to move throughout the office to file and retrieve documents from storage.

The employee must be able to open, sort, read and distribute incoming correspondence, both regular and electronic.

Typical Responsibilities:

1. Scan, index, and organize physical legal files into the Township's electronic document management system.
2. Maintain and update a tracking spreadsheet detailing false alarm incidents, amounts billed, and payments received.
3. Maintain and update a tracking spreadsheet detailing contracted legal services, amounts billed, and payments received.
4. Enter attorneys' time entries into a tracking spreadsheet and ensure all data is recorded accurately. Calculate total hours worked for each reporting period.
5. Maintain organized and up-to-date time records for departmental review.
6. Filing documents with register of deeds, courts, etc.
7. General clerical duties.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Required Qualifications:

- **EDUCATION:** In the process of obtaining, or has obtained, a degree or certificate in an administrative, legal, public service, or related academic program.
- Proficient in Microsoft Office Suite and comfortable learning specialized case management software.
- Ability to maintain confidentiality and handle sensitive information.
- Strong written and verbal communication skills.
- Strong attention to detail and organizational skills.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: PARKS PUBLIC ENGAGEMENT SPECIALIST

General Summary:

Under the direction and supervision of the Parks Director, the Parks Public Engagement Specialist is responsible for developing engaging social media content, maintaining a consistent online presence, and supporting Township-wide communication goals.

Essential Job Functions:

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation, and meet the physical, scheduling, and environmental demands associated with office work and outdoor event settings. This position may require the employee to attend evening or weekend events, including community programs, special events, or other Township-related activities.

Typical Responsibilities:

1. Develop, schedule, and publish engaging social media content (graphics, photos, short videos) for Friends of the Parks, ensuring compliance with Township policies, brand standards, accessibility guidelines, and Parks Director approval prior to posting.
2. Monitor social media accounts and respond to comments, messages, and inquiries promptly, professionally, and in alignment with Township guidelines.
3. Track and analyze engagement metrics, identify trends, and recommend strategies to improve reach and community engagement.
4. Collaborate with Township staff to promote parks, programs, volunteer opportunities, events, and Township initiatives.
5. Assist with planning, promotion, and on-site support for key events.
6. Serve as a central communication hub for local service and community organizations, fostering partnerships and supporting community-led initiatives when appropriate.
7. Identify and promote opportunities for volunteerism, partnerships, and increased community involvement.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all duties performed.

Required Qualifications:

- Strong writing, editing, and visual communication skills.
- Experience managing social media accounts for an organization, business, or community initiative.
- Familiarity with tools such as Meta Business Suite, Canva, or similar platforms.
- Understanding of best practices in accessibility, privacy, and respectful online engagement.
- Ability to exercise sound judgment and discretion when representing the Township online and in person.
- Ability to work independently, manage time effectively, and meet deadlines.
- Reliable, organized, and self-motivated.

Preferred Qualifications:

- Knowledge of Oshtemo Township parks, recreation programs, or local community groups.
- Experience working in community engagement, event coordination, or public communication.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform duties required by position.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **ORDINANCE ENFORCEMENT ~~OFFICER~~ MANAGER**

General Summary:

Under the general direction of the ~~Supervisor's office~~ Township Supervisor, the Ordinance Enforcement Manager is responsible for the administration and enforcement of all Township Ordinances and management of Ordinance Enforcement Department staff.

Physical Requirements Essential Job Functions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb, and hear. The employee is required to climb stairs, stoop, kneel and crouch and must be able to drive a motor vehicle. The employee must have the ability to clearly hear and use telephones, be able to communicate with the public in English and write and issue citations. The employee must be able to type and use office computer software for reporting and communication purposes.

Typical Responsibilities:

1. Provides proactive enforcement and responds to complaints of property maintenance code violations including blight, garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
2. Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
3. Enforces a variety of codes and ordinances by conferring with property owners, issuing warnings, violations, and correction notices, and following established methods of progressive action.
4. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation and otherwise investigate complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
5. Documents the facts and procedures of ordinance violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested and completes other administrative requirements as necessary.
- ~~6.~~ Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.
- ~~6.7.~~ Conducts Liquor license inspections quarterly and reports to the Michigan Liquor Control Commission.
- ~~7.8.~~ Explains, interprets, and provides guidance regarding property maintenance codes, permit processes, Township ordinances, and related functions to the public and property owners.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **ORDINANCE ENFORCEMENT ~~OFFICER~~ MANAGER**

9. Assists in preparing cases for court proceedings. Prepare documentation for the Township's legal counsel and testifies concerning specifics of cases.
10. Evaluates current ordinances and advises necessary revisions to policies and procedures.
11. Monitor trends in code violations and recommend policy or procedural changes.
12. Responsible for management and oversight of all Ordinance Enforcement Department staff.
13. Responsible for Ordinance Enforcement Department annual budgeting, budget review, and purchasing.
- 8-14. Communicate with other departments (e.g., Police, Planning, Public Works, Legal) to coordinate enforcement efforts.

The above statements are intended to describe the general nature and level of work being performed. They are not to be constructed as an exhaustive list of all duties performed.

Required Qualifications:

- DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).
- EDUCATION: High school diploma or equivalent.
- EXPERIENCE: ~~Four~~Two (42) years ordinance-related work
- LICENSE/CERTIFICATION: While no licensing or certification is required, would be expected to attend educational events pertaining to the position.
- Strong interpersonal skills.
- Ability to work efficiently with limited supervision.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with property owners, the public, other professional contacts, and municipal officials.
- Ability to gather and analyze data for the purpose of preparing accurate and timely reports, letters, and responses to requests for information.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

Position Title: **ORDINANCE ENFORCEMENT MANAGER**

General Summary:

Under the general direction of the Township Supervisor, the Ordinance Enforcement Manager is responsible for the administration and enforcement of all Township Ordinances and management of Ordinance Enforcement Department staff.

Essential Job Functions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, climb, and hear. The employee is required to climb stairs, stoop, kneel and crouch and must be able to drive a motor vehicle. The employee must have the ability to clearly hear and use telephones, be able to communicate with the public in English and write and issue citations. The employee must be able to type and use office computer software for reporting and communication purposes.

Typical Responsibilities:

1. Provides proactive enforcement and responds to complaints of property maintenance code violations including blight, garbage/refuse, weeds/grass, signage, zoning, and other applicable ordinances.
2. Conducts on-site inspections of properties to determine conformity with applicable codes and ordinances.
3. Enforces a variety of codes and ordinances by conferring with property owners, issuing warnings, violations, and correction notices, and following established methods of progressive action.
4. Conducts enforcement activities in a fair and consistent manner. Interviews parties to a complaint or violation and otherwise investigate complaints in a comprehensive and unbiased manner. Seeks voluntary compliance, where possible.
5. Documents the facts and procedures of ordinance violation incidents, using standardized written reports of findings and photographs when appropriate. Prepares summary reports of activities as requested and completes other administrative requirements as necessary.
6. Performs follow-up functions, including re-inspections, logging of complaints/activities, monitoring the status of citations, and notifying involved parties of status.
7. Conducts Liquor license inspections quarterly and reports to the Michigan Liquor Control Commission.
8. Explains, interprets, and provides guidance regarding property maintenance codes, permit processes, Township ordinances, and related functions to the public and property owners.

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **ORDINANCE ENFORCEMENT MANAGER**

9. Assists in preparing cases for court proceedings. Prepare documentation for the Township's legal counsel and testifies concerning specifics of cases.
10. Evaluates current ordinances and advises necessary revisions to policies and procedures.
11. Monitor trends in code violations and recommend policy or procedural changes.
12. Responsible for management and oversight of all Ordinance Enforcement Department staff.
13. Responsible for Ordinance Enforcement Department annual budgeting, budget review, and purchasing.
14. Communicate with other departments (e.g., Police, Planning, Public Works, Legal) to coordinate enforcement efforts.

The above statements are intended to describe the general nature and level of work being performed. They are not to be constructed as an exhaustive list of all duties performed.

Required Qualifications:

- **DRIVERS LICENSE REQUIREMENT:** Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement).
- **EDUCATION:** High school diploma or equivalent.
- **EXPERIENCE:** Four (4) years ordinance-related work
- **LICENSE/CERTIFICATION:** While no licensing or certification is required, would be expected to attend educational events pertaining to the position.
- Strong interpersonal skills.
- Ability to work efficiently with limited supervision.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with property owners, the public, other professional contacts, and municipal officials.
- Ability to gather and analyze data for the purpose of preparing accurate and timely reports, letters, and responses to requests for information.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

Memorandum



Date: 13 January 2026
To: Township Board
From: Oshtemo Charter Township Safety Committee
Subject: First Reading the Text Amendments to the Parks Regulation Ordinance No. 267, Section 215.002 Definitions and Section 215.003 Regulations

Objectives

PROPOSED MOTION: I make the motion to approve for First Reading the Text Amendments to the Parks Regulation Ordinance No. 267, Section 215.002 Definitions and Section 215.003 Regulations and set for Second Reading on January 27th, 2026.

Background

The necessity to amend our Parks Regulation Ordinance to prohibit camping stems from several significant considerations from the Township Parks Director, Maintenance Director, and the Ordinance Enforcement Department.

Camping within parks can lead to various environmental and ecological concerns. Improper waste disposal, habitat disturbance, and fire hazards are among the potential impacts associated with unregulated camping activities. By prohibiting camping, we aim to safeguard the natural ecosystems within our parks and preserve their ecological integrity for future generations.

Secondly, camping may pose safety and security risks, both for park visitors and surrounding communities. Unregulated camping can compromise the safety and tranquility of park environments. Prohibiting camping helps mitigate these risks and ensures a safer recreational experience for all park users.

Furthermore, addressing camping within park regulations reinforces compliance and accountability among park users. Clear and consistent regulations help prevent misunderstandings and conflicts, facilitating effective enforcement by park authorities. Prohibiting camping sends a clear message that certain activities are not permitted within park boundaries, promoting respect for park rules and regulations.

Information Provided

Please see the attached proposed Text Amendments to the Parks Regulation Ordinance No. 267, Section 215.002 Definitions and Section 215.003 Regulations.

Core Values

Sustainability

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____

Effective: _____

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Parks Regulation (Ordinance No. 267, as amended), specifically Section 215.002 Definitions & Section 215.003 Regulations, and to repeal all Ordinances or parts of Ordinances in conflict.

OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF COMPILED SECTION 215.002, DEFINITIONS, is amended to add the following definition:

Camping: means the lodging or sleeping of a person in any manner, e.g. in a sleeping bag, tent, tarp shelter, bivy, trailer-tent, trailer coach, vehicle camper, motor vehicle, or any other kind of shelter or conveyance erected, parked or placed within any Township park.

SECTION II. AMENDMENT OF COMPILED SECTION 215.003, REGULATIONS, is amended to add the following provision:

L. No camping shall be permitted at any time in or on Township park property (*except with written permission from the Township*).

SECTION III. EFFECTIVE DATE. This Ordinance shall take effect upon publication after adoption in accordance with State law. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION REGARDING
CLOSED SESSION OF JANUARY 13, 2026**

WHEREAS, it is necessary for the Township Board to meet and consult with its Attorney for purposes of discussing the purchase of real estate and to do so in an open meeting would have a detrimental effect upon the Township's position and could 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 meet 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 13TH day of January 2026, to consult with its Attorney regarding the purchase of real estate and to consider 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 or were absent:

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

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 January 13, 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