

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

February 10, 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: Value conscious decision making.
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Work Session: Presentation on Neighborhood Sanitary Sewer Expansion Project Update Presented by:
Anna Horner, Director Public Works; Zach Pearson, Project Manager ([Pg 5-10](#))
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 January 27, 2026](#)]
 - b. [Receipts and Disbursements](#)
 - c. Memo re: Rescue Vehicle Purchase – Oshtemo Fire Department Station 5-1 ([Pg 11](#))
 - d. Memo re: Budget Amendment, IT – Website Update ([Pg 13-18](#))
10. Resolution Celebrating Black History Month ([Pg 19](#))
11. Report - Building Department - Ted Hanson, Building Official ([Pg 21](#))
12. Discussion and Consideration – Traffic Enforcement Contracted Legal Counsel ([Pg 23-24](#))
13. Continued Discussion & Consideration: Neighborhood Sanitary Sewer Expansion Project
14. Topics for Board Discussion
 - a. 2026 Township Vehicle Purchase
 - b. Township Hall North Side of Building – Flag Presentation
15. Public Comment
16. Board Member Comments & Committee Updates
17. Adjournment

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

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

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

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.-1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees			Township Department Information		
Supervisor Cheri Bell	216-5220	cbell@oshtemo.org	Assessor: Kristine Biddle	216-5225	assessor@oshtemo.org
Clerk Dusty Farmer	216-5224	dfarmer@oshtemo.org	Fire Chief: Greg McComb	375-0487	gmccomb@oshtemo.org
Treasurer Clare Buszka	216-5260	cbuszka@oshtemo.org	Ordinance Enforcement: Alan Miller	216-5230	amiller@oshtemo.org
Trustees Neil Sikora	760-6769	nsikora@oshtemo.org	Parks Director: Vanessa Street	216-5233	vstreet@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org	Rental Info	216-5224	oshtemo@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org	Planning Director: Jodi Stefforia	375-4260	jstefforia@oshtemo.org
Michael Chapman	375-4260	mchapman@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: 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:



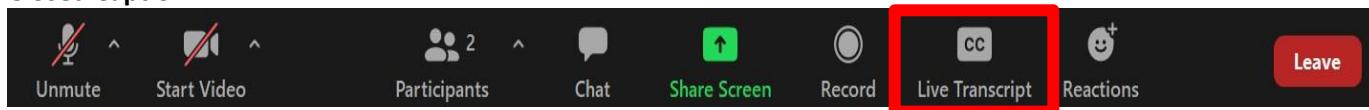
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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.

Memorandum

Date: 04 February 2026
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: Summary for Presentation on Neighborhood Sanitary Sewer Expansion Project Update



Objective: Provide high level summary of items that will be presented during the Work Session for some context and familiarity for Board and public. The presentation is an update on activities over the last few weeks and next steps going into 2026.

PROPOSED MOTION:

I move to authorize the Supervisor to sign 2026 Engineering Agreement with F&V within approved 2026 budget.

Background:

Phase 1 is 90% complete and has reached substantial completion per the contract terms. Based on projected work to be completed in 2025 vs actual work complete in 2025, a budget amendment is needed to adjust revenues lines (bond proceeds) and expenditures (construction costs). There are minor punch list items to be completed in the Spring when weather allows. The Skyridge lift station is anticipated to be operational in late March or early April and the final completion date specified in the contract is June 1, 2026.

Public Works Staff will review some of the lessons learned and key takeaways that we will be incorporating into internal processes and included in the next contract to ensure we are providing a high level of service and mitigating impacts on the residents. Overall, from the construction perspective, the project went well, without any major scope changes or delays. We are working proactively now to coordinate with outside agencies and partners like waste haulers, school buses, and City water department to continue service in the safest and most efficient ways possible. Careful review of emergency access has been taking place and will be reflected in the specifications to balance response times and construction progress.

One priority of Public Works staff is to increase the number and type of communications to residents in the project areas so timely information is provided. Public Works Project Manager, Zach Pearson, and Media and Communications Manager, Rich Blair, have strategized on an improved plan for Phase 2 based on Zach's experience leading this effort during Phase 1 and Rich's insight into response rates. Feedback from residents, analytics, and resource capacity will be shared to inform a request to the Board to utilize technology support through SMS/text service.

As the Board is aware, we have had to adjust which neighborhoods are included in which phase and look at other funding options to achieve the maximum impact. Prioritization categories previously discussed include the number of connections, PASER or lifecycle point of pavement, age of plat, records of septic replacements, etc. Phase 2 includes Country Club Village (Contract C) and Westport (Contract D and E) neighborhoods which are shown in the attached maps. Each map includes the respective anticipated connections per contract and the total is 638.

There are many moving pieces and parts to these projects; we are working closely with bond counsel, USDA, engineers, finance advisors, and the County to align the two bond issues. As of February 3, the County Board of Commissioners has approved the *Resolution for Project Assistance* through Act 185 and the Board of Public Works. The tentative schedule for the milestones of Phase 2 is as follows:

Final Plans & Specifications, Permitting, USDA approval: February 2026
Bidding: March 2026
Bond Closing: April 2026
Construction Start: May or June 2026
Completion: August 2027

The original Engineering Agreement was signed in 2018 with Fleis & Vandenbrink (F&V). Given the amount of time that has passed, all parties - F&V, USDA, and Township - felt it was timely to recalibrate responsibilities and reaffirm understanding with the contract language. Through this process, Oshtemo has transitioned to a new project team at F&V. This work included discussions with F&V leadership to relay concerns and set service and quality standards to make the project successful for all. We are now working with Project Manager, Danell Diakow, and Principal, Don Devries, and have found their experience, diligence and approach to be a good fit with the Public Works Team.

Oshtemo's legal team and Public Works have gone through the contract in detail and provided feedback to F&V. The contract has been modified to ensure maximum value and benefit for residents to the extent allowed by USDA without requiring significant review time. The main terms we wanted to address were: Contract Billing Structure and Risk Allocation (time and materials vs lump sum), Overtime and Premium rates, Invoicing Procedures, Standard and Quality of Services, and Appropriate Personnel Assignment. In cases where the contract could not be modified to address specific items or wasn't the appropriate place, Public Works and F&V have established workflows to monitor these items throughout the project.

F&V has provided an updated fee for the construction phases however it is highly dependent on construction durations and schedules. At this time, Public Works is not recommending the amount for "Construction Services" in the approved 2026 budget (blueline under 485-536-96400.SANPH2) be increased until we have committed contractor schedule and see improvements in service come to fruition. We recommend the Supervisor signing the new Engineering Agreement with the approved budgeted amount with understanding that if the scope is changed after award of construction contract, we will bring forth the appropriate amendment (see below for MOTION).

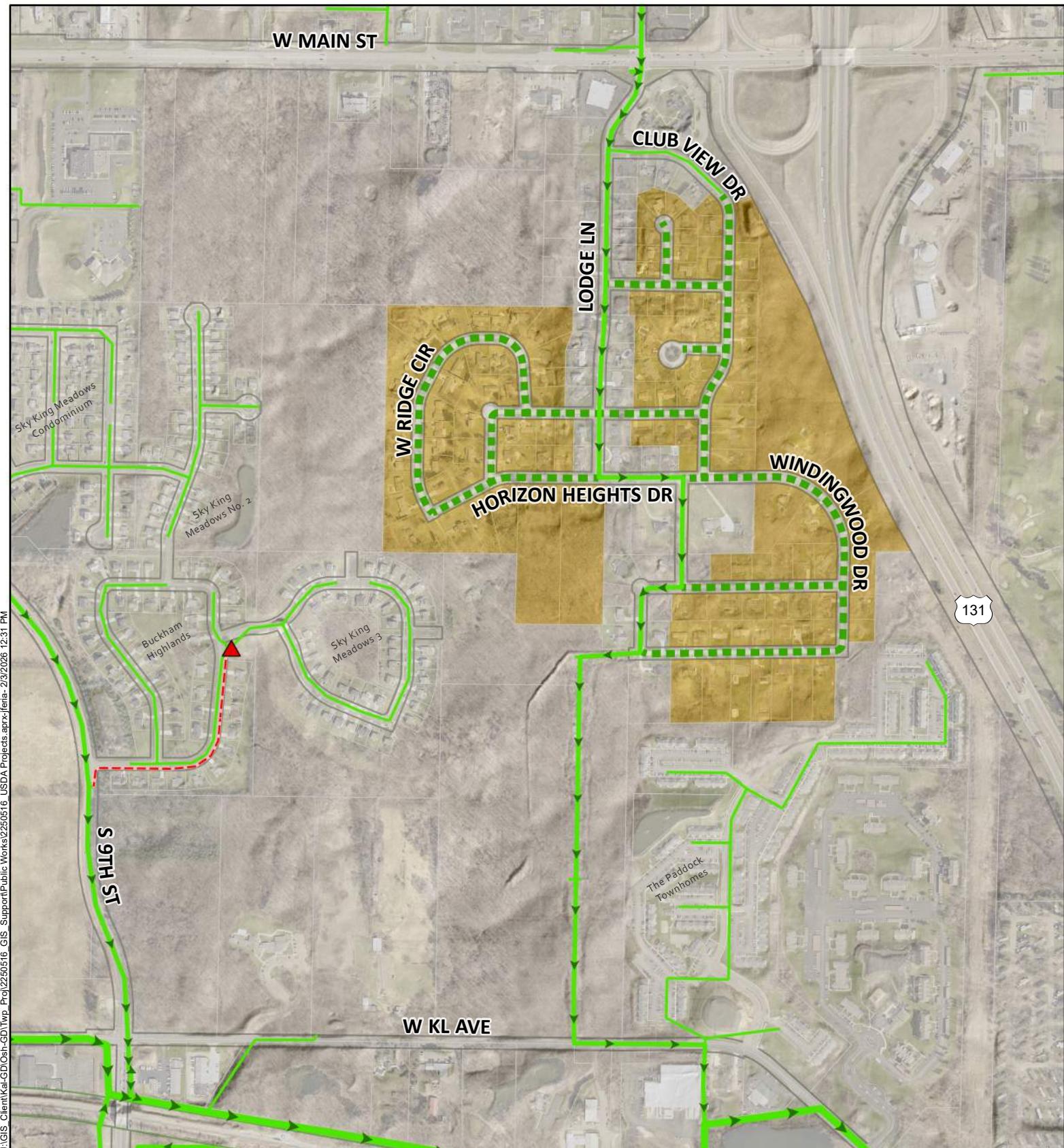
The project financials including project estimates, revenue sources, and bond terms will be reviewed at a high level. These include the approved transfers from the general and road funds in the 2026 budget, and the same connection fee of \$7,500 for a single-family home connection, and the surcharge on all customers. These policy level decisions have already been made by the Board and are not intended to be open for discussion at this time.

Information Provided

Maps

Core Values

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



LEGEND

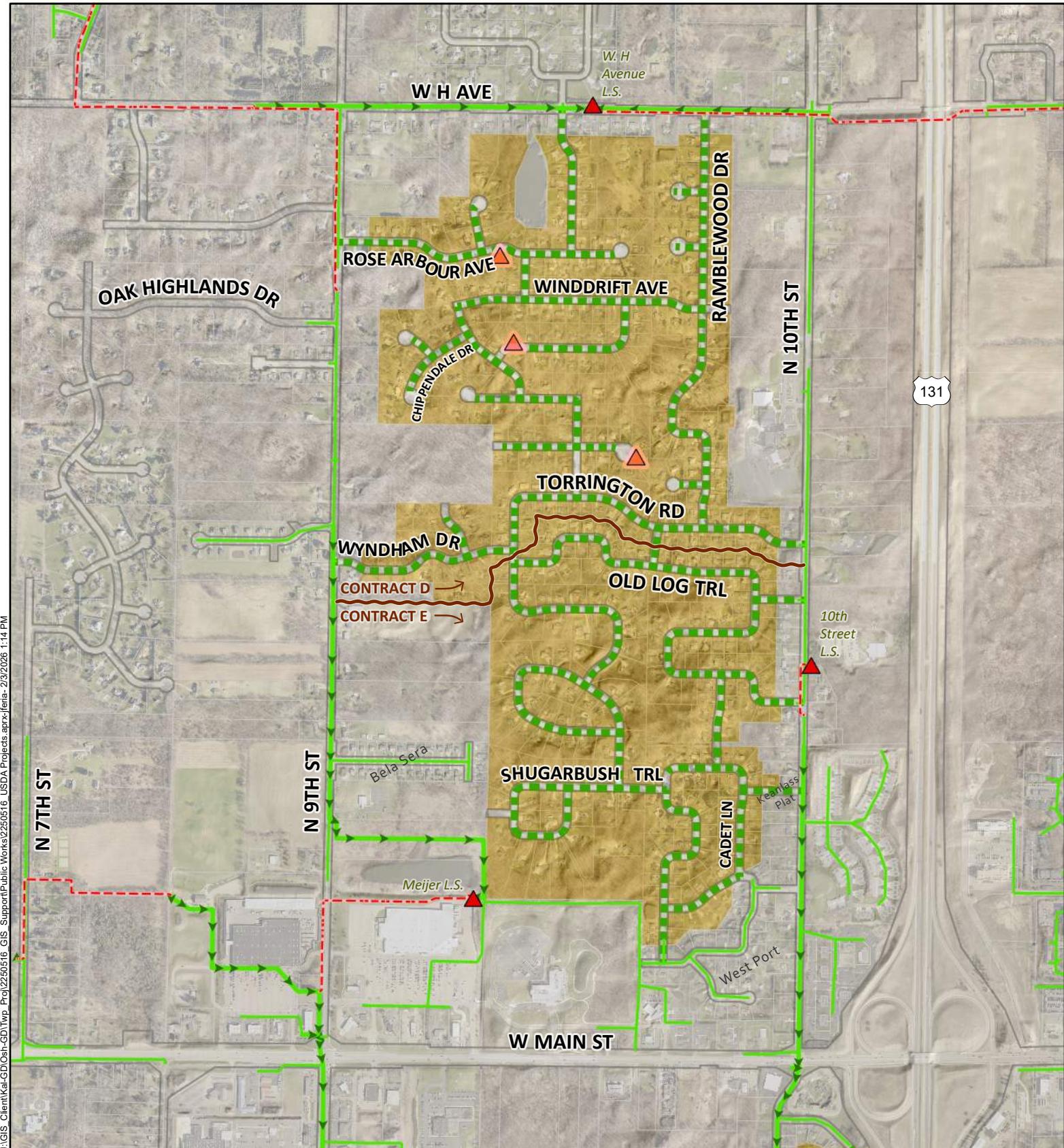
- Proposed Sanitary Sewer
- Existing Sanitary Sewer
- - - Existing Force Main
- ▲ Existing Lift Station

0 250 500 750 1,000 Feet

Rowshiptown Board Meeting Date: 2-6-26



USDA NEIGHBORHOOD SANITARY SEWER EXTENSION PHASE 2 COUNTRY CLUB VILLAGE - CONTRACT C



LEGEND

- Proposed Sanitary Sewer
- Existing Sanitary Sewer
- Existing Force Main
- ▲ Existing Lift Station
- ▲ Proposed Lift Station

0 500 1,000 Feet

Township Board Meeting Date: 2-6-26

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 New Connection
Est. Number of Connections
 Contract D: 290
 Contract E: 220



SANITARY SEWER EXTENSION PHASE 2 WESTPORT S - CONTRACT E WESTPORT N - CONTRACT D

This map is for reference only and is not intended to be an accurate graphic representation. Its accuracy cannot be guaranteed.

Any conclusions or information derived from this map are at the user's sole risk.

Memorandum & Request

Date: February 10th, 2026

To: Township Board

From: Zach Pearson, Public Works Project Manager

Subject: Phase 1 Sanitary Sewer Budget Amendment



Objective

Receive Board approval of the budget amendment for the Phase 1 Sanitary Sewer project.

To: GL 485-000-69600 Debt Proceeds \$1,471,239.86

From: GL 485-000-40000 Carryover \$723,736.38

To: GL 485-536-96400.SANPH1 Construction Costs \$723,736.38

Proposed Motion

I move to approve the budget amendment to reallocate unspent project funds from 2025 to the current 2026 fiscal year.

Background

The Phase 1 Sanitary Sewer extension project began in 2025, and substantial completion was achieved in November 2025. Work then shifted to the Driftwood Ave lift station construction, which was planned for completion in 2026. USDA progress billing only allows for billing of items that are delivered to site and ready to be incorporated into construction, so some long lead time lift station components were not billed in 2025.

The cost of the new gas and electrical service for the lift station was unknown during 2026 budgeting as Consumers Energy was still working to complete the design. The cost of extending the electrical service is partially reimbursable.

Engineering and construction administration fees were spent proportionately to construction activities and were not fully expended in 2025.

Final costs for Phase 1 include the remaining lift station work, retainage from 2025 completed work, engineering consultant fees, and the Consumers Energy gas and electrical service. This budget amendment reallocates the remaining revenue and expenditure funds from 2025 to 2026.

Core Values

Fiscal Stewardship

Memorandum & Request

Date: February 10th, 2026

To: Township Board

From: Zach Pearson, Public Works Project Manager

Subject: Phase 2 Sanitary Sewer Budget Amendment (Communications)



Objective

Receive Board approval of the budget amendment for the Phase 2 Sanitary Sewer project.

From: GL	485-000-40000	Carryover \$5,000
To: GL	485-536-76100	Public Education \$5,000

Proposed Motion

I move to approve the budget amendment for Phase 2 Sanitary Sewer Communications.

Background

Based on direct feedback from residents in the Phase 1 Sanitary Sewer Expansion Project, Public Works has partnered with Media and communications to research and develop a text message communications strategy for Phase 2 residents. This program will allow for timely communications to residents affected by construction activities throughout the project.

There are currently two vendors being considered for the program and both have very similar projected costs. These costs were previously included in the draft 2026 budget, but removed until additional information could be presented to the Board.

Core Values

Public Service

Innovation

Professionalism

Fiscal Stewardship



Fire Department

7275 W. Main Street Kalamazoo, MI 49009-9334
Station Phone 269-375-0487 Fax 269-544-2085
www.oshtemo.org

Consent Agenda Item – Purchasing Update: 2026 GMC Pickup (Rescue 5-1)

Department: Oshtemo Township Fire Department

Project: Rescue Vehicle for Station 5-1

Budget Year: 2026

GL Line Item: 211-344-97600

Total Cost: \$52,480

Background:

A new rescue vehicle for Station 5-1 was included and approved in the Fire Department's 2026 capital budget. Per Township purchasing policy, capital items over \$10,000 included in the annual budget do not require additional Board approval **up to \$50,000**. Because the final purchase price is **\$52,480**, it exceeds the policy threshold and requires Township Board approval.

Purchasing Process:

The Fire Department utilized the State of Michigan **MiDEAL** cooperative purchasing program for this acquisition. Under MiDEAL, **GMC vehicles are supplied through Todd Wenzel GMC (Westland, MI)** at standardized statewide contract pricing, which satisfies the Township's purchasing requirements for cooperative contracts.

Selected Vendor:

Todd Wenzel GMC – Westland, MI (MiDEAL Contract Vendor)

MiDEAL Contract Price: **\$52,480**

Operational Need / Justification:

This purchase is intended to improve rescue response capability at Station 5-1 by moving to a pickup-based rescue configuration that:

- Provides **increased storage and organization capacity** for rescue/EMS equipment, and
- Supports the **Clean Cab Concept** by allowing **turnout gear to be carried outside of the crew cabin**, reducing the likelihood of contaminants being brought into the passenger compartment.

The current vehicle assigned to Station 5-1 will remain in the department's fleet and be reassigned as a **fleet vehicle**, consistent with fleet utilization and lifecycle planning.

Requested Action:

Approval to proceed with the purchase of the **2026 GMC pickup truck for \$52,480** from **Todd Wenzel GMC, Westland, MI**, under the MiDEAL cooperative purchasing program for use as **Rescue 5-1**.

Chief McComb

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Memorandum & Request

Date: 03 February 2026
To: Township Board
From: Jon Gibson, I.T. Director
Subject: Information Technology Budget Amendment



Objective

Requesting approval of a **\$2,500 budget amendment** to engage **Granicus** for updating the Township's existing **.org** website to the **.gov** domain.

From: GL 101-228-80500 Information Technology Computer Support
To: GL 101-228-80500 Information Technology Computer Support

Proposed Motion: I would like to make a motion to approve a budget amendment in the amount of **\$2,500**, reallocating funds within the Information Technology – Computer Support budget to cover the cost of services provided by **Granicus** for transitioning the Township's website domain from **.org** to **.gov**.

Background

Oshtemo Township recently secured the **oshtemo.gov** domain and intends to transition both its website and official email addresses to the **.gov** namespace. This change will align the Township with established federal, state, and local government standards and will enhance the security, credibility, and consistency of our digital communications.

Core Values

Innovation; Professionalism; Fiscal Stewardship



THIS IS NOT AN INVOICE

Order Form
Prepared for
Oshtemo Township, MI

Granicus Proposal for Oshtemo Township, MI

ORDER DETAILS

Prepared By: Camila Barahona
Phone:
Email: camila.barahona@granicus.com
Order #: Q-508286
Prepared On: 19 Jan 2026
Expires On: 22 Jan 2026

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Domain Name Change	Milestones - 40/20/20/20	1 Hours	\$2,500.00
SUBTOTAL:			\$2,500.00

PRODUCT DESCRIPTIONS

Solution	Description
Domain Name Change	<p>Granicus will update govAccess website and dependent product configuration for the purpose of transitioning the website to a new domain or making changes based on updated DNS records for existing domain(s). This project includes main site domain change to your desired .gov domain:</p> <ol style="list-style-type: none">1. Granicus project manager to coordinate efforts for all tasks and communications.2. Granicus Cloud technicians to update/create SSL certificate for new domain.3. Granicus Cloud technicians will configure CDN for new domain.4. Granicus implementation developer will update govAccess CMS configuration for new domain.5. The agency's old domain will be setup as a secondary domain to ensure that any previously bookmarked link will continue to work while also redirecting to the correct domain. The agency will need to configure their old domain to keep pointing to Granicus DNS. Granicus will create a redirect from the old domain to the new domain, which will ensure that all requests to the old domain are transmitted.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-508286 dated 19 Jan 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Oshtemo Township, MI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

- Billing Frequency Notes (Milestones - 40/20/20/20): Payments shall become due and payable as follows: 40% of the total upon signature of this Agreement; 20% of the total upon Granicus' delivery of the draft homepage design concepts to the client; 20% of the total upon implementation of the main website into the VCMS on a Granicus-hosted development server; and 20% of the total upon Granicus's completion of work; provided, however that the client has completed training. If the client has not completed training, then Granicus shall invoice the client at the earlier of completion of training or 21 days after Granicus's completion of work.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
Billing Address:		PO Number: If PO required	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-508286 dated 19 Jan 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Oshtemo Township, MI	
Signature:	
Name:	
Title:	
Date:	

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

RESOLUTION CELEBRATING BLACK HISTORY MONTH

February 10, 2026

WHEREAS, African Americans were forcibly brought to the American Colonies beginning in the seventeenth century, and Black Americans have endured enslavement, racial violence, segregation, and the denial of fundamental rights, the effects of which persist today; and

WHEREAS, despite these injustices, Black Americans have demonstrated resilience and a steadfast commitment to freedom, justice, and equality, making profound contributions to the social, cultural, economic, political, and civic life of the nation; and

WHEREAS, Black History Month, a federally recognized national observance, calls upon all Americans to reflect on and honor the history, contributions, and experiences of Black Americans; and

WHEREAS, the second week in February was chosen as it marks the birthdays of two men who greatly influenced the Black American experience in this country, including:

Frederick Douglass, who escaped slavery and became an abolitionist and civil rights leader. Though his birthdate isn't known, he celebrated it on February 14.

Abraham Lincoln, who signed the Emancipation Proclamation, which abolished slavery in America's confederate states. He was born on February 12; and,

WHEREAS, Dr. Carter G. Woodson, known as the Father of Black History, founded the Association for the Study of Negro Life and History, established *The Journal of Negro History*, and created Negro History Week in 1926 to ensure the accurate inclusion of Black Americans in the nation's historical narrative; and

WHEREAS, in 1976, President Gerald Ford officially recognized Black History Month, calling upon Americans to honor the often-overlooked achievements of Black Americans; and

WHEREAS, on November 4, 2008, the people of the United States elected Barack Obama, an African American man, as President of the United States; and

WHEREAS, on November 3, 2020, the people of the United States elected Kamala D. Harris, an African American woman, as Vice President of the United States; and

WHEREAS, Oshtemo Charter Township acknowledges that all people are beneficiaries of the history and culture contributed by Black Americans; and

NOW, THEREFORE, IT IS RESOLVED that Oshtemo Charter Township recognizes Black History Month as an important opportunity to commemorate the enduring contributions of Black Americans to the history of the United States, and to reflect on the nation's complex history and shared future.

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 Supervisor declared that the Resolution has been adopted.

Dusty Farmer, Clerk
Oshtemo Charter Township

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on February 10, 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

PERMITS ISSUED:

Permit Type	2025	2024	2023
Building	660	599	469
Electrical	431	411	389
Mechanical	594	534	438
Plumbing	268	290	160
Total # Permits:	1953	1834	1456

PERMITS FEES:

Permit Type	2025	2024
Building	\$284,226	\$119,690
Electrical	\$80,233	\$63,605
Mechanical	\$98,286	\$72,380
Plumbing	\$47,653	\$36,719
Total Permit Fees:	\$510,398	\$292,394

PERMIT FEES – CONSTRUCTION VALUE *(invested into the community)*

	2025	2024
Total Construction Value:	\$39,312,742	\$7,728,549

FIELD INSPECTIONS:

Inspector	Inspection Schedule	Inspection Type(s)	2025	2024
Ted Hanson	5 days a week	Building	1543	533 (7/1/24 – 12/31/24)
Artie Wilcox	5 days a week	Building & Electrical	768	1143
Terry Thatcher	2 days a week	Mechanical & Plumbing	429	441
Gary Heckman	3 days a week	Mechanical & Plumbing	768	635
Total Inspections:			3508	2752

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MEMORANDUM

Date: February 10, 2026

To: Township Board

From: Sierra Lucas, Paralegal Manager

Subject: Traffic Enforcement – Contracted Legal Counsel



As the Township continues to grow, the legal department is experiencing a substantial increase in workload and complexity due to expanding departments, projects, and higher-priority legal matters. The time required to personally handle routine traffic enforcement proceedings limits our ability to effectively address these demands and diverts resources from matters requiring more focused legal attention.

In 2025, the Township handled 54 traffic pretrial cases. Each case typically required:

- **Attorney time:** 1 hour for court appearance, plus 30 minutes of travel to and from the courthouse
- **Paralegal time:** 1 hour for preparation, including pulling LEIN information, reviewing the ticket and police report, drafting pleadings, and coordinating with the court and/or opposing counsel

The total cost of attending a single traffic pretrial—approximately \$395 in combined attorney and paralegal time—far exceeds the Township's typical recovery of \$30 to \$40 per case, after fines are distributed among the state, county, and Township. This makes continued in-house coverage financially impractical.

Bauckham, Thall, Seeber, Kaufman & Koches has agreed to provide coverage for Township traffic pretrials under a negotiated flat-fee arrangement. The firm advised that they are willing to handle all Township traffic pretrials for a flat fee of \$250 per month. Should any matter proceed to trial or a formal hearing, the firm would bill at a rate of \$200 per hour; however, the Township would retain full discretion over whether any matter advances beyond the pretrial stage. Historically, traffic enforcement matters rarely progress to trial or formal hearing.

The elected officials and the legal department believe this is the most cost-efficient way to proceed and will execute an agreement with Bauckham's office unless there is any objection by the Board. Accepting Bauckham's proposal would allow internal legal resources to be freed from routine traffic enforcement obligations and redirected toward the needs of the Township's growing departments and projects, while maintaining Township oversight and achieving a more efficient and cost-effective use of legal services.

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