OSHTEMO CHARTER TOWNSHIP BOARD
7275 W. Main Street
Kalamazoo, MI 49009

November 24, 2026

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:

   (*Innovation: Providing the best value-conscious technology currently available.*)
5. Approval of Agenda
6. Public Officials and Community Partner Updates
   a. Presentation: EGLE re Environmental Sampling
7. Public Comment on Consent Agenda or Non-Regular Session Items
8. Consent Agenda
   a. Meeting Minutes [Minutes of Regular Meeting November 10]
   b. Second Reading – Ordinance 698, 4385 N. 2nd Street Rezoning (Pg 7)
   c. Fire Department Equipment Maintenance Budget Amendment (Pg 9)
   d. Fire Department Computer Budget Amendment (Pg 11)
9. Discussion and Consideration: Liquor License Application for Breakfast at Tiffany's (Pg 13)
10. First Reading re General Moratorium Ordinance on Data Centers (Pg 21)
11. First Reading re General Moratorium Ordinance on Energy Storage Facilities (Pg 23)
12. First Reading re Text Amendment to Public Water Service Ordinance, Section 231.006 – General Regulations (Pg 25)
13. Discussion and Consideration: Amended Public Comment Policy (Pg 29)
14. Discussion and Consideration: Retirement Plan Transition Resolutions (Pg 39)

15. Discussion and Consideration: Public Official Compensation Policy (Pg 45)
16. Public Comment
17. Board Member Comments & Committee Updates
18. Adjournment

Policy for Public Comment

Township Board Regular Meetings, Planning Commission, and 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 maybe 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 to Thursday, 8 a.m. to 1 p.m. and 2 to 5 p.m., and on Friday, 8 a.m. to 1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
Supervisor		
Cheri Bell	269.216.5220	cbell@oshtemo.org
Clerk		
Dusty Farmer	269.216.5224	dfarmer@oshtemo.org
Treasurer		
Clare Buszka	269.216.5260	cbuszka@oshtemo.org
Trustees		
Neil Sikora	269.760.6769	nsikora@oshtemo.org
Kristin Cole	269.375-4260	kcole@oshtemo.org
Zak Ford	269.271.5513	zford@oshtemo.org
Michael Chapman	269.375.4260	mchapman@oshtemo.org

Oshtemo Township Department Information		
Assessor		
Kristine Biddle	269.216.5225	assessor@oshtemo.org
Fire Chief		
Greg McComb	269.375.0487	gmccomb@oshtemo.org
Ordinance Enforcement		
Alan Miller	269.216.5230	amiller@oshtemo.org
Parks Director		
Vanessa Street	269.216.5233	vstreet@oshtemo.org
Rental Info	269.216.5224	rentals@oshtemo.org
Planning Director		
Jodi Stefforia	269.375.4260	jstefforia@oshtemo.org
Public Works Director		
Anna Horner	269.216.5228	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."

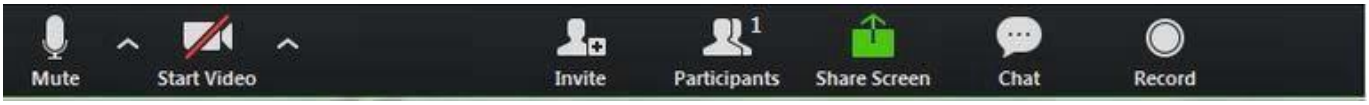
You may also join a meeting without the link by going to join.zoom.us on any browser and entering this **Meeting ID: 774 238 7802**

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:



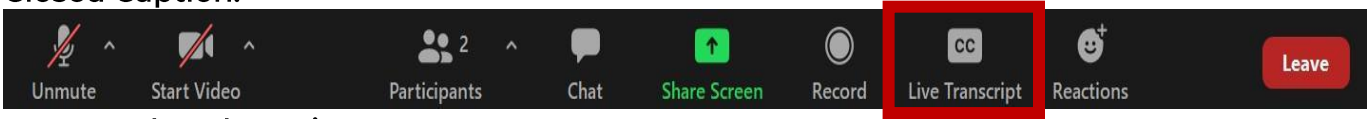
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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."

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

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: November 24, 2026

To: Township Board

From: Colten Hutson, Zoning Administrator

Subject: Second Reading Ordinance 698 – North 2nd Street Rezoning

Objective:

MOTION: Adoption of Ordinance 698.

Background:

On October 22, 2026, the Planning Commission forwarded a recommendation of approval to the Township Board to rezone 5.74 acres of land at 4385 North 2nd Street from AG: Agricultural District to RR: Rural Residential District.

The Township Board conducted first reading on November 10, 2026, and set second reading for November 24, 2026.

Information Provided:

Ordinance 698

DRAFT OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 698

Adopted:

Effective:

AMENDMENT OF LAND SECTION 6 TO REZONE 5.74 ACRES OF LAND ON 4385 N 2ND ST. (PARCEL NO. 3905-06-280-015)

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICIIIGAN
ORDAINS:

SECTION I. AMENDMENT TO LAND SECTION 6: The Oshtemo Charter Township Zoning Ordinance is hereby amended to rezone 5.74 acres of land on 4385 N 2nd St. (Parcel No.05-06-280-015), from AG: Agricultural District to RR: Rural Residential District under the Oshtemo Charter Township Zoning Ordinance.

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

Memorandum & Request

Date: October 5th, 2026

To: Oshtemo Township Board

From: Chief Greg McComb

Subject: Budget Amendment for Equipment Maintenance

Objective
To reallocate $5,000 within the FY2026 budget to fund scheduled maintenance of the Holmatro extrication tools and address unforeseen repairs to department equipment.

From:	GL 206-340-80900	Computer Operations ($5,000)
To:	GL 206-340-93300	Equipment Maintenance ($5,000)

Proposed Motion:
Motion to approve a budget amendment transferring $5,000 from GL 206-340-80900 Computer Operations to GL 206-340-93300 Equipment Maintenance to fund annual service of the Holmatro extrication equipment and unforeseen equipment repairs.

Background
The Equipment Maintenance budget has been fully expended due to unforeseen repairs required on the Department's SCBA fill station and SCBA repairs. Deficiencies were identified during our annual maintenance and required corrective action to ensure safe, reliable operation.

The Department's annual service of the Holmatro extrication equipment is scheduled at a quoted cost of $1,125. Additional costs may be incurred if inspection findings require repair or replacement of components. The Equipment Maintenance budget also covers unexpected repairs to other department equipment throughout the year.

Core Values
Respect, Responsibility, Pride

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Memorandum & Request

Date: November 17th, 2026

To: Oshtemo Township Board

From: Chief Greg McComb

Subject: Budget Amendment for Replacement Computer for Community Risk Reduction

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Objective
To reallocate $2,000 within the FY2026 budget to fund a replacement laptop computer for Community Risk Reduction.

From:	GL 206-340-80900	Computer Operations ($2,000)
To:	GL 206-340-80900	Computer Operations ($2,000)

Proposed Motion:
Motion to approve a budget amendment allocating $2,000 from GL 206-340-80900 Computer Operations to GL 206-340-80900 Computer Operations for a replacement laptop computer.

Background
During our 2026 budgeting process, we did not allocate any money for a replacement computer; however, we have discovered one of our laptop computers used in the Community Risk Reduction Division in need of replacement. We had IT Director Jon Gibson look over the computer and this budget amendment is the resulting conclusion.

Core Values
Respect, Responsibility, Pride

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Memorandum

Date: November 24, 2026

To: Township Board

From: James Porter – Legal Counsel

Subject: Bonitas Two LLC dba Breakfast at Tiffanys - Liquor License Request

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Objectives

MOTION: to approve the Liquor License Request for Bonitas Two LLC dba Breakfast at Tiffanys at 5222 West Main St. Kalamazoo, MI 49009.

Background

Oshtemo Charter Township currently has one new Class C license, within our quota. Bonitas Two LLC dba Breakfast at Tiffanys has submitted all necessary documentation to facilitate their Liquor License Request and paid the applicable fee to the Township.

Information Provided

I have attached a copy of the completed and redacted liquor license application, restriction agreement, local government approval form, and proof of payment.

Core Values

Public Service

charter township
oshtemo

LIQUOR LICENSE APPLICATION

Date: 9/10/26

Applicant Information:

Name (First, MI, Last): WILLIAM M MANUSZAK Sr.
Address: DARTMOOR Court KALAMAZOO MI 49009
Phone: (269) _ Email: _
As authorized agent of (company): _____

Applicant's Date of Birth: _____ Place of Birth: KALAMAZOO
Citizenship (time/place of naturalization, if applicable): US

Have you ever, prior to this application, made an application for the sale or beer, wine, or spirits?

__ Yes Provide the date, place, and disposition of each application: _____

✓ No

Have you ever been convicted of a felony?

__ Yes Explain: _____

✓ No

Are you disqualified under the State Liquor Control Act, or any provision of the Oshtemo Township Ordinance 202, as amended, from receiving a liquor license?

__ Yes ✓ No

I/company: ___ own the premises for which a license is sought

✓ have lease for the premises for which a license is sought lease therefor for the full period for which the license is issued (*attach*)

Length of time applicant has been in this business/date of corporate charter: July 16, 2018

Business and Premises Information:

Business Name: Bonita's Two LLC – DBA - Breakfast at Tiffany's

Address: 5222 W. Main Kalamazoo Kalamazoo, MI 49009

If the business is a co-partnership, or corporation, please provide the names and addresses of all officers, directors, and those having an interest in the corporation/entitled to share in the profits:

Name	Title/Share	Address
William M. Manuszak Jr	officer 100%	Dartmoor Ct. Kalamazoo 49009

What is the character of the business, or the object(s) for the corporation/co-partnership was formed: S Corporation 1/1/21 - enclosed

Description of the premises (please provide building/plot plans showing (1) the entire structure, (2) the area(s) where the license will be utilized, (3) the adequacy of off-street parking, lighting, refuse disposal, and (4) plans for screening/noise control (if applicable)):

Complete description is in the lease - it is detailed
will use the current refuse disposal.
We do not anticipate any additional noise.

For businesses other than a brewpub, microbrewery, or wine-tasting room, is the sale of beer, wine, or spirits incidental and subordinate to other permitted business uses on the premises (e.g. food sales, motel operations, recreational activities)?

✓ Yes Explain: We will use it for catering - after business hours.

___ No

License Type:

This application is to __ Transfer an Existing License ✓ Obtain a New License

__ Obtain a "Limited License" pursuant to Public Act 270 of 2014

for the ___ Manufacture (MCL 436.1603(15)(b)) ✓ Retail Sale

of beer, wine, and/or liquor under a Class C / banquet / catering permit license.

Disclaimer and Signature:

By signing this application, the applicant affirms that the information provided herein is true and accurate to the best of their knowledge, and that the applicant will not any of the laws of the State of Michigan or of the United States or any ordinances of Oshtemo Charter Township in the conduct of its business. The applicant further affirms that should any information contained in the application (or attachments) change during the term of the license, the applicant will notify the Township Clerk (Clerk@oshtemo.org) in writing of the change within thirty (30) days.

I William M Marcuszak Jr. have submitted all requested materials, and the required application fee- payable to Oshtemo Charter Township.

Signature: William M Marcuszak Jr.
Title: Pres. Bonita's Two LLC - Breakfast at Tiffanys
Date: 9/11/26

RESTRICTION AGREEMENT ON
TRANSFER OF CLASS C LIQUOR LICENSE

AGREEMENT made this 16 day of ~~2026~~ September 2026, by and between the Charter Township of Oshtemo, Kalamazoo County, Michigan, a Municipal corporation, and the undersigned Licensee.

In consideration of the approval of a Class C Liquor License by the Charter Township of Oshtemo for the business of the undersigned Licensee, located at 5222 West Main St., Kalamazoo, Michigan, 49009, which approval is hereby granted and acknowledged,

IT IS HEREBY COVENANTED AND AGREED by said Licensee, as follows:

1. The aforesaid Class C Liquor License or any renewal thereof shall at no time be sold or transferred by Licensee to any person or entity for use outside the jurisdiction of the Charter Township of Oshtemo through any escrow status of said license or otherwise for a period of five years after issuance.

2. A breach of the foregoing restriction by the Licensee shall require the full purchase price to be received by Licensee or any successor, representative or assignee of the Licensee for such sale or transfer to be forfeited and paid to the Charter Township of Oshtemo as liquidated damages for the breach of the foregoing covenant and as compensation for the removal of such license from the jurisdiction of the Charter Township of Oshtemo and the consequent reduction in the number of such licenses available for issuance in the Charter Township of Oshtemo under the Michigan Liquor Control Act.

3. The foregoing required payment to the Charter Township of Oshtemo shall be due and payable upon closing of the sale or transfer of the license and shall bear interest until paid to the Township at the rate of 7% per annum on the full purchase or transfer price.

4. In default of the foregoing payments to the Township for a period of ten (10) days from the due date thereof, the Township shall have the authority to forthwith attach any assets of the Licensee and commence appropriate litigation to collect such sum and to enjoin any conversion of such sum for other purposes. Where said sale price for the license is to be paid in installments, the entire sale price amount shall be due and payable to the Township. If a sale or transfer of the license out of the jurisdiction to the Township is accomplished without monetary consideration, the Licensee shall be obligated to forthwith pay to the Township the sum of $60,000.00 as such liquidated damages.

5. The aforesaid 10-day period for payment and suit may be reduced at the option of the Township to zero days if it has any reason to believe the Licensee is going to leave the jurisdiction of the Charter Township of Oshtemo, abscond with said sums, or convert them in any manner to make them unavailable or more difficult to reach by the Township to satisfy the within obligation.

6. The within Agreement is binding upon and ensures to the benefit of the successors, representatives and assigns of either of the parties hereto.

7. Time is deemed of the essence of this agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the day and date first above written.

Breakfast at Tiffanys

By: _____
Bill Manuszak
Its: Owner

Licensee
Address: 5222 West Main St.
Kalamazoo, MI 49009
Phone No. (269) 998-7979

CHARTER TOWNSHIP OF OSHTEMO

By: _____
Cheri Bell
Its: Supervisor

Address: 7275 West Main Street
Kalamazoo, MI 49009
Phone No. (269) 375-4260

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Oshtemo Charter Township council/board
(regular or special) (township, city, village)

called to order by _____ on 11/24/2026 at 5:30pm
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Bonitas Two LLC dba Breakfast at Tiffanys
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class C
(list specific licenses requested)

to be located at: 5222 W Main St. Kalamazoo, MI 49009

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the township
(township, city, village)

council/board at a _____ meeting held on _____
(regular or special) (date)

Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

Oshtemo Charter Township

Receipt: 224479 09/21/26

7275 W MAIN ST
KALAMAZOO, MI 49009

Cashier: SHIGGINS
Received Of: BONITAS TWO LLC

269-375-4260

OSHTEMO.ORG

The sum of: 250.00

1303	POLICE - LIQUOR LICENSE FEI	250.00
	Total	250.00

CHECK 5478 250.00

Signed: _____

Memorandum

Date: November 24, 2026

To: Township Board

Prepared by: Sierra Lucas, Paralegal Manager

From: James Porter, Legal Counsel

Subject: First Reading re General Moratorium Ordinance on Data Centers

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Objective

MOTION: I make a motion to approve the first reading of the General Moratorium Ordinance for Data Centers and set second reading for December 8, 2026.

Background

Data centers have been associated with increased utility rates, high water use, and environmental impacts on local communities. With the current moratorium nearing expiration, an extension is needed to allow time to review the Zoning Ordinances and General Ordinances and adopt any necessary amendments. Extending the moratorium will maintain the temporary pause on data center development during this review to protect public health, safety, and welfare.

Information Provided

Final Clean Copy: General Moratorium Ordinance on Data Centers

Core Value(s)

Public Service, Sustainability, Professionalism, Integrity

DRAFT OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 699

Adopted:

Effective:

An Ordinance to impose a General Moratorium on all Commercial Data Centers until such time as the Townships Ordinances can be revised to develop appropriate ordinance provisions necessary to ensure the public health, safety, and welfare associated with the development of Commercial Data Centers.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

COMMERCIAL DATA CENTERS GENERAL MORATORIUM ORDINANCE

SECTION I. THE TOWNSHIP MORATORIUM ON COMMERCIAL DATA CENTERS:

The Township hereby imposes a Moratorium (until December 31, 2027) on the consideration of an application or development of all Commercial Data Centers, until such time as the Zoning Ordinance and General Ordinances can be reviewed and amended, if necessary, to develop the appropriate ordinance provisions necessary, to ensure the public health, safety, and welfare, associated with the development of Commercial Data Centers.

SECTION II. EFFECTIVE DATE:

This Ordinance will take effect upon Publication after Adoption in accordance with state law. Ordinances, or parts Ordinances, in conflict herewith are hereby suspended until the Moratorium provisions of this Ordinance are otherwise amended or repealed or until the Moratorium ends.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

Memorandum

Date: November 24, 2026

To: Township Board

Prepared by: Sierra Lucas, Paralegal Manager

From: James Porter, Legal Counsel

Subject: First Reading re General Moratorium Ordinance on Energy Storage Facilities

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Objective

MOTION: I make a motion to approve the first reading of the General Moratorium Ordinance for Energy Storage Facilities and set second reading for December 8, 2026.

Background

With the current moratorium on Energy Storage Facilities nearing its expiration date, an extension is necessary to allow additional time to review the Zoning Ordinances and General Ordinances and amend them, if necessary, to establish appropriate ordinance provisions. Extending the moratorium will maintain the pause on development of these facilities during that review to protect public health, safety, and welfare.

Information Provided

Final Clean Copy: General Moratorium Ordinance on Energy Storage Facilities

Core Value(s)

Public Service, Sustainability, Professionalism, Integrity

DRAFT OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 700

Adopted:

Effective:

An Ordinance to impose a General Moratorium on all Commercial Energy Storage Facilities until such time as the Township's Ordinances can be revised to develop appropriate Ordinance provisions necessary, to ensure the public health, safety, and welfare, associated with the development of Commercial Energy Storage Facilities.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

COMMERCIAL ENERGY STORAGE FACILITY GENERAL MORATORIUM ORDINANCE

SECTION I. THE TOWNSHIP MORATORIUM ON COMMERCIAL ENERGY STORAGE FACILITIES:

The Township hereby imposes a Moratorium (until December 31, 2027) on the consideration of an application or development of all Commercial Energy Storage Facilities (as defined under Michigan PA 233 of 2023), until such time as the Zoning Ordinance and General Ordinances can be reviewed and amended, if necessary, to develop the appropriate ordinance provisions necessary, to ensure the public health, safety, and welfare, associated with the development of Commercial Energy Storage Facilities.

SECTION II. EFFECTIVE DATE:

This Ordinance will take effect upon Publication after Adoption in accordance with state law. Ordinances, or parts Ordinances, in conflict herewith are hereby suspended until the Moratorium provisions of this Ordinance are otherwise amended or repealed or until the Moratorium ends.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

Memorandum

Date: November 24, 2026

To: Township Board

Prepared By: Sierra Lucas, Paralegal Manager

From: James Porter, Legal Counsel

Subject: First Reading re Text Amendment to Public Water Service Ordinance – Section 231.006: General Regulations

Objective:

MOTION: to approve the first reading for text amendments to the Public Water Service Ordinance – Section 231.006: General Regulations and set for second reading on December 8, 2026.

Background:

The proposed text amendment provides greater flexibility for the use of surplus water funds. After all water system operation, maintenance, and debt obligations have been satisfied, remaining surplus funds may be used for revolving loans to other Township fund accounts. This allows available surplus funds to support other Township needs while maintaining the financial obligations of the water system as the priority. All monies borrowed will have to be paid back with interest.

Information Provided:

Draft Redline: Text Amendment to Public Water Service Ordinance – Section 231.006: General Regulations
Final Clean Copy: Text Amendment to Public Water Service Ordinance – Section 231.006: General Regulations

Core Value(s):

Innovation & Fiscal Stewardship

DRAFT CHARTER TOWNSHIP OF OSHTEMO ORDINANCE NO. 701

Adopted:

Effective:

An ordinance to amend the Public Water Service Ordinance – Section 231.006: General Regulations.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN,
ORDAINS:

SECTION I. GENERAL REGULATIONS:

~~G. Surplus funds. Any surplus funds collected from water service or from capital improvements or extensions thereto shall be deposited into a water improvement revolving fund of the Township for use in further extending, improving, repairing, maintaining, relocating and/or financing the public water system of the Township.~~

G. Any surplus funds collected from water service or from capital improvements or extensions thereto shall be deposited into a water improvement revolving fund of the Township for use in further extending, improving, repairing, maintaining, relocating, and/or financing the public water system of the Township. In addition to the foregoing, provided that there are no outstanding operation and maintenance expenses or debt payments due, any remaining surplus may be used for any other lawful purpose, including revolving loans to other Township fund accounts.

SECTION II. EFFECTIVE DATE AND REPEAL.

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

CHARTER TOWNSHIP OF OSHTEMO ORDINANCE NO. 701

Adopted:

Effective:

An ordinance to amend the Public Water Service Ordinance – Section 231.006: General Regulations.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN,
ORDAINS:

SECTION I. GENERAL REGULATIONS:

G. Any surplus funds collected from water service or from capital improvements or extensions thereto shall be deposited into a water improvement revolving fund of the Township for use in further extending, improving, repairing, maintaining, relocating, and/or financing the public water system of the Township. In addition to the foregoing, provided that there are no outstanding operation and maintenance expenses or debt payments due, any remaining surplus may be used for any other lawful purpose, including revolving loans to other Township fund accounts.

SECTION II. EFFECTIVE DATE AND REPEAL.

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP

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Memorandum

Date: November 24, 2026

To: Township Board

From: James Porter, Legal Counsel

Subject: Amended Policy for Public Comment

Objective:

MOTION: to approve the Amended Policy for Public Comment.

Background:

This memorandum has been prepared in response to the Township Board's request to revise the public comment policy. Based on the Board's discussion, the intent of the proposed change is to provide an opportunity for written public comments to be submitted and included as part of the public record.

Section 3 of the Michigan Open Meetings Act requires public bodies to permit individuals to address meetings under rules established and recorded by the public body. The Township's current policy satisfies this requirement by providing residents with four minutes of oral public comment at the podium during meetings. However, the Township has received an increasing number of requests from residents who wish to submit written comments and have those comments included in the meeting record.

While seeking to avoid placing an undue administrative burden on Township staff, the administration believes it is important to address residents' requests for written public comments. Accordingly, the administration recommends the following amendment to the Township's Public Comment Policy:

Proposed Amendment:

A. Written public comment will be accepted for inclusion with the published meeting minutes if the comments:
1.) Be limited to four (4) single-sided, double-spaced pages in 12-point font; and
2.) Identify the author by name and address.

The proposed addition of written public comments to the meeting record extends beyond the requirements of the Open Meetings Act. Administration believes this amendment will encourage public participation by providing residents with an additional method of communicating their views to the Township Board and other

Memorandum

Township bodies. It is anticipated that written comments will provide information in a format that is often more useful to staff and elected officials while also promoting greater openness, transparency among the Township's boards and committees.

Information Provided:
Redline: Public Comment Policy

Clean Copy: Public Comment Policy

Core Value(s):
Public Service, Professionalism, Integrity

Policy for Public Comment

Township Board Regular Meetings, Planning Commission, and ZBA Meetings

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

a. Written public comment will be accepted for inclusion with the published meeting minutes if the comments:

1.) Be limited to four (4) single-sided, double-spaced pages in 12-point font; and

2.) Identify the author by name and address.

b. 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.

c. 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.

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

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(adopted 5/9/2000) (revised 5/14/2013) (revised 1/8/2018) (revised 11/24/2026)

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 to Thursday, 8 a.m. to 1 p.m. and 2 to 5 p.m., and on Friday, 8 a.m. to 1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
Supervisor		
Cheri Bell	269.216.5220	cbell@oshtemo.org
Clerk		
Dusty Farmer	269.216.5224	dfarmer@oshtemo.org
Treasurer		
Clare Buszka	269.216.5260	cbuszka@oshtemo.org
Trustees		
Neil Sikora	269.760.6769	nsikora@oshtemo.org
Kristin Cole	269.375-4260	kcole@oshtemo.org
Zak Ford	269.271.5513	zford@oshtemo.org
Michael Chapman	269.375.4260	mchapman@oshtemo.org

Oshtemo Township Department Information		
Assessor		
Kristine Biddle	269.216.5225	assessor@oshtemo.org
Fire Chief		
Greg McComb	269.375.0487	gmccomb@oshtemo.org
Ordinance Enforcement		
Alan Miller	269.216.5230	amiller@oshtemo.org
Parks Director		
Vanessa Street	269.216.5233	vstreet@oshtemo.org
Rental Info	269.216.5224	rentals@oshtemo.org
Planning Director		
Jodi Stefforia	269.216-5232	jstefforia@oshtemo.org
Public Works Director		

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

Anna Horner	269.216.5228	ahorner@oshtemo.org

Policy for Public Comment

Township Board Regular Meetings, Planning Commission, and ZBA Meetings

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(adopted 5/9/2000) (revised 5/14/2013) (revised 1/8/2018) (revised 11/24/2026)

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Planning Director		
Jodi Stefforia	269.216-5232	jstefforia@oshtemo.org
Public Works Director		

Anna Horner	269.216.5228	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:



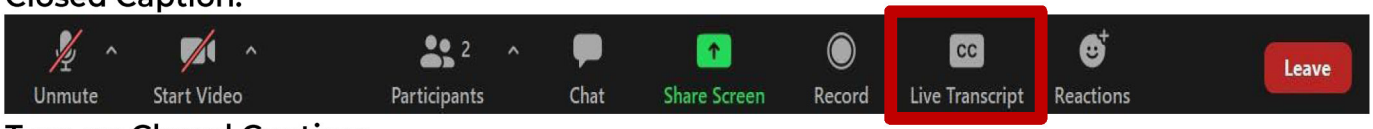
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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."

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

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: 11/24/2026

To: Oshtemo Charter Township Board

From: Human Resources Department

Subject: Retirement Plan Carrier Change Resolution

Objective

PROPOSED MOTION: "I approve the Retirement Plan Carrier Change Resolutions."

Supporting Information

Approving this motion will allow for the execution of the 2027 401a/ 457b Retirement Plan transition from Greenleaf Trust to MERs. This transition will allow for the terms of the Collective Bargaining Agreement to be fulfilled while providing a large cost savings for all enrolled employees.

Attachments

1. MERs 401(a) and 457(b) Retirement Plan Resolutions

Core Values

Public Service, Sustainability, Innovation, Professionalism, Integrity

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals

1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9706 www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

WHEREAS, Oshtemo Charter Township ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Supervisor

Optional additional job positions:

2. HR Director
3. Deputy Supervisor

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on _____, 20_____.

Authorized signature (must be currently in a position named above): _____

Name: _____

Title: _____

Witness signature: _____

Witness name: _____

Witness title: _____

Resolution Adopting the MERS Defined Contribution Plan

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

WHEREAS, the participating entity desires to adopt the MERS Defined Contribution Plan for its designated employees;

WHEREAS, the participating entity has furnished MERS with required data regarding each eligible employee and retiree;

WHEREAS, as a condition of MERS membership, and pursuant to the MERS Retirement Board's power as plan administrator and trustee under Plan Document Section 71 and MCL 38.1536, as each may be amended, it is appropriate and necessary to enter into a binding agreement providing for the administration of the Defined Contribution Plan, the reporting of wages, and the payment of the required contributions of a participating entity and withholding of employee contributions; now, therefore,

IT IS HEREBY RESOLVED:

On behalf of the participating entity, the governing body of Oshtemo Charter Township adopts the MERS Defined Contribution Plan in accordance with Plan Section 4 for its eligible employees as described in the MERS Defined Contribution Adoption Agreement, subject to the MERS Plan Document and as authorized by 1996 PA 220, as both may be amended;

I hereby certify that the above is a true copy of the Defined Contribution Resolution adopted at the official meeting held by the governing body of this municipality:

Dated: November 24, 20 26. _____
(Signature of Authorized Official)

Printed name: _____
(Authorized Official - printed)

This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution is filed with MERS, MERS determines that all necessary requirements under the Plan Document, the Adoption Agreement, and this Resolution have been met, and MERS certifies the Resolution below.

Received and Approved by the Municipal Employees' Retirement System of Michigan:

Dated: _____, 20____. _____
(Signature of Authorized MERS Representative)

MERS Municipal Employees' Retirement System
1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9706 www.mersofmich.com

This Resolution, together with the MERS 457(b) Supplemental Retirement Program Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

WHEREAS, the Municipal Employees Retirement Act of 1984 (the "Act"), MCL 38.1536(2)(a) (MERS Plan Document (Section 71) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Board adopted the MERS 457 Deferred Compensation Plan.

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of Section 71, and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

WHEREAS, the Participating Employer, a participating "municipality" (as defined in the Act; MCL 38.1502b(2); Plan Document Section 2) or participating "court" (circuit, district or probate court as defined in the Act, MCL 38.1502a(4) – (6); Plan Document Section 2) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions;

WHEREAS, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

WHEREAS, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

I. The Participating Employer adopts the Plan for its Employees.

II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.

III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.

IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.

V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.

VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.

VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.

VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on

November 24, 20 26. _____
(Signature of authorized official)

Printed name: _____ Position title: _____
(Authorized Official - printed) (Authorized Official - position)

Municipality name: Oshtemo Charter Township

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ _____
(Authorized MERS signatory)

Memorandum

Date: 11/24/2026

To: Oshtemo Charter Township Board

From: Human Resources Department

Subject: Public Official Compensation Policy

Objective

PROPOSED MOTION: "I approve the Public Official Compensation Policy."

Supporting Information

Bringing this back before the Board for approval following the request at the 11/10/26 meeting for revision. Those revisions included viewing the redline and clean copy, as well as revising the policy to include all public officials.

Attachments

1. Public Official Compensation Policy REDLINE
2. Public Official Compensation Policy CLEAN COPY

Core Values

Public Service, Sustainability, Professionalism, Integrity

OSHTEMO CHARTER TOWNSHIP

~~TRUSTEE~~ PUBLIC OFFICIAL COMPENSATION ~~POLICY~~

Adopted: ~~November 15~~, 2022

Effective: ~~November 15, 2022~~ November 24, 2026

General Purpose:

The purpose of this policy is to update and supersede ~~the~~ any existing Oshtemo Charter Township ~~Trustee~~ Compensation Policy for Eelected ~~o~~Officials.

I. Base Salary. Based upon the state statutory ~~responsibilities~~ provisions regarding Eelected O~~o~~fficial salaries ~~of~~ the T~~t~~ownship S~~s~~upervisor, Celerk, ~~and~~ T~~t~~reasurer and ~~a~~ Trustees (MCL 42.60)), ~~annual Trustee compensation will be set at $3,020.00 per year. The Trustees'~~ base salary will be ~~is~~ determined by a majority of the full Township Board, and adopted via the annual Resolution r~~R~~egarding Township ~~Officer~~ Public Official Compensation.

II. ~~Per Diem~~ Compensation. ~~Trustees will~~ Elected Officials ~~be~~ compensation ~~ed for attendance at other meetings as~~ will be approved ~~by~~ under this policy, ~~or as~~ at ~~and~~ the annual ~~approved~~ budget meeting by a ~~-~~resolution adopted by the majority ~~full~~ board. ~~, based upon the additional~~ Any additional responsibilities assigned to an individual will be compensated as set forth below ~~Trustees (MCL 42.6)~~. The goal of this section is to achieve uniformity in compensation by defining elected officials who are not permitted per diem compensation and those who ~~what meetings~~ do qualify for additional per diem pay. ~~Trustees will be paid $130.00 per Township Board meeting (work session and regular meeting shall be considered one meeting).~~ Trustees will be paid for ~~an~~ additional ~~$65.00 per~~ half (~~1/2~~ up to 4 hours) days ~~for~~ and ~~$130.00) per~~ for additional full (over 4 hours) days for additional committee meetings as follows:

- Committee meetings which the Township Board creates and assigns
- Quarterly joint board meetings
- ZBA and Planning Commission meetings (when serving on said board)
- Public informational meetings scheduled for committee purposes

Any meetings not specifically listed above will not be paid, unless the Township Board takes formal action to create and assign responsibility and sets the number of meetings.

~~II.~~**III. Additional Pay.** The ~~full~~ Township Board has the authority to designate additional responsibilities to Trustee(s) by majority vote. The Township Board has the option to

increase the salary or increase the per diem to compensate for such additional responsibility. Any additional responsibility assigned to a particular Trustee should be by majority board vote, and Trustees may receive additional pay for other responsibilities the full Township Board assigns as determined based upon the responsibility requested and by majority vote. (MCL42.9).

~~An example of additional responsibilities is the Fire Commissioner position but may include other yet-to-be-established positions.~~

~~III.~~IV. **Insurance Coverage Option.** ~~While no I~~insurance benefits are provided to Township Supervisor, Clerk and Treasurer but not to the Township Trustees.~~,~~ Trustees shall have the option to purchase the following benefits for themselves and their family, through the Township group plans and at the Trustee's own expense:

Benefit	Trustee Portion	Township Portion
Health Insurance	100%	0%
Dental Insurance	100%	0%
Vision Insurance	100%	0%
~~Long Term Care Insurance~~	~~100%~~	~~0%~~

~~IV.~~V. **Education.** Township Supervisor, Clerk, Treasurer and Trustees shall have the option to attend continuing education programs as budgeted annually.

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

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Moderator 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 November 2415, 20262, 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 November, 20262.

_____
Dusty Farmer, Clerk
Oshtemo Charter Township

OSHTEMO CHARTER TOWNSHIP

PUBLIC OFFICIAL COMPENSATION POLICY

Adopted:

Effective:

General Purpose:

The purpose of this policy is to update and supersede any existing Oshtemo Charter Township Compensation Policy for Elected Officials.

I. Base Salary. Based upon the state statutory provisions regarding Elected Official salaries the Township Supervisor, Clerk,Treasurer and Trustees (MCL 42.60) base salary will be determined by a majority of the full Township Board, and adopted via the annual Resolution regarding Township Public Official Compensation.

II. Compensation. Elected Officials compensation will be approved under this policy, at the annual budget meeting by a resolution adopted by the majority board. Any additional responsibilities assigned to an individual will be compensated as set forth below. The goal of this section is to achieve uniformity in compensation by defining elected officials who are not permitted per diem compensation and those who do qualify for additional per diem pay. Trustees will be paid for additional half (up to 4 hours) days and for additional full (over 4 hours) days for additional committee meetings as follows:

- Committee meetings which the Township Board creates and assigns
- Quarterly joint board meetings
- ZBA and Planning Commission meetings (when serving on said board)
- Public informational meetings scheduled for committee purposes

Any meetings not specifically listed above will not be paid, unless the Township Board takes formal action to create and assign responsibility and sets the number of meetings.

III. Additional Pay. The Township Board has the authority to designate additional responsibilities to Trustee(s) by majority vote. The Township Board has the option to increase the salary or increase the per diem to compensate for such additional responsibility. Any additional responsibility assigned to a particular Trustee should be by majority board vote, and Trustees may receive additional pay for other responsibilities the full Township Board assigns as determined based upon the responsibility requested and by majority vote. (MCL42.9).

IV. Insurance Coverage Option. Insurance benefits are provided to Township Supervisor, Clerk and Treasurer but not to the Township Trustees. Trustees shall have the option to purchase the following benefits for themselves and their family, through the Township group plans and at the Trustee's own expense:

Benefit	Trustee Portion	Township Portion
Health Insurance	100%	0%
Dental Insurance	100%	0%
Vision Insurance	100%	0%

V. Education. Township Supervisor, Clerk, Treasurer and Trustees shall have the option to attend continuing education programs as budgeted annually.

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

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were Absent:

The following Abstained:

The Moderator 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 November 24, 2026, 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 November, 2026.

_____
Dusty Farmer, Clerk
Oshtemo Charter Township