

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

**March 24, 2026**

*Refer to page 3 for Virtual Meeting Information*

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

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values:
  - *Core Value: Leverage new technologies and ways of doing business to increase accessibility and improve services.*
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
  - a. James Porter, Attorney, Oshtemo Charter Township
7. Work Session:
  - a. Presentation: Burn Ordinance – Oshtemo Fire Department, Captain of Community Risk Reduction and Assistant Fire Marshal Scott Fuller ([Pg 7-40](#))
  - b. Presentation: Oshtemo Township Identity Guide – Rich Blair, Media & Communications ([Pg 41-56](#))
8. Public Comment on Consent Agenda or Non-Regular Session Items (Est. 6:45 PM)
9. Consent Agenda
  - a. Meeting Minutes [[Minutes of Regular Meeting March 10, 2026](#)]
  - b. Employee Recognition Certificates ([Pg 57-59](#))
  - c. Oshtemo Township February Policing Reports: Dispatched Calls for Service (CFS) by Call Source & Venue & 911 Dispatch Report ([Pg 61-67](#))
10. Discussion and Consideration: Job Description Revision – Sara Feister, HR Director ([Pg 69-74](#))
11. Resolution re Employee Handbook Revision: Section 6.1\_Safety & Security ([Pg 75-80](#))
12. Budget Amendments:

- a. Kalamazoo Regional Water & Wastewater Commission Annual Dues ([Pg 81-85](#))
  - b. Oshtemo Fire Department Budget Amendment – 800 MHz Radio System Upgrade ([Pg 87-88](#))
- 13. Second Reading: General Ordinance No. 156: Hawkers, Peddlers & Solicitors ([Pg 89-91](#))
- 14. Topics for Board Discussion
  - a. Update: Root Cause Analysis of BS&A and missing SAD's
  - b. Update: Electric Vehicle Progress – Charging Stations Quote ([Pg 93-94](#))
- 15. Public Comment
- 16. Board Member Comments & Committee Updates
- 17. Adjournment

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

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

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

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

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

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

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

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

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

Oshtemo Township Board of Trustees		
<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>

Township Department Information			
<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>			
Alan Miller	216-5230	<a href="mailto:amiller@oshtemo.org">amiller@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>			
Jodi Stefforia	375-4260	<a href="mailto:jstefforia@oshtemo.org">jstefforia@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: 774 238 7802**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **+1 312 626 6799 US (Chicago)**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **774 238 7802#**

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



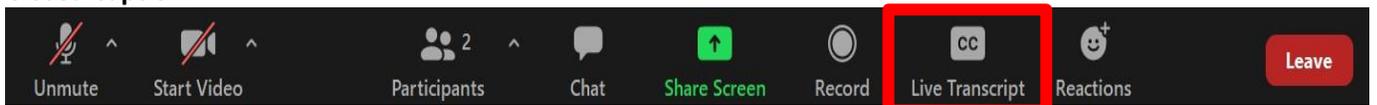
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

## **Mission:**

*To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.*

## **Vision:**

*A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.*

## **Core Values:**

### **PUBLIC SERVICE**

- Fair treatment to all people.
  - Each customer is welcomed, and their input is wanted.
    - Difficult questions are not marginalized.
- Allow residents to interact directly with Township staff and officials.
- Decisions are made based on the value to our Township and residents.

### **SUSTAINABILITY**

- Meet the needs of the present without compromising future generations.
  - Consider the environment through practices that reduce impacts.
    - Value-conscious decision-making.
  - Committing to quality fire and police protection.

### **INNOVATION**

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

### **PROFESSIONALISM**

- Hire staff with strong core competencies within their given profession.
  - Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### **INTEGRITY**

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
    - We do not obfuscate – we say what we mean and do what we say.
    - Transparent governmental practices are of the highest priority.

### **FISCAL STEWARDSHIP**

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.



# Open Burning

In Oshtemo Township

# Objectives

- Definitions of open burning
- State laws
- Existing Oshtemo ordinance
- Neighboring jurisdiction's practices
- Oshtemo Open Burn Data
- Example Jurisdictions
- Proposals
- Discuss Alternatives

# Open Burning Definitions

- EGLE: The burning of unwanted materials such as paper, trees, brush, leaves, grass, and other debris where smoke and other emissions are released directly into the air. During open burning, air pollutants do not pass through a chimney or stack.
- EPA: the burning of any materials wherein air contaminants resulting from combustion are emitted directly into the ambient air without passing through a stack or chimney.
- City of Kalamazoo: A fire made from any combustible waste matter or any flammable material of any type or kind, including but not limited to wood, trees, branches, wood chips, compressed wood or other wood products, which is kindled and maintained in whole or in part in the open air.
- City of Portage: A fire made from any combustible waste material, flammable material or rubbish, including leaves and paper, which fire is kindled and maintained in whole or in part in the open air.
- Undefined by Townships of Oshtemo, Texas, Alamo and Kalamazoo in ordinance.
- IFC: Section 202 Essentially the same as EGLE, EPA and Others, likely the original

# Discussion Scope

- The scope of this discussion is to address OPEN BURNING only.
- Will not address RECREATIONAL BURNING i.e., campfires and cooking fires.

# State Laws

- [Act 451 of 1994, MCL 324.11539:](#)
  - (1) The open burning of yard waste or leaves is prohibited in any municipality having a population of 7,500 or more, unless specifically authorized by local ordinance. Within 30 days after adoption of such an ordinance, the clerk of the municipality shall notify the department of its adoption.
  - (2) Subsection (1) does not permit a county or municipality to authorize open burning of yard waste or leaves by an ordinance that is prohibited under part 55 or rules promulgated under part 55.
  - (3) A person shall not conduct open burning of household waste that contains plastic, rubber, foam, chemically treated wood, textiles, electronics, chemicals, or hazardous materials.
- [R 336.1310 by authority conferred by Part 55 of NREPA, Act 451 of 1994, MCL 324.5501 to 324.5542:](#)
  - Trees, logs, brush, and stumps in accordance with applicable state and local regulations if the burning is not conducted within a priority I area as listed in table 33, a priority II area as listed in table 34, nor closer than 1400 feet to an incorporated city or village limit and if the burning does not violate any other department rules.

# State Laws Summarized

- Open burning is banned by rule in the State of Michigan
- Oshtemo Township makes exception by ordinance No. 617
- No exception for burning within 1400' of a City or Village

# Oshtemo Ordinance No 617.

- The open burning of brush, vegetation, grass clippings or leaves, is permitted within Oshtemo Charter Township.
- Material, Time and Atmospheric restrictions exist
- No limit to size
- No explicit permission nor prohibition of trees or logs
- “Commercial Burning” has been handled as an internal process with the fire department

# Residential vs. Commercial

- Not official terms, not defined in existing legal documents, just common nomenclature.
- Residential: small open burns on R zoned property.
- Commercial: professionally hired excavation, large piles burned, land clearing.

# Neighboring Jurisdictions

Jurisdictions	“Residential”	“Commercial”	Recreational
Oshtemo	Permitted	Internal process	Permit-free
Kalamazoo Township	Prohibited	Prohibited	Permit-free
Texas Township <sup>1</sup>	Permitted up to 4” limbs	Internal process	Permit-free
Alamo Township	Permitted	Internal process	Permit-free
Cooper Township	Permitted on 1+ acres	Pile limit 10’	Permit -free
City of Portage	Prohibited	Prohibited	Permitted <sup>2</sup>
City of Kalamazoo	Prohibited	Prohibited	Permitted
Comstock Township	Permitted up to 6” limbs	Internal Process	Permit-free
Antwerp Township <sup>3</sup>	Prohibited	Prohibited	Unknown
Almena Township <sup>4</sup>	Unknown	Unknown	Unknown
Pine Grove Township <sup>4</sup>	Permitted	Unknown	Permit-free

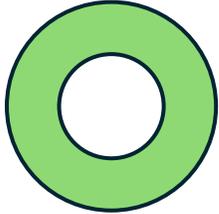
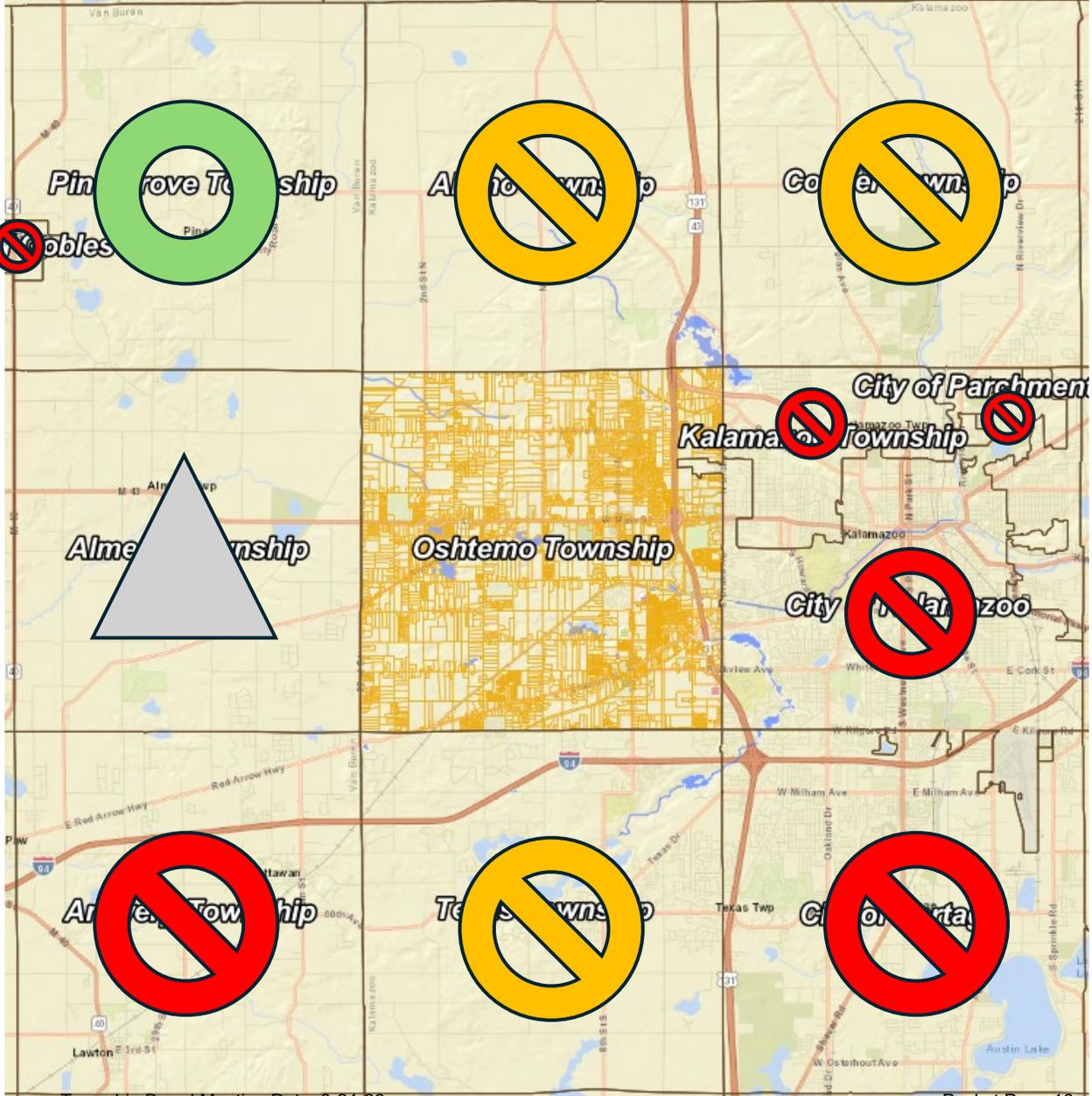
1: Colony Woods Neighborhood adopted a full ban

2: Requires site inspection by fire dept

3: No ordinance giving exception, defaults to State of Michigan

4: Population less than 7,500

No known jurisdiction allows open burning of non-natural waste products



No restrictions



More restrictive than Oshtemo



Prohibited



No published information

Last Revised: 3-20-26

# Brush vs Trees

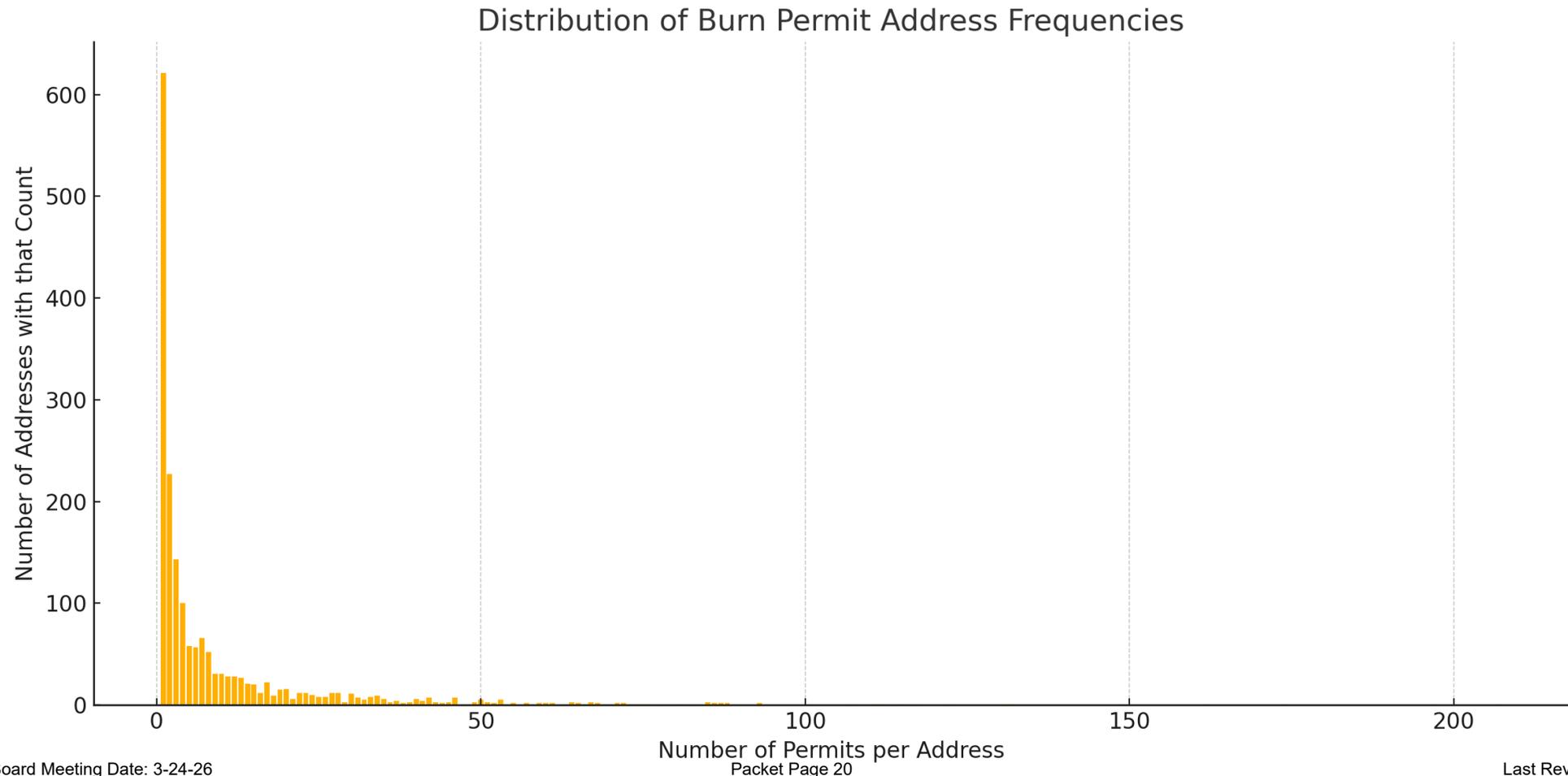
- Our ordinance allows for burning of “Brush,” but we do not define it
- Are trees and stumps brush?
- Portage Ordinance: *Brush* means trimmings from trees and/or shrubs
- Texas and Comstock explicitly state “tree limbs not exceeding (4 or 6 inches)”
- Marshal lists trees, leaves, stumps, brush as prohibited.
- Grand Haven Township lists trees, brush and limbs.
  
- Brush ≠ Trees

# Oshtemo Open Burning Data

# Permits

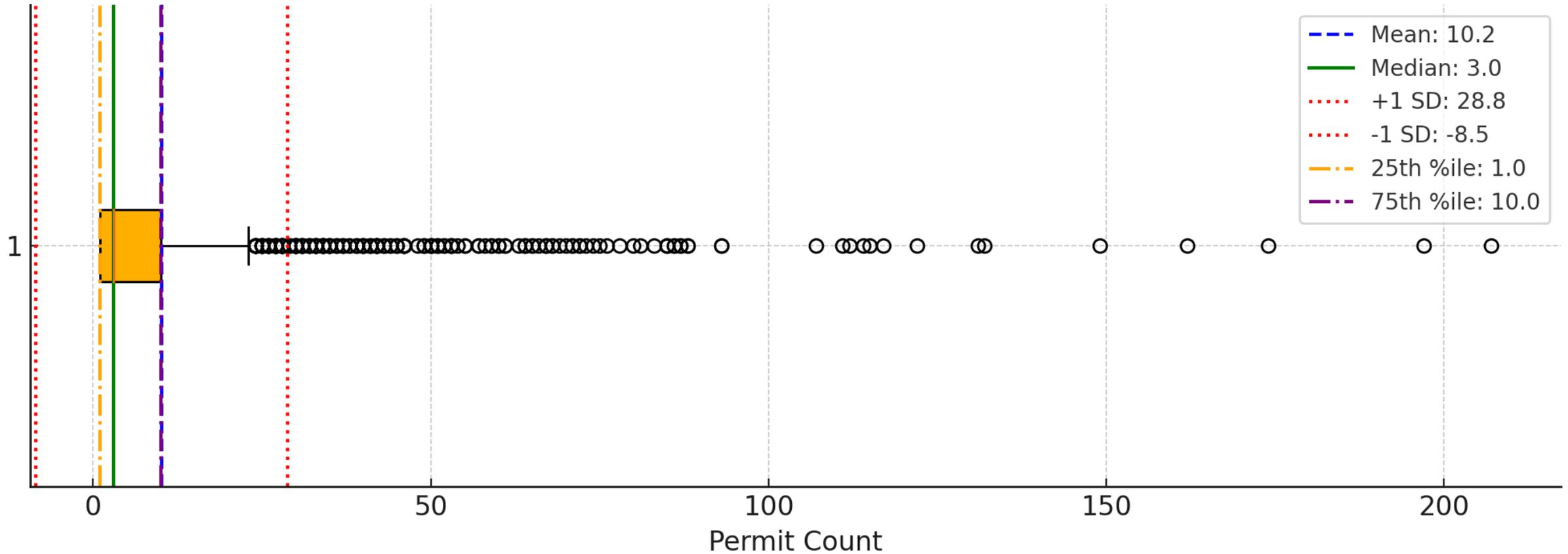
- Data limited to May 2012 to July 2025
  - 4,844 days
- 18,703 permits issued
  - 3.861 per day
- Not all burns have burn permit
- Not all permits were needed (recreational fires)
- Permit does not indicate size of pile i.e. commercial or not

# Permits Issued



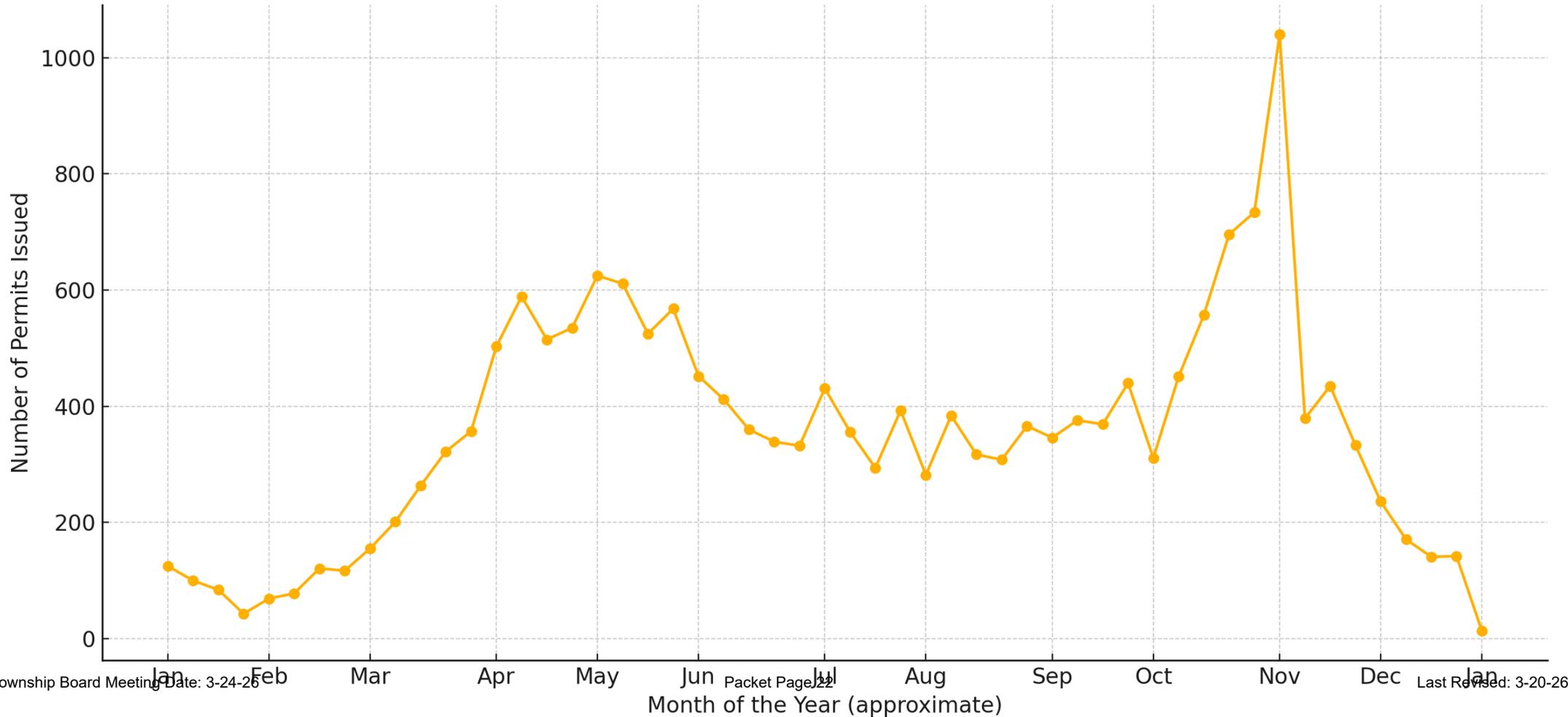
# Permits Issued

Boxplot of Burn Permits per Address with Statistical Overlays



# Permits Issued

Weekly Burn Permit Counts (All Years Combined)



# Permits Issued – Top 100

3333 3rd ST N	207	10950 KL AVE W	83	9217 Greystone RD	63	2777 11th ST S	50
691 4th ST S	197	9810 Almena DR	81	2501 9th ST S	61	517 8th ST N	50
3990 3rd ST N	174	2101 Drake RD N	80	8159 Stadium DR	61	9350 Highland View DR	50
2040 9th ST S	162	2611 Drake RD N	78	4426 12th ST S	60	10725 J AVE W	49
9268 Big Rock DR	149	9898 KL AVE W	76	4997 Olde Forest DR	60	2355 9th ST S	49
9171 Greystone RD	132	510 Chadds Ford WAY	75	30 2nd ST S	59	5899 Scenic Way DR	49
2454 2nd ST N	131	2552 Strathmore ST	74	8775 H AVE W	59	4162 2nd ST N	48
10154 Main ST W	122	7655 H AVE W	73	3480 Hathaway RD	58	1152 Cadet LN	46
5236 Beech AVE	117	1082 Wickford ST	72	1073 Hawkins CT	57	1463 Wickford ST	46
1640 4th ST S	115	500 8th ST S	72	9085 Greystone RD	57	1727 Tanager LN	46
8342 Main ST W	114	1397 Wickford ST	71	9084 Greystone RD	55	2557 Strathmore ST	46
682 Van Kal RD N	112	937 Josiane DR	71	9193 Greystone RD	55	2914 Kellison DR	46
7396 N AVE W	111	1294 Bunker Hill DR	70	6233 Parkview AVE	54	3425 6th ST S	46
8865 H AVE W	107	896 Wickford ST	69	10170 L AVE W	53	690 1st ST N	46
6069 Litchfield LN	93	5226 H AVE W	68	2213 Cross Country DR	53	5879 Scenic Way DR	45
9830 Almena DR	93	9539 Autumnwood CIR	68	4375 4th ST S	53	8342 M-43	45
5942 N AVE W	88	1179 Cadet LN	67	5772 Castleton LN	53	9490 Almena DR	45
645 2nd ST N	88	8011 ML AVE W	67	7001 Stadium DR	53	4281 Wolf DR	44
2923 Wilanne ST	87	81 2nd ST S	67	2560 Mansfield ST	52	9272 H AVE W	44
6488 Killington DR	87	8816 Almena DR	66	5177 Beech AVE	52	444 2nd ST N	43
1300 8th ST S	86	10016 Oshtemo CT	65	3031 9th ST N	51	6074 H AVE W	43
9065 Nature WAY	86	8759 Almena DR	65	376 1st ST S	51	9412 H AVE W	43
2524 2nd ST N	85	53 2nd ST S	64	733 Chadds Ford WAY	51	2251 6th ST N	42
257 2nd ST S	85	6249 KL AVE W	64	10 2nd ST N	50	5508 N AVE W	42
9170 Greystone RD	85	846 7th ST N	64	25 2nd ST S	50	5516 N AVE W	42

# Permits Issued 8<sup>th</sup> and West of 8<sup>th</sup>

3333 3rd ST N	207
691 4th ST S	197
3990 3rd ST N	174
2040 9th ST S	162
9268 Big Rock DR	149
9171 Greystone RD	132
2454 2nd ST N	131
10154 Main ST W	122
5236 Beech AVE	117
1640 4th ST S	115
8342 Main ST W	114
682 Van Kal RD N	112
7396 N AVE W	111
8865 H AVE W	107
6069 Litchfield LN	93
9830 Almena DR	93
5942 N AVE W	88
645 2nd ST N	88
2923 Wilanne ST	87
6488 Killington DR	87
1300 8th ST S	86
9065 Nature WAY	86
2524 2nd ST N	85
257 2nd ST S	85
9170 Greystone RD	85

10950 KL AVE W	83
9810 Almena DR	81
2101 Drake RD N	80
2611 Drake RD N	78
9898 KL AVE W	76
510 Chadds Ford WAY	75
2552 Strathmore ST	74
7655 H AVE W	73
1082 Wickford ST	72
500 8th ST S	72
1397 Wickford ST	71
937 Josiane DR	71
1294 Bunker Hill DR	70
896 Wickford ST	69
5226 H AVE W	68
9539 Autumnwood CIR	68
1179 Cadet LN	67
8011 ML AVE W	67
81 2nd ST S	67
8816 Almena DR	66
10016 Oshtemo CT	65
8759 Almena DR	65
53 2nd ST S	64
6249 KL AVE W	64
846 7th ST N	64

9217 Greystone RD	63
2501 9th ST S	61
8159 Stadium DR	61
4426 12th ST S	60
4997 Olde Forest DR	60
30 2nd ST S	59
8775 H AVE W	59
3480 Hathaway RD	58
1073 Hawkins CT	57
9085 Greystone RD	57
9084 Greystone RD	55
9193 Greystone RD	55
6233 Parkview AVE	54
10170 L AVE W	53
2213 Cross Country DR	53
4375 4th ST S	53
5772 Castleton LN	53
7001 Stadium DR	53
2560 Mansfield ST	52
5177 Beech AVE	52
3031 9th ST N	51
376 1st ST S	51
733 Chadds Ford WAY	51
10 2nd ST N	50
25 2nd ST S	50

2777 11th ST S	50
517 8th ST N	50
9350 Highland View DR	50
10725 J AVE W	49
2355 9th ST S	49
5899 Scenic Way DR	49
4162 2nd ST N	48
1152 Cadet LN	46
1463 Wickford ST	46
1727 Tanager LN	46
2557 Strathmore ST	46
2914 Kellison DR	46
3425 6th ST S	46
690 1st ST N	46
5879 Scenic Way DR	45
8342 M-43	45
9490 Almena DR	45
4281 Wolf DR	44
9272 H AVE W	44
444 2nd ST N	43
6074 H AVE W	43
9412 H AVE W	43
2251 6th ST N	42
5508 N AVE W	42
5516 N AVE W	42

# Complaints

- Not all unauthorized burning has a complaint
- Not all complaints are unauthorized burning
- Not everyone disgruntled complains
- Not all complaints recorded properly
- Data from 2010 - Today

# Complaints

- NFIRS – National Fire Incident Reporting System
  - 911- Citizen Complaint
    - Complaint led to units dispatched, not always related to open burn
    - 233 (ER) + 19(FD) = **252**
  - 631 – Authorized burning
    - Complaint led to units dispatched, burn found to be authorized
    - 173 (ER) + 17(FD) = **190**
  - 561 – Unauthorized burning
    - Complaint led to units dispatched, burn found to be un-authorized
    - 328 (ER) + 24(FD) = **352**
- **794 documented dispatches for complaint since 2010**

# Outside Fires

- Grass, brush and woodland or wildland fires
- Common causes are:
  - Unknown
  - Electrical – lightning, downed power lines
  - Mechanical failure - train brakes, car brakes
  - Human - reckless disposal of open flame
  - Human – open burning
- Incident is coded for higher degree of incident
- i.e. unauthorized burn -> brush fire -> document as brush fire

# Outside Fires

- 2010 through 2022
  - 231
- 2023 through today
  - 38
  
- 18.4 per year

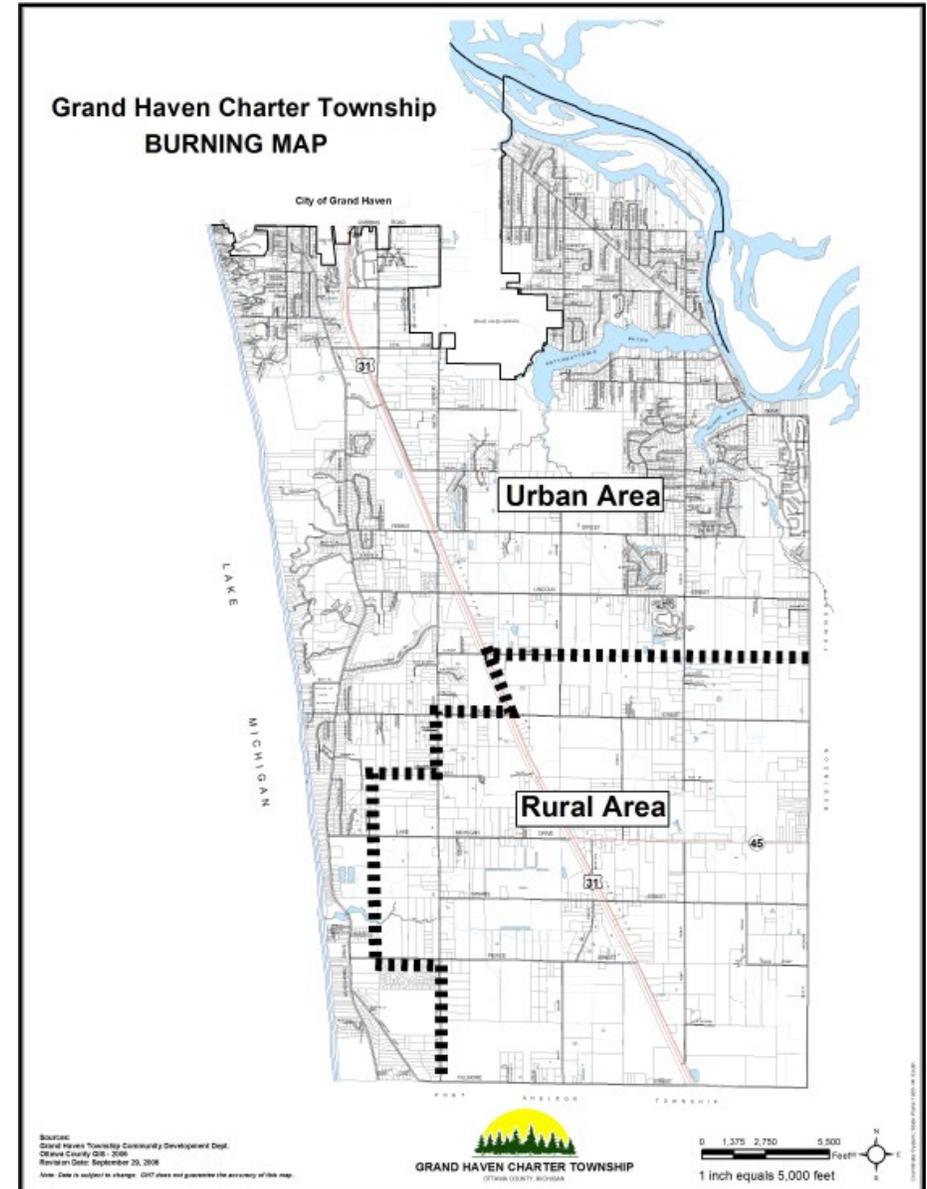
# Example Jurisdictions

# Example Jurisdiction

- Kalamazoo Charter Township
  - Population 22,777
  - 1,856 inhabitants per square mile
  - 844 housing units per square mile
  - Full ban of open burning in 2018
  - Single service waste pickup in 2018/19
  - 3 large yard waste pickups per year
  - Weekly curbside bins too

# Example Jurisdiction

- Grand Haven Charter Township
  - Population 18,004
  - 436 inhabitants per square mile
  - 176 housing units per square mile
  - Bans burning of leaves
  - Bans burning for clearing land
  - Permits obtained in person
  - Material burned on site originated from
  - Burning only allowed Jan, Feb, March and Sept.
  - 1 permit/year Urban Area
  - 2 permits/year Rural Area



# Options

- Option 1: Full Ban
- Option 2: Partial Ban - Districts
- Option 3: Commercial Ban – Admin rules
- Option 4: Rule Revision – Time, Season, Size, Frequency
- Option 5: No Change

No option is being proposed or recommended today.

# Option #1 – Full Ban

- Ban open burning entirely
- State of Michigan supports it
- Plenty of precedent
- Air quality improvement
- Fire safety improvement
- Easy to administrate
- Possible significant pushback from community
- Best if alternative offered

# Option #2 – Partial Ban

- Ban open burning in denser half of Oshtemo
- Same as proposal #1, just half the township
- Suggested border – 8<sup>th</sup> st.
- West of 8<sup>th</sup> can open burn
- East of 8<sup>th</sup> is offered alternative
- Rural residents burn significantly more often
- Complaints originate in denser areas more often

# Option #3 – Commercial Ban

- Ban only commercial burning / land clearing
- Set rules on
  - Size of pile
  - Origin of material
  - Frequency
  - Materials

# Option #4 – Rule Revision

- For all open burning
- Revise rules on
  - Size of pile
  - Origin of material
  - Frequency
  - Materials

# Option #5 – No change

- Do nothing

# Option #6 – Other

- Review each component
- Piecemeal a policy combining parts of other proposals

# Alternatives

- Any rescinding of open burn should pair with an alternative
- Townshipwide composting?
- Single service provider to lower yard waste cost?
- Curbside pickup for leaves only?

# Questions?

# Memorandum

**Date:** 24 March 2026  
**To:** Township Board  
**From:** Rich Blair, Media & Communications Manager  
**Subject:** 2026 Township Identity Guidelines



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## **Objective**

Update: Present the current draft of 2026 Township Identity Guidelines for awareness and discussion.

## **Background**

2026 Identity Guidelines have been drafted and presented to township staff. A few revisions resulted from staff feedback.

These guidelines are intended to formalize a consistent and professional appearance for the township, creating clear recognition across communications, consistent voice and tone, clear communication to residents and stakeholders, and improved internal communication materials. This will help strengthen community identity, increase design efficiency, and enhance economic development by presenting a polished image.

This presentation is an overview, and the complete guidelines document will be shared for review and feedback later this week.

These guidelines will be reviewed and updated annually.

## **Information Provided**

PowerPoint presentation outlining the intention of the 2026 Township Identity Guidelines document.

## **Core Values**

Sustainability, Professionalism, Fiscal Stewardship



# Township Identity

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**2026 GUIDELINES**

# The Foundation

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## OSHTEMO AT A GLANCE

Oshtemo Charter Township is the third-largest municipality in Kalamazoo County, located just west of the City of Kalamazoo and home to nearly 24,000 residents, including long-time neighbors, young families, seniors, and a large student population. Our proximity to Western Michigan University, Kalamazoo College, and Kalamazoo Valley Community College drives educational and economic opportunities and results in a high share of young adults. With strong regional connectivity and a growing business community, we manage growth through thoughtful planning that prioritizes public safety, preserves natural areas, and expands opportunities for recreation.

# The Foundation

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## DEFINING OUR AUDIENCE

Oshtemo Charter Township's primary audience is its residents, who are evenly split between renters and homeowners. Renters include a diverse mix of students, working families, and senior citizens, many of whom have lived in the township for more than five years. The homeowner population has also become more diverse, with an average owner-occupied home value of \$240,000. The township's median household income is \$58,000, and approximately 30% of households are senior citizens.

Key secondary audiences include retail, restaurant, and professional business owners who serve the community and contribute to its economic vitality.

# Why Identity Matters

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Maintaining a consistent identity is important because it:

- ✓ **Builds public trust and credibility** through a professional, stable appearance.
- ✓ **Makes the township recognizable** across all communications.
- ✓ **Supports clear communication** for residents and stakeholders.
- ✓ **Strengthens community identity** and pride in the township.
- ✓ **Enhances economic development** by presenting a polished image.
- ✓ **Ensures consistency** across departments, partners, and communication channels.
- ✓ **Saves time and money** with reusable templates and clear standards.

# Content and Messaging

## TOWNSHIP VOICE

**Structure:** how the township operates and presents itself, our methods, and practices.

**Community:** how we want community members, partners, and visitors to feel when they interact with the township.

**Values:** what we prioritize in our work with and on behalf of stakeholders, the principles that guide township decisions, operations, and long-term plans.



# Content and Messaging

## SOCIAL MEDIA BEST PRACTICES

- ✓ Define the audience and goal.
- ✓ Choose the right platforms.
- ✓ Adhere to identity standards and credibility.
- ✓ Adhere to current posting and platform guidelines.
- ✓ Utilize analytics to track basic KPIs.



Stop by Township Hall during open office hours with questions or concerns. Supervisor Cheri Bell will be available to assist you. Can't make it? She's a call or email away.

 First and Third Tuesdays of Each Month

 Noon to 1 p.m.

 Public Meeting Room, Oshtemo Township Hall  
7275 West Main Street, Kalamazoo MI 49009

 269.910.8607  [cbell@oshtemo.org](mailto:cbell@oshtemo.org)

# Visual Identity

## PRIMARY AND SECONDARY LOGOS



# Visual Identity

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## FILE TYPE GUIDELINES

### **PDF (Portable Document Format)**

Digital documents, sharing with residents and vendors.

### **JPG/JPEG (Joint Photographic Experts Group)**

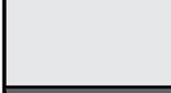
General web images, email attachments, blog posts.

### **PNG (Portable Network Graphics)**

Social media, website headers, email signatures, anywhere transparency is needed.

# Visual Identity

## COLOR SPECIFICATIONS

Oshtemo Colors Cheat Sheet									
Swatch	Hex	RGB			CMYK				Pantone
	638D3D	99	140	28	66	26	100	9	370C
	FCB426	255	183	27	0	32	95	0	1255C
	F36B24	255	108	14	0	72	99	0	1585C
	1F2944	31	41	68	54	40	0	73	533C
	E11E27	255	30	40	0	87	82	12	1788C
	E6E7E8	230	231	232	0	0	0	10	N/A
	636466	99	100	102	3	2	0	60	10C

# Visual Identity

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## TYPOGRAPHY

### Standard Font Usage

**Montserrat Semibold (14-point)** for headlines.

**Montserrat Semibold (12-point)** for accents.

Proxima Nova (12-point) for body text

### Microsoft Font Usage

**Calibri Bold (14-point)** for headlines.

**Calibri Bold (12-point)** for accents.

Calibri (12-point) for body text

**Alternative Font Usage** and **PowerPoint Font Guidelines** are noted in the full guide.

# Staff Applications

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## TOWNSHIP DOCUMENTS AND FORMS

Letterhead

PowerPoint Deck

Memorandum

Invoice

AGV Submission

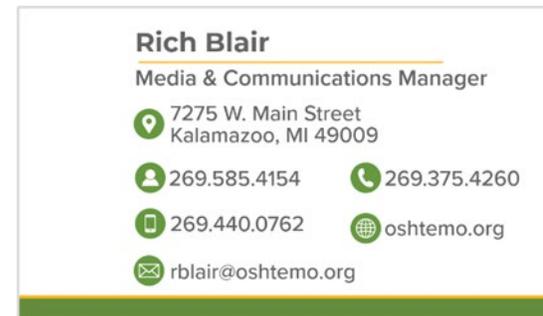
Fax Cover Sheet

The Department Head or other authorized personnel can submit a Media & Comms request ticket to update or create additional forms and documents. Media & Comms will conduct **annual survey to help identify additional needs.**

# Staff Applications

## STAFF ASSETS

### Business Cards



Email Signature

Headshot Photo

LinkedIn Profile

More to come (Township Signage and Vehicles)

# Signage Audit

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**DESIGNS: 26**

**FONTS: 21**

**COLORS: 17**

## For consistent Signage:

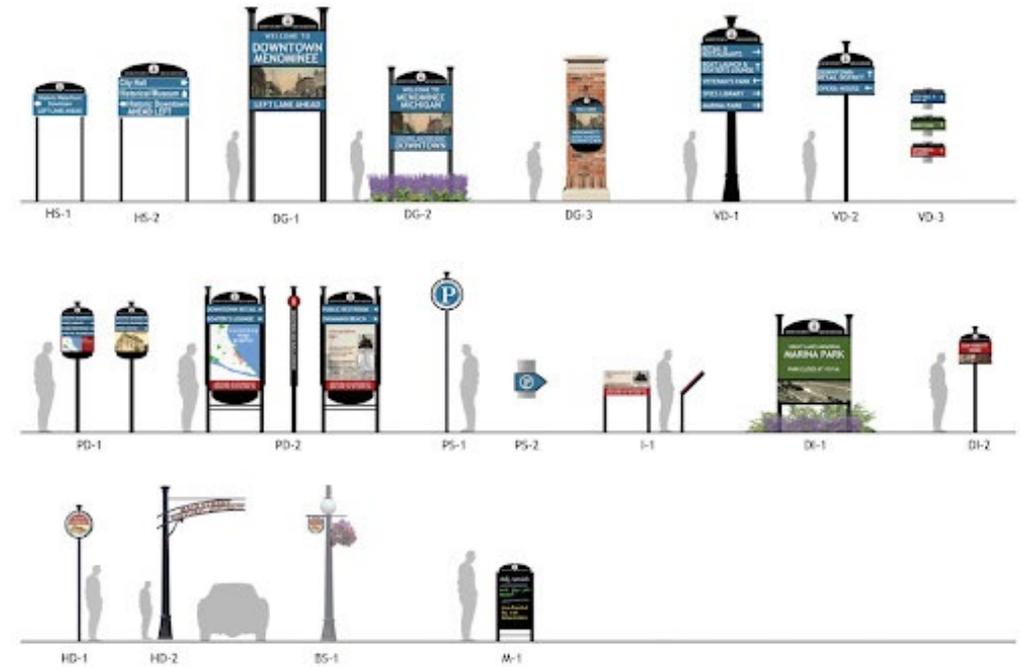
- ✓ Formalize branding guidelines and templates.
  - ✓ Sign shape, logo placement, color pallet, font hierarchy.
  - ✓ Emphasize clarity and readability, i.e., visual hierarchy, white space, color contrast.
- ✓ Add strategic township branding to all third-party signage.
- ✓ Signage family begins with monument signs.

# Township Signage

## SIGNAGE FAMILY



## OVERALL SIGN FAMILY





# THANK YOU!

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Please reach out with any questions.



# Employee Certificate of Recognition Summary December 2025-March 2026

**Presented To:** Erin Phillips  
**Nominated By:** Greg McComb

In the days leading up to Firefighter Charlie Sullivan’s funeral, our department faced major uniform challenges, but Erin stepped up—coming in on PTO and even Veterans Day to ensure every detail was handled. She tracked down missing items, coordinated fittings, and even drove to Grand Rapids so every firefighter was properly outfitted when it mattered most. Erin’s dedication and care exemplify the very best of our fire department family. From the bottom of my heart—thank you, Erin. Your dedication made a difference for every one of us.

---

**Presented To:** Eric Burghardt  
**Nominated By:** Greg McComb

During one of the hardest weeks our department has experienced, Deputy Chief Eric Burghardt led the immense coordination required for Firefighter Charlie Sullivan’s funeral, managing everything from logistics to interagency support. He built and executed a complex plan with precision and composure, ensuring every detail came together seamlessly despite the emotional weight. Because of his leadership, our firefighters were able to grieve and honor Charlie while the department presented itself with professionalism, dignity, and unity.

---

**Presented To:** Rich Blair  
**Nominated By:** Greg McComb

During one of the most difficult weeks our department has faced, Rich Blair’s professionalism and steady presence made a profound difference as he managed the surge of media attention following the loss of Firefighter Charlie Sullivan. He handled constant inquiries, coordinated messaging, and ensured every interaction reflected accuracy and respect, allowing our staff to stay focused on supporting our firefighters, Charlie’s family, and funeral preparations. Rich’s calm, behind-the-scenes leadership gave us the space to grieve and care for our people, and his impact was felt by every member of the department.

---

**Presented To:** Pat Steffey & Chad Bouwman  
**Nominated By:** Vanessa Street

Thank you for your ingenuity in building the temporary gates for the Fruit Belt Rail Trail while we await the start of construction. Your ability to quickly create a practical solution using the materials we had on hand is truly appreciated. The gate is sturdy, professional, and a clear reflection of the care and craftsmanship you bring to your work. Thank you for keeping our parks looking top notch!

---

**Presented To:** James Porter  
**Nominated By:** Cheri Bell

We very much appreciate your assistance with the wastewater negotiations. It is helping to move things along. Your contribution is valuable.

---

**Presented To:** Linda Potok  
**Nominated By:** Karen Griffin

I want to express my heartfelt appreciation for Linda’s willingness to step in and help when it mattered most. During an especially busy week for me, Linda volunteered to take on the important task of cutting field inspection labels—an ongoing need—and in just a few hours, cut over 1,300! Her thoughtfulness, initiative, and support made a tremendous difference, and I am truly grateful for her help. Thank you, Linda

---



# Employee Certificate of Recognition Summary December 2025-March 2026

**Presented To:** David Kobb  
**Nominated By:** Cheri Bell

Shout out to David Kobb from Cheri Bell for initiating and finishing a project to streamline and greatly improve the process for the how township board packets assembled! Working alongside David's broad range of hard and soft skills is amazing, and he brings much leadership to help direct us to improve internal operations. Thanks for being with us here at Oshtemo!

---

**Presented To:** Zach Pearson  
**Nominated By:** Greg Fountain

I frequently receive citizen complaints/concerns about streetlights, road issues, tree issues, etc.. If I cannot help them out, I forward the concerns to Zach. He always promptly responds to the concerns in a timely manner. He finds the proper owner of the issue and personally replies to the citizen usually within 24 hours. From personal experience, this is unusual when contacting a government agency trying to get help. Good job Zach, your actions are a good reflection of the dedication of the Oshtemo team.

---

**Presented To:** Sara Feister  
**Nominated By:** Greg Fountain

I have worked with various HR departments in my 45-year career including a couple of large companies. When I had problems with benefits, my experience has been that they typically just pointed you to a website or phone number and say best of luck to you. Not so with Sara, she always makes the time to understand the issue and work to get resolution including contacting the insurance or benefit provider. She takes the stress out of dealing with complicated benefit problems.

---

**Presented To:** Pat Steffey, Chad Bouwman, & Aoife Day  
**Nominated By:** Greg Fountain

Normally we have a 1- or 2-day event that we can address quickly. This was not the case in this event. The snow started, never really stopped, and the temperatures dropped to dangerous levels. Pat and Chad put in long hours every day to keep driveways, parking lots, and non-motorized paths clear and passable, often coming in very early and staying late. Several park rentals cancelled but many did not. Aoife took care of these rentals making sure sidewalks were clear and salted, and the facilities were in proper working order. A very good effort in very challenging conditions. Thank you, Oshtemo Maintenance team

---

**Presented To:** Jodi Stefforia  
**Nominated By:** Legal Department & Assessing Department

Public service often brings intense scrutiny, criticism, and high-pressure situations. Throughout these challenges, Jodi has exhibited remarkable strength of character and commitment to her responsibilities. Her ability to maintain poise, professionalism, and thoughtful judgment, even in the face of public criticism, reflects both her integrity and her dedication to our community.

---

**Presented To:** Assessing Department  
**Nominated By:** David Kobb

I've had the pleasure of sitting next to Yale during the "Assessor's Winter Olympics." Yale remains patient and polite as he fields calls from residents. Yale takes the time to explain the information in multiple ways to residents to ensure they understand. Kristine upholds the perfect balance of professionalism and facts-based steadfastness. Kristine manages some of the most difficult cases and she remains dedicated to her work, which proves not all heroes wear capes. Yale and Kristine deal with residents' various emotions with grace, good humor, and a level of patience everyday which should qualify them for some kind of municipal sainthood. I wholeheartedly nominate Kristine and Yale for recognition.

---



## Employee Certificate of Recognition Summary December 2025-March 2026

**Presented To:** Planning Department  
**Nominated By:** Public Works Department

We spent much of 2025 in the trenches with the Planning Department drafting the Master Plan, reviewing new developments, and working on process improvements and it has been great collaboration, sharing of responsibilities, and levity. We have started working on ordinances that have been on “the list” for years thanks to the diligence, hard work, and expertise of the Planning Department. The Planning Department is the intent to our definitions, the variance to our legal non-conforming, and the gravel base to our pavement.

---

**Presented To:** Sally Higgins  
**Nominated By:** Anna Horner

Sally has been rockstar through tax season and her positive attitude has never missed a beat! I can hear her interactions with the public in person and on the phone, and she is always cheerful, patient, and professional. This make a real difference in how our organization is perceived and is refreshing in busy times. Sally has a strong work ethic and brings her integrity to everything she does. She asks great questions to understand processes and not just go through the motions and follows up to ensure accuracy and completeness. Internally and externally, Sally sets a high standard through her character, reliability, and kindness and that energy does not go unnoticed!

---

**Presented To:** Aoife Day  
**Nominated By:** Vanessa Street

I'd like to recognize Aoife for earning her herbicide applicator certification in February 2026. She successfully passed all three required exams—including Commercial Applications, Forestry, and Right-of-Way—demonstrating both dedication and expertise. This certification directly strengthens our forest management work, particularly in the area of invasive species control. Aoife stepped into this new challenge with confidence, enthusiasm, and a genuine passion for the natural world. She was entirely self-driven in preparing for these exams, taking the initiative to study independently and master the material. Her achievement not only enhances the effectiveness of our land management efforts but also reduces costs by allowing us to perform this work in-house. Aoife's commitment to preserving and maintaining our natural resources is clear, and this accomplishment is a meaningful contribution to our efforts to protecting the natural environment.

---

**Presented To:** Ted Hanson  
**Nominated By:** David Kobb

I'd like to nominate Ted Hanson. He is constantly filling the staff candy jar. As I have a prime seat by the jar, I get to see the smiling faces of many of our colleagues as they peruse the chocolate-coated Serotonin. It's a small thing, but I am certain it boosts employee morale.

---

**Presented To:** Alan Miller & Rod Rought  
**Nominated By:** Sierra Lucas

I want to give a big thank you to Alan Miller and Rod Rought for going above and beyond during apartment inspections. They do not just “check the boxes,” they take the time to look things over, address resident concerns, and ensure renters in our community have safe and proper living conditions. Their extra effort and attention to detail truly make a difference. It's clear they care about the people in our community, and that kind of dedication doesn't go unnoticed. Thank you both for stepping up and setting a great example for the team!

---



## Dispatched CFS by Call Source & Venue

Description: This report shows all Law Enforcement events dispatched by the  
Kalamazoo County Consolidated Dispatch Authority within the specified township(s)  
for February, 2026

Call Source / Call Type Description	OSHTMO
<b>Citizen Initiated</b>	<b>919</b>
FOIA Request	74
Abandoned Vehicle-Private Property	68
Suspicious	63
Check Welfare	57
Retail Fraud	47
Trouble with Subject	47
PD Accident	46
Assist Person	41
911 Hangup/Misdial	37
Assault/DV	32
Trespassing	30
Alarm	25
Follow up	24
Disturbance/Fight	21
Peace Officer	20
Civil Calls	16
Fraud	13
Juvenile Mischief	13
Larceny	13
Motorist Assist	13
Harassing TX/Texts	12
Burglary/Illegal Entry	11
Noise Complaint	11
Panhandler/Vagrant/Solicitor	10
Assist Other Department	9
Hit & Run Accident	9
Warrant Service	9
Abandoned Vehicle	8
Lost/Found Property	8
Property Check - Residential	8
MDP	7
Traffic Mishap/Accidental Damage	7
Parking Complaint	6
Priority 2 Medical	6
Suicide/Attempt	6
Assist Fire Dept	5

Service For Department	5
Accident with Unknown Injuries	4
ECHO Priority Medical	4
Felonious Assault	4
Known PI Accident	4
Runaway	4
Vehicle Theft (UDAA)	4
>Choose Call Type<	3
CSC	3
Health & Safety	3
OWI/OUID	3
Priority 3 Medical	3
R&O/Fleeing	3
B&E/Larceny From Veh	2
Behavioral Health Petition	2
BOL	2
Child Abuse/Neglect	2
Crowd	2
Drugs/VCSA	2
Missing Person	2
Obs Justice	2
Shots Fired	2
Traffic Hazard	2
Traffic Stop	2
Animal Complaint	1
Arrest On Warrant (Other Dept)	1
Background Investigation	1
Death Investigation	1
Directed Patrol	1
Disorderly	1
Fire Alarm - Commercial	1
Harrassment/Misc Criminal	1
Indecent Exposure/Peeping	1
Liquor Investigation	1
Priority 1 Medical	1
Recover Stolen Vehicle	1
Sex Offense-Not CSC	1
Silent Observer/OK2Say Complaints	1
Special Service	1
Structure Fire - Commercial/Multi-Family	1
Vehicle Inspection	1
Weapons	1
<b>Officer Initiated</b>	<b>446</b>
Traffic Stop	180

Community Policing/Crime Prev	79
Property Check - Commercial	31
Property Check - Residential	31
Directed Patrol	21
Follow up	21
Abandoned Vehicle-Private Property	17
Suspicious	16
Motorist Assist	15
Fraud	8
Behavioral Health Petition	7
Misd Traffic (DWLS)	7
Retail Fraud	7
Assist Person	5
Alarm	5
Assist Person	5
Parking Complaint	4
Service For Department	4
Noise Complaint	4
Suspicious	4
Check Welfare	3
Trouble with Subject	3
Warrant Service	3
Assist Other Department	3
Civil Calls	3
Follow up	3
Harassing TX/Texts	3
Larceny	3
Vehicle Inspection	3
Assist Other Department	2
Fraud	2
Retail Fraud	2
Civil Calls	1
Drugs/VCSA	1
Harrassment/Misc Criminal	1
OWI/OUID	1
Panhandler/Vagrant/Solicitor	1
PD Accident	1
Priority 2 Medical	1
Test Call Only	1
Trespassing	1
Weapons	1
Abandoned Vehicle	1
B&E/Larceny From Veh	1
Check Welfare	1

Forgery/U&P/Counterfeit	1
Lost/Found Property	1
Other Criminal Complaint	1
Panhandler/Vagrant/Solicitor	1
Parking Complaint	1
Trespassing	1
Trouble with Subject	1
Vehicle Theft (UDAA)	1
Warrant Service	1

**Top 10 Most Occuring Calls for Service**



## Calls for Service Summary Report By Call Type and Public Safety Discipline

(Does not include FOIA Request call type)

### OSHTEMO February 2026

ORI	All	
Create Date.Calendar	February 2026	
Venue	OSHTEMO	
Total Number of Calls for Service: 2401		
Call Type	Agency Type or Discipline	# Calls Per Discipline
911 Hangup/Misdial	Police	107
Abandoned Vehicle	Police	9
Abandoned Vehicle-Private Proper	Police	85
Alarm	Police	32
Animal Complaint	Police	5
Arrest On Warr (Other Dept)	Police	1
Assault/DV	Police	34
Assist Fire Dept	Police	9
Assist Other Dept	EMS	1
	Police	24
Assist Person	Police	65
ATL	Police	8
B&E/Illegal Entry	Police	11
B&E/Larceny From Veh	Police	3
Background Investigation	Police	1
BH Petition	Police	9
BOL	Police	50
Carbon Monoxide - No Symptoms	Fire	2
Carbon Monoxide - With Symptoms	EMS	1
	Fire	1
Check Welfare	EMS	1
	Police	70
Child Abuse/Neglect	Police	2
Civil Calls	Police	22
Community Policing/Crime Prev	Police	79
Crime Prevention	Police	1
Crowd	Police	2
CSC	Police	3
Death Investigation	Police	3
Directed Patrol	Police	22
Disorderly	Police	1
Disturbance/Fight	Police	24
Drugs/VCSA	Police	3
Felonious Assault	Police	6

<b>Fire Alarm - Commercial</b>	EMS	1
	Fire	15
<b>Fire Alarm - Residential</b>	Fire	1
<b>Fire Alarm - Test</b>	Fire	9
<b>Follow-Up</b>	Police	54
<b>Forgery/U&amp;P/Counterfeit</b>	Police	1
<b>Fraud</b>	Police	24
<b>Harassing TX/Texts</b>	Police	18
<b>Harrasment/Misc Criminal</b>	Police	2
<b>Health &amp; Safety</b>	Police	3
<b>Hit &amp; Run Accident</b>	Police	12
<b>Indecent Exposure/Peeping</b>	Police	1
<b>Juvenile Mischief</b>	Police	13
<b>Larceny</b>	Police	20
<b>Liquor Investigation</b>	Police	1
<b>Lost/Found Property</b>	Police	9
<b>MDP</b>	Police	7
<b>Misd Traffic (DWLS)</b>	Police	8
<b>Missing Person</b>	Police	2
<b>Motorist Assist</b>	Police	30
<b>Natural Gas Leak - Outside</b>	Fire	1
<b>Noise Complaint</b>	Police	15
<b>Obs Justice</b>	Police	2
<b>Other Criminal Complaint</b>	Police	1
<b>OWI/OUID</b>	Police	4
<b>Panhandler/Vagrant/Solicitor</b>	Police	12
<b>Parking Complaint</b>	Police	11
<b>PD Accident</b>	Fire	55
	Police	52
<b>Peace Officer</b>	Police	22
<b>PI - Confirmed Injuries</b>	EMS	4
	Fire	4
	Police	5
<b>Property Check - Commercial</b>	Police	31
<b>Property Check - Residential</b>	Police	40
<b>R&amp;O/Fleeing</b>	Police	3
<b>Radio/Siren/Warning System Test</b>	Police	1
<b>Recover Stolen Vehicle</b>	Police	1
<b>Repossession</b>	Police	8
<b>Rescue-Medical Incoming</b>	EMS	5
	Police	4
<b>Rescue-Medical P1</b>	EMS	118
	Fire	117
<b>Rescue-Medical P1-ECHO</b>	EMS	7
	Fire	7
	Police	3
<b>Rescue-Medical P1-NO RESCUE</b>	EMS	3
	Fire	2
<b>Rescue-Medical P2</b>	EMS	71
	Fire	74

<b>Rescue-Medical P2-NO RESCUE</b>	EMS	1
	Fire	1
<b>Rescue-Medical P3</b>	EMS	93
	Fire	92
<b>Retail Fraud</b>	Police	63
<b>Road Commission/MDOT Notify</b>	Police	2
<b>Runaway</b>	Police	4
<b>Service For Department</b>	Police	10
<b>Sex Offense -Not CSC</b>	Police	3
<b>Shots Fired</b>	Police	2
<b>Silent Observer/OK2Say</b>	Police	1
<b>Special Service</b>	Fire	11
	Police	2
<b>Structure Fire - Commercial</b>	EMS	5
	Fire	4
<b>Structure Fire - Residential</b>	EMS	2
	Fire	3
<b>Suicide/Attempt</b>	Police	8
<b>Suspicious</b>	EMS	1
	Police	90
<b>Test Call Only</b>		1
	EMS	2
	Fire	1
	Police	2
<b>Traffic Hazard</b>	Police	8
<b>Traffic Mishap/Acc Damage</b>	Police	8
<b>Traffic Stop</b>	Police	207
<b>Trespassing</b>	Police	35
<b>Trouble with Subject</b>	Police	56
<b>Unk Accident</b>	EMS	16
	Fire	15
	Police	4
<b>Unk Accident - Crash Notify</b>	EMS	3
	Fire	3
	Police	2
<b>Vehicle Fire</b>	Fire	3
<b>Vehicle Inspection</b>	Police	4
<b>Vehicle Theft (UDAA)</b>	Police	6
<b>Warrant Service</b>	Police	13
<b>Weapons</b>	Police	3
<b>Grand Total</b>		<b>2401</b>



# Memorandum



**Date:** 24 March 2024  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** Job Description Revision & Budget Amendment: Operations Manager

---

**Objective**

PROPOSED MOTION: I approve the proposed revisions and budget amendment for Operations Manager.

FROM: 101-215-70200 Clerk Salaries \$12,000	TO: 101-171-70200 Supervisor Salaries \$12,000
FROM: 101-215-71500 Clerk FICA \$960	TO: 101-171-71500 Supervisor FICA \$960
FROM: 101-215-72200 Clerk Pension \$1,200	TO: 101-171-72200 Supervisor Pension \$1,200

**Background**

Since being staffed in Summer 2025, the Operations Coordinator position has evolved into a role that provides more than coordination support. It now oversees critical township processes, leads cross-functional initiatives, implements workflow and systems improvements, and routinely contributes to operational decisions affecting multiple departments. In practice, the role functions as an owner of interdepartmental communication, operational planning, and process oversight, responsibilities that require independence, problem-solving authority, ownership, and leadership that exceed the current classification. Reclassifying the position to a title that accurately reflects its managerial-level responsibilities will improve organizational clarity, align internal role structures, and ensure that the position’s scope is properly recognized and supported.

**Information Provided**

1. REDLINE Operations Coordinator Job Description
2. CLEAN COPY Operations Manager Job Description

**Core Values**

Public Service, Professionalism, Integrity

# CHARTER TOWNSHIP OF OSHTEMO

## POSITION DESCRIPTION

**Position Title:** OPERATIONS ~~COORDINATOR~~ MANAGER

### **General Summary:**

~~Under the direct supervision of the Township Supervisor, performs a variety of municipal operation duties. Under the direction of the Township Supervisor, performs duties supporting township operations, project management, process improvement, and cross-departmental coordination.~~

### **Essential Job Functions:**

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer. To perform these functions, the employee must be able to read, write, and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and prepare memorandums. The employee will be required to attend and assist at some meetings to present, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, be prepared to speak in English to those persons in attendance, and to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various department heads.

### **Typical Responsibilities:**

- ~~1. Prepare, draft, review, proofread, and edit correspondence, reports, contracts, grant applications, board memoranda, policy documents, newsletters, and public information materials to ensure accuracy and compliance.~~
- ~~1.2. Assist and support the Township Supervisor and departmental input~~  
~~— Review and prioritize incoming correspondence and manage a wide range of inquiries, complaints, and communications from the public, agencies, staff, and elected officials with professionalism and discretion.~~
- ~~3. Lead strategic writing and planning efforts, including grant proposals, analytical reports, and documentation supporting leadership decision-making and long-term planning. Lead strategic writing and planning efforts, including grant proposals, analytical reports, and documentation supporting leadership decision-making and long-term planning.~~
- ~~4. Independently initiate, design, and implement Township-wide process improvements, workflow systems, and operational procedures; develop standards and documentation to ensure consistent adoption.~~
- ~~5. Coordinate and manage special projects and complex, cross-departmental initiatives; conduct research, analyze data, evaluate processes, and present recommendations to improve Township operations.~~

Effective Date: ~~03/25/25~~ TBD

**CHARTER TOWNSHIP OF OSHTEMO**  
**POSITION DESCRIPTION**

**Position Title:**        **OPERATIONS ~~COORDINATOR~~ MANAGER**

6. Plan and deliver staff training and guidance materials; lead change management efforts including communication, rollout of tools/templates, and long-term integration of improved procedures.
7. Evaluate organizational workflows and business processes, recommend improvements, and lead implementation of enhanced procedures to strengthen coordination and efficiency.
8. Develop and manage Requests for Proposals (RFPs) and related procurement documentation for Township projects; coordinate stakeholder input and ensure timely completion.
9. Develop governance standards, documentation, and best practices to support consistent adoption of improved organizational processes.  
~~Plan and deliver staff training and guidance materials; lead change management efforts including stakeholder communication and long-term process integration.~~
10. Serve as staff support and liaison for boards and committees; prepare agendas and meeting materials, distribute packets, and record and transcribe minutes.
11. Organize and coordinate meetings between Township staff, officials, residents, developers, and stakeholders; maintain cooperative working relationships across departments and community partners.
12. Maintain and improve office records and file systems, including archival preparation, records organization, data entry, and updating forms and templates to improve efficiency.
13. Provide high-level operational support across functional areas as needed to ensure continuity of leadership-level responsibilities; remain current on legislation, policies, and public administration best practices through ongoing professional development.
14. Represent the Township on assigned committees and internal teams.
- ~~2. Prepare correspondence, reports, and other documents.~~
- ~~3. Review incoming correspondence and assess priority. Intake a variety of customer service issues including inquiries, complaints, and correspondence from the public, other agencies, staff, and elected officials in a professional manner with high emotional intelligence.~~
- ~~4. Review, proofread, and edit documents such as public relation and educational materials, reports, contracts, grant applications, board memos, and other correspondence.~~
- ~~5. Draft detailed letters, newsletter articles, transmittals, and reports independently or with brief directions from professional staff in accordance with established procedures and legal requirements.~~
- ~~6. Assist in updating forms and common document templates annually. Incorporates any feedback to improve process and forms.~~
- ~~7. Perform data entry/retrieval, maintenance of office file systems and forms (including preparation of records for archives, scanning files for digital storage, database population and updating).~~
- ~~8. Serve as support and/or liaison for various boards and committees. Prepare agendas with supporting materials and compile and distribute packets; take and transcribe minutes.~~
- ~~9. Help organize requested meetings between Township staff/officials and residents, builders, developers, etc.~~

Effective Date: 03/25/25TBD

**CHARTER TOWNSHIP OF OSHTEMO  
POSITION DESCRIPTION**

**Position Title:            OPERATIONS ~~COORDINATOR~~ MANAGER**

- ~~10. Coordinate special projects and prepare related reports. May include conducting surveys, researching equipment, contacting vendors, collecting data, and gathering and compiling background information.~~
- ~~11. Assist the Township Supervisor in the annual budgeting process.~~
- ~~12. Keeps abreast of current issues, changing legislation and policies, new administrative techniques, and developments in the public administration field through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.~~
- ~~13. Establish and maintain cooperative relationships with other departments, citizens, community and business interests, peer agencies, and related interests.~~

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

**Employment Qualifications:**

- EDUCATION: Bachelor's degree or equivalent coursework in business administration, public administration, or related field.
- Knowledge of government operations, public administration, and budgeting practices.
- Proficiency in Microsoft Office Suite is required.
- Experience with BS&A software is preferred.
- Strong interpersonal communication skills, both oral and written.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

**CHARTER TOWNSHIP OF OSHTEMO**  
**POSITION DESCRIPTION**

**Position Title:**           **OPERATIONS MANAGER**

**General Summary:**

Under the direction of the Township Supervisor, performs duties supporting township operations, project management, process improvement, and cross-departmental coordination.

**Essential Job Functions:**

The physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this position. Reasonable accommodation may be made upon request to enable an individual with a disability to perform these essential job functions. The employee must be able to read and analyze correspondence, contracts, ordinances, reports, etc. The employee must be able to exercise reasonably proficient typing skills. In addition, the employee must have the necessary dexterity to operate a computer. To perform these functions, the employee must be able to read, write, and speak English and communicate with others, including the ability to type, make calls, schedule appointments, and prepare memorandums. The employee will be required to attend and assist at some meetings to present, as well as disseminate information on behalf of the Township to interface with those inside and outside the office. This will require the employee to physically attend all of the required meetings, be prepared to speak in English to those persons in attendance, and to gather information and communicate to the various boards and commissions on Township positions. The employee may also be required to assist Township departments orally and in writing and be able to physically meet with various department heads.

**Typical Responsibilities:**

1. Prepare, draft, review, proofread, and edit correspondence, reports, contracts, grant applications, board memoranda, policy documents, newsletters, and public information materials to ensure accuracy and compliance.
2. Assist and support the Township Supervisor.
3. Lead strategic writing and planning efforts, including grant proposals, analytical reports, and documentation supporting leadership decision-making and long-term planning.
4. Independently initiate, design, and implement Township-wide process improvements, workflow systems, and operational procedures; develop standards and documentation to ensure consistent adoption.
5. Coordinate and manage complex, cross-departmental initiatives; conduct research, analyze data, evaluate processes, and present recommendations to improve Township operations.
6. Plan and deliver staff training and guidance materials; lead change management efforts including communication, rollout of tools/templates, and long-term integration of improved procedures.
7. Evaluate organizational workflows and business processes, recommend improvements, and lead implementation of enhanced procedures to strengthen coordination and efficiency.
8. Develop and manage Requests for Proposals (RFPs) and related procurement documentation for Township projects; coordinate stakeholder input and ensure timely completion.
9. Develop governance standards, documentation, and best practices to support consistent adoption of improved organizational processes.

Effective Date: 02/24/26

**CHARTER TOWNSHIP OF OSHTEMO  
POSITION DESCRIPTION**

**Position Title:            OPERATIONS MANAGER**

10. Serve as staff support and liaison for boards and committees; prepare agendas and meeting materials, distribute packets, and record and transcribe minutes.
11. Organize and coordinate meetings between Township staff, officials, residents, developers, and stakeholders; maintain cooperative working relationships across departments and community partners.
12. Maintain and improve office records and file systems, including archival preparation, records organization, data entry, and updating forms and templates to improve efficiency.
13. Provide high-level operational support across functional areas as needed to ensure continuity of leadership-level responsibilities; remain current on legislation, policies, and public administration best practices through ongoing professional development.
14. Represent the Township on assigned committees and internal teams.

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

**Employment Qualifications:**

- EDUCATION: Bachelor’s degree or equivalent coursework in business administration, public administration, or related field.
- Knowledge of government operations, public administration, and budgeting practices.
- Proficiency in Microsoft Office Suite is required.
- Experience with BS&A software is preferred.
- Strong interpersonal communication skills, both oral and written.
- Detail oriented with strong organization skills with the ability to prioritize and handle multiple requests efficiently.

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

# Memorandum

**Date:** 24 March 2024  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** Employee Handbook Revision: Section 6.1\_Safety & Security



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## **Objective**

PROPOSED MOTION: I approve the proposed revisions to Employee Handbook Section 6.1\_ Safety & Security.

## **Background**

Frequently, we review the Employee Handbook to ensure that we keep it up to date and aligned with intentioned process and procedure. Upon review, it was determined that there was a need to enhance the in office and field safety protocol. Before you are the revisions to capture these changes.

## **Information Provided**

1. REDLINE Section 6.1\_Safety & Security
2. CLEAN COPY Section 6.1\_Safety & Security

## **Core Values**

Public Service, Sustainability, Professionalism, Integrity

## SECTION 6- SAFETY PROCEDURES



### 6.1- TOWNSHIP SAFETY AND SECURITY

**Purpose:** To ensure Employee safety and wellbeing in Township facilities. The Township encourages Employees to utilize good safety and health practices as dictated by the job, location, and circumstances.

**Scope:** All Township Employees and Contractors.

**Effective:** ~~02/08/2022~~03/24/26

Revisions History: formerly 10.8 (eff. 01/22/08) and 10.9 (eff. 01/22/08), 02/08/22

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#### DEFINITIONS

Capitalized terms not defined below have the same meaning as given in the *Employee Handbook*.

#### POLICY

A. **Internal Security.** The following procedures will be used to ensure the internal security of the Township facilities.

1. **Personal Visitors.** Front desk personnel will advise an Employee or Elected Official that they have a visitor. No one, other than current Township staff or Elected Officials, are to enter the Employee area without the Employee or Elected Official they are visiting approving their entry. All visitors should be escorted by an Employee when in the Employee area and have a visitors' badge, which will be distributed by the Front Desk personnel.

2. **Vendors, Contactors, Board/Committee Members, & Community Partners.** Vendors, Contactors, Board/Committee Members, & Community Partners shall be permitted to enter the Employee area only with an escort and a visitors' badge.

~~4.3.~~ **Members of the Public.** Members of the public are never to be behind the counter in the employee area without explicit and pre-arranged permission from the Township Supervisor. Meetings with residents shall be held in the Conference Room directly off the lobby. If the Conference Room is unavailable, meetings shall be held in the Board Meeting Room or the Township Office Lobby.

~~2. **Access Codes.** In case of emergency, Sheriff's Department personnel, along with some Fire Department Personnel, have access codes which allow entry to all Township building entrances. The Maintenance Director has an all-access code for emergency, maintenance, and Employee lock out purposes. The IT Coordinator has access codes to access all Township Employee offices in order to maintain and/service computer equipment.~~

~~4.3.~~ **Employee and Contractor Access.** The Maintenance Department is responsible for assigning and programming unique access codes for each Township Employee. Access codes are programmed based on Employee needs (i.e., Employees will not have access to areas not required for performance of their duties). Employees will not share their access code(s) with anyone.

When any Employee, contractor, or other service provider with a key or access code leaves the employment of the Township, the following security measures will be taken:

- a. All building keys issued to the Employee, contractor, or other service provider will be returned to the Township.
- b. The internal access code(s) for the Employee, contractor, or other service provider will be changed.

When deemed necessary for Township security, the following additional security measures will be taken:

- a. All building alarm system codes will be changed.
- b. All door locks will be changed, and new keys issued to key holders.

**B. Access Codes.** In case of emergency, Sheriff's Department personnel, along with some Fire Department Personnel, have access codes which allow entry to all Township building entrances. The Maintenance Director has an all-access code for emergency purposes. The IT Director has access codes to access all Township Employee offices in order to maintain and/service computer equipment.

**C. ID Badges.** All employees, Elected Officials, and Contractors are issued ID Badges upon commencement of employment, appointment, or contracted services. ID Badges must be worn at all times in the building and in the field in order to be identifiable.

**D.B. Off-Site/Field Safety.**—When working off-site (e.g., field work, not in the office, ~~conferences, meetings, seminars, etc.~~), all employees:

- ~~1. Must call in as soon as possible if an accident or problem occurs.~~
- ~~2. Are encouraged to carry a cell phone at all times while off site.~~
- ~~3. Are expected to listen to messages, read/respond to emails, and return phone calls as soon as possible.~~
1. Must follow all safety policies and procedures at all times.
2. Must report any nonemergent concerns to the Maintenance Director immediately. Nonemergent concerns include issues related to maintenance, damage, sanitation, ordinance violations or safety concerns that do not impose an immediate threat or danger.
3. Must immediately contact the sheriff's department regarding safety concerns that present an immediate threat to health or safety (e.g., suspicious activity, crimes in progress, fires, hazardous materials etc.)
4. Are strongly encouraged to carry a cell phone or other reliable communication device at all times.
5. Shall maintain consistent communication related to responding to emails, messages, and phone calls.

**E. Off-Site/Field Rules of Conduct.** While performing assigned tasks off-site or in the field, employees are expected to limit personal or social interactions with members of the public. Employees may provide brief, courteous responses to questions directly related to services or safety but must avoid prolonged conversations, debates, or activities unrelated to their work.

1. Permitted Communication
  - i. Offer brief directions or basic information about amenities, hours, or safety rules.
  - ii. Report emergencies or hazards immediately to appropriate authorities.
2. Prohibited Conduct
  - i. Engaging in personal conversations or debates while on duty.
  - ii. Participating in recreational activities (e.g., playing sports, joining picnics) while scheduled for work.
3. Professionalism
  - i. Remain polite and respectful at all times.
  - ii. If an individual becomes disruptive, follow established safety or security protocols and notify a supervisor.

**F.C. Epidemic/Pandemic Preparedness Plan.** The Township will follow the most up-to-date guidance from the Centers for Disease Control (CDC), Michigan Department of Health and Human Services

(MDHHS), and Kalamazoo County Health & Community Services (KCHCS) to address any epidemic, pandemic, or emerging health concerns.

**G.D.** **Michigan Occupational Safety and Health Administration (MIOSHA)**. The Township follows all MIOSHA rules and regulations. Employees are expected to comply with all Township policies for health and safety. If an Employee feels unsafe, they should report their concerns to the Township Personnel Director and/or file a complaint with MIOSHA.

**H.E.** **Employee Health and Wellbeing**. The Township is committed to ensuring its employee's wellbeing. Employees who are physically ill, and may be contagious, should refrain from coming into the Township buildings. Employees may, if capable and desire to, work from home with approval from their immediate supervisor, Department Head, or the Personnel Director.

**L.F.** **Reporting**. Employees should report any unsafe conditions, or practices, to their immediate supervisor, Department Head, or the Personnel Director.

## SECTION 6- SAFETY PROCEDURES



### 6.1- TOWNSHIP SAFETY AND SECURITY

**Purpose:** To ensure Employee safety and wellbeing in Township facilities. The Township encourages Employees to utilize good safety and health practices as dictated by the job, location, and circumstances.

**Scope:** All Township Employees and Contractors.

**Effective: 03/24/26**

Revisions History: formerly 10.8 (eff. 01/22/08) and 10.9 (eff. 01/22/08), 02/08/22

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  - b. **Vendors, Contactors, Board/Committee Members, & Community Partners.** Vendors, Contactors, Board/Committee Members, & Community Partners shall be permitted to enter the Employee area only with an escort and a visitors' badge.
  - c. **Members of the Public.** Members of the public are never to be behind the counter in the employee area without explicit and pre-arranged permission from the Township Supervisor. Meetings with residents shall be held in the Conference Room directly off the lobby. If the Conference Room is unavailable, meetings shall be held in the Board Meeting Room or the Township Office Lobby.
  - d. **Employee and Contractor Access.** The Maintenance Department is responsible for assigning and programming unique access codes for each Township Employee. Access codes are programmed based on Employee needs (i.e., Employees will not have access to areas not required for performance of their duties). Employees will not share their access code(s) with anyone.
  - e. When any Employee, contractor, or other service provider with a key or access code leaves the employment of the Township, the following security measures will be taken:
    - i. All building keys issued to the Employee, contractor, or other service provider will be returned to the Township.

- ii. The internal access code(s) for the Employee, contractor, or other service provider will be changed
  - f. When deemed necessary for Township security, the following additional security measures will be taken:
    - i. All building alarm system codes will be changed.
    - ii. All door locks will be changed, and new keys issued to key holders.
- B. **Access Codes.** In case of emergency, Sheriff's Department personnel, along with some Fire Department Personnel, have access codes which allow entry to all Township building entrances. The Maintenance Director has an all-access code for emergency purposes. The IT Director has access codes to access all Township Employee offices in order to maintain and/service computer equipment.
- C. **ID Badges.** All employees, Elected Officials, and Contractors are issued ID Badges upon commencement of employment, appointment, or contracted services. ID Badges must be worn at all times in the building and in the field in order to be identifiable.
- D. **Off-Site/Field Safety.** When working off-site (e.g., field work, not in the office, etc.), all employees:
  - a. Must follow all safety policies and procedures at all times.
  - b. Must report any nonemergent concerns to the Maintenance Director immediately. Nonemergent concerns include issues related to maintenance, damage, sanitation, ordinance violations or safety concerns that do not impose an immediate threat or danger.
  - c. Must immediately contact the sheriff's department regarding safety concerns that present an immediate threat to health or safety (e.g., suspicious activity, crimes in progress, fires, hazardous materials etc.)
  - d. Are strongly encouraged to carry a cell phone or other reliable communication device at all times.
  - e. Shall maintain consistent communication related to responding to emails, messages, and phone calls.
- E. **Off-Site/Field Rules of Conduct.** While performing assigned tasks off-site or in the field, employees are expected to limit personal or social interactions with members of the public. Employees may provide brief, courteous responses to questions directly related to services or safety but must avoid prolonged conversations, debates, or activities unrelated to their work.
  - a. Permitted Communication
    - i. Offer brief directions or basic information about amenities, hours, or safety rules.
    - ii. Report emergencies or hazards immediately to appropriate authorities.
  - b. Prohibited Conduct
    - i. Engaging in personal conversations or debates while on duty.
    - ii. Participating in recreational activities (e.g., playing sports, joining picnics) while scheduled for work.
  - c. Professionalism
    - i. Remain polite and respectful at all times.
    - ii. If an individual becomes disruptive, follow established safety or security protocols and notify a supervisor.
- F. **Epidemic/Pandemic Preparedness Plan.** The Township will follow the most up-to-date guidance from the Centers for Disease Control (CDC), Michigan Department of Health and Human Services (MDHHS), and Kalamazoo County Health & Community Services (KCHCS) to address any epidemic, pandemic, or emerging health concerns.
- G. **Michigan Occupational Safety and Health Administration (MIOSHA).** The Township follows all MIOSHA rules and regulations. Employees are expected to comply with all Township policies for health and safety. If an Employee feels unsafe, they should report their concerns to the Township Personnel Director and/or file a complaint with MIOSHA.
- H. **Employee Health and Wellbeing.** The Township is committed to ensuring its employee's wellbeing. Employees who are physically ill, and may be contagious, should refrain from coming into the Township buildings. Employees may, if capable and desire to, work from home with approval from their immediate supervisor, Department Head, or the Personnel Director.
- I. **Reporting.** Employees should report any unsafe conditions, or practices, to their immediate supervisor, Department Head, or the Personnel Director.

# Memorandum & Request



**Date:** March 24<sup>th</sup>, 2026  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
**Subject:** Kalamazoo Regional Water & Wastewater Commission (KRWWC) Budget Amendment

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## Objective

Receive Board approval of the budget amendment for 2026 KRWWC dues.

From: GL	485-000-40000	Carryover \$12,500
To: GL	485-536-82100	Professional Fees \$12,500

## Proposed Motion

I move to approve the budget amendment for KRWWC dues for \$12,500.

## Background

The KRWWC fiscal year is April 1 – March 31. In reconciling their budget for end of 2026, based on the actual invoices from professionals to negotiate new Wastewater Services Agreement with the City of Kalamazoo, dues were adjusted. The KRWWC unanimously voted at their March 5, 2026 meeting to approve a Special Assessment of \$12,000 for FY26 dues for the four (4) largest member municipalities. The KRWWC also voted to adopt the FY27 dues which are \$25,000 for Oshtemo (capped amount per municipality).

The historic practice is to split the annual dues between water and sewer funds. Since this Special Assessment is related to the new Wastewater Services Agreement negotiations, it is proposed to come from the sewer fund.

There is \$24,500 allocated in the Oshtemo 2026 approved budget – a deficit of \$500 from the adopted FY27 dues. Total Budget Amendment \$500 + \$12,000 = \$12,500.

## Core Values

Fiscal Stewardship  
Professionalism  
Public Service

## Attachments

DRAFT March 5, 2026 KRWWC Minutes



KALAMAZOO REGIONAL  
WATER & WASTEWATER COMMISSION

Est. 1998

Members: Alamo Township; Charter Township of Brady; Charleston Township; Charter Township of Comstock; Cooper Charter Township; Kalamazoo Charter Township; Oshtemo Charter Township; Charter Township of Pavilion; Township of Richland; Ross Township; Schoolcraft Township; Schoolcraft Village; Charter Township of Texas

**Regular Meeting Minutes for Thursday, March 5<sup>th</sup>, 2026**  
**Meeting Location: OSHEMO TOWNSHIP, 7275 W. Main Street**

- Call to Order: Chair Sorensen called the meeting to order at 10:30 am. A quorum of voting members was present in person. Refer Attendance list, following.
- Set agenda: Chair Sorensen presented the agenda and asked for any additions. Director Heiny-Cogswell added two letters to Correspondence. Motion by Trustee Pratt, Second by Supervisor McFarland O'Rourke to approve the amended agenda. **Motion carried, all Ayes.**
- Introductions / Guests: Introductions of those present in person and online occurred.
- Minutes: Motion by Trustee Pratt, seconded by Supervisor McFarland O'Rourke, to approve the minutes for the Special Meeting and the Closed Session minutes from 01.08.2026. No discussion. **Motion carried, all Ayes.**
- Public Comment: None received.
- Correspondence: Three correspondence items were provided, including a copy of the litigation re. Ross/Richland v GLSWA (litigation does not involve the KRWWC negotiations; it is a matter between the parties), a letter cc'ing the KRWWC from City of Kalamazoo to Richland Township, and the same letter from the City to Ross Townships, both regarding the litigation. No discussion.
- Old Business: WW Service issues update – outstanding issues: None.
  - 2026 KRWWC Regular Meeting Dates & Location: Chair Sorensen made a motion to set proposed meeting dates for May 21<sup>st</sup> & Sept 17<sup>th</sup> at Oshtemo Township, 10:30am. Second by Supervisor Hutchings. **Motion carried, all Ayes.**
- Committee Reports: The Executive Committee met once since the last meeting. The Planning Committee did not meet. The full negotiation team met with the City twice, and the attorneys met with the City attorneys and Public Works Director once to discuss the IPP/SUO. Upcoming negotiations with the City are scheduled for March 12<sup>th</sup>.
- Water Utility Policy Committee (UPC): UPC draft minutes from January 8<sup>th</sup>, 2026 were provided, noting December and February UPC meetings were cancelled.
- New Business:
  - Audit Engagement: Motion by Supervisor Hutchings, seconded by Trustee Pratt to authorize the Chair to enter into agreement with Siegfried Crandal to conduct the KRWWC fiscal year 2026 annual audit, in an amount not to exceed of \$4900. **Motion carried, all Ayes.**
  - Treasurer Report/ Bills Paid & Payable Jan through Feb/ Checking & Money Market Bank Statements: Director Heiny-Cogswell provided the Treasurer's Report, list of bills paid and payable, and bank statements since the last meeting. Hearing no questions, Supervisor

Mailing Address – KRWWC, c/o Charter Township of Kalamazoo, 1720 Riverview Dr, Kalamazoo, MI 49004

Hutchings made a motion that was seconded by Supervisor McFarland O'Rourke to accept the Treasurer's Report as presented. **Motion carried, all Ayes.**

- Request to Enter Into Closed Session: Attorney's written request to enter closed session was noted and Chair Sorensen asked for a motion. Trustee Pratt made a motion to enter closed session, seconded by Supervisor Hutchings. Roll call vote: Bell, yes; Pratt, yes; Priest, yes; Sorensen, yes; VanderRoest, yes; McFarland O'Rourke, yes; Hutchings, yes. **Motion carried, all Ayes.** Closed session began at 10:39 am.

Motion by Supervisor Hutchings, second by Supervisor VanderRoest to exit closed session. **Motion carried, all Ayes.** Closed session ended at 10:45 am, in order to discuss closed session attendance in open session.

Discussion held whether the January vote for named individuals to attend closed session was intended for future closed sessions. Supervisor McFarland O'Rourke and Trustee Pratt, noting their Township Boards vote at each closed session request, asked that a vote for additional attendees occur at each closed session meeting request, given closed session discussions change over time. The January 8<sup>th</sup> minutes were viewed and found to be silent on the intention as to the term of attendance. Members consensus was to vote on additional attendees today.

A motion was made by Supervisor Bell to include Attorney Porter, Public Works Director Horner, GLSWA Director Crumb, UPC Alternate Elliott, Superintendent Hess and Superintendent Davis Jr in closed session. Second by Supervisor McFarland O'Rourke. Roll call vote: Bell, yes; Pratt, yes; Priest, no; Sorensen, yes; VanderRoest, yes; McFarland O'Rourke, yes; Hutchings, no. **Motion carried, 5-2.**

A motion was made to enter closed session by Chair Sorensen, seconded by Trustee Pratt. Roll call vote. Bell, yes; Pratt, yes; Priest, yes; Sorensen, yes; VanderRoest, yes; McFarland O'Rourke, yes; Hutchings, yes. **Motion carried, all Ayes.** Closed session began at 10:51.

A motion was made by Supervisor McFarland O'Rourke to exit closed session, seconded by Trustee Pratt. **Motion carried, all Ayes.** Closed session ended at 11:25.

Motion made by Supervisor Hutchings, seconded by Trustee Pratt to proceed with Attorney recommendation. **Motion carried, all Ayes.**

- FY27 Annual Budget: Director Heiny-Cogswell asked to combine discussion on fiscal year (FY) budgets and dues. Director provided an overview of the proposed FY27 annual budget, the FY27 proposed member dues, the FY26 budget amendments and amended budget, and the FY26 dues special assessment, as proposed and provided in Member packets. Director noted one change to the customer count for Schoolcraft Township, from 105 down to 75, and copies were available. Director also stated the dollar amounts in the original packet reflect the count of 75, so do not need revision. Discussion ensued. Supervisor Bell noted the increase in professional services expense, along with the need to adopt budget amendments.

Motion by Chair Sorensen, seconded by Supervisor Hutchings, to adopt the FY27 annual budget. **Motion carried, 6-1.**

- FY26 Dues Special Assessment: The dues special assessment for FY26 (through March 31, 2026) were proposed. Motion by Supervisor Bell, seconded by Supervisor Hutchings, to increase the dues for the largest 4 member municipalities, Comstock, Kalamazoo, Oshtemo, and Texas by \$12,000 each. **Motion carried, all Ayes.**
- FY27 Dues: The upcoming FY27 dues were discussed as presented in the packet. Supervisor VanderRoest did not support the dues customer count for Charleston, since GLSWA provides wastewater services via franchise to a portion of Charleston’s customers. Supervisor Hutchings made a motion to adopt the member dues for FY27 (April 1, 2026 through March 31, 2027). Motion seconded by Supervisor Bell. **Motion carried, 6 to 1.**
- FY26 Budget Amendments: Supervisor Priest made a motion to adopt the FY26 budget amendments and FY26 amended budget as presented. Trustee Pratt seconded the motion. **Motion carried, 6 to 1.**
- Commission Member / Alternates / Attendees / Guest Comments: Supervisor Priest noted Richland’s water capital project commencing with tree removals, and the Township is receiving many calls. Supervisor Bell noted looking forward to the Oshtemo Phase 2 sewer project. Supervisor Hutchings noted a joint agreement with the Village of Augusta for fire protection services is moving forward. Supervisor O’Rourke introduced Superintendent Vester Davis Jr. She also requested the Township attorneys be informed as early as possible about the details of the wastewater agreement. Supervisor VanderRoest noted a potential large development. He agreed with Supervisor McFarland O’Rourke on the importance to have the township attorneys informed.

Engineer Wheat remarked that the KRWWC has existed “forever.” Its founding objective was to prevent fighting another 40 years over sewer and water service provision to the townships. The KRWWC is on the cusp of accomplishing this objective. The agreement is encouraging and should be implemented within the next few months. Chair Sorensen noted the history and looks forward to the positives in viewing this as a community system.

Director Heiny-Cogswell expressed strong interest in getting the agreement done, and the subsequent importance of ongoing KRWWC participation. Once the agreement is signed, work will shift to the WUPC, but critical long-term attention by the KRWWC is needed to ensure accountability.

Superintendent Hess stated the ‘big 4’ townships (customer counts) have had dues higher at times because historically, they had a lot at stake and will continue to experience great difficulty without a workable long-term agreement. He stated Comstock is okay with the special assessment dues this year, noting the negotiation process is nearing its end.

Director Crumb commented that he supports reimbursing Charleston for the proportion of dues attributable to their franchise agreement. He added GLSWA cannot be invoiced directly as they are not the KRWWC member, but GLSWA will re-imburse.

Oshtemo Public Works Director Horner noted there are many new development submittals in Oshtemo. She stated there is good news on bid prices in KATS projects, seeing 10% under estimates. Portage has seen 15% under estimates; this is good for projects and rates.
- Adjourn: Chair Sorensen adjourned the meeting at 11:52 am.



**MARCH 5th, 2026, 10:30 AM KRWWC MEETING ATTENDEES**

VOTING MEMBERS PRESENT

Supervisor & Chair Jeff Sorensen, Cooper  
Supervisor & Vice-Chair Cheri Bell, Oshtemo  
Supervisor JoAnne McFarland O'Rourke, Texas  
Supervisor Christina Hutchings, Ross  
Supervisor Jerry VanderRoest, Charleston  
Trustee Bob Pratt, Comstock  
Supervisor Bear Priest, Richland

ATTENDEES

Trustee Neil Sikora, Oshtemo (Alternate)  
Trustee Diana Langshaw, Ross (Alternate)  
KRWWC Attorney Tim Ferrand  
KRWWC Director Libby Heiny-Cogswell  
KRWWC Engineer Tom Wheat  
GLSWA Director John Crumb  
Superintendent Scott Hess, Comstock  
Superintendent Vester Davis Jr, Texas  
Attorney Jim Porter, Oshtemo  
Public Works Director Anna Horner, Oshtemo  
UPC Alternate Marc Elliott, KRWWC  
IT Director John Gibsen, Oshtemo



# Memorandum & Request



**Date:** March 20<sup>th</sup>, 2026  
**To:** Township Board  
**From:** Fire Chief McComb  
**Subject:** Amendment Request for 800 MHz Radio System Upgrade

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## Objective

To request approval of a budget amendment to support the purchase of 800 MHz radios for improved interoperability and alignment with countywide communications standards.

<b>From:</b>	GL 206-000-40000	Fire Fund Carryover	\$288,560.78
<b>To:</b>	GL 211-344-98000	Capital Outlay – Equipment	\$288,560.78

## Proposed Motion:

Motion to approve a budget amendment in the amount of \$288,560.78, transferring funds from GL 206-000-40000 (Fire Fund Carryover) to GL 211-344-98000 (Capital Outlay – Equipment), to facilitate the purchase of 800 MHz radios through Roe-Comm as part of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) interoperability initiative.

## Background

Kalamazoo County Consolidated Dispatch Authority (KCCDA) is assisting all public safety agencies in Kalamazoo County with transitioning to 800 MHz radios to improve interoperability. As part of this initiative, KCCDA has committed up to \$4 million annually, over a two-year period, to support fire agencies in upgrading their communications equipment to the Kalamazoo MPSCS subsystem for primary operations. To participate in this program, the department is requesting approval to allocate \$288,560.78 from Fire Fund Carryover to Capital Outlay for the purchase of new 800 MHz radios through Roe-Comm, the department’s local Motorola retailer.

Upon completion of the purchase, KCCDA will reimburse the department \$255,820, resulting in a net cost to the Township of \$37,890.78.

This project will replace all existing VHF radios in the fleet and align communications with countywide standards, significantly improving interoperability and operational efficiency.

Given the competitive nature of this funding program, it is important to act promptly to secure placement within the current funding cycle. Delaying this request may result in deferral to a future year when funding availability could be limited. Additionally, Motorola is currently offering a 40% discount on these radios, which is set to expire on June 1, 2026. Postponing the purchase would likely result in significantly higher costs.

## Core Values

Respect, Responsibility, Pride

Planned Inventory - 40% Motorola Discount							KCCDA Reimbursement for New	
Style	Make	Model	Date	New Item Cost	Count	Total Cost	Per Radio	Total
Portable	Motorola	N70 XE	TBD	\$6,377.40	34	\$216,831.60	\$4,500.00	\$153,000.00
Base	Motorola	APX 4500 Control Base	TBD	\$4,528.20	1	\$4,528.20	\$3,375.00	\$3,375.00
Mobile	Motorola	APX 6500 Single O2 Head	TBD	\$4,602.60	8	\$36,820.80	\$3,975.00	\$31,800.00
Mobile	Motorola	APX 6500 Dual O2 Head	TBD	\$5,092.20	5	\$25,461.00	\$4,500.00	\$22,500.00
						<b>\$283,641.60</b>		<b>\$210,675.00</b>

Other Items				
Spare batteries		\$162.00	12	\$1,944.00
Single unit desktop chargers		\$132.98	5	\$664.90
6 unit desktop chargers		\$1,155.14	2	\$2,310.28
				<b>\$4,919.18</b>

<b>Sum of Totals</b>	<b>This is the amount out of pocket up front</b>
<b>\$288,560.78</b>	

Existing MPSCS Inventory							KCCDA Reimbursement for Existing	
Style	Make	Model	Date	Replacement Cost	Count	Total Replacement Cost	(%) Allowed	Total
Portable	Motorola	APX 8000	2024	\$6,000.00	1	\$6,000.00	0.65	\$3,900.00
Portable	Motorola	APX 8000	2025	\$6,000.00	9	\$54,000.00	0.7	\$37,800.00
Mobile	Motorola	APX 8500 Single Head	2024	\$5,300.00	1	\$5,300.00	0.65	\$3,445.00
Requesting 1 mobile in place of 1 base								\$45,145.00

Sum of Totals for New	<b>\$288,560.78</b>
KCCDA Reimbursement for New	-\$210,675.00
KCCDA Reimbursement for Existing	-\$45,145.00
ROECOMM Programming Fees	<b>\$5,150.00</b>
<b>Total Oshtemo Realized Cost Before June 1</b>	<b>\$37,890.78</b>

# Memorandum

**Date:** March 24, 2026  
**To:** Township Board  
**From:** James Porter, Legal Counsel & Sierra Lucas,  
Paralegal Manager  
**Subject:** Second Reading re Text Amendments to Hawkers, Peddlers, and Solicitors – Section 122.001:  
Definitions & Section 122.003: License

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## **Objective**

MOTION: I make a motion to approve the second reading and adoption of the Text Amendments to Hawkers, Peddlers, and Solicitors – Section 122.001: Definitions & Section 122.003.

## **Background**

These amendments address issues with juveniles stealing items from local businesses and reselling them nearby. Registration and licensing requirements would allow the Police Department to verify nonprofit status or proper licensing.

This would help identify those involved, discourage the resale of stolen goods, and address related criminal activity while allowing legitimate charitable sales.

## **Information Provided**

Draft Ordinance

## **Core Value(s)**

Public Service, Professionalism, Integrity

DRAFT OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 689

Adopted:

Effective:

Text Amendment to Hawkers, Peddlers, and Solicitors General Ordinance No.156: Section 122.002 - Definitions & Section 122.003 – License.

THE CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN  
ORDAINS:

**HAWKERS, PEDDLERS, AND SOLICITORS' ORDINANCE**

SECTION I. AMENDMENT TO SECTION 122.002 - DEFINITIONS:

**Hawking, peddling, vending, door to-door selling or soliciting** or any variation of the same shall be defined for the purpose of this Ordinance as any activity involving selling or soliciting the sale of any goods, merchandise, services, or donations upon or from the public streets, parks and places or upon or from private property, commercial businesses open to the public, or premises not owned, rented, leased, managed or occupied under a valid claim of right or title by the person, firm or corporation engaged in such selling or soliciting activity.

SECTION II. AMENDMENT TO SECTION 122.003 - LICENSE:

A. Licensing required. No person, firm or corporation shall hereafter operate or engage in, or aide and abet, either directly or indirectly, any business of hawking, peddling, vending, door-to-door selling or soliciting within the Charter Township of Oshtemo without first obtaining a license therefor from the Township Clerk or Ordinance Enforcement Officer of said Township, which shall only be issued where the applicant qualifies therefor under the terms of this ordinance. This requirement shall not apply to charitable/religious organizations which are considered non-profit pursuant to IRC § 501(c)(3) or duly-appointed representatives soliciting donations on behalf of same. However, such an organization shall register with the Township Clerk annually and file with the Township Clerk or Ordinance Enforcement Officer ~~a list of the names of the all-persons in charge of~~ soliciting on behalf of the organization. ~~Except that the requirement of license and/or registration shall not apply to solicitations by children under the age of 18 on behalf of a school, charitable or religious organization.~~

SECTION III. EFFECTIVE DATE:

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

DUSTY FARMER, CLERK  
OSHTEMO CHARTER TOWNSHIP

DRAFT





*Wired For Excellence!*

3-11-2026

## Oshtemo charter Township

### Project: ev chargers

GR electric Inc. is pleased to present you with the following quote:

1. Install new 200 amp single phase outdoor panel.
2. Install 2 new I-line breakers in main panel. one 200 amp and one 60 amp.
3. Install 3 new ev chargers. 2 on building and one on a post.
4. Trench new line from new panel to post for ev charger.
5. Install new pedestal for chargers.
6. Install 1 new charger in garage area on separate 60 amp breaker.
7. Install load management to separate power usage from the outdoor and indoor charger.

## Base Bid \$12,728 to 14,728.00 budget number.

Notes:

- Quote includes permit and inspection.
- Customer to supply chargers.
- For the outdoor installation all other chargers added beyond the 3 will need to load share.
- The 3 outdoor chargers will be on 50 amp breakers with a 40 amp charge out of the new panel. once more are added it will change to 60 amp setting with a 48 amp charge load sharing with the charger next to it.
- Quote includes all pipe, wire, breakers, load management and pedestal for chargers.

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Thank-you for the opportunity!

Brandon Cook