



2024 Annual Report

DUSTY FARMER
OSHTEMO TOWNSHIP CLERK

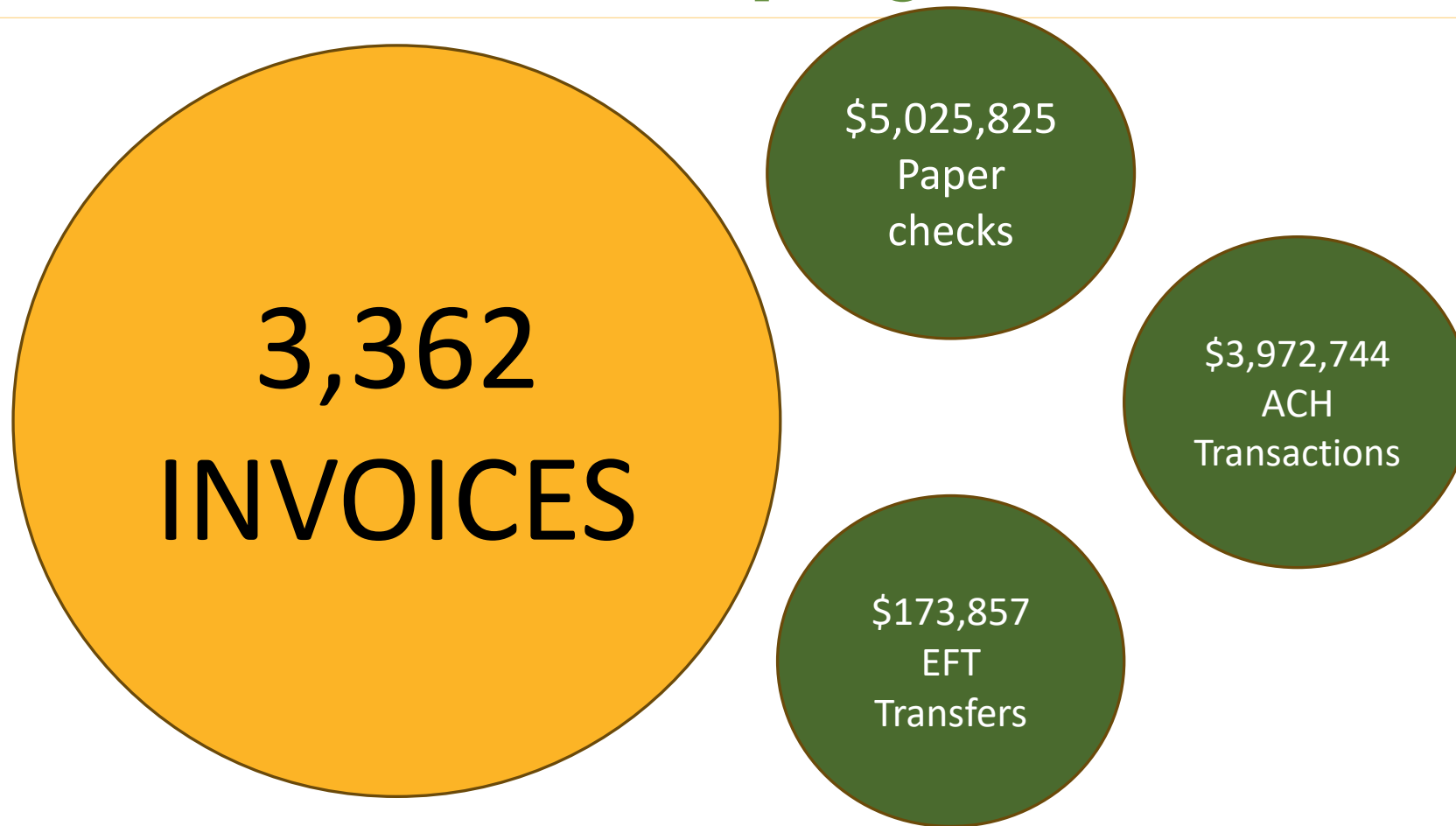
Additional comments:

In addition to the statutory duties as the Elected Clerk, I also take on additional tasks within the Township and sit on various Boards and committees in the region:

- ✓ Zoning Board of Appeals (since 2021)
- ✓ HR Board Committee
- ✓ Board Appointments Committee
- ✓ Buildings and Grounds Committee
- ✓ Master Plan Update (internal)
- ✓ Cemetery Management
- ✓ FOIA Coordinator
- ✓ BS&A Software Administrator (new user setup, reporting, training)
- ✓ Website general contact manager
- ✓ Kalamazoo Local Clerks Association, President (2023-2024)
- ✓ Kalamazoo County Transportation Authority, Vice Chair (County appointment)
- ✓ Central County Transportation Authority (Township recommendation, County appointment)
 - Board Operations Committee
 - Performance Monitoring Committee

Accounts Payable

The Clerk's Office processed \$9,172,426 in payments



Accomplishments, Goals, Vision

- ✔ Review the Purchasing Policy for clarification for staff
- ✔ Retroactively enroll vendors in ACH and EFT payments (ongoing)
- ✔ Trained new and current staff to best utilize purchase orders, understand the Purchasing Policy, and general payables procedure
- ✔ Review procedures for clarification

Cemeteries

Cemeteries

BY THE NUMBERS



Burials	• 44 • \$28,000
Lot Sales and Foundations	• 48 plots sold • 15 foundation orders
Maintenance	• Tree removal, lawn care, military flags

Accomplishments, Goals, Vision

- ✓ Continue improving Green Burial process
- ✓ Large scale tree and shrub removal from all three cemeteries
- ✓ Major storm damage cleanup
- ✓ Expansion of lawn burials in Genessee Prairie
- ✓ Researching and learning about techniques of cemetery maintenance (professional development)

Records Management

The Great Digitization of 2025

RECORDS

- ✓ Working through historic and current development files
- ✓ Working with Public Works and IT to integrate GIS into record retention metadata
- ✓ Working with Building to digitize outstanding records
- ✓ Clean out basement files through digitization or record purging

EQUIPMENT AND SOFTWARE

- ✓ Utilize high-speed desktop scanner
- ✓ Utilize large scale plotter/scanner
- ✓ Continue to ensure staff has the proper resources (both equipment and software)
- ✓ Utilize Laserfiche to full capacity; possible move to the cloud
- ✓ Identify additional needs for equipment or software

Elections

Over 19,000 Registered Voters

4 ELECTIONS-

Total Number of Voters served
in 2024: 22,110

15,283 Absentee Ballots

102 Election workers

1911 early voters

INTERESTING NUMBERS

2731 Voter Registrations

\$22,791 Total postage

Election Admin Total Cost \$122,930
(excluding staff salaries)

Accomplishments, Goals, Vision

- ✓ Entered into agreement with the County and other jurisdictions within the County to provide Early Voting to all voters
- ✓ Implemented Early Voting (Site Supervisor duty, site setup, provide training)
- ✓ Implemented electronic pollbook training for all election inspectors
- ✓ Specialized training for each position (5)
- ✓ Election Administrator Training with Bureau of Elections (accreditation)
- ✓ Planning for replacement of all tabulators and related equipment for 2027