

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

**December 12, 2023**

*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
5. Public Comment on Non-Regular Session Items
6. Recognition of Service for Iris Lubbert and Martha Coash
7. Consent Agenda
  - a. Minutes of Regular Meeting November 14, 2023, and December 5, 2023
  - b. Receipts and Disbursements
  - c. Second Reading: Conditional Rezoning of 8469 Stadium Drive (EZ Mart)
  - d. Accept 2<sup>nd</sup> Street Signed Petition for Road Improvements
  - e. Water Services Agreement Amendment
  - f. Appointment of FOIA and Information Coordinator – Dusty Farmer, Clerk
  - g. Job Description – Captain of Community Risk Reduction/Assistant Fire Marshal
8. Consideration of Oshtemo Housing Plan Adoption Presented by W.E. Upjohn Study
9. Public Hearing: Five-Year Parks Plan
10. Resolution to Approve MDOT Contract for Work on KL Avenue Shared Use Path
11. Consideration of 2024 Poverty Exemption Standards
12. Consideration of 4<sup>th</sup> Quarter Budget Amendments
13. Public Comment
14. Board Member Comments and 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.

<b>Oshtemo Township Board of Trustees</b>		
<b><u>Supervisor</u></b>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Michael Chapman	375-4260	<a href="mailto:mchapman@oshtemo.org">mchapman@oshtemo.org</a>

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## 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](https://join.zoom.us) on any browser and entering this **Meeting ID: 886 2537 5277**

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: **886 2537 5277#**

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



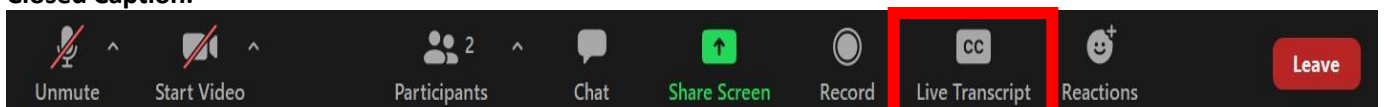
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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.



# MEMORANDUM



**Date:** November 17, 2023  
**To:** Township Board  
**From:** James Porter  
**Subject:** Second Reading re Conditional Rezone of 8469 Stadium Dr

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**OBJECTIVE:**

To accept for Second Reading the Conditional Rezone of 8469 Stadium Dr from the current split zoning of C - Local Business and RR – Rural to a Conditional Rezoning of C – Local Business District.

**PROPOSED MOTION:**

I move to accept the Planning Commission’s Recommendation for approval of the Conditional Rezoning of the subject property from the current dual zoning of C - Local Business and RR – Rural to a Conditional Rezoning of C – Local Business District.

**BACKGROUND:**

Attached is the proposed ordinance for consideration regarding the Conditional Rezone of 8469 Stadium Dr.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 663

Adopted:

Effective:

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance by the conditional rezoning of EZ Mart located at 8469 Stadium Dr, Parcel No.3905-33-402-341, from the current split zoning of C - Local Business and RR – Rural to a Conditional Rezoning of C – Local Business District of the Oshtemo Charter Township Zoning Ordinance. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN  
ORDAINS:

SECTION I. AMENDMENT OF LAND SECTION 33. The Oshtemo Charter Township Zoning Ordinance is hereby amended to conditionally rezone EZ Mart, located at 8469 Stadium Dr, Parcel No.3905-33-402-341, to conditionally rezone the subject property from the current dual zoning of C - Local Business and RR – Rural to a Conditional Rezoning of C – Local Business District of the Oshtemo Charter Township Zoning Ordinance, with the following conditions:

1. The conditional rezoning will be tied to a site plan for a 7,500 square foot, 3-unit building, one of which would include the EZ Mart store, to be approved by the Township Planning Commission.
2. Permitted uses will be limited to the following indicated in the C - Local Business District:
  - a. Any business primarily for the retail sale of merchandise or services in which any manufacturing, assembling, or fabricating is merely incidental to and an unsubstantial part of said business.
  - b. Banks, credit unions, savings and loan offices and similar financial institutions.
  - c. Offices.
  - d. Laundromats and dry-cleaning establishments, excluding those establishments providing cleaning services for other laundromat and dry-cleaning establishments.
  - e. Medical clinics.
  - f. Pet shops.
  - g. Houses of worship.
  - h. Commercial Center
  - i. Accessory buildings and uses customarily incidental to the foregoing.

3. Permitted uses with conditions and special uses will remain as allowed by the C – Local Business District.

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  
OSHTMO CHARTER TOWNSHIP

# Memorandum



**Date:** December 6<sup>th</sup>, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** 2<sup>nd</sup> Street Signed Petition for Road Improvements

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## **Objective**

Accept 2<sup>nd</sup> Street Signed Petition for Road Improvements to establish a Special Assessment District.

## **Background**

The Local Road Fund was created in 2022 and collects a millage Township wide that is dedicated for road infrastructure projects. This provides the Township the opportunity to be more proactive in its efforts to sustainably manage the local road conditions, provide network improvements and support safety projects. With the new road millage, the Capital Improvements Committee (CIC) worked to update the Road Assessment Policy which was approved by the Board in 2022.

The residents of 2<sup>nd</sup> St between KL Ave and L Ave contacted the Township and Road Commission in 2020 about pursuing a special assessment district (SAD) for paving this section of roadway which is one the few gravel segments of road in Oshtemo and the only segment of gravel that is a through street. Because of the Local Road Fund, the Township has the opportunity of supporting resident-initiated projects through SADs with better terms (interest rates and longer duration) than those of the Road Commission's.

The CIC recommend offering a local road SAD for 6-year payback with the same interest rate methodology used for other infrastructure financing agreements (water and sewer) done through the Township and the Township Board approved at their regular meeting on August 1, 2023.

This work is anticipated to be completed by the Road Commission as one of our annual preventative maintenance projects on the local road network, commonly referred to as "PAR projects". The project cost estimate amount was included in the 2024 local road blueline budget. The Capital Improvement Program (CIP) includes the annual repayment amounts from the SAD.

## **Attachments**

Signature Sheet

**Public Act 188 of 1954 Proceedings**

**PETITION FOR (Improvement)**

\_\_\_\_\_, \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan.

*We, the undersigned, representing the record owners of more 50 percent of the frontage (OR of the total land area) within the proposed district, hereby petition the \_\_\_\_\_ Township board to (describe improvement) under authority of MCL 41.721, as amended.*

*We, the petitioners, understand that the improvement shall be conducted in accordance with plans for the same to be prepared, reviewed and approved by the township board, and that the costs thereof, including expenses connected with engineering and legal costs will be assessed against each parcel of land within said proposed district and may be divided into equal annual installments for a period to be determined by the township board in accordance with MCL 41.721, as amended.*

Lot Numbers or Parcel Description, or Address	Date	Owner and/or Party in Interest
1355 S <sup>2nd</sup> St.	11/1/23	Alex & Sarah Onderlinde <i>[Signature]</i>
1012 S 2nd St	11/1/23	ALICIA & GILES SMITH <i>[Signature]</i>
1372 S 2nd St	11/2/23	Richard + Danni Kaplan <i>[Signature]</i>
1314 S 2 <sup>nd</sup> Street	11/3/23	<i>[Signature]</i>
1256 S. 2nd St	11-5-23	Jeff B Harding <i>[Signature]</i>
1325 S 2 <sup>nd</sup> St	11-6-23	Ray & Barbara Ann <i>[Signature]</i>
955 S. 2nd st	11-9-23	Erin Hleptek <i>[Signature]</i>
952 S 2nd St	11-09-23	<i>[Signature]</i>
1275 S 2nd St	11-9-23	<i>[Signature]</i>
1255 S. 2nd St	11-9-23	<i>[Signature]</i>

*For illustrative purposes only; consult a township attorney before proceeding.*

**Public Act 188 of 1954 Proceedings**

**PETITION FOR (Improvement)**

\_\_\_\_\_, \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan.

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Lot Numbers or Parcel Description, or Address	Date	Owner and/or Party in Interest
1132 S. 2nd St.	11/12/23	Adrienne Forrester

*For illustrative purposes only: consult a township attorney before proceeding.*

TaxPIN	Acres	AssessibleFF	FFPercent	PCOMBINED	ONERNAME1	Signed Petition
05-19-405-020	5.02	336.32	0.06	868 S 2ND ST	SMITH CAMERON	
05-19-405-030	2.89	200.00	0.04	952 S 2ND ST	CARLSON RICHARD P & KELLIE	X
05-19-405-040	2.89	200.00	0.04	1012 S 2ND ST	HABERKORN ALICIA/SMITH GILES M	X
05-19-405-050	2.89	200.00	0.04	1076 S 2ND ST	RENDON JAMES & JOANNA R	
05-19-405-060	2.89	200.00	0.04	1132 S 2ND ST	FRAAZA ADRIENNE & BRIAN	X
05-19-430-012	10.37	870.40	0.17	955 S 2ND ST	HEYTEK EVONNE L & STEVEN R	X
05-19-430-020	6.25	274.00	0.05	1255 S 2ND ST	HARRISON RICHARD & TERESA	X
05-19-430-031	6.18	274.00	0.05	1275 S 2ND ST	CLARK MICHAEL J & TERESA ANN	X
05-19-470-010	9.98	690.00	0.13	10384 W L AVE	WOLF TODD M & KRISTEN M TRUST	
05-19-470-025	2.89	200.00	0.04	1372 S 2ND ST	KAPLAN DANEE & RICHARD	X
05-19-470-035	2.89	200.00	0.04	1256 S 2ND ST	HARDING JEFF B & KATHLEEN G	X
05-19-470-045	2.89	200.00	0.04	1314 S 2ND ST	BARNES MARK L & MARIA A	X
05-19-470-055	2.89	200.00	0.04	1376 S 2ND ST	LAWRENCE PETER	
05-19-480-002	6.21	274.00	0.05	1325 S 2ND ST	GARLOCK GARY L & ANN E	X
05-19-480-009	6.24	274.00	0.05	1355 S 2ND ST	ONDERLINDE ALEX & SARAH	X
05-19-480-011	1.83	330.00	0.06	1385 S 2ND ST	PETERSEN JAMES C & WENDY E TRUST	
05-19-480-015	1.15	165.00	0.03	10198 W L AVE	WILLIAMS BRIAN L & TRACY L	
05-19-480-020	0.91	165.00	0.03	1401 S 2ND ST	ELLIS SANDRA LEE LIVING TRUST	

parcel count =

18

5252.72

100%

60%



# Memorandum



**Date:** December 8<sup>th</sup>, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Water Service Agreement Amendment

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## Objective

Consideration to authorize the Water Services Agreement Amendment with the City of Kalamazoo.

## Background

Following long negotiations with the City of Kalamazoo, the final 40-year Water Service Agreement was executed in early 2021. As part of said agreement, a Utility Policy Committee (UPC) was formed of City and Township representatives to provide direct input regarding water financial and rate making activities, and the operations, maintenance, repair, and replacement of the Public Water Supply System.

The UPC has been meeting monthly since then to initiate implementation of the new agreement. After operation and maintenance rates (monthly usage bills) were reviewed, the group investigated connection and new service fees. Prior to the new agreement, each Township charged their own fees based on their systems and needs. Oshtemo charged a Benefit Unit Fee and Front Foot Fee for a new water service connection to the existing system that the Township built. A resident or developer would also have a fee to the City of Kalamazoo for the construction of the service line.

Because of the new service agreement recognizing the system as a whole, the UPC has recommended that *any* new service connections to the *existing* system be charged a “System Capacity Buy In Fee” instead of the fees directly to the Township. A System Capacity Buy In Fee is designed to recapture the proportional share of additional available capacity in the Public Water Supply System attributable to each new connection. There will still be the cost of construction of the service line.

The result is a more equitable, unified, and consistent way to allow new connections to the existing system and specifically for Oshtemo, will be a savings for our residents. The Water Services Agreement continues to provide additional benefits and savings to Oshtemo residents.

This change warranted an update to the Water Services Agreement to recognize the new Appendix G which explains the basis and methodology for determining said fee. Each Township and the City are required to accept this change to the Water Service Agreement.

## Attachments

(clean) Water Service Agreement  
(redline) Water Service Agreement  
Appendix G  
Signature pages - Water Service Agreement



**AMENDED AND RESTATED WATER SERVICE AGREEMENT**  
**EXECUTED 1<sup>ST</sup> DAY OF SEPTEMBER, 2021**  
**AMENDED AND RESTATED EFFECTIVE 1<sup>ST</sup> DAY OF JANUARY, 2024**

This Water Service Agreement, (“Agreement”), executed this \_\_\_\_1st\_\_\_\_ day of \_\_\_\_September\_\_\_\_, 2021, is made by and between the City of Kalamazoo, a Michigan Municipal Corporation (“City”) and the Charter Township of Comstock, Charter Township of Cooper, Charter Township of Kalamazoo, Charter Township of Oshtemo, Township of Pavilion, Township of Richland, Village of Richland, and Charter Township of Texas, each a Michigan Municipal Township or Charter Township, collectively (“Townships”) and individually (“Township”).

**RECITALS**

- A. The City operates a Public Water Supply System.
- B. The City is authorized to sell treated/potable water outside of its territorial limits and the Townships are authorized to contract for the purchase/sale of treated potable water pursuant to MCL 123.141.
- C. The City previously entered into long-term Water Service Agreements with each Township.
- D. The City and the Townships desire to enter into this Water Service Agreement which shall replace and supersede the previous Water Service Agreements entered into by the City and each Township.
- E. The City and the Townships recognize that the supply of treated/potable water is vital to public health, safety and welfare.
- F. The City and the Townships desire to establish a representative Utility Policy Committee (UPC) with direct input regarding water financial and rate making activities, and the operations, maintenance, repair, and replacement of the Public Water Supply System.
- G. The City and the Townships desire to establish Equivalent Water Rates by Customer Classification, without regard to location (in the City or in the Townships).

Accordingly, the Parties agree as follows:

**Article 1 – Definitions**

- 1. **City:** The City of Kalamazoo.

2. **City Commission:** The legislative body established by Kalamazoo City Charter to exercise all authorized powers related to governance of the City.
3. **City Customers:** Each Customer located within the geographic boundary of the City, the City of Portage, and the City of Parchment.
4. **City Distribution Facilities:** Water Distribution Mains, infrastructure and appurtenances designed and used primarily for the purpose of distributing treated/potable water to the City Customers.
5. **Customer Class:** Each category of customer defined as Residential, Commercial, Industrial, and Other receiving water or water services from the Public Water Supply System as part of this Agreement.
6. **Customer:** A person or entity receiving water or water services from the Public Water Supply System as part of this Agreement.
7. **Direct Contribution:** A contribution of Production, Distribution and/or Transmission Facilities, goods, materials and/or services, or combination thereof, required of Developer(s) or Customer(s) connecting to the Public Water Supply System, designed to reduce the system-wide costs of expanding Production, Distribution and/or Transmission Facilities beyond the Existing Service Area.
8. **System Capacity Buy In Fee:** A fee charged for each new connection to the Public Water Supply System designed to recapture the proportional share of additional available capacity in the Public Water Supply System attributable to each new connection. The System Capacity Buy In Fee shall be calculated using the methodology set forth in Appendix G (which may be revised periodically by action of the Utility Policy Committee).
9. **Existing Service Area:** The geographic area receiving and scheduled to receive as of December 31, 2019, treated/potable water from the Utility Plant In-Service, as defined in Appendix A.
10. **Historical Investment:** The purchase price of the Capital Asset.
11. **Net Book Value:** An asset's Purchase Price less Accumulated Depreciation.
12. **New Customers:** Any Customer added after the execution of this Agreement except City Customers and Township Customers and Customers located within the geographic boundaries of the City and/or the Townships.
13. **Production Facilities:** Water Wells, Pumps, and Treatment Facilities used primarily for the purpose of obtaining and producing treated/potable water for the Customers.
14. **Public Water Supply System:** The assets, liabilities, revenues and expenses necessary to provide treated/potable water to the City Customers and Township Customers.

15. **Public Water Supply System Capital Assets:** Property and property rights of the Public Water Supply System as identified in the Schedule of Public Water System Current Capital Assets, (**Appendix B**).
16. **Rate Year:** An annual period for which rates are being set.
17. **Related Water Services:** Services related to the production, transmission and distribution of water provided to or for the Customers of the Public Water Supply System (**Appendix C**).
18. **Retail Service Assets in the City:** The Utility Plant In-Service Used and Useful only to City Customers as further described in the Schedule of Public Water System Current Capital Assets. (**Appendix B**).
19. **Retail Service Assets in the Townships:** The Utility Plant In-Service Used and Useful only to the Township Customers as further described in the Schedule of Public Water Supply System Current Capital Assets. (**Appendix B**).
20. **System Connection Fee:** A fee assessed to Developer(s) or Customer(s) connecting to the Public Water Supply System designed to defray the system wide costs of expanding Production, Distribution and/or Transmission Facilities beyond the Existing Service Area.
21. **Township Customers:** Each customer located within the geographic boundary of the Township(s).
22. **Townships:** Charter Township of Comstock, Charter Township of Cooper, Charter Township of Kalamazoo, Charter Township of Oshtemo, Township of Pavilion, Township of Richland, Village of Richland, and Charter Township of Texas.
23. **Township Distribution Facilities:** Water Distribution Mains, infrastructure and appurtenances designed and used primarily for the purpose of distributing treated/potable water to the Township Customers.
24. **Transmission Facilities:** Water Transmission Mains, Booster Pumps, infrastructure and appurtenances, designed and used primarily for the purpose of transporting treated/potable water to Customers of the Public Water Supply System, including “City Transmission Facilities” constructed at the expense of the City and “Township Transmission Facilities”, constructed at the expense of the Townships and identified in **Appendix B**.
25. **Utility Plant In-Service:** The land, facilities and equipment currently used to generate, transmit, and/or distribute water and/or water service(s) to the Customers of the Public Water System as identified in the Schedule of Public Water Supply System Current Capital Assets, (**Appendix B**).

26. **Used and Useful:** A test to determine those Assets of the Utility Plant In-Service applicable to the Rate Base. The Utility Plant In-Service which is “in use” (not under construction or standing idle) and “useful” (actively engaged in providing service to Customers).
27. **Wholesale Service Assets:** The Utility Plant In-Service, Used and Useful to both City Customers and Township Customers as further described in the Schedule of Public Water Supply System Current Capital Assets. (**Appendix B**).

## **Article 2 – Public Water Supply**

### **2.1 - Exclusive Right to Provide Public Water**

The Townships grant the City the exclusive right to provide treated/potable water to the Township Customers. Except in the case of breach or violation, inability to perform or termination of this Agreement, no Township shall contract nor grant authority to any other person or entity to supply treated/potable water within the geographic boundaries of the Townships. This exclusivity provision shall not apply to those sections of Pavilion Township provided water by the City of Portage or those sections of Comstock Township provided water by City of Galesburg. Further, upon request from Richland Township, the UPC will decide whether those sections of Richland Township not provided treated/potable water by the City, may be provided treated /potable water by the Gull Lake Sewer and Water Authority. The UPC will make this decision based upon practical considerations which may include, but are not limited to, the cost of infrastructure, cost of providing water services and the overall impact on Water Rates. Further, nothing herein precludes the wholesale/bulk sale of water from the City to the Gull Lake Sewer and Water Authority.

### **2.2 – Duty to Provide Public Water**

The City shall deliver treated/potable water consistent with applicable federal and Michigan standards/regulations to all Customers at substantially similar pressure and quality. The City shall not be liable in damages for any temporary interruption or disruption of service, water quality or pressure. The City and Townships agree that the provision of Water Services under this Agreement is a governmental function and nothing in this Agreement shall be construed as a waiver of any defense at law or equity, common law or statute, including, but not limited to the defense of governmental immunity.

## **Article 3 – Utility Policy Committee**

### **3.1 – Creation of the Utility Policy Committee**

The Parties to this Agreement establish a Utility Policy Committee (UPC) which consists of seven members who shall exercise the authority granted herein. All members and alternate members of the UPC have a duty to act in the best interest of the Public Water Supply System.

### **3.2 – Appointment**

The City shall appoint three members and two alternate members to the Utility Policy Committee. The Townships shall appoint four members and three alternate members to the Utility Policy Committee. The members appointed by the City serve at the pleasure of the City Commission and may only be removed by the City. The members appointed by the Townships serve at the pleasure of the Townships and may only be removed by the Townships. Alternate members may deliberate and vote only in the absence of a member. The City and the Townships shall each appoint at least one individual with background in engineering, utilities management, public works, finance, accounting, rate making, planning, law or a related field. The City and the Townships shall notify each other of their respective appointments and each subsequent appointment/replacement. The Utility Policy Committee shall meet, organize, and operate in accordance with rules, procedures and bylaws established by vote of the Utility Policy Committee which shall not conflict with the provisions of this Agreement.

### **3.3 – Voting Rights**

Each appointed member, or in their absence a duly appointed alternate, of the Utility Policy Committee shall be assigned one (1) vote. Committee action, approval, and/or recommendations shall require the presence of a quorum consisting of four or more of the appointed Utility Policy Committee members or their alternate and a majority vote (at least 51%) of the Utility Policy Committee members present.

### **3.4 - Meetings**

The Utility Policy Committee shall meet no less than four times per year (once in each quarter). The Committee Chair (who shall be elected by majority vote of the Committee members) may call a special or additional meeting of the Utility Policy Committee. All meetings of the Utility Policy Committee shall be open to the public and conducted in a place available to the general public in the City of Kalamazoo or any Township, which is a party to this Agreement. The regularly scheduled meetings of the Utility Policy Committee shall be posted by the Utility Policy Committee for each calendar year stating the dates, times, and places of each regular meeting for the calendar year. Rescheduled regular meetings and/or special meetings shall be noticed and posted at least eighteen hours before the meeting in a prominent and conspicuous place at the principal office of the City and each Township which is party to this Agreement and by electronic posting on City and Township websites in compliance with the Michigan Open Meetings Act, MCL 15.261 *et seq.*

### **3.5 – Utility Policy Committee Costs**

All costs incurred by the Utility Policy Committee shall be paid by and deemed an operating expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8. Except as otherwise provided in this Agreement, services for the performance of Utility Policy Committee functions, including contracts with consultants retained by the Utility Policy Committee shall be executed and entered by the City and treated as an operating expense of the Public Water Supply System.

### **3.6 – Utility Policy Committee Function**

#### **A. Utility Policy Committee – Regular Meetings with City Officials**

The Rate Consultant (unless the City and Utility Policy Committee agree that a Rate Consultant will not be used in a particular Rate Year or the Utility Policy Committee determines that the Rate Consultant shall not appear at any particular meeting), City Manager (or his/her designee), City Management Services Director, City Public Services Director, and other pertinent City Department Heads and/or other City consultants shall meet, not less than four times per year with the Utility Policy Committee to review, discuss, and confer regarding matters affecting the Public Water Supply System, the Capital Improvement Plan, Operations, Maintenance, Repair and Replacement of Infrastructure, Water Services, Financial Policy, Water Rates, the Components set forth at Section 8.4 and Appendix E, and the following Factors:

1. The Utility Financial Policy
2. The Capital Improvement Plan
3. All Levels of Reserves – Capital Reserves, Capital Replacement Reserves, Operating Reserves and Emergency Reserves
4. Reserve Fund Deposits and Withdrawals
5. The Transfer of Revenues to Specific Sub-Funds to cash finance Capital Improvements
6. The Levels of Debt and Debt Financing of Capital Improvements
7. Cost of Operation, Maintenance, Repair and Replacement Costs, Administrative and Indirect Costs, OPEB and Pension Costs, Depreciation and PILOT
8. The Cost-of-Service Study and frequency of the Cost of Service Study
9. Water Rate Adjustments and the frequency of Water Rate adjustments

The Rate Consultant (unless the City and UPC agree that a Rate Consultant will not be used in a particular Rate Year), City Manager (or his/her designee), and City Department Heads upon request of the Utility Policy Committee shall provide the Utility Policy Committee with all books, records, plans, documents and supporting data regarding Water Rates and the Components set forth at Section 8.4 and Appendix E, and the Factors set forth in this Section, consistent with Article 10.

#### **B. Utility Policy Committee – Retaining Consultants**

Each Rate Year the Utility Policy Committee may, in its discretion, select one or more consultants to review and analyze the Water Rate Making process, the Components set forth at Section 8.4 and Appendix E, and the Factors set forth in Section 3.6A, and provide advice and recommendations to the Utility Policy Committee. The consultant(s) shall report his/her findings and recommendations to the Utility Policy Committee and the City and provide the Utility Policy Committee and the City access to all supporting records and data.

The City will contract with the consultant(s) selected by the Utility Policy Committee to perform the tasks/services directed by the Utility Policy Committee. The consultant(s) fees and costs, which do not exceed \$75,000.00 per Rate Year, adjusted annually by the rate of inflation identified in the June Municipal Cost Index as published by *American City & County*, shall be an Operating

Expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8. Any portion of the consultant(s) fees and costs which exceed \$75,000.00 per annum, adjusted annually for inflation, shall be the sole responsibility of the Townships.

The Utility Policy Committee shall select its consultants from a list of pre-qualified contractors maintained by the City's Purchasing Department. Consultants who meet the City's written purchasing standards and guidelines shall be added to the list of pre-qualified contractors.

The consultant(s) shall provide the Utility Policy Committee and the City with a scope of services, applicable fees and costs, prior to contracting with the City.

The consultant(s) shall conduct his/her work in a timely manner to conform with the City's Annual Budget Approval Process and the Rate Making Process for the Rate Year. In no event shall the consultants' work delay the City's Annual Budget or Rate Making Process.

### **C. Utility Policy Committee – Process Regarding Water Rate Approval**

Unless the City and the Utility Policy Committee agree on the proposed Water Rate Schedules for the Rate Year, the Rate Consultant and the Utility Policy Committee, shall meet with the City Manager (or his/her designee), City Management Services Director, City Public Services Director, and other pertinent City department heads at one or more UPC meetings to review and discuss proposed Water Rates and the Factors and Components set forth at Sections 3.6A, 8.4 and Appendix E. Prior to the City Commission taking action to establish the Water Rate Schedules for the Rate Year, the Rate Consultant (unless the City and the UPC agree that a Rate Consultant shall not be used in a particular Rate Year) and the Utility Policy Committee shall appear before the City Commission to present recommendations to the City Commission regarding the Water Rate Schedules and the Factors and Components set forth at Sections 3.6A, 8.4 and Appendix E. The City Manager (or his/her designee) shall forward the Rate Consultant's and Utility Policy Committee's recommendations to the City Commission and any recommendation from the City Administration, with supporting rationale.

Unless the City and the Utility Policy Committee have agreed to Water Rate Schedules in advance of the Rate Year, the Kalamazoo City Commission shall adopt and implement the Rate Consultant's recommended Water Rate Schedules or reject the proposed Water Rate Schedules and direct the Rate Consultant to prepare revised Water Rate Schedules for City Commission consideration after consultation with and input from the Utility Policy Committee.

If the Utility Policy Committee disagrees with the Kalamazoo City Commission's decision regarding the Water Rate Schedules, the Utility Policy Committee may invoke the dispute resolution process set forth Article 20.

### **D. Utility Policy Committee – Authority**

The Utility Policy Committee shall have authority to perform each of the following functions by a majority vote of its Members:

1. Select the Rate Consultant for contract with the City and extend the Rate Consultant's contract in two (2) year increments consistent with Section 7.2.
2. Review and analyze the Rate Consultant's work product, and all data used to formulate the recommended Water Rates.
3. Review and analyze the data, documents, records, plans and materials, regarding the Factors set forth in Section 3.6A and Components set forth in Section 8.4 and Appendix E.
4. Review and analyze the annual reports provided by the City regarding Operation, Maintenance and Repair Costs, Administrative and Indirect Costs, OPEB and Pension Costs, Depreciation Costs, PILOT and the Utility Basis and Cash Basis Revenue Requirements.
5. Meet and consult with the Rate Consultant regarding every aspect of the formulation of recommended Water Rates.
6. Select one or more consultants consistent with Section 3.6B.
7. Conduct a periodic review of Water Services and the Cost of Services and approve the selection of an outside independent consultant, consistent with Section 3.6F.
8. Conduct a periodic review of Billing and Collection Services and the Cost of Billing Services, consistent with Section 3.6F.
9. Establish and determine whether an assessment or surcharge on Water Rates, a System Connection Fee or Direct Contribution is appropriate, consistent with Sections 5.1 and 6.1.
10. Provide approval and consent to proposed revisions to the List of Related Water Services, consistent with Section 4.3.
11. Establish the frequency of the Cost-of-Service Study and the frequency of Water Rate Adjustments consistent with Section 8.3.
12. Review, analyze and revise the methodology used to establish the System Capacity Buy In Fee and any other fees, charges, penalties and assessments consistent with Section 8.4 G2 and Appendix G.
13. Recommend for City Commission and UPC's approval, revisions to or simplifications to the formulation of Water Rates to conform to the intent of this Agreement.
14. Perform all other functions and acts specifically described in this Agreement and necessary thereto.

**E. Utility Policy Committee – Input**



Prior to taking action affecting any of the following, the City shall consult with and obtain input from the Utility Policy Committee, and the position of the Utility Policy Committee regarding the proposed action shall be communicated to the City Commission:

1. The long-term policies, plans, and goals for the Public Water System.
2. The early retirement of debt for the Public Water Supply System.
3. All Billing and Collection methods employed for the Public Water Supply System.
4. All requests to expand the Public Water Supply System, Production, Transmission and/or Distribution Facilities beyond the geographic boundaries of the City and the Townships.
5. The Michigan Department of Environment, Great Lakes, and Energy required Asset Management Plan, the City's Reliability Study and Capital Improvement Plan.
6. The amendment of the existing Wellhead Protection Program and Ordinance.

**F. Utility Policy Committee – Periodic Review of Services and Costs of Services**

The Utility Policy Committee may review the services and costs of services provided by the City, including, but not limited to those, described in (1) through (5) below.

1. Operation, Maintenance, Repair and Replacement of the City's and Townships' Distribution Facilities as described in Article 4, § 4.2.
2. Related Water Services as described in Article 4, § 4.3.
3. Water Meter Installation and Replacement as described in Article 4, § 4.4.
4. Water Main and Hydrant Repair and Replacement as described in Article 4, § 4.5.
5. Water Billing and Collection Services as described in Article 9, § 9.1.

Not more frequently than every fourth Rate Year the City, at the request of the Utility Policy Committee, will retain an independent outside consultant, approved by the Utility Policy Committee, to conduct a Benchmark Study regarding the services and costs of service provided by the City, including, but not limited to those described in (a) through (e) above. The study shall compare the cost, quality and efficiency of the services provided by the City to the cost, quality and efficiency of the services provided by other Michigan peer municipalities who own and/or operate a Public Water Supply System serving a population of 50,000 or more. The study shall also examine whether services are equitable, adequately, and properly provided to all Customers of the Water Supply System. If the study demonstrates that services are not equitably, adequately, or properly provided, or that the cost of providing services is not reasonable or reasonably related to the services provided, or that the quality or efficiency of providing the services may be substantially improved, the UPC, in its discretion, may petition the City to remedy the inequity, or inadequacy, to improve the services, to equitably or adequately provide the services, or to reduce the cost of service. If the City disagrees or refuses the UPC's request or fails to remedy the inequity,

inadequacy, or efficiency improvement, then the UPC, in its discretion, may determine whether the matter should be submitted to mediation, and, after mediation, then to binding arbitration consistent with the terms of Article 20.

If a matter is submitted to binding arbitration, the arbitrator shall consider, among other factors, the following:

1. The adequacy of the services provided;
2. The adequacy and cost of comparable services provided by a Michigan peer municipality who owns or operates a Public Water Supply System serving a population of 50,000 or more;
3. Whether the services are provided equitably in the City and in the Township(s) in accordance with standard operating procedures;
4. The cost of providing these services;
5. The adequacy and cost of providing comparable services through an outside provider actually providing services to/for a Michigan peer municipality who owns or operates a Public Water Supply System serving a population of 50,000 or more;
6. The City's ability to control or regulate services and the cost and quality of services.

#### **Article 4 – Water Services**

##### **4.1 – Operation, Maintenance, Repair and Replacement – Public Water Supply System**

- (a) With input provided by the Utility Policy Committee, the City shall operate, maintain, repair, and replace the Public Water Supply System Capital Assets.
- (b) The actual cost incurred by the City to operate, maintain, repair, and replace the Public Water Supply System Capital Assets shall be allocated to each Customer Class as described in Article 8.

##### **4.2 – Operation, Maintenance, Repair and Replacement – Distribution Facilities**

- (a) With input provided by the Utility Policy Committee, the City shall operate, maintain, repair and replace the Wholesale Service Assets and Retail Service Assets in the City and Townships. The City shall apply the same standards of operation, maintenance, repair, and replacement for the Wholesale Service Assets and Retail Service Assets in the Townships as applied to the Wholesale Service Assets and Retail Service Assets in the City.
- (b) The actual costs incurred by the City to operate, maintain, repair and replace the Retail Service Assets in the City and Townships shall be allocated to each Customer Class as described in Article 8.

##### **4.3 – Related Water Services**

- (a) With input provided by the Utility Policy Committee, the City shall provide all Related Water Services to all Customers, including those Related Water Services identified in **Appendix C**, which may be amended with the approval of the Utility Policy Committee. The City shall provide Related Water Services to all Customers at the same level, frequency, and quality of service.
- (b) The Reimbursable Cost Schedule is set forth in **Appendix D**. The costs set forth in the Reimbursable Cost Schedule shall be recaptured from the Customers benefiting from the services provided and/or their contractors. The Reimbursable Cost Schedule shall be identical (same type and amount) for all Customers within each Customer Class and may be amended by agreement between the City and the Utility Policy Committee.
- (c) The actual costs incurred by the City providing Related Water Services shall be allocated to each Customer Class as described in Article 8.

#### **4.4 – Water Meters**

- (a) With input provided by the Utility Policy Committee, the City will inspect install, repair and replace water meters for all Customers. Water meters will be inspected, maintained, tested, repaired and replaced in accordance with the guidelines established by the American Water Works Association or the then current industry standard unless required sooner. The City shall apply the same standards of installation, repair, and replacement of water meters to all Customers.
- (b) The actual costs incurred by the City to install, repair and replace water meters shall be allocated to each Customer Class as described in Article 8.

#### **4.5 – Water Mains and Hydrants**

- (a) With input provided by the Utility Policy Committee, the City shall relocate and/or replace water mains and fire hydrants at the request of each Township and/or the governmental entity having jurisdiction over the roadway or right-of-way in which the water mains and/or fire hydrant is located in accordance with applicable industry standards. The City shall apply the same standard for the maintenance, repair and replacement of water mains and fire hydrants in the Townships as applied in the City.
- (b) The actual costs incurred by the City to relocate and/or replace fire hydrants shall be allocated to each Customer Class as described in Article 8.

### **Article 5 – Expansion Within the Geographic Boundaries of the City and the Townships**

#### **5.1 – Expansion of Distribution Facilities**

- (a) The City and the Township(s) may, in its/their discretion, expand the Distribution Facilities within or beyond the City/Township’s Existing Service Area to any area designated as low-, medium-, or high-density, residential; commercial; or industrial

land use (or similar comparable classifications should these classifications change) in a manner consistent with the City/Township’s Master Plan, adopted or amended in conjunction with the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* (as amended).

On or before December 31, 2023, each Township shall submit a Public Water Utility Master Plan to the Utility Policy Committee. Each Township shall review and update its plan every seven years thereafter and submit a copy to the UPC.

- (b) The cost of expansion may be recaptured, in whole or in part, for the benefit of all Customers of the Public Water Supply System by one or any combination of any of the following methods:
  - 1. A Direct Contribution of Infrastructure or the assessment of infrastructure costs to or from the developer/proponent of the expansion or the Customer(s) who are provided water or improved water services as a result of the expansion.
  - 2. A System Connection Fee assessed to the developer/proponent of the expansion or Customer(s) provided water or improved water services as a result of the expansion.
  - 3. An assessment or surcharge on Water Rates charged to the Customer(s) provided water or improved water services as a result of the expansion.
  
- (c) The Utility Policy Committee will determine whether a Direct Contribution of Infrastructure, assessment of costs for infrastructure, System Connection Fee, or assessment or surcharge on Water Rates (or some combination thereof) shall be assessed, who shall be assessed and the amount/cost to be assessed to cover or recapture the cost of expansion. The Direct Contribution of Infrastructure or assessment of costs for infrastructure, the System Connection Fee, and the assessment or surcharge on Water Rates shall be reasonable, based on established industry standards, and designed solely to recapture the cost of expanding the Distribution, Production and/or Transmission Facilities which the Utility Policy Committee, determines shall not be allocated to the Rate Base. The remaining costs of expansion (which are not recaptured by Direct Contribution of Infrastructure or assessment of costs for infrastructure, a System Connection Fee, and/or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City’s Reliability Study and Capital Improvement Plan.
  
- (d) The City and/or Township(s) in which the expansion is occurring, shall prepare all drawings, plans and specifications for the proposed expansion. The plans shall be prepared by a registered professional engineer. The plans shall be submitted to the City Engineers and the Michigan Department of Environment, Great Lakes and Energy (EGLE)(or its successor regulating agency) for review/inspection and for compliance with the specifications for water main and service installations as required by EGLE (or its successor regulating agency), the “Ten States Standards” and written City Standard Specifications. The City or Township(s) in which the expansion is occurring shall provide as-built drawings to the City Engineers and the City shall make available

electronic as-built drawings for all existing Water Mains, Infrastructure, and Appurtenance.

## **5.2 – Expansion of Production and/or Transmission Facilities**

- (a) The City, as required by sound engineering practice, will expand its Production and/or Transmission Facilities to provide new service, increased capacity, and/or to improved reliability/redundancy of water services and will construct production, storage, transmission, booster, and bleeder facilities to accommodate expansion of the City/Township(s)' Distribution Facilities. The cost of expanding the Production and/or Transmission System to accommodate expansion may be recaptured for the benefit of all Customers of the Public Water Supply System, in whole or in part, by a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, System Connection Fee, and/or an assessment or surcharge on Water Rates, or any combination thereof, if the Utility Policy Committee, determines that a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates is appropriate. Otherwise, the cost of expanding the Production and/or Transmission System to accommodate expansion (which is not recaptured through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.
- (b) The City, as required by sound engineering practice, will increase the size/capacity of the other Township(s)' Distribution Facilities to provide transmission services to accommodate expansion of the City/Township(s)' Distribution Facilities or to provide new service, increased capacity, and/or to improve reliability/redundancy of the water services to New Customers created from the expansion. The cost of expanding the City/Township(s)' distribution facilities to provide transmission services for expansion, may be recaptured in whole or in part for the benefit of all Customers of the Public Water Supply System through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates, or any combination thereof, if the Utility Policy Committee determines that a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates is appropriate. Otherwise, the cost of expanding the City/Township(s)' Distribution Facilities to provide transmission services for expansion (which is not recaptured through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.

## **Article 6 – Expansion Outside the Geographic Boundaries of the City/Township(s)**

## **6.1 – Expansion of Distribution, Production, and/or Transmission Facilities**

- (a) The City, with input and comment from the Utility Policy Committee, may expand the Distribution, Production and/or Transmission Facilities to provide water and water services to New Customers located outside the geographic boundaries of the City and Townships. The cost of acquiring or assuming liability of the New Customers Infrastructure, as well as the cost of expanding Distribution, Production and/or Transmission Facilities to provide water and/or water services to these New Customers, may be recaptured, in whole or in part, for the benefit of all Customers of the Public Water Supply System by one or any combination of and/or all of the methods set forth in Section 5.1(b).
- (b) The Utility Policy Committee, will determine whether the costs of acquiring or assuming liability of the New Customers Infrastructure and/or expansion of the Distribution, Production and/or Transmission Facilities of the existing system will require a Direct Contribution of Infrastructure, assessment of costs for infrastructure, System Connection Fee, or assessment or surcharge on Water Rates, or some combination thereof, to be assessed, including who shall be assessed and the amount/cost to be assessed. The Direct Contribution of Infrastructure or assessment of costs for infrastructure, the System Connection Fee, and the assessment or surcharge on Water Rates shall be reasonable, based on established industry standards, and designed solely to recapture the cost of acquiring or assuming liability of the New Customers Infrastructure and expanding the Distribution, Production and/or Transmission Facilities which the Utility Policy Committee, determines shall not be allocated to the Rate Base. The remaining costs of expansion (which are not recaptured by Direct Contribution of Infrastructure or assessment of costs for infrastructure, a System Connection Fee, and/or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City’s Reliability Study and Capital Improvement Plan.
- (c) The City, shall prepare all drawing, plans and specifications for the proposed expansion. The plans shall be prepared by a registered professional engineer. The plans shall be submitted to the City Engineers and the Michigan Department of Environment, Great Lakes and Energy (EGLE)(or its successor regulating agency) for review/inspection and for compliance with the specifications for water main and service installations as required by EGLE (or its successor regulating agency), the “Ten States Standards” and written City Standard Specifications. The City shall provide as-built drawings to the City Engineers and the City shall make available electronic as-built drawings for all existing Water Mains, Infrastructure, and Appurtenance.

## **6.2 Water Rates for New Customers**

New Customers located outside the geographic boundary of the City and/or Township(s) who are provided water and/or water services through expansion, shall be assessed and pay Equivalent Water Rates to those assessed and paid by the then-current Customers of the Public Water Supply System plus any additional Direct Contribution of Infrastructure or assessment of costs for

infrastructure, System Connection Fee, and/or an assessment or surcharge on Water Rates as established by the Utility Policy Committee.

## **Article 7 – Water Rate Consultant**

### **7.1 - Rate Consultant**

Except as agreed by the City and the Utility Policy Committee, Water Rates under this Agreement shall be calculated by a Rate Consultant. The Water Rate shall be derived from the “Actual Cost of Service” using the “Utility Basis of Rate Making” as described in Article 8.

### **7.2 - Selection of Rate Consultant**

#### **A. Selection Committee**

The retention of a Rate Consultant by the City for purposes of this Agreement will be filled by an advertisement, interview, and selection process. The position shall be advertised nationally in sources applicable to the profession. The advertisement shall identify the minimum qualifications for the position and the proposed/anticipated scope of service. Candidates shall be vetted and interviewed by a “selection committee” made up of three City-appointed members of the Utility Policy Committee or their alternates and four Township-appointed members of the Utility Policy Committee or their alternates. Each member of the selection committee shall rate each candidate using a scale approved by the selection committee based on the candidate’s knowledge of the ratemaking process, knowledge of the Utility Basis of Ratemaking, experience in water ratemaking, knowledge and experience in the scope of services to be provided and the candidate’s anticipated cost of providing services and/or hourly rate and other factors established by agreement of the Selection Committee. The City will contract with the candidate rated highest (in total) by the selection committee in accordance with City purchasing policies and terms for professional service contracts.

#### **B. Contract Term and Renewal**

The contract with the Rate Consultant will be for a term of two (2) years with the option of extending the contract for additional two (2) year terms. The Utility Policy Committee shall determine whether the Rate Consultant’s contract shall be extended for additional two (2) year terms. The contract term shall expire in April. The Utility Policy Committee shall make the determination whether to extend the Rate Consultant’s contract within sixty (60) days after the end of the previous two (2) year term. At the termination of the contract, including any extension, the advertisement, interview and selection process set forth in this Article shall be repeated. Nothing in this Article shall be construed to prohibit the City from terminating the contract with the Rate Consultant for a material breach of the terms of the contract prior to the end of its 2-year term or any extension of its term.

### **7.3 – Rate Consultant’s Fees**

The Rate Consultant’s costs and fees shall be treated as an Operating Expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8.

#### **7.4 – Rate Consultant’s Record Maintenance**

The Rate Consultant shall maintain complete and accurate records regarding the formulation of Water Rate Schedules, all records and data provided by the City to the Rate Consultant and all records and data which support the Rate Consultants recommendations to the Kalamazoo City Commission. The Rate Consultant shall provide these records and data to the Utility Policy Committee upon request.

### **Article 8 – Water Rates**

#### **8.1 – General Principle**

Water Rates for each Customer Class shall be established based on the “Actual Cost of Service”, applying the ‘Utility Basis of Rate Making”, adjusted to achieve “Rate Equivalence” as defined by the “Rate Making Process” set forth in this Article and Appendix E, and the “Process Regarding Water Rate Approval” set forth in Section 3.6 C.

#### **8.2 – Equivalent Water Rates**

##### **A. Rate Equalization**

Effective Rate Year 2022, and each Rate Year thereafter, City Customers and Township Customers within each Customer Class shall be assessed the same Water Rates. Water Rates may vary between Customer Classes based on the cost of service for each Customer Class. However, the Customers within each Customer Class shall be assessed the same Water Rates.

##### **B. Phased Equivalence**

Water Rates charged to City Customers and to Township Customers in 2021 shall be incrementally adjusted to achieve rate equivalence for Rate Year 2022, pursuant to the methodology established in the 2021 Water Rate Report (Table 19), **Appendix F**.

#### **8.3 – Rate Making Process**

##### **A. Cost of Service Study**

For each Rate Year beginning January 1, 2022, unless otherwise agreed by the City and the Utility Policy Committee, the Rate Consultant shall conduct a Cost of Service Study identifying the Annual Revenue Requirements of the Public Water Supply System and the cost of service for each Customer Class for the upcoming Rate Year.



The Cost of Service Study shall allocate the Annual Revenue Requirements to each Customer Class in a manner that, as closely as practical, reflects each Customer Classes' proportional use of the Public Water Supply System. The allocation methodology will follow industry standards for proportional use, including using average water sales, peak (maximum day and hour) water demand, and the number and size of connections to the Public Water Supply System. The allocation methodology will differentiate between Customer Classes not between City Customers and Township Customers within Customer Classes.

For purposes of allocating the Annual Revenue Requirements, the Cost of Service Study will express those revenue requirements on the Utility Basis, as set forth in **Appendix E**.

#### **8.4 – Annual Revenue Requirements - Defined**

The Annual Revenue Requirements for the Public Water Supply System recaptured through Water Rates shall be the aggregate sum of each of the following Components, each of which is described herein:

- Direct Operation, Maintenance and Repair Costs;
- Administrative and Indirect Operating Costs;
- Debt Service Principal and Interest Requirements;
- Payment In Lieu Of Taxes (“PILOT”);
- Revenue Financed Capital;
- Reserve Fund Deposits and Withdrawals;
- **Reduced By:** the sum of the Other Water System Revenues

##### **A. Direct Operation, Maintenance and Repair Costs**

The direct/actual costs of personnel, materials, utilities, and contractual services for the annual Operation, Maintenance, and Repair of the Public Water Supply System Capital Assets. Operation, Maintenance, and Repair Costs shall not include any other revenue requirement; Administrative and Indirect Costs, Debt Service Principal and Interest, Depreciation, PILOT, Revenue Financed Capital or Reserve Fund Deposits or Withdrawals.

##### **B. Administrative and Indirect Operating Costs**

###### **1. Administrative and Indirect Cost Allocations**

Every year, a qualified independent Cost Allocation Consultant shall conduct an Indirect Cost Allocation Study specific to the City of Kalamazoo and the Public Water Supply System to determine the appropriate annual Administrative Costs and the Indirect Costs to be allocated to and from the Public Water Supply System. The Study shall be conducted in compliance with the Standards required for Federal Grant Agreements designed to replicate actual costs incurred. The Administrative and Indirect Cost allocation to the Public Water Supply System may also include an appropriate allocation from the City Commission as determined by the Cost Allocation Study, which the City and Township

Customers recognize as a cost pool that would not typically be allocable under the Standards for Federal Grant Agreements. Upon agreement between the City and Utility Policy Committee, aggregate departmental cost increases arising out of reorganization or unanticipated expenditures may be allocated in advance of the Cost Allocation Plan.

## **2. Other Post-Employment Benefits (“OPEB”) and Pension Costs**

The annual cash payment made by the City to fund pensions and OPEB shall be allocated to the Public Water Supply System based on the percentage of the present value of future benefits for eligible pension system participants who are employed in or retired from the City’s Water Department.

### **C. Debt Service Principal and Interest Requirement**

The Debt Service/Principal and Interest shall consist of the Annual Principal and Interest Payments required on bonds issued to finance Capital Improvements to the Public Water Supply System – consistent with the City’s bond ordinances. The City’s bond ordinances shall be adopted by the Kalamazoo City Commission consistent with the Utility Financial Policy and the bond coverage requirements. The Debt Service/Principal and Interest requirements may be amended by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

### **D. Payment In Lieu Of Taxes (“PILOT”)**

The City may, in its discretion, assess a Payment In Lieu of Taxes (“PILOT”) to the Public Water Supply System. In no case shall the annual PILOT exceed \$300,000.

### **E. Revenue Financed Capital**

The Revenue Financed Capital shall consist of the Annual Revenues assigned to Cash Finance Capital Improvements for the Public Water Supply System. The Annual Revenues assigned to Cash Finance Capital Improvements will be established by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

### **F. Reserve Fund Deposits and Withdrawals**

The Reserve Fund Deposits and Withdrawals shall consist of the annual sum required to create and maintain Reserve Fund Levels consistent with Bond Covenants requirements and the City Utility Financial Policy. The Annual Reserve Fund Deposits and Withdrawals, and Reserve Fund Levels will be established by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

## **G. Other Water System Revenues**

The Annual Other Water System Revenues for the Public Water Supply System shall consist of the following:

1. The sale of water and water services to Customers who are not party to this Agreement.
2. The System Capacity Buy In Fee, System Connection Fees, Assessments and Surcharges on Water Rates and every other fee, charge penalty and assessment which is not a Direct Contribution of Infrastructure;
3. The sale, lease, rental, use or sale of Public Water Supply System assets, facilities, equipment, tools, and/or materials;
4. Non-paid use of Public Water Supply System assets;
5. Refunds, grants and contributions;
6. Investment Income.

## **8.5 – Annual Revenue Requirements – Tracking**

### **A. Direct Operation, Maintenance, Repair Costs – Tracking**

The City shall implement a Work Order and Cost Tracking System which shall track, record, and report the direct/actual costs of personnel, materials, utilities and contractual services expended annual for the Operation, Maintenance and Repair of the Public Water Supply System Capital Assets in the City and in the Townships. The City shall provide an annual report detailing the Actual Cost of Operations, Maintenance and Repair to the Utility Policy Committee.

### **B. Administrative and Indirect Costs Component – Tracking**

The City shall track, document and report all costs allocated to and from the Public Water Supply System and delineate any change in the cost allocation methodology used to allocate the actual costs in an annual report to the Utility Policy Committee.

### **C. Other Revenue Requirements – Tracking**

The City shall track, document and report all Annual Revenue Requirements including OPEB and pension costs, PILOT, Debt Service/Principal and Interest, Revenue Financed Capital, and Reserve Fund Deposits and Withdrawals and provide an annual report to the Utility Policy Committee detailing the actual costs of each component.

## **8.6 – Revenue – Tracking**

**A. Revenues from Rates and Charges to Customers – Tracking**

The City shall track and record, to the extent practicable, projected and actual Sales of water and water services and all revenues derived therefrom for each Customer Class, and for City Customers and Township Customers and provide an annual report detailing Revenues and the source of Revenues from Rates and Charges to the Utility Policy Committee.

**B. Other Water System Revenues – Tracking**

The City shall track and record all Other Water System Revenues and provide an annual report detailing Other Water System Revenues to the Utility Policy Committee.

**Article 9 - Billing and Collections**

**9.1 – Water Bills**

- (a) The City shall bill each Customer for water and water services directly. Bills shall be sent monthly or quarterly depending on classification and paid on or before the due date. Unpaid bills shall constitute a lien on the property to which water and water services have been provided pursuant to Section 2 of Public Act 178 of 1939, as amended, being MCL 123.161 *et seq.*
- (b) Water bills shall be paid to the City. The City shall make every effort to collect delinquent and unpaid water bills using the same collection practices and collection efforts for unpaid water bills, both inside and outside of the City. The City shall provide each Township a list of delinquent accounts to be placed on the Township(s) tax roll. The Township(s) shall pay the City all delinquent funds which are subsequently collected. The City and/or Townships may discontinue service after failed collection efforts in accordance with the City’s ordinance.
- (c) The actual cost of Billing and Collection for water services shall be assessed and allocated to the Customer Classes as a cost of operating the Public Water Supply System as described in Article 8.

**Article 10 - Records**

**10.1 – Record Maintenance**

The City of Kalamazoo shall maintain complete and accurate records regarding the formulation of Water Rates and all records which support the recommended Water Rates and the Operation and Maintenance of the Public Water Supply System, consistent with the City’s record retention schedule, including all data provided to the Rate Consultant and every internal and external record, report, study and survey (by any name, designation or title) which supports, defines, explains, or clarifies the data, documents, and/or information which provides any basis for the Water Rate Making Methodology or any Component of the Water Rate Making Methodology described in Appendix E, Operation and Maintenance Costs, Administrative General Fund Costs, Depreciation

Costs, Rate of Return, PILOT and Water Revenue Components described in Article 8 and all records required to perform the Utility Policy Committee Functions defined in Article 3.

### **10.2 - Availability of Records**

The records outlined above shall be maintained by the City of Kalamazoo in a manner which is easily available and transferable to the members of the Utility Policy Committee and each Township.

### **10.3 – Township Records**

Any Township which charges or collects a water surcharge must comply with the requirements of Section 10.1 regarding the sources and detailed uses of the surcharge. The Township shall make such records available to the Utility Policy Committee and City consistent with Section 10.2.

## **Article 11 – Annual Audit**

### **11.1 – Fiscal Year**

The fiscal year for budget and accounting purposes shall be January 1 through December 31 of each year, or as otherwise set by amendment of the Kalamazoo City Charter.

### **11.2—Audit Records**

An audit of the Public Water Supply System shall be conducted annually by a certified public accountant in conjunction with the City’s audit. The City shall make the audit results available to the Utility Policy Committee. If the audit reveals any discrepancy in accounting methods or record keeping, the discrepancy shall be cured immediately.

## **Article 12 – Restriction/Discontinuance of Water Supply**

### **12.1 – Temporary Discontinuance**

If, due to circumstances beyond the control of the City, the capacity of the Public Water Supply System becomes temporarily inadequate to meet demands for short periods of time, then the City may impose restrictions on water use and the Township(s) shall impose and enforce like restrictions on Water Customers.

### **12.2 – Emergency Discontinuance**

The Parties have the right to temporarily discontinue the supply of water to mains or pipes without notice in times of emergency and with notice upon a determination of necessity for purposes of testing, repairing, or replacing water mains, meters, and facilities serving the Water Supply System. No claim for damages during such period of discontinuance shall be made by these Parties as long as the discontinuance is for a proper purpose and the City responds within a reasonable time and with reasonable methods to restore service.

## **Article 13 – Protection Against Contamination**

### **13.1 – Contamination**

For the protection of all consumers of water, the Parties agree to take reasonable efforts to guard against all forms of contamination. Should contamination be detected at any time, the area or areas affected shall immediately be shut off and isolated and remain so until the condition is abated, and the water has been declared safe and fit for human consumption. The decision of the City in this respect shall be final.

### **13.2 – Right to Inspect – Cross Connections**

The Townships shall allow the City to enforce Kalamazoo’s Cross Connection Program for the Public Water Supply System. The City shall have the right, at any time, deemed necessary, to inspect the water service equipment within the Townships, to review construction and chlorination and protective devices, and to perform all other things necessary to protect the quality of the water supply. The City shall provide, and the Townships shall approve, a written cross-connection inspection program. In the event that any Party detects contamination, it shall promptly notify the other.

### **13.3 – Wellhead Protection**

The City shall establish, and the Townships shall approve, a wellhead protection program and adopt corresponding Wellhead Protection Ordinances subject to Utility Policy Committee input as to form and content.

### **13.4 – Emergency Contacts**

The City and Townships agree to abide by any requirements as established by the state or federal governments in emergency situations. The Townships shall inform the City on an annual basis, or more frequently if changes occur, of appropriate contact information for designated Township emergency management officials. Each Party is responsible for providing and maintaining up to date emergency contact information.

## **Article 14 – Water Quality**

### **14.1 – Responsibility for Water Quality**

The City shall deliver treated/potable water to each Customer of water in conformance with applicable federal and Michigan regulations. The City shall sample and monitor the water quality per applicable federal and Michigan monitoring requirements. The City shall not be liable for temporary water quality or pressure fluctuations.

### **14.2 – Water from Other Sources**

The Parties will not permit water from any other source or supply to mix or comingle with the supply from the City's Water Treatment facilities, except in cases of emergency where the water from other sources meets all applicable federal and Michigan regulations and the use has been approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE) (or its successor agency) to relieve the emergency. The City's Emergency Response Plan will take precedence in cases where the emergency impacts the Public Water Supply.

### **14.3 – Operating Liability**

The City will attempt to provide and maintain regular and uninterrupted water service under this Agreement, but shall not be liable for any injuries or damages to any Party or any Customer of water caused by contamination, interruptions, main breaks, water damage, loss of supply or pressure, construction, electrical, or supervisory control and data acquisition (SCADA) malfunctions or any other cause except as provided by law. The Parties agree that the water facilities and services provided under this Agreement are a governmental function, as defined by Public Act No. 170 of 1964, as amended.

## **Article 15 – Operation of the Public Water Supply System**

### **15.1 – Operation of the Public Water Supply System**

During the Term of this Agreement, and any extension therefore, the City shall continue to operate the Public Water Supply System for the benefit of all Customers and continue to have the exclusive right to provide potable water to each Customer. Neither the City nor the Townships shall take any action to impede or harm the delivery of potable water to any Customer.

## **Article 16 – Other Services**

### **16.1 – Other Services**

The City will perform additional services for the Townships as may, from time-to-time, be agreed between the City and The Utility Policy Committee.

### **16.2 – Water Exploration and Production Services**

The City may continue to conduct water exploration and production services, including but not limited to, soil borings, construction of test Wells, use of water level meters, and all other necessary projects to determine the availability of water for the continued and efficient supply of water through the Public Water Supply System. The cost of water exploration and production shall be assessed and allocated to all Customers as described in Article 8. Each Township grants the City consent during the term of this contract to conduct water exploration and production evaluation testing and will permit the City to use its streets, alleys, and public rights of way for these purposes.

## **Article 17 – Term of Agreement**

### **17.1 – Term of Agreement**

This Agreement shall remain in effect for forty (40) years unless terminated earlier by written agreement executed by the City and all of the Townships. At any time prior to twelve months before the termination of the Agreement, the Townships, at their option, may extend the Agreement for an additional 20 years by providing written notice of their intention to exercise this option to the City. If the Townships do not exercise their option to renew for an additional 20 years, this Agreement shall automatically renew in five (5) year increments, unless the City or any Township(s) provide(s) written notice of its/their intent to terminate or amend the Agreement.

## **Article 18 – Termination and Division of Water System Assets**

### **18.1 - Reserve Funds**

Upon termination of this Agreement, the City and the Townships shall discuss a possible amicable division of reserve funds taking into consideration the City Customers' and Township Customers' contributions to the reserve funds as described in Article 8, as well as the City's ownership and operation of the Water Supply System. Any portion of the reserve funds allocated to the City shall be held for the benefit of the City Customers who contributed thereto. Any portion of the reserve funds allocated to the Townships shall be held for the benefit of the Township Customers who contributed thereto.

### **18.2 - Capital Assets**

Upon termination of this Agreement the Retail Service Assets in the City and Parchment shall be the property of the City. The Retail Service Assets in the Townships shall be the property of the Township in which the asset is located. Upon termination of this Agreement the Wholesale Service Assets shall become shared assets of the City and the Townships which shall not be separated or divided but used for the benefit of all Customers unless the City and the Townships agree otherwise by separate agreement. The City and/or Township(s) in which Retail Service Assets are located shall assume all debt directly related to that Retail Service Asset. The City and the Townships shall each assume a portion of the debt associated with the Wholesale Service Assets which become shared Assets of the City and the Townships in a manner that, as closely as practicable reflects the City Customers and Township Customers' proportional use of the Public Water Supply System applying the applicable share of Assets/Costs Methodology defined in Section 8.5 of this Agreement to and between the City Customers and the Township Customers (not to the Customer Classes as described in Section 8.5).

## **Article 19 – Assignment**

### **19.1 - Assignment**

The City and the Township(s) shall not, without prior written consent from the other, assign, transfer, or convey its rights or interests under this Agreement, except that the City and the Township(s) shall each retain the right to assign its/their rights, obligations, and duties under this Agreement by intergovernmental agreement to a water authority or similar entity. If the City or



Township(s) are merged into or succeeded by another governmental entity, the successor shall be bound by the terms and conditions of this Agreement.

## **Article 20 – Remedies**

### **20.1 – Dispute Resolution Process**

Any dispute under the terms or conditions of this Agreement, including a challenge to the water rates and/or the assessment or allocation of water charges and/or any action taken by the City, the Township(s) or the Utility Policy Committee shall be resolved by the following methodology: First, the aggrieved party shall serve a written Notice of Dispute on all other parties to this Agreement. The written Notice of Dispute shall contain the following information:

1. The factual basis for the dispute;
2. The term or condition of the Agreement which has been violated;
3. The adverse effect on the aggrieved party.

Second, within thirty (30) days after receipt of the written Notice, the City and the Utility Policy Committee will convene in an attempt to resolve the dispute. If the dispute is not resolved or the party serving written Notice is not satisfied with the recommendation of the City or the Utility Policy Committee, the matter shall be subject to mediation as follows:

1. Within thirty (30) days after the City and Utility Policy Committee have met, the aggrieved party shall provide written Notice seeking mediation.
2. The City and the Utility Policy Committee shall select an independent mediator who shall convene a meeting of the parties within thirty (30) days. The mediator shall attempt to resolve the dispute and to reach a mutual understanding/agreement between the parties.
3. If mediation is successful, the Agreement between the parties shall be reduced to writing. If mediation is unsuccessful, the mediator shall render his recommendation regarding the outcome. However, the recommendation of the mediator is non-binding and each party is free to pursue all other remedies provided by this Agreement, at law, and in equity.

### **20.2 – Remedies**

The Parties to this Agreement retain all rights, remedies and actions as defined under State and Federal law. The Parties may seek to enforce this Agreement in any court of competent jurisdiction and/or by alternative dispute resolution as agreed upon by the Parties hereto. The terms of this Agreement and any dispute resolution provision contained herein shall not be construed as a waiver of any right or remedy available in law and/or equity.

### **20.3 – Arbitration**

The Parties, by agreement, may stipulate to arbitration of the dispute at issue. However, arbitration is not mandatory, except as expressly provided in Article 3.6F of this agreement. If the Parties agree to arbitration, the following process shall be followed:

1. The Parties to the dispute may agree to a single arbitrator. Otherwise, there shall be three arbitrators with each Party to the dispute selecting an arbitrator and the two arbitrators selecting the third.
2. The arbitration shall be conducted no later than sixty (60) days after receipt of written demand for arbitration unless agreed upon otherwise by the Parties. The arbitration hearing shall take place at a mutually agreeable time and place within the County of Kalamazoo. Seven (7) days before arbitration, each Party shall serve the arbitrator and all other Parties with an arbitration brief containing a concise statement of issues to be arbitrated, supporting arguments, and a list of witnesses that each Party intends to call, including experts and the topic or subject matter about which each witness or expert will testify. The arbitration hearing shall be conducted in accordance with the rules and procedures established by the American Arbitration Association.
3. Within fifteen (15) days of completion of arbitration, the arbitrator(s) shall submit a written determination regarding the matter in dispute. The arbitrator's decision shall be conclusive and binding on the Parties to the arbitration. The scope of the arbitrator's review shall be limited to a review of the contractual provisions contained in this contract as applied under law.
4. Each Party to the arbitration shall pay its own costs and attorney fees.

## **Article 21 – Notices**

### **21.1 – Notices**

All written notices and other documents to be delivered or transmitted hereunder shall be addressed to the respective Parties at such address or addresses as shall be specified by the Parties from time to time. Written notices or other documents may be delivered in person, transmitted electronically or by facsimile, or by ordinary or certified mail, properly addressed with sufficient postage.

## **Article 22 – Miscellaneous**

### **22.1 – Miscellaneous**

- (a) Waiver. The waiver by any Party of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- (b) Unenforceability. If any paragraph or provision of the Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, which shall remain in full force and effect.

- (c) Entire Understanding. This Agreement represents the entire understanding and agreement between the Parties hereto.
- (d) Captions. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way to amplify or modify the terms and provisions hereof.
- (e) Modification. This Agreement may be changed or modified only by a written document signed by all the Parties.
- (f) Interpretation of Agreement. The Parties acknowledge that each Party has had the opportunity to participate in the drafting of this Agreement. As a result, in the event of any ambiguity in this Agreement, it shall not be interpreted for or against any Party on account of the drafting by any Party.

**Article 23 – Effective Date of Agreement**

**23.1 – Effective Date of Agreement**

This Agreement will become effective upon the approval of all of the legislative bodies of the Parties when duly executed by the City Manager and the Supervisor of each Township.

**Article 24 – Execution in Counterparts**

**24.1 – Execution in Counterparts**

This Agreement may be executed in several counterparts and when so executed will be considered to be an original.

Dated: _____, 2020	CITY OF KALAMAZOO By: _____ Its: _____
--------------------	--

Dated: _____, 2020	TOWNSHIP OF _____ By: _____ Its: _____
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**AMENDED AND RESTATED WATER SERVICE AGREEMENT**  
**EXECUTED 1<sup>ST</sup> DAY OF SEPTEMBER, 2021**  
**AMENDED AND RESTATED EFFECTIVE 1<sup>ST</sup> DAY OF JANUARY, 2024**

This Water Service Agreement, (“Agreement”), executed this \_\_\_1st\_\_\_ day of \_\_\_September\_\_\_, 2021, is made by and between the City of Kalamazoo, a Michigan Municipal Corporation (“City”) and the Charter Township of Comstock, Charter Township of Cooper, Charter Township of Kalamazoo, Charter Township of Oshtemo, Township of Pavilion, Township of Richland, Village of Richland, and Charter Township of Texas, each a Michigan Municipal Township or Charter Township, collectively (“Townships”) and individually (“Township”).

**RECITALS**

- A. The City operates a Public Water Supply System.
- B. The City is authorized to sell treated/potable water outside of its territorial limits and the Townships are authorized to contract for the purchase/sale of treated potable water pursuant to MCL 123.141.
- C. The City previously entered into long-term Water Service Agreements with each Township.
- D. The City and the Townships desire to enter into this Water Service Agreement which shall replace and supersede the previous Water Service Agreements entered into by the City and each Township.
- E. The City and the Townships recognize that the supply of treated/potable water is vital to public health, safety and welfare.
- F. The City and the Townships desire to establish a representative Utility Policy Committee (UPC) with direct input regarding water financial and rate making activities, and the operations, maintenance, repair, and replacement of the Public Water Supply System.
- G. The City and the Townships desire to establish Equivalent Water Rates by Customer Classification, without regard to location (in the City or in the Townships).

Accordingly, the Parties agree as follows:

**Article 1 – Definitions**

1. **City:** The City of Kalamazoo.

2. **City Commission:** The legislative body established by Kalamazoo City Charter to exercise all authorized powers related to governance of the City.
3. **City Customers:** Each Customer located within the geographic boundary of the City, the City of Portage, and the City of Parchment.
4. **City Distribution Facilities:** Water Distribution Mains, infrastructure and appurtenances designed and used primarily for the purpose of distributing treated/potable water to the City Customers.
5. **Customer Class:** Each category of customer defined as Residential, Commercial, Industrial, and Other receiving water or water services from the Public Water Supply System as part of this Agreement.
6. **Customer:** A person or entity receiving water or water services from the Public Water Supply System as part of this Agreement.
7. **Direct Contribution:** A contribution of Production, Distribution and/or Transmission Facilities, goods, materials and/or services, or combination thereof, required of Developer(s) or Customer(s) connecting to the Public Water Supply System, designed to reduce the system-wide costs of expanding Production, Distribution and/or Transmission Facilities beyond the Existing Service Area.
- ~~7.8.~~ **System Capacity Buy In Fee:** A fee charged for each new connection to the Public Water Supply System designed to recapture the proportional share of additional available capacity in the Public Water Supply System attributable to each new connection. The System Capacity Buy In Fee shall be calculated using the methodology set forth in Appendix G (which may be revised periodically by action of the Utility Policy Committee).
- ~~8.9.~~ **Existing Service Area:** The geographic area receiving and scheduled to receive as of December 31, 2019, treated/potable water from the Utility Plant In-Service, as defined in Appendix A.
- ~~9.10.~~ **Historical Investment:** The purchase price of the Capital Asset.
- ~~10.11.~~ **Net Book Value:** An asset's Purchase Price less Accumulated Depreciation.
- ~~11.12.~~ **Production Facilities:** Water Wells, Pumps, and Treatment Facilities used primarily for the purpose of obtaining and producing treated/potable water for the Customers.
- ~~12.13.~~ **Public Water Supply System:** The assets, liabilities, revenues and expenses necessary to provide treated/potable water to the City Customers and Township Customers.

- ~~13~~.~~14~~. **Public Water Supply System Capital Assets:** Property and property rights of the Public Water Supply System as identified in the Schedule of Public Water System Current Capital Assets, (**Appendix B**).
- ~~14~~.~~15~~. **Rate Year:** An annual period for which rates are being set.
- ~~15~~.~~16~~. **Related Water Services:** Services related to the production, transmission and distribution of water provided to or for the Customers of the Public Water Supply System (**Appendix C**).
- ~~16~~.~~17~~. **Retail Service Assets in the City:** The Utility Plant In-Service Used and Useful only to City Customers as further described in the Schedule of Public Water System Current Capital Assets. (**Appendix B**).
- ~~17~~.~~18~~. **Retail Service Assets in the Townships:** The Utility Plant In-Service Used and Useful only to the Township Customers as further described in the Schedule of Public Water Supply System Current Capital Assets. (**Appendix B**).
- ~~18~~.~~19~~. **System Connection Fee:** A fee assessed to Developer(s) or Customer(s) connecting to the Public Water Supply System designed to defray the system wide costs of expanding Production, Distribution and/or Transmission Facilities beyond the Existing Service Area.
- ~~19~~.~~20~~. **Township Customers:** Each customer located within the geographic boundary of the Township(s).
- ~~20~~.~~21~~. **Townships:** Charter Township of Comstock, Charter Township of Cooper, Charter Township of Kalamazoo, Charter Township of Oshtemo, Township of Pavilion, Township of Richland, Village of Richland, and Charter Township of Texas.
- ~~21~~.~~22~~. **Township Distribution Facilities:** Water Distribution Mains, infrastructure and appurtenances designed and used primarily for the purpose of distributing treated/potable water to the Township Customers.
- ~~22~~.~~23~~. **Transmission Facilities:** Water Transmission Mains, Booster Pumps, infrastructure and appurtenances, designed and used primarily for the purpose of transporting treated/potable water to Customers of the Public Water Supply System, including “City Transmission Facilities” constructed at the expense of the City and “Township Transmission Facilities”, constructed at the expense of the Townships and identified in **Appendix B**.
- ~~23~~.~~24~~. **Utility Plant In-Service:** The land, facilities and equipment currently used to generate, transmit, and/or distribute water and/or water service(s) to the Customers of the Public Water System as identified in the Schedule of Public Water Supply System Current Capital Assets, (**Appendix B**).

24.25. *Used and Useful*: A test to determine those Assets of the Utility Plant In-Service applicable to the Rate Base. The Utility Plant In-Service which is “in use” (not under construction or standing idle) and “useful” (actively engaged in providing service to Customers).

25.26. *Wholesale Service Assets*: The Utility Plant In-Service, Used and Useful to both City Customers and Township Customers as further described in the Schedule of Public Water Supply System Current Capital Assets. (**Appendix B**).

## **Article 2 – Public Water Supply**

### **2.1 - Exclusive Right to Provide Public Water**

The Townships grant the City the exclusive right to provide treated/potable water to the Township Customers. Except in the case of breach or violation, inability to perform or termination of this Agreement, no Township shall contract nor grant authority to any other person or entity to supply treated/potable water within the geographic boundaries of the Townships. This exclusivity provision shall not apply to those sections of Pavilion Township provided water by the City of Portage or those sections of Comstock Township provided water by City of Galesburg. Further, upon request from Richland Township, the UPC will decide whether those sections of Richland Township not provided treated/potable water by the City, may be provided treated /potable water by the Gull Lake Sewer and Water Authority. The UPC will make this decision based upon practical considerations which may include, but are not limited to, the cost of infrastructure, cost of providing water services and the overall impact on Water Rates. Further, nothing herein precludes the wholesale/bulk sale of water from the City to the Gull Lake Sewer and Water Authority.

### **2.2 – Duty to Provide Public Water**

The City shall deliver treated/potable water consistent with applicable federal and Michigan standards/regulations to all Customers at substantially similar pressure and quality. The City shall not be liable in damages for any temporary interruption or disruption of service, water quality or pressure. The City and Townships agree that the provision of Water Services under this Agreement is a governmental function and nothing in this Agreement shall be construed as a waiver of any defense at law or equity, common law or statute, including, but not limited to the defense of governmental immunity.

## **Article 3 – Utility Policy Committee**

### **3.1 – Creation of the Utility Policy Committee**

The Parties to this Agreement establish a Utility Policy Committee (UPC) which consists of seven members who shall exercise the authority granted herein. All members and alternate members of the UPC have a duty to act in the best interest of the Public Water Supply System.

### **3.2 – Appointment**

The City shall appoint three members and two alternate members to the Utility Policy Committee. The Townships shall appoint four members and three alternate members to the Utility Policy Committee. The members appointed by the City serve at the pleasure of the City Commission and may only be removed by the City. The members appointed by the Townships serve at the pleasure of the Townships and may only be removed by the Townships. Alternate members may deliberate and vote only in the absence of a member. The City and the Townships shall each appoint at least one individual with background in engineering, utilities management, public works, finance, accounting, rate making, planning, law or a related field. The City and the Townships shall notify each other of their respective appointments and each subsequent appointment/replacement. The Utility Policy Committee shall meet, organize, and operate in accordance with rules, procedures and bylaws established by vote of the Utility Policy Committee which shall not conflict with the provisions of this Agreement.

### **3.3 – Voting Rights**

Each appointed member, or in their absence a duly appointed alternate, of the Utility Policy Committee shall be assigned one (1) vote. Committee action, approval, and/or recommendations shall require the presence of a quorum consisting of four or more of the appointed Utility Policy Committee members or their alternate and a majority vote (at least 51%) of the Utility Policy Committee members present.

### **3.4 - Meetings**

The Utility Policy Committee shall meet no less than four times per year (once in each quarter). The Committee Chair (who shall be elected by majority vote of the Committee members) may call a special or additional meeting of the Utility Policy Committee. All meetings of the Utility Policy Committee shall be open to the public and conducted in a place available to the general public in the City of Kalamazoo or any Township, which is a party to this Agreement. The regularly scheduled meetings of the Utility Policy Committee shall be posted by the Utility Policy Committee for each calendar year stating the dates, times, and places of each regular meeting for the calendar year. Rescheduled regular meetings and/or special meetings shall be noticed and posted at least eighteen hours before the meeting in a prominent and conspicuous place at the principal office of the City and each Township which is party to this Agreement and by electronic posting on City and Township websites in compliance with the Michigan Open Meetings Act, MCL 15.261 *et seq.*

### **3.5 – Utility Policy Committee Costs**

All costs incurred by the Utility Policy Committee shall be paid by and deemed an operating expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8. Except as otherwise provided in this Agreement, services for the performance of Utility Policy Committee functions, including contracts with consultants retained by the Utility Policy Committee shall be executed and entered by the City and treated as an operating expense of the Public Water Supply System.



### **3.6 – Utility Policy Committee Function**

#### **A. Utility Policy Committee – Regular Meetings with City Officials**

The Rate Consultant (unless the City and Utility Policy Committee agree that a Rate Consultant will not be used in a particular Rate Year or the Utility Policy Committee determines that the Rate Consultant shall not appear at any particular meeting), City Manager (or his/her designee), City Management Services Director, City Public Services Director, and other pertinent City Department Heads and/or other City consultants shall meet, not less than four times per year with the Utility Policy Committee to review, discuss, and confer regarding matters affecting the Public Water Supply System, the Capital Improvement Plan, Operations, Maintenance, Repair and Replacement of Infrastructure, Water Services, Financial Policy, Water Rates, the Components set forth at Section 8.4 and Appendix E, and the following Factors:

1. The Utility Financial Policy
2. The Capital Improvement Plan
3. All Levels of Reserves – Capital Reserves, Capital Replacement Reserves, Operating Reserves and Emergency Reserves
4. Reserve Fund Deposits and Withdrawals
5. The Transfer of Revenues to Specific Sub-Funds to cash finance Capital Improvements
6. The Levels of Debt and Debt Financing of Capital Improvements
7. Cost of Operation, Maintenance, Repair and Replacement Costs, Administrative and Indirect Costs, OPEB and Pension Costs, Depreciation and PILOT
8. The Cost-of-Service Study and frequency of the Cost of Service Study
9. Water Rate Adjustments and the frequency of Water Rate adjustments

The Rate Consultant (unless the City and UPC agree that a Rate Consultant will not be used in a particular Rate Year), City Manager (or his/her designee), and City Department Heads upon request of the Utility Policy Committee shall provide the Utility Policy Committee with all books, records, plans, documents and supporting data regarding Water Rates and the Components set forth at Section 8.4 and Appendix E, and the Factors set forth in this Section, consistent with Article 10.

#### **B. Utility Policy Committee – Retaining Consultants**

Each Rate Year the Utility Policy Committee may, in its discretion, select one or more consultants to review and analyze the Water Rate Making process, the Components set forth at Section 8.4 and Appendix E, and the Factors set forth in Section 3.6A, and provide advice and recommendations to the Utility Policy Committee. The consultant(s) shall report his/her findings and recommendations to the Utility Policy Committee and the City and provide the Utility Policy Committee and the City access to all supporting records and data.

The City will contract with the consultant(s) selected by the Utility Policy Committee to perform the tasks/services directed by the Utility Policy Committee. The consultant(s) fees and costs, which do not exceed \$75,000.00 per Rate Year, adjusted annually by the rate of inflation identified in the

June Municipal Cost Index as published by *American City & County*, shall be an Operating Expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8. Any portion of the consultant(s) fees and costs which exceed \$75,000.00 per annum, adjusted annually for inflation, shall be the sole responsibility of the Townships.

The Utility Policy Committee shall select its consultants from a list of pre-qualified contractors maintained by the City's Purchasing Department. Consultants who meet the City's written purchasing standards and guidelines shall be added to the list of pre-qualified contractors.

The consultant(s) shall provide the Utility Policy Committee and the City with a scope of services, applicable fees and costs, prior to contracting with the City.

The consultant(s) shall conduct his/her work in a timely manner to conform with the City's Annual Budget Approval Process and the Rate Making Process for the Rate Year. In no event shall the consultants' work delay the City's Annual Budget or Rate Making Process.

### **C. Utility Policy Committee – Process Regarding Water Rate Approval**

Unless the City and the Utility Policy Committee agree on the proposed Water Rate Schedules for the Rate Year, the Rate Consultant and the Utility Policy Committee, shall meet with the City Manager (or his/her designee), City Management Services Director, City Public Services Director, and other pertinent City department heads at one or more UPC meetings to review and discuss proposed Water Rates and the Factors and Components set forth at Sections 3.6A, 8.4 and Appendix E. Prior to the City Commission taking action to establish the Water Rate Schedules for the Rate Year, the Rate Consultant (unless the City and the UPC agree that a Rate Consultant shall not be used in a particular Rate Year) and the Utility Policy Committee shall appear before the City Commission to present recommendations to the City Commission regarding the Water Rate Schedules and the Factors and Components set forth at Sections 3.6A, 8.4 and Appendix E. The City Manager (or his/her designee) shall forward the Rate Consultant's and Utility Policy Committee's recommendations to the City Commission and any recommendation from the City Administration, with supporting rationale.

Unless the City and the Utility Policy Committee have agreed to Water Rate Schedules in advance of the Rate Year, the Kalamazoo City Commission shall adopt and implement the Rate Consultant's recommended Water Rate Schedules or reject the proposed Water Rate Schedules and direct the Rate Consultant to prepare revised Water Rate Schedules for City Commission consideration after consultation with and input from the Utility Policy Committee.

If the Utility Policy Committee disagrees with the Kalamazoo City Commission's decision regarding the Water Rate Schedules, the Utility Policy Committee may invoke the dispute resolution process set forth Article 20.

### **D. Utility Policy Committee – Authority**

The Utility Policy Committee shall have authority to perform each of the following functions by a majority vote of its Members:

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1. Select the Rate Consultant for contract with the City and extend the Rate Consultant's contract in two (2) year increments consistent with Section 7.2.
2. Review and analyze the Rate Consultant's work product, and all data used to formulate the recommended Water Rates.
3. Review and analyze the data, documents, records, plans and materials, regarding the Factors set forth in Section 3.6A and Components set forth in Section 8.4 and Appendix E.
4. Review and analyze the annual reports provided by the City regarding Operation, Maintenance and Repair Costs, Administrative and Indirect Costs, OPEB and Pension Costs, Depreciation Costs, PILOT and the Utility Basis and Cash Basis Revenue Requirements.
5. Meet and consult with the Rate Consultant regarding every aspect of the formulation of recommended Water Rates.
6. Select one or more consultants consistent with Section 3.6B.
7. Conduct a periodic review of Water Services and the Cost of Services and approve the selection of an outside independent consultant, consistent with Section 3.6F.
8. Conduct a periodic review of Billing and Collection Services and the Cost of Billing Services, consistent with Section 3.6F.
9. Establish and determine whether an assessment or surcharge on Water Rates, a System Connection Fee or Direct Contribution is appropriate, consistent with Sections 5.1 and 6.1.
10. Provide approval and consent to proposed revisions to the List of Related Water Services, consistent with Section 4.3.
11. Establish the frequency of the Cost-of-Service Study and the frequency of Water Rate Adjustments consistent with Section 8.3.
- ~~11.~~12. Review, analyze and revise the methodology used to establish the System Capacity Buy In Fee and any other fees, charges, penalties and assessments consistent with Section 8.4 G2 and Appendix G.
- ~~12.~~13. Recommend for City Commission and UPC's approval, revisions to or simplifications to the formulation of Water Rates to conform to the intent of this Agreement.
- ~~13.~~14. Perform all other functions and acts specifically described in this Agreement and necessary thereto.

**E. Utility Policy Committee – Input**

Prior to taking action affecting any of the following, the City shall consult with and obtain input from the Utility Policy Committee, and the position of the Utility Policy Committee regarding the proposed action shall be communicated to the City Commission:

1. The long-term policies, plans, and goals for the Public Water System.
2. The early retirement of debt for the Public Water Supply System.
3. All Billing and Collection methods employed for the Public Water Supply System.
4. All requests to expand the Public Water Supply System, Production, Transmission and/or Distribution Facilities beyond the geographic boundaries of the City and the Townships.
5. The Michigan Department of Environment, Great Lakes, and Energy required Asset Management Plan, the City’s Reliability Study and Capital Improvement Plan.
6. The amendment of the existing Wellhead Protection Program and Ordinance.

**F. Utility Policy Committee – Periodic Review of Services and Costs of Services**

The Utility Policy Committee may review the services and costs of services provided by the City, including, but not limited to those, described in (1) through (5) below.

1. Operation, Maintenance, Repair and Replacement of the City’s and Townships’ Distribution Facilities as described in Article 4, § 4.2.
2. Related Water Services as described in Article 4, § 4.3.
3. Water Meter Installation and Replacement as described in Article 4, § 4.4.
4. Water Main and Hydrant Repair and Replacement as described in Article 4, § 4.5.
5. Water Billing and Collection Services as described in Article 9, § 9.1.

Not more frequently than every fourth Rate Year the City, at the request of the Utility Policy Committee, will retain an independent outside consultant, approved by the Utility Policy Committee, to conduct a Benchmark Study regarding the services and costs of service provided by the City, including, but not limited to those described in (a) through (e) above. The study shall compare the cost, quality and efficiency of the services provided by the City to the cost, quality and efficiency of the services provided by other Michigan peer municipalities who own and/or operate a Public Water Supply System serving a population of 50,000 or more. The study shall also examine whether services are equitable, adequately, and properly provided to all Customers of the Water Supply System. If the study demonstrates that services are not equitably, adequately, or properly provided, or that the cost of providing services is not reasonable or reasonably related to the services provided, or that the quality or efficiency of providing the services may be substantially improved, the UPC, in its discretion, may petition the City to remedy the inequity, or

inadequacy, to improve the services, to equitably or adequately provide the services, or to reduce the cost of service. If the City disagrees or refuses the UPC's request or fails to remedy the inequity, inadequacy, or efficiency improvement, then the UPC, in its discretion, may determine whether the matter should be submitted to mediation, and, after mediation, then to binding arbitration consistent with the terms of Article 20.

If a matter is submitted to binding arbitration, the arbitrator shall consider, among other factors, the following:

1. The adequacy of the services provided;
2. The adequacy and cost of comparable services provided by a Michigan peer municipality who owns or operates a Public Water Supply System serving a population of 50,000 or more;
3. Whether the services are provided equitably in the City and in the Township(s) in accordance with standard operating procedures;
4. The cost of providing these services;
5. The adequacy and cost of providing comparable services through an outside provider actually providing services to/for a Michigan peer municipality who owns or operates a Public Water Supply System serving a population of 50,000 or more;
6. The City's ability to control or regulate services and the cost and quality of services.

#### **Article 4 – Water Services**

##### **4.1 – Operation, Maintenance, Repair and Replacement – Public Water Supply System**

- (a) With input provided by the Utility Policy Committee, the City shall operate, maintain, repair, and replace the Public Water Supply System Capital Assets.
- (b) The actual cost incurred by the City to operate, maintain, repair, and replace the Public Water Supply System Capital Assets shall be allocated to each Customer Class as described in Article 8.

##### **4.2 – Operation, Maintenance, Repair and Replacement – Distribution Facilities**

- (a) With input provided by the Utility Policy Committee, the City shall operate, maintain, repair and replace the Wholesale Service Assets and Retail Service Assets in the City and Townships. The City shall apply the same standards of operation, maintenance, repair, and replacement for the Wholesale Service Assets and Retail Service Assets in the Townships as applied to the Wholesale Service Assets and Retail Service Assets in the City.
- (b) The actual costs incurred by the City to operate, maintain, repair and replace the Retail Service Assets in the City and Townships shall be allocated to each Customer Class as described in Article 8.

#### **4.3 – Related Water Services**

- (a) With input provided by the Utility Policy Committee, the City shall provide all Related Water Services to all Customers, including those Related Water Services identified in **Appendix C**, which may be amended with the approval of the Utility Policy Committee. The City shall provide Related Water Services to all Customers at the same level, frequency, and quality of service.
- (b) The Reimbursable Cost Schedule is set forth in **Appendix D**. The costs set forth in the Reimbursable Cost Schedule shall be recaptured from the Customers benefiting from the services provided and/or their contractors. The Reimbursable Cost Schedule shall be identical (same type and amount) for all Customers within each Customer Class and may be amended by agreement between the City and the Utility Policy Committee.
- (c) The actual costs incurred by the City providing Related Water Services shall be allocated to each Customer Class as described in Article 8.

#### **4.4 – Water Meters**

- (a) With input provided by the Utility Policy Committee, the City will inspect install, repair and replace water meters for all Customers. Water meters will be inspected, maintained, tested, repaired and replaced in accordance with the guidelines established by the American Water Works Association or the then current industry standard unless required sooner. The City shall apply the same standards of installation, repair, and replacement of water meters to all Customers.
- (b) The actual costs incurred by the City to install, repair and replace water meters shall be allocated to each Customer Class as described in Article 8.

#### **4.5 – Water Mains and Hydrants**

- (a) With input provided by the Utility Policy Committee, the City shall relocate and/or replace water mains and fire hydrants at the request of each Township and/or the governmental entity having jurisdiction over the roadway or right-of-way in which the water mains and/or fire hydrant is located in accordance with applicable industry standards. The City shall apply the same standard for the maintenance, repair and replacement of water mains and fire hydrants in the Townships as applied in the City.
- (b) The actual costs incurred by the City to relocate and/or replace fire hydrants shall be allocated to each Customer Class as described in Article 8.

### **Article 5 – Expansion Within the Geographic Boundaries of the City and the Townships**

#### **5.1 – Expansion of Distribution Facilities**

- (a) The City and the Township(s) may, in its/their discretion, expand the Distribution Facilities within or beyond the City/Township’s Existing Service Area to any area designated as low-, medium-, or high-density, residential; commercial; or industrial land use (or similar comparable classifications should these classifications change) in a manner consistent with the City/Township’s Master Plan, adopted or amended in conjunction with the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* (as amended).

On or before December 31, 2023, each Township shall submit a Public Water Utility Master Plan to the Utility Policy Committee. Each Township shall review and update its plan every seven years thereafter and submit a copy to the UPC.

- (b) The cost of expansion may be recaptured, in whole or in part, for the benefit of all Customers of the Public Water Supply System by one or any combination of any of the following methods:

1. A Direct Contribution of Infrastructure or the assessment of infrastructure costs to or from the developer/proponent of the expansion or the Customer(s) who are provided water or improved water services as a result of the expansion.
2. A System Connection Fee assessed to the developer/proponent of the expansion or Customer(s) provided water or improved water services as a result of the expansion.
3. An assessment or surcharge on Water Rates charged to the Customer(s) provided water or improved water services as a result of the expansion.

- (c) The Utility Policy Committee will determine whether a Direct Contribution of Infrastructure, assessment of costs for infrastructure, System Connection Fee, or assessment or surcharge on Water Rates (or some combination thereof) shall be assessed, who shall be assessed and the amount/cost to be assessed to cover or recapture the cost of expansion. The Direct Contribution of Infrastructure or assessment of costs for infrastructure, the System Connection Fee, and the assessment or surcharge on Water Rates shall be reasonable, based on established industry standards, and designed solely to recapture the cost of expanding the Distribution, Production and/or Transmission Facilities which the Utility Policy Committee, determines shall not be allocated to the Rate Base. The remaining costs of expansion (which are not recaptured by Direct Contribution of Infrastructure or assessment of costs for infrastructure, a System Connection Fee, and/or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City’s Reliability Study and Capital Improvement Plan.

- (d) The City and/or Township(s) in which the expansion is occurring, shall prepare all drawings, plans and specifications for the proposed expansion. The plans shall be prepared by a registered professional engineer. The plans shall be submitted to the City Engineers and the Michigan Department of Environment, Great Lakes and Energy (EGLE)(or its successor regulating agency) for review/inspection and for compliance with the specifications for water main and service installations as required by EGLE (or its successor regulating agency), the “Ten States Standards” and written City

Standard Specifications. The City or Township(s) in which the expansion is occurring shall provide as-built drawings to the City Engineers and the City shall make available electronic as-built drawings for all existing Water Mains, Infrastructure, and Appurtenance.

## **5.2 – Expansion of Production and/or Transmission Facilities**

- (a) The City, as required by sound engineering practice, will expand its Production and/or Transmission Facilities to provide new service, increased capacity, and/or to improved reliability/redundancy of water services and will construct production, storage, transmission, booster, and bleeder facilities to accommodate expansion of the City/Township(s)' Distribution Facilities. The cost of expanding the Production and/or Transmission System to accommodate expansion may be recaptured for the benefit of all Customers of the Public Water Supply System, in whole or in part, by a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, System Connection Fee, and/or an assessment or surcharge on Water Rates, or any combination thereof, if the Utility Policy Committee, determines that a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates is appropriate. Otherwise, the cost of expanding the Production and/or Transmission System to accommodate expansion (which is not recaptured through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.
  
- (b) The City, as required by sound engineering practice, will increase the size/capacity of the other Township(s)' Distribution Facilities to provide transmission services to accommodate expansion of the City/Township(s)' Distribution Facilities or to provide new service, increased capacity, and/or to improve reliability/redundancy of the water services to New Customers created from the expansion. The cost of expanding the City/Township(s)' distribution facilities to provide transmission services for expansion, may be recaptured in whole or in part for the benefit of all Customers of the Public Water Supply System through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates, or any combination thereof, if the Utility Policy Committee determines that a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates is appropriate. Otherwise, the cost of expanding the City/Township(s)' Distribution Facilities to provide transmission services for expansion (which is not recaptured through a Direct Contribution of Infrastructure or assessment of costs for the infrastructure, a System Connection Fee, or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City's Reliability Study and Capital Improvement Plan.



## **Article 6 – Expansion Outside the Geographic Boundaries of the City/Township(s)**

### **6.1 – Expansion of Distribution, Production, and/or Transmission Facilities**

- (a) The City, with input and comment from the Utility Policy Committee, may expand the Distribution, Production and/or Transmission Facilities to provide water and water services to New Customers located outside the geographic boundaries of the City and Townships. The cost of acquiring or assuming liability of the New Customers Infrastructure, as well as the cost of expanding Distribution, Production and/or Transmission Facilities to provide water and/or water services to these New Customers, may be recaptured, in whole or in part, for the benefit of all Customers of the Public Water Supply System by one or any combination of and/or all of the methods set forth in Section 5.1(b).
- (b) The Utility Policy Committee, will determine whether the costs of acquiring or assuming liability of the New Customers Infrastructure and/or expansion of the Distribution, Production and/or Transmission Facilities of the existing system will require a Direct Contribution of Infrastructure, assessment of costs for infrastructure, System Connection Fee, or assessment or surcharge on Water Rates, or some combination thereof, to be assessed, including who shall be assessed and the amount/cost to be assessed. The Direct Contribution of Infrastructure or assessment of costs for infrastructure, the System Connection Fee, and the assessment or surcharge on Water Rates shall be reasonable, based on established industry standards, and designed solely to recapture the cost of acquiring or assuming liability of the New Customers Infrastructure and expanding the Distribution, Production and/or Transmission Facilities which the Utility Policy Committee, determines shall not be allocated to the Rate Base. The remaining costs of expansion (which are not recaptured by Direct Contribution of Infrastructure or assessment of costs for infrastructure, a System Connection Fee, and/or an assessment or surcharge on Water Rates) shall be added to the Rate Base, allocated to the Customer Classes as described in Article 8 and accounted for in the City’s Reliability Study and Capital Improvement Plan.
- (c) The City, shall prepare all drawing, plans and specifications for the proposed expansion. The plans shall be prepared by a registered professional engineer. The plans shall be submitted to the City Engineers and the Michigan Department of Environment, Great Lakes and Energy (EGLE)(or its successor regulating agency) for review/inspection and for compliance with the specifications for water main and service installations as required by EGLE (or its successor regulating agency), the “Ten States Standards” and written City Standard Specifications. The City shall provide as-built drawings to the City Engineers and the City shall make available electronic as-built drawings for all existing Water Mains, Infrastructure, and Appurtenance.

### **6.2 Water Rates for New Customers**

New Customers located outside the geographic boundary of the City and/or Township(s) who are provided water and/or water services through expansion, shall be assessed and pay Equivalent

Water Rates to those assessed and paid by the then-current Customers of the Public Water Supply System plus any additional Direct Contribution of Infrastructure or assessment of costs for infrastructure, System Connection Fee, and/or an assessment or surcharge on Water Rates as established by the Utility Policy Committee.

## **Article 7 – Water Rate Consultant**

### **7.1 - Rate Consultant**

Except as agreed by the City and the Utility Policy Committee, Water Rates under this Agreement shall be calculated by a Rate Consultant. The Water Rate shall be derived from the “Actual Cost of Service” using the “Utility Basis of Rate Making” as described in Article 8.

### **7.2 - Selection of Rate Consultant**

#### **A. Selection Committee**

The retention of a Rate Consultant by the City for purposes of this Agreement will be filled by an advertisement, interview, and selection process. The position shall be advertised nationally in sources applicable to the profession. The advertisement shall identify the minimum qualifications for the position and the proposed/anticipated scope of service. Candidates shall be vetted and interviewed by a “selection committee” made up of three City-appointed members of the Utility Policy Committee or their alternates and four Township-appointed members of the Utility Policy Committee or their alternates. Each member of the selection committee shall rate each candidate using a scale approved by the selection committee based on the candidate’s knowledge of the ratemaking process, knowledge of the Utility Basis of Ratemaking, experience in water ratemaking, knowledge and experience in the scope of services to be provided and the candidate’s anticipated cost of providing services and/or hourly rate and other factors established by agreement of the Selection Committee. The City will contract with the candidate rated highest (in total) by the selection committee in accordance with City purchasing policies and terms for professional service contracts.

#### **B. Contract Term and Renewal**

The contract with the Rate Consultant will be for a term of two (2) years with the option of extending the contract for additional two (2) year terms. The Utility Policy Committee shall determine whether the Rate Consultant’s contract shall be extended for additional two (2) year terms. The contract term shall expire in April. The Utility Policy Committee shall make the determination whether to extend the Rate Consultant’s contract within sixty (60) days after the end of the previous two (2) year term. At the termination of the contract, including any extension, the advertisement, interview and selection process set forth in this Article shall be repeated. Nothing in this Article shall be construed to prohibit the City from terminating the contract with the Rate Consultant for a material breach of the terms of the contract prior to the end of its 2-year term or any extension of its term.

### **7.3 – Rate Consultant’s Fees**

The Rate Consultant’s costs and fees shall be treated as an Operating Expense of the Public Water Supply System and allocated to each Customer Class as described in Article 8.

#### **7.4 – Rate Consultant’s Record Maintenance**

The Rate Consultant shall maintain complete and accurate records regarding the formulation of Water Rate Schedules, all records and data provided by the City to the Rate Consultant and all records and data which support the Rate Consultants recommendations to the Kalamazoo City Commission. The Rate Consultant shall provide these records and data to the Utility Policy Committee upon request.

### **Article 8 – Water Rates**

#### **8.1 – General Principle**

Water Rates for each Customer Class shall be established based on the “Actual Cost of Service”, applying the ‘Utility Basis of Rate Making”, adjusted to achieve “Rate Equivalence” as defined by the “Rate Making Process” set forth in this Article and Appendix E, and the “Process Regarding Water Rate Approval” set forth in Section 3.6 C.

#### **8.2 – Equivalent Water Rates**

##### **A. Rate Equalization**

Effective Rate Year 2022, and each Rate Year thereafter, City Customers and Township Customers within each Customer Class shall be assessed the same Water Rates. Water Rates may vary between Customer Classes based on the cost of service for each Customer Class. However, the Customers within each Customer Class shall be assessed the same Water Rates.

##### **B. Phased Equivalence**

Water Rates charged to City Customers and to Township Customers in 2021 shall be incrementally adjusted to achieve rate equivalence for Rate Year 2022, pursuant to the methodology established in the 2021 Water Rate Report (Table 19), **Appendix F**.

#### **8.3 – Rate Making Process**

##### **A. Cost of Service Study**

For each Rate Year beginning January 1, 2022, unless otherwise agreed by the City and the Utility Policy Committee, the Rate Consultant shall conduct a Cost of Service Study identifying the Annual Revenue Requirements of the Public Water Supply System and the cost of service for each Customer Class for the upcoming Rate Year.

The Cost of Service Study shall allocate the Annual Revenue Requirements to each Customer Class in a manner that, as closely as practical, reflects each Customer Classes' proportional use of the Public Water Supply System. The allocation methodology will follow industry standards for proportional use, including using average water sales, peak (maximum day and hour) water demand, and the number and size of connections to the Public Water Supply System. The allocation methodology will differentiate between Customer Classes not between City Customers and Township Customers within Customer Classes.

For purposes of allocating the Annual Revenue Requirements, the Cost of Service Study will express those revenue requirements on the Utility Basis, as set forth in **Appendix E**.

#### **8.4 – Annual Revenue Requirements - Defined**

The Annual Revenue Requirements for the Public Water Supply System recaptured through Water Rates shall be the aggregate sum of each of the following Components, each of which is described herein:

- Direct Operation, Maintenance and Repair Costs;
- Administrative and Indirect Operating Costs;
- Debt Service Principal and Interest Requirements;
- Payment In Lieu Of Taxes (“PILOT”);
- Revenue Financed Capital;
- Reserve Fund Deposits and Withdrawals;
- **Reduced By:** the sum of the Other Water System Revenues

##### **A. Direct Operation, Maintenance and Repair Costs**

The direct/actual costs of personnel, materials, utilities, and contractual services for the annual Operation, Maintenance, and Repair of the Public Water Supply System Capital Assets. Operation, Maintenance, and Repair Costs shall not include any other revenue requirement; Administrative and Indirect Costs, Debt Service Principal and Interest, Depreciation, PILOT, Revenue Financed Capital or Reserve Fund Deposits or Withdrawals.

##### **B. Administrative and Indirect Operating Costs**

###### **1. Administrative and Indirect Cost Allocations**

Every year, a qualified independent Cost Allocation Consultant shall conduct an Indirect Cost Allocation Study specific to the City of Kalamazoo and the Public Water Supply System to determine the appropriate annual Administrative Costs and the Indirect Costs to be allocated to and from the Public Water Supply System. The Study shall be conducted in compliance with the Standards required for Federal Grant Agreements designed to replicate actual costs incurred. The Administrative and Indirect Cost allocation to the Public Water Supply System may also include an appropriate allocation from the City Commission as determined by the Cost Allocation Study, which the City and Township

Customers recognize as a cost pool that would not typically be allocable under the Standards for Federal Grant Agreements. Upon agreement between the City and Utility Policy Committee, aggregate departmental cost increases arising out of reorganization or unanticipated expenditures may be allocated in advance of the Cost Allocation Plan.

## **2. Other Post-Employment Benefits (“OPEB”) and Pension Costs**

The annual cash payment made by the City to fund pensions and OPEB shall be allocated to the Public Water Supply System based on the percentage of the present value of future benefits for eligible pension system participants who are employed in or retired from the City’s Water Department.

### **C. Debt Service Principal and Interest Requirement**

The Debt Service/Principal and Interest shall consist of the Annual Principal and Interest Payments required on bonds issued to finance Capital Improvements to the Public Water Supply System – consistent with the City’s bond ordinances. The City’s bond ordinances shall be adopted by the Kalamazoo City Commission consistent with the Utility Financial Policy and the bond coverage requirements. The Debt Service/Principal and Interest requirements may be amended by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

### **D. Payment In Lieu Of Taxes (“PILOT”)**

The City may, in its discretion, assess a Payment In Lieu of Taxes (“PILOT”) to the Public Water Supply System. In no case shall the annual PILOT exceed \$300,000.

### **E. Revenue Financed Capital**

The Revenue Financed Capital shall consist of the Annual Revenues assigned to Cash Finance Capital Improvements for the Public Water Supply System. The Annual Revenues assigned to Cash Finance Capital Improvements will be established by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

### **F. Reserve Fund Deposits and Withdrawals**

The Reserve Fund Deposits and Withdrawals shall consist of the annual sum required to create and maintain Reserve Fund Levels consistent with Bond Covenants requirements and the City Utility Financial Policy. The Annual Reserve Fund Deposits and Withdrawals, and Reserve Fund Levels will be established by agreement between the City and the Utility Policy Committee or by the Kalamazoo City Commission upon recommendation from the Rate Consultant and the Utility Policy Committee using the “Process Regarding Water Rate Approval” set forth in 3.6 C.

## **G. Other Water System Revenues**

The Annual Other Water System Revenues for the Public Water Supply System shall consist of the following:

1. The sale of water and water services to Customers who are not party to this Agreement.
2. The System Capacity Buy In Fee, System Connection Fees, Assessments and Surcharges on Water Rates and every other fee, charge penalty and assessment which is not a Direct Contribution of Infrastructure;
3. The sale, lease, rental, use or sale of Public Water Supply System assets, facilities, equipment, tools, and/or materials;
4. Non-paid use of Public Water Supply System assets;
5. Refunds, grants and contributions;
6. Investment Income.

## **8.5 – Annual Revenue Requirements – Tracking**

### **A. Direct Operation, Maintenance, Repair Costs – Tracking**

The City shall implement a Work Order and Cost Tracking System which shall track, record, and report the direct/actual costs of personnel, materials, utilities and contractual services expended annual for the Operation, Maintenance and Repair of the Public Water Supply System Capital Assets in the City and in the Townships. The City shall provide an annual report detailing the Actual Cost of Operations, Maintenance and Repair to the Utility Policy Committee.

### **B. Administrative and Indirect Costs Component – Tracking**

The City shall track, document and report all costs allocated to and from the Public Water Supply System and delineate any change in the cost allocation methodology used to allocate the actual costs in an annual report to the Utility Policy Committee.

### **C. Other Revenue Requirements – Tracking**

The City shall track, document and report all Annual Revenue Requirements including OPEB and pension costs, PILOT, Debt Service/Principal and Interest, Revenue Financed Capital, and Reserve Fund Deposits and Withdrawals and provide an annual report to the Utility Policy Committee detailing the actual costs of each component.

## **8.6 – Revenue – Tracking**

**A. Revenues from Rates and Charges to Customers – Tracking**

The City shall track and record, to the extent practicable, projected and actual Sales of water and water services and all revenues derived therefrom for each Customer Class, and for City Customers and Township Customers and provide an annual report detailing Revenues and the source of Revenues from Rates and Charges to the Utility Policy Committee.

**B. Other Water System Revenues – Tracking**

The City shall track and record all Other Water System Revenues and provide an annual report detailing Other Water System Revenues to the Utility Policy Committee.

**Article 9 - Billing and Collections**

**9.1 – Water Bills**

- (a) The City shall bill each Customer for water and water services directly. Bills shall be sent monthly or quarterly depending on classification and paid on or before the due date. Unpaid bills shall constitute a lien on the property to which water and water services have been provided pursuant to Section 2 of Public Act 178 of 1939, as amended, being MCL 123.161 *et seq.*
- (b) Water bills shall be paid to the City. The City shall make every effort to collect delinquent and unpaid water bills using the same collection practices and collection efforts for unpaid water bills, both inside and outside of the City. The City shall provide each Township a list of delinquent accounts to be placed on the Township(s) tax roll. The Township(s) shall pay the City all delinquent funds which are subsequently collected. The City and/or Townships may discontinue service after failed collection efforts in accordance with the City’s ordinance.
- (c) The actual cost of Billing and Collection for water services shall be assessed and allocated to the Customer Classes as a cost of operating the Public Water Supply System as described in Article 8.

**Article 10 - Records**

**10.1 – Record Maintenance**

The City of Kalamazoo shall maintain complete and accurate records regarding the formulation of Water Rates and all records which support the recommended Water Rates and the Operation and Maintenance of the Public Water Supply System, consistent with the City’s record retention schedule, including all data provided to the Rate Consultant and every internal and external record, report, study and survey (by any name, designation or title) which supports, defines, explains, or clarifies the data, documents, and/or information which provides any basis for the Water Rate Making Methodology or any Component of the Water Rate Making Methodology described in Appendix E, Operation and Maintenance Costs, Administrative General Fund Costs, Depreciation

Costs, Rate of Return, PILOT and Water Revenue Components described in Article 8 and all records required to perform the Utility Policy Committee Functions defined in Article 3.

### **10.2 - Availability of Records**

The records outlined above shall be maintained by the City of Kalamazoo in a manner which is easily available and transferable to the members of the Utility Policy Committee and each Township.

### **10.3 – Township Records**

Any Township which charges or collects a water surcharge must comply with the requirements of Section 10.1 regarding the sources and detailed uses of the surcharge. The Township shall make such records available to the Utility Policy Committee and City consistent with Section 10.2.

## **Article 11 – Annual Audit**

### **11.1 – Fiscal Year**

The fiscal year for budget and accounting purposes shall be January 1 through December 31 of each year, or as otherwise set by amendment of the Kalamazoo City Charter.

### **11.2—Audit Records**

An audit of the Public Water Supply System shall be conducted annually by a certified public accountant in conjunction with the City’s audit. The City shall make the audit results available to the Utility Policy Committee. If the audit reveals any discrepancy in accounting methods or record keeping, the discrepancy shall be cured immediately.

## **Article 12 – Restriction/Discontinuance of Water Supply**

### **12.1 – Temporary Discontinuance**

If, due to circumstances beyond the control of the City, the capacity of the Public Water Supply System becomes temporarily inadequate to meet demands for short periods of time, then the City may impose restrictions on water use and the Township(s) shall impose and enforce like restrictions on Water Customers.

### **12.2 – Emergency Discontinuance**

The Parties have the right to temporarily discontinue the supply of water to mains or pipes without notice in times of emergency and with notice upon a determination of necessity for purposes of testing, repairing, or replacing water mains, meters, and facilities serving the Water Supply System. No claim for damages during such period of discontinuance shall be made by these Parties as long as the discontinuance is for a proper purpose and the City responds within a reasonable time and with reasonable methods to restore service.



## **Article 13 – Protection Against Contamination**

### **13.1 – Contamination**

For the protection of all consumers of water, the Parties agree to take reasonable efforts to guard against all forms of contamination. Should contamination be detected at any time, the area or areas affected shall immediately be shut off and isolated and remain so until the condition is abated, and the water has been declared safe and fit for human consumption. The decision of the City in this respect shall be final.

### **13.2 – Right to Inspect – Cross Connections**

The Townships shall allow the City to enforce Kalamazoo’s Cross Connection Program for the Public Water Supply System. The City shall have the right, at any time, deemed necessary, to inspect the water service equipment within the Townships, to review construction and chlorination and protective devices, and to perform all other things necessary to protect the quality of the water supply. The City shall provide, and the Townships shall approve, a written cross-connection inspection program. In the event that any Party detects contamination, it shall promptly notify the other.

### **13.3 – Wellhead Protection**

The City shall establish, and the Townships shall approve, a wellhead protection program and adopt corresponding Wellhead Protection Ordinances subject to Utility Policy Committee input as to form and content.

### **13.4 – Emergency Contacts**

The City and Townships agree to abide by any requirements as established by the state or federal governments in emergency situations. The Townships shall inform the City on an annual basis, or more frequently if changes occur, of appropriate contact information for designated Township emergency management officials. Each Party is responsible for providing and maintaining up to date emergency contact information.

## **Article 14 – Water Quality**

### **14.1 – Responsibility for Water Quality**

The City shall deliver treated/potable water to each Customer of water in conformance with applicable federal and Michigan regulations. The City shall sample and monitor the water quality per applicable federal and Michigan monitoring requirements. The City shall not be liable for temporary water quality or pressure fluctuations.

### **14.2 – Water from Other Sources**

The Parties will not permit water from any other source or supply to mix or comingle with the supply from the City's Water Treatment facilities, except in cases of emergency where the water from other sources meets all applicable federal and Michigan regulations and the use has been approved by the Michigan Department of Environment, Great Lakes and Energy (EGLE) (or its successor agency) to relieve the emergency. The City's Emergency Response Plan will take precedence in cases where the emergency impacts the Public Water Supply.

### **14.3 – Operating Liability**

The City will attempt to provide and maintain regular and uninterrupted water service under this Agreement, but shall not be liable for any injuries or damages to any Party or any Customer of water caused by contamination, interruptions, main breaks, water damage, loss of supply or pressure, construction, electrical, or supervisory control and data acquisition (SCADA) malfunctions or any other cause except as provided by law. The Parties agree that the water facilities and services provided under this Agreement are a governmental function, as defined by Public Act No. 170 of 1964, as amended.

## **Article 15 – Operation of the Public Water Supply System**

### **15.1 – Operation of the Public Water Supply System**

During the Term of this Agreement, and any extension therefore, the City shall continue to operate the Public Water Supply System for the benefit of all Customers and continue to have the exclusive right to provide potable water to each Customer. Neither the City nor the Townships shall take any action to impede or harm the delivery of potable water to any Customer.

## **Article 16 – Other Services**

### **16.1 – Other Services**

The City will perform additional services for the Townships as may, from time-to-time, be agreed between the City and The Utility Policy Committee.

### **16.2 – Water Exploration and Production Services**

The City may continue to conduct water exploration and production services, including but not limited to, soil borings, construction of test Wells, use of water level meters, and all other necessary projects to determine the availability of water for the continued and efficient supply of water through the Public Water Supply System. The cost of water exploration and production shall be assessed and allocated to all Customers as described in Article 8. Each Township grants the City consent during the term of this contract to conduct water exploration and production evaluation testing and will permit the City to use its streets, alleys, and public rights of way for these purposes.

## **Article 17 – Term of Agreement**

### **17.1 – Term of Agreement**

This Agreement shall remain in effect for forty (40) years unless terminated earlier by written agreement executed by the City and all of the Townships. At any time prior to twelve months before the termination of the Agreement, the Townships, at their option, may extend the Agreement for an additional 20 years by providing written notice of their intention to exercise this option to the City. If the Townships do not exercise their option to renew for an additional 20 years, this Agreement shall automatically renew in five (5) year increments, unless the City or any Township(s) provide(s) written notice of its/their intent to terminate or amend the Agreement.

## **Article 18 – Termination and Division of Water System Assets**

### **18.1 - Reserve Funds**

Upon termination of this Agreement, the City and the Townships shall discuss a possible amicable division of reserve funds taking into consideration the City Customers' and Township Customers' contributions to the reserve funds as described in Article 8, as well as the City's ownership and operation of the Water Supply System. Any portion of the reserve funds allocated to the City shall be held for the benefit of the City Customers who contributed thereto. Any portion of the reserve funds allocated to the Townships shall be held for the benefit of the Township Customers who contributed thereto.

### **18.2 - Capital Assets**

Upon termination of this Agreement the Retail Service Assets in the City and Parchment shall be the property of the City. The Retail Service Assets in the Townships shall be the property of the Township in which the asset is located. Upon termination of this Agreement the Wholesale Service Assets shall become shared assets of the City and the Townships which shall not be separated or divided but used for the benefit of all Customers unless the City and the Townships agree otherwise by separate agreement. The City and/or Township(s) in which Retail Service Assets are located shall assume all debt directly related to that Retail Service Asset. The City and the Townships shall each assume a portion of the debt associated with the Wholesale Service Assets which become shared Assets of the City and the Townships in a manner that, as closely as practicable reflects the City Customers and Township Customers' proportional use of the Public Water Supply System applying the applicable share of Assets/Costs Methodology defined in Section 8.5 of this Agreement to and between the City Customers and the Township Customers (not to the Customer Classes as described in Section 8.5).

## **Article 19 – Assignment**

### **19.1 - Assignment**

The City and the Township(s) shall not, without prior written consent from the other, assign, transfer, or convey its rights or interests under this Agreement, except that the City and the Township(s) shall each retain the right to assign its/their rights, obligations, and duties under this Agreement by intergovernmental agreement to a water authority or similar entity. If the City or

Township(s) are merged into or succeeded by another governmental entity, the successor shall be bound by the terms and conditions of this Agreement.

## **Article 20 – Remedies**

### **20.1 – Dispute Resolution Process**

Any dispute under the terms or conditions of this Agreement, including a challenge to the water rates and/or the assessment or allocation of water charges and/or any action taken by the City, the Township(s) or the Utility Policy Committee shall be resolved by the following methodology: First, the aggrieved party shall serve a written Notice of Dispute on all other parties to this Agreement. The written Notice of Dispute shall contain the following information:

1. The factual basis for the dispute;
2. The term or condition of the Agreement which has been violated;
3. The adverse effect on the aggrieved party.

Second, within thirty (30) days after receipt of the written Notice, the City and the Utility Policy Committee will convene in an attempt to resolve the dispute. If the dispute is not resolved or the party serving written Notice is not satisfied with the recommendation of the City or the Utility Policy Committee, the matter shall be subject to mediation as follows:

1. Within thirty (30) days after the City and Utility Policy Committee have met, the aggrieved party shall provide written Notice seeking mediation.
2. The City and the Utility Policy Committee shall select an independent mediator who shall convene a meeting of the parties within thirty (30) days. The mediator shall attempt to resolve the dispute and to reach a mutual understanding/agreement between the parties.
3. If mediation is successful, the Agreement between the parties shall be reduced to writing. If mediation is unsuccessful, the mediator shall render his recommendation regarding the outcome. However, the recommendation of the mediator is non-binding and each party is free to pursue all other remedies provided by this Agreement, at law, and in equity.

### **20.2 – Remedies**

The Parties to this Agreement retain all rights, remedies and actions as defined under State and Federal law. The Parties may seek to enforce this Agreement in any court of competent jurisdiction and/or by alternative dispute resolution as agreed upon by the Parties hereto. The terms of this Agreement and any dispute resolution provision contained herein shall not be construed as a waiver of any right or remedy available in law and/or equity.

### **20.3 – Arbitration**

The Parties, by agreement, may stipulate to arbitration of the dispute at issue. However, arbitration is not mandatory, except as expressly provided in Article 3.6F of this agreement. If the Parties agree to arbitration, the following process shall be followed:

1. The Parties to the dispute may agree to a single arbitrator. Otherwise, there shall be three arbitrators with each Party to the dispute selecting an arbitrator and the two arbitrators selecting the third.
2. The arbitration shall be conducted no later than sixty (60) days after receipt of written demand for arbitration unless agreed upon otherwise by the Parties. The arbitration hearing shall take place at a mutually agreeable time and place within the County of Kalamazoo. Seven (7) days before arbitration, each Party shall serve the arbitrator and all other Parties with an arbitration brief containing a concise statement of issues to be arbitrated, supporting arguments, and a list of witnesses that each Party intends to call, including experts and the topic or subject matter about which each witness or expert will testify. The arbitration hearing shall be conducted in accordance with the rules and procedures established by the American Arbitration Association.
3. Within fifteen (15) days of completion of arbitration, the arbitrator(s) shall submit a written determination regarding the matter in dispute. The arbitrator's decision shall be conclusive and binding on the Parties to the arbitration. The scope of the arbitrator's review shall be limited to a review of the contractual provisions contained in this contract as applied under law.
4. Each Party to the arbitration shall pay its own costs and attorney fees.

## **Article 21 – Notices**

### **21.1 – Notices**

All written notices and other documents to be delivered or transmitted hereunder shall be addressed to the respective Parties at such address or addresses as shall be specified by the Parties from time to time. Written notices or other documents may be delivered in person, transmitted electronically or by facsimile, or by ordinary or certified mail, properly addressed with sufficient postage.

## **Article 22 – Miscellaneous**

### **22.1 – Miscellaneous**

- (a) Waiver. The waiver by any Party of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- (b) Unenforceability. If any paragraph or provision of the Agreement is unenforceable for any reason, the unenforceability thereof shall not impair the remainder of this Agreement, which shall remain in full force and effect.

- (c) Entire Understanding. This Agreement represents the entire understanding and agreement between the Parties hereto.
- (d) Captions. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way to amplify or modify the terms and provisions hereof.
- (e) Modification. This Agreement may be changed or modified only by a written document signed by all the Parties.
- (f) Interpretation of Agreement. The Parties acknowledge that each Party has had the opportunity to participate in the drafting of this Agreement. As a result, in the event of any ambiguity in this Agreement, it shall not be interpreted for or against any Party on account of the drafting by any Party.

**Article 23 – Effective Date of Agreement**

**23.1 – Effective Date of Agreement**

This Agreement will become effective upon the approval of all of the legislative bodies of the Parties when duly executed by the City Manager and the Supervisor of each Township.

**Article 24 – Execution in Counterparts**

**24.1 – Execution in Counterparts**

This Agreement may be executed in several counterparts and when so executed will be considered to be an original.

CITY OF KALAMAZOO

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_

Its: \_\_\_\_\_

TOWNSHIP OF \_\_\_\_\_

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Note: All of Appendix G is new.**

Appendix G– Water System Capacity Buy-in Fee

G.1 – General Principle

A fee charged for each new connection to the Public Water Supply System designed to recapture the proportional share of additional available capacity in the Public Water Supply System attributable to each new connection. The System Capacity Buy-in Fee (SCF) shall be calculated using the methodology set forth below.

G.2 – Calculation of Water System Capacity Buy-in Fee per Residential Equivalent Unit (REU)

Net book value of the Public Water Supply System Capital Assets (excluding net book value of customer connection and meeting devices), minus the outstanding debt on the bond principal of the Public Water Supply System (excluding the outstanding debt on the bond principal of customer connections and meeting devices), plus the current bond reserve funds.

Table 1 Water System Capacity Buy-in Fee per REU (SCF)	
Net System Value	\$62,348,512
Calculated REUs	52,260
Calculated Fee per REU	\$1,193
Recommended Fee per REU	\$1,175
Residential Equivalent Units (REU) based on 1” meter	

Table 2 Calculation of Water System Capacity Buy In Fee per REU	
Net Book Value of Capital Assets	\$201,739,578
Less Net Book Value of Customer Connection and Metering Devices	-49,585,458
Less Outstanding Bonded Debt Principal	-110,602,317
Plus Outstanding Bonded Debt Principal for Customer Connections and Metering Devices	13,217,548
Plus Bond reserves	7,579,161
Net System Value	\$ 62,348,512

Table 3

Water System Capacity Buy-In Fee Per Meter Size

The number of REUs assessed to each new connection is based on the size of the meter at the point of connection. The scale below identifies the equivalent number of REUs per meter size.

Meter Size	AWWA Capacity Maximum Flow Rate (gpm)	Factor based on 1"	Water SCF <sup>1</sup>
<b>1"</b>	50	1.00	<b>\$1,175</b>
<b>1.5"</b>	100	2.00	<b>\$2,350</b>
<b>2"</b>	160	3.20	<b>\$3,760</b>
<b>3"</b>	350	7.00	<b>\$8,225</b>
<b>4"</b>	600	12.00	<b>\$14,100</b>
<b>6"</b>	1,350	27.00	<b>\$31,725</b>
<b>8"</b>	1,600	32.00	<b>\$37,600</b>

<sup>1</sup>Based on a minimum meter size of 1". Any meter size smaller than 1" is subject to an individual analysis by City.

(AWWA indicates American Water Works Association)



**AMENDED AND RESTATED WATER SERVICE AGREEMENT**  
**EFFECTIVE 1<sup>ST</sup> DAY OF SEPTEMBER, 2021**  
**AMENDED AND RESTATED EFFECTIVE 1<sup>ST</sup> DAY OF JANUARY, 2024**

CITY OF KALAMAZOO

Dated: \_\_\_\_\_, 2023

By: \_\_\_\_\_  
James Ritsema  
Its: \_ City Manager

CHARTER TOWNSHIP OF COMSTOCK

Dated: November 20, 2023

By: \_\_\_\_\_  
Randy Thompson  
Its: \_ Supervisor

COOPER CHARTER TOWNSHIP

Dated: November 20, 2023

By: \_\_\_\_\_  
Jeff Sorenson  
Its: Supervisor

KALAMAZOO CHARTER TOWNSHIP

Dated: November 27, 2023

By: \_\_\_\_\_  
Don Martin  
Its: \_ Supervisor

OSHTEMO CHARTER TOWNSHIP

Dated: December 12, 2023

By: \_\_\_\_\_  
Cheri Bell  
Its: Supervisor

CHARTER TOWNSHIP OF PAVILION

Dated: November 13, 2023

By: \_\_\_\_\_  
John Speeter  
Its: \_ Supervisor

TOWNSHIP OF RICHLAND

Dated: December 4, 2023

By: \_\_\_\_\_  
Lysanne Harma  
Its: Supervisor

CHARTER TOWNSHIP OF TEXAS

Dated: November 27, 2023

By: \_\_\_\_\_  
Nick Loeks  
Its: Supervisor

VILLAGE OF RICHLAND

Dated: November 13, 2023

By: \_\_\_\_\_  
David Greve  
Its: President

DRAFT

# Memorandum

**Date:** 12 December 2023  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** Captain of Community Risk Reduction/Assistant Fire Marshal Job Description

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## **Objective**

PROPOSED MOTION: To approve the proposed Fire Department Captain of Community Risk Reduction/Assistant Fire Marshal Job Description.

## **Information Attached**

1. DRAFT Fire Department Captain of Community Risk Reduction. Assistant Fire Marshal Job Description

## **Core Values**

Public Service, Sustainability, Innovation, Professionalism, Integrity

## CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

**Position Title:**                    **Captain of Community Risk Reduction/Assistant Fire Marshal**

**General Summary:**

Under the general supervision of the Township Fire Chief and direct supervision of the Assistant Fire Chief / Fire Marshal, performs administrative and technical work encompassed in the oversight of Fire Department Community Risk Reduction and investigations. In addition to emergency response duties, this person shall perform various administrative functions within the Fire Department (i.e. employee training, and record keeping). This is a full-time, non-exempt, FLSA position. This position is collectively bargained under the Oshtemo Professional Firefighters Local 5240 Collective Bargaining Agreement.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in offices, vehicles, and outdoor settings in all weather conditions, including temperature extremes during day and night. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**Typical Responsibilities**

- Coordinates and participates in Community Risk Reduction Programs such as Prevention, Public Education, Fire Investigation Origin and Cause and Domestic Preparedness Programs, as defined by the Center for Public Safety Excellence
- Reviews the site plan for all construction to include new and remodel of existing structures within Oshtemo Charter Township
- Participates in the building review of the construction prior to the issuance of permits to begin the construction
- Conducts Technical Inspections of construction sites as well as inspections for the issuance of a Certificate of Final Occupancy
- Responsible to order a “stop work” or immediate evacuation of any occupied building or location which has a condition that presents imminent danger
- Determines and issues the certificate of occupancy capacity based on building type, square footage and classification of the occupancy itself
- Suspends or revokes a premise based on violations deeming a hazard to the occupants or general public
- Responds to all types of fires at the request of supervising members of the Fire Department to investigate and determine the origin and cause of those fires
- Coordinates the Fire Department’s Fire Safety Inspection Program delivered primarily by the Captains of the Fire Department
- Responds to locations when it is determined that they have not properly acted on needed corrections as directed by the Fire Prevention Code
- Responds to telephone calls and email requests on matters of all types on a constant basis

Effective Date: 12/12/23

- Reviews and approves sites for firework permit requests which have been applied to the Township
- Inspects, reviews, and approves food truck safety inspections
- Reviews, edits and requests resubmissions regarding submitted data
- Participates and successfully completes required certification and license training

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

**Physical Requirements:**

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

While performing the duties of this job, the employee is regularly required to stand; sit; walk; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk, hear and smell. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 150 pounds and on occasion perform the physical duties required of firefighters, both during training activities and in response to emergency calls, while wearing complete protective equipment, including turnout coat and pants, boots, helmet, hood, gloves, and self-contained breathing apparatus for prolonged periods. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Vision must be correctable to 20/30 in each eye and visual field must be normal.

While performing the duties of this job, the employee will infrequently be required to climb exterior ladders to a height of over 100', drag a weight of up to 145 pounds for 40 feet horizontally and up and down steps, wear physically constrictive and confining safety gear, maintain respirator certification by a medical professional and crawl into progressively confining spaces.

Ability to work under conditions where exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, violence, noise, machinery, electrical current, wetness, disease and/or dust, may cause discomfort and where there is a significant risk of injury.

**Essential Qualifications:**

- Knowledge of the International Fire Code
- Knowledge of accepted methods and practices of basic fire inspection
- Knowledge of Underground Storage Tank Program
- Knowledge in the field of processing fire scenes pursuant to NFPA 921 (standard for investigating fires). Including properly photographing, examining, obtaining and packaging fire samples, submitting samples properly for analysis, determining the area of origin and cause of the fire
- Knowledge of Fire Safety Programs
- Knowledge of Fire Prevention Code
- Knowledge of Michigan Right to Know Laws
- Knowledge of Michigan Building Codes
- Ability to educate members on fire prevention and safety
- Ability to educate the public on fire safety violations
- Ability to investigate and process a fire scene
- Knowledge of firefighting techniques
- Ability to use firefighting apparatus and equipment
- Ability to obtain certification in inspection and investigation including evidence collection

**Minimum Employment Qualifications:**

- Must be 21 years of age or older.
- No felony convictions or disqualifying criminal histories within the past ten (10) years.

- Must be able to read and write the English language.
- VEHICLE DRIVERS LICENSE REQUIREMENT:
  - Must maintain a current Michigan Motor Vehicle Operator's License without restrictions (other than corrective lenses requirement).
- MICHIGAN FIREFIGHTERS TRAINING COUNCIL CERTIFICATIONS OR EQUIVALENT:
  - Fire Fighter I and II
  - Hazardous Materials Operations
  - Fire Apparatus Driving
  - Michigan Emergency Medical First Responder License
  - NIMS Incident Command (IS 100/200 or equivalent and IS 700) o NIMS IS 300/400 and IS 800 is desired
  - State of Michigan Fire Investigator or accepted equivalent within reasonable time period
  - State of Michigan Fire Inspector I, II, and Plans Examiner within reasonable time period
  - Fire Officer I & II within two years.
  - Fire Officer III within three years.
- EDUCATION:
  - Must have post-secondary education at the associate degree level or higher and a minimum of five years' experience in the fire service. Prior experience in training and a thorough understanding of applicable MIOSHA regulations are required. Prior experience driving and operating emergency fire service vehicles.
- EXPERIENCE:
  - Five (5) years of fire service experience.
  - Experience in driving and operating emergency fire service vehicles.
  - Five (5) years of routinely providing incident command services.
  - Skilled in the use of typical office software, i.e., Microsoft Word, Excel, and PowerPoint.

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

**Desired Skills:**

**LANGUAGE SKILLS**

Ability to communicate effectively, verbally and in writing, to subordinates, supervisors, division employees and the general public. Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, citizens, employees, and the general public.

**MATHMATICAL SKILLS**

Ability to apply basic mathematical concepts to assist in the preparation of budgets, planning and in making purchasing recommendations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**COMPUTER SKILLS**

Basic computer knowledge including the use of Microsoft Word, Excel, PowerPoint, and Oshtemo Township's Record Management System.

**Competency:**

To perform the job successfully, the following are amongst the competencies an individual should demonstrate: Customer Service - Manages difficult or emotional customer situations; Provides superior customer service, both internal and external; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Diversity - Demonstrates knowledge of EEO Policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics -Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Communicates with employees in a timely and appropriate manner. Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

**CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN**

**Resolution Adopting Oshtemo Charter Township Housing Plan 2023**

DATE: December 12, 2023

WHEREAS, Oshtemo Charter Township has the authority, pursuant to the Charter Township Act, specifically MCL 42.14, to maintain and operate public parks and their facilities, preserve areas for conservation, and develop nonmotorized amenities, and to exercise the powers and functions both expressed and implied by the grant of such authority including the development of such facilities; and

WHEREAS, the Township Board directed its Planning Commission to work with staff to develop the Oshtemo Charter Township Housing Plan 2023; and

WHEREAS, after undertaking a thorough process of inventory, analysis and public input, the Planning Commission has prepared a Housing Plan for Oshtemo Charter Township entitled Oshtemo Charter Township Housing Plan 2023; and

WHEREAS, the Planning Commission has provided for extensive public input of the same and is recommending the adoption of the Oshtemo Charter Township Housing Plan 2023 to the Township Board; and

WHEREAS, the Township has, pursuant to state guidelines, made the Oshtemo Charter Township Housing Plan 2023 available for public review, both at the Township Hall and on the Township's website commencing September 15, 2023; and

WHEREAS, the Township published a Notice of 63-day Public Review Period and Public Hearing by the Planning Commission was held on November 27, 2023, and the Township Board on December 12, 2023.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Charter Township of Oshtemo's Housing Plan 2023 is hereby adopted and incorporated into the 2011 Master Plan,



replacing Chapter 3 thereof, until such time as it can be incorporated into the 2025 Master Plan, and shall remain in effect until further amended by the Township.

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 were absent:

The following "Abstained":

The Supervisor declared that the Resolution has been adopted.

---

DUSTY FARMER, CLERK  
Oshtemo Charter Township

\*\*\*\*\*

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on December 12, 2023, 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, CLERK  
Oshtemo Charter Township

# Oshtemo Township Housing Plan 2023



Prepared by the W.E. Upjohn Institute and the Southcentral Michigan  
Planning Council for the Oshtemo Township Board



W.E. UPJOHN  
INSTITUTE  
FOR EMPLOYMENT RESEARCH

By Emily Petz, Dakota McCracken, Gerrit Anderson, Lee Adams, and Brian Pittelko

Adopted:



## Acknowledgments

No single group or solution will solve the housing crisis. As such, many individuals and organizations were asked to contribute to the creation of this housing plan, including municipal leaders, realtors, developers, employers, nonprofit agencies, and residents. The Planning Commission worked as the steering committee to provide critical direction and innovative ideas to the planning process, which in turn guided the goals and objectives of this plan. Stakeholders' input on these strategies is vital, as their knowledge of local conditions and politics helps determine which are likely to succeed. In addition to the public Planning Commission meetings, eight special public meetings in the evening and on weekends were held to collect feedback on preliminary results. Survey responses were collected from 503 residents in the Oshtemo targeted survey. Further, 435 additional survey responses were received from Oshtemo residents countywide in the Kalamazoo County survey. This strong participation demonstrates the high level of concern, passion, and interest among residents regarding housing solutions for Oshtemo Township.

Formulating this housing plan would not be possible without the hard work of the Planning Commission and the Community Development Department at Oshtemo Township. Additional support provided by Township volunteers was invaluable in getting the word out about the housing survey. In addition to those who answered the survey, we had around 55 participate in stakeholder in-person and Zoom meetings. We are grateful for the collaboration and partnerships that formed during this process.

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The Township wishes to thank the residents that attended the public meetings and participated in the online survey. Your feedback and participation were an invaluable part of the plan!

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# 1

## Introduction

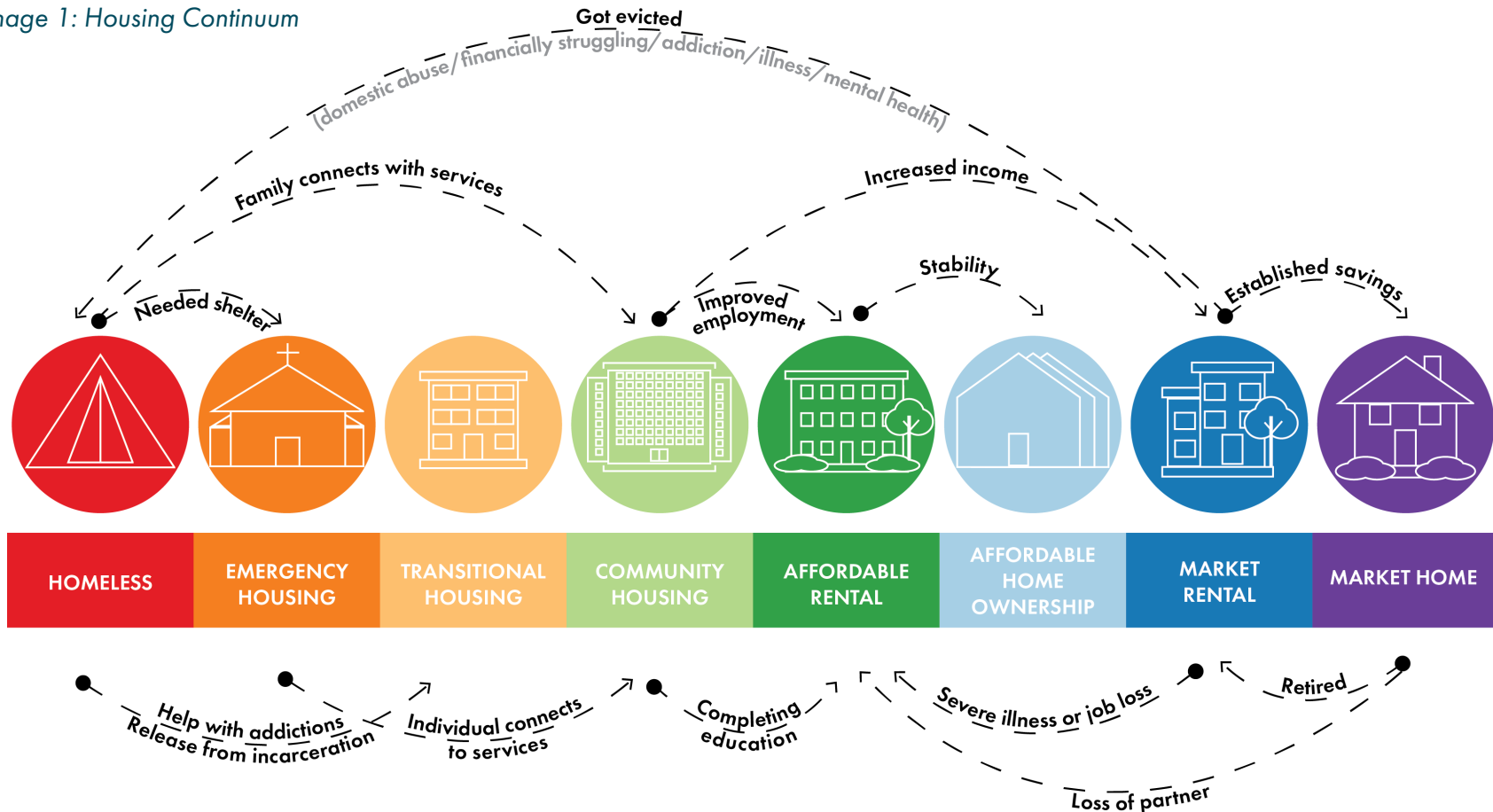
# Introduction

## Housing Continuum

The housing continuum demonstrates the range of housing types in which individuals may live during their lifetimes. A healthy housing market has options for any stage. Individuals can move in any direction at any point in their lives. A healthy community has

options along this continuum in order to allow residents to not only stay in their community through each stage, but, more importantly, to thrive through economic stability.

Image 1: Housing Continuum



These are a few examples of how people might move within the housing continuum.

Source: Housing Continuum Image Courtesy of United Way of Halifax (Canada)

# Introduction

## Creating This Plan

The Upjohn Institute was asked by the Oshtemo Township Board to complete a housing plan for the community. This plan will cover the housing needs assessment, market demands, results from the Oshtemo Township Housing Survey, the Oshtemo portion of the countywide housing survey, and goals and objectives. Community and committee engagement guided the direction and focus. The data and survey results contextualized the housing pressures and frustrations experienced throughout the Township. We cannot stop change, but we can take a proactive approach to guiding the changes and growth to provide a better future. The plan provides the data to see where we are currently, where we can go and how we can get there.

## Executive Summary

A healthy housing continuum provides homes for those with a range of incomes or in different life situations. Oshtemo Township has a shortage of housing units at multiple price points. Low rates of construction, high construction costs, increased demand from a growing population, and housing costs that are increasing faster than wages have contributed to the shortage and affordability issues. This plan uses a number of indicators to assess the condition of the housing continuum. The indicators examined include the current and projected population, the existing housing stock, and the needs and desires of the current population. Population indicators and survey results are needed to understand the current and future demand for housing. An examination of the existing housing stock is needed in order to grasp what problems currently exist and which housing types are needed going forward. Assessing the needs and desires of the existing population helps guide decision-making around how resources are utilized to provide the greatest benefit to Township residents.

Fortunately, many strategies are available to help alleviate some

of the housing concerns found in the Township. These strategies are most effective when community partners band together to implement them as a cohesive unit.

In 2021, the population of Oshtemo Township stood at 23,583. It had grown about 5 percent during the preceding five years, a higher growth rate than that of the state overall, which was 1.54 percent for that same period. The Township has grown by 205 households since 2016. Among homeowners, one-person households and two-person households have declined by 3.0 and 7.5 percentage points, respectively. From 2016 to 2021, the population of Oshtemo Township became more racially diverse. The fastest-growing ethnic/racial group is the one categorized as “Two or More Races,” whose proportion increased by more than 4 percentage points over the five-year period.

Housing-unit construction in Oshtemo Township has remained low following the housing crash of the Great Recession. Even as the housing bubble burst, Oshtemo continued to grant building permits, while permits in the county overall declined. Both the Township and the county have found a stable level of construction since the recovery, though Oshtemo has been trending downward since 2018. While the pace of permitting countywide is modest, Oshtemo Township is missing out on potential growth and unmet demand.

Lower inventory of housing is one of the drivers of higher prices: demand for housing is high, but there are fewer available homes

**Affordability** is defined as a household paying 30 percent or less of its total gross annual income on housing. This is an inclusive definition that can be used for either market-rate or subsidized housing. Conversely, income-qualified units are intended only for low- and moderate-income households.



# Introduction

than in the past. Housing prices and weekly earnings were trending generally together until 2018. Then, wages stagnated until the end of 2020 before rising steadily through 2021. During the same period, home prices rose steadily until flattening in 2022. The resulting gap is stark, making many homes unaffordable even as wages are rising.

The high proportion of university students in Oshtemo Township likely lowers the median income. Residents under the age of 25 making less than \$20,000 a year account for twice the rate in Oshtemo Township as they do statewide. Additionally, over 15 percent of the senior-aged population in Oshtemo Township make less than \$20,000 annually, and 28 percent of Oshtemo seniors make less than \$30,000 annually, indicating that some seniors likely struggle to afford housing without being cost-burdened.

Overall, the number of owner-occupied housing units in Oshtemo Township increased by more than 50 from 2016 to 2021. However, there was a decline in homeownership in Census Tract 29.05 (the section of the Township south of the Amtrak line and west of U.S. 131) by 1.81 percent.

The housing concerns in Oshtemo Township are not small. Rising costs have put most moderate- and low-income earners into situations where they are paying more in rent or ownership costs than what is financially sustainable. The supply-and-demand chapter shows that 2,300 renting households are burdened by their current housing costs. Most of these renters earn below \$20,000 per year and would need rental units costing below \$500 per month for relief from that burden. There are fewer than 1,000 overburdened homeowners, in a wide range of incomes. The largest group, at 300 households, are making \$35,000 to \$49,999 per year. These households would need homes of between \$115,000 and \$163,000 (depending on property taxes and loan parameters) to afford payments of \$875 to \$1,249 per month.

According to our estimates, the Township needs to enable the development of 750 new housing units to address housing issues. This includes population-growth projections and pent-up demand from the past under production of housing. This will require a substantial public private investment—an estimated \$177 million.

In total, 504 responses were received in the Oshtemo Township Survey, for a coverage rate of 5 percent of households. This is within the standard range for survey responses. Homeowners make up just over half of Oshtemo Township residents but represent over 85 percent of respondents to the survey. To account for this, data from the survey questions were apportioned by renter and owner to show responses separately. The purpose of the survey was to provide additional public engagement and feedback during a time when in-person meetings decreased. The survey responses do not represent the demographics of the community based on the U.S. Census's American Community Survey. There was a strong difference between renter and owner responses on further development of multifamily housing. The largest portion of renters—over 45 percent—strongly agreed that multifamily housing options were important. Owners were more evenly distributed but seem generally not to be in favor of multifamily housing, as “strongly agree” was the smallest response.

Owners and renters have different challenges when it comes to finding housing. Renters' primary concern is price. Their second and third concerns are the pace by which units are leaving the market and the various housing options. For owners, the issues were more evenly distributed, but the pace of homes on the market was the most frequent response. When asked what they were looking for when choosing a home, renters' top response indicated a desire to live in a mixed-income neighborhood. They also prioritized proximity to work more highly than homeowners did. Homeowners' responses most often prioritized factors associated with family life, such as parks, schools, and proximity to family.

# Methodology

## Kalamazoo County Survey Methodology

The intent of this survey was to document the housing characteristics and preferences of housed residents of Kalamazoo County. Survey questions were focused on determining demand for specific housing types, location preferences, clarifying housing challenges, getting feedback on housing priorities, and determining how different demographic groups are impacted by housing crises. Information gathered from this survey was used to inform content in the Kalamazoo County Housing Plan.

The target population for the survey was housed residents living in Kalamazoo County. For the purposes of this survey, all adults living in the household were asked to respond. As of 2021, Kalamazoo County had a population of 261,108 [1]. There were 204,985 individuals aged 18 and over residing in Kalamazoo County as of 2021 [2]. Additionally, there were 105,990 occupied housing units as of 2020 [3].

A sample of residential addresses were obtained from the Kalamazoo County government. Because the county government utilizes the address list for emergency services, apartment units are not specified. This lack of information was compensated for by identifying multifamily residents in the address list and verifying the number of units at the address from voting records. Addresses to be mailed survey prompts were randomly selected from the augmented list. Moreover, the survey was also shared on social media by cities, townships, villages, neighborhood groups, and nonprofits throughout Kalamazoo County.

The survey instrument was implemented through Survey Monkey on March 1, 2022, and concluded on May 22, 2022. A total

of 35,500 survey prompts were mailed to homes in Kalamazoo County. Resource limitations led to the selection of a multifaceted approach to advertising the survey among housed residents of Kalamazoo County. Moreover, this approach would attempt to account for the errors that could occur from administering survey prompts only by way of a mailer.

The mailed survey prompts, social media campaigns, and other advertising methods yielded roughly 3,000 responses. Of those roughly 3,000 responses, 435 were from Oshtemo Township residents. It is essential to incorporate these responses in this plan to ensure the largest number of Oshtemo Township residents' perspectives were considered. The results and analysis of these responses are found in Chapter 4.

# Methodology

## Oshtemo Township Survey Methodology

The intent of this survey was to document the housing characteristics and preferences of housed residents of Oshtemo Township. Survey questions were focused on determining demand for specific housing types, location preferences, clarifying housing challenges, getting feedback on housing priorities, and determining how different demographic groups are impacted by housing crises. Information gathered from this survey was used to inform the Oshtemo Township Housing Plan.

The target population for the survey was housed residents living in Oshtemo Township. For the purposes of this survey, all adults living in the household were asked to respond. As of 2021, Oshtemo Township had a population of 23,583 [1]. There were 18,687 individuals aged 18 and over residing in Oshtemo Township as of 2021 [2]. Additionally, there were 10,383 occupied housing units as of 2021 [3].

The survey instrument was implemented through Survey Monkey on November 18th, 2022 and concluded on March 10th, 2023. The survey was shared on a postcard to all addresses registered to vote in Oshtemo Township. It was shared on the Township newsletter, through multiple social media posts and posters were made for apartments where posting was possible. In total, 504 responses were received, for a coverage rate of 5 percent of households. This is within the standard range for survey responses.

# 2

## Housing Assessment

# Housing Assessment

## About the Data

Most of the data gathered for this report came from the 2021 and 2016 five-year estimates of the American Community Survey, which is a product of the U.S. Census Bureau. Census data are collected through a self-reported survey; as such, it is possible that respondents did not provide entirely accurate responses. Nonetheless, the U.S. Census Bureau remains a reliable data source for subjects covered in this report. Not all variables identified in the report were available at the county subdivision level; therefore, we pulled data at the census tract level.

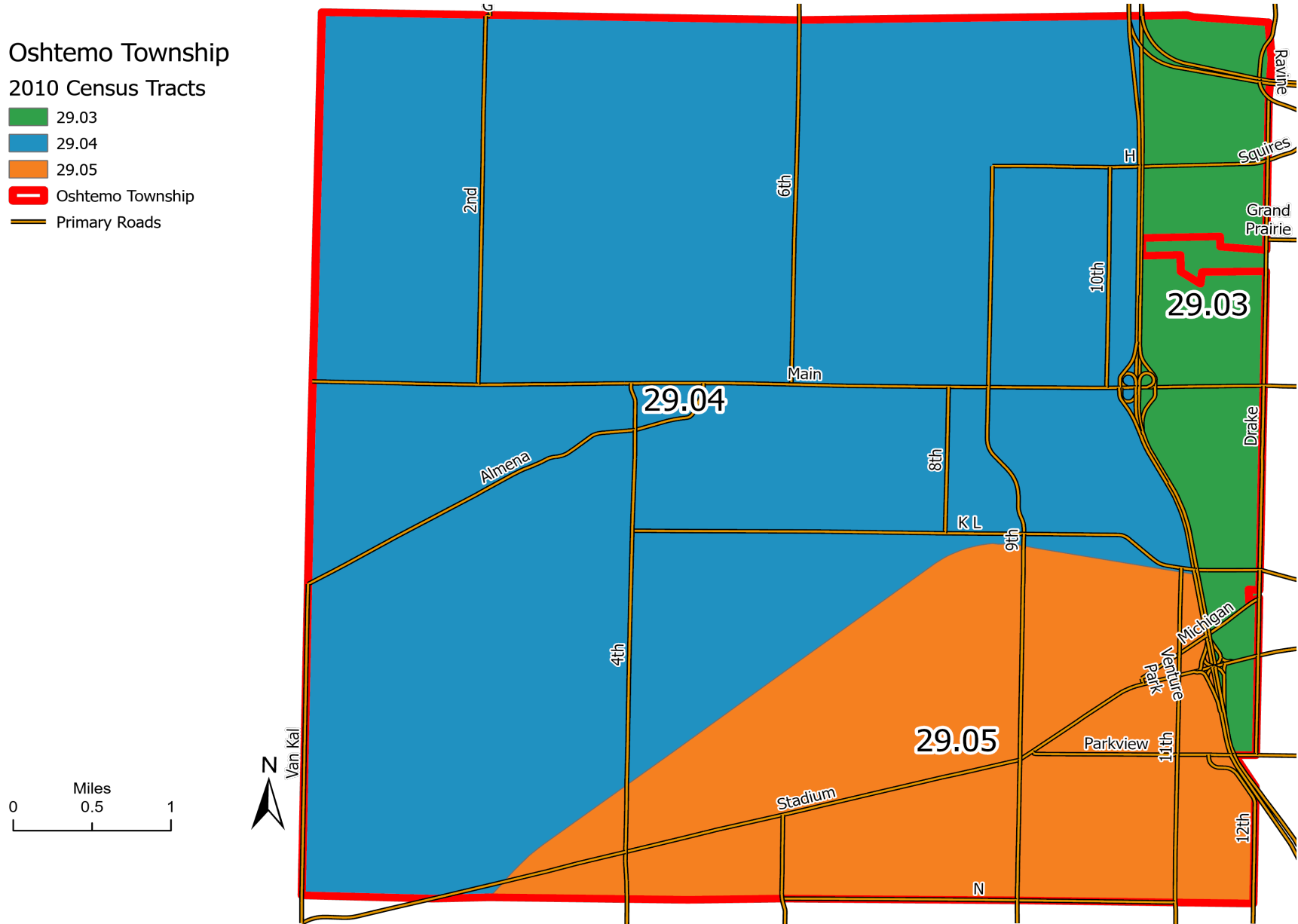
are associated with the 2010 census-tract boundaries, as the tracts that were split in 2020 can be aggregated to sum to the value of the 2010 tracts. Please reference the 2010 and 2020 census-tract map and tables for a visual representation of the census tracts in Oshtemo Township.

## Data Limitations

The U.S. Census Bureau updates the boundaries of census tracts every 10 years; therefore, the 2021 five-year estimates and the 2016 five-year estimates of census-tract boundaries are not the same. Moreover, the 2021 five-year estimates correspond to the 2020 census-tract boundaries, while the 2016 five-year estimates correspond to the 2010 census-tract boundaries. The U.S. Census Bureau either splits or merges census tracts, depending on population change (splits for population increases and merges for population decreases). In Oshtemo Township between 2010 and 2020, three census tracts were split into new tracts (see Table 2), for a total of six census tracts. This discrepancy between the two years means that metrics that require calculating the percentage change between the 2021 five-year estimates and the 2016 five-year estimates

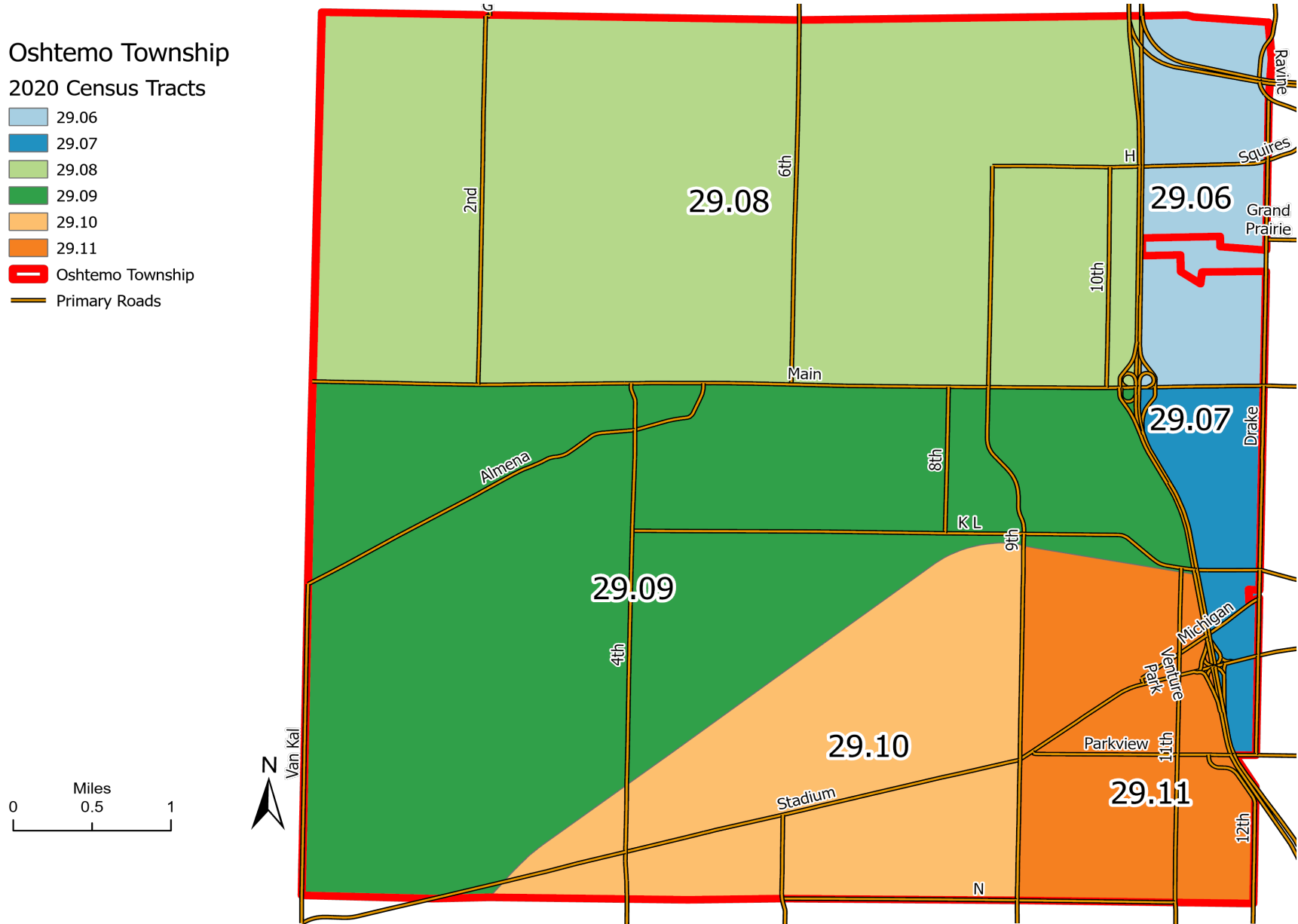
# Housing Assessment

Map 1: Oshtemo Township Subdivision by Census Tract, 2010 Tracts



# Housing Assessment

Map 2: Oshtemo Township by Census Tract, 2020 Tracts



# Housing Assessment

## Geography

Oshtemo Township is located on the west side of Kalamazoo County. Kalamazoo County is located south of Grand Rapids, southwest of Lansing, and west of Detroit. Kalamazoo County comprises the entire Kalamazoo-Portage Metropolitan Statistical Area. U.S. Route 131 and Interstate 94 intersect near the center of the county. Kalamazoo County consists of four cities (of which the City of Kalamazoo is the county seat), five villages, and 15 townships. Oshtemo Township consists of six census tracts as of the most recent census boundaries.

## Survey Responses

### ***What are/were you looking for in housing that you cannot find?***

*"Housing that is in a location where I can walk to shopping and services"*

*-Anonymous, Oshtemo Township Survey*

### ***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"Proximity to everything and yet a feeling of being more sub-urban/rural than suburban/city."*

*- Anonymous, Oshtemo Township Survey*



# Housing Assessment

## Population and Households

In order to design an effective housing plan, one must consider the unique demographics of a community and how the current housing supply may or may not serve the community’s needs. Such background information helps identify opportunities to better match housing supply to housing need

### Population

In 2021, the population of Oshtemo Township stood at 23,583. It had grown 5 percent during the preceding five years, a higher growth rate than that of the state overall, which was 1.54 percent during the same period. From 2016 to 2021, one census tract experienced a population decrease within Oshtemo Township: Tract 29.04 (the section of the Township north of the Amtrak line and west of Interstate 131) saw its population fall by 4.77 percent. Conversely, Tracts 29.05 and 29.03 experienced population increases of 13.5 and 10.22 percent.

Table 1: Population, Oshtemo Township

2010 Tract	2016 Population	2020 Tract	2021 Population	2021 Population Adj.	Change %
29.03	5195	29.06	1613	5726	10.2
		29.07	4113		
29.04	9568	29.08	4974	9112	-4.8
		29.09	4138		
29.05	7705	29.10	4720	8745	13.5
		29.11	4025		

Source: 2021 & 2016 ACS, 5 yr Estimates

## Survey Responses

### What are some of the things you like or dislike about housing in Oshtemo Township?

“Not enough single family residential properties affordable to young couples”

-Anonymous, Oshtemo Township Survey

# Housing Assessment

## Household Size

Oshtemo Township has grown by 205 households since 2016. Among homeowners, one-person households and two-person households have declined by 3.0 and 7.5 percentage points, respectively. The proportion of homeowners living in three- or four-person households increased by 8 percentage points. Larger households of six people or more have increased in their proportion of homeowners but do not form a significant category for renters in the Township. Among renters, the proportion of three-person households has declined slightly, and the difference has been redistributed among other household sizes.

Table 2: Tenure by Household Size, Oshtemo Township

Household size	2016 Owner Occupied		2016 Renter Occupied		2021 Owner Occupied		2021 Renter Occupied	
	Count	%	Count	%	Count	%	Count	%
1-person Household	1,267	24.5%	2,389	47.8%	1,125	21.5%	2,498	48.6%
2-person Household	2,432	46.9%	1,230	24.6%	2,064	39.4%	1,287	25.0%
3-person Household	527	10.2%	968	19.4%	789	15.0%	834	16.2%
4-person Household	619	11.9%	350	7.0%	794	15.1%	431	8.4%
5-person Household	243	4.7%	61	1.2%	297	5.7%	90	1.8%
6-person Household	59	1.1%	-	-	125	2.4%	-	-
7 + person Household	33	0.6%	-	-	49	0.9%	-	-

Source: 2021 ACS, 5 yr Estimates

## Race

From 2016 to 2021, the population of Oshtemo Township became more racially diverse. The fastest-growing ethnic/racial group is the one categorized as “Two or More Races,” whose proportion increased by more than 4 percentage points over the five-year period. Both the proportion and the total number of residents identifying as “White” decreased during the five-year period.

Table 3: Race 2016-2021, Oshtemo Township

Race	Population 2016		Population 2021	
	Count	%	Count	%
Two or More Races	1,093	4.9%	2,203	9.3%
White	16,854	75.0%	16,387	69.5%
Black or African American	2,810	12.5%	3,270	13.9%
Some Other Race	991	4.4%	1,182	5.0%
Hispanic Ethnicity <small>*Of Any Race</small>	885	3.9%	1,380	5.9%
Total Population	22,468	100%	23,583	100%

Source: 2021 ACS, 5 yr Estimates

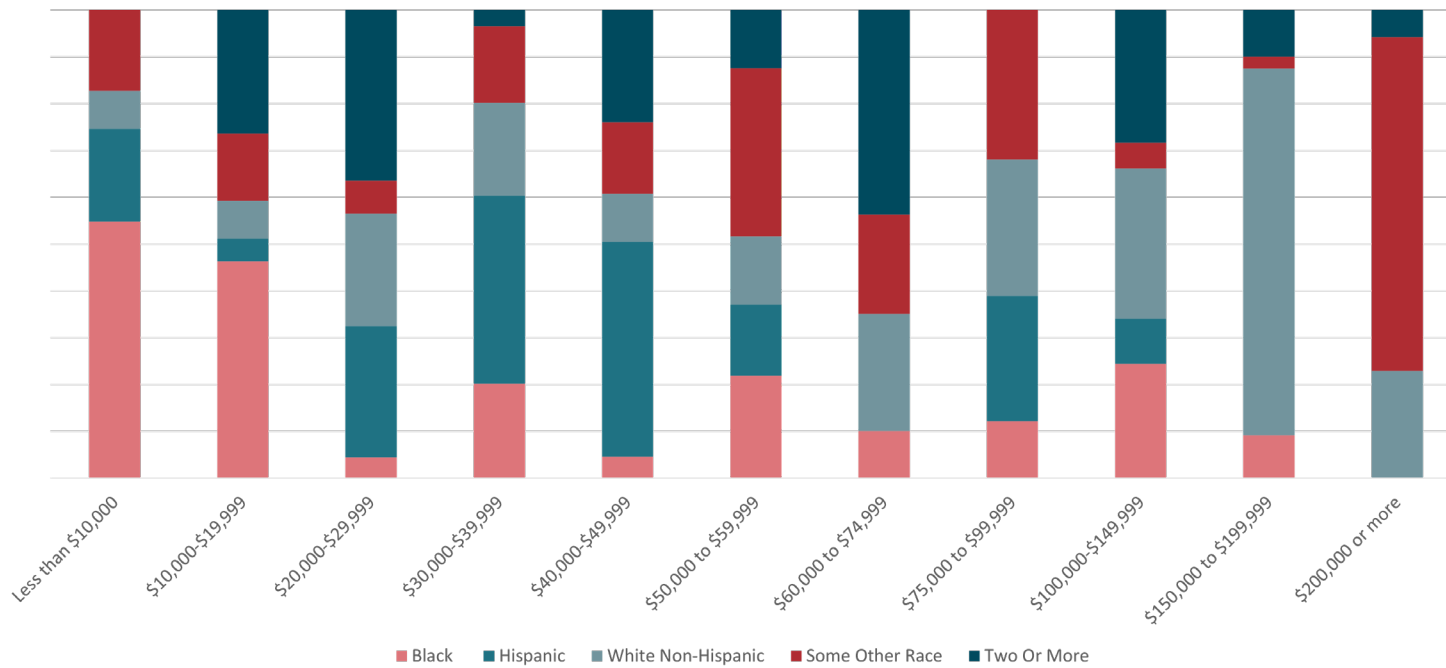
NOTE: Because of the inclusion of “Hispanic Ethnicity,” this table does not sum to the total population count. Differences in the 2021 total population count (listed in the population section) and the population count of this table stem from differences in the 2021 American Community Survey’s one-year estimate and the 2021 American Community Survey’s five-year estimate.

# Housing Assessment

## Race, cont.

Over half (55.6 percent) of Black households in Oshtemo Township make less than \$20,000 annually, greatly increasing the chances that they experience a housing-cost burden. They are twice as likely to have incomes of less than \$30,000 a year as White non-Hispanic households in the Township are, highlighting equity concerns.

Chart 1: Oshtemo Township Household Income by Race, 2021



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Table 4: Oshtemo Township Income By Race, 2021

Income	White Non-Hispanic	Black or African American	Hispanic Ethnicity	Two or More Races	Some Other Race
Less than \$10,000	2.7%	18.5%	6.7%	0.0%	5.8%
\$10,000- \$19,999	6.5%	37.1%	3.8%	21.1%	11.5%
\$20,000- \$29,999	13.5%	2.5%	15.7%	20.4%	4.0%
\$30,000- \$39,999	10.9%	11.0%	22.0%	1.9%	8.9%
\$40,000- \$49,999	7.4%	3.3%	32.9%	17.1%	11.0%
\$50,000- \$59,999	4.3%	6.4%	4.4%	3.6%	10.5%
\$60,000- \$74,999	11.6%	4.6%	0.0%	20.2%	9.8%
\$75,000- \$99,999	11.3%	4.7%	10.3%	0.0%	12.4%
\$100,000- \$149,999	14.0%	10.7%	4.2%	12.4%	2.4%
\$150,000- \$199,999	10.5%	1.2%	0.0%	1.3%	0.3%
\$200,000 or more	7.5%	0.0%	0.0%	1.9%	23.5%

Source: 2021 ACS, 5 yr Estimates

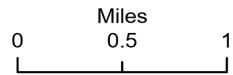
# Housing Assessment

Map 3: Oshtemo Township Population Percent Change, 2016–2021

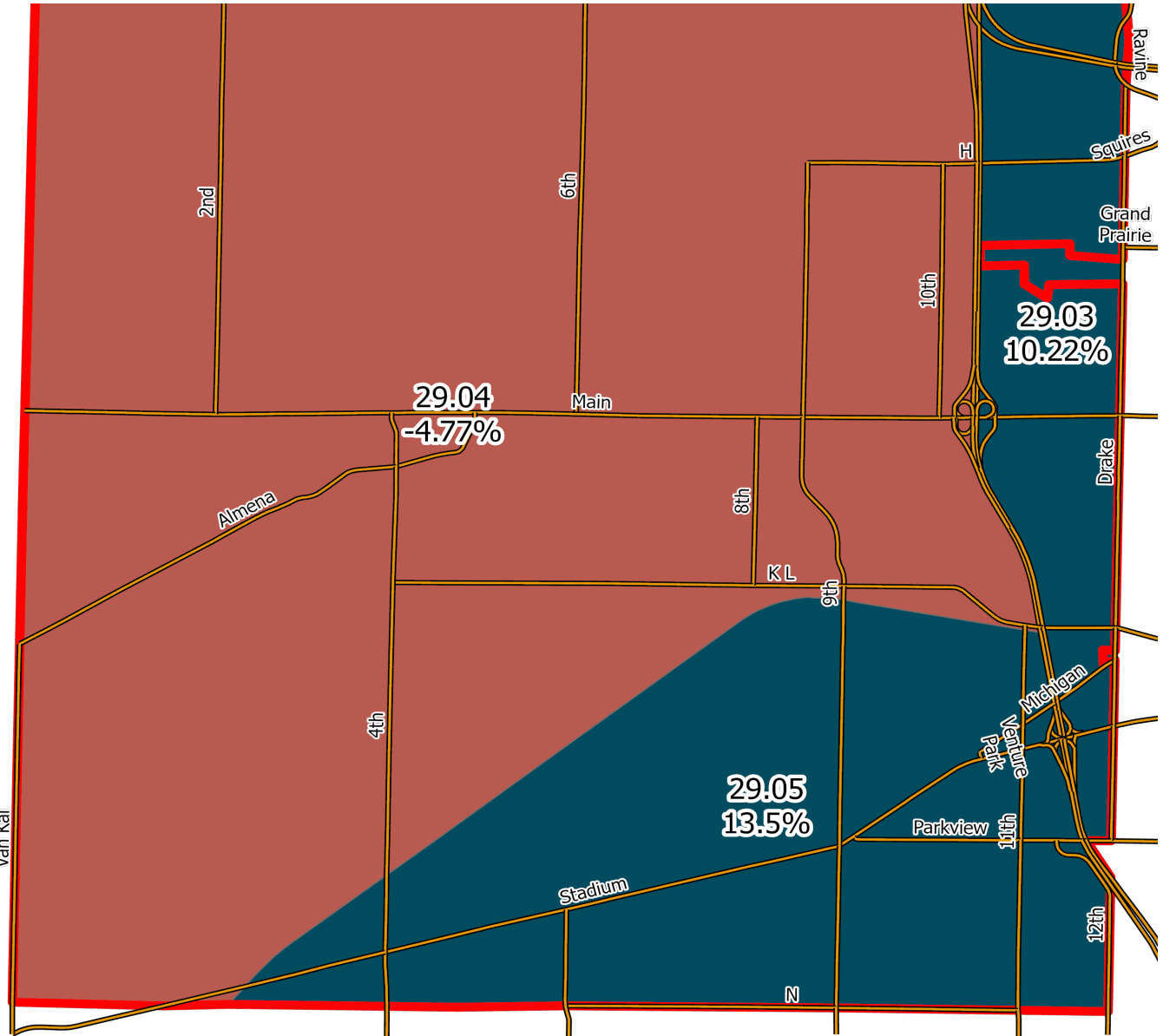
Population, 2016 to 2021

Percent Change, by Census Tract

- 4.77% - 0.00%
- 0.01% - 10.00%
- 10.01% - 20.00%
- Oshtemo Township
- Primary Roads



Source: ACS 2021 5 Yr Estimates, ACS 2016 5 Yr Estimates

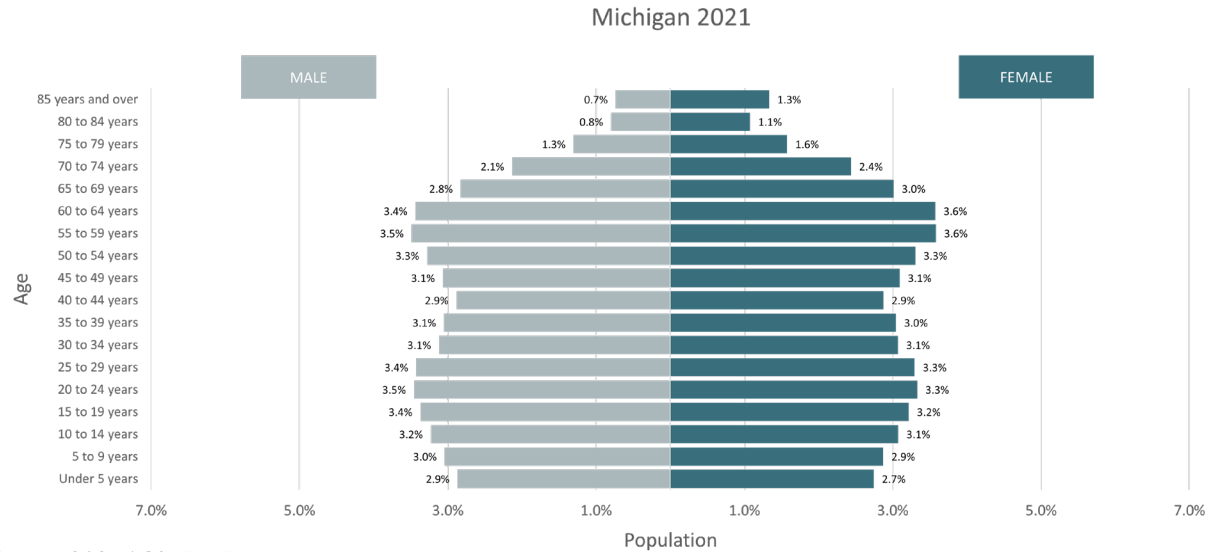


# Housing Assessment

## Age

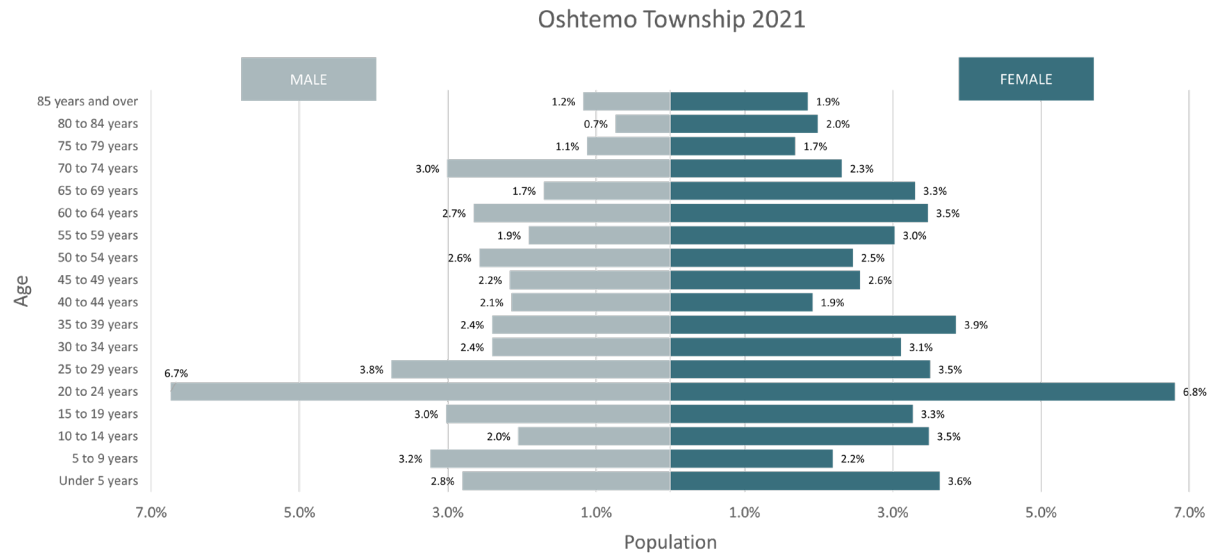
Oshtemo Township’s location next to Western Michigan University, Kalamazoo College, and Kalamazoo Valley Community College ensures that young adults make up more of the Township’s population than is typical across the state. Michigan’s proportion of 20- to 24-year-olds is 6.8 percent, while the proportion in Kalamazoo County is 11.8 percent and the proportion in Oshtemo Township is 13.5 percent—double the state average. Communities with a high number of university students are unique in that many students who did not grow up in that community return to their hometowns between semesters, which causes the population to fluctuate throughout the year. American Community Survey and census population estimates include the student population at its peak.

Chart 2: Michigan Population Pyramid, 2021



Source: 2021 ACS, 5 yr Estimates

Chart 3: Oshtemo Township Population Pyramid, 2021



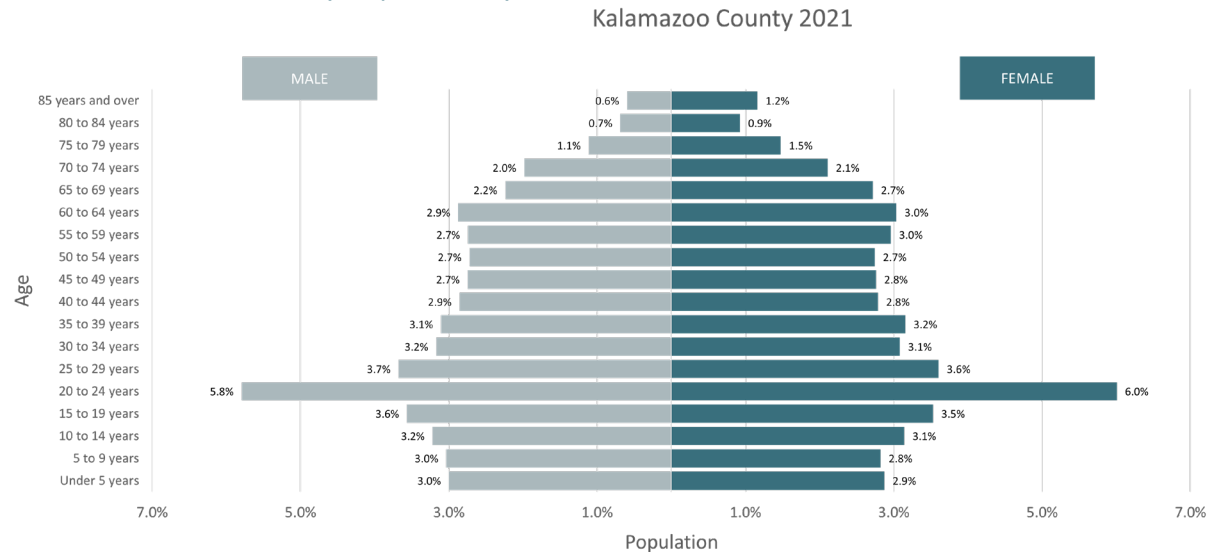
Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Senior-aged individuals—those 65 years of age and older—comprise nearly one-fifth (18.8 percent) of the Township’s population. This is a slightly higher proportion than that of the overall population of Michigan seniors, who make up 17.2 percent of the state’s total population.

The proportion of Oshtemo Township’s residents aged 19 or younger matches that of the state as a whole, at just under one-quarter of the population.

Chart 4: Kalamazoo County Population Pyramid, 2021



Source: 2021 ACS, 5 yr Estimates

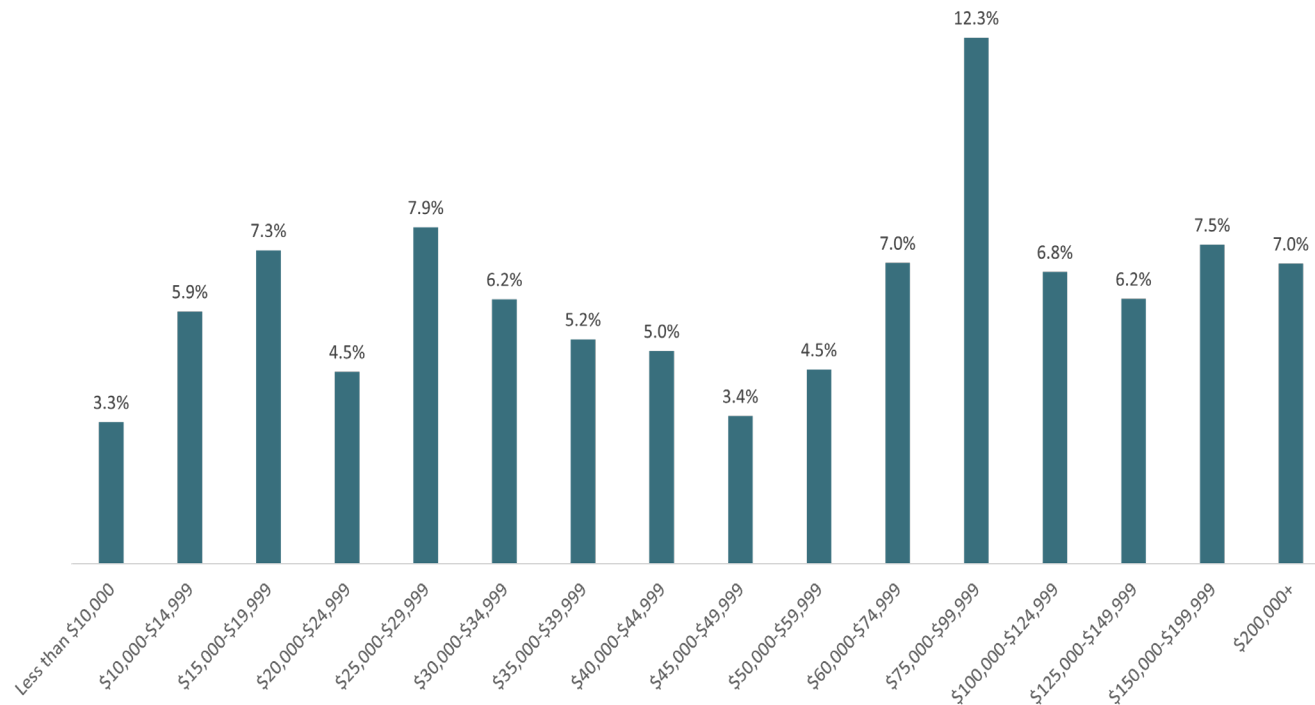
# Housing Assessment

## Age and Income

The high proportion of university students in Oshtemo Township likely lowers the median income. Residents under the age of 25 making less than \$20,000 a year account for twice the average rate in Oshtemo Township as they do statewide. Nearly one-third (32.1 percent) of residents under the age of 25 make less than \$20,000 a year, while 16.5 percent of Township residents overall make less than \$20,000 a year. While some students have supplementary forms of income not included in the census estimates, others do not and may struggle to afford housing. The median annual income needed to afford rent in the Township

without being housing-burdened ranges from \$23,880 to \$29,220. Nearly 60 percent (58.3 percent) of all senior-aged individuals in Oshtemo Township either pay rent or make a mortgage payment. Over 15 percent of the senior-aged population in Oshtemo Township make less than \$20,000 annually, and 28.1 percent of Oshtemo seniors make less than \$30,000 annually, indicating that some seniors likely struggle to afford housing without being cost-burdened.

Chart 5: Oshtemo Township Income Distribution

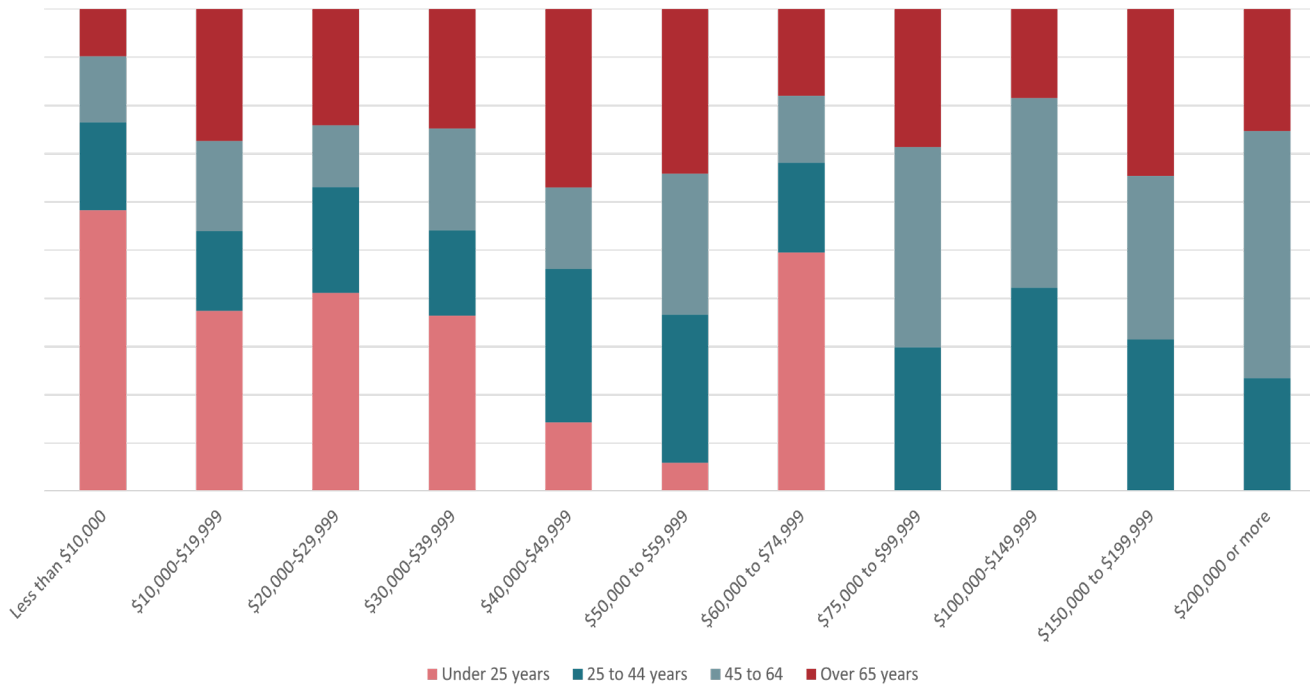


Source: 2021 ACS, 5 yr Estimates



# Housing Assessment

Chart 6: Oshtemo Township Income by Age, 2021



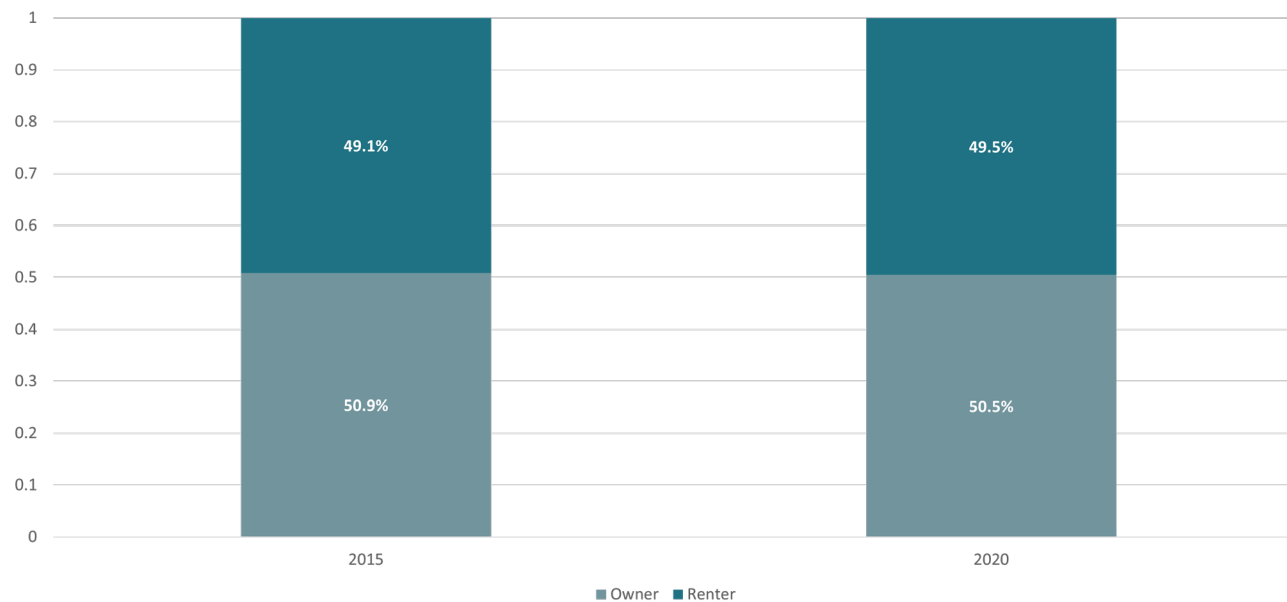
Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

## Tenure

Overall, the number of owner-occupied housing units in Oshtemo Township increased by more than 50 from 2016 to 2021. However, there was a decline in homeownership in Census Tract 29.05 (the section of the Township south of the Amtrak line and west of Interstate 131) by 1.81 percent. Tracts 29.03 and 29.04 both had increases in the number of owner-occupied units, by 5.86 and 2.88 percent, correspondingly.

Chart 7: Housing Tenure in Oshtemo Township

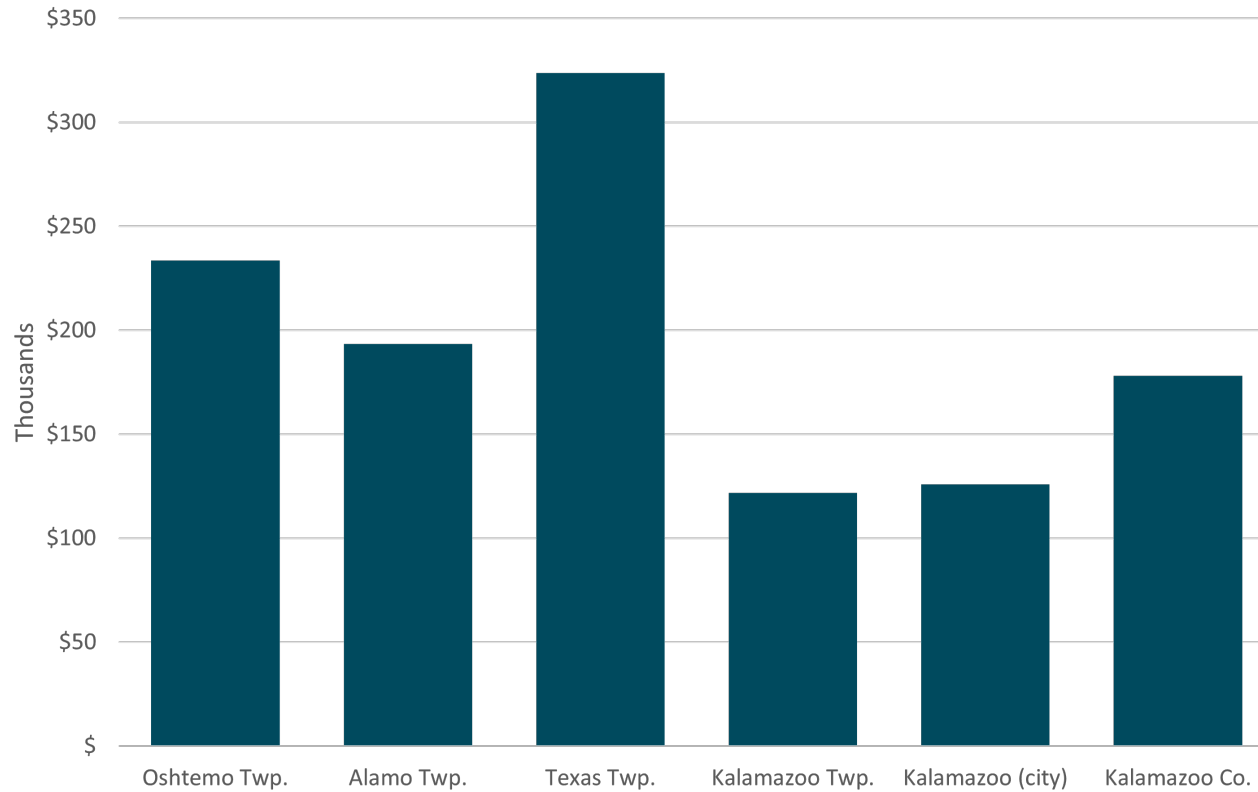


Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Oshtemo Township's median owner-specified value is more than \$50,000 higher than that of Kalamazoo County. The Township's median owner-specified value is also higher than that of Alamo Township, Kalamazoo Township, and the City of Kalamazoo, but lower than that of Texas Township.

Table 8: Median Owner Specified Value of Owner-Occupied Housing Units

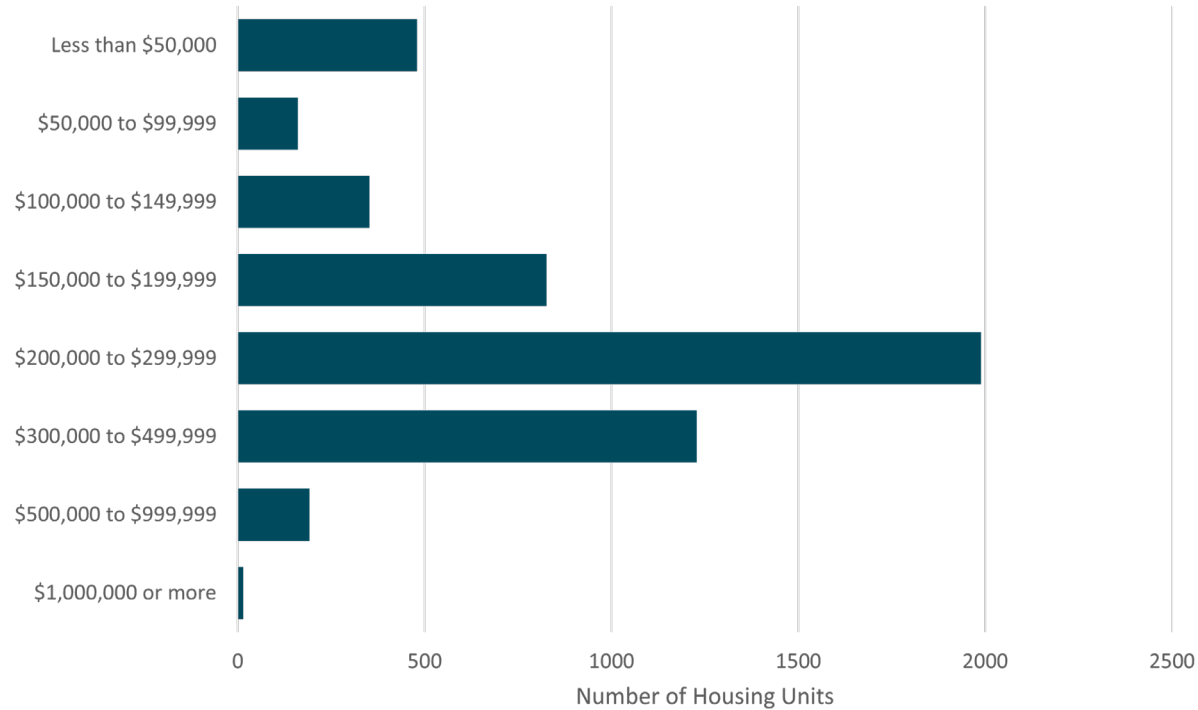


Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

About 19 percent of owners identified a value of less than \$150,000, with 34.7 percent identifying a value of less than \$200,000. A majority of owners (61.4 percent) identified a value of between \$200,000 and \$500,000.

Chart 9: Owner Specified Value of Owner-Occupied Housing Units



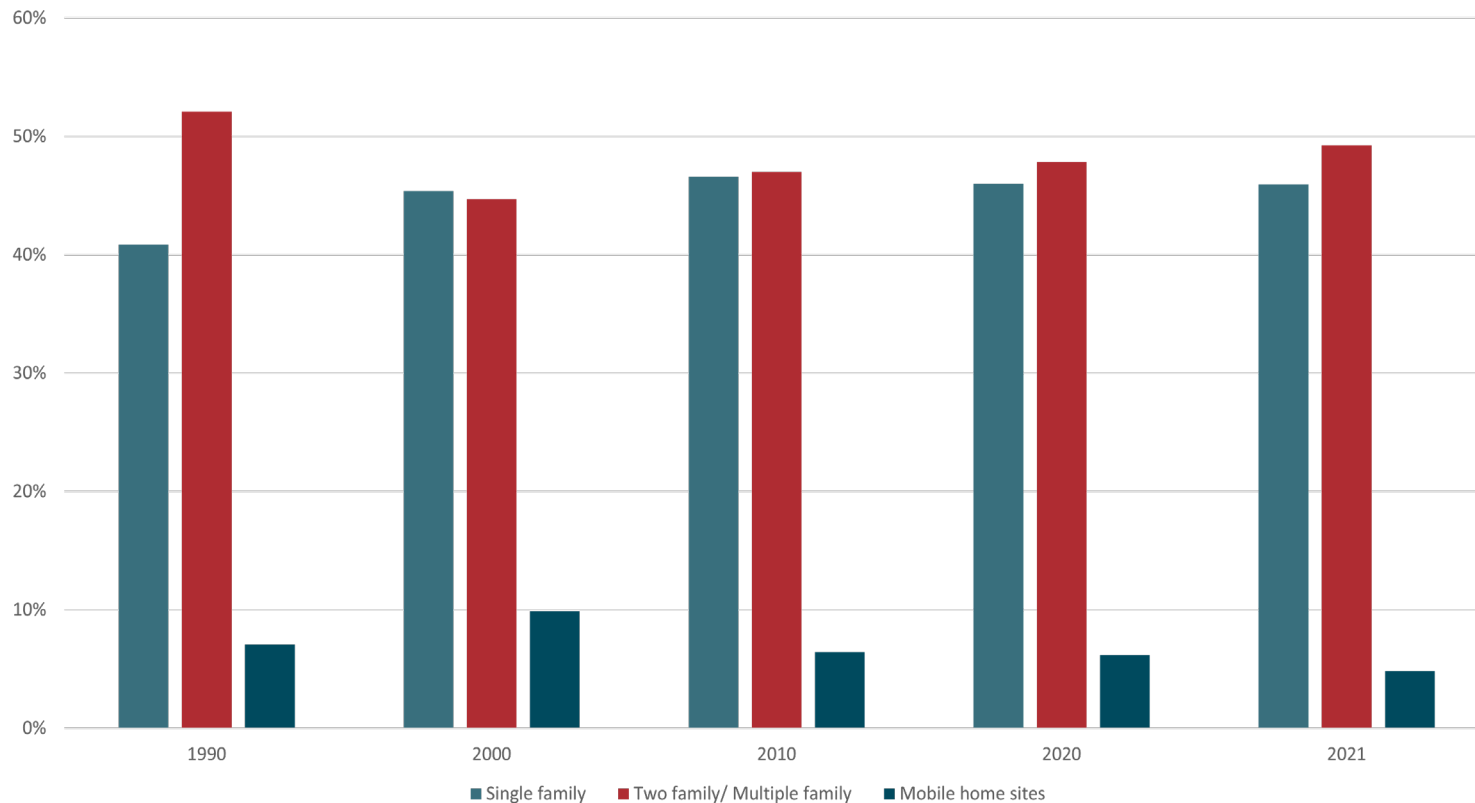
Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

## Tenure Comparison

Within Oshtemo Township, about half of all units are multifamily; the remaining half are mostly single-family dwellings (both attached and unattached), and approximately 5 percent are mobile homes. Since 1990, the housing stock in Oshtemo Township has become comprised of proportionately more single-family dwelling units. The proportion of single-family units has grown by 6 percentage points, while that of multifamily homes and mobile home sites have both declined by about 3 percentage points each.

Chart 10: Housing Units by type: Oshtemo Township



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Table 5: Housing units by type, Oshtemo Township

	1990		2000		2010		2020		2021	
	Units	% Total	Units	% Total	Units	% Total	Units	% Total	Units	% Total
Single family	2,665	40.8%	3,627	45.4%	4,815	46.6%	5,022	46.0%	5,235	45.9%
Two family/ Multiple family	3,399	52.1%	3,570	44.7%	4,857	47.0%	5,222	47.8%	5,609	49.2%
Mobile home sites	461	7.1%	791	9.9%	664	6.4%	674	6.2%	550	4.8%

Source: 2021 ACS, 5 yr Estimates

Table 6: Housing units by location

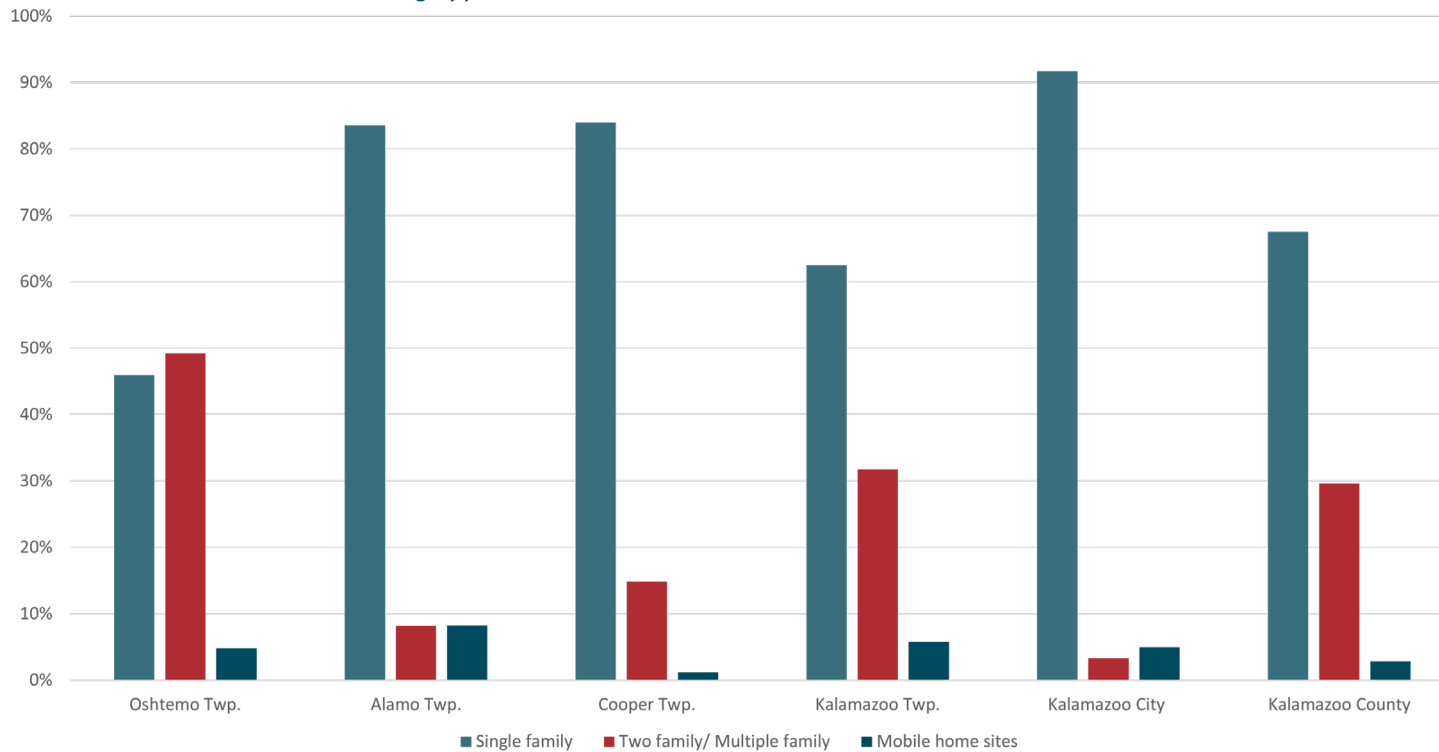
	Oshtemo Twp.	Cooper Twp.	Kalamazoo City	Alamo Twp.	Kalamazoo Twp.	Texas Twp.	Kalamazoo County
Single family	45.9%	84.0%	53.1%	83.6%	62.5%	91.7%	67.5%
Two family/ Multiple family	49.2%	14.9%	45.9%	8.2%	31.7%	3.3%	29.6%
Mobile home sites	4.8%	1.2%	1.1%	8.3%	5.8%	5.0%	2.8%

Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Compared to its neighboring areas, Oshtemo Township has a bigger proportion of multifamily units, with approximately half of all homes in the Township having more than one unit. In fact, Oshtemo Township is comprised of multifamily homes at a rate that is nearly 20 percentage points higher than that of Kalamazoo County overall.

Chart 11: Percent of Total Housing Type



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Oshtemo Township had relatively more growth in owner-occupied units over the past 30 years than the larger geographic areas in which the Township is situated. That noted, the owner-to-renter ratio in the Township has grown modestly, at 1.5 percentage points since 1990.

The average number of persons per household in Oshtemo Township, at 2.3 persons per household, is lower than in neighboring areas, reflecting the high rate of multifamily dwellings.

Table 7: Owner and renter occupied rates

Owner occupied units	1990	2021	Percentage Points Change
Oshtemo Township	49.0%	50.5%	1.5
Kalamazoo County	64.4%	63.7%	-0.7
Michigan	71.0%	73.2%	0.02
United States	64.2%	65.4%	0.01
Renter occupied units	1990	2021	Percentage Points Change
Oshtemo Township	51.0%	49.5%	-1.5
Kalamazoo County	35.6%	36.6%	1
Michigan	29.0%	26.8%	-0.02
United States	35.8%	34.6%	-0.01

Table 8: Housing characteristics, 2021

	Oshtemo Twp.	Cooper Twp.	Kalamazoo City	Alamo Twp.	Kalamazoo Twp.	Texas Twp.	Kalamazoo County
Housing units	11,394	4,192	32,349	1,709	11,394	6,147	113,570
Total population	23,583	10,442	74,020	3,823	23,583	17,477	261,280
Average household size	2.3	2.5	2.3	2.4	2.3	2.9	2.4



# Housing Assessment

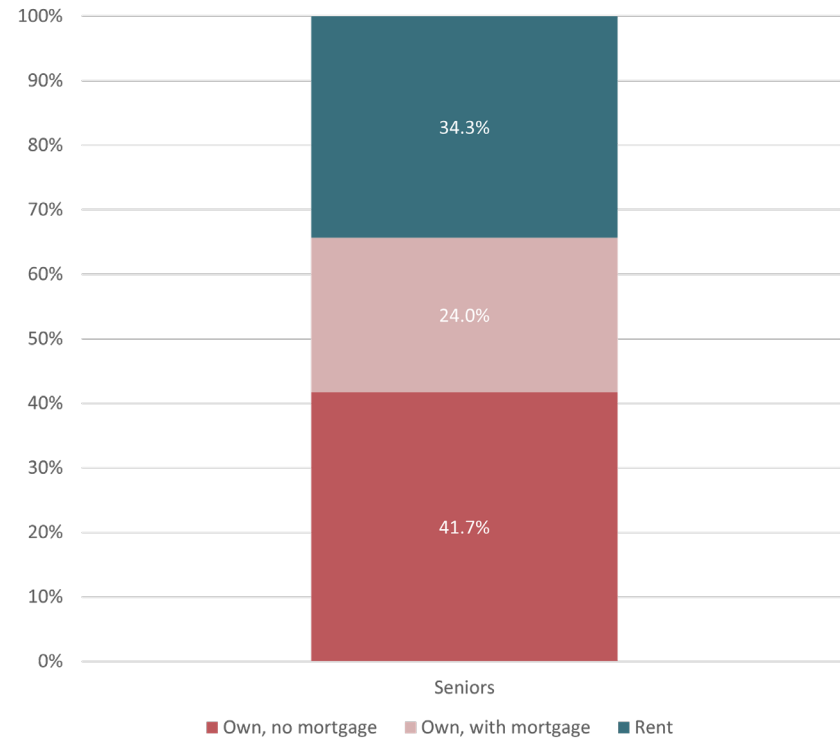
## Tenure by Age

Some 65.7 percent of Oshtemo Township seniors own their homes, a rate substantially lower than the 79.7 percent of Kalamazoo County seniors who own their homes. This 14 percentage point difference could be due to the high number of nursing homes and assisted living centers located in the Township: one quarter of the Township’s senior-aged residents live in buildings with 50 or more units. Residents under the age of 34 years have the highest rate of apartment-building dwellers: 71.5 percent live in buildings with more than five units. The majority of residents in that age group (43.2 percent) live in buildings with 9 to 15 units. Oshtemo Township residents between the ages of 35 and 64 are the most likely to live in a single-unit building, with 67.5 percent doing so.

Table 9: Number of Units by Age, Oshtemo Township

Number of Units	15-34 years	35-64 years	65+ years
1, detached or attached	16.3%	67.5%	57.0%
2 to 4	6.5%	2.6%	6.9%
5 to 19	43.2%	15.0%	8.5%
20 to 49	15.9%	4.1%	0.6%
50 or more	12.4%	3.8%	24.4%
Mobile home, boat, RV, van, etc.	5.7%	6.9%	2.5%
Total:	100%	100%	100%

Chart 12: Seniors In Oshtemo Township, 2021



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

## Tenure by Household size

Oshtemo Township has grown by 205 households since 2016. Among homeowners, one-person households and two-person households have declined by 3.0 and 7.5 percentage points, respectively. The proportion of homeowners living in three- or four-person households increased by 8 percentage points. Larger households of six people or more have increased in their proportion of homeowners but do not form a significant category for renters in the Township. Among renters, the proportion of three-person households has declined slightly, and the difference has been redistributed among other household sizes.

Table 10: Tenure by Household Size, Oshtemo Township

Household size	2016 Owner Occupied		2016 Renter Occupied		2021 Owner Occupied		2021 Renter Occupied	
1-person Household	1,267	24.5%	2,389	47.8%	1,125	21.5%	2,498	48.6%
2-person Household	2,432	46.9%	1,230	24.6%	2,064	39.4%	1,287	25.0%
3-person Household	527	10.2%	968	19.4%	789	15.0%	834	16.2%
4-person Household	619	11.9%	350	7.0%	794	15.1%	431	8.4%
5-person Household	243	4.7%	61	1.2%	297	5.7%	90	1.8%
6-person Household	59	1.1%	-	-	125	2.4%	-	-
7 + person Household	33	0.6%	-	-	49	0.9%	-	-

Source: 2021 ACS, 5 yr Estimates

## Survey Responses

### What are/were you looking for in housing that you cannot find?

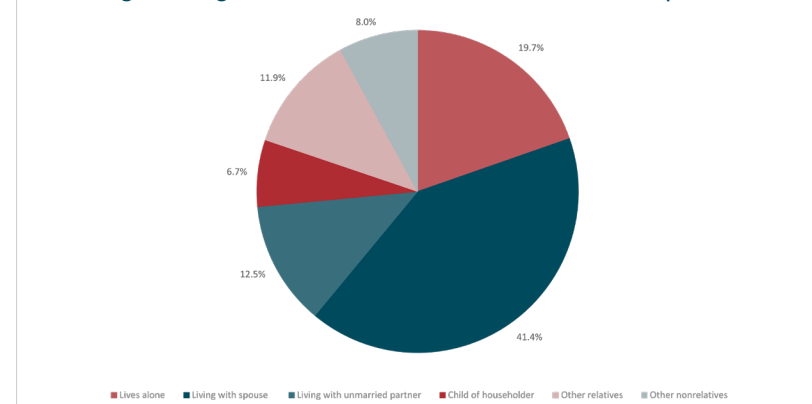
"We wanted a 2/bed single family home within our budget and couldn't find one."

-Anonymous, Oshtemo Township Survey

"Decent starter homes for my kids as they come back from college."

-Anonymous, Oshtemo Township Survey

Chart 13: Living Arrangements of Adults, Oshtemo Township 2021



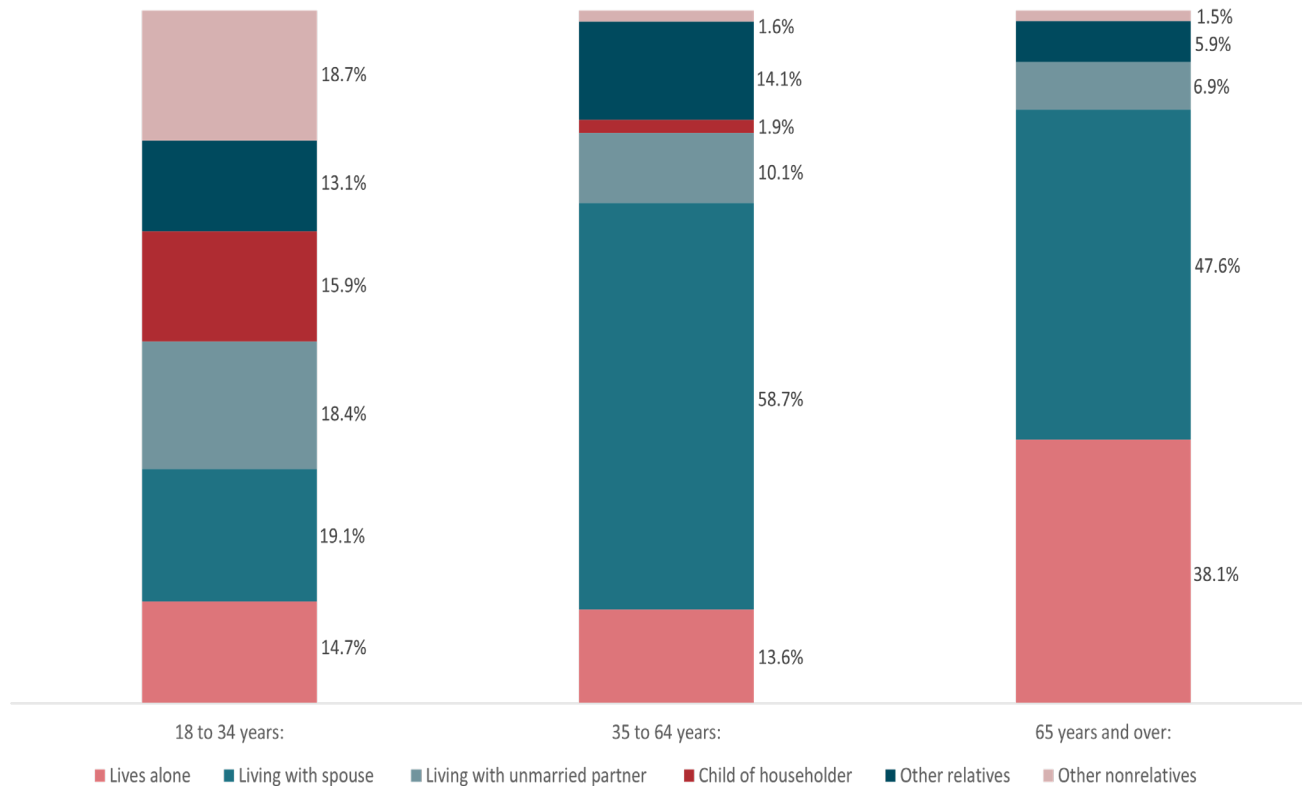
# Housing Assessment

The American Community Survey asked adult respondents about their living arrangements. Just over half (53.9 percent) live with a spouse or a partner. Approximately 2 out of 10 respondents live alone. Eight percent live with roommates that are not related to them. Other categories include living with other relatives and being the child of the householder. Breaking these categories up by age reveals a greater diversity in living arrangements for young people; for instance, Oshtemo Township residents aged 18 to 34 have a

relatively even distribution of living arrangements across all the categories. Seniors are the most likely to live alone out of all the age groups: 4 out of 10 senior-aged individuals report living alone.

NOTE: This question asked only about those over the age of 18 and does not provide information about children.

Chart 14: Living Arrangements of Adults by Age, Oshtemo Township 2021



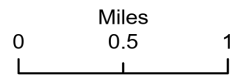
# Housing Assessment

Map 4: Oshtemo Township Homeownership Percent Change, 2016–2021

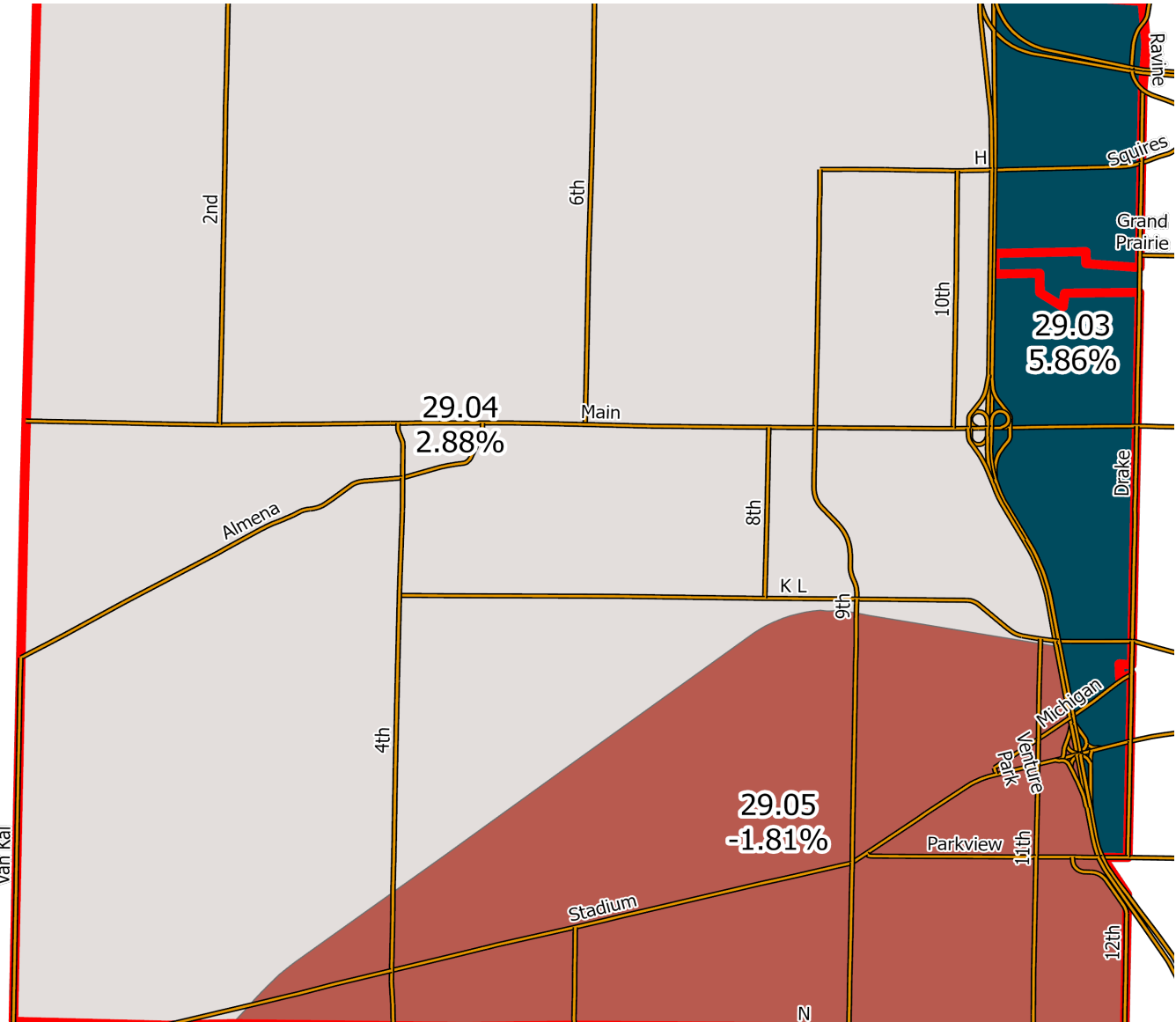
Homeownership, 2016  
to 2021

Percent Change, by  
Census Tract

- 1.81% - 0.00%
- 0.01% - 5.00%
- 5.01% - 10.00%
- Oshtemo Township
- Primary Roads



Source: ACS 2021 5 Yr Estimates,  
ACS 2016 5 Yr Estimates



# Housing Assessment

Table 11: Homeownership, Oshtemo Township

2010 Tract	2016 % Homeowners	2020 Tract	2021 % Homeowners	2021 % HO. Adj.	Change in % points
29.03	10.1	29.06	5.8	9.8	-0.3
		29.07	11.4		
29.04	72.9	29.08	91.5	74.0	1.2
		29.09	57.5		
29.05	53.0	29.10	62.9	50.4	-2.6
		29.11	39.6		

Source: 2021 & 2016 ACS, 5 yr Estimates

# Housing Assessment

## Income to Afford Rent

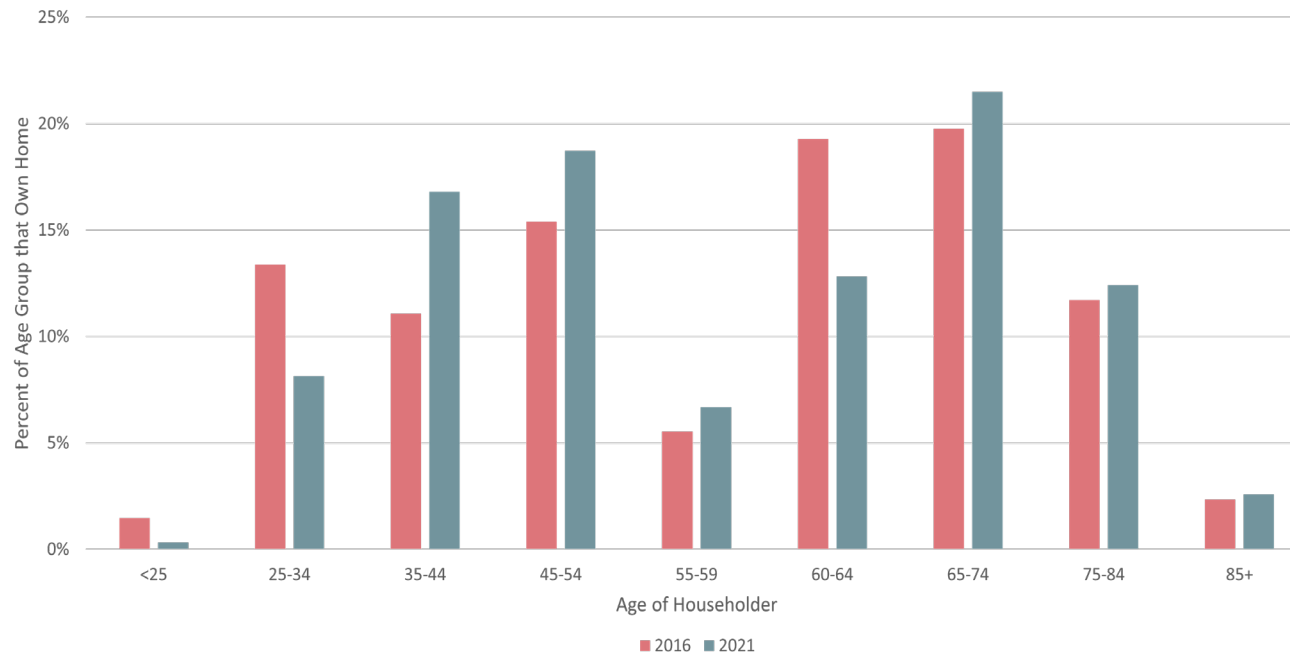
The tract in Oshtemo Township with the highest yearly incomes needed to afford median rent is Tract 29.10 (the section of the Township south of the Amtrak line and west of Ninth Street), at \$29,220. Tracts 29.02, 29.07, and 29.11 are the next-highest at \$27,420, \$24,690, and \$23,880. Tracts 29.08 and 29.06 had too low of a sample size to calculate this variable.

## Survey Responses

### What do you like/ dislike about Oshtemo Township housing?

“Not enough independent senior living”  
-Anonymous, Oshtemo Township Survey

Chart 15: Oshtemo Township Homeownership by Age



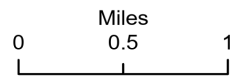
Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

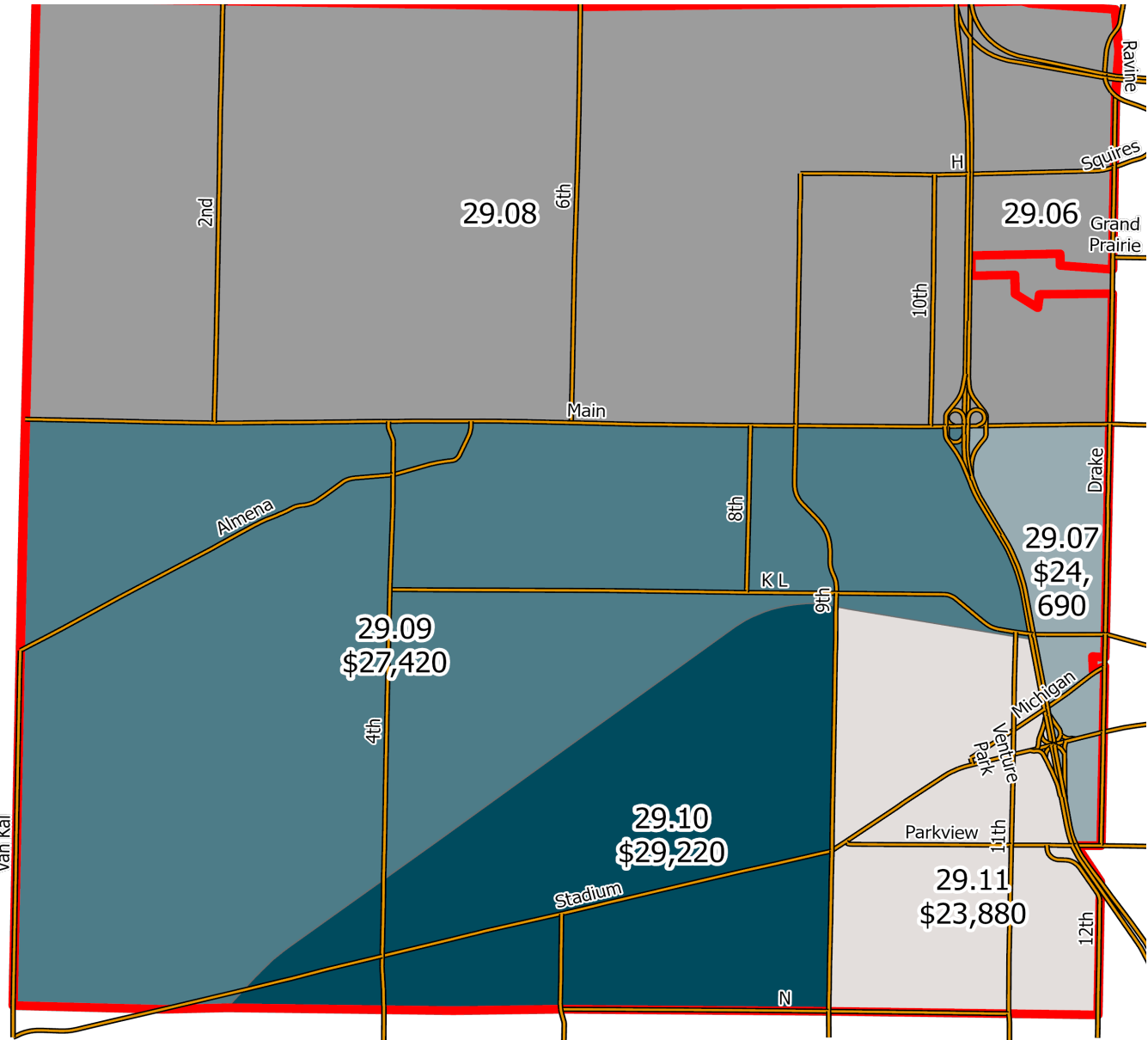
Map 5: Oshtemo Township Income Needed to Afford Median Rent, 2021

Income Needed To Afford Median Rent  
Yearly Income, by Census Tract

- \$23,880 - \$24,000
- \$24,001 - \$26,000
- \$26,001 - \$28,000
- \$28,001 - \$30,000
- N/A
- Oshtemo Township
- Primary Roads



Source: ACS 2021 5 Yr Estimates



# Housing Assessment

## Cost Burden

A household (whether owning or renting) is cost-burdened when it is spending more than 30 percent of household income for housing (rent or mortgage plus utilities, taxes, insurance, etc.). Severe cost burden is when a household is spending more than 50 percent of household income for housing.

### Cost-Burdened Homeowners

The largest percentage of cost-burdened homeowners (with a mortgage) in Oshtemo Township are in Tracts 29.07 (the section of the Township south of the Amtrak line and west of Ninth Street) and 29.10 (the section south of West Main and east of Interstate 131), at 32.26 and 25.93 percent. Tract 29.06 follows, at 23.4 percent, then Tract 29.11 at 16.06 percent. Last, Tracts 29.08 and 29.09 have the lowest percentage of cost-burdened homeowners (those with a mortgage), at 5.88 and 8.50 percent.

### Cost-Burdened Renters

The largest percentage of cost-burdened renters in Oshtemo Township are in Tract 29.09 (the section of the township that is south of West Main, west of Interstate 131, and north of the Amtrak line), at 75.98 percent. Tracts 29.07, 29.11, 29.10, and 29.06 follow, with percentages of cost-burdened renters at 49.11, 46.49, 32.55, and 32.04 percent. Tract 29.08 had too low of a sample size to calculate this variable.

## Survey Responses

### ***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"I make a pretty good living but I don't fall into the category where I can get reduced rent so I'm spending the majority of my earnings on a place to live so I struggle with having to pay my car payment, insurance and groceries (food and household necessities) because rent is so high."*

*-Anonymous, Oshtemo Township Survey*

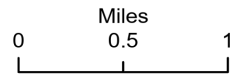


# Housing Assessment

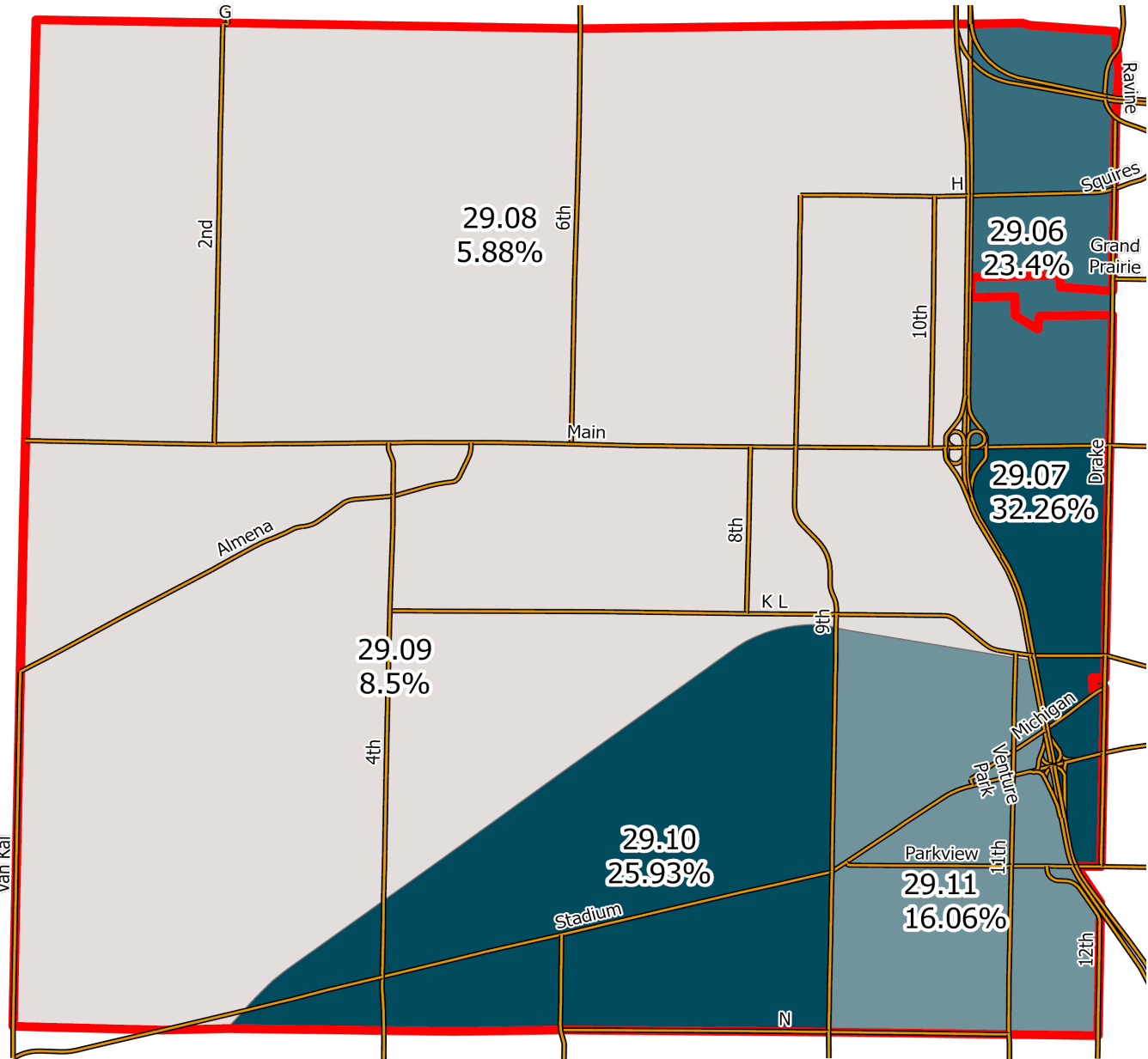
Map 6: Oshtemo Township Cost-Burdened Homeowners, 2021

## Cost Burdened Homeowners With a Mortgage, by Census Tract

- 5.88% - 10.00%
- 10.01% - 15.00%
- 15.01% - 20.00%
- 20.01% - 25.00%
- 25.01% - 32.26%
- Oshtemo Township
- Primary Roads



Source: ACS 2021 5 Yr Estimates



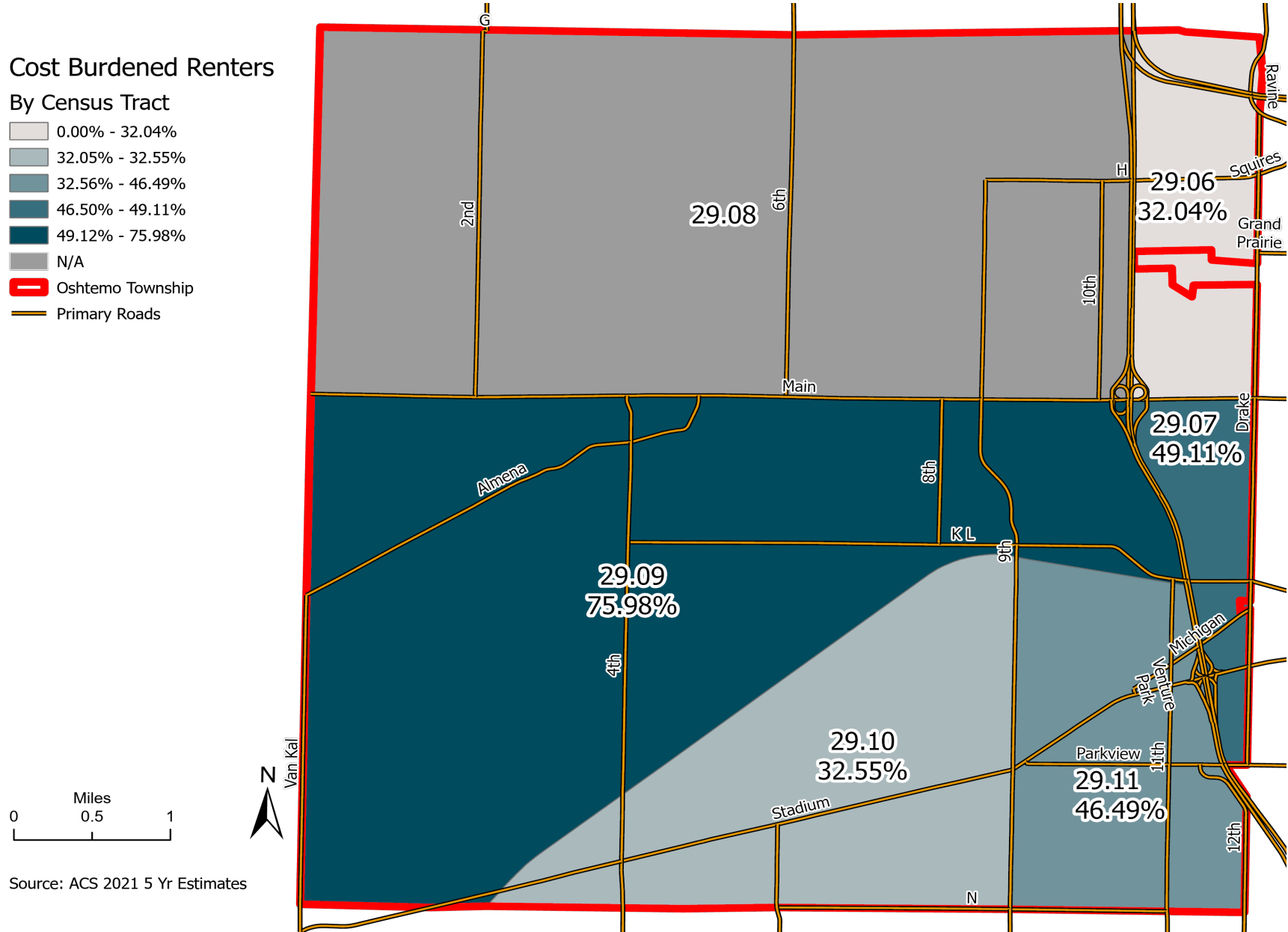
# Housing Assessment

Map 7: Oshtemo Township Cost-Burdened Renters, 2021

## Cost Burdened Renters

### By Census Tract

- 0.00% - 32.04%
- 32.05% - 32.55%
- 32.56% - 46.49%
- 46.50% - 49.11%
- 49.12% - 75.98%
- N/A
- Oshtemo Township
- Primary Roads



# Housing Assessment

## Housing Units

The number of housing units in Oshtemo Township increased by 4.5 percent between 2016 and 2021. Moreover, all tracts in Oshtemo Township saw an increase in housing units between 2016 and 2021. Tract 29.03 (the section of the Township east of Interstate 131) increased by 9.56 percent, Tract 29.05 (the section south of the Amtrak line and west of Interstate 131) increased by 3.33 percent, and Tract 29.04 (the section of the Township north of the Amtrak line and west of Interstate 131) rose by 1.27 percent.

Table 12: Oshtemo Township Housing Units

2010 Tract	2016 Housing Units	2020 Tract	2021 Housing Units	2021 Housing Units Adj.	Percent Change
29.03	3201	29.06	1008	3507	9.6
		29.07	2499		
29.04	3865	29.08	1901	3914	1.3
		29.09	2013		
29.05	3845	29.10	1841	3973	3.3
		29.11	2132		

Source: 2021 & 2016 ACS, 5 yr Estimates

## Survey Responses

### Can you find (or have you found) housing that aligns with your earnings?

"I live with my father, so yes (for now). But there is a lack of starter family homes in this township that I love"

-Anonymous, Oshtemo Township Survey

The cost of my house aligns with my earnings, however if I were buying my house now, I could not afford to purchase it"

-Anonymous, Oshtemo Township Survey

# Housing Assessment

## Aging Housing Stock

Buildings require more repairs and maintenance as they age. Older homes are more likely to have the problems Kalamazoo County residents listed as worries in the housing survey. Oshtemo Township has newer housing stock than the county overall. Over 40 percent of the structures in Kalamazoo County are older than 50 years old, while close to 17 percent of Oshtemo Township’s structures are. Both are lower than the state of Michigan’s proportion of structures of that age. Michigan’s median-year structure was built in 1972. Structures within the census tracts that make up Oshtemo Township

were built more recently on average, with median years of 1976, 1983, 1984, 1993, 1994, and 1995.

In the Kalamazoo County Housing Survey, county residents voiced the concern that many senior-aged individuals struggle to maintain their homes in good upkeep. This challenge is exacerbated when a home is old. Nationally, 55 percent of senior-aged individuals live in homes built before 1970; however, within Oshtemo Township, that proportion is much lower, at 8.3 percent.

Table 13: Year Structure Was Built, Oshtemo Township

Year Built	Michigan	Oshtemo Township
2020 or later	0.1%	0.1%
2010 to 2019	3.7%	5.1%
2000 to 2009	9.9%	20.1%
1990 to 1999	13.0%	18.3%
1980 to 1989	9.8%	14.9%
1970 to 1979	15.3%	24.6%
1960 to 1969	11.8%	7.4%
1950 to 1959	14.6%	4.7%
1940 to 1949	7.2%	1.2%
1939 or earlier	14.5%	3.5%

Source: 2021 ACS, 5 yr Estimates

Table 14: Year Structure Was Built for Seniors Oshtemo Township

Year Built	Homes of Seniors
2020 or later	0.0%
2010 to 2019	0.0%
2000 to 2009	16.9%
1990 to 1999	8.0%
1980 to 1989	35.8%
1970 to 1979	31.0%
1960 to 1969	4.0%
1950 to 1959	1.4%
1940 to 1949	2.9%
1939 or earlier	0.0%

Source: 2021 ACS, 5 yr Estimates

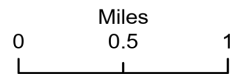
# Housing Assessment

Map 8: Oshtemo Township Housing Units Percent Change, 2016–2021

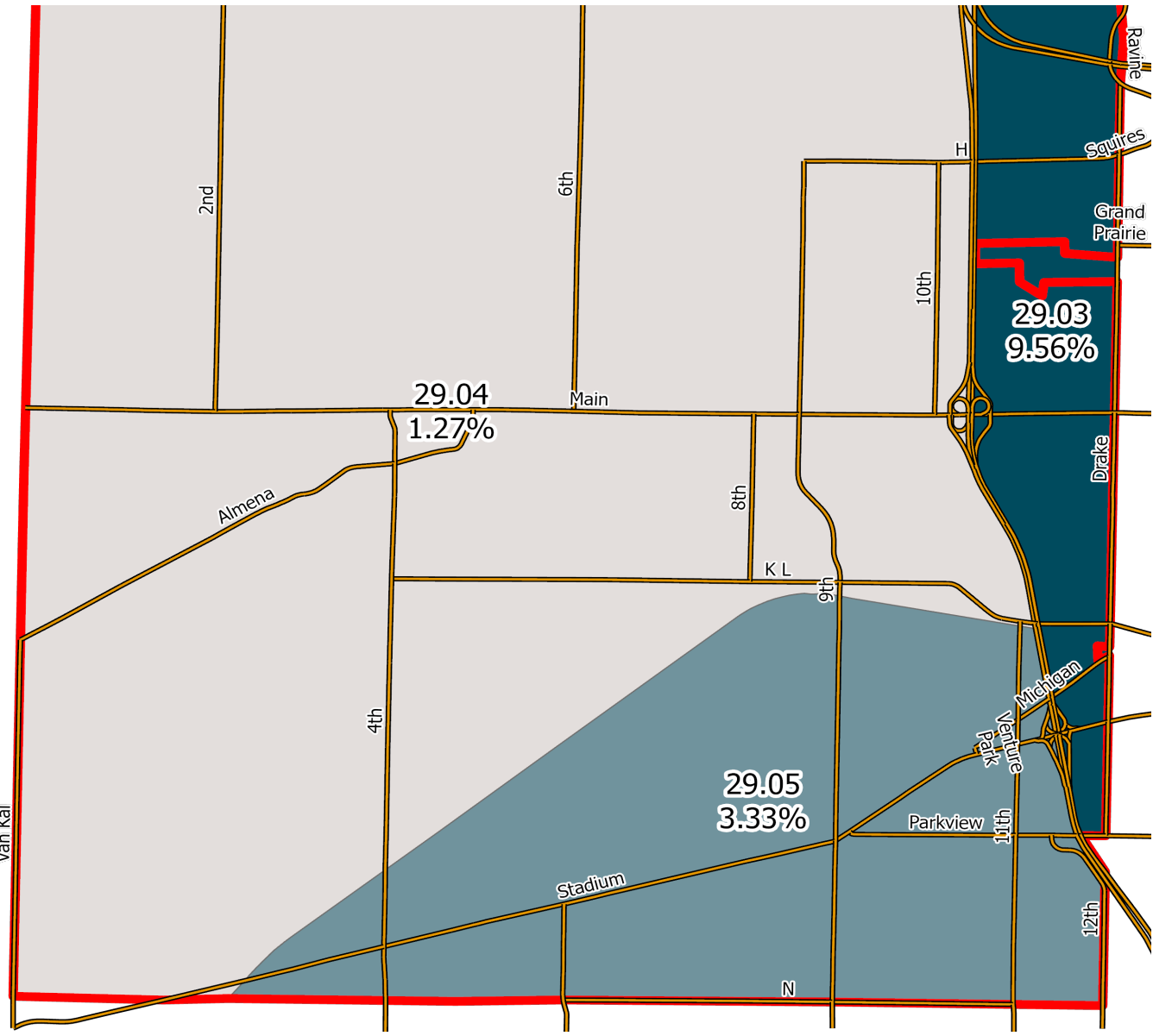
## Housing Units, 2016 to 2021

### Percent Change, by Census Tract

- 1.27% - 2.00%
- 2.01% - 4.00%
- 4.01% - 9.56%
- Oshtemo Township
- Primary Roads



Source: ACS 2021 5 Yr Estimates, ACS 2016 5 Yr Estimates

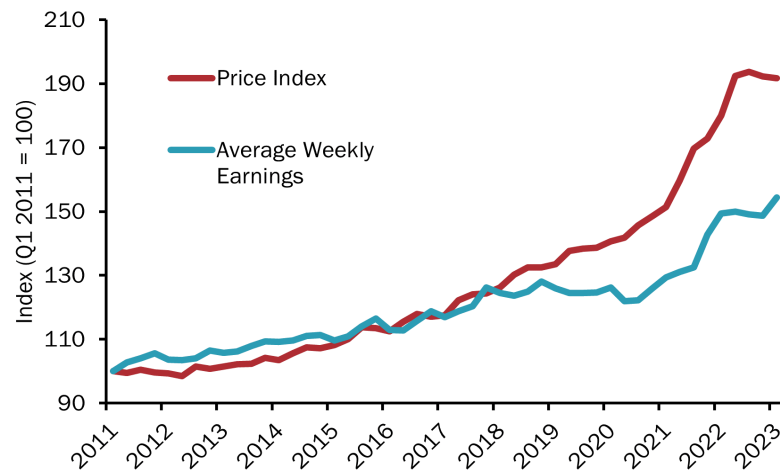


# Housing Assessment

## Price and Wages

Chart 16 shows weekly earnings and home prices in Kalamazoo County, indexed to First Quarter 2011. Housing prices and weekly earnings were trending together until 2018. Then, wages stagnated until the end of 2020 before rising steadily through 2021. During the same period, home prices rose steadily until flattening in 2022. The resulting gap is stark, making many homes unaffordable even as wages are rising.

Chart 16: FHFA Price Index and Average Weekly Wage Index



Source: Federal Housing Finance Agency & Bureau of Labor Statistics Current Employment Statistics

## Sale Price and Housing Inventory

Looking closer at the home market, Chart 17 shows inventory and average sale price from Jaqua Realtors. Lower inventory is one of the drivers of higher prices: demand for housing is high, but there are fewer available homes. The housing market is seasonal, and the prepandemic lows are greater than the peaks of 2021 and 2022. Average sale price fell slightly in 2022 but in 2023 has rebounded, as inventory has continued to be low.

Chart 17: Inventory and Average Sale Price, Kalamazoo Market



Source: Jaqua Real Estate Market Report

# 3

## Oshtemo Responses to the Kalamazoo County Survey

# Kalamazoo County Survey Results

## About the Data

The Kalamazoo County Housing Survey asked respondents, “Which of the following are your top three priorities for supporting housing?” and presented them with a list of options. Chart 18 presents responses from the respondents living in Oshtemo Township, split into homeowners and renters. Homeowners and renters ranked priorities in similar orders, selecting three out of four of the same priorities to top their rankings. The most selected priorities shared between the two groups include “Support services [mental health, financial literacy]”, “Affordable housing for those who are low income, vulnerable, etc.,” and “Senior housing.” Priorities that diverged between homeowners and renters include “Maintenance cost support” and “More units,” each of which

ranked in the top three for one group and appeared last or not at all for the other group.

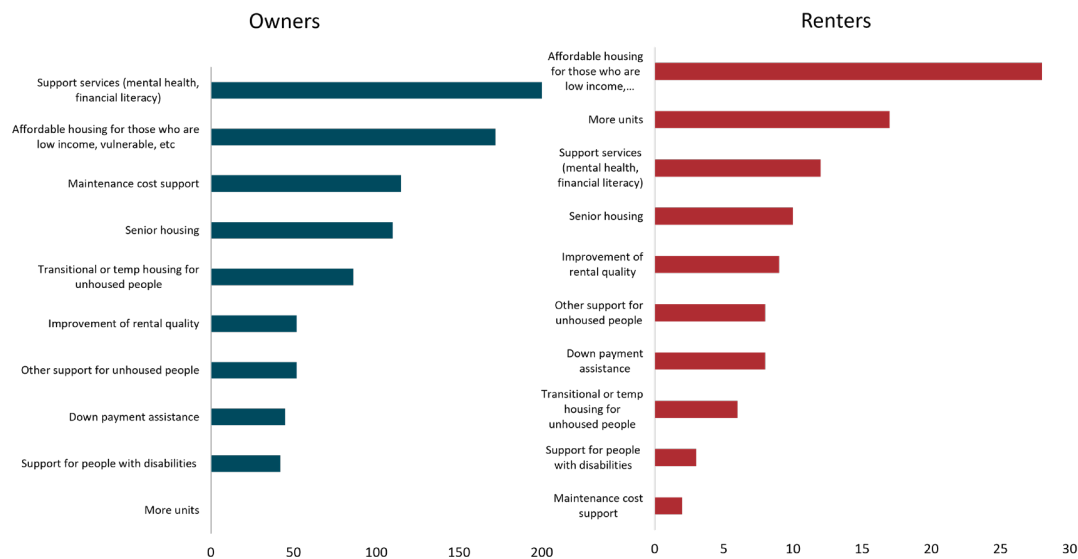
### Survey Responses

**What are (or were) your greatest challenges when looking to find housing in Oshtemo?**

“I am a working professional (teacher). I do not want to live in the ‘student ghetto’ in Kalamazoo but all other rental options are out of my price range. I make \$60,000/year. I should be able to afford a 1-2 bedroom apartment that is not deplorable looking...”

-Anonymous, Oshtemo Township Survey

Chart 18: Top Three Priorities for Supporting Housing



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

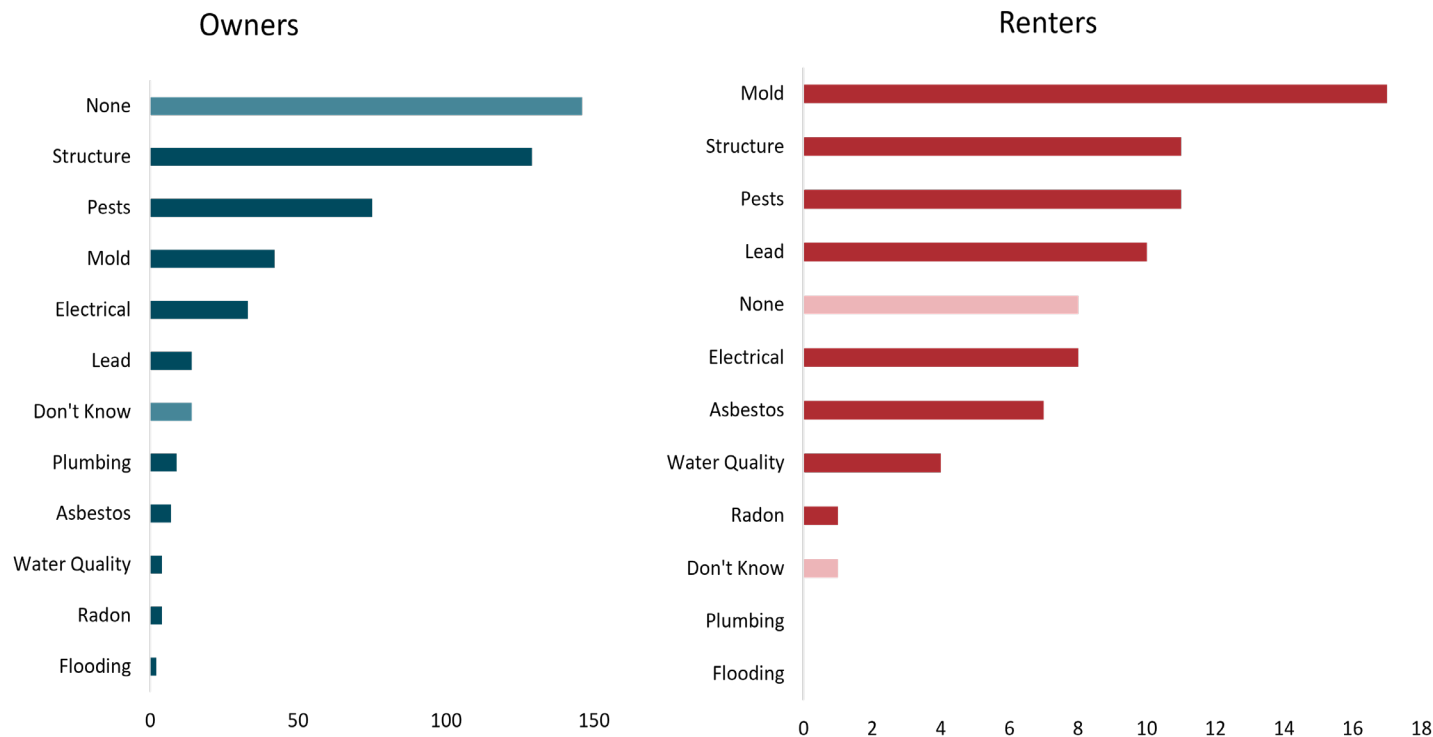


# Kalamazoo County Survey Results

The Kalamazoo County Survey reveals that the most prominent worries of Oshtemo Township residents differ by whether they are owners or renters. The survey asked, “Which of the following do you worry about in your home or apartment?” Chart 19 showcases the responses of Oshtemo Township residents, categorized by homeowners and renters. Homeowners selected “None” as the most-often-chosen concern. Renters voiced that their biggest concern is mold. Proportionally, more renters are concerned about

lead than are homeowners. Top concerns shared between the two groups include structure, pests, and mold.

Chart 19: Which of the Following Do You Worry About in Your Home or Apartment



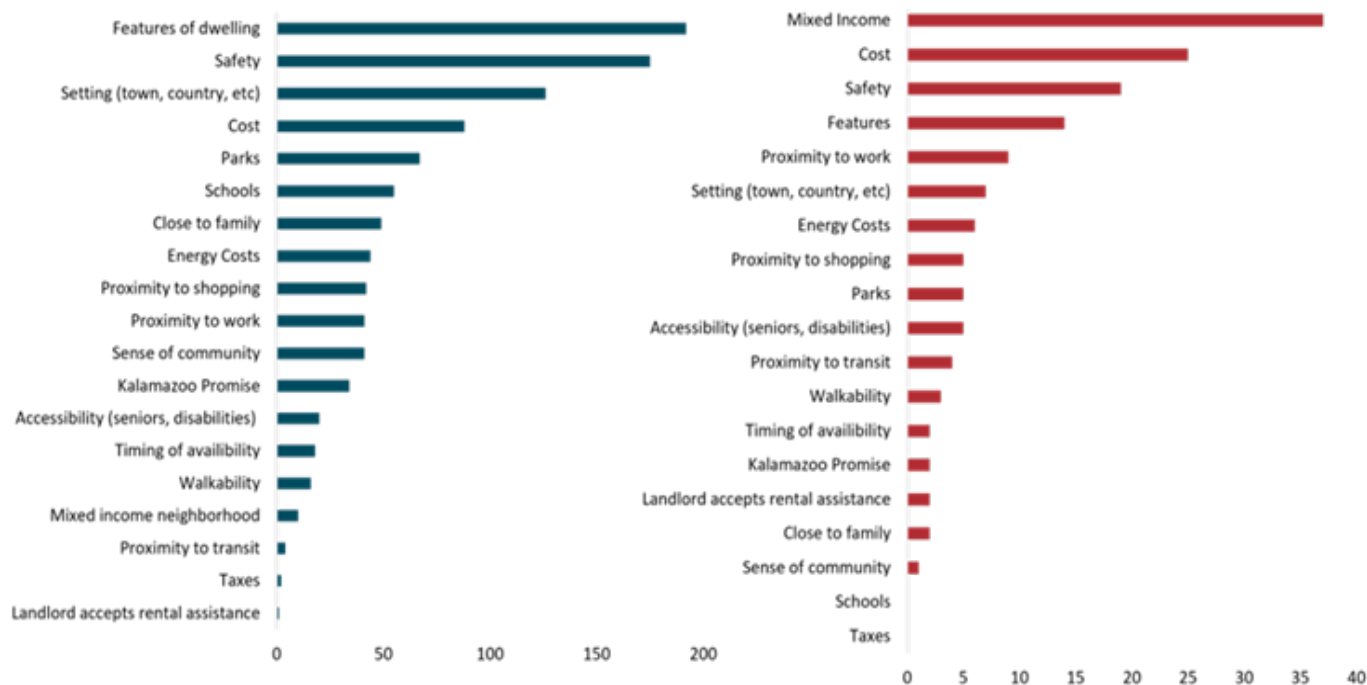
Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

The survey asked participants, “What five factors are most important to you when choosing your home?” They chose from a list of options or wrote a response in the “other” category. In contrast to the similarity of the responses for “Top three priorities for supporting housing,” renters and homeowners differed greatly on the order of factors. Exceptions to this divergence include cost, safety, and the features of the dwelling, all of which rank highly as factors that Oshtemo Township residents indicate play a role in their

choice of a home. Renters’ top response indicates a desire to live in a mixed-income neighborhood. They also prioritized proximity to work more highly than homeowners did. Homeowners’ responses most often prioritized factors often associated with family life, such as parks, schools, and proximity to family.

Chart 20: What Five Factors Are Most Important to You When Choosing a Home

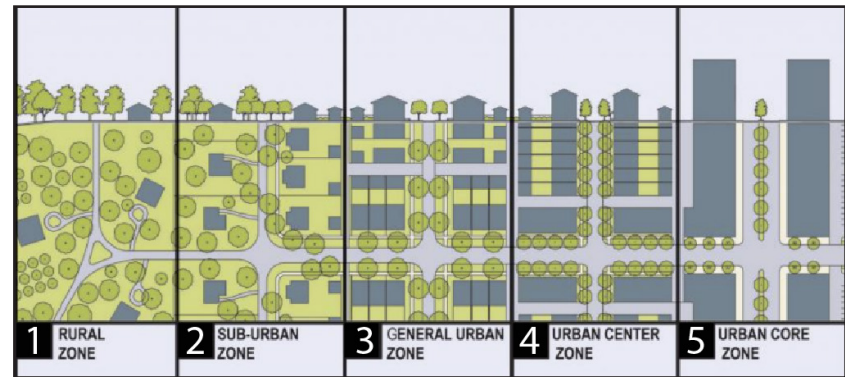


Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

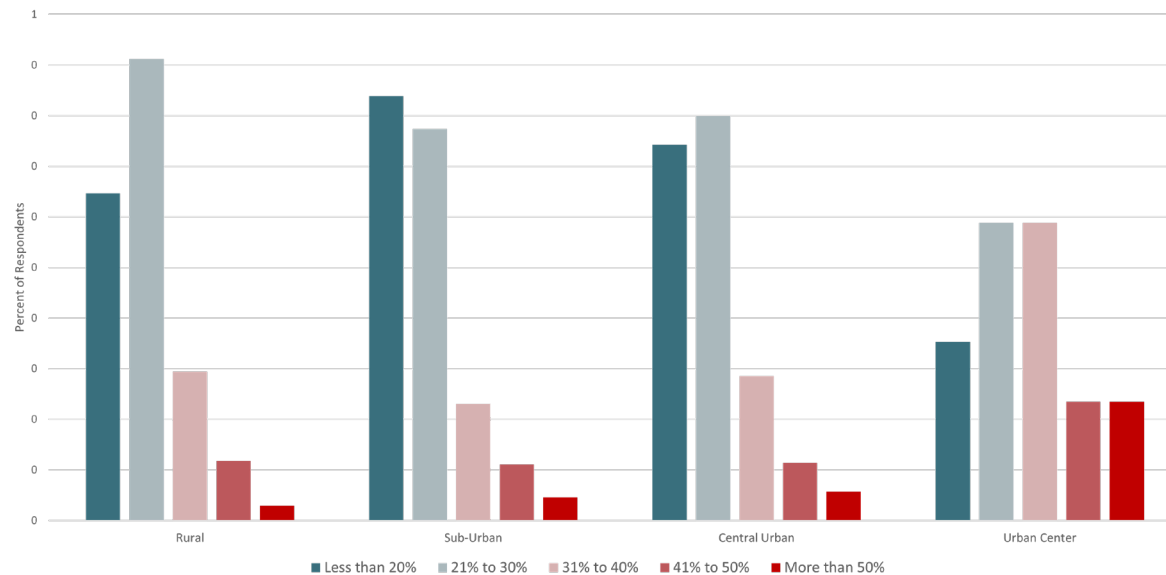
Respondents to the survey were prompted with the following questions: “What was the income for your entire household in the past 12 months?” and “Which of the following describes the area in which you live?” – which were synthesized to create chart 21.

Image 2: Urban Transect



Urban transect definitions can be found on page 105

Chart 21: Percent of Income That Goes to Housing Expenses, by Income Level (in Thousands)



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

Respondents to the survey were prompted with the following questions: “About what percent of your take-home income goes to housing expenses?” and “What was the income for your entire household in the past 12 months?” From these questions, Chart 22 shows, by income level, the respondents’ percent of income that goes toward housing expenses. A household (owning or renting) is cost burdened when it spends more than 30% of household gross income for housing (rent or mortgage plus utilities, taxes, insurance, etc.). Generally, the more money a household makes, the less likely the household is to be housing burdened; respondents to this survey are no exception.

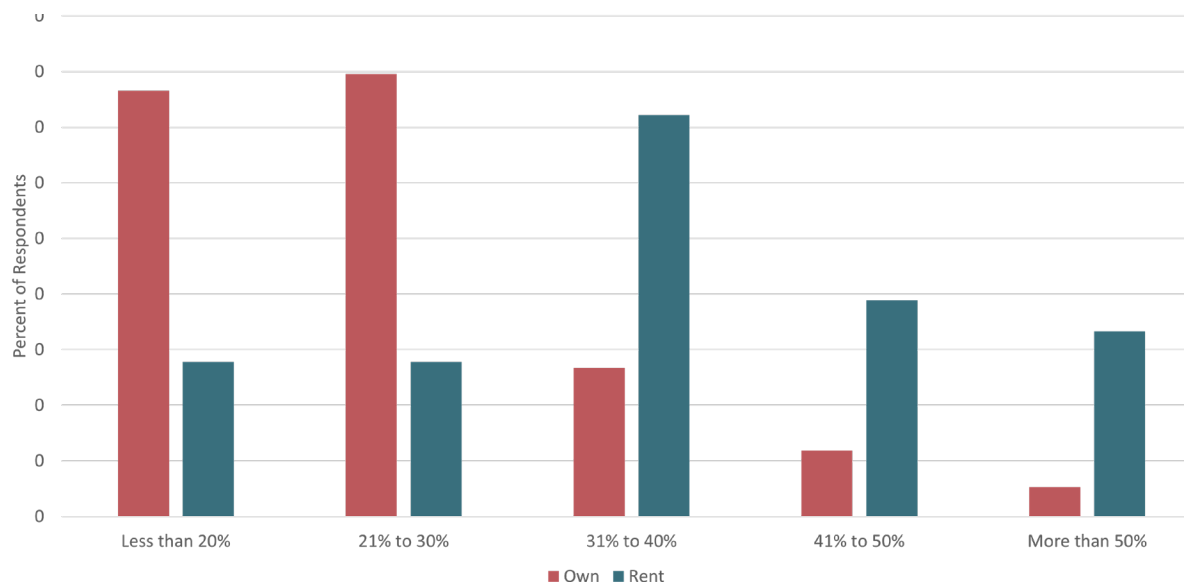
## Survey Responses

**What are some of the things you like or dislike about housing in Oshtemo Township?**

“Convenience to shopping and highways. Oshtemo Township has good green space. Need to have newer and affordable single housing options”

-Anonymous, Oshtemo Township Survey

Chart 22: Percent of Income That Goes to Housing Expenses, Renter vs Owner



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

Kalamazoo County Housing Survey respondents from Oshtemo Township replied “Yes” or “No” to the question of whether they felt their housing was affordable. Responses differed greatly by whether respondents owned or rented: 88.7 percent of homeowners indicated they perceived their housing as being affordable. This contrasts with responses from renters in the Township, a the majority of whom (52.8 percent) felt their housing was not affordable.

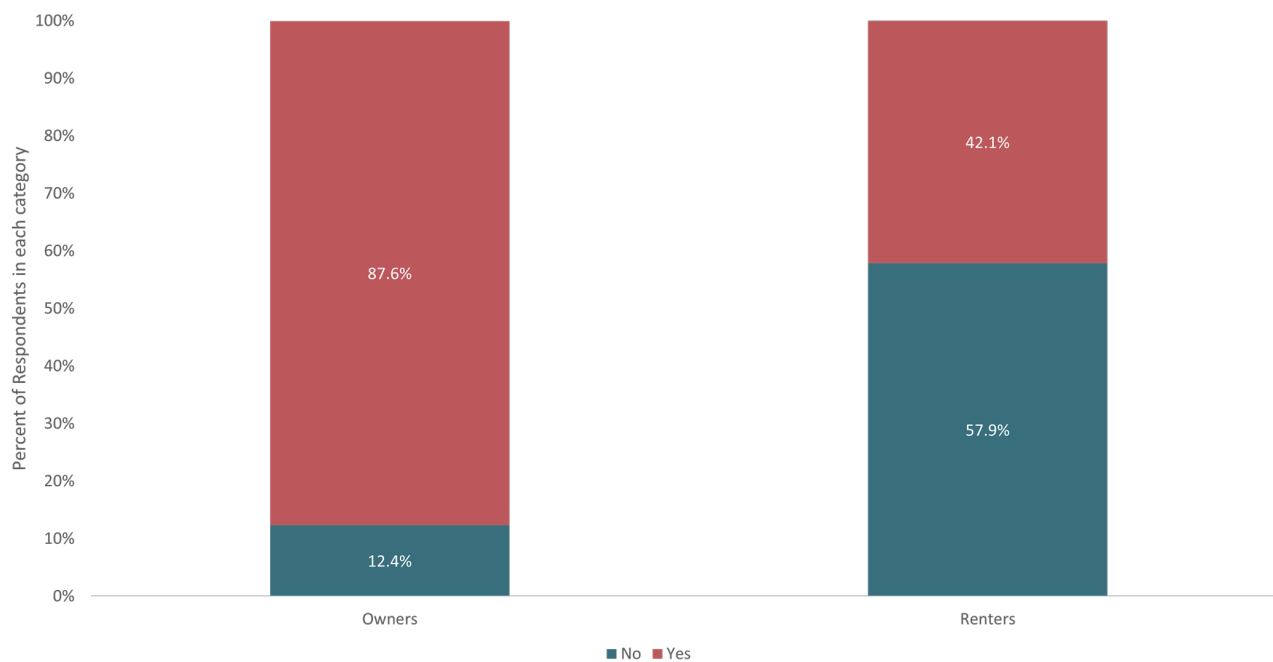
### Survey Responses

**What were/are you looking for in housing that you can not find?**

“Starter family houses in a starter family price point (\$125,000-\$250,000)”

-Anonymous, Oshtemo Township Survey

Chart 23: Do You Feel Your Housing is Affordable, Renter vs. Owner



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# 4

## Oshtemo Survey Results

# Oshtemo Survey Results

## About the Data

The survey asked participants “How long have you lived in Oshtemo Township?” They chose from a list of options that contained a range of time frames. More than half of respondents had lived in Oshtemo Township for over 10 years. Homeowners form just over half of Oshtemo Township’s residents but represent over 85 percent of respondents. Nearly two-thirds of renters have lived in Oshtemo for five years or less.

Note: There were 503 responses to both Home Type and Residence Length questions. Of the 503 who answered both home type and residence length, 9 were neither renters nor owners.

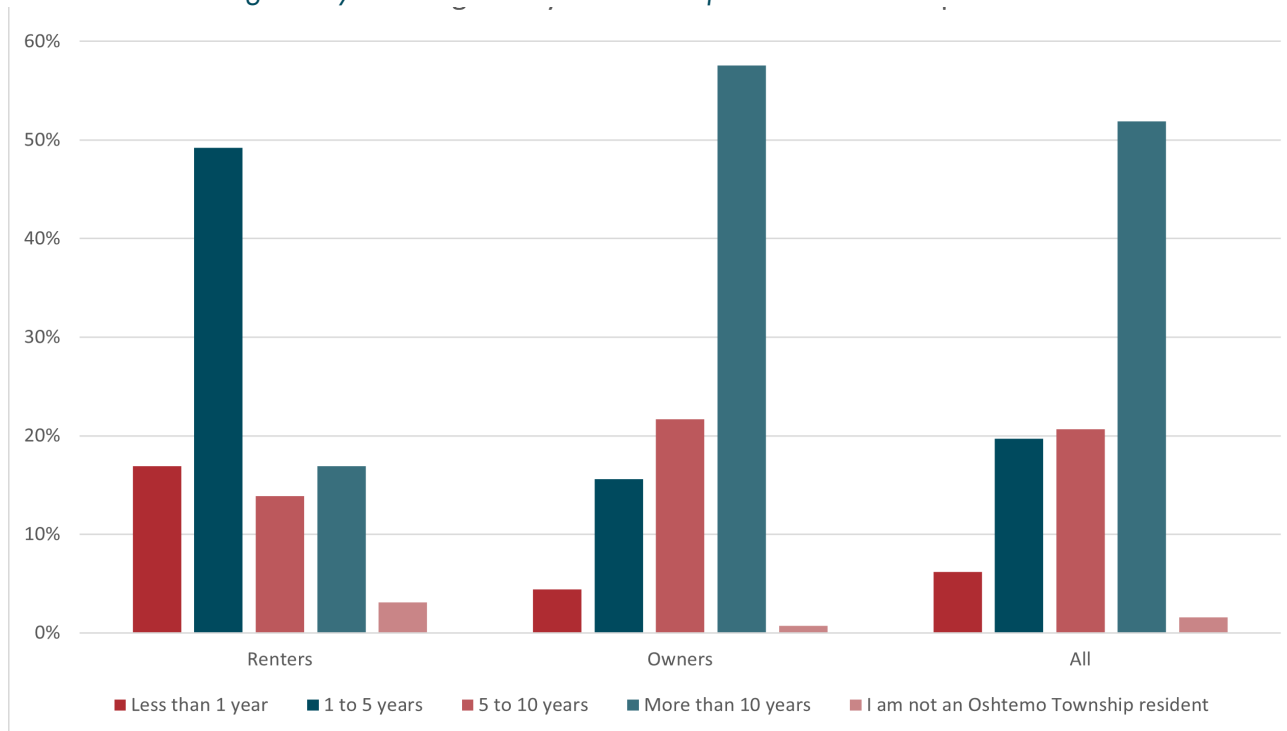
## Survey Responses

### What are (or were) your greatest challenges when looking to find housing in Oshtemo?

“Houses were too big for a single person.”  
-Anonymous, Oshtemo Township Survey

“Options for building my own home”  
-Anonymous, Oshtemo Township Survey

Chart 24: How long have you lived in Oshtemo Township?



Source: Oshtemo Housing Survey

# Oshtemo Survey Results

The age profile of residents is different between renters and owners. Homeownership skews older, with half of owners aged 55 to 74. Students are not the only renters, however: the age distribution of renters is more evenly spread across the age groups. In fact, renters aged 18 to 34 represent a lower percentage of renters than those aged 55 to 74.

Over 85 percent of respondents were homeowners. These demographics do not match the U.S. Census Bureau’s American Community Survey, which has owners and renters more evenly split, at 52 percent and 48 percent, respectively.

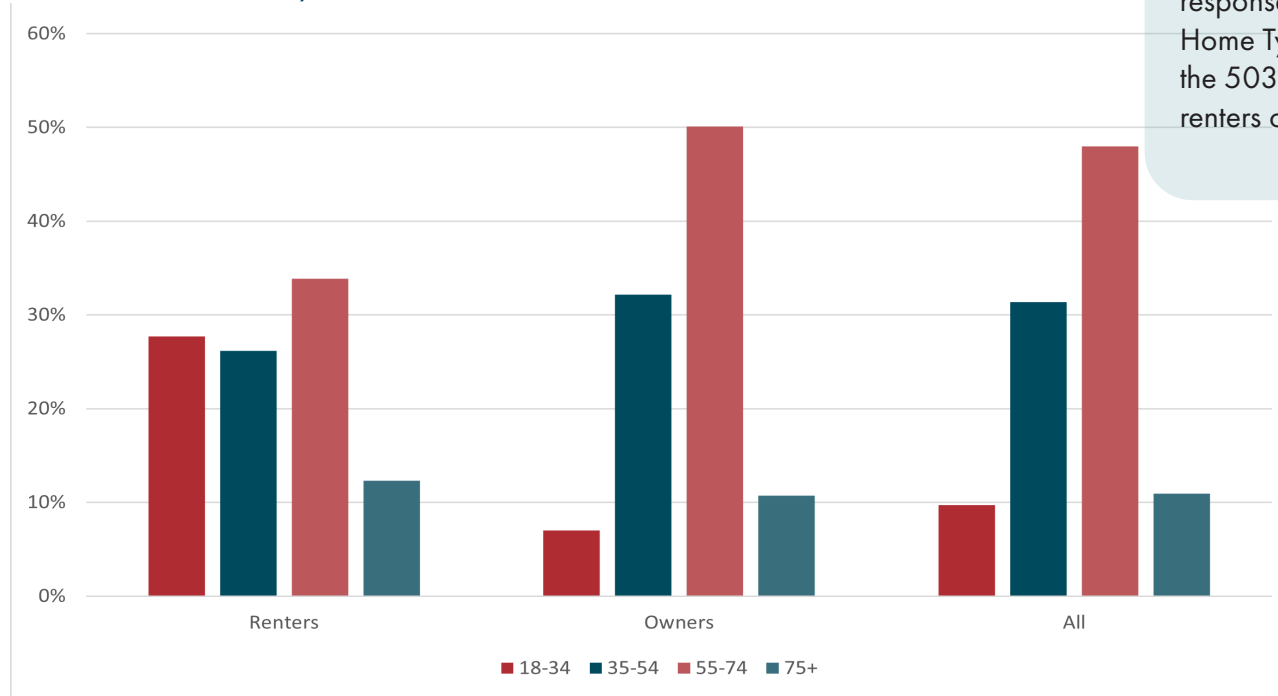
## Survey Responses

### What are (or were) your greatest challenges when looking to find housing in Oshtemo?

“A lot of large lots have been split or subdivided into smaller less desirable parcels”

-Anonymous, Oshtemo Township Survey

Chart 25: How old are you?



Note: There were 503 responses to both Age and Home Type questions. Of the 503, 494 were either renters or owners.

Source: Oshtemo Housing Survey



# Oshtemo Survey Results

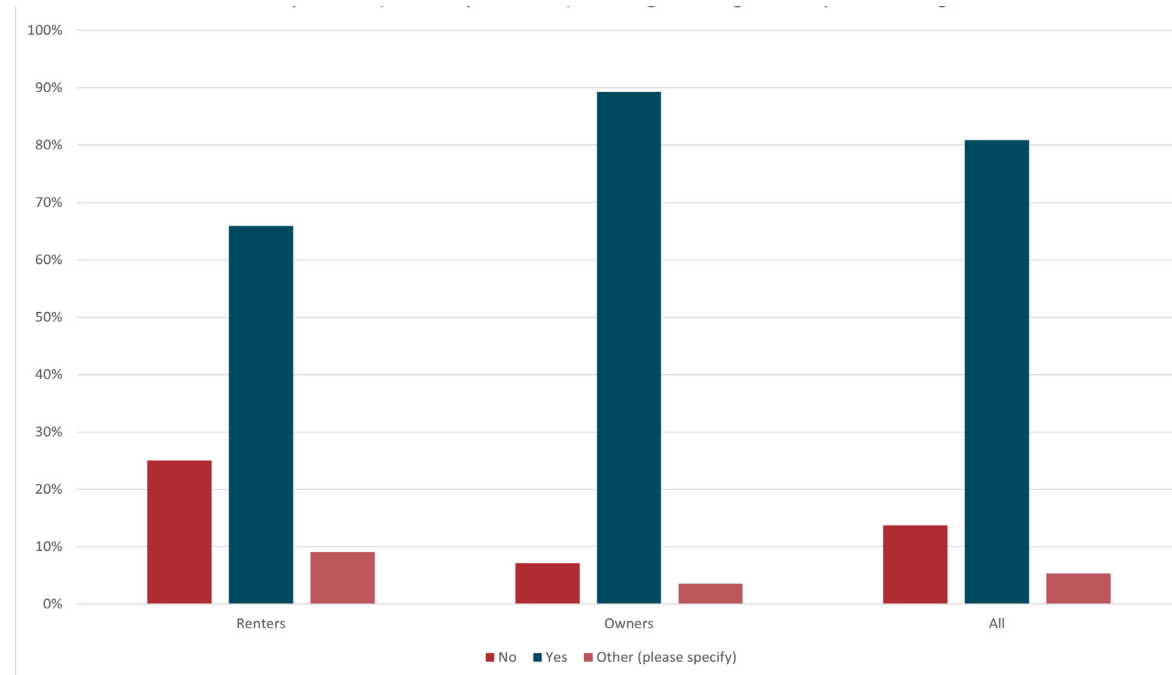
Most respondents were able to find housing within their budget in Oshtemo Township. Nearly 90 percent of renters found a home that aligned with their earnings. In the county, many renters struggle with finding a home that is affordable, but over 65 percent of renting respondents agreed that their rent aligned with their earnings.

In response to the below question, about 8 percent of respondents chose to provide a detailed answer rather than a “yes” or “no” answer. Some of these respondents indicated that they had found housing appropriate to their income, but only with assistance, often family-based. Others indicated that they had found housing that

was appropriate for their income, but they did so many years ago and doubted that they would be able to do so today. Some cited property taxes as a barrier to finding affordable housing. Another group reported that they were able to find housing that met their income, but just barely—it was, or is, a struggle.

Note: Excludes residents living in Oshtemo Township for five or more years. There were 478 responses to both the Found Housing and Home Type questions. Of those 478, 131 had lived in Oshtemo for less than five years. Of those 131, three were neither renters nor owners.

Chart 26: Can you find (or have you found) housing that aligns with your earnings?



Source: Oshtemo Housing Survey

# Oshtemo Survey Results

Survey respondents believe Oshtemo should be a place to live for people at all income levels: over 70 percent of respondents felt that it was either somewhat or very important for housing options to be available for a variety of incomes in Oshtemo Township.

Notes: \* 480 responses

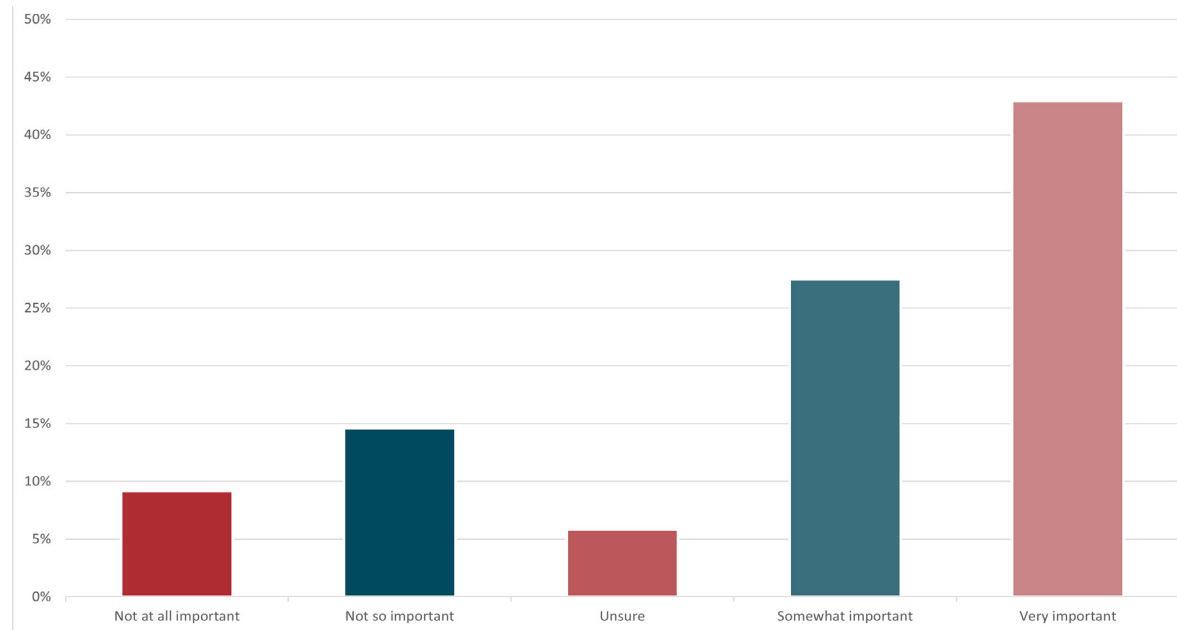
## Survey Responses

### What do you like/dislike about Oshtemo Township housing?

"The Township taxes and sewer requirements keep making it more and more expensive to live here."

-Anonymous, Oshtemo Township Survey

Chart 27: How Important or unimportant is it to have housing options for a variety of incomes in Oshtemo?



Source: Oshtemo Housing Survey

# Oshtemo Survey Results

There is a stark contrast between renter and owner respondents on the question of multifamily housing. Renters strongly agreed that multifamily housing options were important. Responses skewed toward agreeing that it is important to build multifamily housing. The largest percentage of renters—over 45 percent—“strongly agree[d].” Owners were more evenly distributed but seemed generally to be not in favor of multifamily housing, with “strongly agree” having the smallest percentage of responses.

Note: There were 472 responses to both the Multifamily Importance and Home Type questions. Of the 472, eight were neither renters nor owners.

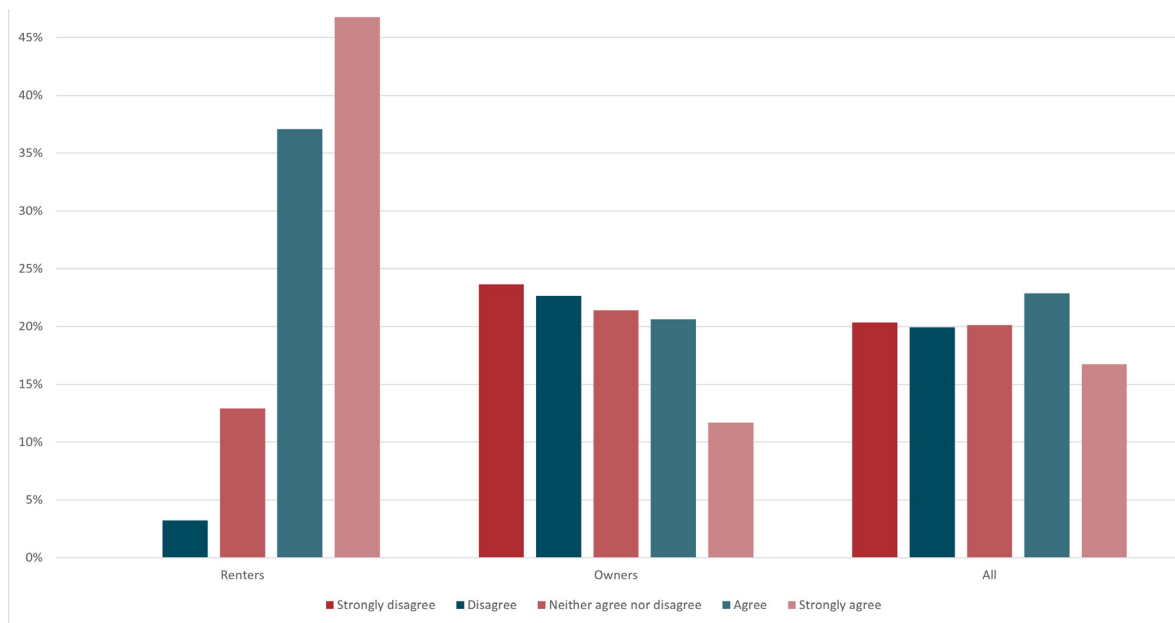
## Survey Responses

***What were/are you looking for in housing that you can not find?***

“There are not enough condos in the below \$180,000 price range. When I cannot do stairs and need an inexpensive condo I don’t think I will be able to find one in Oshtemo”

-Anonymous, Oshtemo Township Survey

Chart 28: Do you agree with the statement “ It is important for our community to build more multi-family housing options”



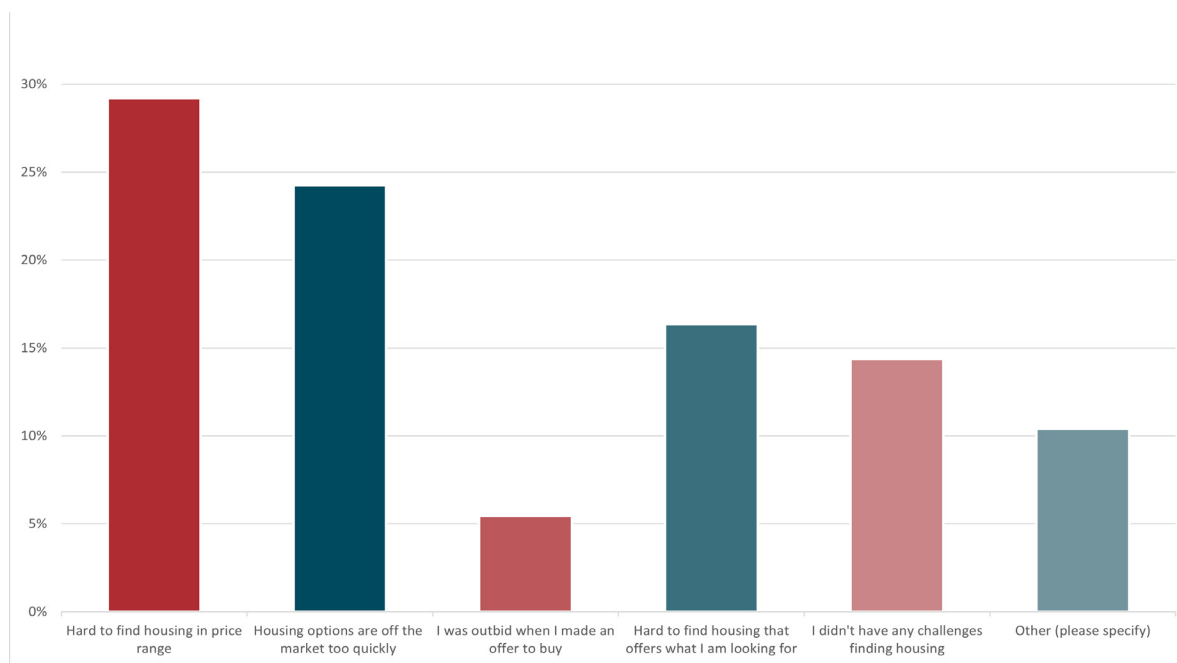
Source: Oshtemo Housing Survey

# Oshtemo Survey Results

Owners and renters have different challenges when it comes to finding housing. While responses to an earlier question suggest renters were able to find a unit in their budget, renters' primary concern is price, implying that there may have been a struggle to find the right-priced rental unit with the amenities or quality they needed. Second and third among their concerns were the pace at which units were leaving the market and the housing options available to them. For owners, the issues were more evenly distributed, but the pace at which homes were leaving the market was the most frequent issue drawing a response. Being outbid was the lowest response for both renters and owners. Note that for this question asking about their greatest challenges, respondents could select multiple challenges.

The survey instrument allowed respondents to select more than one answer to this question; approximately 17 percent provided a written response. Many of these respondents expressed that it was difficult to find the specific housing option they were looking for, whether it was a larger lot size, a smaller home more suitable for a single person, or a quiet neighborhood. Respondents commented on an overall lack of options. Specific concerns include difficulty finding suitable senior housing, difficulty finding land to build on, and a need for more/better condominiums and good-quality rental options in the area. A portion of respondents indicated that taxes or utility prices were a barrier.

Chart 29: What are (or were) your greatest challenges when looking to find housing in Oshtemo?



Source: Oshtemo Housing Survey

Note: Excludes residents living in Oshtemo Township for five or more years. There were 130 responses to the Challenges and Home Type questions for those living in Oshtemo less than five years: 84 from owners, 43 from renters, and 3 from others/live with others.

# Oshtemo Survey Results

## What do you like/dislike about Oshtemo Township housing?

This question received 363 responses. In answering what they like or dislike about Oshtemo Township, many respondents described the direction they hope the Township will take in the future. It is worth reading the series of individual responses to this question, as perceptions of the Township are not uniform among residents, and at times desires for the community are in direct conflict with one another.

Oshtemo Township residents expressed appreciation for the green space and parks in the Township. Many respondents like their neighborhoods. Respondents mentioned enjoying that the Township is not overcrowded—parts of the Township feel rural while still being close to amenities. At the same time, others are concerned that the Township may grow too large and lose its rural feel. Many respondents appreciated the ease of access to highways, shopping, restaurants, and the like. Several respondents would like to see more local/small businesses (rather than franchises) in Oshtemo Township, especially local businesses within walking distance of residences.

Some said they liked the diversity and the different types of housing in the community. Other respondents disliked the apartment buildings, student housing, and multifamily housing in general. Several people expressed concern about the crime rate in areas with multifamily housing.

Some residents perceived the community as not being accessible to a diverse range of incomes, which they disliked. Others wrote that they like the Township the way it is and do not want to increase the diversity or availability of housing.

Other examples of dislikes cited include a lack of housing options for seniors, high taxes, a sense that Oshtemo Township is not affordable (high rents were often mentioned), Allen Edwin–style housing developments, too many regulations, not enough enforcement of ordinances, and forced sewer hookups.

## What were/are you looking for in housing that you cannot find?

Some 150 respondents followed up on the previous question by providing details about what housing elements they desired but were unable to find in Oshtemo Township. The types of housing desired varied widely. Specific types mentioned include duplexes, mobile-home options, detached townhouses, condominiums (this request was common), townhomes, accessory dwelling units (ADUs), special amenities within multifamily buildings, ranch-style homes rather than two-story homes, apartment complexes, more single-family rental options, community housing that is easily accessible by public transportation, single-family homes with large lot sizes, high-end housing developments, and homes with large garages. Several respondents expressed a desire for large lot sizes or a “rural” feel. A significant number of respondents expressed a need for better and more senior-housing options. Specific-senior housing options mentioned include cottage and village-style senior housing, independent senior living communities, HUD-subsidized housing, senior carports, aging-in-place options, and zoning for accessory dwelling units or “mother-in-law” style homes, in which a separate structure is provided for someone on the property. Location-based elements such as safety, distance from college students, and accessibility emerged as themes in the responses. Taxes and affordability were two additional themes.

Additional details can be found in the Appendix.

# 5

## Housing Supply and Demand

# Housing Supply and Demand

## Current Demand

In order to determine housing needs, we must first examine the current state of supply and demand. It is important to understand the current demand so that housing strategies can account for that pent-up demand. We will show three different elements of the housing market in order to better demonstrate the current needs. First, we will show housing-cost-burden levels for renters and owners. Next, we will look at housing preference types. Finally, we will look at household formation levels and how those compare to past building trends.

# Housing Supply and Demand

## Cost Burden

Tables 15 and 16 show the total households in the area by income and housing-cost burden. Overburdened households are considered to be paying more than the Housing and Urban Development (HUD) standard 30 percent of their income toward housing costs. These figures further separated the overburdened, showing the “heavily burdened” as those paying 50 percent or more toward housing. Overburdened households are in need of more appropriate housing, demonstrating a need to construct housing that meets their budget. The Oshtemo Township portion of Kalamazoo County Housing Survey showed that 62 percent of renters and 15 percent of owners considered their housing to be “not affordable.” These results are not necessarily tied to the HUD standard of 30 percent of income, as some respondents paying more considered their housing affordable, and some paying less did not.

There are more than 2,300 overburdened renting households in Oshtemo Township. Shown in chart 30, these households are concentrated on the lowest end of the income spectrum, most earning below \$20,000 per year. These are most likely college students and some seniors with fixed income, that could afford rental units of below \$500 per month in order to be unburdened. Table 15 shows the number of units needed by price in order to relieve the housing burden. While it is unrealistic to expect that any geographic area can completely eliminate housing burden, it is important to understand the magnitude of need.

Chart 31 shows fewer overburdened homeowners. Roughly 53 percent of the Township own their homes, and fewer than 1,000 are overburdened. Overburdened homeowners are spread through

more income ranges than renters, with over 300 households at \$35,000 to \$49,999 per year. These households would need homes of between \$115,000 and \$163,000 (depending on property taxes and loan parameters) to afford payments of \$875 to \$1,249 per month.

*Table 15: Affordable Unit Levels Necessary to Alleviate Overburdened Renters in Oshtemo Township*

Annual Income	Units	Rent Per Month (\$)
<\$20,000	1,186	<\$500
\$20,000 to 34,999	707	500 to 874
\$35,000 to 49,999	377	875 to 1,249
\$50,000 to 74,999	47	1,250 to 1,874
\$75,000 to 99,999	42	1,875 to 2,499
\$100,000 or more	0	2,500 and higher

*Source: The American Community Survey of the U.S. Census, 2017–2021 average, and Claritas.*

*Table 16: Affordable Units to Alleviate Overburdened Homeowners in Oshtemo Township*

Household Annual Income	Units	Payment Per Month (\$)	Estimated Home Price (\$) *
<\$20,000	327	<\$500	Less than 65,000
\$20,000 to 34,999	166	500 to 874	65,000 to 114,000
\$35,000 to 49,999	323	875 to 1,249	115,000 to 163,000
\$50,000 to 74,999	129	1,250 to 1,874	164,000 to 245,000
\$75,000 to 99,999	24	1,875 to 2,499	246,000 to 326,000
\$100,000 or more	15	2,500 and higher	327,000 and higher

\* Purchase price with 5 percent down, 6.0 percent interest, a 30-year fixed rate, private mortgage insurance (PMI), and property taxes.

*Source: The American Community Survey of the U.S. Census, 2017–2021 average, and Claritas.*



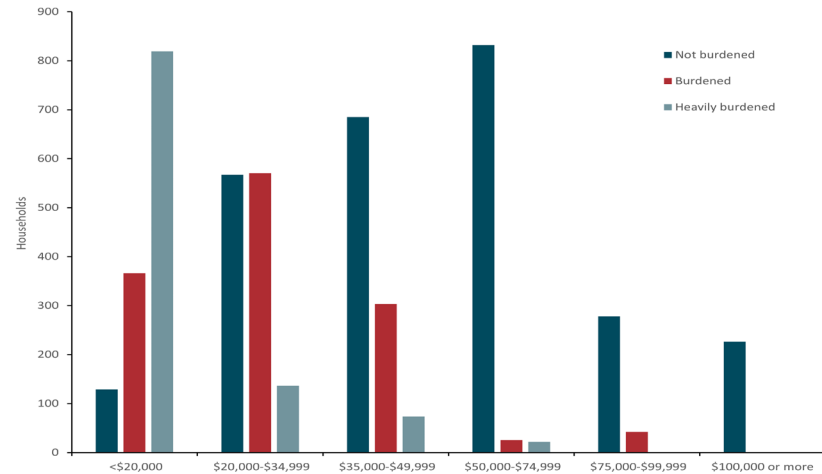
# Housing Supply and Demand

## Housing Preferences

The types of homes preferred in the survey are different from existing homes. Respondents were allowed to vote for more than one type of housing and the results show a range of preferences. Among homeowners in the Township, the housing survey suggests that the primary demand is for single-family homes, but types such as cottage courts and duplex or triplex received a lot of support. Few homeowner respondents wanted large apartment complexes and “No more housing” received nearly as many votes as ADU’s and Duplexes. For renters the preferences were more varied with medium-sized apartment building in the lead and no clear favorite in second place. Only two renters voted for no additional housing.

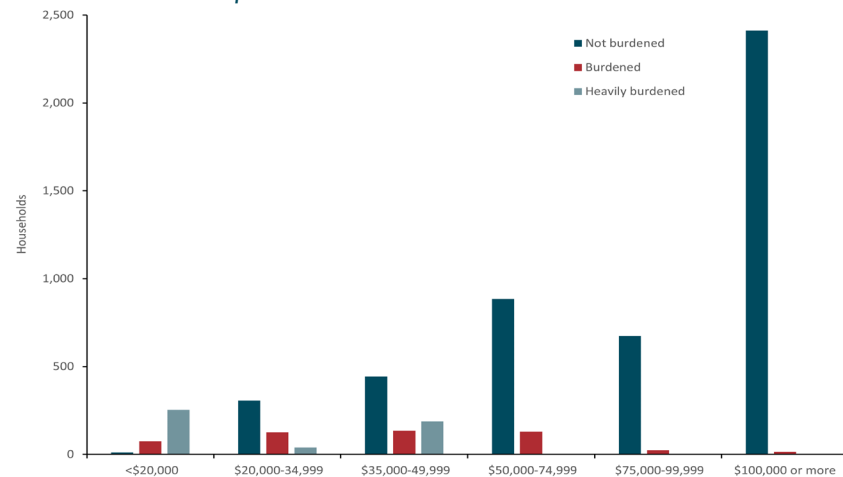
Constructing higher-density housing may offer a solution to improving affordability while also meeting preferences for a variety of housing types. The current housing market suggests there are households who are in homes they cannot afford and types they do not prefer. Development of affordable mid-density types would create more affordability than single-family detached homes and more quality than mobile homes. Higher-density options that fit with the character of the communities in Oshtemo Township may include duplexes, triplexes, and cottage courts. Other multi-family developments such as large apartments would be appropriate in more dense urban areas around existing developments like Meijer. For the eastern sliver of the Township where student rentals are already present, small and mid-sized apartment or condo developments may be more appropriate.

Chart 30: 2021 Income and Housing Burden for Renters in Oshtemo Township



Source: U.S. Census American Community Survey, 2017–2021 average, and Claritas.

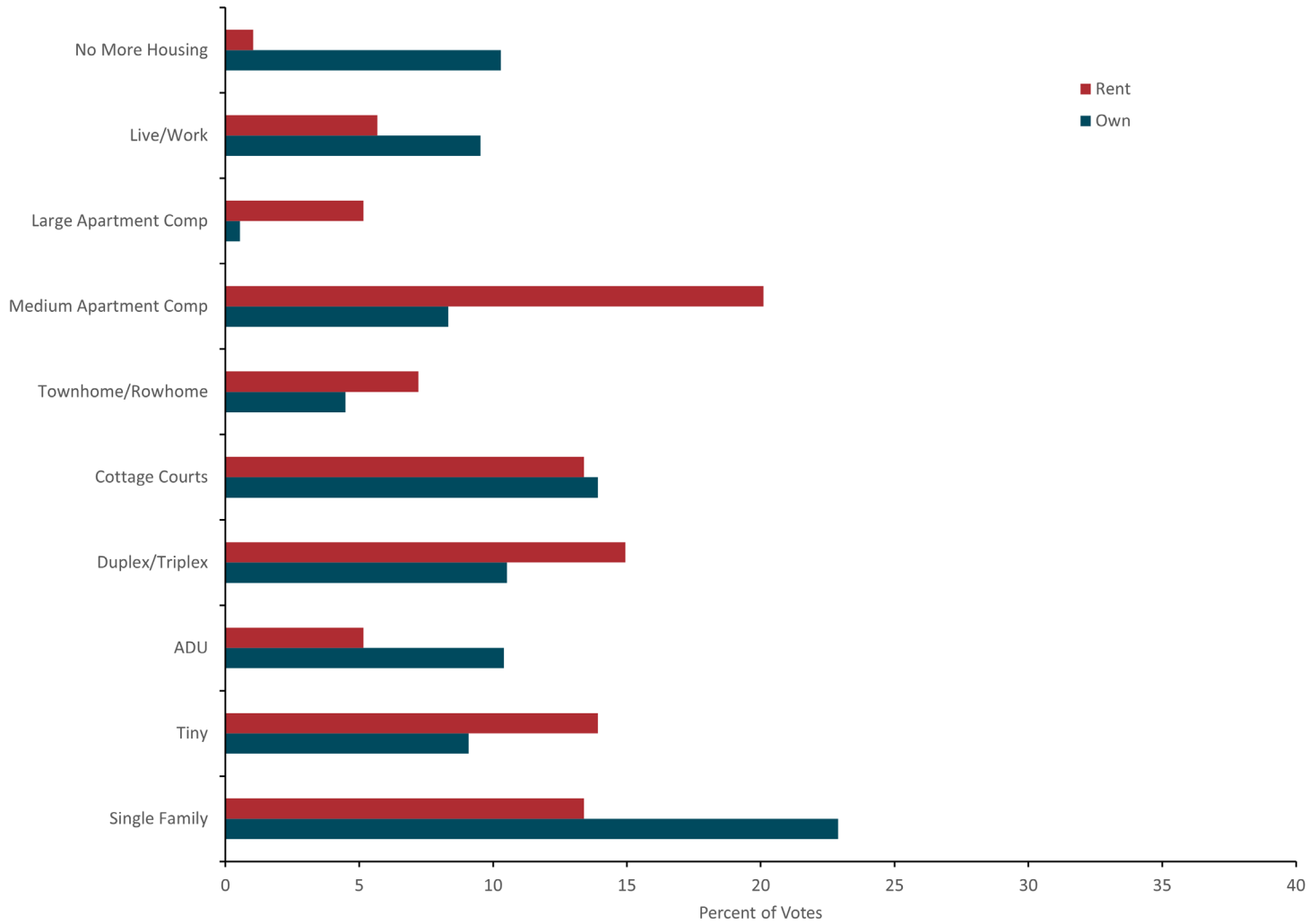
Chart 31: 2021 Income and Housing Burden for Owners in Oshtemo Township.



Source: U.S. Census American Community Survey, 2017–2021 average, and Claritas.

# Housing Supply and Demand

Chart 32: Housing Preferences for Renters and Owners, Oshtemo Township

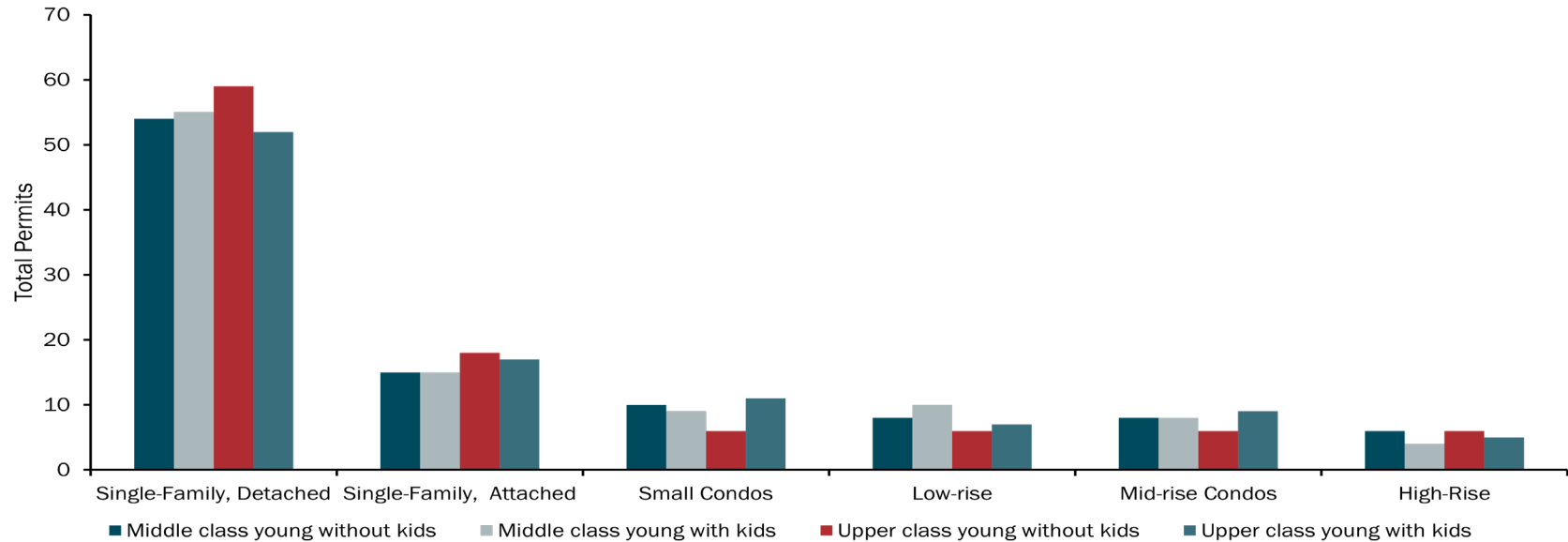


Source: Oshtemo Housing Survey

# Housing Supply and Demand

Nationwide, housing preferences have shifted away from single-family detached units for young families. While the standard single-family house is still preferred by the majority of young families, it is a slim majority: only 52 percent of upper-class young families with kids are looking for a stand-alone house. There is no one clear alternative; rather, preferences are spread across a variety of housing types.

Chart 33: National Housing Preference



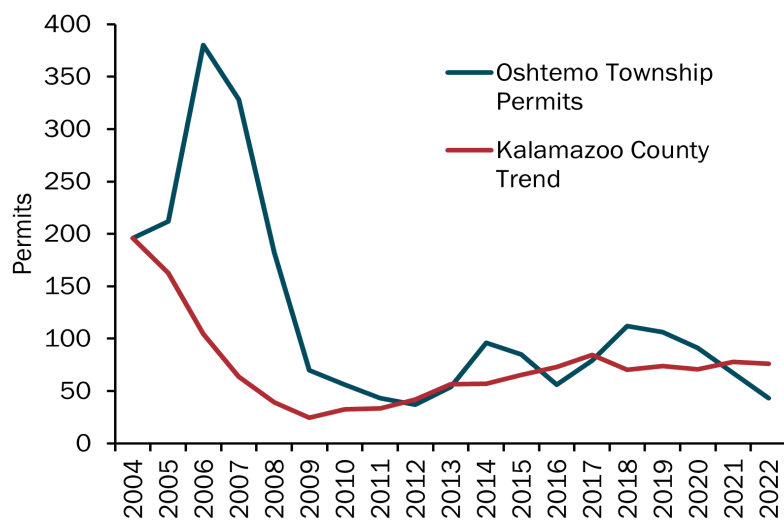
Source: RCLCO & IPUMS USA 2020

# Housing Supply and Demand

## Impacts of Great Recession

The Great Recession continues to impact the housing market in several ways. First, the overproduction of housing prior to the Great Recession led to very limited construction after it hit: lenders were less enthusiastic to finance new construction, home builders were left with many unsold homes or lots, and fewer people were looking to purchase homes. Annual home building remains below the pre-bubble level. Second, those in the construction trades sought work in other markets or other occupations. Third, many homes fell into disrepair and were demolished; some of these homes would have been targets for investment as the market strengthened. Finally, the disruption to employment in 2008–2010

*Chart 34: Unit Permitting in Oshtemo Township vs. Kalamazoo County, 2004–2022*

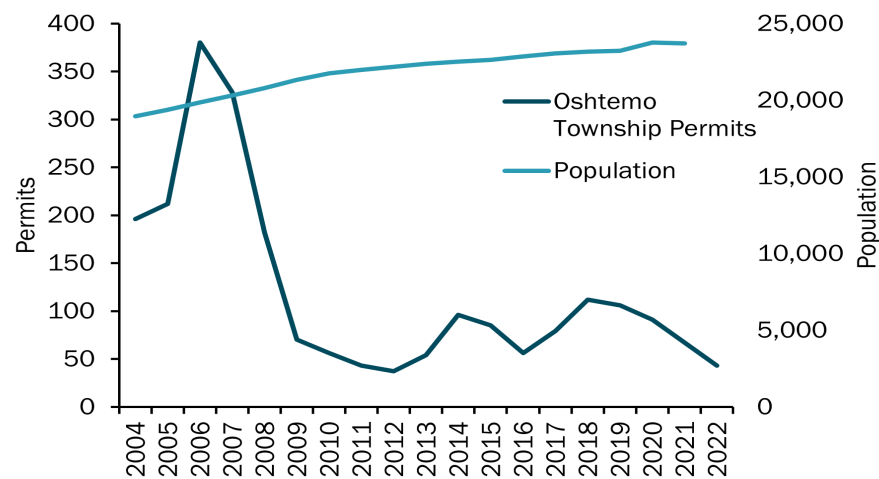


Source: Township data and U.S. Census building permits.

slowed the rate of household formation—that is, the rate at which people create new households by existing households.

Housing-unit construction in Oshtemo Township has remained low following the housing crash of the Great Recession. Chart 32 shows the number of housing permits in the Township compared to the trend in the county. As the housing bubble burst, Oshtemo building remained elevated, while overall county permits declined. Both the Township and the county have found a stable level since the recovery, though Oshtemo has been trending downward since 2018. While the pace of permitting countywide is modest, Oshtemo Township is missing out on potential growth. Chart 33 shows the same permit data compared to population. The population growth is loosely correlated with the permitting, as it slowed when permitting fell during the Great Recession.

*Chart 35: Unit Permitting and Population for Oshtemo Township*



Source: Township data and U.S. Census population estimates.

# Housing Supply and Demand

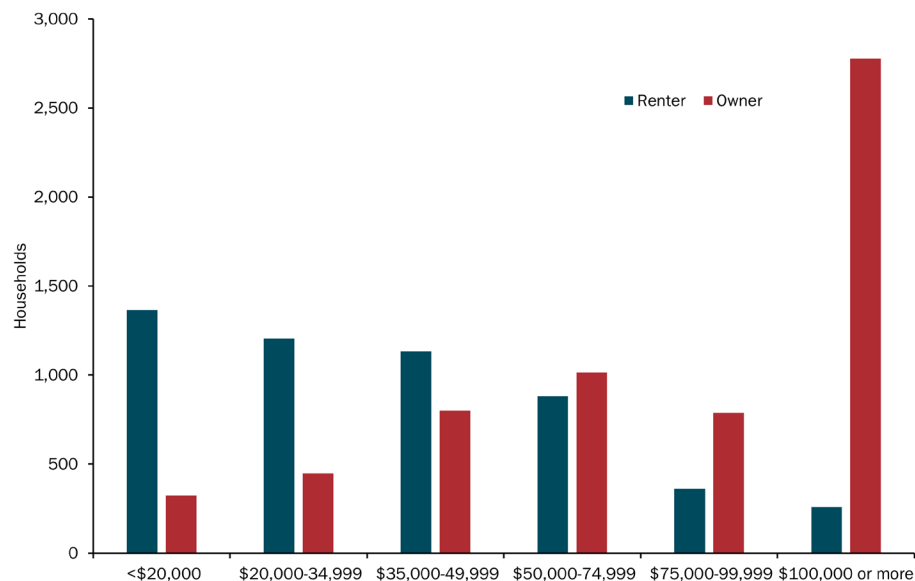
## Future Demand

According to our data, the area’s housing needs stem from demographic and preferential mismatch rather than just rising population. According to household estimates from Claritas, the area is projected to grow by 3.5 percent from 2021 to 2026; Institute staff estimates project continued growth through 2023. Nonetheless, demand from the existing population exists; the area has many unformed households because some are unable to form new households due to a lack of available housing units.

or more. Nonetheless, the need for housing units that meet the needs of lower-income households will remain due to the existing unrealized demand for units at the lower end of the income spectrum and the projected persistence of households in that income range.

Chart 34 depicts the income levels and the number of households in 2026. These new households are projected to be at the higher end of the income spectrum, those earning \$100,000 a year

Chart 36: Units Needed in Oshtemo Township by Income Level



Source: *The American Community Survey of the U.S. Census Bureau, 2015–2019 average, and Claritas.*

# Housing Supply and Demand

Looking beyond Oshtemo Township, we have included, for the entire county, potential demand by renters for homeownership. The county has roughly 36,000 households paying rent. The survey results indicate nearly 28 percent of those renters are looking to buy, which would be 10,000 homes. Chart 35 shows most of the interest in buying comes from those aged 25 to 34 and those aged 35 to 44. Oshtemo Township is certainly not expected to meet the entire demand, but there are many reasons why first time homeowners would be interested in Oshtemo Township. Proximity to the City of Kalamazoo, being eligible for the Kalamazoo Promise, and available areas to build mean growth potential for the township.

The housing market has cooled from the peaks of the last few years but demand remains elevated. There is a demand for housing due to net growth, but there is also demand due to mismatch of preference, price and availability of homes. Third-party estimates, such as the estimation from Claritas, suggest net growth of merely a few hundred households in the next five years. Forty-six percent of renters are paying more than 30 percent of their income for rent, and not all of these households are college students.

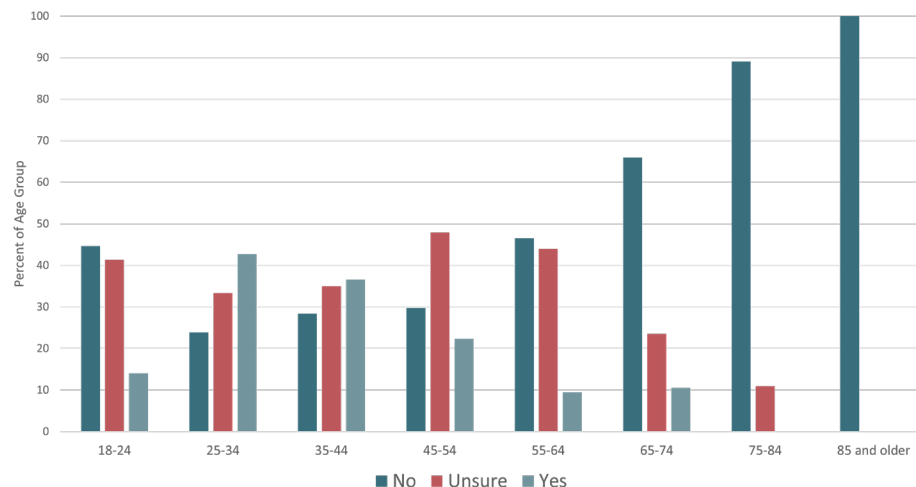
## Survey Responses

### What are some of the things you like or dislike about housing in Oshtemo Township?

“We already have an abundance of mid-rise apartments for rent. I’d like to see more efforts toward “Habitat for Humanity” type projects with a funding base, etc.”

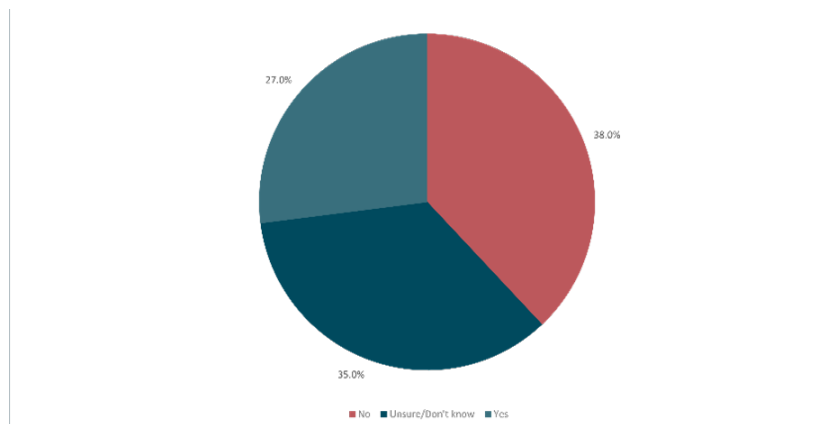
-Anonymous, Oshtemo Township Survey

Chart 37: Renters Planning on Buying a House in the Next Three Years by Age



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

Chart 38: Renters Planning on Buying a House in the Next Three Years



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Housing Supply and Demand

Table 17: Units Needed to Meet Demand from Growth Over the Next Eight Years

Geography	Single family detached	Duplex-quadplex, Condos	Cottage courts, tiny homes, bungalow, mobile	Live/work units	Mid-sized multi-family (apartments and condos)	Apartments (low, mid, large)	Accessory dwelling units	Total units
	1 Unit	2-4 Units	1 Unit	4-25 Units	4-25 Units	25+ Units	+1 Units	
Rural	75	50	50				25	200
Suburban	150	75	125		50		40	440
General urban				20		75	15	110
Total	225	125	175	20	50	75	80	750
<i>Estimated cost to build per unit</i>	\$350,000	\$200,000	\$250,000	\$190,000	\$175,000	\$150,000	\$75,000	
<i>Total cost by type</i>	\$78,750,000	\$25,000,000	\$43,750,000	\$3,800,000	\$8,750,000	\$11,250,000	\$6,000,000	\$177,300,000

Housing needs in Oshtemo Township are influenced by many factors. Those factors include population projects, economic-condition projections, pent-up housing demand, housing-type preferences, and existing housing stock. When analyzing these factors together, Institute staff find a substantial demand for new housing units in Oshtemo Township through 2030. The current and future demand for housing units is different from the demand in decades past, as new and current residents are increasingly interested in higher levels of density and walkability. Nonetheless, single-family houses remain attractive to many. In the chart above, we estimate the number and location needed for each type of housing.

According to our estimates, the Township needs to enable the development of 750 new housing units. This will require a substantial investment from public and private entities—an estimated \$177 million. To create this estimate, Institute staff collected construction costs from local developers and state and national reports. The results of this work indicate that construction costs for single-family homes range between \$300,000 and \$500,000, duplexes are in a similar range but offer two housing units per building, midsized multifamily projects are slightly less expensive at approximately \$150,000–\$250,000 per unit, and low- and midrise apartments are even more cost-effective at \$125,000–\$200,000 per unit. The cost to add an accessory dwelling unit can vary widely, depending on the relationship to an existing home (utilizing the existing house envelope and infrastructure is far less expensive than building a stand-alone building on the same property), square footages, and the quality of the finishes. This report estimates an average cost of \$75,000 per accessory dwelling unit. Multiplying the average cost of each unit by the number of units needed reveals a total investment needed of around \$177 million to meet the future housing demands in the Township. Table 13 outlines these calculations, along with the number of units needed by location.

# 6

## Goals, Objectives, and Strategies

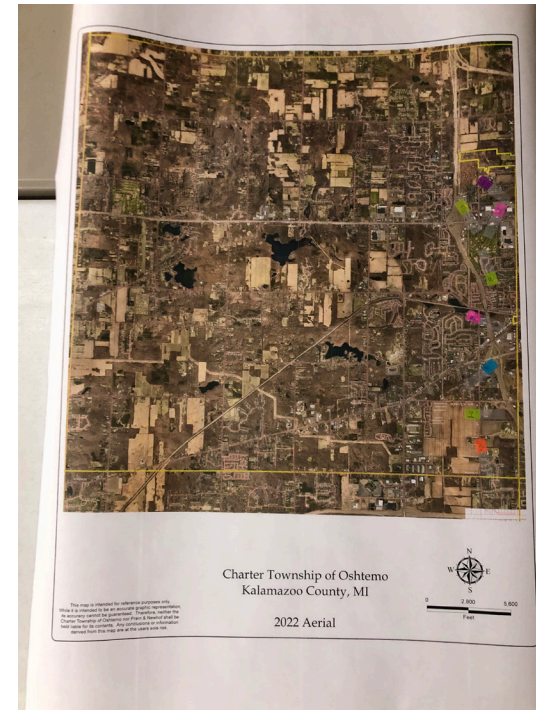


# Goals, Objectives, and Strategies

## Collaboration

No single group or solution will solve the housing crisis. As such, many individuals and organizations were asked to contribute to the creation of this housing plan. Our stakeholder groups were composed of municipal leaders, realtors, developers, employers, nonprofit agencies, and residents. These individuals volunteered their time and expertise to help guide areas of focus. The Planning Commission worked as the steering committee to provide critical direction and innovative ideas to the planning process, which in turn guided the goals and objectives of this plan. Stakeholders' input on these strategies is vital, as their knowledge of local conditions and politics helps determine which are likely to succeed. In addition to the public Planning Commission meetings, eight special public meetings in the evening and on weekends were held to collect feedback on preliminary results. Survey responses were collected from 503 residents in the Oshtemo targeted survey. Further, 435 additional survey responses were received from Oshtemo residents countywide in the Kalamazoo County survey. This strong participation demonstrates the high level of concern, passion, and interest among residents regarding housing solutions for Oshtemo Township.

Formulating this housing plan would not be possible without the hard work of the Planning Commission and the Community Development Department at Oshtemo Township. Additional support provided by Township volunteers was invaluable in getting the word out about the housing survey. In addition to those who answered the survey, we had around 55 participate for in-person and Zoom meetings. We are grateful for the collaboration and partnerships that formed during this process.



# Goals, Objectives, and Strategies

*The goals, objectives and strategies below were created based on data, stakeholder conversations, and public feedback. Details and specifics of strategies will need to be further discussed with the Planning Commission and Township Board prior to implementation. Additionally, increased capacity at the Township is needed to fully implement the goals. Many of these strategies would not be possible without the creation of additional dedicated staff and/or a department to address housing needs.*

## Goal One

**A township where housing-unit production and preservation result in a supply of ownership and rental options that are safe, healthy, and affordable to people of all income levels and demographics.**

### Objective

Produce a supply of rental and home-ownership housing to meet current or projected needs.

### Strategies

1. Update zoning to allow for accessory dwelling units (ADUs) township wide.
2. Open R1 and RR zoning to allow duplexes by right and allow legal conversion of single-family to duplexes, with design standards that will blend with single-family homes.
3. Remove zoning barriers for housing projects in designated areas such as, but not limited to, reviewing the minimum requirements in zoning, including parking setbacks, single-family lot size, and building square footage required.

4. Participate in the Redevelopment Ready Community program for long-term and future development.
5. Expand administrative-review ordinance for site-plan approval.
6. Create preapproved plans to remove barriers to development for small first-time builders such as, but not limited to, accessory dwelling units and infill duplexes.
7. Allow tax incentives such as, but not limited to, NEZ, PILOT, and TIF.
8. Update zoning ordinance to allow multifamily residential and/or mixed use development in all commercial zoning districts.
9. Consider adopting more recommendations from the Michigan chapter of the American Planning Association's Zoning Reform Toolkit. <https://www.planningmi.org/zoning-reform-for-housing>

### Objective

Preserve good-quality rental and ownership housing for households of all incomes.

### Strategies:

1. Expand housing opportunities with housing-choice vouchers.
2. Expand rental-code enforcement for properties five or fewer units to ensure the health and safety of the residents.
3. Review and improve the rental ordinance and rental inspections.

# Goals, Objectives, and Strategies

## **Goal 1 Cont.**

4. Connect and inform residents of opportunities for affordable home repair such as, but not limited to, creating a local lending library.
5. Provide outreach and education about existing opportunities for homeowner repair programs such as, but not limited to, a newsletter, website, and pamphlets for Tuesday toolman, weatherization, USDA loans, MI Saves, etc.
6. Create an Airbnb ordinance.
7. Explore ways to help minimize HOA fees by setting appropriate development standards for roads and water retention.

## **Objective**

**Consider housing demand and needs for future generations and life stages.**

1. Allow zoning for alternative housing types such as, but not limited to, condos, tiny homes, cottage courts, townhomes, and accessory dwelling units (ADUs).
2. Allow single-family conversions to duplex or multifamily homes.
3. Encourage and allow cooperatives, community land trusts (CLTs), and resident ownership models in mobile-home parks to diversify options and opportunities. Include encouragements such as, but not limited to, subsidies for costs of development.
4. Promote and incentivize mixed-income and senior housing development projects.

5. Encourage new buildings to be built to meet the standards for American National Standards Institute (ANSI) Type A homes that add an accessible threshold throughout the home rather than ANSI Type B homes that is limited to items such as grab bars.

## Survey Responses

### ***What were/are you looking for in housing that you can not find?***

*"Affordable single family homes in a rural area"*  
-Anonymous, Oshtemo Township Survey

*"Quality construction at the right price point"*  
-Anonymous, Oshtemo Township Survey

# Goals, Objectives, and Strategies

## Goal Two

***A township where housing contributes to a safe, desirable, environmentally responsible and sustainable community.***

### Objective

Promote health and safety in neighborhoods close to multiple transportation opportunities.

#### Strategies:

1. Create process and encourage the creation of neighborhood organizations for community relationship building.
2. Establish structural housing grant programs for low-income homeowners.
3. Make incentives for landlords to reinvest in outdated apartments. Improvements could include landscaping, lights, and interior updates for health, safety, and energy efficiency.
4. Allow existing structures to be rebuilt for up to one-to-one replacement.
5. Prioritize housing close to existing infrastructure or planned nodes/zones with amenities like stores, farmers' markets, and other services.
6. Update rental-code enforcement for all rental properties.

### Objective

Promote and facilitate reduction of energy, water, and waste in new and existing housing.

#### Strategies:

1. Increase education and outreach on existing rebates, and weatherization financing for homeowners and landlords, such as, but not limited to, consumer rebates, MI Saves, and PACE.
2. Encourage more environmental design in zoning approvals for sustainable buildings, such as, but not limited to, rain gardens, solar panels, taller native grasses, permeable pavement, and multifamily parking, with one tree for every four cars.
3. Allow density bonuses or other incentive programming for LEED project meetings, Passive House, Enterprise Green communities, and Energy Star.
4. Require minimum recycling percentages for demolition.
5. Create opportunities for composting facilities for homeowners.

## Survey Responses

### ***What are some of the things you like or dislike about housing in Oshtemo Township?***

"Enjoy green spaces and outdoor recreation. smaller developments in clusters with adjoining green spaces would be preferred over high-density mega developments"

-Anonymous, Oshtemo Township Survey

# Goals, Objectives, and Strategies

## **Goal 2 Cont.**

### **Objective**

Promote livable neighborhoods with a mix of housing types and incomes, high-quality design, and a scale and character that respect unique residential neighborhoods.

### **Strategies**

1. Expand the allowable uses in existing zoning, including for housing types.
2. Prioritize housing close to existing infrastructure or planned zones with amenities.
3. Zoning should reflect measures to support new construction with good-quality design, scale, and character.
4. Encourage traffic-calming measures for new and existing roads.
5. Provide incentives to change existing exterior common-area lights to LED and Dark Sky–approved lights.

## Survey Responses

### ***What are/were you looking for in housing that you cannot find?***

“I was looking for a large lot (5-10 acres). I settled for 3 acres, although I am happy with where I live.”

-Anonymous, Oshtemo Township Survey

# Goals, Objectives, and Strategies

## Goal Three

***A township that values usable open space and the preservation of natural features.***

### Objective

**Balance competing demands to create housing options and preserve open space.**

### Strategies

1. Promote housing developments that maximize usable open space, such as, but not limited to, gardens and natural features.
2. Create incentives for developments to add usable open space that connects to existing natural areas, including buffers and parks, and incentives such as, but not limited to, density in height and lot widths.
3. Prioritize housing close to existing infrastructure such as sewer lines, or planned zones with amenities.

### Objective

**Develop standards in housing developments to embrace natural features.**

### Strategies

1. Create incentives for tree planting and landscaping programs for existing owners and landlords/renters. This could be done through neighborhood associations.
2. Provide education and outreach on native lawn options and seed mixes.
3. New housing developments should meet the landscaping site-plan requirements.

## Survey Responses

***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"The rapid increase in housing without consideration for the preserving natural elements and the environment. The resultant increase in noise as more cars and trucks move through the area.*

*-Anonymous, Oshtemo Township Survey*



# Goals, Objectives, and Strategies

## Goal Four

***A township that collaborates to support housing opportunities without discrimination.***

### Objective

Support aging in place.

#### Strategies:

1. Support local zoning that is appropriate for older-adult housing options, such as accessory dwelling units.
2. Develop or enhance local aging-in-place education and resources for older adults, their caregivers and families, and landlords, through housing counseling agencies, Area Agencies on Aging (AAA), and home and community-services agencies.
3. Support programs aimed at transitioning older adults out of nursing homes, as medically appropriate, and into housing where they can receive in-home care services.

### Objective

Support equal housing opportunities.

#### Strategies:

1. Create an antidiscrimination ordinance that applies specifically to housing. (For example, federal law prohibits landlords from charging higher security deposits to people in wheelchairs or to families with children. The law also requires landlords to allow reasonable accommodations and reasonable modifications, as needed, for people with disabilities to fully use and enjoy their homes, and it prohibits discrimination on the basis of source of income.
2. Establish a library of resources to inform residents of their rights.

### Objective

Support an adequate supply of transitional and/or permanent housing services throughout Oshtemo that are appropriate and meet the specific needs of those who are housing-insecure in the township.

#### Strategies:

1. Support the creation of transitional or permanent housing opportunities in Oshtemo Township.

### Objective:

**Support Housing First initiatives in Kalamazoo County.**

#### Strategies:

1. Create working relationships with the local Kalamazoo County Continuum of Care, shelters, and nonprofit partners to assist with temporary housing for those in Oshtemo Township.

## Survey Responses

### ***What are/were you looking for in housing that you cannot find?***

*"Aging in place options are hard to find. I need attached garage, one level living, main floor laundry, more than 2 bedrooms all at an affordable retirement price."*

*-Anonymous, Oshtemo Township Survey*

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## Appendix



# Appendix

## Qualitative Responses to the Oshtemo Township Survey

### Question 3:

#### “Do you own or rent your home?”

- “Going to build on our property.”
- “Too much money when it should be going for a house.”
- “We own our manufactured home but on rented property.”
- “Own Condo with Home Owner Association & management”

### Question 5:

#### “Can you find (or have you found) housing that aligns with your earnings?”

Support equal housing opportunities. In response to the above question, about 8 percent of respondents chose to provide a detailed answer rather than a “yes” or “no” answer. Some of these respondents indicated that they had found housing appropriate to their income, but only with assistance, often family-based. Others indicated that they had found housing that was appropriate for their income, but they did so many years ago and doubted that they would be able to do so today. Some cited property taxes as a barrier to finding affordable housing. Another group reported that they were able to find housing that met their income, but just barely—it was, or is, a struggle.

#### Respondent was able to find housing that aligns with their earnings only through assistance of some kind:

- “Difficult - We had parental support at purchase time.”
- “I live with my father, so yes (for now). But there is a lack of starter family homes in this township that I love.”
- “ONLY with assistance.”

#### Respondent feels that property taxes are a barrier:

- “Yes, but the property taxes are slowly pushing us to seek other options.”
- “Property taxes need to be lower.”
- “I own but the taxes are so high I can’t afford to stay here too long.”
- “Finding a home at a reasonable price in KPS district has been challenging. Condo prices are as much as a home, or more. We overpaid for our home but had no choice. Rental prices are also very high, or locations are unsafe in Oshtemo - our son is looking for a place. Not to mention being gouged by township taxes with very little in return (sidewalks, streetlights, road maintenance.”
- “Yes, except for the crazy amount of taxes that we pay here. And they only continue to rise. This is difficult in our current economy. Our monthly mortgage payment is more than when we purchased the house due to taxes.”
- “Fear being taxed out of my home.”

#### Respondent was able to find housing that aligns with their earnings in the past, but is not sure that they would be able to now:

- “Yes, that was 15 years ago”
- “Bought 30 yrs ago.”
- “Barely, housing market has increased since I purchased and is now above what I could afford to buy.”
- “Built here in 70’s.”
- “50 years ago, but it wouldn’t now.”
- “Prices are increasing”
- “The cost of my house aligns with my earnings, however if I were buying my house now, I could not afford to purchase it.”
- “Currently yes. However, if and when I have to move, I’m concerned.”
- “At the time of move in yes.”

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- “Only because we bought a repo over 20 years ago.”

**Respondent reports that they were/are able to find housing that aligns with their earnings, but just barely or it was/is a struggle:**

- “Barely, it was extremely hard.”
- “Since the coronavirus pandemic the price of housing has increased. It is very difficult to maintain affordable housing in this area.”
- “Yes but it’s expensive and I work multiple jobs in order to live here.”
- “Everything is too much these days, especially in Oshtemo.”
- “The monthly charge for condo owners is INCREASING VERY FAST - too much for my income; I retired in year 2000.”

## Question 9

**“What are (or were) your greatest challenges when looking to find housing in Oshtemo?”**

The survey instrument allowed respondents to select more than one answer to this question; approximately 17 percent provided a written response. Many of these respondents expressed that it was difficult to find the specific housing option they were looking for, whether it was a larger lot size, a smaller home more suitable for a single person, or a quiet neighborhood. Respondents commented on an overall lack of options. Specific concerns include difficulty finding suitable senior housing, difficulty finding land to build on, and a need for more/better condominiums and good-quality rental options in the area. A portion of respondents indicated that taxes or utility prices were a barrier.

Respondent could not find the option they wanted:

- “Not enough options when buying.”
- “Hard to find properties with rural character that made me look to Oshtemo.”

- “Hard to find a quiet neighborhood.”
- “Houses were too big for a single person.”
- “Not great single family renting options. I’m not in a position to buy and am a single parent. Individual rentals go so fast and I have a dog so I’d prefer not to be in an apartment. So the only option is unfortunately a trailer park.”
- “Lack of options, other than single family homes”
- “Hard to find modest sizes homes, less than 4 bedrooms”
- “I am a working professional (teacher). I do not want to live in the ‘student ghetto’ in Kalamazoo but all other rental options are out of my price range. I make \$60,000/year. I should be able to afford a 1-2 bedroom apartment that is not deplorable looking, like the ones in Kalamazoo.”
- “I felt like there weren’t many options when I needed something quickly. I took a job offer and was expected to move within the month and it was difficult.”
- “There are only a handful of housing options in Oshtemo.”
- “We need housing in areas that’s not so noisy away from highways and main areas.”
- “Hard to find homes for sale in the specific area I wanted.”

**Respondent voiced a need for more or better-quality senior housing:**

- “Need housing for seniors-affordable.”
- “Having been swindled by the landlord of a senior subsidized apartment/housing complex, I ended up in an overpriced tenement run by crooked con artists.”
- “More senior housing for folks living on social security.”

**The respondent feels that taxes or utility prices are a barrier:**

- “Taxes too high”
- “Taxes were too high for equivalent house in neighboring areas.”

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- “High prices with added upcoming fees for sewer/water hookups”
- “Taxes are high considering what they pay for. Kalamazoo City’s are way lower and offer leaf and bulk trash pick up. Portage are comparable and again offer leaf and bulk trash pick up.”
- “Taxes are ridiculous for services.”
- “Property taxes relative to services out of proportion.”
- “Taxes are very high, aligned with Chicago.”
- “Property taxes are outrageously high compared to surrounding communities.”

## **The respondent notes a lack of condominiums:**

- “Need more condo’s.”
- “Free standing condominium”
- “Limited number of the site condo (detached condo) option that we were looking for”
- “No high-end condos and lack of luxury single family”
- “We need more condominiums, there just aren’t any good options.”

## **The respondent sought or is seeking land to build on:**

- “Options for building my own home”
- “Open land to build what I want”
- “Availability of lots to build ranch style home”
- “A lot of large lots have been split or subdivided into smaller less desirable parcels”
- “We purchased acreage and built”
- “Built new”
- “Built a home on open rural land”
- “Hard to find rural/ag land”
- “Hard to find a lot to build on.”
- “Land/lots”

## **Miscellaneous:**

- “Don’t feel safe within the community.”
- “Have not looked, but looking to own in the next 5 years.”
- “Past credit history. Not to be confused with rental history.”
- “Hud section 8”
- “Housing next to green.”
- “Single story.”
- “Unfettered urban sprawl. Lack of green space (unimproved parks)”
- “Houses are overpriced. Shopping & nicer restaurants are lacking - there are hardly any sidewalks for safe walking to parks, stores, etc. Old Chime building area could be developed into housing. And space closer to Mattawan and KVCC”
- “Finding one clean enough to even think about buying”
- “Renting with son from daughter”
- “Have not looked, I own my home and want to sell.”
- “Inflation has hit all of the USA and the world.”
- “Very few accept pets even if you have an excellent record.”

**\*A few respondents report not having been in the housing market for many years or that they find this question does not apply to them for some other reason.**

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## Question 10

### “What were/are you looking for in housing that you cannot find?”

Some 150 respondents followed up on the previous question by providing details about what housing elements they desired but were unable to find in Oshtemo Township. The types of housing desired varied widely. Specific types mentioned include duplexes, mobile-home options, detached townhouses, condominiums (this request was common), townhomes, accessory dwelling units (ADUs), special amenities within multifamily buildings, ranch-style homes rather than two-story homes, apartment complexes, more single-family rental options, community housing that is easily accessible by public transportation, single-family homes with large lot sizes, high-end housing developments, and homes with large garages. Several respondents expressed a desire for large lot sizes or a “rural” feel. A significant number of respondents expressed a need for better and more senior-housing options. Specific-senior housing options mentioned include cottage and village-style senior housing, independent senior living communities, HUD-subsidized housing, senior carports, aging-in-place options, and zoning for accessory dwelling units or “mother-in-law” style homes, in which a separate structure is provided for her on the property. Location-based elements such as safety, distance from college students, and accessibility emerged as themes in the responses. Taxes and affordability were two additional themes.

### Respondent would like more options for housing types:

- “More of a selection”
- “MOBILE HOME PARK WAS NOT LISTED AS A HOUSING OPTION. I BELIEVE THE TOWNSHIP NEEDS MORE MOBILE HOME OPTIONS”
- “Duplexes and independent townhouses”
- “Community housing within walking distance of shopping,

library, and public transportation.”

- “Condo with 3 car garage. In high demand but aren’t any in Oshtemo.”
- “Free standing condominium”
- “I’m looking for a townhome or condo that fits within my price range. A price range that allows me to live comfortably and not ‘housing poor’ regardless of my income level.”
- “There are not enough condos in the below \$180,000 price range. When I cannot do stairs and need an inexpensive condo I don’t think I will be able to find one in Oshtemo”
- “Multiple site condo (detached condo) options. I know of only 2 such neighborhoods in Oshtemo”
- “Duplex, ADU”
- “More free standing condos”
- “Specific floor plan in a condo with specific amenities”
- “High end luxury condos with clubhouse, swimming pool, work out rooms, etc.”
- “Condominiums west of 131. The lack of city sewer makes building them impossible.”
- “Smaller than 1600 square foot homes”
- “Duplex”
- “Hard to find ranch style homes or condos”
- “Looking for Condo. I waited and found perfect location.”
- “Condo”
- “Apartment complexes and smaller homes”
- “See answer 9. More single-family rental options.”
- “Renting prices keep going up. Limited renting options in this area.”
- “Affordable housing that is friendly to children, and has a pool, workout center, and clubhouse that can be rented.”
- “Affordable rate on nice apartment took over a year to get off waiting list when I did not want to live in a huge apartment building that felt unsafe.”
- “Affordable young adult apartments”

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- “Single family homes in a neighborhood with large lots”
- “Were looking for area with single family homes in a neighborhood. Found it.”
- “A ranch with more than 1299 sq ft that is relatively new and not too far out in the rural area”
- “Walk out ranch style home in my price range and location”
- “Open floor plan, a kitchen in the back of the house, three or more bedrooms, a safe neighborhood and lots of closet space.”
- “Portage- smaller homes were outdated ranches, tight lots”
- “4-5 bedrooms”
- “We were looking for a ranch home and it was hard to find. More 2 story homes available”
- “Quality single family homes.”
- “High-end housing communities”
- “Nice subdivisions that have curbs and people care about their homes. That are not built by Allen Edwin.”
- “More upscale home developments”
- “Houses will more acreage, houses with outbuildings, houses with main level bedroom, houses with additional mother-in-law suite”
- “Quality construction rather than poorly built, but still high price homes”
- “With Verizon cost of food prices that would be wonderful if there could be housing with an area where we could have gardens or bigger balconies where we can have more planters.”
- “More soundproof walls. Individual garages.”
- “A garage within the allowed setback”
- “Large garage for needs”
- “House with extra car storage or lot that would legally accommodate second car storage building”

## **Respondent would like a sense of being “rural” or more land:**

- “2003- country feel without living too far out”

- “Green space and large lot size.”
- “Larger lot”
- “Affordable single family homes in a rural area”
- “Quiet location with large lot/yard”
- “Tough to find much for sale with more than 2 acres of land for a reasonable price. If Oshtemo needs more of something it’s keeping lot sizes large and stop letting people split them up.”
- “Land. Wish there was more land and investment in sidewalks and nature trails. Please protect the trees. I fear West Main will look like Westnedge. And please stop with the credit unions for the love of all that is good.”
- “Space and land!!!”
- “Big lots, beautiful homes”
- “More space, bigger lot with privacy”
- “I was looking for a large lot (5-10 acres). I settled for 3 acres, although I am happy with where I live.”
- “Rural with more than 20 acres.”
- “Large lot/acreage”
- “Open lots, 1 to 2 acres”
- “Green space, low traffic and quiet are all critical for housing environments”
- “Land/acreage”
- “We wanted a move in ready house on 2+ acres of land. Most houses that come with land are very old and outdated, but priced high.”
- “Acreage”
- “Bigger yard”
- “Yard space”
- “Couldn’t find housing so decided to build, and even lots were hard to find.”
- “10+ acre lot, machine shed and/or hanger.”
- “Lots of land and large house for big family. Had to buy and tear down/rebuild.”
- “Quiet road with land (we found it but it is getting busier by the minute)!”

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## **Respondent notes a need for better or more senior housing options:**

- “The lack of housing for seniors who are handicapped or difficultly with stairs.”
- “Single family homes for adults 55 and older.”
- “Independent senior living”
- “Aging in place options are hard to find. I need attached garage, one level living, main floor laundry, more than 2 bedrooms all at an affordable retirement price.”
- “Senior housing the Villages up here would be great.”
- “Affordable senior apartment/condo housing”
- “Senior subsidized housing”
- “Affordable senior housing for social security incomes”
- “HUD Subsidized housing for seniors.”
- “Carports for senior living”
- “More safe HUD housing; elderly/ disabled”
- “Housing that met current needs and allowed aging in place for as long as possible”
- “Would love to have the option to add ADU to my own property for aging parent. Or would love a tiny home community.”
- “A decent affordable apartment for seniors.”
- “Affordability for seniors, multi family and disabled individuals”
- “Affordable last homes for retirees were difficult to find for purchase and not rent.”
- “Shared living village concept, with younger people assisting seniors, like in Europe, to minimize the need for assisted living and nursing homes.”
- “Affordable senior housing I had to go back to work because I can’t make ends meet because housing is more than 30% of my income.”
- “More duplexes! Also, zoning reform that allows more accessory dwelling units. I wanted to live on my aging parents’ property in a freshly constructed ADU, but zoning rules had

obviously been carefully written to exclude them, so I didn’t even try to pursue that.”

- “Senior housing, cottage type.”

## **Respondent commenting on taxes, regulations, or utilities:**

- “Average housing with taxes that are similar to other areas. Have to settle for less house because taxes are so much per month.”
- “Tax rates lower than Kalamazoo. Government that works for the citizens.”
- “Lower property taxes, because surrounding communities seem to have lower property taxes. According to my friends who live in the heart of Kzoo, Portage and Portage Outskirts, Schoolcraft, Mattawan, and Alamo township— Oshtemo seems to be the highest when it comes to property taxes. This makes it hard to even purchase a smaller-midsize home due to such high taxes.”
- “A township that will keep it hands out of my pocket”
- “Less government interference”
- “Consider moving out of the township. The board members are very unprofessional and unfair! Many board members are crooks!”
- “The opportunity to own my home and land without interference from the current township board’s fictitious “go green” initiative which only applies to areas outside of their properties (yes we know where you live) and their overzealous desire for roads and parks that just drive-up taxes. We were looking for a housing situation that did not involve constant tax increases and unwarranted assessments and mileage increases.”
- “I find it increasingly hard to find housing where local government leaves owners alone.”
- “What I found in a house in Oshtemo is a house that needs updating. However, with the threat of a sewer upgrade, rising taxes, and higher than normal property tax, it is difficult to upgrade. So we continue to live in the 80s.”
- “Public utilities (sewer), large BUT functional yard - not so tree covered that grass wouldn’t grow or grade changes that effected usable space, access to trails.”

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- “Connected to municipal utilities, affordable.”
- “Good internet connections”
- “We found a new home but overpaid. No sidewalks, streetlights far apart. Poor snowplow response time. Road maintenance is cheap, same potholes every year with the same sand pebble refill. Kids don’t have smooth roads to play on. High traffic busy roads with no walkability to benefits like parks and library. All affect housing thriving if options are built. Tons of development opportunity on stadium drive and 9th street.”

## **Respondent is commenting on the location:**

- “Something NOT near rentals.”
- “I found a reasonably priced rental unit, but there is a higher crime rate in the area which is unsettling.”
- “Smaller one level home in a safe quieter neighborhood but close enough to town shopping”
- “I wanted something private but easily accessible to amenities such as shopping and highways. I could find no suitable alternatives at the time I was looking.”
- “Good neighborhood, nice landscaping, upscale housing, new designs.”
- “Lot size for good yard, number of bedrooms, still in KPS district”
- “Location”
- “Housing that is in a location where I can walk to shopping and services”
- “The size and general location that I wanted, in my price range”
- “A safe community to raise our children. We have have several break ins to our vehicles and drunk men knocking on our door in winter trying to come in! NOT AT ALL WHAT I WANT AROUND MY KIDS.”
- “Single family homes with neighbors that care about their homes and respect yours. Do you want to buy a house that’s next door to a dump with gutters falling off, dead trees and lousy lawns? My next-door home is owned by a slum Lord that owns multiple properties and does nothing to keep up the property. Renters don’t

care about keeping up a rented property that they don’t own. Rich multi homeowners that rent their properties can afford to outbid single families for the properties and many make lousy neighbors. Home and apartment renters can make lousy neighbors. Pray you don’t find out as new apartments are going up everywhere and running once nice single-family homes.”

- “Affordable, no students, and safe.”
- “Affordable, not in college area, preferably with older tenants, pets allowed, with some yard space.”

## **Respondent is commenting on affordability:**

- “Single family dwellings at affordable price”
- “Affordable safe housing that can accommodate families”
- “Costs”
- “Low income, disabled housing”
- “Starter family houses in a starter family price point (\$125,000-\$250,000)”
- “Affordable, safe area”
- “Affordable rents that are not over a \$1,000 a month for a 2 bedroom Apt “
- “I feel like the limited options of houses for sale has made the price range we looked at were fixer uppers in the \$150-\$200k which was upgrading to us.”
- “Housing that suits a single person on a moderate income”
- “Affordable housing”
- “Decent starter homes for my kids as they come back from college.”
- “Affordable housing”
- “Affordable monthly payments”
- “Cost”
- “Affordable, but not run down or unkept. Managed well.”
- “Affordability or even just options. It’s sparse and super expensive. Has been since 2018 or before. At the very least.”
- “We were looking for a single-family home as a starter home



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and it took a long time. Many of the homes on the market were larger and more expensive than we could afford.”

- “I’m looking for something where I can afford the rent and utilities (not paying more than \$800 for rent) or where the utilities are included and I’m not paying more than \$1,000 per month.”
- “Affordable Single Story”
- “We wanted a 2/bed single family home within our budget and couldn’t find one.”
- “Low-income housing”
- “Lower rent/affordable rent prices for lower incomes.”
- “House in my price range.”
- “Availability and affordability”
- “Affordable homes for single adults, homes that are newer (more up to date/less repair work), and if possible, environmentally friendly homes. The only new homes being built lately are well over \$200,000 dollars which single adults can’t afford, thus condemning them to a lifetime of renting. A home I could afford by myself is: \$80,000-\$100,000 max.”
- “Updated or newer house on a large lot in a nice neighborhood for less than \$700,000.00.”
- “Affordability; two car attached garage; fairly updated; dish washer; washer/dryer on main floor; at least two bedrooms”
- “My house was affordable when I purchased it 7 years ago but has needed mid-five figures in repairs”
- “Newer that were not too expensive for my budget”
- “Quality construction at the right price point”
- “Affordability, most want 3.5x the rent which is not always obtainable or a 700 credit score. In unit washers and dryers would be great. Health care workers need better access as we do a lot of laundry.”

## Question 11

**“What do you like/dislike about Oshtemo Township housing?”**

This question received 363 responses. In answering what they like or dislike about Oshtemo Township, many respondents described the direction they hope the Township will take in the future. It is worth reading the series of individual responses to this question, as perceptions of the Township are not uniform among residents, and at times desires for the community are in direct conflict with one another.

Oshtemo Township residents expressed appreciation for the green space and parks in the Township. Many respondents like their neighborhoods. Respondents mentioned enjoying that the Township is not overcrowded—parts of the township feel rural while still being close to amenities. At the same time, others are concerned that the township may grow too large and lose its rural feel. Many respondents appreciated the ease of access to highways, shopping, restaurants, and the like. Several respondents would like to see more local/small businesses (rather than franchises) in Oshtemo Township, especially local businesses within walking distance of residences.

Some said they liked the diversity and the different types of housing in the community. Other respondents disliked the apartment buildings, student housing, and multifamily housing in general. Several people expressed concern about the crime rate in areas with multifamily housing.

Some residents perceived the community as not being accessible to a diverse range of incomes, which they disliked. Others wrote that they like the Township the way it is and do not want to increase the diversity or availability of housing.

Other examples of dislikes cited include a lack of housing options for seniors, high taxes, a sense that Oshtemo Township is not affordable (high rents were often mentioned), Allen Edwin–style housing developments, too many regulations, not enough enforcement of ordinances, and forced sewer hookups.



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## Quality of neighborhoods:

- “I love being a part of a neighborhood with children and families.”
- “I live in an awesome community!”
- “Like-safe quiet place to live in a good location.”
- “Different neighborhoods”
- “Neighborhoods”
- “Quiet, friendly, well-maintained neighborhoods.”
- “Nice neighborhoods”
- “My neighborhood is pretty quiet overall. Most neighborhoods are well kept.”
- “Love the area”
- “We love living in Oshtemo Township.”
- “Convenient, safe, diversity, quiet.”
- “Some areas are not suitable for families.”
- “I like Oshtemo Township very much. Again, it is the crime rate which depreciates the area”
- “Nice homes in quiet neighborhood.”
- “Variety of housing, beautiful urban areas”
- “Great neighborhoods with great home values”
- “Small community with good values and easy living away from the big city problems and drama.”
- “Most of it is older and not designed for modern living”
- “Convenient, safe, diversity, quiet.”

## Senior Housing:

- “I dislike the cost of housing. As a retired couple, owning our own home, I am concerned about a time that we may have to move and being able to find something within our restricted income that will meet our needs.”
- “Not enough options for seniors with limited income.”
- “Not enough independent senior living”
- “Not affordable for seniors”
- “Would like independent senior living”

## Sentiment regarding housing overall and the type of homes Oshtemo Township “should” build:

- “It is fine the way it is.”
- “I like the various options.”
- “Good neighborhoods. Presently, infrastructure supports existing housing.”
- “I like what we have.”
- “I like that similar housing types are mostly grouped together geographically in the township.”
- “Oshtemo already has a variety of housing options. With safe communities with affluent families”
- “Seems to be a tremendous amount of upscale homes in the subs.”
- “Dislike too much high end, too little low to middle income housing”
- “I like Oshtemo the way it is with more upscale single family homes. Don’t ruin Oshtemo.”
- “I like people making the choice to build or buy what they want without government to step in and force, limit, or reduce.”
- “Housing is okay. Probably need more apartments and lower to middle income housing options.”
- “The push for more high-density units”
- “I think there is enough affordable, well-maintained housing. Build more & better single- family, senior/ disabled housing.”
- “I like the housing options.”
- “I like that I have a lot of open land near to places I need and enjoy going. I paid a premium for it though and put a ton into remodeling, and many do not have that option. I definitely want affordable housing available for those with lower incomes because I believe it’s the right thing to do morally and the city has no room to expand. We do. The available land in Oshtemo near public transportation, however, is limited or priced for big developers of subdivisions. The township would have to put in money in

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purchasing land as well as putting in sidewalks and expanding public transportation to make a practical difference in the housing crisis.”

- “Need simple affordable Mid-income with decent back yards.”
- “Housing in Oshtemo is available for people looking for opportunities where enrichment for themselves and their families will reward them with a great place to live!”
- “Dislike trailer parks and subsidized housing.”
- “Variety”
- “I don’t like the lack of planning and foresight of areas of new housing.”
- “Thoughtless and indifferent design that compromises the environment. Thoughtless sprawl. Realtors and developers that have no sense of civic mindedness.”
- “None. I live in the country on the west side of Oshtemo Twp. It’s perfect. I think many housing areas in Oshtemo have high crime. That is always a concern.”
- “I like that’s pretty small and they have benefits out here.”
- “More of a small suburb feeling”
- “I like the township the way it is, and as me and my other family members that have lived our entire lives in Oshtemo, we do not need more homes, especially multi-family homes or apartments. People like this township now, the way it is, not for more housing. I think it is a disservice to try to increase housing for the people that are already here.”
- “Single family working class or retired.”
- “We like the variety of homes and neighborhoods.”
- “Enjoy green spaces and outdoor recreation. Smaller developments in clusters with adjoining green spaces would be preferred over high-density mega developments.”
- “Need more middle-income housing.”
- Need more houses people who work on Oshtemo can’t live in Oshtemo “
- “I do think there need to be more options for low-income

residents.”

- “There is a range of housing options, but I think that there could be more entry level housing and more non-student housing.”
- “Allen Edwin buying all the land around”
- “I love the wide variety of housing characteristics in Oshtemo Township. There’s only a couple neighborhoods that are ‘cookie cutter.’”
- “Too many Allen Edwin homes”
- “Most are Allen Edwin cheaply built housing”
- “Township Growing too big”
- “We know that single inlet neighborhoods are intrinsically safer from the standpoint of traffic, vandalism, burglary, and home invasion. This ultimately results in higher home values.”
- “While it’s nice to see developers build in the area, most of the newer communities have been Allen Edwin style homes which are extremely low quality. There has been no higher end housing development.”
- “Not interested in allowing low quality, small lot homes built in Oshtemo. A standard need to be defined and adhered to.”
- “Most is unique, built by multiple contractors in the same neighborhood. Allen Edwin neighborhoods are a blight. Better to have unique single-family homes and condo/townhomes in a neighborhood with adequate recreational space in an area. “
- “Almost no small houses. Many, many more people are living single and the housing builders are still putting up houses that are way too large.”
- “Dislike cheap quality Allen Edwin housing communities recently built on 9th street north of West Main Street.”

## Comments regarding ordinances and utilities:

- “I wish there were better blight and road parking ordinances. There are so many areas where multiple large vehicles are parked near corners or on roads where there are school bus stops and children walking in those areas are not safe when traffic has to go

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around corners and vehicles without being able to see the kids. Too many people park half on the road and half in their yards so the snowplows can't clear thoroughly, you can't see the stop signs, and people can't easily travel through an area since there are people parked on both sides of the road in the same area plugging up those areas. Too many people living too close together without adequate off-road parking."

- "Forced sewer hookup."
- "Choice of tv servers instead of Spectrum only"
- "No leaf pickup like Kalamazoo Township."
- "The sewer hookup mess"
- "Sewer issues"
- "Septic tanks. What decade are we living in?"
- "The ongoing efforts of the Township to do things that do not need doing."
- "Over regulation; Too much interference from local gov't."
- "Lack of speed enforcement or speed reduction methods being offered to make neighborhoods safer for pedestrians. This is in direct context of the cluster of apartment buildings off of Drake on towards KL ave."
- "The township doesn't listen well to its citizens. The sewage issue continues to get pushed in spite of strong resistance from the voters. There seems to be a strong push for land use restrictions and control that make it challenging to know what the township will try to push onto landowners at incremental costs."
- "The setbacks and lack of willingness to work with homeowners on garages."
- "Finally, I live on Green Meadow Road. More traffic calming/speed abatement is needed. Speed bumps please!"
- "Like proximity to shopping and highways. Dislike high taxes and lack of public sewer in many areas."
- "Not enough focus on law enforcement."
- "Speed limits are far to high on primary roads with all of the new housing developments and increased traffic. Lack of broadband

availability."

- "I do not like how Oshtemo Township wastes money."
- "Too much regulation in Oshtemo Township."
- "Like the convenience of shopping. Dislike sewer project mandate. Dislike mandatory city water connection in the case if needing to replace well."
- "Township board only listens to input of those that agree with them. Never, in recent history, overturn one of their decisions, even when the citizenry overwhelmingly rejects or disagrees with their edict."
- "We greatly dislike the mandatory sewer hookup push. It has been proven time and time again that municipal water supplies are easily contaminated. Let us stay on our well and septic."
- "I dislike the lack of ordinance enforcement. One can just drive down any road in our subdivision and see violations."
- "Too many restrictions on what you can or cannot do with your own house and animals, such as chickens and pigs and such."
- "I recommend to others to avoid buying homes in Oshtemo Township due to issues with the township and many of the board members."
- "Dislike the neighborhoods that still utilize septic tanks."
- "Parks. Trash dump day. Library."
- "I wish the local government would leave people alone."
- "LIKES: Great, convenient library; Twp staff (usually) quick to reply to questions; near to I-94 & US 131. DISLIKES: road repair is OFTEN neglected - especially KL, and 9th St; stoplights are NOT COORDINATED - especially near 9th St & Main; and intersection of Drake & Main - this wastes TOO MUCH GAS!"
- "Dislike: lack of zoning for Mobile home housing options."
- "This isn't about housing per se but I was very disappointed to learn that Oshtemo is prohibiting cannabis retailers. We could use the money. It does not attract more crime, it brings in revenue. Clearly elderly people who still demonize marijuana without having any knowledge are in charge here."
- "I love the fact that the houses have a good amount space

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between the homes in subdivisions that have a number of homes. I like my long driveway and that I do not have a sidewalk to maintain. What I dislike about the housing in Oshtemo is there are some neighborhoods where that Oshtemo does not enforce some ordinances requiring homeowners to keep their property and home to have a good and clean appearance.”

- “Lack of enforcement of junk cars, trash, building supplies, etc. , stored outside homes in the township.”
- “Ordinances are not being enforced. People run auto repair businesses out of their home in Sky King and drive various unregistered cars in and out of the neighborhood storing cars at Walmart. Property values are being tanked.”
- “The sewer requirement we voted against that will cost me another \$7500 plus an estimated \$5000+ for hook-up. Apartments should have dedicated access to main roads instead of using quieter neighborhoods.”
- “It is not oshtemo’s legal responsibility to force residents to hook up to sewer. Oshtemo needs to take a step back from the plate and quit being so pushy on residents.”
- “Dislike- not hooked up to city sewer. Required to pay for recycling.”
- “Like: less crime than kzoo and a little quieter. Enjoy being close to campus, food, and shopping. As well as close to the highways-”
- “I like the open and green spaces, SOME ordinances to provide screening and transition from one use to another. Ordinances tend to be excessive and minutia, with selective practicality overridden by “we can’t set a precedent” rubber-stamp mentality. We have friends who have worked in the office and tell us there was a mentality of way too many people and too little to do. Went home feeling unaccomplished and left to be productive in the private sector.”
- “Having a well and septic”
- “Dislikes: \* Roads are not plowed in a timely manner. A fire truck and ambulance were unable to reach a house to help a patient

who needed to get to the hospital ASAP \* the possibility of being forced onto city water & sewer. We love having our own well! “

- “Overly rigid zoning in some cases, with little chance of obtaining a variance.”
- “Sometimes the water is brown especially in winter which makes me worry about how safe the drinking water/sink/bathroom water is here. They give notices to water shut offs or spraying a building for bugs at the very last minute via paper or e-mail (24-hour notice) giving residents little time to prepair and follow-ups on how those things went are nonexistent can be stressful. I like the trees/greenery around my area a lot!”

## **Making Oshtemo Township more accessible to those with different financial resources:**

- “The housing currently available is great. I think single family homes are the answer for Oshtemo’s future. Low-income housing should be in Kalamazoo where they have bus lines.”
- “Low income housing lead’s to high crime areas and the facts show this is an accurate statement.”
- “They only want low income and they want to take away all the wildlife and greenspace. Fix up homes that need help and in the Kalamazoo area to use for housing. “
- “Just not enough affordable housing that is kept up.”
- “It’s too expensive. Houses are too big.”
- “Not enough single-family residential properties affordable to young couples”
- “Most housing not affordable for low- and middle-income families.”
- “All the same - no diversity in ages, income, race ethnicity.”
- “I like that there are many differing kinds of housing.”
- “Financial barriers for many, judgement of those who cannot afford.”
- “I’m concerned about lower income housing going in right next to upper income housing, thereby devaluing the upper income

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homes and potentially increasing crime.”

- “I like the proximity to shopping areas for most of the housing options and the variety of housing types throughout the township. Although, I do feel we need more options for lower income earners.”

- “Erroneous to say the community builds housing. Market forces are at play any distortions will lead to more distortion.”

- “Dislike the lack of options and affordability.”

- “Not enough people w/ varying income levels which leads to not enough diversity.”

- “Oshtemo sucks ...it’s expensive and there aren’t enough resources for the poor. I am struggling to make ends meet and the township keeps jacking up the cost of living. I’m going to have to sell bc I can’t afford to live in my childhood home anymore. My parents have passed, I am alone. So thanks for being greedy, Oshtemo Township.”

- “I like that there are options near commercial areas. I do not like that the prices seem to be higher than that of Kalamazoo township. This creates a gap in the diversity of different incomes to be able to live in Oshtemo.”

- “Expensive.”

## **Responses related to a “rural” feel or overdevelopment:**

- “Distance we still have from other folks.”

- “I love that we have beautiful homes and offer both urban and rural settings in our community! I dislike how hard it is to find housing under \$250,000.”

- “Like the rural feel on the west side of the township.”

- “Too many developments. Too many big box retail businesses. Losing the rural environment that was promised by the township board several years ago. More violence heading our way or already here. ie; Stabbing on KL Ave. Danger to the wildlife living in Oshtemo. Too many truck routes on residential roads.”

- “Rural setting; quiet not crowded yet. Please do not turn

Oshtemo into Portage.”

- “I love the rural feeling, with urban amenities nearby.”

- “Too many large developments. Oshtemo used to be more rural in character now it is beginning to seem more like portage. Oshtemo allows more building and restricts what can be done on property, but then doesn’t provide additional services to residents. Services like leaf pick up or the trash pick up like portage/ kalamazoo. We seem to want to operate like a large city but we don’t provide services.”

- “Oshtemo does not need to be made like the city of kalamazoo or Kalamazoo township. Let Oshtemo stay the way it is. There is plenty of varying income housing in the surrounding areas. Stop trying to fix something that isn’t broken. The only thing Oshtemo needs to do is enforce the ordinances and protect property values.”

- “It’s becoming too crowded. A major part of moving to the area was that it still felt like country living, but was close to city.”

- “Location is great. Love my neighbors. Resources are nice. Dislike: the speed of M-43, removing green space to accommodate unnecessary buildings/parking lots (like Advia), the impending high cost of moving to city sewer, gravel trucks barreling down 10th street.”

- “Too much urban sprawl.”

- “Totally happy with current housing. Leave it alone. Do not make this a small Kalamazoo. That is why many residents moved to Oshtemo-to escape the city. I guarantee you will lose many residents if you destroy the “country” feel of Oshtemo. Don’t let the city of Kalamazoo talk you into something that we moved AWAY FROM!!!!”

- “Lower density where we live. Spacious country feel while still being close to services.”

- “Like the semi-country feeling of the Township. Dislike the wider choice of living options.”

- “\*The country vibes, close enough to run into town for what we need but far enough out of town to enjoy the peace and quiet.”

- “Housing is getting too congested- traffic flow is difficult.”

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- “Land space, not overcrowded .....until we started going crazy with unnecessary commercial building, with Banks specifically!”
- “I like how it is still small still, but just a few miles away you have everything you need.”
- “Area is getting too built up, too much traffic.”
- “Like the country feeling in the township (no crowded housing areas).”
- “Lot size”
- “Variety, land with house”
- “Rural character, yet fairly close to things needed (at least it has been)”
- “I appreciate the mix of urban and rural character. I like the idea of focused areas of live/eat/work/play surrounded by more rural areas with fields, forest and well-spaced housing. Please don’t let Oshtemo become suburban sprawl.”
- “There are houses in rural areas to be found.”
- “Noise and overuse of property without enough green space and consideration of traffic flow and risks associated with congestion.”
- “I like that we have plenty of properties with ample acreage.”
- “Nice size lots, preserved trees.”
- “I like that Oshtemo is more quiet and peaceful than other townships and areas in the county.”
- “Lots are spacious, for vegetation trees nature. not overcrowding.”
- “I like the natural, undeveloped areas around that provide privacy and walking trails for the kids.”
- “Rural, quiet, well-networked. Opportunities here to assist with housing problems by offering some density options - will raise property values and give us a more diverse population (age, incomes, family-types, etc)”
- “I like the country feel.”
- “I like the open space.”
- “Beautiful rural roads and houses that maintain larger tracts

of land. Driving under the trees on KL and other streets is uncommonly beautiful.”

- “Rural feeling (like)”
- “Commercial/retail growth overtaking green space. Example Advia credit union razed 40 acres of green space and paved over it for a consistently empty parking lot in front.”
- “Large lots more space.”
- “I like the green spaces here and the fact that everybody is not squeezed together.”
- “Too close together”
- “Like the open land”
- “I like feeling I am in a rural living but close to amenities.”
- “Open spaces, parks, shopping close by.”
- “Neighbors have gotten too close over the years.”
- “Rural feel but close.”
- “I like that there is some open land areas and it is not too built up.”
- “Wooded lots, size of lots, location away from Kalamazoo.”
- “I like space around homes. Not so crammed together unless they wanted to be—like a tiny home lot, then a blank lot, then something else. Space is good for humanity. Easy access to walking trails or sidewalks would be a bonus.”
- “I like the rural feeling west of 8th st. I would love to not see any more subdivisions or have a requirement in place that any new construction homes be on a minimum of 5 acres.”
- “The rapid increase in housing without consideration for the preserving natural elements and the environment. The resultant increase in noise as more cars and trucks move through the area.”
- “Housing which takes more farmland and green space adds more traffic and congestion- keeping the small feel lowers crime, preventing noise and light pollution.”
- “Population density is optimum now. Oshtemo is a transition township smoothly flowing from suburban to rural. I do not wish to see that change with additional development or sprawl.”



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- “Bigger lots for single family homes in Westport while keeping a neighborhood feel.”

## Responses related to green space:

- “I love that nature matters and not to over build. We are close to city conveniences but at the end of the day being in the county is most important. I would also like to see Oshtemo preserve the night sky. The “light” pollution keeps creeping into our area. “nighttime” monitoring and giving people more knowledge about how their lighting choices affects all of us. I not talking about holiday lights (that’s great) I mean bright security type lights that glare all over-versus bright- directed downward lighting.”
- “Need planned green space.”
- “No central city. Parks are nice but they are on main roads.”
- “Nice mix of country homes and ‘in town living’, not too many ‘dangerous neighborhoods’, pride of ownership in many older neighborhoods. I dislike the ugly homes right on the main roads, esp stadium and 9th st area. I also dislike the fact that on sunset rd the woods are being bulldozed to build more condos. We need more woods and green space not less.”
- “I like that the township acquired the fruit belt trail. I hope it’s never paved. I don’t like the amount of development. We need to preserve more green space and farmland. When building housing it should be done with a small footprint and built on land already developed. I hope Oshtemo township will acquire more green space in the future.”
- “No matter what type of housing is built in Oshtemo Twnp., it is vitally important that we maintain and preserve plenty of green/ open space. It’s a very large part of what is attractive about the Township, and it’s important to not “develop” it away.”
- “Too much focus on parks and trails that are not needed.”
- “The total disregard for the land and animals that inhabit that land. The township is so money-hungry that they have no respect or regard for what they are destroying. And that is just the beginning.”

- “I love the great amount of unscathed woodlands, but it’s sadly being developed at a high rate of speed.”
- “Like: parks, trails , and near to stores, restaurants and small professional/ medical facilities”

## Responses related to taxes:

- “High taxes”
- “Location, taxes, rural feel”
- “Nice public works services, great schools, reasonable taxes, close to everything without living in ‘town.’”
- “Lower property taxes”
- “High taxes”
- “Dislike township involvement and taxes”
- “High Property Taxes”
- “Taxes and terrible road maintenance”
- “Lower taxes than city”
- “I love the location!! I love the people here. I love the closeness to shopping. I love lower than Kazoo city tax rates.”
- “Love the location, hate the taxes.”
- “Taxes too high”
- “High costs”
- “Property taxes are high.”
- “Dislike-high taxes and possible forced sewer connection”
- “High taxes”
- “Taxes have almost doubled in the 7 years I’ve lived here.”
- “I like this area, close to work and a big city. But my taxes are more on my 2 acres than I was paying on 10 before.”
- “Too many apartment people that don’t pay property taxes.”
- “High property taxes.”
- “Taxes that are absurd and mileages for things we don’t need. Also paying for schools we don’t use.”
- “They are slowly trying to stick their hands deeper and deeper into my pockets.”
- “Dislike the high property taxes compared to surrounding communities.”

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- “Taxes are too high! (library, school)”
- “The Township taxes and sewer requirements keep making it more and more expensive to live here.”
- “The taxes are too high.”
- “Taxes are way too high for services. We are last to be plowed. There is no spring garbage pickup, no leaf pickup in fall, water is terrible, roads near us are mostly in need of repair. We will be leaving soon.
- taxes have continued to go up with no added benefit.”
- “Taxes are too high.”
- “We don’t like Oshtemo as much as Portage. They don’t deliver mail on a routine schedule. They don’t shovel our neighborhood on a routine schedule. They don’t pick up leaves they don’t fix their roads. They don’t have walking trails. We have very high taxes and we get very little back from those taxes. We are very sorry we moved from PORTAGE to Oshtemo. We lost a lot.”
- “Dislike high taxes.”
- “Real Estate Taxes are way TOO HIGH given all the new commercial and industrial development. Presumably the new developments are getting tax breaks, but (if not) a larger burden should be on the wealthy developers ...not your residents.”
- “Too many renters vote yes for everything but don’t share that tax burden. Our taxes have tripled since the Promise!”
- “There is no need for the “community” ie: the taxpayer, to provide housing. That assumption drives this survey and is erroneous.”
- “Too much taxes for too little return of reserves as in leaf pick-up, curb side “junk” pickup. It seems a bit contradictory to the “go green” that we all have to load our vehicles and wait in a line to dump our stuff.”
- “I find the taxes in Oshtemo to be unreasonably high. The cost of the home is only a part of housing costs. Taxes are greater here than my home on Long Lake in Portage. And I do not receive any services such as road care, outside lighting, garbage pick up,

etc. If taxes continue to escalate, I will not be able to remain here. Additionally, I chose to live here because I do not want to live in a city. I do not want congested living areas, traffic issues, and increased crime and violence.”

- “Taxes are too high”
- “Taxes and the fact that Oshtemo township has control over housing issues regardless of the person owning the property and their financial status.”
- “The housing is great but seems that you pay a lot in taxes with no advantage to it. Honestly not sure what we pay taxes for.”
- “The taxes here are insane.”
- “I like how I am close to town, but not right in it. I like lower taxes than city of Kalamazoo.”
- “Taxes are too high and continue to rise making it difficult for seniors to stay in this township.”
- “Dislike the very high property taxes.”
- “Like lower taxes than City of Kalamazoo and Kalamazoo Township. Generally, it would be great to see more bike paths and sidewalks along busy streets connecting our neighborhoods to other neighborhoods and nearby stores and trails.”
- “Our taxes are outrageous, but we did not want to live downtown Kalamazoo. Please stop trying to gentrify Oshtemo.”

## Responses related to a lack of maintenance:

- “Pest problems and lack of maintenance
- “Dislike - property maintenance; lack of care (Exterior and yards) being presented as “natural” or rural character, no quality standards (Allen Edwin developments) like - character of established neighborhoods “
- “Some homes are not kept in good repair.”
- “Dislike: Unkept mobile home parks”

## Responses related to multi-family dwellings:

- “I dislike the student housing in Oshtemo and feel that it is unfair for people who live some where four or fewer years to have an



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equal vote on local politics as those who live here, pay taxes, and raise our children here.”

- “I dislike expanding into mass housing projects. Oshtemo should be a single family rural community, not a homeless housing solution. Our safety and health is at risk.”
- “Dislike there are too many multi-family dwellings”
- “Too many big apartment complexes stacked on top of one another dislike. A friendly community, convenient to downtown and many other small communities, like.”
- “Too many apartments, townhomes and condos. Housing in general is FAR too expensive.”
- “I’m not aware of all housing; however, I would strongly prefer to keep the sense of green space we currently enjoy, without further development along the West Main corridor. If we have to put up large condo/apartment complexes, my preference would be that they not be along the West Main corridor and perhaps located a little more remotely if possible.”
- “I am aware housing is a real need and support options; however, want to make sure whatever constructed is beautiful and well maintained and considers traffic flow for current residents.”
- “I don’t like the drugs being sold nearby in trailer parks and apartments”
- “Dislike so many assisted living units and apartments putting additional burdens on first responders”
- “There are a lot of apartments but not much starter homes. They jump to very expensive houses too.”
- “Too many apartments”
- “It’s older housing. Multi-plex apartment housing is not advantageous for a single person in their 50’s with a good income level.”
- “Few large single family neighborhoods. Only small plats scattered around. In our area, the mix of apartment projects has only hurt.”
- “Like convenience of shopping nearby the apartment. Dislike so

many cars, and so few people walking or biking in East Oshtemo. Like friendly response and kindness from Township offices and fast responses on requests. Like that activities happening behind mall were curtailed, and I haven’t seen the drug dealers in front of the mall for a while. Like the parks.”

- “Apartment complexes that are not kept up, high crime associated with same”
- “I have loved living in Oshtemo for the past 22 years however as of the past couple years the crime continues to creep into Oshtemo Township specifically when the apartments were built on KL.”
- “Apartment complexes have become places for more crimes.”
- “I like the affordability of Concord Place Apartments even though it’s not a very safe neighborhood.”
- “I moved here to be close to kzoo but further away from the crime. I dislike the idea of adding more apartment complexes. I grew up in apartments and the larger the complex the more crime problems seem to occur.”
- “Like: The proximity to everything we need. Dislike: Frequent sirens and train horns. Concern about crime near apartments and rental properties.”
- “All of the apartments appear to be student housing or old section 8 style”
- “Dirty apartments”
- “Apartment complexes that attract crime”
- “Some apartments are very run down/have not been well maintained.”
- “Too many apartments!”
- “I love my neighborhood, but unfortunately there have been a large increase in crime. RedRoof Inn, homeless encampments and the apartments on 11th st that seem to draw drug dealers.”
- “Too much housing expansion, certain large-scale developers make poor quality developments, and we have too many apartment complexes already. There’s plenty of housing if we just eliminate rentals and non-owner-occupied dwellings.”

# Appendix

- “I like how there is a lot of green space, trees, not many apartments, and how some/most homes have yards.”
- “I do not like that property is being sold for people to build non family houses (condos, apartments, etc.)”
- “Existing zoning has created too-large, massive swaths of apartments, condo and mobile home parks. It would be better to have more but smaller complexes of them better integrated among single family housing. Not the huge, too densely populated complexes we have now, like off Drake between KL and Lowe’s; off 9th St. between KL and Stadium Dr. ; and off KL between Drake and 11th street.”
- “I LIKE the newer housing stock available in Oshtemo. That’s why I bought a condo here in May 2022.”
- “I make a pretty good living but I don’t fall into the category where I can get reduced rent so I’m spending the majority of my earnings on a place to live so I struggle with having to pay my car payment, insurance and groceries (food and household necessities) because rent is so high.”
- “Like keeping rial residential single-family housing”
- “Dislike talk of more multi-family dwellings”
- “Too many large apt complexes. Not enough integrated parks, rec within neighborhoods.”
- “Need more multifamily housing and the township needs single family housing to meet needs of all financial abilities.”
- “Dislike the high renting prices and limited options. Do like the quality options and exclusivity which is a catch 22. However, I still wish there was additional rental units of the same type.”
- “I’m noticing more rentals, I’m not a fan of that unless they’re upscale and well-maintained.”
- “Too much multifamily housing.”
- “I like single family homes on plots/neighborhoods. Place multi-family homes east of 131. Traffic is bad already.”
- “Rentals in my price range are pretty low quality. You have a mix of really nice neighborhoods and really cruddy rentals. Rentals should be held to better standards (in a way that keeps them

affordable and safe, but better standards for residents)”

- “Some rental properties are less concerned about their tenants.”
- “Dislike apartments being built”
- “I lived in multi-family units for several years, and I’m grateful that Oshtemo doesn’t have many of them. I don’t believe that multi-family units are good for society in general, and I tend to believe they primarily benefit developers and investment groups. Prior to buying a home, I felt stuck and that I would never be able to afford a home. When I realized my rent payment exceeded a potential mortgage payment, I decided to just go for it and buy a house. And then, I ended up paying rent for several months while also paying a mortgage because I wasn’t allowed to break the lease without incurring a huge fee. I never saw a return on investment for my rent payment because there was no return on investment (for the tenants, that is). I put up with broken furnaces, broken appliances, water leaks, and indifferent landlords for over a decade. Affordable single-family homes coupled with skilled labor and proper zoning are a strong basis for our society. We don’t need more light-commercial jobs that pay just enough to afford rent- we need good paying jobs that create solid foundations for peoples’ futures.”
- “There are enough college housing complexes. The 2 massive complexes on the border of KL and 11th have caused a lot of police need. Prefer housing where the residents are responsible for their own properties. The exception would be senior housing- there are few affordable senior housing options, and the demographics show the need.”
- “Not being able to pick your neighbors (lol!) or stop property management companies from buying up single family homes for rentals. Oshtemo is becoming another typical Rentwood dump. Single family homeowners are being pushed out, home values go down and crime increases more and more with renters. (Prove me wrong.)”
- “Lower income housing, apartments, mobile homes have brought increased crime to the area.”

# Appendix

- “I dislike Canterbury Apartments. Low-income housing stuck in between a middle-income neighborhood. Has brought violence to the neighborhood.”
- “We do not need any more apartments/condos/etc. Where is this housing going to go? There’s not much green space left. Traffic is already a nightmare on West Main and has gotten worse every year we’ve lived here. More housing is not the answer.”
- “Large property with single family homes. Less traffic.”
- “We liked that there were a number of good condominiums at reasonable prices in the area.”
- “Too many crime-ridden apartment complexes!”
- “Builders trying to jam multi-person dwellings into small spaces.”
- “The apartment places nearby.”
- “I liked that there was a variety of choices in Oshtemo. I was looking for apartment or condo. But as a volunteer helping people with evictions I know the area pricing is not fair to all. We have many working poor and homeless. Seniors will be next when Social Security is taken away. Where can they find homes? Maybe planning can allow for low income homes? These do not have to be slums. Planning, tutoring, education can help form a person into an ideal citizen. This is happening in Kalamazoo. Seniors may be looking for Shared Housing. Sharing their house with others or looking to share someone else’s home. This can help them with expenses and also provide companionship. So many ways to help people in need compared to getting the top dollar. What can we do?”
- “We like that there is a variety of housing options already and they should continued to be grouped together, for example there are multi-family complexes along the drake road, stadium drive and KL ace corridors while there are also neighborhoods and rural residential in different areas. These areas do not need to mix. New developments should match their existing neighbors.”
- “I like the single-family neighborhoods.”
- “Things I like: single family houses, one or two story duplex/

triplex/multiplex housing, scarcity/absence of high-density multistory apartment buildings”

- “I like the combination of rural housing with multifamily housing with room left over for agriculture and undeveloped areas.”
- “I like space, natural resources; parks, trails, lakes. NO apartments or rental properties bringing in temporary residents who don’t care about the future of our community.”
- “Please close the road between Driftwood and Canterbury Apartments.”
- “Limited housing west of 9th St. off West Main. Lots of open available space with very few housing/condo projects. Any other community would have lots of options. too many apartments, too many mobile homes.”
- “Like the fact that we are now taking about options for new buildings for housing.”
- “We already have an abundance of mid-rise apartments for rent. I’d like to see more efforts toward “Habitat for Humanity” type projects with a funding base, etc.”
- “I feel that there are already many apartment complexes - single family housing is very important for a stable community in my opinion.”
- “Too many high population clusters (apartments) in a small footprint, stacked in a disarray of cluster without thought given for roads, sidewalks or other means of transportation. Master plan calling out interest to continue clustering in a small footprint of the Township causing even more traffic and access issues.”
- “No low or midrange development for single family housing. Condo development with high HOA fees making it impossible to purchase and afford the cost of living in the area.”
- “Infrastructure misconnects and upcoming sewer installation, mandatory hook-ups and other fees added on top of cost of housing. This is pushing elderly or long-term homeowners on fixed or lower incomes out of the Township. New developments coming in are sterile and row housing (condos or apartments).

# Appendix

Current apartments not being maintained or inspected for violations regarding upkeep, animals, etc. Apartment owners not being held accountable in a visual manner showing improvements and results.”

- “I liked that there are several apartment options based on personal needs.”
- “Need more reasonably priced condos.”
- “Too many student apartment complexes.”
- “Too many apartments and subsidized housing which, as we, know has resulted in a lot of crime.”
- “Too many site condominiums.”
- “High density housing on our east side = student spillover from WMU. Associated with lots of fire and county sheriff calls.”
- “Too many apartments, tiny homes allowed No more apartments!! They bring in more crime to our community.”
- “I like that my subsidized apartment complex renovated our apartments. There is not enough housing for low-income people, and once it’s built mostly it’s just forgotten about, and never updated. So it’s nice that they remembered that poor people deserve to be housed with dignity as well.”
- “Proximity to everything and yet a feeling of being more suburban/rural than suburban/city.”
- “I like the multi-family housing close to main roads keeping country, country.”
- “That there as multifamily/apartments being built/proposed.”

## Responses related to renters’ concerns:

- “Rent is unaffordable for many people.”
- “Not enough landlords that are not ‘slum lords’ taking advantage of students. Because they drive up the rent for every other place.”
- “There needs to be more/convenient Laundry facilities.”
- “Some rent prices are way too high”
- “Rent prices too high.”

- “Laundry room should be placed in an area where they can be used anytime without disturbing other people. There also should be handicap apartments on each floor. Apartments truly need to be energy efficient! And buses need to stop at senior citizen apartment buildings not several hundred yards away!”
- “High price subdivisions, very few rentals except in big apartment complexes, no senior living areas”
- “Way too expensive to rent. Not everybody can afford over \$1,000 a month on rent for a family.”
- “Oshtemo needs more condos, and affordable living and not making one bedroom cost 1,000 or more.”
- “Rent is too high for housing and housing not up to code!”
- “Unaffordable rent prices.”
- “No animals & no smoking of any kind.”
- “More camera’s outside property”
- “Security on campus (very important)”
- “No carport”
- “I like the diversity in the apartment complex I live in.”
- “Bad rental market.”

## Accessibility to Services and Shopping, restaurants, etc. :

- “Need more restaurants that are not chains! Always driving to Portage or downtown Kazoo to eat.”
- “I think the water bills are high; lots of sirens at night compared to Portage or Schoolcraft; convection of traffic on West Main. Like having the Kal-Haven trail, the K-College Arboretum, straight shot to S. Haven, easy access to US-131.”
- “Convenient to shopping and downtown but still private.”
- “Bus service to grocery stores”
- “Metro for Dr’s appointments and transportation to casinos, short trips.”
- “I would like to see more non-motorized transportation avenues.”
- “Not necessarily housing- the roads are dreadful!”
- “Increase in vehicle traffic”

# Appendix

- “I wish they would pave 2nd St. A short road with 8-10 newer homes with values from \$500K - \$800K, on a dirt road. Oshtemo can do better than that...”
- “Traffic”
- “Close to things I need”
- “I would like to see bike paths such as Portage, MI has.”
- “Centralized community resources: first responders, parks/trails, urgent care, grocery stores, restaurants.”
- “Love the community, parks, bike trail, Meijer”
- “Good variety; close to shops and highway; great community”
- “I like convenience of shopping and access to highways, rural nature, walking paths and parks.”
- “I like the convenience to the major highways and shopping.”
- “Wish housing was more connected both within neighborhoods and to higher density areas
- amenities -- public transportation, shopping, restaurants, post office, SSA office.”
- “Close to stores and restaurants.”
- “I like the easy access to shopping and restaurants.”
- “Within walking distance to grocery and shopping.”
- “I like Oshtemo. I have a nice senior apartment and stores are nearby. The township offices are helpful too.”
- “Love the area and all the options of stores and restaurants.”
- “Like the area, access to highway, shopping, groceries, etc.”
- “Outlying, yet close to daily needs”
- “Location and variety of options around”
- “I wish there were more small business/coffee shops/ etc within walking distance to housing.”
- “Keep connecting neighborhoods with pedestrian safe sidewalks and crosswalks.”
- “I like the Proximity to lots of food, shopping, and entertainment.”
- “Proximity to amenities is a plus. Affordability is a challenge.”
- “Convenient to shopping/travel.”
- “Like friendly neighborhoods and being close to everything”
- “Lots of necessities nearby. Access to many daily places is

relatively easy. Space is adequate.”

- “I dislike that there is not a sidewalk on 9th street north of stadium drive.”
- “The area is a huge plus.”
- “I think you should look at ways to attract employers, upscale dining establishments to get more variety.”
- “I love the parks in the area as well as the additional pickleball courts!
- “Wish we had a small walkable business area.”
- “Love the open spaces but need more bike trails like Portage.”
- “I like that the lots seem spacious and close to amenities. I dislike the lack of curbside services (recycling, leaf pick up) that we had the luxury of in Kalamazoo Twp.”
- “I like it’s close to shopping, but the traffic can be bad and speed limits are too high.”
- “I like the rural area and not being on city utilities. I dislike some of the new developments with tiny lots.”
- “We live in a great neighborhood! But our neighborhood doesn’t have the best work/live/shop feel to it. There are no neighborhood bars/restaurants/coffee shops that are appealing and give a more community feel.”
- “Not accessible for walking or bicycle”
- “Like mandatory recycling. Dislike lack of fine dining”
- “The absence of paved sidewalks past Drake Road going west.”
- “Convenience to shopping, downtown, Lake Michigan. Most neighborhoods have pride in house/yard upkeep. Taxes are high.”
- “Difficult to walk or bike to parks, stores, schools, etc.”
- “Convenience to shopping and highways. Oshtemo township has good green space. Need to have newer and affordable single housing options.”
- “Oshtemo has a great variety of stores, easy to get to.”
- “Traffic is horrible. Lots of accidents.”
- “Too much focus on ‘multi use’ paths and sidewalks in areas that

# Appendix

are not needed.”

- “See previous comments. Latitude is the only nice restaurant and stays packed because of low options. Jac’s is ok, but that plaza is an eyesore. Build another library near 9th/kvcc area. Add sidewalks to neighborhoods & busy roads - huge safety concern. Update rundown plazas (KC dipping grill, old Kalamazoo kitty, Chime building, hardings grocery plaza, rollerworld, curry in a hurry is delicious but needs updating) more safe things for kids to do that they can access. Parking lots at parks are tiny, not convenient. 9th street/stadium bench was dumb, serves no purpose. A retail store or something to do could have been built at that intersection. KL and 9th intersection- blah. Just high, speeding traffic. Driving towards Mattawan is industrial and huge political signs space. Housing opportunities there. Don’t forget to consider the bus line when adding new places to live. Random houses turned into businesses don’t flow with surrounding areas.”

- “I dislike thoughtless design of many housing developments. I would like to see walkable neighborhoods close to services that people need. Reduced car traffic. Thanks.”

- “More nice restaurants would be nice like Texas township has to offer. Women’s and Men’s clothing stores other than TJ Maxx, Target and Walmart. Bring in more mom-and-pop small business shops.”

- “Inaccessible sidewalks with snowfall.”

## **Miscellaneous:**

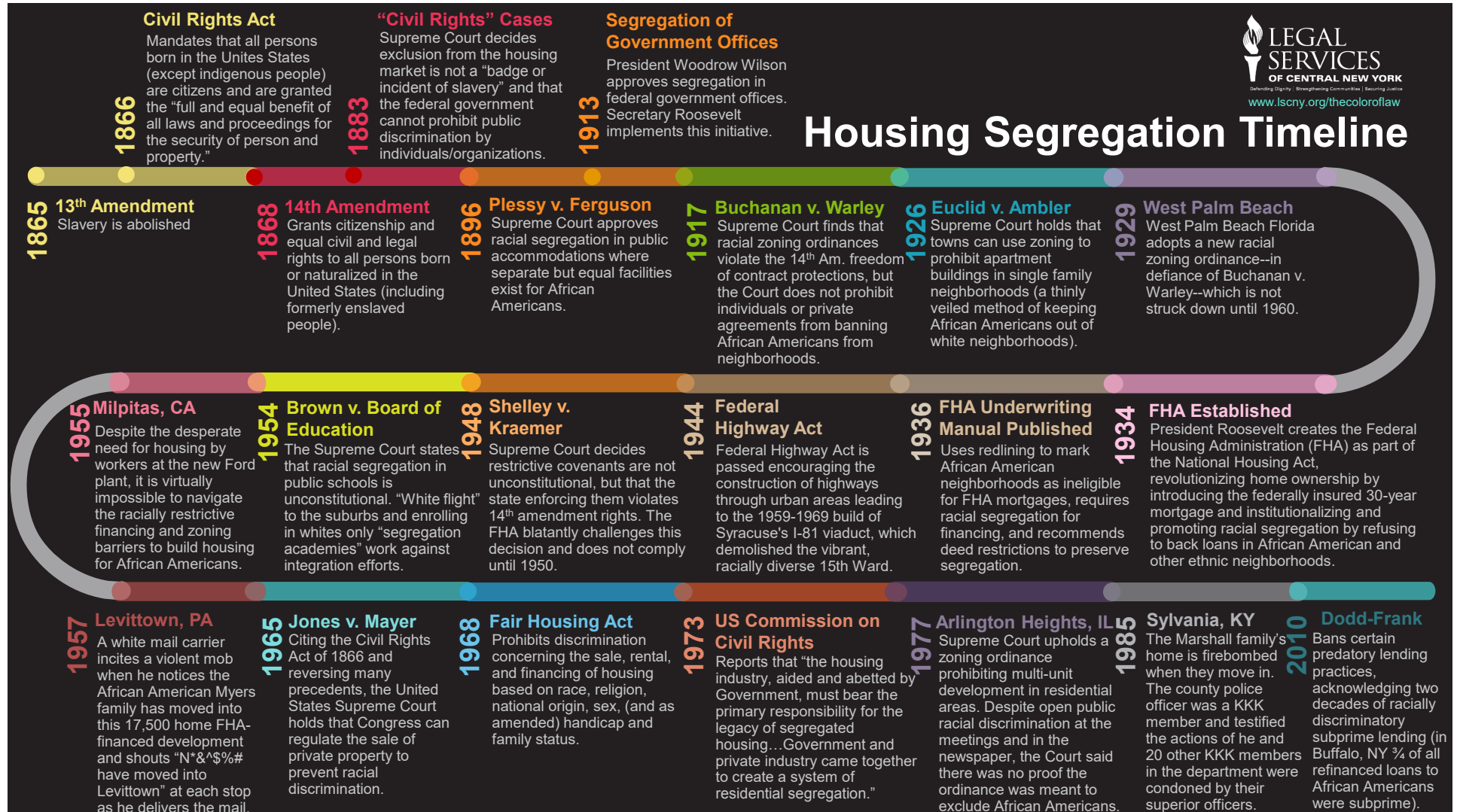
- “Healthcare in-house on property”
- “Too many floodlights & string lights.”
- “The new housing, they are proposing on 11th street and off N avenue.”
- “Housing brings cars, which in turn bring too much traffic, which brings lots of problems and crime. Look at the statistics. Talk to the Sheriff’s department.”

- “I love Oshtemo. Housing is just expensive right now but that is similar across the state.”

- “The school district lines make no sense. Why some roads/neighborhoods are otsego schools is ridiculous.”



## Housing Segregation Timeline



# Appendix

## Example Tiny House Policy

### SECTION XX.XX MICRO-HOUSING DEVELOPMENTS

This type of infill development is intended to provide for affordable housing of less than standard size as an exception to the minimum floor area and lot area requirements of this ordinance. For this use the following conditions are required:

- A. Minimum development land area is one (1) acre and the maximum development land area is two (2) acres, excluding floodplain, wetland and water bodies.
- B. No more than ten (10) dwelling units shall be permitted per micro-housing development.
- C. A micro-housing development shall not be located further than 1,000 feet from a grocery store and potential employment, nor may a micro-housing development be located within 1,000 feet of another micro-housing development boundary.
- D. Municipal Sanitary Sewer and Municipal Water supply are mandatory.
- E. The maximum dwelling floor area shall not exceed 600 square feet in gross floor area (GFA). Post construction additions shall be prohibited.
- F. The minimum dwelling GFA shall be 288 square feet with a minimum width of 12 feet
- G. Each dwelling unit shall contain bathroom, kitchen, living room and a sleeping area. The sleeping area may consist of a loft.
- H. Each individual lot shall have one parking space for one vehicle (10' wide by 20' deep) directly accessible to the internal street of the development.
- I. Each individual lot shall have a minimum width of 22 feet and a minimum depth of 88 feet. Minimum lot size shall be 2,900 square feet and the maximum lot size shall be 4,250 square feet. Lots shall not exceed a 4 to 1 length to width ratio.
- J. Front setback shall be 20 feet, side setbacks shall be 5 feet on each side (except where the walls are masonry within 10 feet of the side lot line, then setback may be 0 feet), rear setback shall be 10 feet and there shall be 10 feet between the dwelling and a detached accessory building.
- K. One and only one accessory building shall be provided, the maximum floor area allowed for the accessory building shall not exceed 576 square feet no matter what the size of the dwelling. Maximum accessory building height shall be 15 feet.
- L. Maximum lot coverage shall be 30% or 1,176 square feet whichever is less.
- M. There shall be an access road with a minimum road easement width of 40 feet, provided that there shall also be 10-foot wide public utility easements on at least one side of the road right-of-way. The road designs shall be submitted to the municipal engineer, the County Drain Commissioner and the Fire Marshal for review and are subject to review and approval of the municipal governing body. The private road connection to a public road shall have the approval of the road agency having jurisdiction. The private road pavement shall be sufficient to support the largest fire apparatus available to the fire department and shall be at a minimum 24 feet wide widening to 28 feet every 150 feet from the public road and having a turn-around at the end unless direct connection is provided to another public roadway.



# Appendix

## Example ADU Provision

### **SAMPLE DRAFT ACCESSORY DWELLING PROVISION**

#### **SECTION XX.XX. ACCESSORY DWELLINGS.**

One single-family accessory dwelling may be located on any parcel in RESIDENTIAL and MIXED-USE districts provided that the parcel shall contain no less than the minimum width and area required in that district. A detached accessory dwelling shall be located at least ten (10) feet from the principal structure, be built at least to the same construction code standards as the principal structure, and additionally shall meet the following provisions:

A. An accessory dwelling unit may be constructed either above or at least ten (10) feet behind a principal use structure and may be a detached structure.

B. At no time shall an accessory dwelling be considered a separate property by sale or condominium. An accessory dwelling may be used for income purposes, such as: monthly or other time period rental or lease agreement or monetary charge for occupancy.

B. Temporary occupancy of either the accessory dwelling or the principal dwelling by any occupant, shall exceed a minimum of thirty (30) consecutive days out of each calendar year unless a Temporary Transient Use permit is granted in accordance with Bed and Breakfast provisions of this ordinance.

C. The construction of an accessory dwelling unit shall meet all applicable requirements for accessory buildings. Additionally, an accessory dwelling unit shall have a minimum floor area of at least four hundred (400) square feet, but not more than fifty (50) percent of the floor area of the principal dwelling.

G. Each guest house shall be provided with emergency vehicle access which has been reviewed and approved by the authorized fire code official.

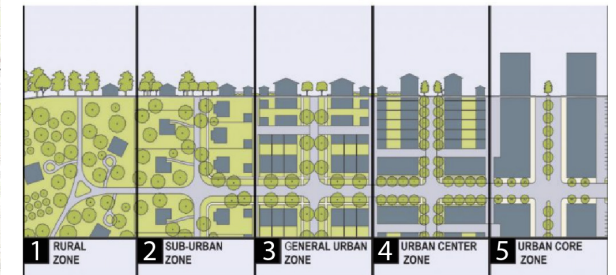
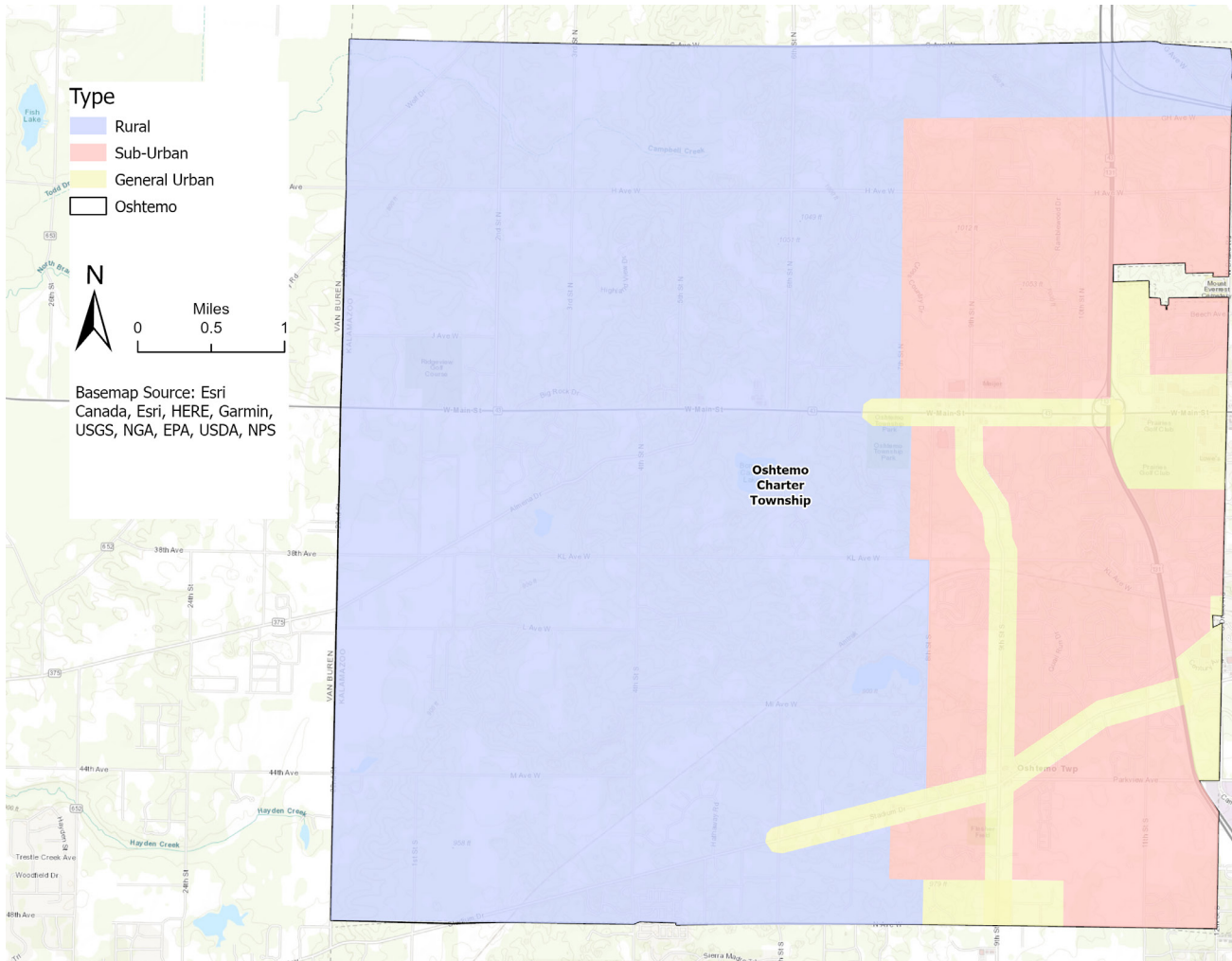
# Appendix

## Urban Transect Definitions

- 1. Rural Zone:** Sparsely settled lands, agricultural buildings, farms, woodlands, wetlands, stream, large regional parks
- 2. Sub-Urban Zone:** Large-lot single family homes, low density with large setbacks, shopping centers and connected green spaces
- 3. General Urban Zone:** Small-lot single family homes, apartments, mixed use and locally run shops

- 4. Urban Center Zone:** Wide housing choices, mixed use, retail shops, galleries, offices, restaurants and bars
- 5. Urban Core Zone:** Tall multi-use buildings cultural and entertainment districts and civic spaces for parades and festivals

The below map is an example of the urban transect applied to Kalamazoo County.





# Memorandum

**Date:** December 12, 2023  
**To:** Oshtemo Charter Township Board  
**From:** Vanessa Street, Parks Director  
**Subject:** Public Hearing – Five-Year Parks and Recreation Plan

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## ***OBJECTIVE***

Hold a public hearing to seek public input on the final draft of the Five-Year Parks and Recreation Plan update.

## ***INFORMATION***

In order to apply for most grant funding opportunities from the Michigan Department of Natural Resources (DNR), all communities are required to submit a five-year recreation plan to the DNR's Grants Management Office. Oshtemo Township's current plan (GO! Green Oshtemo) expires Dec 31, 2023.

Township Staff, Parks Committee, consultants, and the public have worked together over the past several months to develop this Plan update. Many of you participated in the planning process by attending the public meetings held this year. A copy of the final draft is included for your review.

This public hearing is one of the final steps required by the DNR's plan adoption process. Following the public hearing, the Plan will be brought to the Township Board on January 9<sup>th</sup>, 2024, for final adoption. Once the Plan has been adopted, it can be submitted to the DNR for their review based on a set of guidelines and minimum required content. The deadline to submit the Plan to DNR is February 1, 2024.



Oshtemo Township  
Five-Year Parks and Recreation Plan  
2024 - 2028

## ACKNOWLEDGEMENTS

The development of this Plan was a collaborative effort, created through the engagement of citizens, staff and stakeholders of the Township at various meetings and through online and mailed surveys. This Plan recognizes the contributions of all who participated in the planning process.

### TOWNSHIP BOARD

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### STAFF

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Vanessa Street, Parks Director  
Greg Fountain, Maintenance Director

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## INTRODUCTION

Oshtemo's parks are a great source of pride. They benefit our community in many ways: by providing us with places to enjoy the outdoors, connect with nature and each other, and improve our health through exercise. Our parks are gathering places for special events, sports tournaments, family picnics and more. They protect wildlife habitat and help maintain the quality of our air and water.

The long-term care and support of these assets is an important function of the Township Board, staff, and residents. From routine maintenance to major improvements and land acquisition, much thought goes into deciding how and where to spend the Township's limited financial resources.

### WHAT IS A PARKS AND RECREATION PLAN?

This Parks and Recreation Plan is intended to be a 'road map' to guide decisions related to park improvements and maintenance over the next five years, especially at a time when financial resources are limited. The planning process included public input, inventory, and data collection. The public input provided Township leaders and staff a better understanding of its residents' needs and desires. This Plan captures those needs and provides goals and objectives to accomplish the desired improvements.

### WHY DO WE NEED A PARKS AND RECREATION PLAN?

Caring for and preserving these resources, as well as adapting to the changing needs of the community is essential to Oshtemo's health and sustainability. As our population continues to increase, understanding and planning for these changes will be critical to future capital improvement decisions.

In addition, if the Plan is approved by the Michigan Department of Natural Resources (DNR), Oshtemo will be eligible to apply for recreation grant funds from the DNR. Grant programs include the Land and Water Conservation Fund and Michigan Natural Resources Trust Fund (MNRTF). Plan approval is valid for five years. Our current plan, **GO! Green Oshtemo**, expires December 31, 2023. Eligibility for these grant programs is extremely important. Oshtemo Township has received over \$1.4 M in MNRTF funds in the past. This grant program is critical to funding future park improvements and park land acquisition.

DNR Recreation Grants Awarded to Oshtemo Township		
Park name and project type	Year	Amount
Oshtemo Township Park Acquisition	1978	\$117,600
Oshtemo Township Park Improvements	2011	\$489,000
Flesher Field Park Improvements	2012 & 2013	\$600,000
Grange Hall Playground Improvements	2014	\$30,000
Drake Farmstead Park Improvements	2017	\$136,500
Fruit Belt Rail Corridor Acquisition	2020	\$58,000
Fruit Belt Rail Corridor Improvements	2023 application pending	\$0
<b>Total DNR recreation grants received</b>	-	<b>\$1,431,100</b>

## RELATIONSHIP TO GO! GREEN OSHTEMO

**GO! Green Oshtemo** is the first plan of its kind in Oshtemo Township in that it plans for parks and recreation, nonmotorized transportation, and conservation, in a comprehensive and coordinated way. Developed in 2018 with extensive resident input and staff and consultant support, it was adopted by the Township Board in early 2019 as the Five-Year Parks and Recreation Plan. ***GO! Green Oshtemo was also designed to meet the master plan requirements of the Michigan Planning Enabling Act, PA 33 of 2008, and was incorporated into the overall Township Master Plan.***

This Plan is an update to the parks and recreation component of **GO! Green Oshtemo**. It is designed to meet or exceed all requirements outlined in the DNR's Guidelines for the Development of Community Park and Recreation Plans. ***The goals, objectives and action plan contained herein replace Appendix D: Parks and Recreation Action Plan and pages 18 of the Summary Report.*** Community description, including physical and demographic characteristics, administrative structure, recreation inventory, planning process and public input process have all been researched and updated to support creation of the goals and objectives.

All other sections of **GO! Green Oshtemo** will remain in effect for the purpose of the community master plan. This includes the remainder of the Plan Summary, as well as Appendix A: Existing Conditions Inventory, Appendix B: Trends and Needs Overview, Appendix C: Public Input Summary, Appendix E: Nonmotorized Transportation Action Plan, Appendix F: Conservation Action Plan, Appendix G: Collective Plan Goals and Action Strategies, Appendix H: Parks Administrative Structure, Appendix I: Resolution of Approval, and all technical support documents, including the non-motorized corridor recommendations.

A major update to the Township master plan is planned for 2024, when the non-motorized and conservation goals in **GO! Green Oshtemo** will be updated.



# OVERVIEW

## OUR GROWING AND CHANGING PARK SYSTEM

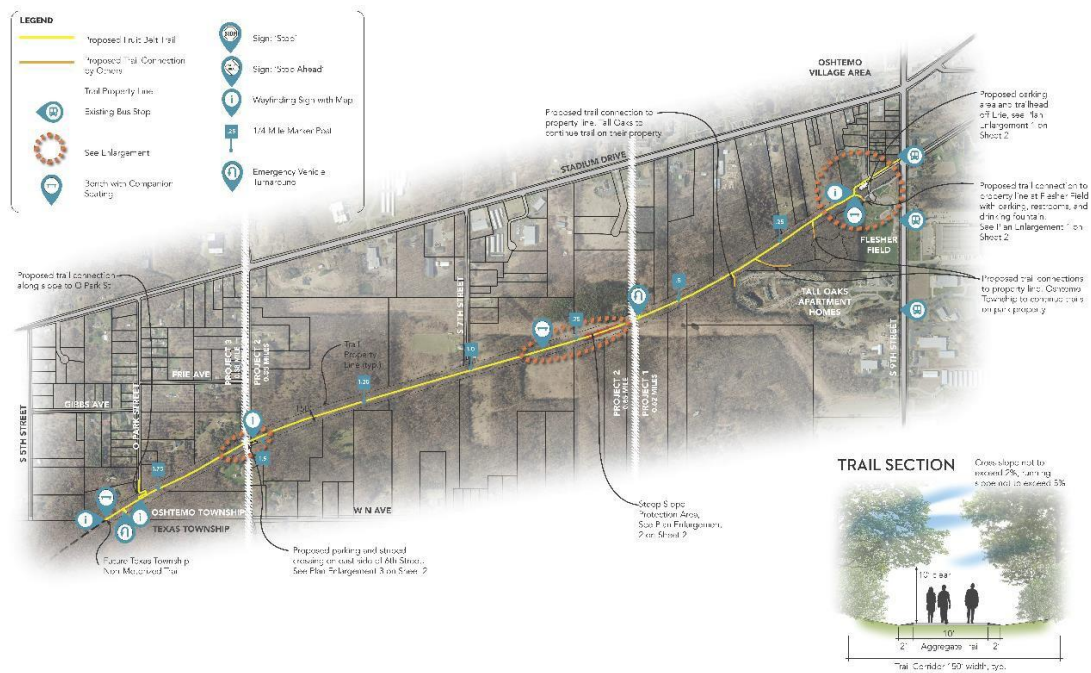
**GO! Green Oshtemo** provided a valuable ‘road map’ for land acquisition and park improvements over the past five years. Many of the actions recommended in the plan have been accomplished. The following is an overview of Oshtemo’s park system with a brief description of the improvements and changes made since the previous plan was adopted.

## FRUIT BELT RAIL CORRIDOR

This two-mile long, 35-acre former rail corridor property was acquired in 2021 with grant funds from the MNRTF. Now open to the public for walking, bird-watching and other passive recreation pursuits, the property has an existing footpath that has been enjoyed by neighbors for decades.

## RECENT ACCOMPLISHMENTS

- A Master Plan was developed in 2022 for the Fruit Belt Rail Trail. The plan includes an accessible crushed stone trail in the corridor, parking at the Chime Street trailhead and 6th Street, wayfinding signage, benches, and other amenities. Three MNRTF grants were submitted in 2023 for funds to construct the Trail.
- Ecological restoration is underway, thanks to a \$150,000 Planet Award grant from the Consumers Energy Foundation.



## OVERALL PLAN

FRUIT BELT RAIL TRAIL MASTER PLAN  
OSHTEMO TOWNSHIP, MICHIGAN

SHEET 1  
2/27/2023



## FLESHER FIELD PARK

Flesher Field, located on 9<sup>th</sup> Street south of Stadium Drive, is a popular destination for field games, family gatherings, and special events. Key attractions of this 24-acre park are the large open sports field available for soccer, football, and other games and access to the adjacent Fruit Belt Rail Trail. The park also has two wiffleball fields, two picnic shelters, a gazebo and garden area, paved loop trail, and unpaved walking trails in the wooded area. ‘Music in the Park’, Oshtemo’s free, family-friendly outdoor concert series, is held at Flesher Field.

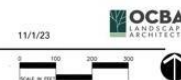
### RECENT ACCOMPLISHMENTS

- The Master Plan for Flesher Field was updated in 2023 with extensive public input. It proposes the addition of several new active recreation facilities to meet the recreational needs of our growing community, including basketball, pickleball, more wiffleball, and trail improvements.
- Volunteers built a trail connection to link the Fruit Belt Rail Trail with the walking trails in the wooded portion of Flesher Field.



## Flesher Field Park - 2023 Master Plan Update

Oshtemo Township, Michigan



## DRAKE FARMSTEAD PARK

Drake Farmstead Park is a 26-acre park on the eastern edge of the Township on Drake Road and West Main Street. Listed on the National Register of Historical Places, the site contains an historic brick farmhouse that has been restored by volunteers with the Oshtemo Historical Society. Walking trails, a picnic shelter, interpretive signs, and a parking lot were developed in 2019 with funding from MNRTF. A 1,200 square foot multi-purpose building including restrooms was constructed in 2019. Built in the style of the former carriage barn, it hosts events and recreational activities.

### RECENT ACCOMPLISHMENTS

- Constructed an exit driveway to Croyden Avenue. Designed and installed directional signage to establish a new one-way vehicular circulation pattern.
- Created a network of mowed walking trails through the wooded areas of the park.
- Planted native wildflower and grass seed mix in the six-acre prairie reconstruction area with Kalamazoo Community Foundation (KCF) funds in partnership with the Kalamazoo Nature Center.



## Drake Farmstead Park - 2023 Master Plan Update

Oshtemo Township, Michigan

## OSHTEMO TOWNSHIP PARK

Located behind the Township Hall and Library, this park features both an active and passive recreation area. The park includes paved loop trails, playground, picnic shelters, tennis & pickleball courts, basketball courts, wiffleball field, restroom building, and parking lot. One of the biggest draws is the 18- hole disc golf course that weaves through the wooded area of the Park. Township Park has become extremely popular, attracting visitors from within the Township and surrounding county.

### RECENT ACCOMPLISHMENTS

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- Added two pickleball courts by revising the layout of the existing courts, from two tennis courts to one tennis court and two pickleball courts.
- Replaced the disc golf baskets and added new signage.

## GRANGE HALL PARK

The Grange Hall is a historic building located in the rural north-west quadrant of the Township on North 3<sup>rd</sup> Street. It has ties to Oshtemo's agricultural heritage hosting the Grange Association and is a popular location for country and square-dancing sessions. The building was renovated in 2017 making it fully accessible, with an elevator to both levels and adding barrier-free restrooms. The site also contains a small playground, picnic area, basketball court, classifying it as a neighborhood park.

### RECENT ACCOMPLISHMENTS

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- Installation of a staging area for cyclists, featuring a bike fix-it station, bike rack, water faucet, bulletin board and new walkway.

## DESCRIPTION OF THE PUBLIC INPUT PROCESS

### RESIDENT-DRIVEN PLAN

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Public participation played an integral role in the development of this Plan. A community-wide survey of randomly selected residents was conducted to ensure that feedback was gathered from park users as well as those who don't typically use our parks. In addition, an online survey was made available to all residents and park users. In total, nearly 400 people responded to the surveys, providing important insight into resident desires. To encourage face-to-face interaction and discussion of more complex issues, a public meeting in the form of an open house was held at the Oshtemo Community Center. Community Survey questions and results are included at the end of Appendix 5.

Finally, an adoption process was designed to allow for a 30-day review period of the draft plan and a public hearing, providing the residents of Oshtemo opportunities to weigh in on the plan. The public hearing is planned for the December 12, 2023 Township Board Meeting. Board consideration of Plan Adoption is planned for January 2024.

### COMMUNITY INPUT

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Feedback from the public input process showed that parks are one of the things residents like most about living in Oshtemo Township. Our parks are highly valued and seen as well-maintained and provide opportunities for leisure and entertainment. The community-wide survey confirmed that satisfaction levels have increased for all factors, including park maintenance, enforcement of park rules, feeling of personal safety, etc. since the 2017 survey. In addition, the top five activities participated in remained unchanged: hiking/walking, relaxing, playground, picnicking, family/group activities.

Themes for improvement are maintenance/cleaning, promoting parks, and adding recreational activities such as senior programs, more trails, and more green space.



## GOALS, OBJECTIVES, AND ACTION PROGRAM

The goals outlined in this Plan are intended to be broad, visionary statements that are not time specific and are intended to serve as a guide to future Township leaders and staff. The objectives translate these goals into more specific direction that will help implement the overall vision of the Plan. The development of these goals and action strategies were accomplished through:

- An understanding of current conditions within the Township;
- The public input process conducted for the development of this Plan;
- The vision of the current Township Master Plan, and past Park and Recreation Plans; and,
- Direction from the Parks Committee and Oshtemo Township Board.

### GOAL 1: ACQUISITION

Acquire land for new parks and trails in order to meet the needs of a growing community.

Objectives:

1. Seek land for parks and trails in urbanized areas of the Township, concentrating acquisition efforts on the development of neighborhood or mini parks, with an acreage size between one and ten acres.
2. Seek land for parks and trails in the more rural areas of the Township as well, concentrating acquisition efforts on land that becomes available with conservation value and/or in developing areas.
3. Seek land to expand existing parks and trails, recognizing this as an economical way to increase recreation opportunities where infrastructure, such as restrooms and parking, are already in place.
4. Recognizing the popularity of disc golf in Oshtemo Township, consider acquisition of 60 or more acres of land for a new world championship disc golf course.
5. As the Township continues to develop, provide for a more uniform distribution of park facilities, in terms of both geography and population, and work towards providing a park within 1/2 mile of a majority of Oshtemo residents within the urbanized area.
6. Update Township ordinances to encourage or require developers to provide more public and/or private recreation facilities within new residential developments.

### GOAL 2: ACCESSIBILITY AND DIVERSITY

Provide a diversity of recreational opportunities, both active and passive, that meet the needs of all ages and abilities and promote healthy, active lifestyles.

Objectives:

1. Incorporate amenities and facilities missing in Township parks or identified as a priority by the community such as improved walking/biking trails, basketball courts, pickleball and tennis courts, wiffleball fields, platform/wheelchair swings, and more playground equipment.
2. Consider expansion of the disc golf course at Township Park to alleviate congestion and to allow closure of the existing 18-hole course during tournaments while still allowing holes for casual play.
3. Explore nature-based play opportunities where children can engage with the natural environment.
4. Explore ways to provide free or low-cost, year-round programs for seniors, especially programs that provide opportunities for social interaction, group exercise, and wellness activities.

5. Recognizing the limited assets of many Township residents, consider providing free or low-cost recreation and wellness programs for youth and adults.
6. Maintain a logical balance between active and passive pursuits in the parks that address the recreation needs of users of all ages in all seasons.
7. Develop a long-range master plan for the property owned by the Township and Kalamazoo County located on KL Avenue just east of 4th Street, to meet future park and recreation needs.
8. Implement the newly updated park master plans for Drake Farmstead Park and Flesher Field.
9. Develop and provide educational programs with a focus on nature and history at Drake Farmstead Park.
10. Develop and implement a plan to provide additional outdoor recreation facilities at Grange Hall.
11. Pursue opportunities to bring art into the parks.

### GOAL 3: EXCEPTIONAL PARK EXPERIENCE

Deliver an exceptional park user experience through proper maintenance and continuous improvements, recognizing that our parks are a source of community pride.

Objectives:

1. Explore opportunities to establish a greater staff presence in the parks during busy times, to enforce park rules, ensure a welcoming environment, and perform critical maintenance tasks more frequently. Also consider adding staff to organize community events and programs and to coordinate volunteers.
2. Continue to evaluate improvements needed to enhance universal access and provide equal levels of experiences for all age groups and abilities and their specific recreational needs. For example, feedback from the community survey indicates that more ADA parking spaces are needed at Township Park.
3. Work with the Oshtemo Fire Department and Kalamazoo County Sheriff's Department to provide a safe environment in the parks and along trails, and to plan for emergencies and rescue needs with improvements such as AED's, more trail markers, etc.
4. Develop a system to encourage park users to report maintenance issues and other concerns.
5. Consider ways to simplify and improve the reservation system and web-based interactions.
6. Continue to repair and renew facilities at existing parks, such as the disc golf course and hiking trails at Township Park, which are heavily used and showing signs of deterioration.
7. Continue to restore and maintain the unique historic amenities like the Drake Farmstead, Community Center, Grange Hall, etc. that are managed by the Parks Department.
8. Investigate whether there is a need for short term rental of sports equipment such as basketballs, pickleball paddles, etc. Consider partnering with the Oshtemo Branch of the Kalamazoo Public Library for rental of equipment during the weekend.
9. Consider low-cost ways to provide more recreation opportunities in winter, such as by clearing snow from more trails or promoting cross country skiing and snow shoeing opportunities.

### GOAL 4: ENVIRONMENTAL STEWARDSHIP

Foster environmental stewardship by preserving natural features and improving habitat within parks, supporting efforts to make Oshtemo a leader in environmental conservation and climate resilience.

Objectives:

1. Develop programs for the "greening" and naturalization of the parks and facilities through improvements such as:
  - field maintenance;

- removal of invasive species and reestablishment of native trees, shrubs, grasses, and wildflowers;
  - storm water improvements;
  - lighting upgrades; and,
  - energy audits.
2. Preserve natural features during design and development of parks to the maximum extent feasible, in consideration of the type of park planned.
  3. Collaborate with adjoining property owners to coordinate environmental stewardship efforts in areas such as Township Park, Lillian Anderson Arboretum, and adjacent environmentally sensitive lands.
  4. Restore and preserve natural areas in the parks to improve habitat, prevent the spread of invasive species, and increase the enjoyment of park users.
  5. Provide programs to educate the public about environmental issues and climate resilience.

## GOAL 5: CONNECT NATURE AND PEOPLE

Develop a trail and greenway system that connects nature and people to parks, natural features, and other destinations.

Objectives:

1. Provide trail connections between parks, neighborhoods, schools, and other destinations, with special consideration for regional trail connections to adjacent communities.
2. Continue working to close the gap in the bike trail along West Main Street that leads to Township Hall and Oshtemo Park.
3. Construct an accessible trail and related amenities such as parking, benches and signage on Oshtemo's two-mile long Fruit Belt Rail Trail property, and work to extend the Trail east to connect with the City of Kalamazoo's non-motorized trails at Drake Road and Parkview Avenue.
4. Develop a set of criteria for determining when greenway/open space lands should be permanently protected in their undeveloped state and when passive recreation such as a trail should be permitted, promoting a balance between recreational opportunities and natural resource protection.
5. Identify locations and investigate opportunities to acquire land/easements for future trail and greenway connection.



## GOAL 6: ENHANCE PARTNERSHIPS

Enhance partnerships with community organizations, schools, governmental units, and civic groups, and work towards better public/private partnerships with the development community to improve recreation and conservation opportunities.

Objectives:

1. Develop a comprehensive list of community organizations involved in parks, recreation, and conservation and strengthen these partnerships to support recreation and outdoor activities in Oshtemo Township.
2. Work with Friends of the Parks to encourage greater volunteer participation in all aspects of parks, recreation, and conservation activities.
3. Continue to build on the successful relationship with the Oshtemo Branch of the Kalamazoo Public Library by continuing to partner on projects and programs made possible by the library's close proximity to Township Park.
4. Explore incentive opportunities for the private development community to provide both private and public recreation opportunities within their development projects.
5. Investigate volunteer opportunities and "adopt a mile" programs for the maintenance of trails.
6. Coordinate with neighboring jurisdictions to provide a wider diversity of recreation opportunities, share advice and expertise, and identify cost saving opportunities.
7. Continue to work with the public and private schools in Oshtemo on volunteer projects and programs.

## GOAL 7: SOUND FISCAL MANAGEMENT

Develop stable sources of funding and practice sound fiscal management of the parks and recreation system.

Objectives:

1. Develop an Asset Management Plan to project recreational facility replacement and operational needs.
2. Complete a comprehensive analysis of total costs related to the Township's rental facilities and establish cost recovery rates that will generate revenue for these expenditures.
3. Pursue all available funding sources for acquisition, capital improvements, operations and maintenance, including local sources, the Township endowment, a parks and recreation millage, state and federal grant programs, local businesses, sponsorships, and other sources.
4. Explore opportunities for greater private sector participation in the provision of recreation services in the Township.
5. Continue to build the Oshtemo Parks and Recreation Endowment Fund by promoting it to residents for estate planning and philanthropic giving, and by contributions from the Township's general fund.
6. Work with Friends of the Parks, in partnership with non-profit organizations, on fundraising campaigns for specific park improvement projects, such as with Pickleball Outreach on construction of pickleball courts.

## GOAL 8: COMMUNICATION

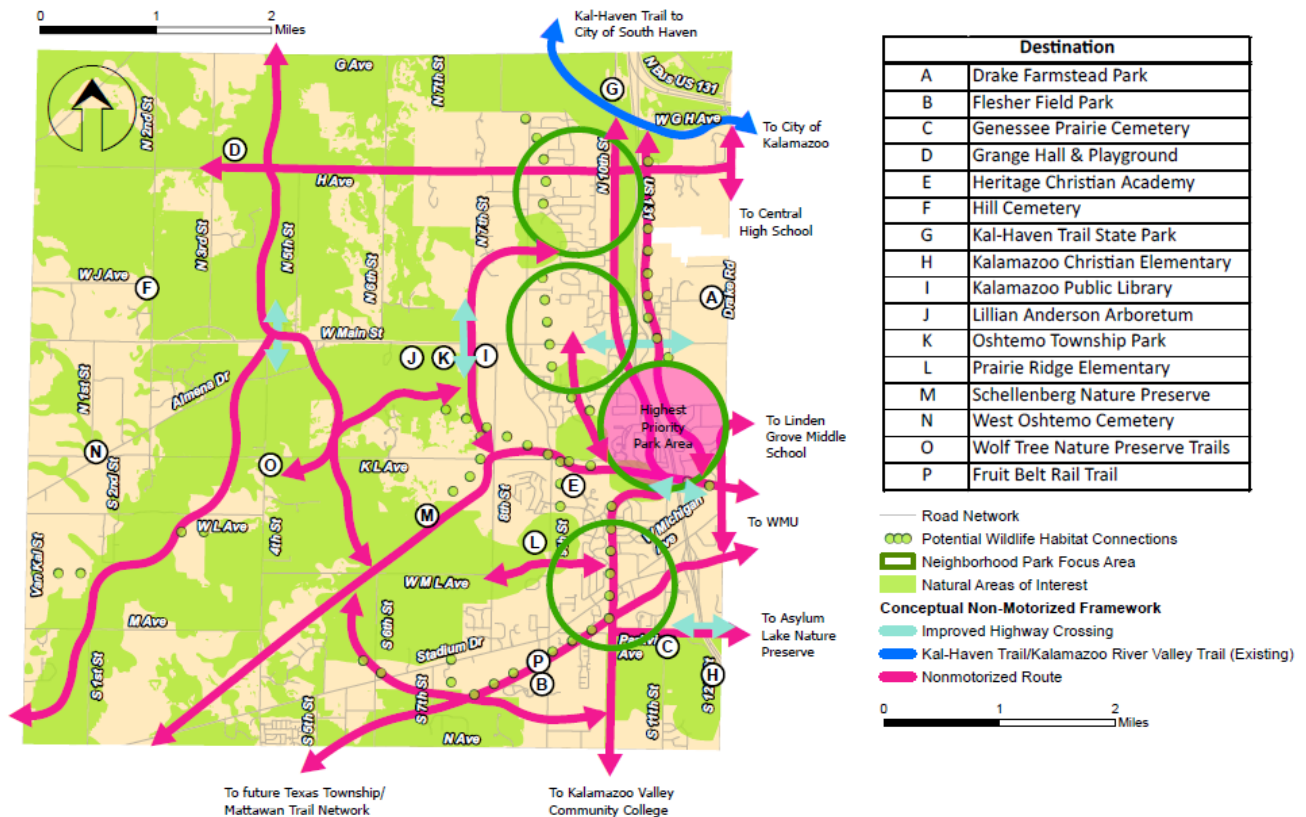
Promote Oshtemo's park and recreation facilities to encourage all residents to use, enjoy and take ownership of these essential community resources.

Objectives:

1. Develop and implement a marketing and communications plan for parks and events.
2. Continue to use the Township website, newsletter, and social media to promote the parks, recreation facilities, and park events. Explore economical ways to mail a parks promotional piece at least annually.
3. Partner with non-profit and regional organizations to promote leagues and events in Township parks, as well as local bicycling, running, walking, and group exercise activities.
4. Improve park signs, including those along roadways, at park entrances, and for wayfinding/trails.
5. Promote volunteer opportunities in the parks.
6. Seek citizen input when designing park and recreation facilities and programs, especially from children and families when designing playgrounds and youth-oriented recreation facilities and from seniors to address the specific needs of the aging population.
7. Develop a promotional piece targeted at Metro riders to let them know they can access Oshtemo's parks via bus.
8. Consider outreach to specific groups for unique uses, such as photo shoots at Drake Farmstead Park.

## CONCEPTUAL FRAMEWORK MAP

The Conceptual Framework Map created in 2018 for the *GO! Green Oshtemo* Plan has been an extremely useful and important tool for Township residents, staff and leadership. It provides a “big picture” plan; linking east to west, parks, and conservation, and a far-reaching nonmotorized network that connects it all. The Natural Areas of Interest outlined on the map are those areas of the Township where significant natural features may be found and where future conservation efforts may be targeted. The Neighborhood Park Focus Areas delineate where the Township will concentrate efforts for possible future neighborhood park development, due to population and development densities. Finally, the Conceptual Nonmotorized Framework is a high-level model of how the future network may develop over time. It is intended to convey important linkages and how this system interacts with destinations, neighborhoods, commercial areas, and future conservation opportunities. The plan has been updated to include the Township’s Fruit Belt Rail Trail as a destination. All other aspects of the plan remain an accurate representation of the Township’s long-range vision for parks, recreation, and open space.



## APPENDIX 1

### COMMUNITY DESCRIPTION

Oshtemo Township is located on the west side of Kalamazoo County, abutting the west side of the City of Kalamazoo. The Township is bordered by Alamo Township to the north, Almena Township to the west, Texas Township to the south, and the City of Kalamazoo and Kalamazoo Charter Township to the east. All are in Kalamazoo County, except Almena Township, which is located in Van Buren County.

The first settlement in Oshtemo Township was recorded in 1830, and the Township was established later that decade in 1839. The Township has grown and prospered given its proximity to the City of Kalamazoo, I-94, and US-131. The development of the community has been evident in residential, office, industrial, and commercial growth. The beautiful rolling hills and rural atmosphere found in the western half of the Township in close proximity to employment, universities and colleges, and major transportation routes have made Oshtemo an attractive place to live and work.

### DEMOGRAPHIC CHARACTERISTICS

Life is never static, and the dynamic nature of developing trends, lifestyles, and growth of the Township's population will affect future decisions for parks and recreation. Evaluating current conditions against anticipated trends will help the Township keep pace with these expected changes. The following report outlines existing demographics for Oshtemo Township and Kalamazoo County and also summarizes health trends and other factors considered important to the future development of parks and recreation facilities.

### POPULATION TRENDS AND PROJECTIONS

Over the past 50 years, Oshtemo has transformed from a predominately agricultural community to a largely suburban township with a rising population. The population saw a 28 percent increase from 2000 to 2010, and a 9.4 percent increase from 2010 to 2020 according to the U.S. Census. Oshtemo's increase from 2010 to 2020 more than doubled the County's growth rate and was nearly five times that of the State of Michigan's growth rate during the same period.

Population Growth Trends: 2000 - 2020				
Unit of Government	2000	2010	2020	% Change 2010 - 2020
Oshtemo Township	17,003	21,705	23,747	9.4%
Kalamazoo County	238,603	250,327	261,670	4.5%
State of Michigan (Millions)	9.938	9.88	10.07	1.9%

Source: U.S. Census, 1970-2010

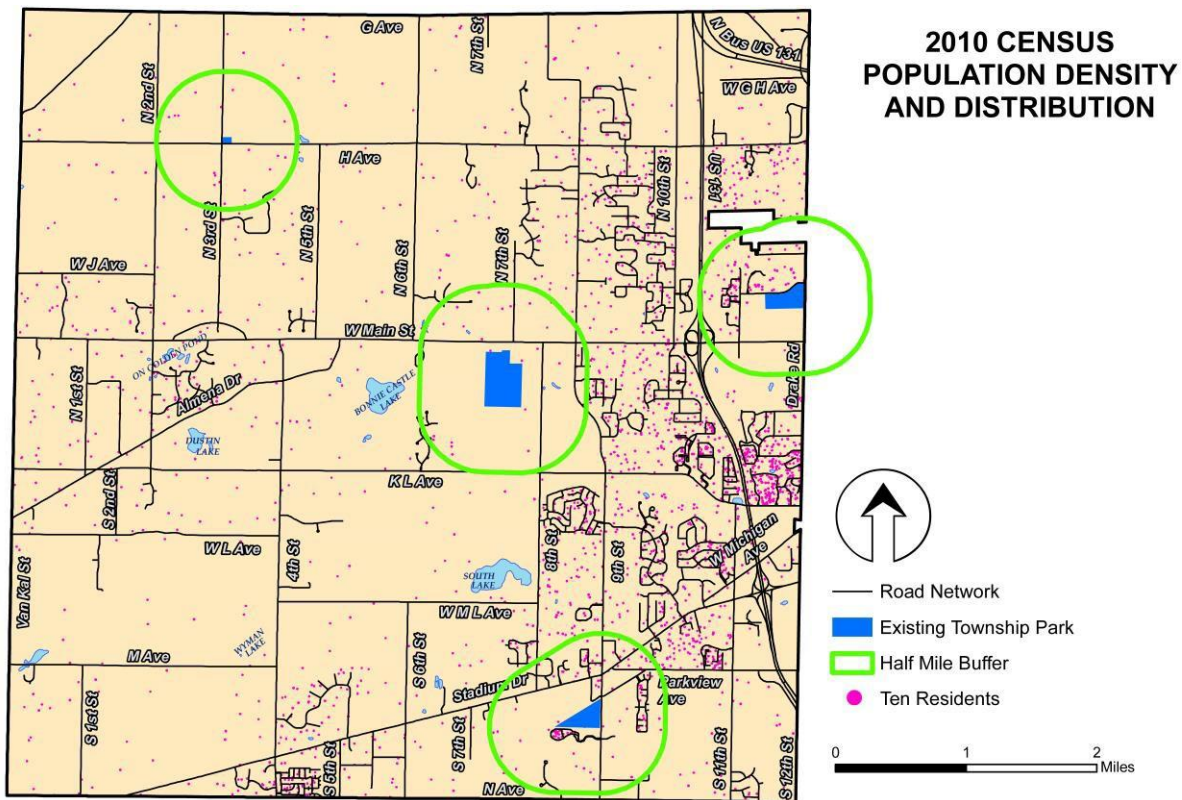
Source: U.S. Census Bureau, 2010 Census

Source: U.S. Census Bureau, 2020 Decennial Census

Population projections are also expected to be steady and strong. Projections from the 2011 Master Plan suggested that the Township’s population would continue to increase steadily, reaching more than 33,000 residents by the year 2040. New projections are being prepared for the 2024 Master Plan update but were not complete at the time of the writing of this report. In the interim, estimates from the 2023 Oshtemo Township Housing Study project the number of households in the Township will grow by 3.5 percent from 2021 to 2026. This expected growth will result in continued demand for services and amenities like parks and recreation facilities generally provided by local government.

## POPULATION DENSITY

While total population numbers are important to understanding continued growth of the Township, where that growth is occurring is equally necessary to future planning efforts. As Oshtemo Township is both a suburban community of the City of Kalamazoo, as well as a rural Township, population density is not evenly distributed. As can be expected, the Oshtemo population becomes denser closer to the eastern Township boundary. Understanding the spatial distribution of population becomes particularly critical when considering where new parks and recreation facilities should be placed. The greater the population density, the higher demand for services and amenities.



## HOUSEHOLD TYPES AND SIZE

There are 10,383 total households in Oshtemo Township according to the 2021 American Community Survey of the US Census. Of these households, approximately 28 percent have children 18 years of age or younger and 30.5 percent house persons 65 years of age or older. A little more than half of these households are considered “family households” by the US Census at 5,620. Family households are two or more people that are related by birth, marriage, or adoption and reside together. The average household size in Oshtemo is 2.25 persons, and average family size is 2.93 persons.

## AGE CHARACTERISTICS

Age of residents is an important statistic when planning for parks and recreation facilities, as needs vary greatly for each age group. The table below illustrates the various age groups within Oshtemo Township and their changing composition (percentage) of the overall Township population as of 2010 and 2020.

The age group which grew the most as a percentage of the total population between 2010 and 2020 is the 65 years and older age group, which increased from 15.5% of the population in 2010 to 18.8% of the population in 2020. As the population of the Township becomes generally older, issues that address an aging population need to be considered within this plan; for instance, providing senior programs and improving access to park amenities in Oshtemo.

The age group under five years also increased, from 5.4% in 2010 to 6.4% in 2020. However, the 20 to 34 years age group still makes up the largest segment of the Township's population. This could be attributed, in part, to the large amount of rental housing that caters to students. The 2012-2016 American Community Survey estimated that 3,868 residents of Oshtemo Township were enrolled in college or graduate school. The recreational needs of the student-aged population need to be considered as the Township moves forward with goal setting and future development plans.

Age of Population Oshtemo Township, 2010, 2020					
Cohort	2010 Count	2010 Percent	2020 Count	2020 Percent	% Change of Count
Under 5 Years	1,132	5.4%	1,517	6.4%	34%
5 - 19 Years	3,717	17.9%	4,068	17.2%	9.4%
20-34	5,681	27.3%	6,206	26.3%	9.2%
35-44	2,245	10.8%	2,432	10.3%	8.3%
45-54	2,362	11.4%	2,300	9.8%	-2.6%
55-64	2,446	11.7%	2,607	11%	6.5%
65 and older	3,206	15.5%	4,453	18.8%	39%

Source: 2010: American Community Survey (ACS) 5-Year Estimates Source:  
2020: American Community Survey (ACS) 5-Year Estimates

Median age trends and estimates also demonstrate an aging population. The Township's median age increased from 32.3 years in 2010 to 35.0 years in 2020.

## DIVERSITY

Understanding the diversity of the Township population is important to ensure future plans and programs provide both equitable treatment and opportunities to our changing demographics. To ensure future relevancy of amenities and services, an inclusive approach to policies and practices are needed.

At both the national and local level, trends point toward increasing population diversity. For the United States, the following statistics demonstrate changing demographics<sup>2</sup>:

Minorities account for 37 percent of the U.S. population as of 2012. Minorities will account for 57 percent of the U.S. population by 2060.

The Hispanic population will more than double, from 53 million in 2012 to 129 million by 2060. The U.S. will become a majority-minority nation for the first time in 2043.

Within Oshtemo Township, the white population will dip from 80 percent of the total population in 2010 to 76 percent in 2021, while minority races will all increase during the same time period.

## PERSONS WITH DISABILITIES

This same consideration of inclusiveness is needed when considering accessibility. Understanding the status of persons with disabilities will assist in planning appropriate facilities and locations for future parks and recreation facilities. The Americans with Disabilities Act of 1990 (ADA) requires that all public services, including parks and recreation facilities, be subject to barrier-free requirements. The Act also requires that public recreation providers eliminate any eligibility requirements for participation in programs, activities, and services.

As the population ages, the proportion of persons with one or more disabilities steadily increases. This trend is consistent with the figures indicated for Oshtemo Township. According to the 2021 American Community Survey 5-Year Estimates, 5,096 or 21.4 percent of the residents in Oshtemo have a disability. The table below shows the number of persons with a disability by age and sex.

Population by Age, Sex and Disability, Oshtemo Township			
Age	Total Population	With Disability	% Disabled
Under 5 Years Male	661	0	0.0%
Under 5 Years Female	856	0	0.0%
5-17 Male	1,703	185	10.9%
5-17 Female	1,676	63	3.6%
18 to 34 Male	3,299	490	14.9%
18 to 34 Female	3,596	440	12.2%

Population by Age, Sex and Disability, Oshtemo Township			
35 to 64 Male	3,257	393	12.1%
35 to 64 Female	4,058	958	23.6%
65 to 74 Male	1,034	269	26%
65 to 74 Female	1,296	316	24.4%
75 and over Male	675	337	49.9%
75 and over Female	1,250	469	37.5%

Source: 2021: American Community Survey (ACS) 5-Year Estimates

The information in the table below is broken down to show the various disability types, as measured and determined by the Census, present in the Township. From a facility design standpoint, all are important. The principles of Universal Design are based on the principles of providing spaces that can be accessed and enjoyed by everyone. The inventory of facilities in the Township will provide an analysis of accessibility.

Disability Type by Age, Oshtemo Township						
Age Group	Hearing Difficulty	Vision Difficulty	Cognitive Difficulty	Ambulatory Difficulty	Self-Care Difficulty	Independent Living Difficulty
Under 18	12	35	201	0	0	0
18 to 34	0	261	543	30	51	244
35 to 64	159	290	409	589	340	431
65 to 74	187	46	137	430	194	300
75 and up	369	76	127	624	226	424
Total	727	708	1,417	1,673	811	1,399

Source: 2021: American Community Survey 5-Year Estimates



## ECONOMIC CHARACTERISTICS

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Economic characteristics provide further evidence of the diversity of people and households in the Township and should be taken into consideration when planning for future parks and recreation needs. The economic vitality of Oshtemo Township is directly tied to the Kalamazoo metropolitan area and the rest of the State of Michigan.

## INCOME

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Median household income is a broad measure of relative economic health. It is defined as the income level where half of all households earn more, and half earn less. In 2020, the median household income in the Township was \$56,436, lower than in Kalamazoo County (\$69,584) and in the State of Michigan (\$66,986).

Another measure of income level in the Township is the number of ALICE households. ALICE is an acronym for **A**sset **L**imited, **I**ncome **C**onstrained, **E**mployed, and represents the growing number of families who are unable to afford the basics of housing, child care, food, transportation, health care, and technology. These workers often struggle to keep their own households from financial ruin, while keeping our local communities running. According to 2021 Point-in-Time Data, 47% of all households in Oshtemo Township are ALICE households. This compares with 26% of households in Kalamazoo County and 26% of households in the State of Michigan overall. This sobering reality should be an important factor in considering how best to meet the parks and recreation needs of Oshtemo residents.

Source: [www.UnitedWayALICE.org](http://www.UnitedWayALICE.org)

Income Levels		
Jurisdiction	Median Household Income*	ALICE households**
Oshtemo Township	\$56,436	47%
Kalamazoo County	\$69,584	26%
State of Michigan	\$66,986	26%

\*Source: 2021: American Community Survey 5-Year Estimates

\*\*Source: [www.UnitedWayALICE.org](http://www.UnitedWayALICE.org)

The table below shows a more complete picture of the income levels of Township residents.

Oshtemo Township Income in the past 12 months (in 2021 inflation adjusted dollars)		
Income Level	Number	Percent
Less than \$10,000	497	4.8%
\$10,000 - \$14,999	358	3.4%
\$15,000 - \$24,999	1,395	13.4%
\$25,000 - \$34,999	1,072	10.3%
\$35,000 - \$49,999	1,566	15.1%

Oshtemo Township Income in the past 12 months (in 2021 inflation adjusted dollars)		
Income Level	Number	Percent
\$50,000 - \$74,999	1,601	15.4%
\$75,000 - \$99,999	1,043	10.0%
\$100,000 - \$149,999	1,302	12.5%
\$150,000 - \$199,999	827	8.0%
\$200,000 or. more	722	7.0%

Source: 2021: American Community Survey (ACS) 5-Year Estimates

## PHYSICAL CHARACTERISTICS

### NATURAL FEATURES INVENTORY

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Natural features are an important element of the character of Oshtemo Township, particularly in the less developed western portion of the community. Natural features are not easily restored after they are damaged, and they provide numerous opportunities for parks and recreation.

The following outlines many of the existing natural features within the Township. A great deal of this information was gathered by the W.E. Upjohn Center for the Study of GIS and Geographical Change at Western Michigan University to assist with possible areas of conservation in Oshtemo, particularly the western two-thirds of the Township.

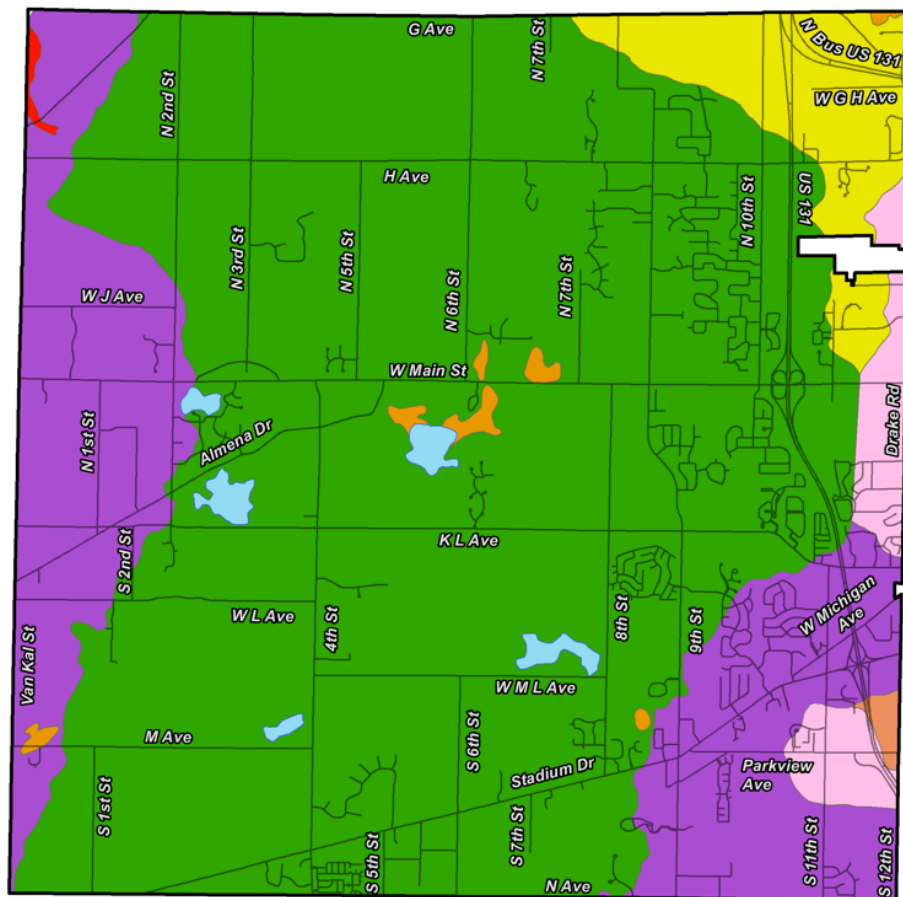
#### **Pre-Settlement Vegetation**

The best record of Michigan's pre-European settlement native landscape was documented between 1816 and 1856 by surveyors from the federal General Land Office. These surveyors included information related to wetlands, lakes, streams, soils, timber quality, etc. Biologists from the Michigan Natural Features Inventory, an organization tasked to preserve Michigan's unique natural heritage, developed a methodology to translate this information, along with other references, into the pre-settlement vegetation maps that can be utilized by researchers and the general public.

Based on these maps, most of Oshtemo Township was once covered by Oak Barren, which is a fire- dependent savanna dominated by wide-spaced oak trees. Black oak and white oak were typically found, and the ground layer was predominately grasses. Oak barrens are established on droughty soils and are characteristic to nearly level to slightly undulating glacial outwash areas in Lower Michigan. This is consistent with Oshtemo Township, as most of the community is located on high lands consisting of sandy soils formed by the Kalamazoo moraine. Unfortunately, savannas like oak barren are now one of the rarest plant communities in lower Michigan.

The native plants identified in the Pre-Settlement Vegetation Map are important as they are generally the plants that are best adapted to the soils, land forms, and climate of the Kalamazoo region and Oshtemo Township in particular. Therefore, they are likely the best habitat for local wildlife and should be low maintenance and cost-effective in any landscape management plans. However, much has changed since the European settlement of Oshtemo, and fully restoring habitats to the pre-settlement conditions could be very difficult to achieve.

The Pre-Settlement Vegetation Map is one piece of the puzzle in discerning the natural environment of Oshtemo Township, aiding in the understanding of our local wildlife habitats.



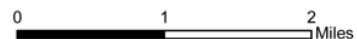
### PRE-SETTLEMENT VEGETATION (MDNR)



— Road Network

**Cover Type**

- Beech/S Maple/B Wood/R Oak
- Black Ash Swamp
- Bur Oak Savanna
- Emergent Marsh
- Lake
- Oak Barrens
- Oak Opening
- Upland Grassland

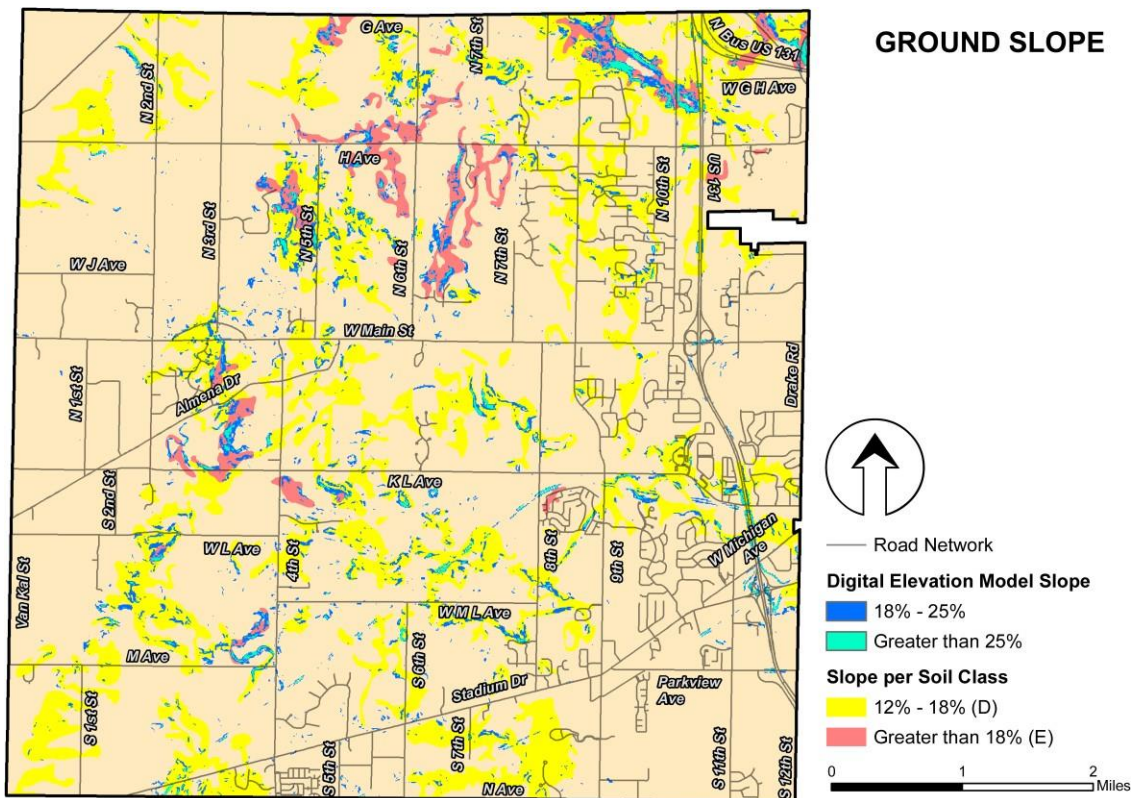


## Topography

One of the most unique features of the Township is its topography. The rolling hills and valleys are unusual in this region, creating a unique and scenic landscape that attracts many to the community. Although it may be feasible to build on slopes, careful consideration should be given to drainage and erosion concerns. Steep slopes should be targeted for future acquisition or deed restrictions to assist with continued protection. Not only will this safeguard important and sensitive areas, but it will also provide interesting natural places for passive recreational use.

Slopes of over 25 percent are generally considered unfit for development. Locally high slopes are outlined on the Topography Map in very dark brown. Three prominent areas are in the northeast sections of the Township, the uplands surrounding Dustin Lake and its wetlands, and the uplands around Wyman Lake.

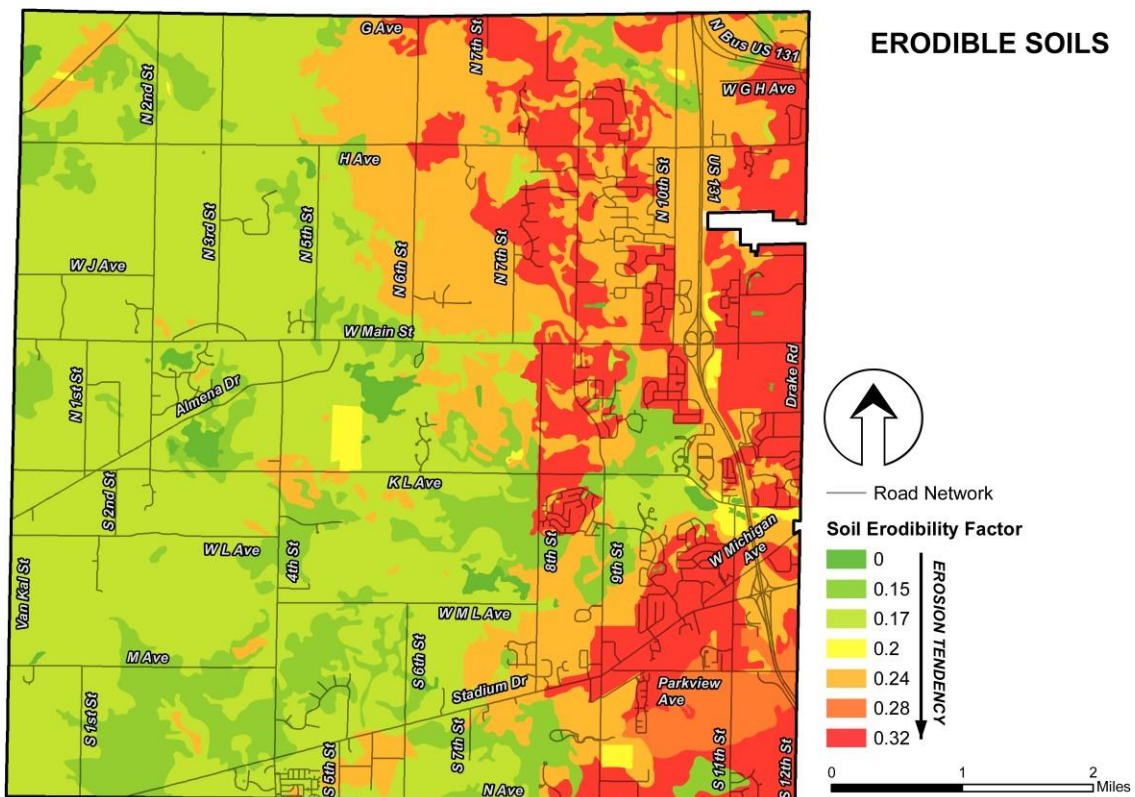
The National Resource Conservation Service designates any slope over 8 percent consistently to be “rolling,” over 15 percent to be “hilly,” and over 30 percent to be “steep.” As can be seen on the Topography Map, much of Oshtemo is rolling and hilly.



## Soils

Soils in Oshtemo Township are generally sandy loams, which have high value locally for agriculture, but present a number of limitations to development. These drawbacks could be viewed as possible opportunities when determining areas for conservation or future park sites. Soils with higher erodibility should receive a priority when considering conservation, particularly in an area that also has hilly or steep slopes.

Soil erodibility has implications for most types of land use and a soil erodibility factor (K) is generally used to determine the best soils for development. The “K factor” considers the susceptibility of a particular soil to erosion and the rate of water runoff from that soil. Soils with low K values (less than 0.15) resist erosion and are not generally found in Oshtemo Township (Figure 5). Most Oshtemo soils are sandy and coarse-textured that still have fairly low K value (0.15-0.20). Medium textured soils are found in the eastern third of the Township. These soils produce moderate runoff and are somewhat susceptible to detachment. As this is the most developed portion of the Township, reliable storm water management becomes important. There are no highly erodible soils (over 0.40) in Oshtemo.

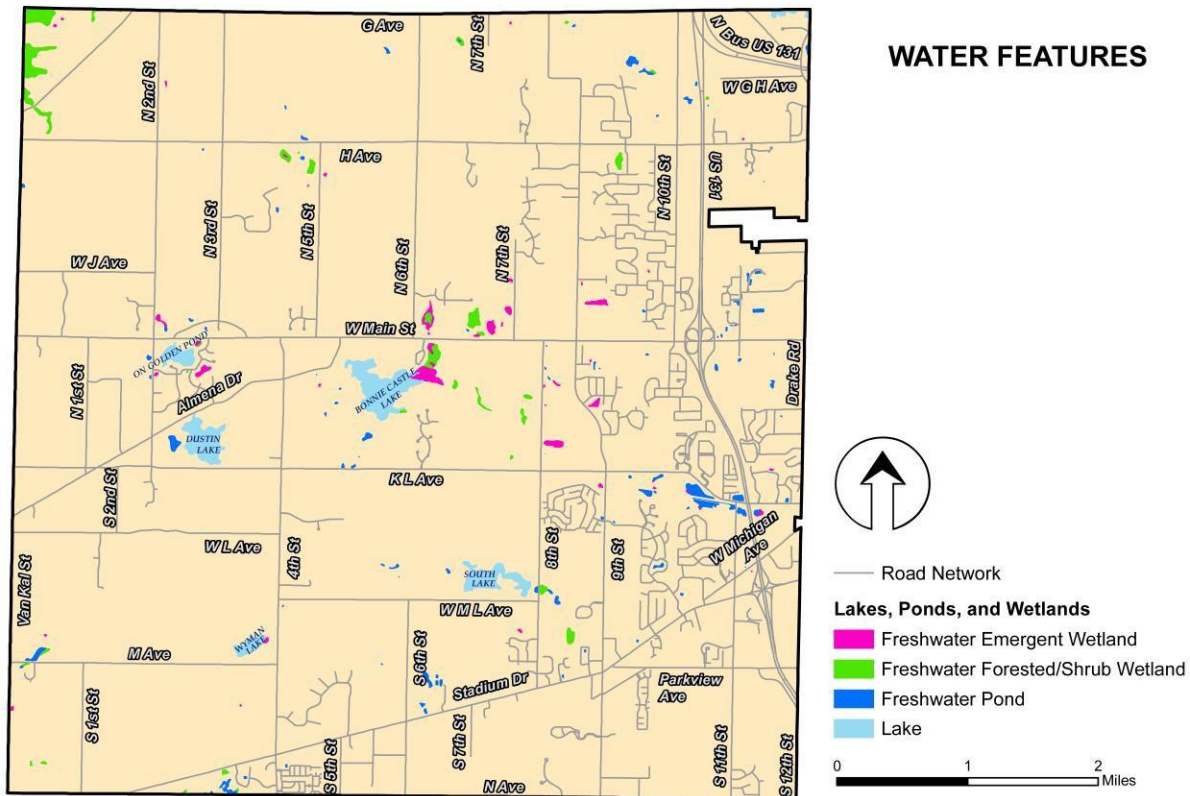




**Water Features**

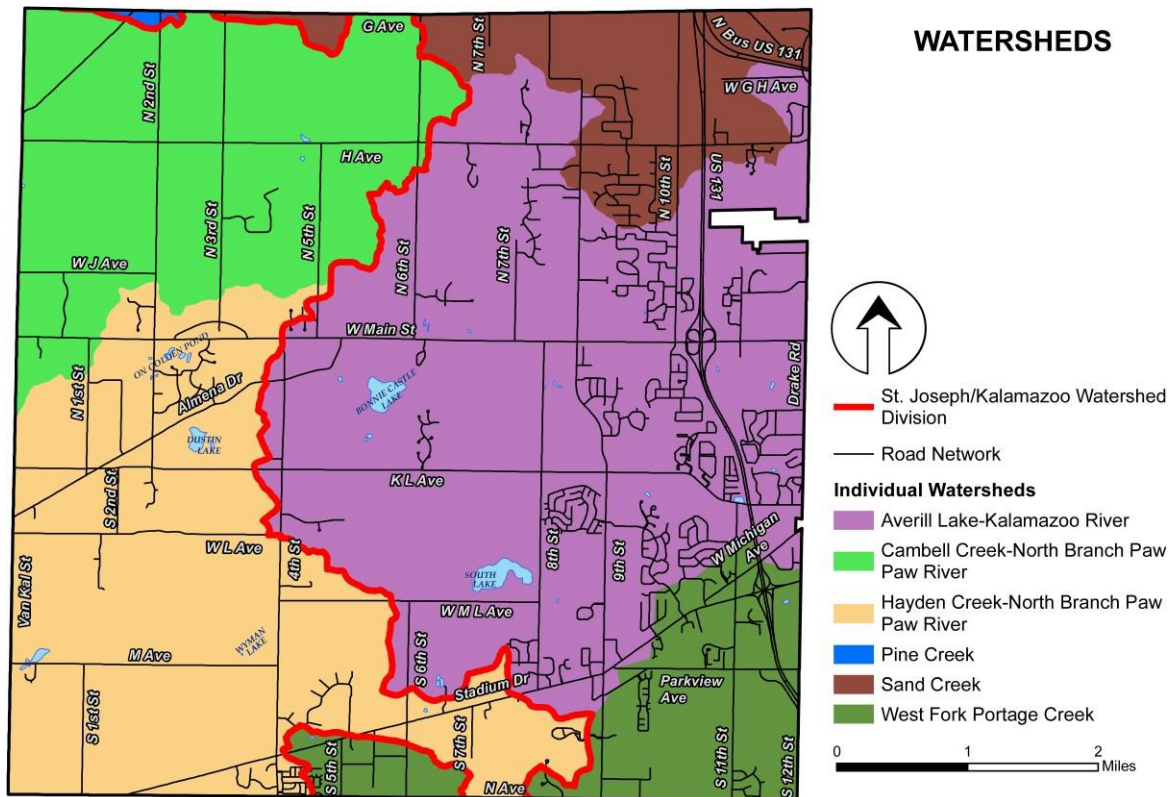
Water features and wetland areas are scattered throughout the Township but comprise very little of the total land mass of the community at only 1.6 percent. Water features are generally valued for their aesthetic views and the sense of tranquility that they provide. Wetlands are identified by the Michigan Resource Information System maps and the National Wetland Inventory, which shows mostly combinations of wetlands with wetland soil areas and are located primarily near small lakes. The largest wetland complexes are associated with Dustin, South, and Bonnie Castle lakes. Given the manmade nature of some of the smaller wetlands found in the Township, verification of the habitat quality will be needed prior to any future conservation decisions. Future conservation of water features will likely be a combination of Township efforts and preservation by land developers during the development review process. Sensitive wetland areas should be high on the priority list for conservation, with possible passive recreational spaces, to provide greater future protection.

There are few streams and or rivers in the Township. However, portions of three branches flow through the northwest corner of Oshtemo.



## Watershed Areas

While streams and rivers are few in Oshtemo, the Township does serve six watershed areas. A watershed is an area of land that drains rain water and snowmelt into streams, lakes, or wetlands. The groundwater, which is the drinking water for the Kalamazoo area, is connected to the surface water network of the watershed. Therefore, it is not only necessary to protect watershed areas for wildlife, but for future generations who will need this important resource. The two largest watershed areas in Oshtemo are the Averill Lake-Kalamazoo River and Hayden Creek-North Branch Paw Paw River watersheds.

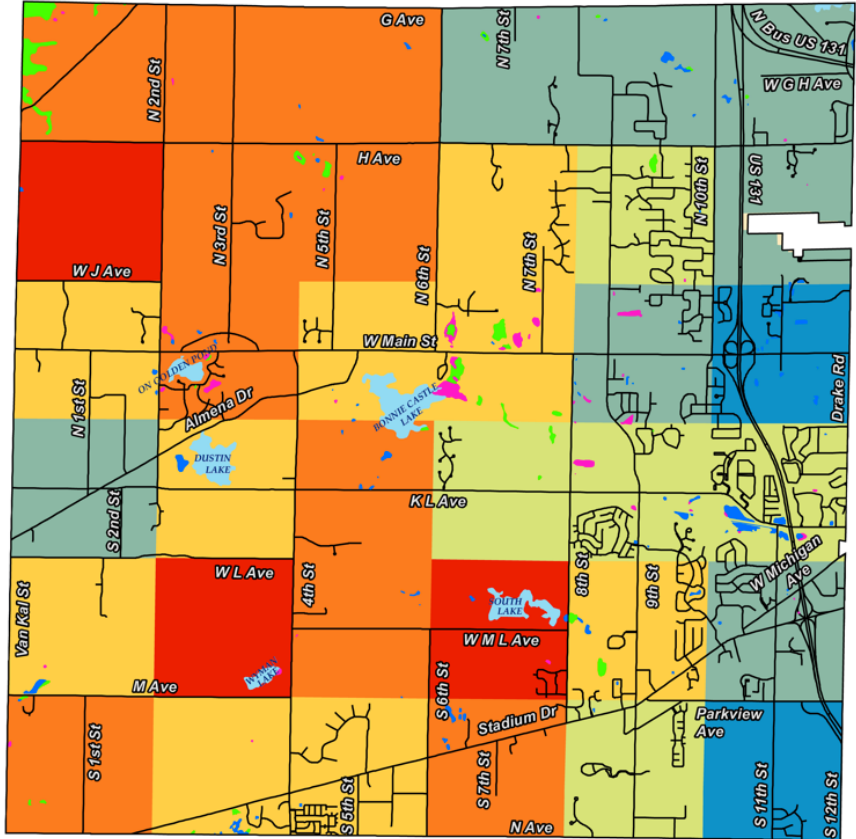


## Groundwater Recharge

As stated, groundwater is the only source of drinking water in Kalamazoo County. Therefore, clean accessible groundwater is a critical quality of life indicator for the Township, particularly for those areas that do not have access to treated water through the City of Kalamazoo’s public system.

Groundwater recharge estimates, by section, were accessed from the U.S. Geological Survey Michigan Water Science Center by the W.E. Upjohn Center for the Study of GIS and Geographical Change. Due to sandy soils and high permeability, the Township generally has high annual groundwater recharge potential from 12-17 inches per year. Lower values are consistently found in the eastern part of the Township where development has increased the amount of impervious surface. While there are no specific standard cutoffs for when groundwater recharge should be protected, those areas with high annual recharge should be prioritized for possible conservation in the future.





# ANNUAL GROUNDWATER RECHARGE RATE IN INCHES PER TOWNSHIP SECTION

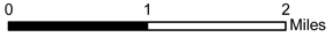


**Lakes, Ponds, and Wetlands**

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub
- Freshwater Pond
- Lake
- Road Network

**Recharge Rate in Inches**

- 12
- 13
- 14
- 15
- 16
- 17

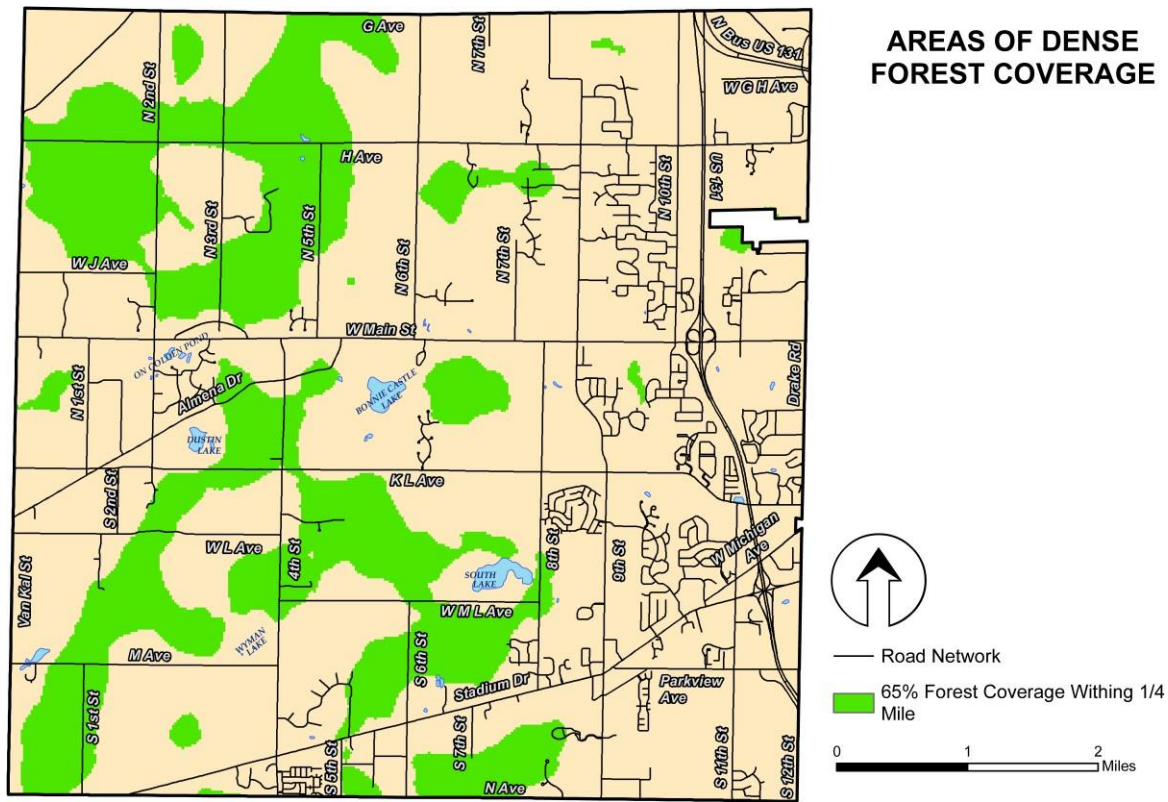


## Woodland and Vegetation Cover

Another important natural feature in Oshtemo are the wooded and forested areas. Woodlands comprise over 33 percent of the total land area in Oshtemo and play an important role in species habitat, air quality, and recreation.

The W.E. Upjohn Center for the Study of GIS and Geographical Change at Western Michigan University utilized the National Land Cover Dataset to access information on land use and land cover at 30m (meter) resolution for Oshtemo. Areas with high forest cover were identified as critical for maintaining diversity of native species, integrity of freshwater resources, and contributing to the aesthetic quality of Oshtemo Township. High forest cover areas were described as those areas that are at least 65 percent forested at the quarter mile. It is important to note that quantifying high-density forest is an imprecise science and the Center created some general data layers to serve merely as indicators.

In both the rural and more developed areas of the Township, proximity to these woodlands should be considered an asset and preservation should be a priority. Recreational use of these woodlands – including hiking, biking, or simply natural areas – can become an amenity for development.



## LAND USE

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The Township has historically been a rural community but continues to grow and develop with a variety of land uses, particularly east of 9<sup>th</sup> Street. The predominant land uses in Oshtemo are residential, agricultural open space, and increasingly commercial as the Township continues to become a major shopping and retail center in the western Kalamazoo region.

Single-family residential units are either located on larger parcels, often with acreage attached, or within platted subdivisions or similar site condominium developments. Generally, subdivisions are found east of 9<sup>th</sup> Street and are of a density that creates a neighborhood setting, often increasing the demand for park facilities. In addition, nearly half of the housing units in the Township are in multi-family developments, most of which are located in large complexes. While many of these provide some recreational amenities to their tenants, there are likely other recreational needs to be addressed. In addition, multi-modal transportation opportunities are generally more in demand near multi-family developments.

In 2021, the American Community Survey reported a total of 11,394 housing units in the Township. According to the 2023 Oshtemo Township Housing Study, the Township needs to enable the development of 750 new housing units to address housing issues. In addition to this residential growth, the Township continues to experience an increase in commercial developments, particularly along West Main Street (M-43), Stadium Drive, and Drake Road. The industrial market has also increased with new developments occurring along Stadium Drive and KL Avenue.

The majority of future growth will continue to be directed to the eastern portion of the Township, consistent with the Township Master Plan. As growth is inevitable, the Township must plan accordingly to ensure potential park development opportunities are capitalized upon.

## TRANSPORTATION

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Township residents rely on the local and regional circulation networks to access Township destinations, parks, and other recreational facilities. The existing road system consists of an irregular grid network of roads. Portions of the Township are served by the City of Kalamazoo's Metro, which provides a fixed route bus system for the Kalamazoo region. Additionally, the entire Township is served by the on-demand Metro County Connect service. To ensure that an integrated public transit system is provided at a county-wide level, the Kalamazoo County Transportation Authority was formed in 2006 to work collaboratively with Metro Transit to provide quality public transportation alternatives to Township residents.

Oshtemo Township is served by several bus lines including: Route 3, West Michigan; Route 4, Route 7, Alamo; Route 11, Stadium/KVCC; Route 14, West Main; Route 16, Lovell; and Route 25, Parkview Campus.

The Township is fortunate to be served by a substantial regional transportation network, including US- 131, M-43, and nearby I-94. The major east-west roads within the Township are M-43 (West Main Street) and Stadium Drive. The major north-south roads within the Township are US-131, Drake Road, 9<sup>th</sup> Street, and Van Kal Street. The system of roads in and near Oshtemo provides reasonably good access by automobile to recreation facilities in the Township and in surrounding communities. M-43, US-131, and I- 94 provide connections to regional and state recreational facilities, as well as shopping and entertainment venues in Kalamazoo, Grand Rapids, and Lake Michigan shoreline communities.

Access to destinations, parks, and recreation facilities can be difficult for certain segments of the population, primarily children and older adults. Existing recreation facilities are primarily located on busy roadways or in adjacent communities, which requires travel on rural roads or across major roads and highways. Efforts have been made recently to expand the bike lanes and nonmotorized pathways throughout the Township, but continued work is needed.

## HEALTH CHARACTERISTICS

The health statistics outlined in this report are from organizations that provide information on a county level. Data at the township-level was not available. However, the county statistics can still provide a clear picture of the likely health trends occurring in Oshtemo.

## ACCESS TO EXERCISE

According to the 2023 County Health Ranking for Kalamazoo County, approximately 89 percent of the Kalamazoo County population has access to exercise. This indicator is defined as the percentage of individuals who live reasonably close to a location for physical activity (parks or other recreational facilities like YMCA's, gyms, etc.). The County is ahead of the State of Michigan and the United States, where 85 and 84 percent of the population, respectively, have adequate access to exercise opportunities. While access to locations that provide exercise is critical, actually utilizing the facilities is the next step. According to the 2023 County Health Rankings, 18 percent of Kalamazoo County adults do not engage in any physical activity.

## HEALTH RISKS

In Kalamazoo County, 40 percent of the adult population is considered obese. This percentage is higher than the statistics reported for the State of Michigan (35%) and the United States (32%). In addition, 19% of the adult population are reported to smoke and 21% of the population are reported to drink excessively. The table below shows a comparison of health behaviors for residents of Kalamazoo County, Michigan and the United States.

Health Behaviors	Kalamazoo County	Michigan	United States
Adult Smoking	19%	19%	16%
Adult Obesity	40%	35%	32%
Physical Inactivity	18%	20%	22%
Access to Exercise Opportunities	89%	85%	84%
Excessive Drinking	21%	20%	19%
Alcohol-Impaired driving deaths	29%	29%	27%

Sexually Transmitted Infections	728.9	448.3	481.3
Teen births	18	17	19

Source: 2023 County Health Rankings, Kalamazoo Michigan

## APPENDIX 2

### ADMINISTRATIVE STRUCTURE AND FUNDING

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This chapter reviews the administrative structure and funding for parks and recreation in Oshtemo Township. It describes who does what, including both staff and volunteers, where funding for parks comes from and how dollars are spent.

### OSHTEMO TOWNSHIP STAFF

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Oshtemo Township has a Parks Department. The Parks Director is the sole staff person, responsible for administration and day-to-day management of the parks and budget, as well as implementing the goals and action strategies of the Parks and Recreation Action Plan. The Parks Director manages park improvement projects, administers contracts, seeks, and applies for grants, plans events, and oversees rental facilities. Because the responsibilities of this position have grown significantly over the past few years, consideration should be given to adding staff in order to accomplish the goals and vision of the department.

Maintenance of park facilities is conducted by the Township Maintenance Department, which includes a Maintenance Director, two full-time maintenance personnel, one part-time Park Ranger, and two seasonal part-time staff. Aside from the Park Ranger, a position dedicated solely to parks, Maintenance Department staff are also responsible for maintaining the Township Hall, three fire stations, and three cemeteries. The Maintenance Director works closely with the Parks Director, particularly on larger maintenance projects that require outside contractors, such as resealing parking lots or replacing fencing. The Maintenance Department increased in size in 2022 with the addition of the part-time Park Ranger position, which is primarily tasked with meeting renters before and after their rental periods on weekends. Additional staff may be needed in the future in order to keep up with park maintenance needs.

Oshtemo's Code Enforcement Department has become increasingly involved with the parks in recent years, due to an increase in homeless encampments on park property. The staff of this two-person department responds quickly to notifications of encampments and helps to enforce park rules and ensure cleanup of the park. Similarly, Oshtemo's Fire Department has seen an uptick in calls to the parks in recent years. Calls for service have typically involved minor injuries and lost children, all of which were closed successfully. Feedback from both of these departments has been sought for this plan update.

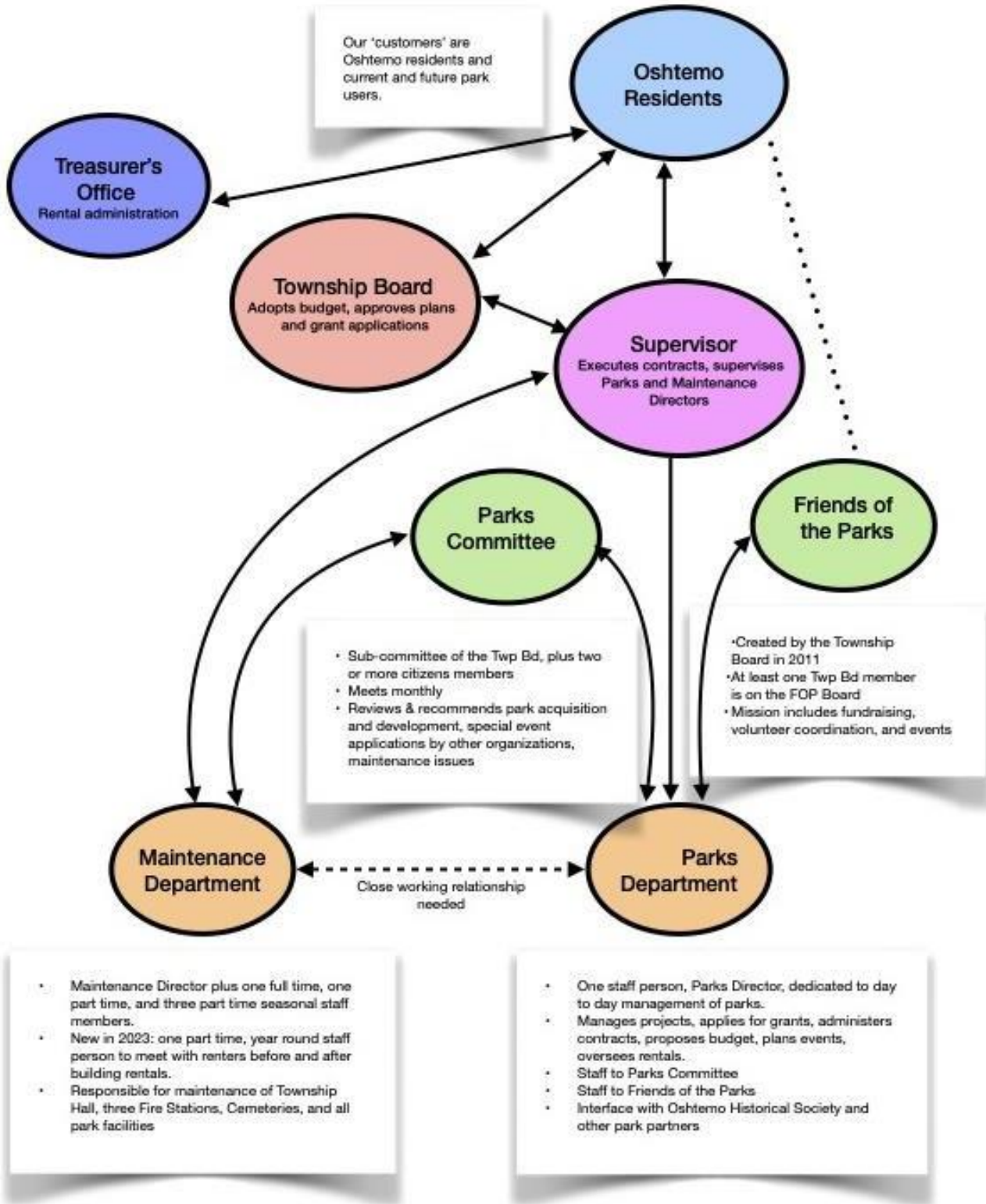
### PARKS COMMITTEE

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The Parks Committee is a subcommittee of the Township Board that serves as an advisory body and makes recommendations for planning, management, and budgetary decisions regarding parks in the Township. Two members of the Township Board volunteer to sit on the Committee and are appointed by their peers. In addition, two residents are appointed by the Board to serve on the Committee. The Committee meets once a month.

The Parks Committee works with the Parks Director to propose a budget to the Township Board for maintenance and improvement of the Township's parks and facilities. They also oversee the development of park plans, grant applications and improvement projects, review applications for special events, and weigh in on maintenance issues. The Parks Director provides staff support to the Parks Committee.

PARKS AND RECREATION ADMINISTRATIVE STRUCTURE





## VOLUNTEERS

### OSHTEMO FRIENDS OF THE PARKS

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Oshtemo Friends of the Parks (OFP) was created in 2011 by the Township Board, recognizing the need to use the volunteerism and philanthropy of residents and businesses to further the quality of life in the Township through parks. The mission of the citizen volunteers is to support Oshtemo Township's community parks through public programs, volunteer coordination, and fundraising. One of their most significant endeavors was a capital campaign to raise \$250,000 for improvements at Drake Farmstead Park. The group also hosts a free, family-friendly outdoor concert series called 'Music in the Park' in the gazebo at Flesher Field each summer and coordinates 'Yoga in the Park' for a nominal fee at Flesher Field. At least two Township Board members serve on the OFP Board, and all OFP Board members are appointed by the Township Board.

### OSHTEMO HISTORICAL SOCIETY

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The Oshtemo Historical Society (OHS) was formed in 2004 to help with the preservation of key historic structures. Their mission is to preserve and disseminate knowledge of the history of the surrounding area. The primary focus of the OHS has been the rehabilitation of the Drake Farmstead, which has benefited from thousands of volunteer work hours on the house and grounds. In addition, the Society meets monthly to learn about a variety of historic topics and discuss ways to preserve the Township's historic structures. OHS partnered with OFP on the capital campaign for Drake Farmstead Park.

In addition, the Township maintains strong relationships with the Oshtemo Rotary Club, the Kalamazoo Wiffle League, K'Acres Disc Golf and other regional disc golf organizations. Volunteers from each organization have been invaluable in helping to construct and maintain infrastructure at the parks, as well as raising funds for equipment improvements. Both the Kalamazoo Wiffle League and the K'Acres Disc Golf offer leagues that are open to the public.

## PUBLIC ENTITY PARTNERSHIPS

### KALAMAZOO PUBLIC LIBRARY

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The relationship with the Kalamazoo Public Library and the Township has flourished over the past several years. A paved loop trail linking Township Park to the Oshtemo branch of the Kalamazoo Public Library was constructed in 2012. This popular trail is often used by library staff for story time stroller walks, and is occasionally the site of seasonal, temporary 'story walks'. Building on this connection, the library has offered a variety of outdoor summer programs for adults, youth, and teens, from yoga to scavenger hunts to fairy garden parties. This valuable partnership has helped to broaden the variety of programs offered in the parks, including free summer programs for youth, teens, and adults.

### DOWNTOWN DEVELOPMENT AUTHORITY

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In 2006, a Downtown Development Authority (DDA) was formed to help recreate a village-like atmosphere at the site of the original Township settlement at South 9th Street and Stadium Drive. Through zoning and development standards adopted in 2008, the Oshtemo Village area is intended to become a compact, walkable, mixed-use environment. The DDA has annually supported 'Music in the Park' at Flesher Field, which is included in the DDA's area boundaries.



## PARKS AND RECREATION FUNDING

### EXPENDITURES

The Township parks and recreation operating budget for the 2023 fiscal year is \$358,321. The funds come from the Township's general fund and are primarily utilized for maintenance and operations of the facilities and for special projects. The table below summarizes the actual expenditures in 2022, the projected expenditures in 2023, and the requested budget for 2024.

Parks Department Actual and Anticipated Expenditures			
	2022 Actual Expenditures	2023 Projected Expenditures	2024 Requested Budget
Administrative Expenses	\$139,805	\$168,358	\$166,521
Consultants	\$15,004	\$33,000	\$15,000
Utilities	\$23,322	\$29,500	\$29,400
Capital Improvements and Development	\$153,094	\$195,407	\$132,000
Supplies and Maintenance Services	\$34,844	\$122,463	\$128,500
Total Park Expenditures	\$366,069	\$548,728	\$471,421

### REVENUE

There is currently no substantial independent revenue source for parks and recreation (e.g., user fees, millage, etc.) in the Township with the exception of funding collected from rental fees for the picnic shelters, the Community Center, the Grange Hall, Drake Farmstead Carriage Barn, and limited other special events. The greatest source of revenue is transfers from the General Fund. Over \$4.2M has been transferred to parks from the general fund over the past 19 years (2004 - 2022), with an average annual transfer of \$222,146. When considered on a per capita basis, the amount of transfer in 2022 averages

\$10.53 per person, up from 9.98 per person in 2018.

Grants and donations are another important source of revenues. Over \$2.4M has been received in grants and donations during the same period, with an annual average of \$131,037.

Oshtemo Township has received seven state grants from the Michigan Natural Resources Trust Fund. The first was awarded in 1986 and totaled \$117,600 for the acquisition of 68 acres of land for Oshtemo Township Park. In 2010, a development grant of \$500,000 was awarded for improvements to Oshtemo Township Park. Two development grants were awarded in 2012 and 2013 for a total of \$600,000 for improvements to Flesher Field Park. In 2014, a \$30,000 development grant was received for Grange Hall Playground. In 2017, a development grant for Drake Farmstead Park was received in the amount of \$136,500. Finally, in 2020, an acquisition grant in the amount of \$58,000 was awarded for 35 acres of land in a two-mile long corridor, named the Fruit Belt Rail Trail. In 2021, a Consumers Energy Foundation Planet Award grant of \$150,000 was awarded for habitat restoration and safety improvements to the Fruit Belt Rail Trail.

The table below illustrates the revenues collected in 2022, anticipated in 2023, and planned in 2024 for the Parks Department budget, which shows that the greatest source of revenue is transfers from the General Fund with only small amounts from independent revenue sources.

<b>Parks Department Actual and Anticipated Revenues</b>			
	2022 Actual Revenues	2023 Budget Anticipated Revenues	2024 Projected Revenues
Grants/Donations	\$244,290	\$10,000	\$20,839
Rental Fees	\$58,308	\$48,100	\$56,000
Interest	\$16,508	\$14,750	\$6,000
Transfer from General Fund	\$250,000	\$250,000	\$250,000
<b>Total Parks Revenue</b>	<b>\$569,106</b>	<b>\$322,850</b>	<b>\$332,839</b>

## PARKS AND RECREATION ENDOWMENT FUND

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In 2008, the Oshtemo Township Board approved the establishment of the Oshtemo Charter Township Parks and Recreation Endowment Fund at the Kalamazoo Community Foundation. The fund was started with an initial contribution of \$150,000, which was the remainder of a much larger grant made by The Upjohn Company to the Kalamazoo Community Foundation in 1988. Originally, the funds were marked for road improvements around the KL Landfill site. However, when these repairs were deemed unnecessary, these remaining funds were made available to Oshtemo Township for their parks, recreation, and open space projects, prompting establishment of this Fund.

As an endowment fund, the earnings of the fund, and not the principal, are available for spending. This ensures the longevity of the fund. The fund represents a sustainable, independent revenue source specifically for Parks and Recreation in the Township. For this reason, the Township Board included a appropriation to increase the endowment fund by \$50,000 in the 2023 budget. The Township also encourages community members, businesses, and other interested parties to support the long-term maintenance and development of parks and recreation by donating to the Endowment Fund.

As an endowment fund, the earnings of the fund, and not the principal, are available for spending. This ensures the longevity of the fund. The fund represents a sustainable, independent revenue source specifically for Parks and Recreation in the Township. For this reason, the Township Board included a appropriation to increase the endowment fund by \$50,000 in the 2023 budget. The Township also encourages community members, businesses, and other interested parties to support the long-term maintenance and development of parks and recreation by donating to the Endowment Fund.

### PARKS INVENTORY

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This inventory, originally developed for *GO! Green Oshtemo*, was updated through internet and in person research, aerial photography review, and analysis of parks and recreation plans of surrounding communities. Inventory update was performed by Oshtemo staff.

Oshtemo Township operates five parks and three historic community buildings. It also owns one undeveloped, former landfill property that may be developed for passive recreation at some point in the future.

Each of the parks and/or recreation facilities below are broken into categories based on type. These categories are suggested by the Michigan Department of Natural Resources (MDNR) and are meant to aid in determining the primary purpose and uses of existing facilities in the Township. The table on the following page, Oshtemo Township Recreation Inventory, shows facilities owned and operated by Oshtemo Township, other facilities located within the Township that are operated by public entities and are generally open to the public, and private facilities that may meet the recreation needs of residents but may require membership or fees for use.

### OSHTEMO TOWNSHIP OWNED/MANAGED PARKS

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#### **Grange Hall Park** - Neighborhood Park and Community Building

Grange Hall Park has a small playground, picnic area, basketball court, and nature trail. The primary feature of the site is the historic Grange Hall, a popular location for country and square-dancing sessions and private events such as wedding receptions. The Hall has ties to Oshtemo's agricultural heritage and hosts meetings of the West Oshtemo Grange Association. The building was renovated in 2017, making it fully accessible with an elevator to both levels and barrier-free restrooms. The parking lot, picnic area, and basketball court are fully accessible as well. Grange Hall Park is located in the rural northwest quadrant of the Township on North 3<sup>rd</sup> Street and encompasses two acres. Five acres of property immediately north of the Park were acquired by the Township in recent years, offering a possibility of future park expansion.

Accessibility Ranking: 3

Grant Information: The Grange Hall picnic area and playground improvements were funded by a grant from the Michigan Natural Resources Trust Fund, Oshtemo Township park fund, and private donations.

#### **Flesher Field Park** - Community Park

Flesher Field, located on 9<sup>th</sup> Street south of Stadium Drive, is a popular destination for field games, family gatherings, and special events. A key attraction of this 24-acre park is the large open sports field available for soccer, football, and other games. Upgraded in 2014 and 2015, the park also features a playground,

two picnic pavilions, two wiffleball fields, accessible restrooms, a 0.17-mile paved loop trail, and a gazebo and garden area.

In addition to the active recreation area, Flesher Field has 12 acres of woodlands west of the sports field. The woodlands feature a canopy of white oaks interspersed with red and black oaks and hickory trees that support many species of wildlife, especially birds and butterflies. A looped walking trail circles through the wooded area and offers connections to the adjacent Fruit Belt Rail Trail property.

In recent years, the Township received requests for more recreation facilities in general at Flesher Field and specific requests from individuals and recreation organizations for improvements such as pickleball courts and more wiffleball fields. To respond to these requests, the Township contracted with OCBA Landscape Architects in Spring 2023 to update the Flesher Field Park Master Plan. Two open houses were held to gather community input. The updated plan was completed in November 2023 and is included in this report.

Accessibility Ranking: 3

Grant Information: Park improvements were funded through a grant from the Michigan Natural Resources Trust Fund with financial support from the Oshtemo Township Rotary Club, the Consumers Sunburst Run, and Oshtemo Township park fund.

### **Oshtemo Township Park** - Community Park

This park measures roughly 70 acres and is located behind the Township Hall at West Main and 7<sup>th</sup> Streets. It features both an active recreation area and a hilly, wooded area with walking trails for passive recreation. The park includes two paved loop trails, a playground, two picnic shelters, one tennis courts, two pickleball courts, two basketball courts, a wiffleball field, a disc golf course, restroom building, and parking lot. The 18-hole disc golf course is one of the biggest draws, attracting heavy use throughout the year. Township Park has become extremely popular, attracting both visitors from within the Township and surrounding county.

Accessibility Ranking: 3

Grant Information: Park improvements were funded through a grant from the Michigan Natural Resources Trust Fund with financial support from the Oshtemo Township Rotary Club, the Consumers Sunburst Run, and Oshtemo Township park fund.

### **Drake Farmstead Park** - Community Park and Historic Building

Drake Farmstead Park is a 26-acre park at the eastern edge of the Township. It is unique in that it retains a rural, 'country' feel despite being adjacent to a major commercial center on a busy intersection. The centerpiece of the park is the historic Drake House, a brick farmhouse constructed in the 1880's. The park is dedicated to passive recreation use to preserve the historic character and rural atmosphere of the property.

Listed on the National Register of Historic Places, the Park contains the historic farmhouse, which is being restored by volunteers with the Oshtemo Historical Society. Touring the restored farmhouse will allow visitors to better understand life in the early years of the Township. The Park also has a tree-lined driveway, barn intended for educational programs on nature and local history and private events, parking lot, walking trails, and interpretive signs. The barn houses the park's restrooms. Six acres of the property are being restored with native prairie species.

In recognition of the significant accomplishments made at the Park in recent years and feedback received from the public since the park opened in 2021, the Township contracted with OCBA Landscape Architects in Spring 2023 to update the Drake Farmstead Park Master Plan. Two open houses were held to gather community input. The updated plan was completed in November 2023 and is included in this report.

Accessibility Ranking: 3

Grant Information: Picnic shelter, parking lots and trail improvements were funded through a grant from the Michigan Natural Resources Trust Fund with financial support from the Oshtemo Township Rotary Club and Oshtemo Township park fund. Funding for the barn was from a Capital Campaign led by the Oshtemo Friends of the Park and Oshtemo Historical Society.

**Fruit Belt Rail Trail - Trail**

Oshtemo Township purchased approximately two miles of former rail corridor in 2021 for use as a trail. The 150' wide property is adjacent to the north side of Flesher Field Park and extends southwest to the Township's southern boundary. Used by neighboring property owners and local residents 'in the know' for decades, the property has a well-worn footpath that is now open to the public. Short term plans are to develop an accessible crushed stone trail in the corridor, with parking, signage and other trail amenities. Longer term, the trail is planned to extend east to connect with non-motorized trails in the City of Kalamazoo, providing safe and convenient access to downtown and many other destinations. To the west, Texas Township's non-motorized plan proposes extending the trail to it's border near Mattawan. Accessible restrooms, picnic areas, and access to water for trail users will be provided at Flesher Field.

Accessibility Ranking - 1

Grant Information: Land acquisition was funded through a grant from the Michigan Natural Resources Trust Fund. Three development grants for trail construction and related amenities were submitted to the MNRTF in 2023.

DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design

## UNDEVELOPED TOWNSHIP PARKLAND

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In addition to the developed park facilities, the Township owns one vacant property that has the potential to be developed into an active and/or passive recreational facility. The former KL Avenue Landfill occupies 87-acres of land on KL Avenue, just east of 4<sup>th</sup> Street. Currently, the area is divided into four parcels, of which the Township owns one 22.5-acre parcel. The remaining three parcels are owned by Kalamazoo County. Additionally, the Township owns a vacant 26-acre parcel directly to the west of the landfill site. Much potential exists for a partnership with Kalamazoo County to develop a park on the 113-acre site. If fully developed, this area could possibly function as a large urban or regional park for both Oshtemo and Kalamazoo County residents.

## RECREATIONAL FACILITIES NOT OWNED/MANAGED BY OSHTEMO TOWNSHIP

The Oshtemo Township Recreation Inventory table on page 46 includes recreation facilities at schools, apartment complexes, and other locations in order to give an accurate picture of the recreational offerings in the Township. A brief overview of each is included below.

## NON-MOTORIZED TRAILS

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The Kal-Haven Trail/Kalamazoo River Valley Trail (KRVT) crosses Oshtemo at the northwest corner of the Township. This is an important asset for Oshtemo, as it connects residents to both the City of Kalamazoo and the wider Southwest Michigan region. The Kal-Haven Trail State Park is a 35-mile linear park that links the City of Kalamazoo with the City of South Haven. A trailhead is located off of North 10<sup>th</sup> Street, which is the western terminus for the KRVT. The trailhead includes a parking lot, pit-toilets, benches, and a train caboos that serves as a small office and visitor center. Once completed, the KVRT will connect Kalamazoo to the City of Battle Creek, providing continuous nonmotorized access from Battle Creek to the City of South Haven and Lake Michigan.

## NATURE PRESERVES

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Two popular, publicly accessible nature preserves are the Lillian Anderson Arboretum owned and maintained by Kalamazoo College and Wolf Tree Nature Trails owned and maintained by the Southwest Michigan Land Conservancy.

The Lillian Anderson Arboretum was established in 1998 and comprises 140 acres of marsh, meadow, pine plantation and second-growth deciduous forest. Its primary mission is to conserve the natural qualities of the property in which the Arboretum is located. In addition, Kalamazoo College utilizes the Arboretum for a myriad of university studies, community building, solitary contemplation, and passive recreation. The trails are open to the public for hiking/running in the summer and snowshoeing/cross-country skiing in the winter. The Arboretum is located immediately west of Township Park, allowing visitors access to both properties and the ability to share facilities such as parking and restrooms.

Wolf Tree Nature Trails was acquired by the Southwest Michigan Land Conservancy in 2011 and opened to the public in 2016. The preserve is located at the southeast corner of 4<sup>th</sup> Street and KL Avenue and comprises 69 acres of land, which includes two ¾-mile passive recreation trails that wind through forest and meadows, providing scenic views of the Township.

## PUBLIC SCHOOLS

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Prairie Ridge Elementary is a Kalamazoo Public School located on 9<sup>th</sup> Street just north of Stadium Drive and includes a playground with a myriad of outdoor play equipment designed for children aged five to eleven years old.

## PRIVATE SCHOOLS

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Kalamazoo Christian Elementary and Middle School is a private school located on South 12<sup>th</sup> Street south of Parkview Avenue. The school grounds currently house an outdoor play area and a soccer field. Heritage Christian Academy, located at the northeast corner of South 9<sup>th</sup> Street and Quail Run Drive, has a soccer field, baseball field, basketball court, and play area.

## PRIVATE FACILITIES WITHIN OSHTEMO

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There are a number of private recreation facilities within Oshtemo Township, from amenities offered by apartment providers to fitness facilities requiring membership. While these facilities do not publicly serve all citizens of Oshtemo Township, they assist with meeting the overall recreation needs of the community. Most of the private recreation facilities offered in the Township are outlined in the Oshtemo Township Recreation Inventory table.

## FACILITIES WITHIN A HALF MILE OF OSHTEMO TOWNSHIP

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Access to park and recreation facilities does not stop at jurisdictional borders. Residents of neighboring communities utilize Oshtemo facilities just as Oshtemo residents likely access adjacent amenities. To get a better picture of these facilities generally within walking distance for Oshtemo residents, the following amenities were reviewed:

### **Frays Park**—Mini/Neighborhood Park

The park measures 11 acres and is located on Canterbury Avenue, east of Drake Road. Park amenities include play equipment, picnic facilities, tennis, pickleball and volleyball courts, and paved walking trails.

### **Asylum Lake Preserve**—Regional Park

The 274-acre Asylum Lake Preserve is located on the west side of the City of Kalamazoo and is owned by Western Michigan University. The lake and adjoining property are preserved as a passive recreation area under an agreement between WMU and the City of Kalamazoo. It provides a popular hiking, walking, and fishing area for residents. The preserve also serves as a research area for WMU students and faculty.

### **Kalamazoo Community Soccer Complex**

This facility on Drake Road just east of the Township boundary contains 10 soccer fields and is home to six different soccer leagues. Restrooms and support facilities are provided as well.



### **Linden Grove Middle School**

Linden Grove Middle School is a Kalamazoo Public School located just east of the Township boundary on Drake Road. It has outdoor tennis and basketball courts for active recreation.

### **Kalamazoo Central High School**

Kalamazoo Central High School, also a Kalamazoo Public School located east of the Township boundary, provides a number of recreational facilities like a football field, outdoor tennis courts, etc. It should be noted that these facilities are dedicated to school-related programs.

## **ADDITIONAL LOCAL/REGIONAL PARKS**

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Many of the communities near Oshtemo have their own park facilities, and while not directly supported by Oshtemo residents, these parks are generally open for all Kalamazoo County residents to use and enjoy and are located within a short distance of the Township.

### **6th Street Park** (Texas Township)

This new 65-acre park is located on 6th Street, approximately 1.5 miles south of Oshtemo Township. It features two multi-purpose fields, eight pickleball courts, and a paved walking trail.

### **Texas Drive Park** (Texas Township)

This newly upgraded 16-acre park features a splash pad, playground, basketball court, paved walking trail, pavilion, multi-purpose fields, and baseball field. It is located approximately four miles from Oshtemo Township's southern border.

### **Bicentennial Park and Celery Flats** (City of Portage)

This 205-acre park is located along Portage Creek and contains 3.5 miles of multi-use trails, over eight miles of paths, canoeing, fishing, playgrounds, shelters and picnicking. The park also contains the Celery Flats Interpretative Center and historical area. Celery Flats highlights the heritage of celery farming in Portage and Kalamazoo County and includes four relocated structures as part of the historical area. The facilities are available to rent for events.

### **Markin Glen Park** (Kalamazoo County)

Markin Glen Park straddles North Westnedge Avenue north of G Avenue in Cooper Township. Area residents can enjoy barrier-free access to 160 acres of woodlands, meadows, and lakeshore. Amenities include fishing, camping, a swimming beach, tennis courts, picnic facilities, and an extensive system of trails.

### **Prairie View Park** (Kalamazoo County)

Located in Schoolcraft Township and owned by the County since 1960, Prairie View Park offers regional-scale amenities such as boat launches and a swimming beach on Hogset Lake. Multiple sports fields, playgrounds, picnic areas, and hiking trails round out the available facilities. A beach house with fireplace provides winter-time patrons with a warm place to gather.

### **Woolham Preserve** (Kalamazoo County)

Kalamazoo's newest County Park, the Arthur E. & Mildred H. Woolham Nature Preserve, is currently in the development phase and will open for public access in Spring 2024. The County, in partnership with Southwest Michigan Land Conservancy, has established a conservation easement on the 212-acre Woolham Preserve to protect its unique natural features in perpetuity. The master plan proposes picnic shelters, restrooms, trails, nature plan, kayak rental and launch, and opportunities for birdwatching and nature education.

**Oshtemo Township Recreation Inventory**

Facilities	Acres	Accessibility Eval	Baseball/Softball	Basketball	Biking trail/path	Disc Golf Course	Dog Park	Football Field	Golf Course/Range	Hiking/Walking Trail	Nature Area/Garden	Pavilion	Picnic Facilities	Play Area	Rollerskating Rink	Soccer Field	Swimming Pool	Tennis	Wiffleball	Volleyball	Pickleball	Indoor Facility	Outdoor Facility	Combined Facility	
<b>OSHTEMO TOWNSHIP FACILITIES</b>																									
Drake Farmstead	26	1								•	•	•	•											•	
Flesher Field	24	3	•							•	•	2	•	•		•			2				•		
Grange Hall Playground	2	3		•									•	•										•	
Oshtemo Township Park	70	3		2		•				•	•	2	•	•				1	•		2		•		
<b>OTHER FACILITIES OPEN TO THE PUBLIC</b>																									
<i>Govt./Non-Profit</i>																									
Kal Haven Trail/KRVT	NA	3			2 mi.					2 mi.	•													•	
Kal Haven Trail Head	5	3			•					•	•	•												•	
Lillian And. Arboretum	140	2								Unkwn	•													•	
Wolf Tree Nature Trails	69	1								1.5 mi.	•													•	
<i>Public Schools</i>																									
Prairie Ridge Elementary	NA													2											•
<b>PRIVATE FACILITIES</b>																									
<i>Private Schools</i>																									
Heritage Christian	NA		•	•										•											•
Kalamazoo Christian	NA						•							•											•
<i>Churches</i>																									
Centerpoint Church	NA																					•			
Lighthouse Community	NA		•											•											•
Voyage Church	NA										•			•											•
<i>Manufactured Home Communities</i>																									
Colonial Manor	NA																•								
Fountain Springs	NA													•			•								
Huntington Run	NA													•			•								
Woodland Estates	NA													•											
<i>Apartment Complexes</i>																									
Centerbury Apartments	NA																•								•
Danford Creek	NA																•								•
Mill Creek Apt. Homes	NA																•								•
The Paddock Apartments	NA																•								•
The Wyatt Apartments	NA			•													•			•					•
58 West	NA									•			•				•				•				•
W. Zoo Church of Christ	NA																					•			
Summer Ridge	NA			•													•				•				•
<i>Other</i>																									
Golf Svcs Driving Range	NA								•																•
Meadow Run Dog Park	25					•				•	•														•
Prairies Golf Club	122								•																•
Ridgeview Golf Club	117								•																•
Rollerworld	NA														•								•		

### DESCRIPTION OF THE PLANNING PROCESS/METHODS

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This plan is intended to form a road map for the decisions made in the next five years regarding parks and recreation facilities in Oshtemo Township. Feedback gathered from residents during the early public input process and a thorough understanding of the demographic, administrative and land use characteristics of the community play a critical role in the development of the plan. As this is Oshtemo's fourth consecutive Five-Year Parks and Recreation Plan, it is also important to review the action plans and community feedback from previous years. Another important step is to develop an understanding of how Oshtemo's existing recreation opportunities compare with other communities.

### PLANNING PROCESS

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The Oshtemo Township Board, through the Parks Committee, directed the update of the Oshtemo Township Five Year Parks and Recreation Plan. The planning process included the steps described below.

1. Engage the community - early public input
  - Randomized survey of Oshtemo residents, July 2023
  - Flesher Field and Drake Farmstead Park Master Plan meeting #1 August 28, 2023
  - Online survey, September 27 - October 18
  - Open House public meeting, October 11
  - Flesher Field and Drake Farmstead Park Master Plan meeting #2 November 11, 2023
2. Review previous plans
  - *GO! Green Oshtemo*, 2019 - 2023
  - Oshtemo Township Five Year Parks and Recreation Master Plan 2014 - 2018
  - Oshtemo Township Five Year Parks and Recreation Master Plan 2009 - 2014
3. Collect and analyze data
  - Community description and demographics
  - Administrative structure & funding
  - Parks and recreation inventory
  - Natural resources inventory
4. Develop Goals, Objectives and Action Program
  - Review previous goals and objectives, update and prioritize
  - Consider current and future trends and needs, including comparison to park metrics
5. Draft report
  - 30-day review period of draft plan
  - Revise plan based on community feedback
6. Approval process
  - Public Hearing by Township Board
  - Resolution of adoption by Township Board
  - Submit plan to DNR

## COMPARISON OF PARKS METRICS

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Oshtemo's previous Five-Year Parks and Recreation Plans used guidelines or standards provided by the Michigan Department of Natural Resources (MDNR) to understand the number of parks and recreational facilities which might be needed based on the community's population. Because these guidelines are no longer in use, they are not included in this plan. According to the National Recreation and Park Association (NRPA), the guidelines are no longer in use because every community is unique. Recognizing that communities vary greatly by size, needs and desires, so too should their park and recreation

agencies' offerings. Instead, the NRPA replaced the single set of standards with creation of a nationwide benchmarking tool that allows a community to compare its parks and recreation agency and resources with peer data. The use of NRPA's peer data allows for comparison to jurisdictions with similar population, type of municipality, or region, for example. The NRPA also stresses that knowing the characteristics of the residents who use a community's resources - both current and future - is an important factor in shaping the parks and open space offerings.

## LEVEL-OF-SERVICE TRENDS

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Level-of-service (LOS) standards are measures of the minimum amount of a public facility or service which must be provided to meet that community's basic needs and expectations. For example, a community may set a standard for how many park acres are needed per 1,000 population. However, every community is different and there is no "one-size-fits-all" LOS standard. But, by adopting LOS standards, a community says that all residents, regardless if they pay taxes or use the park and recreation facilities, have equal opportunity to share in the basic services in the standard.

With that said, there are tools provided by the National Recreation and Park Association (NRPA) that allow communities to evaluate themselves against similar jurisdictions they view as peers. Each year, the NRPA develops the Park and Recreation Performance Benchmarks to provide some general national standards and to provide local communities with information for comparison. However, this comparison should be tempered with an understanding of Oshtemo's specific needs to help identify the most optimal parks and recreation program for our community.

The 2023 NRPA report contains data from more than 1,000 park and recreation agencies across the United States as reported between 2020 and 2022. These agencies range from very large cities with robust park and recreation departments to small villages. According to NRPA, the average parks agency has the following metrics:

Has 10.8 acres of park land per 1,000 residents  
Spends \$94.77 in operating expenditures per capita  
Employs 8.9 staff members per 10,000 residents  
Recovers 24.6 percent of operating expenditures through revenue generation  
Has 1 park for every 2,287 residents

The 2020 U.S. Census Bureau Decennial Census indicates Oshtemo Township's current population is 23,747 persons. When comparing to the national metrics provided by the NRPA, the Township has the following statistics:

Has 4.61 acres of park land per 1,000 residents (includes Drake Farmstead, Grange Hall Playground, Flesher Field, Fruit Belt Rail Trail and Township Park for a total of 157 acres)

Spends \$11.92 in operating expenditures per capita (this is based on an average of \$283,148 in operating expenditures – actual expenditures for 2022 and the current 2023 budget)

Employs 1.4 staff members per 10,000 residents (Parks Director and a percent of maintenance and treasurer department staff time)

Recovers 35 percent of operating expenditures through revenue generation (rental fees and interest earned – does not include grants or general fund monies. This is based on 2022 revenues and expenditures)

Has 1 park for every 4,749 residents

Once a community establishes LOS, it is used to measure whether existing standards are adequate to serve its citizens, or whether there are deficiencies that should be corrected. They also serve as yardsticks to measure whether existing capacity is adequate to handle new development, or to determine what improvements will be required to avoid overloading existing facilities and services. As the community grows, LOS can help to assure that facilities and services will keep pace with that growth.

There are a multitude of ways to consider LOS. Below are a handful of examples:

Acres of parkland per resident

Distance of residents from parks (example - every resident within 1 mile of park)

Township budget for parks per capita

Establishment of parks based on population density (example – 1 acre of parkland for every acre with a population density of 40 residents per acre)

Establishment of parks based on residential development density (example – 1 acre of parkland for every 10 acres of land with a density of 6 dwelling units or more)

Distance of residents from parks in areas over a certain density (example – parks will be within a ½ mile distance from every resident located in an area with a population density of 40 residents per acre)

A LOS that only addresses certain types of parks (example – the Township already has three “community parks” so develop a LOS that focuses on “mini- and neighborhood parks.”)

As part of the analysis for the 2019 - 2023 *GO! Green Oshtemo Plan*, the Parks and Recreation Study Group reviewed a LOS based on budget per capita. Their reasoning for this recommendation is based on the clear development and population density patterns found in our community. Both existing development and the Township’s Future Land Use Plan provide a distinct demarcation in development at around 8<sup>th</sup> Street, with nonresidential development and higher density residential patterns to the east. If the LOS was based on population or residential density, all facilities would be concentrated towards the east side of the Township. If it was based just on parkland per resident, the east side could be underserved. Determining a LOS on distance to a park would not work because of the large parcel development pattern on the west side. In addition, facilities like trails, greenways, conservation areas, etc. would be difficult to include in these LOS standards.

Because of Oshtemo’s unique development pattern, the Study Group felt that none of the other suggested LOS worked as well as budget per capita. This plan carries that reasoning forward and continues to look at LOS based on budget per capita.

Operating budget per capita for neighboring Townships were found to be as follows for 2022 budgets:

Oshtemo Township - \$283,064 operating budget / 23,747 population = \$11.92 per capita

Comstock Township - \$408,246 operating budget / 15,625 population = \$26 per capita

Texas Township - \$101,750 operating budget / 17,132 population = \$5.94 per capita

The operating budget for these communities was gathered from data provided on their websites. It should also be noted that each of these communities has very different park and recreation facilities. Comstock Township has a large softball complex and a lake park, while Kalamazoo Township has a number of small mini or neighborhood parks at two acres or less.

When reviewing Oshtemo's budget for both operating and capital expenditures averaged over four years (2020 – 2022 actuals and 2023 budget), the following total is calculated:

Total Parks Budget = \$373,907 / 23,747 population = \$15.74 per capita

At this time, a LOS related to budget per capita has not been established. However, the Township Board has indicated an interest in continuing to evaluate the Parks Department per capita budget as Oshtemo's population inevitably grows.

## APPENDIX 5

### PUBLIC INPUT

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Residents' opinions on Oshtemo's parks and recreation facilities were a key consideration in the development of this plan. Efforts were made to seek input from those who use our parks as well as those who don't, and special efforts were made to involve residents in the high-density residential areas whose concerns are often overlooked. Public input methods included an open house, a community-wide survey of randomly chosen residents, an online survey, and the public hearing for adoption. Because updating the Flesher Field and Drake Farmstead Park Master Plans is a major component of this plan, two additional public meetings were held specifically for feedback on the long-term vision of these parks. Information below provides a summary of the meetings and public input received.

### COMMUNITY SURVEY

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Cobalt Community Research, a 501 c 3 not for profit research coalition, conducted a survey to gather feedback on Oshtemo's parks, local government, Fire/EMS, Sheriff, transportation infrastructure, etc. The survey involved a random sample of 2,000 residents drawn from the voter registration list. Surveys were mailed in May 2023 with a follow-up mailing in June 2023. Residents had the option to respond by mail or online with a unique ID number. Valid responses were obtained from approximately 330 residents, providing a +/- 5.3 percent margin of error with a confidence level of 95%. Cobalt Community Research provided comparison scores with local governments in Michigan, the Midwest and across the nation.

The survey questions related to parks were developed by the Parks Director and Parks Committee. Many of the questions were repeated from a similar community survey conducted by Cobalt Community Research in 2017. Results of the community survey are included in Appendix 6, Supplemental Information. The bottom line, as described by Cobalt, was that parks scored above benchmarks and residents would like more maintenance/cleaning in the parks. Overall, the community survey results were favorable and provided a great deal of very useful information, particularly when respondents were given the opportunity to provide written comments.

Results of this survey are especially valuable because the randomly selected respondents were not necessarily park users. An important caveat is that demographic data from the survey showed 50% of respondents were over age 65, which is a higher proportion than found in the overall population (19%). In addition, 51% retired, and 35% employed. Community Survey questions and results are included at the end of Appendix 5.

### ONLINE SURVEY

---

In order to give park users an opportunity to provide feedback to the same questions as asked in the community survey, an online survey was conducted. The online survey was held from September 27 to October 18th. It was advertised via legal notice in the newspaper, Township newsletter, website and social media. In addition, yard signs with a link to the survey via QR code were placed around the Township and moved to events such as the Township's dump day. Signs were also placed at the apartment complexes in Oshtemo's high density residential areas. 98 citizens responded to the survey, providing important insights into residents desires. Online Survey questions and results are included at the end of Appendix 5.

## OPEN HOUSE

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A public open house was held on October 11th from 4 - 6 pm at the Oshtemo Community Center. The open house was advertised via legal notice in the local newspaper, Township newsletter, website, and email, and on social media sites like Facebook and Nextdoor. Five informational stations were set up around the room and attendees were invited to give feedback at each station. Opportunities to provide feedback included writing answers to questions and a sticky dot exercise. Attendees were also invited to participate in the online survey.

Information stations included the following topics:

- 1) Our parks: a description of Oshtemo's parks with a list of accomplishments over the past five years.
- 2) About us: Oshtemo Township demographics
- 3) Community survey results
- 4) Administrative Structure: who develops and maintains our parks
- 5) Reviewing our previous plan: Goals and Objectives from *GO! Green Oshtemo*

The minutes of the open house include all information presented at each station with the feedback received. They are included in Appendix 6, Supplemental Information.

## PUBLIC REVIEW AND HEARING

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The Plan was made available for public comment from November 10, 2023 through final adoption. A digital copy of the Plan was posted on the Township website and e-mailed to a broad audience, including public meeting attendees, neighboring jurisdictions, and Township boards and officials. A hard copy of the Plan was made available at the Township Hall. Finally, an adoption process was designed to allow for two public hearings, providing the residents of Oshtemo opportunities to weigh in on the draft Plan.

The first public hearing was held before the Township Board on December 12, 2023. Interested residents were invited to speak. A notice was placed in the Kalamazoo Gazette and on Mlive.com on November 7, 2023 and posted on the Township's website on November 9, 2023.

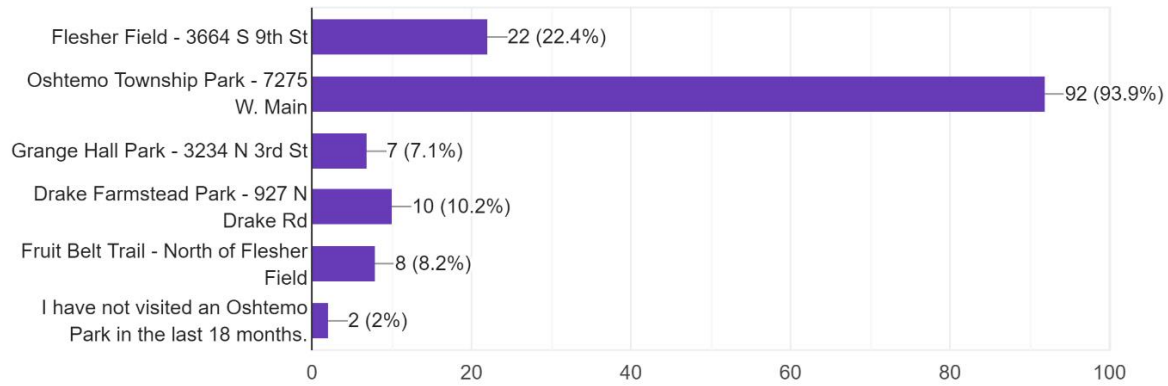
The Board will consider adoption of the plan at their January 9, 2024 meeting.



## ONLINE SURVEY QUESTIONS & RESULTS

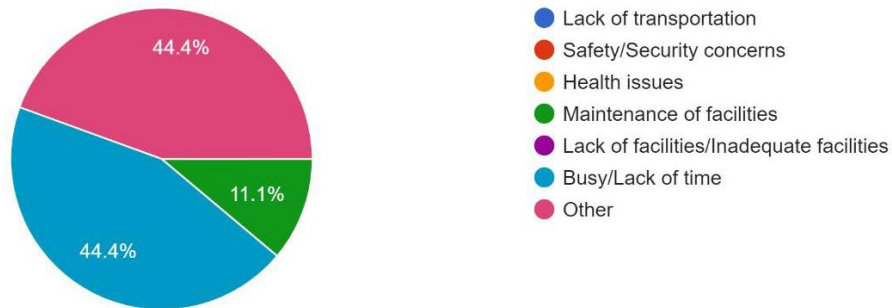
1. Have you visited an Oshtemo Township park within the last 18 months? If yes, which of the following parks have you visited?

98 responses



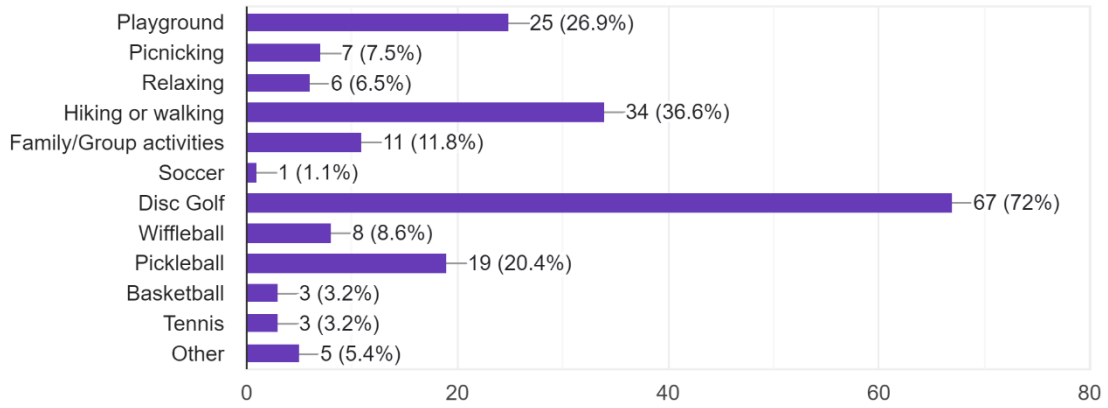
2. If you have not visited a park in the last 18 months, please tell us why? (Then skip to question 6)

9 responses

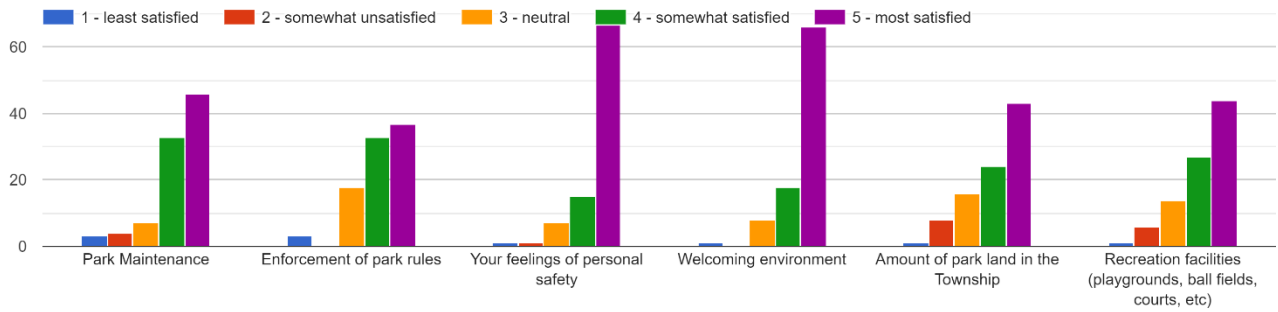


4. If yes to Question 1, which activities do you typically participate in while at the park?

93 responses

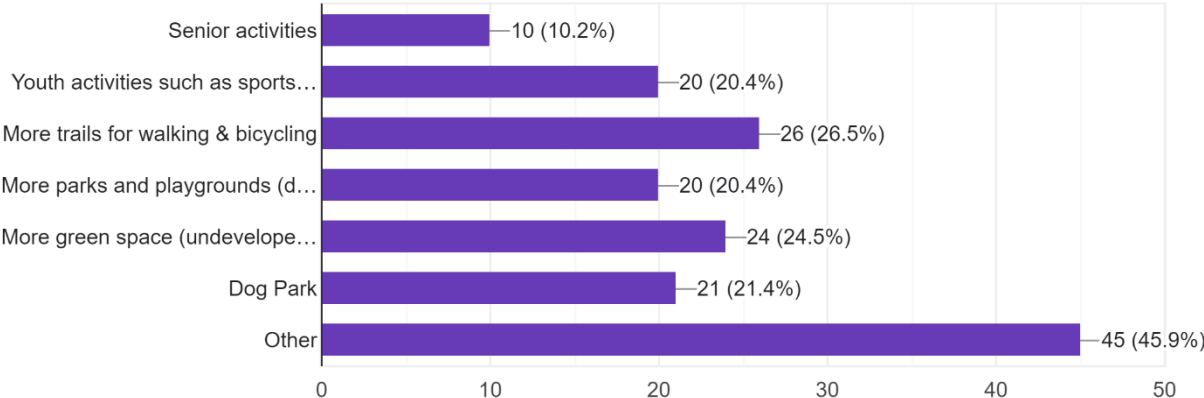


5. If yes to Question 1, please let us know how satisfied are you with each of the following (Scale of 1 to 5, with 1 being the least satisfied and 5 being the most satisfied):

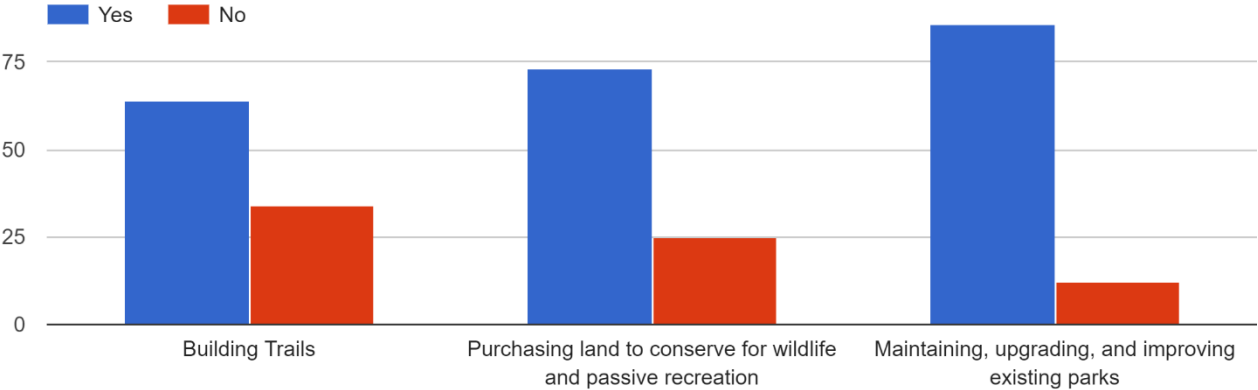


6. What recreation programs or facilities would you like to see added to Oshtemo's Parks?

98 responses

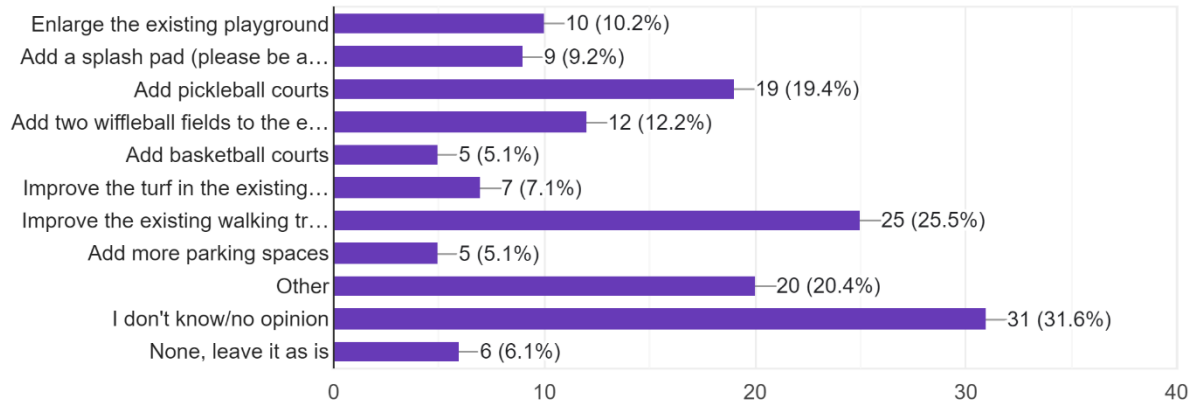


7. Would you support up to an additional .5 mills in property taxes for the following?



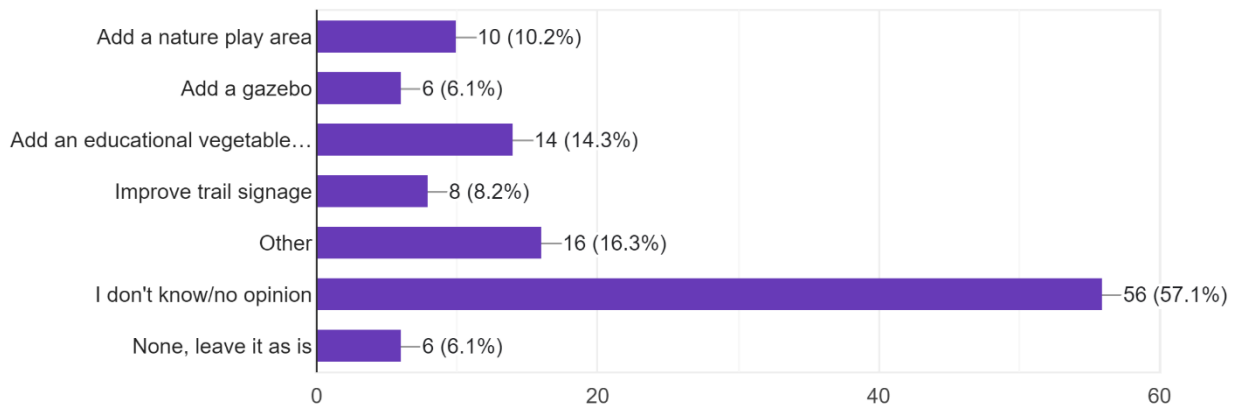
8. Which of the following recreation facilities would you like to see added or improved at Flesher Field? (3664 S 9th St)

98 responses



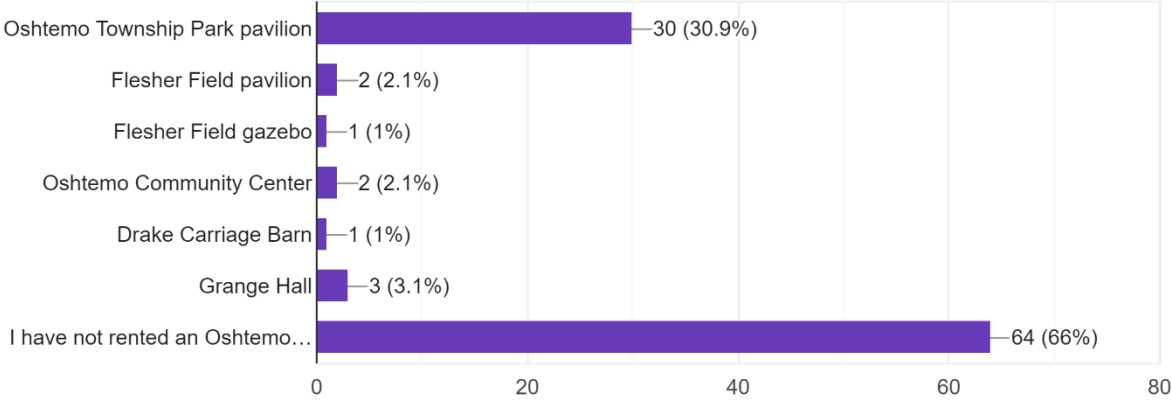
9. Which of the following recreation facilities would you like to see added or improved at Drake Farmstead Park?

98 responses

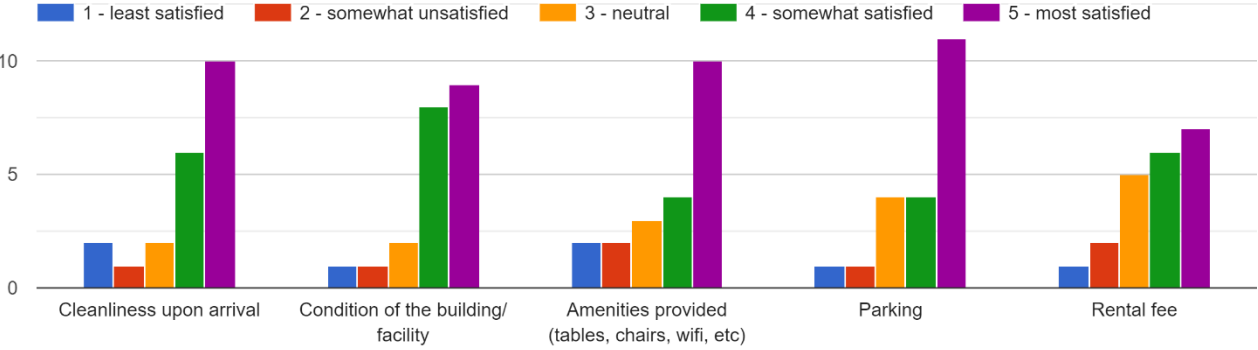


10. Have you rented an Oshtemo park facility in the past two years? If yes, which facility did you rent? (If no, please skip to question 12)

97 responses

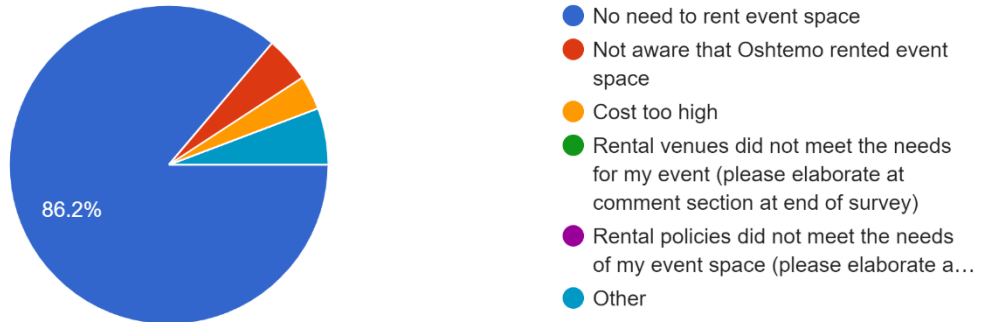


11. If yes, how satisfied were you with each of the following? (Scale of 1 to 5, with 1 being the least satisfied and 5 being the most satisfied):



12. If you have not rented an Oshtemo park facility in the last two years, why not?

87 responses



13. What amenities or changes would you like to see made to Oshtemo's rental facilities?

N/A

Clean up the bad language on the play structure, and encourage the disc golfers to use less profanity while playing next to a playground!

1111

Disc golf course rental so the course can be closed during events. It is a near championship level course and during events takes about 3 hours to play a round. Add random casuals and it can make for a 10 hour day.

I'm looking forward to using Oshtemo for disc golf tournaments in the future, but have no current opinions on the matter.

Open restrooms

N/a

Cleaning of facilities before rental including the porta John being serviced

Whenever I see the place is rented, I can rarely find a decent parking spot if I can find one at all.

Sometimes I have to park at the firehouse even though I am disabled I cannot find a disabled spot nor a regular spot. This has happened several times.

Was unaware of some of the rental available. I'm aware now and appreciate this survey.

Updated restrooms, updated grills

More disc golf

None

When we arrived, a large family was using our rented pavilion. We made due with the smaller pavilion, but a reserved sign would be helpful so other families don't use it while we paid to rent it.

#### 14. How can we better promote Oshtemo's parks, recreation facilities and park events?

Bigger signage!

11

Add more disc golf courses!

Local fbook posts

Fix flooding on disc course

Social media could be a lot better.

By increasing reach through advertising on social media, the different local events happening at the parks.

Align Oshtemo/parks social media accounts to promote the constant disc golf events happening at the park. It is considered one of the best courses in the Midwest, and it does not get the recognition it deserves.

Improve community web page. Offer more activities and amenities to drive interest knowledge of parks

increase the number of tennis courts, add lights to tennis courts to all tennis to be played at night / early morning, add a board to tennis courts

Facebook and Oshtemo parks publication

Temporary signs announcing thr events two weeks before event date.

If it's for disc golf, more on the Facebook group.

You have built and maintained much of the parks/trails. "If you build it, they will come"...I see a lot of people enjoying your parks/facilities. Pickleball is a healthy activity for all ages, especially seniors. Thank you for improving the Oshtemo court, however so many seeking more courts...especially INDOOR courts during winter...Players "hunt" for indoor courts:) during the winter, churches that have gyms open that on certain days to accommodate those looking. Portage Senior Center also has courts.

More disc golf events

Increase awareness of the Disc Golf facility

Disc golf course maintenance could be better. Fallen trees and branches are only cleaned up by volunteers if allowed

Would love to have a nature playground and/or a small bike pump track for kids added! McKay Lake Park in Westminster, CO is a great example!

Facebook events, email newsletter, posters at park facilities, partner with other groups like public library or nature center and schools

Regularity of events at parks

Social Media

Facebook

Occasional mailing about parks only (check for cost & determine effectiveness). Maybe special mailing before summer event season starts too? Post events as FB events (promote posts too?). Connect with Scouts/Schools/Master Gardeners for service projects and maintenance.

Super funny tiktok videos

I'm a huge fan of Facebook and specifically Facebook Events. I realize it is "MomBook" or "GrandmaBook" now, but I still think that is the PERFECT target audience for events information since those people are often looking for something for their families to do. (I'm a Facebook Specialist, so I know a bit more about it than the average person, but the younger folks have moved on to "Instagram"- still owned by FB- and TikTok and even NEWER platforms that I haven't heard about twice yet... But Facebook is still useful and like I said, that's the demographic you WANT for your events.) So using Facebook Events to make sure every event is represented would be huge. Maybe also 'targeting' nearby apartment complexes with the information. Those are places where people DON'T often have natural space to enjoy and could really benefit from knowing about the parks and things going on at them they can be a part of. I really want to see a pamphlet or article or something that shows how people can get to the Parks by using the BUS LINE. Metro might be interested in collaborating on something like that, because we really DO need to get more people using the bus. I think knowing they can just hop on a bus and NOT HAVE TO WORRY ABOUT PARKING is a HUGE boon to you. Flesher Field has a stop, Drake Farmstead has a stop (and I heard they were thinking of putting in another across from the apartments on Croyden), the Township park with Disc Golf can be accessed by the library stop from what I'm guessing... like seriously... I think if there were something that showed people, "Hey! Catch this bus and you can get to the park!" it would catch on. And with the apartments, too. It's unfortunate that it happens, but I think people are so focused on going from point A to point B they don't look up and see what's around them. SO MANY apartments surround the Drake Farmstead! And a good deal of them for older persons, so having Senior events at the Carriage House could be something they'd be interested in. If it could be advertised at the Drake corner fast food restaurants that there was a park they could go eat outside at, that might be a way to get people to go there! My husband and I went there on a Sunday and EVERYONE who was there (four separate groups including us) were there to take photos. So maybe some promotion of the parks (And Drake in particular) for photoshoots, or even having an event with several photographers offering sessions might be able to generate some revenue. (If you were to provide some decorations or animals for the day and have a small fee for the photographers to be there? I don't know exactly how it could work but I think there's something there. Fall AND Christmas/Winter AND Easter/Spring?) And I think a lot of events now days get spread through specialized groups. So if you have a photographer day like above, making sure the Local Photography groups knew about it. Or contacting KVCC Photography Class and inviting them out. Once they know about it, they'll start coming back.

Social media presence with event notification. Announcements on township website.

15. Please share any additional comments on Oshtemo's parks, rental facilities, and open spaces.

Clean up the facility!

1

I love the disc golf course and that's what usually brings me back. But when my kids were younger the main attraction was the playground.

I would love for the mixed use path along M-43 to actually connect to the park before the library. It just disappears! Also, biggest issue in disc golf is generally mud/water retention after rain but it has been getting better. Thank you for maintaining such a beautiful park.

More disc golf courses would help to alleviate the burden felt by Osthemo Park. That course need maintenance like plugging the fairways, maybe adding an extra basket position so there isn't so much soil compaction around the baskets. A new course at Lillian Anderson or Wolf Tree would also help



remove burden by spreading out the amount of people. New courses should be done by a professional designer and not LaBond like everything else so we can have a variety of designs that incorporate different schools of design philosophy.

I've always enjoyed using and respecting the course and the park has always been in good shape. I am thankful for the people who maintain it.

It would be fantastic if you added an additional 6 holes to your disc golf course. You have the land, and it's the most used activity at Oshtemo Township Park.

More pickleball courts, continued improvements to disc golf course(such as second basket location)

I only recently moved to the area and am extremely impressed with the disc golf course in Oshtemo. It is a major reason I chose to live in this part of Kalamazoo. I have since picked up pickle ball and have frequently used the courts at the park as well. They seem to be full a good portion of the time, so more courts nearby seems like it would be used. But at the present, I am extremely satisfied by the park.

An additional disc golf course would be nice. The current one is always busy. There are hundreds of people on league days, making it difficult to play casually anywhere nearby.

Disc golf courses in the greater Kalamazoo area are becoming increasingly crowded on afternoons/evenings/weekends. Especially on league days. The big league/club here had a record number of members this year (k'aces) and league nights were jam packed at all courses. Players were finishing in the dark towards the end of the season this year because rate of play was so slow due to the crowd. All this is to say that Kalamazoo could really use another well-designed course (Larry Labond) if there is space at any of the parks that might have a good profile for a new course (usually 25-30 acres).

tennis courts at Oshtemo park were decreased to add pickle ball courts. There is not enough tennis courts to meet demand and often people are waiting to use courts.

the fee is too high. I volunteer at the park. I paid for non-resident rental. No one else was at the park so I felt I just lost \$150. I easily could have used it or the free one. Before looking at my responses to the other questions. My son lives in Matawan and I have two grand-children.

More manicured disc golf course, amazing course just could use some more care. Possibility to bring in a lot of revenue and visitors from out of state/town.

The ability to reserve the disc golf course for events. When there are tournaments and people not in the tournament cause problems.

Really on the parking is number one. Being disabled and having to walk over 100 yards because I can't find a disabled spot, or even a regular spot in that area and having to park at the firehouse isn't great. I get parking is an issue but a lot of your ideas are about increasing things but parking remains a major issue.

See Question #14. Thank you for your services to keep the park open and welcome to all. Do they have an officer walk the Oshtemo Park from time to time to assure safety? I have never encountered someone on my many hikes..but I wondered if you did patrol occasionally?

The disc golf course in the township park is great, it would benefit from more regular maintenance, especially grass mowing in rainy times.

Expand the disc golf course by 6 holes, improve / add / repair retaining walls to improve water management on multiple holes. Mowing has been better on the course but should be more consistent. Disc golf in oshtemo probably leads the pack when it comes to consistent park usage year round, i believe it is fair to treat it as such when it comes to upkeep and disbursement of funds.

More disc golf holes at Oshtemo park, and courses put in at other parks with enough wooded areas. Maintain the disc golf course in a better manner. Gravel and or wood chips in areas that get very muddy

Thank you!

I could only choose one park in the first question, survey would not allow more than one selection Oshtemo does a great job prioritizing and maintaining parks and greens space! Thank you!! many rental spaces seem too small for large events like a wedding, lack of kitchen facilities Would love more pickleball courts.

More pickleball courts would help to address many things including physical, social, mental well being and commerce. The possibilities are endless. Pickleball is booming because it checks so many boxes for living a happy and healthy life style.

Moved here from Denver and have been disappointed by the lack of parks and trails. So much private, undeveloped land here. Denver has open space requirements for all neighborhoods. Would like to see more of that here, especially in new developments.

Would love to see the disc golf course cleaned up, such as hanging limbs.

More trash cans for the disc golf course. Help us help you keep the park clean.

Some erosion control on disc golf course

Awesome place to throw disc

I'm not sure if Oshtemo's Southwest Michigan Michigan bike routes comprise part of the Township's Parks and Recreation plans, but if they belong in the plan, please remember to include them.

I really enjoy the Fruit Belt trail and Flesher Field. I would love to see more pedestrian infrastructure to get to the parks though. A crossing on 9th street near Flesher Field would be nice and it would improve access for public transit users as well (there is a bus stop in front of the post office across the street). If it were also possible to include a pedestrian crossing for the trail when it reaches 6th street that would also be wonderful.

Can you be too successful, i.e., more people use parks, and increased wear & tear exceeds maintenance/replacement budget?

Oshtemo does an excellent job creating an inclusive and welcoming environment.

Enjoy the concerts at Flesher

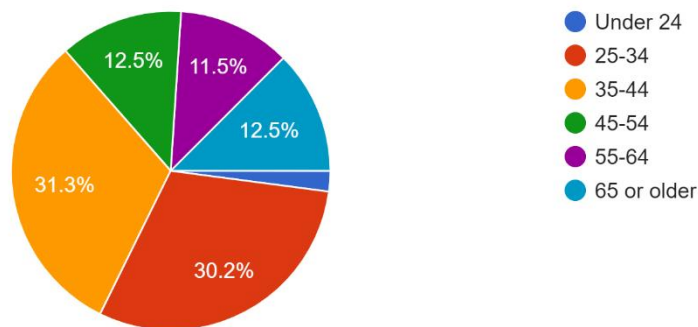
I live next door to Flesher Field at the Tall Oaks apartments. There is a small, hidden 'spur' that cuts through the woods along a ponding basin and lands on the Fruit Belt Trail. Not many residents know about it, but a few do take their dogs along it. I feel like there is some untapped potential there for both the Fruit Belt and Flesher Field. I've figured out how to walk 2 miles from my doorstep to Flesher Field and back. I run the paved loop at FF and wish there were more paved paths. It would definitely cut down on the ticks which is one reason I don't really hike the Fruitbelt Trail any more. (Deer Ticks live in the leaf litter and plants that hang over the trail) We love seeing the hot air balloons go up, so that was a good idea, whoever had it. I had told a small group of friends who get together on Sunday mornings to read and talk about how Drake Farmstead had open bathrooms and it was perfect for them for a bit. Now that the bathrooms are closed and locked, I don't think it works for them. My husband and I go there to eat lunch once in a while, but now that the bathrooms are locked, we have to go home to eat if we've been out a while. We understand the unhoused people probably abused it, it's still one of the reasons we liked to go there and spend some time. We went to see the Grange Hall park and felt like it was kind of small. We know the building itself is the draw, so that's fine. We did do

the trail in the woods and felt like it could be improved a bit. The playground was small but the kids from the church service that just got out seemed to enjoy it enough. I feel like an improved trail (or even a small disc golf course) could increase the draw to that location. When I was helping at the Public Meeting, I was kinda shocked to hear that the Community Center wasn't in use very much. I'd like to help remedy that, if I can. Before the Pandemic I was working at the Kalamazoo Nature Center in the Programming Department and in the year I was there we had started creating programs that people were LOVING and attendance had started to explode! Many of those programs are transferable to a Parks and Rec type platform and I'd love to help brainstorm more if you guys go in that direction! I have lots of ideas and have a background that lends itself to building a community around locations :) Do let me know if you want to do some brainstorming!

We need more promotion of the public transit available to each of the parks. I would also like to see a bicycle trail that connects flescher field and other parks to downtown Kalamazoo without having to ride on the road. We are only a few miles to the city center and I would choose a bike over driving and public transit if it was an option.

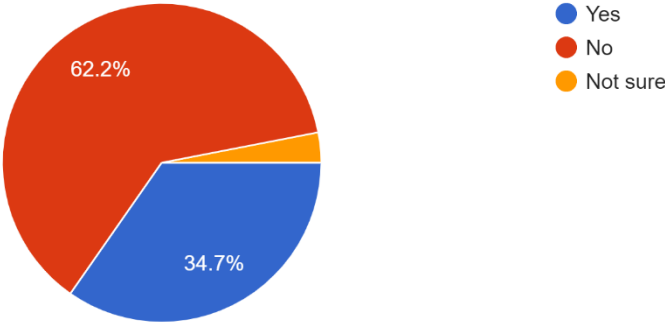
### 16. Before you leave, please tell us a little about yourself! What is your age?

96 responses



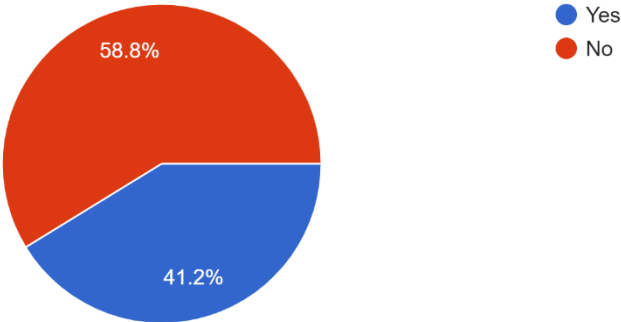
17. Do you live within Oshtemo Township?

98 responses

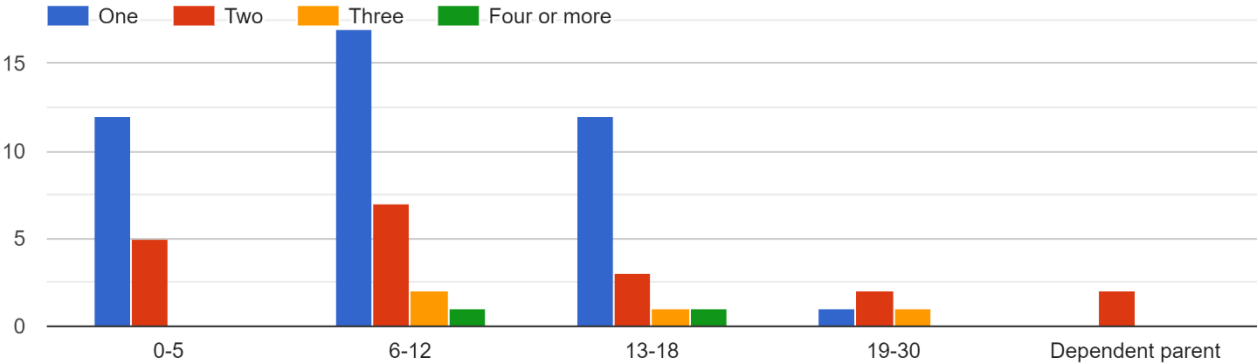


18. Do you have children or other dependents at home?

97 responses

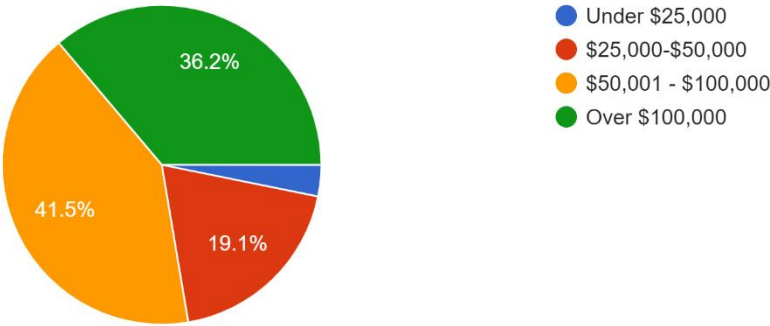


19. If yes, how many children do you have in the following age groups? (If no, skip to Question 20).



20. Which of the following best describes your household income?

94 responses





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: Oshtemo Charter Township

PROJECT NUMBER: TF10-113

PROJECT TYPE: Development

PROJECT TITLE: Oshtemo Township Park Development

PROJECT SCOPE: Play area, picnic shelter, tennish, basketball, trails, RR & Parking

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: Oshtemo Charter Township, Vanessa Street, Parks Director, 7275 West Main Street, 269-216-5233, Kalamazoo MI 49009, vstreet@oshtemo.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Daily restroom cleaning and trash pickup, weekly or as needed mowing, frequent checks of playground, tennis and basketball courts, and trails.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No  
Picnic shelter can be reserved for a fee

What are the hours and seasons for availability of the site?  
Dawn to 30 minutes after dusk, year round.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Empty box for comments.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Cheri Bell, Township Supervisor

Please print

*Cheri Bell*  
Grantee Authorized Signature

11/21/2023

Date

Vanessa Street, Parks Director

Please print

*Vanessa Street*  
Witness Signature

11/21/2023

Date

**Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**







PUBLIC OUTDOOR RECREATION GRANT
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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: Oshtemo Charter Township

PROJECT NUMBER: TF14-0170

PROJECT TYPE: Development

PROJECT TITLE: Grange Hall Playgroud Improvements

New playground and barrier-free access to exisiting basketball &

PROJECT SCOPE: picnic

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

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SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Weekly or as needed mowing, trash removal, and facility cleaning. Frequent checks of play ground, basketball, picnic & pavement areas.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No  
Fee is charged for rental of indoor Grange Hall, no fee for playground, basketball or picnic areas.

What are the hours and seasons for availability of the site?  
Dawn to 30 minutes after dusk, year round.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Empty box for comments.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Cheri Bell, Township Supervisor

Please print

*Cheri Bell*

Grantee Authorized Signature

11/21/2023

Date

Vanessa Street, Parks Director

Please print

*Vanessa Street*

Witness Signature

11/21/2023

Date

**Send completed report to:**

**POST COMPLETION GRANT INSPECTION REPORTS  
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MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: Oshtemo Charter Township

PROJECT NUMBER: TF12-046 and TF13-069 PROJECT TYPE: Development

PROJECT TITLE: Flesher Field Park Improvements

Loop path, restroom, parking, play area, picnic shelter, gazebo,

PROJECT SCOPE: wiffle

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

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Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Daily restroom cleaning and trash pickup, weekly or as needed mowing, frequent checks of playground and trails.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No  
Picnic shelter can be reserved for a fee. Residents receive a discounted rate.

What are the hours and seasons for availability of the site?

Dawn to 30 minutes after dusk, year round.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

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Cheri Bell, Township Supervisor

Please print

Cheri Bell

Grantee Authorized Signature

11/21/2023

Date

Vanessa Street, Parks Director

Please print

Vanessa Street

Witness Signature

11/21/2023

Date

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LANSING MI 48909-7925**







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GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: Oshtemo Charter Township

PROJECT NUMBER: TF17-0190

PROJECT TYPE: Development

PROJECT TITLE: Drake Farmstead Park Improvements

PROJECT SCOPE: Parking lot, picnic shelter, crushed stone path, walking trails

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with contact information for Oshtemo Charter Township, including Name of Agency, Contact Person (Vanessa Street), Title (Parks Director), Address (7275 West Main Street), Telephone (269-216-5233), City, State, ZIP (Kalamazoo MI 49009), and Email (vstreet@oshtemo.org).

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Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Weekly or as needed mowing, trash removal, and facility cleaning.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No  
Fee is charged for rental of indoor Carriage Barn, no fee for park entry walking trails or picnic shelter.

What are the hours and seasons for availability of the site?  
Dawn to 30 minutes after dusk, year round.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

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*Cheri Bell*  
Grantee Authorized Signature

11/21/2023

Date

Vanessa Street, Parks Director

Please print

*Vanessa Street*  
Witness Signature

11/21/2023

Date

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10



PUBLIC OUTDOOR RECREATION GRANT
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[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: Oshtemo Charter Township

PROJECT NUMBER: TF20-0070

PROJECT TYPE: Acquisition

PROJECT TITLE: Fruitbelt Trail Corridor Acquisition

PROJECT SCOPE: Acquisition of 36 acres of former railroad corridor, future trail

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

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Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

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Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

Yes No

Weekly or as needed mowing and trash removal

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.

Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

Yes No

What are the hours and seasons for availability of the site?

Dawn to 30 minutes after dusk, year round.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Cheri Bell, Township Supervisor

Please print

  
Grantee Authorized Signature

11/21/2023

Date

Vanessa Street, Parks Director

Please print

  
Witness Signature

11/21/2023

Date

**Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**







PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: Oshtemo Charter Township

PROJECT NUMBER: TF86-074

PROJECT TYPE: Acquisition

PROJECT TITLE: New Park Land

PROJECT SCOPE: Acquisition of 65 acres for a new park in Oshtemo Charter Township.

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: Oshtemo Charter Township, Vanessa Street, Parks Director, 7275 West Main Street, 269-216-5233, Kalamazoo MI 49009, vstreet@oshtemo.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Daily restroom cleaning and trash pickup, weekly or as needed mowing, frequent checks of playground, tennis and basketball courts, and trails.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No  
Picnic shelter can be reserved for a fee

What are the hours and seasons for availability of the site?  
Dawn to 30 minutes after dusk, year round.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Empty space for comments.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Cheri Bell, Township Supervisor

Please print

  
Grantee Authorized Signature

11/21/2023

Date

Vanessa Street, Parks Director

Please print

  
Witness Signature

11/21/2023

Date

**Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



**Post Completion Self-Certification Report Pictures**



**Oshtemo Township Park TF10-113**



**Flesher Field Park—TF12-046 & TF13-069**



**Grange Hall Park TF14-0170**

**Fruit Belt Rail Trail TF-20-0070**



**Drake Farmstead Park TF17-0190**

Pictures taken November 22, 2023





# Oshtemo Township Pavilion Rental Agreement



Select a park: \_\_\_\_\_ Township Park, 7275 West Main Street

\_\_\_\_\_ Flesher Field, 3664 South 9th Street

Select a date: M TU W TH F SA SU \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
(must be age 21 or older) (photo ID required)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If not a resident, are you a Township property and/or business owner? \_\_\_\_\_ Yes \_\_\_\_\_ No

Address of Township property or business owned, if not a resident: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of Event \_\_\_\_\_

If other than a family event provide name of group and group contact person & phone #:

\_\_\_\_\_

Estimated number in group \_\_\_\_\_

**On behalf of myself and my group or organization using the pavilion, I agree to release Oshtemo Township from any and all responsibility for injuries or property damage whatsoever arising from participation in the above activities. I assume liability for any & all damage to the pavilion.**

**I have read & agree to comply with the rules for use and cancellation policy. \_\_\_\_\_ (Initial here)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fee:** (check applicable fee)

**Oshtemo Taxpayer, Resident, Property/Business Owner**

- |  |   |
|--|---|
| ___ 11am-3pm Weekday (Mon-Thurs) = \$35.00 | ___ 11am-3pm Weekend (Fri-Sun) = \$75.00  |
| ___ 4pm-8pm Weekday (Mon-Thurs) = \$35.00  | ___ 4pm-8pm Weekend (Fri-Sun) = \$75.00   |
| ___ 11am-8pm Weekday (Mon-Thurs) = \$70.00 | ___ 11am-8pm Weekend (Fri-Sun) = \$125.00 |

**Not an Oshtemo Taxpayer/Resident/Property/Business Owner**

- |   |   |
|---|---|
| ___ 11am-3pm Weekday (Mon-Thurs) = \$70.00  | ___ 11am-3pm Weekend (Fri-Sun) = \$150.00 |
| ___ 4pm-8pm Weekday (Mon-Thurs) = \$70.00   | ___ 4pm-8pm Weekend (Fri-Sun) = \$150.00  |
| ___ 11am-8pm Weekday (Mon-Thurs) = \$140.00 | ___ 11am-8pm Weekend (Fri-Sun) = \$250.00 |

**The reservation is not secured until both the agreement and fee are received. See cancellation policy on back. There will be a \$30.00 fee if your check is returned. Fee \$ \_\_\_\_\_ Date paid \_\_\_\_\_**

DL \_\_\_ Calendar \_\_\_ Web \_\_\_ Maint \_\_\_ History \_\_\_ Reserved Sign \_\_\_ Certificate \_\_\_





**Township parks are built & furnished with public funds. Township officials, being aware they are custodians of taxpayers' property, have formulated the following conditions for renters. Failure to comply with any of these conditions will result in immediate revocation of the rental agreement. Cost of any repair to the premises is the responsibility of the renter.**

### **Pavilion Rental Rules**

1. Must be age 21 or over. Photo ID is required.
2. The pavilion will not be rented on Memorial Day, Independence Day, or Labor Day.
3. All set up and clean up must be completed during the rental period.
4. Parking, loading or unloading at the pavilion is prohibited. All vehicles must remain in the parking lot.
5. Decorations and temporary directional signs are permitted but must be removed at the conclusion of the event and must not damage park property.
6. Inflatables (bouncers, slides, etc.) are prohibited.
7. Canopies over 100 sq. ft. in area and sound amplifying equipment require separate approval from the Township office. Contact Karen High, Parks Director, at [khigh@oshtemo.org](mailto:khigh@oshtemo.org) or 269-216-5223.
8. No gambling on the premises.
9. Garage sales are not allowed.
10. The Township is not responsible for property left in the park.
11. Questions during your rental period? Call 269-216-5243.

### **Cancellation Policy**

To cancel your pavilion reservation with a full refund, please notify the Township at least 2 weeks prior to the rental period. Contact us by phone 269-375-4260, fax at 269-375-7180, e-mail to [khigh@oshtemo.org](mailto:khigh@oshtemo.org) or mail to 7275 West Main Street, Kalamazoo, Michigan, 49009.

### **Park Rules**

1. The park is open from sunrise to half an hour after sunset.
2. Certain facilities may be reserved. See the Oshtemo Township website for details. All other facilities are to be used on a first come-first served basis.
3. Pets must be on a leash and kept under control.
4. Owners must clean up after their pets
5. Smoking, alcohol, and controlled substances are prohibited.
6. Hitting golf balls is prohibited.
7. Discharge of firearms, archery equipment, hunting, and trapping are prohibited.
8. Fires are permitted in grills only.
9. No cooking oil may be left on site.
10. Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, is prohibited.
11. Please don't litter! Use trash receptacles provided.
12. Pedestrians have the right of way on all paths. Bicycles and other non-motorized vehicles should be courteous of others using the park.
13. Motor vehicles are permitted in designated parking areas only. Violators will be subject to fine.
14. Overnight parking is prohibited without prior written approval from the Township.
15. Loitering and impairing other visitors' use of park property is prohibited.
16. It is unlawful to destroy or damage park property, trees or plants.
17. All gatherings of 200 persons or more in a Township park require advance notice to the Township.
18. Police Officers or Township employees may request any person to leave for cause. Violation of park rules is a violation of law and subject to fines. (Ordinance 215).



**Oshtemo Township  
Gazebo and Garden Rental Agreement**

Flesher Field, 3664 South 9th Street

Date of event: M T W TH F SA SU \_\_\_/\_\_\_/\_\_\_ Start time of event: \_\_\_\_\_

Type of event: \_\_\_ wedding \_\_\_ concert \_\_\_\_\_ other (please describe)

Number of people expected \_\_\_\_\_ Are you planning to have a tent? \_\_\_ yes \_\_\_ no

If other than a family event, provide name of group, contact person and phone #: \_\_\_\_\_

**Gazebo and Garden Rental (check applicable fee)**

**Oshtemo Taxpayer, Resident, Property/Business Owner**

- \_\_\_ 11am-3pm Weekday (Mon-Thurs) = \$35.00
- \_\_\_ 4pm-8pm Weekday (Mon-Thurs) = \$35.00
- \_\_\_ 11am-8pm Weekday (Mon-Thurs) = \$70.00
- \_\_\_ 11am-3pm Weekend (Fri-Sun) = \$50.00
- \_\_\_ 4pm-8pm Weekend (Fri-Sun) = \$50.00
- \_\_\_ 11am-8pm Weekend (Fri-Sun) = \$100.00

**Not an Oshtemo Resident/Property/Business Owner**

- \_\_\_ 11am—3pm Weekday (Mon-Thurs) = \$70.00
- \_\_\_ 4pm—8pm Weekday (Mon-Thurs) = \$70.00
- \_\_\_ 11am—8pm Weekday (Mon-Thurs) = \$140.00
- \_\_\_ 11am-3pm Weekend (Fri-Sun) = \$100.00
- \_\_\_ 4pm-8pm Weekend (Fri-Sun) = \$100.00
- \_\_\_ 11am-8pm Weekend (Fri-Sun) = \$200.00

Name \_\_\_\_\_  
(must be age 21 or older) (photo ID required)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If not a resident, are you a Township property and/or business owner? \_\_\_ Yes \_\_\_ No

Address of Township property or business owned if not a resident: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The reservation is not secured until agreement and payment are received. See cancellation policy on back. \$30.00 fee for returned checks.**

Fee \$ \_\_\_\_\_ Date paid \_\_\_\_\_

DL \_\_\_ Calendar \_\_\_ Web \_\_\_ Maint \_\_\_ History \_\_\_ Reserved Sign \_\_\_ Certificate \_\_\_

**Reservation of the Gazebo and Garden area includes the following:**

- 20' wide gazebo surrounded by garden beds filled with flowering shrubs, ornamental grasses, and wildflowers.
- Lawn area with space for approximately 200 guests. **(Chairs not provided).**
- Crushed stone paths.
- A designated tent space that will accommodate a staked or free-standing tent. Tents placed outside the designated tent space must be free-standing due to underground wiring and plumbing.
- Electricity available at the gazebo and designated tent space.
- A 35' x 35' picnic pavilion is located nearby and can be rented with the gazebo and garden area for an additional fee. The picnic pavilion includes 9 picnic tables.
- The park also features a new playground, wiffleball fields, restrooms, a second picnic shelter, mowed playing field, and a paved loop trail. **Please note that the park remains open to the public during your rental period.**

**Rental Rules**

1. Must be age 21 or over. Photo ID is required.
2. Alcohol not permitted in the park.
3. The park is open from dawn to half an hour after sunset. Events after dark are not permitted.
4. Staked tents are permitted only in the designated area due to underground wiring and plumbing in other areas of the garden. **You are responsible for any damage caused by the staking of tents.**
5. No reservations are accepted on Memorial Day, Independence Day, or Labor Day.
6. Driving or parking on the grass is prohibited. This includes delivery, loading and unloading. All vehicles must remain in the parking lot.
7. Decorations and temporary directional signs are permitted but must be removed at the conclusion of the event and must not damage park property.
8. Questions during your rental period? Call 269-216-5243.

**Cancellation Policy**

To cancel your reservation with a full refund, please notify the Township at least 2 weeks prior to the rental period. Contact Karen High, Parks Director, by phone 269-216-5223 or e-mail to [khigh@oshtemo.org](mailto:khigh@oshtemo.org) or mail to Oshtemo Township, 7275 West Main Street, Kalamazoo, Michigan, 49009. No refunds due to weather conditions.

**Park Rules**

1. Pets must be on a leash and kept under control. Owners must clean up after their pets.
2. Smoking, alcohol, and controlled substances are prohibited.
3. Hitting golf balls is prohibited.
4. Discharge of firearms, archery equipment, hunting, and trapping are prohibited.
5. Fires are permitted in grills only.
6. No cooking oil may be left on site.
7. Disorderly conduct, including loud music, loud swearing, or otherwise disturbing the peace, is prohibited.
8. Please don't litter! Use trash receptacles provided.
9. Pedestrians have the right of way on all paths. Bicycles and other non-motorized vehicles should be courteous of others using the park.
10. Motor vehicles are permitted in designated parking areas only. Violators will be subject to fine.
11. Overnight parking is prohibited without prior written approval from the Township.
12. Loitering and impairing other visitors' use of park property is prohibited.
13. It is unlawful to destroy or damage park property, trees or plants.
14. Police Officers or Township employees may request any person to leave for cause. Violation of park rules is a violation of law and subject to fines. (Ordinance 215).

**On behalf of myself and my group or organization using the park, I agree to release Oshtemo Township from any and all responsibility for injuries or property damage whatsoever arising from participation in the above activities. I assume liability for the cost of any & all damage to the premises. I understand that failure to comply with any of the above conditions will result in the immediate revocation of the rental agreement.**

I have read & agree to comply with the rules for use and cancellation policy. \_\_\_\_\_ (Initial here)

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

**NOTICE OF PUBLIC**  
**OPEN HOUSE**

PLEASE TAKE NOTICE that the Parks Department of the Oshtemo Charter Township will be conducting a public meeting on Wednesday, October 11, 2023, in the form of an Open House from 4:00-6:00p.m. at the Oshtemo Charter Township Community Center, located at 6407 Parkview Avenue, within the Township, as required under the provisions of the Michigan Open Meetings Act.

Items to be considered at the Public Open House includes, in brief, the following:

Oshtemo wants to hear from YOU! Oshtemo Township is inviting community members to help guide the **5-Year Community Parks & Recreation Plan**, a comprehensive plan that will be used as a road map for decisions made over the next five years. This is an open house style meeting, please come anytime between 4:00pm -6:00pm for an interactive approach to sharing your vision for the future of Oshtemo parks. All ages are encouraged to attend the meeting.

Parks are one of the things that many residents like most about Oshtemo. While maintaining and improving existing parks has been our highest priority, Oshtemo has also expanded park offerings in recent years to keep pace with our growing community. To plan for park needs now and, in the future, Oshtemo is preparing a Community Parks & Recreation Plan. This plan will also enable Oshtemo Township to apply for recreation grant funding from the Michigan Department of Natural Resources.

You are invited to attend the Public Open House. If you are unable to attend, written comments may be submitted in lieu of a personal appearance by writing to: Parks Director, 7275 W. Main Street, Kalamazoo, MI 49009, to the date of the Public Open House meeting. You may also submit comments via email to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org).

You are also invited to give input through an online survey about Oshtemo's parks. Survey results will be used to guide development of the plan. The survey will be open until October 18<sup>th</sup> and can be found at [Oshtemo.org/ParksInput](http://Oshtemo.org/ParksInput).

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at this hearing, to individuals with disabilities. Individuals with disabilities requiring auxiliary aids should contact the Township by phone, or in writing, at least seven (7) days prior notice to the scheduled hearing date.

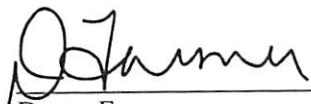
OSHTEMO CHARTER TOWNSHIP  
By: Vanessa Street, Parks Director  
(269) 216-5233

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

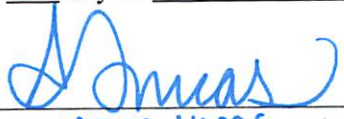
STATE OF MICHIGAN     )  
                                  : ss.  
COUNTY OF KALAMAZOO)

AFFIDAVIT OF POSTING  
OCTOBER 11, 2023, PUBLIC OPEN HOUSE  
RE: 5-YEAR COMMUNITY PARKS & REC PLAN

I, Dusty Farmer, being first duly sworn, depose and say that on the 28<sup>th</sup> day of September, 2023, I conspicuously posted a true and correct copy of the October 11, 2023, Public Open House Notice (in compliance with the provisions and requirements of the Open Meetings Act, Public Act 267 of 1976, MCL 211.19, and the Americans with Disabilities Act) for the Open House at the Township Community Center located at 6407 Parkview Ave, on the bulletin board located at the Oshtemo Charter Township Hall (7275 West Main Street, Kalamazoo, Michigan 49009), as well as on the Township's website, within the seven (7) days preceding the publication of the within Notice for public inspection.

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

Subscribed and sworn to before me this 28<sup>th</sup> day of September, 2023.

  
\_\_\_\_\_  
sierra lucas notary public  
County of CASS, State of Michigan  
Acting in Kalamazoo County, Michigan  
My commission expires: 2/23/2030



State of Michigan,) ss  
County of Kalamazoo)

Nancy Block being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Kalamazoo Gazette is a public newspaper published in the city of Kalamazoo, with general circulation in Kalamazoo county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

**Kalamazoo Gazette 10/03/2023**

Nancy Block  
Principal Clerk of the Publisher

Sworn to and subscribed before me this 3rd day of October 2023

Teasha R Payne  
Notary Public

TEASHA R. PAYNE  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF MECOSTA  
COMMISSION EXP FEB 24 2026  
ACTING IN COUNTY OF hent



**OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN**

**NOTICE OF PUBLIC OPEN HOUSE**

PLEASE TAKE NOTICE that the Parks Department of the Oshtemo Charter Township will be conducting a public meeting on Wednesday, October 11, 2023, in the form of an Open House from 4:00-6:00p.m. at the Oshtemo Charter Township Community Center, located at 6407 Parkview Avenue, within the Township, as required under the provisions of the Michigan Open Meetings Act.

Items to be considered at the Public Open House includes, in brief, the following:

Oshtemo wants to hear from YOU! Oshtemo Township is inviting community members to help guide the **5-Year Community Parks & Recreation Plan**, a comprehensive plan that will be used as a road map for decisions made over the next five years. This is an open house style meeting, please come anytime between 4:00pm -6:00pm for an interactive approach to sharing your vision for the future of Oshtemo parks. All ages are encouraged to attend the meeting.

Parks are one of the things that many residents like most about Oshtemo. While maintaining and improving existing parks has been our highest priority, Oshtemo has also expanded park offerings in recent years to keep pace with our growing community. To plan for park needs now and, in the future, Oshtemo is preparing a Community Parks & Recreation Plan. This plan will also enable Oshtemo Township to apply for recreation grant funding from the Michigan Department of Natural Resources.

You are invited to attend the Public Open House. If you are unable to attend, written comments may be submitted in lieu of a personal appearance by writing to: Parks Director, 7275 W. Main Street, Kalamazoo, MI 49009, to the date of the Public Open House meeting. You may also submit comments via email to oshtemo@oshtemo.org.

You are also invited to give input through an online survey about Oshtemo's parks. Survey results will be used to guide development of the plan. The survey will be open until October 18th and can be found at Oshtemo.org/ParksInput.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at this hearing, to individuals with disabilities. Individuals with disabilities requiring auxiliary aids should contact the Township by phone, or in writing, at least seven (7) days prior notice to the scheduled hearing date.

OSHTEMO CHARTER TOWNSHIP  
By: Vanessa Street, Parks Director

(269) 216-5233

10751792-01

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**AFFIDAVIT OF MAILING FOR NOTICE OF PUBLIC OPEN HOUSE RE  
THE 5-YEAR PARKS & RECREATION PLAN  
PLANNING COMMISSIONS, UTILITIES AND RAILROADS**

STATE OF MICHIGAN                    )  
  : ss  
COUNTY OF KALAMAZOO            )

I, Vanessa Street, being first duly sworn, depose and say that I sent the Public Open House Notice set for October 11, 2023, for the 5-Year Parks & Recreation Plan, to each of the following named Planning Commissions, Utilities and Railroads as directed by the Clerk of Oshtemo Charter Township, Kalamazoo County, Michigan, copies of which are attached:

Texas Township  
Planning Commission  
7110 West Q Avenue  
Kalamazoo, MI 49009

Kalamazoo Charter Township  
Planning Commission  
1720 Riverview Drive  
Kalamazoo, MI 49004

Alamo Township  
Planning Commission  
7901 North 6<sup>th</sup> Street  
Kalamazoo, MI 49009

Almena Township  
Planning Commission  
27625 County Road 375  
Paw Paw, MI 49079

City of Kalamazoo  
Planning Commission  
Community Planning &  
Development Department  
245 N Rose St Ste 100  
Kalamazoo, MI 49007

Kalamazoo Metropolitan County  
Planning Commission  
Planning & Community Development Dept.  
201 W. Kalamazoo Avenue  
Kalamazoo, MI 49007

Consumers Energy Company  
1945 Parnell Road  
Jackson, MI 49201-2277

Midwest Energy Cooperative  
60590 Decatur Rd  
Cassopolis, MI 49031

Norfolk Southern  
8000 Ravines Edge Court Ste 100  
Columbus, OH 43235

Michael F. Angelo  
Amtrak  
30<sup>th</sup> Street Station, 5<sup>th</sup> Floor S.  
Philadelphia, PA 19104

American Electric Power (AEP)  
52807 US 131 N  
Three Rivers, MI 49093

Road Commission of Kalamazoo County  
3801 E Kilgore Rd  
Kalamazoo, MI 49001

Michigan Department of Transportation  
425 W Ottawa St  
PO Box 30050  
Lansing, MI 48909

by placing the same in sealed envelopes, properly addressed to said Planning Commissions,  
Utilities and Railroads with postage prepaid thereon, and by mailing the same by first-class mail,  
in Kalamazoo, Michigan, on October 3rd, 2023.

Vanessa Street

Vanessa Street  
Oshtemo Charter Township

Subscribed and sworn to before me this 10<sup>th</sup> day of October, 2023.

Sierra Lucas

Sierra Lucas notary public  
County of CASS, State of Michigan  
Acting in Kalamazoo County, Michigan  
My commission expires: 2/23/2030

SIERRA LUCAS  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF CASS  
My Commission Expires FEBRUARY 23, 2030  
Acting in the County of Kalamazoo



## Yard Signs posted for Online Survey and Public Input Meeting Open House Notice

Yard signs were placed at various location throughout Oshtemo Township to spread the word about the parks online survey, and serve as additional notice of the public input meeting open house that was held on October 11th, 2023. 98 responses to the survey were received.

Locations of yard signs posted:

All Oshtemo Township Parks & Township Hall

Oshtemo Township branch of the Kalamazoo Public Library

Streets along densely populated areas and neighborhoods

Bulletin boards throughout the Township





## What do you think of Oshtemo Township's Parks?

Share your thoughts at  
[Oshtemo.org/ParksInput](https://Oshtemo.org/ParksInput)

input will be accepted until October 18th

Scan here for survey!



To provide feedback in person, and learn more  
about upcoming park improvements, please attend:

**Open House Public Meeting**

**October 11th, 4:00pm - 6:00pm**

At Oshtemo Community Center

6407 Parkview Ave, Kalamazoo 49009





Search for a service or a page

- About Oshtemo
- Boards & Committees
- Applications
- Elections
- Officials & Departments
- Notice Board

Home / Notice Board

## Notice Board

[Click here to view Legal Notices](#)

### [Parks Survey- Tell us what you think!](#)

[View notice here](#) (PDF 610KB)

### [Notice of Public Open House - 5 year Community Parks and Rec Plan](#)

[View the notice here](#) (PDF 17KB)

### [Notice of Election Commission Meeting Oct 10, 2023](#)

[View the notice here](#) (PDF 64KB)

### [Notice of Opportunity to Comment on Transportation Planning Process](#)

[View the notice here](#) (PDF 27KB)

### [Notice of Oshtemo Township Hall West Drive](#)

Oshtemo Charter Township Hall west drive/entrance will be closed Thursday, 9/21/2023 for the Contractor to work on sewer installation. Please prepare to use the east entrance (closest to the library). The west drive/entrance closure is expected to last the entire day.

## Meeting Minutes

**Public Meeting/Open House** for the Oshtemo Township Five-Year Parks and Recreation Plan

**Date/Time:** Wednesday, October 11, 2023 from 4 - 6 pm.

**Location:** Oshtemo Community Center, 6407 Parkview Avenue, Kalamazoo, MI 49009

### Attendees:

- Dusty Farmer, Oshtemo Township Clerk
- Neil Sikora, Oshtemo Township Trustee
- Sara Feister
- Leanna Harris
- Larry Fitch
- Jessica Simons
- Greg McComb
- Hannah Hudson
- Larry LaBond
- Sandy Bliesener
- Josh Lower
- Nathan Carley
- Barb Malsom
- Zak Ford
- Adam Bennett
- Dianna Arsenault
- Greg Fountain
- Amy Atwater
- Ken Atwater
- Vanessa Street
- Karen High

A public meeting with an open house format was used to gather input for Oshtemo's Five-Year Parks and Recreation Plan. Attendees were greeted at the door by a volunteer, Hannah Hudson, and were asked to sign in. Hannah gave an overview of the purpose of the meeting, which was described further on display boards and is printed below. She described the five interactive 'stations' placed around the room and invited attendees to visit each one, review the information presented and answer the questions. She also asked them to participate in a sticky dot exercise at the last station. Oshtemo Township Parks Director, Vanessa Street, and former Oshtemo Township Parks Director/parks consultant, Karen High, were on hand to answer questions and interact with attendees.

The information displayed at each station is printed below, followed by the public comments received. Public comments are shown in ***bold and italic font*** for ease of identification.

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## Meeting Overview: Oshtemo Township Five-Year Parks and Recreation Plan

What is a Parks & Rec Plan?

- A '**road map**' to guide park improvements and maintenance decisions over the next five years. Considers current and **future** community needs.

Why do we need it?

- To be eligible to apply for **recreation grant funds** from the Michigan Department of Natural Resources (DNR), we must have an approved Parks & Rec plan on file. Approval is valid for five years. Our current plan, GO! Green Oshtemo, expires **December 31, 2023**.

What will it do for us?

- We've received over **\$1.4 M** in DNR recreation grant funds in the past! Grant projects are listed below. ***It is critical that we have an approved Parks & Rec Plan to help fund future park improvements and/or park land acquisition.***
- Key components will include updates to the **Flesher Field** and **Drake Farmstead Park Master Plans**.

<b>DNR Recreation Grants Awarded to Oshtemo Township</b>		
<b>Park name and project type</b>	<b>Year</b>	<b>Amount</b>
Oshtemo Township Park Acquisition	1978	\$117,600
Oshtemo Township Park Improvements	2011	\$489,000
Flesher Field Park Improvements	2012 & 2013	\$600,000
Grange Hall Playground Improvements	2014	\$30,000
Drake Farmstead Park Improvements	2018	\$136,500
Fruit Belt Rail Corridor Acquisition	2021	\$58,000
Fruit Belt Rail Corridor Improvements	2023 application pending	\$0
<b>Total DNR recreation grants received</b>	-	<b>\$1,431,100</b>

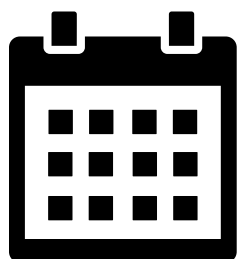
Who is involved?

- ▶ All **Oshtemo residents** are urged to participate! Oshtemo Township Board and Parks Committee members are closely involved in the planning process, which is being led by Parks Director **Vanessa Street** with assistance from former Parks Director **Karen High**. For more information, contact Vanessa at [vstreet@oshtemo.org](mailto:vstreet@oshtemo.org)

What are the steps in the process?

1. Engage the community - early public input
  - Randomized survey of Oshtemo residents, July 2023
  - Flesher Field and Drake Farmstead Park Master Plan meeting #1
  - Online survey - *open now!*
  - Open House public meeting
  - Flesher Field and Drake Farmstead Park Master Plan meeting #2
2. Review previous plans
  - GO! Green Oshtemo, 2019 - 2023
  - Five Year Parks and Recreation Master Plan 2014 - 2018
  - Five Year Parks and Recreation Master Plan 2009 - 2014
3. Collect and analyze data
  - Community description and demographics
  - Administrative structure & funding
  - Parks and recreation inventory
  - Natural resources inventory
4. Develop Goals, Objectives and Action Program
  - Review previous goals and objectives, update and prioritize
  - Consider current and future trends and needs
5. Draft report
  - 30 day review period of draft plan
  - Revise plan based on community feedback
6. Approval process
  - Public Hearing by Township Board
  - Resolution of adoption by Township Board
  - Submit plan to DNR

What are the critical dates?



October 18	Online Survey ends
November 1	Flesher Field, Drake Farmstead Park Mtg #2
November 10	Draft plan available for review
December 12	Public Hearing at Township Board mtg
Jan 9 and/or Jan 23	Resolution of Approval at Township Board Mtg
Jan 24	Submit Plan to DNR
February 1	Deadline to submit plan to DNR

### Station 1: Our Parks

Oshtemo Township owns and manages **five** parks and **three** event buildings encompassing approximately **157** acres. Each park and event building is described below along with some of the actions accomplished over the past five years.

#### FLESHER FIELD PARK

- ▶ 24 acres, equally divided between mowed/developed areas (active recreation) and woodland (passive recreation)
- ▶ Large open sports field for soccer, football, etc.
- ▶ Playground
- ▶ Two wiffleball fields
- ▶ Two picnic shelters, one gazebo
- ▶ 0.17 mile paved loop trail
- ▶ Unpaved walking trails in wooded area
- ▶ Connects to Fruit Belt Rail Corridor
- ▶ Accessible restrooms, parking, and drinking fountain

#### Recent accomplishments

- ✔ Volunteers built a trail connection to the newly acquired Fruit Belt Rail Corridor property and helped improve and maintain the woodland trails. (2022)
- ✔ With assistance from Kalamazoo Nature Center (KNC) staff, created low mow test areas to increase wildlife habitat and decrease mowed areas, reducing our climate impact. (2022)
- ✔ Continued to host ‘Music in the Park’, a free outdoor concert series held at the gazebo, funded entirely by grants and sponsorships.
- ✔ Continued to host ‘Yoga in the Park’, funded entirely by participant fees.
- ✔ Resurfaced and restriped the parking lot and asphalt path. (2022)

#### FRUIT BELT RAIL CORRIDOR

- ▶ 35 acres, two (2) mile long corridor
- ▶ Connects to Flesher Field Park
- ▶ Footpath in corridor

### **Recent accomplishments**

- ☑ Acquired former rail corridor property extending from Flesher Field to the Township's south border. Funded by a grant from the Michigan Natural Resources Trust Fund (MNRTF), which requires the land be dedicated in perpetuity to outdoor public recreation. (2021)
- ☑ Opened the property to the public. (2022)
- ☑ Received a \$150,000 Planet Award grant from Consumers Energy Foundation for ecological restoration and environmental education. (2022)
- ☑ Hosted a public information meeting and volunteer sessions on ecological restoration. Began building a base of volunteers to help with ongoing invasive species removal and trail maintenance. (2022)
- ☑ Applied for MNRTF grants to construct a 10' wide crushed stone trail, parking and related amenities in the Corridor. (Not funded in 2022. Applications pending 2023)

### **OSHTEMO TOWNSHIP PARK**

- ▶ 70 acres, with both active and passive recreation areas
- ▶ Disc Golf Course (18 hole)
- ▶ Playground
- ▶ Basketball, tennis and pickle ball courts, wiffleball field
- ▶ Two picnic shelters
- ▶ Two paved loop trails, unpaved walking trails in wooded area
- ▶ Accessible restrooms, parking, and drinking fountain

### **Recent Accomplishments**

- ☑ Color coated and restriped tennis, pickleball and basketball courts. Revised court layout to one tennis and two pickleball courts rather than two tennis courts based on results of online survey. Installed chain link fence between tennis and pickleball courts. Hosted a Grand Opening/Learn to Play Pickleball event to thank donor, Kalamazoo Pickleball Outreach. (2022)
- ☑ Partnered with K'Acres Disc Golf League to replace all disc golf baskets (2022) and 37 disc golf course signs (2020).
- ☑ Hosted programs for adults and youth in partnership with Kalamazoo Public Library.
- ☑ Offered tennis lessons for youth and adults with Lets Serve Tennis Club. (2019 and prior)

### **DRAKE FARMSTEAD PARK**

- ▶ 26 acres, dedicated to preserving the historic character and rural atmosphere of the site.
- ▶ Historic home is listed on the National Register of Historic Places. Restoration of the home led by Oshtemo Historical Society volunteers, available for tours by appointment
- ▶ Unpaved walking trails
- ▶ Picnic shelter and Carriage Barn (event building)
- ▶ Accessible restrooms in Carriage Barn, parking, and drinking fountain

### **Recent Accomplishments**

- ☑ Completed construction of the carriage barn, barrier-free ramp to the historic house, renovation of the reception room, and six interpretive signs (2019)
- ☑ Built a network of walking trails and removed invasive vegetation. (2019 and ongoing)
- ☑ Worked with Township Attorney on unsuccessful effort to acquire the adjacent pond property for park land. (2019)
- ☑ Completed construction of the picnic shelter, accessible trail, and parking lot with MNRTF, Oshtemo Rotary, and Park funds. Improved the historic gravel driveway. (2020)
- ☑ Planted native wildflower and grass seed mix in the six-acre prairie reconstruction area with Kalamazoo Community Foundation (KCF) funding. (2020 and ongoing)

- ☑ Opened the park to the public for daily use. Finishing touches included handmade benches and a sign kiosk with park map and bulletin board. (2021)
- ☑ Constructed a sidewalk along Croyden Ave to improve pedestrian access to the park. (2021)
- ☑ Constructed an exit driveway to Croyden Avenue. Designed and installed directional signage to establish a new one-way vehicular circulation pattern. Installed new park signs at the Drake Road entry and Croyden Avenue exit. (2022)
- ☑ Hosted ‘Fall on the Farm’, a free community event cosponsored by Oshtemo Friends of the Parks (OFP) and Historical Society (OHS).
- ☑ Installed two pole light fixtures for the path between the carriage barn and parking lot. (2023)

## **GRANGE HALL PARK**

- 2 acres, both active and passive recreation opportunities
- Historic building available for community and private events, fully accessible (Event building)
- Playground
- Basketball Court
- Unpaved nature trail
- Bicycle amenities include bike fix-it station, access to water, bike rack, informational signage
- Accessible picnic area, parking
- Portable toilet available in summer months

### **Recent Accomplishments**

- ☑ Created a staging area for cyclists, featuring a bike fix-it station, bike rack, water faucet, bulletin board and new walkway. Hosted a ribbon cutting ceremony to recognize donor, Bike Friendly Kalamazoo. (2021 & 2022)
- ☑ Worked with an Eagle Scout candidate to create a nature trail on Township-owned property north of Hall. (2020)

## **OSHTEMO COMMUNITY CENTER**

- Historic fire station renovated for community meetings and private events.
- Two rooms available for rent with foyer and restrooms
- Fully accessible, including restrooms and parking

### **Recent Accomplishments**

- ☑ Replaced gutters and sign. (2022)
- ☑ Replaced carpet in North Room. (2023)

## **MISCELLANEOUS**

- ☑ Added a part time staff person dedicated to meeting facility renters before and after private events. (2022)
- ☑ Assessed all rental policies and fees and revised as needed. Developed a policy and fees for long term rentals. (2022)
- ☑ Installed playground communication boards at Flesher Field and Township Park. (2022)
- ☑ Painted the old Township Hall. (2022)
- ☑ Began collaborative effort with Society for History and Racial Equity (SHARE) to acknowledge Harris Family cultural heritage. (2022)
- ☑ Attempted to preserve 57 acres of land at 8443 W KL Ave, adjacent to Wolf Tree Nature Trails, by purchasing it from the County. It was sold to a higher bidder. (2021)
- ☑ Continued to study alternatives and communicated with property owners to pursue a neighborhood park on the east side of the Township near high density residential areas. (2019 and ongoing)



**Additional recreation opportunities in Oshtemo**

- Lillian Anderson Arboretum - 140 acres owned and managed by Kalamazoo College
- Wolf Tree Nature Trail Preserve - 69 acres owned and managed by Southwest Michigan Land Conservancy (SWMLC)
- Kal-Haven Trail and Kalamazoo River Valley Trail

**Question 1: If you could choose one park improvement or acquisition project to happen in the next year, what would it be?**

*Responses:*

1. *More pickle ball courts would be desirable!*
2. *More disc golf courses - the one at Township Park is the best (and only!) one around. It gets very congested, sometimes so busy that we can't use the course.*
3. *Continue improvements at Fruit Belt Rail Trail*
4. *More climbing equipment at Flesher Field*
5. *Pickleball courts at Flesher Field, 8 minimum. 8 courts are needed for running tournaments to bring in revenue to the Township and to hold fundraisers.*
6. *Large world championship disc golf course. 60-100 acres are needed for this.*
7. *More signage, clearing marking trails and distances.*
8. *Drake Farmstead Park - trail improvements and development, such as a playground.*
9. *Additional ballfields at Flesher Field*

**Question 2: Are there areas where you feel an additional park(s) is needed? If so, where? Draw an arrow or put a sticky note on the map to show where you feel a park is needed.**

*Responses:*

1. *Eastern edge of Township*

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**Station 2: About Us... Oshtemo Township Demographics**

**2020 Population: 23,747**

Source: U.S. Census Bureau 2020 Decennial Census

**2021 Population: 23,583**

Source: 2021: American Community Survey (ACS) 5-Year Estimates

<b>We've been growing! Population Growth Trends, 2000 - 2020</b>				
Unit of Government	2000	2010	2020	% Change 2010 - 2020
Oshtemo Township	17,003	21,705	23,747	9.4%
Kalamazoo County	238,603	250,327	261,670	4.5%
State of Michigan (Millions)	9.938	9.88	10.07	1.9%

Source: U.S. Census, 1970-2010

Source: U.S. Census Bureau, 2010 Census

Source: U.S. Census Bureau, 2020 Decennial Census

Age of Population Oshtemo Township, 2010, 2020					
Cohort	2010 Count	2010 Percent	2020 Count	2020 Percent	% Change of Count
Under 5 Years	1,132	5.4%	1,517	6.4%	34%
5 - 19 Years	3,717	17.9%	4,068	17.2%	9.4%
20-34	5,681	27.3%	6,206	26.3%	9.2%
35-44	2,245	10.8%	2,432	10.3%	8.3%
45-54	2,362	11.4%	2,300	9.8%	-2.6%
55-64	2,446	11.7%	2,607	11%	6.5%
65 and older	3,206	15.5%	4,453	18.8%	39%

Source: 2010: American Community Survey (ACS) 5-Year Estimates  
Source: 2020: American Community Survey (ACS) 5-Year Estimates

**Median Age:** Oshtemo Township: 35.0      Kalamazoo County: 35.0      Michigan: 40.3  
Source: U.S. Census 2022 American Community Survey (ACS) 1-Year Estimates

Population by Age, Sex and Disability, Oshtemo Township			
Age	Total Population	With Disability	% Disabled
Under 5 Years Male	661	0	0.0%
Under 5 Years Female	856	0	0.0%
5-17 Male	1,703	185	10.9%
5-17 Female	1,676	63	3.6%
18 to 34 Male	3,299	490	14.9%
18 to 34 Female	3,596	440	12.2%
35 to 64 Male	3,257	393	12.1%
35 to 64 Female	4,058	958	23.6%
65 to 74 Male	1,034	269	26%
65 to 74 Female	1,296	316	24.4%
75 and over Male	675	337	49.9%
75 and over Female	1,250	469	37.5%

Source: 2021: American Community Survey (ACS) 5-Year Estimates

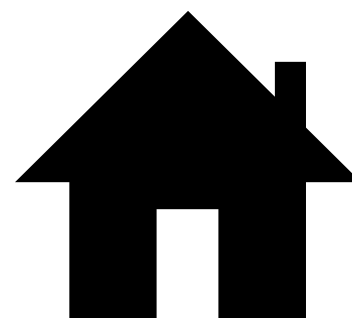
<b>Disability Type by Age, Oshtemo Township</b>						
Age Group	Hearing Difficulty	Vision Difficulty	Cognitive Difficulty	Ambulatory Difficulty	Self Care Difficulty	Independent Living Difficulty
Under 18	12	35	201	0	0	0
18 to 34	0	261	543	30	51	244
35 to 64	159	290	409	589	340	431
65 to 74	187	46	137	430	194	300
75 and up	369	76	127	624	226	424
<b>Total</b>	<b>727</b>	<b>708</b>	<b>1,417</b>	<b>1,673</b>	<b>811</b>	<b>1,399</b>

Source: 2021: American Community Survey 5-Year Estimates

### Housing and Households in Oshtemo Township

Total households: 10,383      Ave household size: 2.25  
 Total families: 5,620      Ave family size: 2.93  
 Households with one or more persons under age 18: 28%  
 Households with one or more persons over 65: 30.5%  
 Householder living alone: 34.9%,  
 Of those households with a person living alone, 15.6 are 65 or older

Owner occupied: 50.5% Renter occupied: 49.5%  
 Source: 2021: ACS Five-Year Estimates Subject Tables



<b>Median Household Income</b>	
Jurisdiction	Median Household Income
Oshtemo Township	\$56,436
Kalamazoo County	\$69,584
State of Michigan	\$66,986

Source: 2021: American Community Survey 5-Year Estimates

<b>Oshtemo Township Income in the past 12 months (in 2021 inflation adjusted dollars)</b>		
Income Level	Number	Percent
Less than \$10,000	497	4.8%
\$10,000 - \$14,999	358	3.4%

<b>Oshtemo Township Income in the past 12 months (in 2021 inflation adjusted dollars)</b>		
<b>Income Level</b>	<b>Number</b>	<b>Percent</b>
\$15,000 - \$24,999	1,395	13.4%
\$25,000 - \$34,999	1,072	10.3%
\$35,000 - \$49,999	1,566	15.1%
\$50,000 - \$74,999	1,601	15.4%
\$75,000 - \$99,999	1,043	10.0%
\$100,000 - \$149,999	1,302	12.5%
\$150,000 - \$199,999	827	8.0%
\$200,000 or. more	722	7.0%

Source: 2021: American Community Survey (ACS) 5-Year Estimates

## **ALICE**

**ALICE** is an acronym for **A**sset **L**imited, **I**ncome **C**onstrained, **E**mloyed, and represents the growing number of families who are unable to afford the basics of housing, child care, food, transportation, health care, and technology. These workers often struggle to keep their own households from financial ruin, while keeping our local communities running.

### **2021 Point-in-Time Data, ALICE Households:**

- **Oshtemo Township: 47%**  
Kalamazoo County: 26%
- State of Michigan average: 26%

Source: [www.UnitedWayALICE.org](http://www.UnitedWayALICE.org)

## **Health Behaviors**

<b>Health Behaviors</b>	<b>Kalamazoo County</b>	<b>Michigan</b>	<b>United States</b>
Adult Smoking	19%	19%	16%
Adult Obesity	40%	35%	32%
Physical Inactivity	18%	20%	22%
Access to Exercise Opportunities	89%	85%	84%
Excessive Drinking	21%	20%	19%
Alcohol-Impaired driving deaths	29%	29%	27%

Sexually Transmitted Infections	728.9	448.3	481.3
Teen births	18	17	19

Source: 2023 County Health Rankings, Kalamazoo Michigan

**Question 3: What changes have taken place over the past five years that affect our parks? Please add your thoughts below!**

- ▶ COVID 19 impacts: increased park use, health struggles, business closures, increased stress
- ▶ Housing crisis has increased the number of unhoused people, encampments
- ▶ Inflation contributes to economic stress

*Response: none*

**Question 4: With these trends, needs, and demographics in mind, please share your thoughts on how our parks can better serve people of all ages in our population?**

*Responses:*

1. *Senior activities, especially in the winter.*
2. *Programs/activities for young families*
3. *Public pool at Flesher Field*

**Question 5: How can our parks better serve people with disabilities?**

*Responses:*

1. *Platform/wheelchair swings*
2. *Accessible trails*
3. *Consider audits by Disability Network partners, etc.*

**Question 6: How can our parks better serve low income households?**

*Responses:*

1. *Free youth programs*
2. *Available equipment to use at facilities*

**Question 7: How can our parks improve the health of our residents?**

*Responses:*

1. *AEDs in lock boxes with cameras*
2. *Access to coordinated/facilitated group exercise*
3. *Knox keys for pylons/accessible trails for small vehicles*
4. *More exercise groups for senior residents, with varying degrees of ability required.*

## Station 3 2023 Oshtemo Resident Survey by Cobalt Community Research

### Who Responded:


- ▶ 330 respondents, +/- 5.3%
- ▶ Age: 50% were age 65 or older (*a higher percentage than the overall population at 19%*)
- ▶ Employment Status: 51% were retired, 35% employed
- ▶ Household Income:
  - 33% earned over \$100,000, (*27.5% in overall population*)
  - 55% earned over \$50,000 (*52.9% in overall population*)
- ▶ Household Composition: 26% of households had children under age 18 (*28% in overall population*)

The first part of the survey was about all aspects of the Township.

***Many respondents said our parks are one of the things they like most about living in Oshtemo Township!***

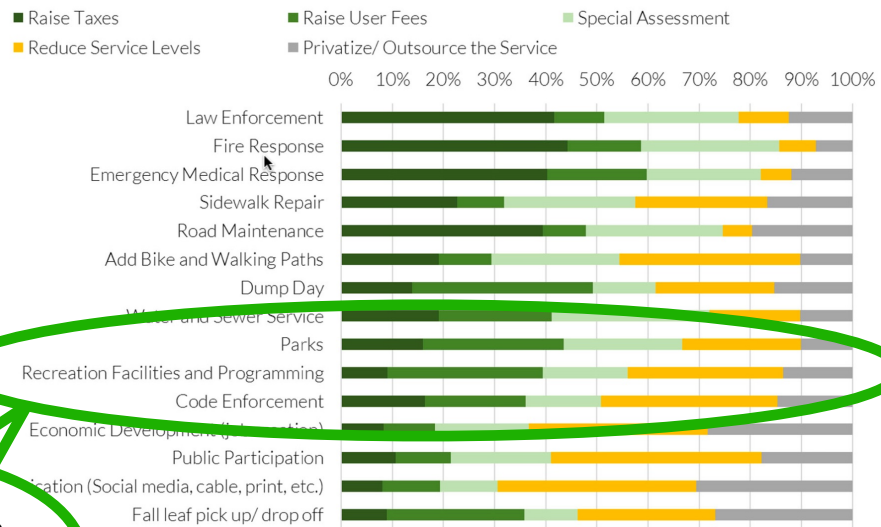
### Question 14: What do you like the most?

- 1. Rural and natural environment:** Many residents appreciate the rural setting, wooded areas, green spaces, and natural beauty of the community. They enjoy the countryside feel, open spaces, trees, hills, wildlife, and proximity to parks, trails, and nature preserves.
- 2. Convenient location:** The community is valued for its convenient access to amenities and services. Residents appreciate being close to shopping centers, restaurants, grocery stores, libraries, hospitals, post offices, and major highways. They like the proximity to Kalamazoo and Portage, as well as the ease of getting around and quick access to everyday needs.
- 3. Peaceful and safe atmosphere:** The community is perceived as quiet, safe, and peaceful. People enjoy the friendly neighbors, well-kept properties, and the general feeling of safety in the area.
- 4. Small-town feel:** The community is often described as having a small-town atmosphere, where people feel connected and neighborly. Residents appreciate the sense of community, the friendly atmosphere, and the tight-knit neighborhoods. They also like the small-town appeal of the area.
- 5. Parks and recreational amenities:** The presence of parks, green spaces, and recreational facilities is highly valued. Residents enjoy the community parks, trails, sports complexes, pickleball courts, disc golf parks, etc. The parks are seen as well-maintained and provide opportunities for leisure and entertainment.



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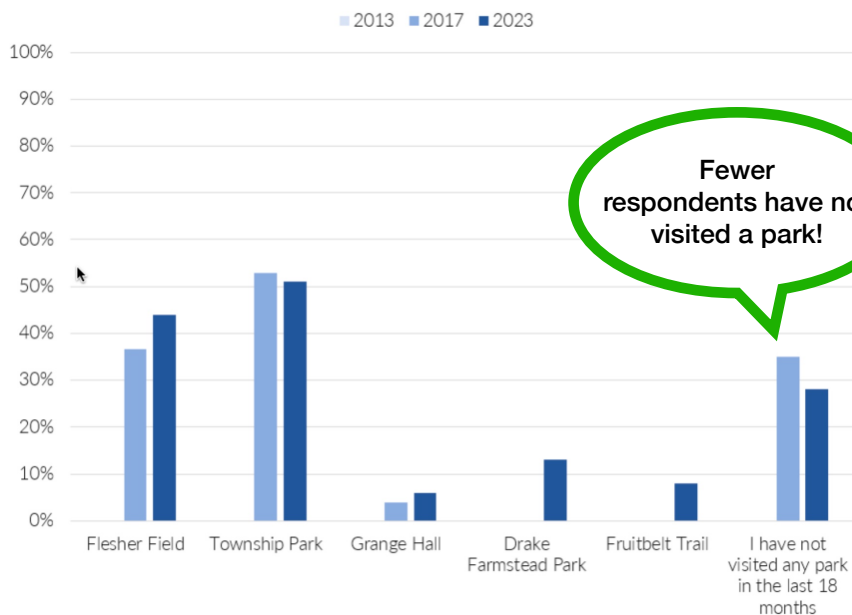
## Budget Resources- Prioritize Funding if Revenue Cannot Maintain Current Levels



Feedback on how to prioritize funding or reduce service levels if revenue decreases.

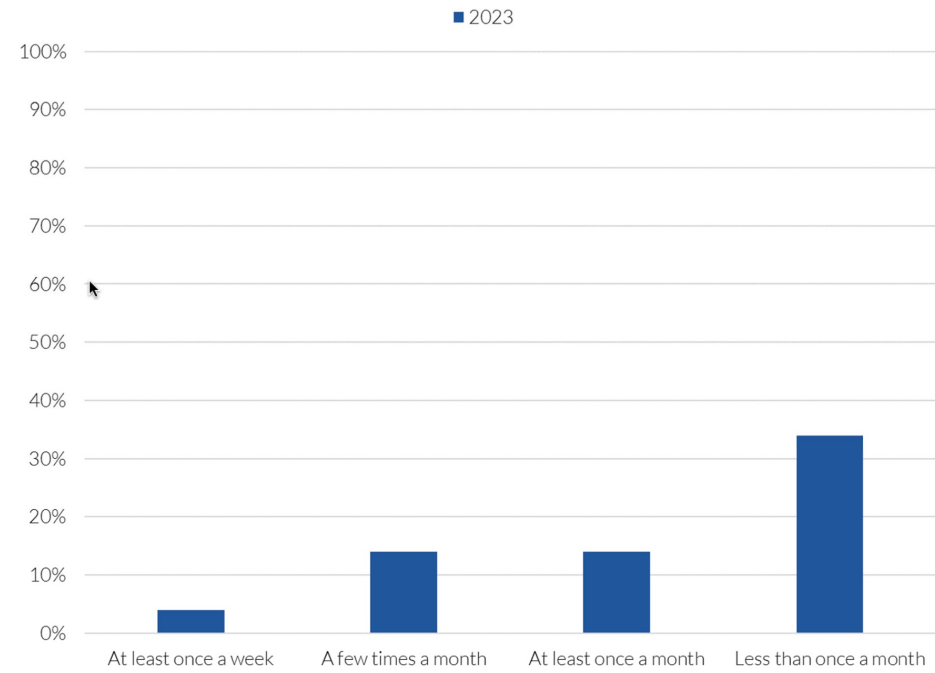
The questions below were specific to Oshtemo Parks. Some responses can be compared to our 2017 survey.

## Question 25: Which parks have you visited in the last 18 months?



Fewer respondents have not visited a park!

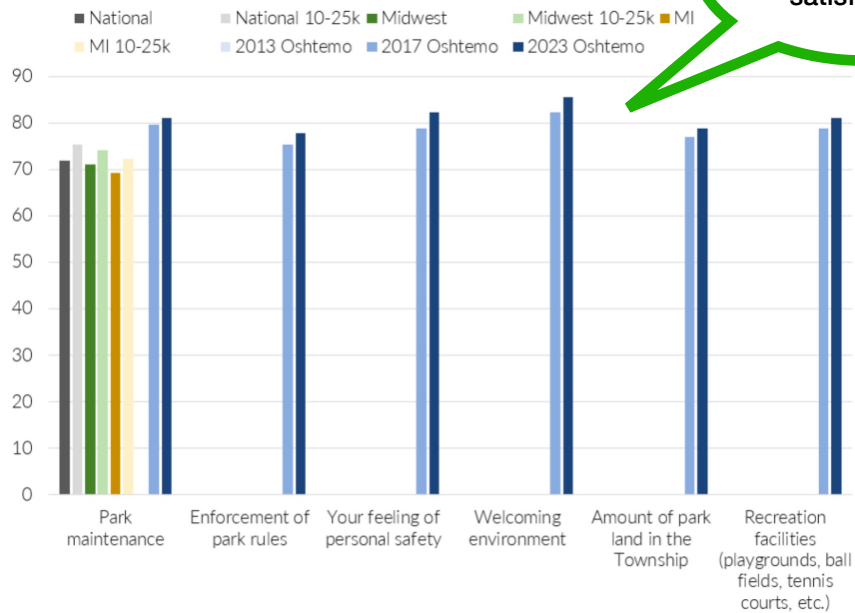
## Question 26: How often do you visit?



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## Overall Parks Satisfaction



Increases in all aspects of park satisfaction!

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## Question 30: Ways to improve parks to increase satisfaction

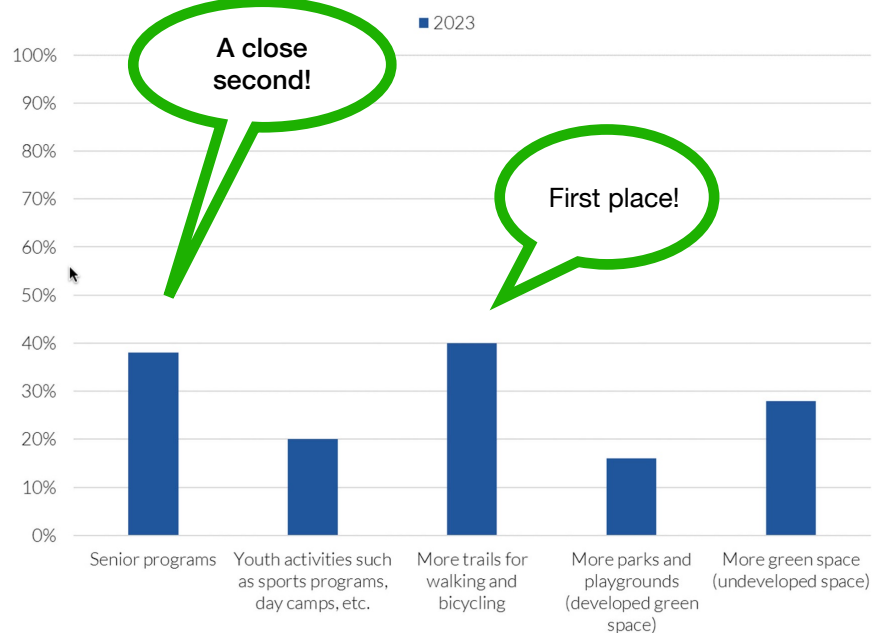
1. **Maintenance:** Maintaining and improving the parks and their facilities. Specific suggestions include additional maintenance of bathrooms, ensuring cleanliness, stocking supplies, providing ADA-accessible restrooms, improving lighting in winter months, clearing snow on walks.
2. **Improve awareness:** Many residents didn't know what parks offer or what special events are going on.
3. **Clean:** Keeping the parks clean and well-maintained. Suggestions include keeping benches, chairs, and amenities in good condition, cleaning and getting rid of garbage, enforcing rules against littering, and providing regular upkeep to preserve cleanliness. Residents want to see much more effort toward keeping bathrooms clean.
4. **Improving recreational activities:** It includes requests for more playgrounds for children, more swing sets for different age groups, additional pickleball courts, more fitness classes, more soccer equipment, more tennis courts, trails/sidewalks to lead to parks from neighborhoods, and developing Flesher Field with more amenities



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Top ways to improve are maintenance/cleaning, awareness/promoting parks, and adding recreational activities

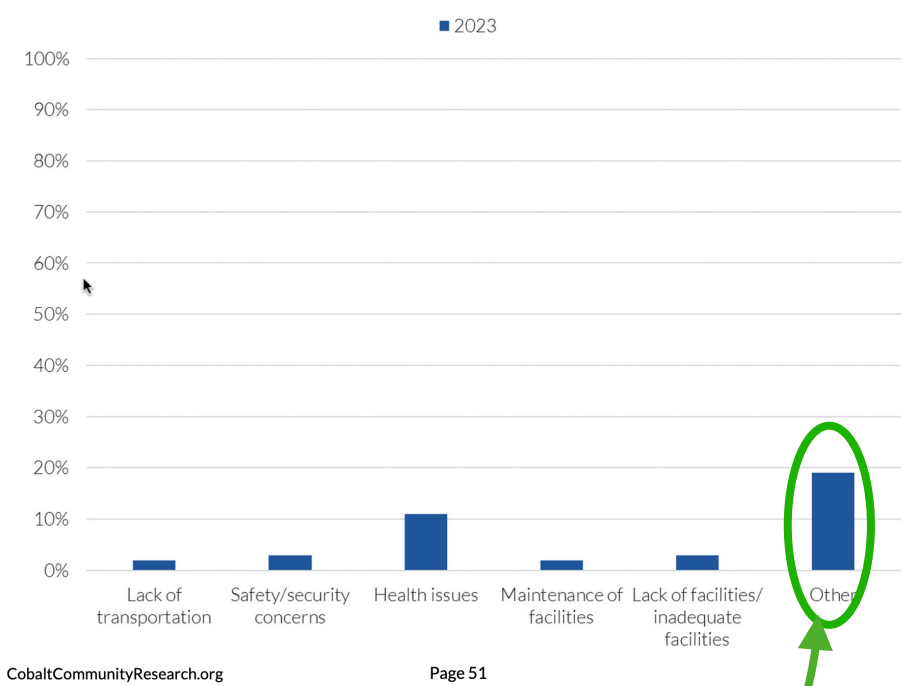
## Question 31: What recreation programs or facilities would you like to see added or expanded in the Township?



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Question 32: If you haven't visited a park in the last 18 months, what best explains your reason for not doing so?



Question 32a: Other barriers to visiting parks

1. Interest: Many individuals express a lack of interest or need for using the parks in Oshtemo. The reasons mentioned include being busy with other activities, having no desire or reason to visit the parks, no longer having a lifestyle that involves park usage, and not being a "park person."
2. Busy/lack of time: A significant number of responses mention being too busy or having limited time to visit the parks
3. Need: Need more information of where parks are located, what is available, what is going on there



**Need for better promotions/advertising is a recurring theme**

Question 33: Review statements below and indicate whether you agree or disagree:

Parks provide economic benefits to the Township		Parks enhance the quality of life in the Township		Well-maintained parks enhance the property values of surrounding homes		The parks in Oshtemo Township are well promoted	
Agree	Disagree	Agree	Disagree	Agree	Disagree	Agree	Disagree
71%	18%	90%	3%	85%	7%	47%	36%

36% of respondents feel parks not well promoted. This is down from 42% in 2017 but still an issue to be addressed.

Question 34: Would you support up to an additional 0.5 mills in property taxes for the following?

Building Trails		Purchasing land to conserve for wildlife and passive recreation		Maintaining, upgrading, and improving existing parks	
Yes	No	Yes	No	Yes	No
43%	51%	47%	47%	56%	38%

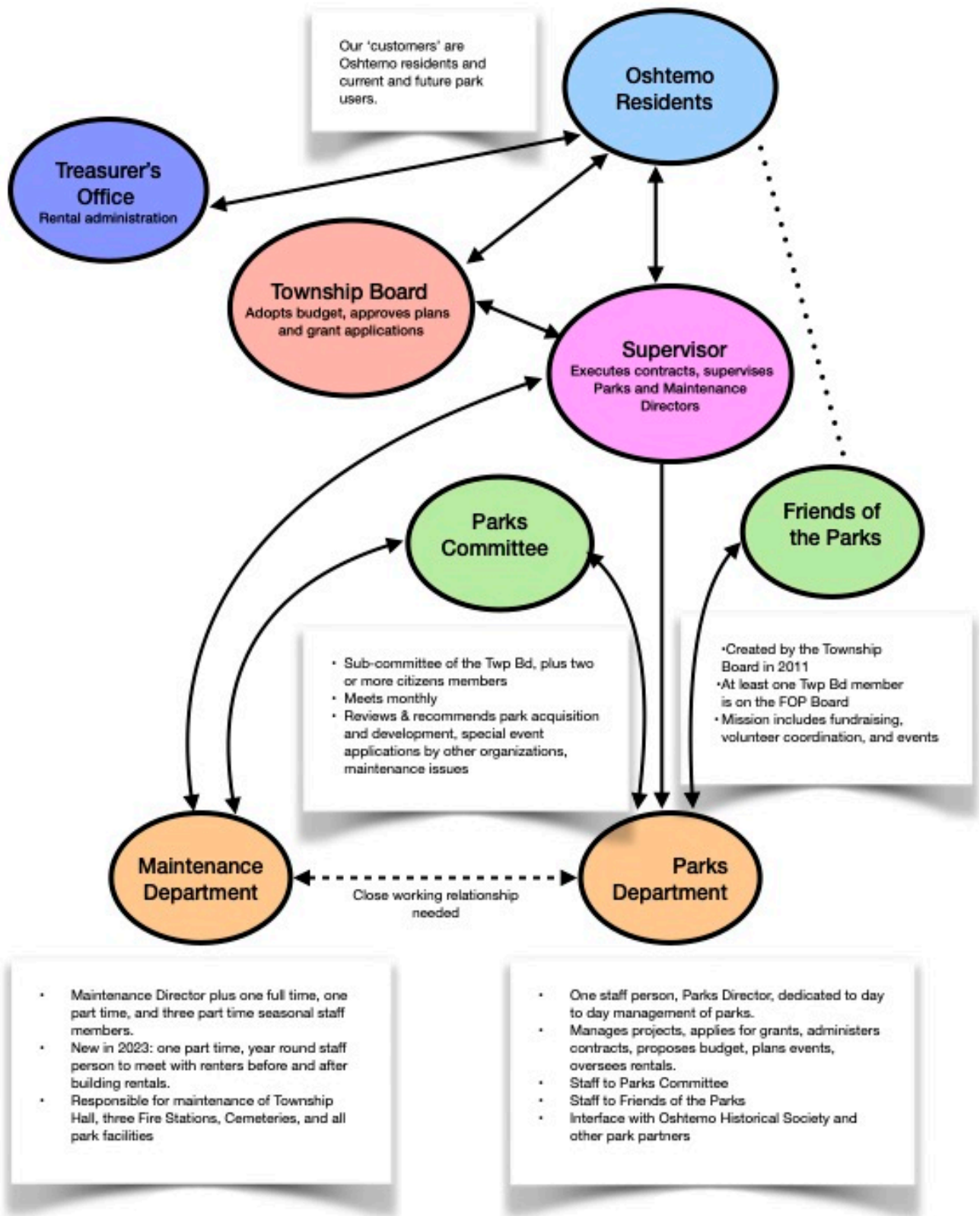
56% of respondents would support millage to maintain and improve existing parks

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***Station 3 Continued, Online Survey***

Attendees were invited to complete an online survey using the QR code provided. They were encouraged to ask friends and neighbors unable to attend the meeting to complete the online survey as well. End date of the survey, October 18, was posted.

## Station 4 Administrative Structure



**Question 8. With the Administrative Structure in mind, how we can improve the management and maintenance of our parks?**

*Responses:*

- 1. Create a programming position to create/manage community events at parks, ranging from small scale to large.*
- 2. Continue investment in volunteer support and management.*

**Question 9. How can we pay for park improvements and maintenance?**

*Responses:*

- 1. Fundraiser between Friends of the Parks and Pickleball Outreach nonprofit.*
- 2. Work with related groups that might benefit from improvements.*
- 3. Advertise for more volunteer help.*

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## **Station 5 Reviewing our previous plan...GO! Green Oshtemo**

**GO! Green Oshtemo** was our community's first effort to consider parks and recreation, nonmotorized facilities, and conservation of open space and greenways in a coordinated way. Development of the plan included a comprehensive planning process that lasted nearly a year and involved study groups made up of many residents, Township Board, Parks Committee and Planning Commission members, plus staff and consultants.

Following are the Goals and Objectives related to parks and recreation from **GO! Green Oshtemo**. We can use the good work generated in 2018 and 2019 as a starting point for the new Goals and Objectives that will be included in our Parks & Rec Plan for 2024 - 2028. (*Note: Goals and Objectives that don't fall under the typical scope of the Parks & Rec Plan, such as nonmotorized facilities and conservation, have been omitted from the list below. These plan elements will be included in the Township Master Plan update scheduled in 2024.*)

Please review the Goals and Objectives listed below and put **GREEN** dot stickers next to those that you feel are a **HIGH** priority, and **YELLOW** dot stickers next to those that you feel are a **LOW** priority. Don't put a dot sticker next to the goals and objectives that are neither a high nor a low priority to you, or if you are undecided. Keep in mind that these are long range goals, many of which will require more time than the 5-years allotted to this plan to achieve. It is the Township's intent to continually work towards realizing this future vision.



High Priority



No sticker = in between or undecided



Low priority

**GOAL 1: Acquisition** - Explore land acquisition opportunities to develop new parks.

Objectives:

2. Focus land acquisition efforts for parks in the urbanized area of the Township. **Yellow - 1**
3. Concentrate acquisition efforts on the development of neighborhood or mini-parks, with an acreage size between one and ten acres. **Green - 3**



4. As the Township continues to develop, provide for future park development and more uniform distribution of facilities, in terms of both geography and population. **Green - 2**
5. towards ensuring that the majority of Oshtemo residents within the urbanized area of the Township are within ½ mile of a park. **Green - 2**

**GOAL 2: Accessibility and Diversity** - Provide a diversity of recreational opportunities, both active and passive, that meet the needs of the Oshtemo Community.

Objectives:

1. Incorporate amenities and facilities missing in Township parks or identified as a priority by the community such as walking/biking paths, basketball courts, pickleball courts, and a splash pad. **Green - 2 for the objective in general, Yellow-2 for splash pad.**
2. Maintain a logical balance between active and passive pursuits in the parks, to address the recreation needs of all users. **Green - 1**
3. Seek citizen input when designing park and recreation facilities and programs, especially from children and families when designing playgrounds and youth-oriented recreation facilities and from seniors to address the specific needs of the aging population. **Green - 1**
4. Coordinate with neighboring jurisdictions to provide a wider diversity of recreation opportunities that help to meet the needs of Oshtemo residents. **Green - 1**
5. Explore opportunities, such as updating Township ordinances, to require developers to provide private recreation facilities within new developments. **Green - 1**

**GOAL 3: Exceptional Park Experience - Deliver an exceptional park user experience through proper maintenance and continuous improvements, recognizing that our parks are a source of community pride.**

Objectives:

1. Annually assess and update the Long-Term Capital Maintenance Forecast to assist with projecting recreational facility replacement and operational needs.
2. Continue to evaluate improvements needed to enhance universal access that provide equal levels of experiences for all age groups and abilities and their specific recreational needs.
3. Review the Township’s park rules and policies and routinely seek public input and feedback on ways they might be improved.
4. Develop a system to encourage park users to report maintenance issues and other concerns. **Green - 1**
5. Explore opportunities to establish a greater staff presence in the parks during busy times, to enforce park rules, ensure a welcoming environment, and increase safety. **Green - 1**
6. Consider ways to simplify and improve the reservation system and web-based interactions.
7. Continue to repair and renew facilities at existing parks, such as the disc golf course at Township Park, which is heavily used and showing signs of deterioration. **Green - 2**
8. Continue to restore and maintain the unique historic amenities like the Drake Farmstead, Community Center, Grange Hall, etc. that are managed by the Parks Department. **Green - 1**
9. Explore nature-based play opportunities where children can engage with the natural environment. **Green - 1**
10. Pursue opportunities to bring art into the parks. **Green - 1**

**GOAL 4: Environmental Stewardship** - Foster environmental stewardship through the preservation of important natural features and sustainable design practices within parks, supporting efforts to make Oshtemo a leader in environmental conservation.

Objectives:

1. Develop programs for the “greening” and naturalization of the parks and facilities through improvements such as: **Green - 1**
  - field maintenance;
  - reestablishment of native trees, shrubs, grasses, and wildflowers;



- storm water improvements;
  - lighting upgrades; and,
  - energy audits.
2. Preserve natural features during design and development of park sites to the maximum extent feasible, in consideration of the type of park planned. **Green - 1**
  3. Collaborate with adjoining property owners to coordinate environmental stewardship efforts in areas such as Township Park, Lillian Anderson Arboretum, and adjacent environmentally sensitive lands.
  4. Restore and preserve natural areas in the parks to improve habitat, prevent the spread of invasive species, and increase the enjoyment of park users. **Green - 1**

**GOAL 5: Development of Existing Facilities** - Continue progress towards development of existing park facilities in established and undeveloped Township park land. **Green - 2**

Objectives:

1. Develop a long-range master plan for the property owned by the Township and Kalamazoo County located on KL Avenue just east of 4th Street, to meet future needs. **Green - 2**
2. Continue to implement the park master plans for Drake Farmstead Park, Flesher Field, and Township Park. **Green - 2**
3. Develop and implement a plan to provide additional outdoor recreation facilities at Grange Hall.
4. Develop and provide educational programs with a focus on nature and history at the Drake Farmstead Park. **Green - 1**

**GOAL 6: Connect Nature and People** - Advance a greenway network that connects natural features and people to community and regional destinations. **Green - 1**

Objectives:

1. Provide connections to parks, neighborhoods, schools, and major areas of activity through neighborhood greenways and conservation trails or bicycle and pedestrian-focused corridors.
2. Develop a set of criteria for determining when greenway/open space lands should be permanently protected in their undeveloped state and when passive recreation should be permitted for the use and enjoyment of Oshtemo residents, promoting the balance between recreational opportunities and natural resource protection.
3. Structure the passive recreational component of the greenway system so that connections to the larger Township nonmotorized plan provide linkages to local and regional destinations, particularly Oshtemo parks and other publicly accessible open spaces.
4. Investigate opportunities for acquisition of undeveloped lands within the more urbanized area of the Township to allow for community open spaces and greenways where available natural areas may be scarce.
5. Develop a generalized map for where acquisition of land/easements should be prioritized within the Township.
6. Develop policies and practices for the maintenance and upkeep of the passive recreation greenways within the Township.
7. Partner with regional organizations to promote bicycling, running, and walking activities.

**GOAL 7: Enhance Partnerships** - Enhance partnerships with community organizations, governmental units, and civic groups, and work towards better public/private partnerships with the development community to improve recreation and conservation opportunities. **Green - 1**

Objectives:

1. Develop a comprehensive list of community organizations involved in parks, recreation, and conservation and strengthen these partnerships to support recreation and outdoor activities in Oshtemo Township.

2. Work with Friends of the Parks to develop and implement a parks and programming communication plan.
3. Encourage greater volunteer participation in all aspects of parks, recreation, and conservation activities.
4. Continue to build on the successful relationship with the Oshtemo Branch of the Kalamazoo Public Library by continuing to partner on projects and programs made possible by the library's close proximity to Township Park.
5. Explore incentive opportunities to the private development community to include both private and public recreation opportunities within their development projects.
6. Investigate volunteer opportunities and "adopt a mile" programs for the maintenance of the publicly accessible greenway system.

**GOAL 8: Sound Fiscal Management** - Develop stable sources of funding and practice sound fiscal management of the parks and recreation system.

Objectives:

1. Explore the potential of a replacement and acquisition fund for maintenance of parks and recreation assets.
2. Complete a comprehensive analysis of total costs related to the Township's rental facilities and establish cost recovery rates that will generate revenue for these expenditures.
3. Pursue all available funding sources for acquisition, capital improvements, operations and maintenance, including local sources, the Township endowment, a parks and recreation millage, state and federal grant programs, local businesses, sponsorships, and other sources.
4. Explore opportunities for greater private sector participation in the provision of recreation services in the Township.
5. Continue to build the Oshtemo Parks and Recreation Endowment Fund.
6. Assess and update the Long-Term Capital Maintenance Forecast as a budgeting tool.
7. Explore funding opportunities that will assist the Township in leveraging capital for recreational greenways within the Township.

**Question 10. What's missing? Please share your thoughts on Goals or Objectives to add to the plan.**

*Responses:*

- 1) *Climate resilience*
- 2) *Habitat improvement*
- 3) *Environmental health*

**Question 11. What's changed? Please share your thoughts on Goals or Objectives that need to be revised.**

*Responses: None*

The open house ended at 6 pm.

These public meeting minutes were prepared by Karen High and certified by Vanessa Street, Oshtemo Township Parks Director, and serve as the official record.

Signed,

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Vanessa Street Date  
 Oshtemo Township Parks Director

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

**NOTICE OF 30-DAY PUBLIC REVIEW PERIOD AND PUBLIC HEARING FOR FIVE-YEAR  
COMMUNITY PARKS & RECREATION PLAN 2024-2028**

PLEASE TAKE NOTICE that the draft Charter Township of Oshtemo Five-Year Community Parks and Recreation Plan 2024-2028 will be available for review and comment for 30 days beginning November 10th, 2023, and ending December 10th, 2023. The plan can be viewed in person at Oshtemo Township Hall, 7275 West Main Street, Kalamazoo MI 49009 during regular business hours and online [Oshtemo.org/Notice-Board](https://oshtemo.org/Notice-Board)

Oshtemo Township is preparing a Five-Year Community Parks and Recreation Plan in accordance with the Michigan Department of Natural Resources requirements. When completed, the Plan will serve as a guide for the acquisition and development of parks and recreational facilities over the next five years.

NOTICE IS FURTHER GIVEN that the Oshtemo Township Board will hold a public hearing on **December 12th, 2023, at 7:15pm at the Oshtemo Township Hall, 7275 West Main Street**, to hear comments on the Five-Year Community Parks and Recreation Plan 2024-2028.

You are invited to attend the public hearing. If you are unable to attend, all interested parties may submit comments in person or in writing to the Oshtemo Township Parks Department, 7275 West Main Street, Kalamazoo MI 49009, or you may contact the Parks Department at 269-216-5233. Comments may also be submitted via email to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org).

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at this hearing, to individuals with disabilities. Individuals with disabilities requiring auxiliary aids should contact the Township by phone, or in writing, at least seven (7) days prior notice to the scheduled hearing date.

OSHTEMO CHARTER TOWNSHIP  
By: Vanessa Street, Parks Director  
(269) 216-5233



State of Michigan,) ss  
County of Kalamazoo)

Nancy Block being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Kalamazoo Gazette is a public newspaper published in the city of Kalamazoo, with general circulation in Kalamazoo county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):


**Kalamazoo Gazette 11/07/2023**

Nancy Block  
Principal Clerk of the Publisher

Sworn to and subscribed before me this 7th day of November 2023

Teasha R Payne  
Notary Public

TEASHA R. PAYNE  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF MECOSTA  
COMMISSION EXP FEB 24 2026  
ACTING IN COUNTY OF hent



**OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN**

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By: Vanessa Street, Parks Director  
(269) 216-5233

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Established 1839  
**Oshtemo**  
CHARTER TOWNSHIP

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## Notice Board

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**[Five-Year Parks & Rec Plan 2024-2028 DRAFT for Public Review Period Nov 10-Dec 10](#)**  
[View document here](#) PDF 219K

**[Notice of Election Commission Meeting Oct 10, 2023](#)**  
[View the notice here](#) PDF 147K

**[Notice of Opportunity to Comment on Transportation Planning Process](#)**  
[View the notice here](#) PDF 127K

**[Notice of Oshtemo Township Hall West Drive](#)**  
 Oshtemo Charter Township Hall west drive/entrance will be closed Thursday, 9/21/2023 for the Contractor to work on sewer installation. Please prepare to use the east entrance (closest to the library). The west drive/entrance closure is expected to last the entire day.

**[Notice of City of Kalamazoo Media Release](#)**

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51°F Sunny 4:26 PM 11/9/2023

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

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OSHTEMO CHARTER TOWNSHIP  
By: Vanessa Street, Parks Director  
(269) 216-5233

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

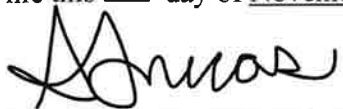
STATE OF MICHIGAN     )  
                                  : ss.  
COUNTY OF KALAMAZOO)

AFFIDAVIT OF POSTING  
DECEMBER 12, 2023, PUBLIC HEARING  
RE: 5-YEAR COMMUNITY PARKS & REC PLAN 2024-2028

I, Dusty Farmer, being first duly sworn, depose and say that on the 2<sup>nd</sup> day of November, 2023, I conspicuously posted a true and correct copy of the December 12, 2023, Public Hearing Notice (in compliance with the provisions and requirements of the Open Meetings Act, Public Act 267 of 1976, MCL 211.19, and the Americans with Disabilities Act) for the Public Hearing located at 7275 West Main St. Kalamazoo, MI. 49009, on the bulletin board located at the Oshtemo Charter Township Hall (7275 West Main Street, Kalamazoo, Michigan 49009), as well as on the Township's website, within the seven (7) days preceding the publication of the within Notice for public inspection.

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

Subscribed and sworn to before me this 2<sup>nd</sup> day of November, 2023.

  
\_\_\_\_\_  
Sierra Lucas                   notary public  
County of Cass, State of Michigan  
Acting in Kalamazoo County, Michigan  
My commission expires: 2/23/2030





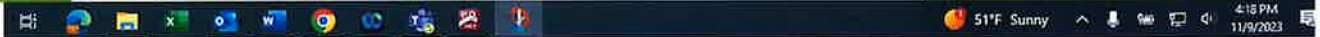
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### Legal Notices

- [5 Year Parks Plan and Notice of Public Hearing](#) <sup>PDF 114KB</sup> November 2, 2023
- [Public Hearing](#) <sup>PDF 104KB</sup> October 30, 2023
- [Zoning Public Meeting](#) <sup>PDF 86KB</sup> October 30, 2023
- [Parks Public Meeting Notice](#) <sup>PDF 162KB</sup> October 25, 2023
- [2024 Road SAD Budget Notice of Public Meeting](#) <sup>PDF 34KB</sup> October 20, 2023
- [2024 Police SAD 04 and 09 Budget Notice of Public Meeting](#) <sup>PDF 112KB</sup> October 20, 2023
- [2024 General, Fire and Police Fund Budget Notice of Public Meeting](#) <sup>PDF 17KB</sup> October 20, 2023
- [2024 Fire SAD 1 Budget Notice of Public Meeting](#) <sup>PDF 16KB</sup> October 20, 2023
- [2024 Fire SAD 2 Budget Notice of Public Meeting](#) <sup>PDF 17KB</sup> October 20, 2023
- [Notice of Public Meeting](#) <sup>PDF 89KB</sup> October 19, 2023
- [Notice of Ordinance Adoption](#) <sup>PDF 11KB</sup> October 11, 2023
- [Notice of Zoning Public Hearing](#) <sup>PDF 129KB</sup> October 9, 2023
- [Notice of Public Hearing](#) <sup>PDF 141KB</sup> October 5, 2023
- [Notice of Ordinance Submittal](#) <sup>PDF 21KB</sup> October 5, 2023
- [Notice of Ordinance Adoption](#) <sup>PDF 27KB</sup> October 3, 2023
- [Notice of Public Hearing](#) <sup>PDF 623KB</sup> - Fire SAD September 28, 2023
- [Notice of Public Hearing](#) <sup>PDF 641KB</sup> - Master Plan Update September 28, 2023
- [Notice of Public Hearing](#) <sup>PDF 269KB</sup> Mailed September 13, 2023
- [Notice of Registration](#) <sup>PDF 202KB</sup> September 18, 2023
- [Notice of Public Accuracy Test](#) <sup>PDF 111KB</sup> September 18, 2023
- [Notice of Election](#) <sup>PDF 154KB</sup> September 18, 2023
- [Notice of Ordinance Adoption](#) <sup>PDF 214KB</sup> September 13, 2023
- [Notice of Ordinance Submittal](#) <sup>PDF 121KB</sup> September 13, 2023
- [Notice of Zoning Public Hearing](#) <sup>PDF 144KB</sup> August 28, 2023
- [Notice of Zoning Public Hearing](#) <sup>PDF 212KB</sup> August 2, 2023
- [Notice of Ordinance Submittal](#) <sup>PDF 124KB</sup> August 2, 2023
- [Notice of Public Hearing](#) <sup>PDF 624KB</sup> August 2, 2023
- [Notice of Ordinance Adoption](#) <sup>PDF 174KB</sup> July 20, 2023
- [Notice of Ordinance Adoption](#) <sup>PDF 141KB</sup> July 20, 2023
- [Notice of Ordinance Submittal](#) <sup>PDF 119KB</sup> July 5, 2023

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# Memorandum



**Date:** July 28, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** MDOT Contract for work on the KL Ave Shared Use Path

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**MOTION:**

I move approval of the resolution to approve contract with the Michigan Department of Transportation for the KL Non-Motorized Path dated December 12, 2023.

**Background**

For many years, the Township has advocated for a non-motorized facility on KL Ave from Drake Road to the west towards 9<sup>th</sup> Street. Finally, we are seeing progress towards the construction of this facility! Most recently we were able to complete Phase 1: Drake Road to Concord Place Dr in 2023 and it immediately experienced many users. This segment was made possible with \$250,000 in grant funds from the Transportation Alternatives Program or TAP.

Phase 2: the west side of the US-131 overpass to The Paddock Apartments is planned for 2027, and the Township has also received over \$1 million in TAP grant funds for this portion. This second phase is predicated on the need to complete the US-131 bridge over KL Ave, which MDOT has been working on permitting with Amtrak for many years, for the path to have a complete and safe connection the entire way. Again, more positive progress is being made and MDOT has finally bid the bridge replacement project and plans to start work in April 2024.

MDOT has agreed to complete the path work under the overpass within their construction contract to be efficient with contractors and help recognize savings by a joint project. The cost sharing contract they have drafted, attached, is only for the portion of the path work that is the Township’s responsibility including items such as asphalt paving and guardrail. MDOT recognizes the value and need for complete streets, and they design and pay for construction items to accommodate non-motorized facilities that are identified in local master plans. One example for this project is they are including the cost of the retaining wall to ensure space for the path within their project.

We are excited to see this project come to fruition and the benefits it will bring to the residents and community! This contract is in the best interest of the Township and we appreciate the partnership with MDOT.

**Attachments**

Resolution  
Contract 23-5392

SPECIAL TRUNKLINE  
NON-ACT-51  
ADDED WORK

DA	
Control Section	BFP 39014
Job Number	122664CON
Fed Project #	24A0018
Contract	23-5392

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and OSHTEMO TOWNSHIP, Kalamazoo County, Michigan hereinafter referred to as the "TOWNSHIP"; for the purpose of fixing the rights and obligations of the parties in agreeing to construction improvements in conjunction with the DEPARTMENT'S construction on Highway US-131, within the corporate limits of the TOWNSHIP.

WITNESSETH:

WHEREAS, the DEPARTMENT is planning bridge replacement of northbound and southbound Highway US-131 over Amtrak Railroad and KL Avenue; and

WHEREAS, the TOWNSHIP has requested that the DEPARTMENT perform additional work for and on behalf of the TOWNSHIP in connection with the Highway US-131 construction, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Non-motorized path construction along KL Avenue from approximately the west abutment of Structure R02 of 39014 (#4557) which carries southbound Highway US-131 over the Amtrak Railroad and KL Avenue to approximately 300 feet east, including retaining wall work, reinforced concrete, culvert, grading, and turf establishment work; together with necessary related work, located in Oshtemo Township, Kalamazoo County, Michigan; and

WHEREAS, the DEPARTMENT presently estimates the PROJECT COST as hereinafter defined in Section 1 to be: \$91,700; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties shall undertake and complete the construction of the PROJECT in accordance with this Contract. The term "PROJECT COST", as herein used, is hereby defined as the cost of the construction of the PROJECT including the costs of physical construction

necessary for the completion of the PROJECT as determined by the DEPARTMENT, construction engineering (CE), and any and all other expenses in connection with any of the above.

2. The cost of alteration, reconstruction and relocation, including plans thereof, of certain publicly owned facilities and utilities which may be required for the construction of the PROJECT, shall be included in the PROJECT COST; provided, however, that any part of such cost determined by the DEPARTMENT, prior to the commencement of the work, to constitute a betterment to such facility or utility, shall be borne wholly by the owner thereof.

3. The TOWNSHIP will approve the design intent of the PROJECT and shall accept full responsibility for the constructed PROJECT functioning as a part of the TOWNSHIP'S facilities. The TOWNSHIP is solely responsible for any input which it provides as it relates to the design of the PROJECT functioning as part of the TOWNSHIP'S facilities.

4. The DEPARTMENT will administer all phases of the PROJECT and will cause to be performed all the PROJECT work.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

5. The PROJECT COST shall be charged to the TOWNSHIP 100 percent and paid in the manner and at the times hereinafter set forth. Such cost is estimated to be as follows:

PROJECT COST - \$91,700

The CE costs will be apportioned in the same ratio as the actual direct construction costs.

6. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT. The DEPARTMENT may submit progress billings to the TOWNSHIP on a monthly basis for the TOWNSHIP'S share of the cost of work performed to date, less all payments previously made by the TOWNSHIP not including payments made for a working capital deposit. No monthly billings of a lesser amount than \$1,000 shall be made unless it is a final or end of fiscal year billing. All billings will be labeled either "Progress Bill Number \_\_\_\_\_", or "Final Billing". Payment is due within 30 days of receipt of invoice. Upon completion of the PROJECT, payment of all items of PROJECT COST and receipt of all Federal Aid, the DEPARTMENT shall make a final billing and accounting to the TOWNSHIP.

The TOWNSHIP will deposit with the DEPARTMENT the following amount which will be used by the DEPARTMENT as working capital and applied toward the end of the project for the contracted work and cost incurred by the DEPARTMENT in connection with the PROJECT:

DEPOSIT - \$91,700

The total deposit will be billed to the TOWNSHIP by the DEPARTMENT and shall be paid by the TOWNSHIP within 30 days after receipt of invoice.

8. Upon completion of the PROJECT, the TOWNSHIP shall accept the facilities constructed as built to specifications within the construction contract documents. It is understood that the TOWNSHIP shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction at no cost to the DEPARTMENT.

9. Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this Contract are done to assist the TOWNSHIP. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the TOWNSHIP of its ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

When providing approvals, reviews and recommendations under this Contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

10. In connection with the performance of PROJECT work under this Contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this Contract. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

11. This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the TOWNSHIP and for the DEPARTMENT; upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of the TOWNSHIP, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

OSHTEMO TOWNSHIP

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By \_\_\_\_\_  
Title:

By \_\_\_\_\_  
*for* Department Director MDOT

By \_\_\_\_\_  
Title:



**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

**APPENDIX B  
TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
  - a. Withholding payments to the contractor until the contractor complies; and/or
  - b. Canceling, terminating, or suspending the contract, in whole or in part.



6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

## APPENDIX C

### TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

#### Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION TO APPROVE CONTRACT WITH THE**  
**MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE**  
**KL NON-MOTORIZED PATH**  
**DECEMBER 12, 2023**

**WHEREAS**, pursuant to its non-motorized plan, the Township plans to construct the non-motorized path on KL Avenue between Drake Road and 9<sup>th</sup> Street; and

**WHEREAS**, the Michigan Department of Transportation is planning bridge replacement of the Northbound and Southbound Highway US-131 bridges over the Amtrak Railroad on KL Avenue; and

**WHEREAS**, the Township has requested that the Michigan Department of Transportation perform additional work for and on behalf of the Township, in connection with Highway US-131 construction, including the non-motorized path construction on KL Avenue for that area near and under the proposed bridgework; and

**WHEREAS**, Michigan Department of Transportation has agreed, pursuant to Contract Number 23 – 5392, to perform such improvements on behalf of the Township with projected cost of \$91,700.00.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that the Township agree to enter into Contract Number 23 – 5392, with Michigan Department of Transportation, to install the portion of the non-motorized path on KL Avenue, past, under and near, that portion of the bridge, approve the replacement projected cost of \$91,700.00 and authorize the Township Supervisor to execute the contract on behalf of the Township.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following "Abstained":

The Supervisor declared that the Resolution has been adopted.

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

\*\*\*\*\*

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on December 12, 2023, at which meeting \_\_\_\_ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

\_\_\_\_\_  
Dusty Farmer, Township Clerk

# MEMORANDUM

**Date:** November 27, 2023  
**To:** Township Board  
**From:** James Porter – Legal Department  
**Subject:** 2024 Poverty Exemptions Guidelines



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## **Objectives**

To adopt the 2024 Property Exemption Guidelines.

## **Background**

The State of Michigan provided Bulletin 18 of 2023, dated November 14, 2023, to provide information on statutory changes, procedural changes and reminders for the 2024 assessment year. I have implemented the changes to the income level guidelines as shown in the attached 2024 Poverty Exemption Guidelines.

## **Information Provided**

Attached you will find the 2024 Poverty Exemption Guidelines.

## **Core Values**

Public Service

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

**POVERTY EXEMPTIONS GUIDELINES – 2024**

Meeting of the Township Board on December 12, 2023

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Township Board; and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 Oshtemo Charter Township, Kalamazoo County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

NOW THEREFORE IT BE RESOLVED, that the following shall constitute the Township Poverty Exemption Guidelines for 2024:

To be eligible, a person shall do all the following on an annual basis:

- (1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- (2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead.
- (3) Produce a valid driver's license or other form of identification if requested.
- (4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- (5) Meet the federal poverty income standards as defined and determined annually by

the United States Office of Management and Budget.

- (6) The application for an exemption shall be filed after January 1, but at least a week before the start of the March Board of Review, July Board of Review or December Board of Review.

Poverty exemption standards shall be as follows:

The following are the poverty thresholds as of December 31, 2023, for use in setting poverty exemption guidelines for 2024 assessments:

Size of Family Unit	2024 Poverty Guidelines (Federal)	2024 Qualifying Income Level (Per Township Policy)
1	14580	18225
2	19720	24650
3	24860	31075
4	30000	37500
5	35140	43925
6	40280	50350
7	45420	56775
8	50560	63200
For each additional person	5140	6425

1. Applicants must complete an application, except for their signature, and return it in person to the Assessor's Office.
2. Applications must be signed and witnessed by an employee of the Township and filed with the Assessor after January 1 but at least a week before the start of the March Board of Review, July Board of Review or December Board of Review.
3. Applicant must submit the previous year's Federal Income Tax Return and State Income Tax Return.
4. Applications may be reviewed by the Board without an applicant being present, however, the Board may request the applicant be physically present to respond to questions; and may be called upon to appear on short notice.
5. Answers to questions regarding the applicant's financial affairs, health or medical expenses, employment status of those residing in the residence may be requested before the meeting of the Board.
6. Applicants will be administered an oath of truth.

7. An asset test considering all assets owned by the applicant other than the applicant's homestead vehicle and normal household goods will be used in determining whether relief should be granted. Homeowners with assets in excess of \$25,000 may not be eligible for tax exemption consideration.
8. The Board may grant property tax relief based on poverty annually.
9. Applicant may be subject to investigation by the Township to verify information submitted or statements made in regard to a tax exemption claim.
10. The meeting may be recorded, and minutes will be kept of all proceedings of the Board of Review and all meetings held in compliance with the Open Meetings Act.
11. Applicants will be evaluated based on data submitted to the Board of Review, testimony taken from the applicant and information gathered from any source by the Township.
12. Those homeowners who meet the income and asset limitations set forth herein may be granted an exemption or partial exemption.

A formal motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Board of Review follow the above-stated policy and federal guidelines in granting or denying an exemption.

The following voted "Aye":

The following voted "Nay":

The following were absent:

The following "Abstained":

The Supervisor declared the Formal Motion had been adopted.



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Dusty Farmer, Township Clerk  
Oshtemo Charter Township

\*\*\*\*\*

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing Formal Motion was adopted by the Township Board of said Charter Township at a regular meeting of said Board held on December 12, 2023, 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

# Memorandum



**Date:** 12/12/2023  
**To:** Township Board  
**From:** Dusty Farmer, Clerk  
**Subject:** 2023 4<sup>th</sup> Quarter Budget Amendments

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## **Objective**

To approve the 2023 4<sup>th</sup> quarter budget amendments.

## **Background**

At the end of each year, Department Heads and staff conduct a complete review of the current budget to determine if each of the General Ledger lines have enough funds to carry through to the end of that budget year. In addition to this review, staff also completes an analysis of large projects and purchases to determine if they will be completed or received within the budget year. If the project or purchase will not fall within the budget year and is over \$10,000, then a budget amendment will be created to draw down those amounts in the budget before year end.

## **Information Provided**

Staff has included an explanation with each amendment. Regarding the draw down requests, there a few highlights:

- Projects delayed (over \$12,000,000)
- Projects under budget (over \$80,000)

The Board also has access to the current blue-line budget that includes the 2023 Amended Budget amounts and the current activity of each budget line through 12/11/2023.

## **Core Values**

Public Service, Integrity, Fiscal Stewardship

**Budget Amendment Requests**

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/20/2023	McComb	Operations	206-340-86700	Vehicle Operations	\$ 4,500.00	206-340-85100	Radio Maintenance	\$ 4,500.00		Vehicle maintenance has cost us more than anticipated. We are almost through our budgeted amount, with a month and a half left. I am pulling money from other operations funds that we believe won't be used by the end of the year.
			206-340-86700	Vehicle Operations	\$ 9,000.00	206-340-93300	Equipment Maintenance	\$ 9,000.00		
			206-340-86700	Vehicle Operations	\$ 8,000.00	206-340-75500	EMS Supplies	\$ 8,000.00		
			<b>Total</b>			\$ 21,500.00	<b>Total</b>			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/21/2023	Horner	General	101-000-40000	Carryover	\$ 15,000.00	101-441-97600	Capital Outlay	\$ 15,000.00	Yes	BUDGET REDUCTION - projects delayed due to land acquisition issues, design changes, and coordination with outside agencies. Funds expected to be utilized in 2024.
			101-000-40000	Carryover	\$ 25,000.00	101-441-97600.NMDRDR	Non-Motorized Drake Rd	\$ 25,000.00		
			101-000-40000	Carryover	\$ 30,000.00	101-441-97600.NMPKRV	Vienna to 131 Bridge	\$ 30,000.00		
			<b>Total</b>			\$ 70,000.00	<b>Total</b>			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request		
			GL Number	Description	Amount	GL Number	Description	Amount				
11/21/2023	Horner	General	101-000-40000	Carryover	\$ 30,000.00	101-441-97600.PLATSW	Capital Outlay	\$ 30,000.00	Yes	BUDGET REDUCTION - projects under budget		
			101-000-40000	Carryover	\$ 12,000.00	101-441-80800	Consultant (Record Digitization)	\$ 12,000.00				
			<b>Total</b>			\$ 42,000.00	<b>Total</b>				\$ 42,000.00	

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request		
			GL Number	Description	Amount	GL Number	Description	Amount				
11/21/2023	Horner	General	101-506-97600.NMDRHA	Drake/H Ave Nonmotorized	\$ 15,000.00	101-441-97600.NMDRTA	South Drake Phase 2 Trans. Alt.	\$ 15,000.00	No	Drake Rd Ph 2 TAP Project retaining wall repair under budget. Drake/H Ave original budget included ROW agent services and estimated land acquisition costs from preliminary engineering. Amendment covers actually costs of land acquisition (additional negotiations for tree replacemnts based on final design plans).		
			<b>Total</b>			\$ 15,000.00	<b>Total</b>				\$ 15,000.00	

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request		
			GL Number	Description	Amount	GL Number	Description	Amount				
11/21/2023	Horner	Local Roads	204-000-40000	Carryover	\$ 80,000.00	204-441-82100	Professional Fees	\$ 80,000.00	Yes	BUDGET REDUCTION - Project delays. Funds expected to be utilized in 2024. PAR Projects under budget.		
			204-000-40000	Carryover	\$ 140,000.00	204-441-97600	Capital Outlay - PAR Local Roads	\$ 140,000.00				
			<b>Total</b>			\$ 220,000.00	<b>Total</b>				\$ 220,000.00	

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request		
			GL Number	Description	Amount	GL Number	Description	Amount				
11/21/2023	Horner	Local Roads	204-441-82500	Accounting & Audit Fees	\$ 1,000.00	204-441-70200	Salaries	\$ 1,000.00	No	Accounting & audit fees increase/actual.		
			<b>Total</b>			\$ 1,000.00	<b>Total</b>				\$ 1,000.00	

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request		
			GL Number	Description	Amount	GL Number	Description	Amount				
11/21/2023	Horner	Sewer	485-000-40000	Carryover	\$ 250,000.00	485-536-96400.SAWSRV	Construction Costs	\$ 250,000.00	Yes	BUDGET REDUCTION - Project delayed due to legal issues. Funds expected to be utilized in 2024.		
			485-000-40000	Carryover	\$ 1,750,000.00	485-536-96400.WM7TO8	Construction Costs	\$ 1,750,000.00				
			<b>Total</b>			\$ 2,000,000.00	<b>Total</b>				\$ 2,000,000.00	

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request		
			GL Number	Description	Amount	GL Number	Description	Amount				
11/21/2023	Horner	Water	486-000-40000	Carryover	\$ 5,000.00	486-536-82000	Engineering Fees	\$ 5,000.00	Yes	BUDGET REDUCTION - Project delays due to legal issues. Funds expected to be utilized in 2024.		
			486-000-40000	Carryover	\$ 245,000.00	486-536-96400.WM7TO8	Construction Water Main 7th to 8th	\$ 245,000.00				
			<b>Total</b>			\$ 250,000.00	<b>Total</b>				\$ 250,000.00	

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/21/2023	Horner	USDA Sewer Phase 1	487-000-40000	Carryover	\$ 700,000.00	487-536-82000	Engineering Fees	\$ 700,000.00	Yes	BUDGET REDUCTION - Project delays due to legal issues. USDA bonds not issued.
			487-000-40000	Carryover	\$ 50,000.00	487-536-82100	Professional Fees	\$ 50,000.00		
			487-000-40000	Carryover	\$ 4,880,000.00	487-536-96400.SANCOA	Construction Costs Contract A	\$ 4,880,000.00		
			487-000-40000	Carryover	\$ 4,330,000.00	487-536-96400.SANCOB	Construction Costs Contract B	\$ 4,330,000.00		
			<b>Total</b>			\$ 9,960,000.00	<b>Total</b>			

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/21/2023	Horner	USDA Sewer Phase 2	488-000-40000	Carryover	\$ 70,000.00	488-536-82100	Professional Fees	\$ 70,000.00	Yes	BUDGET REDUCTION - Project delays due to legal issues. USDA bonds not issued.
			<b>Total</b>		\$ 70,000.00	<b>Total</b>		\$ 70,000.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/28/2023	Porter/Lucas Legal	Legal	101-250-96300	Contracted Legal Counsel	\$ 10,000.00	101-249-95800	Education/dues	\$ 10,000.00	Yes	Evidentiary hearing scheduled for December 12, 2023, requires an expert witness to attest to the ordered sanctions re attorney fees in the Solarek litigation. Fahey Shultz estimates this cost to be approximately \$5,000.00. Other
			<b>Total</b>		\$ 10,000.00	<b>Total</b>		\$ 10,000.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/28/2023	Biddle	General	101-257-70300	Board of Review Salaries	\$ 200.00	101-257-97000	Capital	\$ 200.00	No	Board of Review Salaries estimated less than actual.
			<b>Total</b>		\$ 200.00	<b>Total</b>		\$ 200.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/29/2023	Horner	Streetlights	219-000-40000	Carryover	\$ 19,500.00	219-448-97600	Capital Outlay	\$ 19,500.00	Yes	BUDGET REDUCTION - Projects underbudget. Consumers billing issue led to operations being over budget.
			219-448-92600	Street Lighting	\$ 10,000.00	219-448-97600	Capital Outlay	\$ 10,000.00		
			<b>Total</b>		\$ 29,500.00	<b>Total</b>		\$ 29,500.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
11/15/2023	Farmer	General	101-228-97000	Capital Outlay	\$ 18,000.00	101-441-80800	Consultant	\$ 18,000.00	No	This is a budget amendment request to transfer dollars for a records digitization consultant to the IT line for records digitization equipment. We have a dedicated records manager and the dollars are better spent on bolstering the equipment for that work and are no longer needed for a consultant at this time.
			<b>Total</b>		\$ 18,000.00	<b>Total</b>		\$ 18,000.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
12/1/2023	Farmer	General	101-249-90300	Legal Notices	\$ 18,000.00	101-249-76100	Public Education	\$ 18,000.00	No	The Township experienced the necessity for more legal notices than had been anticipated when the budget was formed in 2022.
			<b>Total</b>		\$ 18,000.00	<b>Total</b>		\$ 18,000.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
12/1/2023	Farmer	General	101-249-96300	BOR/MTT Refunds	\$ 379.16	101-250-97000	Capital Outlay	\$ 379.16	No	We do not budget for Michigan Tax Tribunal or Board of Review decisions since they cannot be anticipated.
			<b>Total</b>		\$ 379.16	<b>Total</b>		\$ 379.16		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
12/1/2023	Farmer	General	101-262-73000	Election postage	\$ 5,800.00	101-262-80800	Election Worker Pay	\$ 3,800.00	No	This additional postage is to cover the cost of required mailings for implementation of Proposal 2-22 for the February Presidential Primary.
						101-262-90300	Noticing and Programming	\$ 2,000.00		
			<b>Total</b>		\$ 5,800.00	<b>Total</b>		\$ 5,800.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
12/4/2023	Street	Parks	107-000-40000	Carryover	\$ 85,000.00	107-756-97400	Capital Outlay Improvements	\$ 85,000.00	No	Parking lot and Carriage Barn kitchenette will not be completed in 2023
			<b>Total</b>		\$ 85,000.00	<b>Total</b>		\$ 85,000.00		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
12/5/2023	Feister	General (Supervisor)	101-171-70200	Salaries	\$ 15,000.00	101-701-70200	Salaries	\$ 16,000.00	No	Reason for discrepancies are PTO payout for retirement (\$8000), allocation table discrepancy (5% of Receptionist salary was budgeted, but 20% actually came out), Deputy Supervisor stipend not budgeted (\$1000).
			101-171-72200	Pension Plan	\$ 1,000.00					
			<b>Total</b>		\$ 16,000.00	<b>Total</b>		\$ 16,000.00		

			Funds Requested To			Funds Requested From			Auth
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Date	Dept. Head	Fund Name	GL Number	Description	Amount	GL Number	Description	Amount	Only	Explanation of Request
12/5/2023	Feister	General (IT)	101-228-70200	Salaries/Clerical	\$ 12,000.00	101-701-70200	Salaries	\$ 13,600.00	No	IT Director salary is split 80% general & 20% fire. I manually calculated 80% of the salary, and BS&A was taking 80% of the already calculated 80%. This was a misunderstanding of how the HR Budget module works, and this will be corrected for 2024 and beyond.
			101-228-71500	Payroll Taxes - FICA	\$ 600.00					
			101-228-72200	Pension Plan	\$ 1,000.00					
			<b>Total</b>			\$ 13,600.00		<b>Total</b>		

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/5/2023	Feister	Building Department	249-371-70200	Salaries	\$ 200.00	249-371-72200	Pension Plan	\$ 230.00	No	Budget amendment for 2023 compensation adjustments	
			249-000-71500	Payroll Taxes - FICA	\$ 30.00						
			<b>Total</b>			\$ 230.00		<b>Total</b>			\$ 230.00

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/5/2023	Feister	Police Protection	207-301-70200	Salaries	\$ 200.00	207-301-72200	Pension Plan	\$ 200.00	No	Budget amendment for 2023 compensation adjustments .	
			<b>Total</b>			\$ 200.00		<b>Total</b>			\$ 200.00

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/5/2023	Feister	Building Department	249-000-71500	Payroll Taxes - FICA	\$ 30.00	249-371-72200	Pension Plan	\$ 30.00	No	Payroll taxes for cell phone reimbursement was not budgeted. This has been corrected for 2024 and beyond.	
			<b>Total</b>			\$ 30.00		<b>Total</b>			\$ 30.00

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/5/2023	McComb	Fire Equipment	211-344-98100	Capital Facilities	\$ 4,500.00	211-344-98100	Capital Facilities	\$ 4,500.00	No	Use unspent funds to replace fitness equipment	
			<b>Total</b>			\$ 4,500.00		<b>Total</b>			\$ 4,500.00

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/7/2023	Farmer	General	101-228-9000	Cell Phones	\$ 1,000.00	101-228-80500	Computer Support	\$ 1,000.00	No	This line was used for cell phone reimbursement, which was not the original intention of this line and has been corrected for 2024.	
			<b>Total</b>			\$ 1,000.00		<b>Total</b>			\$ 1,000.00

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/7/2023	McComb	Fire	206-340-91200	General Insurance	\$ 17,000.00	206-340-70500	Fire Pay On Call	\$ 17,000.00	No	Insurance costs came in higher than expected.	
			<b>Total</b>			\$ 17,000.00		<b>Total</b>			\$ 17,000.00

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request	
			GL Number	Description	Amount	GL Number	Description	Amount			
12/7/2023	McComb	Fire	206-336-70310	Contractual Overtime	\$ 80,000.00	206-336-70200	Salary	\$ 80,000.00	No	Two GL lines were merged during the change of chart of accounts from the State of MI. This will correct that merge.	
			<b>Total</b>			\$ 80,000.00		<b>Total</b>			\$ 80,000.00

Grand Total	\$ 12,948,909.16
Total Added to Budget	\$ 11,543,186.94
Authorization Only	\$ 1,405,722.22

REVIEW DATE 12/11/2023 SIGNATURE *Cheri Bell*

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
			<b>Total</b>			<b>Total</b>				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Auth Only	Explanation of Request
			GL Number	Description	Amount	GL Number	Description	Amount		
			<b>Total</b>			<b>Total</b>				