

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

**August 27, 2024**

*Refer to page 3 for Virtual Meeting Information*

**REGULAR MEETING**  
**5:30 P.M.**  
**AGENDA**

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)
3. Pledge of Allegiance
4. Township Mission/Vision/Core Values  
*Core Value: Integrity – Transparent governmental practices are of the highest priority.*
5. Public Comment on Non-Regular Session Items
6. Public Officials Updates
7. 2024 Milestone Anniversary Recognition
8. August 2024 Employee Spotlight: Sally Higgins, Assistant to the Treasurer
9. Consent Agenda
  - a. Meeting Minutes [[Minutes of Budget Meeting, August 13<sup>th</sup> and August 20, 2024](#)]
  - b. July and August 2024 Peer Certificates of Recognition
  - c. Budget Amendments
  - d. [Receipts and Disbursements](#)
  - e. DDA Bylaw Amendments
10. Discussion Continued 2025 Draft Budget
11. Consideration of Temporary Certificate of Occupancy
12. Consideration of Redevelopment Ready Communities
13. Public Comment
14. Board Member Comments & Committee Updates
15. Adjournment

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

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

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

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

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

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

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

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

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

### Oshtemo Township Board of Trustees

#### **Supervisor**

Cheri Bell                      216-5220                      [cbell@oshtemo.org](mailto:cbell@oshtemo.org)

#### **Clerk**

Dusty Farmer                      216-5224                      [dfarmer@oshtemo.org](mailto:dfarmer@oshtemo.org)

#### **Treasurer**

Clare Buszka                      216-5260                      [cbuszka@oshtemo.org](mailto:cbuszka@oshtemo.org)

#### **Trustees**

Neil Sikora                      760-6769                      [nsikora@oshtemo.org](mailto:nsikora@oshtemo.org)

Kristin Cole                      375-4260                      [kcole@oshtemo.org](mailto:kcole@oshtemo.org)

Zak Ford                      271-5513                      [zford@oshtemo.org](mailto:zford@oshtemo.org)

Michael Chapman                      375-4260                      [mchapman@oshtemo.org](mailto:mchapman@oshtemo.org)

### Township Department Information

#### **Assessor:**

Kristine Biddle                      216-5225                      [assessor@oshtemo.org](mailto:assessor@oshtemo.org)

#### **Fire Chief:**

Greg McComb                      375-0487                      [gmccomb@oshtemo.org](mailto:gmccomb@oshtemo.org)

#### **Ordinance Enforcement:**

Rod Rought                      216-5222                      [rrought@oshtemo.org](mailto:rrought@oshtemo.org)

#### **Parks Director:**

Vanessa Street                      216-5233                      [vstreet@oshtemo.org](mailto:vstreet@oshtemo.org)

Rental Info                      216-5224                      [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)

#### **Planning Director:**

Jodi Stefforia                      375-4260                      [jstefforia@oshtemo.org](mailto:jstefforia@oshtemo.org)

#### **Public Works Director:**

Anna Horner                      216-5228                      [ahorner@oshtemo.org](mailto: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: 818 2435 4562**

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: **818 2435 4562#**

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



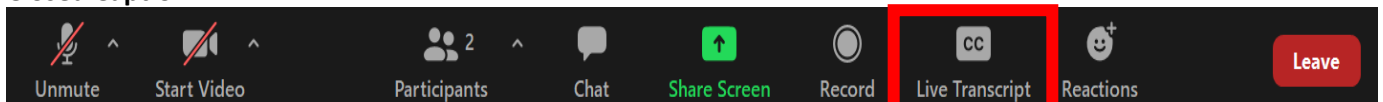
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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 that their input is wanted.
  - Difficult questions are not marginalized.
- Allow residents to interact directly with the 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.

# 2024 Milestone Employment Anniversaries

**Scott Fuller**  
Captain of Community  
Risk Reduction  
*10 years*

**Greg Fountain**  
Maintenance Director  
*5 years*

**Melissa Rugg**  
Assistant Clerk  
*5 years*

**Colten Hutson**  
Zoning Administrator  
*5 years*



# Sally Higgins

*Assistant to the Treasurer*

**Hire Date:**

04/18/22

**About Sally:**

I have been a resident of Oshtemo Township for over 30 years. My husband and I raised both of our daughters here and enjoyed the parks and trails as they were growing up. They have both graduated from college now and the oldest is living in Atlanta GA working as a nurse. The younger one is back in Kalamazoo working for the Civic Theater. In my time away from the office I volunteer for Animal Rescue Project putting my accounting skills to work helping with their bookkeeping. I keep busy fostering the occasional dog or puppy for the Heart of Michigan Bernese Mountain Dog Rescue. Most recent is a 10-week-old Bernese Husky mix puppy! He's very cute but you forget how much work puppies are! We have two dogs of our own, Kennedy a 10-year-old Bernese Mountain Dog who was a foster fail, and Regan a 1.5 year old Golden Retriever foster fail as well. I also enjoy skiing in the winter and golf in the summer. We travel as often as we can both in the US and Internationally as time allows!

**Summary of Duties:**

As the Treasurer's Assistant and Deputy Treasurer, Sally verifies & posts the payments for taxes and other miscellaneous checks that come into the Township. Sally manages the Greenleaf and MERS monetary contributions. Sally also efficiently runs the facility rental program. Additionally, Sally provides customer service duties for the front desk visitors/callers as needed.

**Celebrating Sally:**

Sally is a true asset to the Township. She is highly organized, a go-getter, and there is nothing she won't tackle. She constantly looks for ways to improve processes. One of these improvements includes the facility rental program. Sally received a Peer Recognition Certificate in June 2024 for her outstanding work regarding the rental program. Her organizational and customer service skills have ensured that the program continues to run smoothly. Sally brings well-developed logic and reasoning to the challenges faced at both the front counter and within the Treasurer's office and is a critical component to the high level of professionalism in both. Her dedication to ensuring that we provide quality service to our constituents has shaped the way we deliver those services every day. As the Township has grown, her work has become even more important in providing continuity to her colleagues and the residents. She is highly valued in the Treasurer's office, as well as every other department that has the pleasure of working with Sally, and we look forward to her future with us!



## Employee Certificate of Recognition Summary July & August 2024

**Presented To:** Linda Potok  
**Nominated By:** Kerri Tyler

Linda has been so helpful with all the changes we are making with how we run our elections. She is always asking if she can help with anything. She re-organized our precinct supply kits in new totes, researched the purchase of & organized a new ballot cabinet, is always giving me her thoughts for new ideas on how to help & is currently helping with our new file folder boxes for the precincts. There never seems to be enough time with elections so we appreciate all Linda does to help.

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**Presented To:** Erin Phillips  
**Nominated By:** Dusty Farmer

Not only is Erin an uplifting presence to be around, she is also great at improving efficiencies in the office. We identified a problem, she offered a solution, we ran it on a trial basis, and it worked out so well that it will inform a proposed amendment to the Purchasing Policy that will be taken before the Board. Thank you, Erin!

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**Presented To:** Kerri Tyler  
**Nominated By:** Dusty Farmer

She has been with us for just over one year in this brand-new position (Elections Specialist/Records Clerk). My expectations were high, and she far exceeded them within the first few months. She has continued to prove herself as an asset to my Office and the Township time and again. She has processed over 15,000 ballots and has digitized about a million records, all while learning Election law and Record Retention guidelines and all the other things we've thrown at her.

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**Presented To:** Jon Gibson  
**Nominated By:** Sierra Lucas

Thank you, Jon, for the prompt responses to Legal's IT requests and your positive attitude. Jon demonstrates a high level of professionalism and commitment to ensuring that IT issues are resolved swiftly and effectively. His approachable demeanor and willingness to assist have made a noticeable impact on our daily operations.

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**Presented To:** Kyle Gibson  
**Nominated By:** Elvira Oropeza

I would like to give a big shout out THANK YOU to Kyle Gibson. He always takes every opportunity to help everyone every day! More personally, he is always willing to step in and help me with building department issues or work overload. I truly appreciate his help, and I am very grateful for him and the kindness that he extends to all of us here. He truly makes this place a better place every day!

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**Presented To:** Cpt. Mike Parker, Cody Schuiteboer, & Erin Phillips  
**Nominated By:** Sierra Lucas

HUGE THANK YOU to Cody, Mike, and Erin for their quick response and efficient resolution when I locked my keys in my car. They turned what could have been a stressful situation into a manageable one. Please extend my heartfelt thanks to the team for their outstanding service. Their actions reflect the values of the Fire Department and are a testament to the excellent community service they provide.

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# Memorandum & Request



**Date:** August 20, 2024  
**To:** Township Board  
**From:** Greg McComb  
**Subject:** Budget amendment for unused 2024 fire engine final payment

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## **Objective**

That the Board would approve a budget amendment to move final fire engine payment to building and equipment projects originally slated for 2025 to 2024.

**From:** GL 211-344-97600 Fire Equipment – Vehicle (\$288,345)  
**To:** GL 211-344-98000 Fire Equipment – Capital Equipment \$78,500  
GL 211-344-98100 Fire Equipment – Capital Facilities \$142,000

**Proposed Motion:** Motion to approve a budget amendment in the amount of \$78,500 and \$142,000 from 211-344-97600 to 211-344-98000 and 211-344-98100 respectively to cover the cost of equipment and facilities upgrades originally planned for 2025.

## **Background**

We budgeted \$248,345 for the final 25% payment of our replacement fire engine plus \$40,000 to cover outfitting, shelving, radios etc. for the 2024 budget. We found that the engine will not be finished until February 2025, thereby leaving these funds unused. I am requesting we do a budget amendment to allow us to use these unspent funds on equipment and building projects that were going to be budgeted in 2025. I spoke with Maintenance Director Greg Fountain and he agreed that we should be able to get the building projects done this year.

HVAC 5-2	\$30,000
Large ceiling fans in apparatus bay 5-2	\$20,000
Replacement Windows 5-2	\$50,000
Wallpaper removal and paint 5-2	\$20,000
HVAC 5-1	\$12,000
Flooring 5-1	\$10,000
Technical Rescue Team equipment	\$35,000
OSCR Fire Investigative 360* camera	\$20,500
Quantifit Facemask fit tester	\$15,000
Photo Ionization Detector + Calibration	\$8,000

## **Core Values**

Respect, Responsibility, Pride



# Memorandum & Request



**Date:** August 19, 2024  
**To:** Township Board  
**From:** Greg McComb  
**Subject:** Knox Box Key Secure Budget Amendment Request

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## **Objective**

That the Board would approve a budget amendment to account for unexpected costs incurred in this fiscal year.

**From:** GL 211-344-98000 Fire Equipment  
**To:** GL 211-344-98000 Fire Equipment

**Proposed Motion:** Motion to approve a budget amendment in the amount of \$25,000 to cover the cost of replacement upgraded Knox Box Key Secures.

## **Background**

Our Knox Box key secure system for building access is failing. We have one key secure box in each apparatus, which holds the key for all Knox Box's in Oshtemo. We have had three failures, and the current system is antiquated. No longer serviceable. The new system uses specific software with an annual fee of \$1300. That fee will be put into our line item under computer operations. The money I am asking for will replace all outdated key secures in fire dept vehicles and come from unused funds for SCBA replacement grant.

## **Core Values**

Respect, Responsibility, Pride

# Memorandum & Request



**Date:** August 22, 2024  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Chime Street Sanitary Sewer Project

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## **Objectives**

Inform the Board of opportunity to complete the Chime Street Sanitary Sewer project and allocate funds to begin preliminary survey and engineering design work.

From:	GL 485-536-82000	Engineering Fees Rate Study, Financial Policy & Ord Update
To:	GL 485-536-82000	Engineering Fees Chime Street

## **Proposed Motion**

I make the motion to approve the budget amendment in the amount of \$50,000 to acknowledge the project and begin preliminary work.

## **Background**

Like other projects proposed to extend sanitary sewers in the Township, the Chime Street neighborhood has many of the criteria considered (small lot size, age of septic systems and road condition) to maximize an opportunity and improve many infrastructure components.

This project was identified in the 2011 Master Plan for construction in 2011-2020 however after more detailed steps into implementation and the following Sanitary Strategic Plan, the larger USDA neighborhood project was pursued. Subsequently, this project was then slated for 2022. With further delays in the USDA project, that was not possible and until last year, staff didn't anticipate this project happening until the others were completed. After coordinating with Kalamazoo Public Schools as they construct a new facility on their property at 6750 Chime Street, the former Chime Elementary School, there is an opportunity to partner and meet both parties' goals and needs with this project as well as provide the best value and sustainable solution for the community.

The goal is to award a contract to a consultant at the September 24 Board meeting, however staff wanted to make the Board aware of this project and felt it was most appropriate to have funds allocated prior to soliciting proposals for the work.

This request follows the purchasing policy to *detail projects* within the blueline. This is a partial request of professional services for the anticipated amount spent in 2024 fiscal year with the remainder in 2025 to finalize permits and bid the project. The Township will administer the project and KPS will execute a cost sharing agreement with the Township for shared costs of the total project.

Staff is going to evaluate other assets like overhead power, stormwater, watermain, non-motorized, concrete curb and gutter, on-street parking and watermain to ensure a comprehensive, long-term project is completed. Currently, construction estimates only include the minimum scope of work.

**Estimate of Costs:**

Construction: \$553,000

Professional Services: \$126,000

Permitting: \$10,000

**Proposed Schedule:**

Sept 24 Award Contract

October-November Survey & Design

December 2024 -February 2025 Permitting

March 2025 BID April 2025 AWARD

July 2025 Start Construction

Oct 2025 Construction Complete

**Core Value(s)**

Sustainability

Professionalism

Fiscal Stewardship

Project: Chime St Sanitary Sewer  
 Prepared By: Anna Horner  
 Date: August 22, 2024  
 Funding: Township & Kalamazoo Public Schools



The following estimate is for Chime St from Erie St to Stadium Drive approximately 900 feet. The scope includes 8" sanitary sewer and leads for 12 existing buildings and 1 buildable lot, sidewalk on one side, and drainage improvements. Alternates include concrete curb and gutter and water main replacement. Estimate is to be used for CIP budgeting and RCKC NM Project Application.

1	LSum	Mobilization & Traffic Control (Max 15%)	@	\$60,000.00	\$60,000.00
1	Lsum	Soil Erosion & Sedimentation Control	@	2,000.00	2,000.00
5	Ea	Tree, Rem, 6 inch to 18 inch	@	1,500.00	7,500.00
2,500	Syd	Pavement Removal	@	10.00	25,000.00
9	Sta	Machine Grading	@	2,500.00	22,500.00
900	Ft	Sanitary Sewer, 8 inch	@	80.00	72,000.00
12	Ea	Sanitary Sewer Leads & Cleanout, 6 inch	@	750.00	9,000.00
2	Ea	Manhole 48 inch, San Sewer	@	4,000.00	8,000.00
1,500	Cyd	Subbase, CI II Sand, 24 inch	@	25.00	37,500.00
800	Cyd	Aggregate Base, 22A, 12 inch	@	35.00	52,500.00
500	Ton	HMA, 4EL/5EL, 4 inch	@	90.00	45,000.00
700	Syd	Shoulder, 3 foot	@	40.00	28,000.00
40	Ft	Curb and Gutter, Ramp Opening	@	24.00	960.00
3,500	Sft	Sidewalk, Conc, 4 inch	@	12.00	42,000.00
1,050	Sft	Sidewalk, Conc, 6 inch	@	17.00	17,850.00
300	Sft	Sidewalk, Ramp, 6 inch	@	25.00	7,500.00
9	Ea	Driveway, Rem & Replace (Residential)	@	500.00	4,500.00
1	Ea	Driveway, Rem & Replace (Commercial)	@	900.00	900.00
20	Ton	Hand Patching, HMA	@	250.00	5,000.00
4	Ea	Detectable Warning Surface	@	150.00	600.00
1	LSum	Permanent Signage & Pavement Markings	@	4,000.00	4,000.00
1	LSum	Stormwater Management	@	40,000.00	40,000.00
1	LSum	Restoration	@	10,000.00	10,000.00

<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>	<b>\$502,310.00</b>
<i>Construction Contingency (10% +/-)</i>	50,690.00
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>	<b>\$553,000.00</b>

<i>Survey &amp; Title Work</i>	25,000.00
<i>Design Engineering (10%)</i>	56,000.00
<i>Construction Engineering (8%)</i>	45,000.00
<i>Permitting (EGLE &amp; RCKC)</i>	10,000.00

<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$664,000.00</b>
<i>TOTAL ESTIMATED OSHTEMO COST</i>	50% 332,000.00
<i>TOTAL ESTIMATED KPS COST</i>	50% 332,000.00

# Memorandum & Request



**Date:** August 22, 2024  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Budget Amendment Sewer Fund Education & Dues

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## **Objectives**

Allocate funds from the Sewer Fund towards educational opportunities for Staff to further their training and expertise and find opportunities to complete work “in-house”. All education and dues for Staff were budgeted in 101 General Fund and there is training for Public Works staff that is specific to infrastructure/utility types.

From:	GL 485-536-82000	Engineering Fees
To:	GL 485-536-95800	Education & Dues

## **Proposed Motion**

I make the motion to approve the budget amendment in the amount of \$2,000 to Education & Dues line in the Sewer Fund.

## **Background**

After the Township completed an inventory and evaluation of the existing Sanitary Sewer system in 2017 with the SAW Grant, the asset management plan recommended annual cleaning and televising (commonly referred to as “CCTV”) 20% of the system which the Township has been using Taplin to complete the field work and Prien & Newhoff to review and evaluate the findings. The City of Kalamazoo Public Services Department reached out to the Township about having our Public Works staff attend the NASSCO’s Pipeline Assessment Certification Program (PACP™), Lateral Assessment Certification Program (LACP™) and Manhole Assessment Certification Program (MACP™) they were hosting. This was a great opportunity for Township Staff to gain more experience and training as well as have the certifications to complete the review and evaluation of the annual field work internally in the future.

Congratulations to Zach Pearson, Public Works Project Manager, for completing this training and passing the exam to become PACP/LACP/MACP Certified! Zach was utilizing information from these classes immediately to answer questions and provide additional information to contractors.

## **Core Value(s)**

Sustainability  
Innovation  
Professionalism  
Fiscal Stewardship

# Memorandum



**Date:** August 27, 2024  
**To:** Township Board  
**From:** Jodi Stefforia, Planning Director  
**Subject:** Update to DDA Bylaws

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## **Objective**

MOTION: Approve the DDA Bylaws as amended by the DDA Board on July 18, 2024.

## **Overview**

At the July 18 meeting, the DDA Board adopted amendments to the DDA Bylaws. The amendments update the bylaws – originally adopted in 2004 – to reflect the current legislation that regulates tax increment financing authorities in Michigan (PA 57 of 2018), and also reduce the number of members to provide a range instead of a set number (as allowed by law), combine officer roles of Secretary and Treasurer as Staff prepares the Treasurer’s report and meeting minutes, and provide for the opportunity to employ a DDA Director. There is no plan to hire a director presently, however.

A redline and clean version of the bylaws are attached for your reference. While the DDA Board did adopt the amendments to the Bylaws, the Bylaws are subject to approval of the Township Board.

## **Information Provided**

DDA Bylaws, as amended – redline  
DDA Bylaws, as amended

## **Core Values**

Integrity.  
Professionalism.



**OSHTEMO CHARTER TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY BY-LAWS**  
**Amended July 18, 2024**

**ARTICLE I - NAME AND PURPOSE**

1. The name of this organization shall be the Oshtemo Charter Township Downtown Development Authority (the "Authority").
- ~~2. The purposes of the Authority are to implement Act 197 of the Public Acts of Michigan of 1975, as amended (the "Act") and include, but are not limited to, the correction and prevention of deterioration in the downtown district, the encouragement of historic preservation, the creation and implementation of development plans in the downtown district, and the promotion of economic growth therein. The Authority shall have all the powers which now or hereafter may be conferred by law on authorities organized under the Act.~~
2. The purpose of the Downtown Development Authority Board is to act in accordance with the provisions of Act 57 of the Public Acts of 2018, as amended. The DDA Board shall have all the powers which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the DDA Board is to undertake public improvements and other activities that have the greatest impact to halt the property value deterioration and increase property tax valuation where possible in the downtown business district, to eliminate the causes of such deterioration and to promote economic growth in and surrounding the district.

**ARTICLE II - REGISTERED OFFICE**

The registered office and the principal place of business of the Authority shall be 7275 West Main Street, Kalamazoo, MI 49009-9334, or such other location as may from time to time be designated by the Board of Directors of the Authority.

**ARTICLE III - BOARD OF DIRECTORS**

1. The Authority shall be under the supervision and control of a Board of Directors (the "Board") consisting of the Township Supervisor and ~~12-8 to 10~~ other members appointed by the Supervisor with approval of the Township Board, which Board may exercise all powers provided by the Act.



2. Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses.
3. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.
4. Members whose term of office have expired shall continue to hold office until a successor has been appointed.
5. Resignations of members of the Board shall be effective upon delivery of the resignation in writing to the Township Supervisor.
6. Pursuant to notice and an opportunity to be heard, a member of the Board may be removed from office for neglect of duty, including non-attendance at meetings, misconduct, malfeasance, or any other good cause by a majority vote of the Township Board.
7. A member of the Board who has a direct interest in any matter before the Authority shall disclose the interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall refrain from participating in the Authority's decision-making process relative to such matter.
8. The Authority shall not enter into any contract except with the approval of the Township Board.
9. The Board may employ and fix the compensation of a Director, subject to Township Board approval. The Director shall be the chief executive officer of the authority and shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by Act 57 of the Public Acts of 2018, as amended. The Director shall attend the meetings of the DDA and render to the Board and to the Township Board a regular report covering the activities and financial condition of the authority.

#### ARTICLE IV - OFFICERS

1. The Board of the Authority shall elect from its membership a ~~e~~CChairperson, ~~V~~vice ~~e~~CChairperson, and Secretary/Treasurer ~~-secretary, and a treasurer~~. The election of any officer requires a majority vote of the members of the Board.
2. All officers shall hold office for one year or until a successor is elected and qualified. Nevertheless, no office created under this Article shall extend beyond the term of the member designated.



3. An officer may be removed by a majority vote of the Board whenever in its judgment the best interest of the Authority would be served.
4. A vacancy in any office shall be filled for its unexpired term by a member designated by a majority vote of the members of the Board.
5. Chairperson and Vice Chairperson: The Chairperson shall preside at all meetings of the Board and shall discharge the duties of a presiding officer. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions of the Chairperson.
6. The Secretary/Treasurer shall have the authority to approve all vouchers for the expenditures of funds of the Authority providing the quote or contract was approved by the Board; the Secretary/Treasurer may delegate this authority to the Director. The Secretary/Treasurer shall also preside at all meetings of the Board where both the Chairperson and Vice Chairperson are unavailable.
7. The Director or the Township Planning Director in the absence of a Director shall have the authority to approve a Notice to Proceed for contracts that have been authorized by the Board. The Director shall prepare, with the assistance of appropriate Township officials, meeting minutes, informational reports, and an annual financial report covering the fiscal year of the Authority
- 4.8. Subject to the approval of the Township Board, the Board may authorize any officer, agent, employee or member to enter into any contract or execute and delivery any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, employee or member shall have any power or authority to bind the Authority by any contract or engagement or to ledge its credit or to render it liable pecuniary for any purpose or in any amount.
5. ~~The Chairperson shall preside at all meetings of the Board and shall discharge the duties of a presiding officer. The Chairperson shall do and perform such other duties as may be from time to time assigned by him by the Board.~~
6. ~~In the absence of the Chairperson or in the event of his inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the power and be subject to all restrictions of the Chairperson. The Vice Chairperson shall do and perform such other duties as may be from time to time assigned to him by the Board.~~
7. ~~The Treasurer shall have the following duties: The Treasurer shall keep account of all money, funds and property of the Authority and shall render such accounts and present such statements to the Board as may be required. The Treasurer shall~~

~~approve all vouchers for the expenditure of the funds of the Authority, which funds shall be deposited with the Township Treasurer. However, the Board shall have the power, by resolution, to delegate any of the duties of the Treasurer to other officers or agents of the Authority. The Treasurer shall do and perform such other duties as may be from time to time assigned to him by the Board.~~

- ~~8. The Secretary shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep minutes of all meetings of the Board. The Secretary shall do and perform such other duties as may be from time to time assigned to him by the Board.~~

## ARTICLE V - SUBMISSION OF BUDGET

On or before September 1<sup>st</sup> of each year, the Authority Board shall prepare a budget and submit it to the Supervisor for transmittal to the Township Board. The Board shall not finally adopt the budget until the budget has been approved by the Township Board. The Authority shall be audited annually by the same auditors auditing the Township and copies of the audit report shall be filed with the Township.

## ARTICLE VI - MEETINGS

1. An annual meeting shall be held in January of each year at which meeting the election of officers shall occur. The Board shall adopt a schedule of regular meetings for that year.
- ~~2.~~ Special meetings of the Authority may be called by the Chairperson or by any three members of the Board on at least 18 hours written notice to each member of the Board of the time and place of the meeting. Members of the Board may waive receipt of such notice.
- ~~2.~~ All meetings shall be held in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of 1976, P.A. 1976, as amended. Notice of all meetings shall be provided and posted in accordance with said Act 267 of the Public Acts of 1976, as amended. Closed meetings may be called for purposes listed in said Act 267 of Public Acts of 1976 as amended, if approved by the Board.
- ~~3.~~

- 3.4. Each member present at the meeting of the Authority shall be entitled to a single vote, but no member shall vote by proxy, unless his sealed vote is accepted by the majority of those present. A proxy vote shall not be used to make a quorum. A proxy vote shall be used only once on a question.
5. A majority of the members of the Board in office shall constitute a quorum for the transaction of business. The vote of a majority of the members present at a meeting at which a quorum is present shall constitute the action of the Board unless the vote of a large number is required by statute.
6. At least two informational meetings shall be held each calendar year. Notice shall be provided to the taxing entities subject to capture pursuant to Section 910(4) of Act 57 of the Public Acts of 2018, as amended. The informational meetings may be held in conjunction with a public meeting of the DDA or the Township.

## ARTICLE VII - AMENDMENTS

1. These By-laws are subject to the approval of the Township Board and shall not take effect until such approval by the Township Board has been provided. Until approved by the Township Board, these By-laws shall be the temporary By-laws of the Authority.
2. These By-laws may be altered, amended, or repealed only by the affirmative vote of a majority of the members of the Board of Authority, subject to notice and quorum requirements as set forth in these By-laws, provided, however, that any such alteration, amendment or repeal shall require the approval of the Township Board and shall be consistent with the provisions and requirements of the Act.

Approved by:

Adopted Date: February 17, 2004

Amended: July 18, 2024





**OSHTEMO CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BY-LAWS  
Amended July 18, 2024**

**ARTICLE I - NAME AND PURPOSE**

1. The name of this organization shall be the Oshtemo Charter Township Downtown Development Authority (the "Authority").
2. The purpose of the Downtown Development Authority Board is to act in accordance with the provisions of Act 57 of the Public Acts of 2018, as amended. The DDA Board shall have all the powers which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the DDA Board is to undertake public improvements and other activities that have the greatest impact to halt the property value deterioration and increase property tax valuation where possible in the downtown business district, to eliminate the causes of such deterioration and to promote economic growth in and surrounding the district.

**ARTICLE II - REGISTERED OFFICE**

The registered office and the principal place of business of the Authority shall be 7275 West Main Street, Kalamazoo, MI 49009-9334, or such other location as may from time to time be designated by the Board of Directors of the Authority.

**ARTICLE III - BOARD OF DIRECTORS**

1. The Authority shall be under the supervision and control of a Board of Directors (the "Board") consisting of the Township Supervisor and 8 to 10 other members appointed by the Supervisor with approval of the Township Board, which Board may exercise all powers provided by the Act.
2. Members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses.
3. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.
4. Members whose term of office have expired shall continue to hold office until a successor has been appointed.

5. Resignations of members of the Board shall be effective upon delivery of the resignation in writing to the Township Supervisor.
6. Pursuant to notice and an opportunity to be heard, a member of the Board may be removed from office for neglect of duty, including non-attendance at meetings, misconduct, malfeasance, or any other good cause by a majority vote of the Township Board.
7. A member of the Board who has a direct interest in any matter before the Authority shall disclose the interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall refrain from participating in the Authority's decision-making process relative to such matter.
8. The Authority shall not enter into any contract except with the approval of the Township Board.
9. The Board may employ and fix the compensation of a Director, subject to Township Board approval. The Director shall be the chief executive officer of the authority and shall supervise and be responsible for the preparation of plans and the performance of the functions of the authority in the manner authorized by Act 57 of the Public Acts of 2018, as amended. The Director shall attend the meetings of the DDA and render to the Board and to the Township Board a regular report covering the activities and financial condition of the authority.

#### ARTICLE IV - OFFICERS

1. The Board of the Authority shall elect from its membership a Chairperson, Vice Chairperson, and Secretary/Treasurer.. The election of any officer requires a majority vote of the members of the Board.
2. All officers shall hold office for one year or until a successor is elected and qualified. Nevertheless, no office created under this Article shall extend beyond the term of the member designated.
3. An officer may be removed by a majority vote of the Board whenever in its judgment the best interest of the Authority would be served.
4. A vacancy in any office shall be filled for its unexpired term by a member designated by a majority vote of the members of the Board.
5. Chairperson and Vice Chairperson: The Chairperson shall preside at all meetings of the Board and shall discharge the duties of a presiding officer. In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the

powers and be subject to all the restrictions of the Chairperson.

6. The Secretary/Treasurer shall have the authority to approve all vouchers for the expenditures of funds of the Authority providing the quote or contract was approved by the Board; the Secretary/Treasurer may delegate this authority to the Director. The Secretary/Treasurer shall also preside at all meetings of the Board where both the Chairperson and Vice Chairperson are unavailable.
7. The Director or the Township Planning Director in the absence of a Director shall have the authority to approve a Notice to Proceed for contracts that have been authorized by the Board. The Director shall prepare, with the assistance of appropriate Township officials, meeting minutes, informational reports, and an annual financial report covering the fiscal year of the Authority
8. Subject to the approval of the Township Board, the Board may authorize any officer, agent, employee or member to enter into any contract or execute and delivery any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, employee or member shall have any power or authority to bind the Authority by any contract or engagement or to ledge its credit or to render it liable pecuniary for any purpose or in any amount.

## ARTICLE V - SUBMISSION OF BUDGET

On or before September 1<sup>st</sup> of each year, the Board shall prepare a budget and submit it to the Supervisor for transmittal to the Township Board. The Board shall not finally adopt the budget until the budget has been approved by the Township Board. The Authority shall be audited annually by the same auditors auditing the Township and copies of the audit report shall be filed with the Township.

## ARTICLE VI - MEETINGS

1. An annual meeting shall be held in January of each year at which meeting the election of officers shall occur. The Board shall adopt a schedule of regular meetings for that year.
2. Special meetings of the Authority may be called by the Chairperson or by any three members of the Board on at least 18 hours written notice to each member of the Board of the time and place of the meeting. Members of the Board may waive receipt of such notice.
3. All meetings shall be held in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of 1976, as amended. Notice of all meetings shall be provided and posted in accordance with said Act 267 of the Public Acts of 1976, as amended.

Closed meetings may be called for purposes listed in said Act 267 of Public Acts of 1976 as amended, if approved by the Board.

4. Each member present at the meeting of the Authority shall be entitled to a single vote, but no member shall vote by proxy, unless his sealed vote is accepted by the majority of those present. A proxy vote shall not be used to make a quorum. A proxy vote shall be used only once on a question.
5. A majority of the members of the Board in office shall constitute a quorum for the transaction of business. The vote of a majority of the members present at a meeting at which a quorum is present shall constitute the action of the Board unless the vote of a large number is required by statute.
6. At least two informational meetings shall be held each calendar year. Notice shall be provided to the taxing entities subject to capture pursuant to Section 910(4) of Act 57 of the Public Acts of 2018, as amended. The informational meetings may be held in conjunction with a public meeting of the DDA or the Township.

#### ARTICLE VII - AMENDMENTS

1. These By-laws are subject to the approval of the Township Board and shall not take effect until such approval by the Township Board has been provided. Until approved by the Township Board, these By-laws shall be the temporary By-laws of the Authority.
2. These By-laws may be altered, amended, or repealed only by the affirmative vote of a majority of the members of the Board of Authority, subject to notice and quorum requirements as set forth in these By-laws, provided, however, that any such alteration, amendment or repeal shall require the approval of the Township Board and shall be consistent with the provisions and requirements of the Act.

Adopted: February 17, 2004  
Amended: July 18, 2024

# Memorandum



**Date:** August 20, 2024  
**To:** Oshtemo Township Board  
**From:** Colten Hutson, Zoning Administrator  
**Subject:** Temporary Certificate of Occupancy Policy

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## **Objective:**

Motion of approval for a Temporary Certificate of Occupancy Policy.

## **Background:**

On August 13, 2019, the Oshtemo Township Board and the Southwest Michigan Building Authority formally adopted a policy regarding the allowance for Temporary Certificates of Occupancy. Said policy allows for buildings to be safely occupied by a home or business owner on a temporary basis while minor building or site plan requirements are yet to be completed. Since the current Temporary Certificate of Occupancy Policy was structured around the Southwest Michigan Building Authority that has since been dissolved, a Temporary Certificate of Occupancy Policy specific to Oshtemo Township should be considered for adoption. The new Temporary Certificate of Occupancy Policy outlines a thorough administrative process step-by-step as well as language to ensure that necessary building and site plan requirements are met prior to the issuance of a temporary occupancy permit.

## **Core Values:**

Public Service  
Sustainability



**OSHTEMO CHARTER TOWNSHIP**  
**TEMPORARY CERTIFICATE OF OCCUPANCY POLICY**

Adopted: \_\_\_\_\_

**General Purpose:**

The purpose of the Temporary Certificate of Occupancy Policy is to establish the process and standards upon which a Temporary Certificate of Occupancy will be issued, after careful review and evaluation, ensuring public safety.

**Policy Summary:**

A Temporary Certificate of Occupancy may be issued after review and approval from the Building Official, Fire Marshal, Engineer, and Zoning Administrator who have determined that the building or site may be occupied safely as set forth in this policy.

**Definitions of “Residential” & “Commercial”:**

When referring to portions of this Policy a distinction is made between “Residential – parcel”, “Residential – lot or building site,” and “Commercial” projects. The term “Residential – parcel” shall apply to a building that contains one or two *dwelling units* on a parcel, as defined in the Zoning Ordinance. “Residential – lot or building site” shall apply to a building that contains one or two *dwelling units* on a lot or building site, as defined in the Zoning Ordinance. A *dwelling unit* is defined as “A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.” The term “Commercial” shall apply to any project that cannot be defined as “Residential - parcel” or “Residential – lot or building site.”

**Application & Inspection(s):**

- a. The applicant shall submit a request in writing on a form prescribed by the Township outlining the reason(s) for the request and detailing all outstanding items with anticipated completion dates.
- b. The applicant shall submit a non-refundable application fee; note that this application fee does not include inspection fees, meeting fees, or review fees. For residential projects, the fee shall be in the amount of \$250. For commercial projects, the fee shall be in the amount of \$500.
- c. Upon receipt of the complete application the Township shall perform an inspection of the building/structure and site to determine that the following conditions are met prior to the issuance of a temporary certificate of occupancy:
  - i. The structure and site shall be substantially complete.

1. For “Residential – parcel” projects, “substantially complete” means that all major systems—such as plumbing, electrical, mechanical/HVAC, fire alarm/suppression, and sewer/septic systems—are installed and inspection approval has been granted in accordance with the approved plan(s). The following site plan items shall be fully completed: any nonmotorized facility required along the “Residential – parcel” street frontage.
  2. For “Residential – lot or building site” projects, “substantially complete” means that all major systems – such as plumbing, electrical, mechanical/HVAC, fire alarm/suppression, and sewer/septic systems – are installed and inspection approval has been granted in accordance with the approved plan(s) for the building/structure. The following site plan items shall be fully completed: nonmotorized facilities along the respective lot or building site street frontage and along all common areas of the development within which the lot or building site is located. The following site plan items shall be substantially complete for the development within which the lot or building site is located and must be functioning per the approved plan(s): all stormwater management facilities and systems for the development.
  3. For “Commercial” projects, “substantially complete” means that all major systems – such as plumbing, electrical, mechanical/HVAC, fire alarm/suppression, and sewer/septic systems – are installed and inspection approval has been granted in accordance with the approved plan(s). The following site plan items shall be fully completed: parking lot paving and striping (base coat is acceptable provided balance of this section is met), site circulation elements, fire access, driveways, and nonmotorized facilities; additionally, the following shall be substantially complete provided they are functioning per the approved plan: lighting, and all stormwater management facilities and systems.
- ii. The building/structure and site may be occupied safely. “Occupied safely” means that the Building Official, Fire Marshal, Engineer, and the Zoning Administrator agree that the building/structure and site do not pose any risk to the public’s health, safety or welfare. Site conditions that shall preclude issuance of a Temporary Certificate of Occupancy include incomplete and/or malfunctioning stormwater management facilities and systems; incomplete lighting and other security elements that may pose a safety risk to the public or property itself; incomplete paving that

may pose a risk to motorists or pedestrians; the absence of pavement markings necessary to direct vehicle and pedestrian traffic in a safe manner; or similar site deficiencies not expressed herein and any life safety issues noted by the Building Official.

**Conditions of Issuance:**

- a. A Temporary Certificate of Occupancy shall not be issued until a Cash Surety has been paid to the Township. The amount of the Cash Surety will be calculated based on the Building Valuation Data (“BVD”) for the project, multiplied by the factor indicated in the below “Refundable Cash Surety Payment” table using the primary Occupancy Group (as defined in the Michigan Building Code) of the structure. Building Valuation Data shall be calculated using the square footage of the structure multiplied by the average construction cost per square foot table published by the International Code Council. If the result of said calculation is less than the “Minimum” amount listed in the “Refundable Cash Surety Payment” table, then the amount of the Cash Surety shall be the Minimum amount. The final amount will be rounded up to the nearest whole dollar.

<b>Refundable Cash Surety Payment</b>		
<b>Occupancy Group</b>	<b>Calculated Amount</b>	<b><i>or</i> Minimum</b>
R-3, U	BVD * 0.0055	\$2,000
R (Not Including R-3), I	BVD * 0.0040	\$10,000
A, B, E, F, H, M, S	BVD * 0.0300	\$10,000

- i. If the applicant can provide a satisfactory professionally prepared estimate for the cost to correct all outstanding structure/site deficiencies which includes the proposed timeline for completion, and which demonstrates that the calculated Cash Surety amount is excessive, and if the Township Building Official and Township Engineer are in agreement, the minimum amount may be applied in lieu of the calculated amount.
- b. The applicant and property owner shall submit a document signed by each party indicating that they have read and understood this Policy prior to the issuance of a temporary certificate of occupancy on a form prescribed by the Township.

**Duration of Temporary Certificate; Extension:**

- a. A Temporary Certificate of Occupancy may be issued for a period not longer than six (6) weeks except in circumstances when a justified timeline can be provided for review by the Township.

- b. Extension(s) may be granted at the discretion of the Township upon receipt of a written request on a form prescribed by the Township outlining the reason(s) for the extension request, and an updated timeline for the completion of all outstanding structure/site deficiencies. The applicant shall also submit a non-refundable extension request fee in the amount of \$250.00; note that this amount does not include additional inspection fees, meeting fees, or review fees.

**Termination of Temporary Certificate and Forfeiture of Funds:**

- a. Failure to correct all outstanding structure or site deficiencies by or before the expiration date listed upon the Temporary Certificate of Occupancy shall cause the same to be revoked, whereafter the building/structure shall no longer be legally occupied.
- b. The Township may elect to engage the services of a third-party to correct any outstanding deficiencies by drawing against the Cash Surety. The applicant shall be liable for any costs incurred from the enforcement of this Policy, including any costs which may exceed the balance of the Cash Surety paid to the Township.
- c. The applicant shall be notified prior to the use of the Cash Surety by the Township.
- d. Any costs incurred by the Township from the enforcement of this Policy shall be recuperated from the Cash Surety provided.
- e. Any remaining funds shall be returned to the payor upon satisfaction of the official terms of the Temporary Certificate of Occupancy and issuance of a Certificate of Occupancy.

**OSHTEMO CHARTER TOWNSHIP**  
**TEMPORARY CERTIFICATE OF OCCUPANCY POLICY**

**MOTION TO APPROVE BOARD-APPROVED POLICY:**

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_, to adopt the foregoing Policy by Board Resolution.

The following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Supervisor declared the motion carried and the Policy Resolution duly adopted.

Dusty Farmer, Clerk  
Oshtemo Charter Township

\*\*\*\*\*

**CERTIFICATE**

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF KALAMAZOO            )

I, Dusty Farmer, the duly appointed and acting Clerk of the Township of Oshtemo, certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Oshtemo Charter Township Board held on \_\_\_\_\_, 20\_\_, which meeting was preceded by required notices under the Michigan Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

# Memorandum



**Date:** August 23, 2024  
**To:** Oshtemo Township Board  
**From:** Leeanna Harris, Zoning Administrator  
**Subject:** Redevelopment Ready Communities Resolution

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**Objective:**

Motion of approval to adopt a Redevelopment Ready Communities Resolution.

**Background:**

The Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) program which will assist the Township as we seek to improve our redevelopment readiness and maximize economic potential. The program involves planning for new investment and reinvestment, identifying assets and opportunities, and focusing limited resources while actively engaging stakeholders to plan for a deliberate, fair, and consistent process.

The RRC Program also includes evaluating and strengthening the development-related partnerships between the Township and stakeholder organizations such as: MEDC, Downtown Development Authority (DDA), South Drake Corridor Improvement Authority (SoDA) and Kalamazoo County. A resolution would allow the Township to commence the engagement process and is also timely as we prepare the new Comprehensive Master Plan, which will incorporate certain elements required for the RRC certification.

**Core Values:**

Public Service  
Professionalism  
Sustainability

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION AUTHORIZING OSHTEMO CHARTER TOWNSHIP TO  
PARTICIPATE IN THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION  
REDEVELOPMENT READY COMMUNITIES PROGRAM**

**WHEREAS**, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) Program to empower communities to shape their future and maximize economic potential; and

**WHEREAS**, RRC is a program that provides technical assistance to and certifies Michigan communities that actively engage stakeholders and plan deliberate, fair, and consistent processes; and

**WHEREAS**, Oshtemo Charter Township recognizes the value of the RRC Program and seeks to improve its redevelopment readiness via a detailed review of existing development processes; and

**WHEREAS**, the RRC Program includes evaluating and strengthening the development-related partnerships between the Township and stakeholder organizations such as: MEDC, Downtown Development Authority (DDA), South Drake Corridor Improvement Authority (SoDA), Oshtemo Township Planning Commission (PC), and Kalamazoo County.

**WHEREAS**, Oshtemo Charter Township is preparing a new Comprehensive Master Plan that will incorporate certain elements required for the RRC certification; and

**NOW THEREFORE, BE IT HEREBY RESOLVED,**

1. Oshtemo Charter Township is willing to participate in the MEDC Redevelopment Ready Communities Program, including increased interaction and partnership with the MEDC DDA, SoDA, PC, Kalamazoo County and other stakeholders in the development review process.

2. It is the intention of Oshtemo Charter Township to utilize the RRC Best Practices and evaluation process to improve our processes and communication with stakeholders.

3. Township administration is hereby authorized to proceed toward implementation of the recommendations necessary to receive RRC Certification from the MEDC.

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.

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Dusty Farmer, Clerk  
Oshtemo Charter Township

\*\*\*\*\*

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on August 27, 2024, 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.

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Dusty Farmer, Township Clerk